



# 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

## **Minutes of a Full Council meeting held on the 31<sup>st</sup> March 2025, at 6:30pm in the Lower Hall, Chipping Norton Town Hall**

**PRESENT:** Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), Mike Cahill, Tom Festa, Ian Finney, Alex Keyser, Dom Rickard, Mark Walker, Sharon Wheaton, Athos Ritsperis, Tom Festa, Jo Graves and Michael Rowe.

### **ALSO PRESENT:**

Katherine Jang, Town Clerk & CEO  
Heidi Davies, Admin and Customer Service Advisor  
4 members of the public

<b>FC130</b>	<b>Apologies for absence</b> Cllr Weaver, Cllr Whitmill
<b>FC131</b>	<b>Declaration of interests</b> Cllr Festa – Declared an interest as a neighbour to a property involved in a planning application.
<b>FC132</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the Extraordinary Full Council Meeting held on the 3rd March 2025 are signed by the Chair as an accurate record.
<b>FC133</b>	<b>Public Participation</b> A resident raised concerns about the condition of the old hospital and requested that the Town Council lobby MP Sean Woodcock to advocate for planning reform. It was suggested that the Council write to him, urging action on the matter. Proposed by Cllr Coleman, seconded by Cllr Finney that the Town Council write to MP Sean Woodcock urging him to take action on this matter <b>AGREED:</b> That the Town Council write to MP Sean Woodcock urging him to take action on this matter. All in favour, motion carried.
<b>FC134</b>	<b>West Oxfordshire District Councillors update</b> Cllr Saul provided an update on the planning application for land south of Charlbury Road. He advised that the proposal was discussed at a recent meeting and has been deferred. It was noted that the committee was not enthusiastic about the development, with the deferral aimed at obtaining consultation from the NHS and the Health Centre. The sewage situation was raised by some members, highlighting the need for updated sewage works. Cllr Saul confirmed that these concerns have been brought up in planning meetings. Cllr Akers highlighted the strong opposition campaign against the development, particularly due to its proximity to an Area of Outstanding Natural Beauty (AONB).  Cllr Walker provided an update: The housing supply was discussed with Cllr Walker outlining Witney, Carterton, and Chipping Norton to identify potential development sites.



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<b>FC135</b>	<p><b>Oxfordshire County Councillors update</b>          Cllr Saul advised members that OCC has been working to ensure HGVs remain on appropriate routes while reducing overall vehicle flow. A data study has been conducted using number plate recognition cameras to assess vehicle weight, size, type, and possible destinations. The collected data will be processed by Council Officers and is expected to be produced in a report in May 2025.</p>
<b>FC136</b>	<p><b>Civic announcements</b>          The Mayor provided an update on her recent engagements and town activities by a written report.</p>
<b>FC137</b>	<p><b>Reports from representatives of outside bodies</b>          Cllr Akers advised members that he has been involved in a restoration of wetlands project, Evenlode Catchment Partnership with Wild Oxfordshire. The project is designed to do three things: Clean up the chipping Norton brook, create bigger wetland areas and to stop Bledington from flooding in the future. Cllr Wheaton gave an update as the Town Council’s Police Liaison. Discussion then took place regarding the need for extra policing during spike times of crime. Cllr Wheaton said she will enquire about this.</p>
<b>FC138</b>	<p><b>Minutes and reports from Committees</b>          Members noted the draft minutes and any related recommendations of the following committee and sub-committee meetings:          a. Community Committee, 3rd March 2025          b. Strategic Planning Committee, 10th March 2025          c. Staffing Sub-Committee, 13th March 2025          d. Finance and Resources Committee, 17th March 2025</p>
<b>FC139</b>	<p><b>Correspondence</b>          Members noted the following correspondence received:          Several letters had been received from residents of Penhurst Gardens regarding concerns about the proposed skatepark at New Street Recreation Ground. Members discussed the importance of informing residents about the proposed crossing on New Street near the playground, which is currently in development. The council will engage with the community and ensure residents have all the correct facts.</p> <p>Members discussed a proposal from the Choral Society for a discount on Town Hall booking fee to help them manage the costs of the Sing Day and keep the fee as affordable as possible to attract a wide range of participants.  <b>RESOLVED:</b> Members agreed that the council are prepared to give them charity rate but are not able to offer any further discount.</p> <p>Members discussed a proposal from Cllrs Bibby and Weaver to formally recognise and thank Rizvana Poole for the lasting impact she has made on our Town. Proposed by Cllr Akers and seconded by Cllr Coleman that the Town Council supports the principle of this motion, with councillors coming together to contribute accordingly.</p> <p>Members noted the Community Infrastructure Levy (CIL) Draft Charging Schedule Examination for West Oxfordshire District Council.          It was agreed that this will be brought up at the next Strategic Planning</p>



