



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

7th November 2023

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 13th November 2023

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 18th September 2023.
- b. To note the minutes of the Traffic Advisory Sub-Committee held on 28th September.
- c. To note the minutes from the cycling action group held on 2nd October 2023.

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. Pool Meadow

To receive a final report from Beaumont Rivers on the Pool Meadow Restoration project.

8. Cemetery

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

9. Benches

To receive a report regarding benches in the Town

10. Town Partnership

To receive notes from a Chipping Norton Town Partnership Meeting led by West Oxfordshire District Council.

11. Committee budget 2024/25

To receive a report from the Responsible Finance Officer and agree committee spending priorities for 2024/25 to help inform the overall budget

12. Planning Applications

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

13. Date of Next Meeting – Monday 29th January 2024



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Minutes of a Strategic Planning Committee meeting held on the 18th September 2023 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

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

ALSO PRESENT: Katherine Jang, Deputy Town Clerk and Estates Manager
29 members of the public

SPC29	Apologies for absence Apologies were received from Cllrs Mark Walker and Natasha Whitmill
SPC30	Declaration of interests None received
SPC31	Minutes <ol style="list-style-type: none">RESOLVED: That the minutes of the Committee meeting held on the 10th July 2023 were signed as an accurate record of the meeting.Members noted the minutes from the cycling action group held on the 21st August 2023.
SPC32	Public Participation <ol style="list-style-type: none">Gleeson's Property Developer spoke about the proposed development East of Burford Road for circa 100 dwellings (32 dwellings per ha, 2/2.5 storey houses.)<ul style="list-style-type: none">Residents queried if an archaeological survey would be taking place – Gleasons responded that they will be undertaking trial trenching on the 9th October and have already completed a high level magnetometry survey. These will be released as part of the planning application but would be happy to send an update to the Town Council in advance.Residents queried the wastewater plan, as the site is on the head of River Glyme – Gleeson's responded that most of their sites have a river or brook on it, and they would assess the flood risk and determine how the new homes would impact any further risks.Representatives from the Chippy Swifts noted that the football and rugby club are already at capacity, and the area falls short of WODC's playing pitch strategy – Gleeson's responded that it was very helpful to be made aware of and made note of this fact.Residents wanted clarification about "high quality homes" "affordable housing" and "amenity park" and "potential play area" at the site – Gleeson's responded that the planning is in the very early stages and they haven't met with WODC planners so the scheme is not set in stone. They are using the government definition of affordable housing

	<p>so 40% will be transferred to a registered provider and will be affordable to the local context (eg. Rented, shared ownership, etc.)</p> <ul style="list-style-type: none"> - Residents asked if the development would be contributing to the sewage and waste infrastructure – Gleasons confirmed that they would be upgrading all required sewerage for the development. - Residents queried how much S106 would be applied – Gleeson’s said this is unknown at this point and wouldn’t be able to estimate the amount. - Residents queried the link road, which is not shown on the plan but in the Local Plan for Chipping Norton and the exit is at the Northeast corner of the site – Gleeson’s said that it wasn’t on this plan but it would be integrated once they have conversations and confirmation with the district planning officers. - Cllrs queried if the houses will be future-proofed and built to an eco-standard – Gleeson’s agreed that sustainability is a priority but stressed that it was in the early stages and they also need to balance the commercial requirements of the landowners, but will meet all policy requirements. <p>b. Edgar’s Planning Consultancy came to speak representing Wychwood Homes regarding the revised planning proposal for 6 dwellings behind 17-18 High Street Chipping Norton (behind Boots Pharmacy). Originally 10 units were proposed, which has now been revised. The materials have also been changed to align with the local character and include natural stone, timber, and blue slate roofs. They have also amended the plans according to the previous TC comments which objected to the increase in traffic on Albion Street and surface water runoff. They also have approval from the owners of the Boots building saying that they have no objections in terms of the development or comments about access for deliveries.</p> <ul style="list-style-type: none"> - Cllrs queried the surface water runoff mitigation from Albion St – Developers mentioned that this will be mitigated through landscaping and through permeable paving throughout the site. - Cllrs queried the eco-credentials of the site – The Developers mentioned that they will be built above the regulated standards, fitted with air source heat pumps as possible. They also mentioned that in the original scheme they included PV on the roof scheme, but these were denied by WODC Planning Officers. - In principle, Cllrs are happy with the amendments made to the application, with a caveat that the houses are future-proofed for energy usage and sustainability.
SPC33	<p>Committee action plan</p> <p>Members noted that the new bus shelter at Walterbush Road has been replaced after complaints from residents and that OCC have organised and paid for the vandalised rear panels to be replaced.</p>
SPC34	<p>East Chipping Norton Development</p> <p>No new information was noted.</p>
SPC35	<p>Cemetery</p>

