



CHIPPING NORTON TOWN COUNCIL

At the Council Meeting held, pursuant to notice, on Monday, 15th May 2006 at 7.15 p.m. in the Large Hall, the Town Hall, the following members were present:

Cllr. D. Davidson (Town Mayor)
Cllr. G. Beacham
Cllr. Mrs. G.M. Burrows
Cllr. M.J. Dixon
Cllr. R.LI. Evans
Cllr. B. J. Galbraith
Cllr. J.J. Grantham
Cllr. Mrs. J.M. Graves
Cllr. K. R. Greenwell
Cllr. P.A. Lake
Cllr. M. Y. Qadir
Cllr. Mrs. P.A. Simmons
Cllr. Mrs. S. J. Wilkes

Officer: The Town Clerk
The Assistant Town Clerk

4798 The Town Mayor, Cllr. D. Davidson took the chair and opened the meeting by welcoming Councillors and all other persons present. The Mayor then gave a special welcome to Cllr. K. R. Greenwell who was attending his first Council Meeting following his election success on 4.5.06. The Mayor also congratulated West Oxfordshire District Cllr. R. Townley, who was present in the hall, on his election success on 4.5.06.

4799 The Mayor gave a resume of the Council's activities during the past year.

He referred to the Annual Report prepared for the Town Meeting of 27.4.06 which was available in the hall. For the past year the report gave information relating to Councillors attendance at the fourteen Council Meetings held, meetings of Council's Committees; the bye-election of 12.1.06; staffing changes, the development of the Parker Knoll Site; the Town Partnership; the Town Charter Celebrations: the New Hospital/Care Home for the town and the a44a Action Group.

The Mayor then reported on the plan, arising from the change in opening hours of the town's police station, that for a three month period on alternate Saturdays the police were to have a consultation point in the town hall's council chamber. Enquiries were to be logged and a review was to be made by town and district councilors and the police as to an ongoing service.

The Mayor then made a presentation of a gift, from his fellow Councillors, to Mr. Martin Hannant who had left the council during the year, following twenty-four years of membership, including a term of office as Mayor. The Mayor thanked Mr. Hannant for his years of faithful service and mentioned Mr Hannant's integrity in all his work for the Council.

The Mayor then made personal presentations to the council's staff; to Mr. R. Simmons (the Mayoress's husband) and to the Mayoress, Cllr. Mrs. P. Simmons, in recognition of the support he had received during his past two years of office.

The Mayor gave particular thanks to the Mayoress, for her active support to him including her major help in the organisation of civic functions, Mayors Charity Balls and other town hall events.

4800 The Mayor invited nominations for the office of Town Mayor for the year 2006/7

4801 Cllr. B. J. Galbraith moved that Cllr. Mrs. G. M. Burrows be elected to the office of Town Mayor for the year 2006/7.

Cllr. Galbraith then addressed Council in support of his proposal. He referred to Cllr. Mrs. Burrows' involvement in most spheres of Council's work as well as her other interests. He believed that Mrs. Burrows epitomised the adage the "if you want something done, ask a busy person".

Cllr. Galbraith spoke of Cllr. Mrs. Burrows involvement in the Town Appraisal; her interest in the economy of the town and the development of business, her attendance at the monthly "Stones Business Breakfast" meetings and her leadership of the team organizing the 400th Town Charter Anniversary Celebrations.

He commented that the success of the celebrations already held had been to a large extent due to Cllr. Mrs. Burrow's leadership.

Cllr. Galbraith concluded his proposal by commending Cllr. Mrs. Burrows as Mayor in the belief that in all the activities she had undertaken Cllr. Mrs. Burrows had demonstrated the qualities of hard work, enthusiasm and dedication that would make her a very successful Mayor.

Cllr. Mrs. J. M. Graves seconded the proposal.

4802 There were no other nominations. A vote was taken and Council voted unanimously that Cllr. Mrs. G. M. Burrows be elected to the office of Town Mayor for the year 2006/7.

4803 The Town Mayor then signed the acceptance of office, witnessed by Cllr. B. J. Galbraith and Cllr. Mrs. J. M. Graves.

4804 The retiring Mayor, the Mayor's Sergeant, The Town Clerk, the newly elected Mayor, Cllr. B. J. Galbraith and Cllr. Mrs. J. M. Graves then retired to the landing area.

4805 Following robing the Mayor re-entered the hall accompanied by the Mayo's Sergeant, The Town Clerk, Cllr. B. J. Galbraith and Cllr. Mrs. J. M. Graves. Cllr. B. J. Galbraith and Cllr. Mrs. J. M. Graves then conducted the Mayor to the chair and invested here with the chain of office.

4806 Cllr. B. J. Galbraith and Cllr. Mrs. J. M. Graves then resumed their seats amongst the Council and Cllr. Mrs. J. M. Graves spoke on the Mayor's election.

4807 Cllr. Mrs. J. M. Graves addressed Council and referred to her friendship with Cllr. Mrs. G. Burrows since 1990 when Cllr. Mrs. Burrows had moved to the town and her pleasure when Cllr. Mrs. Burrows had joined the Council in 1999. Cllr. Mrs. Graves spoke of the support and help she had received when Cllr. Mrs. Burrows was her Mayoress.

Cllr. Mrs. Graves commented on Cllr. Mrs. Burrows support of new community initiatives; her positive attitude towards community organisations leading to the setting up of "Organisations Day"; her belief in team work and her contribution to the Town Appraisal.

She referred to Cllr. Mrs. Burrows role as a governor of Chipping Norton School which gave her an awareness of the issues for young people of the town which included future employment prospects, training needs and facilities provision.

Cllr. Mrs. Graves expressed her confidence that Cllr. Mrs. Burrows would be a good leader for the Council in the challenging and interesting year that lay ahead. She wished her every success and enjoyment in her role as Mayor.

4808 The Town Mayor then addressed Council. The Mayor referred to the great honour she had received in being appointed Mayor and she promised to do her best to serve and lead the Council to the benefit of the town and everyone who lived and worked in Chipping Norton.

The Mayor said she was aware of the challenges ahead but was pleased that, with her fellow councillors, and staff the hard work ahead could be faced with confidence.

The Mayor then welcomed the two new recently elected Councillors, Mr. K. Greenwell and Mr. R. Townley, referred to the service of Mr. M. Hannant and paid tribute to Mr. John Hannis who had recently retired as a district councillor. She referred to Mr. Hannis's distinguished public service to many of the town's organization including holding the office of Mayor of the the town.

The Mayor then commented that the Town Council was fortunate to have members possessing a wealth of experience and expertise and having varied backgrounds and network connections. However she was aware that the council needed to work in partnership with all other government organisations and the people of the town to achieve its aims.

The Mayor spoke of her commitment to promote the town in all her duties and engagements and called on everyone present to act similarly as ambassadors for Chipping Norton.

The Mayor then reviewed the major challenge facing the town in the ensuing year: the continuance of its vibrance and prosperity as a working town. She believed that the town's promotion as a good place to live, work and to do business was vital and she was pleased that she would be working alongside the Town's Guild, the Town Partnership as well as businesses and individuals in this aim.

She also looked forward to the charter celebrations planned for the year, including the Chipping Norton Games and the history lectures. Other tangible aims for the town for the year ahead included a sculpture trail, hopefully a good space for a youth centre near to the town centre and a new hospital and care home.

The Mayor then made a commitment that, with the Council, she would seek to serve the whole local community and encourage a welcome to all the town's visitors.

She then spoke of her aim to make Chipping Norton a Fair Trade town and that she would seek to recruit others to support her. As part of the mayor's fund raising for charity she hoped to arrange an event to support a project in sub-saharan Africa and she referred to the link

between Oxfordshire, C.N. School and a South African Eastern Cape community. She also committed to raise funds for home charities.

In closing the Mayor thanked councillors for her appointment and then she referred to related appointments held by her family members and their shared involvement in church, local government and political organisations, to her nineteenth century historical research and her full time occupation at Oxford University in the Anthropology Department. She then quoted anthropologist Margaret Mead who said "Never doubt that a small group of thoughtful, committed citizens can change the world: indeed it's the only thing that ever does. The Mayor then spoke of her gratitude in being surrounded by thoughtful and committed citizens and that she looked forward to working with everyone to serve the town.

- 4809 Cllr. J. J. Grantham then moved a vote of thanks on behalf of Council to the retiring Mayor and the retiring Deputy Mayor

He spoke of Cllr. D. Davidson's membership of an elite group of seven mayors out of ninety-three who had served for four or more years since the incorporation of the Council in 1835 and noted that it was fitting that he had completed his fourth term in the 400th anniversary year of the granting of the town charter.

Cllr. Grantham referred to the Mayor's busy year (despite some ill health)- his attendance with the Mayoress at many civic functions around the county and to the many other events attended – AGMs, fetes, town Christmas visits, Remembrance Sunday, Council Meetings and council committee meetings together with the fundraising events for local charities organised with the Mayoress.

He then spoke of Cllr. Mrs. G. M. Burrows long apprenticeship leading to her appointment as Mayor - three years as Mayoress and then two years as Deputy Mayor. As Deputy Mayor she had chaired meetings and attended civic functions when the Mayor was not available. Cllr. Mrs. Burrows had also played a major role in organizing the 400th Charter Anniversary Celebrations which had included the recent church service.

Cllr. Grantham congratulated both the retiring Mayor and Deputy Mayor on their commitment and stamina during their terms of office and he formally moved the vote of thanks.

- 4810 The retiring Mayor, Cllr. D. Davidson, responded to the vote of thanks.

He thanked Cllr. Grantham for his kind words and thanked Cllr. Mrs. Burrows for her help and expressed the hope that she would receive similar support during her term of office.

- 4811 The Mayor then proposed that Cllr. P. A. Lake be elected as Deputy Mayor for the Municipal year 2006/7 and called for a seconder. Cllr. R. Ll. Evans seconded the motion.

- 4812 A vote was taken and Council voted unanimously that Cllr. P. A. Lake be elected to the office of Deputy Mayor for the year 2006/7. The Mayor then invested the new Deputy Mayor with the Badge of Office.

- 4813 Cllr. G. Beacham then moved a vote of thanks on behalf of the Council to the retiring Mayoress, Cllr. Mrs. P. A. Simmons.

He referred the Cllr. Mrs. Simmons' impressive performance in the role of Mayoress and her support of the Mayor during their terms of office. He spoke of the Mayoress's excellent dress sense and practical organisational skills. Cllr Beacham referred to the advantages to the town and council of the Mayoress also being a member of the Council.

4814 Cllr. Mrs. P. Simmons replied to the vote of thanks.

The retiring Mayoress thanked Cllr. G. Beacham for his kind words and remarked that on being invited to become mayoress she had had some idea of the work to expect but she had not appreciated the full range of duties involved that had extended from formal civic attendances to cash and carry visits.

Cllr. Mrs Simmons spoke of the privilege she felt in attending many events in the town and across the county, of the experiences she had in meeting many people and the opportunities afforded to promote the town.

The retiring Mayoress referred to the 370 hours she had spent on official duties during the past year. She thanked her husband for his tolerance of her time away on duty and the Mayor for coping with her forthright personality.

Cllr. Mrs. Simmons concluded by wishing both the Mayor and her consort well for the ensuing year.

4815 The Mayor then called upon the retiring Mayoress, Cllr. Mrs. P. A. Simmons to welcome the new Consort, Cllr. R. LL. Evans to office and she did so.

4816 The Minutes of the meeting held on the 18th April 2006

The minutes of the meeting held on the 18th April 2006 were confirmed by the meeting and signed by the Mayor.

4817 Public Participation

The Town Clerk reported that no requests for public participation had been received.

4818 Apologies for Absence

Apologies for absence were received from Cllr. G. Alcock, Cllr. Mrs. E. M. Coles and from Cllr. P. M. Jarratt.

4819 Declaration of Interests

Two declaration of interest were made relating to item 26 on the agenda - Planning Applications Received. Cllr. Mrs. P. A. Simmons declared an interest relating to Application 3215 – friend of applicant Cllr. K. R. Greenwell declared an interest relating to Application 3218 – applicant was a fellow political party member. Both Councillors left the hall whilst the relevant applications were considered.

4820 Planning

(a) The Minutes of the Planning Committee

Council received the minutes of the Planning Committee held on 3rd May 2006.

(b) Applications received

Council decided to make the observations set out under the heading “comments” on Appendix B 15th May 2006 in respect of the applications 3214 to 3218.

4821 The Town Clerks Report

Accounts

Council approved the following payments: -

(a) Imprest Account for April 2006: £6,776.60

(b) General Account: Accounts for payment as at 15th May 2006: £14,191.47

The meeting closed at 8.25 pm.

Mayor's Diary for April/May 2006

April

- Fri 21 The Mayoress & I attended the first performance of 'Unlawful Assembly', the promenade play performed at various venues around the town. This was performed by members of the Youth Theatre and was a very interesting start to the Charter Celebrations.
- Sat 22 We attended the Carterton Town Council's St George's Day Dinner at the invitation of the Mayor & Mayoress of Carterton. This was held in the Officer's Mess, Brize Norton Airbase.
- Sun 23 This saw the official launch of our 400th Anniversary Charter Celebrations with a 'parade' of suitably attired Burgesses and Bailiffs from the Guildhall to the Parish Church. A very fine body of personages indeed!
At the church we participated in a 17th Century-style service, which apparently is not so very from the 21st Century version!
We then processed to the Town Hall to sample the specially brewed Charter Ale and take part in the ensuing 'Merry Making'!
A very big, 'Thank You', to Gina Burrows & her team for organising a great start to the Town's celebrations as well as to all those who dressed for the event!
- Thur 27 Most of us attended the Annual Town Meeting here in the Town Hall. We were quizzed on a range of subjects, including the appearance of the town, policing issues, car parking & driving in Middle Row, the future of the Greystones main building and others.
- Fri 28 The Mayoress and I welcomed the party from Mangy who were visiting their hosts of the Twinning Association. This took place at Highlands and I only hope that my halting French was a) understood and b) not insulting!
On the same evening the Deputy Mayor, Gina Burrows, along with Rob Evans represented the town at the Mayor & Mayoress of Banbury's Charity Dinner. My thanks to them for that.

May

- Tue 2 Along with some other Cllrs I attended a meeting with representatives from the Police and WODC to discuss the concerns regarding the opening hours of the Police Station. I felt that the meeting was very positive and that the police were indeed listening to us and were prepared to act on the concerns raised.
On alternate Saturdays, for a three month trial period, the **Council Chamber** will become a contact point for the public to raise policing concerns to trained personnel. During the trial period all enquiries, both at the Police Station during the week and the Town Hall on alternate Saturdays, will be fully logged. This will enable the Police, the Town Council and WODC representatives to evaluate the success (or not) of the trial and *perhaps* develop a more comprehensive information service in the Town Centre.
- Thur 4 Elections were held for one seat on the District Council and one seat on the Town Council. Yet again there was not a particularly high turn out, which always disappoints me. I congratulate those elected ('Chunky' Townley for the District & Keith Greenwell for the Town) and commiserate with those not elected but thank them all for putting themselves forward. Remember however that next May as well as there being one seat on the District, **all 16** Town Council seats will be up for election.
- Fri 5 At the invitation of the Chair of Oxfordshire County Council the Mayoress and I attended the opening of the Oxford Castle Heritage Project by Her Majesty The Queen. Although none of 'The Chain Gang' were introduced to Her Majesty it proved to be a memorable occasion.

PLANNING APPLICATIONS

For consideration at this meeting:

- | <u>Our Ref:</u> | <u>COMMENT</u> |
|--|--|
| 1. <u>3214 (06/0722)</u>
Whitehouse Surgery, Horsefair, C/N.
Demolition of existing doctors surgery and redevelopment of site to provide seven residential dwellings. | Council has the following concerns in respect of this application: - |
| <p>(1) Density of development – the seven properties appear to have been crammed into the site.
(2) Design of properties – should be improved to fit into the conservation area.
(3) There will be some overlooking/loss of privacy and overshadowing/loss of light for neighbouring properties (as notified by the owners of 9, Horsefair).
(4) Access to the site – the archway proposal may impede access.
(5) Albion Street traffic – already a busy street – increased vehicles on site may aggravate the situation.</p> | |
| <u>Related Issues</u> | |
| <p>(1) Replacement Surgery – Council is concerned that no planning proposal has been received for a new surgery. Council is concerned if unconditional permission is to be given for this application before the provision of alternate facilities is proposed.
(2) Timescale – Council requests some indication of the timescale for this development/transfer of facilities.
(3) Naming of the new development – Council requests that the name “Stanley” be used in the street name. (At least three of four generations of Stanley’s ran a business on this site).</p> | |
| 2. <u>3215 (06/0738)</u>
10, Wilcox Road, C/N.
Insertion of roof lights. | No objection. |
| 3. <u>3216 (06/0726)</u>
1A, Cross Leys, C/N.
Erection of single storey ground and first floor extensions. | No objection. |
| 4. <u>3217 (06/0769)</u>
34, Worcester Road, C/N.
Erection of single storey extension. | No objection. |
| 5. <u>3218 (06/0782)</u>
The Old Quarry Rear of Foxfield & No. 3 Foxfield, C/N.
Demolish 3 Foxfield and erection of eleven dwellings and new access. | Council has the following concerns with respect of these applications: - |

Density of development – eleven properties on a limited site.

Increased Traffic – not welcomed for Fox Close which is already busy with vehicles of residents and visitors to the Lido. In addition further traffic joining Albion Street close to the Ace Centre/Nursery School will increase road safety hazards in this area.

Location of Site – on the development edge of the town – is this to be regarded as “rounding off”.

Town’s housing allocation – Local Plan 2011 – The town’s allocation of 150 – 180 units has already been exceeded by previous applications – this application will increase further the number of houses proposed for the town – regard should be taken of the Local Plan’s limits on new housing.



CHIPPING NORTON TOWN COUNCIL

At the Council Meeting held, pursuant to notice, on Monday, 19th June 2006 at 7.15 p.m. in the Council Chamber, the Town Hall, the following members were present:

Cllr. Mrs. G.M. Burrows (Town Mayor)
Cllr. G. Alcock
Cllr. G. Beacham
Cllr. Mrs. E.M. Coles
Cllr. D. Davidson
Cllr. M.J. Dixon
Cllr. R.LI. Evans
Cllr. B.J. Galbraith
Cllr. J.J. Grantham
Cllr. Mrs. J.M. Graves
Cllr. K.R. Greenwell
Cllr. P.M. Jarratt
Cllr. P.A. Lake
Cllr. M. Y. Qadir
Cllr. Mrs. P.A. Simmons

Officer: The Town Clerk
The Assistant Town Clerk

The Mayor opened the meeting and thanked everyone for their attendance.

She then addressed Council and shared with members her aspirations and hopes for the work of the Council in the ensuing year; her confidence in the abilities of the councillors present and the need for team work between members and councils in order to achieve the common goal of effective public service.

4822 The minutes of the meeting held on the 15th May 2006

The minutes of the meeting held on the 15th May 2006 were confirmed by the meeting and signed by the Mayor.

4823 Mayoral Announcements

The Mayor referred to the report circulated with the agenda entitled "Mayoral Announcements May/June 2006". Attached to these minutes as appendix "A".

The Mayor then read a letter of thanks she had received from HRH the Prince of Wales for the gifts of Charter Ale and Tweed Cake he had received from her on his visit to the town on 27.5.06 for the concert.

The Mayor commented that it was a boost to the town to have the visit of the Prince in the Charter Celebration Year.

4824 Apologies for Absence

Apologies for absence were received from Cllr. Mrs. S. Wilkes and from District Councillor R. Townley.

4825 Declaration of Interests

Cllr. Mrs. P. A. Simmons declared an interest relating to part of item 8 on the agenda – Planning (a) Applications received - Application 3225 – The applicant was a work colleague.

Cllr. M. Y Qadir declared an interest relating to part of item 9 on the agenda – The Town Clerk's Report – Correspondence Received – WODC New application for Premises Licence – 4 Hailey Road – family member of applicant company members.

4826 Public Participation

The Town Clerk reported that one request for public participation had been received from four members of Chipping Norton Youth Club's "Off the Street Group" concerning agenda item 13 – The Finance and General Purposes Committee minutes of 14.4.06 - item 9 - Allocation of Grant received from OCC for Young People's Work.

The Mayor invited the young people present to speak to Council

The four young people, Daryl Soper, Jack Godden, Rhiannon Winchester and Poppy Tomalin then addressed the Council and sought funding of £1500 so that an additional evening session could be provided at the Youth Club.

The young people explained that an additional evening session would be most beneficial to youth club members enabling them to enjoy a wider range of activities. In addition it would probably result in a wider programme at the youth centre and less activity in the town centre.

Following the address and the answering of Councillors' questions, the Mayor proposed that the relevant item of the Finance and General Purposes Committee minutes should be considered by Council as next business rather than later in the meeting as shown on the agenda - the Council agreed.

4827 The Finance and General Purposes Committee

Council considered item 9 of the minutes – Allocation of Grant received from OCC for Young People's Work.

Cllr. K. R. Greenwell proposed that the sum of £1500 from Council's balances (to include the £1330 grant in balances) be donated to Chipping Norton Youth Club towards the funding of an extra evening at the Youth Club. Cllr. P. M. Jarratt seconded the proposal.

By unanimous vote Council approved the proposal.

4828 Oxfordshire County Council

Cllr. Mrs. H. Biles, County Councillor for Chipping Norton, began by wishing the Mayor and Deputy Mayor success in the forthcoming year of office.

She then explained that her absence from Council's meetings in March and April 2006 had been due to heart surgery that she had undergone in March. Members were pleased to learn that she was continuing in a successful recovery following her medical treatment.

Cllr. Mrs. Biles then reported to Council on the following issues:-

Town centre flower beds: As she had promised the beds had been put into order. The continuing challenge was the upkeep of the beds: a community working party suggestion had been considered but the requirement for public liability insurance appeared to prevent work by volunteers in this public area.

The West Oxfordshire Waste Partnership: A new waste strategy for Oxfordshire for the period 2010 to 2035 was out for consultation. Currently Oxfordshire averaged 33.36% recycling of waste but for the year 2009/10 the target was to increase. The aim of the strategy was to increase recycling and composting of waste.

Former Highways Depot to be used as a Commercial Site: CETA Insurance Company was to move from Cromwell Park to the former OCC Highways Depot in Banbury Road.

Free parking in Oxford: OCC was to continue to provide free parking at its Park and Ride facilities and following a trial period there was to be free parking in Oxford from 6.30 pm in the evenings and on Sundays.

A44 Lorry Route in Warwickshire: Warwickshire County Council was to co-operate with OCC in future in order to achieve consistency in road classification. Representatives from OCC were to be invited to relevant meetings; the A44 had been identified as a top priority for joint action.

A361 Lorry traffic, Cllr. Mrs. Biles was to request a meeting between C.N. and Burford Traffic Advisory Committees to discuss ways of reducing HGV's on this route.

Members then discussed with Cllr. Mrs. H. Biles several issues arising from her report including the HGV issue, the related OCC Transport review, signing of the A44 as a mandatory not advisory lorry route; unease on an eastern bye pass suggestion, previous lorry route requests and the lack of commercial waste re-cycling (Cllr. Mrs. E. M. Coles advised that a WODC Working Party had been set up to review this issue).

4829 West Oxfordshire District Council

Cllr. Mrs. E. M. Coles reported to Council on the following issues:

Town Hall Toilets: Cllr. Mrs. Coles explained that she had hoped to bring plans of the proposed refurbishment of the WODC public toilets at the Town Hall to the meeting but on making enquiries had been told that a "feasibility study" was still in progress. She was to continue to pursue the issue.

A44 Signage: Since mandatory lorry route signing had been installed in Gloucestershire there had been an 11% decrease in HGV's on the A44 in that County.

New Street footpath: the footpath was to be resurfaced downhill to Penhurst NCH School.

Coach Park: there was to be a trial period of the use of Station Road as a short term coach park. An offer of coach parking facilities had also been made by the new tenants ("Ma Larkins") of the former Little Chef premises at the A361/A44 roundabout.

Police Information Centre at the Town Hall: The information center was to be provided on alternate Saturday mornings from 9.30 – 12.30 pm. (Cllr. D. Davidson advised that the service was planned to commence on 1.7.06 and that the Police were to meet the costs of the telephone installation in the Council Chamber).

Glass recycling Working Party: Cllr Mrs. Coles advised that she was a member of this WODC group which aimed to achieve recycling of commercial premises glass bottles.

Air Quality Monitoring: Monitoring was continuing for nitrogen dioxide emissions in Horse Fair. The expected Air Quality Action Plan should result in some measures to improve the air quality. A Copy of the latest AQM report was passed round.

WODC Bus and Rail Working Party: County Council Transport Officers were also present at the meeting. Cllr. Mrs. Coles had been able to raise the issue of the town's need for a shuttle bus service to the proposed new hospital and care home. This issue would go to WODC's Cabinet.

Following Cllr. Mrs. Coles report, Council agreed that the Town Clerk should seek the intervention of WODC's leader, Cllr. B. Norton, in the WODC Public Toilet provision issues so as to seek an early resolution of the current problems – refurbished toilets in New Street Car Park still not open (subsequently opened on 30.6.06) and no plans for the Town Hall toilets.

Council agreed to a suggestion made by Cllr. B. Galbraith that a WODC Housing Officer be invited to address Council and explain WODC's housing allocation policy for Chipping Norton and in particular the consideration given to local residents and their families.

Cllr. M. D. Howes reported on the following issues

Affordable Housing Cllr. Howes was pleased to report that six of the new affordable homes on the former Parker Knoll site had been allocated to Chipping Norton people.

The Guildhall, Chipping Norton Refurbishment Project: The work on this project was now close to completion and an opening date in July was to be fixed.

New Street Car Park Toilets Refurbishment Project. Cllr. Howes was to press for an opening date for the new facilities. (subsequently opened on 30.6.06)

Road Sweeping Schedule : Cllr. Howes had now obtained a list of the roads swept by WODC in C.N. and a schedule of when sweeping should be carried out.

Development in Chipping Norton: 62 developments had been completed since April 2005 and there were 250 developments outstanding for which planning permission had been granted.

Health Overview and Scrutiny Committee, Northern Sub Committee: Cllr. Howes reported attending a meeting when it was proposed that that this committee was scheduled to be disbanded following the proposals on the re-organisation of the PCT's.

4830 Planning

(a) The Minutes of the Planning Committee

Council received the minutes of the Planning Committee held on 30th May 2006

(b) Applications received

Council decided to make the observations set out under the heading "comments" on Appendix B 19th June 2006 in respect of the applications 3225 and 3226

Cllr. Mrs. P. A. Simmons left the Council Chamber whilst application 3225 was considered.

