



# CHIPPING NORTON TOWN COUNCIL

## THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

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

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Katherine Jang

2<sup>nd</sup> September 2025

### **SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE**

TO: All Members of Community Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 8<sup>th</sup> September 2025

TIME: 6:30pm

Katherine Jang  
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](mailto:townclerk@chippingnorton-tc.gov.uk)) prior to the meeting, stating the reason for absence.

#### **2. Declaration of interests.**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct

#### **3. Minutes**

To approve the minutes of the committee meeting held on 16<sup>th</sup> 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. Correspondence**

To note or respond to any correspondence

**6. Committee Action Plan review**

To review the Committee Action plan for the year 2025-26

**7. Town Hall**

To receive a report from the Events Officer.

**8. Glyme Hall**

To receive a report from the Events Officer.

**9. Events**

To receive a report from the Events Officer.

**10. Play Areas**

To receive an update.

**11. Skatepark Project**

To receive an update

**12. Keep Chippy Beautiful**

To receive an update.

**13. Councillor Surgeries**

To receive an update from the Chair regarding Councillor Surgeries

**14. Date of the next meeting – Monday 3<sup>rd</sup> November 2025**



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**Minutes of a Community Committee meeting held on the 16<sup>th</sup> 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

<b>CC1</b>	<b>Election of Chair</b> Members received nominations for election of Chair. Cllr Akers proposed Cllr Coleman. Seconded by Cllr Ritsperis. All in favour. <b>AGREED:</b> Cllr Coleman is elected Chair for municipal year 25/26
<b>CC2</b>	<b>Election of Vice Chair</b> Members received nominations for election of Vice Chair. Cllr Coleman proposed Cllr Aker. Seconded by Cllr Rowe. All in favour. <b>AGREED:</b> Cllr Akers is elected Vice Chair for municipal year 25/26
<b>CC3</b>	<b>Apologies for absence</b> Cllrs Graves, Keyser, Bibby, Cahill & Weaver
<b>CC4</b>	<b>Declaration of interests</b> None
<b>CC5</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the committee meeting held on the 3 <sup>rd</sup> March 2025 were signed as an accurate record by the Chair. Amendment: Page 3: Change to staff should use their discretion.
<b>CC6</b>	<b>Public Participation</b> 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.
<b>CC7</b>	<b>Committee Action Plan review 2025/26.</b> <ul style="list-style-type: none"><li>• <b>Rock School:</b> 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.</li></ul>



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	<ul style="list-style-type: none"> <li>• <b>Pesticide Free Chipping Norton:</b> 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.</li> </ul> <p>It was also agreed that the two additional items on action plan will be included.</p>
<b>CC8</b>	<p><b>Flag Flying Calendar 2025/26</b></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 (25<sup>th</sup> June 2025) before the Armed Forces Day on the 28<sup>th</sup> 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><b>RESOLVED:</b> The Town Council agrees to the flag flying calendar for 2025-26</p>
<b>CC9</b>	<p><b>Town Hall</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>Members noted the report from the Events and Marketing Officer.</li> </ol> <p><b>RECOMMENDATION:</b> 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><b>RESOLVED:</b> 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><b>RECOMMENDATION:</b> 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><b>RESOLVED:</b> 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>
<b>CC10</b>	<p><b>Glyme Hall</b></p> <p>Members noted the report from the Events and Marketing Officer.</p>
<b>CC11</b>	<p><b>Events</b></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><b>Road closures &amp; Parking Bay Suspension</b> – 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>
<b>CC12</b>	<p><b>Play Areas</b></p>



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	Members received a verbal update from the Town Clerk & CEO and the Maintenance Operative.
<b>CC13</b>	<b>Skatepark Project</b> 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.
<b>CC14</b>	<b>Keep Chippy Beautiful</b> 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.
<b>CC15</b>	<b>Public Art project</b> Members received an update following the final installation.
<b>CC16</b>	<b>Date of the next meeting:</b> Monday 8 <sup>th</sup> September 2025

The Chair closed the meeting at 19.58

### **Item 5: Correspondence**

*Hi Tania,*

*We had a really good evening last night, and as always Kyle was such a tower of strength. George and I really appreciate his help, as do all the club members. I am always really impressed with his attention to detail. Everything I thought of that needed to be done, Kyle had already done it.*

*Please pass on our thanks to him. We think he is a star.*

*Best wishes*

*Linda*

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*Hello Tania,*

*Saturday we a so much fun and hard work but a huge success! I know Sean will update you more.*

