



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



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Minutes of an extraordinary Full Council meeting held on the 1st September 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, Jo Graves, Dom Rickard, Athos Ritsperis, Mark Walker, Sharon Wheaton and Mark Walker.

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Louise Warren, RFO & Deputy Clerk (Minutes)

No members of the public were present

FC64	Apologies for absence Ben Bibby and Emily Weaver.
FC65	Declaration of interests None received.
FC66	Minutes RESOLVED: That the minutes of the Full Council Meeting held on the 21st July 2025 are signed by the Chair as an accurate record.
FC67	Public Participation None.
FC68	Reports from representatives of outside bodies. There were no reports from representatives of outside bodies. Cllr. Cahill provided an update on the £5,000 for CCTV paid to WODC. He advised the delay in action was due to Thames Valley Police deciding where to site the cameras.
FC69	Correspondence Chipping Norton Rugby Club Cllrs reviewed a request to offer camping on the Chippy Swifts football pitch adjacent to the scout hut during the festival of rugby in April 2026. The Swifts have already approved the request but the Town Council owns the land. Cllr. Finney raised concerns regarding who would pay for any damage to the pitch in the process of camping. It was agreed that Officer would respond in



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	writing granting permission, stipulating there should be no fires, risk assessments should be in place along with safeguarding policies, litter and waste disposed of and any damage repaired. Poppy Appeal Cllrs discussed a request from the Legion to sponsor a temporary plaque to remember one of 28 fallen men from Chipping Norton who lost their lives in WW2. Cllr. Akers proposed the TC approved the request. This was seconded by Cllr Finney. Grant funding thank-you's Cllrs reviewed letters of thanks received from The Chippy Larder and Chipping Norton and District Cricket Club. Cllrs. raised the issue of following up on the grants issued to ensure they are used in line with the applications. The Town Clerk and RFO will work to ensure this is completed before the end of the financial year.
FC70	Council action plan Members received the updated action plan which has been updated following committee action plan reviews. Upcoming dates to note: Community Award Ceremony Friday 26/09/2025 7.00pm Litter pick 27/09/2025 Cllrs invited to tour OCC depot 27/09/2025
FC71	Planning applications APPLICATION NO: 25/01865/FUL PROPOSAL: Change of use from retail to a dwelling LOCATION: Matchless House Hitchmans Mews Albion Street. Cllrs support the application without objection. APPLICATION NO: 25/01754/HHD PROPOSAL: Demolition of existing porch and UPVC lean to, and the construction of a replacement two storey extension, garage and associated internal alterations. Construction of garden retaining/ flood protection walls, associated landscaping LOCATION: Valley Cottage Mill Road Chipping Norton. Cllrs support the application without objection however Cllr Finney asked whether their flood defences would impact anyone else. APPLICATION NO: 25/01901/HHD PROPOSAL: Construction of carport and erection of a single storey extension LOCATION: Hunts View 43B Worcester Road Chipping Norton. Cllrs support the application without objection.
FC72	External audit report and certificate



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	Cllrs reviewed the external audit report to accompany the Annual Governance and Accountability Return for the year ended 31 March 2025. The auditor noted and recommended the following points: • Incomplete information was provided with the initial supporting data submitted for review with regards to significant variances, which was later provided on request. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission. • The box 7 and 8 reconciliation originally provided on the initial submission did not equal box 7 or 8 of Section 2. A revised reconciliation was submitted which agrees to boxes 7 and 8 of Section 2 and therefore no further concerns arise in this area. Please would the council ensure going forwards that the box 7 and 8 reconciliation submitted reconciles to the figures per Section 2. Cllrs thanked the previous RFO, Ali Packer for her diligent work.
FC73	Confidential session RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.
FC74	Property and estates A written update was provided by the Property and Estates Manager in advance of the meeting. <u>Vehicles</u> Cllr. Festa raised the issue of vehicles being underutilised and proposed a full review of the operations in 12 months. Seconded by Cllr. Graves. <u>Town Hall restoration</u> Several Mechanical & Electrical consultants assessed the Town Hall from carbon emissions/ reduction perspective. The committee considered several reports and quotations. All quotations were similar in price and Hoare Lea are the preferred service provider. Cllrs. agreed the service was required to ensure the restoration project is a successful one. Cllr. Festa proposed the Council accept the quote. Seconded by Cllr. Rickard. Cllrs requested Hoare Lea attend a council meeting to brief councillors on the report when it has been received. Cllrs considered the draft Terms of Reference for the Town Hall working groups: Town Hall Restoration and Marketing and Operations. Cllr Cahill requested that minutes of meetings were circulated in good time as soon



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	as possible after each meeting. Cllr Graves proposed the new terms were approved and adopted. This was seconded by Cllr Rickard. Cllr Graves proposed the new terms are approved and adopted. - Seconded Cllr Rickard. RESOLVED: That the Terms of Reference for the Town Hall working groups are adopted. <u>The Depot</u> Cllrs received and considered a quotation for the installation of a Fire Panel and associated smoke detectors/heat sensors and monitoring. Cllr Akers asked for confirmation of compliance after installing these. Confirmation to be received from the Property and Estates Manager. Cllr Rickard proposed the TC accepts the quote. This was seconded by Cllr Wheaton. <u>Glyme Hall</u> Cllrs received and considered a quotation for monitoring the fire alarms. Cllr Coleman proposed the quote was accepted. This was seconded by Cllr Graves. Cllrs requested that the Property and Estates Manager liaise with the chosen service provider to bring all contracts under one contract and negotiate a lower rate if possible.
FC75	Internal auditor Cllrs Reviewed two quotes for the procurement of an internal auditor. Cllrs Festa and Akers raised concerns about reporting carbon emissions and asked that we establish when we might need to legally do this. Cllr Akers proposed Mulberry appointed as the internal auditor. This was seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That Mulberry LAS is appointed as the Council's internal auditor for one year.
FC76	Date of the next meeting Monday 13th October 2025

The Chair closed the meeting at 8:15pm

SIGNED _____ DATE _____

Mayor's Report October 2025

This report covers events since our last regular meeting, which was in July.

22 nd July	Allotment inspection
26 th July	Pride flag
1 st August	Ceremony at Magpie Court
7 th August	Meeting with District Councillors to discuss the Local Plan
11 th August	Tree Safety training with staff and contractor
21 st August	RAF flag
1 st September	Extra-Ordinary Meeting
8 th September	Community Committee
10 th September	Meeting with WODC Leisure Officers regarding Section 106 funding
12 th September	Town Hall Working Group
15 th September	Strategic Planning Committee
22 nd September	Finance and Resources Committee
26 th September	Community Awards
27 th September	Litter Pick
28 th September	Apple Day
2 nd October	Traffic Advisory Sub-Committee
4 th October	Royal British Legion Event

The entries in my diary over the past few months demonstrate the many wonderful people who support our community here in Chipping Norton, including those who organised our Chippy Pride, the Green Gym who look after some of our community spaces and the RBL. Other groups and individuals were recognised at our Community Awards Ceremony where we had the opportunity to share the stories of those who received awards, and honour their contribution to our town. I would like to thank all those who made this evening possible, particularly our staff and all those who made a nomination as without them this event could not happen. Please read our Newsletter for more information! <https://www.chippingnorton-tc.gov.uk/newsletter-october-2025/> I am working with staff on possible improvements for this event next year, including increasing the seating capacity and would welcome feedback on the event this year to ensure the event remains meaningful and of value to the town. Please read our Newsletter for more information!

The regular cycle of seasonal events is continuing, and in November we will hold our regular Remembrance Day Parade and attend the service at St Marys on 9th November. This year is the 80th anniversary of the end of the Second World War, and as a Town Council we agreed to sponsor a plaque as part of a scheme organised by our local RBL branch. On Saturday I had the opportunity to attend the launch of this scheme and see our plaque which will be displayed on a town-centre lamp-post for two weeks in November. The plaque will then be removed and stored to be used in subsequent years. Many other groups and individuals have sponsored plaques, which remember men from our town who gave their lives in WWII and there are plans to extend the scheme to cover WWI. As is the custom of our local branch, there is accompanying information telling the story of each individual which has been given to each sponsor to share with others. This year the scheme is expected to raise £2000 for RBL charities.

I have been actively working on a number of traffic related issues, including the signposting of road closures and the state of our pavements. On road closures, I have an agreement from Oxfordshire County Council that road closure notices placed in our town centre will show the distance to the closure so drivers can make sensible route decisions. This now needs to be monitored in case other authorities are also placing notices here. The diversion sign placed this week for roadworks on the

A3400 informs drivers that the road is closed at Long Compton which suggests that my action on signage is working including across county boundaries.

On pavements, I have scheduled a walk-around with our Town Clerk and OCC officers (Weds 16th Oct), where we will highlight trip hazards, missing and loose kerb-stones, invasion by weeds and overhanging vegetation, and the poor condition of many of our pavements, and the difficulties faced by pedestrians when vehicles park on the pavement.

Future Events to note:

24 th October	10am United Nations flag flying
9 th November	Remembrance Sunday: Parade, Church Service and drinks reception
11 th November	11am Remembrance Ceremony at our War Memorial

Policing Report for CNTC October 13, 2025

It has been a while, and so I was glad to meet up with PC Bruce Claridge and Cllr Mike Cahill to discuss policing in the area over the Summer.

In terms of events, the one that stood out concerning police time was the visit of Vice President JD Vance in August.

I asked if police resources had been stretched to the limit and if resources had been pulled away from the town during his stay. It seems that was not the case, and this was evident on our streets with a higher number of police walking around. Extra police had been pulled in from other forces. The town Fire Station provided a suitable base for the protection operation and at no time were the town's policing needs compromised. The operation was centrally funded and not from TVP coffers.

ID checks were made on the residents of Dean and their visitors. Asked if Chippy police were involved in door-to-door surveillance on residents' social media accounts, as reported, negative.

Chipping Norton Fairs and Festival went off without any major incidents and benefited from a relaxed and visible Police presence

Charity shops remain targets in the fight against shoplifting in the town. Lack of CCTV and volunteer staff make them vulnerable. Collectively they use the WhatsApp without fail when there is suspicious activity or a theft has taken place.

It does seem that some retailers remain reluctant to report incidents of crime on the DISC App. This is by far the quickest and most effective way of doing this. Cllr Cahill and I will be working on this with shopkeepers.

There continues to be a significant rise in smash and grab thefts from parked cars. Walkers and dog walkers driving into the area seems vulnerable to this as they leave their cars for a significant amount of time and are often watched.

Worth noting that there has been a rise of electric bikes and scooters taken off the streets in the Witney area. Our local police are being vigilant here in Chippy.

CCTV is nearly here!

The location of the cameras and funding have now been signed off by OCC. We are now waiting for an engineer to install and for temporary footpath closure permission to be granted. Perhaps the wait is nearly over!

Neighbourhood Police Team

A third PCSO for the town, Nicholas Stuart Hodges, is now undergoing local training and has joined the team. We look forward to welcoming him. This really is a success story as back in 2022 we only had one PCSO for the town and villages. All our PCSO's are now designated to the town.

A final reminder from PC Bruce Claridge that reporting by all residents to the police is vital when there have been incidents of crime. Our local police are committed but can only act on the information available. This also extends to those who have concerns about something that could lead to acts of crime. Our Police are well resourced and here to help. We want to keep it that way.

Crime statistics for Chipping Norton from May – August 2025

Cars stolen	9	Theft from cars	32
Shoplifting	10	Drug offences	2
Criminal damage	4	ASB and Harassment	30

Sharon Wheaton

Speed watch

TVP are very supportive of the proposal that came from the recent meeting of the Strategic Planning Committee concerning additional speed indicators. It is to be hoped that financial help will come from TVP's Community Fund. We are aiming at having speed indicators on the London, Banbury and Burford Roads. This is a further stage in the project of making Chippy and its residents more safe and secure.

Mike Cahill



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Minutes of a Community Committee meeting held on the 8th September 2025 at 6:30pm at Council Chambers

PRESENT: Cllrs Sandra Coleman (Chair), Athos
Ritsperis, Mike Cahill, Alex Keyser, Jo Graves and Michael Rowe

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO
Louise Warren, RFO & Deputy Clerk
Tania Kirby, Events & Facilities Officer
Paolo Oliveri, Maintenance Operative

4 members of the public

CC17	Apologies for absence Cllr Akers.
CC18	Declaration of interests None.
CC19	Minutes RESOLVED: That the minutes of the committee meeting held on the 16 June 2025 were signed as an accurate record by the Chair with the following note: Page 1 – amendment required to the spelling of Cllr Akers name.
CC20	Public Participation None
CC21	Correspondence review Cllrs acknowledged two emails from Town Hall hirers complimenting the work and customer service from Kyle West, Venues Assistant.
CC22	Committee Action Plan review 2025/26. Tania Kirby, Events and Facilities Officer, shared positive comments she'd received from residents regarding Ubico proactively tidying up the areas of the town they are responsible for.
CC23	Town Hall The Events and Facilities Officer provided an update report in advance of the meeting. The report highlighted increased room bookings and income, strong community use, with a wide range of local groups meeting regularly. It noted a robust relationship with Chipping Norton Theatre to avoid clashes and support ticketing. Several private events demonstrated the venue's potential, including a high-profile golden birthday and a traditional Mendhi party. Cllrs discussed a recent private party that required additional security due to community concerns, leading to a safe and successful event but a small financial loss. This has prompted a recommendation for the Council to adopt a clear policy on security for private functions or adjust hire charges accordingly.



