



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

TOWN CLERK and CEO: Luci Ashbourne

22nd January 2024

SUMMONS TO ATTEND A MEETING OF STRATEGIC PLANNING COMMITTEE

TO: All Members of the Strategic Planning Committee

VENUE: Council Chamber, Chipping Norton Town Hall

DATE: Monday 29th January 2024

TIME: 6:30pm

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 and reasons 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

- a. To approve the minutes of the Committee meeting held on the 13th November 2023 and;

To note the minutes of:

- b. The cycling action group held on 27th November 2023.
- c. Planning Sub-Committee held on 8th January 2024.
- d. Traffic Advisory Sub-Committee held on 25th January 2024.

4. 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.

5. Committee action plan

To note the committee action plan

6. East Chipping Norton Development

To receive any updates

7. Cemetery

To note a report from the Deputy Clerk and Estates Officer.

8. Pool Meadow

To receive the final feasibility study and agree next steps.

9. Town Centre Public Art

To receive a verbal report from the Chair and Vice-Chair

10. Town Centre retail

To receive a verbal update from the Chair and Cllr Wheaton following a meeting with TVP regarding shoplifting in the town.

11. Rusty Riders Initiative

To receive an update from the Chair of the Cycling Action Group and agree next steps.

12. Planning Applications

To receive a schedule of planning application from West Oxfordshire District Council

13. 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 14.

14. Neighbourhood Plan

To receive and consider a proposal from Community First Oxfordshire

15. Date of Next Meeting – Monday 18th March 2024



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Minutes of a Strategic Planning Committee meeting held on the 13th November 2023, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

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

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Paolo Oliveri, General Maintenance Operative

Cllr Mark Walker (WODC)

3 Members of the public

SPC39	Apologies for absence Apologies were received from Cllr Mike Cahill.
SPC40	Declaration of interests None received Cllr Coleman declared an interest due to being a neighbour of one of the planning applications. Cllr Coleman will abstain from voting during said item for discussion.
SPC41	Minutes <ul style="list-style-type: none">a. RESOLVED: That the minutes of the committee meeting held on the 18th September 2023 were approved and signed as an accurate record by the Chair.b. Members noted the minutes of the Traffic Advisory Sub-Committee held on the 28th September 2023.c. Members noted the minutes from the Cycling Action Group held on the 2nd October 2023.
SPC42	Public Participation None received
SPC43	Committee action plan Members noted the committee action plan. Matters arising: The Town Clerk reported that the SID for Churchill Road has now arrived and will be installed by OCC. Cllrs requested any updates on the damaged West St bus shelter. The Town Clerk reported that the roof had been safely removed by OCC contractors and will be reinstalled by OCC Highways. The Town Clerk is also liaising with the Town Council insurance providers. The Town Clerk thanked OCC Highways for their fast response to the initial roof problem.
SPC44	East Chipping Norton Development No further updates received

	<p>Cllr Walker noted that the report from Historic England is now with the Secretary of State, however, the decision has no timeline.</p> <p>Cllr Coleman reported that the District Council has changed the way the 5 year land supply is calculated, which may impact future speculative development applications. Cllr Walker reported that the initial calculation gives a 5.5 year land supply, which means that future speculative development applications may not need to be immediately approved.</p>
SPC45	<p>Pool Meadow</p> <p>Members received a report from Jonny Ackroyd from Beaumont Rivers on the Pool Meadow Restoration Project.</p> <p>Cllrs queried where the unidentified sewage stream comes from. Jonny Ackroyd reported that it only flows during very heavy rains, and at other times barely flows or does not flow at all. Water quality testing has also been undertaken which shows that the water quality is not terrible – and this small pipe will also be capped during the works. He believes this comes from on top of the Mount, or a small overflow from the top of the land. Beaumont Rivers plan to connect this pipe to mains sewers.</p> <p>Jonny Ackroyd mentioned that Historic England has been very supportive of the project so far. Two interpretation boards are planned – one on ecology at the site, and another on the history at the site including an illustration of the site as imagined in the Middle Ages.</p> <p>Cllrs asked if there are any plans to introduce the site to local schools – Jonny Ackroyd noted that all schools within a 10-mile radius were contacted and invited to Pool Meadow.</p> <p>The Town Clerk thanked Jonny Ackroyd for leading on the project, as his expertise and enthusiasm has been invaluable.</p>
SPC46	<p>Cemetery</p> <p>Members received a report from the Deputy Clerk and Estates Manager regarding benches at the cemetery and closed churchyard.</p> <p>a. Worcester Road Cemetery</p> <p>Members received a proposal to replace the plastic chairs at the Muslim and Unconsecrated section of Worcester Road Cemetery with a wooden bench.</p> <p>Cllr Walker proposed to set aside £1000, seconded by Rickard. All in favour.</p> <p>Cllr Rowe offered to sponsor the bench. The Town Clerk thanked Cllr Rowe and suggested setting a meeting to discuss the possibility.</p> <p>RESOLVED: For the Town Clerk to arrange a meeting with Cllr Rowe to discuss sponsorship of the bench in the Muslim and Unconsecrated section at Worcester Road Cemetery.</p> <p>Should this not be permitted for reasons pertaining to conflict of interests, the committee also resolved to budget £1000 for a bench.</p> <p>b. Closed Churchyard at St Mary the Virgin Church</p> <p>Members received a proposal to replace the broken Guides bench outside the entrance of St Mary's Church with a commemorative bench, with a view to use the bench as a place to put several commemorative plaques (subject to Oxfordshire Diocese approval).</p> <p>Cllr Coleman proposed to set a budget of £500 for the bench, seconded by Cllr Walker. All in favour.</p> <p>RESOLVED: That a budget of £500 is set to replace the bench outside the entrance of St Mary's Church, subject to Oxfordshire Diocese approval.</p>
SPC47	<p>Benches</p>

	<p>Members received a report from the Town Clerk about benches in the Town. The General Maintenance Operative reported that only about 7 of the remaining benches are suitable for restoration, and the rest will be removed.</p> <p>The Town Clerk reported that this work will be done with the General Maintenance Operative planning this into his workload over the next coming months, subject to weather, priority works, etc.</p> <p>Cllr Coleman proposed that the General Maintenance Operative plans this into his general workload, seconded by Cllr Rickard. All in favour.</p> <p>RESOLVED: For the General Maintenance Operative to restore and remove (as required) the green metal benches at the edge of the town.</p>
SPC48	<p>Town Partnership</p> <p>Members received notes from a Chipping Norton Town Partnership Meeting led by West Oxfordshire District Council.</p> <p>Cllr Coleman went on a site visit with WODC to complete a wayfinding and signage audit to determine redundant signage in town. They noted that Albion Street Carpark has no signage towards the town centre.</p> <p>The Town Clerk reported that bringing together all the attendees was very significant. A sense of civic pride is important to Chipping Norton residents, and things such as hanging baskets, bunting in town were also discussed.</p>
SPC49	<p>Committee budget 2024/25</p> <p>Members received a report from the Responsible Finance Officer and agreed committee spending priorities for 2024/25 to help inform the overall budget.</p> <p>Cllrs queried the cost to maintain Pool Meadow this year at £11,000 – the Town Clerk reported that this was for one-off tree works.</p> <p>Cllr Coleman proposed to take these figures to the Finance and Resources Committee to approve. Seconded by Cllr Graves, all in favour.</p> <p>RESOLVED: That the proposed committee budget is taken to the next Finance and Resources Committee to approve without amendment.</p>
SPC50	<p>Planning Applications</p> <ol style="list-style-type: none"> <p>APPLICATION NO: 23/02588/LBC</p> <p>PROPOSAL: Works to rebuild an existing stone retaining wall</p> <p>LOCATION: 20 Market Place, Chipping Norton, Oxfordshire</p> <p>RESOLVED: Support, Cllrs were pleased that the existing stone wall will be rebuilt as originally designed.</p> <p>APPLICATION NO: 23/02736/HHD</p> <p>PROPOSAL: Erection of rear single storey extension, replacement roof over garage, rear raised patio and screening, rebuild and enlargement of front entrance porch and bay window and proposed rendering.</p> <p>LOCATION: 18 Tilsley Road, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No objection, no comments</p> <p>APPLICATION NO: 23/02409/HHD</p> <p>PROPOSAL: Proposed flue, proposed part garage conversion and large rear bifold doors</p> <p>LOCATION: 9 Ackerman Road, Chipping Norton, Oxfordshire</p>

	<p>RESOLVED: No objection, no comments.</p> <p>4. APPLICATION NO: 23/02625/ADV PROPOSAL: Installation of two externally illuminated fascia signs, along with a wall mounted menu sign and a hanging sign (both non-illuminated). LOCATION: 7 Middle Row, Chipping Norton, Oxfordshire</p> <p>RESOLVED: Neutral, Cllrs were pleased that previous feedback had been taken on board and have no objection to the current proposals.</p> <p>5. APPLICATION NO: 23/02481/HHD PROPOSAL: Erection of a single storey rear extension LOCATION: 35 Parkers Circus, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No objection, no comment</p> <p>6. APPLICATION NO: 23/02616/HHD PROPOSAL: Erection of front extension to existing garage LOCATION: 16 Scarsbrook Crescent, Chipping Norton, Oxfordshire</p> <p>7. RESOLVED: No objection, Members noted that there has been a precedent set by a similar extension next door.</p> <p>8. APPLICATION NO: 23/02580/HHD PROPOSAL: Erection of single storey rear and side extensions to existing bungalow LOCATION: 33 Lords Piece Road, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No objection, no comment</p>
SPC51	<p>Date of the next meeting Monday 29th January 2024</p>

The Chair closed the meeting at 8:10 pm.



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Minutes of the **Chipping Norton Cycling Improvements Action Group**
(Working Group to Traffic Advisory Sub-Committee) held on **Monday 27th November 2023 at 5:30pm** in Chipping Norton Town Hall

Mission: To make cycling safer, easier, and a more viable option for everyone in Chippy and its surrounding routes by identifying locally deliverable actions.

Present: Cllr Tom Festa (Chair)
Cllr Sandra Coleman
Cara Hedges – Transition Chipping Norton
Jonathan Thomas – Chipping Norton Secondary School
Neil Broadhurst
Matthew Hall

Also present:
Katherine Jang, Deputy Town Clerk and Estates Manager

17. Apologies

Apologies were received from Charlotte Livingston and Cllrs Mark Walker and Mike Cahill.

18. Minutes

Matters arising

Cllr Festa mentioned that a request had been made to ask the Traffic Advisory Committee to pass on requests for further signage on Churchill Road to give cyclists extra space on the road.

The Windrush Bike Project, based in Witney, has offered to extend the bike lending facilities to users in Chipping Norton.

AGREED: That the minutes of the meeting held on the 2nd October are approved as and accurate record and signed by The Chair.

19. The Rusty Rider Saturday Clinic

Cllr Festa noted that the CN Leisure Centre is happy for their venue and car park to be used for these sessions.

Members queried what would happen should someone turn up with an unsuitable / dangerous bike? Cllr Festa answered that his initial idea would be to point them to TY Cycles or Windrush Bike Project.

NB: The Rusty Rider Cytech qualified mechanics would attempt to make any bike presented safe.

19.1 Insurance update

Cllr Festa explained that individual insurance providers covering the instructors would be unlikely to extend their policies toward this event. Therefore, further

insurance cover needs to be put in place prior to the events taking place. The Town Clerk is seeking a referral from the Town Council's insurance provider to confirm if an extended policy could be put in place to cover these activities.

Cara Hedges believes that Transition Chipping Norton's insurance would cover off-road bike rides (eg. School fields) should the appropriate risk assessments be put in place prior to the event. Members agree for Cara Hedges to have an initial chat with her insurance provider to enquire if this might be possible, and to receive quotations.

Cllr Festa also offered to speak to Charlotte Livingston to find out if British Cycling Breeze would cover on road riding if accompanied by a Breeze qualified Champion.

Cllr Festa mentioned that the bike rides would only be open to adults and then older teenagers / younger riders with parental supervision.

AGREED: For Cara Hedges to enquire about what Transition Chipping Norton's policy would cover (eg. Off or On-Road bike riding) and to receive a quote for this cover. Should the insurance policy be suitable for the event and provide adequate coverage, for members to consider moving the proposed start date to earlier in February 2024.

Should this not be suitable, for the initial event to take place on the 16th March 2024 using the Town Council's (Zurich) extended insurance policy, providing that the insurance provider agrees that these activities can be covered.

19.2 Proposed Monthly Dates

Should the insurance need to be provided by the Town Council the initial starting dates should begin in March 2024.

Members discussed possible dates and Neil's availability:

- **3rd February 2024**
- **16th March 2024**
- **27th April 2024**
- **8th June 2024**
- **20th July 2024**
- **14th September 2024**

Members mentioned that these proposed dates have no pattern and that it would be best to have a regularly repeated date, eg. First Saturday of the month.

AGREED: To have a proposed launch date of the 16th March 2024, with a dry run on the 3rd February – 10am at the Leisure Centre car park, and for Cllr Festa to plan a schedule for each session.

Any proposed start dates for the Rusty Rider sessions would need to be ratified by the Strategic Planning Committee.

19.3 Promotion ideas

Members came up with a list of local organisations and groups to promote the Rusty Rider sessions:

- Chippy News
- CNTC website and social media
- Nextdoor (Transition Chipping Norton's account)



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- Transition Chipping Norton's existing WhatsApp groups
- CN Leisure Centre, including their existing spinning classes
- Parents of CN schoolchildren
- CN Health Centre (high blood pressure groups)
- St Mary's Church
- CN Opticians

20. Cycle to School Initiative

Members discussed that the 20mph extension now covers all local schools.

Members suggested giving visual demonstrations showing 1.5m distance away from cyclists as dictated by the new highway code.

20.1 Top School perspective

Jonathan Thomas mentioned that school gates are now much more strictly policed and that as such there is not enough staff levels to increase the number of gates at the school. Burford Road is also situated on quite a steep hill and some cyclists would struggle to navigate this.

Members discussed the possibility for a once monthly cycle to school morning, and that this could be organised in a group setting so that children feel safer. There is a school cycle bus scheme – Cllr Festa to bring this information to a future meeting.

20.2 Road Safety Week

Jonathan Thomas mentioned that anti-bullying week is at the same time as Road Safety Week so this had taken precedence.

21. Windrush Bike Project

The Windrush Bike Project has generously agreed to extend their Bike Library Scheme to Chipping Norton children, and members discussed whether any restrictions needed to be made to restrict the offer. Members discussed if there was a need to have any sort of restriction whatsoever, as many families may struggle to afford to purchase their children a bike.

However, members queried if the Windrush Bike Project would have a problem with having no restrictions to the offer. Cllr Festa reported that the WBP would not have a problem with this, but members did not want to overwhelm WBP with requests.

Jonathan Thomas mentioned that there is storage available at the school, to store 6 bicycles in advance of the Rusty Rider bike clinics.

AGREED: To get 6 bicycles from the Windrush Bike Project in advance of the first Rusty Rider clinic and store them in the school's locked shed.

22. LCWIP

Cllr Coleman reported that the Local Cycling and Walking Infrastructure Plan is in progress with Oxfordshire County Council. The intention is that once the footpaths and cycling paths are identified, that once section 106 funding is identified then these paths are already researched and can be put in place. At the moment the

priority is on pedestrian paths within Chipping Norton including key walking routes to schools, but the scheme could also be expanded to include cycling paths.

23. CNTC Cycling Website proposal

Cllr Festa shared a document with potential content to include on the website:

- Events coming soon and celebrating major cycling events in town
- Members suggested making the page local and specific to Chippy, eg. Bike repair stations and cycle shops
- Engagement link / survey on cycling in Chippy

24. Cycling grants/funding

Cllr Festa reported that there are opportunities for further funding and brought a few to discuss:

- <https://www.activeoxfordshire.org/funding>
- GWR Customer and Community Improvement Fund Guidance
- Members suggested getting in touch with British Cycling for further grant opportunities and schemes. Cllr Festa to have a further conversation with Charlotte Livingston.

25. WhatsApp Group – Chippy Cycling Action Group

Cllr Festa proposed starting a WhatsApp Group for the Chippy Cycling Action group. All members present agreed to join.

AGREED: To start a Chippy Cycling Action WhatsApp group for all interested members to join.

26. Date of next meeting

AGREED: (Not suitable - Monday 12th February, 5:30pm, Council Chamber)

Members have low availability during this date due to half-term so have requested that the Town Clerk suggest a provisional secondary date, possibly in the first week of February.

27. AOB

There was no other business to discuss.

The Chair closed the meeting at 7:00 pm.



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TOWN CLERK: Ms Luci Ashbourne

Minutes of a Planning Sub-Committee Meeting held on the 8th January 2024, at 2:00pm in The Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Mike Cahill (Chair), Ian Finney, Sandra Coleman, Mike Rowe (entered 2:04pm)

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk and Estates Manager

PSC8	Apologies for absence None received.
PSC9	Declarations of interest None received.
PSC10	Minutes RESOLVED: That the Minutes of the sub-committee meeting held on the 14 th August 2023 were approved and signed by the Chair.
PSC11	Public Participation None received.
PSC12	Applications for consideration and planning appeals 1. APPLICATION NO: 23/03046/HHD PROPOSAL: Dropped kerb to allow access to existing graveled area within domestic curtilage. LOCATION: 67 New Street, Chipping Norton, Oxfordshire This application is within the Chipping Norton Conservation Area and within the curtilage of a listed building (Grade II). 67 New Street was subject to planning enforcement case 21/00146/PENF regarding parking within the curtilage and conversion of the front garden to hard standing without planning permission. RESOLVED: Objection, Due to poor visibility onto the classified A road, Cllrs believe that approval of this planning application would pose a safety issue for pedestrians using this footpath. Cllrs noted that there has been a previous planning enforcement case open for 67 New Street due to the conversion of front garden to hard standing and paving. Should permission be granted to allow parking in front of the Grade II listed dwelling, Cllrs believe this would negatively impact the overall street scene and would not be in keeping with the area. Approval of this planning application would also set a precedence for other houses along New Street to convert front gardens to parking.



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	<p>2. APPLICATION NO: 23/02776/HHD</p> <p>PROPOSAL: Replace four existing timber windows in front elevation with UPVC windows.</p> <p>LOCATION: 1 Burford Road, Chipping Norton, Oxfordshire. This application is within the Chipping Norton Conservation Area.</p> <p>RESOLVED: Neutral, Cllrs would prefer the use of timber-framed windows as this house is within Chipping Norton's conservation area. However, Cllrs understand why UPVC windows have been chosen for maintenance and upkeep reasons.</p>
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The Chair closed the meeting at 2:17pm.



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Minutes of a Traffic Advisory Sub-Committee meeting held on the 25th January 2024
at 2:00pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Mark Walker (Chair), Michael Rowe, Sandra Coleman, Tom Festa (substituting), Steve Akers (Joined at 2:03pm)

ALSO PRESENT: Katherine Jang, Deputy Town Clerk and Estates Manager
OCC Officer Natalie Moore (Joined at 2:10pm and left at 2:37pm)
2 members of the public

TAC31	Apologies for absence Apologies were received from Cllr Jo Graves, Cllr Alex Keyser, and Cllr Geoff Saul (OCC and WODC), WODC Officer Maria Wheatley, Mike Dixon, and OCC Officer Mike Wasley. Matters arising: Members noted Officer attendance and discussed the possibility of moving these meetings to online for the upcoming year. If not attending the meeting, to send either apologies or a deputy – and if online meetings would make attendance easier. All in favour.
TAC32	Declaration of interests None received
TAC33	Minutes a. RESOLVED: That the minutes of the sub-committee meeting held on the 28 th September 2023 were signed and approved by the Chair as an accurate record of the meeting. Matters arising: Members asked for an update about the moss filter on Horsefair St. Cllr Festa gave a verbal update noting that permission has been received from the Blue Boar to mount the structure on site. Currently awaiting permission from OCC Officers (Highways) to site this and funding. b. Members noted the minutes of the Cycling Action Group held on the 27 th November 2023.
TAC34	Public Participation A member of the public spoke about the 20mph zone implementation in Chipping Norton. They were involved in one of the earliest zones in Wokingham and congratulate the TC for the scheme and vision, however, note that they have some concerns over the implementation. Issues raised include: - Lack of repeaters on the London Road, as dropping from 50mph to 20mph



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	<ul style="list-style-type: none"> - 20mph signage on Burford Road is after the junction around the bend of the road so it is not easily seen. - More 20mph painted on the roads and more repeaters installed on approaches into/out of the town, could have been put on the original signs were. <p>Members would like to invite the new Principle Officer – Traffic and Road Safety (North) OCC to an on-site meeting in Chipping Norton to have sight of these issues with the implementation and signage of the 20mph scheme in Chipping Norton, and note where improvements could be made.</p> <p>-</p>
TAC35	<p>LCWIP</p> <p>Members received a verbal update from Natalie Moore.</p> <ul style="list-style-type: none"> - Site visit undertaken with OCC Officers in Chipping Norton in October 2023 and suggested improvement schemes are now being assessed. Walking route assessment tool is picking up routes in Chipping Norton and the outcomes will be fed into the LCWIP working group to review. Draft project plan due by the next Chipping Norton Town Council meeting (19th Feb 2024). - Cllrs queried when outcomes from this work will be finalized. NM answered that this will be dealt with as a separate project. The options appraisal brief for the junction is being undertaken, with one or two options for a design to be brought back to CNTC for consideration. 1st April 2024 timeline for a quotation (design only). From design to implementation? NM suggested 6 months. Members had a view that 6 months was much too long, especially when this project has been in progress for a long time. Cllrs fed back that they would prefer to see this done in 1 month. <ul style="list-style-type: none"> o Cllrs requested that one of the site visits and meetings undertaken in Chipping Norton, confirmed by NM. - Windrush Valley HGV meeting, plan to develop and distribute an ANPR study (subject to funding) for the A44. Partly ties in with the Freight Strategy LTCP. - Cllr Tom Festa requested the “Share the Road” signs were passed on to the appropriate OCC Officers for possible siting in and out of town. - Members noted that motorcyclist safety signs in town have been removed and the request that these are reinstated brought to OCC Officers.
TAC36	<p>County Officer’s Report</p> <p>Members thanked OCC Officer Mike Wasley for submitting a written report to consider.</p> <ul style="list-style-type: none"> - Cllrs requested that for the “lining” section, they request that the cycling symbols are added to the list. - Many kerb-stones are falling off the pavement, and reporting this individually via FixMyStreet seems inefficient. As this is a trip hazard, members were wondering what the best way to report this issue. - Members noted that New St Rec Ground is on Worcester Road, and that this may pose a problem for signage in future. - Signage at Millennium Garden is very messy and disorganized and were wondering if these signs could be reviewed and consolidated.



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	<ul style="list-style-type: none"> - Disabled parking in the market – there is no disabled parking on that side of the market. Due to the slope doesn't meet the criteria for parking, but there is a turning space with double yellow lines and members discussed if this could be turned into a disabled spot, even this means losing one or two spots elsewhere. - Link to the planned works on the Town Council website: www.oxfordshire.highway-iams.uk/Live/PBLC_ANON/PIP/?cg=scheme
TAC37	District Officer's Report None received.
TAC38	Update from Cllr Saul on OCC Highways matters including the HGV working group None received.
TAC39	Cycling Cllr Festa gave an update about the Rusty Rider program which is progressing. The first open session will be taking place in March 2024. TY Cycles is also supporting the scheme and will be offering a discount to attendees. Cllr Akers proposed working with employers in town to determine if they run a Cycle to Work scheme, as this would promote cycling within the town. For Cllr Festa and Akers to lead on this initiative.
TAC40	Pedestrian and Road Safety <ol style="list-style-type: none"> Members received a verbal update from Cllr Walker road safety related matters. Members discussed farm trailers moving through town without number plates, overloaded with material. Members noted that these incidents should be reported to the police. Members discussed the Brake Campaign for road safety. https://brake.org.uk/ For members to discuss further at a separate meeting with Cllrs Walker, Coleman, and Weaver (if accepted).
TAC41	Parking Members noted the New St car park and wardens now enforcing parking limits. Some residents on New St have converted their front gardens to parking as the car park is now time-limited. Cllr Walker noted that District Officers are looking at the parking and planning applications New St and noted this going issue. Request an update on parking from WODC Officer Maria Wheatley for the next meeting.
TAC42	Clean Air Day Members received a report regarding the campaign for Clean Air. Members agree to take part in the online campaign for Clean Air in June, and if possible, to align the campaign with progress and an update with the moss filter on Horsefair St.



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	Delegated to Cllrs Tom Festa and Emily Weaver (if accepted).
TAC43	Date of the next meeting Thursday, 25 th April 2024, 6:30pm via TEAMS *Due to feedback from OCC Officers proposed to change this meeting to 2pm on 25 th April 2024, via TEAMS.

The Chair closed the meeting at 3:2pm.

Agenda item 5 – Committee action plan

It should be noted that this action plan is a working document and can be updated at any point.

Action	Whose involved?	Budget	Commencement	Completion	Notes/Comment
Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-21	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.
Promote active travel and transport in the Town	CNTC/Transition CN/Working group/TAC		Ongoing	Ongoing	LCWIP
Delivering the East Chipping Norton Development Vision Statement	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 have produced the Community Land Trust Document. The recommendations in this report are now being processed by interested parties. There is a proposal on the agenda for this meeting regarding updating the Chipping Norton neighbourhood plan.
20mph scheme for Chipping Norton	CNTC/OCC TAC		April 22	April 24	TC consultation complete. Report published. 20mph scheme for Chipping Norton is now live.
New bus shelter at Walterbush road	CNTC/OCC	£106	2020	Sept 23	New shelter installed. Quotes for sides/seats approved. Installation now complete. Planters have been relocated to the Town Centre.
Restoring the town's municipal and memorial benches	CNTC staff/contractors	Street Scene budget and EMR	May 21	May 24	Ten benches complete. Second phase underway. Benches from New Street are complete and back in place. Curved bench for Millennium Garden has now been installed. Bench for Spring Street is now installed. Metal benches will now be part of the works schedule.
Reducing HGV's in the town centre	CNTC/OCC/TAC/working group		Ongoing	Ongoing	Working with OCC to help identify safer HGV routes.
Pedestrian and Road Safety	CNTC/OCC/TAC		Ongoing	Ongoing	Awaiting consultation on proposed new crossings in town centre from OCC – design are being drawn up Road Safety week was held on – 21 st -25 th November 2022. Planning for 2023 to commence in the summer. Proposed improvements for Albion Street have been approved.

					SID for Churchill Road agreed. County Councillor priority grant agreed. The SID has been delivered and is operational. OCC are installing a post. Once that is complete the SID can be installed.
Improving access and biodiversity at Pool meadow Large Project	CNTC/Approved consultants/Working Party	23/24 EMR £25,000	2020	Sept 24	Ecology report required. Awaiting quotes.
Cemetery clean up days	CNTC Staff, Cllrs and Volunteers	N/A	Ongoing	Ongoing	October 2023 clean up day and wildflower planting went ahead. Not many volunteers joined this session. Spring 2024 day will be supported by the Keep Chippy Beautiful Team.
Improving access, information and biodiversity in Chipping Norton Cemetery	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 stage to be completed Wildflower meadow complete. Yellow rattle growing well. Traditional Wildflower mix has been sewn to enhance the wildflower area.

Item 7: Cemetery Report

Worcester Road Cemetery

Maintenance:

Our pest control contractor is monitoring the rat activity at the cemetery. He noted some fresh food placed over the Christmas holidays and will keep the office updated.

Updates:

We will be starting internments at the top of a new consecrated section (Section 5) in February 2024. These will be in the same section as the wildflower meadow but will not have an impact as we will be starting from the opposite side.

In preparation, our caretaker has marked and staked the section. We will need to have this strimmed and mown in preparation for new internments.

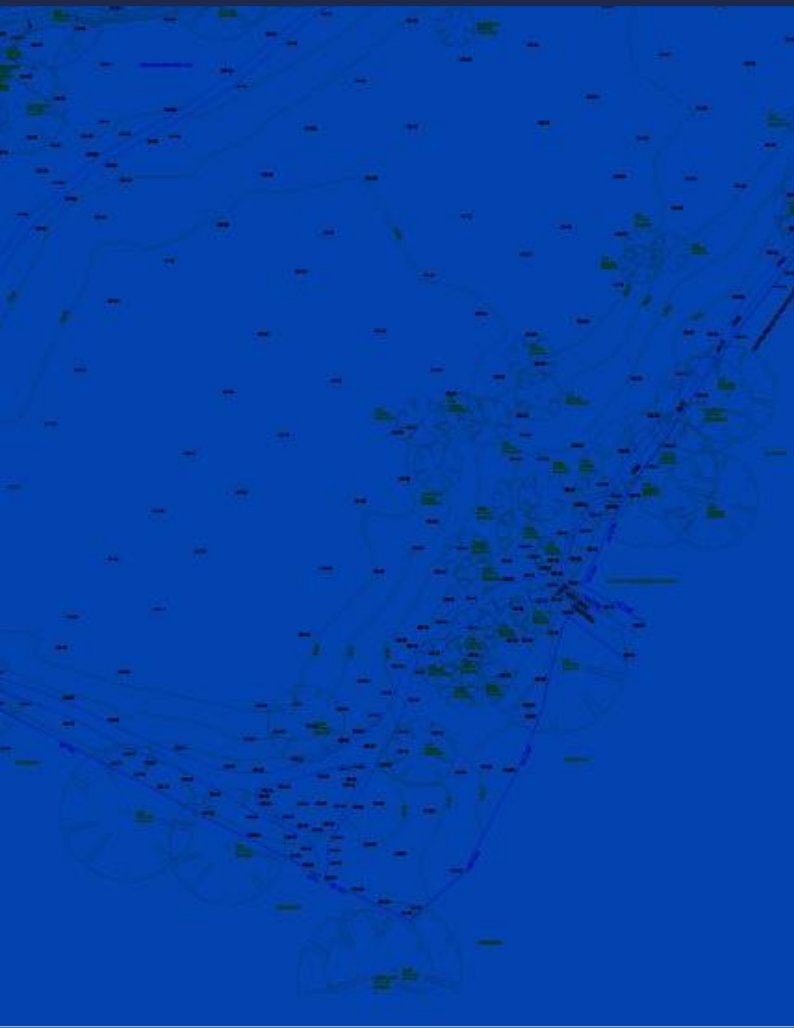
Closed Churchyard, St Mary the Virgin Church

Updates:

The memorial bench for Mollie Wykes and other Chipping Norton residents has received permission from the Oxfordshire Diocese, so this should now be installed.

Mollie Wykes' daughter has generously given £200 toward the purchase and installation of the bench.

This report is to note.



BEAUMONT
RIVERS

Pool Meadow Restoration Project

By Beaumont Rivers Ltd.

On behalf of Chipping Norton Town Council



This study was undertaken by Beaumont Rivers Ltd. on behalf of Chipping Norton Town Council, in partnership with the Trust for Oxfordshire's Environment, Thames Water and Wild Oxfordshire.



**Chipping
Norton**
Town Council

In partnership with:



Document History

Interim Report: 05.09.22

Final Draft: 20.01.24

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Introduction

Beaumont Rivers Ltd. has been commissioned by Chipping Norton Town Council to investigate the feasibility of restoring the area within Pool Meadow to a ponded wetland area with improved amenity benefits. We have found that the project is eminently feasible and offers numerous benefits to ecology, flood risk, geomorphology, archaeology, community amenity, local prosperity and education.

This report identifies the opportunities, costs and benefits of restoring the site and sets a roadmap for the permitting, permissions and construction. This document will accompany the permitting and funding applications to introduce the scheme, summarise the environmental, social and economic benefits, and demonstrate that all available options have been considered.



Photograph 1 - Showing Pool Meadow (centre) and its proximity to the town

The Site

Pool Meadow is a public open space set within picturesque countryside immediately north of Chipping Norton. The site is an open, roughly rectangular area, measuring approximately 180x65m (see photograph 1). The northwest face of the site is demarcated by a stream, and there is a continuous raised bund along the northwest and southwest perimeters with a popular footpath along the top. The footpath is narrow and in poor condition, and erosion from use has led to significant uneven downward erosion of the bund (see figure 9). At some times of year, this makes it difficult to walk down and it is completely inaccessible to pushchair and wheelchair users.

The site is historically significant to the local area and is included within the “Chipping Norton Motte and Bailey Castle, and Fishpond” Scheduled Ancient Monument (Historic England, 1996). It is believed that there was a fishpond within the curtilage of the meadow during medieval times, although our research has identified that the present-day bund is unlikely to be a component of that structure (see figure 12 and Archaeology section). The bund is more likely to be a Georgian remnant of the industrial milling heritage of the area.

Despite the meadow being part of a natural floodplain, the bund separates the area from the surrounding hydrology, resulting in a disconnect between the stream and flood plain. Ground level on the northeast and southeast faces rises naturally to higher ground in the direction of the centre of Chipping Norton, forming a gentle bowl within the meadow (see photograph 1 and Topographical Survey section).

The stream is a relatively small watercourse rising near Over Norton, and flowing through an area of mixed agricultural use before entering into the study area via a 90cm plastic pipe (see photograph 2), set approximately 70cm above the subsequent water level (tail level depends on flow rates). The stream flows the length of Pool Meadow, losing 5.3m of elevation while being joined by numerous minor gullies and tributaries from the farmland to the northeast (Oxford Geospatial, 2023) that significantly increase flow between the extents of the reach. The gully that joins the watercourse immediately upstream of the impoundment structure approximately doubles the flow during summer months, and significantly increases flows in winter (see photograph 5). Despite historic anthropogenic interventions, the stream exhibits some geomorphologically diverse features, including meanders, 3 natural large woody debris dams, pool and riffle formations, mid-channel and point bars, and a diverse range of sediment sizes (see survey mapping in figures 7 and 8 and photograph 9). The banks of the stream are vegetated with mixed deciduous woodland, some reeds, nettles, grasses, and other riparian vegetation, but there is a lack of submerged species and only a small amount of brooklime as emergent vegetation (Lucas, 2023).

There is a combined sewage overflow within the reach (see photograph 10) that discharges after periods of high rainfall when the local waste water network reaches a certain capacity. Any sewage pollution has significant impacts on the chemistry and ecology of a watercourse, and its installation across the Scheduled Ancient Monument will have caused significant damage to the industrial and archaeological value of the area.

Since the pool was drained it has been colonised by Great Horsetail (*Equisetum telmateia* – see photograph 3), which has out-competed almost all other ecology, leading to poor biodiversity within the meadow (Lucas, 2023). This combination of abundant natural resources and amenity potential offers significant opportunity for environmental, biodiversity and amenity improvements to the local area.



Photograph 2 - Pipe at the upstream end of the meadow (beneath the track from Church Lane)



Photograph 3 - Dominant Equisetum (Horsetail) growing in Pool Meadow

Aims and Objectives of the Project

This project will reconnect the river to its natural flood plain and manage that area for biodiversity and hydrogeomorphological benefit, as well as maintaining and restoring the Scheduled Ancient Monument and improving the amenity and accessibility of the site.

Pool Meadow has great potential to support a diverse range of habitats and species that would contribute towards improved water quality, biodiversity and environmental resilience to climate change. Currently, habitats on site are disconnected from the local hydrology and dominated by an Equisetum monoculture that inhibits the diversification of species and maintains poor biodiversity.

The local hydrology is in declining ecological and chemical condition (Environment Agency, 2021), and is at risk from pollution and climate change. By stopping sewage pollution in the reach and restoring and enhancing the natural hydrology to include a ponded wetland area and geomorphologically diverse stream, we will kick-start ecosystem services that improve environmental health and increase resilience to floods, droughts, and extremes in weather.

There are numerous downstream communities that flood, and this project will improve floodplain storage away from vulnerable areas. As this part of the catchment has not been modelled, it is impossible to quantify the impact on downstream flood risk and drought. Nonetheless, the project offers a significant storage and attenuation capacity for a watercourse of this size, and will certainly increase the lag time between rainfall and downstream peak flows, so it is certain that there will be some flood risk benefits.

The Equisetum monoculture on site is currently preventing other plant species from growing, which has strong detrimental impacts throughout local ecology. The dominance of Equisetum will be challenging to reduce, but through methods identified in this report, it will be minimised and the area re-planted into a ponded wildflower meadow with habitat enhancements such as timber stacks and bird and bat boxes.

Ponds support a broader range of ecology than any other freshwater habitat (Williams et al., 2010), with geomorphological diversity, such as beaches, banks, margins and variable depth providing the perfect range of habitats. This provides significant ecosystem services that improve physical, chemical and ecological health locally and downstream. Despite their importance, research finds that between 33 to 50% of all ponds across the UK have disappeared over the last 50 years, and up to 75% disappeared between 1880 and 1980, due to agriculture, pollution and increased development (Williams et al., 2010).

The site is an important amenity for the growing population of Chipping Norton, and we propose investment in improving accessibility for all, including pushchair and wheelchair users. This requires improvements to the footpath and access routes and adding interpretation boards to connect people with the history and ecology of the site.

The protected heritage and archaeology of the area is under threat by the encroachment of trees on every side and footpath erosion along the top of the bund by frequent traffic. Improving the surface of the footpath and maintaining the pond and wildflower meadow will stop the degradation of important archaeology and protect the site for generations to come.

Scope of Works

To achieve the aims and objectives of the project, this report proposes the following actions, which are each explored in greater detail throughout the report:

- Reconnecting the watercourse to the floodplain via 3 fixed control structures to create a ponded wetland area.
- Installing 2 public access walkways across the new control structures.
- Blocking off the existing unrecorded sewage overflow where it connects with the main sewer.
- Ensuring the culvert at the downstream end of the meadow is blocked and safe.
- Installing 5 large woody debris dams along the length of the stream between the new inlet and outlet to/from the meadow.
- Bringing the Equisetum monoculture under control.
- Re-planting the meadow with a floodplain adapted wildflower seed mix.
- Installation of 3 timber habitat stacks around site.
- Improving 285-448m (depending on funding) of existing footpath surface to include access for all.
- Replace existing kissing gates to improve site accessibility.
- Installation of bird and bat boxes on maintainable structures – bird boxes on trees, bat boxes on a standalone post or tree monolith.
- Installing public safety rescue equipment, edge protection and signage where required.
- Installing 2 interpretation boards to educate people about the history and ecology of the site.
- Litter pick and removal of plastics/litter etc. from the watercourse and surrounding area.

As optional extras for consideration, there is also provision for a picnic area with a permanent barbeque and associated waste bin.

Ecology

To establish an ecological baseline to which we can compare our results and ensure that the works will not endanger any protected species, we commissioned a Preliminary Ecological Appraisal from local ecologist, Frank Lucas (Lucas, 2023). This included a desktop study and field survey, with analysis of results and calculation of a biodiversity net gain (BNG) baseline, against which we can measure the results of the project in future. The assessment confirmed our understanding that the site supports a number of habitat types, which provide some structural and ecological diversity, but none are species-rich examples of their type.

As can be seen in photograph 3, at present, the meadow is dominated by Great Horsetail (*Equisetum telmateia*), which has out-competed almost all other ecology, leading to poor biodiversity within the meadow.

Despite the site being potentially suitable for a broad range of species, no direct evidence of the presence of protected or notable species was found during the desktop search or site survey, however, the TVERC (Thames Valley Environmental Records Centre) data search did reveal records of such species nearby. It is also likely that Great Crested Newts and nesting birds already utilise the site, but no evidence was found.

The lack of biodiversity can be attributed to the poor condition of the habitats within the site. Restoring the area will encourage the return and subsequent proliferation of protected and endangered species into the surrounding area, which will be facilitated by their current proximity to the site.

The PEA also identified that the proposed works would be likely to result in the loss of swamp/fen habitat to open water and meadow, which would be classified under the BNG Metric 3.1 as an 'unacceptable loss of irreplaceable habitat'. This does not indicate that these works would be detrimental to the environment, but arises in part from the apparent catch-all nature of BNG Metric 3.1 habitat "Fens (upland and lowland)", which includes species rich and poor examples within the same category. The actual fen/swamp habitat at Pool Meadow has been designated "*species poor and re-creatable*". The loss of this habitat to open water and meadow would result in a local increase in biodiversity (Lucas, 2023).

While this does not result in any environmental challenges to the project, to get Planning Permission, we need to develop the PEA into an Ecological Impact Assessment, including Biodiversity net gain calculation and a post-intervention habitat creation scheme to quantify the overall benefits of the scheme.

Overall, the PEA confirmed that the restoration project will have positive outcomes for the wildlife of Chipping Norton.

The full Preliminary Ecological Appraisal is included with this report.

Outline Design

Wetland Restoration - Option 1

The preferred option is to construct two fixed control structures at the upstream end of the meadow (one in the same location as the existing sewage outfall) to divert 50% of the flow from the stream beside the footpath into the meadow and allow the lower sections to flood and drain through a third fixed control structure at the downstream end. The topography of the area will result in a pond approximately 1m deep at the deepest point and gradually sloping to dry land, through an extensive wetland area (Oxford Geospatial, 2023). The surface of the main pond will be approximately 3799m², surrounded by a riparian zone that develops into wildflower meadow with increased elevation. Due to footpath erosion, the bund around the site no longer forms a continuous impoundment level, which avoids the possibility of impounding large volumes that would require registration under the Reservoirs Act 1975.

The inlet structure will initially be opened in early Autumn to ensure that we do not start to fill the pond during a low flow event, ensuring enough water for Bliss Mill during the process (see section on Bliss Mill). The ponded area will need all existing non-woody vegetation cut and removed before the wetting process, and there will be no artificial introductions of aquatic plant species. Cutting and removal of existing plants ensures a minimum level of decomposition within the water that would lead to nutrient imbalances and low oxygen levels, which would hamper the development of beneficial ecology. Usually, when creating or restoring a pond, it is advisable to remove the nutrient-rich topsoil and expose the nutrient-poor soil beneath for maximum biodiversity (Freshwater Habitats Trust, 2011); however, as this site is a Scheduled Ancient Monument, that course of action is not available. This process will balance itself out as part of the natural maturing of a new pond, which is usually complete after 2-3 years (Freshwater Habitats Trust, 2011).

On-line ponds are more susceptible to infilling from sedimentation as the flow reaches slow moving water, loses competence and deposits the sediment in the pond. Initially, most sediment will be caught in the pool of the control structure, but when that eventually infills, the sediment will be carried across the meadow before it reaches the pond. This will result in deposition and over a number of years begin to form small landforms, such as braids and meanders, causing the stream to migrate across the area, leading to a continuous process of renewal and succession. Although this is expected to be on a very small scale due to the size of the watercourse, it will be accentuated by variable seasonal flows. Deposition at the upper extent of the meadow will reduce sedimentation within the pond and increase the maintenance periods. There will naturally be some plant matter and sediment from the meadow transported into the pond by the stream, but this is all part of the ecosystem.

The inundation for option 1 has been mapped to establish the extent, area and volume of the pool. Inundation mapping was done to a depth of 154.5mAOD, however, the final impoundment will be 154.4mAOD. This causes minimal changes in the area/extent of the water, but extremely significant improvements in the area of shallow water, which is the most biodiverse part of the pond (see figure 2). This also reduces engineering requirements and improves the feasibility of the project. The pool will gradually fill the southwestern end of the meadow to an average of 46cm deep, with the deepest point 1m deep. The pond will cover an area of 3799m², and have a volume of 1771m³ (see figure 2). There will be an extensive area of marginal habitat between 0-10cm deep, providing rich opportunity for wildlife (see figure 1). Keeping the depth under 1m ensures an ecology resilient to changes in water quality and environmental incidents, as the ecology that prefers deeper water gets progressively more specialised, less diverse and less suitable for an on-line pond.

Figure 1, below shows the different ecological zones that will be created and the sort of ecology that we can expect to see in them.

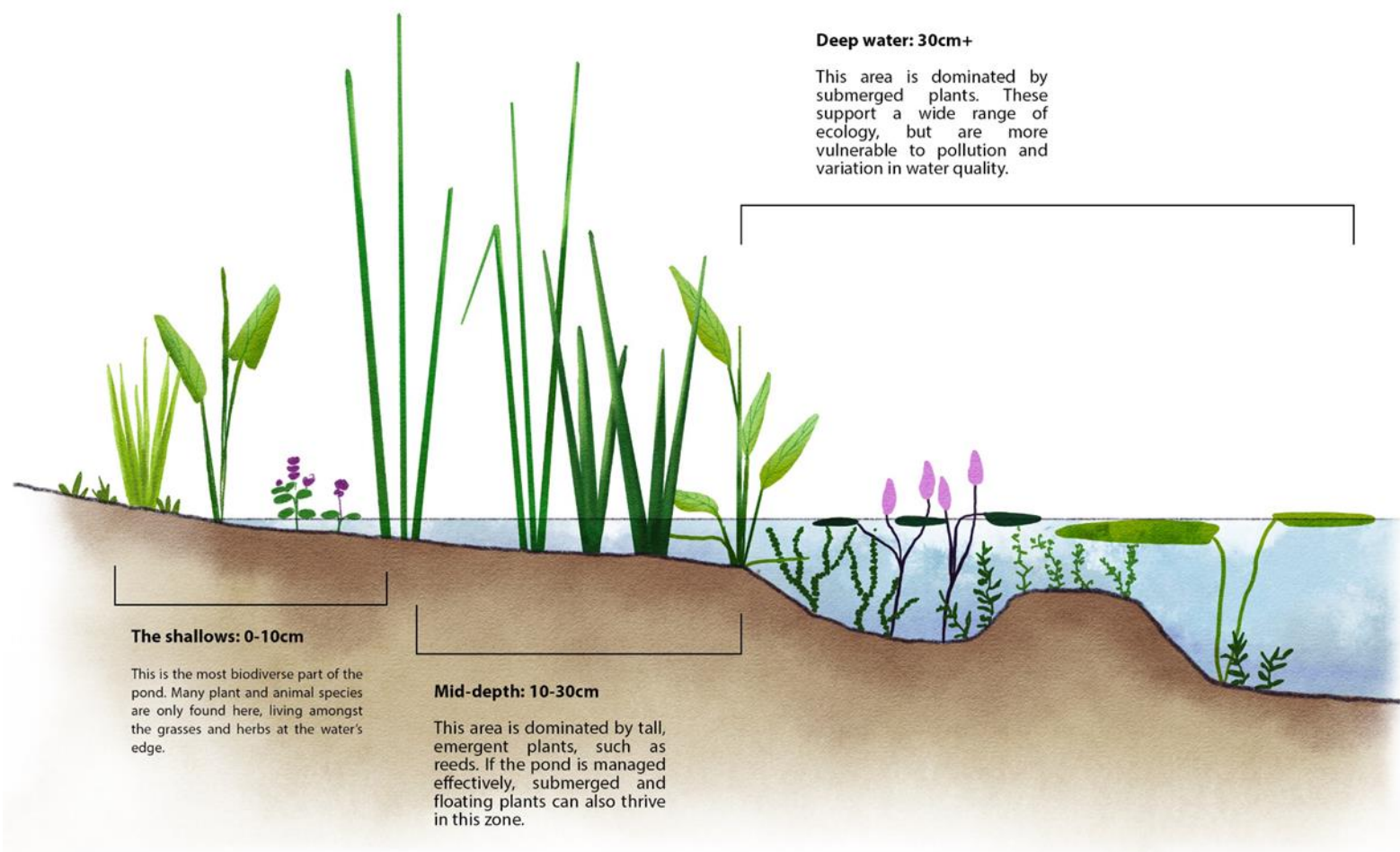


Figure 1 - Ecological zones of a pond

Option 1 Inundation Mapping

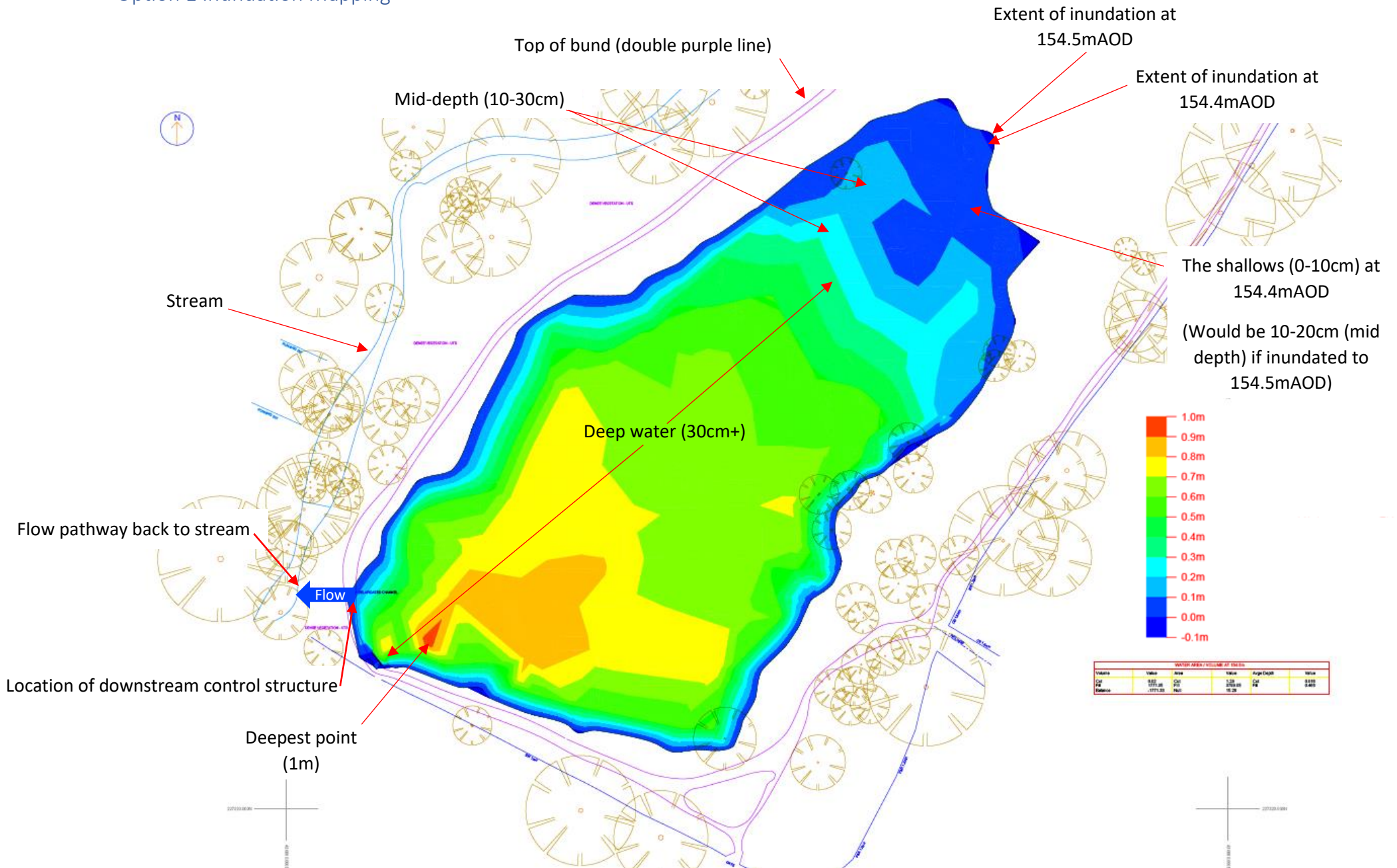


Figure 2 - Option 1 Inundation Mapping (taken from Oxford Geospatial, 2023)

Wetland Restoration - Option 2

As a backup option or 'Plan B' in case we do not get Scheduled Monument Consent, we could install an impoundment structure to inundate the land beneath the castle, restore the culvert underneath the track (see photograph 4) and create a channel across the top of Pool Meadow to convey the water to the wetland area. This may be how water levels in the meadow were originally managed.

