



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

16th February 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 22nd February 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) 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 7th December 2022.

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. Staffing Sub-Committee – 22nd December 2022
- b. Planning Sub-Committee – 10th January 2023
- c. Traffic Advisory Sub-Committee – 12th January 2023
- d. Community Committee – 18th January 2023
- e. Strategic Planning Committee – 25th January 2023
- f. Finance and Resources Committee – 1st February 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. Calendar of meetings

To receive and approve the calendar of meetings for municipal year 2023/2024.

12. Scheme of Delegation

To receive a report from The Town Clerk along with a revised Scheme of Delegation for Council to consider.

13. Correspondence

To receive and note any correspondence

14. Local Council Award Scheme

- a. To adopt a Biodiversity and Crime Statement
- b. To formally confirm that the Council meet the criteria for the Local Council Quality Award.

15. Cycle repair stands

To receive a report from the Town Clerk

16. Pool Meadow

To receive a report and agree next steps

17. Policies

To approve the following policies as recommended by the Finance and Resources Committee:

- a. Member/Officer Protocol
- b. Community Engagement Strategy

18. Planning Applications

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

19. 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 20, 21 and 22.

20. Town Hall repairs

To receive and consider tender submissions and approve a contractor to carry out planned repair works to the Town Hall.

21. Cotswold Crescent Play Area

To approve the main tender document for the procurement of a contractor to install new equipment in Cotswold Crescent Play Area.

22. Revised Stewardship Proposal

To receive clarification on the stewardship proposal and agree next steps.

23. Date of the next meeting – Wednesday 19th April 2023.



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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Full Council meeting held on Wednesday 7th December 2022 at 6:30pm, in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs. Sandra Coleman (Town Mayor), Steve Akers, Chris Butterworth, Ruth Fisher, Jo Graves, David Heyes, Rizvana Poole, Mark Walker, Sharon Wheaton

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

3 members of the public

FC86	Special Announcements The Mayor paid tribute to Councillor Rachel Foakes and shared the deep sense of sadness at the tragic and untimely loss of a committed, kind and dedicated member of the Council. The Council expressed their thoughts for her family at this devastating time. The Mayor shared some poignant words from them with all present. All present observed a minutes silence.
FC87	Apologies for absence Apologies were received from Cllrs Miles, Bradley and Whitmill.
FC88	Declaration of interests No declarations of interest were received.
FC89	Minutes RESOLVED: That the Minutes of the Full Council meeting held on the 5 th October 2022 were approved and signed by the Chair as an accurate record of the meeting.
FC90	Public Participation There was no public participation One member of the public had attended to listen to the debate regarding agenda item 16 – Memorial Request. The Chair proposed agenda item 16 is moved up to the top of the agenda due to the person requesting being present. All in favour.
FC91	West Oxfordshire District Councillors update Members received an update Chipping Norton's Ward Councillors sitting on WODC. Cllr Mike Cahill: <ul style="list-style-type: none">Cost of Living Crisis - WODC are offering funding and use of storage facilities to the local food network, and funding for groups who are tackling isolation and wellbeing. Total fund of 200k for people most affected by the Cost of Living Crisis. Cllr Cahill noted that awareness and access to this support requires a person having access to the

	<p>internet. There is a need to reach people who do not regularly access the internet and ensure they don't fall through the net.</p> <ul style="list-style-type: none"> • Leisure Centre – WODC has obtained quotes for repair works to the leisure centre, and that an invasive roof investigation will take place. Final report due by end of January 2023. • Planning – There are several substantial planning applications to be seen at the next Uplands Planning Committee meeting. <p>Cllr Rizvana Poole:</p> <ul style="list-style-type: none"> • Confirmed that the work on the leisure centre will go ahead, but the works on the roof will likely be hugely expensive. Very positive that work is going ahead. • £50,000 of WODC's community facilities fund has been approved for The Branch. <p>Members agreed that the movement on the leisure centre is a huge step.</p> <p>Cllr Saul noted that the total works may not be in the 2023/2024 budget, but that the priority health and safety works will be carried out.</p>
FC92	<p>Oxfordshire County Councillors update</p> <p>Members received an update from Cllr Geoff Saul, Chipping Norton's Ward Councillor sitting on WODC:</p> <ul style="list-style-type: none"> • A44 Travel Plan – Consultants are looking at the A44 in the light of the principles of OCC's Transport and Freight Strategy. Consultants have looked at each stretch of the A44 and came up with short, medium and long term measures. Records for Chipping Norton include accidents, traffic and infrastructure. Cllr Saul was concerned that proposals for parking charges and workplace charging levies were being proposed, and has communicated to OCC officers that he feels this something that would not be meaningful for Chipping Norton. Weight restrictions and HGV alternative routes have been highlighted as a priority. There will be a distinct Chipping Norton Area Strategy incorporating active travel. • East Chipping Norton Development – Still awaiting the results from the Archaeological survey. Cllr Saul has submitted a question for the Cabinet Member for Finance Cllr Callum Miller to confirm that any housing built on the CN site that is owned and controlled by the County Council will operate net zero carbon principles. <p>Cllr Butterworth asked if Cllr Saul would continue to press on the town's parking issues. Cllr Saul confirmed that WODC are producing a new parking strategy to be published in 2023, and that he has had reassurances that particular focus will be put into Chipping Norton.</p> <p>Cllr Walker asked how the A44 travel strategy works alongside the HGV working group. Cllr Saul confirmed that the officers who support the HGV group are also the officer working on the strategy.</p>
FC93	<p>Committee Minutes</p> <p>Members noted the following draft minutes of the following meetings:</p> <ol style="list-style-type: none"> a. Extraordinary Community Committee – 19th October 2022 b. Staffing Sub-Committee – 20th October 2022 c. Planning Sub-Committee – 8th November 2022 d. Community Committee – 9th November 2022

	<p>e. Strategic Planning Committee – 16th November 2022</p> <p>f. Finance and Resources Committee – 23rd November 2022</p> <p>g. Planning Sub-Committee – 29th November 2022</p> <p>Cllr Butterworth asked if a new grants policy will be drafted. Cllr Coleman confirmed that this is in progress.</p> <p>Cllr Akers noted that that the memorial ceremonies planned will be held in the New Year and members would be kept informed.</p> <p>Discussions regarding the plaque for Rob Evans bench. The Mayor confirmed that a request has come in from someone close to Mr Evans to move the plaque to a bench away from the road – this is being reviewed. Members agreed that a memorial bench policy needs drafting.</p> <p>Cllr Graves noted a typo in the minutes of Community Committee on the 9th November. The Clerk assured members this would be amended before being taken to the next committee meeting for approval.</p>
FC94	<p>East Chipping Norton Development</p> <p>Members received an update on the status of the East Chipping Norton Development. Cllr Heyes noted that he felt that whatever the outcome of the survey that they would want to do more research. The local plan is being reviewed and part of this is to assess whether the current strategy of putting all large strategic development sites in the towns of West Oxfordshire is wise or whether it should be shared through the whole of West Oxfordshire.</p> <p>Cllr Heyes asked about the Masterplan at the Cabinet meeting in November - WODC confirmed that the developers were leading the process. Potential for covenants on the land have been discussed with the leader of the County Council.</p> <p>Cllr Walker noted that if there is a delay to build the houses there is an obligation on West Oxfordshire to build a certain number of houses and therefore could present a risk that other sites could be developed due to lack of 5 year land supply. Cllr Saul confirmed that speculative applications are a risk and that of the 5 strategic sites, 2 or 3 of them have not produced any houses yet. Cllr Saul confirmed that there is potential for development in Carterton which would bring with it needed S106 contributions for the town. Cllr Saul confirmed that the WODC cabinet are committed to building social housing in the future – possibly in partnership with a housing association.</p>
FC95	<p>Civic Announcements</p> <p>Members received a report from The Mayor on Civic engagements and activities. Cllr Poole asked what the youth worker engagement was about. Cllr Coleman confirmed that this was about antisocial behaviour.</p> <p>Cllr Poole asked what the meeting at Glyme Hall was focusing on. Cllr Coleman confirmed she had reached out to the Trustees of Glyme Hall to check in all is okay after noting some negative comments in Chipping Norton News.</p> <p>Cllr Walker updated members on road safety week. Cllr Walker noted that the new Facilities and Events officer delivered some great community engagement, having only started with the Council weeks before. Members noted thanks for the officer's work on this.</p>
FC96	<p>Council Action Plan</p> <p>Members noted the ongoing council action plan.</p>
FC97	<p>Budget 2023-2024</p>

	<p>Members received a report and proposed budget from the Finance Committee and agreed an estimated budget of £361,290 for 2023-2024.</p> <p>Cllr Walker Proposed, Cllr Fisher seconded. All in favour Motion carried.</p> <p>RESOLVED: That the proposed budget is approved for municipal year 2023/24</p>
FC98	<p>To Formally Declare the Precept for 2023-2024</p> <p>Members agreed that the precept would remain at the same rate for 2023-2024 and that the estimated shortfall of £16,606 be drawn from the Council's General Reserves of £300,650.</p> <p>Cllr Walker proposed, Cllr Poole seconded.</p> <p>Cllr Butterworth raised concerns about spending general reserves – The Clerk reassured members that the general reserve amount is more this year than it was last year, and that the current budget is expected to be underspent by circa £50,000. The Clerk reassured members that an increased estimated annual budget at this time is to be expected and that this increase is comprehensive in light of rising costs and inflation. The Clerk also reassured members that with such healthy reserves to draw on the Council can be confident in this approach.</p> <p>All in favour, motion carried.</p> <p>Cllr Heyes asked that a note thanks to the Finance Officer and The Clerk for managing the budget setting process so clearly be noted.</p> <p>Cllr Coleman proposed that the Council's precept remains the same for 2023/24. Cllr Fisher seconded.</p> <p>All in favour, motion carried.</p> <p>RESOLVED: That the report be noted and that the Town Clerk be authorised to sign and serve a precept on the West Oxfordshire District Council, in accordance with the appropriate provisions of the Local Government Act 1972 (as amended), requiring the District Council to pay the Town Council the sum of £344,684 in respect of Council Tax for the town during the financial year 2023/24</p>
FC99	<p>Audit Report</p> <p>Members received and noted the interim audit report for 2022-23 from the Council's internal auditors. Members noted thanks to the Finance Officer and The Town Clerk.</p>
FC100	<p>Correspondence</p> <p>Members received and noted the following correspondence:</p> <ul style="list-style-type: none"> a. A response from the leader of West Oxfordshire District Council and the Leader of Oxfordshire County Council following the letter written by Cllr Coleman on behalf of the Council regarding the Cost of Living Crisis. Cllr Akers proposed that The Council write to CEO WODC and asked that a round table meeting is called. Cllr Poole seconded. All in favour. Motion Carried. b. A Response from Royal Mail HQ following a motion agreed at Community Committee to send a letter in support of the striking postal workers. Members were disappointed with this response, but many felt that the Council could not do any more. Cllr Akers noted that the letter did not address the initial question and felt it important that Royal Mail are pushed to answer those questions. Cllr Coleman proposed that a reply is sent to Royal Mail that notes their response does not answer the queries. Cllr Graves noted

