



CHARLBURY TOWN COUNCIL

Meeting of Charlbury Town Council held on Wednesday 24th April 2013 at 7.30pm in the Corner House.

Members Present: Mr R N Potter (Chairman), Mrs V Pakenham- Walsh, Mr R Fairhurst, Mr J Holah, Mrs K Broughton, Mr P Kenrick, Mr A Merry, Mr R James, and M/s L Reason

Apologies: Mrs S Finch, Mr W Hackmann and Mr R Robson

Prior to opening the meeting the Chairman reminded those present that the Boundary Walk will take place on Sunday 5th May led by Harriet Baldwin

1. To receive the minutes of the last meeting.

Mrs Broughton proposed that the minutes be signed as a correct record this being seconded by Mr R James and agreed.

2. To deal with matters arising.

Allotment Committee met on 10th April. The clerk has the report and will action issues raised.

Surgery Councillors Holah and Pakenham-Walsh had two visitors and constructive conversations. Next surgery 1st June, Mr Merry and Mr James will attend.

Reflective meetings The Chairman outlined his long held concern in respect of meetings held privately by the Council and had been asked by a member of the public if this was 'legal'. He also referred to a letter sent to the last reflective meeting asking that it be considered there.

The Clerk reported on discussions with OALC on this matter. There is no reason why the Council cannot meet at any time it chooses, but it is recommended that the current procedure of declaring reflective meetings on the meetings list be discontinued.

The meeting can be held with the OALC recommendation being that the name given and its purpose be minuted.

Accordingly Mrs Pakenham-Walsh proposed that there be reflective working party meetings held when deemed necessary, the purpose of which being to consider strategies and other issues as necessary. This was seconded by Mr Fairhurst . F8 A0.

3. Declaration of Interest

There were none

4. To sign orders for payment/receive report

The accounts due for payment were circulated and explained by the Clerk, together with a brief financial report. Mrs Pakenham-Walsh proposed that the accounts be paid, this being seconded by Mrs Broughton and agreed. Accordingly cheques were signed by three Councillors.

5. To receive a report from the Planning Committee.

Inspector Louise Roddy and PCSO Wes Smith attended the meeting on 22nd April to discuss neighbourhood policing issues and relevant crime statistics.

The following plans were considered:

- 13/0398** Extension and conversion of barn to dwelling. Demolition of outbuildings at
13/0488 Hopkins Yard, Market Street
1. The Town Council support the concerns expressed by near neighbours and ask that these are fully considered.
 2. It is clear that the implications and effect of the issues raised by neighbours need to be viewed by the committee visiting the site and not relying on Google images.
 3. It is a matter of concern that if consent were given there would be a significant displacement of up to 20 vehicles currently using the site for parking. The adjacent streets are already full with parked vehicles and this would serve only to exacerbate the problem. A turning point for existing residents would also be lost and may result in the need for them to reverse out in to Market Street, which would be dangerous.
 4. There are serious concerns in respect of the impact this proposal has on the amenity of neighbours. These are:-
 - (i) Serious over looking due to different levels – particularly in respect of Chelwood and to a slightly lesser extent Bramley House and Bramley Barn. This would result in an unacceptable loss of privacy. Should consent be granted further proposals for windows in the East elevation should be prohibited and arrangements made to remove the overlooking of Chelwood.
 - (ii) Potential loss of light caused by overshadowing resulting from the length and ridge height of the kitchen range proposed.
 - (iii) The proposed metal roofing material is incongruous in this location, has a detrimental impact on neighbours out look and does not enhance this sensitive part of the Conservation Area.
 - (iv) Access issues exist on the junction with Market Street where there are inadequate sight lines.
 - (v) The Alley is not suitable for use by builders vehicles
 - (vi) Arrangements for discharge of sewage and storm water drainage need to be resolved.
 5. We object to this application and ask that the Uplands Sub Committee visit the site to understand the issues raised above, in context with neighbouring properties.
 6. Can this go to committee please.
- 13/0521** Install new larger window in first floor side elevation and refurbish flat
13/0522 Bayliss Yard
1. We understand that the applicant lives at 1, Bayliss Yard but that the application refers to 3, Sheep Street.
 2. Otherwise no objection.

Planning Results

- 13/0234** Units 1 – 8 Spendlove Centre – installation of air conditioning unit Enstone Road
Permitted
- 13/0243** Internal alterations including secondary glazing at 2 Down Steps Market Street
Permitted
- 13/0265** Internal and external alterations, erect single storey rear extension at Minster
13/0266 Cottage, Church Street
Permitted
- 13/0298** New roof valley to form two hipped bays at Suntrap Enstone Rd.
Permitted

Appeal Result

- 12/1498** Erect side extension, timber fence and gate (retrospective) Talbot Barn Thames Gardens
Appeal dismissed

6. To deal with Correspondence.

Mrs J Bartlett Issues related to Corner House/Memorial Hall and Gifford public meeting.

