



CHIPPING NORTON TOWN COUNCIL

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 & CEO: Katherine

Jang

17th March 2026

SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

VENUE: Lower Hall, Chipping Norton Town Hall

DATE: Monday 23rd March 2026

TIME: 6:30pm

Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), Cora Schor-Brener, Ben Bibby, Mike Cahill, Tom Festa, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

Katherine Jang
Town Clerk & 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.

Members who are unable to attend the meeting should notify the Town Clerk (townclerk@chippingnorton-tc.gov.uk) prior to the meeting, stating the reason for absence.

2. Declaration of interests.

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

3. Minutes

To approve the minutes of the Full Council Meeting held on the 9th February 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. 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. Civic announcements

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

8. Reports from representatives of outside bodies

To receive an update from members who sit on outside bodies.

9. Minutes and reports from Committees

To note the draft minutes and any related recommendations of the following committee and sub-committee meetings:

- a. Community Committee, 2nd March 2026
- b. Strategic Planning Committee, 9th March 2026
- c. Finance and Resources Committee, 23rd March 2026

10. Correspondence

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

11. Council Action Plan

To note the Council Action Plan

12. Town Hall Restoration

To receive an update

13. Skatepark

To receive an update

14. Town Development

- a. To consider requesting a boundary review of the town in consideration of the pending planning applications at the edge of town
- b. To consider a list of S106/CIL priorities from Strategic Planning Committee

15. Planning Applications

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

16. Confidential Session

To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of item 17.

17. Council Venues

- a. To consider a proposal for new bookings software
- b. To consider quotations for a remote door access system
- c. To agree the revised Terms and Condition of hire for all venues

18. Council Finance

- a. To consider renewal of Council's insurance policy 2026-27
- b. To consider extending the Council's Internal Auditor contract

19. Pool Meadow

To consider amended quotations for the reinstatement of footpaths

20. Date of the next meeting – Monday 11th May 2026



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Minutes of a Full Council meeting held on the 9th February 2026, at 6:30pm, in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Town Mayor), Steve Akers, Jo Graves, Michael Rowe, Sharon Wheaton, Ian Finney, Dom Rickard, Tom Festa, Athos Ritsperis

ALSO PRESENT: Katherine Jang, Town Clerk & CEO
Louise Warren, Responsible Finance Officer and Deputy Clerk
Cllr Mike Baggaley (WODC)
Cllr Geoff Saul (WODC and OCC)
4 members of the public

FC114	Apologies for absence Apologies were received from Cllr Cahill, Walker, Weaver, and Bibby
FC115	Declaration of interests None received
FC116	Minutes RESOLVED: That the minutes of the Full Council Meeting held on the 8 th December 2025 were signed by the Chair as an accurate record.
FC117	Public Participation None received
FC118	District Councillors update Members received a verbal update from Cllr Saul, who reported that the budget will be considered by the Executive on the 11 th Feb 2026. Members commended Ubico staff for clearing the New St car park
FC119	County Councillors update Members received a verbal update from Cllr Saul. The County Council will be resetting its budget on the 10 th Feb 2026. The position for the County Council is slightly more problematic than the District's Council, as funding from central government will be redirected to less well-off counties. As it stands there is a deficit of around £27 million. Cllr Akers gave an update on the agreement at Full Council about opposing the cuts to the fire service by Oxfordshire County Council. Cllr Saul reported that the consultation will then go to the Scrutiny Committee and then the Cabinet. Cllr Coleman requested that Cllr Saul keeps the Council abreast of the decision-making procedure, to which he agreed.
FC120	Civic Announcements Members received a written report from the Town Mayor. The Chippy Larder's book project is the Mayor's chosen charity for this year – they are providing a pack for every single child in Chipping Norton. The Larder is hoping to expand this initiative next year, and the charity event this year will be a literary quiz to support this initiative.

	The Mayor reminded members about the upcoming Keep Chippy Beautiful litter pick – 21 st March 2026 (10am)
FC121	Reports from representatives from outside bodies Members received a written report from Cllrs Cahill and Wheaton as Thames Valley Police liaisons. There has been a rise in burglaries in smaller surrounding villages, but a decline in theft from vehicles.
FC122	Minutes and reports from Committees Members noted the draft minutes and any related recommendations of the following committee and sub-committee meetings: <ul style="list-style-type: none"> a. Staffing Sub-Committee, 19th December 2025 b. Traffic Advisory Sub-Committee, 29th January 2026 c. Community Committee, 12th January 2026 d. Strategic Planning Committee, 19th January 2026 e. Finance and Resources Committee, 2nd February 2026
FC123	Correspondence None received
FC124	Council Action Plan Members noted the ongoing Council Action Plan
FC125	Annual Town Meeting Members noted the upcoming meeting of the Town to be held on the 27 th April at 7pm in the Town Hall.
FC126	Calendar of Meetings Members received and considered a proposed calendar of meetings for the municipal year 2026-27. Members noted that the 31 st August is a bank holiday – agreed to shift all meetings in that cycle to one week later. Subject to the above amendments, Cllrs agreed that this calendar of meetings is adopted and published on the Town Council’s website.
FC127	Pool Meadow Members received an update and revised project plan following a meeting held with Town Council representatives and the Town Council’s consultant Beaumont Rivers. The Town Clerk reported that Historic England’s requirement to undertake trial trenching on site (c £15,000) would consume the entirety of the Pool Meadow EMR and leave nothing for delivery. While it may be possible to apply for further grant funding for the project, relying on grant funding would risk delivery of the project and increase the timescale for implementation. Councillors discussed an alternative project plan amending the scope of the work to reinstate the footpaths on site and eliminating the diversion of water into Pool Meadow. Doing so would mean that Historic England would no longer require trial trenching and the footpaths could be installed, as long as they comply with the requirements on site such as no deep footings and further groundworks. Cllr Coleman proposed to move forward with the amended project plan as outlined above, seconded by Finney. All in favour. Motion carried. RESOLVED: That the Town Clerk will seek to obtain quotations for the footpath reinstatement at Pool Meadow and bring this to the next Strategic Planning Committee meeting for consideration.
FC128	Town Hall Restoration Members received the draft EOI to the National Lottery Heritage Fund as drafted by the Estates and Assets Officer in conjunction with the Town Hall working group. The aim of the Town Hall restoration