	<p>Members noted a report about ongoing and upcoming maintenance at the Worcester Road Cemetery.</p> <p>Members discussed plastic chairs being left in the Muslim and Unconsecrated section of the Cemetery, and for the Deputy Clerk to reach out to the family to ask if they would like a permanent bench installed in that area.</p> <p>Members discussed the lack of road signs leading up to Worcester Road Cemetery, and for the Deputy Clerk to contact OCC's Highways Officer to enquire if any can be installed.</p>
<p>SPC36</p>	<p>Benches</p> <p>Members noted that the new Millennium Garden Bench has been installed and that a bench has been ordered for Spring Street.</p> <p>Cllrs discussed a bench in the closed churchyard that is in a state of disrepair. For the TC staff to investigate and bring to a future meeting.</p>
<p>SPC37</p>	<p>Planning Applications</p> <p>a. Members received initial planning proposals for land East of Burford Road</p> <p>Cllrs discussed the impact of the site on Greystones, and any proposed access points for the new development into Greystones.</p> <p>See SPC32 above – Public Participation part A.</p> <p>b. Members considered a schedule of planning applications from West Oxfordshire District Council</p> <p>APPLICATION NO: 23/02096/FUL; 23/02097/LBC PROPOSAL: Change of use from dwelling to dental practice and formation of internal door link between no. 30 and no. 28. ADDRESS: 30 New Street, Chipping Norton, Oxfordshire RESOLVED: No objection, no comment.</p> <p>APPLICATION NO: 23/02176/ADV PROPOSAL: Erection of externally lit hanging sign ADDRESS: Chequers Inn, Goddards Lane, Chipping Norton, Oxfordshire RESOLVED: No objection, in principle Cllrs have no objection but queried the reasoning behind moving the sign to the other side of the building.</p> <p>APPLICATION NO: 23/02041/HHD PROPOSAL: Erection of a replacement single storey rear extension. Works to include replacement of a roof light and rainwater goods to dwelling. APPLICATION NO: 23/02042/LBC PROPOSAL: Internal and external alterations to include removal of existing single storey rear extension and erection of a single storey rear garden room. External works to include – repointing works, replacement of a roof light, blue slate above kitchen and rainwater goods to dwelling. Internal alterations to make basement habitable, minor alterations to ground, first, and second floors. ADDRESS: 36 New Street, Chipping Norton, Oxfordshire RESOLVED: Request that a site visit is undertaken by WODC planners due to the location in the Chipping Norton conservation area and impact of the hoardings on the street scene. Members also noted some</p>

	<p>ambiguity in the description of works undertaken to the interior and asked if further clarification about the “minor works” could be given.</p> <p>APPLICATION NO: 23/02315/HHD</p> <p>PROPOSAL: Removal of dormer on west roof slope and the insertion of first floor window to south elevation</p> <p>ADDRESS: 4 Colston Court, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No objection, no comment</p> <p>c. Members received a revised proposal for 6 new dwellings to the rear of 16-17 High Street</p> <p>See above Item SPC32 – Public Participation part B.</p>
SPC38	<p>Date of the next meeting Monday 18th November 2023</p>

The Chair closed the meeting at 7:57pm

Signed as an accurate record.....

