

CHARLBURY TOWN COUNCIL - CORRESPONDENCE LISTR JULY 2021

				ACTION			
SENDER	SUBJECT	NOTED	CLERK REPLIED	COPIED TO CLLR	WITH CM	CIRCULATED	TO COUNCIL
Plans							
20/01858/HHD	SPELLWOOD 4 SPELSBURY RD VILLAS						
21/01893/LBC	MARKET HOUSE CHURCH STREET						
21/02226/HHD	53 NINE ACRES CLOSE						
21/02279/HHD	CHANTRY COTTAGE BAYLIS YARD						
21/02339/FUL	LAND AT WOODLANDS - LITTLE WILD THINGS						
21/02261/LBC	CHARLBURY PLAY GROUP PARK STREET						
L REASON	NOTES OF MEETING (ZOOM) 7TH JULY						
L ODDY	LITTER BIN PROGRAMME						
C WILDING	PURCHASE OF GLOVES/SWEEPER FOR SKATEPARK						
L REASON	CPRE MEETING (AGENDA) 19/08/21						
G HARRISON	WEBSITE UPDATE						
WODC	PARKING FUND ALLOCATION TO CHARLBURY £1500						
F MORTIMER	CHARLBURY PATIENTS GROUP LIAISON						
R COURTS	CEE BILL						
J TROTMAN	TRAFFIC LIGHTS ENSTONE ROAD CROSSROADS						
K MACLENNON	ALLOTMENT RESIGNATION						
ROYAL BRITISH LEGION	WREATH LAYER 14/11/21 REMEMBRANCE						
J JAQUES	WILDERNESS CONTACTS						
W SMITH PCSO	PARKING BROWNS LANE						
G EPPS	SPEEDWATCH MEETING						
MRS FROST	BOUNDARY POSTS DITCHLEY ROAD / OCC ISSUES						
CLPG	NEWSLETTER						
F MORTIMER	E-BIKE EVENT POSTER/PRINT COSTS						

Charlbury Town Council

Discussion Note on Town Council Participation at Street Fair 2021

Note dated: 22nd July 2021

1 BACKGROUND

- 1.1 Engagement with the community is an important aspect of the vision agreed by the newly elected town council and the Annual Street Fair provides an ideal opportunity to reach a large number of local residents, many of whom have not traditionally engaged with other initiatives. With this in mind, I contacted the Street Fair team to express the town council interest in participating with the fair. In response, Gareth and I were invited and attended a meeting with the team on Thursday evening 8th July. In advance of that meeting, I had forwarded a summary of ideas suggested by councillors through Basecamp.

2 GENERAL COMMENTS

- 2.1 The SF team warmly welcomes the town council's support for Street Fair and wish to participate actively.
- 2.2 The team support and welcome the TC emphasis on environmental and sustainability issues and are working towards those goals themselves. John Dora, SF Chair, is driving this aspect but, regrettably he was not able to attend the meeting on the 8th.
Action: GE/PK to contact John Dora to discuss further
- 2.3 The SF team is struggling for members and that will sadly limit the organised SF content (e.g. they will not be able to offer the popular tea and cakes in the Memorial Hall!). We will have to take full responsibility for all activities we wish to include. Also, any other support we can offer (e.g. selling raffle tickets) will be most welcome.
- 2.4 There was keen support in principle for many of the TC's more innovative suggestions (e.g. competitions for best wildlife-friendly garden/plot/street, greening the street) but it was felt that time was now too short to introduce these for 2021. The team felt it would be better to announce them early for inclusion in the 2022 event.
- 2.5 Probably too late for additional street closure on Sunday 19th but certainly something for consideration for 2022.
- 2.6 The SF team is intending to spread the event more widely beyond Church Street with a significant emphasis on the CH/MH garden areas. I indicated this would suit many proposed

TC/EWG initiatives well BUT that we would still need a significant presence on the street to grab attention. We can then direct people elsewhere according to their interests.

- 2.7 Some regular stallholders are not expected to attend due to uncertainties over regulations etc.
- 2.8 There was some concern about the lack of public information about the future of the Corner House, especially as Street Fair is the main fund-raising event for the CH & MH. When selling raffle tickets, questions are often asked quite reasonably and the team feel they should be better able to answer them. To address this, the CH/MH committee and trustees need to increase their public engagement and transparency and become much more actively engaged with Street Fair – this has been an issue for many years now and must be addressed urgently.
Action: PK to raise this with the trustees as one of the TC appointees.
- 2.9 PK has volunteered to attend forthcoming SF meetings until the event to act as liaison between the council and SF Team. As yet I have not received any invitations.

3 PROPOSALS FOR TC/EWG INVOLVEMENT

- 3.1 Stalls/Tables on Church Street. I suggest a minimum of two: one for the TC to launch its new vision, mission and priorities and to invite feedback; the other to launch the “Charlbury CAN” concept and summarise active & planned initiatives. Also to promote Great Big Green Week, Car Free Day and National Recycling Week.
- 3.2 Other “presence” on Street Fair Day. Displays, try-outs/demos (e.g. EV car and bike), discussions on verge management etc.; campaigns re: Evenlode Catchment – water quality etc. Perhaps this could all be set up around the Memorial Hall?
- 3.3 Guided Walks. On Sunday 19th (day after Street Fair). Walks to feature the two new Gateway routes (Banbury Hill and Mill Field circuits) and adopt a “Walk and Talk” style. Walk “leaders” will add interest to the walks covering aspects including: history of the landscape and its use (based on old maps); habitats, flora and fauna; landscape management – past, present and future (including Mill Field management plan and aspirations for Wigwell). So good opportunities for involvement from the EWG Nature Group?! We will do all the organising of these walks and SF team involvement will be limited to inclusion in programme leaflet and publicity.
- 3.4 Other related events on other days. Such as E-bike try-out on 11th September co-ordinated with Ride-and-Stride and the Children’s Bike Rally. Can cross-promote with equivalents on Street Fair days itself.
- 3.5 **ACTION: Agree detailed requirements at July TC meeting and confirm to SF team.** NOTE: there is normally a minimum charge of £10 for an information table at Street Fair and I

propose that the Town Council agrees to make appropriate payments. After all it is raising money for two of the town's most cherished assets

4 SUMMARY OF TC SUGGESTIONS SHARED WITH SF TEAM

See below a summary of TC ideas shared with the SF team prior to the meeting on 8th July.

Ahead of our meeting, I have summarised below the main ideas that have been suggested so far for Town Council involvement with Street Fair.

