



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

30th June 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: 6th July 2022

TIME: 6:30pm

Luci Ashbourne
Town Clerk

Cllrs Mark Walker (Chair), Emily Holmes, Chris Butterworth, Sandra Coleman, Rachel Foakes (Vice-Chair), David Heyes, Jo Graves and Archie Miles.

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 8th June 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. Committee Strategic Plan

To define committee priorities for the ensuing municipal year and beyond.

6. East Chipping Norton Development

To consider draft terms of reference and budget for the ECN working party.

7. LCWIP and road safety update

To receive an update following the recent LCWIP meeting and site visit by OCC officers to review pedestrian crossings in the town.

8. HGV diversion signs

To receive visuals, locations and costings for HGV re-routing signs and agree next steps.

9. 20mph scheme for towns

To receive an update.

10. Walterbush Road Bus Shelter

To receive an update and agree next steps.

11. Parking funding from WODC

To receive a report regarding use of parking funding and agree next steps.

12. Request for a memorial bench

To receive a request for a memorial bench to be placed in the town centre.

13. Planning Applications

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

14. Date of Next Meeting – Wednesday 14th September.



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Minutes of a Strategic Planning Meeting on the 8th June 2022, at 6:30pm in the Council Chamber of Chipping Norton Town Hall

Present: Cllrs S. Coleman, C. Butterworth, D. Heyes, Cllr S. Akers (substituting), A. Miles, R Foakes, and M. Walker.

Also Present:

Luci Ashbourne (Town Clerk)

Katherine Jang (Deputy Town Clerk)

1 member of the public

SPC1	Election of Chair Cllrs received nominations for the Chair of the Strategic Planning Committee for the municipal year 2022/2023. Cllr Heyes nominated Cllr Walker, Cllr Butterworth seconded. No other nominations were received. All in favour. Motion carried. RESOLVED: That Cllr Walker is elected Chair of the Strategic Planning Committee for the municipal year 2022/2023.
SPC2	Election of Vice-Chair Cllrs received nominations for the Vice-Chair of the Strategic Planning Committee for the municipal year 2022/2023. Cllr Coleman nominated Cllr Foakes, Cllr Akers seconded. No other nominations were received. All in favour. Motion carried. RESOLVED: That Cllr Foakes is elected Vice-Chair of the Strategic Planning Committee for the municipal year 2022/2023.
SPC3	Apologies for Absence Apologies were received from Cllr Graves, Holmes. To note for Full Council – consider noting reasons for absence in minutes.
SPC4	Declaration of Interests None received
SPC5	Minutes Cllrs approved the Minutes of the Committee held on the 13 th April 2022. Motion Carried. RESOLVED: That the Minutes of the Committee held on the 13 th April 2022 are signed as an accurate record by the Chair.
SPC6	Public Participation None received
SPC7	East Chipping Norton Development Cllrs received an update regarding the East Chipping Norton Development from Cllr Heyes and Cllr Coleman. Cllr Heyes noted that there have been 3 meetings of the Working Group since the last committee meeting.

