



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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## **Minutes of a Strategic Planning Committee meeting held on the 16<sup>th</sup> November 2022 at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllrs Sandra Coleman (acting Chair), Chris Butterworth, David Heyes, and Cllr Steve Akers (substituting, arrived 6:35pm)

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk

1 member of the public

<b>SPC29</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Mark Walker, Rachel Foakes, Archie Miles, Emily Holmes and Jo Graves.  Cllrs resolved to elect an acting Chair for the meeting. Cllr Heyes proposed to elect Cllr Coleman as acting Chair, seconded by Cllr Butterworth. All in favour, motion carried. <b>RESOLVED:</b> That Cllr Sandra Coleman is elected acting Chair for the duration of the Committee meeting.
<b>SPC30</b>	<b>Declaration of interests</b> None received.
<b>SPC31</b>	<b>Minutes</b> a. <b>RESOLVED:</b> That the Minutes of the Committee meeting held on 6 <sup>th</sup> July 2022 were signed as an accurate record of the meeting by the Chair.  b. Cllrs noted the following sub-committee meetings: a. Traffic Advisory meeting held on 14 <sup>th</sup> July 2022 b. Planning Sub-Committee meeting held on 17 <sup>th</sup> August 2022 c. Planning Sub-Committee meeting held on 8 <sup>th</sup> November 2022.
<b>SPC32</b>	<b>Public Participation</b> None received.
<b>SPC33</b>	<b>Committee Action Plan</b> Cllrs noted the ongoing Committee Action Plan.
<b>SPC34</b>	<b>East Chipping Norton Development</b> Members received a verbal update from the Chair and Cllr Heyes. An abbreviated vision statement has now been made, which will be used to inform the developers and residents about the desires for the new development. Councillors mentioned that they are concerned the developers are putting profits above the needs of residents and community members.

<p><b>SPC35</b></p>	<p><b>Town Centre Benches</b></p> <p>Cllrs received a verbal report from the Deputy Clerk about town centre benches. The second phase of bench restorations is being undertaken and should be completed over the coming weeks.</p> <p>New memorial benches have been approved and will be installed in early December, at New Street near Diston’s Lane, the New Street recreation area, and the Millennium Garden.</p> <p>Cllrs discussed the new curved bench for the Millennium Garden.</p> <p>Cllrs discussed the basing medium for the bench and noted that the permeable plastic pavers might require more maintenance over the years. Cllrs preferred a solid surface such as engineered rubber or bonded gravel and agreed that concrete should be the alternative choice if the other two choices were not suitable.</p> <p>Members agreed that the 3-unit bench would be suitable for the area due to the shape and capacity.</p> <p>In principle, Cllrs are happy with the location chosen by Cllrs Walker and Coleman subject to the size of the 3-unit bench.</p> <p>Cllr Heyes proposed that a 3-unit bench should be chosen and that the Clerk should investigate quotes for alternative bases and bring to a future meeting, seconded by Cllr Butterworth. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That a 3-unit curved bench is chosen, and to delegate to the Clerk to investigate and receive further quotations for engineered rubber, bonded gravel, and concrete bases for the bench.</p> <p>Cllrs queried whether there has been a ceremony unveiling new memorial benches. Cllrs agreed that a Ceremony with a ribbon unveiling should be arranged for the new memorial benches at New Street on the same day.</p>
<p><b>SPC36</b></p>	<p><b>Road Safety Week</b></p> <p>Cllrs received a verbal update from Cllr Akers. Cllr Akers relayed that Road Safety Week had a gazebo on Topside which was manned by Town Councillors and OCC Highways Officers.</p> <p>Cllr Akers noted that they received good engagement from pedestrians, most saying that more crossings were required, and advocacy from grandparents and parents for a crossing at the bottom of New St near the playground as it is quite dangerous. They have had strong positive feedback about the new 20mph speed limit. Cllrs suggested that the Town Council staff analyse the written feedback received from community engagement.</p> <p>Cllrs noted that more volunteers would be beneficial for Saturday 19<sup>th</sup> Nov.</p>
<p><b>SPC37</b></p>	<p><b>Active Travel</b></p> <p>Cllrs received a verbal report from Marcus Simmons from Transition Chipping Norton regarding crossings and improved pavements in town, active travel, and exploratory ideas for a Cyclocross Course in Chipping Norton.</p> <p>Crossings and improved pavements: Cllrs mentioned that the crossings on Banbury Rd near The Pillars need to be added to the document.</p>