(c) Decisions

The Town Clerk reported that he had received the following planning decision from WODC which differed from the recommendation of Council:-

3208: Erection of First Floor Rear Extension at 70 Cornish Road, C.N. Planning permission was refused; Council's comment had been "no objection".

(d) Planning Appeal – 3106 Redevelopment involving demolition of social club and erection of 9 cottages – The Royal British Legion Club, West Street

WODC had advised that the Appeal was to be dealt with by way of an Informal Hearing and not at a Public Inquiry – date to be fixed.

Council directed that its comments made on the original application should be forwarded to the Planning Inspectorate.

(e) Street Naming – development at Webb Crescent

On the proposition of Cllr. J. J. Grantham, Council agreed to request that WODC name this development either “Fitzalan View” or “Arundel View” as in 1377 Richard Fitzalan, Earl of Arundel, gave land to the town – the development site looks onto part of the land at Mill Common, C.N.

4831 The Town Clerks Report

Accounts

Council approved the following payments: -

- (a) Imprest Account for May 2006: £7149.733
- (b) General Account: Accounts for payment as at 19th June 2006: £18,733.94
- (c) Correspondence Received:

The Department for Environment Food and Rural Affairs

A booklet entitled “*Getting to grips with the Clean Neighbourhoods and Environment Act 2005 – a parish council guide to environmental enforcement*” was received.

The Town Clerk reported that WODC was to convene a meeting for Town and Parish Councils in the District in order to review the implementation of new powers now available to Town/Parish Councils to issue penalty notices for littering, graffiti and fly-posting offences.

Oxfordshire County Council

Countryside Service: The Annual Report for 2005-2006 was received

Oxfordshire Rights of Way Improvement Plan 2006-2011

A copy of the plan was received together with a notification concerning the “Community Rights of Way Improvement Fund”. Council requested that an inquiry be made concerning funding for the improvement of the “Glyme Farm” right of way.

Oxfordshire Local Transport Plan 2006-2011 - Bus Strategy

A copy of the strategy was received

West Oxfordshire Council

New application for Premises Licence – 4 Hailey Road

“Roscha Supermarche Ltd” had made application to supply alcohol on Mondays to Saturdays 07.00 to 22.00 and Sundays 08.00 to 22.00

Council commented that it would prefer the licensed hours to commence at 8.00am Monday to Saturdays and not 7.00 am.

Cllr. M. Y. Qadir left the Council Chamber whilst the application was discussed.

Proposal for a "Green Gym" Project

Council's support of this project was sought. The project was to encourage local residents to participate in local conservation projects – its aims were to enhance the local environment and to encourage people to lead healthy lives by taking more exercise as well as increasing community involvement.

Council expressed initial support but requested more details of the projects planned for the town.

Cllr. Mrs. J. M. Graves - A44A Working Party- Request for donation

A donation of £25 was requested towards the cost of photocopying, postage and telephone calls of the A44A working party. The working party, with members from local councils, worked for the reduction in the number of lorries using the A44. Council resolved to make the grant requested.

Charter 88 Campaign for a modern and fair democracy

Support was requested for the campaign. The group supported the Sustainable Communities Bill, " which seeks to make democracy relevant to citizens everywhere, by giving parish councils and local people powers over how to protect their communities from further decline by introducing mechanisms for government from the grass roots".

In accordance with a letter received Council voted and agreed to support the campaign and to write to the town's MP to ask his support of the of the campaign by signing an" Early Day Motion".

Little Compton Parish Council

A letter had been received from the Clerk to the LCPC advising that the Warwickshire Advisory Lorry Route Map had been published. Copy letters in response from LCPC and from Warwickshire County Council had been enclosed and were circulated to members.

Councillors had been disappointed to learn of Warwickshire's classification of the A44 as a lorry route and shown as such in that county's route map.

The Town Clerk was asked to write to the Clerk to Little Compton Parish Council and thank her and the Council Chairman for copies of the letters that had been sent to Warwickshire County Council protesting at the designation of the route.

Churches Together in Chipping Norton – Request to use New Street Recreation Ground

A request had been received from Churches Together to use the Recreation Ground on 23rd July 2006 for a church event. Council granted permission subject to the agreement of the Field Reeves with the condition that the field was not to be used for vehicles if heavy rain had softened the surface.

At 9.20 pm, In accordance with a previous decision, as more than two hours had passed from the commencement of the meeting, a break of five minutes was taken.

Cllr. D. Davidson and Cllr. Mrs. P. A. Simmons left the meeting at 9.20 pm.

4832 The Town Partnership:

Council's representatives on the Town Partnership reported to Council.

The Mayor reported that WODC had appointed Cllr. Tony Walker to the partnership in place of Cllr. Mary Neil.

Cllr. R. Ll. Evans then reported that the Partership's projects were progressing well.

The Feasibility Study was completed; the Business Enterprise Centre was initially to be established in temporary premises to provide business support services – negotiations were in hand to secure an employment site for a new enterprise centre; the skills audit was to widened to include an employment study -the issue of school leavers and opportunities for apprenticeships was to be included. An initiative at the Ace Centre was planned that would aim to improve parents' employability through training – CETA was to assist in devising an employment survey. The Web Site funded by the Guild and Partnership was out to quotation – the contract was soon to be decided and finally a Youth Forum was planned – Cllr. Mrs. Biles, Mr. Ian Nolan and Cllr. Evans were leading this initiative.

Cllr. Evans then circulated the documents attached to these minutes as Appendix C – Chipping Norton Town Partnership – the role of Programme Manager, Programme Manager Advertisement, response letter to applicants and funding for role of Programme Manager.

Arising from the report and the documents circulated, Council then discussed the purpose and work of the Town Partnership.

Cllr. G. Alcock referred to the minute of the Finance and General Purposes Committee of 4.1.06 subsequently approved by Council – “a budget provision (£3000) for support of the Town Partnership is recommended but before any payments are made Council should receive: confirmation of support from OCC and WODC; a developed business plan; a job description for the manager to be appointed and details of grants for which application is to be made.” He commented that although some of the conditions had been met for payment to be made others had not been met and so no payment to the Town Partnership should be approved.

The Town Clerk advised that the Council could review its decision regarding payment of the budget provision at the next meeting as this would be six months after the acceptance of the budget recommendation by Council on 16.1.06.

Cllr. Evans commented that he would consider making a proposal to Council seeking a review of the previous payment decision. The proposal was to be included in the agenda of the next meeting.

4833 The Cemetery Committee

Council received the minutes of the Cemetery Committee held on 28th March 2006.

4834 The Health and Safety Committee

Council received the minutes of the Health and Safety Committee held on 10th April 2006

4835 The Finance and General Purposes Committee

Council received the minutes of the Finance and General Purposes Committee held on 12th April 2006, except for the decision relating to the allocation of Grant for Young People's Work, shown above at minute 4827.

In addition the Council gave permission for the lease with the Field Reeves/Regulated Pastures for the lease of the New Street Recreation Ground, referred to in the minutes, to be sealed with Council's seal.

A recommendation of the Committee, not recorded in the minutes of the 12.4.06 meeting but proposed by the Chairman, Cllr .P. A. Lake, and agreed at the meeting that chairmen of the Council's spending committees should join the F & G.P. Committee for the annual budget making exercise was agreed.

4836 The Recreation Committee

Council received the notes of the meeting of the Recreation Committee held on 20th April 2006.

4837 The Town Hall Committee

Council received the notes of the meeting of the Town Hall Committee held on 25th April 2006.

4838 Committees and Other Bodies

Council decided upon the membership of Council's Committees and appointed Council's representatives on other bodies as shown in the listings attached to these minutes as appendix "D".

Council resolved that in view of the nature of the business to be transacted, it was advisable in the public interest that the public and press be temporarily excluded and they were requested to withdraw.

4839 Staff Matters

Council received a report concerning the recruitment of a Town Hall Keeper.

4840 The Cemetery Fence

Council received the minute of the Cemetery Meeting of 5th June 2006 and considered the fencing issue at the cemetery.

The meeting closed at 10.50 pm.

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APPENDIX A

Mayoral Announcements – May/June 2006

Mayormaking on May 15th was a really good occasion, the usual traditions and rituals, a chance to welcome new councillors and pay tribute to those retiring, to acknowledge parts played and service given and to look to the year ahead and some of the challenges it presents. There seemed to be a real sense of goodwill and willingness to be involved which will be helpful in meeting some of these challenges. Thank you particularly the Councillors who spoke so positively on my behalf, to the retiring Mayor and Mayoress for providing a hard act to follow and to the Town Clerk and his staff for their loyal and essential support.

May 18th – with my Consort, Cllr Rob Evans, to the Lord Mayor of Oxford's Mayormaking Reception and a dash back to catch the washing up at the Dave Haig award evening.

May 19th – with Rob, to Abingdon to the Annual Meeting of the Oxfordshire Red Cross Society – focusing on the work of the Red Cross shops and the things they achieve through their fundraising. Also a time to hand out long service awards. Chipping Norton does not have its own branch but it was good to see some of our people there attached to the Abingdon branch.

May 22nd – meeting of Charter Sports group

May 25th – crowning the May Queen and King at St Mary's Primary School.

May 26th – with Rob, attending the first night of Don Giovanni at The Theatre

May 27th – with Rob, attending the Music in Country Churches concert at St Mary's Church and being presented to HRH the Prince of Wales. Gave him a bag containing a Chipping Norton Tweed Cake and two bottles of Charter Ale.

May 30th – attended winding up meeting of the Chipping Norton Society to agree allocation of remaining funds

June 5th – with Assistant Town Clerk attended a Planning Seminar at WODC.

June 6th – attended Business Fair in the Town Hall

June 7th – attended Age Concern Activity and Information Fair in Town Hall

- also represented the Town Council at the Chipping Norton School Trust meeting to allocate funds from the Trust to several young people who had applied for help to support initiatives that will enrich their lives or enhance their careers.

June 10th –with the Deputy Mayor, met District and County Councillors informally for coffee to discuss information sharing and priorities for the year ahead.

June 11th might have been our Civic Service but there was a clash of bookings with a baptism so this will be postponed to later in the year.

June 13th – opening of a new café and Tourist Information Point at the former Happy Eater site.

June 14th – Annual meeting of Oxfordshire Girl Guides

June 15th – Retailing in Chipping Norton – session organised by Business Link and the Guild

June 18th – with Rob to Mayor of Bicester's Civic Service and reception

Training: I have been with the Assistant Town Clerk on two training sessions organised by WODC and NALC and Vanessa has attended one more on finance and VAT

PLANNING APPLICATIONS

For consideration at this meeting:

- | | |
|--|---|
| <p>1. <u>Our Ref: 3225 (06/0925) Amended Plan</u>
Grace Cottage, 2, The Leys, C/N.
Erection of two storey extension to create separate dwelling. (To allow alterations and erection of conservatory). Erection of detached garage.
Creation of parking spaces to serve Briery Cottage.</p> | <p><u>COMMENT</u>
The Council continues its objection to this application for reasons previously stated. (Submission 05/2293 -29.12.2005)</p> |
| <p>2. <u>Our Ref: 3226 (06/0936)</u>
Rockhill Farm, London Road, C/N.
Erection of care home, primary care centre and surgery with car parking. Construction of new access.</p> | <p>The Town Council welcomes this planning application.</p> |

The Council notes that this is an outline planning application but has two concerns at this stage.

Specific public transport services will be vital if this out of town site is to be viable.

Parking space for the site must be sufficient – the provision in the outline plan is not considered adequate.

CHIPPING NORTON TOWN COUNCIL

**LIST OF MEMBERS OF COMMITTEES, WORKING GROUPS AND REPRESENTATIVES
ON OTHER BODIES 2006/2007**

Committee	Membership 2006/7
Business Liaison	The Mayor – Ex Officio
	Cllr. G. Alcock
	Cllr. B.J. Galbraith
	Cllr. P.A. Lake
	Cllr. M.Y. Qadir
	Cllr. Mrs. S.J. Wilkes
Cemetery/Pool Meadow	The Mayor – Ex Officio
	Cllr. Mrs. E.M. Coles
	Cllr. M.J. Dixon
	Cllr. J.J. Grantham
	Cllr. Mrs. J.M. Graves
	Cllr. P.M. Jarratt
	Cllr. Mrs. P.A. Simmons
Finance and General Purposes Committee (<i>Includes for budget making process – Chairman of budget making committees</i>)	The Mayor – Ex Officio
	Cllr. G. Alcock
	Cllr. R.LI. Evans
	Cllr. B.J. Galbraith
	Cllr. J.J. Grantham
	Cllr. Mrs. J.M. Graves
	Cllr. P.A. Lake
Grants to Voluntary Bodies	The Mayor – Ex Officio
	Cllr. D. Davidson
	Cllr. Mrs. J.M. Graves
	Cllr. P.M. Jarratt
	Cllr. Mrs. P.A. Simmons
Health & Safety	The Mayor
	Cllr. Mrs. E.M. Coles
	Cllr. D. Davidson
	Cllr. Mrs. P.A. Simmons
Mayoral Selection	The Mayor
	Cllr. B.J. Galbraith
	Cllr. J.J. Grantham
	Cllr. M.Y. Qadir
Planning (All members)	The Mayor
3 members to from quorate	Deputy Mayor
	Cllr. Mrs. P.A. Simmons
Recreation/Greystones	The Mayor – Ex Officio
	Cllr. Mrs. E.M. Coles
	Cllr. M. Dixon
	Cllr. Mrs. J.M. Graves
	Cllr. M.Y. Qadir
	Cllr. Mrs. S.J. Wilkes

Town Hall/Publicity	The Mayor – Ex Officio
	Cllr. G. Alcock
	Cllr. Mrs. E. Coles
	Cllr. R.LI. Evans
	Cllr. Mrs. J.M. Graves
	Cllr. K.R. Greenwell
	Cllr. P.A. Lake
	Cllr. M.Y. Qadir
Traffic Advisory	Cllr. Mrs. E. Coles
(Joint committee with Oxfordshire County Council)	Cllr. B.J. Galbraith
	Cllr. J.J. Grantham
	Cllr. Mrs. J.M. Graves
Wm Fowler Allotments	The Mayor – Ex Officio
	Cllr. Mrs. E.M. Coles
	Cllr. J.J. Grantham
	Cllr. P.M. Jarratt
	Cllr. S.J. Wilkes
ASSOCIATION OF LOCAL COUNCILS	Cllr. J.J. Grantham (Life Vice President)
	Cllr. Mrs. J.M. Graves
<u>BUS SERVICES – Parish</u> Transport Representation	Cllr. Mrs. G.M. Burrows
	Cllr. Mrs. E. Coles
	Cllr. M.J. Dixon
	Cllr. R.LI. Evans
<u>CHIPPING NORTON WELFARE CHARITIES</u>	The Mayor
	Cllr Galbraith
	Cllr. J.J. Grantham
FIELD REEVES	The Mayor – Ex Officio
	Cllr. Mrs. E. Coles
	Cllr. Mrs. J.M. Graves
	Cllr. P.M. Jarratt
Town Charter	The Mayor



CHIPPING NORTON TOWN COUNCIL

At the Council Meeting held, pursuant to notice, on Monday, 17th July 2006 at 7.15 p.m. in the Council Chamber, the Town Hall, and the following members were present:

Cllr. Mrs. G.M. Burrows (Town Mayor)
Cllr. G. Alcock
Cllr. Mrs. E.M. Coles
Cllr. R.LI. Evans
Cllr. B.J. Galbraith
Cllr. J.J. Grantham
Cllr. Mrs. J.M. Graves
Cllr. K.R. Greenwell
Cllr. P.M. Jarratt
Cllr. P.A. Lake
Cllr. M. Y. Qadir
Cllr. Mrs. P.A. Simmons
Cllr. Mrs. S.J. Wilkes

Officer: The Town Clerk
The Assistant Town Clerk

The Mayor welcomed everyone to the meeting.

In her opening remarks the Mayor encouraged councillors to extend the usual courtesies to one another and to address all remarks through the chair.

4841 The minutes of the meeting held on the 19th June 2006

The minutes of the meeting held on the 19th June 2006 were confirmed by the meeting and signed by the Mayor with the following amendments: -

Page 2013, Minute 4825 Declarations of interests

Cllrs. D. Davidson, R .LI. Evans and Mrs. J.M. Graves declared an interest in the Funding of the Youth Club as they were members of the Club's Management Committee.

Page 2013, Minute 4827

Cllrs. D. Davidson, R.LI. Evans and Mrs. J.M. Graves left the meeting whilst the grant for Chipping Norton Youth Club was being discussed.

Page 2014, Minute 4828

Last paragraph following Cllr. Mrs. H. Biles report – omission of a request to put a weight restriction on lorries using the A361 and the A44 through the town.

Page 2014, Minute 4829 A44 Signage

“Advisory lorry route signing” not mandatory.

Page 2015 Omission of Waste Collection Information

Cllr. B.G. Galbraith reported that the District Council collection of trade waste was made before 7.30 am whilst the Council required other contractors not to collect waste until after 7.30 am.

4842 Public Participation

The Town Clerk advised that one request for participation at the meeting had been made - as shown on the agenda.

He welcomed the Chairman of the Chipping Norton Town Partnership, Mr. Simon Duffey and Mr. W. Barton who had requested to address the meeting in order to promote the Town Partnership's request for funding by the Town Council - shown at item thirteen on the agenda.

The Mayor welcomed Mr. Simon Duffey and Mr. Will Barton to the meeting and then, as she was a member of The Town Partnership, the Mayor vacated the chair for the Deputy Mayor, Cllr. P.A. Lake.

The Deputy Mayor in the Chair.

Cllr. R.LI. Evans declared an interest as he too was a member of The Town Partnership.

The Deputy Mayor then invited Mr. Duffey and Mr. Barton to address the meeting.

Mr. Simon Duffey introduced himself as Head Teacher of Chipping Norton School - he had been appointed in February 2006. He said that he was pleased to be representing the school and acting as Chairman of The Town Partnership. .

Mr. Will Barton introduced himself as West Oxfordshire District Council's Rural Business Support Officer.

Mr. Duffey and then Mr. Barton addressed Council and requested payment of the £3000 to the partnership provided in the town council's t budget for 2006/7.

They explained that the purpose of the partnership was to pursue an outcome of the Town Appraisal that Chipping Norton should continue to develop and thrive as a "Working Cotswold Town".

Mr. Duffey and Mr. Barton referred to the business plan and the programme of projects shown in the plan that was proposed to achieve the aims of the partnership.

They explained that the appointment of a Programme Manager was vital to the success of the partnership and that the grant requested from the council would be used to fund the first year of the appointment. They advised that the post had been advertised and applications received. A short list of three applicants for interview had been prepared.

Following their addresses Mr. Duffey and Mr. Barton responded to members' questions concerning the partnership's operations and plans.

4843 Apologies for Absence

Apologies for absence had been received from Cllr. G. Beacham, Cllr. D. Davidson and Cllr. M. Dixon.

4844 Declarations of Interest

Cllr. Mrs. G.M. Burrows and Cllr. R. LI. Evans declared an interest as members of the Town Partnership.

4845 Mayoral Announcements

The Mayor referred to the report circulated with the agenda entitled “Mayoral Announcements June/July 2006” attached to these minutes as Appendix “A”.

Celebrations

The Mayor thanked councillors and others who had helped with the recent ‘Games Weekend’ and reported that it had been a great success.

The Deputy Mayor thanked The Mayor for all the work she had put into the weekend.

4846 The Town Partnership

The Deputy Mayor then proposed and the Council agreed that item 13 on the agenda – The Town Partnership - should be the next item of business.

The Mayor and Cllr. R. Ll. Evans declared an interest and left the meeting whilst Council reviewed the request from the Town Partnership.

The Chipping Norton Town Partnership Business Plan had been circulated to members with the agenda for the meeting.

The formal request from the partnership for the payment of the £3000 provision included in the Council’s budget for 2006/7 was then considered.

After much discussion, Cllr. Mrs. J.M. Graves proposed that the Council support the Town Partnership by payment of three thousand pounds to be used for the funding of the Programme Manager as shown in the business plan. Cllr. J. J. Grantham seconded this proposal.

Cllr. G. Alcock proposed an amendment to the proposal and this was seconded by Cllr. Mrs. E. M. Coles.

In the vote taken, Council approved the amended proposal as follows:

The Town Council resolved to agree to the formal request from the Town Partnership for the payment of the £3000 provision included in the budget for 2006/7. The grant was to be used towards the salary of the Programme Manager. The payment of the grant was on condition that the Town Partnership held its meetings in public and produced minutes for the public to see.

4847 Oxfordshire County Council

Cllr. Mrs. H. Biles reported on the following issues:

Town Partnership

Concerning the Youth Forum planned by the partnership – in correction of the last minutes – Mr. Ian Nolan was not a member of the leadership team.

Cllr. Mrs. Biles thanked Mr. Richard Dudding (OCC’s Director for Environment & Economy) and Mr. Will Barton (WODC’s Rural Business Support Officer) for their support of the Town Partnership and their attendance at its meetings.

Cllr. Mrs. Biles advised that OCC had agreed to “ring fence” the income it had received from the sale of the Parker Knoll site for Chipping Norton’s development – on condition that proposals for use of the funds was to be made by the Town Partnership.

A44 Signage for HGVs

Cllr Mrs. Biles was please to report that the signage costs were included in the budget for the current financial year.

Joint Health Overview and Scrutiny Committee

Cllr. Mrs. Biles was disappointed to report that a proposal to form a joint committee had been turned down. Whist still feeling that it ought to be an independent committee, Mrs. Biles advised that recent changes in PCT organisation together with new guidelines about localities had at this stage contributed to the failure of the proposal. The current committee would continue until 12th September 2006 - after then it would be disbanded.

Following the report, The Mayor asked Cllr. H. Biles was there any way which we could move forward with the town centre flower beds and could this not become a joint effort between the County Council, West Oxfordshire District Council and the Town Council.

Cllr. K. Greenwell stated that he was prepared to organise quotes to carry out the maintenance of the flower beds and he was also prepared to try and obtain sponsorships from local businesses.

Cllr. H. Biles responded that OCC would not carry out ongoing frequent maintenance of the flower bed and anyone taking on such work would have to have public liability insurance in place which would cover them to work on highways for the sum of ten million pounds.

Cllr. P. M. Jarratt commented that for effective maintenance, the flower beds should be raised.

4848 West Oxfordshire District Council

Cllr. Mrs. E. M. Coles reported to Council on the following issues:

WODC Staffing

Mr. Frank Wilson had been appointed as the new Director of Finance.

Mr. Geoff Bonner, Chief Executive was to leave the Council's staff as was

Mr. Martin Rowland, Head of Environmental Health.

Oxfordshire Waste Partnership

The Overview and Scrutiny Committee were looking at the Oxfordshire Waste Partnership; both County and District Councils were considering waste management issues.

Toilets

The District Council had decided to look for a new site for the toilets in Chipping Norton and hoped to come up with a location by the end of September 2006. It was planned to close the public toilets at the Town Hall.

Cllr. Mrs. Coles had again said at WODC Council's meeting that the Town Council had asked for the existing toilets in the Town Hall to be refurbished. She passed around a copy of West Oxfordshire District Councils Officer's recommendations and plans to Cabinet for the refurbishment of the existing town hall toilets which the Cabinet had turned down.

The new toilets in New Street car park were closed at the date of the meeting due to a sewer problem.

Cllr. Mrs. E. Coles stated that she would ask for a temporary sign to be put up advising that toilets were available at the Town Hall.

Cllr. B. Galbraith reported that he had noticed that the town hall toilets were open all hours – they were no longer being locked at night.

Cllr. Mrs. E. Coles said that she would investigate this.

Re-Cycling of Commercial Waste

Cllr. Mrs. Coles advised that domestic waste collection and re-cycling was financed by Council Tax but commercial waste operations were not. Cllr. Mrs. Coles reported that she had been discussing with West Oxfordshire District Council the lack of re-cycling of commercial waste. Several premises had a problem with all their packaging – where could they dispose of it? Currently it was the responsibility of individual firms to organise their own commercial waste collection. Some firms were taking their cardboard/glass/plastic waste to the New Street re-cycling collection point and the bins were really filling up. Cllr. Mrs. Coles reported that she was on a working party of three looking at a possible WODC commercial waste re-cycling scheme.

For information Cllr. Mrs. Coles also reported the following item:

Kingham Station 151

There was an anniversary rail trip to Hereford arranged on 10.8.06 and she passed around related posters and flyers.

Cllr. R. Townley reported on the following issues: -

Plans for New Chipping Norton Hospital

The planning application for the new Chipping Norton hospital/care home had been deferred due to the concerns over parking available on the site - he advised that the application had also not included parking provision for an ambulance

Oxford Radcliffe Hospitals NHS Trust Performance Improvement and Cost Reduction Programme – Concern for the Horton Hospital, Banbury

Cllr. Townley reported that at a meeting of WODC's Economic and Social Overview and Scrutiny Committee held on 29.6.06 a presentation had been made by the Trust's Dr. J. Morris to explain the reasons for the programme.

Cllr. Townley found the effect of the proposals upon the services at the Horton Hospital very worrying and mentioned in particular the reduction in the care on site for maternity cases in special need which it was proposed would be taken by ambulance to the John Radcliffe Hospital in Oxford instead of being cared for at the Horton.

Following the report, the Mayor asked how much time delay in provision of the new Chipping Norton hospital would result because the planning application had been deferred.

Cllr. Townley replied that the amendments to the plans would be made as quickly as practically possible.

Cllr. M. Howes reported on the following issue: -

One Stop Shop. The Guildhall

Cllr. M. Howes reported that the One Stop Shop was now in operation and if anyone needed to advertise what was going on in Chipping Norton and surrounding area to go into Ian at The Guildhall and give him the information necessary.

A member of the public had asked Cllr. Howes where he could obtain a black re-cycling box from and Cllr. Howes had told him that he could get one from the One Stop Shop at the Guildhall.

4849 Planning(a) The Minutes of the Planning Committee

Council received the minutes of the Planning Committee held on 26th June 2006.

(b) Applications received

Council decided to make the observations set out under the heading "comments" on Appendix B 17th July 2006 in respect of the applications 3234 to 3236.

(c) Decisions

The Town Clerk reported that he had received the following planning decision from WODC which differed from the recommendation of Council:-

Planning Application 3214 (06/0722) White House Surgery, Horsefair, Chipping Norton

Demolition of existing doctors' surgery and redevelopment of site to provide seven residential dwellings.

WODC granted conditional planning permission and the officers recommended the signing of a 106 Agreement precluding the demolition and redevelopment of the surgery until a new one had been built.

Planning Application 3218 The Old Quarry, Rear of Foxfield & No. 3, 4, 5 & 6

Demolish 3, Foxfield and erection of eleven dwellings and new access.

WODC granted permission.

Planning Application 3224 Westfield Farm, Churchill Road, C/N.

Construction of manege and new vehicle access.

