



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: Ms Katherine Jang

15th July 2025

SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

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.

Venue: Lower Hall, Chipping Norton Town Hall

Date: Monday 21st July 2025

Time: 6:30pm

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.

AGENDA

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



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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 Monday 9th June 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 WODC.

7. **East Chipping Norton development**

To receive an update on the status of the East Chipping Norton Development.

8. **Civic Announcements**

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

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

To receive an update from members who sit on outside bodies

10. **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, 16th June 2025
- b. Traffic Advisory Sub-Committee, 26th June 2025
- c. Strategic Planning Committee, 7th July 2025
- d. Finance and Resources Committee 14th July 2025

11. **Correspondence**

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

12. **Council Action Plan**

To receive and review the Council Action Plan which has been updated following



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committee action plan reviews.

13. Policies

To receive and adopt the following policies as reviewed and recommended by the Finance and Resources Committee:

- a. Co-option Policy
- b. Mayor's Allowance
- c. Investment Strategy

14. Health & Safety Consultant

To receive a quotation to continue with the Council's external H&S service provider.

15. Councillor Co-option

To receive an update following the council vacancy

16. Planning Applications

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

17. Date of the next meeting

Monday 13th October 2025



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Minutes of a Full Council meeting held on the 9th June 2025, at 6:30pm in the Lower Hall, Chipping Norton Town Hall

PRESENT: Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), Mike Cahill, Emily Weaver, Ian Finney, Alex Keyser, Dom Rickard, Athos Ritsperis, and Michael Rowe.

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Heidi Davies, Admin and Customer Service Advisor

Paolo Oliveri, Maintenance Operative

Mike Baggailey – WODC District Councillor

Geoff Saul – WODC and OCC Councillor

2 members of the public

FC27	Apologies for absence Cllr Festa, Cllr Graves, Cllr Bibby, Cllr Whitmill, Cllr Wheaton and Cllr Andrews
FC28	Declaration of interests None
FC29	Minutes The following amendments were agreed: FC8: Welcome to our re-elected Oxfordshire County Councillor Geoff Saul. FC3: Add Cllr Rowe apologies. FC17: Include Cllr Finney on the Strategic Planning Committee. Include Cllr Akers on the Traffic Advisory Sub-Committee RESOLVED: That the minutes of the Annual Council Meeting held on the 12 th May 2025 are signed by the Chair as an accurate record.
FC30	Public Participation None
FC31	West Oxfordshire District Councillors update Cllr Saul provided information on the recent publication of the draft Local Plan 2041, outlining the vision for Chipping Norton, including plans for development and growth. The focus for East Chipping Norton Development will likely shift north of London Road, with a revised housing allocation of 750 homes instead of the previously proposed 1,250. Cllr Saul confirmed that Chipping Norton Town Council will have the opportunity to comment on the draft plan and suggested a joint meeting between WODC/OCC councillors and the Town Council to discuss in further detail. It was noted that the Town Clerk & CEO will arrange a meeting for councillors. The relevant papers for Chipping Norton in the draft Local Plan 2041 can be found on pages 130–141.
FC32	Oxfordshire County Councillors update Cllr Saul provided information on the HGV Analysis Report: The report indicates that a significant number of HGV trips are stopping within the area. <ul style="list-style-type: none">• Smaller HGVs (3.5 to 7.5 tonnes): Only five vehicles per day are passing



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	<p>through without stopping.</p> <ul style="list-style-type: none"> • Medium HGVs (7.5 to 18 tonnes): Approximately 12 vehicles per day travel through the area without stopping. • Large HGVs (18 tonnes and above): Around 40 vehicles per day pass through without stopping within five miles of Chipping Norton. <p>There is potential for rerouting to address these patterns. Further actions will be introduced in the coming months.</p>
FC33	<p>East Chipping Norton Developments</p> <p>No updates</p>
FC34	<p>Civic announcements</p> <p>The Mayor provided an update on her recent engagements and town activities by a written report.</p> <p>Cllr Akers encouraged the members to attend the raising on the NHS flag on 5th July 2025 and the Town Council to invite relevant people in the NHS that work in Chipping Norton. Cllr Ritsperis enquired whether representatives from the Armed Forces would be present for the raising of the Armed Forces Day Flag on 28th June. It was agreed that the Admin and Customer Services Assistant would look into the matter and ensure that appropriate individuals are invited to attend the occasion.</p>
FC35	<p>Reports from representatives of outside bodies</p> <p>Cllr Cahill reported on crime matters in the absence of Cllr Wheaton.</p> <p>Cllr Rowe informed members that speed watch conducted a session on London Road near Willow Gardens.</p>
FC36	<p>To receive the accounts and balance sheet for 2024-25</p> <p>Members received and noted the accounts for year ending 31st March 2025. Members expressed thanks to council staff for their hard work.</p>
FC37	<p>To receive the internal audit reports for 2024-25</p> <p>Members received and noted a report from the internal auditor.</p>
FC38	<p>AGAR Section 1 – Governance Statements</p> <p>Members approved the AGAR Section one Governance Statement. Cllr Finney proposed to approve the AGAR Section One Governance Statement, seconded by Cllr Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the Council approves the AGAR Section One Governance Statement. The statement was signed by the Town Clerk and the Mayor.</p>
FC39	<p>AGAR Section 2 – Accounting Statements</p> <p>Members approved the AGAR Section One Accounting Statements. Cllr Finney proposed to approve the AGAR Section One Accounting Statements, seconded by Cllr Akers. All in favour, motion carried.</p> <p>RESOLVED: That the Council approves the AGAR Section One Accounting Statements. The statements were signed by the Responsible Finance Officer and the Mayor.</p>
FC40	<p>Notice of public rights and the publication of the AGAR</p> <p>The Council noted the issue of the Notice of Public Rights and the publication of the Annual Governance and Accountability Return. This notice would be published on Wednesday, 11th June 2025.</p>



