



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Katherine Jang

4<sup>th</sup> March 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 10<sup>th</sup> March 2025

TIME: 6:30pm

Katherine Jang  
Town Clerk & 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](mailto: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 27<sup>th</sup> January 2025.

### **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 note committee action plan.

### **6. East Chipping Norton Development**

To receive any updates

### **7. Cemetery**

- a. To receive an update from the Town Clerk
- b. To review the fees and charges for Worcester Road Cemetery

**8. Pool Meadow restoration project**

To receive an update

**9. Planning Applications**

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

**10. 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 6.

**11. Grounds Maintenance**

To receive the draft lease for Unit 6, Worcester Road Industrial Estate

**12. Date of Next Meeting – Monday 7<sup>th</sup> July 2025**



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**Minutes of a**  
**STRATEGIC PLANNING COMMITTEE**  
**Meeting held on the 27<sup>th</sup> January 2025, at 6:30pm in the Council Chamber,**  
**Chipping Norton Town Hall**

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

ALSO PRESENT:

Katherine Jang, Acting Town Clerk & CEO

Paolo Oliveri, Grounds Maintenance Operative

2 members of the public

<b>SPC40</b>	<b>Apologies for absence</b> None received
<b>SPC41</b>	<b>Declaration of interests</b> Cllr Rickard declared an interest due to being a neighbour of one of the planning applications discussed in SPC49.
<b>SPC42</b>	<b>Minutes</b> a. <b>RESOLVED:</b> That the minutes of the committee meeting held on the 11 <sup>th</sup> November 2024 were approved and signed as an accurate record by the Chair. b. Members noted the minutes of the Traffic Advisory Sub-Committee held on the 16 <sup>th</sup> January 2025. c. Members noted the minutes of the Climate and Ecology Working Group held on the 13 <sup>th</sup> January 2025.
<b>SPC43</b>	<b>Public Participation</b> The CEO of Zimbl came to speak with members about the new electric car sharing hub based in Chipping Norton. The intention is to have a hub based in Chipping Norton, with more than one vehicle. There are different types of vehicles available from their hub in Banbury, such as a minibus, long and short wheel base vans, etc.
<b>SPC44</b>	<b>Committee Action Plan</b> Members noted the ongoing action plan
<b>SPC45</b>	<b>East Chipping Norton Development</b> No updates received
<b>SPC46</b>	<b>Cemetery</b> Members noted ongoing pest control being undertaken at Worcester Road Cemetery.



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	<p>Members noted that due to the wet weather and unstable ground conditions, that further investigations at the Closed Churchyard for St Mary the Virgin Church have been paused. To be resumed when the weather is drier, and the ground conditions are safer.</p>
<p><b>SPC47</b></p>	<p><b>Grounds Maintenance</b></p> <p>Members noted a report from the Acting Town Clerk noting that Chipping Norton had been invited to apply for £18,000 within the UK Shared Prosperity Funding Scheme.</p> <p>Members agreed that the Acting Town Clerk should apply for the funding to fund the new grounds maintenance requirements for town centre hanging baskets and to update the finger post and wayfinding signage in the town. Cllr Walker proposed for the Acting Town Clerk to submit a funding application as set out above, seconded by Cllr Graves. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Acting Town Clerk applies for the £18,000 in funding from the UK Shared Prosperity funding scheme, to improve the town centre, including purchasing hanging baskets and updating misleading signage.</p> <p>Budget for Grounds Maintenance FY 2024/25</p> <p>Members received a report from the Acting Town Clerk on required spending for the new Grounds Maintenance team within the current financial year. The Acting Town Clerk recommended to set an interim budget for the current financial year, to ensure that the everything could be provided for the grounds maintenance team in advance of their starting date. The recommended figure is three-months' of next years' Grounds Maintenance budget, minus salaries (£18,490), to be taken from general reserves.</p> <p>Cllr Finney proposed to accept the above recommendation, seconded by Cllr Rickard.</p> <p>Cllrs Graves and Festa abstained. Motion carried.</p> <p><b>RESOLVED:</b> That the council sets an interim budget of £18,490 within this financial year in advance of the new grounds maintenance team starting April 2025.</p> <p>Vehicle Lease/Purchase</p> <p>Members discussed a report on whether to purchase or lease two vehicles for the new grounds maintenance team, and agreed that not enough information was provided to make a decision within the meeting.</p> <p>Cllr Festa proposed that Reg Williams provide a further report to Full Council and for the Acting Town Clerk to liaise with OCC and WODC with their vehicle fleet team, seconded by Cllr Finney. All in favour, motion carried.</p> <p><b>RESOLVED:</b> For the Town Clerk to return to Reg Williams Consultancy to bring a further report to the next Full Council meeting for consideration and additionally consult with OCC and WODC about their vehicle fleet.</p>
<p><b>SPC48</b></p>	<p><b>Pool Meadow Restoration Project</b></p>



