



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

Minutes of a Full Council meeting held on the 10th February 2025, at 6:30pm in the Lower Hall, Chipping Norton Town Hall

PRESENT: Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), Jo Graves, Michael Rowe, Mike Cahill, Ben Bibby left 19.02, Ian Finney, Dom Rickard, Athos Ritsperis and Emily Weaver – left meeting at 19.02

ALSO PRESENT:

Katherine Jang, Acting Town Clerk and CEO
Heidi Davies, Admin and Customer Service Advisor
Paolo Oliveri, General Maintenance Operative
Cllr Mike Baggaley, WODC
Cllr Mark Walker, WODC
Cllr Geoff Saul, WODC and OCC

2 members of the public

FC103	Apologies for absence Apologies were received from Cllrs Whitmill, Keyser and Wheaton.
FC104	Declaration of interests None
FC105	Minutes FC91 Page 2: Cllr Finney pointed out the typo 'centrals government' should read 'central government'. FC98 incorrect grammar was noted and both were amended by Cllr Coleman (Town Mayor) RESOLVED: That the minutes of the Full Council meeting held on the 9 th December 2024 were signed and approved by the Chair as an accurate record.
FC106	Public Participation None
FC107	West Oxfordshire District Councillors update Cllr Walker provided a verbal update on the local plan 2041. Cllr Baggaley had no updates to report. It was noted that Cllr Coleman will be providing Cllr Baggaley with a tour of Chipping Norton and will keep him updated on Town Council activities. Cllr Saul provided an update: The district budget papers have been prepared and will be discussed at the full council meeting. It was noted that the budget maintains services and involves increasing council tax to the maximum limit.



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	<p>Delegated authority was given to spend up to £3m on emergency housing due to a spike in homelessness. New accommodation units will be sought instead of using B&Bs, focusing on existing premises that can be quickly adapted, aiming for 5 or 6 units. This will provide better quality local accommodation and save costs. The current need is to rehouse over 100 individuals, up from the pre-COVID average of 30-50. Many are single person households. The target is to provide 30 more units by the end of April 2026, more than doubling the current capacity. It was noted that the last meeting authorised the recruitment of two new staff members to help prevent further homelessness. Cllr Akers expressed his thanks to the County Council Officers and staff for their work to provide more housing and prevent homelessness.</p>
FC108	<p>Oxfordshire County Councillors update</p> <p>Cllr Saul provided a verbal update.</p> <p>It was noted that County Council Officers were briefed on the housing development site with WODC. Plans include biodiversity areas and possibly a new Primary School. Approximately 600 homes are proposed. It was mentioned that Oxfordshire County Council will not be working with Cala as they have no control over the land due to Roman remains. It was reported that the County budget will be decided on 11th February 2025. The administration has proposed a balanced budget and plans to raise council tax to the maximum amount. Proposals include an additional £5m for various initiatives. Investment in Rail was discussed. There are considerations for improvements to the Cotswold Rail line and the possibility of an extra Rail line in Cowley, Witney, and Carterton. Also noted was the possibility of an Oxford to Cambridge Rail line which will be organised by the Government and not local authority. Active travel measures and joint pricing for park and rides are also under review. Cllr Saul reported on Devolution. The Minister of Housing and Local Government has announced that all local Councils are required to hire consultants to develop various plans, ensuring consistency across Councils. Initial plans are expected by early March, with a full proposal due by November 28th this year. It was also noted that smaller Parish Councils will not be abolished.</p> <p>Cllr Walker reported that the local elections will be going ahead, and that Cllr Saul will be standing again as County Councillor.</p>
FC109	<p>Civic Announcements</p> <p>The Mayor provided an update on her recent engagements and town activities:</p>



