



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Luci Ashbourne

25<sup>th</sup> June 2024

## **SUMMONS TO ATTEND A MEETING OF STRATEGIC PLANNING COMMITTEE**

TO: All Members of the Strategic Planning Committee

VENUE: Council Chamber, Chipping Norton Town Hall

DATE: Monday 1<sup>st</sup> July 2024

TIME: 6:30pm

Luci Ashbourne  
Town Clerk and CEO

### Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

## A G E N D A

### **1. Election of Chair**

To receive nominations for and elect the Chair of the Strategic Planning Committee for the municipal year 2024/25

### **2. Election of Vice-Chair**

To receive nominations for and elect the Vice-Chair of the Strategic Planning Committee for the municipal year 2024/25

### **3. Apologies for absence**

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk ([townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)) prior to the meeting, stating the reason for absence.

### **4. 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

### **5. Minutes**

- To approve the minutes of the Committee meeting held on the 18<sup>th</sup> March 2024.
- To note the minutes of the Traffic Advisory Sub-committee held on 27<sup>th</sup> June 2024.
- To note the minutes of the Cycling Action Group held on 22nd April 2024.

### **6. 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.

**7. Committee action plan**

To review the committee action plan for the municipal year 2024-25.

**8. East Chipping Norton Development**

To receive any updates

**9. Cemetery**

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

**10. Living Moss Filter**

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

**11. Rusty Riders Initiative**

To receive an update.

**12. CCTV upgrade and monitoring**

To receive information from West Oxfordshire District Council regarding CCTV for Chipping Norton and agree next steps.

**13. Planning Applications**

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

**14. Date of Next Meeting – Monday 16<sup>th</sup> September 2024**



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## **Minutes of a Strategic Planning Committee meeting held on the 18<sup>th</sup> March 2024 at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

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

ALSO PRESENT:

Luci Ashbourne, Town Clerk & CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

<b>SPC67</b>	<b>Apologies for absence</b> Apologies were received from Cllr Mike Cahill
<b>SPC68</b>	<b>Declaration of interests</b> None received
<b>SPC69</b>	<b>Minutes</b> <b>RESOLVED:</b> That subject to amendments: P1 – Apologies from Jo Graves to be noted. P1 – Mark Walkers present as Town Councillor not WODC Councillor P2 – “no longer allowed to join such groups” the Chair signs and approves the minutes of the Committee meeting held on the 29 <sup>th</sup> January 2024.
<b>SPC70</b>	<b>Public Participation</b> None received
<b>SPC71</b>	<b>Committee action plan</b> Members received the ongoing committee action plan. Clean Air Day – June 2024 to be added.
<b>SPC72</b>	<b>East Chipping Norton Development</b> No updates to note.
<b>SPC73</b>	<b>Cemetery</b> a. Members received a report from the Deputy Clerk and Estates Manager - Members queried if it would be possible to put down hogging on certain paths in the Closed Churchyard. The Deputy Clerk will liaise with the Maintenance Operative to schedule this work in. - Members noted an abandoned car in the Closed Churchyard for St Mary's.  b. Members reviewed the proposed cemetery and burial fees for 2024-25. Subject to one amendment “internment > interment”. Cllr Coleman proposed to accept the proposed schedule of fees with the spelling amendment as noted above, Cllr Walker seconded. All in favour. Motion carried. <b>RESOLVED:</b> That the schedule of fees for the cemetery for 2024/25 is



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	<p>adopted for Worcester Road Cemetery, in effect from 1<sup>st</sup> April 2024.</p> <p>c. Members received a draft Memorial Trees and Benches Policy Members suggested one amendment for the wording of the section requesting information from the applicant from "300 words &gt; up to 300 words." Cllr Coleman proposed that the Memorial Trees and Benches Policy is sent to Full Council for final approval including the one amendment above, seconded by Keyser. All in favour, motion carried. <b>RESOLVED:</b> That the Memorial Trees and Benches Policy is taken to Full Council for final approval.</p>
<b>SPC74</b>	<p><b>Living Moss Filter</b> Members received a report regarding the installation of a living moss filter in Chipping Norton and discussed next steps. The location chosen is where the air quality monitor was located on the High St. near Mr Simms.</p> <ul style="list-style-type: none"> <li>- Members had concerns about the height at 3m tall.</li> <li>- The Town Clerk confirmed that local shops and residents would be consulted prior to installation.</li> <li>- Members noted that it would be helpful to have alternative plans should residents and shops object to the proposal.</li> <li>- The proposed location is suggested as it is the most polluted area in Chipping Norton, and there is existing power to the location as well.</li> <li>- Cllr Walker asked if there are any examples of it in situ in town, and Cllr Festa reported that one has been installed in Hereford and many in London.</li> <li>- The Town Clerk reported that the next stage would be investigating if this location is possible and a consultation with nearby shops. The Air Quality Monitoring Project (WODC) has some project funding coming through from DEFRA, which this project would possibly fall under. The Town Clerk noted that there are other funding streams that could be investigated.</li> <li>- The Committee delegated the next steps to the Town Clerk and Cllr Festa to bring back to the next committee meeting.</li> </ul>
<b>SPC75</b>	<p><b>Rusty Riders Initiative</b> Cllr Festa gave a verbal update about the Rusty Riders Initiative. The project has been working with mechanics to help residents ensure their bikes are safe, oversee safe proficiency tests, and undertake guided rides near Chipping Norton. The next session will take place on the 6<sup>th</sup> April 2024 at the Chipping Norton Leisure Centre.</p>
<b>SPC76</b>	<p><b>Vision Zero Consultation</b> Members considered the OCC's Vision Zero Consultation and to form a committee response. Cllr Festa suggested that as part of the response, that the Town Council request that a community consultation should be undertaken with residents.</p>



