



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

10<sup>th</sup> February 2022

## **SUMMONS TO ATTEND A MEETING OF STRATEGIC PLANNING COMMITTEE**

TO: All Members of the Strategic Planning Committee

VENUE: Council Chamber, Chipping Norton Town Hall

DATE: Wednesday 16<sup>th</sup> February 2022

TIME: 7:15pm

Luci Ashbourne  
Town Clerk

Cllr G Mazower (Chair), Cllr E Holmes (Vice-Chair), Cllr C Butterworth, Cllr D Heyes, Cllr R Foakes, Cllr J Graves, Cllr A Miles, Cllr M Walker and Cllr N Whitmill.

### Recording of Meetings

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

## A G E N D A

### **1. Apologies for absence**

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk ([townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)) prior to the meeting, stating the reason for absence.

### **2. Declaration of interests**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct

### **3. Minutes**

- a. To approve the minutes of the Committee meeting held on 15<sup>th</sup> December 2021.
- b. To note the minutes of the Planning Sub-Committee held on 5th January 2022.
- c. To note the minutes of the Traffic Advisory Sub-Committee held on 13<sup>th</sup> January 2022

**4. Public Participation**

The meeting will adjourn for this item

Members of the public may speak for a maximum of five minutes each during the period of public participation.

**5. East Chipping Norton Development**

To receive an update regarding the East Chipping Norton Development and agree next steps.

**6. Section 106**

To receive a report from The Chair on Section 106 agreements.

**7. Planning Applications**

To receive and consider a schedule of Planning Applications from West Oxfordshire District Council.

**8. Women's Cycling Tour in Chipping Norton**

To receive an update from Cllr Walker regarding the Women's Cycling Tour, and if needed agree membership of a working party to meet with the tour company ahead of the event in June.

**9. Date of Next Meeting** Wednesday 13<sup>th</sup> April 2022, 7:15pm.



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## Minutes of Meeting of Strategic Planning Committee held on 15<sup>th</sup> December 2021 at Town Hall at 7.15pm

Present:

Clr G Mazower – Chair  
Clr J Graves  
Clr E Holmes  
Clr A Miles  
Clr Foakes  
Clr Graves

Also in attendance: Elizabeth Gilkes – Locum Clerk

40	<b>Apologies for absence</b> Apologies of absence were received from Clr Whitmill – work and Clr Butterworth – health
41	<b>Declarations of Interest – None</b> Minutes of 20 <sup>th</sup> October 2021 were approved subject to correction of West End to West Street (21/02850/FUL and and flat not float (21/03273/HHD)
42	<b>MINUTES</b> Resolved to approve Minutes of Committee Meeting held on 20 <sup>th</sup> October 2021 subject to corrections to 21/02850/FUL – West Street not West End and 21/03273/HHD – Flat not Float roof
43	<b>Public Participation – None</b>
44	<b>East Chipping Norton</b> Clr Heyes explained current position and outlined the direction that Masterplan should take. Council continue to be concerned at amount of influence that Council could have. Eynsham Parish Council have a project that worth studying to assess the situation there.

	<p>Councillors had attended a Zoom meeting with OCC, WODC, etc. and were concerned re amount of communication and involvement that CTC were being engaged with by other bodies involved. The RIBA Strategy appeared to be supported by OCC but confirmation not received. Council noted how important that the parameters of their longer term ethos relating to Eco and Energy Saving policies</p> <p><b>Actions:</b>  To contact Eynsham Council for consultation and Councillors to view the links to OCC consultation. Previous projects by Cala Homes at Wolvercote, etc. should be investigated  Follow up to Karen Miller re RIBA Proposal  Committee to be more proactively engaged and all relevant communications shared.  Consider checking Committee Terms of reference with a view to recruiting co opted non Cllrs to Committee for added expertise</p>
45	<p><b>Section 106</b></p> <p>A consultation, meeting had taken place with Nigel Moore to give guidance re how CTC needs to proceed with relation to East Chipping Norton project rather than funds already allocated to CTC under the S106 criteria for various other projects that not yet been expedited.</p> <p>The Advisor suggested that it was important that CTC have fully prepared for the negotiations by having all relevant evidence, ie traffic surveys, public consultations, etc. Important that negotiations take place on 'An Open Book Basis' and that Council have ensured have met the three key tests.</p> <p>S106 is there to mitigate unacceptable developments and important to ensure that requests are reasonable and justifiable.</p> <p>It was noted that once funds allocated for s106 project that accountability has to be very transparent and separately accounted for.</p> <p><b>ACTIONS:</b></p> <p>PowerPoint Presentation on Parameters of s106 to be shared and particularly areas that CTC can apply for plus notes from meetings</p> <p>A list of Possible projects to be prepared for next meeting</p> <p>All information to be circulated to William Fowler Allotment Trust for consideration at their next meeting.</p>
46	<p><b>Planning – To receive Minutes of the Planning Sub Committee held on 29<sup>th</sup> November 2021</b></p> <p><b>a. 21/03596/HHD – 64 Dunstan Avenue</b>  Erection of two storey and first floor extensions  No Objection</p> <p><b>21/03648/HHD – 3 Church Street</b>  Demolish front porch extension and construct single storey extension  No Objection</p> <p><b>21/03802/HHD – 31B Walterbush Road</b>  Remove existing and erect single storey rear extension  No Objection</p>

