

**Meeting of Charlbury Town Council held on Wednesday 29th September  
2021 at 7.30pm in the Memorial Hall.**

**Members Present:** Ms L Reason (Chair), Mr G Harrison, Mr R N Potter, Mrs J Burroughs,  
Mr G Epps, Mr D Raymond-Barker, Mr T Crisp, Mr P Kenrick,  
Ms C Wilding, Dr F Mortimer.

**Apologies:** Dr A Merry, Mr J Styring.

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

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

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

**Street Fair Stalls.** Mr Kenrick and other Councillors were thanked for their input. Use of the Art Society display boards was much appreciated. Letter to Street Fair committee thanking them for a well organised and appreciated event.

**OCC Consultation Oxford 2050 plan.** Following some discussion it was agreed that Dr Mortimer, Ms Wilding and Mr Kenrick prepare and submit a response on Council's behalf (response due October 8th).

**ACV Bell Hotel.** Mr Epps reported that the application is ready but he is awaiting some further information before submission.

**Mrs Glasgow - Climate app.** Mr Raymond-Barker reported on his meeting with Mrs Glasgow. He felt that the app may not be of direct use but that there may be useful parts:

- a. Climate Action Plan - help in connecting people in emergency situations.
- b. Survey of local residents.

Need to reconsider when the climate action plan is further advanced.

**Scribe.** Mr Harrison reported that he and the Clerk had worked on this and that data to date was now entered. He briefly demonstrated this on screen. He will circulate log in details (read only) to all Councillors in due course.

**WiFi for Memorial Hall.** Mr Kenrick is progressing the application via a contact provided by the Clerk. Mr R Scott has agreed to this.

**Retirement of Corner House and Memorial Hall Caretakers.** Mr Kenrick reported that he had attended a retirement tea party for Jane and Ian and had received a card thanking him for his kind words at the event.

Mr Crisp reported that some new staff were in place.

### **3. Declaration of Interest.**

The following interests were declared:

Mr Kenrick and Mr Raymond-Barker - cheque recipients.

Mrs Burroughs - plan **21/03048/FUL** at Kantara, Woodstock Road.

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

The Clerk had previously circulated a list of accounts for payment. He went on to explain these. Mr Epps proposed that the cheques be signed, this being seconded by Mrs Burroughs and agreed. Accordingly cheques were signed by two Councillors.

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

Comments prepared by Mr Kenrick and inserted verbatim.

**21/02918/HHD** Old Fire Station, Browns Lane, first floor extension.

Our comments to the previous approved application **21/01508/HHD** still apply otherwise no objection.

**21/2919/PNT** The Oaks, Dancers Hill. Prior notification of installation of telecoms equipment. This is prior notification of permitted work and no response is required.

**21/02973/S73** 1 Police House, Hixet Wood. Variation of condition 2 of **17/00889/FUL** to permit changes in materials.

We object to the proposed change of surface for driveways and parking areas to tarmac. Permeable surfaces are required to avoid increased water run-off and the use of tarmac would be contrary to policy NE8 of the Charlbury Neighbourhood Plan.

We also wish to make the following observations:

- The requested material changes appear to require variations to conditions 3, 4 and/or 5 of the approved development as well as condition 2.
- Insufficient information has been provided to make informed comments on other proposed material changes.

**21/03039/HHD** 8 Sandford Rise, single storey extension and garage conversion.

We have serious concerns regarding the proposed new hard standing for a car as below. Further information is required to understand how the following issues will be addressed:

- There is a fire hydrant prominently placed in the middle of the proposed access to the hard standing (see photo in D & A statement).
- Vehicle access to the hard standing will require new dropped kerbs but no mention has been made of this.
- The proposed hard standing replaces a significant element of existing garden with a potential to increase surface water run-off. To comply with policy NE8 of the Charlbury Neighbourhood Plan, details of mitigation measures should be provided.
- Conversion of the garage without the provision of the proposed hard standing would be contrary to policy ECT7 of the Charlbury Neighbourhood Plan.

We have no objection to the proposed extension or garage conversion but ask that the highest standards of energy efficiency are included in line with policy NE9 of the Charlbury Neighbourhood Plan.