The culvert under the track is partially collapsed and although a small volume of water flows through it after rainfall, it would need restoring to avoid blockage and asset failure. Current flow through the culvert is dissipated into the infilled area at the top of the meadow, so a channel would need to be created to direct the water into the desired part of the meadow.

This would require landholder consent of the adjacent land, but would also offer different environmental benefits. Levels could either be managed by controlling the freeboard of the upstream impoundment structure, or by installing a structure at the downstream end of the site, as per option 1, depending on what's permitted by Historic England.

Hydraulically, this would not be as effective as option 1 as there is a significantly lower, less reliable flow in this location. The water would also need to inundate a greater area of land, leading to greater infiltration and evapotranspiration losses that would minimise the remaining supply to the pond.

As option 2 is significantly less feasible, but not impossible, it is being kept as a backup, but would need further work to achieve.



Photograph 4 - Partially collapsed culvert under the track, with upstream meadow in the background

Flow Control Structures

To supply the pool with water as per option 1 requires the impoundment of the stream at NGR: SP 30940 27453, to 155.5mAOD immediately downstream of a small incoming tributary (see photograph 5, marked as natural spring in figure 3) to ensure maximum water resilience to the whole scheme. This will back up the water level by 83cm to be equal with the new inlet structure into the meadow (see photographs 5, 6 and 7), creating an in-stream pool and splitting the flow 50:50 (see figure 3). The geometry of the inlet structure will be precisely configured to match the discharge across the impoundment structure, in order to achieve a precise bifurcation. Figure 3, below, shows the location and length of the new distributary, with the correct width to be determined by the detailed design.

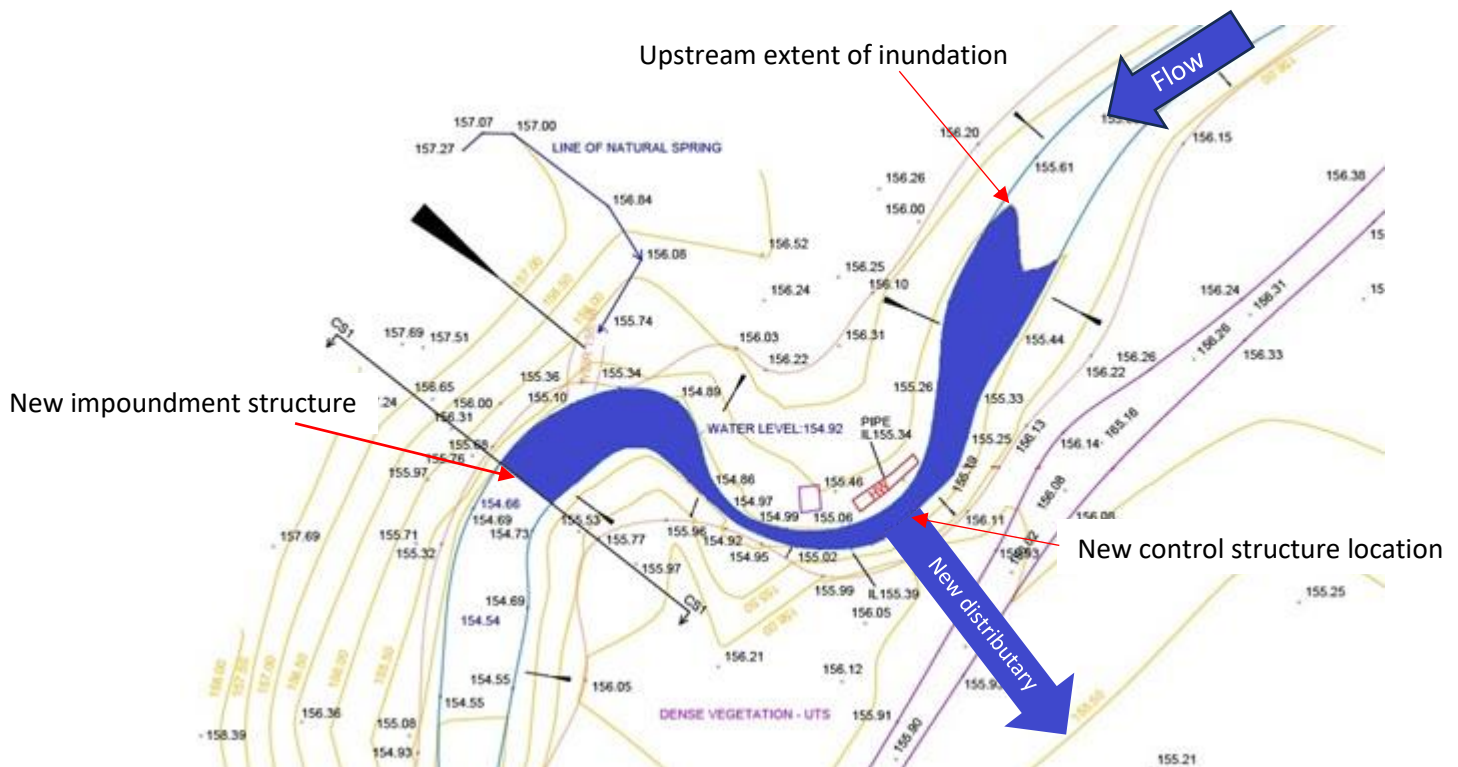


Figure 3 - The in-stream inundation of impounding to 155.5mAOD and indicative length and location of the new distributary.

Constructing the inlet into the meadow will involve removing a depth of approximately 40-50cm of soil across the bank and bund to create a small channel for the water, with a fixed crest of 155.5mAOD. This will be located above the existing sewage outfall to ensure the lowest impact to undisturbed sections of the Scheduled Ancient Monument (see photograph 6). If required for maintenance or flow control, either of the new upstream structures can be shut off by placing sandbags across the crest, which will direct 100% of the flow across the other structure.

The distributary will flow along the central declivity of the meadow into the new wetland area, where it will be impounded up to 154.4mAOD and then flow across a 2-stage weir, down a reinforced spillway (to avoid erosion) and back into the original channel (see figure 2).

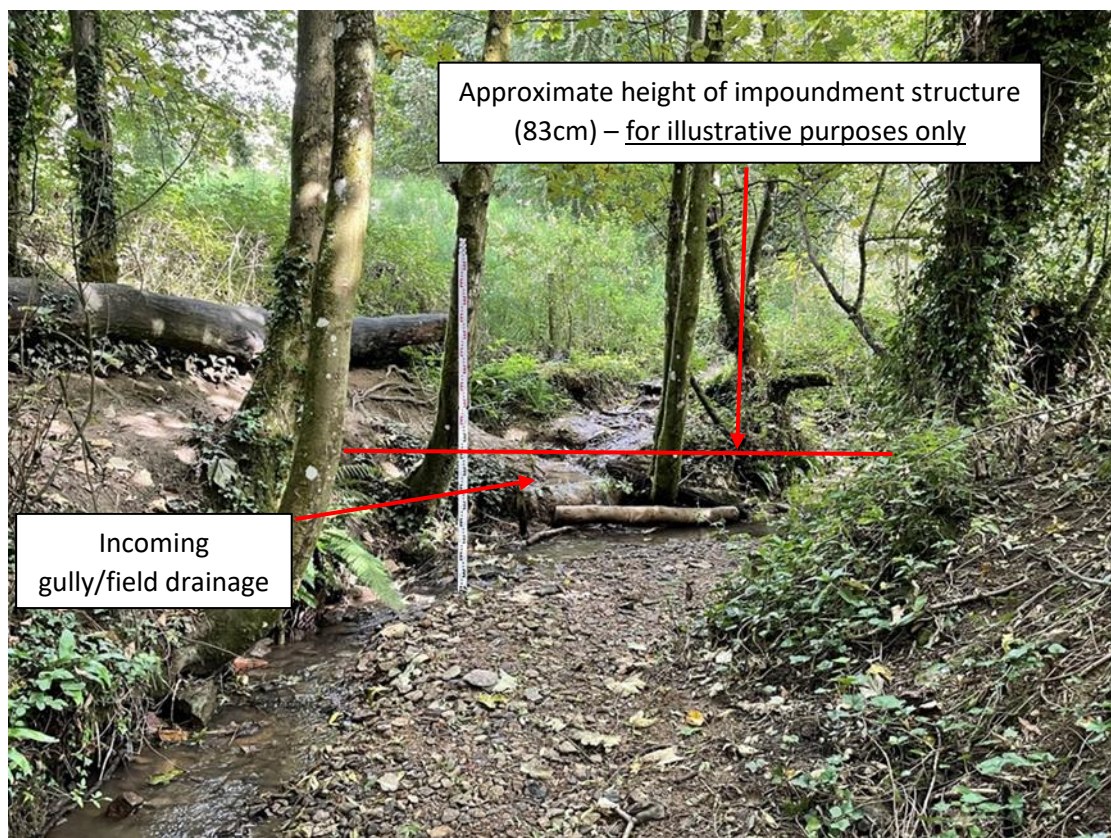
The 2-stage weir is designed to be resilient to blockage; with the second stage acting as a backup/emergency overflow should the first get blocked.

The current level of the bund in this location is 154.39mAOD (Oxford Geospatial, 2023; see figure 11), which allows us to reinforce the bund where it meets the water and build the outflow over the existing historic structure, preserving it beneath modern reinforcements. The modern structure will

be an earth bund, similar to what's already there, but built to modern standards and capabilities, and tied into the existing structure beneath what will become part of the footpath improvements (see Access and Amenity improvements section).

The weir crest will be further reinforced through subtle use of concrete (or similar) to prevent erosion. This will be tied into the upstream side of the footpath improvements, where it will be covered by the boardwalk over the channel; creating a subtle, but effective control structure. Reinforcement of the downstream slope (into the river – see photograph 8) will be similarly sympathetic, using a non-obtrusive geotextile to avoid erosion that could otherwise cause problems in future.

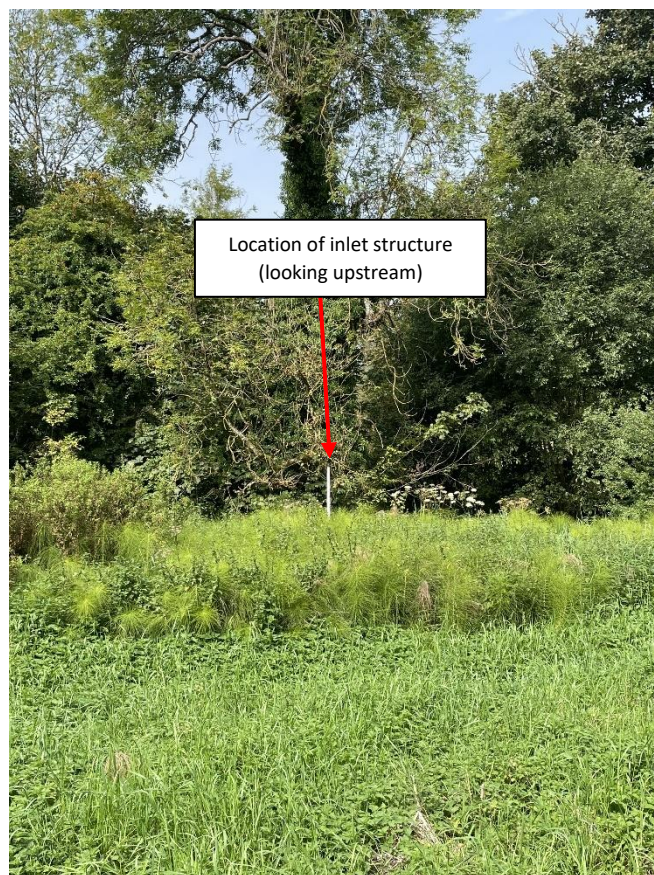
To the casual observer, the outflow will look like the slight raising of ground level inside what is currently footpath, and once complete will be indistinguishable from the historic structure, ensuring the retention of the heritage and rural aspects that make the site special for the community of Chipping Norton.



Photograph 5 - incoming gully joins the stream immediately upstream of control structure location. Measuring staff shows proposed location of impoundment structure (stream flows right to left) with indicative height superimposed. Photo facing upstream.



Photograph 6 - Location and indicative level of inlet structure



Photograph 7 - Location of inlet structure facing upstream



Photograph 8 - location of outlet structure

Leaky Dams

In the reach between the inlet and outfall, the bed level of the stream falls by 3.67m, and flow rates differ significantly between summer and winter levels. This has produced a diverse range of geomorphological features including pools, riffles, active meanders, bars, cut banks and 3 existing large woody debris dams. Along the reach, the stream is joined by numerous natural drains and minor channels.

Leaky dams constructed from large woody debris are a natural feature that can be artificially installed to work with natural processes for a number of ecological and geomorphological benefits (Woodland Trust, 2018). While they can be used for different restoration or flood risk purposes on most types of rivers, the narrow, wooded, steep sided characteristics of the stream at Pool Meadow make it especially well suited to the practice.

Leaky dams create a natural impoundment of water that slows the flow through the structure. This creates a deeper, wider pool of slow-moving water immediately upstream, which causes sediments to drop out of solution, gradually raising the bed level. Due to the difference in levels between up and down-stream, an area of vertical erosion forms immediately downstream of the structure. The eroded material is then deposited as a bar or riffle immediately downstream (Woodland Trust, 2016). The 3 pre-existing leaky dams appear to be naturally formed and have produced the exact geomorphological changes that we would hope to see from a successful installation (see figure 4 and photograph 9).

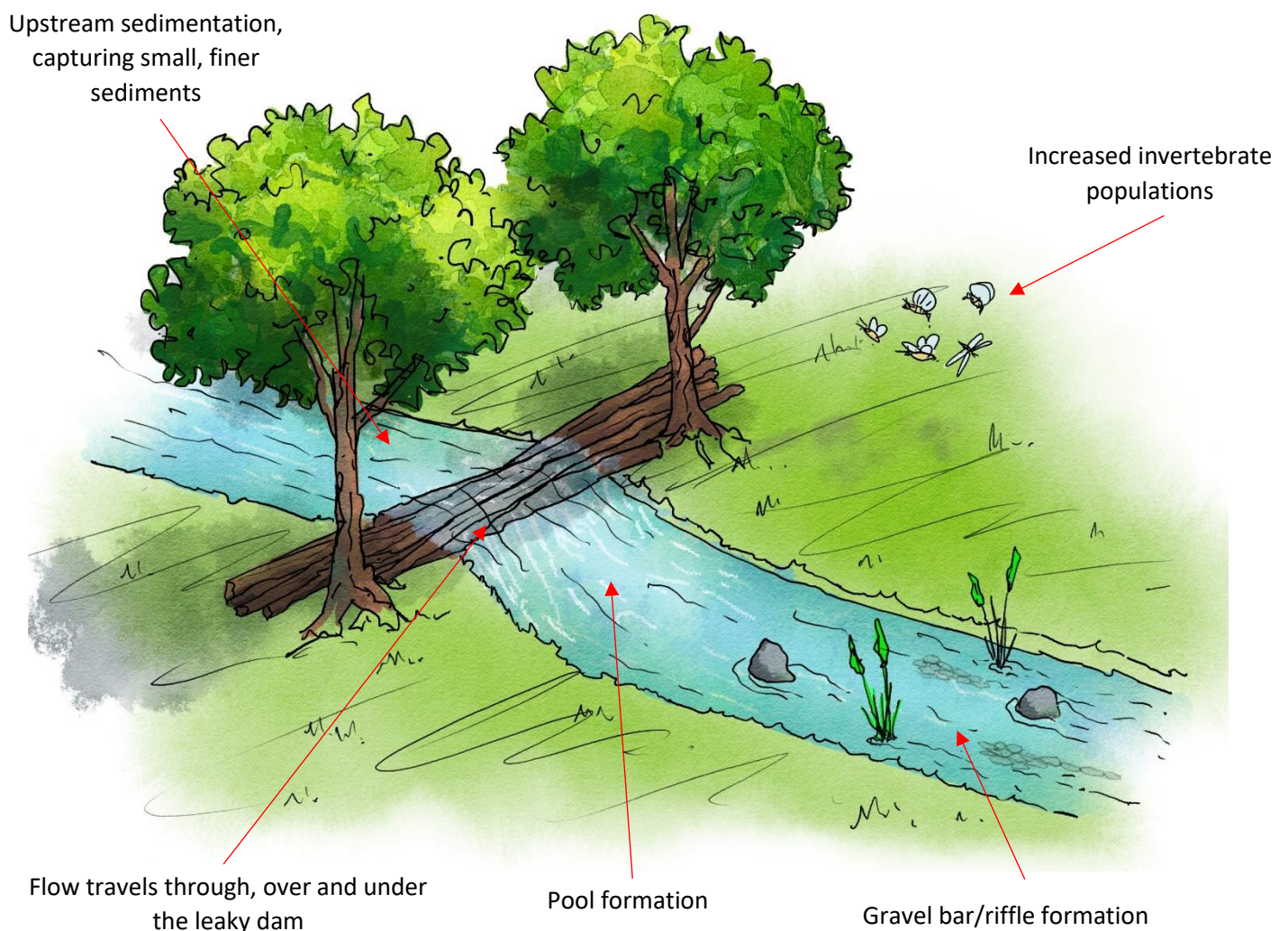
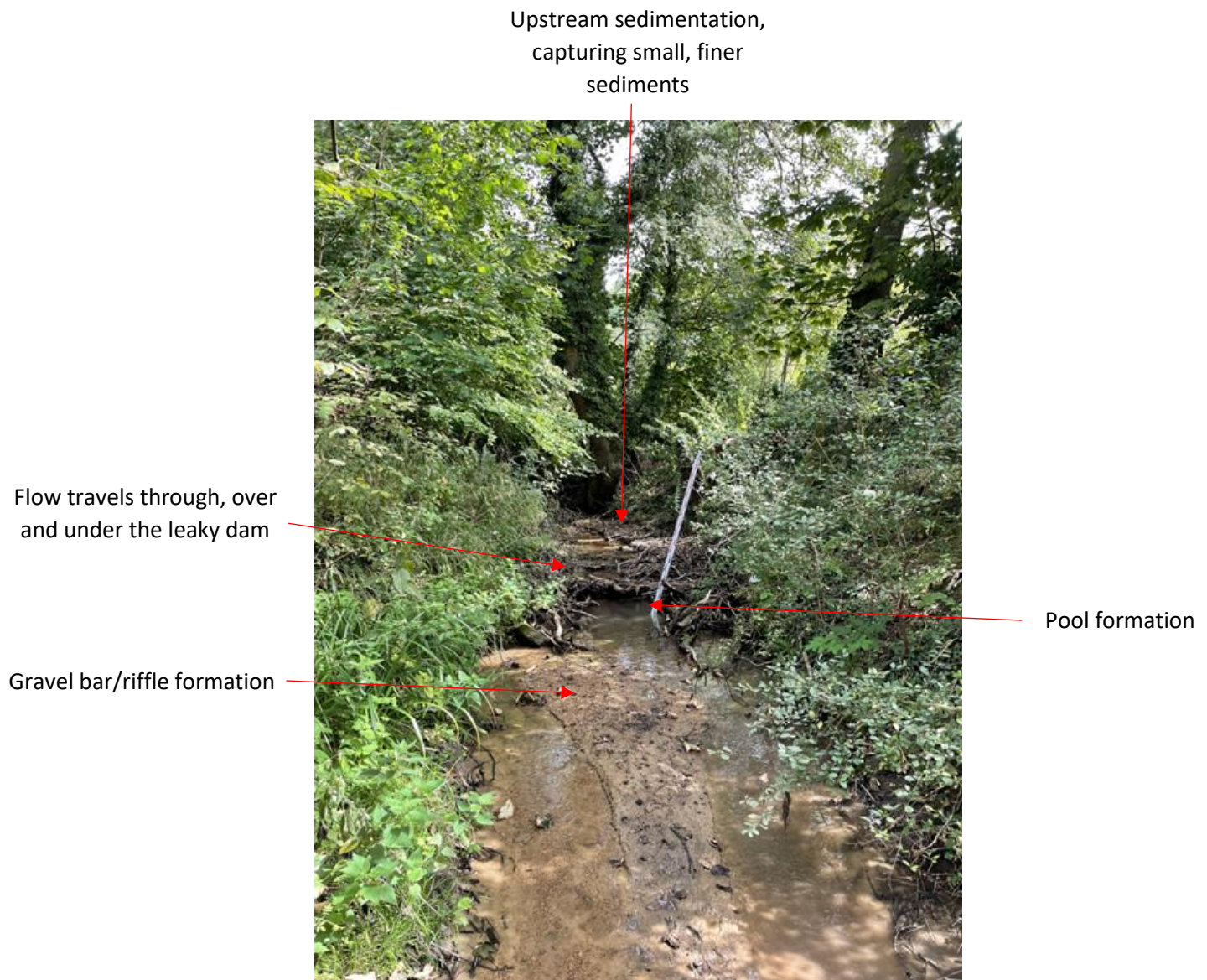


Figure 4 - Geomorphological impacts of a leaky dam



Photograph 9 - Leaky dam on site exhibiting textbook geomorphological impacts

The development of these geomorphological features means that there is a net increase in the volume of water stored within the reach, so the rate of onset and impact of low flows is attenuated through greater storage and more efficient retention of available water (Bentley et al., 2016). The increased sediment deposition and erosion also gives the watercourse the opportunity to remodel itself to a geometry that matches the new flow regime.

Without installation of the leaky dams, reducing the discharge of the watercourse to provide water for the pond could cause it to lose some resilience to low flow events, however, this will be mitigated by the leaky dams, safeguarding the health of the stream and local ecology.

During high flows, leaky dams attenuate the flow by temporarily obstructing flood water and increasing storage capacity of the channel through a higher base level granting access to a greater cross-sectional area of channel capacity (Woodland Trust, 2016). The water is then discharged gradually, rather than as a flash flood, allowing downstream areas time to drain, which reduces flooding (see figure 5).

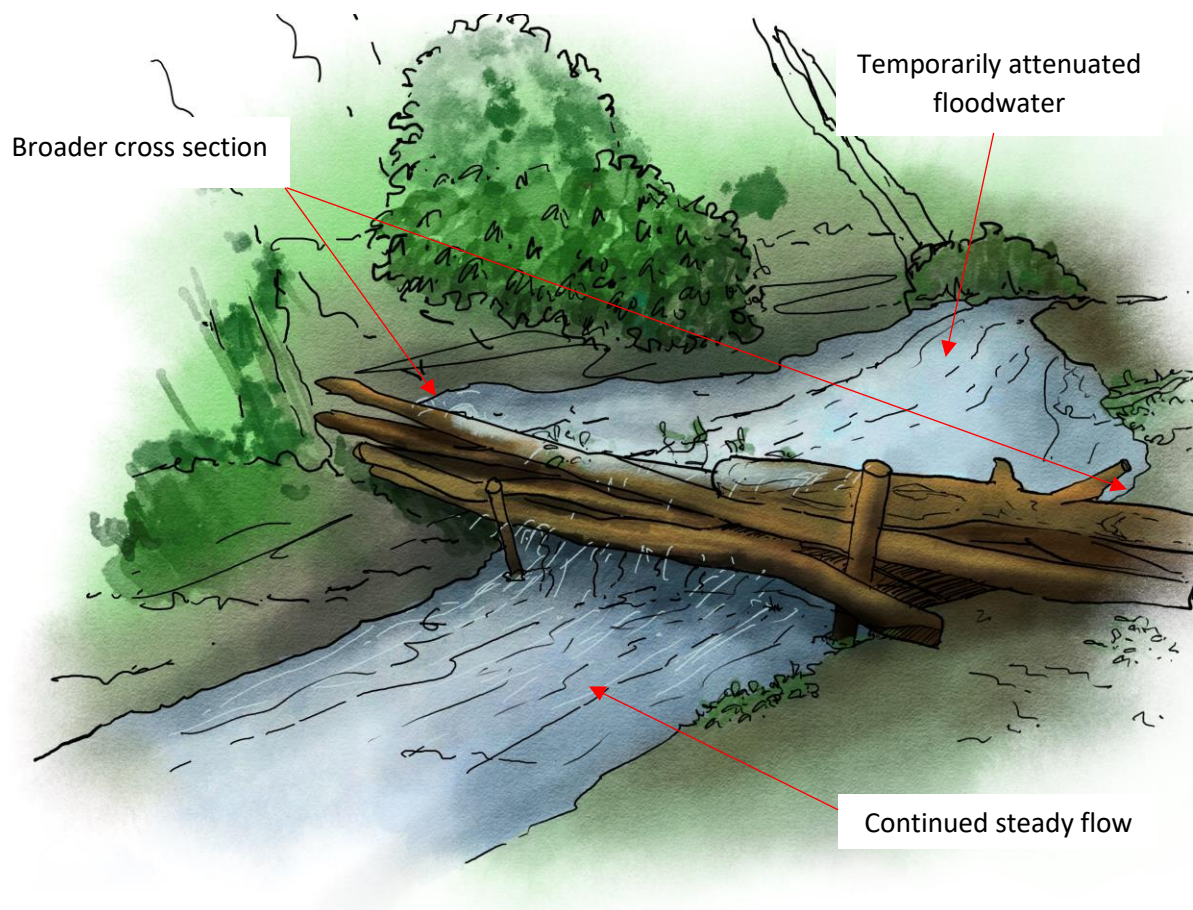


Figure 5 - Floodwater attenuation at leaky dams

Leaky dams need to be spaced effectively to ensure that the head level of one dam does not exceed the tail level of the dam above it, otherwise the intended hydraulic differential will be reduced and the desired effects will not materialise (Woodland Trust, 2016). Figure 6 shows the appropriate spacing for a series of leaky dams. As the bed falls by 3.75m across the reach, to gain the intended results with stable structures, the optimum number of leaky dams is 8, at a height of approximately 45-50cm each. As there are already 3 in the stream, a maximum of 5 more should be installed along the reach.

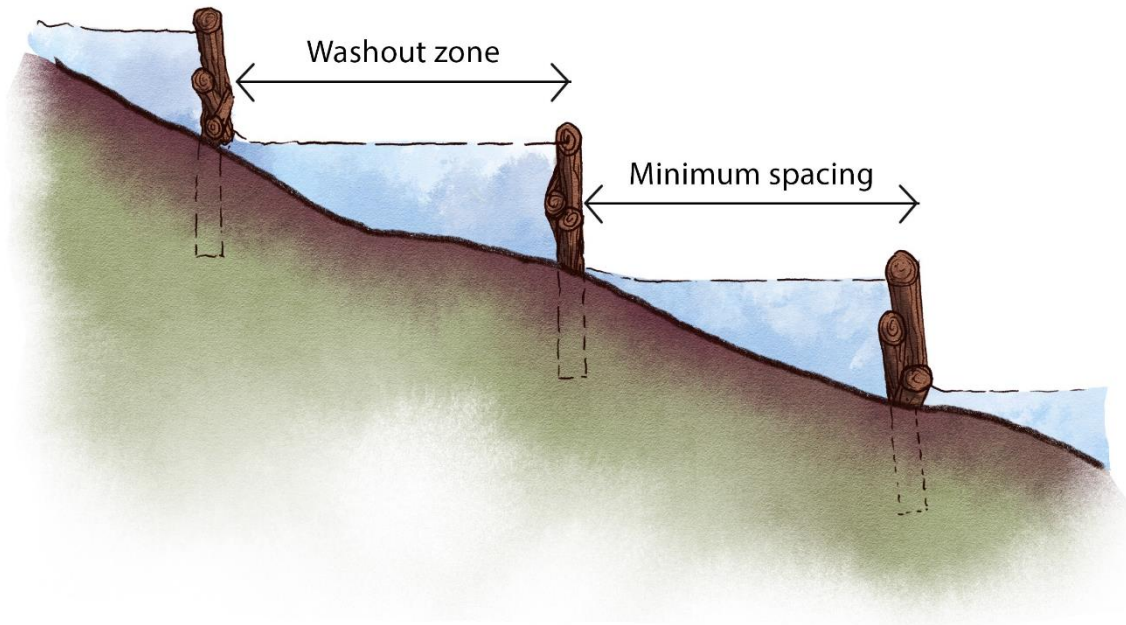


Figure 6 - Appropriate spacing for an effective series of leaky dams

In addition to the hydrological benefits, the increased geomorphological diversity will be reflected in increased ecological diversity that contributes to the wider aims of the project. Leaky dams provide stable, varied habitats for species to develop in, which particularly benefits macrophytes, invertebrates and fish (Woodland Trust, 2018).

It is worth stating that the leaky dams designed for Pool Meadow differ from the concept of man-made beaver dams. Beaver dams use rocks, mud, silt, and other material to improve their watertightness, which our dams will not. In beaver dams, the mud and other materials get washed away as the water flows through it, which is why beavers spend around 12 hours a day maintaining their dams. Our dams will be much lower maintenance and will rely only on stable materials to achieve results. They will naturally build up and lose debris, including sediment and plant matter, in a continuous process according to sediment load and flow regime.

Blocking the Sewage Overflow

The location for the intake was chosen based on existing geomorphology and minimising the impact on the Scheduled Ancient Monument. There is currently an unrecorded (by Thames Water) combined sewage overflow (see photograph 10) that discharges after periods of high rainfall when the local waste water network reaches a certain capacity. Any sewage pollution at all will be having a significant impact on a watercourse of this size, and it would be severely detrimental to the ecological and chemical status of the future pond. It also presents health and hygiene risks for people and their pets enjoying the amenity of the site.

The pipe is an unrecorded and extremely minor part of the local sewage network that is probably a relic of previous infrastructure, most likely responsible for discharging waste water from the nearby house The Mount before the modern sewage network was constructed. As a result, disconnecting it from the system is not foreseen to have any implications for wider infrastructure. With authorisation from Thames Water, the existing pipe will be blocked off where it meets the main sewer on the north-eastern side of the site to ensure that it stops polluting the watercourse.

The outfall into the stream has an invert level of 155.46mAOD, so will need to be removed for the extent of the new channel, which will be dug to 155.5mAOD (see photograph 6). This has the benefit of allowing us to excavate an area of bank without causing further damage to the historic structure; as that section was already excavated and backfilled during the original installation of the pipe.



Photograph 10 - Combined sewage outfall at Pool Meadow

Creating the Wildflower Meadow

To ensure this project achieves maximum impact, the dominance of the Equisetum needs to be reduced to a point where other species have the space and light to germinate and thrive. The wetted sections of the meadow will see a natural change of plant species to favour macrophytes and riparian species, however, the remaining terrestrial (dry) sections of the meadow will need more direct interventions. Before the area is re-wetted, the Equisetum is to be rolled and then sprayed with herbicide (see Use of Herbicide section below), and then put on a maintenance schedule of mowing in early spring to inhibit spores from developing and dispersing, and then throughout the summer/autumn to remove the surface structure and deplete the rhizome base. This will not completely eradicate the horsetail, but it will make enough space to establish a balance with more beneficial species. At the time of writing (Sept. 2023), the Green Gym have cut back a significant area of Horsetail, which has resulted in an encouraging proliferation of other species, including nettles and grasses. Future cuttings should be left for a few days to release any seeds, and then removed and disposed of off-site. This will gradually lower the fertility of the soil and improve the natural biodiversity (see maintenance section).

Before the works in 2024 (timeline subject to permitting and funding), the horsetail will need to be allowed to grow (no cutting) so that it can be treated effectively.

Once the site is prepared, the areas that will not be inundated will be sown with a wildflower meadow mixture suited to areas around wetlands similar to the following composition:

Wild Flowers 20%

Achillea millefolium – Yarrow
Centaurea nigra – Common Knapweed
Filipendula ularia – Meadowsweet
Galium verum – Lady's Bedstraw
Leontodon hispidus – Rough Hawkbit
Leucanthemum vulgare – Oxeye Daisy – (Moon Daisy)
Lotus corniculatus – Birdsfoot Trefoil
Plantago lanceolata – Ribwort Plantain
Primula veris – Cowslip
Ranunculus acris – Meadow Buttercup
Rumex acetosa – Common Sorrel
Silaum silaus – Pepper Saxifrage
Succisa pratensis – Devil's-bit Scabious
Taraxacum officinale – Dandelion
Traopogon pratensis – Goat's-beard
Vicia cracca – Tufted Vetch

Grasses 80%

4% Agrostis capillaris – Common Bent
4% Anthoxanthum odoratum – Sweet Vernal-grass
4% Briza media – Quaking Grass
54% Cynosurus cristatus – Crested Dogstail
4% Deschampsia cespitosa – Tufted Hair-grass
10% Festuca rubra – Red Fescue

These works will significantly improve the habitat for pollinators and insect species that reproduce in ponds, wetlands and wildflower meadows, and provide a much wider variety of plant species for animals that specialise in diet or habitat, resulting in knock-on impacts throughout the food chain. Furthermore, as can be seen in photographs 11 and 14, trees are gradually encroaching the meadow on every side, which puts the archaeology of the Scheduled Ancient Monument at risk. By creating and maintaining the wildflower meadow proposed, we will stop the degradation of important archaeology and protect the site for generations to come.



Photograph 11 - Equisetum monoculture and encroachment of trees within Pool Meadow

Use of Herbicide

Although every effort to avoid using herbicide has been made, use under carefully controlled conditions is still required to reduce the current dominance of horsetail on site, so that a more biodiverse species mix can grow and support animal populations.

Horsetail is incredibly difficult to control due to its resilient rhizome base that can permeate down to 2m below the surface. It also has an unusually thick waxy cuticle and low surface area on the leaves, which minimises the absorption of herbicide. To overcome this, we will roll the meadow to break down the waxy cuticle, and then apply a specially formulated glyphosate-based herbicide, which the plant will transport to the rhizome. This will then be followed by the implementation of a mowing schedule (see maintenance section), reducing the plant's ability to grow and photosynthesise, and depleting the carbohydrate reserves found in the remaining rhizomes over a number of years. This will never completely eradicate the horsetail, but it will make enough space to establish a balance with more beneficial species.

Glyphosate is a broad-spectrum herbicide used widely across the UK, both in domestic and agricultural settings; it is best known as being one of the active ingredients in "Roundup", which also includes a number of other chemicals, including surfactants, which break the surface tension of fluids for better ingestion into plants. Roundup is used by farmers all around Chipping Norton to control weeds and "spray off" crops shortly before harvest.

Herbicides are well known to be toxic to animals and there is widespread concern about the global impacts on pollinating insects, particularly bees. The actual impacts to bees, ecology and human health are not fully understood because herbicides are made up of a number of chemicals that can lead to mortality and sub-lethal effects in different or indirect ways; for example, glyphosate can deplete the gut biota of bees, leading to increased susceptibility to pathogens and difficulty maintaining the temperature of the hive, resulting in individual mortality and/or loss of the colony (Motta et al., 2018). Other studies have identified cognitive impairment in bees from ingestion of glyphosate and surfactants, leading to issues foraging and navigating, but the mechanism is not understood (Farina et al., 2019). Animal testing of different Roundup formulas found that mortality rates in bees are unaffected by the presence of glyphosate; with death theorised to be occurring due to surfactants and other chemicals matting the bee's hair, blocking gaseous exchange, leading to suffocation, rather than the ingestion of toxic substances (Straw et al., 2021).

A lack of understanding of the full impacts and mechanisms involved, as well as the economics of global food production account for why the use of many herbicides and pesticides are still permitted around the world (Nargi, 2021). Understanding these risks in context to the desired outcomes and specific environment of the Pool Meadow Wetland Restoration Project allows us to make an appropriate judgement on whether we can effectively mitigate the risks enough to use herbicide on this project.

Consultation has been undertaken with local farmers and beekeepers, and a risk assessment has been carried out to establish the risks and mitigations required. These chemicals are applied liberally across the UK countryside without any mitigations on a regular basis, including the areas surrounding Chipping Norton, making spraying an area the size of Pool Meadow a statistical insignificance. Horsetail is not a flowering plant, and its dominance within the meadow means that there are few attractions to bees or broader ecology in the immediate environment (hence the restoration project). Bees do not fly or collect pollen at night, and are most at risk from herbicides before they dry, so undertaking these works after dark on a warm, dry night will allow the herbicides to dry before dawn and thus protects the bees from harm. Use of a specialist contractor ensures the

right equipment to avoid overspray or excess chemicals impacting the surrounding environment, particularly the stream. Local bee keepers will be informed of activities before the area is sprayed so they can keep their bees in if they see fit.

Although there are risks associated with this work, it is affecting a very small area with appropriate mitigations. The long-term impact of the effective use of herbicide on this site will be a biodiverse proliferation of life that far outweighs the negative impacts of spraying.

Habitat Enhancements

There are a number of simple ways that we can maximise the ecological outcomes of this scheme, including habitat stacks and bird and bat boxes.

Habitat stacks are piles of dead wood that provide habitat and refuge for mosses, lichens, fungi, insects, small mammals and amphibians. There are already a number of habitat stacks of varying sizes with an excellent range of material that are benefitting the local environment on site (see photograph 12), and a total of 3 additional habitat stacks are planned; 2 in the wildflower meadow, and one slightly within the wetted margin of the pool. Timber will be sourced from the felling and maintenance of the hawthorn and blackthorn scrub near the bund at the downstream end of the site, and from any local tree works. This will provide a range of timbers of different sizes and species in wet, dry, sunny and shady locations, to allow a biodiverse population of inhabitants.

The exact locations for the habitat stacks will be decided during the works; the most important thing is that they are spaced out across the different wet and dry habitats found within the meadow.

Bird and bat boxes would complement and enhance the other biodiversity improvements. Bird boxes are easily installed on trees around the site and can be done either by contractor or by local volunteers, such as the Green Gym.

Bat boxes, however, need careful selection of their location. Bats are protected under the Wildlife and Countryside Act (1981) (as amended) and the Conservation of Habitats and Species Regulations (2010), which make disturbing bats or their roosts a legal offence. This means that if you install a bat box on a tree or other structure that needs future maintenance (i.e., bridges or buildings), the maintainer will be required to employ an appropriately licensed ecologist to undertake a survey and potentially take further steps for the proposed maintenance to comply with the law. This is both expensive and deeply impractical. It is best to install bat boxes on structures that require minimal maintenance and have low impact should they ultimately fail, such as standalone posts or stable tree monoliths. The inclusion of standalone posts is precluded by the site being a Scheduled Ancient Monument, so it is therefore suggested that bat boxes are only installed on stable tree monoliths produced by ongoing tree safety/maintenance works around the site that fall outside the scope of this project. The actual installation of bat boxes can be done by volunteers at any time, or by tree surgeons while creating the monolith.



Photograph 12 - One of several existing habitat stacks on site

Access and Amenity Improvements

In addition to improving biodiversity, this project aims to improve the accessibility and amenity of the site. Public accessibility around the site is currently poor, with the footpath averaging between 0.45 and 0.6m wide and very uneven (see photograph 13). At some times of year, this makes it difficult to walk down and it is completely inaccessible to pushchair and wheelchair users.

The footpath runs along the top of the bund, which is protected as part of the Scheduled Ancient Monument. The topographic survey identified that frequent traffic over many years has led to significant footpath erosion along the top of the bund (see figure 9). By improving the surface of the footpath, we can stop this progressing any further and protect the site for generations to come.

As Chipping Norton has a growing population and this project has a high level of public engagement, ensuring access for all is an important factor in developing amenity. Improved technology and accessibility of all-terrain wheelchairs means that investment in providing accessible outdoor spaces offers significant returns in equity, diversity and quality of life for the community. The desire for the footpath to be improved is frequently mentioned by local people when discussing the project.

In the early 1990's, the footpath was rebuilt to approximately 1.5m wide and has since been eroded away and encroached by vegetation. To improve access, we plan to rebuild the footpath to a minimum width of 1.5m, as per guidelines set out in the Equality Act 2010. Construction will require a geotextile base beneath a compacted type 1 surface with timber or recycled plastic edging strips. Depending on funding, we have two options: We could either build a path all the way round the site, totalling 448m, or we could go half way round to formalise the existing footpath, which would total 285m and cost substantially less, but also offer reduced amenity benefits.

There are three access points to the site, two of which offer access through kissing gates, and the third is a series of steps that continue toward the recreation ground. It is proposed that the kissing gates are replaced with pushchair and wheelchair friendly infrastructure. This will also need to ensure no unauthorised vehicular access to site, but maintain the facility for emergency service access.

The new flow control structures will direct water across what is presently footpath. To ensure continued dry accessibility, boardwalks will span the channels to provide a continuous surface. These will be very short and constructed of resilient, low-maintenance materials. They will also have edge protection to mitigate risks identified in the Public Safety Risk Assessment below.

The track that runs from Church Lane to Pool Meadow is uneven and will require surface improvements to allow equal access to the meadow. During heavy rain, the track is inundated by a significant volume of surface runoff at a high velocity. This erodes the fines and destabilises the hardcore substrate to form gullies. Repairs to the area will include drainage improvements to minimise this occurrence and reduce future maintenance. The track is privately owned and contact has been made with the landowner, who is supportive of the proposal.

Picnic Area

There is the potential to clear some undergrowth (not trees) from an area of high ground at the north-eastern end of the site (see photograph 13) and provide picnic benches and associated infrastructure amongst the trees. This proposal is subject to discussions, project funding, and strategy of the Town Council.

Interpretation Boards

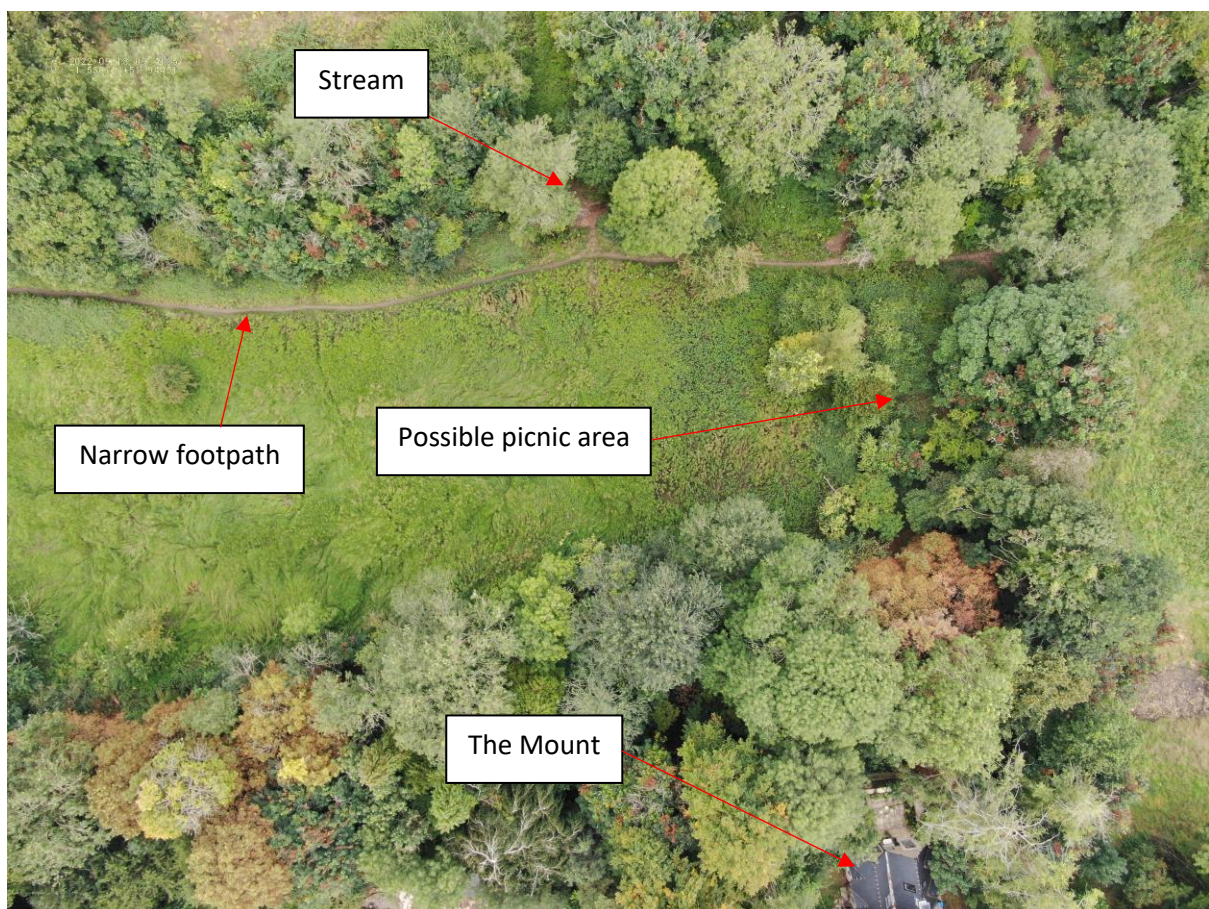
As part of the project, we propose the installation of 2 permanent interpretation boards. One board will tell people about the environment and ecology of the site, and the second will connect people with the fascinating history of the site. This is particularly important to the community as the site of the castle is inaccessible to the public and its history remains an under-utilised community asset. A local artist will be asked to produce an interpretation of the site in medieval times for the history board.

Information boards will also be used to display the names/logos of contributors to the project as an acknowledgement and thank you, and also to raise awareness of the important work that those organisations carry out.

The public safety risk assessment (see section below) highlighted the requirement for certain safety information for users of the site which will be displayed in an appropriate corner of the interpretation boards. Emergency rescue equipment, comprising of a life ring and throw line will be installed to hang beneath the nearest interpretation board to the pond.

Litter Pick

Following construction works, there will be a litter pick across the site. Pool Meadow is an important amenity for young people from the surrounding area and there is a remarkable amount of litter to be found on site, including within the stream. The environment at demobilisation will be exemplar for restoration projects.



Photograph 13 - Drone imagery showing the upstream end of Pool Meadow, highlighting potential picnic area, narrow footpath and nearby landmarks.

Discounted Options

Due to the archaeological significance of the site, it is not feasible to dig a new pond and let it fill with groundwater – Historic England ruled that out during pre-application consultation due to the damage it would cause any archaeological remains beneath the surface.

This also means that the area is not suitable for tree planting, or the installation of freestanding structures, such as posts for bat boxes, and so on.

Topographical Survey

To assist the outline and detailed design, a topographical survey was commissioned from Oxford Geospatial, with 2 cross sections of the watercourse and a cut and fill model that calculated the area, depth and volume of the pond (see figure 2). The results of the survey helped identify:

- The most appropriate locations for the control structures.
- The levels and dimensions that the control structures need to be.
- Condition, dimensions and inclines of the bund and footpath.
- Flow pathway from inlet to outfall.
- Area, depths and volume of water.
- Area of land for terrestrial ecological improvements.
- Hydrogeomorphological features, processes and dimensions of the watercourse.
- Locations and levels of historic infrastructure.
- Baseline surface levels for future maintenance works to operate from.

We also installed an Environment Agency specification (Environment Agency, 2021a) E6 control point that physically identifies a level within the area so that construction, maintenance and monitoring works can be aligned to the existing survey data.

Results from the survey can be seen for illustrative purposes below, with the full survey data included with this report.

