



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

13<sup>th</sup> April 2023

## **SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL**

TO: All Members of Chipping Norton Town Council

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: Wednesday 19<sup>th</sup> April 2023

TIME: 6:30pm

Luci Ashbourne  
Town Clerk

### Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

## A G E N D A

### **1. Apologies for absence.**

To consider apologies for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk ([townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)) prior to the meeting, stating the reason for absence.

### **2. Declaration of interests.**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct

### **3. Minutes**

To approve the Minutes of the Full Council meeting held on 22nd February 2023

### **4. Public Participation**

The meeting will adjourn for this item

Members of the public may speak for a maximum of five minutes each during the period of public participation.

### **5. West Oxfordshire District Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

**6. Oxfordshire County Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on OCC.

**7. Committee Minutes**

To note the draft minutes of the following meetings and consider any related recommendations:

- a. Community Committee – 15<sup>th</sup> March 2023
- b. Strategic Planning Committee – 22<sup>nd</sup> March 2023
- c. Finance and Resources Committee – 29<sup>th</sup> March 2023

**8. East Chipping Norton Development**

To receive an update on the status of the East Chipping Norton Development.

**9. Civic Announcements**

To receive a report from The Mayor on Civic engagement and activities.

**10. Council Action Plan**

To note

**11. Correspondence**

To receive and note any correspondence

**12. Report Back from the Councillors on the Work with External Bodies where they serve as the Town Council's Nominated Representative**

To receive a short verbal update from councillors who sit on external bodies where they serve as the Town Council's nominated representative.

**13. Pool Meadow**

To receive a verbal update from Beaumont Rivers

**14. Worcester Road Cemetery**

To receive a request regarding signage in the Cemetery

**15. Grants**

To receive a grant application from The Chipping Norton Theatre Community Outreach Team.

**16. Keep Chippy Beautiful**

To receive a proposal regarding a "Keep Chippy Beautiful" initiative and agree next steps.

**17. Finance**

To receive a report regarding ear-marked reserves and agree next steps.

**18. OALC Membership**

To note correspondence from OALC and consider whether Chipping Norton Town Council continues membership with OALC.

**19. Planning Applications**

To receive and consider a schedule of planning applications from West Oxfordshire District Council.

**20. 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 items 21 and 22.

**21. Cotswold Crescent Play Area**

To receive a report following the tender submissions for the design and installation of new equipment at Cotswold Crescent Play Area.

**22.Christmas light's infrastructure**

To receive a report from the Town Clerk

**23.Date of the next meeting** – The Annual Meeting of The Council, Monday 15<sup>th</sup> May 2023.



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Office Hours: Mon – Fri 9am – 1pm

## Minutes of a Full Council meeting held on Wednesday 22<sup>nd</sup> February 2023 at 6:30pm, in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Town Mayor), Steve Akers, Chris Butterworth, Ruth Fisher, David Heyes Rizvana Poole, Lexy Tuckwell, Sharon Wheaton and Natasha Whitmill.

### ALSO PRESENT:

Luci Ashbourne, Town Clerk

Cllr Geoff Saul – Ward member for Oxfordshire County Council and West Oxfordshire District Council

Cllr Mike Cahill – Ward member for West Oxfordshire District Council

4 members of the public

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| <b>FC109</b> | <b>Apologies for absence</b><br>Apologies were received from Cllrs Bradley and Walker.  |
| <b>FC110</b> | <b>Declaration of interests</b><br>No declarations of interest were received.   |
| <b>FC111</b> | <b>Minutes</b><br><b>RESOLVED:</b> That the Minutes of the Full Council meeting held on the 7 <sup>th</sup> December 2022 were approved and signed by the Chair as an accurate record of the meeting.   |
| <b>FC112</b> | <b>Public Participation</b><br>A member of the public addressed the Council concerned that the Council did not have the remit to politically lobby, and had done so by sending a letter to the CEO of Royal Mail regarding the postal strike. The Clerk confirmed that constitutionally the Council were able to send this letter, and had agreed by democratic decision to do so at a formal meeting. Advice had also been taken from Oxfordshire Association of Local Councils about the matter who agreed that there was no problem or conflict with Council making this resolution. The member of the public shared they were not happy with this. Members responded and reassured them that a debate and vote had taken place, and thanked them for taking the time to share their views.  |
| <b>FC113</b> | <b>West Oxfordshire District Councillors update</b><br>Members received an update from Chipping Norton's Ward Councillors sitting on WODC. Cllr Cahill shared the following points: <ul style="list-style-type: none"><li>• The Planning Dept is trying to make the application guidance clearer for people.</li><li>• Small business grants are available and some of the smaller retail outlets might find their rates reduced and find they're eligible for more support. Cllr Cahill will speak direct to people to ensure that as many people are aware and do not fall through the net due to not having access to the internet etc.</li><li>• WODC are doing the best they can to make sure refugees are being well supported in emergency accommodation. All school age children are now enrolled with a school and 70% of adults who are living with host families are now in employment.</li><li>• The Youth Needs Assessment has now been published. Cllr Cahill spoke to a young person in Chipping Norton who said young people really need a place to 'hang out'.</li></ul> |

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|              | <p>Cllr Akers asked for an update on the cost-of-living funding. Cllr Cahill said that he has not been given any more news – but that it is down to the individual to make an application. Cllr Poole added that the funding also supports Citizen’s Advice who can support people direct through the household support fund.</p> <p>Cllr Poole also added that she has spoken to young people, and that they choose to spend time in an open space. Cllr Poole has been talking to the Facilities and Events Officer about creating a safe space at the Town Hall.</p> <p>Cllr Saul shared the following points:</p> <ul style="list-style-type: none"> <li>• The 2023/2024 budget has been approved – this included keeping some vital posts that had previously been funded by temporary grant funding. One of the pressures is homelessness, which has increased by 20% since before the pandemic. Therefore, extra resource has been committed in the budget to help tackle this.</li> <li>• WODC are also looking at investing in local emergency housing. Local Authority Housing Fund could unlock £1.5million for 12 new dwellings. Initially this would need to provide support to people on refugee schemes. After this need has passed the accommodation would be available to anyone in need.</li> </ul> <p>Members asked what the main cause is for rising homelessness. Cllr Saul noted that the cost-of-living crisis is having the main impact. Cllr Akers noted thanks to Cllr Saul for his work on trying to mitigate some of the impact of this on residents in West Oxfordshire.</p> <p>Cllr Whitmill asked if there are any timescales for the emergency accommodation. Cllr Saul confirmed that this is at application stage at the moment.</p> <p>Cllr Poole enquired whether the accommodation would be suitable for families. Cllr Saul confirmed that they would.</p> |
| <b>FC114</b> | <p><b>Oxfordshire County Councillors update</b></p> <p>Members received an update from Cllr Geoff Saul, Chipping Norton’s Ward Councillor sitting on OCC:</p> <p>County Budget for 2023/2024 has now been approved. The freight strategy now has some funding to help implement it.</p> <p>There is £500,000 in the budget for community hubs – which will help rebuild family and children’s centres.</p> <p>Cllr Poole asked if the plan is for Chipping Norton to have a Family Centre. Cllr Saul confirmed that it is at planning stage, but that he will advocate for Chipping Norton to be made part of those plans.</p>   |
| <b>FC115</b> | <p><b>Committee Minutes</b></p> <p>Members noted the following draft minutes of the following meetings:</p> <ul style="list-style-type: none"> <li>a) Staffing Sub-Committee – 22<sup>nd</sup> December 2022</li> <li>b) Planning Sub-Committee – 10<sup>th</sup> January 2023</li> <li>c) Traffic Advisory Sub-Committee – 12<sup>th</sup> January 2023</li> <li>d) Community Committee – 18<sup>th</sup> January 2023</li> <li>e) Strategic Planning Committee – 25<sup>th</sup> January 2023</li> <li>f) Finance and Resources Committee – 1<sup>st</sup> February 2023</li> </ul> <p>Members noted the recommendation from the Finance and Resource Committee regarding tree works at St Mary’s Churchyard and related costs of £4,680.00 for the health and safety works to be carried out.</p>   |

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|              | <p>Cllr Fisher proposed that this recommendation be approved, Cllr Whitmill seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the cost of £4,680.00 for the medium term tree works at St Mary's Church is approved.</p>  |
| <b>FC116</b> | <p><b>East Chipping Norton Development</b></p> <p>The Town Clerk confirmed that she had received a response from WODC Planning Officer regarding the archaeological report. Cala Homes had confirmed that the trial trenching report was sent to Historic England on 7th December immediately after it had been signed off by the County Archaeologist. At that stage the indication was that the initial views of Historic England would be received early in the new-year. However, as that hasn't been forthcoming, they have recently followed up. Cala Homes will let WODC know, once they have had a response. The Mayor asked about community facilities and what the plans are, taking the proposed Rainier Development into consideration.</p> <p>Cllr Saul noted that before that they need to know where things are with the East Chipping Norton Development as a whole. The new local plan is being developed, but this may not impact speculative development in the meantime.</p> <p>Cllr Saul confirmed the draft local plan should be ready early 2024.</p> <p>Cllr Butterworth noted that the last local plan took over 9 years. Cllr Saul reassured members that this would not take that long.</p> <p>Cllr Akers noted that there is a lot of excitement about what the site represents from an archaeological perspective.</p> <p>Cllr Heyes stressed that it feels frustrating that the master-planning process has stopped because a lot of work could have been progressed. The Chair agreed that this did feel counter productive. Cllr Saul confirmed his understanding is that nothing is going to happen until after the archaeological reports and recommendations have been finalised.</p> |
| <b>FC117</b> | <p><b>Civic Announcements</b></p> <p>Members received a report from The Mayor on Civic engagements and activities. The Mayor noted that there are two more Councillor surgeries planned before the end of the municipal year. Cllr Fisher and Cllr Poole committed to attending the 25<sup>th</sup> Feb surgery. Cllr Heyes and Whitmill will attend the 25<sup>th</sup> March. All agreed that raising awareness of the new voter ID requirement and supporting people with that would be a good focus. The Mayor confirmed that the crossing lights on the Banbury Road next to The Pillars housing development are finally on and working. The Mayor asked Councillors to share details of the Charity Fundraiser The Sustainaball with their works to be held on Saturday 4<sup>th</sup> March. Cllr Akers asked if the letter to Giles Hughes had a response – no. Will chase.</p>  |
| <b>FC118</b> | <p><b>Council Action Plan</b></p> <p>Members noted the ongoing Council Action Plan.</p>  |
| <b>F119</b>  | <p><b>Calendar of meetings</b></p> <p>Members received a report and proposed calendar of meetings from the Town Clerk. Cllr Butterworth proposed that the proposed calendar of meetings be approved, Cllr Whitmill seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the calendar of meetings is approved for municipal year 2023/24</p>   |