	<p>concerns that there are many campaigns that the Council could write letters about and that the council should think of itself as a political lobbying organisation. Cllr Akers seconded Cllr Colemans proposal that a follow up letter be drafted and sent. 3 Against and 5 for – Motion Carried.</p> <p>c. Mr Pat Lake has also been in touch with The Clerk asking that his thanks be shared with the Council following his Honorary Citizen Event. Mr Lake was very pleased with the whole evening. Mr Lake extended special thanks to Cllr Walker for leading the event due to The Mayor isolation with Covid.</p>
FC101	<p>Request to reproduce photograph Members received and considered a request for the Council to grant permission regarding a photograph of a painting in Chipping Norton Town Hall. Members welcome this. Cllr Fisher asked if the Council could be given a copy of the book. Cllr Graves proposed, Cllr Poole Seconded. All in favour, motion carried.</p> <p>RESOLVED: That the request is granted and the Clerk enquire as to whether the Council could be supplied with a copy of the book.</p>
FC102	<p>Memorial Request Members received and considered a request regarding a memorial in Worcester Road Cemetery. Cllr Fisher Proposed, Cllr Butterworth seconded. All in Favour, motion carried.</p> <p>RESOLVED: That the request for the Memorial is approved.</p>
FC103	<p>Local Council Award Scheme Members received a report from The Clerk regarding NALC's Local Council Foundation Awards and agreed next steps. Members welcomed this warmly and noted that it would be excellent for the Council to receive this mark of quality and good governance.</p> <p>Cllr Graves proposed, Cllr Fisher Seconded. All in Favour, Motion Carried.</p> <p>RESOLVED: That the Council submit an application to NALC for the Local Council Foundation Awards.</p>
FC104	<p>Policies Members received the following policies to approve as recommended by the Finance and Resources Committee:</p> <ul style="list-style-type: none"> a. Social Media and Electronic Communications Policy – Cllr Fisher noted that the email section is a key item to read in terms of breach of GDPR. b. Anti-Fraud and Corruption Policy Proposed by Cllr Walker, Seconded by Cllr Poole. All in favour, motion carried. <p>RESOLVED: That the Social Media and Anti-Fraud and Corruption policies are adopted.</p>
FC105	<p>Planning Applications Members noted the following planning applications from West Oxfordshire District Council:</p> <ul style="list-style-type: none"> a. Appeal Dismissed: Land off Toy Lane, Chipping Norton – 21/0215/FUL Members noted this appeal decision.

	<p>b. Appeal Dismissed: 64 Dunstan Avenue, Chipping Norton – 21/03596/HHD Members noted this appeal decision.</p> <p>c. Appeal Dismissed: 31 Worcester Road, Chipping Norton – 22/00583/FUL Members noted this appeal decision.</p> <p>d. Amended Planning Application APPLICATION NO: 22/02680/FUL LOCATION: Land to the rear of 58 West St, Chipping Norton, Oxfordshire AMENDMENTS: - Simplified and lowered roofline; - Fenestration altered to North elevation; - Metal-clad side element changed to timber Members felt that the amendments did not affect the comments that the planning sub-committee have already made. RESOLVED: That the planning officer is informed that the previous comments stand.</p> <p>e. APPLICATION NO: 22/03293/NMA LOCATION: 1 Over Norton Road, Chipping Norton, Oxfordshire PROPOSAL: Replace flat roof over front entrance porch and garage with pitched roof. Conversion of existing garage and construction of first floor extension above to create additional living space (Non Material Amendment to allow the installation of obscured glass to first floor ensuite bathroom window on front elevation.) RESOLVED: There were no objections to this planning application.</p>
FC106	<p>Confidential Session RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.</p>
	<p>East Chipping Norton Development Trust Members received a fee proposal for engaging Community First Oxfordshire regarding setting up an East Chipping Norton Development Trust. Cllr Fisher summarised the benefits of setting up a community land trust following a meeting with Community First held at the end on November. Cllr Heyes provided some local examples of Community Land Trusts and noted that one advantage of a community land trust is that the land is protected by the trust deed. Members agreed that a Community Land Trust for Chipping Norton in general as opposed to an East Chipping Norton specific land trust. It was noted that a community land trust would be a completely separate entity to The Council. Members discussed the benefits and risk of starting this process. Cllr Akers proposed that the proposal for "Stewardship – Exploring the Options" is accepted at a cost of £1650 for three day support. Cllr Fisher seconded. All in favour, motion carried. RESOLVED: That the proposal for stewardship options is accepted at a cost of £1650.</p>
FC107	<p>Staffing Matters Members received a verbal update regarding recruitment of the Responsible Finance Officer and Estates Manager.</p>
FC108	<p>Date of the next meeting Wednesday 22nd February 2023</p>

The Chair closed the meeting at 8:30pm

Signed as an accurate record.....

Date.....

DRAFT



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Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Thursday 22nd December 2022 at 1pm**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr J Graves

Also in attendance:

Luci Ashbourne, Town Clerk

SSC15. Apologies for absence.

Apologies were received from Cllrs Natasha Whitmill and David Heyes.

SSC16. Declarations of interest

There were no declarations.

SSC17. Minutes

RESOLVED: That the minutes of the meeting held on 20th October 2022 are approved as a correct record and signed by the Chair.

SSC18. Confidential Session

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

SSC19. Staffing matters

Members discussed the Town Clerk's report regarding recruitment of the new RFO and Estates Officer and agreed next steps.

RESOLVED: That until the permanent RFO and Estates Officer is in post:

- That The Deputy Clerk work full time hours from January 2023
- That the Council employ Alison Packer on a freelance basis from 9th January 2023. Alison will work a maximum of 16 hours per week at a rate of £25 per hour.
- That the vacancy is re-published in January.

SSC20. Date of next meeting.

Date and time of the next meeting will be set when needed.

Signed as an accurate record

Chair.....

Date.....



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TOWN CLERK: Ms Luci Ashbourne

Minutes of a Planning Sub-Committee Meeting held on the 10 Jan 2023, at 2pm in The Council Chamber, Chipping Norton Town Hall (No quorum)

PRESENT:

Cllrs David Heyes (Chair), Sandra Coleman

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk

The Chair opened and then closed the meeting due to it not being quorate.

All items, where possible, will be sent to the Strategic Planning Committee meeting held on 25th January 2023.

The Chair closed the meeting at 2:15pm

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Minutes of the **Traffic Advisory Sub-Committee** held via Zoom on the **12th January 2023 at 6:30pm**

The following members were present:

Cllr Mark Walker (Chair)

Cllr Sandra Coleman

Cllr Geoff Saul (member for OCC and WODC)

Mike Dixon (Public Transport Users Representative) Cllr Mike Cahill (member for WODC)

Mike Wasley (OCC Officer)

Marcus Simmons (Transition Chipping Norton)

Cllr Steve Akers (arrived at 6:45pm)

Also in attendance:

Luci Ashbourne – Town Clerk

One member of the public.

TAC15	Apologies for Absence There were no apologies received.
TAC16	Declaration of interests No declarations of interest were received.
TAC17	Minutes Mike Cahill proposed that the minutes are an accurate record of the meeting held on the 14 th July 2022, Cllr Mark Walker seconded. All in favour, motion carried. RESOLVED: That the minutes from the 14 th July 2022 were approved and will signed by the Chair at the earliest convenience.
TAC18	Public Participation A member of the public spoke to members about the state of the pavements creating slip and trip hazards in Chipping Norton -particularly following recent leaf fall. They gave the example of the path going to and from the health centre. OCC officers and members considered whether slippery paths would need to be reported via Fix-My-Street. It was agreed that the OCC officer would take it back to highways and identify what the process is. Members then discussed ice and snow. Talked process and responsibility. The Town Clerk shared with members that the OCC gritting route and schedule, and grit bin maps are on the Town Council's website.
TAC19	County Officer's Report The Traffic and Road Safety report from OCC Officer was noted. The officer noted that all proposed works for 2023/2024 can be found on an interactive and continually updated map of the major maintenance programme, which is always

	<p>available on the County Council's website, via following the link: - Map (highway-iams.uk)</p> <p>The Officer shared the proposed Albion Street road safety improvements and welcomed feedback from the committee.</p> <p>Members enquired about the timings of any agreed works – the officer confirmed that once there is an agreed scheme it will then go into detailed design. The funding would come from the next financial year, and the meantime can be used to finalize and ensure all are happy before implementation.</p> <p>The Chair thanked the officer for the work on this, and stressed that it was welcome progress.</p> <p>Members discussed that the primary difference is that the junction is narrowed into Albion Street so there is less distance to cross the road. The path is wider and provides a much clearer view along Albion Street.</p> <p>The entrance to Rock Hill improvements are also welcome, and The Chair felt this matched the discussion that was had on site.</p> <p>Marcus Simmons shared he felt that this proposal seemed different to the original suggestions.</p> <p>Cllr Steve Akers welcomed the proposal and thanked County Officers. Cllr Steve Akers also thanks officer for the report on lining and the junction with Station Road and the A44.</p> <p>The Chair proposed that the document is sent to the next Strategic Planning meeting for consideration before final sign off.</p> <p>Cllr Geoff Saul agreed and noted that he was very happy with the proposals.</p> <p>Cllr Sandra Coleman asked if anyone had spoken to residents nearby for feedback. All agreed this would be helpful.</p> <p>Cllr Sandra Coleman asked where the plans for the New Street crossing area, as that is at least as urgent as this one. The Chair replied and confirmed that is part of the LCWIP process and is awaiting an update from the lead officer on that.</p> <p>Cllr Mike Cahill confirmed total support and that he is in touch with residents and confident they will also be in support of this.</p> <p>RESOLVED: That the Traffic Advisory Sub-Committee fully support these plans, and that they're sent to the next Strategic Planning Committee for final approval.</p>
TAC20	<p>District Officer's Report</p> <p>There was no report to consider.</p>

TAC21	<p>Update from Cllr Saul on OCC Highways matters including the HGV working group</p> <p>Cllr Geoff Saul noted the following:</p> <ul style="list-style-type: none"> • That the OCC Budget for 2023/2024 has a number of items on it that will improve public transport. This needs to be agreed at Full Council in February 2023. • Oxford Park and Ride – There is new initiative where an individual can park and ride for £4 per person. There is an extension of this scheme provided for in the budget. • Freight Strategy - At the moment the strategy has no budget for implementation. • Corridor Travel plans – these are aimed at supporting the delivery of a zero-carbon transport system, and promoting active travel and public transport <p>Cllr Geoff Saul noted that the A44 has been broken down into sections and the proposed solutions appear to be a bit cut and paste.</p> <p>Cllr Geoff Saul also noted that a lot of the proposals are good, but there were some that would not work in Chipping Norton. Feedback on this has been provided, and the hope is that a much more meaningful plan will be presented in the future. The hope is that this will feed into the Freight Strategy and a weight limit and/or alternative routes for Chipping Norton.</p> <p>The Chair asked what the timing would be with this - Cllr Geoff Saul confirmed that there are no specific deadline, but that the final reports should be ready for approval in the spring. This is feeding into action plans as opposed to budgets at this stage.</p> <p>The Chair asked about potential duplication and cross over – for example the LCWIP plans include safe crossings too. Cllr Geoff Saul confirmed that the same officers leading on crossings are working on both strategies, and therefore this work is joined up.</p> <p>Cllr Geoff Saul confirmed that an update from the HGV working group will be provided after the next meeting.</p> <p>Members agreed that Oxfordshire County Council momentum feels very different and much more positive since the new administration have been in place.</p> <p>Cllr Steve Akers asked if there are plans to put some of these documents into the public domain. Cllr Geoff Saul confirmed he will send a written report to the Town Council Office, which will be published on the Council's website and on social media.</p>
TA22	<p>Cycling</p> <p>Atkins invited Transition Chipping Norton to their consultation on the A44 corridor. Transition Chipping Norton submitted some suggestions – particularly on the area around Chipping Norton, and noted that a local logistic hub which would make a substantial difference, as well as active travel routes along The Salt way.</p> <p>Transition Chipping Norton also asked that an easy access grant fund be set up to encourage community suggestions for sustainable travel solutions.</p> <p>Marcus Simmons has created an active travel map – which contains the town routes and the out of town routes that should be promoted – including The Saltway. If anyone would like to be involved then they can register and access the map. The Town Clerk</p>

