



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 and CEO: Luci Ashbourne

18th July 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: Monday 24th July 2023

TIME: 6:30pm

Cllrs. Sandra Coleman (Town Mayor), Steve Akers (Deputy Mayor), Rachel Andrews, Ben Bibby, Mike Cahill, Tom Festa, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

Luci Ashbourne
Town Clerk and CEO

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 19th June 2023.

4. West Oxfordshire District Councillors update

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

5. Oxfordshire County Councillors update

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

6. 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.

7. Minutes and reports from Committees

To note the draft minutes and consider any recommendations of the following committee and sub-committee meetings:

- (a) Traffic Advisory Sub-Committee, 29th June 2023
- (b) Community Committee, 3rd July 2023
- (c) Strategic Planning Committee, 10th July 2023
- (d) Finance and Resources Committee, 17th July 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. Reports from representatives of outside bodies.

To receive an update from members who sit on outside bodies.

11. Council action plan

To note the Council action plan

12. Correspondence

To receive and note any correspondence

13. Committee membership

To consider a request from Cllr Festa to become a member of the Strategic Planning Committee, and Cllr Weaver to become a member of Community Committee.

14. Grants

To receive recommendations from The Finance Committee and agree next steps.

15. Stewardship of Community Assets

To receive the final report from Community First regarding Stewardship of Community Assets in Chipping Norton.

16. Weavers Fold

To receive a proposal and draft letter to WODC from Cllrs Coleman, Cahill and Keyser regarding the decision not to work with Green Axis to deliver social housing at the site.

17. Planters at the Walterbush Road Bus Shelter

To receive a report regarding relocation of the planters that were installed with the bus shelter.

18. Skatepark

To receive a verbal update following a recent site location meeting.

19. Planning Applications

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

20. Confidential Session

To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of item 21.

21. Property and leases

To receive and approve a draft lease for Chipping Norton Swifts at the Greystones site.

22. Date of the next meeting – Monday 9th October 2023



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Mon – Fri 9am – 1pm

Minutes of a Full Council meeting held on the 19th June 2023 at 6:30pm, in the Upper Hall, Chipping Norton Town Hall

PRESENT: Cllrs. Sandra Coleman (Town Mayor), Rachel Andrews, Ben Bibby, Mike Cahill, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Sharon Wheaton, Tom Festa (joined the meeting at 7:21pm), Emily Weaver (joined the meeting at 7:21pm)

ALSO PRESENT:

Luci Ashbourne, Town Clerk & Chief Executive Officer
Katherine Jang, Deputy Town Clerk
Cllr Rizvana Poole, WODC
Cllr Mark Walker, WODC / Town Council
Cllr Geoff Saul, OCC
Paolo Oliveri, General Maintenance Operative
5 members of the public

FC27	Apologies for absence Apologies were received from Cllrs Steve Akers, Natasha Whitmill
FC28	Declaration of interests None received
FC29	Minutes RESOLVED: That subject to the amendment below, that the minutes of the meeting held on the 15 th May 2023 were signed and approved by the Chair as an accurate record of the meeting. Amendments: P1 – During public participation there was an additional conversation about Speedwatch. Matters arising: P6 – Councillor Surgeries: Cllr Mike Cahill proposed to hold Councillor Drop-Ins in the Chippy Larder once/month on a Saturday morning, and in the Red Mill on a Wednesday morning. Cllr Cahill suggested that Cllrs put up a laminated poster few days before the event to advertise the event. Some discussion arose about the possibility of using the Coop for an alternative location. Members agreed for Cllr Cahill to draw up a rota and schedule for the Cllr Drop-In events.
FC30	West Oxfordshire District Councillors Update Members received updates and information from Chipping Norton's Ward

	Councillors sitting on WODC (see item FC31).
FC31	<p>Oxfordshire County Councillors update Members received updates and information from Chipping Norton's Ward Councillors sitting on OCC. Cllrs thanked Cllr Saul for his written report and were particularly happy about the news regarding the refurbishment of the Leisure Centre.</p>
FC32	<p>Public Participation None received</p>
FC33	<p>Minutes and reports from Committees Members noted and considered any recommendations from the following Committee and Sub-Committee meetings:</p> <ul style="list-style-type: none"> a) Community Committee, 22nd May 2023 No comments or recommendations arising. b) Strategic Planning Committee, 5th June 2023 No comments or recommendations arising. c) Finance and Resources Committee, 12th June 2023 Members received a recommendation to create a Task and Finish Group to arrange the proposed Community Awards for Chipping Norton. RESOLVED: Cllr Cahill proposed that Cllrs Keyser, Graves, Ritsperis, and Coleman are delegated to the Community Awards Task and Finish Group, seconded by Cllr Bibby. All in favour, motion carried. d) Staffing Sub-Committee, 13th June 2023 Members received recommendations that the Facilities and Events Officer role is changed from a part-time to a full-time position (37hr) from the 1st July 2023, with the increased cost of £5,850 to the council is taken from general reserves for the rest of the financial year (July 23-March 24). Additionally that the accrued time off in lieu is paid as salary at the cost of £459.42. The Salaries budget will be adjusted accordingly next year. Cllr Walker proposed to accept the recommendation as stated, seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That the Facilities and Events Officer moves into a full time from 1st July, at an increased cost of £5,850 to the council, and that the time off in lieu will be paid as salary (£459.42). Members received a recommendation that, following the Town Hall booking for the Barclay's Bank, that a Venue Assistant Role is created to cover hours outside of current staff capacity. The role would be for 20hrs per week on salary scale LC1 SCP 7-12 (£11.59 - £12.70 per hour). The recommendation delegated the recruitment of said Venue Assistant to the Town Clerk and Facilities and Events Officer. Cllr Cahill proposed to accept the recommendation as stated, seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That the Town Council will begin recruitment for the Venue

	<p>Assistant role as stated above for 20hrs per week on salary scale LC1 SCP 7-12 (£11.59 - £12.70 per hour), delegated to the Town Clerk and Facilities and Events Officer.</p> <p>Members also noted the title change for the "Town Clerk" to "Town Clerk and Chief Executive Officer" in order to fully represent the breadth of responsibilities undertaken.</p>
FC34	<p>Councillor Co-option</p> <p>Members received four applications for the two council vacancies following the uncontested election.</p> <p>Chipping Norton Town Council's adopted Co-option policy set out the following process:</p> <ul style="list-style-type: none"> - That each candidate is given 5 minutes to speak, with the other candidates having left the room. - That all candidates are asked the same question, "We recently had Town Council elections in May, why did you not choose to stand then and what has changed since that time?" - That candidates will present alphabetically by surname. - That candidates will be appointed by majority vote via a transparent process in view of the public and all candidates. <p>RESOLVED: That Tom Festa and Emily Weaver are co-opted Councillors for Chipping Norton Town Council.</p> <p>Cllrs Festa and Weaver signed their Declarations of Office and joined the ensuing meeting at 7:21pm.</p>
FC35	<p>East Chipping Norton Development</p> <p>Members received an update on the status of the East Chipping Norton Development.</p> <p>The Town Council has received a reply from Historic England following the comments on the recommendation report which will be sent to the Department for Culture Media and Sport (DCMS). Historic England will be submitting their report to DCMS at the end of August 2023 - there is no timescale or predicted date for the decision by DCMS.</p>
FC36	<p>Civic Announcements</p> <p>Members received a report from The Mayor on Civic engagement and activities.</p> <p>Upcoming Events:</p> <ul style="list-style-type: none"> - Chippy Pride 1st July - Civic Service at St Mary's Church, 9th July
FC37	<p>Reports from representatives of outside bodies</p> <p>Members received an update from members who sit on outside bodies.</p> <p>The Town Clerk reported that Cllr Akers is the Town Council's representative for OALC, which has an AGM on the 3rd July and he and/or the Town Clerk will attend.</p>
FC38	<p>Council Action Plan</p> <p>Members received the updated action plan following review by the Council's standing committees.</p> <p>Members noted a new theme which notes the ongoing partnerships that the Town</p>

	<p>Council undertakes. Cllr Graves proposed to adopt the working document, seconded by Cllr Walker. All in favour, motion carried. RESOLVED: That the council adopts the working document of the Council Action Plan.</p>
FC39	<p>Correspondence Members received correspondence from Rediscover Nature who have been doing youth work in William Fowler Wood.</p>
FC40	<p>Committee Membership Members considered a request from Cllr Cahill to become a member of the Finance and Resources Committee. Cllr Coleman proposed to accept Cllr Cahill as a voting member of the Finance and Resources Committee, seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That Cllr Cahill is added as a voting member to the Finance and Resources Committee.</p>
FC41	<p>Town and Parish Council Biodiversity Study Members received the Town and Parish Council Biodiversity Study from WODC and discussed a response. That the Town Council office will fill out the survey from WODC, noting that the Town Council already fulfills many initiatives set out by the biodiversity study, and that any funding, if available, is requested to be allocated to the ongoing Pool Meadow restoration project. Cllrs mentioned that there is a lack of practical knowledge for the Town Council to independently start and monitor the quantitative impact of new projects, and that any toolkits or practical advice would be welcomed.</p>
FC42	<p>Accounts and balance sheet for 2022/23 Members received the accounts for year ending 31st March 2022 and noted the Clerk's report. Members noted that these documents were reviewed at the meeting of the Finance and Resources Committee on the 12th June 2023. Members agreed to accept the balance sheet as a correct record. The Mayor signed and dated the balance sheet.</p>
FC43	<p>Internal auditor's report for 2022/23 Members received and noted the report from the internal auditor. Members noted thanks to staff for the work carried out to ensure a positive report.</p>
FC44	<p>AGAR Section 1 Governance Section Members considered and approved the AGAR Section one Governance Statement. Cllr Keyser proposed that the council approves the AGAR Section one Governance Statement, seconded by Cllr Walker. All in favour, motion carried. The Governance statement was then signed by the Town Clerk and Mayor.</p>
FC45	<p>AGAR Section 2 Accounting Statements Members considered and approved the Section two AGAR Accounting Statements. Cllr Graves proposed that the council approves Section Two AGAR Accounting Statement, seconded by Cllr Bibby. All in favour, motion carried. The Accounting Statements were then signed by the Town Clerk and the Mayor.</p>

FC46	<p>Notice of Public Rights and the Publication of the AGAR Council noted the issue of the Notice of Public Rights and the Publication of the Annual Governance and Accountability Return.</p>
FC47	<p>Grants</p> <ul style="list-style-type: none"> a) Members considered a report from the Town Clerk and agreed next steps. That members agree in principle with the proposed process for the Town Council to agree core funding for organisations and for that funding to be allocated on separate budget lines rather than come from the main grants pot during future budget setting. It was noted that these core grants will need to come from the agreed grants pot or the Council’s general reserves this year. b) Members received a request from Chipping Norton Lido. That the council supports a core funding grant application over £2000 considered by the Finance and Resources Committee, pending the addition of the supporting documents.
FC48	<p>Planning Applications Members received a schedule of planning applications from West Oxfordshire District Council</p> <p>APPLICATION NO: 23/01460/ADV PROPOSAL: Erection of signage, including internally illuminated signage LOCATION: 29-30 High Street, Chipping Norton , Oxfordshire</p> <p>Comments: No objection - That in principle, members have no concerns about the design of the sign. Members noted that this is in a conservation area and on a Grade II listed building, so the relevant planning officers should be consulted as to the suitability of the design. Members also noted that the OCC Highways and Transport Officers should be consulted to ensure that the illumination of the sign is not distracting to drivers and does not create glare. Members also requested clarification about the duration and timing of the illumination of the signage each day.</p>
FC49	<p>Date of the next meeting Monday 24th July 2023</p>

The Chair closed the meeting at 8:08pm.

Signed as an accurate record.....

Date.....



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Minutes of a meeting of the Traffic Advisory Sub-Committee, on the 29th June 2023 at 2pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Mark Walker (Chair), Sandra Coleman, Alex Keyser, Tom Festa (substituting, entered at 2:13pm).

