



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

16th March 2023

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 22nd March 2023

TIME: 6:30pm

Luci Ashbourne
Town Clerk

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) 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

To approve the Minutes of the Committee meeting held on 25th January 2023.

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. Committee action plan

To note

6. East Chipping Norton Development

To receive an update regarding the East Chipping Norton Development.

7. Benches

To receive an update on town benches and agree next steps.

8. Chipping Norton Air Quality Action Plan

To receive an update report from West Oxfordshire District Council's Clean Air Officer and agree next steps.

9. Review of the Neighbourhood Plan

To receive communication regarding a review of the neighbourhood plan and agree next steps.

10. LCWIP

To receive an update.

11. Cycling

To discuss ways to encourage cycling in the town.

12. Planning Applications

To receive a schedule of planning applications from West Oxfordshire District Council.

13. Date of Next Meeting – Monday 6th June 2023



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Minutes of a Strategic Planning Committee meeting held on the 25th January 2023, in the Council Chamber, Chipping Norton Town Hall, at 6:30pm

PRESENT: Cllrs David Heyes, Jo Graves, Sandra Coleman, Mark Walker (Chair)

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

Paolo Oliveri, Maintenance Operative

2 Members of the public

SPC45	Apologies for Absence Apologies were received from Cllr Holmes.
SPC46	Declaration of Interests None received
SPC47	Minutes a. RESOLVED: That subject to one amendment (to include apologies from Cllr Jo Graves), the Chair signs the Minutes of the committee meeting held on the 16 th November 2022 as an accurate record of the meeting. b. Members noted the minutes of the following sub-committee meetings: i) Planning Sub-Committee held on 29 th November 2022 ii) Planning Sub-Committee held on 10 th January 2023 Noted that this meeting was not quorate. iii) Traffic Advisory Sub-Committee held on 12 th January 2023
SPC48	Public Participation Marcus Simmons from Transition Chipping Norton addressed members about the proposed crossing at Albion Street/London Road and offered an alternative. The Chair explained that the issue with the alternative crossing proposed is the issue with visibility at the bottom of Rock Hill which was identified by the traffic engineers.
SPC49	Committee Action Plan Members noted this ongoing action plan.
SPC50	East Chipping Norton Development Members received a verbal update from Cllr Heyes, who reported that the master planning process has still been delayed due to the archaeology survey. No response has been received from the letter sent by Chipping Norton's Mayor in August about the master planning process.

	Members agreed for the Town Clerk to contact the Strategic Planning Officer and OCC Archaeology team regarding progress and timelines with the master plan.
SPC51	<p>Walterbush Road Bus Shelter</p> <p>Members received and discussed costings from Oxfordshire County Council to install sides and a bench on the Walterbush Road bus shelter. Cllr Coleman proposed to accept the quote received for the Perspex sides and bench, seconded by Cllr Heyes. All in favour, motion carried.</p> <p>RESOLVED: To accept the quote from OCC for £1,808.25 to retrospectively install Perspex sides and a full bench at the Walterbush Road bus shelter.</p>
SPC52	<p>Grit Bin Request</p> <p>Members received request to install two grit bins in the town. Cllr Coleman noted that the location of the grit bin should be located further down the path where the road slopes at the bottom of the road by the pedestrian crossing.</p> <p>Cllr Walker proposed to accept two grit bins, amending the location of the second bin slightly. Seconded by Cllr Graves.</p> <p>The Clerk explained that the Town Council will need to inform OCC that two bins are desired in the general location, and that OCC will do further research.</p> <p>RESOLVED: That in principle, members approve to set aside the funds to supply, install and first fill two grit bins (each £250 plus VAT), subject to OCC's approval of the chosen locations.</p>
SPC53	<p>Benches</p> <p>Members received an update on town benches from the Clerk. The two memorial benches have now been installed. The curved bench is in progress, basing material quotes have been sought.</p>
SPC54	<p>Albion Street Safety Improvements</p> <p>Members considered proposed plans from Oxfordshire County Council for road safety improvements to the Albion Street/London Road junction. Cllr Walker proposed to accept the proposed plans from OCC for the junction at Albion Street/London Road, seconded by Cllr Graves.</p> <p>RESOLVED: That members approve the proposed plans from OCC regarding the junction at Albion Street/London Road.</p>
SPC55	<p>Playing Pitch Strategy</p> <p>Members received and noted WODC's adopted playing pitch strategy. Members noted that football in Chipping Norton has either spare capacity or is played to capacity. Rugby shortfall of 1, tennis capacity exceeded across the district.</p> <p>Agreed for the Clerk to investigate if local sports clubs have been informed about this playing pitch strategy.</p> <p>Agreed for the Clerk to invite Cllr Joy Aitman to speak with the Town Council about the playing pitch strategy.</p>
SPC56	<p>Chipping Norton Air Quality Action Plan</p> <p>Members discussed nominating a representative to sit on WODC's Air Quality Steering Group.</p> <p>Agreed for the Clerk to request virtual meetings if possible.</p>