WODC granted permission.

(d) Planning Appeal – 3165 2, Church Street, C/N

An appeal against the refusal of planning permission had been made to the Secretary of State.

Planning Appeal – 3207 3, Churchill House, C/N

An appeal against the refusal of planning permission had been made to the Secretary of State.

Planning Appeal – 3106 The Royal British Legion Club, West Street, C/N

The Informal Hearing of Appeal for the above planning application was to be held on Wednesday 6th September 2006.

4850 The Town Clerks ReportAccounts

Council approved the following payments: -

(a) Imprest Account for June 2006: £4644.13

(b) General Account: Accounts for payment as at 17th July 2006: £14,532.62

(c) Correspondence Received:

E-Mail System at the Town Clerk's Office

Council's e-mail system was upgraded in 2005 with the installation of broad band provided by BT. This resulted in the provision of an additional e-mail address – cntc@btconnect.com. However the use of the existing e-mail address was continued with – chippingnortontowncouncil@connectfree.co.uk

This appeared to operate correctly but following the discovery that a message, sent by Cllr. K. R. Greenwell, had not been received investigations revealed that the system as set up did not allow e-mails sent to cntc@btconnect.com to be viewed at the Guildhall.

This set up error had been corrected and it was planned to phase out use of the connectfree address and in future use the btconnect.com address.

However Cllr. K.R. Greenwell had made a proposal concerning e-mail (included in the agenda) and this considered later in the meeting.

Correspondence Received from:

Oxfordshire County Council

Disabled Persons Parking Places Order 2006/7: Copy received – places proposed for Church Street, Cornish Road, Distons Lane, Hailey Avenue and Hailey Road. Observations requested by 28.7.06. Council noted the information.

Minerals and Waste Issue and Options Consultation Paper
Copy of the paper received. Views requested by 11.8.06

Scrutiny Annual Report 2005/6
Copy of the report received covering the activities of Overview and Scrutiny during the year.

Transport Plan 2006 – 2011
A copy of the Information Strategy received.

West Oxfordshire District Council

Application for a Temporary Premises Licence – New Chalford Farm
“Emmas Trust” had made an application to supply alcohol on 1.9.06 to 3.9.06 for its fund raising event. Comments or observations had been invited by 26.7.06. Council had no objection.

The Gambling Act
A copy of WODC’s draft Licensing Policy Statement received – comments were requested by 15.9.06 as part of the consultation process.

Cllr. B. Galbraith agreed to review the document for Council.

Oxford Radcliffe Hospitals NHS Trust

Copies of the ORH Performance Improvement and Cost Reduction Programme documents received. The documents were published in two parts. Part 1 gave an overview of the Programme. Part 2 described proposals to change services at the Horton Hospital in Banbury. The documents were for public consultation – responses by 5.9.06. Cllr. Mrs. J.M. Graves and Cllr. J.J. Grantham agreed to review the documents and would report back at the next Town Council meeting.

Notice Board on Town Hall

A quotation had been received for a new notice board on the outside of the Town Hall for the sum of £280.66. The Town Clerk asked the Council’s permission to proceed with the purchase and installation of the new notice board subject to the Planning Department’s approval.

The Council agreed the purchase and installation of the notice board.

4851 E-Mail System

Cllr. K. R. Greenwell had requested that the following proposal should be considered at the meeting: "The Town Council should register a domain name and provide all councillors with an e mail address using it and in future all correspondence should be circulated by e mail thereby saving the cost of stationery and postage."

Cllr. Greenwell spoke on the proposal and reported that he had also reviewed other Council's web sites and had found some good sites giving information to the communities involved.

Following discussion, Council agreed that the ownership of a domain name was a good suggestion and requested that procedures to obtain a domain name and costs be investigated. However Council agreed that meeting papers and correspondence should continue to be circulated by hard copy and not by e mail.

4852 Flower Beds

Cllr. K. Greenwell had requested that the following proposal should be considered at the meeting: "In order to maintain the flower beds at the Town Hall and those on Middle Row that the task of flower bed maintenance for these beds be included in the Job Description of the new Town Hall Keeper."

Cllr. Greenwell spoke on the proposal and commented that the County Council had planted the new shrubs in the town centre flower but because they had not been watered the plants had now died. Cllr. Greenwell further suggested that sponsors should be sought to meet the costs of maintaining the town's flower beds

It was agreed that the Town Hall Keeper would be asked to carry out flower bed maintenance (as advised at interview) as his town hall caretaking duties allowed.

It was reported that Miss.V. Newey (a town resident), on her own initiative, had sought sponsorship interest and had obtained quotations for flower bed work earlier in the year.

Council then discussed the flower beds issues

Following discussion, the Mayor commented that progress would be best pursued by the formation of a working party and that she would arrange this.

At 9.42pm, in accordance with a previous decision, as more than two hours had passed from the commencement of the meeting, a break of three minutes was taken.

4853 The Annual Accounts

Following discussion Council resolved to:

- (a) Receive and approve the Annual Accounts for 1.4.05 to 31.3.06
- (b) Receive the Bank Reconciliation as at 31.3.06
- (c) Receive and authorise the Annual Return for the year ended 31.3.06
 - Section 1 Statement of accounts
 - Section 2 Statement of assurance
 - Section 4 Internal Auditor's Report

In the vote taken, eight members voted in favour of the resolution, three against and two abstained. The three members voting against the resolution asked that their names be recorded in the minutes: they were Cllr. G. Alcock, Cllr. B G. Galbraith, and Cllr. M. Y. Qadir.

In the discussion preceding the resolution, the councillors voting against acceptance expressed concerns that the celebrations accounts were included in the council's accounts

and concerns with the procedures followed for the management of the V.E. Celebrations receipts and payments.

4854 The Health and Safety Committee

Council received the minutes of the Health and Safety Committee held on 12th June 2006 and 28th June 2006.

Arising from the minutes:

Cllr. Mrs. J.M. Graves commented that the duties of the committee overlapped with the responsibilities of other committees, particularly the Recreation Committee (playground inspections). Cllr. Mrs. P.A. Simmons accepted this but advised that the Health & Safety Committee had an overview role for all the Council's activities.

Concerning the fire risk assessment at Greystones, in connection with the new fire regulations which were to commence from the 1st October 2006, The Town Clerk was asked to identify firms which would carry out such inspections and obtain prices and report back to Council.

4855 The Traffic Advisory Committee

Council received the minutes of The Traffic Advisory Committee held on 15th June 2006.

Cllr. Mrs. E. Coles reported that she had advised at the meeting that she was still trying to identify who owned the piece of land next to The Fox Hotel where the notice board stands.

Cllr. P. Lake reported that "Shearings" coaches were using the coach park at Chipping Norton School, Burford Road. Cllr. Mrs. E. Coles responded that there was restricted times on the coach park due to the school coaches having to use this at peak times in the mornings and afternoons.

4856 The Cemetery Committee

Council received the minutes of The Cemetery Committee held on 20th June 2006.

4857 The Recreation Committee

Council received the minutes of The Recreation Committee held on 26th June 2006.

Cllr. Mrs. E. Coles reported that she was unhappy with WODC's Planning Department for not advising the "Hailcorns" Residents Association that it would need planning permission for the fence on the Cornish Road playing field. If required the Town Council was to make the planning application as the Council was to hold a licence from WODC for the field.

4858 The Pool Meadow Committee

Council received the minutes of The Pool Meadow Committee held on 4th July 2006.

Council resolved that in view of the nature of the business to be transacted, it was advisable in the public interest that the public and press be temporarily excluded and they were requested to withdraw.

4859 Staff Matters

The Town Clerk reported that Mr. T. Palmer was to commence employment as Town Hall Keeper on 1st August 2006.

The meeting closed at 10.05 pm.

Mayoral Announcements June/July 2006

Much of my time in the past month has been taken up with preparations for the Chipping Norton Games and I am grateful to those Councillors and others who worked hard to make the weekend a success. It was in most cases new ground for me but I am delighted at the opportunity it has given me to meet a whole different set of people and to engage in some very productive and useful discussions at the same time.

(A propos of this: in one discussion it was mentioned that bids to lottery/other sources are very fruitful in matters like play equipment. I asked if local authorities could bid – no, but partnerships can. Just thought that was interesting – I have become very keen on play equipment since having to investigate it in various places with small grandson and wondering how some places afford such excellent stuff).

June

- Friday 23rd With Consort – ‘Highland Fling’ with Chipping Norton Twinning Association at Highlands. Judging of photographic competition.
- Thursday 29th With Assistant Town Clerk to Lord Lieutenant and Bishop of Dorchester’s dinner and reception at Dorchester Abbey

July

- Wednesday 5th Consort Rob Evans to AGM of Highlands/CATS (I was away on holiday and Deputy Mayor is Chair of Highlands)
- Wednesday 12th Oxfordshire Scouts AGM at Exeter Hall, Kidlington
- Thursday 13th With Consort to High Sheriff’s Garden Party at Cuxham
- Friday 14th With Consort to opening of re-furbished WODC offices in Guildhall
- Saturday 15th and Sunday 16th – with Deputy Mayor, Consort and some other Councillors – the Chipping Norton Games.

PLANNING APPLICATIONS

For consideration at this meeting:

- | | <u>COMMENT</u> |
|--|-----------------|
| 1. <u>Our Ref: 3234 (06/1162)</u>
34, Worcester Road, C/N.
Erection of single storey extension. | No objection. |
| 2. <u>Our Ref: 3235 (06/1157)</u>
Garden Lodge, Worcester Road, C/N.
Part retention of existing fencing and erection
of wrought iron railings and gates.
(Part retrospective). | To be welcomed. |
| 3. <u>Our Ref: 3236 (06/1181)</u>
15, Burford Road, C/N.
Remove two existing roof lights and replace
with one larger roof light. | No objection. |



CHIPPING NORTON TOWN COUNCIL

At the Council Meeting held, pursuant to notice, on Monday, 21st August 2006 at 7.15 p.m. in the Council Chamber, the Town Hall, the following members were present:

Cllr. P.A. Lake (Deputy Mayor)
 Cllr. G. Alcock
 Cllr. G. Beacham
 Cllr. Mrs. E.M. Coles
 Cllr. D. Davidson
 Cllr. M. Dixon
 Cllr. B.J. Galbraith
 Cllr. J.J. Grantham
 Cllr. Mrs. J.M. Graves
 Cllr. K.R. Greenwell
 Cllr. P.M. Jarratt
 Cllr. M. Y. Qadir
 Cllr. Mrs. P.A. Simmons

Officer: The Town Clerk
 The Assistant Town Clerk

In the absence of the Mayor, Cllr. P.A. Lake - the Deputy Mayor took the chair.

The Deputy Mayor welcomed Mrs. Lesley Sherratt, West Oxfordshire District Council's Head of Housing Services who addressed Council on WODC's Housing Nominations Scheme and waiting list.

Mrs. Sherratt explained: The Common Waiting List, The Open Waiting List requirement, The Points Scheme, The procedure for allocation of accommodation and the roles of WODC and the Housing Association.

She also referred to existing and new accommodation for rent and also to affordable housing schemes for discount purchase and part purchase/rent.

Mrs. Sherratt gave information relating to the Parker Knoll Site/Wimpey Development which was to include new housing association properties for rent, part sale/rental and sale.

She then answered Councillors questions relating to the WODC's housing allocations; topics included in the questions included: the number/system of allocation to town residents; the system for changing accommodation of existing tenants and the procedure for dealing with nuisance neighbours.

In closing Mrs. Sherratt said that any further enquiries could be made direct to her or via the Town Clerk.

The Deputy Mayor thanked Mrs. Sherratt for her informative address and for her attendance at the meeting.

4860 The minutes of the meeting held on the 17th July 2006

The minutes of the meeting held on the 17th July 2006 were confirmed by the meeting and signed by the Deputy Mayor with the following amendments: -

Page 2023. Minute 4847 Oxfordshire County CouncilCllr. Mrs. H. Biles Report

Town Partnership Paragraph three – proposals for use of the OCC Parker Knoll Site funds to be made by the Town Partnership – the record should show that Cllr. G. Alcock did not accept this statement on the conditional use of funds from the Parker Knoll site sale.

Pages 2028/9. Minute 4853 The Annual Accounts

Paragraph three should show that Cllr. G. Alcock and the others voting against acceptance of the annual accounts and the inclusion of the celebrations accounts referred to Council Minute 4659 of 18.7.05 “V.E. Day Accounts”, which recorded a response of the previous Town Clerk shown as “... the V.E. Day accounts and related records had been kept entirely separate from the Town Council’s accounts” whilst the current Town Clerk advised that the celebrations accounts transactions and balances were part of the Council’s accounts.

4861 Public Participation

No requests for public participation had been received.

4862 Apologies for Absence

Apologies for absence had been received by Cllrs. Mrs. G.M. Burrows, R.LI. Evans, Mrs. S.J. Wilkes and County Cllr. Mrs. H. Biles and WODC Cllr. R. Townley.

4863 Declarations of Interest

There were no declarations of interest.

4864 Mayoral Announcements

The Mayor referred to the report circulated with the agenda entitled “Mayoral Announcements July/August 2006”. Attached to these minutes as Appendix “A”.

The Deputy Mayor drew members attention to the Mayor’s Charter Ball planned for 23rd February 2007.

4865 Oxfordshire County Council

There was no report as Cllr. Mrs. H. Biles was absent.

4866 West Oxfordshire District Council

Cllr. M.D. Howes reported as follows: -

Report from Mrs. Sherratt, Head of Housing Services

Cllr. Howes referred to Mrs. Sherratt’s report earlier in the meeting and then mentioned Cllr. Mrs. H. Biles involvement and concerns for housing in Chipping Norton.

He reported that a further nine houses had been released for let on the Parker Knoll site – eight of these had been allocated to Chipping Norton people and one from Charlbury.

OCC's Pensions Committee

Cllr. Howes stated that he had been appointed as a WODC representative to the OCC's Pensions Committee. The Committee had an oversight of the LGPS Pension Scheme for OCC and member Councils which included WODC and CNTC.

Green Gym Project

The Green Gym project which was previously reported to Council was to initiate projects/activities in Chipping Norton and the District – further information was to follow in the Autumn.

Proposed Care Home

The revised planning proposal for the Proposed Care Home had been received.

Industrial Units on the Parker Knoll Site

Cllr. G. Alcock enquired about the status of the detailed marketing plan promised for the part of the Parker Knoll site designated for industrial use.

Cllr. M. Howes promised to find out more details.

Drainage System for the Town

Cllr. G. Alcock asked Cllr. Howes to ensure that WODC Planning Committee be more active in seeking comments from Thames Water of the effects on developments and effects upon the drainage system for the town. He felt that the system was becoming overloaded.

Cllr. Howes reminded members of the Jazz events planned for the town on 9/10.9.06 including events in the Town Hall.

Cllr. Mrs. E. Coles reported as follows: -Public Toilets

At the last Town Council meeting there was an enquiry to the closing of the Town Hall toilets at night time. Cllr. Mrs. E. Coles reported that the locks had been vandalized which disrupted the locking of the facilities and this had now been rectified.

Cllr. Mrs. E. Coles had expressed at a WODC meeting that Chipping Norton Town Council would like the public toilets to remain at the Town Hall and to be refurbished.

A County Wide Joint Municipal Waste Strategy

A county wide joint municipal waste strategy was being discussed but up to date costings of schemes were needed.

Commercial Waste Re-cycling

A commercial waste recycling working party had met and they now have appointed a new officer, Mr. John Dowell.

He had sent out a questionnaire to all commercial premises in West Oxon asking for their views on commercial re-cycling. Cllr. Mrs. E. Coles circulated a copy to Councillors at the meeting. It had been suggested that the WODC look at the re-cycling of used vegetable oil.

Vacancies at WODC

The Human Resources Committee were soon to shortlist and interview candidates for the recruitment of the Chief Executive.

There was now a vacancy for a Performance Review Officer.

Pelican Crossing in Town Centre

After many complaints about the gradient of the approach to the recently refurbished pelican crossing Cllr. Mrs. E. Coles contacted Mr. Mike Best, the Highways Officer. Mr. Best looked at this situation and called the team back to resolve this matter – which they have now done.

Flooding in Chipping Norton

Shops and premises in the town, particularly in West Street and New Street have suffered flooding from recent storms. Cllr. Alcock had been contacting local authorities about this for a long time. Cllr. Alcock and Cllr. Mrs. Coles had taken Paul Wilson, OCC Highways Officer to meet some residents affected by the floods and to look at blocked drains.

Cllr. G. Alcock reported on his survey of the highway drains in Burford Road.

Council then discussed this topic and decided that OCC Highways, Thames Water and the Environment Agency should be written to and Council's concerns expressed and action requested as follows:

Surface Water – OCC – inspection requested of surface water drains and cleaned out as required; survey of surface water drain provision in Burford Road and provision of additional drains as required; liaison with Thames Water to review the entry of surface water into the foul water system; review additional needs for surface water drainage systems with the increased hard surfacing in Chipping Norton's hilly setting.

Foul Water – Thames Water – request review of the separation of the surface water and foul water systems. Also request a survey of the town's foul water system disposal system to ensure that the system will not be over loaded by the new demands upon it arising from current and future developments. Council noted that Thames Water was consulted by the Planning Authority but that comments were rarely reported.

Environment Agency – requested to bring its influence to bear so that the drainage systems in Chipping Norton were robust enough to cope with present and future demands.

4867 Planning

(a) The minutes of the Planning Committee

Council received the minutes of the Planning Committee held on 11th July 2006.

(b) Applications received

Council decided to make the observations set out under the heading "comments" on Appendix B 21st August 2006 in respect of the applications 3237 to 3241.

(c) Decisions

The Town Clerk reported that he had received the following planning decisions from WODC which differed from the recommendation of Council:-

Planning Application 3225 (06/0925) Grace Cottage, 2, The Leys, Chipping Norton

Erection of two storey extension to create separate dwelling (to allow alterations and erection of conservatory). Erection of detached garage. Creation of parking spaces to serve Briery Cottage.

Planning permission was granted by WODC.

Planning Application 3231 (06/1049) 89, Burford Road, Chipping Norton

Erection of balcony to existing flat roof extension.

Planning permission was refused by WODC.

4868 The Town Clerks ReportAccounts

Council approved the following payments: -

- (a) Imprest Account for July 2006: £3876.27
- (b) General Account: Accounts for payment as at 21st August 2006: £4082.98
- (c) Correspondence Received:

Oxfordshire County CouncilDefinitive Map and Statement of Public Rights of Way

A copy of the updated map received – including the re-designation of Roads Used as a Public Path to Restricted Byways from 2.5.06 – change prohibits use of mechanically propelled vehicles from restricted byways.

Temporary Road Closure – Banbury Road – 21-25.8.06

Closure from the mini roundabout to Banbury Road Crossing.

Oxfordshire Association of Local Councils

A change in the relationship of OALC to the Oxfordshire Rural Community Council had been notified which may result in the re-location of OALC's offices.

Cllr. J.J. Grantham, Vice President of OALC explained that the OALC and ORCC had shared costs for Jericho Farm for a very long time. Unfortunately there had been a big increase requested for the use of the building. The OALC Committee believed that they could find another office in South Oxfordshire on a more economical basis.

Chipping Norton Museum of Local History

Permission requested to take a photograph of the charter seal and to sell copies in the museum. The Charter would be on display in the museum during the month of October. Council granted the request.

Cotswold Conservation Board Annual Review 2005/6

Copy received.

St. Mary's Parish Church

Letter received recording the church's formal disclaimer of any responsibility for the structure of the Dawkins Mausoleum and for any damage or injury which might be caused by its partial or total collapse. Letter stated that the mausoleum stands in the church yard which is closed and in the care of the Town Council. A reply has been given as follows, "Having consulted with the Oxfordshire Association of Local Councils, we write to tell you that the Town Council is not responsible for the above mentioned Mausoleum in the closed churchyard – it appears that the family is responsible for necessary repairs."

On inspection it appears that the Mausoleum is attached to and is part of the Church building. It does not stand as a separate memorial in the closed church yard.

Thames Valley Police

An invitation had been received to a briefing on collaboration opportunities with Thames Valley Police in support of Neighbourhood Policing/Police Community support Officers – 21.9.06, 18.45 at Drayton Golf Club.

Councillors did not agree with this shared funding idea and asked if the Town Clerk could write a letter stating that the Town Council strongly oppose the idea of paying for a PCSO when the community already pay towards policing of the area in their Council Tax.

4869 The Town Hall Committee

Council approved the minutes of the Town Hall Committee held on 11th July 2006.

4870 The Finance and General Purposes Committee

Council approved the minutes of the Finance and General Purposes Committee held on 24th July 2006.

The Town Clerk had written to a firm called Lawrence Webster Forrest who carry out fire risk assessments. A reply was awaited. The Town Clerk estimated that the assessment cost would be in the region of £750.00 to £1000.00.

4871 Youth Events in the Town Hall

Cllr. M.Y. Qadir reported to Council on his plans for youth events in the Town Hall. He was disappointed to advise that the event planned for September 2006 was not now to take place but that he was still hoping to arrange events in the Autumn/Winter months.

Cllr. Qadir planned disco/music events for young people under eighteen (alcohol free) and for those over eighteen.

For the events for younger people, the Youth Centre was to be involved and sponsorship from The Lions Club had been given. For events for those over eighteen a more commercial approach regarding ticket prices etc. would be required.

Cllr. Qadir also hoped to arrange with Chipping Norton School 6th form a debating society – the Rotary Club had expressed interest in involvement.

Cllr. Qadir hoped that the Council would support these events and in particular grant subsidised letting rates for the hire of the Town Hall.

Council asked Cllr. Qadir to repeat this request when specific dates and events were in place.

4872 Oxford Radcliffe Hospitals NHS Trust – Performance Improvement and Cost Reduction Programme

Cllr. J.J. Grantham reported to Council on his review of the two documents received from the NHS Trust and Cllr. Mrs. J.M. Graves added her comments.

One document concerned proposals fro the Horton Hospital and the other proposals for the efficiency and performance of whole trust.

Cllr. Grantham explained that Cherwell District Council had made an excellent submission to the trust concerning the proposed reduction in services at the Horton Hospital and he read out extracts showing their clear and informed opposition to the proposals.

Council agreed to add its support to Cherwell District Council's comments that the proposals would unacceptably reduce the health and maternity services for the residents of the town and surrounding area.

Concerning the overall cost reductions for the Trust, Council agreed that its submission should include comments that expressed a high regard for the services provided by the Trust for the residents of the town and surrounding area and concern that cost reductions should not undermine the services. Particular mention was made of the status of the JR Hospital and the Council's support of the trust in its requests to the Government for improved funding of health services for Oxfordshire.

Council noted that if invited representatives of the Trust would visit to speak on the proposals.

At 9.05 pm, in accordance with a previous decision, as more than two hours had passed from the commencement of the meeting, a break of three minutes was taken.

4873 Town Partnership

Council considered a proposal from Cllr. G. Alcock, that the Steering Group of the Town Partnership be requested to explain why Town Councillors were barred from the meeting on 19th July and to urgently report on the selection procedure that was used to appoint a Programme Manager, to explain how the selection sub-group was chosen, to explain why the final appointment went ahead before a final agreement had been reached with the Town Council about its financial contribution and to detail the agreement reached over the level of remuneration of the Town Manager and the number of days to be worked.

Cllr. Alcock then addressed Council on the issues included in the paper circulated to members with the agenda for the meeting – the information given in the paper was as follows: -

“At the last Town Council Meeting on 17th July it was agreed that £3000 should be contributed towards the cost of a Programme Manager for the Town Partnership – on condition that meetings of the Partnership in future would be held in public.

It was clearly the Town Council's objective with this resolution to ensure that the expenditure of its ratepayer's money on a Programme Manager would be carefully and publicly scrutinized to ensure best value. In addition certain reassurances were sought about the pay, terms and conditions of any appointment.

In pursuit of the Town Council's objective two Town Councillors sought permission to attend a meeting of the Partnership on 19th July and were told the meeting would be in private. A few days later the Partnership announced the appointment of a Programme Manager after interviews had taken place on the 18th and 20th July. It appears that the appointment of a Town Manager had been entirely delegated to a three-person committee. The three people involved were the Headmaster, William Barton (WODC) and Hilary Biles (OCC). It is noted that the Town Council's representatives on the Partnership were not involved in this process. It is also noted that none of this group actually live in the town which makes it highly unrepresentative. It is further noted that the successful candidate was well-known to at least one of the interviewers who had not withdrawn from the selection process.

Since the Town Council's financial contribution – when it is paid – will go entirely towards the cost of the Programme Manager the Town Council needs to be confident that the appointment was made correctly and can be fully justified to the Town's ratepayers. It has not been possible to generate this confidence to date.”

Following discussion, a vote was taken and nine members voted in favour of the proposal, four members including the Deputy Mayor did not vote on the proposal.

Council resolved that a letter should be sent to the Town Partnership advising the conditional grant of £3000 to the Partnership was not to be made until the following issues were resolved to Council's satisfaction:

- (1) The reasons for holding the meeting of the Town Partnership on 19.7.06 in private and not in public.
- (2) Possible irregularities in the procedures adopted for the appointment of the Programme Manager, including the selection of the interview panel, the successful candidate being known by a member of the panel and the variation in the terms of the appointments from those reported to Council.

Council resolved that in view of the nature of the business to be transacted, it was advisable in the public interest that the public and press be temporarily excluded and they were requested to withdraw.

4874 Staffing Matters

Council to consider the staffing proposals made by the Finance & General Purposes Committee meeting held 24.7.06.

The meeting closed at 9.45 pm.

Mayoral Announcements - July/August 2006

At the last Council meeting I was just recovering from the Games. Since then I have been doing the inevitable thanking and paying that follows any such event. I think we achieved what I had had in mind i.e. that we enabled people of all ages from the community to have a go at different sporting activities (for free) and clubs and providers to display and demonstrate their sports and hopefully recruit new members or discover a demand to meet in the future.

The organisations and clubs who took part were the Golf Club, the Football Club, the Bowls Club, the Lido, the Leisure Centre, the Wychwood Bowmen, Easy Riders, OCC, WODC, CN Town Council and Highlands.

People came and signed up in the booking hall in the Town Hall or phoned or emailed. Some families, both parents and children, signed up for a whole weekend of activities but there were also single individuals and adult families. They took part in golf, bowls, football coaching, croquet, archery, climbing, healthy walks, cycling, swimming, Socratots, Gymtots and badminton. Clubs have been pleased with the response and have even had some people returning or signing up for membership. People I spoke to on the days seem to have had a very good time.