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk and Estates Manager

Cllr Geoff Saul, OCC

Mike Dixon, Bus Users Representative

TAC1	<p>Cllr Mark opened the meeting.</p> <p>Election of Chair Nominations were received for the Chair of the Traffic Advisory Sub-Committee for the municipal year 2023/2024. Mike Dixon proposed Cllr Mark, seconded by Cllr Sandra. RESOLVED: That Cllr Mark is elected Chair of the Traffic Advisory Sub-Committee for the municipal year 2023/2024.</p>
TAC2	<p>Election of Vice-Chair Nominations were received for the position of Vice-Chair of the Traffic Advisory Sub-Committee for the municipal year 2023/2024. Cllr Sandra nominated Cllr Steve, seconded by Cllr Mark. RESOLVED: That Cllr Steve is elected Vice-Chair of the Traffic Advisory Sub-Committee for the municipal year 2023/2024.</p>
TAC3	<p>Apologies for Absence Apologies were received from Natalie Moore (OCC), Mike Wasley (OCC), and Chris Hulme (Traffic Management Officer, Hampshire Constabulary & Thames Valley Police Joint Operations Unit), Marcus Simmons, Cllr Jo Graves, Cllr Michael Rowe, and Cllr Steve Akers.</p>
TAC4	<p>Declaration of Interests None received.</p>
TAC5	<p>Minutes</p>

	<p>RESOLVED: That the Chair signed the minutes from the Sub-Committee meeting held on the 27th April 2023 as an accurate record of the meeting.</p>
TAC6	<p>Public Participation</p> <p>Staff members from Guideposts UK came to the meeting to raise issues with transport in Chipping Norton. Support Workers from Guideposts UK, along with members from Albion Centre Advocacy Group (ACAG) came to speak about road safety and road crossings in Chipping Norton.</p> <p>Members identified key issues such as cars parking on the pavement, which impede those using wheelchairs and people who are sight-impaired from walking safely in town. The ACAG requested increased signage in town to remind residents not to park on pavements.</p> <p>Cllr Sandra asked where their members are having the most difficulty. Guidepost representatives responded that the traffic island outside of Sainsbury's is difficult to navigate as it is not wide enough for wheelchairs to pass through. They also mentioned that the large green bins on Cattle Market St have been causing issues for their members who are sight-impaired, as it causes them to step out into the road.</p> <p>Cllrs agreed to identify the owners of the green bins on Cattle Market St (near Albion Centre), and request that they are moved out of the way of pedestrians.</p>
TAC7	<p>County Officer's Report</p> <p>Members thanked Natalie Moore (OCC) and Mike Wasley (OCC) for providing written reports in advance of the meeting.</p> <ul style="list-style-type: none"> - Members discussed a possible street art installation for a new crossing in town to raise awareness of pedestrian issues. - Members requested increased 20mph signage in town as HGVs regularly go over the speed limit. Other members highlighted that there are no road markings which indicate drivers are entering the town. - Members discussed a possible pilot scheme or temporary junction at the New St/High St junction. <p>Members discussed erecting temporary crossings, which sit within the draft LCWIP, at the following 3 locations:</p> <ul style="list-style-type: none"> - New St, where the traffic island between the Arctic Fish Bar and Sainsbury's car park is situated. - New St play area - Horse Fair near Blue Boar <p>Members noted the lining programme. Members queried the re-lining of 30mph Churchill Rd when the 20mph zone will come in very soon.</p>

	<p>Regarding the junction of London Road/Banbury Road – members queried why there is a double mini roundabout here, rather than a single roundabout. Members noted that there are many near misses at this location as drivers are not familiar with this double-roundabout layout, and that it causes confusion.</p> <p>Members also noted that HGVs are still going up London Rd when the signage now says Banbury Road.</p>
TAC8	<p>District Officer’s Report</p> <p>None received.</p>
TAC9	<p>Update from Cllr Saul on OCC Highways matters including the HGV working group</p> <p>Members received a verbal progress report from Cllr Saul.</p> <ul style="list-style-type: none"> - The £2 capped bus-fare scheme has now been extended until October 2023, and then to November 2023-2024 at a new rate of £2.50. Pulhams Coaches (X9) will now be included in this scheme. Cllrs agreed that there is low awareness of this scheme, and that the TC office will circulate this scheme on social media to promote it more widely. - Members discussed that HGVs are continuing to use the Banbury Road despite signage suggesting London Road. Members suggested that a red sign noting no HGVs on the London Road to discourage drivers from the road.
TAC10	<p>Cycling</p> <p>Members received an update on cycling related matters from Cllrs Mark and Tom.</p> <p>Members discussed the possibility of creating a programme to link together various cycling groups in Chipping Norton.</p> <p>Cllr Mark proposed that Cllr Tom sets up an informal meeting to discuss this initiative, and to bring a proposal to the next Traffic Advisory Sub-Committee meeting in September, all agreed. For Cllr Tom to convene a meeting over the summer months and include the possible members/groups:</p> <ul style="list-style-type: none"> - Cllrs Tom Tom, Mark, and Sandra - Learn2Sustain - Chipping Norton Ladies Cycling Group - TY Cycles <p>Members discussed that the roads in Chipping Norton are too narrow for cyclists, especially the pinch point at Horse Fair, West Street and Burford Road so there are improvements that need to be made. Members discussed the possibility of one-way systems and cycle paths within town.</p>
TAC11	<p>Road Safety</p>

	<p>a. Members received a verbal update on road safety related matters. Cllr Sandra reported that there have been a lot of online complaints about the New Street / High Street junction. Residents have raised that there have been many near misses at the junction and are worried about ongoing safety issues. Members agreed to feed back to Natalie Moore.</p> <p>b. Members received a report following consultation with residents regarding the potential installation of a speed indicator device (SID) on Churchill Road.</p> <p>a. RESOLVED: That members agreed that the SID should be located entering Chipping Norton on Churchill Road.</p> <p>b. RESOLVED: That quotes for a SID are obtained and taken to a meeting of the Strategic Planning Committee to consider.</p> <p>c. RESOLVED: That the contents of the consultation are sent to OCC Highways in order that they're aware of the extent of the issue and may be able to plan in some speed reduction infrastructure in the future. Members discussed the possibility of Welcome to Chipping Norton Signs at all entrances to the town, with white fencing and speed limit signs.</p>
TAC12	<p>LCWIP</p> <p>Members received a verbal update from Cllr Mark. Members discussed the possibility for increased signage including a "Welcome to Chipping Norton" sign with white fencing, and the possibility for funding schemes.</p>
TAC13	<p>White Lining</p> <p>Members noted and reported areas where white lining needs re-painting. Members queried West Street and if this area raised by Cllrs would be covered by the lining works mentioned in Mike Wasley's report.</p>
TAC14	<p>Correspondence</p> <p>None received</p>
TAC15	<p>Any Other Business</p> <p>Cllr Tom raised the air quality action report, members noted that the consultation is currently being undertaken.</p> <p>Cllr Tom asked if there is scope to work with bus companies. Cllr Saul reported that there is an Oxford City Council scheme to purchase a fleet for the city, but that there are no plans to currently route them out of the city. Cllr Tom noted that there would need an electric bus / vehicle charging hub elsewhere.</p> <p>Cllrs mentioned that the new Villager Bus is being scoped to be an electric bus, as there is now more availability for buses which fit the criteria.</p>

TAC16	Date of the next meeting Thursday 28 th September, 6:30pm via Zoom

The Chair closed the meeting at 3:25pm.

DRAFT



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Minutes of a Community Committee meeting held on the 3rd July 2023 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Chair), Ben Bibby, Rachel Andrews, Alex Keyser, Athos Ritsperis, Natasha Whitmill (left at 7:54pm)

ALSO PRESENT:

Luci Ashbourne, Town Clerk and Chief Executive Officer
Katherine Jang, Deputy Town Clerk and Estates Manager
Tania Kirby, Facility and Events Officer
Paolo Oliveri, General Maintenance Operative
1 Member of the public

CC17	Apologies for Absence Apologies were received from Cllrs Jo Graves, Steve Akers, Mike Cahill
CC18	Declaration of Interests None received
CC19	Minutes RESOLVED: That the minutes of the meeting held on the 22 nd May 2023 were signed and approved by the Chair as an accurate record of the meeting.
CC20	Committee Action Plan Members noted the ongoing Committee Action Plan. The Town Clerk reported that the first phase of the Town Hall works has been completed.
CC21	Sports Awards Members received an update on the upcoming Sports Awards to be held on Friday 14 th July 2023 from Mr Graham Beacham. Mr Beacham gave an overview about the Sports Awards, history of how they began in Chippy, and the awards in 2023. Cllrs asked if there are any new sports clubs that need promotion, Mr Beacham replied that there has been a revived interest in cycling and wheeled sports but no new clubs that he is aware of.
CC22	Town Hall a. Members received a report from the Facilities and Events Officer. The Facilities and Events Officer has reported that work needs to be done to ensure that summer bookings improve next year. Members discussed a proposal to hold open mic nights in the Lower Hall. Initially they would be held once per month on Friday evenings, 7pm-

	<p>8:30pm for age 18 and under, 8:30pm-10pm for age 18 and over. Town Hall to sell drinks and refreshments to cover costs of the event. The Facilities and Events Officer estimated the costs for these events to include:</p> <ul style="list-style-type: none"> - Host Payment £100 - Refreshments - Lower Hall Charity rate £36 <p>Bibby proposed to accept the Open Mic Night as above with the budget of £100, seconded by Keyser. All in favour, motion carried.</p> <p>RESOLVED: To hold monthly open-mic nights in the Lower Hall starting on the 21st July, and agree a budget of £100.</p> <p>Members received a proposal from the Facilities and Events Officer to trial a Summer Ibiza Party Night for Saturdays during summer months. They would be held from 8pm-Midnight in the Upper Hall. Town Hall to sell tickets and hold a bar to cover costs of the event. The Facilities and Events Officer estimated that the costs for this would be:</p> <ul style="list-style-type: none"> - DJ Payment £35 - Town Hall Commercial Rate £180 - Staff total: ~£300 <ul style="list-style-type: none"> o Staff for bar £TBC estimated at 2 staff for 5.5 hours (~£15/hr agency) or each £82.50pp o Front of House person / Door staff ~£15/hr or £82.50pp - Total costs not to exceed £850 <p>Tickets to be sold at £5 to encourage people to attend the event. The Facilities and Events Officer recommended to host these events on 5th and 26th August 2023, and 30th September. Cllrs mentioned that a rota of Cllrs should be on hand to help maintain order, Cllrs Bibby and Andrews volunteered. Cllr Whitmill proposed to accept the trial Summer Ibiza Party Night, seconded by Bibby. All in favour, motion carried.</p> <p>RESOLVED: To hold the Summer Ibiza Party Nights on the dates mentioned above in the Town Hall.</p> <p>b. Members received and considered a draft Event and Venue Hire Policy. Members requested that the policy starts off with a positive paragraph which says something about hirers that would be desired, rather than discouraged.</p> <p><i>"Chipping Norton Town Council is an inclusive organisation that encourages the use of its venues and facilities by all sectors of society, including local businesses, community groups, charities, and individuals."</i></p> <p>Cllr Whitmill proposed to accept the draft Event and Venue Hire Policy, subject to the inclusion of the paragraph amendment, seconded by Coleman. All in favour, motion carried.</p> <p>RESOLVED: That the Event and Venue Hire Policy is adopted subject to the amendment including a paragraph at the beginning of the policy.</p>
CC23	Play Areas

	<p>Members received a verbal update from the Town Clerk about the installation of new play equipment at Cotswold Crescent play park.</p> <p>Cllrs discussed having an official opening and ribbon cutting ceremony for the Cotswold Crescent play park on the 21st July, to align with the Learn2Sustain event.</p> <p>Cllr Coleman proposed a budget for ice cream/cake and refreshments of £100, seconded by Cllr Keyser. All in favour, motion carried.</p> <p>RESOLVED: That the official opening ceremony for the Cotswold Crescent play park will take place on the 21st July 2023, and that a budget of £100 allocated for refreshments.</p> <p>The Maintenance Operative reported that there is a problem with children using mini-motorbikes in the play park. The Town Mayor said that we will make the PCSOs aware of this.</p> <p>The Town Clerk also reported that the ROSPA inspection for all play parks will take place in July 2023.</p>
CC24	<p>Events</p> <p>Members received a report from the Facilities and Events Officer.</p> <p>The Mayor thanked the staff and Cllrs for making the event so successful. The Facilities and Events Officer reported that there were about around 1000 guests who attended.</p>
CC25	<p>Keep Chippy Beautiful</p> <p>Members received a verbal update from the Town Clerk. After consultation, 30 residents responded to the initial outreach message, and 4 residents have expressed an ongoing interest in the initiative.</p> <p>The Town Clerk has organised a meeting in August – to invite Cllr Andrews in addition to those who have already expressed an interest in attending.</p>
CC26	<p>Date of the next meeting</p> <p>Monday 11th September 2023</p>

