



# 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 Cllr Akers proposed that CNTC formally opposes to the changes in their entirety and ask for them to be withdrawn.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