



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

TEL: 01608 642341

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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Community Committee meeting held on the 8th September 2025 at 6:30pm at Council Chambers

PRESENT: Cllrs Sandra Coleman (Chair), Athos
Ritsperis, Mike Cahill, Alex Keyser, Jo Graves and Michael Rowe

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO
Louise Warren, RFO & Deputy Clerk
Tania Kirby, Events & Facilities Officer
Paolo Oliveri, Maintenance Operative

4 members of the public

CC17	Apologies for absence Cllr Akers.
CC18	Declaration of interests None.
CC19	Minutes RESOLVED: That the minutes of the committee meeting held on the 16 June 2025 were signed as an accurate record by the Chair with the following note: Page 1 – amendment required to the spelling of Cllr Akers name.
CC20	Public Participation None
CC21	Correspondence review Cllrs acknowledged two emails from Town Hall hirers complimenting the work and customer service from Kyle West, Venues Assistant.
CC22	Committee Action Plan review 2025/26. Tania Kirby, Events and Facilities Officer, shared positive comments she'd received from residents regarding Ubico proactively tidying up the areas of the town they are responsible for.
CC23	Town Hall The Events and Facilities Officer provided an update report in advance of the meeting. The report highlighted increased room bookings and income, strong community use, with a wide range of local groups meeting regularly. It noted a robust relationship with Chipping Norton Theatre to avoid clashes and support ticketing. Several private events demonstrated the venue's potential, including a high-profile golden birthday and a traditional Mendhi party. Cllrs discussed a recent private party that required additional security due to community concerns, leading to a safe and successful event but a small financial loss. This has prompted a recommendation for the Council to adopt a clear policy on security for private functions or adjust hire charges accordingly.



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	<p>It was agreed that The Events & Facilities Officer and the RFO would work together to review the end-to-end process for hiring venues including terms and conditions.</p> <p>Councillors discussed ongoing issues with the flags displayed outside the Town Hall. Cllr Coleman proposed the purchase of two heavy-duty flags as a trial to assess their durability and effectiveness. Should the trial prove successful, Cllr Coleman recommended acquiring two additional flags. The proposal was seconded by Cllr Keyser.</p> <p>Cllr Rowe was notified of a resident unaware that the Town Hall has an accessibility ramp and suggested a sign was required to ensure that residents are aware. It was agreed that Officers would investigate improved signage for the Town Hall.</p>
CC24	<p>Glyme Hall</p> <p>The Events and Facilities Officer provided an update report in advance of the meeting. The report highlighted booking performance, projected income, community group usage, new enquiries, and maintenance updates. It noted bookings across all rooms had increased, regular users included a range of community and charitable groups, with new enquiries from organisations such as Cottsway Housing, Age UK, and Dementia Oxfordshire. Maintenance updates confirmed completion of security system upgrades, upcoming fire safety improvements, and ongoing cesspit management issues due to blockages.</p> <p>Cllr Ritsperis requested that the report includes the previous names for the individual rooms for hire, in addition to the existing names to aid Cllr understanding.</p>
CC25	<p>Events</p> <p>The Events and Facilities Officer provided an update report in advance of the meeting. The report highlighted recent and upcoming Town Council-supported activities including a successful community art installation, the Town Festival, Chipping Norton Pride, and a new VJ Day vigil, all well attended and positively received. It noted forthcoming events such as Community Awards (with 38 nominations), Remembrance Sunday, and Christmas celebrations, though budget pressures and parking suspension charges may affect delivery. The report included details of a proposal from Chipping Norton Pride and Topaz to establish a free monthly LGBTQ+ youth group in a Council venue, addressing a gap in local provision.</p> <p>Request for increased free hire hours</p> <p>Cllrs discussed a request from Remix for future Youth Group bookings. Cllr Coleman proposed an increase to free hire hours to 136, to be reviewed at the end of the financial year and annually thereafter. This was seconded by Cllr Graves. Cllr Ritsperis asked for clarity on what the Council would decide if another youth group asked for the same support. It was agreed that all requests would be considered on their own merit.</p> <p>Road closures and parking</p>



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	<p>Road closures and parking issues remain under review, with WODC confirming only a 50% discount on suspension charges, leaving councils to choose between continuing an informal goodwill approach or paying around £1,000 per event. In relation to implications for the Christmas Market traders, Cllr Coleman proposed Officers liaise with traders who need to park cars and the Town Council would organise parking on their behalf for reduced rate. This was seconded by Cllr Cahill.</p> <p>It was agreed that Officers would research the Market Charter, and the Events and Facilities Officer would liaise with market organisers and report back at next meeting.</p> <p>Railings around the Town Hall Considering several requests to place banners for generic advertising around the Town Hall railings, Cllr Coleman proposed the decision to do so was delegated to the Events and Facilities Officer with the following rules: Banners placed for a restricted time All promotions to be of some benefit to residents, advertising an event or serve the Town Hall events. This was seconded by Cllr Keyser.</p>
CC26	<p>Play areas ROSPA inspection Depreciation ROSPA report at next meeting</p>
CC27	<p>Skatepark Project An update was provided by Cllr Coleman. She confirmed there would be no grant funding from the Landfill funds and a meeting was arranged with the Section 106 Officer for later in the month.</p>
CC28	<p>Keep Chippy Beautiful Cllr Coleman reminded the committee of the date for the next Keep Chippy Tidy litter pick and requested support from as many members as possible.</p>
CC29	<p>Councillor surgeries Cllrs discussed the plans and dates for surgeries. Cllr Coleman proposed the following which was seconded by Cllr Graves.</p> <ul style="list-style-type: none"> • All taking place from 10am-midday • Saturday 25th October, Lower Hall, Chipping Norton Town Hall • Friday 23rd January, Henry Cornish Care Centre • Friday 20th March 2025, Willow Gardens events room • Friday 19th June, Penhurst Gardens lounge
CC30	<p>Date of the next meeting: Monday 3rd November 2025</p>

The Chair closed the meeting at 19:44