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	<p>It was noted that the community litter pick, The Big Spring Clean-up Day will be taking place on 22nd March 2025.</p> <p>The Committee were informed about the shortage of Scout Leaders in the Town.</p> <p>It was expressed by Cllr Ritsperis that the Keep Chippy Beautiful Big Clean-Up Day for Autumn should be scheduled in advance. Dates will be investigated by the Acting Town Clerk and CEO.</p>
FC110	<p>Reports from representatives from outside bodies</p> <p>Cllr Coleman reported on the Field Reeves meeting. It was noted that a survey of the trees has been completed and that Field Reeves are working on scheduling the necessary work.</p> <p>Cllr Cahill provided an update on behalf of Cllr Wheaton regarding Shopwatch.</p>
FC111	<p>Minutes and reports from committees</p> <p>Members noted the draft minutes and any related recommendations of the following committee and sub-committee meetings:</p> <ul style="list-style-type: none"> a. Traffic Advisory Sub-Committee committee, 16th January 2025 The Active Travel plan was discussed b. Community Committee, 20th January 2025 c. Strategic Planning Committee, 27th January 2025 d. Staffing Sub-Committee, 18th November 2024 – <p>RECOMMENDATION: That the Admin and Customer Service Advisor is to continue working full time hours until the end of May 2025 Proposed by Cllr Finney, seconded by Cllr Akers that the Admin and</p> <p>RESOLVED: That the Customer Service Advisor will continue working full time hours until the end of May 2025. All in favour motion carried</p> <p>RECOMMENDATION: The Acting Town Clerk and CEO takes on the position permanently as the Town Clerk and CEO. Proposed by Cllr Coleman, seconded by Cllr Akers and Cllr Graves</p> <p>RESOLVED: That the Acting Town Clerk and CEO takes on the position permanently as the Town Clerk and CEO. All in favour motion carried.</p>
FC112	<p>Correspondence</p> <ul style="list-style-type: none"> a. Members considered a letter from My Life My Choice regarding their campaign “Make Chippy Streets Safer”. RESOLVED: Members noted the groups concerns and agreed to arrange a consultation with them. It was also agreed that Cllr Coleman and Cllr Walker would have a walk around the town with the group. b. Members considered renewing Community First Oxfordshire Membership.



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	<p>RESOLVED: That members agreed to renewing the membership fee costing £85.</p> <p>c. Members noted the WODC/OCC Disabled Person Parking Places report.</p> <p>The report and consultation deadline of March 7th was noted. The Town Clerk and CEO stated that members can submit comments if they deem the new disabled parking places unnecessary.</p>
FC113	<p>Council Action Plan</p> <p>Members noted the ongoing action plan</p> <p>Cllr Ritsperis suggested that the group My Life My Choice campaign “Make Chippy Streets Safer” should be added in the vibrant town section of the action plan. This was agreed by all and will be added by the Town Clerk.</p>
FC114	<p>Annual Town Meeting</p> <p>Members noted the upcoming meeting of the Town on 28th April 2025 at 7pm in the upper hall and that next year’s Annual Town Meeting will be held on 27th April 2026.</p>
FC115	<p>Calendar of Meetings</p> <p>Members received a report and proposed calendar of meetings for municipal year 2024-25.</p> <p>RECOMMENDATION: That members approve and adopt the proposed calendar of meetings for municipal year 2025-26.</p> <p>Proposed by Cllr Akers and seconded by Cllr Finney. All in favour motion carried.</p> <p>RESOLVED: That members approve and adopt the proposed calendar of meetings for municipal year 2025-26.</p>
FC116	<p>Town Hall Restoration project</p> <p>Members received an update from the Town Clerk and CEO about the Town Hall roof repairs and the heating system. Roofing works have progressed slowly due to cold weather, for safety reasons, contractors cannot use scaffolding if it is icy. The temporary fix is estimated to take a week. The heating has been temporarily fixed by replacing the heat exchanger from the defective boiler to a functioning one. The Town Clerk and CEO will investigate whether the faulty part was recalled by the manufacturer.</p>
FC117	<p>Skatepark</p> <p>Members received an update on the progress of the skatepark project. The Events and Facilities Officer and Town Clerk and CEO had a meeting to discuss funding options. Maverick is currently in the process of submitting a planning application and has conducted another survey. They will complete the planning application upon approval, after which The Town Council can proceed with funding.</p> <p>Some members raised concerns about the lack of parking at the Playground. In response, Cllr Coleman noted that people using the</p>



