

Carterton Town Council

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10th July 2025

Chair: Cllr M Mead
Vice-Chair: Cllr S Watson

Members: Cllr S Baylis, Cllr R Brooks, Cllr R Crapper, Cllr K Godwin, Cllr J Guest, Cllr E Hatton, Cllr N Leverton, Cllr N King, Cllr C Lincoln, Cllr M McBride, Cllr D Melvin, Cllr S Vaughan, Cllr K Wood, Cllr L Wood

You are hereby summoned to attend an ordinary meeting of **CARTERTON TOWN COUNCIL** on **Tuesday 15th July 2025 at 7.00pm** at the Town Hall.

Under the Openness of Local Government Bodies Regulations 2014 the Council's public meetings are recorded, which includes filming, audio-recording as well as photography.

In accordance with the Council's standing orders any councillor or member of the public must inform all of those present if they wish to film, photograph, livestream or make an audio recording of meeting proceedings.

We are proud to announce that Carterton Town Council has signed the Civility and Respect Pledge. The Council will treat all Members, Officers, and members of the public, with civility and respect at all times. We please ask that members of the public do the same.

Simon Garwood
Town Clerk and Chief Officer

AGENDA

PAGE NO.

1. APOLOGIES

To receive apologies for absence.

2. DECLARATIONS OF INTEREST and DISPENSATIONS

With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests accordingly.

3. CHAIR'S OPENING REMARKS

To receive an update from the Chair on any noteworthy matters not covered on the agenda.

4. PUBLIC PARTICIPATION

Members of the public are invited to speak on matters on this agenda. The period of time designated for public participation in accordance with Standing Orders shall not exceed 15 minutes, max three minutes per person, and will be under the direction of the Chair.

- 5. MINUTES OF THE PREVIOUS MEETING** **Pages 4 – 18**
To approve the minutes as an accurate record of the Town Council meeting held on 17th June 2025.
- 6. COMMITTEE AND WORKING GROUP MEETING MINUTES/NOTES**
- a) To note the draft minutes of the Planning Committee meeting held on the 17th June 2025. **Pages 19 – 22**
 - b) To note the draft minutes of the Events Steering Group meeting held on 23rd June 2025. **Pages 23 – 26**
 - c) To note the draft minutes of the Economic Regeneration and Environment Committee meeting held on 1st July 2025 **Pages 27 – 33**
 - d) To note the draft minutes of the Grants Committee meeting held on the 8th July 2025. **Pages 34 – 37**
- 7. UPDATES FROM OUTSIDE BODIES**
Council to note:
- a) Any meetings attended by representatives on outside bodies
 - b) Any updates from representatives on outside bodies – please see written update from our schools champions. **Pages 38 – 40**
- 8. FINANCE AND ACCOUNTS**
- a) To approve expenditure for June 2025 as detailed in the tables below. **Pages 41 – 43**
 - b) To approve the bank reconciliation for June 2025.
 - c) To note the quarterly income and expenditure budget update.
- 9. RECOMMENDATIONS FROM THE GRANTS COMMITTEE** **Page 44**
- a) To note the update to the Grants Budget and the current balance of funds remaining for the financial year 2025–2026.
 - b) To consider and approve the following grant awards as recommended by the Grants Committee: [Grant Applications - Supporting Papers](#)
 - i) A grant of up to £1,000 towards the cost of providing portable toilets for the Party in the Park event scheduled for August 2025.
 - ii) A grant of £1,000 in support of the ongoing work of Volunteer Link Up (West Oxfordshire).
 - iii) A grant of £2,000 to contribute to the costs of the OXPIP worker based in Carterton.
 - c) To consider and determine a grant application from Carterton Community Centre, which was deferred by the Grants Committee pending the receipt of additional information.
 - d) To consider and, if agreed, endorse the recommendation of the Grants Committee not to award a grant to Lowland Rescue, on the grounds that the Council’s grants budget is limited and must prioritise activities which are delivered solely within Carterton and directly benefit Carterton residents.
- 10. RECOMMENDATIONS FROM THE ECONOMIC REGENERATION AND ENVIRONMENT COMMITTEE** **Pages 45 – 57**
Council is asked to consider and approve the following recommendations:
- a) Tower Square – To continue efforts to engage with the landowners and local businesses regarding proposed improvements to Tower Square, including the potential for a new lease agreement, in order to progress a more open and accessible town square design.
 - b) Wayfinding and Signage – To explore proposed improvements to town wayfinding and signage—including directional signs to key sites, improved visibility of the Town Hall, a new noticeboard at the Recreation Ground, and an updated town map.
 - c) Bus Shelters To defer action to refurbish or replace the existing bus shelters on Upavon Way pending further clarification on potential new shelter

provision linked to forthcoming S106 contributions from the Lidl and REEMA North developments.

- d) Queen Elizabeth II Garden – To rule out Site B (corner of Upavon Way and Burford Road) as a potential location for the proposed Queen Elizabeth II commemorative garden, and that an alternative site (Site C) on the corner of Stanmore Crescent, near Jagers Bar, be explored instead.
- e) To establish a Green Spaces Working Group as a time-limited (task and finish) group reporting to the Economic Regeneration and Environment Committee, to develop and progress improvement projects for Willow Meadows and The Dell.

11. PROPOSALS FOR LOCAL GOVERNMENT REORGANISATION IN OXFORDSHIRE **Pages 58 – 61**

Council to note the three options proposed for Local Government Reorganisation in Oxfordshire and to consider initial thoughts on the merits of each proposal.

12. WORKS FOR AUTHORISATION **Pages 62 – 86**

To authorise the recommendations for works and expenditure as listed in the pages below:

- a) Annual cut of Willow Meadows
- b) Tree Maintenance at Heather Close
- c) Roof Repair – Carterton Recreation Ground Pavilion
- d) Gas Inspections of Town Council Properties
- e) Fire Proof Cabinet for Storage of Minutes

13. MONTHLY REPORTS **Pages 87 – 92**

Council to note the Mayor's report.

Council to note the Clerks report.

Council to note the County and District Councillor reports.

14. DATE OF NEXT MEETING

Council to note the date of the next meeting as Tuesday 16th September 2025 at 7pm.

Members of the Press and Public Welcome

Please click on any heading underlined to take you to the relevant supporting information.



Carterton Town Council

The ANNUAL MEETING of the TOWN COUNCIL was held on 17 JUNE 2025 at 7.00pm in Carterton Town Hall and was attended by the following:

Chair:	Cllr M Mead
Vice-Chair:	Cllr S Watson
Members:	Cllr R Brooks, Cllr J Guest, Cllr N King, Cllr N Leverton, Cllr C Lincoln, Cllr M McBride, Cllr D Melvin, Cllr S Vaughan, Cllr K Wood and Cllr L Wood
Officers:	Mr S Garwood (Town Clerk) Mrs C Evans (Deputy Town Clerk and RFO)

There were seven members of the public in attendance. One member of the public informed the Chair (as per standing orders) that they would be filming the proceedings.

ITEM	MINUTE	VOTE / ACTION
C018/25-26/1	APOLOGIES	
	Apologies were received from Cllr S Baylis, Cllr R Crapper, Cllr K Godwin and Cllr E Hatton.	
C019/25-26/2	DECLARATIONS OF INTEREST and DISPENSATIONS	
	<p>Cllr K Wood declared an Interest in the Outside Bodies Item as she has an Allotment.</p> <p>Cllr N Leverton, Cllr M Mead and Cllr D Melvin declared an interest in the Kilkenny Planning Item as they are on the Planning Committee at the District Council.</p> <p>Cllr N King mentioned that she and Cllr E Hatton are the outside reps for Schools.</p>	
C020/25-26/3	CHAIR'S OPENING REMARKS	
	The Chair advised the Council that there is a OALC training day called 'Talking Tables' on the 18 th July from 10am to 4pm. The theme is Resilience and it will include tables on Risk, Health and Safety, Standards, Mapping, Cyber Security, Emergency Planning, Crisis Communications, Internal Controls and more.	

	<p>There will also be reps from county and district councils to talk about Local Government Reorganisation.</p> <p>Members should let the Clerk know if they wish to attend.</p>	
C021/25-26/4	PUBLIC PARTICIPATION	
	There were 2 members of the public but they did not wish to speak.	
C022/25-26/5	MINUTES OF THE PREVIOUS MEETING	
	IT WAS RESOLVED to approve the minutes as an accurate record of the Town Council meeting held on 20 May 2025.	Proposed: KW Seconded: RB Vote: Unanimous
C023/25-26/6	COMMITTEE AND WORKING GROUP MEETING MINUTES/NOTES	
	<p>a) To note the draft minutes of the Planning Committee meeting held on the 20 May 2025.</p> <p>b) To note the draft minutes of the Events Working Group meeting held on 2 June 2025.</p> <p>The Chair also asked Council to ratify the decision made by email.</p> <p>IT WAS RESOLVED to co-host the Carterton Food and Music Festival in partnership with Kay Leggett from Brize Fest and delegates to the Town Clerk to oversee the financial management and delivery of the event and also to allocate a contingency budget of up to £1,000 from the Events Budget if the event does not break even.</p> <p>Cllr N Leverton asked the Clerk if £1,000 was the maximum financial exposure to the council and the Clerk confirmed that at the moment it was and he was confident that this would not change, but if it did he would come back to the council with a further motion.</p>	<p>Noted</p> <p>Noted</p> <p>Proposed: KW Seconded: CL Vote: Unanimous</p>
C024/25-26/7	UPDATES FROM OUTSIDE BODIES	
	<p>The Chair explained that this was a new item as the she and the Clerk had thought it would be a good idea for the council to be informed of any key updated from outside bodies which have council representatives.</p> <p>Cllr N King explained that Cllr E Hatton and herself had been in touch with all of the schools and asked them if there was anything they needed. St Josephs had contacted the town hall to ask whether any councillors could take part in Cultural Week. As a result Cllr Hatton</p>	

	<p>and Cllr King agreed to take part. Cllr Hatton is also arranging dates to meet with the other schools.</p> <p>Cllr M McBride asked for clarification whether there was any financial cost to the council at this point and Cllr N King confirmed there wasn't.</p> <p>Cllr S Watson has sounded out people with lots of experience in youth councils, one of the governors at the Community College who is a retired Head Teacher has said she would be interested in helping.</p> <p>Cllr D Melvin mentioned that he had spoke to the current Chair at the Community Centre and there are likely to be some changes coming soon.</p> <p>Cllr L Wood mentioned that the Family Centre are trying to raise funds and that they have a Fundraising Page with Westhive for new equipment which she encouraged councillors to share.</p> <p>Cllr J Guest stated that the Allotments have a very long waiting list and are desperately in need of more Allotments. They have also expressed a concern about who is paying the water bill for the Allotments on Elmhurst Way.</p> <p>The Chair thanked councillors for their updates. Cllr K Wood said that she felt it had been really valuable and proposed that it is on the agenda regularly.</p> <p>IT WAS RESOLVED that this item should be on the Full Council Agenda quarterly.</p>	<p>Noted</p> <p>Proposed: KW Seconded: MMe Vote: Unanimous</p>
C025/25-26/8	FINANCE AND ACCOUNTS	
	<p>a) IT WAS RESOLVED to approve expenditure for May 2025 as detailed in the tables below.</p> <p>b) IT WAS RESOLVED to approve the bank reconciliation for May 2025.</p>	<p>Proposed: NK Seconded: CL Vote: Unanimous</p> <p>Proposed: KW Seconded: NL Vote: Unanimous</p>
C026/25-26/9	RECOMMENDATIONS FROM FINANCE AND GOVERNANCE	
	<p>The Chair asked Cllr M McBride to take the council through this item as Chair of the Finance and Governance Committee.</p> <p>a) IT WAS RESOLVED to approve the recommendation that August Payments be agreed by email.</p>	<p>Proposed: NL Seconded: KW Vote:</p>

	<p>b) IT WAS RESOLVED to approve the recommendation to adopt the amended financial regulations.</p> <p>c) IT WAS RESOLVED to approve the recommendation to appoint Mulberry internal auditor quotes and make a recommendation to Council with regard to who to appoint for the financial year 2025-26.</p> <p>d) IT WAS RESOLVED to approve the recommendation to adopt the new Internal Controls Policy.</p> <p>Cllr N Leverton asked whether the new Empire Drive Play Area was on the asset register and the Deputy Clerk explained that it was but under additions, rather than with the other play parks.</p> <p>e) IT WAS RESOLVED to approve the recommendation to agree the Asset Register</p> <p>f) IT WAS RESOLVED to approve the recommendation to adopt the updated Civic Protocol Policy</p> <p>g) IT WAS RESOLVED to approve the recommendation to adopt the Code of conduct for the year 2025-2026.</p> <p>Cllr N Leverton advised that it is good practice to change or rotate bank signatories every couple of years and this was agreed.</p> <p>The RFO confirmed that this is part of the Internal Financial Controls.</p> <p>h) IT WAS RESOLVED to approve the recommendations that the Bank Signatories remain unchanged for all accounts for the year 2025-26.</p>	<p>Unanimous</p> <p>Proposed: KW Seconded: SW Vote: Unanimous</p> <p>Proposed: KW Seconded: SW Vote: Unanimous</p> <p>Proposed: DM Seconded: KW Vote: Unanimous</p> <p>Proposed: SW Seconded: NK Vote: Unanimous</p> <p>Proposed: KW Seconded: NL Vote: Unanimous</p> <p>Proposed: RB Seconded: DM Vote: Unanimous</p> <p>Proposed: KW Seconded: NK Vote: Unanimous</p>
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C027/25-26/10	INSURANCE RENEWAL	
	<p>a) IT WAS RESOLVED to approve the recommendation of the Finance and Governance Committee to renew the Council’s insurance policy at the revised premium of £21,811.33, noting the reasons for the increase and the continuing adequacy of the cover provided.</p> <p>Cllr S Watson, stated that his day job is in IT Operations and Security and highlighted the following:</p> <ul style="list-style-type: none"> • the policy covers crisis management, how does this fit with OALC press support? • Worth noting the policy only covers £250K funds liability on the £1m policy. • There is monitoring but who will respond to the recommendations – our IT provider, Cloudy IT. • We should change from gmail to .gov.uk email accounts for greater security. <p>The Chair pointed out that the risk is low for councillors as the officers pay the bills and they do have .gov.uk email addresses, but we will be looking at this later in the year.</p> <p>b) IT WAS RESOLVED to approve the addition of a new Cyber Insurance policy, providing £1m of cover, at an annual premium of £1,159.84, to strengthen the Council’s protection against digital threats and cyber liability.</p>	<p>Proposed: KW Seconded: CL Vote: Unanimous</p> <p>Proposed: KW Seconded: CL Vote: Unanimous</p>
C028/25-26/11	THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)	
	<p>a) IT WAS RESOLVED to approve the council’s Annual Governance Statement 2024/25.</p> <p>b) IT WAS RESOLVED to approve the council’s Accounting Statements for 2024/25.</p>	<p>Proposed: SW Seconded: CL Vote: Unanimous</p> <p>Proposed: KW Seconded: CL Vote: Unanimous</p>
C029/25-26/12	AGREE DATES FOR THE EXERCISE OF PUBLIC RIGHTS	
	<p>a) IT WAS RESOLVED that the dates for the period for the exercise of public rights relating to the unaudited Annual Governance and Accountability Return (AGAR) for the financial year ended 31 March 2025, will commence on 23rd June 2025 and end on 1st August 2025, during which time the</p>	<p>Proposed: SW Seconded: CL Vote: Unanimous</p> <p>Proposed: KW</p>

	Council's accounting records and supporting documents will be available for public inspection, as required by law.	Seconded: CL Vote: Unanimous
C030/25-26/13	DISCUSSION & APPROVAL OF CORPORATE RESPONSES TO CONSULTATIONS	
	<p>Councillors discussed the following consultations:</p> <ul style="list-style-type: none"> a) The Local Cycling and Walking Infrastructure Plan (LCWIP) b) The Part Night Lighting and Streetlighting Policy <p>It was agreed that the following summary of each discussion would be sent to Oxfordshire County Council as a Town Council Response.</p> <ul style="list-style-type: none"> a) Carterton Town Council Response to the LCWIP Consultation <p>Carterton Town Council welcomes the opportunity to comment on the draft Local Cycling and Walking Infrastructure Plan (LCWIP). Members discussed the proposals and agreed that, in principle, improvements to our roads, footpaths, and cycleways are likely to be of long-term benefit to the town.</p> <p>There is, however, concern that the current plan may not fully reflect the scale of future development in and around Carterton. Significant housing growth is anticipated over the coming years, and it will be essential that new estates are well connected to the town centre, schools, and local services via safe and accessible active travel routes.</p> <p>That said, members recognised that planning must often take place in the context of uncertainty. Development is ongoing, and infrastructure strategies must sometimes be implemented before all details of future growth are known. The Council acknowledges that the LCWIP is an aspirational framework, and that its successful delivery will depend on securing additional external funding. Nevertheless, having a clearly defined plan in place is important to ensure readiness when funding opportunities arise, and to guide future infrastructure improvements.</p> <p>The Council strongly emphasised that road safety must be the highest priority throughout the LCWIP. In particular, ensuring safe walking and cycling routes for children and young people to access schools is a matter of critical importance. The plan should consider existing safety concerns and ensure that new proposals address known problem areas.</p> <p>Councillors also expressed the view that, alongside future ambitions, attention must be paid to fixing current issues with the local road network and footpath infrastructure. Ongoing</p>	

maintenance and addressing existing hazards should be a fundamental component of any strategy.

