

# Carterton Town Council

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12<sup>th</sup> March 2026

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

**Members:** Cllr R Brooks, Cllr R Crapper, Cllr S Evans, 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 and Cllr L Wood.

You are hereby summoned to attend an ordinary meeting of **CARTERTON TOWN COUNCIL** on **Tuesday 17<sup>th</sup> March 2026 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.

<b>5. MINUTES OF THE PREVIOUS MEETING</b>	To approve the minutes as an accurate record of the Town Council meeting held on 17 <sup>th</sup> February 2026.	<b>PAGES 4 – 12</b>
<b>6. MONTHLY REPORTS</b>	Council to note the Mayor’s report. Council to note the Clerks report. Council to note the County and District Councillor reports.	<b>PAGES 13 – 24</b>
<b>7. COMMITTEE AND WORKING GROUP MEETING MINUTES/NOTES</b>	<ul style="list-style-type: none"> <li>a) To note the minutes of the Planning Committee meetings on 20<sup>th</sup> January and 17<sup>th</sup> February 2026.</li> <li>b) To note the minutes of the Economic Regeneration &amp; Environment Committee meeting on 3<sup>rd</sup> March 2026.</li> <li>c) To note the minutes of the Grants Committee meeting on 10<sup>th</sup> March 2026.</li> </ul>	<b>PAGES 25 – 32</b>  <b>PAGES 33 – 38</b>  <b>PAGES 39 – 42</b>
<b>8. RECOMMENDATIONS FROM THE ECONOMIC REGENERATION AND ENVIRONMENT COMMITTEE</b>	To consider the recommendations of the Committee and resolve as appropriate: <ul style="list-style-type: none"> <li>a) Environment Policy – To adopt the Council’s Environment Policy as recommended by the Economic Regeneration &amp; Environment Committee.</li> <li>b) Town Speed Limits Review – see item 10.</li> <li>c) Town Survey – To consider the draft Town Survey and the amendments proposed by the Economic Regeneration &amp; Environment Committee, and to approve the survey for public circulation.</li> </ul>	<b>PAGES 43 – 48</b>   <b>PAGES 49 – 59</b>
<b>9. RECOMMENDATIONS FROM THE GRANTS COMMITTEE</b>	To consider the recommendations of the Grants Committee and approve as appropriate. (To see the full applications please click on the link below and view the Grants Committee Agenda for 10 <sup>th</sup> Mar, 2026). <a href="https://carterton-tc.gov.uk/about-your-council/council-meetings/grants-committee">https://carterton-tc.gov.uk/about-your-council/council-meetings/grants-committee</a> <ul style="list-style-type: none"> <li>a) The grant application from the Oxfordshire Play Association.</li> <li>b) The grant application from the West Oxfordshire Community Transport.</li> <li>c) The grant application from Save the Children towards the Carterton May Day Event 2026.</li> <li>d) The grant application from Carterton Celebrates towards the Carterton Open Gardens Event 2026.</li> </ul>	<b>PAGE 60</b>
<b>10. TOWN SPEED LIMITS REVIEW</b>	To consider the recommendation of the Economic Regeneration & Environment Committee that the Town Council respond to Oxfordshire County Council’s amended proposals confirming that Option 2 is the Council’s preferred option, with the additional request that further safety measures be considered on Alvescot Road outside the side entrance to Edith Moorhouse Primary School, such as: <ul style="list-style-type: none"> <li>a) a barrier to prevent children running from the path into the road; and/or</li> <li>b) a zebra crossing; and/or</li> <li>c) an advisory or permanent 20mph speed limit for that section of road.</li> </ul>	<b>PAGES 61 – 64</b>
<b>11. LOCAL GOVERNMENT REORGANISATION</b>	To consider the implications of Local Government Reorganisation in Oxfordshire following the recent Member briefing and to discuss the Town Council’s position and any actions it may wish to take.	<b>PAGES 65 – 84</b>

- 12. WILLOW MEADOWS & THE DELL – LAND SURVEYS AND IMPROVEMENT WORKS** **PAGES 85 – 88**  
 To grant permission for the following projects, to be delivered in partnership with Oxfordshire County Council and West Oxfordshire District Council using Section 106 and other community funding:
- a) land surveys and improvement works at Willow Meadows; and
  - b) a community project at The Dell.
- 13. COUNCIL STRATEGY QUARTERLY REVIEW**  
 To receive a verbal update from the Clerk on the council’s progress during the last quarter.
- 14. FINANCE AND ACCOUNTS** **PAGES 89 - 91**
- a) To approve expenditure for February 2026 as detailed in the tables below.
  - b) To approve the bank reconciliation for February 2026.
- 15. INTERNAL AUDITOR CONTRACT** **PAGES 92 – 93**  
 To approve the renewal of a 3 year contract for the existing internal auditor, Mulberry Local Authority Services Ltd.
- 16. SUBSCRIPTIONS** **PAGES 94 - 96**  
 To consider and approve the renewal of our membership of OALC and NALC for 2026/27 at £2,987.25 + VAT
- 17. WORKS FOR AUTHORISATION** **PAGES 97 – 107**
- a) To approve McCracken & Sons Ltd to carry out the maintenance work to the remaining boardwalk at Willow Meadows at a cost of £1,275 + VAT
  - b) To approve Empire Roofing Services to undertake roof repairs at the Allandale at a cost of £6,635 + VAT
  - c) To approve Empire Roofing Services to undertake roof repairs at the Squash Club at a cost of £2,385 + VAT
- 18. DATE OF NEXT MEETING**  
 To note the date of the next meeting as Tuesday 21<sup>st</sup> April 2026 at 7pm.

**Members of the Press and Public Welcome**



## Carterton Town Council

**DRAFT**

**A MEETING of the TOWN COUNCIL was held on 17 FEBRUARY 2026 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 R Crapper, Cllr K Godwin, Cllr J Guest,  
 Cllr E Hatton, Cllr N King, Cllr C Lincoln, Cllr M McBride,  
 Cllr K Wood

Officers: Simon Garwood (Town Clerk)

County Councillors: Cllr T Overton (Brize Norton & Carterton East)

In attendance: 7 Members of the public

ITEM	MINUTE	VOTE / ACTION
<b>C121/25-26/1</b>	<b>APOLOGIES</b>	
	<p><b>Apologies were received from the following:</b></p> <p>Claire Evans (Deputy Clerk/RFO)            Cllr N Leverton, Cllr D Melvin, Cllr S Vaughan, Cllr L Wood</p>	
<b>C122/25-26/2</b>	<b>DECLARATIONS OF INTEREST and DISPENSATIONS</b>	
	<p><b>With reference to items on the agenda, Members are reminded of their responsibility to declare interests and update their Register of Interests accordingly. Members were reminded to declare any further interests should they arise during the meeting.</b></p> <p>There were no declarations of interest made.</p>	
<b>C123/25-26/3</b>	<b>CHAIR'S OPENING REMARKS</b>	
	The Chair had nothing to add that wasn't already on the agenda.	

<b>C124/25-26/4</b>	<b>PUBLIC PARTICIPATION</b>	
	<p><b>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 of three minutes per person, and will be under the direction of the Chair.</b></p> <p>The members of the public present did not wish to speak.</p>	
<b>C125/25-26/5</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<p><b>IT WAS RESOLVED</b> that the Minutes of the Town Council meeting held on 20 January 2026 be approved as an accurate record and were signed by the Chair.</p>	<p>Proposed: KW Seconded: KG All in favour</p>
<b>C126/25-26/6</b>	<b>NEW COUNCILLOR – WELCOME AND COMMITTEE APPOINTMENT</b>	
	<p><b>To formally welcome Cllr S Evans following her election to the Town Council and to consider her appointment to the Planning Committee for the remainder of the 2025/2026 Council year.</b></p> <p>Council welcomed Cllr Sarah Evans (Rock Farm Ward).</p> <p><b>IT WAS RESOLVED</b> that Cllr Evans is appointed to the Planning Committee for the remainder of the 2025/2026 Council year.</p>	<p>Proposed: KW Seconded: CL All in favour</p>
<b>C127/25-26/7</b>	<b>MONTHLY REPORTS</b>	
	<p><b>Council to note the following monthly reports from the Mayor; Town Clerk; and County and District Councillors.</b></p> <p>The reports were noted.</p> <p>Discussion on the Clerk’s report included:</p> <ul style="list-style-type: none"> <li>• Army Cadet lease (expires November 2027) – early dialogue encouraged regarding future building use.</li> <li>• Asset management considerations.</li> <li>• Ash tree inspection update.</li> <li>• Ongoing property maintenance matters.</li> </ul> <p>Matters discussed on the County Councillor report included:</p> <ul style="list-style-type: none"> <li>• Fire station progress update requested.</li> <li>• Road condition attribution and funding.</li> <li>• School Streets Programme – concerns raised regarding consultation and implementation.</li> <li>• A40 junction works clarification.</li> <li>• AFR cameras – update requested; Clerk to write to relevant officers.</li> <li>• It was agreed that improved communication between Town</li> </ul>	<p>Noted</p>

	and County Councillors would be beneficial. Regular meetings between the Clerk were suggested.	
<b>C128/25-26/8</b>	<b>COMMITTEE AND WORKING GROUP MEETING MINUTES / NOTES</b>	
	<p><b>Council noted the following draft minutes:</b></p> <p>(a) Events Steering Group meeting held on 2 February 2026.</p> <p>(b) Finance and Governance Committee meeting held on 3 February 2026.</p> <p>(c) Carterton Recreation Ground Trustees meeting held on 10 February 2026.</p>	Noted
<b>C129/25-26/9</b>	<b>RECOMMENDATIONS FROM THE FINANCE AND GOVERNANCE COMMITTEE</b>	
	<p><b>To consider the following recommendations from the Finance and Governance Committee:</b></p> <p>(a) <b>To review and adopt the updated burial regulations.</b></p> <p>The main amendment was the tightening up of the wording to ensure that the scattering of ashes is not permitted at the cemetery.</p> <p>Further discussion included hardship support; councillors noted signposting to external support, such as DWP funeral payments.</p> <p><b>IT WAS RESOLVED</b> that the updated Burial Regulations be adopted.</p> <p>(b) <b>To review and implement the new burial fees from 1 April 2026.</b></p> <p>Amendment included addition of an administration fee for historic record searches.</p> <p><b>IT WAS RESOLVED</b> that the new Burial Fees be adopted with effect from 1 April 2026.</p> <p>(c) <b>To consider and adopt the new IT Policy.</b></p> <p>Amendments agreed:</p> <ul style="list-style-type: none"> <li>• Updated reference to GDPR and Data Protection Act 2018 (as amended 2021).</li> <li>• Clarification regarding devices being left unattended.</li> <li>• Clarification regarding social media wording.</li> <li>• Media enquiries to be referred to the Clerk.</li> </ul> <p><b>IT WAS RESOLVED</b> that the new IT Policy is adopted with the above amendments.</p>	<p>Proposed: KW Seconded: KG All in favour</p> <p>Proposed: KW Seconded: RB All in favour</p> <p>Proposed: McB Seconded: KW All in favour</p>

	<p>(d) <b>To consider and adopt the new Investment Policy.</b></p> <p><b>IT WAS RESOLVED</b> that the new Investment Policy is adopted.</p> <p>(e) <b>Streatfield House. To agree the proposed split of existing water charges with the past and current tenants and to authorise officers to investigate the options for separating utilities.</b></p> <p><b>IT WAS RESOLVED</b> that the split of water charges is approved; and that officers are authorised to investigate options for separating the utilities.</p>	<p>Proposed: KW Seconded: CL All in favour</p> <p>Proposed: KW Seconded: SW All in favour</p>
<b>C130/25-26/10</b>	<b>UPDATES FROM OUTSIDE BODIES</b>	
	<p><b>Council to note:</b></p> <p>(a) <b>Any meetings attended by representatives on outside bodies and / or</b></p> <p>(b) <b>Any updates from representatives on outside bodies.</b></p> <p><b>Squash Club – Cllr Godwin</b></p> <ul style="list-style-type: none"> <li>• Meeting times adjusted to enable attendance.</li> <li>• Membership stable but reviewing numbers.</li> <li>• Team performing well competitively.</li> </ul> <p><b>Allotments / Boxing Club – Cllr Guest</b></p> <ul style="list-style-type: none"> <li>• Membership increasing.</li> <li>• Seeking premises; currently turning away participants.</li> </ul> <p><b>School Champions – Cllr King &amp; Cllr Hatton</b></p> <ul style="list-style-type: none"> <li>• Ongoing engagement with local schools.</li> <li>• Environmental project planned.</li> <li>• Poppy art initiative to continue.</li> <li>• Challenges noted in securing engagement with some schools.</li> </ul> <p>Offers of support from councillors who are school governors were noted.</p>	<p>Noted</p>
<b>C131/25-26/11</b>	<b>PROVISION OF IPADS FOR COUNCILLORS</b>	
	<p><b>To consider options for providing tablet devices to councillors to support Gov.Uk email addresses, digital agenda distribution and improved administrative efficiency.</b></p> <p>Members discussed potential provision of council-issued devices. The consensus was that they were not required for all councillors and some may prefer to use their own devices, perhaps consider case-by-case provision if needed; Android devices would be cheaper than iPads.</p>	

	Further work was required on this and no formal decision was taken at this time.	
<b>C132/25-26/12</b>	<b>SECTION 106 FUNDING - UPDATE</b>	
	<p><b>To receive and note an update from the Clerk on the receipt of three successful Section 106 funding awards and to consider forthcoming Section 106 funding opportunities.</b></p> <p>The following update was given:</p> <ul style="list-style-type: none"> <li>• Confirmation of successful allocation of funding from the REEMA Central development, and a number of works are underway to use this funding.</li> <li>• £200,000 secured from the Kilkenny Farm development (subject to progression) for public realm and community initiatives.</li> <li>• Motion on local governance/boundary review passed at District level; funding had been allocated to conduct review.</li> </ul>	Noted
<b>C132/25-26/13</b>	<b>FINANCE AND ACCOUNTS</b>	
	<p><b>(a) To approve expenditure for January 2026, as detailed in the tables below.</b></p> <p>It was noted that the invoice from McCracken &amp; Son for £3,280 has been deferred pending confirmation of completed works.</p> <p><b>IT WAS RESOLVED</b> that the expenditure for January 2026 is approved, subject to the above amendment.</p> <p><b>(b) To approve the bank reconciliation for January 2026.</b></p> <p><b>IT WAS RESOLVED</b> that the bank reconciliation for January 2026 is approved.</p> <p><b>(c) To note that the CCLA Investment Account has now been opened and funds transferred.</b></p>	<p>Proposed: NK Seconded: KG All in favour</p> <p>Proposed: NK Seconded: KW All in favour</p> <p>Noted</p>
<b>C133/25-26/14</b>	<b>WORKS FOR AUTHORISATION</b>	
	<p><b>(a) Weed Control – to consider and approve the proposed Weed Control Programme to 2026.</b></p> <p>The weed control programme consists of two sprays along road edges, in May and September each year. Clerk to confirm product compliance regarding glyphosate use.</p> <p><b>IT WAS RESOLVED</b> that Complete Weed Control are approved to carry out the weed control programme at a cost of £1,600 + VAT.</p>	<p>Clerk</p> <p>Proposed: SW Seconded: CL All in favour</p>

	<p><b>(b) Works carried out under Clerk’s authority – to receive and note works commissioned under the Clerk’s delegated authority.</b></p> <p>The Clerk had authorised the following works:</p> <ul style="list-style-type: none"> <li>• Allandale Family Centre – remedial gutter works following on from annual inspection carried out by NJH Gutter Cleaning at a cost of £265 (no VAT).</li> <li>• Town Hall – replacement of radiator valve in printer room carried out by OxyPlumb Ltd at a cost of £151 + VAT.</li> <li>• Carterton Recreation Ground Play Park – replacement of damaged rope connectors in Witches Hat carried out by Kompan at a cost of £384.59 + VAT.</li> <li>• Carterton Recreation Ground – installation of new noticeboard by McCracken &amp; Son at a cost of £325 + VAT.</li> </ul> <p>An update was given on the Ash tree in Speyside Close that Council had agreed to fell at the last meeting. Following concerns expressed by residents, the WODC Tree Officer had inspected the tree. He confirmed significant Ash dieback, but as there are currently no visible structural defects, suggested the tree is inspected again when in full leaf.</p>	Noted
<b>C134/25-26/15</b>	<b>DATE OF NEXT MEETING</b>	
	<b>Council to note the date of the next meeting as Tuesday 17 March 2026 at 7.00pm.</b>	Noted

The meeting closed at 7.48pm

Chair: .....

Date: .....

