



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

TOWN CLERK: Luci Ashbourne

16th July 2024

SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

VENUE: Lower Hall, Chipping Norton Town Hall

DATE: Monday 22nd July 2024

TIME: 6:30pm

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

Luci Ashbourne
Town Clerk

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 for absence.

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 annual Council Meeting held on 10th June 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. West Oxfordshire District Councillors update

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

6. Oxfordshire County Councillors update

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

7. East Chipping Norton development

To receive an update on the status of the East Chipping Norton Development.

8. Civic announcements

To receive a report from The Mayor on Civic engagement and activities.

9. Reports from representatives of outside bodies

To receive an update from members who sit on outside bodies.

10. Minutes and reports from Committees

To note the draft minutes and any related recommendations of the following committee and sub-committee meetings:

- a. Community Committee, 17th June 2024
- b. Traffic Advisory Sub-Committee, 27th June 2024
- c. Strategic Planning Committee, 1st July 2024
- d. Finance and Resources Committee, 8th July 2024
- e. Cycling Action Group, 15th July 2024

11. Correspondence

To receive any correspondence for Council to note or respond to.

12. Council Action Plan

To receive and review the Council Action Plan which has been updated following committee action plan reviews.

13. The Oxfordshire Garden Tree Giveaway

To receive and consider a request for a financial contribution to the Oxfordshire Garden Tree Giveaway organised by the International Tree Foundation.

14. Planning Applications

To receive a schedule of planning applications from West Oxfordshire District Council.

15. Policies.

To receive and adopt the following policies as reviewed and recommended by the Finance and Resources Committee:

- a. Public Participation Policy.

16. 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 17.

17. Facilities and Estates

To receive a confidential report from the Town Clerk and agree next steps.

18. Date of the next meeting – Monday 7th October 2024



Minutes of a Full Council meeting held on the 10th June 2024, at 6:30pm in the Lower Hall, Chipping Norton Town Hall

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

ALSO PRESENT:

Cllr Geoff Saul, OCC and WODC

Luci Ashbourne, Town Clerk & CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Ali Packer, Responsible Finance Officer

Heidi Davies, Admin and Customer Services Assistant

Paolo Oliveri, General Maintenance Operative

12 members of the public

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| FC27 | Apologies for absence Apologies were received from Cllr Emily Weaver, Rizvana Poole (WODC) |
| FC28 | Declaration of interests None received |
| FC29 | Minutes RESOLVED: That subject to the following amendment the minutes of the Annual Council Meeting held on the 13 th May 2024 were signed by the Chair as an accurate record. P3 – Strategic Planning Committee (Cllr Sharon Wheaton to be added) |
| FC30 | Public Participation <ul style="list-style-type: none">David Hearnshaw – Skatepark<ul style="list-style-type: none">A resident raised concerns about the costs and the proposed location of the skatepark at New St play area. Believes that the skatepark at Moreton-In-Marsh is underused and should be consulted. Traffic on the A44 is heavy and he queried if a road crossing is planned. Queried if approval had been granted from Field Reeves for the use of the land.<ul style="list-style-type: none">In response the Town Clerk clarified that £35,000 is being spent by the Town Council but the rest of the funding would come from S106 Funding set out for skateparks and grant funding and would not pose a tax burden on Chipping Norton residents.Skateboard GB have advised the Town Council about underused skateparks and stressed that this is why early and thorough community consultation and an appropriate site is required to determine community needs and future use.Field Reeves have been consulted about the skatepark and are in support of the use of the land. |



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| | <ul style="list-style-type: none"> ▪ Cllr Coleman noted that several meetings with OCC have taken place regarding road safety, but that the skatepark progress should not be hindered due to the slow progress with OCC. • Nick Jones – Skatepark Users Group <ul style="list-style-type: none"> ○ A parent of a young person who initially requested the skatepark came to speak in support of the project. He noted overwhelming interest from young people, 500 people responded to the community survey that they launched to prove that there is a need and desire for a skatepark in Chipping Norton. <ul style="list-style-type: none"> ▪ The Town Clerk reported that there was a popup skatepark put up, and it was very well engaged with – over 500 adults and children used it on the two occasions. ▪ Cllr Graves noted that she is a long serving Cllr and has been part of the skatepark discussions for many years – noted that several other sites had been scoped but discounted due to various reasons (eg. Too far out of town, too sheltered and would encourage anti-social behaviour, etc.) ▪ Cllr Rowe noted that he was extremely impressed by the articulate presentation by the young people at the Full Council meeting last year. • Glynn Pearman – Heythrop Hunt <ul style="list-style-type: none"> ○ He understands that a previous resident came to speak to Council against the Heythrop Hunt and gave an impassioned speech in favour of tolerance and retaining traditional events in Chipping Norton. |
| FC31 | <p>West Oxfordshire District Councillors update</p> <p>Members received an update from Chipping Norton's Ward Councillors sitting on WODC.</p> <p>Cllr Walker is now Chair of Planning at WODC.</p> <p>Cllr Saul is proposing to the Executive to complete an overhaul of CCTV in the district. If approved, that would mean 5 new cameras for Chipping Norton. Cllr Saul noted that Chipping Norton's data would feed into a hub in Abingdon.</p> <p>Cllr Saul reported that WODC had a meeting regarding Tank Farm / East Chipping Norton Strategic Development Area to produce a comprehensive development plan in a proactive manner.</p> |
| FC32 | <p>Oxfordshire County Councillors update</p> <p>Members received an update from Chipping Norton's Ward Councillors sitting on OCC.</p> <p>Cllr Saul said that the HGV Windrush Valley study is ongoing, the next step is assigning 36 sites for data collection, two sites in Chipping Norton (High St and West St).</p> |
| FC33 | <p>East Chipping Norton Development</p> <p>No updates received</p> |



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| FC34 | <p>Civic Announcements</p> <p>Members received an update from the Town Mayor Sandra Coleman about civic engagement and activities.</p> <p>Cllr Coleman noted correspondence regarding health and safety concerns about the Heythrop Boxing Day Hunt.</p> <p>Cllrs Walker and Festa requested that correspondence be signed in future.</p> <p>Cllr Akers thanked the staff for their hard work on the second Chipping Norton Pride event and members for attending the D-Day Memorial Service at the War Memorial.</p> <p>The Branch opening day is the 17th June and all members were welcome to join.</p> |
| FC35 | <p>Reports from representatives of outside bodies</p> <p>Members received an update from members who sit on outside bodies.</p> <p>Cllr Wheaton provided a written report as the official liaison with Thames Valley Police. If there is anything that Cllrs wish to report back to TVP please do get in contact directly with her to pass on.</p> <p>Cllr Akers thanked Cllr Wheaton for her work with TVP, as communication with small retailers has raised concerns with theft and shoplifting in town.</p> <p>Cllr Coleman noted that the Chipping Norton Town Mayor is a Trustee Ex-Officio of the Chipping Norton School Educational Trust Fund.</p> |
| FC36 | <p>To receive the accounts and balance sheet for 2023-24</p> <p>Members received the accounts for year ending 31st March 2023.</p> <p>Cllr Finney as Chair of Finance and Resources Committee had no further comments to make and agreed the accounts were as expected.</p> |
| FC37 | <p>To receive the internal audit reports for 2023-24</p> <p>Members received and noted a report from the internal auditor, which did not raise any .</p> <p>Members thanked the Council's Responsible Finance Officer for her hard work.</p> |
| FC38 | <p>AGAR Section 1 – Governance Statements</p> <p>Members approved the AGAR Section one Governance Statement.</p> <p>Cllr Finney proposed to approve the AGAR Section One Governance Statement, seconded by Cllr Rickard. All in favour, motion carried.</p> <p>RESOLVED: That the Council approves the AGAR Section One Governance Statement. The statement was signed by the Town Clerk and the Mayor.</p> |
| FC39 | <p>AGAR Section 2 – Accounting Statements</p> <p>Members approved the AGAR Section One Accounting Statements.</p> <p>Cllr Graves proposed to approve the AGAR Section One Accounting Statements, seconded by Cllr Finney. All in favour, motion carried.</p> <p>RESOLVED: That the Council approves the AGAR Section One Accounting Statements. The statements were signed by the Responsible Finance Officer and the Mayor.</p> |
| FC40 | Notice of public rights and the publication of the AGAR |



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| | The Council noted the issue of the Notice of Public Rights and the Publication of the Annual Governance and Accountability Return. |
| FC41 | <p>Cemetery</p> <p>Members received a request for a double-width memorial (6ft wide) in Worcester Rd Cemetery, which exceeds the regulations which state a maximum width of 2ft. The Deputy Clerk noted that a previous memorial of the same width had previously been approved in the cemetery, but that the width had caused issues with encroachment into surrounding plots.</p> <p>The Deputy Clerk suggested that the double width memorial is only approved with amendment to a maximum 4ft in width.</p> <p>Cllr Finney proposed that the double-width memorial is approved with an amended 4ft width, seconded by Cllr Walker. All in favour, motion carried.</p> <p>RESOLVED: That the memorial application approved with a revised 4ft width and that a formal letter is sent to the memorial stonemasons with the reasons behind the decision.</p> |
| FC42 | <p>The Safety Bill</p> <p>Members received a request for the Council to support a campaign to improve the safety of lithium batteries and their disposal.</p> <p>Cllr Akers proposed to support the campaign and add Chipping Norton Town Council's name to the bill, seconded by Cllr Bibby. All in favour, motion carried.</p> <p>RESOLVED: That the Council supports the campaign to improve the safety of lithium batteries and their disposal.</p> |
| FC43 | <p>Planning Applications</p> <ol style="list-style-type: none"> <p>APPLICATION NO: 24/00937/FUL</p> <p>PROPOSAL: Replacement windows</p> <p>LOCATION: 2 New Street, Chipping Norton, Oxfordshire</p> <p><i>Neutral, no comment.</i></p> <p>APPLICATION NO: 24/01098/FUL</p> <p>PROPOSAL: Alterations to raise roof height, installation of photovoltaic roof panels and new roof lights.</p> <p>LOCATION: Travis Perkins Trading Company LTD, Station Yard Industrial Estate, Station Road, Chipping Norton, Oxfordshire</p> <p><i>Support, Chipping Norton Town Council is supportive of this application and encourages proposals which include sustainable energy provision within the town. While Cllrs acknowledge that this building lies within the Chipping Norton Conservation area, they do not think that the proposal will materially affect the character of the surrounding area as it already lies within an industrial estate.</i></p> <p>APPLICATION NO: 24/01088/FUL</p> <p>PROPOSAL: Conversion of roof space above 1st floor flat, including insertion of</p> |



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rear dormer, to create 1 bedroom with en-suite and office space.

LOCATION: 25 Finsbury Place, Chipping Norton, Oxfordshire

Neutral, no comment.

4. **APPLICATION NO:** [24/01145/HHD](#)

PROPOSAL: Conversion of existing single garage into home studio and erection of 1.8m high timber fence with pedestrian access gate across driveway (part retrospective).

LOCATION: 8 Philips Drive, Chipping Norton, Oxfordshire

Neutral, no comment.

5. **APPLICATION NO:** [24/01135/HHD](#)

PROPOSAL: Erection of single storey rear extension

LOCATION: 38 Over Norton Road, Chipping Norton, Oxfordshire

Neutral, no comment.

6. **APPLICATION NO:** [24/01237/S73](#)

PROPOSAL: Variation of condition 11 of permission [10/1819/P/FP](#) to allow change from natural stone to rendered blockwork.

LOCATION: 2 Bell Yard, 56 West Street, Chipping Norton, Oxfordshire

Objection, Chipping Norton Town Council raised concerns about the proposal for rendered blockwork in an exposed area which would need constant maintenance. Cllrs agreed with the neighbour who objected to the application and would support rebuilding the wall using Bradstone, which would be more in keeping with the surrounding area.

