



# CHIPPING NORTON TOWN COUNCIL

TOWN HALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NA

TEL: 01608 642341

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

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

TOWN CLERK & CEO: Katherine  
Jang

17<sup>th</sup> March 2026

## **SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL**

TO: All Members of Chipping Norton Town Council

VENUE: Lower Hall, Chipping Norton Town Hall

DATE: Monday 23rd March 2026

TIME: 6:30pm

Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), Cora Schor-Brener, Ben Bibby, Mike Cahill, Tom Festa, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

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 for absence.

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 Full Council Meeting held on the 9<sup>th</sup> February 2026.

**4. Public Participation**

The meeting will adjourn for this item

Members of the public may speak for a maximum of five minutes each during the period of public participation.

**5. West Oxfordshire District Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

**6. Oxfordshire County Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

**7. Civic announcements**

To receive a report from The Mayor on Civic engagement and activities.

**8. Reports from representatives of outside bodies**

To receive an update from members who sit on outside bodies.

**9. Minutes and reports from Committees**

To note the draft minutes and any related recommendations of the following committee and sub-committee meetings:

- a. Community Committee, 2<sup>nd</sup> March 2026
- b. Strategic Planning Committee, 9<sup>th</sup> March 2026
- c. Finance and Resources Committee, 23<sup>rd</sup> March 2026

**10. Correspondence**

To receive any correspondence for Council to note or respond to.

**11. Council Action Plan**

To note the Council Action Plan

**12. Town Hall Restoration**

To receive an update

**13. Skatepark**

To receive an update

**14. Town Development**

- a. To consider requesting a boundary review of the town in consideration of the pending planning applications at the edge of town
- b. To consider a list of S106/CIL priorities from Strategic Planning Committee

**15. Planning Applications**

To receive a schedule of planning applications from West Oxfordshire District Council.

**16. 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 17.

**17. Council Venues**

- a. To consider a proposal for new bookings software
- b. To consider quotations for a remote door access system
- c. To agree the revised Terms and Condition of hire for all venues

**18. Council Finance**

- a. To consider renewal of Council's insurance policy 2026-27
- b. To consider extending the Council's Internal Auditor contract

**19. Pool Meadow**

To consider amended quotations for the reinstatement of footpaths

**20. Date of the next meeting – Monday 11<sup>th</sup> May 2026**