

Meeting of Charlbury Town Council held on Wednesday 26th August 2015  
at 7.30pm in the Corner House.

**Members Present:** Mr P Kenrick (Chairman), Mr R N Potter, Mr W Hackmann, Dr A Merry,  
Mr R Prew, Ms H Baldwin, Mr R Fairhurst, Mrs K Broughton,  
Mr T Skelton, Mrs V Pakenham-Walsh.

**Apologies:** Mrs S Finch, Ms L Reason.

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

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

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

**Sheep Street, Park Street & Browns Lane.** OCC Officers report/scheme awaited.

**Recycling Facility.** Liz Leffman reported that there may be some WODC monies available for a replacement facility for Dean but would need Parish support. Meetings to be organised to discuss further with relevant parishes.

Closure of Dix Pit landfill will affect WREN grants. Need to clarify this matter with Rodney Rose/WREN to seek views.

**3. Declaration of Interest.**

Mr Potter, Dr Merry and Mr Fairhurst declared an interest as cheque recipients.

Ms Baldwin reminded members that as an allotment holder she can no longer serve on the allotment committee - September agenda.

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

The Clerk explained the accounts to be paid which had been previously circulated. He updated members as progress with the audit (BDO) had raised supplementary questions which had been answered.

Mr Hackmann proposed that the accounts be paid, this being seconded by Mrs Broughton and agreed. Accordingly cheques were signed by three Councillors.

Note: Mr Potter, Dr Merry and Mr Fairhurst took no part in the proceedings or vote on this matter.

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

At a meeting on 24th August, Owen Jenkins and Nick Mottram gave a presentation on changes to verge management/cutting which OCC are introducing to save money. There are also impacts upon ecology where grass is cut less often. The current regime is two cuts per year, however, Towns and Parishes can take over the responsibility and receive a grant from OCC (based on their contract costs so relatively small) and opt for different standards - could engage own contractor etc. WODC have this facility available.

It was agreed to ask Owen Jenkins to prepare a plan of grass to be cut together with some indicative costings to enable an informed decision to be made, possibly for the 2016/17 financial year, dependent upon timings of information availability.

### **The following plans were considered:**

**15/02741/HHD** Replacement of velux window with dormer window to match existing at 4 Lees Heights.

1. We have no objection.

**15/02824/S73** Variation of condition 2 (**13/1717/P/FP & 13/1718/P/LB**) to alter the visual appearance of the building at The Old Bakehouse, Market Street.

1. We have no objection.

**15/02895/HHD** Porch extension to side at 4 Cotswold View.

1. We have no objection.

**15/03041/FUL** Proposed annex at Hundley House, Hundley Way.

1. We have no objection but ask that the use of the proposed annex be conditioned to the occupancy of Hundley House to avoid the establishment of a separate dwelling.

**15/03081/HHD** Erection of shed and garage at Little Paddock, 34 Elm Crescent.

1. We have no objection.

**15/03088/HHD** Proposed front extension at 11 Sandford Park..

1. We have no objection.

**15/03089/HHD** New window to second floor of rear elevation at Redding Wyck House, Market Street.

1. We have no objection.

### **Meeting with Giles Hughes (Head of Planning) and Andrew Thompson at WODC to discuss section 106 and CIL on Monday 24th August at 10.30am.**

The Chairman reported that he, together with Mr Fairhurst and the Clerk, had met WODC Officers to discuss section 106 and CIL and how these might benefit Charlbury. It was a useful meeting, however, there are details still to be settled in respect of CIL and a charging schedule which will be submitted in tandem with the local development framework to the inspector. Figures in mind for

CIL are around £200 per square metre with the Town Council entitled to 15% or 25% if a Neighbourhood Plan is in place.

Discussion followed along the lines that there may be insufficient development in Charlbury to yield monies by this mechanism and a suggestion was put to officers that there should be a District wide 'pot' approach to spread monies from major developments to smaller but affected Parishes, e.g. Charlbury is one of the rail hubs in West Oxon and has to deal with the consequences of that. That is a decision for WODC Councillors. Section 106 monies can be requested for specific items via planning application responses.

Giles Hughes will attend a Town Council meeting early in 2016 to brief Councillors on this subject once more if the detail is available.

### **Update.**

#### **Little Lees development proposals.**

Edes have met officers to discuss access from each end.

