



**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 Community Committee meeting held on the 3<sup>rd</sup> November 2025, at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Sandra Coleman (Chair), Steve Akers, Athos Ritsperis, Mike Cahill, Jo Graves, Alex Keyser, Emily Weaver (left at 6:50pm), Michael Rowe

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Louise Warren, Deputy Clerk and Responsible Finance Officer

Tania Kirby, Events Officer

Paolo Oliveri, Grounds Maintenance Operative

2 Members of the public

**CC31 Apologies for absence**

Apologies were received from Cllr Ben Bibby

**CC32 Declaration of interests**

None received

**CC33 Minutes**

**RESOLVED:** That the minutes of the committee meeting held on the 8<sup>th</sup> September 2025 were signed and approved by the Chair as an accurate record.  
CC26 – To factor in playground equipment depreciation by April 2026.

**CC34 Public Participation**

None received

**CC35 Committee Action Plan review**

Members noted the ongoing committee action plan

**CC36 Community Venues**

- a. Members received a Town Hall update from the Events Officer  
Members thanked the Events Officer for her report and that the Town Hall events usage.  
Members discussed the major bookings for the Barclays Bank and TSB and the possible ramifications should the bookings not continue. Cllr Coleman proposed that the Town Clerk and RFO work together to propose a fixed-term lease with a small discount for both banks, seconded by Cllr Akers. All in favour, motion carried.  
**RESOLVED:** That the Town Clerk and RFO will work together to propose a fixed-term lease for Barclays Bank and TSB Bank so that the use of the space can be planned for more than one year.
- b. Members received a Glyme Hall update from the Events Officer  
Members thanked the Events Officer again for her report and for her hard work to get Glyme Hall bookings up throughout the year.  
Members discussed a possible clash with the Town Council offices moving into the Willow room and proposed a solution to offer a larger room but honouring the lower price. All members in agreement.

**CC37 Events**

- a. Members received a draft calendar of events for Chipping Norton Town Council 2026-27  
Members noted that the calendar was a working document that would



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change over time, but was helpful for Cllrs to understand what was happening throughout the year.

Events Officer to liaise with the RBL next year to clarify what is required for the rolling road closure for Remembrance. Members thanked the Events Officer for her report and excellent Community Awards 2025.

- b.** Members received an update about the Christmas Market and Lights Switch-On event from the Events Officer

Indicative schedule for the event:

6:00pm – Choir

6:15 – Mayor’s Speech

6:20 – Lantern Parade

6:30pm Lights Switch-on with VIP Young Person of the Year 2025

The Events Officer mentioned that some car parking spaces will need to be suspended for vendor vehicles. The Co-op has graciously applied for the cost to cover this (£500) on the Town Council’s behalf, which may be covered.

Cllr Keyser proposed to pay the suspension if grant not received, seconded by Cllr Graves. All in favour, motion carried.

**RESOLVED:** That the Town Council agrees to pay for the car parking suspension charges to OCC if the Co-op grant is not successful.

None of the schools have confirmed the Santa’s grotto on the Xmas Lights Switch-On date.

The Charter market in December has changed their date provisionally to the 19<sup>th</sup> or 20<sup>th</sup> December.

### **CC38 Play Areas**

Members received a written report from the Assets and Operations Officer noting that the rotating swing had been repaired at Cotswold Crescent Play Area and are awaiting further parts for a subsequent repair.

### **CC39 Skatepark Project**

Members discussed that the Assets and Operations Officer is due to set up a meeting with the Skatepark Users Group when capacity allowed, and to work with them to put together a fundraising strategy document.

### **CC40 Keep Chippy Beautiful**

Members discussed a Spring Litter Pick date, possibly 21<sup>st</sup> March 2026, and a September date as well.

Members agreed for Cllr Akers and the Admin Assistant to liaise for a litter pick date before Christmas 2025.

### **CC41 Committee Budget 26-27**

Members received a report from the Responsible Finance Officer and agree committee spending priorities for 2026/27 to help inform the overall budget. Members considered the lettings income for Glyme Hall and a small increase. Subject to one typo amendment for the Town Hall rates (£1,300 > £13,000) Cllr Coleman proposed to accept the proposed Community Committee budget,



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seconded by Cllr Keyser. All in favour, motion carried.

**RESOLVED:** That the Community Committee budget 2026-27 is proposed to be agreed at the next Full Council meeting in December.

**CC42 Date of the next meeting**  
Monday 12<sup>th</sup> January 2026

The Chair closed the meeting at 8:10pm

DRAFT