1. **Town Council Engagement with the community.** the new council has agreed a new vision and mission statement with a strong focus on the climate and ecological emergencies and on more active engagement with the community. We would like to use Street Fair as an ideal opportunity to launch this and encourage active participation. So a stall and/or tent to act as a focus for this would be good.
2. **Involvement with Oxfordshire Great Big Green Week.** A fantastic county-wide initiative which very conveniently runs from 18th to 26th September. I suggest this is something for Street Fair as a whole to embrace. Other ideas below would fit into this.
3. **Guided Walk(s) on Sunday 19th September.** We would like to arrange one or more guided walks on the Sunday morning featuring the two new routes established under the Cotswold Gateway Town project. We will have new leaflets available for these routes and “hopefully”, the walking map on the side of the Co-op may have been updated to include these by then. The two routes are the **Mill Field circuit** (including the newly improved short stretch between the cemetery and the bottom of Pound Hill avoiding the road); and the Banbury Hill circuit (aka café-to-café walk) which provides safe routes between Charlbury and Banbury Hill campsite/Old Shed café – out via Hundley Way and a new permissive path and returning via Wigwell. Organising this on the Sunday morning continues a former tradition of fun runs and walks in Cornbury Park at this time. It allows the walks to be promoted at Street Fair but does not take people away from the Saturday fun.
4. **Try an Electric Vehicle (EV) or electric bike.** We have already made some contacts with companies who may be willing to bring along EVs for people to see and/or try.

Other suggestions that the town council would be pleased to support:

5. **Low carbon food demo/cook-up.** Perhaps in conjunction with Cornerstone?
6. **Green competitions.** E.g. best wildlife friendly garden, best allotment/veg plot?
7. **Green “expectations” for stallholders.** E.g. Speak to all food stallholders about using/celebrating/advertising quality ingredients from local suppliers, minimising waste and providing only “genuinely recyclable” products/containers.
8. **Encouraging support for Green initiatives.** E.g. International Car Free Day (22nd Sept) and national recycling week (20-26 Sept)
9. **Additional Road Closure for Sunday.** Encourage Deli, pubs etc to put tables on the streets.
10. **Unlock the Millenium Gate to Nine Acres (by the cross roads).** To enable easier access.

Amendment To The Paper To Charlbury Town Council - Accounting Procedures

At the Town Council Meeting of 28th July 2021 it was agreed that Cllr Gary Harrison and Roger Clarke, the Town Clerk would evaluate the Scribe Accounting System as soon as possible with a view to immediate purchase. Four of the Town Council had already evaluated the system and found it to be suitable for the Town Councils requirements.

It was additionally requested that a further review of commercially available Accounting Systems for Town and Parish Councils be conducted prior to the purchase of Scribe. Details of that review are included below:

1. There are currently 3 Accounting Systems specifically for Parish and town Councils available on the market, they are as follows:
 1. AvantEDGE from Edge It Systems Limited
 2. Alpha Accounting Form Rialtas
 3. Scribe Accounts

1. AdvantEDGE

Accessibility:

Software: Cloud Based, can be accessed anywhere from smartphone, tablet, laptop.

As it is Cloud based, we would always be running the latest software version.

Disadvantages:

Single concurrent User License. Only one user included, additional users at additional cost.

Prefers to run on Windows & Android.

2. Alpha Accounting

Accessibility:

Software: Installed on computer requires a server/network for other users to view accounts.

Disadvantages:

Installed on computer requires a server/network for other users to view accounts.

Cheaper software but would require hardware to be purchased and maintained.

Software needs to manually installed, cost of consultant travel for installation is not included.

If there is a software update, the update will have to be installed again and may incur more costs to do so.

Back-up is manual to external hard drive.

3. Scribe Accounting

Accessibility:

Software: Cloud Based.

As it is Cloud based, we would always be running the latest software version.

Unlimited users with differing access levels.

Unlimited training & Support

Automatic Back-up

Disadvantages:

Nil.

Recommendation

I recommend that we proceed with purchasing Scribe Accounting at the earliest opportunity in order to ensure continuity in our accounts and our succession planning. Failure to do so would leave us extremely vulnerable should our current Town Clerk decide to retire.

Gary Harrison
3rd August 2021

From: Liz Reason <liz@lizreason.co.uk>
 To: Roger Clarke <charlburytc@btinternet.com>
 CC: Peter Kenrick <peter.kenrick48@gmail.com>, Gareth Epps <garethepps@gmail.com>
 Date: Jul 8, 2021 6:30:17 PM
 Subject: **Notes of last night's meeting**

Hi Roger,

Herewith the notes from last night's meeting.

They're in Basecamp so that's a form of record. I don't think it needs to be made public.

Please note the actions on you, particularly around minutes and agendas.

Please can you respond re a date for a meeting?

Liz

Held on Zoom. Present: Claire, Gary, Gareth, Frances, Liz, Peter, Tony, Janet

1. We agreed that in principle we will move to a new accounting system that will ensure that the council can monitor budget against expenditure. This needs to include separate accounting for third party expenditure such as Charlbury Town Football & Sports Club.

ACTION: Gary agreed to draft a paper for the next meeting which sets out the options including relative costs (initial and ongoing) against ease-of-use, training, reporting.

2. We agreed that the council should change its bankers to one whose own policies reflect those of the town council's in terms of tackling the climate emergency.

ACTION: Claire, Dan and Frances will establish the principles and a shortlist of three banks, drawing in part on a Which? survey report that Claire will access. The shortlist to be brought to the next council meeting, with Roger to implement the change agreed.

3. We agreed that Committees and Working Groups need clear terms of reference which outline the respective responsibilities of the council and the sub-groups, and the processes for budget-setting, and approval.

ACTION: Liz to draft a letter to sub-groups setting out the respective responsibilities of the council and the sub-groups, containing guidance about points for when decisions and actions should be brought; Frances to draft ToR; Claire to design a reporting template, including requests for funding.