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	<p>Members noted an update from Beaumont Rivers. Historic England has been overall very positive about the project and what it achieves but has requested that additional archaeological work be undertaken. This will be an additional unforeseen cost, and Beaumont Rivers will keep members informed.</p> <p>The Town Clerk has applied for and been approved for the rest of the grant funding from the Trust for Oxfordshire Environment (£6,200).</p>
<b>SPC49</b>	<p>Planning Applications</p> <ol style="list-style-type: none"><li><b>APPLICATION NO:</b> <a href="#">24/02917/HHD</a> <b>PROPOSAL:</b> Conversion of existing garage into living space including replacing garage door with French/bifolding doors. <b>LOCATION:</b> The Granary Worcester Road Chipping Norton</li></ol> <p>No objection, no comment</p> <ol style="list-style-type: none"><li><b>APPLICATION NO:</b> <a href="#">24/03273/HHD</a> <b>PROPOSAL:</b> Erection of a detached garage with first floor workshop <b>LOCATION:</b> 19 Lewis Road, Chipping Norton</li></ol> <p>Members noted that work has been started and is well underway, despite the ongoing planning application. Members were unsure where the entry point would be for the garage, and that Highways have not been consulted. Members raised reservations about the entrance. Permeable paving not mentioned, especially as this location is at the top of the hill.</p>
<b>SPC50</b>	<p><b>Date of Next Meeting</b> Monday 10<sup>th</sup> March 2025</p>

The Chair closed the meeting at 8:30pm

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

## Agenda item 5 – Committee action plan

For committee to review for the new municipal year

Action	Whose 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. <b>Rusty Riders initiative has resumed after their winter break (1<sup>st</sup> session on the 8<sup>th</sup> March 2025). To continue throughout the Spring and Summer months.</b>
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.  <b>Proposed improvements for Albion Street junction have been approved but installation has been delayed to FY 2026.</b>  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. <b>Historic England has requested additional archaeological work to be undertaken. Awaiting further updates from Beaumont Rivers.</b>
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. <b>Grounds Maintenance Operative has strimmed and re-seeded this area Feb 2025.</b>
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. <b>This initiative has now resumed after their winter break.</b>
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 <sup>th</sup> November 24).  The Council promotes clean air initiatives as part of the clean air day campaign <a href="https://www.actionforcleanair.org.uk/campaigns/clean-air-day">https://www.actionforcleanair.org.uk/campaigns/clean-air-day</a>
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

## **Item 7: Cemetery and Closed Churchyard**

### **a. Update – Worcester Road Cemetery**

Interments are continuing to take place in the new Section 5.

Pest and rodent activity has seemed to have slowed, with no urgent reports from the Town Council's pest control contractor.

### **Update – Closed Churchyard, St Mary's**

Urgent tree works at St Mary's took place on the 12<sup>th</sup> Jan 2025 and 18<sup>th</sup> February 2025 to make safe two fallen trees.

As the weather is warming up and drier conditions are expected, the Town Clerk will resume efforts with the Diocese to find a resolution to the collapsed vault.

This report is to note only.

### **b. Reviewing the fees and charges for Worcester Road Cemetery**

The fees and charges for Worcester Road Cemetery should be reviewed annually in March and were last reviewed in March 2024.

The Admin and Customer Services Assistant reached out to several surrounding Parishes and Towns to determine if the fees and charges for Worcester Road Cemetery are in line with other nearby areas.

