



CHIPPING NORTON TOWN COUNCIL

TOWN HALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NA

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

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

TOWN CLERK and CEO: Katherine Jang

29 September 2026

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 5 October 2026

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. 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.

2. 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

3. Minutes

To approve the minutes of the Committee meeting held on the 6 July 2026

4. 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.

5. Committee action plan

To review the ongoing committee action plan for the municipal year 2026-27

6. Correspondence

For the committee to note or respond to any letters of correspondence

7. Chipping Norton Development

To receive any updates

8. Cemetery and Closed Churchyard

- a. Worcester Road Cemetery – To receive an update from the Assets and Operations Officer
- b. St Mary's Closed Churchyard – To receive an update from the Assets and Operations Officer

9. Local Plan 2043

To formulate a response on behalf of the Council

10. Pool Meadow Project

To receive an update from the Town Clerk

11. Greystones

To receive an update from the Town Clerk following submission to WODC's Options Appraisal

12. Planning Applications

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

13. Confidential Session

To resolve to move 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 13.

14. Grounds Maintenance

To receive an operational update from the Assets and Operations Officer

15. Date of Next Meeting – Monday 9 November 2026



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MINUTES OF A MEETING OF STRATEGIC PLANNING COMMITTEE **HELD ON MONDAY 6 JULY 2026 AT 6:30pm** **IN THE ASH ROOM, GLYME HALL**

PRESENT: Dom Rickard (Chair), Sandra Coleman, Mark Walker, Michael Rowe, Ian Finney, Tom Festa

ALSO PRESENT: Katherine Jang, Town Clerk and CEO

Lou Arkley, Assets and Operations Officer

4 Members of the public

SPC1. Election of Chair

To receive nominations for and elect the Chair of the Strategic Planning Committee for the municipal year 2026/27.

Cllr Coleman nominated Cllr Rickard, seconded by Cllr Festa. No other nominations were received.

RESOLVED: That Cllr Dom Rickard be elected Chair of the Strategic Planning Committee for the municipal year 2026/27.

SPC2. Election of Vice-Chair

To receive nominations for and elect the Vice-Chair of the Strategic Planning Committee for the municipal year 2026/27.

Cllr Coleman nominated Cllr Festa, seconded by Cllr Finney. No other nominations were received.

RESOLVED: That Cllr Tom Festa be elected Vice-Chair of the Strategic Planning Committee for the municipal year 2026/27.

SPC3. Apologies for Absence

Apologies were received from Cllrs Steve Akers, Sharon Wheaton and Jo Graves.

SPC4. Declarations of Interest

Members were reminded to declare any disclosable pecuniary interests in any items under consideration in accordance with the Town Council's Code of Conduct.

No declarations of interest were made.

SPC5. Minutes

a) To note the minutes of the Traffic Advisory Sub-Committee held on 2 July 2026.

The minutes were noted.

b) To approve the minutes of the Strategic Planning Committee meeting held on 9 March 2026.

RESOLVED: That the minutes of the Strategic Planning Committee meeting held on 9 March 2026 be approved as a correct record and signed by the Chair.

SPC6. Public Participation

The meeting was adjourned for public participation.

Nick Jones addressed the Committee on behalf of the town's sports clubs regarding the emerging West Oxfordshire Local Plan 2043.

Mr Jones expressed concern that the wording relating to the proposed Community Sports Hub remained too aspirational and did not provide sufficient certainty that a sports hub would be delivered in Chipping Norton. He emphasised the importance of stronger policy wording to support future delivery alongside planned housing growth.

The Chair thanked Mr Jones for his contribution.

The meeting was reconvened.

SPC7. Committee Action Plan

To review the Committee Action Plan for the municipal year 2026/27.

Members reviewed the Action Plan and agreed that the following items should be added:



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- Albion Street pedestrian crossing.
- New Street junction improvements.
- Installation of a watering system for town planters.
- Monitoring of the proposed footpath between Cotswold Crescent and Burrows Crescent through the Traffic Advisory Sub-Committee.

