

Meeting of Charlbury Town Council held on Wednesday 28th September 2016  
at 7.30pm in the Corner House.

**Members Present:** Mr Kenrick (Chairman), Mr R N Potter, Mr R Prew, Mrs J Burroughs,  
Mr P Morgan, Mr R Puttick, Mr R Fairhurst, Ms N Ely, Mr G Clemson,  
Ms L Reason (from 8.15pm).

**Apologies:** Mrs K Broughton, D A Merry, Ms L Leffman, Mr A Graham.

Prior to opening the meeting, the Chairman reminded those present that sometimes Monday meetings start at 7.30pm (when there is a guest speaker). He reported that Little Monkeys had achieved an outstanding rating from Ofsted. Write to congratulate.

**1. To receive the minutes of the last meeting.**

Mr Potter proposed that the minutes be signed as a correct record, this being seconded by Mr Fairhurst and agreed nem con.

**2. To deal with matters arising.**

**Elmstead Development** (Pooles Lane). WODC have agreed the Section 106 with a £5k contribution to a 20mph traffic order with signs for Pooles Lane.

**Sports and Social Club.** A further meeting was held on September 6th. Next meeting is October 4th. Mr Potter asked for a summary of meetings so far. Clerk to prepare and circulate.

**Surgery.** Next one is October 1st. Ms Ely and Mr Kenrick to attend.

**Cemetery path.** Contractor to be contacted.

**Street Fair.** Successful event. Letter of congratulations to be sent.

**Mill Field.** Biodiversity report. Mr Kenrick is discussing this with a practitioner who may be able to undertake this work. Will report further at a later date.

**Information Boards at Wigwell.** Mr Kenrick has told the Wychwood Project that planning (advertisement consent) may be needed to renew these.

**3. Declaration of Interest.**

Planning Application **16/02929/FUL**, Old Bank, Market Street. Dr Merry, Mr Kenrick and Mr Fairhurst declared an interest. Mr Kenrick declared a non-pecuniary interest in Item 11 as his wife is a trustee of the Thomas Gifford Charity.

**4. To sign orders for payment/receive report.**

The Clerk had previously circulated a list of accounts to be pay and explained these to those present. Mr Morgan proposed that the accounts be paid, this being seconded by Mr Potter and agreed. Accordingly, cheques were signed by three Councillors. The Clerk will present an audit report at the October meeting.

## **5. To receive a report from the Planning Committee.**

Claire King, GWR Station Manager, attended the planning meeting on 26th September and updated members on issues at the station/train services/parking etc. A useful Q & A session followed. Claire will respond by email regarding matters requiring investigation by her.

Cottesway application for housing at Sturt Close has yet to go to committee. Play Area contribution offer to be raised at October meeting.

Land at Little Lees. The area designated to be retained as open land has been fenced to allow for re-location of slow worms (under-way). Wychwood Project currently considering the possibility of managing this. Meeting on 30th September for Mr Kenrick to discuss with Sharon Williams.

Walsingham Planning Consultants. Invitation to meet was considered re potential build at or near Fiveways/Fawler Road. It was agreed to proceed with caution as there is a need to avoid issues with interests if a planning application is submitted. Mr Kenrick will produce a note which may be sent to them on general issues/requirements/concerns following consultation with the Neighbourhood Forum.

The following plans were considered:

**16/02819/HHD** Extension, conservatory, reposition garage at 27 Sturt Close.

1. We have no objection.

**16/02830/HHD** Raise roof/additional bedrooms at Wychwood View, Stonesfield Lane.

1. We have no objection.

**16/02920/HHD** Front extension at 3 Rochester Place.

1. We have no objection.

**16/02929/FUL** Change of use to shop restaurant/cafe at The Old Bank House, Market Street.

1. We have no objection.

NB. Mr Kenrick, Dr Merry and Mr Fairhurst took no part in this.

**16/03000/HHD** Remove rooflight, install dormer windows and one rooflight to rear at The Oaks, Dancers Hill.

1. We have no objection.

**16/03174/HHD** Single storey rear extension at 4 Park Street.

1. We have no objection.

**16/03182/NMA** Amendment to condition 5 of application **15/00914/FUL** to vary timing of detail submission at Spendlove Centre.

1. We have no objection.

## **6. To deal with Correspondence.**

**R.B.L.** Wreath laying at Remembrance Service. To be agreed at October meeting

**WODC.** Footpath diversion order at Spendlove. Noted.

**O.A.L.C.** DCLG possibility/consultation on capping of Councils at Parish level. Mr Potter proposed that this Council object to the principle of this, seconded Mr Morgan and agreed. Clerk to write accordingly.

**Post Office.** Possible relocation - noted. Support as and when needed to be available.

## **7. To receive reports with reference to Charlbury.**

### **a) County Councillor.**

Rodney Rose reported as follows:

OCC Officers working on a unitary authority report.

Awaiting the Government's Autumn Statement where some financial assistance may be offered.

Paul Wilson is looking into speeding on The Slade.

### **b) District Councillors.**

As the District Councillors were unable to be present the Clerk read out the reports submitted.