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	It was agreed that The Events & Facilities Officer and the RFO would work together to review the end-to-end process for hiring venues including terms and conditions. Councillors discussed ongoing issues with the flags displayed outside the Town Hall. Cllr Coleman proposed the purchase of two heavy-duty flags as a trial to assess their durability and effectiveness. Should the trial prove successful, Cllr Coleman recommended acquiring two additional flags. The proposal was seconded by Cllr Keyser. Cllr Rowe was notified of a resident unaware that the Town Hall has an accessibility ramp and suggested a sign was required to ensure that residents are aware. It was agreed that Officers would investigate improved signage for the Town Hall.
CC24	Glyme Hall The Events and Facilities Officer provided an update report in advance of the meeting. The report highlighted booking performance, projected income, community group usage, new enquiries, and maintenance updates. It noted bookings across all rooms had increased, regular users included a range of community and charitable groups, with new enquiries from organisations such as Cottsway Housing, Age UK, and Dementia Oxfordshire. Maintenance updates confirmed completion of security system upgrades, upcoming fire safety improvements, and ongoing cesspit management issues due to blockages. Cllr Ritsperis requested that the report includes the previous names for the individual rooms for hire, in addition to the existing names to aid Cllr understanding.
CC25	Events The Events and Facilities Officer provided an update report in advance of the meeting. The report highlighted recent and upcoming Town Council-supported activities including a successful community art installation, the Town Festival, Chipping Norton Pride, and a new VJ Day vigil, all well attended and positively received. It noted forthcoming events such as Community Awards (with 38 nominations), Remembrance Sunday, and Christmas celebrations, though budget pressures and parking suspension charges may affect delivery. The report included details of a proposal from Chipping Norton Pride and Topaz to establish a free monthly LGBTQ+ youth group in a Council venue, addressing a gap in local provision. Request for increased free hire hours Cllrs discussed a request from Remix for future Youth Group bookings. Cllr Coleman proposed an increase to free hire hours to 136, to be reviewed at the end of the financial year and annually thereafter. This was seconded by Cllr Graves. Cllr Ritsperis asked for clarity on what the Council would decide if another youth group asked for the same support. It was agreed that all requests would be considered on their own merit. Road closures and parking



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	Road closures and parking issues remain under review, with WODC confirming only a 50% discount on suspension charges, leaving councils to choose between continuing an informal goodwill approach or paying around £1,000 per event. In relation to implications for the Christmas Market traders, Cllr Coleman proposed Officers liaise with traders who need to park cars and the Town Council would organise parking on their behalf for reduced rate. This was seconded by Cllr Cahill. It was agreed that Officers would research the Market Charter, and the Events and Facilities Officer would liaise with market organisers and report back at next meeting. Railings around the Town Hall Considering several requests to place banners for generic advertising around the Town Hall railings, Cllr Coleman proposed the decision to do so was delegated to the Events and Facilities Officer with the following rules: Banners placed for a restricted time All promotions to be of some benefit to residents, advertising an event or serve the Town Hall events. This was seconded by Cllr Keyser.
CC26	Play areas ROSPA inspection Depreciation ROSPA report at next meeting
CC27	Skatepark Project An update was provided by Cllr Coleman. She confirmed there would be no grant funding from the Landfill funds and a meeting was arranged with the Section 106 Officer for later in the month.
CC28	Keep Chippy Beautiful Cllr Coleman reminded the committee of the date for the next Keep Chippy Tidy litter pick and requested support from as many members as possible.
CC29	Councillor surgeries Cllrs discussed the plans and dates for surgeries. Cllr Coleman proposed the following which was seconded by Cllr Graves. • All taking place from 10am-midday • Saturday 25th October, Lower Hall, Chipping Norton Town Hall • Friday 23rd January, Henry Cornish Care Centre • Friday 20th March 2025, Willow Gardens events room • Friday 19th June, Penhurst Gardens lounge
CC30	Date of the next meeting: Monday 3rd November 2025

The Chair closed the meeting at 19:44



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Minutes of a Strategic Planning Committee meeting held on the 15th September 2025 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Mike Cahill, Sharon Wheaton, Dom Rickard, Mike Rowe, Sandra Coleman and Mark Walker

ALSO PRESENT:

Louise Warren, Responsible Finance Officer & Deputy Clerk

Heidi Davies, Admin and Customer Service Assistant

Paolo Oliveri, General Maintenance Operative

Jonny Ackroyd of Beaumont Rivers

4 Members of the public were present

SPC13	Apologies for absence Cllr Tom Festa
SPC14	Declaration of interests None
SPC15	Minutes RESOLVED: That the Chair signed the minutes of the Committee meeting held on the 7 th July 2025 as an accurate record.
SPC16	Public Participation None
SPC17	Committee action plan Members reviewed the committee action plan and priorities for the municipal year 2025-26. It was reported by the Assets and Operations Officer that the yellow rattle at the cemetery in section 5 has failed and that the decision has been made to mow this area and move the yellow rattle across the path to the other side. Cllr Coleman reported that the Commonwealth War Graves signage has been reinstalled at the entrance to the cemetery. Members noted that there is currently no signage identifying the site as Chipping Norton Cemetery. It was proposed that appropriate signage be installed, and this was agreed by all present. The possibility of additional road signage was discussed, subject to cost estimates. It was agreed that this could be considered within the budget for the next municipal year. Cllr Walker proposed reviewing a mock-



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	up of the signage first to ensure it aligns with the tone and setting of the Cemetery.
SPC18	Correspondence Members noted letters received from visitors to the Cemetery, expressing their appreciation and complimenting the Grounds Maintenance team for their excellent work in maintaining the site.
SPC19	Chipping Norton Development Members noted correspondence from Cottsway regarding the future of 15 'Orlit' properties in Cotswold Crescent and Walterbush Road.
SPC20	Cemetery a. Members considered whether to continue memorial safety testing with the external contractor, or to take this testing in-house to be undertaken by the Admin and Customer Services Assistant. Discussions took place regarding the frequency of the testing and the additional hours this would add to the Admin and Customer Services Assistant's current role. Cllr walker proposed that the memorial safety testing be brought in-house, seconded by Cllr Coleman. All in favour. RESOLVED: That the memorial safety testing will be brought in-house. b. Members received an update about the closed churchyard at St Mary the Virgin Church.
SPC21	Pool Meadow restoration project Members received an in person update from Jonny Ackroyd of Beaumont Rivers. The key points that were raised: • Historic England believes a medieval structure may lie beneath the water. Potential archaeological findings, including coloured mud and pottery. Thames Water has previously discovered pottery fragments in the area. • The project is currently at the permit lease stage and preparing to submit planning permission. Following feedback from the Historic England, trench investigations are now required. • Thames Water had initially indicated interest in funding the project, but due to their current situation, this now appears unlikely. Lengthy discussions took place with some members questioning the continued investment and funding conditions tied to ongoing maintenance. Cllr Rickard requested a breakdown of project spending to date and that he supports continuing project. Cllr Coleman asked if the restoration to the



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	footpaths could go ahead with the trenches. Jonny Ackroyd stated that written confirmation would be needed to proceed with footpath restoration without trenching. AGREED: Members agreed to determine how much money has already been spent on the project. A small group of committee members will meet with council staff to review the financial details and assess the viability of continuing.
	TVP Grant Members considered whether to apply for this funding, and to specify the project as stipulated within the remit of the grant funding priority areas (eg. Installation of a new for the Speed Indicator Device, upgrading the CCTV system at the Town Hall etc.) Cllrs Cahill and Wheaton informed members that they would be meeting with the local police officer to discuss the potential for enhanced CCTV coverage. It was noted that the police had expressed interest in installing a camera at the Albion Street car park. However, concerns were raised regarding the monitoring of footage, as the current CCTV system is not actively monitored. Members questioned the value of further investment in CCTV until monitoring arrangements are in place. Discussions then took place regarding vehicle speeds through the town. It was noted that the Speed Indicator Device (SID) on Churchill Road has contributed to a reduction in speeding, indicating its effectiveness. Cllr Walker expressed support for installing an additional SID elsewhere in the town. Potential locations were discussed, with Burford Road and London Road identified as priorities—particularly due to their proximity to local schools. RESOLVED: That members agreed the Town Council will apply for grant funding to purchase two Speed Indicator Devices - one for Burford Road and one for London Road.
SPC23	Neighbourhood Planning Members considered whether they wish for the Town Clerk to pursue further enquiries with Neighbourhood Planning consultants, with a view for quotations and proposals to be received at Full Council (13th October), or, if they wish to pursue a different option as outlined in the report above. Cllr Rowe raised questions regarding the town's underground infrastructure, specifically the pumping stations and tunnels. He asked whether there was any risk of collapse and whether these tunnels could potentially be utilised for future sewage infrastructure.



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	It was noted that sewage infrastructure falls under the remit of the Local Plan, which is the responsibility of the District Council. Cllr Walker suggested that the Town Council should await further developments in the Local Plan before acting on this matter. Members agreed to clarify priorities before engaging with consultants. Strengthening Section 106 was seen as beneficial. Councillors will be invited to join the Neighbourhood Planning Working Group.
SPC24	Grounds Maintenance Members received a verbal update from the Assets and Operations Officer. The depot is now open and operational. Racking and kickboards are being installed, and a trickle charger has been purchased for the E-Transit and PV lining are in progress. Wi-Fi installation is underway. The site has been risk assessed for fire safety. Members noted positive feedback regarding the cemetery, with compliments received and the team working well together. The Council is exploring options for acquiring chipping machines to assist with wood disposal at the Cemetery. Cllr Keyser expressed thanks to Paolo Oliveri, Maintenance Operative, for repairing the railings on Spring Street. Members extended their thanks to the entire maintenance team for their continued hard work
SPC25	Planning Applications 1. APPLICATION NO: 25/02166/HHD PROPOSAL: Erection of boundary fencing. (Retrospective). LOCATION: 21 Wilcox Road Chipping Norton Oxfordshire OX7 5LE The application was received late this afternoon. It was agreed that the accompanying email would be circulated to members after the meeting, allowing time to review the plans. It was also suggested that someone visit the site before submitting any comments.
SPC26	Date of next meeting Monday 10th November 2025

The Chair closed the meeting at 19.42

SIGNED _____



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

DATE _____

DRAFT



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Mon – Fri 9am – 1pm

Minutes of a Finance & Resources Committee meeting held on the 22nd September 2025 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Ian Finney (Chair), Athos Ritsperis, Emily Weaver, Mike Cahill, Dom Rickard

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

No members of the public were present

FR13	Apologies for absence Apologies were received from Cllr Whitmill.
FR14	Declaration of interests None received
FR15	Minutes RESOLVED: That the minutes of the Finance & Resources Committee held on the 14 th July 2025 were approved as an accurate record and signed by the Chair.
FR16	Public Participation None received
FR17	Committee Action Plan Members noted the updated committee action plan for the municipal year 2025/26.
FR18	Correspondence Members noted correspondence from the Chipping Norton Music Festival following their grant application. For the Events Officer to have a wash-up meeting with the CNMF due to the with hire of the Town Hall.
FR19	Income and expenditure Members received detailed current income and expenditure reports by budget heading. Members noted specific concerns about lettings for Town Council venues and categorisation (profit-making, charitable, etc). The RFO's report recommended that any charitable hires should have minimal staffing levels to ensure that essential costs are covered. One comment received about the proposed financial dashboard - Community Committee should have income for real and forecasted bookings income. A



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	projected expenditure forecast would also be helpful for tracking expenses throughout the year.
FR20	Schedule of payments for approval Members received and noted the schedule of payments which have already been signed by two Cllrs for payment. No comments arising.
FR21	Retained HR Services Members considered a quotation to renew the Council's retained HR services for 2025-26. RESOLVED: That the Council renews the retained HR services with Gravitas HR at a cost of £2,450/annum excluding VAT.
FR22	Financial procedures forward work plan Members received a report from the Responsible Finance Officer and Deputy Clerk on an action plan to review current financial systems and next steps. Members thanked Louise for her thorough report and for her recommendations. Members agreed with all recommendations put forward by the RFO and noted that event planning should have more robust systems in place to determine bar takings and stock levels, and welcomed further recommendations from the RFO about implementation. Members discussed the debtors list and noted that they were all for hire of the Town Council's venues, and whether a pre-payments system should be considered. Members agreed that one further round of debt-chasing should be undertaken and a further list be taken to the next Finance & Resources meeting for consideration. Members agreed that a debtors report received at each Finance & Resources meeting would be helpful.
FR23	Forward Work Programme a. Members reviewed the Council's Social Media policy and suggested the following amendments: • Include Nextdoor on the list of platforms that the Town Council uses. • Note that all Council Officers use the social media accounts to update residents, not just the TC and DC. • List the Town Council official links within the policy • Add in a numbering system • The policy should be reviewed annually instead of bi-annually



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	RESOLVED: That the reviewed Social Media policy is sent to Full Council for approval.
FR24	Date of next meeting Monday 17 th November 2025

The Chair closed the meeting at 7:30pm.

