



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: Luci Ashbourne

10th September 2024

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 16th September 2024

TIME: 6:30pm

Luci Ashbourne
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

- a. To approve the minutes of the Committee meeting held on the 1st July 2024.
- b. To note the minutes of the Cycling Action Group held on 15th July 2024.
- c. To note the minutes of the Planning Sub-Committee held on 14th August 2024.

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 committee action plan for the municipal year 2024-25.

6. East Chipping Norton Development

To receive any updates

7. Cemetery

To receive a report from the Deputy Clerk and Estates Officer.

8. Pool Meadow restoration project

To receive an update from Beaumont Rivers and agree next steps.

9. Living Moss Filter

To receive a report regarding the installation of a living moss filter in Chipping Norton and agree next steps.

10. Rusty Riders Initiative

To receive an update.

11. Middle Row Trees

To receive a health survey report following tree works on Middle Row and agree next steps.

12. Draft Community Infrastructure Levy (CIL) Charging Schedule

To comment on the consultation from West Oxfordshire District Council on the draft CIL charging Schedule.

13. Planning Applications

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

14. Date of Next Meeting – Monday 11th November 2024



MINUTES OF A STRATEGIC PLANNING COMMITTEE MEETING HELD ON THE 1ST JULY 2024 AT 6:30PM IN THE COUNCIL CHAMBER, CHIPPING NORTON TOWN HALL

PRESENT: Cllrs Mike Cahill, Sandra Coleman, Ian Finney, Mike Rowe, Dom Rickard, Alex Keyser

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Paolo Oliveri, General Maintenance Operative

SPC1	Election of Chair Members received nominations for and elect the Chair of the Strategic Planning Committee for the municipal year 2024/25. Cllr Finney nominated Cllr Cahill, seconded by Cllr Keyser. All in favour, motion carried. RESOLVED: That Cllr Cahill is elected Chair of the Strategic Planning Committee for the municipal year 2024/25.
SPC2	Election of Vice-Chair Members received nominations for and elect the Vice-Chair of the Strategic Planning Committee for the municipal year 2024/25. Cllr Cahill nominated Cllr Rickard, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That Cllr Rickard is elected Vice-Chair of the Strategic Planning Committee for the municipal year 2024/25.
SPC3	Apologies for absence Apologies were received from Cllrs Jo Graves, Sharon Wheaton, Tom Festa and Mark Walker
SPC4	Declaration of interests None received
SPC5	Minutes <ol style="list-style-type: none">RESOLVED: That the minutes of the Committee meeting held on the 18th March 2024 were signed and approved by the Chair as an accurate record.Members noted the minutes of the Traffic Advisory Sub-committee held on 27th June 2024.Members noted the minutes of the Cycling Action Group held on 22nd April 2024.
SPC6	Public Participation None received
SPC7	Committee action plan Members received the committee action plan for the municipal year 2024-25. Members discussed discontinuing the Cemetery Clean Up day from the Committee Action Plan due to the lack of volunteer response and noted that it is poorly attended. Cllr Coleman noted that the one action that the Clean Up day covers that the Grounds Maintenance Contractors do



	<p>not undertake is cleaning the Colonnade. The Town Clerk reported that this is in the Grounds Maintenance Contract and would follow up with them to ensure this is done.</p> <p>The Town Clerk reported that the following items have also been added to the Committee Action Plan:</p> <ul style="list-style-type: none"> - CCTV - Town Centre flower beds - Town Centre business liaison <p>Cllr Cahill reported that another retailers and police meeting has taken place, and now a good dialogue is taking place between the two. The TVP Police Sergeant has agreed to lend some handheld radios so that the retailers can communicate with one another.</p>
<p>SPC8</p>	<p>East Chipping Norton Development No updates received</p>
<p>SPC9</p>	<p>Cemetery Members received a report from the Deputy Clerk.</p> <ul style="list-style-type: none"> • Members discussed the request from a resident regarding installing a water butt at the top of the cemetery, and tree works to remove lower branches of the sycamore tree. The Maintenance Operative suggested extending the Bier Shed roof to collect water. Cllrs Coleman and Keyser agreed to complete a cemetery walk-around with the Deputy Clerk in the following weeks. RESOLVED: For Cllr Coleman and Keyser to complete a cemetery walk-around with the Deputy Clerk to determine the feasibility of installing a water butt and lifting the branches of the sycamore tree. • Members discussed the complaint received from a resident regarding paying two lots of fees for two adjacent ashes plots at Worcester Road Cemetery. The resident was concerned that the fees charged at Worcester Road Cemetery were a money-making exercise for the Council. RESOLVED: For the Deputy Clerk to compose a letter in response to the resident's complaint acknowledging the emotional aspect of paying for cemetery fees during an emotional time, but that the Worcester Road Cemetery operates at a loss as a necessary community service and does not make a profit for the Council. • Members discussed the recent complaints from residents regarding the grounds maintenance contractors work at the cemetery. Members noted the complaints raised and the following site meeting which took place at the cemetery with the Town Clerk, CNTC's Grounds Maintenance Operative (GMO), and Grounds Maintenance Contractors (GMC). The Town Clerk reported that the meeting was productive and that moving forward, the GMC will communicate the dates they will be on site so CNTC's GMO will be on hand to oversee the work and help with the Ashes section. • Members discussed the recently felled sycamore trees at the Closed Churchyard, and the proposal to turn the branches into benches. Members agreed that creating benches from the sycamore branches was a good idea but noted that there is adequate seating in the closed churchyard. Cllr Coleman suggested that the benches are put down Pool