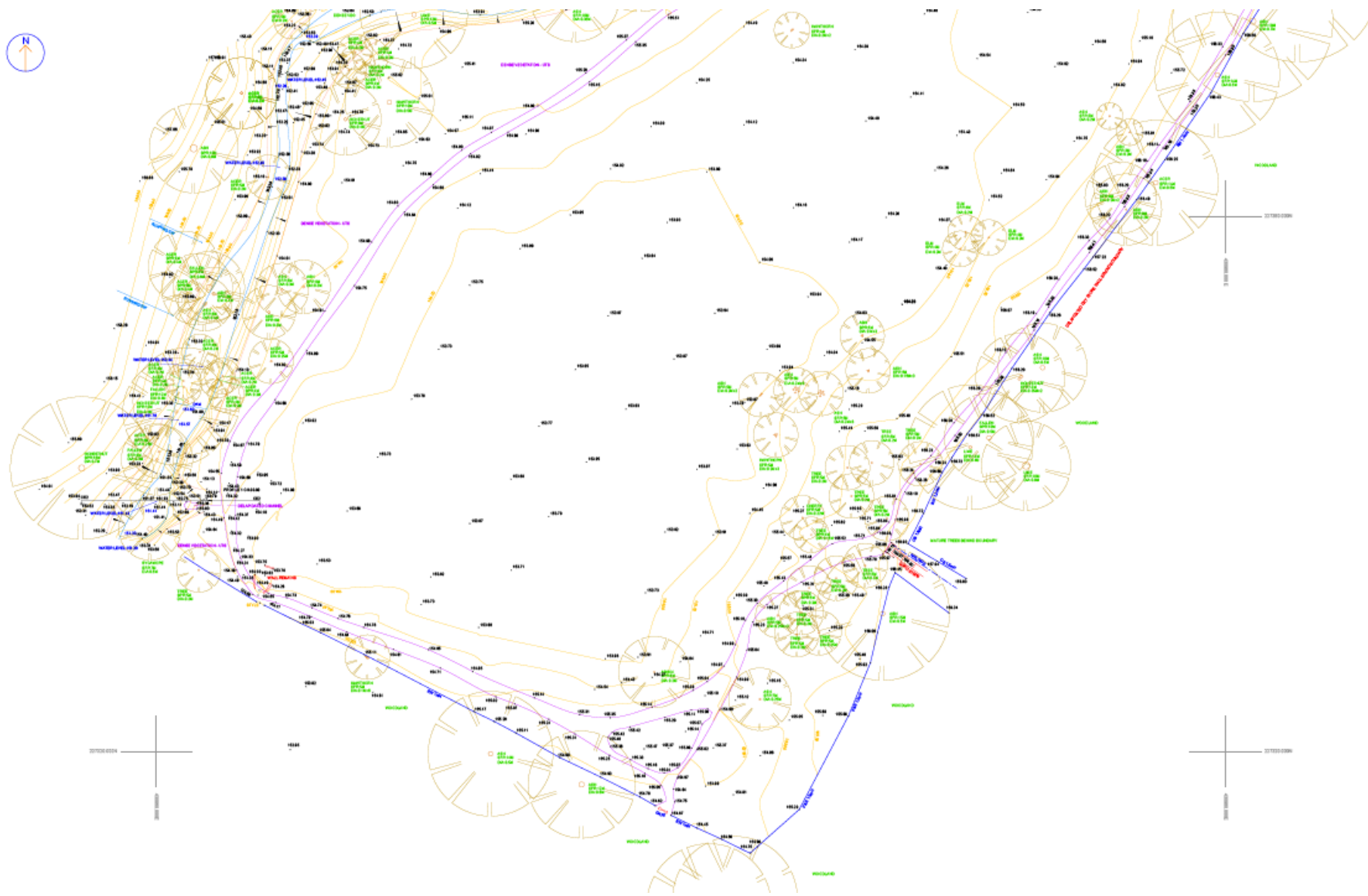
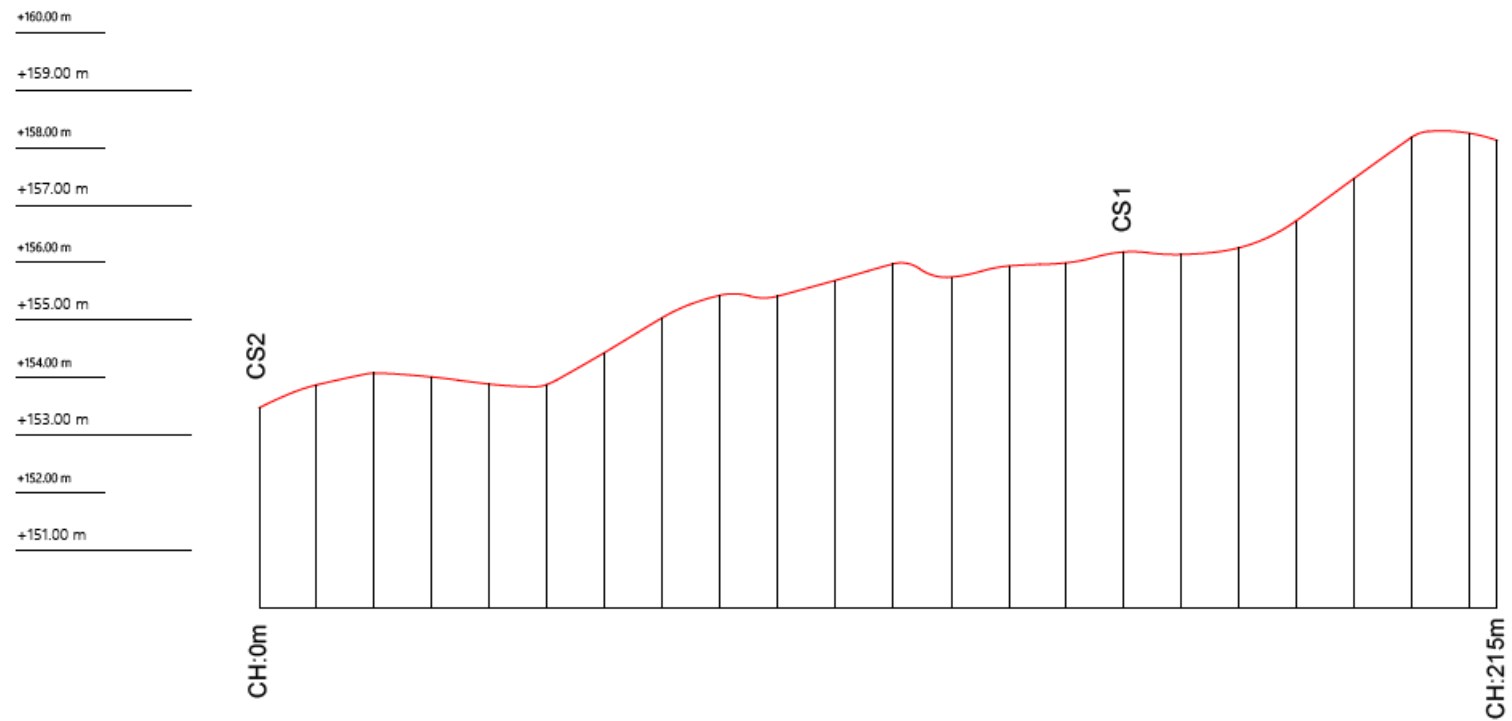


Figure 8 - Topographical survey of downstream end of Pool Meadow (taken from Oxford Geospatial, 2023)



TOP OF BANK PROFILE 1

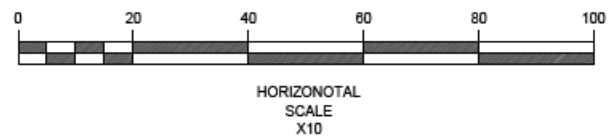


Figure 9 - Long profile of the elevation of the bund (taken from Oxford Geospatial, 2023)

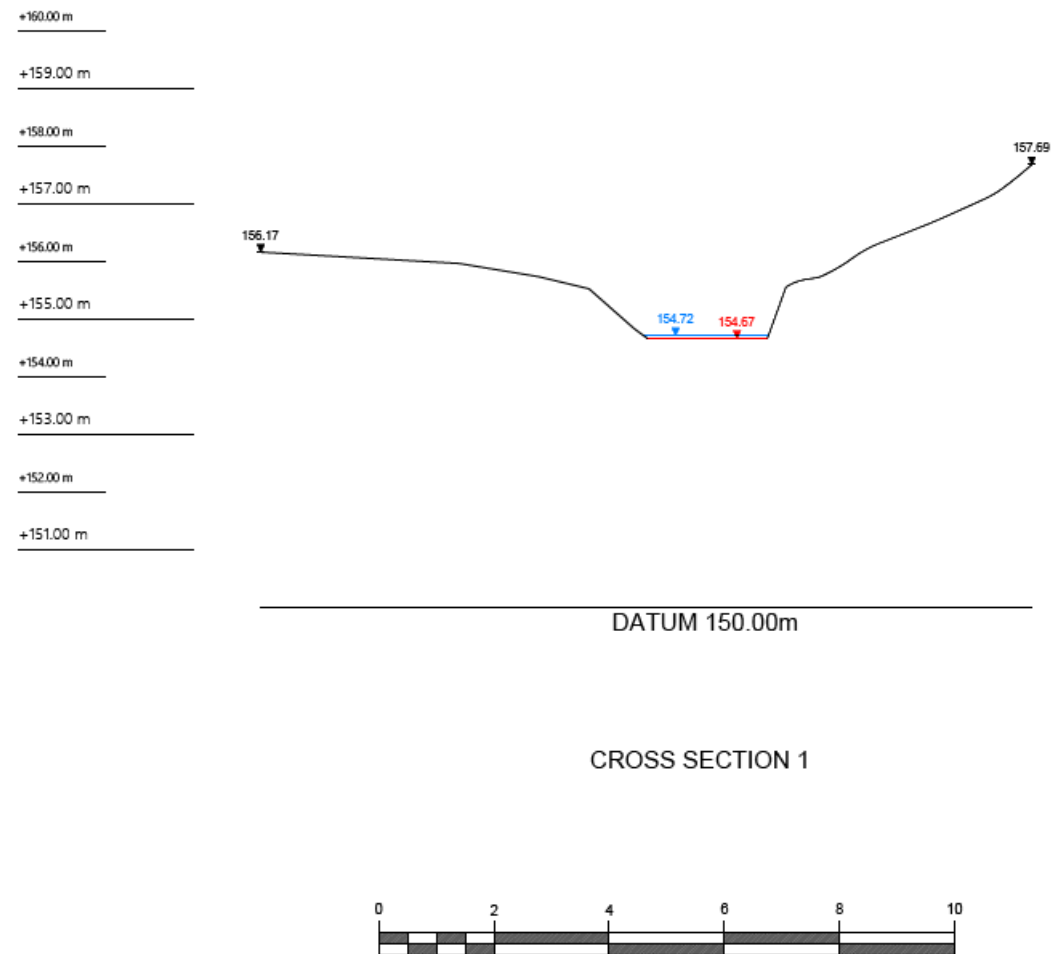


Figure 10 - Cross section of the location of the upstream impoundment structure (taken from Oxford Geospatial, 2023)

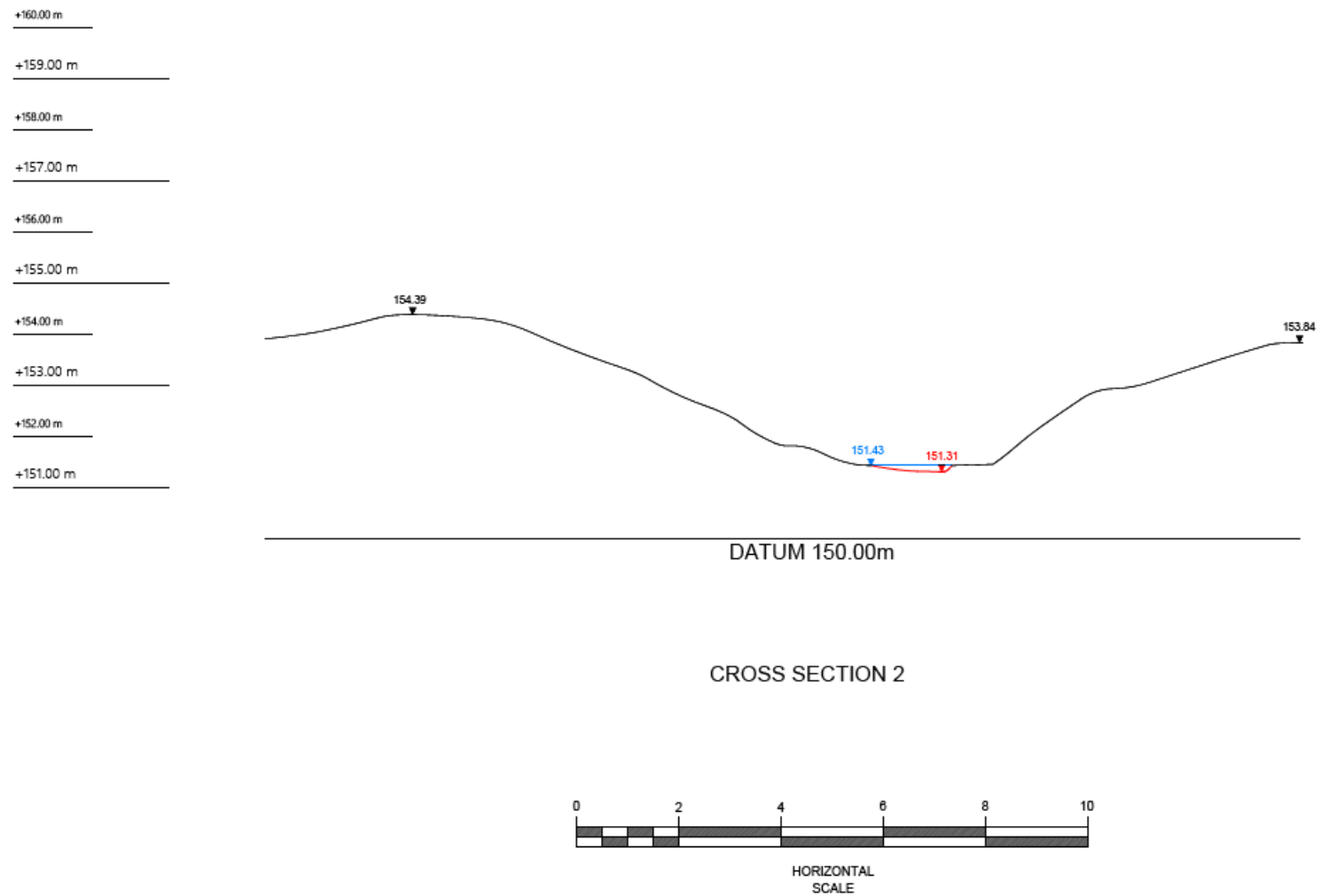


Figure 11 - Cross section of the location of the downstream outlet structure (taken from Oxford Geospatial, 2023)

Site Services Search

A desktop utility search and site walkover were undertaken to identify any buried services that might impact the designs. This was initially carried out using an online utility search service (Linesearch Before-U-Dig) that contacts individual utility owners (such as Thames Water) and requests details of their local infrastructure. Utility companies provide this information to avoid the risks of service strike to their infrastructure, people, and the environment. Private services, such as non-mains water, electricity supply and waste water pipes are not recorded, and therefore do not appear on utility search results (Linesearch Before-U-Dig, 2023).

The desktop utility search highlighted a sewage main running along the southeastern face, but no buried services that would impact the feasibility of the project.

The site walkover identified the unrecorded sewage outfall at the location of the pool inlet structure (option 1), which is not marked on the Thames Water asset register. Thames Water were made aware of the pipe and visited the site to assess pollution risk. This information contributed to the design of option 1, the analysis of environmental benefits of the project, and the analysis of archaeological significance in that location.

Each utility search is valid for a period of 3 months to maintain up-to-date information, so these checks will need to be repeated prior to construction. Construction work will also be preceded by a CAT and Genny (Cable Avoidance Tool and Generator) survey before breaking ground.

Archaeology

Pool Meadow is part of the “Chipping Norton Motte and Bailey Castle and Fishpond” Scheduled Ancient Monument. Undertaking any works on the site needs Scheduled Monument Consent from Historic England, which requires the undertaker to assess the impact of the project on heritage and archaeology. GW Heritage were commissioned to undertake a Historic Environment Desk-Based Assessment (included with this report) to identify what is known about the site, and what the impacts of this project would be.

The heritage and archaeology of the area is under threat by the encroachment of trees (see photograph 14) and footpath erosion along the top of the bund by frequent traffic (see figure 9). By improving the surface of the footpath and maintaining the pond and wildflower meadow proposed, we will stop the degradation of the archaeology and protect the site for generations to come.



Photograph 14 - Drone imagery showing the narrow footpath and progressive encroachment of trees onto the archaeological site

Chronology of usage is unclear in parts, but during medieval times, there may have been one or more fish ponds within the curtilage of Pool Meadow (Historic England, 1996). Popular belief is that the raised embankment is a remnant of this medieval structure; however, the Historic Environment Desk Based Assessment found that the embankment was likely to be a more recent addition to the landscape, with fish ponds usually much smaller and excavated into the surface, as opposed to impounded above ground level. The existing embankment is far more likely to have formed an impoundment reservoir to ensure consistent flow to the mill(s) that have operated on/near the site of the existing Bliss Mill since at least the 1700's. Records show that during drier years, production had to be moved to a mill at Swinbrook on the River Windrush (GWHeritage and Robinson Wild

Consulting, 2022; Bliss, c.1877, cited in Victoria History Society, 2022). Therefore, the requirement to ensure a reliable flow of water by constructing an impoundment reservoir would have been the obvious long-term solution for the viability of local industrial development. We have been unable to find records of the construction or maintenance of the embankment, but it appears on all recorded maps of the site, including the first OS Map of the area surveyed in 1880 (Ordnance Survey, 1885).

Two structures appear for the first time in the 1922 mapping of the area (surveyed 1919) (Ordnance Survey, 1922), which remain today (both now derelict). One is a sluice at the downstream (southwest) corner of the meadow that drained the pool through what is now a collapsed culvert and back into the stream. From the downstream end of the sluice, it can be seen that some water still flows through the structure during wetter periods. This structure is likely to have been an emergency drawdown added in response to emerging reservoir safety legislation that was being developed at pace around that time after a series of reservoir safety incidents. If the embankment was a defunct medieval structure with no present economic benefit, this comparatively expensive, high-maintenance, carefully-engineered structure with a rebuild of the surrounding embankment is unlikely to have been installed in preference to a simple and more reliable surface drain to keep the reservoir empty. The area wasn't protected as a Scheduled Ancient Monument until 12th July 1949 (Historic England, 1996), which means that any works wouldn't have been legally required to obtain permitting or carry out such sympathetic reconstruction as was undertaken, furthering the evidence that it was still in use and financially viable to maintain to a high standard.

Toward the upstream end of the meadow is a second structure constructed from the same blue engineering bricks. This structure was originally a headwall for the combined sewage outfall identified in the site services walkover. Since installation, the watercourse has eroded behind the headwall and detached it, so that the sewage now drains from an exposed terracotta pipe, with the redundant headwall on the opposite bank. Where the outfall and pipe were installed, the embankment above them has been carefully reconstructed, again indicating continued value in use.

Although written records of any construction work and reservoir use are lacking, we have evidence that the site was flooded to bankfull either on occasion or continuously until at least the 1940's. There is anecdotal evidence that refers to it being flooded on occasion into the 1960's, but there are conflicting reports and no hard evidence that has come to light. The last evidence of the site being flooded is a photograph of three locals ice skating, reportedly taken around 1949. A high-resolution scan confirms the location by revealing features of the landscape and either the church or The Mount in the background (we believe the church). As 1949 was a relatively warm year (Manley, 1974), it is likely that the photograph was actually taken in 1947, which was a notably cold winter (Royal Meteorological Society, 1948) that hit Chipping Norton particularly hard (Ffrench, 2010).



Photograph 15 - Ice skating in Pool Meadow during the mid-late 1940's – see either the Church or Mount in background

As the embankment was impounding in the photograph, it can be safely assumed that it was maintained in accordance with reservoir safety legislation at the time. This further strengthens the theory that it is a comparatively modern (Georgian/Victorian) structure, as a medieval structure would be unlikely to be constructed to design specifications capable of holding that volume of water for hundreds of years without significant, expensive work.

It is believed that the site was inundated by operating a sluice or makeshift dam immediately upstream of the present track from Church Lane, to channel the water into the field, then through the now collapsed culvert beneath the track and into Pool Meadow (see photograph 4). A modern interpretation of that has been used to formulate outline design option 2.

During and after the construction of the railway (opened in 1855), an area downstream, closer to Worcester Road/A44 was also flooded on occasion, and there are often differing reports about which site was flooded when; however, research and procurement of the Historic Environment Desk-Based Assessment (GWHeritage and Robinson Wild Consulting, 2022), has clarified the chronology and usage of Pool Meadow to the extent required.

At some point in history, the northeast (upstream) extent of the site was partially infilled to form the existing high ground. The exact circumstances and reasoning of this are unclear, but it is being assumed that it is inert building waste from the town and being treated as a regular part of the landscape. Burying waste in this manner was common practise before the Control of Pollution Act 1974, and agricultural pollution controls in that legislation were indistinct, so farmers were able to bury waste of all sorts in ponds/fields etc. until the Water Act 1989 came into force. As these dates are shortly after the peak use of asbestos in UK construction, undertaking any excavation in this area would require contaminated land testing to establish the risks to contractors, the public and the environment. This is not being proposed.

To undertake the proposed works (option 1) will involve excavating a section of the bund (see flow control structures section and photographs 6 and 7). The proposed location of the inlet structure was selected on topography and hydrology, and also because the installation of the sewage outfall beneath will have significantly disturbed any archaeological remains and reduced the significance of that location. This allows us to excavate through the bund while ensuring the lowest impact to undisturbed sections of the Scheduled Ancient Monument. Doing so in the presence of an archaeologist will offer the chance to identify new evidence that could prove or disprove the medieval or post-medieval origins of the asset and gain a greater understanding of the historic construction, use and significance of the area.

The downstream control structure has been designed to be slightly higher than the level of the existing bund, so we can construct it by adding material to the historic structure, rather than excavating into it (see photograph 8).

Alignment with the Water Framework Directive

The Water Framework Directive (WFD) is a legally binding legislative framework for the protection and improvement of surface water and groundwater bodies. It was originally implemented in 2000 and is currently enacted in England and Wales through the Water Environment (Water Framework Directive) Regulations 2017, which superseded The Water Environment (Water Framework Directive) (England and Wales) Regulations 2003.

For surface water bodies, the objectives of the Water Framework Directive are to:

- Prevent deterioration of the status of each body of water.
- Protect, enhance and restore each body of water (other than an artificial or heavily modified water body) with the aim of achieving good ecological and chemical status (see table 1), if not already achieved, by 2027. Other targets are used on occasion where there are reasonable justifications.
- Protect and enhance each artificial or heavily modified water body with the aim of achieving good ecological potential and good surface water chemical status.
- Aim to reduce pollution from priority substances and cease or phase out emissions, discharges and losses of priority hazardous substances.

Under the regulations, the regulating authorities (in this case, the Environment Agency), were required to produce River Basin Management Plans. These look at the metrics that the WFD uses to determine the health of a water body and assess the current state of the river and ongoing trends, set targets for improvement, and detail how the aims and objectives of WFD are to be achieved.

The condition for each of the metrics used is ranked from 'high' to 'bad' (see table 1 below), with the overall status reflecting the worst performing component of the water body (so if one element is bad, and the rest are good, the whole water body has failed to meet WFD objectives).

Status	Definition
High	Near natural conditions. No restriction on the beneficial uses of the water body. No impacts on amenity, wildlife, or fisheries.
Good	Slight change from natural conditions as a result of human activity. No restriction on the beneficial uses of the water body. No impact on amenity or fisheries. Protects all but the most sensitive wildlife.
Moderate	Moderate change from natural conditions as a result of human activity. Some restriction of the beneficial uses of the water body. No impact on amenity. Some impact on wildlife and fisheries.
Poor	Major change from natural conditions as a result of human activity. Some restrictions on the beneficial uses of the water body. Some impact on amenity. Moderate impact on wildlife and fisheries.
Bad	Severe change from natural conditions as a result of human activity. Significant restriction on the beneficial uses of the water body. Major impact on amenity. Major impact on wildlife and fisheries with many species not present.

Table 1 - WFD rankings and their definition

The channel through Pool Meadow is part of the Cornwell Brook and Tributaries (Source to Evenlode) water body (Environment Agency, 2021). This water body has a moderate ecological status and is not achieving good status due to pollution and its impacts, both from sewage and the agricultural sector. These issues worsen further down the catchment where there are large sewage outfalls, but the Pool Meadow project will restore natural processes that remove pollution from upstream agriculture and stop sewage pollution on-site, resulting in a significant improvement of ecology in and around the watercourse. This results in cleaner, less polluted water flowing from Pool Meadow, with a greater, more diverse volume of reproductive material to support downstream populations. Flow rates will also be more regular, preventing damage from low flow events and chemical buildup.

These changes will contribute to the following WFD aims:

- Prevent deterioration of the status of the water body by improving resilience to climate change and pollution.
- Protect, enhance and restore the water body to support the aim of achieving good physical, chemical and ecological status.
- Reduce pollution from sewage and improve natural capability to remove already present agricultural pollution through natural processes.

The installation of a weir at the upstream flow control structure would not normally align with the aims of the Water Framework Directive due to the impact on river continuity, geomorphology and species migration; however, in this case it is mitigated by the wider benefits of the project and the presence of another weir immediately upstream (see photograph 2), so any migratory species would be unable to pass anyway. At present, no aquatic migratory species have been recorded on site.

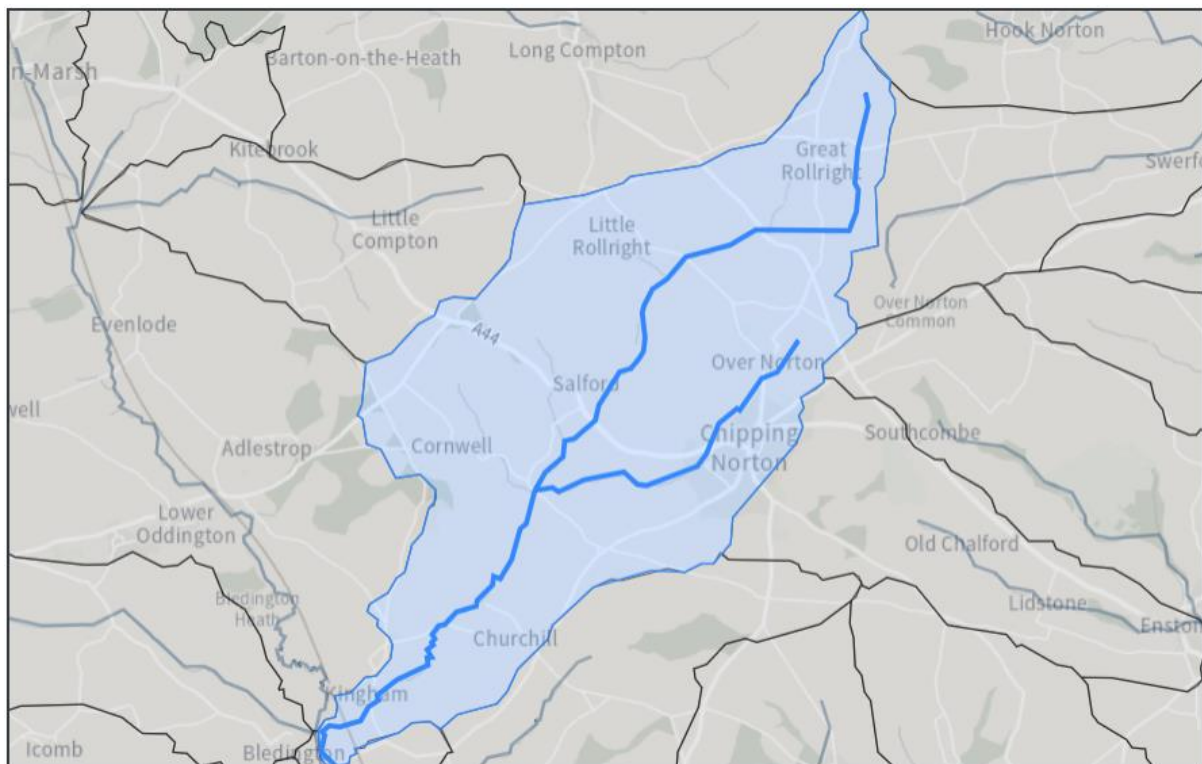


Figure 13 - Cornwell Brook and Tributaries (Source to Evenlode) water body.

Bliss Mill

When the flow returns to the stream via the outlet structure, the volume will have been reduced through infiltration and evapotranspiration; however, there is enough water to provide for both uses, unless there is a drought. The stream is joined by numerous drains and smaller tributaries between the inlet and Bliss Mill, and it will have a number of large woody debris dams installed along the reach to retain water and encourage consistent flow to downstream areas.

The watercourse supplies Bliss Mill with water that is now used for aesthetic purposes around the Mill (see photograph 16). Having spoken with the Property Manager, they are happy for flow to be reduced while the pond and wetlands are inundated, so long as they are able to offset the leakage through their sluices with the baseline flow. A loss of head level on site would be unsightly and could possibly risk bank stability on site, depending on the unknown condition of the mill pond pilings.

To ensure that we do not reduce their flow beyond this level, Pool Meadow will be inundated throughout the course of a winter when flow rates are at their highest and there is more than enough surplus to balance the needs of all users. It is not foreseen that any contingencies will be required beyond maintenance needs, but if there is ever a problem, it will be possible to temporarily block the Pool Meadow inlet structure to top-up Bliss Mill as required. This is undesirable but the wetland will be resilient to this due to the outlet structure maintaining the level.

It is worth remembering that Pool Meadow was probably (see Archaeology section) used as a retention pond for Bliss Mill historically, so the system is likely to be resilient to the filling of the pool.



Photograph 16 - Bliss Mill

Public Engagement

There is a great deal of public support for this project to go ahead, with the project team being approached regularly on site and by email with people offering help and encouragement for the scheme. Since erecting signage on site (see photographs 17 and 18), we have been inundated with positive support from the public.

The ongoing themes are that people are very enthusiastic about improving the natural environment, and the amenity benefit from the site. Many people have told us that they will greatly appreciate the improved footpath surface and access for all.

The only concern raised has been from dog walkers who want to know if dogs will still be allowed on site. They have all been responded to individually and informed that dogs will continue to be welcome on site, but it is of increased importance that people pick up after them to avoid polluting the water. Dogs should also stay out of the pond because they stir up a lot of sediment that blankets macrophyte species that produce oxygen.

A public outreach event was hosted with Beaumont Rivers and the Cotswolds AONB team on the 5th April 2023, which was well attended and a huge success.

A further public outreach day will be held shortly before construction commences to inform people of what we are doing and why. This will be complemented by information posters erected around the town. This will avoid/minimise any concerns from the public when they see works involving herbicide or machinery taking place on site.



Photograph 17 - Signage on upstream entrance gate



Photograph 18 - Signage on downstream entrance gate

Educational Outcomes

This project is highly innovative and an excellent example of nature restoration projects. Because we are working with many different topics across geography, biology, ecology, chemistry, physics, engineering, history, archaeology, sociology and health and social care, there are huge opportunities for educational outcomes across the curriculum. The site is also freely accessible to schools and provides an excellent educational resource, both now and post-restoration. Every school (both state, and private) within a 10-mile radius has been offered the opportunity to come to site and learn from subject matter experts free-of-charge, but none have taken us up on the offer yet. The offers have been left open, and the schools will be contacted again as the project gets underway.

Beaumont Rivers is also giving university students the opportunity to study any aspects of the project they are interested in. Aberystwyth, Oxford Brookes and Oxford Universities have been directly contacted, but students from any university are welcome. University students usually require data from both the baseline and completed project to make a conclusive study, so now the baseline data have been captured effectively, future study opportunities will develop as the restoration takes effect.

Ahead of the public outreach event hosted by Beaumont Rivers and the Cotswolds AONB team on 5th April 2023, every school within a 10-mile radius was emailed again to inform them that we were hosting the day aimed at schoolchildren with a request that they share the information with parents. The event was also publicised on social media (including by Chipping Norton Town Council) and posters around Chipping Norton and surrounding area. Delegates were given talks on a variety of environmental topics, including water quality, pollution, ecology, climate change, and environmental restoration. 50 Cadbury Crème Eggs were provided, so that delegates could learn how different species (water voles, foxes, etc.) like to eat. The event was well attended by a majority of adults.

On completion of the scheme, we will reach out to the local schools again and offer the chance of field trips for classes to learn about the geography, history and ecology of the site, and we'll set up some fun educational activities for the kids (and teachers!) to enjoy.

Public Safety Risk Assessment

To ensure that we are building a safe asset for the community, a public safety risk assessment has been carried out. Designs were then either changed to remove the hazard, or mitigations were added to lower the risk and/or consequence of occurrence. Following construction, there will be a site inspection of the built environment to ensure all risks are accounted for and mitigated appropriately.

In addition to the risks that have been designed out, the risk assessment identified a number of control measures that have been added to the design:

- Rescue aids (life ring and throw rope) will be installed in easily accessible areas (beneath interpretation boards).
- Interpretation boards will include What3Words coordinates to help guide emergency services to the right location.
- Safety signage will be installed to warn site users of risks, including the need to keep dogs on leads and clean up after them.
- Edge protection with child-safe infill mesh will be installed where the footpath is directly next to/over water, steep banks, and heights (including inlet/outlet structures and at downstream extent of pool).
- Vehicular access to site will be maintained and improved for emergency response.

Chipping Norton Town Council has a formal procedure for the review of incidents and near-misses and will be responsible for implementing further risk management if the need arises.

Pool Meadow Restoration Project Public Safety Risk Assessment

Hazard / Risk	Information	Who is at risk	Precautions and Control Measures	Residual Risk
Falling into deep water – pond and upstream impoundment structure	Drowning Hypothermia Cold water shock Visibility of hazard is reduced after dark Wheelchair users particularly vulnerable to unguarded edges	Site users, pets	Rescue aids (life ring and throw rope) will be installed in an easily accessible areas (beneath interpretation boards). Edge protection with child-safety infill mesh will be installed where footpath is directly next to/over water (including inlet/outlet structures and at downstream extent of pool). Signage will be installed to warn site users of the risk of deep water. Shallow depth and incline will ensure that most users can stand without being out of their depth for self-rescue.	Medium
Freezing water	Slips, trips and falls Falls through ice into deep water Victims could be trapped beneath the ice	Site users, pets	Rescue aids (life ring and throw rope) will be installed in an easily accessible area (beneath interpretation board). Edge protection with child-safety infill mesh will be installed where footpath is directly next to/over water (including inlet/outlet structures and at downstream extent of pool). Signage will be installed to warn site users of the risk of deep water. Shallow depth and incline will ensure that most users can stand without being out of their depth for self-rescue.	Medium
Differential pressures	Differential pressures at hydraulic control structures can cause people, animals, or debris to become lodged against control structures	nil	Low flow rate spread over a large cross-sectional area will minimise differential pressures to safe levels.	Low
Submerged hazards	Submerged objects can remain unseen beneath the water/vegetation/sediment, leading to potential injury and subsequent disease	Site users, pets	Signage will discourage people from entering the water and any existing underwater hazards will be removed during construction (none currently identified). Site users are unlikely to throw in large debris (usually shopping trolleys or waste) due to distance from nearest supermarket and residential areas.	Low
Falls from height	Footpath along existing embankment passes a number of steep falls. Increasing the accessibility of the site will result in greater traffic, and therefore increased likelihood of risk manifesting.	Site users	Edge protection with child-safety infill mesh will be installed long the footpath where it crosses boardwalks, control structures, steep inclines and falls to water.	Low
Bites, scratches and stings	Nettles, insects, Lyme disease, allergic reactions and anaphylaxis	Site users	Bites, scratches and stings are an inherent risk of the environment that cannot be removed.	Low

Sickness and disease	Disease in the immediate environment may be caused by: Tetanus, Leptospirosis, Lyme disease, Blue-green algae, Dog mess, Faecal matter (coliform), Agricultural runoff	Site users, pets	Signage and vegetation will discourage people from entering the water and dog owners will be asked to keep their dogs on leads and pick up after them. Water body pollution from upstream will be low following the blockage of the sewage outfall.	Low
Trip hazards /soft and uneven ground	Slips, trips and falls can be caused by: Uneven ground (bund), Old and partially buried structures, Dense vegetation, Ice	Site users	A safe, stable and even footpath with edge protection where appropriate will be provided for site users.	Low
Tree safety	Falling trees/debris	Site users	Chipping Norton Town Council are undertaking a tree safety review on site separate to this project.	Low
Poor emergency service access	Difficulty in obtaining emergency help where required	Site users	Vehicular access to site will be improved as part of the project and What3Words coordinates will be included on interpretation boards to help guide emergency services to the right location.	Low
Dogs	Dog mess and contaminated waste	Ecology, the environment, site users	Dog owners will be requested to keep their dog on a lead and reminded to clear up after them. Information will be included on the safety signage to highlight the reasons that this is important.	Medium
Lack of maintenance	Loss of impoundment	Ecology, the environment	Hard engineered structures are designed to be low maintenance, and large woody debris dams will need monitoring and maintaining and eventually replacing as the river system adapts to their presence and the wood breaks down. Vegetation will need regular maintenance to ensure horsetail does not return to its previous dominance within the meadow.	Medium
Blockage	Impoundment beyond the design brief could lead to asset failure	Flood risk, the environment	A 2-stage weir is being installed at the outlet structure to ensure resistance and resilience to blockage. Due to the low flow speed and profile, large debris is unlikely to block the outfall without human intervention. If blocked, the control structure will be slow to increase depth due to flow rates and ponded area.	Medium

Table 2 - Pool Meadow Restoration Project Public Safety Risk Assessment

Maintenance

Most of the day-to-day maintenance of the area will be undertaken by volunteers from Chipping Norton's Green Gym, which is a local, independent group that undertakes environmental work in much of the public open space within the town to a very high standard.

The hard engineered structures, such as the footpath, impoundment structures, inlet and outlet have been designed to be low maintenance, and should require very little work. These need to be kept clear and free of vegetation, and the surface of the footpath will need to be maintained to avoid erosion and localised damage.

The leaky dams will need monitoring and eventually replacing after several years as the river system adapts to their presence and the wood breaks down.

It is advised that the condition of assets is monitored by a professional asset inspector on an annual basis, or more regularly if the condition drops below good status, subject to the decision of the asset inspector. This is to include all impounding structures in contact with water.

Chipping Norton Town Council are currently undertaking an independent review of tree safety and maintenance on the site and will ultimately remain responsible for its care and maintenance, as well as health and safety on site.

Maintaining the Wildflower Meadow

To ensure that the vegetation is managed in the best way to improve the local ecology and meet project targets, the following mowing schedule has been created. The application of this will depend on how existing species and the new wildflower sward react to the works, and as the wildflower meadow matures, maintenance may need to be pushed forwards or back to meet the needs of the environment. Likewise, local weather may lead to some annual movement in phenology. This will require some knowledge from the Town Council and the contractor; presently the Green Gym, who are more than capable.

When mowing the site, cut material should always be removed. This gradually lowers the fertility of the soil which encourages biodiversity. Highly fertile soil only grows a limited species mix, such as nettles and brambles, whereas unfertile soil supports a proliferation of different species. Cut vegetation also has an extremely high biochemical oxygen demand, and should on no circumstances ever be disposed of into, or near, the pond or watercourse.

Although the horsetail population will be greatly reduced by works to remove it during the initial construction phase, it will likely need strict management in the years ahead to keep on top of the population. It is advised that a zero-tolerance approach is taken to horsetail within the curtilage of Pool Meadow, in the expectation that some of it will nonetheless survive.

Mowing Schedule

March: Mowing at the end of March will remove the spore-bearing stems of horsetail, plus any other growth, which will make space for the seedlings. Always remove the cuttings from site.

June: In the first year, it is recommended to make a second cut approximately 2 months after the seedlings first appear to encourage strong root growth and remove any new horsetail that has appeared. This cut should be at the beginning of June. From the second year, this cut should not be needed, but may be advised, depending on how well the wildflower meadow is establishing. This will need a decision from the Town Council and the Green Gym. Always remove the cuttings from site.

August: Give the new wildflowers time to seed, and then cut in early August, including the removal of any horsetail that has appeared. Leave the cut material to dry and seed for 1-7 days before removing from site.

November: This should be the final cut of the year, removing any regrowth from the summer cut. This cut and removal is particularly important for lowering soil fertility and encouraging biodiversity.

Depending of the efficacy of the initial horsetail removal, there may need to be some “horsetail bashing” between cuts. This is best done at a high level, ideally above the wildflowers using a scythe, brush cutter, or even by hand (depending on amount), but this will need to be interpreted by growth on site.

Pool Meadow Wildflower Meadow Mowing Schedule									
	March	April	May	June	July	August	September	October	November
First Year	END		NO MOW MAY	BEGINNING		EARLY			ANYTIME
Second Year	END		NO MOW MAY	MAYBE		EARLY			ANYTIME
Third Year Onwards	END		NO MOW MAY			EARLY			ANYTIME

Table 3 - Pool Meadow Wildflower Meadow Mowing Schedule

Roadmap to Construction

The feasibility study has identified the permits required for the construction of the scheme and obtained pre-application advice from each permitting organisation.

Following a site meeting on November 7th 2023, we received clarification on the cost and requirements of planning permission. West Oxfordshire District Council require detailed designs and the Preliminary Ecological Appraisal be developed into an Ecological Impact Assessment.

To achieve this, the following suppliers are recommended:

- Detailed design by Beaumont Rivers, as below.
- Development of the Preliminary Ecological Appraisal into an Ecological Impact Assessment, including a post-intervention habitat creation scheme: Three suppliers were invited to quote on these works, with BSG Ecology providing the best value and outcomes.

Historic England are supportive of the scheme and have also requested detailed designs.

Schedule of Design Deliverables

The detailed design needs to include:

- In-channel fixed crest impoundment structure.
- Fixed crest inlet structure.
- Blocking of the sewage outfall.
- Outlet/impoundment structure.
- Footpath surface/sub-surface design.
- 2no. boardwalks over the inlet/outlet structures.
- In addition, we need to trace the sewage outfall to identify whether we need to connect it to the mains network at the upstream end, or block it off. The cost of drain tracing with a local supplier is £264 (inc. VAT).

Beaumont Rivers contacted engineering design specialists to seek costings and the results were very high. As a more cost-effective method, Beaumont Rivers has recruited a chartered engineer to provide the same service for much less investment. In-house designs will ensure that the scheme is delivered exactly as envisaged, providing maximum efficiency and results for the client.

Costings

Costings and suppliers for these works and permits are shown below in table 4.

Beaumont Rivers and Chipping Norton Town Council were successful in sourcing a £13,000 grant from the Evenlode Catchment Partnership, which was administered by the Trust for Oxfordshire's Environment. So far, £4,812.50 of that money has been spent acquiring the Preliminary Ecological Appraisal and Historic Environment Desk-Based Assessment.

Costs for Planning Permission and Environment Agency Licences are calculated by the District Council and Environment Agency at the time of application, but we have procured costings in pre-application advice. The Environment Agency have been unable to confirm costs, but the figures below are understood to be correct.

Application	Supplier	Cost (£)
Land Drainage Consent	West Oxfordshire District Council	£50
Transfer License (Environment Agency, 2023)	Environment Agency	£135
Low Risk Impoundment License (Environment Agency, 2023a)	Environment Agency	£1,500
Scheduled Monument Consent	Historic England	Free
Planning Permission	West Oxfordshire District Council	£1,014
Ecological Impact Assessment	BSG Ecology	£3,905
Detailed Design (inc. drain tracing)	Beaumont Rivers	£3,200 + VAT
Consultant time - 15 days	Beaumont Rivers	£7,500 + VAT
Total Cost (not inc. BR VAT)		£17,304
Outstanding Costs (once remainder of £13,000 grant deducted – not inc. BR VAT)		£9,116.50

Table 4 - Costs of Project Delivery

Funding Construction

Once we have the detailed designs, we will seek a minimum of 3 quotes from local contractors with a precise scope of works to ensure fairness in the tender process. Local contractors and consultants are being employed throughout the works for the benefit and engagement of the local community and economy.

Funding for the *construction* of the project will then be sought from a number of organisations, including:

- Chipping Norton Town Council
- Trust for Oxfordshire's Environment (TOE)
- Wild Oxfordshire
- Thames Water
- Heritage Lottery Fund
- Esmée Fairburn Foundation
- Local businesses willing to make a donation to improve their Environment, Social and Governance (ESG)/Corporate Social Responsibility (CSR) outcomes.

The Evenlode Catchment Partnership has set up a scheme to enable farmers and landowners to create wetland habitat on their land which this project would be eligible for (Wild Oxfordshire, 2022). This report will be submitted with an expression of interest for funding in due course.

There has been a high level of enthusiasm for this project across partnership organisations, so we are hopeful of obtaining the full amount of funding required.

Conclusion

This highly feasible project is an opportunity to undertake an effective environmental restoration project that will deliver first class results with partners across the Evenlode Catchment. The scheme promotes best practise and engages the whole community with the environment and history of the area, resulting in real-world benefits for all.

The project is highly beneficial to the local environment, benefitting ecology and biodiversity, geomorphology, downstream water quality, and flood and drought resilience. The restored habitat will be a new resource for endangered species to colonise, and although those currently missing will not appear overnight, restoring their habitat significantly improves the species' chances of survival.

The work will also have a significant impact on local people. Maximising use, engagement and accessibility of the historic site will enhance the area's natural appeal and provide important amenity for an inclusive range of people. The design of the site ensures that it will be a safe, resilient asset that can be used to educate students in a broad range of environmental and social subjects.

The restoration fits into a variety of strategies and legislation aimed at improving flood risk, resilience, biodiversity and protected landscapes. This includes, but is far from limited to: The Water Framework Directive, the Environment Act 2021, the Thames Water Draft Drought Plan 2022, the Flood and Water Management Act 2010, the 2020 Flood Risk and Coastal Erosion Strategy for England, and the Environment Agency's Flood and Coastal Erosion Risk Management Strategy Roadmap to 2026.

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Appendix

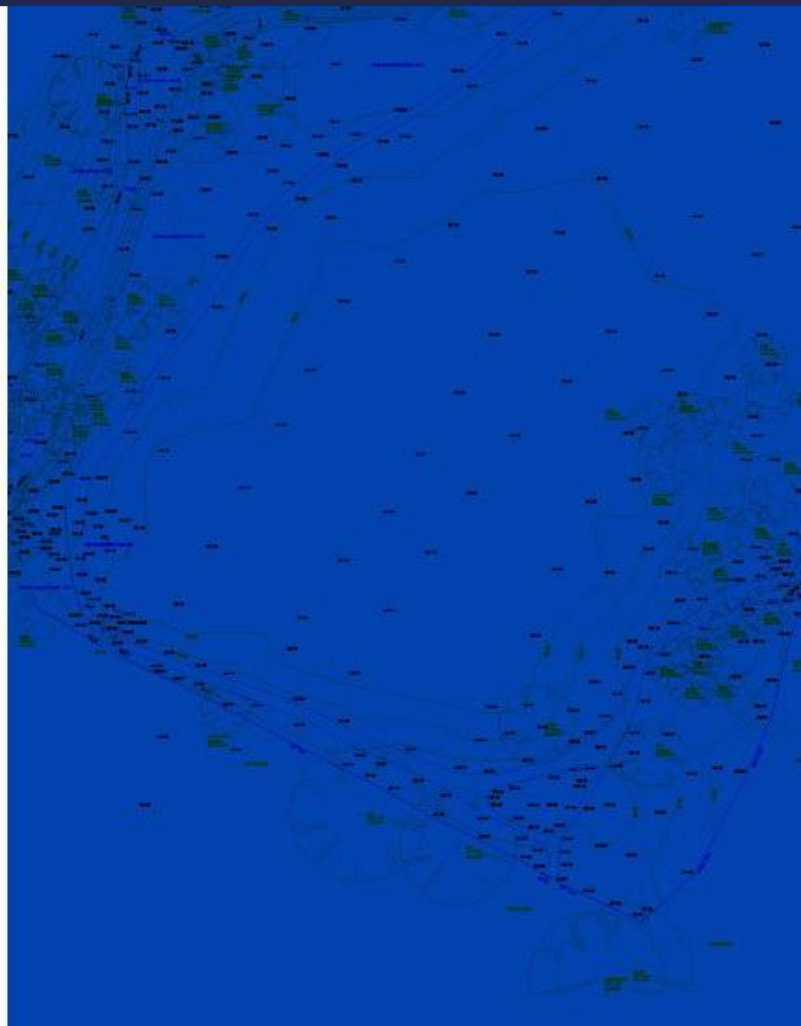
The Following reports are supplied with this document:

- Topographical survey (Oxford Geospatial, 2023)
- Preliminary Ecological Appraisal (Lucas, 2023)
- Historic Environment Desk-Based Assessment (GWHeritage and Robinson Wild Consulting, 2022)



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**Land known as Castle Fishpond,
Pool Meadow
Chipping Norton, Oxfordshire
Historic Environment Desk-Based Assessment**



November 2022

GWHeritage and Robinson Wild Consulting Controlled Document

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GWHeritage
Archaeology & Anthropology


Robinson Wild
CONSULTING

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1. INTRODUCTION

Chipping Norton Town Council have commissioned GWHeritage and Robinson Wild Consulting to prepare a Historic Environment Desk-Based Assessment (“HEDBA”) for an area of land known as Castle Fishpond at Pool Meadow in Chipping Norton, Oxfordshire (hereafter the “Site”). The HEDBA has been commissioned to investigate the feasibility of restoring the fishpond at the site, primarily for biodiversity and access improvements.

The site is located c.12 miles (19.3km) south-west of Banbury and c.18 miles (29km) northwest of Oxford and c.500m northwest from the centre of Chipping Norton (figure 1). The site comprises a parcel of land extending to an area of c.1.5 hectares and is centred approximately at National Grid Reference (“NGR”): SP 30932 27394 (figure 2). It is located to the southwest of Chipping Norton Motte and Bailey Castle (Oxfordshire Historic Environment Record (“OHER”) number: 1146; National Heritage List for England (“NHLE”) list entry number: 1014747), a scheduled monument and is included within the Castle’s scheduled boundary.

There are visible earthworks at the south west end of the site, in the form of a large wide bank associated with the fishpond. There are other earthworks close by in the form of a conical mound with a flat top, associated with the motte, along with the bailey which survives as a low rampart bank. The later castle had two enclosed areas and ramparts still visible as earthworks. These earthworks are not located within the site but fall into the Assessment Area in the adjacent field to the north east of the site. They do not form part of the proposal but are related to the archaeology of the site.

The site is situated within the Chipping Norton Conservation Area (designated in 1970, extended in 1989, 1991 and 1992). It is also situated within the Cotswolds Area of Outstanding Natural Beauty (“AONB”).

The site lies within a known landscape of Medieval and Post-Medieval activity. The aim of this assessment is to determine, in so far as is reasonable by a site visit and desk-based research, the presence or absence of heritage assets and the character, survival and state of preservation of such assets on and near the site.

The assessment comprises an examination of data obtained from the OHER and desk-based research. It also incorporates other available published and unpublished data. A site visit was conducted on the 8th September 2022.

The Assessment Area was drawn up following an initial review of known heritage assets, both designated and non-designated, within the site and a 1km radius of its deemed centre at NGR: SP 30932 27394. This radius produced a large amount of data that was not relevant to the site. Due to this, the radius was then reduced to 500m. It is important to mention that due to the proximity of the site to the centre of Chipping Norton, a 500m radius also produced a large amount of data. All of the HER data within a 500m radius has been included in the figures and tables but not all are referred to in the text. The criteria for including relevant data is based on the proximity of the heritage asset to the site, and/or assets that can be related to the fishpond earthworks by means of additional documentary sources based on dating or some functional relationship.

Based on the research undertaken for the assessment, this report highlights any potential direct and indirect impacts to any heritage assets and provides options for appropriate mitigation measures for the treatment of known or suspected heritage assets within the framework of the planning process. This report has been prepared in accordance with The Chartered Institute for Archaeologists, *Standard and Guidance for Historic Environment Desk-Based Assessment* (2020).

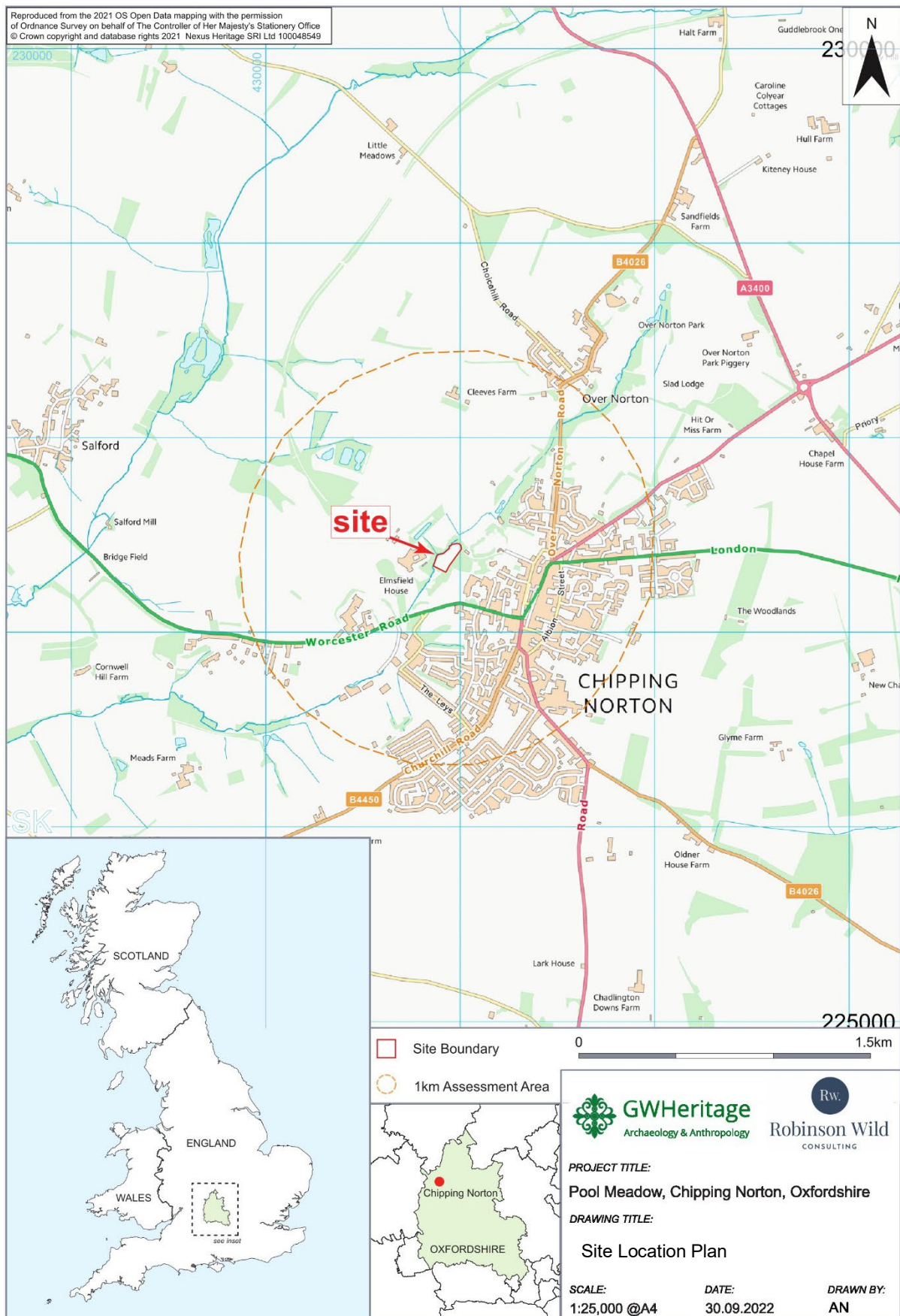


Figure 1. Site Location Plan

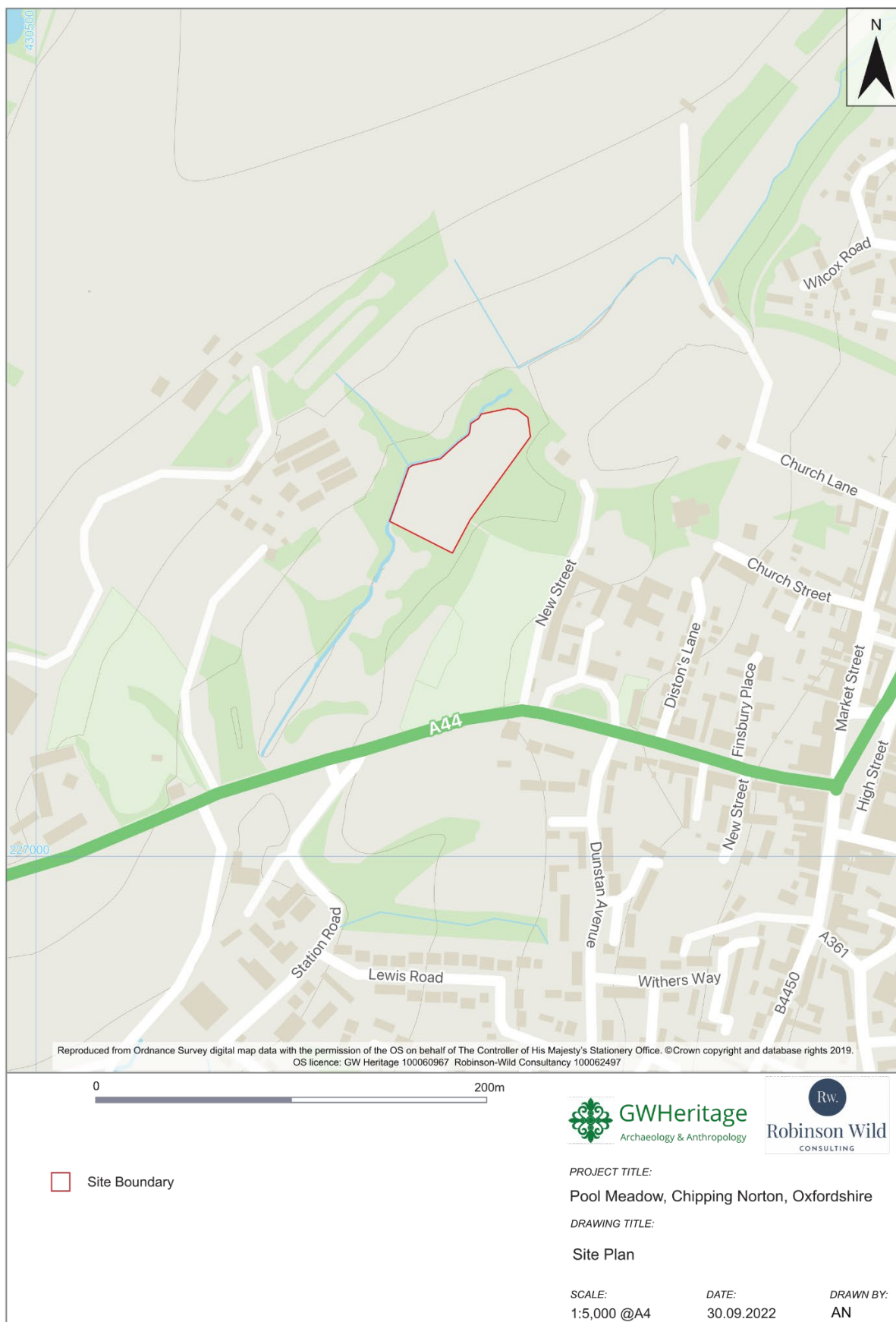


Figure 2. Site Plan

2. LEGISLATIVE AND PLANNING POLICY BACKGROUND

At the national level, the principal legislation governing the protection and enhancement of archaeological assets is the *Ancient Monuments and Archaeological Areas Act 1979*. The 1979 Act provides protection to Scheduled Monuments. The consent of the Secretary of State for Culture, Media and Sport is required for works which might affect a Scheduled Monument at either above or below ground level. The site forms part of a Scheduled Monument and within the Assessment Area there are a number of Scheduled Monuments (figure 5).