7. **APPLICATION NO:** [24/01315/HHD](#)

PROPOSAL: Erection of single-storey front extension, first floor side extension, and conversion of garage into residential living space.

LOCATION: 40 Insall Road, Chipping Norton, Oxfordshire

Neutral, no comment.

8. **APPLICATION NO:** [24/01269/S73](#)

PROPOSAL: Variation of conditions 2 and 3 of Planning Permission [20/01933/FUL](#) to allow for alterations to the fenestration, roof and design and changes to the approved roof materials.

LOCATION: (Former) Police Station, Banbury Road, Chipping Norton, Oxfordshire

Support, no comment.

9. **APPLICATION NO:** [24/01274/FUL](#)

PROPOSAL: Construction of new vehicular access off A44 for new water booster



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| | <p>station.</p> <p>LOCATION: Southcombe, Chipping Norton</p> <p><i>Support, Chipping Norton Town Council would like to support this application as it improves infrastructure for the town. Cllrs noted that this lies adjacent to a busy intersection and request that the road markings for the access route are clearly marked.</i></p> |
| FC44 | <p>Skatepark tender report</p> <p>Members received a report from the Town Clerk following the submission of tenders for the skatepark project for Council to select a preferred contractor.</p> <p>Members discussed significant variances between the quotes received from the three contractors, noting that the contractors have quoted a significant difference in materials costs (concrete and steel, etc.)</p> <p>Cllr Akers proposed to choose Contractor C, seconded by Cllr Bibby. Cllrs Keyser and Finney abstained from voting. All voting members in favour. Motion carried.</p> <p>RESOLVED: That Maverick Industries is chosen as the preferred skatepark contractor with a budget of £250,000 subject to funds being obtained and planning permission granted.</p> |
| FC45 | <p>Confidential Session</p> <p>The Chair noted that the property matters will be brought to the next Full Council meeting.</p> |
| FC46 | <p>Property Matters</p> <p>The property matters were deferred to the next Full Council meeting in July 2024.</p> |
| FC47 | <p>Date of the next meeting</p> <p>Monday 22nd July 2024</p> |

The Chair closed the meeting at 8:01pm

Agenda item 8 - Mayors Report July 2024

First, I would like to remind all Councillors and residents that we will be holding our Community Awards Ceremony in September. We will use this evening to present the William Fowler Allotment prizes, and to make the following awards:

- **Mayor's Civic Award:** Recognizes an individual's outstanding service and contributions to the community
- **Young Person of the Year:** Honours a young individual under the age of 21 for exceptional achievements or contributions to society.
- **The Beacham Award for Sporting Achievement:** Celebrates significant accomplishments and excellence in sports.
- **Organisation/Group of the Year:** Acknowledges an organisation or group's remarkable impact and dedication to community service.

More details, including how to make a nomination can be found here: <https://www.chippingnorton-tc.gov.uk/community-services/chipping-norton-community-awards-2024/> **Please consider who you would like to see rewarded in this way and submit nominations by 5pm on Friday 23rd August**

Our skatepark consultation is also live here: <https://www.chippingnorton-tc.gov.uk/skatepark-consultation/>

I am very aware that the main concerns raised by residents this summer are about grass cutting and weeds. In most cases, this is the responsibility of our partners, Oxfordshire County Council as the Highways Authority. The County Council now have a policy of mowing only once a year to encourage biodiversity, but this is causing some problems at junctions and along some pavements. Whilst improving biodiversity is vital, it is important to report locations where this causes a hazard here <https://fixmystreet.oxfordshire.gov.uk/> so this can be rectified. I would like to take this opportunity to thank those Town Councillors who have trained as Super Users of the fix-my-street system, and use additional features to speed up the process of reporting problems on our roads and pavements- but any resident can make a basic report.

Mayors Diary

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| 17 th June | The Branch Community Committee | Opening Ceremony |
| 20 th June | Refugee Nation | Flag ceremony |
| 26 th June | Penhurst | Cycle relay to raise awareness of social care |
| 27 th June | Meeting with shopkeepers and local Police Traffic Advisory Committee Hedges Solicitors | Coordinated by Cllr Cahill and Cllr Whitmill |
| 29 th June | Armed Forces Day | Opening event Thank you to Cllr Akers and Cllr Ritsperis for attending this flag flying ceremony in my absence |
| 30 th June | Town Festival | Thank you speech |
| 1 st July | Mental Health Event Strategic Planning Committee | Hosted by the Branch |
| 5 th July | NHS anniversary | Flag ceremony |
| 8 th July | Finance and Resources Committee | |
| 9 th July | Welfare Charities | Trustees meeting |
| 11 th July | Cemetery walk round | |

For your diary:

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| Wednesday 21 st August | RAF ensign flag ceremony at 10am |
| Friday 20 th September | Community Awards evening |



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Minutes of a Community Committee meeting held on the 17th June 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Chair), Steve Akers (Vice-Chair), Alex Keyser, Michael Rowe, Athos Ritsperis, Jo Graves (arrived at 6:56pm)

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Heidi Davies, Admin and Customer Service Assistant

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| CC1 | Election of Chair Members received nominations for Chair of Community Committee for the municipal year 2024/25. Cllr Akers nominated Cllr Coleman, seconded by Cllr Keyser. All in favour, motion carried. RESOLVED: That Cllr Coleman is elected Chair of Community Committee for the municipal year 2024/25. |
| CC2 | Election of Vice Chair Members received nominations for Vice-Chair of Community Committee for the municipal year 2024/25. Cllr Coleman nominated Cllr Akers, seconded by Cllr Keyser. All in favour, motion carried. RESOLVED: That Cllr Akers is elected Vice-Chair of Community Committee for the municipal year 2024/25. |
| CC3 | Apologies for absence Apologies were received from Cllrs Weaver and Cahill. |
| CC4 | Declarations of interests Cllr Coleman declared that she is a member of several groups that use the Town Hall during the Music Festival – regarding minute line CC9. |
| CC5 | Minutes RESOLVED: That the minutes of the committee meeting held on the 11 th March 2024 were signed by the Chair as an accurate record. |
| CC6 | Public Participation None received |
| CC7 | Committee Action Plan review Members received the Committee Action Plan for the year 2024/25 and discussed priorities. Cllr Akers noted in relation to the play area item regarding vehicular access, that he, Cllr Coleman and the maintenance operative have met at the site and agreed that the site may not require this due to low risk and low use. The Town Clerk confirmed that this may be a health and safety compliance issue. It was agreed that advice should be sought from the Council's health and safety advisor. |

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| | <p>The Chair asked that some specification detail for painting of the external doors of the Town Hall is included in that part of the action plan.</p> <p>Cllr Ritsperis noted that he asked The Branch to share their Community plan with the Town Council and asked if the Clerk could enquire as to if that is ready.</p> |
| CC8 | <p>Town Hall</p> <p>a. Members received a report from the Facilities and Events Officer Cllr Ritsperis noted that the word capacity and suggested it might be confusing– it was agreed that the wording “current bookings of available capacity are”.</p> <p>a. <u>Heating System</u>: Members discussed making the heating system more user friendly and energy efficient, as the current system is old and difficult to use efficiently. The system has been assessed, with various options to be considered before competitive quotes are obtained. Cllrs Coleman, Akers and Keyser nominated themselves as members of the Town Hall working group. All in favour, motion carried.</p> <p>RESOLVED: That Cllrs Coleman, Akers and Keyser join the Town Hall working group, along with the Facilities and Events Officer, to assess the recommendations for the heating system works and develop a project plan.</p> <p>b. <u>Storage</u>: Members discussed the possibility of removing the radiators from under the stage. They noted that the heat from these radiators is wasted underneath the stage and that the only point of entry for storage is awkward and difficult to access. Members discussed the benefits and risks of this, and agreed that it will be beneficial to create more storage and prevent energy wasting. Cllr Keyser proposed that this be removed, Cllr Graves seconded. All in favour, motion carried.</p> <p>RESOLVED: That the radiators under the stage are removed at a cost of £800, and quotes to create front access to the stage are sought.</p> <p>c. <u>Weddings</u>: The cost for a Wedding Licence venue is £2,425 for three years. As the Facilities and Events Officer has had multiple enquiries about weddings, members discussed obtaining a wedding licence and developing a Wedding Package for the Town Hall. Cllr Akers proposed that the recommendation be approved, Cllr Ritsperis seconded. All in favour, motion carried.</p> <p>RESOLVED: That the Committee approves obtaining a wedding licence in principle, with the caveat that a review take place and report be produced before final approval and spend.</p> <p>b. Members received a report regarding the Town Hall restoration works and discussed next steps. Phase 2 of the restoration works on the Town Hall are being scoped out by Alder King, with roof works and solar panels being explored. Members discussed the risk of fire with solar panels. The</p> |

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| | <p>Town Clerk has taken advice on this and has been assured by the project manager that the risk is very low, and as with all contractors the work will be risk assessed and only highly qualified, accredited contractors used. Members also discussed the aesthetics of solar panels. The Town Clerk reassured members that the panels are designed to look like roof slates, which is one reason that the option can be considered due to planning restrictions on a listed building.</p> <p>A feasibility study is recommended to determine the formal system design, structural loading calculations, and drone survey (£2,000) to determine the suitability of solar panels on the Town Hall roof. If the Council proceeds with the installation of solar PV panels, the initial £2,000 would be deducted from the overall project cost.</p> <p>Cllr Keyser proposed that this proceeds, Cllr Ritsperis seconded. All in favour, motion carried. RESOLVED: That the Committee agrees in principle to the installation of solar PV panels and approves the initial £2,000 to be spent from the Town Hall restoration EMR.</p> <p>Cllr Akers proposed that the details are reviewed by the Town Hall working party for review, Cllr Keyser seconded. All in favour, motion carried. RESOLVED: That the Town Hall working party reviews the details following this stage and makes recommendation for next steps.</p> <p>c. Members received an update report from the youth club in the Town Hall. Members noted thanks to Transition Chipping Norton for their work on this and for sharing the report. Members discussed why a youth club is needed in the Town Hall as well as the one in Glyme Hall. It was agreed that a space in the centre of town is important to open the doors to young people that spend time in the town centre, and in order to make sure there are multiple spaces and opportunities for young people to attend.</p> |
| CC9 | <p>Events</p> <p>Members received a report from the Facilities and Events Officer about events taking place in the Town Hall and in the town. Members discussed the value of the Music Festival for the town, noted thanks to the organisers and hopes that compromise can be reached on the bookings issue raised by the Facilities and Events Officer.</p> <p>Cllr Graves asked how the Pride evening after party went – it was confirmed that there were over 120 attendees, and many people have given glowing reports to officers about the event.</p> <p>Cllr Rowe enquired about blue badge parking for Pride – it was confirmed by the Town Clerk that there was provision made for blue badges holders and that this was made clear as part of the event promotion. Cllr Akers reiterated this and asked that questions to officers from Councillors are made via direct contact with</p> |