	<p>will circulate the information with members following the meeting. Marcus Simmons also met with Simon Banks who is an active travel champion in Oxford and London. Marcus will write a report to be circulated with members of the Sub-Committee.</p> <p>The proposed Banbury Road Development from Rainier public consultation is now live. Members discussed implications for the East Chipping Norton Development and The Saltway in terms of connection.</p> <p>Marcus Simmons confirmed that there are ongoing plans to reconvene the cycling meetings and start cycling promotion events – these are in the pipeline. The Chair suggested that looking at the survey that was carried out in the school and using that as a starting point.</p>
TAC23	<p>Road Safety Cllr Sandra Coleman noted that on the Banbury Road there is pedestrian crossing that has been installed but is not yet operational. Residents have to walk 15 minute detour to safely cross. The OCC Officer confirmed that the crossing probably still sits with the developers. The officer confirmed that they will contact the developers to get an update as soon as possible.</p> <p>Cllr Steve Akers reiterated that this issue came up very strongly during Road Safety Week, and that anything that can be done to ensure they're operational as soon as possible will be hugely appreciated.</p>
TAC24	<p>Correspondence Members noted correspondence from Cllr Coleman to the local policing team regarding engaging with OCC about replacing the 30mph speed warning signs and roundels on Churchill Road. Cllr Steve Akers confirmed that this was something he had previously reported through Highways Officers and via Fix My Street, and he had pretty much the same response. Cllr Steve Akers stressed that this cannot wait until the 20mph scheme is initiated in the future. The OCC Officer agreed to try to get some movement on this. All agreed this is vital. Members as about costings for the Town Council to install a speed indicator device.</p> <p>RESOLVED: That the Town Clerk contact the highways team to ask for a quotation and advice on the process of installing a speed indicator device.</p> <p>Cllr Steve Akers left the meeting at 7:40pm</p>
TAC25	<p>Any other business Mike Dixon confirmed that Stagecoach have been taken over by Infomobility – which as brought about lots of management changes. The concern is that there may be cuts to provision, but this is speculation at this stage. Cllr Geoff Saul confirmed he could check with the relevant officer at OCC if there are any particular concerns and report back.</p> <p>The Town Clerk noted that West Oxfordshire District Council have recently launched a review The Air Quality Action Plans (AQAPs) for the Air Quality Management Areas (AQMAs) in Witney and Chipping Norton. The officers have asked for a representative to be nominated to join The Steering Group. Members asked that more information</p>

	<p>is provided on what this looks like in terms of meetings times, location and frequency, and that a rep will be nominated at the Strategic Planning meeting once this information is provided.</p> <p>A member of the public mentioned concerns around the Banbury Road development proposals – in that he agrees it needs an active travel route, but it should also to consider public transport services and access to bus stops. Marcus Simmons asked whether the sub-committee should get together to respond to the consultation. The Chair confirmed that the views expressed at this meeting will be fed into the Town Council's response at the consultation meeting with the developers.</p>
TAC26	<p>Date of next meeting Thursday 27th April 2023, 2pm.</p> <p>The meeting closed at 7:52pm</p>

Signed by the Chair:

Date.....



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

Minutes of a Community Committee meeting held on the 18th January 2023, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

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

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

Tania Kirby, Facilities and Events Officer

CC70	Apologies for Absence Apologies were received from Cllrs Natasha Whitmill and Rizvana Poole.
CC71	Declaration of Interests None received.
CC72	Minutes RESOLVED: That the Chair approves and signs the Minutes of the committee meeting held on the 9 th Nov 2022 as an accurate record of the meeting.
CC73	Public Participation Ben Goodall from The Choral Society addressed the Committee regarding their request for an acoustic piano in The Town Hall. Cllrs noted that previously £2000 had been set aside to purchase an electric piano for the Town Hall to alleviate maintenance and storage issues. Ben Goodall proposed that the Choral Society sources a piano for the Town Hall on a trial basis, and that the Choral Society would cover any maintenance costs required. (Cont'd CC75B)
CC74	Committee Action Plan Members noted the ongoing action plan.
CC75	Town Hall <ul style="list-style-type: none">a. Members received a report detailing Town Hall bookings from the Facilities and Events Officer. The Facilities and Events Officer mentioned that more work needs to be done to increase the bookings at the Town Hall. Targeting private and commercial events would financially benefit the Town Hall. The Facility and Events Officer recommended the following:<ul style="list-style-type: none">i. RESOLVED: That booking the Town Hall should require a deposit taken at the time of booking; Proposed by Cllr Graves, seconded by Cllr Akers. All in favour, motion carried.ii. RESOLVED: That a discounted rate of hire should be given for hiring the Town Hall for a 12-hour period;

	<p>Proposed by Cllr Akers, seconded by Cllr Graves. All in favour, motion carried.</p> <p>iii. RESOLVED: And that the Town Hall should offer tea and coffee making facilities at a cost to the hirer.</p> <p>Proposed by Cllr Coleman, seconded by Cllr Graves. All in favour, motion carried.</p> <p>b. Members received a proposal from The Chipping Norton Choral Society regarding an acoustic piano for the Town Hall.</p> <p>Cllr Akers proposed to accept the trial period of having the piano in the Town Hall. The Town Clerk noted that a policy needs to be in place stating that the piano must not be moved to the stage for any reason, and that the piano base must be used to prevent the floor from damage.</p> <p>The Town Clerk advised that the Town Council would need to purchase and maintain the piano and retain ownership to be covered by the Council's insurance policy. A cover and lock should also be supplied to protect the piano when not in use. A small fee to use the piano would be charged to hirers.</p> <p>RESOLVED: Cllr Coleman proposed to retain the £2000 set aside for the digital piano, with a £500 contingency budget. Delegated to the Facilities and Events Officer to liaise with the Chipping Norton Choral Society. That a trial period for 1 year (ending Christmas 2023) will be in place at which point the permanent use of the piano will be re-evaluated. Seconded by Cllr Graves. All in favour.</p> <p>c. Members received and considered a request from the Victoria County History about the use of the Town Hall for a talk about research done about the Town Hall and Chipping Norton.</p> <p>The Deputy Clerk recommended that in lieu of a hiring fee that tickets are set aside for Town Councillors and Town Council staff to attend the talk.</p> <p>Cllr Coleman proposed that we are happy to have this for free, with flexibility for dates to work with the Facilities and Events Officer. Seconded by Cllr Graves. Motion carried.</p> <p>RESOLVED: That members agree to allow Victoria County History to use the Town Hall for free, with the stipulation that some tickets are set aside for Town Councillors and Town Council Staff. For the Facilities and Events Officer to arrange a suitable date in the diary in conjunction with Victoria County History.</p>
CC76	<p>Play Areas</p> <p>Members received a verbal update from the Town Clerk, and that the new park at Cotswold Crescent will be provisionally in place at the end of September.</p>
CC77	<p>Events</p> <p>Members noted the report from the Facilities and Events Officer and considered next steps. There are several upcoming events, including:</p> <ul style="list-style-type: none"> - Mayor's Fundraiser – Saturday 4th March 2023 - Annual Meeting of the Town – Monday 6th March 2023. - Pre-Local Elections January-March (specific dates TBD) - The Coronation – Saturday 6th May 2023 - Chipping Norton Pride Event with Got2B - Sports Awards – Provisionally set for the 7th July 2023 <p>Cllr Akers proposed to accept the report and the budgets set within it, seconded by Cllr</p>

	<p>Graves.</p> <p>RESOLVED: That the events report and recommendations are accepted, and that budgets for the Coronation (£1000), Chipping Norton Pride Parade (£500), and Sports Awards (£500) are agreed to be set from the Events budget.</p>
CC78	<p>Grants to Voluntary Bodies</p> <p>a. Members received and considered a request from Chipping Norton Town Festival for a £500 grant to continue the annual summer festival. Cllr Graves proposed to bring this request to Full Council to agree. Seconded by Cllr Akers.</p> <p>RESOLVED: That the Committee recommends bringing the request from Chipping Norton Town Festival to Full Council to agree.</p> <p>b. Member received correspondence and thanks from recipients of the Grants to Voluntary Bodies Scheme.</p>
CC79	<p>Correspondence</p> <p>Members received a letter from Royal Mail following the motion to support the worker's strike action agreed at the last meeting.</p>
CC80	<p>Grants Policy</p> <p>The Grants Policy working group is in the process of updating the Grants Policy for 2023 – Cllr Coleman will be in touch to circulate the next meeting date via email.</p>
CC81	<p>Date of the Next Meeting</p> <p>Wednesday 15th March 2023</p>

The Chair closed the meeting at 7:55pm



CHIPPING NORTON TOWN COUNCIL

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TEL: 01608 642341 Fax: 01608 645206

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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Strategic Planning Committee meeting held on the 25th January 2023, in the Council Chamber, Chipping Norton Town Hall, at 6:30pm

PRESENT: Cllrs David Heyes, Jo Graves, Sandra Coleman, Mark Walker (Chair)

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

Paolo Oliveri, Maintenance Operative

2 Members of the public

SPC45	Apologies for Absence Apologies were received from Cllr Holmes.
SPC46	Declaration of Interests None received
SPC47	Minutes a. RESOLVED: That subject to one amendment (to include apologies from Cllr Jo Graves), the Chair signs the Minutes of the committee meeting held on the 16 th November 2022 as an accurate record of the meeting. b. Members noted the minutes of the following sub-committee meetings: i) Planning Sub-Committee held on 29 th November 2022 ii) Planning Sub-Committee held on 10 th January 2023 Noted that this meeting was not quorate. iii) Traffic Advisory Sub-Committee held on 12 th January 2023
SPC48	Public Participation Marcus Simmons from Transition Chipping Norton addressed members about the proposed crossing at Albion Street/London Road and offered an alternative. The Chair explained that the issue with the alternative crossing proposed is the issue with visibility at the bottom of Rock Hill which was identified by the traffic engineers.
SPC49	Committee Action Plan Members noted this ongoing action plan.
SPC50	East Chipping Norton Development Members received a verbal update from Cllr Heyes, who reported that the master planning process has still been delayed due to the archaeology survey. No response has been received from the letter sent by Chipping Norton's Mayor in August about the master planning process.