	<p>Cllrs Walker and Coleman agree to share the responsibility as representatives of Chipping Norton Town Council.</p>
SPC57	<p>Planning Applications</p> <p>1. RE: SN2022178 Large Development High Street Chipping Norton RE APPROVED APPLICATION NO: 21/01204/FUL & 21/01205/LBC PROPOSAL: To address 8 properties at High Street Chipping Norton, "Elizabeth Court"</p> <p>"The plan is to allocate a new court name "Elizabeth Court" to part of the development (8 apartments off Portland Place). 5 will be addressed directly off High Street, as will the Cinema.</p> <p>As this is only a Court Name and not a new name we plan to use this name unless the Town Council has any strong objections to the use of this name. I have clarified that it does not need special consent as "Elizabeth" is after our late Queen."</p> <p>LOCATION: High Street, Chipping Norton, Oxfordshire</p> <p>Cllrs mention that the use of the late monarch's name should be reserved for a development with more weight and significance, such as a community centre.</p> <p>Cllrs suggest to continue the numbering at Portland Place or to suggest an alternative of Harper's Yard as a suggestion to honour the previous shop that was in place for many years.</p> <p>2. APPLICATION NO: 22/03513/HHD PROPOSAL: Proposed rear extension and alterations including new second floor flat roof dormer window. LOCATION: 11 The Leys, Chipping Norton, Oxfordshire</p> <p>No objection, no comment.</p> <p>3. TO NOTE: Refused Planning Appeal for original Planning Application no: 21/00801/FUL LOCATION: Land North West of 66 Over Norton Road, Chipping Norton ENFORCEMENT NOTICE 2021/2: 20/00037/PENF</p> <p>Cllrs noted this Planning Appeal.</p>
SPC58	<p>Date of Next Meeting Wednesday 22nd March 2023</p>

The Chair closed the meeting at 7:47pm.

Agenda item 5 – Committee action plan

Action	Whose involved?	Budget	Commencement	Completion	Notes/Comment
Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-22	Jan-22	WODC's sports and pitch provision strategy has been approved and is in the public domain. Awaiting meeting confirmation from WODC Exec member Cllr Joy Aitman.
Promote active travel and transport in the Town	CNTC/Transition CN/Working group/TAC		Ongoing	Ongoing	LCWIP
Delivering the East Chipping Norton Development Vision Statement	CNTC/OCC/WODC//working group/Community First		Ongoing	Ongoing	Master-planning process paused. Letter sent to OCC and WODC. Community First have been commissioned to scope out potential for a Community Land Trust. Possible neighbourhood plan review on the agenda.
20mph scheme for Chipping Norton	CNTC/OCC TAC		April 22	April 23	Consultation complete. Report published. Installation from OCC expected in the third tranche of funding (2024)
Chippy Phone Box	CNTC staff/CNarts		Jul-21	Ongoing	CNTC are managing the rota.
Using WODC's parking funding to promote active travel in the town	CNTC/WODC/Contractors	£4000 EMR	May 21	May-23	Bike repair stands greed by cabinet member and officer. Proposed location – Outside the Leisure Centre and by the bike racks on top row. Permission granted. Repair stands on order – EDD early April 2023.
New bus shelter at Walterbush road	CNTC/OCC	£106	2020	April 23	New shelter installed. Quotes for sides/seats approved. Installation ordered. Awaiting date. Planters have herbs planted in them.
Restoring the town's municipal and memorial benches	CNTC staff/contractors	Street Scene budget and EMR	May 21	May 23	Ten benches complete. Second phase underway. The Covid memorial bench for the Millennium Garden is now in place. The new Memorial benches on New Street and New Street Common have been installed. Quotation for engineered surfacing as request by the Committee for the curved bench on the Millennium Garden is on the agenda.
Reducing HGV's in the town centre	CNTC/OCC/TAC/working group	£8000 for re-routing signs	Ongoing	Ongoing	HGV re-routing signage has been installed. Working with OCC to help identify safer HGV routes.
Road Safety	CNTC/OCC/TAC		Ongoing	Ongoing	Awaiting consultation on proposed new crossings in town centre from OCC – design are being drawn up Road Safety week was held on – 21 st -25 th November 2022. Planning for 2023 to commence in the summer. Proposed improvements for Albion Street have been approved.