Summary of Key Points:

- The Town Council supports the principle of improving local walking and cycling infrastructure.
- Ensuring that new developments are well connected to the town centre and services must be a priority.
- Road safety is paramount, especially for school routes and young people.
- The Council acknowledges the aspirational nature of the LCWIP and the need for external funding to deliver many of the proposals.
- Fixing existing road and path issues should be considered a necessary foundation for future improvements.

Carterton Town Council looks forward to ongoing engagement with Oxfordshire County Council on this important initiative and would welcome further dialogue to ensure that the town’s needs are fully reflected in the final LCWIP.

a) Carterton Town Council response to the Part-Night Street Lighting Consultation

Carterton Town Council has considered the proposals for the introduction of part-night street lighting and wishes to respond with a number of comments and concerns.

Members understand the rationale behind the proposed changes, particularly the ambition to reduce carbon emissions and lower energy costs. In principle, the Council supports efforts to move in a more sustainable direction, however, does not support the proposals in their current form. It is the firm view of Carterton Town Council that any such measures must be balanced against the need to maintain public safety, particularly during hours of darkness.

Carterton has a significant population of shift workers, including those connected to RAF Brize Norton – one of the largest operational RAF bases in the country. This means that travel around the town continues well into the early hours of the morning, and a reduction in lighting during these hours may have unintended consequences for those commuting to or from work.

There is also strong concern from councillors about the potential impact on public safety. In recent months, Carterton has seen a rise

in anti-social behaviour, particularly after dark. Reducing or removing street lighting risks exacerbating this trend and increasing the sense of unease among residents. For example, individuals walking home from work, social events, or walking their dogs late at night may feel unsafe without adequate street lighting. Some councillors noted they would not feel comfortable allowing their children to walk home in such conditions.

The proposed switch-off times also do not align well with local nightlife. Some local pubs and venues close after the proposed cut-off times, and there have been incidents where individuals walking home after closing hours have encountered disturbances. In one case, a councillor observed an arrest taking place – an incident that would have been significantly more intimidating had it occurred in darkness.

Councillors also raised concerns about the physical safety risks of walking in unlit areas, particularly given that Carterton does not have the pedestrian infrastructure, pavement condition, or lighting design that would support walking safely in complete darkness. The risk of injury from potholes or uneven surfaces was highlighted as a particular issue.

The Town Council also queries whether motion-sensor or smart lighting technology has been fully considered as a less blunt alternative. Modern systems can allow for dimmed lighting that increases only when movement is detected, providing a more balanced approach to safety and energy saving.

Furthermore, while Oxfordshire County Council has cited projected financial savings from the proposals, there is scepticism as to whether communities such as Carterton will benefit directly from any of those savings. Councillors questioned whether any of the reported £400,000 per annum saving would be reinvested locally or whether the money would be redistributed elsewhere in the county, such as in Oxford city.

Finally, members expressed concern that the carbon-saving argument, while important, should not be presented in isolation. In a town like Carterton, which sits adjacent to RAF Brize Norton – a major source of light and air traffic – the environmental impact of street lighting must be considered in realistic context. While every step towards sustainability counts, residents may see this proposal as disproportionately targeting small community services for savings, rather than addressing larger-scale contributors to emissions.

	<p>Summary of Key Points:</p> <ul style="list-style-type: none"> • The Council supports a move towards sustainability in principle but has serious concerns about the safety impact of the proposals for part-night lighting in Carterton in their current form. • Carterton’s demographic includes shift workers and a growing population active late at night. • There is evidence of increasing anti-social behaviour and fear that darkness will worsen this. • The town lacks adequate infrastructure for safe unlit travel, increasing the risk of injury. • Modern alternatives such as motion-sensor lighting should be explored as a compromise. • The financial savings cited are unlikely to benefit Carterton directly. • The environmental impact should be viewed in the wider context of the town's proximity to RAF Brize Norton. • This is a highly sensitive issue, and Carterton residents may reasonably expect broader local consultation or a more democratic process, such as a town-wide referendum. <p>Carterton Town Council are happy to work with Oxfordshire County Council on this matter and would be willing to assist in identifying and proposing localised solutions that balance environmental responsibility with the overriding priority of keeping our community safe.</p>	
<p>C031/25-26/14</p>	<p>KILKENNY FARM PLANNING APPLICATION 25/00487/OUT</p>	
	<p>Councillors discussed the planning application for Kilkenny Farm 25/00487/OUT</p> <p>IT WAS RESOLVED that Carterton Town Council objects to the revised planning application for development at Kilkenny Farm.</p> <p>(It should be noted that Cllrs N. Leverton, M. Mead and D. Melvin declared an interest and abstained from both discussion and vote, due to their membership of the District Council’s Planning Committee).</p>	<p>Proposed: SW Seconded: CL Vote: 9 for 3 abs</p>

Comments:

1. Healthcare Provision and Infrastructure:

- The application proposes a “multi-use community hub”, but lacks a clear delivery mechanism.
- The Integrated Care Board (ICB) has not requested such a hub. Instead, it has requested Section 106 contributions of £317,000 to support the expansion of the existing Broadshires Health Centre in Carterton.
- Broadshires Health Centre is currently overwhelmed, with residents facing waiting times of up to six weeks for appointments.

2. Water and Wastewater Infrastructure:

- Thames Water, in its consultation response dated 6th June, states:
“Thames Water has been unable to determine the Foul Water infrastructure needs of this application.”
It goes on to request that no dwellings be occupied until suitable upgrades or a phasing strategy is agreed and in place.
- There are well-documented issues with the Brize Norton pumping station, which already experiences flooding during periods of heavy rain. Wastewater from the proposed site would flow through this system, compounding existing problems.
- Carterton is already experiencing severe issues related to sewage flooding, notably between Swinbrook and Shilton, where frequent emergency pumping is required.
- The neighbouring Miller Homes development continues to face delays in occupation due to unresolved water pressure issues, with residents still housed in temporary accommodation.

3. Over-reliance on Carterton’s Infrastructure:

- The development is heavily dependent on services and infrastructure located in Carterton – including schools, GP surgeries, retail facilities, and leisure provision – yet no commensurate investment,

	<p>mitigation plan, or delivery schedule has been provided.</p> <ul style="list-style-type: none"> ○ Carterton’s existing infrastructure, particularly in healthcare and education, is already under significant pressure. ○ Any further development should be contingent on the confirmed delivery of supporting infrastructure, particularly healthcare, drainage, and water supply. <p>4. Planning Policy and Local Plan Context:</p> <ul style="list-style-type: none"> ○ The site lies within Brize Norton Parish, not Carterton, and is not allocated for development in the West Oxfordshire Local Plan. The proposal should therefore be considered speculative. ○ Policy CA5 (Carterton sub-area strategy) of the Local Plan 2031 states: <i>“The focus for new housing will be Carterton. New development in the rest of the sub-area will be limited to meeting local community and business needs.”</i> This proposal does not meet Brize Norton’s local needs and contradicts the intent of Policy CA5. ○ The same policy references the Swinbrook Road development in Carterton, where 23 dwellings (including 14 affordable homes) remain unoccupied due to inadequate water pressure – further evidence of the fragility of existing utilities. <p>5. Coalescence and Buffer Zones:</p> <ul style="list-style-type: none"> ○ The proposal makes reference to a buffer between Carterton and Brize Norton, yet its scale and proximity to Carterton will result in effective coalescence, undermining the rural identity of Brize Norton and the strategic separation between the two settlements. ○ This is contrary to both community expectations and Local Plan principles regarding settlement identity and urban form. <p>6. Developer Phasing and Section 106 Impact:</p> <ul style="list-style-type: none"> ○ There is concern that the developer is deliberately phasing applications for multiple sites to avoid triggering larger Section 106 thresholds, thereby undermining the viability of comprehensive 	
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	<p>infrastructure investment, such as a health hub or sustainable transport solutions.</p> <p>Conclusion: Carterton Town Council objects to the application in its current form. The proposal is premature, speculative, and places an unsustainable burden on Carterton’s already overstretched infrastructure. It lacks confirmed delivery mechanisms for critical services and fails to align with adopted planning policy.</p>	
C032/25-26/15	WORKS FOR AUTHORISATION	
	<p>a) Tree Maintenance at Willow Meadows.</p> <p>IT WAS RESOLVED to approve Town & Country Trees Ltd to carry out the maintenance at Willow Meadows, at a cost of £3,000.00 + VAT. They are accredited members of the Arboricultural Association, passing rigorous assessment which complies to their stringent standards.</p> <p>The Chair requested that any debris resulting from tree works be left in situ to allow for natural mulching and to provide habitat for small mammals, insects, and other wildlife.</p> <p>b) Wall Protection Panels for the Town Hall Reception Area</p> <p>IT WAS RESOLVED to approve Gradus at a cost of £2,712.69 to supply and install the wall protection panels as they are the most competitive supplier.</p> <p>c) Further zip wire repairs – Carterton Recreation Ground</p> <p>There was concern at the amount of money that has been spent on the Zip wire. Cllr S Watson also questioned why we hadn’t got three quotes and the Clerk explained that firstly this fault had only been picked up as a result of the previous work that had been done so it could be argued that is just an extension of the same piece of work but also under £3,000, officers only have to compare with like for like works online and as long as they are satisfied that it represents good value that is fine.</p> <p>IT WAS RESOLVED to approve Kompan to carry out the further works to the Zip Wire at a cost of £2,295.16 + VAT. This is one of the most popular play items at the ARRG and will be staying as part of the planned refurbishment of the park.</p>	<p>Proposed: KW Secoded: NL Vote: Unanimous</p> <p>Proposed: CL Secoded: KW Vote: Unanimous</p> <p>Proposed: KW Secoded: RB Vote: Unanimous</p>

	d) Swinbrook Road Play Area IT WAS RESOLVED to approve Pepler Fine Fencing to carry out the maintenance at a cost of £1,600.00 + VAT as they are the most competitive. They have also carried out other works for CTC and have done a very good job.	Proposed: SW Seconded: NK Vote: Unanimous
C033/25-26/16	MONTHLY REPORTS	
	Council to note the Mayor’s report. Council to note the Clerks report. Council to note the County and District Councillor reports.	Noted
C0017/25-26/17	DATE OF NEXT MEETING	
	Council to note the date of the next meeting as Tuesday 17 June 2025 at 7pm.	Noted

The meeting closed at 8.09pm.

Chair:

Date:

DIRECT DEBITS FOR APPROVAL

Number	Name	Description	Net	VAT	Gross
M021 XS	BT	Telephone/Broadband charges	£268.30	£53.66	£321.96
10006600013	Castle Water	Water charges Allotments - May	£261.87		£261.87
10006608082	Castle Water	Water charges Town Hall - May	£165.25		£165.25
10006664353	Castle Water	Water charges Pavilion - May	£26.34		£26.34
KI-OC2A52F8-0011	EDF Energy	Electricity Usage - Town Hall May	£275.67	£13.78	£289.45
KI-07CA0479-0012	EDF Energy	Gas usage - Town Hall May	£20.83	£1.04	£21.87
2007694695	HM Land Registry	Title Search	£7.00		£7.00
2703835	YU Energy	Electricity charges - Baldwin Mews - MPAN 2000054305981 - May	£36.91	£1.85	£38.76
2703820	YU Energy	Electricity charges - Baldwin Mews - MPAN 2000054305972 - May	£7.37	£0.37	£7.74
142544	Richard Coglán Ltd	Copier charges (upstairs copier)	£18.94	£3.79	£22.73
142545	Richard Coglán Ltd	Copier charges (downstairs copier)	£27.57	£5.52	£33.09
691592107/008	Vodafone	Mobile phone usage/charges	£23.40	£4.68	£28.08
TOTALS			£1,139.45	£84.69	£1,224.14

PAYMENTS FOR APPROVAL

Number	Name	Description	Net	VAT	Gross
No Invoice	Administration	May Salaries	£12,133.16		£12,133.16
No Invoice	HMRC	PAYE / NI May	£4,635.77		£4,635.77
No Invoice	OCC Pensions	May Pension Contributions	£4,314.70		£4,314.70
GB5Z6TVAB EY	Amazon	Scissors (left handed) x 1	£2.93	£0.59	£3.52
GB5ZXVKAB	Amazon	Tork toilet rolls (x 6)/Hand towels	£95.56	£19.11	£114.67
GB50019M7 QZELI	Amazon	Scissors (pack of 3)	£6.66	£1.33	£7.99
XX50000BP4 JBGXT	Amazon	Small box cutter	£5.99		£5.99
GB500AX3JX 47VI	Amazon	Cleaner for War Memorial	£14.16	£2.83	£16.99
129826	Azura Networks	Remedial work at Allandale Centre	£562.00	£112.40	£674.40
129827	Azura Networks	Remedial work at Community Centre	£827.00	£165.40	£992.40
544021	A.C.S.Bower Ltd	Relay existing slabs at Cemetery	£673.46	£134.70	£808.16
544022	A.C.S.Bower Ltd	Lay new slabs at Cemetery (and preparatory work)	£1,538.99	£307.80	£1,846.79
INV-D-07759	Cloudy IT	IT Support - June	£332.99	£66.60	£399.59
25608	DCK Payroll Solutions	Monthly payroll (May)	£83.85	£16.77	£100.62
2157	Faringdon Electrical Services	Erection and removal of bunting/flags (VE Day)	£720.00	£144.00	£864.00
91316	Minster Paving Ltd	60 x Limestone Paving (for cemetery)	£510.30	£102.06	£612.36
91350	Minster Paving Ltd	10 x Limestone Paving	£85.05	£17.01	£102.06
14194	OPC Drain Services	Rodding etc to clear blockage in toilet (gents and ladies)	£94.00	£18.80	£112.80
14424	OPC Drain Services	Call out to unblock disabled toilet	£94.00	£18.80	£112.80
308966	QikGroup Ltd	Chemical Toilet - Kilkenny Lane	£79.20	£15.84	£95.04
308967	QikGroup Ltd	Chemical Toilet - Elmhurst Way	£79.20	£15.84	£95.04
32880	Rialtas Business Solutions Ltd	Year End Omega Gold Scheme/Year End 2025 Charity Account	£972.00	£194.40	£1,166.40
MEM254825-1	SLCC	Membership Fee - Simon Garwood	£440.00		£440.00
INV000287	Storm-Proof Roofing	Repair work - Community Centre	£500.00	£100.00	£600.00
no invoice numbers	S J Wells Window Cleaning	External window cleaning at Town Hall - May	£25.00		£25.00
33625571	WODC	Playground inspections x 9 - April	£456.94	£91.39	£548.33
TOTALS			£29,282.91	£1,545.67	£30,828.58

MULTICARD/PAYPAL

Number	Name	Description	Net	VAT	Gross
receipt provided	Morrisons	Milk/Gazette	£2.70		£2.70
receipt provided	Aldi	Milk	£2.30		£2.30
receipt provided	Morrisons	toilet tissue/tissues	£11.20		£11.20
receipt provided	Morrisons	Milk	£1.55		£1.55
receipt provided	Morrisons	Toilet unblocker fluid	£6.15		£6.15
receipt provided	Morrisons	More unblocking products for toilet	£11.35		£11.35
receipt provided	Aldi	Milk,coffee, teabags	£13.17		£13.17
receipt provided	Jeremiah (Cobblers)	spare key for new Agendas notice board	£8.00		£8.00
BL312466574 2	Adobe Systems	Monthly subscription	£16.64	£3.33	£19.97
TOTALS			£73.06	£3.33	£76.39

INTERNAL TRANSFERS AND CHARGES

From	To	Description	Net	VAT	Gross
Savings Account	Wages Account	May Salary	£12,133.16		£12,133.16
Savings Account	Current Account	Increase balance	£25,000.00		£25,000.00
	Wages Service Account	May charges	£7.05		£7.05
	Current Account	May service charges	£18.00		£18.00
TOTALS			£37,158.21	£0.00	£37,158.21

PAYMENTS MADE UNDER CLERKS AUTHORITY

Number	Name	Description	Net	VAT	Gross
TOTALS			£0.00	£0.00	£0.00

PRE AUTHORISED PAYMENTS MADE

DATE	Name	Description	Net	VAT	Gross
29.05.25	Emma Colligan	Face Painting- Love your market Event - 29.5.25	£90.00		£90.00
TOTALS			£90.00	£0.00	£90.00



Carterton Town Council

DRAFT

**A meeting of the PLANNING COMMITTEE was held on
17 June 2025 at 6.30pm at Carterton Town Hall and was attended by the following:**

Chair: Cllr S Watson

Vice Chair: Cllr K Wood

Members: Cllr J Guest, Cllr C Lincoln, Cllr M McBride, Cllr L Wood

Officers: Mr S Garwood (Town Clerk)
Mrs C Evans (Deputy Clerk & RFO)

In Attendance: One member of the public was present (Cllr M Mead)

ITEM	MINUTE	VOTE / ACTION
P01/25-26/1	ELECTION OF CHAIR	
	IT WAS RESOLVED that Cllr S Watson be elected as Chair of the Planning Committee to hold office until May 2026.	Proposed: McB Seconded: KW All in favour
P02/25-26/2	ELECTION OF VICE CHAIR	
	IT WAS RESOLVED that Cllr K Wood be elected as Vice Chair of the Planning Committee to hold office until May 2026.	Proposed: McB Seconded: LW All in favour
P03/25-26/3	APOLOGIES	
	Apologies were received from Cllr S Baylis, Cllr R Crapper and Cllr K Godwin. Cllr C Lincoln joined the meeting at 6.37pm, just after the vote for election of the Chair.	

