

CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm



Minutes of Chipping Norton Town Council held on Monday 21st March at Chipping Norton Town Hall at 7.15pm

Present

Cllr G Mazower - Town Mayor
Cllr S Coleman – Deputy Town Mayor
Cllr C Butterworth
Cllr E Holmes
Cllr R Foakes
Cllr J Graves
Cllr D Heyes
Cllr N Whitmill
Cllr M Walker – entered at 8.15pm

Also Present:

Luci Ashbourne, Town Clerk
Katherine Jang, Deputy Town Clerk
Elizabeth Gilkes, Locum Clerk
Mike Cahill, WODC
9 members of the public
Duncan Enright – entered at 8.15pm
Geoff Saul, WODC and OCC – entered at 8:15pm

94	Apologies for Absence Apologies for absence were received from Cllrs Fisher (illness), Poole (personal), Tuckwell (illness).
95	Declarations of Interest There were no declarations of interest.
96	Minutes Minutes of the meeting on the 17 th January 2022 were approved by the Chair and signed.
97	Special Announcements Cllrs paid tribute to long-serving former Cllr Eve Coles and former Mayor to Chipping Norton Jon Grantham.

	<p>Cllr Heyes paid personal tribute to Cllr Eve Coles and especially noted her dedication to Chipping Norton in both her work and personal life.</p> <p>Cllr Butterworth paid a personal tribute former Mayor Jon Grantham, noting his achievements, published works on Chipping Norton history, and dedication to Chipping Norton.</p> <p>All present observed a minute's silence in remembrance.</p>
98	<p>Public Participation</p> <p>Jenn, Alex, and Ruth from The Human Restoration Project shared a presentation with the Council on the work they're doing delivering the Chippy Exchange. They have reached 186 people directly including taking over the Chippy Larder for a day, and they have also held events in St Mary's School and the ACE centre. They have been undertaking asset mapping in Chippy and determining what Chipping Norton means to community members. Funded by S106 funding.</p> <p>Emma Kennedy from The Branch Trust updated the Council on the works at 16 Market Place (The Old NatWest Bank) being transformed into a community hub. Emma noted that advice from WODC has advised they create a cordoned area at the front of the building for building works to take place, as there is no access from the rear. This will impact pedestrian traffic and parking at the front of the site. They want to mitigate disruption in the town centre but note that this will take up one market spot. No deliveries or waste will be removed on Wednesdays (market days). The estimated time for this work is 60 weeks from the start date of June 2022.</p>
99	<p>West Oxfordshire District Councillor Update</p> <p>Cllr Mike Cahill updated Councillors on the planning appeal rejected by WODC's Uplands Planning, Committee. Cllr Cahill attended a joint meeting of the Environmental and Economic and Social committees to discuss East Chipping Norton Development Project's issues with drainage, biodiversity, and noted that recommendations would be made to the WODC Cabinet.</p>
100	<p>Oxfordshire County Councillor Update</p> <p>Cllr Geoff Saul entered the meeting at 8.15pm as he was chairing the HGV meeting which overran.</p> <p>Cllr Geoff Saul and Duncan Enright gave an overview of the HGV meeting held in the Upper Hall. Duncan noted that community members talked at length about speed cameras with ANPR and the East Chipping Norton development.</p> <p>Cllr Geoff Saul shared that the sentiment in the room was that the East Chipping Norton shouldn't go ahead without a holistic overview of the town, including the impacts on traffic.</p>
101	<p>Committee Minutes – To note the minutes and consider any related recommendations</p>
a	<p>The Staffing Sub-Committee meeting held on 26th January 2022.</p> <p>Cllrs noted this meeting</p>
b	<p>The Finance and Resources Committee held on 2nd February 2022.</p>

	<p>Cllr Butterworth reflected on the relatively small number of Councillors attending such an important meeting. The Clerk stated that it would be wise for The Council to consider having set membership numbers on committees.</p>
c	<p>The Strategic Planning Committee held on 16th February 2022. Cllrs asked Clerk to ensure that WODC Highways liaised with the Women’s Cycling Tour in light of the development at 16 Market Street.</p>
d	<p>The Planning Sub-Committee meeting held on 7th March 2022. Cllr Heyes subsequently noted that the Sarsden Quarry application was approved.</p>
e.	<p>The Community Committee meeting held on 9th March 2022. Cllr Whitmill wanted to clarify the work of Got2B and the Chippy Exchange and reflected that there may be some overlap in their community outreach goals. Town Clerk updated Cllrs on Got2Be and the work they are doing in the town. A report from Got2B will be coming to a future Community Committee meeting. Chair noted that the flagpole on the town hall will likely not be removed, but will be folded flat while a longer term solution is identified, and in the meantime an flagpole will be installed in the Millennium Garden.</p>
102	<p>East Chipping Norton Development Cllr Heyes organised a community meeting for volunteers on the 8th March, which included Chess Engage, LDA Design, Cala Homes and Charles Maxwell Tomlinson (OCC). Cllr Heyes gave an overview of the meetings to date and the upcoming Liaison meetings with OCC at the end of March 2022. The Liaison Group to include Cllr Heyes, Cllr Sandra Coleman(William Fowler Allotments), Luci Ashbourne (TC), Field Reeves, CN Health Centre, Sean Vassen, Craig Blackwell, Transition Chipping Norton, and other stakeholders from Chipping Norton. Duncan Enright gave an overview of the purpose of the masterplan in terms of the complexity of land ownership and development at the ECN site. He also noted that the detail in terms of parking provision would be decided further down the line, and that there is flexibility in this. County is responsible for social care, so the district dictates the health provisions required and facilities. Councillor Miller is the Cabinet Member for Finance and is responsible for looking at social value.</p>
103	<p>Civic Announcements The Mayor attended the opening of Housing 21, new housing for the elderly in Chipping Norton. Cllr Mazower confirmed that as time was of the essence she would circulate a list to members following meeting.</p>
104	<p>Vacancies Council noted a report from The Clerk in relation to the two vacancies on Chipping Norton Town Council and that a by-election is due to be held on 5th May 2022. Nomination packs are available for prospective candidates to collect from The Guildhall. As there is already an election in The ward of Chipping Norton for the WODC elections no extra polling cards will be required.</p>