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| | <p>them as opposed to via social media. It was agreed that Cllrs and Staff are all committed to ensuring the Council is as inclusive as possible and will continue to work together on this.</p> <p>Members discussed the 'Alternative Trophy' Award for the Town Community Awards.</p> <p>Cllr Coleman suggested that the alternative trophy could be a professional framed photo of the winner, taken at the event.</p> <p>Cllr Akers proposed this is approved, Cllr Keyser seconded.</p> <p>Cllr Graves abstained from the vote.</p> <p>All voting members in favour, motion carried.</p> <p>RESOLVED: That the 'Alternative Trophy' will take the form of a professional framed photograph as a keepsake from the event.</p> |
| CC10 | <p>Chipping Norton Firewalk</p> <p>Members received a proposal from the Witney Rotary Club regarding plans for a Chippy Firewalk to be held in Spring 2025.</p> <p>Cllr Keyser left the meeting at 8:07pm.</p> <p>Cllrs discussed the benefits and risks of this. Cllrs welcomed the event in principle, however there were some concerns about the staff time required and the need to manage the rotary club's expectations about how much time can be spent on this. Cllrs debated the request for use of the Town Hall without charge and agreed that the reason for providing subsidised use is that local people will have the opportunity to raise funds for any number of local charities and that the Town Council should invest in and support this by providing the Town Hall for the event.</p> <p>Cllr Coleman proposed that all three recommendations are approved, Cllr Akers seconded.</p> <p>All in favour, motion carried.</p> <p>RESOLVED: That the Committee agrees support for the Firewalk event and;</p> <ol style="list-style-type: none"> That fully subsidised use of the Town Hall is approved for this event; That use of a water supply is approved for this event; and That the Facilities and Events Officer supports the event by signposting to local businesses and providing support regarding road closure applications and signage. |
| CC11 | <p>Play Areas</p> <p>Members received an update from the Town Clerk, noting that the new equipment at Cotswold Crescent is being well used and the recently repaired rotator swing set seems robust on inspection and on further subsequent weekly inspections. Transition Chipping Norton has undertaken additional youth engagement at Cotswold Crescent and have even hosted the Maasai as part of an event.</p> <p>The seated spring equipment pieces at New Street Recreation Area are in the process of being repainted, and the motorbike has recently been completed and re-installed.</p> <p>Members discussed the replacement bench design at New Street Recreation Area due to the new composite plastic bench being vandalised beyond repair. Members</p> |

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| | <p>agreed that a replacement Eastgate style bench with more robust cast iron legs is ordered to replace the memorial bench, and that a budget of £1000 is allocated for the purchase and installation.</p> <p>Members delegated this matter to officers.</p> <p>Proposed by Cllr Ritsperis, seconded by Cllr Graves.</p> <p>All in favour, motion carried.</p> <p>RESOLVED: That an Eastgate style bench is ordered to replace the vandalised memorial bench and that a budget of £1000 is allocated from recreation new equipment to cover the cost of this.</p> |
| CC12 | <p>Keep Chippy Beautiful</p> <p>Members received an update from Cllr Akers who reported that the Town Council's Admin and Customer Services Assistant would be taking over this project.</p> |
| CC13 | <p>Date of the next meeting</p> <p>Monday 9th September 2024</p> |

The Chair closed the meeting at 8:27pm.

Signed as an accurate record.....

Date.....



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MINUTES OF A TRAFFIC ADVISORY SUB-COMMITTEE MEETING HELD ON THE 27TH JUNE 2024, ONLINE VIA MICROSOFT TEAMS AT 2PM

PRESENT: Cllrs Mark Walker (Chair), Tom Festa (Vice-Chair), Mark Walker, Mike Rowe, Sandra Coleman, Steve Akers

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk

Nigel Rose, Representative for Chippy News

Cllr Geoff Saul, OCC and WODC

Natalie Moore, OCC

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| CC1 | Election of Chair Members received nominations for and elect the Chair of the Traffic Advisory Sub-Committee for the municipal year 2024/25. Cllr Festa nominated Cllr Walker, seconded by Cllr Coleman. No other nominations were received. All in favour, motion carried. RESOLVED: That is Cllr Walker elected as Chair of the Traffic Advisory Sub-Committee for the municipal year 2024/25. |
| CC2 | Election of Vice-Chair Members received nominations for and elect the Vice-Chair of the Traffic Advisory Sub-Committee for the municipal year 2024/25. Cllr Akers nominated Cllr Coleman. Cllr Festa noted that Cllr Coleman has a lot of meetings to attend and that to ease pressure on her it may be better to nominate an alternative. Cllr Walker nominated Cllr Festa, seconded by Cllr Rowe. All in favour, motion carried. RESOLVED: That Cllr Festa is elected as Vice-Chair of the Traffic Advisory Sub-Committee for the municipal year 2024/25. |
| CC3 | Apologies for absence Apologies were received from Cllr Jo Graves and OCC Officer Maria Wheatley. |
| CC4 | Minutes <ol style="list-style-type: none">RESOLVED: That the Minutes from the sub-committee meeting held on the 24th April 2024 were signed as an accurate record by the Chair.Members noted the minutes of the Cycling Action Group meeting held on the 22nd April 2024. |
| CC5 | Public Participation None received |



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CC6

LCWIP

Cllr Walker thanked Natalie Moore, Odele Parsons and the OCC Transport Planner for visiting Chipping Norton to do a site visit with TAC members.

Members received an update from OCC officer Natalie Moore along with a written report outlining the progress with LCWIP. The written report outlines the 6 stages and timescales for the project.

Cllr Festa requested if the commuting side of transport in relation to the two train stations and transport to Oxford could be prioritised within the plan. Natalie Moore thanked Cllr Festa for the input and mentioned that the other LCWIP plans locally will intertwine and overlap with one another.

Natalie Moore discussed the importance of site visits and noted that multiple visits to Chipping Norton have been undertaken in recent weeks to undertake a thorough assessment of all the roads and routes. This will be taking place throughout June and July 2024.

Cllr Akers requested clarification for next steps after the LCWIP finishing in October 2024. Natalie Moore answered that the Cabinet member decision would need to approve the LCWIPs, and if approved, that would open avenues to further funding from government schemes such as the Active Travel Fund and S106 from developments in the town.

Cllr Rowe asked if disabled or people who use mobility scooters have been consulted about the LCWIP. Natalie Moore responded that they would absolutely be open to linking up with any user groups and would be very happy to collaborate. Cllr Walker proposed that Natalie Moore meet up with Cllr Rowe and a few other residents when they next visit Chipping Norton, and Natalie Moore agreed. Natalie Moore to liaise directly with Cllr Rowe.

Cllr Walker queried who sits on the LCWIP Steering Group and if Chipping Norton should be involved. Natalie Moore mentioned that the Steering Groups comprise of OCC Officers, TC Cllrs, interested residents and user groups that can feed back to a wider audience if required. For Natalie Moore to provide guidance on the composition of this group and the next meeting dates.

Natalie Moore gave an update about the New St/West St junction. Consultants Pell Frischmann have been appointed and have conducted a site visit on the 18th June. The final options appraisal report should be finished by the end of October 2024, with engagement with stakeholders following in November 2024. For Natalie Moore to provide a sketch update of possible options at the next TAC meeting. Natalie Moore to contact Pell Frischmann's project manager to ask how the town council can provide information and local knowledge for the potential crossing.

Cllr Coleman noted that many residents and TC Officers has raised many FixMyStreet reports for overgrowth on pedestrian pathways and has asked for an



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| | <p>update. Natalie Moore reported that there has been an internal restructure and will look into the direct person to contact about this.</p> <p>Natalie Moore left the meeting at 2:55pm.</p> |
| CC7 | <p>County Officer's Report</p> <p>No written reports were received.</p> |
| CC8 | <p>District Officer's Report</p> <p>No written reports were received.</p> |
| CC9 | <p>Update from Cllr Saul on OCC Highways matters including the HGV working group</p> <p>Members received a progress report from Cllr Saul about the Windrush Valley HGV Steering Group. The Officers are now receiving tenders for automatic number plate recognition to see where vehicles are coming from and what make/model are represented.</p> <p>Cllr Festa noted that Chipping Norton is right on the edge of the study area, and that traffic going through to Banbury would not be counted. Cllr Saul noted that this wasn't part of the study but that traffic would be counted coming through Chipping Norton.</p> |
| CC10 | <p>Cycling</p> <p>Members received an update on cycling related matters from Cllr Festa. The Rusty Rider monthly events are taking place routinely and are well-attended. Cllr Festa has noted that Chipping Norton has been attracting more and more cyclists. The cycling safety signs provided by OCC have been placed around the town.</p> <p>CycleOx route mapping for Chipping Norton has been completed and has been sent to OCC to coordinate with the LCWIP plan.</p> |
| CC11 | <p>Pedestrian and Road Safety</p> <p>Cllr Walker mentioned the Air Quality Action Plan has now been approved and needs to be signed off and approved by the Executive.</p> <p>Cllr Coleman raised that there was a problem with the bus stop being closed during works at the Old Post Office, with no notice placed on the bus stop with re-routing information put up. Cllr Saul reported that information should have been relayed from the bus company and OCC.</p> <p>Deputy Clerk to notify the OCC Transport Officer Dave Harris.</p> <p>Nigel Rose reported that a resident has raised a problem with the 801 bus stops in Chipping Norton. The bus will stop on New Street and the issue has now been resolved.</p> <p>Cllr Akers queried if anything is being done for Road Safety Week. Cllr Walker noted that with other commitments it is difficult to fully commit to work with the</p> |



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| | schools and other bodies to ensure that this event is done justice. Brake Charity produces good resources for road safety and young children. Cllr Akers volunteered to lead on the event. Cllr Walker, Akers, and Festa agreed to convene an informal meeting about the event. |
| CC12 | Parking No updates received. |
| CC13 | Date of the next meeting Thursday 3 rd October 2024, 2pm via TEAMS. |

The Chair closed the meeting at 3:40pm.



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MINUTES OF A STRATEGIC PLANNING COMMITTEE MEETING HELD ON THE 1ST JULY 2024 AT 6:30PM IN THE COUNCIL CHAMBER, CHIPPING NORTON TOWN HALL

PRESENT: Cllrs Mike Cahill, Sandra Coleman, Ian Finney, Mike Rowe, Dom Rickard, Alex Keyser

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Paolo Oliveri, General Maintenance Operative

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| SPC1 | Election of Chair Members received nominations for and elect the Chair of the Strategic Planning Committee for the municipal year 2024/25. Cllr Finney nominated Cllr Cahill, seconded by Cllr Keyser. All in favour, motion carried. RESOLVED: That Cllr Cahill is elected Chair of the Strategic Planning Committee for the municipal year 2024/25. |
| SPC2 | Election of Vice-Chair Members received nominations for and elect the Vice-Chair of the Strategic Planning Committee for the municipal year 2024/25. Cllr Cahill nominated Cllr Rickard, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That Cllr Rickard is elected Vice-Chair of the Strategic Planning Committee for the municipal year 2024/25. |
| SPC3 | Apologies for absence Apologies were received from Cllrs Jo Graves, Sharon Wheaton, Tom Festa and Mark Walker |
| SPC4 | Declaration of interests None received |
| SPC5 | Minutes <ol style="list-style-type: none">RESOLVED: That the minutes of the Committee meeting held on the 18th March 2024 were signed and approved by the Chair as an accurate record.Members noted the minutes of the Traffic Advisory Sub-committee held on 27th June 2024.Members noted the minutes of the Cycling Action Group held on 22nd April 2024. |
| SPC6 | Public Participation None received |
| SPC7 | Committee action plan Members received the committee action plan for the municipal year 2024-25. Members discussed discontinuing the Cemetery Clean Up day from the Committee Action Plan due to the lack of volunteer response and noted that it is poorly attended. Cllr Coleman noted that the one action that the Clean Up day covers that the Grounds Maintenance Contractors do |