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| <p><b>FC120</b></p> | <p><b>Scheme of Delegation</b><br/> Members received a report from the Town Clerk recommending that the Scheme of Delegation to Committees be amended to balance workload ahead of the new Council year starting May 2023.<br/> Members welcomed this and agreed that it would be helpful to proceed.</p> <p><b>RESOLVED:</b> The a final draft of the new Scheme of Delegation be brought to the annual town council meeting in May.</p>  |
| <p><b>FC121</b></p> | <p><b>Correspondence</b><br/> Members received and noted correspondence from Thrive North Oxfordshire who had written to thank the Council for the grant provided in 2022.</p>   |
| <p><b>FC122</b></p> | <p><b>Local Council Award Scheme</b><br/> Members received a report from the Town Clerk regarding the Local Council Award Scheme.</p> <p>a) Part of the Local Council Awards Criteria is for Council to understand its duties in relation to biodiversity and crime.<br/> Cllr Akers proposed that the draft Biodiversity and Crime statement be adopted, Cllr Fisher seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Council adopt the following statement:</p> <p><b><u>Chipping Norton Town Council - Biodiversity and Crime Disorder Duties Statement</u></b></p> <p><u>Biodiversity</u><br/> Section 40 of the Natural Environment and Rural Communities Act 2006 places the following biodiversity duty on Chipping Norton Town Council:<br/> <i>"Every public authority must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity"</i><br/> Having regard to this duty Chipping Norton Town Council has identified the following areas where integrating biodiversity is key:</p> <ul style="list-style-type: none"> <li>• commenting on planning applications</li> <li>• managing land, property, Worcester Road Cemetery, St Mary's closed Churchyard, Pool Meadow, Recreation spaces, energy and waste</li> </ul> <p>In discharging its duties, the Council:</p> <ul style="list-style-type: none"> <li>• only undertakes hedge trimming out of the nesting season</li> <li>• has procured a comprehensive tree survey and associated works to preserve the condition of mature trees, with ongoing revenue budgets to maintain this</li> <li>• has implemented the "Pesticide-Free Chipping Norton" Policy</li> <li>• Does not install Christmas Lights in trees where birds may be nesting</li> </ul> <p><u>Crime and Disorder</u><br/> Chipping Norton Town Council has a duty to consider the impact of its functions and decisions on crime and disorder in its area, under Section 17 of the Crime and Disorder Act 1998. As part of that process the Town Council will fully engage with all applicable bodies to:</p> <ul style="list-style-type: none"> <li>• Reduce and detect crime.</li> <li>• Reduce anti-social behaviour and fear of crime, and to re-assure people.</li> <li>• Strengthen community involvement, pertaining to Section 5(2) of the Crime and Disorder Act 1998 (the right of town and parish councils to be consulted).</li> </ul> <p>In discharging its duties, the Council:</p> |

- Extends a permanent invitation to Thames Valley Police to attend Council, Traffic Advisory Committee and other public meetings where questions can be asked and addressed.
- Manages the CCTV system in Chipping Norton Town Hall which provides evidence for TVP in the instance of a crime in the vicinity.
- Prioritises the quick removal of graffiti, litter and drug paraphernalia from managed public property and open spaces within its control.
- Publishes relevant information on the web and social media as appropriate.
- The Town Clerk and the Mayor hold regular meetings with the local Chief Inspector to discuss local issues.

b) As part of the application process the Local Council Award's panel require the Council to confirm by resolution that it meets each criteria required.

Cllr Akers proposed the resolution is approved, Cllr Coleman seconded. All in favour – motion carried.

Cllr Akers noted thanks to the Town Clerk and the rest of the team for their work on this.

**RESOLVED:**

Chipping Norton Town Council confirms by resolution that it recognises its duties in relation to biodiversity and crime and disorder, and that it has:

Criteria demonstrating good governance in managing the business and finances of a council:

- Standing Orders
- Financial Regulations
- Code of Conduct and a link to Councillors Register of Interests
- Publication Scheme
- Annual Return
- Transparent information about Council payments
- A Calendar of meetings, including the annual meeting of Electors
- Minutes for at least one year of Full Council meetings, and all Committee and Sub-Committee meetings.
- Current agendas
- Budget and precept information for the current or next financial year
- A complaints procedure
- An Accessibility Statements
- A Privacy Notice
- A Risk Management Policy
- A Register of Assets
- Contracts for all members of staff
- Up to date insurance policies that mitigate risks to public money

Criteria representing a council's role in the community and how it engages with the community:

- Council contact details and councillor information published online
- An action plan for the current year
- Evidence of consulting the community
- Publicity advertising council activities
- Evidence of participating in town and county planning

Criteria representing council improvement through the management and development of staff and councillors:

- Disciplinary and Grievance procedures



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|              | <ul style="list-style-type: none"> <li>• A policy for training and development of staff and Councillors</li> <li>• A record of all training undertaken in the last year</li> <li>• A Clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year</li> </ul>  |
| <b>FC123</b> | <p><b>Cycle repair stands</b></p> <p>Members received and considered a report from the Town Clerk regarding choosing a design and colour for the two new cycle repair stands to be installed in the centre of town and at the leisure centre.</p> <p>Cllr Butterworth questioned whether they would be covered by CCTV. The Clerk confirmed that the one sited in the Town Centre should be covered by the Town Hall CCTV, and that enquiries would be made about the one outside the leisure centre.</p> <p>Cllr Whitmill proposed that the Council purchase option A: The Turvec Public Bike Repair Stand &amp; Pump, in green with custom branding. Cllr Wheaton seconded.</p> <p>All in Favour, motion carried.</p> <p><b>RESOLVED:</b> That two Turvec Public Bike Repair Stand &amp; Pumps are purchased and installed using the £4000 earmarked reserves.</p> |
| <b>FC124</b> | <p><b>Pool Meadow</b></p> <p>Members received a report from the Council's consultant Beaumont Rivers regarding the need for a topographic survey of the area at a cost of £2,500.</p> <p>Cllr Whitmill proposed the survey is carried out, Cllr Coleman Seconded. All in Favour, motion Carried.</p> <p><b>RESOLVED:</b> That the £2,500 cost of a topographic survey is approved and taken from the professional fees budget.</p>   |
| <b>FC125</b> | <p><b>Policies</b></p> <p>Members received the following policies to approve as recommended by the Finance and Resources Committee:</p> <ol style="list-style-type: none"> <li>Member/Officer Protocol</li> <li>Community Engagement Strategy</li> </ol> <p>Adoption of both policies were proposed by Cllr Wheaton, Seconded by Cllr Heyes.</p> <p>All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Member/Officer Protocol and the Community Engagement Strategy are adopted by the Council.</p>  |
| <b>FC126</b> | <p><b>Planning Applications</b></p> <p>Members noted the following planning applications from West Oxfordshire District Council:</p> <ol style="list-style-type: none"> <li>APPLICATION NO: 23/00089/HHD<br/>LOCATION: 3 Cox Lane, Chipping Norton, Oxfordshire<br/>PROPOSAL: Alterations to include erection of first floor and two storey extensions along with a replacement single storey extension. Works to include increase of hard surface to the existing driveway.<br/><b>RESOLVED:</b> No objection, Council agreed that any hard standing should be porous.</li> <li>APPLICATION NO: 23/00105/HHD<br/>LOCATION: 31 Cotswold Crescent, Chipping Norton, Oxfordshire</li> </ol>  |

PROPOSAL: Erection of a single storey rear extension and alterations to existing single storey linkroof including the insertion of a rooflight.

**RESOLVED:** No objection, no comment

c. APPLICATION NO: 22/03538/FUL

LOCATION: The Quiet Woman Antiques Centre, Oxford Road, Southcombe, Oxfordshire

PROPOSAL: Conversion of existing Antiques Store to a restaurant with separate event room. External works to include alterations to fenestration and associated hard and soft landscaping.

**RESOLVED:** No objection. Council noted that the hard landscaping should be porous, and that the development should be carried out in an environmentally sensitive way.

d. Members noted the following:

APPLICATION NO: 21/01204/FUL

PROPOSAL: Development of cinema and 8 apartments

LOCATION: High Street, Chipping Norton, Oxfordshire

The developer has agreed to the suggested name of "Harpers Yard" for this development.

e. Members noted the following correspondence:

I am writing from Blue Cedar Homes to inform the Town Council about potential plans for a high quality, small-scale new age-restricted retirement living homes on the north of Churchill Road, Chipping Norton.

We are planning to engage more widely with the local community in due course and seek feedback on our plans when they are developed further, but we are keen to start a conversation with the Town Council to introduce our plans and set out how our plans mitigate previous issues raised with plans by Sharba Homes for the same site, which were refused planning permission, namely;

Our plans are for around 6 new homes, covering a small part of the site originally planned by Sharba Homes, with the remainder of the site remaining in agricultural use. Landscaping features introduced to the site by the landowner since the original Sharba Homes plans will help to mitigate any impact on the setting of Bliss Tweed Mill. Our plans are for age-restricted retirement living homes, which would help meet a local need identified in the Chipping Norton Neighbourhood Plan.

I would be grateful if you could present this information to the Town Council members on our behalf and discuss the possibility of a meeting to discuss in further detail. If appropriate, we would be willing to provide a guided site visit to talk through the various issues in more detail.

Members discussed this and agreed that a meeting would be useful.

**RESOLVED:** That a meeting in person should be convened, and that all Cllrs and ward OCC and WODC Cllrs are invited.

f. APPLICATION NO: 23/00177/S73

LOCATION: Oldner Lodge, Charlbury Road, Chipping Norton, Oxfordshire

PROPOSAL: Variation of condition 2 (approved plans) of planning permission 22/02325/FUL to allow design changes. 22/02325/FUL: Demolition of existing single-storey dwelling and garage. Construction of new 1.5 storey dwelling together with

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|              | <p>associated landscaping works and provision of pedestrian access (amended plans). Cllr Butterworth noted that this should be approved.</p> <p><b>RESOLVED:</b> No objection, no comment.</p>  |
| <b>FC127</b> | <p><b>Confidential Session</b></p> <p><b>RESOLVED:</b> 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.</p>   |
| <b>FC128</b> | <p><b>Town Hall Repairs</b></p> <p>Members received a report from consultants Alder King following the tender submissions.</p> <p>Members discussed the report and recommendations in detail. Members heard that all four tenders came back with higher costs than the earmarked fund of £250,000, and the recommendation was that the damp works are initiated, and initial roof repairs pending a more detailed investigation should be instigated. Cllr Fisher proposed that the recommendation be approved, Seconded by Cllr Whitmill. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Council employ Barnwood Construction to carry out an initial detailed investigation, roof repair and ladies WC damp works at a cost of £80-£90,000, and for a more accurate quote to come back to Council once the detailed in person roof inspection has taken place.</p> <p>Cllr Poole left the meeting at 7:50pm</p>  |
| <b>FC129</b> | <p><b>Cotswold Crescent Play Area</b></p> <p>Members received the tender specifications as drawn up by Sport and Play Consulting. Members welcomed the document.</p> <p>Cllr Tuckwell proposed that the document is accepted in full, Cllr Heyes seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the tender document is approved for publication.</p>   |
| <b>FC130</b> | <p><b>Revised Stewardship Proposal</b></p> <p>The Chair outlined the amended proposal. Community First have stressed that the option two "Stewardship – Exploring the options" required some of the initial work outlined in phase one of the initial proposal.</p> <p>Cllr Heyes stressed that the Council should seek a proposal from another organisation to compare. Cllrs Heyes also noted that the Master-planning process has no principles as it is not happening – and questioned why a review of the ECN statement of Master-planning Principles would need to be included.</p> <p>Members discussed how long a delay might be if another organisation was approached. Cllr Fisher proposed that the Council approve this initial scoping exercise, and take a second opinion on the formal setting up of a Community Land Trust, Cllr Wheaton Seconded this proposal.</p> <p>All in favour, motion carried.</p> <p><b>RESOLVED:</b> The Community First carry out gap analysis, planning policy review and site assessment, and "Stewardship – Exploring The Options" at a cost of £3,025.00</p> |
| <b>FC131</b> | <p><b>Date of the next meeting</b></p>  |

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| Wednesday 19 <sup>th</sup> April 2023 |
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The Chair closed the meeting at 8:30pm

Signed as an accurate record.....