	Members agreed for the Town Clerk to contact the Strategic Planning Officer and OCC Archaeology team regarding progress and timelines with the master plan.
SPC51	<p>Walterbush Road Bus Shelter</p> <p>Members received and discussed costings from Oxfordshire County Council to install sides and a bench on the Walterbush Road bus shelter.</p> <p>Cllr Coleman proposed to accept the quote received for the Perspex sides and bench, seconded by Cllr Heyes. All in favour, motion carried.</p> <p>RESOLVED: To accept the quote from OCC for £1,808.25 to retrospectively install Perspex sides and a full bench at the Walterbush Road bus shelter.</p>
SPC52	<p>Grit Bin Request</p> <p>Members received request to install two grit bins in the town.</p> <p>Cllr Coleman noted that the location of the grit bin should be located further down the path where the road slopes at the bottom of the road by the pedestrian crossing.</p> <p>Cllr Walker proposed to accept two grit bins, amending the location of the second bin slightly. Seconded by Cllr Graves.</p> <p>The Clerk explained that the Town Council will need to inform OCC that two bins are desired in the general location, and that OCC will do further research.</p> <p>RESOLVED: That in principle, members approve to set aside the funds to supply, install and first fill two grit bins (each £250 plus VAT), subject to OCC's approval of the chosen locations.</p>
SPC53	<p>Benches</p> <p>Members received an update on town benches from the Clerk. The two memorial benches have now been installed. The curved bench is in progress, basing material quotes have been sought.</p>
SPC54	<p>Albion Street Safety Improvements</p> <p>Members considered proposed plans from Oxfordshire County Council for road safety improvements to the Albion Street/London Road junction.</p> <p>Cllr Walker proposed to accept the proposed plans from OCC for the junction at Albion Street/London Road, seconded by Cllr Graves.</p> <p>RESOLVED: That members approve the proposed plans from OCC regarding the junction at Albion Street/London Road.</p>
SPC55	<p>Playing Pitch Strategy</p> <p>Members received and noted WODC's adopted playing pitch strategy.</p> <p>Members noted that football in Chipping Norton has either spare capacity or is played to capacity. Rugby shortfall of 1, tennis capacity exceeded across the district.</p> <p>Agreed for the Clerk to investigate if local sports clubs have been informed about this playing pitch strategy.</p> <p>Agreed for the Clerk to invite Cllr Joy Aitman to speak with the Town Council about the playing pitch strategy.</p>
SPC56	<p>Chipping Norton Air Quality Action Plan</p> <p>Members discussed nominating a representative to sit on WODC's Air Quality Steering Group.</p> <p>Agreed for the Clerk to request virtual meetings if possible.</p>

	<p>Cllrs Walker and Coleman agree to share the responsibility as representatives of Chipping Norton Town Council.</p>
SPC57	<p>Planning Applications</p> <p>1. RE: SN2022178 Large Development High Street Chipping Norton RE APPROVED APPLICATION NO: 21/01204/FUL & 21/01205/LBC PROPOSAL: To address 8 properties at High Street Chipping Norton, "Elizabeth Court"</p> <p>"The plan is to allocate a new court name "Elizabeth Court" to part of the development (8 apartments off Portland Place). 5 will be addressed directly off High Street, as will the Cinema.</p> <p>As this is only a Court Name and not a new name we plan to use this name unless the Town Council has any strong objections to the use of this name. I have clarified that it does not need special consent as "Elizabeth" is after our late Queen."</p> <p>LOCATION: High Street, Chipping Norton, Oxfordshire</p> <p>Cllrs mention that the use of the late monarch's name should be reserved for a development with more weight and significance, such as a community centre.</p> <p>Cllrs suggest to continue the numbering at Portland Place or to suggest an alternative of Harper's Yard as a suggestion to honour the previous shop that was in place for many years.</p> <p>2. APPLICATION NO: 22/03513/HHD PROPOSAL: Proposed rear extension and alterations including new second floor flat roof dormer window. LOCATION: 11 The Leys, Chipping Norton, Oxfordshire</p> <p>No objection, no comment.</p> <p>3. TO NOTE: Refused Planning Appeal for original Planning Application no: 21/00801/FUL LOCATION: Land North West of 66 Over Norton Road, Chipping Norton ENFORCEMENT NOTICE 2021/2: 20/00037/PENF</p> <p>Cllrs noted this Planning Appeal.</p>
SPC58	<p>Date of Next Meeting Wednesday 22nd March 2023</p>

The Chair closed the meeting at 7:47pm.



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Office Hours: Mon – Fri 9am – 1pm

Minutes of a FINANCE AND RESOURCES COMMITTEE meeting held on the 1st February 2023, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Natasha Whitmill (Acting Chair), Sandra Coleman, Sharon Wheaton, David Heyes

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

FR34	Apologies for Absence Apologies were received from Cllr Ruth Fisher.
FR35	Declaration of Interests None received.
FR36	Minutes <ul style="list-style-type: none">a. RESOLVED: That the Chair approves and signs the Minutes of the Committee meeting held on the 23rd November 2022.b. Members noted the Minutes of the Staffing Sub-Committee meeting held on the 22nd December 2022.
FR37	Public Participation None received.
FR38	Committee Action Plan Members received the updated ongoing action plan.
FR39	Income and Expenditure for 10/01/2023 Members received detailed income and expenditure reports by budget heading. Members noted that the Mayor's Allowance will be spent for the Mayor's Ball and Charitable donation in the next month.
FR40	Schedule of Payments for Approval Members received the schedule of payments from 01/11/2022 to 19/02/2023. Cllr Coleman proposed to accept the payments, seconded by Cllr Wheaton. RESOLVED: That members approve the schedule of payments from 01/11/2022 to 19/02/2023.
FR41	Forward Work Programme Members received and reviewed the following draft policies: <ul style="list-style-type: none">a. Communication Strategy Policy The Clerk noted that the Financial Transparency page is underway and will be published on the Town Council website in the coming weeks.

	<p>b. Protocol on Member/Officer Relations</p> <p>Members queried how often this protocol should be reviewed and updated. The Town Clerk stated that the protocol would be reviewed regularly and given to new Councillors in their induction packs.</p> <p>Cllr Coleman proposed that a new remembrance and dedication policy needs to be made about memorials and benches. Cllrs agreed and that this policy should also include Honorary Citizens and how this is awarded.</p> <p>Members agreed to delegate to Cllr Heyes, Coleman, and Whitmill and to bring this proposal back to the next Finance and Resources Committee meeting.</p> <p>RESOLVED: For Cllrs Heyes, Coleman, and Whitmill to draft a proposal for a remembrance and dedication policy, and to bring this back to the next Finance and Resources Committee to agree.</p> <p>Cllr Coleman proposed to accept the Communication Strategy Policy and Protocol on Member/Officers Relations and bring them to Full Council meeting to be approved, seconded by Cllr Wheaton. All in favour.</p> <p>RESOLVED: To accept the Communication Strategy Policy and Protocol on Member/Officers Relations and bring them to Full Council meeting to be approved.</p>
FR42	<p>Planned Tree Maintenance</p> <p>Members received and considered a report regarding planned tree maintenance at St Mary's Church from the Town Clerk.</p> <p>Cllr Coleman proposed to accept the quote for tree works as proposed, seconded by Cllr Wheaton. All in favour, motion carried.</p> <p>RESOLVED: To accept the quote for planned tree maintenance at St Mary's Church for £4,680.00 by Canopy Arboricultural, and that the planned health and safety works are carried out subject to faculty permissions.</p>
FR43	<p>Date of Next Meeting</p> <p>29th March 2023</p>

The Chair closed the meeting at 7:21pm.

Mayors Report February 2022

Friday 9 th December	Met with Green Gym to discuss their plans for 2023
Saturday 10 th December	Met Amnesty International to fly Amnesty Flag
Sunday 11 th December	Attended Christmas in Chippy to lead lantern parade, support event and thank organisers
Tuesday 13 th December	Turned on Christmas lights at Penhurst
Wednesday 14 th December	Allotment Committee
Wednesday 21 st December	Coffee and cake with Council Staff
Thursday 22 nd December	Staffing Sub-Committee
Wednesday 4 th January	Methodist Coffee Morning for Shuttle Bus
Tuesday 10 th January	Planning Sub-Committee
Wednesday 11 th January	Welfare Charities Trustee Meeting William Fowler Trust Open Meeting with allotment holders
Thursday 12 th January	TAC
Monday 16 th January	Attended funeral of Michael Fletcher, ex clerk
Tuesday 17 th January	Met playground consultant at Cotswold Crescent Met with Rainier Developments
Wednesday 18 th January	Community Committee
Wednesday 25 th January	Strategic Planning Committee
Saturday 28 th January	Councillor Surgery
Wednesday 1 st February	Met with a resident to discuss solutions to reduce speeding on Churchill Road Finance Committee
Monday 6 th February	Chippy News Meeting
Tuesday 7 th February	Met with CHARG to discuss local archaeology
Tuesday 14 th February	Met with Clerk of Chadlington Parish Council to discuss social media arising from Clarkson's Farm

Notes:

1. We have two more Councillor Surgeries scheduled, one on 25th February and one on 25th March. Please let me know if you are able to help on either of these days. We will review the

venue and format of Councillor Surgeries at the beginning of the new municipal year- please let me know if you have any suggestions for improvements so this process can happen smoothly.

2. I am working with residents and Council Officers to facilitate the opening of the playground and pedestrian crossing at The Pillars. The playground is now open and in use. The pedestrian crossing has now been turned on (16th February).
3. I am supporting our staff with social media arising from Clarkson's Farm
4. Preparations are well underway for my event on 4th March. This will reflect our desire to be a climate friendly council as expressed by our Climate Emergency Declaration- but is also going to be a great party and opportunity to support Bridewell Gardens. Please purchase your tickets via the link: <https://www.eventbrite.co.uk/e/sustainaball-the-mayor-of-chipping-norton-charity-event-2023-tickets-519717187097>



Chipping Norton Town Council – Action and Strategic Plan

Key Themes:

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

Committees:

FC:	Full Council
CC:	Community Committee
SP:	Strategic Planning
FR:	Finance and Resources
TAC:	Traffic Advisory Sub-Committee

Key	Action	Responsible Committee	Whose involved?	Budget	Com men cem ent	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 th 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/		Ongoing	Ongoing	LCWIP
BT/CE1	Delivering the East Chipping Norton Development Vision Statement	SP	CNTC/OCC/WODC //working group/Community First		Ongoing	Ongoing	Master-planning process paused. Letter sent to OCC and WODC.
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	Agreed by cabinet member and officer. Location permissions granted. On the agenda to choose which repair stands to purchase.
CS2	New bus shelter at Walterbush road	SP	CNTC/OCC	S106	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. The Covid Memorial bench for The Millennium Garden has been installed. Both memorial benches have been installed. Awaiting surfacing quotes for Millennium Garden bench.

BT4	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/worki ng group	£8000 for re- routing signs	Ong oing	Complete	HGV re-routing signage have been installed.
BT5	Road Safety	SP/TAC	CNTC/OCC/		Ong 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 Large project	CC	CNTC Staff/approved consultants/worki ng party	EMR £277,486	Jun- 22	Dec-24	Quinquennial review is complete. Measured survey is complete. Tenders have been submitted and are on this agenda. CNTC working with Ingham and Pinnock associates on grant funding and an options appraisal. New facilities and events officer in post since October 2022.
CS5	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/c lubs	Youth opportunity funding Youth Council: 22/23 £1000 EMR £1500	Nov 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 LGBTQ+ group in the Town Hall over the winter. Chippy Pride event will be held in the summer.
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	CC	CNTC/Contractors	22-23 £1000 EMR £4174	Ong 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 Large Project	CC	CNTC	22/23 £5000 EMR £28,895	Jul 22	Nov 24	Park signs have been installed. Health and safety works are complete or in progress. Youth workers have been consulting with young people at Cotswold Crescent play area. Tender specification on the agenda for approval.
CE/OS1	Cemetery clean up days	CC	CNTC Staff, Cllrs and Volunteers	N/A	Ong oing	Ongoing	Two clean up days – April and October.
MC/OS1	Pesticide free Chipping Norton	CC	CNTC/Contractors /landowners/club s	N/A	May 22	May 25	Three year action plan adopted. Implementing first year now. Wildflower area has been sown in the cemetery. This is being monitored.
CE3	Sport awards Ceremony	CC	CNTC/Volunteers/ Clubs/Schools	£500			Date agreed – 14 th July 2023
OS2	Improving access and biodiversity at Pool meadow Large Project	CC	CNTC/Approved consultants/Work ing Party	22/23 £7000 EMR £2880	202 0	Sept 24	Feasibility study is underway. First interim report has been received. Funding secured for planning stage. Update and proposal on this agenda.
BT6	Christmas lights scheme	CC	CNTC	£15,000 per year	Octo ber 22	Feb 25	The Council are in a three year contract with Millennium Quest LTD. Little trees organised by the community/CNTC 2022 lights are installed and on. Positive feedback from the community on the 2022 lights scheme. Wash up meeting held on 9 th Feb 2023. Report to come to a future meeting.