**PAYMENTS FOR APPROVAL**

Number	Name	Description	Net	VAT	Gross
	Administration	January Salary	£12,213.01	£0.00	£12,213.01
	OCC	January Pension Contributions	£4,460.56	£0.00	£4,460.56
	HMRC	PAYE / NI December	£4,727.93	£0.00	£4,727.93
GB650E6ABEY	Amazon	Copy paper/TORK hand towels/pens	£87.62	£17.53	£105.15
GB6YDIABEY	Amazon	Parker Pen (for burial book)	£16.66	£3.33	£19.99
GB6388JABEY	Amazon	Wireless mouse/keyboard and wireless doorbell	£43.98	£8.80	£52.78
1YF6-VKVR-HJR	Amazon	24 black armbands	£7.59		£7.59
GB6000SU4BI 1I	Amazon	2 X spandex 6ft table covers	£10.97	£2.33	£13.30
Cheque 300011	CCLA	Open new account - initial deposit CTC General reserves	£370,000.00	£0.00	£370,000.00
paperwork received	Carterton Family Centre	Hall Hire (Lantern Workshop) 8.11.25	£75.00		£75.00
INV-D-10400	Cloudy IT	IT Services January	£352.59	£70.52	£423.11
INV-7776	Cloudy IT	Microsoft 365 Business Basic - 28th - 31st January	£0.47	£0.09	£0.56
26643	DCK Payroll	Monthly payroll January	£83.85	£16.77	£100.62
26514	DCK Payroll	Monthly payroll December	£83.85	£16.77	£100.62
2164	Faringdon Electrical Services	Installation and removal of lights/barriers/tree - Marigold Square	£1,268.31	£253.66	£1,521.97
2165	Faringdon Electrical Services	Installation and removal of lights/barriers/tree - Town Hall	£9,155.27	£1,831.05	£10,986.32
19808	Greenbarnes Ltd	Notice Board for the Recreation Ground	£1,846.50	£369.29	£2,215.79
1340	NJH Gutter Cleaning	Annual Gutter Maintenance/Cleaning	£925.00		£925.00
1359	NJH Gutter Cleaning	Allandale Gutter maintenance - New 4 metre section & Fascia Brackets & fittings	£265.00	£0.00	£265.00
1304	McCracken & Sons	Repairs to Boardwalk Willow Meadow	£2,740.00	£548.00	£3,288.00
INV-01412	NALC	Attendance at NALC Event	£35.00	£7.00	£42.00
13740	Oxyplumb	Commercial boiler & installation upgraded warrently & repair to leaky pipe in kitchen	£4,457.33	£891.47	£5,348.80
14356	Oxyplumb	Drain down heating & repair Radiator TVR as spotted when completing boiler works	£151.00	£30.20	£181.20
315290	Qik Group	Toilets - Elmhurst Way Allotments	£79.20	£15.84	£95.04
315289	Qik Group	Toilets - Kilkenny Lane	£79.20	£15.84	£95.04
112608	Redlynch Leisure Installations	Repair work to playarea at ARRG	£7,945.00	£1,589.00	£9,534.00
66462	Vaughtons	Replacement ribbon/clip for Deputy Mayor regalia/engraving of shield on Mayor's Chain (for Cllr Godwin)	£123.10	£24.62	£147.72
INV-GB-703	Seats and Beyond	7 x 5ft folding round banquet tables	£613.71	£122.74	£736.45
paperwork received	S J Wells Window Cleaning	External window cleaning at Town Hall	£25.00		£25.00
33656961	WODC	Lot1 Grass cutting/Lot2 Litter clearance/Lot3 Hedges & Footpaths/Lot4 Flowers & Shrubberies/Lot5 26.01.26-25.02.26	£6,615.96	£1,323.18	£7,939.14
33656872	WODC	34 x Playground inspections December	£706.18	£141.24	£847.42
33652004	WODC	35 x Playground inspections October	£726.95	£145.39	£872.34
33658984	WODC	Playground inspections - January	£726.95	£145.39	£872.34
paperwork received	E Taylor & Son	Overpayment in January	£20.00		£20.00
receipt provided	Claire Evans - Staff Expenses	Purchase of 1 box (40) replacement tiles for kitchen	£4.50		£4.50
<b>TOTALS</b>			<b>£430,673.24</b>	<b>£7,590.05</b>	<b>£438,263.29</b>

**DIRECT DEBITS FOR APPROVAL**

Number	Name	Description	Net	VAT	Gross
M029 S4	BT	Telephone & Internet Charges January	£253.70	£50.74	£304.44
U003221795	Bright HR	HR services	£90.19	£17.03	£107.22
10008960380	Castle Water	Water charges Town Hall - January	£72.65		£72.65
10009024169	Castle Water	Water charges Pavilion - January	£26.34		£26.34
KI-07CA0479-0021	EDF	Gas charges Town Hall - January	£490.14	£98.03	£588.17
KI-OC2A52F8-0019	EDF	Electricity charges Town Hall - January	£563.21	£112.64	£675.85
	PayPal	Abohe Subscription			
146363	Richard Coglean	Copy charges (upstairs printer)	£7.41	£1.48	£8.89
146364	Richard Coglean	Copy charges (downstairs printer)	£10.73	£2.15	£12.88
107016	Vodafone	Mobile phone charges	£23.40	£4.68	£28.08
3488279	YU Energy	Electricity charges - Baldwin Mews December's RAB charge (Not itemised on bill)	£60.30 £0.72	£3.02 £0.04	£64.08
<b>TOTALS</b>			<b>£1,598.79</b>	<b>£289.81</b>	<b>£1,888.60</b>

**MULTICARD FOR APPROVAL**

Number	Name	Description	Net	VAT	Gross
receipt provided	The Original Factory Shop	65 litre storage box	£19.80		£19.80
receipt provided	The Original Factory Shop	32 litre + 65 litre storage boxes	£26.55		£26.55
receipt provided	The Original Factory Shop	2 convector heaters/end of sale christmas decorations	£82.80		£82.80
receipt provided	Morrisons	milk and cleaning products	£11.05		£11.05
receipt provided	Morrisons	tea bags and coffee	£7.10		£7.10
receipt provided	Post Office	Postage charge (letter to Wellers) and postage stamps	£22.65		£22.65
receipt provided	Aldi	Tissues/bin liners/milk	£4.20		£4.20
receipt provided	Morrisons	Milk/Gazette	£2.90		£2.90
receipt provided	Aldi	Milk	£2.40		£2.40
receipt provided	Aldi	teabags/cleaning products	£11.32		£11.32
receipt provided	Morrisons	milk	£1.65		£1.65
S286580	Wel Medical	Electrode pads for Defibrillator	£62.65	£12.53	£75.18
12449	CPR Computers	collection of old broken printer	£60.00	£12.00	£72.00
1083925	AK Timms	4 x 2 piece of wood (for stabilising grave stone at cemetery)	£5.28	£1.06	£6.34
942444	The Packaging Depot	Protective jacket for new recording system in hall	£74.95	£14.99	£89.94
receipt provided	Morrisons	Milk	£1.65		£1.65
7216508740	Adobe Systems	January subscription	£19.99	£4.00	£23.99
BL3364166640	Adobe Systems	Monthly subscription	£16.64	£3.33	£19.97
BL3361256906	Adobe Systems	Monthly subscription	£16.64	£3.33	£19.97
<b>TOTALS</b>			<b>£450.22</b>	<b>£51.24</b>	<b>£501.46</b>

**INTERNAL TRANSFERS AND CHARGES**

From	To	Description	Net	VAT	Gross
Savings Account	Current Account	Transfer for HMRC & OCC pension contributions	£9,188.49	£0.00	£9,188.49
Savings Account	Wages Account	January Salary Payments	£12,213.01	£0.00	£12,213.01
Savings Account	Current Account	transfer for boiler payment & WODC payment	£14,783.60	£0.00	£14,783.60
Savings Account	Current Account	Transfer for cheque to be paid to CCLA	£370,000.00	£0.00	£370,000.00
Savings Account	Current Account	Transfer to pay January's Payments	£40,000.00	£0.00	£40,000.00
	Unity Trust Bank	January service charge - wages ac	£7.05	£0.00	£7.05
	Unity Trust Bank	January service charge - current ac	£15.75	£0.00	£15.75
<b>TOTALS</b>			<b>£446,207.90</b>	<b>£0.00</b>	<b>£446,207.90</b>

**PAYMENTS MADE UNDER CLERKS AUTHORITY**

Number	Name	Description	Net	VAT	Gross
14364	Oxyplumb	Recharge Vessel	£82.00	£16.40	£98.40
<b>TOTALS</b>			<b>£82.00</b>	<b>£16.40</b>	<b>£98.40</b>

**PRE AUTHORISED PAYMENTS MADE**

DATE	Name	Description	Net	VAT	Gross
09/06/7444	UK Life Medical	First aid cover for Christmas Lights	£660.00	£132.00	£792.00
<b>TOTALS</b>			<b>£660.00</b>	<b>£132.00</b>	<b>£792.00</b>

**RECREATION GROUND PAYMENTS**

Number	Name	Description	Net	VAT	Gross
KI-16OD386B-0020	EDF	Pavilion Electricity	£18.64	£0.93	£19.57
	Unity Bank	January service charge	£6.30	£0.00	£6.30
<b>TOTALS</b>			<b>£24.94</b>	<b>£0.93</b>	<b>£25.87</b>

# Clerk's Report – March 2026

## Carterton Area Strategy – UK Town of Culture

West Oxfordshire District Council have recently appointed Michael Rich as Regeneration Lead to take forward work on the Carterton Area Strategy.

As part of this work, WODC are exploring whether Carterton could be entered into the Government's new "UK Town of Culture" competition, which has recently been announced.

The competition is intended to support towns in developing cultural programmes that build civic pride, strengthen local identity and attract investment.

Expressions of Interest are required by 31 March 2026, which means that if Carterton were to participate this would need to be progressed quickly and in partnership with West Oxfordshire District Council and other local organisations.

Councillors are invited to note this development and discuss whether they would wish to support WODC in exploring a potential submission.

## Christmas Lights Switch-On and Christmas Fair – Proposed Change of Date

Councillors are asked to consider a proposed change to the date of the 2026 Christmas Lights Switch-On and Christmas Fair.

The event is currently scheduled for Saturday 28 November 2026. However, there are several reasons why moving the event to Saturday 5 December 2026 may be preferable:

- Witney Christmas Event – Witney will be holding their Christmas event on Friday 27 November, which will also mark the start of a three-day Christmas Market at Marriotts Walk. This could reduce attendance at Carterton's event if both take place on the same weekend.
- Potential clash with local craft event – *3rd Eye* have been running successful monthly craft events on Marigold Square and at the Community Centre, typically on the last Saturday of each month. One of these events is currently planned for Saturday 28 November, which could create a clash for visitors and traders.
- Respecting Remembrance commemorations – Each year the Council receives comments from residents that Remembrance wreaths and poppies are removed too soon after Remembrance Sunday. Moving the Christmas event back by one week would allow the wreaths and poppies to remain around the War Memorial for an additional week.
- Operational considerations – The period between Armistice Day and the Christmas Fair is extremely busy for staff. Allowing an additional week between these two major civic events would provide more time for preparation.

Councillors are invited to consider whether the event date should be moved from Saturday 28 November to Saturday 5 December 2026.

### **Land Purchase – Potential Cemetery Site**

Councillors will recall previous discussions regarding the potential purchase of land for a future cemetery extension.

Initial discussions with the land agent indicate that:

- the vendor's preference is to sell the entire parcel of land, and
- they are unlikely to accept an offer conditional on planning permission.

This means that if the Council wished to proceed with a purchase it would likely need to do so at its own planning risk.

Further work will therefore be required to understand:

- planning prospects,
- valuation and financial implications, and
- any borrowing requirements.

The Mayor, Deputy Mayor and Clerk will continue to monitor the position and report back to Council as matters progress.

### **Pre-Election Period**

Councillors are reminded that a pre-election period will apply ahead of the upcoming elections.

During this period the Council must ensure that:

- communications remain politically neutral,
- Council resources are not used for party-political purposes, and
- publicity does not promote individual councillors or political groups.

Further guidance will be circulated to Councillors nearer the time.

### **Councillors and Media**

Councillors are reminded that when engaging with the media they should make it clear whether they are speaking in a personal capacity or on behalf of the Town Council. Councillors should avoid speaking on behalf of the council unless they have been authorised to do so.

Councillors are also reminded that the Council operates on the basis of collective responsibility and that individual councillors should avoid taking personal credit for works or projects delivered by the Council.

Where councillors receive media enquiries relating to Council matters, they are encouraged to notify the Clerk so that responses can be coordinated where appropriate.

### **Emergency Planning**

The recent water shortage highlighted the importance of ensuring that the Council's local emergency arrangements remain up to date.

The Council had already begun considering a review of its emergency planning arrangements, and this incident has reinforced the value of ensuring that appropriate procedures are in place should the town experience a significant disruption or emergency in the future.

An updated Emergency Plan is therefore currently being prepared. This will be presented to the Finance and Governance Committee for discussion before being brought forward to a future meeting of Full Council for adoption.

### **Reema North Development – Planning Permission**

Planning permission has recently been granted for the Reema North development.

Councillors may wish to note that the permission is expected to include Section 106 obligations which may provide funding towards local infrastructure and community facilities. Officers will review the agreement once it is published to identify any potential implications for Carterton.

### **David Wilson Homes – Emerging Proposals (Land North of Price Way)**

Representatives from David Wilson Homes have requested an opportunity to brief councillors on their emerging proposals for land north of Price Way.

A provisional meeting has been arranged for:

Monday 24 March at 6.00pm

This meeting will allow councillors to hear about the proposals and ask questions before any formal planning application is submitted.

Further details will be circulated to Councillors shortly.

<b>Title</b>	County Councillor's Report
<b>Author</b>	CLlr Toyah Overton
<b>Parishes</b>	Brize Norton Parish Council, Carterton Town Council
<b>Date</b>	2 <sup>nd</sup> March 2026
<b>Contact Details</b>	toyah.overton@oxfordshire.gov.uk

Dear town councillors and residents,

Please see below a summary of the meetings I've attended over the last month, and the updates I am able to share from the County Council.

As always, please do contact me with any questions or anything I can help with.

Best wishes,

Toyah

#### 1. Meetings and Events Attended

- District and County Councillors met to discuss the Lowlands Movement & Place Plans (MAP) on 3<sup>rd</sup> March.** The discussions centred around the importance of healthy place shaping, and how this leads to sustainable, well-designed, thriving communities. More information on the plans across Oxfordshire, as well as specifically in the Lowlands which covers Carterton and Brize Norton, can be found here: <https://www.oxfordshire.gov.uk/transport-and-travel/movement-and-place-plan/introduction>
- I visited the OCC Contact Centre and met with the Blue Badge Approvals team on 4<sup>th</sup> March.** The call centre has been very busy, especially as the wet and cold weather led to more potholes opening up over winter as we see the impact of the historical 'Managed Decline' policy for roads and there has been a significant increase in calls about road conditions. The teams are all doing very well to answer calls as quickly as possible, and have received good feedback from residents. The Blue Badge Approvals team has also been very busy, with a 170% increase in applications over the last few months. However, these are not applications that reach the threshold to be approved for a Blue Badge – the approval rate has decreased from 96% to below 50%, and the wait time has increased from 4-6 weeks to 14 weeks. The team urges any applicants to look at the criteria before applying, as there are many applications that don't provide the required evidence but still need processing. The renewals process has had a level of automation for around 2 years for conditions that don't change, so the wait time is not affecting these. A new application system is being worked on which will automatically flag issues within the application, such as missing documentation, and will suggest which criteria you can apply under based off the information you give. There is also now a chatbot on the County Council website for any queries on the Temporary Congestion Charge, which has been very successful. The team are working on introducing more chatbots to help reduce wait time for residents seeking more standard answers, with there always being the option to speak to a human.
- County Councillors from Carterton, Witney and Burford met on 5<sup>th</sup> March to discuss current schemes in the areas.** We covered school admissions, and the difficulty around admissions for RAF families who are not able to apply on the typical deadlines and how this affects the year sizes in the schools in the area. There has been a reduction in intakes in primary schools in Carterton. The spare capacity at Carterton Community College has decreased, but there are still spaces remaining there. CLlr Ted Fenton has asked whether the catchment areas could be

changed so that the villages outside of Carterton fall into the Carterton catchment instead, meaning that children from the villages would be expected to fill the places at Carterton Community College. I will update the Town Council when any investigation and potential changes are confirmed. On Parking Enforcement, the teams have been out in Carterton. Over 40 patrols in the town centre, no Penalty Charge Notices have been issued. Thames Valley Police gave an update on Rural Crime, where they informed us that there has been a 33% reduction in incidents in West Oxfordshire in 2025. Rural crimes include but are not limited to robbery, theft, fly tipping and hare coursing. Other topics included the redevelopment of Witney High Street and the A40 Mass Rapid Transport plans (though there were no real updates).

- **I attended the Business Breakfast at Cokethorpe School on 6<sup>th</sup> March.** It was really fantastic to speak with local businesses about the challenges they face, as well as the success they have. The theme of the meeting was around adapting to the unexpected, and how to pivot to prosper. With the effects of Brexit and Government changes being felt by local businesses, it was very helpful for both myself and Charlie Maynard MP to be able to talk to owners about the support they feel they need.
- **I joined residents at the Community Engagement event for the proposal to build a new community, New Astrop, to the East of Brize Norton on the 6<sup>th</sup> March.** The biggest concerns that residents have are around sewerage and flooding, and traffic management. The Developers shared their plans for redirecting flood water into a dedicated area in New Astrop, but need Thames Water to do their part when it comes to sewerage – and residents do not have a lot of faith in Thames Water. As for traffic management, the proposed relief road through New Astrop to keep traffic out of the old village of Brize Norton received mixed feedback. There were discussions around practicality and safety for pedestrians and cyclists. The plans are still early-stage, but I'm sure we'll be hearing lots more from Lonestar as they approach the planning proposal.

### **Local Issues**

#### **Proposed Relocation of Brize Norton Primary School**

I am still not aware of any final decision from the Department for Education, and the school have confirmed that they have also not had any updates. I have asked whether they would appreciate myself or Charlie seeking answers from DfE directly.

Cllr Levy has suggested some officers who may have the information we need on the existing school building, so I will follow that up and report back.

#### **The 350 Homes at Kilkenny Farm**

As Thames Water are not able to provide the necessary sewage treatment to the homes, the developer is suggesting they could use a private company. This would require a permit from the Environment Agency (EA), so myself, Charlie Maynard MP and Cllr Lidia Arciszewska (the Executive Member for Environment for WODC) met with them to discuss our concerns further. I was told that the EA do not intend to loosen their requirements for giving permits, which would mean this development would not be considered for one at this time.

However, the Department for Environment, Food & Rural Affairs (Defra) could force their hand. Charlie is going to be speaking with the minister to urge them not to do this, as we believe any concerns from the EA should be listened to.

#### **The Potential 2,500 Homes at "Foxbury Garden Community"**

I would like to remind residents that they can share their thoughts with the developers using the online survey: [www.bloorfoxbury.co.uk/#survey](http://www.bloorfoxbury.co.uk/#survey)

### **The Potential 2,500-3,000 Homes at “New Astrop”**

Please see my update in the meeting section for more information about the recent Community Engagement Event in Brize Norton.

The information that was on display at the event can be found here:

<https://brizenortonparishcouncil.co.uk/wp-content/uploads/2026/03/New-Astrop-06.03.26-Exhibition-Banners.pdf>

### **Road Safety for Children Walking and Cycling to School - 30mph Proposals in Brize Norton**

As previously mentioned, the consultation on this had the 30mph on Monahan Way beginning just before the Teasel Way/Bellenger Way roundabout, however both my own response and that of the BNPC suggested that starting before the Burford Road crossing would be better, especially as more and more pedestrians are now crossing there. As this is a more extensive suggestion than that of the consultation, a new consultation on this is now live until 3<sup>rd</sup> April 2026:

[https://letstalk.oxfordshire.gov.uk/brizenorton\\_b4477monahan\\_30mph2026](https://letstalk.oxfordshire.gov.uk/brizenorton_b4477monahan_30mph2026)

### **Road Safety for Children Walking and Cycling to School - 20mph Proposals in Carterton**

I look forward to hearing from the Town Council on the new proposals, included in my previous report, which look at 20mph only for residential areas and around schools, which would be less extensive than the initial proposal.