SIGNED _____

DATE _____

DRAFT



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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Traffic Advisory Sub-Committee meeting held on the 2nd October 2025 at 2pm online via TEAMS

Present: Mark Walker (Chair), Sandra Coleman, Steve Akers, Tom Festa, Odele Parsons, OCC
Maria Wheatley, WODC
Joanna Marciniak, OCC
Chris Webb – Highways OCC
James Kilgour, OCC
Cllr Geoff Saul (joined 2:13pm)

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO
1 member of the public was present

TAC17	Apologies for absence Apologies were received from Cllr Alex Keyser, OCC Officer James Wright (Joanna Marciniak standing in)
TAC18	Declaration of Interests None received
TAC19	Minutes Members considered the Minutes from the sub-committee meeting held on the 26 th June 2025. RESOLVED: That the minutes are signed and approved by the Chair as an accurate record.
TAC20	Public Participation None received
TAC21	LCWIP Odele Parsons gave a verbal update. Planning applications will now be required to comply with the LCWIP recommendations. Boroughs Crescent and Cotswold Crescent – District Council owns this land. Confirmed that the path can be built between these two developments. WODC started legal process to transfer the land to OCC and then the path can be built. Queried S106 deadline for this. OP mentioned that it is unusual that S106 funding is handed back and assumes low risk of this. New St junction – no change or update. Active travel bid from central government was unsuccessful. Albion St – James Kilgour gave an update and plan for the new junction. MW asked if it would be worth asking our MP for further funding. OP mentioned that active travel is funded from central government – to have a look at successful funding bids and recommendations from what has been agreed. Chris Webb noted that this is based on the original design. Issues with construction – road closures required. Additional work on London Road required. Next stage is sending

	drawings to M Group for costings. Queried about the bus services during the Albion St closures. OP to engage with transport colleagues as the project progresses.
TAC22	County Officer's Report As above
TAC23	District Officer's Report Members received an update from Maria Wheatley who spoke about the District Council's parking strategy (adopted 9th July). Electric car club vehicle can be hired from New St car park. Members queried the stated car parking occupancy rates (80%) as they seem lower than observed rates. MW noted that these are average rates across the survey period. Members noted that the public loos at the Town Hall and New St are due to close, and that this would have an impact on visitors to the town. For KJ to set up a meeting with the Villager Bus and Town Councillors in advance of the next meeting.
TAC24	Update from Cllr Saul on OCC Highways matters including the HGV working group Members received a short update from Cllr Saul
TAC25	Speed reduction consultation A361 To discuss the proposed speed reduction on the A361 between Chipping Norton and Shipton-Under-Wychwood All members in agreement with the proposals.
TAC26	Speed Indicator Device – Churchill Road To receive the updated usage data to 23rd September 2025 Members received an update about the usage and data for the SID on Churchill Road to 23rd September 2025. Members noted the high maximum speeds and that this feeds into the need for the chicane on Churchill Road (LCWIP).
TAC27	Cycling Cllr Festa gave an update on the Rusty Riders, which is winding down after the summer season but still continuing on the 2nd Saturday each month.
TAC28	Pedestrian and Road Safety Members received notification that there was a pedestrian accident on Albion St. Need for more traffic calming measures on Albion St and crossing points. A crossing point near Coop is needed. Cllr Akers and Coleman to discuss outside the meeting how to acknowledge the sadness about the pedestrian accident. Members noted that there are no crossings joining the Albion St car park to the town centre, so no safe way for pedestrians to make their way into town. JM to give an update about the speed bumps on Albion St outside the meeting. OP to liaise about a new crossing on New St. Members noted that when there are road closure notices in town, it is unclear where the actual closure is (1 mile or 6 miles away). Cllr Coleman was assured this would be made clear during

	the next road closure. Members raised queries about "Keep Clear" signage – queried if nearby residents are made aware. JM noted that there is no requirement for formal consultation. JM noted that APMs are only advisory and not enforceable. Chris Webb challenged the Keep Clear on Church St as it should not be used for private residences. Same as recent one on Rock Hill - JM to make enquiries and report back outside the meeting.
TAC29	Parking As above (WODC Officer report)
TAC30	Date of the next meeting – Thursday 29th January 2026, 2pm via TEAMS.

The Chair closed the meeting at 3:20 pm.

Item 10: Correspondence

Dear Chipping Norton Town Council,

I hope this message finds you well. My name is David Wild, and I organise a number of sporting events across the UK, including the Half Marathons in Cirencester and Tewkesbury.

We are currently exploring the idea of organising a 10k event in Chipping Norton next year and would love to know whether this is something the council might be supportive of. These types of events typically bring a positive economic impact to the local community, and we believe Chipping Norton would be a fantastic location and a great fit.

As you may know, Bourton-on-the-Water already hosts a very popular 10k, and we feel a Chipping Norton 10k could complement this while further promoting health, wellbeing, and community engagement in the area.

I'd be delighted to discuss the idea further and hear your thoughts.

Many thanks for your time and consideration.

Best regards,

Dave Wild

Managing Director

Future Sports Events Ltd

www.futuresportsevents.com

Further correspondence:

To answer your questions: yes, we would require some road closures, but we will minimize these as much as possible. We wouldn't need any financial support from the council; we would just like to know that they would support an event like this coming to the town. These events always have a positive economic impact, and we hope everyone can get on board.

If you have any other questions, please don't hesitate to let me know.

Best regards,

Dave

Chipping Norton Town Council Action and Strategic Plan

This action plan has been updated following a review by Committee.

Key Themes:

BT	A vibrant, safe and beautiful town
OS	Improved open spaces
CS	Improving community services
CE	Community engagement
MC	A modern, safe and forward thinking Council
WP	Working in partnership

Committees:

FC:	Full Council
CC:	Community Committee
SP:	Strategic Planning
FR:	Finance and Resources
TAC:	Traffic Advisory Sub-Committee

Key	Action	Responsible Committee	Who's involved?	Budget	Commence ment	Completion	Notes/Comment
CS1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	SP	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-22	Ongoing	WODC's sports and pitch provision strategy has been approved and is in the public domain. Jan 2022. Further scoping should be undertaken by the TC to determine opportunities for playing pitch provision in town.
BT1	Promote active travel and transport in the Town	SP	CNTC/Transition CN/Cycling Action Group		Ongoing	Ongoing	LCWIP for Chipping Norton has been adopted by WODC. A Cycling Action group has been established by the Traffic Advisory Sub-Ctte. Rusty Riders initiative ongoing.
BT/CE1	Delivering the East Chipping Norton Development Vision Statement	SP	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.
CE1	Chippy Phone Box	SP	CNTC	N/A	Jul-21	Ongoing	CNTC are managing the rota. The phone box is well used by a diverse range of organisations and initiatives across the town.
CS2	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	£1500 from street furniture budget (6495)	April 2025	March 26	Benches restored by the TC's Grounds Maintenance team as required.
BT3	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/working group		Ongoing	Ongoing	Working with OCC to help identify safer HGV routes. A Windrush Valley Area Study plan is now taking place(OCC)

BT4	Road and Pedestrian Safety	SP/TAC	CNTC/OCC/		Ongoing	Ongoing	OCC consultation on West Street/New Street junction commenced June 2024. Proposed improvements for Albion Street junction have been approved and should be installed this year. Delayed to FY 2026 SID for Churchill Road is installed and operational.
CS3	Modernise and improve Chipping Norton Town Hall Large project	CC	CNTC Staff/approved consultants/workin g party	EMR £171,783	Jun-22	Ongoing	Quinquennial review is complete. Measured survey has been carried out and we now have floorplans Specifications have been drawn up and the tender process has been completed. Planned roof inspection and damp works have been completed. First phase internal decoration is complete. Scoping work for PV solar for the roof has been completed. Further funding required to fill shortfall between EMR and increased scope of work to include sustainable initiatives. Ongoing Venues Working Group meetings taking place separated into two work streams. - Town Hall Restoration - Town Hall and Glyme Hall business plans TOR For the two work streams adopted at FC 1 Sept 2025.
CS4	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/clu bs		Nov 21	Ongoing	The Town Council support local youth work through enabling use of play area facilities and other partnership endeavours. Remix Youth Club takes place at Glyme Hall weekly on Friday afternoons and has received free use of the space by the Finance & Resources Committee.
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	SP	CNTC/Contractors	£10,000 Cemetery repairs and maintenance 25/26	Ongoing	Ongoing	The Town Council's Admin and Customer Services Assistant has now been trained to undertake memorial safety testing (July 2025), so this can now be brought in-house for 2025-26. Next tranche to be planned for winter 2025.
OS1	Ensure that the recreation areas in Chipping Norton are safe, enjoyable and inclusive spaces for all.	CC	CNTC	25/26 Repairs £2,000 New Equipment £2,500	Ongoing	Ongoing	Annual ROSPA testing takes place each year in November, next required November 2025. Additional Accessibility Audit undertaken November 2024 with no issues to be rectified. Grounds Maintenance Operatives assess play parks weekly and work through repairs as required.
MC/OS1	Pesticide free Chipping Norton	CC/SP	CNTC/Contractors/l andowners/clubs	N/A	May 22		Pesticide-Free Chipping Norton plan should be reviewed now that the in-house grounds maintenance team has been established.

OS2	Improving access and biodiversity at Pool meadow Large Project	SP	CNTC/Approved consultants	£25,000 EMR	2020	Sept 24 (Overrunning)	Feasibility study complete. Further grant support from the Trust for Oxfordshire Environment (TOE) has been secured. Beaumont Rivers has been required to undertake further work for Historic England before approval is granted (July 2025). Currently awaiting an update.
BT5	Christmas lights scheme	CC	CNTC	£19,000 per year £2,500 for switch on event (from events budget)	October 22	Dec 25	Current contract has been handed over to Selectrics for Xmas 2025. A new scheme to be decided for 2026. - Community consultation required during Xmas 2025 - Tender to be submitted June 2025
CE2	Providing grants to voluntary bodies/organisations in Chipping Norton	FR	CNTC/Organisations /Clubs/Community groups	25-26 £16,500	July 2025	Feb 2026	Grants were considered by the Finance and Resources Committee July 25. Next tranche to be considered Feb 2026.
CS/MC1	Public space safety and compliance	CC/SP	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety can now be brought in house to be undertaken by our Admin and Customer Services Assistant. New 3-year tree survey approved (June 2025) with works undertake systematically through a priority list. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Town Hall Fixed Wire test and actions complete Alarms system, emergency lighting and hearing loop are installed. Council H&S audit has taken place. Greystones health and safety have taken place. Worcester Road Depot H&S check undertaken April 2025.
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC	na	May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically.
CE3	Flying flags to mark national and local events and commemorations	FC	CNTC	n/a	Jun 22	Ongoing	Protocol agreed June FC. Calendar agreed.
MC4	Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	FC/FR	CNTC/Developers		January 21	Ongoing	New website working very well. CNTC staff to publish news articles/agendas and publications. Monthly newsletter
MC5	Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	FR	CNTC/Focus Group	Multiple budget lines	May 21	Ongoing	The Council's IT and phone systems are managed by Focus Group.
MC6	Review the Council's fees and charges annually	FR	CNTC	n/a	Ongoing	Ongoing	The fees and charges for 2025-26 reviewed by Community Committee and Strategic Planning Committee March 2025.
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Sept 2025	External audit certificate received FC 1 Sept 2025.

							Mulberry LAS agreed as the Council's internal auditor FC 1 Sept 2025 for 1 year.
MC/CE1	Ensure that the Council is open and transparent	FR	CNTC	n/a	Ongoing	Ongoing	New website launched. FOI procedures approved 2022. Transparency page published. Financial management page published. The publication page demonstrates how much is now available to residents via the Council's website.
MC8	Ensure that the Council's finances are invested wisely	FR	CNTC				Investment Strategy Approved July 2022. Reviewed and adopted by the Finance & Resources Committee July 2025.
MC9	Ensure that staff and members are suitably trained	FR	CNTC/training providers	£2500	July 22	Ongoing	Staff and Cllr training policy approved. Staff and Town Mayor have completed Tree Safety training (11 Aug 2025). Admin Officer completed Memorials Safety training (August 2025) Assets and Ops Officer completed Institute of Cemeteries and Crematories Management (ICCM) training (Sept 2025) All staff undertaking Level 1 Safeguarding training (Oct 2025) Town Clerk and Admin Officer refreshing First Aid training (Nov 2025).
MC10	Local Council awards	FR	CNTC	n/a	March 2024	September 2028	CNTC received the Local Council Quality Award (Silver) in August 2024. Next stage requires a three-year business strategy plan and robust community engagement. The Town Clerk and RFO/Deputy Clerk are working through the required elements.
CE/WP1	Chipping Norton Pride	CC	CNTC	TBC	July 23	Annually in June/July	Event held on Saturday 26 th July 2025, next event taking place Summer 2026.
CE/OS/C S1	Skatepark Design and Installation Project Large project	CC	CNTC/Maverick Industries/Skatepark Users Group	EMR £30,000 Potential S106 funding £55,000 Budget £250,000	April 23	Summer 2025	The final design for the skatepark has been received, and a Certificate of Legal Development has been submitted to WODC. Further scoping for available funding required. The project has been taken on by our Assets and Operations Officer with regular meetings taking place.
CE/OS/B T1	Keep Chippy Beautiful Initiative	CC	CNTC	£500	April 23	Ongoing	Autumn Litter pick held on the 27 th September 2025. Spring date TBD
OS3	Smokefree Oxfordshire initiative	CC	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	Overdue	The signage design and installation was delegated to TC officers. Design completed and awaiting funding release from OCC.

WP1	Scoping out partnership working Chipping Norton Theatre	CC	CNTC/CN Theatre	n/a	May 23	Ongoing	Partnership events held in the Town Hall have gone well. To continue to develop this relationship.
CS5	Feasibility for a “rock school” for Chipping Norton	CC	CNTC/partners	Tbc	Not started	Not started	Scope out ideas
WP2	Collaboration/dialogue with The Branch Community Hub	CC	CNTC/The Branch	Na	Ongoing	Ongoing	The Town Clerk meets with The Branch CEO on a regular basis to share information and provide support where helpful.
CS6	Summer event – picnic in the park	CC	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide an annual open air event.
CE4	Community Awards event	FC	CNTC	£1,500 from events budget	September 2024	Annually in September	An event policy and procedure has been agreed. Held on the 26th Sept 2025 and was a wonderful event allowing the community to celebrate new award winners. Next event Sept 2026.
CE/WP2	Remembrance Day event	CC	CNTC/CN RBL	£1000 from events budget plus use of the Town Hall and staff to support.	Annually in November	Annually in November	Chipping Norton Remembrance Parade and services organised by the Chipping Norton Royal British Legion. Supported by the Town Council – use of the Town Hall, funding for catering and application for road closure are some examples of how CNTC contribute to this. Upcoming Remembrance services on the 9th Nov 2025 and Armistice Day 11th Nov 2025.
CE5	Rusty Riders Initiative	SP	CNTC/Cycling Action Group	n/a	Monthly ongoing	Monthly 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.
OS4	Improving Air Quality	SP	CNTC/WODC	Needs to be identified	Ongoing	Ongoing	The Council promotes clean air initiatives as part of the clean air day campaign https://www.actionforcleanair.org.uk/campaigns/clean-air-day Climate Action Working Group set up.
BT/CE/ WP1	Community Safety and Supporting Local business	SP	CNTC/TVP	n/a	May 24	Ongoing	Cllr 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.
BT6	Town Centre Flower Beds	SP	CNTC/OCC/WODC	TBD	May 2024	May 2026	The Town Council own the beds along Middle Row and by the Town Hall. WODC own the other beds and there may be opportunities for CNTC to take them on with permission.