	<p>The Liaison Meetings have been paused due to an ongoing archaeological survey. The Working Group also had a stall at the Town Festival on the 5th June 2022 and consulted with community members, receiving over 130 comments.</p> <p>Cllr Foakes reported that many of the comments received were what had been discussed in the Vision Statement, and that the maps were very helpful to visualise the development. Many people raised concerns about existing infrastructure and the upgrades required to accommodate the amount of people at the new development.</p>
SPC8	<p>Walterbush Road Bus Stop</p> <p>a. Cllrs received and considered a report from the Clerk regarding the planters at Walterbush road. The Clerk noted that the planters are in a difficult position to water remotely and since they have not been planted, community members have mistaken them as replacement bins. The Clerk brought up several options for the planters including slow-growing trees and asked what Cllrs would like her to investigate next. There is no option to reasonably relocate them as they have been bolted to the ground.</p> <p>The Clerk noted that the planting will come at a cost, but that she will investigate with experts to find a suitable hardy perennial or sedum planting scheme.</p> <p>Cllrs agreed to delegate this to the Clerk. Motion Carried.</p> <p>RESOLVED: That the interim planting scheme for the Walterbush Road Bus Stop planters is delegated to the Clerk to investigate.</p> <p>b. Cllrs received communication regarding the Walterbush Road Bush Shelter. Cllrs noted that when comparing the bus shelters before installation, none of the options had Perspex sides. The main reason for replacing the bus shelter was from previous comments about people congregating at the bus stop.</p> <p>Cllrs asked the Clerk to investigate if it would be possible to upgrade the bus shelter to add a Perspex side retroactively. Motion Carried.</p> <p>RESOLVED: That the Clerk will investigate upgrading the current bus shelter to add Perspex sides.</p>
SPC9	<p>Parking funding from WODC</p> <p>Cllrs received an update report from the Clerk about parking and cycling parking. The Town Council had received around £4000 to spend on parking. The Clerk will receive an update to bring back at the next meeting once she receives any information from OCC about whether cycling parking will be considered under this remit.</p> <p>Cllrs noted a desire for signage from Albion Street car parking to direct people to the town centre. Fingerposting to the town centre would be highly desirable.</p> <p>The Clerk has asked WODC about signage to do with these parking matters and will bring an update to the next meeting.</p> <p>RESOLVED: For the Clerk to bring an update about cycling and parking matters to the next committee meeting.</p>
SPC10	<p>20mph Speed Limit for Towns</p> <p>Cllrs received a report after having expressed an interest in Oxfordshire County Council's 20mph for towns initiative. The Clerk reported that she had registered an interest with the County Council, and the next step for this council would be to find out what residents would like. A survey would be the most relevant way to gather both qualitative and quantitative data about this.</p> <p>The Town Council had originally wanted a larger area and was told that the Holy Trinity School did not meet the criteria for the 20mph zone.</p> <p>The Clerk noted that the eligibility requirements are now much clearer and have been posted on the OCC website. Motion carried.</p> <p>RESOLVED: For the Clerk to investigate the relevant survey for the 20mph zone and report back at the next meeting.</p>

<p>SPC11</p>	<p>S106 Cllrs received an update report from the Clerk following the previous meeting regarding sports provision in the town. The Clerk had been asked to investigate a consultant who provided support regarding sports provisions in the town and identifying and suitable areas to develop. The Clerk has had a conversation with them but has noted that they have already done a full consultation with WODC, and Chipping Norton has been mentioned in this larger consultation. This report was to note.</p>
<p>SPC12</p>	<p>Benches</p> <p>a. Cllrs received a report regarding options for purchasing a six-seater bench for the Millennium Garden. Cllrs received three options for six-seater benches to discuss an appropriate choice for the Millennium Garden. The cost of this bench will be taken from the street scene budget. Cllrs discussed a number of community comments and requests for a bench that was much more friendly and sociable. Cllrs discussed the basing materials for the benches and noted that it might become muddy and unsightly if placed directly on the grass. Other Cllrs disagreed about installing a paved surface and removing some grassed area in the Millennium Garden. The Clerk suggested delegating to several Cllrs to do a site visit, take some photographs, and come back at a later meeting. RESOLVED: That a few Cllrs are delegated to do a site visit at the Millennium Garden to identify the ideal location and to report back at a future meeting.</p> <p>b. Cllrs received an update on the town centre bench restoration project. The Clerk noted that the Town Centre Bench restoration project is now complete, and the only bench left to install is the memorial bench. The request was for the bench to be placed in a certain area by the post box on high street. Due to the urgency of this, the Clerk suggested it would be wise to delegate this to a few Cllrs to investigate. Motion carried. RESOLVED: That a few Cllrs are delegated to investigate suitable locations for the memorial bench and to report back at a later meeting.</p>
<p>SPC13</p>	<p>Planning Applications Cllrs received and considered a schedule of planning applications from West Oxfordshire District Council.</p> <p>APPLICATION NO: 22/01061/FUL LOCATION: The Manor House Gallery West Street Chipping Norton PROPOSAL: Alterations to install rear fire escape to serve existing shop and construction of two flats above together with associated works including provision of car parking.</p> <p>Cllrs discussed the above Planning Application. Cllrs shared the concerns of the residents about the lack of space for bins and emergency access to Manor Gardens. Cllrs objected to the material changes to the listed buildings, and the lack of space for current residents.</p> <p>RESOLVED: That Cllrs object to the above Planning Application because it is not in keeping with the conservation area and agree with the objections from current residents about the lack of space for emergency access to Manor Gardens. Cllrs also strongly suggest that a site visit from a planner is required.</p> <p>APPLICATION NO: 22/01349/HHD LOCATION: 10 Tilsley Road Chipping Norton PROPOSAL: Remove existing conservatory and erection of replacement single storey extension to form</p>

	dining room. Construction of two storey and first floor side extension together with loft conversion and rear dormer to enlarge existing garage and create first floor bedroom with en-suite. RESOLVED: That Cllrs have no objections to the above planning application.
SPC14	Date of next meeting Wednesday 6 th July at 6:30pm
	The Chair closed the meeting at 8:00 pm

DRAFT

Agenda item 5 – Committee strategic plan

In order that the Committee and the Council can work strategically and effectively it is important that a strategic plan is put together.