	<p>The Chair formally thanked Cllr Carter for all the work she has done over the years and the support she has shown new Councillors over the years.</p>
105	<p>OALC Membership Council received communication from Oxfordshire Association of Local Councils regarding the Council's membership, along with an invoice for the next municipal year. The Clerk recommends that due to the wealth of resource and advice available it would be prudent to continue membership with OALC.</p> <p>Cllrs formally proposed that the Council continue to membership with OALC subsequent to Clerk's recommendation.</p> <p>Proposed by Cllr Jo Graves. Seconded by Cllr N Whitmill. Motion carried.</p>
106	<p>Town Council Newsletter</p> <p>Cllr Foakes proposed a Town Council newsletter comprising of a 1 page summary each month for Councillors to write. This would be an informal way to communicate with community members about what the council is doing.</p> <p>Cllr Jo Graves would like more information and would like to abstain from the vote.</p> <p>Cllrs delegated to Town Clerk and Cllr Foakes to investigate examples of other Town Council newsletters to bring back to councils at a future meeting. Town Clerk clarified this would be an online newsletter distributed via email, rather than printed to notice boards.</p>
107	<p>Planning Applications</p> <p>APPLICATION NO: 22/00596/HHD 19 The Leys Chipping Norton Oxfordshire OX7 5HJ Erection of a detached home office/garden room</p> <p>No objections</p> <p>APPLICATION NO: 22/00583/FUL 31 Worcester Road Chipping Norton Oxfordshire OX7 5YF Erection of a detached dwelling and garage together with formation of new access</p> <p>No objections</p> <p>APPLICATION NO: 22/00589/HHD 34 Insall Road Chipping Norton Oxfordshire OX7 5LF Conversion of garage to create additional living space</p> <p>No objections</p> <p>APPLICATION NO: 21/04143/LBC Halls Cottage 54 West Street Chipping Norton Oxfordshire OX7 5ER Replacement of tiles and flashing on the street side roof slope</p>

	<p>No objections</p> <p>APPLICATION NO: 22/00463/HHD 2 Marlborough Road Chipping Norton Oxfordshire OX7 5PD Erection of a single storey side extension and front porch.</p> <p>No objections</p>
108	<p>Christmas Lights</p> <p>The Town Clerk gave a report on the Christmas Lights and noted that decisions need to be made before going out to tender for external contractors.</p> <p>Cllrs were reminded of the budget of £15,000 to spend on Christmas lights.</p> <p>Cllrs decided to delegate to Community Committee to make a final decision on Christmas Lights. Cllrs propose to create a working party to send a specification to Community Committee to include Cllr N Whitmill, Cllr G Mazower, and Cllr S Coleman.</p>
109	<p>Traffic Advisory Matters</p> <ol style="list-style-type: none"> a. Cllr M Walker updated Councillors on the Oxfordshire County Council's 20mph scheme for towns. Cllr Walker suggests that this investigated in Chipping Norton. Cllr Walker proposes that Chipping Norton Town Council expresses an interest in the 20mph scheme and whether feasible for Chipping Norton ahead of more detailed consultation. Cllr Graves Seconded. Motion Carried. Cllr Saul asked that it be minuted that he is in support of the proposal. b. Cllr Mark Walker gave an update about the cycling activity day at the end of June. c. Received an update from Cllr M Walker following the initial discussion with OCC about a Local Cycling and Walking Infrastructure Plan (LCWIP).
110	<p>Confidential Session To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1 (2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of item 18.</p> <p>Following brief exit of Cllr Mazower, Cllr S Coleman briefly stepped in to act as Chair.</p> <p>Proposed by Cllr Walker and seconded by Cllr Coleman. Motion Carried.</p>
92	<p>Staffing Matters</p> <p>The Council received a report from the Organisational Task and Finish group who had identified priorities and proposed related recommendations.</p>
a	<p>Clerk's recommendation that the Finance Officer is moved onto the new role of Responsible Finance Officer and Allotments Manager, job description and model contract accepted.</p> <p>Proposed by Cllr Whitmill and seconded by Cllr Walker. Motion carried.</p>

b	The Clerk's recommendation for 4 days' work for HR support from LGRC is accepted. Proposed by Cllr Walker and seconded by Cllr Holmes. Motion Carried
111	Date of the next meeting of Full Council – Wednesday 22 nd June 2022.
	Meeting closed at 9:20 pm

Signed by The Chair.....

Date.....

DRAFT