With respect to the cultural heritage of the built environment the *Planning (Conservation Areas and Listed Buildings) Act 1990* applies. The Act sets out the legislative framework within which works and development affecting listed buildings and conservation areas must be considered. This states that: -

“In considering whether to grant planning permission for development which affects a listed building or its setting, the local planning authority or, as the case may be, the Secretary of State shall have special regard to the desirability of preserving the building or its setting or any features of special architectural or historic interest which it possesses” (s66(1))

“In the exercise, with respect to any buildings or other land in a conservation area, of any [functions under or by virtue of] any of the provisions mentioned in subsection (2), special attention shall be paid to the desirability of preserving or enhancing the character or appearance of that area.” (s72(1))

There are no Listed Buildings within the site, but there are Listed Buildings within the Assessment Area (figure 6). The closest Listed Building is the Church of St Mary (Historic England NHLE List Entry Number: 1052637) which is Grade I listed and situated c.200m to the south east of the site. The site is situated within the Chipping Norton Conservation Area (designated in 1970, extended in 1989, 1991 and 1992) (figure 4). Chipping Norton falls within the Cotswolds Area of Outstanding Natural Beauty (AONB).

Other known sites of cultural heritage/archaeological significance can be entered onto county-based Historic Environment Records under the *Town and Country Planning Act 1990*.

The place of designated heritage assets (such as Scheduled Monuments, Registered Parks and Gardens, Conservation Areas, Listed Buildings) and non-designated heritage assets (including archaeological sites) within the planning system is governed by Section 16 (Conserving and enhancing the historic environment) of the *National Planning Policy Framework* (the “NPPF”, (March 2012, revised July 2018, updated February and June 2019, revised July 2021).

The NPPF sets out land-use planning principles which should underpin both plan-making and decision-taking. Central to the NPPF is a presumption in favour of sustainable development. At a very high level, the objective of sustainable development can be summarised as meeting the needs of the present without compromising the ability of future generations to meet their own needs. Achieving sustainable development means that the planning system has three interdependent overarching objectives, these being economic, social and environmental. In determining planning applications, local planning authorities are required to take account of viability, design, well-being and the protection and enhancement of the historic environment, amongst others. This then should allow for any proposals to be considered in the context of the overarching objectives which lead to the achievement of sustainable development.

Section 16 ‘Conserving and enhancing the historic environment’ sets out the policies relating to conserving and enhancing the historic environment. It directs that heritage assets are conserved in a manner appropriate to their significance so that they can be enjoyed for their contribution to the quality of life of existing and future generations.

The NPPF defines 'Heritage Assets' as "A building, monument, site, place, area or landscape identified as having a degree of significance meriting consideration in planning decisions, because of its heritage interest." The definition extends to both designated heritage assets and non-designated heritage assets, the latter being those which are identified by a local planning authority as having local interest, and sometimes recorded as being of such through local listing.

The following paragraphs from Section 16 of the NPPF are particularly relevant and are quoted in full:

Paragraph 194. "In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation."

Paragraph 195. "Local planning authorities should identify and assess the particular significance of any heritage asset that may be affected by a proposal (including by development affecting the setting of a heritage asset) taking account of the available evidence and any necessary expertise. They should take this into account when considering the impact of a proposal on a heritage asset, to avoid or minimise any conflict between the heritage asset's conservation and any aspect of the proposal."

Paragraph 197. "In determining applications, local planning authorities should take account of:

- a) the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;*
- b) the positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality; and*
- c) the desirability of new development making a positive contribution to local character and distinctiveness."*

Paragraph 199. "When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance."

Paragraph 202. "Where a development proposal will lead to less than substantial harm to the significance of a designated heritage asset, this harm should be weighed against the public benefits of the proposal including, where appropriate, securing its optimum viable use."

Paragraph 206. "Local planning authorities should look for opportunities for new development within Conservation Areas and World Heritage Sites, and within the setting of heritage assets, to enhance or better reveal their significance. Proposals that preserve those elements of the setting that make a positive contribution to the asset (or which better reveal its significance) should be treated favourably."

The *Planning Practice Guidance* ("PPG") ([April 2014](#), [updated February 2018](#), [revised July 2019](#)), is a supplementary guidance document to the NPPF. It provides advice on enhancing and conserving the historic environment, and viable uses for heritage assets. It sets out the

approach to assessing harm to heritage assets and details what is meant by the term public benefits in the context of development, amongst others.

In considering any planning application for development, the local planning authority must have regard to the national policy framework detailed in the NPPF and other material considerations.

With respect to local policy, the *West Oxfordshire Local Plan 2031* adopted in 2018 is the statutory document that comprises the adopted statutory document for making planning decisions in West Oxfordshire. The policies relating to the historic environment and others relevant to the proposal for the site are reproduced below.

Policy EH1: Cotswolds Area of Outstanding Natural Beauty:

“In determining development proposals within the Cotswolds Area of Outstanding Natural Beauty (AONB) and proposals which would affect its setting, great weight will be given to conserving and enhancing the area’s natural beauty, landscape and countryside, including its wildlife and heritage. This will include consideration of any harm to the contribution that the settlement makes to the scenic beauty of the AONB.”

Policy EH9: Historic environment

“All development proposals should conserve and/or enhance the special character, appearance and distinctiveness of West Oxfordshire’s historic environment, including the significance of the District’s heritage assets, in a manner appropriate to their historic character and significance and in a viable use that is consistent with their conservation, in accordance with national legislation, policy and guidance for the historic environment.

In determining applications, great weight and importance will be given to conserving and/or enhancing the significance of designated heritage assets, including:

-
- *the special architectural and historic interest of Listed Buildings, with regard to their character, fabric and their settings;*
- *the special architectural and historic interest, character and/or appearance of the District’s Conservation Areas and their settings, including the contribution their surroundings make to their physical, visual and historic significance;*
- *the special archaeological and historic interest of nationally important monuments (whether Scheduled or not), both with regard to their fabric and their settings;*
-

All applications which affect, or have the potential to affect, heritage assets will be expected to:

- a) use appropriate expertise to describe the significance of the assets, their setting and historic landscape context of the application site, at a level of detail proportionate to the historic significance of the asset or area, using recognised methodologies and, if necessary, original survey. This shall be sufficient to understand the potential impact of the proposal on the asset’s historic, architectural and archaeological features, significance and character;*
- b) demonstrate that the proposal would, in order of preference:*

- avoid adverse impacts on the significance of the asset(s) (including those arising from changes to their settings) and, wherever possible, enhance or better reveal the significance of the asset(s);
 - minimise any unavoidable and justified (by the public benefits that would accrue from the proposed development – see below) adverse impacts and mitigate those impacts in a manner proportionate to the significance of the asset(s) and the nature and level of the impact, investigate and record changes to or loss of physical fabric, features, objects or other remains and make the results publicly available.
- c) demonstrate that any new development that would result in the unavoidable and justified loss of all or part of a heritage asset would proceed within a reasonable and agreed timetable that makes allowance for all necessary safeguarding and recording of fabric and other remains, including contingencies for unexpected discoveries.

Designated assets

Proposals which would harm the significance of a designated asset will not be approved, unless there is a clear and convincing justification in the form of substantive tangible public benefits that clearly and convincingly outweigh the harm, using the balancing principles set out in national policy and guidance.....”

Policy EH10: Conservation areas

“Proposals for development in a Conservation Area or affecting the setting of a Conservation Area will be permitted where it can be shown to conserve or enhance the special interest, character, appearance and setting, specifically provided that:

- the location, form, scale, massing, density, height, layout, landscaping, use, alignment and external appearance of the development conserves or enhances the special historic or architectural interest, character and appearance of the Conservation Area;
 - the development conserves or enhances the setting of the Conservation Area and is not detrimental to views within, into or out of the Area;
 - the proposals are sympathetic to the original curtilage and pattern of development and to important green spaces, such as paddocks, greens and gardens, and other gaps or spaces between buildings and the historic street pattern which make a positive contribution to the character in the Conservation Area;
 - the wider social and environmental effects generated by the development are compatible with the existing character and appearance of the Conservation Area; and
 - there would be no loss of, or harm to, any feature that makes a positive contribution to the special interest, character or appearance of the Conservation Area, unless the development would make an equal or greater contribution.
-”*

Policy EH13: Historic landscape character

“In determining applications that affect the historic character of the landscape or townscape, particular attention will be paid to the following:

- the age, distinctiveness, rarity, sensitivity and capacity of the particular historic landscape or townscape characteristics affected
-
-

- *the degree to which the form, scale, massing, density, height, layout, landscaping, use, alignment and external appearance of the development conserves or enhances the special historic character of its surroundings.*

Policy EH15: Scheduled monuments and other nationally important archaeological remains

“Proposals for development that would affect, directly or indirectly, the significance of Scheduled Monuments or non-scheduled archaeological remains of demonstrably equal significance will be permitted where the proposals would conserve or enhance the significance of the Monument or remains, including the contribution to that significance of the setting of the Monument or remains. Nationally important archaeological remains (whether scheduled or demonstrably of equivalent significance) should be preserved in situ.

Any unavoidable harm to or loss of Scheduled Monuments or nationally important archaeological

remains (justified in accordance with the principles set out in national planning policy and Policy EH9), should be:

- *minimised through: careful design, including modifying building footprints; the use of appropriate construction methods and temporary works; avoiding damaging landscaping proposals; seeking engineering design solutions; and*
- *mitigated by a programme of archaeological investigation, recording and analysis.”*

Policy CN2: Chipping Norton Sub-Area Strategy

“.....New development in the rest of the sub-area will be limited to meeting local community and business needs and will be steered towards the larger villages.

Proposals for development in the sub-area should be consistent with the strategy which includes:

- *.....*
- *conservation and enhancement of the town’s landscape setting and heritage assets.*
- *conservation and enhancement of the Cotswolds Area of Outstanding Natural Beauty (AONB).*
- *.....*

As part of local district policy, Chipping Norton has a Neighbourhood Plan that was published in 2015 and covers the period up to 2031. The *Chipping Norton Neighbourhood Plan 1 Jan 2015 – 31 March 2031* sets out the vision for the area and planning policies for the use and development of land. This forms part of the statutory local development framework for the area, which means that the policies and proposals contained within it will be used to help determine planning applications, including appeals. The policies within the plan cannot block the strategic development needs of the wider area as outlined in the local development framework. They can, however, shape and influence what that development will look like and where it can be sited.

Policy BD1: Historic built environment

“The parish’s designated heritage assets and their settings including listed buildings, the Conservation Area, scheduled monuments and assets above and below ground, will be preserved or enhanced. Proposals for development will take into account their significance and contribution to local distinctiveness, character and sense of place.

Proposals for development that affect non-designated historic assets will be considered taking account of the scale of any harm or loss and the significance of the heritage asset as set out in the National Planning Policy Framework (NPPF 2012)."

Policy BD2: Conservation Area

"The special character or appearance of the Chipping Norton Conservation Area should be preserved or enhanced.

New development including proposals that involve the alteration or extension of a building within or adjacent to the boundary of the Conservation Area will generally be supported subject to compliance with all of the following criteria:

-
- *Any open space that makes a significant contribution to the character or appearance of the Conservation Area is not reduced in size*
-"

Policy MP8: Natural environment

" Development should contribute to and enhance the natural and local environment by minimising impacts on biodiversity and providing net gains in biodiversity where possible. Existing ecological networks should be retained and new ecological habitats and networks are particularly encouraged. Measures to improve landscape quality, scenic beauty and tranquility and to reduce light pollution are encouraged. Great weight will be given to conserving landscape and scenic beauty within the AONB and development within and affecting the AONB must have regard to the Cotswolds AONB Management Plan and any relevant associated guidance."

The site is situated within the Chipping Norton Conservation Area. There is a Conservation Area Character Appraisal (West Oxfordshire District Council, 2013) for the conservation area to which reference should be made in the context of supplementary planning guidance.

3. LOCATION, GEOLOGICAL AND TOPOGRAPHICAL BACKGROUND

The site is located c.0.5 km to the north west of the centre of Chipping Norton (figure 2). The site extends to an area of c.1.5 hectares and is centred, approximately, at NGR SP 30932 27394. It consists of one parcel of land.

A detailed description of the site based on a site visit is included below in Section 6. In summary, the site is an irregular shaped field located to the southwest of Chipping Norton Motte and Bailey Castle, a scheduled monument and is included within the Castle's scheduled boundary. It is known as Pool Meadow. The field contains a dam extending across the valley bottom and rising to as much as 4m above the valley bottom. To the northwest the dam turns through 90 degrees and continues along the north/west side of the field as an earthwork mound, separating the brook from the valley bottom and thus creating a 'pond'. It is more common for Medieval fishponds to consist of two or more rectangular ponds excavated into a valley bottom with inflow and outfall leats to supply water to the ponds and carry water back to the feeder stream, the leats being controlled by sluices. At the northwest end of the dam, where it turns 90 degrees to the northeast, there is a post-medieval brick built sluice of blue-engineering bricks with a second structure at the north-eastern end of the lateral earthwork, also of blue engineering bricks. Neither is shown on the detailed 1881 OS maps (figure 8) but both are identified and labelled as sluices on the 1922 OS map (figure 11) and were therefore probably added to the earthwork in the 40 year period after 1880-81.

There are visible earthworks in the southwest end of the site, in the form of a large wide bank associated with the fishpond. There are other earthworks close by in the form of a conical mound with a flat top, associated with the motte and the bailey which survives as a low rampart bank. The later castle has two enclosed areas and ramparts still visible as earthworks. These earthworks are not located within the site but fall within the Assessment Area in the adjacent field to the northeast of the site. They do not form part of the proposal but are related to the archaeology of the site. The site has a footpath along the northeast side of the field. There is no vehicular access to the site, the closest vehicular access is via the A44. There is a private single track road to the southeast of the site, leading to a residential property. The site can also be accessed on foot by a public footpath from the A44.

Chipping Norton is identified as National Character Area ("NCA") 107. Cotswolds (NE420) (Natural England website accessed 29-09-22). The predominant rock type in the NCA is the Middle Jurassic limestones. The limestones are made up of lime-rich mud, fragments of fossil shell and oolites. These oolites characterise much but by no means all of the limestone layers but have given their name to the 'oolitic limestones'. The limestone rocks of the Cotswolds hills were formed in the Jurassic in shallow tropical seas. The major western scarp exposes limestone from the early to middle Jurassic – the classic oolitic "Cotswold stone" Now formed in the middle Jurassic. The geology of the area also includes Lias mudstones/clays and marlstones (BGS website accessed 29-09-22).

The Chipping Norton Landscape Assessment was undertaken in 2009 by Amanda Hopwood Landscape Consultancy (AHLIC), on behalf of West Oxfordshire District Council. The report suggests the landscape around Chipping Norton is of high sensitivity. Much of it is within the Cotswolds AONB. The site is located within Assessment Area B as part of this assessment. Area B is described as lying within a steep sided valley rising to a plateau, part of the ridge enclosing the town, forming an important part of the setting of Chipping Norton and castle (Conservation Area, Scheduled Monument). It forms part of the small gap between the town and Over Norton. Development within this area would not be appropriate, and impact from development in neighbouring areas which affects this area, and the settlement gap should be carefully assessed. Area B is described as having a high landscape/visual importance and sensitivity.

The British Geological Survey identifies the bedrock underlying the site as Siltstone and Mudstone, interbedded - Dyrham Formation. This sedimentary bedrock was formed approximately 182.7 to 190.8 million years ago in the Jurassic period. The superficial deposits are River Terrace Deposits - Sand and Gravel. The sedimentary superficial deposit formed between 2.588 million years ago and the present during the Quaternary period.

The Oxfordshire Historic Landscape Characterisation ("HLC") (figure 4) categorises the site as Piecemeal Enclosure (Late 18th Century), Piecemeal Enclosure (Late 19th century) and Reorganised Enclosures (Early 21st Century). The Characterisation study considers that each landscape type has a distinct form that can be related to its origins and development. Regular shaped fields are indicative of surveyed or 'planned countryside' whereas fields more irregular in character can be indicators of much older landscapes.

Piecemeal Enclosures are defined in the Characterisation study as having Field systems that have been created out of the medieval open fields by informal agreement. This characterisation is common across Oxfordshire and is given where it is not possible to say with any certainty that an enclosure is pre-18th century and, therefore, cannot be characterised as Ancient Enclosure. It is given a sensitivity rating of 'High' as it is unlikely for there to have been wholesale truncation or destruction of features meaning significant archaeological deposits or historic buildings may still survive.

Reorganised Enclosures are defined in the Characterisation study as fields showing signs of modern adaptation through large scale re-organisation of earlier field boundaries. This characterisation is the most common across Oxfordshire, it shows the extent of change the agricultural landscape has experienced since originally being enclosed. This characterisation is also given a sensitivity rating of 'High' as it is unlikely for there to have been wholesale truncation or destruction of features meaning significant archaeological deposits or historic buildings may still survive.

The 'High sensitivity' rating in the HLC is a measure of the potential for Medieval and earlier remains to survive within this type of landscape. This is not directly relevant to the site where the presence of large earthworks is known – what is less certain is the date and functional attribution of those earthworks and on this point the HLC descriptors are not directly relevant.

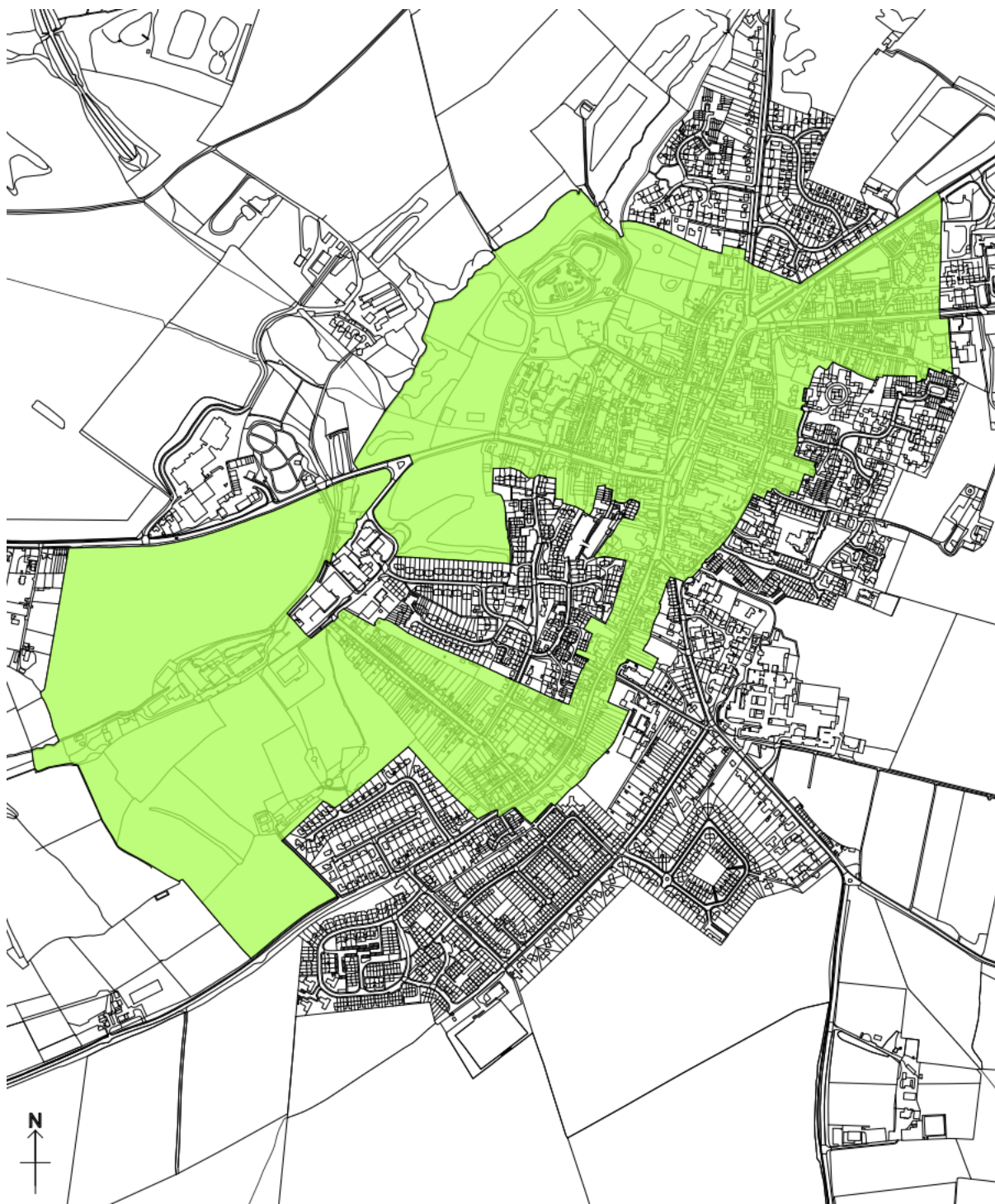


Figure 3. Chipping Norton Conservation Area

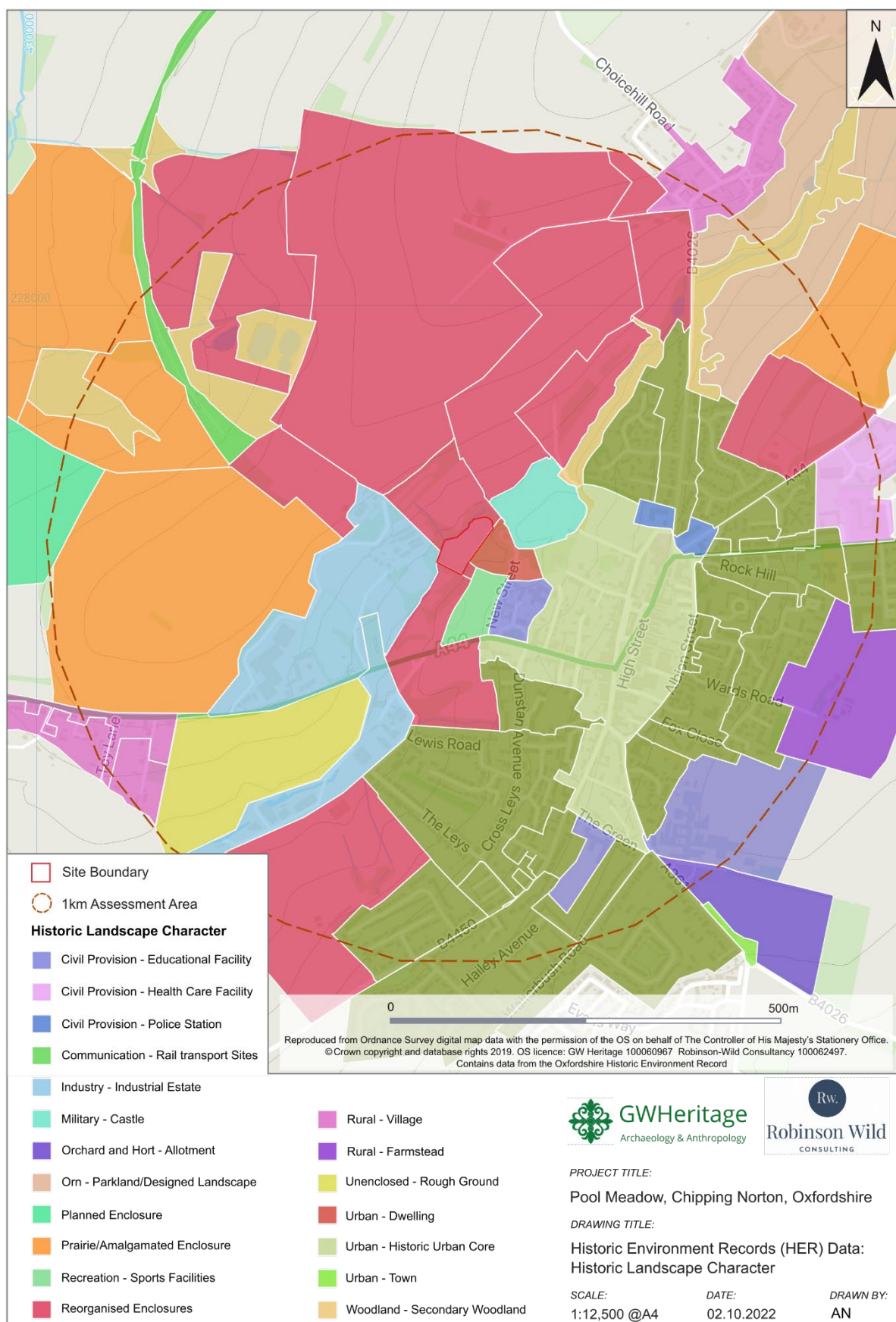


Figure 4. Oxfordshire Historic Landscape Characterisation

4. ARCHAEOLOGICAL AND HISTORICAL BACKGROUND

Introduction

The following section is a summary of the historic environment data found within a 500m radius of the site. This wider area is referred to as the “Assessment Area”. This Assessment Area was originally 1km. This radius produced a large amount of data that was not relevant to the site. Due to this it was reduced to 500m. The data below has been compiled from the Oxfordshire Historic Environment Record (“OHER”), and other documentary and cartographic sources. The data collected is considered to provide a good indication of the character, distribution, and survival of any potential heritage assets within and near the site and helps define its significance. The locations of the identified heritage assets and recording events within the Assessment Area are shown in figures 5 - 7.

Not all the heritage assets within the 500m have been discussed within the text, only heritage assets considered to be relevant to the site have been included. This was due to the large amount of data produced by the OHER at a 500m radius, much of which is not directly relevant to a study of the site as a Medieval fishpond (as described above on page 1).

In summary, the site sits within two designated heritage assets - the Chipping Norton Motte and Bailey Castle (scheduled monument) and the Chipping Norton Conservation Area. The Assessment Area also contains designated heritage assets. Within the Assessment Area there are 171 designated and non-designated heritage assets (monuments and buildings). There are 30 event/activity records. The site contains evidence for a medieval fishpond, located at the southwest end of the site, in the form of a large wide bank.

There have been no controlled investigations undertaken in the form of a watching brief, trial trenching or topographical survey on the site. There are also no events or finds associated with the site.

Entries in the OHER relating to recording events, archaeological interpretation and controlled investigations within the Assessment Area indicate that the site lies proximate to areas of archaeological activity in the Medieval periods.

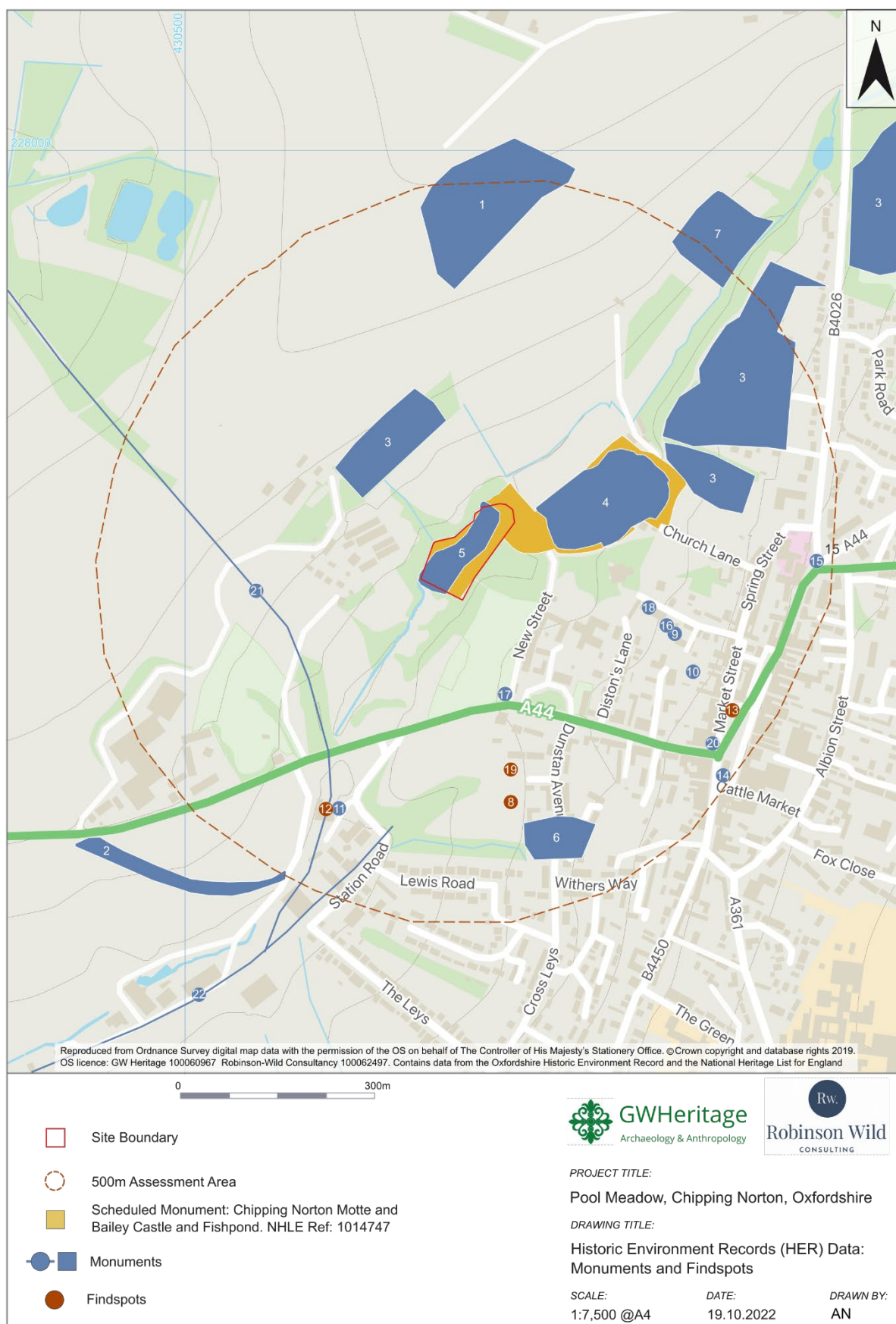


Figure 5. Historic Environment Records (HER) Data – Monuments and Findspots

Table of Historic Environment Records (HER) Data - Monuments and Findspots			
Number	HER Ref	Name	Summary
1	28011	Possible Later Prehistoric Curvilinear, Rectilinear and Sub-Rectangular Enclosures	Enclosures, ring ditches and linear features are visible as cropmarks on aerial photographs.
2	13064	Medieval Trackways (S of Worcester Road and New Street)	Main holloway marking earlier course of Worcester Road between Primdown Farm and West End.
3	29337	Ridge and furrow	Levelled and earthworks visible on AP.
	29337	Ridge and furrow	Levelled and earthworks visible on AP.
	29337	Ridge and furrow	Levelled and earthworks visible on AP.
	29337	Ridge and furrow	Levelled and earthworks visible on AP.
4	1146	Chipping Norton Motte and Bailey Castle	Includes the remains of motte and bailey castle and associated fishpond to its west. Two distinct phases. Castle built by Fitzalans of Clun during C12th, with earlier motte and bailey built soon after 1066.
5	4187	Medieval Fishpond	Called 'Pool Meadow' and now an open space with the dam at the SW end.
6	29342	Site of ridge and furrow	Small area of levelled ridge and furrow visible on AP. Now developed.
7	29215	Ridge and furrow	Almost continuous medieval and/or post-medieval ridge and furrow visible on APs.
8	16794	Palstave at Chipping Norton	Bronze looped palstave.
9	17401	Post medieval building adjacent to Redrobe house	Remains of a post medieval house, consisting of several of Cornbrash walls standing between 3 and 6 courses high, was recorded, along with a series of stone lined drains.
10	17402	Post Medieval rubbish pits at rear of 4 Market Street	A watching brief recorded a series of rubbish pits, most of which were post medieval; small number of undated pits.
11	183	Site of Chipping Norton Railway Station	Main station building on east side of line. Wooden signal box immediately to south. Large red brick goods shed, cattle pens and engine shed to south. Now demolished.
12	1277	Roman Coins, W of Railway Station	Roman coins found 'west of the railway station'.
13	1281	Roman Coins	Coins of Trajan (AE I), Constantine (AE 3), and Valens (AE 3) dug up in the Market Place, some in 1895.
14	4193	Site of Old Town Hall/Old Market Hall	On plaque on west side of Town Hall - upper 9 stones of pillar - one of 9 pillars which supported Old Market Hall which stood on this site until 1842 - most likely post medieval.
15	5976	Medieval Cross	Printed as an antiquity on 1922 25" OS map. Base of market cross still survives at Oxford entrance to town.
16	5977	Site of Workhouse, Church Street	Building of stone with blocked windows (painted on) once the old workhouse.
17	10154	Site of Toll House	Chipping Norton (North) toll house. Located in Chipping Norton on A44 to Evesham Road. Now lost.
18	13280	Site of Medieval/Post Medieval School	Founded soon after 1450.
19	13528	Medieval Pottery (Garden of 10, Dunstan Avenue)	Part of a 'slash' handle of a fairly large vessel of the C14th Wychwood ware. Found by Mr David Eddershaw 14/5/84.

20	15806	Site of 12, Market Place	OAU excavated at above address to examine suspected medieval remains, consisting of floor levels and a hearth.
21	8992	Banbury and Cheltenham Direct Line of GWR	Authorised 1874 and opened April 6th 1887, closed in 1969
22	8991	Chipping Norton Railway	Constructed 1854, single track, opened 1855, purchased by OWWR in 1859

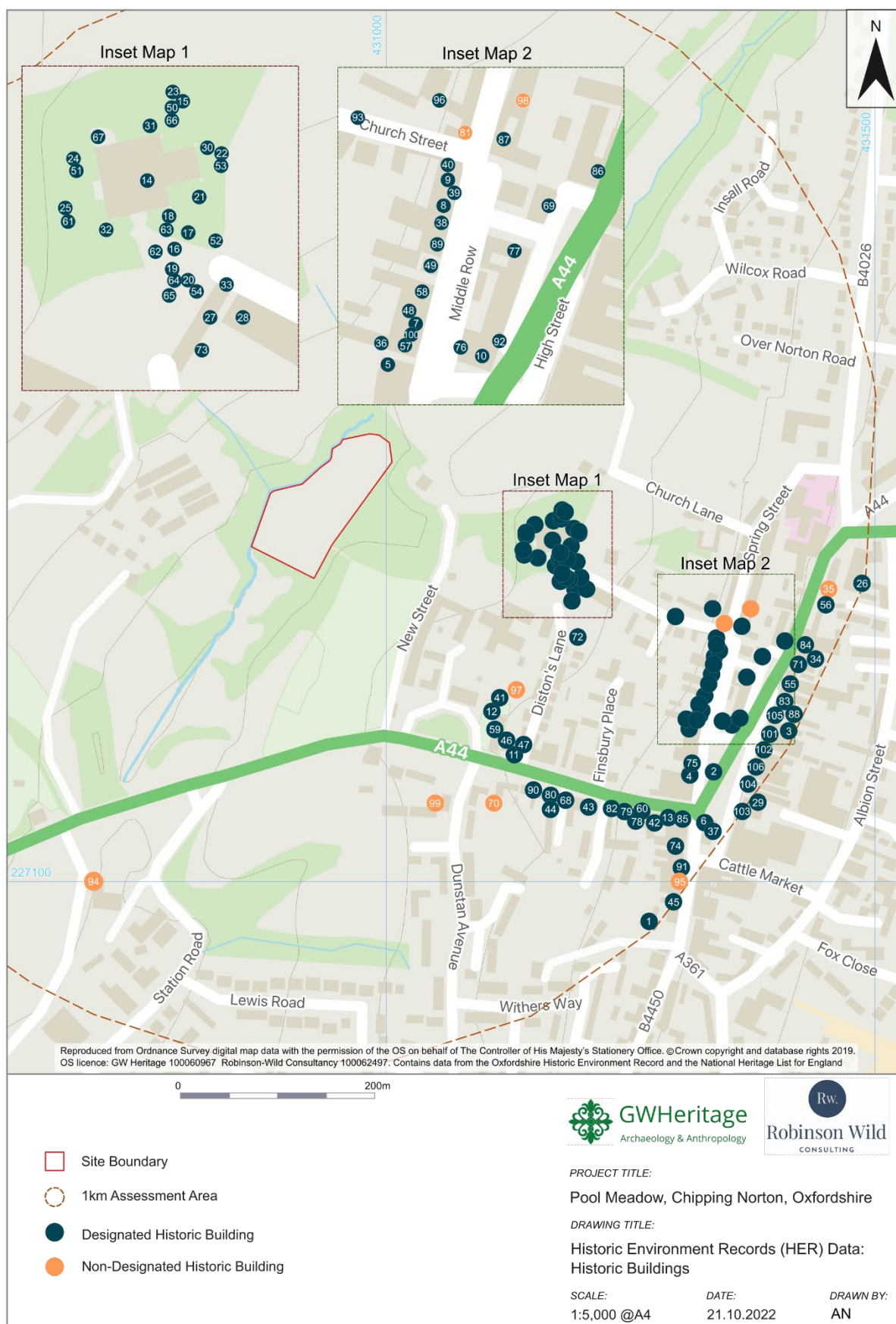


Figure 6. Historic Environment Records (HER) Data – Buildings

Table of Historic Environment Records (HER) Data - Historic Buildings					
Number	HER Ref	NHLE Ref	Grade	Name	Summary
1	23551	1052600	II	The Manor House, West Street	House. Early C16 core with later additions and much restoration and alteration in the C19.
2	23510	1052603	II	K6 Telephone Kiosk, Market Place	Telephone kiosk. Type K6. Designed 1935 by Sir Giles Gilbert Scott.
3	23495	1052617	II	No 19 (Hartwells), High Street	Shop. C18 of ashlar with a gabled slate roof and end brick stacks.
4	23504	1052623	II*	No 15 Market Place	House. Formerly 2 C17 cottages, extended and refronted c1780.
5	23506	1052624	II	No 20 (Sketchley), Market Place	Shop. Early C19 of coursed rubblestone, rusticated stone quoins and blocked dressings to openings with a gabled slate roof and end brick stacks.
6	4194	1052625	II	Stone Pillar & Base of Wayside Cross, Market Place	Late medieval and probably C17th monument erected outside the Town Hall in 1956.
7	23511	1052626	II	No 2 (Southorn Shoes), Market Street	Shop. C17 altered of rubble stone and limewashed stucco with a gabled machine tiled roof sharing stone stack with No 1.
8	23517	1052628	II	No 9 Market Street	House. C17 altered of coursed and squared rubblestone with a steeply pitched gabled machine tiled roof and S end stone stack with reconstituted cap.
9	23519	1052629	II	No 11 Market Street	House. C17 altered with a one bay N section formerly part of another dwelling.
10	23521	1052630	II	The Bunch of Grapes Public House, Middle Row	Public House. C17 core recased in the mid C20.
11	23525	1052633	II	No 65 New Street	House. C17, remodelled in the C19 of rubblestone and stone dressings with a

					gabled slate roof and W stone stack.
12	23528	1052634	II	Joseph Hansom Memorial about 11 yards NW of Baptist Church, New Street	Chest tomb. Joseph Mansom died 1822.
13	23530	1052635	II	No 8 New Street	House and shop in a street row. Rebuilt mid-C19.
14	4196	1052637	I	Church of St Mary	Fine medieval Perpendicular church. C12th foundations of which only a few fragments survive in the west wall of the nave.
15	23454	1052638	II	Kerby Family Tombs to NE of St Marys Church	1776 enclosure as dated on ironwork pier. 3 monuments.
16	23455	1052639	II	Row of 3 Bale Tombs about 12 yards SE of S Porch of St Marys Church	3 bale tombs. Early-mid C18 to Keck family.
17	23457	1052640	II	William Brown Tomb about 13 yards SE of S Porch of St Marys Church	Chest tomb. William Brown died 1803.
18	23459	1052641	II	Chest Tomb about 7 yards E of S Porch of St Marys Church	Chest tomb. C18 or early C19 style.
19	23460	1052642	II	2 Gibbs Memorials about 25 yards S of S Porch of St Marys Church	2 chest tombs. Mid C19.
20	23462	1052643	II	Joseph Gibbs Memorial about 28 yards SE of S Porch of St Marys Church	Chest tomb. Joseph Gibbs died 1820.
21	23466	1052644	II	Chest Tomb about 10 yards E of SE End of S Aisle of St Marys Church	Chest tomb. Mid C18.
22	23468	1052645	II	Chest Tomb about 7 yards E of E End of St Marys Church	Chest tomb. Early-mid C19.
23	23472	1052646	II	Joh Guy Memorial about 12 yards NE of NE Corner of N Aisle of St Marys Church	Chest tomb. John Guy died 1823.
24	23475	1052647	II	Thomas Bradley Memorial about 10 yards W of St Marys Church	Tall bale tomb. Thomas Bradley died 1746.
25	23477	1052648	II	Pair of Rawlings Family Memorials about 12 yards SW of W Tower of St Marys Church	2 chest tombs. About 1800 - both to a Robert Rawlings, one died 1803 (South), the other 1801 (North).
26	17084	1052649	II	Hillside (RH Coombes and Company Chartered Accountants), Albion Street	Early C19th. Now offices.
27	23479	1052650	II	Parish Rooms, Church Street	GV Parish rooms. c.1840.
28	23482	1052652	II	No 7 Church Street	House. C17 core extended in the C19 and refronted in the C20.

29	23492	1052657	II	No 9 (Fruit Centre), High Street	Former Temperance Hotel, now shop. Circa 1730 of incised cement render with a gabled slate roof and dressed stone copings.
30	23469	1182653	II	Chest Tomb 2 yards E of E End of St Marys Church	Chest tomb. John Biggeby died 1733 or 1755.
31	23473	1182702	II	Group of 3 memorials about 6 yards N of NE Corner of N Aisle of St Marys Church	3 chest tombs. Late C18/early C19.
32	23478	1182718	II	Chest Tomb about 5 yards W of SW Corner of St Marys Church	Chest tomb. C18.
33	23481	1182744	II	No 6 Church Street	House. Possibly early C16 as it is traditionally known as the earliest house in Chipping Norton, but more likely to be C17 in origin and displaying the C16 fenestration of the old Grammar School which may have been reused for No 6 when the school was dem
34	23499	1183082	II	No 28 High Street	Shop. C18 with C19 alterations.
35	17086	1183093		Key Antiques, Horse Fair	Early C19th. Originally a house, now a shop.
36	23507	1183187	II	No 21 (Jonathan Howard Antiques), Market Place	Shop. Early C19 of coursed rubble stone, dressed stone quoins and blocked dressings to openings with a gabled slate roof N end brick stack.
37	4192	1183188	II*	Town Hall, Market Place	Town Hall built in Palladian style which had a short-lived vogue at that time. Plaque on west side says it was rebuilt 1842.
38	23516	1183239	II	No 8 Market Street	House. C17 altered of limewashed and part stuccoed rubblestone with a gabled machine tiled roof and south end stack shared with No 7.
39	23518	1183256	II	No 10 Market Place	House. C17 altered of coursed and squared rubble stone with a gabled machine tiled roof and N end stone stack with a

					reconstituted cap and a S end brick stack.
40	23520	1183264	II	No 12 Market Street	House. C17 altered of squared rubblestone, dressed quoins with a gabled slate roof and S end brick stack.
41	23527	1183334	II	Jabez Kimber Memorial about 12 yards NW of Baptist Church, New Street	Chest tomb. Jabez Kimber died 1826.
42	23531	1183369	II	No 10 New Street	House and shop in street row. Possibly C17 core, altered and refronted mid-C19.
43	1110	1183426	II	Chipping Norton Recording Studios, New Street	Former house, then British Schools, now recording studios, c.1730. 2 storey, stone building with date on pediment 1854. Now Chipping Norton Recording Studios.
44	23537	1197960	II	No 34 New Street	House. C18 with C19 alterations of coursed and squared rubblestone, stone dressings and a gabled machine tiled roof with a W end stone stack.
45	23550	1198029	II	No 9 West Street	House. C17 core refronted in the early C18. Ashlar with a gabled stone tiled roof and S end moulded stone stack with brick cap.
46	23526	1284115	II	No 67 New Street	House. C17 refronted in the C19 of rubblestone and a gabled slate roof and W end stone stack.
47	23524	1284148	II	No 63 New Street	House. C17, remodelled in the C19 of rubblestone with a gabled slate roof and ridge stone stack.
48	23512	1284183	II	No 3 (17th Century Pantry), Market Street	House, now restaurant. C17 altered of rubble stone and limewashed render with a gabled machine tiled roof and N end brick stack.
49	23514	1284186	II	No 6 Market Street	House. C17 altered of coursed and squared rubble stone, dressed quoins S end, with a

					gabled machine tiled roof and end brick stacks.
50	23471	1284411	II	William Guy Ledger about 7 yards NE of NE Corner of N Aisle of St Marys Church	Low chest tomb with ledger stone. William Guy died 1833.
51	23476	1284425	II	Chest Tomb immediately S of Thomas Bradley Memorial	Large chest-tomb. Mid C18.
52	23465	1284450	II	Pagett Memorial about 35 yards SE of S Porch of St Marys Church	Chest tomb. Mid C18.
53	23467	1284456	II	Colbourn Memorial about 7 yards E of E End of St Marys Church	Chest tomb. 1830s.
54	23463	1284479	II	William Beck Memorial about 33 yards SE of S Porch of St Marys Church	Chest tomb. Late C18.
55	23498	1368126	II	No 24 & 25 (Hiltons and Seb), High Street	House, now shop and office. 1730 as dated on rainwater heads of one build.
56	17085	1368127	II	La Madonette Restaurant, Horse Fair	C17th. Previously a house, now a restaurant.
57	23508	1368129	II	No 22 Market Place	House. C17 altered of rubble stone and limewashed stucco with a gabled machine tiled roof and S end brick stack.
58	23513	1368131	II	No 4 & 5 (Chopstick House and Olivieri Hairdresser), Market Street	Shops. Circa 1840 of one build.
59	1756	1368132	II	Baptist Chapel, New Street	Founded 1654 (or 1733?) and enlarged in 1816 with further enlargements in 1820's. Present chapel stone-built Victorian Gothic.
60	23532	1368133	II	No 12 and Access to No 14A (David Geddes), New Street	House and shop in street row. Mid-C19 rebuilding.
61	23453	1368135	II	Graves and Wheeler Tombs to SW of St Mary's Church	Late C18 chest tombs, one each to the respective families.
62	23456	1368136	II	Richard Philips Memorials about 10 yards S of S Porch of St Marys Church	Chest tomb. Richard Philips died 1819.
63	23458	1368137	II	Chest Tomb about 7 yards SE of S Porch of St Marys Church	Chest tomb. Early C18.
64	23461	1368138	II	George Wells Memorial about 27 yards SE of S Porch of St Marys Church	Chest tomb. George Wells died 1842.

65	23464	1368139	II	2 Gibbs Memorials about 30 yards SE of S Porch of St Marys Church	Chest tombs. About 1790.
66	23470	1368140	II	Pair of Bale Tombs about 5 yards NE of NE Corner of N Aisle of St Marys Church	Pair of bale tombs. Early-mid C18.
67	23474	1368141	II	2 Chest Tombs immediately N of Dawkins Mausoleum at St Marys Church	2 chest tombs with ledger stones. Late C18.
68	23536	1368152	II*	Kings Head Court, New Street	Former inn, now flats. Circa 1720 refronting of an earlier house.
69	4191	105632	II	Guildhall, Middle Row	Former Guildhall, now council offices, c.1500-20, extended in early C18 and C19.
70	5978			Site of Tweed Mill	Long building to east of house said to have been Bliss's original Tweed Mill. House to west built by Bliss for himself - now to be demolished (1973). See also PRN18.
71	14114	1052620	II	26 (Harraden House Antiques), High Street	House, now a shop. C18th with possibly older core and later alterations.
72	23483	1182761	II	No 45 Distons Lane	Former house. C17 or early C18; remodelled later C20.
73	23484	1052653	II	No 47 Distons Lane	House. C17, enlarged C19.
74	23503	1284222	II	No 5 (Craft Centre and Wool Shop), Market Place	Shop. Circa 1730 of ashlar stressed quoins with a gabled stone tiled roof and end stone stacks, that to the S with a brick cap.
75	23505	1183153	II	No 16 (National Westminster Bank), Market Place	Former town house now bank. Circa 1780 of ashlar with a gabled stone tiled roof and end stone stacks.
76	23509	1368130	II	Ivy House (J Butler Furnishers), Market Place	Shop. Early C18 altered.
77	23523	1052631	II	Nos 10 & 10A Middle Row	House. C17, refronted c1730.
78	23533	1284076	II	No 14 (Whychwool Designs), New Street	House and shop in street row. Mid-C19 remodelling.

