



CHARLBURY TOWN COUNCIL

Annual Meeting of Charlbury Town Council held on Wednesday 26th May 2010 at 7.30pm in the Corner House.

Members Present: Mr R N Potter, Mrs S Finch, Mr J Harrison, Mr R Prew, Mr W Hackmann, Mr G Miller, Mr R James, Mrs V Pakenham-Walsh, Mr I Cox, Mrs N Lethbridge and Mrs H Bessemer-Clark,

Apologies: M/s L Reason

Mr R N Potter as the retiring Chairman took the Chair.

1. To elect a Chairman

The Chairman asked for nominations Mr Harrison proposed Mr R N Potter this being seconded by Mrs Lethbridge. F11 A0. Mr Potter was elected unopposed unanimously

2. To elect a Vice-Chairman

Mr Cox proposed Mr Miller this being seconded by Mr James. F 10 A0. Mr Miller was elected unopposed.

The Chairman thanked Mr Harrison for his work and support as the previous vice chairman.

3. To Elect Committees

- a. Finance. Chairman, Vice Chairman, Mr Hackmann, Mrs Finch, and Mrs Pakenham-Walsh
- b. Planning and Correspondence Whole Council.
- c. Traffic. Chairman, Vice Chairman, Mrs Lethbridge, Mr Hackmann and Mrs Pakenham-Walsh
- d. Affordable Housing Whole Council.
- e. Allotments Chairman, Vice Chairman, Mr James and Mrs Pakenham-Walsh
- f. Street Lighting. Chairman, Vice Chairman, Mr James, Mr Hackmann and Mrs Lethbridge.

The above were proposed en bloc by Mr Hackmann seconded Mrs Finch and agreed nem con.

4. Election of Representatives

- a) Corner House and Memorial Hall – Mrs Bessemer-Clark and Mrs Pakenham-Walsh
- b) Conservation Area Advisory Committee - Mr James and Mr Miller

- c) Nature Conservation Advisory Committee – Mr Harrison and Mrs Lethbridge
- d) Nineacres Management Committee – Mrs Lethbridge and Mr Cox
- e) Friends of Charlbury Library – Mrs Lethbridge
- f) Waste Action Group – Ms L Reason
- g) Chipping Norton School Trust Fund. – Mr Harrison
- h) Day Centre Representative – Mrs Lethbridge
- i) Primary School Governor – Mr Hackmann
- j) Centenary Wood Committee – Mr Potter
- k) Street Fair Committee – Mrs Finch
- l) Parish Transport Representative – Mrs Bessemer-Clark Mrs Fitzmaurice (non councillor)

The above were proposed en bloc by Mr Harrison seconded by Mr James and agreed nem con

5. Allocation of Reports

- | | |
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| a. Cemetery | Mrs Lethbridge |
| b. Corner House / Mem Hall | Mrs Bessemer-Clark and Mrs Pakenham-Walsh |
| c. Mill Field /Watery Lane and Bridges | Mr Harrison and Mr Cox |
| d. Nineacres | Mrs Lethbridge and Mr Cox |
| e. Quarry Lane / Ticknell | Mr James |
| f. Wigwell | Mr Harrison and Mrs Lethbridge |
| g. Town Council Report (Author) | Mrs Bessemer-Clark |
| h. General | Mr Miller |
| i. Station Transport Representative | Mrs Finch |
| j. Transport | Mrs Bessemer-Clark |
| k. Neighbourhood Action Group | Mrs Pakenham-Walsh |
| l. Primary School Governor | Mr Hackmann |

The above were proposed en bloc by Mr Hackmann seconded by Mrs Finch and agreed nem con.

6. To confirm Councils retention of Standing Orders

Standing orders as per the NALC model were agreed on a proposal from Mr Miller seconded Mr Hackmann and agreed **nem** con.

7. To confirm Councils Bankers

The Clerk was asked if the arrangement at Barclays, Witney remained satisfactory.

Mrs Pakenham-Walsh proposed that Barclays, Witney be retained as the Councils bankers this being seconded by Mrs Bessemer-Clark and agreed nem con

8. To receive the minutes of the last meeting

Page 1 Mr Simon – Essex not Kent

Page 5 item 9 Mrs Bessemer-Clark (not Clerk)

Subject to the above amendments Mr Hackmann proposed that the minutes be signed as a correct record this being seconded by Mr Miller and agreed with one abstention.