OS3	Fixing pathways in the closed Churchyard	CC	CNTC/St Mary's Church	22-23 £1500	ASA 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 £26000	July 22	October 22	Closed on 25 th September. 2022 Grants have now been awarded. Grant policy is being reviewed by a task and finish group.
MC1	Managing Greystones leases	CC	CNTC/tenants		Jul 22	Jan 23	Ongoing.
CS/MC1	Public space safety and compliance	CC	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. Works to be completed before end of 2022. Tree Survey complete and priority works undertaken. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Fixed wire testing in the Town Hall is now complete. Recommended remedial works booked in.
MC2	Health and Safety Audit	FR	CNTC/Approved consultants		May 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 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 22	Ongoing	Protocol agreed June FC. NHS flag to be flown on 5 th July 22. Calendar agreed.
MC4	Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	FC/FR	CNTC/Developers		January 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 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		Ongoing	Ongoing	Town Hall and Cemetery Charges to be reviewed by Community Committee on 15 th March 23.
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Ongoing	To be reviewed
CE6	Develop a Communications Strategy	FR	CNTC	n/a	July 22		Adopted at F&R 13 th July 22
MC/CE1	Ensure that the Council is open and transparent	FR	CNTC		Ongoing	Ongoing	New website launched. Policies in place. FOI procedures adopted at F&R 13 th July 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

MC10	Apply for the NALC Foundation Award	FC	CNTC				Council now meets the criteria. On the agenda for this meeting
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Agenda item 11 - Proposed Calendar of meetings 23/24

Chipping Norton Town Council operates six Council and Committee cycles per municipal year.

It is also wise to plan Sub-Committee and William Fowler Allotments board meetings in for the year ahead, because it means that Staff and Councillors can put the dates in the diary and meetings can be planned for proactively, as opposed to trying to fit them in as we go. Where needed, the Finance and Resources Committee can adjourn to confidential session to hold Staffing-Sub Committee meetings as opposed to holding separate meetings. If an urgent matter arises a Staffing Sub-Committee meeting can be called and held via video link if required.

At the moment Council and Committees meet on a Wednesday evening – this often clashes with a regular fitness classes and music groups, which means that meetings are often disrupted by noise. Therefore, this proposal puts all Council and Committee meetings on a Monday. This would mean that the Council Chamber is quiet, and the upper hall available if needed for larger public meetings.

Traffic Advisory Sub-Committee meetings will remain on a Thursday.

Where possible Council cycles rolling weekly for committees, with a week break before and after Full Council meetings to provide time to publish draft minutes and work through resolutions. This is not possible for the first two cycles, but is for the rest of the year.

The proposed dates avoid, where possible, all School and Bank Holidays, and ensure that each cycle is completed before another starts. The exception to this is that the second Full Council meeting will be held on the first Monday of the summer holidays.

NB. One cycle of Council = Community Committee, followed by Strategic Planning, followed by Finance and Resources, followed by Full Council.

- The Annual meeting of Council (Election of Mayor for 23/24) is currently set for Wednesday 17th May 2023 at 6:30pm, but this proposal moves that to Monday 15th May at 6:30pm to ensure that the new Council starts as it means to go on.

The proposed meeting dates are as follows – Key meetings have been noted.

Community Committee	22 nd May 2023	3 rd July 2023	11 th Sept 2023	6 th November 2023 (Budget setting)	22 nd January 2024	11 th March 2024
Strategic Planning Committee	5 th June 2023	10 th July 2023	18 th September 2023	13 th November 2023 (Budget Setting)	29 th January 2024	28 th March 2024
Finance and Resources Committee	12 th June 2023	17 th July 2023	25 th September 2023	20 th November 2023 (Budget proposal)	5 th February 2024	25 th March 2024

Council	19 th June 2023 (AGAR)	24 th July 2023	9 th October 2023	4 th December 2023 (AGREE BUDGET & DECLARE PRECEPT)	19 th February 2024 (AGREE 24/25 Calendar of meetings)	15 th April 2024
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Traffic Advisory Sub-Committee (Four meetings per year – two evening online and two in person during the daytime)	29 th June 2023 Online evening	28 th September 2023 Town Hall, 2pm	25 th January 2024 Online evening	25 th April 2024 Town Hall, 2pm
William Fowler Allotments Board Meetings (Quarterly)	26 th June 2023	4 th September 2023	11 th December 2023 (Meeting with Allotment holders)	26 th February 2024

Council should also agree the date for the Annual Meeting of the Town. This is not a Council meeting, but a meeting of the electorate hosted by the Town Council. The Local Government Act states that these meetings should be held between the 1st March and 1st June of each year. Council have already agreed the date of the 2023 meeting – which will be held on Monday 6th March 2023.

- Annual meeting of the Town, proposed date for 2024 – Monday 4th March 2024.

Recommendations:

1. The Council consider approving regular meetings to be held on Mondays and;
2. That Council approve and adopt the proposed calendar of meetings for municipal year 23/24.

	2023								2024				
	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
Tu				1									Tu
We				2									We
Th				3									Th
Fr				4		1							Fr
Sa				5	2								Sa
Su				6	3	1	5	3					Su
Mo	1 Bank Holiday	5 Strategic Planning Ctte	3 Community Committee	7	4 William Fowler Board Meeting	2	6 Community Committee	4 Full Council (Budget)	1 New Year's Day	5 Finance and Resources Ctte	4 Annual Meeting of The Town	1 Easter Monday	Mo
Tu	2	6	4	8	5	3	7	5	2	6	5	2	Tu
We	3	7	5	9	6	4	8	6	3	7	6	3	We
Th	4	8	6	10	7	5	9	7	4	8	7	4	Th
Fr	5	9	7	11	8	6	10	8	5	9	8	5	Fr
Sa	6	10	8	12	9	7	11	9	6	10	9	6	Sa
Su	7	11	9	13	10	8	12	10	7	11	10	7	Su
Mo	8 Bank Holiday	12 Finance and Resources Ctte	10 Strategic Planning Ctte	14 Planning Sub-Ctte	11 Community Committee	9 Full Council	13 Strategic Planning Ctte	11 William Fowler AGM	8	12	11 Community Committee	8	Mo
Tu	9	13	11	15	12	10	14	12	9	13	12	9	Tu
We	10	14	12	16	13	11	15	13	10	14	13	10	We
Th	11	15	13	17	14	12	16	14	11	15	14	11	Th
Fr	12	16	14	18	15	13	17	15	12	16	15	12	Fr
Sa	13	17	15	19	16	14	18	16	13	17	16	13	Sa
Su	14	18	16	20	17	15	19	17	14	18	17	14	Su
Mo	15 Annual Meeting of The Council	19 Full Council (AGAR)	17 Finance and Resources	21	18 Strategic Planning Ctte	16	20 Finance and Resources	18	15	19 Full Council	18 Strategic Planning Ctte	15 Full Council	Mo
Tu	16	20	18	22	19	17	21	19	16	20	19	16	Tu
We	17	21	19	23	20	18	22	20	17	21	20	17	We
Th	18	22	20	24	21	19	23	21	18	22	21	18	Th
Fr	19	23	21	25	22	20	24	22	19	23	22	19	Fr
Sa	20	24	22	26	23	21	25	23	20	24	23	20	Sa
Su	21	25	23	27	24	22	26	24	21	25	24	21	Su
Mo	22 Community Committee	26 William Fowler Board Meeting	24 Full Council	28 Bank Holiday	25 Finance and Resources Ctte	23	27	25 Christmas Day	22 Community Committee	26 William Fowler Board Meeting	25 Finance and Resources Ctte	22	Mo
Tu	23	27	25	29	26	24	28	26 Boxing Day	23	27	26	23	Tu
We	24	28	26	30	27	25	29	27	24	28	27	24	We
Th	25	29 TAC 2pm	27	31	28 TAC 6:30pm	26	30	28	25 TAC 2pm	29	28	25 TAC 6:30pm	Th
Fr	26	30	28		29	27		29	26		29 Good Friday	26	Fr
Sa	27		29		30	28		30	27		30	27	Sa
Su	28		30			29		31	28		31	28	Su
Mo	29 Bank Holiday		31			30			29 Strategic Planning Ctte			29	Mo
Tu	30					31			30			30	Tu
We	31								31				We

Agenda item 12 – Committee structure and Scheme of Delegation

The Council changed its committee structure in 2020. This was following by moving to a Committee cycle structure in 2021. This serves the Council well, because it enables effective and empowered decision-making in a timely manner, and mitigates the need for duplication. At the moment a large proportion of the workload sits with Community Committee.

The structure has settled in, and is largely fit for purpose. However, it is clear that the responsibilities of the standing committees needs to be reviewed to ensure balance.

The Town Clerk has reviewed the Council's current Scheme of Delegation, and has drawn up an amended draft for Council to consider.

A name change may be required for the Strategic Planning Committee to reflect the work it does. The "Place Shaping" Committee could fit this requirement.

The proposed structure is outlined below – movements and changes are highlighted in yellow:

Community committee

- Town Hall
- Play parks
- Pesticide Free CN
- Flagpole and flag calendar
- Community Phone Box (currently with SP)
- Youth Work
- Events
- Community Engagement Strategy (Currently with FR)
- Climate Emergency

Strategic planning – Place Shaping Committee?

- Cemeteries (Including H&S), memorials, etc. (Currently with CC)
- Pool Meadow (Currently with CC)
- Planning applications
- East Chipping Norton Development / Neighbourhood Plan
- Town Centre (street furniture, benches, grit bins, bus shelters?)
- Road safety/Active Travel (delegated to TAC)
- Promote the economic development of Chipping Norton

Finance and Resources

- Grants (Currently with CC)
- Leases and site management (Greystones etc) (Currently with CC)
- Monitor financial performance
- Audit: Internal/External
- Fees and Charges -Cemeteries and Town Hall (Currently with CC)
- Asset Register
- Financial Controls
- Financial Regulations
- Financial Risk Assessment
- Authorise expenditure

Recommendation

1. That The Council consider this proposal, and that a final draft is brought to the Annual Council meeting in May in order that the new Council has a balanced committee structure to work with and build upon.



Chipping Norton Town Council

SCHEME OF DELEGATION

Adopted: 21 December 2020
Reviewed: May 2022

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1. DISCHARGE OF THE SCHEME

- 1.1 This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed at least every two years and when there are staffing changes.
- 1.2 Those with delegated responsibility are referred to by job title, e.g. Town Clerk.
- 1.3 One of the purposes of the document is to clearly define the parameters within which Officers of the Council are able to act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- 1.4 Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- 1.5 The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. PRINCIPLES OF DELEGATION

- 2.1 Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a Committee; or an officer.
 - A Committee may delegate its powers to an officer.
 - The delegating body may exercise Powers that have been delegated.
- 2.2 Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and with the law.
- 2.3 In an emergency the Proper Officer is empowered to carry out any function of the Council.
- 2.4 Where the Town Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should consult with the Mayor and/or Chair of the relevant Committee and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

3. AUTHORITY TO ACT

- 3.1 It will be appropriate for the Town Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.

- 3.2 The Town Clerk and Committees have the responsibility to act within the Council's approved policies, procedures and framework and within the law in conjunction with this delegated scheme.