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	<p>skatepark will likely arrive using wheeled transport, such as skateboards and scooters. Further discussions took place regarding funding. It was noted that Cllr Coleman will speak to Georgia at The Branch for funding ideas.</p>
FC118	<p>Grounds Maintenance</p> <p>a. Members considered the lease of large plant machinery Noted two new members of staff have been appointed, provisionally starting on the 17th March 2025.</p> <p>Members had an extensive discussion on machinery but could not reach a consensus on which machinery or vehicles should be purchased.</p> <p>b. Members considered options for the lease or purchase vehicles</p> <p>Members agreed to form a Task and Finish group with delegated authority to decide whether to lease or purchase the grounds maintenance vehicles and large plant machinery within the remit of the budget. Members agreed with the proposal to increase the grounds maintenance budget for the current financial year to £28,000 (from £18,490) to give additional funds for the possible purchase of any vehicles required. Should these funds not be required, the uplift would be returned to general reserves.</p> <p>Cllr Ritsperis proposed to delegate the authority for the grounds maintenance vehicles and large plant machinery to the Task and Finish group, seconded by Cllr Akers. All in favour, motion carried.</p> <p>The Task and Finish group will comprise Cllrs Coleman, Walker, and Akers, with input from the Town Council's Grounds Maintenance Operative.</p> <p>RESOLVED: That a Task and Finish group is set up with the delegated authority to agree the purchase or lease decision for the large plant machinery and the grounds maintenance vehicles within the remit of the budget; and that the grounds maintenance budget for the current financial year is uplifted from £18,490 to £28,000 to accommodate for the possible purchase of grounds maintenance vehicles; and that should the uplift not be required that the £9,510 unspent funds be returned to general reserves.</p>
FC119	<p>Consultation on strengthening the standards and conduct framework for local authorities in England</p> <p>Members considered a formal response to the consultation from the Ministry of Housing, Communities & Local Government.</p> <p>Members agreed to delegate this work to the Town Clerk and CEO, Cllr Cahill and Cllr Graves.</p>



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FC120	<p>Policies and Governance</p> <p>Members considered the following policies and governance documents as reviewed by the Finance and Resources Committee with some minor changes.</p> <ul style="list-style-type: none"> a. Social media Policy b. Communication Policy <p>Cllr Akers proposed to adopt the above policies as recommended by the Finance and Resources Committee, seconded by Cllr Finney. All in favour motioned carried.</p> <p>RESOLVED: That the Town Council adopts the policies as proposed by the Finance and Resources Committee.</p>
FC121	<p>Planning Applications</p> <p>1. APPLICATION: 23/00843/FUL</p> <p>We have received an application to address a new development on Land to The Rear Of 17 - 18 High Street Chipping Norton.</p> <p>The development consists of six new dwellings, five of which will be accessed from a new street/driveway. Please see attached layout plan.</p> <p>The plan is to allocate a new street name to the development, with plot 6 being addressed onto 'Albion Street' in line with its main access.</p> <p>The developer has proposed the street name 'The Maltings'</p> <p>Cllr Graves proposed to accept street name of 'The Maltings', seconded by Cllr Akers</p> <p>2. APPLICATION: 25/00112/S73</p> <p>PROPOSAL: Variation of condition 8 of planning permission 25/00536/OUT to allow the condition wording to be changed in relation to the provision of installed SUDS and drainage scheme.</p> <p>LOCATION: Land South of Hit of Miss Farm, Banbury Road, Chipping Norton.</p> <p>Support no comments</p> <p>3. APPLICATION: 25/00052/FUL</p> <p>PROPOSAL: Installation of 3 air source heat pumps.</p> <p>LOCATION: Chipping Norton Library, Goddards Lane, Chipping Norton</p> <p>Support no comments.</p> <p>4. APPLICATION: 25/00087/FUL</p> <p>PROPOSAL: Alterations and repair work to include replacement of glass with UPVC (retention of timber framing) in all front elevation windows over all floors and replacement of damaged rear windows and framing only with upvc glass or plastic.</p> <p>LOCATION: 8 Middle Row, Chipping Norton, Oxfordshire</p>



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	<p>Support no comments.</p> <p>5. APPLICATION: 25/00220/HHD PROPOSAL: Garage conversion and first floor extension over garage. LOCATION: 1 Tilsley Road, Chipping Norton, Oxfordshire Supported.</p>
FC122	<p>Date of next meeting Monday 31st March 2025</p>

Chair closed the meeting 8.55pm