



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Katherine Jang

1st July 2025

SUMMONS TO ATTEND A MEETING OF STRATEGIC PLANNING COMMITTEE

TO: All Members of the Strategic Planning Committee

VENUE: Council Chamber, Chipping Norton Town Hall

DATE: Monday 7th July 2025

TIME: 6:30pm

Katherine Jang

Town Clerk and CEO

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

A G E N D A

1. Election of Chair

To receive nominations for and elect the Chair of the Strategic Planning Committee for the municipal year 2025/26

2. Election of Vice-Chair

To receive nominations for and elect the Vice-Chair of the Strategic Planning Committee for the municipal year 2025/26

3. Apologies for absence

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk (townclerk@chippingnorton-tc.gov.uk) prior to the meeting, stating the reason for absence.

4. Declaration of interests

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct

5. Minutes

- To approve the minutes of the Committee meeting held on the 10th March 2025.
- To note the minutes of the Traffic Advisory Sub-committee held on 26th June 2025.
- To note the minutes of the Climate and Ecology Working Group held on the 23rd June 2025.

6. Public Participation

The meeting will adjourn for this item

Members of the public may speak for a maximum of five minutes each during the period of public participation.

7. Committee action plan

To review the committee action plan for the municipal year 2025-26.

8. East Chipping Norton Development

To receive any updates

9. Cemetery

- a. To receive a quotation for the repair of the Colonnade.
- b. To receive and consider an application for a memorial bench or tree.
- c. To receive and consider a request for an additional memorial.

10. Grounds Maintenance

To receive a written update from the Assets and Operations Officer.

11. Planning Applications

To receive a schedule of planning application from West Oxfordshire District Council

12. Date of Next Meeting – Monday 15th September 2025



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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 _____



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Minutes of a Traffic Advisory Sub-Committee meeting held on the 26th June 2025 at 2pm online via TEAMS

PRESENT: Cllrs Mark Walker (Chair), Steve Akers (Vice-Chair), Sandra Coleman, Jo Graves, Alex Keyser, Tom Festa
James Wright (OCC Officer)
Odele Parsons (OCC Officer)
James Kilgour (OCC Officer)
Cllr Geoff Saul (WODC and OCC)

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO
1 Member of the public

TAC1	Election of Chair Members received nominations for the election of Chair of the Traffic Advisory Sub-Committee for the municipal year 2025/26. Cllr Graves nominated Cllr Walker, seconded by Cllr Akers. No other nominations were received. All in favour, motion carried. RESOLVED: That Cllr Walker is elected Chair of the Traffic Advisory Sub-Committee for the municipal year 2025-26.
TAC2	Election of Vice-Chair Members received nominations for and elect the Vice-Chair of the Traffic Advisory Sub-Committee for the municipal year 2025/26. Cllr Walker nominated Cllr Akers, seconded by Cllr Coleman. No other nominations were received. All in favour, motion carried. RESOLVED: That Cllr Akers is elected Vice-Chair of the Traffic Advisory Sub-Committee for the municipal year 2025-26.
TAC3	Apologies for absence. Apologies were received from Maria Wheatley (WODC)
TAC4	Declaration of interests None received.
TAC5	Minutes



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	<p>Cllr Graves proposed to accept the minutes from the meeting held on the 27th March 2025, seconded by Cllr Coleman. All in favour, motion carried.</p> <p>RESOLVED: That the Chair signs and approves the Minutes from the sub-committee meeting held on the 27th March 2025 as an accurate record.</p>
TAC6	<p>Public Participation</p> <p>None received</p>
TAC7	<p>LCWIP</p> <p>The Chair noted thanks to Odele Parsons for her work on the LCWIP for Chipping Norton.</p> <p>Members received an update from Odele Parsons, who reported that the LCWIP for Chipping Norton has now been adopted. This has been accompanied by a S106 Options Appraisal for £56k, which is relatively flexible on what it can be spent on. OCC proposes that it is spent on active travel, such as:</p> <ul style="list-style-type: none">- Scheme 158: Burford Road introduction of 20mph speed restriction- Scheme 29: Implementation of gateway features on Over Norton road- Scheme 94: Cycle parking near Baptist Church- Scheme 153: Cotswold Terrace to Borough's Crescent walking and cycling link <p>Cllr Saul queried whether the new development on Charlbury Rd would impact the delivery of this scheme. Commented that he was pleased that Scheme 153 is linking old and new developments.</p> <p>Cllr Coleman raised that Scheme 153 could pose the biggest different to improve walking and cycling in town and was surprised that it scored the lowest on the S106 options appraisal. She also noted that residents have requested this in the past.</p> <p>Cllr Festa raised queries about provision for electric bike charging in town, and this could be considered within the scope of cycle parking. Cllr Keyser suggested liaising with the COOP to provide cycle parking and charging provision.</p> <p>Cllr Akers gave his support to Scheme 153 as he has noted an existing desire line between the two developments, and that this would improve walking routes into town.</p> <p>Cllrs in agreement for their support of Scheme 153 overall.</p> <p>For Odele Parsons to give an update on timings and next steps outside of the meetings.</p>
TAC8	<p>County Officer's Report</p> <p>Members received an update from Odele Parsons.</p> <p>New St junction is now on OCC's website for public viewing. Seeking active travel funding from Active Travel England via a scoring system county-wide. If not successful, funding would be pursued via developer funding (S106).</p>