4 CONFLICTS OF INTEREST

- 4.1 Under the Local Government Act 1972, section 117 the Town Clerk must make a formal declaration about council contracts where they have a financial interest.
- 4.2 Where the Town Clerk has a conflict of interest in any matter, he/she shall not participate in that matter unless approved by the Council and this is formally recorded in the Council minutes.

5 COUNCIL RESERVED POWERS

- 5.1 The following matters are only to be resolved by the Full Council:
- Appointment of the Town Clerk/Responsible Financial Officer and other council officers following a recommendation from the Staffing Sub Committee
 - To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation and other Council policies
 - To approve and adopt all Council policies
 - To approve and adopt the Budget
 - To agree and/or amend the terms of reference for Committees
 - To adopt the schedule of meetings for the ensuing year
 - To determine matters involving expenditure for which budget provision is not made or is exceeded
 - To set the Precept
 - To make byelaws
 - To borrow money
 - To approve annually the statutory annual return
 - To approve eligibility for the General Power of Competence

6 DELEGATION TO COMMITTEES - SAFEGUARDS

- 6.1 All Committees are appointed by and are responsible to Chipping Norton Town Council. The Committees' duties are defined and agreed by the Full Council, the Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a Committee or Officer.

7 DELEGATION TO COMMITTEES

7.1 Committees Generally

The membership of each committee will be agreed by the Full Council.

The Mayor will be a member 'ex officio' of all Committees with the right to vote.

The first item of business at all first committee meetings after the Annual meeting of the Council in May (Mayor Making) will be to elect a Chair for the year. A Vice-Chair may be elected, if thought appropriate, although any elected member can preside in the Chair's absence.

Any Committee may invite guidance from professionals or other qualified people to assist in its deliberations.

Any Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity.

There will be six committee cycles per year.

Additional meetings will be arranged as deemed appropriate by the Chair.

Written minutes will be taken to record all the Committee's decisions and will be adopted at the next Full Council meeting and signed as a true record at the next Committee meeting. The Town Clerk will be responsible for arranging meetings and ensuring that minutes are taken and distributed. The minutes will be available on the Town Council website.

7.2 Finance & Resources Committee

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Finance & Resources Committee will undertake the following functions (and may delegate those functions indicated to the Staffing Sub-Committee):

- 1) Regulate, manage and control the finance and resources of the Council, including: investments; loans; grants; value for money; long term plans and financial strategy
- 2) Monitor the financial performance of the Council's budgets against estimates
- 3) Review the Council's fees and charges annually
- 4) Consider the annual estimates of income and expenditure and recommend to Council the precept to be levied on the West Oxfordshire District Council for approval.
- 5) Consider grant applications and award grants in accordance with the Council's grants policy.
- 6) Manage and monitor the Council's legal agreements – including as a landlord and a lessee.
- 7) Manage the Greystones site
- 8) Ensure adequate systems of financial control are in place to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of an asset register.
- 9) Review and recommend amendments to the Council's Financial Regulations annually
- 10) Ensure that the Council is observing its Financial Regulations
- 11) Appoint an internal auditor
- 12) Receive internal and external audit reports
- 13) Monitor and effect compliance with internal and external audit recommendations and other financial procedures, regulations and statutes.
- 14) Monitor the Council's financial risk assessments and recommend changes where necessary.
- 15) Recommend the annual accounts to the Council for approval
- 16) Keep under review the Council's policies and procedures and recommend amendments or new policies to Council for approval and adoption
- 17) Monitor the effectiveness of the Council's communication with residents and visitors
- 18) - Ensure the Council's compliance with all applicable health and safety regulations.

- 19) Authorise items of expenditure which are provided for within the approved budget for the Committee
- 20) Consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration

Functions which may be delegated to the Staffing Sub Committee:

- 21) Recruitment of Town Clerk/ Responsible Financial Officer and other staff as required
- 22) Recruitment and selection procedures
- 23) Annual appraisal and development of the Town Clerk/RFO
- 24) Review of staff contracts, job descriptions, and employment policies (specifically to include grievance and discipline policies) every two years
- 25) Review of staff and office accommodation requirements
- 26) Management of rights relating to leave, time off and illness
- 27) Ensure that the Clerk has everything required for managing other staff
- 28) Keep up to date with developments in employment law
- 29) The Staffing Sub-Committee will serve as the disciplinary or grievance panel
- 30) Agree the members to sit on an appeals panel to hear appeals against a decision on a grievance (noting that an appeals panel may be composed of individuals who are not Town Councillors)

7.3 Community Committee

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Community Committee will undertake the following functions:

- 1) Develop and support the Council's work with families and young people
- 2) Advance the Council's ambitions regarding the provision of a Youth Worker (agreeing contract terms as appropriate and monitoring any contract)
- 3) Actively promote greener and healthier lifestyles and consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration.
- 4) Manage the Town Hall, ensuring it is kept in good repair and utilized as much as possible.
- 5) Manage the Council's Recreation and Play Parks and ensure all equipment is kept in good repair.
- 6) Review annually fees and charges for use of The Town Hall and make recommendations to the Finance & Resources Committee
- 7) Keep the provision of community facilities (regardless of ownership) under review and identify where additional provision would be of benefit to the community
- 8) Develop strategies for the provision of new community facilities and make

- recommendations as appropriate to the Council
- 9) Develop and support partnerships with the voluntary sector
- 10) Develop and support community festivals and events
- 11) Oversee the Council's Flag Flying Calendar
- 12) Oversee the Community Phone Box
- 13) Develop projects as appropriate and make recommendations to the Council
- 14) Explore sources of alternative/external funding to support community projects and partnerships
- 15) Develop and keep under review a community engagement strategy
- 16) Authorise items of expenditure which are provided for within the approved budget for the Committee.

7.4 Place Shaping Committee

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Place Shaping Committee will undertake the following functions (and may delegate those functions indicated to the Planning and Traffic Advisory Sub Committees):

- 1) Promote the economic development of Chipping Norton
- 2) Manage the Council's assets in the public realm (street furniture etc) ensuring that all such assets remain in good repair
- 3) Exercise the Council's functions as a burial authority, delegating to officers as appropriate
- 4) Ensure that the cemetery and associated buildings, walls and fences are kept in good repair
- 5) Review the cemetery and burial fees annually.
- 6) Ensure that St Mary's Churchyard is kept in good repair.
- 7) Manage Pool Meadow.
- 8) Keep the appearance of the public realm (and particularly the town centre) under review (regardless of ownership) and identify where additional (or less) street furniture/signage etc would be of benefit to the town
- 9) Develop strategies for the improvement of the public realm and make recommendations as appropriate to the Council
- 10) Keep the Chipping Norton Neighbourhood Plan under review
- 11) Develop projects which further the East Chipping Norton Vision Statement and make recommendations to the Council
- 12) Authorise items of expenditure which are provided for within the approved budget for the Committee
- 13) Consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration

Functions which may be delegated to the Planning Sub Committee:

- 14) Consider and make observations on planning applications within the Council area and subject to consultation by the relevant planning authority
- 15) Monitor planning decisions made by the planning authority
- 16) Make representations on planning enforcement matters
- 17) Make representations, as appropriate, on planning appeals

Functions which may be delegated to the Traffic Advisory Sub Committee:

1. The Committee shall consist of 6 Town Councillors and members from West Oxfordshire District Council and Oxfordshire County Council, including Traffic engineers, Thames Valley Police and the CN Community Resilience Group. Other organisations may be invited to attend in an advisory capacity.
2. The Quorum shall be at least 4 CN Town Councillors
3. A Chairman shall be elected at the first meeting of the new municipal year
4. The Committee is an advisory committee reporting to the full Town Council and to the Community. Any advice will be reported to the full CNTC & Community for consideration.
5. The committee has no budget responsibility or delegated powers apart from those set out in paragraph 6 below.
6. On matters that require further research, for example a more detailed report or seeking further clarification from a third party, the Committee shall have delegated power to act.
7. The scope of the Committee will include traffic related matters-
 - HGVs
 - Road safety
 - Speed data
 - 20mph limit & other traffic limits
 - Traffic and Traffic flow
 - Travel choices
 - School Travel
 - Air Quality and Pollution
 - Drain Covers
 - Line Painting
 - Parking
 - Repairs to Pavements and Roads
 - Street lighting

This list is not exhaustive.

The Committee shall meet at least two times per year (March and October) and such other occasions as deemed necessary

8 DELEGATION TO OFFICERS

(a) Town Clerk

1. The Town Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
2. In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Mayor (if practicable in the circumstances).

3. The Clerk will have the authority to dispose of the Council's assets (excluding land and building assets) subject to the estimated value of any one tangible; moveable item does not exceed £500. The Clerk is responsible for ensuring any disposal details including the disposal values are recorded in the assets register.
4. Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees.
5. The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures and budget
6. The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual workers subject to budget and the Clerk shall consult with the Staffing Sub-Committee members when such work is to be sanctioned.
7. Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council
8. As Proper Officer, to sign all documents on behalf of the Council including the Summons to Elected Members to attend Council Meetings in accordance with paragraph 4 and Schedule 12 of the Local Government Act, 1972
9. To sign and publish the annual public notice that the Audit of Accounts is to take place and has taken place.
10. To receive members' acceptance of declarations of interest and their appointment as a Councillor.
11. Power to release press statements on any activities of the Council subject to prior consultation with the Chairman
12. Power to act on own initiative to implement the Council's policies and objectives.
13. Power to take appropriate steps to ensure the Council does not exceed its powers.
14. Power to manage all the Council's facilities and resources in accordance with the Council's policies.
15. In liaison and after conferring with the Mayor, to make such Civic arrangements as are necessary.
16. The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.
17. The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders.

18. As Proper Officer/Responsible Financial Officer, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.

(b) Responsible Financial Officer

1. The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.
2. The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities.
3. The Responsible Financial Officer shall ensure the approved precept request is issued to the billing authority.

Agenda item 13 – Correspondence

The Council has received the following correspondence from Thrive North Oxfordshire:

In April of this year (2022), we received a much-needed donation from the Mayor's Fund of £2,480 and I wanted to let you know how we have spent this money. Please see attached spreadsheet for the detail.

We are hugely grateful for the support the Council gives us and I hope you can see from the information in the spreadsheet that many local children and their families have benefitted. Do feel free to get in touch if you have any questions.

Best wishes

Nicky and the Thrive Northox Team

Mayor's Donation Spending breakdown sheet					
Thrive ref	Date completed	Organisation	Description	Cost	Notes
220405-1	6-Apr-2022	CNS	WHSmith Voucher	£10.00	
220623-01	23-Jun-2022	CNS	Aldi voucher for SEN snacks	£25.00	
220628-01	14-Aug-2022	St Marys CN	Hippo sack and lawn mower cover for garden clearance	£324.97	
220713-01	15-Jul-2022	St.Mary's Church	Mattress	£93.95	
220713-02	19-Jul-2022	CN School	Aldi voucher,sun cream,Wildlife Pk vouchers	£425.00	
220824-01	25-Aug-2022	CN Health visitor	School uniform	£255.45	
220629-03	1-Nov-2022	CNS	Breakfast club food vouchers for CNS	£600.00	
220914-01	15-Sept-2022	CNS	Trainers	£64.99	
220928-01	29-Sep-2022	CNS	Aldi Food Voucher - to support young hockey player	£250.00	
220908-01	14-Sep-2022	CNS	Games for pastoral zones	£180.83	
220714-01	19-Sep-2022	St Marys CN	Carpets	£249.81	Of £1,253.00 total referral cost
				£2,480.00	

This report is to note.

Agenda item 14a – Biodiversity and Crime Statement

Part of the Local Council Awards Criteria is for Council to understand its duties in relation to biodiversity and crime. The Council does already discharge these duties, but it would be prudent for Council to adopt a statement that outlines this.