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	<p>project is to ensure that the building is fit-for-purpose to provide a welcoming space for community groups and users, while also planning for a forward-thinking and sustainable building. The total project plan has been estimated at £2.7 million pounds, of which the Town Council will be applying for £1.9 million from the Heritage Lottery Fund. The Town Council has £135,000 in earmarked reserves for the project but will need to raise a significant amount more to obtain the grant funding if successful. Cllr Festa noted that heritage specialists have been working pro-bono on this project with the Town Hall working group, and their normal hourly wages can be used when calculating the Town Council's financial contribution to the project.</p> <p>Members formally thanked the members of the Town Hall working group. Members also discussed having a potential heritage open day in September (formal details TBD).</p>
FC129	<p>Skatepark The Town Mayor gave an update about recent meetings with the Skatepark User Group. Progress is continuing and another meeting planned for the 10th February 2026. The Town Council officers have applied for funding from The Skatepark Project and the Skatepark User Group will also be applying to separate funding bids and researching a donation strategy.</p>
FC130	<p>Consultation on Local Government Reorganisation Members considered a response to central government's consultation on the Local Government Reorganisation in Oxfordshire. The three proposed options are: <ol style="list-style-type: none"> 1. Single unitary council (Oxfordshire County Council) 2. Two unitary councils 3. Three unitary councils <p>Some discussion arose around the three different options proposed with some Cllrs in favour of the single unitary model and two unitary model. After some time discussing the different models, Cllrs agreed that more time was needed to better understand the options in advance of the consultation's deadline.</p> <p>Cllr Coleman proposed to bring this consultation to the next Strategic Planning Committee meeting to discuss and that the committee is authorised to respond to the consultation on behalf of the Council, seconded by Cllr Graves. All in favour, motion carried.</p> <p>RESOLVED: That the Local Government Consultation is delegated to the Strategic Planning Committee to submit a response on behalf of the Council.</p> </p>
FC131	<p>Policies and Governance Members received the IT Policy as reviewed by the Finance and Resources Committee. Cllr Finney proposed to accept the policy, seconded by Cllr Coleman. All in favour, motion carried.</p> <p>RESOLVED: That the IT Policy is adopted and added to the Town Council's website for transparency.</p>
FC132	<p>AGAR Assertion 10 Members confirmed that the Council complies with new data protection laws as part of the new requirements for the Annual Governance and Accountability Return (AGAR).</p>
FC133	<p>Planning Applications</p> <ol style="list-style-type: none"> 1. APPLICATION NO: 26/00151/HHD

PROPOSAL: Erection of single storey rear extension to form new boot room.

LOCATION: The Tack Rooms Kennels Lane Chipping Norton

No comment

2. **REFERENCE NO:** [25/01327/FUL](#)

PROPOSAL: Erection of a two and half storey building within existing hotel complex comprising 40 hotel rooms, fitness centre and spa facilities together with associated access, infrastructure and landscaping (amended description).

LOCATION: Cotswolds Hotel And Spa Southcombe Chipping Norton

Previous CNTC Comment: "While Chipping Norton Town Councillors raise no objection to this particular application, they note that there have been numerous previous applications relating to the Cotswolds Hotel and Spa (37) and Cotswolds Club (31). This makes it difficult to clearly distinguish this proposal from earlier submissions and to understand how it fits within the longer-term intentions for the site.

In light of this, the Councillors respectfully request that a five-year forward plan for the site be provided. They feel that this would greatly assist both the Local Planning Authority and other consultees in understanding the cumulative impact of development on the site and in assessing future proposals in a more strategic and transparent manner.

Any correspondence can be sent to the Town Clerk: townclerk@chippingnorton-tc.gov.uk "

3. **APPLICATION NO:** [25/03150/FUL](#)

PROPOSAL: Refurbishment and part demolition of existing premises with new build extension, to form office accommodation and 1 bedroom apartment.

APPLICATION NO: 25/03151/LBC

PROPOSAL: Internal and external alterations to refurbish and part demolish existing premises with new build extension, to form office accommodation and 1 bedroom apartment.

LOCATION: 15 High Street Chipping Norton Oxfordshire

No comment, no concerns with office and employment site.

4. **New Premises Licence – Off Sales only**

Application for New Premises Licence – Off Sales only

We have received an application for Eynsham Cellars Ltd 6 Market Place Chipping Norton Oxfordshire OX7 5NA under the Licensing Act 2003.

No comment, no concerns. Support new local business setting up in the town.

FC134 **Date of the next meeting**

Monday 23rd March 2026

The Chair closed the meeting at 8:12pm

SIGNED _____

DATE _____

Mayors Report March 2026

Diary

10 th February	Skate Park User Group
11 th February	Play Park visit
12 th February	Villager Bus meeting
20 th February	Meeting with Andrew Thompson, WODC
23 rd February	First Aid Training
	William Fowler Trustees meeting
25 th February	Care Home visit Prebendal House
27 th February	Town Hall Restoration Group
	Skate Park Users Group
2 nd March	Community Committee
3 rd March	Meeting with the Town Clerk, Giles Hughes and Cllr Andy Graham WODC
5 th March	William Fowler Allotment Committee
9 th March	Developer Meeting: London Road
	Strategic Planning Committee
16 th March	Finance Committee
18 th March	Leisure s106 meeting WODC Officers
	Meeting with an allotment holder
	Developer Meeting: Burford Road

As you can see from my diary, the most pressing issue we face is future housing development. As we are all aware, our District Council are pressing ahead with a new Local Plan for the period up to 2046, and housing developers are preparing their own plans to seek to influence this process. New housing is under construction by Cala Homes on the Banbury Road, and other development is being planned for the triangle of land between London Road and Banbury Road, both inside and outside the area indicated in the draft Local Plan. We now know that a developer would like to build on Burford Road, within the Cotswold National Landscape, also beyond the area we expect to be included in the Local Plan. This is a serious concern and we will need to make a proper response in due course. Whilst we may not welcome these additions to our town, we can seek to influence the location and extent of future development, and ensure that developers invest properly in accompanying infrastructure.

The growth of our town means we should consider if a review of our boundary is now appropriate as some of the houses being constructed at Bliss Willows are actually within the Parish of Over Norton, despite the facilities offered there being over one mile away, and that residents will be far more likely to consider themselves residents of Chipping Norton. This is also the case for those that live at Elmsfield, behind our Community Orchard, where the route to Over Norton by road is through our town centre.

The purpose of our meeting on 3rd March with Cllr Andy Graham and Giles Hughes was to raise with them the need to preserve our historic Guildhall building- and to advocate for the Chippy Larder who currently use the space for their services as this was in doubt. As a result of this meeting, Cllr Graham visited the Larder to see for himself the fantastic work they carry out for our town and has provided some reassurance about the immediate future use of the space and will consult with them on a longer term vision.

Future Events:

On 24th April we are hosting a Quiz Night to raise funds for the Chippy Larder Book Project to which provides all story books and phonics learning materials to all children starting at our local primary schools. Tickets will soon be available from the Town Hall- teams of up to six- doors open 7pm to start at 7.30pm.