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FC41	<p>Correspondence</p> <p>Members engaged in a discussion regarding correspondence received about the football pitch on Walterbush Road. It was agreed that further discussion would be deferred to the next Full Council meeting, when more councillors are expected to be in attendance.</p> <p>The Town Clerk & CEO informed members that the public engagement is now live regarding the two unitary proposals for Oxfordshire.</p> <p>Members also discussed correspondence regarding new parking restrictions on Rock Hill. It was suggested that Town Council staff should first determine whether these works were carried out by OCC.</p>
FC42	<p>Policies</p> <p>Members considered the Redundancy policy as reviewed by the Staffing Committee. Cllr Akers proposed deferring the decision until further clarification is obtained on whether the enhanced Redundancy is offered as standard to Local Government employees. Members agreed for Cllr Akers and the Town Clerk to meet and discuss outside the meeting.</p>
FC43	<p>Tree Survey</p> <p>Members considered a quotation for 3-year programme of works for the trees that the Council maintains.</p> <p>Cllr Coleman proposed that the council accept this quotation and schedule this work on a recurring three-year basis. Seconded by Cllr Rickard. All in favour motion carried.</p> <p>RESOLVED The quotation was approved, and the programme of works will be diarised accordingly.</p>
FC44	<p>Yellow lining request at Chipping Norton Health Centre</p> <p>Members considered a request from Chipping Norton Health Centre regarding the implementation of yellow single-lining to address parking issues.</p> <p>Cllr Akers proposed deferring the matter to the next Full Council meeting to gather additional information. It was noted that the Town Clerk & CEO will write a response to the Health Centre.</p>
FC45	<p>Planning Applications</p> <p>1. APPLICATION NO: 25/01307/CLP PROPOSAL: Certificate of Lawfulness (Proposed) for the erection of a single storey rear extension. Town and Country Planning Act LOCATION: 18 The Leys Chipping Norton Oxfordshire CNTC comment: The Town Council requires further information before providing a formal comment. A request for clarification will be sent to the planning officer.</p> <p>2. APPLICATION NO: 25/01256/LBC PROPOSAL: Demolition of stone boundary wall due to health and safety concerns (urgent works) Planning (Listed Building and Conservation Areas) Act LOCATION: 17 - 18 High Street Chipping Norton Oxfordshire CNTC comment: no comment as withdrawn</p> <p>3. REFERENCE NO: W/25/00536/PRMA PROPOSAL: LICENSING ACT 2003 Application for New Premises Licence LOCATION: Chipping Norton Lido Ltd Open Air Swimming Pool</p>



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	<p>Fox Close Chipping Norton Oxfordshire OX7 5BZ</p> <p>CNTC comment: Support</p> <p>No updates to note since 12th May 2025</p>
FC46	<p>Date of the next meeting</p> <p>Monday 21st July 2025</p>

The Chair closed the meeting at 8.10pm

DRAFT

Shoplifting/ Retailers Update for Chipping Norton.

Since early in 2023, Cllrs Cahill and Wheaton have engaged with retailers and local police to tackle the rise in shoplifting in our town. The morale with shopkeepers, charity shop volunteers and supermarket managers/ supervisors in our community was at an all-time low, incidents of shoplifting were very high but not being reported, because of lack of confidence in the Police. Visible policing in the community was very patchy.

We had to find a way of supporting our local retailers big and small, to get their concerns heard and to engage with the police for them to take the matter seriously. From their point of view if crimes were not being reported there was nothing they could do. This was happening here in Chipping Norton before it became a national debate.

After countless visits to retailers several significant meetings between themselves and representatives of TVP took place. Both parties were able to discuss in depth what was happening to them on the High Street and TVP could use the occasion to stress the importance of reporting incidents of crime.

Retailers here in Chipping Norton took the initiative to fight back against criminals and with our support several ideas were put in place, the most important of those being a WhatsApp group. On this forum warnings, information, descriptions and CCTV photos can be shared, as can messages of support and kindness towards each other. This group now has 42 members from supermarkets/charity shops/ independent shopkeepers/ larger retailers and Albertos. Local pubs in our town have a separate initiative called Pub Watch.

As for TVP, the Neighbourhood Team, based at the Fire station, now has two PCSO's, Wes Smith and Lisa Lavington, and a Police Officer, Bruce Claridge, with another vacancy for the remaining PCSO potentially filled.

Police visibility is a priority, and shopkeepers have an emergency phone number taking them to a PCSO when needed. There is also a community police App called DISC which shares information and retailers can now report incidents of crime quickly on this App.

After two years, I can share that the number of incidents of shoplifting published on our WhatsApp group have reduced significantly. By contrast, between January and May 2023 there were 33 shoplifting events recorded by Co-op, Sainsbury's and Gill's alone.

Visits to retailers confirm the reduction and some recall that in May 2025 when a large group of people from outside the town was spotted near Nash's Bakery, this information was shared at 09:30, the police were notified and the potential risk was eliminated by 11:30 (a.m.).

Thanks to enhanced communication and trust between retailers and police officers, our town has become less desirable to people who want to steal from shops. Boots now has a new CCTV system in place which is great news; Amy, the Manager, recalls losses of £10,000 worth of stock, mainly make-up, when our initiative launched.

There is, however, still an ongoing problem with theft from Charity Shops; we continue to work towards getting Shop Watch installed in our town and look forward to the day when we have CCTV fully in place along our High Street.



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Minutes of a Community Committee meeting held on the 16th June 2025, at 6:30pm at Council Chambers

PRESENT: Cllrs Sandra Coleman (Chair), Steve Akers, Athos Ritsperis and Michael Rowe

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Heidi Davies, Customer Services and Admin Assistant

Paolo Oliveri, Maintenance Operative

1 member of the public

CC1	Election of Chair Members received nominations for election of Chair. Cllr Akers proposed Cllr Coleman. Seconded by Cllr Ritsperis. All in favour. AGREED: Cllr Coleman is elected Chair for municipal year 25/26
CC2	Election of Vice Chair Members received nominations for election of Vice Chair. Cllr Coleman proposed Cllr Aker. Seconded by Cllr Rowe. All in favour. AGREED: Cllr Akers is elected Vice Chair for municipal year 25/26
CC3	Apologies for absence Cllrs Graves, Keyser, Bibby, Cahill & Weaver
CC4	Declaration of interests None
CC5	Minutes RESOLVED: That the minutes of the committee meeting held on the 3 rd March 2025 were signed as an accurate record by the Chair. Amendment: Page 3: Change to staff should use their discretion.
CC6	Public Participation The CEO from the Branch provided an update: The Branch has been operating for a year, providing vital support to the community. Around 200 people access its services weekly, including collaborations with Citizens Advice Bureau through drop-in sessions. The Branch now runs 30 unique programmes tailored to local needs. An update was also received on REMIX Youth Club, which takes place at Glyme Hall every Friday afternoon during term time. With 50 pupils now attending, REMIX has become the largest Youth Club in West Oxfordshire District Council (WODC). The Town Council's support remains crucial, allowing REMIX to continue using Glyme Hall free of charge, while also receiving financial assistance through grants for voluntary bodies.
CC7	Committee Action Plan review 2025/26. <ul style="list-style-type: none">• Rock School: Discussion took place regarding its inclusion in the plan. It was suggested that, since The Branch has a music room, Cllr Keyser could visit to explore potential collaboration between The Branch and the Town Council. It was decided that it will stay on the action for now.



