



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

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

TOWN CLERK and CEO: Katherine Jang

3rd March 2026

SUMMONS TO ATTEND A MEETING OF STRATEGIC PLANNING COMMITTEE

TO: All Members of the Strategic Planning Committee

VENUE: Council Chamber, Chipping Norton Town Hall

DATE: Monday 9th March 2026

TIME: 6:30pm

Katherine Jang
Town Clerk and CEO

Recording of Meetings

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

A G E N D A

1. Apologies for absence

To consider apologies and reasons for absence.

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

2. Declaration of interests

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

3. Minutes

- a. To approve the minutes of the Committee meeting held on the 19th January 2026
- b. To note the minutes of the Traffic Advisory Sub-Committee meeting held on the 29th January 2026
- c. To note the minutes of the Climate and Ecology Working Group meeting held on the 26th January 2026

4. Public Participation

The meeting will adjourn for this item

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

5. Committee action plan

To review the ongoing committee action plan for the municipal year 2025-26.

6. Correspondence

For the committee to note or respond to any letters of correspondence

7. Chipping Norton Development

- a. To consider a response to the Local Government Reorganisation consultation from central government
- b. To consider a list of priorities to inform S106 contributions in Chipping Norton

8. Cemetery

- a. To receive an update report on Worcester Road Cemetery and the Closed Churchyard at St Mary the Virgin Church from the Assets and Operations Officer.
- b. To consider the Cemetery and memorials fees and charges for 2026-27

9. Grounds Maintenance

To receive an update from the Assets and Operations Officer

10. Planning Applications

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

11. Confidential Session

To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of item 12.

12. Pool Meadow

To consider confidential quotations for the reinstatement of footpaths at Pool Meadow

13. Date of Next Meeting – Monday 6th July 2026



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Minutes of a Strategic Planning Committee meeting held on the 19th 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

SPC39	Apologies for absence None received
SPC40	Declaration of interests None received
SPC41	Minutes RESOLVED: That the minutes of the Committee meeting held on the 10 th November 2025 are signed by the Chair as an accurate record.
SPC42	Public Participation None received
SPC43	Committee Action Plan 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.
SPC44	Correspondence None received
SPC45	Leaseholder Management Consultation 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.
SPC46	Climate and Ecology Working Group 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>
SPC47	<p>Chipping Norton Development</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>
SPC48	<p>Pool Meadow</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>
SPC49	<p>Cemetery</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>
SPC50	<p>Grounds Maintenance</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&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>RESOLVED: That the Council approves the use of Opus Safety H&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>
SPC51	<p>Planning Applications</p> <p>Members considered a schedule of planning application from West Oxfordshire District Council</p> <p>1. REFERENCE NO: 25/01327/FUL</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. APPLICATION NO: 25/02916/HHD PROPOSAL: Erection of a two storey side extension to dwelling and construction of a carport, garden shed, outdoor swimming pool and associated hard landscaping LOCATION: Huntsmans House 8 Kennels Lane Chipping Norton</p> <p>No comment</p>
SPC52	Date of Next Meeting Monday 9 th March 2026

The Chair closed the meeting at 8:16pm

DRAFT



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Minutes of a Traffic Advisory Sub-Committee meeting held on the 29th 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

TAC31	Apologies for absence Apologies were received from Maria Wheatley (WODC), Odele Parsons (OCC), Cllr Geoff Saul, Cllr Alex Keyser.
TAC32	Declaration of interests None received
TAC33	Minutes RESOLVED: That the Chair signs and approves the minutes of the Sub-Committee held on the 2 nd October 2025 as an accurate record.
TAC34	Public Participation 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.
TAC35	LCWIP a. Members received a verbal update from James Kilgour (OCC) 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>
TAC36	<p>County Officer's Report None received</p>
TAC37	<p>District Officer's Report None received</p>
TAC38	<p>Update from Cllr Saul on OCC Highways matters including the HGV working group Not present to give an update.</p>
TAC39	<p>Thames Valley Community Fund 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. Road Traffic Collisions</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.

