



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

12th March 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 18th March 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

To approve the minutes of the Committee meeting held on the 29th 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

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

- b. To review the cemetery and burial fees and charges.
- c. To receive a draft Memorial Trees and Benches Policy

8. Living Moss Filter

To receive a report regarding the installation of a living moss filter in Chipping Norton and agree next steps.

9. Rusty Riders Initiative

To receive an update.

10. Vision Zero Consultation

To consider submitting a committee response to OCC's Vision Zero Consultation.

11. Naming new apartment block

To receive an invite form Cottsway Housing for the committee to submit suggestions for the name of a new apartment block.

12. Planning Applications

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

13. Date of Next Meeting – Monday 1st July 2024



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

Minutes of a Strategic Planning Committee meeting held on the 29th January 2024 at 6:30pm, in the Council Chamber, Chipping Norton Town Hall

PRESENT: Mike Cahill (Chair), Alex Keyser, Sharon Wheaton (Substituting), Ian Finney, Tom Festa, Michael Rowe, Dom Rickard, Sandra Coleman

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk and Estates Manager

Cllr Mark Walker (WODC)

Paolo Oliveri, General Maintenance Operative

4 Members of the public

SPC52	Apologies for absence None received
SPC53	Declaration of interests None received
SPC54	Minutes a. RESOLVED: That the Chair signed and approved the minutes of the Committee meeting held on the 13 th November 2023 as an accurate record of the meeting. Members noted the minutes of: b. The cycling action group held on 27 th November 2023. c. Planning Sub-Committee held on 8 th January 2024. d. Traffic Advisory Sub-Committee held on 25 th January 2024.
SPC55	Public Participation Jonny Ackroyd from Beaumont Meadows presented the final Feasibility Study. - The Pool Meadow feasibility study has been finalised and presented to the Town Council. The final costs have been determined after consultation with the permitting authorities (Historic England, Environmental Agency, WODC Planning). - The Ecological Impact Assessment sought 3 quotes, awarded to BSG Ecology (present at the meeting). Survey to be completed in Spring 2024. - £9,116.50 requested from the Town Council to progress with the project. Members noted that the work being done is brilliant but noted the long progress times (due to consulting with agencies). Cllr Coleman proposed to accept the permitting fees of £9,116.50 to be taken from the Pool Meadow earmarked reserves, seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That the fees for the next stages of the Pool Meadow project (£9,116.5) are agreed and taken from the Pool Meadow earmarked funds.



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

<p>SPC56</p>	<p>Committee action plan Members noted the ongoing committee action plan. Members noted that the 20mph signs on a few roads (Dunstan Avenue, William Bliss Road, etc.) have been removed from the road by OCC contractors.</p>
<p>SPC57</p>	<p>East Chipping Norton Development No updates received.</p>
<p>SPC58</p>	<p>Cemetery Members noted a report from the Deputy Clerk and Estates Manager about ongoing maintenance at the Worcester Road Cemetery and Closed Churchyard.</p>
<p>SPC59</p>	<p>Pool Meadow Members received the final completed feasibility study and discussed next steps during the Public Participation item above (SPC55).</p>
<p>SPC60</p>	<p>Town Centre Public Art Members received a verbal report from the Cllr Rickard regarding an offer from an artist to install artwork in the Town Hall windows. There is potentially some S106 funding for public art that would fund this work. Cllr Rickard noted that next steps would be a site visit with the artist. There is some interest to collaborate with local schools. Members raised the idea of using the Town Hall windows, particularly at the end of the stage. Cllr Rickard mentioned that the Facilities and Events Officer is in touch with a few artists about covering the Town Hall windows with artworks, so there are several different avenues to explore. Cllr Walker queried if this would be a permanent or temporary display – Cllr Rickard answered that the exhibition would be as permanent as the Town Council would like. Members agreed that improving the atmosphere in the town is something that the Town Council is very supportive of, and that the project would align with the Council’s overall goals. Members noted that displaying public art in town would encourage young artists in town, showing them that there are places in town that could showcase their art. Members agreed for Cllr Rickard to follow up with the artist and arrange a site visit with a view to submit a proposal for the Council to consider.</p>
<p>SPC61</p>	<p>Town Centre Retail Members received a verbal update from Cllr Wheaton following a meeting with TVP Inspector Chris Ball and Bruce Claridge regarding shoplifting in the town.</p> <ul style="list-style-type: none"> - The police have declined to join the local Chipping Norton shopkeeper’s Whatsapp Group, as police are no longer to join such groups. - Two new PCSOs have been recruited to join the Chipping Norton area.