The Clerk has identified the following projects that this committee are currently or intend on working on in the future:

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	Need to pull together various consultations
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.
20mph scheme for Chipping Norton	CNTC/OCC TAC		April 22	April 23	Consultation with residents being drawn up
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	Agreed by cabinet member and officer. Location and quotes required.
New bus shelter at Walterbush road	CNTC/OCC	£106	2020	April 23	New shelter installed. Quotes for sides/seats on way. Planting scheme to be agreed.
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 to be drawn up
Reducing HGV's in the town centre	CNTC/OCC/TAC/working group	£8000 for re-routing signs	Ongoing	Ongoing	HGV re-routing signage – locations and designs to be approved. 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

It is important to note that action plans are fluid and can be subject to change at any time.

Recommendation:

- a. That the Strategic Planning Committee feed into the Council's overall Strategic Plan by adopting a committee action plan.

Agenda item 6 – Terms of Reference for the Build Chippy Better group.

It has been suggested that it would be helpful for the Build Chippy Better group to have some agreed terms of reference as a framework. Please see draft TORS below for Committee to consider:

Terms of Reference for Build Chippy Better (East Chipping Norton Working Group)

Quorum: 2 Town Councillors required at each meeting

Tasks for the working group:

- 1) Recruitment of Chair
- 2) Setting of a budget for work to be completed by group
- 3) Setting of a timeframe for functioning of group, and determining frequency and duration of meetings
- 4) Determining how agenda/minutes will be taken and circulated
- 5) Identifying key goals of the group:
 - advocate for the new development to fulfil key goals outlined in the Vision Statement published by the Town Council (advocating for new development to be carb zero, with properly affordable housing to encourage young families to move to the town and sufficient business employment opportunities; for the necessary infrastructure to be provided and for sufficient green space to be included).
 - consult with and inform residents to ensure everyone is aware of the implications and scope of the new development
 - monitor process of master-planning to ensure key considerations are taken on board at appropriate moments
 - facilitate good communication with all stakeholders, including County and District council and developers

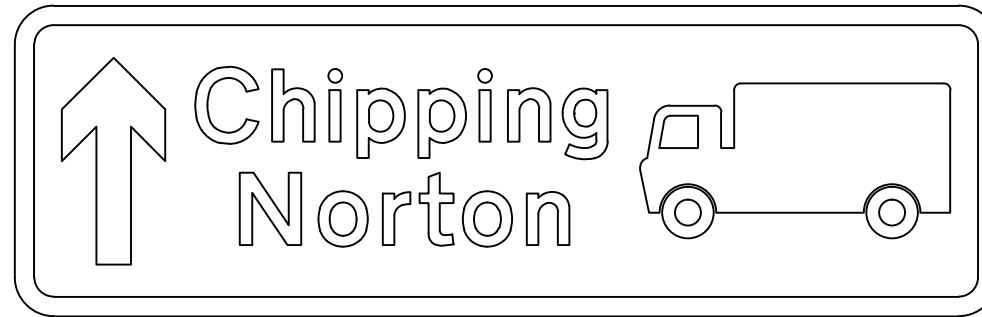
It is also vital the consideration is given to staff time in relation to the overall work of the Council and existing pressure. Expectations in terms of frequency of meetings should be clearly discussed and agreed in order that staff can manage workload and schedule time in pro-actively.

Agenda item 8 – HGV Diversion Signage

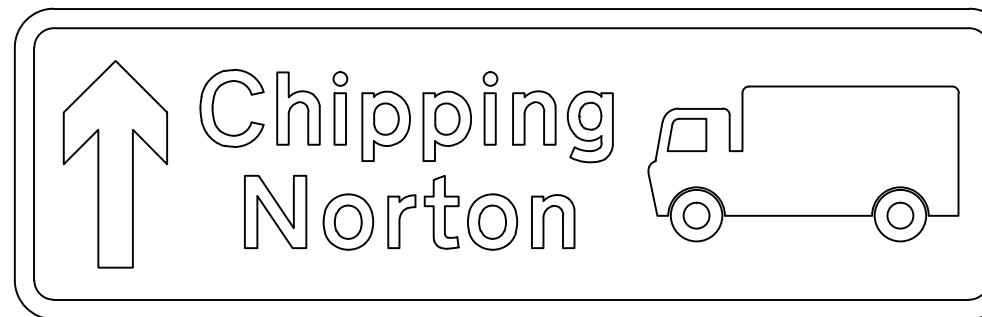
At a meeting of Full Council in September 2021 Council approved costings for HGV diversion signage to be installed.