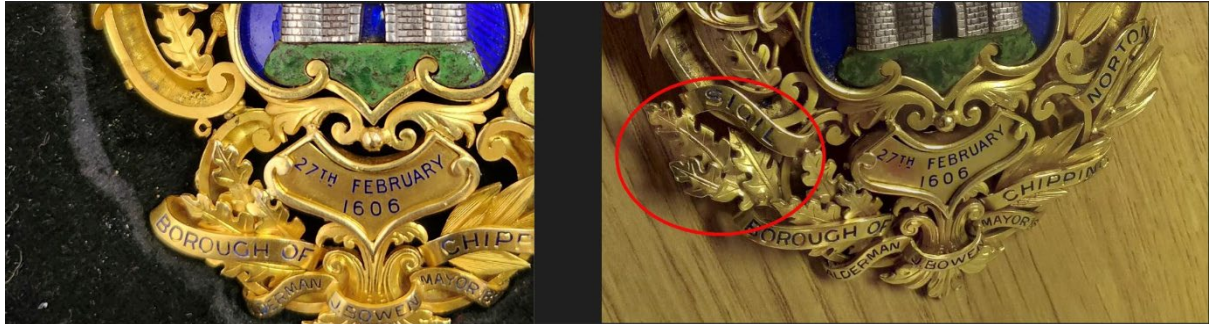
CS7	Glyme Hall	CC	CNTC/OCC	N/A	Ongoing	Ongoing	Glyme Hall came under Town Council management November 2025.
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							Bookings and financial sustainability of the hall to be worked through with the Events and Marketing Officer and RFO. Hire charges to be reviewed annually in March.
BT7/OS5	In-House Grounds Maintenance	SP	CNTC	25-26 Streetscene £16,960	Ongoing	Ongoing	Grounds Maintenance team now fully staffed and in place (July 2025). Assets and Operations Officer in place (June 2025). Rota of maintenance to be drawn up. Lone working procedures to be considered. Assets and Operations Officer to monitor requirements for tools and equipment, and to work within the allowable budget. GMO Nigel Griffins has agreed to take on the Team Leader position (Oct 2025).
CS8	Council Depot	SP	CNTC	25-26 Streetscene	Ongoing	Ongoing	The Council's depot was taken on in April 2025. The Council's Assets and Operations Officer is working through compliance and requirements for the team, such as installation of EV charging, storage and COSSH compliance.
MC11	Compliance – To ensure that the Council's spaces (including the offices, depot, and built assets) are compliant and safe for staff to use	SP/CC	CNTC/WODC/OCC	N/A	July 2025	April 2025	The Town Council as an employer has a duty of care towards its staff members, and as such should ensure that the offices and workspaces are fit-for-purpose. The Town Clerk, RFO and Estates Officer are working through a list to ensure that all sites and buildings comply with regulations.

Adopted by Full Council on 21st July 2025

Item 13: Regalia

a. Repair of Mayor's Chain



Due to an accident at a community event, the Mayor's Badge fell to the floor and received some damage. Three oak leaves and an enamelled "SIGIL" banner have broken off and have been lost. There is also minor damage to the clasp and back of the badge.

The Town Clerk has had consultations with two specialist jewellers and the Town Council's insurers. To have this fixed outside of the TC's insurance policy, it is estimated that the cost would be £4-5,000 however the exact cost wouldn't be known until the weight of gold is determined.

The Town Clerk has also spoken with the insurance company, who have said this would be covered within the scope of our policy. Any claim would impact the renewal premium next year, however a "large" claim over £5,000 would have an increased impact on the renewal premium. The insurers could not determine the exact impact at this time.

RECOMMENDATION: That Cllrs consider whether to move forward with the repair to the Mayor's Chain with the TC's insurance policy or privately.

b. Purchase of "Past Mayor" badges and "Town Mayor" badge

Previous Town Mayors of Chipping Norton have been given a custom Past Mayor badge to wear at civic events and ceremonies. There do not appear to be any additional badges left to distribute, nor purchase details about where these had been commissioned in the past.

RECOMMENDATION: That Cllrs consider whether they wish to continue the tradition of giving out Past Mayor badges, and whether they wish to have an additional badge for the Town Mayor to wear during casual civic events.

The design would be delegated to the Town Council office and the budget would be within the Town Clerk's delegated authority to spend (£500).

Public Conveniences

From Claire Locke <Claire.Locke@publicagroup.uk>

Date Fri 2025-09-19 14:39

To Katherine Jang <townclerk@chippingnorton-tc.gov.uk>

 2 attachments (9 MB)

Town Hall Chipping Norton Building Condition Report.pdf; New Street Car Park Building Condition Report.pdf;

Chipping Norton Town Council

Warning: Sender Claire.Locke@publicagroup.uk has never sent any emails to your organization. Please be careful before replying or clicking/downloading the attachment and URLs.

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Dear Mrs Jang,

Engagement on future of Public Conveniences in your area

As you are likely aware following our email of 2 September, West Oxfordshire District Council (the Council) has been reviewing its provision of Public Conveniences.

On 10th September the Councils Executive agreed to engage with the relevant town and parish councils on the potential transfer of facilities. This letter is the first step in that engagement and we would be happy to meet with you to discuss options. For more detail on what the Executive considered you can read the report [\(Public Pack\)Agenda Document for Executive, 10/09/2025 14:00.](#)

Protecting well-used facilities, whilst reducing costs

The Council currently has 13 sets of facilities across 8 towns and villages. We understand that the continued provision of public conveniences is important but we need to balance access to facilities with the ongoing financial pressure this service generates.

With changes to local government planned and proposals by Central Government to create Unitary Authorities in 2028, there is likely to be additional focus on reducing costs and prioritising spending. The Council is concerned that the discretionary Public Conveniences service will be vulnerable in the future and therefore intends to take some positive steps to address this now. This means transferring facilities where possible to Town and Parish Councils and where this is not possible streamlining provision. This may mean that in some cases facilities will be closed. Facilities will only be considered for closure if there are alternative facilities close by which operate with similar opening times. In most cases where the Council operates more than one facility one will be retained but a second set of facilities could be closed. The exception to this is Burford, where demand is sufficiently high due to tourist numbers, to sustain both facilities.

The review has considered what publicly accessible facilities are available in each location, cost, income and footfall data. Building condition surveys have also been conducted for each site to

assess the likely funding requirements over the next 10 years to repair and maintain each facility.

We appreciate taking on these facilities is a significant decision and you will wish to discuss this in some detail with your Council. We also appreciate that there may be issues at a parish level, relating to this service provision that we are not aware of. Provided with this letter is information relating to the facilities in your location. It sets out costs, current income, footfall and the basis for transfer that we would initially propose. Also attached is a copy of the condition survey. Please note that these are indicative costs only. It is possible that not all works will be required, or required within the periods stated. These costs have not been tendered.

Basis for transfer of facilities

The Council would not impose any restrictions regarding charging for the use of Public Conveniences. This means your Council could decide to provide free facilities or could increase charging to cover costs of provision.

The Council currently has a contract for the cleansing and maintenance of public conveniences with DANFO. The Council undertakes structural maintenance. The Council also has a separate contract for cash collection. At the point at which the public conveniences are transferred these contracts would end and your Council would need to put the appropriate arrangements in place. With some Town and Parish Councils already operating their own Public Conveniences or providing other facilities and services, cleaning and maintenance may be provided cheaper at this local level.

In some cases, we have stated we would consider either a long lease or freehold transfer. However, where the facilities are located within a car park owned by WODC, only a lease is proposed. Whilst there are no plans to redevelop any of these car park sites at this time, we must consider long term needs and opportunities. For this reason, it is proposed that ownership for the whole site is retained by WODC.

Next steps

We would like to meet with you to discuss the public convenience(s) in your area as soon as possible, with any transfers taking place in 2026 following further decision making by Executive after this initial engagement. Where facilities have been earmarked for closure and there is not an indication from the relevant Town or Parish Council that they wish to take them on, it is anticipated closures will take place on 31st March 2026. Similarly, the Council would seek to terminate leases in this same timeframe.

If facilities, owned by the Council are closed, option appraisals will consider whether the buildings are repurposed, let, sold or demolished. This decision will be made only once transfer has been fully explored.

If you have any questions regarding this process or the information provided, or would like to arrange a meeting to discuss transfer **please email: Parking@westoxon.gov.uk**

We appreciate your Council will need time to meet and discuss the option to take on these facilities.

We would ask that you confirm by **30th November** that either:

- You do not wish to further explore the transfer of facilities to you, or,
- You wish to continue discussions on the terms of transfer

West Oxfordshire District Council would seek to terminate leases and or close facilities that will not be transferred on 31st March 2026.

Transfer of facilities may take a little longer and we would aim for transfer by 30th June 2026.

However, timelines will be discussed with you as part the discussions on transfer.

Please find data on the Chipping Norton facilities below and their condition survey reports attached.

Town/Parish Council	Chipping Norton Town Council
Location	Chipping Norton, Town Hall
Annual cost of operation	£26,906
Current frequency of cleaning	3 per day
Annual income	£636
Annual Footfall (number of uses)	3183
Building condition – estimated cost over next 10 years	£21,150
Current opening times	7.30am – 7.30pm
Basis for transfer	Surrender of lease
Intention if transfer is not completed	Surrender of lease and closure

Town/Parish Council	Chipping Norton Town Council
Location	Chipping Norton, New Street carpark
Annual cost of operation	£26,429
Current frequency of cleaning	3 per day

Annual income	£1062
Annual Footfall (number of uses)	5314
Building condition – estimated cost over next 10 years	£4,300
Current opening times	7.30am – 7.30pm
Basis for transfer	Long lease - requiring continued provision of Public Conveniences Lease – Peppercorn
Intention if transfer is not completed	Retention of PCs by WODC

We look forward to hearing from you.

Kind Regards

Claire

Claire Locke
Interim Executive Director
Publica



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WEST OXFORDSHIRE
DISTRICT COUNCIL

WEST OXFORDSHIRE DISTRICT COUNCIL

Name and date of Committee	EXECUTIVE - 10 SEPTEMBER 2025
Subject	REVIEW OF PUBLIC CONVENIENCE PROVISION
Wards affected	Bampton & Clanfield, Burford, Brize Norton and Shilton, Carterton, Charlbury & Finstock, Chipping Norton, Eynsham & Cassington, Witney & Woodstock & Bladon
Accountable member	Lidia Arciszewska, Executive Member for Environment Email: lidia.arciszewska@westoxon.gov.uk
Accountable officer	Claire Locke. Interim Executive Director – Corporate Services Email: democratic.services@westoxon.gov.uk
Report author	Claire Locke. Interim Executive Director – Corporate Services Email: democratic.services@westoxon.gov.uk
Summary/Purpose	The review has considered current provision of public conveniences in each location, costs, income and building condition. The aim is to provide a balance between the continued provision of good quality public toilet facilities, protect essential facilities into the future and to reduce the financial burden on the Council.
Annexes	Annex A – Table summarising costs, income, usage and condition Annex B – Summary of Condition survey indicative costs Annex C – Maps showing the location of facilities Exempt Annex D – Lease terms relevant to surrender Annex E – Equalities Impact Assessment
Recommendation(s)	That the Executive resolves to: I. Agree to work with Town and Parish Councils and the Public Convenience Task and Finish Group to explore the options in regards to transferring these assets where possible, either on long leases or freehold, as detailed in the report.

	2. Delegate authority for the terms of any disposals arising from recommendation 1 to the Director of Finance in consultation with the Executive Member for Finance. 3. Agree that, where transfer cannot be achieved, to retain facilities at Langdale Gate in Witney, Guildenford and High Street in Burford, Bampton Town Hall, New Street in Chipping Norton, Hensington Road in Woodstock and Kilkenny Country Park, and to bring forward a further report regarding the repairs and improvements required to ensure good quality facilities are provided. 4. Agree, where transfer cannot be achieved, to terminate leases at the Town Hall in Chipping Norton and Charlbury, noting the lease implications set out in Annex D to the report. 5. Agree, where transfer cannot be achieved, to close facilities at The Leys, Witney, Browns Lane, Woodstock, Back Lane, Eynsham, Black Bourton Road in Carterton which are in the Council's ownership and consider options such as conversion, lease or sale of the buildings.
Corporate priorities	• Putting Residents First • A Good Quality of Life for All • A Better Environment for People and Wildlife • Working Together for West Oxfordshire
Key Decision	Yes
Exempt	NO Annex D exempt – contains confidential lease information
Consultees/ Consultation	Overview and Scrutiny Committee – Public Conveniences working Group Consultation with relevant Town and Parish Councils will follow this 'in principle' decision, to discuss what happens with individual facilities.