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	Cllrs agreed to delegate the piece of work to Cllr Rickard and the Town Clerk to submit a tailored response on behalf of Chipping Norton.
<b>SPC77</b>	<b>Naming new apartment block</b> Members received an invitation from Cottsway Housing for a new apartment block. Cllrs suggested the name Magpie Court in dedication to the football club. Cllr Coleman proposed the name "Magpie Court", seconded by Cllr Festa. Cllr Graves abstained. Motion carried. <b>RESOLVED:</b> That the name "Magpie Court" is put forward to Cottsway Housing for the new apartment block.
<b>SPC78</b>	<b>Planning Applications</b> None received
<b>SPC79</b>	<b>Date of Next Meeting</b> Monday 1 <sup>st</sup> July 2024

**The Chair closed the meeting at 8:02pm**



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

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

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk

Nigel Rose, Representative for Chippy News

Cllr Geoff Saul, OCC and WODC

Natalie Moore, OCC

<b>CC1</b>	<b>Election of Chair</b> 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.  <b>RESOLVED:</b> That is Cllr Walker elected as Chair of the Traffic Advisory Sub-Committee for the municipal year 2024/25.
<b>CC2</b>	<b>Election of Vice-Chair</b> 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.  <b>RESOLVED:</b> That Cllr Festa is elected as Vice-Chair of the Traffic Advisory Sub-Committee for the municipal year 2024/25.
<b>CC3</b>	<b>Apologies for absence</b> Apologies were received from Cllr Jo Graves and OCC Officer Maria Wheatley.
<b>CC4</b>	<b>Minutes</b> <ol style="list-style-type: none"><li><b>RESOLVED:</b> That the Minutes from the sub-committee meeting held on the 24<sup>th</sup> April 2024 were signed as an accurate record by the Chair.</li><li>Members noted the minutes of the Cycling Action Group meeting held on the 22<sup>nd</sup> April 2024.</li></ol>
<b>CC5</b>	<b>Public Participation</b> 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 18<sup>th</sup> 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>
<b>CC7</b>	<p><b>County Officer's Report</b></p> <p>No written reports were received.</p>
<b>CC8</b>	<p><b>District Officer's Report</b></p> <p>No written reports were received.</p>
<b>CC9</b>	<p><b>Update from Cllr Saul on OCC Highways matters including the HGV working group</b></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>
<b>CC10</b>	<p><b>Cycling</b></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>
<b>CC11</b>	<p><b>Pedestrian and Road Safety</b></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.
<b>CC12</b>	<b>Parking</b> No updates received.
<b>CC13</b>	<b>Date of the next meeting</b> Thursday 3 <sup>rd</sup> October 2024, 2pm via TEAMS.

The Chair closed the meeting at 3:40pm.



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## Minutes of the **Chipping Norton Cycling Improvements Action Group**

(Working Group to Traffic Advisory Sub-Committee) held on **Monday 22<sup>nd</sup> April 2024 at 5:30pm** in Chipping Norton Town Hall

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

### Present:

Cllr Tom Festa (Chair)

Jill Festa

Cllr Sandra Coleman

Charlotte Livingston – Chipping Norton Breeze

Cara Hedges – Transition Chipping Norton

Simon Lloyd

### Also present:

Luci Ashbourne, Town Clerk and CEO

### 28. Apologies

Apologies were received from Dom Hex, Simon Cowdery and Cllrs Mark Walker and Dom Rickard.

### 29. Minutes

**AGREED:** That the minutes of the meeting held on the 27<sup>th</sup> November are approved as an accurate record and signed by The Chair.

### 30. The Rusty Rider Saturday Clinic

**30.1** The Chair updated members following the initial Rusty Riders Clinics – unfortunately on both occasions the ride part had to be cancelled due to inclement weather. The bike repair and proficiency part could go ahead, and it was well attended. Feedback from volunteers and attendees is that it is a really valued session.

The Town Clerk asked if any photos were available for the Council newsletter. Cara Hedges confirmed that she will send some over for publication.

There was a discussion about the logistics of people hosting informal rides at the event.

Charlotte Livingston suggested that social rides led by others should be coordinated outside of the Council run event. It was agreed that it is prudent to keep the structure as it is to ensure that everything is risk assessed and insured, and that if people wish to organise their own social rides outside of the event.

**30.2** The next Rusty Riders event lands on the same day as Chipping Norton Pride. The Chair noted that the Pride organisers have invited the volunteers to do a ride by the front of the Town Hall and have a space to mingle with attendees of Pride. Members agreed that this would be a

good thing to, and to do some promotion at the event. Cllr Festa will give some posters to the organiser.

**30.3** The Transition Chipping Norton repair cafe will be held 14<sup>th</sup> June 2026 from 5-9pm at Over Norton Village Hall. Cara noted that there are increasing amount of people attending. There is food on offer for the repairers. Cara asked if any Rusty Riders offer a cycle repair station or if there any mechanic volunteers available? A mobile repair station can be taken to the event. The Chair confirmed that he will talk to others and confirm.

**30.4** Charlotte Livingston noted that there is another women's bike event in the Cotswolds that she would like to support and wondered if it would be possible to identify another person to lead on the ride section of the Rusty Riders event. Members considered the merits of changing the date, but agreed that as it has been advertised it should stay as it is for now.

### **31. Bike Library**

**31.1** At the moment there is no bike library in Chipping Norton. Referrals can be made to the Windrush Bike Project in Witney.

**31.2** It was agreed that the group isn't ready to start a Rusty Riders cycle library in Chipping Norton, but that this can be looked at again as the group become established.

