

**Meeting of Charlbury Town Council held on Wednesday 23rd June  
2021 at 7.30pm in the Memorial Hall.**

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

**Apologies:** Ms L Leffman, Ms C Wilding.

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

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

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

**Mr Crisp.** Request to view Corner House documents held by Council. Courtesy email to Mr Scott to be sent seeking approval.

**Mr Potter** expressed his concern at the number of members of the Finance Committee which he considered too many. He asked that his name be removed at 3a and at 4 in the Centenary Woodland Committee.

**3. Declaration of Interest.**

The Clerk reminded members that while it was a personal decision for them it could be construed that conflict of interest may occur when Councillors are also members of the Environmental Working Group, particularly when bringing forward recommendations.

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

The Clerk had previously circulated a list of accounts to pay and explained these to those present. Mr Kenrick proposed that the accounts be paid, this being seconded by Mr Epps and agreed. Accordingly cheques were agreed by two Councillors.

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

The following plans were considered:

**21/01502/HHD** Extensions at 23 Ditchley Road.

1. Please can the highest levels of energy efficiency be incorporated into the extensions in line with policy NE9 of the emerging Charlbury Neighbourhood Plan.
2. Otherwise we have no objection.

**21/01508/HHD** Extension at The Old Fire Station, Browns Lane.

1. We are concerned that the proposed extension may have an unacceptable impact on the character of the conservation area in this sensitive part of the town.
2. The increase to 3 bedrooms may increase the requirement for parking on this very narrow street and bus route. Inconsiderate parking here frequently gives rise to difficulties and inconvenience often preventing though passage of buses and larger vehicles. Can this be addressed please?
3. Can the highest standards of energy efficiency be incorporated in line with policy NE9 of the emerging N/H Plan?
4. There is a public venue nearby where it can be noisy and the applicant needs to understand this and avoid subsequent complaint.
5. Otherwise no objection.

**21/01616/HHD** Garden room at 19 Woodstock Road.

1. As this is intended for use as a home office can standards of energy efficiency be incorporated in line with policy NE9 of the emerging N/H Plan?

**21/01630/HHD** Extensions and alterations at 10 Enstone Road.

1. We have no objection to this sensible and proportionate proposal.
2. We welcome the intention to improve energy efficiency by the installation of replacement double glazing units but we further ask that all aspects of the planned alterations seek to achieve the highest standards in this regard in line with the objectives of policy NE9 of the emerging N/H Plan.

**21/01631/HHD** Extension and conversion at Cranbrook, Stonesfield Lane.

1. We have no objection but can the highest standards of energy efficiency be incorporated in line with the objectives of policy NE9 of the emerging N/H Plan.

**21/01803/HHD** Erect garage with office/studio at Green Oak, 3a Lees Heights.

1. We object to this application on the grounds of over development.
2. We believe that the grounds for objection to the earlier application **20/03219/HHD** as identified by the Town Council remain applicable to the current application despite the modifications to the design.
3. In particular, we believe this application to be contrary to policy CH9 of the emerging Charlbury N/H Plan which requires that development proposals within the Conservation Area 'should respect the relationship between principal building and its wider curtilage/and or garden space.

**21/01879/HHD** Erect stone piers and entrance gate at Broadstone Farm, Ditchley Road.

1. We regret the choice of high, solid, close board gates which, alongside the existing hgh wall and hedges, will give the impression of a gated community and does not reflect the generally open vista frontage style typical in the town and conservation area. From a security point of view, we understand that current general advice is for front boundaries to be low or open enough to allow visibility from the road or street to deter crime.
2. Further, if the District Council is minded to approve the application, please can a condition be included for the provision of a hedgehog access (a 13 x 13cm minimum opening is recommended) within the boundary to avoid fragmentation of habitats that would otherwise be caused by the solid boundary. Such provision is requested in para 7.3.7. of the Charlbury N/H Plan (supporting policy NE5) noting that the site is adjacent to two conservation target areas.
3. Otherwise no objection.

**21/01940/HHD** Development at 9 Nineacres Lane.

1. We expect the highest environmental performance in line with Charlbury N/H Plan policy NE9.
2. Otherwise no objection.

**21/01989/FUL** New practice facility at Cricket Club, Dyers Hill.

1. We support the enhancement of facilities at this successful local sports club.

**21/02051/HHD** Extension at 2 Ditchley Road.

1. We expect the highest environmental performance in line with Charlbury N/H Plan policy NE9.
2. Otherwise no objection.

**21/00494/FUL** Wigwell House, Banbury Hill/Enstone Road.

This contentious application is listed for decision at the WODC Uplands planning meeting on 28th June. In view of this Council's objections, it was agreed that Dr Merry would seek approval to address the committee on Council's behalf. Statement to be prepared by Dr Merry and Mr Kenrick.

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

**Dr F Mortimer.** Motion to Town Council. Managing verges for biodiversity.

We note that the Town Council (CTC) has a statutory duty to have regard to the protection of biodiversity. We note the value of road verges to biodiversity through supporting wildflowers and invertebrates and the impact of different verge management practices on either reducing or enhancing biodiversity.

