



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Strategic Planning Committee on the 10th July 2023, at 6:30pm in the Lower Hall of the Chipping Norton Town Hall

PRESENT: Cllrs Mike Cahill (Chair), Dom Rickard, Ian Finney, Jo Graves, Alex Keyser, Michael Rowe, Sandra Coleman, Tom Festa (substituting)

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Paolo Oliveri, Maintenance Operative

SPC16	Election of Vice-Chair Members received nominations for the election of Vice-Chair of the Strategic Planning Committee for the municipal year 2023/2024. Cllr Cahill proposed Cllr Rickard, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That Cllr Rickard is elected Vice-Chair of the Strategic Planning Committee for the municipal year 2023/2024.
SPC17	Apologies for Absence Apologies were received from Cllr Mark Walker.
SPC18	Declaration of Interests A declaration of interest was received from Cllr Tom Festa regarding Item 12. Planning Applications.
SPC19	Minutes a. RESOLVED: That the Minutes of the Committee meeting held on the 5 th June 2023 were signed as an accurate record of the meeting by the Chair. Matters arising – Cllr Finney queried if any response from Turley had been received. None received. b. Members noted the minutes of the Traffic Advisory Sub-Committee meeting held on the 29 th June 2023.
SPC20	Public Participation None received.
SPC21	Committee Action Plan Members noted the ongoing Committee Action Plan.
SPC22	East Chipping Norton Development No new updates or information received.

	<p>Cllr Coleman raised that infrastructure is meant to be part of this development, as written in the Air Quality Action Plan (West Oxfordshire District Council report).</p>
SPC23	<p>Cemetery Members noted a report from the Deputy Clerk and Estates Officer. Members agree in principle that the bird feeding or nesting box would be an appropriate way to acknowledge the resident's tradition of feeding the birds at the cemetery, subject to approval by the Council's Pest Management consultant and the resident.</p>
SPC24	<p>Benches Members received an update from the Town Clerk. The Millennium bench is now installed, and the plaques have now been re-installed on the benches. A resident has requested an alternative placement of the bench at Spring St. from in front of the houses to the parking area on Spring St. This alternate location has been approved in principle by OCC Highways.</p> <p>Cllrs discussed relocating one of the mis-matched benches in the entrance of the car park of the cemetery to Spring St. and purchasing a matching one for the cemetery. Cllrs pointed out that the area for the Spring St bench is a smaller area and therefore possibly needs a smaller bench.</p> <p>RESOLVED: Members agreed to accept the budget of £500 to install the Spring St bench, delegated to the Town Clerk, the Chair, and Cllr Keyser.</p>
SPC25	<p>Chipping Norton Air Quality Action Plan Members discussed the draft Air Quality Action Plan and raised the following comments:</p> <ul style="list-style-type: none"> - The data on "Figure 2-4: Diffusion tube results for annual mean NO2 concentrations, for Chipping Norton between 2017 and 2021" shows that most areas in Chipping Norton are 5x the current WHO guidelines. The data also stops in 2021, which is not current. - The estimated vehicle statistics do not include the proposed East Chipping Norton development of 1200 homes. - Recommendations and actions are missing from the report which could include having a small depot for deliveries in Chipping Norton with a fleet of electric vehicles. - A new fleet of electric buses has been commissioned for use in Oxford city, but the buses which serve rural areas are much older and inefficient. The reasoning given for this is that the range of electric buses is not suitable for longer journeys, which the Cllrs disagree with. There is scope to expand the electric charging hubs in rural Oxfordshire to ensure service to these areas. <p>RESOLVED: That Cllrs Cahill and Keyser write a letter in response to the draft Air Quality Action Plan by the 14th July 2023.</p> <p>RESOLVED: That a working party is formed to ensure collaboration between WODC and the Town Council for the draft Air Quality Action Plan, and to extend</p>