Costs incurred were printing, balloons and streamers to mark out venues, shuttle bus and a banner. The only income was £109 for sponsorship of the banner by Chipping Norton Lions. It was not intended that this should be a fund-raising event. However there has been income from the two previous events, other future events will also yield income, and they will all be presented together at the end of the Charter year. Events like the history lectures which are now available for booking will not come through our accounts as they will be handled by OUDCE and The Theatre. We are now planning events for the second half of the Charter year. Please put February 23rd in your diaries for the Charter Ball.

July

- 27th** Meeting for planning of CN Harvest Revels (with Folk Club etc) for September 30th
- 30th** a.m. With consort to Heythrop Hall to open Family Fun Day
p.m. With consort to Oxford Town Hall to Chairman of OCC's Gala Concert of Oxford Youth Orchestra
- 31st** Meeting to consider issue of flowerbeds.

August might seem to be a quiet month!

PLANNING APPLICATIONS

For consideration at this meeting:

- | | <u>COMMENT</u> |
|---|--|
| 1. <u>Our Ref: 3237 (06/1304)</u>
15, Pearce Drive, C/N.
Erection of conservatory to rear elevation. | No objection. |
| 2. <u>Our Ref: 3238 (06/1395)</u>
1, Leys Approach, C/N.
Construction of conservatory to enclose patio/balcony area. | No objection. |
| 3. <u>Our Ref: 3239 (06/1233)</u>
18-20 Cross Leys, C/N.
Amended scheme for the erection of six dwellings, associated carports and construction of new vehicular and pedestrian access. | No objection. |
| 4. <u>Our Ref: 3240 (06/1430)</u>
9, The Leys, C/N.
Erection of single storey rear extension and conservatory to side elevation. | No objection. |
| 5. <u>Our Ref: 3241 (06/1428)</u>
1A, Cross Leys, C/N.
Erection of two storey front and first floor rear extensions. | Council object to this application.
The Council feel that the site is being over developed. |



CHIPPING NORTON TOWN COUNCIL

At the Council Meeting held, pursuant to notice, on Monday, 18th September 2006 at 7.15 p.m. in the Council Chamber, the Town Hall, the following members were present:

Cllr. Mrs. G.M. Burrows (Town Mayor)
Cllr. G. Alcock
Cllr. Mrs. E.M. Coles
Cllr. D. Davidson
Cllr. M. Dixon
Cllr. R.LI. Evans
Cllr. B.J. Galbraith
Cllr. Mrs. J.M. Graves
Cllr. K.R. Greenwell
Cllr. P.M. Jarratt
Cllr. M. Y. Qadir
Cllr. Mrs. S.J. Wilkes

Officer: The Town Clerk
The Assistant Town Clerk

The Mayor welcomed everyone to the meeting.

She then advised that as shown on the agenda at 8.00 pm approximately there would be a presentation of the prizes for the 2006 Allotment Competition.

4875 The minutes of the meeting held on the 21st August 2006

The minutes of the meeting held on the 21st August 2006 were confirmed by the meeting and signed by the Mayor.

4876 Public Participation

No requests for public participation had been received.

4877 Apologies for Absence

Apologies for absence had been received by Cllrs. G. Beacham, J.J. Grantham, P.A. Lake, Mrs. P.A. Simmons and for the late arrival of B.J. Galbraith.

4878 Declarations of Interest

Cllr. K. Greenwell declared an interest in agenda item 8, planning, Application No. 3248 as he was a neighbour of the applicant.

Cllr. Mrs. G.M. Burrows, Town Mayor and Cllr. R.LI. Evans declared an interest in agenda item 11, The Town Partnership as they were both Town Council representatives to the Town Partnership.

4879 Mayoral Announcements

The Mayor referred to the report circulated with the agenda entitled "Mayoral Announcements September 2006" (Appendix A).

Cllr. Mrs. G.M. Burrows also reported on a letter of thanks which she had received from an elderly persons group from Newport Pagnell who had recently visited the town. The Mayor had offered the group the use of the Town Hall for a refreshment stay – which they might take up on another occasion.

The Mayor also proposed to members that they hold an informal session, with no formal agenda, to share their views and visions for the aims and work of the Town Council – she was to arrange a date for the meeting.

4880 Oxfordshire County Council

Cllr. Mrs. H. Biles reported on the following issues:

Joint Overview and Scrutiny Committee

Despite contrary proposals the committee's membership was to continue unchanged but due to the re-organisation of the PCT there would no longer be sub-committees.

Proposed Care Home/Hospital – VAT Rules

Cllr. Biles had contacted David Cameron MP who had pursued a VAT issue with the Treasury. A reply to his letter of 31.7.06 requesting a change in VAT rules so that services between providers within the building would not be subject to VAT was awaited.

Proposed Care Home/Hospital – Planning Permission Deferral – Pedestrian Crossings and Bus Services

Cllr. Biles advised that she was in discussion with OCC Highways Officers on these issues. She reported that proposed pedestrian crossings would not be adjacent to the care home site but closer to the town.

Brackley Community Hospital

Plans for a new development in Brackley had been "put on the back burner".

Mrs. Biles responded to comments from Cllr. R.LI. Evans on the future of the Joint Overview and Scrutiny Committee and from Cllr. Mrs. J.M. Graves on the location of the pedestrian crossings.

4881 West Oxfordshire District Council

Cllr. Mrs. E. Coles reported on the following issues: -

Cllr. Coles had attended three workshops which had been: Affordable Housing, Planning and Sustainable Energy Solutions and Local Health Services and Reconfiguration of the PCT.

New Chief Executive for WODC

Cllr. Coles had been involved in the selection of a new Chief Executive for WODC.

Thirty four applications had been received for the position and a selection committee comprising of seven WODC members had been assembled to proceed with the selection of the successful candidate.

Mr. David Neudegg had been appointed after formally being accepted at a Special Meeting of Full Council on the 13th September 2006 and he was to start his new position on 2.1.07.

Mr. Neudegg was currently working as Policy Director at Salisbury District Council.

Road Closure in The Green, Chipping Norton

A temporary road closure was to take place on 23.10.06 in The Green, Chipping Norton.

Care Home/Hospital Site – Planning referral – Shuttle Bus/Frequent Bus Service Request

Cllr. Mrs. Coles had contacted OCC's Environmental Director and a meeting of the Council's four Transport Representatives (The Mayor, Cllrs. Coles, Dixon and Evans) had been arranged with OCC's relevant Planning and Public Transport Officers on 21.9.06 at the Town Hall at 7.30 pm.

Town Centre Toilets

The location of the Town Centre toilets was to be discussed at the Environment Overview and Scrutiny Committee of 21.9.06. No alternative site had been identified as yet – Cllr. Coles was to remind WODC Councillors of the Town Council's request that the current toilets should be refurbished.

Cllr. M.D. Howes reported on the following issues:Planning Consultation

Cllr. Howes advised that he was aware of concern that consultation representations seemed to have little effect on the determination of applications – but the Care Home/Hospital referral for an increase in the provision of car parking provision showed that note was taken of comments received.

Former Parker Knoll Site Land designated for Commercial Use

In connection with the request at the last meeting for a report on the progress with the marketing of the site, Cllr. Howes had contacted WODC's responsible Planning Officer, Mr. Jeff Lowe, who had advised that another meeting was being sought with the developers - Wimpey.

Meeting with the temporary Chairman and Assistant of New PCT

A meeting had been arranged by Cllr. Mrs. H. Biles.

It was an opportunity to hear what the new PCT representatives had to say.

Mop Fair

Mr. Nicholls, the fair contract holder had reported that the setting up and operation of the fair had been without major problems this year. Mr. Tim Seaton, WODC Officer, had carried out health and safety checks on the installation and operation of the amusements.

Mr. Nicholls and Mr. Seaton were in contact between fair dates so any concerns could be passed on via Mr. Seaton. The re-installation of street furniture and hand rails which had not been put back in place on Sunday 17.9.06 had been dealt with by OCC contractors on the morning of the meeting 18.9.06.

Re-Cycling of Commercial Waste

WODC's Environment Committee meeting of 21.9.06 was to discuss the issue of commercial waste re-cycling.

Proposed Blue Plaque for General Sir Montague Stoppard

Oxfordshire's Lord Lieutenant, Mr. Hugo Brunner, was managing the application for the installation of a blue plaque at Rock Hill House, Chipping Norton, to mark the residence of General Sir Montague Stoppard – a distinguished British Army General, who had served in the far east and had taken the surrender of the Japanese at the end of World War 2. Mr. Brunner had asked if the Town Council had any reservations on this installation – Council noted the information and expressed no reservations on the application.

Chipping Norton Jazz Day

On a personal note, Cllr. Howes was pleased to tell Council of the success of the Jazz day on 10.9.06. Cllr. Howes had organized the day on behalf of C/N Rotary Club. As well as its overall success, the event had also been successful in one of its aims of attracting visitors to Chipping Norton – Cllr. Howes referred to theatre tickets sold to Birmingham residents.

Following his report, the Mayor congratulated Cllr. Howes on the success of Jazz Day.

Cllr. D. Davidson reported that some residents had told him how impressed they were with the efficient cleaning up of the town centre, by WODC staff after the fair had left. He asked Cllr. Howes to pass on congratulations to all concerned.

Cllr. M. Qadir asked if Cllr. Howes would raise the issue with the fair operator and WODC of the use of more environmentally friendly power and generator equipment for future Mop Fairs. Cllr. Howes agreed to do this.

Cllr. R. Townley reported on the following issues: -

Planning Application for Care Home/Hospital

Cllr. Townley reported that the application had been deferred at the last WODC Planning Committee meeting so that consideration could be given to the transport issues raised by the Town Council. *(Shown in the minutes of the Council's Planning Committee of 31.8.06 to be received later in the meeting).*

Cllr. Townley expressed his concern that it would be difficult to have the deferral lifted until the transport issues, particularly the shuttle bus request, had been determined.

Cllr. Townley requested that the Town Council write again to the WODC Planning Committee indicating that the outline planning application should be accepted and that the transport issues should be addressed later in the planning process.

Council then discussed Cllr. Townley's request with views also received from Cllr. Mrs. H. Biles and Cllr. Townley.

Topics in the discussion included: the amount of financial contribution to be required of Oxfordshire County Council as developer of the site arising from "planning gain"; expectations of services to be provided and requests previously made to OCC for bus services and pedestrian crossings; location of crossings and how the importance of the transport issue in the development of the site was to be preserved.

The Mayor concluded the discussion by suggesting that the Council should delay in agreeing to Cllr. Townley's request until the Council's Bus Service – Parish Transport Representatives (Cllrs. Coles, Dixon, Evans and the Mayor) had met with OCC officers on 21.9.06. *Cllr. Coles had advised on the arrangement of the meeting in her report above.*

4882 Allotments Competition 2006

The Mayor welcomed several allotment holders to the meeting.

The Mayor thanked Cllr. Mrs. E.M. Coles for arranging the judging of the competition.

Cllr. Mrs. E.M. Coles reported that the judges for 2006 had been Mr. W. Turner and Mr. Cliff Arnold. She was pleased to report that there were many well cared for allotments for judging this year and allotment holders co-operated well at the site.

Cllr. Mrs. Coles advised that there was a waiting list for allotments and much interest in allotment cultivation.

The Mayor and Cllr. Mrs. Coles announced the winners of the competition and presented the awards to those winners present.

The winners were as follows: -

1st Prize	Mr. C. Keen	32, Fox Close, C/N.	No. 11	£50
2nd Prize	Mr. T. Butler	37, Distons Lane, C/N.	No. 23	£40
3rd Prize	Mr. F. Goodey	10, Brassey Close, C/N.	No. 68	£30

HIGHLY COMMENDED

Mr. A. Legge	30, Fox Close, C/N.	No. 110	£10
Mr. R. Partlett	1, Albion Street, C/N.	No. 74	£10
Mr. & Mrs. A. Griffin	22, Lords Piece Road, C/N.	No. 61	£10

COMMENDED

Mr. F. Goodey	10, Brassey Close, C/N.	No. 69	£ 5
Mr. I. Terry	1, Chalford Close, C/N.	No. 41	£ 5
Mr. M. Case	78, Cornish Road, C/N.	No. 49	£ 5

4883 Planning(a) The minutes of the Planning Committee

Council received the minutes of the Planning Committee held on 31st August 2006.

(b) Applications received

Council decided to make the observations set out under the heading "comments" on Appendix B 18th September 2006 in respect of the applications 3246 to 3249.

(c) Decisions

There were no decisions to report.

4884 The Town Clerks Report

Accounts

Council approved the following payments: -

- (a) Imprest Account for August 2006: £5283.89
- (b) General Account: Accounts for payment as at 18th September 2006: £7088.85
- (c) Correspondence Received:

South East England Regional Assembly

Consultation documents received relating to the partial review of the South East Plan – Provision for Gypsy and Travelers Caravan Sites.

Responses requested by 13.10.06.

Cllr. Mrs. G.M. Burrows, Town Mayor agreed to review the document.

Flooding in West Street and the Town's Drainage Systems

E-mails reporting Council's concerns and the replies received from:

Oxfordshire County Council Highways Department

Thames Water

The Environment Agency

Council noted the replies received.

Keep the Horton General Committee (Banbury)

Minutes of the meeting of 12.9.06 received.

Concerning the campaign to keep the Horton Hospital open and the retention of its services, The Mayor reported that she had been invited to take part in a torchlight procession in Banbury which had been organised by the Committee.

Copy of letter from NCH Penhurst School, C.N. Principal to the Keep the Horton Open Committee

Letter received emphasizing the need for "this very precious resource to continue as it is" for the good of the young people at the school.

Council agreed that as discussed at the previous meeting an invitation should be given to representatives of the PCT to attend the next Council Meeting to give a presentation on the proposals for the future of the Horton Hospital.

North Oxfordshire PCT Partnership

Annual Report 2005/6 received.

AGM to be held on 28.9.06 at the Freemasons' Hall at Banbury.

4885 The Health and Safety Committee

The Council received the minutes of the meeting held on 24th August 2006 with one amendment as notified by Cllr. D. Davidson – item 4, paragraph two, line three, should show "The Health and Safety at Work Act 1974" and not as shown.

4886 The Town Partnership

The Mayor reported that at the last meeting of the Town Partnership held on 13.9.06, Mrs. Catherine Chater, the newly appointed Programme Manager had been introduced to the partnership members; the resignation of a member had been received and Mr. Ken Norman appointed to fill the vacancy. The design of the proposed web site had also been reviewed.

The Mayor commented prior to the discussion of the issues for consideration shown on the agenda, that as the Council's representative to the Town Partnership and also on behalf of Cllr. R.LI. Evans, Council's other representative, she felt hurt by the letter sent to the Chairman of the Partnership that suggested possible irregularities in the procedures adopted for the appointment of the Programme Manager.

The Mayor then vacated the Chair and together with Cllr. R.LI. Evans she left the Council Chamber.

On the proposal of Cllr. Mrs. J.M. Graves, seconded by Cllr. M.J. Dixon, Cllr. D. Davidson was appointed to the Chair.

With Cllr. D. Davidson in the Chair, The Council considered the reply received from the Chairman of the Town Partnership in response to Council's concerns regarding a meeting not held in public and the procedure adopted for the appointment of the Programme Manager.

The Town Clerk's letter of 24.8.06 and The Chairman's reply of 30.8.06 are attached to these minutes as Appendix 'C'.

The Council also considered the payment of Council's conditional grant of £3000 to the Partnership previously agreed – Minutes 4846 17.7.06 and 4873 21.8.06 relate.

Council noted that the partnership had agreed to hold its meetings in public and that the meeting of 13.9.06 had been held in public. Minutes of the Partnership's previous meetings had been received.

Council then discussed the issues concerning the appointment of the interview panel, the fact that at least one member of the panel knew the successful applicant and the variation in the terms of the appointment from those reported to Council.

Members responded to the Mayor's comments by stating that there were "no personal aspects" in Council's enquiries of the Town Partnership Chairman in the letter of 24.8.06.

Following discussion of the issues, on the proposal of Cllr. Mrs. J.M. Graves seconded by Cllr. P.M. Jarratt, Council resolved to accept the reply of the Chairman of The Town Partnership in response to Council's concerns and to authorise the payment of the grant of £3000 to the Partnership.

In the vote taken five members voted in favour of the proposal, three against and two members abstained.

Following the resolution the Mayor and Cllr. R.LI. Evans returned to the Council Chamber and the Mayor took the Chair.

It was agreed that the Town Clerk was to write to the Chairman of the Partnership advising Council's decision and that payment of the grant would be made following the next Town Council meeting on 16.10.06.

The meeting closed at 8.40 pm.

Mayoral announcements September 2006

Although I missed the August meeting there was very little to report during the holiday month but on our return we picked up a pile of invitations, some of which we have been able to take up.

Friday September 1st – Mayor of Banbury's Fundraising Quiz night. Went along with Consort and two friends. Very jolly evening, won first prize!

Saturday September 2nd – invitation to judge the 'Best Dressed Pirate' competition at the Lido. Had to improvise with homemade 'Chain of Office' as while I was away on Spanish Main, scurvy piratical dogs had made off with my precious gold (actually in Town Clerk's safe). Winners had pirate books and rest had chocolate doubloons.

That evening to Emma's Day concert – what a shame about the weather but very good event

Wednesday 6th September – meeting of group re flowerbeds

Tuesday 12th September – Charter steering group meeting – planning events for the remainder of the Charter year.

Friday 15th September – meeting with steering committee of Harvest Revels

Sunday 17th September – had planned to go to Banbury Battle of Britain service but instead decided to go to 'Living Stones' presentation at St Mary's Church, looking at possible plans for the future re-ordering and refurbishment of the parish church – a big project of importance to the town.

It is to be hoped that the Charter group will soon be in a position to publish a further schedule of events. Meanwhile can I draw to the Councillors' attention the Harvest Revels due to be held in the town on Saturday 30th September when there will be music, dancing, acting, exhibitions all interwoven with the Farmers' Market, the Arcade, the streets and the pubs.

I have written to primary schools, inviting them to send a group/groups of children to visit the Town Hall and have a session with the Mayor as part of the citizenship curriculum. (Previous Town Mayors have done this I believe).

I am keen to work with Guild and others to enhance the late night shopping evening into something themed towards the Charter. I have had some initial discussions but need to move forward on this.

18th September 2006

PLANNING APPLICATIONS

For consideration at this meeting:

- | | <u>COMMENT</u> |
|--|----------------|
| 1. <u>Our Ref: 3246 (06/1532)</u>
16A, Park Road, C/N.
Erection of conservatory and satellite dish.
Replace existing fence with wall. | No objection. |
| 2. <u>Our Ref: 3247 (06/1556)</u>
62, London Road, C/N.
Erection of rear conservatory. | No objection. |
| 3. <u>Our Ref: 3248 (06/1567)</u>
Southcombe Cottages, 2, Oxford Road, C/N.
Erection of new single detached garage and
alterations to include new dormer window
to rear elevation and new garage door. | No objection. |
| 4. <u>Our Ref: 3249 (06/1587)</u>
27, Lords Piece Road, C/N.
Demolish existing store. Erection of single
storey side extension. | No objection. |



APPENDIX 'C'
CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: chippingnortontowncouncil@connectfree.co.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: M.J. Fletcher

24th August 2006

Mr. S. Duffy,
Chairman,
Chipping Norton Town Partnership,
Chipping Norton School,
Burford Road,
CHIPPING NORTON,
Oxon.
OX7 5DY

Dear Mr. Duffy,

Council Resolution 21.8.06

As I explained in our telephone conversation, the Council passed a resolution at the meeting held on 21.8.06 concerning the operation of the Town Partnership.

The Council resolved that the conditional grant of £3000 to the Partnership was not to be made until the following issues were resolved to its satisfaction:-

- (1) The reasons for holding the meeting of the Town Partnership on 19.7.06 in private and not in public.
- (2) Possible irregularities in the procedures adopted for the appointment of the Programme Manager, including the selection of the interview panel, the successful candidate being known by a member of the panel and variation in the terms of the appointment from those reported to Council.

Please find enclosed copies of the agenda for the meeting showing the proposal made by Cllr. G. Alcock (item 14) together with the note prepared by Cllr. Alcock giving information in support of his proposal. These papers were circulated to members prior to the meeting.

I look forward to your reply which will be circulated to councillors.

The Council's next scheduled meeting is arranged for 18th September 2006 – agendas will be circulated on 12th September 2006.

Yours sincerely,

Town Clerk.

Encs.

E mail copy sent to Mr. W. Barton



Chipping Norton Town Partnership

Developing Chipping Norton as a Working Cotswold Town

Chair – Simon Duffy, Head Teacher, Chipping Norton School
Burford Road, Chipping Norton, Oxon. OX7 5DY
head.4010@chipping-norton.oxon.sch.uk

30th August 2006

Mr. M. Fletcher,
Chipping Norton Town Council,
Guildhall,
Chipping Norton,
Oxon.
OX7 5NJ

Dear Mr. Fletcher,

Re: Town Council Resolution of 21st August 2006

Further to our recent conversation and to your letter (24th August) I write to address the issues raised through the resolution tabled at your meeting of 21st August. I will address the points in two parts:

1) Town Partnership Meeting 19th July 2006

This meeting of the Town Partnership Steering Group was held on Wednesday 19th July, two days after the Town Council Meeting on Monday 17th July when Will Barton and myself came to talk to the Council about the work of the Town Partnership and to request the release of £3000 towards the cost of a Programme Manager. As Chair of the Town Partnership I explained to Councillor Alcock in a telephone conversation that I thought it inappropriate for the Town Partnership Steering Group Meeting of the 19th to be in public as the majority of the members had not been present at the Town Council Meeting, were unaware of the resolution, and deserved the chance to express an opinion. In addition an agenda for the meeting on 19th July had already been circulated. I also explained that I saw absolutely no reason why the Town Partnership Steering Group would not want to have future meetings in public with minutes widely available. At the meeting held on 19th July it was unanimously agreed that future meetings of the Town Partnership Steering Group be held in public and minutes made available. The Town Partnership Steering Group had made the Town Council offices aware of these forthcoming meeting dates prior to the Town Council meeting of 21st August.

2) Selection of Town Partnership Programme Manager

The role of Programme Manager had been discussed and planned at previous Town Partnership Steering Group meetings. Recruitment advertisements were run in the Oxford Times and Banbury Guardian. Six applicants were received by Will Barton by 7th July 2006. The appointment procedure was delegated to a three person team (consisting of myself as Chair along with Hilary Biles and Will Barton). Interviews occurred on 18th and 20th July for the 3 short-listed applicants. A number of applicants were known to one or more of the selection panel but this was not an issue. The selection process was rigorous and thorough, applicants giving a 10 minute presentation followed by an hour of questions. After careful and lengthy consideration Catherine Chater was appointed as Programme Manager.

The Steering Group felt all along that the appointment should be made pending the award of the £3,000 from the Town Council. The detail concerning the remuneration was thoroughly investigated and discussed. During the appointment process it emerged that 100 days was a more realistic figure for the work involved in promoting Chipping Norton as a Working Cotswold Town considering the £20,000 budget that had been allocated. The successful applicant, Catherine Chater, agreed to take the appointment on the basis of 100 days.

As Chair of the Town Partnership, I can assure you and the Town Council that the selection procedure was robust, rigorous and fair. I object most strongly to any assertion that it was anything but robust, rigorous and fair.

I also enclose copies of the minutes of the Town Partnership meetings since 1st March 2005. All future minutes will of course also be made available. If you would like electronic copies I am sure that Will Barton can arrange for these to be emailed to you.

I trust that I have addressed the points raised in the resolution of 21st August and look forward to hearing about the release of the Town Council's £3,000 contribution.

Yours sincerely,

Simon Duffy,
Chair, Chipping Norton Town Partnership



CHIPPING NORTON TOWN COUNCIL

At the Council Meeting held, pursuant to notice, on Monday, 16th October 2006 at 7.15 p.m. in the Council Chamber, the Town Hall, the following members were present:

Cllr. G. Alcock
Cllr. G. Beacham
Cllr. Mrs. E. Coles
Cllr. D. Davidson
Cllr. M. Dixon
Cllr. R.LI. Evans
Cllr. K.R. Greenwell
Cllr. J.J. Grantham
Cllr. M. Y. Qadir
Cllr. Mrs. P.A. Simmons
Cllr. Mrs. S.J. Wilkes

Officer: The Town Clerk
The Assistant Town Clerk

In the absence of the Mayor and the Deputy Mayor, Council agreed that Cllr. D. Davidson take the chair.

The Chairman welcomed everyone to the meeting and gave a particular welcome to representatives from the Oxford Radcliffe Hospitals NHS Trust – MS Megan Turmezei, Assistant Director of Governance, Ms. Anne Thomson, Consultant Paediatrician and Ms. Janet Knowles, Director of Midwifery.

The Chairman then requested that the representatives address Council on the Performance Improvement and Cost Reduction Programme – Efficiency and Performance and the Horton Hospital Proposals planned by the NHS Trust.

A copy of the presentation is attached to these minutes as Appendix C.

Following the presentation the representatives responded to questions and comments of Councillors. The questions raised included the following: -

Why were so many extra doctors needed as a result of the new working regulations?
Answer (A)EU Work Time Regulations.

Why did Oxfordshire receive such a low level of funding?
(A) Government decision.

How would the risks associated with night emergencies be coped with?

Cllr. Alcock gave his example of the journey to the John Radcliffe from the Horton when he was in a life threatening situation – he described it as a nightmare journey.

(A) Risks being assessed.

Had the possibility of a greater catchment area for the Horton been investigated?

(A) Yes not viable.

How were hospital descriptions determined? Describing the Horton as a small district hospital seemed incorrect.

(A) All descriptions used were relative to size of all hospitals.

Had discussions been carried out with the Ambulance Service to ensure that facilities would be available to meet its increased workload?

(A) Discussions ongoing.

Why was there no integrated plan for Acute and Community Hospitals? Whilst the John Radcliffe was to have an increasing workload requiring community beds for recovering patients, community hospitals were being run down.

(A) Each Trust had to run its own budgets.

The Chairman thanked the visitors for their attendance and they then left the meeting.

4887 The minutes of the meeting held on the 18th September 2006

The minutes of the meeting held on the 18th September 2006 were confirmed by the meeting and signed by Cllr. D. Davidson.

4888 Public Participation

No requests for public participation had been received.

4889 Apologies for Absence

Apologies for absence had been received by Cllr. Mrs. G.M. Burrows, Town Mayor, Cllr. B.J. Galbraith, Cllr. Mrs. J.M. Graves, Cllr. P.M. Jarratt, and WODC Cllr. M.D. Howes.

4890 Declarations of Interest

Cllr. G. Beacham declared an interest in agenda item 8, planning, Application No. 3254 as a relative lived in the property next to the site.

Cllr. J.J. Grantham declared an interest in agenda item 9, Town Clerk's Report, Correspondence. The Councillor had written to the Town Clerk to request use of Council's records/photos.

4891 Mayoral Announcements

The Chairman reported that a former Town Clerk, Mr. Roy Ingram, had died.