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| | <p>not undertake is cleaning the Colonnade. The Town Clerk reported that this is in the Grounds Maintenance Contract and would follow up with them to ensure this is done.</p> <p>The Town Clerk reported that the following items have also been added to the Committee Action Plan:</p> <ul style="list-style-type: none"> - CCTV - Town Centre flower beds - Town Centre business liaison <p>Cllr Cahill reported that another retailers and police meeting has taken place, and now a good dialogue is taking place between the two. The TVP Police Sergeant has agreed to lend some handheld radios so that the retailers can communicate with one another.</p> |
| SPC8 | <p>East Chipping Norton Development</p> <p>No updates received</p> |
| SPC9 | <p>Cemetery</p> <p>Members received a report from the Deputy Clerk.</p> <ul style="list-style-type: none"> • Members discussed the request from a resident regarding installing a water butt at the top of the cemetery, and tree works to remove lower branches of the sycamore tree. The Maintenance Operative suggested extending the Bier Shed roof to collect water. Cllrs Coleman and Keyser agreed to complete a cemetery walk-around with the Deputy Clerk in the following weeks. RESOLVED: For Cllr Coleman and Keyser to complete a cemetery walk-around with the Deputy Clerk to determine the feasibility of installing a water butt and lifting the branches of the sycamore tree. • Members discussed the complaint received from a resident regarding paying two lots of fees for two adjacent ashes plots at Worcester Road Cemetery. The resident was concerned that the fees charged at Worcester Road Cemetery were a money-making exercise for the Council. RESOLVED: For the Deputy Clerk to compose a letter in response to the resident's complaint acknowledging the emotional aspect of paying for cemetery fees during an emotional time, but that the Worcester Road Cemetery operates at a loss as a necessary community service and does not make a profit for the Council. • Members discussed the recent complaints from residents regarding the grounds maintenance contractors work at the cemetery. Members noted the complaints raised and the following site meeting which took place at the cemetery with the Town Clerk, CNTC's Grounds Maintenance Operative (GMO), and Grounds Maintenance Contractors (GMC). The Town Clerk reported that the meeting was productive and that moving forward, the GMC will communicate the dates they will be on site so CNTC's GMO will be on hand to oversee the work and help with the Ashes section. • Members discussed the recently felled sycamore trees at the Closed Churchyard, and the proposal to turn the branches into benches. Members agreed that creating benches from the sycamore branches was a good idea but noted that there is adequate seating in the closed churchyard. Cllr Coleman suggested that the benches are put down Pool |



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| | <p>Meadow.</p> <p>Members agreed to seek a quote from the local carpenter to make benches to be installed at Pool Meadow.</p> |
| SPC10 | <p>Living Moss Filter</p> <p>Members received a report regarding the installation of a living moss filter in Chipping Norton and discussed next steps.</p> <p>The Town Clerk gave a verbal report following the in-person consultation of local shops and written surveys. Cllr Keyser proposed two alternate locations along Horse Fair Street in Chipping Norton. The Town Clerk noted that the only potential issue is that there is a need for a water and power supply for whichever location is chosen.</p> <p>The Town Clerk will follow up with the Highways Officer to propose the alternative locations and seek their opinion.</p> |
| SPC11 | <p>Rusty Riders Initiative</p> <p>Members received an update from the Town Clerk. The next session is due to take place on the 6th July, and so far all sessions have been very well attended.</p> |
| SPC12 | <p>CCTV upgrade and monitoring</p> <p>Members received information from West Oxfordshire District Council regarding CCTV for Chipping Norton and discussed next steps.</p> <p>Cllr Coleman proposed that the Council supports the new funding formula in principle and the contribution for CCTV monitoring, seconded by Cllr Finney.</p> <p>RESOLVED: That the Council agrees -</p> <ol style="list-style-type: none"> 1. That the committee supports the new local funding formula in principle and; 2. That the committee include a budget line for CCTV monitoring contribution from 2025-26 is agreed for the amount of £2,347. <p>Members noted that there is a shortfall in WODC's budget for the capital investment for the installation of cameras, and that they are requesting that Town Councils cover some of this shortfall.</p> <p>Cllrs queried if more cameras would mean less police presence within the town. Cllr Cahill reported that from his conversations with TVP, CCTV would only comprise a small part of the overall policing strategy for Chipping Norton. The Town Clerk reported that the contribution requested is much less than what they were originally asking for from the Town Council.</p> <p>Cllr Cahill proposed to pay £5,500 towards costs, seconded by Cllr Coleman. This proposal will be sent to Full Council to be approved.</p> <p>All in favour, motion carried.</p> <p>RESOLVED: That the committee sends a recommendation to Full Council regarding the request from WODC for a contribution towards the shortfall in installation costs, and that the £5,500 is taken from the Council's general reserves.</p> |
| SPC13 | <p>Planning Applications</p> <p>APPLICATION NO: 24/01380/LBC</p> <p>PROPOSAL: Erection of wall mounted hanging sign and erection of new fascia fixed flat signage in position of old removed signage Planning (Listed Building and Conservation Areas) Act</p> <p>APPLICATION NO: 23/02874/LBC</p> |



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| | <p>PROPOSAL: Internal works including adjustments of non-original timber partition walls, reconfiguration and redecoration and amendments to electrics, heating and ventilation Planning (Listed Building and Conservation Areas) Act</p> <p>LOCATION: 22A High Street Chipping Norton Oxfordshire</p> <p>No objection, no comment.</p> |
| SPC14 | <p>Date of next meeting Monday 16th September 2024</p> |

The Chair closed the meeting at 7:34pm



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Minutes of a Finance & Resources Committee meeting held on the 8th July 2024, at 6:30pm in the Council Chamber

PRESENT: Cllrs (Chair), Emily Weaver, Ian Finney, Mike Cahill, Dom Rickard, Sandra Coleman, Athos Ritsperis

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Ali Packer, Responsible Finance Officer

1 member of the public

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| FR 1 | Election of Chair Members received nominations for the position of Chair of the Finance and Resources Committee for the municipal year 2024/2025. Cllr Coleman nominated Cllr Finney, seconded by Cllr Cahill. All in favour, motion carried. RESOLVED: That Cllr Finney is elected Chair of the Finance and Resources Committee for the municipal year 2024/25. |
| FR 2 | Election of Vice-Chair Members received nominations for the position of Vice-Chair of the Finance and Resources Committee for the municipal year 2024/2025. Cllr Finney nominated Cllr Cahill, seconded by Cllr Ritsperis. All in favour, motion carried. RESOLVED: That Cllr Cahill is elected Vice-Chair of the Finance and Resources Committee for the municipal year 2024/25. |
| FR 3 | Apologies for absence Apologies were received from Cllr Ben Bibby. |
| FR 4 | Declaration of interests Cllr Finney declared an interest as a member of St Mary's. Cllr Ritsperis as well. Cllr Coleman declared an interest as an employee of St Mary's Church. Cllr Coleman is a Trustee of Chipping Norton Community Church which runs the Community Suppers. Geoff Coleman is on the Board of Trustees of Transition Chipping Norton. Cllr Coleman's daughter is in the Scouts and uses the Scouts hut. |
| FR 5 | Minutes RESOLVED: That subject to the following amendments below that the Chair signed and approved the minutes of the meeting held on the 25 th March 2024 as an accurate record. P3 – "further information will follow" P3 – FR74 remove "the cost of" |
| FR 6 | Public Participation None received |



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| FR 7 | <p>Committee action plan</p> <p>Members reviewed the committee action plan for the upcoming municipal year 2024/25 and discussed priorities. The Town Clerk noted that the Local Councils Awards Scheme has been added to the committee's list of responsibilities.</p> |
| FR 8 | <p>Income and Expenditure</p> <p>Members received detailed income and expenditure reports by budget heading.</p> <p>5340 Website costs – Cllrs queried if this is an ongoing cost. The Town Clerk noted that next year's costs have already been paid.</p> <p>Guildhall rent – The Town Clerk reported that the Town Council has a licence to occupy and not a traditional lease. WODC is introducing a new charging scheme based on usage of electric and heating, etc. which the Town Council will be expected to pay. The RFO noted that £1,165 income from the Town Hall is not included in the report as it hadn't been received in time for the report being published.</p> |
| FR 9 | <p>Schedule of payments for approval</p> <p>Members received the schedule of payments.</p> <p>No members raised any questions about the list of payments.</p> |
| FR 10 | <p>Town Centre trees and flower beds</p> <p>Members received a report from the Town Clerk regarding tree safety work and flower bed maintenance and discussed next steps.</p> <p>Cllr Rickard proposed to accept the recommendations, seconded by Cllr Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the tree safety work is approved as proposed in the town centre. That the tree works are approved to remove the two conifer trees and reduce the bush height in the Middle Row flower beds to fence height.</p> |
| FR 11 | <p>Forward work programme</p> <p>a. Members reviewed the following policies:</p> <ol style="list-style-type: none"> i. Freedom of Information <ol style="list-style-type: none"> i. No amendments required ii. Community Engagement <ol style="list-style-type: none"> i. Cllrs noted that the monthly Cllr surgeries have been stopped due to lack of engagement. The Town Clerk suggested that the wording is amended to "date to be agreed" should Cllrs wish to undertake ad-hoc surgeries at existing events. ii. The Town Clerk has included more details in the scheme such as the Rusty Riders, Keep Chippy Beautiful, and the new staff roles. iii. Publication Scheme <ol style="list-style-type: none"> i. The Town Clerk noted that most things are now uploaded to the website. However, certain documents are not published on the website such as staff policies only relevant to employees. iv. Training needs assessment <ol style="list-style-type: none"> i. The Town Clerk noted that some Cllrs filled in this assessment and had gone on training to fill gaps in their knowledge. <p>b. Members considered the draft public participation policy.</p> |



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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

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| | <p>Cllr Coleman proposed to accept the grant funding for Round 1 as above, seconded by Cllr Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the grant funding for Round 1, July 2024 is approved as above FR12.</p> |
| FR 13 | <p>Date of the next meeting Monday 23rd September 2024</p> |

The Chair closed the meeting at 8:06pm.

CHIPPING NORTON TOWN COUNCIL
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**Minutes of a Chipping Norton Cycling Improvements Action
Group (Working Group to Traffic Advisory Sub-Committee) held on Monday 15th
July 2024 at 5:30pm in the Council Chamber, 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 Festa (Chair), Jill Festa, Cllr Mark Walker, Simon Lloyd, Charlotte Livingston (Chipping Norton Breeze), Cara Hedges (Transition Chipping Norton), Helen Harris

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk and Estates Manager

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| 36 | <p>Apologies for absence Apologies were received from Cllr Coleman.</p> <p>Members discussed pruning the circulation list to remove contacts who are related to finished projects:</p> <ul style="list-style-type: none">- Contacts to remove from circulation list: Leisure Centre, School, Charlbury – Richard Fairhurst- Others that have not attended the previous 3 or 4 meetings to be removed from circulation list- Members to invite: Dom Hecks, Neil Broadhurst |
| 37 | <p>Minutes AGREED: That the Chair sign and approve the minutes of the Cycling Action Group held on the 22nd April 2024 as an accurate record.</p> |
| 38 | <p>‘The Rusty Rider’ Saturday clinics Members provided feedback and learning from May and June including the Pride promo station and July events.</p> <ul style="list-style-type: none">- Members noted that the Pride cycling promo stand was very well attended. Discussion arose about joining up with existing events to target residents who might not be sure they want to attend the official Rusty Riders events at the Leisure Centre.- Charlotte Livingston gave an update about Chipping Norton Breeze events – They have offered commuting route advice and one-on-one cycling sessions.- Cllr Festa proposed to remove the 2 mile bike ride replacing it with a longer 10 mile cycling ride, and limiting beginner riders to practice sessions in the Leisure Centre car park. Members agreed and noted that the routes near the Leisure Centre are not ideal for cyclists and are very busy. |