	<p><b>RESOLVED:</b> Cllr Heyes proposed that the Committee formally supports these proposals and that the presentation is sent to OCC Highways Officers for consideration, seconded by Cllr Butterworth. All in favour, motion carried.</p> <p>Active travel: Cllrs mentioned the potential for funding from West Oxfordshire District Council's Prosperity fund to pay for signage through the town. Cllrs suggest working with Top School to promote safe cycling for children through town, and to liaise with OCC Highways Officers to promote cycling and walking paths through town.</p> <p><b>RESOLVED:</b> Cllr Akers proposed that the Committee formally supports these actions and that the document is sent to LCWIP Officer, Highways Officers, and WODC Market Towns Officer, seconded by Cllr Butterworth. All in favour, motion carried.</p> <p>Cyclocross Course: Cllrs suggested that Transition Chipping Norton continues initial scoping research work and submits a proposal to the Council at a later date.</p>
<b>SPC38</b>	<p><b>Chipping Norton LCWIP</b> Members received a verbal update from the Chair. No report has yet been received from Oxfordshire County Council's Transport Planner. The Chair noted that they had an LCWIP meeting with OCC Officer Natalie Moore the previous week. Woodstock's LCWIP plan will be implemented before Chipping Norton's so there will be learnings to be made from that.</p>
<b>SPC39</b>	<p><b>LTCP: Part Two Timetable and A44 Corridor Strategy</b> No report has yet been received from Oxfordshire County Council's Transport Planner.</p>
<b>SPC40</b>	<p><b>Budget</b> Members received a draft committee budget from the Responsible Finance Officer. This budget is subject to change based on the overall picture and will need to be agreed at the next Full Council meeting. Cllrs mentioned that it is important to demarcate professional fees from the general administration budget. Cllr Akers proposed to bring the draft Committee budget as prepared by the Responsible Finance Officer to the next Full Council meeting to be approved with no further amendments, seconded by Cllr Heyes. All in favour, motion carried. <b>RESOLVED:</b> That the draft committee budget is brought to the next Full Council meeting to be agreed, subject to the overall picture.</p>
<b>SPC41</b>	<p><b>Chipping Norton Town Video</b> Cllrs received a verbal report from the Deputy Clerk about the Chipping Norton Town video which has been produced and paid for by West Oxfordshire District Council. The video has been finished but includes music rather than a voiceover about the town. Cllrs discussed paying £180 for a professional voiceover as this video will be used on the Town Council website and <a href="http://www.cotswolds.com">www.cotswolds.com</a> as a promotional tool for the town. Cllr Heyes proposed to pay for the professional voiceover, seconded by Cllr Akers. All in favour, motion carried.</p>

	<p><b>RESOLVED:</b> That the Council will pay £180 for professional voiceover for the Chipping Norton Town Video.</p>
<b>SPC42</b>	<p><b>Supplementary Planning Consultation</b>  Cllrs received and responded to a consultation from West Oxfordshire District Council regarding the Revised Developer Contributions Supplementary Planning Document survey.</p> <p>Cllrs agreed that the draft survey response was adequate with the following amendments below:</p> <p><b>Affordable Housing:</b> Some contradictory information has been received about affordable housing, and it would be beneficial to have more clarity about the provision of affordable housing in new developments. It is unclear if affordable housing will need to be provided onsite or offsite, and whether this will be included at the master planning stage.  There also needs to be a consistent definition about what affordable housing is and be stated clearly in the SPD.</p> <p><b>Emergency services:</b> Ambulance service is slow and poor as there is no local station.</p> <p><b>Waste and recycling:</b> There is a lack of waste and recycling centres near to Chipping Norton. The facilities which used to be provided in the car parks (New St) have been removed. There is a need for a replacement for what has been removed from the car parks which could augment the kerbside collections. A drive-in centre near Greystones by the depot would be an ideal location.</p> <p><b>Utilities:</b> Water and sewage are both problems for Chipping Norton. Thames Water cannot cope with the current capacity, let alone the additional lode from the East Chipping Norton development. More cooperation between gas, water, and electricity companies is required.</p>
<b>SPC43</b>	<p><b>Planning applications</b></p> <p>APPLICATION NO: <a href="#">22/02897/HHD</a>  PROPOSAL: Replace the existing single storey rear extension and the addition of 2 rear velux windows.  LOCATION: 21 Distons Lane, Chipping Norton, Oxfordshire</p> <p>No objection: Cllrs mentioned that the proposed application for the rear extension will be an improvement to what was previously on the site.</p> <p>APPLICATION NO: <a href="#">22/02899/HHD</a>  PROPOSAL: Erection of a Garage office, including an electric car charging point  LOCATION: The Old Piggery, Toy Lane, Chipping Norton, Oxfordshire</p> <p>No objection: No comment.</p>
<b>SPC44</b>	<p><b>Date of next meeting</b>  Wednesday 25<sup>th</sup> January 2023</p>

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The Chair closed the meeting at 8:00 pm.