Date.....

DRAFT



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TOWN CLERK: Luci Ashbourne

Minutes of a meeting of the **Traffic Advisory Sub-Committee**, held via Zoom on the **28th September 2023 at 6:30pm**

PRESENT: Cllrs Mark Walker (Chair), Sandra Coleman, Alex Keyser, Mike Rowe, Steve Akers, Tom Festa (Substituting)

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Cllr Geoff Saul, Oxfordshire County Council (OCC)

Mike Wasley, OCC Officer

Natalie Moore, OCC Officer

TAC17	Apologies for Absence Apologies were received from Cllr Jo Graves, WODC Officer Maria Wheatley and Transition Chipping Norton Rep Marcus Simmons. Marcus Simmons has confirmed resignation of membership from the committee.
TAC18	Declaration of Interests None received.
TAC19	Minutes a. Members received the minutes of the meeting held on 29 th June 2023. RESOLVED: That pending corrections of names the minutes from the Sub-Committee meeting held on the 29 th June 2023 are an accurate record of the meeting and that the Chair signs them at the earliest convenience. b. Members noted the minutes of the Cycling Action Group held on 21 st August 2023.
TAC20	Declaration of Interests None received.
TAC21	Public Participation There was none.
TAC22	County Officer's Report Members noted the highways officers report. All planned lining work is complete or will be completed over the coming days.

Natalie Moore explained that as transport planner for the locality her roles is to help plan transport for the town and develop the Local Cycling, Walking and infrastructure Plan (LCWIP)

Cllr Steve Akers asked whether white lining has been completed at the A361 junction of West Street to the A44, and the Churchill Road lining. OCC Officer Mike Wasley confirmed both of these would be completed imminently.

Cllr Sandra Coleman asked about road diversion signs and why they sometimes mention particular businesses being open. Cllr Geoff Saul confirmed that this was being the business in question specifically asked for the sign.

Cllr Mark Walker asked if there are any updates on the proposed roundabout and crossing on the New Street / High Street / West Street Junction. OCC Officer Natalie Moore confirmed that the cost of temporary infrastructure would be similar to a permanent installation.

Work to finalise the brief is nearly complete. Additional funding could not be secured (to add to the funding already set aside) to include feasibility work at the same time. Therefore, the plan is to commission a consultant to complete a thorough optioneering study which will be drafted and informally consulted upon, ready for the new financial year when feasibility and design of a preferred option(s) can be funded and taken forward. OCC officers discussed the potential for a temporary crossing to be put in place and agreed that this would require significant funding and a safety plan before any action can be taken.

Members and Officers discussed the need for the funding for this junction to be in the next OCC budget.

Cllr Tom Festa asked if there is a timeline on the funding for the optioneering to be delivered. Natalie Moore confirmed that this will be commissioned by end of October, with a view that a draft should be available by December.

Natalie Moore updated members on the following items:

Local Cycling and Walking Infrastructure Plan (LCWIP)

Following previous work and priorities agreed by the working group, officers have been developing the Route Selection Tool and Walking Route Assessment Tool to confirm which routes and schemes to formally audit within Chipping Norton.

Audits for the Chipping LCWIP will begin shortly with the aim for them to be completed by the end of October 2023. It is envisioned that the audits will be completed by members of Working Group and an OCC engineer. Before any audits occur, officers will be in touch with

members of the LCWIP Working Group to confirm availability of Working Group members.

Additionally, a meeting to discuss programme for the rest of the development of the plan is required – officers will be in touch with the Working Group early next week to set a date for the meeting.

The Chair asked that timelines are shared with the working group in order to help manage expectations - Natalie Moore confirmed that this will be built into the process.