4. We agreed that the agenda should include:

- minutes to be circulated within a week of the meeting so that comments can be made whilst memories are fresh
- any matters arising which will need a decision to be listed as an agenda item
- correspondence items with substantive material, and/or requiring action should be circulated before meetings to all councillors and included in papers for the meeting so that residents are able to see them; the correspondence table could be made public and could give more description of what letters are about eg "c wilding complaint about noise from wilderness"
- all reports should be circulated to the clerk only for circulation in one block when due
- we should set up alerts in Basecamp for the dates when reports are due to serve as a reminder to all councillors
- we should develop a report protocol so that when a report includes items for discussion rather than simply for information

5. Transparency: Gareth is pursuing the national discussion about the legal aspects of holding blended meetings

ACTION: Claire will follow up her meeting with Robert Courts to say that we support a change in the law

We agreed that all council papers should be up ahead of meetings so that members of the public can make a decision about whether they want to come and observe

ACTION: Gary has started to do this but needs all papers in a timely manner, i.e. 3 days ahead of the monthly meeting

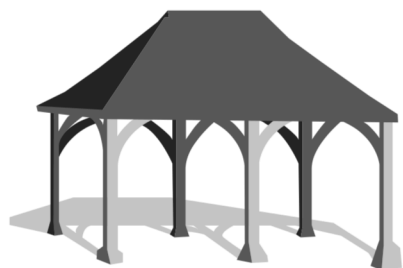
We agreed that we should experiment with more councillor surgeries

ACTION: Provide extensive publicity; propose themes for discussion; invite people to come and tell us what they think; offer tea/ coffee

Best wishes

Liz

Liz Reason



Charlbury
Town Council

Town centre parking restrictions: results of pre-consultation survey

As a result of concerns expressed by local residents, Charlbury Town Council is considering requesting a Traffic Regulation Order to modify parking restrictions in Charlbury town centre. The principal objectives would be:

- to improve road safety
- to support town centre businesses
- to support residents' parking needs

At the suggestion of Oxfordshire County Council, we carried out an informal pre-consultation survey, with the intention of identifying any objections from residents before the final scheme is drawn up.

This survey focused on the three locations of most concern: the Nine Acres Lane / Thames Street junction; Market Street; and Grammar School Hill. For each one, we asked whether residents supported our proposal, and for any comments they might have. We also asked if there were any other locations where residents would like to see parking changes.

A paper survey was distributed to residents of the affected streets. In addition, the survey was made available online, publicised through the Charlbury community website and the Charlbury Chronicle. As a result of pandemic restrictions, we kept the survey open throughout 2020.

56 paper responses were received and 61 online responses. This paper summarises the responses and a proposed way forward in each case.

1. Nine Acres Lane (junction with Thames Street)

Our proposal was:

Cars are often parked at the southern (Thames Street) end of Nine Acres Lane. This can complicate turning into/out of Nine Acres Lane, make it difficult for pedestrians to cross the road, and sometimes block the pavement for wheelchairs and buggies.

We propose adding double yellow lines on both sides of the road as far as New Barn Garage / Jeffs Terrace (southern end).

Paper responses were **51 support, 3 oppose**. Online responses were **55 support, 6 oppose**.

Many respondents cited this as a dangerous location for both car and pedestrian safety. Comments such as “very welcome” and “long overdue” were frequent. A response from New Barn Garage stated that they found the parking dangerous.

The principal objection was that parking here is valued by residents of adjacent streets (particularly Thames Street and Market Street), who often cannot find parking outside their own houses. Some objectors also pointed out that parked cars act to slow the speed of traffic on Nine Acres Lane.

Many respondents suggested that the parkers are mostly rail commuters. However, since there has continued to be extensive parking here in lockdown periods when the station has been little used, it would be unwise to assume this without on-the-ground evidence.

Some respondents, while supporting the proposal, suggested different combinations of double/single yellow lines to enable some parking to be retained.

Two respondents requested ‘Keep Clear’ markings at the entrance to Cotswold View (opposite the junction), which could be achieved without a TRO.

Recommendation

This restriction should be brought forward to a TRO.

Before the scheme is finalised, Charlbury Town Council should consider whether the double yellow lines should extend all the way to New Barn Garage, or whether a short unrestricted space should be retained for the benefit of residents in adjacent streets.

2. Market Street

Our proposal was:

Parking in central Charlbury can be difficult for residents and visitors wanting to use town-centre shops and the Corner House. For historical reasons, parking restrictions on Market Street are inconsistent.

We propose removing double yellow lines opposite the former Post Office/ Larcum's; allocating an equivalent length of currently unrestricted space outside the pharmacy for short-stay parking (e.g. 1 hour daytime, unrestricted evenings/ overnight); and rationalising Keep Clear markings near driveways along the full length of Market Street.

Paper responses were **51 support, 3 oppose**. Online responses were **54 support, 7 oppose**.

Generally this proposal was welcomed as it would result in an increase in overnight parking for residents, while improving the viability of town centre shops. Respondents noted that recent developments have increased parking pressure on Market Street and this is likely to continue (e.g. if an anticipated redevelopment at the former Post Office removes off-street parking).

The main objection was that the overall reduction in restricted space, particularly opposite the former PO, would be difficult for delivery drivers and other unloading traffic.

There were frequent comments about safety on the narrow parts of Market Street – in particular, the tendency for residents to park on the pavement to avoid damage from passing traffic, which in turn makes passage more difficult for those with pushchairs, wheelchairs or walking frames.

Again, there were numerous anecdotal comments about rail commuter parking, which would require more work to substantiate. Several residents wrote that they believed on-street parking was often taken up by people working in the town centre.

Recommendation

This restriction should be brought forward to a TRO.

Any rationalisation of 'Keep Clear' markings should take a pragmatic approach, retaining safety for driveway users in the context of a 20mph road, while providing informal space for loading/unloading.

Concerns about pavement safety and inappropriate through traffic should be taken forward as a separate project (see section 4).

3. Grammar School Hill

Our proposal was:

Parking on the bend outside Charlbury Pre-School causes safety issues for parents and children at the school, and for drivers and cyclists entering/leaving Charlbury. The narrow pavement on this popular walking route is frequently blocked by parked cars.

We propose double yellow lines outside Charlbury Pre-School and continuing past the bend.

Paper responses were **42 support, 5 oppose**. Online responses were **55 support, 6 oppose**.

Supportive comments included that it was extremely dangerous driving around a blind bend on the wrong side of the road, and that pedestrians often had to walk in the road on this stretch, particularly considering social distancing. The proposal was generally supported by Park Street residents.

Most objections were that the respondent did not see this location as a priority, but comments were also made that this was a convenient location for visitor/ walkers' parking without impacting on the town centre.

Several comments noted that Pre-School parents and staff needed access to the site. The response from Charlbury Pre-School said "We would prefer double yellow lines to start after the Pre-School to allow staff to park safely directly outside; the double yellow lines would be very welcome on the bend."