P04/25-26/4	DECLARATIONS OF INTEREST AND DISPENSATIONS	
	<p>With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests accordingly.</p> <p>There were none.</p>	
P05/25-26/5	PUBLIC PARTICIPATION	
	<p>Members of the public are invited to speak on matters on this agenda. The period of time designated for public participation in accordance with Standing Orders shall not exceed 15 minutes, maximum three minutes per person, under the direction of the Chair.</p> <p>The member of the public present did not wish to speak.</p>	
P06/25-26/6	MINUTES OF THE PREVIOUS MEETING	
	<p>MOTION: Council to approve and sign the minutes of the Planning Committee meeting held on 20 May 2025.</p> <p>IT WAS RESOLVED that the minutes of the Planning Committee meeting held on 20 May 2025 be signed as a true and accurate record of the meeting.</p>	<p>Proposed: KW Seconded: CL All in favour</p>
P07/25-26/7	RESULTS OF PREVIOUS PLANNING APPLICATIONS	
	<p>MOTION: Committee to note the following results of previous planning applications:</p> <p><u>St Joseph's Catholic Church, Arkell Avenue 25/00517/FUL (08/2025)</u> Resurface existing car park and extend into grassed area within curtilage of Grade II Listed Building. APPROVED</p> <p><u>12 Hayward Drive 25/00772/HHD (12/2025)</u> Demolition of existing garage and front porch. Erection of single storey wrap around extension incorporating new front porch. APPROVED</p>	<p>Noted</p>
P08/25-26/8	PLANNING AND LICENCING APPLICATIONS	
	<p>MOTION: Committee to consider and decide upon responses to the following planning applications. Members to consider whether their stance is Support/Object/Neutral and any comments they wish to submit to WODC.</p>	

	<p><u>Land (E) 428789 (E) 208512 Burford Road, Brize Norton (Kilkenny Farm) 25/00487/OUT (06/2025)</u> Outline planning application with all matters reserved except access for up to 350 dwellings (Use Class C3); land for local community use (Use Classes E and F2); detailed means of access from Burford Road; public open space; landscaping; service infrastructure and associated works on land to the south of Burford Road, Brize Norton.</p> <p>This was a full re-consultation as the Planning Pack had been revised.</p> <p>IT WAS RESOLVED that this application be deferred to Full Council, scheduled to take place immediately after this meeting.</p> <p><u>Brooklands Nurseries, 47 Shilton Road 25/01221/OUT (20/2025)</u> Outline application for demolition of an existing dwelling together with associated outbuildings and the erection of eighteen dwellings with associated landscaping and open space (some matters reserved).</p> <p>IT WAS RESOLVED that Council respond to WODC objecting to the application on the grounds that it would be an overdevelopment of the site. Plots 1-3 are close to the main road with their back gardens facing the road. This would be out of keeping with the other houses on the street which are more set back with frontages onto the main road. Privacy could be an issue for these plots. Council requests that the application is considered by the Lowlands Planning Committee.</p> <p><u>37 Edgeworth Drive 25/01229/HHD (21/2025)</u> Proposed single storey rear extension.</p> <p>IT WAS RESOLVED that Council respond to WODC in support of the application.</p> <p><u>21 Ashfield Road 25/01195/HHD (22/2025)</u> Erection of a two-storey front extension.</p> <p>IT WAS RESOLVED that Council respond to WODC in support of the application.</p> <p><u>10 The Crescent 25/01248/FUL (23/2025)</u> Change of use of outbuilding to holiday let with internal changes to comply with building regulations and fire (part-retrospective).</p>	<p>Proposed: McB Seconded: KW All in favour</p> <p>Proposed: KW Seconded: LW 4 in favour 1 abstention</p> <p>Proposed: LW Seconded: CL All in favour</p> <p>Proposed: CL Seconded: KW All in favour</p>
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	IT WAS RESOLVED that Council respond to WODC in support of the application.	Proposed: CL Seconded: KW All in favour
P09/25-26/9	DATE OF NEXT MEETING	
	Tuesday 15 July 2025 at the Town Hall.	Noted

The meeting closed at 6.44 pm.

Chair: _____

Date: _____



CARTERTON TOWN COUNCIL

A meeting of the EVENTS STEERING GROUP was held at the Town Hall on Monday 23 June 2025 at 5.45pm and was attended by the following:

Chair: Cllr L Wood

Councillors: Cllr D Melvin

Members: Rosemary Calcutt (Former Carterton Lions)
 Rev Barry Hanson (St John’s Church)
 Don Rouse (Former Carterton Lions)
 David Wesson (RBL)

Officers: Simon Garwood (Town Clerk), Claire Evans (Deputy Clerk/RFO)
 Stella Catt, Lyndy Dennis, Katie Zasada

ITEM	MINUTE	ACTION
1	APOLOGIES	
	Apologies were received from: Cllr R Crapper, Cllr K Godwin Brian & Yona Barrett, Mark Garwood	
2	MINUTES OF THE LAST MEETING	
	The minutes of the Events Steering Group meeting held on 2 June 2025 were approved as an accurate record of the meeting and were signed by the Chair.	
3	MINUTES OF THE MEETING HELD 5 MARCH 2025 – WASH UP NOTES	
	The minutes of the Events Working Group meeting held on 5 March 2025, which included wash up notes and feedback from last year’s Christmas Lights event, were circulated with the Agenda for information.	

4	CHRISTMAS LIGHTS 2025	
	This meeting concentrated on planning for this year's Christmas Lights event and detailed discussion is below:	
(a)	<p><u>Outline of event/timings</u></p> <p>The date is set for Saturday 29 November 2025, following the same format as last year. There will be entertainment and stalls on the Market Square and adjacent WODC Car Park area, with a short road closure for the Lantern Parade and Switch-On itself, culminating in the Lights Switch-On at 6pm.</p> <p>Feedback from last year showed that the event was too long, so it would be shortened to 1pm–7pm. There would be a musical performance immediately after the Lights are switched on and then people would be directed to other venues for further entertainment. The local pubs would be contacted for details of any entertainment they might be running that evening and offer to advertise this for them.</p>	
(b)	<p><u>Sponsorship</u></p> <p>Last year, sponsorship totalled around £1,200, which included advertising boards, Christmas tree, Chloe's Farm and several other smaller amounts for Lantern kits etc. A list of items for potential sponsorship would be put together and a letter drafted for local businesses and groups.</p>	
(c)	<p><u>Advertising</u></p> <p>Cllr Melvin said that WODC currently seem to be focussing on Christmas events in other towns and perhaps needed a reminder about Carterton.</p> <p>Posters to go on town noticeboards and social media. Banner for the Iron Bridge to be larger with a changeable date for future reuse. Cllr Wood had drafted an article for the Carterton Town Magazine. It was suggested putting up flags on the shops, as for VE Day and Carterton Arts Week, but might interfere with the Lights or else not be visible enough in the dark.</p>	
(d)	<p><u>Stalls</u></p> <p>The layout would be looked at in conjunction with feedback from last year. The larger food vendors should arrive first and be located at the rear section of the car park, with the smaller charity/craft stalls being placed nearer the Market Square to encourage more footfall.</p>	
(e)	<p><u>Entertainment</u></p> <p>Cllr Wood had spoken to the schools and Edith Moorhouse had expressed an interest in their School Choir taking part. The RAF Voluntary Band also wished to be involved again, and suggested they play at the start of the event at 1pm.</p>	

	<p>Feedback suggested that lighting and PA system were areas that need addressing for the performers and suggested finding out exactly what their needs were in advance.</p> <p>It was decided not to have live animals this year. Instead quotes had been sought for a Cash Grab game and Reindeer Rodeo at a total cost for both of £610.</p>	
(f)	<p><u>PA System/Lighting</u></p> <p>There were some problems with the microphone on the Balcony last year, as the radio signal interfered with the signal for the Lights. Alternatives would be looked into and a decision made about the PA system in due course.</p> <p>More lighting is needed and suggested approaching 5A's Tool Hire in Brize Norton to see if lighting could be hired or whether they might sponsor it.</p>	
(g)	<p><u>Raffle</u></p> <p>The Raffle had gone really well last year and made the difference between breaking even/going over budget. It was a lot of work to run, but was worthwhile. Discussed whether the ticket price of £1 a ticket/£5 a book justified the level of the prizes offered, although £10 for a book seemed rather high. Prizes would be sought first and the ticket price decided later.</p>	
(h)	<p><u>Road and Car Park closure</u></p> <p>An application would be submitted to close Burford Road from the Methodist Church to the Crossroads for the Lantern Parade (pending approval from the Methodist Church), and then along Alvescot Road to the Town Hall. Burford Road would be a rolling road closure and once the Parade had turned onto Alvescot Road, it would be reopened, with Alvescot Road remaining closed up to the Town Hall until 7pm. The crossroads itself would need to be closed temporarily until the Parade had come through.</p> <p>Putting the road closures in place would need to be more co-ordinated than last year. There had also been some problems with delivery drivers from Dominos Pizza navigating the closure, but it was noted that the closure was short and it should be possible for them to work around it.</p> <p>A closure would be requested for the top section of the WODC Car Park, to be closed from the evening before. The WODC Car Park to the rear of the Library is usually closed for the Funfair, but feedback suggested a low footfall last year. It was decided to leave it to the Funfair to decide whether they still wanted to come. It was discussed whether any rides could be accommodated along with the main event, but there would not be enough space.</p>	

(i)	<p><u>Marshals</u></p> <p>Being a Saturday, it is anticipated that Ubico and RAF Brize Norton may struggle to find volunteers to help with marshalling. Last year's appeal had resulted in sufficient volunteers coming forward and we have a list of contacts. Any offers of help would be welcome, particularly at the beginning of the event and for the Lantern Parade.</p>	
(j)	<p><u>Lantern Parade</u></p> <p>Rev Hanson said that there would be a new Minister starting at the Methodist Church in August, and their permission would need to be sought to host the Lantern Parade at the Church.</p> <p>Katie Zasada has approached the Pipe Band that led the Parade last year and a response is awaited.</p> <p>Lantern Making Workshops would be arranged, with possible dates of 1, 8 and 22 November. One should be at The Family Centre as before. An alternative to the Community Centre could be St John's School Hall, which might be cheaper, and this would be looked into. An audit of materials would be done and further supplies ordered. It was queried whether willow from the cutting down of some trees at Willow Meadows could be used to reduce the cost.</p> <p>Businesses and groups would be offered the opportunity to purchase a Lantern Making Kit – money to be paid in advance before the kit is provided. Brian & Yona Barrett have expressed an interest in making a Lantern on behalf of the RBL.</p>	
5	ANY OTHER BUSINESS	
	It was noted that Witney are holding a Christmas Market on the same day.	
6	DATE OF NEXT MEETING	
	Monday 14 July 2025 at 5.45pm.	

The meeting closed at 6.55pm.

Chair: _____

Date: _____



Carterton Town Council

DRAFT

A meeting of the ECONOMIC REGENERATION AND ENVIRONMENT COMMITTEE was held on Tuesday 1 July at 6.00pm at the Town Hall and was attended by the following:

Chair: Cllr N Leverton
 Vice Chair: Cllr L Wood
 Town Councillors: Cllr R Crapper, Cllr S Vaughan, Cllr K Wood
 In attendance: One member of the public (Cllr S Watson)
 Officers: Simon Garwood (Town Clerk)

ITEM	MINUTE	VOTE / ACTION
ERE1/25-26/1	ELECTION OF CHAIR	
	IT WAS RESOLVED that Cllr N Leverton be elected as Chair to hold office until May 2026.	Proposed: RC Seconded: LW All in favour
ERE2/25-26/2	ELECTION OF VICE CHAIR	
	IT WAS RESOLVED that Cllr L Wood be elected as Vice Chair to hold office until May 2026.	Proposed: NL Seconded: RC All in favour
ERE3/25-26/3	APOLOGIES	
	Apologies were received from Cllr C Lincoln and Cllr D Melvin. Cllr K Wood joined the meeting during Item 4 on the Agenda.	
ERE4/25-26/4	DECLARATIONS OF INTEREST AND DISPENSATIONS	
	With reference to items on the agenda Members were reminded of their responsibility to declare interests and to update their Register of Interests accordingly. There were none.	

ERE5/25-26/5	PUBLIC PARTICIPATION	
	<p>Members of the public were invited to speak on matters on this agenda. The period of time designated for public participation in accordance with Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and under the direction of the Chair.</p> <p>Cllr Watson, who is not on the committee, asked as a member of the public for clarification of the position with the S106 projects for his ward. He said he had been trying to get some progress on the Upavon Way underpass and wondered if the Clerk could assist to escalate it.</p> <p>The Clerk said that S106 funding for street scene projects had been discussed at the previous meetings of this committee and the Recreation & Amenities Committee. The funds for Street scene improvements on Upavon Way has to be allocated and spent by February 2026. He requested that Cllr Watson update him with what he had done so far regarding the underpass and he could then take it forward.</p> <p>Cllr Leverton said that OCC had made the decision to keep the underpass open but acknowledged the pumping system was not robust enough. He understood a business case was being put together, but suspected they could be waiting for possible S106 money from the forthcoming MOD housing development.</p>	
ERE6/25-26/6	MINUTES OF THE PREVIOUS MEETING	
	<p>Committee to approve and sign the minutes of the Economic Regeneration and Environment meeting held on 4 February 2025.</p> <p>IT WAS RESOLVED that the minutes of the meeting held on 4 February 2025 be approved as a true record of the meeting and signed by the Chair.</p>	<p>Proposed: KW Seconded: LW All in favour</p>
ERE7/25-26/7	S106 MONIES	
	<p>Committee to receive an update on existing S106 monies available to consider requests for mitigation from future developments.</p> <p>Cllr L Wood asked whether S106 money could be used to improve the Market.</p> <p>The Clerk said that there is specific money that has to be spent, one of which is for Town Centre Improvement and it could potentially include the Market, but more funding with</p>	

	<p>a longer timescale is also available. A definite project idea would be needed to take this forward. Suggestions were a canopy for the refreshments area, either gazebos or an awning, and also having one stall owned by the Council to be let out to a different local charity or group each week. The Clerk would check with WODC officers to see whether these ideas met the criteria.</p> <p>Cllr K Wood referred to the Play and Recreation contribution from the Swinbrook Road development. The Play Park at Baldwin Mews and the whole area looks untidy and in need of attention. The Clerk said this could go to the next Recreation & Amenities Committee.</p> <p>For the Signage contribution, a map was currently being worked on to direct people towards the Town Centre, doctors surgeries etc. Some signage was suggested for the WOCT bus stops at Shilton Park.</p>	<p>Clerk</p> <p>Clerk</p>
ERE8/25-26/8	TOWN CENTRE IMPROVEMENTS	
	To discuss and consider making a recommendation on proposed improvements to the town centre using available S106 funding:	
(a)	<p><u>Tower Square</u> Proposal: To remove the existing low-level bushes and earth mound surrounding the tree in the centre of Tower Square, and to replace this area with level paving – creating a more open, accessible, and continental-style public square. The existing mature tree would be retained and integrated into the new design.</p> <p>The land is not in the ownership of the Council. It would be necessary to engage with the landowner(s) to obtain permission and agreement in principle. Attempts have been made to engage with them, with no success as yet.</p> <p>Concern over the condition and overgrowth of the tree was expressed and it was suggested this is looked at. Council had previously leased the land from the owners and it was queried whether this should be considered again.</p> <p>The Clerk would liaise with WODC about what the Council are considering for this area.</p> <p>IT WAS RESOLVED to recommend to Council that further attempts are made to enter into discussions with the landowners and businesses with a view to moving the project forward, and to discuss the possibility of entering into a new lease agreement.</p>	<p>Clerk</p> <p>Proposed: NL Seconded: KW All in favour</p>