Date.....

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Office Hours: Mon – Fri 9am – 1pm

### **Minutes of a Community Committee meeting held in the Council Chamber, Chipping Norton Town Hall, on the 15<sup>th</sup> March 2023 at 6:30pm**

**PRESENT:** Cllrs Sandra Coleman (Chair), Jo Graves, Rizvana Poole, Steve Akers

**ALSO PRESENT:**

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

Tania Kirby, Facilities and Events Officer

18 Members of the public

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| <b>CC82</b> | <b>Apologies for absence</b><br>Apologies were received from Cllr Natasha Whitmill  |
| <b>CC83</b> | <b>Declaration of interests</b><br>None received  |
| <b>CC84</b> | <b>Minutes</b><br><b>RESOLVED:</b> That the Minutes of the committee meeting held on the 15 <sup>th</sup> January 2023 were signed as an accurate record of the meeting by the Chair.   |
| <b>CC85</b> | <b>Public Participation</b><br>1) Young residents in Chipping Norton were present to speak about the desire for a skate park in Chipping Norton, mentioning that the nearest skate park is in Charlbury.<br>Cllr Poole mentioned that there may be an opportunity to work with GLL to get funding and partnership with them for further grant work.<br>Cllr Graves mentioned that in the past there was a half-pipe at New St, but that Field Reeves owns this land and any prospective skate park would need their approval. Cllr Graves also mentioned the possibility of Greystones, which the Town Council owns.<br>2) A member of the public spoke about artificial flowers at the cemetery.<br>3) Chipping Norton Theatre came to thank the Council for the funding for the free lunch programme. |
| <b>CC86</b> | <b>Committee Action Plan</b><br>Members noted this ongoing action plan.<br>Members agreed to postpone the Cemetery Clean Up date until Autumn.  |
| <b>CC87</b> | <b>Correspondence</b><br>a. Members received a report from Chipping Norton Theatre about the free lunch scheme that was supported by the Committee in 2022.<br>b. Members received a letter from students at Chipping Norton School regarding a skate park, cycling, bus services, and litter in town.<br>Cllr Akers proposed sending a representative to the class who had written the letter to   |

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|             | <p>Speak to them about these issues.</p> <p>Members agreed for the Town Clerk to write a letter to Mr Brown and Head of Year to speak to the class about the contents of this letter.</p> <p>c. Members received an update from Chipping Norton Bowls Club regarding their proposal for an air source heat pump.</p> <p>Members agreed for the Town Clerk to write back to the Bowls Club to approve their amended design.</p>   |
| <b>CC88</b> | <p><b>Memorial for Cllr Rachel Foakes</b></p> <p>Members received a proposal regarding planting a memorial tree and plaque in Worcester Road Cemetery.</p> <p>All agreed to cover the cost of the tree and plaque for Cllr Rachel Foakes' memorial, and that the Wildflower Meadow area is chosen for the tree location. The Town Clerk to organise purchasing the tree and plaque.</p> <p><b>RESOLVED:</b> That the Town Council will cover the cost of purchasing a tree and plaque for Cllr Rachel Foakes' memorial in the Wildflower Meadow of Worcester Road Cemetery.</p>  |
| <b>CC89</b> | <p><b>Pool Meadow</b></p> <p>Jonny Ackroyd from Beaumont Rivers sent apologies for this meeting. The Town Clerk reported that the topographical survey is now taking place but that no formal reports have been received.</p>  |
| <b>CC90</b> | <p><b>Town Hall</b></p> <p>a. Members reviewed the fees and charges for hiring the Town Hall. The Facilities and Events Officer suggests revising the Kitchen meal rental to an hourly charge instead of a £5 flat rate. Cllr Akers proposed to accept the amendments suggested by the Facilities and Events Officer, seconded by Cllr Poole. Motion carried.</p> <p><b>RESOLVED:</b> That the fees and hire charges for the Town Hall are raised in line with the proposals made by the Facilities and Events Officer, and that the Kitchen hire should be revised to an hourly rate.</p> <p>b. Members noted a report from the Facilities and Events Officer detailing the ongoing damp and restoration works taking place at the Town Hall in the next coming weeks. The Facilities and Events Officer also reported that an upcoming wedding would like to have a BBQ on the Town Hall Steps. Cllrs agreed that in principle if this is properly risk assessed they have no issue with this taking place.</p> <p>c. Ingham and Pinnock letter of authority. The Town Clerk reported that the Pilgrim's Trust noted that the Town Council had too much in reserves and therefore could not grant any funding; The Heritage Lottery Fund noted that the Town Council Cllr Akers proposed, Cllr Coleman seconded to send the letter of authority and the spend of £2,500 match funding for the application.</p> |
| <b>CC91</b> | <p><b>Cemetery</b></p> <p>a. Members reviewed the fees and charges at the Worcester Road Cemetery. As the fees had last been raised in 2021, the Deputy Town Clerk suggested that the cemetery fees are raised in line with inflation to cover ongoing maintenance costs. Cllr Coleman proposed to accept the charges as stated, seconded by Cllr Graves.</p> <p><b>RESOLVED:</b> That the cemetery fees are raised in line with inflation by 10% (exclusive</p>   |

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|                    | <p>of VAT).</p> <p>b. Members reviewed the Cemetery Regulations pertaining to artificial flowers. The Town Clerk reported that no artificial flowers have ever been removed from the cemetery, regardless of the regulations. Unfortunately it is impossible for the Town Council to provide recycling bins at the cemetery because the bins are collected by the grounds maintenance team who do not have recycling facilities. Cllrs reported that threats made toward Town Council staff online are unacceptable. Cllr Coleman proposed to accept the regulations as written, seconded by Cllr Akers. Motion carried.</p> <p><b>RESOLVED:</b> That the amendment to the Cemetery Regulations pertaining to artificial flowers is accepted as proposed.</p>  |
| <p><b>CC92</b></p> | <p><b>Play Areas</b></p> <p>Members received an update from the Town Clerk about the damaged Trim Train at Cornish Road Play Park. As this has been damaged beyond repair and replacement would cost ~£5,000, the Town Clerk recommended that the equipment is removed. Further play equipment could be installed in future if there is a desire for more. This play park does not have a second exit or access for emergency vehicles and therefore doesn't meet modern safety and access standards. Cllr Graves proposed to remove the equipment. In future if more equipment is requested that it can be scoped in future. Seconded by Cllr Akers. Motion carried.</p> <p><b>RESOLVED:</b> To remove the Trim Train from Cornish Road play area.</p> <p>The Town Clerk reported safety surfacing at Cotswold Gates and handrails welding, mulching needs to be done by a professional. The Town Clerk recommended including the Trim Train removal in this cost proposal, estimated around £4,000 for all works to take place.</p> <p>Members noted that The Theatre will use the Cotswold Play Area on 21<sup>st</sup> August 2023 (Week 5 of Summer Holiday) for a children's play event.</p> |
| <p><b>CC93</b></p> | <p><b>Events</b></p> <p>Members received a report from the Facilities and Events Officer and agreed next steps. The Facilities and Events Officer reported that the Mayor's Ball raised around £1,600 for Bridewell Gardens.</p> <p>Coronation will have a picnic in the park on Sunday the 7<sup>th</sup> May 2023. Cllr Poole suggested setting up a temporary skate park at the event. The Facilities and Events Officer noted that a budget will need to be set for this event, and is currently scoping costs. Members agreed to delegate this work to officers and members coordinating the event.</p> <p>Flag raising event on the 6<sup>th</sup> May with the Royal Legion. Cllrs approve the possible cost of the Coronation flag (£40-50).</p> <p>The Town Clerk also mentioned that the Town Council has bunting from the Platinum Jubilee, and that this could be used to decorate the Town Hall.</p> <p>Pride Event – July 1<sup>st</sup> 2023.</p>   |

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| <p><b>CC94</b></p> | <p><b>Skate Park</b><br/> Members received a verbal report from the Town Clerk about contacting SkateboardGB who support Town Councils with implementing skate parks in town. The initial step would be to identify the best location for a skate park, and the Town Clerk noted that the ballpark initial costing would be around £100,000 for a skate park installation. Next steps would be for a few Cllrs (Sandra Coleman, Natasha Whitmill and the Town Clerk) to scope out a possible location and costing for a skate park in Chipping Norton. For the group of young people to start a petition and to start collecting signatures of supporters.</p>  |
| <p><b>CC95</b></p> | <p><b>Grants to Voluntary Bodies</b><br/> Members received and considered a new draft policy and application form for the Grants to Voluntary Bodies scheme. The Town Clerk noted that this policy would be launched after the new municipal year after the Scheme of Delegation had been reviewed. Cllr Graves proposed the draft policy and application form, seconded by Cllr Coleman. Motion carried.<br/> <b>RESOLVED:</b> That the new Grants to Voluntary Bodies policy and application are adopted as written, launching after the Scheme of Delegation has been reviewed.</p>  |
| <p><b>CC96</b></p> | <p><b>Smoke Free Oxfordshire</b><br/> Members received a report from the Town Clerk on Oxfordshire County Council’s Smoke Free Oxfordshire initiative. Cllr Akers proposed to accept the recommendations and that the suggested signage is installed. Seconded by Cllr Poole, who suggested to extend the scheme to Greystones where children play football. The Town Clerk clarified which areas the Town Council would be applying funding for – Members agreed that the recreation and play areas and Greystones are covered in the first instance.<br/> <b>RESOLVED:</b> That the Town Council applies for funding for Oxfordshire County Council’s Smoke Free Oxfordshire initiative for the recreation grounds, play areas, and Greystones in the first instance. The Town Clerk will cost the programme and apply for the grant.</p> |
| <p><b>CC97</b></p> | <p><b>Date of the next meeting</b><br/> Monday 22<sup>nd</sup> May 2023</p>   |

The Chair closed the meeting at 8:25pm





# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

## **Minutes of a Strategic Planning Committee Meeting held on Wednesday the 22<sup>nd</sup> March 2023, in the Council Chamber Chipping Norton Town Hall at 6:30pm**

PRESENT: Cllrs Mark Walker (Chair), Jo Graves, Sandra Coleman, Chris Butterworth, Steve Akers (Substituting)

