



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk Office Hours: Mon – Fri 9am – 1pm

Minutes of a meeting of Chipping Norton Town Council held on the 13th October 2025 at 6:30pm in the Lower Hall, Chipping Norton Town Hall

PRESENT:

Cllrs Sandra Coleman (Town Mayor), Mark Walker, Athos Ritsperis, Michael Rowe, Mike Cahill, Dom Rickard, Alex Keyser, Sharon Wheaton, Jo Graves, Ian Finney

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO
 Louise Warren, Responsible Finance Officer & Deputy Clerk
 Paolo Oliveri, Grounds Maintenance Operative
 Cllr Geoff Saul, OCC and WODC
 Cllr Mike Baggaley, WODC

Police Inspector Chris Ball, Thames Valley Police
 9 Members of the public

FC77	Apologies for Absence Apologies were received from Cllrs Festa and Akers
FC78	Declaration of interests None received
FC79	Minutes To approve the minutes of the Full Council Meeting held on 1 st September 2025. P1 – 68 “Decide where the monitoring hub.” P4 – Cllr Graves duplication
FC80	Public Participation The Save the Horton group came to speak to the Cllrs mentioning the congestion charge starting on the 29 th October in Oxford. Chipping Norton residents are allowed 25 permits as Oxfordshire residents. The fine is £5 if people going through the congestion zone without a permit For the Town Mayor to follow up with the group following the meeting, and agreed that the CNTC office would publicise the information. Michael Bucknell spoke about the Literary Fest 11-21 June 2025, but in the embryonic stages at the moment. Anyone welcome to join the group.
FC81	West Oxfordshire District Councillors update Members received a verbal update from Cllr Walker who spoke about the District Council’s Spatial Plan 2043 which was due to be discussed by the Executive Committee on the 22 nd October 2025. Chipping Norton preferred sites are between London and Banbury Road (circa 750 homes), which was reduced due to practical considerations and local lobbying due to what is most appropriate for the scale of the town. There is no action for the Town Council to take at this moment and comments would be solicited from the District Council once signed off by the Executive.

	<p>Cllr Saul elaborated and noted that the central area closer to town is not being proposed (N. of London Road) as it had not been proposed for development by any developers.</p>
FC82	<p>Oxfordshire County Councillors update</p> <p>Members received a verbal update from Cllr Saul, who reiterated the news above regarding the congestion charge in Oxford starting on the 29th October. Travelling in via the park and ride system (Peartree) would be free of charge for 3 months, and further information and updates are available on the OCC website.</p> <p>Windrush Valley HGV analysis report has just been delivered but not reviewed. If the report goes forward as set up it notes that a large proportion of HGVs going through Chipping Norton are for local traffic and no reductions will be proposed. Mitigations include exploring additional SIDs – London Road / Banbury Road as possibilities. Feasibility studies will be looking at the town centre and public realm, depending on funding.</p> <p>Cllr Saul noted that a longer-term vision strategy for Chipping Norton would include an emissions zone charge in Chipping Norton to prevent larger vehicles travelling through the town centre.</p>
FC83	<p>Civic announcements</p> <p>Members received a report from The Mayor on Civic engagement and activities.</p> <ul style="list-style-type: none"> - Remembrance service – 9th November - Armistice Day at War Memorial – 11th November - Chipping Norton Xmas Lights Switch-On – 27th November
FC84	<p>Reports from representatives of outside bodies</p> <p>Police Inspector Chris Ball (TVP) gave an update about CCTV in town – sockets being installed at the end of October, with cameras being installed by November. They will be initially monitored from Banbury but subject to change. Plan for 24/7 monitoring but will be subject to staffing hours and budgeting. Theft from motor vehicles at beauty spots has occurred over the summer with suspects being identified. Low crime overall over the summer.</p>
FC85	<p>Minutes and reports from Committees</p> <p>Members noted the draft minutes and any related recommendations of the following committee and sub-committee meetings:</p> <ol style="list-style-type: none"> a. Community Committee, 8th September 2025 b. Strategic Planning Committee, 15th September 2025 c. Finance and Resources Committee, 22nd September 2025 d. Traffic Advisory Sub-Committee, 2nd October 2025
FC86	<p>Correspondence</p> <p>Members received a letter of correspondence from the managing director of Future Sports Events Ltd who is interested in holding a 10k race in Chipping Norton. Members agreed that they would support this event in principle, as the managing director confirmed they would cover the costs for any road closures required.</p>
FC87	<p>Councillor Co-Option</p> <p>Members received 3 applications for consideration to fill the Town Councillor vacancy.</p> <p><u>Voting Round 1:</u> Michael Bucknell = 2 votes in favour Peter Allen = 4 votes in favour Cora Schor-Brener = 4 votes in favour No abstentions.</p> <p>As there was no clear majority received, the candidate with the lowest number of votes was removed from voting, and another round of voting took place.</p> <p><u>Voting Round 2:</u> Peter Allen = 4 votes in favour</p>