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	<p>Vision Zero Team has confirmed installation of cycle symbols on carriageways in Chipping Norton (A361 Burford Road, and B4450 Churchill Rd within the 20Mph zones). Should be completed within this FY.</p> <p>Highway Maintenance Update: Cllr Akers raised concerns about the A44 patching work done (outside Southerndown Care Home), as residents have questioned when full resurfacing work will be completed. Members formally noted their expressions of support that the A44 resurfacing should be prioritised. James Wright gave an update noting that planned highways maintenance is publicised on their website: https://oxfordshire.highway-iams.uk/Live/PBLC_ANON/PIP/?cg=scheme For Odele Parsons to raise this with the relevant team.</p> <p>Albion St/London Road Scheme: No meaningful updates from the team working on this project. OP unable to confirm with the team if further design work or progress has been done on this project. OP to chase and confirm with the team about timescales for the next meeting.</p>
TAC9	<p>District Officer's Report No reports received from WODC.</p>
TAC10	<p>Update from Cllr Saul on OCC Highways matters including the HGV working group Members received a progress report from Cllr Saul. Recent meeting regarding the data from the traffic study. Cllr Saul raised concerns about the quality of the data as the results do not match with lived experience in Chipping Norton (eg. Noted relatively small numbers on the A44). 72% of HGVs were stopping within 5 miles of Chipping Norton. No weight restrictions proposed in any of the steering group areas, on the basis that too large of a proportion of HGVs had business in the areas.</p>
TAC11	<p>Lining Schedule Members received an updated programme of work from Oxfordshire County Council. Upcoming re-lining work to include:</p> <ul style="list-style-type: none"> - London Road, outside Holy Trinity Catholic Primary School - Hailey Road/Walterbush Road - Russell Way junction and centre lines - Keep Clear markings and junction markings in the town centre - Cross Leys and Dunstan Avenue junction markings



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TAC12	<p>Speed Indicator Device – Churchill Road</p> <p>Members noted the data from the 19th January 2024 - 19th June 2025.</p> <p>On average, speeds entering Chipping Norton are measured at 26Mph and exiting at 32Mph. The maximum speed measured entering Chipping Norton was 71Mph and exiting at 85Mph.</p> <p>Comparison between previous numbers and current figures to be brought to the next meeting, in addition to the time of day when the spike in speeds occurs.</p> <p>Members queried if a chicane could be added to this street.</p>
TAC13	<p>Cycling</p> <p>Cllr Festa gave an update on cycling matters in Chipping Norton. Rusty Riders sessions have been very well-attended and continuing through the summer season.</p> <p>Cllr Walker requested that Cllr Festa brings suggestions for cycling charging and parking to the next meeting.</p> <p>Two locations suggested:</p> <ul style="list-style-type: none"> - Outside Sainsbury's - Near entrance of Coop outside Town Hall
TAC14	<p>Pedestrian and Road Safety</p> <p>Cllr Coleman raised that residents expressed concerns about the state of the pavements in town during the Annual Meeting of the Town. A comprehensive scheme for resurfacing pavements is needed in Chipping Norton, rather than reactive patching work.</p> <p>Odele Parsons reported that Footway Reconstruction should be plotted on the Highways Maintenance plan (linked above). OP has confirmed that she will check with the team and provide an update for the next meeting.</p> <p>Members raised that FixMyStreet seems not to be working well, as there are many reports that are not being closed. Cllr Festa, who is a FixMyStreet Superuser, has noted the same issues – the only problems that seem to be fixed are potholes.</p> <p>Cllr Coleman has confirmed that she will contact Chris Grain, OCC Engagement Officer to highlight some of the key areas in town that need attention.</p>
TAC15	<p>Parking</p> <p>Members discussed parking related matters.</p> <p>The Town Clerk raised issues with parking enforcement taken against residents on Horsefair. The double-yellow marked lines in conjunction with</p>



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	<p>the parking bays is unclear and requested clarification of OCC's stance on parking and enforcement at this location.</p> <p>For the Town Clerk and Cllr Saul to liaise with John Charlton, OCC's parking officer for clarity on parking enforcement in this area.</p>
TAC16	Date of the next meeting Thursday, 2 nd October 2pm via TEAMS.

