



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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## **MINUTES OF A CHIPPING NORTON TOWN COUNCIL MEETING HELD ON THE 19<sup>TH</sup> APRIL 2023, 6:30PM IN THE COUNCIL CHAMBER, CHIPPING NORTON TOWN HALL**

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

**ALSO PRESENT:**

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

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

Cllr Mike Cahill – Ward member for West Oxfordshire District Council

Cllr Rizvana Poole – Ward member for West Oxfordshire District Council

3 Members of the public

<b>FC132</b>	<b>Apologies for Absence</b> Apologies were received from Cllrs Natasha Whitmill and Nova Bradley
<b>FC133</b>	<b>Declaration of Interests</b> Cllr Fisher declared an interest due to being a neighbour of one of the planning applications and will abstain from commenting during that application.
<b>FC134</b>	<b>Minutes</b> Amendments: <ul style="list-style-type: none"><li>- Cllr Graves mentioned that she had sent in apologies for the previous Full Council meeting.</li><li>- FC122 – Biodiversity and crime. Bullet point 4 “birds may be nesting &gt; birds may be roosting”</li></ul> <b>RESOLVED:</b> That the Chair approves and signs the Minutes of the Full Council meeting held on the 22 <sup>nd</sup> February 2023 as an accurate record of the meeting subject to the amendments above.
<b>FC135</b>	<b>Public Participation</b> Jonny Ackroyd from Beaumont Rivers gave an update about the Pool Meadow Restoration Project (FC144).
<b>FC136</b>	<b>West Oxfordshire District Councillors update</b> Members received any updates and information from Chipping Norton’s Ward Councillors sitting on WODC. Cllr Cahill: <ul style="list-style-type: none"><li>• Planning – Continues to be an advocate for Chipping Norton at a planning level WODC.</li></ul>

	<ul style="list-style-type: none"> <li>• Dropped kerb on Albion Place completed</li> <li>• Cost-of-Living Crisis: In touch with many residents who are struggling with the cost-of-living crisis and providing support.</li> <li>• Skate Park: Young people in Chipping Norton have started a petition on Change.org.</li> <li>• Shopkeepers have noted that shoplifting is increasing, with one retailer reporting that they lost £14,000 of merchandise in one month.</li> </ul> <p>Cllr Rizvana Poole:</p> <ul style="list-style-type: none"> <li>• Shoplifting: The police are aware of (TVP Constable Cochrane) that gangs from Birmingham and Banbury are targeting Chipping Norton. Not only shoplifting but pickpocketing as well. Police have stressed that all crime needs to be reported or else they are not aware of it. Cllr Wheaton mentioned that she reported a crime online and was not given a crime reference number so perhaps this is where the numbers are skewed.</li> <li>• Market Towns Report: The Town Clerk and Mayor met with WODC who will be creating a report of what market towns need. Members discussed the dwindling market stalls on market days.</li> </ul> <p>Cllr Akers mentioned that the Town Council noted their thanks to Cllr Mike Cahill for all his dedication and work over the years.</p>
<b>FC137</b>	<p><b>Oxfordshire County Councillors update</b></p> <p>Members received any updates and information from Chipping Norton’s Ward Councillors sitting on OCC.</p> <p>Cllr Geoff Saul</p> <ul style="list-style-type: none"> <li>• CCTV: Noted that there is a need for more CCTV in Chipping Norton and this in hand.</li> <li>• Ukrainian refugee programme - £1.5 million allocated to purchase new properties. Initially to house refugees but would go toward building up a housing bank for affordable housing or emergency housing.</li> <li>• Community Safety Partnership – Focusing on modern slavery and exploitation.</li> </ul>
<b>FC138</b>	<p><b>Committee Minutes</b></p> <p>Members noted the draft minutes of the following meetings:</p> <ol style="list-style-type: none"> <li>Community Committee – 15<sup>th</sup> March 2023</li> <li>Strategic Planning Committee – 22<sup>nd</sup> March 2023</li> <li>Finance and Resources Committee – 29<sup>th</sup> March 2023</li> </ol>
<b>FC139</b>	<p><b>East Chipping Norton Development</b></p> <p>Members had no new developments to report.</p>
<b>FC140</b>	<p><b>Civic Announcements</b></p> <p>Members received a report from The Mayor on Civic engagement and activities.</p> <p>Town Mayor Cllr Coleman thanked all the outgoing Cllrs for their hard work over the years. She specifically liked to thank Cllr David Heyes for his work on the East Chipping Norton development, and Cllr Chris Butterworth for his longstanding dedication over many decades. Cllr Coleman also thanked Cllrs Fisher and Poole.</p> <p>Cllr Coleman reported that she will be following up the Barclay’s Bank closure on High Street.</p>