TAC40	<p>Speed Indicator Device – Churchill Road Members received the updated usage data to 23rd January 2026.</p>
TAC41	<p>Cycling 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>
TAC42	<p>Pedestrian and Road Safety As above</p>
TAC43	<p>Parking 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>
TAC44	<p>Date of the next meeting Thursday 26th 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"> - Walk around CN town centre to determine ideal location for new SID 	<ul style="list-style-type: none"> - KJ to arrange - Attending: KJ, OCC Officers, CNTC Cllr (depending on availability)
<ul style="list-style-type: none"> - Enquire about relocation of VAS on London Road 	<ul style="list-style-type: none"> - KJ to contact Dave Catling (dave.catling@oxfordshire.gov.uk)
<ul style="list-style-type: none"> - Preparation of SID report for members to agree 	<ul style="list-style-type: none"> - KJ, in conjunction with Cllr Walker
<ul style="list-style-type: none"> - Discuss issues with New St Car Park (drainage, water, ice) and Leisure Centre standing water 	<ul style="list-style-type: none"> - Cllr Coleman to contact Maria Wheatley (WODC)
<ul style="list-style-type: none"> - Gulley cleansing programme and pedestrian footpath improvements 	<ul style="list-style-type: none"> - OCC Officers to report back with progress and timelines
<ul style="list-style-type: none"> - Relocate yellow diversion sign to under the parking sign and erect a new "peds in road" sign with arrow to the right 	<ul style="list-style-type: none"> - OCC Highways Officers (James Wright)
<ul style="list-style-type: none"> - Update regarding street gutter cleansing and other pedestrian footpath repairs (Dec 2025) 	<ul style="list-style-type: none"> - OCC Highways Officers to provide an update outside the meeting
<ul style="list-style-type: none"> - First Aid at work training for Rusty Riders members 	<ul style="list-style-type: none"> - KJ to arrange (in conjunction with TC staff training regime)
<ul style="list-style-type: none"> - Investigation of substitution of car parking spaces outside the Old Mill (West Street, Chipping Norton) and substitution with cycle parking spaces 	<ul style="list-style-type: none"> - For OCC Officers to investigate feasibility and report back at the next meeting



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Chipping Norton Climate Change Working Group

Working Group to Strategic Sub-Committee

Mission: To aim for carbon neutrality by 2030 as per Town Council 2019 declaration

Minutes of a meeting held on the 26 January 2026 at 6:30pm in the Atrium, Glyme Hall, Chipping Norton.

Present:	Tom Festa (Chair) Sandra Coleman Lou Arkley Joanna Coombs Linda Aspey Cara Hedges Charlotte Livingstone
Apologies:	Mike Cahill Natascha Cavers
Minutes	Minutes from meeting held on 27 October 2025 were approved.

1. Welcome & Introductions

- Brief introductions took place.
- New participants welcomed.
- Joanne introduced herself and her background in sustainability, carbon literacy training and her new trustee role with Sustainable Chipping Norton.

2. Staff Climate Training

2.1 Training Options

- Environmental Awareness courses identified (Vital Skills and Opus Compliance Software).
- Opus will provide a free environmental awareness module.
- Vital Skills course costs £15 per person; approval required as there is no budget allocated for group members to take the courses.

2.2 Funding Possibilities

- Sustainable Chipping Norton funding may be available if linked to relevant work.

- Unspent training budget could support councillors and volunteers.

2.3 Training Format

Proposed:

- Staff complete online training.
- A follow-up discussion session to embed learning and encourage reflection.
- Possibility of completing the course together with multimedia to generate discussion.

2.4 Outcomes

- Agreement that discussion/reflection is essential to avoid a “tick-box” exercise.
- Training will be linked to operational changes (e.g., electric equipment, glyphosate reduction).

3. Operational Sustainability Updates

3.1 Shift to Electric Equipment & Reduced Pesticides

- Staff increasingly supportive of electric vans and mowers despite initial resistance.
- Council moving toward pesticide-free operations, with Pan-UK guidance to shape formal policy.
- Need for Chippy News communications to manage public expectations about increased visible weeds.