RESOLVED: That the Committee Action Plan be updated accordingly.

SPC8. Council Business Plan

To review a draft five-year Business Plan for Chipping Norton Town Council.

Members considered the draft Business Plan and agreed that reference should be made to the development of a Marketing Strategy within both the Financial Sustainability and Community sections of the Plan.

RESOLVED: That the draft Business Plan be amended accordingly prior to further consideration.

SPC9. Chipping Norton Development

To consider the draft Local Plan 2043 produced by West Oxfordshire District Council.

Cllr Walker provided Members with an overview of the Local Plan process and the proposed development strategy.

He explained that the proposed housing numbers had been developed using a more realistic assessment of the town's existing infrastructure and represented a reduction from the previous allocation of approximately 1,250 dwellings to around 750 dwellings.

Members discussed the reference to the proposed Community Sports Hub within the draft Plan.

Cllr Festa questioned how the proposal could move beyond an aspirational objective towards a deliverable commitment.

Cllr Walker advised that delivery would ultimately depend upon future housing numbers, infrastructure planning and developer contributions.

Members discussed the opportunity to strengthen the wording of the Local Plan response by challenging the "soundness" of the Plan where appropriate, ensuring that it better reflected the town's future ambitions, demographic growth and the needs of young people and families.

Cllr Rickard supported strengthening the Council's response, particularly by seeking stronger links between the Local Plan and the Playing Pitch Strategy to provide clearer justification for future sports provision.

Cllr Finney queried the potential impact of Local Government Reorganisation on implementation of the Local Plan. Cllr Walker acknowledged this as an important consideration but noted that the Local Plan still required progression through the statutory planning process.

RESOLVED: That Members' comments be incorporated into the Town Council's response to the consultation on the Draft Local Plan 2043 (August 2026).

SPC10. Worcester Road Cemetery

To receive an update from the Assets and Operations Officer.

The Assets and Operations Officer provided an update on recent tree works and ongoing maintenance within Worcester Road Cemetery.

The update was noted.

SPC11. Pool Meadow

To receive an update from the Town Clerk.

The Town Clerk advised Members that the Scheduled Monument Consent application had now been submitted to Historic England and the Council was awaiting a decision.

Once consent had been granted, construction of the first phase of the Pool Meadow footpath improvements could proceed.

The update was noted.

SPC12. Grounds Maintenance

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

Members noted that:

- Two new planters had been installed and planted at Middle Row.



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- A new planting design was being developed for the Millennium Garden.
- Options were being explored for improved watering provision, including installation of a water butt at Middle Row or the use of a mobile water butt carried on Town Council vehicles.
- Future planting schemes would make greater use of drought-resistant species.

Members also discussed the appearance of the Chipping Norton Hospital site and agreed that concerns should be referred to West Oxfordshire District Council's Planning Enforcement Team.

ACTION: Cllr Walker to provide the Town Clerk with the relevant Planning Enforcement contact.

SPC13. Planning Applications

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

1. APPLICATION NO: [26/01416/S73](#)

PROPOSAL: Variation of condition 2 of permission 25/03049/HHD to allow changes to proposed extension roof along with an external door to replace a window

APPLICATION NO: [25/03049/HHD](#) (decided – approved)

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 (amended drawings)

LOCATION: 12 Church Street Chipping Norton Oxfordshire

No comment

2. APPLICATION NO: [26/01119/RES](#)

PROPOSAL: Approval of reserved matters (layout, appearance, landscaping, scale and accessibility) for the erection of 100 dwellings, and approval of details for conditions 7 and 8, all pursuant to outline planning permission reference 24/00769/OUT

APPLICATION NO: [24/00769/OUT](#) (Decided – Approved subject to legal agreement)

PROPOSAL: Outline planning application, with all matters reserved other than principal means of access to the highway, for the construction of up to 104 residential dwellings, together with the provision of open space, landscaping and associated infrastructure.