### **Thames Water Outage on 4<sup>th</sup> March to 7<sup>th</sup> March**

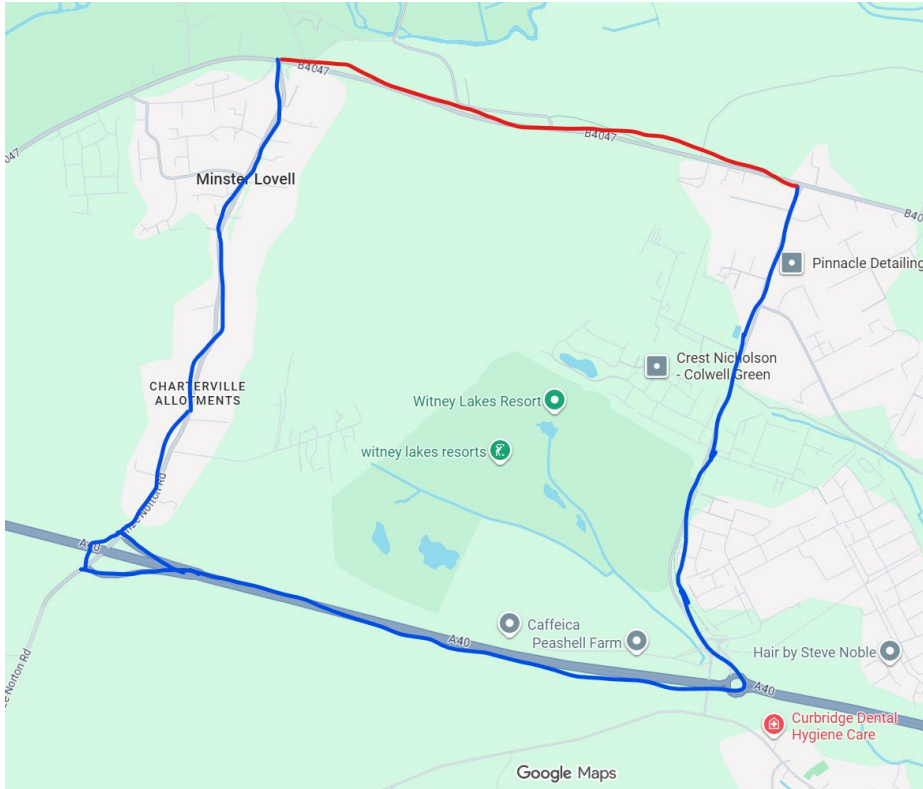
Residents across West Oxfordshire were affected by a water outage caused by a burst Thames Water pipe, including those in Carterton and Brize Norton. I would like to say that I am extremely proud of how the community came together to support one another where they could, and at the good spirits most were in despite the challenging circumstances – I spent many hours at the Bottled Water Station in Morrisons car park and the mood was generally positive!

Thames Water should be compensating those who were affected for more than 12 hours, though they have confirmed this will take a month. Residents will receive a letter from the company about this. Along with Charlie Maynard MP, I am calling for the compensation to be reflect the issues and inconveniences we all faced, especially as the Bottled Water Stations were not always able to be restocked, leaving residents without any alternative provisions.

## **2. Road Closures**

### **Minster Lovell, B4047 Burford Road – 13<sup>th</sup>-14<sup>th</sup> March**

A temporary road closure and ‘No Waiting’ restriction will be in place between 20:00 and 6:00 on 13<sup>th</sup>-14<sup>th</sup> March in order for pre-surfacing dressing works to take place. This was initially planned for February but has been updated.



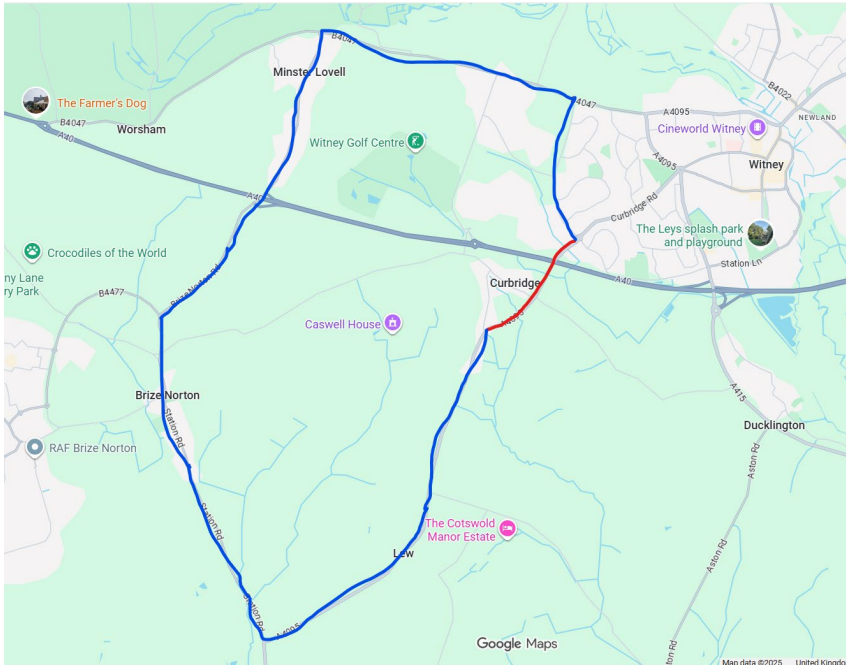
**Alvescot, B4020 – 11<sup>th</sup>-12<sup>th</sup> March**

A temporary road closure and ‘No Waiting’ restriction will be in place between 20:00 and 6:00 on 11<sup>th</sup>-12<sup>th</sup> March in order for resurfacing to take place.



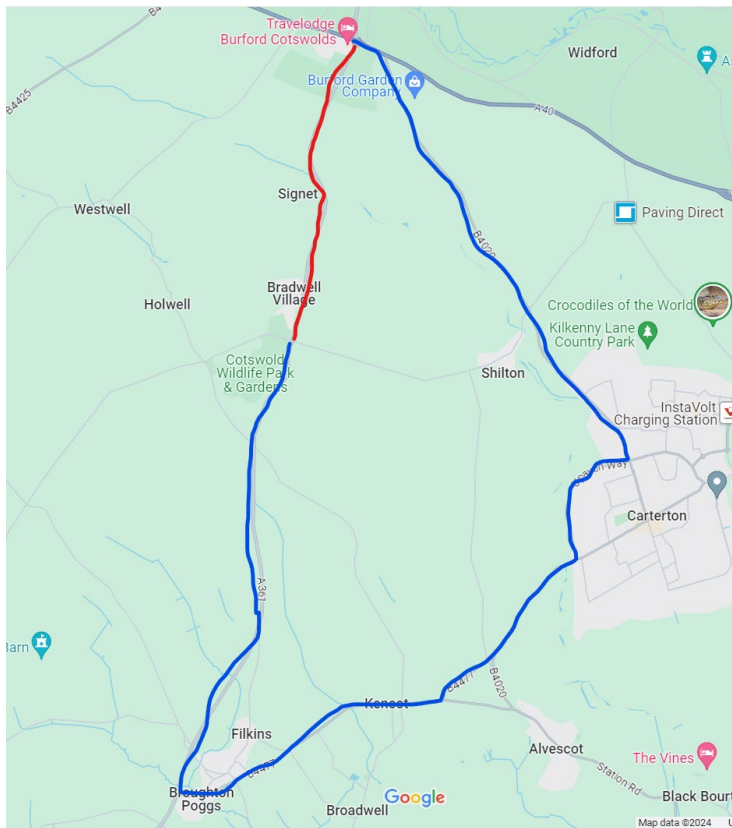
**Curbridge, A4095 – 13<sup>th</sup>-17<sup>th</sup> May**

A temporary road closure and ‘No Waiting’ restriction will be in place between 04:00 and 18:00 on 13<sup>th</sup>-17<sup>th</sup> May in order for surface sealing works to take place.



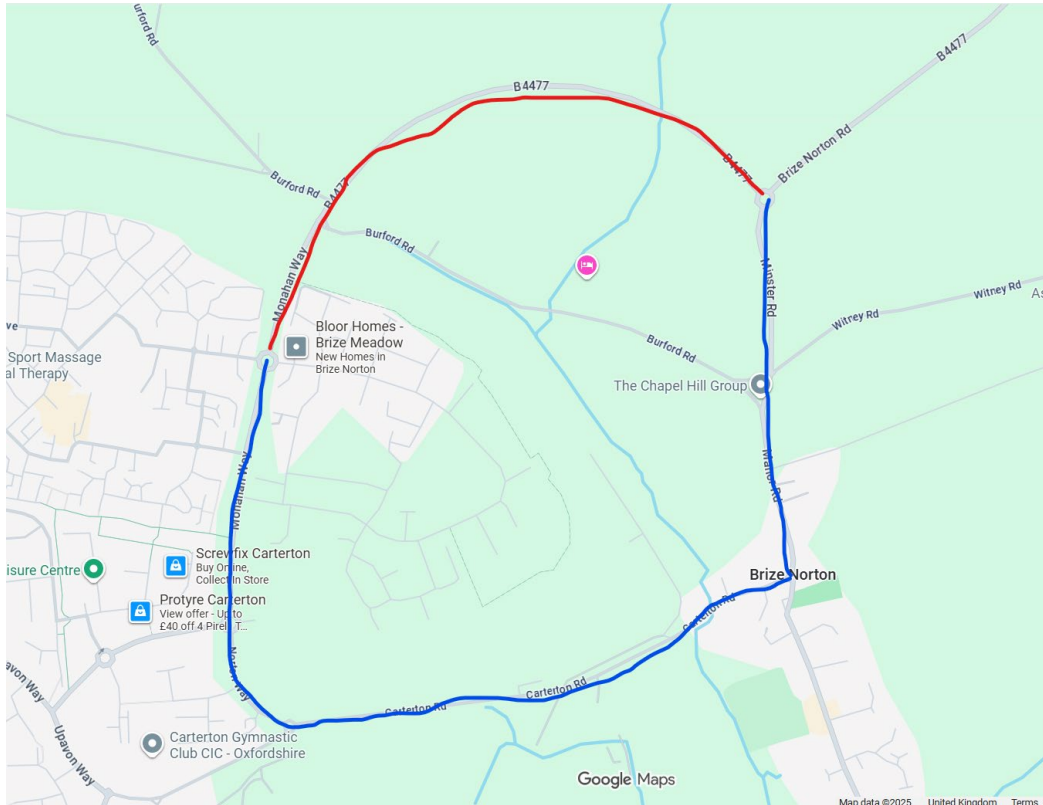
**Burford, Signet and Bradwekl, A361 Lechlade Road – 13<sup>th</sup>-17<sup>th</sup> May**

A temporary road closure and ‘No Waiting’ restriction will be in place between 04:00 and 18:00 on 13<sup>th</sup>-17<sup>th</sup> May in order for surface sealing works to take place.



## Monahan Way – 14<sup>th</sup>-18<sup>th</sup> May

A temporary road closure and 'No Waiting' restriction will be in place between 04:00 and 18:00 on 14<sup>th</sup>-18<sup>th</sup> May in order for surface sealing works to take place.



### 3. Additional Roadworks

The following are upcoming roadworks which could cause disruption, but will not close the road:

- Upavon Way:** 2<sup>nd</sup> March – 21<sup>st</sup> April, surfacing works
- Bampton Road:** 7<sup>th</sup> April – 10<sup>th</sup> April, surface dressing
- Main Street (Clanfield):** 28<sup>th</sup> April - 2<sup>nd</sup> May, surface dressing
- Buckland Road:** 28<sup>th</sup> April - 2<sup>nd</sup> May, surface dressing
- A361 through Signet:** 29<sup>th</sup> April - 3<sup>rd</sup> May, surface dressing
- Monahan Way:** 29<sup>th</sup> April – 3<sup>rd</sup> May, surface dressing

### 4. County-Wide Issues

#### Road Maintenance

As a reminder, a map of all planned works across Oxfordshire can be found at <https://www.oxfordshire.gov.uk/transport-and-travel/roadworks/planned-road-maintenance>

I am aware that there are some roads which need resurfacing and don't yet appear to be in the near-term plan, so am in talks with Cllr Andrew Gant and officers about this. I have been

told many will take place next year, which is something I do not feel is good enough so will be chasing.

### **Gully Clearance**

In April, Oxfordshire County Council began its enhanced programme to clean nearly 145,000 highway gullies and manholes by the end of March 2026. By the end of October, 67,000 gullies had been emptied.

Both Brize Norton and Carterton were expected to be cleaned in October. I have enquired as to whether this was done but have still not had a response, so will continue chasing.

### **Local Government Reorganisation**

The various councils across West Oxfordshire have put in their proposals for how they feel reorganisation should look. These can be found here:

<https://www.oxfordshire.gov.uk/council/local-government-reorganisation-and-devolution/about-lgr-and-devolution>

There are no updates to give other than that the West Oxfordshire District Council elections will be going ahead in May, which I am very pleased about as I don't believe the reorganisation plans are currently in a position that would justify a postponement to elections.

### **Available Schemes and Consultations**

#### **Smoke-Free School Gates**

Smoke-Free School Gates is an initiative that aims to protect children from the harms of second-hand smoke during drop-off and pick-up at school and to denormalise smoking to create a smoke free generation.

Oxfordshire County Council's Public Health team is willing to support schools in creating smoke-free policies for their premises and provide financial support in creating and printing signage to be placed at school gates and/or entrances.

If you would like to discuss Smokefree School Gates, please email [smokefreeoxon@oxfordshire.gov.uk](mailto:smokefreeoxon@oxfordshire.gov.uk). More information is available at <https://www.oxfordshire.gov.uk/residents/social-and-health-care/public-health-and-wellbeing/smoke-free-oxfordshire#paragraph-14234>.

## **5. Grants**

### **Councillor Priority Fund**

The new round of Councillor Priority Funds are now open. Applications can be made at <https://service.oxfordshire.gov.uk/councillorpriorityfund>

## **Cllr Michele Mead Carterton South**

### **District Council Report Feb-March 2026**

#### **23<sup>rd</sup> February Carterton area strategy working group**

The newly appointed officer who will lead on the strategy Mr Michael Rich was introduced. The consultation/engagement plan was discussed and the joint working with the developers re: leisure & 106. Now that Michael is in place this strategy will move quickly and is estimated to be in place by the end of the year.

#### **25<sup>th</sup> February Council meeting**

This was the council's annual budget meeting and, as expected, this was highly debated. The conservative opposition group put forward an amendment to the budget which would have seen the removal of this years earmarked reserves £411,726, councillors allowance frozen at £14,009 and the removal of funding for additional lighting in Burford car park of £100,000. This would have covered the recommendation to 'freeze' the District council tax, add a fly tipping crime officer, launch a youth sports grant and carry out a feasibility study into increasing car parking provision at Charlbury, Kingham and Hanborough stations, all of which would go a little way to help ease the ever growing pressures on day to day finances of our residents. The Lib Dem lead alliance with Labour and the Green party all voted this amendment down.

#### **New Chief Exec**

The CEO of WODC Mr Giles Hughes recently resigned giving three months' notice and the position was advertised internally as a interim role due to local government reorganisation coming along within the next two years. Mr Phil Martin currently director of place applied and was successful at interview and will start in the role in May.

#### **26<sup>th</sup> February Constitution Working Group**

Due to the government's planning reforms coming in later in the year, it was appropriate to make some amendments to the planning committee structures and this will be recommended to the next full council meeting.

At a full council meeting members can ask executive members questions, and it was discussed if the quantity and length of these should be limited. This will be taken to full council also.

#### **4<sup>th</sup> March Overview & Scrutiny**

This meeting had a packed agenda starting with the council's response to the government's consultation on proposed changes to the National Planning Policy Framework (NPPF) and other aspects of the planning system. This 200-page report came to the committee late, so we debated the summary, but all recommendations were sent to officers via email with a later deadline.

The quarterly finance review and the Quarter 3 service report were also both scrutinised as well as the council's future approach to service level agreements (grants), to ensure the application process and timelines are in place before local government reorganisation.

### **9<sup>th</sup> March Lowlands Planning Committee**

Two applications were up for consideration. The first was a large solar farm extending from Bampton to Aston and Lew. After an hour of questions and challenges the application was passed. The second application was for 265 MOD homes in Carterton Taylor Wimpey and the MOD presented the application and it was unanimously passed.

### **Burst Water Mains**

In the local area, the town had to deal with no water for over 24hrs which was a challenge for many of the vulnerable residents with the water station underestimating the demand. Along with colleagues from all sides, we have asked Thames water for a meeting to discuss the problems, share our observations and work on a plan, should this sort of situation happen again.

As always I am available via email or stop me to have a chat with any issues you think I can help with.



## Carterton Town Council

**A meeting of the PLANNING COMMITTEE was held on  
20 January 2026 at 6.30pm at Carterton Town Hall and was attended by the following:**

Chair: Cllr S Watson  
 Vice Chair: Cllr K Wood

Members: Cllr R Crapper, Cllr K Godwin, Cllr J Guest, Cllr C Lincoln,  
 Cllr M McBride, Cllr L Wood

Officers: Mrs C Evans (Deputy Clerk/RFO)  
 Mrs K Zasada (Office Manager)

In Attendance: There was 6 members of the public present  
 (This included Cllr N Leverton and Cllr M Mead, and  
 Cllr N King who joined the meeting at the start of Item 5)

ITEM	MINUTE	VOTE / ACTION
P46/25-26/1	<b>APOLOGIES</b>	
	There were none.	
P47/25-26/2	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b>	
	<p><b>With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests accordingly.</b></p> <p>There were none.</p>	
P48/25-26/3	<b>PUBLIC PARTICIPATION</b>	
	<p><b>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.</b></p> <p>A resident from 4 Kingham Drive spoke about their planning application to build an annex for their elderly parents to use when they visit and the difficulty they had experienced with the</p>	

	<p>process. They also have a retrospective application being discussed on the agenda this evening to replace the very old and dilapidated boundary fence with a new fence of the same height. The hedging had also been removed. They had consulted the District Council before they installed the fence.</p> <p>No other members of the public wished to speak.</p>	
<b>P49/25-26/4</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<p><b>Committee to approve and sign the minutes of the Planning Committee meeting held on 9 December 2025.</b></p> <p><b>IT WAS RESOLVED</b> that the minutes of the Planning Committee meeting held on 9 December 2025 be signed as a true and accurate record of the meeting.</p>	<p>Proposed: KW Seconded: CL All in favour</p>
<b>P50/25-26/5</b>	<b>RESULTS OF PREVIOUS PLANNING APPLICATIONS</b>	
	<p><b>Committee to note the following results of previous planning applications:</b></p> <p><u>9 Milestone Road</u> <u>24/03162/FUL (50/2024) and 25/00027/APPEAL (33/2025)</u> Conversion of existing seven bedroom 12-person house in multiple occupation (HMO) to a seven bedroom 14-person HMO, along with erection of single and two-storey extensions and associated bicycle and bin storage areas within rear garden (part-retrospective). APPEAL DISMISSED</p> <p><u>39 Scholars Acre 25/02492/HHD (40/2025)</u> Erection of single storey rear and side extensions to create additional living space and to enlarge and connect garage to the house. APPROVED</p>	<p>Noted</p>
<b>P51/25-26/6</b>	<b>PLANNING AND LICENCING APPLICATIONS</b>	
	<p><b>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.</b></p> <p><u>34 Milestone Road 25/03000/HHD (45/2025)</u> Raising the height of the roof ridge of the dwelling to create a new first floor with addition of dormers. Erection of ground floor front infill extension and front porch. Erection of detached double garage to rear of property. Demolition of existing detached rear garage and front conservatory, and associated works.</p>	

	<p><b>IT WAS RESOLVED</b> that Council respond to WODC in support of the application.</p> <p><u>Carton Lodge, Swinbrook Road 25/03071/HHD (46/2025)</u> Erection of a two-storey side extension and front porch, along with construction of a detached carport with first floor home office space.</p> <p><b>IT WAS RESOLVED</b> that Council respond to WODC in support of the application.</p> <p><u>4 Kingham Drive 25/03109/HHD (47/2025)</u> Erection of boundary fencing (retrospective).</p> <p>There was some concern about the scale of the fence along the front of the property and whether it blocked the view on the highway. It was disappointing that the hedgerow had been removed and this changed the street scene as the other houses all have hedges, though it was noted that members of the public felt that the new fence without the overhanging hedging was an improvement.</p> <p><b>IT WAS RESOLVED</b> that Council respond to WODC in support of the application.</p> <p><u>The Elms, 101 Shilton Road 25/03095/HHD (48/2025)</u> Erection of single storey rear extension to replace conservatory. Extension to detached garage to form gym, storage and ancillary accommodation above, including alterations to roof, and associated works.</p> <p><b>IT WAS RESOLVED</b> that Council respond to WODC in support of the application.</p>	<p>Proposed: KW Seconded: RC All in favour</p> <p>Proposed: KW Seconded: RC All in favour</p> <p>Proposed: CL Seconded: LW 4 in Favour 4 Abstained</p> <p>Proposed: KW Seconded: CL All in favour</p>
<b>P52/25-26/7</b>	<b>DATE OF NEXT MEETING</b>	
	Tuesday 17 February 2026 at the Town Hall.	Noted

The meeting closed at 6.40 pm.