3.2 Cleaning Products Review

- Spot on Supplies can provide environmentally friendly bacteria-based cleaning products.
- Cost reduction:
 - All Surfaces & Floor Cleaner: 10 × 20 sachets at £79.13 = £0.39 per trigger bottle
 - Washroom Cleaner: 10 × 20 sachets at £77.64 = £0.38 per trigger bottle
- Carbon footprint analysis available specifically for cleaning operations.
- Need to remove petty-cash at Town Hall and Glyme Hall to halt staff purchasing ad-hoc cleaning products: **completed - access to cash has been removed.**
- Cleaner to be re-trained on new products.

3.3 Smart Meter Installation

- Four unsuccessful installation attempts due to wiring and meter incompatibilities.
- Smart meter work likely to be integrated into the Town Hall refurbishment project.
- Electricity use will still be measurable via bills in the interim.

4. Buildings & Carbon Reduction Strategy

4.1 Mechanical, Electrical & Plumbing (MEP) Survey

- Current emissions: ~22 tonnes CO₂e (above benchmark of ~15 tonnes).
- Main issues: energy leakage through roof, glazing, extraction systems.
- Solar panels improve energy sourcing but do not reduce building inefficiency.

4.2 Pathway to Net Zero

- Technically possible for the Town Hall to reach net zero with significant investment.

- Estimated cost: minimum ~£500k, higher if architectural and functional upgrades included.
- Air-source heat pumps and removal of gas provide biggest carbon savings.
- Future budgeting must consider high winter electricity demand of heat pumps.

4.3 Funding

- National Lottery the most promising route.
- Council must contribute 20–25% match funding including volunteer hours.
- Need for a community-backed bid.

4.4 Carbon Zero by 2030

- Current 2030 target likely unachievable.
- Working group advised to review and update target based on new data.

5. Community Engagement & Events

5.1 Summer Sustainability Events

Aim:

- Series of talks/workshops in summer; potentially hosted in the Town Hall.
- Agreed to align with Great Big Green Week (June).
- Proposed headline event: Saturday 13 June – “Great Big Green Day”
- Combine sustainability stalls, talks, local businesses, Rusty Riders, walking tour of Pool Meadow, electric equipment displays, and more.

5.2 Next Steps

- Lou to check Town Hall availability – **confirmed that the Town Hall has been provisionally booked out on Saturday 13 June.**
- Cara to contact local groups for contributions.
- Linda to connect with Witney Eco Fair organiser for insights.
- Sandra to explore Climate Shelton links.
- Potential speakers: local experts, Wise Investments (B-Corp journey), green businesses.

6. Villager Bus (Electric Bus) Support

- Charging issues persist due to software and charger limitations.
- Bus charges correctly using Tom’s home charger → suggests compatibility issues at garage where villager bus is located and charged overnight.
- Council will explore allowing the bus to use Town Council depot charger - Lou to connect with villager bus team. **Email sent on 29 January 2026.**
- Volunteer drivers also needed.

7. National Climate Emergency Briefing Update (Linda)

- Summary of Westminster event with academics, military leaders, medics, and economists.

Key message: UK faces serious risks (biodiversity collapse, food insecurity, extreme weather).

- Call for urgent systemic action akin to WWII mobilisation.

- A documentary is being produced alongside a campaign calling for it to be shown on national TV, with a petition directed at Keir Starmer and the major broadcasters.

Recommendation: the group meets to watch speaker recordings and TV programme to consider a local public showing.

8. Networking & Partnerships

- Great Collaboration group recommended for shared learning among councils.
- Mycelium Network (Oxfordshire/Chilterns) offering useful webinars and connections.
- Opportunity to link with small eco-businesses in the area.

9. Volunteer Hours

- 10.5 hours added to the Volunteer Hours spreadsheet.

10. Next Meeting

Monday 13 April 2026, in the Ash Room, Glyme Hall.