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	<ul style="list-style-type: none"> • Pesticide Free Chipping Norton: It was agreed that this will moved be moved to the Strategic Planning Committee Action Plan now that our in-house grounds maintenance has been established. <p>It was also agreed that the two additional items on action plan will be included.</p>
CC8	<p>Flag Flying Calendar 2025/26</p> <p>Members reviewed the Flag Flying Calendar for 2025/26</p> <p>Cllr Ritsperis informed members that Reserves Day is held on the Wednesday (25th June 2025) before the Armed Forces Day on the 28th June 2025, he proposed that the Town Council also fly the flag on this day. Cllr Ritsperis offered to provide Town Council staff with wording to be included on a poster displayed next to the flagpole.</p> <p>Cllr Coleman proposed to accept the flag flying calendar. Seconded by Cllr Akers.</p> <p>RESOLVED: The Town Council agrees to the flag flying calendar</p>
CC9	<p>Town Hall</p> <ol style="list-style-type: none"> Members noted the report about the Town Hall restoration project. Cllr Akers expressed thanks for the new windows. The Events and Marketing Manager informed members that further window replacements may be required as the side windows are visibly different. Additionally, a pane of glass in one of the side windows has cracked. Members noted the report from the Events and Marketing Officer. <p>RECOMMENDATION: The Events and Marketing Officer is keen to explore future theatre-style events at the Town Hall due to enquires received to hold events at the Town Hall.</p> <p>RESOLVED: It was agreed to direct these enquiries to Chipping Norton Theatre.</p> <p>The Events and Marketing Officer informed members the Town Hall has become a regular point of contact for visitors and tourists, with 1–5 visitors per day seeking local information.</p> <p>RECOMMENDATION: Using the information requests in the report, to work with the Admin and Customer Services Assistant to obtain useful information covering the items to be readily available in Town Hall e.g. Bus Timetables / Local Tourist Spot leaflets / flyers.</p> <p>RESOLVED: It was agreed by members for the Events and Marketing Officer and Admin and Customer Services Assistant to work together to obtain the information to be readily available at the Town Hall.</p>
CC10	<p>Glyme Hall</p> <p>Members noted the report from the Events and Marketing Officer.</p>
CC11	<p>Events</p> <p>Members noted the report from the Events and Marketing Officer.</p> <p>A discussion took place about the Pride Event in July. Clarification will be sought regarding the event proceeding without council involvement.</p> <p>Road closures & Parking Bay Suspension – Cllr Coleman expressed appreciation to the Events and Marketing Officer and Emma Phillips at WODC for their efforts in securing that formal suspension notices are not currently required for Chipping Norton's town events.</p>
CC12	<p>Play Areas</p>



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	Members received a verbal update from the Town Clerk & CEO and the Maintenance Operative.
CC13	Skatepark Project Members received an update The Town Clerk and CEO informed members that Certification of Lawfulness has been purchased, and that fundraising will be the next step.
CC14	Keep Chippy Beautiful Members received an update on the next litter pick, scheduled for 27th September 2025, and discussed the possibility of an additional summer litter pick. Saturdays in July or August will be considered, with Cllr Akers collaborating with the Admin and Customer Service Assistant to determine a suitable date.
CC15	Public Art project Members received an update following the final installation.
CC16	Date of the next meeting: Monday 8 th September 2025

The Chair closed the meeting at 19.58



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Minutes of a Traffic Advisory Sub-Committee meeting held on the 26th June 2025 at 2pm online via TEAMS

PRESENT: Cllrs Mark Walker (Chair), Steve Akers (Vice-Chair), Sandra Coleman, Jo Graves, Alex Keyser, Tom Festa
James Wright (OCC Officer)
Odele Parsons (OCC Officer)
James Kilgour (OCC Officer)
Cllr Geoff Saul (WODC and OCC)

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO
1 Member of the public

TAC1	Election of Chair Members received nominations for the election of Chair of the Traffic Advisory Sub-Committee for the municipal year 2025/26. Cllr Graves nominated Cllr Walker, seconded by Cllr Akers. No other nominations were received. All in favour, motion carried. RESOLVED: That Cllr Walker is elected Chair of the Traffic Advisory Sub-Committee for the municipal year 2025-26.
TAC2	Election of Vice-Chair Members received nominations for and elect the Vice-Chair of the Traffic Advisory Sub-Committee for the municipal year 2025/26. Cllr Walker nominated Cllr Akers, seconded by Cllr Coleman. No other nominations were received. All in favour, motion carried. RESOLVED: That Cllr Akers is elected Vice-Chair of the Traffic Advisory Sub-Committee for the municipal year 2025-26.
TAC3	Apologies for absence. Apologies were received from Maria Wheatley (WODC)
TAC4	Declaration of interests None received.
TAC5	Minutes



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	<p>Cllr Graves proposed to accept the minutes from the meeting held on the 27th March 2025, seconded by Cllr Coleman. All in favour, motion carried.</p> <p>RESOLVED: That the Chair signs and approves the Minutes from the sub-committee meeting held on the 27th March 2025 as an accurate record.</p>
TAC6	<p>Public Participation</p> <p>None received</p>
TAC7	<p>LCWIP</p> <p>The Chair noted thanks to Odele Parsons for her work on the LCWIP for Chipping Norton.</p> <p>Members received an update from Odele Parsons, who reported that the LCWIP for Chipping Norton has now been adopted. This has been accompanied by a S106 Options Appraisal for £56k, which is relatively flexible on what it can be spent on. OCC proposes that it is spent on active travel, such as:</p> <ul style="list-style-type: none"> - Scheme 158: Burford Road introduction of 20mph speed restriction - Scheme 29: Implementation of gateway features on Over Norton road - Scheme 94: Cycle parking near Baptist Church - Scheme 153: Cotswold Terrace to Borough's Crescent walking and cycling link <p>Cllr Saul queried whether the new development on Charlbury Rd would impact the delivery of this scheme. Commented that he was pleased that Scheme 153 is linking old and new developments.</p> <p>Cllr Coleman raised that Scheme 153 could pose the biggest different to improve walking and cycling in town and was surprised that it scored the lowest on the S106 options appraisal. She also noted that residents have requested this in the past.</p> <p>Cllr Festa raised queries about provision for electric bike charging in town, and this could be considered within the scope of cycle parking. Cllr Keyser suggested liaising with the COOP to provide cycle parking and charging provision.</p> <p>Cllr Akers gave his support to Scheme 153 as he has noted an existing desire line between the two developments, and that this would improve walking routes into town.</p> <p>Cllrs in agreement for their support of Scheme 153 overall.</p> <p>For Odele Parsons to give an update on timings and next steps outside of the meetings.</p>
TAC8	<p>County Officer's Report</p> <p>Members received an update from Odele Parsons.</p> <p>New St junction is now on OCC's website for public viewing. Seeking active travel funding from Active Travel England via a scoring system county-wide. If not successful, funding would be pursued via developer funding (S106).</p>