The Chair closed the meeting at 3:30pm.

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Chipping Norton Climate Change Working Group

Working Group to Strategic Planning Committee

Mission: To aim for carbon neutrality by 2030 as per Town Council 2019 declaration

Minutes of a meeting held on the 23rd June 2025 at 6:30pm in the Ash Room, Glyme Hall, Chipping Norton.

Present: Tom Festa (Chair), Simon Lloyd, Sandra Coleman, Natascha Cavers, Cara Hedges and Charlotte Livingstone.

Also present: Lou Arkley, Assets and Operations Officer, Chipping Norton Town Council.

CWG13	Apologies for absence Linda Aspey
CWG14	Minutes Agreed: That the Chair signs the minutes of the meeting held on the 24 th March 2025 as an accurate record of the meeting
CWG15	Inhouse CNTC actions <ul style="list-style-type: none">• Continue refining CO₂e reporting methods to ensure accuracy and transparency.• Ensure Estates and relevant officers are trained or briefed on Scope 1 – 3 responsibilities.• Prepare a summary of 2024 emissions data for the CNTC website and public engagement.• Link to be added to Chipping Norton Town Council Climate Page: https://www.oxfordshire.gov.uk/residents/social-and-health-care/public-health-and-wellbeing/keeping-cool-heat-waves• Link to be added on how to report a fallen tree: https://www.oxfordshire.gov.uk/residents/environment-and-planning/countryside/trees-and-woodland/reporting-dangerous-tree• Explore low-carbon heating alternatives, such as heat pumps or district heating systems, and to assess the feasibility of retrofitting existing infrastructure• CNTC must consider the emissions generated during the renovation process as renovation work progresses at the Town Hall which includes emissions from construction materials, transport, and contractor activities.

	<ul style="list-style-type: none"> • A proposal was made for the removal of The Guildhall from CNTC estate. • A proposal was made to conduct a staff travel survey to better understand commuting patterns and identify opportunities for emissions reduction - environmental impact of staff commuting to work contributes to scope 3 emissions and should be considered in the Council's sustainability planning. • It was agreed that wooden benches are a suitable and sustainable choice for seating in the cemetery and should be used in future cemetery upgrades. • EPC in progress and following actions to be undertaken: <ul style="list-style-type: none"> ○ Energy audit: Assess current gas usage and identify inefficiencies. ○ Monitoring and reporting: Track gas consumption monthly to measure progress. ○ Funding opportunities: Investigate government grants or incentives for decarbonization. • Main Entrance Large doors at Town Hall needs to be rectified has been identified as a major improvement opportunity as there isn't a closer mechanism on it; moreover, it is left open, which leads to heat loss and impacts energy efficiency. • Heritage Lottery funding to cover the cost of solar panels at the Town Hall explored. • WODC to be approached to cover the cost of solar panels installed on Glyme Hall, and funding opportunities investigated.
CWG16	Chipping Norton Community actions <ul style="list-style-type: none"> • Natascha Cavers to assist in structuring CNTC's accounts in alignment with Scopes 1, 2, and 3 of the Greenhouse Gas Reporting Protocol. • Group agreed that solar panels should remain part of the Council's broader decarbonisation strategy, especially when combined with other measures such as insulation upgrades and heat pump installations. • Baseline audit programme to be reviewed with new CNTC accounts staff during Q4 2025, Natascha will continue working on this. • Promote the CNTC Climate page with CNN (Chippy Norton News).
CWG17	Date of next meeting Monday 29th September 2025 @ 6.30pm, Glyme Hall

