



Chipping Norton Town Council
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Office Hours: Mon – Fri 9am –
1pm

Minutes of a meeting of the **Strategic Planning Committee** held online by ZOOM video conferencing system on **Wednesday 24th February, 2021 at 7.15 pm.**

The following members were present:

Cllr Mazower (Chair),
Cllr Butterworth,
Cllr Graves
Cllr Walker

Also in attendance:

Cllr Coleman
Cllr Poole
Louise Steele, Locum Clerk
Steve Milton, Locum Clerk
Kay Linnington, Deputy Town Clerk

1. **Minutes**

RESOLVED: that the minutes of the last meeting held on 26th January 2021 be approved as a correct record and signed by the Chair at the next available opportunity.

2. **Public Participation**

No questions or statements were received.

3. **Apologies for absence**

An apology for absence was accepted from Councillor Heyes.

4. **Declaration of interests**

There were no declarations.

5. **West Oxfordshire Recovery Plan**

The Chair welcomed Emma Phillips, WODC's newly appointed Market Towns Officer to the meeting. Emma explained that she had been appointed, together with a team of officers, to take forward West Oxfordshire District Council's COVID-19 Recovery Plan with a particular focus on regenerating the market towns. Early work had involved the administration of COVID-19 business support grants and assessing the impact of the economic downturn on the market towns. With the announcement of the ending of national lockdown, work would begin to refocus on to regeneration.

Emma reported that the Local Enterprise Partnership (OxLEP) had teamed up with Oxford City Council and social enterprise Makespace to launch an OxLEP-backed £1.9m programme to revitalise vacant shops across Oxfordshire and help the economy bounce back from COVID-19 during 2021. The project – called 'Meanwhile in Oxfordshire...' – would see vacant retail units in high streets across the county transformed into independent shops, cultural venues, creative studios and co-

working space. The aim was to provide affordable premises to accommodate more than 100 organisations, which would create or secure at least 300 jobs across Oxfordshire. Project funding needed to be committed before January 2022 and work was underway to finalise the funding and eligibility criteria. She further explained that local intelligence from the town council would be key to the successful delivery of the project and this would include examining the Council's existing public realm proposals and projects such as the Chippy Larder.

6. **Town Centre Redevelopment: 29-30 Horsefair and Market Place**

Alex Giacchetti, Chief Operating Officer of Setha Group, provided an update on redevelopment proposals, including:

- 13 new serviced apartments with private balconies, garden spaces, and parking.
- 2 new cinema screens will offer current film showings throughout the week.
- Refurbished Grade II listed and locally listed High Street properties will be brought back to life and cared for with regular building maintenance and use.
- Revitalised shop frontage will respect the heritage properties and brighten the properties' relationship with the High Street.
- A window display was being planned for 29-30 Horsefair to help inform the town of the project, and the Mayor had linked Alex Giacchetti with street artist, Luke Embden.

Alex explained that proposals were now at final planning stage with an application due for submission within the next 10 days. Development partners were in the process of assessing costs and carrying out due diligence on the build and heritage components. The Heritage Statement had been signed off and work was underway to discharge conditions attached to the extant permissions on the site. The views of the Town Council had been incorporated into the final proposals, including the pavement width at the cinema. Alex explained how the cultural elements of the development would promote the sustainability of existing business in the town centre – particularly those in the leisure and restaurant sector. All being well, he expected the build to be substantially complete by the Summer of 2022. There were also ongoing meetings with interested parties in the boutique hotel project that he hoped would yield positive news in the coming weeks.