A44 Corridor Study

The A44 Corridor Report has been concluded. Officers will brief local Members, Portfolio Holders and stakeholders. These sessions will include discussion about the priority schemes, and consideration of any action plans and detailed work required for those leading measures. The study will then be signed off and it is planned that they will eventually be incorporated into the district wide area travel plan for adoption.

The Chair asked when a draft might be available. Natalie will confirm. The Chair also asked if the report will include the impact on Woodstock. Natalie confirmed it will start at Peartree Roundabout all the way through to Chipping Norton.

Cllr Akers asked the Town Council will be included in the briefing about this. Natalie confirmed she will find out who is on the list.

Freight and Logistics Strategy

The Freight and Logistics Strategy provides more detail about the challenges associated with the movement of goods in the county, key principles and actions. Work is ongoing to progress the actions in the strategy.

The first action completed was a countywide area weight restriction study. The consultants, Atkins, conducted this work and the outputs have been published. An all-member briefing was held on 6th September to provide an update on the work and next steps. Following the study an overarching process for how HGV issues are reported, assessed and progressed has been developed. More detailed HGV studies are also planned in Henley-on-Thames and the Windrush Valley. This will include Chipping Norton.

The Henley-on-Thames and Windrush Valley HGV studies will improve understanding of local HGV issues and collect granular local data, particularly HGV origin-destination data, to understand local HGV movements. Next steps will include establishing local stakeholder

	<p>steering groups to inform the studies and developing a business case for the funding required.</p> <p>Cllrs Mike Rowe and Sandra Coleman left the meeting at 7:15pm.</p> <p>Natalie Moore noted that she had received some questions from members about specific items which she will follow up on via email.</p>
TAC23	<p>District Officer's Report None received.</p>
TAC24	<p>Update from Cllr Saul on OCC Highways matters including the HGV working group Members received a verbal progress report from Cllr Geoff Saul. Cllr Geoff Saul noted that he is pleased that Chipping Norton will be a priority in the Freight and Logistics Strategy. This should be a broad and solution focused project. Natalie Moore confirmed that there are a wide range of potential measures for the A44 that are being investigated.</p> <p>The Chair noted that an air quality report has been published that notes that HGV's are having much less of an impact than diesel cars and vans and that this was interesting.</p>
TAC25	<p>Cycling Members received an update on cycling related matters: Cllr Tom Festa noted the priorities for the next Cycling Action group – this will be signage to remind drivers about clearance needed, plus white lines put onto the road surface to remind drivers that it is a shared road surface. Also sign to welcome people to a "cycling and walking friendly town"</p> <p>Natalie Moore and Cllr Tom Festa will meet in Chipping Norton to discuss cycling related matters that can be incorporated into the LCWIP.</p>
TAC26	<p>Pedestrian and Road Safety Members received a verbal update on pedestrian and road safety related matters. The Town Clerk raised the traffic accident on Churchill Road and how upsetting this had been for the resident who put the initial speed indicator device request in. The grant application for County Councillor Priority Funding has been submitted and is awaiting approval before the device can be ordered. The Town Clerk and Cllr Geoff Saul will continue to chase this.</p>
TAC27	<p>LCWIP This was discussed under agenda item 5 (TAC22)</p>

TAC28	<p>Living Air Moss Filter</p> <p>Members discussed potential and costs for installation of a living moss air filter in Chipping Norton to help increase air quality. Cllr Tom Festa introduced this. These living air moss filters are used widely in Germany and are starting to be introduced in the UK. They are as effective as 20 trees. The air is taken up to knee height, pulled through the filter and comes out cleaner. Hereford have fitted one and it has being received well.</p> <p>Cllr Steve Akers proposed that the sub-committee support this idea and take this forward. Members agreed that this is a fantastic idea and agreed to put together a solid proposal to be taken to Full Council. Cllrs Mark Walker and Tom Festa will visit potential locations and report back.</p>
TAC29	<p>Correspondence</p> <p>None received</p>
TAC30	<p>Date of the next meeting</p> <p>Thursday 25th January 2024, 2pm in The Council Chamber</p>

The Chair closed the meeting at 7:45pm

Signed as an accurate record.....

