



# 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 Chipping Norton Town Council Meeting held on the 9<sup>th</sup> October 2023, at 6:30pm in the Lower Hall, Chipping Norton Town Hall**

### PRESENT:

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

### ALSO PRESENT:

Luci Ashbourne, Town Clerk & CEO  
Katherine Jang, Deputy Town Clerk and Estates Manager  
Paolo Oliveri, General Maintenance Operative  
6 members of the public

<b>FC72</b>	<b>Apologies for Absence</b> Apologies were received from Cllrs Poole (WODC), Saul (OCC), Cllr Bibby and Chris Ball TVP Inspector
<b>FC73</b>	<b>Declaration of interests</b> A declaration of interest was received from Cllr Coleman regarding Item FC87 – Grants, due to her husband being the Chairman for Transitions Chipping Norton. Cllr Coleman will abstain from voting during Item FC87 – Grants.
<b>FC74</b>	<b>Minutes</b> <b>RESOLVED:</b> That the Minutes of the Full Council meeting held on the 24 <sup>th</sup> July 2023 were signed and approved as an accurate record of the meeting by the Chair.
<b>FC75</b>	<b>Update from Thames Valley Policing Team</b> Apologies received from the TV Policing Team representative due to illness. Members wished to enquire about the two vacancies for PCSOs in Chipping Norton, and how they are being advertised to local people. Cllr Akers proposed to write to Chris Ball and the Community Policing Team to receive their recruitment strategy. Cllr Walker asked about the broader recruitment strategy for police officers. Cllr Cahill raised the shoplifting issues in Chipping Norton, officially raised 62 incidents in 2023, but Cllrs report that through discussion with retailers in Chipping Norton they are aware that many reported crimes have not been assigned a Crime Reference Number and therefore may not be recorded in the crime statistics. Other Cllrs have reported that a retailer noted the most expensive item in their shop had been stolen, and due to ongoing shoplifting they may need to close their shop after Christmas this year. Cllrs reported that anti-social driving through town creating disturbance and noise has been becoming a regular occurrence.  <b>RESOLVED:</b> For the Deputy Town Clerk to write a letter to Chris Ball, response taken to Community Committee if received.



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<b>FC76</b>	<p><b>West Oxfordshire District Councillors update</b>  Members received an update from Cllr Walker about the 2041 WODC Local Plan.  The following WODC events/meetings will be held:</p> <ul style="list-style-type: none"> <li>• Leader of WODC, Cllr Andy Graham will be in the Lower Hall on Thursday 6-7</li> <li>• Crowd funding online meeting on 16<sup>th</sup> October</li> <li>• Open consultation at Glyme Hall on the 23<sup>rd</sup> October</li> </ul>
<b>FC77</b>	<p><b>Oxfordshire County Councillors update</b>  Cllr Geoff Saul gave apologies.</p>
<b>FC78</b>	<p><b>Public Participation</b></p> <ol style="list-style-type: none"> <li>a. A resident spoke regarding the letter sent to the Town Council regarding traffic and pedestrian safety in town. Cllrs gave an update about work being done in town about the LCWIP and HGV Freight Strategy being developed by the County Council.</li> </ol>
<b>FC79</b>	<p><b>Minutes and reports from Committees</b>  Members noted the draft minutes of the following committees and considered any recommendations:</p> <ol style="list-style-type: none"> <li>a. Community Committee, 11<sup>th</sup> Sept 2023  Members received a proposal for benches at Cotswold Crescent and Proposed by Cllr Akers, seconded by Cllr Whitmill.  <b>RESOLVED:</b> To purchase two Westpoint three-seater benches for Cotswold Crescent play park and one for Cornish Road play park at a cost of £2,056.68.</li> <li>b. Strategic Planning Committee, 18<sup>th</sup> Sept 2023</li> <li>c. Finance and Resources Committee, 25<sup>th</sup> Sept 2023</li> <li>d. Traffic Advisory Sub-Committee, 28<sup>th</sup> Sept 2023</li> </ol>
<b>FC80</b>	<p><b>East Chipping Norton Development</b>  No new updates received.</p>
<b>FC81</b>	<p><b>Civic Announcements</b>  Members received a report from The Mayor on Civic engagement and activities. Cllr Akers gave a verbal update about the community litter pick which took place on the 7<sup>th</sup> Oct 2023, which was very well-attended. Cllr Akers also gave thanks to our maintenance operative for restoring the cast iron signs.  The Mayor reminded members about the Cemetery Clean Up Day planned for 14<sup>th</sup> October 2023</p>
<b>FC82</b>	<p><b>Reports from representatives of outside bodies</b>  None received.</p>
<b>FC83</b>	<p><b>Council Action Plan</b>  Members noted the ongoing council action plan. Following a discussion about the Community Awards Event, it will provisionally be scheduled for Sept/Oct 2024.</p>