*I felt it necessary to pass total praise for Kyle. Saturday night we got him with a radio and head set we could connect with him quickly and he was a total delight to have working that evening. He spent most of the evening at the front door with Charlie out door man, who was very pleased to have him there as he knew the building and Charlie was full of praise for Kyle as well!*

*A big thank you to Kyle for all his efforts and hard work!*

*Thanks muchly*

*Dan*

## 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. <b>The next annual ROSPA inspections due Nov/Dec 2025.</b>  <b>Play Park Equipment: To undertake an audit of existing play park equipment and facilities and determine replacement timescales, due April 2026.</b>
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 <sup>th</sup> 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. <b>2025 event was held on the 26<sup>th</sup> July 2025.</b>
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. <b>WODC Planning have approved the Town Council's Certificate of Legal Development. Next step is funding and grant applications.</b>
Keep Chippy Beautiful Initiative	CNTC	£500	April 23	Ongoing	The Spring litter pick will take place on the 22 <sup>nd</sup> March 2025. <b>Autumn litter pick agreed for the 27<sup>th</sup> September 2025.</b>
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.



Community Awards event	CNTC	£1,500 from events budget	September 2025	September 2025	The Community Awards ceremony were held on the 27 <sup>th</sup> September 2024. This was a vibrant evening held to celebrate community groups and individuals. To be held again Sept 2025.
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 07.**  
**Community Committee Report Town Hall – Sept 2025**

**1) Current capacity of available bookings 2024/25:**

<b>Room to hire</b>	<b>Current Capacity April 2025 – March 2026</b>
The Council Chamber	14.22% <b>+6.43%</b>
Lower Hall	14.87% <b>+2.3%</b>
The Snug	35.51% <b>+1.43%</b>
Upper Hall	20.36% <b>+4.85%</b>

**2) Projected income from bookings year to date January 01 2025, to 08 Sept 2025:**

£49,409.87

**(+ £17,085.22 since June report)**

**3) Projected expected income from bookings financial year April 01, 2025, to March 31, 2026:**

£68,450.54

**(+ £9,244.94 since June report)**

**4) Ongoing Community / Local Groups**

- a. Muslim Prayers Group
- b. Chipping Norton Choral Society & Cotswold Youth Choir
- c. Chipping Norton Theatre x2 Singing Groups
- d. Chipping Norton Theatre x2 Dance Groups
- e. Amnesty Chipping Norton
- f. U3A (Temporarily moved to Methodist church due to Ramp works and heating)
- g. Chipping Norton Wine Club
- h. Chipping Norton Railway Club
- i. Age UK fitness classes x 2 days (Have added an additional all day booking on Thursdays)
- j. Fit Active Classes
- k. Coffee, Chat and More from the Community Church
- l. Turning Point
- m. Local Area Coordinator – Free space when needed and available
- n. Pranic Healing Meditation Sessions
- o. When did we stop... (Newly named – after the success of When Did We Stop Dancing they are expanding the group and have an upcoming session: When Did We Stop Writing Poetry)
- p. Smokefree Oxon

**Agenda item 07.**  
**Community Committee Report Town Hall – Sept 2025**

- q. Faith Tabernacle Church

This report is to note

**5) Cancelled / Moved / Lost ongoing community group Bookings**

- a. None

**This report is to note**

**6) Theatre Enquiries:**

- a. Agreement in place with Chipping Norton Theatre to continue to liaise with them regarding and theatre enquiries that may either:
  - Be of interest to them in programming themselves
  - Clash with any events they may have on at the same time
- b. Agreement to forward the theatre ticketing service to any person that will be selling tickets for events at the Town Hall / Glyme Hall

**This report is to note**

**7) Private parties in the Town Hall**

- a. Two Hall private parties recently gave a very good example of what can be done well in using the Town Hall as a private party venue. A 50<sup>th</sup> Golden Birthday party that turned the Upper Hall golden with a 4-foot glitter ball suspended from the ceiling was the talk of the town the following week. There was also the much looked forward to Mendhi Party that had been booked in for over one year, and the Upper Hall was delightful decorated in wonderful traditional Indian colours.

In July, the Town Hall was hired for a wedding reception by a local family. Prior to the event, informal concerns were raised within the community regarding the potential for disorderly behaviour associated with some attendees. As the booking had already been accepted, and in recognition of the Council's duty not to discriminate against individuals or families, the hire proceeded as planned. However, in order to mitigate any potential risk, additional control measures were implemented.