Date.....



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Minutes of the **Chipping Norton Cycling Improvements Action Group**
(Working Group to Traffic Advisory Sub-Committee) held on **Monday 2nd October** in Chipping
Norton Town Hall

Present:

Cllr Tom Festa

Cllr Mark Walker

Cllr Dom Rickard

Cllr Sandra Coleman

Dominic Hex – Windrush Bike Project

Cara Hedges – Transition Chipping Norton

Jonathan Thomas -Chipping Norton Secondary School

Charlotte Livingston – Chipping Norton Breeze

Also present:

Luci Ashbourne, Town Clerk and CEO

10. Apologies

Apologies were received from Matthew Hall and Richard Fairhurst.

11. Minutes

The Chair talked through the minutes of the previous meeting. The Town Clerk noted that the volunteer team at the County Council hadn't replied regarding the "Fix-my Street Super-user initiative. The Town Clerk will make enquiries with officers about the scheme and report back.

Members discussed ideas for the cycling drop in clinic. All agreed that "The Rusty Riders Clinic" should be held at the cycle repair station outside The Leisure Centre. This could be in stages – a bike check, a proficiency, and a ride.

Members discussed the issue of insurance. This needs to be investigated and joined up between all competent parties.

Dom Hex is being trained up to become a bike mechanic.

Resolved: That the minutes of the meeting held on the 21st August are approved as an accurate record and signed by The Chair.

12. Safety and Road Quality

12.1 Give cyclist space signage and shared road floor signs.

The Chair noted that Chipping Norton doesn't have any cycle lanes. One of the reasons that cyclists aren't given enough clearance may be because drivers aren't

aware that the space needed (as set out in the highway code) is 1.5m. Members reviews signage examples of other UK towns.

Cllr Walker mentioned the Local Cycling and Walking Infrastructure Plan (LCWIP) and that this is now progressing.

Members discussed that it would be helpful for cyclists to be signposted to safe, quieter roads.

Members discussed the language and look of signs, and how important it is not to alarm cyclists.

Members discussed identifying a cycle route to school that avoids the roads.

RESOLVED: For The Town Clerk to contact highways officer re signage and what the standard and policy is in Oxfordshire. Jonathan Thomas to make enquiries with the school about opening the back gate and this to be investigated further.

13. E-Bike Promotion and Scheme

Members received feedback from The Chair on the following schemes:

The London style "hire a bike" scheme. Chipping Norton does not have enough demand at present to make this viable.

Hook Norton Bike Hire Scheme's target audience are leisure riders. When the bikes are hired they're often broken, insurance is problematic and the scheme is proving difficult and unsustainable. It could be that targeting commuters is easier.

Windrush Bike Project and Charlbury offer a try before you buy scheme. Members discussed the potential for a delivery driver hub. Charlotte Livingston mentioned that one of the barriers for people is worry about locking up an e-bike.

14. Windrush Bike Project

The Chair and Dom Hex visited the Windrush Bike Project in Witney. They have a bike library and have offered to extend this to Chipping Norton. Members discussed whether this would be welcome and how to introduce it. Bike share schemes.

Windrush Bike Project take bikes into schools – the kids use them. Members discussed logistics around getting the bikes to Chipping Norton, and how to manage ensuring the bike will fit the person who needs it.

AGREED: To speak to Windrush Bike Project about the possibility of using a database system to match bikes up with owners.

15. Date of next meeting

Monday 27nd November 2023 at 5:30pm.

16. AOB

There was no other business to discuss.

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.
20mph scheme for Chipping Norton	CNTC/OCC TAC		April 22	April 24	TC consultation complete. Report published. Roll out of 20mph scheme in Chipping Norton has started.
New bus shelter at Walterbush road	CNTC/OCC	£106	2020	Sept 23	New shelter installed. Quotes for sides/seats approved. Installation now complete. Planters are being 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. A report regarding metal town benches is on this agenda
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 ordered. OCC are installing a post.