	<p>Meadow. Members agreed to seek a quote from the local carpenter to make benches to be installed at Pool Meadow.</p>
SPC10	<p>Living Moss Filter Members received a report regarding the installation of a living moss filter in Chipping Norton and discussed next steps. The Town Clerk gave a verbal report following the in-person consultation of local shops and written surveys. Cllr Keyser proposed two alternate locations along Horse Fair Street in Chipping Norton. The Town Clerk noted that the only potential issue is that there is a need for a water and power supply for whichever location is chosen. The Town Clerk will follow up with the Highways Officer to propose the alternative locations and seek their opinion.</p>
SPC11	<p>Rusty Riders Initiative Members received an update from the Town Clerk. The next session is due to take place on the 6th July, and so far all sessions have been very well attended.</p>
SPC12	<p>CCTV upgrade and monitoring Members received information from West Oxfordshire District Council regarding CCTV for Chipping Norton and discussed next steps. Cllr Coleman proposed that the Council supports the new funding formula in principle and the contribution for CCTV monitoring, seconded by Cllr Finney. RESOLVED: That the Council agrees - <ol style="list-style-type: none"> 1. That the committee supports the new local funding formula in principle and; 2. That the committee include a budget line for CCTV monitoring contribution from 2025-26 is agreed for the amount of £2,347. <p>Members noted that there is a shortfall in WODC's budget for the capital investment for the installation of cameras, and that they are requesting that Town Councils cover some of this shortfall. Cllrs queried if more cameras would mean less police presence within the town. Cllr Cahill reported that from his conversations with TVP, CCTV would only comprise a small part of the overall policing strategy for Chipping Norton. The Town Clerk reported that the contribution requested is much less than what they were originally asking for from the Town Council. Cllr Cahill proposed to pay £5,500 towards costs, seconded by Cllr Coleman. This proposal will be sent to Full Council to be approved. All in favour, motion carried. RESOLVED: That the committee sends a recommendation to Full Council regarding the request from WODC for a contribution towards the shortfall in installation costs, and that the £5,500 is taken from the Council's general reserves.</p> </p>
SPC13	<p>Planning Applications</p> <p>APPLICATION NO: 24/01380/LBC PROPOSAL: Erection of wall mounted hanging sign and erection of new fascia fixed flat signage in position of old removed signage Planning (Listed Building and Conservation Areas) Act APPLICATION NO: 23/02874/LBC</p>



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	<p>PROPOSAL: Internal works including adjustments of non-original timber partition walls, reconfiguration and redecoration and amendments to electrics, heating and ventilation Planning (Listed Building and Conservation Areas) Act LOCATION: 22A High Street Chipping Norton Oxfordshire</p> <p>No objection, no comment.</p>
SPC14	Date of next meeting Monday 16 th September 2024

The Chair closed the meeting at 7:34pm

DRAFT

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Minutes of a Chipping Norton Cycling Improvements Action Group (Working Group to Traffic Advisory Sub-Committee) held on Monday 15th July 2024 at 5:30pm in the Council Chamber, Chipping Norton Town Hall

Mission: To make cycling safer, easier, and a more viable option for everyone in Chippy and its surrounding routes by identifying locally deliverable actions.

PRESENT: Cllr Festa (Chair), Jill Festa, Cllr Mark Walker, Simon Lloyd, Charlotte Livingston (Chipping Norton Breeze), Cara Hedges (Transition Chipping Norton), Helen Harris

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk and Estates Manager

36	<p>Apologies for absence Apologies were received from Cllr Coleman.</p> <p>Members discussed pruning the circulation list to remove contacts who are related to finished projects:</p> <ul style="list-style-type: none">- Contacts to remove from circulation list: Leisure Centre, School, Charlbury – Richard Fairhurst- Others that have not attended the previous 3 or 4 meetings to be removed from circulation list- Members to invite: Dom Hecks, Neil Broadhurst
37	<p>Minutes AGREED: That the Chair sign and approve the minutes of the Cycling Action Group held on the 22nd April 2024 as an accurate record.</p>
38	<p>‘The Rusty Rider’ Saturday clinics Members provided feedback and learning from May and June including the Pride promo station and July events.</p> <ul style="list-style-type: none">- Members noted that the Pride cycling promo stand was very well attended. Discussion arose about joining up with existing events to target residents who might not be sure they want to attend the official Rusty Riders events at the Leisure Centre.- Charlotte Livingston gave an update about Chipping Norton Breeze events – They have offered commuting route advice and one-on-one cycling sessions.- Cllr Festa proposed to remove the 2 mile bike ride replacing it with a longer 10 mile cycling ride, and limiting beginner riders to practice sessions in the Leisure Centre car park. Members agreed and noted that the routes near the Leisure Centre are not ideal for cyclists and are very busy.

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	<p>- The poor weather has been a big factor and members discussed pausing the rides from November – February. Members in agreement that these months would not be suitable for beginner cyclists and agreed to pause.</p>
<p>39</p>	<p>Cycling safety signage update Members noted the current locations of the temporary signage locations in Chipping Norton. Members noted plans to put up additional signage with recommendations to cyclists (lights, high-vis, etc.) in autumn. Discussion arose about the design of the “Share the Road” signs and lack of visibility to cars. Members suggested giving feedback to OCC that the blue-and-white Welsh signs were much clearer and legible than the local design.</p>
<p>40</p>	<p>Oxfordshire online cycle mapping for Chipping Norton Status update https://www.google.com/mymaps/viewer?mid=1ZsBgFsG-OgKIYFt2SsJvAs5twrPvhvg&hl=en</p> <p>Jill Festa has mapped “Virtually Car Free” streets, “Bikeability Level 2” streets, and footpaths in Chipping Norton. These streets have been identified as streets that are suitable for taking an 11-year-old child cycling, by removing streets with high speed limits, busy roads, hilly areas, etc. The map highlights how limited these areas are for primary-aged children in Chipping Norton.</p> <p>Members confirmed that this map has been sent to the LCWIP to incorporate into their plan.</p>
<p>41</p>	<p>Walking and Cycling Plan (LCWIP) Members received the Place Planning North Team Update as shared with the Traffic Advisory Committee. Cllr Festa reported that OCC would like to collaborate with the Cycling Action Group on the LCWIP. LCWIP will be conducting a cycling audit on Monday 22nd July (10am) and would like to meet with members if available – Cllr Festa to share further details of site visit. Cara Hedges requested that members share with the OCC Officer to create a cutaway from Cotswold Terrace to the Evans Way development which has already been raised previously.</p> <p>Some discussions arose about the “LCWIP” name and that many residents wouldn’t know what this plan involved. Cllr Walker suggested an easier name to communicate to residents such as “Walking Plan for Chippy” and “Cycling Plan for Chippy”, and other members noted that they are more familiar with the “Active Travel” plan name.</p> <p>Cllr Festa raised that several Cllrs and Town Council staff members have been trained up as OCC Superusers. This means that they can now escalate pothole issues within the remit of the scheme (B roads only, under 30mph, etc.)</p>