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| | <ul style="list-style-type: none"> - The poor weather has been a big factor and members discussed pausing the rides from November – February. Members in agreement that these months would not be suitable for beginner cyclists and agreed to pause. |
| 39 | <p>Cycling safety signage update</p> <p>Members noted the current locations of the temporary signage locations in Chipping Norton.</p> <p>Members noted plans to put up additional signage with recommendations to cyclists (lights, high-vis, etc.) in autumn.</p> <p>Discussion arose about the design of the “Share the Road” signs and lack of visibility to cars. Members suggested giving feedback to OCC that the blue-and-white Welsh signs were much clearer and legible than the local design.</p> |
| 40 | <p>Oxfordshire online cycle mapping for Chipping Norton</p> <p>Status update https://www.google.com/mymaps/viewer?mid=1ZsBgFsG-OgKIYFt2SsJvAs5twrPvhvg&hl=en</p> <p>Jill Festa has mapped “Virtually Car Free” streets, “Bikeability Level 2” streets, and footpaths in Chipping Norton. These streets have been identified as streets that are suitable for taking an 11-year-old child cycling, by removing streets with high speed limits, busy roads, hilly areas, etc. The map highlights how limited these areas are for primary-aged children in Chipping Norton.</p> <p>Members confirmed that this map has been sent to the LCWIP to incorporate into their plan.</p> |
| 41 | <p>Walking and Cycling Plan (LCWIP)</p> <p>Members received the Place Planning North Team Update as shared with the Traffic Advisory Committee.</p> <p>Cllr Festa reported that OCC would like to collaborate with the Cycling Action Group on the LCWIP. LCWIP will be conducting a cycling audit on Monday 22nd July (10am) and would like to meet with members if available – Cllr Festa to share further details of site visit. Cara Hedges requested that members share with the OCC Officer to create a cutaway from Cotswold Terrace to the Evans Way development which has already been raised previously.</p> <p>Some discussions arose about the “LCWIP” name and that many residents wouldn’t know what this plan involved. Cllr Walker suggested an easier name to communicate to residents such as “Walking Plan for Chippy” and “Cycling Plan for Chippy”, and other members noted that they are more familiar with the “Active Travel” plan name.</p> <p>Cllr Festa raised that several Cllrs and Town Council staff members have been trained up as OCC Superusers. This means that they can now escalate pothole issues within the remit of the scheme (B roads only, under 30mph, etc.)</p> |

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| | AGREED: That a standing item for “Fix My Street” is added to the CAG agendas going forward. |
| 42 | <p>CNTC Webpage updates</p> <p>https://www.chippingnorton-tc.gov.uk/visitor-information/cycling/</p> <ul style="list-style-type: none"> • Cyclox maps link added: https://www.cyclox.org/index.php/cycling-maps/ • Destination Café added: The Cotswold Lounge – Shipton-under-Wychwood https://www.thecotswoldlounge.co.uk/ • Hook Norton Sportive (02/06/24) moved to previous events <p>Members discussed information to add to the page:</p> <ul style="list-style-type: none"> - Chipping Norton Breeze (added beside the Cyclox Cycling Maps) - Maps showing routes to the “Local Cycling Friendly Destinations” – Members to provide route maps |
| 43 | <p>Bikes on buses - S3 to Oxford</p> <p>Members received an update that Odele Parsons (OCC) is in contact with Stagecoach buses to encourage allowing bikes on buses.</p> <p>Members suggested that Cllr Andrew Gant (OCC Cabinet Member for Transport) may be a good contact point for this topic.</p> <p>Cllr Walker advised that Mike Dixon is the Town Council’s public transport liaison on the Traffic Advisory Committee and that issues with transport coordination can be raised with him.</p> <p>AOB: Transition Chipping Norton</p> <p>Members noted the following upcoming events:</p> <p>13th Sept, 4-9pm – Swap Shop at Over Norton Village Hall</p> <p>11th October - Repair Café at Over Norton Village Hall</p> |
| 44 | <p>Next Meeting date</p> <p>21st October 2024</p> |

The Chair closed the meeting at 7:00pm.

[REDACTED]

Chipping Norton

[REDACTED]

22 June 2024

Dear Town Clerk and Town Councillors

Ref: Chipping Norton Skate board application

I am a resident of Chipping Norton and having attended the full council meeting on 10 June 2024 I would like to make the following comments.

Although I have no objection at all to having a skateboard park in Chipping Norton I disagree strongly with the New Street location which has been suggested/decided upon.

My reasons are:

1. It will be situated far too close to both the busy main road, where parked cars already cause traffic disruption and also too close for safety to the younger children's playing area. Surely, in a rural area such as ours there must be a more sensible site?

I have been looking at your on-line website to see if there is a discussion forum I could join there but, unfortunately, it seems that the only option is to fill in the existing petition which allows only the present recommendation to go ahead.

2. The council meeting seemed to suggest that the skateboard application had already been decided and I felt that there should have been more publicity and general discussion/petition for ALL members of the public.

3. The proposed very high cost of this project could surely be better spent on providing other groups, for example, voluntary/disabled groups perhaps, who need to have many more, badly needed facilities.

4. I was also amazed at the fact that although this was supposed to be an opportunity for discussion, the decision to appoint contractors had, in fact, already been made. It did not give me the impression of a democratic council.

Yours sincerely

[REDACTED]

Item 11b: Correspondence – Request from Resident

We have received correspondence from a resident in Chipping Norton who has asked if the Council can provide Defibrillator / AED training for residents. They noted that CNTC provides and maintains a number of AED stations in the town centre, but that they did not feel confident enough in operating one in the case of an emergency.

OCC's recommended training provider is First For Safety Oxfordshire and they provide Defibrillator training:

- [1.5 hr Community Defibrillator Training Course: Flat rate fee of £150 + VAT for up to 20 learners](#)

RECOMMENDATION: That the Council considers providing a one-off training course open to residents on the use of defibrillators and AED devices. If approved, the cost could be taken from the AED budget which has £448 remaining for this financial year. Last financial year only £191 was spent from the AED budget to replace the AED pads.

Agenda item 12 - Chipping Norton Town Council Action and Strategic Plan

This action plan has been updated following a review by Committee.

Key Themes:

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| BT | A vibrant, safe and beautiful town |
| OS | Improved open spaces |
| CS | Improving community services |
| CE | Community engagement |
| MC | A modern, safe and forward thinking Council |
| WP | Working in partnership |

Committees:

| | |
|-------------|---------------------------------------|
| FC: | Full Council |
| CC: | Community Committee |
| SP: | Strategic Planning |
| FR: | Finance and Resources |
| TAC: | Traffic Advisory Sub-Committee |

| Key | Action | Responsible Committee | Whose involved? | Budget | Commence ment | Completion | Notes/Comment |
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| CS1 | Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment | SP | CNTC/ Staff / Clubs/ Associations/WODC | N/A | Sep-22 | Ongoing | WODC's sports and pitch provision strategy has been approved and is in the public domain. Jan 2022. Exec member for stronger, healthy communities is now Chipping Norton Ward member Cllr Rizvana Poole. |
| BT1 | Promote active travel and transport in the Town | SP | CNTC/Transition CN/Cycling Action Group | | Ongoing | Ongoing | LCWIP in progress. A Cycling Action group has been established by the Traffic Advisory Sub-Ctte. Rusty Riders initiative runs first Sat of each month. |
| BT/CE1 | Delivering the East Chipping Norton Development Vision Statement | SP | CNTC/OCC/WODC// working group/Community First | | Ongoing | Ongoing | Part of the ECN site is registered as an ancient scheduled monument. This has been appealed. The outcome of this appeal will be decided by Historic England in due course. The Chipping Norton Community Land Trust has been set up as a formal group independent of the Town Council. |
| BT2 | 20mph scheme for Chipping Norton | SP/TAC | CNTC/OCC | N/A | April 22 | April 24 | TC consultation complete. Report published. Roll out of 20mph scheme in Chipping Norton is now complete. |
| CE1 | Chippy Phone Box | SP | CNTC | N/A | Jul-21 | Ongoing | CNTC are managing the rota. The phone box is well used by a diverse range of organisations and initiatives across the town. |
| CS2 | Restoring the town's municipal and memorial benches | SP | CNTC staff/contractors | £500 from street furniture budget | July 24 | March 25 | The metal benches in town are now be part of the works schedule. TBC this year. |
| BT3 | Reducing HGV's in the town centre | SP/TAC | CNTC/OCC/working group | | Ongoing | Ongoing | Working with OCC to help identify safer HGV routes. |
| BT4 | Road and Pedestrian Safety | SP/TAC | CNTC/OCC/ | | Ongoing | Ongoing | OCC consultation on London Road/New Street junction commenced June 2024. |

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| | | | | | | | <p>Proposed improvements for Albion Street junction have been approved and should be installed this year.</p> <p>SID for Churchill Road is installed an operational.</p> |
| CS3 | Modernise and improve Chipping Norton Town Hall Large project | CC | CNTC Staff/approved consultants/workin g party | EMR £171,783 | Jun-22 | Jun 25 | <p>Quinquennial review is complete. Measured survey has been carried out and we now have floorplans Specifications have been drawn up and the tender process has been completed. Planned roof inspection and damp works have been completed. First phase internal decoration is complete.</p> <p>The second phase includes signage and decoration of external doors, decoration of the upper hall and roof repairs.</p> <p>Roof report is back and a report is on the agenda to agree next phase of works. Possibility of PV panels has been agreed in principle and scoping works will now take place.</p> |
| CS4 | Supporting young people in Chipping Norton. | CC | Youth work providers/CNTC/clu bs | | Nov 21 | Ongoing | The Town Council support local youth work through enabling use of play area facilities and other partnership endeavours. Transition Chipping Norton have started a weekly youth group in the Town Hall, funded by CNTC. |
| OS/CS1 | Improving access, information and biodiversity in Chipping Norton Cemetery | SP | CNTC/Contractors | £4000 from repairs and maintenance budget 24-25 | Ongoing | Ongoing | <p>New regulations approved. New noticeboard has been installed.</p> <p>Second stage memorial safety testing complete - safety works complete. Awaiting final section safety testing.</p> <p>Wildflower meadow complete. Yellow rattle growing well. Traditional Wildflower mix has been sewn to enhance the wildflower area.</p> |
| | | | | | | | |
| OS1 | Ensure that the recreation areas in Chipping Norton are safe, enjoyable and inclusive spaces for all. | CC | CNTC | 24/25 Repairs £4,500 New Equipment £10,000 | Ongoing | Ongoing | <p>Most health and safety works have now been undertaken. Issues identified are resolved as soon as practicably possible.</p> <p>New play equipment at Cotswold Cresent is well used by the community with youth activities taking place their too.</p> <p>The fitness equipment at New Street Rec is not in the ideal location. There is scope for this to be relocated within the site as part of the skatepark plans.</p> <p>Cornish Road play area has no vehicular access for emergency vehicles.</p> <p>Solutions to this to be scoped out and costed during 2024/25.</p> |
| MC/OS1 | Pesticide free Chipping Norton | CC | CNTC/Contractors/l andowners/clubs | N/A | May 22 | May 25 | Three year action plan adopted. First year implemented, second year review and implementation to take place. |
| | | | | | | | |

| | | | | | | | |
|--------|--|-------|--|---|------------|----------|--|
| | | | | | | | Wildflower area in the Cemetery is establishing well, with yellow rattle flowers in bloom during June. This area has been strimmed, and new wildflowers have been sown. |
| OS2 | Improving access and biodiversity at Pool meadow Large Project | SP | CNTC/Approved consultants | £25,000 EMR | 2020 | Sept 24 | Feasibility study complete. Awaiting final reports to support the planning application. |
| BT5 | Christmas lights scheme | CC | CNTC | £19,000 per year £2,500 for switch on event (from events budget) | October 22 | Feb 25 | Christmas lights 2022 was a success. Little trees have brought in house and will be delivered by the Council's contractors. New infrastructure has been installed. The 2023 lights and switch on event were a huge success and the feedback from residents has been very positive. 2024 switch on booked for Thursday 28 th November. Tender for new three year contract to be published early 2025. |
| CE2 | Providing grants to voluntary bodies/organisations in Chipping Norton | FR | CNTC/Organisations /Clubs/Community groups | 24-25 £16,500 | July 2024 | Feb 2025 | New grant policy approved. Grants were considered by the Finance and Resources Committee in July 24 Second tranche will be considered and allocated in Feb 25. |
| MC1 | Managing Greystones leases | FR | CNTC/tenants | | Jul 22 | Asap | New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete. One lease complete To commence next lease update this year. |
| CS/MC1 | Public space safety and compliance | CC/SP | CNTC/Approved consultants/contractors | Multiple budgets | Ongoing | Ongoing | Memorial safety survey – complete. First phase works complete. Second section complete. Tree Survey complete - priority works complete. Medium term priority works underway. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Town Hall Fixed Wire test and actions complete Alarms system, emergency lighting and hearing loop are installed. Council H&S audit has taken place. |
| MC2 | Health and Safety Audit | FR | CNTC/GH Safety | £3000 | June 2024 | Ongoing | New Health and Safety Audit has taken place and actions being worked through systematically in priority order. |
| MC3 | Ensuring the Council has modern, workable, compliant policies and procedures | FR | CNTC | na | May 19 | Ongoing | A full list of policies are on the F&R forward work programme and are being worked through systematically. |
| CE3 | Flying flags to mark national and local events and commemorations | FC | CNTC | n/a | Jun 22 | Ongoing | Protocol agreed June FC. Calendar agreed. |