The contractor is ready to begin works and has asked for final approval of the designs and locations.

These are attached for committee to review and approve.



Client Name OXFORDSHIRE C.C.		
Sign Reference AF933/1		x-height 100.0
Letter colour WHITE		Single Sided
Background BLACK		Width 1900mm
Border WHITE		Height 600mm
Material Class R2		Area 1.14sq.m
Radius corner 7		Quantity 1
Number of bars 2	Channel bars	MEDIUM
Metal	Layout	Dispatch



Client Name OXFORDSHIRE C.C.		
Sign Reference AF933/2		x-height 125.0
Letter colour WHITE		Single Sided
Background BLACK		Width 2400mm
Border WHITE		Height 750mm
Material Class R2		Area 1.80sq.m
Radius corner TEMPLATE XHT		Quantity 1
Number of bars 2	Channel bars	MEDIUM
Metal	Layout	Dispatch



SIGNWAY SUPPLIES
 Signway House
 Kingsland Business Park
 Stroudley Road
 Basingstoke RG24 8UG
 01256 811234
 sales@signway.co.uk

Aluminium
Channel
Rivets
Black
White
Yellow
Red
Blue
Green
Brown
Grey
P.O.F.
Plate Material
Reverse Colour
Approved By
Date
Drawn Date
10/01/2022 11:18:34

Please ensure that all sign details, including dimensions, are checked thoroughly before approving these designs as we may have intentionally altered your requested signface layouts and/or dimensions to be more compliant with the guidelines laid out in the TSRGD 2016 and Chapter 7 of the Traffic Signs Manual 2019.



SIGNWAY SUPPLIES
 Signway House
 Kingsland Business Park
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 01256 811234
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Aluminium

Channel

Rivets

Black

White

Yellow

Red

Blue

Green

Brown

Grey

P.O.F.

