



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

Minutes of a Strategic Planning Committee meeting held on Monday the 16th September 2024 at 6:30pm, in the Council Chamber, Chipping Norton Town Hall

Present: Cllrs Mike Cahill (Chair), Jo Graves, Sharon Wheaton, Ian Finney, Tom Festa, Alex Keyser, Dom Rickard, Sandra Coleman

Also present:

Katherine Jang, Deputy Town Clerk and Estates Manager

1 Member of the public

SPC15	Apologies for absence Apologies were received from Cllr Walker
SPC16	Declaration of interests None received
SPC17	Minutes <ul style="list-style-type: none">a. RESOLVED: That the minutes of the committee meeting held on the 1st July 2024 were signed by the chair as an accurate record.b. Members noted the minutes of the Cycling Action on the 15th July 2024.c. Members noted the minutes of the Planning Sub-Committee meeting on the 14th August 2024.
SPC18	Public Participation None received
SPC19	Committee Action Plan Members received and received the committee action plan for the municipal year 2024/25.
SPC20	East Chipping Norton Development No updates received
SPC21	Cemetery Members received a written report from the Deputy Clerk noting ongoing maintenance at Worcester Road Cemetery and the Closed Churchyard at St Mary the Virgin Church.
SPC22	Pool Meadow restoration project No updates received. Members agreed to bring this item to the next relevant meeting to discuss.
SPC23	Living Moss Filter No updates received. Members expressed disappointment that no communication had been received thus far from OCC.



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

	<p>Members discussed and raised disappointment with the pollution monitoring update received from the WODC Executive meeting held on the 11th September 2024, which purported decreasing levels after the COVID pandemic. Councillors were skeptical about this as they noted that Horsefair shops are inundated with dust and particulate matter from passing vehicle traffic.</p> <p>Members discussed the proposed alternative location for the Moss Air Filter, and Cllr Festa stressed that the Air Filter should be located directly where the air quality monitor was located to target the area in Chipping Norton with the highest recorded rates of air pollution.</p> <p>Cllr Wheaton shared a verbal report on the Shopwatch initiative. The latest initiative includes radios connecting shopkeepers in town and the police person on shift, funded by the Shopwatch initiative. The new PCSO has been appointed for Chipping Norton and has been getting to know the town. The shops have given extremely positive feedback about the Shopwatch initiative, and members thanked Cllr Wheaton and Cahill for their work in putting this in place.</p>
SPC24	<p>Rusty Riders Initiative</p> <p>Members received an update from Cllr Festa. The sessions have remained well attended and the rides have become longer, now ending at a café. Cllr Festa reported that October's session will be the last session for the year, with a break over the winter months to reopen in the Spring.</p>
SPC25	<p>Middle Row Trees</p> <p>The Chair thanked Cllr Keyser's work with tidying up Spring Street, Market Street and areas close to the Guildhall with the volunteer group.</p> <p>Members received a report from the Town Clerk regarding the tree health of the Chestnut tree on Middle Row closest to the Guildhall. The Town Council's arboriculturists have noted that this tree has a dense amount of deadwood in the crown and rot penetrating into the heart of the tree, making the tree dangerous and recommending removal.</p> <p>Members noted that the roots of the tree should be considered prior to planting another tree to replace it within close proximity.</p> <p>Cllr Coleman proposed that a quote is brought to the next relevant meeting for a replacement tree planting.</p> <p>All members in agreement that the tree work costs at £950 + VAT is taken from the contingency fund.</p> <p>RESOLVED: That the chestnut tree on Middle Row is felled at a cost of £950 + VAT, and that a quote to replace this tree with a suitable species is brought to a future meeting.</p>
SPC26	<p>Chipping Norton Markets Consultation</p> <p>Members discussed the challenges facing the Chipping Norton Markets. Some specific challenges mentioned included vehicles being in close proximity to the stalls, the dwindling number and variety of stall holders, and the timing of the</p>



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

	<p>markets during a weekday which makes it difficult for those with full-time jobs to attend.</p> <p>The Chair requested that members complete the WODC Chipping Norton Markets Consultation survey, which is open to responses until the 30th Sept 2024.</p>
SPC27	<p>Draft Community Infrastructure (CIL) Charging Schedule</p> <p>Members agreed to delegate the response on the consultation from West Oxfordshire District Council on the draft CIL charging schedule to Cllr Cahill and the Deputy Clerk.</p> <p>Subject: Response to Draft Community Infrastructure (CIL) Charging Schedule</p> <p>Chipping Norton Town Council is writing in response to the Draft Community Infrastructure (CIL) Charging Schedule. In principle, Councillors are supportive of the CIL in conjunction with S106 funding, recognizing that each serves different but complementary purposes in funding local infrastructure.</p> <p>However, the following points are raised for clarification and consideration:</p> <ol style="list-style-type: none"> 1. Definition of "Commencement" In paragraph 5.1, it states, "CIL payments must be made within 60 days of the commencement of any chargeable development." Councillors would like clarification on the definition of "commencement," as it appears ambiguous. The Town Council is particularly concerned given the experience with the Old Hospital site, where the development has lingered in an unfinished and deteriorating state for years. Councillors believe that clearer wording or criteria for "commencement" could help encourage developers to begin work more promptly, especially if payments are required at an earlier stage. 2. Definition of Terms in Section 3.5 Councillors seek clarification on the definition of "Large format stores" and "all other non-residential development." There is concern that certain lucrative businesses, such as veterinary practices, may be nil rated under the current definitions despite being quite profitable. The Town Council suggests reviewing these categories to ensure fairness and consistency in the application of the charges. 3. Allocation and Transparency of CIL Funding Chipping Norton Town Council would appreciate further detail on how the 75% of CIL funds, which is not allocated to the Town Council, will be spent. Additionally, Councillors request more transparency regarding how CIL funding is being allocated and suggest that regular reports be provided to the Town Council. 4. Section 6.4 Discrepancies The Town Council notes that the figures provided in Section 6.4 do not add up to 100%. Could you please review and correct this section to ensure clarity and accuracy? <p>Chipping Norton Town Council appreciates your attention to these matters and looks forward to your response. It is important that the CIL charging schedule is implemented fairly and transparently to ensure it delivers the maximum benefit to our community.</p>



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

SPC28	Planning Applications 1. APPLICATION NO: 24/02124/HHD PROPOSAL: Proposed garage conversion to single-storey rear extension LOCATION: 1 The Green, Chipping Norton, Oxfordshire RESOLVED: No comment, no objection 2. APPLICATION NO: 24/02237/HHD PROPOSAL: Replacement windows and front door LOCATION: 44 New Street, Chipping Norton, Oxfordshire RESOLVED: Support, the alteration to restore the character to the house is welcomed. 3. APPLICATION NO: 24/02168/FUL LISTED BUILDING CONSENT APPLICATION No: 24/02169/LBC PROPOSAL: Construction of an external staircase, increase in the depth of a proposed lightwell, elevation repairs to No. 1-4 Hitchman Mews, the re-roofing of No. 2-3 Hitchman Mews and fabric alterations to the basement of No. LOCATION: Hitchman Mews, Albion Street, Chipping Norton RESOLVED: No objection, no comment
SPC29	Date of Next Meeting Monday 11 th November 2024

The Chair closed the meeting at 7:40pm.