9. To deal with matters arising

- Boundary Walk This took place on 9th May, was led by Tony Graeme (Charlbury Society) and had up to 14 participants at various stages of the route. The Chairman reported that he had thanked Mr Graeme. Agenda item Jan/Feb 2011.
- Website Will be live on Google in due course. Publicity to be given to its existence (Mrs Finch).
- The Chairman said that the protocol for adding to the site would be only via the Clerk.
- CLPG Mrs Bessemer-Clark reported on her attendance at the CLPG meeting.
- Green Gym possible use by Mr Spicer in Wigwell
- Hydac/Town Centre June agenda.
- Surgeries Arrangements made for last month reiterated. Participants are agreed that this is acceptable.
- Litter Mr Miller and Clerk cleared area around skatepark and in the thorn hedges recently.
- Cemetery Seat Miles Hardie memorial seat in hand
- Transport Meeting OCC Mrs Bessemer-Clark reported briefly.

10. Declaration of Interest

The following interests were declared and the Councillors left the room during discussions and votes.

Mrs Pakenham-Walsh Plans 10/614 615
M/s L Reason Plan 10/630
Mr J Harrison cheque recipient

11. To sign orders for payment

The accounts due for payment were circulated and explained by the Clerk. Mr Hackmann proposed that the accounts be paid this being seconded by Mrs Lethbridge and agreed. Accordingly cheques were signed by three Councillors.

The Clerk reported that an audit report, together with the documents to be approved prior to sending to the external auditor, would be presented at the June meeting.

12. To receive a report from the Planning Committee.

The planning process and the need to respond by agreed dates was outlined. A Letter from WODC referring to new arrangements allowing the public to address planning sub-committees, for a trial of six months was noted.

Late correspondence relating to plan 10/0705 were read to those present and will go on to the Conservation committee. A further plan has been received.

Planning Comments

10/0598

0599

Conversion of commercial building to dwelling with associated parking at Senecio Press, Park St. Demolition of parts of site.

1. Can consideration be given to surface water disposal given the extent of hard standing being provided for vehicles. Can a porous material be used to avoid displacement of surface water to Park St.
2. Is one car parking space sufficient? It appears that space exists for further provision which would probably be necessary for a 3 bed property as proposed.
3. The design proposed for the conversion is considered to be attractive.
4. Can the concerns of near neighbours be given consideration
5. Otherwise no objection.

10/0586

Alterations to provide PA system, customer service equipment and CCTV at Charlbury Station.

1. We have no objection

10/0614

0615

Two storey rear extension. Alterations to existing barn (to allow changes to 09/0718) at Crinan House, Market St.

1. We would ask that use of the ancillary accommodation be conditional to occupancy of Crinan House
2. Otherwise no objection.

10/0630

Change of use of part of dwelling to form self contained annexe/ holiday let. Erection of external staircase to serve new unit at Lower Watts House, Park St.

1. We would ask that use of the accommodation proposed be conditional to the occupancy of Lower Watts House to avoid the establishment of a separate dwelling.
2. Can the neighbours comments concerning overlooking be given careful consideration
3. Otherwise no objection.

10/0664

Change of use from ancillary accommodation to holiday let at Reeves Bar, Pound Hill.

1. We would request a condition be attached to the proposed change of use to the occupancy of Reeves barn to avoid the establishment of a separate dwelling.
2. Otherwise no objection

- 10/0695** Erection of single storey extension at 2 Falcon Villas
1. We have no objection
- 10/0697** Erection of single storey extension 22 Jeffs Terrace
1. Has neighbour notifications taken place? There is some concern that it may not have been in respect of neighbours fronting Thames St.
 2. There may be a need to clarify land ownership issues in respect of the area allocated for parking.
 3. The proposal is potentially an over development of the site with respect to the proximity of the edge of the extension as proposed to the existing stone wall
 4. It is understood that the access from Nineacres Lane is a shared one providing rear access to properties fronting Thames St. (hence point 1)
 5. Can this go to committee please in view of the issues raised above.
- 10/0705** Erect detached two storey dwelling with parking land adjacent Hixet Wood cottages.
1. Can neighbour comments be given careful consideration please
 2. Otherwise no objection.
- 10/0716** Removal of existing garage and conservatory. Erect single and two storey rear extensions and new detached garage (To allow increase in width of garage) at 1 Falcon Villas, Hundley Way.
1. We have no objection but ask that it be conditional for uses as garage / storage space only for the avoidance of alternative use.