Agenda item 5 – Committee action plan

For committee to review for the new municipal year

Action	Who's involved?	Budget	Commencement	Completion	Notes/Comment
Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-21	Ongoing	WODC's sports and pitch provision strategy has been approved and is in the public domain (Jan 2022).
Promote active travel and transport in the Town	CNTC/Transition CN/Working group/TAC		Ongoing	Ongoing	LCWIP in progress. A Cycling Action group has been established by the Traffic Advisory Sub-Committee. Rusty Riders initiative has resumed after their winter break (1st session on the 8th March 2025). To continue throughout the Spring and Summer months.
Delivering the East Chipping Norton Development Vision Statement	CNTC/OCC/WODC//working group/Community First		Ongoing	Ongoing	Part of the ECN site is registered as an ancient scheduled monument. This has been appealed. The outcome of this appeal will be decided by Historic England in due course. The Chipping Norton Community Land Trust has been set up as a formal group independent of the Town Council.
Restoring the town's municipal and memorial benches	CNTC staff/contractors	£500 from Street Furniture budget	July 24	March 25	The metal benches in town are now part of the works schedule. TBC this year.
Reducing HGV's in the town centre	CNTC/OCC/TAC/working group	n/a	Ongoing	Ongoing	Working with OCC to help identify safer HGV routes.
Pedestrian and Road Safety	CNTC/OCC/TAC	n/a	Ongoing	Ongoing	OCC consultation on London Road/New Street junction commenced June 2024. Proposed improvements for Albion Street junction have been approved but installation has been delayed to FY 2026. SID for Churchill Road is installed and operational.
Improving access and biodiversity at Pool meadow Large Project	CNTC/Approved consultants	24/25 EMR £25,000	2020	Sept 25	Feasibility study complete. Awaiting final reports to support the planning application. Historic England has requested additional archaeological work to be undertaken. Awaiting further updates from Beaumont Rivers.
Improving access, information and biodiversity in Chipping Norton Cemetery	CNTC/Contractors	£4000 from repairs and maintenance budget	Ongoing	Ongoing	New regulations approved. New noticeboard has been installed. Second stage memorial safety testing complete - safety works complete. Awaiting final section safety testing. Wildflower meadow complete. Yellow rattle growing

					well. Traditional Wildflower mix has been sewn to enhance the wildflower area. Grounds Maintenance Operative has strimmed and re-seeded this area Feb 2025.
Encouraging cycling and active travel: Rusty Riders Initiative	CNTC/Community/OCC	n/a	March 2024	Ongoing	The Rusty Riders cycling clinics will encourage people to bring their bikes to be checked using the public bike repair station at the leisure centre; to receive proficiency training and to take part in a group ride. This initiative has now resumed after their winter break.
Improving Air Quality: Living Moss Filter Clean Air Day	CNTC/WODC	Needs to be identified	Sept 2023	TBC	Council are working through a proposal to install a living moss filter in Chipping Norton to improve air quality. An update to be received at this meeting (11 th November 24). The Council promotes clean air initiatives as part of the clean air day campaign https://www.actionforcleanair.org.uk/campaigns/clean-air-day
CCTV for Chipping Norton	CNTC/WODC/TVP	TBC	June 2024	June 2025	WODC and TVP plan to upgrade the CCTV across West Oxfordshire. This includes planned installation of five cameras in Chipping Norton at key locations designed to prevent crime.
Community Safety and supporting local businesses	CNTC/TVP	n/a	May 2024	Ongoing	Cllr Sharon Wheaton has been approved by Council as the CNTC/TVP liaison in order to meet and share information about local crime and community safety.
Town Centre flower beds	CNTC/WODC/OCC	TBD	May 2024	May 2026	The Town Council own the beds along Middle Row and by the Town Hall. A budget should be set aside beyond the scope of the current GM contract which includes only minimal maintenance. WODC own the other beds and there may be opportunities for CNTC to take them on with permission. For Committee to consider and agree before a conversation is initiated with WODC

To be moved across from Community Committee's Action Plan:

Pesticide free Chipping Norton Grounds Maintenance	CNTC/Contractors/landowners/clubs	N/A	May 22	May 25	Three-year action plan coming to an end. This needs to be re-evaluated now that our in-house grounds maintenance team is in place.
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To add:

- Climate & Ecology Working Group

25.02.2025

Katherine Jang RE:
Chipping Norton Cemetery,
Chipping Norton,
Oxfordshire.

Dear Katherine,

This I an estimate for the repairs and clean down of the mosaic floor and one section of internal stone walling on cemetery.

- (1) Clean down all areas of walling mainly cobwebs etc. Then clean floor using water make sure all areas ready for making good.
- (2) Take out and refix loose tiles, using special mixture make good damaged tiles.
- (3) One area of inner opening stone jambs to be made good.