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

	<ul style="list-style-type: none"> - PO Bruce Claridge will be based in Chipping Norton for a designated period of time. - Members raised that anecdotal crime figures do not tally with the official police figures retained by the police. Cllr Wheaton has been challenging these statistics and pushing for more accurate recording of crimes. - Members noted that a few longstanding shops have closed in Middle Row. - Members queried if there is scope to put pop-up shops in Middle Row. Cllr Wheaton reported that this would be up to the landlord to decide. - To invite the licencing officer at WODC for a site visit in Chipping Norton, to view the impact of the empty shops and determine if there is anything further that can be done.
<p>SPC62</p>	<p>Rusty Riders Initiative Members received an update from the Chair of the Cycling Action Group and discussed next steps. Cllr Festa reported that the initial take up from volunteers has been very good. Sponsored by local company TY Cycles. The idea is that the events take place once a month starting in the beginning of March 2024. Cllr Festa proposed to go ahead, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That the Cycling Action Group events begin as proposed, starting in March 2024.</p>
<p>SPC63</p>	<p>Planning Applications</p> <ol style="list-style-type: none"> 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 RESOLVED: No objection, members comment that the off-premises licence may impact the residents in the alley – however the proposed hours are reasonable. 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 RESOLVED: Support, no comment. 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 RESOLVED: Neutral, to pass on the following comments:



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

	<p>"Members noted that sometimes this parcel of land is referred to as "Land East of Burford Road," "Land at Burford Road" and at other points "Land South of Charlbury Road" without consistency. Members also note that the public right of way crosses the land at 4 points."</p>
SPC64	<p>Confidential Session RESOLVED: That the committee moves into 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 left the meeting during the consideration of</p>
SPC65	<p>Neighbourhood Plan Members received and considered a proposal from Community First Oxfordshire. Cllr Coleman raised that the tranche of funding has just been missed, and there is another tranche opening likely in July/August 2024. Members noted that this proposal was not sought by the Town Council and prepared solely by Community First Oxfordshire. Members considered and declined the offer from Community First Oxfordshire, all in agreement. RESOLVED: That the Council declines the offer from Community First Oxfordshire to prepare the Chipping Norton local plan.</p>
SPC66	<p>Date of Next Meeting Monday 18th March 2024</p>

The Chair closed the meeting at 7:49pm.

Signed as an accurate record.....

Date.....

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. 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.
Encouraging cycling and active travel: Rusty Riders Initiative	CNTC/Community/OCC		March 2024	Ongoing	The Rusty Riders cycling clinics will take place on the first Saturday of each month (weather depending) and will encourage people to bring their bikes to be checked using the public bike repair station at the leisure centre; to receive proficiency training and to take part in a group ride.
Improving Air Quality: Living Moss Filter	CNTC	Needs to be identified	Sept 2023	TBC	There is a report on the agenda regarding the installation of a living moss filter in Chipping Norton to improve air quality.

Item 7a: Cemetery Management Report

Worcester Road Cemetery

Memorial Safety Testing	<p>Taken place on 7th Feb 2024</p> <p>A total of 500 memorials were tested at Worcester Road Cemetery and the Closed Churchyard, with 11 memorials failing testing.</p> <p>The estimated cost to repair the 11 memorials has been quoted at £1,540 excl VAT.</p> <p>As this is within budget, the cost to repair will be taken from the existing cemetery repairs budget.</p>
Tree Works	No updates to note
Benches	No updates to note
Cemetery Clean Up Day	<p>27th April 2024, 9:30am-Noon</p> <p>All welcome to join and help, refreshments to be provided.</p>
Other Matters	<p>Works to The Lodge</p> <p>The dwelling at the Worcester Road Cemetery entrance (The Lodge) has erected a wooden structure without seeking prior planning permission. We have contacted the planning team at WODC to determine if this would require a planning application or if it is considered permitted development.</p> <p>The Royal Legion Noticeboard</p> <p>This Noticeboard needs refurbishment and has not been used in some time. We have been in contact with the RBL and they have confirmed plans to fix the noticeboard and use it for a display detailing war graves in the cemetery.</p>

Closed Churchyard, St Mary's

Memorial Safety Testing	<p>Taken place on 7th Feb 2024</p> <p>No memorials were identified as dangerous or in need of further monitoring.</p>
Tree Works	<p>A large sycamore tree identified as hazardous and needs to be removed.</p> <p>Faculty permission has been sought to have this tree taken down and removed safely. Due to the age of the tree and its location within the conservation area, we may require permission from OCC's Tree Officer prior to removal. This has been actioned and we are awaiting a response from OCC.</p> <p>The controlled fell has been quoted at £2,100 excl VAT and has been authorised as health and safety priority work.</p>

	As this is a significant tree in the closed churchyard, we are researching options to reuse this tree or give it new life in the closed churchyard. We are seeking quotations to have a bench carved out of the trunk so visitors can continue to appreciate and use the tree despite it being felled.
Benches	No updates to note

This report is to note



CHIPPING NORTON TOWN COUNCIL
THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642 341

CEMETERY OFFICER: deputyclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri, 9am – 1pm

CHIPPING NORTON TOWN COUNCIL

SCHEDULE OF BURIAL CHARGES

FOR WORCESTER ROAD CEMETERY

EFFECTIVE FROM 1ST APRIL 2024

All charges are shown for residents within the Chipping Norton Parish boundary. Internments and Purchase of EROB are doubled in the case of non-residents.