Recommendation:

That Chipping Norton Town Council adopt the following statement:

Chipping Norton Town Council

Biodiversity and Crime Disorder Duties Statement

Biodiversity

Section 40 of the Natural Environment and Rural Communities Act 2006 places the following biodiversity duty on Chipping Norton Town Council:

"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"

Having regard to this duty Chipping Norton Town Council has identified the following areas where integrating biodiversity is key:

- commenting on planning applications
- managing land, property, Worcester Road Cemetery, St Mary's closed Churchyard, Pool Meadow, Recreation spaces, energy and waste

In discharging its duties, the Council:

- only undertakes hedge trimming out of the nesting season
- has procured a comprehensive tree survey and associated works to preserve the condition of mature trees, with ongoing revenue budgets to maintain this
- has implemented the "Pesticide-Free Chipping Norton" Policy
- Does not install Christmas Lights in trees where birds may be nesting

Crime and Disorder

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:

- Reduce and detect crime.
- Reduce anti-social behaviour and fear of crime, and to re-assure people.
- 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).

In discharging its duties, the Council:-

- 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.

Agenda item 14 – Local Council Award Scheme

At the last meeting of Full Council it was agreed that a submission would be made for the Council to be considered for the NALC Local Council Foundation Award. The application has now been submitted, and as part of the process the panel require the Council to confirm by resolution that it meets each criteria required.

Recommendation:

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
- A policy for training and development of staff and Councillors
- A record of all training undertaken in the last year
- A Clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year

Agenda item 15 – Cycle repair stand and pump

The Strategic Planning Committee have been working through a project to install cycle repair stands and pumps near to existing cycle parking to encourage active travel in the town. There is a £4000 earmarked budget for this project.

Permission has been granted by Oxfordshire County Council and West Oxfordshire District Council for a stand to be placed by the cycle racks in the town centre on the High Street car park, and by the cycle racks outside Chipping Norton Leisure centre.

Council need to choose which repair stand and pump design they would like to purchase. The Clerk has identified three designs that are within budget and would be suitable for the locations. Spec sheets have been provided to help with decisions making.

Option A

<https://turvec.com/product/public-bike-repair-stand-pump/>

£1275 per stand

Option of custom branding – yes

Shipping £360

Total **£2910**

Option B

<https://securecyclestore.com/product/public-bike-repair-stand-with-pump/>

£995 per stand

Option of Custom Branding – yes

Shipping £125

Total **£2115**

Option C

<https://www.bikedocksolutions.com/bike-pump-and-repair-stand>

£1272 per stand

Option of Custom Branding – no

Shipping £0

Total **£2554**

Recommendation

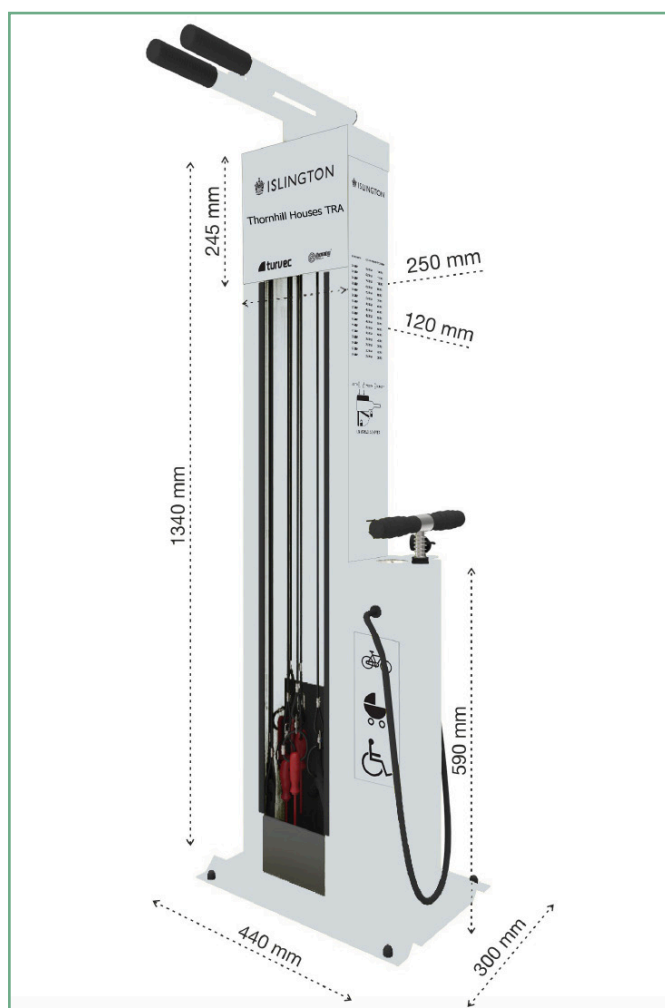
1. That Council choose which supplier to procure two cycle repair stands from and;
2. That a colour is chosen if there is more than one option



Bike Repair Stations keep cyclists moving and help to encourage active travel.

Offering a highly durable design, every station can be custom branded and painted to any standard RAL colour.

Dimensions



Standard RAL Colours

RAL 1021	RAL 2008	RAL 3020
RAL 4004	RAL 4010	RAL 5002
RAL 5003	RAL 5012	RAL 5015
RAL 5017	RAL 6005	RAL 6018
RAL 7001	RAL 7016	RAL 7035
RAL 9005	RAL 9006	RAL 9010

Product details

Product name	Bike Repair Station & Pump
Product code	VEC110
Fixing	Surface mounted
Standard finish	Galvanised steel, powder coated to any standard RAL colour, with branding
Optional finish	Bespoke RAL colour or stainless steel casing
Tools included	Hex key set, phillips screwdriver, flat screwdriver, T25 Torx screwdriver, adjustable spanner, flat wrench 8×10 mm, flat wrench 13×15 mm, tyre levers. All attached with steel ropes
Pump	Integrated pump with pressure gauge up to 10 bar. Schrader and presta valve for all bike types
Branding	Incorporate any company or council logo
Station door	Keyturn door available on request
Weight	~35 kg
Dimensions	1340 x 440 x 300 mm
Installation	All units are delivered pre-assembled and ready to install



Public bike repair stand with pump

New and improved MANTIS bike repair stand for use in public places. Tools hidden inside the repair stand, more powerful floor pump with new protection cover.

Material: Galvanised Steel

Coating: Powder Coating

Wires for Tools: Stainless steel, plastic coated

Dimensions:

- Height: 150cm
- Width 1: 45cm
- Width 2: 65cm

UNIOR Bike Tools:

- Adjustable wrench 150 (611918)
- Set of a Hexagon wrenches 2,5-10 (610986)
- Crosstip screwdriver PH 2×100 (611704)
- Flat scewdriver 5,5×100 (612816)
- Open end wrench 13/14 (615120)
- Open end wrench 15/17 (615120)
- New metal tire lever 2pcs (623387)

Bicycle Floor pump with gauge:

- Model: SKS Airworx 10.0
- Pressure: 10bar / 144psi

Multi-Valve-Head with thumb lock lever for all valves

Weight: 21,5 kg

Colours:

- RAL6018 - Green
- RAL1021 - Yellow
- RAL3000 - Red
- RAL5002 - Blue
- RAL9005 - Matt Black
- Custom



Design | Supply | Install

BREEAM | Secured by design | Bespoke solutions

For our full range see our website: www.securecyclostore.com

Shelters



Two-tier



Semi-vert



Vertical





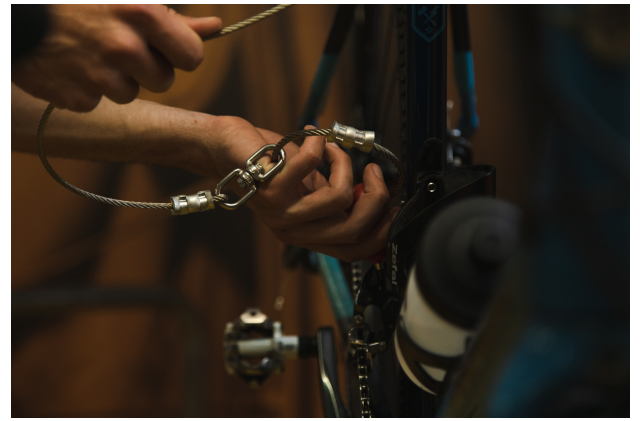
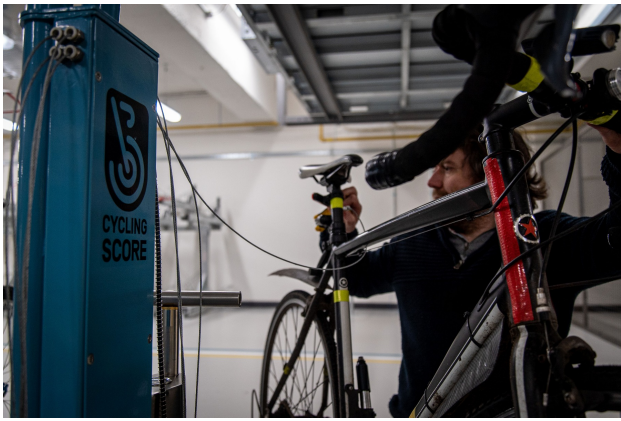
Public Bike Pump and Repair Stand

Ex. VAT: £1,250.00 **TOTAL**
Inc. VAT: £1,500.00

*Base price, not including any custom options.

Product Images





Description

The Public Bike Pump and Repair Stand is a self-service bicycle repair station. Hanging the bike from the hangers arms covered by rubber, allows a comfortable and correct handling of the bike. It includes all necessary tools to fix up a bike (pump to inflate the wheels, allen keys of 3,4,5mm, spanner, pliers, screwdriver, Philips screwdriver, 2 levers to remove the wheel cover). The tools are attached to the stand through steel cables.

To use, you simply lift the bike and place it's frame onto the bike repair stand.

Specification

- Material - Steel.
- Finishing coat - Galvanised and powder coated blue finish
- ActiveScore Approved
- Base is 330x240mm
- Fits bikes of different shapes and sizes: mountain, racing, town, bmx and child bikes
- Installation - Support screw-mounted to the floor (mechanical anchorage).

Delivery time: 2-3 weeks (for quantities up to 20)

Additional Information

Best Sellers M2	No
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Additional Options

Fixing Bolts	With bolts	£22.00
	None	£0.00



Agenda item 16 – Pool Meadow

The Council's consultant, Beaumont Rivers has reported that the existing survey data isn't sufficient, and has some errors in it which has ground the Pool Meadow project to a halt. The engineer requires exact dimensions for the detailed design, which will be need for all future applications, and the ecologist is unable to calculate the areas of different environments to provide an accurate picture of ecological change. They were hoping to supplement the existing data with small scale levelling, but unfortunately this has not been possible.

A full topographic survey of the area, plus cross sections and volume calculations at 1:200 scale is required and will come at a cost of £2500.

This cost will be in addition to the agreed development project budget of £25,000, it will also be required sooner in order that this phase of the project can continue.

Recommendation:

The Council has £26,067 left in the professional fees budget for this year, and therefore it is recommended that the is progressed and the cost taken from this budget line.



Chipping Norton Town Council

Protocol on Member Officer Relations

1. Background

- 1.1 This protocol is intended to assist Councillors and the Clerk in approaching some of the sensitive circumstances which arise in a challenging working environment.
- 1.2 The reputation, integrity and ability of the Council to deliver its agreed objectives is significantly influenced by the effectiveness of Councillors, the Clerk and other staff working together to support each other's roles.
- 1.3 The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Close personal familiarity should be avoided.

