



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

Minutes of a Full Council meeting, held on the 24th July 2023, at 6:30pm, in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllr Sandra Coleman (Town Mayor), Steve Akers (Deputy Mayor), Athos Ritsperis, Dom Rickard, Mark Walker, Alex Keyser, Mike Cahill, Sharon Wheaton, Ian Finney, Michael Rowe (entered at 6:33pm), Rachel Andrews (entered at 6:33pm)

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO
Katherine Jang, Deputy Town Clerk and Estates Manager
Ali Packer, Responsible Finance Officer
Paolo Oliveri, General Maintenance Operative
Cllr Geoff Saul (OCC)
4 members of the public

FC50	Apologies for absence Apologies were received from Cllrs Ben Bibby, Emily Weaver, Tom Festa, Jo Graves, Natasha Whitmill, and Rizvana Poole (WODC).
FC51	Declaration of interests None received
FC52	Minutes RESOLVED: That the minutes of the Full Council meeting held on the 19 th June 2023 were approved and signed by the Chair as an accurate record.
FC53	West Oxfordshire District Councillors update Members received updates and information from Chipping Norton's Ward Councillors sitting on WODC. Cllr Walker gave a verbal update: <ul style="list-style-type: none">- Local Plan Review – Housing numbers down on targeted number. However, Cllr Walker has suggested that this number is revised down considering the archaeological report submitted by Historic England for scheduling status.- Local Cycling and Walking Infrastructure Plan (LCWIP) – Chipping Norton to Witney suggested.- WODC approach to developer contributions revised, new report published. Cllr Akers queried the stalling of the LCWIP at OCC – Cllr Walker reported that there is an issue with the staffing workload at OCC and budget reduction.
FC54	Oxfordshire County Councillors update Members received a verbal update from Cllr Saul (OCC). <ul style="list-style-type: none">- LCWIP – Steering group meetings and audit report promised by "this summer."- County-wide area weight restriction study due in July, however revised new release date for September 2023. Cllr Akers queried public transport and asked if there had been any discussions



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about the closure of rail ticket offices. Cllr Saul said that there hasn't been a formal consultation and discussion with the Executive but Cllr Saul hoped to have a discussion on this soon. Cllr Akers stressed the urgency of sending in a response as the consultation closes on the 26th July.

Cllr Coleman has asked if it is possible to feed back on the schedule for the S3 bus, as for bus pass users they are now not able to take the morning bus as the passes are only valid after 9am. Cllr Saul said the timetable has only been revised to match the demand for travel into Oxford at peak times.

FC55 Public Participation

None received

FC56 Minutes and reports from Committees

Members received and noted the Minutes of the following Committees and Sub-Committees:

- 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

FC57 East Chipping Norton Development

No new updates or information received about the progress of the East Chipping Norton development.

FC58 Civic Announcements

Members received a report from The Mayor on civic engagement and activities. The Mayor circulated a list of civic engagements that were undertaken since the last meeting. Cotswold Crescent play park is now open and is being well-used by the young people.

Cllr Akers (Deputy Mayor) attended the Sports Awards in Cllr Coleman's absence and reported that it was a very successful event.

FC59 Reports from representatives of outside bodies

Members received an update from members who sit on outside bodies.

Cllr Akers attended the Oxfordshire Association of Local Council's annual meeting.

Cllr Coleman also attended an OALC meeting, who noted that the County Council would like to work more closely with Town and Parish Councils.

Cllr Coleman mentioned that the Town Council is undertaking a project to send documents for archiving at the County Council.

FC60 Council Action Plan

Members noted the ongoing action plan.

Cllr Walker queried BT4 – Wondered if this could be renamed from Road Safety to "Pedestrian and Road Safety" and change the title of the standing item on Traffic Advisory Sub-Committee as well.

FC61 Correspondence

Members received correspondence regarding:

- a. Chipping Norton Town Trail



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- Reported that two plaques have gone missing, one on the Manor House (West Street) and the old War Memorial Hospital site. Cllr Akers and Coleman will attempt to source replacements for the two trail plaques and seek permission from the current owners. Cllr Akers noted that the War Memorial Hospital is in the process of being sold, and the Manor House has also changed hands since the initial installation of the plaque. Installation will be subject to permission from the current owners of the sites.

b. Installation of plaque for Royal British Legion in the Town Hall

- Cllr Walker noted that this plaque could sit nicely in the Lower Hall near the other plaques on the wall (HMS Magpie).

- Cllr Finney also agreed that the Lower Hall would be well-suited to a new plaque. Cllr Wheaton happy to liaise with the Facilities and Events Officer to find a suitable location for the new plaque.

RESOLVED: To give permission to the Royal British Legion to install a plaque in the Town Hall commemorating the 100th anniversary of the Royal British Legion in Chipping Norton.

FC62 Committee membership

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

Cllr Walker proposed the above, seconded by Cllr Wheaton. All in favour, motion carried.

RESOLVED: That Cllr Festa becomes a member of the Strategic Planning Committee, and that Cllr Weaver becomes a member of the Community Committee.