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	<p>Cora Schor-Brener = 6 votes in favour No abstentions.</p> <p>Cora Schor-Brener received a majority of votes and was therefore co-opted into Chipping Norton Town Council.</p> <p>RESOLVED: That Cora Schor-Brener is co-opted to fill the vacancy of Chipping Norton Town Councillor.</p> <p>For the Town Clerk to have Cllr Schor-Brener sign the Declaration of Acceptance of Office as soon as possible. Members noted their thanks for all the candidates who submitted applications and mentioned that it was a difficult choice</p>
<p>FC88</p>	<p>Council Action Plan Members noted the ongoing action plan.</p>
<p>FC89</p>	<p>Regalia</p> <p>a. Members considered the repair of the Mayor’s Chain and agree next steps. Cllr Coleman proposed to take this under insurance claim, seconded by Cllr Keyser. All in favour, motion carried. RESOLVED: That the TC officers will move forward with fixing the Mayoral Badge via the Council’s insurance policy.</p> <p>b. Cllrs considered a proposal to purchase of additional “Past Mayor” badges and a “Town Mayor” badge. Cllrs discussed the design of the Mayor’s Badge, and that the design from the current badge be reproduced with a full ribbon. Cllr Cahill proposed that the Town Clerk liaise with the Mayor to decide on the designs but in principle additional Past Mayor badges and a Town Mayor badge were acceptable, seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That the Town Clerk works with the Town Mayor to purchase additional Past Mayor badges and a new Town Mayor badge to be used in casual events and informal settings.</p>
<p>FC90</p>	<p>Property Matters</p> <p>a. Cllrs discussed the proposal from West Oxfordshire District Council to close the public loos at Chipping Norton Town Hall. Cllr Walker noted that it is not financially viable for WODC to continue keeping the public loos open, and is also not financially viable for the Town Council to provide these either. Cllr Coleman noted other district councils have a scheme that show businesses which have a public loo and could potentially be given a small grant to operate the public loos. Members noted that there are existing free public loos elsewhere in town, and visitors could be redirected to these if the District Council was open to the idea of maintaining a map.</p> <p>Cllr Finney proposed to decline the offer of taking on the public conveniences in their current format, and that the district council is challenged to improve the situation once these loos are closed. Seconded by Cllr Walker. Cllrs Ritsperis and Rowe voted against. No abstentions, motion carried. RESOLVED: That the Town Council declines to continue the provision of external public conveniences at the Town Hall. Cllr Coleman proposed that the TC asks to work with the District Council to provide further solutions to public loos in town, seconded by Cllr Keyser. All in favour, motion carried. RESOLVED: That the Town Council officers work with the District Council to determine if there are alternative solutions to the closure of the loos, such as a map of free loos.</p>