Mr. Ingram had been Clerk to the Borough Council from 1960 to 1970.

The Mayoral Announcements had been circulated to members attached to these minutes as Appendix A.

4892 Oxfordshire County Council**Cllr. Mrs. H. Biles reported on the following issues:**Temporary Road Closures

Part of Burford Road was to be closed on Sunday 26.11.06, for one day, for work by Scottish and Southern Energy.

Oxford Ring Road on 23.10.06 for erection of new direction signs to hospitals.

Review of Payment for Social Health Care

The Social and Community Services Scrutiny Committee was conducting a review which included the system for payment by relatives.

The Horton Hospital Consultation

The Oxfordshire Joint Health Overview and Scrutiny Committee had declined the request for the consultation to be referred to the Secretary of State.

Peripheral Consultancy Clinics

Consultations were to be conducted by the Oxford Radcliffe Hospitals Trust, the PCT, The Oxfordshire Joint Health Overview and Scrutiny Committee and WODC on the future of consultancy clinics at Chipping Norton and Witney Hospital following a proposal by the Trust for a suspension of services.

In reply to an enquiry concerning the progress of the resolution of the VAT issue for the new Care Home/Hospital, Cllr. Mrs. Biles reported that David Cameron MP was still awaiting a reply from the Treasury.

4893 West Oxfordshire District Council**Cllr. Mrs. E. Coles reported on the following issues discussed at the District Council's recent Environment Overview and Scrutiny Committee: -**HGV's Passing Through the Town

The Air Quality Monitoring Survey was reviewed and Action Plan options discussed; A40 Signage directing lorries away from Chipping Norton was discussed and the set back of Warwickshire's policy of directing them through the town reviewed.

It was hoped that Oxfordshire's signs would soon be put in place.

Public Toilets

Cllr. Mrs. E. Coles had again repeated the Town Council's request for the public toilets at the Town Hall to be refurbished. The District Council was still seeking an alternative location in which to build new toilets. Following discussion of this issue Council asked the Town Clerk to write to WODC and again strongly give the Council's view on the matter – the Town Hall Public Toilets should be refurbished not relocated.

Cllr. Coles reported that she regularly inspected the ladies public toilets at the Town Hall – on a recent visit there was no lighting at all in the facility.

Waste Re-Cycling Bins New Street Car Park

Cllr. Mrs. E. Coles had reported to WODC that the bins in this facility fill up quickly and are often overflowing – piles of cardboard at the weekends were reported.

Cllr. R. Townley reported on the following issues: -Planning Application for Care Home/Hospital

Cllr. Townley reported that the application had been deferred again at the last WODC Planning Committee meeting so that consideration could be given to the objections raised by the owners of the Cromwell Park Estate – Country Estates – concerning access issues from Banbury Road, from which road Cromwell Park had access. The applicant – Oxfordshire County Council – was to be required to carry out a Transport Assessment before consideration of the application continued.

Peripheral Consultancy Clinics at Chipping Norton Hospital

Cllr. Townley reported that the Radcliffe Hospital Trust was planning to temporarily suspend (for six months) outpatient clinics at Chipping Norton Hospital as a cost saving measure. This would result in the need for patients to travel to Oxford/Banbury Hospitals, for appointments with consultants, increasing total travel and causing extra strain on the already over stretched ambulance service. *Following discussion of this issue, Council requested that the Town Clerk write a strong letter of protest against the planned suspension of the clinics.*

4894 Planning(a) The minutes of the Planning Committee

Council received the minutes of the Planning Committee held on 28th September 2006.

(b) Applications received

Council decided to make the observations set out under the heading “comments” on Appendix B 18th September 2006 in respect of the applications 3252 to 3256.

Cllr. G. Beacham left the meeting whilst planning application Our Ref: 3254 was discussed.

(c) DecisionsOur Ref: 3202 The Royal British Legion Site, West Street, C/N.

WODC granted permission for ten dwellings on the above site.

(Notification of appeal decisions relating to a previous application (3106) for the site reported).

Appeal Decision - Our Ref: 3165 2, Church Street, Chipping Norton

An appeal against refusal of planning permission refused.

4895 The Town Clerks ReportAccounts

Council approved the following payments: -

(a) Imprest Account for September 2006: £4524.23

(b) General Account: Accounts for payment as at 16th October 2006: £12598.32

(c) Correspondence Received from:

Oxfordshire County CouncilTemporary Road Closure – The Green

From 23rd October 2006 for essential gas main works – the estimated duration of the works was one week.

West Oxfordshire District CouncilDraft Affordable Housing – Supplementary Planning Document

WODC was inviting comments on the document which could be viewed online at www.westoxon.gov.uk/planning/LDF.cfm. It replaced the draft guidance published in 2004. There were two copies of the document at the Guildhall.

The consultation period runs from 29th September to 10th November 2006.

Street Numbering and Naming

Request for consideration of the numbering of the new flats adjoining the Hollies and the naming of the “Hollies Barn”.

Council agreed to the numbering of the flats.

Thames Valley Police – Sgt. Rosemary Dilsaver, Neighbourhood Manager

Request received for a Council representative to attend the annual public consultation meeting to review the achievements of the Neighbourhood Action Group to be held at Chipping Norton School on Wednesday 25.10.06 at 7.30 pm. The meeting would also consult on and review local priorities – Youth-related ASB; Speeding and Parking.

Cllr. M.Y. Qadir agreed to attend.

The Eureka Partnership

Request for permission to include a transcript of Chipping Norton Borough Council documents, held in the Oxfordshire Archives, in a book to be published by the partnership. The book would contain all the Victuallers Licences for the County of Oxford for the year 1769. A copy of the book is offered and a copy would also be deposited at the Oxford Record Office.

Council granted permission.

Cllr. J.J. Grantham – Town Hall Booklet

Request for permission to use items from Council’s minute books (held at the Guildhall and OCC Archives) and copies of photos and pictures in the Town Hall for use in a booklet he was to publish on the Town Hall.

Permission granted.

Cllr. J.J. Grantham left the Council Chamber whilst the request was considered.

Following the report Cllr. J.J. Grantham requested that the Town Clerk enquire of WODC on the progress of the street naming scheme for the Wimpey/Parker Knoll site with particular regard to the changes requested by the Town Council to the original scheme proposed.

4896 The Cemetery Committee

The Council received the minutes of the meeting held on 20th September 2006. Council authorized the expenditure requested by the Committee for the repair and cleaning of the War Memorial - £879.

4897 The Health & Safety Committee

The Council received the minutes of the meeting held on 26th September 2006.

4898 The Town Hall Committee

The Council received the minutes of the meeting held on 28th September 2006.

4899 The Annual Return

Following receipt of the external audit opinion and the issues arising report, Council approved and accepted the Annual Return for the year ended 31st March 2006.

Council noted that there were no issues arising in the report that required action to be taken by the Council.

Council had previously approved and accepted the Annual Return prior to the external audit at the meeting held on 17th July 2006 – minute number 4853. The formal audit procedure required that the external audit report was referred to Council for review.

In the vote taken at this meeting to approve and accept the accounts (following the external audit opinion) seven members voted in favour of the motion, 2 members voted against and 2 members abstained.

Cllr. G. Alcock requested that his vote against approval and acceptance of the accounts should be recorded.

4900 Titles of Dignity

Following requests from Councillors, the Town Clerk had requested details from OALC on the procedure for conferring titles of dignity on residents in order to formally recognize service to the community. OALC had provided a legal topic note from NALC on the issue which had been circulated to Councillors. The note explained that Honorary Freemen and Freemen could no longer be appointed by local councils but alternative titles of dignity (honorary citizen, honorary townsman or honorary burgess could be conferred).

Following discussion of the issue, Council agreed that the Mayoral Selection Committee should consider a scheme to give recognition to outstanding residents and then report back to Council.

The meeting closed at 9.00 pm.

Mayoral announcements – October 2006

September ended with the Harvest Revels – a Charter event organised principally by members of the Folk Club and the King's Stone Rappers. As a result the town was a-buzz with activity on the Saturday morning of the September Farmers' Market. Our Town Crier was out ringing his bell and announcing not only the events of the morning but also the forthcoming Charter lectures. There were musicians – the Silver Band, the Folk and Gospel group, a couple called Serenade and various members of the Folk Club. We saw dancing from the Vale Islanders (17C dance) and the Charlbury and Swindon Morris teams. The Hook Norton Brewery, the Local History Society and the Museum all had stalls in the Charlie Withers arcade and the King Stone Rappers took on the role of Ale Tasters in order to conduct a Court Leet in the town centre pubs. It was a very jolly occasion, the rain kept off till almost the end and there was a lot of good feedback from people about the town.

October 3rd First of the CN Charter Lectures – in St Mary's Church and given by David Eddershaw. There were 110 people there to hear him speak of the Reformation and the Church (including the Lord Lieutenant). David was also launching his new edition of the History of Chipping Norton and copies of the book were on sale on a stall set up by Patrick Neale and Polly Jaffé.

October 5th Meeting of Chipping Norton Town Gardens group

October 7th Judged art competition organised by CN Lions on a theme of 'Celebrate Peace'

October 8th Burford Civic Service

I have been doing some more work on the subject of the Christmas late night shopping which we hope to theme to the Charter. There is some enthusiasm for such an event and we are planning a meeting later this month. I am also doing some work on how to encourage visitors from further afield to consider Chipping Norton as 'a good place to **enjoy** Christmas shopping'

PLANNING APPLICATIONS

For consideration at this meeting:

- | | <u>COMMENT</u> |
|---|----------------|
| 1. <u>Our Ref: 3252 (06/1700)</u>
Cosy Cottage, Distons Lane, C/N.
Change of use from granny annexe to self catering holiday accommodation. (Retros.) | No comment. |
| 2. <u>Our Ref: 3253 (06/1707)</u>
Unit 10, Worcs. Road Ind. Est., C/N.
Change of use from business to general industrial use. | No comment. |
| 3. <u>Our Ref: 3254 (06/1729)</u>
Arundel View, Webb Crescent, C/N.
Erection of freestanding sign. (Retros.) | No objection. |
| 4. <u>Our Ref: 3255 (06/1741)</u>
4, Alfred Terrace, C/N.
Remove existing store and replace with garage/store. | No objection. |
| 5. <u>Our Ref: 3256 (06/1742)</u>
83, The Leys, C/N.
Erection of rear conservatory. | No objection. |



CHIPPING NORTON TOWN COUNCIL

At the Council Meeting held, pursuant to notice, on Monday, 20th November 2006 at 7.15 p.m. in the Council Chamber, the Town Hall, and the following members were present:

Cllr. Mrs. G.M. Burrows (Town Mayor)
Cllr. G. Alcock
Cllr. Mrs. E.M. Coles
Cllr. D. Davidson
Cllr. M. Dixon
Cllr. R.LI. Evans
Cllr. B.J. Galbraith
Cllr. J.J. Grantham
Cllr. K.R. Greenwell
Cllr. P.M. Jarratt
Cllr. P.A. Lake
Cllr. M. Y. Qadir
Cllr. Mrs. P.A. Simmons

Officer: The Town Clerk
The Assistant Town Clerk

The Mayor welcomed everyone to the meeting.

Death in Iraq

The meeting began with the sad news of the death in Iraq of a resident from the district – Mr. Simon Hall of Dean. Mr. Dean had been shot dead whilst working for a private security firm.

The Mayor expressed her sadness at the loss of another life in Iraq and recalled that only a week before the meeting the town had held a Remembrance Day Service and Parade in memory of those lost in wars.

The Lido at Chipping Norton

The Mayor welcomed Clare Jarvis and Graham Williamson, Trustees of Chipping Norton Lido Ltd., who had requested to address the Council on the pool's activities and results for the 2006 season and to report on plans for 2007.

They had prepared an eight page illustrated report which was circulated to Councillors.

Referring to the report they mentioned that The Lido had been visited by over 17,000 people in five months over the last season. There were twenty people working at The Lido of which eleven of them were under twenty one. The representatives explained that refurbishment

work was planned which was needed before the next season i.e. new flooring and improvements to the changing rooms.

Clare Jarvis explained that The Lido worked in partnership with the local schools to help young people learn to swim. She also told the Council that the working group were extremely grateful to the Town Council for their financial help over the last two years and hoped that due to the level of benefit to the town that the Council would agree to donate £3,500-£4,000 for 2007.

The representatives then answered questions that Town Councillors put to them: -

Question: Had they thought about putting up their prices next season?

Answer: The feeling was that fewer people would then attend the sessions and this was not what they were trying to achieve.

Question: How about charging extra for people out of town and then the Council would fund the people of Chipping Norton?

Answer: They would actually prefer to stick to one price structure for all visitors.

Question: Had the local Parishes been contacted and from who else had they tried to Obtain funding?

Answer: The team was looking into other sources of funding.

The Mayor thanked The Lido team for all their hard work and for everything that they had achieved for the town.

4901 The minutes of the meeting held on the 16th October 2006

The minutes of the meeting held on 16th October 2006 were confirmed by the meeting and signed by the Mayor.

4902 Public Participation

The Town Clerk advised that one request for participation at the meeting had been made by Mr. & Mrs. Brown and Mr. & Mrs. Green from Park Road regarding a planning issue. The Town Clerk advised that the Council's Public Participation Scheme excluded the right to address councillors on planning issues. However, the issues raised by the residents relating to a Park Road application, had been discussed with them. District Cllr. M. D. Howes had helped in settling the matter.

4903 Apologies for Absence

Apologies for absence had been received from Cllr. G. Beacham, Cllr. Mrs. J.M. Graves and Cllr. Mrs. H. Biles.

4904 Declarations of Interest

Cllr. Mrs. P.A. Simmons declared an interest for item 10, Fire Risk Assessment for Greystones, subject to the discussion arising from the issue.

4905 Mayoral Announcements

The Mayor referred to the report circulated with the agenda entitled "Mayoral Announcements November 2006" and stated that it had been a very busy month.

The Mayor thanked the Town Hall Caretaker for managing this very busy time in the Town Hall and she also expressed her thanks to her consort, Cllr. R. Ll. Evans, for his support.

Following the Mayor's announcements, the Mayor was pleased to report that a £500 grant was to be made by Persimmon Ltd. towards the provision/maintenance of the town's flower beds.

4906 Oxfordshire County Council

Cllr. M. Howes reported that there was no report from the Oxfordshire County Council member as Cllr. Mrs. H. Biles had sent her apologies.

4907 West Oxfordshire District Council

Cllr. Mrs. E. M. Coles reported to Council on the following issues:

Bin Sites

WODC had been notified that recycling bin sites were overflowing in town.

Toilets

At a recent cabinet meeting the location of the public toilets had now been agreed, the decision was to refurbish the existing toilets at the Town Hall at a cost of £135,000.

Lottery Fund

There was still a lot of money available for projects from the big lottery fund, for children's play areas. WODC have been offered £200,000.

Cllr. Mrs. Coles suggested that a Recreation meeting should be set so that members could go through papers/procedures in order to obtain a grant for the town's playing fields.

Surface Water Drains

It was reported that some of the drains in the town were badly blocked. Since August Cllr. Mrs. Coles had been in touch with Mr. P. Wilson from OCC, since then some of the drains had now been cleared. She had suggested that a map should be located in the One Stop Shop at the Guildhall so that members of the public could go in and mark where the blocked drains were so that they could be cleared.

Cllr. M. Howes reported on the following issues -

Lottery Playing Fields Grants:

Cllr. Tony Walker was to investigate when the lottery funding was to become available.

New Hospital/Care Home

Cllr. Howes hoped that the current problems arising from the planning application would be resolved when the application was next considered by the WODC Planning Committee.

Cllr. R. Townley reported on the following issue: -

Town Hall Toilet Project

Cllr. R. Townley had suggested that the flower/shrub beds alongside the entry passages to the toilets should be paved as part of the scheme.

4908 Planning(a) The Minutes of the Planning Committee

Council received the minutes of the Planning Committee held on 30th October 2006.

Cllr. G. Alcock raised the concern with delegated planning applications that if no objection was received from the Town Council then the planning application would not be referred to the WODC Planning Committee.

He advised that members of the public needed to be made aware of this and if they had any concern with a planning application they should write to the District Council and send a copy of the letter to the Town Council before the planning meeting stating their concerns. Also residents should raise their comments with the local district councillors.

(b) Applications received

Council decided to make the observations set out under the heading "comments" on Appendix B 20th November 2006 in respect of the applications 3261 and 3262.

(c) Decisions

The Town Clerk reported that he had received the following planning decision from WODC which differed from the recommendation of Council:-

Planning Application 3247 (06/1556) 62, London Road, Chipping Norton

Erection of rear conservatory.

WODC refused planning permission.

4909 The Town Clerks ReportAccounts

Council approved the following payments: -

- (a) Imprest Account for October 2006: £5358.73
- (b) General Account: Accounts for payment as at 20th November 2006: £13,543.90
- (c) Correspondence Received:

Oxfordshire County CouncilTemporary Road Closure – Burford Road

Sunday 26th November 2006, closure of the road between the Ace Centre and The Fire Station, for work by Scottish & Southern Energy.

West Oxfordshire District CouncilNew Application for Premises Licence

Comments or observations invited by 23.11.06 on the application by R.&E. Horspole for "Ma Larkins" Chapel House Crossroads.

Council had no comments.

WODC Press Release "Chipping Norton says "Buzz Off!" to anti-social behavior

Councillors discussed the news release.

Councillors expressed their disappointment that there had been no consultation with the Town Council before the news release was issued.

The news release title clearly stated that it was speaking for Chipping Norton but did not make clear exactly who was speaking – WODC? PC Simon Towers? Adrean Barradell of the Coop? or the C.N. Neighbourhood Action Group?

Councillors commented that this issue should have been reported at the public consultation meeting held on 25.10.06 to review the achievements of the C.N. Neighbourhood Action Group – which was attended by Town Councillors.

Councillors then discussed the ways in which the problems associated with controversial issues similar to this one could be avoided and the following suggestions were made:

- (1) If a news release is issued in the name of Chipping Norton the Town Council requested that it was directly consulted before publication.
- (2) Formal Town Council representation on the Chipping Norton Neighbourhood Action Group should be invited by the group.

Councillors also discussed the installation of the mosquito and whilst recognizing the arguments for and against the device were disappointed that this measure taken against some of the town's young people gave a negative message from our town.

Council then went onto consider what positive action should be taken.

Cllr. Alcock reported that he had spoken to the youth on the Town Hall steps on the evening of the Enigma event and asked what they would like in Chipping Norton. The response was that they had already told the local police some time ago that they would like a youth shelter.

It was agreed that Cllr. Alcock with Cllr. D. Davidson and Cllr. M. Y. Qadir be requested to convene a meeting to try, on behalf of the Council, to sort something out for the youth of the town.

Cllr. J.J. Grantham asked if the NAG representative present as a member of the public could address the meeting. Rebecca Herrin then spoke – she offered to take a report of Council's discussion back to the next NAG meeting and ask if Town Council representatives could join the meetings.

Phillippa Brown, White Hart Mews, High Street – Removal of Seat requested

A letter had been received from Phillippa Brown requesting that the bench outside of the shop is removed.

Council discussed the situation and decided that if there was a problem with drunks then the police should be contacted and that the seat should stay where installed.

Request for Town Hall Sunday Bookings

Mr. Neil Ions of Chasleton, on behalf of a group of artists from Chipping Norton and near-by villages, requested permission to book the hall on Sundays 27.5.06 and 3.6.07 as part of an art exhibition from 26.5.07 – 3.6.07. The exhibition would be part of Oxford Arts Weeks 2007. The artists hoped, by way of this booking, to bring Arts Weeks to a wider audience and produce something of a festival atmosphere. Council gave permission for the booking.

C.N. Town Partnership

Agenda and minutes received – next meeting 22.11.06.

4910 Fire Risk Assessments

Council received the Fire Risk Assessments for "Greystones" and the Town Hall. It was noted that the Responsible Officer should be identified as the Town Clerk.

The Town Hall assessment

The Town Hall assessment had already been acted upon – the fire extinguishers had been serviced, the emergency lighting was to be attended to on 21.11.06 and it was reported that there were no other major problems to be settled.

Greystones Building

Following receipt of the report rehearsals in the building had been stopped. It had been decided that the building could only be used for storage of the equipment and the building could only be entered in day light due to no reliable emergency lighting system. A meeting between the Nortonians, the Silver Band and Councillors had been held the previous Monday evening to discuss the outcome of the report.

4911 The Finance and General Purposes Committee

Council received the minutes of the Finance and General Purposes Committee held on 30th October 2006.

Arising from the minutes:

Council noted that the extra funding for legal costs which had been charged to the cemetery budget this year could result in overspending of the budget. Council authorized expenditure on additional clearing work as originally planned in the budget.

Item 4 (2) The Rugby Club Field Access Dispute

Cllr. Alcock explained that he had met with the Rugby Club to discuss the dispute and that an agreement had been reached. Council authorised the terms of the agreement.

The Town Clerk was to draw up a memorandum detailing the terms of the agreement.

(3) The Football Pitch (previously let to Real Armas

An agreement had been reached with the Swifts using the football pitch and the Council's solicitor was working on the lease.

Item 7 Authorisation of Payments/Cheque Signature requirements for the Celebrations A/C

Council approved the recommendations of the committee concerning celebrations accounts payments.

In accordance with a previous Council decision, there was a five minute break at 9.15 pm.

4912 The Town Hall Committee

Council received the minutes of the Town Hall Committee held on 9th November 2006.

A recommendation to Council from the meeting was not to renew the wedding licence for the building.

Cllr. Mrs. E. Coles felt that not enough effort had gone into advertising and that may be Council could look at licensing again in the future.

Council approved the recommendation not to renew the Wedding Licence.

4913 Development of the Business Land at the Wimpey/Former Parker Knoll Site

Cllr. J. J. Grantham, Cllr. G. Alcock and the Mayor reported on the joint meeting held on 31st October between representatives of CNTC, OCC and WODC.

It was reported that there had been good attendance at the meeting

Topics discussed included:

The Town Partnership: that had identified projects which the town could benefit from: - an enterprise centre, survey for future needs in employment, survey for training needs, marketing the town and services for the youth.

Holy Trinity School Access: The developers Persimmon had been asked to install a foot path from Tank Farm through to London Road to provide a safe route for children to walk to school.

Greystones for Enterprise Centre: Cllr. Alcock had reported the F&GP Committee's discussion about having the enterprise centre at the Greystones building.

PK Commercial Site: It was proving difficult to find a developer for the commercial site at the former Parker Knoll site comprising of five acres.

4914 Street Naming – Wimpey/former Parker Knoll site

Cllr. J.J. Grantham reported on the naming the roads at the former Parker Knoll site. WODC had advised that Council could suggest a change of name if they wished. The Council decided that Parker's Circus was not appropriate and suggested that the street should be renamed The Circus.

The Town Clerk was asked to write to WODC with the chosen suggestion.

4915 French Market 2.12.06

Council considered the proposal for holding a French Market in the Market Square on 2.12.06 and came to a conclusion that due to the very short notice of the event and being so close to Christmas when car parks were needed that it would not agree to the event being held on this particular day. It was suggested that the proposal be reconsidered for dates in 2007.

4916 Titles of Dignity

Council considered the bestowal of titles of dignity to honour residents who had rendered notable service to the town.

Council resolved to accept the proposals of Cllr. J. J. Grantham.

It was agreed that notices were to be displayed so that members of the public could recommend any worthy person for a title of dignity. The closing date should be 31.12.06.

It was decided that such persons (maximum of four) would receive a medal, a certificate and in addition one stint to hold in their lifetime. The stint would allow that person to attend stinholders' meetings and bestow a duty to protect The Regulated Pasture. Any dividends (if paid) to be returned to the Town Council and the stint was not be sold by the holder. On the demise of such person the stint must revert to the ownership of Chipping Norton Town Council.

The meeting closed at 10.40 pm

Mayoral announcements – November 2006

Suddenly the diary has become very full, not only with social events but also meetings. Some of the invitations that come in jog you into thinking that you too should be sending some out. It's the sort of thing one can lie in bed worrying about in the small hours. Not a good idea!

October

10th With Consort to hear the Law Lecture (the Lord Chief Justice) on Crime and Punishment – in Examination Schools in Oxford and thence to Christchurch to take part in the service at which was preached the Assize Sermon.

Missed the High Sheriff's reception as had to dash back to Chippy for the second of the Charter Lectures (on wills and inventories)

14th With Consort to Dinner with the Lions at the 20th anniversary celebrations of their Charter.

17th Third Charter lecture (on 17th century housing)

18th Guest of Chipping Norton Horticultural Society lecture featuring BBC gardening personality Chris Beardshaw. (*The Town Hall full to capacity, even using the balcony.*)

19th Meeting of Chipping Norton Town Gardens Group

24th Introduced the speaker at the 4th Charter lecture as she was dealing with the Charter and the history behind its granting.

26th Meeting at the Crown & Cushion with shopkeepers interested in planning the Late Night Shopping event.

31st Tri-partite Meeting – with representatives of OCC, WODC and Chipping Norton Town Council concerning the development of the Parker Knoll site.

Final Charter lecture (on the political and religious upheavals of the early to mid seventeenth century.

This has been a really successful series with audiences of well over 100 at every lecture. The management team has also been most efficient and the lectures have been fascinating.

November

1st Meeting to review the trial period of putting a Police Information Point in the Town Hall on Saturday mornings.

2nd Meeting of the Chipping Norton Town Gardens Group.

3rd With Consort to reception to launch the NORTS pantomime – Humpty Dumpty and to present prizes to the winners of the poster competition.

11th With Consort to War Memorial for Remembrance ceremony and to lay wreath on behalf of the Town and the Council.

With Consort to Dorchester Abbey at invitation of the Lord Lieutenant to a concert with Dolgellau and Oxford Welsh Male Voice Choirs and poems read by his Grace the Archbishop of Canterbury, Dr Rowan Williams.