Chair: \_\_\_\_\_

Date: \_\_\_\_\_



**Carterton Town Council**

**DRAFT**

**A meeting of the PLANNING COMMITTEE was held on  
17 February 2026 at 6.15pm at Carterton Town Hall and was attended by the following:**

- Chair: Cllr S Watson  
 Vice Chair: Cllr K Wood
- Members: Cllr R Crapper, Cllr K Godwin, Cllr J Guest, Cllr C Lincoln,  
 Cllr M McBride
- Officers: Simon Garwood (Town Clerk)
- In Attendance: Daniel Moore from Manorwood Homes and Jon Hayes (Item 4)  
 Two further members of the public were present (including Cllr S Evans)

ITEM	MINUTE	VOTE / ACTION
<b>P53/25-26/1</b>	<b>APOLOGIES</b>	
	Apologies were received from Cllr L Wood.	
<b>P54/25-26/2</b>	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b>	
	<p><b>With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests accordingly.</b></p> <p>Cllr K Wood declared that in a previous role she had worked with one of the applicants in relation to Item 7 – Planning and Licensing Applications: 1 Hammett Place (Ref: 26/00268/HHD), but confirmed that this did not constitute a disclosable pecuniary interest.</p>	
<b>P55/25-26/3</b>	<b>PUBLIC PARTICIPATION</b>	
	<p><b>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.</b></p>	

	The members of the public present did not wish to speak.	
<b>P56/25-26/4</b>	<b>PLANNING APPLICATION 25/02324/OUT – SUNSET VIEW, UPAVON WAY</b>	
	<p><b>Developer to give a short presentation prior to consideration of this application at Item 7.</b></p> <p>The developer, Daniel Moore from Manorwood Homes, and the land owner, Jon Hayes, attended the meeting to answer questions on the outline application for up to 19 homes to be built at Sunset View, Upavon Way.</p> <p>It was reported that:</p> <ul style="list-style-type: none"> <li>• A meeting had taken place with planning officers and Oxfordshire County Council.</li> <li>• Amended plans had been submitted extending the footpath along Upavon Way to improve connectivity, including links towards the Skate Park and bus stops.</li> <li>• Two additional crossing points are proposed (details to be confirmed at reserved matters stage and conditioned accordingly).</li> <li>• Landscaping proposals include native hedging along boundaries, with short-term stock-proof fencing until the hedging is established. Boundary hedging and landscaping would be conditioned and maintained by a management company and/or a clause in the contract.</li> </ul> <p>Members raised concerns regarding:</p> <ul style="list-style-type: none"> <li>• Sewage capacity and drainage issues raised by Thames Water.</li> <li>• Flooding concerns in this part of town.</li> <li>• The need to ensure Shill Brook is protected.</li> <li>• Appropriate boundary treatment with native hedging.</li> </ul> <p>The developer confirmed these matters would be addressed through conditions and detailed design at reserved matters stage.</p>	
<b>P57/25-26/5</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	<p><b>Committee to approve and sign the minutes of the Planning Committee meeting held on 20 January 2026.</b></p> <p><b>IT WAS RESOLVED</b> that the minutes of the Planning Committee meeting held on 20 January 2026 be signed as a true and accurate record of the meeting.</p>	<p>Proposed: KW  Seconded: KG  All in favour</p>

P58/25-26/6	RESULTS OF PREVIOUS PLANNING APPLICATIONS	
	<p><b>Committee to note the following results of previous planning applications:</b></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.  APPROVED subject to legal agreement</p> <p><u>44 Black Bourton Road 25/01852/FUL (30/2025)</u>  Redevelopment of site, including demolition of existing workshops and erection of seven dwellings and associated ancillary development.  REFUSED</p> <p><u>West Oxfordshire Business Park, Haddon Place 25/02488/S73 (39/2025)</u>  Variation of condition 1 of planning permission 21/03882/S73 to allow changes to design of two office buildings to enable layout and use for alternative commercial uses.  APPROVED</p> <p><u>134 Bracken Close 25/02719/HHD (41/2025)</u>  Erection of a two-storey rear extension.  REFUSED</p> <p><u>Corner House, 21 The Maples 25/02809/HHD (42/2025)</u>  Erection of single storey rear extension and conversion of loft space with addition of rear dormer extension. Erection of flat porch roof to replace existing pitched porch roof, demolition of existing conservatory to rear, and associated works.  APPROVED</p> <p><u>34 Milestone Road 25/03000/HHD (45/2025)</u>  Raising the height of the roof ridge of the dwelling to create a new first floor with addition of dormers. Erection of ground floor front infill extension and front porch. Erection of detached double garage to rear of property. Demolition of existing detached rear garage and front conservatory, and associated works.  APPROVED</p>	Noted

	<p><u>Carton Lodge, Swinbrook Road 25/03071/HHD (46/2025)</u> Erection of a two-storey side extension including front porch, along with construction of a detached carport with first floor home office space. APPROVED</p>	
<p><b>P59/25-26/7</b></p>	<p><b>PLANNING AND LICENCING APPLICATIONS</b></p>	
	<p><b>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.</b></p> <p><u>Sunset View, Upavon Way 25/02324/OUT (38/2025)</u> Outline planning application, together with associated access of Upavon Way (all other matters reserved), for up to 19 homes (use class C3) together with associated infrastructure, open space and landscaping (amended plans).</p> <p>At its meeting on 21 October 2025, the Planning Committee took a neutral stance and requested that the application be considered by the Lowlands Planning Committee. The main comments raised were:</p> <ul style="list-style-type: none"> <li>• As the area is protected grassland, measures should be put in place to protect the Shill Brook.</li> <li>• A clear boundary between the development and The Dell.</li> <li>• Car parking for properties 5, 11, 12 and 13 are not included on the plans.</li> <li>• Whilst we welcome the footpath connectivity to the Community College, it was noted that footpath connections from the site to Edith Moorhouse and St Joseph’s primary schools had not been considered.</li> <li>• If the application is granted, Council feel that a crossing should be considered due to the busyness of Upavon Way.</li> </ul> <p>Members welcomed the additional footpath provision and clarification provided by the developer. Concerns were raised regarding sewage capacity, drainage, flooding, and protection of Shill Brook.</p> <p><b>IT WAS RESOLVED</b> that Council respond to WODC in support of the application, subject to the following considerations being addressed: Thames Water’s recommendations be fully considered; flood mitigation measures be addressed; and native boundary hedging be secured by condition.</p> <p><u>19 Burford Road 26/00113/FUL (01/2026)</u> Alterations to the existing building and construction of a one-bedroom flat within the roof.</p>	<p>Proposed: CL Seconded: McB 6 in favour 1 Abstention</p>

	<p>A concern was raised regarding incremental increases in residential units, however no material planning grounds for objection were identified.</p> <p><b>IT WAS RESOLVED</b> that Council respond to WODC in support of the application.</p> <p><u>1 Hammett Place 26/00268/HHD (02/2026)</u> Conversion of garage and construction of first floor extension above and new canopy over side entrance door.</p> <p><b>IT WAS RESOLVED</b> that Council respond to WODC in support of the application.</p>	<p>Proposed: KW Seconded: CL All in favour</p> <p>Proposed: KW Seconded: McB All in favour</p>
<b>P60/25-26/8</b>	<b>DATE OF NEXT MEETING</b>	
	Tuesday 17 March 2026 at the Town Hall.	Noted

The meeting closed at 6.32 pm.

Chair: \_\_\_\_\_

Date: \_\_\_\_\_



**Carterton Town Council**

**A meeting of the ECONOMIC REGENERATION AND ENVIRONMENT COMMITTEE was held on Tuesday 3 March 2026 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 D Melvin, Cllr S Vaughan, Cllr K Wood  
 In attendance: 3 Town Councillors (Cllr K Godwin, Cllr N King and Cllr S Watson)  
 Officers: Simon Garwood (Town Clerk)

ITEM	MINUTE	VOTE / ACTION
<b>ERE22/25-26/1</b>	<b>APOLOGIES</b>	
	Apologies were received from Cllr C Lincoln.	
<b>ERE23/25-26/2</b>	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b>	
	<p><b>With reference to items on the agenda Members were reminded of their responsibility to declare interests and to update their Register of Interests accordingly.</b></p> <p>There were none.</p>	
<b>ERE24/25-26/3</b>	<b>PUBLIC PARTICIPATION</b>	
	<p><b>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, maximum of three minutes per person, and under the direction of the Chair.</b></p> <p>Cllr Watson, speaking as a member of the public, made the following statement:</p> <p>I'd like to speak this evening to support option two, the</p>	

	<p>revised 20mph proposals. I believe Option 2 strikes the right balance between improving safety where it is genuinely needed or retaining appropriate speeds on roads that are already functioning safely at 30mph.</p> <p>Firstly, the most important issue for me is the safety outside Carterton Community College. Upavon Way carries significant vehicle traffic, at the same time large numbers of students are walking, cycling and crossing. As a school Governor at the Community College, I am personally aware of several near miss incidents involving students from vehicles in recent years. These are not hypothetical risks, they are real situations that have happened already. Reducing speeds to 20 mile an hour in that location is proportional and sensible. Lower speeds mean shorter stopping distances and significantly reduced injury severity if something goes wrong. Around the secondary school, where pedestrian movement is high and sometimes unpredictable, that matters.</p> <p>Secondly, Option 2 avoids over-extending 20mph onto the town's main travel routes. Importantly, it retains 30mph on roads such as Burford Road past Carterton Primary School, where the carriageways and footways are wide and set back from the road. While safety is always important, it is also important that speed limits feel credible and proportionate to the road environment. When limits align with how a road is designed, compliance is higher and public support is stronger. Option 2 focuses 20mph where vulnerability and conflict are highest rather than applying it uniformly, regardless of context.</p> <p>Finally, I strongly support the proposal to introduce 20mph on residential streets. These are the roads where people live, where children play, where cyclists mix directly with vehicles. I believe the majority of residents will support slower speeds in those environments.</p> <p>In summary, Option 2 is balanced and pragmatic. It improves safety outside the Community College, it retains appropriate 30mph limits on suitable main roads, and it supports safer residential streets. For those reasons, I urge the Committee to recommend Option 2 to full Council.</p> <p>Cllr Godwin, speaking as a member of the public, spoke on the same item. She expressed concerns regarding Burford Road and Alvescot Road, particularly due to removal of patrolled crossings. Even though Burford Road is 30mph, the majority of users only go at 20mph due to the speed humps, but there had been recent near-miss incidents. There have been increased concerns from residents about</p>	
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	<p>the speed of traffic on Alvescot Road. She also raised broader transport consideration, particularly community transport provision.</p> <p>Cllr King, speaking as a member of the public, also supported Option 2, particularly outside the schools. She queried whether 20mph limits were enforceable and what the cost would be to implement the scheme.</p> <p>It was clarified that 20mph limits are enforceable, with the use of ANPR cameras. Funding for signage discussed and it was understood to be via Oxfordshire County Council, potentially drawing on central government road safety funding (Vision Zero initiative).</p> <p>Clerk to seek clarification on projected costs where possible.</p>	
<b>ERE25/25-26/4</b>	<b>MINUTES OF THE LAST MEETING</b>	
	<p><b>Committee to approve and sign the minutes of the Economic Regeneration and Environment meeting held on 4 November 2025.</b></p> <p><b>IT WAS RESOLVED</b> that the minutes of the meeting held on Tuesday 4 November 2025 be approved as a true record of the meeting and were signed by the Chair.</p>	<p>Proposed: DM Seconded: LW All in favour</p>
<b>ERE26/25-26/5</b>	<b>ENVIRONMENTAL POLICY</b>	
	<p><b>To review the new Environmental Policy and make a recommendation to Council for adoption, subject to any amendments agreed at this meeting.</b></p> <p>The Clerk presented a new Environmental Policy, which was based on benchmarking against similar councils. The Policy is intended as an overarching framework applying to decision-making, buildings, procurement, planning comments, and community involvement. An action plan will follow to set out specific, costed measures.</p> <p>Discussion emphasised ensuring the policy remains aspirational and practical, avoiding unintended financial or operational constraints on future councils. The inclusion of community transport was noted.</p> <p><b>IT WAS RESOLVED</b> to recommend that Council adopt the new Environmental Policy, incorporating the addition of community transport.</p>	<p>Proposed: KW Seconded: LW All in favour</p>

ERE27/25-26/6	<b>20 MPH SPEED LIMIT PROPOSALS</b>	
	<p><b>To consider the amended 20mph speed limit proposal received from Oxfordshire County Council, to agree any further amendments or representations arising from this meeting, and to recommend a formal response to Council for approval prior to submission to Oxfordshire County Council.</b></p> <p>The Road Safety Working Group had carried out a lot of work on this and OCC subsequently carried out a consultation. Following consultation feedback from OCC, two revised options were presented:</p> <ul style="list-style-type: none"> <li>• <b>Option 1:</b> Remove 20mph from main routes (Alvescot Road, Burford Road, Brize Norton Road, Black Bourton Road).</li> <li>• <b>Option 2:</b> Retain 20mph outside schools on Upavon Way (Carterton Community College) and Burford Road (Carterton Primary School), with main routes otherwise remaining 30mph.</li> </ul> <p>It was acknowledgement that the original submission aimed high in response to OCC guidance. There was broad support for Option 2, as it was balanced and proportionate. There was significant concern regarding safety outside Edith Moorhouse Primary School on Alvescot Road. Suggestions included zebra crossing, barriers, humps, or school-time speed controls. Concerns were raised regarding parking pressures and access arrangements.</p> <p><b>IT WAS RESOLVED</b> that Option 2 be recommended to Council, with the caveat that further discussions be held with OCC regarding additional safety measures on Alvescot Road outside Edith Moorhouse Primary School.</p> <p>Clerk to request engagement timelines from OCC.</p>	<p>Proposed: KW  Seconded: LW  All in favour</p> <p>Clerk</p>
ERE28/25-26/7	<b>TOWN SURVEY 2026: CARTERTON 2040 – SHAPING THE FUTURE OF OUR TOWN</b>	
	<p><b>To consider the proposed scope, themes and structure of the Carterton 2040 Town Survey, agree any amendments or additional areas for inclusion, and recommend the final draft to Council for approval.</b></p> <p>A draft resident survey was presented to inform future infrastructure priorities and S106 discussions. The purpose of the survey is to gather resident views on infrastructure, services, and future town development; and inform Annual Town Meeting discussions and strengthen evidence base in developer negotiations.</p>	

	<p>The following points were made:</p> <ul style="list-style-type: none"> <li>• Rewording required in community/voluntary services section.</li> <li>• Inclusion of disability access and inclusion considerations requested.</li> <li>• Clarification regarding roads/potholes and managing expectations about developer funding.</li> <li>• Expansion of sports facility options (eg rugby, indoor sports).</li> <li>• Importance of maintaining town centre parking noted.</li> <li>• Inclusion of open “Any other comments” section.</li> </ul> <p><b>IT WAS RESOLVED</b> that the survey be amended to incorporate the Committee’s feedback and then be brought to Council for approval.</p>	<p>Proposed: KW Seconded: LW All in favour</p>
<b>ERE29/25-26/8</b>	<b>GREEN SPACES PROJECTS</b>	
	<b>To receive a verbal update from the Town Clerk on the following, which would be formally reported to Council for noting and approval where required:</b>	
<b>(a)</b>	<p><b>Willow Meadows. Additional land management, repairs and information.</b></p> <ul style="list-style-type: none"> <li>• Confirmation of S106 funding availability for improvements.</li> <li>• Funding available for path widening and vegetation clearance (public rights of way funding via OCC).</li> <li>• Ecological survey proposed in partnership with Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust (BBOWT), funded externally.</li> </ul>	Noted
<b>(b)</b>	<p><b>The Dell. Heathy Place Shaping Project – Reclaiming our Green Spaces.</b></p> <ul style="list-style-type: none"> <li>• Potential funding via West Oxfordshire District Council for community green space improvements.</li> <li>• Focus on access and engagement with harder-to-reach groups.</li> <li>• BBOWT are keen to be involved with improvements to The Dell.</li> </ul>	Noted
<b>ERE30/25-26/9</b>	<b>DATE OF NEXT MEETING</b>	
	<p><b>Committee to note the date of the next meeting is scheduled for Tuesday 7 July 2026 at 6.00pm.</b></p> <p>The Chair advised that this was his final formal council meeting as he would be standing down before the next full</p>	Noted

	<p>council meeting due to the fact that he is moving away from Carterton in the coming months. He thanked members and reflected on 11 years of service as a Town Councillor since his election in May 2015.</p> <p>Councillor K Wood expressed her thanks to the Chair on behalf of residents and the other members present expressed their appreciation for his hard work and commitment to the Town Council.</p>	
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The meeting closed at 6.56pm.

Chair: \_\_\_\_\_

Date: \_\_\_\_\_



## Carterton Town Council

**A meeting of the GRANTS COMMITTEE was held on Tuesday 10 March 2026 at 6.30pm in the Town Hall and was attended by the following:**

Chair: Cllr L Wood  
 Vice Chair: Cllr M McBride

Councillors: Cllr J Guest, Cllr D Melvin

In attendance: There were 5 members of the public present including 4 councillors: Cllr Evans, Cllr Godwin, Cllr Watson and Cllr K Wood

Town Clerk: Mr S Garwood

ITEM	MINUTE	VOTE/ACTION
<b>G17/25-26/1</b>	<b>APOLOGIES</b>	
	There were no apologies. Cllr Hatton was absent.	
<b>G18/25-26/2</b>	<b>DECLARATIONS OF INTEREST AND DISPENSATIONS</b>	
	Cllr Melvin noted a historic involvement with West Oxfordshire Community Transport. It was agreed with the Clerk that he was right to declare this but also that he could remain in the meeting and take part in the discussion and vote.	
<b>G19/25-26/3</b>	<b>MINUTES OF THE PREVIOUS MEETING</b>	
	The minutes of the meeting held on 16 December 2025 were approved as a true record and signed by the Chair.	Proposed: MMc Seconded: DM All in favour
<b>G20/25-26/4</b>	<b>PUBLIC PARTICIPATION</b>	
	None of the members of the public present wished to comment.	