On 27th April we will host the Annual Meeting of the Town. This year our focus will be on the Local Plan and future housing development.



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Minutes of a Community Committee meeting held on the 2nd March 2026, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Chair), Jo Graves, Alex Keyser, Michael Rowe

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Louise Warren, Responsible Finance Officer and Deputy Clerk (entered at 6:50pm)

Heidi Davies, Events and Marketing Officer

CC54	Apologies for absence Apologies were received from Cllrs Emily Weaver, Ben Bibby, Steve Akers, Mike Cahill and Athos Ritsperis.
CC55	Declaration of interests None received
CC56	Minutes RESOLVED: That the Chair approves the minutes of the committee meeting held on 12 th January 2026 as an accurate record.
CC57	Public Participation None received
CC58	Committee Action Plan review Members noted the ongoing committee action plan
CC59	Community Venues a. Members received an update from the Events Officer The Town Mayor reported that a Venues Marketing Working Group meeting had taken place, where venue capacity and marketing strategies for both venues were discussed. The Events Officer provided an update on the Chipping Norton Town Festival scheduled for Sunday 28th June. It was noted that the organisers had not applied for free use of the Town Hall within the Grants Policy deadline for this year. Members discussed whether any underspend within the grants budget could be allocated to support this request. It was agreed that: <ul style="list-style-type: none">• The Town Council should request a full application for free hire of the Town Hall.• The request should be referred to the Finance & Resources Committee for consideration.• Members also discussed the need for a formal policy regarding free use of Council venues, which will be drafted.

	<p>Further discussion points included:</p> <p>Ensuring the appropriate cost of Glyme Hall is reflected within cost analysis for staff use. Establishing clear and consistent governance regarding when hirers may be moved between venues, particularly balancing the needs of regular and one-off hirers.</p> <p>b. Members considered the venue hire charges for 2026–27 The Responsible Financial Officer (RFO) presented a report outlining proposed improvements to the booking process, including the introduction of a streamlined, self-service online system. Updated Terms and Conditions will require approval at Full Council. The RFO proposed an inflation-based increase of 3.5% in venue hire charges, with a review scheduled for September/October. Cllr Coleman proposed acceptance of the 3.5% increase, seconded by Cllr Keyser. All Members voted in favour and the motion was carried. RESOLVED:</p> <ul style="list-style-type: none"> • That venue hire charges increase by 3.5% for 2026–27. • That the Community Hire discount remains at 50% of the full commercial rate. <p>c. Members considered a request for free hire of Glyme Hall for an LGBTQ+ Youth Group The Mayor reported that 150 hours of free use at Glyme Hall had already been allocated to another youth group, Remix. Members requested further information regarding the new request, including:</p> <ul style="list-style-type: none"> • Duration and frequency of bookings (noted as 2 hours per session for 13 sessions) • Room requirements • Expected attendance numbers <p>Members discussed whether free hire should be managed as a capped number of hours or a defined financial allocation across all venues. AGREED:</p> <ul style="list-style-type: none"> • The matter be referred to the Finance & Resources Committee to develop a clear policy on free venue hire. • The Events Officer to request that the proposed booking be deferred by one month to allow policy consideration.
CC60	<p>Events</p> <p>Members received a verbal update from the Events Officer. It was agreed that the Town Mayor, Events Officer, and Cllr Weaver would arrange a meeting to discuss the Charity Quiz Night. Members also discussed the Town Council’s summer event. The Events Officer confirmed that planning is underway and will be undertaken in conjunction with the Administrative Assistant. Cllr Keyser agreed to join the event organising team.</p>
CC61	<p>Flag Flying Calendar</p> <p>Members considered the Flag Flying calendar for 2026-27.</p> <p>Cllr Coleman noticed that “Thinking Day” for the Scouts on the 22nd February should be added to the calendar.</p> <p>The Events Officer clarified that the Pride flag-flying will take place on the 25th July.</p> <p>Cllr Coleman proposed to accept the calendar with the above amendments, seconded by Cllr Graves. All in favour, motion carried.</p>

	RESOLVED: That the Flag Flying calendar 2026-27 is adopted subject to the above amendments.
CC62	<p>Play Areas Members considered a report from the Clerk about undertaking a usage survey to inform the Council's parks and play area equipment strategy.</p> <p>Cllr Keyser proposed a maximum budget of £600 for the purchase (rather than hire) of people counters. Seconded by Cllr Graves. All Members voted in favour and the motion was carried.</p> <p>RESOLVED: That the Council moves forward with setting out a Parks and Play Area Equipment Strategy; and that the Town Clerk publishes the usage survey; and that the Town Clerk seeks to borrow/purchase/hire people counters for the purpose of a footfall survey this Summer 2026.</p>
CC63	<p>Skatepark Project Members received an update from the Mayor, noting that the Skatepark Users Group has now been formally established as a Charitable Incorporated Organisation (CIO). Monthly meetings are taking place with the Skatepark Users Group, Mayor, and Assets and Operations Manager.</p>
CC64	<p>Keep Chippy Beautiful Members noted the next event is scheduled for 21st March. It was suggested that two locations could be covered, subject to coordination with Cllr Akers and the Admin Assistant. The Town Mayor reported that residents had raised concerns regarding:</p> <ul style="list-style-type: none"> • Hailey Avenue and surrounding back alleys • Local car parks, particularly Albion Street <p>It was noted that there are currently no bins at Albion Street car park. Members agreed to raise concerns regarding anti-social behaviour at Albion Street and the Leisure Centre car parks with local PCSOs. Members also discussed an increase in fly-tipping, potentially linked to the introduction of the booking system at recycling centres and the distance (approximately 30 minutes) to the nearest facility. It was agreed that these concerns should be raised within Local Plan consultations and discussions regarding new housing developments.</p>
CC65	Date of the next meeting – Monday 15 th June 2026

The Chair closed the meeting at 8:00pm.