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

Susan McPherson, West Oxfordshire District Council's Clean Air Officer

1 Member of the public

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| <b>SPC59</b> | <b>Apologies for absence</b><br>Apologies were received from Cllr David Heyes   |
| <b>SPC60</b> | <b>Declaration of interests</b><br>None received  |
| <b>SPC61</b> | <b>Minutes</b><br><b>RESOLVED:</b> That the Minutes of the Committee held on the 25 <sup>th</sup> January 2023 were signed by the Chair as an accurate record of the meeting.   |
| <b>SPC62</b> | <b>Public Participation</b><br>None received  |
| <b>SPC63</b> | <b>Committee Action Plan</b><br>Members noted this ongoing action plan. The Town Clerk has chased Cllr Aitman about the Sports Strategy. The CEO of Oxfordshire FA attended the previous Community Committee meeting and has put the Town Clerk in touch with the Chief Executive of SkateboardGB.  |
| <b>SPC64</b> | <b>East Chipping Norton Development</b><br>Members received an update about the East Chipping Norton Development from Cllr Coleman. Cllrs Coleman reported that the Wessex Archaeology report is now in the public domain. Cllrs would like clarity about the shifting boundaries of the Strategic Development Area and a realistic timeline for the masterplanning process.<br>Cllrs request for the Town Clerk to check in with Chris Hargraves and to report back at the next Full Council meeting on the 19 <sup>th</sup> April 2023. |
| <b>SPC65</b> | <b>Benches</b><br>Members received an update from the Town Clerk on benches and discussed next steps. At a previous meeting, councillors had requested porous basing for the curved bench in the Millennium Garden.   |

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|              | <p>Cllrs discussed the shape of the basing material and requested a half-circle. £400 for rubber mulch and £500 for hard core basing.</p> <p>Cllr Walkers proposed the cost of £4000 seconded by Cllr Graves. All in favour.</p> <p><b>RESOLVED:</b> That the Council agrees the cost for a three-piece curved Sheldon bench and associated basing costs, with a budget of £4000.</p>   |
| <b>SPC66</b> | <p><b>Chipping Norton Air Quality Action Plan</b></p> <p>Members received an update report from West Oxfordshire District Council's Clean Air Officer, Susan McPherson, and discussed next steps.</p> <p>For Cllrs to determine the overall priority action areas for Chipping Norton, and what actions the council are prepared to politically support (eg. Car parking related measures, improvements to buses or active transport routes.)</p> <p>Relay comments to Abigail Pepler as soon as possible.</p> <p>Susan McPherson to circulate the deadline for comments and the air quality action report.</p>   |
| <b>SPC67</b> | <p><b>Review of the Neighbourhood Plan</b></p> <p>Members received communication regarding a review of the neighbourhood plan and discussed next steps.</p> <p>Members agree to an initial meeting with Neil Horner to discuss an update to the neighbourhood plan.</p> <p>The invitation to be sent to member of this Committee only.</p>  |
| <b>SPC68</b> | <p><b>LCWIP</b></p> <p>Members received correspondence from Natalie Moore, who noted that the upcoming report will be finished and circulated soon, and that she will organise a TAC for after Easter.</p>  |
| <b>SPC69</b> | <p><b>Cycling</b></p> <p>Members discussed ways to encourage cycling in the town.</p> <p>Cllr Mark Walker also noted that the two cycle repair stands have been delivered to the Town Council and will be installed soon – one in the town centre and one outside the Leisure Centre.</p> <p>Cllrs mentioned that children's cycling classes take place in the summer, and noted that the classes could take children by the stands and teach them how to use them.</p> <p>Members agreed to postpone installation until after elections in May.</p> <p>The Town Clerk mentioned Car Free day in September, and that the unveiling could take place at that time.</p> |
| <b>SPC70</b> | <p><b>Planning Applications</b></p> <ol style="list-style-type: none"> <li>1. APPLICATION NO: <a href="#">23/00169/HHD</a><br/> PROPOSAL: Erection of front porch<br/> LOCATION: 2 Howes Lane Chipping Norton Oxfordshire<br/> <b>RESOLVED:</b> No objection, no comment.</li> </ol>  |

2. APPLICATION NO: [23/00239/HHD](#)  
 PROPOSAL: Relocate front door and construction of entrance canopy over together with the conversion of existing garage, covered walkway and porch to create additional living space, uniting main house and annexe into one property. Associated works and landscaping.  
 LOCATION: Silverdale 62 Over Norton Road Chipping Norton  
**RESOLVED:** No objection, no comment.
  
3. APPLICATION NO: [23/00393/HHD](#)  
 PROPOSAL: Replace conservatory with rear garden room  
 LOCATION: 4 Insall Road Chipping Norton Oxfordshire  
**RESOLVED:** No objection, no comment.
  
4. APPLICATION NO: [23/00378/LBC](#)  
 PROPOSAL: Internal and external alterations including replacement of existing window and door on rear elevation with new glazing and doors  
 APPLICATION NO: [23/00377/HHD](#)  
 PROPOSAL: Replacement of existing window and door on rear elevation with new glazing and doors  
 LOCATION: 26 New Street Chipping Norton Oxfordshire  
**RESOLVED:** No objection, no comment.
  
5. APPLICATION NO: [23/00145/HHD](#)  
 PROPOSAL: Proposed Two Storey Side Extension  
 LOCATION: 20 Cotshill Gardens Chipping Norton Oxfordshire  
**RESOLVED:** No objection, no comment.
  
6. APPLICATION NO: [23/00542/S73](#)  
 PROPOSAL: Variation of conditions 2 and 3 of planning permission [22/00583/FUL](#) to allow an externally built chimney to Southern elevation and the use of reconstituted stone walling and aluminium windows in place of natural stone and timber.  
 APPLICATION NO: [22/00583/FUL](#)  
 PROPOSAL: Erection of a detached dwelling and garage together with formation of new access  
 LOCATION: 31 Worcester Road Chipping Norton Oxfordshire  
**RESOLVED:** No objection, no comment.
  
7. APPLICATION NO: [23/00476/ADV](#)  
 PROPOSAL: Erection of two wall mounted signs either side of the bay window, wall mounted menu sign next to the door and a hanging sign  
 LOCATION: 7 Middle Row Chipping Norton Oxfordshire  
  
**RESOLVED:** Objection, Councillors object to the proposed sign due to the design being out of keeping with the character of Chipping Norton's Conservation Area and Middle Row. Councillors object to both the scale of the two principal signs and the illumination.

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|              | <p>8. APPLICATION NO: <a href="#">23/00522/HHD</a><br/> PROPOSAL: Erection of a single storey rear extension<br/> LOCATION: 3 Cooper Close Chipping Norton Oxfordshire<br/> <b>RESOLVED:</b> No objection, no comment.</p> <p>9. APPLICATION NO: <a href="#">23/00536/OUT</a><br/> PROPOSAL: Outline planning application for up to 90 residential dwellings, including up to 40% affordable housing, creation of new vehicular access of Banbury Road and provision of public open space with associated landscape planting with associated infrastructure, drainage measure, earthworks and all other associated works. All matters reserved except accessibility to the site, for vehicles in terms of the positioning and treatment access to the site<br/> LOCATION: Land South of Hit or Miss Banbury Road, Chipping Norton, Oxfordshire</p> <p><b>RESOLVED:</b> Objection - Councillors would like to thank Rainier for taking the time to meet and discuss with them, and for addressing and amending plans based on their comments.</p> <p>Councillors note that this outline planning application for 90 residential dwellings only encompasses a small portion of the land Rainier owns, which will likely be developed at a later point. Councillors stressed the need for a strategic development plan for the entirety of the land to address the pressure on already stressed infrastructure – including increased healthcare provision, water and sewage infrastructure upgrades, parking, and sports facilities.</p> <p>This proposed new development effectively draws a new residential boundary for Chipping Norton past the Cricket Club on Banbury Road. Considering the distance between the proposed development and the town centre and amenities including schools and shopping, Councillors discussed the need for pedestrian and cycling infrastructure linking this development to the current town and Strategic Development Area.</p> <p>Potential S106 requests at this point would include but are not limited to: Contributions to walking and cycling infrastructure, contributions towards the provision of additional healthcare services, contributions towards additional required provisions of childcare and education, identification of additional facilities for sports and play facilities. Specific S106 requests will be submitted as part of the full planning application consultation.</p> |
| <b>SPC71</b> | <b>Date of next meeting</b><br>Monday 5 <sup>th</sup> June 2023  |

The Chair closed the meeting at 7:56pm



# CHIPPING NORTON TOWN COUNCIL

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Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

## **Minutes of a Finance and Resources Committee meeting, held on the 29<sup>th</sup> March 2023 at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

**PRESENT:** Cllrs Ruth Fisher (Chair), Sandra Coleman, David Heyes (Vice-Chair), Sharon Wheaton and Natasha Whitmill.

### **ALSO PRESENT:**

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

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| <b>FR44</b> | <b>Apologies for absence</b><br>None received  |
| <b>FR45</b> | <b>Declaration of interests</b><br>None received   |
| <b>FR46</b> | <b>Minutes</b><br><b>RESOLVED:</b> That the Minutes of the Finance and Resources Committee meeting held on 1 <sup>st</sup> February 2023 were signed and approved by the Chair as an accurate record of the meeting.<br><br>Cllr Coleman mentioned that the Remembrance and Dedication Policy meeting had been arranged but needed to be cancelled – to be rearranged for a suitable time.   |
| <b>FR47</b> | <b>Public Participation</b><br>None received   |
| <b>FR48</b> | <b>Committee Action Plan</b><br>Members received and noted the ongoing Committee Action Plan.  |
| <b>FR49</b> | <b>Income and Expenditure</b><br>Members received detailed income and expenditure reports by budget heading.<br><br>7360 - Members queried the bank charge being 220% higher than budgeted, the Town Clerk reported that there was a percentage error but the actual sum (£9 was budgeted differently last year.)<br><br>Cemetery - P4 – Repairs and maintenance: The Town Clerk noted that emergency tree maintenance has taken place to remove a dangerous tree. There was an underspend last year in Cemetery tree works repairs, which were earmarked for this year.<br><br>The Town Clerk noted that March 2023 has not yet been reconciled, but that it looks like the overall budget will have an underspend this year.<br><br>Members approved the income and expenditure reports as received. |
| <b>FR50</b> | <b>Schedule of Payments for Approval</b>   |