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	<p>Vision Zero Team has confirmed installation of cycle symbols on carriageways in Chipping Norton (A361 Burford Road, and B4450 Churchill Rd within the 20Mph zones). Should be completed within this FY.</p> <p>Highway Maintenance Update: Cllr Akers raised concerns about the A44 patching work done (outside Southerndown Care Home), as residents have questioned when full resurfacing work will be completed. Members formally noted their expressions of support that the A44 resurfacing should be prioritised. James Wright gave an update noting that planned highways maintenance is publicised on their website: https://oxfordshire.highway-iams.uk/Live/PBLC_ANON/PIP/?cg=scheme For Odele Parsons to raise this with the relevant team.</p> <p>Albion St/London Road Scheme: No meaningful updates from the team working on this project. OP unable to confirm with the team if further design work or progress has been done on this project. OP to chase and confirm with the team about timescales for the next meeting.</p>
TAC9	<p>District Officer's Report No reports received from WODC.</p>
TAC10	<p>Update from Cllr Saul on OCC Highways matters including the HGV working group Members received a progress report from Cllr Saul. Recent meeting regarding the data from the traffic study. Cllr Saul raised concerns about the quality of the data as the results do not match with lived experience in Chipping Norton (eg. Noted relatively small numbers on the A44). 72% of HGVs were stopping within 5 miles of Chipping Norton. No weight restrictions proposed in any of the steering group areas, on the basis that too large of a proportion of HGVs had business in the areas.</p>
TAC11	<p>Lining Schedule Members received an updated programme of work from Oxfordshire County Council. Upcoming re-lining work to include:</p> <ul style="list-style-type: none"> - London Road, outside Holy Trinity Catholic Primary School - Hailey Road/Walterbush Road - Russell Way junction and centre lines - Keep Clear markings and junction markings in the town centre - Cross Leys and Dunstan Avenue junction markings



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TAC12	Speed Indicator Device – Churchill Road Members noted the data from the 19 th January 2024 - 19 th June 2025. On average, speeds entering Chipping Norton are measured at 26Mph and exiting at 32Mph. The maximum speed measured entering Chipping Norton was 71Mph and exiting at 85Mph. Comparison between previous numbers and current figures to be brought to the next meeting, in addition to the time of day when the spike in speeds occurs. Members queried if a chicane could be added to this street.
TAC13	Cycling Cllr Festa gave an update on cycling matters in Chipping Norton. Rusty Riders sessions have been very well-attended and continuing through the summer season. Cllr Walker requested that Cllr Festa brings suggestions for cycling charging and parking to the next meeting. Two locations suggested: <ul style="list-style-type: none">- Outside Sainsbury's- Near entrance of Coop outside Town Hall
TAC14	Pedestrian and Road Safety Cllr Coleman raised that residents expressed concerns about the state of the pavements in town during the Annual Meeting of the Town. A comprehensive scheme for resurfacing pavements is needed in Chipping Norton, rather than reactive patching work. Odele Parsons reported that Footway Reconstruction should be plotted on the Highways Maintenance plan (linked above). OP has confirmed that she will check with the team and provide an update for the next meeting. Members raised that FixMyStreet seems not to be working well, as there are many reports that are not being closed. Cllr Festa, who is a FixMyStreet Superuser, has noted the same issues – the only problems that seem to be fixed are potholes. Cllr Coleman has confirmed that she will contact Chris Grain, OCC Engagement Officer to highlight some of the key areas in town that need attention.
TAC15	Parking Members discussed parking related matters. The Town Clerk raised issues with parking enforcement taken against residents on Horsefair. The double-yellow marked lines in conjunction with



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	<p>the parking bays is unclear and requested clarification of OCC's stance on parking and enforcement at this location.</p> <p>For the Town Clerk and Cllr Saul to liaise with John Charlton, OCC's parking officer for clarity on parking enforcement in this area.</p>
TAC16	Date of the next meeting Thursday, 2 nd October 2pm via TEAMS.

The Chair closed the meeting at 3:30pm.



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

Minutes of a Strategic Planning Committee meeting held on the 7th July 2025 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Mike Cahill, Sharon Wheaton, Ian Finney, Dom Rickard, Mike Rowe,
Sandra Coleman, Tom Festa,

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Louise Warren, Responsible Finance Officer & Deputy Clerk

Paolo Oliveri, General Maintenance Operative

0 Members of the public were present

SPC1	Election of Chair Members received nominations for the Chair of the Strategic Planning Committee for 2025-26. Cllr Finney nominated Cllr Cahill, seconded by Cllr Rowe. All in favour, motion carried. RESOLVED: That Cllr Cahill is elected Chair of the Strategic Planning Committee for 2025-26.
SPC2	Election of Vice-Chair Members received nominations for the Vice-Chair of the Strategic Planning Committee for 2025-26. Cllr Cahill nominated Cllr Rickard, seconded by Cllr Coleman. RESOLVED: That Cllr Rickard is elected Vice-Chair of the Strategic Planning Committee for 2025-26.
SPC3	Apologies for absence Apologies were received from Cllrs Keyser and Graves.
SPC4	Declaration of interests None received
SPC5	Minutes <ul style="list-style-type: none">a. RESOLVED: That the Chair signed the minutes of the Committee meeting held on the 10th March 2025 as an accurate record. One amendment -Add apologies from Cllr Finney.b. Members noted the minutes of the Traffic Advisory Sub-Committee held on the 26th June 2025. Cllr Coleman has since spoken to an OCC officer about the state of the pavements and is arranging a TEAMS call and site visit.



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	c. Members noted the minutes of the Climate and Ecology Working Group meeting held on the 23 rd June 2025.
SPC6	Public Participation None received
SPC7	Committee Action Plan Members reviewed the committee action plan and priorities for the municipal year 2025-26. To keep sports pitch provision – Members agreed that the Town Council should look for opportunities to increase pitch provision in town. The Town Clerk to receive the S106 spreadsheet from the S106 Officer and circulate with Cllrs. Members agreed to invite the S106 officer to visit the town.
SPC8	East Chipping Norton Development No updates received. Members discussed the open consultation for the Local Plan 2041.
SPC9	Cemetery a. Members received a quotation for the repair of the Colonnade. Total cost including labour and materials £1,795.60 Cllr Coleman proposed, seconded by Cllr Festa. All in favour, motion carried. RESOLVED: That members agreed for the work to take place at the Colonnade as proposed. b. Members received and considered an application for a memorial bench or tree. Members discussed the proposal and agreed that a tree would be preferable to a new bench. Members noted that the applicant would be required to pay for any upkeep and replacement of the tree if required. A small plaque in front of the tree was agreed. Members agreed that there is a small gap in the flower bed at the Millennium Garden that the Town Clerk would offer the applicant. Cllr Coleman proposed to approve the request as outlined above, seconded by Cllr Festa. All in favour, motion carried. RESOLVED: That the request for the new memorial tree is approved for the Millennium Garden. c. Members received and considered a request for an additional memorial. Cllr Rickard proposed to agree the £50 fee due to the unusual circumstances, seconded by Cllr Finney.