The Chair closed the meeting at 8:15 pm



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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Strategic Planning Committee on the 10th July 2023, at 6:30pm in the Lower Hall of the Chipping Norton Town Hall

PRESENT: Cllrs Mike Cahill (Chair), Dom Rickard, Ian Finney, Jo Graves, Alex Keyser, Michael Rowe, Sandra Coleman, Tom Festa (substituting)

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Paolo Oliveri, Maintenance Operative

SPC16	Election of Vice-Chair Members received nominations for the election of Vice-Chair of the Strategic Planning Committee for the municipal year 2023/2024. Cllr Cahill proposed Cllr Rickard, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That Cllr Rickard is elected Vice-Chair of the Strategic Planning Committee for the municipal year 2023/2024.
SPC17	Apologies for Absence Apologies were received from Cllr Mark Walker.
SPC18	Declaration of Interests A declaration of interest was received from Cllr Tom Festa regarding Item 12. Planning Applications.
SPC19	Minutes a. RESOLVED: That the Minutes of the Committee meeting held on the 5 th June 2023 were signed as an accurate record of the meeting by the Chair. Matters arising – Cllr Finney queried if any response from Turley had been received. None received. b. Members noted the minutes of the Traffic Advisory Sub-Committee meeting held on the 29 th June 2023.
SPC20	Public Participation None received.
SPC21	Committee Action Plan Members noted the ongoing Committee Action Plan.
SPC22	East Chipping Norton Development No new updates or information received.

	<p>Cllr Coleman raised that infrastructure is meant to be part of this development, as written in the Air Quality Action Plan (West Oxfordshire District Council report).</p>
SPC23	<p>Cemetery Members noted a report from the Deputy Clerk and Estates Officer. Members agree in principle that the bird feeding or nesting box would be an appropriate way to acknowledge the resident's tradition of feeding the birds at the cemetery, subject to approval by the Council's Pest Management consultant and the resident.</p>
SPC24	<p>Benches Members received an update from the Town Clerk. The Millennium bench is now installed, and the plaques have now been re-installed on the benches. A resident has requested an alternative placement of the bench at Spring St. from in front of the houses to the parking area on Spring St. This alternate location has been approved in principle by OCC Highways.</p> <p>Cllrs discussed relocating one of the mis-matched benches in the entrance of the car park of the cemetery to Spring St. and purchasing a matching one for the cemetery. Cllrs pointed out that the area for the Spring St bench is a smaller area and therefore possibly needs a smaller bench.</p> <p>RESOLVED: Members agreed to accept the budget of £500 to install the Spring St bench, delegated to the Town Clerk, the Chair, and Cllr Keyser.</p>
SPC25	<p>Chipping Norton Air Quality Action Plan Members discussed the draft Air Quality Action Plan and raised the following comments:</p> <ul style="list-style-type: none"> - The data on "Figure 2-4: Diffusion tube results for annual mean NO2 concentrations, for Chipping Norton between 2017 and 2021" shows that most areas in Chipping Norton are 5x the current WHO guidelines. The data also stops in 2021, which is not current. - The estimated vehicle statistics do not include the proposed East Chipping Norton development of 1200 homes. - Recommendations and actions are missing from the report which could include having a small depot for deliveries in Chipping Norton with a fleet of electric vehicles. - A new fleet of electric buses has been commissioned for use in Oxford city, but the buses which serve rural areas are much older and inefficient. The reasoning given for this is that the range of electric buses is not suitable for longer journeys, which the Cllrs disagree with. There is scope to expand the electric charging hubs in rural Oxfordshire to ensure service to these areas. <p>RESOLVED: That Cllrs Cahill and Keyser write a letter in response to the draft Air Quality Action Plan by the 14th July 2023.</p> <p>RESOLVED: That a working party is formed to ensure collaboration between WODC and the Town Council for the draft Air Quality Action Plan, and to extend</p>

	<p>an invitation to OCC's Officer Susan McPherson. Cllrs Festa, Cahill, Coleman, Rickard, Keyser, and Graves volunteered to join the working party.</p>
SPC26	<p>Speed Indicator Device Members received quotes for a speed indicator device to be installed on Churchill Road. Members identified the key criteria for choosing a supplier for the SID: Solar-powered with backup battery, what the display could show, cost, and the overall quality and warranty. Members discussed the 4 quotes received.</p> <p>Cllr Cahill proposed to accept the Elancity/Evolis quote for £2,807.99, seconded by Cllr Graves. All in favour, motion carried. RESOLVED: To accept Supplier 1's (Elancity/Evolis) quote for £2,807.99 incl VAT.</p> <p>Members discussed requesting if it is possible to extend the warranty with the supplier, and to estimate the maintenance for the SID into the council budget going forward.</p> <p>RESOLVED: That members agreed that an application should be submitted for the costs of the preferred SID to be covered by Cllr Saul's County Cllr Priority Fund. Members noted thanks to Cllr Saul for being willing to consider supporting this.</p>
SPC27	<p>Planning Applications Members received a schedule of planning applications from West Oxfordshire District Council.</p> <p>APPLICATION NO: 23/01492/S73 PROPOSAL: Removal of conditions 4, 6, and 7 of permissions 20/00344/S73 and 19/00638/FUL to complete proposed works without the submission of the details of external windows and doors, details of superfast broadband and full surface water drainage scheme (retrospective).</p> <p>APPLICATION NO: 20/00344/S73 PROPOSAL: Non compliance with condition 2 of planning permission 19/00638/FUL to allow design change. LOCATION: 5A The Leys, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No objection, no comment.</p> <p>APPLICATION NO: 23/01526/FUL PROPOSAL: Removal of existing external signage, removal of ATM and infill existing aperture with stonework to match existing, removal of night safe face plate only and infill aperture with stonework to match existing, seal existing letter box internally.</p> <p>APPLICATION NO: 23/01527/LBC PROPOSAL: Internal and external alterations to remove existing external signage, remove ATM and infill existing aperture with stonework to match</p>

	<p>existing, remove night safe face plate only and infill aperture with stonework to match existing, seal existing letter box internally, remove internal counters and all internal furniture and removal of a few stud partitions. LOCATION: Barclays Bank, 15 High Street, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No objection, no comment.</p> <p>APPLICATION NO: 23/01499/LBC PROPOSAL: Internal and external alterations to include a mixed-use conversion and redevelopment of existing retail and residential premises to form a 2-screen cinema, eight residential apartments (C3) plus five serviced short-term let apartment suites, with 14 spaced car park and shared bin and bicycle stores to rear. Variation of condition 5 (approved plans) of planning permission 21/01205/LBC to allow design changes. LOCATION: 29 High Street, Chipping Norton, Oxfordshire</p> <p>APPLICATION NO: 23/01458/LBC PROPOSAL: Erection of advertisement signs LOCATION: 29-30 High Street, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No objection, no comment.</p> <p>APPLICATION NO: 23/01286/HHD PROPOSAL: Addition of side door entrance, two proposed skylights to rear garage roof and front of loft LOCATION: 5 Wilcox Road, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No objection, no comment.</p> <p>APPLICATION NO: 23/01730/HHD PROPOSAL: Erection of single storey and first floor extensions LOCATION: 33 Lords Piece Road, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No objection, no comment.</p> <p>TO NOTE: We have received comments from the agent representing APPLICATION NO: 23/01460/ADV (proposed signage for cinema at 29-30 High Street, Chipping Norton,) following Cllr comments which were submitted to the WODC Planning Portal: "“There would not be any glare to motorists as the fascia letters are warm white halo and the small box on top of the double sided sign is diffused by opal acrylic so neither has direct light from the signage. The illumination will also be turned off during the night and this will occur when the cinema closes at 23.00 except for 24.00 on a Saturday.”"</p>
SPC28	<p>Date of Next Meeting Monday, 18th September 2023</p>

The Chair closed the meeting at 8:00 pm.



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

Minutes of a Finance and Resources Committee held on the 17th July 2023 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Mike Cahill, Dom Rickard, Steve Akers (Substituting), Ben Bibby (Substituting), Tom Festa (Substituting)

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk and Estates Manager

3 Members of the public

FR15	<p>In the absence, of the Chair, Cllr Akers opened the meeting.</p> <p>Election of Vice-Chair Members received nominations for election of the Vice-Chair of the Finance and Resources Committee for the municipal year 2023/24. Cllr Akers nominated Cllr Cahill, seconded by Cllr Rickard. All in favour, motion carried. RESOLVED: That Cllr Cahill is elected Vice-Chair of the Finance and Resources Committee for the municipal year 2023/24.</p> <p>Cllr Akers handed over to Vice-Chair Cllr Cahill for the ensuing meeting.</p>
FR16	<p>Apologies for absence Apologies were received from Cllrs Coleman, Wheaton, Whitmill, Finney and Ritsperis.</p>
FR17	<p>Declaration of interests None received</p>
FR18	<p>Minutes</p> <p>A. RESOLVED: That the Chair approved the minutes of the Finance and Resources Committee held on the 12th June 2023.</p> <p>B. Members noted the minutes of the Staffing Sub-Committee held on the 13th June 2023.</p>
FR19	<p>Public Participation Members from the following groups were present to speak about their grant applications: - Chipping Norton Museum and Local History Society</p>
FR20	<p>Committee Action Plan Members noted this ongoing action plan.</p>
FR21	<p>Income and expenditure</p>

	Members received detailed current income and expenditure reports by budget heading.
FR22	Schedule of payments for approval Members received the schedule of payments. Cllrs formally thanked the RFO for her work on preparing the financial reports.
FR23	Forward work programme Members noted the forward work programme and agreed next steps.

FR24 Grants to Voluntary Bodies
Members received and considered grant applications for Round 1 funding.
In the first instance, members identified three key organisations which were regularly funded by the Town Council.

Cllr Cahill proposed to recommend to Full Council that the Council considers allocating the following grants as core funding ongoing for a period of three years. Initially this funding would be taken from general reserves for this financial year, with a view that a separate budget line is created for the funding the following two years.

- Chipping Norton Lido: £5,000 ongoing for 3 years
- Chipping Norton Theatre: £3,000 ongoing for 3 years
- Chipping Norton Museum and History Society: £2,000 ongoing for 3 years

RESOLVED: That the committee brings a recommendation to Full Council that core funding for the three organisations above is taken from General Reserves this financial year, with a view that a separate budget line is created for the following two years.

Due to the number of applications and the limited budget for both rounds (£24,880), members discussed funding the successful grant applications at 80% of what was requested. This is to ensure that an adequate amount is left in the budget for the next round of funding in February 2024.

Organisation	Amount Requested	Allocated (July 2023)
1:1 Mentoring	£2,000	£1,600* *Subject to clarification about organisation governance
Cricket Club, CN	£2,000	£1,600
Music Fest, CN	£1,500	£1,200
Chippy Scouts	£2,000	£1,600
Citizen's Advice West Ox	£2,000	£1,600* *Subject to sessions being held in the town centre (Library or Guildhall Offices)
Cleanslate	£1,000	£800
Dean and Chadlington Music Festival	£2,000	0
Green Gym	£500	£400
Lawrence Home Nursing Team, CN	£1,990	£1,592
Oxfordshire Play Association	£500	£400
Remix Youth Club	£1,500	£1,200*

			*Subject to clarification about organisation governance
	Royal British Legion, CN	£1,000	£400* *RBL will also be given the use of the Town Hall free of charge
	Sunshine Cat Rescue	£1,000	0
	Thrive North Oxfordshire	£2,000	£2,000
	Time For Art	£2,000	0
	Volunteer Link Up (VLU)	£2,000	£1,600
		TOTAL REQUESTED: £24,990	TOTAL ALLOCATED (July 2023): £15,992
	<p>Funding the organisations as stated above will leave £8,888 for funding Round 2 applications in February 2024.</p> <p>Members remarked that the successful applications are all worthy organisations but that due to the number of applicants were unable to fully fund the applications as desired. Invitations would be sent to organisations to apply again in future if unsuccessful in this round of funding.</p> <p>Cllr Cahill proposed to accept the grants as allocated above, seconded by Cllr Rickard. All in favour, motion carried.</p> <p>RESOLVED: That the Round 1 funding (July 2023) will be allocated to organisations as stated in the chart above.</p>		
FR25	<p>Date of next meeting Monday 25th September 2023</p>		

The Chair closed the meeting at 7:17 pm.

