



# 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/Weds/Fri, 9am-5pm

TOWN CLERK & CEO: Katherine

Jang

3<sup>rd</sup> February 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 9<sup>th</sup> February 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](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 Full Council Meeting held on the 8<sup>th</sup> December 2025.

**4. Public Participation**

The meeting will adjourn for this item

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

**5. West Oxfordshire District Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

- 6. Oxfordshire County Councillors update**  
To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.
- 7. 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. Staffing Sub-Committee, 19<sup>th</sup> December 2025
  - b. Traffic Advisory Sub-Committee, 29<sup>th</sup> January 2026
  - c. Community Committee, 12<sup>th</sup> January 2026
  - d. Strategic Planning Committee, 19<sup>th</sup> January 2026
  - e. Finance and Resources Committee, 2<sup>nd</sup> February 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. Annual Town Meeting**  
To note the upcoming meeting of the Town (27<sup>th</sup> April, 7pm)
- 13. Calendar of Meetings**  
To receive a report and a proposed calendar of meetings for municipal year 2026-7.
- 14. Pool Meadow**  
To consider an update and revised project plan following meeting with Beaumont Rivers
- 15. Town Hall Restoration**  
To receive an update and EOI to National Lottery Heritage Fund and potential heritage open day
- 16. Skatepark**  
To receive an update
- 17. Consultation on Local Government Reorganisation**  
To consider a formal response to the consultation from the Central Government on Local Government Reorganisation in Oxfordshire
- 18. Policies and Governance**
  - a. To approve the following policies and governance documents as reviewed by the Finance and Resources Committee:
    - I. IT Policy
- 19. AGAR Assertion 10**  
To confirm that the Council complies with new data protection laws as part of the Annual Governance and Accountability Return (AGAR).
- 20. Planning Applications**  
To receive a schedule of planning applications from West Oxfordshire District Council.
- 21. Date of the next meeting – Monday 23<sup>rd</sup> March 2026**



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## Minutes of a Full Council meeting held on the 8<sup>th</sup> December 2025, at 6:30pm in the Lower Hall, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Town Mayor), Mike Cahill, Sharon Wheaton, Jo Graves, Michael Rowe, Tom Festa, Steve Akers, Ian Finney, Emily Weaver, Dom Rickard, Ben Bibby, Cora Schor-Brener, Natasha Whitmill

### 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

6 Members of the public

<b>FC94</b>	<p><b>Apologies for absence</b> Apologies were received from Cllrs Keyser, Walker and Ritsperis</p>
<b>FC95</b>	<p><b>Declaration of interests</b> None received</p>
<b>FC96</b>	<p><b>Minutes</b> <b>RESOLVED:</b> That the Chair signs the minutes of the Full Council meeting held on the 13<sup>th</sup> October 2025 as an accurate record.</p>
<b>FC97</b>	<p><b>Public Participation</b> A member from the Skatepark User Group came to speak to Council expressing a desire to move forward with the skatepark plan and continue the momentum with the project. Cllrs agreed and confirmed a forthcoming meeting with the Skatepark User Group and newly appointed Assets and Estates Officer to determine a funding strategy.</p>
<b>FC98</b>	<p><b>West Oxfordshire District Councillors update</b> Cllr Saul gave a brief verbal update on behalf of WODC. He reported that the new housing development proposed on London Road has a full-sized football pitch included, as this is something that the Town Council has been advocating for in recent years. Cllrs welcomed this news.</p>
<b>FC99</b>	<p><b>Oxfordshire County Councillors update</b> Members received any updates and information from Chipping Norton's Ward Councillors sitting on WODC.</p> <p>Cllr Coleman queried the closure of the Ace Centre nursery - Cllr Saul responded that there is a consultation which ends on the 12<sup>th</sup> December. He urged anyone who used the service to make their voices heard. Members agreed to formally oppose the closure of the Ace Centre nursery.</p> <p>Members from the Chipping Norton Fire Service spoke about the proposed cuts to the service, noting that staff in the fire service had not been consulted about any proposed changes. They expressed concerns that the plans equate to cuts in Woodstock and Eynsham and 42 firefighter posts, leading to reduced nighttime cover for Oxfordshire and slower response times.</p>

	<p>Cllr Saul is pushing for two fire engines to be stationed in the Chipping Norton fire station, as 50% of call out responses require two fire engines and the response is better if stationed at the same station.</p> <p>Cllr Akers proposed that the TC formally opposes the cuts to the fire service and relays a response at the meeting to be held later in December 2025. Seconded by Mike Cahill, Cllrs Graves, Festa, and Finney abstained from voting. Motion carried.</p> <p><b>RESOLVED:</b> That the Town Council will officially oppose the cuts to the Oxfordshire Fire Service and Chipping Norton branch, and that Cllr Steve Akers will represent the Town Council at the meeting in December 2025.</p>
<b>FC100</b>	<p><b>Civic announcements</b></p> <p>Members received a report from The Mayor on Civic engagement and activities.</p> <p>Members agreed for the Town Clerk to check progress on agreed pavement improvements with OCC Officer Chris Grain.</p>
<b>FC101</b>	<p><b>Reports from representatives of outside bodies</b></p> <p>Members received an update following a Stinholders meeting for Field Reeves.</p> <p>Cllr Cahill gave an update on Thames Valley policing. There has been a spike in shoplifting from the Shell garage. Theft from motor vehicles at beauty spots is still high. TVP are urging residents not to have anything valuable on show in vehicles.</p>
<b>FC102</b>	<p><b>Minutes and reports from Committees</b></p> <p>Members noted the draft minutes of the following committee and sub-committee meetings:</p> <ol style="list-style-type: none"> <li>1. Staffing Sub-Committee, 3<sup>rd</sup> December 2025</li> <li>2. Community Committee, 3<sup>rd</sup> November 2025</li> <li>3. Strategic Planning Committee, 10<sup>th</sup> November 2025</li> <li>4. Finance and Resources Committee, 17<sup>th</sup> November</li> </ol>
<b>FC103</b>	<p><b>Correspondence</b></p> <p>a. Oxfordshire Pension Fund</p> <p>Cllr Finney proposed to accept the draft valuation rates, and to confirm the reduced employer contribution rates from April 2026. Cllr Finney proposed to decline to respond to the optional Funding Strategy Statement, seconded by Cllr Rickard. Schor-Brener abstained. All other members in favour.</p> <p><b>RESOLVED:</b> That members agree to respond to the Oxfordshire Pension Fund consultation as above and confirm the reduced employer contribution rates from April 2026.</p> <p>b. Members noted a response from Ministry of Housing &amp; Local Government following Cllr Coleman’s letter emphasising the need to protect town and parish councillor’s personal details and home addresses. The letter confirmed that the current law (s.32 of the Localism Act 2011) required publication of such details unless a member has a reasonable exception, however, this will be examined in due course to clarify legislation and confirm that members’ home addresses should not be made public unless the member specifically requests that this information is published.</p>
<b>FC104</b>	<p><b>Council Action Plan</b></p> <p>Members noted the ongoing Council Action Plan.</p>
<b>FC105</b>	<p><b>Local Plan 2043</b></p>



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	<p>Members considered a response to the Local Plan 2043 consultation from WODC.</p> <p>Cllr Graves expressed disappointment with the planning process in Chipping Norton and the impact of small piecemeal developments contributing to urban sprawl with no provision of additional infrastructure or services to the town.</p> <p>Cllr Saul responded saying that the County Officers are not ready to have the strategic site land added into the Local Plan 2043. However, they are aware that there is need for an additional primary school and improved biodiversity. Officers are concerned about the scope due to the listing of the site and existence of archaeological remains. Anything written into the Local Plan 2043 would need to be deliverable in nature.</p> <p>Cllr Akers proposed that the Council submits the proposed draft response written by Cllrs Coleman and Rickard. Seconded by Cllr Finney. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Council submits a response to the Local Plan 2043 consultation as written by Cllrs Coleman and Rickard.</p>
<p><b>FC106</b></p>	<p><b>Internal Auditor’s Report 2025-26</b></p> <p>Members received the Internal Auditor’s Report and noted that due to the new Assertion 10 requirements, an IT Policy would need to be agreed and the website audited to ensure compliance with accessibility standards.</p>
<p><b>FC107</b></p>	<p><b>Budget 2026-2027</b></p> <p>Members received a report and proposed budget from The Finance and Resources Committee and agree an estimated budget for 2026-27.</p> <p>Cllr Finney, Chair of the Finance &amp; Resources Committee spoke to the budget setting process and proposed precept figure.</p> <p>Cllr Finney proposed to accept the budget for 2026-27, seconded by Cllr Rickard. Cora Schor-Brener abstained, all other in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the proposed budget for 2026-27 is accepted.</p>
<p><b>FC108</b></p>	<p><b>To Formally Declare the Precept for 2026-2027</b></p> <p>Cllr Coleman proposed to formally declare the precept for 2026-2027, seconded by Cllr Finney. Cllr Schor-Brener abstained, all other members in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the report be noted and that the Town Clerk be authorised to sign and serve a precept on West Oxfordshire District Council, in accordance with the appropriate provisions of the Local Government Act 1972 (as amended), requiring the District Council to pay the Town Council the sum of £515,250 in respect of Council Tax for the town during the financial year 2026-27.</p>
<p><b>FC109</b></p>	<p><b>Planning Applications</b></p> <p>To receive a schedule of planning applications from West Oxfordshire District Council.</p> <p>1. <b>APPLICATION NO:</b> <a href="#">25/02705/FUL</a></p> <p><b>PROPOSAL:</b> Change of use of the ground floor shop space to residential accommodation.</p> <p><b>LOCATION:</b> 17 - 19 West Street Chipping Norton Oxfordshire</p> <p>Cllr Graves proposed to object to the application, seconded by Cllr Bibby. Cllrs Rickard and Cahill voted against the proposal. All other members abstained from voting.</p> <p><b>RESOLVED:</b> That no comment is made.</p>

