

Meeting of Charlbury Town Council held on Wednesday 27th July 2016
at 7.30pm in the Corner House.

Members Present: Mr P Kenrick (Chairman), Ms N Eley, Dr A Merry, Mr R N Potter,
Mr P Morgan, Mrs J Burroughs, Mr R Puttick, Mr R Prew, Mrs K Broughton,
Ms L Reason, Mr R Fairhurst.

Apologies: Mr G Clemson, Mr R Rose (County Councillor).

Prior to the meeting opening, Mr P Bennett addressed the Council. Mr Bennett outlined his concerns in respect of planning application **16/02306/FUL** for housing development in Sturt Close (previously a play area) with access from Woodstock Road. His concerns related to access, design of unit fronting Woodstock Road, the loss of two trees, overlooking, flooding and the loss of play space.

The Chairman spoke briefly about how he wished to see the Council operating.

Attendance: All dates are published - please put in diaries. Apologies for absence to the Clerk.

Conduct: Need for courtesy - raise hands if wishing to speak - the Chairman will then pick up the sequence. Comments to be addressed through the Chairman thus avoiding separate meetings and confusion.

He went on to report the death of Mr M Maisey, a former Chairman and Councillor. Condolences had been sent to the family by the Clerk. Town Council report deadline is 1st August for any inclusions.

1. To receive the minutes of the last meeting.

Dr. A Merry proposed that the minutes be signed subject to the deletion of the last line which was an error. This was seconded by Mr R Puttick and agreed.

2. To deal with matters arising.

August Agenda. Vacancies to be filled/reports/committees.

Emails. If not to be shared outside Council a note to be added.

Declaration of Interest. List by name not office.

Elmstead Section 106. Check on progress.

Wilderness. Rufus Lawrence will hold open meetings on Friday 29th July from 4 - 7pm at The Bell. Need for a 'wash-up' meeting after the event to consider any issues raised. Councillor tour is being arranged by Rufus Lawrence.

Sports and Social Club. Second meeting has been held with the next scheduled for 2nd August at 7.30pm in the Corner House. Robert Caston has been asked to attend as Chairman of the Nine Acres Management Committee.

Riverside. Event held. Field OK. No known problems. Organisers to be congratulated. Mr Potter reported receipt of a noise complaint. This was from the wedding at the Cricket Club as the Riverside Festival had finished at that time

Station Manager. Invite Alan Field's replacement to a Council meeting.

X9 Bus Service Witney/Chipping Norton. Liz Leffman reported that a group has been set up to monitor the service which wished to send a timetable to every household on the route. A donation of £30 to print costs is requested. Ms Reason proposed that £30 be paid, this being seconded by Mr Prew and agreed in principle.

3. Declaration of Interest.

The following declared an interest in the planning application relating to the Solar Farm **16/02309/S73**: Ms Reason, Mrs Broughton, Mr Puttick and Mr Kenrick.

Mrs Burroughs declared an interest in plan **16/02407/FUL**.

Councillors listed took no part in discussions relevant to the particular application.

4. To sign orders for payment/receive report.

The Clerk had circulated a copy of the list of accounts to pay and explained these to those present. Mr Potter proposed that the accounts be paid, this being seconded by Mr Morgan and agreed. Accordingly cheques were signed by three Councillors.

5. To receive a report from the Planning Committee.

Alan Field of GWR (Station Manager) was unable to attend. Seven plans were considered with the Chairman and Clerk asked to prepare a set of comments for the Sturt Close application to be approved at this meeting.

The following comments were agreed:

16/02264/LBC, 16/02263/HHD. Refurbishment and extensions at Kimbell House, Dyers Hill.

1. We have no objection.

16/02294/LBC, 16/02289/HHD. Erection of new gates at Tollgate Cottage, The Slade.

1. We deplore retrospective applications.

2. Otherwise no objection.

16/02306/FUL. Demolish two semi detached properties in Woodstock Road to facilitate new access to disused land behind Sturt Close. Develop 9 two bed bungalows with car parking and landscaping.

1. We welcome this application which seeks to develop a number of smaller units which Cottsway, WODC and this Council have recognised as being necessary. It is regrettable that priority cannot be given to those on the waiting list with local Charlbury connections.

2. The loss of the amenity play area is regrettable.

3. The impact of this development on neighbours needs careful consideration. The properties in Sturt Close have short gardens and may suffer from overlooking. Woodstock Road neighbours have longer gardens and be less affected.

4. Is there sufficient parking at less than two cars per property?

5. The design of the building fronting Woodstock Road needs to reflect the character of the existing chalet style properties in order to maintain the 'street scene' in this part of the Conservation Area.
6. Given the narrowness of the existing footpath link to Sturt Close, is this adequate to provide a safe link for both pedestrians and cyclists to the Town centre and local shops?
7. The introduction of a new road on the slope down to Woodstock Road could cause an increase in water run-off and this is of particular concern to the residents of the low lying properties on the other side of the road. Can measures be put in place to address this potentially serious issue.
8. It is expected that this development will create an additional demand for primary school places, particularly given the absence of a Charlbury connection qualification for residency. This is of considerable concern as the local school is close to full capacity and in recent years local children have been unable to secure places there. Can this matter be carefully considered please.
9. The safety of the proposed access from the development on to Woodstock Road is of considerable concern as this is a road where traffic speeds are a known problem, sight lines are often obscured by parked cars and there are many existing accesses with limited visibility. Similar issues also apply to two other current applications along the same road (**16/01866/FUL** and **16/02407/FUL**) and we therefore believe it to be essential for highways officers to visit the sites of all three applications to appreciate the potential problems.
10. We would ask that this application go to committee and recommend a site visit.
11. We recommend that alternative options be considered with access from Sturt Close and incorporating a designated play area with associated equipment. This play facility had been previously suggested to this Council by Cottsway officers in discussions about the development of this site).
12. Can neighbours comments be carefully considered.
13. We strongly recommend that the applicants engage in a consultation exercise with local residents.