Agenda item 11 - Chipping Norton Town Council Action and Strategic Plan

This action plan has been updated following a review by Committee.

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
WP	Working in partnership

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	Commencement	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	WODC's sports and pitch provision strategy has been approved and is in the public domain. Jan 2022. Awaiting meeting confirmation from WODC Exec member Cllr Joy Aitman.
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. Build Chippy Better group meeting regularly. Historic England have submitted an application for the archaeological site to become a scheduled monument. Community First were commissioned to scope out potential for a Community Land Trust. Final draft of their report is on the agenda.
BT2	20mph scheme for Chipping Norton	SP/TAC	CNTC/OCC	N/A	April 22	April 24	TC consultation complete. Report published. Awaiting roll out of scheme by OCC OCC consultation underway.
CE1	Chippy Phone Box	SP	CNTC	N/A	Jul-21	Ongoing	CNTC are managing the rota. The phone box is well used by a diverse range of organisations and initiatives across the town.
CS2	New bus shelter at Walterbush road	SP	CNTC/OCC	£106	2020	Sept 23	New shelter installed. Quotes for sides/seats approved. Installation ordered. Awaiting date p chased June 2023. Planters have herbs planted in them – assessing whether they should be moved to a town centre location.
CS3	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	Street Scene	May 21	May 24	Ten benches complete. Second phase underway. Benches from new street have been installed.

				budget and EMR			<p>Curved bench for Millennium Garden has been installed.</p> <p>Spring Street bench has been approved. To order and install over the summer.</p>
BT3	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/working group		Ongoing		Working with OCC to help identify safer HGV routes.
BT4	Road Safety	SP/TAC	CNTC/OCC/		Ongoing	Ongoing	<p>Awaiting consultation on proposed new crossings in town centre from OCC – design are being drawn up</p> <p>Road Safety week was held on – 21st -25th November 2022. Planning for 2023 to commence in the summer.</p> <p>Proposed improvements for Albion Street have been approved.</p> <p>Speen Indicator Device consultation (Churchill Road) complete. SID make and model chosen. Application for grant funding from OCC Cllr priority funding has been submitted.</p>
CS4	Modernise and improve Chipping Norton Town Hall Large project	CC	CNTC Staff/approved consultants/working party	EMR £277,486	Jun-22	Dec-24	<p>Quinquennial review is complete. Measured survey has been carried out and we now have floorplans</p> <p>Specifications have been drawn up and the tender process has been completed. Planned roof inspection, damp works and internal decoration is now complete.</p> <p>CNTC working with Ingham and Pinnock to draw up an options paper for future use and funding opportunities.</p>
CS5	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/clubs		Nov 21	Ongoing	<p>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</p> <p>This funding has now been allocated.</p> <p>Got2B were trialling after school LGBTQ+ groups in The Lower Hall during the winter term and moved into open spaces during spring and summer. Chippy Pride event was held on 1st July 2023.</p> <p>Got2b have will close end of July 2023 due to core funding issues.</p> <p>Learn2Sustain are holding youth work sessions at Cotswold Crescent play area.</p> <p>Family event for the Coronation a huge success.</p> <p>Oxfordshire Play Association – play day on Cotswold Crescent – to be held in August.</p>

OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	SP	CNTC/Contractors	22-23 £1000 EMR £4174	Ongoing	Ongoing	New regulations approved. New noticeboard has been installed. First stage memorial safety testing complete - safety works complete. Awaiting second area survey results. Wildflower meadow complete. Yellow rattle growing well.
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 23/24 EMR for Cotswold Crescent : £25,000 CNTC £10,000 NLF £26,000 \$106	Jul 22	Nov 24	New park signs have been installed. Approved H&S works have now been carried out. RoSPA inspection booked for July 2023. New equipment at Cotswold Crescent is now complete.
CE/OS1	Cemetery clean up days	SP	CNTC Staff, Cllrs and Volunteers	N/A	Ongoing	Ongoing	Clean up day will be held in October.
MC/OS1	Pesticide free Chipping Norton	CC	CNTC/Contractors/landowners/clubs	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. Yellow rattle is in flower.
CE2	Sport awards Ceremony	CC	CNTC/Volunteers/Clubs/Schools	£500			The Sports Awards Ceremony were held on 14 th July 2023.
OS2	Improving access and biodiversity at Pool meadow Large Project	SP	CNTC/Approved consultants/Working Party	£25,000 EMR	2020	Sept 24	Feasibility study has been approved and is progressing.
BT5	Christmas lights scheme	CC	CNTC	£19,500 per year	October 22	Feb 25	Christmas lights 2022 were a success. Little trees have now been brought in house and will be delivered by the Council's contractors. New infrastructure has been installed in the town centre.
CE3	Providing grants to voluntary bodies/organisations in Chipping Norton	FR	CNTC/Organisations/Clubs/Community groups	22-23 £26000			New grant policy approved. Grants were considered by the Finance and Resources Committee in July 23 Second tranche to be considered in Feb 24. Core funding recommendations on the agenda.

MC1	Managing Greystones leases	FR	CNTC/tenants		Jul 22	Asap	Draft lease complete. Land registry compliant plans complete. Awaiting valuation. Draft lease on the agenda.
CS/MC1	Public space safety and compliance	CC	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. First phase works complete. Second section to be carried out during 23-24. Tree Survey complete - priority works complete. Medium term priority works underway. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Town Hall Fixed Wire test and actions complete
MC2	Health and Safety Audit	FR	CNTC/Approved consultants		May 21	Ongoing	All recommendations following the H&S audit are now either complete or in progress. Next health and safety audit due June 2024.
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC		May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically.
CE4	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. Calendar agreed. Upcoming flags: RAF Ensign – 21 st August
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 were reviewed by Community Committee on 15 th March 2023
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Ongoing	To be reviewed
CE5	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 complete.
MC8	Ensure that the Council's finances are invested wisely	FR	CNTC				Review investment strategy and identify advisor
MC9	Ensure that staff and members are suitably trained	FR	CNTC/training providers	£3000	July 22		Carry out needs assessment with new Councillors in summer.
MC10	Apply for the NALC Foundation Award	FC	CNTC				Application submitted. The NALC panel to assess in August.
CE/WP1	Chippy Pride	CC	CNTC/Got2b		July 23	Ongoing	The Chippy Pride event was a huge success.

							Plans to establish and hand over to a community led group in an inclusive and appropriate manner.
CE/OS/C S1	Skatepark feasibility project Large project	CC	CNTC/Consultants	EMR £30,000 Potential \$106 funding £55,000	April 23		Discussions re potential site underway. Community Petition launched by students who presented to Council. Pop-up skatepark held at picnic in the park event. Update on the agenda.
CE/OS/B T1	Keep Chippy Beautiful Initiative	CC	CNTC	£500	April 23	Ongoing	Webpage launched. Volunteers have been contacted. People who have signed up to organise a clean up day have been put in touch with one another. Initial planning meeting organised for early August. Posters designed. Branded resources to be ordered.
OS3	Smokefree Oxfordshire initiative	CC	CNTC/OCC	£750 funding from Oxfordsh ire County Council	April 23	May 24	Sign design competition underway with primary schools and scouts. Submission deadline end of July.
WP1	Scoping out partnership working Chipping Norton Theatre	CC	CNTC/CN Theatre		May 23		Task and finish group to meet with CN Theatre to review proposal and present back.
CS6	Feasibility for a “rock school” for Chipping Norton	CC	CNTC/partners				Scope out ideas
WP2	Collaboration/dialogue with The Branch Community Hub	CC	CNTC/The Branch				Scope out ideas
CS7	Summer event – picnic in the park	CC	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide and annual open air event.
CE6	Community Awards event	FC	CNTC	TBC	June 23		Task and finish group approved. To report plan back to Committee in due course.

This is for Council to adopt. It is important to note that this is a working document that will be updated as new projects are agreed, and as works progress.

Agenda item 12 – Correspondence

The Council has received the following correspondence:

1.

Dear Sirs,

Chipping Norton Town Trail

I note from this months' Chippy news, that The Town Council plans to improve Tourist services in the town. May I request attention to the Town Trail as part of this plan.

The Town Trail was created with considerable effort by the late John Grantham, Jan Cliffe and myself. I believe it is a good guide for any visitors.

Unfortunately, one of the plaques, referring to the War memorial Hospital, disappeared during the clearing of the hospital site. A second one, previously attached to the wall outside the Manor House, has also disappeared. The missing details do make it seem as if the town Council does not care about the experience of visitors trying to follow the route.

I have supplied to the Town Clerk, details of the plaque numbers now missing, and the name of the occupier of The Manor House who agreed to the fixing of the plaque on the wall outside the house. Sadly, it was a previous Town Clerk who obtained the permission from the owner of the hospital site, and I have no knowledge of who that is.

The Town Clerk's office should also have details of where the plaques were obtained from.

I would respectfully request some action to rectify the current situation.

Yours faithfully

NB. The Guildhall staff have searched the digital and paper files for records of blue plaques. We have also contacted the Blue Plaque association who have confirmed that these plaques were not registered with them. We have copies of the original wording for each plaque on the town trail, but no other records can be found.

We will, as recommendation by The Blue Plaque Association ask the planning department if any listed building consent has been granted for these sites.

2.

From the Chair of the Chipping Norton Royal British Legion:

We have a number of events planned which I will keep you informed of in due course. As the Legion was formed by a public meeting in the Town Hall back in 1924, we would like to install a plaque inside the Town Hall to commemorate this. I wonder if you would be so kind as to sound out this idea amongst your councillors and others for us. I have attached a mock-up of the plaque, we may not get the King to unveil it but who knows,! It is in our Legion colours and would be about 25cm diameter.



The Chipping Norton Branch of the British Legion was formed here at a public meeting on 17th October 1924.

Unveiled by His Majesty King Charles III in 2024 in appreciation of the service of the Branch to our Armed Forces Community in the last 100 years and beyond.



Recommendation:

To consider the request from the Chipping Norton Royal British Legion on the installation of a blue plaque (subject to wording appropriate to the event) on the inside of Chipping Norton Town Hall.

Item 14: Grants

At the Finance and Resources Committee on the 17th July 2023, the Committee recommended that the Council considers allocating the following grants as core funding ongoing for a period of three years. Initially this funding would be taken from general reserves for this financial year, with a view that a separate budget line is created for the funding the following two years.

- Chipping Norton Lido: £5,000 ongoing for 3 years
- Chipping Norton Theatre: £3,000 ongoing for 3 years
- Chipping Norton Museum and History Society: £2,000 ongoing for 3 years

RECOMMENDATION: That the Council considers the core funding for the three organisations above is taken from General Reserves this financial year, with a view that a separate budget line is created for the following two years.

To note: The Finance and Resources Committee also agreed the following grants to be taken from the Grants budget of £24,880. There is £8,888 remaining to allocate in Round 2 (February 2024).

Organisation	Amount Requested	Allocated (July 2023)
1:1 Mentoring	£2,000	£1,600* *Subject to clarification about organisation governance
Cricket Club, CN	£2,000	£1,600
Music Fest, CN	£1,500	£1,200
Chippy Scouts	£2,000	£1,600
Citizen's Advice West Ox	£2,000	£1,600* *Subject to sessions being held in the town centre (Library or Guildhall Offices)
Cleanslate	£1,000	£800
Dean and Chadlington Music Festival	£2,000	0
Green Gym	£500	£400
Lawrence Home Nursing Team, CN	£1,990	£1,592
Oxfordshire Play Association	£500	£400
Remix Youth Club	£1,500	£1,200* *Subject to clarification about organisation governance
Royal British Legion, CN	£1,000	£400* *RBL will also be given the use of the Town Hall free of charge
Sunshine Cat Rescue	£1,000	0
Thrive North Oxfordshire	£2,000	£2,000
Time For Art	£2,000	0
Volunteer Link Up (VLU)	£2,000	£1,600
	TOTAL REQUESTED: £24,990	TOTAL ALLOCATED (July 2023): £15,992

Stewardship in Chipping Norton: community assets, options and next steps

July 2023



Community First Oxfordshire

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Registered in England Company no. 2461552 Registered charity no. 900560

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Introduction

Community First Oxfordshire and Collaborative Housing have been in recent discussion with Chipping Norton Town Council (and the *Build Chippy Better* group) regarding community-led stewardship of assets such as green and open spaces, housing, and community buildings.

