

## WEST OXFORDSHIRE DISTRICT COUNCIL

### Minutes of the meeting of the Cabinet

Held in the Chipping Norton Town Hall, Lower Room. at 2.00 pm on **Wednesday, 16  
November 2022**

#### PRESENT

Councillors: Andy Graham (Leader), Duncan Enright (Deputy Leader), Joy Aitman (Cabinet Member for Stronger, Healthy Communities), Lidia Arciszewska (Cabinet Member for Environment), Dan Levy (Cabinet Member for Finance), Mathew Parkinson (Cabinet Member for Customer Delivery), Carl Rylett (Cabinet Member for Planning & Sustainable Development) and Andrew Prosser (Cabinet Member for Climate Change),

Officers: Giles Hughes (Chief Executive), Frank Wilson (Group Finance Director - Publica) and Susan Sale (Monitoring Officer), Andrew Turner (Business Manager), Michelle Ouzman (Democratic Services Officer), and Anne Learmonth (Democratic Service Officer).

Other Councillors in attendance: Colin Dingwall, Michele Mead, Rizvana Poole and Mike Cahill.

#### **81 Minutes of Previous Meeting**

The minutes of the meeting held on Wednesday 12 October 2022 were approved by the Cabinet and signed by the Leader, Councillor Andy Graham.

#### **82 Apologies for Absence**

Apologies for absence were received from Councillor Geoff Saul the Cabinet Member for Housing & Social Welfare.

#### **83 Declarations of Interest**

There were no declarations of interest received.

#### **84 Participation of the Public**

The Leader of the Council Councillor Andy Graham welcomed everyone to the meeting, and thanked the members of the public for attending. The Leader explained that during the meeting Cabinet would be answering those questions that had already been received, the public were welcome to stay behind once the meeting had concluded to ask any members of the Cabinet questions. If the answers were unknown at that time Cabinet members would take them away and find out the answers and come back to them in due course.

The Leader reported that several questions had been received from the public, and invited those that were present to address the committee with their questions. In turn the Cabinet provided the following answers:

**QI** Asked by David Heyes

In the Local Plan reference is made to an “agreed Masterplan” for the East Chipping Norton Strategic Development Area. Which bodies are required to agree to the plan and what are the criteria to be used?

**AI** Answered by Councillor Carl Rylett Cabinet Member for Planning and Sustainable Development

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Policy CNI relates to the East Chipping Norton SDA and stipulates that there should be 'comprehensive development for the whole site including land north and south of London Road to be led by an agreed masterplan'.

Neither the policy nor the supporting text refer to which bodies are required to agree the plan or any criteria that are to be used.

However, in keeping with progress being made on the other SDAs, the expectation is that any such masterplan will be landowner/developer led and then put to the Council for consideration, either as part of a planning application or (as has been the case at West Eynsham) separately.

Earlier this year, the two main landowners for the East Chipping Norton SDA agreed to jointly commission a masterplan to support any future planning applications. A steering group was formed with an initial inception meeting held at the end of March. However, no further meeting has taken place since then as the two main landowners have been undertaking further survey and analysis the outcome of which is still awaited.

**Q2** Asked by Sandra Coleman

The residents of Chipping Norton have noticed problems with the structure of Chipping Norton Leisure Centre's building. Some of these are longstanding and have never been properly addressed. What processes are in place to address this - and any arising health and safety concerns? The Leisure Centre is a fantastic facility but is being compromised by the standard of upkeep of the building.

**A2** Answered by Councillor Joy Aitman the Cabinet Member for Stronger Healthy Communities.

Chipping Norton Leisure centre was built in 2002. The council has obtained four quotes to carry out internal repairs to the centre and it is anticipated that this work will be started in the coming weeks.

A national roofing contractor has also been appointed to conduct an invasive investigation of the roof and prepare a report detailing recommended works, including any temporary solutions. The invasive investigation is due to take place in the first few weeks of December, with the final report due by the end of January 2023.

**Q3** Asked by Keith Ruddle

I am very pleased to see WODC Cabinet visiting Chipping Norton for this meeting. I would request a possible 3 minute slot to ask some or all of following

Overall Question – Can WODC Cabinet tell Chipping Norton's community exactly what commitment they have, and what proactive actions they are taking, to ensuring that the growth of Chipping Norton is sustainable and appropriate for a working town – and that there is sufficient investment in infrastructure to support this after years of relative neglect.?