	<p>2. <b>APPLICATION NO:</b> <a href="#">25/02731/ADV</a>  <b>PROPOSAL:</b> Installation of new externally illuminated fascia signage and non-illuminated hanging sign to front elevation.  <b>LOCATION:</b> 19 High Street</p> <p>Providing that the signage is in keeping with the conservation area and heritage building Cllrs have no problems with this. Members also raised the need for disabled access to the shop.</p> <p>3. <b>APPLICATION NO:</b> <a href="#">25/02729/FUL</a>  <b>PROPOSAL:</b> Alterations to side elevation doors and steps, installation of condenser units to rear elevation and new shopfront signage.</p> <p><b>APPLICATION NO:</b> <a href="#">25/02730/LBC</a>  <b>PROPOSAL:</b> Internal and external alterations to side elevation doors and steps, proposed installation of condenser units to rear elevation and new shopfront signage.  <b>LOCATION:</b> 19 High Street Chipping Norton Oxfordshire</p> <p>4. <b>APPLICATION NO:</b> <a href="#">25/02764/HHD</a>  <b>PROPOSAL:</b> Removal of existing conservatory and erection of single storey front and rear extensions  <b>LOCATION:</b> 3 Insall Road Chipping Norton Oxfordshire  No comment, no objection</p> <p>5. <a href="#">25/02875/OUT   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 (all matters reserved)   Land Southwest Of Chapel House Farm Chipping Norton Oxfordshire</a></p> <p>Members agreed that due to the scope and nature of this planning application a separate meeting is held to discuss and formulate an appropriate response. Cllrs agreed that the Town Clerk would circulate a Doodle poll to arrange a suitable meeting date and invite members of the public to attend.</p>
<b>FC110</b>	<p><b>Forward Working Plan</b>  Members received the draft Procurement Policy and Procedure and noted that this a working document that will be amended annually.  Cllr Coleman proposed to accept the policy as written, seconded by Cllr Finney. Cllr Schor-Brener abstained, all other Cllrs in favour, motion carried.  <b>RESOLVED:</b> That the Council adopts the Procurement Policy and Procedure as drafted.</p>
<b>FC111</b>	<p><b>Confidential Session</b>  <b>RESOLVED:</b> 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 FC112.</p>
<b>FC112</b>	<p><b>Property and Estates</b></p> <ol style="list-style-type: none"> <li>a. Members received an update report from the Assets and Operations Officer</li> <li>b. Members considered a report and quotations relating to the Town Hall loft access and roof repairs.  Cllr Finney proposed to accept the quotation, seconded by Cllr Coleman. Cllr Whitmill opposed, and Cllr Schor-Brener abstained from voting. All other members voted in favour.  Motion carried.</li> </ol>



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	<p><b>RESOLVED:</b> That the quotation of £3,627+VAT to replace broken slates and associated roof works for the Town Hall is accepted.</p> <p><b>c.</b> Members receive a quotation to purchase the Council's Christmas Lights scheme, as this would decrease the cost for the Council's Christmas Lights scheme and installation for the foreseeable future.</p> <p>Cllr Finney proposed to purchase the discounted Christmas Lights noting that repair or replacement should be factored in during budget-setting, seconded by Cllr Whitmill. Cllr Schor-Brener abstained, all other Cllrs in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the Council purchases the Christmas Lights scheme at a cost of £4,120+VAT and will factor in the cost to repair or replace during budget-setting (Nov 2026).</p>
<b>FC113</b>	<b>Date of the next meeting</b> Monday 9 <sup>th</sup> February 2026

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The Chair closed the meeting at 8:20pm

DRAFT

## **Police and local crime report covering Autumn 2025 – Jan 26**

Following a constructive meeting between Inspector Chris Ball, PC Bruce Claridge, Cllr Cahill and Cllr Wheaton, I can report as follows:

**Housebreaking:** There has been a definite increase in home theft in the surrounding villages although not in the Town itself. I raised the concern that there has been a lot of social media posts about the desirable villages and properties to be found in the Cotswolds, and I do think this is contributing to the rise.

**Shoplifting:** There have been isolated incidents, notably a theft of perfume from Boots but the number of events continues to decline. Retailers continue to support each other through the **WhatsApp group** and share information about suspicious behaviour when they observe it. Sadly, two founder members of the group, Vic and Dawn from Gill & Co are moving on and we wish them well. Their Locksmiths on Market Street will continue to trade.

**Theft from motor vehicles:** This was high during the summer but following three arrests has fallen to zero, suggesting that the recent perpetrators have been caught.

**Make Safe Operation** has been taking place in the Town's hotels. This is training for staff to be aware of and vigilant for signs of **Child Sexual Exploitation (CSE)**. This training is offered by our local police officers, and some hotels also do their own inhouse training. There have been no reported cases of **CSE**, but it is good to know that this is taken seriously, and that hotel staff know what to look out for when rooms are being booked.

**Driving offences:** Over the Xmas period there was no great rise in cases of drink driving. Worryingly, driving while under the influence of drugs is significantly increasing. Our local officers are hoping to be issued with drug swabs so that tests can be carried out immediately.

**Overall, crime is going down in Chippy;** anyone wanting more detailed statistics should visit <https://police.uk> and enter Chipping Norton in the Search bar.

**Alerts:** We are not aware of planned visits to the Cotswolds by any **Very Important People** apart from attendees at what is described as '*The UK's Flagship Event Driving Knowledge and Innovation*' at Clarkson's Farm on 10 – 11 June 2026. Likely to attract 25K visitors per day.

**Sharon Wheaton**

## **Updates and Looking Ahead:**

**Retailers and the Police:** Our **WhatsApp** group, now with 43 members and growing, does a great job of enabling connection and sharing alerts as part of our crime prevention strategy - **BUT** it doesn't provide immediate contact with our **Neighbourhood Police Team**.

**The next stage in our 'Keep Chippy Safe'** project is to get everybody trained in using **Disc** – the online information sharing system used by 650 police forces. To this end we will be organising training sessions for those retailers who don't already use it.

**CCTV:** A start – we now have two cameras in place, monitored (crossed fingers) in Witney. As a bonus, operators can rotate them remotely when needed giving enhanced coverage.

Mike Cahill



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## Minutes of a Staffing Sub-Committee meeting held on the 19<sup>th</sup> December 2025, at 2pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Steve Akers (Chair), Sandra Coleman, Ian Finney, Jo Graves, Mike Cahill

ALSO PRESENT: Louise Warren, Responsible Finance Officer & Deputy Clerk

0 members of the public were present

### 1. Apologies for absence.

None received

### 2. Declaration of interests.

None received

### 3. Minutes

**RESOLVED:** That the Chair signs and approves the Minutes of the Sub-Committee meeting held on 3<sup>rd</sup> December 2025 as an accurate record of the meeting.

Full minutes of the 3<sup>rd</sup> December meeting to be circulated by email due to error in providing the full set to Councillors prior to the meeting. Cllr. Cahill asked for the minutes to be amended to reflect that he was missed off the invitation list therefore was absent from the meeting on the 3<sup>rd</sup>.

### 4. Confidential Session

**RESOLVED:** That the Committee 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. No members of the public were present during the discussion of Item 5.

### 5. Staffing matters

Members received a confidential written report from the designated disciplinary investigator. Discussion and questions followed. Cllr Cahill proposed the Council moved to a formal disciplinary hearing. Cllr Graves seconded. All in favour.

### 6. Date of next meeting –

The Chair closed the meeting at 15:40.