Recommendation

Further informal consultation should take place with Charlbury Pre-School, and residents of properties immediately beside it. This should consider the most appropriate combination of single yellow lines (to provide restricted parking for drop-off/pick-up) and double yellow lines.

Once that has taken place, this restriction should be brought forward to a TRO.

4. Other locations and further comments

We also asked:

Do you have any other suggestions for yellow line changes within Charlbury? Please note that within the timeframe we're seeking for these changes and the budget available, the TRO cannot cover a residents' parking scheme, new car park or other major changes to parking arrangements.

There were no strong themes in the responses to this question, many of which were on matters other than parking restrictions.

A small number of respondents suggested changes to parking on Dyers Hill, such as moving all parking to one side to prevent weaving, or even removing all restrictions.

Sheep Street was mentioned a number of times but with no common thread as to what should be done. Parking outside Charlbury Primary School at pick-up/drop-off times was also mentioned, though issues here appear mostly generic to school parking rather than particular to Charlbury. Finally, there were some concerns for congestion and safety on Park Street when two-way traffic negotiates the parked cars.

Recommendations

No further locations should be included in this TRO.

Charlbury Town Council should work with Oxfordshire County Council, Thames Valley Police and Charlbury Primary School to improve safety on The Slade, particularly around school pick-up and drop-off times.

Given residents' comments about pavement safety concerns on Market Street (section 2), and in this section about Park Street and Sheep Street, Charlbury Town Council should work with the Speedwatch group to monitor patterns of traffic using the town centre, and consider proposals for signage and/or physical calming to dissuade through traffic from using these streets.

Richard Fairhurst, April 2021

Paper to Charlbury Town Council

Alternative arrangements for Council meetings to mitigate Covid risk to clinically vulnerable people

In May 2021, the Government withdrew Covid working arrangements for local councils which had allowed the use of video conferencing to conduct formal Council meetings (which were also facilitating larger numbers of members of the public watching meetings). Despite legal challenges and a promise that legislation would be altered to facilitate hybrid meetings, there is no sign of any such alteration. One Town Councillor is clinically vulnerable, and others are in households with clinically vulnerable people; there may be members of the public wishing to participate in meetings who are unable to do so for the same reason.

The removal of remaining restrictions on 19 July, combined with existing legislation, means that the Council cannot compel anyone attending a meeting to wear a face covering. This discriminates against clinically vulnerable people and poses a risk to their health. Covid rates are high across Oxfordshire and no likelihood exists that the law will allow hybrid meetings for the foreseeable future.

In response, the Council could:

1. Do nothing: continue current practice
2. Seek a 'mild hybrid' arrangement, where remote video participation would be possible but only the votes of those physically present could count (as is the current law)
3. Adopt a scheme of delegation to allow for full discussion and participation, as is the case in some principal and local councils, or
4. Adopt some other system.

We could also resolve to write to Government seeking a speedy resolution of this issue.

As the Council does not currently have standing orders for its committees, they are free to meet in whatever format is agreed (and online discussion is extensively and effectively used to make recommended representations on planning applications, for example); however, it is also appropriate for the Council to consider whether Standing Orders are needed for any of these.

Current practice

All councils still need to meet physically in order for Councillors' attendance to be recorded at least once every six months [the 'six month rule'] and for certain functions such as precept-setting. The Council has met in the Memorial Hall, the only room in Charlbury which offers appropriate social distancing and ventilation for a meeting of this size. Internet connectivity is an issue, although this is being addressed.

Nonetheless, for clinically vulnerable people there are risks in even attending meetings of this nature.

A 'mild hybrid' arrangement

Several councils including London Boroughs have adopted an arrangement in which council meetings are on a video link. With permission of the Chair, councillors not in attendance may speak but they may not propose or second a resolution or vote (as the law requires councillors to be physically present). Council meetings are scheduled as normal.

This allows for some degree of participation, and the Council could decide to adopt this format. However, a degree of discrimination remains in that elected councillors can only vote if physically present. While this would be likely to affect the nature of Council decision-making only rarely, (and the Council could take a view that finely balanced votes would require the views of all councillors to be made clear, for example), and it is a lawful way for business to be conducted, it still discriminates against councillors who are clinically vulnerable.

Alternative arrangements

There are two sets of arrangements being made by local councils at present to allow all councillors to participate in decision-making, which are believed by them to be lawful (although others have a different opinion). Both involve using a council's powers of delegation under the Local Government Act 1972 to delegate decision-making. Both are set out at the foot of this paper.

The first option [Option A] is used by among other councils Yate TC (South Gloucestershire) and Chelmsford City Council (a local council in Essex). Both delegate powers to the Clerk in consultation with Chair and Vice Chair. Meetings still take place, but in a hybrid or remote format with full participation.

The second option [Option B] is used by principal councils including LB Sutton but also by town councils including Abingdon. This delegates decision-making to an Urgency Committee, a structure commonly used by local government before the move to a Cabinet system of government in 2001, and still in use in some places.

Local authorities must have regard to the law and advice from officers (the Proper Officer in the case of town/parish councils). There are differing opinions on the robustness of these mechanisms in the event of a legal challenge. Our Proper Officer [the Clerk] will give advice at the meeting and has expressed concern at the use of any of the mechanisms above. The Council could also take a view that the manner in which we are currently being instructed to conduct business is discriminatory and therefore in breach of the Equality Act 2010. The Council could also choose to conduct its business in another manner, but must be mindful of the potential for a legal challenge as outlined above.

Recommendation

That the Council resolves which, if any, of the alternative options to adopt, resolving to amend Standing Orders to that effect, for a specified period of time until arrangements are reviewed. This could be, for example, at the Precept meeting in December.

Option One

As the authority to meet remotely ended on 7th May 2021, in order for Charlbury Town Council to deliver democracy and fulfil statutory duties to hold meetings in public and allow public participation, that:-

- All decisions be delegated to the Clerk in consultation with the Chair and Vice-Chair of Council and [if applicable] the relevant Committee / Sub- Committee / Project Steering Group, until such time as it is lawful and safe for the Council or Committee / Sub-Committee / Project Steering Group and members of the public to meet face-to-face, or until such time as remote council meetings become lawful again;
- The Clerk continues to convene meetings in accordance with the normal Charlbury Town Council timetable and processes; these meetings to be advisory meetings to the Clerk and relevant members, with the advisory process happening online;
- These meetings be advertised and open to the public in the normal way, and it be made clear they are advisory meetings as the law does not permit remote decision-making at this time;
- That the Clerk and relevant members to whom the decision has been delegated agree to seek the advice of members through those advisory meetings;
- That the Clerk organises a sufficient number of legal face-to-face meetings for compliance reasons (eg, enabling councillors to meet attendance rules) and for decisions to be taken that cannot be delegated.