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|             | <p>Members received the schedule of payments.</p> <p>The Town Clerk noted that there is an error in the reports for the piano, stating it cost £21,000 when it cost £2,100.</p> <p>Members approved the schedule of payments as received.</p>  |
| <b>FR51</b> | <p><b>Forward Work Programme</b></p> <p>a. Members reviewed the Council's risk register.<br/>The Town Clerk reported that the report has been updated to reflect current working practices. Members queried if it would be helpful to have Key Worker Insurance. The Town Clerk will investigate costs and receive a quote from the TC's insurance provider Zurich. Members recommended that the Council's risk register is sent to FC for approval with no amendments.</p> <p>b. Members reviewed the Council's Financial Regulations.<br/>The Town Clerk reported that the main change included modernising wording from Chairman &gt; Chair. Members recommended that the Council's Financial Regulations are sent to FC for approval with no amendments.</p> <p>c. Members reviewed the Council's Standing Orders.<br/>The Town Clerk reported that the main changes included modernising wording from Chairman &gt; Chair and removing video meetings from the policy as these are no longer allowed as COVID rules have changed. Members agreed that the Council's Standing Orders are sent to FC for approval with one amendment (removing Item H.)</p> |
| <b>FR52</b> | <p><b>Confidential Session</b><br/><b>RESOLVED:</b> That pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960, members moved into a Confidential Session to discuss Separate Business.</p>   |
| <b>FR53</b> | <p><b>Staffing Matters</b></p> <p>a. Members considered the draft annual leave policy.<br/><b>RESOLVED:</b> That the Annual Leave Policy is sent to FC for adoption with no amendments.</p> <p>b. Members received a report from the Town Clerk following the recruitment of the Responsible Finance Officer.<br/><b>RESOLVED:</b> The Deputy Clerk's contract is updated to reflect her permanent hours, and that the Deputy Clerk's role is updated to "Deputy Clerk and Estates Manager."</p>   |
| <b>FR54</b> | <p><b>Christmas light's infrastructure</b><br/>Members received a report from The Town Clerk about the Christmas lights. The Clerk reported that the Christmas lights in 2022 were received very positively in the town. As supply and installation of the little Christmas trees have now been handed back to the Town Council after being completed by volunteers for many years, the Town Clerk has requested the Council's Christmas light's contractor to provide quotes for different options for the display from the brackets above the shops. The display options included little Christmas trees, but due to the negative carbon impact of using small tree the contractor's option is for artificial trees made from recycled plastic that can be used for multiple years.<br/><b>RESOLVED:</b> Members agreed that the one-off infrastructure installation cost £7280.00 is</p>  |

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|             | <p>essential and recommends that this is sent to Full Council for approval. This should be taken from the underspend in the Council's professional fees budget line.</p> <p>Members discussed the possibility of the Town Clerk undertaking an informal survey of shops in town to determine which option would be the most desirable.</p> <p><b>RESOLVED:</b> That in principle, members agree that a recommendation for purchasing the hanging starburst design is taken to Full Council for approval dependent on the results from the informal survey of shopkeepers in the town centre. The Town Clerk will bring a report to the next Full Council meeting.</p> |
| <b>FR55</b> | <p><b>Date of next meeting</b><br/>Monday 12<sup>th</sup> June 2023</p>   |

The Chair closed the meeting at 7:35 pm.

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## Agenda item 9 - Mayor's Report

### Events and Meetings

- 23/02 Greystones site visit with Clerk following complaints about fencing at Greystones House
- 27/02 Build Chippy Better- Archaeology focus
- 06/03 RFO interviews  
Annual Town Meeting
- 08/03 Flag ceremony for International Women's Day
- 09/03 Field Reeves Meeting
- 13/03 Meeting with Blue Cedar Homes
- 15/03 Communities Committee
- 16/03 Meeting with Green Gym at William Fowler Wood  
Tree Planting Ceremony at New Street Recreation Ground  
Allotment Committee
- 22/03 West Oxfordshire Needs Assessment feedback  
Strategic Planning Committee
- 27/03 BCB Community Land Trust Focus
- 29/03 Meeting with WODC about Street Markets  
Finance Committee
- 05/04 Chippy Pride Planning
- 12/04 Met new deputy Lieutenant with Clerk
- 14/04 Online meeting with Access to Cash consultant  
Lido Opening

### Notes:

1. **Greystones House**- this building is not controlled by the Town Council. We have received complaints that the new occupiers have erected fencing to provide an outside secure play area, reducing car park provision on the site. Our clerk has checked the deeds which demonstrate that this space belongs to the owners of the house so can't be challenged. We are investigating if there is any scope to increase parking across the site, but this is difficult.
2. **William Fowler Wood**- The stone wall at boundary with Charlbury Road is being damaged by walkers. This has happened before and trustees will need to decide if the damage should be repaired again, if there is a better long-term solution, or if the damage should be left. Councillors may want to visit the wood and/or survey damage from Charlbury Road before the next trustees meeting. Other issues will also be covered at this meeting



3. A copy of the **Youth Needs Assessment** can be obtained by emailing [lucy.dorling@publicagroup.uk](mailto:lucy.dorling@publicagroup.uk). Our Events Officer also attended the meeting and we will use the conclusions to inform our work.
4. **Chippy Pride**: this will be a small event this year and planning meetings are taking place online. Please ask our clerk for an invite if you would like to attend these meetings- and consider inviting members of the local LGBTQ+ community to support.
5. **Bank Closures**: Our last High Street Bank, Barclays has announced they will be closing the branch later this year. This has triggered a review by Access to Cash (LINK) who assess if any new facilities need to be put in place. As you will be aware the Post Office provide a limited counter service which is well used but limited in extent- and often has a long queue. The assessment takes into account many factors, including number of local businesses, population and bus services and the current recommendation is that Chipping Norton needs “cash deposit solution” This isn’t well defined because LINK are working on a national solution for all communities in this position, but are currently addressing money laundering regulations. They expect to have a solution soon. Some communities where all banks have withdrawn are provided with a Banking Hub which includes weekly visits from a number of national banks, combined with counter service by the Post Office. Access to Cash are suggesting our population is too small to justify this, but we know that many of our older residents won’t use internet banking, will find travelling to larger towns difficult and that our High Street serves a much larger area than Chipping Norton. We can use this and other information to challenge the report and I am waiting for the form to do this.
6. **Field Reeves**: The main concern expressed by trustees was that income from farmers renting fields is declining. I suggested looking for alternative solutions for funding, aiming to protect access and the nature recovery. It is likely that trustees will want to increase the rent for the Recreation Ground! (Also covered under another agenda item.)

**Councillor Surgery**: We need to decide if we want to provide a Councillor Surgery on Saturday 29<sup>th</sup> April. We originally cancelled this session as Councillors standing for re-election would be campaigning. As the election is uncontested, we don’t have this pressure, or contact with the public. We need to decide if we should therefore hold the surgery in the normal pattern.

**Thank you**: I will personally express my thanks to all retiring Councillors at the meeting. Of particular note is the commitment of Cllr Chris Butterworth, elected in 2007 who has served as Mayor, and Cllr David Heyes. I am very grateful to everyone who has taken on this important role- regardless of time served and will say more at the meeting. Thank you everyone!

## Chipping Norton Town Council – Action and Strategic Plan

**Key Themes:**

|           |  |
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| <b>BT</b> | <b>A vibrant, safe and beautiful town</b>          |
| <b>OS</b> | <b>Improved open spaces</b>                        |
| <b>CS</b> | <b>Improving Community Services</b>                |
| <b>CE</b> | <b>Community engagement</b>                        |
| <b>MC</b> | <b>A Modern, safe and forward thinking Council</b> |

**Committees:**

|             |                                       |
|-------------|---------------------------------------|
| <b>FC:</b>  | <b>Full Council</b>                   |
| <b>CC:</b>  | <b>Community Committee</b>            |
| <b>SP:</b>  | <b>Strategic Planning</b>             |
| <b>FR:</b>  | <b>Finance and Resources</b>          |
| <b>TAC:</b> | <b>Traffic Advisory Sub-Committee</b> |

| Key    | Action   | Responsible Committee | Whose involved?                               | Budget                      | Com m e n t | Completion | Notes/Comment   |
|--------|--|-----------------------|---|-----------------------------|-------------|------------|---|
| CS1    | Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment | SP                    | CNTC/ Staff / Clubs/ Associations/WODC        | N/A                         | Sep-22      | Ongoing    | The Sports Provision and Pitch Strategy has been adopted by WODC. This was reviewed at the Strategic Planning Committee on 25 <sup>th</sup> Jan 23. Cabinet member Cllr Joy Aitman has been invited to meet with CNTC to discuss.   |
| BT1    | Promote active travel and transport in the Town  | SP                    | CNTC/Transition CN/Working group/             |                             | Ong oing    | Ongoing    | LCWIP   |
| BT/CE1 | Delivering the East Chipping Norton Development Vision Statement   | SP                    | CNTC/OCC/WODC //working group/Community First |                             | Ong oing    | Ongoing    | Master-planning process paused. Letter sent to OCC and WODC. Build Chippy Better group meeting regularly.   |
| CE1    |  |                       |   |                             |             |            |   |
| BT2    | 20mph scheme for Chipping Norton   | SP/TAC                | CNTC/OCC                                      | N/A                         | April 22    | April 23   | Consultation complete. Report published. Awaiting roll out of scheme by OCC   |
| CE2    | Chippy Phone Box   | SP                    | CNTC staff/CNarts                             | N/A                         | Jul-21      | Ongoing    | CNTC are managing the rota.   |
| BT3    | Using WODC's parking funding to promote active travel in the town  | SP                    | CNTC/WODC/Contractors                         | £4000 EMR                   | May 21      | May-23     | Both repair stands will be installed in May.  |
| CS2    | New bus shelter at Walterbush road   | SP                    | CNTC/OCC                                      | £106                        | 2020        | April 23   | New shelter installed. Planters have been planted with herbs. Quote for retro fit sides/seats approved and awaiting installation.   |
| CS3    | Restoring the town's municipal and memorial benches  | SP                    | CNTC staff/contractors                        | Street Scene budget and EMR | May 21      | May 23     | Ten benches complete. There are five more to restore. Second phase has started. Two are complete, the other three should be completed in the next few weeks.<br>The Covid Memorial bench for The Millennium Garden has been installed.<br>Both memorial benches have been installed.<br>The curved bench for the Millennium Garden is on order and should be installed in May/early June. |