Total cost of the above including labour and materials £ 1,795.60

Yours Sincerely

[Redacted Signature]



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WORCESTER ROAD CEMETERY: MEMORIAL TREES AND BENCHES APPLICATION FORM

Applicant Name:	Applicant Address:
Karim Abilad	[REDACTED]
Please include the name of the person you wish to commemorate:	Please include the address of the person you wish to commemorate:
Hazel Jean Freeman	[REDACTED]
I would like to apply for a: (check all that apply)	
Memorial Tree Memorial Bench Plaque for Bench or Tree	
Either tree or bench with a plaque. A bench is preferred...	
Please write why you have chosen Worcester Road Cemetery as the location for the proposed memorial tree or bench: (300 words)	
As my Nan Hazel Freeman was a massive part of Chipping Norton and its history. We as a family ask that it would be possible for a bench or tree be in the town itself or Cornish rd. so she can be highlighted + remembered. Because of this request we are flexible...	
Do you have a proposed location in Worcester Road Cemetery for the proposed memorial tree or bench? Please describe where you think may be appropriate, and include photographs if possible:	
As mentioned above. It is the town itself we are requesting. One of the reasons for this is the mobility of her brother Terry who finds it hard to get to the cemetery too remember her. Due to health + old age.	

ADOPTED: 00/00/20XX

LAST REVIEWED: 00/00/20XX

4 He lives on Cornish rd.
This is where my nan lived
for many many years.
If not Cornish rd
the proximity of the
royal legion site or garden.

happy
memories

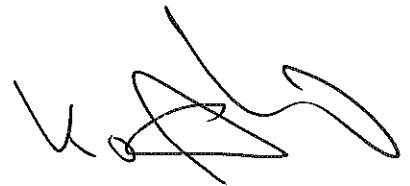
As my nan had -
links with
British royal

my Nan Hazel was British Royal
legion member & she / we spent
so much time at the Chipping Norton
club house.

A bench in proximity to the old
site or millenium garden. would also
be relevant.

Thank you

Mr. K. Abilad





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


Please enclose the exact wording if applying for a memorial plaque to accompany the memorial tree or bench:

Hazel Jean Freeman nee ("Coles")
21/9/1929 – 7/7/2022
Hazel loved to travel and explore, but always came back to her home in Chipping Norton. A mother, grandmother and great grandmother. A mother much loved and sorely missed, but never forgotten!

I understand that the applicant will be responsible for the initial purchase of the memorial tree and bench, but that for ongoing maintenance and insurance purposes, after installation the ownership of said tree and bench will be transferred to Chipping Norton Town Council.

This application does not form a binding agreement, and no guarantees can be made that a suitable location for a memorial tree or bench will be provided by Chipping Norton Town Council.

SIGNED:

K. Abilad 

Date of application:

XX/XX/XXXX

Item 9c: Request for discounted memorial at Worcester Rd Cemetery

"To whom it may concern.

Late last year I visited the Worcester Road cemetery to visit my great-grandparents gravestone and to note its location so that my daughter and my grandson could find it, their having failed a few weeks previously.

I discovered a gravestone that had toppled forwards and lay facedown and I wasn't 100% certain it was our family stone. As a consequence I visited the council offices to confirm my suspicions and with the staff's kind assistance I was able to return to the cemetery confident that I had found our family gravestone.

Later, because of the prone position of the gravestone I enquired about having the stone re-erected by Banbury Memorials who know the site well. The stone was returned subsequently to the company's workshop and a joint inspection by the staff and myself undertaken. We had three options, (a) to re-install it as is, (b) to reface the stone and then recut the wording or (c) leave the face and add a small tablet stating the key information i.e. names and dates (see attached document). On further consideration of the condition of the stone, option (c) was selected as the one to pursue. It will maintain the legacy of the original gravestone whilst adding clarification via the tablet.

Through conversation with the Memorials' and Council staffs I am aware that a charge will be levied in the case of option (c) as though it were a new gravestone whilst options (a) and (b) would only incur the Banbury company's charge. The Council's charge is apparently £150.

When advised of this charge I was taken aback, not by the fact the Council wish to charge but by the magnitude of the sum. To my mind I am not intending to install a new gravestone but to augment an existing one. In addition the tablet sends a positive message to other visitors to the cemetery that a family is caring for the memorial to its family than lived and worked in Chipping Norton.

I hope the Council will see fit in my case to levy a reduced charge. I would be willing to pay £50.

I look forward to the feedback from the forthcoming Council meeting.