<b>b.</b>	<p><b>To discuss the impact that the Planning Application 21/03159/FUL Diddly Squat, Chadlington will have on Chipping Norton</b></p> <p>It was noted that CTC were not a formal consultee but having considered the application Council and were concerned re the impact of increased traffic on Chipping Norton and associated Country Lanes and possible Road Safety Issues. Council have serious concerns on traffic management at Junction of A361/Chipping Norton Road and are concerned that Highways do not appear to have taken this into account in their report and would like further clarity on the discussions relating to Road Safety.</p>
<b>46</b>	<p><b>Confidential Session</b></p> <p>To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of The Public Bodies (Admission to Meetings) Act 1960. The Public and Press should leave the meeting during consideration of following item.</p> <p>Motion not moved as Council did not believe necessary</p>
<b>47</b>	<p><b>The Guildhall</b></p> <p>Communication had been made with WODC Properties re future arrangements re The Guildhall and particularly the non Council areas within the building. It was noted that Meanwhile Space and WODC are now negotiating a one year Lease on non Council areas of Building</p> <p><b>Action:</b> April 2022 Strategic Planning Meeting to consider options for CTC with final decision by September 2022</p>
<b>48</b>	<b>Date of Next Meeting – Wednesday 16<sup>th</sup> February 2021</b>

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## Minutes of the Planning Sub-Committee held online and via zoom video conference on Wednesday 5<sup>th</sup> January at 7pm

The following members were

Cllr D Heyes (Chair)  
Cllr S Coleman  
Cllr A Miles  
Cllr E Holmes

Also in attendance: Elizabeth Gilkes – Locum Clerk

1. **Apologies for absence.** Cllr Butterworth
2. **Declarations of Interest.**
3. **Minutes** To approve the Minutes of the sub-committee meeting held on 29th November 2021  
  
Proposed by Cllr Miles and seconded by Cllr Heyes. Motion carried
4. **Applications for consideration** To receive and consider a schedule of planning applications  
**MW.0057/21 MW.0058/21 Castle Barn Quarry, Fairgreen Farm, Sarsden, Oxfordshire**  
Importation of inert material for use in restoration of the site To continue the development of limestone quarry extension permitted by 18/02008/CM (MW.0027/18) without complying with condition 1, condition 2, condition 8 and condition 26 in order to amend the approved restoration scheme, extend the date for restoration and allow the importation of inert materials  
  
**Objection:** Cllrs main concern related to the extra HGV traffic movements through Chipping Norton that were anticipated would be associated with the transportation of inert materials and possible increase in pollution levels  
  
**21/03970/FUL Hitchmans Mews, 2 West Street, C/N** Conversion of basement into a separate dwelling with associated parking.  
  
**No Objection:** Councillors did note concerns re inadequate parking space for flat size.  
  
They also observed that would be interested in a site visit as appears to be an innovative project

**21/03684/FUL 1 Middle row, C/N** Installation of a traditional canvas awning to the shop front.

No Objection: Cllrs felt that the addition appeared to be in keeping and very beneficial

5. Date of Next Meeting The date of the next meeting was to be arranged as applications are received. The meeting closed at 7.20pm.

Signed and each page initialled by the Chair: .....

DRAFT

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## Minutes of the Traffic Advisory Sub-Committee held online and via zoom video conference on Thursday 13<sup>th</sup> January at 7pm

The following members were present:

Cllr Jo Graves (Chair)  
Cllr Mark Walker (Vice-Chair)  
Cllr Sandra Coleman  
Cllr Geoff Saul (OCC and WODC)  
Mike Dixon (Public Transport Users Representative)  
Mike Wasley – (OCC – Traffic and Road Safety)

Also in attendance: Elizabeth Gilkes – Locum Clerk  
Keith Ruddle – Chipping Norton News

TAC28 **Apologies for absence.** District Councillor Mike Cahill, Maria Wheatley, WODC, Cllr Natasha Whitmill

TAC29 **Declarations of Interest.** Cllr Graves – neighbour (TA46)

TAC30 **Minutes** To approve the Minutes of the sub-committee meeting held on 16<sup>th</sup> September 2021 with correction of Typo TAC22 'that not the' – line 6

Proposed by Cllr Walker and seconded by Cllr Graves Motion carried

TAC40 **Public Participation - None**

TAC41 **County Officer's Report.**

Report from Oxfordshire County Council as circulated was noted.