| | | | | | | | |
|------------|---|-------|--|--|------------|-----------------------|---|
| MC4 | Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant | FC/FR | CNTC/Developers | | January 21 | Ongoing | New website working very well. CNTC staff to publish news articles/agendas and publications. Monthly newsletter |
| MC5 | Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure. | FR | CNTC/Focus Group | £8400 Telephone and comms £3000 IT hardware/software | May 21 | Ongoing | The Council's IT and phone systems are managed by Focus Group. |
| MC6 | Review the Council's fees and charges annually | FR | CNTC | n/a | Ongoing | Ongoing | The fees and charges for 2024-25 were reviewed and amended in March 2024. Next review early 2025. |
| MC7 | Appoint the internal auditor | FR | CNTC | | Ongoing | Ongoing | The internal audit for 2023-24 is complete and has been received by Council. AGAR is complete. Awaiting external audit report. Internal audit for 2024-25 to commence later on in the year after appointment of auditor in September. |
| MC/CE1 | Ensure that the Council is open and transparent | FR | CNTC | n/a | Ongoing | Ongoing | New website launched. FOI procedures approved 2022 and will be reviewed in 2024. Transparency page published. Financial management page published. The publication page demonstrates how much is now available to residents via the Council's website. |
| MC8 | Ensure that the Council's finances are invested wisely | FR | CNTC | | | | Investment Strategy Approved July 2022. |
| MC9 | Ensure that staff and members are suitably trained | FR | CNTC/training providers | £3000 | July 22 | Ongoing | Staff needs assessment complete. All staff training up to date. Member needs assessment has been circulated. Staff and Cllr training policy approved.. |
| MC10 | Local Council awards | FR | CNTC | n/a | March 2024 | September 2024 | CNTC received the Local Council's Foundation Award in October 2023. The application for the Quality award has been submitted and approved by NALC. Awaiting final decision from the panel in August 2024. |
| CE/WP1 | Chipping Norton Pride | CC | CNTC | TBC | July 23 | Annually in June/July | 2023 event a huge success. A Chipping Norton Pride group has been identified and worked with the Council to plan and deliver a successful 2024 event. The Chipping Norton Pride group are a formal CIC and will now manage the event and be expected to apply for grant funding for 2025. |
| CE/OS/C S1 | Skatepark Design and Installation Project Large project | CC | CNTC/Maverick Industries/Skatepark Users Group | EMR £30,000 Potential S106 funding £55,000 Budget £250,000 | April 23 | Summer 2025 | The Council has selected Maverick Industries Ltd as the preferred contractor. Community consultation to agree design is underway. Results of this will inform final design to prepare a planning application. |

| | | | | | | | |
|---------------|---|----|---------------------------|--|----------------------|-----------------------|--|
| CE/OS/B T1 | Keep Chippy Beautiful Initiative | CC | CNTC | £500 | April 23 | Ongoing | The admin and customer service assistant will take on the management and volunteer coordination of Keep Chippy Beautiful. Dates for 2024 to be agreed and published. |
| | | | | | | | |
| OS3 | Smokefree Oxfordshire initiative | CC | CNTC/OCC | £750 funding from Oxfordshire County Council | April 23 | Overdue | Sign design competition underway with primary schools and scouts. Submission deadline end of July. Submissions received. Panel to meet and agree a winner. This needs to be finalised as the grant needs to be spent during this financial year. This needs to be completed as soon as possible as the expected timeframe for delivery is overdue. |
| WP1 | Scoping out partnership working Chipping Norton Theatre | CC | CNTC/CN Theatre | n/a | May 23 | Ongoing | Partnership events held in the Town Hall have gone well. To continue to develop this relationship. |
| CS5 | Feasibility for a “rock school” for Chipping Norton | CC | CNTC/partners | Tbc | Not started | Not started | Scope out ideas |
| WP2 | Collaboration/dialogue with The Branch Community Hub | CC | CNTC/The Branch | Na | Ongoing | Ongoing | The Town Clerk meets with The Branch CEO on a regular basis to share information and provide support where helpful. |
| CS6 | Summer event – picnic in the park | CC | CNTC | £3000 | May 23 | Annually | Using the Picnic in The Park model to provide an annual open air event. |
| CE4 | Community Awards event | FC | CNTC | £1,500 from events budget | September 2024 | Annually in September | The committee agreed to expand the sports awards into a wider community awards ceremony. An event policy and procedure has been agreed. First ceremony to be held on 20 th September 2024. |
| BT/CE2 | Public Art Project | CC | CNTC/Luke Embden | £5805 of S106 funding granted for the town hall project to commence. £3000 printing funding available to apply for | July 2024 | March 2025 | Local graphic artist Luke Embden to deliver community workshops in the summer of 2024 for people to attend and contribute to a collaborative public art project to be displayed from the Town Hall windows. |
| | | | | | | | |
| CE/WP2 | Remembrance Day event | CC | CNTC/CN RBL | £1000 from events budget plus use of the Town Hall and staff to support. | Annually in November | Annually in November | Chipping Norton Remembrance Parade and services organised by the Chipping Norton Royal British Legion. Supported by the Town Council – use of the Town Hall, funding for catering and application for road closure are some examples of how CNTC contribute to this. |
| | | | | | | | |
| CE5 | Rusty Riders Initiative | SP | CNTC/Cycling Action Group | n/a | Monthly ongoing | Monthly ongoing | The Rusty Riders cycling clinics 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. This initiative is going well. |

| | | | | | | | |
|---------------|--|----|---------------|------------------------|----------|----------|--|
| OS4 | Improving Air Quality | SP | CNTC/WODC | Needs to be identified | Ongoing | Ongoing | <p>Council are working through a proposal to install a living moss filter in Chipping Norton to improve air quality.</p> <p>The Council promotes clean air initiatives as part of the clean air day campaign https://www.actionforcleanair.org.uk/campaigns/clean-air-day</p> |
| BT/CE/ WP1 | Community Safety and Supporting Local business | SP | CNTC/TVP | n/a | May 24 | Ongoing | Cllr Sharon Wheaton has been approved by Council as the CNTC/TVP liaison in order to meet and share information about local crime and community safety. |
| | | | | | | | |
| BT6 | Town Centre Flower Beds | SP | CNTC/OCC/WODC | TBD | May 2024 | May 2026 | <p>The Town Council own the beds along Middle Row and by the Town Hall. A budget should be set aside beyond the scope of the current GM contract which includes only minimal maintenance.</p> <p>WODC own the other beds and there may be opportunities for CNTC to take them on with permission. For Committee to consider and agree before a conversation is initiated with WODC</p> |

This is for Council to adopt. It is important to note that this is a working document that will be updated as new projects are agreed, and as works progress.

Agenda item 13 – The Garden Tree Giveaway

The following email and attached leaflet has been received from the International Tree Foundation:

Dear Luci,

I am writing to invite Chipping Norton Town Council to support the Oxfordshire 2024 Garden Tree Giveaway: a fun, engaging and impactful scheme, distributing free garden trees across the county through a network of volunteer community action groups, supported by the International Tree Foundation and Community Action Groups Oxfordshire.

Over the last two years, hundreds of residents from Chipping Norton and the surrounding villages have planted free trees in their gardens. Many told us they had moved onto new housing developments and wanted to plant native trees as soon as possible to create more places for wildlife.

This year we are fund-raising to expand the project to distribute garden trees via Food Banks as well as local hubs. The trees are native species suitable for small, medium and large gardens and are sourced via an Oxfordshire tree nursery. Each recipient will also receive a copy of the Garden Tree guide, a booklet which provides them with information about how to plant and look after their tree and with links to the ITF newsletter which will give them timely updates and prompts for ongoing tree care. A contribution of £150 will ensure that at least 50 trees are planted in local gardens.

The attached proposal document gives details of how the 2024 Garden Tree Giveaway works, and the additional information people receive to help them plant and look after their trees. I am happy to answer any questions you may have.

With thanks for your support and best wishes

Lucy

Lucy Staveley

Programme Development Lead

International Tree Foundation

Recommendation:

For Council to consider whether to make a financial contribution towards the initiative,

Oxfordshire Garden Tree Giveway 2024





GTG Background

The Oxfordshire 2024 Garden Tree Giveaway (GTG) is a fun, engaging and impactful scheme, distributing free garden trees across the county through the wonderful network of volunteer community action groups, parish councils, local garden centres and food banks in Oxfordshire.

Supported by International Tree Foundation and Community Action Groups Oxfordshire, this will be the third year of the scheme. Building on the success of the Giveaway in 2022 and 2023, we are fundraising to expand the project in 2024 to reach more parts of the county, focussing on deprived areas where tree cover is lowest.

We will distribute 5000 trees to over 3000 households in Oxfordshire and also continue to develop a model that can be adapted elsewhere in the country.



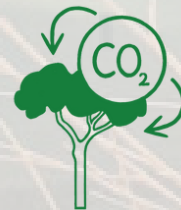
The Aims of Garden Tree Giveaway



Giveaway 5000 free garden trees to over 3000 Oxfordshire residents to plant in their gardens



Enhance community well-being and cohesion by improving green spaces and fostering a sense of ownership and belonging among residents



Enhance Oxfordshire's environment by increasing tree cover to combat climate change and promote local biodiversity



Address urban environmental inequality by prioritising tree distribution in underserved neighbourhoods with limited access to green infrastructure



Promote environmental stewardship through public awareness raising around tree planting and aftercare via the Garden Tree Guide and further ITF communications



Develop outreach strategies to raise awareness about the GTG through social media, local newspapers, community events, and partnerships with district, town, and parish councils and local businesses



Encourage more people to join the Trees Collaborate Network

How it Works

Gifting 5000 trees to 3000 households across Oxfordshire & Beyond

800 trees per district - of which 600 trees gifted via distributors and 200 gifted via foodbanks

Summer: Choosing a tree

People can choose up to 2 trees from a selection of 10 native species suitable for gardens - we've developed a 'Garden Tree Guide' to help them choose.

October: Further information

Applicants will hear more details from us on collecting their tree.

November/December: Receiving a tree

25 local distributors have been recruited from across the county and together with selected local garden centres and food banks, and with support from parish councils, local charities, libraries and local businesses, they will arrange collection days in November and December when people receive their tree and tree guides.





**“I think what you’re doing is marvellous, we all
need to plant more trees”
Garden Tree Recipient, East Oxford 2023**

The Garden Tree Giveaway has so many positive impacts on nature and communities alike. The trained distributors meet hundreds of people in their local area who are wanting to find out more about trees and nature and are they able to support those individuals and the aims of the scheme.

Each action in itself is small, but collectively the scheme increases tree cover in Oxfordshire and the benefits that go with that (habitat for nature; carbon storage; shade and cooling; health and wellbeing).

