



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 16th June 2025, at 6:30pm at Council Chambers

PRESENT: Cllrs Sandra Coleman (Chair), Steve Akers, Athos Ritsperis and Michael Rowe

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Heidi Davies, Customer Services and Admin Assistant

Paolo Oliveri, Maintenance Operative

1 member of the public

CC1	Election of Chair Members received nominations for election of Chair. Cllr Akers proposed Cllr Coleman. Seconded by Cllr Ritsperis. All in favour. AGREED: Cllr Coleman is elected Chair for municipal year 25/26
CC2	Election of Vice Chair Members received nominations for election of Vice Chair. Cllr Coleman proposed Cllr Aker. Seconded by Cllr Rowe. All in favour. AGREED: Cllr Akers is elected Vice Chair for municipal year 25/26
CC3	Apologies for absence Cllrs Graves, Keyser, Bibby, Cahill & Weaver
CC4	Declaration of interests None
CC5	Minutes RESOLVED: That the minutes of the committee meeting held on the 3 rd March 2025 were signed as an accurate record by the Chair. Amendment: Page 3: Change to staff should use their discretion.
CC6	Public Participation The CEO from the Branch provided an update: The Branch has been operating for a year, providing vital support to the community. Around 200 people access its services weekly, including collaborations with Citizens Advice Bureau through drop-in sessions. The Branch now runs 30 unique programmes tailored to local needs. An update was also received on REMIX Youth Club, which takes place at Glyme Hall every Friday afternoon during term time. With 50 pupils now attending, REMIX has become the largest Youth Club in West Oxfordshire District Council (WODC). The Town Council's support remains crucial, allowing REMIX to continue using Glyme Hall free of charge, while also receiving financial assistance through grants for voluntary bodies.
CC7	Committee Action Plan review 2025/26. <ul style="list-style-type: none">• Rock School: Discussion took place regarding its inclusion in the plan. It was suggested that, since The Branch has a music room, Cllr Keyser could visit to explore potential collaboration between The Branch and the Town Council. It was decided that it will stay on the action for now.



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

	<ul style="list-style-type: none"> • Pesticide Free Chipping Norton: It was agreed that this will moved be moved to the Strategic Planning Committee Action Plan now that our in-house grounds maintenance has been established. <p>It was also agreed that the two additional items on action plan will be included.</p>
CC8	<p>Flag Flying Calendar 2025/26</p> <p>Members reviewed the Flag Flying Calendar for 2025/26</p> <p>Cllr Ritsperis informed members that Reserves Day is held on the Wednesday (25th June 2025) before the Armed Forces Day on the 28th June 2025, he proposed that the Town Council also fly the flag on this day. Cllr Ritsperis offered to provide Town Council staff with wording to be included on a poster displayed next to the flagpole.</p> <p>Cllr Coleman proposed to accept the flag flying calendar. Seconded by Cllr Akers.</p> <p>RESOLVED: The Town Council agrees to the flag flying calendar for 2025-26</p>
CC9	<p>Town Hall</p> <ol style="list-style-type: none"> Members noted the report about the Town Hall restoration project. Cllr Akers expressed thanks for the new windows. The Events and Marketing Manager informed members that further window replacements may be required as the side windows are visibly different. Additionally, a pane of glass in one of the side windows has cracked. Members noted the report from the Events and Marketing Officer. <p>RECOMMENDATION: The Events and Marketing Officer is keen to explore future theatre-style events at the Town Hall due to enquires received to hold events at the Town Hall.</p> <p>RESOLVED: It was agreed to direct these enquiries to Chipping Norton Theatre.</p> <p>The Events and Marketing Officer informed members the Town Hall has become a regular point of contact for visitors and tourists, with 1–5 visitors per day seeking local information.</p> <p>RECOMMENDATION: Using the information requests in the report, to work with the Admin and Customer Services Assistant to obtain useful information covering the items to be readily available in Town Hall e.g. Bus Timetables / Local Tourist Spot leaflets / flyers.</p> <p>RESOLVED: It was agreed by members for the Events and Marketing Officer and Admin and Customer Services Assistant to work together to obtain the information to be readily available at the Town Hall.</p>
CC10	<p>Glyme Hall</p> <p>Members noted the report from the Events and Marketing Officer.</p>
CC11	<p>Events</p> <p>Members noted the report from the Events and Marketing Officer.</p> <p>A discussion took place about the Pride Event in July. Clarification will be sought regarding the event proceeding without council involvement.</p> <p>Road closures & Parking Bay Suspension – Cllr Coleman expressed appreciation to the Events and Marketing Officer and Emma Phillips at WODC for their efforts in securing that formal suspension notices are not currently required for Chipping Norton's town events.</p>
CC12	<p>Play Areas</p>



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

	Members received a verbal update from the Town Clerk & CEO and the Maintenance Operative.
CC13	Skatepark Project Members received an update The Town Clerk and CEO informed members that Certification of Lawfulness has been purchased, and that fundraising will be the next step.
CC14	Keep Chippy Beautiful Members received an update on the next litter pick, scheduled for 27th September 2025, and discussed the possibility of an additional summer litter pick. Saturdays in July or August will be considered, with Cllr Akers collaborating with the Admin and Customer Service Assistant to determine a suitable date.
CC15	Public Art project Members received an update following the final installation.
CC16	Date of the next meeting: Monday 8 th September 2025

The Chair closed the meeting at 19.58