Following these conversations, in March 2023, Chipping Norton Town Council commissioned CFO and Collaborative Housing to explore current local assets, opportunities for new provision of assets that may arise from potential future development, and set out next steps in the creation of a local organisation to steward them.

The specific research aims were:

1. **Planning context analysis**

This considers the existing planning context. It includes a review of the Town Vision Statement and a brief review of the East Chipping Norton masterplan principles in relation to CABE (Commission for Architecture and the Built Environment) guidance.

It also makes suggestions for development principles which the Town Council may adopt and identifies assets that might be brought into community led stewardship which may be forthcoming from any future development.

2. **Stewardship – explore the options**

This considers stewardship opportunities in relation to potential assets to be stewarded, including what asset/s might initially be stewarded, while keeping open the option to take on others in time. An overview of potential stewardship bodies and legal entities are set out, as well as next steps in the creation of a local stewardship organisation.

3. **Analysis of community assets**

This analysis sets out the current provision of assets in the town and begins to seek to identify what (other) assets are needed, in order to understand the parameters of a current and future holistic stewardship solution/s.

Planning Context Analysis

It is useful to set the scene for an analysis of stewardship with an overview of the planning and development context which lays the policy foundations for potential initiatives and helps frame the parameters of any stewardship initiatives.

Refreshing the Vision Statement

In 2020, Chipping Norton Town Council (CNTC) published its Vision Statement for the town, taking into account the Strategic Development Area (SDA) proposed in the Local Plan, known as East Chipping Norton.

The Town Council hoped that the Vision would help inform Supplementary Planning Guidance to be produced by the West Oxfordshire District Council for the development of the SDA and whilst such a document was drafted it was not progressed.

The majority of the land identified in the West Oxfordshire Local Plan as comprising the SDA is within the ownership of a public body, namely Oxfordshire County Council (OCC), and the Local Plan also sets out policy (CN1) that identifies key components of the SDA proposals that are envisaged. It was clear that the SDA will, if eventually implemented, increase the town population by around one third, with impacts on various matters of importance to local people. The Vision Statement envisaged greater community engagement into the preparation of proposals for the SDA and hoped that Oxfordshire County Council, as owner, would support it.

However, OCC entered into a form of joint-initiative with a developer and a masterplan, very much a high-level document, was prepared by the developer that went through a modest consultation exercise which was deemed unsatisfactory by the wider community. When compared, for instance, against the best-practice CABE¹ document “Creating Successful Masterplans”, the masterplanning exercise undertaken for Eastern Chipping Norton failed to meet many of the requirements normally expected.

Certainly, a refresh of the Vision Statement could take on board some more key issues and proposals that might enable a more detailed site-specific approach to be elaborated for the SDA than has been undertaken thus far.

To this end, the following paragraphs consider how the Vision Statement might be updated to ensure it can provide a basis to inform the emerging Strategic Development Area Framework and also incorporates a statement of development principles (which the Town Council could also expect to see considered in other development discussions).

The Local Plan and the Neighbourhood Plan

The Chipping Norton Neighbourhood Plan (CNNP, made in 2016) was developed at a time when the previous West Oxfordshire Local Plan was still in place. Given that the current Local Plan was still in its pre-submission stage in 2016, the CNNP referred to the SDA very much in draft terms, stating its ambition in housing numbers for 600 new homes. This has subsequently changed in the adopted Local Plan which suggests in policy CN1 that a new target of 1200 homes might be achievable on the site.

The CNNP identified various existing matters of concern faced by residents of the town and these have almost certainly further intensified following major events such as the pandemic and other matters of increasing national and international importance, such as the climate and ecological emergency.

In addition, the town has struggled to address its declining economic base since the early 2000s, and the loss of the Parker Knoll plant had a major impact. This site has since been redeveloped for extra care housing and other uses rather than business space and there is a relative shortage of employment land in the town. A high proportion of local people out commute for work and there are significant levels of home working, according to the Local Plan.

Noting that CNNP policies were drafted based on evidence gathered back in 2015, the Vision Statement referenced that, amongst other concerns, environmental considerations have a much higher profile now than in 2015 especially as Oxfordshire CC, West Oxfordshire District Council and

¹ Chartered Association of Business Engineers.

CNTC have all recently declared climate emergencies. And although the CNNP referenced biodiversity, there was no discussion about Biodiversity Net Gain (BNG) which is now very much on the agenda. In addition, the CNNP did not recognise the scope for policies to contribute to a healthier Chipping Norton, especially as in the town centre pollution from nitrous oxide is at a much higher level than most other parts of the District.

The evidence in support of the current Local Plan also pointed to the shortages of various types of green space in the town, both amenity green space, accessible natural greenspace and play space for children as well as sports pitches. The CNNP recommends a new park be created for the town on the eastern side of Chipping Norton to include these items. Of course, with another 1200 plus new homes the amount of space needed will be even greater.

Local Plan SDA Policy

The Local Plan sets out in policy CN1 the main elements of the planned East Chipping Norton area to be incorporated in any scheme. Studies at the time, notably transport, proposed that up to 1500 homes might be deliverable and would provide more benefits. In essence, the policy seeks to allocate land to the east of Chipping Norton to accommodate a sustainable, integrated community that forms a positive addition to the town, including:

- a) about 1,200 homes with a balanced and appropriate mix of residential accommodation to meet identified needs, including affordable housing;
- b) comprehensive development for the whole site including land north and south of London Road to be led by an agreed masterplan;
- c) provision for additional business floorspace of around 5ha on land to the north of London Road;
- d) the provision of appropriate landscaping measures to mitigate the potential impact of development;
- e) the provision of supporting transport infrastructure, including mitigating the impact of traffic associated with the development; the provision of appropriate financial contributions towards LTP4 transport schemes; provision of appropriate public transport (services and infrastructure) serving the site; and provision of a comprehensive network for pedestrians and cyclists with good connectivity provided to adjoining areas and other key destinations. In particular, satisfactory vehicular access arrangements should be agreed in principle with the highway authority and demonstrated through a robust Transport Assessment (TA) to include the provision of an eastern link road connecting the Banbury Road to the B4026/A361 via London Road. This will be provided as an integral part of the proposed SDA;
- f) the provision of a new primary school on-site (2FE (including nursery) on a 2.22ha site;
- g) provision of local convenience shopping, community and leisure facilities through the creation of a local centre, with due consideration given to any potential impact on the vitality and viability of the town centre;
- h) green space and biodiversity enhancements including arrangements for future maintenance recognising that part of the sites falls within the Glyme and Dorn Conservation Target Area (CTA);
- i) the investigation, recording and safeguarding of the known and potential archaeological significance of the Area prior to the commencement of development. The results of the investigation and recording should inform the development and be deposited in a public archive;
- j) appropriate measures to mitigate flood risk including the use of sustainable drainage methods to ensure that post-development surface water run-off rates are attenuated to

achieve a reduction in greenfield run-off rates. The sustainable drainage systems should be designed to provide a biodiversity enhancement.

- k) connection to the mains sewerage network which includes infrastructure upgrades where required including any necessary phasing arrangements.
- l) mitigation measures to ensure there is no detrimental impact on groundwater quality
- m) supporting transport infrastructure, including proposals to mitigate the impact of traffic associated with the development including on the air quality management area (AQMA) and incorporating a comprehensive network for pedestrians, cyclists and public transport with links to adjoining areas;
- n) demonstrate the use of renewable energy, sustainable design and construction methods, with a high level of energy efficiency in new buildings;
- o) the developer will be required to set aside 5% of the developable plots for those wishing to undertake custom/self-build.
- p) Lighting proposals relating to the site will need to have due regard to the potential impact on the AONB, in particular the Rollright Stones Dark Skies Discovery Site.
- q) The issue of health care provision and capacity of the Chipping Norton Health Centre to absorb additional patient numbers to be taken into account as part of any masterplan for the site.
- r) Where necessary, replacement/re-provision of any allotments that are lost as a result of the proposed development, in an appropriate, accessible location.

The Local Plan states 280 homes will be provided north of London Road and 920 to the south and, depending on density levels, it is possible that more units could be accommodated in these locations but, overall, not exceed the 1200 figure.²

The development by Rainers currently proposed near the Cricket Club will have an adverse impact on the countryside but if allowed then these numbers should be offset in the SDA, allowing more space for community assets there. The Rainers scheme might also contribute to infrastructure within the SDA.

Refreshing the Vision Statement – recommendations

In considering the Vision Statement it is essential to focus on a number of key questions. The first being what kind of place could Chipping Norton become? The Statement identified six key foundations or objectives necessary to determine the outcome:

1. The need to maximise affordability
2. Matching housing mix to need
3. Achieving carbon neutrality
4. Importance of integrating with existing development, sharing new community facilities
5. Essential to have high quality urban design, including need for a Design Code
6. Encouraging active travel.

It is not at all certain that the SDA will deliver against these foundations if questions of social and natural capital are not addressed. Low density housing will drive the car borne society rather than helping to transition to a low carbon future whilst active travel may be held back by the significant topography surrounding the town (e.g. there is a 40m difference in elevation between the town centre and the SDA site).

² 200 homes have already been built.

The Vision Statement sets out six themes that will set the foundations, however these are often high level and should be made more explicit as set out below:

1. **Sustainability:** a cross-cutting theme recognising there are key ways to achieve placemaking, including promotion of community led scheme, delivering zero carbon, integrating business space into neighbourhoods.

In particular Chipping Norton is surrounded by a high-quality landscape with the Cotswolds AONB bounding it on three sides. In this sense the eastern side is the logical location for new development as it does not have this designation. It needs to be more specific, such as the provision of live-work space and developing speculative business units to tap latent demand including shared workspace hubs. Development should allow for better access to nature, provide areas for community food production such as allotments and orchards as well as foraging routes along existing hedgerows. Tongues of countryside should be able to enter into the SDA.

2. **Streets and spaces:** this sets out recommendations as to the way in which spaces could be used e.g. segregating pedestrian and cycle traffic from busy streets, making streets interesting and useable through good urban design. It does not address how to get over the topography which is circa 40m different in the SDA compared to the town centre. The layout of new development vis-à-vis streets and the need to reflect the compactness of the town needs to be elaborated more clearly through a Design Code.

Density is a key factor to encourage non car use and design will help deliver walkable neighbourhoods. An innovative method of getting people around by bike includes electric bike charging points but could include a unique bike lift such as developed in Trondheim Norway.

Public realm and green ways to connect the SDA to the town should also be highlighted, encouraging walking routes and being well maintained under long-term stewardship arrangements.³

3. **Dwellings:** the Vision notes that 80% affordable housing remains unaffordable for many and so a focus needs to be made on practical solutions such as social rent, live work space, self-build and community-led provision and so forth. However, this should not be at the expense of space standards and there should be no differential in space terms for different tenures.

To deliver carbon neutrality, greater insulation, energy efficiency using renewables with battery storage and EV charging should be provided with each home. There may be a scope for a district heating scheme to enable affordability in an era of rising costs and a bond should also be held against which future repairs and renewals can be carried out, i.e. rather than hitting future residents with service charges.

Layout details within housing areas should include higher densities to ensure public transport viability, better orientation for solar gain, greywater collection and re-use/ SUDs

³ It should be noted that a spine road will be of marginal benefit and without use of CPO powers might not be deliverable in full for several years. It is also not desirable to take HGV traffic through residential areas or the town centre so although a 10% estimate of diverted traffic seems modest the policy could actively discourage traffic from using the centre. It can be seen that a spine road or boulevard in fact will serve to increase land values and identify areas for development as much as diverting traffic from the town centre.

where appropriate, measures to prevent on street parking or parking courts and many other matters left to a Design Code.