### **32. Cycling Signage Update**

**32.1** The Chair shared examples of cycling safety signage that have been given to the group by Oxfordshire County Council. OCC have provided stats and proposed locations. There are also motorcycle safety signs that can be installed.

**32.2** The Chair shared guidance from OCC on where signs can and can't be installed, and a map with proposed signage locations. The Town Clerk will chase OCC for a risk assessment for volunteers as this has not yet been provided.

### **33. LCWIP**

**33.1** An update re LCWIP will be brought to the Traffic Advisory Sub-Ctte meeting on Thursday 25<sup>th</sup> April 2024.

#### **33.2 Bikes on buses**

Members discussed an idea to create space for full size adult bikes on S3 to encourage public transport and cycling into City. Charlotte Livingston noted that the space for Brompton bikes are not ideal and a bag is required. The storage space has metal box for free newspapers in it, which leaves no space for the bikes. It was also noted that other folding bike brands are not permitted. The Town Clerk noted that the new electric fleet may have space for bikes on them, and it would be worth speaking to Stagecoach about this. Charlotte Livingston confirmed that she is attending a travel and transport meeting with Oxfordshire County Council and confirmed that she will raise this issue, and the issue of car co-ownership. Cllr Sandra Coleman noted that some people use the bus stops as a park and ride, and that some thought needs to go into where those cars can park.

**34.** The Group has been invited to participate in the Oxfordshire online cycle mapping for Chipping Norton. The Chair shared a presentation to demonstrate the map. The idea is to identify roads where different groups (in terms of experience) can cycle. Members agreed that they would like to participate. It was agreed that the group would hold an informal meeting to start the process. It was agreed that once the map is complete it would be good to link to it from the Council's cycling page on the website.

**35. Date of next meeting** – Monday 15<sup>th</sup> July 2024.

## Agenda item 7 – Committee action plan

For committee to review for the new municipal year

Action	Whose involved?	Budget	Commencement	Completion	Notes/Comment
Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-21	Ongoing	WODC's sports and pitch provision strategy has been approved and is in the public domain. Jan 2022. Exec member for stronger, healthy communities is now Chipping Norton Ward member Cllr Rizvana Poole.
Promote active travel and transport in the Town	CNTC/Transition CN/Working group/TAC		Ongoing	Ongoing	LCWIP
Delivering the East Chipping Norton Development Vision Statement	CNTC/OCC/WODC//working group/Community First		Ongoing	Ongoing	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.
Restoring the town's municipal and memorial benches	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.
Reducing HGV's in the town centre	CNTC/OCC/TAC/working group	n/a	Ongoing	Ongoing	Working with OCC to help identify safer HGV routes.
Pedestrian and Road Safety	CNTC/OCC/TAC	n/a	Ongoing	Ongoing	OCC consultation on London Road/New Street junction commenced June 2024.  Proposed improvements for Albion Street junction have been approved and should be installed this year.  SID for Churchill Road is installed an operational.
Improving access and biodiversity at Pool meadow Large Project	CNTC/Approved consultants/Working Party	24/25 EMR £25,000	2020	Sept 25	Feasibility study complete. Awaiting final reports to support the planning application.
Cemetery clean up days	CNTC Staff, Cllrs and Volunteers	N/A	Ongoing	Ongoing	Despite advertising on social media, the website and posters on the Council's noticeboards, the past few sessions have not had any attendance beyond the Mayor and the Maintenance Operative. To consider that this is not something people now wish to take part in – maybe as a consequence of the Keep Chipping Beautiful Initiative which sits with Community Committee.
Improving access, information and biodiversity in Chipping Norton Cemetery	CNTC/Contractors	£4000 from repairs and maintenance budget	Ongoing	Ongoing	New regulations approved. New noticeboard has been installed. Second stage memorial safety testing complete - safety works complete. Awaiting final section safety testing.

					Wildflower meadow complete. Yellow rattle growing well. Traditional Wildflower mix has been sewn to enhance the wildflower area.
Encouraging cycling and active travel: Rusty Riders Initiative	CNTC/Community/OCC	n/a	March 2024	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.
Improving Air Quality: Living Moss Filter Clean Air Day	CNTC	Needs to be identified	Sept 2023	TBC	There is a report on the agenda regarding the installation of a living moss filter in Chipping Norton to improve air quality.  For the Council to promote clean air initiatives as part of the clean air day campaign <a href="https://www.actionforcleanair.org.uk/campaigns/clean-air-day">https://www.actionforcleanair.org.uk/campaigns/clean-air-day</a>
CCTV for Chipping Norton	CNTC/WODC/TVP	TBC	June 2024	June 2025	WODC and TVP plan to upgrade the CCTV across West Oxfordshire. This includes planned installation of five cameras in Chipping Norton at key locations designed to prevent crime. A report is on the agenda for Committee to consider.
Community Safety and supporting local businesses	CNTC/TVP	n/a	May 2024	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.
Town Centre flower beds	CNTC/WODC/OCC	TBD	May 2024	May 2026	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. 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

# **CEMETERY REPORT: STRATEGIC PLANNING COMMITTEE 1 JULY 2024**

## **Worcester Road Cemetery**

### **Correspondence from Residents**

#### **1. Resident suggestion for Cemetery Improvements**

On 6<sup>th</sup> June 2024 a resident visited the office to propose installing a new water butt at the top of the cemetery. She mentioned that carrying a full watering can up the hill is challenging. Additionally, she requested the removal of the lower branches of the Sycamore tree, citing potential health and safety concerns for residents walking nearby.

**RECOMMENDATION:** That one or two members of the committee members volunteer to conduct a site visit to Worcester Road Cemetery with the Deputy Clerk. The purpose of the visit is to assess the feasibility of installing a water butt and performing the requested tree work. Any expenses would be covered by the Worcester Road Cemetery maintenance budget.