Option Two

Government restrictions, along with our public health responsibilities to reduce the spread of infection, mean that in-person meetings with the number of participants required to operate our decision-making structures are not possible at this time. In the current circumstances, it is important that we take a reasonable and proportionate response to decision-making; taking a balanced approach in terms of supporting advice to avoid infection, maintaining essential decision-making, and ensuring transparent governance arrangements are in place.

In order to provide effective member oversight of council activities and to give councillors the opportunity to attend meetings in the current circumstances, it recommended that the following arrangements are agreed and will remain in place until the meeting of Council on [Date] 2021:

- An Urgency Committee is formed, comprised of XX members.
- Committees will continue to meet virtually, debate and determine matters, and then refer their determinations to the Urgency Committee for ratification immediately following the meeting.
- The Planning Committee meets virtually then refers determinations to the Urgency Committee with powers to consider recommendations referred to it or, if it cannot agree, refer recommendations back to the Planning Committee.

Charlbury Parking, EV Charging and E-Bike Survey

Background

At the Virtual meeting of Charlbury Town Council held on Wednesday 24th March 2021 it was agreed that a short survey would be conducted by the EWG Journeys Team to ascertain the views of all Charlbury Residents with respect to Parking, EV Charging and E-Bike usage.

The survey was distributed digitally via Charlbury.info and Facebook before it was posted in hard copy to every household in the Charlbury Town Council Area of Responsibility.

The survey received a total of 260 responses over the following months representing approximately 20% of all households in Charlbury. The distribution of these responses is shown in Fig1 below.