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Minutes of a Strategic Planning Committee meeting held on the 9th March 2026 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Mike Cahill (Chair), Sandra Coleman, Ian Finney, Jo Graves, Mark Walker, Mike Rowe, Tom Festa, Dom Rickard, Athos Ritsperis

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Lou Arkley, Assets and Operations Officer

Paolo Oliveri, Maintenance Operative

2 Members of the public

SPC53	Apologies for absence None received
SPC54	Declaration of interests None received
SPC55	Minutes <ul style="list-style-type: none">a. To approve the minutes of the Committee meeting held on the 19th January 2026 Amendment to add in Jo Graves' apologies for absence RESOLVED: That subject to the amendment above that the Chair signs the minutes of the meeting as an accurate record.b. To note the minutes of the Traffic Advisory Sub-Committee meeting held on the 29th January 2026c. To note the minutes of the Climate and Ecology Working Group meeting held on the 26th January 2026
SPC56	Public Participation <p>Members received comments from a member of the public regarding street naming schemes and conventions. West Oxfordshire District Council often consults the Town Council when new developments are planned for Chipping Norton, however, in their policy they cannot accept any names from residents unless they have been deceased for over 20 years.</p> <p>Cllr Coleman reported that she has had conversations with a number of officers from WODC and reported that they are trying to move away from naming streets after individual people. There is no way to ensure that this is a fair and equitable process and does not just represent a small number of people who have lived in the town for many years. It needs careful thought and a fair and transparent process.</p> <p>Cllr Festa also noted that women are underreported in the streets, which is why the most recent names of the Ascott Martyrs were chosen.</p> <p>Cllr Walker noted that this has been discussed a few times over the years.</p> <p>Members requested that a list is drawn up in conjunction with the Museum with robust reasoning set out.</p>

<p>SPC57</p>	<p>Committee action plan Members reviewed the ongoing committee action plan for the municipal year 2025-26.</p>
<p>SPC58</p>	<p>Correspondence No other correspondence was received</p>
<p>SPC59</p>	<p>Chipping Norton Development</p> <p>a. Members considered a response to the Local Government Reorganisation consultation from central government</p> <p>Discussion arose about the unitary council proposals. Cllr Festa raised concerns about having an Oxford-centric unitary council under the two councils proposal. The establishment of neighbourhood health committees and their ambiguity was also listed as a concern. Cllr Coleman noted that under the two council model, there would be more councillors from the rural districts than Oxford city, so the rural areas should be represented fairly.</p> <p>Cllr Walker noted that he is in favour of the two unitary model – as this is a government mandated scheme to improve efficiencies there are some economies of scale set out by central government. The two council model appears to be the option which fulfils this mandate and offers some economies of scale, which does not come with the smaller three council model.</p> <p>Cllr Ritsperis spoke in favour of the single unitary model, noting possible efficiencies with economies of scale.</p> <p>Cllr Finney proposed to move forward in favour of the two-council unitary model, seconded by Cllr Walker. Against – Cllr Ritsperis Abstained – Cllr Rickard</p> <p>RESOLVED: That the Council formally supports the two-council unitary model, and that Cllr Cahill is delegated to collate responses from Cllrs and submit a response on behalf of the Council.</p> <p>b. Members considered a list of priorities to inform S106 contributions in Chipping Norton Cllr Rickard noted that the full-size football pitch needs to be in considered including all required amenities such as changing facilities and toilets. Members agreed to amend this item.</p> <p>Cllr Coleman noted that the list could be fleshed out and that a further conversation with S106 leisure officers was to be held the following week with herself and the Town Clerk. Members agreed that this list should be circulated with S106 officers in advance of this meeting to be discussed.</p> <p>Members agreed that this list should be brought to Full Council for consideration and adoption.</p>
<p>SPC60</p>	<p>Cemetery</p> <p>a. Members received an update report on Worcester Road Cemetery and the Closed Churchyard at St Mary the Virgin Church from the Assets and Operations Officer. The maintenance team were due to start a spring clean up of the town centre and flowerbeds now that the cemetery is looking tidy and has been cut back. Some service disruptions have occurred to a fault with one of the vehicle batteries – Ford have investigated and have not found the reason for the failure.</p>

	<p>b. Members considered the Cemetery and memorials fees and charges for 2026-27 Members noted that the nil-charge rate for interments currently stands at only being allowed for under-12's. All agreed to charge the nil-rated banding to under-17's, with 18+ being charged as an adult.</p> <p>Members agreed to raise the charges by a standard 3.5%.</p> <p>Cllr Walker proposed to accept the amendments to the Cemetery and Memorials Fees and Charges 2026/27 as above, seconded by Cllr Coleman. All in favour, motion carried.</p> <p>RESOLVED: That the nil-charge rate for interments is raised to under-17's and that all other standard charges for cemetery and memorials fees are increased by 3.5%</p>
<p>SPC61</p>	<p>Grounds Maintenance Members received an update from the Assets and Operations Officer. The Council had a difficult situation with the e-transit, which lead to the vehicle being out-of-service for 3 weeks. The Assets and Operations Officer noted that this has to be monitored closely.</p> <p>The Maintenance Operatives are undertaking training every Monday morning and have completed Lone Working training.</p> <p>Cllr Finney noted that the Town Centre is looking very untidy – the Assets and Operations Officer noted that this is being done this week.</p>
<p>SPC62</p>	<p>Planning Applications</p> <p>1. APPLICATION NO: 25/03167/HHD PROPOSAL: Conversion of garage to create additional living space LOCATION: 23 William Bliss Avenue Chipping Norton Oxfordshire</p> <p>No comment</p> <p>2. APPLICATION NO: 26/00306/LBC PROPOSAL: Replace 3 first floor front metal sash windows with new wooden sashes. LOCATION: 4A West Street Chipping Norton Oxfordshire</p> <p>No comment</p> <p>3. APPLICATION NO: 26/00125/FUL PROPOSAL: Installation of six twin electric vehicle (EV) charging towers along with associated landscaping to form sixteen parking bays to replace existing parking bays to the South facade of the Weaving Shed LOCATION: Former Weaving Shed Bliss Mill Chipping Norton</p> <p>Support</p> <p>Licensing application – The Beer Exchange: Comment – provision of parking is poor</p>
<p>SPC63</p>	<p>Confidential Session RESOLVED: That the Council resolves to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of item SPC64.</p>
<p>SPC64</p>	<p>Pool Meadow</p>

	<p>Members received a report from the Clerk outlining the project resurfacing the footpaths at Pool Meadow. The Town Clerk has met with 2 local contractors on site and spoken to one further local contractor via telephone – all contractors have raised concerns about the access to Pool Meadow and feasibility of dropping hardcore for paths.</p> <p>Pool Meadow has 3 entry points, but only one is suitable for vehicle access. The vehicle access is further restricted due to the narrow lane, which means that material must be delivered further up the lane close to St Mary’s Church and then mini-dumper loaded to site, which increases expenditure.</p> <p>Therefore only one formal quote has been submitted, above the Council’s earmarked reserve for the Pool Meadow project.</p> <p>The Clerk will work to resolve access issues on site and continue discussions with contractors, to be brought for consideration at the next Full Council meeting.</p>
SPC65	Date of Next Meeting – Monday 6 th July 2026

The Chair closed the meeting at 8:12pm.

