



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

## **Minutes of a Strategic Planning Committee meeting held on the 13<sup>th</sup> November 2023, at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

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

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Paolo Oliveri, General Maintenance Operative

Cllr Mark Walker (WODC)

3 Members of the public

<b>SPC39</b>	<b>Apologies for absence</b> Apologies were received from Cllr Mike Cahill.
<b>SPC40</b>	<b>Declaration of interests</b> None received Cllr Coleman declared an interest due to being a neighbour of one of the planning applications. Cllr Coleman will abstain from voting during said item for discussion.
<b>SPC41</b>	<b>Minutes</b> <ol style="list-style-type: none"><li><b>RESOLVED:</b> That the minutes of the committee meeting held on the 18<sup>th</sup> September 2023 were approved and signed as an accurate record by the Chair.</li><li>Members noted the minutes of the Traffic Advisory Sub-Committee held on the 28<sup>th</sup> September 2023.</li><li>Members noted the minutes from the Cycling Action Group held on the 2<sup>nd</sup> October 2023.</li></ol>
<b>SPC42</b>	<b>Public Participation</b> None received
<b>SPC43</b>	<b>Committee action plan</b> Members noted the committee action plan.  Matters arising: The Town Clerk reported that the SID for Churchill Road has now arrived and will be installed by OCC.  Cllrs requested any updates on the damaged West St bus shelter. The Town Clerk reported that the roof had been safely removed by OCC contractors and will be reinstalled by OCC Highways. The Town Clerk is also liaising with the Town Council insurance providers. The Town Clerk thanked OCC Highways for their fast response to the initial roof problem.
<b>SPC44</b>	<b>East Chipping Norton Development</b> No further updates received

	<p>Cllr Walker noted that the report from Historic England is now with the Secretary of State, however, the decision has no timeline.</p> <p>Cllr Coleman reported that the District Council has changed the way the 5 year land supply is calculated, which may impact future speculative development applications. Cllr Walker reported that the initial calculation gives a 5.5 year land supply, which means that future speculative development applications may not need to be immediately approved.</p>
<b>SPC45</b>	<p><b>Pool Meadow</b></p> <p>Members received a report from Jonny Ackroyd from Beaumont Rivers on the Pool Meadow Restoration Project.</p> <p>Cllrs queried where the unidentified sewage stream comes from. Jonny Ackroyd reported that it only flows during very heavy rains, and at other times barely flows or does not flow at all. Water quality testing has also been undertaken which shows that the water quality is not terrible – and this small pipe will also be capped during the works. He believes this comes from on top of the Mount, or a small overflow from the top of the land. Beaumont Rivers plan to connect this pipe to mains sewers.</p> <p>Jonny Ackroyd mentioned that Historic England has been very supportive of the project so far. Two interpretation boards are planned – one on ecology at the site, and another on the history at the site including an illustration of the site as imagined in the Middle Ages.</p> <p>Cllrs asked if there are any plans to introduce the site to local schools – Jonny Ackroyd noted that all schools within a 10-mile radius were contacted and invited to Pool Meadow.</p> <p>The Town Clerk thanked Jonny Ackroyd for leading on the project, as his expertise and enthusiasm has been invaluable.</p>
<b>SPC46</b>	<p><b>Cemetery</b></p> <p>Members received a report from the Deputy Clerk and Estates Manager regarding benches at the cemetery and closed churchyard.</p> <p>a. Worcester Road Cemetery</p> <p>Members received a proposal to replace the plastic chairs at the Muslim and Unconsecrated section of Worcester Road Cemetery with a wooden bench. Cllr Walker proposed to set aside £1000, seconded by Rickard. All in favour.</p> <p>Cllr Rowe offered to sponsor the bench. The Town Clerk thanked Cllr Rowe and suggested setting a meeting to discuss the possibility.</p> <p><b>RESOLVED:</b> For the Town Clerk to arrange a meeting with Cllr Rowe to discuss sponsorship of the bench in the Muslim and Unconsecrated section at Worcester Road Cemetery.</p> <p>Should this not be permitted for reasons pertaining to conflict of interests, the committee also resolved to budget £1000 for a bench.</p> <p>b. Closed Churchyard at St Mary the Virgin Church</p> <p>Members received a proposal to replace the broken Guides bench outside the entrance of St Mary’s Church with a commemorative bench, with a view to use the bench as a place to put several commemorative plaques (subject to Oxfordshire Diocese approval). Cllr Coleman proposed to set a budget of £500 for the bench, seconded by Cllr Walker. All in favour.</p> <p><b>RESOLVED:</b> That a budget of £500 is set to replace the bench outside the entrance of St Mary’s Church, subject to Oxfordshire Diocese approval.</p>
<b>SPC47</b>	<p><b>Benches</b></p>