The focus this year will be on reaching the most deprived urban areas in the county; these are areas where tree cover and access to green space are lowest. Target areas have been identified with the support of community leaders in conjunction with Oxford University mapping and research reports (see references below). The scheme will work through local distributors, food banks and community larders to reach those most in need.

- 1) Lamont, R. A., & Hinson, C. (2024). A narrative review of reviews of nature exposure and human health and well-being in the UK. NEER030. Natural England.
- 2) Crockatt M., Burrow C., Gent J., Hirons M., McDermott C., Rowe R., Smith A. 2024. Oxfordshire’s greenspace-deprived neighbourhoods; Leverhulme Centre for Nature Recovery, University of Oxford.

Oxfordshire is fortunate in having a strong network of environmental groups working to restore and enhance trees and nature. The GTG is founded in partnership and brings together many of these groups to support the wider collective effort that is nature recovery and community. As in previous years, ITF will work together with CAG to plan, fundraise and deliver the project, which will directly support over 30 community groups across Oxfordshire.

Through the partnership, the GTG fosters community engagement and environmental education. By empowering residents with the knowledge and resources needed to nurture their trees, people feel ownership for the trees and local green spaces, and engage in meaningful conversations about environmental stewardship with their local action groups. Central to this effort is the training given to distributors, ITF's Garden Tree Guide, which provides comprehensive information on tree selection, planting techniques and seasonal care, and ongoing support via ITF's newsletter.



“This is so exciting! I’ve never planted a tree before”
Garden Tree Recipient, 2023

Garden Tree Giveaway Locations

Districts and Towns

Oxford

- East Oxford
- Marston
- Headington
- Rose Hill
- Iffley
- Blackbird Leys Food Bank
- Barton Community Larder

South Oxfordshire

- Berrinsfield Food Bank
- Berrinsfield SOHA
- Didcot
- Henley
- Horspath
- Sonning Common
- Thame and Sharing Life Community Larder, Thame
- Wallingford
- Watlington
- Wheatley

West Oxfordshire

- Burford
- Carterton and Carterton Food Bank
- Charlbury
- Chipping Norton
- Eynsham
- Stonesfield
- Witney and Witney Food Bank
- Woodstock
- Wychwoods

Cherwell

- Banbury and Banbury Food Bank
- Bicester and Bicester Food Bank
- Kidlington

Vale of White Horse

- Abingdon
- Faringdon
- Wantage and Wantage Food Bank
- East Hendred Community Larder

Buckinghamshire

- North Marston
- Padbury

How You Can Help

Ways to donate and become an official partner

The total cost of the running the Garden Tree Giveaway in each district is £2704

What is included in the cost?

-
- 800 tree saplings
 - 800 copies of the Garden Tree Guide
 - Publicity, distribution, training materials, and volunteer transport
 - ITF and CAG staff costs (these are kept to a minimum)
-

We are very grateful for any donations towards the Garden Tree Giveaway. Thank you.

For contributions over £500 we will host a logo on the GTG webpage (<https://www.internationaltreefoundation.org/garden-tree-giveaway>) and in our social media promotion.

For more information on how to donate please contact lucy@internationaltreefoundation.org.uk

Oxford Mail

Didcot Library to host redistribution event for 3,000 trees

29th November 2023



BANBURY Guardian

Hundreds enhance gardens thanks to Banbury's big garden tree giveaway



Item 14- Planning Applications

1. APPLICATION NO: [24/00769/OUT](#)

PROPOSAL: Outline planning application, with all matters reserved other than principal means of access to the highway, for the construction of up to 104 residential dwellings, together with the provision of open space, landscaping and associated infrastructure.

LOCATION: Land South of Charlbury Road, Chipping Norton, Oxfordshire

Please note that the Town Council had submitted an Objection to the outline planning application on the 23rd April 2024:

“Objection - Chipping Norton Town Council would like to preface their objection by noting that it has always been supportive of the right housing in the right place for Chipping Norton but have concerns with this application and its context in light of other recent housing developments in town.

Councillors believe that the housing allocation can be met from land already allocated to housing within the strategic plan. The Town Council notes that this application is outside the strategic plan and on non-allocated land, on the edge of the Cotswolds Area of Outstanding Natural Beauty. The position at the edge of town creates a vista leading to open natural landscapes from Burford Road out of the town, which Councillors would like to preserve.

Councillors also have concerns over the planned roads and infrastructure within the site. The proposed road layout clashes with the indicative road layout for the strategic development area site of East Chipping Norton 'Tank Farm' to the north of the site. Councillors noted that there needs to be better provision for pedestrians and cyclists into Chipping Norton, including the consideration for junctions and coordinating with the existing road layout. In particular, the provision for a pedestrian exit from the estate onto Charlbury Road has poor sightlines. The existing right-of-way has been preserved within the estate, but a walker would need to cross four roads to continue on the footpath.

Finally, should the application be approved Councillors would request that Grampian conditions are imposed on the site to ensure that sewage and infrastructure upgrades are in place prior to the rest of the development going ahead.”

The Town Council is being consulted again on this application because Gleeson's Developers have responded to the objection from the Town Council. They have provided a response (see following attachment) to the concerns raised by the Town Council. Additionally, they have offered to contribute to the enhancement of off-site allotment space via a financial contribution should the application be approved.

RECOMMENDATION: That the Town Council considers a response to Gleeson's response to the initial consultation process from consultees and agrees whether a financial contribution to off-site allotments would be acceptable should the application be approved.

2. **APPLICATION NO:** [24/01730/PIP](#)

PROPOSAL: Permission in principle for the construction of up to 7 dwellings.

LOCATION: Land at (N) 429852 (N) 226882 Kennels Lane, Chipping Norton, Oxfordshire

3. **APPLICATION NO:** [24/01789/CND](#)

PROPOSAL: Discharge of conditions 4 (upper floor windows serving plot 9), 8 (car parking areas) and 14 (rapid electronic vehicle charging points) of approved planning permission [22/02980/FUL](#) (Demolition of the existing buildings. Erection of 12 dwellings with associated access, parking, and amenity.)

LOCATION: Bliss, Brassey, and Wilkins House, Hailey Avenue, Chipping Norton, Oxfordshire

UPDATES TO NOTE:

- **Erection of single-storey front extension, first floor side extension, and conversion of garage into residential living space.**
40 Insall Road Chipping Norton Oxfordshire OX7 5LF
Ref. No: 24/01315/HHD | Validated: Tue 21 May 2024 | Status: Decided – Approve
CNTC Comment: No comment
- **Discharge of condition 17 (details of rainwater goods) of planning permission 20/01933/FUL).**
Police Station Banbury Road Chipping Norton Oxfordshire OX7 5AW
Ref. No: 24/01280/CND | Validated: Thu 09 May 2024 | Status: Decided – Approve
CNTC Comment: No comment
- **Variation of condition 11 of permission 10/1819/P/FP to allow change from natural stone to rendered blockwork.**
2 Bell Yard 56 West Street Chipping Norton Oxfordshire OX7 5ER
Ref. No: 24/01237/S73 | Validated: Mon 06 May 2024 | Status: Decided – Approve
CNTC Comment: Objection – due to design and layout and neighbourliness. CNTC raised concerns about the proposal for rendered blockwork in an exposed area which would need constant maintenance. Councillors agreed with the neighbour's objection to the application and would support rebuilding the wall using Bradstone, which would be more in keeping with the surrounding area.
- **Demolition of the existing buildings. Construction of twelve dwellings with associated access, parking and amenity (non-material amendment to change the colour of the rear doors)**
Bliss Brassey And Wilkins House Hailey Avenue Chipping Norton Oxfordshire
Ref. No: 24/01213/NMA | Validated: Mon 29 Apr 2024 | Status: Decided – Approve
CNTC Comment: No comment
- **Conversion of existing single garage into home studio and erection of 1.8m high timber fence with pedestrian access gate across driveway. (Part Retrospective).**
8 Phillips Drive Chipping Norton Oxfordshire OX7 5WA
Ref. No: 24/01145/HHD | Validated: Wed 24 Apr 2024 | Status: Decided – Approve
CNTC Comment: No comment
- **Erection of single storey rear extension**
38 Over Norton Road Chipping Norton Oxfordshire OX7 5NR

Ref. No: 24/01135/HHD | Validated: Mon 13 May 2024 | Status: Decided - Approve
CNTC Comment: No comment

- **Alterations to raise roof height, installation of photovoltaic roof panels and new roof lights.**

Travis Perkins Trading Company Ltd Station Yard Industrial Estate Station Road Chipping Norton Oxfordshire OX7 5HX

Ref. No: 24/01098/FUL | Validated: Wed 08 May 2024 | Status: Decided – Approve

CNTC Comment: Support – due to Policy / Principle. CNTC is supportive of this application and encourages proposals which include sustainable energy provision within the town. While Cllrs acknowledge that this building lies within the Chipping Norton Conservation Area, they do not think that the proposal will materially affect the character of the surrounding area as it already lies within an industrial estate.

- **Conversion of roof space above 1st floor flat, including insertion of rear dormer, to create 1 bedroom with en-suite and office space.**

25 Finsbury Place Chipping Norton Oxfordshire OX7 5LS

Ref. No: 24/01088/FUL | Validated: Wed 08 May 2024 | Status: Decided – Approve

CNTC Comment: No comment

- **Erection of single storey front and rear extensions.**

28 Lords Piece Road Chipping Norton Oxfordshire OX7 5HT

Ref. No: 24/00998/HHD | Validated: Mon 08 Apr 2024 | Status: Decided – Approve

CNTC Comment: No comment

Joan Desmond
Planning Department
West Oxfordshire District Council
Email only <joan.desmond@westoxon.gov.uk>

Reading
3rd Floor, Suite 2
Apex Plaza
3 Forbury Road
Reading RG1 1AX
nexusplanning.co.uk

28 June 2024

Our Ref: 40105

Your Ref: 24/00769/OUT

Dear Joan

24/00769/OUT – Outline planning application, for the construction of up to 104 residential dwellings Land South Of Charlbury Road Chipping Norton

On behalf of our client, Gleeson Land, this letter seeks to respond to a number of the outstanding points raised through the consultation process from consultees, namely the Council's Planning Policy team and Chipping Norton Town Council, and the public.

For the most part, separate direct responses have already been provided to address specific discipline-related queries e.g. an addendum Air Quality note in response to the Environmental Protection Officer's Air Quality issues. In this regard, two further responses were provided on 27th June, as follows:

- Noise – a response to the Environmental Protection Officer's queries.
- Biodiversity – a Ecology Note in response to the issues raised by the Biodiversity Officer.

With specific regard to Highways, we are aware that a response to the OCC Highways objection is outstanding. However, our transport and highways consultants, i-Transport, have been liaising directly with OCC Highways (Claire Hemmings) to address matters. It is understood that, following their most recent meeting on 20th June, the majority of matters have been resolved or a way forward has been agreed. A Technical Note in response is therefore being produced by i-Transport, together with revised highways plans. These will be provided as soon as possible.

In addition, from your email dated 4th June, you indicated that consultation responses from the Landscape Officer, Conservation Officer and Environment Agency were outstanding. I have since seen the EA response of no objection, but have yet to see the other two. I would be grateful if you could confirm whether the others have been received and provide copies if so.

WODC Planning Policy

Principle of Development – Housing Land Supply

The response from the Council's Planning Policy team with regard to the principle of development is largely welcomed and, we consider, supportive of our case that there is need for housing in the district and Chipping Norton specifically. The response outlines that the Council is currently unable to identify the 5YHLS required and therefore the 'tilted balance' would be engaged. With regard to the location of development, the consultation response confirms that Chipping Norton is one of the three main service centres in the district and therefore is the focus for a significant proportion of the new housing growth, to be provided within and on the edge of the main centres. This is subject to a number of general criteria in relation to scale, pattern of development and conservation of the natural, historic and built environment. In this regard, it is considered that the supporting documentation to the application confirms and demonstrates how the scheme acceptably addresses these aspects, but specific points raised by the Planning Policy response are addressed below.