<b>G21/25-26/5</b>	<b>UPDATE ON THE GRANT BUDGET AND PREVIOUS APPLICATIONS</b>	
	<p>The Town Clerk reported that £2,470 remained unspent from the 2025/26 grants budget.</p> <p>The Committee discussed carrying this amount forward into the 2026/27 grants budget, which would provide a total grants budget of £26,470 for the year.</p> <p><b>IT WAS RESOLVED</b> to recommend to Full Council that the £2,470 underspend from the 2025/26 grants budget be carried forward to the 2026/27 grants budget.</p>	<p>Proposed: MMc Seconded: LW All in favour</p>
<b>G22/25-26/6</b>	<b>GRANT APPLICATIONS FOR FINANCIAL YEAR 2026/2026</b>	
	The following grant applications were considered:	
<b>(a)</b>	<p><b>Oxfordshire Play Association</b></p> <p>Oxfordshire Play Association – Play Day Event The Committee considered an application for £2,000 towards a community play event, with a total project cost of approximately £5,000. Councillors noted that:</p> <ul style="list-style-type: none"> <li>• The event had been supported in previous years by the Council.</li> <li>• Funding of £1,000 had been awarded last year.</li> <li>• The event provided a well-attended family activity within the town.</li> </ul> <p>Councillors also discussed the importance of maintaining consistency in supporting community events.</p> <p><b>IT WAS RESOLVED</b> to recommend to Full Council that a grant of <b>£2,000</b> be awarded to Oxfordshire Play Association.</p>	<p>Proposed: MMc Seconded: LW All in favour</p>
<b>(b)</b>	<p><b>West Oxfordshire Community Transport</b></p> <p>The Committee considered an application for <b>£19,500</b> towards the operation of the community bus service in Carterton. Councillors noted that:</p> <ul style="list-style-type: none"> <li>• The total service cost is approximately <b>£31,000</b>.</li> <li>• In <b>2025/26 the Council contributed £6,000</b>, which prompted additional support from <b>Oxfordshire County Council</b>.</li> <li>• The County Council has indicated a willingness to <b>match-fund the Town Council’s contribution</b>.</li> </ul>	

	<ul style="list-style-type: none"> <li>The service provides important support for residents who may otherwise struggle to access the town centre and services.</li> </ul> <p>Councillors discussed value for money and the importance of increasing awareness and usage of the service.</p> <p><b>IT WAS RESOLVED</b> to recommend to Full Council that a grant of <b>£9,000</b> be awarded to West Oxfordshire Community Transport, with the expectation that the County Council will match this contribution.</p>	Proposed: McB Seconded: LW All in favour
(c)	<p><b>Carterton May Day Fair</b></p> <p>The Committee considered an application for £2,000 towards essential event costs.</p> <p>Councillors noted that:</p> <ul style="list-style-type: none"> <li>The May Day Fair is one of Carterton’s largest community events.</li> <li>The event provides economic and community benefits to the town.</li> <li>Previous grants have supported specific costs such as event infrastructure.</li> </ul> <p><b>IT WAS RESOLVED</b> to recommend to Full Council that a grant of <b>£2,000</b> be awarded to the Carterton May Day Fair.</p>	Proposed: LW Seconded: JG All in favour
(d)	<p><b>Carterton Open Gardens</b></p> <p>The Committee considered an application for £140 to support the Carterton Open Gardens event.</p> <p>Councillors noted that the event had been running for many years and is a popular community activity.</p> <p><b>IT WAS RESOLVED</b> to recommend to Full Council that a grant of <b>£140</b> be awarded to Carterton Open Gardens.</p>	Proposed: LW Seconded: MMc All in favour
	<p>The Committee noted that the total value of grants recommended at this meeting was:</p> <p><b>£13,140</b></p> <p>This was just under 50% of the budget available for the year.</p>	
<b>G23/25-26/7</b>	<b>DATE OF NEXT MEETING</b>	
	<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 6.29pm.

Chair: .....

Date: .....



# **CARTERTON TOWN COUNCIL ENVIRONMENT POLICY**

DRAFT

## **1. Introduction**

Carterton Town Council recognises that protecting and enhancing the natural environment is fundamental to the health, wellbeing and prosperity of the town and its residents.

As a local authority, landowner, employer, service provider and statutory consultee in planning matters, the Council has both a responsibility and an opportunity to act in a way that supports environmental sustainability while remaining proportionate, practical and within its legal powers and available resources.

This policy applies to:

- Council decision-making
- Management of Council-owned land and buildings
- Procurement and contracting
- Planning representations
- Community engagement

The policy is supported by a separate Environmental Action Plan, which sets out measurable and deliverable actions.

## **2. Legal and Governance Context**

In accordance with:

- Section 40 of the Natural Environment and Rural Communities Act 2006
- Section 102 of the Environment Act 2021

Carterton Town Council will have regard to the purpose of conserving and enhancing biodiversity in the exercise of its functions.

The Council will comply with all relevant environmental legislation and will seek to go beyond minimum compliance where this is reasonable, deliverable and within its powers.

Environmental considerations will be incorporated into committee reports and relevant decision-making processes.

### **3. Core Principles**

Carterton Town Council will:

1. Integrate environmental considerations alongside financial, social and community impacts when making decisions.
2. Act responsibly in managing Council-owned land and assets.
3. Distinguish clearly between:
  - Matters the Council directly controls (its land, buildings and contracts);
  - Matters it can influence (planning and development);
  - Matters it can encourage within the wider community.
4. Promote continuous improvement through monitoring, review and partnership working.

### **4. Biodiversity and Land Management**

The Council recognises the importance of protecting and enhancing biodiversity across its landholdings, including (but not limited to):

- Willow Meadows
- The Dell
- Carterton Recreation Ground, Swinbrook Road Recreation Ground, The Skate Park and other parks and recreation areas
- Cemetery land
- Swinbrook Road and Elmhurst Way Allotment sites
- Other open spaces and verges under Council management

The Council will:

- Develop and implement appropriate land management plans where necessary.
- Manage grass cutting regimes sensitively to support wildlife where compatible with recreational use and safety.
- Use native and wildlife-friendly planting where appropriate.
- Increase biodiversity where practical and compatible with the primary function of the land.
- Monitor and responsibly manage invasive species.

- Minimise the use of pesticides and herbicides where viable alternatives exist and where safe and practical to do so.
- Work with professional ecological advisors and partner organisations where appropriate.

## **5. Energy and Carbon Reduction**

The Council will seek to reduce energy consumption and improve efficiency within its buildings and operations by:

- Monitoring energy use where practical.
- Implementing cost-effective energy efficiency improvements (e.g. lighting upgrades, improved controls, insulation).
- Considering renewable energy options, e.g. solar panels, when undertaking major refurbishment or replacement projects, where financially viable.
- Encouraging energy-conscious behaviour by staff, hirers and contractors.

The Council recognises the importance of climate mitigation but will adopt measures that are proportionate to its scale, budget and statutory powers.

## **6. Water Conservation**

The Council will promote responsible water use by:

- Encouraging efficient use of water within Council buildings.
- Supporting water-saving practices on allotments.
- Using planting schemes and land management techniques that reduce the need for irrigation where possible.
- Supporting sustainable drainage systems (SuDS) and responsible water management through its planning responses.

## **7. Waste Reduction and Resource Use**

The Council will seek to minimise waste generated through its activities by:

- Reducing, reusing and recycling materials wherever practical.
- Promoting recycling facilities in Council premises and at Council-run events.

- Reducing reliance on single-use materials where viable alternatives exist.
- Continuing to reduce paper usage through appropriate digital working practices.
- Ensuring waste is disposed of safely and via licensed contractors where required.

Environmental risks, including pollution risks, will be considered within relevant risk assessments.

## **8. Procurement and Contracts**

The Council recognises that procurement decisions can significantly influence environmental outcomes.

Where appropriate and proportionate, the Council will:

- Consider environmental impact and lifecycle costs in procurement decisions.
- Include sustainability considerations within tender documentation.
- Encourage contractors to operate in an environmentally responsible manner.
- Seek to reduce the use of environmentally harmful materials or practices within Council contracts where viable alternatives exist.
- Consider sourcing locally where practical, supporting both environmental and economic sustainability.

## **9. Transport**

While recognising its limited direct control over transport infrastructure, the Council will:

- Encourage sustainable travel where practical for Council business.
- Consider environmental performance when replacing Council-owned vehicles or equipment.
- Support sustainable transport infrastructure, including public transport, community transport, walking and cycling provision through planning consultations and local partnership working.

## **10. Planning and Development Influence**

As a statutory consultee on planning applications, the Council will:

- Support high-quality green infrastructure in new developments.
- Encourage biodiversity net gain and habitat protection.
- Support sustainable drainage systems.
- Seek appropriate Section 106 or Community Infrastructure Levy contributions to mitigate environmental and recreational impacts of development.
- Consider environmental impacts when responding to Local Plan consultations.

The Council recognises that large-scale development in and around Carterton presents both environmental challenges and opportunities and will respond constructively and robustly within its remit.

## **11. Community Engagement and Partnership**

The Council will:

- Promote environmental awareness through its website, publications and events.
- Support and encourage community-led environmental initiatives where appropriate.
- Work with partner organisations, neighbouring councils, schools and voluntary groups to improve environmental outcomes across Carterton.

## **12. Monitoring and Review**

- Progress against the Environmental Action Plan will be reported to Council at least annually.
- This policy will be reviewed every three years, or earlier if legislation or local circumstances require it.

## **Carterton 2040 – Shaping the Future of Our Town**

### Resident Infrastructure & Growth Survey

#### **Introduction**

Carterton is expected to experience significant change over the next 15 years. National and district planning policies are identifying land around the town for potential housing and employment growth.

Carterton Town Council wants to understand what infrastructure, services and facilities residents believe must accompany any future growth.

The results of this survey will help inform:

- The Town Council’s response to the West Oxfordshire Local Plan
- Future Section 106 negotiations with developers
- Infrastructure priorities and funding bids
- Discussions at the Annual Town Meeting

*Please note:* Some issues raised by residents, such as road maintenance and potholes, are the responsibility of Oxfordshire County Council and cannot be funded directly through developer contributions. However, your feedback helps the Town Council evidence priorities when working with partner authorities.

This survey takes approximately **10–12 minutes to complete**.

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#### **Section 1 – About You**

*(Section 1 of 9)*

Which age group do you fall into?

- Under 18
- 18–24
- 25–44
- 45–64
- 65+

Do you:

- Live in Carterton
- Work in Carterton

- Both live and work in Carterton
- Neither (but use services in the town)

If you selected neither, which services do you use?

(open text)

How long have you lived or worked in Carterton?

- Under 5 years
- 5–10 years
- 10–20 years
- Over 20 years

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## **Section 2 – Growth and the Future of Carterton**

*(Section 2 of 9)*

How do you feel about future housing growth around Carterton?

- Support growth if infrastructure improves
- Neutral
- Concerned about growth
- Oppose further growth
- Unsure

**If the town grows significantly over the next 15 years, which of these should be the highest priorities for investment?**

*(Please rank your answers highest to lowest, 1 being highest & 13 being lowest )*

- Health provision (GPs, dentists, healthcare services)
- Roads and traffic infrastructure
- Schools and education
- Play areas and youth facilities
- Sports provision

- Town centre and retail
- Green spaces and environment
- Public transport
- Walking and cycling routes
- Community buildings and meeting spaces
- Employment opportunities
- Support for voluntary/community groups
- Accessibility and inclusion improvements

Are there any priorities we have missed?

(open text)

---

### **Section 3 – Services and Facilities**

*(Section 3 of 9)*

Services may include healthcare, schools, shops, leisure facilities, transport and community services.

Do you feel Carterton currently has:

- The right level of services and facilities
- Too few services and facilities
- Too many services and facilities
- Not sure

Please explain your answer.

(open text)

---

### **Section 4 – Town Centre and Retail**

*(Section 4 of 9)*

How often do you use Carterton town centre?

- Daily
- Weekly

- Monthly
- Rarely

What would encourage you to use the town centre more?

*(Select up to three)*

- More independent shops
- More cafés or restaurants
- Evening economy (bars, entertainment, restaurants)
- Markets and community events
- Public realm improvements (seating, landscaping, lighting)
- Better pedestrian environment
- Improved parking
- More national retailers

How important is maintaining convenient town centre parking?

- Very important
- Important
- Neutral
- Not important

Do you think the town centre needs:

- Significant improvement
- Some improvement
- Minor improvement
- No major change

Please explain your answer

(Open Text)

---

## **Section 5 – Play, Sport and Recreation**

*(Section 5 of 9)*

Are existing play areas:

- Good and sufficient
- Adequate but could improve
- Insufficient
- Poor
- Unsure

Which age group is currently most underserved?

- Toddlers
- Primary school age children
- Teenagers
- Adults
- Older residents

Which parks or play areas do you use?

- Alvescot Road Recreation Ground
- Blackthorn Mews
- Empire Drive Play Area
- Pampas Close
- Skate Park
- Stanmore Crescent
- Swinbrook Road Recreation Ground
- The Maples
- Trefoil Play Area

## **Which sports and recreation facilities are most needed?**

*(Select up to three)*

- 3G artificial football pitch
  - Indoor sports hall / multi-sport facility
  - Rugby facilities
  - Cricket facilities
  - Boxing / martial arts space
  - Improved grass pitches
  - Cycling routes
  - Outdoor gym equipment
  - Walking routes / fitness trails
  - Tennis or netball courts
  - Indoor fitness or wellbeing space
- 

## **Section 6 – Health and Wellbeing**

*(Section 6 of 9)*

Have you experienced difficulty accessing any of the following services?

- GP services
- Dentists
- Health visitors
- Mental health support
- Hospital services
- None

Should new housing developments contribute directly to expanded health provision?

- Yes
- No
- Unsure

---

## Section 7 – Roads and Transport

*(Section 7 of 9)*

What are the biggest transport concerns in Carterton?

*(Select up to three)*

- Congestion
- Road condition / potholes
- School traffic
- A40 access
- HGV movements
- Lack of cycle routes
- Public transport frequency

Thinking about public schemes would you support the following?

**Proposal**

**Yes No Unsure**

Improved bus services

Safer cycling routes

20mph residential zones

ANPR enforcement near schools

Park and stride schemes

Which of these would be your highest priority?

*(open text)*

---

## Section 8 – Accessibility, Inclusion and Community Needs

*(Section 8 of 9)*

How well do you think Carterton's facilities and services meet the needs of people with different needs and backgrounds?

- Very well
- Adequately
- Poorly
- Unsure

Which improvements would help make Carterton more accessible?

*(Select up to three)*

- Better pavements and dropped kerbs
- Improved access to public buildings
- Accessible play equipment in parks
- More seating and rest areas
- Better public transport access
- Improved lighting and safer public spaces

Which improvements would help make Carterton more Inclusive?

- More activities for young people
- More activities for older residents
- Better support for people with disabilities
- More community meeting spaces

When thinking about accessibility, which needs should the town give greater attention to?

*(Select any that apply)*

- Physical disabilities and mobility needs
- Visual or hearing impairments
- Neurodiversity (e.g. autism, ADHD)
- Mental health needs
- Social isolation and loneliness

- Support for carers
- Unsure

---

**Do you feel Carterton provides enough opportunities and support for the following groups?**

<b>Group</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
Young people			
Older residents			
Disabled residents			
Families with young children			
Armed Forces families and veterans			
People from different cultural or ethnic backgrounds			
LGBT+ residents			

---

## **Section 9 – Community and Voluntary Services**

*(Section 9 of 9)*

At Present do you think Carterton currently has enough community spaces and facilities (such as community halls, meeting rooms and youth spaces)?

- Yes
- No
- Unsure

Which additional community or voluntary services would you like to see?

- Youth services
- Activities for older residents
- Support services for disabled residents
- Family support services

- Veterans support services
  - Cultural or arts activities
  - Community events and activities
  - Other (please specify)
- 

### **Final Questions**

If Carterton grows significantly over the next 15 years, what must change to ensure it remains a good place to live?

(open text)

---

### **If new housing is built near Carterton, which types of infrastructure should developers prioritise?**

*(Select up to three)*

- Health services
  - Schools
  - Roads and traffic improvements
  - Public transport
  - Play areas
  - Sports facilities
  - Green spaces
  - Community buildings
  - Town centre improvements
- 

### **Any other comments or suggestions?**

(open text)

---

### **Optional Equality Monitoring Questions**

These questions are optional and help ensure the survey reflects the whole community.

Do you consider yourself to be disabled?

- Yes
- No
- Prefer not to say

Which of the following best describes your ethnic background?

- White
- Mixed / multiple ethnic groups
- Asian / Asian British
- Black / African / Caribbean / Black British
- Other ethnic group
- Prefer not to say

Do you consider yourself part of the LGBT+ community?

