



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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## Minutes of a Strategic Planning Committee meeting held on the 6<sup>th</sup> July 2022, at 6:30pm in the Council Chamber of Chipping Norton Town Hall

Present:

Cllrs Steve Akers (Standing in), Rachel Foakes (acting Chair), Chris Butterworth, Sandra Coleman

Also Present:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

<b>SPC15</b>	<b>Apologies for Absence</b> Apologies were received from Cllrs David Heyes, Emily Holmes, Jo Graves, Archie Miles, and Mark Walker.
<b>SPC16</b>	<b>Declaration of Interests</b> No declarations of interest were received
<b>SPC17</b>	<b>Minutes</b> The Minutes of the Committee meeting held on the 8 <sup>th</sup> June 2022 were approved with no amendments. <b>RESOLVED:</b> That the Chair signs and approves the Minutes as a correct record of the meeting.
<b>SPC18</b>	<b>Public Participation</b> None received.
<b>SPC19</b>	<b>Committee Strategic Plan</b> Cllrs received the Committee Strategic Plan which notes the committee priorities for the ensuing municipal year and beyond. Some discussion ensued about the 20mph speed limit and the HGV sign budget. Cllr Butterworth would like to log an objection to paying for signs re-routing the HGVs. The Clerk noted that this is a fluid document of projects with actions that will change throughout the municipal year.
<b>SPC20</b>	<b>East Chipping Norton Development</b> Cllrs received and considered draft terms of reference and budget for the ECN Working Party. Cllr Akers proposed that the Council adopts the terms of reference with the following amendment, "Meetings no more than once a month with no meetings in August or December, unless new developments warrant an extraordinary meeting." <b>RESOLVED:</b> That the Council approves the amended draft terms of reference for the ECN Working Party. Cllrs discussed the budget and suggested that the ECN Working Party draft a formal proposal to bring to a future committee meeting.

	<p>Cllr Akers proposed to earmark £250 for the field trip minibus hire and fuel budget as an immediate measure. Seconded by Cllr Coleman. Motion carried.</p> <p><b>RESOLVED:</b> That the Council earmarks £250 for the Build Chippy Better field trip minibus hire and fuel budget as an immediate measure.</p>
<b>SPC21</b>	<p><b>LCWIP and Road Safety Update</b></p> <p>Cllrs received an update following the recent LCWIP meeting and site visit by OCC officers to review pedestrian crossings in the town. Cllr Foakes gave a verbal update about a meeting 3 weeks ago and had received a positive response from OCC about the LCWIP. Cllrs had received draft plans of possible pedestrian crossings at West St and New St with possible layouts. Next meeting planned for the 7<sup>th</sup> July 2022.</p>
<b>SPC22</b>	<p><b>HGV Diversion Signs</b></p> <p>Cllrs received visuals, locations and costings for HGV re-routing signs and agree next steps. Cllrs queried if the Town Council is pushing for A44 re-routing if these signs would be considered redundant in a short period. The Clerk has communicated with OCC and has confirmed that these signs would remain in place. The Clerk noted that the OCC Highways Officer stated that these signs are purely advisory and cannot be enforced. Councillors suggested we request advice from the officer about the wording "advisory" and how this could further be enforced. Cllr Butterworth noted that the flashing signs near Holy Trinity are much more effective than the static signs. Cllr Foakes proposed that the Council approves the sign designs and locations with one amendment adding Chipping Norton to the roundabout sign. Motion carried.</p> <p><b>RESOLVED:</b> That the Council approves the HGV re-routing signs and locations with one amendment.</p>
<b>SPC23</b>	<p><b>20mph Scheme for Towns</b></p> <p>Cllrs received an update from The Clerk who noted OCC have launched a survey for Witney as a pilot scheme. The Clerk will be putting together a survey for the Town Council website modelled on the Witney survey with the results to be given back to OCC. The County Council will cover the costs of implementing the 20mph scheme (excluding the survey collection and analysis). Councillors suggested to make clear that 30&gt;20mph everywhere in Chipping Norton and that the survey is to determine whether residents support this. Cllrs suggested sending the future survey to schools and to close responses at the end of August.</p>
<b>SPC24</b>	<p><b>Walterbush Road Bus Shelter</b></p> <p>Cllrs received an update from The Clerk about adding Perspex sides to the existing bus shelter at Walterbush Road. Cllrs agreed the proposed design. <b>RESOLVED:</b> For the Clerk to implement the agreed design to the bus shelter at Walterbush Road.</p> <p>The Clerk reported that the planters have been emptied and will be filled with soil in the coming days ready for planting. A resident has suggested that the Brownies take over care of the planters. Councillors were very enthusiastic and supportive of this proposal.</p>

	<p>Cllrs discussed planting the sedum as an interim measure or wait for the Brownies to choose the planting scheme. Cllrs agreed to delegate Cllr Coleman to investigate.</p> <p><b>RESOLVED:</b> That Cllr Coleman is delegated to liaise with the Brownies to investigate planting and caretaking schemes.</p>
<b>SPC25</b>	<p><b>Parking Funding from WODC</b></p> <p>Cllrs received a report regarding the use of parking funding from WODC. WODC would approve the use of this funding for cycling parking and/or pedestrian signage from the Albion St car park into the town centre. The Clerk has received communication from the Parking Officer that approval has been granted for cycle parking but not for signage. The Chair has expressed an interest in installing a bicycle repair station in town as part of the cycle parking initiative. Cllrs were happy to go ahead but would like to delegate the location to be guided by Cllr Walker. Cllrs queried who would use this bicycle repair station and if there is a natural point in the town where cyclists would see and use it. Cllr Butterworth is in favour of using the funding for the cycle parking but objects to the cycle repair station. The Clerk noted that it is necessary to identify where the cycle parking needs to be, and if the repair station should be included in this remit. Cllrs agreed to delegate a site visit to Cllr Walker and either Cllr Coleman or Foakes.</p> <p><b>RESOLVED:</b> To delegate Cllr Walker and either Cllr Coleman or Foakes to do a site visit to identify locations for cycle parking and if the cycle repair station should be included in this remit.</p>
<b>SPC26</b>	<p><b>Request for a Memorial Bench</b></p> <p>Cllrs received a request for a memorial bench to be placed in the town centre. In principle Councillors were very supportive of this proposal. Cllrs queried the installation cost, and the Clerk noted that she had included this because that is the cost required if hard standing needs to be installed. Cllrs queried the location as the verge is sloped, narrow, and close to a busy road. Cllrs agreed to approve this request, subject to the Oxfordshire County Council risk assessment.</p> <p><b>RESOLVED:</b> That the Council, in principle, approves the request for the memorial bench subject to Oxfordshire County Council's risk assessment.</p>
<b>SPC27</b>	<p><b>Planning Applications</b></p> <p>Planning Appeal (to note)  Original Application Number: <a href="#">21/03496/HHD</a>  Description: Erection of two-storey and first floor rear extensions (amended.)  Address: 64 Dunstan Avenue Chipping Norton Oxfordshire</p> <p>Cllrs noted this planning appeal</p> <p><b>APPLICATION NO:</b> <a href="#">22/01583/HHD</a>  <b>PROPOSAL:</b> Demolition of existing front entrance porch and construction of two storey extension. Alterations to existing driveway inside the property boundary.  <b>LOCATION:</b> 58 Churchill Road Chipping Norton Oxfordshire</p>

	Cllrs have no objection to this planning application.
<b>SPC28</b>	<b>Date of Next Meeting</b> Wednesday 14 <sup>th</sup> September 2022

The Chair closed the meeting at 7:58pm

DRAFT