Agenda item 7 – Benches

Town Centre Benches

The cold and wet weather has prevented the two benches from the top of New Street from being finished. Hopefully the next few weeks will provide some dry weather and these can be returned as soon as possible. Once this has happened, work will start on restoring the benches on the green at the London Road/Banbury Road junction.

Millennium Garden bench

The curved bench that the committee have chosen needs to sit on an engineered base. The committee have expressed a preference for a porous surface as opposed to concrete. It has been difficult to source a supplier who would provide a quote for such a small area. The contractor who installs the play park safety surfacing has provided a quote for rubber mulch to be laid. This would cost £481.75. They have stated that a base of hardcore would need to be prepared in advance of this. It is estimated that the cost of this would be circa £400.

The bench that the Committee has previously chosen (pending surfacing solution) is the 2 or 3 piece Sheldon Bench – which are £950 each. Details attached as an appendix.

Recommendation:

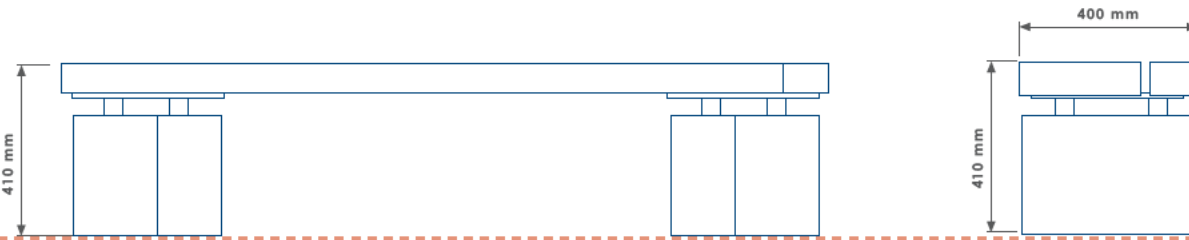
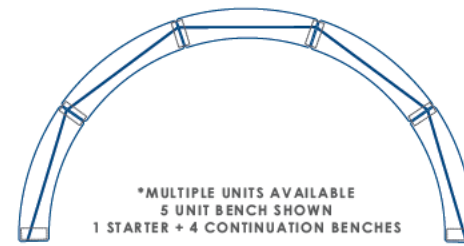
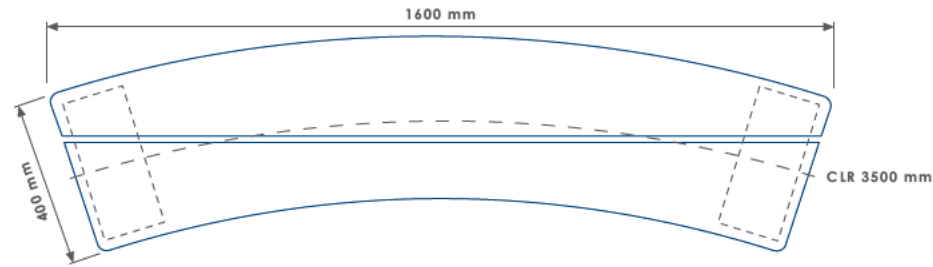
1. That the committee consider the costings above in relation to installing a curved bench on the grassed area in the Millennium Garden.

SHELDON BENCH

SBN330



SBN330/D-GG/HI/GL (3 BENCH UNIT)



FINISHED GRADE

CODING METHOD				
PRODUCT CODE	FIXING METHOD	SLAT MATERIAL	METAL FINISH	OTHER
SBN330	D-GG	HI	GL	

* Technical drawings not to scale

NOTE-

- Site Engineer to determine suitable fixing method.
- Option D can be resin bonded to a firm engineered finished grade.