1. EXECUTIVE SUMMARY

- 1.1** The Council provides thirteen sets of Public Conveniences district wide. Ten of these facilities are owned by the Council and three are leased. Despite a small charge at some facilities, the cleaning and maintenance costs means that the Council provides a high level of subsidy for this discretionary service.
- 1.2** Many towns now have multiple locations which offer the public free access to Public Conveniences at libraries, community centres, supermarkets and facilities provided by Town Councils.
- 1.3** In the context of Asset Management review, the Council is considering how discretionary facilities can be fit for the future. Transferring facilities to Town and Parish Councils could ensure facilities are retained at a local level.
- 1.4** Data has been used to review costs, income and usage. A 'cost per use' figure is helpful in identifying facilities that require a higher level of subsidy. This information is summarised in Annex A. Condition surveys have also been carried out to identify facilities that will require significant investment in the coming years to ensure they remain in a suitable condition. This information is referenced in Annex A but further information is contained in Annex B.
- 1.5** The review has considered options to retain, close, transfer or terminate leases for the public conveniences, whilst considering the needs of the users, and other local provision and affordability.
- 1.6** The recommendations seek to transfer all facilities but acknowledge the need to retain some high use facilities in key locations if transfer is not possible. Facilities which are retained will require some investment and a future report will consider costs as well as options for cashless payment and changes to charges. The Overview and Scrutiny Committees Public Conveniences working group will support the process of discussing options with Town and Parish Councils and considering terms for transfer or options for improvement where facilities are retained.

2. BACKGROUND

- 2.1** West Oxfordshire District Council operates thirteen public toilets across the district, in 8 towns and villages. All sites charge 20p per use and this has not increased since charges were introduced in 2014.
- 2.2** Reactive maintenance is dealt with as and when necessary, however no refurbishments or improvements have taken place for a significant number of years. The cleaning and responsive maintenance is contracted to Danfo UK Ltd. The contract costs are the main expenditure for each site, which has increased over the last year due to wages, fuel and consumables.

3. MAIN POINTS

- 3.1** Data on service costs, usage and income are listed by individual site in Annex A. This includes the net cost to the Council for each use of the facilities. The overall net subsidy the Council incurred in providing this service in 2024/25 was £269,747.
- 3.2** Whilst provision of the public toilets is a discretionary service, it is recognised the importance of easy access to facilities for shoppers and tourists. However, the existing level of subsidy is unsustainable for the Council and may make the service vulnerable under a new Unitary authority arrangement.

4. District wide provision of public conveniences.

- 4.1** There are 13 sets of facilities across 9 towns and villages. Witney, Burford, Woodstock, Chipping Norton all have 2 sites operated by the Council. Bampton, Charlbury, Carterton, Brize Norton & Shilton and Eynsham all have 1 site operated by the Council.
- 4.2** Where there are multiple facilities provided, they are located relatively close together. It should also be considered that many towns and villages have multiple cafes, restaurants, public houses and tourist attractions which have toilet available for customers. Annex C provides maps showing the location of WODC run public conveniences and other publicly accessible facilities in each town.
- 4.3** Whilst there is considered to be a need for continued service provision, there could be a reduction in the number of facilities provided which would reduce costs.

5. Transferring responsibility for public conveniences.

- 5.1** The Council could transfer facilities to Town and Parish councils. Where facilities are located in Council owned car parks it will be appropriate for the District Council to retain the freehold and transfer the public conveniences on a long lease. This avoids complications should the wider site ever be considered for sale or redevelopment. Where facilities sit separate to or on the edge of other council owned land freehold transfer may be appropriate with suitable covenants requiring the continued provision of toilet facilities and enabling the district council to receive a capital receipt should the facilities close and be sold or repurposed in the future. There may be exceptions to this if continued provision is not needed, for example, at The Leys, Witney, the Town Council have recently built new facilities. Each site will therefore be considered based on individual circumstances.
- 5.2** Not all Town or Parish Councils will wish to take on the facilities and the Council therefore needs to consider what action will be taken if transfer is not agreed. Where alternative facilities are available it is recommended leases are surrendered or facilities are closed.
- 5.3** In addition to the costs of running the facilities, the Council needs to consider the costs to keep these facilities in good order. Annex B provides indicative costs for repairs and replacement each year for the next ten years. This has been summarised in the annex as Year 1 costs, costs from 2025 – 1st April 2028 (Unitary authorities established) and total cost over the next ten years. It is important to stress these costs are indicative. They may

not all need to be incurred, they may not all need to be incurred in the periods stated and they have not been tendered. However, they provide a valuable insight for decision making and budget setting, into the level of investment that may be needed.

Surrender of leases

- 5.4 At Charlbury the community centre is located close to the council owned public conveniences and has similar opening times. Usage is relatively low at this site. At Chipping Norton the Council provides alternative facilities at New Street car park and there are also other facilities provided locally (Annex A).
- 5.5 It is recommended that the Council seek to surrender these leases. Please refer to Annex D which contains confidential information relating to these leases and sets out the potential implications of surrender. Surrendering these leases and closing the public conveniences would reduce costs by approximately £44,000 annually.
- 5.6 Whilst condition survey information indicates repair and replacement costs, some of these costs would be borne by the building owners, not WODC as lessee. However, the Council will need to carry out certain works to reinstate the building to a required condition in line with the lease terms before it is handed back. These costs will be negotiated with the building owners once the process of lease surrender commences.

Transfer or closure

- 5.7 It is proposed that facilities at The Leys, Witney, Back Lane, Eynsham, Browns Lane, Woodstock and Black Bourton Road, Carterton are transferred to the relevant Town Councils or closed. In all cases there are alternative facilities provided close by (Annex A). Closing these facilities will reduce costs by approximately £70,000 annually. It may result in a slight increase in consumables at the other council owned facilities as usage is consolidated into one site. This cost is hard to quantify.
- 5.8 If the facilities listed in 5.7 were retained the Council would need to invest approximately £87,700 between now and 2028.
- 5.9 Freehold facilities could be sold providing a capital receipt to the Council or they could be stripped out and converted for a new commercial use. This can be fully explored if transfer is not possible and the council could decide whether it pursues disposal or investment to retain as a commercial asset. If transfer is not viable, an options appraisal will be prepared for each relevant facility, and a further report will be brought back to the Council for decision.

Transfer or retention

- 5.10 The remaining facilities would ideally be transferred but if transfer is not viable the Council may wish to consider retention of these facilities as they are either high demand facilities in key tourism locations (Guilford and High Street in Burford, New street in Chipping Norton), near large car parks that serve shoppers (Langdale Gate, Witney) or located in areas where there are little or no other alternative facilities (Bampton Town Hall and Kilkenny Country Park). Hensington Road, Woodstock will be looked at separately and in conjunction with Oxfordshire County Council seeking to make changes to the Old Library site in Hensington Road.

- 5.1.1 If facilities are retained, the Council will need to allocate funding for essential repairs and maintenance which are estimated to be in the region of £56,000 between now and 2028. However, the Council may also wish to consider investment to upgrade older facilities. Consideration could also be given to introducing cashless payment as all facilities are 'cash only' currently. Cashless payment can be more user friendly as people do not need to find the right change. However, there is a significant capital cost of around £1350 per unit to install card readers. Consideration could also be given to the appropriate level of fee, with scope to increase charges and reduce the level of subsidy, particularly if facilities are improved and customers are offered a better standard of facility. These options can be considered as part of a future report on investment into retained facilities.

6. ALTERNATIVE OPTIONS

- 6.1 The Council could retain all facilities, but this would not address the level of subsidy currently incurred and may make the service vulnerable when Unitary authorities are created.
- 6.2 The Council could seek to close more facilities, if transfer to Town and Parish Councils does not occur however this may impact on users, where alternative facilities are not available, which could in turn affect the local economy.

7. CONCLUSIONS

- 7.1 The recommendations seek agreement in principle to transferring public conveniences to Town and Parish Councils. However there has not yet been consultation with these Councils, so the proposals in this report may be subject to change. Delegations are sought to enable matters to progress but where proposals change it may be necessary to bring a further report to Executive.
- 7.2 The aim is to achieve the right balance between essential local provision and cost and to protect these facilities at a local level into the future.

8. FINANCIAL IMPLICATIONS

- 8.1 The provision of public convenience currently has an annual revenue cost to the Council of £269,747.
- 8.2 The recommendations in this report seek to reduce this net subsidy, however the level of reduction will depend on the number of facilities that are transferred and associated costs.
- 8.3 The budget requirements for essential repairs and maintenance are set out in Annex C. Any funding requirements for 2025/26 will be met from revenue funding. Funding for future years will be built into the budget setting process.

9. LEGAL IMPLICATIONS

- 9.1 Public conveniences are a discretionary service and therefore the Council could cease to provide the service.

- 9.2** The Council is the freeholder of all but 3 of the public conveniences (see annex A). The Council can therefore choose to sell or repurpose the buildings that it owns subject to the relevant permissions.

10. RISK ASSESSMENT

- 10.1** The Council may suffer reputational damage from any closure of facilities and increasing charges. However, offering the facilities to the Town or Parish Councils in the first instance and providing effective communication to explain may help mitigate this risk.

11. EQUALITIES IMPACT

- 11.1** Closure of public conveniences may impact some groups more than others. An EIA is provided at Annex E.

12. CLIMATE AND ECOLOGICAL EMERGENCIES IMPLICATIONS

- 12.1** There may be a reduction in fuel usage from servicing, maintaining and cash collection all existing facilities. However, as the proposals include where retention of at least one set of facilities in each Town or Village, there will be limited reduction in travel for the contractor.
- 12.2** There will be a small reduction in utilities used if any of the toilets are closed but demand may transfer the facilities remaining open. It is likely the consumables usage may also transfer.

13. BACKGROUND PAPERS

- 13.1** None.

(END)

Annex A

Car Park Location	Income	Cost*	Footfall	Cost per use	Condition Yr l cost	Recommendation
Transfer or retain						
Burford, Guildenford	£1478	£27,874	7184	£3.67	£3550	Within WODC owned carpark High tourist demand, lowest cost.
Chipping Norton, New st	£1062	£26,429	5314	£4.77	£7450	Within WODC owned carpark High tourist demand
Witney, Langdale Gate	£1092	£32,214	5464	£5.69	£13,350	On edge of WODC car park High demand for shoppers. Also used for Shop Mobility
Woodstock, Hensington road	£499	£16,788	2517	£6.47	£6500	In WODC owned car park , also used as small satellite depot by Ubico
Brize Norton & Shilton, Kilkenny	£384	£13,266	1923	£6.70	£1100	New facilities serving Country park. Users include high number of children.
Burford High st	£1436	£31,875	7394	£4.12	£4300	High tourist demand
Bampton Town Hall	£525	£12,996	2626	£4.75	£4150	Leased facilities but limited alternatives locally. Cost relatively low.
Surrender leases						
Charlbury, Spendlove	£503	£18,543	2582	£6.99	£1600	Relatively low usage and alternative facilities close by at community centre.
Chipping Norton, Town Hall	£636	£26,906	3183	£8.25	£11,500	Retaining facilities at New Street

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	Income	Cost*	Footfall	Cost per use	Condition YrI	Reccomendation
Transfer or close						
Witney, The Leys	£584	£29,670	2925	£9.94	£28,325	Other facilities in area and very expensive due to low usage.
Eynsham, Back La.	£236	£10,515	1183	£8.69	£4400	Low demand & high cost. Transfer on long lease as in centre of WODC car park.
Carterton, Black Bourton	£271	£15,341	1358	£11.09	£3900	Other facilities in the area and very expensive due to low usage.
Woodstock, Browns La.	£502	£16,538	2498	£6.42	£43,900	Relatively low demand across the two Woodstock sites. Closing one should increase demand at Hensington road.
Totals	£9208	£278,955	46,161	N/A	£134,025	

Other toilets available in Towns/village where we are proposing to transfer, close or surrender lease

Public Convenience, Location	Alternative facilities located nearby
The Leys, Witney	Supermarket x 1
Back Lane, Eynsham	Coffee Shop x 1, Restaurant x 1, Hotel x 1, Pub x 2
Black Bourton, Carterton	Supermarket x 2, Library, Pub x 2, Coffee Shop x 2, Restaurant x 3
Brown's Lane, Woodstock	Restaurants x 4, Pub x 4, Coffee Shop x 1, Hotel x 1
Spendlove, Charlbury	Library & Community Centre, Pub x 3, Coffee Shop x 2
Town Hall, Chipping Norton	Pub x 3, Café x 4, Restaurant x 2

14b: Guildhall Options Appraisal:

Background:

Most of the Town Council's (TC) back office operational staff are based in the Guildhall, which is a 15th Century building owned by West Oxfordshire District Council (WODC). The TC currently has a Licence to Occupy this building, but not a traditional lease. While this gives the TC security and allows ongoing tenure of the building for as long as the TC sees fit, the TC is also responsible for 100% of the maintenance costs of the areas that the TC occupies in addition to 30% of any other utilities and bills for the building. The TC has no control over the choice of contractors and little say in the scheduling of work.

WODC has recently undertaken surveys of the building and has determined that it requires necessary damp works to resolve underlying damp and mould problems in the ground floor offices. The work is planned in for March – April 2026 and will require the TC to completely vacate the premises to ensure that this work can take place.

As such, it is necessary for the TC to consider the short and long-term implications of the work to the Guildhall. A risk assessment (Appendix A) has been undertaken and has identified a number of Health & Safety and operational risks that would remain unresolved even after the essential damp work takes place. For instance, the Town Clerk's office is only accessible via a narrow stairway and should a fire break out in the ground floor, the only option to escape would be through the separate office space (currently hired by WODC by a massage therapist) and may be locked. Additionally, there is no step-free access to the public facing office and as such is inaccessible for residents with limited mobility or using buggies/pushchairs.

TC Officers affected by this change will be: The Town Clerk & CEO, The Responsible Finance Officer and Deputy Clerk, the Assets and Operations Officer, the Admin and Customer Services Assistant and the Events Officer.

What the office must provide:

- Quiet, stable workspace
- Secure storage for paper records and the safe
- Confidential meeting space for HR and casework.
- Fit-for-purpose facilities including desks, office printer/scanner, and robust IT/networking; welfare/breakout and kitchen/toilets; basic accessibility.