2. Roles of Councillors and Employees

- 2.1 The respective roles of Councillors and employees can be summarised as follows:

Councillors and Officers are servants of the public, and they are indispensable to one another, but their responsibilities are distinct.

Councillors are responsible to the electorate and serve only as long as their term of office lasts.

Officers as permanent employees are responsible to the Council. Their job is to give advice to Councillors and to the Council, and to carry out the Council's work under the direction of the Council and relevant committees.

2.2 Councillors

- 2.2.1 Councillors have four main areas of responsibility:

- To determine Council policy and provide community leadership
- To monitor and review Council performance in delivering services
- To represent the Council externally
- To act as advocates for their constituents

- 2.2.2 All Councillors have the same rights and obligations in their relationship with the Clerk and other employees, regardless of their status or political party, and should be treated equally.

- 2.2.3 Councillors must not involve themselves in the day to day running of the

Council. This is the Clerk's responsibility, and the Clerk will be acting on instructions from the Council or its Committees, within an agreed job description.

2.3 Chairs and Vice-Chairs of Committees

Committee Chairs and Vice-Chairs have additional responsibilities. These responsibilities mean that their relationships with employees may be different and more complex than those of other Councillors. However, they must still respect the impartiality of Officers and must not ask them to undertake any work of a party-political nature, or to do anything which would prejudice their impartiality.

No Councillor, regardless of status or position should ask The Clerk or any other member of staff to disregard or change a decision or instruction resolved democratically by Council, committee or sub-committee. Any proposals, or amendments to proposals need to be agreed by the appropriate Council, Committee or Sub-Committee in a democratic fashion and in accordance with Standing Orders.

2.4 Officers

The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council.

In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation should be the Officer's own. If a Councillor wishes to express a contrary view, they should not pressurise the Officer to make a recommendation contrary to the Officer's professional view, nor victimize an officer for discharging his/her responsibilities.

3. Expectations

3.1 All Councillors can expect:

- A commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillors or political group
- A professional working partnership
- Officers to understand and support respective roles, workloads and pressures
- A timely response from Officers to enquiries and complaints
- Officer's professional advice, not influenced by political views or personal preferences
- Regular, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold
- Officers to be aware of and sensitive to the public and political environment locally
- Respect, courtesy, integrity and appropriate confidentiality from Officers

- Training and development opportunities to help them carry out their role effectively
- Not to have any personal issues raised with them by Officers outside the Council's agreed procedures
- That Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly
- That Officers will at all times comply with the relevant code of conduct

3.2 Officers can expect from all Councillors:

- A professional working partnership
- An understanding of, and support for, respective roles, workloads and pressures
- Leadership and direction
- Respect, courtesy, integrity and appropriate confidentiality
- Not to be bullied or put under undue pressure
- That Councillors will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly
- That Councillors will at all times comply with the Council's adopted Code of Conduct

3.3 General Principles

- Close personal relationships between Councillors and Officers can confuse their separate roles and get in the way of the proper conduct of Council business, not least by creating a perception in others that a particular Councillor or Officer is getting preferential treatment.
- Special relationships with particular individuals or party-political groups should be avoided as it can create suspicion that an employee favours that Councillor or political group above others.

Signed by the Mayor.....

Signed by the Town Clerk.....

Dated.....



Chipping Norton Town Council

COMMUNICATIONS STRATEGY

OBJECTIVE

This Communications Strategy aims to establish a protocol for effective communication of the Town Council's activities and other relevant information to members of the public. It draws on relevant previously adopted policies that are referred to in this document.

PURPOSE

The Town Council is accountable to members of the public and has a duty to convey its decisions and actions through various media. To this end, all communication will be conveyed in an open and straightforward manner.

The Town Clerk is the Proper Officer of the Town Council and is responsible for all formal communication between the Council, the press and members of the public. However, this does not prevent individual councillors from communicating with the press and public but they must ensure that there is clarity in their communication so there is a clear distinction between individual opinions and those approved by the Town Council.

METHOD OF COMMUNICATION

The Council will use the following procedure to communicate with members of the public and the press.

ACTIVITY	METHOD OF COMMUNICATION	RESPONSIBILITY
Monthly newsletter		Town Clerk
		Town Clerk
Approved and draft minutes	Website	Town Clerk
Agendas	Website/notice board/press. These will be published in compliance with legislation.	Town Clerk
Supporting information for meetings (non-confidential)	Website	Town Clerk
Council policies/procedures	Website	Town Clerk
Annual Town Meeting	Website/social media	Town Clerk
Annual Report	Using themes approved by the Town Council, the Chair will be responsible for presenting the Annual Report at the Annual Town Meeting.	Town Clerk/Mayor
Press releases	Chippy News/Witney Gazette/ local radio etc.	Town Clerk/Mayor Chair of relevant ctte
Annual external audit	Website/notice board	Town Clerk
Adopted Annual Accounts	Website/notice board	Town Clerk (following adoption by the Town Council)
Councillor vacancies	Website/notice board/social media	Town Clerk
Financial statements and other financial information	Website	Town Clerk

SOCIAL MEDIA

Chipping Norton Town Council has a Social Media Policy that can be found on the Council's website.

The Council's website will be the main information hub and channel for communicating details about the Town Council. The website will also act as a channel for other information such as local news and events, consultation details, road closures and anything that is of general interest to the local community including links to other websites. The website will be regularly updated.

Facebook, Instagram and Twitter will also be used; its main objective is to promote Chipping Norton and to encourage visitors to support the local economy. This media will help to build social capital so that there is a two-way channel between the Town Council and members of the public. A member of staff's private Facebook account must not be used to administer, log in or send messages from the Town Council's social media pages. A specific Council work-use account must be used at all times. Whilst the Council supports open discussion, inappropriate comments from members of the public will not be tolerated and will be removed and the reason given. If it is a genuine complaint the complainant will be directed to the Council's Complaints Procedure which can be viewed on the Council's website. Comments and enquiries will only be responded to during normal office hours. Personal information should not be conveyed through social media.

Whatever channel the Town Council chooses to communicate the message must be consistent across all channels.

COMMUNITY ENGAGEMENT

Chipping Norton Town Council have a Community Engagement Strategy that can be found on the Council's website

Through a positive and transparent approach Councillors and staff will actively engage with the community and the local media to promote the Council's decisions and plans. The Town Clerk will work with the Mayor, Deputy Mayor and appropriate chairs of Committees and sub-Committees to agree the content of pertinent information where necessary.

Councillors who wish to communicate directly with the press should make it clear whether they are speaking as a Councillor or as a private individual. If Councillors wish to express their own views directly with the media they should not seek to undermine the Town Council if their views are different to the Council's corporate position. If Councillors wish to take this course it might be prudent to seek a briefing with the Town Clerk beforehand. No communication should be made that is in any way damaging to the interests or reputation of the Town Council or which reveals confidential matters, or information likely to endanger the health or safety of a Councillor, Town Clerk, or any other individual.

Agendas for Council meetings will be accompanied by sufficient supporting information to enable councillors to make informed decisions and for a reasonable member of the public to understand. Confidential information will be excluded. Agendas will be issued by email so that they are received by councillors at least 3 clear days before all meetings of the Council.

Supporting information will also be published on the Council's website at the same time as the agenda to which it relates. Minutes for all Council meetings will be published on the Council's website as soon as they have been drafted.

The Town Council's Standing Order no: 22(a) states that requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff, shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media (this strategy). The Council will co-operate with the media and others seeking information on the Council's activities or ambitions.

The Town Clerk and Deputy Town Clerk are responsible for the preparation of notices of Council meetings, agendas and minutes and for the development and maintenance of the Council's website so that it remains current.

All correspondence addressed to the Town Council will be actioned by the Town Clerk. Information that needs to be considered by the Town Council, or one of its committees, will be placed on the first agenda after its receipt. Other relevant information will be emailed to Members in between meetings for information only.

REQUESTS FOR INFORMATION

Council information will be made available to members of the public in accordance with the Council's adopted 'Publication Scheme'.

In compliance with Standing Order nos: 20(a) and 20(b) requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

In accordance with Standing Order no: 11 neither officers, nor councillors, will disclose confidential information that is exempt under the Freedom of Information Act. The agenda and its supporting papers, and the minutes from a meeting where confidential or sensitive information is discussed, shall not disclose or otherwise undermine such information which, for special reasons, is not in the public interest.

The Council will continuously implement improvements to its communications work through renewal and enhanced use of its website, social media and digital approaches to sharing information alongside making hard copies available. Transparency will be maintained at all times.

COMMUNICATION BY EMAIL, INTERNET AND TELEPHONE POLICY

Communications via email, and internet usage undertaken in the name of the Council or on Council systems carry inherent risks such as:

- potential defamation
- spreading of viruses, including Trojans which can steal data
- breach of confidentiality
- accepting files from sources in online chat rooms which could bypass firewalls or email filters
- breach of contract
- breach of copyright
- breach of data protection legislation
- breach of privacy and unlawful discrimination
- the reputation of the Council

Email etiquette

All employees and town councillors must follow the procedure outlined below when sending and receiving emails on behalf of the Town Council:

- only agreed email signatures may be used by employees
- all messages must use appropriate business language
- a waiver clause will be included employees must include a waiver clause at the end of each email message
- the circulating of offensive, indecent, or obscene material, or anything which breaches the Equal Opportunities Policy is strictly prohibited
- confidential material should not be disclosed
- only attachments from a trusted source may be downloaded on Council IT equipment
- ensure that the address of the recipient is correct before sending emails
- ensure that a 'reply to all' is appropriate
- ensure that essential files are saved before deleting the message in which they were received

Telephone etiquette

All employees must follow the procedure outlined below when using the Council's telephone:

- answer all calls by stating the name of the Town Council
- be polite at all times
- do not be rude or abrupt to callers
- do not use offensive language
- do not swear
- check the telephone frequently for messages from callers and respond in a timely manner

GENERAL COMMUNICATION POLICY

Introduction

1. Chipping Norton Town Council ("the Council") is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council's Publication Scheme, the Town Clerk should be contacted.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet ("the media").
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

Legal requirements and restrictions

4. This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council's Standing Orders and Financial Regulations. The Council's Financial Regulations and relevant Standing Orders referenced in this policy are available via the Council's Publication Scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council's Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the Council, a copy of which is available via the Council's Publication Scheme and available to download from the Council's website.

Meetings

6. A meeting of the Council and its committees are open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's Standing Orders, persons may be required to leave a meeting of the council and its committees, if their disorderly behaviour obstructs the business of the meeting.
7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's Standing Orders.
8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see hear or be given commentary about the meeting is permitted, unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.
9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
12. The Council's Standing Orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

Other communications with the media

13. This policy does not seek to regulate councillors in their private capacity.

14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.
15. The Town Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.
16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above not to misrepresent the Council's position, councillors are free to communicate their position and views.

This policy has been written in accordance with the Council's "Recording of Meetings Policy" which can be found on the Council's website.

Approved.....

Agenda item 18 - Planning Applications

1. **APPLICATION NO:** [23/00089/HHD](#)

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.

LOCATION: 3 Cox Lane, Chipping Norton, Oxfordshire

2. **APPLICATION NO:** [23/00105/HHD](#)

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

LOCATION: 31 Cotswold Crescent, Chipping Norton, Oxfordshire

3. **APPLICATION NO:** [22/03538/FUL](#)

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.

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

4. To note:

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.

5. **Pre application 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

6. **APPLICATION NO:** [23/00177/S73](#)

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 associated landscaping works and provision of pedestrian access (amended plans).

LOCATION: Oldner Lodge, Charlbury Road, Chipping Norton