Notes on proposed schedule of burial charges for 2024/25:

New charges to be introduced, based on requests from residents or the lack of charges for services we already provide, to include:

- **Scattering of ashes on a pre-purchased plot:** To be charged at the same rate as scattering of ashes in the Rose Garden
- **Purchase of a new memorial bench in the cemetery:** In combination with the proposed Memorial Trees and Benches Policy
- **Renewal of bench lease:** In combination with the proposed Memorial Trees and Benches Policy
- **Renewal of memorial lease:** We should offer this as a charged service since our lease period is 100 years. To be charged at the same rate as a new memorial purchase.

Schedule of charges to be simplified and the rates to reflect services provided at nearby cemeteries (Hook Norton, Banbury, Charlbury, Bledlington, and Witney).

Charges which have a higher rate of increase were found on a separate sheet of charges and have not been recently reviewed. These include:

- **Scattering of ashes in the Rose Garden**
- **Plaques in the Colonnade (Double and Single)**
- **Permission for a rose in the Rose Garden**



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642 341

CEMETERY OFFICER: deputyclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri, 9am – 1pm

	Current £ + VAT	PROPOSED 24/25 £ + VAT
1. Internments		
a. Child aged under 12 years (incl. internment of ashes)	a. NIL CHARGE	a. NIL CHARGE
b. Adult (Age 12 years and over)	b. 420	b. 450
c. Cremated ashes	c. 130	c. 150
d. Scattering of ashes (pre-purchased plot only)	d. 150	d. NEW
e. Scattering of ashes in Rose Garden	e. 82.50	e. 150
2. Purchase of Exclusive Right of Burial (EROB) LEASE PERIOD: 100 YRS		
a. Full grave plot (Double or Single depth)	a. 350	a. 400
b. Ashes plot	b. 130	b. 150
3. Memorials and Memorial Inscriptions		
a. New memorial (LEASE PERIOD: 100 YRS)	a. 125	a. 150
b. Any inscription after the first	b. 125	b. 150
c. Renewing existing inscription	c. NIL CHARGE	c. NIL CHARGE
d. New Kerbset (excluding memorial)	d. 125	d. 150
e. Slab and chippings (inside kerbset)	e. 75	e. 100
f. Plaque in Colonnade (Double)	f. 135	f. 200
g. Plaque in Colonnade (Single)	g. 80	g. 150
h. Permission for rose in Rose Garden or commemorative tree and plaque Not including purchase of rose, tree, and plaque *See Memorial Trees and Benches Policy	h. 125	h. 300
i. Memorial Bench (LEASE PERIOD: 25 YRS) Not including purchase of bench * See Memorial Trees and Benches Policy	i. 1500	i. NEW
j. Renewal of bench lease (LEASE PERIOD: 25 YRS)	j. 750	j. NEW
k. Renewal of memorial lease (LEASE PERIOD: 100 YRS)	k. 150	k: NEW
4. Transfer of EROB	35	35
5. Administration Charge for Burial Searches	25	35



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

WORCESTER ROAD CEMETERY: MEMORIAL TREES AND BENCHES POLICY

1. INTRODUCTION

- a) Chipping Norton Town Council understands the wishes of anyone wishing to plant a memorial tree or erect a memorial bench in honour of a loved one. The Council will consider requests for trees and benches installed on its land only. The application for a memorial tree must be seen as the donation of a tree to the town of Chipping Norton and not a personal memorial.
- b) The policy is also intended to address the donation of trees not intended to be in memory of a loved one.

2. PURPOSE

The purpose of this policy is to address the points stated below:

- a) To be respectful of those seeking to plant a memorial tree;
- b) To ensure that trees are maintained for future generations;

3. REVIEW

The Policy will be reviewed every 3 years from the date of adoption, or as necessary.