<p>(b)</p>	<p><u>The Original Factory Shop frontage</u> Proposal: To carry out improvements to the area in front of the Factory Shop, including:</p> <ul style="list-style-type: none"> • Management or removal of large trees that currently overshadow the building and raise the paving with their roots; • Clearance and replanting of the overgrown raised beds adjacent to the pavement. <p>Initial investigations suggest that the land is likely under the ownership of Oxfordshire County Council (Highways). However, multiple attempts to engage OCC have so far been unsuccessful. In addition, we have been informally made aware that West Oxfordshire District Council may be exploring redevelopment opportunities for the building. In light of this uncertainty, it is not considered appropriate to proceed at this stage.</p> <p>IT WAS RESOLVED to recommend to Council that the project is paused until ownership and responsibility are confirmed, and any potential redevelopment plans by WODC are clarified.</p>	<p>Proposed: NL All in favour</p>
<p>(c)</p>	<p><u>Wayfinding and signage</u> Proposal:</p> <ul style="list-style-type: none"> • Installing brown tourism-style directional signs to guide residents and visitors to key green and recreational sites, including: Willow Meadows, The Dell, The Market (Market Square), Carterton Recreation Ground, Town Hall. • Adding the words ‘Town Hall’ to the Alvescot Road side of the building to improve visibility and help visitors more easily identify the premises from the main road. • Installing a dedicated noticeboard on the Recreation Ground to display upcoming events and activities. • Creation of a new Town Map for noticeboards and hand out at the Town Hall as the previous map is now out of date. <p>A plan would need to be drawn up for Willow Meadows to include, for example, where people can walk to avoid damaging the environment, what maintenance is needed etc. Signage could include the history of the site and what species are found there. The new Town Map would highlight local attractions such as Willow Meadows.</p> <p>IT WAS RESOLVED to recommend to Council that the above wayfinding and signage proposal is taken forward.</p>	<p>Proposed: KW Seconded: NL All in favour</p>

ERE9/25-26/9	IMPROVEMENTS TO STREET SCENE AT UPAVON WAY	
	<p>To discuss and consider making a recommendation to Council on potential street scene improvements along Upavon Way funded by existing S106 contribution:</p>	
(a)	<p><u>Bus Stops</u> Proposal: To replace or refurbish the existing bus shelters on Upavon Way, particularly those near Stanmore Crescent, which are heavily used by residents and have been the subject of public concern.</p> <p>The current shelters are in poor condition, with ageing structures and limited protection from the elements. Older and vulnerable residents have raised safety concerns, expressing that the shelters feel unsafe and unwelcoming. Improving the shelters would demonstrate a direct response to community feedback and provide tangible public benefit.</p> <p>However, the Lidl development at the corner of Monahan Way and Upavon Way (Broadshires) is expected to include provision for new bus shelters as part of its planning obligations, and so too might the REEMA North development. These may replace or duplicate proposed Town Council upgrades</p>	
(b)	<p><u>Queen Elizabeth II Garden</u> Proposal: To create a new landscaped public garden space on Upavon Way in memory of Her Late Majesty Queen Elizabeth II, complementing the existing Queen Mother’s Garden located nearby.</p> <p>A commemorative garden would enhance the visual amenity of the Upavon Way corridor, soften the urban character of the area, and provide a peaceful space for reflection. It would serve as a fitting and lasting tribute to Queen Elizabeth II and could also incorporate educational or interpretive features celebrating her life and service. The project aligns well with the S106 objective to improve the street scene and could provide a point of civic pride for the community.</p> <p>Two potential locations were put forward for consideration:</p> <p>Site A - Corner of Monahan Way and Upavon Way. This is a prominent and visible site that is currently underused. However, it is currently unclear whether the forthcoming Lidl development and REEMA North housing development could have an impact on this area.</p>	

	<p>Site B – Corner of Upavon Way and Burford Road (opposite Queen Mother’s Garden). This offers the potential to create a complementary green space, possibly linked by planting schemes or signage.</p> <p>Cllr K Wood said that the Queen Mother’s Garden is in need of some attention to improve it and perhaps could be combined with a Queen Elizabeth II Garden. Often there are parked cars on the proposed verge at Site B, so the site might not be suitable.</p> <p>IT WAS RESOLVED to recommend that Council defer action on the bus shelters pending the discussions around S106 contributions from the Lidl and REEMA North developments and to recommend to Council that Site B is not considered to be suitable for the proposed Queen Elizabeth II Garden, and an alternative site on the corner to of Stanmore Crescent near Jagers Bar should be considered instead.</p>	<p>Proposed: NL Seconded: KW All in favour</p>
ERE10/25-26/10	IMPROVEMENTS TO GREEN SPACES	
	Committee to receive an update on two potential green space projects and consider making a recommendation to Council to create a new Working Group to take the projects forward:	
(a)	<p><u>Willow Meadows</u></p> <p>Willow Meadows has been identified by BBOWT and visiting specialists as a site of exceptional ecological value - one of the most important lowland wet grassland and fen sites in Oxfordshire, possibly the UK. It supports a population of native black poplar trees, rare grasses and wildflowers, and habitats for water vole, rare butterflies and wetland birds.</p> <p>The site is currently managed by the Town Council. While this arrangement maintains the meadow’s basic ecological health, there is scope for significant improvement, both in land management practices and public engagement.</p> <p>The objectives of this project would be to enhance land management with specialist guidance and BBOWT involvement; repair existing boardwalk infrastructure; and install information boards and QR codes linking to interactive online content explaining the site’s biodiversity, species, and conservation value.</p>	
(b)	<p><u>The Dell</u></p> <p>The Dell is an underused and overgrown green space with untapped potential. It has, in recent years, suffered from low</p>	

	<p>visibility and reports of anti-social behaviour. However, it also offers a valuable natural setting and a well-planned intervention could reclaim the space for positive community use, especially for families and young people. This aligns with a separate funding stream identified by Public Health partners through WODC, designed to ‘reclaim’ green spaces to improve mental and physical health outcomes.</p> <p>The objectives of the project would be to cut back and thin vegetation to increase visibility and improve perceptions of safety; create designated family picnic areas, informal seating, and space for Forest School or community-based outdoor learning; install interpretive signage and QR codes to explain the site's history, biodiversity, and positive usage rules; and designate space and signage for young people, setting expectations for safe and responsible use, encouraging self-policing of behaviour.</p> <p>Reclaiming The Dell for positive use would support the Council’s wider regeneration efforts, particularly in relation to the planned Skate Park redevelopment, and would strengthen the Council’s position when applying for capital funding for the Skate Park project.</p> <p>IT WAS RESOLVED to recommend to Council that a Green Spaces Working Group is set up to take forward the projects at Willow Meadows and The Dell. The Working Group would liaise with BBOWT and WODC partners; develop project plans, timelines, and costings; explore community involvement opportunities (eg schools, youth groups); and bring forward formal recommendations and funding applications for Council approval. It should be a time limited (task and finish) group, reporting to the Economic Regeneration and Environment Committee, and include officers, councillors, and (potentially) local community representatives or volunteers with relevant interests.</p>	<p>Proposed: KW Seconded: LW All in favour</p>
<p>ERE11/25-26/11</p>	<p>DATE OF NEXT MEETING</p>	
	<p>Committee to note the date of the next meeting is scheduled for Tuesday 4 November 2025 at 6.00pm.</p> <p>It was noted that a meeting might need to be scheduled sooner than this if necessary.</p>	<p>Noted</p>

The meeting closed at 7.13 pm.

Chair: _____

Date: _____



Carterton Town Council

**A meeting of the GRANTS COMMITTEE was held on Tuesday 7 July 2025
at 6.00pm in the Town Hall and was attended by the following:**

Chair: Cllr L Wood
 Vice Chair: Cllr M McBride
 Members: Cllr J Guest, Cllr E Hatton, Cllr D Melvin
 In attendance: Three members of the public were present,
 including Cllr S Watson.
 Town Clerk: Mr S Garwood

ITEM	MINUTE	VOTE/ACTION
G01/25-26/1	ELECTION OF CHAIR	
	IT WAS RESOLVED that Cllr L Wood be elected as Chair of the Grants Committee to hold office until May 2026.	Proposed: McB Seconded: DM All in favour
G02/25-26/2	ELECTION OF VICE CHAIR	
	IT WAS RESOLVED that Cllr M McBride be elected as Vice Chair of the Grants Committee to hold office until May 2026.	Proposed: LW Seconded: DM All in favour
G03/25-26/3	APOLOGIES	
	There were none.	
G04/25-26/4	DECLARATIONS OF INTEREST AND DISPENSATIONS	
	Cllr Melvin declared an interest in Items 7 and 8 as he is a volunteer for Volunteer Link Up and also Director and Trustee for Carterton Community Centre.	
G05/25-26/5	MINUTES OF THE PREVIOUS MEETING	
	The minutes of the meeting held on 11 March 2025 were approved as a true record and signed by the Chair.	Proposed: McB Seconded: LW All in favour

G06/25-26/6	PUBLIC PARTICIPATION	
	<p><u>Carterton Party in the Park</u></p> <p>Iain Miller and Lynn Little attended the meeting for this item. Iain Miller addressed the committee about their application for a Town Council grant for the Party in the Park event to be held on 16 August 2025 on Carterton Recreation Ground. He handed round some details about himself and explained that he had a lot of experience in event planning. A risk assessment, business plan and contingency plan were also tabled.</p> <p>The aim of the event is to provide a quality, very cheap, marvellous day out for the Carterton community and RAF Brize Norton community. He was the founder of BrizeFest and the Party in the Park event looks to fill that gap. It is hoped to make a profit, 50% of which would go to Carterton Community Foodbank, with the remainder going to support the event the following year. The organisers are a small group of independent Carterton residents. The Chairman is himself, supported by a Treasurer, Health & Safety Officer and a Secretary. There are members responsible for security, fairground, bar and bands, and a number of local community members.</p> <p>The grant would cover some of the fixed costs to make the event safe for the public, for example medical cover, security and Public Liability Insurance. They had been quoted just over £800 for portable toilets. The cost for First Aid cover was still under negotiation.</p> <p>Cllr Hatton said that there is another Food Bank in the town, The Food Angels, that support school children and people with dementia with meals and socialisation. She asked whether they might consider giving a proportion to them as well, and he said he would present that to their committee.</p> <p>They are seeking sponsorship from businesses and so far they have around 74 stalls booked, which includes local charities as well. RAF personnel would help with marshalling on the day. It is classed as a Tier 2 event in the Purple Guide for Event Management and appropriate security must be in place.</p> <p>He has a Sum Up business account that is used solely by the committee, until such time as their Community Account is up and running.</p> <p>The grant application was considered at this point in the meeting, so that the members of public could then leave after this item.</p>	

	<p>IT WAS RESOLVED to recommend to Council that a grant of up to £1,000 be awarded to Carterton Party in the Park, specifically to cover the cost of the portable toilets.</p> <p>Iain Miller thanked the Grants Committee for their consideration and said he would be delighted to assist with event planning for any future Council events. Iain Miller and Lynn Little then left the meeting.</p>	<p>Proposed: EH Seconded: JG 4 in favour 1 abstention</p>
G07/25-26/7	UPDATE ON THE GRANT BUDGET AND PREVIOUS APPLICATIONS	
	<p>Committee to note the budget remaining for 2025-2026 and the verbal update from the Clerk on discussions with the Carterton Family Centre regarding the activities of ‘Dotty’s’ Youth Group.</p> <p>Budget details for both the Project & Event Grants and Service Level Grants had been circulated to the committee.</p> <p>There was no update on Dotty’s Youth Group.</p>	
G08/25-26/8	GRANT APPLICATIONS FOR FINANCIAL YEAR 2025/2026	
	The following applications were considered by the Committee:	
(a)	<p><u>Carterton Party in the Park</u></p> <p>This item was considered earlier in the meeting at Item 6.</p>	
(b)	<p><u>Volunteer Link Up</u></p> <p>Volunteer Link Up seek a grant of £1,500 toward the day to day core costs of providing their Befriending and Community Transport service to residents of Carterton.</p> <p>It was noted that the number of people the service supported had risen slightly from 117 last year to 134 this year.</p> <p>IT WAS RESOLVED to recommend to Council that a grant of £1,000 be awarded to Volunteer Link Up.</p>	<p>Proposed: McB Seconded: LW 4 in favour 1 abstention</p>
(c)	<p><u>Lowland Rescue Oxfordshire</u></p> <p>Lowland Rescue are a professional volunteer organisation that search for vulnerable high risk missing persons. They seek a grant of £1,500 towards the cost of training for their volunteers, which includes medical first responders, drone pilots, adult education training and swift water rescue.</p>	

	<p>Although ten of their volunteers are Carterton residents, the majority of their work is water rescue, and therefore does not benefit Carterton residents particularly.</p> <p>IT WAS RESOLVED to recommend to Council that a grant is not awarded.</p>	<p>Proposed: McB Seconded: JG All in favour</p>
(d)	<p><u>Carterton Community Centre</u></p> <p>The Community Centre have started a new venture called the Welcome Hub, which provides a free weekly Coffee Morning run by a small group of volunteers. The group would like to run a free Family Fun Day to be held on 7 August 2025 and seek a grant of £1,000 towards the costs.</p> <p>The committee were supportive of the event, but wanted to see a breakdown of the costs before making a decision.</p> <p>IT WAS RESOLVED to recommend that a detailed breakdown of costs is sought and clarification sought on the role of the Welcome Hub, and a decision deferred to the next Town Council meeting to be held on 15 July 2025.</p>	<p>Proposed: LW Seconded: JG 3 in favour 2 abstentions</p>
(e)	<p><u>Oxford Parent Infant Project (OXPIP)</u></p> <p>OXPIP specialise in parent-infant psychotherapy and family support. Their services are free of charge by referral and have supported nine families in the town in the last year, providing 60 therapy sessions in total. A grant of £2,000 is sought to provide a weekly session in the Town Hall or Carterton Family Centre or virtually online.</p> <p>IT WAS RESOLVED to recommend to Council that a grant of £2,000 is awarded to OXPIP.</p>	<p>Proposed: McB Seconded: LW All in favour</p>
G09/25-26/9	DATE OF NEXT MEETING	
	<p>The Committee noted the date of next meeting is to be confirmed pending new applications for Grants and available budget.</p>	

The meeting closed at 6.58pm.

Chair:

Date:

Councillor Natalie King & Elaine Hatton
Schools Champions Report
15.07.2025

Myself and Councillor Elaine Hatton were elected Schools Champions for Carterton Town Council in May 2025. Councillor Hatton has experience of this role previously when on the Council prior to Covid and has a great artistic flare for the role. We have discussed and planned what we feel this role entails for 2025-2026 and together we have some great ideas.

We began by making contact with all the schools within Carterton and set out some basic questions to ask them all and from there we would respond to their answers and any topic the school feels they would like to discuss.

We would like to focus on a few events for the remainder of the year 2025 such as Remembrance Sunday and Lantern making. Next year we are looking to do something around Easter and academic themed weeks the schools are running.

14.06.25:

We began by meeting up with the Carterton Food Angels who work from the unit by both Edith Moorhouse and St Joseph's Schools. We attended to promote their open day and to help families that maybe in need of food parcels or a place to meet with friends, so please do follow them on Facebook and contact them if you need any assistance. Everything is confidential and discrete or you are welcome to approach your local Councillor who can refer you for emergency parcels. Same goes for if you can donate food to either food bank locally, they would be grateful.

There will be events held over the summer by Food Angels so keep your eyes peeled and go along, all are welcome. We will be ensuring all the food banks inform schools on their newsletters.

19.06.25 – Edith Moorhouse School

We had a lovely visit with the Head Teacher and she informed us that there were 344 children at the school and that fluctuates each year. They are currently working on building a library as they currently don't have one, however the costs of books is something they are struggling with.

They have a small SEN provision, but this is what will be their next big project next year after the library is established, as it needs more support and development. She told us about arts week in June and Science/STEM week in July, so next year myself and Elaine will do something with the school to celebrate this with them.

They were happy to engage the lantern making, however felt that they would not do this in school time, but would take some for the afterschool club children to make. We will provide students to take home order slips and do this on a response basis making kits to school's order to hopefully save on costs for this annual project.

They were very excited to engage with the poppy arts project which will see the town decorated with poppies by all the schools. This will be an in-school project with selected students in October and November. We asked if they could bring at least 5-10 children to the Remembrance Parade and they said they would try. Finally, they said they wanted a stall at the Christmas market. Overall, a very positive response and constructive feedback to begin with.

20.06.25 – St Joseph's Catholic School

We met with the Deputy Head and my son's year 5/6 Teacher Mrs Putt who has been a wonderful teacher this year. She told us that the school had 122 students in the school and were looking forward to armed forces week, multicultural week, science week and the Armed Forces Festival. They are a very active school learning a vast number of subjects in a variety of ways and following a religious curriculum and events are at the heart of all they do. Their big worries are the road along Lawnton Avenue and the drive way to the schools shared carpark and the dangers in which the cars and parking present. OCC I believe are making some changes but these are not quick enough and gone on too long.

They expressed they also do not have a library, but do have book corners in all the classrooms, but they desperately also want more books. They have signed up to a Charity called BookSmart for the next World Book Day, where they can receive second-hand books. They said they need money and help to improve the school climbing frame which has become tired and worn, plus more equipment for the playground. They do have a Wild Area in the far corner of their field where they bug hunt, learn bush craft and wildlife. They said they would like to make this more engaging, but need support to do this as staff do not have the time.

