



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 the 10th March 2025, at 6:30pm in the Council Chamber,
Chipping Norton Town Hall

PRESENT: Cllrs Mike Cahill (Chair), Dom Rickard, Alex Keyser, Mark Walker, Jo Graves, Sandra Coleman

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Heidi Davies, Admin and Customer Services Assistant

Paolo Oliveri, Grounds Maintenance Operative

1 member of the public

SPC51	Apologies for absence Cllr Tom Festa and Cllr Sharon Wheaton
SPC52	Declaration of interests None
SPC53	Minutes RESOLVED: That the minutes of the committee meeting held on the 27 th January 2025 were approved and signed as an accurate record by the Chair.
SPC54	Public Participation None
SPC55	Committee Action Plan Members noted the ongoing action plan.
SPC56	East Chipping Norton Development No updates received
SPC57	Cemetery <ul style="list-style-type: none">a. Members received an update from the Town Clerk<ul style="list-style-type: none">• It was noted that pest activity has slowed down. <p>Cllr Keyser enquired about the churchyard survey regarding more possible vaults. The company that carried out the initial survey will provide this when it has been requested by the Town Clerk. Cllr Graves highlighted the importance of maintaining clear communication between the Town Council and the Church regarding ongoing activities.</p> <p>Members discussed reviewing the fees and charges for Worcester Road Cemetery. The Admin and Customer Service Assistant consulted with some local Parishes and found that they have a much shorter lease period of 30–50 years.</p> <p>The cost prices of plaques at the Colonnade were then discussed. It was noted that there is no lease period for these plaques and that there is no space for additional boards. Members also discussed where future plaques could be</p>



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	<p>placed when the space runs out in the Colonnade. Cllr Coleman suggested increasing the price for plaques.</p> <p>RESOLVED: Members agreed to increase the price of double plaques to £300. Single plaques remain the same at £150.</p> <p>It was discussed that some parishes do not allow non-residents to be buried in their cemeteries. Further discussion took place regarding lease periods and what happens after the lease period ends. The Town Clerk explained the process of reusing burial plots when there is no space left in the cemetery or churchyard. The committee acknowledged that the lease period of 100 years should be shortened while keeping existing leases at 100 years.</p> <p>RESOLVED: Cllr Cahill proposed to alter the lease period to 50 years starting from 1st April 2025, while keeping all existing leases at 100 years, seconded by Cllr Keyser. All in favour, motion carried.</p> <p>Members discussed the challenges posed by kerb sets, highlighting how they can complicate garden maintenance. A suggestion was made to increase the price of kerb sets to deter future applications.</p> <p>RESOLVED: Cllr Walker proposed that the committee agrees to increase the price kerb sets to £250, seconded by Cllr Graves. All in favour motion carried.</p> <p>It was agreed by the committee that the cemetery costs are reviewed every 5 years. Increase in-line with inflation.</p> <p>Members expressed thanks to the Maintenance Operative for repairing the bench in the car park at the cemetery on Worcester Road.</p>
SPC58	<p>Pool Meadow Restoration Project</p> <p>Members received an update from Town Clerk.</p> <p>The Trust for Oxfordshire Environment has advised the Town Clerk that additional funding amounting to £13,000, plus an additional £6,000, could be received. Historic England Archaeologists estimate costs between £12,000 and £15,000 and suggest that some of the funding from the Trust be used to help cover the expenses.</p> <p>The Town Clerk noted that some information will be brought to the next full council meeting.</p> <p>Cllr Coleman expressed the importance of ongoing maintenance once the work has been completed. Maintenance was carried out in the year 2000, but no ongoing maintenance was performed afterward.</p> <p>Members agreed for the Town Clerk to apply for the funding.</p>
SPC59	<p>Planning Applications</p> <p>The issue with sewage at Spring Street was discussed and it was noted that this has been traced back to malfunctioning pumping stations, although their exact locations are unknown.</p>



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1. **APPLICATION NO:** [24/03222/FUL](#)
PROPOSAL: Change of use from Commercial Service E(c)(ii) use to Residential Use (C3) to create two flats LOCATION: 2 New Street, Chipping Norton
RESOLVED: No objection, Members agreed that it will improve sustainability.
2. **APPLICATION NO:** [24/03238/FUL](#)
PROPOSAL: Construction of a second-floor roof terrace LOCATION: 11 West Street, Chipping Norton
RESOLVED: No objection, no comment.
3. **APPLICATION NO:** [25/00484/HHD](#)
PROPOSAL: First floor extension and window to northwest elevation LOCATION: 1 Insall Road, Chipping Norton
RESOLVED: No objection, no comment.
4. **APPLICATION NO:** [25/00480/HHD](#)
PROPOSAL: Extension of roof pitch, replacement of slate roof with a new gable, erection of replacement of a single storey extension opening an historic cellar, replacement fenestration and internal alterations LOCATION: The Old Bakery, 12 Market Street, Chipping Norton
RESOLVED: No objection, no comment.
5. **APPLICATION NO:** [25/00462/FUL](#)
PROPOSAL: Sub division of ground floor of shop to create flat with first floor bedroom LOCATION: Georgian House, 21 West Street, Chipping Norton
RESOLVED: No objection, no comment
6. **APPLICATION NO:** [25/00552/S73](#)
PROPOSAL: Variation of conditions 2, 3, and 5 of planning permission 24/02565/FUL to allow changes to provide a weatherproof enclosure around the approved courts. LOCATION: Cotswolds Hotel and Spa, Southcombe, Chipping Norton
RESOLVED: Objection. Members would prefer that they submit a new planning application.

Cllr Keyser enquired about the work being done on the building next to Gill's. The Town Clerk agreed to investigate this.

Members noted the following updates:

[Discharge of condition 5 \(surface water drainage\) of permission 23/00089/HHD](#)



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	<p>3 Cox Lane Chipping Norton Oxfordshire OX7 5YA Ref. No: 25/00167/CND Validated: Thu 23 Jan 2025 Status: Approve <u>Erection of a detached garage with first floor workshop</u> 19 Lewis Road Chipping Norton Oxfordshire OX7 5JT Ref. No: 24/03273/HHD Validated: Thu 16 Jan 2025 Status: Withdrawn</p>
SPC60	<p>Confidential Session RESOLVED: That the Council moves into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of Item 11.</p>
SPC61	<p>Ground Maintenance Members received the draft lease for Unit 6, Worcester Road Industrial Estate. Members discussed the lease and a question was raised about potential future rent increases during the lease period. The Town Clerk agreed to contact the solicitor to enquire. RESOLVED: The committee agrees for the Town Clerk to sign the lease for The Depot at Worcester Road Industrial Estate on behalf of Chipping Norton Town Council.</p> <p>Members discussed the two shipping containers located at Greystones, Burford Road. Members noted that there is some equipment stored in the shipping containers that belongs to other community groups in town, and that these items should be identified and offered to the groups prior to disposal of the units. Cllr Walker proposed that the Council disposes of the shipping containers by selling them, seconded by Cllr Rickard. All in favour, motion carried. RESOLVED: That the Town Clerk is authorised to dispose of the two shipping containers at Greystones by listing them for sale.</p>
SPC62	<p>Date of Next Meeting Monday 7th July 2025</p>

The Chair closed the meeting at 8pm

SIGNED _____

DATE _____