Mrs Reason pointed out that there were some errors in the letter which should be pointed out to the sender.

Mr Crew Copy of letter to OCC re traffic issues in Charlbury. The Clerk has been invited to join the officer dealing with this to discuss and seek to resolve issues raised.

Mr Cox and Mr Andrews Letter re Gifford Charity position and Mr Cox requesting a meeting with Chairman and Clerk to discuss grant issues and likely bodies to approach. From Mr Andrews setting out the discussion of the management committee in respect of the Corner House and Memorial Hall on the following resolution.

‘Does this committee continue to consider that the land continues to be required for the use of the object of the charity?’

This was carried unanimously in a named vote. (14 voted)

Mr Andrews was also seeking the Councils view on progressing plans to improve the Memorial Hall.

Mr Clemence Letter expressing his view on issues relating to the Corner House and Memorial Hall and roles of trustees, and governance issues.

There was considerable discussion on the above matters and it was resolved that the Clerk would seek to obtain written advice from the Charity Commission and supplement the verbal advice already obtained and communicated to Council.

Memorial Hall improvements. Possibly wait until the interim report of the CLP group is available on facilities in Charlbury, say October, for a final decision. There were also views expressed that work should now proceed.

Mark Ames OCC Fire and Leisure Service. To speak to Council on July 22nd

7. To consider Affordable Housing

The Clerk reported that SOHA provided 4 properties, part buy, part rent in accord with the updated housing needs survey produced by ORCC as a part of the scheme process in conjunction with WODC housing. Only 1 had been taken up, therefore three are available and SOHA prefer to place persons with the relevant local connection in them, they may have to advertise availability generally in West Oxon.

Mr Merry expressed concern at the validity of the survey, however Mr Holah and Mr James pointed out that the survey reflected the need at the time it was produced and that economic changes have occurred since then. The site completion is likely to be mid May and SOHA are prepared to host an opening event.

8. To consider a community led plan

Mr Holah introduced the proposed constitution which was still subject to minor amendments to issues of quorum and member numbers.

Subject to the amendments outlined Mr James proposed that the constitution be accepted by the Council seconded Mr Kenrick and agreed. An update will be circulated by email.

9. To receive a report from the APM

The Chairman thanked Mr Holah, Mrs Pakenham-Walsh and Clerk for setting up the meeting room. Mr Hanks was thanked for the loan of his PA system. The meeting was well attended with over 80 people present.

The Chairman had received three complaints

- a) Councillors eating and drinking at the meetings not approved of.
- b) Timing announcements
- c) Dress Code

Two issues were raised

Parking of cars and policing of traffic officers re double yellow lines

(Explained that TVP have given this responsibility to WODC Wardens, 6 for whole of West Oxon)

Resolution from Mr Merry concerning a survey of existing community facilities and future facilities and a public meeting when the relevant data was available.

The resolution was carried by 6 votes majority.

Mr Merry explained that he had put the resolution forward as a member of the public not a Councillor and said that he had missed Town Council meetings where the matter had been considered.

He went on to say that he believed that CLP should start with the review of meeting rooms and associated facilities in Charlbury, to prepare an 'wish list' and to await the outcome of deliberations of the Gifford Charity in respect of the alternative use of land if funding could be raised. He believed that OCC funding agreement was key to this and asked that an agenda item be added in July to review progress.

There was some discussion around the subject and it was agreed that CLP would produce an interim report for July and that Ian Cox would be invited to the meeting to provide an update on progress.

Mr Andrews to be told that an interim view on the hall improvements proposed could be reached in July with a fund positive response in October.

10. To receive reports

- a. Cemetery** Some stone to be removed from area adjacent to wall repair.
Bough on tree near lych gate needs removal.
- b. Corner House and Memorial Hall.** See report. Candles not permitted.
Electronic tee lights available.
- c. Mill Field, Watery Lane and Bridges.** See report circulated.
- d. Nine Acres** See report circulated
- e. Quarry Lane and Ticknell** See report. Advice sought from WODC re dog
fouling
- f. Wigwell** Report circulated.
- g. Station** No report.
- h. General.** Report circulated. Weed spraying has started.
Park St. priorities. Chase up OCC
- i School Governor** Circulated report on Monday 22nd
- j. Transport** Report circulated.
- k. Neighbourhood Action Group** Report circulated.

There being no further business the meeting closed at 10.02pm