They were happy to share the foodbank posts and promote there breakfast club as they too have a breakfast club and help families out who are struggling.

I mentioned as a parent I was hoping to help do up the newly established SEND classroom as I felt it wasn't functioning as well as could be. I have since put a proposal together and the school has accepted it and we have been given grant funding by Councillor Nick Field Johnson and CET, so myself and Elaine will be working on this over the summer holidays.

They were excited about the poppy art project and we will be going in between October and November to do this with the children. We also asked them to bring 5-10 children for the Remembrance Parade as part of a whole Carterton Schools collective. As for the Lanterns Parade, they were happy to have a session in school, plus they will take some for the afterschool club and be included in the to order permission slips. They welcome us to come back and do more work with the children next year and will notify us of their calendar.

Both schools did talk about worries regarding the new school being built in Brize Norton as they will lose children as parents will move them to be closer to home and this means a loss of funding, which they are already struggling on what they have full capacity schools.

30.06.25 – 02.07.25:

We attended St Joseph's Catholic School for Multicultural week and had a wonderful time over two days with the early year's students creating a large art piece, including a 3D world and lots of people going around the edge and we called it "We all share one world". The world was made from paper Mache, paint, wool and lots and lots of glue! This mixed media art piece will be mounted in the school and shows the beautiful diverse cultural world we live in. The children were well behaved and full of enthusiasm and creativity so a big thank you to them and the teachers for allowing us to come in and get so messy.

The following day I attended the multicultural picnic which was yet again a great event, where parents brought a variety of food to the playground and the whole school came out to try it. The parents did a fantastic job bring such a wonderful spread and my clotted cream and strawberry filled scones were devoured in minutes.



Schools pending a meeting:

- St John's C of E Primary - Pending a date tbc
- Gateway Primary School - Did not want any participation
- Carterton Primary School - Pending a date tbc
- Carterton Community College - Pending a date tbc

School Events:

- 04.07.25 – Armed Forces Festival held at St Joseph's School and is open to all residents 3 – 6pm.
- 04.07.25 – Summer Fair held at Edith Moorhouse School and is open to all residents 3 – 6pm.

If there is any events you feel we should know about please do let either of us know and we will be happy to help and attend.

From your Schools Champions,

Councillor Natalie King & Councillor Elaine Hatton

Natalie King Town Council Email: councillornatalieking@gmail.com

Elaine Hatton Town Council Email: councillorhatton@gmail.com

WODC Email: Natalie.king@westoxon.gov.uk

Facebook: Councillor Natalie King

PAYMENTS FOR APPROVAL

Number	Name	Description	Net	VAT	Gross
No Invoice No.	Administration	June Salary Payments	£12,334.57	£0.00	£12,334.57
AEU-INV-GB-2025-6510046	Amazon	Business Prime - Annual Fee	£95.00	£19.00	£114.00
GB501XF2OS SDPI	Amazon	Long handled dustpan and broom set	£10.79	£2.16	£12.95
GB51A1FAABE Y	Amazon	Outdoor garden broom with metal scraper/ Jantex floor cleaner 5 ltr x 2/ Tork hand towels (pack of 6)/4 hole punch (for Dep Clerk)	£99.61	£19.93	£119.54
GB51D621ABE Y	Amazon	Magnetic whiteboard (for Dep Clerk)	£15.44	£3.09	£18.53
GB55J21TABE I	Amazon	Whiteboard markers (2 sets)	£6.64	£1.32	£7.96
G51DDAKABE Y	Amazon	a5 notebooks (10)/a4 notebooks (6) /C4 envelopes(250)/document wallets (50 red/green)/ copy paper (10 reams)	£101.23	£20.26	£121.49
GB51EWMXABEY	Amazon	A4 laminating pouches (2 boxes)	£8.18	£1.64	£9.82
129899	Azura	EICR - ARRG/Pavilion/Bandstand	£305.00	£61.00	£366.00
129900	Azura	Replacement RCBO (Electrics)	£145.00	£29.00	£174.00
129931	Azura	6 monthly fire alarm/emergency lighting - Town Hall	£135.00	£27.00	£162.00
544026	A C S Bower Ltd	remove damaged bollards and install two from other location (rear of Brownes Hall)	£473.85	£94.77	£568.62
INV-D-08075	Cloudy IT	IT Support - July	£332.99	£66.60	£399.59
25801	DCK Payroll	Payroll - June	£83.85	£16.77	£100.62
60355	Flagpole Express Ltd	Annual maintenance Flagpoles	£415.00	£83.00	£498.00
No Invoice No.	HMRC	June PAYE / NI	£4,689.74	£0.00	£4,689.74
262525	Kompan	At height inspection (climbing Net) July	£400.00	£80.00	£480.00
15844	McCracken & Sons Ltd	Remove old noticeboards and install new ones	£825.00	£165.00	£990.00
15845	McCracken & Sons Ltd	Lay paving at town hall (at site of new notice board)	£165.00	£33.00	£198.00
No Invoice No.	OCC	June PAYE / NI	£4,351.98	£0.00	£4,351.98
309773	Qik Group	Chemical Toilet - Kilkenny Lane	£75.60	£15.12	£90.72
309774	Qik Group	Chemical Toilet - Elmhurst Way	£75.60	£15.12	£90.72
1	RAFA KidZ	Funds towards resources for Food Festival (cooking classes)	£150.00		£150.00
2025027	UK Life Medical Ltd	Medical response cover for VE Day	£430.00	£86.00	£516.00
33629338	WODC	Playground Inspections x 9 - May	£726.95	£145.39	£872.34
no invoice number	S J Wells Window Cleaning	External window cleaning - Town Hall	£25.00		£25.00
receipts provided	Councillor Elaine Hatton	Purchase of goods for Multi Cultural Project at St Josephs School - wood and hanging basket	£10.50		£10.50
receipts provided	Asda	Dishwasher tablets/Gazette/bleach	£10.31		£10.31
TOTALS			£26,497.83	£985.17	£27,483.00

INTERNAL TRANSFERS FOR APPROVAL

From	To	Description	Net	VAT	Gross
Savings Account	Current Account	Insurance premium	£21,306.11	£0.00	£21,306.11
Savings Account	Wages Account	June Salaries	£12,334.57	£0.00	£12,334.57
TOTALS			£33,640.68	£0.00	£33,640.68

PRE AUTHORISED PAYMENTS MADE

DATE	Name	Description	Net	VAT	Gross
19.06.2025	James Hallam	Aviva GPA/Business/Travel Insurance	£526.38	£0.00	£526.38
19.06.2025	James Hallam	Commercial Combined Insurance	£21,306.11	£0.00	£21,306.11
19.06.2025	James Hallam	Cyber Insurance	£1,159.84	£0.00	£1,159.84
23.06.2025	GWP Medical Services Ltd	Medical cover for Food Festival 10% deposit	£75.58		£75.58
25.06.2025	Serco	Security for Food Festival	£600.00		£600.00
02.07.2025	QikGroup	Hire of 5 chemical toilets for Food Festival	£420.00	£84.00	£504.00
05.07.2025	A Rudge (AR Music Agency)	Frazer Lepford (live music)	£175.00	£35.00	£210.00
05.07.2025	Fox Audio	PA/Sound equipment/staging	£1,600.00		£1,600.00
TOTALS			£25,862.91	£119.00	£25,981.91

MULTICARD/PAYPAL FOR APPROVAL

Number	Name	Description	Net	VAT	Gross
receipt provided	Morrisons	Bin liners/gazette/milk	£7.05		£7.05
receipt provided	Morrisons	Milk	£1.55		£1.55
receipt provided	Morrisons	Cleaning products and gazette	£25.15		£25.15
receipt provided	Asda	Cleaning	£8.94		£8.94
receipt provided	WODC	TEN for Food Festival 5th/6th July	£21.00		£21.00
receipt provided	Aldi	Milk	£1.55		£1.55
receipt provided	Morrisons	Teabags (decaff) and Milk	£5.05		£5.05
GT-036371	Green-tech Co	Roundup ProActive	£58.98	£11.80	£70.78
1000111241	E-Hardware	Sprung slide bolt for gate at Willow Meadow	£10.46	£2.09	£12.55
receipt provided	Aldi	Coffee/tea bags/milk	£12.42		£12.42
receipt provided	Aldi	Toilet rolls for chemical toilets (for Food Festival)	£13.74		£13.74
receipt provided	Morrisons	mLK	£1.55		£1.55
A21451333813	Screwfix	Safety boots for Town Warden	£49.99		£49.99
8XC53392D1037912T	Adobe	Monthly subscription	£16.64	£3.33	£19.97
TOTALS			£234.07	£17.22	£251.29

DIRECT DEBITS FOR APPROVAL

Number	Name	Description	Net	VAT	Gross
M022 OE	BT	Telephone/Broadband charges - June	£268.30	£53.66	£321.96
U002941314	Bright HR	HR Services	£90.19	£17.03	£107.22
10006901503	Castle Water	Water usage Town Hall - June	£84.43		£84.43
10006901717	Castle Water	Water usage Allotments - June	£272.56		£272.56
10006963119	Castle Water	Water usage Pavilion - June	£80.22		£80.22
KI-OC2A52F8-0012	EDF Energy	Electricity charges - Town Hall	£229.95	£11.50	£241.45
KI-07CA0479-0014	EDF Energy	Gas charges - Town Hall	£17.15	£0.86	£18.01
143015	Richard Coglan Ltd	Copier charges (upstairs)	£20.15	£4.03	£24.18
143016	Richard Coglan Ltd	Copier charges (downstairs)	£45.29	£9.06	£54.35
107009	Vodaphone	Mobile phone charges	£23.40	£4.68	£28.08
2793075	YU Energy	Electricity charges - Baldwin Mews - MPAN 2000054305981 - June	£34.21	£1.71	£35.92
2793060	YU Energy	Electricity charges - Baldwin Mews - MPAN 2000054305972 -June	£7.16	£0.36	£7.52
TOTALS			£1,173.01	£102.89	£1,275.90

**Project and Event Grants
2025 - 2026**

Organisation	Reason for Grant	Amount requested	Amount awarded	TC Meeting
Save the Children May Day Fair	Hire of the Marquee	£1,400.00	£1,200.00	
OPA	Contribution to Play Day	£2,000.00	£1,000.00	
Brize Norton Scouts	To pay for new standards		£700.00	
Total Project and Event Grants		£3,400.00	£2,900.00	

Service Level Grants

Organisation	Reason for Grant	Amount requested	Amount awarded	TC Meeting
Carterton Food Bank	Requested £10000 for a new venue on a 3 year rolling basis	£10,000.00	£5,000.00	
WOCT	To pay for 3 day service	£18,000.00	£6,000.00	
Total Service Level Grants		£28,000.00	£11,000.00	

Total Grants **£31,400.00** **£13,900.00**

Budget	£25,200
Remaining	£11,300.00

Town Centre Improvements

To discuss and consider making a recommendation to Council on proposed improvements to the town centre using available Section 106 funding.

Background

West Oxfordshire District Council currently holds a pot of approximately £18,000 of Section 106 funds allocated specifically for town centre enhancements in Carterton. These funds must be spent by February 2026. In addition, there is a separate S106 allocation for signage improvements, which is also subject to the same expenditure deadline.

The Economic Regeneration and Environment Committee were invited to consider proposals to improve key areas in the town centre, which would enhance the overall visitor experience, support local businesses, and promote better use of community spaces. These include:

- Tower Square
- Factory Shop frontage
- Wayfinding and Signage

a) Tower Square Enhancement Proposal



Proposal:

To remove the existing low-level bushes and earth mound surrounding the tree in the centre of Tower Square, and to replace this area with level paving – creating a more open, accessible, and continental-style public square. The existing mature tree would be retained and integrated into the new design.

Rationale:

The current configuration creates a barrier between the centre of the square and the

surrounding public realm. By opening up the space, we hope to encourage greater footfall, improve sightlines, and allow for potential al fresco seating or community use.

Benefits:

- Improved aesthetics and accessibility of the town centre
- Support for surrounding businesses (e.g. Burgers and Brews, Lynwood Café, Caprinos Pizza)
- A more flexible, usable space for events, seating, or market activity
- Aligns with the principles of public realm revitalisation and economic regeneration

Considerations:

- The land in question is not in the ownership of Carterton Town Council. It will be necessary to engage with the landowner(s) to obtain permission and agreement in principle.
- Preliminary costs for removal of vegetation, supply of materials, and installation will need to be obtained from local contractors to inform a full recommendation to Council.

Recommendation to Committee:

To support the proposal in principle and recommend that the Town Council:

- Initiates contact with the landowner(s) of Tower Square to seek consent;
- Commissions indicative costings for the works; and
- Applies to WODC for the £18,000 S106 funding to this project, subject to permissions and costs.

b) Factory Shop Frontage – Update and Recommendation



Original Proposal:

To carry out improvements to the area in front of the Factory Shop, including:

- Management or removal of large trees that currently overshadow the building and raise the paving with their roots;
- Clearance and replanting of the overgrown raised beds adjacent to the pavement.

Update:

Initial investigations suggest that the land is likely under the ownership of Oxfordshire County Council (Highways). However, multiple attempts to engage OCC have so far been unsuccessful.

In addition, we have been informally made aware that West Oxfordshire District Council may be exploring redevelopment opportunities for the building. In light of these two complicating factors, it is not considered appropriate to proceed at this stage.

Recommendation to Committee:

To note the update and agree to pause further work on the Factory Shop frontage project until:

- Ownership and responsibility are confirmed, and
- Any potential redevelopment plans by WODC are clarified.

c) Signage Improvements

Proposal:

To utilise the separate pot of Section 106 funds allocated for signage improvements, with the aim of:

- Installing brown tourism-style directional signs to guide residents and visitors to key green and recreational sites, including:
 - **Willow Meadows**
 - **The Dell**
 - **The Market** (Market Square)
 - **Carterton Recreation Ground**
 - **Town Hall**
- Adding the words "Town Hall" to the Alvescot Road side of the building to improve visibility and help visitors more easily identify the premises from the main road.
- Installing a dedicated noticeboard on the recreation ground to display upcoming events and activities taking place on the site.
- Creation of a new Town Map to put on noticeboards and handout at the Town Hall as the previous map is now out of date.

Rationale and Benefits:

- Improves visibility and accessibility of local amenities
- Encourages footfall to underused green spaces
- Supports the Council's ongoing efforts to promote active lifestyles and environmental engagement
- Enhances communications with the public regarding events and recreation

Next Steps:

- Confirm final locations for signs and noticeboard
- Commission design and quotations for signage
- Submit a formal proposal to Council for approval and allocation of S106 signage funds

Recommendation to Committee:

To recommend that the Town Council proceeds with the signage project by:

- Identifying suitable locations for new directional signs and the new recreation ground noticeboard;
- Obtaining costs and design proposals; and
- Allocating the relevant S106 signage funds accordingly.

Summary of Committee Recommendations (for discussion and agreement)

The Committee is invited to consider and make the following recommendations to Full Council:

1. **Tower Square:** Support the enhancement proposal in principle, seek landowner consent, and commission costings to inform a formal project plan.
2. **Factory Shop:** Note the update and agree to defer the project until land ownership and WODC intentions are clarified.
3. **Signage:** Proceed with signage and noticeboard improvements, with locations to be finalised and costs to be obtained.

Improvements to Street Scene on Upavon Way

To discuss and consider making a recommendation to Council on potential street scene improvements along Upavon Way, funded by Section 106 contributions.

Background

West Oxfordshire District Council currently holds a Section 106 allocation of £36,000, specifically earmarked for improvements to the street scene along Upavon Way. These funds must be committed and spent by February 2026, and the Council is now in a position to consider potential projects that would enhance the local environment and benefit residents and visitors alike.

Two primary proposals have emerged:

- The replacement or upgrade of existing bus shelters
- The creation of a new Queen Elizabeth II commemorative garden

The Committee is invited to consider the feasibility and merits of both options and make a recommendation to Full Council.

a) Bus Shelters on Upavon Way

Proposal:

To replace or refurbish the existing bus shelters on Upavon Way, particularly those near Stanmore Crescent, which are heavily used by residents and have been the subject of public concern.

Context:

- The current shelters are in poor condition, with ageing structures and limited protection from the elements.
- Older and vulnerable residents have raised safety concerns, expressing that the shelters feel unsafe and unwelcoming.
- Improving these shelters would demonstrate a direct response to community feedback and provide tangible public benefit.

Considerations:

- New shelters would significantly improve accessibility and comfort for public transport users.
- The cost of new shelters can vary significantly depending on the specification (e.g., basic metal frame vs enclosed glass structures with seating).

- However, there is a complication: the Lidl development at the corner of Monahan Way and Upavon Way (Broadshires) is expected to include provision for new bus shelters as part of its planning obligations. These may replace or duplicate proposed Town Council upgrades.