	<p>b. Members considered an options report put forth by Town Council officers, noting essential damp works due to take place at the Guildhall. As the Guildhall is not owned by the Town Council, three options were received to move forward:</p> <ul style="list-style-type: none"> - That the Town Council moves out of the Guildhall temporarily while the damp works take place, and pays for this work to be undertaken. - That the Town Council moves out of the Guildhall permanently to the Glyme Hall office. - That the Town Council moves out of the Guildhall permanently and rents a separate office space in Chipping Norton. <p>Cllr Cahill proposed to accept the recommendation of moving out of the Guildhall permanently to be relocated to Glyme Hall, seconded by Cllr Finney. Cllrs noted that there would be a face-to-face presence in the Town Hall, so a town centre location would be retained. All in favour, motion carried.</p> <p>RESOLVED: That the Town Council’s back-office provision is relocated to Glyme Hall on a permanent basis, while retaining a face-to-face customer service presence at the Town Hall.</p>
<p>FC91</p>	<p>Forward work plan</p> <p>a. Members considered the draft Safeguarding Policy. Cllr Coleman noted that Oxfordshire no longer provide no-names safeguarding conversations, so that should be removed from the policy. Cllr Coleman proposed that the draft Safeguarding Policy is adopted following the one amendment, seconded by Cllr Finney. All in favour, motion carried.</p> <p>RESOLVED: That the Safeguarding Policy is adopted following the single amendment about no-names safeguarding conversations.</p> <p>b. Members received the updated Social Media Policy as reviewed by the Finance and Resources Committee. Cllr Rickard proposed to accept the amendments, seconded by Cllr Graves. All in favour, motion carried.</p> <p>RESOLVED: That the updated Social Media Policy is adopted.</p>
<p>FC92</p>	<p>Planning Applications</p> <p>1. APPLICATION NO: 25/02166/HHD PROPOSAL: Erection of boundary fencing. (Retrospective). LOCATION: 21 Wilcox Road Chipping Norton Oxfordshire</p> <p>Members noted the resident objection to the fencing, as when the estate was built there was an agreement that no fences would be installed in front gardens. Now that the fence has been reduced from 8ft to 6ft, Cllrs raise no objections regarding the visual impact. Cllr Walker raises concerns that it sets a precedent. Cllr Rickard in agreement.</p> <p>2. APPLICATION NO: 25/02089/LBC PROPOSAL: Replace existing first floor metal sash windows in front elevation with new Legacy UPVC sashes. LOCATION: 4A West Street Chipping Norton Oxfordshire</p> <p>As long as the windows meet conservation requirements, Cllrs raise no objections.</p> <p>3. APPLICATION NO: 25/02236/HHD PROPOSAL: Erection of front porch, single storey side extension, single and two storey rear extensions LOCATION: 6 Marshall Close Chipping Norton Oxfordshire</p> <p>No objection, no comment.</p> <p>4. APPLICATION NO: 25/01624/FUL</p>



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PROPOSAL: Proposed reinsertion of original windows to East/South elevation (part retrospective)

LOCATION: 11 West Street Chipping Norton Oxfordshire

No objection, Provision for obscured glass due to privacy concerns.

5. **APPLICATION NO:** [25/02305/HHD](#)

PROPOSAL: Erection of first floor rear extension with associated works. Addition of roof lights

LOCATION: 12 Rock Hill Chipping Norton Oxfordshire

No objection, no comment.

6. **APPLICATION NO:** [25/02344/S73](#)

PROPOSAL: Variation of condition 5 of planning permission 20/03011/FUL to allow changes to the car parking layout.

APPLICATION NO: [20/03011/FUL](#)

PROPOSAL: Conversion of four commercial units (with ancillary first floor accommodation) to four two storey dwellings with associated parking.

LOCATION: 2 West Street Chipping Norton Oxfordshire

No objection, Cllrs object to the removal of cycle parking as this is against the Town Council's objectives to improve cycling infrastructure in the town.

7. **APPLICATION NO:** [25/02321/LBC](#)

PROPOSAL: Internal and external alterations to include changes to internal ground floor layout to create a wet room, demolition of the existing timber balcony and external staircase, erection of a replacement balcony with balustrade and external staircase together with associated works.

APPLICATION NO: [25/02320/HHD](#)

PROPOSAL: Demolition of the existing timber balcony and external staircase. Erection of a replacement balcony with balustrade and external staircase together with associated works and landscaping.

LOCATION: Rowells House 37 West Street Chipping Norton

No objection, no comment.

Salt Cross AAP

For the TC officers to investigate and comment if required at Strategic Planning Committee.

FC93 **Date of the next meeting** – Monday 8th December 2025

The Chair closed the meeting at 8:20pm

DRAFT