Resident Consultation: The TC engaged with residents via a public survey from August – October 2025 (see Appendix B). Results showed that while residents do not strongly prefer the Guildhall as the public-facing office location, that there should be a location within Chipping Norton for residents to speak to officers face-to-face. To address this, all options as outlined below will retain a central public-facing office in Chipping Norton via the Town Hall reception space. The plan is for the Admin and Customer Services Assistant to relocate to the Town Hall reception office, and the Events Officer would join the back-office team. At present, the Events Officer fields general enquiries from members of the public dropping in for the bank and is often interrupted during the course of her working day.

The TC's Officers have also considered and ruled out the following options:

1. The Depot, Worcester Road Industrial Estate: This is an uninsulated space currently unsuitable for office provision for 4 extra members of staff. The ground floor is used for the storage and maintenance of equipment and machinery.
2. Permanent home working: While suitable for a short-term solution, long-term working from home would impact team morale and cohesion and negatively affect the Council's ability to work with members of the public. Some services especially for the venues and ground maintenance require on-site working.

This option appraisal lays out 4 possible alternatives to the Guildhall:

- A. Do nothing: The Guildhall premises are temporarily closed while the damp works are undertaken. Back-office staff work from home on a temporary basis until the works are completed and any office equipment is moved to Glyme Hall / the Depot for storage.
- B. Glyme Hall: The two rooms which do not generate any income (office and Willow room) would be converted into office space. As the Remix Youth Group is the only community group which uses the Willow Room (free of charge), they would be offered an alternative space in Glyme Hall.
- C. Alternate commercial office premises in Chipping Norton: The Town Clerk and Deputy Clerk visited Cromwell Business Park which currently has two units to let.
- D. Town Hall: Conversion of the Council Chambers to office space.

Options Appraisal Matrix:

Requirement	Option A	Option B	Option C	Option D
	"Do nothing"	Glyme Hall	Commercial Office	Council Chamber, Town Hall
Desk space for 4 employees	Short-term home-working provision. OR Short-term use of Glyme Hall as office space while works are undertaken at the Guildhall (see option to right).	The office and Willow room (Remix) do not generate income and the proposal for this space would be to convert the Willow room to a 2-desk set up. The office is already set up with 2 desks.	There are currently two offices to let at Cromwell Business Park. One would be suitable for 2 desks, and the other for 3. This would mean not all back-office staff could be on site at the same time.	Possible conversion of the Council Chamber to desk space. Magistrates' bench and table would need to be relocated. This is an unpopular option and has risk of public backlash. The Lower Hall and other spaces at the Town Hall generate income for the Town Council and should not be considered as possible staff offices.
Operational suitability	Fragmented rooms over levels, shared amenities, and heavy Thursday use by the Chippy Larder make it hard to safeguard data, concentrate on detailed work, or host confidential discussions. The risk assessment recommends moving staff to a building that provides compliant fire evacuation routes, better ventilation/heating, safe storage, and	Any rooms which generate income and are hireable spaces have not been considered within this report, as Glyme Hall should be retained as a community venue. As this is also a hireable space staff some consideration should be made to ensure that staff can concentrate on detailed work without interruption.	While still in Chipping Norton, this is not within any of the Council's venues and would require staff rotas to cover Glyme Hall and the Town Hall.	Regular council meetings could be held in the Lower Hall or at Glyme Hall instead. No staff parking. Shared use of toilets, kitchen facilities and no storage space for essential office requirements. As the Lower Hall is a hireable space, there is a risk that staff members interrupt bookings to use

	dedicated meeting/welfare space.			the kitchen and toilet facilities.
Confidential meeting space	Not possible to provide during relocation if staff are working from home.	The TC can book any of the other rooms on site as required for one-off meetings (without charge).	Meeting room on site hireable at £40/day	Not possible to provide
Secure storage	Not available during relocation. The safe would need to be moved to an alternate premises while staff work from home.	Available in the office, Willow room, and small cupboard off Ash room.	Office premises are tight with potential to house safe, depending on desk set up.	Potential space for the safe, depending on desk set up.
H&S	The Guildhall risk assessment identifies multiple issues that make prolonged occupation inappropriate: compromised fire-escape route (safe narrowing the main passage), combustible storage under stairs, persistent damp/mould from poor ventilation, winter temperatures recorded as low as 13°C, no protected reception, limited welfare/meeting space, and incomplete Legionella compliance work. Overall risk is medium-high for continued occupation.	Modern building with appropriate (shared) welfare space. The Willow room has its own entry/exit.	Modern office building with secure entry and appropriate (shared) welfare space.	Use of the Council Chamber as office space shares similar issues with the Guildhall, as it was never meant to be used as a permanent office.
Financial exposure	Under the licence we pay ~£17k p.a. in business rates/occupancy plus a share of utilities, and we remain liable for remedial/maintenance works. Immediate damp treatment is ~£4.5k (plus decant costs), with further liabilities uncertain. <i>(Figures are provided for context, not as a primary driver.)</i>	Glyme Hall has cost ~£11.5k in the first half-year (heating/lights/water/rent/rates), i.e. ~£23k annualised , with free staff parking and rooms already configured for meetings/welfare. If this is a permanent move, OCC has advised that they would like to draw up a sub-let and the TC would be liable for the legal costs to draw up this agreement. <i>(Costs noted for context.)</i>	~£10k p.a. guide rent for a small footprint of this type (plus utilities/IT fitup).	Current Town Hall occupancy (heating/lighting/rates/water) is ~£28k p.a. already. Moving staff here would add minimal incremental electricity plus one-off office setup (desks, cabling, storage, screens/partitions and light acoustic treatment). Indicative setup budget: £10k–£15k , assuming 6–8 large desks with cable trays, modest storage, trunking/ports, and basic desk-zone screening.
Future flexibility	In this instance, the TC would retain use of the Guildhall to move in after the essential work takes place.	As Glyme Hall is not owned by the TC, there is a possibility that OCC does not renew the TC's lease at the end of the current term.	Not applicable – this is an ongoing hire.	As the TC already owns the Town Hall, there is security in tenure. However, consideration needs to be made for the Town Hall roof restoration

	Even after the essential damp works takes place, the Guildhall Risk assessment shows that this would remain an unsuitable office environment for long-term use.			and whether officers would be required to move out at that point.
Deliverability risk	Operationally, there is a risk that the work takes longer than expected and council officers are required to work from home for many months. Moving out of the Guildhall and back in would represent an increase in disruption to Council services.	Low risk – Office is already set up for use, and Willow Room would need to have a desk installed. Potential safeguarding risks may arise if Council staff are alone with youth group members. However, all Council staff have safeguarding training and could be DBS checked if required.	The primary deliverability risk of this option is budgetary as the rent for the commercial premises would need to be factored into any future budgets.	Reputational risk to the Council as the Magistrates' desk and chair, and large meeting desk would need to be moved out of the room and housed elsewhere.

RECOMMENDATION: That the Council considers next steps with the Guildhall office provision short-term (during the damp work) and long-term.

Due to the operational requirements, H&S risk assessments, and financial impact, the Officer recommendation is for Council staff to move to Glyme Hall while retaining a public face-to-face presence for members of the public at the Town Hall. This option mitigates disruption to Council services and provides enough desk space for all back office staff.

Appendix A: Guildhall Risk Assessment

Appendix B: CNTC office provision survey results

A move to Glyme Hall is recommended to mitigate or eliminate the current health and safety, physical and environmental risks. The risks associated with the continued occupation of the Guildhall pose a medium-to-high risk, particularly in prolonged occupancy.

The Guildhall is unsuitable for CNTC employees due to inadequate facilities and serious health and safety concerns, including a compromised fire evacuation route, storage of combustible materials under stairs, and on first floor landing, poor ventilation, persistent damp and mould, low winter temperatures, lack of proper welfare and meeting spaces. These deficiencies endanger employee well-being, safety, productivity, and data confidentiality.

To protect employee health, safety, and operations, it is essential to relocate to premises with proper fire evacuation, storage, ventilation, heating, welfare facilities, and confidential meeting spaces—standards lacking in the current Guildhall. Follow-up audit should be scheduled 1-month post-move to ensure all identified risks are addressed and new workspaces meet necessary safety and welfare standards.



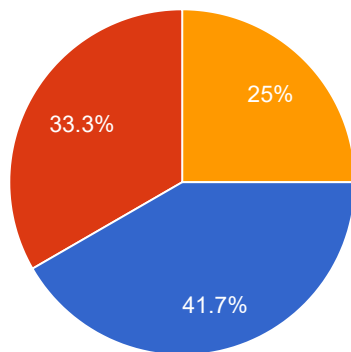
HAZARD AND RISK	PEOPLE AT RISK	CONTROLS	RISK LEVEL			FUTURE CONTROLS	TARGET DATE AND BY WHOM
Fire Risk Assessment	Employees	On the ground floor escape route, the main passage way is compromised and reduced by a large fire proof cabinet/safe.				Safe needs to be moved to the Glyme Hall into the small room off the Ash Room	CNTC - 01/11/2025
Housekeeping / Storage	Employees	The small first floor landing and office files and paperwork need to be stored appropriately. Currently it is blocking the main escape route.				Adequate storage facilities are required - Glyme Hall offers more scope to accommodate this.	CNTC - 01/11/2025
Storage area under the stairs	Employees	None - currently combustible items are stored in this area due to lack of storage space at the Guildhall. This is a fire risk.				Move to the Glyme Hall will give the Council Officers and staff more space to store items safely.	CNTC - 01/11/2025
Chippy Larder	Employees, volunteers and public	The rear of the Chippy Larder in an outside courtyard also had a large number of cardboard boxes stored alongside the building.				All boxes to be removed from courtyard as they are a fire hazard.	CNTC - 01/11/2025
Compartmentation	Employees	A number of cables are passing between and these penetrations should be filled with intumescent material.				Move to the Glyme Hall	CNTC - 01/11/2025
Drinking Water	Employees	None - no water testing carried out by WODC				An adequate supply of high-quality drinking water, with an upward drinking jet or water filter jugs, should be provided.	LA - July 2025 - completed
Safety of Customer Service Advisor / Receptionist	Employees	There is no protection for Heidi in the instance of an aggrieved member of the public coming in to the Guildhall and straight into her office.				At the Town Hall there is a glass window that can be pulled across and the door can be locked from the inside	CNTC - 01/11/2025
Burial records dating back 75+ years creating dust hazardous to health	Employees	None				Need to be archived	CNTC - 01/11/2025
Floor levels and doorways not the same height - trips and falls	Employees	None				Office moves to Glyme Hall where the floors are the same level.	CNTC - 01/11/2025
Asbestos Register	Employees	Asbestos register received from WODC - No ACM's found.				N/A	LA - July 2025 - completed
Staff Welfare	Employees	No break out rooms or suitable staff room to eat meals or take lunch breaks are available - Breakout areas are essential for staff wellbeing, productivity, and fostering a positive work culture. They provide staff with space to recharge, support informal meetings, and offer an alternative to desk-based work.				Glyme Hall has adequate rooms for break out, meeting and staff breaks / HR conversations.	CNTC - 01/11/2025
Legionella Risk Assessment	Employees	Have asked WODC for the risk assessment on 09/07/2025 and chased on 16/07/2025. WODC have stated that one isn't needed however under HSWA 1974 and the Control of Substances Hazardous to Health Regulations (COSHH) one is required.				Legionella Risk Assessment received 16/09/2025 - no Legionella detected	CNTC - 01/11/2025
HR / Confidential discussions	Employees	There is no separate room where confidential and/or sensitive discussions can take place. HR conversations often involve sensitive topics such as employment terms, performance reviews, grievances, or personal circumstances. A dedicated space ensures discussions remain confidential and prevents unintended disclosure to others in the workplace. Having a separate, suitably furnished room for HR purposes underscores CNTC's commitment to handling sensitive matters professionally, improving the overall impression for current and prospective employees.				Glyme Hall has adequate rooms for break out, meeting and staff breaks / HR conversations.	CNTC - 01/11/2025
Building condition	Employees	Mould and damp evident in the offices which suggests ventilation is inadequate.				Damp works need to be completed.	CNTC - 01/11/2025

Ventilation	Employees	Lack of ventilation which has caused damp and mould.			User-Controlled Openable Windows / Secondary Glazing and Ventilation Vents / Improved Control Systems need to be installed.	CNTC -01/11/2025
Office Temperature - single paned windows	Employees	Temperatures recorded in the winter months have been as low as 13C. For workplaces where the activity is mainly sedentary, for example offices, the temperature should normally be at least 16 °C. Portable heaters have been provided however employees have reported cold extremities whilst these have been on.			Office moves to Glyme Hall where temperature can be regulated, is recommended.	CNTC - 01/11/2025
Use of display screen equipment	Employees	DSE Work Station assessments need to be carried out for all employees. Chairs need to be replaced in the Guildhall with ergonomic chairs that offer adjustable features for height, backrest tilt, and lumbar support to promote proper posture and comfort during long work hours.			Work Station Risk Assessments to be carried out once appropriate chairs have been purchased and installed.	CNTC - 01/11/2025
Desks	Employees	Ergonomic and adjustable desks should be purchased to suit the individual user's needs, ensuring a comfortable working posture that helps prevent musculoskeletal strain and injury.			Work Station Risk Assessments to be carried out once appropriate desks have been purchased and installed.	CNTC - 01/11/2025

13 responses

The Town Council's current opening hours are 9am-1pm Monday-Friday.

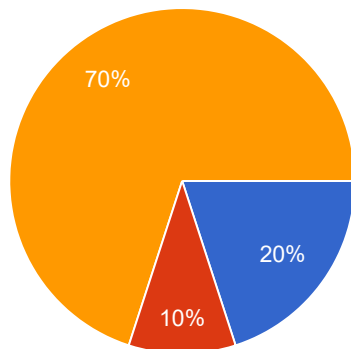
12 responses



- These hours work for me
- I would prefer a different option to access face-to-face services
- I do not have a preference as long as there is an option to access face-to-face services
- I do not need or want Town Council opening hours

If you would prefer a different option for opening hours, which option would you prefer?