79	23534	1368151	II	No 16 (Antiques), New Street	Shop. Early C19 remodelling, incised and colourwashed render with a shallow pitched gabled slate roof, 2 stacks W brick, and E end stone stack with brick cap.
80	23538	1052596	II	No 36 (Northville), New Street	House. C18 with C19 alterations of coursed rubblestone and stone dressings with a gabled stone tiled roof and W end stone stack.
81	29334			1 Spring Street	Unlisted mid-fifteenth century building around the perimeter of the Market Square.
82	23535	1052595	II	Nos 18 & 20 New Street	House. Early C19.
83	23497	1052619	II	No 22 (G T Smith Television), High Street	Early C18 with C19 and C20 alterations.
84	23500	1052621	II	No 29 High Street	Former public house, now house. C18 with C19 alterations.
85	23529	1284128	II	No 4 (Old George House Antiques, Former George Inn), New Street	Former inn, now shop. Early C17 of coursed rubblestone, stone dressings and a gabled slate roof with end stacks, that to the E of stone, to the W of brick.
86	23485	1284373	II	The Blue Boar, Goddards Lane	Public House. 1683 reset datestone with initials 'WT' in panelled reveal of ground floor window, restored in the C19.
87	23486	1052654	II	No 9, The Chequers Public House, Goddards Lane	Public House. C17 of coursed and squared rubblestone and stucco to the top floor possibly masking timber framing with a gabled slate roof with dressed stone copings and 2 stone stacks with brick caps.
88	23496	1368125	II	Nos 21 & 21A (Hayes & Co Newagents), High Street	Two houses, now shops. C18 of one build with mid C19 alterations.
89	23515	1052627	II	No 7 Market Street	House. C17 altered, of coursed and square rubble stone with a gabled machine tiled

					roof and end brick stacks.
90	23539	1197971	II	No 38 New Street	House. C18 with C19 alterations of rubblestone and stone dressings, with a gabled stone tiled roof and W end stone stack.
91	23549	1368155	II	No 1 (Maple Leaf Freezer Centre), West Street	Shop. Mid C18 of coursed and squared rubblestone, stone dressings and quoins with a gabled machine tiled roof.
92	23522	1284138	II	No 2 (Delicatessen), Middle Row	Shop. C18 refronted in the C19 of coursed rubblestone, flush dressed stone quoins, blocked dressings to openings and a shallow hipped slate roof with 2 brick stacks.
93	23480	1052651	II	Gateway & Walls to Almshouses, Church Street	1640, contemporary with Almshouses.
94	1198		No	Stable, Chipping Norton Railway Station	Typical brick GWR construction. Only surviving building of the station site, which has just been cleared. It may be kept as a garage if redevelopment plans do not interfere (9/2/69).
95	1757		No	Methodist Chapel, West Street	Built 1868. Stone-built Victorian Gothic.
96	4195	1182730	II	1-4, Church Street (almshouses)	8 gabled tenements built 1640.
97	4865		No	Former Methodist Chapel, Diston's Lane	Stone inscription says: 1796. Chapel converted to two 2-storey houses about 1950. Now 20 & 22, Distons Lane.
98	10342		No	Former Salvation Army Citadel, Spring Street	Built 1888. Now a theatre.
99	12702		No	Former Friends' Meeting House, New Street	Site recorded and marked on the 1880 OS Survey with Burial Ground. 1851 Religious Census gives the date of erection as 1804. Building now converted into flats.

100	14112	1183195	II	1, Market Street	C17 with later alterations.
101	14113	1368163	II	17 (Boots the Chemist), High Street	C18 with mid-C19 alterations. Group value.
102	14125	1052616	II	White Hart Hotel, High Street	C16th timber-framed structure, refronted in 1725 as dated on rainwater heads. Recent work revealed new information prior to redevelopment.
103	23491	1182782	II	No 8 (Baxters Butchery and Coles the Jewellers), High Street	Shop. Early C18, refaced in the C20 of ashlar with a gabled stone tiled roof, dressed stone copings and N end stone based stack with brick cap.
104		1052615	II	Cheltenham and Gloucester Building Society and Fine Fare	
105		1052618	II*	The Playpen	
106		1368162	II*	Barclays Bank	

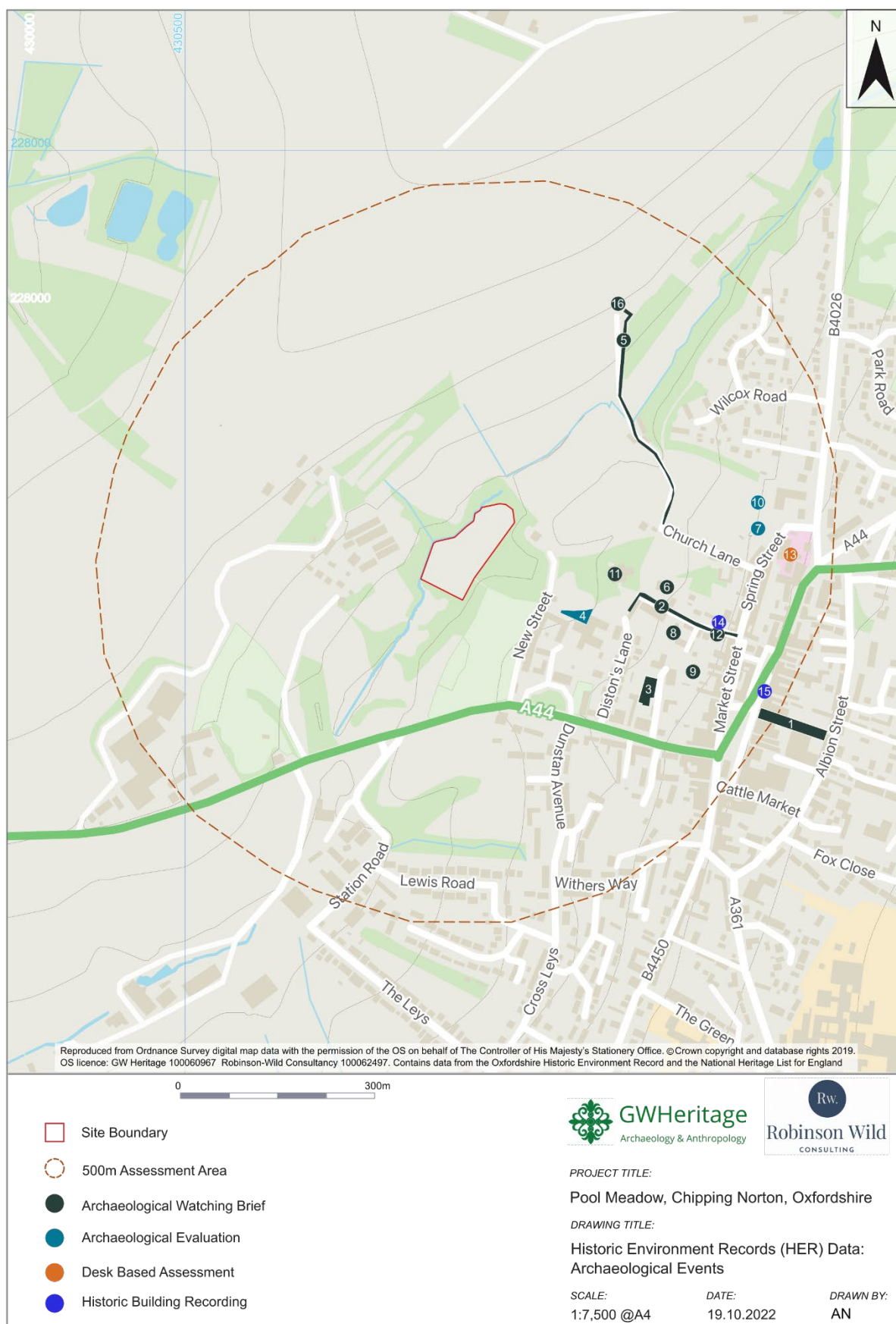


Figure 7. Historic Environment Records (HER) Data – Archaeological Events

Table of Historic Environment Records (HER) Data - Archaeological Events				
Number	HER Ref	Name	Organisation	Summary
1	EOX1133	An Archaeological Watching Brief at The White Hart Hotel, High Street	John Moore Heritage Services	Four trenches dug within proposed development area, in which demolition of existing buildings and conversion of hotel buildings to create 7 new buildings in total.
2	EOX3131	Church Street: Watching Brief	John Moore Heritage Services	Excavation of service holes in connection with replacement of a water pipe ; 3 site visits made. Groundworks involved initial hardstanding removal by pneumatic drill followed by further reduction using 360 degree excavator. Surface of the natural geolog
3	EOX3314	Land to rear of 39 New Street: Watching Brief	Archaeological Solutions	Monitoring carried out over 2 months in compliance with a planning condition attached to the permission for the residential development of the site. The site's location within the core of the medieval part of Chipping Norton indicated there was a potent
4	EOX5582	Land at Penhurst School: Evaluation	AC Archaeology	Evaluation carried out on a grassed area to the rear of the former school grounds. Two trenches totalling 40m in length and measuring 1.6m wide were positioned to assess the potential for burials associated with an adjacent churchyard as well as the pote
5	EOX6277	Springhill: Watching Brief	John Moore Heritage Services	An archaeological watching brief was conducted during the course of groundworks for a new dwelling at Springhill, Church Lane north of Chipping Norton. Evidence of medieval or post-medieval cultivation in the form of ridge and furrow earthworks was prese
6	EOX148	The Old Vicarage: Watching Brief	Oxford Archaeological Unit	NEGATIVE - watching brief was maintained during ground reduction works for the construction of a conservatory. No archaeological features were observed and no finds retrieved
7	EOX150	The Ambulance Station, Spring Street: Evaluation	AOC Archaeology Group	NEGATIVE - a single evaluation trench was excavated within the proposal area. A series of linear features were investigated and these produced only post-medieval material. It is thought that the features relate to recent gardening activity on the site.
8	EOX1955	Land Adjacent to Redrobe House: Watching Brief	John Moore Heritage Services	An archaeological watching brief carried out during the excavation of footing for a new house revealed the remains of a post-medieval building. A drain pre-dating the building was also recorded.

9	EOX1956	An Archaeological Watching Brief at R/O 4 Market Street	John Moore Heritage Services	A watching brief carried out during foundation excavation located a series of rubbish pits. Some were dated to the C19 or early C20 but some were undated and could be earlier.
10	EOX2258	An Archaeological Evaluation at Castle View, Spring Street/Over Norton Road	John Moore Heritage Services	Two trenches, 25m long, were excavated down to natural geology ahead of proposed development. A sequence of modern ground was recorded but no archaeological features were observed.
11	EOX2751	Church of St Mary: Watching Brief	Oxford Archaeology	WB for PCC in advance of a new raised floor in the east end of the nave revealed that the floor and two earlier vaults had been lowered during the late C19th renovations.
12	EOX3131	Church Street: Watching Brief	John Moore Heritage Services	Excavation of service holes in connection with replacement of a water pipe ; 3 site visits made. Groundworks involved initial handstanding removal by pneumatic drill followed by further reduction using 360 degree excavator.
13	EOX3482	Former War Memorial Hospital Report: DBA	Oxford Archaeology	Cultural heritage assessment for land at site of former War Memorial Hospital, where a new development of 14 residential housing units along with garage and car parking facilities. Report suggests low potential for later prehistoric to Anglo Saxon remains
14	EOX616	Cornish Almshouses: Building Survey	English Heritage	Photographic record of the Cornish Almshouses.
15	EOX618	The Playpen: Building Survey	English Heritage	Historic building survey by RCHME.
16	EOX6277	Springhill: Watching Brief	John Moore Heritage Services	An archaeological watching brief was conducted during the course of groundworks for a new dwelling at Springhill, Church Lane north of Chipping Norton. Evidence of medieval or post-medieval cultivation in the form of ridge and furrow earthworks was prese

Prehistoric Period: Palaeolithic (500,000 - 12,000 BC), Mesolithic (12,000 – 4,000 BC) and Neolithic (4,000 – 1,800 BC), Bronze Age (1,800 - 600 BC), Iron Age (600 - 43 AD)

There are no known archaeological deposits from the prehistoric period within the site. There are some HER records of prehistoric activity in the Assessment Area.

To the north of the site, within the Assessment Area, there is a possible series of later Prehistoric curvilinear, rectilinear and sub rectangular enclosures (OHER ID: 28011). The enclosures, ring ditches and linear features are visible as cropmarks on aerial photographs. To the south of the site, a Bronze looped palstave (Findspot OHER ID: FOX6260) was discovered to the south of the site (OHER ID: 16794).

This evidence is interpreted to mean that there is a moderate probability of prehistoric remains being present within the site.

Romano-British Period (43- 410 AD)

There are no known archaeological deposits from the Romano-British Period within the site.

In Chipping Norton, there is evidence of Roman settlement identified particularly on the east side of the town, near Glyme Farm, where a possible villa is indicated by finds including wall foundations, pottery, and a near life-size stone head possibly of 2nd-century date. Also within the Assessment Area to the south of the site, Roman coins (Findspot OHER ID: FOX1474) were discovered 'west of the railway' (OHER ID: 1277). Also in the Assessment Area, Roman coins (Findspot OHER ID: FOX1477) were discovered in the Market Place (OHER ID: 1281).

Saxon/Early Medieval Period (410 - 1066 AD)

There are no archaeological deposits from the Saxon Period within the site or the Assessment Area. It has been suggested the castle was sited near a Saxon settlement, but there is no evidence for this.

Medieval Period (1066 - 1539 AD)

There is evidence for medieval activity within the site and the Assessment Area. There are no related finds or events associated with the site. There are some heritage assets including findspots and events in the Assessment Area mentioned below, which may be relevant to the site.

Documentary sources suggest that by the eleventh century a rural population was most likely concentrated in the stream valley near the church, established before 1096. The place-name Norton (recorded in 1086), meaning 'north settlement or estate', suggests attachment to an estate centre to the south, most likely the royal manor of Shipton-under-Wychwood. It is presumed that Chipping Norton had a weekly market from the town's foundation in the twelfth century, although no specific reference has been found before 1302, despite the addition of 'Chipping' (or 'market') to the town's name by 1218.

The site is thought to be the location of a medieval Fishpond known as Pool Meadow (or Castle Fishpond) (OHER ID: 4187) now an open space with a dam at the southwest end. The site is associated with a motte and bailey and castle in the adjacent field, also a scheduled monument. The fishpond measures 70m across and 150m long. It has partly silted up over the years and is now dry although often waterlogged after rain. There are visible earthworks associated with the site at the southwest end, the pond is defined by a large 15m wide bank c.4m above the base of the valley. A series of 12 aerial photographs of the castle were taken by Helicopter Training School, Netheravon (1972/3). Two of these aerial photographs are included below, figures 13 – 14, which show the site very clearly.

To the north-northeast of the site lies a broad meadow, bounded by the stream which runs through the valley to the north, and the base of the castle earthworks to the south. This meadow may originally have been another fishpond (as per the NHLE list entry description). If the site is a medieval fishpond, this is highly possible as they often built more than one, a breeding pond and a holding pond, although in this case the lower scheduled pond is unusually large. This other area is not included in the scheduled boundary.

Research on medieval fishponds from Historic England's listings is worth summarising in some detail. The construction of medieval fishponds began in England during the medieval period and peaked in the twelfth century. They provide evidence of the medieval economy. They were mainly built by the wealthy sectors of society with monastic institutions and royal residences often having large and complex fishponds. Fishponds were likely used as a source of food but also for ornamental purposes (Currie, 1988). They were regularly drained to collect the fish. Many consisted of two ponds of more that were rectangular or squarish in shape (Currie, 1988). There was a pond for breeding, usually large to allow the fish to grow and a holding pond, usually smaller to hold the fish once they were ready to eat. (Currie, 1990). Holding ponds were simply smaller versions of the larger breeding ponds or dammed valley ponds smaller (Currie, 1988). Dammed valley holding ponds of irregular shape and up to 2-3 acres (0.8-1.2 ha.) have been recognized, for example at the Bishop of Winchester's palace at Bishop Sutton, Hampshire (Currie, 1988; 1990). Fishponds were medieval status symbols and their produce was reserved for special feasts and the arrival of important guests (Currie, 1989). The traditional theory that monastic houses were the originators of fishponds in England has been debunked (Currie, 1990). Evidence has shown that those initially responsible for promoting the use and construction of fishponds in England did so between 1066 and 1200 (Currie, 1989). Monastic houses began constructing fishponds after this date (Currie, 1990). The construction of fishponds declined after the Dissolution of the Monasteries in the sixteenth century. Most fishponds fell out of use during the post-medieval period although some were re-used as ornamental features in 19th and early 20th century landscape parks or gardens. Fishponds are widely scattered throughout England and extend into Scotland and Wales. The majority are found in central, eastern and southern parts and in areas with heavy clay soils. Fewer fishponds are found in coastal areas and parts of the country rich in natural lakes and streams where other sources of fresh fish were available. Most fishponds appear to have been located close to villages, manors or monasteries or within parks so that a watch could be kept on them to prevent poaching. Although approximately 2000 examples are recorded nationally, this is thought to be only a small proportion of those in existence in medieval times.

To the east of the site and located within the Assessment Area is a motte and bailey and a medieval castle (OHER ID: 1146) that is thought to be associated with the site. Historic Landscape Character (HLC) for the castle (OHER ID: HOX13244) is military (Type Code: MIL-CT). There are two distinct phases to the castle which can be recognised in the earthworks that remain. The earlier castle consisted of a motte and a bailey located to the east and was where the later castle was constructed. The motte and bailey are thought to have been constructed between 1066 AD to 1100 AD. The motte remains clearly visible in the landscape. It has a flat top and is c.30m in diameter, although this has been affected by modern landscaping. The bailey has been partly levelled by the construction of the later castle but survives as a low rampart bank c.4m wide and c.1.5m high. It is surrounded by a ditch, part of which has been reused for the later castle and the remains of which are partly infilled. However, it can be seen at the east of the monument where it survives as a shallow feature c.10m wide. The original entrance appears to have been in the south east corner where the later castle entrance was also located. The castle was probably sited near the Saxon settlement for which there is no evidence.

The later castle built by the Fitzalans of Clun in the twelfth century is built on the site of an earlier motte and bailey. The later castle is thought to have been constructed between 1101 AD to 1200 AD. It had two enclosed areas, which were formed by levelling the valley slope and building high ramparts with deep ditches on all sides, except for the northwest where the rampart is supported by a natural slope. The ramparts stand up to 5m high and measure up to 8m across. These wards were then subdivided by low banks thought to be walls. A number of building platforms and a gate house have been recorded. The castle is believed to have later been used as a seasonal hunting lodge by the Fitzalans, as were other castles around the royal hunting lodge at Langley in Wychwood Forest. The castle appears to have still been inhabited in 1268 but had gone out of use and was in ruins by 1566. When the house known as the Mount was built, in 1869, a number of finds were made which were said to show “beyond a doubt that the beautiful new mansion of H F Wilkins Esq formed part of the ancient castle” (Victorian County House, Vol II. p323) Geophysics and earthwork surveys suggest stone curtain walls enclose several stone buildings, and there was probably a gatehouse. In the twelfth or early thirteenth century, the castle was landscaped to include a fishpond and vineyard.

In 1066 Norton was held by the English thegns Wulfweard White and Ælfric Whelp, who were replaced after the Conquest by the Norman tenant-in-chief Ernulf de Hesdin. The original motte and bailey castle was erected soon after the Norman Conquest, presumably for Ernulf de Hesdin, who in the 1090s made grants ‘in his house at Norton’. Following his death in c.1097 he was succeeded by his daughter Avelina. She had died by 1158 and was succeeded possibly by her son from her first marriage, William Fitz Alan. His son William, lord of the Shropshire castles of Clun and Oswestry, came of age in 1175; by then, however, Chipping Norton had evidently passed to Matthew, count of Boulogne. Matthew was succeeded by his brother Philip who acted as guardian for Matthew’s daughter Ida, countess of Boulogne. Ida’s husband Reginald de Dammartin, count of Boulogne, was lord by 1200. In 1203 he forfeited his English estates and the manor passed to Avelina’s grandson William Fitz Alan.

It has been suggested that in the fifteenth century the later castle was replaced by a manor house in New Street. This would explain why the castle fell into disuse following this period. It became little more than a farmstead by c.1450, when two sheepcots, a cowshed, a dovecot, and a barn were all that remained besides the ‘ancient hall’. By 1566 the site was a pasture close, containing only an old, ruined barn.

The following historic environment record data entries are located within the Assessment Area and may be relevant to the site. They show a strong medieval presence in and around Chipping Norton. The Church of St Mary (OHER ID: 4196) is a Grade I listed building located to the east of the site and is the closest listed building. It is described as a “fine medieval Perpendicular church” (List of Buildings of Special Architectural or Historic Interest, West Oxon List 59, 3/1, p1). It has twelfth century foundations with a few fragments surviving in the west wall of the nave. The White hart hotel (OHER ID: 14125) has medieval stone foundations. This is located to the southeast of the site. There have been a series of events here including an evaluation (OHER ID: EOX2747), watching brief (OHER ID: EOX1133), building survey (OHER ID: EOX1439) and an excavation (OHER ID: EOX1440). No 6 Church Street (OHER ID: 23481), located to the east of the site, is a house traditionally known as the earliest house in Chipping Norton, possibly sixteenth century. The former Guildhall, thought to be medieval (OHER ID: 4191) c.1500-20 which is now the council offices, is located to the east of the site. There is a medieval/post medieval manor house on West street (OHER ID: 23551) thought to be as of early sixteenth century date. This is located to the south east of the site. A medieval cross (OHER ID: 5976) is located to the east of the site. The base of the market cross still survives at the Oxford entrance to the town of Chipping Norton. Also, within the Assessment

Area there is a site of a medieval/post medieval school (OHER ID: 13280). It is thought to have been founded soon after 1450. It is located to the east of the site. A sherd of medieval pottery (Findspot OHER ID: FOX1495) was found in the garden of 10 Dunstan Avenue (OHER ID: 13528). It is part of a 'slash' handle of a fairly large vessel of the fourteenth century Wychwood ware. Number 12 Market Place (OHER ID: 15806) was a building demolished in sixteenth-seventeenth centuries, located to the south east of the site. The remains included medieval and post medieval pottery, and iron, lead and glass objects. The western side of Market Street is thought to mark the edge of the original, medieval marketplace, possibly laid out in the thirteenth century. Number 1 Spring Street (OHER ID: 29334) is an unlisted mid-fifteenth century building around the perimeter of the Market Square.

The following historic environment record data entries are located within the Assessment Area and may be relevant to the site. A medieval/post medieval ridge and furrow (OHER ID: 29215). This is visible as earthworks on aerial photographs taken in 1946 and 1947, though most of it has been levelled on aerial photographs taken in 2009. A medieval/post medieval ridge and furrow (OHER ID: 29337). Levelled and earthworks visible on aerial photographs. There is a possible medieval/post medieval site of ridge and furrow (OHER ID: 29342). Medieval trackways (OHER ID: 13064) located to the south west of the site. This main holloway marking the earlier course of Worcester Road between Primdsdown Farm and West End.

This evidence is interpreted to mean that there is a high probability of medieval remains being present in the vicinity of the site.

Post Medieval Period (1540 – Present)

There is a large amount of evidence of post medieval activity in the Assessment Area, which may have impacted the site. There are no HER records of archaeological events or finds from the post medieval period associated with the site. However, it is clear from historical mapping that two sluices were installed. The in fall and out fall appear to have been installed prior to 1922 and are clearly visible on a map of that date (figure 10). There is a building located in the north of the field which may have been associated with the pond. This is clearly visible on the map from 1881 but seems to have disappeared by 1958, although a building platform was still visible at the time of the site visit (08-09-22). This suggested the field was used as a pond during the post medieval period, potentially disturbing medieval archaeological activity relating to the pond. Although, there is no documentary evidence of this, only cartographic evidence.

Industry in Chipping Norton was transformed by the arrival of the railway in 1855, which fuelled the industrial development of woollen cloth manufacture at two textile mills established by William Bliss & Son. By 1881 Bliss's mills employed almost 400 inhabitants, more than a quarter of all working townspeople. By 1800, William Bliss moved into mechanised factory production. An important step was the purchase in 1804 of a malthouse on the south side of New Street. This was converted into the firm's 'upper mill', with a horse gin driving machinery including carding engines. In 1810, they acquired a water-powered flour mill south-west of the town, which became Bliss's 'lower mill' and was used for fulling and spinning. During drier periods cloth had instead to be fullled at Swinbrook on the river Windrush. By 1854, Bliss had a London warehouse, and the company gained an international reputation. The upper mill was then enlarged in 1851. The lower mill was rebuilt and adapted for coal-fired steam power, this coincided with the arrival of the railway. This brought coal and wool directly to the lower mill allowing for even further expansion. In the 1880s – 90 the mill became less profitable.

The following historic environment record data entries are located within the Assessment Area and may be relevant to the site. The original Bliss Tweed Mill (OHER ID: 5978) is said to have been located near the house Bliss bought for himself to the south east of the site. The workhouse was located on Church Street (OHER ID: 5977) to the east of the site. The Market

Hall includes one of the nine pillars which supported the old Market Hall (OHER ID: 4193) which stood on this site until 1842, it is located to the south east of the site in the centre of Chipping Norton. Chipping Norton railway station (OHER ID: 183) which has now been demolished was a huge support to Bliss Tweed Mill. This is located to the south of the site. A stone pillar and base of wayside cross (OHER ID: 4194) is located to the south east of the site. This is thought to be a late medieval and probably seventeenth century monument, erected outside the Town Hall in 1956.

There is no Tithe Map and apportionment for Chipping Norton.



Figure 8 . Ordnance Survey, County Series, 1:2,500, 1881. . The fishpond is marked by a yellow star.



Figure 9 . Oxfordshire Sheet XIV Surveyed: 1880, Published: 1885 Size: map 61 x 92 cm (ca. 24 x 36 inches), on sheet ca. 70 x 100 cm (28 x 40 inches). The fishpond is marked by a yellow star. OS License No: 100060967.

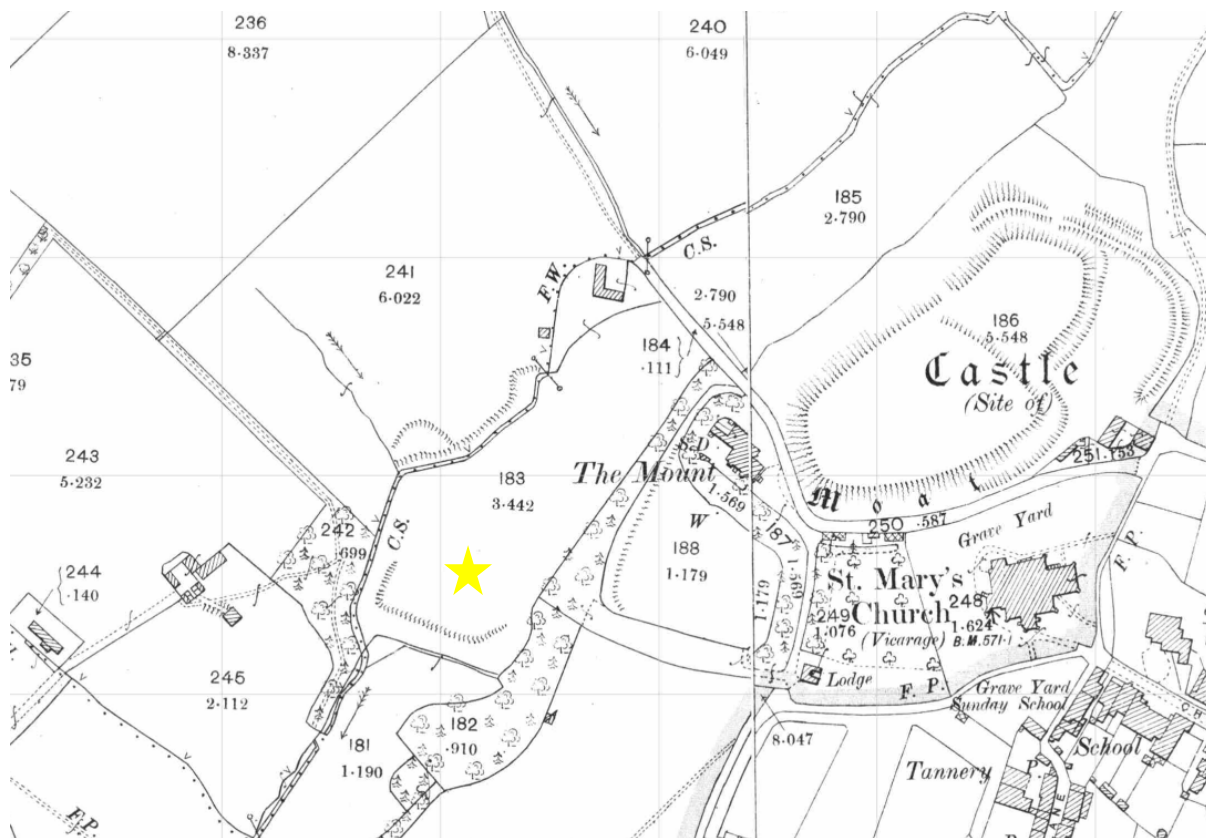


Figure 10. Ordnance Survey, County Series, 1:2,500, 1900. OS License No: 100060967. The fishpond is marked by a yellow star.

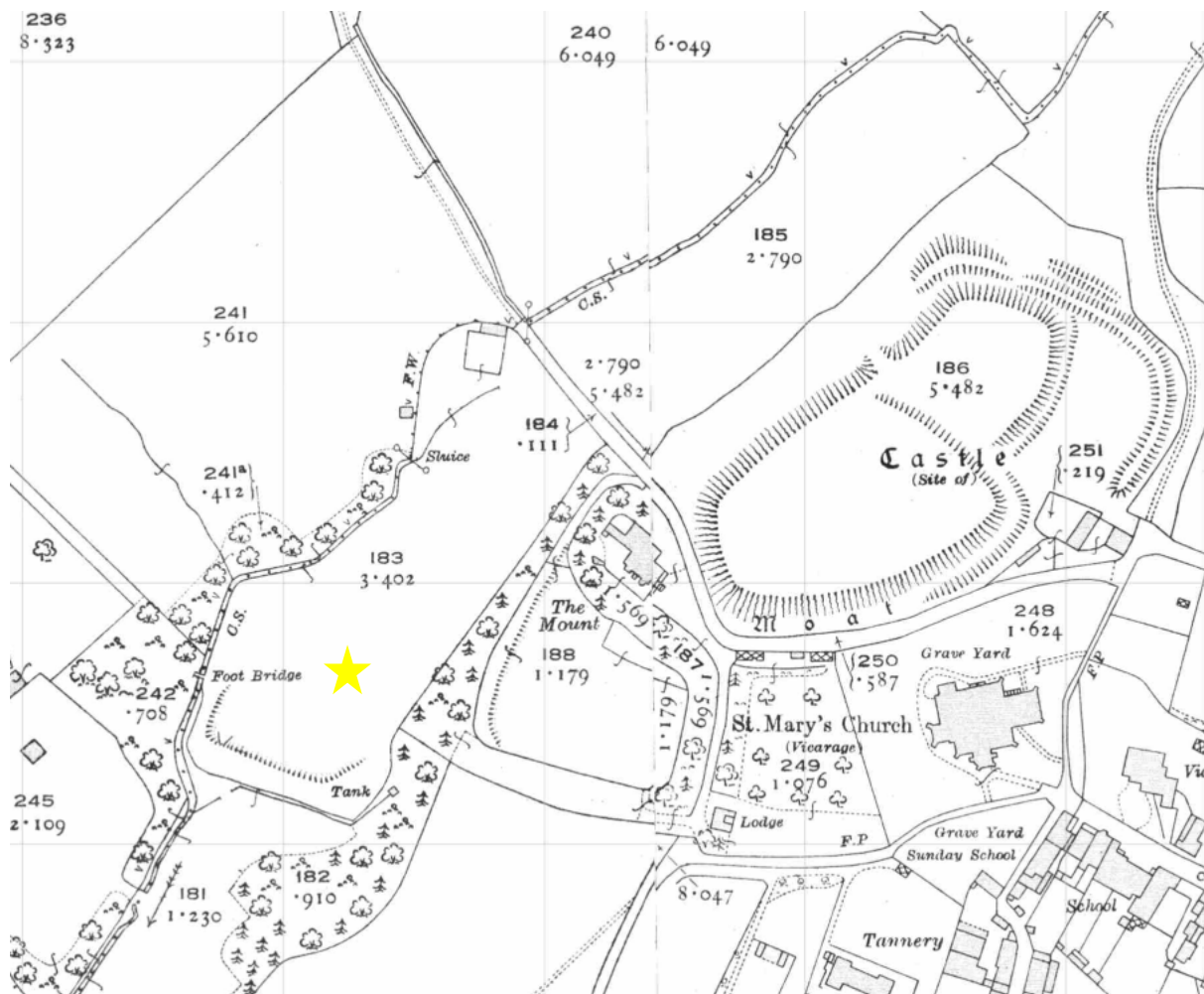


Figure 11. Ordnance Survey, County Series, 1:2,500, 1922. OS License No: 100060967. The fishpond is marked by a yellow star.

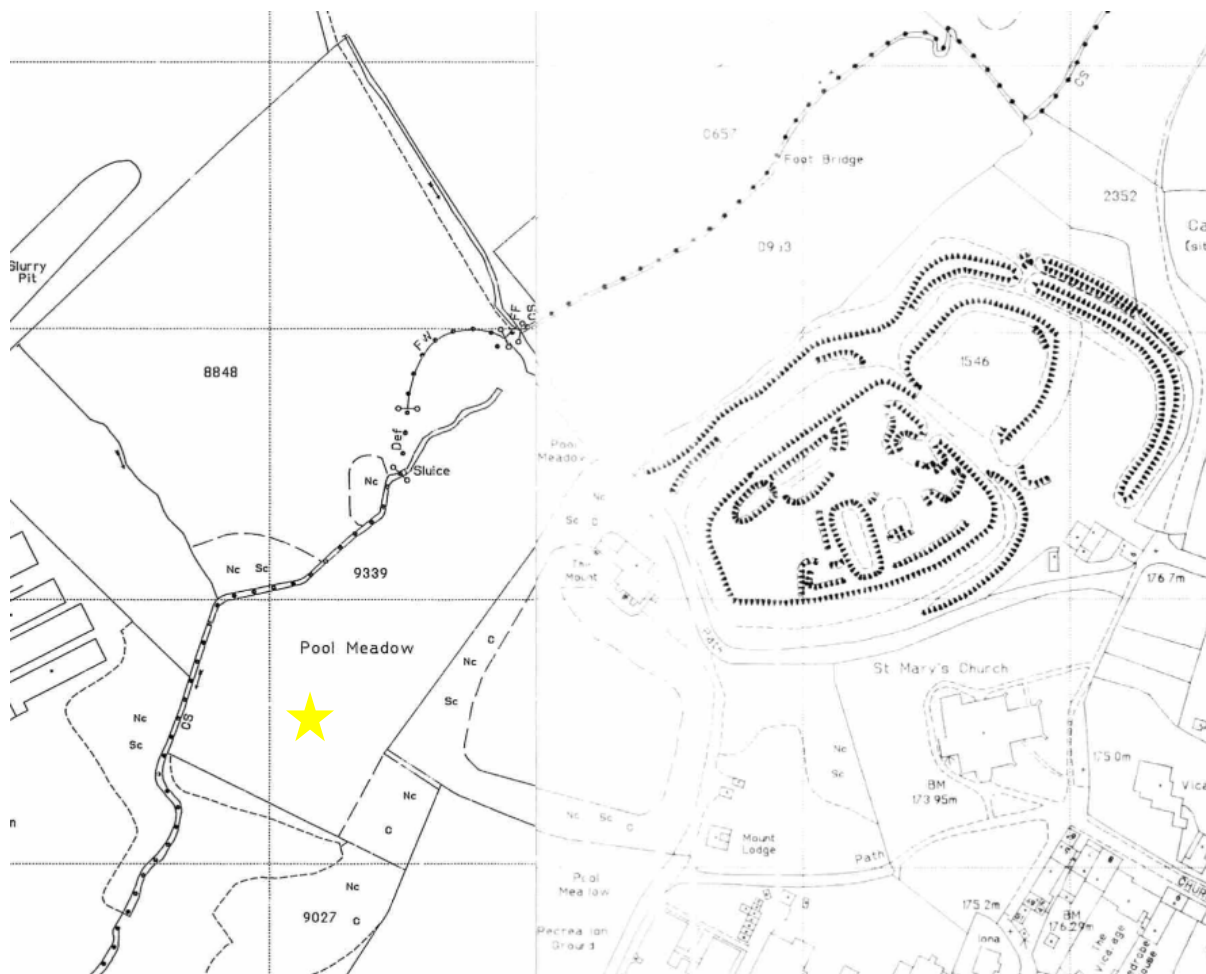


Figure 12. Ordnance Survey, National Grid, 1:2,500, 1995. OS License No: 100060967. The fishpond is marked by a yellow star.



Figure 1314. Fairey 1:8000 scale black and white photographic survey of Oxfordshire - sortie 29, frame 11. FAIREY1961:6125/14041. 1961. The fishpond is marked by a yellow star.



Figure 15 Geonex 1:10,000 scale colour photographic survey of Oxfordshire - sortie 8, frame 30. GEONEX1991:8.5191.030. 1991. The fishpond is marked by a yellow star.

5. ASSESSMENT OF SIGNIFICANCE

The NPPF directs that for planning purposes, local planning authorities should require an applicant to describe the significance of any heritage assets affected by a proposed development. The NPPF also points out that significance derives not only from a heritage asset's physical presence, but also from its setting, being the surroundings in which it is experienced.

Historic England in *Conservation Principles, Policies and Guidance* (2008) identify four principal heritage values: Evidential (deriving from the potential of a place to yield evidence about past human activity), Historical (deriving from the ways in which past people, events and aspects of life can be connected through a place to the present), Aesthetic (deriving from the ways in which people draw sensory and intellectual stimulation from a place), and Communal (deriving from the meaning of a place for the people who relate to it, or for whom it figures in their collective experience and memory) which might be taken into account when assessing the significance of heritage assets, whether they are designated or not.

The NPPF suggests that the significance of heritage assets should be assessed under the headings of archaeological, architectural, artistic, or historic which essentially correspond with the Historic England values.

Assessing the significance of heritage assets is to a great extent based on knowledge of the asset type, a comparison with what exists elsewhere, and the extent to which it may be distinctive or have special meaning for different groups of people. The incorporation of a values-based benchmark within the assessment helps to ensure a consistency of approach when determining significance in the context of managing change to historic sites, buildings and/or places.

The principal heritage values, or interests can be weighted in terms of their relative importance for a heritage asset. The significance of heritage assets or their elements can be measured on different levels:

Value / Criteria	Description
Very High Building/site/area of international significance	Sites, buildings, monuments, or landscapes of international significance and listed on the World Heritage Site List, or other sites, buildings, monuments, or landscapes of comparable quality
High Building/site/area of national significance	Listed Buildings Grade I, Grade II*, Conservation Areas (containing very important buildings) Scheduled Monuments, non-designated sites or assets of comparable quality, Registered battlefields, Registered Parks and Gardens Grade I and Grade II*. An aspect (e.g., structure or feature) that strongly contributes to significance
Medium Building/site/area of national significance	Listed Buildings Grade II, Conservation Areas, Historic Townscapes, Registered Parks and Gardens Grade II. An aspect (e.g., structure or feature) that makes a moderate contribution to significance
Low	Buildings and areas of local interest, sites and archaeological remains which are not of national importance, historic landscapes

Buildings/sites/areas of regional/local significance	of regional/county importance. An aspect (e.g., structure or feature) that makes a lesser contribution to significance
Negligible Buildings /Sites / Areas of little or no significance;	Buildings/sites/areas of little or no significance. An aspect (e.g., structure or feature) that has little or no value and therefore does not impact significance, either positively or negatively
Negative	An aspect (structure or feature) that detracts from the significance of a heritage asset

The assessment of the significance of heritage assets has only been made for those assets which, in the discussion above, have been identified as directly relevant to the site. These include:

- The Castle earthworks and The fishpond
- The Chipping Norton Conservation Area

The Castle earthworks and the fishpond are a scheduled monument and therefore are recognised as being Nationally Significant – of High Value. The Chipping Norton Conservation Area, as a designed asset, has the same value or importance ranking of High Value.

Conservation Principles published by English Heritage (now Historic England) in 2008 describes a range of heritage values, arranged in four groups, which may be attached to places. These are:

- *Evidential value: the potential of a place to yield evidence about past human activity.*
- *Historical value: the ways in which past people, events and aspects of life can be connected through a place to the present – it tends to be illustrative or associative.*
- *Aesthetic value: the ways in which people draw sensory and intellectual stimulation from a place.*
- *Communal value: the meanings of a place for the people who relate to it, or for whom it figures in their collective experience or memory.*

An assessment of the significance of the fishpond and the castle based on Historic England's principal heritage values is as follows:

The Fishpond

Evidential Value. This is a scheduled monument, related to the medieval castle. There are visible earthworks relating to the fishpond which suggests it is likely that the site would yield evidence of past human activity. This is also due to its proximity to the castle earthworks, thought to be related to the site. The sites evidential value is considered to be very high, probably the most important of the four values.

Historical Value: Through the fishpond's connection to the castle, it plays a vital role in the castle's overall narrative, particularly relating to its economy value. Medieval fishponds played a vital role with regards to sources of food and aesthetic value during the medieval period. This site tells an important story for the town. There is considered to be high historical value but probably less than evidential value.

The aesthetic value of the Fishpond is now as a green, tree-shaded informal walking area used informally by local residents. As a fishpond aesthetic may not have held much importance. Aesthetics are not considered to be a main contributor to the value of the Fishpond.

Communal Value - Chipping Norton has a strong sense of community and pride regarding their town and its history. The fishpond is a significant historical asset to the town and its narrative. It also acts as one of their green spaces. However it is only barely accessible and past efforts to improve accessibility and therefore communal have fallen into disuse – there seems little to suggest high communal value.

The Castle

Evidential value is the main contributor to the significance of the Castle, with Historical value. This is a scheduled monument. There are visible earthworks related to the medieval castle and documentary sources relating to its function. The results of the geophysical survey add to, and emphasise the evidential value of the site. This pertains also to Chipping Norton as the principal settlement associated with the Castle. Due to the proximity of the site this is likely – if further investigations are undertaken - to yield evidence about past human activity which may be significant to the site.

Historical Value - Good documentary evidence of the families who owned and resided at the castle. This contributes to the understanding of the early settlement of the town before its shift in focus up the hill..

The earthworks relating to the castle are a distinctive feature in the wider landscape context of the town, but it is quite hidden away and not easily accessible. Even the 1991 footpath is now only marginally accessible and useful. Consequently, aesthetics – the visible earthworks and its rural wooded setting - are not considered to be a main contributor to the value of the Castle

Communal Value - The site is not easily accessible to the public and is somewhat hidden away – there seems little to suggest high communal value. This is a significant historical asset in Chipping Norton. It plays or will play when publications such as VCH are completed) a significant role in the narrative of the town. The visible earthworks are a direct link to the past

The Chipping Norton Conservation Area

The Chipping Norton conservation area is a designated heritage asset. Its designated status is a formal recognition of the area's heritage value and, when taken in the context of the weighting of significance as set out in the table above, its deemed medium significance. However, it is necessary to take a more nuanced approach to the assessment of significance and arrive at a more detailed understanding of the special interest of the area which may contribute to significance.

The assessment presents a summary of the deemed special interest of the conservation area in keeping with the NPPF's direction for proportionality in the context of the asset's importance

and the proposal. The aim of the assessment is to inform the level of change that is likely to be acceptable under the proposal considered herein.

The main attributes which define the special character of an area are its historical development, physical appearance and the history and quality of its buildings. These are components which contribute to the sense of place and how people interact with the area, and which ultimately contribute to its “character.” Historic England’s *Conservation Area Appraisal, Designation and Management. Advice Note 1* (Second Edition) (2019) notes that “Conservation areas are designated for both special architectural and historic interest and most areas worthy of designation will have both, though the levels may vary, and one may be considered more important than another.”

The conservation area encompasses the majority of the old town, including the Market Place and Market Street, West End, High Street and Horse Fair, and the church and castle further down the hill to the west (fig.3). It also encompasses a distinct area to the west of the town, which includes Bliss Mill in its valley setting below Chipping Norton Common.

The *Chipping Norton Conservation Area Character Appraisal Preservation and Enhancement* (2013) (“CNCAA”) describes the main aspects of character and appearance which contribute to the special interest and quality of the area. It also provides a street-by-street analysis of the area, and a description of its physical appearance focusing on trees, open spaces, and views.

The site is situated in the northwest of the conservation area with its western boundary forming a section of the boundary of the conservation area. To the northeast is the castle which, along with the church, formed the focus of the early modest, village-like settlement of ‘Norton’. The ‘Chipping’ prefix – from ‘Cheaping’, meaning a market in Old English – is first recorded in 1224 around which time there had been a decisive shift in focus of the village up the slope to the south-east to the site of a newly established market (in the vicinity of the current market place).

It is the natural environment and physical appearance which is the focus for the special interest of the section of the conservation area that contains the site and the castle. The CNCAA states that “Trees play an extremely significant role throughout the CA.” (paragraph 1.9.1, p.18) and highlights the large numbers of trees in groups creating a striking feature of the area around the church and around the castle mound. It states that “The density of trees immediately to the west of the church gives to parts of this area the quality of a small wood or copse.” (paragraph 1.9.3, p.18). The trees give a pronounced rural character to the area around the church and the castle mound. The nature of the access way to the site changing from a lane to a track skirting the castle mound and running to the north of the site providing access also contributes to rurality.

The site forms part of a significant area of open space forming part of the setting of the church and castle mound. Open spaces are identified as key contributors to the special interest and quality of the area. Figure 1. Chipping Norton Conservation Area contained in the CNCAA highlights heritage assets and significant elements of the conservation area as well as Major/Minor Views into, out of and within it. A Minor View is shown from the lane to the northeast of the site looking southwest into it. This, with the focus on the physical appearance and experience of the area around the church and the castle mound in the CNCAA, indicates that the site contributes to the special interest and quality of the area.

6. SITE CONDITIONS AND INTERPRETATION OF THE EARTHWORKS AS A MEDIEVAL FISHPOND

A site visit was undertaken by Dr Wait of GWHeritage and E Robinson Wild of Robinson Wild Consulting, with the main client representative and project manager, Mr Jonny Ackroyd, on the 8th September 2022 in cloudy and slightly damp conditions.

In summary, the site is an irregular shaped field located to the southwest of the Chipping Norton Motte and Bailey Castle, a scheduled monument and is included within the Castle's scheduled boundary. It is known as Pool Meadow or Castle Fishpond. The field contains a dam extending across the valley bottom and rising to as much as 4m above the valley bottom. To the northwest the dam turns through 90 degrees and continues along the north/west side of the field as an earthwork mound, separating the brook from the valley bottom and thus creating a 'pond'. It is more common for Medieval fishponds to consist of two or more rectangular ponds excavated into a valley bottom with inflow and outfall leats to supply water to the ponds and carry water back to the feeder stream, the leats being controlled by sluices. At the northwest end of the dam, where it turns 90 degrees to the northeast, there is a post-medieval brick built sluice of blue-engineering bricks with a second structure at the north-eastern end of the lateral earthwork, also a blue engineering bricks. Neither is shown on the detailed 1881 or 1900 OS maps (figures 8 and 9) but both are identified and labelled as sluices on the 1922 OS map (figure 11) and were therefore probably added to the earthwork in the 20 year period after 1900.

The north-eastern end of the fishpond shows some evidence of having been excavated into the valley bottom, indicated by a clear straight slope running across the valley from NW to SE visible on the LiDAR digital terrain model (figure 15).

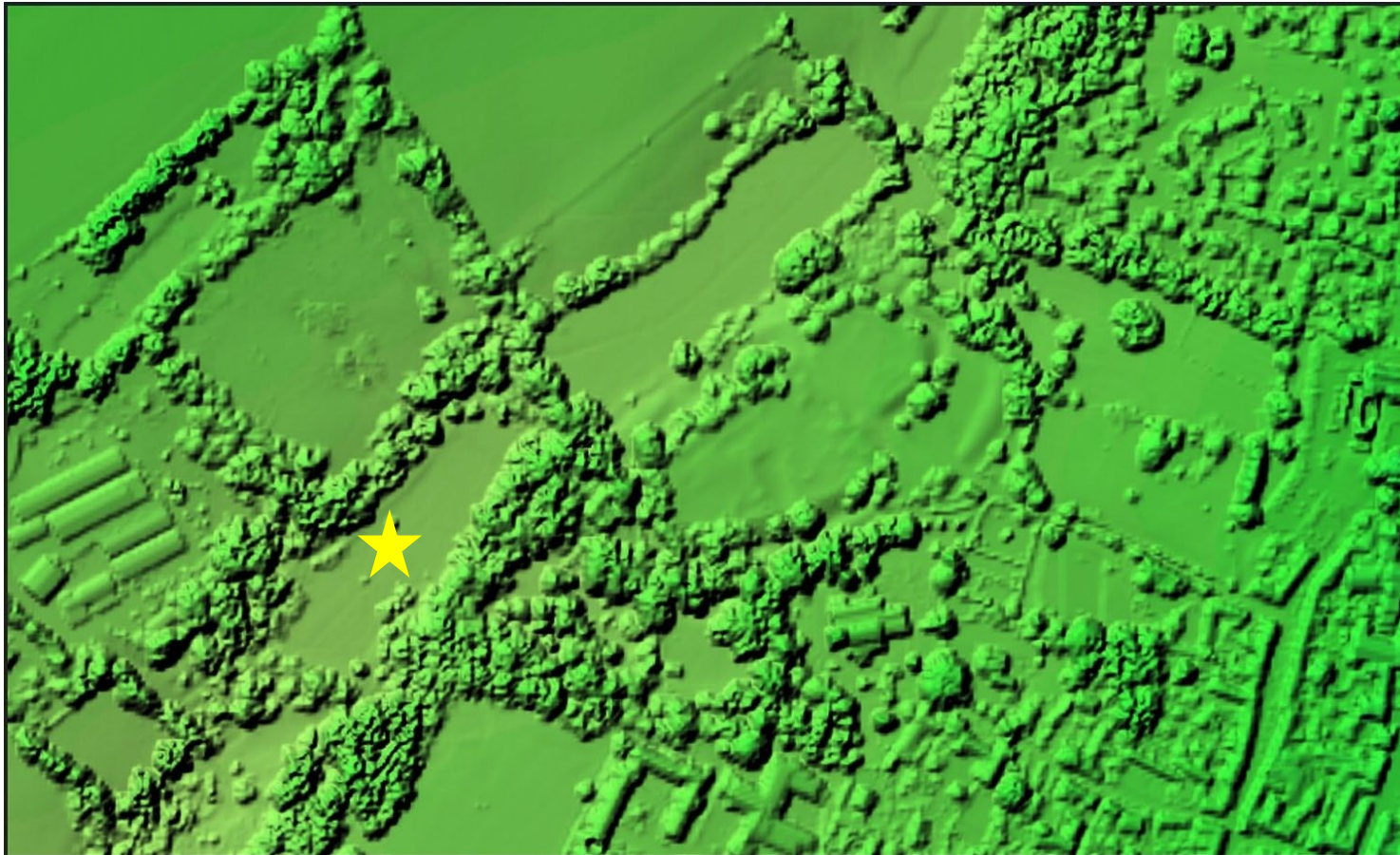


Figure 16. LiDAR digital terrain model - the fishpond site is marked by a star

The area of the fishpond was heavily overgrown with horsetail, standing 2m or taller, thus obscuring at that time the earthworks. A small selection of site photographs is included below.