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## **Minutes of a Traffic Advisory Sub-Committee meeting held on the 29<sup>th</sup> January 2026, at 2pm, online via TEAMS**

PRESENT: Cllr Mark Walker (Chair), Tom Festa, Sandra Coleman, Cora Schor-Brener  
James Kilgour (OCC)  
Will Madgwick (OCC)  
Joanna Marciniak (OCC)  
James Wright (OCC)

ALSO PRESENT:

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

<b>TAC31</b>	<b>Apologies for absence</b> Apologies were received from Maria Wheatley (WODC), Odele Parsons (OCC), Cllr Geoff Saul, Cllr Alex Keyser.
<b>TAC32</b>	<b>Declaration of interests</b> None received
<b>TAC33</b>	<b>Minutes</b> <b>RESOLVED:</b> That the Chair signs and approves the minutes of the Sub-Committee held on the 2 <sup>nd</sup> October 2025 as an accurate record.
<b>TAC34</b>	<b>Public Participation</b> A member of the public spoke raising concerns about the pedestrian crossing at the bottom of London Road, and the lack of adherence to the 20Mph speed limit. He queried if there was a possibility to install pedestrian signage to alert drivers.  OCC Officers replied that they are unsure if the suggested signage exists. Members queried if a "No Right Turn" sign at the end of Banbury Crossing could be installed. James Wright (OCC) replied saying that a RFO would be required, and they would report back at the next meeting.  Members agreed that a SID is needed on London Road – to be discussed later in the agenda.
<b>TAC35</b>	<b>LCWIP</b> <b>a.</b> Members received a verbal update from James Kilgour (OCC) <b>b.</b> Members discussed the New Street junction, London Road/Albion St junction, and cut through from Cotswold Crescent to Burrows Crescent.  OCC Officers confirmed that Cottsway have discussed funding the footpath and a new home on the site. Cllr Coleman raised concerns about siting a new house on the parcel of land, as there wouldn't be sightlines and would compromise the design of the path.

	<p>Cllr Coleman expressed frustration that no concrete progress on the footpath has been made.</p> <p>Cllr Coleman raised the street drain cleansing programme and noted that after meeting with Chris Grain this was due in December but has not yet been done. OCC Officers agreed to check progress and report back outside the meeting.</p>
<b>TAC36</b>	<p><b>County Officer's Report</b> None received</p>
<b>TAC37</b>	<p><b>District Officer's Report</b> None received</p>
<b>TAC38</b>	<p><b>Update from Cllr Saul on OCC Highways matters including the HGV working group</b> Not present to give an update.</p>
<b>TAC39</b>	<p><b>Thames Valley Community Fund</b> Members discussed the grant received (£8,000) and possible siting options for new Speed Indicator Devices. Both Burford Road and London Road were cited as possible new locations. Ideal locations would be near a school (either on Burford or London Road).</p> <p>Members discussed making data-driven decisions. <a href="#">Road Traffic Collisions</a></p> <p>OCC Officers confirmed that they were looking to replace Vehicle Activated Signage (VAS) where the 30Mph zone has been replaced with 20Mph. For the Town Clerk to contact Dave Catling (OCC) and receive an update.</p> <p>James Wright (OCC) noted that some parishes were offered a contribution toward a SID, as solar activated SID cost c £8,000. He also confirmed that a request from a Town Council for a new SID would require an OCC Highways visit.</p> <p>Members discussed possible inclusion of ANPR cameras within the new scheme. The Town Clerk reported off the back of a meeting with TVP, noting that Town Councils could purchase an ANPR camera through the police which would feed into their systems. The total cost would be c £4,000.</p> <p>Members agreed that a fully-costed plan for the new SID and ANPR scheme be brought to the next TAC for agreement and approval. For the Town Clerk to arrange meetings with appropriate officers outside the meeting.</p>



James Wright (OCC) suggested relocating the yellow diversion sign to under the parking sign and erect a new "peds in road" sign with arrow to the right. All members agreed for this to be installed.

<b>TAC40</b>	<p><b>Speed Indicator Device – Churchill Road</b> Members received the updated usage data to 23<sup>rd</sup> January 2026.</p>
<b>TAC41</b>	<p><b>Cycling</b> Members received a verbal update from Cllr Festa about the ongoing Rusty Riders initiative. The group meets between March – October, with each session having 10-12 attendees and are led by British Cycling members.</p> <p>First Aid training for Rusty Riders volunteers will be arranged soon by Chipping Norton Town Council.</p> <p>Members discussed the possibility of removing a few car parking spaces and substitute cycle parking outside the Old Mill restaurant on West Street? For OCC Officers to determine suitability and report back at the next meeting.</p>
<b>TAC42</b>	<p><b>Pedestrian and Road Safety</b> As above</p>
<b>TAC43</b>	<p><b>Parking</b> Members discussed the dangerous conditions at New Street Car Park during the recent sub-zero weather conditions. Residents have reported dangerous sheet ice, standing water and drainage problems on site. Similar issues have arisen at the Chipping Norton Leisure Centre with flooding and standing water. Members delegated the matter to Cllr Coleman to liaise with Maria Wheatley (WODC) in order to better understand and resolve these ongoing issues.</p>
<b>TAC44</b>	<p><b>Date of the next meeting</b> Thursday 26<sup>th</sup> March 2026, 2pm via TEAMS.</p>

The Chair closed the meeting at 3:33pm.

Action	Member responsible
Speed Indicator Device <ul style="list-style-type: none"> <li>- Walk around CN town centre to determine ideal location for new SID</li> </ul>	<ul style="list-style-type: none"> <li>- KJ to arrange</li> <li>- Attending: KJ, OCC Officers, CNTC Cllr (depending on availability)</li> </ul>
<ul style="list-style-type: none"> <li>- Enquire about relocation of VAS on London Road</li> </ul>	<ul style="list-style-type: none"> <li>- KJ to contact Dave Catling (<a href="mailto:dave.catling@oxfordshire.gov.uk">dave.catling@oxfordshire.gov.uk</a>)</li> </ul>
<ul style="list-style-type: none"> <li>- Preparation of SID report for members to agree</li> </ul>	<ul style="list-style-type: none"> <li>- KJ, in conjunction with Cllr Walker</li> </ul>
<ul style="list-style-type: none"> <li>- Discuss issues with New St Car Park (drainage, water, ice) and Leisure Centre standing water</li> </ul>	<ul style="list-style-type: none"> <li>- Cllr Coleman to contact Maria Wheatley (WODC)</li> </ul>
<ul style="list-style-type: none"> <li>- Gulley cleansing programme and pedestrian footpath improvements</li> </ul>	<ul style="list-style-type: none"> <li>- OCC Officers to report back with progress and timelines</li> </ul>
<ul style="list-style-type: none"> <li>- Relocate yellow diversion sign to under the parking sign and erect a new "peds in road" sign with arrow to the right</li> </ul> 	<ul style="list-style-type: none"> <li>- OCC Highways Officers (James Wright)</li> </ul>
<ul style="list-style-type: none"> <li>- Update regarding street gutter cleansing and other pedestrian footpath repairs (Dec 2025)</li> </ul>	<ul style="list-style-type: none"> <li>- OCC Highways Officers to provide an update outside the meeting</li> </ul>
<ul style="list-style-type: none"> <li>- First Aid at work training for Rusty Riders members</li> </ul>	<ul style="list-style-type: none"> <li>- KJ to arrange (in conjunction with TC staff training regime)</li> </ul>
<ul style="list-style-type: none"> <li>- Investigation of substitution of car parking spaces outside the Old Mill (West Street, Chipping Norton) and substitution with cycle parking spaces</li> </ul>	<ul style="list-style-type: none"> <li>- For OCC Officers to investigate feasibility and report back at the next meeting</li> </ul>



# 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, Weds, Fri, 9am-5pm

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

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

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

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

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

The Chair closed the meeting at 8:20pm



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

## **Minutes of a Strategic Planning Committee meeting held on the 19<sup>th</sup> January 2026, at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllrs Mike Cahill (Chair), Michael Rowe, Alex Keyser, Sharon Wheaton, Mark Walker, Dom Rickard, Tom Festa, Sandra Coleman, Ian Finney, Cora Schor-Brener

ALSO PRESENT: Katherine Jang, Town Clerk & CEO  
Lou Arkley, Assets and Operations Officer  
Paolo Oliveri, Maintenance Operative  
Maddy Fisher, Admin and Customer Service Assistant  
4 members of the public

<b>SPC39</b>	<b>Apologies for absence</b> None received
<b>SPC40</b>	<b>Declaration of interests</b> None received
<b>SPC41</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the Committee meeting held on the 10 <sup>th</sup> November 2025 are signed by the Chair as an accurate record.
<b>SPC42</b>	<b>Public Participation</b> None received
<b>SPC43</b>	<b>Committee Action Plan</b> Members reviewed the ongoing committee action plan for the municipal year 2025-26.  Members discussed traffic in the town, especially along Spring Street and near the Premier Inn. Members noted that when the Premier Inn was built, a car park had been established for residents to use to alleviate parking issues in that area. Cllr Walker noted that there is no availability and that applications are no longer being accepted.  Cllr Coleman discussed the flower beds in town and agreed that they should be made a priority for Spring/Summer 2026. For the Assets and Estates Officer to plan in with the maintenance team.
<b>SPC44</b>	<b>Correspondence</b> None received
<b>SPC45</b>	<b>Leaseholder Management Consultation</b> Members considered a formal response to the Ministry of Housing, Communities and Local Government consultation. It was agreed that Cllrs would send any comments to the Town Clerk, who would collate a unified response on behalf of Chipping Norton Town Council.
<b>SPC46</b>	<b>Climate and Ecology Working Group</b> Cllr Festa gave a verbal update on behalf of the Climate and Ecology Working Group.

	<p>The Hore Lea decarbonisation plan for the Town Council has laid out a plan to achieve a zero-carbon Town Hall (c £400,000). To support these aims, the Town Council will be submitting an application to the Heritage Lottery Fund.</p> <p>The Climate and Ecology working group has been looking at this application.</p> <p>Cllr Festa noted that the current carbon footprint of the council has not yet been calculated. Cllr Festa’s recommendation is that this process should be started this year, and that training for staff is required. The RFO would be best placed to undertake the calculation, however the Town Clerk stated that this would be planned in dependent on staff workload capacity.</p> <p>Members agreed that the carbon footprint calculation be added to the Council’s Action Plan.</p>
<p><b>SPC47</b></p>	<p><b>Chipping Norton Development</b></p> <p>Cllr Walker gave a verbal report stating that there has been no movement on the East Chipping Norton strategic development site.</p> <p>Cllr Coleman asked if there was an update about the planning application for London Road. Cllr Walker responded that this would not be received for the next few months.</p>
<p><b>SPC48</b></p>	<p><b>Pool Meadow</b></p> <p>Members noted that the Town Mayor, Councillors, and the Town Clerk had an upcoming online meeting with Jonny Ackroyd (Pool Meadow consultant, Beaumont Rivers) to discuss next steps and the budget shortfall following the trenching requirements from Historic England.</p>
<p><b>SPC49</b></p>	<p><b>Cemetery</b></p> <p>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. A small hole has opened up at the Closed Churchyard which Thames Water are investigating as a possible underground stream.</p> <p>Further tree works are taking place at Worcester Road Cemetery to remove the dead Lawson Cypress tree and row of Leylandii hedges.</p>
<p><b>SPC50</b></p>	<p><b>Grounds Maintenance</b></p> <p>a. Members received an update from the Assets and Operations Officer.</p> <p>b. Members considered a quotation from the Assets and Operations Officer for H&amp;S monitoring and reporting software.</p> <p>Cllrs queried if the Council would receive a discount if locked in for a longer period of time (eg. 5-year contract).</p> <p>Cllr Walker proposed to approve the with Opus Safety software package and to explore the 5-year contractual term if that offers a discount. Cllr Finney abstained from voting, all other members in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the Council approves the use of Opus Safety H&amp;S monitoring software, and that the RFO will explore a longer-term contract.</p> <p>c. Members considered a quotation for a Billy Goat leaf and debris vacuum.</p> <p>Members were not happy to consider a piece of equipment that is petrol-powered unless an exhaustive review of all electric equipment is undertaken.</p> <p>Members agreed to set a deadline for July / August 2026 to speak to other councils and revert for another review at that time.</p>
<p><b>SPC51</b></p>	<p><b>Planning Applications</b></p> <p>Members considered a schedule of planning application from West Oxfordshire District Council</p> <p>1. <b>REFERENCE NO:</b> <a href="#">25/01327/FUL</a></p>

**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

Members raised concerns that requirements clearly stated in previously successful planning applications have not been adhered to at this site.

Cllrs enquire about the impact on planning over the next 5 years and the possible scope of development as there have been many piecemeal applications over the past few years. Copy of their 5-year plan requested, on the grounds of the number of planning applications over the past 3 years.

2. **APPLICATION NO:** [25/02885/HHD](#)

**PROPOSAL:** Decommissioning of existing septic tank located under detached garage and installation of a new treatment plant and drainage field to the front of the dwelling.

**LOCATION:** 95 Burford Road Chipping Norton Oxfordshire

No comment

3. **APPLICATION NO:** [25/02949/HHD](#)

**PROPOSAL:** Erection of single storey rear extension, and first floor 1.5 storey side extension over garage. Conversion of loft with addition of rear dormers. Erection of outbuilding in rear garden, addition of new entrance gate to driveway, and associated works.

**LOCATION:** Rhoslyn 19 Burford Road Chipping Norton

Councillors raise concerns that the scale and impact of the proposed works may result in overdevelopment of the site. In particular, the height, massing and positioning of the first-floor side extension and rear dormers could give rise to overlooking and a loss of privacy for neighbouring properties.

The Council also requests that a clear planning condition be imposed to ensure that the extensions and outbuilding remain ancillary to the main dwelling and are used solely by residents of the house. The Town Council would strongly oppose any future use of the outbuilding or additional accommodation as a separate or rented unit.

4. **APPLICATION NO:** [25/03049/HHD](#)

**PROPOSAL:** Erection of single storey rear extension, and erection of single storey side porch to replace existing porch. Erection of detached carport, demolition of existing detached garage, and associated works

**LOCATION:** 12 Church Street Chipping Norton Oxfordshire

No comment

5. **APPLICATION NO:** [25/03070/HHD](#)

**PROPOSAL:** Conversion of existing garage to form study.

**LOCATION:** 25 Over Norton Road Chipping Norton Oxfordshire

No comment

6. **APPLICATION NO:** [25/03137/HHD](#)

**PROPOSAL:** Erection of single and two storey rear extensions

**LOCATION:** 14 Brasenose Villas The Green Chipping Norton

No comment

	<p>7. <b>APPLICATION NO:</b> <a href="#">25/02916/HHD</a> <b>PROPOSAL:</b> Erection of a two storey side extension to dwelling and construction of a carport, garden shed, outdoor swimming pool and associated hard landscaping <b>LOCATION:</b> Huntsmans House 8 Kennels Lane Chipping Norton</p> <p>No comment</p>
<b>SPC52</b>	<b>Date of Next Meeting</b> Monday 9 <sup>th</sup> March 2026

**The Chair closed the meeting at 8:16pm**

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# CHIPPING NORTON TOWN COUNCIL

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Office Hours: Mon – Fri 9am – 1pm

## **Minutes of a Finance & Resources Committee meeting held on the 2<sup>nd</sup> February 2026, in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllrs Ian Finney (Chair), Sandra Coleman, Ben Bibby, Dom Rickard, Athos Ritsperis

ALSO PRESENT: Katherine Jang, Town Clerk & CEO

1 member of the public

<b>FR38</b>	<b>Apologies for Absence</b> None received
<b>FR39</b>	<b>Declaration of Interests</b> <ul style="list-style-type: none"><li>- Cllr Coleman declared an interest as a member of the Community Church and being employed by St Mary's Church, Cllr Coleman's husband is also a member of the Chipping Norton RBL</li><li>- Cllr Finner declared an interest as a member of St Mary's Church</li><li>- Cllr Bibby declared an interest as a member of the Chipping Norton Pride committee</li><li>- Cllr Ritsperis declared an interest as a member of St Mary's PCC</li></ul>
<b>FR40</b>	<b>Minutes</b> <ol style="list-style-type: none"><li>a. <b>RESOLVED:</b> That the Chair signs the minutes of the Finance and Resources Committee meeting held on the 17<sup>th</sup> November 2025 as an accurate record.</li><li>b. Members noted the minutes of the Staffing Sub-Committee meeting held on the 19<sup>th</sup> December 2025</li></ol>
<b>FR41</b>	<b>Public Participation</b> None received
<b>FR42</b>	<b>Committee Action Plan</b> Members noted the ongoing action plan
<b>FR43</b>	<b>Correspondence</b> None received
<b>FR44</b>	<b>Income and Expenditure report</b> Members received an updated income and expenditure report since the last meeting held on the 17 <sup>th</sup> November 2025. Members noted that the bookings income was much lower than expected and queried if this is due to bookings or late payments / receipts. The Town Clerk answered that this is likely due to the fact that the bank has not yet made payment, and that it is a significant portion of the venue lettings income.
<b>FR45</b>	<b>Schedule of payments for approval</b> Members raised no comments or queries
<b>FR46</b>	<b>Forward work programme</b>

Members considered a draft IT Policy.  
 Following amendments were suggested:

- Numbering system inconsistency to be changed
- Add in section on use of AI – To include that staff will receive appropriate training on the use of AI and that no confidential information will be uploaded.

Cllr Bibby proposed to send the amended IT Policy to Full Council for adoption, seconded by Cllr Finney. All in favour, motion carried.  
**RESOLVED:** That subject to the amendments to the draft IT Policy above, that it is sent to Full Council for adoption.

