

**Meeting of Charlbury Town Council held on Wednesday 28th July  
2021 at 7.30pm in the Memorial Hall.**

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

**Also Present:** Ms L Leffman (County and District Councillor).  
Mr A Graham (District Councillor).

**Apologies:** Mr D Raymond-Barker, Mrs J Burroughs.

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

Dr Merry proposed that the minutes be signed as a correct record, this being seconded by Mr Crisp and agreed.

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

**Corner House documents.** Clerk has emailed Mr Scott who would also like to view. He will contact me to arrange a meeting in due course (Mr Kenrick and Mr Crisp).

**Football Club.** Ms Reason has asked Mr Morgan to provide names of trustees.

**Verges.** Second part to be cut w/c 9/7/21.

**Bring Site.** Now removed and replaced with disabled parking bays. Town Council not consulted. EV charging bays needed. See agenda item 8.

**3. Declaration of Interest.**

Mr Potter declared an interest as a trustee of the Exhibition Foundation (Plan **21/02261/LBC**)

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

The Clerk had previously circulated a list of accounts to pay. He answered questions following which Mr Epps proposed payment, seconded Dr Merry and agreed. Accordingly cheques were signed by two Councillors.

**5. To receive a report from the Planning Committee. (NB. All comments prepared by Mr Kenrick for both June and July 2021 minutes after consulting other Councillors, inserted verbatim).**

The following plans were considered:

**21/01858/HHD** Demolish conservatory, erect carport/garage and additions to link building at Spellwood, 4 Spelsbury Road Villas.

1. We have no objection but expect the highest standards of energy efficiency to be included to reflect the Town Council's declaration of a climate emergency and in line with Aim 2 and policy NE9 of the Charlbury N/H Plan.

**21/01893/LBC** Replace 4 windows at Market House, Sheep Street.

1, We strongly object to this application on the grounds that it totally fails to address the imperative to address energy efficiency in line with the climate emergency declared by both Charlbury Town Council and WODC and as reflected in West Oxon local plan core objective CO15 and policy 0S4 as well as Aim 2 and policy NE9 of the Charlbury N/H Plan.

2. Whilst we acknowledge the important requirement to preserve the historic environment of the town with particular emphasis on heritage assets such as listed buildings, this does not exempt such heritage buildings from the needs to address the climate emergency. Historic England has published extensive advice and guidance on this matter as referenced by WODC in pre application advice. We also note that the Charlbury Conservation Area Advisory Committee has drawn attention to this matter. Based inter-alia on this HE guidance, it is clear to us that options are available to reconcile the two sets of requirements but regrettably we see no acknowledgement of this advice within the application nor any explanation of how the issues, such as energy efficiency, will be addressed or mitigated. We do not consider this to be acceptable.

**21/02226/HHD** Extensions at 53 Nine Acres Close.

1. We have no objection to this application, which is generally in keeping with other extensions along Nine Acres Close. However, we do wish to make the following comments particularly relating to the proposed garage conversion.

2. Given that the current garage adjoins the neighbouring property (No. 51), its use as living or working space could generate issues of neighbourliness and careful consideration should therefore be given to the neighbours comments. Of particular note is the inclusion of a terrace behind the converted garage which will significantly raise the level above that of the current garden space due to the lie of the land. Is the inclusion of a terrace necessary for a home office?

3. We expect the highest standards of energy efficiency to be incorporated in recognition of the climate emergency declared by the Town Council and in line with Aim 2 and policy NE9 of the Charlbury N/H Plan. This is especially important for the proposed conversion of the garage which is separate from the main dwelling of No 53.

**21/02279/HHD** Glazed link structure at Chantry Cottage, Bayliss Yard.

1. We have no objection but expect the highest standard of energy efficiency to be included to reflect the Town Council's declaration of a climate emergency and in line with Aim 2 and policy NE9 of the Charlbury N/H Plan.

**21/02339/FUL** Change of use of land to run Forest School. Land off Forest Hill.

1. We strongly support this application which enables Little Wild Things to continue their excellent work enabling young children to actively engage with nature. Their work has a strong environmental and ecological basis that aligns with the Town Council's priorities.

2. Whilst this application is technically retrospective, we applaud the applicants efforts to resume operation as quickly as possible after their previous site ceased to be available to them.
3. We note that the application site straddles the Charlbury Parish boundary and ask that the views of Cornbury and Wychwood Parish meeting are carefully considered.

**21/01946/HHD** Erect garden room at 23 Ticknell Piece Road.

1. We have no objection but expect the highest standards of energy efficiency to be included to reflect the Town Council's declaration of a climate emergency and in line with Aim 2 and policy NE9 of the Charlbury N/H Plan.

**21/02261/LBC** Change roofing materials on lean-to shelter at Charlbury Playgroup, Park Street.

1. We have no objection.

**21/02540/HHD** Loft conversion at Churchill House, Wychwood Close.

1. We have no objection but expect the highest standards of energy efficiency to be included to reflect the Town Council's declaration of a climate emergency and in line with Aim 2 and policy NE9 of the Charlbury N/H Plan.
2. This is particularly important for conversions in loft spaces.

**Wigwell House Issues.** There was considerable discussion and concern that the plans had been approved by WODC. Dr Merry was thanked for attending the Uplands Planning meeting to deliver the views of this Council (to little effect).