**Rushy Bank** information distributed to all members at the request of Mr Cox.

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

**OCC.** Household Waste Strategy and Minerals and Waste Plan. Any comments to Clerk by 12th September to inform a reply.

**WODC.** Wilderness response. Clerk to respond with the observations/concerns he has received.

**War Graves.** Noted (Maintenance).

**Pensions Regulator.** More advice to be sought from OALC.

**Defibrillator.** Training sessions will take place on Tuesday 8th September in the Green Room at the Memorial Hall: 4pm and 7pm. Notices to be placed and on events section of website.

**ROSPA.** Play equipment reported noted. Clerk to arrange any necessary works.

**OCC Mineral/Waste.** Responses to Clerk by 30th September.

**Meeting dates.** APM will be held on 15th April 2016. (Change due to room availability).

**WODC.** Design Guide. Clerk to obtain hard copies. Comments by 12th September.

**P Kenrick.** Draft letter ref Right to Buy proposals for affordable housing. Comments to Chairman or Clerk before 12th September for meeting. Agenda item.

## **7. To consider the Neighbourhood Forum.**

Minutes of meeting were available and a brief summary of work was read out. The traffic committee has met to discuss issues around parking at Spendlove (see report as circulated). Dr Merry reported that he had missed the last meeting of the Forum but matters were progressing.

## **8. To consider the appointment of a Gifford Trustee.**

The Chairman reported that he had followed the Council's agreed procedure in respect of this appointment and that he had circulated a CV provided by Mr Paul Jenkins. The Trust's chair had indicated that Mr Jenkins was a candidate with the skills and experience that would be beneficial to the Trust. (He was already co-opted to assist).

Accordingly the Chairman, Vice-Chairman and Clerk had met Mr Jenkins to discuss the nomination and Mr Jenkins had indicated his willingness to be nominated by Council. He agreed to provide regular feedback to the Council in the form of a bi-monthly report and attendance at meetings if need be.

Mr Fairhurst proposed that Paul Jenkins be nominated as a Town Council nominee to the Thomas Gifford Charity, this being seconded by Mrs Broughton. A vote ensued. F8, A1, Abst. 1.

Mr Jenkins was duly nominated. Term of office to be checked with Mr Potts (subsequently the period was confirmed as 3 years from date of appointment).

The Chairman reminded those present that the above procedure was only necessary when there were no volunteers from serving Councillors.

## **9. To receive Reports.**

- a) **Cemetery.** All OK. New Plaque on 'Peace Roses' bed.
- b) **Corner House and Memorial Hall.** No meeting this month. Corner House windows to be painted.
- c) **Mill Field, Watery Lane and Bridges.** See report. Green Gym to be asked to do some maintenance work on Campbell Copse.
- d) **Nine Acres.** Footpath sign opposite last house in Nineacres Lane needs removing as this is not a public path but a permissive path. Some dog mess on pitches.
- e) **Quarry Lane and Ticknell.** See report. Graffiti on skate park will be removed when materials are sourced. Mr Prew believed that the skate park needs to be upgraded. The Chairman referred to the cost of this and the need to consider setting up a 'sinking fund' for the future 17/18 Precept).
- f) **Wigwell.** See report. Two meetings held in the last week - Natural England visited the site as did Ian Crump of Thames Water. Meeting of Wigwell Friends to be called for 14th

October. Residents adjoining the site have received a letter advising them of management changes.

- g) **Station.** No report.
- h) **General.** See report. Fence condition on Station Approach has been reported to Alan Field of FGW. Alan Field and Police to be invited to future TC meetings (updates). Spendlove litter bins needed and notices re fly tipping need to be clearer. Lion missing from the fountain (Museum has one). Wilderness - due to organise a post event meeting to gather feedback.
- i) **School Governor.** See detailed report as circulated.
- j) **Transport.** Improved train timetable - extra pm trains, busy trains to get 8 carriages - less squash. Trains being repainted. Mr Fairhurst reported that he had responded to OCC as requested as this Council's PTR. Will copy to Clerk.
- k) **Neighbourhood Action Group.** Nothing to report. Neighbourhood Watch meeting to be held in September seeking to revitalise the scheme - 9th September. Councillor to attend if possible (Mrs Pakenham-Walsh will attend if possible).

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

Signed.....  
Chairman.