12th With Consort and Council to Remembrance Day Service at St Mary's Church, took the salute at March Past and then entertained the Legion and guests to a reception in the Town Hall. (*Very grateful to Town Council staff and particularly Town Hall Keeper in his joint role as Sergeant at Mace, which he carried off with great aplomb, as well as being very helpful!*)

PLANNING APPLICATIONS

For consideration at this meeting:

- | | |
|---|--|
| <p>1. <u>Our Ref: 3261 (06/1845)</u>
Travis Perkins Trading Co. Ltd, Station Rd, C/N
Use of part of site for mobile catering van.
(Retrospective).</p> | <p><u>COMMENT</u>
No objection. Council would like the location of the van on the site to be looked at very carefully due to the position of the gas bottles.</p> |
| <p>2. <u>Our Ref: 3262 (06/1927)</u>
1 – 3 West Street, C/N.
Change of use of existing offices to extend two flats on 1st and 2nd floors.
Conversion of offices to create two flats.
Raise roof to create one flat.
External alterations to include existing bridge and walkways.</p> | <p>Council object to this planning application.
They would like a combination of offices and flats to be retained. To create more living accommodation would incur in more parking problems in this already busy location.</p> |



CHIPPING NORTON TOWN COUNCIL

At the Council Meeting held, pursuant to notice, on Monday, 18th December 2006 at 7.15 p.m. in the Council Chamber, the Town Hall, the following members were present:

Cllr. Mrs. G.M. Burrows (Town Mayor)
 Cllr. G. Alcock
 Cllr. Mrs. E.M. Coles
 Cllr. D. Davidson
 Cllr. M. Dixon
 Cllr. R.LI. Evans
 Cllr. B.J. Galbraith
 Cllr. J.J. Grantham
 Cllr. Mrs. J.M. Graves
 Cllr. K.R. Greenwell
 Cllr. P.M. Jarratt
 Cllr. P.A. Lake
 Cllr. M. Y. Qadir
 Cllr. Mrs. P.A. Simmons

Officer: The Town Clerk
 The Deputy Town Clerk

The Mayor welcomed everyone to the meeting and gave a particular welcome to the new Town Clerk, Mrs. V. Oliveri, who was officiating at her first meeting as Town Clerk.

4917 The minutes of the meeting held on the 20th November 2006

The minutes of the meeting held on 20th November 2006 were confirmed by the meeting and signed by the Mayor with the following amendments: -

4905 Mayoral Announcements Third paragraph should show "The Mayor was pleased to report"

4913 Development of Business Land..... "Greystones for Enterprise Centre..... 'idea of' changed to 'discussion about'". "Parker Knoll Commercial Site" Delete second sentence.

4916 Titles of Dignity Fourth paragraph change (four in total) to maximum of four.

4918 Public Participation

No requests for public participation had been received.

4919 Apologies for Absence

Apologies for absence had been received from Cllr. G. Beacham.

4920 Declarations of Interest

There were no declarations of interest.

4921 Mayoral Announcements

The Mayor referred to the report circulated with the agenda entitled "Mayoral Announcements December 2006."

The Mayor thanked all the volunteers who had installed the Christmas Trees and lights in the Town Centre and particularly mentioned The Deputy Mayor, The Town Clerk and Cllr. M.D. Howes.

The Mayor reported that the Jacobean evening had been a jolly event and that it was unfortunate the weather had been so bad. She thanked her Consort and the Deputy Mayor for all their help during the event, the Mayor also thanked other Councillors who attended on the evening.

4922 Planning(a) The Minutes of the Planning Committee

Council received the minutes of the Planning Committee held on 4th December 2006.

(b) Applications Received

Council decided to make the observations set out under the heading "comments" on Appendix B 18th December 2006 in respect of the applications 3265 – 3267.

(c) Decisions

The Town Clerk reported that she had received the following planning decisions from WODC which differed from the recommendation of Council: -

Planning Application 3259 (06/1817) Plot 20, Blissfield Gardens, Chipping Norton

Erection of dwelling. (To allow rear conservatory. Retrospective.)

WODC refused planning permission.

Notification of Planning Appeal

Notification of a planning appeal had been received for: -

Planning Application 3244 (06/1485) Land at 21, Hailey Avenue, Chipping Norton

Erection of detached dwelling and formation of vehicular access.

4923 The Town Clerks ReportAccounts

Council approved the following payments: -

(a) Imprest Account for November 2006: £7323.40

(b) General Account: Accounts for payment as at 18th December 2006: £12,754.45

(c) Correspondence Received from: -

Oxford Radcliffe Hospitals

Copy of letter received from Oxford Radcliffe Hospital stating proposed changes to peripheral consultant clinics at Chipping Norton Hospital.

Chipping Norton Town Partnership Web Site Details

Copy of Chipping Norton Town Partnership new website details received.

Cllr. B. Galbraith commented that to try and access the site seemed quite a task.

The Chipping Norton Research Group

Copy of letter had been received requesting permission use of 17th century documents to be on display at the gallery at St. Luke's, Cowley from January to March 2007.

Council granted permission.

French Market

A request for permission for the French Market to come to Chipping Norton on the following dates had been received: Friday 30th March or Sunday 1st April 2007
Friday 19th October or Sunday 21st October 2007

Council discussed the request and decided Sunday 1st April 2007 would be the appropriate date.

4924 Council Tax Levy

(a) Council received the minutes of the Finance and General Purposes Committee held on 4th December 2006.

Cllr. P. Lake, Chairman of F & GP, explained that he had made a request to the spending committees to estimate on how much finance each committee would need in the following financial year to carry out various work. He stated that the committees requests were able to be granted due to the savings which had been made in the Town Hall over the last year, the increase in the tax base and other savings.

Cllr. J.J. Grantham proposed Council accept the budget for 2007/8, Cllr. M. Dixon seconded the proposal and the vote taken was unanimous.

Cllr. D. Davidson thanked the Finance & General Purposes Committee for their good work.

(b) The amount of Council Tax Precept to be levied for Town Council and Special Purposes for 2007/8 was agreed at £123,000.00 (2006/7 £121,000.00).

4925 The Recreation & Greystones Committee

Council received the minutes of the Recreation and Greystones Committee held on 11th December 2006.

Arising from the minutes: -

Grant Application

The Deputy Mayor, Cllr. P. Lake asked Cllr. Qadir if he would be willing to apply for the grant to WODC on behalf of the Recreation Committee and the Council.

Cllr. Qadir agreed to go ahead and apply for the grant. He pointed out that the grant he would be applying for was for £50,000.00 to carry out one large project at New Street Playing Field and not several small projects.

Youth Council/Forum

Cllr. R.LI. Evans wished to thank Miss. Rebecca Herrin for all of the work which she put in to provide a summary of the questionnaire replies (attached to the minutes) which had been received earlier in the year at Freshers Fair. He stated that the Town Partnership would be holding a meeting with some of the town's youth on 6/2/07.

Cllr. Mrs. E. Coles asked if the Partnership were just going to be inviting the young people along to the meeting or would they be involving adults who organized youth activities in the town as well.

Cllr. R.LI. Evans answered that the invite would be going to youth representatives from different organisations in the town.

Cllr. G. Alcock asked if this was relating to the Recreation Meeting and what process was envisaged. He asked Cllr. Mrs. G. Burrows why the Town Partnership should run the Youth Council and not the Town Council.

Cllr. Mrs. J.M. Graves pointed out that the Town Partnership would be the main facilitator between the groups and the Town Council would be one of the stake holders in supporting the other groups.

Cllr. Alcock objected to the idea of the Town Council being regarded as "another stakeholder".

Cllr. Mrs. J.M. Graves pointed out that the Town Council had no control over other youth groups in the town.

Cllr. R.LI. Evans stated that Catherine Chater, Town Partnership Programme Manager would be willing to help the Recreation Committee with youth initiatives.

Cllr. G. Alcock proposed that Cllr. Qadir for the Council and Mr. Ken Norman of the Town Partnership should be joint leaders in setting up a Youth Forum in Chipping Norton.

Cllr. D. Davidson seconded the proposal and all Councillors present voted in favour.

4926 Titles of Dignity

Cllr. J.J. Grantham reported that the Town Clerk had contacted Vaughtons of Birmingham and had ordered the medals. He also stated that he had spoken to Geoff Gafford, the Council's solicitor with regard to the conveyance and epitome of stint titles and he stressed the urgency of getting the work completed as soon as possible.

Cllr. J.J. Grantham displayed a certificate which Mrs. Jan Cliffe had produced for the Honorary Citizen award and handed around to Councillors to view he pointed out that Jan Cliffe had carried out her work free of charge. There would be an initial cost of £86.00 by a local printer for producing the certificates.

The certificates were to be signed by the Town Mayor and the Town Clerk

Cllr. J.J. Grantham suggested that the names of Honorary Citizens should be recorded in a book.

Several nominations for the honour had been received and a decision should be made In Committee at the next Town Council meeting.

Cllr. Mrs. E. Coles recommended a letter of thanks be sent to Mrs. Jan Cliffe for her work on the certificates.

4927 Christmas Trees & Lights

Cllr. P. Lake thanked everyone who had helped put the trees up and advised that they would be taken down on Sunday 7th January 2007.

Refreshments had been provided in the Town Hall when putting up the trees.

Cllr. B. Galbraith from Stones had offered to provide refreshments for those involved in taking the trees down.

4928 Town Centre Youth

Cllr. G. Alcock reported on his first ideas on this subject and indicated that this would be a long term project and in particular he would like to consider providing something for the young people hanging around in the town centre.

He explained that there were three strands in his proposals for facilities for young people

- (1) The provision of a Proper Youth Centre in the long term
- (2) Refurbishment of the town's playgrounds
- (3) Quick provision for town centre youth

Cllr. Alcock had spoken to some of the youth in the town and they indicated that they would like a teen shelter.

Cllr. Alcock and Cllr. Mrs. E. Coles had taken a tour on youth shelters in West Oxfordshire and considered that a teen shelter in the vicinity of the town centre would be appropriate. The cost of youth shelters range from three thousand pounds upwards.

The idea of providing things for the youth in the Town Hall had been proven a good idea as Cllr. Qadir's "Enigma" evening had been a success. Further ideas for the youth in the Town Hall were to provide different activities i.e. computer games, electronic workshops, stage fighting tuition, pool table, DVD player etc.

Cllr. K. Greenwell pointed out that if the Town Hall was used for this particular idea this would help in obtaining grants.

Cllr. Alcock stated that Cllr. Coles had details of grants to obtain funding for youth shelters.

Cllr. J.J. Grantham suggested the teen shelter should be sited on the area by The Fox.

Cllr. D. Davidson offered to continue to work with Cllr. Alcock to put a proposal together to progress the teen shelter suggestion.

The Council agreed that the project should proceed.

4929 The Town Hall Committee

Council received the minutes of the Town Hall Committee held on 27th November 2006.

The Heritage Lottery Fund application form was considered and approved by Council. The Council thanked Cllr. K. Greenwell for all his work in preparing the application.

The meeting closed at 9.00 pm

Appendix A

Mayoral announcements – December 2006

It seems that we move from one frenzy to the next in a life dominated by deadlines. I hope the Councillors and their families will have a little time over the festive season to relax and enjoy a little peace.

November

- 13th Meeting re future of Greystones
- 17th Consort and Deputy Mayor attended opening of new wing at Penhurst School
- 22nd Interviews for Town Clerk's secretary
- 23rd With Consort to Chair of West Oxfordshire's reception
- 30th Planning meeting for Jacobean Christmas Shopping

December

- 1st With Consort to Chipping Norton Lucky Dip- music concert organised by Rotary
- 3rd With Consort and several other Councillors putting up the Christmas trees. Huge thanks to Pat for all his organising and to the Town Clerk for her bravery on the cherry picker.
- 6th Meeting of Chipping Norton School Trust – allocating funds to students enabling them to pursue sporting or career opportunities
- 7th Jacobean Christmas Shopping – what a rotten day in terms of weather but the town traders came up trumps with a huge amount of good cheer and special features. Local organisations also came out and fortunately so did the people though inevitably the weather will have deterred some. St Mary's School Bazaar, carol singing from their choir, the children of Holy Trinity, the Brownies and musicians from Chipping Norton School as well as the King Stone Rappers and their Mummers' Play kept the people entertained as well as the rides and roundabouts. Lots of gratitude and thanks to Rob for working so hard on this and to Pat and Rob for all their efforts throughout the evening.

PLANNING APPLICATIONS

For consideration at this meeting:

- | | <u>COMMENT</u> |
|--|----------------|
| 1. <u>Our Ref: 3265 (06/2077)</u>
Elmsfield House, Worcester Road, C/N.
Alterations and erection of single storey extension.
Conversion of loft to include insertion of dormer windows. | No objection |
| 2. <u>Our Ref: 3266 (06/2090)</u>
16, West St, C/N.
Internal and external alterations to include erection of replacement first floor and new second floor rear extension. | No objection |
| 3. <u>Our Ref: 3267 (06/2110)</u>
19, Tilsley Road, C/N.
Alterations and erection of two storey side, single storey rear extensions. | No objection |



CHIPPING NORTON TOWN COUNCIL

At the Council Meeting held, pursuant to notice, on Monday, 15th January 2007 at 7.15 p.m. in the Council Chamber, the Town Hall, the following members were present:

Cllr. Mrs. G.M. Burrows (Town Mayor)
 Cllr. G. Alcock
 Cllr. G. Beacham
 Cllr. Mrs. E.M. Coles
 Cllr. D. Davidson
 Cllr. M. Dixon
 Cllr. R.LI. Evans
 Cllr. B.J. Galbraith
 Cllr. J.J. Grantham
 Cllr. K.R. Greenwell
 Cllr. P.M. Jarratt
 Cllr. Mrs. P.A. Simmons
 Cllr. Mrs. S. Wilkes

Officer: The Town Clerk
 The Deputy Town Clerk

The Mayor welcomed everyone to the first meeting of 2007.

4930 The minutes of the meeting held on the 18th December 2006

The minutes of the meeting held on 18th December 2006 were confirmed by the meeting and signed by the Mayor with the following amendments: -

4925 The Recreation & Greystones Committee – Youth Council/Forum - Third paragraph should read: -

Cllr. R.LI. Evans answered that the invitations would be going to youth representatives from different organizations in the town.

Page 2063 – First Paragraph - Addition: - Cllr. Alcock asked Mrs. G. Burrows why the Town Partnership should run the Youth Council and not the Town Council? The Mayor agreed to give a response at the next Council Meeting.

Page 2064 – Second Paragraph – Cllr. Alcock had spoken to some of the youth in the town.

4931 Public Participation

No requests for public participation had been received.

4932 Apologies for Absence

Apologies for absence had been received from Cllr. Mrs. J.M. Graves and Cllr. P.A. Lake.

4933 Declarations of Interest

There were no declarations of interest.

4934 Mayoral Announcements

The Mayor referred to the report circulated with the agenda entitled "Mayoral Announcements January 2007."

The Mayor reported that she had made three Christmas Day visits – to The Hospital, Castle View and Highlands Day Care Centre. Everyone she met were having a good time and being well cared for.

At the start of the meeting The Mayor mentioned that she had been approached by Cllr. K. Greenwell who wanted to add an emergency item onto the agenda.

The Mayor had responded that it was a requirement that three clear days was given to let people know what was going to be on the agenda, therefore this item could not be added onto the business of the nights meeting.

The Mayor suggested that the Town Council should hold a separate meeting for the Hospital/Care Home item and asked Town Councillor's for their comments.

Cllr. J.J. Grantham agreed with the suggestion of a separate meeting.

The meeting was agreed to be held on Monday 22nd January at 7.30 pm in the Council Chamber, the Town Hall.

The Mayor felt that the Councillors should be kept aware of the situation with regard to the Hospital/Care Home.

Councillors agreed that representatives of the HUG/HAG committee's - Cannon. S. Weston, District Cllrs. R. Townley, M. Howes, County Cllr. Mrs. Hilary Biles and Mr. Clive Hill should be invited to attend the meeting and bring the Councillors up to date with the Hospital/Care Home Project.

The Mayor reported that the Charter Celebrations will be running until the end of April 2007 in addition to the Charity Ball which was to be held on 24th February 2007. She hoped that all Councillors would put this date in their diaries.

The final celebration for the Charter Year was planned for 15th April 2007 with a walk or sponsored run finishing with tea and cakes at the end of the event.

The Mayor reported that she had purchased at her expense a Consort's badge for use on civic duties.

She then asked her Consort, Cllr. R.LI. Evans to come forward and he was presented with the Consort's badge.

4935 Oxfordshire County Council

Cllr. Mrs. H. Biles reported to Council on the following issues: -

Council Tax

OCC's Council Tax increase for 2007/8 had been limited to 4%.

Road Markings

Cllr. H. Biles reported that the work on the poor road markings in New Street was imminent.

Parking on Grass Verges in London Road

Residents in the new houses on the London Road, along with parents dropping and collecting children from the Primary School, were parking on the grass verges and this was causing a lot of damage and making this entrance into the town look unsightly.

Cllr. Mrs. H. Biles mentioned that she had held a meeting with OCC Highways Engineers with regard to this problem.

Hospital/Care Home Project

Cllr. Mrs. Biles commented on the current difficulties associated with the project and the choices to be made for future progress.

Following her report, the following issue was raised: -

Youth Matters

Cllr. G. Alcock stated that he could remember that the Chancellor last year had said that there were huge sums of money for youth projects and he asked Cllr. Mrs. H. Biles how to apply for this allocated money.

Cllr. Mrs. H. Biles responded and told Cllr. Alcock that local communities had to put in bids to OCC.

Cllr. Mrs. H. Biles reported that Cllr. Lousie Chapman would be attending the Youth meeting on 30th January 2007 and could give further information on funding available.

4936 West Oxfordshire District Council

Cllr. Mrs. E. Coles reported on the following issues: -

Toilets

At the last Overview and Scrutiny meeting it was reported that the plans for the Town Hall toilets were not quite finalized.

Cllr. Mrs. E. Coles indicated that she would keep onto the District requesting that the plans were made available to the Town Council.

Blocked Drains

A plan was to be made available in the One Stop Shop at the District Council Guildhall Offices so that members of the public could record where the blocked drains were in Chipping Norton.

Commercial Glass Recycling

It was reported that the officer who had been dealing with commercial glass recycling had left his position with the Council. The District Council hoped to get recycling of glass, plastic and cardboard from commercial premises underway in the near future.

New Street Recycling Site

Recycling sites were being monitored. There had been a report that the New Street recycling bins were not being emptied enough and rats had been seen at the site.

District Cllr. Townley reported as follows: -

Grass Verges in London Road

Grass verges in London Road were being churned up by cars parking on them (this had been mentioned earlier).

Cllr. Townley felt the Town Council should write a letter stating that they were concerned with the appearance of the entrance of the town. A suggestion should be made to the new house holders in London Road to park around the back of their houses and not on the grass verges.

Hospital/Care Home

He reported that Cannon S. Weston from Chipping Norton was allowed to speak at an OCC meeting held in Oxford a week previously and he had put a strong case for the project to continue.

A date had been fixed to finalise the whole agreement as 31.3.07 and if it wasn't reached the feeling was that OCC would pull the plug on the whole scheme.

Cllr. Mrs. H. Biles and Mr. Ian Hudspath from the District Council also gave support to the project.

Mr. R. Townley reported that WODC were still very supportive of the scheme and that the VAT issue could be resolved.

A meeting had been arranged for the 16.2.07 with Rt. Hon. David Cameron, Cllr. Mrs. H. Biles and members from the VAT office attending to try and resolve the VAT problem with the Hospital/Care Home plan.

The planning issues remained to be resolved.

District Cllr. M. Howes reported as follows: -

Planning Application for Conservatory on the Wimpey Site

It was reported that the recent planning application for a conservatory (retrospective) on the Wimpey site had been refused.

Cllr. Howes stated Wimpey should have known all of the rights with regard to planning issues on the site and the conservatory should not have been built before planning permission had been granted.

4937 Planning(a) The Minutes of the Planning Committee

Council received the minutes of the Planning Committee held on 8th January 2007.

(b) Applications Received

Council decided to make the observations set out under the heading "comments" on Appendix B 15th January 2007 in respect of the applications 3270 – 3274.

(c) Decisions

There were no decisions to report.

4938 The Town Clerks ReportAccounts

Council approved the following payments: -

- (a) Imprest Account for December 2006: £5285.18
- (b) General Account: Accounts for payment as at 15th January 2007: £10,032.93
- (c) Correspondence Received from: -

Oxfordshire County Council: -Signage to St. Mary's Church, Chipping Norton

Copy of letter received from Mr. P. Wilson, Deputy Area Engineer, OCC to Mr. P. Parbury regarding signage to St. Mary Church in Chipping Norton (circulated).

Thames Valley Police News and information e-mail

An e-mail had been received from Thames Valley Police with a crime update (circulated).

Chipping Norton Churches: -Permission to Use the Town Hall Steps on 6th April 2007

A request had been received for permission to use the Town Hall steps on Good Friday, 6th April 2007 at approximately 10.30 am for a short scene of the street 'Passion Play' the churches planned to perform.

E-mail addresses

An e-mail had been received requesting Councillor's e-mail addresses to be published on the Council web site from Mr. J. Crease.

Councillors asked the Town Clerk to look into obtaining e-mail addresses for all Councillors to come through the Town Council site and then to be filtered onto the recipients, i.e.

J.Grantham@cnc.net.

4939 The Town Hall Committee

Council received the minutes of the Town Hall Committee held on 8th January 2007.

4940 The Traffic Advisory Committee

Council received the minutes of the Traffic Advisory Committee held on 5th October 2006.

4941 Town Partnership

Cllr. R.LI. Evans reported that the Town Partnership web site was now up and running, this had involved a lot of work to get it live. The web site advertised job vacancies, schools, health and had links into various other sites.

The Town Partnership would like to request a direct link to the Town Council web site.

Cllr. Alcock recommended the Council not to link the Town Partnership with the WOSP, Town Council web site as Google does not rate it and it would put the Council's site at risk. It was agreed when the site has a better rating with Google then the idea will be re-addressed.

An Enterprise Centre on the Parker Knoll site was being investigated.

The Partnership were to hold a meeting for the youth in Chipping Norton and members of organisations on 6th February 2007 to explore what a Youth Council could do.

Cllr. Alcock questioned why the Town Partnership should run a Youth Council and not the Town Council. He stated that the Town Council is a key partner in this and Cllr. Y. Qadir and Mr. Ken Norman were already looking into a Youth Council.

It was noted that Carterton and Didcot had already been successful in setting up a Youth Council.

Cllr. Alcock stated that NALC had got a web site on how to set up a Youth Council.

Cllr. Qadir had approached Chipping Norton School last year with the idea of running a Youth Council.

Cllr. Mrs. G. Burrows stated that if the Town Council were to run a Youth Council then the Town Partnership would not pursue the idea any further.

Cllr. R.LI. Evans said that last month was the first meeting that he had heard the Town Council was going to try and get a Youth Council going.

Cllr. K. Greenwell suggested the Town Council minutes should be checked to see when Cllr. Qadir investigated getting a Youth Council running.

A Youth Council would be the body for formulating a plan to obtaining funding to try and get a Youth Centre and other facilities in the town. The Youth Council would be run by a committee of young people.

A question was raised to when a Youth Council was set up how would this relate to the Town Council.

Cllr. Greenwell asked how far had the Town Partnership got with the Enterprise Centre.

Cllr. Mrs. G. Burrows responded by stating Mr. Will Barton from WODC was dealing with this and that there would be a further report in two days time at the Partnership meeting.

4942 Town Centre Youth

Cllr. Alcock gave a brief report as follows: -

Short term ideas were to be sought to try and alleviate the pressures in the town centre. The real solution would be a long term plan to try and get a youth centre up and running in the town.

He reported that Cllr. D. Davidson would be chairing an open meeting in the Town Hall on 30th January 2007 and they were hoping as many people as possible would be attending. It was hoped that the young people of the town would come along to the meeting and give their ideas of what they would like to see happen in the town for the young people.

A short term solution would be to provide a teen shelter in the town centre. Cllr. Alcock stated that the Town Clerk had already spoken to the County Council, they had indicated that the car park in the High Street would not be a good place for a teen shelter to be situated. Other areas in the town were to be investigated for a teen shelter.

Cllr. Qadir was looking into running various youth activities in the Town Hall.

Cllr. Alcock suggested that location of a teen shelter should be bought up at the next Traffic Advisory meeting.

Cllr. Greenwell suggested that the Town Hall should be used at a nominal charge for Youth Events like Enigma. He reported that the last event had been a success. Council voted on the suggestion, Councillors were all in favour.

Mayoral announcements – January 2007

We are now beginning the last few months of this Council's life and also the final part of our Charter celebrations. It is therefore a time for taking stock and looking forward. Rob and I are grateful for the good wishes we have had over Christmas from Councillors and other friends. We, in turn, have tried to extend good wishes to the majority of the leaders of organisations and others with whom we have worked throughout the year through the official Christmas card.

December

12th With Consort to Christmas party of the Albion Co-op and members of the Learning Disabilities unit at the Rugby Club.

13th With Consort and other Charter organisers to the concert given by the Oxford Waits in St Mary's Church. The Chairs of the County Council and West Oxfordshire also attended.

15th With Consort to Carol Service and Remembrance organised by Laurence Home Nursing.

17th With Consort to service of Nine Lessons and Carols at St Mary's where Cllr Galbraith and myself read lessons.

25th Visited Memorial Hospital, Castle View and Highlands as residents and visitors prepared for their Christmas lunch. Sang carols with the Silver Band at Castle View. The band had also played at the Hospital and the sound of their music had filtered though into all the wards to cheer those who were not able to go home. It is very clear how important the maintenance of these three establishments is to the well-being of our community. It is also very clear how important is the contribution made to our town by those people, both employed and volunteers who make sure that people of our town and around who are sick, elderly or alone can feel loved and cared for at Christmas and throughout the year.

January

7th With Consort, Town Clerk and some other Councillors to take down the Christmas trees and lights. This proved to be a very slick operation greatly assisted by the Fire Brigade, Edwin Stobart and his cherry picker and generously fortified by Cllr Galbraith and his warming butties and hot drinks. Grateful thanks to all of these, to other citizens who took part and once more to Cllr Lake for his organisation. Even with the blustery conditions the trees stayed up and in most cases the lights stayed on, thus justifying, in my view, the expenditure on the new lights.

As far as I can see this month will be all meetings. In addition, a major project will be the organising of the Charity Charter Ball on Saturday February 24th. I hope Councillors will already have this in their diaries. I hope by the time of this meeting I will have greater detail to impart. I really want to make this a very jolly and enjoyable occasion and an important part of our Charter celebrations.