**A3** Answered by Councillor Carl Rylett Cabinet Member for Planning and Sustainable Development

Chipping Norton is identified in the Local Plan 2031 as a main service centre on the basis that it is the District's third largest town and has a good range of services and facilities to support future growth. The Local Plan is supported by an Infrastructure Delivery Plan (IDP) which seeks to identify what infrastructure is needed to support future growth to 2031 across the

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District including at Chipping Norton. The Chipping Norton Neighbourhood Plan adopted in 2016 also identifies a number of locally identified infrastructure projects. Earlier this year, in support of planned strategic development to the east of the town, the two main landowners agreed to commission a masterplan which will help to provide an up to date and comprehensive assessment of the new and improved infrastructure which is needed to support the development. Subject to the relevant legal tests, any such improvements would be secured through appropriate planning obligations or in some instances through planning conditions.

Specific issues – In answering the above, please can you address specifically the questions below:

**Q3a** Asked by Keith Ruddle

Zero carbon East Chippy plan – WODC, with housing targets in mind, collaborated with lead landowner OCC to allocate 1200 new homes in the 2018 Local Plan at East Chipping Norton. There's still no Masterplan, no commitment to Zero Carbon by OCC as landowner, and WODC cannot demonstrate a 5 year housing supply. Exactly how are WODC Cabinet working proactively with OCC's Leader and Cabinet to sort this for the benefit of West Oxfordshire?

**A3a** Answered by Councillor Carl Rylett Cabinet Member for Planning and Sustainable Development

Earlier this year, the two main landowners of the East Chipping Norton SDA (CALA Homes and Oxfordshire County Council) agreed to jointly commission a masterplan to support any future planning applications. A steering group was formed with an initial inception meeting held at the end of March. However, no further meeting has taken place since then as the two main landowners have been undertaking further survey and analysis the outcome of which is still awaited.

The District Council will continue to work closely with both landowners to further progress the masterplan and enable any subsequent planning applications to come forward for determination.

The extent to which the landowners commit to net zero carbon is currently a matter for them as there is no specific policy requirement to achieve this in either the adopted Local Plan or the Chipping Norton Neighbourhood Plan.

The Chief Executive Giles Hughes added that The Council had a proactive vision and would engage with County Council, Town Councils and other partners to share issues and have a holistic approach.

**Q3b** Asked by Keith Ruddle

Getting HGVs off the A44 – WODC declared illegal pollution and an AQMA in Chippy in 2008. They were meant to ensure action. Depripping the A44 was the then solution. It hasn't happened. Are WODC still responsible for monitoring pollution, are they still doing so (the Black Box was removed 5 years ago ) and how are they lobbying OCC and the Government to act faster after 15 years of no action?

**A3b** Answered by Councillor Andrew Prosser the Cabinet Member for Climate Change.

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- We are in the process of appointing an air quality consultant to review the Air Quality Action Plans (AQAPs) for both Chipping Norton and Witney. We are currently ironing out the Ts & Cs, so hope the work on this will be commencing shortly. As part of this process, a steering group will need to be established to review and decide on actions to reduce air pollution going forward. I would welcome a representatives of WODC and Chipping Norton Town Council to be included in this group.
- We are currently monitoring NO<sub>2</sub> at 5 locations in Chipping Norton as shown on the attached plan (please note sample points S18-20 are no longer in use). So far unadjusted concentrations are below the national objective of 40ug/m<sup>3</sup> for all locations except S22. This location currently has an unadjusted average value of 45.9ug/m<sup>3</sup>.
- Oxfordshire County Council have recently issued a Freight & Logistics Strategy (attached), which states: 'The county council will consider environmental weight restrictions across the County, particularly areas which are subject to significant levels of HGV traffic, prioritising the towns of Burford, Chipping Norton and Henley-on-Thames'. The AQAP process will provide WODC and the Town Council an opportunity to put pressure on OCC to deliver this proposal for Chipping Norton.
- I have looked back into correspondence saved on our system, and it seems some progress was made in with regards to depriming the A44, however Gloucestershire County Council had concerns that the consequence of this action would worsen air quality in Stow on the Wold. As far as I can tell this has not been resolved. Returning to my first point, I suggest this issue is revisited as part of the AQAP process, engaging GCC as early as possible.