It was agreed to write to WODC and seek a meeting to discuss issues of planning enforcement or lack of it and how developers react to conditions set in planning approvals. Chair, Vice Chair and Clerk to represent this Council at the meeting.

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

**WODC. Litter bin locations.** Clerk has responded.

**Claire Wilding.** Purchase of equipment to use to clean up around the skatepark agreed on a proposal from Mr Potter, seconded Mr Kenrick. Invoice to be reimbursed.

**WODC. Allocation of £1500.** Not sure what it is to be used for. Money to be accepted.

**Dr Mortimer.** Dr Mortimer will be the Council liaison with the Charlbury Patient Group.

**R Courts.** CEE Bill. Response noted.

**J Totman.** Enstone Road crossroads. To traffic committee.

**K Maclennan.** Allotment resignation noted.

**RBL.** Wreath layer for 14th November. Mr Harrison will do this.

**J Jaques.** Wilderness contacts noted.

**W Smith.** Lines in Browns Lane/obstructions. Noted.

**Priscilla Frost.** Ditchley Road. Noted. (OCC matter).

**Dr Mortimer.** e bike event posters. Agreed on a proposal from Mrs Wilding, seconded Dr Merry (circa £27.50).

**Mr Crisp.** Pop-up camping, Spelsbury Road. Various issues raised by residents. Ms Leffman reported that both WODC and OCC officers were involved in dealing with matters at this site.

## **7. To receive reports with reference to Charlbury.**

1) County Councillor. Liz Leffman reported as follows:

- Enstone Road crossroads. To be improved in November.

- There is an OCC working group looking at the management of grass verges - balance of safety with other issues,
- Thames Water to be involved in water quality improvement.
- North Cotswold Line Task Force to look at improvements to Cotswold Line. No plan yet to dual line between Hanborough and Charlbury.
- Councillor priority fund to pay for an e bike for Charlbury trials. OCC has 2 consultations at present. Infrastructure Strategy and Oxford 2050 plan. Both in early stages.
- Speedwatch/Police issues. Liz will raise concerns at her meeting with the Police and Crime Commissioner.

2) District Councillor. Andy Graham reported as follows:

- Climate emergency motion at WODC to support CEE Bill defeated.
- Community grants given to support Covid activities.
- GLL Leisure services provider struggling due to Covid.

Andy answered 2 questions.

### **8. To consider the result of Charlbury parking, EV charging and e bike survey.**

A paper had been circulated with the survey results.

The points raised in the paper were, in particular, the interest in the provision of EV points (possible use for area vacated by bring site - consult WODC). Infrastructure needed.

Spendlove site is being looked at for 2nd tranche of EV points.

Mr Harrison is part of a project considering laying cables across footways for non-off street parking premises. It was agreed that he would be the Council lead on the subject generally.

Ms Leffman reported that, as yet, WODC do not have a contractor in place to provide tranche 1 of EV points.

Are other EV sites possible in town, perhaps Hydac site which is near Southill Solar Farm.

### **9. To consider the recommendations of the working party on procedures.**

A paper had been previously circulated based on a Basecamp discussion held on Zoom (July 7th). It was agreed that:

- In principle a new accounting system should be agreed.
- Council bankers to be changed.
- Terms of reference needed for committees and working groups.
- Minutes to be available within one week of meeting.
- Agendas etc to be as transparent as possible.
- Blended meetings - legality being examined.
- Councillor surgeries. Future agenda item.

### **10. To receive a report from the Personnel committee.**

First meeting held on 28th July at 2pm. Further work to be done.

### **11. To consider Town Council involvement with Street Fair 2021.**

A paper had been circulated. There was discussion on what the Council wished to do and who would be available to support that. A list of ideas to be prepared. It was agreed that Mr Kenrick would book two stalls at £10 each.

### **12. To approve the formulation of a publications committee (2 members).**

Mr Styring thought this was a sensible action to vet outgoing Council information. Terms of reference needed. Group to consist of Mr Raymond-Barker, Mr Epps and Mr Styring.

### **13. To receive a traffic committee report.**

Reports had been circulated and Mr Epps took those present through these.

Issues are:

- Speedwatch - need for a co-ordinator and new volunteers. Police had been contacted concerning the reintroduction of enforcement action.
- Further discussion ensued perhaps for Journeys team of EWG.
- TRO measures arising from survey need to be finalised.
- Enstone Road crossroads improvement under consideration by OCC.
- Build out on Banbury Hill discussed - cost £8-12k.
- Public consultation needed but costs would fall on Town Council.
- Rumble strips may be cheaper.

### **14. To consider hybrid meetings.**

A paper had previously been circulated. The Clerk reminded those present that the law currently requires 'face to face' meetings.

Difficulties of shielding were noted.

Mr Epps said that at present the process is illegal but he had tried to set out alternatives which may become possible if laws change.

It was agreed that present arrangements continue with anyone needing to be shielded accommodated safely, perhaps in an adjacent room in the same venue.

### **15. To consider attendance at a Zoom meeting (19th August). Oxfordshire Plan 2050 event.**

Ms Reason will attend.

### **16. To consider updating the Charlbury Town Council website.**

Mr Harrison will continue with this work. There may be some cost savings.

Mr Epps proposed that Mr Harrison continue his work on the website, seconded Mr Kenrick and agreed.

There being no further business the meeting closed at 10.00pm.

Signed.....  
Chairman