SIGNED _____

DATE _____

DRAFT



CHIPPINGNORTON TOWN COUNCIL

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

Minutes of a Finance and Resources Committee meeting held on the 16th March 2026 at 6:30pm in Glyme Hall, Chipping Norton

PRESENT: Cllrs Ian Finney (Chair), Tom Festa (substituting – left at 19:40), Ben Bibby, Sandra Coleman, Emily Weaver, Dom Rickard, Mike Cahill

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Louise Warren, Responsible Finance Officer and Deputy Clerk

2 Members of the public

FR49	Apologies for absence Apologies were received from Athos Ritsperis
FR50	Declaration of interests Cllr Bibby and Cllr Weaver declared that they are members of the Chipping Norton Pride Team.
FR51	Minutes RESOLVED: That the Chair approves the minutes of the Finance and Resources Committee meeting held on 2 nd February 2026 as an accurate record
FR52	Public Participation None received
FR53	Committee Action Plan Members noted the ongoing action plan
FR54	Correspondence Members noted thank you letters from recipients of the Town Council's Grants to Voluntary Bodies Scheme. The RFO noted that update reports were due to be received in June 2026.
FR55	Income and expenditure report Members discussed the income received YTD. Members queried the income received from VAT returns and noted some errors on the percentage calculations. Members agreed for the RFO to amend the report and re-circulate to Cllrs once the figures have been corrected. No other queries were raised.
FR56	Schedule of payments for approval Members noted the payment for the Hoare Lea report to support the Town Hall restoration project. No other queries were raised.
FR57	Town Hall Restoration Members received a verbal update from Cllr Festa regarding the forward working programme for the Town Hall. An Expression of Interest has been submitted to the Heritage Lottery Fund, with initial feedback to be received this month. The full application is expected to be submitted by January 2027 however more background work needs to be undertaken before it is ready to be taken forward. Cllr Coleman noted that the Town Hall is the most recognisable building in the town centre, and that the town has a huge

responsibility to ensure that it is fit for purpose for future generations and also useful for residents to use.

Cllr Festa noted that there would be multiple public consultations on the facilities at the Town Hall and how it could work for residents and community groups.

FR58 Grants To Voluntary Bodies

- a. Members reviewed the Council's Grants to Voluntary Bodies Scheme and Application form 2026-27.

Members requested a change to the application form requiring applicants to state income and expenditure for the previous year, the amount in general reserves and explanation on their reserve policy.

Additionally, members requested a tick box to confirm that applicants have audited accounts.

No other amendments to the scheme or application form were requested.

- b. Members considered a draft Free Use of Venues Policy to sit alongside the Council's Grants to Voluntary Bodies Scheme.

Cllr Coleman proposed to accept the Free Use of Venues Policy to be accepted without amendment, seconded by Cllr Rickard. All in favour, motion carried.

RESOLVED: That the Free Use of Venues Policy is adopted and published on the Town Council's Grants to Voluntary Bodies page.

- c. Members considered a proposal for free hire of Glyme Hall for a LGBTQ+ Youth Group

Cllrs Bibby and Weaver explained that this fills a gap in the town as there are no other existing groups which fill this need. It also aligns with the Town Council's precedent in providing free hire for the Remix Youth Group.

Cllr Coleman queried if the sustainability of the group has been tested, as it needs to

Cllr Coleman proposed to accept this free use of building, seconded by Cahill. Cllrs Rickard, Finney, Festa, and Rickard in favour.

Cllrs Weaver and Bibby abstained from voting.

- d. Members considered a proposal for free hire of the Town Hall for the Town Festival

Members requested that the RFO resolve the query to determine if the TF has a genuine debt.

Members agreed that yes provisionally this is agreed as long as the other matter is resolved.

FR59 Forward work programme

- a. Members reviewed the Council's Financial Regulations as drafted by the RFO

Proposed amendments:

- 1.7 – Must be approved by the relevant Chair of Committee
- 4.2 – Should be bi-annually rather than annually
- 4.3/4.5 – amendment to change December to November to align with Council meetings
- 5.2 The Clerk and/or the RFO
- 5.2 Members queried the purchase ordering procedure which has been added to the amended Financial Regulations. Some discussion arose about the need to implement a data cleanse for suppliers prior to the PO system being activated.

	<ul style="list-style-type: none"> • 7. Electronic payments – third officer to be changed to Assets and Estates Officer rather than Events Officer • 8.3 Only used in emergency situations. • 13.3 Spot check once per year by the RFO <p>Cllr Cahill proposed to accept the amended Financial Regulations as above, seconded by Cllr Finney. All in favour, motion carried.</p> <p>RESOLVED: That the amended Financial Regulations will be sent to Full Council for approval.</p> <p>b. Members reviewed the Risk Register and Risk Management Plan Members requested that the colour-coded matrix is moved to the top of the document. Members noted that in the matrix, only one score is highlighted red and members agreed to amend the colour coding to make the scoring more proportional.</p> <p>Members noted that the documents have been reviewed by the Council’s insurers with recommendations on what to change. Members agreed that these need to be implemented. Cllr Weaver proposed to accept the Risk Register and Risk Management Plan with the above amendments, seconded by Cllr Bibby, all in favour, motion carried.</p> <p>RESOLVED: That the amended Risk Register and Risk Management plan are sent to Full Council for approval.</p> <p>c. Members reviewed the Council’s Asset Register Members queried the valuations on certain items and why they do not depreciate as in corporate asset registers – the RFO noted that this query had been passed on to the Council’s auditor who noted that local government asset registers never factor in depreciation. Cllr Coleman noted that there are two bus shelters missing on the asset register – one on Burford Road and one on the Over Norton Road. Members agreed that the Council’s officers will review the asset register and bring it to Full Council for approval in May.</p>
FR60	<p>Date of the next meeting Monday 13th July 2026</p>


The Chair closed the meeting at 8:25pm

SIGNED _____

DATE _____

Rosewood Nursery Flag



 2 attachments (75 KB)

Flag example.png; Rosewood Flag.png;

Good afternoon,

I hope you are well.

We recently had a Rosewood Nursery flag made and would love to securely attach it to the fence by the shared grass area, if permitted.

I am not entirely sure who I should ask for approval, so I would be very grateful if you could advise me or pass this on to the relevant person.

I have attached an example of the flag type, as well as our branded design, so you can see what we hope to display.

Please let me know if this would be okay.