### Q3c Asked by Keith Ruddle

£££ for Town infrastructure – WODC's official list of Chippy's 'infrastructure' needs, is over 5 years out of date, was largely unfunded, and ignores 1200 extra East Chippy homes. WODC are now consulting on 'what we want' for infrastructure – but exactly how do they propose to avoid just another 'wish list', and fund it adequately, with any proper long-shelved plans for any Community Infrastructure Levy.

**A3c** Answered by Councillor Duncan Enright the Deputy Leader and Cabinet Member for Economic Development.

The Local Plan is supported by an Infrastructure Delivery Plan (IDP) which seeks to identify what infrastructure is needed to support future growth to 2031 across the District including at Chipping Norton. The Chipping Norton Neighbourhood Plan adopted in 2016 also identifies a number of locally identified infrastructure projects. Earlier this year, in support of planned strategic development to the east of the town, the two main landowners agreed to commission a masterplan which will help to provide an up to date and comprehensive assessment of the new and improved infrastructure which is needed to support the development. Subject to the relevant legal tests, any such improvements would be secured through appropriate planning obligations or in some instances through planning conditions.

### Q3d Asked by Keith Ruddle

Public sports pitch provision – This is a major shortcoming in Chipping Norton – eg no full size football pitch for either public or private use. There was nothing in the Local Plan to require sports pitches for the 1200 new homes or make up the existing shortfall. This was a failure by WODC to meet their own Open Space policy. What's the response and action?

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**A3d** Answered by Councillor Joy Aitman the Cabinet Member for Stronger Healthy Communities.

Question answered as part of question 2 - The Cabinet will be considering a new Playing Field Strategy when it meets on the 16th November in Chipping Norton, a copy of the strategy has been published on the West Oxfordshire District Council website.

**Q3e** Asked by Keith Ruddle

No affordable housing – How much, if any, new social rented or affordable housing for young Chippy working people has WODC supported in the last 10 years? What is planned for the next 3 years, given the huge delay at East Chipping Norton?

**A3e** Answered by Councillor Andy Graham, The Leader.

There have been 253 affordable homes constructed over the last ten years in Chipping Norton and its sub area. There are a further 78 under construction or within the planning application process.. A breakdown by site is attached for information.

<b>Development - Chipping Norton town</b>	<b>Status</b>	<b>Total affordable homes</b>	<b>Rental</b>	<b>LCHO</b>
Land South East of Walterbush Rd	complete	91	66	25
Vernon House	complete	19	19	
Cornish Rd	complete	5	5	
The Pillars, Banbury Rd	complete	40	27	13
Willow Gardens extra care	complete	80	60	20
Walterbush Rd (WODC partnership development)	under consideration	8		8
Hailey Avenue (Cottsway regen site)	in design	12	8	4
<b>Total</b>		<b>255</b>	<b>185</b>	<b>70</b>

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<b>Development - Chipping Norton Sub Area</b>	<b>Status</b>	<b>Total affordable homes</b>	<b>Rental</b>	<b>LCHO</b>
Quarry Place Enstone	complete	5	5	
North Street, Middle Barton	complete	8	8	
Dashwood Terrace, Middle Barton	complete	5	4	1
Choice Hill Road, Over Norton	application under construction	9	6	3
Oxford Road, Enstone	application under construction	29	15	14
<b>Total</b>		<b>56</b>	<b>38</b>	<b>18</b>

<b>Other pipeline - Chipping Norton Sub Area</b>	<b>Status</b>	<b>Total affordable homes</b>
Land East Of Worton Road Middle Barton	application under consideration	14
Land North And South Of The Lane Great Tew	application under consideration	6
<b>Total</b>		<b>20</b>

**Other Chipping Norton schemes predating 10 year request for info** **Total affordable homes**

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Parker Knoll, Chipping Norton	Complete	47 affordable
Edward Stone Rise, Chipping Norton	Complete	15 affordable
Coopers Square/Close, Chipping Norton	Complete	13 affordable
<b>Total</b>		<b>75</b>

**Q3f** Asked by Keith Ruddle

Lack of Town parking – Did WODC’s cabinet and officers come here by public transport or by car – we hope they parked easily. Most visitors can’t on weekdays and holidays. WODC’s last parking study for Chippy was 2016 – concluding that more than 100 new town centre parking spaces were needed. What action are WODC proactively planning to help this?