7. **Traffic Advisory Sub-Committee**

The Chair, Councillor Graves, presented the minutes of the meeting of the Sub-Committee held on 3 December 2020 and answered questions raised by members of the Committee. The following updates were provided on the minutes:

- Item 5 – agreed to include an item on cycling on a future agenda for this committee.
- Item 6 – it was noted that problems with worn road markings could be reported to OCC using the [FixMyStreet app](#). It was agreed to promote this facility more widely in the town.
- Item 8 – Noted that the Mike Wasley would submitting updates to the Chair of the sub-committee on progress with the HGV routes.
- Item 10 – The junction of Albion Road and London Road had been the subject of a site visit with James Wright of OCC Highways. There was no significant history of accidents and options for providing a safe crossing point for school children were limited. Other physical measures that may improve highway safety in this area would be explored, as would alternative walking routes for pupils that would avoid Albion Street.
- James Wright had also combined his visit with a site visit at the junction of the A44 and London Road in order to investigate signage options to encourage HGVs to use the Banbury Road not the London Road.
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8. **Work programme**

The Committee noted the following updates

- *East Chipping Norton Development*
The Mayor reported that she had had no reply from OCC's Steve Jordan from her letter of the beginning of February which once again requested a meeting with OCC about ECND.
- *Parking/traffic flow/Market square consultation*
The Mayor reported that in order to avoid duplication, she was in the process of reviewing the results of previous consultations (some of which had recently been provided by the Market Towns Officer) and she would bring back proposals to the next meeting.
- *Town Centre improvements*
The Mayor updated members on progress including on the following projects:
 - *Benches* - cleaning equipment had been ordered for the grounds maintenance operative.
 - *Lights in Middle Road* - the grounds maintenance operative had been briefed and work would soon be underway
 - *Vacant shop units* – Chipping Norton Arts had been asked to come up with ideas for the window displays.
 - *Town Piano* – Midcounties Cooperative were consulting with leaseholders
 - *Farmers' Market* – the Mayor had met with the Thames Valley Farmers Markets Co-operative to discuss ways of revitalising and relaunching the market. Alternative locations for the market had been identified with potential for 14/16 traders in the lower section of Middle Row with additional space for a revamped 'makers market.'
- *The Guildhall*
Cllr Coleman reported that she had visited the Guildhall to inspect the accommodation available. While there was plenty of good quality space, access would not meet DDA standards and this would severely restrict potential uses. This matter would be considered at the next Council meeting.

9. Telephone Box

The Committee considered the report of the Locum and Deputy Clerk (previously circulated).

RESOLVED: that the telephone box be adopted by the Council on the terms set out in the report of the Locum and Deputy Clerk and quotes be sought for its professional restoration.

10. Planning Applications

- (1) [21/00121/HHD](#): Erection of single and two storey rear extension and construction of a first-floor front extension above existing bay window - 38 The Leys, Chipping Norton

RESOLVED: that the Council raises no objection to the above application.

- (2) [21/00368/HHD](#): Erection of a single storey rear extension - 30 West End, Chipping Norton

RESOLVED: that the Council raises no objection to the above application.

- (3) [21/00181/HHD](#): Replace existing lean-to aluminium conservatory with new single storey rear extension - 3 The Green, Chipping Norton

RESOLVED: that the Council raises no objection to the above application.

- (4) [21/00206/FUL](#): Change of use of existing stable and kennel building and single dwelling house to form six residential units, erection of 3 outbuildings for garaging and storage - Heythrop

Hunt Kennels, Kennels Lane, Chipping Norton.

RESOLVED: that the Council raises no objection to the above application.

- (5) [21/00411/HHD](#): Erection of front porch and insertion of windows to side elevation - 9 Ackerman Road, Chipping Norton.

RESOLVED: That West Oxfordshire District Council be informed that this Council objects to the above application for the following reasons:

- a) The extension beyond the building line to the front of the property represents an incongruous and unsightly intrusion into the local street-scene;
- b) The design of the extension is out of character with the adjoining properties and could create a precedent for further unwelcome development to the frontages of the properties in this street.

10. Date of Next Meeting – Wednesday 24 March 2021

The Chair closed the meeting at 8.52pm

Signed as a correct record:

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Chair

Date: