



CHIPPING NORTON TOWN COUNCIL

THE TOWN HALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NA

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

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

TOWN CLERK and CEO: Katherine Jang

24th February 2026

SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE

TO: All Members of Community Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 2nd March 2026

TIME: 6:30pm

Katherine Jang
Acting Town Clerk and CEO

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

A G E N D A

1. Apologies for absence.

To consider apologies for absence.

Committee 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 committee meeting held on 12th January 2026.

4. Public Participation

The meeting will adjourn for this item

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

5. Committee Action Plan review

To note the Committee Action plan

6. Community Venues

- a. To receive an update from the Events Officer
- b. To consider the venue hire charges for 2026-27.
- c. To consider a request for free hire of Glyme Hall for a LGBTQ+ Youth Group

7. Events

To receive an update from the Events Officer

8. Flag Flying Calendar

To consider the Flag Flying calendar for 2026-27

9. Play Areas

To consider undertaking a usage survey to inform the Council's parks and play area equipment strategy

10. Skatepark Project

To receive an update

11. Keep Chippy Beautiful

To receive an update.

12. Date of the next meeting – Monday 15th June 2026



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

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

Minutes of a Community Committee meeting held on the 12th January 2026, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Chair), Alex Keyser, Steve Akers, Jo Graves, Athos Ritsperis, Michael Rowe, Mike Cahill, Emily Weaver

ALSO PRESENT: Katherine Jang, Town Clerk & CEO
Heidi Davies, Events and Marketing Officer
Paolo Oliveri, Maintenance Operative
5 Members of the public

CC43	Apologies for absence Apologies were received from Cllr Ben Bibby
CC44	Declaration of interests Cllr Colman declared that she sometimes hires the Town Hall, in relation to the booking and hire form.
CC45	Minutes RESOLVED: That the Chair signs the minutes of the meeting held on the 3 rd November as an accurate record.
CC46	Public Participation David Cuthbert came to speak about the cuts to the fire service in Chipping Norton. Reduction of overnight fire service, day crews (including Chipping Norton) and two fire engines would be lost. Fire crews were not consulted prior to this announcement and the changes are not backed by the Fire Brigade Union. Immediate job losses for 50% of the crew (day cover). The closest fire crew to Chipping Norton would then be Banbury (30 mins away). OCC public consultation closes on the 20 th January 2026. Cllr Akers proposed that CNTC formally opposes to the changes in their entirety and ask for them to be withdrawn. Seconded by Cllr Cahill. All in favour, motion carried. RESOLVED: That the Town Council will formally respond to Oxfordshire County Council opposing the changes to the fire service in Chipping Norton.
CC47	Committee Action Plan review Members noted the ongoing Committee Action plan
CC48	Community Venues a. Members received an update from the Events Officer. Members requested that a report on venue marketing is brought to the next meeting for consideration. In conjunction with the new marketing strategy that Chippy News is contacted to ask about space in an issue to advertise Glyme Hall and the Town Hall. b. Members considered a report from the Responsible Finance Officer following a review of the Lettings Terms and Conditions and Lettings Policy. Members thanked the RFO for a

	comprehensive review of the Lettings T&C and agreed to move forward with the draft when the new charges have been agreed in March 2026.
CC49	Events Members received an updated report from the Events Officer. The next event that is yet to be planned is the Mayor's charity event.
CC50	Play Areas Members received the reports for all play areas following the annual ROSPA inspections in December 2025. Members thanked the maintenance team for their hard work as no urgent repairs were needed. The reports raise a few "amber" rated improvements which the maintenance team will work through. Members agreed for Cllr Coleman and the Estates Officer to visit Evan's Way play area to determine if another gate is required. The fence has been damaged and it appears as if a desire line path has been established. Cllr Keyser enquired if there should be a usage survey undertaken for the Council's play areas. Members agreed for the Town Clerk to enquire about people counters for a survey over Summer 2026.
CC51	Skatepark Project Cllr Coleman reported on a productive conversation with the Skatepark Users Group. A subsequent meeting is scheduled for the 14 th January 2026 to discuss funding the shortfall.
CC52	Keep Chippy Beautiful Members noted the Spring Litter Pick date: 21 st March 2026, to be supported by the new Admin and Customer Service Assistant. Members received an update following the recent snow and icy weather. The grit bins in Chipping Norton have been refilled by CNTC Maintenance Operatives.
CC53	Date of the next meeting Monday 2 nd March 2026

The Chair closed the meeting at 8:20pm

Community Committee strategic plan

The committee should review this for the new municipal year.

Action	Who's involved?	Budget	Commencement	Completion	Notes/Comment
Modernise and improve Chipping Norton Town Hall Large project	CNTC Staff/approved consultants/working 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 works for solar PV panels has been completed. The interim roof works have been completed (Jan 2025). Defective boilers have been replaced/fixed.
Supporting young people in Chipping Norton.	Youth work providers/CNTC/clubs	No specific budget at present	Nov 21	Ongoing	The Town Council support local youth work through enabling use of play area facilities and other partnership endeavours.
Ensure that the recreation areas in Chipping Norton are safe, enjoyable and inclusive spaces for all.	CNTC	24/25 Repairs £4,500 New Equipment £10,000	Ongoing	Ongoing	The annual ROSPA inspections have been completed with the addition of disability access audits undertaken for each play area. Minor repairs have been noted and are being worked through by the General Maintenance Operative. Play Park Equipment: Strategy to be considered at this meeting.
Pesticide free Chipping Norton	CNTC/Contractors/landowners/clubs	N/A	May 22	May 25	Three-year action plan adopted. First year implemented, second year review and implementation to take place. Wildflower area in the Cemetery is establishing well, with yellow rattle flowers in bloom during June. This area has been strimmed, and new wildflowers have been sown. Three-year action plan coming to an end. This needs to be re-evaluated now that our in-house grounds maintenance team is in place.
Christmas lights scheme	CNTC	£19,000 per year £2,500 for switch on event (from events budget)	October 22	Feb 25	The 2024 switch took place on Thursday 28 th November. An issue with the storage of the lights curtain meant that we had a temporary installation on the Town Hall while the curtain light was remade, as this is a bespoke piece of equipment. The Christmas lights contract has been extended for another year, so tendering will not take place until Summer 2026.

Compliance and safety	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Tree Survey – New three-year tree safety and tree health survey agreed (Full Council June 2025). 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.
Chipping Norton Pride	CNTC/Chipping Norton Pride Group		June 2023	Annually in June/July	A Chipping Norton Pride group has been identified and worked with the Council to plan and deliver a successful 2024 event. The Chipping Norton Pride group are a formal CIC and will now manage the event. They have received £1,500 in grant funding from the Town Council plus free hire of the Town Hall for the event. 2025 event was held on the 26 th July 2025.
Skatepark design and installation project	CNTC/Consultants/Skatepark Users Group	EMR £35,000	April 23	Ongoing	The Council has selected Maverick Industries Ltd as the preferred contractor. A final design meeting has taken place with the users group, as well as a meeting with residents who have concerns. WODC Planning have approved the Town Council's Certificate of Legal Development. Next step is funding and grant applications.
Keep Chippy Beautiful Initiative	CNTC	£500	April 23	Ongoing	Autumn litter pick agreed for the 27 th September 2025. Spring Litter in March 2026.
Feasibility for a "rock school" for Chipping Norton	CNTC/partners				For Cllr Keyser to work with external partners to scope the feasibility of starting a Rock School in Chipping Norton
Collaboration/dialogue with The Branch Community Hub	CNTC/The Branch			Ongoing	The Town Clerk will be meeting with The Branch CEO on a regular basis to share information and provide support where helpful.
Chippy Phone Box	CNTC staff/CNarts		Jul-21	Ongoing	CNTC are managing the rota. This is a well utilised space.
Summer event – picnic in the park	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide an annual open air event.
Remembrance Day event	RBL/CNTC	£1000 from events budget plus use of the Town Hall and staff to support.	November 2025	November 2025	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. Meeting with CN RBL, CNTC Officers due in Spring 2026 to consider how the Remembrance services will change in 2026.

Community Awards event	CNTC	£1,500 from events budget	September 2025	September 2025	Next to be held in September 2026.
Glyme Hall	CNTC	N/A	August 2025	April 2026	To complete a business plan to ensure the sustainability of Glyme Hall - Venues Working Group, along with Events Officer

This is working document and will be updated for each committee meeting.

Agenda item 06.
Community Committee Report Town Hall – March 2026

1) Current Building Usage

Occupancy is calculated using a 13-hour per day baseline (09:00–22:00, Monday–Sunday inclusive).

This provides a consistent comparison across both venues, though actual open hours may vary depending on staffing and maintenance schedules.

FY Available hours	FY Booked Hours	FY Usage Average
5,474 hours	4,814 hours	22 %
YTD Available hours	YTD Booked Hours	YTD Usage Average
5,039 hours	4,293 hours	21.3%

2) Current capacity of available bookings 2024/25:

Room to hire	Current Capacity April 2025 – March 2026
The Council Chamber	10.86 % -3.83%
Lower Hall	16.78 % +1.85 %
The Snug	37.02 % -0.17 %
Upper Hall	23.27 % +4.05 %

Occupancy in The Snug has decreased because the piano teacher has cancelled several sessions for health reasons.

3) Projected income from bookings year to date 1st April 2025, to 2nd March 2026:

£66,382.48

(+ £23,974.83 increase from recorded data October 2025)

4) Projected expected income from bookings financial year 1st April, 2025, to 31st March 31, 2026:

£74,951.27

(+ £6,500.73 since October report)

5) Ongoing Community / Local Groups

The Town Hall's established user base provides stable and consistent income, with strong community engagement and excellent feedback.

- a. Barclays Banking Hub

Agenda item 06.
Community Committee Report Town Hall – March 2026

- b. TSB Banking Hub
- c. Muslim Prayers Group
- d. Chipping Norton Choral Society & Cotswold Youth Choir
- e. Chipping Norton Theatre x2 Singing Groups
- f. Chipping Norton Theatre x2 Dance Groups
- g. Amnesty Chipping Norton
- h. U3A
- i. Chipping Norton Wine Club
- j. Chipping Norton Railway Club
- k. Age UK fitness classes x 2 days)
- l. Fit Active Classes
- m. Coffee, Chat and More from the Community Church
- n. Turning Point
- o. Local Area Coordinator – Free space when needed and available
- p. When did we stop... Newly named – after the success of When Did We Stop Dancing they are expanding the group and have 2 new sessions: When Did We Stop Writing Poetry and When did we stop Painting.
- q. Smokefree Oxon
- r. Faith Tabernacle Church
- s. Art and Talking Life Drawing

This report is to note

- 6)** The Chipping Norton Town Festival will take place on Sunday 28 June 2026. The organisers have requested free use of the Town Hall for the event, along with access for set-up on Saturday 27 June 2026 from 17:00 to 22:00.

Recommendation: That councillors consider granting the festival free use of the Town Hall.

7) Feedback back

“We enjoyed a really good wine club meeting last evening. Please say a big thank you to Terry for getting all the tables and chairs out for us. Thank you”

This report is to note

Agenda item 06.
Community Committee Report Glyme Hall – March 2026

1) Current Building Usage

Occupancy is calculated using a 13-hour per day baseline (09:00–22:00, Monday–Sunday inclusive).

This provides a consistent comparison across both venues, though actual open hours may vary depending on staffing and maintenance schedules.

FY Available hours	FY Booked Hours	FY Usage Average
5,474 hours	2,719 hours	12.41 %
YTD Available hours	YTD Booked Hours	YTD Usage Average
5,039 hours	2,431	12.06 %

2) Current capacity of rooms booked 2025/2026:

Room to hire	Current Capacity April 2025 – March 2026
Beech Room (Large Classroom)	18.12% +3.24%
Ash Room (Meeting room)	15.23% +1.59%
Oak Room (Main Hall)	14.96% +0.73%

**3) Current income expected April 01, 2025, to March 02, 2026, = £26,086.03
(+ £10,426.54 increase from recorded data October 2025)**

**4) Projected income from bookings April 01, 2025, to March 31, 2026, = £29,552.44
(+ £2,808.46 increase from recorded data October 2025)**

5) Ongoing Regular Community / Local Groups (Commercial and Charitable Rate)

- a. Chipping Norton AA group
- b. Intune Dance
- c. Abingdon and Witney College
- d. Chipping Norton Trefoil Guild
- e. William Fowler Allotments
- f. Remix Youth Group
- g. New Nortonians
- h. North Cotswold Chamber Choir
- i. Heart, Spirit, Mind Yoga
- j. Little Footsteps
- k. Community Church
- l. Age UK Foot Clinic

Agenda item 06.
Community Committee Report Glyme Hall – March 2026

****Lawrence Nurses bookings have come to an end as they will be using Highlands****

This report is to Note.

6) New Bookings

- a. Ash Room for a private meeting: MDA Space & Robotics in February.

7) Feedback

“The Beech Room is looking so fresh now it has been freshly painted.”

This report is to note

Community Committee 2 March 2026

Town Hall & Glyme Hall – Cost Analysis and Proposed Hire Fees 2026/27

1. Purpose of Report

This report presents a cost analysis of the Town Hall and Glyme Hall, outlines key financial risks, considers options to improve sustainability, and proposes hire fees for the 2026/27 financial year.

2. Financial Position Overview

a. Town Hall (26/27)

- Income Budget: £68,500
- Expenditure Budget: £84,566
- Net Deficit: £16,066

b. Glyme Hall (26/27)

- Income Budget: £26,750
- Expenditure Budget: £74,119
- Net Deficit: £47,369

Combined, the venues significantly contribute to the Council's projected £70,000 overall deficit.

3. Key Findings for Both Venues

Detailed cost-per-hour analysis demonstrates that current hire fees exceed the hourly cost to run each hireable space (with minor exception noted at Glyme Hall). The financial challenge is primarily driven by underutilisation rather than underpricing.

4. Income Concentration Risk – Town Hall

Approximately 50% of Town Hall hire income is derived from two banking clients who will not commit beyond 12-month terms. Risks include:

- Sudden income loss
- Budget instability
- Reduced negotiating power
- Limited time to replace lost revenue

5. Consideration: Reducing Hire Fees to Increase Volume

Potential risks:

- Market value perception reduction
- Difficulty increasing fees later
- Increased wear and tear
- Higher cleaning and energy costs
- Staffing pressure during peak periods

Potential benefits if successful:

- Improved utilisation of fixed-cost assets
- Diversified income base
- Increased community engagement
- Reduced dependency on large hirers

6. Operational Improvements Already Underway

Alongside the strategic review, officers are actively implementing operational improvements:

- Sourcing alternative booking software to streamline processes and provide customer self-service capability and automated billing.
- Reviewing and strengthening Terms & Conditions of Hire to reduce unnecessary risk exposure.
- Exploring implementation of an automated door entry system linked to booking software to reduce staffing requirements for opening and locking up.

These measures aim to reduce administrative burden, improve customer experience, and lower operational staffing pressures over time.

Full business cases for new booking software and door entry systems will be presented at Full Council for approval.

7. Strategic Direction & Lettings Strategy

A Lettings Strategy workshop is being held on Friday 27th November 2026 to determine the long-term positioning of both venues. Officers will verbally update the committee on the outcome of this workshop, and will draft a structured Lettings Strategy for approval. Strategic clarity really needs to precede significant pricing reform.

8. Proposal – 2026/27 Hire Fees

Scenarios for fee increases at 3.5%, 5%, 7.5% and 10% have been modelled and reviewed.

The RFO recommends that hire fees for 2026/27 increase by inflation only (approximately 3.5%). While higher percentage increases were considered, they present a risk of negative public perception and would not materially reduce the projected deficits in isolation. A modest inflationary uplift is therefore considered the most proportionate approach at this time, and it is in line with general expectations.

This approach provides the Council with the necessary time to properly develop and implement a Lettings Strategy, undertake benchmarking against comparable venues, review market positioning, and embed operational improvements including updated booking systems and revised Terms & Conditions.

The RFO therefore proposes that a full and informed pricing review be undertaken in September/October 2026, once the strategic direction has been agreed and supporting systems are in place.

9. Recommendations

The Community Committee is asked to:

- Note the financial position of both venues.
- Approve an inflation-only increase in hire fees for 2026/27.
- Support completion of the Lettings Strategy.
- Agree to a further pricing review in September/ October 2026.

10. Conclusion

Both venues are valuable community assets but are currently operating at a deficit. The primary issue is utilisation rather than pricing below cost. An inflation-only increase provides some stability while strategic and operational improvements are developed to ensure long-term financial sustainability.



Chipping Norton Town Council
Glyme Hall
Burford Road
Chipping Norton
OX7 5DZ

14th February 2026

Re: Petition for Free Use of Glyme Hall to Establish an LGBTQ+ Youth Group

Dear Councillors,

I am writing to respectfully petition Chipping Norton Town Council to grant free use of Glyme Hall for the purpose of running a local LGBTQ+ youth group. This initiative is intended to support young people in Chipping Norton and the surrounding area by providing a safe, supervised, and inclusive space in which they can explore issues relating to sexuality, identity, wellbeing, and community.

Young people who identify as LGBTQ+, or who are questioning their identity, often face isolation, stigma, or a lack of appropriate support. A structured youth group would offer a positive environment where they can meet peers, access guidance, and build confidence in a setting that promotes respect, mental wellbeing, and social connection.

We intend to run this group in collaboration with Chipping Norton School, ensuring that safeguarding, supervision, and youth engagement standards are maintained. Activities would be educational and supportive in nature, including discussions, workshops, and opportunities to connect with community resources.

Providing access to Glyme Hall at no cost would make this initiative viable and demonstrate the Council's commitment to supporting the wellbeing, inclusion, and development of young residents. The group would operate responsibly, respect the facilities, and comply with all relevant policies and safeguarding requirements.

We believe this project will have a meaningful positive impact on the local community by fostering acceptance, reducing isolation, and giving young people a constructive and supportive place to belong.

Thank you for considering this petition. We would be happy to discuss this request further and to provide any additional information the Council may require.

Cont.

"CHIPPING NORTON PRIDE"

The current dates we are looking to hold the sessions are:

- Tuesday 24 March
- Tuesday 28 April
- Tuesday 26 May
- Tuesday 30 June
- Tuesday 14
- Tuesday 28
- Tuesday 25 August
- Tuesday 29 September
- Tuesday 27 October
- Tuesday 24 November

Yours faithfully,



Sean Vassen
Chair Chipping Norton Pride

Agenda item 7.
Community Committee Report Events – March 2026
(Town Council Events and Events supported by Town Council)

7a. Draft calendar of events for Chipping Norton Town Council 2026-27

Key
Subsidised Community Event
Civic Event
Independent Events supported by the Town Council Grants (Nil budgeted)
Independent Events

Month	Event
April	Town Council Charity Event Quiz night
May	
June	Chipping Norton Town Festival
July	Chippy Pride
August	Chipping Norton Town Council Summer Event
September	Community Awards
October	
November	Remembrance
	Xmas Lights Switch-On & Xmas Market
December	
January	
February	
March	Chipping Norton Music Festival

This report is to note.

PAST EVENTS

None to report this last meeting.

UPCOMING EVENTS

- **Chipping Norton Music Festival**
6th March – 23rd March 2026 – Town Hall:
 We have received their schedule for this event, and all other hirers of the Upper Hall have been informed. Some bookings have been moved to the Lower Hall or to Glyme Hall to accommodate the festival. They have booked the Lower Hall on 3 occasions with no clashes to other hirers’
- **Town Council Charity Event Quiz night**
24th April 2026 – Town Hall
 Join us in the Upper Hall on 24th April at 7pm for a fun, book-inspired evening. We’re raising money for The Chippy Larder Book Project, providing high-quality home reading packs for every child starting school in and around Chipping Norton.

Agenda item 7.
Community Committee Report Events – March 2026
(Town Council Events and Events supported by Town Council)

Each pack includes storybooks and materials to help families build early reading and writing skills.

- **Chipping Norton Town Council Summer Event**
Date to be confirmed.
- **Community Awards 2026**
Date to be confirmed in September 2026
- **Christmas Light Switch On & Christmas Market 2026**
Date to be confirmed but likely to be held on Saturday 21st November.

This report is to note.

Chipping Norton Town Council

Flag Flying for Events, Campaigns & Commemorations Policy

Calendar of Events – NB the Union Flag will fly as standard, but dates where it must fly are included in the Calendar to ensure that other proposals are considered around these dates.

Date	Occasion	Flag	Agreed	Community Groups Involved
09 January	Birthday, Princess of Wales	Union Flag	n/a	
20 January	Birthday, Countess of Wessex	Union Flag	n/a	
10 March	Birthday, Earl of Wessex	Union Flag	n/a	
24 March	International Day for the Right to Truth concerning Gross Human Rights Violations & for the Dignity of Victims	Human Rights Flag (Donated by CN Amnesty)	Community Committee 22 nd Jan 2024	CN Amnesty
9 th April	Wedding Day, His Majesty the King	Union Flag	n/a	
22 April	Earth Day	Earth Day Flag	Full Council – 20.07.22	
23 April	St George's Day	St George's Flag	Full Council – 20.07.22	
6 May	Coronation Day	Union Flag	n/a	
15 June	Official birthday of his Majesty the King	Union Flag	n/a	
20 th June	World Refugee day	Refugee Nation Flag	Full Council – 20.07.22	CN Amnesty
21 June	Birthday, Prince of Wales	Union Flag	n/a	
25 th June	Armed Forces Reserves Day	Armed Forces Flag	Community Committee 16 June 2025	CN Cadets
End of June(26 th June)	Armed Forces Day	Armed Forces Flag	Full Council – 20.07.22n/a	CN Cadets
26 th July	Pride	Progress Flag	Full Council – 20.07.22	Chipping Norton Pride
5 th July	NHS Birthday	NHS Flag	Full Council – FC31 22.06.22	CN Health Centre, Topside Pharmacy
17 July	Birthday, The Queen Consort	Union Flag	n/a	
15 August	Birthday, Princess Royal	Union Flag	n/a	
21 August	Anniversary of RAF crash 21/08/1942	RAF Ensign (Donated by RBL)	Full Council – 20.07.22	Royal British Legion
8 th September	His Majesty's Accession	Union Flag	n/a	
24 th October	United Nations Day	United Nations Flag (Donated by CN Amnesty)	Full Council – 05.10.22	CN Amnesty
11 th November	Armistice	Union Flag	n/a	*Ceremony at War

				Memorial hosted by CN RBL
Remembrance Day	Second Sunday in November	Union Flag	n/a	*Ceremony at War Memorial hosted by CN RBL
14 November	Birthday, Prince of Wales	Union Flag	n/a	
25 November	International Day for the Elimination of Violence Against Women.	Human Rights Flag (Donated by CN Amnesty)	Community Committee 22 nd Jan 2024	CN Amnesty
10 th December	Human Right's Day	Human Right's Flag (Donated by CN Amnesty)	Full Council 05.10.22	CN Amnesty

The Union Flag will also be flown:

- The day of the opening of a Session of the Houses of Parliament by His Majesty

Chipping Norton Town Council's Flag Flying calendar is reviewed annually in March.

Date of last review: March 2025

Item 9a. Play Areas Strategy

Aims and Introduction

The main objective of setting a Play Areas Strategy is to provide a clear framework to guide future investment and development of the Council's play areas.

The strategy will enable the Council to better understand how residents currently use existing play spaces, identify areas of strength and weakness, and plan improvements in a structured and financially sustainable way. By collecting and analysing data on usage, condition, and public feedback, the Council will be better equipped to prioritise resources and support future grant applications.

Methodology

A mixture of qualitative and quantitative data will be examined to better understand how residents in Chipping Norton interact with the existing play areas, what we are doing well, and where we can improve.

- Usage: To establish patterns of use and demand, two complementary approaches will be employed
 - o Self-reported user survey (draft attached)
 - o People counter survey – Automatic people counters to be installed to monitor footfall data at our 4 play areas.
 - Establish footfall data and comparative use between parks
 - Determine if any parks are being routinely used out-of-hours for antisocial behaviour
- Dilapidation and condition:
 - Desk-based report to determine the equipment manufacturer for each piece of play equipment, date of installation, condition
 - Note any equipment reaching end-of-life
 - Note any equipment where manufacturer is defunct and no spares can be sourced
- Budgeting and replacement:
 - By combining the information above, the Council will be able to develop a programme of investment, forecast replacement costs, and build long-term expenditure (replacement) into future budgets.

Timescale

- Self-reported user surveys to be open for answers from March – June 2026, advertised on the Council's website and social media, and other local news outlets

- People counter study survey to be undertaken during the school holidays 25 May – August 2026
- Deadline for consideration: 14th September 2026, Community Committee meeting

Outcomes

- To inform the Committee budget November 2027 (2027-2028)
- To feed into a 5 and 10-year strategy for all CNTC parks and play areas so that these areas can be managed strategically rather than ad-hoc
- Understand data-driven insights to accompany grant applications and better drive forward progress where it would be most useful in Chipping Norton

Financial Considerations: The purchase or hire of people counters is estimated at £600 if these cannot be resourced through Oxfordshire County Council (OCC) or West Oxfordshire District Council (WODC).

RECOMMENDATIONS:

- a) That the Committee considers whether they would move forward with the development of a Play Areas Strategy, as outlined in this report
- b) That the Committee considers approving a budget of up to £600 to cover the hire or purchase of people counters for the Summer 2026 usage survey, should they not be available to borrow from other councils.

Chipping Norton Parks and Play Areas

This survey aims to understand how often residents use local parks and play areas, whether the equipment meets their needs, and what improvements could be made. The results will help guide future investment and maintenance decisions.

This form is completely anonymous and does not collect any personal data.

Estimated completion time: 5-8 minutes

If you have any questions, please email Katherine on: townclerk@chippingnorton-tc.gov.uk

Chipping Norton Parks and Play Areas



1. Which of the following best describes you? Please check all that apply

Tick all that apply.

- Parent or guardian of young children
- Parent or guardian of a teenager
- Young resident (12-25)
- Adult resident (26-64)
- Older resident (65+)
- Visitor to Chipping Norton

2. How do you normally travel to the park?

Mark only one oval.

- Walk (less than 5 minutes)
- Walk (5-20 minutes)
- Cycle
- Drive
- Public Transport (bus, etc.)

3. Which parks or play areas in Chipping Norton do you normally use? Check all that apply

Tick all that apply.

- New St Play Area
- Cotswold Gate / Evans Way Play Area
- Cornish Road Play Area
- Cotswold Crescent Play Area
- Millennium Woodland
- Millennium Garden (Flagpole)

4. How often do you or members of your household visit?

Mark only one oval.

- Daily
- Several times per week
- Once per week
- Once per month
- A few times per year
- Never

5. At what times do you usually visit? Check all that apply

Tick all that apply.

- Weekday mornings
- Weekday afternoons
- Weekday evenings
- Weekends
- School holidays

6. What are your main reasons for visiting? Check all that apply

Tick all that apply.

- Children's play
- Exercise / Fitness
- Dog walking
- Nature / Wildlife
- Relaxation
- Socialising
- Other: _____

New Street Play Area

///preparing.revamping.fleet

New Street Play Area



7. How would you rate the facilities and equipment at New St Play Area?

Tick all that apply.

	1 - Poor	2 - Below average	3 - Average	4 - Above Average	5 - Excellent
Play Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Litter bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paths and Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. How safe do you feel when using New St Play Area?

Mark only one oval.

1 2 3 4 5

Quit Very Safe

9. What improvements would most encourage you to visit more often? Check all that apply

Tick all that apply.

