



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 7th July 2025 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Mike Cahill, Sharon Wheaton, Ian Finney, Dom Rickard, Mike Rowe,
Sandra Coleman, Tom Festa,

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Louise Warren, Responsible Finance Officer & Deputy Clerk

Paolo Oliveri, General Maintenance Operative

0 Members of the public were present

SPC1	Election of Chair Members received nominations for the Chair of the Strategic Planning Committee for 2025-26. Cllr Finney nominated Cllr Cahill, seconded by Cllr Rowe. All in favour, motion carried. RESOLVED: That Cllr Cahill is elected Chair of the Strategic Planning Committee for 2025-26.
SPC2	Election of Vice-Chair Members received nominations for the Vice-Chair of the Strategic Planning Committee for 2025-26. Cllr Cahill nominated Cllr Rickard, seconded by Cllr Coleman. RESOLVED: That Cllr Rickard is elected Vice-Chair of the Strategic Planning Committee for 2025-26.
SPC3	Apologies for absence Apologies were received from Cllrs Keyser and Graves.
SPC4	Declaration of interests None received
SPC5	Minutes <ul style="list-style-type: none">a. RESOLVED: That the Chair signed the minutes of the Committee meeting held on the 10th March 2025 as an accurate record. One amendment -Add apologies from Cllr Finney.b. Members noted the minutes of the Traffic Advisory Sub-Committee held on the 26th June 2025. Cllr Coleman has since spoken to an OCC officer about the state of the pavements and is arranging a TEAMS call and site visit.



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	c. Members noted the minutes of the Climate and Ecology Working Group meeting held on the 23 rd June 2025.
SPC6	Public Participation None received
SPC7	Committee Action Plan Members reviewed the committee action plan and priorities for the municipal year 2025-26. To keep sports pitch provision – Members agreed that the Town Council should look for opportunities to increase pitch provision in town. The Town Clerk to receive the S106 spreadsheet from the S106 Officer and circulate with Cllrs. Members agreed to invite the S106 officer to visit the town.
SPC8	East Chipping Norton Development No updates received. Members discussed the open consultation for the Local Plan 2041.
SPC9	Cemetery a. Members received a quotation for the repair of the Colonnade. Total cost including labour and materials £1,795.60 Cllr Coleman proposed, seconded by Cllr Festa. All in favour, motion carried. RESOLVED: That members agreed for the work to take place at the Colonnade as proposed. b. Members received and considered an application for a memorial bench or tree. Members discussed the proposal and agreed that a tree would be preferable to a new bench. Members noted that the applicant would be required to pay for any upkeep and replacement of the tree if required. A small plaque in front of the tree was agreed. Members agreed that there is a small gap in the flower bed at the Millennium Garden that the Town Clerk would offer the applicant. Cllr Coleman proposed to approve the request as outlined above, seconded by Cllr Festa. All in favour, motion carried. RESOLVED: That the request for the new memorial tree is approved for the Millennium Garden. c. Members received and considered a request for an additional memorial. Cllr Rickard proposed to agree the £50 fee due to the unusual circumstances, seconded by Cllr Finney.



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	<p>RESOLVED: That the request for a discounted memorial permission is agreed, considering the unusual circumstances of the memorial.</p>
SPC10	<p>Grounds Maintenance</p> <p>Members received a written update from the Assets and Operations Officer.</p> <p>Interim report requested from Assets and Operations Officer regarding the grounds maintenance vehicles.</p>
SPC11	<p>Planning Applications</p> <ol style="list-style-type: none"> <p>APPLICATION NO: 25/01293/CLP</p> <p>PROPOSAL: Certificate of lawfulness (Alterations to include the construction of a rear dormer, insertion of skylight to front roof slope, remedial works to roof to include replacement of slate tiles, alterations to fenestration to include the addition of a first floor side window and replacement windows throughout)</p> <p>LOCATION: 7 Toy Lane Chipping Norton Oxfordshire</p> <p>No comment</p> <p>APPLICATION NO: 25/01137/HHD</p> <p>PROPOSAL: Erection of a detached garden room</p> <p>LOCATION: 76 London Road Chipping Norton Oxfordshire</p> <p>No comment</p> <p>APPLICATION NO: 25/01334/FUL</p> <p>PROPOSAL: Works to include new shop front and Internal alterations to shop, replacement of single storey extension to create a 2 bed dwelling, conversion of upper floors of no.18 to create a 2 bed maisonette with Improvements to existing maisonette at no.17. Associated works including engineering operations and landscaping. Town and Country Planning Act</p> <p>APPLICATION NO: 25/01335/LBC</p> <p>PROPOSAL: Internal and external works to include new shop front and Internal alterations to shop, replacement of single storey extension to create a 2 bed dwelling, Improvements to existing maisonette at no.17 together with associated works including engineering operations and landscaping. Planning (Listed Building and Conservation Areas) Act</p> <p>LOCATION: 17 - 18 High Street Chipping Norton Oxfordshire</p> <p>No objection – Members supportive overall of the application as a whole.</p>



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	<p>Members noted that this shop is liable to flood, which is also highlighted in the consultee comment. Put provisions in place should this disrupt business for the pharmacy as it is a vital community service. Members raised some considerations for material access and deliveries.</p>
	<p>4. APPLICATION NO: 25/01454/CLP PROPOSAL: Erection of vehicular and pedestrian gates. LOCATION: 17 - 18 High Street Chipping Norton Oxfordshire</p> <p>No comment</p>
	<p>5. APPLICATION NO: 25/01324/ADV PROPOSAL: Re-branding of two fascia signs and a hanging sign LOCATION: 14 High Street Chipping Norton Oxfordshire</p> <p>No comment</p>
	<p>6. APPLICATION NO: 25/01450/HHD PROPOSAL: Erection of a single storey rear extension LOCATION: 6 Ellis Lane Chipping Norton Oxfordshire</p> <p>No comment</p>
	<p>7. APPLICATION NO: 25/01327/FUL PROPOSAL: Erection of a two and half storey building within existing hotel complex comprising 49 hotel rooms, fitness centre and spa facilities together with associated access, infrastructure and landscaping LOCATION: Cotswolds Hotel And Spa Southcombe Chipping Norton</p> <p>No objection - Members raised concerns about additional lode on sewage and drainage – requested that Grampian conditions are applied. On the whole members raised that the additional employment could be a positive addition to the town. The planning application does raise cycle routes into town, and if a cycle path and cycle facilities could be included in the plan that would be encouraged.</p>
	<p>8. APPLICATION NO: 25/01376/FUL PROPOSAL: Single storey extension to existing conference room LOCATION: Cotswolds Club Chipping Norton Southcombe Chipping Norton</p> <p>No comment</p>



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	<p>9. APPLICATION NO: 25/01337/FUL</p> <p>PROPOSAL: Erection of 2 agricultural barns</p> <p>LOCATION: Land North West Of Raffles Oxford Road Southcombe</p> <p>No comment</p>
SPC12	<p>Date of next meeting</p> <p>15th September 2025</p>

The Chair closed the meeting at 7:40pm.

SIGNED _____

DATE _____