- Yes
- No
- Prefer not to say

## GRANTS COMMITTEE RECOMMENDATIONS

(a)	<p><b>Oxfordshire Play Association</b>  Oxfordshire Play Association – Play Day Event  The Committee considered an application for £2,000 towards a community play event, with a total project cost of approximately £5,000.  Councillors noted that:</p> <ul style="list-style-type: none"> <li>• The event had been supported in previous years by the Council.</li> <li>• Funding of £1,000 had been awarded last year.</li> <li>• The event provided a well-attended family activity within the town.</li> </ul> <p>Councillors also discussed the importance of maintaining consistency in supporting community events.  <b>RECOMMENDATION:</b> A grant of <b>£2,000</b> be awarded to Oxfordshire Play Association.</p>
(b)	<p><b>West Oxfordshire Community Transport</b>  The Committee considered an application for <b>£19,500</b> towards the operation of the community bus service in Carterton.  Councillors noted that:</p> <ul style="list-style-type: none"> <li>• The total service cost is approximately <b>£31,000</b>.</li> <li>• In <b>2025/26 the Council contributed £6,000</b>, which prompted additional support from <b>Oxfordshire County Council</b>.</li> <li>• The County Council has indicated a willingness to <b>match-fund the Town Council’s contribution</b>.</li> <li>• The service provides important support for residents who may otherwise struggle to access the town centre and services.</li> </ul> <p>Councillors discussed value for money and the importance of increasing awareness and usage of the service.  <b>RECOMMENDATION:</b> A grant of <b>£9,000</b> be awarded to West Oxfordshire Community Transport, with the expectation that the County Council will match this contribution.</p>
(c)	<p><b>Carterton May Day Fair</b>  The Committee considered an application for £2,000 towards essential event costs.  Councillors noted that:</p> <ul style="list-style-type: none"> <li>• The May Day Fair is one of Carterton’s largest community events.</li> <li>• The event provides economic and community benefits to the town.</li> <li>• Previous grants have supported specific costs such as event infrastructure.</li> </ul> <p><b>RECOMMENDATION:</b> A grant of <b>£2,000</b> be awarded to the Carterton May Day Fair.</p>
(d)	<p><b>Carterton Open Gardens</b>  The Committee considered an application for £140 to support the Carterton Open Gardens event. Councillors noted that the event had been running for many years and is a popular community activity.  <b>RECOMMENDATION:</b> A grant of <b>£140</b> be awarded to Carterton Open Gardens.</p>
	<p>The Committee noted that the total value of grants recommended at this meeting was: <b>£13,140</b>  This was just under 50% of the budget available for the year.</p>

## **20mph Speed Limit Proposals - OCC**

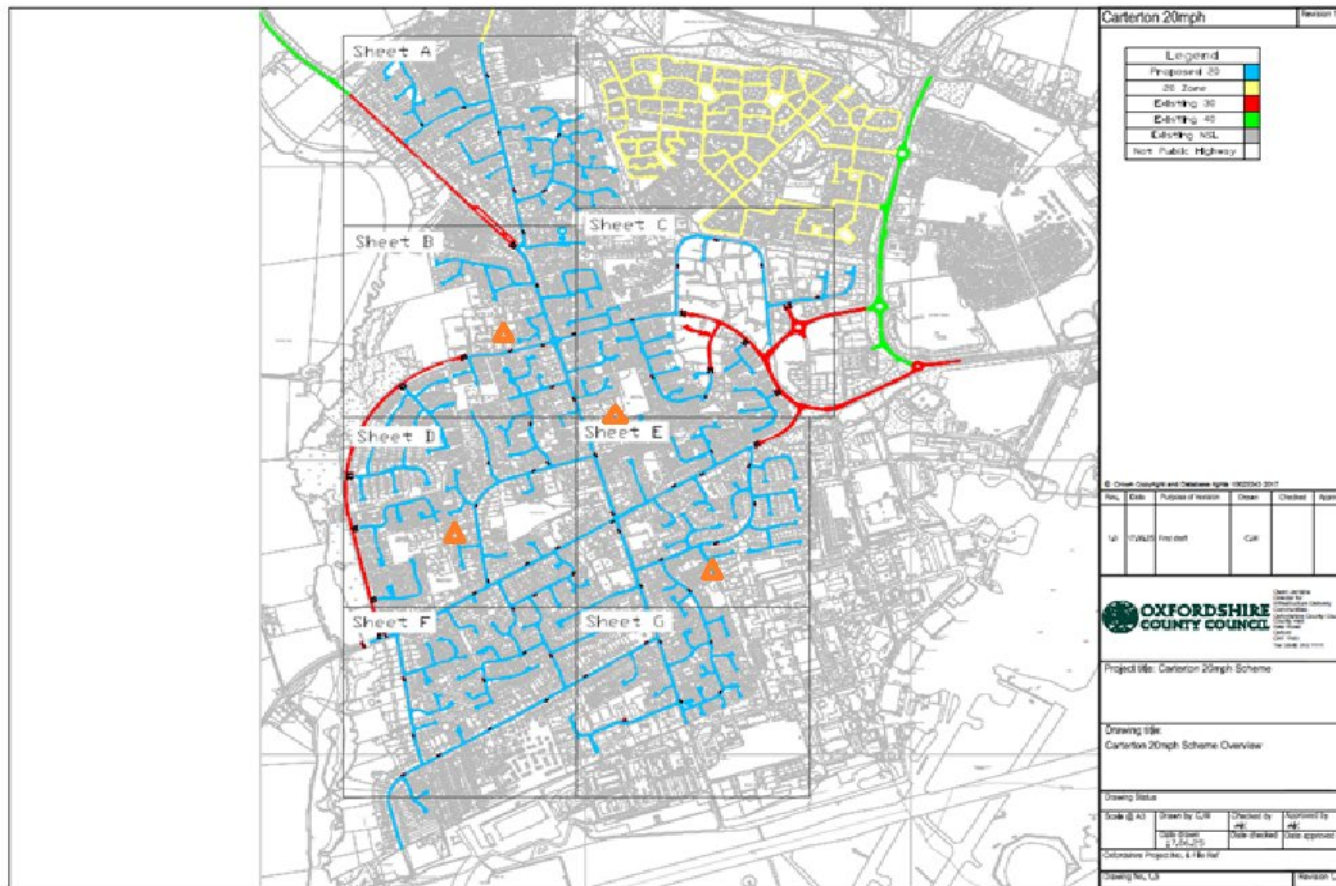
Further to the meeting on 11 November at Carterton Town Council to discuss the above and other traffic and safety schemes, on the 20mph proposal, I would be grateful for your comments on the two possible alternative options for the 20mph limit shown below, beneath the plan showing the proposals as advertised last year.

Option 1 removes all the main routes previously proposed to be 20mph in the town, with Option 2 retaining the proposed 20mph on Upavon Way and Burford Road by Carterton Community College and Carterton Primary School respectively; the length of the 20mph limits on these roads is shown indicatively and could be reduced, though also noting that the recommended minimum length of a speed limit is 300 metres.

If either of the options above (on any variation that may be put forward as a result of further discussion) are supported by the Town Council and County Cllrs, the County Council would - subject to approval at the Cabinet Member for Transport Management decisions meeting – implement these in the 2026/27 financial year, emphasizing again that in accordance with the 20mph programme policy, only schemes which have such support will be taken forward. To note also there will be no requirement to carry out a further general public consultation on either of these options, as both options are less extensive than those consulted on last year.

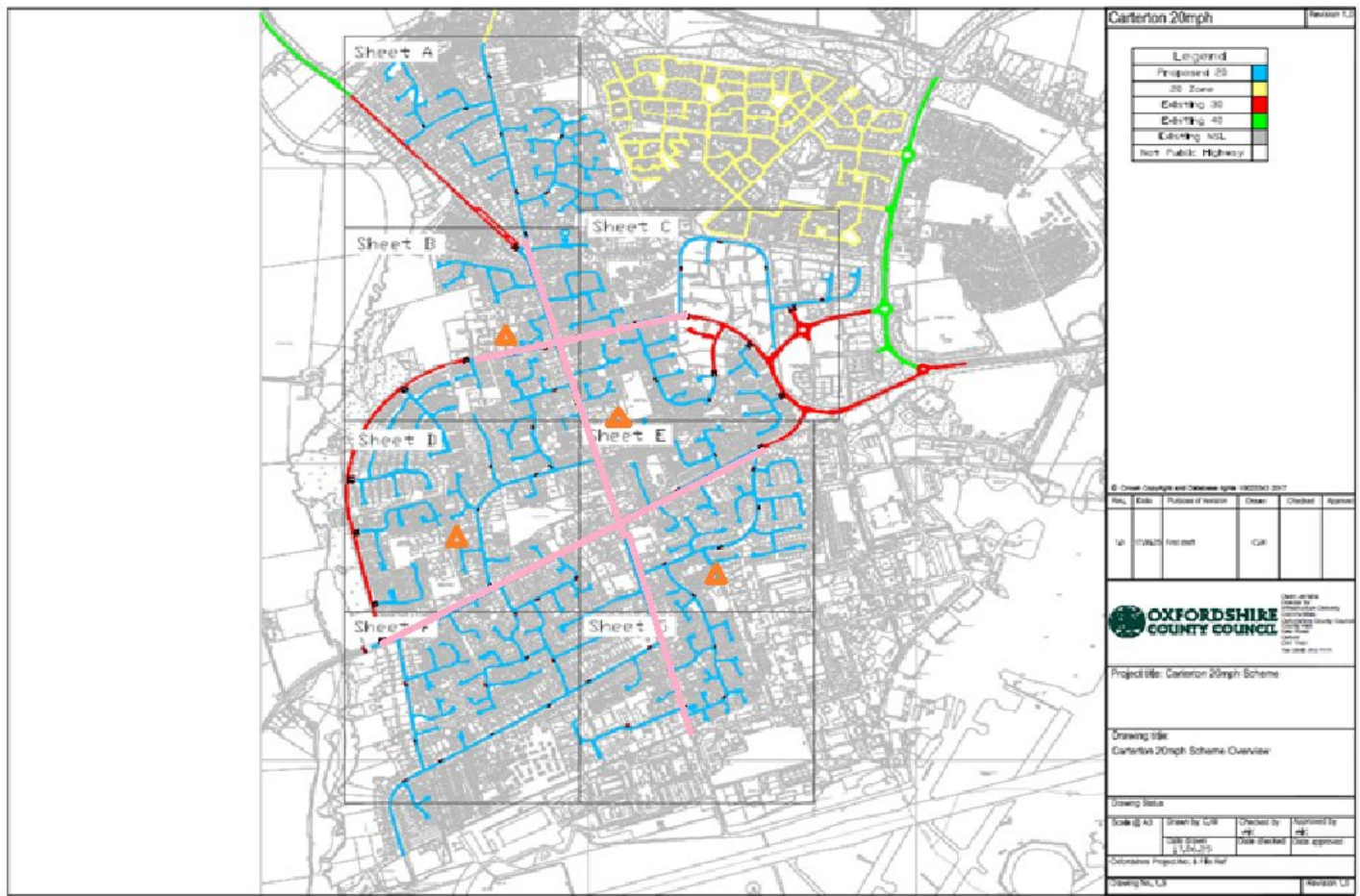
I'd be very grateful to receive your comments, and as always very happy to answer any queries / attend a further meeting if that would be helpful.

**Anthony Kirkwood**  
**Team Leader – Vision Zero**



 **School**

**20mph proposals consulted on summer 2025**

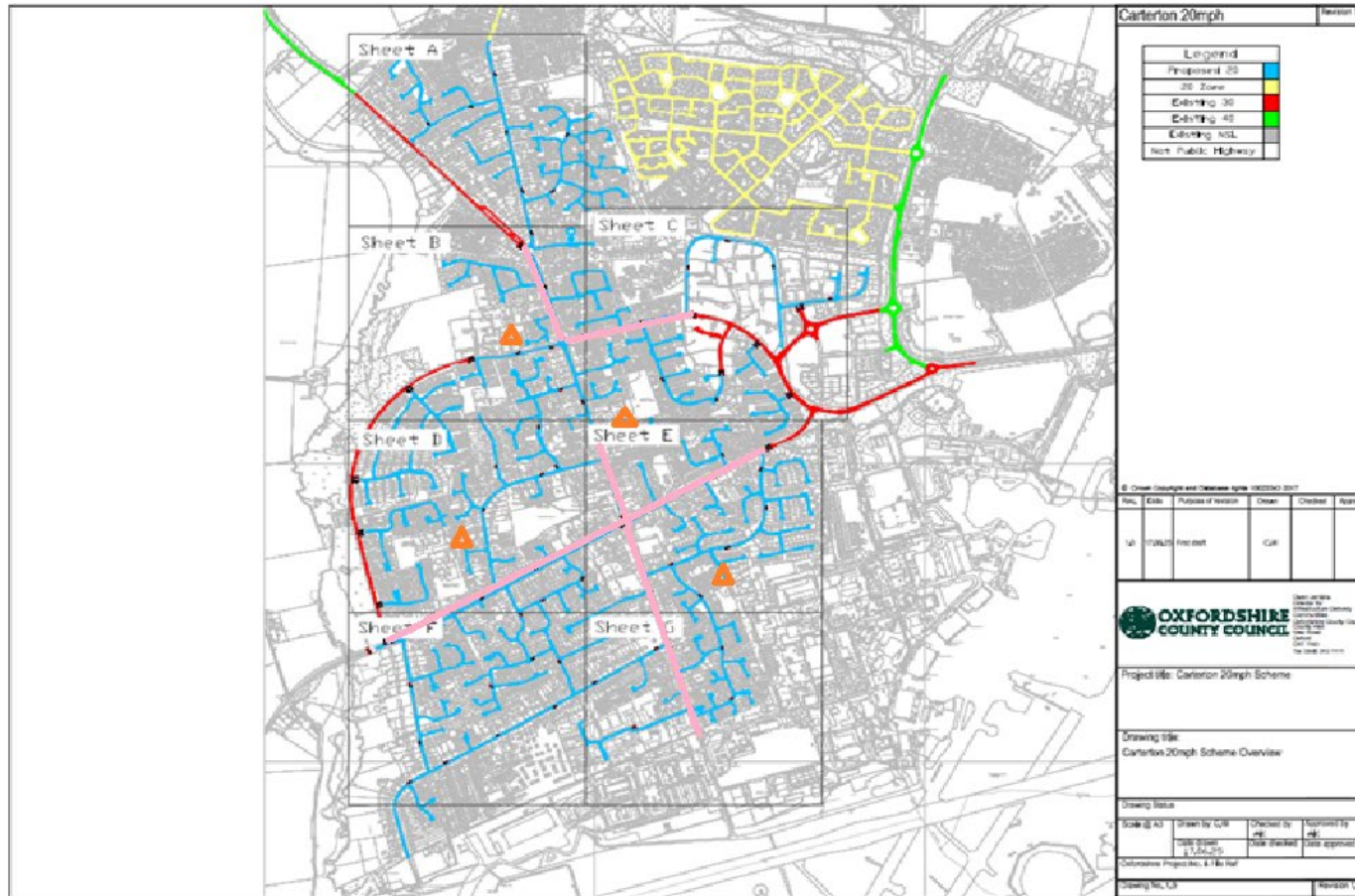


**School**

**Reduced 20mph:**

**Option 1:**

**Roads previously proposed to be 20mph to stay 30mph**



 **School**

**Reduced 20mph:**

**Option 2:**

**Roads previously proposed to be 20mph to stay 30mph**

## **LGR & Community Governance Review - Briefing Document**

**Subject:** Local Government Reorganisation (LGR) and Community Governance Review (CGR)

**Based on:** Councillor Briefing – 24 February 2026

**Prepared for:** Councillors

**Purpose:** To provide a clear, structured summary of the key issues, context, risks, and next steps arising from the briefing session.

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### **1. Executive Summary**

Local Government Reorganisation (LGR) is a nationally driven policy initiative aimed at replacing the current two-tier council system (county + district) with larger unitary authorities. In Oxfordshire, three main structural models are being discussed: a single county-wide unitary, two unitaries (north/south), or three unitaries including a Greater Oxford model.

While parish and town councils are not directly affected, LGR could significantly affect them indirectly due to devolved responsibilities, funding flows, local representation, and strategic decision-making. The Council is currently within a statutory consultation period and must decide whether to submit a formal response, support a preferred model, or remain neutral.

Alongside LGR, a Community Governance Review (CGR) is also under consideration. This could alter parish boundaries, council size, and governance arrangements, particularly in response to housing growth and service demand.

No immediate decisions are required; however, councillors are asked to provide views to inform a report and potential motion to Council in March 2026.

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### **2. Context: What is Local Government Reorganisation (LGR)?**

LGR is a national policy initiative led by central government to:

- Reduce the number of councils
- Create larger, more strategic unitary authorities
- Improve efficiency, integration of services, and cost control
- Potentially align with future mayoral authority structures

#### **Current System (Two-Tier)**

- County Council: highways, education, social care, etc.
- District Councils: planning, housing, waste, etc.
- Town & Parish Councils: local services and representation

## **Proposed System (Unitary)**

- A single authority delivers all county and district functions
  - Parishes and town councils remain in place
  - Greater emphasis on local representation mechanisms (e.g. area committees)
- 

## **3. Proposed Models for Oxfordshire**

### **Option 1: One Unitary Authority (County-Wide)**

- Favoured by the County Council
- Covers the whole of Oxfordshire
- Potential for stronger strategic coordination and economies of scale
- Risk of diluted local voice due to large geographic scale

### **Option 2: Two Unitary Authorities (District-Favoured Model)**

- Likely North & South structure
- Possible inclusion of West Berkshire to meet population efficiency thresholds (~500,000)
- Benefits:
  - Existing service structures in West Berkshire (education, social care)
  - Avoids building entirely new service frameworks
- Considerations:
  - Cross-boundary service alignment (e.g. health services)
  - Risk of funding concentration in larger urban centres

### **Option 3: Three Unitary Authorities (Greater Oxford Model)**

- Favoured by Oxford City Council
  - Expansion of “Greater Oxford” including surrounding parishes
  - Designed to reach viable population size
  - Concerns raised:
    - Reduced economies of scale
    - Potential imbalance in resource allocation toward the city
- 

## **4. Why LGR Matters to the Town Council**

Although LGR will not abolish parish or town councils, it may significantly influence:

### **4.1 Strategic Influence**

- Infrastructure prioritisation
- Investment decisions

- Planning frameworks
- Funding allocation
- Relationships with principal authorities

## **4.2 Local Identity & Community Alignment**

Residents often identify strongly with historic counties and districts (e.g. West Oxfordshire). Structural changes may affect community cohesion and representation.

## **5. Direct Impacts on the Town Council**

### **5.1 Governance Status**

- No current proposal to abolish town or parish councils
- Continued statutory existence expected

### **5.2 Devolution of Responsibilities**

Potential for:

- Additional service delivery responsibilities
- Transfer of assets from district/county
- Greater expectations placed on larger towns

The town is identified as:

- One of the largest towns in Oxfordshire
- Potentially a “large town” within emerging planning frameworks
- A possible local service hub within a unitary structure

### **5.3 Representation Structures (Unknown)**

Key uncertainties include:

- Electoral boundaries and councillor numbers
- Cabinet structures
- Local area committees or boards
- Voting rights within local committees
- Role of voluntary and community sector representation

## **6. Risks and Opportunities**

### **6.1 Key Risks**

- Dilution of local voice within larger authorities
- Council tax harmonisation pressures

- Asset redistribution concerns
- Planning decisions becoming more centralised
- Transitional costs and staffing restructures
- Potential redundancy and organisational disruption

## **6.2 Key Opportunities**

- Stronger regional/national representation
- More integrated planning and infrastructure alignment
- Increased devolved powers to larger towns
- Potential access to additional funding streams
- Greater influence if positioned as a local nucleus for surrounding parishes

## **7. Financial Considerations**

### **7.1 Council Tax**

- Likely consolidation of county and district elements
- Possible increase or stabilisation rather than reduction
- Harmonisation across areas may create redistribution effects

### **7.2 Budgets and Service Funding**

Any devolved responsibilities must be accompanied by:

- Adequate budget transfers
- Staffing support
- Asset funding

Concerns were raised that increased service demand (e.g. waste, infrastructure) must be financially supported.

## **8. Planning and Service Delivery Implications**

- Planning functions likely to remain at unitary level (not town level)
- Majority of applications already handled by delegated officer authority (~80%)
- Risk of reduced local insight if parish input is not adequately considered
- Potential need for stronger parish consultation frameworks

## **9. Timeline (Indicative)**

- 2026: Statutory consultation period (ongoing)
- Late 2026: Government decision on structure (expected)
- May 2027: Elections for Shadow Authority
- April 2028: New Unitary Authority becomes operational
- 2029–2030 (potential): Mayoral authority discussions

## **Shadow Authority**

A transitional body that:

- Prepares constitution, budget, staffing, and policies
- Operates alongside existing councils for one year
- Oversees organisational transition

## **10. Consultation Position: Key Strategic Questions**

Councillors are asked to consider:

- Should the Council submit a formal response?
- Should the Council support a specific model or remain neutral?
- What assurances are required (finance, representation, investment)?
- How should the town align with neighbouring parishes and towns?
- What future role should the town play within a unitary structure?

## **11. Community Governance Review (CGR)**

### **11.1 What is a CGR?**

A statutory process under the Local Government and Public Involvement in Health Act 2007 that can:

- Alter parish boundaries
- Create or merge parishes
- Change council size or warding
- Reflect community identity and governance needs

Conducted by the principal authority (currently the District Council).

### **11.2 Why a CGR May Be Relevant**

Key drivers discussed:

- Significant housing growth at parish edges
- Increased service demand from new developments
- Alignment with natural community usage patterns
- Financial sustainability of local services

Example concerns:

- Developments using town infrastructure but outside parish boundary
- Increased bin, park, and service costs without corresponding precept income

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## **12. Infrastructure Funding (CIL & Section 106)**

## Section 106

- Legally tied to mitigating development impacts
- Funds infrastructure, education, NHS, etc.