#### **2. Resident complaint about Cemetery Fees**

On 14<sup>th</sup> June 2024, a resident visited the office to officially complain about the fees charged at Worcester road Cemetery for the recent interment of ashes for his wife and mother-in-law in adjacent plots. He was upset about the fees and disagreed with being charged twice for the Deeds, Interment Fees, and Memorial permissions, despite the plots being next to each other. He requested the Committee to justify the prices, expressing concern that the charges are excessively high and suggested that the Council is using this as a money-making venture.

- 2x Exclusive Rights of Burial (Deed – Local rate): £150
- 2x Ashes interment fee (Local rate): £150
- 2x Memorial permission: £150

It may be helpful to know that the fees were established in line with those of other local cemeteries (Banbury, Witney, Charlbury, Bledington, etc).

For the financial year 2023-24 the income for Worcester Road Cemetery totaled £7,754.17 while the expenditure was £23,603.77.

Staffing costs are not included in the expenditure for the cemetery.

**RECOMMENDATION:** That the Committee considers a formal response to the resident's complaint.

#### **3. Complaints from residents RE: Grass Cutting**

After the grounds maintenance contractors cut the grass on June 6, 2024, the office received multiple complaints from residents regarding the quality of the grass cutting and the overall condition of the cemetery.

This issue has been ongoing. In response to the complaints, the Town Clerk and Deputy Clerk submitted a written report to the contractors. The Town Clerk and General Maintenance Operative also had a productive site meeting with the contractors during the week of June 17th.

Going forward, the contractors have agreed to inform the Maintenance Operative of their scheduled visits so he can supervise and collaborate with their team on the day.

This report is to note.

### **Closed Churchyard, St Mary's: Creating Benches from Fallen Logs**

Recent tree work at the Closed Churchyard at St Mary's has resulted in several fallen Sycamore logs. Our tree contractors have identified these logs as suitable for making benches.

A local carpenter who is an accredited member of the Guild of Master Craftsmen, is interested in this project. The carpenter has also suggested the possibility of using these logs for community outreach sessions at the Town Hall.

**RECOMMENDATION:** The committee should decide whether to request a quote from the local carpenter for this work.

## **Agenda item 10 – Living Moss Air Filter**

### **Report Following Consultation for Proposed Living Moss Air Filter**

**Consultation Process** Cllr Festa and the Town Clerk conducted an in-person consultation with local shops and residential properties near the proposed location of the living moss air filter. During this consultation, a paper survey was distributed to each person encountered. If no one was home, the survey was placed through the letterbox.

**Community Response** Almost everyone we spoke to was enthusiastic about the proposal. The community's general sentiment was positive, reflecting strong support for the initiative.

**Survey Feedback** We received three completed paper surveys:

- One survey was in support of the proposal.
- One survey expressed concern about the location, specifically noting that the pathway and road are narrow and that the structure might obscure local businesses. They also suggested that a wider community consultation should take place.
- The final survey supported the proposal in principle but also shared concerns about the location, highlighting that the pathway might be too narrow.

**Follow-up Actions** The Town Clerk has sent the plans to the highways officer for Chipping Norton to obtain their views on the size and location of the proposed structure. As of the time of writing this report, we have not yet received a response.

**Recommendation** It is recommended that the Council wait for the County officer's response regarding the suitability of the proposed location. If the location is deemed suitable, a wider community consultation should then take place to ensure broader input and support.

### **Agenda item 12 – Chipping Norton CCTV installation**

The attached Executive Report outlines WODC's plan for upgrading the public space CCTV provision across West Oxfordshire.

Below are the key points related to CCTV cameras and associated costs for Chipping Norton:

The scope includes the installation of five new CCTV cameras in Chipping Norton to cover main pedestrian and parking areas, as well as main roads.

Specific locations for the cameras include:

1. Outside the front of the Town Hall at the A44 junction of New Street
2. Outside the rear of the Town Hall at the junction with High Street (Top Row)
3. On High Street (Top Row) outside WH Smith
4. On High Street/A44 outside Crown & Cushion Hotel
5. On Market Street (Bottom Row) outside 19 Market Street.

#### **Costs for Upgrading and Installation:**

The total headline cost for the full upgrade to high-definition (HD) digital cameras, including the new installations, is £287,969.

Of this, £229,549 is allocated for upgrading existing cameras, and £58,420 is for new cameras, including those in Chipping Norton.

The Chipping Norton proposal requires additional contingency funding for civil works such as lighting columns, estimated to add 10% to the total cost, bringing the total to £310,635.

Detailed costs for camera installation in Chipping Norton total £31,600. In addition, transmission costs to install a leased BT fibre circuit will be approximately £9,000.

#### **Funding and Budget Shortfall:**

£255,635 remains from the original £300,000 capital investment approved in 2019/20 after upgrading the control room in 2022.

There is a potential funding shortfall of up to £55,000, which may be addressed by:

- Value engineering to reduce capital expenditure.
- Seeking contributions from Thames Valley Police and town councils where new cameras are proposed.
- Offsetting additional costs against ongoing revenue savings from joining the Thames Valley Police CCTV partnership.
- Awaiting the outcome of a £25,000 bid to the Safer Streets Fund.

#### **Local Funding Formula:**

A new local funding formula is suggested to cover ongoing CCTV monitoring, where 50% of the total cost is met by the West Oxfordshire District Council, and the remaining 50% is met by Witney Town Council, Chipping Norton Town Council, and Marriotts Walk and Woolgate shopping centres based on the number of cameras in each location.