4. MEMORIAL TREES

a) Species and Planting Locations

- i. The following factors will be considered when selecting an appropriate species of tree:
 - Mature height and spread of the tree.
 - Consideration of the species of surrounding trees in the area.
 - Replacement of recently felled trees or trees that have been identified to be near the end of their lifespan.
 - That the chosen location is suitable for the species, (including soil condition and type, sun hours, aspect, etc.)
 - Maintenance requirements for selected tree species, (including annual pruning, leaf and petal drop, disease resistance, etc.)
- ii. Chipping Norton Town Council and its officers will identify an appropriate location for the memorial tree in Worcester Road Cemetery. The policy and submission of the application form does not guarantee that any request for a memorial tree will be granted. Appropriate locations will be:
 - A suitable distance away from grave plots, services, other trees, paths and infrastructure;
 - In keeping with the design and character of Worcester Road Cemetery.
- iii. Once a suitable tree location has been identified by Chipping Norton Town Council, this will be communicated to the applicant for approval. Only one choice of location will be offered.



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

- b) No additional mementoes (eg. Statues, flowers, wreaths, vases, or photographs) will be permitted on or around the tree.

5. MEMORIAL BENCHES

a) Location

- i. Locations of new memorial benches will be chosen by Chipping Norton Town Council and its officers, to suit the layout of Worcester Road Cemetery. Once a location has been chosen, this will be communicated to the applicant for approval. Only one choice of location will be offered.
- ii. Submission of an application is not a guarantee that a new bench will be agreed.

b) Design

- i. Design of the benches will be chosen to match existing benches in Chipping Norton Town Council and purchased from the Town Council's approved suppliers.

c) Bench plaques

- i. Memorial bench plaques will be installed by Chipping Norton Town Council's maintenance operative once approved.
- ii. Memorial bench plaques are issued a 25-year lease starting from the date of installation. After that period ends, Chipping Norton Town Council has the right to remove the plaque from the bench.
 - Chipping Norton Town Council will contact the plaque owners in advance of the lease expiry date to ask the applicant would like to extend the lease. If no response is received within a reasonable time frame, it will be assumed that no extension is desired and the plaque may be removed.
 - It is the applicant's responsibility to ensure that their contact details are kept current.
- iii. Should a plaque break beyond repair during the lease period, it is the applicant's responsibility to source and pay for a replacement.

- d) No additional mementoes (eg. Statues, flowers, wreaths, vases, or photographs) will be permitted on or around the bench.

6. OWNERSHIP

- a) The initial purchase of a memorial tree or bench will be paid for by the applicant, once an appropriate location, species, and design has been identified as appropriate by Chipping Norton Town Council or its Officers. Chipping Norton Town Council will seek a quote from local suppliers for suitable trees and will present them to the applicant prior to purchase.
- b) Once the trees and benches have been installed, the ownership will be transferred to Chipping Norton Town Council who will be responsible for maintaining and them throughout their respective lifespans.

7. MAINTENANCE

- a) Chipping Norton Town Council reserves the right to maintain memorial trees, benches, and plaques as they see fit. This may include but are not limited to:
 - i. Annual pruning of branches, pollarding, and cutting back diseased parts of trees.
 - ii. Removal of plaques and benches for maintenance and upkeep purposes.



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

- b) All of the trees under Chipping Norton Town Council's care are routinely assessed by external surveyors and scheduled into the Council's tree maintenance plan.
- c) Chipping Norton Town Council is not responsible for the replacement of any stolen, vandalised, or otherwise damaged plaques.

8. REMOVAL

- a) Chipping Norton Town Council reserves the right to remove trees should a memorial tree become dead, diseased, or otherwise necessitates removal.
- b) Wherever possible, Chipping Norton Town Council will seek to relocate trees and benches within Worcester Road Cemetery should the original location become unsuitable.

9. APPLICATION PROCESS

- a) Anyone wishing to make an application can source an application form online or at the Chipping Norton Town Council offices.
- b) The application form must then be submitted via email to:
deputyclerk@chippingnorton-tc.gov.uk
or via post to:
Chipping Norton Town Council, The Guildhall, Chipping Norton, OX7 5NJ
- c) Assessment of applications will be undertaken by Chipping Norton Town Council and its officers. Applicants will be informed of the final decision and offered a choice of location for the tree or bench for approval. An installation and planting date will be scheduled in, and the applicant informed, subject to final payment.
- d) Applications for memorial benches and trees cannot be guaranteed or reserved prior to the subject's death.