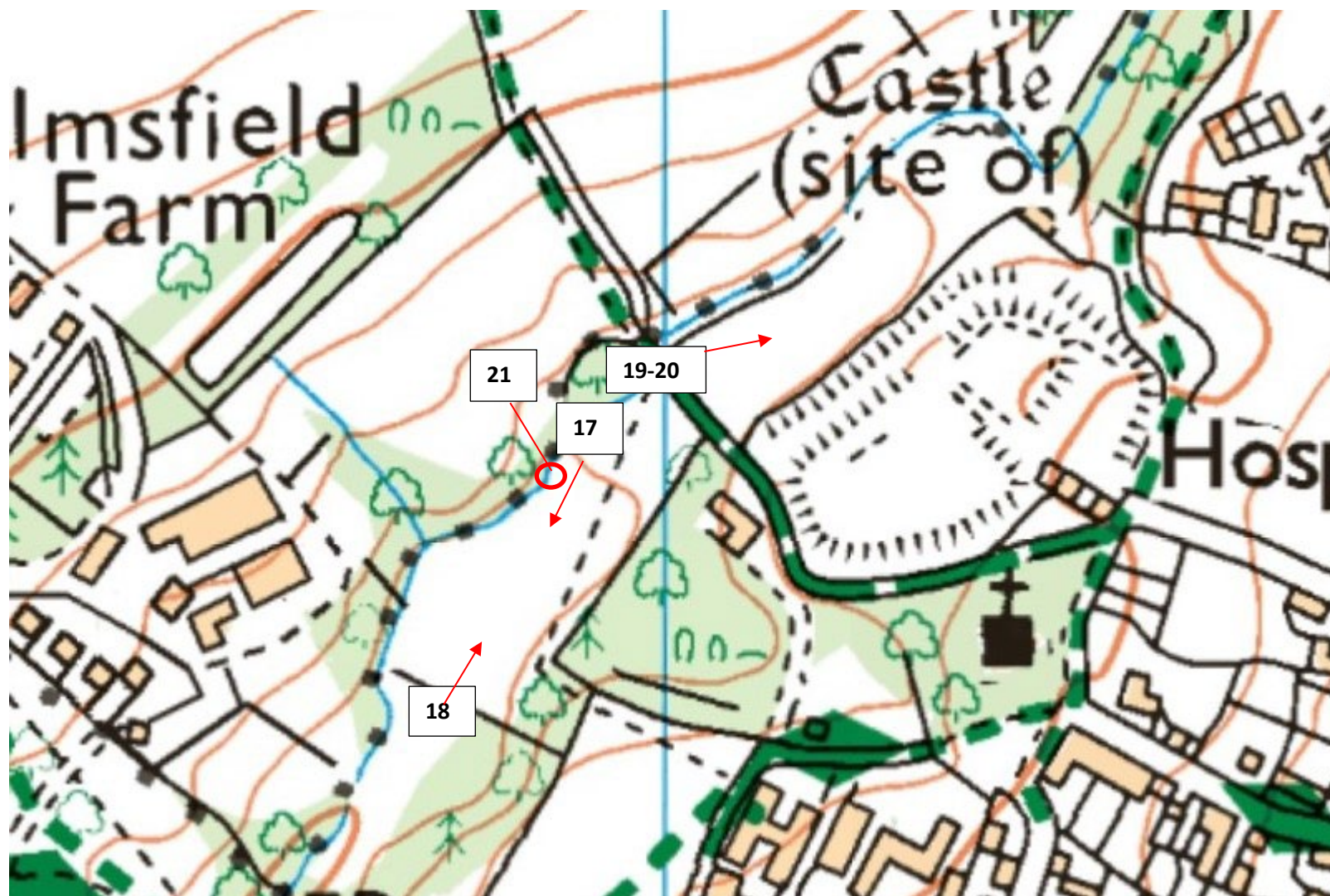


Figure 17. Locations of site photographs



Figure 18. Panorama of the fishpond from the northern corner of the field just inside wooden gate



Figure 19. Panorama looking NNE from the 'dam' across the valley, up the length of the fishpond



Figure 20. *Left* - View of the field adjacent to the castle earthworks - the lower elements of which are visible to the right - a possible fishpond is mentioned in the NHLE list entry but not included in the scheduled area.

Figure 21. *Right* - View of the field adjacent to the castle earthworks - the lower elements of which are visible to the right - a possible fishpond as mentioned in the NHLE list entry but not included in the scheduled area.



Figure 22. View of remains of upper sluice of blue-engineering bricks

At the time of writing (19-09-22) the project manager has requested that the Town Council should mow the site, as an effort to keep the horsetail under control and to aid understanding of the nature and interpretation of the site.

The existing, if badly eroded footpath that circles the southwest and northwest side of the fishpond remains a well-used circuit for local residents – at least four groups (mostly dog walkers) were encountered during the two hour site visit.

The area of the fishpond as mapped would extend to an area of c.175m long and up to 45m wide (an area of almost 0.8 hectares – and at over 2m deep at maximum could entail the impoundment of a considerable volume of water – and fish. This would make this fishpond one of the largest medieval fishponds in the country. There is nothing currently known about the FitzAlan castle at Chipping Norton that would merit such an extraordinary construction.

In addition the method of construction is considered to be unusual. Rather than the more common construction method of excavating one or more pairs of rectangular lands (with the serving inflow and outfalls carried in excavated leats), in this site the entire valley bottom was dammed and a long, large lateral earthwork along the northwest valley side was constructed to channel the stream to the north and keep it separate from the large pond to the southeast. This is a most unusual construction technique for twelfth century fishponds, and again the Chipping Norton castle seems an unusual context for such an unusual construction technique.

This brief discussion raises questions about the attribution of the earthworks at Pool Meadow as a specifically medieval Fishpond.

6. RESULTS OF A GEOPHYSICAL SURVEY OF THE CASTLE

There has been no geophysical survey of the site. There has been a geophysical survey within the Assessment Area. A geophysical survey was undertaken for the motte and bailey and castle by Abingdon Archaeological Geophysics (OxCC HER). This was completed in 2018. Magnetometry located three possible broad ditches, one being interrupted. It also located two probable buildings and various pit-like features. Earth resistance located several probably stone buildings, a circular pond-like feature and other walls and undiagnostic piles of rubble. Geophysics alone cannot give a date to remains. Magnetometry was able to reveal anomalies which had not been expected. These may relate to possible prehistoric activity and not just castle related ones.

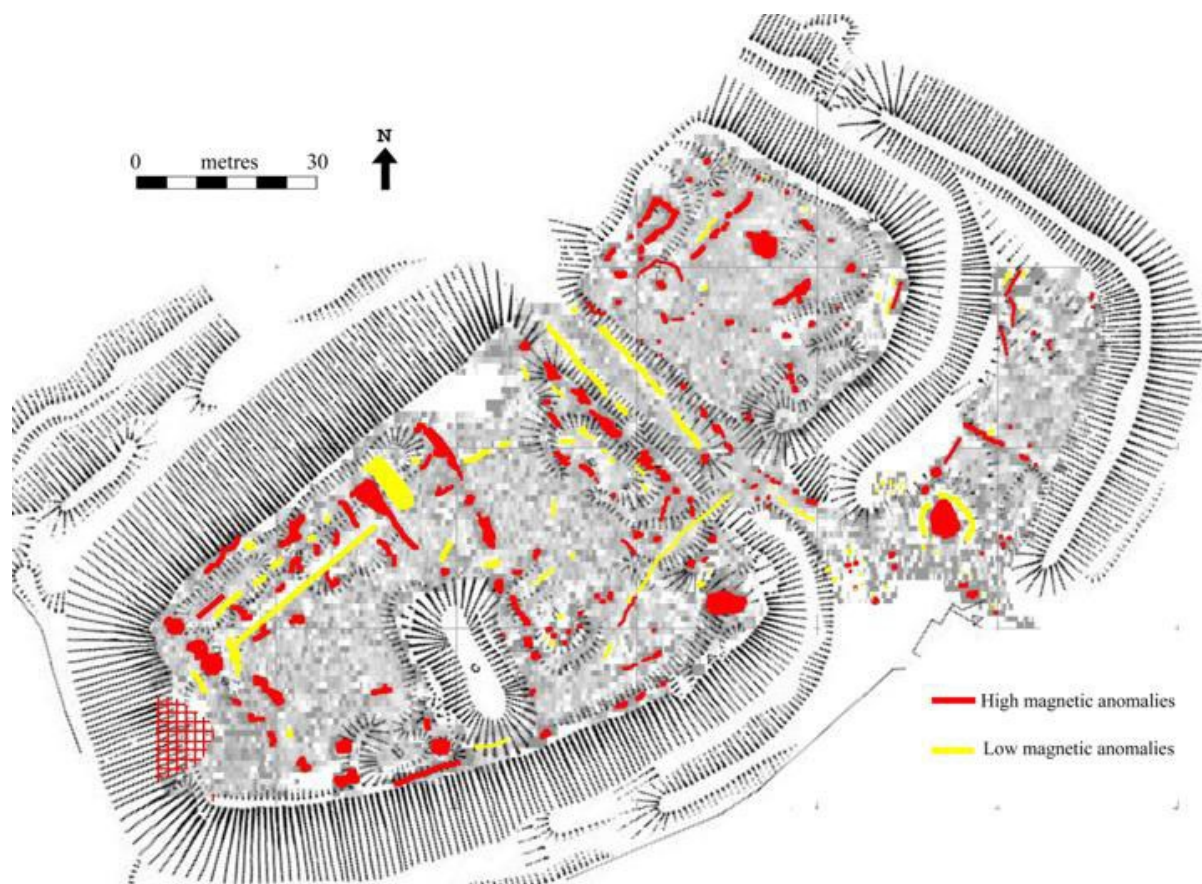


Figure 23. Geophysical Survey undertaken by Abingdon Archaeological Geophysics in 2018 on the motte and bailey castle.

7. POTENTIAL HERITAGE IMPACTS AND PROPOSED SITE MANAGEMENT

The proposed changes to the management of the site are described as follows: (Jonny do provide alternative and expanded text as you prefer)

Chipping Norton Town Council are exploring the feasibility of restoring the castle fishpond at Pool Meadow in Chipping Norton, primarily for biodiversity and access improvements. This project aims to dam off a stream and divert 50% of the flow into the meadow through a culvert beneath the footpath that will involve restoring/rebuilding the Victorian sluice. This will inundate the lower parts of the meadow to approx. 80-90cm deep, with an extensive area of shallow wetland provided by the gentle gradient in the meadow. The water will return back to the stream at the downstream end through another new culvert. The town council also want to restore the culvert to the south end of the field. To install the culverts and new path surface, it will be necessary to dig through a bund that separates the field from the stream. There will also be improvements to the existing footpath around the northeast and southeast sides to provide wheelchair, pushchair, and cycle access; and install a couple of information boards informing people of the history and ecology of the site.

Direct Impacts

The proposed works include:

- Restoring an inflow and outfall of water to the area of the pond to keep the base of the pond wet and hence promote biodiversity
- Restoring the now badly eroded perimeter footpath to accommodate a circular path suitable for both pedestrians and visitors with limited mobility (the existing path is understood to have been created some 20-25 years ago(?)).

Restoring the existing footpath to a width, camber and surfacing suitable to limited mobility access (as it was constructed in ca. 1991) would affect only the top few centimetres of the dam and lateral earthwork. This is assessed as being a negligible additional impact to the impacts that occurred during the first footpath creation.

Restoring water inflow and outfall is more problematic. It is likely that these were inserted into the existing dam and later earthworks sometime after 1881 and prior to 1922 based on the OS mapping. It is proposed to replace the now disused and defunct engineering-brick sluices with a small impoundment structure and culvert that will take 50% of the flow of the stream into the area of restored wetland. Modern replacement culverts and water flow controls are intended to be placed entirely within the disturbance zones that arose from the construction of the sluices in the late 1800s early 1900s. If achievable in this way, this would entail a negligible to minor additional impact, which could be further mitigated by using a controlled archaeological excavation (perhaps undertaken as an exercise in public archaeology by the Chipping Norton Historical society under professional supervision and guidance), as a condition of scheduled monument consent of the existing inflow and outfall structures to the depths required to keep the bottom of the pond wet to a depth of up to 90cm.

The difficulty is that it is not possible at this stage to know for certain that the nineteenth - twentieth century sluice constructions were of sufficient depth to encompass the proposed restoration of the fishpond. However, given that the nineteenth - twentieth century intention was seeming to have a full pond (or more colloquially a 'reservoir') then the inflow would have been related to the existing stream bed, which is exactly what the proposed restoration would require.

The outfall sluice may have been designed relative to the top of the dam, to let water return to the stream from a relatively full pond. This might mean that the base of the construction of the

existing sluice is at too high an elevation to keep the pond bottom inundated to a depth of only 80-90cms, meaning that a new sluice would have to penetrate more deeply into the dam. This would entail a significantly greater degree of impact.

Could this be mitigated by controlled excavation as per above? Arguably yes.

But such excavation would reveal much new information and might confirm the date/period of construction – that is, is this pond really medieval in origin or was it built in the post-medieval period? That would be an additional benefit.

Indirect Impacts on Setting

Setting is defined as the surroundings in which a heritage asset is experienced, and all heritage assets have a setting, irrespective of the form in which they survive and whether they are designated or not. Therefore, all the heritage assets identified during this assessment have settings and it is right and proper for this assessment to identify the key attributes of the heritage assets and their settings and the potential impact upon these occasioned by proposed development within the site.

To identify these key attributes, it is necessary to consider the physical surroundings of the assets, including relationships with other heritage assets, including the way the assets are appreciated and the assets' associations and patterns of use.

A consideration of these attributes allows an estimation to be made of whether, how and to what degree setting contributes to the heritage assets. Development can affect the settings of heritage assets and the ability to understand, experience and appreciate them.

An assessment of the scope of the magnitude and effect of any impact on settings is part of the remit of this assessment and has been undertaken with reference to the Historic England document *The Setting of Heritage Assets: Historic Environment Good Practice Advice in Planning: 3*. It is noted that Historic England states that while heritage assets such as archaeological sites which consist solely of buried remains may not be readily understood by a casual observer, they nonetheless retain a presence in the landscape (in terms of their location, topographical position, and spatial relationship with other heritage assets) and so, like all heritage assets, have a setting. While the form of survival of an asset may influence the contribution that its setting makes to its significance, it does not follow that the invisibility of the asset necessarily reduces that contribution. The value of a heritage asset can be harmed or lost through alteration within or destruction of its setting. Current policy states that the extent of a setting is not fixed and may change as the asset and its surroundings evolve. It is acknowledged that a setting may make a positive or negative contribution to the value of a heritage asset, it may affect the ability to appreciate that value or it may be neutral.

Setting is most commonly framed with reference to visual considerations and so lines of sight to or from a heritage asset across, though into and out of its setting will play an important part in considerations of setting. However, non-visual considerations also apply, such as spatial associations and an understanding of the historic relationship between places. To undertake an assessment of significance of the settings to a level of thoroughness proportionate to the relative importance of the assets, the settings of which may be affected by development on the site, this assessment has sought to describe the setting for each significant cultural heritage asset and provide a measure of the contribution that the setting plays in the value of the asset.

Many heritage assets within any given landscape may be visible from several locations – publicly accessible areas such as footpaths, streets and the open countryside and private spaces such as dwellings and private land. Many sightlines from, to, into and across heritage assets are, therefore, incidental and are not intrinsically or intimately associated with the significances assigned to any given heritage asset. However, there are instances where the characteristics of sightlines may have been intentionally designed and as part of the setting are integral to the significance.

The assessment of how the proposed development will potentially impact upon the setting of the identified heritage assets has been undertaken using the guidance detailed by Historic England. This recommends that the following factors are considered when assessing a development's impact:

- Location and Siting
- Form and Appearance
- Additional Effects
- Permanence

The overall objective of the assessment of setting is to provide a realistic assessment of any indirect effects with reference to cultural heritage assets and their settings and allow for an informed decision-making process. The broad approach adopted has followed the Historic England guidance and takes the form of a series of steps:

- Step 1: identify heritage assets and their settings
- Step 2: assessment of, whether how and to what degree these settings make a contribution to the significance of the heritage assets
- Step 3: assessment of the effects of the proposed development, whether beneficial or harmful, on that significance

In order to identify heritage assets and their settings an Assessment Area has been established comprising an area of land extending up to 500m from the deemed centre of the site. A 500m radius was chosen as it represents the furthest distance at which it was anticipated that a perceptible measure of magnitude of change to settings might bring about an adverse impact to the settings of heritage assets. Beyond that distance, it is considered that the general sweep and interest within any given sightline across the landscape would be such that any impact upon the setting of any heritage asset arising from development within the undulating topography and current built environment of the landscape would be sufficiently diluted so as to render the impact immaterial.

Assessment of Impacts to Significance from Changes to Settings

The site is located in close proximity to the town of Chipping Norton and is closely linked to the town's history. Its' setting is linked with that of the motte and bailey and castle in the adjacent field. The setting of the site and the Castle has been discussed in Section 5 above.

Considering the above discussion, and the nature of the proposal, it is concluded that the constituents of the latter will not result in harm to the setting, and thereby the significance of the identified heritage assets in close proximity, specifically the motte and bailey and castle, which have well-preserved and quite impressive existing earthworks. nor the special character or interest of the conservation area. It could be argued that the proposal would improve the setting by enhancing the identified Minor View into the site, adding further value to, and understanding of the site and enhancing its contribution to the special interest and historical context of the town. It could also be argued that the proposed changes to the site would improve the biodiversity, which at present are most likely harmful to any potential archaeological assets.

8. COMPATIBILITY WITH PLANNING POLICIES

The compatibility of the works proposed with planning policies may be assessed as follows.

Policy EH1: Cotswolds Area of Outstanding Natural Beauty:

Policy	Compatibility
<i>"In determining development proposals within the Cotswolds Area of Outstanding Natural Beauty (AONB) and proposals which would affect its setting, great weight will be given to conserving and enhancing the area's natural beauty, landscape and countryside, including its wildlife and heritage. This will include consideration of any harm to the contribution that the settlement makes to the scenic beauty of the AONB."</i>	Careful thought has been given to <i>conserving and enhancing the area's natural beauty, landscape and countryside, including its wildlife and heritage</i> in the plans proposed which would restore an area to much greater biodiversity and enhanced public access to and appreciation of a heritage asset.

Policy EH9: Historic environment

Policy	Compatibility
<p><i>"All development proposals should conserve and/or enhance the special character, appearance and distinctiveness of West Oxfordshire's historic environment, including the significance of the District's heritage assets, in a manner appropriate to their historic character and significance and in a viable use that is consistent with their conservation, in accordance with national legislation, policy and guidance for the historic environment."</i></p> <p><i>All applications which affect, or have the potential to affect, heritage assets will be expected to:</i></p>	<p>The proposed works would conserve and enhance the special character, appearance and distinctiveness of the Pool Meadow / Castle Fishpond in a manner entirely in keeping with its original historic character and in a viable use for public appreciation.</p>
<p><i>a) use appropriate expertise to describe the significance of the assets, their setting and historic landscape context of the application site, at a level of detail proportionate to the historic significance of the asset or area, using recognised methodologies and, if necessary, original survey. This shall be sufficient to understand the potential impact of the proposal on the asset's historic, architectural and archaeological features, significance and character;</i></p>	<p>The use of appropriate expertise and guidance is evidenced by the research and professional guidance incorporated into his report.</p>
<p><i>b) demonstrate that the proposal would, in order of preference:</i></p> <ul style="list-style-type: none"> <i>• avoid adverse impacts on the significance of the asset(s) (including those arising from changes to their settings) and, wherever possible, enhance or better reveal the significance of the asset(s);</i> <i>• minimise any unavoidable and justified (by the public benefits that would accrue from the proposed development – see below) adverse impacts and mitigate those impacts</i> 	<p>The proposed management works are considered to largely avoid significant adverse impacts (including those arising from changes to their settings)</p> <p>Appropriate mitigation works for unavoidable adverse impacts have been identified</p>

<i>in a manner proportionate to the significance of the asset(s) and the nature and level of the impact, investigate and record changes to or loss of physical fabric, features, objects or other remains and make the results publicly available.</i>	
<i>c) demonstrate that any new development that would result in the unavoidable and justified loss of all or part of a heritage asset would proceed within a reasonable and agreed timetable that makes allowance for all necessary safeguarding and recording of fabric and other remains, including contingencies for unexpected discoveries.</i>	No the unavoidable and justified loss of all or part of a heritage asset has been identified
<p><u>Designated assets</u></p> <p><i>Proposals which would harm the significance of a designated asset will not be approved, unless there is a clear and convincing justification in the form of substantive tangible public benefits that clearly and convincingly outweigh the harm, using the balancing principles set out in national policy and guidance.....”</i></p>	Significant harm to the significance of a designated asset is not anticipated

Policy EH10: Conservation areas

Policy	Compatibility
<p><i>“Proposals for development in a Conservation Area or affecting the setting of a Conservation Area will be permitted where it can be shown to conserve or enhance the special interest, character, appearance and setting, specifically provided that:</i></p> <ul style="list-style-type: none"> <i>• the location, form, scale, massing, density, height, layout, landscaping, use, alignment and external appearance of the development conserves or enhances the special historic or architectural interest, character and appearance of the Conservation Area;</i> 	<p>It is considered that the proposals would conserve or enhance the special interest, character, appearance and setting of the Conservation Area by returning the Pool Meadow to its original appearance and would enhance public understanding and appreciation.</p> <p>And that the external appearance of the development conserves or enhances the special historic or architectural interest, character and appearance of the Conservation Area.</p>
<ul style="list-style-type: none"> <i>• the development conserves or enhances the setting of the Conservation Area and is not detrimental to views within, into or out of the Area;</i> 	The proposed works conserves or enhances the setting of the Conservation Area and is not detrimental to views within, into or out of the Area
<ul style="list-style-type: none"> <i>• the proposals are sympathetic to the original curtilage and pattern of development and to important green spaces, such as paddocks, greens and gardens, and other gaps or spaces between buildings and the historic street pattern which make a positive contribution to the character in the Conservation Area;</i> 	The proposals are sympathetic to the original curtilage and pattern of development and enhances gaps or spaces between buildings and the historic street pattern and would thus make a positive contribution to the character in the Conservation Area
<ul style="list-style-type: none"> <i>• the wider social and environmental effects generated by the development are compatible with the existing</i> 	The proposals would improve public access to, and enhancing public appreciation and

<i>character and appearance of the Conservation Area; and</i>	understanding of the historic character and function of Pool Meadow / Castle Fishpond
<i>• there would be no loss of, or harm to, any feature that makes a positive contribution to the special interest, character or appearance of the Conservation Area, unless the development would make an equal or greater contribution.</i>	There is no identified loss of, or harm to, any feature that makes a positive contribution to the special interest, character or appearance of the Conservation Area,

9. CONCLUSIONS

There are some unusual features associated with what is believed/understood to be a medieval fishpond at Pool Meadow which are not considered typical of medieval fishponds. The pond is constructed in a valley bottom. The pond appears to be very large, much larger than others on the Historic England database (<https://historicengland.org.uk/listing/the-list/results/?searchType=NHLE+Simple&search=Fishpond>). It is also a markedly irregular shape that simply responds to the shape of the valley rather than appearing to have been deliberately shaped. Most medieval fishponds are rectangular or squarish in shape. Medieval fishponds often consist of more than one pond and are often paired; one for breeding and one for holding the fish once they are ready to be consumed. Although there is a suspected second fishpond located closely to the site some 150m to the northeast, its shape and size are unknown to compare with the medieval fishponds on the Historic England database.

Historic England states “*Although approximately 2000 examples are recorded nationally, this is thought to be only a small proportion of those in existence in medieval times.*” <https://historicengland.org.uk/listing/the-list/list-entry/1018538?section=official-list-entry> It is possible that those of irregular shape have been documented as fishponds due to their proximity to a medieval site and may not have actually been a medieval fishpond.

It could be argued that the fishpond is a communal fishpond linked to the growing medieval settlement of Chipping Norton, which could be used to support both the unusual size, shape and method of construction. But such communal fishponds were likewise not a common feature of the medieval landscape – fishponds typically were attached to monasteries/abbeys, manors, and castles – they were a hallmark of the nobility and the elite.

There are clearly reasons to doubt the attribution of this pond/reservoir to the medieval period, and it is arguably as likely to be associated with Bliss Mill as it is to be attached to the medieval Castle.

It is arguable that the archaeological impacts of the proposed management works are limited in effects and would be unlikely to result in significantly adverse effects on the pond and earthworks overall. It is considered most likely that the proposed works could be effectively mitigated by either an archaeological investigation to the dimensions of the required engineering works or by the use of a detailed watching brief on the engineering works. The former is perhaps the more satisfactory response.

If it is concluded that the site in question is a medieval fishpond and the proposal for the site is given consent, and that an archaeological response would be appropriate, then due to the local interest in the history of Chipping Norton, it would be beneficial to explore community archaeology opportunities to better understand the site through excavation. This could involve the Chipping Norton History Society, Chipping Norton Museum and local schools.

10. SOURCES

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11. APPENDIX 1. GAZETTEER OF HERITAGE ASSETS AND RECORDING EVENTS WITHIN THE ASSESSMENT AREA

Pool Meadow, Chipping Norton: HER Monuments and Findspots			
Number	HER Ref	Name	Summary
1	28011	Possible Later Prehistoric Curvilinear, Rectilinear and Sub-Rectangular Enclosures	Enclosures, ring ditches and linear features are visible as cropmarks on aerial photographs.
2	13064	Medieval Trackways (S of Worcester Road and New Street)	Main holloway marking earlier course of Worcester Road between Primdown Farm and West End.
3	29337	Ridge and furrow	Levelled and earthworks visible on AP.
	29337	Ridge and furrow	Levelled and earthworks visible on AP.
	29337	Ridge and furrow	Levelled and earthworks visible on AP.
	29337	Ridge and furrow	Levelled and earthworks visible on AP.
4	1146	Chipping Norton Motte and Bailey Castle	Includes the remains of motte and bailey castle and associated fishpond to its west. Two distinct phases. Castle built by Fitzalans of Clun during C12th, with earlier motte and bailey built soon after 1066.
5	4187	Medieval Fishpond	Called 'Pool Meadow' and now an open space with the dam at the SW end.
6	29342	Site of ridge and furrow	Small area of levelled ridge and furrow visible on AP. Now developed.
7	29215	Ridge and furrow	Almost continuous medieval and/or post-medieval ridge and furrow visible on APs.
8	16794	Palstave at Chipping Norton	Bronze looped palstave.
9	17401	Post medieval building adjacent to Redrobe house	Remains of a post medieval house, consisting of several of Cornbrash walls standing between 3 and 6 courses high, was recorded, along with a series of stone lined drains.
10	17402	Post Medieval rubbish pits at rear of 4 Market Street	A watching brief recorded a series of rubbish pits, most of which were post medieval; small number of undated pits.

11	183	Site of Chipping Norton Railway Station	Main station building on east side of line. Wooden signal box immediately to south. Large red brick goods shed, cattle pens and engine shed to south. Now demolished.
12	1277	Roman Coins, W of Railway Station	Roman coins found 'west of the railway station'.
13	1281	Roman Coins	Coins of Trajan (AE I), Constantine (AE 3), and Valens (AE 3) dug up in the Market Place, some in 1895.
14	4193	Site of Old Town Hall/Old Market Hall	On plaque on west side of Town Hall - upper 9 stones of pillar - one of 9 pillars which supported Old Market Hall which stood on this site until 1842 - most likely post medieval.
15	5976	Medieval Cross	Printed as an antiquity on 1922 25" OS map. Base of market cross still survives at Oxford entrance to town.
16	5977	Site of Workhouse, Church Street	Building of stone with blocked windows (painted on) once the old workhouse.
17	10154	Site of Toll House	Chipping Norton (North) toll house. Located in Chipping Norton on A44 to Evesham Road. Now lost.
18	13280	Site of Medieval/Post Medieval School	Founded soon after 1450.
19	13528	Medieval Pottery (Garden of 10, Dunstan Avenue)	Part of a 'slash' handle of a fairly large vessel of the C14th Wychwood ware. Found by Mr David Eddershaw 14/5/84.
20	15806	Site of 12, Market Place	OAU excavated at above address to examine suspected medieval remains, consisting of floor levels and a hearth.
21	8992	Banbury and Cheltenham Direct Line of GWR	Authorised 1874 and opened April 6th 1887, closed in 1969
22	8991	Chipping Norton Railway	Constructed 1854, single track, opened 1855, purchased by OWWR in 1859

Pool Meadow, Chipping Norton: HER Historic Buildings					
Number	HER Ref	NHLE Ref	Grade	Name	Summary
1	23551	1052600	II	The Manor House, West Street	House. Early C16 core with later additions and much restoration and alteration in the C19.

2	23510	1052603	II	K6 Telephone Kiosk, Market Place	Telephone kiosk. Type K6. Designed 1935 by Sir Giles Gilbert Scott.
3	23495	1052617	II	No 19 (Hartwells), High Street	Shop. C18 of ashlar with a gabled slate roof and end brick stacks.
4	23504	1052623	II*	No 15 Market Place	House. Formerly 2 C17 cottages, extended and refronted c1780.
5	23506	1052624	II	No 20 (Sketchley), Market Place	Shop. Early C19 of coursed rubblestone, rusticated stone quoins and blocked dressings to openings with a gabled slate roof and end brick stacks.
6	4194	1052625	II	Stone Pillar & Base of Wayside Cross, Market Place	Late medieval and probably C17th monument erected outside the Town Hall in 1956.
7	23511	1052626	II	No 2 (Southorn Shoes), Market Street	Shop. C17 altered of rubble stone and limewashed stucco with a gabled machine tiled roof sharing stone stack with No 1.
8	23517	1052628	II	No 9 Market Street	House. C17 altered of coursed and squared rubblestone with a steeply pitched gabled machine tiled roof and S end stone stack with reconstituted cap.
9	23519	1052629	II	No 11 Market Street	House. C17 altered with a one bay N section formerly part of another dwelling.
10	23521	1052630	II	The Bunch of Grapes Public House, Middle Row	Public House. C17 core recased in the mid C20.
11	23525	1052633	II	No 65 New Street	House. C17, remodelled in the C19 of rubblestone and stone dressings with a gabled slate roof and W stone stack.
12	23528	1052634	II	Joseph Hansom Memorial about 11 yards NW of Baptist Church, New Street	Chest tomb. Joseph Mansom died 1822.
13	23530	1052635	II	No 8 New Street	House and shop in a street row. Rebuilt mid-C19.

14	4196	1052637	I	Church of St Mary	Fine medieval Perpendicular church. C12th foundations of which only a few fragments survive in the west wall of the nave.
15	23454	1052638	II	Kerby Family Tombs to NE of St Marys Church	1776 enclosure as dated on ironwork pier. 3 monuments.
16	23455	1052639	II	Row of 3 Bale Tombs about 12 yards SE of S Porch of St Marys Church	3 bale tombs. Early-mid C18 to Keck family.
17	23457	1052640	II	William Brown Tomb about 13 yards SE of S Porch of St Marys Church	Chest tomb. William Brown died 1803.
18	23459	1052641	II	Chest Tomb about 7 yards E of S Porch of St Marys Church	Chest tomb. C18 or early C19 style.
19	23460	1052642	II	2 Gibbs Memorials about 25 yards S of S Porch of St Marys Church	2 chest tombs. Mid C19.
20	23462	1052643	II	Joseph Gibbs Memorial about 28 yards SE of S Porch of St Marys Church	Chest tomb. Joseph Gibbs died 1820.
21	23466	1052644	II	Chest Tomb about 10 yards E of SE End of S Aisle of St Marys Church	Chest tomb. Mid C18.
22	23468	1052645	II	Chest Tomb about 7 yards E of E End of St Marys Church	Chest tomb. Early-mid C19.
23	23472	1052646	II	Joh Guy Memorial about 12 yards NE of NE Corner of N Aisle of St Marys Church	Chest tomb. John Guy died 1823.
24	23475	1052647	II	Thomas Bradley Memorial about 10 yards W of St Marys Church	Tall bale tomb. Thomas Bradley died 1746.

25	23477	1052648	II	Pair of Rawlings Family Memorials about 12 yards SW of W Tower of St Marys Church	2 chest tombs. About 1800 - both to a Robert Rawlings, one died 1803 (South), the other 1801 (North).
26	17084	1052649	II	Hillside (RH Coombes and Company Chartered Accountants), Albion Street	Early C19th. Now offices.
27	23479	1052650	II	Parish Rooms, Church Street	GV Parish rooms. c.1840.
28	23482	1052652	II	No 7 Church Street	House. C17 core extended in the C19 and refronted in the C20.
29	23492	1052657	II	No 9 (Fruit Centre), High Street	Former Temperance Hotel, now shop. Circa 1730 of incised cement render with a gabled slate roof and dressed stone copings.
30	23469	1182653	II	Chest Tomb 2 yards E of E End of St Marys Church	Chest tomb. John Biggeby died 1733 or 1755.
31	23473	1182702	II	Group of 3 memorials about 6 yards N of NE Corner of N Aisle of St Marys Church	3 chest tombs. Late C18/early C19.
32	23478	1182718	II	Chest Tomb about 5 yards W of SW Corner of St Marys Church	Chest tomb. C18.
33	23481	1182744	II	No 6 Church Street	House. Possibly early C16 as it is traditionally known as the earliest house in Chipping Norton, but more likely to be C17 in origin and displaying the C16 fenestration of the old Grammar School which may have been reused for No 6 when the school was dem
34	23499	1183082	II	No 28 High Street	Shop. C18 with C19 alterations.
35	17086	1183093		Key Antiques, Horse Fair	Early C19th. Originally a house, now a shop.

36	23507	1183187	II	No 21 (Jonathan Howard Antiques), Market Place	Shop. Early C19 of coursed rubble stone, dressed stone quoins and blocked dressings to openings with a gabled slate roof N end brick stack.
37	4192	1183188	II*	Town Hall, Market Place	Town Hall built in Palladian style which had a short-lived vogue at that time. Plaque on west side says it was rebuilt 1842.
38	23516	1183239	II	No 8 Market Street	House. C17 altered of limewashed and part stuccoed rubblestone with a gabled machine tiled roof and south end stack shared with No 7.
39	23518	1183256	II	No 10 Market Place	House. C17 altered of coursed and squared rubble stone with a gabled machine tiled roof and N end stone stack with a reconstituted cap and a S end brick stack.
40	23520	1183264	II	No 12 Market Street	House. C17 altered of squared rubblestone, dressed quoins with a gabled slate roof and S end brick stack.
41	23527	1183334	II	Jabez Kimber Memorial about 12 yards NW of Baptist Church, New Street	Chest tomb. Jabez Kimber died 1826.
42	23531	1183369	II	No 10 New Street	House and shop in street row. Possibly C17 core, altered and refronted mid-C19.
43	1110	1183426	II	Chipping Norton Recording Studios, New Street	Former house, then British Schools, now recording studios, c.1730. 2 storey, stone building with date on pediment 1854. Now Chipping Norton Recording Studios.
44	23537	1197960	II	No 34 New Street	House. C18 with C19 alterations of coursed and squared rubblestone, stone dressings and a gabled machine tiled roof with a W end stone stack.
45	23550	1198029	II	No 9 West Street	House. C17 core refronted in the early C18. Ashlar with a gabled stone tiled roof and S end moulded stone stack with brick cap.

46	23526	1284115	II	No 67 New Street	House. C17 refronted in the C19 of rubblestone and a gabled slate roof and W end stone stack.
47	23524	1284148	II	No 63 New Street	House. C17, remodelled in the C19 of rubblestone with a gabled slate roof and ridge stone stack.
48	23512	1284183	II	No 3 (17th Century Pantry), Market Street	House, now restaurant. C17 altered of rubble stone and limewashed render with a gabled machine tiled roof and N end brick stack.
49	23514	1284186	II	No 6 Market Street	House. C17 altered of coursed and squared rubble stone, dressed quoins S end, with a gabled machine tiled roof and end brick stacks.
50	23471	1284411	II	William Guy Ledger about 7 yards NE of NE Corner of N Aisle of St Marys Church	Low chest tomb with ledger stone. William Guy died 1833.
51	23476	1284425	II	Chest Tomb immediately S of Thomas Bradley Memorial	Large chest-tomb. Mid C18.
52	23465	1284450	II	Pagett Memorial about 35 yards SE of S Porch of St Marys Church	Chest tomb. Mid C18.
53	23467	1284456	II	Colbourn Memorial about 7 yards E of E End of St Marys Church	Chest tomb. 1830s.
54	23463	1284479	II	William Beck Memorial about 33 yards SE of S Porch of St Marys Church	Chest tomb. Late C18.
55	23498	1368126	II	No 24 & 25 (Hiltons and Seb), High Street	House, now shop and office. 1730 as dated on rainwater heads of one build.
56	17085	1368127	II	La Madonette Restaurant, Horse Fair	C17th. Previously a house, now a restaurant.
57	23508	1368129	II	No 22 Market Place	House. C17 altered of rubble stone and limewashed stucco with a gabled machine tiled roof and S end brick stack.

58	23513	1368131	II	No 4 & 5 (Chopstick House and Olivieri Hairdresser), Market Street	Shops. Circa 1840 of one build.
59	1756	1368132	II	Baptist Chapel, New Street	Founded 1654 (or 1733?) and enlarged in 1816 with further enlargements in 1820's. Present chapel stone-built Victorian Gothic.
60	23532	1368133	II	No 12 and Access to No 14A (David Geddes), New Street	House and shop in street row. Mid-C19 rebuilding.
61	23453	1368135	II	Graves and Wheeler Tombs to SW of St Mary's Church	Late C18 chest tombs, one each to the respective families.
62	23456	1368136	II	Richard Philips Memorials about 10 yards S of S Porch of St Marys Church	Chest tomb. Richard Philips died 1819.
63	23458	1368137	II	Chest Tomb about 7 yards SE of S Porch of St Marys Church	Chest tomb. Early C18.
64	23461	1368138	II	George Wells Memorial about 27 yards SE of S Porch of St Marys Church	Chest tomb. George Wells died 1842.
65	23464	1368139	II	2 Gibbs Memorials about 30 yards SE of S Porch of St Marys Church	Chest tombs. About 1790.
66	23470	1368140	II	Pair of Bale Tombs about 5 yards NE of NE Corner of N Aisle of St Marys Church	Pair of bale tombs. Early-mid C18.
67	23474	1368141	II	2 Chest Tombs immediately N of Dawkins Mausoleum at St Marys Church	2 chest tombs with ledger stones. Late C18.
68	23536	1368152	II*	Kings Head Court, New Street	Former inn, now flats. Circa 1720 refronting of an earlier house.

69	4191	105632	II	Guildhall, Middle Row	Former Guildhall, now council offices, c.1500-20, extended in early C18 and C19.
70	5978			Site of Tweed Mill	Long building to east of house said to have been Bliss's original Tweed Mill. House to west built by Bliss for himself - now to be demolished (1973). See also PRN18.
71	14114	1052620	II	26 (Harraden House Antiques), High Street	House, now a shop. C18th with possibly older core and later alterations.
72	23483	1182761	II	No 45 Distons Lane	Former house. C17 or early C18; remodelled later C20.
73	23484	1052653	II	No 47 Distons Lane	House. C17, enlarged C19.
74	23503	1284222	II	No 5 (Craft Centre and Wool Shop), Market Place	Shop. Circa 1730 of ashlar stressed quoins with a gabled stone tiled roof and end stone stacks, that to the S with a brick cap.
75	23505	1183153	II	No 16 (National Westminster Bank), Market Place	Former town house now bank. Circa 1780 of ashlar with a gabled stone tiled roof and end stone stacks.
76	23509	1368130	II	Ivy House (J Butler Furnishers), Market Place	Shop. Early C18 altered.
77	23523	1052631	II	Nos 10 & 10A Middle Row	House. C17, refronted c1730.
78	23533	1284076	II	No 14 (Whychwool Designs), New Street	House and shop in street row. Mid-C19 remodelling.
79	23534	1368151	II	No 16 (Antiques), New Street	Shop. Early C19 remodelling, incised and colourwashed render with a shallow pitched gabled slate roof, 2 stacks W brick, and E end stone stack with brick cap.
80	23538	1052596	II	No 36 (Northville), New Street	House. C18 with C19 alterations of coursed rubblestone and stone dressings with a gabled stone tiled roof and W end stone stack.

81	29334			1 Spring Street	Unlisted mid-fifteenth century building around the perimeter of the Market Square.
82	23535	1052595	II	Nos 18 & 20 New Street	House. Early C19.
83	23497	1052619	II	No 22 (G T Smith Television), High Street	Early C18 with C19 and C20 alterations.
84	23500	1052621	II	No 29 High Street	Former public house, now house. C18 with C19 alterations.
85	23529	1284128	II	No 4 (Old George House Antiques, Former George Inn), New Street	Former inn, now shop. Early C17 of coursed rubblestone, stone dressings and a gabled slate roof with end stacks, that to the E of stone, to the W of brick.
86	23485	1284373	II	The Blue Boar, Goddards Lane	Public House. 1683 reset datestone with initials 'WT' in panelled reveal of ground floor window, restored in the C19.
87	23486	1052654	II	No 9, The Chequers Public House, Goddards Lane	Public House. C17 of coursed and squared rubblestone and stucco to the top floor possibly masking timber framing with a gabled slate roof with dressed stone copings and 2 stone stacks with brick caps.
88	23496	1368125	II	Nos 21 & 21A (Hayes & Co Newagents), High Street	Two houses, now shops. C18 of one build with mid C19 alterations.
89	23515	1052627	II	No 7 Market Street	House. C17 altered, of coursed and square rubble stone with a gabled machine tiled roof and end brick stacks.
90	23539	1197971	II	No 38 New Street	House. C18 with C19 alterations of rubblestone and stone dressings, with a gabled stone tiled roof and W end stone stack.
91	23549	1368155	II	No 1 (Maple Leaf Freezer Centre), West Street	Shop. Mid C18 of coursed and squared rubblestone, stone dressings and quoins with a gabled machine tiled roof.
92	23522	1284138	II	No 2 (Delicatessen), Middle Row	Shop. C18 refronted in the C19 of coursed rubblestone, flush dressed stone quoins, blocked dressings to openings and a shallow hipped slate roof with 2 brick stacks.

93	23480	1052651	II	Gateway & Walls to Almshouses, Church Street	1640, contemporary with Almshouses.
94	1198		No	Stable, Chipping Norton Railway Station	Typical brick GWR construction. Only surviving building of the station site, which has just been cleared. It may be kept as a garage if redevelopment plans do not interfere (9/2/69).
95	1757		No	Methodist Chapel, West Street	Built 1868. Stone-built Victorian Gothic.
96	4195	1182730	II	1-4, Church Street (almshouses)	8 gabled tenements built 1640.
97	4865		No	Former Methodist Chapel, Diston's Lane	Stone inscription says: 1796. Chapel converted to two 2-storey houses about 1950. Now 20 & 22, Distons Lane.
98	10342		No	Former Salvation Army Citadel, Spring Street	Built 1888. Now a theatre.
99	12702		No	Former Friends' Meeting House, New Street	Site recorded and marked on the 1880 OS Survey with Burial Ground. 1851 Religious Census gives the date of erection as 1804. Building now converted into flats.
100	14112	1183195	II	1, Market Street	C17 with later alterations.
101	14113	1368163	II	17 (Boots the Chemist), High Street	C18 with mid-C19 alterations. Group value.
102	14125	1052616	II	White Hart Hotel, High Street	C16th timber-framed structure, refronted in 1725 as dated on rainwater heads. Recent work revealed new information prior to redevelopment.
103	23491	1182782	II	No 8 (Baxters Butchery and Coles the Jewellers), High Street	Shop. Early C18, refaced in the C20 of ashlar with a gabled stone tiled roof, dressed stone copings and N end stone based stack with brick cap.
104		1052615	II	Cheltenham and Gloucester Building Society and Fine Fare	
105		1052618	II*	The Playpen	

106		1368162	II*	Barclays Bank	
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Pool Meadow, Chipping Norton: HER Archaeological Events					
Number	HER Ref	Name	Organisation	Summary	
1	EOX1133	An Archaeological Watching Brief at The White Hart Hotel, High Street	John Moore Heritage Services	Four trenches dug within proposed development area, in which demolition of existing buildings and conversion of hotel buildings to create 7 new buildings in total.	
2	EOX3131	Church Street: Watching Brief	John Moore Heritage Services	Excavation of service holes in connection with replacement of a water pipe ; 3 site visits made. Groundworks involved initial hardstanding removal by pneumatic drill followed by further reduction using 360 degree excavator. Surface of the natural geolog	
3	EOX3314	Land to rear of 39 New Street: Watching Brief	Archaeological Solutions	Monitoring carried out over 2 months in compliance with a planning condition attached to the permission for the residential development of the site. The site's location within the core of the medieval part of Chipping Norton indicated there was a potent	
4	EOX5582	Land at Penhurst School: Evaluation	AC Archaeology	Evaluation carried out on a grassed area to the rear of the former school grounds. Two trenches totalling 40m in length and measuring 1.6m wide were positioned to assess the potential for burials associated with an adjacent churchyard as well as the pote	
5	EOX6277	Springhill: Watching Brief	John Moore Heritage Services	An archaeological watching brief was conducted during the course of groundworks for a new dwelling at Springhill, Church Lane north of Chipping Norton. Evidence of medieval or post-medieval cultivation in the form of ridge and furrow earthworks was prese	

6	EOX148	The Old Vicarage: Watching Brief	Oxford Archaeological Unit	NEGATIVE - watching brief was maintained during ground reduction works for the construction of a conservatory. No archaeological features were observed and no finds retrieved
7	EOX150	The Ambulance Station, Spring Street: Evaluation	AOC Archaeology Group	NEGATIVE - a single evaluation trench was excavated within the proposal area. A series of linear features were investigated and these produced only post-medieval material. It is thought that the features relate to recent gardening activity on the site.
8	EOX1955	Land Adjacent to Redrobe House: Watching Brief	John Moore Heritage Services	An archaeological watching brief carried out during the excavation of footing for a new house revealed the remains of a post-medieval building. A drain pre-dating the building was also recorded.
9	EOX1956	An Archaeological Watching Brief at R/O 4 Market Street	John Moore Heritage Services	A watching brief carried out during foundation excavation located a series of rubbish pits. Some were dated to the C19 or early C20 but some were undated and could be earlier.
10	EOX2258	An Archaeological Evaluation at Castle View, Spring Street/Over Norton Road	John Moore Heritage Services	Two trenches, 25m long, were excavated down to natural geology ahead of proposed development. A sequence of modern ground was recorded but no archaeological features were observed.
11	EOX2751	Church of St Mary: Watching Brief	Oxford Archaeology	WB for PCC in advance of a new raised floor in the east end of the nave revealed that the floor and two earlier vaults had been lowered during the late C19th renovations.
12	EOX3131	Church Street: Watching Brief	John Moore Heritage Services	Excavation of service holes in connection with replacement of a water pipe ; 3 site visits made. Groundworks involved initial hardstanding removal by pneumatic drill followed by further reduction using 360 degree excavator.

13	EOX3482	Former War Memorial Hospital Report: DBA	Oxford Archaeology	Cultural heritage assessment for land at site of former War Memorial Hospital, where a new development of 14 residential housing units along with garage and car parking facilities. Report suggests low potential for later prehistoric to Anglo Saxon remains
14	EOX616	Cornish Almshouses: Building Survey	English Heritage	Photographic record of the Cornish Almshouses.
15	EOX618	The Playpen: Building Survey	English Heritage	Historic building survey by RCHME.
16	EOX6277	Springhill: Watching Brief	John Moore Heritage Services	An archaeological watching brief was conducted during the course of groundworks for a new dwelling at Springhill, Church Lane north of Chipping Norton. Evidence of medieval or post-medieval cultivation in the form of ridge and furrow earthworks was prese

12. APPENDIX 2 – NATIONAL HERITAGE LIST FOR ENGLAND LIST ENTRY DESCRIPTION: CHIPPING NORTON MOTTE AND BAILEY CASTLE, AND FISHPOND, CHIPPING NORTON - 1014747 | HISTORIC ENGLAND

Official list entry

Heritage Category: Scheduled Monument

List Entry Number: 1014747

Date first listed: 12-Jul-1949

Date of most recent amendment: 26-Jul-1996

Location

The building or site itself may lie within the boundary of more than one authority.

County: Oxfordshire

District: West Oxfordshire (District Authority)

Parish: Chipping Norton

County: Oxfordshire

District: West Oxfordshire (District Authority)

Parish: Over Norton

National Grid Reference: SP 31065 27430

Reasons for Designation

Motte and bailey castles are medieval fortifications introduced into Britain by the Normans. They comprised a large conical mound of earth or rubble, the motte, surmounted by a palisade and a stone or timber tower. In a majority of examples an embanked enclosure containing additional buildings, the bailey, adjoined the motte. Motte castles and motte-and-bailey castles acted as garrison forts during offensive military operations, as strongholds, and, in many cases, as aristocratic residences and as centres of local or royal administration. Built in towns, villages and open countryside, motte and bailey castles generally occupied strategic positions dominating their immediate locality and, as a result, are the most visually impressive monuments of the early post-Conquest period surviving in the modern landscape. Over 600 motte castles or motte-and-bailey castles are recorded nationally, with examples known from most regions. As one of a restricted range of recognised early post-Conquest monuments, they

are particularly important for the study of Norman Britain and the development of the feudal system. Although many were occupied for only a short period of time, motte castles continued to be built and occupied from the 11th to the 13th centuries, after which they were superseded by other types of castle.

The motte and bailey castle at Chipping Norton survives well and the later alterations to its plan contribute to our understanding of changes and developments in defensive and aristocratic architecture. It will contain archaeological and environmental evidence relating to its construction, occupation and the landscape in which it was built. The associated fishpond provides evidence of the medieval economy. It is one of the best examples in Oxfordshire.