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	<p>RESOLVED: That the request for a discounted memorial permission is agreed, considering the unusual circumstances of the memorial.</p>
SPC10	<p>Grounds Maintenance</p> <p>Members received a written update from the Assets and Operations Officer.</p> <p>Interim report requested from Assets and Operations Officer regarding the grounds maintenance vehicles.</p>
SPC11	<p>Planning Applications</p> <ol style="list-style-type: none"> <p>APPLICATION NO: 25/01293/CLP</p> <p>PROPOSAL: Certificate of lawfulness (Alterations to include the construction of a rear dormer, insertion of skylight to front roof slope, remedial works to roof to include replacement of slate tiles, alterations to fenestration to include the addition of a first floor side window and replacement windows throughout)</p> <p>LOCATION: 7 Toy Lane Chipping Norton Oxfordshire</p> <p>No comment</p> <p>APPLICATION NO: 25/01137/HHD</p> <p>PROPOSAL: Erection of a detached garden room</p> <p>LOCATION: 76 London Road Chipping Norton Oxfordshire</p> <p>No comment</p> <p>APPLICATION NO: 25/01334/FUL</p> <p>PROPOSAL: Works to include new shop front and Internal alterations to shop, replacement of single storey extension to create a 2 bed dwelling, conversion of upper floors of no.18 to create a 2 bed maisonette with Improvements to existing maisonette at no.17. Associated works including engineering operations and landscaping. Town and Country Planning Act</p> <p>APPLICATION NO: 25/01335/LBC</p> <p>PROPOSAL: Internal and external works to include new shop front and Internal alterations to shop, replacement of single storey extension to create a 2 bed dwelling, Improvements to existing maisonette at no.17 together with associated works including engineering operations and landscaping. Planning (Listed Building and Conservation Areas) Act</p> <p>LOCATION: 17 - 18 High Street Chipping Norton Oxfordshire</p> <p>No objection – Members supportive overall of the application as a whole.</p>



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	<p>Members noted that this shop is liable to flood, which is also highlighted in the consultee comment. Put provisions in place should this disrupt business for the pharmacy as it is a vital community service. Members raised some considerations for material access and deliveries.</p>
	<p>4. APPLICATION NO: 25/01454/CLP PROPOSAL: Erection of vehicular and pedestrian gates. LOCATION: 17 - 18 High Street Chipping Norton Oxfordshire</p> <p>No comment</p>
	<p>5. APPLICATION NO: 25/01324/ADV PROPOSAL: Re-branding of two fascia signs and a hanging sign LOCATION: 14 High Street Chipping Norton Oxfordshire</p> <p>No comment</p>
	<p>6. APPLICATION NO: 25/01450/HHD PROPOSAL: Erection of a single storey rear extension LOCATION: 6 Ellis Lane Chipping Norton Oxfordshire</p> <p>No comment</p>
	<p>7. APPLICATION NO: 25/01327/FUL PROPOSAL: Erection of a two and half storey building within existing hotel complex comprising 49 hotel rooms, fitness centre and spa facilities together with associated access, infrastructure and landscaping LOCATION: Cotswolds Hotel And Spa Southcombe Chipping Norton</p> <p>No objection - Members raised concerns about additional lode on sewage and drainage – requested that Grampian conditions are applied. On the whole members raised that the additional employment could be a positive addition to the town. The planning application does raise cycle routes into town, and if a cycle path and cycle facilities could be included in the plan that would be encouraged.</p>
	<p>8. APPLICATION NO: 25/01376/FUL PROPOSAL: Single storey extension to existing conference room LOCATION: Cotswolds Club Chipping Norton Southcombe Chipping Norton</p> <p>No comment</p>



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	<p>9. APPLICATION NO: 25/01337/FUL</p> <p>PROPOSAL: Erection of 2 agricultural barns</p> <p>LOCATION: Land North West Of Raffles Oxford Road Southcombe</p> <p>No comment</p>
SPC12	<p>Date of next meeting</p> <p>15th September 2025</p>

The Chair closed the meeting at 7:40pm.

SIGNED _____

DATE _____



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Mon – Fri 9am – 1pm

Minutes of a Finance & Resources Committee meeting held on the 14th July 2025 at

6:30pm in the Council Chamber, Chipping Norton Town Hall

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

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Louise Warren, Responsible Finance Officer & Deputy Clerk

1 Member of the public

FR1	Election of Chair Members received nominations for the election of Chair of Finance & Resources Committee for 2025/26. Cllr Cahill nominated Cllr Finney, seconded by Cllr Bibby. No other nominations were received. All in favour, motion carried. RESOLVED: That Cllr Finney is elected Chair of Finance & Resources Committee for 2025/26.
FR2	Election of Vice-Chair Members received nominations for the election of Vice-Chair of Finance & Resources Committee for 2025/26. Cllr Weaver nominated Cllr Cahill, seconded by Cllr Bibby. No other nominations were received. All in favour, motion carried. RESOLVED: That Cllr Cahill is elected Vice-Chair of Finance & Resources Committee for 2025/26.
FR3	Apologies for absence Apologies were received from Cllr Coleman.
FR4	Declaration of interests FR11 - Declarations were received from Cllrs Bibby and Weaver as Directors of the Chippy Larder. They abstained from voting or discussion during the grant application consideration. - Cllr Bibby's noted that his wife is on the CHAOS committee. He abstained from voting or discussion during the grant application consideration.
FR5	Minutes RESOLVED: That the minutes of the Finance & Resources Committee held on the 17 th March 2025 were approved as an accurate record and signed by the Chair. Spelling of Cllr Rickard



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	FR34 – Noted that a meeting to discuss the Safeguarding policy is still due to take place (Cllrs Coleman, Finney, and Weaver).
FR6	Public Participation None received
FR7	Committee Action Plan Members reviewed the updated committee action plan for the municipal year 2025/26.
FR8	[Income and expenditure] <ul style="list-style-type: none"> a. Members received detailed current income and expenditure reports by budget heading. Members queried the EMR movement for the Grounds Maintenance funding. Members agreed to request that the outgoing RFO provides a written report outside of the meeting. b. Members noted a verbal update from the Town Clerk following the Public Works Loan application. The Council did not draw down the entire approved amount (£162,000) and withdrew a lower amount to reflect the final pricing on vehicles and equipment (£118,853) The outgoing RFO has moved the funds into the Grounds Maintenance EMR.
FR9	Schedule of payments for approval Members received and noted the schedule of payments which have already been signed by two Cllrs for payment.
FR10	Forward Work Programme <ul style="list-style-type: none"> a. Members reviewed the following policies: <ul style="list-style-type: none"> a. Co-option Policy No amendments. b. Mayor's Allowance Policy No amendments. c. Investment Strategy Amendments: <ul style="list-style-type: none"> 6.1 – Finance & Resources Committee 3.1 Note appetite for risk and armaments and environmental issues. 4.4 –Add in risk assessment 5.0 – Will not invest “directly” <p>RESOLVED: That the reviewed policies are sent to Full Council for approval.</p>
FR11	Grants



CHIPPING NORTON TOWN COUNCIL

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Members received and considered the first tranche of grant applications for the municipal year 2025/26.