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	<p>AGREED: That a standing item for “Fix My Street” is added to the CAG agendas going forward.</p>
42	<p>CNTC Webpage updates https://www.chippingnorton-tc.gov.uk/visitor-information/cycling/</p> <ul style="list-style-type: none"> • Cyclox maps link added: https://www.cyclox.org/index.php/cycling-maps/ • Destination Café added: The Cotswold Lounge – Shipton-under-Wychwood https://www.thecotswoldlounge.co.uk/ • Hook Norton Sportive (02/06/24) moved to previous events <p>Members discussed information to add to the page:</p> <ul style="list-style-type: none"> - Chipping Norton Breeze (added beside the Cyclox Cycling Maps) - Maps showing routes to the “Local Cycling Friendly Destinations” – Members to provide route maps
43	<p>Bikes on buses - S3 to Oxford Members received an update that Odele Parsons (OCC) is in contact with Stagecoach buses to encourage allowing bikes on buses. Members suggested that Cllr Andrew Gant (OCC Cabinet Member for Transport) may be a good contact point for this topic. Cllr Walker advised that Mike Dixon is the Town Council’s public transport liaison on the Traffic Advisory Committee and that issues with transport coordination can be raised with him.</p> <p>AOB: Transition Chipping Norton Members noted the following upcoming events: 13th Sept, 4-9pm – Swap Shop at Over Norton Village Hall 11th October - Repair Café at Over Norton Village Hall</p>
44	<p>Next Meeting date 21st October 2024</p>

The Chair closed the meeting at 7:00pm.



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TOWN CLERK: Ms Luci Ashbourne

Minutes of a Planning Sub-Committee meeting held on the 14th August 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Mike Cahill (Chair), Ian Finney, Sandra Coleman

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk and Estates Manager

PSC1	Election of Chair Members received nominations for the election of Chair for the municipal year 2024/25. Cllr Coleman nominated Cllr Cahill, seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That Cllr Cahill is elected Chair for the municipal year 2024/25.
PSC2	Election of Vice-Chair Members received nominations for the election of Vice-Chair for the municipal year 2024/25. Cllr Cahill nominated Cllr Finney, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That Cllr Finney is elected Vice-Chair of the Planning Sub-Committee for the municipal year 2024/25.
PSC3	Apologies for absence Apologies were received from Cllr Rickard.
PSC4	Declarations of interest None received
PSC5	Minutes RESOLVED: That the Minutes of the Sub-Committee held on the 8 th January 2024 were signed and approved as an accurate record by the Chair.
PSC6	Public Participation No members of the public were present
PSC7	Applications for consideration 1. APPLICATION NO: 24/01734/FUL PROPOSAL: Installation of automated prescription collection machine and associated works to include changes to existing windows and replacement of glazing with solid panel. ADDRESS: Chipping Norton Health Centre, Russell Way, Chipping Norton



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<p>RESOLVED: No comment, No objection</p> <p>2. APPLICATION NO: 24/01765/HHD PROPOSAL: Demolition of garage and erection of two-storey side extension ADDRESS: Becketts Close, 3 Toy Lane, Chipping Norton</p> <p>RESOLVED: No comment, No objection</p> <p>3. APPLICATION NO: 24/01574/FUL PROPOSAL: Replacement of sales building with new pre-fabricated shed ADDRESS: Applegarth Nurseries, Banbury Road, Chipping</p> <p>RESOLVED: No comment, No objection</p> <p>4. APPLICATION NO: 24/01791/HHD PROPOSAL: Erection of single-storey rear extension with associated internal and external works, detached garage and new access. ADDRESS: 2 Bell Piece Cottage, Burford Road, Chipping Norton</p> <p>RESOLVED: This application is outside Chipping Norton's parish boundaries and therefore not within the Town Council's remit to comment. For the Deputy Clerk to contact WODC Planning to let them know that the planning consultation should be sent to Chadlington Parish Council instead.</p> <p>5. APPLICATION NO: 24/00955/OUT PROPOSAL: Outline planning application for the erection of a new 50 bedroom motel and formation of access onto Banbury Road (access and scale). ADDRESS: Chapel House Farm, Chipping Norton, Oxfordshire</p> <p>RESOLVED: No objection – While Cllrs do not wish to raise a formal objection, and they are supportive of employment creation within the town that the development will bring, they raised some reservations with the plan and implementation. Firstly, they noted that Thames Water have confirmed that they are unable to cope with the water coming off the site, and Cllrs would like to confirm that this detail is resolved prior to approval. Cllrs also noted that within the Biodiversity report, the plan noted that biodiversity will be reduced and that there were no plans in place to mitigate the loss. Access off the roundabout onto Banbury Road also needs to be carefully considered.</p> <p>6. APPLICATION NO: 24/01837/S73 PROPOSAL: Alterations to include erection of first floor and two-storey extensions along with a replacement single storey extension. Works to increase of hard surface to the existing driveway. ADDRESS: 3 Cox Lane, Chipping Norton, Oxfordshire</p>
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	<p>RESOLVED: No objection - Cllrs raised reservations about the provision of adequate drainage on site. Cllrs wanted to ensure that the proposed French drains would be sufficient for the increase in hard standing.</p> <p>Members noted that the former Barclays Bank site 15 High Street has received an offer. Although this property was marketed as a “Terraced House” by the estate agent online, this property had not received any planning permission to conversion to dwelling. WODC has approved conversion to a restaurant/coffee shop.</p>
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The Chair closed the meeting at 2:25pm.