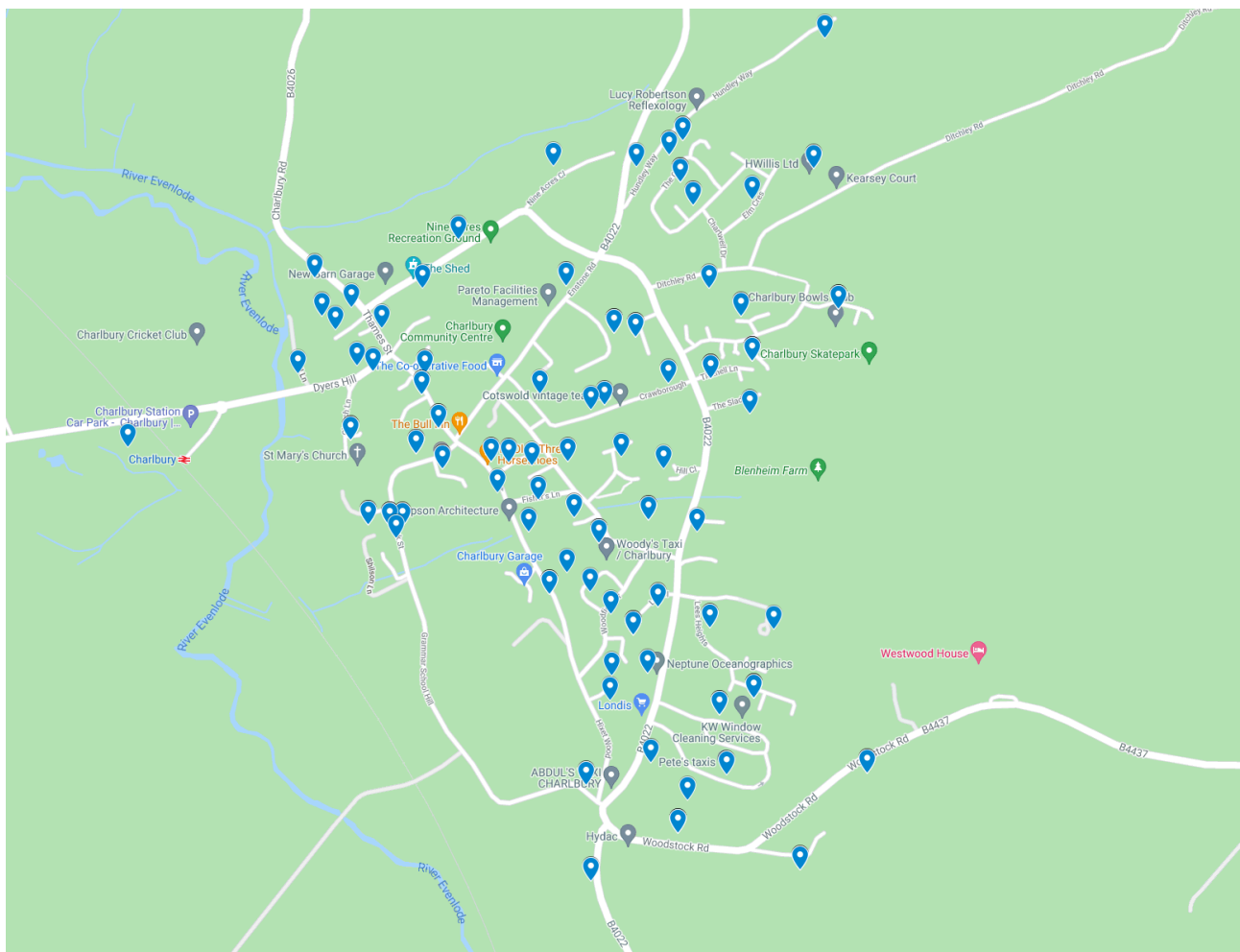


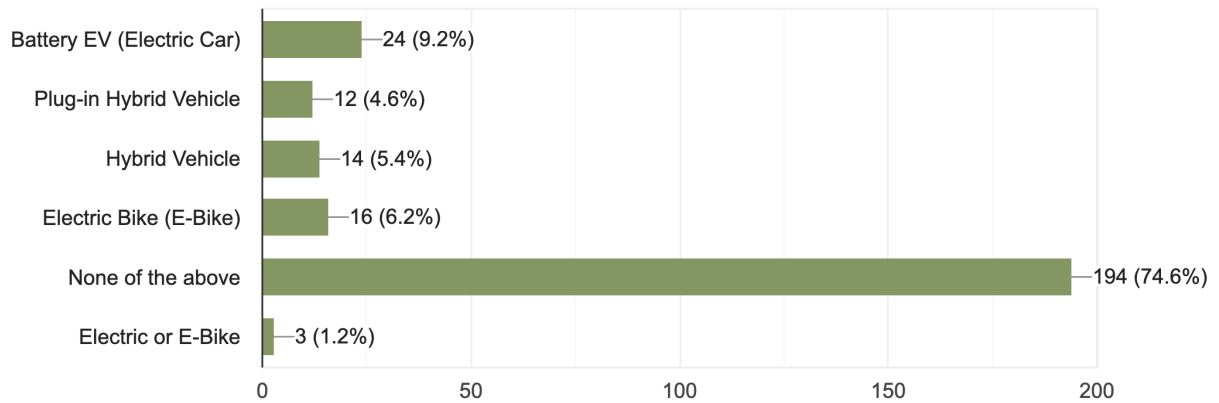
Fig 1. Results Distribution

Results

Results to the individual questions are shown below:

Do you currently own or have access to any of the following:

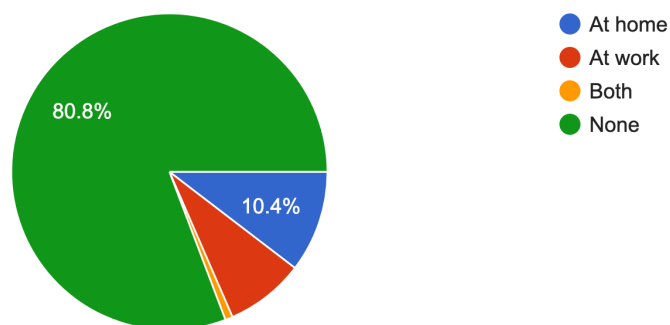
260 responses



The first question (above) highlights the relatively low up take of these types of Vehicles in Charlbury.

Do you have an EV charger at home or work?

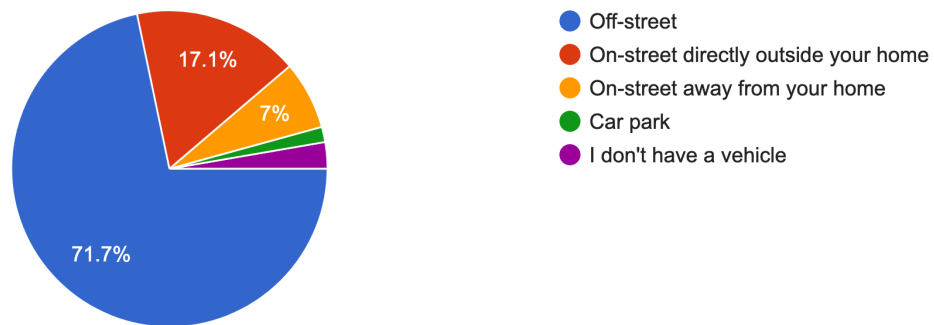
260 responses



The second question shows that less than 20% have access to a charger at home or their place of work.

Where is your current parking?

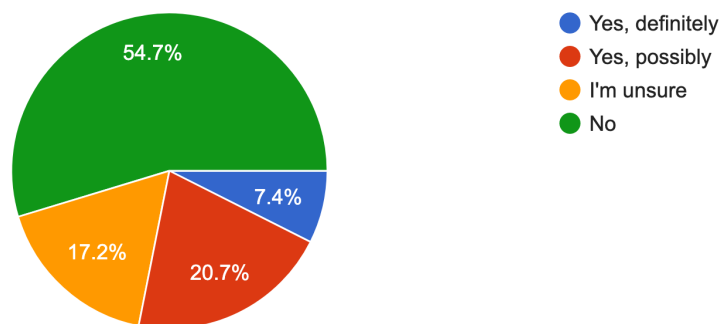
258 responses



Charlbury has a relatively high level of Off-Street Parking, however 18% of respondents had on-street parking with no access to a driveway.

Is a Shared Use Car Club of interest to you?

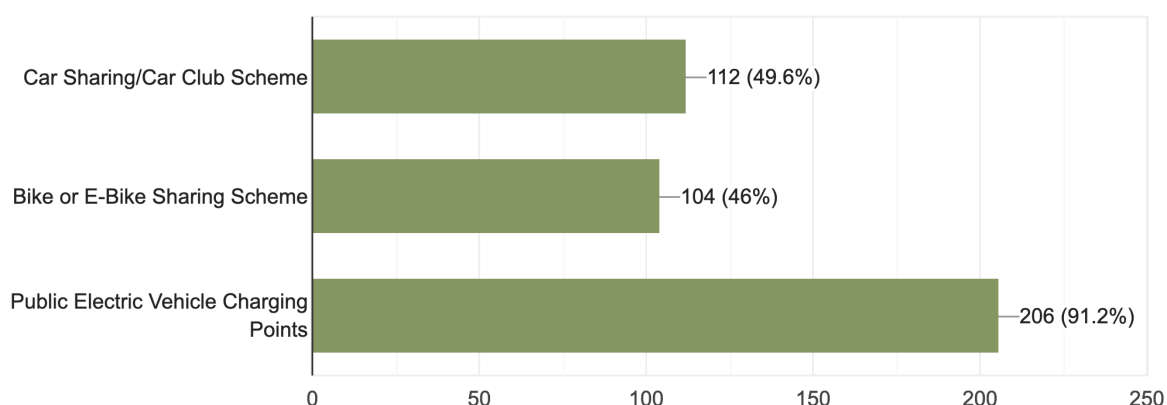
256 responses



Only 7.4% of total respondents were interested in Charlbury having a Shared Use Car Club. This figure only rose to 8.3% when we looked at the only the respondents with On-street parking.