Plate Material

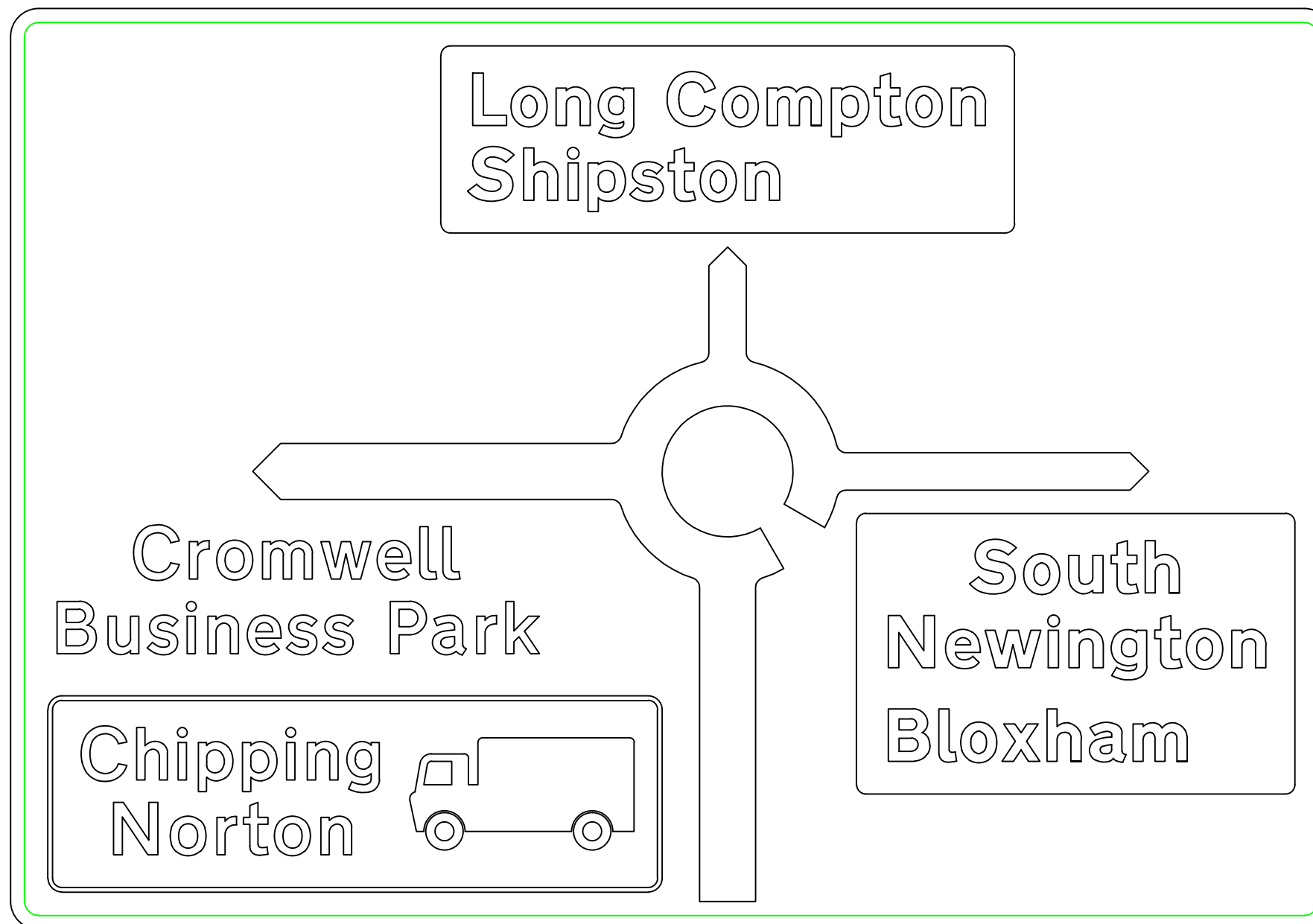
Reverse Colour

Approved By

Date

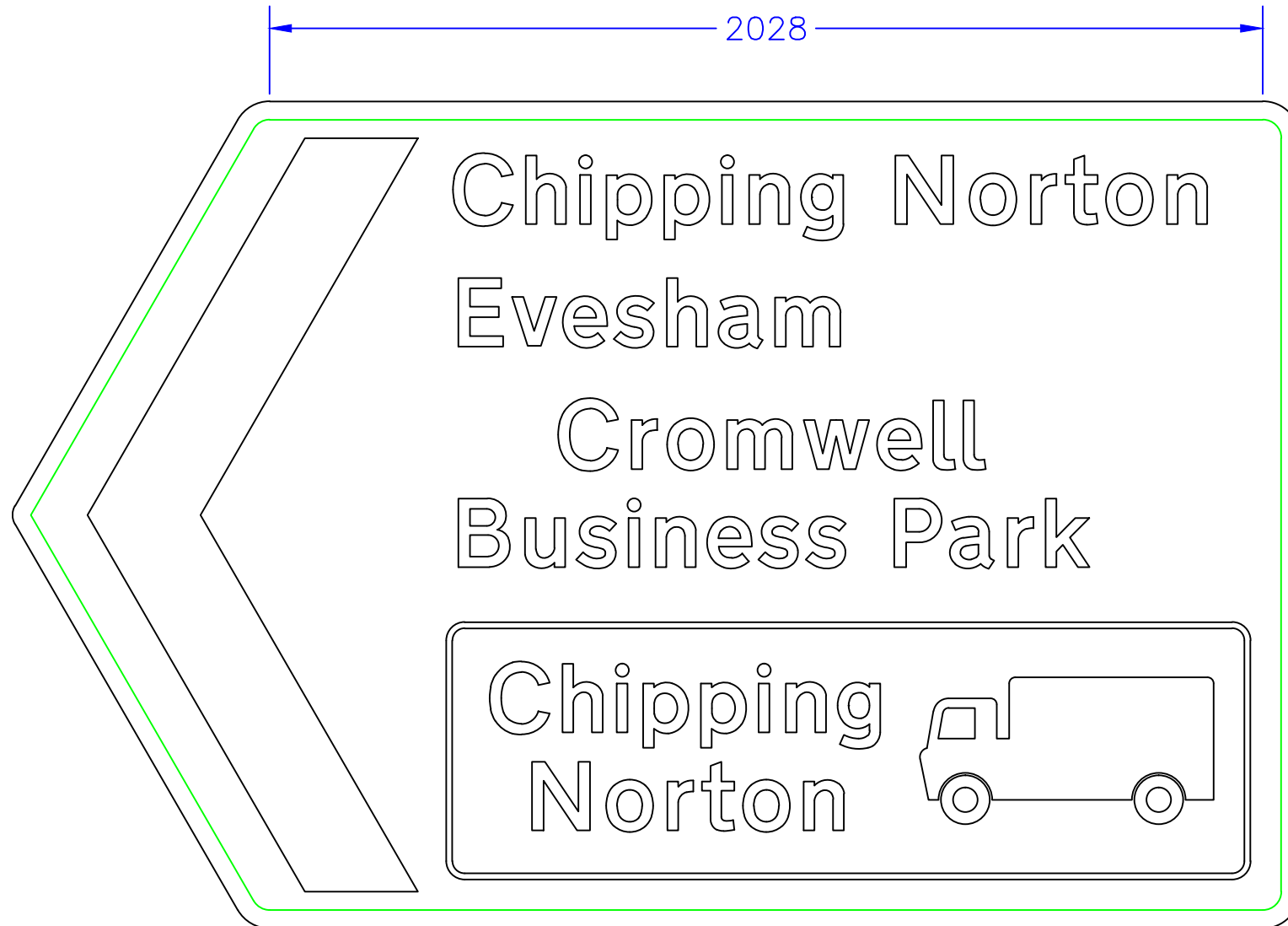
Drawn Date

10/01/2022 11:18:50



Client Name OXFORDSHIRE C.C.		
Sign Reference AF933/3		x-height 100.0
Letter colour WHITE / BLACK		Single Sided
Background DARK GREEN		Width 3534mm
Border WHITE		Height 2462mm
Material Class R2		Area 8.70sq.m
Radius corner 7		Quantity 1
Number of bars	Channel bars	LARGE
Metal	Layout	Dispatch

Please ensure that all sign details, including dimensions, are checked thoroughly before approving these designs as we may have intentionally altered your requested signface layouts and/or dimensions to be more compliant with the guidelines laid out in the TSRGD 2016 and Chapter 7 of the Traffic Signs Manual 2019.



Client Name	OXFORDSHIRE C.C.		
Sign Reference	AF933/4	x-height	100.0
Letter colour	WHITE	Single Sided	
Background	DARK GREEN	Width	2634mm
Border	WHITE	Height	1687mm
Material	Class R2	Area	4.44sq.m
Radius corner	7	Quantity	1
Number of bars		Channel bars	MEDIUM
Metal		Layout	Dispatch



SIGNWAY SUPPLIES
 Signway House
 Kingsland Business Park
 Stroudley Road