PLANNING APPLICATIONS

For consideration at this meeting:

- | | <u>COMMENT</u> |
|--|---|
| 1. <u>Our Ref: 3270 (06/2256)</u>
Lemington House, 13 Worcester Road, Chipping Norton
Alterations and erection of single storey extension to form self contained annexe. | Council were concerned that in future the annexe does not become a separate dwelling. |
| 2. <u>Our Ref: 3271 (07/0004)</u>
Plot 3 Houndshill Cottage, Worcester Road, Chipping Norton
Erection of dwelling (to allow erection of single storey front extension). | Council object to this application due to visual impact on the street scene. |
| 3. <u>Our Ref: 3272 (07/0014)</u>
38 Churchill Road, Chipping Norton
Erection of single storey rear extension. | No objection. |
| 4. <u>Our Ref: 3273 (07/0029)</u>
4 West Street, Chipping Norton
Change of use from retail to beauty salon. | No objection – to be welcomed. |
| 5. <u>Our Ref: 3274 (07/0034)</u>
9 Churchill Road, Chipping Norton
Erection of single and two storey extensions. | No objection. |



CHIPPING NORTON TOWN COUNCIL

At the Extraordinary Council Meeting held, pursuant to notice, on Monday, 22nd January 2007 at 7.30 p.m. in the Council Chamber, the Town Hall, the following members were present:

Cllr. Mrs. G.M. Burrows (Town Mayor)
 Cllr. G. Alcock
 Cllr. Mrs. E.M. Coles
 Cllr. M. Dixon
 Cllr. R.LI. Evans
 Cllr. J.J. Grantham
 Cllr. Mrs. J.M. Graves
 Cllr. K.R. Greenwell
 Cllr. P.M. Jarratt
 Cllr. Y. Qadir

Officer: The Town Clerk
 The Deputy Town Clerk

The Mayor welcomed members from HUG/HAG groups and members of the public and explained why the meeting had been called. It had been clear at the Town Council Meeting the previous week that negotiations between the various bodies concerned with the Hospital/Carehome project had reached a critical stage and that the Town Council might wish to express its concern to those with influence in the matter. She had felt that the matter was of such importance that it should not be a 'bolt on' addition to an ordinary meeting but that an opportunity should be given for all Councillors to further inform themselves in order to have a proper discussion. In addition, representatives of the two town groups, the County and District Councillors would be invited.

There were four requests for public participation.

4944 Apologies for Absence

Apologies for absence had been received from Cllr. G. Beacham, Cllr. D. Davidson, Cllr. Mrs. P.A. Simmons, District Cllr. M. Howes and County Cllr. Mrs. H. Biles.

4945 Care Home/Hospital Project

District Cllr. R. Townley (Chair of Hospital Action Group) explained some of the history of the project since the first public meeting in July 2004. He reported that there were now three major issues to be overcome. One of the issues was the VAT problem and a meeting has been arranged for February 16th with David Cameron MP, County Councillor Mrs. H. Biles, OCC and the Inland Revenue.

Cannon S. Weston reported (Chair of Healthcare Users' Group) reminded the company that the plan was for a 50 bed unit and retention of all services already provided.

At the meeting scheduled for 16.2.07 if members were faced with a situation where all efforts had failed should they accept what the PCT offer? If not then other options would have to be looked into, if there are any. Another answer could be to give way on the NHS so that we could actually start the build and put the pressure on at a later stage with the other difficulties.

Mr. Clive Hill (a member of both groups) spoke to the issue of VAT and suggested various ways that might be found to resolve it. He hoped that the meeting on 16.2.07 might provide some way forward. He also reminded the Council that there were other unresolved items like the staffing of the Minor Injuries Unit.

Mr. Edwin Stobart hoped that all would endeavour to resolve the VAT issue. He also put forward a suggestion for resolving the issue by re-organising the plan of buildings.

The Mayor asked if there were any questions and a discussion ensued.

The HUG/HAG representatives were urged to press on with the problem of staffing the nurses, the amount of care beds and to do everything in their power to resolve the VAT issue.

The feeling was that the people of Chipping Norton would not give up on this issue and that other options should be looked at if these plans failed.

The Council was happy to support the active campaign. A proposal by Cllr. Jarratt was put forward that a resolution stating the Council's concern in this matter.

Cllr. Alcock produced a form of words which met the approval of the Council. He then proposed the resolution (see below) which was seconded by Cllr. M. Dixon. The Council voted unanimously to accept it.

This Council acknowledges and is grateful for all the hard work which has gone into developing proposals for a new Care Home and Hospital facility in Chipping Norton – by members of the original Stakeholders Group, by members and officers of OCC and WODC, by the directors and employees of three different PCT's and the OSJ, by members of the Hospital Action Group and Healthcare Users Group and not least by our MP. The Council is appreciative and highly supportive of the proposals currently being discussed.

However, the Council is mindful of the strongly expressed wish by the community to keep intermediate care beds within the NHS and understands how interpretations of VAT regulations have so far prevented the scheme from achieving this "ideal" outcome. The Council urges all parties to make one further urgent effort to see if any way can be found to allow hospital beds to remain within the NHS.

It was also agreed that the Council should write to the Inland Revenue and the text of the resolution should be sent to the press and to all relevant bodies.

The Mayor thanked representatives from HUG/HAG groups for attending the meeting and for bringing Town Councillors up to date with the progress of the Hospital/Care Home Project.

The meeting closed at 9.00 pm.



CHIPPING NORTON TOWN COUNCIL

At the Council Meeting held, pursuant to notice, on Monday, 19th February 2007 at 7.15 p.m. in the Council Chamber, the Town Hall, the following members were present:

Cllr. Mrs. G.M. Burrows (Town Mayor)
Cllr. G. Beacham
Cllr. Mrs. E.M. Coles
Cllr. D. Davidson
Cllr. M. Dixon
Cllr. R.LI. Evans
Cllr. B.J. Galbraith
Cllr. J.J. Grantham
Cllr. K.R. Greenwell
Cllr. P.M. Jarratt
Cllr. Y. Qadir
Cllr. Mrs. S. Wilkes

Officer: The Town Clerk
The Deputy Town Clerk

The Mayor opened the meeting and welcomed everyone in attendance.

4944 The minutes of the meeting held on the 15th January 2007

The minutes of the meeting held on 15th January 2007 were confirmed by the meeting and signed by the Mayor with the following amendment: -

Page 2069 – Town Clerk’s Report – Chipping Norton Churches change ‘fro permission to sue the Town Hall steps’ to ‘for permission to use the Town Hall steps’.

Page 2068 – West Oxfordshire District Council – addition – Cllr. M.D. Howes stressed the importance of residents advising District Councillors of their planning application objections.

4942 The minutes of the Extraordinary Council Meeting held on the 22nd January 2007

The minutes of the Extraordinary Council Meeting held on 22nd January 2007 were confirmed by the meeting and signed by the Mayor.

4943 Public Participation

No requests for public participation had been received.

4944 Apologies for Absence

Apologies for absence had been received from Cllr. G. Alcock, Cllr. Mrs. J.M. Graves, Cllr. P.A. Lake and Cllr. Mrs. P.A. Simmons.

4945 Declarations of Interest

There were no declarations of interest.

4946 Mayoral Announcements

The Mayor referred to the report circulated with the agenda entitled "Mayoral Announcements February 2007."

The Mayor reported that the Honorary Citizen Event held on 18th February 2007 had been a successful occasion which Mr. J. Hannis had enjoyed with friends and family. The Mayor thanked all Councillors who had attended.

The Mayor reported that she had attended a meeting concerning financial issues relating to the town's proposed new hospital/car home. The meeting was held between VAT officials, and PCT and OSJ representatives and was also attended by Councillors, HUG and HAG members and David Cameron MP.

Cllr. K. Greenwell enquired as to the Mayor's status at the meeting: Councillors responded that as Mayor she represented the Town and Council.

The Mayor reminded Councillors that the Mayor's Ball was to be held on Saturday 24th February 2007 and she requested Councillors to attend.

4947 Oxfordshire County Council

Cllr. Mrs. H. Biles reported to Council on the following issues: -

Meeting with David Cameron re. Hospital Situation

Cllr. Mrs. H. Biles indicated that The Mayor had been invited to the meeting as she was a representative of the Town and Council.

Withdrawal of Registration Services in Chipping Norton

A letter had been received stating that the registration services provided at the ACE Centre in Chipping Norton were to be withdrawn. Cllr. Mrs. Biles was to investigate this situation.

Unitary Council Proposals of Oxford City Council

Cllr. Mrs. Biles reported that OCC had rejected the Unitary Council proposal. OCC would prefer to continue to work with District Council. If approved the Unitary Council would introduce car parking charges and a less frequent waste collection service.

Council Tax

The County Council had managed to limit the Council Tax increase to 4% for 2007/8, (previous year's increase was 4.25%).

OCC was expecting to receive a top award from the Audit Commission for its service provision.

Grant to Lido

Cllr. Mrs. Biles was pleased to report that a grant of £1200 had been made by OCC to The Lido.

Arising from the report:

Councillors expressed concern with the withdrawal of the registration services in Chipping Norton, it was stated that there had been no consultation over the withdrawal of the service. It was pointed out that the hours were being taken away from Chipping Norton and passed over to Witney. Extra registration services were to be increased in hospitals. Registration was also to be available on-line.

Cllr. Mrs. E. Coles pointed out how difficult it was to travel to Witney by bus, she had traveled on this route and had to catch three buses to her destination. Cllr. Coles stated that this was not very appropriate for bereaved people or people traveling with very young children.

Councillors agreed that a letter should be sent to the County and the District Council requesting that the registration services at the ACE Centre continue and pointing out that Chipping Norton served a large rural area lacking in transport services.

Cllr. Mrs. H. Biles said that she agreed with everything which had been said and she would ask if this decision could be retracted.

4948 West Oxfordshire District Council

Cllr. Mrs. E. Coles reported on the following issues: -

Toilets

A letter and plans of the public toilets at the Town Hall had been received from Mr. Phil Page, Head of Street Scene for comment from Town Councillors.

Councillors were to pass comments to Cllr. Eve Coles which would be passed onto Mr. Page by 2nd March 2007.

Re-cycling

There was now a pilot scheme in place for commercial glass re-cycling and containers were being provided.

Commercial cardboard and paper re-cycling were next to be considered.

Fly Tipping

OCC had recently successfully prosecuted a fly tipper.

Grit Bins

After the latest icy weather it had been indicated that there were not enough grit bins in Chipping Norton.

Areas where grit bins were needed were to be passed onto the Town Clerk's office and they would notify OCC.

Following the report, Councillors made some initial comments relating to the toilet plans to which Mrs. Coles responded.

District Cllr. R. Townley reported as follows: -

Hospital/Care Home

Cllr. Townley reported on the result of the meeting with David Cameron which had been held on 16.2.07.

Fourteen beds were to be provided by the NHS with the whole of the facility being managed by the Order of St. John which would overcome the VAT issue. The existing nurses were to be seconded into the new facility as NHS staff initially for three years. They would have a choice to transfer to the employment of the Order of St. John if they wished. It was hoped that they would remain with the NHS and that their conditions would be honoured.

Cllr. Townley commented that when the new build was up and running HUG/HAG would continue to press for all the services that they could get including MIU, Day Care Services and a Maternity Unit.

The old hospital was to be sold off in 2009 when the new build will be up and running.

District Cllr. M. Howes reported as follows: -

WODC's Finance Meeting

At the last meeting, WODC's new officers, the Chief Executive and the Chief Financial Officer had attended for the first time. Although a time of change had started WODC would continue to seek improved services and value for money. Cllr. Howes commented that a new unitary authority would result in re-organisation which cost millions of pounds.

Untaxed Vehicle

It had been reported that an untaxed vehicle was being kept on the Highway by the Town Hall. Cllr. M. Howes stated he had contacted Mr. Bill Oddy from WODC and as a result the vehicle was subsequently taxed.

Grey Bags on Main Road

Rubbish was being collected from the verges of the main road and then grey bags were left in position for the WODC to collect them.

One Stop Shop

Cllr. M. Howes was seeking to encourage use of the One Stop Shop in Chipping Norton to the maximum.

Pavements in the Town

It was reported that the pavements in the town centre were not being swept as they should be. Cllr. Mrs. E. Coles stated that the reason for this was because the large machine used for this job had been broken down and the District Council were using smaller machines to carry out the work. News was that the big machine was now back in operation.

Cllr. G. Beacham stated that street scene in Dunstan Avenue was going down hill with hedges needing to be cut back and trees which had got very big and the tarmacked path was in a poor state.

Cllr. Howes responded that this was a matter for Cottsway Housing Association which was a private company and no longer controlled by the District Council.

The Town Council was asked to send a letter to Cottsway Housing Association requesting it to get the above work mentioned undertaken.

Cllr. R.LI. Evans commented on how badly the re-cycling waste was being collected on Monday mornings. Rubbish was being left in the street and the contractors were throwing the bins down once emptied.

Cllr. R. Townley stated that the District Council were aware of the situation as a lot of complaints had been received. The Contactor was addressing the issue with its employees.

4949 Planning(a) The Minutes of the Planning Committee

Council received the minutes of the Planning Committee held on 29th January 2007 with one amendment – omission of attendance – Cllr. P.M. Jarratt.

(b) Applications Received

Council decided to make the observations set out under the heading “comments” on Appendix B 19th February 2007 in respect of the applications 3286 – 3291.

(c) Decisions

The Town Clerk reported that she had received the following planning decisions from WODC which differed from the recommendation of Council: -

Planning Application 3260 (06/1780) Pear Tree Cottage, Albion Street, C/N

Erection of 8 residential units, formation of vehicular access and provision of car parking area to rear.

WODC granted planning permission.

Planning Application 3271 (07/0004) Plot 3, Houndshill Cottage, Worcester Road, C/N

Erection dwelling (to allow erection of single storey front extension).

WODC granted planning permission.

Notification of Planning Appeal

Notification of a planning appeal had been received for: -

Planning Application 3207 (06/0584) 3, Churchill House, Hailey Road, C/N

Change of use from dwelling to office for a temporary period of three years. (Retrospective).

4950 The Town Clerks ReportAccounts

Council approved the following payments: -

(a) Imprest Account for January 2007: £6,371.24

(b) General Account: Accounts for payment as at 19th February 2007: £9,076.03

(c) Correspondence Received from: -

West Oxfordshire District CouncilChipping Norton Town Hall – Public Toilet Modernisation Proposals

Proposed plans for new toilet facilities for the Town Hall in Chipping Norton received.

Street Naming

A street naming proposal of Foxfield Court has been received for the new development off Foxfield, Chipping Norton.

Council had no objection to the name of Foxfield Court.

Adoption of the Statement of Community Involvement

A copy of the Adopted Statement of Community Involvement had been received.

The Statement of Community Involvement forms part of the new local development planning system and sets out how and when people can get involved in development plan preparation as well as planning applications.

Oxfordshire County Council

Walterbush Road, Chipping Norton – Carriageway Resurfacing

Notification of carriageway resurfacing work on Walterbush Road to be carried out on the 27th and 28th March 2007.

Oxfordshire Minerals & Waste Development Framework – Consultation Paper

A consultation paper February 2007 for Minerals & Waste Core Strategy had been received.

Revised Model Code of Conduct for Local Authority Members

A revised model code of conduct for Local Authority Members Consultation Paper had been received which seeks views on a draft of a proposed new model code of conduct for local authority members.

Town Councillors were to receive a copy of the paper for review.

Marche de France - French Market

March de France have requested two dates to hold a French Market in Chipping Norton.

Bank Holiday Monday 28th May 2007

Sunday 30th September 2007

Town Councillors had no objection to either of the above dates.

Withdrawal of Registration Services in Chipping Norton

A copy of a letter had been received from ACE Centre Trustees protesting at the withdrawal of Registration Services from the Chipping Norton area and without any public consultation. Councillors agreed to send a letter to OCC and WODC stating that Chipping Norton is in a transport deprived rural area and a plea should be made to re-instate this service.

Chipping Norton Town Gardens Project – Update

A letter had been received from Mrs. Valerie Newey explaining how far the Chipping Norton Town Gardens Project had progressed and how much money they had received from fund raising in the town. - £1000.

The Mayor reported that the working group was hopeful that funding might become available from the William Fowler Trust.

Cllr. Mrs. E. Coles, Chairman of the William Fowler Allotment Committee commented that the rents for the allotments had been agreed to go up in September 2007 from £1.00 to £4.00 and she felt that the tenant would not be happy with money being passed over to support the flower beds of the town.

Councillors discussed the letter received and decided that the Middle Row gardens maintenance would be funded by the Town Council as is always had been in recent years. Funding of other work was to considered at the next meeting.

The Wm. Fowler funding issue was to be considered as Trust business.

4951 The Cemetery Committee

Council received the minutes of the Cemetery Committee held on 9th January 2007.

4952 The Town Hall Committee

Council received the minutes of the Town Hall Committee held on 22nd January 2007.

4953 The Health & Safety Committee

Council received the minutes of the Health & Safety Committee held on 23rd January 2007.

4954 The Recreation Committee

Council received the minutes of the Recreation Committee held on 6th February 2007.

Arising from the minutes: -

(1) Lottery Bid

The Chairman Cllr. M.Y. Qadir reported that the meeting of 9th February 2007 with Tara Neilson and Diana Shelton, officer of WODC, at the New Street Playing Field had taken place.

The WODC officers were to progress the lottery bid for £50,000 for the financing of the installation of a "Multi Use Games Area – MUGA" on the playing field. If the lottery bid becomes successful then WODC would contribute £20,000 towards the total cost of £70,000.

Cllr. Mrs. E.M. Coles had asked the WODC officers if it would help if the town's young people were to get involved and actually take part in discussions at Recreation Committee meetings – they had advised that this would be helpful.

(2) ROSPA Report

The Mayor reported that the most urgent work highlighted in the report was to be carried out as soon as possible.

4955 Youth MeetingsCNTC Public Youth Meeting 30.1.07

Cllr. M.Y. Qadir reported on the meeting held in the Town Hall, chaired by Cllr. D. Davidson.

Fifty people approximately attended the meeting and participation of the young people present was encouraged.

The provision of a Youth Shelter was discussed – locations in the Town Centre, New Street Playing Field and Hailey Avenue were reviewed – on balance a shelter near the Town Hall was not favoured.

There was no support for use of the Town Hall for youth sessions.

There was support for the provision of an extra evening's use of the Youth Centre. A plan was in place for this addition.

Chipping Norton Swifts Football Club members promoted the use of the Greystones site for a youth centre. Issues of accessibility, lighting etc. were discussed. It was agreed that this was a long term project.

Chipping Norton Town Partnership Youth Meeting 6.2.07

Cllr. R.LI. Evans reported on the meeting held in the Town Hall.

Twelve young people attended representing several of the youth work groups in the town.

Issues discussed included: use of the Leisure Centre; public transport costs; places to hang out (not a shelter); teenage nights at The Lido; New Street Playing Field; greater use of WODC Skate Park/Climbing Wall.

It was agreed that a Youth Forum should be held on a monthly basis – meeting planned for 6.3.07.

Reporting of Youth Forum

Council agreed that the Youth Forum should write initially to the Recreation Committee to agree reporting procedures.

4956 Sealing of Documents

Council authorised the sealing of the following documents: -

- (1) Lease agreement with the Field Reeves to rent the New Street playing field.
- (2) Lease agreement with Chipping Norton Swifts Football Club to let a playing field at Greystones.
- (3) Grant document of one stint to Honorary Citizen Mr. J. Hannis.

Cllr. J.J. Grantham did not take part in the vote on authorizing the sealing of item (1) the lease agreement with the Field Reeves to rent the New Street playing field.

Council resolved that in view of the nature of the business to be transacted, it was advisable in the public interest that the public and press be temporarily excluded and they were requested to withdraw.

The meeting closed at 9.24 pm

APPENDIX A

Mayoral Announcements – February 2007

The year began quietly but with the promise of many preparations to be made for future events, principally the award ceremony for John Hannis, the history/dance residency at Chipping Norton School and the Charter Ball. Meanwhile there have been important matters to deal with in which we have all been involved, namely youth issues, planning and the future development of the town and the fate of the hospital/carehome. Mindful of the fact that this Council has not long left to run, it is important to continue working for the town for as long as we hold this office.

January

- 8th Charter steering meeting
- 24th Twinning Association meeting
- 27th With Consort to NORTS pantomime, Humpty Dumpty
- 30th Youth meeting in Town Hall

February

- 2nd With Consort to Mayor of Bicester's Charity Ball
- 3rd Invited to give welcome speech at Phone Co-op AGM
- 5th With Consort to Youth Shakespeare Festival at The Theatre
- 6th Partnership Youth Forum Meeting
- 9th Mayor of Carterton's concert (cancelled due to snow)
- 14th Charter historical dance session in Town Hall
- 16th Meeting with various health bodies at WODC chaired by David Cameron MP
- 17th In town with Consort selling draw tickets for Mayoral Charities
- 18th Ceremony to celebrate first award of Honorary Citizen to John Hannis

NB At the last Council meeting I presented the Mayor's Consort with a badge. It was not actually presented to him for him to keep but to the Town as an alternative to the Mayoress's chain, given that future Town Mayors may find themselves with a Consort who was not a Mayoress. I paid for the badge myself and at the end of my term of office it will either be passed on to another Mayor's Consort or return to the Guildhall safe until needed. I think if a Town Mayor is to have the support of a Consort (whatever their gender) they should have the right to some sort of badge to denote their office when representing the town on official business both within the town and elsewhere.

PLANNING APPLICATIONS

For consideration at this meeting:

- | | <u>COMMENT</u> |
|---|----------------|
| 1. <u>Our Ref: 3286 (07/0187)</u>
22 Park Road, Chipping Norton
Erection of single storey front porch to include cloakroom. | No objection |
| 2. <u>Our Ref: 3287 (07/0190)</u>
Knolland House, Station Road Industrial Estate, Chipping Norton
Installation of eleven steel storage containers. | No objection |
| 3. <u>Our Ref: 3288 (07/0204 and 07/0205)</u>
10A Middle Row, Chipping Norton
Alterations and change of use of floors 1 & 2 to residential accommodation
(Part Retrospective).
Internal and external alterations and change of use of floors 1 & 2 to residential
accommodation (Part Retrospective) | No objection |
| 4. <u>Our Ref: 3289 (07/0160)</u>
15 Wilcox Road, Chipping Norton
Erection of a satellite dish. (Retrospective). | No objection |
| 5. <u>Our Ref: 3290 (07/0215)</u>
43 New Street, Chipping Norton
Erection of conservatory. (Retrospective). | No objection |
| 6. <u>Our Ref: 3291 (07/0229)</u>
62 London Road, Chipping Norton
Erection of rear conservatory | No comment |



CHIPPING NORTON TOWN COUNCIL

At the Council Meeting held, pursuant to notice, on Monday, 19th March 2007 at 7.15 p.m. in the Council Chamber, the Town Hall, the following members were present:

Cllr. Mrs. G.M. Burrows (Town Mayor)
Cllr. G. Alcock
Cllr. G. Beacham
Cllr. Mrs. E.M. Coles
Cllr. D. Davidson
Cllr. M. Dixon
Cllr. R. Ll. Evans
Cllr. B.J. Galbraith
Cllr. J.J. Grantham
Cllr. Mrs. J. M. Graves
Cllr. K.R. Greenwell
Cllr. P.M. Jarratt
Cllr. Y. Qadir
Cllr. Mrs. P. A. Simmons
Cllr. Mrs. S. Wilkes

Officer: The Town Clerk
The Deputy Town Clerk

The Mayor opened the meeting and welcomed everyone in attendance.

4958 The minutes of the meeting held on the 19th February 2007

The minutes of the meeting held on 19th February 2007 were confirmed by the meeting and signed by the Mayor with the following amendments: -

Page 2074 – West Oxfordshire District Council – Fly Tipping change WODC to OCC.

Page 2075 – Pavements in the Town – second line down change Cllr. Howes to Cllr. Mrs. E. Coles

Page 2079 – Sealing of Documents - Omission of – “Cllr. J.J. Grantham did not take part in the vote on authorizing the sealing of item (1) the lease agreement with the Field Reeves.”

4959 Public Participation

No requests for public participation had been received.

4960 Apologies for Absence

Apologies for absence had been received from Cllr. P.A. Lake, County Councillor Mrs. H. Biles, District Councillors M. Howes and R. Townley.

4961 Declarations of Interest

There were no declarations of interest.

4962 Mayoral Announcements

The Mayor referred to the report circulated with the agenda entitled "Mayoral Announcements March 2007."

The Mayor reported that the Charter Year was coming to an end and a Charter Civic Sunday was planned for April 15th 2007.

The Mayor requested permission to take the Mayor's chain to Magny-en-Vexin in France. The Town Councillors agreed to the request.

4963 Oxfordshire County Council

The Mayor read out a report which had been sent by County Cllr. Mrs. H. Biles on the following issues: -

Firstly Mrs. H. Biles sent apologies for not attending the Town Council meeting as she was attending the Divisional Youth Forum where bids were to be decided which had been put in by the young people from the Chipping Norton off the streets group.

Audit Commission

The Audit Commission had awarded Oxfordshire County Council 'Excellent' as an authority. In two years the Council had gone from fair to excellent! There were four categories, weak, fair, good and excellent.

Chipping Norton Care Home and Hospital

The Chipping Norton Care Home and Hospital was going to be discussed at the Cabinet meeting which was to be held on 20th March 2007. The recommendation was one of approval. The secondment of nurses was still in the air as the PCT still need to consult etc. There was no three year time span as previously agreed by HUG and HAG.

If the decision was passed at the Cabinet meeting, the Care Home would be completed in 2008 and the hospital would be completed in 2009.

4964 West Oxfordshire District Council

Cllr. Mrs. E. Coles reported on the following issues: -

Recycling

The contents of the black recycling boxes, collected in the town, were sorted at Enstone.

Toilets

Mr. Phil Page from WODC commented that the request for an extra ladies toilet at the Town Hall when being refurbished would be an extra expense.

The same comment applied to the request for an extra urinal in the gents and there was also the problem of space available.

Cllr. Mrs. E. Coles stated that the WODC agreed that the Town Council could locate planters on top of the toilets at the Town Hall.

Grit Bins

Ian Fawcett at the One Stop Shop in Chipping Norton was taking note of grit bins which were being requested by the public and then was passing the information onto the Town Clerk.

One Stop Shop, Chipping Norton

At the last Traffic Advisory Meeting, Cllr. Mrs. E. Coles stated that she would put an item in the Chipping Norton News about the One Stop Shop.

Bid for MUGA on Recreation Ground, New Street

WODC have included their submission to the lottery and we should know whether the bid was successful or not within the next month. If the bid was not successful then there was time to re-submit. This was a two plan project, the other project was in Carterton.

Chipping Norton's bid included a multi use games area (MUGA) and a teen shelter which were planned to go on the recreation ground in New Street.

Cllr. Mrs. E. Coles stated that Tara Neilson and Diana Shelton, officers of WODC, had been to Chipping Norton to assist the Recreation Committee in submitting this bid.

At a recent Cabinet meeting at WODC the bid had been agreed in principle. If the bid goes through the Recreation Committee would need to develop the plans for installation in more detail.

Cllr. Mrs. E. Coles reported that at the cabinet meeting Cllr. Mrs. H. Biles had enquired if the Town Council would keep up the maintenance of the MUGA and teen shelter.

Cllr. M. D. Howes written report received read as follows:-

At a meeting with Paul Kearsy, Head of Reception Services for WODC, he had a useful discussion as to the services available at our One Stop Shop.

In order to promote local events Cllr. Howes had requested a new notice board for local events to be displayed on. Paul Kearsy was investigating supply and possible location of the board and was to report back in due course.