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

WORCESTER ROAD CEMETERY: MEMORIAL TREES AND BENCHES APPLICATION FORM

Applicant Name:	Applicant Address:
Please include the name of the person you wish to commemorate:	Please include the address of the person you wish to commemorate:
I would like to apply for a: (check all that apply) Memorial Tree Memorial Bench Plaque for Bench or Tree	
Please write why you have chosen Worcester Road Cemetery as the location for the proposed memorial tree or bench: (300 words)	
Do you have a proposed location in Worcester Road Cemetery for the proposed memorial tree or bench? Please describe where you think may be appropriate, and include photographs if possible:	



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

Please enclose the exact wording if applying for a memorial plaque to accompany the memorial tree or bench:

I understand that the applicant will be responsible for the initial purchase of the memorial tree and bench, but that for ongoing maintenance and insurance purposes, after installation the ownership of said tree and bench will be transferred to Chipping Norton Town Council.

This application does not form a binding agreement, and no guarantees can be made that a suitable location for a memorial tree or bench will be provided by Chipping Norton Town Council.

SIGNED:

Date of application:

XX/XX/XXXX

DRAFT

Agenda item 8 – Living Moss Filter

The Traffic Advisory Sub-Committee warmly welcomed the proposal from Cllr Tom Festa regarding the potential installation of a living moss filter in Chipping Norton.

One location that has been identified is on Horsefair, where the air quality monitoring station used to be sited. Highways have confirmed that this would be fine in principle, but that consultation with nearby businesses and residents would be required.

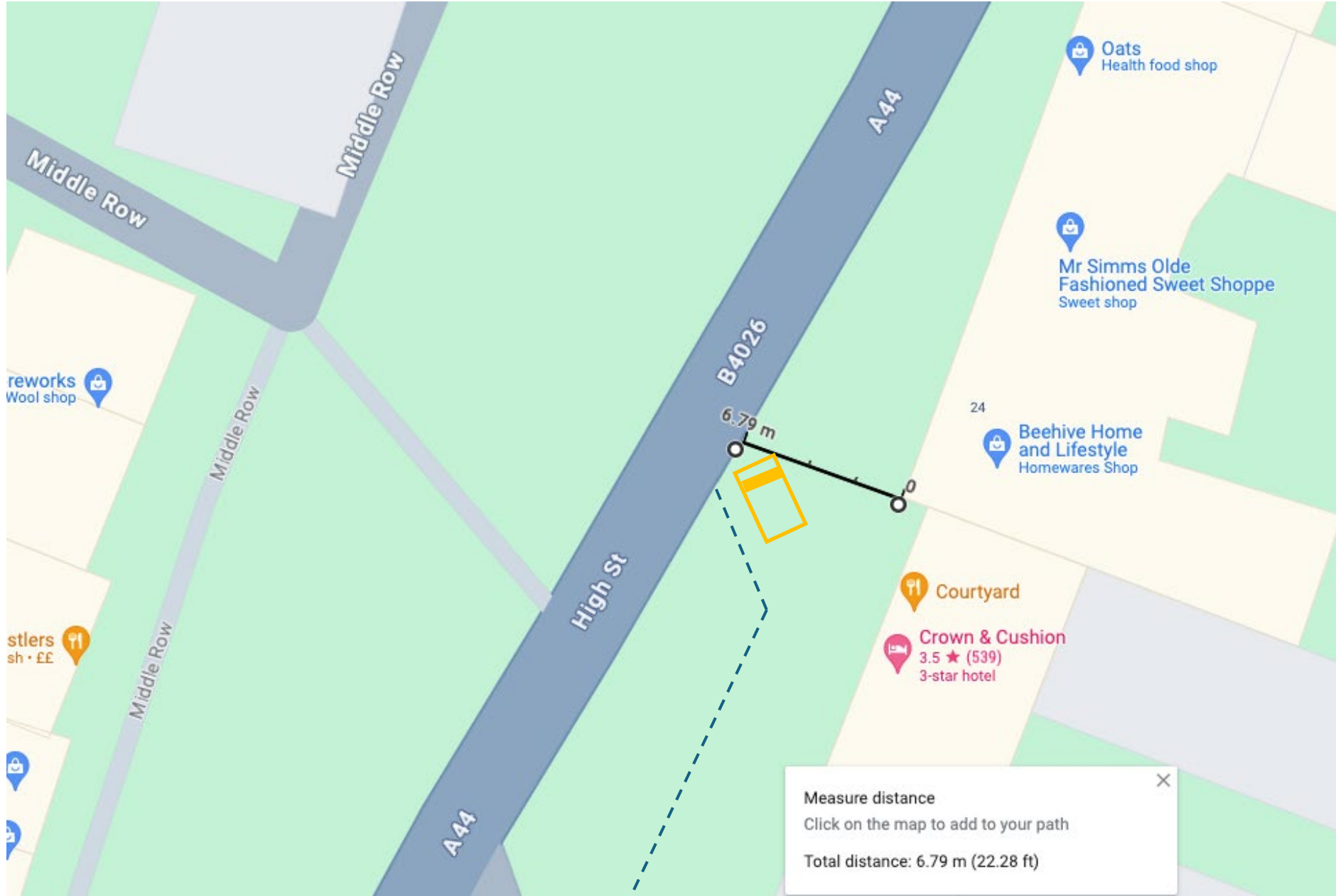
The attached location proposal outline where the filter could be sited, the size of it, and what it would look like. A unit in the proposed location would need a water tank, which is normally used as a bench, and therefore has a larger footprint than the filters without a water tank.

