



CHIPPING NORTON TOWN COUNCIL
THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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TOWN CLERK: Luci Ashbourne

Minutes of a meeting of **Chipping Norton Town Council** held in Chipping Norton Town Hall on **Monday 19th July 2021**

The following members were present:

Cllr G Mazower (Town Mayor)
Cllr Butterworth
Cllr S Coleman (Deputy Town Mayor)
Cllr R Fisher
Cllr J Graves
Cllr D Heyes
Cllr L Tuckwell
Cllr M Walker
Cllr N Whitmill

Also in attendance

Luci Ashbourne, Town Clerk

Cllr Mike Cahill (WODC)

Cllr Geoff Saul (WODC and OCC)

Four members of the public

25. Apologies for absence

Apologies for absence were received from Cllrs Coles, Bradley, Foakes and Poole.

26. Declaration of interests

There were no declarations.

27. Minutes

RESOLVED: That the Minutes of the Extraordinary Council meeting held on 15th June 2021 are approved as an accurate record and signed by the Mayor.

28. Public Participation

No members of the public asked to participate.

29. West Oxfordshire District Councillors' update

Cllr Cahill noted that:

- The redundant air-quality monitoring box has finally been removed.
- WODC will be giving £4,000 to the Town Council to spend on parking.
- WODC Environment Committee have been focused on flooding in Witney, plastic waste and carbon reduction, and how the Committee can contribute to conversations around developments such as ECN to ensure that environmental issues are prioritised.

Members enquired about what the parking fund criteria and deadlines are. The Clerk confirmed that the funds can be spent on anything related to parking within a two year deadline.

Cllr Saul confirmed that the next Uplands Planning Committee will include considerations for the plans for The Branch, and that the current recommendation is for deferral and site visit due to the fact the building is historical. The Boutique Cinema will also be looked at, and the recommendation is that it should be

approved. Cllr Saul confirmed that after the site visit, the application will come back to a meeting in August or September 2021.

30. Oxfordshire County Councillor's update

Cllr Saul updated members re:

- Covid-19: Cases are doubling in West Oxfordshire.
- East Chipping Norton: Attended a meeting with OCC officers and Cabinet member for Finance. The outcomes were:
 - OCC have agreed to meet with all landowners and stakeholders with a view to agreeing a comprehensive masterplan.
 - It was agreed that there should be public consultation from OCC regarding this.
 - Tension between Cala Homes and OCC is due to different agendas.
- Meeting with Transport officers – discussing rerouting HGVs, traffic in Chipping Norton, and improving the public realm; looking at what will go into the County Transport plan and Active travel.
- OCC has Gov't funding to promote 20mph zones in the County. Although the town has a 20 mph zone, it may be worth looking at expanding it. Cllr Walker asked what the feeling is at OCC re. the 20's Plenty campaign. Cllr Saul reassured members that Cabinet are very keen to roll out 20mph zones. Cllr Heyes asked about policing and enforcement of 20mph zones and that he had noticed the lack of it.
- ECN – Awareness of the issues with the health centre. The previous SPD had an area specifically marked out for expansion. OCC are keen, but they would expect the health centre to make a positive needs case.

Cllr Heyes updated members about ECN since the legal challenge to the SPD from the developers. A meeting has been held with planning officers at WODC, and the plan is for all of the stakeholders to come together and agree a masterplan. Meeting will be held between CNTC and OCC in order to understand their position.

Section 106 was flagged, with the suggestion that the Town Council should start talking about S106 priorities. This should be on the agenda for the next Council meeting.

31. Committee Minutes

Members noted the minutes of the following meetings and consider any related recommendations.

- a. Community Committee held on 23rd June 2021. Cllr Butterworth questioned how a drone survey could identify the problem. The Clerk reassured members that roof survey's conducted by drone is now commonplace and cost-effective as an alternative to erecting scaffolding.
- b. Staffing Sub-Committee held on 14th July 2021
RESOLVED: That all recommendations from the Staffing Sub-Committee are approved unanimously.

32. Queen's Platinum Jubilee

The Queen's Platinum Jubilee will be celebrated between 2nd and 5th June 2022. Members heard that it would be prudent for Council to approve membership of a Task and Finish Group to work in consultation with other community groups to scope an initial plan and a proposed budget to be referred to Community Committee.