For Chipping Norton, which will have five cameras, the contribution is estimated at 3.6% of the total cost which equates to the following over 3 years:

- 2025-26 £2,347
- 2026-27 £2,415
- 2027-28 £2,484

Recommendation:

1. That the committee considers supporting the new local funding formula in principle and;
2. That a commitment to include a budget line for CCTV monitoring contribution from 2025-26 is agreed for the amount of £2,347.
3. The committee considers sending a recommendation to Full Council regarding the request from WODC for a contribution towards the shortfall in installation costs, to be taken from the Council's general reserves.



WEST OXFORDSHIRE  
DISTRICT COUNCIL

## WEST OXFORDSHIRE DISTRICT COUNCIL

Name and Date of Committee	<b>EXECUTIVE – 12 JUNE 2024</b>
Subject	<b>APPROVAL FOR UPGRADING PUBLIC SPACE CCTV PROVISION AND NEW MONITORING ARRANGEMENTS</b>
Wards Affected	Carterton North East, Carterton North West, Carterton South, Witney Central, Witney South, and Chipping Norton.
Accountable Member	Councillor Geoff Saul – Executive Member for Housing and Social Welfare. Email: <a href="mailto:geoff.saul@westoxon.gov.uk">geoff.saul@westoxon.gov.uk</a>
Accountable Officer	Andy Barge – Assistant Director, Communities. Email: <a href="mailto:andy.barge@publicagroup.uk">andy.barge@publicagroup.uk</a>
Report Author	Andy Barge – Assistant Director, Communities. Email: <a href="mailto:andy.barge@publicagroup.uk">andy.barge@publicagroup.uk</a>
Summary	This report recommends upgrading the public open space CCTV cameras covering areas of Carterton and Witney to high definition digital, together with the installation of five new cameras in Chipping Norton. It further recommends the Council joins the Thames Valley CCTV partnership, with an associated transfer of CCTV assets and operational responsibility to Thames Valley Police under a 'single owner' model; and moving monitoring arrangements to a shared Oxfordshire hub.
Annexes	Annex A – Crime Data
Recommendations	<p>That the Executive resolves to:</p> <ol style="list-style-type: none"><li>1. Endorse the continued need for public open space CCTV in Carterton and Witney and approve extending the scheme to Chipping Norton;</li><li>2. Approve use of the £255,635 in the draft capital programme Council resolved to approve in February 2024 for upgrading CCTV;</li><li>3. Note the potential funding shortfall of up to a further £55,000 and the opportunities for meeting this cost;</li><li>4. Approve joining the Thames Valley CCTV Partnership, with an associated transfer of all CCTV assets and ongoing operational responsibility to Thames Valley Police under a 'single owner' model; and a shared Oxfordshire hub, based in Abingdon, as the new monitoring control room;</li></ol>

	<p>5. Delegate authority to the Interim Head of Legal, in consultation with the Leader of the Council, to execute the formal agreements needed to join the Thames Valley Police CCTV Partnership;</p> <p>6. Approve the funding formula for the Thames Valley CCTV Partnership and delegate authority to the Assistant Director – Communities, in consultation with the Director of Finance and the Executive Member for Housing and Social Welfare, to agree a new funding formula with Carterton, Chipping Norton and Witney town councils, and Marriotts Walk and Woolgate shopping centres.</p>
Corporate Priorities	<ul style="list-style-type: none"> <li>• Putting Residents First</li> <li>• A Good Quality of Life for All</li> <li>• Working Together for West Oxfordshire</li> </ul>
Key Decision	NO
Exempt	NO
Consultation	Engagement with Thames Valley Police, Office of the Police and Crime Commissioner and the other Oxfordshire districts. Further consultation will take place with Carterton, Chipping Norton and Witney town councils, along with Marriotts Walk and Woolgate shopping centres.

## **I. BACKGROUND**

- I.1.** West Oxfordshire District Council (WODC) owns and operates a public open space Closed Circuit Television (CCTV) system in the district, consisting of 63 cameras – 23 covering Witney town centre, 25 in Marriotts Walk shopping centre, 11 at Woolgate shopping centre and four in Carterton.
- I.2.** The town centre public space CCTV scheme was introduced in Witney town centre in 2002 after the council successfully obtained a Home Office grant. The scheme was expanded to cover Carterton town centre in 2008; and the scheme was upgraded (digitised) and expanded to include Marriotts Walk in 2009.
- I.3.** Monitoring of West Oxfordshire's cameras takes place at Witney Police station, with the staff employed by Thames Valley Police (TVP) and a service level agreement in place with the Council. Within Oxfordshire, monitoring control rooms are also located in Oxford City, Banbury and Abingdon.
- I.4.** In late autumn 2018, WODC commissioned CDC Technical Services to undertake an independent review of the public space CCTV systems in Witney and Carterton town centres. This review concluded that, in general the WODC CCTV scheme provides good coverage of the areas being monitored; but the system was in the main, obsolete and there is a significant amount of repeated camera maintenance issues to be addressed. The review went on to suggest the implementation of a digital transmission network, providing the monitoring control room technologies are compatible.
- I.5.** In setting the 2019/20 budget, Council approved £300,000 capital for investment in CCTV, subject to business case, to upgrade the cameras and replace the monitoring control room equipment.
- I.6.** In March 2020, Cabinet approved a CCTV compliance policy, ensuring we meet the Surveillance Camera Commissioner Code of Practice.