Improving access and biodiversity at Pool meadow Large Project	CNTC/Approved consultants/Working Party	23/24 EMR £25,000	2020	Sept 24	Final report on the agenda for consideration.
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.
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 8: Cemetery Report – Strategic Planning Committee 13th November 2023

Worcester Road Cemetery

- Autumn Cemetery Clean Up day took place on the 14th October. Volunteers helped to do a general tidy and clean of the cemetery, planted wildflowers, and completed a bench audit. The next Cemetery Clean Up day is due to take place in Spring (date TBD).
- Benches:
 - Following the bench audit at the Autumn Cemetery Clean Up day, several benches were identified as dangerous or needing to be removed.
 - We have put up signs to identify the benches as dangerous and if there are any further questions to contact the TC Office within 2 months of the notices being posted.
 - One bench has a plaque dedicated to a resident. There are no records in our archives for contact details or information about who purchased this bench. A sign has been placed on this bench for any relatives to please contact the TC Office to discuss options moving forward, otherwise, the plaque will be cleaned and sensitively relocated elsewhere within the cemetery within 2 months of the notice being posted.
 - At a previous meeting Cllrs wished to offer the option of having a bench installed in the Muslim and Unconsecrated section of the cemetery to replace the plastic seats placed there. We have written to the family to offer them the bench and they have replied, firstly by thanking the TC for clearing the Muslim section and putting up the “No Dogs” signs and also stating that they would appreciate a new permanent bench replacing the plastic chairs.
RECOMMENDATION: That the committee considers setting a budget for installing a new bench in the Muslim and unconsecrated section of WRC (£500 for the bench and £500 for installation of a base), with the location delegated to the Town Mayor and Deputy Town Clerk.
- Grass cutting: Throughout the summer months, residents have made complaints regarding the grass cutting at Worcester Road Cemetery leaving grass clippings on top of graves and on pathways. Collection of grass clippings is not currently in the grounds maintenance contractors’ contract and is not something that the current contractors can take on. They have since made efforts to clear the grass away from walkways and graves and the last cut was much better, with no complaints received.

Closed Churchyard, St Mary the Virgin Church

- Benches:
 - A bench beside the entrance of the Church has been identified as dangerous and should be removed. This bench was purchased by the Guides many years ago in dedication of a resident. After speaking with the Guides, they do not wish to fund the restoration of the bench and agree that the plaque should be cleaned and sensitively relocated within the closed churchyard.
 - Following this, the Town Mayor has had a further conversation with the St Mary the Virgin Church Faculty about installing a replacement “Commemoration Bench” with a view to have multiple plaques. The Faculty is currently confirming with the Oxfordshire Diocese if benches with multiple plaques are allowed within closed churchyards.

- **RECOMMENDATION:** That pending Oxfordshire Diocese approval, that the committee considers setting a budget for a replacement Commemoration Bench for £500, delegated to the Town Mayor and Deputy Town Clerk.

Agenda item 9 – Town benches

The following request was received by the office:



This old iron seat in New Street near the junction with Station Road is one of about 10 around Chipping Norton and probably dates from before WW2. I've known them all my life and I'm 82.

Walking past this one nearly every day, I was saddened by its neglected state so, getting on for 20 years ago, I sort-of adopted it, cleaned it up with a wire brush and painted it with green Hammerite paint. I repeat the painting every couple of years, also cutting the grass and weeds under it and the brambles and nettles behind it. It is now often used by passers-by.

There are two more such seats over the Worcester Road, three along the Over Norton Road, two up the Banbury Road and a couple up the London Road. All would benefit from being repainted and some need a bit of repair.

It would be good if the Council could take them on a maintenance list, they'd all get used !.

It is important to note that at present, it is unclear which local authority originally owned these benches. It may be that the Chipping Norton Borough Council installed them, and then they got lost during the local government restructure in 1974. This report and any recommendations are with a view that ownership will be explored with OCC and WODC, and the if required, permission will be sought to maintain the benches.