|        |   |        |   |  |                   |          |   |
|--------|---|--------|---|--|-------------------|----------|---|
| BT4    | Reducing HGV's in the town centre   | SP/TAC | CNTC/OCC/worki<br>ng group                              | £8000 for re-<br>routing signs   | Ong<br>oing       | Complete | HGV re-routing signage have been installed.   |
| BT5    | Road Safety   | SP/TAC | CNTC/OCC/   |  | Ong<br>oing       | Ongoing  | Awaiting consultation on proposed new crossings in town centre from OCC. Road safety week was a success.  |
| CS4    | Modernise and improve Chipping Norton Town Hall<br>Large project  | CC     | CNTC<br>Staff/approved<br>consultants/worki<br>ng party | EMR<br>£277,486  | Jun-<br>22        | Dec-24   | Quinquennial review is complete. Measured survey is complete. Planned damp and roof works to commence in May.<br>CNTC working with Ingham and Pinnock associates on grant funding and an options appraisal.<br>New facilities and events officer in post since October 2022.      |
| CS5    | Supporting young people in Chipping Norton.   | CC     | Youth work<br>providers/CNTC/c<br>lubs                  | Youth opportunity<br>funding<br>Youth Council:<br>22/23 £1000<br>EMR £1500 | Nov<br>21         | Ongoing  | The Council are funding Got2B for two years and actively seek opportunities to promote, support and facilitate better provision for young people in the town<br>LGBTQ+ group in the Town Hall over the winter.<br>Chippy Pride event will be held on 1 <sup>st</sup> July 2023.   |
| OS/CS1 | Improving access, information and biodiversity in Chipping Norton Cemetery  | CC     | CNTC/Contractors  | 22-23 £1000<br>EMR £4174   | Ong<br>oing       | Ongoing  | New regulations approved. Noticeboard has been installed.   |
| OS1    | Undertake a condition survey of CNTC recreation areas, then prepare and adopt a planned improvement and upgrade plan<br>Large Project | CC     | CNTC  | 22/23 £5000<br>EMR<br>£28,895  | Jul<br>22         | Nov 24   | Park signs have been installed. Health and safety works are complete or in progress.<br>Youth workers have been consulting with young people at Cotswold Crescent play area. The tender report is on the agenda for Council.  |
| CE/OS1 | Cemetery clean up days  | CC     | CNTC Staff, Cllrs<br>and Volunteers                     | N/A  | Ong<br>oing       | Ongoing  | Clean up day will be held in October.   |
| MC/OS1 | Pesticide free Chipping Norton  | CC     | CNTC/Contractors<br>/landowners/clu<br>bs               | N/A  | May<br>22         | May 25   | Three year action plan adopted. Implementing first year now.<br>Wildflower area has been sown in the cemetery.<br>This is being monitored.  |
| CE3    | Sport awards Ceremony   | CC     | CNTC/Volunteers/<br>Clubs/Schools                       | £500   |                   |          | Date agreed – 7 <sup>th</sup> July 2023. Nominations will open on 1 <sup>st</sup> May and close on 16 <sup>th</sup> June.   |
| OS2    | Improving access and biodiversity at Pool meadow<br>Large Project   | CC     | CNTC/Approved<br>consultants/Work<br>ing Party          | 22/23 £7000<br>EMR<br>£2880  | 202<br>0          | Sept 24  | Feasibility study is underway. First interim report has been received. Funding secured for planning stage. Update at this committee.  |
| BT6    | Christmas lights scheme   | CC     | CNTC  | £15,000 per year   | Octo<br>ber<br>22 | Feb 25   | The Council are in a three year contract with Millennium Quest LTD.<br>Positive feedback from the community on the 2022 lights scheme.<br>Meeting held on 9 <sup>th</sup> Feb 2023 re how the display went and bringing little trees in house for 2023.<br>Report on this agenda. |

|        |   |       |   |                                |                   |            |  |
|--------|---|-------|---|--------------------------------|-------------------|------------|--|
| OS3    | Fixing pathways in the closed Churchyard  | CC    | CNTC/St Mary's Church                     | 22-23 £1500                    | ASA<br>P          | ASAP       | The pathways have been repaired.   |
| CE4    | Providing grants to voluntary bodies/organisations in Chipping Norton                                     | CC    | CNTC/Organisations/Clubs/Community groups | 22-23<br>£26000                | July<br>22        | October 22 | Closed on 25 <sup>th</sup> September. 2022 Grants have now been awarded. New grant policy approved by Community Committee to be in place from May 23.  |
| MC1    | Managing Greystones leases  | CC    | CNTC/tenants                              |                                | Jul<br>22         | Jan 23     | Ongoing.   |
| CS/MC1 | Public space safety and compliance  | CC    | CNTC/Approved consultants/contractors     | Multiple budgets               | Ong<br>oing       | Ongoing    | Memorial safety survey – complete. Works to be completed before end of 2022.<br>Tree Survey complete and priority works undertaken. Medium terms works now complete or in progress.<br>Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company<br>Town Hall FRA complete<br>Fixed wire survey in the Town Hall is now complete. Remedial works booked in for end of April. |
| MC2    | Health and Safety Audit   | FR    | CNTC/Approved consultants                 |                                | May<br>21         | Sept 22    | All recommendations following the H&S audit are now either complete or in progress.  |
| MC3    | Ensuring the Council has modern, workable, compliant policies and procedures                              | FR    | CNTC                                      |                                | May<br>19         | Jan 22     | A full list of policies are on the F&R forward work programme and are being worked through systematically.   |
| CE5    | Flying flags to mark national and local events and commemorations   | FC    | CNTC                                      | £200 for the purchase of flags | Jun<br>22         | Ongoing    | Protocol agreed June FC. Calendar agreed.  |
| MC4    | Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant             | FC/FR | CNTC/Developers                           |                                | Janu<br>ary<br>21 | Ongoing    | Website launched in June 22. Continuing development.   |
| MC5    | Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure. | FR    | CNTC/STL Systems                          |                                | May<br>21         | Ongoing    | The Council's IT and phone systems are managed by STL Solutions  |
| MC6    | Review the Council's fees and charges annually  | FR    | CNTC                                      |                                | Ong<br>oing       | Ongoing    | Town Hall and Cemetery Charges were reviewed by Community Committee on 15 <sup>th</sup> March 2023   |
| MC7    | Appoint the internal auditor  | FR    | CNTC                                      |                                | Ong<br>oing       | Ongoing    | To be reviewed   |
| CE6    | Develop a Communications Strategy   | FR    | CNTC                                      | n/a                            | July<br>22        |            | Adopted at F&R 13 <sup>th</sup> July 22  |
| MC/CE1 | Ensure that the Council is open and transparent   | FR    | CNTC                                      |                                | Ong<br>oing       | Ongoing    | New website launched. Policies in place. FOI procedures adopted at F&R 13 <sup>th</sup> July<br>Transparency webpage being drafted.  |
| MC8    | Ensure that the Council's finances are invested wisely  | FR/FC | CNTC                                      |                                |                   |            | Review investment strategy and identify advisor  |

|      |  |       |                         |       |         |  |  |
|------|--|-------|-------------------------|-------|---------|--|--|
| MC9  | Ensure that staff and members are suitably trained | FR/FC | CNTC/training providers | £3000 | July 22 |  | Carry out needs assessment with new Councillors after May.                             |
| MC10 | Apply for the NALC Foundation Award                | FC    | CNTC                    |       |         |  | Application submitted. The NALC panel to assess in May.                                |
| CE7  | The Coronation                                     | CC    | CNTC                    |       | May 23  |  | Flag raising – 10am Saturday 6 <sup>th</sup> .<br>Picnic in the park – New Street rec. |
| CE8  | Chippy Pride                                       | CC    | CNTC                    |       | July 23 |  | Event in The Town Hall with Got2B 1 <sup>st</sup> July 23.                             |

Via Email

**Oxfordshire County Council  
County Hall  
New Road  
Oxford  
Oxfordshire  
OX1 1ND**

Councillor Andrew Gant  
Cabinet Member for Highway  
Management

17<sup>th</sup> March 2023

Dear Clerk to the Parish Council,

### **Transfer of on-street enforcement in West Oxfordshire**

I am writing to inform you of changes to on-street parking enforcement in West Oxfordshire, which will come into effect on the 1st of April 2023. From this date, services for on-street enforcement in the district currently undertaken by West Oxfordshire District will transfer back to the responsibility of Oxfordshire County Council.

This transition follows a cabinet decision in March 2022, which approved bringing to an end the current agency agreement with the district council with the aim of re-integrating enforcement into our countywide service. The background and reports can still be viewed online using the following link:

<https://mycouncil.oxfordshire.gov.uk/ieDecisionDetails.aspx?Id=9213>

We are now writing to elected members and parish/ town councils regarding the changes and set out below is key information, which we hope will be useful in explaining how the service will operate.

#### **With the effect of the 1st April:**

- We are aiming to provide a smooth transition with a continuation of on-street enforcement and deployment of civil enforcement officers for areas currently patrolled under the existing arrangement.
- Any car parks operated by West Oxfordshire District Council or Town Council will continue to remain their responsibility, including enforcement.
- The back office appeals and payment processing will also transfer to the County Council and this service will be accommodated by our existing teams that currently cover all other on-street areas in the County.

- There will be updates to both County and District websites with information on who to contact for payments, appeals and enforcement issues.
- The public will be able to report parking offences in West Oxfordshire to the County Council via our website or by phone. Note that this only applies to contravention of parking restrictions (e.g. double yellow lines) Details are below:

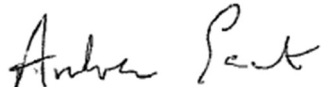
<https://www.oxfordshire.gov.uk/residents/roads-and-transport/parking/illegal-parking>

We have worked with the district council to understand sensitive locations for enforcement and local hotspots. Initially, we intend to maintain the existing approach to enforcement in these areas, however, we would welcome local feedback which will be key to building intelligence and allowing us to refine and improve the service.

If you would like to provide feedback on enforcement in your area or have further questions, please submit your comment by email to:

[cpeenquiries@oxfordshire.gov.uk](mailto:cpeenquiries@oxfordshire.gov.uk)

Yours sincerely,



Cllr Andrew Gant  
Cabinet Member for Highway Management, Oxfordshire County Council  
[andrew.gant@oxfordshire.gov.uk](mailto:andrew.gant@oxfordshire.gov.uk)

**CHIPPING NORTON TOWN COUNCIL**

**APPLICATION FOR GRANTS TO VOLUNTARY BODIES 2020/21**

Organisation ...Chipping Norton Theatre.....

Contact Person ...Clare O'Hara, Head of Outreach.....

Address ...The Theatre, 2 Spring Street, Chipping Norton, OX7 5NL.....

Phone No...01608 649112.....

Email Add...cohara@chippingnortontheatre.com.....

Grant sought £ ...3,120.....

Cheque payable to...Chipping Norton Theatre.....

1. What are the general aims of your organisation?

At the Theatre, we see first-hand the huge and life-long impact that getting involved in the arts can have. Our aim is to make arts opportunities available for everyone – as audience members, gallery viewers, participants and artists. We deliver around 365 ticketed performances and welcome over 55,000 audience members every year, with over 900 sessions of our 'Take Part' educational, outreach and community work running alongside. Outreach is the fastest area of growth in our theatre, and through this strand of work our aim is to break down barriers and make sure the Theatre is for everyone. We are committed to building long-term relationships with young people who face challenges in their lives and with adults facing multiple barriers to their engagement with the arts. Our focus is where the need is greatest and the barriers are highest, as indicated by the people and support organisations of the town. Current targeted projects see us work with young people facing financial disadvantage, adverse childhood experiences, behavioural needs and mental health needs, as well as adults with learning disabilities and elders with dementia.