<b>FC141</b>	<p><b>Council Action Plan</b>  Members noted this ongoing action plan.  Members noted the upcoming events in Chipping Norton:  Chippy’s first Pride event will be taking place in the Town Hall on the 1<sup>st</sup> July 2023.  Coronation event (Picnic in the Park) on the 7<sup>th</sup> May 2023.</p>
<b>FC142</b>	<p><b>Correspondence</b>  Members received correspondence from Oxfordshire County Council noting that taking effect on the 1<sup>st</sup> of April 2023, the on-street enforcement in Chipping Norton currently undertaken by West Oxfordshire District Council will transfer back to Oxfordshire County Council.  Cllr Poole mentioned that the free parking will remain, this is only regarding on-street parking in the town centre.</p>
<b>FC143</b>	<p><b>Report Back from the Councillors on the Work with External Bodies where they serve as the Town Council's Nominated Representative</b>  Members received a short verbal update from councillors who sit on external bodies where they serve as the Town Council’s nominated representative.</p> <ul style="list-style-type: none"> <li>• Field Reeves: Cllr Coleman mentioned that although they have a healthy sum in the bank, their income is decreasing as fewer farmers wanted to graze cattle on the land. Searching for alternative methods of income and uses for the land.</li> </ul>
<b>FC144</b>	<p><b>Pool Meadow</b>  Members received a verbal update from Jonny Ackroyd of Beaumont Rivers. Good progress is being made at Pool Meadow. An initial feasibility study and archaeological report have been completed. Historic England believes this site was a medieval fishpond, but if this were the case, it would be the largest in England – more likely to be a small medieval fishpond with ancillary Victorian works for Bliss Mill.  Outreach day Walk and Talk on the 5<sup>th</sup> April 2023 with a very good turnout of 20 people.  Next steps include proceeding to the detailed design of the project, engineering works, permitting, and planning.</p>
<b>FC145</b>	<p><b>Worcester Road Cemetery</b>  Members received a request from a member of the public regarding signage in the Cemetery. A member of the public who has a family member interred in the Unconsecrated / Muslim burial section of Worcester Road Cemetery (Section 8), has requested that a “No Dogs in this section” sign and fence is erected to discourage dogs from entering that area in respect of Muslim religious and cultural practices.  As this area is in the corner of the cemetery and has no paths through it, the Deputy Clerk has suggested to put up a sign with a view to revisit the fence if required.  Cllr Akers proposed the immediate actions:</p> <ul style="list-style-type: none"> <li>- Notice that all dogs in the cemetery must be kept on short leads and on the paths</li> <li>- Notice that no dogs are allowed in Section 8</li> </ul>