	<p>an invitation to OCC's Officer Susan McPherson. Cllrs Festa, Cahill, Coleman, Rickard, Keyser, and Graves volunteered to join the working party.</p>
<p>SPC26</p>	<p>Speed Indicator Device Members received quotes for a speed indicator device to be installed on Churchill Road. Members identified the key criteria for choosing a supplier for the SID: Solar-powered with backup battery, what the display could show, cost, and the overall quality and warranty. Members discussed the 4 quotes received.</p> <p>Cllr Cahill proposed to accept the Elancity/Evolis quote for £2,807.99, seconded by Cllr Graves. All in favour, motion carried. RESOLVED: To accept Supplier 1's (Elancity/Evolis) quote for £2,807.99 incl VAT.</p> <p>Members discussed requesting if it is possible to extend the warranty with the supplier, and to estimate the maintenance for the SID into the council budget going forward.</p> <p>RESOLVED: That members agreed that an application should be submitted for the costs of the preferred SID to be covered by Cllr Saul's County Cllr Priority Fund. Members noted thanks to Cllr Saul for being willing to consider supporting this.</p>
<p>SPC27</p>	<p>Planning Applications Members received a schedule of planning applications from West Oxfordshire District Council.</p> <p>APPLICATION NO: 23/01492/S73 PROPOSAL: Removal of conditions 4, 6, and 7 of permissions 20/00344/S73 and 19/00638/FUL to complete proposed works without the submission of the details of external windows and doors, details of superfast broadband and full surface water drainage scheme (retrospective).</p> <p>APPLICATION NO: 20/00344/S73 PROPOSAL: Non compliance with condition 2 of planning permission 19/00638/FUL to allow design change. LOCATION: 5A The Leys, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No objection, no comment.</p> <p>APPLICATION NO: 23/01526/FUL PROPOSAL: Removal of existing external signage, removal of ATM and infill existing aperture with stonework to match existing, removal of night safe face plate only and infill aperture with stonework to match existing, seal existing letter box internally.</p> <p>APPLICATION NO: 23/01527/LBC PROPOSAL: Internal and external alterations to remove existing external signage, remove ATM and infill existing aperture with stonework to match</p>

	<p>existing, remove night safe face plate only and infill aperture with stonework to match existing, seal existing letter box internally, remove internal counters and all internal furniture and removal of a few stud partitions. LOCATION: Barclays Bank, 15 High Street, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No objection, no comment.</p> <p>APPLICATION NO: 23/01499/LBC PROPOSAL: Internal and external alterations to include a mixed-use conversion and redevelopment of existing retail and residential premises to form a 2-screen cinema, eight residential apartments (C3) plus five serviced short-term let apartment suites, with 14 spaced car park and shared bin and bicycle stores to rear. Variation of condition 5 (approved plans) of planning permission 21/01205/LBC to allow design changes. LOCATION: 29 High Street, Chipping Norton, Oxfordshire</p> <p>APPLICATION NO: 23/01458/LBC PROPOSAL: Erection of advertisement signs LOCATION: 29-30 High Street, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No objection, no comment.</p> <p>APPLICATION NO: 23/01286/HHD PROPOSAL: Addition of side door entrance, two proposed skylights to rear garage roof and front of loft LOCATION: 5 Wilcox Road, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No objection, no comment.</p> <p>APPLICATION NO: 23/01730/HHD PROPOSAL: Erection of single storey and first floor extensions LOCATION: 33 Lords Piece Road, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No objection, no comment.</p> <p>TO NOTE: We have received comments from the agent representing APPLICATION NO: 23/01460/ADV (proposed signage for cinema at 29-30 High Street, Chipping Norton,) following Cllr comments which were submitted to the WODC Planning Portal: "“There would not be any glare to motorists as the fascia letters are warm white halo and the small box on top of the double sided sign is diffused by opal acrylic so neither has direct light from the signage. The illumination will also be turned off during the night and this will occur when the cinema closes at 23.00 except for 24.00 on a Saturday.”"</p>
SPC28	<p>Date of Next Meeting Monday, 18th September 2023</p>

The Chair closed the meeting at 8:00 pm.

SIGNED _____

DATE _____