Would you like to see Charlbury adopt any of the following:

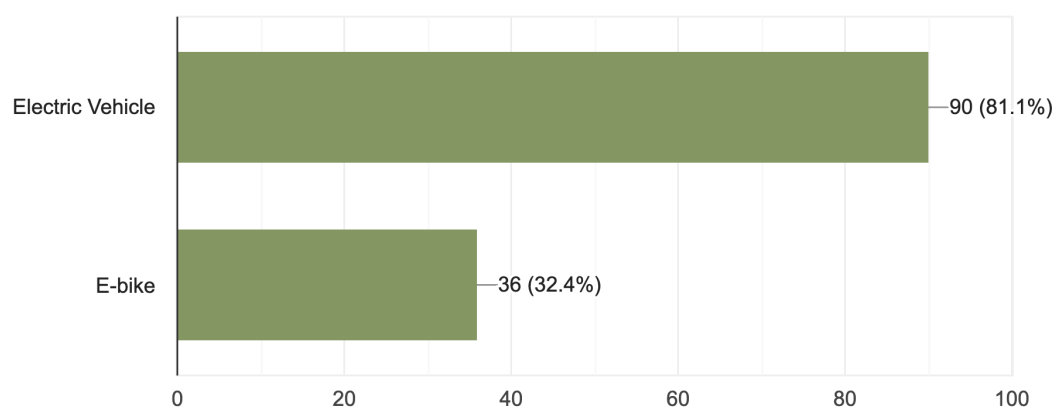
226 responses



This question highlights the fact that 91.2% of respondents were in favour of Charlbury providing more EV Charging points, whilst less than 50% of respondents favoured Car Sharing or Bike Sharing Schemes.

Do you plan to buy any of the following within the next 36 months:

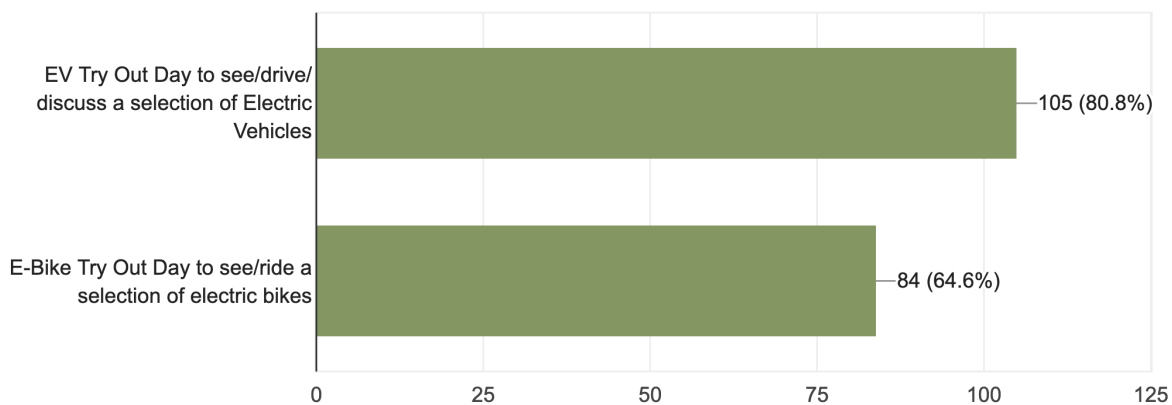
111 responses



The respondents planned to buy 90 extra EVs in Charlbury in the next 36 months, bringing the total number of owned EVs among respondents to 126 or just under 50% of the respondents. Of these 18 would be owners with on-street parking only.

Would you be interested in attending any of the following:

130 responses



Both the EV Try-Out and E-Bike Try out days were popular with respondents. The figures largely reflect the responses to the previous question.

Conclusions

The low uptake of EVs so far in Charlbury was concluded too be largely because of 2 factors; Price and availability of Public Charging.

The ownership of EVs in Charlbury is predicted to increase by 250% in the next 3 years.

For comparison there were currently 17 E-bikes owned by respondents with an increase of 210% (37) over the same period.

Recommendations

Since completing the survey I have contacted Park & Charge Oxfordshire who have advised that the Spendlove Car Park is being considered as part of the second tranche of Park & Charge Installations. I have also asked them to consider lamppost EV chargers for Spendlove Car park in the interim period.

Additionally, I have volunteered to participate in the OXGUL-E Pilot Project. This will, if successful, involve the installation of a cable gully and EV charger at Harebell Cottage on Church Street. This pilot project is launching in the coming months.

I would like to recommend that I, Gary Harrison, be appointed to be the Charlbury Town Councillor responsible for all matters relating to Electric Vehicles (be they bikes or cars) and for matters relating to the EV charging infrastructure within Charlbury.

Author:

Gary S Harrison July 2021

Appendix:

Responses to the Question “Is there anything else that could convince you to try an EV or E-Bike?” are shown below. Categories are B=Bikes, C = Charging, P = Price, EV = EVs, O=Other.

B	Better security/anti-theft measures for e-bikes.
B	I am not sure at the moment, would quite like to try an electric bike to see if I could ride one, could never manage a pedal bike due to arthritic knees. I have a petrol car at present.
B	I did try an e-bike a few years ago. The preceding question should be wider than just BUY.
B	I had an e bike but sold it when I moved to Charlbury from London. As found roads not great for city ebike. Especially Crawborough. Need a mountain bike
B	I have no objection to trying an E-bike, but I would expect to use it for (say) a couple of hours, including the hills around Charlbury
B	I have tried an E-bike and liked it a lot. Occasional long journeys make me hesitate to buy an E car
B	I would love one (or any bike) but don't currently have the storage
B	I'm very happy on a normal bike at the moment, but would definitely think about an e-bike if I was older, or had a commute that I could do on one.
B	More cycle paths so I can travel safely: as an older person I am much more aware of the risks of using the roads round here than I was as a cycling youngster! I would like to see more charging points and affordability for the EVs so that I could work with these: I have to make regular long distance travel to care for an elderly relative while still working, with a very modest income, so reliability and cost are crucial barriers for me.
B	No. A standard bike is fine for me.
B	We are about to try the E-bike scheme at Hook Norton. It would be great if Charlbury were to offer a similar scheme.
B	Would like to see a selection of e-bike types (mountain bike/hybrid)
C	Ability to charge overnight while parked on street outside house.
C	Accessible EV charging points
C	Accessible is essential
C	Am interested in an EV in the future but cost, range and charging points are all issues
C	Being sure of charging points when away from home
C	Charging provision for street-parked vehicles. Not easy to see how that will happen.
C	Currently any charging cable from our house to where we park would have to go across the pavement. Or we could charge from the garage but that is in a different road not visible from the house. If these situations could be rectified then I'd be much more interested in exploring EVs
C	Ease of charging
C	Electric Car and Bike plug in chargers
C	EV - cost, charging stations/points
C	Financial incentive to buy and install at home charger, more on street charging places, faster charging, better range (to get to Scotland).
C	Grant's for private charging points where you live only.
C	House front door is on street - need some method of charging
C	I want to drive an EV but don't have access to a charging point and can't install one at home because there is a pavement between my house and the road.

