



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

7th April 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: 13th April 2022

TIME: 7:15pm

Luci Ashbourne
Town Clerk

Cllrs G. Mazower (Chair), A. Miles (Vice Chair), C. Butterworth, D. Heyes, E. Holmes, R. Foakes, J. Graves, , M. Walker and 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) 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 16th February 2022.
- b. To note the draft minutes of the Planning Sub-Committee meeting held on 7th March 2022.

- c. To note the draft minutes of the Traffic Advisory Sub-Committee meeting held on 24th March 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.

6. S106

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

7. Planning matters

- a. To receive an update from the Deputy Clerk on planning consent in New Street.
- b. To receive and consider a schedule of Planning Applications from West Oxfordshire District Council.

8. Town Centre Benches

To receive a report and consider related recommendations regarding restoration of the town centre benches.

9. Date of Next Meeting – Wednesday 8th June, 6:30pm.



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Minutes of a meeting of the Strategic Planning Committee held in Chipping Norton Town Hall on Wednesday 16th February 2022 at 7.15pm

The following members were present:

Cllr Butterworth
Cllr Heyes
Cllr Foakes
Cllr Graves
Cllr Walker

Also in attendance:

Cllr Coleman – Deputy Mayor – left meeting at 8.25
Elizabeth Gilkes – Minutes Clerk
Katherine Jang – Deputy Clerk
Linda Rand – Chipping Norton News

SP49	Apologies for absence Apologies were received from Cllrs Whitmill – family, Holmes-Illness, Mazower- family, Miles - family In absence of Chair and Vice Chair it was proposed that Cllr Heyes be chair for the meeting. Proposed by Cllr Graves and seconded by Cllr Walker
SP50	Declarations of Interests –None
SP51	To approve Minutes of Meeting held on 15th December 2021. Subject to clarification on various points approval was proposed by Cllr Graves and seconded by Cllr Foakes. Minutes approved To Note: Minutes of Planning Sub Committee held on 5 th January 2022 Minutes of Traffic Advisory Sub Committee held on 13 th January 2022
SP52	Public Participation – None

SP53	<p>East Chipping Norton Development – update and next steps</p> <p>Cllr Heyes had circulated a very comprehensive report on current situation and meetings held with involved parties. His recommendations were all noted and he was thanked for work undertaken.</p> <p>Cllr Butterworth recognised value of the work being proposed but highlighted importance of the Neighbourhood Plan as primary route to protect the interests of Chipping Norton residents.</p> <p>Cllr Walker proposed that a Working Group be established to progress East Chipping Norton Development Project. Seconded by Cllr Graves. Motion carried</p> <p>The composition of the Liaison Group and role of CNTC and interested parties in the consultation process was clarified</p> <p>Cllr Heyes was proposed by Cllr Graves and seconded by Cllr Foakes as representative of Chipping Norton Town Council East Norton Strategic Development Area Liaison Group. Motion carried.</p>
SP54	<p>Section 106 – no report as Chair not present</p>
SP55	<p>Planning Applications</p>
	<p>22/00189/HHD Hawthorn House, 54, Over Norton Road Single storey side and front extension No objection</p>
	<p>22/0223/FUL The Old Bank, 16 Market Place 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. No Objection</p>
	<p>22/0024/LBC The Old Bank, 16 Market Place 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. No objection</p>
	<p>22/00180/HHD 8 Glovers Close Replace bifold doors at front of house with standard wall and window No objection</p>
	<p>21/00398/FUL</p> <p>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</p>

	No objection
	22/00336/HHD 33 Parkers Circus Erection of extension to rear elevation No objection
FR56	Women's Cycling Tour in Chipping Norton Cllr Walker and Cllr Coleman and other interested parties had an informative meeting regarding proposed event and any associated events that CNTC might run in parallel. Assuming event progresses noted that funding for CNTC promotional material will be sourced by WODC.
FR48	Date of next meeting: 13 th April at 7.15pm

Meeting closed at 8.45

Signed as an accurate record

Chair..... Date.....