ACTIONS

#	Action	Owner(s)	Deadline / Timing	Notes
1	Confirm environmental awareness training options (Vital Skills & Opus)	Lou	Feb 2026	Check budget and staff numbers
2	Secure funding for training (councillors/volunteers)	Lou + Sustainable Chipping Norton	Feb 2026	Explore unused budget + external support
3	Arrange training session format (group session + discussion)	Lou	Feb/March 2026	Use multimedia room for group session
4	Draft pesticides reduction policy using Pan-UK guidance	Lou	March 2026	Include Chippy News messaging
5	Test new eco-friendly cleaning products & train cleaner	Lou + Cara (contracted cleaner)	Feb 2026	Await sachets; reduce bleach purchases
6	Gather full cleaning product spend incl. ad-hoc receipts	Lou	Feb 2026	Needed for carbon footprint assessment
7	Pursue Town Hall smart meter installation as part of refurbishment	Lou	Refurb timeline	Wiring incompatible currently
8	Clarify solar panel eligibility with OCC (County Council)	Lou	Feb 2026	Explore grants or sponsorship
9	Produce annual environmental report	Lou + Working Group	Summer 2026	Useful for grant applications
10	Calculate Guildhall's carbon footprint	Tom/Louise	Feb/March 2026	Use electricity bills

11	Connect with Witney Eco Fair organiser	Linda	Feb 2026	Get insights on event setup
12	Contact Climate Shelton for collaboration	Sandra	Feb 2026	Partnership for summer events
13	Book Town Hall for Great Big Green Day – 13 June	Lou	Completed	Town Hall availability confirmed
14	Contact local groups/businesses to participate in Green Day	Cara	Feb/March 2026	Eco businesses, repair cafes, etc.
15	Plan full programme for Great Big Green Day	Working Group	March–May 2026	Talks, stalls, Rusty Riders, etc.
16	Organise Pool Meadow walking tour	Cara + Sandra	April/May 2026	Depends on meeting with Johnny
17	Explore possibility of electric mower demo outside Town Hall	Lou	May 2026	Risk assessment needed
18	Support Villager Bus with charging solution (use TC depot?)	Lou	Feb 2026 – email sent 29 Jan 2026	Villager Bus to pay for electricity
19	Arrange meeting to watch National Climate Emergency Briefing videos	Linda + Working Group	Feb/March 2026	Pre-screening before public showing
20	Discuss hosting national documentary locally once released	Working Group	Late Spring 2026	May align with Green Week
21	Register with Mycelium Network + attend webinars	Lou + Working Group	Ongoing	Best practice sharing
22	Schedule next Working Group meeting	Lou	Completed	Monday 13 April 2026 in the Ash Room, Glyme Hall

Agenda item 5 – Committee action plan

For committee to review for the new municipal year

Action	Who's involved?	Budget	Commencement	Completion	Notes/Comment
Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-21	Ongoing	WODC's sports and pitch provision strategy has been approved and is in the public domain (Jan 2022). For the Town Council to be proactive to seek opportunities for new pitch provision in the town. Next meeting with S106 officer March 2026.
Promote active travel and transport in the Town	CNTC/Transition CN/Working group/TAC		Ongoing	Ongoing	LCWIP in progress. A Cycling Action group has been established by the Traffic Advisory Sub-Ctte. Rusty Riders initiative paused for Winter break until March 2026. LCWIP has now been signed off and approved.
Delivering the East Chipping Norton Development Vision Statement	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.
Restoring the town's municipal and memorial benches	CNTC staff/contractors	£500 from Street Furniture budget	July 24	March 25	The metal benches in town are now part of the works schedule. TBC this year.
Reducing HGV's in the town centre	CNTC/OCC/TAC/working group	n/a	Ongoing	Ongoing	Working with OCC to help identify safer HGV routes.
Pedestrian and Road Safety	CNTC/OCC/TAC	n/a	Ongoing	Ongoing	OCC consultation on London Road/New Street junction commenced June 2024. Proposed improvements for Albion Street junction have been approved but installation has been delayed to FY 2026. SID for Churchill Road is installed and operational. Thames Valley Police Community Fund has been awarded and funds disbursed. Full options appraisal report to be taken to TAC 26 March regarding new SID (London Rd/Burford Rd)
Improving access and biodiversity at Pool meadow Large Project	CNTC/Approved consultants	24/25 EMR £25,000	2020	Sept 25	Feasibility study complete. Awaiting final reports to support the planning application. Historic England has requested additional archaeological work to be undertaken.