The measures undertaken were as follows:

- Advance engagement with Thames Valley Police, who agreed to conduct patrol pass-bys during the event.
- Appointment of a professional door supervisor to provide on-site security.
- Deployment of two members of Council staff on shift, with the caretaker on call.
- Pre-event liaison with the hirer to ensure clear expectations and good communication.

**Agenda item 07.**  
**Community Committee Report Town Hall – Sept 2025**

The event was delivered without incident. The presence of security was positively received by both the hirer and guests, and appreciation was expressed to Council staff following the event.

Due to the additional measures required, the event did not generate a profit and resulted in a small net cost to the Council of approximately £20.

Subsequent to the reception, the hirer made further enquiries about hosting another private event at the Town Hall; however, the proposed date could not be supported due to staff capacity constraints.

This case has highlighted the need for the Council to develop a formal policy on the requirement for additional security provision at private functions, and to determine a consistent approach to the allocation of associated costs. At present, West Oxfordshire District Council policy requires security provision only for private events with attendance exceeding 180 guests. The July booking involved fewer than 50 attendees and therefore would not ordinarily have triggered such requirements.

### **Recommendations**

Council to decide whether to adopt a policy for parties/events on when security is required and how associated costs should be covered (hirer vs Council). Or an increase in charge for private parties in the Town Hall which would automatically cover those costs. There is also a second option to look into in the future, which would be to train up an existing member of staff to have the required security training which would come to approximately £400 - £700 with an ongoing refresher training course cost.

### **8) Maintenance and Improvements**

- a. Heating system upgraded – however we have had an intermittent problem with the hot water, which has now been resolved. Only one of two cylinders currently in use, but sufficient for requirements, to serve the men's and disabled toilet downstairs, and the kitchen.
- b. Cookers have been cleaned (both venues) by a local company.
- c. Requirement identified for x2 poles (For the front of the building facing New Street) and x4 heavy duty flags.
  - i. Two new unfurling flagpoles have been in use since July, however the flags do keep furling. The recommendation would be either:
    1. Flag weights (Which could cause problems with falling off as they are magnetic and simply attached to the bottom of the flags.)
    2. Heavy duty flags (Recommended by the RBL team as the best option)

### **Recommendations**

**Agenda item 07.**

**Community Committee Report Town Hall – Sept 2025**

Council to decide whether to approve purchase of 4x heavy duty flags for the Town Hall at an approximate cost of £75–£140 each (plus x2 poles at £50.00 for both if agreed).

**Agenda item 08.**  
**Community Committee Report Glyme Hall – Sept 2025**

**Bookings**

**1) Current capacity of bookings 2025:**

<b>Room to hire</b>	<b>Current Capacity April 2025 – March 2026</b>
Willow Room	6.26% +6.26%
Beech Room	13.59% +3.19%
Ash Room	12.77% +2.5%
Oak Room/Main Hall	14.23% +2.74%

**2) Current income expected January 01, 2025, to June 16, 2025, = £16,925.23  
(+ £5,493.98 since June report)**

**3) Projected income from bookings April 01, 2025, to March 31, 2026, = £25,477.15  
(+ £12,867.12 since June report)**

**4) 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. Lawrence Nursing
- j. Heart, Spirit, Mind Yoga
- k. Little Footsteps (Permanent move from Town Hall)
- l. Community Church
- m. Age UK Foot Clinic
- n. Chipping Norton Theatre Youth SEN

This report is to Note.

**5) Enquiries – New Bookings**

**a. New Enquiries and Users**

- i. Cottsway Housing
- ii. Midcounties Coop

**Agenda item 08.**  
**Community Committee Report Glyme Hall – Sept 2025**

- iii. Age UK Foot Clinic
- iv. Little Pickles Markets
- v. Dementia Oxfordshire
- vi. RWB Antiques and Auctions

**6) Maintenance**

**a. Security System**

Upgrades to the security system have been completed.

**Fire Systems**

Fire system upgrades required to the emergency lighting system on the outside of the building. Fire monitoring system to be put in place for an emergency call out when the alarms are activated.

Work approved to be carried out at full council 01/09/2025.

**b. Cesspit**

The Cesspit has been cleared and contractors in place. One issue where an emergency callout required when the alarm was activated:

- Blockages caused by inappropriate items (wipes, blue roll).
- Assets & Estates investigating a long-term solution (e.g. trapping system).
- Notices already displayed in toilets, but not effective.