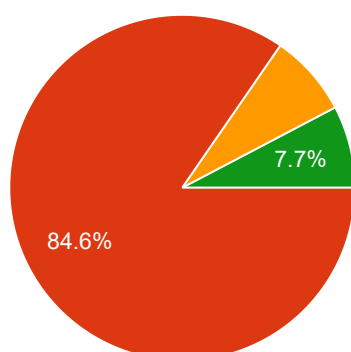
10 responses



- I prefer the current opening hours 9am-1pm Monday-Friday
- I would prefer 9am-5pm Monday, Wednesdays and Fridays
- I would prefer extended hours to include an evening one day per week
- I do not need or want Town Council opening hours

If you have visited the Guildhall opening hours in the past, how did you travel to the office?

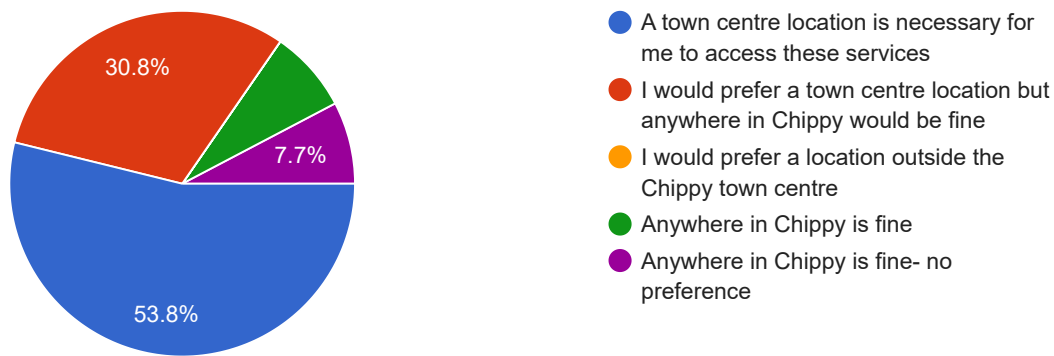
13 responses



- I drove to the office and parked in one of the Town Centre car parks
- I walked to the office
- I used public transport
- Have not used

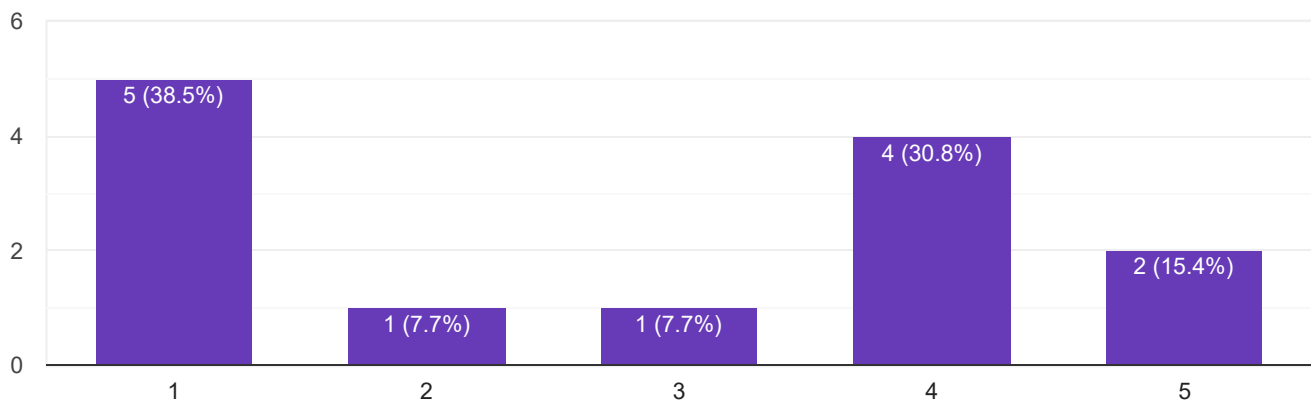
When considering the Town Council's opening hours and office, please pick the following options:

13 responses



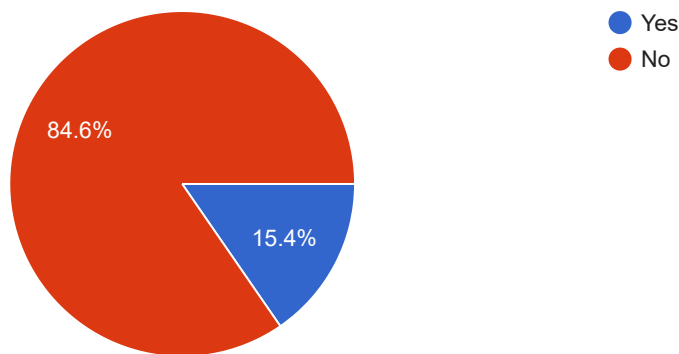
How important is having level-access to the offices?

13 responses



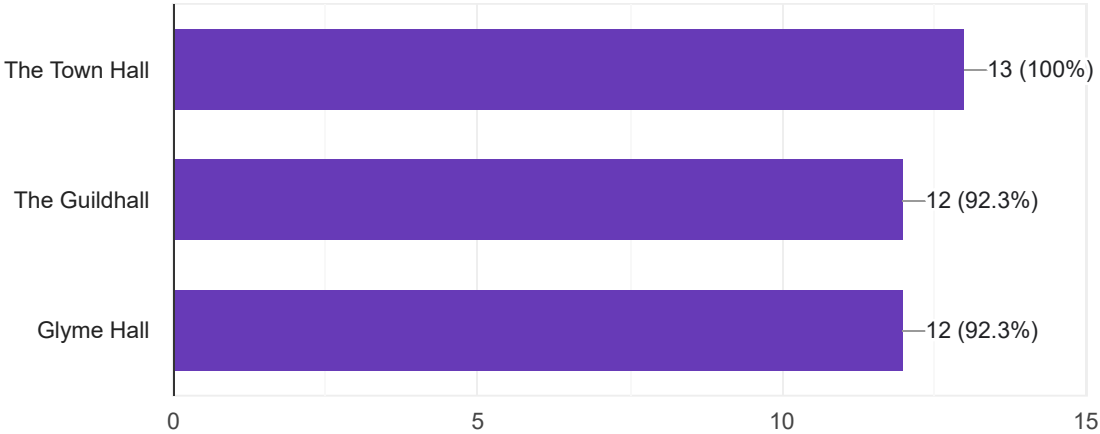
We currently have stairs to access the Guildhall. Has this prevented you or others you know from visiting the Guildhall in person?

13 responses



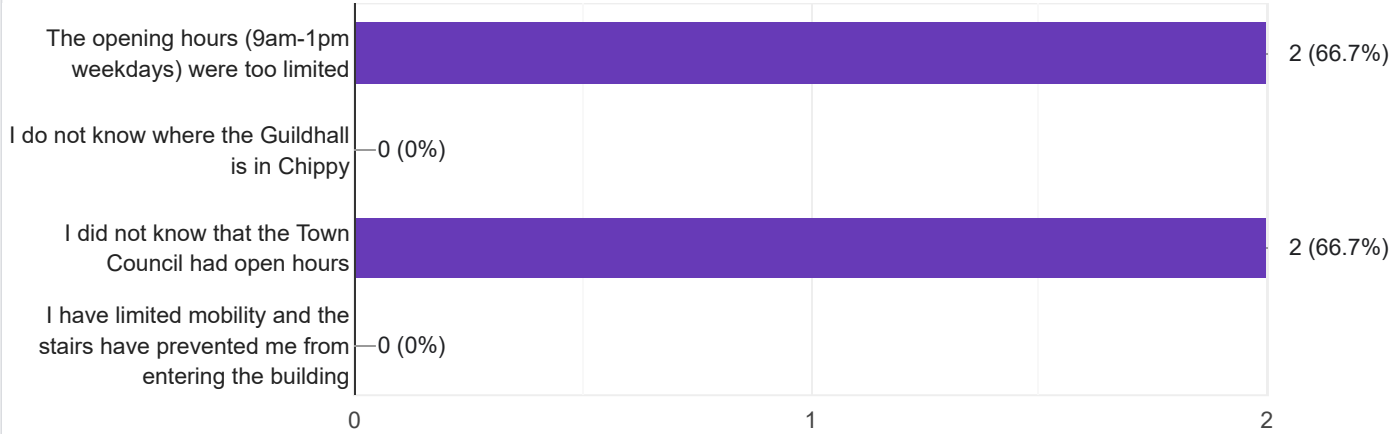
I know where the following buildings are in Chippy (check all that apply)

13 responses



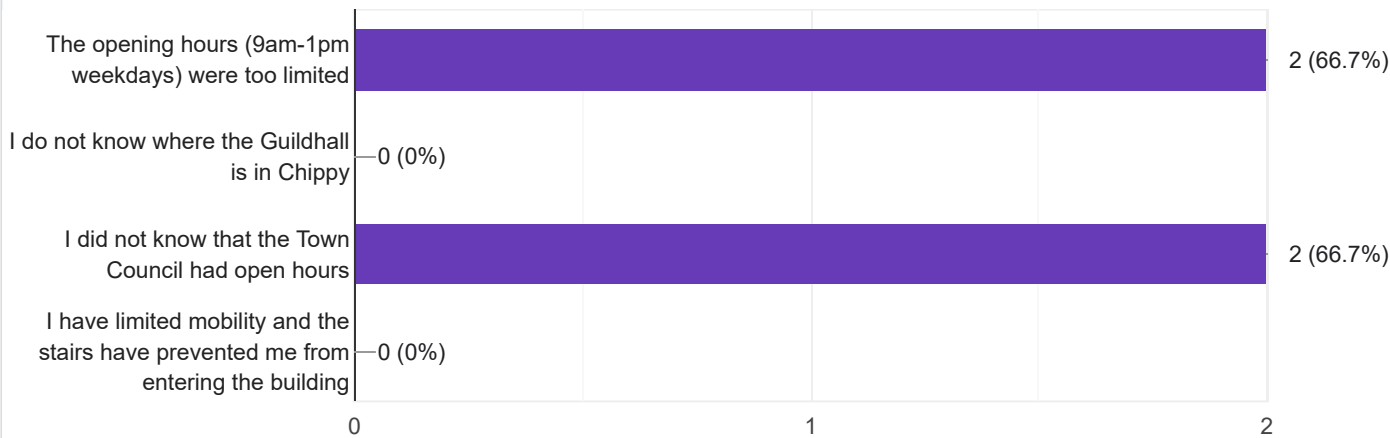
If you have not visited the Town Council offices in person, are any of the following options reasons why you have not visited? (Check all that apply)

3 responses



If you have not visited the Town Council offices in person, are any of the following options reasons why you have not visited? (Check all that apply)

3 responses



Is there anything else you would like to mention that we haven't already asked?

6 responses

- I think you all do a fab job and don't get enough credit for what you do
- Would be good to have an 'open door' to walk into a more welcoming reception area - - rather than a locked door and having to ring the bell.....why not make the welcoming, attractive reception area include Chippy and local information - both for tourists and local people - and publicise it!
- Saturday morning opening would be good so that people who live in the Town but work somewhere else could access the Council services.
- When I walk to the office anywhere in town is fine- but sometimes I need to drive and have difficulty parking! It would help to be able to visit in the afternoon. I can manage steps now think it is really important that thee is level access for people with mobility issues- and those with babies in buggies,
- The Town hall would be more appropriate and I think logical. Maybe advertise this “ face to face” meeting with councillors, I for one did not know it was available. I recently called at the guild hall, rang the bell as door locked, a kind lady answered and told me she was there on her own, I don't think she was a councillor, so is a councillor there all the time from 9 til 1 pm ?
- Puppy friendly?? I cannot leave my Puppy for long as he gets anxious

Chipping Norton Town Council

Safeguarding Policy

Adopted: October 2025

Next Review: October 2027

1. Introduction

Chipping Norton Town Council (the “Council”) is committed to safeguarding and promoting the welfare of children, young people, and adults at risk. Everyone has a duty to protect others from harm, abuse, or neglect and to take action to ensure their safety.

This policy applies to Council staff, Councillors, volunteers, contractors, and venue hirers. It complies with all relevant UK legislation, including but not limited to:

- Children Act 1989 & 2004
- Care Act 2014
- Safeguarding Vulnerable Groups Act 2006
- Mental Capacity Act 2005
- Equality Act 2010
- Sexual Offences Act 2003
- Protection of Freedoms Act 2012
- Data Protection Act 2018 / UK GDPR
- Working Together to Safeguard Children (latest version)

2. Definitions

Children and Young People: Anyone under the age of 18.

Adults at Risk: Anyone aged 18 or over who has care or support needs, is experiencing or at risk of abuse or neglect, and cannot protect themselves because of those needs.

3. Responsibilities

Council Staff

- Complete safeguarding training.
- Report any concerns immediately.
- Follow all safeguarding policies and procedures.

Councillors

- Understand and uphold this policy.

- Report any safeguarding concerns immediately.

Volunteers

- Comply with this policy and attend training where required.
- Never work unsupervised with children or adults at risk without DBS clearance.

Contractors

- Ensure staff have appropriate DBS checks if their work involves children or adults at risk.
- Comply with all safeguarding requirements within contracts.

Venue Hirers

- Have their own safeguarding policy available for Council staff to view.
- Ensure DBS checks for relevant staff/volunteers.
- Carry out risk assessments for activities.
- Have public liability insurance.
- Ensure leaders make their members aware of the Town Council Policy and ensure that it is followed whilst using Town Council facilities.

4. Promoting a Safe Environment

In order to promote a safe environment for children, young people and vulnerable adults, the Town Council will:

- Provide safe facilities and do regular safety assessments.
- Ensure that employees, councillors and leaders of activities in Town Council facilities are aware of the safeguarding expectations.
- Ensure that the Policy for users of Town Council facilities includes a requirement that they are safe to work with children, young people and vulnerable adults. For example, those adults who have regular unsupervised contact with children, young people or vulnerable adults during the course of their duties should undergo appropriate Disclosure and Barring Service checks.
- Display on notice boards the relevant safeguarding contacts for advice and help. See below.
- Plan activities to involve more than one person being present or at least in sight or hearing of others. Alternatively, record, or inform others of their whereabouts and intended action.
- Ensure that photos or videos of individuals are not taken without written permission from parents/ carers.
- Ensure that hirers have access to a first aid kit and know fire procedures.