					Confidential quotations to be considered for the footpath at this meeting.
Improving access, information and biodiversity in Chipping Norton Cemetery	CNTC/Contractors	£4000 from repairs and maintenance budget	Ongoing	Ongoing	New regulations approved. New noticeboard has been installed. Second stage memorial safety testing complete - safety works complete. Awaiting final section safety testing. Commonwealth War Grave signage installed Sept 2025 Annual fees and charges to be considered at this meeting.
Encouraging cycling and active travel: Rusty Riders Initiative	CNTC/Community/OCC	n/a	March 2024	Ongoing	The Rusty Riders cycling clinics 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.
Improving Air Quality: Clean Air Day	CNTC/WODC	Needs to be identified	Sept 2023	TBC	The Council promotes clean air initiatives as part of the clean air day campaign https://www.actionforcleanair.org.uk/campaigns/clean-air-day
CCTV for Chipping Norton	CNTC/WODC/TVP	TBC	June 2024	Ongoing	WODC and TVP plan to upgrade the CCTV across West Oxfordshire. This includes planned installation of five cameras in Chipping Norton at key locations designed to prevent crime. For the Town Council to liaise with TVP regarding progress. Installation of new CCTV to be completed by December 2025. Project delivery delayed – requested update from WODC/TVP.
Community Safety and supporting local businesses	CNTC/TVP	n/a	May 2024	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.
Town Centre flower beds	CNTC/WODC/OCC	TBD	May 2024	May 2026	The Town Council own the beds along Middle Row and by the Town Hall. A budget should be set aside beyond the scope of the current GM contract which includes only minimal maintenance. WODC own the other beds and there may be opportunities for CNTC to take them on with permission.
Pesticide Free Chipping Norton Grounds Maintenance team	CNTC/Landowners/Clubs	N/A	May 22	Ongoing	Three-year action plan coming to an end. This needs to be re-evaluated now that our in-house grounds maintenance team is in place.
Climate & Ecology Working Group	CNTC/Stakeholders	N/A	May 2024	Ongoing	To receive quarterly reports and recommendations on how to improve the Council's sustainability practices

Item 6: Correspondence

A resident has written to the Council to discuss the Town Council's Street Naming procedure and policy:

"However I would like to see a firm policy agreed by a committee and then endorsed by the Town Council. A list kept by the Town Council, to be produced when a street name is required and then the Committee/ Council can then decide if they wish to use the list or another suggestion.

This list should perhaps be confidential, so as not to embarrass families of those named. It would be a responsibility of an officer to keep this list and to add or remove names, to keep as a current correct record of names.

The Council would positively advertise the fact, that any member of the public could suggest names. Any one wishing to suggestion a name would have to use a form, which would explain the Town and District Council guidelines.

At a future committee meeting, there could be agreement if any new names requested, would be deemed suitable to add to the list. It might be a bit of an administrative procedure, however it would give the Town Council a very comprehensive list.

I have been approached by people saying that they feel a number of people dead for more than 20 years, who contributed to the Town and who would be worthy of the honour.

Thank you,"

Item 7a: Consultation on Proposals for Local Government Reorganisation in Oxfordshire, Ministry of Housing, Communities and Local Government

*Questions below to be answered for each proposal (Single Unitary, 2 Unitary, and 3 Unitary proposals)

Closing date: 26th March 2026

Answers: Strongly agree, Somewhat agree, Neither agree nor disagree, Somewhat disagree, Strongly disagree, Don't know