It is important to note that once the Council have consulted, and then agree to go ahead with the proposal, three quotes would be required for consideration (if possible) in line with the financial regulations.

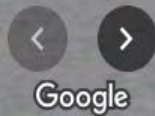
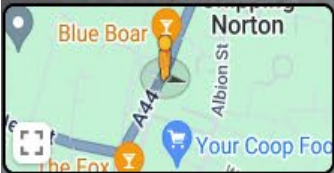
Recommendation:

- a. That the Committee consider the report and whether to approve starting the consultation process and if agreed;
- b. The scope of the consultation (i.e the area to consult) and how this will be communication. Letters through doors is likely to be the most effective way of ensuring those who need to receive the information are made aware of it.

Chipping Norton Moss Filter Location proposal 29/02/24



← 24 High St
Chipping Norton, England
Google Street View
Aug 2023 See more dates



Chipping Norton Moss Filter
Location proposal 29/02/24

Chipping Norton Moss Filter Location proposal 29/02/24



Vision Zero Road Safety Draft Strategy Consultation

Road collisions and injuries are on the increase across Oxfordshire, and we want to improve road safety for all road users across the county. We want to hear your views on the Draft Vision Zero Road Safety Strategy, a clear, long-term ambition for improving road safety in Oxfordshire.

The Vision Zero safe system approach has a simple premise - no human being should be killed or seriously injured as the result of a road collision; whichever mode of road transport you are using.

By adopting a Vision Zero approach we aim to ensure that our need to travel does not compromise the well-being of ourselves or others. Our commitment to Vision Zero was confirmed by the County Council's Cabinet on 21 June 2022. At this meeting we outlined Oxfordshire's Vision Zero target of zero road fatalities and serious incidents by 2050.

Road safety is a collective responsibility that involves all of us, and our Vision Zero Strategy provides a framework by which we can achieve our road safety ambitions, as well as involve residents and partners going forward. Share your feedback on our draft Vision Zero strategy.

Have your say

We want to know what you think of our Vision Zero Strategy and how we are planning to achieve our Vision Zero Targets. Your feedback will help us to understand if the strategy needs to change before it is finalised later this year.

Please read the draft strategy attached to this report.

CONSULTATION SURVEY:

Section 1

Vision Zero Strategy

The Draft Vision Zero Strategy provides a framework by which we can achieve our road safety ambitions, as well as involve residents and partners going forward.

- Do you support the council adopting a Vision Zero Strategy?

Yes	Partly	No	I don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- If not yes, please tell us why you gave that answer

Section 2

The Safe System approach.

Vision Zero is a Safe System approach, which sets out five key areas or 'aspects' of road safety. They are:

- Safe Roads and Roadside: Designing roads and streets that are safe and with features such as clear signage, safe crossings and segregation of cyclists and vehicles where possible.
- Safe Vehicles: Encouraging the use of vehicles with advanced safety features, such as automatic emergency braking systems and lane departure warnings, as well as adherence to vehicle safety standards, i.e.: for HGVs and second-hand cars.
- Safe Speeds: Reducing vehicle speeds to levels that are safe for all road users, such as pedestrians, cyclists, equestrians, motorcyclists, and motorists, and ensuring road users travel at the safe speed for the road conditions.
- Safe Users: Promoting safe behaviours from all road users through education, enforcement, and community outreach.
- Post Collision Response: Ensuring a holistic Post Collision Response that prioritises scene safety and stabilisation, from the initial first aid, all the way through to collision analysis and reviews, learning from investigations, and effective post collision care.

Together, the five key aspects provide a framework to achieving zero road fatalities and serious injuries.

- Do you think that these are the right key aspects for Vision Zero to focus on?

Yes	Partly	No	I don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- If not yes, please tell us why you gave that answer

Section 3

Safe Roads and Roadside: Designing roads and streets that are safe and with features such as clear signage, safe crossings and segregation of cyclists and vehicles where possible.

- Please share your comments on the 'Safe Roads and Roadside' aspect

Safe Vehicles: Encouraging the use of vehicles with advanced safety features, such as automatic emergency braking systems and lane departure warnings, as well as adherence to vehicle safety standards, i.e.: for HGVs and second-hand cars.