LOCATION: Land South Of Charlbury Road Chipping Norton

Members discussed the housing mix and layout. They raised concerns about the proposed junction and crossing point, noting that children may choose the shorter route into town and walk on the wrong side of the road.

3. Pavement Licence for Café Nero

No comment

SPC14: Date of Next Meeting – Monday 21st September 2026

The Chair closed the meeting at 7:50pm

Strategic Planning Committee Action Plan 2026-27:

Codes



New



Growing



Established



Dormant

Key Projects Dashboard:

PROJECT	2026	2027	2028	2029	2030	Notes
Pool Meadow Restoration  Growing	✓ New scope for the footpaths agreed ✓ Contractor appointed ✓ Site visit with contractor and Historic England rep (June 2026) ✓ Scheduled Monument Consent Application submitted	○ To secure funding for the second tranche of footpath works	○ Project completion			Lead Officer: Town Clerk *Work to establish the main path to be completed by this meeting
Pesticide-Free Chipping Norton	✓	○	○			Lead Officer: Assets and Operations Officer
Town municipal and memorial benches	✓	○	○			Lead Officer: Assets and Operations Officer
Town signage and wayfinding	✓ New town centre maps designed by WODC and installed 2026	○	○			Lead Officer: Assets and Operations Officer
Flower Beds	✓ Flower troughs on Middle Row planted by Wyatts Garden Centre (pro-bono), and CNTC's maintenance operatives	○	○			The Town Council own the beds along Middle Row and by the Town Hall. WODC own the other beds and there may be opportunities for CNTC to take them on with permission. Lead Officer: Assets and Operations Officer
Delivering the Chipping Norton	✓ Town Clerk and Town Mayor have ongoing dialogue with the	○	○			Lead Officer: Town Clerk

Neighbourhood Plan	Leisure and Sports S106 Officers at WODC ✓ The Chipping Norton Community Land Trust has been set up as a formal group independent of the Town Council					
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Sub-Committee and Working Group Tracker

Sub-Committee / Working Group	Date of last meeting	Actions Resp. for	Notes
Traffic Advisory  Established	25 June 2026	○ Promote active travel and transport in the town ○ Reducing the HGVs in the town centre ○ Pedestrian and road safety ○ Encouraging cycling, walking, infrastructure in town (LCWIP)	Lead Officer: Town Clerk
Climate & Ecology Working Group  Growing	June 2026	○ Pesticide-free Chipping Norton ○ CNTC Net-Zero ambitions ○ Improving access, information and biodiversity in Chipping Norton Cemetery, Closed Churchyard, Parks, and Play Areas	Lead Officer: Assets and Operations Officer
Planning Sub-Committee  Dormant	*Only called as required	○ Responding to planning application consultations as required	Lead Officer: Town Clerk

Ongoing Initiatives (No end date):

Initiative	Notes
Rusty Riders cycling initiative	The Rusty Rider cycling clinics encourage people to bring their bikes to be checked using the public bike repair station at the Leisure Centre, receive proficiency training and to take part in a group ride. Operates Spring – Autumn monthly. Leads: Assets and Operations Officer / Cllr Tom Festa
Thames Valley Police Liaisons	Cllrs Sharon Wheaton and Mike Cahill appointed as CNTC liaisons at Full Council 8.6.26 for municipal year 2026-27

	Objective: Community safety and supporting local businesses Regular reports sent to Full Council.
Keep Chippy Beautiful	Falls under Community Committee's ownership, however also has crossover links to Strategic Planning Cttee. CNTC organises regular litter picks in the town centre, and has now expanded the initiative to town centre "Spruce-Up" events – targeting sign cleaning, minor weeding, tidying, etc. Leads: Admin, Events and Venues Officer / Cllr Steve Akers