



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

TOWN CLERK: Katherine Jang
7th October 2025

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 13th October 2025

TIME: 6:30pm

Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), 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

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) 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 1st September 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. 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 OCC.

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, 8th September 2025
- b. Strategic Planning Committee, 15th September 2025
- c. Finance and Resources Committee, 22nd September 2025
- d. Traffic Advisory Sub-Committee, 2nd October 2025

10. Correspondence

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

11. Councillor Co-Option

To receive applications for consideration to fill the Town Councillor vacancy.

12. Council Action Plan

To note the Council Action Plan

13. Regalia

- a. To consider the repair of the Mayor's Chain and agree next steps.
- b. To consider quotations for the purchase of additional "Past Mayor" badges and "Town Mayor" badge

14. Property Matters

- a. To discuss the proposal from West Oxfordshire District Council regarding the future of public conveniences in Chipping Norton
- b. To consider necessary damp works for the Guildhall and options appraisal for moving the Council offices

15. Forward work plan

- a. To consider the draft Safeguarding Policy
- b. To approve the Social Media Policy as reviewed by the Finance and Resources Committee

16. Planning Applications

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

17. Date of the next meeting – Monday 8th December 2025