	<p>- That the TC office investigates installing a small fence / hedge delineating Section 8 in keeping with the rest of the cemetery. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That in the first instance, signs are put up in the Worcester Road Cemetery: At the main gates requesting that all dogs must be put on short leads in the cemetery, and at the entrance of Section 8 that due to respect no dogs are allowed in the Muslim/Unconsecrated section. For the Town Clerk and Deputy Town Clerk to investigate an appropriate scale and design for a fence to create a physical barrier.</p>
<b>FC146</b>	<p><b>Grants</b> Members received a grant application for £3,120 from The Chipping Norton Theatre Community Outreach Team. Cllr Akers was very supportive of the grant application and the proposal and mentioned that the Theatre Outreach Team has been doing a fantastic job of reaching the community.</p> <p>Cllr Walker queried if this grant would come off any future grant that would come from the Theatre in the coming year. The Clerk mentioned that the grant application has requested if this affected any future grant applications to please deny this grant application. The Clerk mentioned that another grant from the Theatre may be received within this financial year.</p> <p>Cllr Akers Proposed, Coleman seconded, all in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the Council agrees to grant the Chipping Norton Theatre £3,120 for their outreach proposal.</p>
<b>FC147</b>	<p><b>Keep Chippy Beautiful</b> Members received a proposal from Cllr Akers regarding a "Keep Chippy Beautiful" initiative and agree next steps. The Town Clerk reported that the Town Council can facilitate and galvanize the town and community members to all play their part in keeping the town clean. Cllr Coleman proposed to move forward and set up a working group at the next meeting, seconded by Cllr Wheaton. All in favour, motion carried. <b>RESOLVED:</b> That a working group for Keep Chippy Better is set up at the following Full Council meeting, and that the Town Council office will move forward with community consultation.</p>
<b>FC148</b>	<p><b>Finance</b> Members received a report regarding ear-marked reserves and agree next steps. Legal and Professional fees underspend - £20,724 Contingency fund underspend - £7,352 Agreed that these are earmarked for Professional and Legal fees for the upcoming municipal year 2023-2024. Town Hall repairs and maintenance underspend - £13,136 Agreed that this is earmarked for Town Hall repairs and maintenance for the upcoming municipal year 2023-2024. Cllr Coleman proposed to earmark funds as suggested, seconded by Cllr Fisher. All in favour, motion carried. <b>RESOLVED:</b> That the Legal and Professional fees and Town Hall maintenance</p>

	<p>underspends are earmarked as outlined above.</p> <p>Cotswold Crescent play park. The Town Clerk mentioned that the Town Council has been granted the Awards for All and S106 funding so there is £30,000 earmarked not required. Cllr Graves proposed to earmark for a skate park, seconded by Cllr Fisher. All in favour, motion carried. <b>RESOLVED:</b> That the £30,000 underspend for the Cotswold Crescent Play Park is earmarked for the skate park project.</p>
<b>FC149</b>	<p><b>OALC Membership</b> Members noted correspondence from OALC and considered whether Chipping Norton Town Council continues membership with OALC. Cllr Coleman proposed to continue membership, seconded by Cllr Walker. All in favour, motion carried. <b>RESOLVED:</b> That the Town Council continues membership with OALC for the municipal year 2023-2024.</p>
<b>FC150</b>	<p><b>Planning Applications</b> To receive and consider a schedule of planning applications from West Oxfordshire District Council.</p> <ol style="list-style-type: none"> <li>1. <b>APPLICATION NO:</b> <a href="#">23/00560/HHD</a> <b>PROPOSAL:</b> Reinstate wrought iron railings and gate along existing front boundary wall of garden. <b>LOCATION:</b> 19 Distons Lane Chipping Norton Oxfordshire  <b>RESOLVED:</b> Support – Chipping Norton Town Council are supportive of this planning application and welcome the iron railings and gate being reinstated.</li> <li>2. <b>APPLICATION NO:</b> <a href="#">23/00686/FUL</a> <b>PROPOSAL:</b> Change of use of land to allow vehicular access to the side of the property together with associated works to include provision of parking within front garden and continuation of dropped curb from existing public parking area. <b>LOCATION:</b> 26 Hailey Avenue Chipping Norton Oxfordshire  Cllr Fisher abstained from commenting.  <b>RESOLVED:</b> Neutral - Chipping Norton Town Council notes that approval of this planning application would set a precedence to remove garden and green space in favour of parking. Cllrs would like to request that the parking area uses permeable paving materials.</li> <li>3. <b>APPLICATION NO:</b> <a href="#">23/00704/HHD</a> <b>PROPOSAL:</b> To strip and re-tile the rear of the roof with blue slates. <b>APPLICATION NO:</b> <a href="#">23/00705/LBC</a> <b>PROPOSAL:</b> To strip and re-tile the rear of the roof. We currently suffering from leaks in the roof at the rear of the property which are becoming severe and may be damaging the structure of the building. The front of the roof facing the High Street is all blue slate, and two thirds of the rear is also blue slate. One third of the rear roof has Cotswold stone slate. There are leaks in</li> </ol>