**FR47** Grants to Voluntary Bodies  
 Members considered application for the Council’s Grants to Voluntary Bodies Scheme, Round 2

Organisation	Grant Applied For	Grant Awarded (£)	Benefit in Kind Awarded
CN Green Gym	£1,000	£1,000	N/A
CN Royal British Legion	£750	£400	N/A
CN Music Fest	£1,500	£1,000	N/A
CN PTA	£2,000	£500	N/A
CN Community Church (Holiday Club)	£1,800	£1,000	Free use of Glyme Hall or Town Hall for their requested dates. (Value £732-£1,464)
One Wish Dog Foundation	£320	0	Hire of Glyme Hall or Town Hall at discounted charitable rate.
CN Pride	£2,000	£2,000	Free use of the Town Hall on the Saturday requested (Value £316). Any use outside Saturday must be paid for at charitable rate.
Remix Youth Club	£1,500	£1,000	Free use of Glyme Hall
When Did We Stop	0	0	21 free hours of hire for the Town Hall or Glyme Hall (Value £168-£325.50), valid until July 2026. Members requested an update and application to the next round of GTVB.
Citizen’s Advice West Oxfordshire	£2,000	£1,000	
Dementia Active Charity	£2,000	£2,000	
	<b>Total Requested:</b>	<b>Total Awarded:</b>	
	£14,870	£9,900	

**FR48** **Date of the next meeting**  
 Monday 16<sup>th</sup> March 2026

The Chair closed the meeting at 8:19pm

## Chipping Norton Town Council Action and Strategic Plan

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

### Key Themes:

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

### Committees:

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

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. <b>CNTC Responded to the draft Local Plan 2043 consultation (December 2025)</b>
BT1	Promote active travel and transport in the Town	SP	CNTC/Transition CN/Cycling Action Group		Ongoing	Ongoing	LCWIP for Chipping Norton has been adopted by WODC. A Cycling Action group has been established by the Traffic Advisory Sub-Ctte. Rusty Riders initiative ongoing.
BT/CE1	Delivering the East Chipping Norton Development Vision Statement	SP	CNTC/OCC/WODC// working group/Community First		Ongoing	Ongoing	Part of the ECN site is registered as an ancient scheduled monument. This has been appealed. The outcome of this appeal will be decided by Historic England in due course.  The Chipping Norton Community Land Trust has been set up as a formal group independent of the Town Council.
CE1	Chippy Phone Box	SP	CNTC	N/A	Jul-21	Ongoing	CNTC are managing the rota. The phone box is well used by a diverse range of organisations and initiatives across the town.
CS2	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	£1500 from street furniture budget (6495)	April 2025	March 26	Benches restored by the TC's Grounds Maintenance team as required.

BT3	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/working group		Ongoing	Ongoing	Working with OCC to help identify safer HGV routes. A Windrush Valley Area Study plan is now taking place(OCC)
BT4	Road and Pedestrian Safety	SP/TAC	CNTC/OCC/		Ongoing	Ongoing	OCC consultation on West Street/New Street junction commenced June 2024.  Proposed improvements for Albion Street junction have been approved and should be installed this year. Delayed to FY 2026  SID for Churchill Road is installed and operational.  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.
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. - 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 application to be considered at this meeting.
CS4	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/clubs		Nov 21	Ongoing	The Town Council support local youth work through enabling use of play area facilities and other partnership endeavours. Remix Youth Club takes place at Glyme Hall weekly on Friday afternoons and has received free use of the space by the Finance & Resources Committee.

							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.
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	SP	CNTC/Contractors	£10,000 Cemetery repairs and maintenance 25/26	Ongoing	Ongoing	The Wildflower meadow at Worcester Road Cemetery has not taken, and will need to be re-seeded or scope of the plan re-imagined.
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 (Overrunning)	Feasibility study complete. Further grant support from the Trust for Oxfordshire Environment (TOE) has been secured. Update to consider revised scope of work for Pool Meadow to be considered at this meeting.
BT5	Christmas lights scheme	CC	CNTC	£19,000 per year £2,500 for switch on event (from events budget)	October 22	Dec 25	Current contract has been handed over to Selectrics for Xmas 2025. A new scheme to be decided for 2026. <ul style="list-style-type: none"> <li>- <del>Community consultation required during Xmas 2025</del></li> <li>- Tender to be submitted June 2025</li> <li>- CNTC purchased the used lighting scheme, therefore the community consultation to determine lighting scheme is outside the scope of next years' budget.</li> </ul>
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. <p>Next tranche to be considered July 2026.</p>
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.

							<p>New 3-year tree survey approved (June 2025) with works undertake systematically through a priority list.</p> <p>Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company</p> <p>Town Hall FRA complete</p> <p>Town Hall Fixed Wire test and actions complete</p> <p>Alarms system, emergency lighting and hearing loop are installed.</p> <p>Council H&amp;S audit has taken place.</p> <p>Greystones health and safety have taken place.</p> <p>Worcester Road Depot H&amp;S check undertaken April 2025.</p>
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC	na	May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically.
CE3	Flying flags to mark national and local events and commemorations	FC	CNTC	n/a	Jun 22	Ongoing	Flag Flying calendar to be agreed at the next Community Committee meeting March 2026
MC4	Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	FC/FR	CNTC/Developers		January 21	Ongoing	<p>New website working very well. CNTC staff to publish news articles/agendas and publications. Monthly newsletter</p> <p>Website accessibility audit undertaken January 2026 by Zonkey – compliant to WCAG 2.2AA standards as required by AGAR Assertion 10.</p>
MC5	Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	FR	CNTC/Focus Group	Multiple budget lines	May 21	Ongoing	The Council's IT and phone systems are managed by Focus Group.
MC6	Review the Council's fees and charges annually	FR	CNTC	n/a	Ongoing	Ongoing	<p>The fees and charges for 2025-26 reviewed by Community Committee and Strategic Planning Committee March 2025.</p> <p>Next to be reviewed March 2026</p>
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Sept 2025	Internal auditor's report (2025-26) to be received at this meeting.
MC/CE1	Ensure that the Council is open and transparent	FR	CNTC	n/a	Ongoing	Ongoing	<p>New website launched. FOI procedures approved 2022. Transparency page published. Financial management page published.</p> <p>The publication page demonstrates how much is now available to residents via the Council's website.</p>
MC8	Ensure that the Council's finances are invested wisely	FR	CNTC				<p>Investment Strategy Approved July 2022.</p> <p>Reviewed and adopted by the Finance &amp; Resources Committee July 2025.</p>
MC9	Ensure that staff and members are suitably trained	FR	CNTC/training providers	£2500	July 22	Ongoing	<p>Staff and Cllr training policy approved.</p> <p>Staff and Cllr First Aid at Work training arranged for the 23<sup>rd</sup> Feb 2026.</p>
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 <sup>th</sup> July 2025, next event taking place Summer 2026.
CE/OS/C S1	Skatepark Design and Installation Project Large project	CC	CNTC/Maverick Industries/Skatepark Users Group	EMR £30,000 Potential S106 funding £55,000  Budget £250,000	April 23	Summer 2025	The final design for the skatepark has been received, and a Certificate of Legal Development has been submitted to WODC. Further scoping for available funding required. The project has been taken on by our Assets and Operations Officer with regular meetings taking place.
CE/OS/B T1	Keep Chippy Beautiful Initiative	CC	CNTC	£500	April 23	Ongoing	Autumn Litter pick held on the 27 <sup>th</sup> September 2025. <b>Spring date 21 March 2026</b>
OS3	Smokefree Oxfordshire initiative	CC	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	Overdue	The signage design and installation was delegated to TC officers. Design completed and awaiting funding release from OCC.
WP1	Scoping out partnership working Chipping Norton Theatre	CC	CNTC/CN Theatre	n/a	May 23	Ongoing	Partnership events held in the Town Hall have gone well. To continue to develop this relationship.
CS5	Feasibility for a "rock school" for Chipping Norton	CC	CNTC/partners	Tbc	Not started	Not started	Scope out ideas
WP2	Collaboration/dialogue with The Branch Community Hub	CC	CNTC/The Branch	Na	Ongoing	Ongoing	The Town Clerk meets with The Branch CEO on a regular basis to share information and provide support where helpful.
CS6	Summer event – picnic in the park	CC	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide an annual open air event.
CE4	Community Awards event	FC	CNTC	£1,500 from events budget	September 2024	Annually in September	An event policy and procedure has been agreed.
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 <a href="https://www.actionforcleanair.org.uk/campaigns/clean-air-day">https://www.actionforcleanair.org.uk/campaigns/clean-air-day</a>  Climate Action Working Group set up.
BT/CE/ WP1	Community Safety and Supporting Local business	SP	CNTC/TVP	n/a	May 24	Ongoing	Cllr Sharon Wheaton has been approved by Council as the CNTC/TVP liaison in order to meet and share information about local crime and community safety.
BT6	Town Centre Flower Beds	SP	CNTC/OCC/WODC	TBD	May 2024	May 2026	The Town Council own the beds along Middle Row and by the Town Hall. WODC own the other beds and there may be opportunities for CNTC to take them on with permission.