16/02309/S73. Non compliance with conditions 7, 8, 9 and 14 of consent **15/01523/FUL.** Land West of Fawler Road (Solar Farm).

1. We have no objection.

16/02347/S73, 15/01749/HHD. Erect garage and studio at 10 Sandford Park, amendment to permission **14/02047/HHD.**

1. We have not been supplied with the correct plans for this and therefore are unable to form a view.
2. We deplore retrospective applications.
3. We object to the proposal until further consideration can be given to the correct drawings when supplied.

16/02388/HHD. Alterations and extensions at 9 The Green.

1. We have no objection.

16/02407/FUL. Erect detached dwelling with car port and new access at The Grange, Woodstock Road.

1. We are concerned that this proposes a further access on to this narrow section of Woodstock Road where traffic speeds can be a problem. We ask that Highway engineers and Planners consider the impact of this access in conjunction with the accesses proposed in plans

16/01866/FUL and **16/02306/FUL**. Visibility is poor and all three access points are considered to be dangerous, taken together even more so

2. Can a pedestrian access be provided on to Woody Lane to provide a walking route to the Town and shops.
3. Adequate sight lines are essential.
4. Otherwise no objection.

6. To deal with Correspondence.

WODC. Parish facility survey. Clerk to complete and return.

OCC. Repainting of markings. Noted.

Tree works. Cemetery and Nine Acres. Mr Morgan proposed that the work identified in the duty of care survey be undertaken by Boward Trees, seconded Ms Reason and agreed.

Liz Leffman. Parking charges at station. Clerk had spoken to Station Manager, charges now dropped.

Finstock Parish Council. Taking on OCC work. Council will participate but meeting needs to reflect timescale for precepts.

Guy Ker. Mill Field cutting and management - Clerk and Dr Merry are reviewing the management.

7. To receive reports with reference to Charlbury.

(i) **County Councillor.** Mr Rose was unable to attend and the Clerk read out his report.

Mr Morgan felt that the report did not concentrate on Charlbury matters and Mr Potter would like to see more detail on the Oxford Comet service.

(ii) **District Councillors.**

Liz Leffman reported as follows:

10 Sandford Park. She has asked for the plan to go to committee.

Sturt Close. Asked for this to go to committee and concerned at lack of play space.

Grass cutting. WODC seeking to get parishes to work together.

Bus. A group has been set up in Chipping Norton considering some form of co-operative to commission services across the District. WODC cabinet approved an £800 set up grant.

Dean Pit replacement. Moving forward, owners of Enstone airfield happy for site to be set up there. Claire Locke (WODC) is revisiting the Greystones' proposal. May need to set up a management co-operative which could levy charges.

Andy Graham reported as follows:

Location of planning notices (best location) being discussed/as is clarity.

Seeking a consultation exercise for the Sturt Close proposals.

Sheep Street. Trying to get surface repaired (OCC).

Is putting a proposal to WODC re hate crimes.

Mr Graham was thanked for his work with the Youth Theatre.

8. To consider the Neighbourhood Forum.

Analysis is under way. There has been a good response at around 50%. The group will now form two arms CLP and NDP.

Town Council involvement is now necessary. Mr Kenrick will now be attending meetings.

Dr Merry has prepared terms of reference for NDP. Term also needed for CLP group.

The forum will review the T of R and send back to Council for August meeting and approval.

9. To consider Risk Assessment.

The Clerk had circulated an updated risk assessment document as required by audit. This will now be an agenda item at the annual meeting to ensure the review process is sustained.

Mr Fairhurst proposed that the document as circulated be adopted, this being seconded by Dr Merry and agreed nem con.

10. To consider the August 6th surgery.

Mr Puttick and Mr Prew will attend.

11. To consider initial precept discussions.

A single issue meeting was held on 20th July to discuss the precept and the extent to which it was possible or desirable to increase this to meet known needs. The discussion evolved into a resolution to limit a maximum amount of loan to be considered, should it be necessary and agreeable to the public, i.e. to satisfy DCLG requirements for loan sanction.

Mr Morgan proposed the maximum loan sought should not exceed £200K, seconded Mr Fairhurst. F7, A2, Abst 1.

Further reports for the August agenda to enable due process prior to precept deliberations.

The Chairman pointed out that any grants given by the Council could be conditioned.

12. To agree a date for the next facilities working group meeting.

It was agreed that the next meeting would be held at the home of Mr Kenrick on Friday 29th July, 10am.

The Chairman then read a note he had prepared on a personal basis which sought volunteers to take on duties involved in improving the Town's appearance, weed removal etc., on streets (adopt a street). This would be included in the next edition of The Chronicle. Hopefully volunteers will emerge.

There being no further business, the meeting closed at 9.55pm.

Signed.....
Chairman