	<p>both the blue slate and stone slate sections at the rear. We propose to re-tile the rear of the roof with all blue slate to match the existing five sixths of the roof?  <b>LOCATION:</b> Flat 1, 11 High Street, Chipping Norton Oxfordshire</p> <p><b>RESOLVED:</b> Neutral - No comment.</p> <p>4. <b>APPLICATION NO:</b> <a href="#">23/00589/HHD</a>  <b>PROPOSAL:</b> Single storey side extension, porch extension, change of windows and doors, relocation of door entrance and change in external wall materials.  <b>LOCATION:</b> 26 Cross Leys Chipping Norton Oxfordshire</p> <p><b>RESOLVED:</b> Neutral - No comment.</p> <p>5. <b>APPLICATION NO:</b> <a href="#">23/00648/LBC</a>  <b>PROPOSAL:</b> External repairs to 1-17 Kings Head Court. Works to include replacement and repairs to windows and French doors, re-roofing of the main property, removal of a redundant metal fire escape to the rear and rendering repairs.  <b>LOCATION:</b> 1 Kings Head Court, Chipping Norton Oxfordshire</p> <p><b>RESOLVED:</b> Support – Chipping Norton Town Council is very supportive of these repairs taking place.</p> <p>6. <b>APPLICATION NO:</b> <a href="#">23/00750/FUL</a>  <b>PROPOSAL:</b> Installation of seven air to air condenser units to side elevation.  <b>LOCATION:</b> Chipping Norton Bowls Club, Greystones, Burford Road</p> <p><b>RESOLVED:</b> Support - Chipping Norton Town Council has previously approved these proposed plans and are very supportive of these air condenser units being installed.</p> <p>7. <b>APPLICATION NO:</b> <a href="#">23/00843/FUL</a>  <b>PROPOSAL:</b> Erection of seven dwellings with associated landscaping, access and drainage works.  <b>APPLICATION NO:</b> <a href="#">23/00844/LBC</a>  <b>PROPOSAL:</b> Alterations to boundary walls in association with the erection of seven dwellings.  <b>LOCATION:</b> Land to the rear of 17-18 High Street, Chipping Norton</p> <p><b>RESOLVED:</b> Object - Chipping Norton Town Council are concerned that this proposal poses significant overdevelopment of this area. Cllrs are also concerned that the proposed development will negatively impact traffic congestion along Albion Street and water runoff at the site.</p>
<b>FC151</b>	<p><b>Confidential Session</b>  <b>RESOLVED:</b> In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.</p>

<b>FC152</b>	<p><b>Cotswold Crescent Play Area</b>  Members received a report following the tender submissions for the design and installation of new equipment at Cotswold Crescent Play Area.  The Town Clerk mentioned that the design has considered the fact that the park is surrounded by residential housing so all equipment is set low and will not cause overlooking.  Cllr Akers proposed to choose Mant Leisure LTD, seconded by Cllr Coleman. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Council agrees to appoint Mant Leisure LTD as contractors for the Cotswold Crescent play park design and installation at a cost of £59,999.86. This will be funded from £10,000 National Lottery Grant, £26,424 S106 funding, and £30,000 (including contingency) from the Council's ear marked reserves.  Cllr Akers left the meeting at 8:20pm</p>
<b>FC153</b>	<p><b>Christmas light's infrastructure</b>  Members received a report from the Town Clerk about the upcoming Christmas light's infrastructure and display.  Cllrs discussed the upgrade to the infrastructure for lights in the town centre. Cllr Fisher proposed to accept the one-off cost of upgrading the lights infrastructure, seconded by Cllr Wheaton.</p> <p><b>RESOLVED:</b> That the Council agrees to accept the one-off cost of upgrading the lights infrastructure in the town centre of £7,280.00.  Cllr Coleman proposed to hire the little Christmas trees, with a view to revisit next year following public feedback.  Cllr Walker seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Council agrees to hire the little Christmas trees on an annual basis at a cost of £2,760, plus £3,960 annual installation fee.</p>
<b>FC154</b>	<p><b>Date of the next meeting</b> – The Annual Meeting of The Council, Monday 15<sup>th</sup> May 2023.</p>

The Chair closed the meeting at 8:30 pm.

Signed as an accurate record.....

Date.....