Recommendation to Committee:

- Defer a decision on the bus shelter project until:
 - Full confirmation is obtained from West Oxfordshire District Council or the developer on whether new shelters are being provided as part of the Lidl scheme.
 - The precise locations and specifications of any developer-funded shelters are known.
- Retain this option as a potential fallback should the Lidl development shelters not proceed or be limited in scope.

b) Queen Elizabeth II Commemorative Garden

Proposal:

To create a new landscaped public garden space on Upavon Way in memory of Her Late Majesty Queen Elizabeth II, complementing the existing Queen Mother's Garden located nearby.

Rationale:

- A commemorative garden would enhance the visual amenity of the Upavon Way corridor, soften the urban character of the area, and provide a peaceful space for reflection.
- It would serve as a fitting and lasting tribute to Queen Elizabeth II and could also incorporate educational or interpretive features celebrating her life and service.
- The project aligns well with the S106 objective to improve the street scene and could provide a point of civic pride for the community.

Potential Locations:

1. Site A – Corner of Monahan Way and Upavon Way:

Located near the traffic light junction, as you turn towards Stanmore Crescent or Broadshires. This site is prominent, visible to passing traffic and pedestrians, and underutilised at present.



2. Site B – Corner of Upavon Way and Burford Road (opposite Queen Mother's Garden):

Positioned on the opposite side of the road from the existing Queen Mother's Garden, this location offers the potential to create a complementary green space, possibly linked by planting schemes or signage.



3. Site C – Corner of Upavon Way and Stanmore Crescent

Located on the corner of Stanmore Crescent near the underpass opposite the Mac and Jagers Bar



Considerations:

- Land ownership would need to be confirmed before proceeding with any design work.
- Landscape design costs, groundworks, planting, installation of benches or signage, and future maintenance responsibilities will all need to be scoped.
- The Council may wish to engage with the community or local schools for involvement in the design or planting, supporting civic participation.

Recommendation to Committee:

- Support the creation of a Queen Elizabeth II Garden in principle.
- Recommend that the Town Council:
 - Seeks confirmation of land ownership and necessary permissions for each proposed site.
 - Commissions a basic landscape concept design for each option to inform decision-making and budgeting.
 - Allocates a portion of the £36,000 S106 funding to this project, subject to feasibility and costings.

Summary of Committee Recommendations (for discussion and agreement)

The Committee is invited to consider and agree the following recommendations to Full Council:

1. Bus Shelters:

- Defer action on bus shelters until the outcome of the Lidl development and associated infrastructure is confirmed.

2. Queen Elizabeth II Garden:

- Support the development of a new commemorative garden on Upavon Way.
- Investigate both proposed locations, confirming ownership and suitability.
- Commission outline designs and indicative costings to inform further decisions.
- Allocate S106 funds accordingly, subject to progress on the above steps.

Agenda Item 10 – Improvements to Green Spaces

To receive an update on two potential green space projects and consider making a recommendation to Council to create a new Working Group to take the projects forward.

Background

The Town Council has been approached by partners from West Oxfordshire District Council (WODC) and the Berks, Bucks and Oxon Wildlife Trust (BBOWT) regarding potential collaboration on green space improvements in Carterton. These discussions have centred on two key local sites:

- **Willow Meadows**
- **The Dell**

Both sites have the potential to contribute significantly to key outcomes and priorities around health and wellbeing, environmental stewardship, and reducing anti-social behaviour.

Through initial discussions with Martha Holland (WODC Communities Team) and Tatiana Bell (Local Nature Recovery Officer), it has become clear that external funding is available—particularly from Public Health sources and BBOWT—to support a locally-led programme of green space regeneration. Following site visits with BBOWT officers, the Council has been invited to put forward project proposals for both locations.

a) Willow Meadows – Ecological Enhancement and Awareness Project

Overview:

Willow Meadows has been identified by BBOWT and visiting specialists as a site of exceptional ecological value—one of the most important lowland wet grassland and fen sites in Oxfordshire and possibly in the UK. The site supports:

- A population of native black poplar trees
- Rare grasses and wildflowers
- Habitats for water vole, rare butterflies, and wetland bird species

The site is currently managed by the Town Council. While this arrangement maintains the meadow's basic ecological health, there is scope for significant improvement, both in land management practices and public engagement.

Project Objectives:

- Enhance land management with specialist guidance and BBOWT involvement

- Repair existing boardwalk infrastructure
- Install information boards and QR codes linking to interactive online content explaining the site’s biodiversity, species, and conservation value

Funding Opportunities:

- BBOWT has expressed interest in providing funding, technical support, and public engagement resources
- The project aligns with Local Nature Recovery and Biodiversity Net Gain objectives, enhancing chances of attracting additional support

b) The Dell – Healthy Place Shaping and Community Reclamation

Overview:

The Dell is an underused and overgrown green space in Carterton with untapped potential. It has, in recent years, suffered from low visibility and reports of anti-social behaviour. However, it also offers a valuable natural setting, and a well-planned intervention could reclaim the space for positive community use, especially for families and young people.

This aligns with a separate funding stream identified by Public Health partners through WODC, designed to “reclaim” green spaces to improve mental and physical health outcomes.

Project Objectives:

- Cut back and thin vegetation to increase visibility and improve perceptions of safety
- Create designated family picnic areas, informal seating, and space for Forest School or community-based outdoor learning
- Install interpretive signage and QR codes to explain the site's history, biodiversity, and positive usage rules
- Designate space and signage for young people, setting expectations for safe and responsible use, encouraging self-policing of behaviour

Broader Strategy Impact:

- Reclaiming The Dell for positive use would support some of our wider regeneration efforts, particularly in relation to the planned Skate Park redevelopment. Demonstrating progress and secured funding for The Dell would strengthen the Council’s position when applying for capital funding for the skate park project.

Funding Opportunities:

- BBOWT may provide support and expertise
- WODC's Public Health funding (linked to Healthy Place Shaping)
- Potential for match-funding or phased delivery based on initial success

Proposal for a Working Group

Given the breadth and interlinked nature of the proposals for Willow Meadows and The Dell, it is recommended that the Committee supports the formation of a dedicated Working Group to:

- Liaise with BBOWT and WODC partners
- Develop project plans, timelines, and costings
- Explore community involvement opportunities (e.g. schools, youth groups)
- Bring forward formal recommendations and funding applications for Council approval

This Working Group would be a time limited (task and finish) group and would report to the Economic Regeneration and Environment Committee and include officers, councillors, and (potentially) local community representatives or volunteers with relevant interests.

Committee Recommendations (for consideration and agreement)

The Committee is invited to:

1. **Note the update** on proposals for Willow Meadows and The Dell.
2. **Support in principle** the two emerging projects focused on:
 - Ecological enhancement and public engagement at Willow Meadows
 - Green space reclamation and family/community access improvements at The Dell
3. **Recommend to Full Council** that a **Green Spaces Working Group** be established to take forward these projects, working with BBOWT, WODC, and local stakeholders.

Discussion Item

Local Government Reorganisation and Devolution

Implications for Carterton

Background

In February 2025, all councils in Oxfordshire received a *statutory invitation* from the Government to submit proposals for the reorganisation of local government. This follows the December 2024 Devolution White Paper, which set out sweeping changes to local government structures across England, aiming to replace the existing two-tier system (County and District Councils) with new unitary authorities.

The Government expects:

- **Initial proposals** to have been submitted by **21 March 2025**.
- **Final proposals** to be submitted by **28 November 2025**.
- New councils to be in place by **May 2028**, following **shadow elections in May 2027**.

The reforms are linked to wider *devolution plans*, requiring all areas to become part of a **Strategic Authority**—possibly with a directly elected **Mayor**.

The Three Proposed Reorganisation Models for Oxfordshire

Option 1: Single Unitary Council – “Oxfordshire Council”

Proposed by: Oxfordshire County Council

Structure: One council replacing the current six (OCC + 5 districts)

Pros:

- Simplifies governance and service delivery
- Stronger countywide strategic planning and financial resilience

Cons:

- Risk of weakened local democratic voice
- Could feel remote and unresponsive to local community needs

Option 2: Two Unitary Councils – “Oxford & Shires” and “Ridgeway Council”

Backed by: Five district councils (including WODC) + West Berkshire Council

Structure:

- **Oxford & Shires Council:** Cherwell, Oxford City, West Oxfordshire
- **Ridgeway Council:** South Oxfordshire, Vale of White Horse, West Berkshire

Pros:

- Maintains some local identity and size balance (~500k each)
- More manageable than a single large authority

Cons:

- Cross-county coordination challenges
- Ridgeway includes parts of Berkshire, complicating governance

Option 3: Three Unitary Councils – “Greater Oxford”, “Northern Oxfordshire”, and “Ridgeway”

Led by: Oxford City Council

Structure:

- **Greater Oxford Council:** Oxford City + Green Belt fringes
- **Northern Oxfordshire Council:** Cherwell + West Oxfordshire
- **Ridgeway Council:** South Oxfordshire, Vale of White Horse, West Berkshire

Pros:

- Allows urban and rural areas to receive more tailored support
- Stronger local identity and potentially better responsiveness

Cons:

- Most complex model
- Risk of fragmentation and viability concerns

Strategic Authority Geography

- OCC’s preferred Strategic Authority covers **Oxfordshire, Berkshire, and Buckinghamshire**.
- A Mayoral County Combined Authority (MCCA) is likely, with **Oxfordshire County Council as the only voting member** unless reorganisation occurs.
- Swindon is currently not involved but may be reconsidered post-election.

Implications for Carterton

Option	Carterton's Likely Placement	Key Implications
1. Single Unitary	Part of a large Oxfordshire-wide council	Risk of diluted representation; harder to influence local decisions
2. Two Councils	Part of Oxford & Shires Council (with Oxford and Cherwell)	Balanced approach with retained local voice; stronger links with Oxford
3. Three Councils	Part of Northern Oxfordshire Council (with Cherwell)	More rural-focused, greater potential for Carterton-specific priorities

Carterton Town Council would no longer sit within a West Oxfordshire District Council and would need to form new relationships within a larger or restructured body.

Timeline

Milestone	Date
Interim proposals submitted	March 2025
Public engagement	June–July 2025
Final proposals submitted	November 2025
Government decision	2026
Shadow authorities created	May 2027
New councils operational	May 2028

Recommended Actions for Carterton Town Council

1. Engage in the Process

Ensure strong attendance at upcoming public engagement events—especially those relating to West Oxfordshire or “Northern Oxfordshire.”

2. Advocate for Local Representation

Emphasise the importance of preserving Carterton’s democratic voice and access to services—particularly in a rural context.

3. Assess Service Impacts

Begin to consider how each model might affect planning, leisure, transport, grant funding, and public services in Carterton.

4. Monitor Boundary Proposals

Watch for any changes to Oxford City boundaries or proposals that may affect Carterton’s geographic or political alignment.

5. Prepare a Position Statement

The Council may wish to prepare a formal view or letter to the relevant bodies (e.g. OCC, District Councils, Government) expressing its preferred model or outlining conditions for support.

Key Dates for Engagement

Who	What	Where	When	
Oxford City Council	Public drop-in event	Marriotts Walk, Witney	18 th July 2025	12pm to 3pm
OALC	Paid, part of training event – need to book	Wootton and Dry Sandford Community Centre	18 th July 2025	9:30am to 4pm
West Oxfordshire District Council	Parish Forum (Chairs + Clerks)	WODC Council Chamber, Witney	4 th August 2025	6:30pm

Works for Authorisation – 15th July 2025

Annual Cut of Willow Meadows

Supplier: D & S New and Son LLP

The annual cut is due to take place at the end of July, after the rare orchids have flowered. On advice from BBWOT (Bucks, Berks, Oxfordshire Wildlife Trust) they have recommended that we remove the vegetation by cutting and removing as bales. This is much better for the environment.

Cost of one cut: £750.00 + VAT

Cost of secondary cut if required: £400.00 + VAT

Recommendation: That council approve D & S New and Son LLP to carry out the cut and bale at a cost of £750.00 + VAT and also approve a secondary cut if required at a cost of £400.00 + VAT.

CTC Trees – Glenmore Estate

There are a clump of large trees to the rear of 47 Heather Close and adjacent to Strathmore Close. One in particular is growing over into the back garden of 47.

There are two options to consider – carry out maintenance on the one tree or take the opportunity to reduce all the trees at the same time, saving resources in the long run.

Supplier 1: Town & Country Trees Ltd

Option 1:

Beech Hedge - Remove section of hedge (x 3 stems) closest to boundary fence of 47 Heather Close.

Cost: £400.00 + VAT

////////////////////////////////////

Option 2:

1. Beech Hedge

Remove x 3 trees in screen closest to the boundary fence of 47 Heather Close.
Reduce overall height of hedge to approximately 4 metres high (to previous)
Remove Maple saplings
Thoroughly trim sides to contain and shape

2. Norway maple - Tree no. 0619

Remove lower subsiding branches to east to a height of 4.5 metres
Remove major deadwood & sever climbing Ivy at base of tree

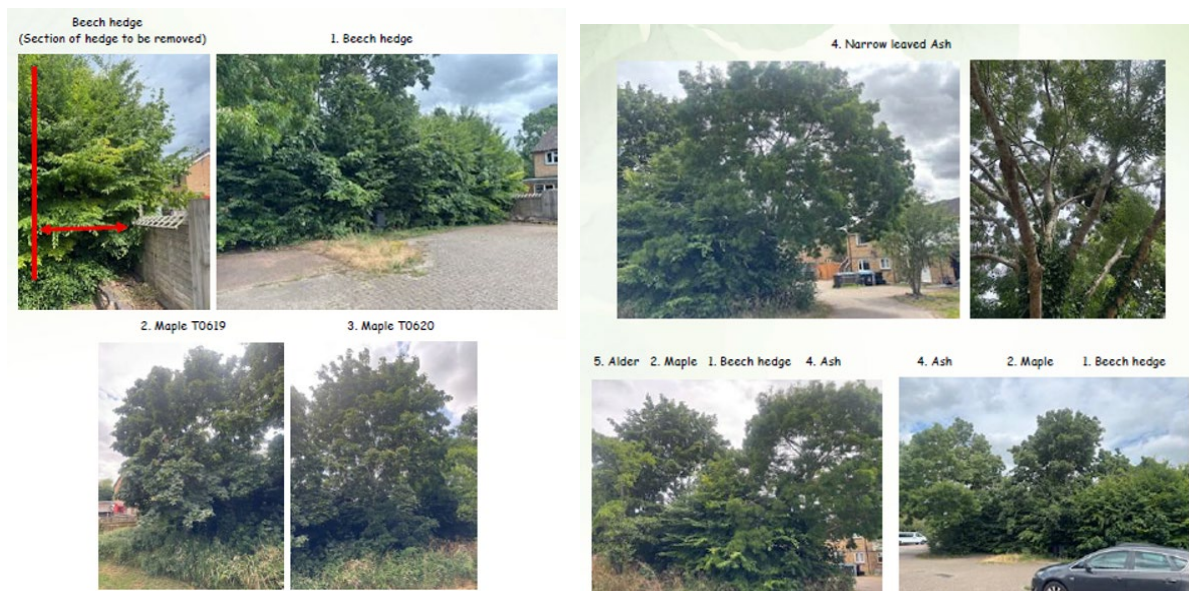
3. Norway maple - Tree no. 0620

Remove lower branches to raise crown height to approximately 5 -6 metres high
Remove major deadwood & sever climbing Ivy at base of tree

4. Narrow leaved Ash – Tree no 0621?

Remove broken suspended stem from upper crown
Remove x 3 lower branches and sub-lateral smaller diameter lower branches to a height of 4 -5 metres
Prune crown circumference (spread) by up to 2 metres in branch length
Remove major deadwood & sever climbing Ivy at base of tree

5. Alder – Sever and remove climbing Ivy



Cost:

£1750.00 + VAT



Supplier 3: Oxford Roofing and Maintenance

Cost: NA – Company said they were Interested but didn't arrange a site visit or submit a quote.

////////////////////////////////////

Recommendation: That council approve Hopper Roofing Ltd to carry out the repairs to the roof at a cost of £650.00 + VAT. Until the roof is secure, rodents can still get into the loft space and chew through the remaining electrical cables.



Smoke Detectors - Pavilion

Following the EICR electrical inspection, the 9 x smoke detectors were discovered to be five years out of date.

Supplier: Azura Networks

- Replace 3 x mains powered 9v battery optical smoke detectors in the pavilion with mains powered 10-year rechargeable lithium battery versions.

Cost: £306.00 + VAT

Recommendation: That council approve Azura Networks to provide and install 9v battery optical smoke detectors at a cost of £306.00 + VAT.



Remedial work - Town Council Properties

Following the recent Gas Inspections of town council properties, there were some issues found. Remedial work needs to be carried out to make sure these buildings are safe and compliant.

Supplier: G & O Engineers Ltd

Town Hall

- Supply and fit temperature sensor
- Chemically treat system
- Replace seal

Works for Authorisation – Supplier Quotes

D & S New and Son LLP

Email – 12.06.25

Dear Lyndy.