Details

The monument includes the remains of Chipping Norton motte and bailey castle, and an associated fishpond to its west, situated on the south east side of a shallow valley immediately north west of the present town of Chipping Norton. Two distinct phases in the layout of the castle can be recognised in the present earthwork remains. The earliest castle included a motte, now known as the Mount, and a large bailey to the east which encloses the whole area in which the later castle earthworks were built. The motte has been altered by modern landscaping but remains clearly visible as a conical mound with a flat top c.30m in diameter. This stands c.6m above the meadow to the north west and c.2m above the top of the natural slope outside the present castle. The bailey has been partly levelled by the building of the later castle but survives as a low rampart bank c.4m wide and 1.5m high enclosing an area c.196m from west-east and 108m from north-south. It is surrounded by a ditch, part of which has been reused for the later castle and the remains of which are partly infilled. However it can be seen at the east of the monument where it survives as a shallow feature c.10m wide. The original entrance appears to have been in the south east corner where the later castle entrance was also located. The later castle had two enclosed areas or 'wards' of which the one to the north east was the smaller. They were formed by levelling part of the valley slope and building high ramparts with deep ditches on all sides, except the north west where the rampart is supported by a natural slope. The enclosed area is 164m by 82m, divided into two wards by a north west-south east ditch. The ramparts stand up to 5m high and measure up to 8m across. The surrounding ditches vary in width and depth depending on the topography but are up to 8m deep and measure as much as 20m across on the south side. Internally, the wards are sub-divided by a series of low banks which are believed to represent the lines of walls, and a number of building platforms have been recorded, including a possible gatehouse. To the north west of the castle lies a broad meadow, bounded by the stream which runs through the valley to the north, and the base of the castle earthworks to the south. This meadow may originally have been a fishpond and certainly provided grazing for horses. This is not included in the scheduling. To the west of the castle lies a fishpond measuring 70m across and 150m long. This has partly silted up over the years and is now dry although often

The contents of this record have been generated
from a legacy data system. Legacy System number:
21808
Legacy System: RSM

Sources

Books and journals

Kirtland, C, Brief Memorials of the Early History of Chipping Norton, (1871)

Other

1146 for motte and bailey, C.A.O.,
CHIPPING NORTON CASTLE, (1981) AI
127982, Jeffery, PP, Water Meadow,
(1995)

Fieldwork and documentary survey, Chadburn, A, CHIPPING NORTON CASTLE,
(1980) Fieldwork and documentary survey, Chadburn, A, CHIPPING NORTON
CASTLE, (1980) PRN 1146, C.A.O., CHIPPING NORTON CASTLE, (1981)
PRN 4187, C.A.O., Medieval Fishpond, (1981)
QUARTER SHEET SP32NW, Victoria History Of The Counties Of England, A
History Of The County Of Oxfordshire, A History Of The Counties Of England,
Title: Ordnance Survey 1:10000 Series Source Date: 1980 Author: Publisher:
Surveyor: Quarter Sheet SP32NW
Title: Ordnance Survey 1:10000 Series Source Date: 1980 Author: Publisher:
Surveyor: Sheet SP32 NW

Legal

This monument is scheduled under the Ancient Monuments and Archaeological
Areas Act 1979 as amended as it appears to the Secretary of State to be of
national importance. This entry is a copy, the original is held by the Department
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Map

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Preliminary Ecological Appraisal and Biodiversity Net Gain Baseline Calculation of Pool Meadow, Chipping Norton



Final Report

02 March 2023

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Report Reference:

23/02

A2. Quality Assurance

Date	Version	Name
07.08.2022 & 05.12.2022	Field Surveys	Frank Lucas CEnv, MCIEEM
15.12.2022	Draft report prepared	Frank Lucas CEnv, MCIEEM
15.12.2022	Draft report checked	Rob Mileto BSc MSc
16.12.2022	Draft report updated and issued to client for comments	Jonny Ackroyd BSc MCIWEM
02.03.2023	Final report prepared and issued to client	Frank Lucas CEnv, MCIEEM

The information in this report has been prepared in accordance with the Chartered Institute of Ecology and Environmental Management's (CIEEM) Code of Professional Conduct. The conclusions and recommendations expressed are reasoned judgements of the author based on the evidence.

Throughout this report the terms 'Pool Meadow', 'the site' and the 'survey area' are used interchangeably and refer to the land area shown on Map 3.

All maps were produced in QGIS free and open-source GIS v.3.22.11.

Throughout this report, species are referred to by their common (English) names, following Stace (2019) for plant species. Scientific names of all species are given in Appendix 1

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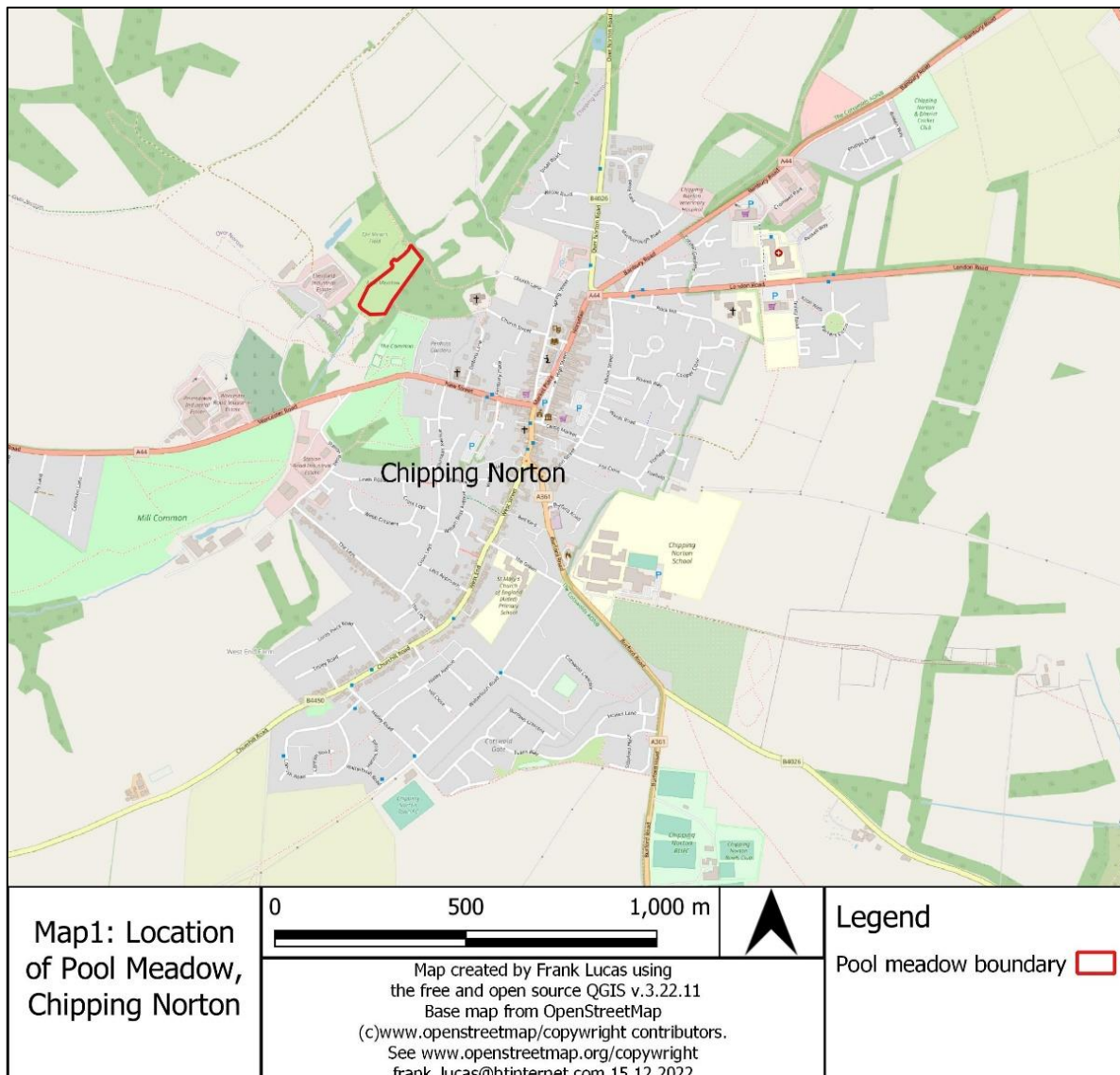


Photo 1: View from the north western boundary of the survey area looking south west with bramble scrub to the right (land parcel 10, see Map 3 and section 3.2.5) and swamp to the left (land parcel 1, see Map 3 and section 3.2.1). (Photo taken August 2022)

1. Introduction

- 1.1 This Preliminary Ecological Appraisal (PEA) and Biodiversity Net Gain (BNG) baseline calculation has been prepared by Frank Lucas CEnv, MCIEEM to support a planning application for proposed biodiversity enhancement works at Pool Meadow, Chipping Norton. It has been commissioned by Jonny Ackroyd of Beaumont Rivers Ltd on behalf of Chipping Norton Town Council.
- 1.2 Pool Meadow lies approximately 450m to the north west of Chipping Norton town centre in the District of West Oxfordshire, north of the A44 Worcester Road and west of the Parish Church of St Mary the Virgin, Chipping Norton. The location of Pool Meadow is shown on Map 1.

Map 1: Location of Pool Meadow, Chipping Norton

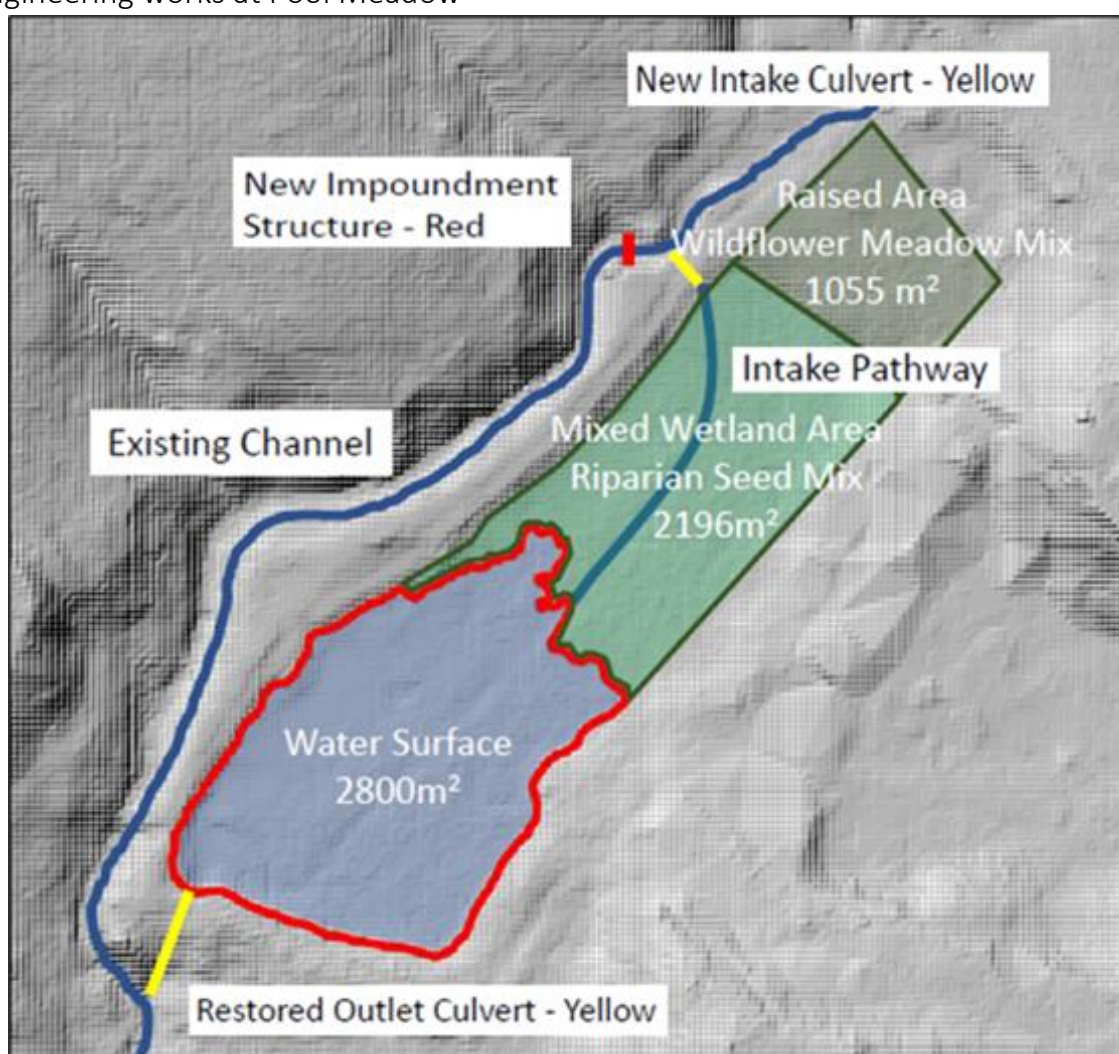


- 1.3 Pool Meadow is a low-lying area of swamp, scrub and other habitats at the base of a shallow valley running north-east to south-west past Chipping Norton. Historically much of the Site was a fishpond associated with Chipping Norton Castle, created by damming the valley at the southern end. Over the intervening years the water management structures have fallen into disrepair and the site has silted up, such that it generally sits dry for much of the year. It

is understood from local residents that it can become waterlogged over the winter months and during periods of heavy rainfall.

- 1.4 Plans are being formulated by Beaumont Rivers, on behalf of Chipping Norton Town Council, to protect the archaeological features of Pool Meadow and to enhance the biodiversity interest. This would be achieved through a range of habitat management activities including the clearance of scrub and the reestablishment of open water over the lower lying part of the site, coinciding with the former fishpond area, and the introduction of management measures to enhance botanical diversity over the remainder of the site.
- 1.5 Map 2 shows the provided schematic image of potential biodiversity enhancements and engineering works at Pool Meadow. At the time of writing, detailed plans were still being formulated, so a final red-line development area boundary and a detailed post-intervention habitat plan were not available.

Map 2: Provided Schematic image of potential biodiversity enhancements and engineering works at Pool Meadow



- 1.6 To create the open water part of the site it is proposed to reinstate water control structures on the stream which flanks the site to north west. The upstream works would involve a small impoundment structure and an intake culvert to move water onto the site. This would be located in the vicinity of the historic impoundment/intake structure. Downstream, an

outlet culvert with associated water control structure is proposed, again following the historic line. The approximate location of these proposed structures is shown on Map 2. At the time of writing, plans for the design and operation of these structures has yet to be finalised.

- 1.7 This report aims to describe and categorise the existing habitats in the Site, using the UKHab habitat classification (Butcher et al, 2020), and to use this as an indicative baseline for a Biodiversity Net Gain (BNG) calculation using Biodiversity Metric 3.1 (Natural England, 2022a). It also aims to identify ecological constraints and opportunities present on the site, and to make recommendations on what further surveys, if any, may be required to complete an Ecological Impact Assessment (EclA) necessary to support any planning application and/or any other consents. It also aims to inform the scheme design plans and to identify any necessary ecological mitigation or compensation measures required.
- 1.8 It is understood that detailed information about the proposed development, including the proposed restoration scheme will be provided in a Planning Statement. Planning policy relating to ecological matters will also be addressed in the same report.

2. Methodology/Methods

2.1 Desk study

- 2.1.1 The desk study for this report comprised an inspection of the Defra MAGiC website (<https://magic.defra.gov.uk/>) and online maps and aerial photographs for general ecological information about the area, together with the commissioning of an ecological data search from the Thames Valley Environmental Records Centre (<https://www.tverc.org>) and a web search for information on the status and distribution of great horsetail, including an inspection of National Biodiversity Network (<https://records.nbnatlas.org/>) records for great horsetail.
- 2.1.2 The web search included a search of online maps and aerial photographs for evidence of ponds within 250m of the site boundary which would have the potential to support breeding great crested newts.
- 2.1.3 The TVERC data search covered an area of 1km from the boundary of the site and included
 - A summary table and spreadsheet of protected and notable species records
 - A summary table of invasive species records
 - A shapefile map of NERC Act Section 41 habitats of principal importance
 - A list of NERC Act Section 41 habitats of principal importance
 - A list of Positive and Negative great crested newt records within the search area
 - A webmap of great crested newt records, risk zones and ponds within the search area
 - A shapefile map of EA Flood Zones within the search area
 - A list of SSSI Impact Risk Zones within the search area
 - A shapefile map of SSSI Impact Risk Zones within the search area
 - A guidance document on the use the SSSI IRZs
 - A shapefile map of the Nature Recovery Network within the search area (2km)
 - A guidance document on the application of the Nature Recovery Network

2.2 Field surveys

- 2.2.1 Field surveys were undertaken by Frank Lucas on 07 August 2022 and 05 December 2022. In August the weather was hot and dry with scattered cloud cover. In December the weather was cool (7 degrees) but fine and clear with scattered cloud.
- 2.2.2 On both occasions most parts of the site were fully accessible, with the exception of parts of the central swamp area (land parcel 1 on Map 3). In August this area was densely vegetated and difficult and potentially hazardous to move through, with the added potential of disturbing breeding birds. In December the vegetation had largely died down, but parts of the area were very soft underfoot and potentially hazardous. Notwithstanding this, the area was readily viewable by eye and through binoculars from higher points around the perimeter, with no part being more than c.25m from the observer. Difficulty of physical access was not considered to be a significant constraint to the survey.
- 2.2.3 Habitat boundaries were mapped in the field using the Qfield app on a Samsung Galaxy Tab Active3 tablet. A fully comprehensive plant species list for the Site was not compiled, but the key plant species indicative of each habitat were recorded. Habitats on the short length of stream passing through the site were surveyed, but it was considered beyond the scope of this PEA to undertake a full MoRPh river condition assessment (Gurnell et al, 2020).
- 2.2.4 Following the field survey, habitats were mapped in QGIS and categorised using the best fit UKHab habitat type (Butcher et al, 2020), up to and including UKHab level 5 where appropriate. UKHab secondary codes were generally not applied.
- 2.2.5 Given the size of the site and following UKHab guidance, a Minimum Mappable Unit (MMU) area of 25m² (equating to c.0.2% of the total site area) and a length of 5m was adopted.
- 2.2.6 Where habitat boundary transitions were encountered the convention was observed that where at least 70% of a land parcel was one habitat type then the whole parcel would be categorised as that habitat. This convention was particularly applied in land parcel 4 (see section 3.1.1 and Map 3) where patches of both mixed scrub and blackthorn scrub individually approached the MMU area of 25m² but collectively covered significantly less than 30% of the survey area.
- 2.2.7 In addition to the habitat survey the field survey included the following outline species surveys:
- Great crested newts – assessment of habitat suitability and a visual search under on-site refuges and those in the immediate locality;
 - Reptiles - assessment of habitat suitability and a visual search under on-site refuges and those in the immediate locality);
 - Bats - visual assessment for potential roost sites essentially as per Collins, J. (ed.), 2016).
 - Badger - search for signs including setts, dung pits and latrines, pathways, paw prints, hairs or signs of feeding activity, both within the Site plus a 30m zone of influence beyond the survey area boundary where access allowed.
 - Other protected species and species of principal importance for biodiversity conservation - assessment of habitat suitability, incidental records and outline search for signs of wild birds, water voles, otter and Western European hedgehog.
 - Invasive non-native species (such as those listed on Schedule 9 of the 1981 Wildlife and Countryside Act (as amended)).

3. Results of Survey

3.1 Survey overview

3.1.1 Overall the survey area extended to c.1.2 ha and supported 8 different habitats.

3.1.2 The habitat type and area of these habitats is given in Table 1, broken down according to the land parcel numbers shown on Map 3. These land parcels are described more fully in Section 3.2. Habitat names follow those used in the UKHab habitat classification.

Table 1: Habitats at Pool Meadow Chipping Norton

Land Parcel No	UK Hab Habitat Type	UKHab Code	Extent (ha)	Overall Habitat Area
1	Other swamps	f2f	0.557	0.682
2	Other swamps	f2f	0.103	
3	Other swamps	f2f	0.022	
4	Other broadleaved woodland types	w1g7	0.105	0.362
5	Other broadleaved woodland types	w1g7	0.093	
6	Other broadleaved woodland types	w1g7	0.047	
7	Other broadleaved woodland types	w1g7	0.113	
13	Other broadleaved woodland types	w1g7	0.004	
8	Other blackthorn scrub	h3a6	0.067	0.067
9	Mixed scrub	h3h	0.022	0.022
10	Bramble scrub	h3d	0.007	0.007
11	Other neutral grassland	g3c	0.024	0.057
12	Other neutral grassland	g3c	0.033	
14	Other rivers and streams	r2b	0.003 ha (0.016km)	0.003 ha (0.0016 km)

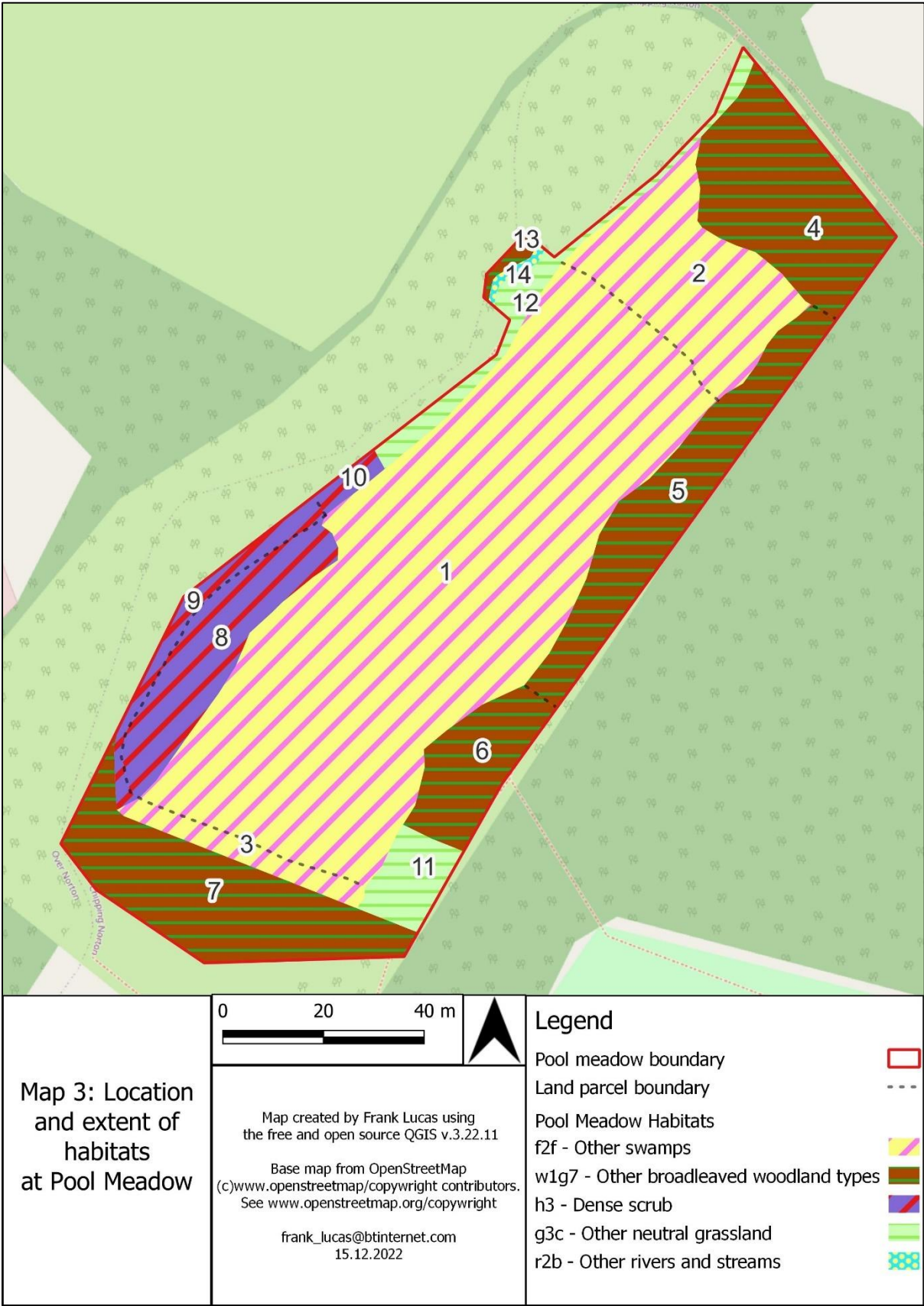
3.2 Habitats

3.2.1 **Other swamps (UKHab f2f)** : Land parcels 1, 2 and 3 were categorised as UKHab f2f '*other swamps*'. The vegetation in these land parcels was a species-poor tall herbaceous mix dominated by great horsetail with abundant, sometimes locally dominant, great willowherb and common nettle. Wild angelica occurred occasionally throughout the stand and the lower lying areas of land parcel 1 had occasional fringing stands of reed sweet-grass.

At the boundary between land parcels 1 and 2 there was a noticeable break in the slope, with land parcel 1 lying c.1 metre or more lower than land parcel 2. It is believed that this break in slope delineates the former edge of the medieval fishpond.

Land parcel 3 is the slope of the embankment damming the southern end of the survey area. Here the great horsetail dominated vegetation rose up the slope, forming an ecotone into the broadleaved woodland to the south, which lies on the southern slope of the embankment.

Map 3 – Location and extent of habitats at Pool Meadow



- 3.2.2 **Other broadleaved woodland types (UKHab w1g7):** Land parcels 4, 5, 6, 7 and 13 were categorised as w1g7 '*other broadleaved woodland types*'.

Land parcel 4 comprised a mix of large mature trees, smaller trees which appear to have originated as scrub, smaller planted trees and areas of mixed scrub. The largest trees were 6 mature sycamores rising to over 20m together with a mature ash rising to c.15 m, and a single large deciduous tree (species not determined) fringing the north-eastern edge of the land parcel. Towards the western edge of this land parcel was a small plantation of mixed broadleaved trees including silver birch, hornbeam, an aspen or poplar and large blackthorns rising to c.12m. Between this plantation and the mature trees lay an area of mixed woodland which has grown up from scrub. Species in this area included blackthorn and hawthorn with occasional elder. Around the fringes of the woodland was an area of dense mixed scrub, locally dominated by bramble, blackthorn and the garden-escape shrub box honeysuckle, with frequent elder and hawthorn. The field layer across this land parcel varied from bare ground under dense scrub through to stands of co-dominant great horsetail, common nettle, cleavers and great willowherb. Under the larger trees there were small stands of dog's mercury and a single plant of stinking iris was found. Extensive clearance of scrub and smaller trees was happening in this land parcel at the time of the December field visit.

Land parcel 5 comprised of extensive stands of large cherry laurel growing out onto the site from the amenity woodland to the south, intermingled with and fringed by overgrown scrub now forming small trees, including hawthorn, with frequent elder. By the time of the December field visit this area had been cleared of much of the laurel, creating a more open area, though many stumps of cherry laurel remained. These will grow back rapidly if left undisturbed.

Land parcel 6 comprised a plantation woodland rising up to 12m, with a range of species including field maple, sycamore, beech, silver birch, hornbeam, hawthorn and field maple. In the most densely shaded parts of this stand the field layer was dominated by ivy. In more open areas the field layer was made up of a mix of common nettle, great willowherb, hedge woundwort and great horsetail with occasional bramble and rose. This land parcel formed an ecotone with the swamp in land parcel 1.

Land parcel 7 covers the southern slope of the embankment/dam across the valley. This area included two mature ash trees (at SP3091127312 and SP3089927323) rising to c.15m, together with trees of blackthorn, willow, hawthorn and occasional sycamore appearing to have originally arisen as scrub. In more open areas the field layer was locally dominated by bramble, common nettle, cleavers, ivy, ground ivy and dogs' mercury.

Land parcel 13 lies to the west side of stream and is part of a much larger block of secondary woodland which borders the stream. This small area included mature ash and sycamore with a shrub layer including hawthorn, elder and willows. The field layer included bare ground and a small range of herbs and grasses including frequent common nettle, cow parsley, creeping buttercup and cock's-foot, with occasional dog's mercury, pendulous sedge, great horsetail and bush vetch.

- 3.2.3 **Other blackthorn scrub (UKHab h3a6)** Land parcel 8 comprised of a dense stand of blackthorn scrub lying to the east of the perimeter track and growing on the bank of the former fishpond. The field layer was bare ground in the densely shaded parts, with

abundant great horsetail and common nettle in the more open areas, together with frequent hogweed and occasional wild angelica. At the time of the December field visit the blackthorn trunks closest to the track had been cut and the blackthorn felled in towards the swamp, with cut material left in situ.

3.2.4 **Mixed scrub (UKHab h3h).** Land parcel 9 comprised of a stand of mixed scrub on the western edge of the survey area. Co-dominant species included bramble and blackthorn with occasional sycamore saplings and elm suckers. The field layer was sparse where more densely shaded, with frequent ivy and occasional common nettle, great willowherb and great horsetail. In the more open areas where trampling had occurred the field layer included cock's-foot, creeping buttercup, and dandelion.

3.2.5 **Bramble scrub (UKHab h3d).** Land parcel 10 occurs midway down the north-western boundary of the site. In this area the '*other neutral grassland*' of land parcel 12 gave way, initially on both sides of the track, to bramble scrub intermixed with frequent blackthorn suckers. The field layer in the denser areas of bramble was sparse and included ivy, great horsetail, occasional common nettle and great willowherb. In the more open areas by the side of the track species included cocksfoot and creeping buttercup. Occasional sycamore saplings were present and a small stand of common reed was present on the swamp side.

3.2.6 **Other neutral grassland (UKHab g3c17)** Land parcel 11 and 12 were categorised as '*other neutral grassland – tall herb*'.

Land parcel 11 lies in the south east corner of the survey area and was dominated by a tall herb vegetation co-dominated by common nettle and great willowherb, with frequent cleavers and occasional great horsetail, hedge woundwort, creeping buttercup, hogweed and wild angelica. One sycamore and one ash tree occurred in the area, both rising to c.10m.

Land parcel 12 was a predominantly tall herb vegetation community on made-up ground bordering both sides of the access track towards the north-western part of the survey area. Locally dominant species in untrampled parts included common nettle, great willowherb, great horsetail, cocksfoot, cleavers, broad-leaved dock, cow parsley and hogweed. In the trampled areas, locally dominant species included creeping buttercup, greater plantain, dandelion and ground ivy. Occasional species in the stand included wood avens, ivy, hedge woundwort and bramble. Occasional ash seedlings were found, as were occasional blackthorn and elm suckers

3.2.7 **Other rivers and streams (UKHab r2b)** Land parcel 14 was a 0.016 km length of small stream c.1-1.5m wide and 10cm deep running in an incised channel with bank height varying from 0.1-1.5m along the length in the survey area (see Photo 2). The bed of the stream varied from stony, where water flow was rapid, to silted where the flow was slower. At the time of survey there was no submerged vegetation and the only emergent vegetation was occasional plants of brooklime.



Photo 2: Stream at Pool Meadow in land parcel 14 (see section 3.2.6) (photo taken August 2022, looking upstream)

3.3 Species and Species Groups

3.3.1 Vascular plants

3.3.1.1 No Section 41 (NERC Act, 2006) plant species of principal importance or other protected or notable higher plant species were found during the field survey.

3.3.1.2 The TVERC data search returned records of bluebell (Wildlife and Countryside Act Schedule 8) from Salford and Over Norton, both sites at least 600m from the boundary of the survey area. Records of 4 other plant species identified as scarce in Oxfordshire were returned for the 1km radius search area. These were a sub-species of pearlwort, a sub-species of Lady's mantle, alexanders and bottle sedge.

3.3.2 Great crested newt

3.3.2.1 No evidence of great crested newts was found on the Site or in its immediate vicinity, but the whole area was generally considered highly suitable for foraging and resting GCN.

3.3.2.2 Two ponds with potential as great crested newt breeding habitat were located within the 250m area of search. The nearest point of one of these to the boundary of Pool Meadow was c.150m to the north west at SP 30831 27537. This pond lies on private land and was not surveyed or assessed for its suitability for GCN. The nearest point of the other, at approximately SP 31185 27616, lay c.225 m to the north east. This pond appears to be the

same site as a pond at Spring Hill, Church Lane, Chipping Norton, which TVERC records show was confirmed as positive for GCN in 2014.

- 3.3.2.3 The TVERC data search returned 5 records of ponds which have positive records of great crested newts from within 1km of the Pool Meadow boundary. TVERC have identified Pool Meadow as lying within an amber risk zone for great crested newts, categorised as '*suitable habitat- GCN likely to be present*'. Results of the TVERC GCN report are shown in Appendix 2.

3.3.3 Reptiles

- 3.3.3.1 No evidence of reptiles was found within the survey area during the field visits, and the habitats on site were considered to be only moderately suited for reptiles.

- 3.3.3.2 The TVERC data search returned a single record of grass snake from 2015 from within the 1km search area. This record lay approximately 100m to the west of the survey area.

3.3.4 Mammals

- 3.3.4.1 **Bats:** The only features on site which could provide suitable roosting habitat for bats were the mature ash and sycamore trees at the northern end of the site. The ash tree at SP3099827499 rose to c.15m and supported features potentially suitable for roosting bats. This tree and the mature sycamores were extensively covered in ivy which could potentially provide roosting opportunities for bats.

The TVERC data search returned over 100 records of bats from 12 different species from within the 1km radius search area including aural records of bats in flight and records of bats entering or leaving a known roost site. It is considered highly likely that bats will use the site for foraging and commuting.

- 3.3.4.2 **Badgers:** no evidence of badgers was found on the site or within the 30m search area, where physical or visual access was possible. It is considered with a high degree of confidence that badgers were not using the site at the time of the field visits.

The TVERC data search returned four records of a badger sett from within the search area. Inspection of these records suggests that they refer to a single sett at an undisclosed location within the search area and recorded on four separate occasions between 2017 and 2020. Given that badgers are a highly mobile species it is considered possible that they may occasionally use the site for foraging or dispersal.

- 3.3.5 Other protected species and species of principal importance for biodiversity conservation

- 3.3.5.1 **Wild birds:** A small number of common wild bird species including blackbird, robin, blue tit, wood pigeon and buzzard were present on the site during the field survey. No evidence of current or previous nesting of wild birds was found during the field survey.

The TVERC data search returned over 1,100 records of wild birds from the 1km search area since the year 2000, of which 21 species are S.41 species of principal importance, including bullfinch, cuckoo, dunnock, linnet, reed bunting, song thrush, starling and yellowhammer.

The survey area was considered to be highly suitable breeding and/or foraging habitat for a wide range of wild bird species that utilise woodland, scrub and tall herb habitats.

- 3.3.5.2 **Water vole:** No evidence of water voles was found on the site or along the stream running along the outside of the northern boundary. This stream is heavily shaded for the majority of its length, with no bankside/emergent vegetation to provide cover and feeding opportunities for water voles so it is considered unsuitable for this species.

The TVERC data search returned no records of water vole from within the 1km search area.

- 3.3.5.3 **Otter:** No signs of otters (paw prints, spraint sites etc) were found during the field survey and the TVERC data search returned no records of otter from the search area. Given the small size of the stream within and adjoining the site it is considered unsuitable for resident otters, though the use of the stream for movement of otters between catchments cannot be ruled out.

- 3.3.5.4 **Western European hedgehog:** No signs of hedgehog were found during the field survey. The TVERC data search returned three records of hedgehog from within the search area. The site is considered with a high degree of confidence to be suitable for foraging hedgehogs.

- 3.3.6 Invasive non-native species (such as those listed on Schedule 9 of the 1981 Wildlife and Countryside Act (as amended)).

- 3.3.6.1 Only one invasive non-native species, Muntjac deer, was observed at the time of survey. Footprints of Muntjac deer were seen on both visits and a single animal was flushed from near the centre of the survey area on the second visit.

- 3.3.6.2 TVERC returned only two records of Schedule 9 invasive non-native species within 1km of the survey area. These were a 1996 record of Himalayan balsam and a 2016 record of Japanese knotweed. The Himalayan balsam record was locatable within the site.

Table 2: Schedule 9 invasive non-native species records returned by TVERC

Common Name	Latin Name	Abundance	Date	Grid Ref.	Grid Ref. Qualifier	Data Origin	Status
Himalayan Balsam	<i>Impatiens glandulifera</i>	NA	29/05/96	SP309274	NA	EA	INNS-Priority-2015
Japanese Knotweed	<i>Fallopia japonica</i>	NA	09/05/16	SP3128	1 km record	BSBI	INNS-Priority-2015

- 3.4 Designated wildlife sites

- 3.4.1 The TVERC data search revealed that there are no designated wildlife sites and no ancient woodlands within the 1 km search area.

- 3.5 Section 41 Habitats of Principal Importance

- 3.5.1 None of the habitats within the survey area qualify as Section 41 Habitats of Principal Importance (NERC Act 2006, accessed 12.12.2022).

- 3.5.2 The TVERC 1km area data search for Section 41 Habitats of Principal Importance revealed records of 22 land parcels, of which 14 were categorised as 'possible priority grassland habitat', five were categorised as 'lowland mixed deciduous woodland', two were of 'rivers' and one of 'traditional orchard'. A map of these habitats is reproduced in Appendix 3.
- 3.5.2 The TVERC data source for the sections of river was give as '*Ordnance Survey 1:25,000 map*' and for all other habitats was '*aerial photos*'. The TVERC data quality assessment for all land parcels was given as '*probably is but some uncertainty*'. This is not considered to be reliable.
- 3.6 Site of Special Scientific Interest Risk Zones
 - 3.6.1 Pool Meadow falls within the risk zones for four SSSI's, of which Glyme Valley SSSI is closest at just over 2km, followed by Sarsgrove Wood SSSI at c.2.5 km, Cross Hands Quarry at c.4km and Great Tew Meadows at just over 6 km.
 - 3.6.2 There are no relevant identified development categories at Cross Hands Quarry SSSI which would require the LPA to consult Natural England.
 - 3.6.3 For each of the other three SSSI's the only relevant identified development category which would require consultation with NE is '*any discharge of water or liquid waste to ground (ie to seep away) or to surface water, such as a beck or stream*', since the surface water flowing though the Pool Meadow site post development would be returned to the stream from which it was taken. However, given the small scale of the proposed works at Pool Meadow and the location of Pool Meadow in a separate watershed to these SSSI's it is considered with a high degree of certainty that the likelihood of the works adversely impacting on these SSSI's is negligible.
- 3.7 Draft Oxfordshire Nature Recovery Network
 - 3.7.1 The TVERC data search revealed that Pool Meadow sits within the **Wider Landscape Zone** of the draft Oxfordshire Nature Recovery Network. Within this zone it is hoped that the focus will be on strengthening the character of the landscape and making room for nature.
 - 3.7.2 In addition, Pool Meadow lies c400m upstream of a section of the Blue Brook which lies within the **Recovery Zone** of the NRN. This part of the NRN consists of the Conservation Target Areas, the Important Freshwater Areas and a freshwater network, with additional areas added to provide better connectivity for grassland and woodland using connectivity data and landscape units. It is described as the part of the NRN where new habitat creation and habitat restoration should be focussed, to better link parts of the core network, either by buffering and extending core sites, or to provide corridors or stepping stones between core sites.
- 4. Biodiversity Net Gain
 - 4.1 At the time of writing, detailed plans for the site were still being formulated, so the final red-line development area boundary and a detailed post-intervention habitat plan were not available. Because of this it was not possible to complete a full BNG calculation. Instead, it

was only possible to calculate a 'biodiversity units' baseline for the site, using the area shown on Map 3 as 'the site' and using the habitat areas and river length shown in Table 1.

- 4.2 For the biodiversity units calculation, Biodiversity Metric 3.1 Calculation Tool, released on 21 April 2022, was used in accordance with accompanying instructions. At the time of writing this was the most recently available version of the Metric.
- 4.3 To calculate the biodiversity units baseline, the 'A-1 Site Habitat Baseline' tab in Metric 3.1 was completed. All other tabs were left blank, including the Site River Baseline tab, since a MoRPh survey of the on-site stream was considered to be beyond the scope of the PEA.
- 4.4 All but one of the UKHab habitat types identified at the site were directly equivalent to habitat types used in the Metric. The one UKHab habitat type with no direct equivalent in the Metric is habitat 'other swamps'. For this habitat, the BNG Metric 3.1 habitat 'Fens (lowland and upland)' was identified as the best fit equivalent habitat based upon given habitat descriptions. A translation of UKHab habitat types into BNG Metric habitat types is given in Table 3.

Table 3: Habitat types used for BNG baseline calculation

UKHab Habitat Type	BNG Habitat Type	
	Broad Habitat	Habitat Type
Other swamps (UKHab f2f)	Wetland	Fens (upland and lowland)
Other broadleaved woodland types (UKHab w1g7):	Woodland and forest	Other woodland; broadleaved
Blackthorn scrub (UKHab h3a6)	Heathland and shrub	Blackthorn scrub
Mixed scrub (UKHab h3h).	Heathland and shrub	Mixed scrub
Bramble scrub (UKHab h3d).	Heathland and shrub	Bramble scrub
Other neutral grassland (UKHab g3c)	Grassland	Other neutral grassland

- 4.5 For the BNG baseline calculation, the condition of all land parcels, where relevant, was assessed as 'moderate', using the assessment scoring criteria in *Biodiversity Metric 3.1 Habitat Condition Assessment Sheets with Instructions* (Natural England, 2022b).
- 4.6 Regarding strategic significance, it was noted that Pool Meadow does not fall within an Oxfordshire Conservation Target Area, but it does lie within the wider landscape zone of the Oxfordshire Nature Recovery Network, and upstream of a watercourse identified as falling within the recovery zone. On this basis it was determined that all terrestrial habitats at Pool Meadow should be categorised as occurring within a '*location ecologically desirable but not in a local strategy*'. This gives them a medium strategic significance in BNG Metric 3.1.
- 4.7 The results of the BNG baseline calculation, together with the background data used to produce the calculation, are available in a separate document. The headline results of the calculation are shown in Table 4, and an extract from the baseline unit calculation spreadsheet is shown in Appendix 4.

Table 4: Extract from the Headline Results of BNG Site Baseline habitat unit calculation

Headline Results		Return to results menu
On-site baseline	Habitat units	16.50
	Hedgerow units	0.00
	River units	0.00
On-site post-intervention (Including habitat retention, creation & enhancement)	Habitat units	16.50
	Hedgerow units	0.00
	River units	0.00
On-site net % change (Including habitat retention, creation & enhancement)	Habitat units	0.00%
	Hedgerow units	0.00%
	River units	0.00%

NB: This extract is reproduced here solely to show the on-site baseline habitat units at Pool Meadow. It is not a full BNG calculation and it is based on the assumption of no habitat change at the site, as demonstrated by the fact that the on-site post intervention is identical to the on-site baseline. See text for further information.

- 4.8 The extract in Table 4 shows that the on-site baseline number of habitat units is 16.50. This figure is not high, but it means little in the absence of an on-site post-intervention calculation.
- 4.9 Of greater interest, the extract from the Metric in Appendix 4 shows that all on-site habitats other than *Fens (upland and lowland)* are considered to be of Medium distinctiveness and to have Medium strategic significance. Following BNG guidance, the loss of these habitats would be acceptable, provided that they are replaced on- or off-site by the same broad habitat, or habitat of a higher distinctiveness.
- 4.10 By contrast, Appendix 4 also shows that the *Fens (upland and lowland)* habitat is considered within the Metric to be of Very High distinctiveness. Following BNG guidance, such habitats are considered to be irreplaceable, and any loss of this habitat would normally be considered to be unacceptable. If losses were to occur, a bespoke compensation package would need to be agreed. This issue is discussed further in Section 5.2.3 and recommendation 6.4.

5. Evaluation

5.1 Ecological Importance of Pool Meadow

- 5.1.1 Pool Meadow may be considered to be of local importance for nature conservation. It is a small site which supports a low number of non-priority habitat types. These do provide some structural and ecological diversity, but none are species-rich examples of their type.
- 5.1.2 The single largest area of existing habitat, '*other swamps*' (*UKHab f2f*), is dominated by great horsetail, great willowherb and common nettle - three plant species of least conservation concern (IUCN, 2022) which are common and widespread in the local area. This tall herbaceous vegetation is botanically species poor but it may provide some local ecological benefits, such as foraging or breeding habitat for some invertebrates and wild bird species.

- 5.1.3 The second largest habitat type on site, '*other lowland mixed deciduous woodland*' (UKHab w1f7), is similarly species-poor and appears to have arisen either as recent plantation woodland, or from scrub encroachment and maturation. Again the structural diversity of this habitat will provide ecological opportunities such as nesting sites for birds, but the habitat it provides is common and widespread locally.
- 5.1.4 The small areas of scrub and neutral grassland on site are also species-poor, but again they provide some additional structural and ecological diversity typical of these habitats.
- 5.1.5 The short length of stream passing through the site (*Other rivers and streams* (UKHab r2b)) had no submerged vegetation and only a few plants of brooklime as emergent vegetation.
- 5.1.6 No direct evidence of the presence of protected and notable species was found on site, though the TVERC data search revealed evidence of such species in the local area. It is likely that Pool Meadow will at times provide suitable feeding, breeding or refuge habitats for a range of protected and notable species such as great crested newts and breeding wild birds.
- 5.1.7 No invasive non-native species were recorded during the field survey and the TVERC data search revealed only one historic record of Himalayan balsam and a 7-year-old record of Japanese knotweed within the 1km radius area of search. Invasive non-native species are not considered to be a concern for biodiversity conservation at Pool Meadow.
- 5.2 Potential Impact of Proposed Works at Pool Meadow
 - 5.2.1 Without a detailed red line site boundary and post-intervention habitat restoration plan of proposed works it is not possible to assess potential ecological impacts at Pool Meadow with any degree of certainty.
 - 5.2.2 The proposed pond and wildflower habitats shown on Map 2 could in the future be of local ecological importance. For the purposes of a biodiversity net gain calculation, they would be highly likely to qualify as the '*same broad habitat or a higher distinctiveness*' were they to replace any existing on-site scrub or woodland. As such there is no BNG impediment to this change.
 - 5.2.3 Conversely, the potential loss of the '*Fens (upland and lowland)*' habitat on site to pond and wildflower habitats would on the face of it result in an '*unacceptable loss of irreplaceable habitat*' for BNG purposes. For this to happen a '*bespoke compensation*' package would be required. This result arises in part because there is no direct equivalent of the UKHab habitat '*Other swamps* (UKHab f2f)' within BNG Metric 3.1. Whereas the UKHab habitat '*Other swamps*' includes the type of species poor and re-creatable habitat found at Pool Meadow, the BNG Metric 3.1 category of '*Fens (upland and lowland)*' appears to be more of a catch-all classification, which includes everything from the most species-rich to species poor examples of the habitat.
 - 5.2.4 It has been beyond the scope of this PEA to evaluate the impact of the proposed works on the stream which flows through and past the site. Whilst the water intake area has been included in the habitat survey, the proposals are very likely to impact the full length of the stream between the intake and the outfall, amounting to over 150 metres. This impact will primarily arise because taking water from the upstream end will reduce flows along this length.

- 5.2.5 Whilst Pool Meadow lies with the risk zones of four SSSI's it is considered with a high degree of confidence to be highly unlikely that the proposed works will have any adverse impact on these SSSI's. This conclusion is reached because of the small scale of the proposed works, the distance to these SSSI's and the fact that they lie within different river catchments to Pool Meadow.

6. Conclusions and Recommendations

- 6.1 Pool Meadow is of local conservation importance.
- 6.2 The indicative proposed works would be likely to result in the loss of swamp/fen habitat to open water and meadow. This outcome would be classified under BNG Metric 3.1 as an '*unacceptable loss of an irreplaceable habitat*', for which a bespoke compensation package would be required if BNG requirements are to be met.
- 6.3 This result arises in part from the apparent catch-all nature of BNG Metric 3.1 habitat '*Fens (upland and lowland)*'. The actual fen/swamp habitat at Pool Meadow is considered to be species poor and re-creatable. The loss of this habitat to open water and meadow habitats would result in a local increase in biodiversity.
- 6.4 If it is intended to proceed with the proposed works it is recommended that a clear red line boundary for the site is identified, and that a post-intervention habitat creation scheme is developed. It is further recommended that pre-application planning advice is sought, to establish whether or not the loss of swamp/fen habitat would be considered unacceptable and, if so, what bespoke compensation would be acceptable.
- 6.5 Assuming that the loss of swamp/fen habitat (with or without a bespoke compensation scheme) is not considered to be an impediment to the obtaining of planning consent, the scheme should be fully developed. This PEA should be expanded into a full Ecological Impact Assessment (EclA) following CIEEM guidance (CIEEM 2022). It should confirm/validate the on-site habitat categorisation described in this PEA and fully evaluate the impacts of the proposed works both on- and off-site, with recommendations on how to avoid, mitigate or compensate for potential impacts. The results of the assessment should be used to inform a BNG calculation using the most recent version of the Metric available at the time.
- 6.6 It must be clearly established whether or not the length of stream between the proposed intake and proposed outfall lies inside or outside the red line boundary. Either way, the EclA should establish impacts on the full length of the stream between these two points. The condition of the stream for inclusion within a Biodiversity Metric 3.1 calculation will need to be assessed by an accredited surveyor using the MoRPh Rivers Field Survey approach (<https://modularriversurvey.org/river-condition/>).