Organisation	Grant Allocated July 25	Funding in kind (approx.)
Be Free Young Carers' Application	£2,000 *Provisionally requesting that they submit the full application form	
Chipping Norton Amateur Operatic Society (CHAOS)	£2,000	
The Chippy Larder	£467	
Chipping Norton Swifts Football Club	0	
Chipping Norton & District Cricket Club	£1,000	
Chipping Norton Community Church	£400	Free use of the Lower Hall
Lawrence Home Nursing Team Ltd.	0	Free use of Glyme Hall for 6 months, with a review Feb 2026
OP Woodcraft	0	
The Branch Trust	0	
Transition Chipping Norton	0	
The Branch Trust on behalf of Thames Valley Police and the Lord Lieutenant initiative	0	Free use of Glyme Hall for the two dates requested
	£5,867	

All members in agreement that the grants are approved as outlined above.

RESOLVED: That the grant applications for Tranche 1 – July 2025 are approved as above.

FR12 **Date of next meeting**
Monday 22nd September 2025



CHIPPING NORTON TOWN COUNCIL

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Mon – Fri 9am – 1pm

The Chair closed the meeting at 8:20pm

SIGNED _____

DATE _____

DRAFT

Item 11: Correspondence

The following items are for consideration under the Correspondence agenda item.

a. **FC41 – Request for meeting regarding Walterbush Road**

At the Full Council meeting on the 9th June 2025, members deferred this item for consideration at the next Full Council meeting.

A further verbal update will be given by the Town Clerk on this matter.

b. **FC44 – Yellow Lining request at Chipping Norton Health Centre**

At the Full Council meeting on the 9th June 2025, members deferred this item for consideration at the next Full Council meeting.

The Town Clerk has had further correspondence with the CN Health Centre who have provided a quotation for the lining work. At the previous meeting, members raised concerns that both single and double yellow-lining schemes would not alleviate parking issues as Blue Badge holders can park on these lines for up to 3 hours. The Health Centre manager has replied saying that the issue with parking is not caused by Blue Badge holders as they have dedicated bays on site. No additional information was given about requests to other Parish Councils which the Health Centre serves.

*To introduce yellow lines we need to promote a Traffic Regulation Order. This is a process whereby an Order is drafted by our Legal Department, describing the proposed restriction. This will be advertised during a formal consultation process and comments invited. If no objections are received, the Order can be brought into operation with lining and signs on the ground. If there are objections, these will be reported at the appropriate Committee where a decision will be made taking into account levels of support and objections. The cost for this is currently **£4,224** to cover legal work, consultation and associated procedural / administrative functions. On top is the cost of lining and signing work. The County has no resources for this work as a County scheme but is able to pursue if external funding is made available. We work this way with local Towns and Parishes who wish to promote such restrictions. The onus is on them to propose a scheme which suits their local needs and then we can act in an advisory capacity and carry out the required legal aspects. All this can take anywhere from 6 month to a year. You may wish to take this up with your local Parish or Town Council who may be aware of other similar requests. (OCC Traffic and Road Safety Officer)*

The Health Centre have provided an additional quote for the lining work, which came to £2,150.00 excl VAT.

This brings the total request for funding to **£6,374**. Should the Council approve this request, the funding would need to come from General Reserves as this does not fall under any allocated budget codes for 2025/26.

c. **To receive and consider a request from The Cadets to use the Millennium Woodland for training purposes.**

The Chipping Norton Cadets have requested the use of the Millennium Wood on Wednesday evenings between 7-9pm (April-September). From further correspondence they have confirmed that they have appropriate insurance covered under the MOD and have risk assessed the events.

The full request is attached to this report.

d. **To note the correspondence from WODC for the service charge of the Guildhall 2024-25:**

West Oxfordshire District Council have submitted the Service Charge for the Guildhall for 2024-25. As the Town Council has a Licence to Occupy this space, the Town Council is charged 29.05% of the total proportion of cost of service. The charge for 2024-25 is £4,098.76.

The full invoice is attached to this report.

Use of Millennium Wood – Army Cadet Force, Chipping Norton Detachment

From William Barras [REDACTED]
Date Thu 2025-07-03 12:40
To Katherine Jang <townclerk@chippingnorton-tc.gov.uk>

Dear Town Clerk,

I hope this message finds you well. I am writing to enquire about the Millennium Wood, located on Burford Road, Chipping Norton, and to seek your guidance on the appropriate point of contact regarding its use.

I am in the process of taking over as the new Detachment Commander for the Chipping Norton Detachment of the Army Cadet Force. As you may be aware, we are a youth organisation for 12–18 year olds, and our detachment has long-standing and proud connections with the local community.

In previous years, the detachment was kindly granted permission to use Millennium Wood for training purposes on Wednesday evenings between 1900 and 2100 hrs. The woodland is an ideal location for activities such as navigation and fieldcraft, and it greatly supports the delivery of our training programme.

Unfortunately, this opportunity has not been utilised in recent years, and I would be grateful to know whether we might be able to reinstate the use of the site for our weekly training sessions.

Thank you very much for your time and assistance. I look forward to hearing from you.

Kind regards,

William

William Barras
2Lt
Detachment Commander
Oxfordshire (The Rifles) Battalion
Army Cadet Force

[REDACTED]

TOWN CLERK GUILDHALL CHIPPING NORTON
Service Charge Statement Period - 01/04/24 to 31/03/2025



CNTC 29.05%

Expenditure	Whole Building	TC portion		
	£	£	£	£
Water Rates	£297.51	£86.43		
Repairs/Maintenance/Contracts	£4,793.95	£1,392.64		
Window Cleaning	£180.00	£52.29		
Electricity Meter No E18UP05706	£3,500.00	£1,016.75	Estimated costs	
Cleaning and cleaning consumables	£3,503.22	£1,017.69		
Replacement light fittings to Town Council Offices	£532.97	£532.97		
	£12,274.68	£4,098.76		
Tenant Proportion by Schedule	29.05%			
Management Fee		£0.00		
Service Charge Liability		£4,098.76		

We certify this to be a true reflection of the total cost of service and the total service charge liability of this tenant

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.
BT2	20mph scheme for Chipping Norton	SP/TAC	CNTC/OCC	N/A	April 22	April 24	TC consultation complete. Report published. Roll out of 20mph scheme in Chipping Norton is now complete.
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
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		N/A	May 22		

			CNTC/Contractors/landowners/clubs				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.
MC1	Managing Greystones leases	FR	CNTC/tenants		Jul 22	Asap	New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete. All leases now updated and compliant.
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.
MC2	Health and Safety Audit	FR	CNTC/GH Safety	£3000	June 2024	Ongoing	New Health and Safety Audit has taken place and actions being worked through systematically in priority order.
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	A new internal auditor should be appointed in September 2025. The Council has received the internal audit report 2024-25 with no concerns raised.
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 by the Finance & Resources Committee July 2025, to be adopted at this meeting.
MC9	Ensure that staff and members are suitably trained	FR	CNTC/training providers	£2500	July 22	Ongoing	Staff and Cllr training policy approved. H&S training required for Grounds Maintenance Operatives. Further First Aid training and Fire Marshall training required for TC staff.
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	The next event to take place on Saturday 26 th July 2025. Flag raising on Friday the 25 th July.
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	Two upcoming litter picks have been scheduled: - Summer: 9 th August 2025 - Autumn: 27 th September 2025

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. First ceremony was held on 27 th September 2024 and will be held again Sept 2025.
BT/CE2	Public Art Project	CC	CNTC/Luke Embden	£5805 of S106 funding granted for the town hall project to commence. £3000 printing funding available to apply for	July 2024	June 2025	The artwork has been installed June 2025.
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.
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. An update to be received during this meeting.
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. For Committee to consider and agree before a conversation is initiated with WODC, now that the Grounds Maintenance of the town has been taken in-house UKSPF grant received to install new flower beds in town centre, Summer 2025.