Many thanks,

Kelly

Kind Regards,

Kelly Gough



Kelly Gough | Nursery Manager

Greystones House, Burford Road, Chipping Norton, Oxfordshire, OX7 5UY

www.rosewoodnursery.co.uk

Tel: 01608 238065 | Mobile: 07958 759907 | Email: kelly@rosewoodnursery.co.uk

What3Words: <https://what3words.com/prayers.raven.holds>



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ROSEWOOD

NURSERY

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	Commencement	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. CNTC Responded to the draft Local Plan 2043 consultation (December 2025) Town Clerk and Town Mayor had update meeting with S106 Leisure Officers on 18 March 2026
BT1	Promote active travel and transport in the Town	SP	CNTC/Transition CN/Cycling Action Group		Ongoing	Ongoing	LCWIP for Chipping Norton has been adopted by WODC. A Cycling Action group has been established by the Traffic Advisory Sub-Ctte. Rusty Riders initiative ongoing.
BT/CE1	Delivering the East Chipping Norton Development Vision Statement	SP	CNTC/OCC/WODC// working group/Community First		Ongoing	Ongoing	Part of the ECN site is registered as an ancient scheduled monument. This has been appealed. The outcome of this appeal will be decided by Historic England in due course. The Chipping Norton Community Land Trust has been set up as a formal group independent of the Town Council.
CE1	Chippy Phone Box	SP	CNTC	N/A	Jul-21	Ongoing	CNTC are managing the rota. The phone box is well used by a diverse range of organisations and initiatives across the town.

CS2	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	£1500 from street furniture budget (6495)	April 2025	March 26	Benches restored by the TC's Grounds Maintenance team as required.
BT3	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/working group		Ongoing	Ongoing	Working with OCC to help identify safer HGV routes. A Windrush Valley Area Study plan is now taking place(OCC)
BT4	Road and Pedestrian Safety	SP/TAC	CNTC/OCC/		Ongoing	Ongoing	OCC consultation on West Street/New Street junction commenced June 2024. Proposed improvements for Albion Street junction have been approved and should be installed this year. Delayed to FY 2026-27 SID for Churchill Road is installed and operational. Thames Valley Community Fund grant received (Nov 2025). The Traffic Advisory SC is collaborating with OCC to install a new SID on London Road, and possible new ANPR camera. To be considered at meeting on 26 March 2026.
CS3	Modernise and improve Chipping Norton Town Hall Large project	CC	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 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. <ul style="list-style-type: none"> - Town Hall Restoration - Town Hall and Glyme Hall business plans TOR For the two work streams adopted at FC 1 Sept 2025. Carbon footprint calculation required – Dependent on staff capacity (Dec 2026). EOI for Heritage Lottery Fund submitted and awaiting initial response by April 2026.

CS4	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/clubs		Nov 21	Ongoing	<p>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.</p> <p>The Finance and Resources Committee awarded a grant to Remix (Feb 2026) and is continuing the benefit in kind arrangement to use Glyme Hall free of charge.</p> <p>The Finance and Resources Committee has awarded a benefit in kind arrangement for a new LGBTQ+ Youth Group to take place at Glyme Hall in 2026/27. Agreed 2 March 2026</p>
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	SP	CNTC/Contractors	£10,000 Cemetery repairs and maintenance 25/26	Ongoing	Ongoing	Full Council has agreed for the Wildflower meadow at the Cemetery to be re-seeded.
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 report received in December 2025, raising no serious defects. Play areas inspected weekly and routine maintenance worked through by Maintenance Operatives.
MC/OS1	Pesticide free Chipping Norton	CC/SP	CNTC/Contractors/landowners/clubs	N/A	May 22		Pesticide-Free Chipping Norton plan should be reviewed now that the in-house grounds maintenance team has been established.
OS2	Improving access and biodiversity at Pool meadow Large Project	SP	CNTC/Approved consultants	£25,000 EMR	2020	Sept 24 (Ongoing)	<p>Feasibility study complete.</p> <p>Further grant support from the Trust for Oxfordshire Environment (TOE) has been secured.</p> <p>Confidential quotations for revised scope of work for Pool Meadow to be considered at this meeting.</p>
BT5	Christmas lights scheme	CC	CNTC	£19,000 per year £2,500 for switch on event (from events budget)	October 22	Dec 25	<p>Current contract has been handed over to Selectrics for Xmas 2025.</p> <p>A new scheme to be decided for 2026.</p> <p>Community consultation required during Xmas 2025</p> <ul style="list-style-type: none"> - Tender to be submitted June 2025 - CNTC purchased the used lighting scheme, therefore the community consultation to determine lighting scheme is outside the scope of next years' budget.

CE2	Providing grants to voluntary bodies/organisations in Chipping Norton	FR	CNTC/Organisations /Clubs/Community groups	25-26 £16,500	July 2025	Feb 2026	Second tranche of Grants to Voluntary Bodies decided on 2 Feb 2026. Next tranche to be considered July 2026.
CS/MC1	Public space safety and compliance	CC/SP	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety can now be brought in house to be undertaken by our Admin and Customer Services Assistant. New 3-year tree survey approved (June 2025) with works undertake systematically through a priority list. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Town Hall Fixed Wire test and actions complete Alarms system, emergency lighting and hearing loop are installed. Council H&S audit has taken place. Greystones health and safety have taken place. Worcester Road Depot H&S check undertaken April 2025.
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC	na	May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically. The newly adopted IT Policy has been uploaded to the website.
CE3	Flying flags to mark national and local events and commemorations	FC	CNTC	n/a	Jun 22	Ongoing	Flag Flying calendar for 2026-27 was agreed at the Community Committee meeting in March 2026 and has been uploaded to the Town Council's website.
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 Website accessibility audit undertaken January 2026 by Zonkey – compliant to WCAG 2.2AA standards as required by AGAR Assertion 10.
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. Consideration for a new bookings software and remote door access system to be received at this meeting.
MC6	Review the Council's fees and charges annually	FR	CNTC	n/a	Ongoing	Ongoing	The fees and charges for 2026-27 reviewed by Community Committee and Strategic Planning Committee March 2026.
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Sept 2025	Internal auditor's report (2025-26) received at Full Council Feb 2026 meeting.
MC/CE1	Ensure that the Council is open and transparent	FR	CNTC	n/a	Ongoing	Ongoing	New website launched. FOI procedures approved 2022. Transparency page published. Financial management page published. The publication page demonstrates how much is now available to residents via the Council's website.

