



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 Full Council meeting held on Wednesday 22nd February 2023 at 6:30pm, in the Council Chamber, Chipping Norton Town Hall

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

ALSO PRESENT:

Luci Ashbourne, Town Clerk

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

Cllr Mike Cahill – Ward member for West Oxfordshire District Council

4 members of the public

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

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

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

FC120	<p>Scheme of Delegation</p> <p>Members received a report from the Town Clerk recommending that the Scheme of Delegation to Committees be amended to balance workload ahead of the new Council year starting May 2023.</p> <p>Members welcomed this and agreed that it would be helpful to proceed.</p> <p>RESOLVED: The a final draft of the new Scheme of Delegation be brought to the annual town council meeting in May.</p>
FC121	<p>Correspondence</p> <p>Members received and noted correspondence from Thrive North Oxfordshire who had written to thank the Council for the grant provided in 2022.</p>
FC122	<p>Local Council Award Scheme</p> <p>Members received a report from the Town Clerk regarding the Local Council Award Scheme.</p> <p>a) Part of the Local Council Awards Criteria is for Council to understand its duties in relation to biodiversity and crime.</p> <p>Cllr Akers proposed that the draft Biodiversity and Crime statement be adopted, Cllr Fisher seconded. All in favour, motion carried.</p> <p>RESOLVED: That the Council adopt the following statement:</p> <p><u>Chipping Norton Town Council - Biodiversity and Crime Disorder Duties Statement</u></p> <p><u>Biodiversity</u></p> <p>Section 40 of the Natural Environment and Rural Communities Act 2006 places the following biodiversity duty on Chipping Norton Town Council:</p> <p><i>"Every public authority must, in exercising its functions, have regard, so far as is consistent with the proper exercise of those functions, to the purpose of conserving biodiversity"</i></p> <p>Having regard to this duty Chipping Norton Town Council has identified the following areas where integrating biodiversity is key:</p> <ul style="list-style-type: none"> • commenting on planning applications • managing land, property, Worcester Road Cemetery, St Mary's closed Churchyard, Pool Meadow, Recreation spaces, energy and waste <p>In discharging its duties, the Council:</p> <ul style="list-style-type: none"> • 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 roosting. <p><u>Crime and Disorder</u></p> <p>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.</p> <p>As part of that process the Town Council will fully engage with all applicable bodies to:</p> <ul style="list-style-type: none"> • 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). <p>In discharging its duties, the Council:</p>

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

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

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

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

RESOLVED:

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

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

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

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

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

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

- Disciplinary and Grievance procedures

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

	<p>PROPOSAL: Erection of a single storey rear extension and alterations to existing single storey linkroof including the insertion of a rooflight. RESOLVED: No objection, no comment</p> <p>c. APPLICATION NO: 22/03538/FUL LOCATION: The Quiet Woman Antiques Centre, Oxford Road, Southcombe, Oxfordshire PROPOSAL: Conversion of existing Antiques Store to a restaurant with separate event room. External works to include alterations to fenestration and associated hard and soft landscaping. RESOLVED: No objection. Council noted that the hard landscaping should be porous, and that the development should be carried out in an environmentally sensitive way.</p> <p>d. Members noted the following: APPLICATION NO: 21/01204/FUL PROPOSAL: Development of cinema and 8 apartments LOCATION: High Street, Chipping Norton, Oxfordshire The developer has agreed to the suggested name of "Harpers Yard" for this development.</p> <p>e. Members noted the following correspondence: I am writing from Blue Cedar Homes to inform the Town Council about potential plans for a high quality, small-scale new age-restricted retirement living homes on the north of Churchill Road, Chipping Norton. We are planning to engage more widely with the local community in due course and seek feedback on our plans when they are developed further, but we are keen to start a conversation with the Town Council to introduce our plans and set out how our plans mitigate previous issues raised with plans by Sharba Homes for the same site, which were refused planning permission, namely; Our plans are for around 6 new homes, covering a small part of the site originally planned by Sharba Homes, with the remainder of the site remaining in agricultural use Landscaping features introduced to the site by the landowner since the original Sharba Homes plans will help to mitigate any impact on the setting of Bliss Tweed Mill Our plans are for age-restricted retirement living homes, which would help meet a local need identified in the Chipping Norton Neighbourhood Plan I would be grateful if you could present this information to the Town Council members on our behalf and discuss the possibility of a meeting to discuss in further detail. If appropriate, we would be willing to provide a guided site visit to talk through the various issues in more detail Members discussed this and agreed that a meeting would be useful. RESOLVED: That a meeting in person should be convened, and that all Cllrs and ward OCC and WODC Cllrs are invited.</p> <p>f. APPLICATION NO: 23/00177/S73 LOCATION: Oldner Lodge, Charlbury Road, Chipping Norton, Oxfordshire PROPOSAL: Variation of condition 2 (approved plans) of planning permission 22/02325/FUL to allow design changes. 22/02325/FUL: Demolition of existing single-storey dwelling and garage. Construction of new 1.5 storey dwelling together with</p>
--	---

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

	Wednesday 19 th April 2023
--	---------------------------------------

The Chair closed the meeting at 8:30pm

Signed as an accurate record.....

Date.....