4. **Uses and resources:** the focus is on existing assets and ensuring these can be used safely and conveniently without the need to use cars. Sharing and integrating new social infrastructure in health, education will be beneficial to the existing community. The SDA should be a trigger to put right some of the existing shortfalls and whilst there is an existing deficit in many areas including green spaces the SDA will also need to provide a Town Park which will link the countryside public rights of way in the SDA.
5. **Character and landscape:** new development should be seen as extending the compact layer of the town, using traditional materials in a contemporary way. Landscape is of great significance not just in the AONB and views should be enhanced. Biodiversity Net Gain aspirations should be greater than the mandatory 10% in the SDA.
6. **Making it happen:** the Vision should reflect on what has gone well with new developments elsewhere and how these are being implemented. Stewardship provisions to enable long term maintenance and management without incurring costs on service charges should be put in place, as with Garden Villages and other large-scale developments.⁴ A revised Vision could be incorporated into a refreshed neighbourhood plan, giving greater weight to the town's aspirations.

Masterplanning the SDA - development principles

Although the Town Vision currently has some site-specific details (especially concerning movement in and around the SDA), development principles which provide guidance on design matters should be set out to reflect aspirations. These include:

1. **Movement infrastructure:** often in Masterplanning exercises on a clean, undeveloped greenfield site, the infrastructure for movement in and around the area sets the pattern with a distributor network hierarchy from which housing areas are served. For large developments it would be expected to have a route suitable for public transport so that most housing areas could be in easy reach of buses. This could have sections near housing which are bus only to allocate sections of route further away from housing areas where commercial traffic might be diverted.

⁴ Note on Viability: viability is often used to justify a reduction in affordable housing provision but in 2016 Aspinall Verdi consultants undertook a viability study of all the SDA areas in West Oxfordshire District. In the case of the Chipping Norton SDA, this showed there to be a likely high surplus value generated, having deducted all typical costs.

The study indicated without any affordable housing element a gross development value of c. £521m would result from the development of the site. With affordable housing provision to meet policy requirements this would be scaled back to approximately £448m and after deducting development costs (which includes developer profit) of approximately £339m a residual land value of c £92m would be generated, the bulk of this going to OCC as main owner. Of course, if a genuine partnership is proposed with the developer the shares to OCC could be enhanced.

This does show that under reasonable market conditions surplus value can be obtained and that this means there could be significant scope for delivery of extra social and natural capital. The consideration of long-term stewardship of community assets such as greenspace and equipped play, sports pitches and enhanced community facilities in health and education could be funded through this surplus.

The question of a new spine road serving the needs of the wider town deserves more consideration as to route, phasing, design with natural planting and a screening function. Possibly, this needs to be developed slightly further out on the edges of the SDA, screened from the housing areas. The proposals also suggest an eastern link road that will connect the A361 to the Burford Road, allowing some traffic including HGVs, to avoid the town centre. Whilst this is a good idea, especially as there are high levels of nitrous oxide pollution due to traffic in the centre, the likely benefits will be marginal.

2. **Landscape and setting:** in the case of Chipping Norton the rural hinterland and landscape is a key consideration in masterplanning the SDA, recognised in policy in the Local Plan. It should be noted that the Inspector examining the Local Plan confirmed that 1400 units could not be built in the SDA without unacceptable harm to the landscape.

Views of key features and to enable better outlook over fields and valleys must therefore be retained and enhanced. Tongues of natural countryside and the farmed landscape should be protected and used as pedestrian ways, including hedgerows and old field boundaries. The rural feel must be integrated into the development. Biodiversity net gain should be higher than the 10% mandatory levels set out in the regulations and Oxfordshire Nature Recovery is an additional element that should be addressed, linking patches of countryside and avoiding the isolation of land parcels by highways. In addition, BNG should be delivered on site not offset.

3. **Community integration:** the SDA has to be integrated with the town rather than be a separate community. When trying to 'knit together' new housing into an existing town like Chipping Norton, which is crucial to this SDA, different, more nuanced approaches are necessary. As a compact settlement bounded by the AONB on three sides, growth on its eastern less constrained side must be proportionate and should not simply be influenced by the main arterial roads. New residents should experience the same quality of life as other residents in Chipping Norton in all respects.

For example, active travel should mean easy and safe connections on foot or by bicycle to the town centre and all amenities. Dwellings and housing areas should have varying density, with areas nearer the town being compact perhaps with more flats. There needs to be a soft edge between urban development and the countryside.

4. **Green and open space:** the SDA must deliver against the shortfalls that exist already, even before taking account of the extra housing in the SDA. This may mean that amenity green space, accessible natural green space, equipped play areas and sports pitches, plus food growing areas, i.e. allotments and orchards, and foraging routes (enhanced hedgerows with fruit trees).

Existing features such as walls, barns other structures and mature native trees must be protected and design layouts amended to reflect their positions. Loss of greenspace due to housing such as allotments should be replaced within the SDA area and it should be expected that the greenspaces should take up a very substantial area including a new Town Park. Many schemes of the size of SDA provide over 40% of the area as greenspace. This constraint will limit areas for housing development and potentially increase density, which, in turn, reduces car dependency.

5. **The carbon transition:** energy efficiency and renewables-based systems will also ensure affordability is more deliverable, not just for social housing but for the whole development, built in facilities at day one. The new enhanced community hub with medical centre, convenience shops and leisure facilities needs to be planned to maximise access on foot and by bike from all parts of the town.
6. **Heritage:** significant archaeology may exist in the SDA area which may also require major changes. Cultural heritage could make a major contribution to the site and its layout might be impacted as a result. It may also require a new heritage centre to be developed here.

Stewardship – what it is, organisations, and legal structures

What is meant by stewardship?

Stewardship means, in essence, the managing and maintaining of community assets across the long term (and often building up a sinking fund for repairs). These include: community facilities; green and open spaces; heritage assets; parks and play areas; commercial property.

Some of the things that stewardship bodies also get commonly involved in include: estate covenants; ecological management; community development; and enabling local economic development. Stewardship can also cover the stewarding of housing to protect this as an asset for the local community.

Community anchor organisations

When it comes to community involvement in the stewardship of assets, this can vary from quite hands-off models with little resident involvement to much more complex community-led management approaches.

Management companies can often be the standard approach pursued by developers. These are companies set up to manage assets (land, property, or facilities) as part of a development. Membership and ownership of the companies can be extended to residents, who become members or shareholders, depending on the constitution of the company. However, management companies often do not (most visibly for instance in relation to the management and maintenance of green spaces) involve the community and are sometimes difficult for residents to engage with.

More involved, community-centred and led stewardship of assets is commonly undertaken by community anchor organisations.

Across the country, these organisations tackle a wide range of issues. These might include developing and managing housing, running local businesses such as shops, managing community centres and managing green and open space. The main underpinning ethos is that the organisation is led by local volunteers and committed to achieving community-led solutions to the issues at hand. The aims of the organisation will have been agreed via community consultation and will be underpinned by a range of social, economic, and environmental objectives, to benefit a designated community.

Types of community anchor organisations that commonly function as stewardship bodies are set out below:

Community Land Trust	Are 'non-profit, community-based organisations run by volunteers that develop housing, workspaces, community facilities or other assets that meet the needs of the community'. CLTs 'are owned and controlled by the community' and can make sure assets such as housing 'are made available at permanently affordable levels.' They are legally defined (in the Housing and Regeneration Act 2008) but are not a legal entity in their own right and so can adopt one of several legal forms.
Development Trust	Development trusts are 'community organisations created to enable sustainable development in their area. They use self-help, trading for social purpose, and ownership of buildings and land to bring about long-term social, economic and environmental benefits in their community'. They are similar to community land trusts but have no legal definition and can adopt a range of constitutional forms and business models.
Community Interest Company	Special type of limited company which exist to benefit the community rather than private shareholders. CICs are set up to use their assets, income and profits for the benefit of the community they are formed to serve and must embrace special features such as an 'asset lock', which ensures that assets are retained within the company to support its activities or otherwise used to benefit the community.
Industrial and Provident Societies/ Cooperative societies	Industrial and provident societies are organisations conducting an industry, business or trade, either as a co-operative or for the benefit of the community. Cooperative societies are run for the mutual benefit of their members, with any surplus income usually being reinvested in the organisation to provide better services and facilities. They often take the form of an industrial and provident society but can take a number of different legal forms.

(Source: Town and Country Planning Association, *Built Today, Treasured Tomorrow -a good practice guide to long-term stewardship*)

Legal structures

The complexity of planning, developing, and managing some of the tasks set out above (which might include employing staff, entering into contracts, managing financial risk, owning assets etc.) means that an underpinning legal structure is required. Most stewardship bodies will wish to generate income through trading to support the long-term sustainability of the enterprise. Therefore, a stewardship body will need to be set up as a business.

Additionally, in a community context, where volunteers will be prominent in the structure and management, risk is likely to be an important consideration. Legally incorporated structures which limit the liability of members are therefore desirable.

Thus, all the legal formats explored below are limited liability – this means that in the event of a stewardship body not being able to repay its debts, the liability of the members (including directors) is limited to either the amount they have paid for their shares (if a Community Benefit Society) or the amount they have guaranteed which is usually £1 (if a CIC Limited by Guarantee, Charitable Incorporated Organisation, or a Company Limited by Guarantee). Incorporation also involves the development and implementation of robust governance procedures which will help the organisation build credibility.

Set out below is a general overview of four common legal formats for community anchor organisations involved in the stewardship of community buildings, open and green space, and housing. It should be emphasised that this is not legal advice. We would advise an emerging Chipping Norton stewardship body to take specialist advice on legal structures at the appropriate point.

However, the points below should enable any emerging stewardship body to understand the pros and cons of each option and to ask the right questions when seeking incorporation advice. All four of these structures are non-profit distributing.⁵

Company limited by guarantee (CLG) with charitable status

According to the Town and County Planning Association, the most common legal structure for a community anchor organisation is that of a company limited by guarantee. It can be adapted to most purposes.

A CLG can employ people, borrow and invest, accept subscriptions, donations, grants, bequests and any gift of money, property or other assets. Any debts or obligations belong to the organisation, rather than to the individuals running it. This gives the trustees, directors, or committee members some protection, although they still have liability for debts caused by negligence or poor financial management.

Articles of association are the governing document of the organisation. One of the most important aspects of developing the organisation's articles of association is choosing the objects. These objects define the types of activity that the community anchor organisation will work within and may also limit the geographical area of operation. The organisation will not be able to undertake any projects or work outside of the stated objects.

A CLG is very straightforward to set up and has a range of governance structures. For example, it can range from the board and the members being the same people, to having a board and thousands of members.

For the purposes of community-led stewardship, a CLG would ideally be membership-based and accountable to its members, who can vote to change people in control. The memorandum and articles of association can be set up to allow all members to vote but can also be set up to have non-voting classes of members. This type of democratic accountability is not there inherently but can be written into the Articles, therefore achieving accountability (including one member one vote) on a par with an entity such as a Community Benefit Society (*see below*) which have a strong democratic ethos 'baked in'.

Charitable status

Many CLGs often apply for charitable status. This can provide some tax advantages (there are tax exemptions available to charities – this might include corporation tax relief and discretionary rate relief) as well as opening up the possibility of applying to charitable foundations for funding. However, if an aim is to earn income through trading activities, for example, there may be limits on what a CLG can do as a charity. In such a situation, CLGs, 'frequently set up subsidiary trading companies which can covenant profits back to the main charitable company' (*The Guide to Development Trusts and*

⁵ The Town and County Planning Association has a very useful document regarding different stewardship bodies and underpinning legal structures: [The Heart of the Matter- emerging lessons in long-term stewardship](#) (2022).

Partnerships, David Wilcox). Tax benefits of being a charity include corporation tax relief and discretionary rate relief.

Asset Lock

Another benefit of being a CLG with charitable status is in relation to an 'asset lock'.