MC8	Ensure that the Council's finances are invested wisely	FR	CNTC				Investment Strategy Approved July 2022. Reviewed and adopted by the Finance & Resources Committee July 2025.
MC9	Ensure that staff and members are suitably trained	FR	CNTC/training providers	£2500	July 22	Ongoing	Staff and Cllr training policy approved. Staff and Cllrs – First Aid at Work, Feb 2026 Staff – H&S, Lone Working, Safeguarding Training undertaken every Monday (Maintenance team)
MC10	Local Council awards	FR	CNTC	n/a	March 2024	September 2028	CNTC received the Local Council Quality Award (Silver) in August 2024. Next stage requires a three-year business strategy plan and robust community engagement. The Town Clerk and RFO/Deputy Clerk are working through the required elements.
CE/WP1	Chipping Norton Pride	CC	CNTC	TBC	July 23	Annually in June/July	Event held on Saturday 26 th July 2025, next event taking place Summer 2026. The Council has confirmed desire for the summer event to return July/Aug 2026 – details TBD
CE/OS/C S1	Skatepark Design and Installation Project Large project	CC	CNTC/Maverick Industries/Skatepark Users Group	EMR £30,000 Potential S106 funding £55,000 Budget £250,000	April 23	Summer 2025	The final design for the skatepark has been received, and a Certificate of Legal Development has been submitted to WODC. Further scoping for available funding required. The project has been taken on by our Assets and Operations Officer with regular meetings taking place.
CE/OS/B T1	Keep Chippy Beautiful Initiative	CC	CNTC	£500	April 23	Ongoing	Autumn Litter pick held on the 27 th September 2025. Spring date 21 March 2026
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. Events Officer and Admin/Customer Services Assistant working collaboratively on this 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.

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	Clr Sharon Wheaton has been approved by Council as the CNTC/TVP liaison in order to meet and share information about local crime and community safety.
BT6	Town Centre Flower Beds	SP	CNTC/OCC/WODC	TBD	May 2024	May 2026	The Town Council own the beds along Middle Row and by the Town Hall. WODC own the other beds and there may be opportunities for CNTC to take them on with permission.

CS7	Glyme Hall	CC	CNTC/OCC	N/A	Ongoing	Ongoing	Glyme Hall came under Town Council management November 2025. 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. Last review March 2026
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

Item 14a: Chipping Norton Boundary Review

Chipping Norton Town Council has been consulted on a number of emerging developments and planning applications in recent months, with a majority of the applications being concentrated along the northern edge of the town. Upon receipt of these applications, it has become clear that if approved, some dwellings will fall outside the current boundaries of Chipping Norton Town Council's civic parish while relying on services and infrastructure supplied by the town.

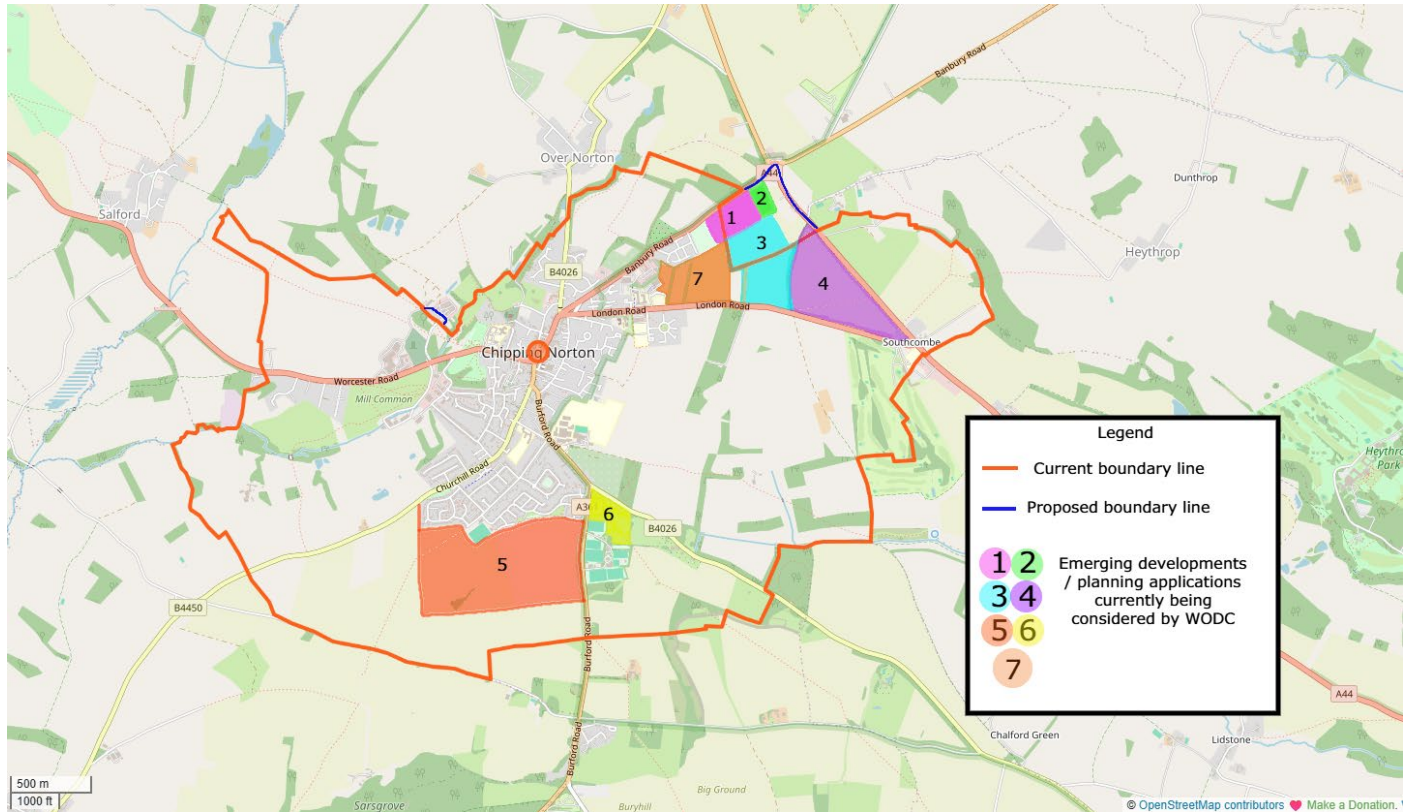


Fig 1: Chipping Norton Town Council's civil parish boundary, setting out current and proposed boundaries in consideration of emerging developments to the town

As shown in Fig 1 above, three planning applications are being considered, or have been approved to the north of the town straddling the boundary between Chipping Norton Town Council's civil parish boundary and Over Norton civil parish boundary.

While developments numbered 5, 6, and 7 on the map above do not directly impact the town's boundary as currently stands, these have been included to illustrate the growing pressure on infrastructure and service delivery and overall projected population changes in the next 5-10 years.