2. In what ways do you feel your organisation benefits the community?

At the Theatre, we always want to serve our local community. Within that, Take Part was founded to respond to the needs of the town by offering access to drama, theatre-making, dance and arts activities for the young people and adults of Chipping Norton and beyond. For over three decades, the Theatre has run an extensive Take Part community and education programme, with Youth Theatre at its heart. We also offer exciting and targeted projects such as Creative Writing, Adult Drama, Youth Musical Theatre, holiday and Saturday workshops and our beloved Great Company for adults with learning disabilities. In 2022, we launched our Outreach arm of this work, and over the past year the impact has been significant. In the last 12 months we have been able to offer:

- 4 targeted term-long or intensive week holiday projects for young people entitled to free school meals or facing financial barriers to joining Youth Theatre
- 3 terms of mental health projects at Chippy School, supporting year 7, year 9 and year 10 for young people on the CAMHS waiting list or referred by teachers due to mental health needs
- 650 mental health art parcels for young people experiencing anxiety, mental health needs or who need a mental health art break
- 24 free bursary places on our Youth Theatre & other year round projects, including travel bursaries where needed. We are very grateful to have received a three year funding pledge for the Tony and Judith Yarrow Bursary, which will see us able to offer one third of our places across all our projects free of charge to bursary recipients





Most relevantly for this application, we give out free school meals every holiday to children where families are struggling financially. Over the past year we have given out over 9,000 free lunches which has enabled us to build long-term relationships with families. We are asking for help to build on this vital programme offering cultural capital through high quality arts and crafts resource packs, free film screenings, free arts workshops and free panto tickets.

Over the coming year, we will be expanding our Outreach programme further. We want to be able to offer more free performing arts workshops for this cohort, and to continue to respond to local need and requests for help – at the moment by building new anti-bullying programmes for local schools and an intergenerational opportunities for the town’s primary schools and care homes.

3. Outline any fundraising activities that your organisation has undertaken in the past year.

The Theatre has the support of a great fundraiser, Graeme Williamson, who works tirelessly year round to keep the doors open. With costs increasing, competition increasing, and no more change in people’s pockets, this is no mean feat, and we are incredibly grateful for the essential core support which the Town Council offers to the Theatre.

In addition to this, we are hoping you will once again support this vital aspect of our Outreach work. All my Outreach projects are free for participants to access because finance is a crucial barrier to their involvement. Fundraising is therefore a vital part of my role – I have to raise every penny that I spend, and I focus on raising funds from statutory sources, trusts and foundations and local companies. Over the past year, we have been lucky to receive grants from S106 towards mental health projects, and this year to use S106 funding to support our anti-bullying project, as well as receiving a grant from CHK Charities towards ongoing mental health project work. We have received support from Oxfordshire County Council for our HAF Summer Holiday free school meal projects and for bursaries. For our free school meals programme, we received vital support from Town Council for last year’s cultural programme, as well as significant support from Wise Investments, Evenlode, Aldi and Tony and Judith Yarrow to enable us to buy the food needed each holiday.

4. Do you have any special projects which require additional financial expenditure by your organisation in the next year?

We would be incredibly grateful to have the support of the Town Council. This would enable us to build on our programme of cultural participation for our families accessing the free school meals which was so generously established by the communities committee last year. If possible, we are asking for a funding increase of £620, to enable us to expand our provision and deepen relationships with participants and responding to emerging need to offer more participatory opportunities:

At the moment we have 142 children who attend every holiday to collect meals, along with a pool of 20 who are occasional attenders based on current needs in the family. The families we are supporting are not only facing financial challenges, but have a range of additional needs including: kinship care, foster care, disability, cancer, domestic abuse, refugee needs and many more. We have live gifts from Evenlode and Tony and Judith Yarrow, and pledges from Aldi, to enable us to continue to offer our free school meals, and have committed to continue to offer this on an ongoing basis, to respond to need, break down barriers to the Theatre and serve our community. What we really need the Town Council’s support for is to be able to

continue to offer, and to grow, our cultural engagement project for the families supported by the free school meals.

Over the coming year, we would love to be able to offer our supported families:

- 8 free arts and craft resource packs for up to 160 young people each time
- 4 free family films in the Theatre's cinema
- 2 free arts and craft workshops at the Theatre
- 1 free family fun day at Cotswold Crescent at summer FSM give out (not budgeted here as OPA aim to fund this separately)
- 4 free taster performance workshops – a brand new & exciting introduction to the programme

This is an increase in our arts and craft workshops, and introducing a new and exciting rung on the ladder of engagement in the form of a series of free taster workshops. Our aim is to offer these in February half-term, giving young people who are not yet a part of our free holiday activities and our bursary programme a chance to test the waters of participating in theatre-making. It is another step on the journey that gives people access to all that the Theatre can offer as our capacity to offer free access through bursaries grows. We hope to then be able to work with families to encourage children and young people to access our widening free holiday programme and bursaries programme, and make a life-changing, long-term impact on the confidence, self-esteem, creativity and self-image of some of the most vulnerable young people in town.

It is for this reason that I have submitted this ask with the very significant sum of £3,120. If the Town Council are able to support to this level it will enable us to make the really exciting introduction of taster performance workshops to the programme. We hope that this additional offer will have a really considerable impact on the most vulnerable families in the town. We would be incredibly grateful for any help or support that the Town Council are able to offer, and will make great use of anything you can give.

From our previous report, you can see that we always make the most of every penny provided, and this year our budget would be as follows:

| <b>Item</b>   | <b>Funding</b> |
|---|----------------|
| 1,280 craft resource packs (8 x 160 young people) @ £1 per head   | £1,280         |
| Film screening x 4 @ £200 per screening (£139 License, £51.63 Projectionist & DM, £9.99 DVD)  | £800           |
| Arts & craft workshop x 2 @ £250 budget for arts materials, table covers & additional including Santa gifts   | £500           |
| Taster performance workshops<br>Drama practitioner £150 per day (2 workshops / day)<br>Additional needs support practitioner £130 per day (2 workshops / day) | £540           |
| <b>Total</b>  | <b>£3,120</b>  |

Thank you so, so much for considering our proposal – I am incredibly thankful for the support that Town Council have given us last year in addition to our vital core grant, and really grateful to be considered for additional support once again this year.

5. If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

The Theatre is really lucky to be well-supported by the Town Council. The Town Council generously supported the Theatre with a grant of £4,000 in 2019-20, £5,000 in 2020-21, £3,000 in 2021-22 and £3,000 in 2022-23. Without this crucial core support we cannot keep going, and we are incredibly grateful for this. I am very keen to stress that this ask is additional, as that core grant is vital to the Theatre's existence, and without a thriving Theatre we can't achieve anything we need to within the Outreach strand.

We are so grateful for this key support of the core activities of the Theatre, and very grateful for the opportunity to apply for specific support for our additional community programme of support for families entitled to free school meals in the town. Last year, the communities committee generously supported this strand of our work with a grant of £2,500 and we are so glad to be able to request further support for this important programme.

If you wish to make any additional points in support of your application please continue overleaf.

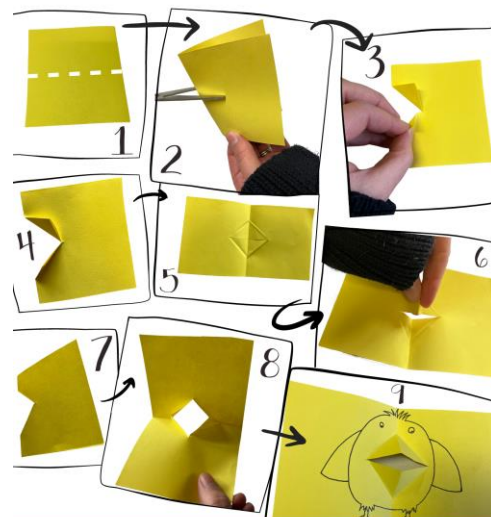
**A FINANCIAL STATEMENT FOR THE PREVIOUS YEAR'S ACTIVITIES OF YOUR ORGANISATION SHOULD BE INCLUDED WITH YOUR APPLICATION.**

**CLOSING DATE FOR APPLICATIONS –**

The information on this form is held solely for the purpose of the Grants to Voluntary Bodies application process and will not be passed to any third party.



**HOW TO MAKE AN EASTER CHICK CARD**



**THE THEATRE  
CHIPPING NORTON**

**THE THEATRE  
CHIPPING NORTON** Follow the Easter trail through the town & collect all the letters

**Mon 3rd - Thurs 6th April**

- St Mary's Church
- The Fibreworks
- Jaffe & Neale Bookshop
- Phone Box
- Chippy Museum
- The Beehive
- The Library
- Theatre Box Office

Unscramble the word and bring your answer to the Theatre Box Office on Goddards Lane to see what the Easter bunny has left for you!



Easter 2023 craft activities pic sent to us by local grandmother; How To activity pack card; Easter trail & prizes

## Agenda Item 16

### 'KEEP CHIPPY BEAUTIFUL' - A VISION STATEMENT FOR CHIPPING NORTON

Our vision for a 'KEEP CHIPPY BEAUTIFUL' initiative is to involve everybody who lives, works, or visits our beautiful Cotswold market town.

Our aim is to include everyone in 'Keeping Chippy Beautiful'. We want to maximise participation and inclusivity.

We will aim to involve residents, businesses, shops, schools, the NHS, voluntary organisations, churches, charities, and visitors - everyone can play their part.

We will work in partnership across all three tiers of Local Government - County, District and Town and other relevant public bodies and statutory agencies, such as Thames Valley Police and the Environment Agency.

We will work in partnership with neighbouring parish Councils.

We will aim for this initiative to be fully embraced and mainstreamed into the life of the town so that it becomes firmly embedded as a permanent ongoing initiative with ongoing action.

We aim to make it socially unacceptable to litter, pollute or despoil the environment of our beautiful, working Cotswold, market town.

To drive this initiative forward, we will take soundings from the above stakeholders to determine if there is support for a 'Keep Chippy Beautiful' Working Group.

There will be 5 main strands to the initiative

#### 1 - PROMOTION and PREVENTION

- We will launch a publicity campaign with high quality themed 'Keep Chippy Beautiful' publicity materials and messaging
- This will consist of window posters and window stickers primarily for shops, businesses, public bodies, but also for private residents to use
- The 'Keep Chippy Beautiful' logo will appear on all CNTC publicity and social media
- We will invite the Earthwatch 'Litter Bug' bus to do regular events in Chipping Norton

#### 2 - REVIEWING SCHEDULES

- CNTC will work with our partners in WODC and OCC to ensure that street cleaning, bin clearing, footpath clearance and highways verge side clearing schedules meet fully meet what Chipping Norton needs and are fit for purpose
- This will include understanding the bin emptying schedule with UBICO/WODC and determining if more street bins and bins in public spaces are needed.
- We need to review what provision is made for regular clearing of chewing gum from pavements
- We will negotiate for improvements wherever CNTC and our residents think this necessary

#### 3 - 'KEEP CHIPPY BEAUTIFUL' BIG CLEAN-UP!!!

- CNTC will work with everyone in the town on a 'Keep Chippy Beautiful' Big Clean-Up Day this summer
- The aim is to have teams, such as that already organised by the Co-Op, and others, who will work together on one day to cover as much of Chipping Norton as possible to litter pick and clear rubbish - this will be done fully in conjunction with WODC/UBICO staff who can provide resources, such as litter-pickers, rubbish bags and collection and disposal
- Depending on participation and success, we will evaluate if these can be held more regularly

#### 4 - GREEN INITIATIVES

- We applaud all businesses in Chipping Norton who have already made the move to biodegradable packaging, whether this be in takeaway coffee cups, or scrapping single use plastics
- We will encourage all businesses to follow their lead by holding a Best 'KEEP CHIPPY BEAUTIFUL' Business of the Year Award
- We encourage all residents to make the move to re-useable takeaway drinks cups
- SINGLE USE PLASTIC BAGS - whilst only central government can enact legislation, as was done in Ireland over ten years ago, we can aim voluntarily to become a 'plastic bag free town' if we have the collective will to do so - other towns have done this - we encourage all retailers to move to using/selling reusable or biodegradable shopping bags

#### 5 - IMPROVE RECYCLING PROVISION - BRING BACK A RECYCLING CENTRE FOR CHIPPING NORTON

- The closure of our nearest recycling centre by the then Oxfordshire County Council was a disgrace
- Chipping Norton has long needed a replacement. If we are to truly fulfil the Reuse - Repair - Recycle vision, our community must have more than kerb side re-cycling provision
- All options should be explored for the provision of a fully functioning recycling centre for Chipping Norton
- If this is not done, fly tipping will continue to blight our and neighbouring communities. It is in the interests of all neighbouring landowners and parishes to support Chipping Norton Town Council in pressing for this. We believe the will exists; the challenge is to turn this into reality.