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Minutes of the Planning Sub-Committee held online and via zoom video conference on Monday 7th March 2022.

The following members were

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

Also in attendance:

Luci Ashbourne, Town Clerk
Katherine Jang, Deputy Town Clerk

1. **Apologies for absence.** There were no apologies for absence received .
2. **Declarations of Interest.**
3. **Minutes**

AGREED: That the Minutes of the sub-committee meeting held on 5th January 2022 are approved as an accurate record and signed by The Chair .

4. **Schedule of planning applications:**

APPLICATION NO: [22/00107/ADV](#)

PROPOSAL: Installation of internally illuminated fascia signs (retrospective)
7 Middle Row Chipping Norton Oxfordshire

Objection: Cllrs discussed the scale of the illuminated sign and agreed it is not in keeping with the conservation area of Middle Row.

APPLICATION NO: [22/00321/ADV](#)

PROPOSAL: The addition of a non-illuminated replica blue boar historic pictorial to the redundant/ blocked doorway to the east facing side elevation
The Blue Boar 1 Goddards Lane Chipping Norton

No Objection: No comment

APPLICATION NO: [22/00168/LBC](#)

PROPOSAL: External remedial and redecoration works.
The Blue Boar 1 Goddards Lane Chipping Norton

No Objection: No comment, overall Cllrs are supportive of this application.

APPLICATION NO: [22/00449/HHD](#)

PROPOSAL: Erection of a single storey extension and front porch
Lanstone House 3 Walterbush Road Chipping Norton

No Objection: No comment

APPLICATION NO: [22/00427/HHD](#)

PROPOSAL: Two storey proposed extension
18 Common Lane Chipping Norton

No Objection: In principle Cllrs have no objection to this application as drainage will be assessed in the environmental report by the WODC.

Signed and each page initialled by the Chair:

Date.....

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Minutes of the Traffic Advisory Sub-Committee held in the Council Chambers of the Chipping Norton Town Hall on the 24th March 2022 at 10:30am

The following members were present:

Cllr Jo Graves (Chair)
Cllr Mark Walker (Vice-Chair)
Cllr Sandra Coleman – left briefly from 11:30-11:35
Cllr Geoff Saul (OCC and WODC)
Mike Dixon (Public Transport Users Representative)
Cllr Mike Cahill (WODC)
Marcus Simmons (Transition CN)

Also in attendance: Elizabeth Gilkes – Locum Clerk

Katherine Jang – Deputy Clerk

TAC49	Apologies for Absence Maria Wheatley, Mike Wasley, Cllr N Whitmill, Cllr N Bradley It was noted that neither the OCC nor WODC officers were present at this meeting and their absence was regrettable. The existing members of the Traffic Advisory Committee would like to maintain that this is a very useful and important in-person forum.
TAC50	Declaration of interests No declarations of interest were received.
TAC51	Minutes and matters arising Accuracy: TAC47 S8 Bus to S3 Bus TAC43 – “Benefits HAD been offset” Matters Arising: TAC43 – Cllr Coleman raised if this should be put on agenda for discussion at the next meeting. Chair and Cllr Saul to follow up. Subject to the above amendments the minutes from the 13 th January 2022 were approved and signed by the Chair.
TAC52	Public Participation None received
TAC53	County Officer’s Report

