



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon, Weds, Fri, 9am-5pm

Minutes of a Strategic Planning Committee meeting held on the 19th January 2026, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Mike Cahill (Chair), Michael Rowe, Alex Keyser, Sharon Wheaton, Mark Walker, Dom Rickard, Tom Festa, Sandra Coleman, Ian Finney, Cora Schor-Brener

ALSO PRESENT: Katherine Jang, Town Clerk & CEO
Lou Arkley, Assets and Operations Officer
Paolo Oliveri, Maintenance Operative
Maddy Fisher, Admin and Customer Service Assistant
4 members of the public

SPC39	Apologies for absence None received
SPC40	Declaration of interests None received
SPC41	Minutes RESOLVED: That the minutes of the Committee meeting held on the 10 th November 2025 are signed by the Chair as an accurate record.
SPC42	Public Participation None received
SPC43	Committee Action Plan Members reviewed the ongoing committee action plan for the municipal year 2025-26. Members discussed traffic in the town, especially along Spring Street and near the Premier Inn. Members noted that when the Premier Inn was built, a car park had been established for residents to use to alleviate parking issues in that area. Cllr Walker noted that there is no availability and that applications are no longer being accepted. Cllr Coleman discussed the flower beds in town and agreed that they should be made a priority for Spring/Summer 2026. For the Assets and Estates Officer to plan in with the maintenance team.
SPC44	Correspondence None received
SPC45	Leaseholder Management Consultation Members considered a formal response to the Ministry of Housing, Communities and Local Government consultation. It was agreed that Cllrs would send any comments to the Town Clerk, who would collate a unified response on behalf of Chipping Norton Town Council.
SPC46	Climate and Ecology Working Group Cllr Festa gave a verbal update on behalf of the Climate and Ecology Working Group.

	<p>The Hore Lea decarbonisation plan for the Town Council has laid out a plan to achieve a zero-carbon Town Hall (c £400,000). To support these aims, the Town Council will be submitting an application to the Heritage Lottery Fund.</p> <p>The Climate and Ecology working group has been looking at this application.</p> <p>Cllr Festa noted that the current carbon footprint of the council has not yet been calculated. Cllr Festa's recommendation is that this process should be started this year, and that training for staff is required. The RFO would be best placed to undertake the calculation, however the Town Clerk stated that this would be planned in dependent on staff workload capacity.</p> <p>Members agreed that the carbon footprint calculation be added to the Council's Action Plan.</p>
SPC47	<p>Chipping Norton Development</p> <p>Cllr Walker gave a verbal report stating that there has been no movement on the East Chipping Norton strategic development site.</p> <p>Cllr Coleman asked if there was an update about the planning application for London Road. Cllr Walker responded that this would not be received for the next few months.</p>
SPC48	<p>Pool Meadow</p> <p>Members noted that the Town Mayor, Councillors, and the Town Clerk had an upcoming online meeting with Jonny Ackroyd (Pool Meadow consultant, Beaumont Rivers) to discuss next steps and the budget shortfall following the trenching requirements from Historic England.</p>
SPC49	<p>Cemetery</p> <p>Members received an update report on Worcester Road Cemetery and the Closed Churchyard at St Mary the Virgin Church from the Assets and Operations Officer. A small hole has opened up at the Closed Churchyard which Thames Water are investigating as a possible underground stream.</p> <p>Further tree works are taking place at Worcester Road Cemetery to remove the dead Lawson Cypress tree and row of Leylandii hedges.</p>
SPC50	<p>Grounds Maintenance</p> <p>a. Members received an update from the Assets and Operations Officer.</p> <p>b. Members considered a quotation from the Assets and Operations Officer for H&S monitoring and reporting software.</p> <p>Cllrs queried if the Council would receive a discount if locked in for a longer period of time (eg. 5-year contract).</p> <p>Cllr Walker proposed to approve the with Opus Safety software package and to explore the 5-year contractual term if that offers a discount. Cllr Finney abstained from voting, all other members in favour. Motion carried.</p> <p>RESOLVED: That the Council approves the use of Opus Safety H&S monitoring software, and that the RFO will explore a longer-term contract.</p> <p>c. Members considered a quotation for a Billy Goat leaf and debris vacuum.</p> <p>Members were not happy to consider a piece of equipment that is petrol-powered unless an exhaustive review of all electric equipment is undertaken.</p> <p>Members agreed to set a deadline for July / August 2026 to speak to other councils and revert for another review at that time.</p>
SPC51	<p>Planning Applications</p> <p>Members considered a schedule of planning application from West Oxfordshire District Council</p> <p>1. REFERENCE NO: 25/01327/FUL</p>

PROPOSAL: Erection of a two and half storey building within existing hotel complex comprising 40 hotel rooms, fitness centre and spa facilities together with associated access, infrastructure and landscaping (amended description).

LOCATION: Cotswolds Hotel And Spa Southcombe Chipping Norton

Members raised concerns that requirements clearly stated in previously successful planning applications have not been adhered to at this site.

Cllrs enquire about the impact on planning over the next 5 years and the possible scope of development as there have been many piecemeal applications over the past few years. Copy of their 5-year plan requested, on the grounds of the number of planning applications over the past 3 years.

2. **APPLICATION NO:** [25/02885/HHD](#)

PROPOSAL: Decommissioning of existing septic tank located under detached garage and installation of a new treatment plant and drainage field to the front of the dwelling.

LOCATION: 95 Burford Road Chipping Norton Oxfordshire

No comment

3. **APPLICATION NO:** [25/02949/HHD](#)

PROPOSAL: Erection of single storey rear extension, and first floor 1.5 storey side extension over garage. Conversion of loft with addition of rear dormers. Erection of outbuilding in rear garden, addition of new entrance gate to driveway, and associated works.

LOCATION: Rhoslyn 19 Burford Road Chipping Norton

Councillors raise concerns that the scale and impact of the proposed works may result in overdevelopment of the site. In particular, the height, massing and positioning of the first-floor side extension and rear dormers could give rise to overlooking and a loss of privacy for neighbouring properties.

The Council also requests that a clear planning condition be imposed to ensure that the extensions and outbuilding remain ancillary to the main dwelling and are used solely by residents of the house. The Town Council would strongly oppose any future use of the outbuilding or additional accommodation as a separate or rented unit.

4. **APPLICATION NO:** [25/03049/HHD](#)

PROPOSAL: Erection of single storey rear extension, and erection of single storey side porch to replace existing porch. Erection of detached carport, demolition of existing detached garage, and associated works

LOCATION: 12 Church Street Chipping Norton Oxfordshire

No comment

5. **APPLICATION NO:** [25/03070/HHD](#)

PROPOSAL: Conversion of existing garage to form study.

LOCATION: 25 Over Norton Road Chipping Norton Oxfordshire

No comment

6. **APPLICATION NO:** [25/03137/HHD](#)

PROPOSAL: Erection of single and two storey rear extensions

LOCATION: 14 Brasenose Villas The Green Chipping Norton

No comment

	<p>7. APPLICATION NO: 25/02916/HHD PROPOSAL: Erection of a two storey side extension to dwelling and construction of a carport, garden shed, outdoor swimming pool and associated hard landscaping LOCATION: Huntsmans House 8 Kennels Lane Chipping Norton</p> <p>No comment</p>
SPC52	Date of Next Meeting Monday 9 th March 2026

The Chair closed the meeting at 8:16pm

DRAFT