## Community Infrastructure Levy (CIL)

- Charged per square metre of development
  - Parish receives:
    - 15% without a Neighbourhood Plan
    - 25% with an adopted Neighbourhood Plan
  - Funds must be spent within five years
  - Can support parks, community infrastructure, and facilities
- 

## 13. Relationship with Neighbouring Parishes

Discussion highlighted:

- Some larger towns are already positioning themselves as local committee hubs
  - Need for collaborative, not adversarial, engagement
  - Balancing:
    - Local resident interests
    - Long-term regional governance positioning
- 

## 14. Key Unknowns Identified

- Final unitary structure decision
  - Electoral boundaries and ward sizes
  - Cabinet and governance frameworks
  - Local committee powers and voting structures
  - Future of neighbourhood plans and associated funding
  - Council tax harmonisation model
  - Staffing and asset redistribution
- 

## 15. Next Steps and Actions

### Immediate Actions

- Councillors to review consultation materials
- Submit questions and clarifications by **9 March 2026**
- Consider preferred position (support, neutral, or individual responses)

### **Officer Actions**

- Prepare formal report and motion for Council meeting (17 March 2026)
- Circulate slides and supporting documentation
- Collate councillor feedback

### **Decision Points for Council**

- Whether to make a formal representation to consultation
  - Whether to support a specific unitary model
  - Whether to request further assurances from government
  - Whether to explore a Community Governance Review
- 

## **16. Overall Strategic Framing**

This is not a proposal stage but an information and awareness phase. The purpose of the briefing session was to:

- Improve understanding of the LGR landscape
- Identify implications for the town
- Begin forming an informed collective position
- Support evidence-based decision-making at future Council meetings

No final decisions are required at this stage, but early strategic engagement is considered important due to the long-term governance, financial, and representational implications for the town and its residents.

# Local Government Reorganisation (LGR)

Strategic overview and implications for  
Carterton Town Council

# What is Local Government Reorganisation?

- National policy direction toward fewer, larger unitary authorities
- Discussions involving Oxfordshire County Council
- District councils and Oxford City Council
- Central Government
- No final structure confirmed

# What is a Unitary Authority?

- Single council delivering county functions (highways, education, social care)
- And district functions (planning, waste, housing)
- Replaces the current two-tier system

# Models Being Discussed

## **Single Oxfordshire-wide unitary**

One Council covering the whole of Oxfordshire

<https://www.oxfordshire.gov.uk/council/local-government-reorganisation-and-devolution/one-oxfordshire>

## **Two unitaries**

Oxford and Shires Council (West Oxfordshire, Cherwell, Oxford City)

Ridgeway Council (South Oxfordshire, Vale of the White Horse, West Berkshire)

<https://www.twocouncils.org/>

## **Three unitaries**

Greater Oxford (City and surrounding parishes)

Northern Oxfordshire (Remaining parts of Cherwell & West Oxfordshire)

Ridgeway Council (Remaining parts of South Oxfordshire, Vale & West Berkshire)

<https://3councils.org/>

# Why This Matters to Carterton

- Strategic investment priorities
- Influence within a larger structure
- More or less of a **local** focus
- Planning decisions
- Funding flows
- Relationship between town and principal authority
- Natural and historic geographies

# Impact on Town & Parish Councils

- Town and Parish Councils continue to exist
- No automatic abolition of parishes
- Potential shift in devolved responsibilities
- Possible asset transfer discussions
- Increased expectations on larger towns
  
- Key Question: What role should Carterton play in a unitary system?

# Financial & Investment Implications

- Redistribution of capital programmes
- Competing investment priorities across larger geography
- Impact on infrastructure planning
- Potential renegotiation of service expectations
  
- Consider: How visible and influential will Carterton be?

# Representation & Democratic Structure

Unknowns include:

- Number of councillors per division
- Electoral division boundaries
- Cabinet structures
- Scrutiny arrangements
- Local area committees / boards

Risks include:

- Larger divisions may dilute local voice

Opportunities include:

- Stronger strategic representation if aligned well

# Strategic Questions for the Town Council

- A) Remain neutral and monitor
- B) Advocate for a particular model
- C) Seek assurances about investment and status
- D) Align with neighbouring towns

Positioning, not immediate resolution

# Risks & Unknowns

- • Political fluidity
- • Limited clarity on representation structures
- • Financial reserves / liabilities
- • Potential reduction in local influence

# Indicative Timetable

**Early 2026:** Government statutory consultation

<https://www.gov.uk/government/consultations/local-government-reorganisation-in-oxfordshire>

**Mid-2026:** Government announcement on structure

**6 May 2027:** Elections for shadow authority/authorities

**1 April 2028:** New unitary authority/authorities go live

# Purpose of This Briefing

- To understand the landscape
- To identify implications for Carterton
- To consider whether the Town Council wishes to take a position

No formal decision tonight. Further report and motion if required.

Initial Thoughts  
Questions  
Further information required

## **AGENDA ITEM 12**

### **Willow Meadows & The Dell: Land Surveys and Improvement Works**

#### **Purpose of the Report**

To seek the Council's permission, as landowner, for two projects to be delivered in partnership with Oxfordshire County Council (OCC) and West Oxfordshire District Council (WODC) using Section 106 (S106) and other community funding.

The projects relate to:

- ecological surveys and path improvements at Willow Meadows; and
- a community engagement project at The Dell.

Both projects would be externally funded and delivered in partnership with the Town Council.

### **1. Willow Meadows – Ecological Survey and Path Improvements**

#### **Background**

Willow Meadows is a species-rich wet grassland and fen habitat located on the western edge of Carterton and owned by Carterton Town Council. The site forms part of the Oxfordshire Local Wildlife Sites Project and is recognised as an ecologically valuable area.

Oxfordshire County Council has identified Section 106 funding that could be used to support ecological work and public access improvements at the site.

#### **Proposed Ecological Survey**

OCC has proposed commissioning the specialist organisation Freshwater Habitats to undertake a detailed ecological survey of Willow Meadows.

The survey would aim to:

- identify and record the plant and animal species present on the site
- better understand the wet grassland and fen habitat
- carry out a tree survey in April and DNA test to determine whether there are native black poplars within the meadow
- provide evidence to inform future management and conservation of the site

The surveys would be carried out during the spring and summer months (April–July) when ecological activity is at its peak.

The findings are expected to be available in September.

The work would be commissioned and funded by OCC using S106 funding, with the Town Council's permission as landowner.

### **Path Improvements**

In addition to the ecological survey, OCC has proposed undertaking vegetation clearance and improvement works to the existing path through Willow Meadows.

This would involve cutting back vegetation to:

- improve accessibility for walkers (and wheelchairs, buggies etc)
- maintain the usability of the public path
- protect the surrounding habitat by encouraging people to remain on the path

These works would also be funded through S106 and managed by OCC.

## **2. The Dell and Willow Meadows – Community Green Space Project**

### **Background**

West Oxfordshire District Council has funding available for projects that:

- engage communities in areas of deprivation
- encourage residents to reconnect with local green spaces
- promote health, wellbeing and volunteering

WODC has approached the Town Council about working in partnership to deliver a community engagement project at The Dell.

### **Proposed Community Project**

The proposed project would involve working with:

- volunteers from local communities, particularly those who may be harder to reach
- families and young people
- community organisations and local partners

The aim would be to:

- encourage more positive use of The Dell

- involve residents in improving and caring for the space
- support community wellbeing and connection with nature

Activities could include:

- volunteer conservation sessions
- habitat improvements
- family nature activities
- practical work to improve the space

The project would be funded and delivered by WODC, working in partnership with the Town Council.

### **3. Permission Required from the Town Council**

Both Oxfordshire County Council and West Oxfordshire District Council require the Town Council's permission as landowner in order to undertake the proposed works.

The projects:

- would be externally funded
- would be managed and delivered by partner organisations
- would provide environmental and community benefits
- would help improve two important green spaces within Carterton.

### **4. Future Opportunities – Public Rights of Way Improvements**

Oxfordshire County Council has also advised that additional S106 funding is available to improve public rights of way in the Carterton area.

The County Council has invited the Town Council to identify potential locations where this funding could be used to:

- improve paths and accessibility
- enhance walking routes
- support access to green spaces.

Officers will work with OCC to identify suitable opportunities and may bring further proposals to Council in due course.

## **5. Financial Implications**

There are no direct financial costs to Carterton Town Council associated with the projects outlined in this report.

All survey work, improvement works and community engagement activities will be funded through S106 and other external funding sources and delivered by partner authorities.

## **6. Recommendation**

Council is requested to:

Grant permission for the following projects to proceed on Town Council land:

- a) ecological survey and path improvement works at Willow Meadows, to be commissioned and delivered by Oxfordshire County Council using Section 106 funding; and
- b) a community engagement and green space project at The Dell and Willow Meadows, to be delivered in partnership with West Oxfordshire District Council using community funding.

**PAYMENTS FOR APPROVAL**

Number	Name	Description	Net	VAT	Gross
	Administration	February Salary	£12,337.93	£0.00	£12,337.93
	OCC	February Pension Contributions	£4,511.85	£0.00	£4,511.85
	HMRC	PAYE / NI February	£4,782.58	£0.00	£4,782.58
GB6GSAABEY	Amazon	2 x black tablecloths	£19.98	£4.00	£23.98
GB6G6F1ABEY	Amazon	6 x A4 ring binders	£13.62	£2.72	£16.34
GB6CIRUABEY	Amazon	A4 photo frame/Desk Pad/Black Ribbon/A3 laminating pouches	£26.69	£5.33	£32.02
GB6IZV7ABEY	Amazon	Floor cleaner, toilet gel. Poppy netting	£77.06	£15.42	£92.48
GB6005IGWUL7NI	Amazon	Notice board for Town Clerk's office	£19.82	£3.97	£23.79
GB6NH1IABEY	Amazon	A5 copy paper/A4 copy paper	£24.70	£4.95	£29.65
paperwork provided	Carterton Family Centre	Hall hire (Annual Town Meeting) 5th May 2026 £12ph	£30.00		£30.00
INV-D-10719	Cloudy IT	IT Services March	£352.49	£70.50	£422.99
26793	DCK Payroll	Monthly payroll	£83.85	£16.77	£100.62
26135	DCK Payroll	Monthly payroll (September)	£83.85	£16.77	£100.62
IN-5144	Hudmac Servicing Ltd	Repairs to Burford Road car park	£13,940.00	£2,788.00	£16,728.00
127941	John O'Connor (grounds maintenance)	Replanting beds/installing rails in area at the Golden Eagle	£3,256.67	£651.33	£3,908.00
267223	Kompan	Work at Trefoil Way playground	£454.80	£90.96	£545.76
267064	Kompan	Work at ARRG (Witches Hat)	£1,030.18	£206.03	£1,236.21
267227	Kompan	Work at Trefoil Way playground (replacement of swing)	£416.00	£83.20	£499.20
INV-0318	LJS Windows and Doors	Installation of windows at Town Hall (one window still to be installed and will be invoiced for under a separate invoice)	£11,778.98	£2,355.80	£14,134.78
1286	McCracken & Sons	Pathway at Army Cadet Building	£2,755.00	£551.00	£3,306.00
16143	McCracken & Sons	Tree work at Scholars Acre	£750.00	£150.00	£900.00
SI-5089	M R Koating Services	Restoration of Lest We Forget Poppy Bench	£360.00	£72.00	£432.00
316033	Qik Group Ltd	Chemical Toilet - Kilkenny Lane	£72.00	£14.40	£86.40
316034	Qik Group Ltd	Chemical Toilet - Elmhurst Way	£72.00	£14.40	£86.40
33495	Rialtas	Web 2 Users March 2026	£28.00	£5.60	£33.60
4113	SWJ Consulting	Initial site visit and Report on condition of Squash Club building	£210.00	£42.00	£252.00
66947	W H Darby (formerly Vaughtons)	New Pendant case for Deputy Mayor regalai	£138.50	£27.70	£166.20
receipt provided	S J Wells Window Cleaning	External window cleaning Town Hall	£25.00		£25.00
3364659X	WODC	Waste collections Oct 25 - Mar 26	£1,144.00		£1,144.00
33658886	WODC	Lot1 Grass cutting/Lot2 Litter clearance/Lot3 Hedges & Footpaths/Lot4 Flowers & Shrubberies/Lot5 26.02.26-25.03.26	£6,615.96	£1,323.18	£7,939.14
receipt provided	Staff Expenses - Robert Searle	replacement key cut for filing cabinet in reception	£8.00		£8.00
<b>TOTALS</b>			<b>£65,419.51</b>	<b>£8,516.03</b>	<b>£73,935.54</b>

**MULTICARD/PAYPAL FOR APPROVAL**

Number	Name	Description	Net	VAT	Gross
receipt provided	The Original Factory Shop	storage boxes	£17.10		£17.10
receipt provided	Aldi	Milk	£2.40		£2.40
receipt provided	Post Office	Letter + chq to Investment Company	£9.25		£9.25
receipt provided	Asda	Milk, Decaf tea	£5.49		£5.49
2284410	WODC	Garden waste licence x 3 (BB Cemetery)	£157.50		£157.50
2284389	WODC	Garden waste licence x 2 (Town Hall)	£105.00		£105.00
receipt provided	Aldi	Coffee and milk	£4.34		£4.34
receipt provided	Morrisons	WD40	£5.50		£5.50
receipt provided	Morrisons	Milk/Gazette/Cleaning products	£11.95		£11.95
A24956766016	Screwfix	replacement padlock for Poppy Bench	£7.49	£1.50	£8.99
receipt provided	Aldi	Tea bags and milk	£7.44		£7.44
A24980768763	Screwfix	Set of Alan Keys (Hex)	£12.49	£2.50	£14.99
receipt provided	The Original Factory Shop	storage boxes	£15.20		£15.20
receipt provided	Morrisons	Milk	£1.65		£1.65
receipt provided	Aldi	Milk and coffee	£4.34		£4.34
receipt provided	Asda	Milk and tea bags	£8.68		£8.68
receipt provided	Jeremiah - Cobblers	spare key needed for outside storage area	£8.00		£8.00
BL3391320716	Adobe	Monthly subscription	£16.64	£3.33	£19.97
BL3394093145	Adobe	Monthly subscription	£16.64	£3.33	£19.97
BL3366505703	Adobe Shutterstock	February subscription	£19.99	£4.00	£23.99
A25128225138	Screwfix	Replacement tape measure 8m	£9.16	£1.83	£10.99
A25139432339	Screwfix	Hammer drill and set of drill bits	£109.93	£21.99	£131.92
	Lloyds MultiPay Card	February Service Charge (K Zasada)	£3.00	£0.00	£3.00
	Lloyds MultiPay Card	February Service Charge (C Evans)	£3.00	£0.00	£3.00
<b>TOTALS</b>			<b>£527.43</b>	<b>£60.47</b>	<b>£565.91</b>

**DIRECT DEBITS FOR APPROVAL**

Number	Name	Description	Net	VAT	Gross
M030 YO	BT	Broadband charges	£85.70	£17.14	£102.84
10009287052	Castle Water	Town Hall Water February	£91.15	£0.00	£91.15
10009355379	Castle Water	Water charges Pavilion February	£23.80	£0.00	£23.80
U003254835	Bright HR	HR Services	£90.19	£17.03	£107.22
KI-07CA0479-0022	EDF Energy	Gas charges - Town Hall February	£400.52	£20.03	£420.55
KI-0C2A52F8-0020	EDF Energy	Electricity charges - Town Hall February	£393.91	£78.78	£472.69
2008635910	Land Registry	Land at Shilton	£7.00		£7.00
146842	Richard Coglan Ltd	Copy charges (upstairs)	£12.27	£2.45	£14.72
146843	Richard Coglan Ltd	Copy charges (upstairs)	£25.24	£5.05	£30.29
107017	Vodafone	Mobile phone charges	£23.40	£4.68	£28.08
3601236	YU Energy	Electricity charges - Baldwin Mews February	£49.42	£2.47	£51.89
<b>TOTALS</b>			<b>£1,202.60</b>	<b>£147.63</b>	<b>£1,350.23</b>

**INTERNAL TRANSFERS AND CHARGES**

From	To	Description	Net	VAT	Gross
Savings Account	Current Account	February Salary	£12,337.93	£0.00	£12,337.93
Savings Account	Current Account	Top up balance	£20,000.00	£0.00	£20,000.00
Unity Trust Bank	Unity Trust	February service charge - wages ac	£7.05	£0.00	£7.05
Unity Trust Bank	Unity Trust	February service charge - current ac	£13.95	£0.00	£13.95
<b>TOTALS</b>			<b>£32,358.93</b>	<b>£0.00</b>	<b>£32,358.93</b>

**PAYMENTS MADE UNDER CLERKS AUTHORITY**

Number	Name	Description	Net	VAT	Gross
14248	Behind Closed Doors	new tube motor and control panel for kitchen shutter (75%)	£797.73	£159.55	£957.28
<b>TOTALS</b>			<b>£797.73</b>	<b>£159.55</b>	<b>£957.28</b>

**PRE AUTHORISED PAYMENTS MADE**

Number	Name	Description	Net	VAT	Gross
INV-22499	Event Branding Ltd	Pop Up Gazebos/folding tables, weights	£3,312.00	£662.40	£3,974.40
<b>TOTALS</b>			<b>£3,312.00</b>	<b>£662.40</b>	<b>£3,974.40</b>

**RECREATION GROUND PAYMENTS**

Number	Name	Description	Net	VAT	Gross
	Carterton Recreation Ground	February Service Charge	£6.30	£0.00	£6.30
KI-160D386B-0021	EDF Energy	Electricity charges - Pavilion February	£9.35	£0.47	£9.82
<b>TOTALS</b>			<b>£9.35</b>	<b>£0.47</b>	<b>£9.82</b>

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**Carterton Town Council Current Year**

**Bank - Cash and Investment Reconciliation as at 28 February 2026**

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**Confirmed Bank & Investment Balances**

Bank Statement Balances

28/02/2026	Current Account	20,688.89
28/02/2026	Wages Account	797.51
28/02/2026	Savings Account	234,542.07
28/02/2026	CCLA Account	370,000.00

**626,028.47**

Receipts not on Bank Statement

**0.00**

**Closing Balance**

**626,028.47**

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All Cash & Bank Accounts

1	Current A/c	20,688.89
2	Wages Account	797.51
4	Savings Account	234,542.07
6	CCLA account	370,000.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>626,028.47</b>

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## Internal Audit Services for Town and Parish Councils

### Overview of Services

As part of our comprehensive support for town and parish councils, **Mulberry Local Authority Services (LAS) Ltd** provides a professional **internal audit service**. This is delivered in full compliance with the **Smaller Authorities Proper Practices Panel (SAPPP) Practitioner's Guide**, reflecting current guidelines and accounting standards.

### Audit Schedule

We generally carry out **two audits per year** as standard:

- **Interim Audit:** Focuses on **governance and accountability**, including procedural aspects such as Financial Regulations, Standing Orders, risk assessments, internal control systems, and policies.
- **Final Audit:** Concentrates on **financial matters**, including verification of the Annual Governance and Accountability Return (AGAR) and all supporting documentation for submission to external auditors.