- Please share your comments on the 'Safe Vehicles' aspect

Safe Speeds: Reducing vehicle speeds to levels that are safe for all road users, such as pedestrians, cyclists, equestrians, motorcyclists, and motorists, and ensuring road users travel at the safe speed for the road conditions.

- Please share your comments on the 'Safe Speeds' aspect

Safe Users: Promoting safe behaviours from all road users through education, enforcement, and community outreach.

- Please share your comments on the 'Safe Users' aspect

Post Collision Response: Ensuring a holistic Post Collision Response that prioritises scene safety and stabilisation, from the initial first aid, all the way through to collision analysis and reviews, learning from investigations, and effective post collision care.

- Please share your comments on the 'Post Collision Response' aspect

- Is there anything else you would like to tell us about the key safe system aspects?

Section 4

Headline Targets

To ensure we are delivering our vision zero road safety aims, we have identified two Vision Zero targets. These will be measured against our 2022 road collision fatalities and serious injuries figures

Target 1:

- By 2030 there will be a 50% reduction in fatalities and serious injuries from road collisions in Oxfordshire

Target 2:

- By 2050 there will be zero fatalities and serious injuries from road collisions in Oxfordshire
- Do you think these are the right targets for the Vision Zero strategy?

Yes	Partly	No	I don't know
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

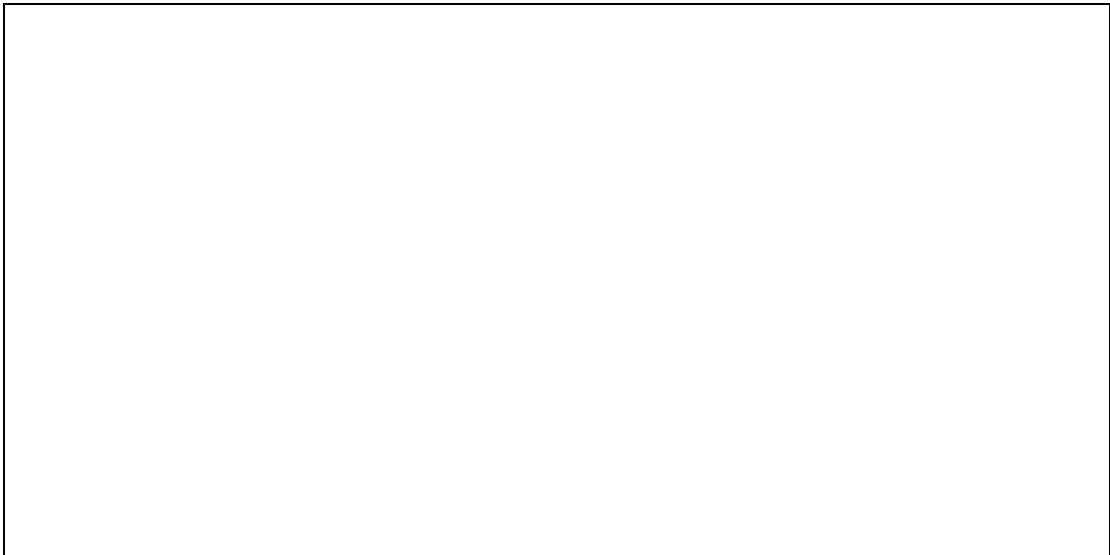
- If not yes, please tell us why you gave that answer

- Is there anything else you would like to tell us about the targets?