SHELDON BENCH SBN330

PRODUCT DIMENSIONS		HEIGHT	410 mm	LENGTH	1600 mm	WIDTH	400 mm	WEIGHT	140 Kg	CAPACITY		SEAT HEIGHT		CENTER LINE RADIUS	3500 mm	
FIXING OPTION	Direct Embedment/Root Fix	A		SLAT MATERIAL	Treated Redwood Class 3 Unstained	TRC3	<input type="checkbox"/>	METAL FINISH	Aluminium Powder Coated	APC	<input type="checkbox"/>	CONCRETE COLOUR	Concrete Colour - Light Grey	LG	<input type="checkbox"/>	
	Below Finished Grade Base Fix	B			Treated Redwood Class 3 Stained Dark Oak	TRC3-DO	<input checked="" type="checkbox"/>		Galvanised	GL	<input checked="" type="checkbox"/>		Concrete Colour - White	WT	<input type="checkbox"/>	
	Surface Mount	C			Treated Redwood Class 4 Unstained	TRC4	<input checked="" type="checkbox"/>		Galvanised and Powder Coated	GPC	<input checked="" type="checkbox"/>		Concrete Colour - Buff	BF	<input type="checkbox"/>	
	Plinth Mount - Buff Exposed Aggregate	D-BEA	<input checked="" type="checkbox"/>		Treated Redwood Class 4 Stained Dark Oak	TRC4-DO	<input checked="" type="checkbox"/>		Zinc Plated and Powder Coated	PPC	<input type="checkbox"/>		Concrete Colour - Black	BK	<input type="checkbox"/>	
	Plinth Mount - Buff Granite	D-BG	<input checked="" type="checkbox"/>		Treated Softwood Unstained	TS	<input type="checkbox"/>		Stainless Steel	SS-304/316	<input checked="" type="checkbox"/>		Concrete Colour - Red	RD	<input type="checkbox"/>	
	Plinth Mount - Grey Granite	D-GG	<input checked="" type="checkbox"/>		Douglas Fir	DF	<input checked="" type="checkbox"/>		TOP TYPE	Apex Top	AT		<input type="checkbox"/>	Concrete Colour - Standard Grey	SG	<input type="checkbox"/>
	Free Standing	FS	<input type="checkbox"/>		FSC Hardwood Iroko	HI	<input checked="" type="checkbox"/>			Chamfer Top	CT		<input type="checkbox"/>	Concrete Colour - Non Standard	NS	<input type="checkbox"/>
	Free Standing with Base Weight	FS-BW	<input type="checkbox"/>		Recycled Plastic - Black	RP-BK	<input type="checkbox"/>			Dome Top	DT		<input type="checkbox"/>	Concrete Finish - Dressed Finish	DS	<input type="checkbox"/>
	Wall Mount	WM	<input type="checkbox"/>		Recycled Plastic - Grey	RP-GY	<input type="checkbox"/>			Flat Top	FT		<input type="checkbox"/>	Concrete Finish - Satin Shine	SH	<input type="checkbox"/>
	Non Standard	NS	<input type="checkbox"/>		Recycled Plastic - Green	RP-GN	<input type="checkbox"/>			Open Top	OT		<input type="checkbox"/>	Concrete Finish - Deluxe Polish (top)	DP	<input type="checkbox"/>
To BREEAM Standard	B06/B08	<input type="checkbox"/>	Recycled Plastic - Brown	RP-BR	<input type="checkbox"/>	Slant Top	ST	<input type="checkbox"/>		Concrete Finish - Textured Finish	TF	<input type="checkbox"/>				

Luci Ashbourne
Town Clerk
Chipping Norton Town Council

BY EMAIL

Date 13 September 2022
Our Ref 5022

Dear Luci,

Chipping Norton Neighbourhood Plan

I have been a resident of the town since the late 1990s and helped start up the Town Council's Neighbourhood Plan project in 2011 in the very earliest days of that national initiative. Unfortunately, the pressure of setting up my new business meant that I couldn't devote the time to it, but I followed its progress through the successful referendum in 2016.

Ironically, my business is a planning and development consultancy based here at Merriscourt just outside the town and over the last decade we have become the market leader in providing independent professional support to neighbourhood planning communities. We have helped almost 200 projects across more than 50 planning authority areas in that time and have run training sessions for NALC, SLCC and county ALCs.

Our plan projects include a wide range of historic market towns like Chippy, including Winslow, Newport Pagnell, Fairford and Buckingham and the likes Stow-in-the-Wold, Marlborough, Beaconsfield and Arundel that are also in AONBs. Most we have helped from start to finish through the process, and over the last couple of years we have been asked to return to older projects to help them review their made plans to keep them up to date.