An asset lock is a way of ensuring that the assets of a company or society can never be distributed to its members or cashed in by or transferred to private individuals or other companies for their own advantage. An asset lock means that: 'while the company or society is still trading it must use its assets for a specific community benefit and may not transfer them to any person or organisation that will use them differently; If the company or society is dissolved, any cash or other assets remaining after creditors have been paid may not be transferred to the members; Instead, the assets must be transferred to another company or society that has a similar asset lock' (MRA Associates, *What is an Asset Lock?*)

An example of the importance of an asset lock can be seen in regard to housing, where the anchor organisation develops affordable housing to rent or buy and then, going forward, manages the development. 'An asset lock means the affordability is legally protected so that future residents will also benefit. Homes cannot be sold for inflated profits, and any extra money that [is earned or raised] must go back into the pot to be used for community benefit' (Community-led Homes, *What's a Community Land Trust?*).

A basic CLG does not have an asset lock. An asset lock would need to be drafted into the articles of the CLG. However, the membership could vote to remove the asset lock. Therefore, in a stewardship context, to ensure the asset lock, most CLGs will commonly apply for charitable status, which, effectively, provides the lock.

Community Benefit Society (CBS)

The Financial Conduct Authority (FCA) registers Community Benefit Societies (which used to be called Industrial and Provident Societies). They are registered under the Cooperative and Community Benefit Societies Act, 2014. They are not companies and not subject to (most of) company law. The governing document of a Community Benefit Society is called its rules. Regulation by the FCA is relatively light touch.

A CBS must operate for the benefit of the community and is a common form for community-land trusts, renewable energy facilities, heritage societies, community pubs, groups involved in the regeneration of local areas (acquisition and development of property, leasing out), care and support services, and housing associations.

A CBS needs to specify its objects, which are to be carried on for the benefit of the community. Trading activities can be undertaken if they help the CBS to meet its objectives, with any surpluses generated being returned to the CBS.

There is a strong democratic emphasis within CBSs - one member one vote, regardless of how many shares they own in the society. A committee of management or a board oversees a CBS and could include co-opted members as advised by the committee. The committee is elected (only members of the CBS can stand for election and vote). Sub-committees can be set up by the management committee.

CBSs also have a very useful form of share capital available to them: 'societies may issue withdrawable shares to the public, without needing to comply with the restrictions on financial promotions (Wrigleys solicitors, *Why become a Community Benefit Society?*). For example, in recent years, in the absence of grant funding and difficulty in finding loans at a reasonable cost for organisations without a track record, being able to raise income through community shares has been critical for many Community Land Trusts.

Asset lock and charitable status

Like a CLG, a CBS *can* have a statutory asset lock (similar to the CIC asset lock) in its rules but does not have to. It can also be a charity.

A charitable CBS is *not* registered with the Charity Commission but a certain amount of charity law applies. There are no tax advantages to being a Community Benefit Society unless registering as an exempt charity with HMRC.⁶

The fact that CBSs are not registered with the Charity Commission can sometimes create problems for some societies when applying for funds because the funder cannot find the CBS in the list of charities.

Community Interest Company (CIC) limited by guarantee

A Community Interest Company is non-charitable limited company. A CIC must demonstrate that it is run for the benefit of the wider community, re-investing profits in the community (FCA, *Types of Mutual Society*). CICs were introduced in 2005. Like a company limited by guarantee, the governing document of a CIC is called its memorandum and articles of association.

The limited liability nature of a CIC offers a degree of security for those who own and manage the business: 'The CIC model was developed specifically for social enterprises, and is intended to cover a situation where an organisation carries on trading activities, but is intended to operate for the benefit of the community... The problem, though, is that a CIC cannot have charitable status, even if its objects are charitable' (Locality, *Choosing a Legal Structure - A toolkit for community organisations*). Therefore, CICs are not subject to charity law.

CICs do not have any tax advantages over and above those that a normal company would have. This matters in a stewardship context in relation to community buildings, for example - if the building is run as a CIC it would not get business rate relief in the way it would if it was a charity. CICs are also subject to corporation tax, unlike charities, and some CICs have sought to change its format to that of a charity for that reason.

The Community Interest Company Regulator oversees CICs. This oversight is comparatively 'light touch' (requiring the submission of an annual Community Interest Report, which demonstrates how the CIC has benefited the community) in contrast to Charity Commission regulations, for example. However, there is a dual regulation with the Companies Act.

⁶ It should be noted that: 'Generally, if an asset-locked society wishes to transform into something else (such as a charitable society or charitable company), it needs to set up a new charitable society or company, and merge with it. This is typically achieved through a statutory transfer of engagements or amalgamation process. It cannot be converted into a non-charitable or non-asset locked company, or into a charitable society. However, the law does permit an asset-locked community benefit society to convert directly into a community interest company (a CIC)' (Wrigley's Solicitor's, *Converting a community benefit society into a community interest company*).

A CIC can be a company limited by guarantee, a company limited by shares or a public limited company. The asset lock is a statutory element in a CIC, ensuring funds will be used for the benefit of the company's social objectives. CICs are more flexible than some other legal forms, and there are a variety of capital structures available to meet the needs of members. Like a company, through its memorandum and articles of association, a CIC can allow anyone to become a member, vote at the AGM and stand for election.

Charitable Incorporated Organisation (CIO)

These were created by the Charities Act, 2006. These only have to register with the Charity Commission and comes into existence when the Commission registers it. Like the other structures considered above it can also enter into contracts and hold property in its own name.

There are two models: 1 – 'foundation', where the trustees and the members are the same people and 2; 'association' – where there is a wider membership.

Being quite new, CIOs are still *relatively* unknown to banks and funders, although this is becoming less so. CIOs are relatively straightforward to set up and run, particularly if the Charity's Commission model documents are utilised.⁷

Community Assets in Chipping Norton – analysis

In order to better understand the stewardship opportunities in the Chipping Norton, an analysis of existing assets was undertaken.

Chipping Norton is a vibrant town with many interest and community groups. There is a good amount of interest from the local community in making sure Chipping Norton is a great place to live, as evidenced by groups such as The Chippy Food Larder, Build Chippy Better, Transition Chipping Norton and the Green Gym.

A list of many of the assets (buildings, open space, leisure facilities, services and cultural and interest groups) are identified in Appendix 1 and the community can add to and refine this with local knowledge. The scope of this work has largely been done via desktop and walk around and it will be important to explore any issues with provision with the current providers. It may also be beneficial to plot some of the assets on a map to identify where assets could be clustered or specific areas with gaps.

Asset mapping will help identify gaps in community provision and where assets could be used more effectively to build provision for the community. This not only makes better use of existing assets but can build relationships between groups and activities, leading to a more cohesive community. Such a map will inform the opportunities for a new stewardship body as well as support the Town Council and other groups and organisations throughout the town with agreed priorities for provision.

An early task for the group will be to consider the asset mapping with a view to establishing a view on:

⁷ One of the leading stewardship legal specialists in the UK – Anthony Collins Solicitors – has not yet set up a CIO in a stewardship context.

What are the current gaps in provision?

Some headlines from the initial review may be:

- **Sports and leisure provision:** some clubs are at the capacity of what they can deliver now due to sports pitches being at capacity. New development could provide additional pitch facility.
- **Inside community space:** there is limited community space available and what is available can be quite expensive to hire. Provision is by churches or individual trusts and so tends to operate independently. There may be opportunities to link up community spaces and to provide new and affordable spaces for use by the community.
- **Outside community space:** there are some good areas of informal public space. Pool Meadow is owned by the Town Council and currently being improved for increased accessibility and biodiversity. The Common is owned by the Field Reeves Trust. The Mill field also provides important open space. There are also smaller areas that provide opportunities for walking and leisure use. There could be an opportunity to look at these areas holistically to make best use of these both to maximise biodiversity but also for community functions. In terms of growing space there are allotments. There is some interest in provision for community growing and the small piece of land associated with the planned Weavers Field Development could be utilised for this.
- **Playgrounds:** there are playgrounds dotted around the town with a large well-equipped amenity in the town centre and playground on both recent new developments at Evans Lane and Pillars Gate. The unused playground in Cotswold Crescent is currently being remodelled. There is a small play area behind Cornish Road which is quite well equipped but less well used.
- **Services:** are there sufficient services to meet the need of the various groups in the community? The planned Branch hub is intended to develop a range of services to meet various community needs, but are there other groups which are not currently adequately catered for?
- **Empty Buildings:** this work has not done a review of empty buildings but there are some empty premises that may have scope to be repurposed.

Potential for Stewardship (existing or planned assets)

- **Weavers Fold Community Space, Walterbush Road:**

Given the existing discussions with the developer of Weavers Fold there seems to be a reasonable assumption that the small area of open space associated with this development could come across into a new stewardship body.

There would be potential for community food growing or other use in consultation with the community. The area could be designed for minimal maintenance and at the same time there could be a small revenue income through the land plus carparking/ EV charging spaces via resident service charges. More detailed discussions need to take place with the developer to understand the potential revenue.

- **Land and buildings owned by other Trusts:**

There are areas of open space and buildings owned by other small trusts. Conversations with these trusts could identify how the work of a new stewardship body could best support these trusts.

- **Land and buildings in Local Authority ownership:**

This land could offer possible interest. For example, West Oxfordshire District Council owns some small pockets of land and the current Guildhall which is being let at very low rent for the community larder and a co-working space. This building is listed and needs considerable work. The County Council owns the land for Glyme Hall.

- **Empty buildings:**

Further work could be undertaken on empty buildings to consider if these could be utilised for community facilities or even housing potential.

- **Opportunities from future development:**

Future development at East of Chipping Norton (and/ or other sites in the environs of the town) may provide stewardship opportunities with regard to new assets. Examples in the current Local Plan in relation to East of Chipping Norton include community and leisure facilities and green space. Also, affordable housing and self-build requirements may open up possibilities for community-led housing initiatives.

A Chipping Norton stewardship body – considerations

Conversations to date with the Town Council and Build Chippy Better have often referred to the setting up of a ‘development trust’ or ‘community land trust’ to manage stewardship of assets. As noted above, these are not legal forms in their own right and can take different legal structures. However, community land trusts are legally *defined* and the chosen legal format of a CLT must meet the legal definition set out in law.⁸

The stewardship opportunity in Chipping Norton would appear to centre, initially, on Weaver’s Fold Community Space at Walterbrush Road.

However, there are other potential stewardship opportunities which require further consideration and investigation in order to arrive at a more comprehensive picture of assets which might be stewarded and, therefore, what a body and its legal structure should be. These include potential new assets such as a community building, green and open space and community-led housing coming to the community via future development (this could be via a revised development at East of Chipping Norton development), the possibility already existing trusts in the community transferring across to a new stewardship body, opportunities from empty buildings, and land and buildings in local authority ownership.

⁸ See [Housing & Regeneration Act 2008, paragraph 79](#).

It is crucial, in due course, that specialist legal advice is taken in order to inform the decision on the type of stewardship organisation and its underpinning legal structure. The most common legal structures for stewardship bodies, by and large, are CLGs, CICs and CBSs.

The decision on the chosen structure will start from the basics – what is the organisation for and what is it going to do. That mapping will start to tease out what the structure should be. This would look at, for example, the activities that the anchor organisation would undertake, and any future activities (e.g. management of other assets) that it may wish to develop, and what funding the organisation is going to need and where it is going to come from (which may, for example open up or close off funds available to charities).⁹

Other dependencies for the chosen structure would include: the business model; whether certain tax advantages will be relevant (VAT advice may also be advisable to determine whether one or another structure is more or less VAT efficient based on what activities the stewardship body would be undertaking); and whether charitable status will be useful for other reasons (such as resident finding charities reassuring). In general, there is a strong argument to be made that the fundamental activity of the stewardship body, which is looking after the public realm for the wider public benefit, is a charitable activity.

In addition, it is possible to have more than one organisation under one stewardship entity (for example a CBS overseeing community-led housing and a CLG managing other assets).

The table below sets out some examples of different organisations delivering community-led stewardship, and their legal formats:

Example	Main assets stewarded	Legal Format
Chichester Development Trust	- Community buildings	Charity and a company limited by guarantee
Headingley Development Trust	- Community buildings - Affordable rented housing	Community Benefit Society
Kennet CLT	- Affordable housing - Community buildings	Community Benefit Society
Lune Valley CLT	- Affordable housing - Green space	Community Benefit Society

A new stewardship body: risk

From discussions to date, there has been some concern expressed about the risk of setting up a stewardship body, particularly in relation to the longer-term risk of failure ('what happens if it all goes wrong?'). Clearly, there is no way to guarantee that a venture will not fail. However, the stewardship body is in this sense no different from any other new business or company which is being established.