The maintenance operative carried out a condition audit of these benches. The following information came from that:

Bench 1: Over Norton Road



This bench is in a fair condition. The overgrowth needs to be cut back, and the bench needs painting.

Bench 2 – Over Norton Road



This bench is in a better condition.

The overgrowth needs tidying back ,and the bench re-painted.

Bench 3 – Banbury Road



This bench is damaged beyond repair and needs removing.

Bench 4 – London Road



This bench is in a fair condition. The overgrowth needs to be cut back, and the bench needs painting.

Bench 5 – Worcester Road



This bench is damaged beyond repair and needs removing.

Bench 6 – Worcester Road



This bench is in a reasonable condition. It needs re-siting and painting.

Bench 7 – Station Road



This is the bench that the resident who wrote the request has been looking after.

The maintenance operative believes that at some point there were ten benches altogether, but three of them must have been removed over the years.

Recommendation:

That the committee decide if (pending permissions if required) whether the Council should take on the task of maintaining and repairing the benches that can be, and removing the ones in a poor condition.

Chipping Norton Town Partnership

17 October 2023 / 12:00 / Council Chambers, Town Hall, Chipping Norton

Attendees

- Cllr Mike Cahill, Chipping Norton Town Council
- Cllr Rizvana Poole, West Oxfordshire District Council
- Cllr Sharon Wheaton, Chipping Norton Town Council
- Emma Phillips, Market Towns Officer, WODC
- John Terry, The Theatre
- Julia Cook, owner, TickittyBoo
- Luci Ashbourne, Clerk, Chipping Norton Town Council
- Natalie Moore, Oxfordshire County Council
- Nicola Edgington, owner, mark-making
- Patrick Neale, Jaffé and Neale Bookshop and Café
- Sandra Coleman, Town Mayor
- Sophy Long, Cotswold Tourism
- Tania Kirby, Events and Facilities Officer, Chipping Norton Town Council
- William Barton, Economic Development Officer, WODC

Apologies

- Cllr Duncan Enright, West Oxfordshire District Council
- Keith Ruddle
- Emma Kennedy, The Branch

Notes

Top priorities identified by the partnership

1. Markets
 - a. Immediate visual improvements
 - b. Branding and promotion
 - c. Links to a programme of events
2. General appearance of the town
 - a. 'Chippy in Bloom', with hanging baskets
 - b. Street dressing - Bunting and lights
3. Street furniture
 - a. Benches / improve the spaces
 - b. Flower beds (include in 'Chippy in Bloom')
4. Dealing with empty units
5. Improve the pedestrian and cyclist experience

6. Provision of visitor information
7. Signage and Wayfinding
 - a. 'What's on'
 - b. Middle Row
 - c. Link to West End
 - d. Same design across the whole town

General updates

1. WODC are currently looking at how the charter market could be improved, a report will be submitted to the Executive next month

Actions for the partnership

1. A working group to audit the current signage in the town on 31 October 2023, meeting at 11am
2. WODC conservation officer to advise on signage and wayfinding installations
3. Proposed 'nighttime' audit of signage to be confirmed
4. A working group to be formed to focus on other priorities

The date for the next meeting is still to be confirmed.

Agenda item 11 – Committee budget 24/25

Attached is a draft committee budget for 2024/25. This has been informed by previous spend, as well as current projects that the Committee are working on. The following points should be noted:

- The street furniture and street scene budget lines have been brought together as it does not feel necessary to have two given many of the street scene projects have been completed such as the festoon lights on middle row; the bike repair stations, the flagpole and the bench at the Millennium Garden.
- There is a £25,000 ear marked reserve for the Pool Meadow Restoration Project and we have set the maintenance at £5000 in preparation for the project to be completed. The £5000 maintenance budget for 2023/24 has not been spent and therefore this is essentially 'rolled over'
- We have increased the repairs and maintenance lines in the Cemetery and Closed Churchyard in line with expected expenditure on memorial safety

Recommendation:

As part of the budget setting process, the committee should agree a draft budget for 2024/25 to help inform the final draft budget for Full Council to approve. It is important to note that this will be subject to change depending on the overall picture.