For most of the last five years, I haven't been able to read a copy of the Chippy News without thinking that some of the planning issues it has covered could be tackled through a review of the plan. Although the West Oxfordshire Local Plan has come along in the meantime, national policy guidance has changed in that time and the proposed Oxfordshire Joint Spatial Plan has recently failed. And much has changed since 2016 in the evolution of neighbourhood plan policy making, especially in the field of climate change, in which our plans are at the forefront.

I am convinced that there will be value in the Town Council carrying out a review of its made plan, now over six years old, to determine how a revised plan may play a greater role in managing change in the town, including shaping the strategic allocation site. Land use and development decisions made in the next couple of years or so will shape the town for many generations to come, with the machinations of that allocation saga since then offering the Town Council and the community alike little confidence that they will lead to a successful outcome. In similar situations, many local councils elsewhere have chosen to step into the vacuum and use their plan making responsibilities to regain some control of events.

You may know that there is grant and technical support available that would cover most, if not all, of the necessary costs of professional support (<https://neighbourhoodplanning.org>). This type of support was not available to the Town Council the first time around and all of our town and parish council clients have accessed it for this purpose.

For some time now we have offered past clients a free, one-hour online session (usually with the clerk and a small group of councillors) to help them think through what factors may drive a review of their made plans and the options they have for taking that forward. They have all found it helpful – most have gone on to start reviews, but we have advised some that the circumstances were such that a review was not yet necessary.

Although not a past client, I would be happy to offer this free time to your Town Council too, as we are a local business with a strong social mission. If you would like to discuss it further with me then I would be happy to arrange a meeting here, or can easily drop into town, or just have a phone call or online chat.

I look forward to hearing from you.

Best regards,



Neil Homer
Director for oneill homer

Planning Applications

1. APPLICATION NO: [23/00169/HHD](#)
PROPOSAL: Erection of front porch
LOCATION: 2 Howes Lane Chipping Norton Oxfordshire
2. APPLICATION NO: [23/00239/HHD](#)
PROPOSAL: Relocate front door and construction of entrance canopy over together with the conversion of existing garage, covered walkway and porch to create additional living space, uniting main house and annexe into one property. Associated works and landscaping.
LOCATION: Silverdale 62 Over Norton Road Chipping Norton
3. APPLICATION NO: [23/00393/HHD](#)
PROPOSAL: Replace conservatory with rear garden room
LOCATION: 4 Insall Road Chipping Norton Oxfordshire
4. APPLICATION NO: [23/00378/LBC](#)
PROPOSAL: Internal and external alterations including replacement of existing window and door on rear elevation with new glazing and doors
APPLICATION NO: [23/00377/HHD](#)
PROPOSAL: Replacement of existing window and door on rear elevation with new glazing and doors
LOCATION: 26 New Street Chipping Norton Oxfordshire
5. APPLICATION NO: [23/00145/HHD](#)
PROPOSAL: Proposed Two Storey Side Extension
LOCATION: 20 Cotshill Gardens Chipping Norton Oxfordshire
6. APPLICATION NO: [23/00542/S73](#)
PROPOSAL: Variation of conditions 2 and 3 of planning permission [22/00583/FUL](#) to allow an externally built chimney to Southern elevation and the use of reconstituted stone walling and aluminium windows in place of natural stone and timber.
APPLICATION NO: [22/00583/FUL](#)
PROPOSAL: Erection of a detached dwelling and garage together with formation of new access
LOCATION: 31 Worcester Road Chipping Norton Oxfordshire
7. APPLICATION NO: [23/00476/ADV](#)
PROPOSAL: Erection of two wall mounted signs either side of the bay window, wall mounted menu sign next to the door and a hanging sign
LOCATION: 7 Middle Row Chipping Norton Oxfordshire
8. APPLICATION NO: [23/00522/HHD](#)
PROPOSAL: Erection of a single storey rear extension
LOCATION: 3 Cooper Close Chipping Norton Oxfordshire
9. APPLICATION NO: [23/00536/OUT](#)
PROPOSAL: Outline planning application for up to 90 residential dwellings, including up to 40% affordable housing, creation of new vehicular access of Banbury Road and provision of public open space with associated landscape planting with associated infrastructure, drainage measure, earthworks and all other associated works. All matters reserved except accessibility to the site, for vehicles in terms of the positioning and treatment access to the

site

LOCATION: Land South of Hit or Miss Banbury Road, Chipping Norton, Oxfordshire