Cllr. Howes advised that the WODC website was one of the twelve best websites in the Country and asks that it is referred to as a source of information and explanation. In addition there were around 100 forms which could be downloaded from the website.

The following is a summary of information that can be accessed by Ian Fawcett who manages the One Stop Shop on a day to day basis.

Mr Fawcett also has a range of telephone numbers and contacts including those of OCC, in particular if one has a Highway issue that needs attention.

The Major District Council Services at Chipping Norton Guildhall. (Please note – All other services operated by WODC can also be accessed via the One Stop Shop)

Council Tax and Non Domestic Rates

Make payments (not cash)
Set up and change direct debits
Help with payment reminder letters
Moving house

Housing/Council Tax Benefits

Pre-claim advice
Change of circumstances

Housing

Accommodation list enquiries
Applying for accommodation

Concessionary Travel

Bus Pass and Travel Token applications and renewals

Licensing

All licensing enquiries and applications

Street Scene

Refuse and Recycling – Report missed collections, order new bins and boxes
Booking Bulky household item collection
Street Cleaning – Report fly tipping, litter, graffiti etc.

Environment

Book Pest Control appointments
Report domestic blocked drains
Report Flooding

Tourism

Local event information
Booking accommodation
Local and regional tourist information

Note:- For security reasons the staff do not handle cash at the Guildhall.
However, people can pay for services using debit/credit cards or cheques.

Arising from the report:-

Booking Accommodation at the One Stop Shop

A question was raised whether accommodation could be booked at the One Stop Shop in Chipping Norton.

Cllr. Mrs. E. Coles offered to investigate into this matter.

5 acres on Wimpey Site, London Road, Chipping Norton

Cllr. G. Alcock raised a question as to what was happening to the five acres on the Wimpey site in London Road. He understood that there had been an agreement reached whilst going through the planning process stating that Wimpey would not be able to sell any of the houses until the employment site had been sorted out.

Cllr. G. Alcock was concerned that the five year period on the planning decision was soon to expire. He stated that this was a critical point and this should be seriously looked into.

Cllr. Y. Qadir asked if the Town Council could write directly to WODC and request information on the questions raised.

Cllr. J. J. Grantham commented that every month he raised the question of the future of the site with WODC officer, Mr. W. Barton, and each time the reply was something was happening. He also advised that the project involved dealing with several groups of people, including lawyers, which was slowing down the process. Mr. Will Barton from WODC believed that a local company was interested in purchasing the land.

Cllr. K. R. Greenwell proposed that a letter should be sent to WODC Planning Department requesting:

- (1) Information on enforcement of the planning agreement (referred to above) on the sale of houses.
- (2) The current situation concerning the future development of the land allocated for employment provision.

Cllr. R. Ll. Evans seconded and Council approved the proposal.

4965 Planning(a) The Minutes of the Planning Committee

Council received the minutes of the Planning Committee held on 12th March 2007.

(b) Applications Received

Council decided to make the observations set out under the heading "comments" on Appendix B 19th March 2007 in respect of the applications 3295 – 3297.

(c) Decisions

The Town Clerk reported that she had received the following planning decision from WODC which differed from the recommendation of Council: -

Planning Application 3284 (07/0129) Land adj. 81, Walterbush Road, C/N

Erection of dwelling and detached single garage.

WODC refused planning permission.

4966 The Town Clerk's ReportAccounts

Council approved the following payments: -

- (a) Imprest Account for February 2007: £4,915.86
- (b) General Account: Accounts for payment as at 19th March 2007: £18,478.76
Cllr. G. Beacham requested that the cheques to be signed before the Council meeting in future as previously discussed. Council agreed with this request.
- (c) Correspondence Received from: -

Oxfordshire County Council1) Oxfordshire Highways: Carriageway Resurfacing

Work notified as follows:

- a) Spring Street/Church Lane 22.3.07
- b) Guildhall Car Park 23.3.07
- c) Walterbush Road 27/28.3.07

2) Oxfordshire Minerals and Waste Plan Consultation

A consultation paper had been published on the OCC website in connection with the preparation of the Waste Site Proposals and Policies Development Document. Comments were requested by 23.3.07.

3) Oxfordshire Three Unitary Council Proposal

A booklet had been received which was entitled "Does it make sense." It explained OCC's opposition to the proposal.

West Oxfordshire District Council1) Town Council Elections 3.5.07

Nomination papers had been received – the latest permissible date and time for their receipt at WODC Election Office, Witney was noon on Wednesday 4th April 2007. The Town Clerk reported that she had nomination papers and Councillors could collect them, if they wished, after the meeting.

Councillors expressed disappointment that the count of votes following the election was to be made in Witney.

2) Town Hall: Premises Licence

The amended premises licence had been received which includes permission for the sale of alcohol.

Cllr. B. Galbraith queried the hours of the premises licence especially the Sunday times. The Deputy Town Clerk answered that the hours on the licence were the original hours on the premises licence apart from Sunday where the licence had been extended by half an hour.

The Town Clerk stated that the Town Hall Committee had discussed review of licensing hours and requests for extension were to be monitored. A recent booking had been the first time a problem had arisen with a Sunday event, if this was to become more of a problem then the licence would have to be amended.

3) Unitary Authority Proposal

A press release and copy of a letter to the Secretary of State had been received explaining WODC's opposition to the proposal made by Oxford City Council.

Cllr. Mrs. E. Coles confirmed that WODC were opposing the Unitary Council proposal.

Other Correspondence ReceivedChipping Norton Town Partnership

Notification had been received of the Annual Forum Meeting which was to be held at the Town Hall on 21st March 2007 at 7.30 pm.

South East England Regional Housing Board

The Regional Housing Strategy Review 2007 – Consultation Document and Response Form and Questionnaire had been received.

Replies were requested by 27.4.07.

Thames Valley Police

The Neighbourhood Watch Drop-in Session was planned at the Town Hall on 11.4.07, 2.00 pm - 4.00 pm.

Annual Town Meeting

A date had been set for the Annual Town Meeting to be held on Thursday 26th April 2007.

4967 The Grants to Voluntary Bodies Committee

Council received the minutes of the Grants to Voluntary Bodies Committee held on 6th March 2007.

Cllr. D. Davidson pointed out that there was an omission in the Grants to Voluntary Bodies Committee minutes with regard to the application of the Chipping Norton Pedestrian Association. The Committee had decided that a grant would not be awarded to the Chipping Norton Pedestrian Association as the group were trying to achieve things with the District/ County and Town Council were already trying to achieve. It was felt that it would be more beneficial for a member of the group to attend Traffic Advisory Committee Meetings.

4968 The Mayoral Selection Committee

The Mayor requested that extra members be appointed to this committee.

Current membership: The Mayor, Cllr. B. J. Galbraith, Cllr. J. J. Grantham and Cllr. M. Y. Qadir.

Three additional members were appointed as follows:-

Cllr. G. Alcock, Cllr. Mrs. J. M. Graves and Cllr. Mrs. P. A. Simmons.

4969 Town Centre Flower Beds, etc

Cllr. Mrs. G. Burrows stated that although the town centre flower beds belonged to the County Council nothing was going to happen. She suggested that the Town Council take the flower beds on. Then propose that the County Council contribute towards the cost.

Cllr. D. Davidson suggested that the town centre flower beds should be raised to stop people walking over them.

The Mayor said that this had been discussed a considerable amount and she pointed out that in other areas where flower beds were maintained the flower beds were treated with respect.

The Mayor asked if Mrs. Valerie Newey could speak as representative of the flower bed committee. Council accepted this request.

Mrs. Newey pointed out that if the flower beds were raised then this would add to the drainage problem in Chipping Norton.

She stated that there was only one place where people walked over and she suggested if a prickly plant was put in this place this would stop people from walking across the flower beds.

Mrs. Newey also pointed out if the flower beds were raised there would be a problem with parked cars alongside them.

Cllr. J. J. Grantham suggested that the town centre flower beds be filled with cobbles possibly with a design of the town crest or charter crest. Costings for cobbles in the suggested areas was to be sought.

The town centre flower beds problem had arisen from the original town centre plan and this had been a design fault from the start.

The Mayor stated that there had been a good response with donations towards the flower beds. This money could now be used for flower tubs in the town.

Cllr. M. Jarratt suggested that the Town Council should provide the money for the town centre flower beds and not wait for the County Council.

Cllr. J. J. Grantham stated that the County Council had got all of the resources for pebbling the area and then flower tubs could be positioned in agreed areas.

Cllr. D. Davidson suggested that the responsibility of the flower beds should be assigned to the Town Hall Committee and after discussion a plan could be agreed on for the project.

Cllr. P. A. Simmons said that the people who had already been involved so far should also be invited to sit on the committee as co-opted members.

Cllr. G. Alcock recommended that planting of annual plants for 2007 should be a short term project and then cobbling the flower beds should be a long term project.

Cllr. D. Davidson formally proposed that the Town Council carry out the work suggested for the town centre flower beds – 2007 planting and a project for filling with cobbles. Council approved the proposal.

New Street Shrub Planters

At the previous Traffic Advisory Committee the Town Clerk was requested to write to WODC asking for low level shrubs to be planted in New Street planters.

Cemetery Clearing Day

Cllr. M. Jarratt wished to remind Councillors that it was cemetery clearing day on Saturday 24th March 2007 at 10.00 a.m.

Council resolved that in view of the nature of the business to be transacted, it was advisable in the public interest that the public and press be temporarily excluded and they were requested to withdraw.

4970 Manorial Land Rent Review

The Town Clerk reported to Council on a recent meeting with the tenant's representative.

Mayoral announcements: March 2007

The tail end of February was dominated by the Charter Ball and I am really grateful to all who worked hard to make it such a success and an enjoyable occasion to boot.

In the preceding week we had had the residency of the Nonsuch Historical Dance Company who were taking the Charter history and associated teaching into Chipping Norton School in order to work with Year 8 pupils. The same dancers also conducted the two adult classes in the Town Hall so that by the time of the ball some of us knew a bit more about social customs in the 17C. I have expressed my thanks to the Guildhall staff but I am also grateful to fellow councillors, other citizens, traders and business people who donated prizes or sent donations. We were able to raise £1000 on the night to send to the two nominated charities – the local Alzheimer's Society support group and BEFSA, an educational foundation in the Eastern Cape in South Africa.

February

20 th	*Historical Dance community session
21 st	*Privately arranged visit to Chastleton with dancers
	*Afternoon in school watching Year 8 learn and perform
24 th	*Charter Ball

March

1 st	with Consort to Chipping Norton School production 'The Country Wife' at The Theatre
2 nd	Had planned to attend Didcot Ball but was not well.
6 th	Town Gardens Meeting in The Fox
7 th	Consort to Town Twinning meeting
	With Town Clerk to Chair of OCC's reception at County Hall
9 th	With Consort to Music Festival – One Act Plays
10 th	*With Consort to Music Festival – Diabolus in Musica
12 th	Consort to County Music Service recital and reception
13 th	With Deputy to Gang Show at New Theatre, Oxford
	Consort to official opening of Little Sicily
18 th	*With Consort to Music Festival concert at Chastleton House

* Charter related events.

I was particularly impressed with the OCC reception at County Hall, for the opportunity to meet so many officers face to face and discover how much they not only know about our community but how they can and do become involved in its various issues and enterprises. It was also useful for the Town Clerk to be able to put names to faces and for officers in turn to see who they are dealing with in Chipping Norton.

NB final Charter date for your diary – Sunday April 15th – Civic Service followed by refreshments and entertainment at The Theatre, saunter, walk, run round the town finishing with tea and cakes at the Town Hall. I hope we will have as good a turn-out of councillors as we did at the start of the Charter celebrations on April 23rd last year (and no need to dress up this time).

PLANNING APPLICATIONS

For consideration at this meeting:

1. Our Ref: 3295 (07/0371)
17 – 18 High Street, C.N.
Erection of two, internally illuminated fascia signs and one non-illuminated hanging sign.
2. Our Ref: 3296 (07/0392)
5 Market Street, Chipping Norton
Erection of commemorative plaque.
3. Our Ref: 3297 (07/0408)
36 Churchill Road, Chipping Norton
Erection of replacement single storey rear extension.

COMMENT

Town Councillors object to internally illuminated fascia signs in Chipping Norton.

To be welcomed.

No objection.



CHIPPING NORTON TOWN COUNCIL

At the Council Meeting held, pursuant to notice, on Monday, 16th April 2007 at 7.15 p.m. in the Council Chamber, the Town Hall, the following members were present:

Cllr. Mrs. G.M. Burrows (Town Mayor)
Cllr. G. Alcock
Cllr. G. Beacham
Cllr. Mrs. E.M. Coles
Cllr. D. Davidson
Cllr. M. Dixon
Cllr. R. Ll. Evans
Cllr. B.J. Galbraith
Cllr. J.J. Grantham
Cllr. Mrs. J. M. Graves
Cllr. K.R. Greenwell
Cllr. P.M. Jarratt
Cllr. P.A. Lake
Cllr. Mrs. P. A. Simmons
Cllr. Mrs. S. Wilkes

Officers: The Town Clerk
The Deputy Town Clerk

The Mayor opened the meeting and welcomed everyone in attendance.

4971 The minutes of the meeting held on the 19th March 2007

The minutes of the meeting held on 19th March 2007 were confirmed by the meeting and signed by the Mayor with the following amendments: -

Page 2081 – Mayoral Announcements – Charter Civic Sunday – change date to April 15th 2007 (from 16th).

Page 2082 – change Cllr. M.D. Howes reported as follows to Cllr. M.D. Howes written report read as follows.

Page 2086 – Town Centre Flower Beds – second line from bottom - change center to centre.

4972 Public Participation

No requests for public participation had been received.

4973 Apologies for Absence

Apologies for absence had been received from Cllr. Y. Qadir, County Councillor Mrs. H. Biles, and District Councillor R. Townley.

4974 Declarations of Interest

There were no declarations of interest.

4975 Mayoral Announcements

The Mayor referred to the report circulated with the agenda entitled "Mayoral Announcements March 2007."

The Mayor thanked Councillors who had attended the Charter Civic Event held on Sunday 15th April 2007 in particular Cllr. Mrs. P.A. Simmons and Cllr. G. Beacham who had dressed up for the occasion. Following the civic procession, the OCC representative had presented the Mayor with a small plaque for the Town Council to mark the occasion.

The Mayor then addressed Council on the procedures and the duties a Town Mayor was expected to carry out during his/her term of office. She referred to the roles of chairmanship, civic leadership and town representative.

4976 Oxfordshire County Council

The Mayor read out a report which had been sent by County Cllr. Mrs. H. Biles on the following issues: -

Unitary Council

The County Council supported by WODC had been against a Unitary Council. They felt the public would be better served by keeping both County and District Councils -but working in closer partnership.

Oxfordshire Supporting People Joint Committee

The Oxfordshire Supporting People Joint Committee had been set up as a result of the decision for Councils to work closer together.

Oxfordshire Waste Partnership with the District Councils

From 2008 there were to be changes in collections, however in West Oxfordshire the collection of household and recyclable waste was to remain weekly.

Oxfordshire Housing Partnership

The County have a stretch target for affordable homes imposed from Government.

Award of Excellent Status

OCC had recently been awarded 'excellent' status as a Council.

Oxfordshire Council Tax

Cllr. Mrs. Biles commented on the achievement of the council in setting the level of council tax for 2007/8.

Chipping Norton Hospital

Chipping Norton Hospital/Care Home was planned to be built by 2008 and the whole project finished by 2009. This would include a maternity unit, falls clinics, peripheral clinics, offices for the district nurses and an x-ray department.

The decision concerning the relocation of a GP surgery to the site was to be made in the summer 2007.

The Mayor asked if there were any questions that councillors would like to be raised with County Cllr. Mrs. H. Biles. The questions would be forwarded on by the Town Clerk.

Cllr. G. Alcock asked if Cllr. Mrs. H. Biles could clarify whether the existing hospital nurses would only be seconded to the Order of St. John? He was under the impression that the decision was still being discussed.

Cllr. R.LI. Evans asked whether the Town Council were going to receive a new planning application for the hospital/care home showing a different entrance onto the site?

Cllr. B. Galbraith asked, "If the increase had gone up to 4%, how could Cllr. Mrs. H. Biles report that the Council Tax had been lowered?"

4977 West Oxfordshire District Council

Cllr. Mrs. E. Coles reported on the following issues: -

Toilets

Cllr. Mrs. E. Coles had attended a WODC meeting on the 29.3.07 and had explained that there was plenty of space in the ladies for an extra toilet at the Town Hall.

Commercial Waste

WODC had now come up with a scheme for commercial waste collection which included the recycling of bottles and card board at an additional cost.

Air Quality Monitoring

WODC would be producing reports in July 2007 on the results of the air quality monitoring, which had been carried out in the area. A draft action plan was also to be published.

Hailcorns – Licence

Cllr. Mrs. Coles stated that the Hailcorns Tenants Association could not proceed with the installation of the equipment on the Cornish Road playing field site as the licence for the site had still not been finalised.

She also indicated that there was a need for a playing field in this area of Chipping Norton. Mrs. Coles also explained at a meeting held last year with Mr. Graham Hawkins, Estates Manager of WODC it had been agreed that the whole of the playing area would have a twenty year licence. At a cabinet meeting held later on it had been decided that the whole of the area could not have a twenty year licence and that a twenty metre area would be on a five year licence. This would mean if any of the equipment were to be installed on the twenty metre strip of land and WODC decided that they needed the land back after the five years then WODC would remove the equipment on this area and have it installed elsewhere in the town. Cllr. Mrs. Coles also stated she had attended a meeting at The Guildhall on 3.4.07 with Mr. David Thurlow, the new Estates Manager, WODC, Cllr. Mrs. J. Graves and the Town Clerk to try and resolve this problem which had occurred.

The Town Council decided that a strong letter should be sent to Mr. D. Thurlow, Estates Manager and a copy sent to The Chief Executive of WODC requesting the grant of a twenty year licence for the whole of the Cornish road Playing Field.

Cllr. M. D. Howes reported as follows:-

One Stop Shop

District Cllr. Howes reminded Councillors that the One Stop Shop in Chipping Norton now had a notice board inside The Guildhall for the public to use.

Risk Assessment

WODC were running risk assessment training sessions and officers would be pleased to help with any assessments required by the Council.

Gas Board

In connection with the trench dug outside the Town Hall, Cllr. Howes mentioned that he had spoken to the gas board on Saturday with regard to making sure the area was kept tidy for Civic Sunday. At the end of the previous working day the workmen cleared up as they had been requested.

Car Parking

Cllr. Howes reported that WODC was not going to introduce charges for its car parks in Chipping Norton.

Planning

Town Councillors comments on planning applications for Boots, High Street and Cross Leys had been noted at WODC.

Green Waste

Green Waste collection was now in operation and Cllr. Howes commented that if residents hadn't got enough room or wate for an extra bin, then why not have a combined effort with a neighbour.

Fun Fair at Football Ground, Chipping Norton

Cllr. Howes had received several reports on the noise level which had occurred when the fair had visited the Football Ground in Walterbush Road.

Jazz Day

District Cllr. Howes thanked the Town Council for the grant towards Jazz Day.

The Town Mayor asked if there were any questions for Cllr. Howes?

Cllr. Mrs. J.M. Graves asked, "Who could attend the risk assessment training?"

Cllr. Mrs. E. Coles stated that she had received the paperwork on the risk assessment training and that this was only being offered to WODC Councillors.

4978 Planning(a) The Minutes of the Planning Committee

Council received the minutes of the Planning Committee held on 26th March 2007.

(b) Applications Received

Council decided to make the observations set out under the heading "comments" on Appendix B 16th April 2007 in respect of the applications 3302 and 3303.

(c) Decisions

The were no decisions to report.

4979 The Town Clerk's ReportAccounts

Council approved the following payments: -

(a) Imprest Account for March 2007: £6,123.05

(b) General Account: Accounts for payment as at 16th April 2007: £27,614.53

(c) Correspondence Received from: -

Oxfordshire County CouncilTown and Parish News

A copy of the Town and Parish news had been received.

West Oxfordshire District Council

West Oxfordshire Local Development Framework

An updated West Oxfordshire Local Development Framework notice had been received.

Determining Planning Applications – The Scheme of Delegation

A letter from WODC had been received explaining the planning procedures and the scheme of delegation.

Oxford City Council's Unitary Council Proposal

WODC's press release had been received welcoming the Government's rejection of the proposal.

Other Correspondence Received:-

Chipping Norton Rugby Union Football Club

A request had been received to use, level and re-seed the small piece of land at Greystones, directly behind the Bowls Club and alongside the football pitch currently used by the CNRUFC for six and seven year old players.

Councillors decided that a three year lease should be arranged and thereafter this should be reviewed annually.

West Oxfordshire Strategic Partnership

An invitation had been received to attend a Youth Conference on 15th May 2007, at Woodgreen, Witney: 9.30 a.m. to 1.30 p.m. The conference arising from the Government document "Every Child Matters" will focus on delivering help to children and young people with the least chance of achievement.

Annual Town Meeting

The Annual Town Meeting was to be held on 26th April 2007 at 7.30 pm in the Large Hall at The Town Hall.

4980 The Traffic Advisory Committee

Council received the minutes of the Traffic Advisory Committee held on 8th March 2007.

Councillors asked Cllr. J.J. Grantham, the Chairman of The Traffic Advisory Committee several questions, including, parking restrictions in Middle Row, omission of double yellow lines in Cross Leys and at the top of The Leys, damage to grass verges in London Road and speed limits on the Worcester Road leading out of Chipping Norton.

The Chairman responded to all of the questions.

4981 The Town Hall Committee

Council received the minutes of The Town Hall Committee held on 12th March 2007.

4982 The Recreation and Greystones Committee

Council received the minutes of The Recreation and Greystones Committee held on 13th March 2007.

4983 The Health and Safety Committee

Council received the minutes of The Health and Safety Committee held on 26th March 2007.

Cllr. Mrs. E. Coles commented that Cllr. Mrs. P.A. Simmons and Cllr. D. Davidson would be missed when they retired as Councillors following the forthcoming election.

The Mayor expressed the thanks of the Council for their expert advice on health and safety matters.

Cllr. D. Davidson suggested that the new Town Council should consider allocating a budget for Health and Safety in the future and also strongly advised that the Council should seek professional help in Health and Safety matters.

4984 The Mayoral Selection Committee

Council received a report from Cllr. J. J. Grantham of The Mayoral Selection Committee meeting held on Wednesday 11th April 2007 at 6.30 pm as follows: -

“Cllrs. Mrs. G.M. Burrows, the Town Mayor, P.A. Simmons, G. Alcock, B. Galbraith and J.J. Grantham were present.

The Mayor opened the meeting and Cllr. Grantham was proposed as Chairman and this was agreed.

Following a long discussion the Committee could not agree on whether to continue, as in the past, to nominate a Mayor and Deputy Mayor in advance of the election on May 3rd 2007.

Some members felt that, as there was likely to be a much changed Council that it should be left to the newly elected Council to decide upon the Mayor and Deputy Mayor for 2007/8.”

Following discussion, Cllr. J.J. Grantham put a proposal forward that after the election, the new full Town Council should meet to discuss the selection of The Town Mayor and a decision should be reached at that meeting.

Cllr. Mrs. P.A. Simmons seconded the proposal.

A vote was taken showing eight votes for the proposal, five against and two abstentions.

Cllr. D. Davidson and Cllr. G. Beacham asked for their abstentions to be recorded as they would not be standing for Town Council this time.

The Town Clerk and Deputy Clerk were asked to investigate and find a procedure that could be followed to help the Councillors elected on 3.5.07 discuss Mayoral selection before the Annual Town Council Meeting to be held on 21.5.07.

4985 Councillors not standing for re-election

The Town Mayor thanked the Town Councillors who were standing down this time for all of their hard work and presented those present with a framed picture to show her gratitude.

Cllr. G. Beacham thanked the Mayor and explained why he was standing down. He also stated that during his term of office he had seen the building of the Leisure Centre in Chipping Norton, the local Charter events, Golden Jubilee Celebrations, Millennium Celebrations. He also explained that during his time he hadn't seen any politics in Council meetings.

The Mayor reported that Cllr. Qadir was also standing down, she wished to express her thanks for all the work Cllr. Qadir had put into helping apply for the grant for the recreation ground in Worcester Road and for arranging the “Enigma” events in the Town Hall.

The Mayor also thanked Cllr. Mrs. P.A. Simmons and Cllr. D. Davidson for all the hard work that they had put in over the years.

Cllr. D. Davidson responded and referred to his sixteen years on the Council including his service as Mayor. He commented that his aim as both Councillor and Mayor had been to always to achieve the best for the town.

The meeting closed at 9.30 pm.

APPENDIX A

Mayoral announcements – April/May 2007

As this is the last set of announcements of this mayoralty I am including events which are in the diary but have not yet taken place.

March

- 18th With Consort to Music Festival Charter concert at Chastleton House
- 20th With Consort to Music Festival children's concert at Chipping Norton School to hear year 5 from town and partnership primary schools perform Our Town based on items of the town's history.
- 24th Cemetery clearance day
- 26th Meeting of the Field Reeves
- 30th With Consort to opening of Katharine House Hospice shop in West St.

April

- 2nd With Consort to lunch reception of High Sherrif at Oxford Castle. Opportunity for all of us handing in our chains to take leave of each other.
- 4th Hailcorns AGM
- 11th British Legion Women's Section 50th Anniversary dinner at Spelsbury Village Hall
- 15th Rounding off the Charter – Civic Service at St Mary's Church, followed by reception at The Theatre, guided walks and tea in the Town Hall.
- 17th Meeting with Chief Executive, West Oxfordshire District Council
- 18th Town Twinning Association AGM
- 20th Mayor of Witney's Civic Reception
- 26th Annual Parish Meeting
- 28th Town Beer Festival
- 28th Silver Band Festival Concert

May

4th – 6th With Consort and Cllr Graves, visiting Magny en Vexin on Twinning weekend.

PLANNING APPLICATIONS

For consideration at this meeting:

- | | <u>COMMENT</u> |
|--|----------------|
| 1. <u>Our Ref: 3302 (07/0581)</u>
Chipping Norton Rugby Club, Greystones,
Burford Road, Chipping Norton
Installation of floodlighting. | See below |
| 07/0581 <u>COMMENT:</u>
The Town Council have no objection to the extra lighting but seek reassurance from the District Council and County Council that this matter is looked into extremely carefully so that the lights do not cause a nuisance to on-coming vehicles. A suggestion was made that diffusers could be fitted to make the lights point downwards. | |
| 2. <u>Our Ref: 3303 (07/0595)</u>
The Old Quarry, Rear of Foxfields, Chipping Norton
Erection of 11 dwellings and formation of new vehicular
access (to allow erection of single garages to plots
1, 8 & 11). | No comment |