1. To what extent do you agree or disagree that the proposal suggests councils that are based on sensible geographies and economic areas?
2. To what extent do you agree or disagree that the proposed councils will be able to deliver the outcomes they describe in the proposal?
3. To what extent do you agree or disagree that the proposed councils are the right size to be efficient, improve capacity and withstand financial shocks?
4. To what extent do you agree or disagree that this proposal will put local government in the area as a whole or on a firmer footing, particularly given that some councils in the area in receipt of exceptional financial support?
5. To what extent do you agree or disagree that the proposed councils will deliver high quality, sustainable public services?
6. To what extent do you agree or disagree that the proposal has been informed by local views and will meet local needs?
7. To what extent do you agree or disagree that establishing the councils in this proposal will support devolution arrangements?
8. To what extent do you agree or disagree that the proposal enables stronger community engagement and gives the opportunity for neighbourhood empowerment?
9. If you would like to, please use the free text box to explain the answers you have provided to questions 1-8 referring to the question numbers as part of your answer. You may also use the box to provide any other comments you have on the proposal.
10. This is a proposal that affects wider public services. To what extent do you agree or disagree that the proposal sets out a stronger public services and financial sustainability for these changes?
11. If you would like to, please use this free text box to explain your answer to question 10.

RECOMMENDATION: That in respect of the consultation on Local Government Reorganisation in Oxfordshire, Councillors be invited to submit comments or responses to the Chair of the Strategic Planning Committee by 20th March and that the Chair be authorised to collate those comments in draft format and submit a response to the consultation on behalf of the Town Council.

Item 7b: S106 Priorities List

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

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

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

Next Steps: WODC encourages Town and Parish councils to be proactive in setting out requirements for developer contributions. If the development is permitted by WODC or

at appeal, the town has missed the chance to request any contributions. Therefore, it is recommended that Town and Parish councils engage with relevant WODC officers at the earliest stages of the planning process to ensure that their voices are heard. Setting out a list of S106 priorities at this stage helps identify key areas and projects for the town, which can sit outside individual planning applications.

RECOMMENDATION:

- a. That the Committee amends or approves the proposed list of S106 priorities as outlined in this report.
- b. That this S106 priority report is sent to Full Council for adoption and approval. The Town Clerk would then be authorised to submit these priorities to WODC for consideration during planning negotiations.



Item 8a: Cemetery Report, March 2026

Worcester Road Cemetery

- The dead Lawson Cypress tree along the Worcester Road boundary of the cemetery has now been removed as planned.
- Work to the cemetery paths has progressed well and is now nearing completion. The paths have been dug out and reinstated, improving access and making the routes more visible, Nigel has received positive feedback from members of the public.
- Cemetery hedges and bushes have been trimmed, and general seasonal maintenance has been undertaken. As weather conditions have improved, mowing operations have now commenced across the cemetery.
- Work to remove moss and algae from the play park safety surfaces has also started. We are using an environmentally friendly cleaning product (Moss Off) which is effective in treating moss and algae growth while minimising environmental impact.



This report is to note only.



Please see the attached list of agreed burial/memorial charges. RECOMMENDATION: That the fees below are raised in line with our 3.5% increase agreed for our venues hire (26-27) and rounded to the nearest £1.

CHIPPING NORTON TOWN COUNCIL
SCHEDULE OF BURIAL CHARGES
 FOR WORCESTER ROAD CEMETERY
 EFFECTIVE FROM 1ST APRIL 2025

All charges are shown for residents within the Chipping Norton Parish boundary. Interments and Purchase of EROB are doubled in the case of non-residents.