This two-stage approach allows councils to **identify and address weaknesses** before the final internal audit report is completed.

### Flexible and Responsive Service

We understand that each council has unique needs, so we're happy to offer **customised audit visit schedules** and respond to queries throughout the year. Our flexible service ensures your council receives the support it requires when it's needed most.

### Sector Expertise and Independence

Mulberry LAS are founder members of the **Internal Audit Forum**, who work in partnership with the National Association of Local Councils (NALC) to promote continuous internal audit improvement in the local council sector.

One of our directors, Mark Mulberry, is the internal audit representative on the SAPPP, which is responsible for issuing proper practices about governance and accounts of smaller authorities.

Mulberry LAS, previously operating as part of **Mulberry & Co**, has over **20 years of experience** in conducting internal audits for local councils. Our auditors have deep sector knowledge and can rotate between clients to ensure **full independence** throughout your engagement.

In the 2025/26 financial year, we are supporting over **350 councils** with their internal audit requirements, including:

- Small councils exempt from limited assurance reviews
- Larger town and parish councils managing **multi-million-pound budgets** and **complex financial systems**

Audits are conducted **either on-site or remotely**, based on your council's preferences and circumstances.

We publish on our website an **annual internal audit guide**, which enables our councils to prepare for their audits by providing details of the information we review at each visit and reminding them of the publication requirements on the council's website.

### **Fees and Charges**

Our pricing for internal audits for the financial year commencing **1 April 2026** is as follows:

- Precept below £1 million - **£80 per hour + VAT**
- Precept £1 million and above - **£85 per hour + VAT**
- **Travel costs** (for on-site visits) are billed at the standard **HMRC rate of 45p per mile**
- No charges for travel time

Audit duration depends on your council's financial complexity. Once appointed, your assigned auditor will be happy to discuss a **personalised estimate** and timeline.

### **Engagement Options**

We offer **one-year** and **three-year** engagement periods. If you commit to a **three-year term**, we guarantee that your hourly rate will remain **fixed for the full duration** of the agreement.

### **Added Benefits**

As a client of Mulberry LAS, you will gain access to **discounted rates** on our **training programme for officers and councillors**. Details of upcoming courses can be found at:

[www.mulberrylas.co.uk/training-programme](http://www.mulberrylas.co.uk/training-programme)

### **Contact Us**

If you have any questions or require further information, please don't hesitate to get in touch. We look forward to supporting your council's internal audit needs.

## Oxfordshire Association of Local Councils (OALC) Subscription 2026/27

Membership of OALC provides access to support and information in an ever-changing local government context. Each year there is new legislation which councils are required to implement.

We aim to assist our member councils by alerting them to forthcoming changes, providing briefings, templates and a comprehensive training program, as well as answering questions and providing guidance.

We are also able to obtain member discounts e.g. Parish-online.co.uk a specialist provider of website to Parish Councils.

As the prospect of Local Government Reorganisation (LGR) in Oxfordshire will bring the largest change for Parish and Town Councils since 1972 we will be working with the principal authorities to ensure a smooth transition for our members.

OALC is financially independent of Oxford City Council, all Oxfordshire district councils and the county council. Our income comes from just two sources, SUBSCRIPTIONS AND TRAINING.

Our subscription is calculated on electorate and is a combination of the NALC affiliation and OALC's membership fees. An invoice for the annual subscription will follow this email. We would encourage your council to pay the invoice by BACS, quoting the invoice number and parish name as reference.

The membership year starts on the 1st April 2026 so please ensure that payment reaches OALC by Sunday 31st May 2026 to avoid a late payment fee (£20+VAT).

What are the benefits of membership?

- **Representation at district, county, regional and national level**, 97% of town and parish councils, in Oxfordshire belong to OALC; we represent your interests at all levels of local government. Membership of OALC includes membership of the National Association of Local Councils (NALC) which lobbies Ministers and central government on your behalf. They have successfully lobbied with our help to ensure no cap on precepts. NALC also respond on your behalf to the continuous flow of government consultations, to emphasise the issues affecting town and parish councils.
- **Advice, guidance, briefings and information**, we answer hundreds of queries by phone and email for member councils, the queries cover all manner of governance, procedure and administration. If we don't know the answer, we can pass the query on to NALC solicitors for their opinion or to other experts in appropriate organisations without cost.
- **Monthly Update for councils**; keeping you and your council up to date on new legislation, news and consultations – these updates summarise all the important developments which you and your council need to be aware of.
- **Monthly Councillors Hour**, a monthly chance to share best practice and talk over problems.

- **Specialised advice from OALC consultants** on HR/Employment issues, FOI request, crisis communications, and Finance, Audit and VAT. Initial expert advice is free of charge. We pay so that member councils can benefit from this specialised advice.
- **Training;** an expanding training programme for clerks and councillors, with reduced rates for member councils. Look at the [events section](#) of our website. Topics include Clerks training, Memorial Safety, Play Areas, Employment, Councillor and Chairmanship training. We also run an annual Talking Tables event (speed dating for parish and town councils) giving you the opportunity to speak to a number of experts in one day.
- **Access to the Members Areas of OALC and NALC websites,** which provides many useful reference documents, briefings and advice notes.

Members of our Executive Committee represent the interests of local councils on various outside bodies at both county, regional and national level. We participate in County and District partnerships where they still exist. We work to improve the efficiency, transparency and professionalism of town and parish councils and parish meetings and use every opportunity to lobby relevant bodies on parishes' behalf.

**OALC (Oxfordshire Association of Local Councils)**

Benson Parish Hall, Sunnyside

Benson

Oxfordshire

OX10 6LP

finance@oalc.org.uk

VAT Registration No.: 685644393



## VAT Invoice

**INVOICE TO**

Carterton

Town Hall

Alvescot Road

Carterton

Oxfordshire

OX18 3JL

**INVOICE NO.** 6048

**DATE** 26/02/2026

**DUE DATE** 28/03/2026

DATE	ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	<b>Membership fee standard</b>	Membership Fee (Member)	20.0% S	1	2,987.25	2,987.25

SUBTOTAL	2,987.25
VAT TOTAL	597.45
TOTAL	3,584.70
<b>BALANCE DUE</b>	<b>£3,584.70</b>

**VAT SUMMARY**

RATE	VAT	NET
VAT @ 20%	597.45	2,987.25

Please pay by BACS quoting the invoice reference.

OALC Bank: Barclays Bank

Sort Code: 20-65-18

Account No.: 90715069

Account name: Oxfordshire Association of Local Councils

VAT no: 685 6443 93

PLEASE NOTE LATE PAYMENT MAY INCUR A FEE of £20+VAT

Cheques should be made out to Oxfordshire Association of Local Councils, clearly identifying the invoice number.





**Supplier:** Behind Closed Doors Ltd

**Location:** Town Hall

**PO:** 25162

**Raised:** 09.03.2026

**Cost:** £40.00 + VAT

**Description:** Service of Fire Roller Shutter Door.

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**Supplier:** McCracken & Sons Ltd

**Location:** ARRG

**PO:** 25161

**Raised:** 09.03.2026

**Cost:** £120.00 + VAT

**Description:** To supply and lay x 2 450mm x 450mm slabs to steps at Band Stand.

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**Supplier:** McCracken & Sons Ltd

**Location:** Peel Place

**PO:** 25160

**Raised:** 09.03.2026

**Cost:** £120.00 + VAT

**Description:** To supply and lay x 2 slabs below the CTC notice board at Peel Place.

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**Supplier:** Kompan

**Location:** ARRG – Witches Hat

**PO:** 25151

**Raised** – 19.02.2026

**Cost:** £384.59 + VAT

**Description:** Replacement of x 4 damaged rope connectors on yellow net.



## Supplier Quotes - Allandale (Family Centre)



### Aventus roofing ltd

### Estimate

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For: **Carterson Family Centre**  
 LDennis@carterson-vc.gov.uk  
 01993 842156

Estimate No: **66**  
 Date: **13/02/2020**

Description	Quantity	Rate	Amount
<b>Roofing works required</b> To supply scaffolding access to left side of hall ensuring workers safety Total cost £3200	1	£12,450.00	£12,450.00
<b>Works to box gutter on hall</b> To strip box gutter removing GYP fibreglass system which has failed To clean and prepare concrete box gutter using wire brushes To seal any joints in box gutter using a flexible polymer To supply and lay rubber plastic seamless roofing system which incorporates fibreglass for added strength To supply and lay UV protective topcoat To remove all waste All work comes with a 20 year guarantee Total cost £3480			
<b>Works to flat roof above kitchen</b> To strip roof screwing lock on bitumen felt To inspect all boards on flat roof To supply and lay a 3 layer bitumen felt system, using a charcoal top for fire protection To remove all waste All work comes with a 15 year guarantee Total cost £5800 Contingency for flat roof £2800 If once we strip the flat roof and the deck is rotten or damaged and there is no insulation this contingency is a worst case scenario.			

1 / 2

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Aventus roofing ltd - Estimate 66 - 13/02/2020

Subtotal	£12,450.00
Total	£12,450.00

**Total      £12,450.00**



**Empire Roofing Services (Oxford) Ltd**  
 Unit 34, Stanley Court  
 Richard Jones Road  
 Witney  
 Oxon OX29 0TB  
 info@empire-rs.co.uk  
 VAT: 353800512

Carterton Town Council  
 Town Hall  
 19 Alvescot Road  
 Carterton  
 OX18 3JL

**ESTIMATE 1408 -  
 ALLANDALE**  
 21 January 2026

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	<p>The estimation for the roof works at Allandale, 8 Burford Road, OX18 3AA</p> <p>The estimation includes the following:</p> <ul style="list-style-type: none"> <li>- Removal of existing ridge tiles including any fixings</li> <li>- Supply and installation of new Marley Modern ridge tiles to main roof elevation</li> <li>- Supply and installation of Flexitec 2020 system to areas required on metal roof elevation ie perished metal fixings and metal trims</li> <li>- Removal of waste materials from site</li> <li>- 2no Scaffolding for a safe access (Left hand side of Main Building and Hall)</li> </ul>	4,655.00	20%	4,655.00
1	<p>Low level lead work / High level verge (Kitchen leak)</p> <p>The estimation includes the following:</p> <ul style="list-style-type: none"> <li>-The first 1m of 250x500 Spanish roof slates and ridge tiles to roof verge are removed</li> <li>-Supply and installation of 250x500mm Spanish roof slates to increase the verge detail fixing with 38mm clout nails</li> <li>-Ridge ties are re installed using a 3:1 sand/cement morta mix</li> <li>-The lead flashing to the lean to roof is removed and the wall chase is increased to ensure the lead is properly inserted in to the wall</li> <li>-Supply and installation of 240mm code 4 lead is installed and sealed using a flexible lead sealant</li> <li>-The current pvc gutter is extended ensuring the water from the higher level is draining away off the low level roof</li> <li>-All associated lead works meeting with BS EN 12588; 2006 including</li> <li>-6m 240mm code 4 wall abutment flashing</li> </ul> <p style="text-align: right;">1/2</p> <ul style="list-style-type: none"> <li>-Scaffold for safe access supplied by local company.</li> <li>-All waste roofing materials to be removed from site</li> </ul>	1,980.00	20%	1,980.00

Net Total 6,635.00

VAT 1,327.00

**GBP Total £7,962.00**

**Other Information**

Company Registration Number: 12402998

Terms and conditions can be found on our website here <https://www.empire-rs.co.uk/terms-conditions/>

# QUOTE

Lyndy Dennis - Carterton Town Council

**Date**  
27 Feb 2026

CJM Roofing & Property  
Maintenance Ltd  
info@cjm-roofing.co.uk  
01865 259809

**Expiry**  
29 Mar 2026

**Quote Number**  
QU-2913

**Reference**  
The Allendale Family  
Cobtre, Carterton

**VAT Number**  
372780868

Description	Quantity	Unit Price	VAT	Amount GBP
FELT ROOF REPAIRS.	1.00	3,612.41	20%	3,612.41

- Access to the flat roof via ladders.
- Remove the defective felt (Sloped roof + 1m around this area if needed)
- Remove any defective decking in this area and replace it with new.
- Install new angle fillet and batten where needed.
- Install a two-layer torch on Soprema felt system
- Install wetted drips and flashings where needed.
- Install a new lead cover flashing, chased onto the wall and sealed with leadmate sealant.
- All waste isto be removed, and the site is to be left clean and tidy.

#### METAL ROOF REPAIRS.

- Tower scaffolding to be erected for work to be carried out safely.
- Fill any large gaps with filler.
- Install Soprema liquid rubber primer on and around the problem area.
- Install Soprema liquid rubber area/detail where needed in the problem area.

Company Registration No: 12490060, Registered Office: 59 Pioneer Way, BICESTER, Bioester, Oxfordshire, OX26 1BF, GBR.

Description	Quantity	Unit Price	VAT	Amount GBP
- All waste isto be removed, and the site is to be left clean and tidy.				
			Subtotal	3,612.41
			TOTAL VAT 20%	722.48
			<b>TOTAL GBP</b>	<b>4,334.89</b>

#### Terms

All Quotes over £1500 will require a 30% deposit before works can commence.

Please see attached our Terms & Conditions.

Insurancs-backed guarantees (IBG's) can be offered on all full re-roofing works at an additional cost; an IBG covers for 10 years from the completion date of works in the unlikely event of CJM Roofing & Property Maintenance Ltd ceasing to trade.

## Supplier Quotes – Squash Club



# Aventus roofing ltd

## Estimate

For: Carterton Squash Club  
 Idennis@carterton-tc.gov.uk  
 Carterton squash club ox18 1ds  
 01993 842156

Estimate No: 83  
 Date: 24/02/2026

### Aventus roofing ltd - Estimate 83 - 24/02/2026

Description	Quantity	Rate	Amount
Roofing works required	1	£11,100.00	£11,100.00
Roofing works required to roof above bar			
To strip roof where required removing bitumen felt membrane, tac down layer and boarding where required			
To supply and fit 18mm Osb boards and fix			
To supply and lay 3 layer bitumen felt system starting with a tac on layer			
To supply and fit bitumen felt drips where required			
To remove all waste			
All work comes with a 15 year guarantee			
Total cost £4800			
Works to balcony roof			
To strip roof removing concrete slabs, gravel and bitumen felt system			
To inspect all boarding			
To supply and lay 3 layer bitumen felt system starting with a tac on layer			
To remove all waste			
All work comes with a 15 year guarantee			
Total cost £3450			
Works to box gutters			
To strip box gutters removing bitumen felt system and Osb boarding			
To supply and fit timber ferrings to ensuring correct pitch for water flow			
To supply and fit 18mm Osb boarding and fix			
To supply and lay 3 layer bitumen felt system starting with a tac on layer			
To remove all waste			
All work comes with a 15 year guarantee			
Total cost £2850			
		Subtotal	£11,100.00
		Total	£11,100.00
<b>Total</b>		<b>£11,100.00</b>	



Empire Roofing Services (Oxford) Ltd  
 Unit 34, Stanley Court  
 Richard Jones Road  
 Witney  
 Oxon OX29 0TB  
 info@empire-rs.co.uk  
 VAT: 353800512

Carterton Town Council  
 Town Hall  
 19 Alvescot Road  
 Carterton  
 OX18 3JL

**ESTIMATE 3082 - SQUASH HALL**  
 02 March 2026

Quantity	Details	Unit Price (£)	VAT	Net Subtotal (£)
1	<p>The estimation for the roof works at:            The squash courts            Swinbrook road            Carterton            OX181DS</p> <p>INFO- The torch on felt to the upstands of the little building on the felt roof is sagging down, I recommend just peeling the lead up and cuttin back the failing felt, then apply new torch on strip about 300mm width to the perimeter of the little building. Then put the lead back down whilst trimming it up slightly.</p> <p>The estimation includes the following.</p> <ul style="list-style-type: none"> <li>-The effected area is cut back and the surface is cleaned and any lose debris is removed</li> <li>- Primer Application – Apply Soprema primer to enhance adhesion.</li> <li>- Base Layer Installation – Install the first layer of Soprema felt using torch-on or self-adhesive method.</li> <li>- Reinforced Layer (if required) – Apply additional reinforcement for extra durability.</li> <li>- Cap Sheet Installation – Install the top layer for full waterproofing, ensuring proper overlaps and sealing.</li> <li>- Edge &amp; Upstand Detailing – Secure edges, seams, and upstands to prevent water ingress.</li> <li>- Final Inspection – Check for full adhesion, proper drainage, and a watertight seal.</li> <li>-The existing lead is cut back 50mm to avoid finished flat currently causing capillary action</li> </ul>	2,385.00	20%	2,385.00

1/2

- Removal of waste materials from site				
- Scaffolding for a safe access				
	Net Total			2,385.00
	VAT			477.00
	<b>GBP Total</b>			<b>£2,862.00</b>

**Other Information**

Company Registration Number: 12402998

Terms and conditions can be found on our website here <https://www.empire-rs.co.uk/terms-conditions/>



# QUOTE

Lyndy Dennis - Carterton Town Council

**Date**  
27 Feb 2026

CJM Roofing & Property  
Maintenance Ltd  
info@cjm-roofing.co.uk  
01865 259809

**Expiry**  
29 Mar 2026

**Quote Number**  
QU-2914

**Reference**  
Carterton Squash Club

**VAT Number**  
372780868

Description	Quantity	Unit Price	VAT	Amount GBP
- CJM tower scaffolding is to be erected on the field side of the building for work to be carried out safely.	1.00	2,851.64	20%	2,851.64
- Defective decking to be removed from the field side of the roof.				
- New decking to be installed.				
- Install a two-layered system of torch on felt or Liquid rubber, depending on the type of decking joining into existing roof.				
- Lead work to be repaired where needed.				
- Box gutter to be re-filled and hopper lowered to help with the water exiting the roof, then either felt or liquid rubber to be installed.				
- All waste to be removed and the site to be left clean and tidy.				
			Subtotal	2,851.64
			TOTAL VAT 20%	570.33
			<b>TOTAL GBP</b>	<b>3,421.97</b>

## Terms

All Quotes over £1500 will require a 30% deposit before works can commence.

Please see attached our Terms & Conditions.

Company Registration No: 12490060. Registered Office: 59 Pioneer Way, BICESTER, Bicester, Oxfordshire, OX26 1BF, GBR.



Insurance-backed guarantees (IBG's) can be offered on all full re-roofing works at an additional cost; an IBG covers for 10 years from the completion date of works in the unlikely event of CJM Roofing & Property Maintenance Ltd ceasing to trade.



# 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	1343
Quotation Date	09/03/2026
Order No	
Account Ref	C004

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
	Re: Willow Meadows Boardwalks				
	To dismantal and remove 10lm of existing boardwalks and replace with new like for like materials	1,275.00	1,275.00	20.00	255.00
	[REDACTED]				
	[REDACTED]				
	[REDACTED] Place				
	[REDACTED]				

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	£	[REDACTED]
Carriage Net	£	0.00
Total Tax Amount	£	[REDACTED]
Invoice Total	£	[REDACTED]

Stonelea Farm, Stonelands, Shilton, OX18 3PA

[www.mccrackenandson.co.uk](http://www.mccrackenandson.co.uk)

Tel / Fax: 01993 843129 Mob: 07719 045540

enquires@mccrackenandson.co.uk