	<p>Members received a report from the Town Clerk about benches in the Town. The General Maintenance Operative reported that only about 7 of the remaining benches are suitable for restoration, and the rest will be removed.</p> <p>The Town Clerk reported that this work will be done with the General Maintenance Operative planning this into his workload over the next coming months, subject to weather, priority works, etc.</p> <p>Cllr Coleman proposed that the General Maintenance Operative plans this into his general workload, seconded by Cllr Rickard. All in favour.</p> <p><b>RESOLVED:</b> For the General Maintenance Operative to restore and remove (as required) the green metal benches at the edge of the town.</p>
<b>SPC48</b>	<p><b>Town Partnership</b></p> <p>Members received notes from a Chipping Norton Town Partnership Meeting led by West Oxfordshire District Council.</p> <p>Cllr Coleman went on a site visit with WODC to complete a wayfinding and signage audit to determine redundant signage in town. They noted that Albion Street Carpark has no signage towards the town centre.</p> <p>The Town Clerk reported that bringing together all the attendees was very significant. A sense of civic pride is important to Chipping Norton residents, and things such as hanging baskets, bunting in town were also discussed.</p>
<b>SPC49</b>	<p><b>Committee budget 2024/25</b></p> <p>Members received a report from the Responsible Finance Officer and agreed committee spending priorities for 2024/25 to help inform the overall budget.</p> <p>Cllrs queried the cost to maintain Pool Meadow this year at £11,000 – the Town Clerk reported that this was for one-off tree works.</p> <p>Cllr Coleman proposed to take these figures to the Finance and Resources Committee to approve. Seconded by Cllr Graves, all in favour.</p> <p><b>RESOLVED:</b> That the proposed committee budget is taken to the next Finance and Resources Committee to approve without amendment.</p>
<b>SPC50</b>	<p>Planning Applications</p> <ol style="list-style-type: none"> <li> <p><b>APPLICATION NO:</b> <a href="#">23/02588/LBC</a></p> <p><b>PROPOSAL:</b> Works to rebuild an existing stone retaining wall</p> <p><b>LOCATION:</b> 20 Market Place, Chipping Norton, Oxfordshire</p> <p><b>RESOLVED:</b> Support, Cllrs were pleased that the existing stone wall will be rebuilt as originally designed.</p> </li> <li> <p><b>APPLICATION NO:</b> <a href="#">23/02736/HHD</a></p> <p><b>PROPOSAL:</b> Erection of rear single storey extension, replacement roof over garage, rear raised patio and screening, rebuild and enlargement of front entrance porch and bay window and proposed rendering.</p> <p><b>LOCATION:</b> 18 Tilsley Road, Chipping Norton, Oxfordshire</p> <p><b>RESOLVED:</b> No objection, no comments</p> </li> <li> <p><b>APPLICATION NO:</b> <a href="#">23/02409/HHD</a></p> <p><b>PROPOSAL:</b> Proposed flue, proposed part garage conversion and large rear bifold doors</p> <p><b>LOCATION:</b> 9 Ackerman Road, Chipping Norton, Oxfordshire</p> </li> </ol>

	<p><b>RESOLVED:</b> No objection, no comments.</p> <p>4. <b>APPLICATION NO:</b> <a href="#">23/02625/ADV</a>  <b>PROPOSAL:</b> Installation of two externally illuminated fascia signs, along with a wall mounted menu sign and a hanging sign (both non-illuminated).  <b>LOCATION:</b> 7 Middle Row, Chipping Norton, Oxfordshire</p> <p><b>RESOLVED:</b> Neutral, Cllrs were pleased that previous feedback had been taken on board and have no objection to the current proposals.</p> <p>5. <b>APPLICATION NO:</b> <a href="#">23/02481/HHD</a>  <b>PROPOSAL:</b> Erection of a single storey rear extension  <b>LOCATION:</b> 35 Parkers Circus, Chipping Norton, Oxfordshire</p> <p><b>RESOLVED:</b> No objection, no comment</p> <p>6. <b>APPLICATION NO:</b> <a href="#">23/02616/HHD</a>  <b>PROPOSAL:</b> Erection of front extension to existing garage  <b>LOCATION:</b> 16 Scarsbrook Crescent, Chipping Norton, Oxfordshire</p> <p>7. <b>RESOLVED:</b> No objection, Members noted that there has been a precedent set by a similar extension next door.</p> <p>8. <b>APPLICATION NO:</b> <a href="#">23/02580/HHD</a>  <b>PROPOSAL:</b> Erection of single storey rear and side extensions to existing bungalow  <b>LOCATION:</b> 33 Lords Piece Road, Chipping Norton, Oxfordshire</p> <p><b>RESOLVED:</b> No objection, no comment</p>
<b>SPC51</b>	<p><b>Date of the next meeting</b>  Monday 29<sup>th</sup> January 2024</p>

The Chair closed the meeting at 8:10 pm.