Mr Nason"

Update on Grounds Maintenance – July 2025

Team & Staffing

- We're excited to announce that Mark Nicks will be joining us as our newest staff member, starting Monday, 7th July.

Depot, Facilities & Grounds

- The shutter at the depot has been repaired, so machinery is now accessible.
- Development of the works schedule is in progress.
- Racking and storage for the depot has been requested from the Bank.

Digital Solutions

- We've explored several app providers for our operations; WorkPal <https://yourworkpal.com/> offered the most competitive pricing:
 - Onboarding fee: £500.00 (ex VAT), reduced from £2,000.00
 - Monthly cost: £35 + VAT per user (12.5% discount), for 4 operatives: £140.00 ex VAT per month, or £1,680.00 ex VAT per year.

Cemetery Maintenance:

- Both Worcester Road Cemetery and the Closed Church Cemetery have been mown in June.

Play Area Care:

- The New Street Play Area has also been mown and is looking great.

Tree Work:

- Trees along Burford Road and Cattle Market have been trimmed back for safety and appearance.

Equipment & Vehicles

- The vehicles and equipment have been evaluated, with further discussions with staff and Cllrs to take place.
- The flatbed truck has been collected from the Abingdon garage and is at the depot.
- The electric Ford Transit van has been deemed as too small for the groundsmen's requirements – Lou Arkley has contacted the supplier to see if we can swap this out for a larger vehicle as it has not been used yet.
- Paolo has requested a tipper style truck: <https://www.goupil-ev.com/en/find-your-vehicle/tipper>

Electric Machinery:

- Paolo and Nigel met with Cllr Akers to discuss our electric machinery options.
- We've arranged for our Stihl strimmer supplier to visit CN and assess battery life; there was a mix-up with the address, and they'll try again during the week commencing 30th June.

Uniform:

- Navy blue polo shirts have been ordered and delivered, and the team are wearing these.
- Bucket hats have been ordered and delivered for groundsmen to wear during the hot weather.
- Winter uniform will be ordered in anticipation of the colder months.
- High Viz Polyester t-shirts have been delivered and are in the depot for the groundsmen to wear.

Health and Safety:

- Brita Jug with water filter has been bought to always enable cold drinking water for staff.
- Fridge to be taken from Town Hall to the depot.
- Risk Assessments and Work Method Statements will be produced for all grounds maintenance activities.

Item 11: Planning Applications

NB: Difference between Certificate of Lawfulness vs planning permission

1. APPLICATION NO: [25/01293/CLP](#)

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)

LOCATION: 7 Toy Lane Chipping Norton Oxfordshire

2. APPLICATION NO: [25/01137/HHD](#)

PROPOSAL: Erection of a detached garden room

LOCATION: 76 London Road Chipping Norton Oxfordshire

3. APPLICATION NO: [25/01334/FUL](#)

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

APPLICATION NO: [25/01335/LBC](#)

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

LOCATION: 17 - 18 High Street Chipping Norton Oxfordshire

4. APPLICATION NO: [25/01454/CLP](#)

PROPOSAL: Erection of vehicular and pedestrian gates.

LOCATION: 17 - 18 High Street Chipping Norton Oxfordshire

5. APPLICATION NO: [25/01324/ADV](#)

PROPOSAL: Re-branding of two fascia signs and a hanging sign

LOCATION: 14 High Street Chipping Norton Oxfordshire

6. APPLICATION NO: [25/01450/HHD](#)

PROPOSAL: Erection of a single storey rear extension

LOCATION: 6 Ellis Lane Chipping Norton Oxfordshire

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

8. **APPLICATION NO:** [25/01376/FUL](#)

PROPOSAL: Single storey extension to existing conference room

LOCATION: Cotswolds Club Chipping Norton Southcombe Chipping Norton

9. **APPLICATION NO:** [25/01337/FUL](#)

PROPOSAL: Erection of 2 agricultural barns

LOCATION: Land North West Of Raffles Oxford Road Southcombe

Updates to note since Full Council – 9th June 2025

1. **APPLICATION NO:** [25/01486/NMA](#)

PROPOSAL: Demolition of existing single storey side extension and erection of new two storey extension, insertion of addition dormer in existing front elevation and rooflights in West (side) elevation together with the installation of solar panels, replacement rear windows and replace existing concrete roof tiles with reconstructed stone tiles. Removal of one chimney. Associated hard and soft landscaping (Non material amendment to change the proposed reconstructed roof tiles to slate tiles)

LOCATION: 34 Churchill Road Chipping Norton Oxfordshire OX7 5HW

DECISION: Approve