## **11. To consider the process for a public works loan application.**

This item was brought forward as there were members of the public present for this item.

The Chairman outlined the previous working group meetings where this matter had been fully considered and discussed. On that basis this meeting needs to consider:

1. To formally propose/accept a resolution.
2. To look at the process to take this forward.

A proposed resolution had been circulated by the Chairman, Mr Kenrick, which includes conditions to be attached if the grants are approved and the loan sanction obtained. Further information from Paul Jenkins, with detailed costs in respect of the Community Centre, had been circulated to provide clarity of information purpose of the grant use, if agreed.

The following extensive discussions on the resolution and the proposed split of the monies to be applied for as a loan (£200k over twenty years). Discussion took place on the time limit for repayment of grant if constructions were not completed. The following points were raised:

- a) 10-year repayment period rather than 5.
- b) Need for car park to be completed in conjunction with WODC. (Claire Locke to be asked for progress report on Car Parking in Charlbury).
- c) Is the proposed split of £150/50k appropriate in view of the additional information now available, i.e. cost of external landscaping at Gifford centre to be circa £130k.
- d) Would a different split appear more equitable and therefore more likely to gain resident support.
- e) The whole community needs to be satisfied of the merit of these grants.
- f) Different sections of the community will be served by these developments but there will be overall community benefit from both which are to a degree inter-linked and on adjacent sites.

The following resolutions were put to the vote. A named vote was requested.

Subject to a public consultation and approval by parishioners, this Council proposes to apply for a loan sanction from DCLG and a loan from PWLB (if approved) of a sum of £200k over 20 years to be used to make grants towards works for the benefit of the community as follows:

1. A grant of £130,000 to the Thomas Gifford Trust towards the construction of the Community Centre and subject to the following conditions:
  - a. That the money shall be used only for the following:
    - I. Landscaping and improvement of the visual appearance of the centre and its surrounds.
    - II. Provision of car and cycle parking spaces, pathways and roadways.
  - b. That no further funding shall be granted by the Town Council towards the community centre construction project following the making of this grant.
  - c. That the grant shall be repayable in the event that the community centre project is not completed or the centre ceases to operate within a period of 10 years of the issuing of the grant.
2. A grant of £70,000 to Charlbury Town Football and Sports Club (formerly the Charlbury Sports and Social Club) toward the construction of a new headquarters building and subject to the following conditions:
  - a. That the Charlbury Town Football and Sports Club formally adopts the proposed constitution, elects and appoints officers and trustees and is accepted by HMRC as a bona fide Community Amateur Sports Club (CASC).
  - b. That the money is used solely for the construction of a new headquarters building for which planning permission has been granted,
  - c. That the money will be made available to the Charlbury Town Football and Sports Club only when and if it can be demonstrated that the construction project is fully funded through the securing of funding from this and other sources.
  - d. That no further funding shall be granted by the Town Council towards this construction project following the making of this grant.
  - e. That the grant shall be repayable in the event that the construction project is not completed or that the club ceases to operate within a period of 10 years of the issuing of the grant.

This resolution was proposed by Mrs Burroughs and seconded by Mr Clemson in respect of the amendment of the original £150k to TGC and £50k to the CTFSC. F 7. A 2.

Accordingly the resolution above was put to a named vote on a proposal from Mr Morgan, seconded Mrs Burroughs.

FOR: Mr Morgan, Mr Puttick, Mrs Burroughs, Mr Prew, Mr Clemson and Ms N Ely (6)

AGAINST: Mr Potter (1)

ABSTAIN: Mr Fairhurst and Ms Reason (2).

Accordingly the amended resolution was approved.

#### PROCESS

Public meeting to be arranged for early November.

Paper to be produced by the Clerk for circulation with the November Leaflet to inform all residents of the proposal, costs, public meeting and likely date of a Parish Poll. (Subject to approval).

**8. To consider the Neighbourhood Forum.**

Neighbourhood Forum. Notes of meeting on September 3rd had been circulated. The Forum now is the over-arching body with two strands/groups.

N/H Development Plan. A meeting with WODC Officers has taken place (Joseph Walker, Andrew Thompson) - useful information exchange. A revised local plan is likely to emerge shortly. Questionnaire data analysis is very important and is needed as soon as possible.

Community Led Plan. No report.

**9. To receive an allotment report.**

The Clerk to deal with the issues raised.

**10. To consider the agenda for the Working Group on October 12th.**

This is principally a brainstorming session with a loose agenda.

The agenda will include

1. The operation of the Council.
2. Volunteer roll of honour.
3. Introduction of Councillors aims, objectives.

**12. To receive an update on the Town Proud Group.**

1. A meeting had been held. Mr G Ockleston is the Chairman.
2. Mr Morgan is acting as point of contact at present.
3. There are 73 volunteers on the list.
4. Further 'get to know you' gathering on November 5th at Playing Close.
5. Council may need to allocate funds/equipment/litter pickers/signs/check insurance position.

Clerk to check with insurers and report back.

There being no further business the meeting closed at 9.20pm

Signed.....  
Chairman