DRAFT

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. Exec member for stronger, healthy communities is now Chipping Norton Ward member Cllr Rizvana Poole.
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 runs first Sat of each month.
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 be 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 and should be installed this year. 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.
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.
Encouraging cycling and active travel: Rusty Riders Initiative	CNTC/Community/OCC	n/a	March 2024	Ongoing	The Rusty Riders cycling clinics take place on the first Saturday of each month (weather depending) and 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 is going well.
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. 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	CLr 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 Report

Worcester Road Cemetery

- **Resurfacing car park and entrance to cemetery:**
We are seeking quotes to resurface the cemetery car park and patch the potholes at the entrance of the cemetery. The first quote received was over £10,000, therefore the Deputy Clerk will obtain at least 2 more quotes before bringing them to the committee to consider.
- **Grass cutting and grounds maintenance:**
The Grounds Maintenance Contactor is due to cut the grass w/c 9th September. Section 5 (new section) has not been cut as requested in August, so the Estates Manager will need to follow up on this.
- **Tree works:**
We have asked Canopy to cut back the Leylandii hedge separating the Ashes section from Section 6 as it is becoming very overgrown.
- **Cemetery Autumn Clean up date:**
In April 2024 the Committee decided to discontinue the clean up events as there was a lack of engagement by volunteers.

Closed Churchyard, St Mary the Virgin Church

- **Logs from Sycamore tree cutting:**
At the previous meeting, the Committee discussed using the logs from the Sycamore tree felling to create benches to be placed at Pool Meadow. The Deputy Clerk met with the carpenter on site who determined that it would be too logistically complex to create the benches. The Deputy Clerk will arrange for the logs to be disposed of and will notify the Faculty in advance.

This report is to note only.

Agenda item 11 – Middle Row Trees

Following the last meeting, the Council's arboricultural contractor visited Middle Row and completed the proposal tree works. Part of this was conducting an inspection of the Horse Chestnut tree closest to the Guildhall. The report is below:

On Monday 5th of August, Canopy carried out remedial pruning, removal of ivy and an aerial inspection on a mature Red Horse Chestnut located within a raised border on Middle Row, Chipping Norton.

On Inspection we found a number of issues that negatively affect the level of risk the tree poses.

Firstly, the tree is suffering substantially from a disease called Bud Proliferation which forms dwarfed shoots and swellings on the stem and branches. These swellings are numerous throughout the crown and look to be colonising around areas of substantial rot.

The primary union at the top of the stem has signs of severe bark buckling as well as a large area of rot and Bud Proliferation.

A failed limb on the east side at approx. 3m has created a rot pocket that we probed and extends beyond 30cm into the heartwood of the stem.

I would class the overall vitality of the tree as fair-poor with the leaf being smaller than what we would expect. The crown is also holding large quantities of major and minor deadwood.

Overall, when considering the tree's location with its constant high levels of high value targets within its fall zone, I conclude the level of risk to be intolerable and therefore work must be undertaken to ensure the level of risk is within a tolerable level.

I do not feel reducing the crown would be an appropriate or effective way to proceed. I therefore advise the tree be felled and the loss mitigated with the planting of a new species within close proximity.

The contractor has confirmed that if approved, the tree can be felled after the Christmas Lights display, as this tree currently has some illuminations installed on it.

The cost to carry out the controlled fell of the tree is £950 ex VAT.

Recommendation:

That the committee approve the recommendations and related costs in the report from the council's arboricultural services.

Agenda item 12 – Community Infrastructure Levy Charging Schedule Consultation

The attached document is a draft of the **Community Infrastructure Levy (CIL) Charging Schedule** for West Oxfordshire District Council, prepared in June 2024 for public consultation. It outlines proposed CIL rates and processes, aiming for adoption by the end of 2024. Below is a summary of the key sections:

1. Introduction:

The CIL is a charge local authorities can levy on new developments to fund infrastructure. This document details the proposed rates for West Oxfordshire, following the adoption of the Local Plan 2031.

2. About CIL:

CIL is a per-square-metre tariff applied to most new developments to help finance infrastructure needs, such as schools, transport, and green spaces. It works alongside other developer contributions like Section 106 agreements. It applies to both residential and non-residential developments, with certain exemptions.

3. Proposed CIL Rates:

○ Residential Development:

- Greenfield sites: £225/m²
- Brownfield sites: £125/m²
- Flatted-only developments: £25/m²
- Strategic sites (such as Salt Cross, North and East Witney): £0/m² (exempt due to Section 106 agreements).

○ Non-Residential Development:

- Large format retail (e.g., supermarkets): £125/m²
- All other non-residential: £0/m².

4. Reliefs and Exemptions:

Reliefs are offered for certain types of development, such as social housing, self-build homes, and charitable projects. Some exemptions are mandatory, and the council does not plan to offer discretionary relief.

5. Payment of CIL:

Payments are typically due within 60 days of commencing development. Larger CIL payments can be made in instalments, with a separate instalment policy to be published.

6. Spending and Reporting:

CIL revenue can be used for a wide range of infrastructure, excluding affordable housing. The council will publish an annual **Infrastructure Funding Statement**, detailing CIL revenue and expenditure. A portion (15%-25%) is passed to Parish Councils, depending on whether there's a Neighbourhood Plan in place. Chipping Norton Town Council have a neighbourhood plan.

7. **Reviewing CIL:**

The charging schedule will be reviewed regularly to ensure rates remain appropriate, especially as new local plans are developed.

8. **Consultation Process:**

An 8-week public consultation is being held. Feedback will be considered before final submission for examination. Adoption of the final CIL schedule is expected by the end of 2024.

Appendices:

- **Appendix 1** outlines how the CIL charge is calculated.
- **Appendix 2** explains the CIL collection process.
- **Appendix 3** lists the locations where the draft charging schedule is available for review.

This document is part of the public consultation process to finalise the CIL rates for West Oxfordshire. The consultation asks for general feedback on the draft document.