- New skate park installation
- New or upgraded play equipment
- Equipment for older children / teenagers
- More seating and picnic areas
- Better paths and accessibility
- Improved lighting
- More planting / landscaping
- Cleaner facilities
- Other: _____

10. Do you feel that New St Play Area caters to the needs of users with disabilities or additional needs?

Mark only one oval.

1 2 3 4 5

Not Yes, very well

11. Please add any other comments or suggestions about New St Play Area

Cotswold Gate Play Area

///dreams.clattered.estimate

Cotswold Gate Play Area



12. How would you rate the facilities and equipment at Cotswold Gate Play Area?

Tick all that apply.

	1 - Poor	2 - Below average	3 - Average	4 - Above Average	5 - Excellent
Play Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Litter bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paths and Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. How safe do you feel when using Cotswold Gate Play Area?

Mark only one oval.

1 2 3 4 5

Quit Very Safe

14. What improvements would most encourage you to visit more often? Check all that apply

Tick all that apply.

- New or upgraded play equipment
- Equipment for older children / teenagers
- More seating and picnic areas
- Better paths and accessibility
- Improved lighting
- More planting / landscaping
- Cleaner facilities
- Other: _____

15. Do you feel that Cotswold Gate Play Area caters to the needs of users with disabilities or additional needs?

Mark only one oval.

1 2 3 4 5

Not Yes, very well

16. Please add any other comments or suggestions about Cotswold Gate Play Area

Cornish Road Play Area

///bonnet.prevented.tent

Cornish Road Play Area



17. How would you rate the facilities and equipment at Cornish Road Play Area?

Tick all that apply.

	1 - Poor	2 - Below average	3 - Average	4 - Above Average	5 - Excellent
Play Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Litter bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paths and Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

18. How safe do you feel when using Cornish Road Play Area?

Mark only one oval.

1 2 3 4 5

Quit Very Safe

19. What improvements would most encourage you to visit more often? Check all that apply

Tick all that apply.

- New or upgraded play equipment
- Equipment for older children / teenagers
- More seating and picnic areas
- Better paths and accessibility
- Improved lighting
- More planting / landscaping
- Cleaner facilities
- Other: _____

20. Do you feel that Cornish Road Play Area caters to the needs of users with disabilities or additional needs?

Mark only one oval.

1 2 3 4 5

Not Yes, very well

21. Please add any other comments or suggestions about Cornish Road Play Area

Cotswold Crescent Play Area

///verdict.crisis.signature

Cotswold Crescent Play Area



22. How would you rate the facilities and equipment at Cotswold Crescent Play Area?

Tick all that apply.

	1 - Poor	2 - Below average	3 - Average	4 - Above Average	5 - Excellent
Play Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Litter bins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paths and Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Signage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

23. How safe do you feel when using Cotswold Crescent Play Area?

Mark only one oval.

1 2 3 4 5

Quit Very Safe

24. What improvements would most encourage you to visit more often? Check all that apply

Tick all that apply.

- New or upgraded play equipment
- Equipment for older children / teenagers
- More seating and picnic areas
- Better paths and accessibility
- Improved lighting
- More planting / landscaping
- Cleaner facilities
- Other: _____

25. Do you feel that Cotswold Crescent Play Area caters to the needs of users with disabilities or additional needs?

Mark only one oval.

1 2 3 4 5

Not Yes, very well

26. Please add any other comments or suggestions about Cotswold Crescent Play Area

Millennium Garden

///twins.twitching.hiked

The Millennium Garden is an area of green space near the roundabout on West Street. The Town Council often holds Flag Flying ceremonies here.

Millennium Garden



27. Please add any other comments or suggestions about the Millennium Garden

The Millennium Wood

///megawatt.change.meatballs

The Millennium Wood is an area of green space and woodland accessed by Glyme Lane, past the allotments and near the Chipping Norton Leisure Centre. It is a popular area for dog-walking and outdoor exercise. This land is owned by William Fowler Allotments Trust but is accessible to the entire community.

Millennium Wood



28. Please add any other comments or suggestions about the Millennium Wood

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