**21/03040/HHD** Cranbrook, Stonesfield Lane. Extension.

We have no objection but ask that:

- The highest standards of energy efficiency are included in line with policy NE9 of the Charlbury Neighbourhood Plan.
- Any neighbour comments are given full consideration.

**21/02989/HHD** Ditchley Park Farm. Erection of ancillary buildings.

No objection.

**21/03048/FUL** Kantara, Woodstock Road. Erect new dwelling and associated works.

In accordance with policy ECT9 of the Charlbury Neighbourhood Plan, we are unable to support this application as the development cannot provide safe pedestrian access and therefore we object.

**21/03058/HHD** 2 Marlborough Cottages, Park Street. Restoration and refurbishment of existing outbuilding to provide habitable accommodation.

No objection. We welcome the commitments to sustainability and energy efficiency set out in the Design and Access statement and ask that the highest standards are incorporated in line with policy NE9 of the Charlbury Neighbourhood Plan.

#### **Report on meeting with WODC Officers.**

Ms Reason reported briefly on a meeting which she and Mr Kenrick attended at WODC. The officers met were Abby Fettes and Hannah Kenyon. The meeting had explored a variety of issues and it appears that the District is 'on the same page' in terms of environment and planning requirements. A checklist will now have to be completed to accompany planning applications - perhaps attention should be drawn to this on the website. The zero carbon toolkit is also available.

With respect to Jeffersons Piece, a company called Green Axis may be worth contacting. (Currently working on a sustainable scheme in Chipping Norton.) Whole house plans may be added to the checklist. Considered a useful meeting to have had.

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

**WODC Welcome Back Fund (£4k).** Ms Wilding was thanked for producing a discussion document. It was agreed that she would send an email to the Clerk outlining the response to WODC for potential projects in Charlbury. (WODC will manage these.)

**Nine Acres Bins.** Bins are overflowing but TC already pays for two to be emptied, the remainder being WODC responsibility. New bins cost circa £400 + emptying costs. Much of the litter appears to come from the Community Centre. Mr Harrison as TC rep on Gifford Trust to take up at next GT meeting.

**Mr Scott.** CIO at Corner House. Scheme progressing. A vacancy may occur in due course and the Chair indicated that she had asked Mr Scott to fill this from the Council.

**Mr Morgan.** Play equipment repairs needed at 9 Acres will cost £1,100 (safety issues). Mr Potter proposed that the work be agreed and that payment would be from play equipment maintenance in the TC budget, seconded Mr Harrison and agreed nem con.

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

1) County Councillor. Liz Leffman reported as follows:

- She had met with Police and Crime Commissioner and learned of a Speedwatch pilot study. TVP rolling out the scheme starting in October 2021. This may be useful to Charlbury.
- 20mph. Police will enforce these as this is what the public want. OCC to consider helping with 20mph schemes countywide. Will need some parish financial contribution.
- A consultation is underway on bus service improvement plans.
- HGV's accessing Crawborough - request for signage. Ms Reason said that this was not supported at last month's Town Council meeting.
- Mrs Glasgow will shortly take up the post of Lord Lieutenant.
- HGV issue on bridge should be reported to Trading Standards .
- OCC to take back parking enforcement powers.
- Mr Harrison reported issues with loose blue bricks on Church Street. Ms Leffman will follow this up though budgets are limited.

2) District Councillor. Andy Graham reported:

- Report circulated in advance.
- Ms Reason asked Mr Graham if he could assist the Bowls Club with a planning matter.

## **8. To consider Council's Bankers.**

Nothing happening as yet. Some banks are not taking on new customers. Delay for a couple of months.

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

The report was read out. The Clerk to deal with a few plots at Oxpens which appear to be under-utilised.

## **10. To receive a report on Centenary Wood.**

A comprehensive report by Ms Wilding drew attention to some concerns with Ash die back, blackthorn encroachment and need for a kissing gate to link to BBONT site.

It was agreed that the work which up to now has largely been carried out by volunteers may not continue forever, hence OCC need a strategy The Clerk was asked to write to OCC (Nick Mottram) to take up the matters raised.

## **11. To receive an update from the Personnel sub committee.**

The Clerk's resignation letter was formally accepted at this meeting.

The press and public were excluded due to the nature of the business to be discussed with regard to the progress on recruiting a new Town Clerk.

The Clerk left the meeting at 9.01pm.

Signed.....  
Chair