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	<p>The Town Clerk reported that the skate park user group has been identified following a social media call out.</p>
<b>FC84</b>	<p><b>Correspondence</b>  Members noted correspondence:</p> <ol style="list-style-type: none"> <li>a. Members noted correspondence from a resident regarding the air quality in Chipping Norton and implementing further crossings in the town centre.</li> <li>b. Members noted correspondence from two residents regarding the bus shelter at Walterbush Road, which has recently been reinstated. Members noted one letter in support of and one letter against the reinstatement of the bus shelter. Members reported that no further anti-social behaviour had been reported since the reinstatement of the bus shelter.</li> <li>c. Members received a letter regarding the annual town awards.</li> </ol> <p>Cllr Mike Cahill left the meeting at 7:15pm</p>
<b>FC85</b>	<p><b>West Oxfordshire District Council Local Plan 2041</b>  Members responded to the local plan consultation from WODC and discussed the draft plan at length.  Cllrs were happy for Cllr Coleman to respond to the first part of the document as stated in her summary report. Additions to this included:</p> <ul style="list-style-type: none"> <li>• Comment under Section B – dispersed growth, Chipping Norton is on the edge of the AONB</li> <li>• Green Spaces and green corridors – to make a point that this should be accessible where possible.</li> <li>• Members feel that Chipping Norton needs new homes that meet the needs of the town, such as starter homes, smaller homes, etc. to address the changing demographics in the town, with fewer retirement homes.</li> </ul>
<b>FC86</b>	<p><b>Policies and Governance</b>  Members considered the following policies as reviewed by the Finance and Resources Committee:</p> <ol style="list-style-type: none"> <li>a. Risk Management Strategy</li> <li>b. Corporate Risk Register</li> <li>c. Staff and Councillor Training and Development Policy</li> <li>d. CCTV Compliance Policy</li> </ol> <p>Cllr Finney proposed to adopt the policies as reviewed and recommended by the Finance and Resources Committee, seconded by Cllr Wheaton, all in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Council adopts the above policies as recommended by the Finance and Resources Committee.</p>
<b>FC87</b>	<p><b>Grants</b>  Members considered a grant application from Transition Chipping Norton.  Cllr Walker queried if there is a demand for youth work to take place at the Town Hall. The Town Clerk reported that this came about due to the Facilities and Events Officer speaking with young people who sit on the Town Hall steps, along with the youth workers in town.</p>



