



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 11th November 2024 at 6:30pm, in the Council Chamber, Chipping Norton Town Hall

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

Also present:

Katherine Jang, Acting Town Clerk

Heidi Davies, Admin and Customer Services Assistant

Paolo Oliveri, Maintenance Operative

1 Member of the public

SPC30	Apologies for absence Apologies were received from Cllr Jo Graves
SPC31	Declaration of interests None received
SPC32	Minutes <ol style="list-style-type: none">RESOLVED: That the Chair signs and approves the minutes of the Committee meeting held on the 16th September 2024.To note the minutes of the Traffic Advisory Sub-Committee held on the 3rd October 2024.
SPC33	Public Participation None received
SPC34	Committee Action Plan members noted the committee action plan. Cllr Cahill commented that Cllr Rachel Crouch is a member of the Witney Ward and not Chipping Norton as stated in the notes. Acting Town Clerk has actioned this to be amended. Cllr Coleman informed the members that Honorary Citizen Dr Shelia Parker who has recently passed away has a bench already in situ next to her husband Dr Bruce Parker located outside Jaffe and Neale. The Acting Town Clerk will organise a plaque in her remembrance to be placed on the bench. Also discussed that the Town Council will fly the flag at half mast on the day of Dr Shelia Parkers funeral at 10am as requested by the family.
SPC35	East Chipping Norton Development No updates received
SPC36	Cemetery Members received a report from the Acting Town Clerk on Worcester Road Cemetery and the Closed Churchyard at St Mary the Virgin Church.



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	<p>The Acting Town Clerk informed the members that burials have started in the new section of the Worcester Road Cemetery.</p> <p>A discussion took place regarding the continued pest control. The Acting Town Clerk advised the members that new signage has been ordered reminding residents not to feed the wildlife. Also discussed that a resident is persistently feeding the wildlife and that a sensitive conversation will need to be held with them to discourage this. Cllr Keyser has volunteered to talk to this resident.</p> <p>An issue was raised by Cllr Rowe regarding a grass slope that he slipped on whilst gaining access to a grave. He asked members to consider a path to be installed. The Acting Town Clerk will investigate this.</p> <p>The Acting Town Clerk advised the members about the hole that has opened at the Closed Churchyard and informed them that the report by TigerGeo stated that the hole is in fact a vault which is halfway filled with water and that an underwater camera study may have to take place to see if there are burials in there. The Acting Town Clerk has been looking into possible family of 14 that could be buried in the vault, and this is still being investigated. It was discussed that there could be other vaults that need to be identified, and it was suggested that a survey should be done on the entire Closed Churchyard. The Acting Town Clerk advised the members that TigerGeo have already spotted above ground vaults that will need investigating. The Acting Town Clerk will bring this to the next Full Council Meeting.</p> <p>Cllr Cahill along with all the members thanked The Acting Town Clerk on the investigation work she has put into this.</p>
<p>SPC37</p>	<p>Pool Meadow restoration project Members received an update from Beaumont Rivers.</p>
<p>SPC38</p>	<p>Climate and Ecology Emergency</p> <p>a. To receive a proposal from Cllr Festa regarding the establishment of a Climate and Ecology working group, including the draft Terms of Reference. Cllr Festa noted that there is a desire to be a forward-thinking town and that organisations such as Transitions Chipping Norton have volunteered to join the working group.</p> <p>Members requested one change to the draft Terms of Reference, that no minimum number of Cllrs are required for the Working Group. This would not change the minimum 2 Cllrs to reach a quorum for meetings.</p> <p>Cllr Festa proposed to accept the draft Terms of Reference with the amendments as stated above, seconded by Cllr Cahill.</p>



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	<p>All in favour, motion carried.</p> <p>RESOLVED: That a Climate and Ecology working group is established, with member Cllr Festa.</p> <p>b. Members received a verbal update about progress towards installation of the Living Moss Filter on Horse Fair by Cllr Festa.</p>
<p>SPC37</p>	<p>Committee Budget 2025/26</p> <p>Members received a report from the Responsible Finance Officer and discussed committee spending priorities for 2025/26 to help inform the overall budget.</p> <p>Members noted that the cemetery income had been decreased to be more in line with the income from the previous two years. The budget for War Memorial repairs had also been decreased to reflect that the repairs had recently been undertaken.</p> <p>Cllr Finney proposed to accept the committee budget as stated without amendment. Seconded by Cllr Rickard, all in favour, motion carried.</p> <p>RESOLVED: That the draft committee budget is sent to the Finance and Resources Committee for review.</p>
<p>SPC38</p>	<p>Planning Applications</p> <ol style="list-style-type: none"> <p>APPLICATION NO: 24/02367/HHD</p> <p>PROPOSAL: Erection of rear extensions to create additional ground and first floor living space, along with construction of a front porch.</p> <p>ADDRESS: 26 Walterbush Road, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>APPLICATION NO: 24/02518/CLP</p> <p>PROPOSAL: Certificate of lawfulness (to allow the installation of air source heat pumps).</p> <p>ADDRESS: Chipping Norton Library, Goddards Lane, Chipping Norton</p> <p>Support</p> <p>APPLICATION NO: 24/02582/HHD</p> <p>PROPOSAL: Single storey rear extension.</p> <p>ADDRESS: 12 Coopers Square, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>APPLICATION NO: 24/02546/LBC</p> <p>PROPOSAL: External alterations to replace damaged stone and repointing.</p> <p>ADDRESS: 26 High Street, Chipping Norton, Oxfordshire</p>



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	<p>Support</p> <p>5. APPLICATION NO: 24/02554/HHD PROPOSAL: Conversion of store and stables to gym, guest bedroom and studio annex. ADDRESS: The Elm, Church Lane, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>6. APPLICATION NO: 24/02594/HHD PROPOSAL: Erection of infill and first floor extensions. Works to include alterations to fenestration, construction of a flat roof dormer extension and installation of roof lights. ADDRESS: The Cottage, 33 West Street, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>7. APPLICATION NO: 24/02614/ADV PROPOSAL: Installation of flat cut aluminum letters applied to existing non-illuminated fascia board (painted white) ADDRESS: 12 High Street, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>8. APPLICATION NO: 24/02729/LBC PROPOSAL: External alterations to change the signage on front elevation. ADDRESS: 12 High Street, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>9. APPLICATION NO: 24/02701/FUL PROPOSAL: Erection of a summerhouse on land adjacent to Albion Place ADDRESS: 4 Albion Place, Chipping Norton, Oxfordshire</p> <p>No objection, no comment</p> <p>10. APPLICATION NO: 24/02649/FUL PROPOSAL: First floor extension to existing bar area and ground floor extension to function suite with roof terrace over ADDRESS: Cotswolds Club, Chipping Norton, Southcombe, Chipping Norton</p> <p>No objection, no comment</p>
SPC39	Date of Next Meeting Monday 27 th January 2025



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The Chair closed the meeting at 7.15pm

Signed as an accurate record.....

Date.....

DRAFT