## **2. IS THERE A CONTINUED NEED FOR CCTV?**

- 2.1.** Section 17 of the Crime and Disorder Act 1998 places a duty on local authorities to do all they reasonably can to prevent:
  - a. Crime and disorder in their areas, including anti-social and other behaviour adversely affecting the local environment
  - b. The misuse of drugs, alcohol or other substances
  - c. Reoffending in their areas
- 2.2.** The use of a CCTV system to help meet this duty includes detection; deterrence; self-discipline – by potential victims and potential offenders; and acting as a capable guardian. Routine activity theory, which looks at crime from an offender's point of view, suggests that for a crime to be committed there must be a motivated offender, a suitable target and the absence of a capable guardian. Any act that prevents the convergence of these elements reduces the likelihood of crime.
- 2.3.** The Protection of Freedoms Act 2012 introduced the regulation of public space surveillance cameras in England and Wales. As a result, the Secretary of State, under Section 30 of the Act, issued the Surveillance Camera Code of Practice. The code of practice details that a CCTV system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need, which might include:

- a. national security
- b. public safety
- c. the economic well-being of the country
- d. the prevention of disorder or crime
- e. the protection of health or morals
- f. the protection of the rights and freedoms of others

- 2.4.** The [Strategic Intelligence Assessment \(SIA\)](#) for Oxfordshire shows that West Oxfordshire has the lowest total recorded crime in the county, but the greatest increase has been for stalking and public order offences. An overview of crime data is shown at Annex A.
- 2.5.** At its October 2021 meeting, after considering a notice of motion on violence against women, Council resolved to do everything in its power to build a District free from harassment and violence against women and girls. Continued provision of public open space CCTV supports this.
- 2.6.** Crime density maps, together with local knowledge, and when considered alongside the legitimate aims in the commissioner's code and our duties under the Crime and Disorder Act 1998, provide the evidence base to support the continuation of a CCTV system. They further suggest an extension of the system to include Chipping Norton, as well as covering Carterton and Witney, could be beneficial – a view supported by Thames Valley Police.

### **3. CAMERA OPTIMISATION**

- 3.1.** Before starting a camera replacement programme and in line with the commissioner's code and our local policy, a review of all existing camera locations has taken place, for five reasons:
- a. To make sure the legitimate aim is still relevant and take account of any effect on individuals through privacy impact assessments
  - b. In addition to considering crime density maps, we can overlay reported crimes with existing camera locations and these 'heat maps' can help inform future camera placement
  - c. Technology and subsequent image quality has advanced significantly, meaning we may need fewer cameras to achieve the same, or better, coverage. This could reduce the ongoing costs, without compromising public safety
  - d. Changes in public realm and infrastructure may suggest alternative locations
  - e. A few deployable wireless CCTV cameras may be beneficial for addressing shorter-term needs.
- 3.2.** This exercise was undertaken by an industry expert and provides a map of where and why (legitimate aim) for each proposed camera location, using the reasons listed below:
- To detect and prevent crime, disorder and antisocial behaviour
  - To deter theft and criminal damage
  - To help people feel safe and support the nighttime economy
  - To assist with vehicle recognition involved in crime

**3.3.** Details captured in the review's report include:

- a. An assessment of each of the existing camera locations within the current public open space CCTV scheme, along with recommendations for each location
- b. The mapping of existing and new camera locations in accordance with available crime statistics
- c. Recommendations for improvement of coverage – including the use of additional locations, the removal of locations and/or the relocation of camera locations
- d. Existing and future technology considerations, including:
  - i. the re-use of existing camera technology
  - ii. the requirements for upgrade of the existing transmission network
  - iii. the requirements for control room systems upgrade
  - iv. the different types of ANPR camera technology
  - v. the use of deployable cameras and considerations for using them
  - vi. the use of video analytics and the potential use of data gathered by cameras

**3.4.** All cameras have been mapped using the online mapping tool, Scribble Maps. This tool has allowed the field of view for each of the existing cameras to be mapped to allow for easy observation of the total coverage. An example is shown below:



**3.5.** The resultant recommendations of this coverage mapping suggest two cameras can be removed, six relocated and three new locations added in Witney.

**3.6.** The scope of the review also included investigating the requirements for the installation of public open space CCTV in Chipping Norton, with the general operational requirement to provide coverage to the main pedestrian and parking areas of the town as well as provide coverage of the main roads through the town.

**3.7.** A survey of the town was undertaken, supported by a TVP local police sergeant and identified five potential positions for new cameras that would achieve the main coverage requirements:

- Outside the front of the Town Hall at the A44 junction of New St,
- Outside the rear of the Town Hall at the junction with High St (Top Row),
- On High St (Top Row) outside WH Smith,
- On High St/A44 outside Crown & Cushion Hotel,
- On Market St (Bottom Row) outside 19 Market St

#### **4. UPGRADING TO HIGH-DEFINITION DIGITAL CAMERAS**

**4.1.** A comprehensive proposal has been obtained from the Council's appointed CCTV maintenance contractor for upgrading all existing cameras to high definition (HD) digital, with an upgraded transmission network, where necessary, and using wireless technology where possible. The hybrid solution makes use of some of the existing cameras, which already have HD technology and has been fully designed and costed.

**4.2.** It allows for three additional cameras in Witney, five new cameras for Chipping Norton and the relocations in Carterton, as identified in the camera optimisation exercise. The hardware specified includes a mix of static, multi-sensor and pan, tilt, zoom cameras and all are latest generation featuring full artificial intelligence capability.

**4.3.** All the cameras specified are fully compatible with the existing monitoring control room technology, which was upgraded to Genetec digital in October 2022 following a critical failure of the obsolete analogue equipment.

**4.4.** The headline cost summary for the proposed full upgrade to HD digital cameras is £287,969. Of this required capital expenditure, £229,549 would allow for all existing cameras to be upgraded and £58,420 would be needed for the proposed new cameras.

**4.5.** The Chipping Norton proposal makes no allowance for any civil works required, such as heavy-duty lighting columns for mounting some cameras, or a cabinet-based CCTV column. It is therefore suggested a contingency of around 10% be added to the total cost, bringing the budget required to upgrade to HD digital to £310,635.