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	<p>Cllr Coleman abstained from voting due to noting a conflict of interest as above. Cllr Whitmill noted that there is a gap for youth provisions for teens in town, rather than young children. Members queried if any consultation has been undertaken with the schools, and Cllr Whitmill replied that not that she is aware of. Cllr Weaver noted that by age 14-15 many of the young people who need support the most will not be in regular school, so targeting schools may not be the correct angle. Members request that Transition Chipping Norton collects quantitative data and report back with the results from their youth work sessions.</p> <p>For the Town Clerk to circulate the Youth Needs Assessment report undertaken by WODC in 2021. Cllr Graves proposed to take the £2000 from reserves for the Youth Working grant request by Transitions Chipping Norton, seconded by Cllr Whitmill. All in favour, motion carried. <b>RESOLVED:</b> That a grant of £2000 is approved to fund youth work provided by Transition Chipping Norton in the Town Hall.</p>
<p><b>FC88</b></p>	<p><b>Flag Flying Request</b> Members received and considered a request from Chipping Norton Royal British Legion to fly the RBL flag on the 28<sup>th</sup> October to mark the launch of the town’s annual Poppy Appeal. Cllr Graves proposed this request be supported, seconded by Cllr Finney.</p> <p>All in favour, motion carried. <b>RESOLVED:</b> That the Royal British Legion flag is flown from the Millennium Garden flagpole on 28<sup>th</sup> October 2023.</p>
<p><b>FC89</b></p>	<p><b>Retail Update</b> Members received a verbal update from Cllrs Cahill and Wheaton from the retailers group. Cllr Wheaton reported that a new Whatsapp group has been set up for retailers in Chipping Norton to share news and updates. Retailers have been sharing news about shoplifting in the town to make other shops aware when instances occur. Thames Valley Police and WODC have completed a survey for a new CCTV scheme in the town centre. Plainclothes police officers in town, and shopkeepers given a number to ring in case of any shoplifting. The outcome was that a shoplifter was caught in action in Boots.</p>
<p><b>FC90</b></p>	<p><b>Planning Applications</b> Members received a schedule of planning applications from West Oxfordshire District Council:</p> <ol style="list-style-type: none"> <li><b>APPLICATION NO:</b> <a href="#">23/01737/FUL</a> <b>PROPOSAL:</b> Conversion of garage building to create a single dwelling and garaging to serve 2 Churchill Road with associated works to include formation of a new access. <b>ADDRESS:</b> 2 Churchill Road, Chipping Norton, Oxfordshire <b>RESOLVED:</b> No objection, no comment</li> </ol>



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	<p>2. <b>APPLICATION NO:</b> <a href="#">23/02483/HHD</a> <b>PROPOSAL:</b> Alterations and installation of internal flue <b>ADDRESS:</b> 25 Rowell Way, Chipping Norton, Oxfordshire <b>RESOLVED:</b> No objection, although members would like to clarify with the planning officer if flues meet the local air quality action plan objectives.</p> <p>3. <b>APPLICATION NO:</b> <a href="#">23/02435/OUT</a> <b>PROPOSAL:</b> Outline planning application to demolish the existing cottage and erect a two-storey detached dwelling, with garage for two cars and annexe above, outdoor swimming pool and a garden office pod in rear garden (with all matters reserved). <b>ADDRESS:</b> Ash Tree Farm Cottage, Burford Road, Chipping Norton <b>RESOLVED:</b> No objection, Residents should be aware that there will be noise and disturbance from the neighbouring football pitch and rifle range.</p> <p>4. <b>APPLICATION NO:</b> <a href="#">23/02275/FUL</a> <b>PROPOSAL:</b> Part conversion of office space to create two self-contained flats, with associated works to include the addition of roof lights and the construction of dormer window. <b>ADDRESS:</b> 10 Market Place, Chipping Norton, Oxfordshire <b>RESOLVED:</b> To contact the planning officer to note concern about the provision of car parking</p>
<b>FC91</b>	<b>Confidential Session</b> <b>RESOLVED:</b> That the Council moves 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 19.
<b>FC92</b>	<b>Property and Leases</b> <p>a. Members received and approved the final lease agreement for Chipping Norton Swifts at the Greystones site. <b>RESOLVED:</b> That the lease is approved and sign by both parties before the commencement date of 1<sup>st</sup> November 2033.</p> <p>b. Members considered the costs of tree works at the Greystones site Cllr Walker proposed to delegate the decision to the chair and the Town Clerk, seconded by Cllr Keyser. All in favour, motion carried.</p>
<b>FC93</b>	<b>Date of the next meeting</b> Monday 4 <sup>th</sup> December 2023

The Chair closed the meeting at 8:30pm.

Signed as an accurate record.....

Date.....