**c. Back Door Bolt**

Back door bolt has been continually getting stuck down when closed, making the door difficult to open from inside. Caretaker has fitted extra large hooks onto the bolt holder and since then no issues have arisen.

**d. Pool Table**

Pool table to be moved from the small room (Willow Room) it is in currently and into the communal area. The exit out of the room is a Fire Exit and as such the pool table is a block to the exit in case of emergency. The room is also able to now be hired out for small one-to-ones and meetings, and the Pool table accessible to people in the communal area to use for breaks or social time. Pool items to be stored in the office and requested when used.

This report is to Note

**Agenda item 9.**  
**Community Committee Report Events – September 2025**  
**(Town Council Events and Events supported by Town Council)**

**PAST EVENTS**

- **Community Art Installation – 14th June 2025:** Successful launch of *Reflecting Chippy* mural at the Town Hall with over 200 community drawings displayed in a creative way, live DJ set, and bar. The artwork was installed onto the windows in a shorter time period, and as such the 'Live Art Installation part did not take place but did mean that the artwork was ready for people when they arrived. The event was very well attended with over 100 people popping in throughout the day. Noted that any passers by requested for an extension to the event and the Art Gallery, which unfortunately could not be extended due to following events. Worth noting for any future similar Community Engagement events where public involvement has been key to the event.
- **Town Festival – 29th June 2025:** Delivered by volunteer committee, supported logistically by Council staff. Another successful event which ran safely and enjoyed by all who attended. Thanks were provided to staff for their support during the event.
- **Chipping Norton Pride – 26th July 2025:** Vibrant and inclusive celebration. Operational support as First Aid and Lost Person station provided by Council. Parking enforcement issues highlighted the need for clarity on car park suspensions. During the event a couple of the event traders were given parking tickets, however on speaking to the car parking attendants, was informed they had contacted their office who advised to appeal the tickets which would be let off.
- **VJ Day 80th Anniversary Candlelight Vigil – 15th August 2025:** New civic commemoration with candles, poetry, music, and a speech from the mayor. The King's speech from the day was also projected on to the wall of the Town Hall. Well received by the community who attended the vigil.

**UPCOMING EVENTS**

- **Community Awards – 26<sup>th</sup> September 2025: 38** Nominations closed on 22nd August: 38 received (37 online, 1 paper).

Mayor's Civic Award: 11 (11 unique)

Young Person of the Year: 6 (6 unique)

Organisation / Group of the Year: 18 (10 unique)

Beacham Award (Sporting Achievement): 1 (1 unique)

**Note:** Several nominations could have applied to Sports but were entered into other categories. Selection panel (Mayor, Cllrs Keyser, Graves & Cahill) met 2nd September to choose winners.



**Agenda item 9.**  
**Community Committee Report Events – September 2025**  
**(Town Council Events and Events supported by Town Council)**

- **Remembrance Sunday – 9th November 2025:** Penhurst Gardens have offered to provide refreshments either in Town Hall or at their own premises as they would like there to be more opportunity for the people living with them to attend and experience the day. RBL have been contacted, and we are waiting to hear back on the confirmation on venue. The Parade will still take place through town, ending at the Town hall steps for the traditional speeches, regardless of venue.
- **Christmas Lights Switch On – Thursday 27th November 2025:** Planning underway; budget pressures linked to car park suspensions. The same format will be in place, with an indoor market, Withers Court charitable market and the Chipping Norton Choral Society hosting the community Singalong. Christmas Lights date to be installed approximately one week before but we are waiting confirmation.
- **Christmas Market – Sunday 14th December 2025:** Cotswold Markets willing to deliver, but only if car park costs are covered. Covering this cost would reduce funds for the Lights Switch On. Alternative funding may need to be identified. See further information below on Car parking and charges.

**Future Youth Provision**

A proposal has been brought forward by Chipping Norton Pride and Topaz to establish a new LGBTQ+ youth group in the town. The group would provide a safe and supportive space for young people and is intended to complement existing youth provision.

Topaz is a long-standing organisation that has been running youth groups across Oxfordshire for nearly a decade. Sessions are volunteer-led, supported by robust safeguarding policies, and offer young people informal but structured activities in a safe environment. The organisation is currently developing charity status and aims to strengthen its sustainability.