	<p>Cllrs thank the OCC Officer for their report. The Traffic and Road Safety report from OCC Officer was noted. Cllrs noted the brevity of the “Current Projects” Section regarding the Albion Street Pedestrian Crossing, and that the report incorrectly labelled it as the Albion Place Pedestrian Crossing.</p> <p>Marcus Simmons discussed the need for modelling data for translated into accessible information about Chipping Norton regarding transport in light of the new Master-planning process for the East Chipping Norton Development Project.</p> <p>RESOLVED: Cllr Saul to raise the issue of modelling data with Jacqui Cox and Duncan Enright.</p> <p>Cllrs raise The Leys needs resurfacing in addition to lining and other works noted in the OCC report.</p> <p>New Street Planned Works (Apr-Aug) – Needs to be cleared by second week of June so that it does not interfere with Women’s Cycling Tour.</p> <p>RESOLVED: Clerks to relay queries from the report to the OCC Officer.</p> <p>The Leys – Discussion surrounding installing a mirror at the top of the Leys.</p> <p>RESOLVED: Marcus Simmons to investigate the possibility of installing a mirror in this location and report back at a future meeting.</p>
TAC54	<p>District Officer’s Report</p> <p>Cllrs expressed deep regret that they have not received any report from the District Officer.</p> <p>Cllr Walker discussed the issues surrounding parking in Chipping Norton. Cllr Walker expressed that there is divided opinion from the public on whether there is an excess or need for more parking in Chipping Norton.</p> <p>RESOLVED: Clerk to communicate with Maria Wheatley to ask if she could provide advice on whether a park and ride would work in Chipping Norton and whether a full report could be provided.</p>
TAC55	<p>Update from Cllr Saul on OCC Highways matters including the HGV working group</p> <p>Cllr Saul noted that WODC parking enforcement and regulatory work is being transferred to the County Council next year (April 2023). Traffic wardens will be employed directly by County Council. Therefore, street parking enforcement will be more streamlined and consistent going forward.</p> <p>Mike Dixon raised whether 30-minute time limit might be raised to at least 1 hour.</p> <p>The Chair queried whether a parking survey would be undertaken in the town before this transfer takes place.</p>

	<p>RESOLVED: Cllr Saul to investigate the feasibility of a parking survey.</p> <p>HGVS: Public meeting on the 21st March 2022. Last HGV working group meeting was early this year. Cllrs were reminded of learnings from the Burford weight limits and noted that a better approach for Chipping Norton would be a holistic overview of the town. Meetings with the Rollright Stones Trustees, Warwickshire County Council and AONB Board – Jacqui Cox and Natalie Moore present. Rollright Stones Trustees had no support for any more HGV traffic near the stones. The timeline for major works creating a new road around the Stones would be 10+ years.</p> <p>Marcus Simmons asked if there are lessons learned to allow us to progress – Cllr Saul maps still show the A44 as an appropriate route for HGVs, first thing for Local Transport and Connectivity Plan is to get this changed as this should not be a main route. Detailed work on Local Transport and Connectivity Plan is the Chipping Norton Area strategy and A44 Corridor Strategy this year, Cllr Saul is hoping to work with Jacqui and transport planners for this.</p>
TAC56	<p>Cycling</p> <p>Cllrs received an update on cycling related matters from Cllr Walker regarding the Women’s Tour of Britain, in addition to this would be planning a day related to cycling. Topics may include cycling maps, bike maintenance. Event planned for the 11th June 2022.</p> <p>LC WIT Plan: Cllr Walker updated members on his recent meeting about this with OCC. Work continues for the plan, including marking routes around town away from busy roads for walking and cycling.</p> <p>RESOLVED: Cllr M Walker to continue work with the Cycling Tour of Britain and the LC WIT Plan and to report back to members at a future meeting.</p> <p>RESOLVED: Marcus Simmons, Cllr Coleman, and Cllr Whitmill to link up regarding the Wheeled Sports Working Party.</p>
TAC57	<p>Road Safety</p> <p>Members noted that the HGV public meeting on the 21st March 2022 was very constructive but more time is needed to reflect.</p> <p>RESOLVED: Second meeting date to be with Duncan Enright to be set for 6 week follow up regarding HGV traffic through Chipping Norton.</p>
TAC58	<p>20mph Speed Limits</p> <p>Cllrs received an update following the Town Council’s Full Council meeting on Monday 21st March 2022 which discussed OCC’s 20mph scheme for Towns. Cllrs discussed that they would like the signage to be clearly marked at the entrance and exit of Chipping Norton.</p> <p>Cllr Walker noted that we have a Speedwatch plan and that we can train people to use these speed cameras (Milton).</p>