Firstly, my apologies for the delay with this. Your first email came when we had started lambing, which meant that it got put on one side to do at the finish, then buried! Your second, when we were away! Anyway, here I am with what you requested!!

Last year I made the mistake of looking back to the wrong invoice when I quoted you, hence you had a cheap rate. In 2023 you paid £750 + VAT for the job, so I will put it back to that. This is either for Topping and mulching, or cutting and removing as bales. A secondary cut if required will cost £400 + VAT.

I hope that this meets with the council's approval. Please let me know if you need any further information.

Kind regards

David

D & S New and Son LLP
Glebe Farm
Black Bourton
Bampton
Oxon
OX18 2PP

Supplier Quotes:

UBICO

Email – 25.06.25

Hi Lyndy,

They are two separate quotes so if done together total cost will be £1955 + VAT

Kind regards

Laurence Sutton

Grounds maintenance supervisor

Tel: 01993 861737

Email: laurence.sutton@ubico.co.uk



Keeping spaces clean and green

UBICO LIMITED

Central Depot, Swindon Road, Cheltenham,
Gloucestershire, GL51 9JZ



www.ubico.co.uk

Ubico Ltd is a local authority owned company registered in England and Wales with Registered Number: 7824292 • VAT Number: 124591225

From: Lyndy Dennis <LDennis@carterton-tc.gov.uk>

Sent: 27 June 2025 13:35

To: Laurence Sutton <laurence.sutton@ubico.co.uk>

Subject: RE: Quote - CTC Trees at Heather Close/Strathmore

Hi Laurence

Thanks for coming back to me.

Can I just confirm with you:

Option 1. If you cut back the tree that's overhanging no 47 it's £505.00

In Option 2, does the total price of £1450.00 include option 1.

Kind regards

Lyndy



Lyndy Dennis

Amenities Officer

Phone: 01993 842156

Email: ldennis@carterton-tc.gov.uk

Carterton Town Council

Town Hall, 19 Alvescot Road, Carterton
OX18 3JL



Find us on [Facebook](#) and [Twitter](#)

Carterton Town Council has recently updated its Privacy Statement, a copy of which can be found on our website - <https://www.carterton-tc.gov.uk/Carterton-Town-Council/UserFiles/Files/Home%20Page/2018/Privacy%20Notice.pdf>.

If you have any further queries, please contact us at the address above.



Think Green – Do not print off this e-mail or any attachments unless you have to.

From: Laurence Sutton <laurence.sutton@ubico.co.uk>

Sent: 27 June 2025 07:54

To: Lyndy Dennis <LDennis@carterton-tc.gov.uk>

Subject: RE: Quote - CTC Trees at Heather Close/Strathmore

Hi Lyndy,

We will be able to remove the low hanging branches on the 2 Maples and remove the ivy. Not sure about the dead wood? I will need to take another look to see if this can be removed from the ground. Unfortunately we cannot do the works required on the Ash tree.

There will be no extra cost to remove low hanging branches and Ivy on the 2 Maples.

Kind regards

Laurence Sutton

Grounds maintenance supervisor

Tel: 01993 861737

Email: laurence.sutton@ubico.co.uk



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From: Laurence Sutton <laurence.sutton@ubico.co.uk>

Sent: 25 June 2025 14:38

To: Lyndy Dennis <LDennis@carterton-tc.gov.uk>

Subject: RE: Quote - CTC Trees at Heather Close/Strathmore

Hi Lyndy,

We can certainly carry out job (1) this will cost **£505 + VAT**.

There are 3 very large trees amongst the clump of trees (2 x Maples and 1 x Ash – pictures 1 & 2) if the height on these need reducing this will require specialized tree arborists to carry out. However Ubico can reduce the height of the rest of the clump at a cost of **£1450 + VAT**.

Kind regards

Laurence Sutton

Grounds maintenance supervisor

Tel: 01993 861737

Email: laurence.sutton@ubico.co.uk



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Supplier Quotes:

Town & Country Trees Ltd



License No. AC0323
Our Ref: 12902CTC-SC
27 June 2025

Lyndy Dennis
Admin Assistant
Carterton Town Council
Town Hall, Alvescot Road
Carterton, Oxon
OX18 3JL

Dear Lyndy

Re: Trees & Hedge at Strathmore Close adjacent to No.47 Heather Close.

Following our visit to the above location this afternoon, please find below my optional quotation for the work I suggest.

Option 1.
Beech hedge - Remove section of hedge (x3 stems) closes the boundary fence of 47 Heather Close
Net cost = € 400.00




Option 2.

- Beech hedge**
Remove x3 trees in screen closes the boundary fence of 47 Heather Close
Reduce overall height of hedge to approximately 4 metres high (to previous)
Remove Maple saplings
Thoroughly trim sides to contain and shape
- Norway maple - Tree no. 0619**
Remove lower subsiding branches to east to a height of 4.5 metres
Remove major deadwood & sever climbing Ivy at base of tree
- Norway maple - Tree no. 0620**
Remove lower branches to raise crown height to approximately 5 -6 metres high
Remove major deadwood & sever climbing Ivy at base of tree
- Narrow leaved Ash - Tree no 0621?**
Remove broken suspended stem from upper crown
Remove x3 lower branches and sub-lateral smaller diameter lower branches to a height of 4 -5 metres
Prune crown circumference (spread) by up to 2 metres in branch length
Remove major deadwood & sever climbing Ivy at base of tree
- Alder - Sever and remove climbing Ivy**
Net cost = €1750.00

The above costs are subject to Vat @ 20%.

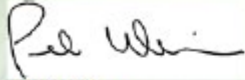
A tree surgery company with the integrity you can trust

Town & Country Trees Ltd • 1 St James Court, Stonesfield, Witney, Oxfordshire OX29 8QW
Tel: 0845 458 2980 • Mobile: 07976 261850 • Email: info@townandcountrytrees.co.uk • Web: www.townandcountrytrees.co.uk



VAT No. 663 4834 17 Company registered in England No. 04127563 Registered Office: 1 St James Court, Stonesfield, Witney, Oxfordshire OX29 8QW

If you find either of the options acceptable or have any further queries, please do not hesitate to contact me.



Paul Hodkinson
Director

Notes:

On acceptance of this quotation, you are deemed to have agreed with our "Terms and Conditions of Service", a copy of which is attached.

Beech hedge
(Section of hedge to be removed)



1. Beech hedge



2. Maple T0619



3. Maple T0620



A tree surgery company with the integrity you can trust

Town & Country Trees Ltd • 1 St James Court, Stonesfield, Witney, Oxfordshire OX29 8QW
Tel: 0845 458 2980 • Mobile: 07976 261850 • Email: info@townandcountrytrees.co.uk • Web: www.townandcountrytrees.co.uk



4. Narrow leaved Ash



5. Alder 2. Maple 1. Beech hedge 4. Ash



4. Ash 2. Maple 1. Beech hedge





McCRACKEN & SONS LTD

Landscape Construction & Grounds Maintenance Contractors

Established 1971

VAT Reg No: 195 7948 91

QUOTATION

Carterton Town Council
 Ms Lyndy Dennis
 Alvescot Road
 Carterton
 Oxon

Quotation No	1272
Quotation Date	01/07/2025
Order No	
Account Ref	C004

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
	Re: Trees at back of 47 Heather Close.				
	To reduce Hawbean hedging at the rear of 47 Heather Close to a height of 2m and crown lift x2 trees, Generally tidying area.	675.00	675.00	20.00	135.00

Terms
 Net 28 days from the date of invoice. All goods remain the property of McCracken & Sons until the invoice is paid
 Details for Payment via BACS as follows:-
 Sort Code: 20.84.58
 Account No: 93845192

Total Net Amount	£	675.00
Carriage Net	£	0.00
Total Tax Amount	£	135.00
Invoice Total	£	810.00

Stonelea Farm, Stonelands, Shilton, OX18 3PA

www.mccrackenandson.co.uk

Tel / Fax: 01993 843129 Mob: 07719 045540

enquires@mccrackenandson.co.uk



Supplier Quote:

Hopper Roofing Ltd

QUOTE

Hopper Roofing Services Limited



Cirencester, Gloucestershire
GL7 1AW
Phone: 07739 047 980

Estimate #	Date
QTE000284	01/07/2025

To:
Lyndy Dennis - Carterton Town Hall
The Pavilion

Description and proposed scope of the work	
Perimeter Tiles and Bird Stops: Removal of perimeter tiles to install bird stops for enhanced protection against pests.	
Cement Loose Ridge Tiles: Secure loose ridge tiles with cement to ensure structural integrity and prevent water ingress.	
Replacement of Broken Tiles: Replace broken tiles to maintain aesthetic appeal and prevent potential roof leaks.	
Fill Holes in Gable End Cladding: Patch and fill any holes in gable end cladding to maintain weather resistance and structural integrity.	

Description	Qty	Price	Total
Labour & Materials	1	£ 650.00	£650.00
Sub Total			£650.00
VAT			£130.00
Thank you for your business!	TOTAL ESTIMATE		£780.00

Note: This estimate is not a contract or a bill. It is our best guess at the total price to complete the work stated above based upon our initial inspection. If prices change or additional parts or labour are required, we will inform you prior to proceeding with the work.

We look forward to hearing back from you if you would like to proceed.

Kind regards

Luke



Good afternoon Lyndy,

Town Hall

Following on from our recent engineers visit to your property, we have pleasure confirming the following quotation:

- To supply and fit temperature sensor.
- to chemically treat system.
- To replace seal

For the sum of £216.40 excluding VAT.

This sum excludes our initial visit.

Our quotes include 12 months warranty on workmanship and parts we supply.

We look forward to hearing back from you if you would like to proceed.

Kind regards

Luke

Fireproof Cabinet Report and Recommendation

Background

Currently, official minutes are stored in both physical and electronic formats:

- **Electronic:** Stored securely in the cloud.
- **Paper:** Stored in the attic and mayor's parlour — areas vulnerable to fire damage.

To ensure the long-term protection of vital records, including up to 20 years of council minutes, appropriate fireproof storage is necessary. While older minutes may be archived at the county archives, local access to at least 15–20 years of records remains important for reference purposes.

Fire Risk and Protection

- Expert advice indicates that building fires are typically extinguished within 15 minutes of detection.
- Fireproof cabinets offer document protection for **30, 60, or 120 minutes**, guarding against heat and smoke damage.
- A cabinet offering **30-minute protection** is likely sufficient given standard response times, although 60-minute options offer added security and futureproofing.

Storage Requirement

Based on recent usage, it is recommended to store up to **20 years of minutes** locally. Minutes are currently bound into year books, typically 1 year of minutes is the equivalent to 1 lever arch file, the town hall should accommodate **30–40 lever arch files**.

Cost Comparison of Fireproof Cabinets

Cabinet Type	Supplier	Capacity	Fire Rating	Price (Incl. VAT)	Delivery Notes
30 Min – 30 files	Safe.co.uk	30 files	30 mins	£1,084.28	Not specified
	Cromwell	30 files	30 mins	£1,270.80	Free delivery; extra for stairs
	Safe Options	30 files	30 mins	£1,260.00	+£144 for indoor upstairs delivery
30 Min – 40 files	Safe.co.uk	40 files	30 mins	£1,089.84	Not specified
60 Min – 30 files	Safe Options	30 files	60 mins	£3,249.00	Not specified
	Safe.co.uk	30 files	60 mins	£2,888.00	Not specified
120 Min – 24 files	Safe Options	24 files	120 mins	£3,210.00	Not specified
	Safe.co.uk	24 files	120 mins	£1,986.00	Not specified
	Safe.co.uk	24 files	120 mins	£2,316.80	Not specified

Recommendation

Given the fire risk, response time, and the need to store 30–40 lever arch files, the following is recommended:

Primary Recommendation:

- **Cabinet:** 30-minute fireproof cabinet with 40-lever arch file capacity
- **Supplier:** Safe.co.uk
- **Cost:** £1,089.84 (including VAT)
- **Rationale:**
 - Meets practical fire protection needs based on 15-minute fire response time.
 - Sufficient storage capacity for 20 years of records.
 - Most cost-effective solution that meets both protection and capacity needs.

Secondary (Enhanced Protection) Option:

- **Cabinet:** 60-minute fireproof cabinet with 30-lever arch file capacity
- **Supplier:** Safe.co.uk
- **Cost:** £2,888.00 (including VAT)
- **Rationale:** Provides an added margin of protection in the event of delayed fire response, though at a significantly higher cost and with slightly lower storage capacity.

Next Steps:

- Confirm delivery requirements, particularly regarding installation location (e.g., mayor's parlour or upstairs).
- Consider consolidation of paper records from attic and other areas into the selected fireproof cabinet once installed.

Safe.co.uk website header with navigation menu: Safes, Lockers, Locks, CCTV, Padlocks, Post Boxes, Filing Cabinets, Home Security, Secure Storage, Blog. Contact: 0800 432 0722. Price Promise, Free Delivery, Trustpilot Rated Excellent.

Phoenix Fire Ranger FS1512k S1 Fireproof Cabinet

★★★★★ 3 reviews

The medium size in our best-selling range of fireproof security cupboards is ideal for schools and offices and can store 30 large files.

[View Full Specification](#)

- 30 minute fire rating, £2,000 insurance rating.
- High security key locking supplied with 2 keys.
- Also available with [Digital Keypad](#).
- Fits 30 lever arch files.
- 2 x height adjustable shelves.
- Shelves incorporate hanging rails to hold filing.
- Installs to floor (fixing kit included).
- Weight: 87kg, Size: 1225 x 930 x 520mm (HxWxD).

MPN: FS1512K

[Compare Sizes](#)

Small £880.08	Medium £1,084.28	Large £1,454.02	X-Large £1,798.80
------------------	-----------------------------	--------------------	----------------------

£1084.28 save £72.52 (6%)

1 [Add to Basket](#)

✓ In Stock

✓ **FREE Delivery** in 2 - 3 Days

✓ Indoor Delivery from £114.00

✓ Finance from [£30.12 p/m](#)

[Price Match Promise](#)

safe
0800 432 0722
Sales & Advice - Mon-Fri, 9am-5pm

Step 1: Choose Delivery

	Phoenix Fire Ranger FS1512k S1 Fireproof Cabinet	Quantity: 1	Weight: 87 kg
	Saver Delivery Our standard doorstep drop off service, no steps	2 - 3 Days	FREE
	Position Delivery Positioned inside your building on any floor with no more than 1 step or a suitable lift	3 - 5 Days	£114.00
	Delivery & Install Professionally installed inside your building on any floor with no more than 1 step or a suitable lift	3 - 5 Days	£248.34
	Extremities & Offshore Delivery to extremities such as the Scottish Highlands, Offshore UK Islands and Ireland.	From 2 - 3 Days	From £63.54

Cromwell = £1270.80 including VAT

Cromwell website header with navigation menu: All Products, Services, Information Hub, Help & Support, Favourites, Request Catalogue, Excellent Trustpilot.

Phoenix Safe Safe, Keyed Lock, White, Steel, 520 x 935 x 1225mm

SKU: PHX8200230K MPN: FS1512K

£1059.00 Ex VAT [Sign in for trade prices](#)

7 VARIATIONS [View all](#)

1 [ADD TO BASKET](#)

✓ Available to order

✓ **FREE Delivery** by Thu, Jul 24th

If ordered within 2 hours 46 minutes 55 seconds

Product Specification

Reviews

Safe options = £1260.00 including VAT

Safe Options Delivery Information

Search [] Contact Us [] inc. VAT [] [] []

Safes Key storage Lockers Metal cabinets Site storage and handling Traffic Safety Convex mirrors Brands

Home > Safes > Fireproof Cabinets & Cupboards > Phoenix Fire Ranger FS1512K Key Lock Security Cabinet

Phoenix Fire Ranger FS1512K Key Lock Security Cabinet

QUICKFIND CODE A1762

★★★★★ (1 Reviews)

3-5 days 67kg 36L 30min

Payment Methods []

£1,260.00 inc VAT

Dispatch Today : Order By 14.30
Delivery : 3-5 business days
GB Mainland Only as standard

Delivery Options (HEAVY - OVER 70 KG) *

- Dropoff Only []
- Dropoff Only
- Delivery Indoors - 5-10 Mon-Fri Days +£144.00
- Bolt Fixing - 5-10 Mon-Fri Days +£321.00
- Steps or Stairs - Contact Us for a Quotation

Additional Keys

Cut Key + £2700 inc VAT Qty: [-] [0] [+]

Quantity [-] [1] [+]

ADD TO BASKET

Pay with Klarna

Phoenix Fire Ranger ST Fire Security Cabinet

30 mins 40 lever arch cabinet

Safe.co.uk = £1089.84

safe.co.uk Search Products...

Safes Lockers Locks CCTV Padlocks Post Boxes Filing Cabinets Home Security Secure Storage Blog

0800 432 0722 Price Promise Free Delivery Trustpilot Rated Excellent

De Raat Lloyd 901 Cupboard

The De Raat Lloyd Cupboard is ideal for use in commercial or education environments. This model has the capacity to store up to 40 lever-arch folders.