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

Adopted by Full Council on 21<sup>st</sup> July 2025

### Agenda item 13 - Proposed Calendar of meetings 2026-27

The proposed calendar of meetings for the municipal year 2026-27 is attached. This is in keeping with the meetings structure for the current year, with an additional Full Council meeting held at the end of the summer break in August.

Where possible Council cycles rolling weekly for committees, with a week break before and after Full Council meetings to provide time to publish draft minutes and work through resolutions.

The proposed dates avoid, where possible, all school and bank holidays, and ensure that each cycle is completed before another starts. Unless otherwise specified all meetings will be held at 6:30pm.

**NB.** One cycle of Council = Community Committee, followed by Strategic Planning, followed by Finance and Resources, followed by Full Council.

- The Annual meeting of Council will be Monday 11<sup>th</sup> May 2026.

The proposed meeting dates are as follows – Key meetings have been noted.

Community Committee			15 <sup>th</sup> June 2026		7 <sup>th</sup> Sept 2026	2 <sup>nd</sup> November 2026 (Budget setting)	11 <sup>th</sup> January 2027	1 <sup>st</sup> March 2027
Strategic Planning Committee			6 <sup>th</sup> July 2026		14 <sup>th</sup> September 2026	9 <sup>th</sup> November 2026 (Budget Setting)	18 <sup>th</sup> January 2027	8 <sup>th</sup> March 2027
Finance and Resources Committee			13 <sup>th</sup> July 2026 (Grants)		21 <sup>st</sup> September 2026	16 <sup>th</sup> November 2026 (Budget proposal)	1 <sup>st</sup> February 2027 (Grants)	15 <sup>th</sup> March 2027
Full Council	11 <sup>th</sup> May 2026 (Annual meeting of The Council)	8 <sup>th</sup> June 2026 (AGAR)	20 <sup>th</sup> July 2026	31 <sup>st</sup> August 2026	12 <sup>th</sup> October 2026	7 <sup>th</sup> December 2026 (Agree budget and declare precept)	8 <sup>th</sup> February 2027 (Agree 27/28 Calendar of meetings)	22 <sup>nd</sup> March 2027

Sub-Committee and Charity meetings:

Traffic Advisory Sub-Committee (All held online at 2pm)	25 <sup>th</sup> June 2026	1 <sup>st</sup> October 2026	28 <sup>th</sup> January 2027	25 <sup>th</sup> March 2027
Planning Sub-Committee	10 <sup>th</sup> August 2026 (if required)		15 <sup>th</sup> January 2027 (if required)	
William Fowler Allotments (Committee meetings 5pm, Board Meetings 6:30pm)	1 <sup>st</sup> June 2026 *Provisional	5 <sup>th</sup> October 2026 *Provisional	30 <sup>th</sup> November 2026 *Provisional	22 <sup>nd</sup> February 2027 *Provisional

Chipping Norton Welfare Charities (All held in Council Chamber at 10am)	29 <sup>th</sup> April 2026 *Agreed	8 <sup>th</sup> July 2026 *Provisional	7 <sup>th</sup> October 2026	27 <sup>th</sup> January 2027
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Council should also agree the date for the Annual Meeting of the Town. This is not a Council meeting, but a meeting of the electorate hosted by the Town Council. The Local Government Act states that these meetings should be held between the 1<sup>st</sup> March and 1<sup>st</sup> June of each year. Council have already agreed the date of this year's meeting – which will be held on Monday 27<sup>th</sup> April 2026.

Local Town elections will be held in May 2027, and it is proposed that the Annual Meeting of the Town is moved in order not to clash with the 6-week pre-election period for Councillors.

- Annual meeting of the Town, proposed date: Friday 12<sup>th</sup> March 2027, 7pm.

Recommendations:

That Council approve and adopt the proposed calendar of meetings for municipal year 2026-27.



# Calendar of meetings 2026/27

## April 2026

Wednesday 29th April, 10am  
**Chipping Norton Welfare Charities**

## May 2026

Monday 11th May, 6:30pm  
**Annual Meeting of The Council**

## June 2026

Monday 1st June, 5pm/6:30pm\*  
**William Fowler Allotments**

Monday 8th June, 6:30pm  
**Full Council (AGAR)**

Monday 15th June, 6:30pm  
**Community Committee**

Thursday 25th June, 2pm (online)  
**Traffic Advisory Sub-Committee**

## July 2026

Monday 6th July 6:30pm  
**Strategic Planning Committee**

Wednesday 8th July, 10am  
**Chipping Norton Welfare Charities**

Monday 13th July 6:30pm  
**Finance and Resources Committee**

Monday 20th July 6:30pm  
**Full Council**

## August 2026

Monday 10th August 2pm  
**Planning Sub-Committee** (if required)

Monday 31st August 6:30pm  
**Full Council**

## Sept 2026

Monday 7th Sept 6:30pm  
**Community Committee**

Monday 14th Sept 6:30pm  
**Strategic Planning Committee**

Monday 21st September, 6:30pm  
**Finance and Resources Committee**

## Oct 2026

Thursday 1st October, 2pm (online)  
**Traffic Advisory Sub-Committee**

Monday 5th October, 5pm/6:30pm\*  
**William Fowler Allotments**

Wednesday 7th October, 10am  
**Chipping Norton Welfare Charities**

Monday 12th Oct, 6:30pm  
**Full Council**

## Nov 2026

Monday 2nd November, 6:30pm  
**Community Committee**

Monday 9th November, 6:30pm  
**Strategic Planning Committee**

Monday 16th November, 6:30pm  
**Finance and Resources Committee**

Monday 30th November,  
5pm/6:30pm\*  
**William Fowler Allotments**

## Dec 2026

Monday 7th December, 6:30pm  
**Full Council (budget)**

## Jan 2027

Monday 11th January, 6:30pm  
**Community Committee**

Friday 15th January, 2pm  
**Planning Sub-Committee** (if required)

Monday 18th January, 6:30pm  
**Strategic Planning Committee**

Wednesday 29th April, 10am  
**Chipping Norton Welfare Charities**

Thursday 28th January, 2pm (online)  
**Traffic Advisory Sub-Committee**

## Feb 2027

Monday 1st February, 6:30pm  
**Finance and Resources Committee**

Monday 8th February, 6:30pm  
**Full Council**

Monday 22nd February,  
5pm/6:30pm\*

**William Fowler Allotments**

## March 2027

Monday 1st March, 6:30pm  
**Community Committee**

Monday 8th March, 6:30pm  
**Strategic Planning Committee**

Monday 15th March, 6:30pm  
**Finance and Resources Committee**

Friday 12th March, 7pm

**The Annual Meeting of The Town**  
Monday 22nd March 6:30pm:  
**Full Council**

Thursday 25th March, 2pm (online)  
**Traffic Advisory Sub-Committee**



# Calendar of meetings 2026/27

## May 2026

Monday 11th May, 6:30pm  
**Annual Meeting of The Council**

## June 2026

Monday 8th June, 6:30pm  
**Full Council (AGAR)**

Monday 15th June, 6:30pm  
**Community Committee**

Thursday 25th June, 2pm (online)  
**Traffic Advisory Sub-Committee**

## July 2026

Monday 6th July 6:30pm  
**Strategic Planning Committee**

Monday 13th July 6:30pm  
**Finance and Resources Committee**

Monday 20th July 6:30pm  
**Full Council**

## August 2026

Monday 10th August 2pm  
**Planning Sub-Committee** (if required)

Monday 31st August 6:30pm  
**Full Council**

## Sept 2026

Monday 7th Sept 6:30pm  
**Community Committee**

Monday 14th Sept 6:30pm  
**Strategic Planning Committee**

Monday 21st September, 6:30pm  
**Finance and Resources Committee**

## Oct 2026

Thursday 1st October, 2pm (online)  
**Traffic Advisory Sub-Committee**

Monday 12th Oct, 6:30pm  
**Full Council**

## Nov 2026

Monday 2nd November, 6:30pm  
**Community Committee**

Monday 9th November, 6:30pm  
**Strategic Planning Committee**

Monday 16th November, 6:30pm  
**Finance and Resources Committee**

## Dec 2026

Monday 7th December, 6:30pm  
**Full Council (budget)**

## Jan 2027

Monday 11th January, 6:30pm  
**Community Committee**

Friday 15th January, 2pm  
**Planning Sub-Committee** (if required)

Monday 18th January, 6:30pm  
**Strategic Planning Committee**

Thursday 28th January, 2pm (online)  
**Traffic Advisory Sub-Committee**

## Feb 2027

Monday 1st February, 6:30pm  
**Finance and Resources Committee**

Monday 8th February, 6:30pm  
**Full Council**

## March 2027

Monday 1st March, 6:30pm  
**Community Committee**

Monday 8th March, 6:30pm  
**Strategic Planning Committee**

Monday 15th March, 6:30pm  
**Finance and Resources Committee**

Friday 12th March, 7pm  
**The Annual Meeting of The Town**

Monday 22nd March 6:30pm:  
**Full Council**

Thursday 25th March, 2pm (online)  
**Traffic Advisory Sub-Committee**

## April 2027

## Item 14: Pool Meadow

Following a meeting held online with Jonny Ackroyd (Beaumont Rivers), Cllrs Sandra Coleman, Tom Festa, Mike Cahill, and the Town Clerk on the 28<sup>th</sup> January 2026

Jonny gave an overview of the project thus far - CNTC has commissioned an ecological study and feasibility study, along with engineering designs to channel water from the stream into Pool Meadow.