Chipping Norton Town Council
Annual Budget - By Committee (Strategic Planning)

Strategic Planning	2022/2023		2023/2024			Actual YTD (month 7)	2024/2025	
	Budget	Actual	Agreed	EMR	Total		Agreed	EMR
102 (Miscellaneous)								
6460 Streetscene	10,000	4,208	0	10,000	10,000	7,665	0	0
6461 HGV signs	8,000	5,987	0	0	0	0	0	0
6462 Grit Bins/Snow	3,500	654	2,000	0	2,000	0	1,000	0
6490 Trees/Flower Beds Middle Row	2,500	877	1,000	0	1,000	490	1,000	0
6495 Street Furniture	3,000	3,760	0	0	0	616	3,000	0
130 Cemetery								
3190 Interments & Memorials	11,200	13,775	14,000	0	14,000	10,295	15,000	0
3191 Grave Purchase	4,000	5,980	4,000	0	4,000	3965	4,500	0
3290 Miscellaneous Income	0	50	0	0	0	75	0	0
Total Income	15,200	19,805	18,000	0	18,000	14,185	19,500	0
6130 Water & Sewerage	100	60	100	0	100	48	100	0
6210 Rates	1,000	1,447	1,500	0	1,500	1,730	3,500	0
6400 Repairs and Maintenance	1,000	11,606	10,000	0	10,000	6,075	12,500	0
6465 Contract	12,500	7,447	10,000	0	10,000	3,724	10,000	0
6471 Skips for cemetery	600	825	600	0	600	205	600	0
7650 Insurance	600	500	500	0	500	374	0	0
7720 Other Miscellaneous Expenses	500	2,291	500	0	500	1,025	500	0
140 Closed Churchyard								
6400 Repairs and Maintenance	1,500	5,144	3,000	0	3,000	3,120	5,000	0
6465 Contract	0	0	2,000	0	2,000	975	2,000	0
6468 Maintenance incl. drains	3,700	3,636	0	0	0	0	0	0
180 Pool Meadow								
3290 Miscellaneous Income	0	6,794	0	0	0	0	0	0
Total Income	0	6,794	0	0	0	0	0	0
6417 Maintenance	7,000	11,039	5,000	0	5,000	0	5,000	0
6430 Restoration Project	0	2,113	0	25,000	25,000	0	0	25,000
Total Budget Income	15,200	19,805	18,000		18,000	14,185	19,500	
Expenditure	55,500	59,481	36,200		46,200	26,047	£44,200	
Net Income over Expenditure	-40,300	-39,676	-18,200		-28,200	-11,862	-24,700	

Item 12: Planning Applications

1. **APPLICATION NO:** [23/02588/LBC](#)
PROPOSAL: Works to rebuild an existing stone retaining wall
LOCATION: 20 Market Place, Chipping Norton, Oxfordshire

2. **APPLICATION NO:** [23/02736/HHD](#)
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.
LOCATION: 18 Tilsley Road, Chipping Norton, Oxfordshire

3. **APPLICATION NO:** [23/02409/HHD](#)
PROPOSAL: Proposed flue, proposed part garage conversion and large rear bifold doors
LOCATION: 9 Ackerman Road, Chipping Norton, Oxfordshire

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

5. **APPLICATION NO:** [23/02481/HHD](#)
PROPOSAL: Erection of a single storey rear extension
LOCATION: 35 Parkers Circus, Chipping Norton, Oxfordshire

6. **APPLICATION NO:** [23/02616/HHD](#)
PROPOSAL: Erection of front extension to existing garage
LOCATION: 16 Scarsbrook Crescent, Chipping Norton, Oxfordshire

7. **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