The consulted towns and parishes were:

- Witney Town Council
- Charlbury Town Council
- Burford Town Council
- Milton-Under-Wychwood Parish Council
- Hanborough Parish Council

Findings:

- All the towns and parishes consulted charge double for non-parishioners.
- Charlbury and Milton-U-Wychwood only allow residents to be buried in their cemeteries.
- The prices for adult interments range (residents) range from £158-£400
- The prices for EROB (Deed purchase) range from £315-£400
- The EROB length, when stated, range from 30-50 years
- The prices for a memorial approval range from £105-£300 (both headstone and kerb set)

Where CNTC varies from surrounding parishes:



- CNTC currently charges £400 for EROB for a full plot, and £150 for an ashes plot, for a 100-year lease period. Not all parishes disclosed the length of the EROB provided, but CNTC's is longer than the 30-50 year period allowed within those that did disclose the length.
- CNTC also provides plaques within the Colonnade. These do not have a lease length and in the past have been agreed "in perpetuity". The issue remains that there are only a few boards with spaces remaining, and that consideration should be taken to future planning for these boards. The Town Clerk and Town Mayor have looked at the space constraints within the Colonnade and believe that it would be difficult to install any new boards. It may be that the Colonnade plaques are considered a finite space, and that any remaining spaces are allocated on a "first come, first served" basis. Taking all this into account, the price for a single plaque is currently £150, and a double plaque £200. The Committee may wish to consider raising this price significantly in consideration of the space remaining.

**RECOMMENDATION:** That the Committee considers the schedule of charges for Worcester Road Cemetery and agrees next steps.



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**SCHEDULE OF BURIAL CHARGES**

FOR WORCESTER ROAD CEMETERY

EFFECTIVE FROM 1<sup>ST</sup> APRIL 2024

All charges are shown for residents within the Chipping Norton Parish boundary. Interments and Purchase of EROB are doubled in the case of non-residents.

<b>SCHEDULE OF CHARGES</b>	<b>FEES 2024/25 £ + VAT</b>
<b>1. Interment</b>	
a. Child aged under 12 years (incl. interment of ashes)	a. NIL CHARGE
b. Adult (Age 12 years and over)	b. 450
c. Cremated ashes	c. 150
d. Scattering of ashes (pre-purchased plot only)	d. 150
e. Scattering of ashes in Rose Garden	e. 150
<b>2. Purchase of Exclusive Right of Burial (EROB) LEASE PERIOD: 100 YRS</b>	
a. Full grave plot (Double or Single depth)	a. 400
b. Ashes plot	b. 150
<b>3. Memorials and Memorial Inscriptions</b>	
a. New memorial (LEASE PERIOD: 100 YRS)	a. 150
b. Any inscription after the first	b. 150
c. Renewing existing inscription	c. NIL CHARGE
d. New Kerbset (excluding memorial)	d. 150
e. Slab and chippings (inside kerbset)	e. 100
f. Plaque in Colonnade (Double)	f. 200
g. Plaque in Colonnade (Single)	g. 150
h. Permission for rose in Rose Garden or commemorative tree and plaque Not including purchase of rose, tree, and plaque *See Memorial Trees and Benches Policy	h. 300
i. Memorial Bench (LEASE PERIOD: 25 YRS) Not including purchase of bench * See Memorial Trees and Benches Policy	i. 1500
j. Renewal of bench lease (LEASE PERIOD: 25 YRS)	j. 750
k. Renewal of memorial lease (LEASE PERIOD: 100 YRS)	k. 150
<b>4. Transfer of EROB</b>	35
<b>5. Administration Charge for Burial Searches</b>	35

APPROVED: Strategic Planning Committee – 18<sup>th</sup> March 2024

DATE OF NEXT REVIEW: March 2025

## Item 9: Planning Applications

- 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
- APPLICATION NO:** [24/03238/FUL](#)  
**PROPOSAL:** Construction of a second floor roof terrace  
**LOCATION:** 11 West Street, Chipping Norton
- APPLICATION NO:** [25/00484/HHD](#)  
**PROPOSAL:** First floor extension and window to north west elevation  
**LOCATION:** 1 Insall Road, Chipping Norton
- 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
- 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
- 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

Updates to note:

### [Discharge of condition 5 \(surface water drainage\) of permission 23/00089/HHD](#)

3 Cox Lane Chipping Norton Oxfordshire OX7 5YA

Ref. No: 25/00167/CND | Validated: Thu 23 Jan 2025 | Status: Approve

### [Erection of a detached garage with first floor workshop](#)

19 Lewis Road Chipping Norton Oxfordshire OX7 5JT

Ref. No: 24/03273/HHD | Validated: Thu 16 Jan 2025 | Status: Withdrawn