Where the project has become stuck is that Historic England have requested that CNTC undertake trial trenching to determine the age of the site. The cheapest quotation Jonny was able to find (last year) was c £14,000. The purpose of this trenching is to determine the age of the site and whether HE would be amenable to the water channel being constructed. If the site was found to be Medieval, then HE would likely not agree for the channel to be constructed.

CNTC currently has £15,679 left in the Pool Meadow EMR, which means that if CNTC paid for the required archaeological trenching work requested by Historic England, there would be nothing left for the actual implementation and delivery of reinstating the channel to re-direct the flow of water into the central Pool Meadow area to create a wetland.

We asked if there were any alternatives to this trial trenching to determine the age of the site, and Jonny confirmed that he had many difficult conversations with HE and they would not budge on this.

Jonny said that there was funding available for the delivery and implementation phase of the work, but the applications would take time and would not necessarily be guaranteed.

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We discussed any alternatives to the full scope of the project, and Jonny confirmed that we could move forward with a "dry" plan, which essentially cuts out the flooding of the central wetland and complications with HE. Obviously if the Council were to agree to this plan, there would be a reduction in overall biodiversity net gain and establishment of the wetland.

This would need Full Council discussion and agreement.

Under this plan, the footpaths would be re-vamped and made safe, and the Green Gym would continue their work to remove invasive horsetail from Pool Meadow, thereby increasing biodiversity and allowing native plants to thrive.

This would be possible within the scope of CNTC's current EMR (subject to quotations), and would allow the Council to move forward without permitting.

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**RECOMMENDATION:** That the Council considers the report summary above and agrees next steps to proceed with the Pool Meadow project.



**Chipping  
Norton**  
Town Hall

## National Lottery Heritage Fund EOI Questions

# Chipping Norton Town Hall: Conserving and Revitalising a Civic Landmark

### 1. Describe what you will do during the project (200 words)

Chipping Norton Town Hall is owned and managed by Chipping Norton Council. It stands as the heart of our historic town—a symbol of civic life, democratic progress, and community gathering for more than 180 years. Our aim is to secure the Town Hall's future as a restored, welcoming, adaptable, and sustainable civic hub.

The scope of the project is proposed to be:

- Conservation of historic stone facades and architectural features, guided by best practice and heritage advice.
- Repairs to roof, ceilings, windows, and walls; addressing all reported defects from a condition survey.
- Installation of new heating, lighting, and ventilation systems, including digital controls and sustainable technologies.
- Comprehensive accessibility upgrades: internal lift, accessible toilets, improved signage, and stage access for all.
- Refurbishment and increased flexibility of meeting, event, and performance spaces.
- Upgraded catering and hospitality provision to support local enterprise and event offer.
- Enhanced soundproofing and lighting for multi-purpose use.
- Extensive public engagement: consultations, surveys, co-design workshops, and partnership building with local organisations.
- Establishment of a volunteer programme and heritage interpretation initiatives to reconnect the community with the building's past and future.
- Making the town hall more welcoming, both to local residents, visitors and tourists.
- Providing important community space e.g. vital banking hub, addiction services and diverse cultural events.



## 2. Project Title

Chipping Norton Town Hall: Conserving and revitalising a civic landmark

## 3. Please outline how your project will respond to our four investment principles. (300 words)

The project aims to:

**Save Heritage:** As a Grade II\* listed building, the Town Hall is one of the most important historic buildings in the town. Our project will conserve and showcase the building's original architectural character, repairing deteriorated fabric such as the roof and improving the setting to reinforce its historic and symbolic value in the townscape. The building is already highly valued by local people, and we aim to enhance their understanding and appreciation of its history and heritage through events such as Heritage Open Days and potentially a partnership with the town's museum.

**Protect the Environment:** We plan to reduce the building's carbon footprint and running costs in line with local and national climate goals. We have recently commissioned a full energy audit and upgrade strategy which has identified a range of potential measures to improve energy efficiency and reduce carbon. These include replacement of the existing gas-fired heating with air-source heat pumps, better heating controls, installation of secondary glazing and introduction of a draught lobby at the main entrance.

**Inclusion, Access and Participation:** The building's current use spans council meetings, public assemblies, festivals, exhibitions, faith gatherings, private celebrations, charitable events, polling, and more. Our project aims to achieve full internal accessibility with new lift and toilets; redesign flexible meeting and event spaces for all ages and abilities; enhance digital infrastructure and technical facilities to support diverse usage; keep costs affordable for community groups.

**Organisational Sustainability:** We plan to establish robust management structures, build operational reserves, and increase income through increased lettings, hospitality, and creative programming; embed public engagement and user feedback in governance. A working sub-committee of the Town Council has already been established to focus on the restoration of the Town Hall, and this is supported by external pro bono advice from a conservation-accredited architect and a leading expert on lottery-funded projects.



## Chipping Norton Town Hall

### 4. Tell us about the heritage of the project. (100 words)

Built in 1842 to reflect Chipping Norton's aspirations under the 1835 Municipal Corporations Act, the Town Hall has since been a focal point for governance, celebration, and collaboration, serving both as the seat of local government and a cultural anchor for the town and its surrounding villages.

Occupying a commanding position at the south end of the market square, Chipping Norton Town Hall is a rare and distinguished example of the Palladian Revival style, designed by George Stanley Repton. It is listed at Grade II\* by Historic England.

### 5. What is the need for this project? (200 words)

The Town Hall is a mixed-use building, primarily a public hall on the upper level offering affordable space for meetings and events. For Chipping Norton and an estimated 10-mile-wide rural catchment, the Hall is the single largest publicly accessible venue apart from the parish church. It also contains meeting spaces, kitchen and reception on the lower level. There are public toilets attached to the building which are reverting to the Town Council's ownership. However, the Town Hall now faces fundamental physical and operational challenges that threaten its future role:

- **Structural Issues:** Recurrent damp, roof leaks, damaged ceilings (notably dry rot above the balcony), and outdated windows and insulation.
- **Accessibility:** Currently, wheelchair users cannot move internally between levels without leaving the building; accessible toilets require redesign.
- **Building Services:** Outmoded heating and lighting, poor ventilation, poor acoustics and inefficient environmental controls drive high running costs and compromise user comfort.
- **Flexibility and Facilities:** Storage, technical provision (lighting, sound), catering facilities, and stage infrastructure all limit the range and quality of usage.
- **Community use:** We need to ensure that the building is used more efficiently. We are already monitoring occupancy levels.
- **Organisational Continuity:** Until recently, frequent changes in governance and staffing have hindered effective management and forward planning.



**6. How long do you think the project will take? (50 words)**

If our EOI is accepted, we envisage that it will require a period of about 4 - 6 months to develop our application for Round One funding, following by a further 12 months to Round Two. Capital works to start in 2027/28 with project completion by the end of 2028.

**7. How much is the project likely to cost? (200 words)**

We have sought initial advice from architects regarding the likely cost and estimate this to be about £2.5 million. A rough breakdown is suggested:

- Internal remodelling - £600,000
- Building fabric repairs - £400,000
- Energy/sustainability/building services - £750,000
- Enhancements/audio/IT/furniture - £350,000
- Professional fees - £400,000

**8. How much funding are you planning to apply for from us?**

We plan to apply for 70 – 75% of the total costs, amounting to about £1.75 million. The Town Council has limited funds of about **£130k** reserved for the capital works. We will develop a fundraising strategy to identify other sources of funding, including West Oxfordshire District Council and Oxfordshire County Council. Other potential sources are government programmes for community projects and local high-net-worth individuals. We have recently started to account for all volunteer time spent on the project. The Town Council has already commissioned a detailed energy study from an MEP consultant (Hoare Lea) at a cost of about £14K approx.