Section 5

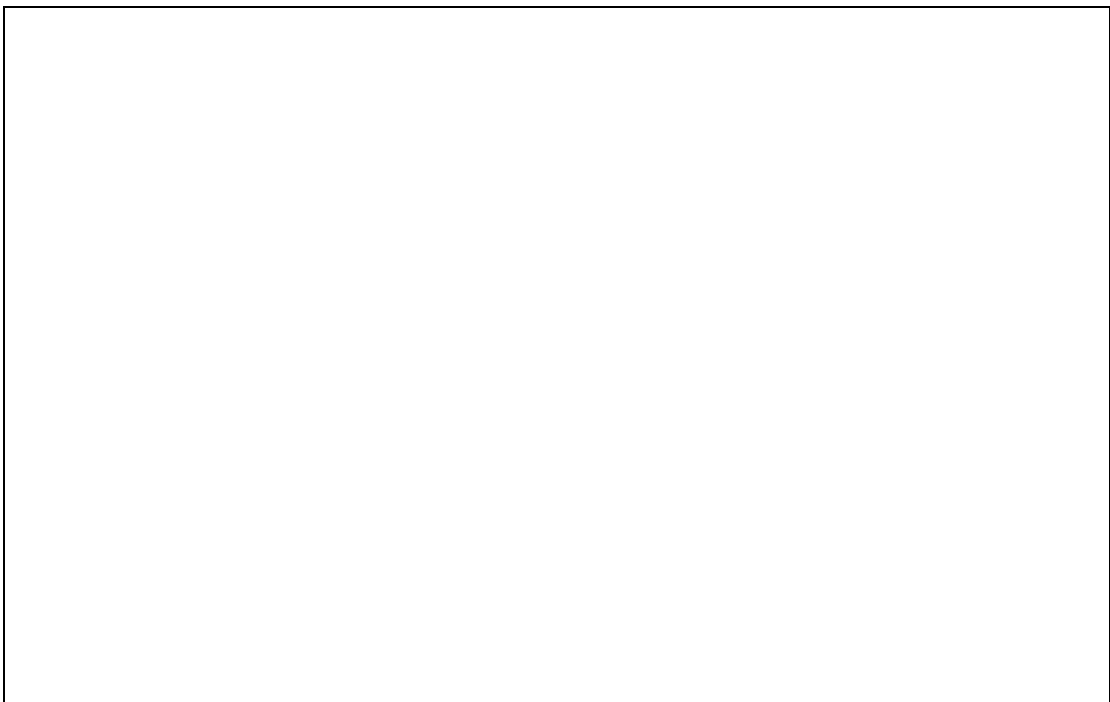
The action plan shows what we will do to deliver the strategy. It is a living document so it will be updated as actions are delivered, as well as when there are new priorities and outcomes. An annual review will also update on achievements and completed actions within that year.

- Is there anything you would like to tell us about the action plan?



Section 6

- Is there anything else you would like to tell us about the Vision Zero draft strategy?



This page is intentionally left blank

Agenda item 11 – Name of new apartment building

The following request has been received from Cottsway Housing:

As you may be aware we will shortly be looking to redevelop Bliss, Brassey and Wilkin's house on Hailey Avenue in Chipping Norton. As part of the redevelopment we will need to give the new apartment building a name and I wanted to know if the Town Council would be interested in putting forward some suggestions.

We are keen to progress the naming with WODC so that the postal addresses and meter numbers can be finalised. We would therefore need suggestions within the next couple of weeks if this is something you would like to do.

WODC have a policy and guidance on street and apartment naming which can be found here:

<https://www.westoxon.gov.uk/media/xqjdzzfx/street-naming-and-numbering-policy-2023-to-2024.pdf>

The relevant sections of this are:

Guidelines for naming blocks of flats, buildings or terrace names

- Where possible blocks of flats and buildings will be given a name and addressed off of an existing road. The developer can propose a name for consideration.
- The criteria for a building name should follow the same guidelines as a new street name.
- The proposals will be sent to the Town or Parish Council for comment. This also applies for Terrace names.
- All named blocks should end with one of the following suffixes, appropriate to type of layout:
 - Court For flats and other residential buildings
 - House Residential blocks or office
 - Mansion Other residential buildings
 - Tower High residential or office blocks (five or more floors)

Street naming guidelines

Where developments take place which incorporate the building of new access roads, the names for these roads must be approved by the Local Authority. The selection of new street names is a matter which requires careful consideration to ensure that they are suitable for the area and will not conflict with or duplicate any existing names within the same locality.

- New street names should try to avoid duplicating any similar name already in use in the town/village or in the same postcode area. A variation in the terminal word, for example, "street", "road", "avenue", will not be accepted as a sufficient reason to duplicate a name. (For example a request for "Park Road, Park Avenue and Park Gate Drive in the same area). This is not allowed as it can have a detrimental effect in an emergency situation.
- We will avoid having two phonetically similar names within the postal area, for example Churchill Road and Birch Hill Road.
- Street names should not be difficult to pronounce or awkward to spell.

- Where possible, names should reflect the history of the site or acknowledge the geography of the area.
- The Council reserves the right not to adopt any unofficial marketing titles used by Developers in the sale of new properties, unless these have been officially proposed and approved. To avoid confusion / problems we will look to work with / encourage Developers to engage with the Council's Street Naming and Numbering Team at the earliest opportunity so that marketing titles can be created which will eventually reflect the official naming scheme.
- Street names that may be considered or construed as obscene which would contravene any aspect of the council's equal opportunities policies will not be acceptable.
- Street names that may be open to re-interpretation by graffiti or shortening of the name should be avoided.
- Any street name that promotes a company, service or product may not be allowed. Names based on a developers trading name are seen as advertising and are not acceptable. An exception to this may be made for a company that no longer exists, if used solely in a historical context and the claim of advertising cannot be made.
- Streets should not be named after living individuals .

Recommendation:

- a. That the Committee consider submitting suggestions for a name for the new apartment building on Hailey Avenue.