Chipping Norton Pride has expressed a wish to create a year-round youth presence in the town, rather than limiting its activity to the annual Pride event. At present, the only LGBTQ+ provision in Chipping Norton is a short lunchtime club at the secondary school, and there are no dedicated youth clubs more generally.

**Proposal**

The proposal is for a monthly youth group in a Council venue, led by Topaz volunteers in partnership with Chipping Norton Pride. The group would be free to attend, and if successful, the frequency of sessions could be increased depending on demand, volunteer capacity, and funding opportunities.

This initiative would help fill a significant gap in local youth provision and provide a safe, supportive environment for young people who may not feel able to access school-based clubs or who face challenges at home.

**ROAD CLOSURES & PARKING BAY SUSPENSION**

The Facilities and Events Officer has been working closely with West Oxfordshire District Council (WODC) and Oxfordshire County Council (OCC) to address the issue of formal parking bay suspensions for town centre events.

**Agenda item 9.**  
**Community Committee Report Events – September 2025**  
**(Town Council Events and Events supported by Town Council)**

Encouragingly, it has been confirmed that formal suspension notices are not currently required for Chipping Norton's town events. It has been noted that due to a road closure being in place, that the car parking area is, in effect, not accessible due to the road being only an access road to the car parking area. This means we may continue to close off roads as in previous years and rely on community cooperation to ensure parked cars are moved in advance of events.

If a community group wishes to enforce parking suspensions and issue penalties for non-compliance, they may choose to engage directly with OCC to use the suspension system. However, it is hoped that the positive and cooperative spirit shown by the community in recent years will continue.

A formal policy is still being developed between WODC and OCC to provide consistent guidance going forward. The Facilities and Events Officer would like to extend thanks to Emma Phillips at WODC for her continued efforts in advocating for market towns across the county as part of this process.

**UPDATE:** Emma Phillips (WODC) Has confirmed now that Parking Bays will be charged for if they require to be suspended by OCC:

*I wanted to update you following a recent email exchange with Oxfordshire County Council regarding our request for further exemptions on parking suspension fees for community events.*

*We did put forward a case for additional support, but unfortunately, they've confirmed that they won't be extending the current offer beyond the existing 50% discount. Their decision appears to be driven by internal budget pressures.*

*While we had considered arranging another meeting to explore the issue further, the response was quite definitive, so it doesn't seem productive to pursue it at this stage. That said, I wanted to reassure you that we did make every effort to advocate for greater flexibility.*

*There remains some hope that this could be revisited in the future, particularly in light of the upcoming local government reorganisation. However, that process is still some way off, and any potential changes are likely to take time.*

*Thank you again for all the fantastic work you do to support and deliver events locally. If you'd like to discuss this further or have any questions, please don't hesitate to get in touch.*

**Recommendations**

**Agenda item 9.**  
**Community Committee Report Events – September 2025**  
**(Town Council Events and Events supported by Town Council)**

1. Council to decide whether to allow commercial providers (e.g. Tall Trees, Southern down precedent) to display banners in return for community support.
2. Council to decide whether to approve free use of Council space for the new LGBTQ youth group (Topaz and Price).
3. Council to decide whether to continue the “goodwill” approach to car park management during events or formally suspend bays at a cost of approximately £1,000 per event. Consider whether this should be put to public consultation.

### **Agenda item 13: Councillor Surgeries**

At a previous meeting, Cllrs agreed to hold quarterly Cllr surgeries at Care Homes in Chipping Norton. The Town Clerk has had some initial conversations with Penhurst Gardens, Henry Cornish Care Centre, and Willow Gardens, who were all happy to host these surgeries.

Although Cllrs would like to hold these when a wider segment of Chipping Norton residents can attend, all of the care homes noted that they have limited staffing levels on weekends.

Provisional dates organised in agreement with care homes, with all taking place from 10am-1pm:

1. Friday 24<sup>th</sup> October, Lower Hall, Chipping Norton Town Hall
2. Henry Cornish Care Centre, Friday 23<sup>rd</sup> January
3. Friday 20<sup>th</sup> March 2025, Willow Gardens events room
4. Penhurst Gardens lounge, either
  - a. Friday 19<sup>th</sup> June, **OR**
  - b. Saturday 20<sup>th</sup> June

If Cllrs agree these dates, posters will be created and shared online and via the Council's noticeboards.

**RECOMMENDATION:** That the Committee considers the provisional locations and dates for the Cllr surgeries.