The full consultation can be accessed here:

<https://yourvoice.westoxon.gov.uk/en-GB/projects/cil-dcs>



WEST OXFORDSHIRE
DISTRICT COUNCIL

West Oxfordshire District Council
Community Infrastructure Levy (CIL)
Draft Charging Schedule
June 2024



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1. Introduction

- 1.1 The Community Infrastructure Levy (CIL) is a charge which can be levied by local authorities on new development in their area to help fund supporting infrastructure. The levy only applies in areas where a local authority has consulted on, and approved, a charging schedule which sets out its levy rates and has published the schedule on its website.
- 1.2 This Draft Charging Schedule (DCS) sets out the proposed CIL rates for West Oxfordshire associated with development coming forward under the adopted West Oxfordshire Local Plan 2031. It also sets out a brief overview of the CIL process. The DCS will be the subject of an 8-week period of public consultation before being submitted for independent examination.
- 1.3 The District Council is aiming to adopt its CIL charging schedule by the end of 2024.

2. About CIL – what is it and why is it needed?

What is CIL?

- 2.1 The Community Infrastructure Levy or ‘CIL’ is essentially a tariff or standard charge that can be placed on most forms of new development to help fund local infrastructure such as transport, flood defences, schools, green space and community and cultural facilities.
- 2.2 CIL is charged on a pounds (£) per square metre basis and can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, where necessary to support development.
- 2.3 CIL is intended to operate alongside other, more traditional developer contributions including Section 106 planning obligations and Section 278 highway agreements. Unlike those agreements which deal with site-specific infrastructure needed to make particular developments acceptable in planning terms, CIL payments go into a general funding pot and can be spent on infrastructure across the District.
- 2.4 Importantly, the CIL regulations now allow for the same item of infrastructure to be funded through CIL and other forms of developer contribution including Section 106 planning obligations¹. There are also no longer any restrictions on the number of planning obligations that may be ‘pooled’ together to fund the same item of infrastructure.

Why is CIL needed?

- 2.5 Evidence prepared in support of the West Oxfordshire Local Plan² identified the infrastructure that is needed to support future growth in the District up to 2031. Whilst some of this is already funded, or at least able to be funded through other mechanisms such as Section 106 planning obligations and central Government funding, there remains a large infrastructure ‘funding gap’ which CIL will contribute towards.

¹ Subject to any planning obligation meeting the relevant tests set out in Regulation 122 of the CIL regulations (as amended) - <http://www.legislation.gov.uk/ukxi/2010/948/regulation/122/made>

² Adopted in September 2018

What kind of development is required to pay CIL?

- 2.6 Subject to viability considerations, CIL may be payable on any non-residential development which creates new or additional internal area, where the gross internal area (GIA) of new build is 100 square metres or more. For residential development, CIL can be charged on all new dwellings (houses, flats etc.) irrespective of size.
- 2.7 The following are not required to pay CIL:
- Development of less than 100 square metres, unless this consists of one or more dwellings/annexes and does not meet the relevant self-build criteria;
 - Buildings into which people do not normally go;
 - Buildings into which people go only intermittently for the purpose of inspecting or maintaining fixed plant or machinery;
 - Structures which are not buildings, such as pylons and wind turbines; and
 - Specified types of development which local authorities have decided should be subject to a 'zero' rate and specified as such in their charging schedules.
- 2.8 The following can also be subject to an exemption or relief where the relevant criteria are met, and the correct process is followed:
- Residential annexes and extensions;
 - Self-build houses and flats;
 - Social housing that meets certain specific relief criteria;
 - First Homes
 - Charitable development that meets certain specific relief criteria.
- 2.9 Where the levy liability is calculated to be less than £50, the chargeable amount is deemed to be zero, so no levy is due. Mezzanine floors, inserted into an existing building, are not liable for the levy unless they form part of a wider planning permission that seeks to provide other works as well.

Charging CIL

- 2.10 Once the CIL charging schedule has been adopted, the District Council will assume the role of 'charging authority' for the purposes of CIL in West Oxfordshire. This means that the Council will calculate the chargeable amount (subject to any indexation as appropriate) and issue the relevant liability notice to the parties that are liable to pay the charge. Further information on how the chargeable amount will be calculated is set out at Appendix 1.

Collecting CIL

- 2.11 The District Council will also be the collection authority for CIL in West Oxfordshire. The CIL collection process involves a number of stages as summarised at Appendix 2.

How is CIL calculated?

- 2.12 In most cases, the amount of levy that is payable is calculated by multiplying the additional gross internal area (GIA) by the proposed CIL rate for that particular development type. Two very simple examples are provided below.

Example – One Dwelling

Size of dwelling (GIA) – 130 m²

CIL rate - £100 per m²

*Amount payable through CIL - **£13,000** (i.e. 130 m² x £100)*

Example – Ten Dwellings

Total size of dwellings (GIA) – 1,300 m²

CIL rate - £100 per m²

*Amount payable through CIL – **£130,000***

- 2.13 Gross Internal Area (GIA) will be calculated using the definition contained in the Royal Institution of Chartered Surveyors (RICS) Code of Measuring Practice (currently in its 6th edition). The Council must also apply an index of inflation to keep the levy rate responsive to market conditions.

3. Proposed CIL rates in West Oxfordshire

- 3.1 It is important that CIL rates are set at a level that does not hinder new development coming forward, striking an ‘appropriate balance’ between additional investment to support development and the potential effect on the viability of developments. This balance is at the centre of the charge-setting process.
- 3.2 New viability evidence has been prepared³ on this basis and has informed the preparation of this draft charging schedule.

³ Dixon Searle CIL Viability Assessment – May 2024

Residential Uses

3.3 The proposed CIL charges for residential development in West Oxfordshire are set out below.

CIL Zone	£ per m ²	Notes
Residential District-wide (Greenfield)	£225	Includes mixed housing development (i.e. a mix of housing and flats). On-site affordable housing on 11+ units. Nil Affordable Housing on sites between 1-10 units. Affordable Housing financial contributions apply on sites between 6-10 units in the Cotswolds National Landscape (formerly AONB).
Residential District-wide (Previously developed land)	£125	As above.
100% Flatted only development (District-wide)	£25	Nominal rate.
Strategic Sites	£0	Nil rated for CIL due to significant S106 and other development costs.