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	Meeting.
<b>Ht</b>	<b>Council Action Plan</b>
<b>FC140</b>	Members noted the Council Action plan
<b>FC141</b>	<p><b>Town Hall Restoration project</b></p> <p>Members received an update on the Town Hall restoration project and maintenance, including consideration of two quotations for repair work. The Town Clerk advised that discussions with Alder King confirmed the need to proceed with roof repairs and submit a listed building application for solar panels and roof improvements.</p> <p>Cllr Festa raised concerns that the Town Hall has the highest energy costs and emissions, yet these have not been factored into the restoration project. A lengthy discussion followed, and it was agreed that future planned works should take this into consideration</p> <p>Proposed by Cllr Walker, seconded by Cllr Graves that the council agrees to accept these quotations.</p> <p><b>RESOLVED:</b> That the council agrees to accept the two quotations.</p>
<b>FC142</b>	<p><b>Skatepark</b></p> <p>Members received an update on the Skatepark project following a meeting today. Maverick identified streetlight cables near the trees but does not see this as an issue, though minor design adjustments will be required. Progress remains positive. The importance of maintaining communication with Penhurst Garden residents was highlighted, as several letters have been received expressing concerns about the proposed Skatepark. Footpath issues were discussed and could be easily addressed. The primary focus continues to be fundraising.</p>
<b>FC143</b>	<p><b>Pool Meadow</b></p> <p>No update received. A report from Beaumont Rivers is expected to be brought to the next Full Council Meeting.</p>
<b>FC144</b>	<p><b>Policies and Governance</b></p> <p>a. Members considered the following policies and governance documents as reviewed by the Finance and Resources Committee:</p> <p>I. Health and Safety Policy</p> <p>Proposed by Cllr Finney, seconded by Cllr Aker that the council agree to accept this policy but to amend some minor errors. All in favour, motion carried.</p>
<b>FC145</b>	<p><b>Christmas Lights</b></p> <p>Members considered correspondence from the Council's Christmas Lights contractor. Proposed by Cllr Finney, seconded by Cllr Akers, that the Council agrees in principle to the transfer to Selectrics. However, due to significant issues with last year's installation, a discount should be considered. The Town Clerk &amp; CEO will request this.</p> <p><b>RESOLVED:</b> It was agreed that the Town Clerk and CEO will write to the contractor to ask them to consider providing a discount.</p>
<b>FC146</b>	<p><b>Mayor and Leader of the Council</b></p> <p>Members debated separating the Leader and Mayoral roles within the Council. Cllr Cahill raised concerns about workload, proposing an elected mayor focus solely on charring meetings. While some supported sharing responsibilities, others worried about confusion and resource strain. Suggestions included shadowing the current mayor and clarifying roles. The consensus was to</p>



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	maintain stability for now, revisit the proposal in May 2027, and prioritise building a strong team before the next election. The item remains under consideration.
<b>FC147</b>	<p><b>Insurance renewal</b></p> <p>Members considered a quotation to renew the Council’s insurance policy for FY 2025-26. Proposed by Cllr Finney, seconded by Cllr Coleman that the Council agrees to renew the current insurance policy with Clear Councils to ensure no gaps in coverage from the 1st April 2025.</p> <p><b>RESOLVED:</b> That the council agrees to renew the insurance for FY205-36.</p>
<b>FC148</b>	<p><b>Grounds Maintenance</b></p> <p>The Town Clerk &amp; CEO gave an update: the lease is signed, keys collected, and equipment orders underway. Mowers and vehicles will be arriving this week. Residents appreciate the new Maintenance Operative’s work. The lease process was lengthy, and thanks were given for the Clerk’s efforts. A launch event is provisionally planned for next week.</p>
FC149	<p><b>Planning Applications</b></p> <p>1. <b>APPLICATION NO:</b> <a href="#">25/00545/FUL</a>  <b>PROPOSAL:</b> Demolition of ancillary building and the erection of a building for the storage of cars and holding associated events.  <b>LOCATION:</b> The Quiet Woman Antiques Centre Oxford Road Southcombe  <b>RESOLVED:</b> No objection</p> <p>2. <b>APPLICATION NO:</b> <a href="#">25/00607/HHD</a>  <b>PROPOSAL:</b> Demolition of existing conservatory and erection of single storey extension Act  <b>LOCATION:</b> 40 Park Road Chipping Norton Oxfordshire  <b>RESOLVED:</b> No objection</p> <p>3. <b>APPLICATION NO:</b> <a href="#">25/00495/HHD</a>  <b>PROPOSAL:</b> Erection of a replacement domestic outbuilding.  <b>LOCATION:</b> 65 Rock Hill Chipping Norton Oxfordshire  <b>RESOLVED:</b> Objection.</p> <p>4. <b>APPLICATION NO:</b> <a href="#">25/00641/HHD</a>  <b>PROPOSAL:</b> Erection of a single storey rear extension to dwelling with associated alterations  <b>LOCATION:</b> Magnolia Cottage 16 Albion Street Chipping Norton  <b>RESOLVED:</b> No objection.</p> <p>5. <b>APPLICATION NO:</b> <a href="#">25/00604/HHD</a>  <b>PROPOSAL:</b> Renovation works to include alterations to existing roof and conversion of loft space to create additional living space, along with installation of a rear dormer and changes to fenestration. Erection of a single storey rear extension, construction of a new chimney to side elevation and an open fronted entrance porch, provision of additional vehicular access and associated landscaping works.  <b>LOCATION:</b> 20 Over Norton Road Chipping Norton Oxfordshire  <b>RESOLVED:</b> No objection</p>



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	<p>6. <b>APPLICATION NO:</b> <a href="#">25/00730/FUL</a> <b>PROPOSAL:</b> Demolition of outbuildings/ barns and erection of 3 dwellings with garages and associated landscaping and remediation groundworks <b>LOCATION:</b> Land At Valley Cottage Mill Road Chipping Norton <b>RESOLVED:</b> Express concerns that this on a floodplain.</p> <p>Oxfordshire County Council have requested that the Town Council responds to a request from residents at Rock Hill, Chipping Norton. Due to parking issues at 14-16 Rock Hill, residents have requested KEEP CLEAR markings on the road in front of private driveways. <a href="https://fixmystreet.oxfordshire.gov.uk/report/7296159">https://fixmystreet.oxfordshire.gov.uk/report/7296159</a> <b>RESOLVED:</b> Support.</p>
<b>FC150</b>	<b>Date of the next meeting</b> Monday 12th May 2025

The Chair closed the meeting at 8.30pm

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_