7. References

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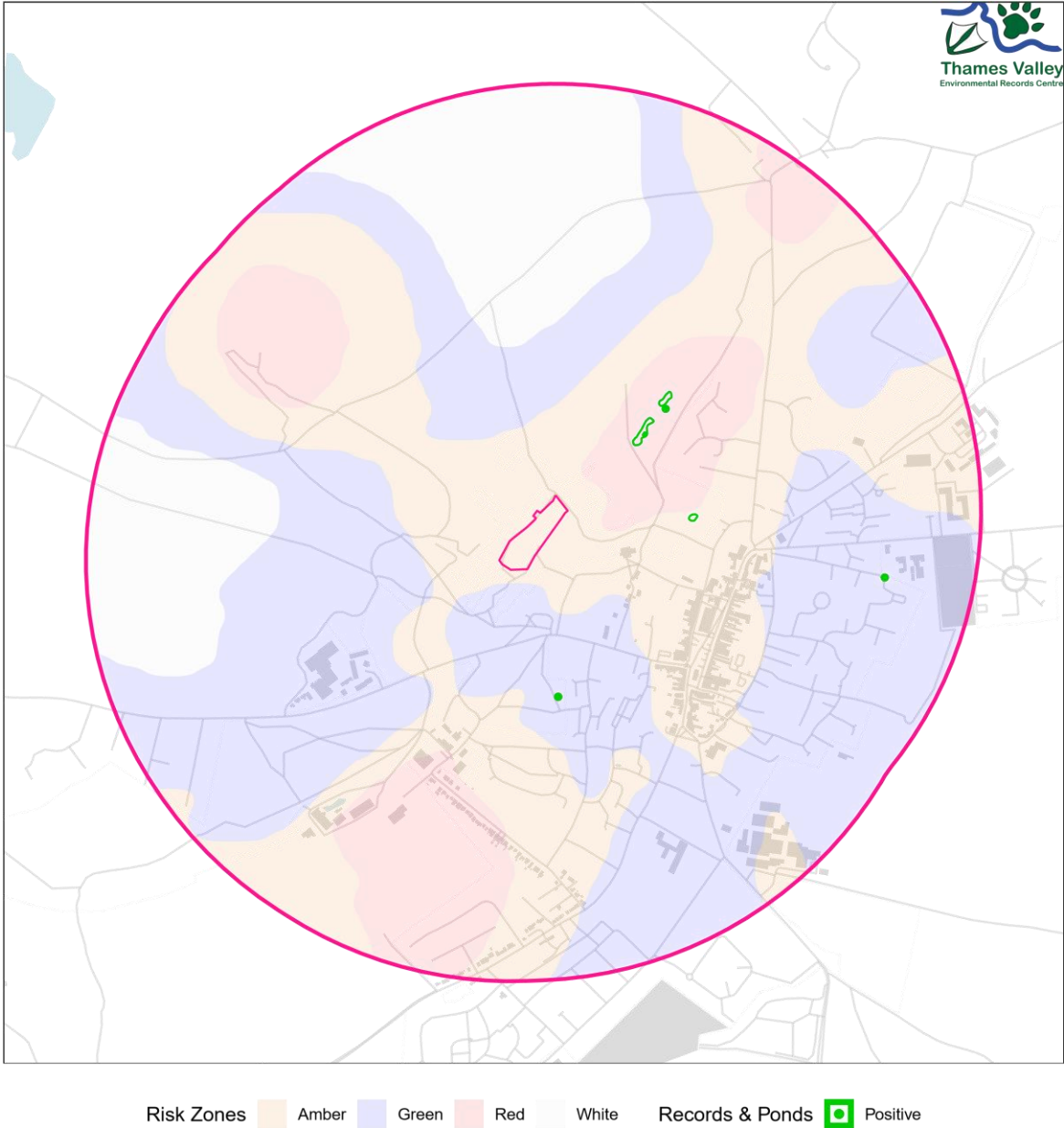
8. Appendices

Appendix 1: Scientific Names of Species Named in the Text

English/common name	Scientific name
Alexanders	<i>Smyrniolus olusatrum</i>
Ash	<i>Fraxinus excelsior</i>
Aspen	<i>Populus sp</i>
Badger	<i>Meles meles</i>
Bats	<i>Chiroptera spp</i>
Blackbird	<i>Turdus merula</i>
Blackthorn	<i>Prunus spinosa</i>
Beech	<i>Fagus sylvatica</i>
Bluebell	<i>Hyacinthoides non-scripta</i>
Blue tit	<i>Cyanistes caeruleus</i>
Bottle sedge	<i>Carex rostrata</i>
Box honeysuckle	<i>Lonicera nitida</i>
Bramble	<i>Rubus fruticosus agg</i>
Broad-leaved dock	<i>Rumex obtusifolius</i>
Brooklime	<i>Veronica beccabunga</i>
Bullfinch	<i>Pyrrhula pyrrhula</i>
Bush vetch	<i>Vicia sepium</i>
Buzzard	<i>Buteo buteo</i>
Cherry Laurel	<i>Prunus laurocerasus</i>
Cleavers	<i>Galium aparine</i>
Cock's-foot	<i>Dactylis glomerata</i>
Common nettle	<i>Urtica dioica</i>
Common reed	<i>Phragmites australis</i>
Cow parsley	<i>Anthriscus sylvestris</i>
Creeping buttercup	<i>Ranunculus repens</i>
Cuckoo	<i>Cuculus canorus</i>
Dandelion.	<i>Taraxacum sp.</i>
Dog's mercury	<i>Mercurialis perennis</i>
Dunnock	<i>Prunella modularis</i>
Elder	<i>Sambucus nigra</i>
Elm	<i>Ulmus sp</i>
Field maple	<i>Acer campestre</i>
Grass snake	<i>Natrix helvetica</i>
Great crested newt	<i>Triturus cristatus</i>
Great horsetail	<i>Equisetum telmateia</i>
Great willowherb	<i>Epilobium hirsutum</i>
Greater plantain	<i>Plantago major</i>
Ground ivy	<i>Glechoma hederacea</i>
Hawthorn	<i>Crataegus monogyna</i>
Hedge woundwort	<i>Stachys sylvatica</i>
Himalayan balsam	<i>Impatiens glandulifera</i>

Hogweed	<i>Heracleum sphondylium</i>
Hornbeam	<i>Carpinus betulus</i>
Ivy	<i>Hedera helix</i>
Japanese Knotweed	<i>Fallopia japonica</i>
Lady's mantle – a sub-species	<i>Alchemilla filicaulis subsp. Vestita</i>
Linnet	<i>Linaria cannabina</i>
Muntjac	<i>Muntiacus reevesi</i>
Otter	<i>Lutra lutra</i>
Pearlwort – a sub-species	<i>Sagina apetala subsp. Apetala</i>
Pendulous sedge	<i>Carex pendula</i>
Reed bunting	<i>Emberiza schoeniclus</i>
Reed sweet-grass	<i>Glyceria maxima</i>
Rose	<i>Rosa sp.</i>
Silver birch	<i>Betula pendula</i>
Song thrush	<i>Turdus philomelos</i>
Starling	<i>Sturnus vulgaris</i>
Stinking iris	<i>Iris foetidissima</i>
Sycamore	<i>Acer pseudoplatanus</i>
Water vole	<i>Arvicola amphibius</i>
Western European hedgehog	<i>Erinaceus europaeus</i>
Wild angelica	<i>Angelica sylvestris</i>
Willow	<i>Salix sp</i>
Wood avens	<i>Geum urbanum</i>
Wood pigeon	<i>Columba palumbus</i>
Yellowhammer	<i>Emberiza citrinella</i>

Pool Meadow, Chipping Norton Great Crested Newt Map



Map produced by Thames Valley Environmental Records Centre in 2022
(c) Crown Copyright. All rights reserved Oxfordshire County Council Licence No 100023343 (2022)
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GCN Package Results


Pond ID refers to the pond in which the GCN record is located. If the Pond ID is NA, it means that the record does not fall within a pond on our habitats database.

Some GCN records are submitted at different levels of precision. Therefore, a single record could cover an area that contains multiple S41 ponds. If the table contains a record that is replicated with different PondID values, each of those ponds could be used as habitat by the newts.

PondID	Abundance	Negative	RecDate	RecYear	GridRef	Location	RecType	EntryDate
NA	1 Adult	N	23/05/2014	2014	SP31262770	Spring Hill, Church Lane, Chipping Norton, Blue Brook		2014-05-28 15:54:00
NA	1 Female	N	30/05/2015	2015	SP31792729	Garden pond, 63 Rock Hill, Chipping Norton	field record	2015-08-20 14:42:00
2	1 Individual	N	30/09/2017	2017	SP3127	Sensitive. Lat long is approximate	Reptile Refugia	2021-09-03 11:27:00
3	1 Individual	N	30/09/2017	2017	SP3127	Sensitive. Lat long is approximate	Reptile Refugia	2021-09-03 11:27:00
9	1 Individual	N	30/09/2017	2017	SP3127	Sensitive. Lat long is approximate	Reptile Refugia	2021-09-03 11:27:00

Impact risk zones are derived through habitat suitability and species distribution modelling. Further information should be sought from NatureSpace (www.naturespaceuk.com) for more information about the district licensing scheme and to confirm site-specific advice in relation to risk zones and how the scheme works. The risk zones in this area are categorised as follows:

White: low habitat suitability – low probability of GCN
Green: moderate habitat suitability – GCN may be present
Amber: suitable habitat – GCN likely to be present
Red: highly suitable habitat – the most important areas for GCN
Black: nationally designated sites for GCN – excluded from the scheme



We currently only hold Risk Zone data for some districts, and a discount will be applied to your search if it falls outside of these districts.

Species

- Barn Owl
- Bats
- Eurasian Badger
- Great Crested Newt
- Reptiles

Habitats

- Lowland Mixed Deciduous Woodland
- Possible Priority Grassland Habitat
- Rivers
- Traditional Orchards

Flood Zones

- Flood Zone 2
- Flood Zone 3

Nature Recovery Networks

- Core
- Recovery
- Wider

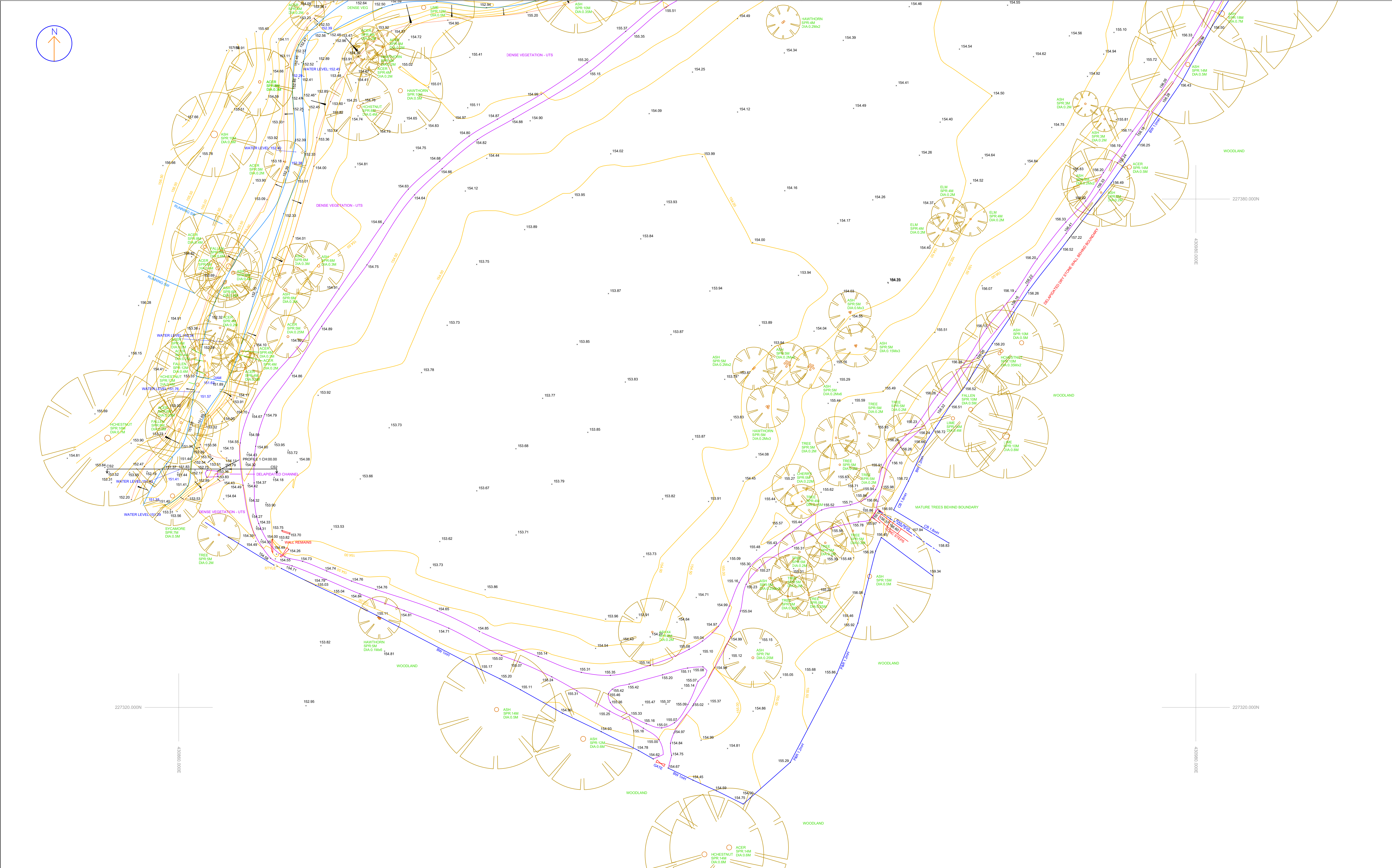
Search: TVERC

Zoom to extent

Leaflet | © OpenStreetMap contributors © CARTO

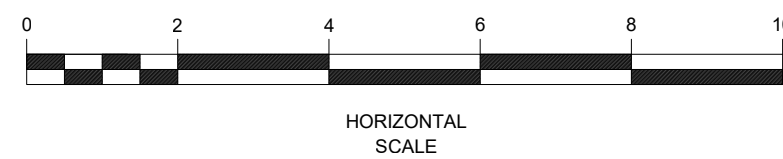
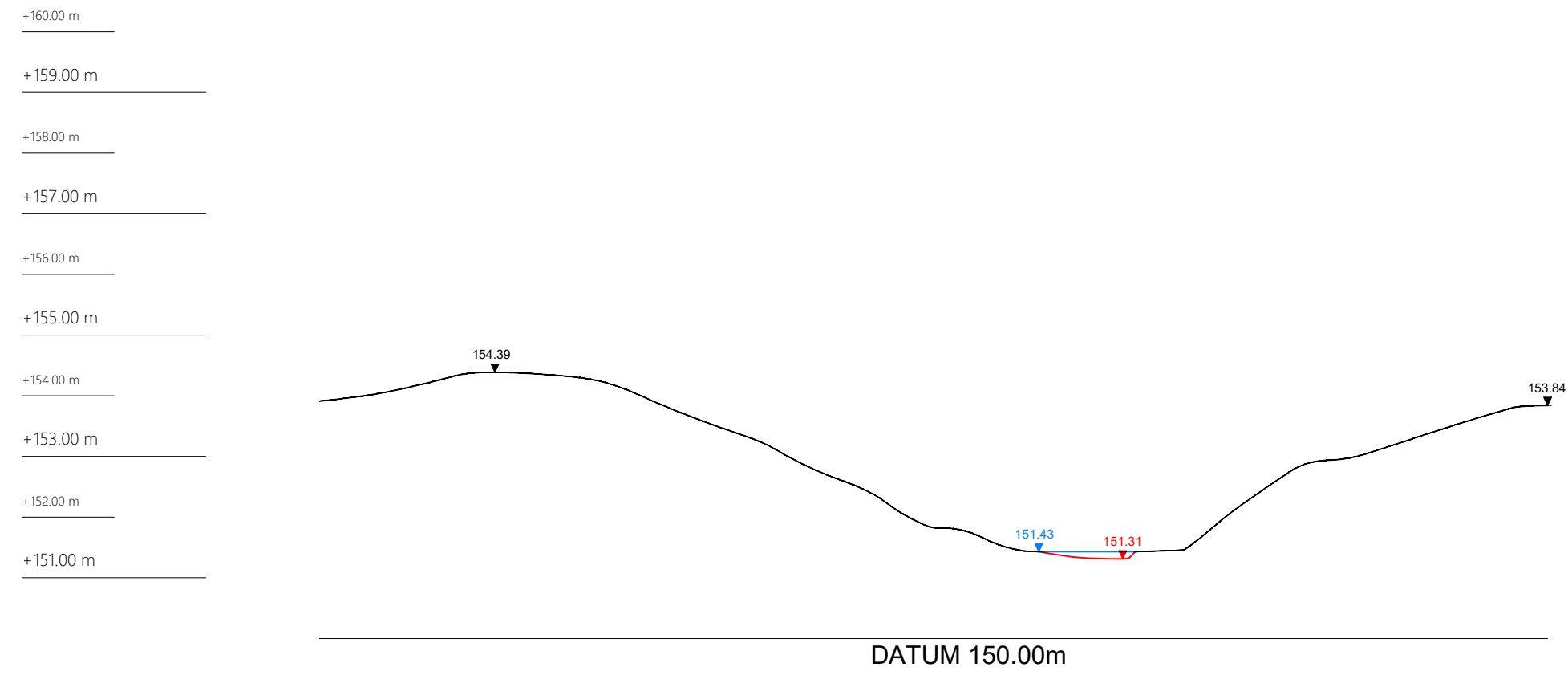
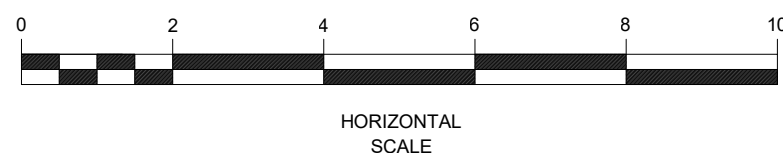
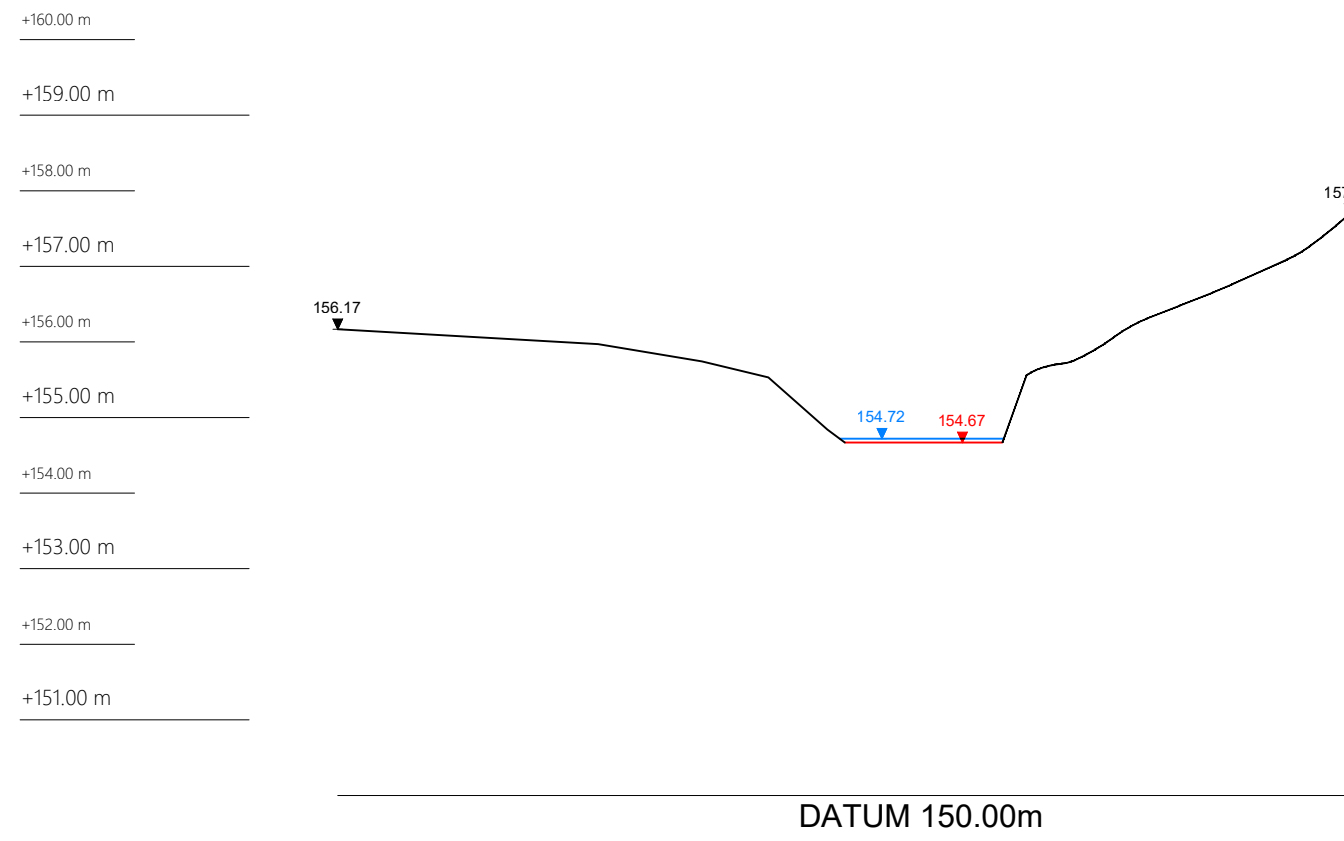
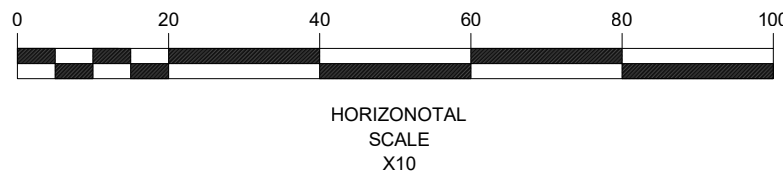
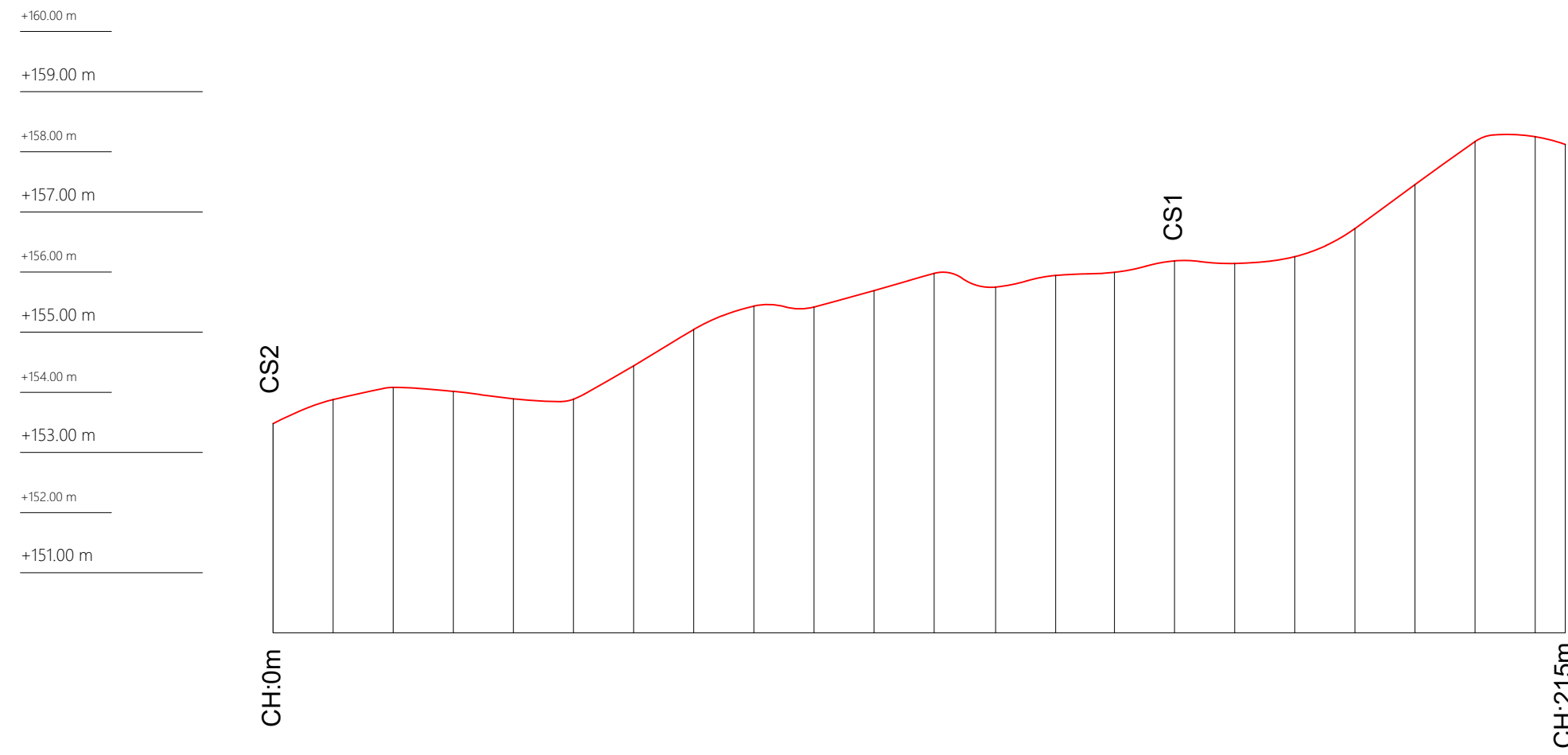
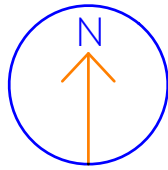
Appendix 4: Extract from the Pool Meadow BNG Metric 3.1 tab 'A-1 Site Habitat Baseline'.

A-1 Site Habitat Baseline												
Condense / Show Columns				Condense / Show Rows								
Main Menu				Instructions								
Ref	Habitats and areas			Distinctiveness		Condition		Strategic significance			Suggested action to address habitat losses	Ecological baseline
	Broad Habitat	Habitat Type	Area (hectares)	Distinctiveness	Score	Condition	Score	Strategic significance	Strategic significance	Strategic Significance multiplier		Total habitat units
1	Wetland	Fens (upland and lowland)	0.682	V.High	8	Moderate	2	Location ecologically desirable but not in local strategy	Medium strategic significance	1.1	Seepoke compensation likely to be required N	12.00
2	Woodland and forest	Other woodland, broadleaved	0.362	Medium	4	Moderate	2	Location ecologically desirable but not in local strategy	Medium strategic significance	1.1	Same broad habitat or a higher distinctiveness habitat required (≥)	3.19
3	Heathland and shrub	Blackthorn scrub	0.067	Medium	4	Moderate	2	Location ecologically desirable but not in local strategy	Medium strategic significance	1.1	Same broad habitat or a higher distinctiveness habitat required (≥)	0.59
4	Heathland and shrub	Bramble scrub	0.007	Medium	4	Condition Assessment N/A	1	Location ecologically desirable but not in local strategy	Medium strategic significance	1.1	Same broad habitat or a higher distinctiveness habitat required (≥)	0.03
5	Heathland and shrub	Mixed scrub	0.022	Medium	4	Moderate	2	Location ecologically desirable but not in local strategy	Medium strategic significance	1.1	Same broad habitat or a higher distinctiveness habitat required (≥)	0.19
6	Grassland	Other neutral grassland	0.057	Medium	4	Moderate	2	Location ecologically desirable but not in local strategy	Medium strategic significance	1.1	Same broad habitat or a higher distinctiveness habitat required (≥)	0.50
7												
8												
9												
10												
11												



TOPOGRAPHICAL SURVEY			Legend — Contours 0.5m Intervals — Walls — Footpath — Top of Banks — Water Line / Bottom of Banks — Fence Lines — Grid Lines (OS)	Key — Gate — Ground Level (AOD) — Stream Bed Levels — Tree Canopy — Tree Bole — Bank Symbol	Abbreviations AOD Above Ordnance Datum OS Ordnance Survey IC Inspection Cover CL Cover Level DIA Diameter SOF Soffit SW Surface Water SPR Spread (Diameter) CB Closed Board Fence CHLK Chainlink Fence BW Barbed Wire P&R Post and Rail VEG Vegetation UTS Unable to Survey			
<div>Pool Meadow, Chipping Norton</div> <table><tr><th>Client</th><th>Date</th><th>Drawing Number</th></tr><tr><td>Beaumont Rivers</td><td>03.2023</td><td>OGL_23018_Topo_Rev01 - Sheet 1 of 2</td></tr></table> A1 Sheet - 1:200								Client
Client	Date	Drawing Number						
Beaumont Rivers	03.2023	OGL_23018_Topo_Rev01 - Sheet 1 of 2						

oxfordgeospatial
Unit 6, Wards Farm Industrial Estate
Woodcote, Reading RG8 0RB
01491 877871
mail@oxfordgeospatial.com
oxfordgeospatial.com



CROSS SECTIONS

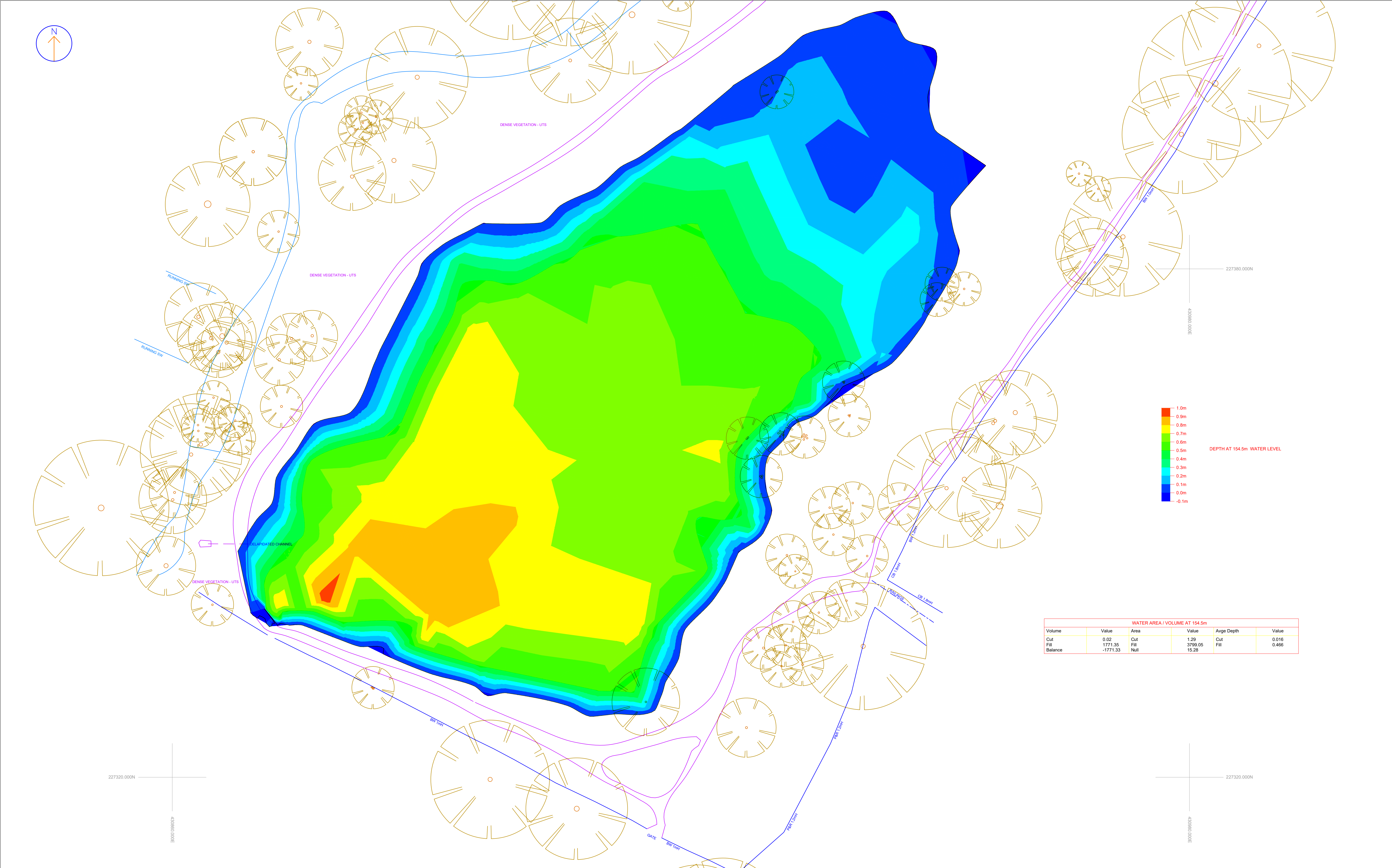
Pool Meadow, Chipping Norton

Client	Date	Drawing Number
Beaumont Rivers	03.2023	OGL_23018_Topo_Rev01 - Sheet 3 of 3

A1 Sheet - 1:100

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Woodcote, Reading RG8 0RB
01491 877871
mail@oxfordgeospatial.com
oxfordgeospatial.com



WATER AREA / VOLUME AT 154.5m					
Volume	Value	Area	Value	Avg Depth	Value
Cut	0.02	Cut	1.29	Cut	0.016
Fill	1771.35	Fill	3799.05	Fill	0.466
Balance	-1771.33	Null	15.28		

PROPOSED LAKE AREA - CALCULATIONS

Pool Meadow, Chipping Norton

Client	Date	Drawing Number
Beaumont Rivers	04.2023	OGL_23018_VC_Rev01

A1 Sheet - 1:200

Legend

Contours 0.5m Intervals

Walls

Footpath

Top of Banks

Water Line / Bottom of Banks

Fence Lines

Grid Lines (OS)

Key

Gate

Ground Level (AOD)

Stream Bed Levels

Tree Canopy

Tree Bole

Bank Symbol

Abbreviations

AOD

OS

IC

CL

DIA

SCF

SW

SPL

CB

CHLK

BW

P&R

VEG

UTS

Above Ordnance Datum

Ordnance Survey

Inspection Cover

Cover Level

Diameter

Soffit

Surface Water

Spread (Diameter)

Closed Board Fence

Chainlink Fence

Barbed Wire

Post and Rail

Vegetation

Unable to Survey

0 1 2 3 4 5 6 7 8 9 10

At Scale 1:100

At Scale 1:100

oxfordgeospatial

Unit 6, Wards Farm Industrial Estate

Woodcote, Reading RG8 0RB

01491 877871

mail@oxfordgeospatial.com

oxfordgeospatial.com

Agenda item 11 – Rusty Riders cycling clinic

The cycling action group have been planning an entry level cycling clinic. This will take place by the cycling repair station outside the Leisure Centre.

The plan is that trained volunteers will lead the event, which will be held (weather and capacity pending) on the first Saturday of the month, starting on 3rd March from 10am. The group are planning a pilot event for volunteers on Saturday 3rd Feb.

The three activities will be a bike safety check; proficiency coaching and assessment; and guided road ride. The insurance for this is being provided by Transition Chipping Norton.

The group have written detailed risk assessments for each activity which have been shared with the Council's health and safety advisor. This is (at the time of writing) in the final draft stage and awaiting sign off.

The Town Clerk has drawn up a poster to advertise the event, along with an event page and article on the Council's website. This will be published on 1st February at the same time as the Council's newsletter (which features the clinic)

You can see a draft version of the poster below attached.

Recommendation

- a. For the committee to formally approve the launch of the Rusty Riders Clinic (pending final health and safety sign off)



**Chipping
Norton**
Town Council



RUSTY RIDERS

BIKE SAFETY CHECK
PROFICIENCY ASSESSMENT AND
COACHING
GUIDED ROAD RIDES



**ALL
WELCOME**

LAUNCHING
02
MARCH

STARTING AT
10AM

OUTSIDE CHIPPING NORTON LEISURE CENTRE

*Near the public bike repair station
Burford Road, Chipping Norton, OX7 5DY*

**Please bring your own bike and helmet.
Children must be accompanied by a responsible
adult**

www.chippingnorton-tc.gov.uk/rusty-riders

Item 12: Planning Applications

1. **APPLICATION NO:** W/23/01349/PRMA
PROPOSAL: Application for new premises licence
ADDRESS: Pink Salt Shed, The Basement 5 West Street, Chipping Norton, OXON

2. **APPLICATION NO:** W/24/00077/PAVLIC
PROPOSAL: Application for new pavement licence
ADDRESS: Mr Simms Old Fashioned Sweet Shop, 25 High Street, Chipping Norton, OXON

3. **APPLICATION NO:** [24/00217/SCOPE](#)
PROPOSAL: EIA Scoping Report for the residential development of up to 104 dwellings with open space and associated infrastructure
LOCATION: Land South of Charlbury Road, Chipping Norton

Reply to : Andrea Thomas
Tel : 01993 861000
Email: ers@westoxon.gov.uk

Council Offices
Woodgreen,
WITNEY,
Oxfordshire,
OX28 1NB
Tel: 01993 861000
www.westoxon.gov.uk



The Town Council

Your Ref: W/23/01349/PRMA

Date: 22nd January 2024

Dear Town Clerk,

LICENSING ACT 2003

Application for New Premises Licence

We have received an application for **Pink Salt Shed The Basement 5 West Street Chipping Norton Oxfordshire OX7 5LH** under the Licensing Act 2003.

The application can be viewed through the online [Public Access Portal](#). If you would like to make formal representation, the closing date is **19th February 2024**

Please ensure that all email correspondence is sent to ers@westoxon.gov.uk

Yours faithfully

Licensing Team
Environmental and Regulatory Services

West Oxfordshire District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Katharine

* Family name

Salter

* E-mail

Main telephone number

Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader
☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?

☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

141123526

Business name

PINK SALT SHED LIMITED

If your business is registered, use its registered name.

VAT number

GB 422431242

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☒ An individual or individuals
- ☐ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

Section 4 of 21

INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- ☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

KATHARINE

Family name

SALTER

Is the applicant 18 years of age or older?

- ☒ Yes ☐ No

Continued from previous page...

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

Telephone number

Other telephone number

* Date of birth

dd mm yyyy

* Nationality

BRITISH

Right to work share code

Documents that demonstrate entitlement to work in the UK
Right to work share code if not submitting scanned documents

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start?

01 / 12 / 2023

dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end

/ /

dd mm yyyy

Provide a general description of the premises

Continued from previous page...

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

The premises is in the town of Chipping Norton away from main West Street by about 20m. We have three points of entry/exit. Customers would be in half of the premises, the other space is occupied by a kitchen and store rooms. There are windows and ventilation. We have a cloakroom & toilet facilities. Concrete floor and brick/stone walls. The premises currently operate as a production kitchen, deli & cafe. There is seating for 20 customers.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing recorded music?

☐ Yes ☒ No

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes ☒ No

Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes ☒ No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="20:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="16:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the sale of alcohol be for consumption:

☐ On the premises ☐ Off the premises ☒ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Date of birth
dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

Personal Licence number
(if known)

Issuing licensing authority
(if known)

WEST OXON DISTRICT COUNCIL

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☒ Electronically, by the proposed designated premises supervisor
- ☐ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start 09:00

End 20:00

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="20:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="20:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="20:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="20:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="16:00"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

NONE

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

OPEN EARLIER IN THE SUMMER FROM 08:00

Section 18 of 21

LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General –all four licensing objectives (b,c,d,e)

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

b) The prevention of crime and disorder

ANY INCIDENTS OF A CRIMINAL NATURE WILL BE REPORTED TO THE POLICE. ANY PHOTOGRAPHIC EVIDENCE GIVEN TO THE POLICE. WE WILL NOT PROMOTE OVERCROWDING WHICH COULD LEAD TO CRIME & DISORDER. WE WILL ASK FOR PROOF OF AGE BEFORE PURCHASING OR CONSUMING. WE WILL NOT HAVE ANY DRINKS PROMOTIONS THAT ASSIST WITH GETTING DRUNK OR DISORDERLY. WE WILL BE ABLE TO PROVIDE WATER FREE OF CHARGE AND THERE IS FOOD AVAILABLE AT ALL TIMES.

c) Public safety

APPROPRIATE FIRE SAFETY PROCEDURES ARE IN PLACE. WE HAVE ILLUMINATED FIRE EXIT SIGNS. EMERGENCY EXITS WILL BE KEPT FREE FROM OBSTRUCTION AT ALL TIMES. WE HAVE FIRE EXTINGUISHERS AND FIRE BLANKETS. WE HAVE A FIRST AID KIT ON SITE. WE HAVE ADEQUATE LIGHTING. FREE DRINKING WATER IS AVAILABLE. THERE IS NO SMOKING ON THE PREMISES. WE HAVE 20 SEATS AND STANDING SPACE THAT WE WILL OPERATE REASONABLY AND NOT OVERCROWD.

d) The prevention of public nuisance

ALL CUSTOMERS WILL BE ASKED TO LEAVE QUIETLY, WE SHALL DISPLAY SIGNS TO THIS EFFECT AS WELL. THERE IS ADEQUATE REFUSE POINTS (BINS) FOR USED CONTAINERS, WE HAVE A WASTE COLLECTION CONTRACT.

e) The protection of children from harm

ALL STAFF WILL ASK PERSONS WHO APPEAR UNDER THE AGE OF 25 FOR PHOTOGRAPHIC ID SUCH AS PROOF OF AGE CARDS, DRIVING LICENCE OR PASSPORT. THESE SHOULD NOTE THE DATE OF BIRTH OF THE PURCHASER AND A PHOTOGRAPH OF THEM. ALL STAFF WILL BE TRAINED FOR UNDERAGE SALES PREVENTION. WE WILL DISPLAY SIGNAGE TO THE EFFECT THAT ALCOHOL WILL ONLY BE SERVED TO PATRONS OF 18 YEARS OF AGE OR OLDER AND THAT PROOF OF ID IS NEEDED PRIOR TO PURCHASE.

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

does not have the right to live and work in the UK; or

is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].

An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.

A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.

A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.

A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.

A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.

A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.

A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.

Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.

Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-

evidence of the applicant's own identity –such as a passport,
evidence of their relationship with the European Economic Area family member –e.g. a marriage certificate, civil partnership certificate or birth certificate, and
evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:

- (i) working e.g. employment contract, wage slips, letter from the employer,
- (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
- (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
- (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.

Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.

Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.

Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports –defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts –are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.

Live music: no licence permission is required for:

- o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
- o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
- o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
- o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.

Recorded Music: no licence permission is required for:

- o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
- o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.

Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:

- o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
- o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
- o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
- o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

100.00

DECLARATION

Continued from previous page...

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my

* licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

☒ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date



dd mm yyyy

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/west-oxfordshire/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

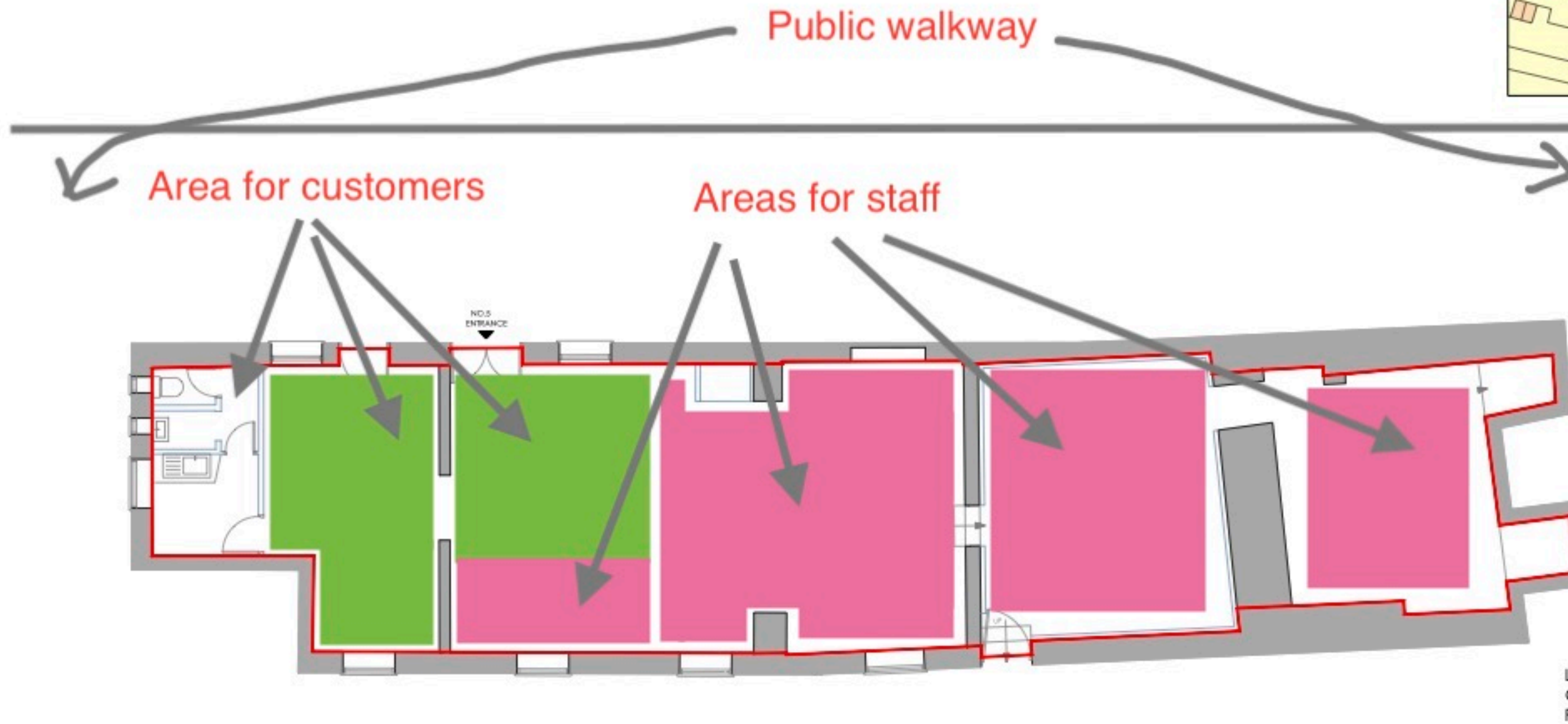
IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

OFFICE USE ONLY

Applicant reference number	<input type="text"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>



LOCATION PLAN SCALE 1:1250



SCALE 1:100



drawing address	location/details	date	scale
LOWER GROUND FLOOR	LOWER GROUND FLOOR	23/08/22	1/100
5 WEST STREET, CHIPPING NORTON	LEASE PLAN	dwg. no.	sheet
OXFORDSHIRE OX7 5LH		PP7896-01	A3

Reply to : Naomi Hunt
Tel : 01993 861000
Email: ers@westoxon.gov.uk

Council Offices
Woodgreen,
WITNEY,
Oxfordshire,
OX28 1NB
Tel: 01993 861000
www.westoxon.gov.uk



The Parish Council

Your Ref: W/24/00077/PAVLIC

Date: 23rd January 2024

Dear Parish Clerk,

BUSINESS AND PLANNING ACT 2020

Application for Pavement Licence

We have received an application for **Mr Simms Old Fashioned Sweet Shop 25 High Street Chipping Norton Oxfordshire OX7 5AD** under the Business and Planning Act 2020.

The application form and supporting docs are attached to this email. If you would like to make formal representation please email ERS@westoxon.gov.uk, the closing date is **30th January 2024**.

Yours faithfully

Licensing Team
Environmental and Regulatory Services

West Oxfordshire District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998

APPLICATION FOR A PAVEMENT LICENCE
BUSINESS AND PLANNING ACT 2020

Please read the guidance notes and standard conditions before completing this form

SECTION 1: APPLICANT DETAILS

Title: Mrs	First name(s): Nicola	Surname: Hodder
Postal Address: 25 High Street, Chipping Norton, Oxfordshire.		
Post Code: OX7 5AD		
Phone (daytime): 01608 670406	Phone (Mobile): 07795633549	
e-mail address: info@MrsSimmsChippingNorton.com		

SECTION 2: BUSINESS PREMISES DETAILS

Trading Name: Mr Simms Chipping Norton
Postal Address: 25 High Street, Chipping Norton, Oxfordshire
Post Code: OX7 5AD

USE OF THE BUSINESS PREMISES

Which of the following is the above business premises used for? (please select **ONE** of the following options)

Use as a public house, wine bar or other drinking establishment	N/A
Other use for the sale of food or drink for consumption on or off the premises	✓
Both of the above uses	

SECTION 3: AREA OF HIGHWAY PROPOSED TO BE USED

Please provide a description of the area of the highway to which this application relates (NB you are also required to submit a plan with this application) AS per our licence last year. In front of shop, on the High Street.

RELEVANT PURPOSE THE APPLICATION RELATES TO:

Which of the following relevant purposes do you wish to put furniture on the highway for? (please select **ONE** of the following options)

To sell or serve food or drink supplied from, or in connection with relevant use of, the premises	
For the purpose of consuming food or drink supplied from, or in connection with relevant use of, the premises	
Both of the above purposes	<input checked="" type="checkbox"/>

SECTION 4: DAYS AND TIMES

During what times do you propose to place furniture on the highway on each of the following days:
Please use the 24hr clock, e.g. 10:00 to 20:00.

	Mon	Tues	Wed	Thu	Fri	Sat	Sun
Start	9 : 30	9 : 30	09 : 30	09 : 30	09 : 30	09 : 30	10 : 00
Finish	17 : 30	17 : 30	17 : 30	17 : 30	17 : 30	17 : 30	16 : 00

SECTION 5: FURNITURE TO BE PLACED ON THE HIGHWAY

Please provide a description of the furniture you propose to place on the highway – including quantity, brand, type and materials (please note you are required to provide photographs/pictures of the proposed furniture with your application)

The same as was given permission for last year. has folding
Folding table and chairs - manufactured by Meervell.

Do you intend to alter any of the building and/or frontage to accommodate this proposal?

YES ☒ NO
(please delete as applicable)

If YES, please give details:

N/A

SECTION 6: CONTACT DETAILS FOR CORRESPONDENCE (NB leave blank if same as applicant) ☒

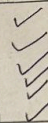
Title:	First name(s):	Surname:
Postal Address:		
Post Code:		
Phone (daytime):		Phone (Mobile):
e-mail address:		

SECTION 7: CHECKLIST FOR DOCUMENTS TO INCLUDE WITH APPLICATION

Photographs/pictures/brochure or similar of the furniture proposed to be used	ASPER last year	<input checked="" type="checkbox"/>
Site plan to a suitable scale (1:100 or 1:200) showing:	ASPER last year	<input checked="" type="checkbox"/>

- property boundary and proposed boundary of area to be covered by the pavement licence (with a red line to indicate the area to be licensed)
- building line
- kerb line
- furniture layout
- points of access and egress
- position of any lighting columns, litter bins, road signs or other existing street furniture

as per
last year's
application



SECTION 8: DECLARATION BY APPLICANT

I understand that I am required to display a notice of my application in accordance with the requirements of the Business and Planning Act 2020 and that failing to do so and to maintain the notice throughout the consultation period may lead to the revocation of any licence granted.

I understand I must hold and maintain public liability insurance for a minimum of £5 million.

I understand my application will not be considered to be complete, and the consultation period will not start, until all the required documents and information have been provided and the application fee of £100 has been paid.

I understand that the application fee paid is non-refundable if my application is refused or if any licence granted is subsequently surrendered or revoked.

I understand that the Authority is under a duty to protect the public funds it administers, and to this end may use the information I have provided on this form for the prevention and detection of fraud. I understand that it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I declare that the information given above is true to the best of my knowledge and that I have not wilfully omitted any necessary material. I understand that if there are any wilful omissions, or incorrect statements made, my application may be refused without further consideration or, if a licence has been issued, it may be liable to revocation.

I understand that the Authority is collecting my data for the purposes described on this form and will not be used for any other purpose, or passed on to any other body, except as required by law, without my consent.

Signature:

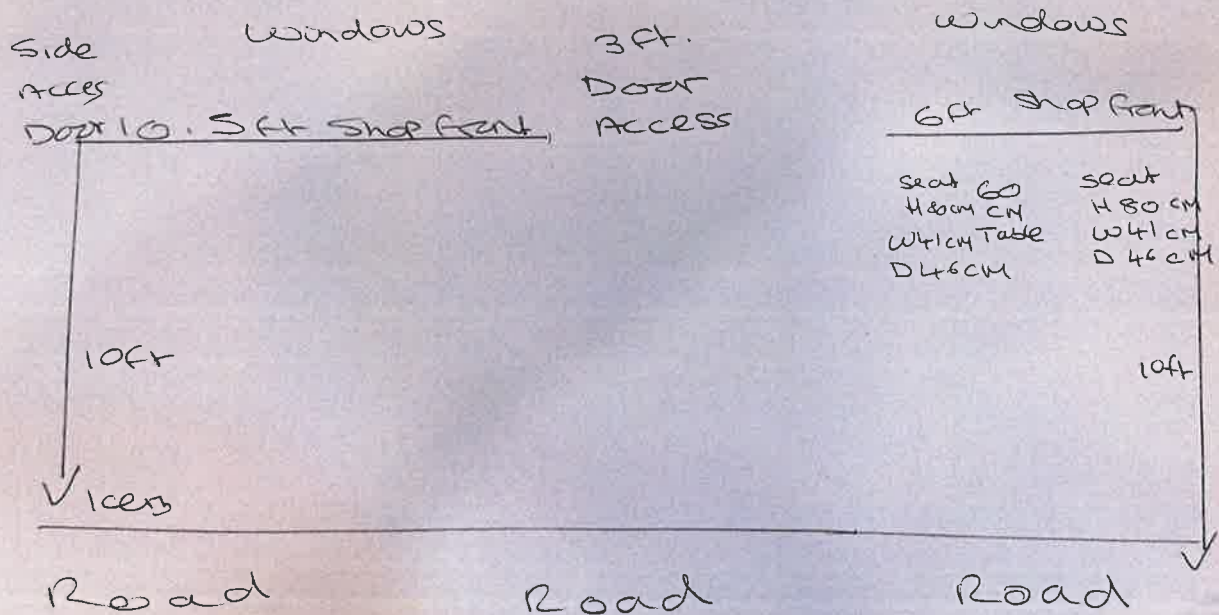
Print Name:

Nicola Wogan

Date:

21/01/24

Mr Simms Olde Sweet Shoppe





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Mr Simms

Olde Sweet Shoppe

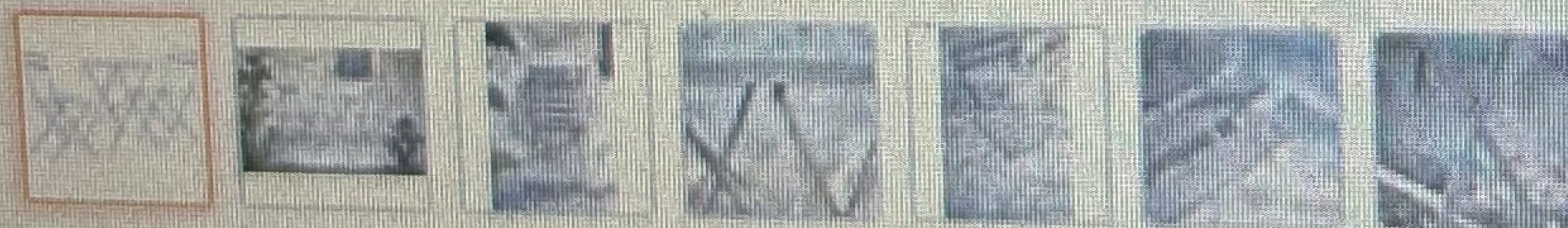
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