3.4 In considering the proposed CIL rates for residential uses, the following key points have been taken into consideration:

- In setting a single CIL rate for residential development on undeveloped greenfield sites and a single CIL rate for residential development on previously developed (brownfield) sites, the charging schedule reflects the Government's Written Ministerial Statement⁴ of 19 February 2024 and updated CIL Planning Practice Guidance⁵ which state that higher residential CIL rates should not be set for developments which are not major developments on the grounds that these sites are not required to provide affordable housing contributions;
- The proposed rate for residential schemes on previously developed (brownfield) sites is lower (£125 per m²) than greenfield sites because of the additional costs associated with bringing such sites forward;

⁴ <https://questions-statements.parliament.uk/written-statements/detail/2024-02-19/hcws264>

⁵ <https://www.gov.uk/guidance/community-infrastructure-levy> - Paragraph 024

- 100% Flatted developments have additional costs which warrant the application of a nominal CIL charge (£25 per m²);
- Strategic local plan sites (Salt Cross, West Eynsham, North Witney, East Witney and East Chipping Norton) are proposed to be CIL exempt because of the significant infrastructure costs associated with bringing such developments forward, which will be secured through other mechanisms including Section 106 agreements.

Non-Residential Uses

3.5 The proposed CIL charges for non-residential development in West Oxfordshire are set out below.

CIL Zone	£ per m ²	Notes
Large Format Retail e.g. Supermarkets, Foodstores, Retail Warehousing	£125	
All other non-residential development	£0	Nil rated.

3.6 The key point to note here is that on viability grounds, the only form of ‘non-residential’ development which is able to support a CIL charge is large format retail such as supermarkets, foodstores and retail warehousing.

4. Reliefs and exemptions

4.1 The CIL Regulations make a number of provisions for charging authorities to give relief from CIL. Some types of relief are mandatory, others are offered at the charging authority’s discretion.

4.2 The District Council will offer mandatory relief in accordance with the CIL regulations (as amended) but does not currently intend to offer any form of discretionary relief from CIL. The decision not to offer discretionary relief from CIL at the present time will be reviewed as part of any initial review of CIL.

5. Payment of CIL

5.1 When planning permission is granted, the District Council will issue a liability notice setting out the amount payable through CIL, and the payment procedure. Typically, CIL payments must be made within 60 days of the commencement of any chargeable development. However, recognising the importance of assisting the timely delivery and viability of new development, the District Council proposes to accept the payment of CIL by instalments in respect of larger CIL payments and will publish a separate instalments policy in accordance with the CIL Regulations (as amended).

5.2 Where development is permitted on the basis of specific phases of development, each phase will be considered as a separate chargeable development and will therefore be liable for payment in line with the Council’s proposed instalment policy.

6. Spending and reporting on CIL

- 6.1 CIL payments can be used to fund a wide range of infrastructure including transport, flood defences, schools, green space and community and cultural facilities. It can be used to increase the capacity of existing infrastructure or to repair failing existing infrastructure, if that is necessary to support development. It cannot be used to fund affordable housing.
- 6.2 Since December 2020, the District Council has been required to prepare an '[Infrastructure Funding Statement](#)' setting out what it intends to spend CIL revenue on as well as information on the payments received through CIL and section 106 planning obligations during the previous financial year.
- 6.3 In accordance with the CIL regulations, up to 5% of the District Council's CIL receipts may be spent on administrative expenses associated with the operation of CIL.
- 6.4 Where all or part of a chargeable development is within the area of a Parish Council, the District Council is required to pass a proportion of the CIL receipts from the development to the Parish Council. The basic amount payable is 15% which increases to 25% where an adopted Neighbourhood Plan is in place (see below).

Parish council	Neighbourhood plan	Levy
✓	✓	25% uncapped, paid to parish each year
✓	X	15% capped at £100/dwelling (indexed for inflation), paid to parish each year
X	✓	25% uncapped, local authority consults with community about how funds can be used, including to support priorities set out in neighbourhood plans
X	X	15% capped at £100/dwelling (indexed for inflation), local authority consults with community to agree how best to spend the neighbourhood funding

- 6.5 The Parish Council must use the CIL receipts passed to it to support the development of the Parish Council's area by funding the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on the area. Parish Councils must prepare a report for any financial year in which it receives any CIL payments.

7. Reviewing CIL

- 7.1 Once adopted, the District Council will keep its charging schedule under review to ensure that levy charges remain appropriate over time. The Council may seek to review its charging schedule in whole or in part taking account of relevant considerations including changes in market conditions and infrastructure needs.
- 7.2 In particular, the charging schedule will be reviewed to take account of the policies of the new West Oxfordshire Local Plan 2041 as those reach a more advanced stage.

8. Responding to the consultation

- 8.1 An 8-week consultation period will apply to this draft charging schedule. The draft schedule will be made available online and at various locations across the District (see Appendix 3). Copies will be sent to Town and Parish Councils. Other interested parties will be notified and invited to comment.
- 8.2 Responses should be sent to the following email address:
planning.consultation@westoxon.gov.uk
- 8.3 Unless there are any materially significant issues raised during the 8-week consultation, it is anticipated that the draft charging schedule will then be submitted for examination, together with copies of any representations received and supporting background evidence.
- 8.4 A date for any CIL hearings will then be agreed and it is hoped that the Council will be in a position to formally adopt its charging schedule by the end of 2024.

Appendix 1 – Calculation of CIL chargeable amount

Chargeable amount: standard cases

1.—(1) The chargeable amount is an amount equal to the aggregate of the amounts of CIL chargeable at each of the relevant rates.

(2) But where that amount is less than £50 the chargeable amount is deemed to be zero.

(3) The relevant rates are the rates, taken from the relevant charging schedules, at which CIL is chargeable in respect of the chargeable development.