The above is not exclusive.

There are other aspects to a 'Keep Chippy Beautiful' campaign initiative which it may be desirable to include, such as encouraging empty shop landlords to provide attractive window displays; street furniture cleaning and refurbishment; and prevention of out of character signage. These issues and considerations overlap with and come within the remit of some of our existing standing Committees. Therefore, I suggest Full Town Council should have full overview.

Cllr Steve Akers



This is an example of potential "Keep Chippy Beautiful" logo that the office has drawn up.

## Agenda item 17 – Finance

There are some significant underspends on the 22-23 budget. This is in part due to some planned works and professional advice not yet being completed and therefore the associated costs have not yet been settled. It would be prudent for Council to consider ear-marking the underspend to cover this

a.

- Legal & Professional fees (7500/102) has YTD spend of £8,276 from a total budget of £29,000 so has **£20,724** underspend
- Contingency Fund (6498/102) has YTD spend of £2,648 from a total budget of £10,000 so has **£7,352** underspend

Recommendation is that both of these amounts are ear-marked “professional and legal fees” to cover legal and professional costs related to the Council’s lease renewals that are not quite finalised and will likely cost in the region of £4,500 to be land registry compliant, and the recommendation from Finance and Resources regarding Christmas Lights Infrastructure of £7,280.00 plus chosen display.

- Town Hall Repairs & Maintenance (6400/110) has YTD spend of £16,864 from a budget of £30,000 so has an underspend of **£13,136**

The works required following the fixed wire testing on the Town Hall will cost circa £6,000. This was planned to take place before end of March, but had to be moved to start at the end of April. Therefore the recommendation is that the underspend is ear-marked to cover the cost of this, and other items that the Events and Facilities Officer has identified, in order that the 23-24 budget is not overspent.

b.

As part of budget setting for 23-24 the Council agreed to ear-mark £60,000 to cover the costs of design and installation of new equipment for Cotswold Crescent Play Area.

Since then we have applied for and been awarded the following funding for the project:

- £10,000 from The National Lottery Awards for All fund
- £26,424 Section 106 funding the Play Contribution" towards the provision and maintenance of a LAP and a LEAP on the Site and towards play facilities in Chipping Norton

These amounts will be ear-marked specifically for Cotswold Crescent. Therefore the Council has the following options:

- i. Keep the £60,000 ear-marked fund and return any not spent to general reserves at the end of the 23-24 financial year, or;
- ii. Agree to amend the EMR to £25,000 to bring the three totals to just over the £60,000 project total

If Council choose option ii then the following choices should be considered:

- i. For the remaining £35,000 to be returned to general reserves or;
- ii. For the remaining £35,000 to be allocated to the Town Hall Restoration Fund or
- iii. For it to be ear-marked for another project such as a potential skate park.

It should be noted that this is all subject to year-end reconciliation.

## Agenda item 18 - OALC membership

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Dear Luci,

Please could you ensure that this is forwarded to your Chair and, if approved for payment, please use the invoice number as the payment reference.

As Chair of the Oxfordshire Association of Local Councils (OALC), I hope your Council will continue its membership of our Association for the coming financial year 2023-24.

Membership of OALC provides access to support and information in an ever changing local government context. Each year there is new legislation which councils are required to implement. We aim to assist our member councils by alerting them to forthcoming changes, providing briefings, templates and a comprehensive training program, as well as answering questions and providing guidance.

OALC is financially independent of all Oxfordshire district councils and the county council as well. Our income comes from just two sources, **SUBSCRIPTIONS AND TRAINING**. Our subscription is calculated on electorate and is a combination of the NALC affiliation and OALC's membership fees. This year there will be an increase of 3.5% (equivalent to 0.78 pence per elector), which includes the 3% NALC increase. An invoice for the annual subscription is attached to this email. We would encourage your council to pay the invoice by BACS, if at all possible, quoting the invoice number and parish name as reference. This helps us to keep administrative costs down.

What are the benefits of membership?

- **Representation at district, county, regional and national level**, 97% of town and parish councils, in Oxfordshire belong to OALC; we represent your interests at all levels of local government. Membership of OALC includes membership of the National Association of Local Councils (NALC) which lobbies Ministers and central government on your behalf. They have successfully lobbied with our help to ensure no cap on precepts. NALC also respond on your behalf to the continuous flow of government consultations, to emphasise the issues affecting town and parish councils.
- **Advice, guidance, briefings and information**, we answer hundreds of queries by phone and email for member councils, the queries cover all manner of governance, procedure and administration. If we don't know the answer, we can pass the query on to NALC solicitors for their opinion or to other experts in appropriate organisations without cost.
- **Monthly Update for councils**; keeping you and your council up to date on new legislation, news and consultations – these updates summarise all the important developments which you and your council need to be aware of.
- **Specialised advice from OALC consultants** on HR/Employment issues and Finance, Audit and VAT. Initial expert advice is free of charge. We pay so that member councils can benefit from this specialised advice.
- **Training**; an expanding training programme for clerks and councillors, with reduced rates for member councils. Look at the [events section](#) of our website. Topics include Clerks training, Finance, Allotments, Cemetery Management, Play Areas,



Employment, Sustainability, Councillor and Chairmanship training. We also run free sessions only for member councils on topics such as Training Opportunities and will be running a Oxfordshire County Council day in June with relevant officers from highways, countryside, gypsies, emergency planning etc..

- **Access to the Members Areas of OALC and NALC websites**, which provides many useful reference documents, briefings, including 88 Legal Topic Notes.

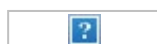
Members of our Executive Committee represent the interests of local councils on various outside bodies at both county, regional and national level. We participate in County and District partnerships where they still exist. We work to improve the efficiency, transparency and professionalism of town and parish councils and parish meetings and use every opportunity to lobby relevant bodies on parishes' behalf.

The Association office is staffed by Christine Lalley, the County Officer and Lucy Dalby, Assistant County Officer, both of whom will be happy to provide further information about our work if you wish to contact them.

Yours sincerely,

Cllr Kiera Bentley

Chair





# MEMBERSHIP INVOICE

REFERENCE: C00093/2023/3  
BILLING DATE: 01/03/2023  
DUE DATE: 29/03/2023

## BILLING FROM

### Oxfordshire Association of Local Councils

Town Hall  
Wallingford  
Oxfordshire, OX10 0EG

## BILLING TO

### Chipping Norton Town Council

The Guildhall  
Goddards Lane  
Chipping Norton  
Oxfordshire, OX7 5NJ

|   | VAT     | PRICE            | TOTAL            |
|---|---------|------------------|------------------|
| <b>OALC Membership</b><br>Period: 2023-2024 | £246.94 | £1,234.69        | £1,481.63        |
|   |         | <b>Total due</b> | <b>£1,481.63</b> |

## MEMBERSHIP BENEFITS

OALC provides essential services to our member councils - information, advice and training. These services help your council function efficiently, transparently and democratically while responding to the needs of your community.

OALC value your membership. We ask, and strongly recommend, that you pay the membership invoice by bank transfer (BACS) into the OALC bank account (details below) rather than by cheque.

OALC Bank: Barclays Bank  
Sort Code: 20-65-18  
Account No.: 90715069  
Account Name: Oxfordshire Association of Local Councils  
VAT No.: 685 6443 93

## Item 19: Planning Applications

1. **APPLICATION NO:** [23/00560/HHD](#)  
**PROPOSAL:** Reinstate wrought iron railings and gate along existing front boundary wall of garden.  
**LOCATION:** 19 Distons Lane Chipping Norton Oxfordshire
  
2. **APPLICATION NO:** [23/00686/FUL](#)  
**PROPOSAL:** Change of use of land to allow vehicular access to the side of the property together with associated works to include provision of parking within front garden and continuation of dropped curb from existing public parking area.  
**LOCATION:** 26 Hailey Avenue Chipping Norton Oxfordshire
  
3. **APPLICATION NO:** [23/00704/HHD](#)  
**PROPOSAL:** To strip and re-tile the rear of the roof with blue slates.  
**APPLICATION NO:** [23/00705/LBC](#)  
**PROPOSAL:** To strip and re-tile the rear of the roof. We currently suffering from leaks in the roof at the rear of the property which are becoming severe and may be damaging the structure of the building. The front of the roof facing the High Street is all blue slate, and two thirds of the rear is also blue slate. One third of the rear roof has Cotswold stone slate. There are leaks in both the blue slate and stone slate sections at the rear. We propose to re-tile the rear of the roof with all blue slate to match the existing five sixths of the roof?  
**LOCATION:** Flat 1, 11 High Street, Chipping Norton Oxfordshire
  
4. **APPLICATION NO:** [23/00589/HHD](#)  
**PROPOSAL:** Single storey side extension, porch extension, change of windows and doors, relocation of door entrance and change in external wall materials.  
**LOCATION:** 26 Cross Leys Chipping Norton Oxfordshire
  
5. **APPLICATION NO:** [23/00648/LBC](#)  
**PROPOSAL:** External repairs to 1-17 Kings Head Court. Works to include replacement and repairs to windows and French doors, re-roofing of the main property, removal of a redundant metal fire escape to the rear and rendering repairs.  
**LOCATION:** 1 Kings Head Court, Chipping Norton Oxfordshire
  
6. **APPLICATION NO:** [23/00750/FUL](#)  
**PROPOSAL:** Installation of seven air to air condenser units to side elevation.  
**LOCATION:** Chipping Norton Bowls Club, Greystones, Burford Road
  
7. **APPLICATION NO:** [23/00843/FUL](#)  
**PROPOSAL:** Erection of seven dwellings with associated landscaping, access and drainage works.  
**APPLICATION NO:** [23/00844/LBC](#)  
**PROPOSAL:** Alterations to boundary walls in association with the erection of seven dwellings.  
**LOCATION:** Land to the rear of 17-18 High Street, Chipping Norton