	<p>RESOLVED: To have OCC's 20mph scheme for towns be put on the agenda for the next Town Council meeting after which the application may be submitted.</p> <p>RESOLVED: Chair to get in touch with Milton regarding the Speedwatch plan.</p> <p>RESOLVED: Cllr Walker to update Chippy News regarding the Speedwatch plan.</p>
TAC59	<p>General Transport Matters</p> <p>Report from Mike Dixon: Mike Dixon – X8 running from Kingham to Chipping Norton is finishing as it is not financially viable. Each journey cost £62 pounds, and the number of passengers was about 8 per month. X9 to Witney – Slight changes, 17:30 to Chippy Now 17:35, 16:50 now 16:55. Amended schedule due to a lack of drivers.</p>
TAC60	<p>Date of next meeting</p> <p>Thursday 14th July at 6:30pm Clerk to investigate if Zoom possible.</p> <p>Meeting closed at 12:06</p>

Signed and each page initialled by the Chair:

Date.....

Agenda Item 6a – Planning consent on New Street

Background

The Council has previously been made aware of complaints regarding changes to the front of Listed Buildings on New Street. The complaints detail separate issues regarding residents changing their front gardens to hard standing to use as parking, as well as lowering kerbs, both done without seeking planning permission or having received planning consent.

Update

The Deputy Clerk has investigated this issue and followed up with WODC Planning, OCC Planning, and OCC Highways.

Changing gardens to hard standing for use as parking in front of Listed Buildings on New Street:

The Deputy Clerk has contacted WODC Planning and has received confirmation that this has previously been flagged by the Planning Department for investigation. However, due to the Deputy Clerk's call and further information provided, this issue has been escalated to urgent enforcement. The Deputy Clerk was informed that a Planning Enforcement Officer had been out to visit the site on the Monday 4th April 2022.

Dropped kerbs:

The Deputy Clerk had a conversation with OCC's Planning department, who could not find records of any applications to drop a kerb on New Street. They noted that New Street is a Classified Road and therefore would likely need full planning permission to have this done and directed the Deputy Clerk to OCC Highways to check.

The Deputy Clerk then had a conversation with OCC Highways who also confirmed that they did not have any record of applications at New Street. The Deputy Clerk has sent the OCC Highways Licensing and Street Works Team more information about the site via email including photographs as requested. OCC Highways has confirmed they will now send an officer out to investigate. OCC Highways mentioned that it was helpful to know that WODC Planning were seriously investigating a breach at New Street and that they would liaise with the WODC Planning Enforcement team directly to coordinate enforcement.

This report is to note.

Agenda Item 7b - Planning Applications

1. APPLICATION NO: [22/00698/S73](#)
PROPOSAL: Variation of Condition 2 of planning permission 19/02946/FUL to allow changes to the design and position of the communal garaging.
LOCATION: Heythrop Hunt Kennels Kennel Lane Chipping Norton

2. APPLICATION NO: [22/00682/S73](#)
PROPOSAL: Variation of condition 2 of planning permissions 05/1818/P/FP to allow the use of horizontal timber boarding.
LOCATION: Chase House 52 Over Norton Road Chipping Norton

Agenda item 8 - Town Centre benches

Most of the Town Centre benches have now been restored and are in place.

The contractor who has been leading on the project contacted the Clerk to advise that two of the benches from the Millennium Garden are proving difficult to restore. The wood on both benches is rotten and needs replacing completely.

The contractor has sought several quotes and the cost of the wood alone comes to circa £500. This is without the additional labour and cost needed to restore the cast iron frames. The contractor has recommended that the Council look at purchasing new benches as it would be more cost effective.

Standard 1.8m Eastgate style benches are hardwearing, a traditional design and easy to maintain and obtain parts for. They come in at around £500 each including fixings.



Due to the fact there are already foundations in place, installation should be straightforward.

Recommendation:

- a. That the Council procure two new benches to replace the worn benches in The Millennium Garden, and that the funds for these are taken from the Street Scene budget.