(4) The amount of CIL chargeable at a given relevant rate (R) must be calculated by applying the following formula—

$$\frac{R \times A \times I_p}{I_c}$$

where—

- A = the deemed net area chargeable at rate R, calculated in accordance with sub-paragraph (6);
- I_p = the index figure for the calendar year in which planning permission was granted; and
- I_c = the index figure for the calendar year in which the charging schedule containing rate R took effect.

(5) In this paragraph the index figure for a given calendar year is—

(a) in relation to any calendar year before 2020, the figure for 1st November for the preceding calendar year in the national All-in Tender Price Index published from time to time by the Royal Institution of Chartered Surveyors;

(b) in relation to the calendar year 2020 and any subsequent calendar year, the RICS CIL Index published in November of the preceding calendar year by the Royal Institution of Chartered Surveyors;

(c) if the RICS CIL index is not so published, the figure for 1st November for the preceding calendar year in the national All-in Tender Price Index published from time to time by the Royal Institution of Chartered Surveyors;

(d) if the national All-in Tender Price Index is not so published, the figure for 1st November for the preceding calendar year in the retail prices index.

(6) The value of A must be calculated by applying the following formula—

$$G_R - K_R - \left(\frac{G_R \times E}{G} \right)$$

where—

- G = the gross internal area of the chargeable development;

- G_R = the gross internal area of the part of the chargeable development chargeable at rate R;
- K_R = the aggregate of the gross internal areas of the following—

- retained parts of in-use buildings; and
- for other relevant buildings, retained parts where the intended use following completion of the chargeable development is a use that is able to be carried on lawfully and permanently without further planning permission in that part on the day before planning permission first permits the chargeable development;

E = the aggregate of the following—

- the gross internal areas of parts of in-use buildings that are to be demolished before completion of the chargeable development; and
- for the second and subsequent phases of a phased planning permission, the value E_x (as determined under sub-paragraph (7)), unless E_x is negative,

provided that no part of any building may be taken into account under both of paragraphs (i) and (ii) above.

(7) The value E_x must be calculated by applying the following formula—

$$E_P - (G_P - K_{PR})$$

where—

E_P = the value of E for the previously commenced phase of the planning permission;

G_P = the value of G for the previously commenced phase of the planning permission; and

K_{PR} = the total of the values of K_R for the previously commenced phase of the planning permission.

(8) Where the collecting authority does not have sufficient information, or information of sufficient quality, to enable it to establish that a relevant building is an in-use building, it may deem it not to be an in-use building.

(9) Where the collecting authority does not have sufficient information, or information of sufficient quality, to enable it to establish—

(a) whether part of a building falls within a description in the definitions of K_R and E in sub-paragraph (6); or

(b) the gross internal area of any part of a building falling within such a description,

it may deem the gross internal area of the part in question to be zero.

(10) In this paragraph—

“building” does not include—

- (i) a building into which people do not normally go;
- (ii) a building into which people go only intermittently for the purpose of maintaining or inspecting machinery; or
- (iii) a building for which planning permission was granted for a limited period;

“in-use building” means a building which—

- (i) is a relevant building, and
- (ii) contains a part that has been in lawful use for a continuous period of at least six months within the period of three years ending on the day planning permission first permits the chargeable development;

“new build” means that part of the chargeable development which will comprise new buildings and enlargements to existing buildings, and in relation to a chargeable development granted planning permission under section 73 of TCPA 1990 (“the new permission”) includes any new buildings and enlargements to existing buildings which were built pursuant to a previous planning permission to which the new permission relates;

“relevant building” means a building which is situated on the relevant land on the day planning permission first permits the chargeable development;

“relevant charging schedules” means the charging schedules which are in effect—

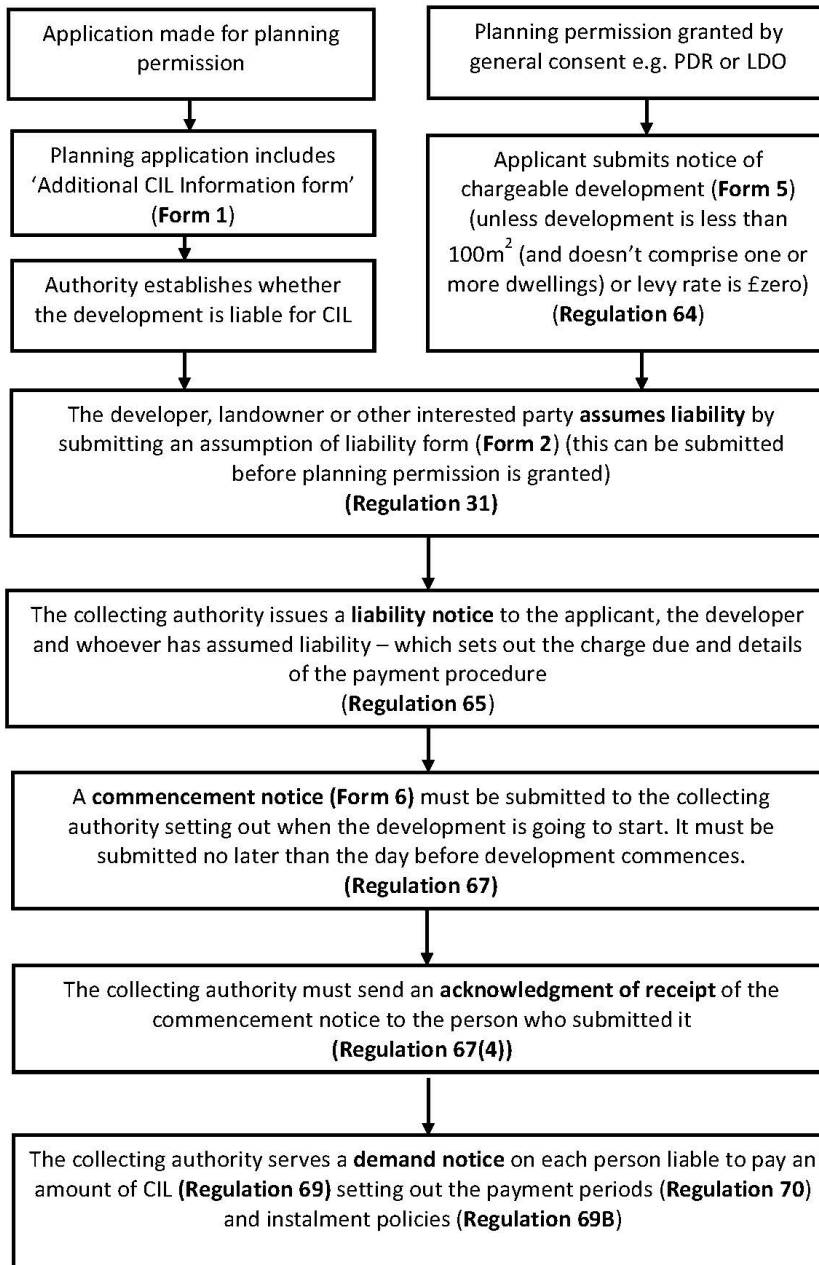
- (i) at the time planning permission first permits the chargeable development, and
- (ii) in the area in which the chargeable development will be situated;