FC63 Grants

Members received recommendations from the Finance and Resources Committee and agreed next steps.

Members received a recommendation that the following organisations are regularly funded by the Town Council and should therefore be considered core funding and not taken from the grants budget. In principle, the Finance and Resources Committee proposed:

- CN Lido, £5,000 ongoing for 3 years
- CN Theatre, £3,000 ongoing for 3 years
- CN Local History Society and Museum, £2,000 ongoing for 3 years

Cllr Akers proposed to accept the recommendation from the Finance and Resources Committee. Seconded by Cllr Cahill, all in favour, motion carried.

RESOLVED: That the core funding for the three organisations stated above would be taken from general reserves this financial year (£10,000 total), with a separate budget line created for the following two years.

FC64 Stewardship of Community Assets

Members received the final report from Community First Oxfordshire regarding Stewardship of Community Assets in Chipping Norton. Members noted that this document outlines the steps for a Chipping Norton Community Land Trust (CFO) to take. It was noted that a CFO would be a separate entity to the Town Council.



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FC65	Weavers Fold <p>Members received 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.</p> <p>From the Town Council's perspective, the partnership between WODC and Green Axis appeared to be going well, and that the development at Weaver's Fold was set to be exemplary in terms of sustainability and that 32 local families had been identified which met the criteria for this housing.</p> <p>Cllr Walker and Saul (WODC) noted that there had been important developments which had led to the decision to re look at the options regarding the site.</p> <p>Cllr Coleman suggested that those Town Councillors who wrote the draft letter WODC to have a meeting with Cllr Saul before proceeding with the letter.</p>
FC66	Planters at the Walterbush Road Bus Shelter <p>Members received a report regarding relocation of the planters that were installed with the bus shelter to outside Jaffe and Neale bookshop and the large tree, Market Square, Chipping Norton.</p> <p>Cllr Finney proposed to accept moving the planters as suggested, seconded by Cllr Cahill.</p> <p>RESOLVED: To move the planters from behind the Walterbush Road bus shelter to the Market Square.</p>
FC67	Skatepark <p>Members received a verbal update following a recent site location meeting with Field Reeves.</p> <p>Cllr Coleman and the Town Clerk had a very productive meeting with Field Reeves Trustees about the proposed skate park location at New Street recreation ground. The next step would be preparing a preferred contractor tender, but in principle, the outcome of the discussions were very positive and well-received.</p> <p>The Town Clerk will be writing to the parents of the young people who came to speak at the Town Council meeting to request a skate park in Chipping Norton to let them know how the project is progressing.</p>
FC68	Planning Applications <p>Members received a schedule of planning applications from West Oxfordshire District Council</p> <ol style="list-style-type: none">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



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"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"*

Members discussed the specific wording that the developers are using stating "up to 40% affordable housing" which is quite vague. Cllr Walker reported that due to the WODC requirements in the area, this would mean a minimum of 40% affordable housing. Cllr Walker noted that the developers have taken note of the previous feedback and have amended the designs for pedestrian pathways and access toward London Road, which is welcomed.

Members queried if this land was allocated for development. Cllr Walker noted that there is a SDA and district Cllrs are directed to approve unless there is a very good reason to not allow this.

Members noted that the letters supportive of this development still noted that infrastructure needed to be updated to reflect the increased capacity that this development would bring to Chipping Norton, and that they would request for Grampian conditions to be applied to the site.

RESOLVED: No objection - In response to the amendments to the outline planning application for 23/00536/OUT, Chipping Norton Town Council has the following comments:

Members thanked the applicant for listening to previous feedback and comments from CNTC and making amendments to the proposed designs and access points for pedestrian footpaths cycleways, and access toward London Road. These amendments are very much welcomed.

Members also remarked after reading the comments in support of the



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development noting that most cited the importance of the inclusion of affordable housing and infrastructure at the site. CNTC agrees with the comments from residents and would like to request that Grampian conditions regarding water and waste infrastructure are applied to the site.

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

RESOLVED: No objection, no comments.

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

RESOLVED: No objection, no comments.

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

RESOLVED: Objection, Chipping Norton Town Council are concerned that the scale of the proposed front and two-storey rear extension are not in keeping with the area and represent overdevelopment of the site.

FC69 Confidential Session

RESOLVED: To move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) act 1960.

FC70 Property and Leases

Members received a draft lease and Land Registry compliant map for the Chippy Swifts Greystones rental.

The Town Council's solicitor has recommended that in order to give the Chippy Swifts security, to fix their lease rental at 30 years, index-linked with inflation. Cllrs mentioned that there is a formula which needs to be updated within the draft leave if the rent needs to be index-linked.

Cllr Walker proposed, seconded by Wheaton.

RESOLVED: That the draft lease and map are accepted, subject to the amendment to the index-linking formula above.

FC71 Date of the next meeting

Monday 9th October 2023

The Chair closed the meeting at 8:17 pm.

SIGNED _____

DATE _____