An important first point is that, if a stewardship organisation set up as a charity has to wind up, the memorandum and articles will state that its assets must be transferred to a similar body.

However, what is clear is that robust governance and monitoring, financial management, skills audits, succession planning etc. are all vital, as – crucially – is the need to build and root the stewardship body in the community. The latter can help ensure visibility, maintaining, refreshing and extending interest

⁹ Funding for a stewardship body on a large development would likely be a 'mixed economy' of service charge, endowment, and commercial assets coming to offer income streams.

in the wider public, thereby deepening the pool of residents who may wish to bring their own expertise, skills and enthusiasm to the organisation.

Depending on the stewardship context, governance procedures that evolve over time are also a useful approach to helping build solid foundations in the organisation, giving support across the longer term to community volunteers, and to deepen and widen credibility across a range of stakeholders.¹⁰

The Town Vision and Stewardship – next steps and recommendations

The Town Vision and Development Principles

The Town Vision is a valuable statement, which can act a rigorous, ambitious statement of community aspirations with regards to the future development of Chipping Norton across a range social, economic and environmental themes. However, to be an even more influential document it could usefully offer more detail across several themes.

These are: **sustainability** – more specificity in relation to live-work spaces and workspace hubs, better access to nature and community food initiatives); **streets and spaces** – a focus on topographical challenges; **dwellings** – a stronger emphasis on expectations in relation to the zero carbon transition and higher density to facilitate public transport viability; **uses and resources** – the focus on existing assets should be extended to consider community needs and expectations in regard to the provision and management of new assets (*see below for recommendations in regarding to next steps in stewardship*); and **character and landscape** – more ambition in relation to biodiversity net gain aspirations.

A set of development principles could very usefully be incorporated into a refreshed Town Vision, adding further vigour and detail and thereby making an even more compelling statement of community expectations. These principles would set out aspirations not only in relation to the SDA but also with regard to other potential developments.

These principles should be developed *in tandem* with that set above in relation to the Vision and should focus, in particular, on: **movement infrastructure; landscape and setting; community integration; green and open space; the carbon transition; and heritage.**

In addition, an importantly, the revised Vision and development principles could be included in a refreshed neighbourhood plan, particularly in the light of the current hiatus with the WODC local plan and the stalling of work on the East Chipping Norton master plan.

Establishing a Chipping Norton stewardship body

The analysis set out above suggests a number of next step recommendations:

¹⁰ For example, the constitution of a new stewardship body on a large development site could, initially, stipulate a number of appointed board members (these may come from the developer, the Local Authority, parish or town council, local voluntary organisations, housing association etc.) but that resident involvement would increase over time until at some future point (perhaps when the development is complete, many years in the future) developer representatives would step away while some/ all of the other local representatives remained. In this way, the cohort of community board members will have been supported (and will continue to be) across the evolution of the organisation, increasing its organisational robustness.

1. **Establish a shadow steering group to agree the initial scope and vision for the stewardship body:** the key aim would be identify the purpose of the stewardship body, what it intends to do (which assets to steward) and how it will be funded. For example, would the body be interested in taking on stewardship of community assets or housing or both? It is possible for a body to do both and indeed can be beneficial for both financial viability and community development and placemaking. However, this may affect the legal form that the body chooses and so it should be at least considered at this stage.
2. **Community asset mapping:** the group may want to do further analysis of the community assets mapping. Which assets are of priority importance, where are assets currently under used or not used to their best, are any assets in danger of being lost?
3. **Identify current land and asset opportunities that the stewardship body may wish to acquire:** there are a few asset owning trusts in Chipping Norton who may wish to consider transferring assets into an overarching stewardship body. This could help make best use of assets and create greater financial sustainability if income generating assets could support other provision. There may also be other opportunities such as empty or underused buildings or pockets of land which could be repurposed for community space or housing.
4. **Undertake initial feasibility on potential projects:** each potential asset will need to be considered for likely costs and income, restrictions on use etc.
5. **Identify how the stewardship body would want to work with future planned development in Chipping Norton:** a key role for the body, once established, will be to act as a potential stakeholder for any future planned development. As well as a potential refresh of the neighbourhood plan to lay down the local requirements for new developments, the stewardship body could start to formulate how new assets could be transferred into community ownership through developer contributions.
6. **Create an initial business plan:** this would follow from identifying the purpose of the stewardship body, what it intends to do (which assets to steward) and how it will be funded. Subsequent business plan(s) would set out how identified projects would be funded, governance arrangements, how the organisations will engage and benefit the local community, risk analysis etc.
7. **Create an initial budget:** funding may be required for:
 - Start-up costs (branding, website etc.).
 - Work to acquire assets, including feasibility studies, surveys, legal etc.
 - Incorporation costs including initial legal work.
 - Community engagement activities.
 - Ongoing revenue costs e.g., meetings room hire, membership fees for National Community Land Trust Network etc, other professional support such as accountancy.
8. **Seek start up grants/soft loans:** it is possible to apply for start-up grants from various funders for community activities. For example, *National Lottery Awards for All* offers grants of £300-£10,000 and the *Co-op Community Fund* offers grants for up to £500. If an asset of community value is identified as being of risk of loss to the community the *Community Ownership Fund* may be able to provide significant match funding for purchase and renovation of these. Local Councils (Town and District) may also be able to provide grant or loan funding.

Crowd funding is another potential method to raise funding for specific projects. WODC are investigating linking to a crowd funding platform where projects can be advertised to potential donors.¹¹

9. **Develop a community engagement/ stakeholder engagement plan** : this will inform the local community, build membership of the stewardship organisation, and engage key partners in the project, such as local authorities and voluntary organisations.

¹¹ <https://www.spacehive.com/movement/cc>

Agenda item 16 – Weavers Fold Development

Below is a letter drafted by Cllrs Cahill, Coleman and Keyser for Council to consider sending to West Oxfordshire District Council regarding Weavers Fold:

Chipping Norton Town Council is very concerned that the Weavers Fold Development is being taken away from Green Axis. The decision to Seek formal Expressions of Interest on the site for a development which as a minimum delivers affordable homes but also encourages net carbon zero and self-build proposals is a lamentable watering down of what was previously agreed.

Background: Application 22/02429/FUL: Weavers Fold

Cabinet on 25 May 2022

The Cabinet agreed: a) to support the development of eight net zero carbon affordable homes at Walterbush Road;

b) to allocate S.106 funding of £40,000 for the planning fee, as part of the gap funding to provide affordable homes and to enter into a legal agreement with GreenAxis, the developer, to enable them to apply for planning permission to develop eight homes on the site;

c) to allocate further S.106 funding of £221,000 as gap funding to cover the cost of providing the homes as affordable with a 20% discount against market value;

d) to dispose of the site, once planning permission has been obtained, so that GreenAxis can enter into legal and financial agreements with the individual residents who will be buying the homes;

e) to enter into agreements/impose covenants with GreenAxis and future occupiers requiring that the 20% discount remains in perpetuity based on the high-level provision set out in this report;

Uplands Planning Sub-Committee on 14 November 2022:

The committee focused on the positives of the application, in particular sustainability - with low energy houses. The houses would be custom built, an aspiration of the Chipping Norton Plan, and would make a valuable contribution to meeting the need for affordable housing for local people.

The enthusiastic support from the Chipping Norton Town Council, on behalf of the residents, was noted. It was suggested that the development would be an exemplar for the Town and District.

The open space within the development would be for community use, protected through the S106 agreement and it would be managed by a Community Land Trust or similar community organisation.

The development site was owned by the District Council and would be transferred to the developer. The application was approved unanimously.

December 2022 and confirmed 4 January 2023

Section 106 agreement drafted at developer's expense, includes: The Owner covenants with the Council to pay to the Council no later than twenty (20) Working Days of the date of completion of the sale of the final Custom Build Dwelling in the development, the total sum of £250,000 being the consideration payable pursuant to the terms of the Transfer.

This avoided the need for council to have a charge on the land and allowed GreenAxis to raise development finance.

Subsequent activity

GreenAxis then funded a variety of necessary work including the S106 and Transfer Legal work, Energy Modelling, Framework Design, Project Management and so on. The company requested an interim payment for cashflow rather than funding purposes and was encouraged to continue working on the necessary planning and preparation. The costs reached £89K and WODC instructed the company to invoice on 28 February 2023.

*In March 2023, WODC said that this could not be paid and so GreenAxis had to put the project on hold. At its meeting on 21 June 2023, the Executive (formerly the Cabinet) agreed a delivery approach for the development of homes at Walterbush Road that included **ceasing the relationship with the current proposed developer**. The reports relevant to this agenda item and decision are not in the public domain – members of the Town Council do not have access to them.*

It is difficult to avoid drawing the conclusion that this development has not been well managed by WODC. The instruction to submit an invoice one month and the next month to be told that it cannot be paid has placed the developer in an invidious position.

Decisions taken earlier at Planning and Cabinet levels after the developer had been working with officers in principle for over a year before the application was approved, and at a practical planning level for six months, have been overturned without explanation.

The Town Council feels badly let down by WODC and deserves an explanation. Some members fear that the site could finish up being allocated to one of the private companies running social housing – the land could obviously host more than eight custom built eco-friendly, affordable dwellings with associated community space.

We await your response.

Agenda item 17 – Planters at the Walterbush Road Bus Shelter

The new Walterbush Road bus shelter was installed with four large barrel style planters behind it. These planters are often used by people to dispose of litter, and when we have installed plants they have often been damaged or removed. The location also does not have a water supply that we can use.

The planters are bolted to the ground and could easily be relocated to a more suitable location. We have received requests for some new planters to be installed in the market place, and it could be that these ones could be used. The owners of Jaffa and Neale have offered to help water and look after the plants, which would mean they're unlikely to be removed/damaged or have litter placed in them.

WODC have approved the installation of them in the Market Place (Outside Jaffa and Neale, and under the large tree) in principle, as long as they're inside yellow lines and do not obstruct pedestrian access.

These are the planters in place now:



Recommendation:

That Council consider approving the relocation of the planters to the Town Centre.

Item 19: Planning Applications

1. **APPLICATION NO:** [23/00536/OUT](#)

PROPOSAL: Outline planning application for up to 90 residential dwellings, including up to 40% affordable housing, creation of new vehicular access off Banbury Road and provision of public open space with associated landscape planting with associated infrastructure, drainage measures, earthworks and all other associated works. All matters reserved except accessibility to the site, for vehicles in terms of the positioning and treatment of access to the site.

LOCATION: Land South of Hit or Miss Farm, Banbury Road, Chipping Norton

“Good afternoon,

Following the below, and our recent phone calls, we wanted to provide you with an update on Rainier’s outline application for land south of Banbury Road, Chipping Norton.

Following comments from the town council, together with feedback received from statutory consultees and officers, we have made some changes to the submission. In particular, this includes changes to the layout to create a more permeable scheme that better promotes active travel. This has been achieved through the inclusion of a 3m wide cycle / footway to the south of Banbury Road to link up the site up with the existing development west of the site and adjusting the proposed street layout to move away from a proposed cul-de-sac design. It’s worth noting that further details would be progressed and agreed at the Reserved Matters stage, subject to outline planning permission.

Further detail on the changes that have been made can be viewed in the Design and Access Statement which has been uploaded to the application on [West Oxfordshire District Council’s Planning Portal](#).

We hope this information is of use and please let us know if you have any questions.

Kind regards,

[REDACTED]

Associate Director, Strategic Communications

Turley”

2. **APPLICATION NO:** [23/01780/LBC](#)

PROPOSAL: Internal and external alterations including works to doors and windows, addition of roof light and repairs to carriage archway (part retrospective)

LOCATION: Flat 6, West Street, Chipping Norton, Oxfordshire

3. **APPLICATION NO:** [23/01708/HHD](#)

PROPOSAL: Adjustment to unauthorised front terrace along with installation of metal railings

LOCATION: 38 New Street, Chipping Norton, Oxfordshire

4. **APPLICATION NO:** [23/01683/HHD](#)

PROPOSAL: Erection of first floor front extension and two storey rear extension

LOCATION: 12 Worcester Road, Chipping Norton, Oxfordshire