 Basingstoke RG24 8UG
 01256 811234
 sales@signway.co.uk

Aluminium
Channel
Rivets
Black
White
Yellow
Red
Blue
Green
Brown
Grey
P.O.F.
Plate Material
Reverse Colour
Approved By
Date
Drawn Date
10/01/2022 11:19:06

Please ensure that all sign details, including dimensions, are checked thoroughly before approving these designs as we may have intentionally altered your requested signface layouts and/or dimensions to be more compliant with the guidelines laid out in the TSRGD 2016 and Chapter 7 of the Traffic Signs Manual 2019.



100xht
1900x1500
2x89
1250cc
1700us



Scheme Ref.		x-height	100.0
Sign Ref.	1	SIGN FACE	
Letter colour	WHITE	Width	1890mm
Background	BLACK	Height	600mm
Border	WHITE	Area	1.13m ²
Material	Class RA2 (12899-1:2007)		

Supply and fit new sign on existing posts under existing sign.
(Arrow - text - symbol slightly compressed to achieve 1900mm width).



2400x1220
2x89
1400cc
2200us

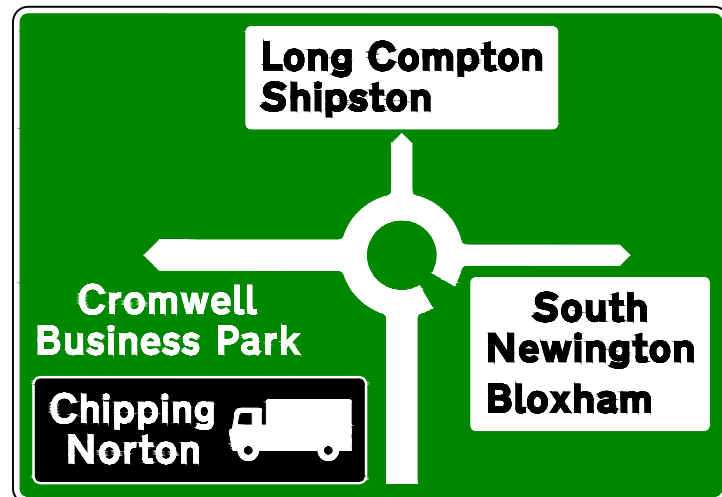


Scheme Ref.		x-height	125.0
Sign Ref.	2	SIGN FACE	
Letter colour	WHITE	Width	2395mm
Background	BLACK	Height	750mm
Border	WHITE	Area	1.80m ²
Material	Class RA2 (12899-1:2007)		