C	I would need to see a better infrastructure adoption before I consider the purchase of EV
C	I'll wait until a) I need a new car; b) the EV infrastructure sufficiently exists.
C	If there were charging points to charge it !
C	If you are considering more public EV charge points in Charlbury, please only consider installing DC rapid chargers of 55kw or higher (With CCS connectors). Electric cars have evolved rapidly, and all new EVs can be more-or-less fully charged in under 40 minutes, but ONLY if connected to a rapid charger (CCS DC with +55kw). Installing 'slow' public charge points is less useful, as a typical EV takes more than 6 hours to charge on a slow charger. This means that a) Nobody will use them, and b) If somebody does use a slow charger, they will occupy the charger for 6 hours or more. Take-home message: Invest in a smaller number of Rapid CCS chargers, instead of a larger number of slow chargers.
C	It's definitely one for the future but I would need to see the national infrastructure more joined up first.
C	Just being able to charge it near my house
C	More available charging points
C	More chargers in Charlbury
C	More charging points
C	More charging points locally.
C	More charging points. Cheaper car prices.
C	More charging points. Greater range
C	More public EV charging points
C	National availability of charging facilities
C	Need for charging points around the town, esp for people who need to use on-street parking
C	Our parking at Sandford Park is in a block of garages without electric power. We would need to run a cable to the garages - I got a cost estimate of £7,500 a couple of years ago. I've been holding back in case there is a scheme to help with fitting electric chargers in the garages. Also - electric car tech is advancing really quickly - so waiting for a smaller EV car with decent range (that will fit in our small garage).
C	Price and charging points
C	Ready availability of public charging points
C	Resident parking would provide reassurance of being able to park in reasonable proximity to property to recharge vehicle
C	Unlikely until such time as the public charging infrastructure is better.
C	Would be very keen to try! We'd love to swap our petrol car for an EV but charging is impossible at our house and, given how infrequently we use a car, the cost isn't justifiable at the moment. A car sharing scheme would be ideal, particularly if there was the option of all day rentals rather than just a couple of hours to do a shop.
EV	An EV = more trch development req'd, never an e-bike
EV	Company cars owners are encouraged to have electric cars because BIK tax. I have a hybrid for 5 years and I now because tax implications I am considering an EV car. However In west Oxfordshire there are very few EV charging points.
EV	Cost and size (small) of an EV. I do have access to a garage, but it is inconvenient. Health rules out E-Bike (alas).
EV	I already have a self charging hybrid as a best current alternative

EV	I would buy an EV or probably a Hydrogen Cell vehicle if it had range and performance equivalent to that of my current vehicle. I'm not sure that plug-in EV is the way forward.
EV	Our next car will most probably be an EV/Hybrid but probably not within 36 months
EV	Proof that electric batteries aren't simply removing one problem and creating another with the mining of rare metals and creation of toxic waste.
EV	Ref. E-Bike what's wrong with peddling? much better for your fitness! Ref. EV they are only eco-friendly during their use on the road. If you consider the manufacturing process of the vehicle and then it's disposal at the end of the vehicles life an ICE vehicle is currently more eco-friendly !! And another point to consider is where is the extra electricity will come from?
O	Absolutely not interested at all.
O	I don't particularly like EVs, as I think there is not enough forward-thinking going on in the bigger picture. Personally owned vehicles have just got to be phased out soon for environmental conservation. We need integrated public transport systems now, as fast as we can build them. If I could feel safe on the roads in and around Charlbury I might have an e-bike. I do not feel safe on the roads as I know that many drivers couldn't care less about slowing down. Even after the concerted efforts to achieve the 20 mph limit (thank you), it does not cover enough of the town. I would have liked an overall blanket coverage so that there would be no excuses for speeding anywhere within the town. It is more dangerous now, I feel, because people do not quite register where and when they can cross the roads in the restricted areas, drivers are not sure where and when to slow down, and these confusions make it all the more confusing, and therefore more hazardous. Just in my humble opinion, thanks.
O	I have both already!
O	I ride a bike powered by me. EV when they find a way to recycle the REE from the batteries rather just the iron.
O	If I was younger
O	Is an eskuta bike classed as an bike?
O	Nothing
O	Slower car speeds on the roads so it is safer to cycle.
O	Would love to try them both
P	A drop in price; a government-backed loan system? Having the money, basically! They are unaffordable for me, for most.
P	A much lower price
P	Affordability
P	affordability and good range
P	Cheaper EV
P	Cost depending
P	Drastically reduce the cost
P	End of life for current car
P	EV: Range, cost and vehicle selection (currently affordable large SUV/7 seaters)
P	For EV we are waiting for better range, a 2nd hand market, and the demise of our current car.
P	Government Incentives
P	Government subsidy

P	Hire options
P	How to finance the purchase
P	I could try but not afford to buy. Also need to be Covid safe to try.
P	I have no doubt I will as the price comes down
P	I might try an electric vehicle once I have finished paying the finance for my current car but this is 5 years away.
P	I will buy electric when I need to replace my car, if affordable
P	If costs were significantly lower, because I'm a student.
P	If the price came down.
P	If the purchase cost comes down.
P	If the purchase cost was lower
P	If there was a larger size EV at affordable price. I would not use an E bike as do not feel safe cycling on main roads.
P	If we could get a reasonably priced EV that could travel the distance we need to visit the in-laws (90miles), then we'll be happy to switch.
P	Increased range. Cheaper vehicles.
P	Lower price
P	Lower price of vehicles.
P	Lower prices
P	Much reduced cost.
P	No can't financially afford it
P	Non ability to use my 'normal' bike. Availability of EV
P	Not until battery technology improves enough to do a 300-mile journey on one charge, and until the price of these things second hand (I will never afford a new one) is comparable to a normal car.
P	Only when price is equal for used vehicles, and delivers the same versatility and performance
P	Reduced cost
P	Reduced cost
P	Reduction in price of EVs and an increase in their range
P	Reduction in the cost
P	reduction in the cost of buying one
P	The cost is extortionate at the moment
P	The demise of my present vehicle. Will likely replace current vehicle with EV when the time comes
P	When my current vehicle needs replacing
P	When technology extends the mileage of a battery and price is affordable I will certainly.
P	When we need a new car we would consider electric
P	Will definitely get an EV in the future once I can afford one, but wouldn't want a share one

P	Will wait until my car does, as too much embodied energy in changing now (plus I don't have £ to invest)
P	Mileage distance needs to be improved