The list of emerging developments and planning developments currently being considered by WODC are:

- 1. PLANNING APPLICATION: 23/00536/OUT**
PROPOSAL: Outline planning application for up to 90 residential dwellings, including up to 40% affordable housing, creation of new vehicular access off Banbury Road and provision of public open space with associated landscape planting with associated infrastructure, drainage measures, earthworks, and all other associated works.
LOCATION: Land South of Hit or Miss Farm, Banbury Road, Chipping Norton, Oxfordshire
STATUS: Approve subject to Legal Agreement

2. **PLANNING APPLICATION: 24/00955/OUT**
PROPOSAL: Outline Planning application for the erection of a new 50-bedroom motel and formation of access onto Banbury Road
LOCATION: Chapel House Farm, Chipping Norton, Oxfordshire, OX7 5SZ
STATUS: Under consideration

3. **PLANNING APPLICATION: 25/02875/OUT**
PROPOSAL: Outline planning application for up to 350 residential dwellings, including up to 40% affordable housing, creation of new vehicular access off London Road and provision of public open space with associated landscape planting, infrastructure, drainage measures and all other associated works.
LOCATION: Land Southwest of Chapel House Farm, Chipping Norton, Oxfordshire
STATUS: Under consideration

4. Emerging development

5. Emerging development

6. **PLANNING APPLICATION: 24/00769/OUT**
PROPOSAL: Outline planning application, with all matters reserved other than principal means of access to the highway, for the construction of up to 104 residential dwellings, together with the provision of open space, landscaping and associated infrastructure
LOCATION: Land South of Charlbury Road, Chipping Norton, Oxfordshire
STATUS: Approved subject to Legal Agreement

7. OCC Land “North of London Road” for 350 homes
STATUS: Pre-Application

*Not listed on map is the potential for 28 dwellings on the land at Walterbush Road

Impact on population: The total quantum of housing projected for the 7 developments is 1,563 new dwellings, which would potentially represent an increase of over 53% to Chipping Norton’s current tax base (2,919.10 Band D equivalent dwellings). This is estimated to generate a population of 3,751.2 people (using the average household size for the area of 2.4 per dwelling).

This calculation excludes any developments on the strategic site to the East of Chipping Norton.

Justification to proposed amendment to boundary near A44 roundabout: As shown in the map above, there are 4 planning applications which either straddle the boundary between Chipping Norton Town Council’s civil parish boundary with Over Norton or sit entirely within Over Norton’s civil parish boundary. Extension of the current boundary edge to the A44 roundabout at this point would align with the Banbury Road and the A3400 to clearly define Chipping Norton’s northern boundary.

If approved, this would represent an unbroken extension to Chipping Norton’s Built Up Area Boundary (BUAB), naturally falling within Chipping Norton rather than Over Norton.

Amending the boundary in this way would also simplify the tax implications for residents in these developments.



Fig 2: Blue line showing second minor proposed amendment to Chipping Norton Town Council’s civil parish boundary, to include small number of dwellings at Elmsfield Farm (subject to consultation)

Second proposed minor amendment to Chipping Norton’s civil parish boundary: This would be to extend the boundary around the small number of dwellings at Elmsfield Farm. These residents are currently within Over Norton’s civil parish boundary, however, when looking at the functional relationship between the dwellings and the town centre, these should naturally be included in Chipping Norton’s civil parish boundary. These residents should be consulted prior to moving forward with amendments.

Next steps: The mechanism for requesting a boundary review would be via formally submitting a written request to West Oxfordshire District Council to consider a Community Governance Review (CGR) to consider the Chipping Norton Town Council’s civil parish boundary.

It is likely that once received, the request would therefore be considered as part of the wider process of Local Government Reorganisation (LGR) for Oxfordshire, rather than as a standalone review. Whilst this keeps the matter live, it does inevitably delay any immediate progress.

Should the Council wish to proceed with a written request for a CGR, we will need to clearly set out the governance, representation, service delivery, and community identity implications of the current boundary. Evidence is key, mapping of development sites, projected population changes and the functional relationship between the developments and the town centre/services will strengthen the case.

RECOMMENDATION: That in light of the emerging developments in Chipping Norton, that the Council moves forward with requesting a formal Community Governance Review (CGR) from West Oxfordshire District Council;

And that as the timescale for Local Government Reorganisation draws near, it is recommended that a Task and Finish group, along with the Town Clerk, is appointed to submit the written request to the District Council.

Item 14b: S106 and CIL Priorities List

Chipping Norton is expected to experience significant housing growth through emerging planning applications.

While infrastructure contributions for education and healthcare will be sought directly by other public bodies, there remain a number of local infrastructure projects that would appropriately fall within the remit of the Town Council and could be funded through Section 106 agreements negotiated by West Oxfordshire District Council.

Item	Proposal	Potential Elements
Expansion and improvement of sports facilities	Investment in the expansion,	<ul style="list-style-type: none"> - Full-size football pitch in town - Improvement to MUGA on New St play area, along with essential amenities such as changing rooms/toilets/etc. - Contribution towards installation of skatepark at New St play area - Improvements to existing recreation grounds and facilities (eg. Changing facilities) - Devolution of WODC assets to Town, such as WODC's depot at Greystones
Walking and cycling infrastructure	Improvement of active travel routes to align with the adopted LCWIP, connecting new developments with the town centre and key facilities	<ul style="list-style-type: none"> - New cycle paths - Safer pedestrian routes - Improved crossings (Albion St/New St junctions) - Links between new and existing housing sites and town centre
Public realm improvements in the town centre	Enhancement of the public environment within the town centre	<ul style="list-style-type: none"> - Improved paving and streetscape - Wayfinding/signage - Creation of a pedestrianised area outside the Town Hall to encourage visitors to sit and use the High Street
Public toilets and visitor infrastructure	Investment in improved public toilet provision in the town centre	<ul style="list-style-type: none"> - Contribution to existing businesses providing public toilet provision in the town centre (noting closure of Town Hall public toilets March 2026)
Any other items to add...		-

Next Steps: WODC encourages Town and Parish councils to be proactive in setting out requirements for developer contributions. If the development is permitted by WODC or at appeal, the town has missed the chance to request any contributions. Therefore, it is recommended that Town and Parish councils engage with relevant WODC officers at the earliest stages of the planning process to ensure that their voices are heard. Setting out a list of S106 priorities at this stage helps identify key areas and projects for the town, which can sit outside individual planning applications.

RECOMMENDATION:

- a. Strategic Planning Committee has considered this list above and made **amendments highlighted in yellow**. The Committee would like Full Council to consider this list for adoption.
- b. If approved, the Town Clerk would then be authorised to submit these priorities to WODC for consideration during planning negotiations.

Item 15. Planning Applications

1. **APPLICATION NO:** [26/00451/FUL](#)

PROPOSAL: Change of use of ground floor of dwelling to psychotherapy practice

LOCATION: 4 Victoria Place Chipping Norton Oxfordshire

2. **APPLICATION NO:** [26/00232/FUL](#)

PROPOSAL: Temporary change of use of land from old water depot land to a garden with use for domestic animals. (Part Retrospective).

LOCATION: Land Northeast Of Greystone Business Unit 1 Burford Road Chipping Norton

No updates to note since Strategic Planning Committee meeting, 9 March 2026