Mike Wasley reported on works scheduled for next financial year and was thanked for attending meeting. Cllr Jo Graves highlighted the poor condition of The Leys road surface and queried whether should be assessed before new lining work carried out. Cllr Sandra Coleman also mentioned poor condition of Lords Piece Road and asked be assessed

TAC42 **District Officer's Report**

No report received from West Oxfordshire District Council

TAC43 **Update from Cllr Saul on OCC Highways matters including the HGV working group**



Cllr Geoff Saul had been talking to Duncan Enwright, OCC, who has authorised further investigations re feasibility study re using the Rollright Stones Road as an alternative freight route. He noted that the benefits to Burford High Street had not been offset by detrimental impact on alternative routes and therefore removal of Experimental Weight limit. The importance of implementing a wider transport strategy was emphasised. Transport Hubs with shared facilities – cycle parks, connecting with public transport, car share, school streets, freight hubs were all being promoted as part of transport strategy. Cllr Mark Walker also commented on LTCP and that encouraged to note priority transport options and recent changes to Highway Code. Cllr Mark Walker queried whether possible to implement a School Streets project in Chipping Norton – Cllr Geoff Saul advised that trials in other areas taking place and if interest expressed then likely to be considered and Cllr Geoff Saul offered to investigate.

**RESOLVE** to consider the LTCP Consultation and agree response via either Traffic or Strategic Planning Committee. Cllrs Jo Graves, Mark Walker and Sandra Coleman to undertake preliminary research and join information sessions

**RESOLVE** to make enquiries re feasibility of School Streets trial in Chipping Norton

#### TAC44 **Cycling**

Cllr Mark Walker was pleased to note proposal relating to Women's Tour of Britain Cycle Race 11<sup>th</sup> June 2022 and regarding Chipping Norton being central base. Cllrs welcomed the opportunity to host and combine with their own cycling events to promote the activity. Cllr Mark Walker volunteered to be liaison person.

**RESOLVED** to accept the proposal to host the Women's Tour of Britain Cycle Race

#### TAC5 **Road Safety**

Cllr Mark Walker reported on Albion Street and did a presentation to Cllrs re the junction with London Road and the difficulties for pedestrians and possible solution with creation of a 'zebra' crossing. Mike Wasley suggested plan could be forwarded to him for consideration re design and to see if feasible re compliance with relevant guidelines.

Cllr Sandra Coleman also commented on the problems with the junction adjacent to Sainsburys but Cllrs appreciated that no obvious solution but the changes to the Highway Code in favour of pedestrians may prove beneficial

**RESOLVED** That plan be forwarded to Mike Wasley of Highways for consideration

#### TAC46 **Correspondence**

To note comments received from resident regarding driveways on New Street

Cllr Graves noted the issue and also observed that numerous areas where vehicles impeded pavement use. Mike Wasley commented from Highways perspective that seemed that a greater level of enforcement required especially if a road safety issue.

Clerk observed that appeared to be a Planning issue and should be referred to Planning Committee for their consideration

**RESOLVED** that issue of unauthorised new parking areas in front gardens be referred to Planning Committee for their consideration.

TAC47 Any Other Business

Mike Dixon reported on changes to S8 services and fact that a new Bus Stop being installed on Evans Way. Cllr Walker was concerned re continued funding of service but Cllr Saul reassured that funding in place

To note items for inclusion on next Agenda – Report from Mike Dixon to be included and a heading relating to General Transport Matters in lieu of Any Other Business

TA48 Date of Next Meeting. To agree date for the next meeting to be face to face and daytime in accordance with sub committee terms of reference.

Thursday 24<sup>th</sup> March was proposed at 10.30 am at Town Hall. Clerk to confirm.

Meeting closed at 8.30pm

Signed and each page initialled by the Chair: .....

## **Agenda item 7 - Planning Applications**

1. [22/00189/HHD](#)  
Hawthorn House 54 Over Norton Road Chipping Norton Oxfordshire OX7 5NR  
Single storey side and front extension
  
2. [22/00223/FUL](#)  
The Old Bank 16 Market Place Chipping Norton Oxfordshire OX7 5NA  
Change of use of former bank to provide a new community hub incorporating a community hall, meeting rooms, lettable office space and administrative offices.  
Demolition of existing rear extensions and provision of replacement extensions.
  
3. [22/00224/LBC](#)  
The Old Bank 16 Market Place Chipping Norton Oxfordshire OX7 5NA  
Internal and external alterations to convert former bank to provide a new community hub incorporating a community hall, meeting rooms, lettable office space and administrative offices. Demolition of existing rear extensions and provision of replacement extensions.
  
4. [22/00180/HHD](#)  
8 Glovers Close Chipping Norton Oxfordshire OX7 5AY  
Replace bifold doors at the front of the house with standard wall and window
  
5. [21/00398/FUL](#)  
From WODC:  
The plan is to allocate a new court name to the three new houses "The Sycamores".  
To confirm this would make the proposed new addresses as follows:  
1-3 The Sycamores  
Rock Hill  
Chipping Norton  
POSTCODE TBC

The developer has chosen this name after discussion and research as there are "*beautiful mature Sycamore trees that bound the site*". The plan is to approve this name providing we do not receive any valid strong objections.

Please can you advise by Friday 18th February, if the Parish Council would like to raise any objections to the proposed names.

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