In regard to Policy H1, the response confirms that an indicative figure of 2,047 dwellings is allocated to be delivered in the Chipping Norton sub-area of the district and, as at 31st March 2024, there were some 1,007 still to be delivered or committed. The allocated East Chipping Norton SDA was intended to deliver this provision, but is delayed with no reasonable prospective of any housing delivery being achieved within at least the next 5 years. This is confirmed in the response as being a material consideration in the determination of the planning application. The response further adds that given the uncertainty of the SDA, *"it is reasonable to suggest that the provision of up to 104 dwellings on the edge of Chipping Norton would not only contribute towards meeting identified housing needs but would also be in accordance with the distribution of housing set out in Policy H1, particularly as the indicative 2,047 figure is not a 'ceiling' to development in any case."*

It is considered that this confirms the acceptability of the principle of development of the scheme. Nevertheless, the conclusion section of the response indicates that the Council may be in a position to demonstrate a 5YHLS supply in the near future. However, we would reiterate that the 5YHLS shortfall, in itself, is not the primary housing need justification for the application proposals. Nor does Policy H2 specify that the 'identified housing need' has to be in relation to the 5YHLS position.

As identified by the Housing Need Assessment which accompanies this planning application, there is a specific need for housing in Chipping Norton and the wider Chipping Norton sub-area. This is further evidenced by the fact that the anticipated main source of new housing supply in the sub-area was the SDA, the delivery of which is now uncertain. Were the shortfall in 5YHLS for the district to be eliminated in the near future, we contend that this would do little to overcome the specific housing need in Chipping Norton. There is little new meaningful housing land supply coming forward in the Chipping Norton area, with the only sizeable site of note being the Cala Homes scheme of 86 dwellings off Banbury Road which is currently the subject of a live Reserved Matters application following the granting of outline planning permission in December 2023.

As such, regardless of the 5YHLS position for the district, notwithstanding the fact that there is currently an accepted shortfall in the 5YHLS position, in accordance with Policy H2, the planning application at Burford Road would meet an identified need for housing at an edge of settlement location of one of the three main settlements in the district. Therefore, the principle of development for the scheme should be accepted.

Landscape and Visual Impact

The proposals have been carefully designed to sensitively complement the receiving landscape and built form setting to create an enhanced, high-quality, transitional south-eastern settlement edge and gateway into Chipping Norton. The key landscape features of the Site and its immediate localised setting would be retained, restored and enhanced and the landscape structure of the Site would be improved through the restoration of lost boundary vegetation and dry stone walls.

Land within the Cotswolds National Landscape to the west is characterised by the south-eastern settlement edge of Chipping Norton, which exerts a settlement edge character on the Site itself. It is considered that the Site currently makes a limited contribution to the south-eastern approach into Chipping Norton given the extent of roadside vegetation along the B4026 and A361 that highly contains the Site. It is noted that in the immediate setting, the Site is perceived mostly due to the declining boundary vegetation, and in the context of the recent built form to the west and the community and sports facilities to the south. The Site is well contained from the wider landscape to the east as a result of the existing boundary vegetation and surrounding vegetation structure. The Site is therefore considered to be somewhat isolated from the wider Open Limestone Wolds landscape and is of medium-scale, displaying a semi-enclosed settlement edge character and relating more closely to the built form to the west than the wider countryside to the east. It is considered development on the Site would form a logical extension to the existing settlement and would result in a more transitional settlement edge, with the Site itself further contained from the wider countryside by the landscape proposals and with the rural character of this entrance to the town on approach from the B4026 and A361 largely retained.

Long-distance views from publicly accessible areas have been assessed as part of the visual assessment of the submitted LVIA. A Zone of Theoretical Visibility Plan was prepared as a tool to inform the site visit, identifying locations in the wider landscape from where the Proposed Development would likely be visible. A site visit confirmed the visual envelope of the Site and the supporting Photographic Record within the submitted LVIA includes representative viewpoints from the locations where the Proposed Development would likely be perceived. The Proposed Development would typically not be visible from publicly accessible locations in the wider Cotswolds National Landscape to the west or south, mainly as a result of the topography of the Site and its setting.

While it is acknowledged that were the proposed built form to be scaled back from the eastern boundary this would allow for more open space and mitigation planting, the proposed mitigation and landscape enhancements, which include a substantial landscape buffer along the eastern boundary, are considered appropriate and would serve to integrate the proposed built form into the settlement edge context while further containing the Site from the wider countryside to the east.

Regarding the PRoW that crosses the Site, and as stated within the submitted LVIA, unavoidable adverse effects would likely occur on this route as a result of the introduction of the proposed built form. However, this route would be retained and enhanced as part of a green corridor running through the heart of the proposals, offering a high-quality, more transitional connection with the countryside to the south-east.

Highways and Accessibility

The planning application was supported by a Transport Assessment and Framework Travel Plan which assessed the potential transport impacts of the proposed development on the local highway network. The Transport Assessment

demonstrates that the scheme is acceptable in transport terms in the context of national policy while the Framework Travel Plan supports the sustainable transport strategy for the site to encourage residents to travel sustainably.

With respect to access, vehicular access is proposed via a new junction from Burford Road while there are two further accesses for pedestrians connecting to Charlbury Road to the north and to Burford Road to south connecting to the existing bus stops adjacent to the football club. All access points, including their geometries and visibility envelopes have been designed in accordance with the relevant prevailing design guidance and local conditions with respect to traffic flows and speeds on these roads. The main site access and proposed connection to Charlbury Road have also been subject to an independent Stage 1 Road Safety Audit with all design recommendations from the Auditor accepted and included in the design.

The Transport Assessment considers access to services and facilities at Sections 3 and 5 which demonstrates that there are a range of services and facilities, including education, retail, employment opportunities and leisure destinations within an acceptable walking and cycling distance from the site. The Transport Assessment also demonstrates that there are existing bus services on Burford Road which connect to Witney, Charlbury, Burford and the centre of Chipping Norton with further connections available from bus stops on Walterbush Road to Banbury, Woodstock and Oxford. This demonstrates that a broad range of local services and facilities within Chipping Norton can be accessed on foot or by bike (given that Chipping Norton is identified as a main service centre in the District) with additional connections to regional destinations including Oxford available via existing bus services.

Air Quality

The traffic data utilised in the detailed dispersion modelling assessment was inclusive of committed development in the area, where this data was available. As such, it is considered that the Air Quality Assessment of the impacts of this site, upon the AQMA, has taken into account other cumulative development in the locality.

Chipping Norton Town Council

Chipping Norton SDA

The Town Council raises concerns about this application due to the fact that the site is not allocated for development in the Local Plan and that the housing quantum allocation can be met with the site allocations already made in the plan. However, as set out in the response from the Planning Policy Team, it is uncertain as to when the SDA will be delivered or whether indeed it can now deliver the amount of housing originally envisaged, given the recent Scheduled Monument listing which covers a considerable area of the SDA allocation site. As such, additional sites are needed to bring forward housing in the meantime to meet identified housing need in the Chipping Norton. Land east of Burford Road can therefore meeting housing needs in Chipping Norton.

Furthermore, with regard to the Town Council's reference to the route of the proposed link road within the SDA, we cannot see how development of this site would preclude the delivery of the link road; the link road is currently proposed to meet Charlbury Road, on the northern boundary of the site. However, alongside the delivery of the wider SDA, the delivery of the link road will now also be uncertain given that its route runs through a large part of the Scheduled Monument.

Landscape and Visual Impact

Regarding existing views of the wider countryside to the east and south-east from the A361 Burford Road on elevated ground to the north-west, Viewpoint 9 of the visual assessment within the submitted LVIA illustrates such views. As a result of the lower-lying landform of the Site, views of the wider countryside would be retained and the proposed built form would be well integrated into the view once the landscape proposals establish. In the immediate setting of the Site from this road, views of the surrounding vegetation structure are afforded mostly as a result of the declining condition of the Site's boundary vegetation as Viewpoint 5 of the submitted LVIA demonstrates. No long-term significant effects are anticipated from these locations, and it is understood these views are not formally recognised as key views in any published documents.

Although the Site lies on the edge of the Cotswolds National Landscape, this is characterised by the built form associated with the adjacent recent development directly west of the Site, which imparts a settlement edge character on the Site. The Site is considered to be well contained from the wider landscape covered by this national designation as a result of this built form, the intervening vegetation structure and undulating landform. It is noted that the Strategic Development Area to the north similarly lies on the edge of the Cotswolds National Landscape.

Other Responses / Matters

Allotment / Community Gardening Space

In your email on 4th June, you raised the matter of the provision of allotments/community growing space for the proposed scheme in line with the requirements of the Council's Developer Contributions SPD. It is appreciated that the policy position is to seek on-site provision unless it is demonstrably not feasible. However, given that the application site is just to the south of the William Fowler Allotments, run by the Town Council, it would seem logical to contribute to the enhancement of these existing facilities by way of a financial contribution, rather than have a separate space in such close proximity.

We would therefore be grateful for confirmation as to whether the Council would be accepting of a financial contribution in this instance given the site's location in close proximity to the existing facilities.

Infrastructure Provision

In addition to the allotment/community gardening space, a number of the consultation responses require contributions to infrastructure provision through either on-site provision or off-site financial contributions in line with policy requirements. Infrastructure provision is also clearly a concern of the general public as this has been mentioned in a number of the submitted representations. It is accepted that additional housing provision can increase demand for services and infrastructure, but as is outlined above, there is a clear need for housing in Chipping Norton which this proposed scheme can contribute towards meeting. In doing so, the scheme will provide for its infrastructure requirements either through on-site provision, off-site highway works, or through appropriate financial contributions. It is confirmed that Gleeson Homes are prepared to agree to appropriate infrastructure and affordable housing contributions via a Section 106 Agreement.

I trust that all is in order with the responses to the issues raised through the consultation process. Nevertheless, we would welcome the Council's comprehensive views of the application and would be happy to meet discuss the proposals and address any further matters if this would be considered useful. I look forward to hearing from you in the near future.

Yours sincerely

A handwritten signature in blue ink that reads "Joanne Jones". The signature is written in a cursive style with a light blue background.

Joanne Jones

Associate Director

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Chipping Norton Town Council Public Participation Policy

Introduction

Chipping Norton Town Council is committed to community engagement and encourages members of the public to participate in its meetings. This policy sets out the framework for public participation, ensuring that it is conducted in an orderly and respectful manner in line with the Council's standing orders, specifically standing order 3.i-j.

Public Participation at Meetings

Members of the public have the right to attend Town Council meetings and are encouraged to do so. The Town Council values public input and provides opportunities for public participation under the following guidelines:

Procedures for Public Participation

Public Participation Sessions:

Public participation sessions will be included as an agenda item at all Town Council and Committee meetings. These sessions are typically held at the beginning of the meeting and are limited to 15 minutes unless extended at the discretion of the Chair.

Speaking at Meetings:

Members of the public may speak during the public participation session. Each speaker is allowed to speak once for a maximum of five minutes. The Chair may allow additional time at their discretion.

It is desirable for members of the public to inform the Town Clerk of their intention to speak and indicate the specific agenda item they wish to address ahead of the meeting. This enables the office to gather any relevant information to help members provide as full a response as possible.

Speakers must address their comments to the Chair. Members of the Town Council may respond to points raised but are not obligated to do so.

Order and Conduct:

All remarks must be respectful and relevant to the item under discussion. Offensive or defamatory comments will not be tolerated.

The Chair has the authority to direct a member of the public to stop speaking if their comments are not appropriate or if they exceed the time limit.

Written Statements:

Members of the public who are unable to attend the meeting but wish to make a statement can submit their comments in writing to the Town Clerk prior to the meeting. Written statements will be read out during the public participation session, subject to the same time limitations.