The Mayor confirmed that she had a conversation with the Lady Lieutenant regarding the Green Canopy project which the Queen is promoting. Members agreed that the Town Council should work with the Town Festivals Committee.

RESOLVED: That Cllrs Graves, Tuckwell, Whitmill, and Coleman are members of the Queen's Platinum Jubilee Task and Finish Group.

33. Health and Safety – Memorial Safety Management

Members received a report from the Clerk regarding memorial safety management of the Worcester Road Cemetery and the Closed Churchyard.

RESOLVED: That a memorial safety plan will be put in place, with a rolling budget of £2,600 per year, over three years for memorial inspections, and; that the Council delegate authority to The Clerk of £50 per memorial repair where needed. Running total to be brought to Community Committee for monitoring.

34. Grants to Voluntary Bodies Policy

Members received the following proposed addition to the criteria section of the Grants to Voluntary Bodies Policy proposed by Community Committee:

"The Council will also consider assistance in kind, such as use of rooms at reduced or free rent within these terms of grant-aid"

RESOLVED: That the policy be updated to include the proposed wording.

The Clerk also noted that the policy had not been updated in line with the new committee structure or Council's calendar, and that as Council do look at ad-hoc requests during the year, there should be a caveat in the policy to reflect this.

RESOLVED: That ad-hoc grant giving should come out of the main grant pot for this year, and that setting up a separate budget is considered for 2022/23 and; that the Grants to Voluntary Bodies Policy is amended to:

Process

All grant requests are to be made to the Town Clerk by 25th September each year. Applications are considered at a Grants to Voluntary Bodies meeting in October where each application will be treated on its own merits and recommendations be sent to the next Community Committee for agreement and resolution.

NB. Council may consider applications on an ad-hoc basis if the circumstances are urgent and time sensitive.

35. Grant request from Thrive

To receive and consider a grant request from Thrive. The Mayor talked through the request and shared the need – in particular for school uniforms. Members endorsed supporting the request. Cllr Whitmill stressed that some joined up support through the PTA would be good. Members agreed that the office would need to look at audited accounts, and that funds be ring fenced for need in Chipping Norton Town.

RESOLVED: That Cllr Whitmill speak to Chipping Norton and Holy Trinity PTA about the issue re. expensive branded uniforms, and; that subject to scrutiny of audited accounts, the Council support Thrive North Oxfordshire with a grant of £5,000.

36. Wheeled sports

Cllr Whitmill proposed forming a Wheeled Sports Task and Finish Group to scope out ideas and potential for a wheeled sports facility in Chipping Norton. Members shared the history of previous ideas and plans, and welcomed this being back on the agenda.

RESOLVED: That Cllrs Whitmill, Tuckwell, Coleman, Fisher, and Holmes are members of the Wheeled Sports Task and Finish Group.

37. Confidential session

RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.

38. Christmas lights 2021

Members received four designs and quotations for a professional Christmas Lights display for 2021. At the discretion of the Chair this was moved up the agenda in order that members who need to leave can take

part in the debate. Members discussed the proposed budget of £22,500, and how to balance costs while meeting complex health and safety requirements.

At this point the meeting it was noted that two hours had elapsed and the meeting agreed to Suspend Standing Orders in order to allow the meeting to continue for a further 30 minutes.

Cllr Tuckwell left the meeting at 9:35pm.

Cllr Mazower proposed a reduced budget of £15,000. Cllr Butterworth asked for a named vote to be put on the record:

The proposal was carried with 6 votes for, and 2 against:

For. Cllrs Mazower, Whitmill, Graves, Fisher, Coleman, and Heyes.

Against. Cllrs Walker and Butterworth.

RESOLVED: Budget of £15,000 approved for the 2021 Christmas Lights display. Final design decision delegated to Cllrs Mazower, Coleman and Graves.

39. The Guildhall

Members received the Energy Performance Certificate for the Guildhall and noted that the EPC rating is F. Members agreed that a meeting with The Meanwhile Project would be a useful next step.

RESOLVED: That along with The Clerk, Cllrs Whitmill, Mazower and Coleman will meet with The Meanwhile Project to discuss potential at the Guildhall.

40. Confidential minutes

There were no confidential minutes to approve.

41. Date of the next meeting of Full Council – Monday 20th September, 7:15pm.