**9. When are you likely to submit a funding application, if asked to do so? (50 words)**

If our EOI is accepted, we envisage that it will take 4 - 6 months to develop our application for Round One funding. This period will be required to develop briefs for an architect, project manager, fund-raising adviser and other consultants.

### **Item 17: Proposals for Local Government Reorganisation in Oxfordshire**

This statutory consultation seeks views on the proposals that the Ministry of Housing Communities and Local Government (MHCLG) has received following the Secretary of State's invitation to councils in Oxfordshire to submit proposals for unitary local government for Oxfordshire.

The three proposals in this consultation were made by the following councils on 28 November 2025:

1. Oxfordshire County Council proposed **1 unitary council**. This would comprise the current areas of:
  - **Oxfordshire:** Cherwell, Oxford City, Oxfordshire County, South Oxfordshire, Vale of White Horse, and West Oxfordshire
  
2. Cherwell District Council, South Oxfordshire District Council, Vale of White Horse District Council, West Oxfordshire District Council proposed **2 unitary councils**. These would comprise the current areas of:
  - **Oxford and Shires Council:** Cherwell, Oxford City and West Oxfordshire
  - **Ridgeway Council:** South Oxfordshire, Vale of White Horse, plus West Berkshire (outside of invitation area)
  
3. Oxford City Council proposed **3 unitary councils:** This includes a request to split existing district council areas between the proposed new councils. These would comprise the current areas of:
  - **Greater Oxford Council:** Oxford City (includes boundary change)
  - **Northern Oxfordshire Council:** Most of Cherwell and West Oxfordshire
  - **Ridgeway Council:** South Oxfordshire, Vale of White Horse, plus West Berkshire (outside of invitation area)

The link to the consultation can be found here:

<https://www.gov.uk/government/consultations/local-government-reorganisation-in-oxfordshire/proposals-for-local-government-reorganisation-in-oxfordshire>

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**RECOMMENDATION:** That the Council considers which of the 3 options for local government reorganisation to favour.

Further information about the 3 options is included as an appendix to this report.



# Chipping Norton Town Council

## Use of Information Technology (IT) Policy

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### Scope

1. This policy applies to all users of Chipping Norton Town Council IT systems whether these are used at work, at home, or elsewhere. It applies to councillors, employees, contractors, temporary staff, agency staff, volunteers, and any other individuals authorised to use Town Council IT systems.
- 

### Policy Statement

2. Any breach of this policy, whether deliberate or through negligence, may result in disciplinary action and, where appropriate, legal action.
- 

### Introduction

3. Every user is responsible for the proper, lawful, and appropriate use of Town Council IT equipment and systems.
  4. Chipping Norton Town Council IT equipment must not be used to create, access, store, transmit, or distribute material that is illegal, offensive, defamatory, discriminatory, or likely to bring the Town Council into disrepute.
- 

### User Responsibilities

5. As a user of Chipping Norton Town Council IT facilities, you are responsible for:
    - Reporting concerns about inappropriate use of IT systems under the Town Council's Whistleblowing procedure
    - Informing the appropriate IT support provider or your line manager if you believe your login details may have been compromised
    - Safeguarding personal data and confidential information in accordance with data protection legislation
    - Reporting suspected virus infections, cyber security incidents, or data breaches immediately
    - Ensuring that any personal use of Town Council IT equipment is minimal, reasonable, and does not interfere with work duties or compromise system security
-



## Manager Responsibilities

6. Managers are responsible for ensuring that all users within their area of responsibility are aware of this policy and comply with its requirements.
- 

## Privacy and Monitoring

7. IT systems may be monitored and audited for operational, security, and management purposes. Users should not assume personal privacy when using Town Council IT systems.
  8. Systems may be accessed by authorised personnel during an individual's absence where necessary to ensure business continuity.
- 

## Security and Integrity of Systems and Equipment

9. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.
10. Use of Town Council IT equipment must be authorised. Users will be issued with individual user IDs and passwords, which must not be shared.
11. Users must:
  - Keep passwords secure and confidential
  - Lock or log out of devices when unattended
  - Not remove or bypass security measures
  - Ensure laptops, tablets, and mobile devices are protected by passwords or PINs
  - Use MFA or 2-FA when possible
  - Obtain authorisation before installing software on Town Council equipment
  - Not change system configurations unless authorised
  - Not access systems for which they are not authorised
  - Not connect personal equipment or storage devices to Town Council systems unless authorised
  - Not remove IT equipment from Council premises without permission
  - Ensure important documents are stored on approved network locations or securely backed up
12. Users are responsible for all activity carried out using their login credentials.
13. IT facilities must not be used to access, transmit, or share confidential Town Council or personal information without appropriate authority.



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## Use of Email

14. Confidential information must not be sent outside the Town Council network unless appropriately protected (e.g. encryption or password protection).
15. Users must maintain good data housekeeping, complying with data retention policies.

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## Remote and Home Working

16. This policy applies equally when working remotely or from home using Town Council or personal equipment.
17. Highly sensitive documents must be password protected or encrypted.
18. Arrangements should be in place to ensure business continuity where information is encrypted
19. Papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed
20. Users must be connected to a secure, password-protected network when working remotely.
21. Use of free WIFI access networks should be avoided, such as in airports. In cases where there are no secure WIFI access networks available, users should use a reliable VPN.

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## Use of the Internet

22. Acceptable use guidelines include:
    - Not accessing inappropriate or illegal websites
    - Respecting copyright and intellectual property rights
    - Not using IT systems for personal business, fundraising, advertising, or political activity unrelated to Council business
    - Limited personal internet use in the user's own time
    - Not using peer-to-peer file sharing or unauthorised messaging services
    - Not engaging in online gambling, auctions, or trading
-



## Use of AI

23. AI is permitted to streamline processes and to automate time consuming tasks, including summarising long documents, enhancing clarity in formatting, and strengthening responses to match existing policies
  24. Town Council staff will receive appropriate training on the use of AI and how it can be applied during the regular course of work
  25. Users must clearly mark when a piece of work has been wholly or partially generated by AI
  26. Users must not:
    - Upload confidential information to AI
    - Use or distribute material generated AI content without checking for accuracy
    - Use AI to iterate copyrighted material without the consent of the original author
- 

## Personal Use of Systems

27. Limited personal use is permitted in the user's own time, including reasonable communication with family, professional bodies, and education providers from secure sites.
  28. Users must not:
    - Purchase goods for personal use with Town Council devices
    - Store personal logins on Town Council devices
    - Use their position with the Town Council for personal advantage.
  29. Mobile phone use:
    - Keep personal calls to a minimum during work time
    - Comply with the Town Council's policies on mobile phone use
    - Hands-free use of mobile phones is the only permitted use while driving
    - Not use devices to access or distribute offensive or prohibited material
    - Reimburse the Council for personal use where applicable
- 

## Monitoring

30. Information relating to network and system usage may be logged for:
    - Security and system management
    - Business continuity
    - Compliance with Town Council policies and legal obligations
-



## Misuse of IT Systems

31. Misuse or excessive personal use of IT systems may result in disciplinary action, which could include dismissal. Illegal activity will be reported to the police where appropriate.

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## Related Policies and Documents

- Data Protection Policy
  - Disciplinary Procedure
  - NALC Code of Conduct
  - Dignity at Work Policy
  - Flexible Working Policy
  - Whistleblowing Policy
- 

## Review

32. This policy will be reviewed periodically by Chipping Norton Town Council to ensure it remains up to date with legislation, best practice, and operational requirements.

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*Adopted by Chipping Norton Town Council*

Date of next review:

### **Item 19: AGAR Assertion 10**

Assertion 10, introduced in the 2025 edition of the Practitioners' Guide, requires local councils to demonstrate compliance with data protection laws as part of their Annual Governance and Accountability Return (AGAR) prior to the 1<sup>st</sup> April 2026.

Information required to comply with new AGAR Assertion 10 is as follows:

- The Council uses .gov domain emails and website (Yes)
- The website is accessible (Yes, audit undertaken and passed Dec 2025)
- The Council has an IT Policy (to be adopted at this meeting)
- The Council has a Data Protection Policy (Yes, adopted)
- All staff and employees are required to undertake Data Protection training as required by the Training and Development Policy (Yes)
- The risk is covered under the Corporate Risk Register (Yes, reviewed March annually)

**RECOMMENDATION:** That the Council confirms assertion that it complies with the new AGAR Assertion 10 requirements as stated above.

## Item 20: Planning Applications

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

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](mailto: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

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.

Updates to note since: Strategic Planning Committee meeting 19<sup>th</sup> January 2026

25/03057/CND	
Alternative Reference	PP-14560076
Application Validated	Wed 14 Jan 2026
Address	8 Middle Row Chipping Norton Oxfordshire OX7 5NH
Proposal	Discharge of condition 4 (external windows) of planning permission 25/00087/FUL
Status	Decided
Decision	Approve
Decision Issued Date	Thu 22 Jan 2026