View Full Specification []

- 30 minute fire rating, £2,000 insurance rating
- Key locking supplied with 2 keys.
- Also available with digital keypad.
- 4 x height adjustable shelves.
- Store up to 40 lever-arch folders.
- Double welded steel body and door.
- Installs to floor (fixing kit included).
- Weight: 135kg. Size: 1950 x 670 x 500mm (HxWxD)

MPN: 603690190

Consists of:

Small	Medium	Large	X-Large
£779.99	£1,089.84	£1,225.99	£1,449.99

£1089.84 (20% off £1,362.30) [] Add to Basket

- In Stock
- FREE Delivery Wed 2nd Jul
- Order in 23 hrs 39 mins
- Indoor Delivery from £140.34
- Finance from £20.27/mth

Prime Match Promise

Popular in Fire Cupboards ...

60 min – 30 lever Arch Files

Safe Options = £3249.00 including VAT

The Phoenix Fire Commander PRO FS1921K - This low extra wide low Cabinet offers both fire resistance and real security against burglary. It has a high security double bitted W5 class 1 key lock and offers 60 minutes fire protection for Paper and is insurance approved by AIS and Secured By Design (UK Police initiative).
Furthermore it has a certified Insurance Rating of £4,000 in Cash or £40,000 for securing and storing paper documents, exam papers, controlled drugs and also bulky items as well as digital media with the optional data box. Suitable for School exam paper storage for JCO and International Baccalaureate if the cabinet is bolted down.

External Dimensions

H 1200 x W 1250 x D 585 mm

Supplied Safe Shelves

2 Adjustable Shelves

Volume (litres)

445L

Brand

Phoenix Safes

Fire Resistance For

Paper Documents, Digital Media

Filing Methods

Free Standing, Base Fixing

Delivery

1-2 weeks

Security Level

Silver Security

Internal Dimensions

H 1030 x W 1110 x D 390 mm

Weight

440Kg (96.3 stone)

Warranty

2 years, After Fire Free Replacement + 2 Years

Fire Protection Time (mins)

60min

Cash / Value Rating

£4k / £40k

Lock Type

Key Lock

Dispatch Today

Order By 14:30

£3,249.00 inc. VAT

Dispatch Today - Order By 14:30

Delivery: 1-2 weeks

GB Mainland Only as standard

Delivery Options (HEAVY - OVER 300 KG) *

--- Please Select ---

Internal Fittings

Extra Shelf + £60.00 inc. VAT Qty: 0 +

Pull-Out Shelf + £96.00 inc. VAT Qty: 0 +

Pull-Out Suspended Filing Cradle + £132.00 inc. VAT Qty: 0 +

Data Protection Insert - H300 x W515 x D360 + £276.00 inc. VAT Qty: 0 +

Additional Keys

Cut Key + £45.00 inc. VAT Qty: 0 +

Quantity

1 +

Safe.co.uk 60 mins = £2888.00 including VAT



Phoenix Fire Commander Pro FS1921k

The Fire Commander Pro offers high security and fire protection for documents with the capacity to store 42 lever arch files.

[View Full Specification](#)

- 60 minute fire rating, £4,000 insurance rating.
- High security key locking supplied with 2 keys.
- Also available with [Digital keypad](#).
- Fits 42 lever arch files.
- Insurance approved.
- 2 x height adjustable shelves.
- Double walled steel body and door.
- Door includes five 22mm diameter locking bolts.
- Installs to floor (fixing kit included).
- Weight: 440kg. Size: 1200 x 1250 x 585mm (HxWxD).

MPN: FS1921K

[Compare Sizes](#)

Small £2,888.00	Medium £3,843.20	Large £4,374.40
--------------------	---------------------	--------------------

£2888.00

£3,999.99 save £1,199.99 (30%)

1 [Add to Basket](#)

- ✓ In Stock
- ✓ **FREE Delivery in 3 - 5 Days**
- ✓ Indoor Delivery from £266.40
- ✓ Finance from [£80.22 p/m](#)

[Price Match Promise](#)

120 min fire proof cabinets

Safe options = £3210.00 including VAT

Phoenix Fire Commander FS1913K 2 Hour Key Locking

QUICKFIND CODE A3156

(0 Reviews)

£3,210.00 inc VAT

Dispatch Today - Order By 14.30
Delivery: 1-2 weeks
GB Mainland Only as standard

Delivery Options (HEAVY - OVER 300 KG) -
-- Please Select --

Internal Fittings

- Extra Shelf + £42.00 inc VAT Qty: 0 +
- Pull-Out Shelf + £34.00 inc VAT Qty: 0 +
- Pull-Out Drawer + £26.00 inc VAT Qty: 0 +
- Pull-Out Suspended Filing Cradle + £14.00 inc VAT Qty: 0 +
- Data Protection Insert - H300 x W315 x D360 + £276.00 inc VAT Qty: 0 +

Dual Control

- Key Lock & Electronic Lock + £56.00 inc VAT

Additional Keys

- Cut Key + £27.00 inc VAT Qty: 0 +

Quantity: 1

Safe.Co.uk – 24 lever arch files -120 mins fire proof = £1986.00 including VAT

Chubb Safes DPC 240

Chubb Safes high quality Document Protection Cabinet fire safe for documents and files and provides up to 120 minutes fire protection for paper.

View Full Specification

- High security key lock supplied with two keys.
- Fits 24 lever arch files.
- 2 x height adjustable shelves.
- Double walled steel body and door.
- Door includes three 20mm diameter locking bolts.
- Weight: 315kg, Size: 1209 x 759 x 605mm (HxWxD)

MPN: CDP-UG-240

Compare Sizes

DPC 160 £1,650.00	DPC 240 £1,986.00	DPC 320 £2,826.00	DPC 400T £3,078.00
DPC 400W £2,619.60	DPC 670 £4,131.60		

£1,986.00

1 Add to Basket

- ✓ In Stock
- ✓ FREE Delivery in 3 - 5 Days
- ✓ Indoor Delivery from £112.74
- ✓ Finance from £55.17 p/m

Price Match Promise

Safe.co.uk = £2316.80 including VAT 24 lever arch files

The screenshot shows the product page for the Phoenix Fire Commander FS1912k fireproof security cupboard on the Safe.co.uk website. The page includes a navigation bar with categories like Safes, Lockers, Locks, CCTV, Padlocks, Post Boxes, Filing Cabinets, Home Security, Secure Storage, and Blog. A search bar and a Trustpilot 'Rated Excellent' badge are also visible. The product image shows a grey fireproof cupboard with its door open, revealing internal shelves and drawers. The product description highlights its fireproofing capabilities and capacity for 24 lever arch files. A list of features includes a 120-minute fire rating, 60-minute fire protection for digital media, high security key locking, and adjustable shelves. The product is currently out of stock, with a 'Back Order' button and an 'Email when in stock' option. The price is £2316.80, with a 'Price Match Promise' badge. A table of compact sizes is provided below the description.

Home > Safes > Fire Cupboards >

Phoenix Fire Commander FS1912k

The Fire Commander fireproof security cupboard offers maximum fire protection and capacity to store 24 lever arch files.

[View Full Specification](#)

- 120 minute fire rating, £2,000 insurance rating.
- 60 minute fire protection for digital media.
- High security key locking supplied with 2 keys.
- Also available with [Digital keypad](#) or [Fingerprint](#) locking.
- Fits 24 lever arch files.
- 3 x height adjustable shelves.
- Double walled steel body and door.
- Door includes seven 22mm diameter locking bolts.
- Weight: 340kg. Size: 1685 x 690 x 650mm (HxWxD).

MPN: FS1912K

[Compact Sizes](#)

Small	Medium	Large	X-Large
£1,619.20	£2,316.80	£2,998.80	£3,840.80

£2316.80 £2,366.80 save £79.99 (3%)

1 [Back Order](#) [Email when in stock](#) [View alternatives](#)

✘ Temporarily Out of Stock

✔ Due In Stock: **25th Aug**

✔ [FREE Delivery](#)

✔ Finance from [£64.36 p/m](#)

[Price Match Promise](#)

Mayors Report

July 2025

On the 21st June, I attended the RAFA Rides event. It was great to see so many people raising money for this amazing charity. The riders could choose between 10, 25, 50, 75 or 100 miles and I had the honour of handing out the medals to the riders as they came over the finish line.

On 23rd June, we raised the Armed Forces Flag to commemorate Armed Forces Week. Thank you to those councillors who were able to attend.

On 5th July, I popped along to the Carterton Food and Drink festival which had a great atmosphere. All the stalls looked great, and I had the opportunity to sample a couple of treats. Sadly I could not stay longer due to other commitments, but I would like to thank all those who organised and volunteered at this fantastic event.

On the 7th July The Clerk, Deputy Clerk and myself met with Craig Hutton, the new Community Development Officer from RAF Brize Norton. He is very enthusiastic about his new role and has already settled his family into the town as he looks forward to working with us all going forward.

Clerk's Report – July 2025

Anti-Social Behaviour and Police Engagement

As you know, I have been attending meetings with Thames Valley Police at Witney Police Station to discuss ways of tackling anti-social behaviour, including issues at Carterton Rec. As a follow-up, I will be meeting with Constable Alex Dickinson and a 'Designing Out Crime' specialist to assess key areas in Carterton and explore practical improvements to make them safer and less inviting for those intent on anti-social behaviour or criminal activity.

Food and Music Festival

The Food and Music Festival took place over the weekend and was very well attended. There was a positive atmosphere across both days, with no reported incidents and no complaints about noise. Most food stalls reported strong sales, and entertainment was well received. Many thanks to UBICO for clearing excess rubbish promptly on Monday morning, and to all staff and volunteers who helped deliver a successful event.

Minute Binding – Change of Supplier

Maltbys the Bookbinders, who have traditionally bound the Council's signed minutes, went into liquidation on 18 June 2025. A new supplier, Temple Bookbinders in Yarnton, has been identified and a quote accepted. They will notify us when the work is ready and can arrange collection. The invoice will be presented for approval on the next payment list. The cost is approximately £108 per volume, slightly less than Maltbys' previous charge of £115.

S106 Sports Provision – Discussions

We've had some positive discussions with West Oxfordshire District Council regarding potential projects in Carterton that could benefit from Section 106 contributions, particularly in relation to expanded sports provision. A list of possible proposals will be brought to the Recreation and Amenities Committee in September for consideration.

REPORT TO CARTERTON TOWN COUNCIL - JULY 2025

FROM CLLR NICHOLAS FIELD-JOHNSON

GENERAL OCC REPORT

LOCAL GOVERNMENT RE-ORGANISATION

Oxfordshire Councils have proposed options for local government re-organisation across the County.

West Oxfordshire, Cherwell, South & Vale District Councils and West Berkshire Council are proposing Two Councils:

- Oxford and Shires Councils – West Oxfordshire, Cherwell & Oxford City (name subject to change)
- Ridgeway Council – South Oxfordshire, Vale of the White Horse & West Berkshire (name subject to change)

Website for Two Councils: <http://www.twocouncils.org>

Oxford City Council are proposing options for Three Councils:

- Greater Oxford Council – covering Oxford City and the green belt (Oxford City, Kidlington, Cumnor, Wheatley, Kennington, Berinsfield)
- North Oxfordshire Council – covering most of Cherwell and West Oxfordshire
- Ridgeway Council – covering most of the existing South Oxfordshire & Vale of the White Horse Council and West Berkshire

Website: <https://greateroxford.org/>

Oxfordshire County Council is proposing One Council:

- Oxfordshire Council – one unitary authority encompassing Oxfordshire as it is today, with the abolition of the City & District Councils

Resident Drop-In Sessions:

- Tuesday 8th July: 15:00-19:00, Bampton Village Hall, Market Square, OX18 2JH
- Thursday 10th July: 15:00-19:00, Unit 14a, Marriotts Walk, Witney, OX28 6GW

All Oxfordshire Councils will draw up final proposals once public engagement sessions have concluded, in readiness for a decision by the Government in 2026.

New Councils are expected to be created in 2028.

PART TIME LIGHTING CONSULTATION

Oxfordshire County Council are consulting on a framework whereby Parish and Town Councils can apply for part-time lighting in their local area. This framework will work in a similar way to that of the 20mph implementation. [Part-night lighting and street lighting policy | Let's Talk Oxfordshire](#)

OXFORD CONGESTION CHARGE ZONE CONSULATATION

The Oxfordshire Alliance group continues to review what the best option for Oxfordshire residents will be and in the coming weeks have meetings with senior officers at the county council to discuss the proposals in more detail. For more information on the congestion charge zone and for you to have your say, please follow the link: [Oxford temporary congestion charge for cars | Let's Talk Oxfordshire](#)

ROAD SURFACE DRESSING COMMENCES

Road surface dressing has commenced throughout Oxfordshire. You can find out which roads are being surface dressed here: [Map](#)
https://oxfordshire.highway-iams.uk/Live/PBLC_ANON/PIP/?cg=scheme

UPCOMING ROAD WORKS

Upcoming roadworks can be found via this link: [Causeway one.network](#)

WEST OXFORDSHIRE DISTRICT COUNCIL LOCAL PLAN: UPCOMING POLICY & VISION CONSULTATION

WODC will soon be launching a consultation on the proposed vision and policy position for the new local plan. This presents the Preferred Policy Options Paper for the Councils thinking and shape for content in the local plan.

This paper does not include potential future sites, however, we already know the councils' initial thoughts on sites, as they published a list of likely options in 2023. The council will again seek input later this year about potential sites the public think should be included for development.

[Folder: Your Plan For The Future | West Oxfordshire District Council](#)

<https://yourvoice.westoxon.gov.uk/en-GB/folders/your-plan-for-the-future>

[OCC Cllr Nicholas Field-Johnson, Burford & Carterton North](#)

nick.fieldjohnson@oxfordshire.gov.uk and nfjuk3@gmail.com

District Report June July 2025

Councillor Michele Mead

Carterton South Ward

This is the time of year when there are generally fewer meetings to attend. Since my last report I have attended Overview and Scrutiny Committee, which had two main items on the agenda; the WODC Car Park strategy and the Climate Change Strategy.

The Car Park strategy does not affect Carterton at this stage as there was a commitment made to keeping free parking in the district. The other focus of the strategy was the public car parks in Burford and Woodstock, which both need improvements, including being made bigger if possible.

The Climate Strategy seemed very ambitious and is just at the launch stage. Ultimately it will need commitment from local businesses and residents for it to reach its targets.

I will be attending Lowlands Planning Meeting before the Town Council meeting but after this report is written.

Within Carterton South we have the usual issues with speeding, potholes etc. A few residents have mentioned an issue with rats which isn't pleasant. It has also been brought to my attention that parking is causing an issue in some places on Milestone Road.

I am easily contactable by either email, phone or when I am out and about in the town.

Councillor Natalie King

North West Carterton District Report - 15.07.2025

This last month has been busy with residents' queries and helping to resolve them, however I have not been able to attend some meetings as they have clashed with other events and so my report is a little thin this month. However, I have been working on a project with St Joseph's School to do up the SEND classroom which will be something I am looking to do over the summer with volunteers and Town Councillor Elaine Hatton.

23.06.25 – Armed Forces Flag raising at WODC

On Monday 23.06.25 marked the beginning of Armed Forces week. I came to the Town Hall in the morning and witnessed the Mayor raise the flag in Carterton and in the afternoon came to WODC to assist the very aspiring local RAF Cadet to raise the flag on behalf of the District Councillor and Chair.

28.06.25 – Royal British Legion Repatriation Event

The RBL put on a wonderful event at Monahan Way Pavillion to mark Armed Forces Day and to remind us of the Repatriation Memorial down alongside Monahan Way. About 50 bikers came down to pay their respects and they made a mount in donations too.

The WODC will be handing over the site to Carterton and Brize Parish to look after shortly and a committee will be set up and so it can be tenderly looked after going forward.

I sadly couldn't attend the Armed Forces Festival at St Joseph's School, however Councillor Simon Watson attended in my place as Deputy Mayor and commented what a fantastic event it was and well done to all who took part and organised it.

I have attended a number of residents this month from bins to housing issues, to planning applications and gave my advice where I could. I do hope residents found my contribution helpful and I welcome all residents to reach out to their local councillor if they have issues that need addressing.

Upcoming Meetings and Events:

04.07.25 – Armed Forces Festival held at St Joseph's School and is open to all residents 3 – 6pm.

15.06.25 - Town Council Meeting 7pm.

16.07.25 - Full District Council Meeting - WODC 2pm.

12.08.25 - RAFFA social evening at the RAF Families Club 7:30pm.

26.06.25 - Veterans Hub – Brownes Hall at 10:30am - 12:30pm (monthly)

All District meetings are streamed live via the WODC website and can be watched back also at any time. Please notify the WODC officers if as a member of the public if you wish to ask any questions in advance of the meetings, so they may be added to the agenda when attending in person.

I welcome all residents to attend Carterton Town Council Meetings and if you wish to speak there is always an opportunity at the beginning of 15 mins in which you can.

Councillor Natalie King

Email: Natalie.king@westoxon.gov.uk

Facebook: Councillor Natalie King