**4.6.** Of the original £300,000 approved by Council in 2019/20 for capital investment in CCTV, £255,635 remains, after upgrading the control room in 2022. Executive is asked to approve the use of this balance, which formed part of the draft capital programme Council resolved to approve in February 2024.

**4.7.** Executive is further asked to note the potential funding shortfall of up to £55,000 and the steps that will be taken, in priority order, to address this:

- a. Undertake a value engineering exercise to reduce the capital expenditure needed
- b. Await the outcome of a bid to the Safer Streets Fund for £25,000, as part of a continuation of a project to reduce violence against women and girls. The outcome of this bid is unlikely to be known until November 2024.
- c. Seek a contribution from Thames Valley Police given the Thames Valley Police and Crime Commissioner's vision for CCTV described at section 5.1.
- d. Seek contributions from the town councils where new cameras are proposed

- e. Offset some of the additional cost against the ongoing revenue savings that should be achieved by joining the Thames Valley Police CCTV partnership

**4.8.** Given the 'single owner' model described in the following section, combined with the complexities of a procurement in a niche, technological area, it is recommended the available budget required to implement the upgrade to HD digital is passed to Thames Valley Police, on a phased basis as the required works are completed.

## **5. SHARED MONITORING CONTROL HUB AND SINGLE OWNER MODEL**

- 5.1.** Under the current operating model, this Council retains direct responsibility for the public open space CCTV system and its ongoing maintenance. In early April 2022, Thames Valley Police and Crime Commissioner tabled a report to the Police and Crime Panel outlining a new vision for CCTV. This vision recognised that CCTV exists primarily for the benefit of policing and the wider interests of community safety. Therefore, it is right that policing shoulders the lion share of the responsibility for providing the capability, under a 'single owner' model. This single owner model will help to consolidate technology, drive savings through economies of scale, improve integration with police systems and provide increased resilience.
- 5.2.** Since 2016, there has been a collective desire between the five Oxfordshire districts and Thames Valley Police (TVP) for a shared Oxfordshire hub control room. Sharing will improve the efficiency and effectiveness of the monitoring – with more 'real time' monitoring, no lone working, capital investment from TVP and resilience from fail over to another hub with the same monitoring equipment elsewhere within the Thames Valley Police geographic area.
- 5.3.** The disadvantages of a shared hub are potential losses of local knowledge and local employment. Any loss of local knowledge at an operator level can be overcome by local viewing capability in Witney police station and in the first instance Witney based staff (already employed by TVP) should have the opportunity to transfer to Abingdon and be able to impart their knowledge on others.
- 5.4.** Progress towards a shared hub has been hampered by numerous reasons, but since an Oxfordshire CCTV partnership board was established in 2022 and TVP has employed a CCTV Operations Manager to gain greater traction, the point has now been reached whereby an Oxfordshire monitoring control room, located in Abingdon, is proposed.
- 5.5.** This would form part of a Thames Valley Police CCTV partnership, the first phase of which saw the transfer of ownership of CCTV from Milton Keynes City Council and Slough Borough Council to Thames Valley Police. The Abingdon CCTV command suite will be the second phase of the partnership and will bring all current cameras from the Banbury, Witney, and St Aldates control rooms into Abingdon. The suite would be open 7 days a week, with extended opening hours where appropriate e.g. Thursday to Sunday.
- 5.6.** In terms of governance, a Board will be put in place to govern the Thames Valley CCTV Partnership, chaired by the Police Crime Commissioner and with attendance from both Thames Valley Police and local authorities.
- 5.7.** Joining this partnership arrangement will require ongoing contributions from all partners and based on a partnership funding formula, with 50% of the total partnership costs being met by TVP and the other 50% met by the local authorities (LAs). Of the 50% met by LAs, relative

contributions will be arrived at by considering the percentage of the total cameras between each LA and the Community Safety Partnership Funding Formula between each LA.

<b>Formula Percentages</b>		
<b>Location</b>	<b>% of Cameras</b>	<b>CSP %</b>
Slough	29%	16%
Milton Keynes	13%	27%
Oxford City	12%	15%
South Oxfordshire	12%	10%
Vale of The White Horse	6%	11%
Cherwell	16%	13%
West Oxfordshire	12%	8%
<b>Total</b>	<b>100%</b>	<b>100%</b>

- 5.8.** Under this 'single owner' model we will transfer all our CCTV assets to Thames Valley Police, and they will assume full operational responsibility for maintaining the assets and associated costs, such as:
- Staffing the shared monitoring hub
  - Maintenance contract for cameras and control room equipment
  - Hardware repairs and replacement – cameras, network infrastructure, control room equipment
  - Software licensing and updates to the video management system
- 5.9.** Joining the Thames Valley Police CCTV partnership is contingent on transferring in high quality assets; hence this Council could not join if the cameras were not upgraded to HD digital.
- 5.10.** By its nature, public space CCTV cameras are used to solve public space issues, which provide safety and reassurance to the public. Therefore, any partner can request an increase in public space CCTV cameras. This would require agreement at the Thames Valley CCTV Partnership Board in which local feedback and crime statistics would be considered. The requestor of the CCTV camera will bear the capital cost of camera and installation and then be included within the LA's overall total number of cameras, with an associated uplift in LA contribution as per the funding formula described at 5.6.
- 5.11.** This Council would retain responsibility for columns and assets on which the cameras are mounted, electricity to the cameras and any existing rented fibre costs – noting that the upgrade to HD digital will reduce these costs by using wireless transmission, where possible.