Supply and fit new sign on existing posts on rear of existing.
(Arrow - text - symbol slightly compressed to achieve 2400mm width).



100xht
2700x1900
2x114
1700cc
1400us



Scheme Ref.		x-height	100.0
Sign Ref.	3	SIGN FACE	
Letter colour	WHITE	Width	3530mm
Background	DARK GREEN	Height	2450mm
Border	WHITE	Area	8.65m ²
Material	Class RA2 (12899-1:2007)		

Supply and fit new sign on existing posts.

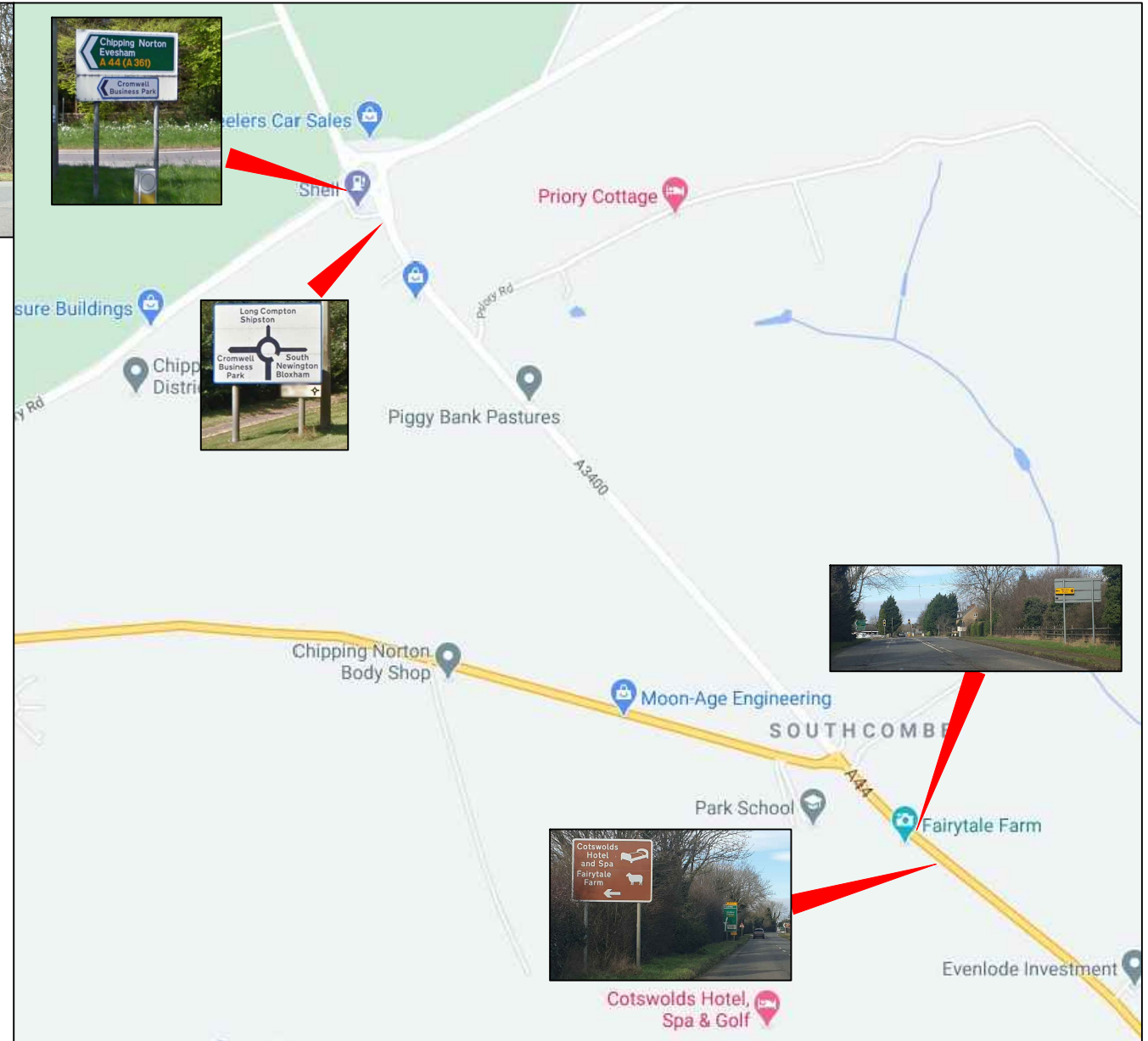


100xht
2300x1420
2x114
1400cc
2100us



Scheme Ref.		x-height	100.0
Sign Ref.	4	SIGN FACE	
Letter colour	WHITE	Width	2625mm
Background	DARK GREEN	Height	1650mm
Border	WHITE	Area	4.33m ²
Material	Class RA2 (12899-1:2007)		

Supply and fit new sign on existing posts.



Chipping Norton HGV routing.

Agenda item 10 – Walterbush Road Bus Shelter and planters update

a. At the last meeting the Committee agreed that enquiries should be made about the possibility of retro-fitting sides and seats to the bus shelter. The Clerk contacted OCC and they confirmed that it is possible and are providing quotes for both. The design would look similar to this:



Once the quotes are in then the costings will be brought to committee for consideration.

b. Planters

At the last committee meeting it was agreed that the planters would be filled with soil and planted up with Sedum. The soil and perlite is due to be delivered on the 7th July 2022. Any further developments will be reported verbally at the meeting.

This report is to note.

Agenda item 11 – Parking funding from WODC

At the last meeting members were informed that we were waiting to hear back from WODC about whether or not the Cabinet Member would approve use of this funding for cycling parking and/or pedestrian signage from the Albion St car park into the town centre.

The Clerk has received communication from the Parking Officer that approval has been granted for cycle parking but not for signage.

The Chair has expressed an interest in installing a bicycle repair station in town as part of the cycle parking initiative. These have been very well received in other towns.

An example of these is here:



Please note – there are many different designs and option. This is just to provide an example of what the repairs stations look like and do.

More information here:

https://securecyclestore.com/product/public-bike-repair-stand-with-pump/?gclid=Cj0KCQjwvtvqVBhCVARIsAFUxcRsq9f_mUMWs7i4BLMOVQ-96QDFOL6BwsQXXE7nXES4g8carVpGNiF0aAp9_EALw_wcB