SCHEDULE OF CHARGES	FEES 2025/26 £ + VAT
1. Interments	
a. Child aged under 12 years (incl. interment of ashes)	a. NIL CHARGE
b. Adult (Age 12 years and over)	b. 450
c. Cremated ashes	c. 150
d. Scattering of ashes (pre-purchased plot only)	d. 150
e. Scattering of ashes in Rose Garden	e. 150
2. Purchase of Exclusive Right of Burial (EROB) LEASE PERIOD: 100 YRS	
a. Full grave plot (Double or Single depth)	a. 400
b. Ashes plot	b. 150
3. Memorials and Memorial Inscriptions	
a. New memorial (LEASE PERIOD: 100 YRS)	a. 150
b. Any inscription after the first	b. 150
c. Renewing existing inscription	c. NIL CHARGE
d. New Kerbset (excluding memorial)	d. 150
e. Slab and chippings (inside kerbset)	e. 100
f. Plaque in Colonnade (Double)	f. 200
g. Plaque in Colonnade (Single)	g. 150
h. Permission for rose in Rose Garden or commemorative tree and plaque Not including purchase of rose, tree, and plaque *See Memorial Trees and Benches Policy	h. 300
i. Memorial Bench (LEASE PERIOD: 25 YRS) Not including purchase of bench * See Memorial Trees and Benches Policy	i. 1500
j. Renewal of bench lease (LEASE PERIOD: 25 YRS)	j. 750
k. Renewal of memorial lease (LEASE PERIOD: 100 YRS)	k. 150
4. Transfer of EROB	35
5. Administration Charge for Burial Searches	35



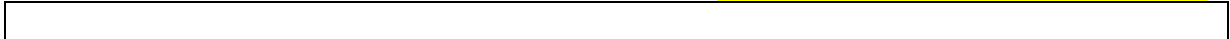
CHIPPING NORTON TOWN COUNCIL
THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642 341

BURIALS OFFICER: estates:@chippingnorton-tc.gov.uk

MEMORIALS OFFICER: office@chippingnorton-tc.gov.uk

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



Item 9: Grounds Maintenance Report, March 2026

Vehicles and Equipment

- The inverter in the e-Ford Transit has now been fitted; however, the vehicle was off the road for approximately 3.5 weeks following a breakdown where the vehicle would not start. The vehicle was recovered and inspected by Ford, but they reported that they were unable to identify a fault.
- There were also delays and complications with the recovery process and transporting the vehicle to a Ford garage for diagnosis and repair. A complaint was escalated to Ford regarding the issue and the handling of the recovery process. As a result, Ford have provided a voucher for a free service for the vehicle when it next becomes due.
- This is the second occasion where the vehicle has experienced issues relating to the battery and starting. Conversations with the company that installed the inverter indicate that they have encountered similar issues with comparable vehicles.
- The situation will continue to be monitored.

Glyme Hall

Several rooms at Glyme Hall have recently been redecorated and painted as part of ongoing maintenance and improvement works to the building and whilst the Ford e-transit van was out of service.

Training

Online training has now commenced for the Maintenance Operatives. The team are attending training sessions on a weekly basis following the Monday morning team meeting, enabling staff to continue developing their skills and supporting compliance with operational and health and safety requirements.

This report is to note only.

Item 10: Planning Applications

- APPLICATION NO:** [25/03167/HHD](#)
PROPOSAL: Conversion of garage to create additional living space
LOCATION: 23 William Bliss Avenue Chipping Norton Oxfordshire
 - APPLICATION NO:** [26/00306/LBC](#)
PROPOSAL: Replace 3 first floor front metal sash windows with new wooden sashes.
LOCATION: 4A West Street Chipping Norton Oxfordshire
 - APPLICATION NO:** [26/00125/FUL](#)
PROPOSAL: Installation of six twin electric vehicle (EV) charging towers along with associated landscaping to form sixteen parking bays to replace existing parking bays to the South facade of the Weaving Shed
LOCATION: Former Weaving Shed Bliss Mill Chipping Norton
-

ERS Licencing Applications

- LICENSING ACT 2003 Application for New Premises Licence – The Beer Exchange**
We have received an application for 7 Horsefair Chipping Norton Oxfordshire OX7 5AL under the Licensing Act 2003.
-

Updates to note since Full Council 9th February 2026

Tree works decided (no objection):

Address	The Manor House West Street Chipping Norton Oxfordshire OX7 5LH
Proposal	1 - 5 cypress trees in garden area. To be felled. Out grown space. 2 - Single sycamore tree. To be felled. 3 - 3 Sequoia trees. To be felled. Sited in wrong place. 4 - 2 Beech trees. To be crown lifted away from buildings. 5 - 1 Hornbeam tree. To be crown lifted away for buildings 6 - All the cypress surrounding the swimming pool. To be felled. Too close to buildings and swimming pool