We propose that the Council encourage the management of road verges in and around Charlbury to promote wildflowers and biodiversity, drawing on guidance in the 'Good Verge Guide' published by Plantlife in January 2021 and 'Managing Grassland Road Verges: a best practice guide; (Plantlife 2019).

We call on the Council to:

- Write to Oxfordshire County Council (OCC) to ask what they are doing to improve verge management for biodiversity across the County and explore how OCC can work with CTC to support this in the Charlbury area.
- Write to main local stakeholders responsible for the management of verges in and around Charlbury, to make them aware of the Plantlife guidance and invite them to work with CTC to support biodiversity.
- With support of the Environmental Working Group (Land and Nature Team) draw up a detailed management plan for the verges in and around Charlbury.
- Provide information to the public (through the town website and the Charlbury Chronicle) on the importance of verges to wildlife and what we can do to support this.

Mr Potter considered that the only stakeholder was in fact OCC who have responsibility for verges.

Dr Merry proposed that the motion be accepted, seconded Mr Crisp and agreed nem con.

**Mr P Morgan.** Sports and Social Club status and building report.

It was generally considered that the report was useful with the following to be followed up:

- a. Rental agreement for premises.

- b. Club constitution.
- c. Need for Council to be supportive.

**Dr Merry.** Walking Guide - Dr Merry to proceed with comments and costings.  
**C Potts.** Corner House - noted. Council agrees with proposed move to CEO.  
**OCC.** BOAT44 - OCC action noted.

**W Kent.** Cottsway proposed development noted. Detailed proposal awaited which will be consulted upon.

**Speedwatch.** Journeys group of EWG to consider.

**Greenbarnes.** Quote for lettering on honours board agreed on a proposal from Mr Potter, seconded Mr Epps. (£52.85).

**Mr Inman.** Free membership of Rural/Market Towns Group - accepted.

**Mr Nash/Ms Lunney.** Nine Acres Lane/Thames Street junction parking issues and need to extend double yellow lines noted.

**WODC.** Decision to close recycling centre at Spendlove despite protest from Town Council.

**Mrs Burroughs.** National Thank a Teacher Day. Thanks to be sent to 3 nursery schools and Primary School.

**Rushy Bank.** Update from Mr Cox to be circulated.

## **7. To adopt the 2020/21 Accounts.**

It was agreed that the parts 1 and 2 be signed by the Chair following consultation with the Clerk on a number of questions on a proposal from Mr Epps, seconded Mr Crisp and agreed.

## **8. To review standard agendas.**

Not discussed. Too soon at present.

## **9. To appoint a Personnel sub-committee to deal with all staffing matters.**

It was considered that it was appropriate to review/ update contracts of employment. Mr Raymond-Barker proposed Ms Reason, Mr Epps and Mr Kenrick as members of the sub-committee, seconded Dr Merry and agreed. OALC models to be considered

## **10. To receive EWG stream reports.**

- a. Land and Nature
- b. Engagement
- c. Buildings
- d. Energy
- e. Journeys
- f. Food

Reports had been circulated in advance of the meeting and will be published on the website. It was agreed that regular reporting to Council was necessary to follow up the declaration of a climate emergency and in particular to agree any funding requirements.

Mrs Burroughs said that reports needed to be meaningful and could perhaps be bi-monthly so as not to clash with other reports. Mr Harrison to put reports on the website for transparency and information purposes.

#### **11. To decide on branding proposals.**

There was a brief discussion setting out the process by which the 'branding' had been considered resulting in a morphed logo for the EWG, (Work on this originally promised to be free of charge) but work has been done thus creating a dilemma on payment. Town Council not aware of cost implications on this occasion as expected to be free but took longer than anticipated.

Three decisions to be made:

1. Adopt Charlbury Can and branding
2. Hold off for time being
3. Pay £1000 or not as a nominal fee for work done.

The Clerk reminded Councillors at this point of the potential need to declare interests.

Mr Crisp proposed the adoption of Charlbury Can, seconded Dr Mortimer.

Mr Raymond-Barker, Ms Reason and Mr Styring declared an interest and took no part in the voting. **F6, Not voting 2.**

Mr Crisp proposed that £1000 be paid from existing EWG budget, seconded Mr Raymond-Barker.

Mr Epps, Ms Reason and Mr Styring declared an interest and took no part in the voting. **F4.**

Invoice to be raised and sent to the Clerk for payment.

#### **12. To consider Governance: a. Standing Orders, b. Accounting and Transparency.**

a. A gender neutral version of model standing orders (NALC) was approved.

b. Next agenda following further consideration by those interested.

#### **13. To approve vision, mission statements and plans.**

Vision and Mission statements (previously circulated) were agreed and will be published on the website.

#### **14. To approve nature stream proposal on wildlife and verges.**

Dealt with in correspondence (Dr Mortimer motion approved).

#### **15. To receive a report from the EWG.**

Duplicate to agenda item 10.

#### **16. To receive a report from the Strategy Working Group.**

Duplicate item not discussed.

#### **17. To receive reports.**

All reports had been previously circulated and will be available on the website.

There being no further business the meeting closed at 8.55pm.

Signed.....  
Chairman