To be considered:

CS7	Glyme Hall	CC	CNTC/OCC	N/A	Ongoing	Ongoing	Glyme Hall came under Town Council management November 2025. 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.
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



Councillor Co-option Policy and Procedure

Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of Councillors to Chipping Norton Town Council. The co-option procedure is entirely managed by the Town Council and this policy will ensure that a fair and transparent process is carried out.

Chipping Norton Town Council has 16 Councillors who typically serve a full four year term.

What is Co-option

The co-option of a Town Councillor can occur at:

- **Ordinary Election**

A seat has been left vacant because no eligible candidate or insufficient candidates stood for election at the full elections, which happen every four years. Provided that those elected constitute at least a quorum (one third of the total number of Councillors).

In this instance the Town Clerk will be notified of vacancies by West Oxfordshire District Council and advised that efforts must be made to fill the vacancies by co-option. The Town Council will be notified and they must give public notice of the vacancies and intention to co-opt.

The time period to complete a co-option in these circumstances is 35 days (not including weekends, public holidays and other notable days), from the election date. After 35 days, West Oxfordshire District Council will advise the Town Council whether there will be a further election or to take other appropriate action to fill the vacancies.

If the Town Council is not quorate following an election, West Oxfordshire District Council has powers to do anything necessary to constitute the Town Council, including the temporary appointment of Councillors pending a further election.

- **During the four year term of Council**

A casual vacancy arises when:

- a Councillor fails to make their declaration of acceptance of office at the proper time
- a Councillor resigns
- a Councillor dies
- a Councillor becomes disqualified
- a Councillor fails for six months to attend meetings of the Council including Committees or Sub-committees of which they are a member.



Chipping Norton Town Council

The Town Clerk will notify West Oxfordshire District Council that a seat has fallen vacant. (However, if the vacancy is within the six months period prior to an election, then the Town Council may choose whether to fill the vacancy or not).

The Notice of a Vacancy would be advertised which would give the electorate the opportunity to call for a poll (by-election).

If a by-election is called within 14 days (not including weekends, public holidays and other notable days), if only one candidate is nominated they will be duly elected unopposed without a ballot. If there are two or more candidates nominated then a polling station will be set up in the ward by West Oxfordshire District Council and the electorate of the ward will be asked to go to the polls to vote – either at a polling station or via postal vote - for a candidate who has put themselves forward by way of a nomination paper.

Chipping Norton Town Council will pay the costs of the election.

If the required ten electors of the parish do not claim a poll (by-election) within the legally specified time period (currently 14 days) following publication of the Notice of Vacancy, the Town Clerk will be notified by West Oxfordshire District Council that the vacancy can be filled by co-option. The Town Council will be notified and they must give public notice of the vacancy and intention to co-opt.

Confirmation of Co-option

On receipt, of written confirmation, from West Oxfordshire District Council, the casual vacancy can be filled by means of co-option, the Town Clerk will:

- Advise the Town Council that the co-option process has been instigated
- Advertise the vacancy for four weeks on the Town Council notice boards and website
- Promote the vacancy on social media platforms and any other relevant media and publications
- If the vacancy is as a result of the death of a Councillor, no advertisement will be posted until after the funeral

The Town Council will ensure an open and transparent co-option process and engage as fully as possible to attract a diverse range of potential candidates. The process for standing for co-option will be accessible and have due regard to equality and diversity. If the Council is not satisfied that the vacancy has been adequately advertised and a sufficient diversity of candidates has not been sought, it will postpone the co-option until this is addressed.

Councillors elected by co-option are full members of Chipping Norton Town Council.

Eligibility of Candidates

The Town Council is able to consider any person to fill a vacancy provided that (see section 79 of the



Local Government Act 1972):

- Over 18 years of age
- A British or Commonwealth Citizen or citizen of the European Union and either
 - An elector
 - Or resided in the parish for the past 12 months
 - Or within three miles (direct) of it
 - Or occupied as an owner or tenant land or premises therein
 - Or have their principal place of work in the parish.

There are certain disqualifications for election, of which the main are (see section 80 of the Local Government Act 1972):

- Holding a paid office within the Town Council;
- Bankruptcy
- Having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- Being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

Application Process

All potential candidates will be requested to put their request for consideration in writing with the following information:

- Confirm their eligibility (as set out in the Local Government Act 1972 section 79)
- Confirm that they do not meet any of the criteria to be disqualified from being a Councillor (as set out in the Local Government Act 1972 section 80)
- Reason for wishing to become Councillor
- Previous community and/or Council work
- Other skills and experience that may be relevant in support of their application

Candidates will be informed it is a condition of a being a Town Councillor that a means of contact by town council email will be public information and that being a Town Councillor entails having contact details in the public domain. However for the purpose of co-option, private email addresses and other personal data will not be in the public domain, except for their name and the supporting information above.

Following receipt of applications, the next suitable Full Council meeting will have an agenda item:

'To receive written applications for the office of Town Councillor and to co-opt a candidate to fill the existing vacancy'.

Applications must be received at least seven days prior to a Full Council meeting as copies of the



Chipping Norton Town Council

candidates' applications will be circulated to all Councillors by the Town Clerk, at least five clear days prior to the meeting of the Full Council, when the co-option will be considered. All such documents will be treated by the Town Clerk and all Councillors as Strictly Private and Confidential.

Candidates will be sent a full agenda of the meeting at which they are to be considered for appointment, together with a copy of the Code of Conduct, Standing Orders and Financial Regulations of the Town Council, and this Co-option Policy. Candidates will also be informed that they will be invited to speak about their application at the meeting, should they wish to do so.

At the Co-option Meeting

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to Councillors, give information on their background and experience and explain why they wish to become a Chipping Norton Town Councillor.

All discussions will be in public, but the Council reserves the right to give the opportunity for candidates to give their presentation to the Council without the other candidates present, to offer fairness and equal opportunity to all candidates. The Town Council will proceed to a vote on the acceptability of each candidate by the Town Councillors in attendance by a vote by a show of hands.

In order for a candidate to be elected to the Town Council, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes, the Chair of the meeting, typically the Mayor, has a second casting vote.