Planning Results

- 10/0333** Extension to front porch canopy and replace first floor window with door and flush railing a Souvenir Park St.
- Permitted
- 10/0376** Form vehicular access, erect entrance gates and provide off street parking and turning area at Stratford Cottage, Pound Hill
- Permitted
- 10/0401** Erect single storey side extension to form chiropractic therapy suite at Kimber Cottage, Woodstock Rd.
- Permitted
- 10/0419** Permanent change of use to chiropractor clinic at 37a Sheep St.
- Permitted

10/0466

467

Conversion of barn to dwelling at Bell Hotel Church St.

Permitted

13. To deal with Correspondence.

WODC Open space Strategy. Members to view proposal on the Website and consider in July. Hard copy to those without access to website

OCC Local transport plan consultation. The Clerk had circulated a possible reply which was accepted subject to mention of the need for road/rail links because of the high usage of the rail station by Charlbury and the adjacent towns and villages.

Scout AGM Chairman will attend if possible.

Mr Root Trees to the rear of the Slade. Clerk has advised Mr Root to speak to Mr Dalby the tree officer at WODC

Grants Letters of thanks noted for CHOC, Primary School, Voices unlimited, Church Council, Cricket Club and Blenheim farm nature reserve.

Wigwell Revised management Plan

The Chairman proposed that the management plan is now considered to be in a form acceptable to recommend that the Town Council take the necessary steps to hand over the management of Wigwell to the Friends of Wychwood. Next steps to be put in hand by Chairman and Clerk – Agreed nem con.

ORCC Affordable housing progress report noted.

OCC Bus shelter grant application has been turned down. Clerk to reconsider site of shelter at Fiveways, possibly at Sturt Rd and explore grant situation further.

Cooperative The Chief Executive of the Mid Shires Cooperative Ben Reid had replied to the question of the local store extending its opening hours to 11.00pm He confirmed that consideration had been given to this but had decided that it would not go ahead.

West Oxon DC Planning and public participation. Copy with next agenda.

14. To hear the remarks of the County and District Councillors with reference to Charlbury

County Councillor Mr Neil Owen reported as follows:-

The three salt bins paid for but not installed will arrive by July.
He hoped to arrange help for litter clearing following the Riverside Festival (Community Service)

OCC are undertaking a Minerals Survey

Questions. Dean Pit – proposed closure and new site

Mr Owen to seek answers

Recycling of re-usable items. Mr Prew expressed concern that these now appear to be placed in a skip rather than being set aside as used to be the case. Mr Owen to seek answers, Obscured and dirty signs an issue.

District Councillors

Mrs Glenna Chadwick reported (as Mr Breakell was engaged elsewhere) on behalf of both.

New Council has been sworn in with new Chairman.

Museum grant given to Charlbury Museum.

Planning changes to allow the public to address sub committees are in force for a trial period of six months.

The Chairman asked if a grant had been made by WODC to the Riverside Festival.

15. To consider Affordable Housing

The Chairman reported that a meeting had taken place on 25th May with the developer and SOHA to discuss the current position and how to proceed. The question of energy efficiency standards was raised, specifically Code 4 as requested by Council and the developer and SOHA responded by saying that this standard would be specified in the terms of the funding provision. A marker is to be made to seek to ensure that the proposed developer has funds earmarked. Next stage will be to discuss a draft scheme with planners and then to proceed with an application/presentation to Charlbury TC and WODC.

Mr Cox asked if allotments had been considered as a potential land use at the site. The Chairman said the matter had been discussed with general reference to other uses for the exception site.

The Chairman reported that he had briefed Mr Breakell on the outcomes of the meeting.

There being no further business the meeting closed at 9.50pm.