



# 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

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

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

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

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

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



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

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

**LOCATION:** The Tack Rooms Kennels Lane Chipping Norton

No comment

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

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

**LOCATION:** Cotswolds Hotel And Spa Southcombe Chipping Norton

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

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

*Any correspondence can be sent to the Town Clerk: [townclerk@chippingnorton-tc.gov.uk](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

No comment, no concerns with office and employment site.

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

Application for New Premises Licence – Off Sales only

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

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

**FC134** **Date of the next meeting**

Monday 23<sup>rd</sup> March 2026

The Chair closed the meeting at 8:12pm

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_