If the Committee are in agreement with the proposal to use the funding towards improving cycle parking then the next steps would be to identify location and infrastructure needed. Then a request can be submitted to OCC for permission.

Agenda item 12 – Request for a memorial bench to be purchased and installed in the town

Mr Mike Tysoe has written to the Council to request that a bench be placed on the grass verge between the Baptist Church and Diston's lane on New Street in order that the residents of Penhurst Gardens have somewhere to rest on the way up the hill into town.

[67 A44 - Google Maps](#)

Mr Tysoe has also suggested that it would be the ideal place for the bench to be in memory of John Grantham:

“John was born in Diston's Lane and it was his favourite road in Chippy all his life and he was very happy being in Penhurst - he was also the lead in the Chippy walks for the elderly started many moons ago and still happening - I would have thought that the proposed position would make an ideal position for John to be remembered by the town and by walkers of all ages.”

If the Committee approve this request the Clerk recommends that an Eastgate style bench (as most of the municipal benches in town are) is purchased, as these are robust, traditional and can be maintained.

Example:



These benches cost circa £500 to purchase, with an estimated cost of £85 for the addition of a plaque and £400 for installation.

If Committee approved this permission will need to be obtained from Oxfordshire County Council before the bench can be installed. More details here:

[Requesting street furniture | Oxfordshire County Council](#)

Recommendations:

- a. That members consider the request. If approved;
- b. That permission be request from OCC. If granted;
- c. That a budget of £1000 is approved from the Street Scene budget for the cost of the bench, plaque and installation.

Agenda item 13 - Planning Applications

1. Planning Appeal (to note)
Original Application Number: [21/03496/HHD](#)
Description: Erection of two-storey and first floor rear extensions (amended.)
Address: 64 Dunstan Avenue Chipping Norton Oxfordshire

2. **APPLICATION NO:** [22/01583/HHD](#)
PROPOSAL: Demolition of existing front entrance porch and construction of two storey extension. Alterations to existing driveway inside the property boundary.
LOCATION: 58 Churchill Road Chipping Norton Oxfordshire