5. Safe Working Practices

All individuals covered by this policy must maintain professional boundaries and avoid situations that could be misinterpreted. They must respect confidentiality under the Data Protection Act 2018, and report concerns promptly.

6. Reporting Concerns and Allegations

- All staff and volunteers should take care not to place themselves in a vulnerable position with a child or vulnerable adult. It is advisable for interviews or work with individual children or parents to be conducted in view of other adults.
- If an allegation is made against a member of staff or volunteer, the person receiving the allegation will immediately inform the lead person/ supervisor or the most senior staff member available.
- If the allegation made to a member of staff concerns the lead person/ supervisor the recipient of the allegation will immediately inform the person's line manager or the Chair of the Town Council.
- The Town Council should follow the OSCB procedures for managing allegations against staff/volunteers on the OSCB website. No attempt should be made to investigate or take action before consultation with the Local Authority Designated Officer (LADO). See contact details below.

7. Whistleblowing

All staff, councillors, volunteers, contractors, and hirers are encouraged to report any concerns about inappropriate conduct or safeguarding failures. Reports will be handled sensitively and in line with the Public Interest Disclosure Act 1998.

8. Monitoring and Review

This policy will be reviewed every two years or earlier if legislation or guidance changes.

9. Key Safeguarding Contacts

Contact	Email	Telephone
Multi-Agency Safeguarding Hub (MASH) To report a concern of abuse or neglect call the MASH Team	mash-childrens@oxfordshire.gcsx.gov.uk	0845 0507666

Contact	Email	Telephone
Local Authority Designated Officer To report an allegation against a person in a position of trust	LADO.safeguardingchildren@oxfordshire.gov.uk	01865 810603

Oxfordshire Safeguarding Children Board (OSCB)

Children can only be kept safe properly if services and organisations work together. Local Safeguarding Children Boards were established by the Children Act 2004 to help make sure this happens.

Known locally as the Oxfordshire Safeguarding Children Board (OSCB), the Board is the means by which organisations come together to agree on how they will cooperate with one another to safeguard and promote the welfare of children. Its remit is to scrutinise and monitor this co-operation, and to ensure that local agencies co-operate and work well to achieve this.

Contact the Oxfordshire Safeguarding Board <https://www.oscb.org.uk> for more information, oscb@oxfordshire.gov.uk or 01865 815834

How to report a concern about a child

Oxfordshire County Council, Thames Valley Police and other partners have recently opened a new Multi-Agency Safeguarding Hub (MASH). This is the main 'front door' for children's social care, and is made up of professionals from social care, the police, health, early intervention and others.

To make a new referral or report a new safeguarding concern, contact the MASH on 0845 050 7666. Referrals to the MASH can also be made using the [MASH Enquiry Online Referral Form](#).

For children who are already open to social care:

- Oxford City **01865 328563** or cfassessmentcity@oxfordshire.gov.uk
- South (Vale of the White Horse and South Oxfordshire Districts) **01865 323041** or cfassessmentsouth@oxfordshire.gov.uk
- North (Cherwell and West Oxfordshire Districts) **01865 323039** or cfassessmentnorth@oxfordshire.gov.uk
- John Radcliffe Hospital (for antenatal concerns or children in hospital) **01865 221236**
- Emergency Duty Team (for out-of-hours calls) **0800 833 408**

No Names Consultation

If you are a safeguarding lead and you are unsure whether you should make a referral, or you just want some advice, you can call the assessment team numbers above and ask for a No Names Consultation. A social worker will be able to advise you if you need to make a

referral or not, based on the information you give them, without having to divulge a name. If you are advised to make a referral, the social worker will talk you through the process.

Child Sexual Exploitation (CSE)

The sexual exploitation of children and young people has been identified throughout the UK, in both rural and urban areas, and in all parts of the world. It affects boys and young men, as well as girls and young women. It can have a serious long term impact on every aspect of their lives, health and education. It damages the lives of their families and carers, and can lead to family break ups.

- Sexual exploitation is where a young person under 18 receives 'something' (e.g. food, accommodation, drugs, gifts, money) as a result of performing, and/or others performing on them, sexual activities.
- Child sexual exploitation can occur through use of technology, for example the persuasion to post sexual images on the internet/mobile phones with no immediate payment or gain.
- In all cases the person exploiting the young person has power over them by virtue of age, gender, intellect, physical strength and/or economic or other resources.
- Violence, coercion and intimidation are common, involvement in exploitative relationship being characterised in the main by the child or young person's limited availability of choice resulting from their social/economic and/or emotional vulnerability.

Signs that may indicate child sexual exploitation;

- Going missing from school/home/care placement
- Associating with older people/adults
- Isolation from family/friends/peer group
- Physical symptoms including bruising/sexually transmitted infections
- Substance misuse
- Mental health problems
- Unexplained possessions, goods and or money

Oxfordshire has a multi-agency strategy in place to protect young people from CSE. If you are concerned about a child and think they may be involved in, or at risk of, sexual exploitation, please contact the **Kingfisher Team** on **01865 335276**. They offer confidential support and advice on sexual exploitation. The team is made up of police, the NHS and Members of Oxfordshire County Councils; Children's Social Services.



Chipping Norton Town Council

Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables the Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page, Instagram page, X (formerly Twitter) account, Nextdoor account and uses email and Mailchimp to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council's social media intends to provide information and updates regarding activities and opportunities within our Town and promote our community positively.

The Town Council's Official pages include:

- Chipping Norton Town Council website:
<https://www.chippingnorton-tc.gov.uk/>
- Chipping Norton Town Council Facebook page:
<https://www.facebook.com/ChippyTownCouncil>
- Chipping Norton Town Hall Facebook page:
<https://www.facebook.com/ChippingNortonTownHall/>
- Chipping Norton Town Council Instagram account:
<https://www.instagram.com/chippytowncouncil/?hl=en>
- Chipping Norton Town Council Nextdoor account:
<https://nextdoor.co.uk/page/chipping-norton-town-council-chipping-norton-england>
- Chipping Norton Town Council X account:
<https://x.com/cntowncouncil?lang=en>

1.0 Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by officers to the Council;

- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Council's social media for commercial purposes or to advertise market or sell products

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via social media will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council staff and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene, harmful or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Allegations of a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as

appropriate. This will be at the Council's discretion based on the message received.

Any information or comments posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page.

If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

2.0 Methods of Communication

2.1 Town Council Website

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

2.2 Town Council email

Email accounts are monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

Officers are responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk or Deputy Clerk, and/or otherwise will always be copied to the Clerk. All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with residents in relation to their own personal views, if appropriate, copy to the Clerk.

NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

Staff and Councillors should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed if possible.

2.3 Other platforms such as SMS, WhatsApp, and Microsoft TEAMS

Members and staff may use these methods as a convenient way to communicate at

times. All are reminded that this policy also applies to such messages.

2.4 Video Conferencing

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Council. The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

3.0 Responsibilities of Council Officers and Members:

3.1 Responsibilities of Members

Councillors must remember that they are personally responsible for the content they publish on any form of social media.

It is good practice for councillors to clearly separate professional, personal, or political aspects of their communication.

Councillors must ensure that they are familiar with the guidance that is set out within this policy and that their use of social media is not damaging to the reputation of the authority.

Social media sites are in the public domain and it is important that councillors are confident about the nature of the information they publish. They must not publish or report on meetings or discussions that are meant to be private or internal to the Council.

As more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

3.2 Responsibilities of Officers

Officers using social media in a personal capacity must ensure that this use is strictly personal, and not professional or political.

As members of the public may nevertheless recognise officers as employees of the Council it is important that officers ensure that their personal use of social media is not damaging to the reputation of the Council.

If an officer receives any threats, abuse or harassment from members of the public through their use of social media then they must report such incidents to the Town Clerk.

Where officers use social media in a professional capacity to represent the town council, the town council's corporate identity will be used and not that of any individual officer.

Town council email addresses will be used.

The use will be non-party political.

Officers must not download any software, shareware or freeware, unless this has been approved and authorised by the Town Clerk.

Failure to comply with the guidelines could result in disciplinary action being taken

4.0 Accessibility:

These guidelines are intended to help the Council create social media content that is accessible to people with disabilities. Since, in many cases, there are limitations to the accessibility of a platform, one should check its associated documentation to determine which of its features support accessibility.

4.1 Alternative Text Descriptions for Images

When social media platforms allow for alternative text descriptions on images, you should provide them. Such text descriptions of images will be read aloud to non-sighted or low-sighted users who rely on screen readers to consume social media content.

Note that alternative text is only available to screen reader users. If there is visible text in your image that is small, low-contrast or low-resolution (cannot be enlarged), low-vision users who do not use a screen reader may not be able to read it.

Captioning of Videos

For video content, the Council should provide captions of the audio for the benefit of those without hearing, who are hard-of-hearing, and who are non-native speakers. Captions can be either closed captions (where a user can turn them on and off) or open captions (where the text is embedded into the video and cannot be turned on or off).

4.2 Context for Animated GIFs and Videos

On platforms that allow for alternative text descriptions on GIFs and videos, the Council should provide them in the same manner as for still images.

Note that this alternative text is only available to screen reader users. Many users who do not use screen readers may have trouble reading images of text in a GIF that are low-resolution, low-contrast, distorted or only shown briefly.

In either case, make sure the post can be understood through its non-graphical text alone, even if this means the text seems visually redundant to the image.

4.3 CamelCase Hashtags

Hashtags are an important component of social media posts. When authoring hashtags that are made up of multiple words, use initial capitalization, also known as CamelCase. Utilizing this simple technique makes the hashtag easier to read for all users and is more consumable by screen readers since their synthesized voices can recognize and pronounce individual words, and won't concatenate and garble them.

Item 16: Planning Applications

1. **APPLICATION NO:** [25/02166/HHD](#)
PROPOSAL: Erection of boundary fencing. (Retrospective).
LOCATION: 21 Wilcox Road Chipping Norton Oxfordshire
2. **APPLICATION NO:** [25/02089/LBC](#)
PROPOSAL: Replace existing first floor metal sash windows in front elevation with new Legacy UPVC sashes.
LOCATION: 4A West Street Chipping Norton Oxfordshire
3. **APPLICATION NO:** [25/02236/HHD](#)
PROPOSAL: Erection of front porch, single storey side extension, single and two storey rear extensions
LOCATION: 6 Marshall Close Chipping Norton Oxfordshire
4. **APPLICATION NO:** [25/01624/FUL](#)
PROPOSAL: Proposed reinsertion of original windows to East/South elevation (part retrospective)
LOCATION: 11 West Street Chipping Norton Oxfordshire
5. **APPLICATION NO:** [25/02305/HHD](#)
PROPOSAL: Erection of first floor rear extension with associated works. Addition of roof lights
LOCATION: 12 Rock Hill Chipping Norton Oxfordshire
6. **APPLICATION NO:** [25/02344/S73](#)
PROPOSAL: Variation of condition 5 of planning permission 20/03011/FUL to allow changes to the car parking layout.
APPLICATION NO: [20/03011/FUL](#)
PROPOSAL: Conversion of four commercial units (with ancillary first floor accommodation) to four two storey dwellings with associated parking.
LOCATION: 2 West Street Chipping Norton Oxfordshire
7. **APPLICATION NO:** [25/02321/LBC](#)
PROPOSAL: Internal and external alterations to include changes to internal ground floor layout to create a wet room, demolition of the existing timber balcony and external staircase, erection of a replacement balcony with balustrade and external staircase together with associated works.
APPLICATION NO: [25/02320/HHD](#)
PROPOSAL: Demolition of the existing timber balcony and external staircase.

Erection of a replacement balcony with balustrade and external staircase together with associated works and landscaping.

LOCATION: Rowells House 37 West Street Chipping Norton

**Salt Cross Area Action Plan (AAP) Policy 2 - Main Modifications
Consultation**

I am writing to notify you that West Oxfordshire District Council is undertaking a public consultation on proposed Main Modifications (MMs) to Policy 2 – Net Zero Carbon Development of the Salt Cross Area Action Plan (AAP).

Following an examination hearing session in June 2025, the Inspector wrote to the District Council to confirm that its proposed approach towards Policy 2 is consistent with national policy but that some Main Modifications (MMs) are required to address a number of points of ‘soundness’.

The Inspector asked the Council to prepare a schedule of Main Modifications for formal consultation based on those issues identified within her letter.

The District Council has now prepared the Main Modifications and is consulting on them for a period of 6-weeks from 3 October – 14 November 2025.

The schedule of Main Modifications is accompanied by a Sustainability Appraisal (SA) Addendum.

Both documents are available online via www.westoxon.gov.uk/gardenvillage

The Council has also published a schedule of additional (minor) modifications. These have been made available for information only and comments are not being sought on them because they are of a minor nature and do not materially affect the soundness of Policy 2 or its supporting text.

Hard copies of all documents are also available at the District Council Offices at Woodgreen, Witney (see address below).

If you would like to submit comments on the proposed Main Modifications, we would encourage you to use the standard response form provided but emails and other forms of correspondence will be accepted.

*Comments may be sent via email
to planning.consultation@westoxon.gov.uk or by post to:*

Planning Policy Team

Council Offices

Woodgreen

Witney

OX28 1NB

*The deadline for responding to the Main Modifications consultation is **5pm on Friday 14 November 2025***

Updates to note (since 1st Sept 2025):

25/02126/TCA1 x Ash Tree with dieback dismantle to ground level.

24A Rock Hill Chipping Norton Oxfordshire OX7 5BA **Raise no objection**