- 5.12.** The high-level timeline suggests the shared monitoring hub at Abingdon would go live in Q4 2024/25. It is therefore suggested the revenue impact is built into the base budget from 2025-26. Based on figures supplied by the Police and Crime Commissioner for Thames Valley and our own historical spend the new funding arrangements for this Council are projected as:

	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
TVP CCTV partnership contribution	51,585	53,050	54,450
Electricity	3,500	3,700	4,000
Rented fibre	4,700	4,900	5,100
Repairs and maintenance	5,000	5,000	5,000
<b>Total projected expenditure on CCTV</b>	<b>64,785</b>	<b>66,650</b>	<b>68,550</b>

## **6. A NEW LOCAL FUNDING FORMULA**

- 6.1.** At a local level, the current total cost of public space CCTV and its associated monitoring is currently approaching £139,000. Financial contributions from Carterton and Witney town councils, and from Marriotts Walk and Woolgate shopping centres reduce this total and the 2024-25 revenue budget for net expenditure on CCTV to £98,700.
- 6.2.** This welcomed support recognises the benefit CCTV brings to the towns and shopping centres, such as detecting and preventing crime, disorder and antisocial behaviour; deterring theft and criminal damage; and helping people feel safe to support the nighttime economy. There has, however, been no parity between the level of financial support provided and the number of cameras in each location. As an example, Carterton town council has contributed £10,000 per annum, with four camera coverage and Witney town council has contributed the same, but with 23 camera coverage.
- 6.3.** A step towards addressing this inequity was made when Carterton town council set its 2024-25 precept, however, with any addition of cameras to Chipping Norton and an associated contribution from Chipping Norton town council, it is suggested clear objectivity needs to be brought to relative contributions.
- 6.4.** This could be achieved by largely mirroring the Thames Valley Police CCTV partnership funding formula, with 50% of the total cost for West Oxfordshire being met by this Council and the remaining 50% apportioned based on the number of cameras in each location.

<b>Location</b>	<b>Number of cameras</b>	<b>% contribution</b>
Carterton	4	2.9%
Chipping Norton	5	3.6%
Marriotts Walk	25	18.1%
Witney	24	17.4%
Woolgate	11	8.0%
<b>Totals</b>	<b>69</b>	<b>50%</b>

**6.5.** Using the projected figures shown at 5.12 this translates as:

<b>Contributor</b>	<b>% to pay</b>	<b>2025-26</b>	<b>2026-27</b>	<b>2027-28</b>
		<b>61,785</b>	<b>63,650</b>	<b>65,550</b>
West Oxfordshire District Council	50%	32,393	33,325	34,275
Carterton Town Council	2.9%	1,878	1,932	1,987
Chipping Norton Town Council	3.6%	2,347	2,415	2,484
Marriotts Walk Shopping Centre	18.1%	11,736	12,074	12,418
Witney Town Council	17.4%	11,267	11,591	11,922
Woolgate Shopping Centre	8.0%	5,164	5,313	5,464

**6.6.** Executive is asked to approve the principle of a new local funding formula as set out above and delegate authority to the Assistant Director – Communities, in consultation with the Director of Finance and the Executive Member for Housing and Social Welfare, to agree new funding contributions with Carterton, Chipping Norton and Witney town councils, and Marriotts Walk and Woolgate shopping centres.

**7. ALTERNATIVE OPTIONS**

- 7.1.** Executive could choose to cease provision of this discretionary service, however the case for continued provision of public space CCTV is made at section 2 of this report.
- 7.2.** Executive could choose to acknowledge the case for ongoing public space CCTV provision but negotiate a handing over of the service to town councils, with the costs of the new Thames Valley Police CCTV partnership model being met in full by local precepting.
- 7.3.** Executive could choose to continue public space CCTV provision and meet in full the costs of the new Thames Valley Police CCTV partnership model.

**8. FINANCIAL IMPLICATIONS**

- 8.1.** The proposals in this report require £255,635 capital from the draft programme approved by Council in February 2024. In addition, a further amount up to £55,000 is required to undertake a full upgrade of all existing cameras to HD digital and to install three new cameras in Witney and five in Chipping Norton. The opportunities to address this shortfall are set out at section 4.7.
- 8.2.** Accepting that joining the Thames Valley Police CCTV Partnership is subject to formal approval and signed agreements, the revenue expenditure for the single owner model, combined with a new local funding formula which is fair and transparent, suggests an annual revenue saving in the region of £60,000 could be achieved.
- 8.3.** Joining the Thames Valley Police CCTV Partnership and achieving this revenue saving is contingent on transferring digital control room equipment and new HD digital cameras. The approved capital expenditure of £255,635 and any additional budget requirement therefore represents an invest to save initiative.

## **9. LEGAL IMPLICATIONS**

- 9.1.** Joining the Thames Valley Police CCTV Partnership, with the associated transfer of assets and future liabilities from this Council to Thames Valley Police will be executed through a formal agreement.

## **10. RISK ASSESSMENT**

- 10.1.** Having no public open space CCTV means our duties under Section 17 of the Crime and Disorder Act 1998 may not be met and could also lead to an increase in crime or fear of it.

## **11. EQUALITIES IMPACT**

- 11.1.** The report raises no specific implications for any particular group or individual. Any future changes to camera locations will be subject to the appropriate privacy impact assessments, compliant with the Surveillance Camera Code of Practice. The addition of cameras to Chipping Norton should bring a positive impact to public safety and a reduction in crime.

## **12. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS**

- 12.1.** There are no specific implications arising directly from this report.

## **13. BACKGROUND PAPERS**

- 13.1.** No background papers have been identified.  
(END)

### **Item 13: Planning Applications**

1. **APPLICATION NO:** [24/01380/LBC](#)

**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

**APPLICATION NO:** [23/02874/LBC](#)

**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

**LOCATION:** 22A High Street Chipping Norton Oxfordshire