“retained part” means part of a building which will be—

- (i) on the relevant land on completion of the chargeable development (excluding new build),
- (ii) part of the chargeable development on completion, and
- (iii) chargeable at rate R.

Appendix 2 – CIL collection process

Community Infrastructure Levy Collection Process



Appendix 3 – Draft Charging Schedule Availability

<p>West Oxfordshire District Council Witney Town Centre Shop 3 Welch Way Witney OX28 6JH Tel: 01993 861000 Open: Monday – Friday 9am to 5pm</p>	<p>Witney Town Council Town Hall Market Square Witney OX28 6AG Tel: 01993 704379 Open: Mon, Tues and Thurs 8.30am to 5pm, Wed 9.30am to 5pm and Fri 8.30am to 4.30pm.</p>	<p>Carterton Town Council 19 Alvescot Road Carterton OX18 3JL Tel: 01993 842156 Open: Monday – Friday 9.30am to 4.00pm</p>
<p>Chipping Norton Town Council The Guildhall Market Place Chipping Norton OX7 5NJ Tel: 01608 642341 Open: Monday – Friday 9am to 1pm</p>	<p>Bampton Library Old Grammar School Church View Bampton OX18 2NE Tel: 01993 850076</p>	<p>Burford Library 86A High Street Burford OX18 4QF Tel: 01993 823377</p>
<p>Carterton Library 6 Alvescot Road Carterton OX18 3JH Tel: 01993 841492</p>	<p>Charlbury Library Charlbury Community Centre Enstone Road Charlbury OX7 3PQ Tel: 01608 811104</p>	<p>Chipping Norton Library Goddards Land Chipping Norton OX7 5NP Tel: 01608 643559</p>
<p>Eynsham Library 30 Mill Street Eynsham OX29 4JS Tel: 01865 880525</p>	<p>North Leigh Library Memorial Hall Park Road North Leigh OX29 6SA Tel: 01993 882935</p>	<p>Stonesfield Library Village Hall Longore Stonesfield OX29 8EF Tel: 01993 898187</p>
<p>Witney Library Welch Way Witney OX28 6JH Tel: 01993 703659</p>	<p>Woodstock Library The Oxfordshire Museum Fletcher's House Park Street Woodstock OX20 1SN Tel: 01993 814124 07759 140531</p>	<p>Wychwood Library 29 High Street Milton-under-Wychwood OX7 6LD Tel: 01993 830281</p>

Item 13: Planning Applications

1. **APPLICATION NO:** [24/02124/HHD](#)
PROPOSAL: Proposed garage conversion to single-storey rear extension
LOCATION: 1 The Green, Chipping Norton, Oxfordshire
2. **APPLICATION NO:** [24/02237/HHD](#)
PROPOSAL: Replacement windows and front door
LOCATION: 44 New Street, Chipping Norton, Oxfordshire
3. **APPLICATION NO:** [24/02168/FUL](#)
LISTED BUILDING CONSENT APPLICATION No: [24/02169/LBC](#)
PROPOSAL: Construction of an external staircase, increase in the depth of a proposed lightwell, elevation repairs to No. 1-4 Hitchman Mews, the re-roofing of No. 2-3 Hitchman Mews and fabric alterations to the basement of No.
LOCATION: Hitchman Mews, Albion Street, Chipping Norton

Updates to note:

- **Erection of single-storey rear extension with associated internal and external works, detached garage and new access.**
2 Bell Piece Cottage Burford Road Chipping Norton Oxfordshire OX7 5UY
Ref. No: 24/01791/HHD | Validated: Wed 17 Jul 2024 | Status: Approve
CNTC comment: No comment or objection
- **Discharge of conditions 4 (upper floor windows serving plot 9), 8 (car parking areas) and 14 (rapid electronic vehicle charging points) of planning permission 22/02980/FUL.**
Bliss Brassey And Wilkins House Hailey Avenue Chipping Norton Oxfordshire
Ref. No: 24/01789/CND | Validated: Tue 09 Jul 2024 | Status: Approve
CNTC comment: No comment or objection
- **Demolition of garage and erection of two-storey side extension.**
Becketts Close 3 Toy Lane Chipping Norton Oxfordshire OX7 5FH
Ref. No: 24/01765/HHD | Validated: Fri 05 Jul 2024 | Status: Approve
CNTC comment: No comment or objection
- **Installation of automated prescription collection machine and associated works to include changes to existing windows and replacement of glazing with solid panel.**
Chipping Norton Health Centre Russell Way Chipping Norton Oxfordshire OX7 5FA
Ref. No: 24/01734/FUL | Validated: Mon 15 Jul 2024 | Status: Approve
CNTC comment: No comment or objection
- **Permission in principle for the construction of up to 7 dwellings.**
Land At (E) 429862 (N) 226882 Kennels Lane Chipping Norton Oxfordshire
Ref. No: 24/01730/PIP | Validated: Thu 04 Jul 2024 | Status: Refuse
CNTC comment: No comment or objection