**A3f** Answered by Councillor Lidia Arciszewska the Cabinet Member for Environment.

The Parking Team will be providing a revised parking strategy for the district, which is planned for completion 2023.

The revision will take into consideration current and future needs of each area including Chipping Norton.

**Q3g** Asked by Keith Ruddle

A welcome for visitors – WODC long ago closed our tourist centre and one stop shop. Our visitor signposting is years out of date or absent, and our street name signs need major refurbishment. WODC know all this = what plans for action are there?

**A3g** Answered by Councillor Duncan Enright the Deputy Leader and Cabinet Member for Economic Development.

There has been no formal request to replace the signs in Chipping Norton. There is a process in place, which is outlined on our website - <https://www.westoxon.gov.uk/planning-and-building/street-naming-and-numbering/>

The Economic Development team is commissioning a study as part of the UK Shared Prosperity Fund looking to identify potential projects to support market towns. One strand will be looking to review signage and wayfinding tools from the perspective of a visitor and to identify any issues and areas for improvement.

**Q3h** Asked by Keith Ruddle

Chippy’s ageing Leisure Centre – This was a welcome facility over 20 years ago but when are WODC going to invest in upgrade, maintenance (those leaks!) or even replacement?

**A3h** Answered by Councillor Joy Aitman the Cabinet Member for Stronger Healthy Communities.

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Chipping Norton Leisure centre was built in 2002. The Council has obtained four quotes to carry out internal repairs to the centre and it is anticipated that this work will be started in the coming weeks.

A national roofing contractor has also been appointed to conduct an invasive investigation of the roof and prepare a report detailing recommended works, including any temporary solutions. The invasive investigation is due to take place in the first few weeks of December, with the final report due by the end of January 2023.

## 85 Receipt of Announcements

The Leader announced that he was very saddened to hear about the unexpected news of the death of Sue Pangbourne the Public Executive Director. Many worked with Sue at some point, and the Leader said he found her incredibly dedicated and caring, the Council's thoughts would be with her family at this saddest of times. The Leader then requested a moments silence out of respect for Sue.

Councillor Joy Aitman the Cabinet Member for Stronger Healthy Communities made an announcement about the Council's response to the Cost of Living Crisis to tackle health, isolation and wellbeing. The Council would be working with local volunteer groups, and if people knew of a warm space available the Council would like to hear about it. All Councillors had received a briefing and an information pack on the Cost of Living Crisis.

Councillor Andrew Prosser the Cabinet Member for Climate Change announced that the Council had extended criteria for grants for help for the homeless, benefits, housing and with energy bills, a total fund of £200,00.00

The Leader announced the Waterways Day would be held at the West Oxfordshire District Council offices at Woodgreen, Witney on Friday 18 November 2022, arrivals from 9.30am for a 10am start, finishing at 5.30pm. Waterways Day had been organised to give local residents the opportunity to learn about the current status of our watercourses and to engage with the organisations that are responsible for their management. Residents would also have a chance to meet experts from local charities and community groups who are concerned about issues of river pollution and flood management and to voice their concerns and ask questions.

The event would consist of a series of talks along with a drop-in area with stands held by the participating organisations to allow residents to discuss the matters of their concern. Throughout the day, there would be talks from these organisations to discuss their role in the prevention of pollution and flooding, the protection of wildlife and management of sewage around local waterways. These would be followed by Q and A sessions to give the public an opportunity to ask further questions.

## 86 Council Tax Support Scheme

Councillor Dan Levy the Cabinet Member for finance introduced the Council Tax Support Scheme, which he said should be read in connection with the hardship scheme.

Councillor Levy proposed that the Cabinet recommends to Council to approve the increase to income bands as detailed within the report. This was seconded by the Leader, Councillor Andy Graham, and agreed by Cabinet.

**Resolved** that Cabinet recommends to Council That Cabinet resolves to recommend to Council to approve the increase to income bands as detailed within paragraph 2.5 from 1 April 2023.

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## 87 Rural England Prosperity Fund

Councillor Duncan Enright the Deputy Leader and the Cabinet Member for Economic Development introduced Rural England Prosperity Fund. This informed Cabinet of the Council's indicative allocation of funding under the Rural

England Prosperity Fund, seeking in principle approval of the overall approach to use of that funding and to seek delegated authority to finalise the submission to Government which is due by 30 November 2022.