Once the Chair has declared the successful candidate(s) duly elected and after their declaration of acceptance of office has been signed, they may take their seat immediately.

The decision of Full Council is final.

The Town Clerk will notify West Oxfordshire District Council of the new Councillor appointment. The successful candidate(s) must complete the 'register of interests' within 28 days of being elected. The form should be submitted to the Monitoring Officer at West Oxfordshire District Council or may be completed on-line. Further details will be provided to the successful candidate(s).

If insufficient candidates come forward for co-option, the vacancies will be re-advertised.

Chipping Norton Town Council

Mayor's Allowance

Statement of Policy

Chipping Norton Town Council is committed to accountability and transparency in respect of all expenditure, including the Mayor's allowance.

Background

Each May, the Town Council elects the Mayor for the coming year. This position entails increased responsibility as the Mayor represents the town at various events throughout the County. As a result, there is increased expenditure and to defray these extra costs a budget is allocated.

Permitted expenditure

Section 15(5) of the Local Government Act (LGA) provides for town and parish councils to pay its mayor 'for the purposes of enabling him to meet the expenses of his office such allowance as the council think reasonable'.

Provisions made for the Mayor's Allowance in the LGA do not extend to the Deputy Mayor, who would be treated the same as any other Councillor. However, it is acknowledged that the Deputy Mayor is likely to incur costs associated with officially representing the Mayor in their absence and in this case they will be entitled to claim expenses.

The Allowance is expected to defray the cost associated with the office of mayor such as;

- Mileage to and from events
- Tickets for events
- Raffle/draw tickets
- Donations to charity stalls, etc.
- Reasonable clothing allowance for civic events
- Telephone, stationery and printing
- Small gifts (flowers/cards) where appropriate

It is recognised that the Mayor may be accompanied to many formal engagements by their consort and reasonable expenditure under the above headings represents legitimate expenditure for them also.

The Allowance paid under section 15(5) of the LGA 1972.

If paid as a round sum it will be subject to the usual tax and national insurance deductions allowance to ensure HMRC regulations are adhered to. It will be the responsibility of the Mayor to make a claim for any expenses that are incurred which are tax deductible.

Adopted by The Finance and Resources Committee, June 2022

CHIPPING NORTON TOWN COUNCIL

INVESTMENT STRATEGY

Adopted by Full Council: July 2022

Date of last review: July 2025

1. INTRODUCTION

1.1 Chipping Norton Town Council (the Council) acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community as part of its fiduciary duty. This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account Section 15(1)(a) of the Local Government Act 2003 and guidance within Governance and Accountability for Local Councils Practitioner's Guide 2018.

The Local Government Act 2003 states that a local authority may invest:

- For any purpose relevant to its functions under any enactment.
- For the purpose of prudent management of its financial affairs.

1.2 The Council defines its treasury management activities as “the management of the Council’s cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks.”

2. POLICY

This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council’s treasury management activities and the associated risks and should be read in conjunction with the Council’s Financial Regulations.

3. INVESTMENT OBJECTIVES

3.1. The Council’s investment priorities are:

- the security of its reserves,
- adequate liquidity of its investments, and
- the return on investment – the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security, liquidity, and appetite for risk.
- Investments will consider lower carbon emissions and environmental issues, ethical labour management, armaments, and greater board diversity.

3.2 All investments will be made in sterling.

3.3 The Department of Communities and Local Government maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

3.4 The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies.

3.5 Investments will be spread over different providers where appropriate to minimise risk.

4. SPECIFIED INVESTMENTS

4.1 Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

4.2 For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Chipping Norton Town Council will use:

- Deposits with banks, building societies, local authorities or other public authorities
- Other approved public sector investment funds.

4.3 The choice of institution and length of deposit will be at the approval of the Finance and Resources Committee.

4.4 The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity and its risk assessment.

5. NON SPECIFIED INVESTMENTS 5.1

These investments have greater potential risk – examples include investment in the money market, stocks and shares. Given the unpredictability and uncertainty surrounding such investments the Council will not directly use this type of investment.

6. LIQUIDITY OF INVESTMENTS

6.1 The Finance and Resources Committee in consultation with the Responsible Financial Officer will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

6.2 Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

7. LONG TERM INVESTMENTS

7.1 Long term investments are defined in the Guidance as greater than 12 months.

7.2 The Council does not currently hold any funds in long term investments.

8. INVESTMENT STRATEGY 25-26

8.1 For 2025-26 the Council will continue to invest as much of its balances as possible in low risk products in order to achieve its investment objectives. This includes any balances that need to be invested being held in the CCLA Public Sector Deposit Fund.

9. END OF YEAR INVESTMENT REPORT

9.1 Investment forecasts for the coming financial year will be accounted for when the budget is prepared. At the end of the financial year, the Responsible Financial Officer will report on investment activity to the Finance and Resources Committee.

10. REVIEW AND AMENDMENT OF REGULATIONS

10.1 The Council's Investment Strategy shall be reviewed annually and revised if considered necessary.

10.2 The Council reserves the right to make variations to the Investment Strategy at any time subject to the approval of Council. Any variations will be made available to the public

11. FREEDOM OF INFORMATION

11.1 In accordance with the Freedom of Information Act 2000, the Council's Investment Strategy will be published on the Town Council's website <https://www.chippingnorton-tc.gov.uk> and is also available as hard copy from the Town Council Offices.

Item 14: H&S Services

The Council currently has retained Health and Safety Services with GH Safety LTD which has been acquired by Opus Safety.

The quote to continue with Opus Safety as the Council's H&S services is £3,014.52 per year. As the agreed budget for H&S Services for 2025-26 is £2,500 this would represent an overspend of £514.52 which could be taken from general reserves and then budgeted in for 2026/27.

The proposal includes 4 on-site support days a year plus 1 off-site day a year, and Gavin Hopkins will remain the point-of-contact for the Council for any H&S queries and further training required.

RECOMMENDATION: That the Council considers whether to appoint Opus Safety as the Council's retained H&S Advisors as outlined above.

Be extraordinary

Become a Town Councillor

Would you like to:

- Make a difference to people's lives on a local level?
- Give something back to your community?
- Help shape change for the benefit of your town?
- Become a community leader?

**There is one vacancy
on Chipping Norton
Town Council**



Eligibility:

The Town Council is able to consider any person to fill a vacancy provided that (see section 79 of the Local Government Act 1972):

- Over 18 years of age
- A British or Commonwealth Citizen or citizen of the European Union

and either

- An elector; or
- resided in the parish for the past 12 months; or
- within three miles (direct) of it; or
- occupied as an owner or tenant land or premises therein

Deadline for applications - 5pm Monday 6th October 2025

To find out more and apply:



01608 642341



www.chippingnorton-tc.gov.uk/town-council-vacancies

Item 16: Planning Applications

No applications received for consultation or updates to notes since the Strategic Planning Committee meeting 7th July 2025.