



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

**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

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 applications to be discussed in SCP49.
<b>SPC42</b>	<b>Minutes</b> a. To approve the minutes of the Committee meeting held on the 11 <sup>th</sup> November 2024. <b>RESOLVED:</b> That the minutes of the committee meeting were approved and signed as an accurate record by the Chair. Matters arising – Members noted that Coop did not want an aerial on the top of their building for the Shopwatch initiative. 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>



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	<p>Members noted ongoing pest control being undertaken at Worcester Road Cemetery.</p> <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>
<b>SPC47</b>	<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>



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<b>SPC48</b>	<b>Pool Meadow Restoration Project</b> Members noted an update from Beaumont Rivers. Historic England has been overall very positive about the project and what it achieves but has requested additional archaeological work to be done. This will be an additional unforeseen cost, but Beaumont Rivers will keep members informed.  The Town Clerk has applied for and been approved for the rest of the grant funding from the Trust for Oxfordshire Environment (£6,200).
<b>SPC49</b>	Planning Applications 1. <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  No objection, no comment  2. <b>APPLICATION NO:</b> <a href="#">24/03023/HHD</a> <b>PROPOSAL:</b> Erection of single storey rear and two storey side extensions along with construction of a detached garage/workshop and associated works. <b>LOCATION:</b> 2 Bell Piece Cottage Burford Road Chipping Norton  This is in Chadlington PC.  3. <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  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. Reservations about the entrance. Permeable paving not mentioned, especially as this location is at the top of the hill.
<b>SPC50</b>	<b>Date of Next Meeting</b> Monday 10 <sup>th</sup> March 2025

The Chair closed the meeting at 8:30pm

SIGNED \_\_\_\_\_



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DATE \_\_\_\_\_

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