The Leader thanked the officers for the hard work that had been put into the report.

Councillor Enright proposed that the Cabinet approves the officers recommendation, this was seconded by Councillor Graham.

The Cabinet **Resolved** to:

- a) Note the Council's indicative allocation of £716,216 from the Government's Rural England Prosperity Fund;
- b) Approve the proposed approach to the use of the fund set out in this report;
- c) Delegate authority to the Chief Executive to finalise the submission to Government in consultation with the Leader of the Council and the S151 Officer.

## 88 Playing Pitch Strategy

Councillor Joy Aitman the Cabinet Member for Stronger Healthy Communities introduced Playing Pitch Strategy seeking the Cabinet to consider the findings and recommendations proposed by consultants commissioned to develop a Playing Pitch Strategy for the District and to approve the Strategy.

Pitch conditions became very noticeable after the Lionesses won the European Cup.

The Leader and the Council wanted enough funding to support the number of teams playing within the district, including Chipping Norton. The Council was keen to have a voice for the young people within the district and had recently appointed a Youth Champion who would have a voice and access to the Cabinet. The Council had reserved £100,000 for youth projects, £50,000 of which for the Playing Pitch Strategy.

Councillor Joy Aitman proposed that the Cabinet approve the officer recommendation set out in the report. This was seconded by councillor Andrew Prosser the Cabinet Member for Climate Change, and agreed by Cabinet.

That Cabinet **resolved** to:

- a) Endorse the findings of the consultants and approves the Playing Pitch Strategy, including its key recommendations and site specific action plan;
- b) Authorise officers to work in partnership with other organisations to establish the feasibility and funding sources for the projects identified within the strategy and to prepare business cases, where opportunities arise, and bring them forward for consideration;
- c) Approve the relevant resources including an allocation of £50,000 from the Council's Priority Fund for a fixed term post to support and facilitate the development of partnerships and bring business cases forward for approval.

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**89 Response to Oxford City Council Local Plan 2040 Preferred Options Consultation**

Councillor Carl Rylett the Cabinet Member for Planning & Sustainable Development introduced the Response to Oxford City Council Local Plan 2040 Preferred Options Consultation, which he thought was a well written document, although yet to do an assessment on housing needs, so more clarity was required.

There was a short minor disturbance at the meeting from a member of the public, the meeting resumed after five minutes.

The Leader reminded the public of his earlier announcement that if anyone wishes to speak to a member of the Cabinet after the meeting, they were welcome to do so.

Councillor Rylett proposed to agree the District Council's response to Oxford City Council's Preferred Option Local Plan consultation. This was seconded by the Leader and agreed by the Cabinet.

The Cabinet **resolved** to:

- a) Note the contents of the report;
- b) Agree that the draft response attached at Annex A be submitted to Oxford City Council

**90 Community Facilities Grant 2nd Round 2022/23**

Councillor Aitman the Cabinet Member for Stronger Healthy Communities introduced the Community Facilities Grant 2nd Round 2022/23. Cabinet was asked to consider applications for grant aid from the Community Facilities Grant Scheme.

Councillor Colin Dingwall, who also attended the meeting, spoke to endorse the scheme.

Councillor Aitman proposed approval of officers recommendation, seconded by the Leader and Cabinet agreed.

That Cabinet **resolved** to agree to award grants in accordance with the recommendations set out in Annex A.

**91 Public Sector Decarbonisation Scheme (PSDS3b) of Carterton Leisure Centre**

Councillor Andrew Prosser the Cabinet Member for Climate Change introduced the Public Sector Decarbonisation Scheme (PSDS3b) of Carterton Leisure Centre, for Cabinet to consider and review the PSDS3b (Public Decarbonisation Scheme) grant application process, including the proposed stages, associated costs and risks.

Councillor Prosser proposed approval of officer recommendations, seconded by Councillor Levy and Cabinet agreed.

That Cabinet **resolved** to:

- a) Support the proposed application process;
- b) Approve a pre contract at risk budget of £53,000

**92 Exclusion of Public and Press**

This item was not referred to at the meeting as item 13 was not discussed at this point in the meeting.

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**93 Exempt Annex B to item 11: Public Sector Decarbonisation Scheme (PSDS3b) of Carterton Leisure Centre**

Item 13 was not discussed at this point in the meeting.

The Meeting closed at 3.06 pm

CHAIR