



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

Town Clerk: Ms Katherine Jang

26th August 2025

SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), Ben Bibby, Mike Cahill, Tom Festa, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

Venue: Lower Hall, Chipping Norton Town Hall

Date: Monday 1st September 2025

Time: 6:30pm

Katherine Jang
Town Clerk

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the Council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

AGENDA

1. **Apologies for absence.**

To consider apologies for absence.

Members who are unable to attend the meeting should notify the Town Clerk (townclerk@chippingnorton-tc.gov.uk) prior to the meeting, stating the reason for



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absence.

2. **Declaration of interests.**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct

3. **Minutes**

To approve the minutes of the Full Council Meeting held on Monday 21st July 2025.

4. **Public Participation**

The meeting will adjourn for this item.

Members of the public may speak for a maximum of five minutes each during the period of public participation.

5. **Reports from representatives of outside bodies**

To receive an update from members who sit on outside bodies

6. **Correspondence**

To receive any correspondence for Council to note or respond to.

7. **Council Action Plan**

To review the Council Action Plan

8. **Planning Applications**

To receive a schedule of planning applications from West Oxfordshire District Council

9. **External Audit Report and Certificate**

To receive the report from the Council's external auditor and note the statement of conclusion of audit (2024-25)

10. **Confidential Session**

To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of items 11-13.

11. **Property and Estates**

Town Hall

- a. To receive and consider a quotation for the mechanical heating system evaluation for the Town Hall
- b. To receive and adopt the draft Terms of Reference for the Town Hall working groups: Town Hall Restoration and Marketing and Operations

The Depot

- a. To receive and consider a quotation for the installation of a Fire Panel and associated smoke detectors/heat sensors.



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Glyme Hall

- a. To receive and consider a quotation for monitoring the fire alarms.

12. **Internal Auditor**

To receive and consider quotations for the Council's Internal Auditor (AGAR) 2025-26.

13. **Date of the next meeting**

Monday 13th October 2025



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Minutes of a Full Council meeting held on the 21st July 2025, at 6:30pm in the Lower Hall, Chipping Norton Town Hall

PRESENT: Cllrs. Sandra Coleman (Town Mayor), Steve Akers, Athos Ritsperis, Alex Keyser, Ian Finney, Tom Festa, Dom Rickard, Mark Walker, Ben Bibby, Mike Cahill, Michael Rowe, Sharon Wheaton

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Mike Baggaley – WODC District Councillor

Geoff Saul – WODC and OCC Councillor

Paolo Oliveri – Generals Maintenance Operative

5 members of the public

FC47	Apologies for absence Cllrs Weaver and Graves
FC48	Declaration of interests None received
FC49	Minutes RESOLVED: That the minutes of the Annual Council Meeting held on the 9 th June 2025 are signed by the Chair as an accurate record.
FC50	Public Participation A member from Chipping Norton Amnesty group came to speak about the Campsfield detention centre location. The Home Office has announced plans for a new immigration removal centre to be developed on the site of Campsfield House, a former detention centre, in Kidlington. Human Rights campaigners have criticised the conditions at the former site and have noted that the same contractor has now been reappointed to run Campsfield once again. Cllr Rickard proposed for the Council to support the campaign as a unified Council body, and to be listed as a supporter group on the Keep Campsfield Closed website, seconded by Cllr Bibby. Members in favour: Cllrs Wheaton, Finney, Keyser, Rickard, Bibby, Akers, Rowe, Cahill Members Against: Cllr Festa and Ritsperis would prefer Cllrs to have the opportunity to respond individually, rather than as a Council body. Abstention: Cllr Walker



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	<p>Motion carried.</p> <p>RESOLVED: That the Council supports the Keep Campsfield Closed initiative as a unified body, and that it is listed as a supporter group on the initiative's website.</p>
FC51	<p>West Oxfordshire District Councillors update</p> <p>Cllr Saul gave a verbal report noting that the District Council has had a financial review following the previous financial year, showing that they have been within budget and are returning a small sum into general reserves. This shows that the district council is efficient and well-run. 82 households are in emergency temporary housing, B&B/Hotel accommodation representing an overspend of £500,000.</p> <p>Car parking strategy including Chipping Norton, is currently in progress as an internal review by WODC Officers. Parking enforcement likely to take place in Chipping Norton 3-4 days a week. Residential parking schemes are currently being scoped. Members noted that TAC has an item regarding parking and would welcome further input by WODC's Parking Officer.</p> <p>For the Town Clerk to request an update on the parking strategy from the WODC Parking Officer at the next TAC meeting.</p>
FC52	<p>Oxfordshire County Councillors update</p> <p>Cllr Saul did not have any significant updates from the County Council's perspective.</p> <p>The Town Mayor has heard anecdotally that residents have been having trouble getting a space at Chipping Norton school. At the Town Council meeting with representatives from the developers of the North of London Road, the representatives reassured the Town Council that they had been told that there was no pressure on schools and that the additional load from the new development would not represent an overstretch on current resources.</p> <p>Cllr Walker queried the recently signed off LCWIP, to ask if Cllr Saul could scrutinize the budget and that next priority items could be identified. Cllr Saul acknowledged the importance of the LCWIP.</p>
FC53	<p>East Chipping Norton Developments</p> <p>No updates to note.</p> <p>Standing item to be rephrased "Chipping Norton Development"</p>
FC54	<p>Civic announcements</p> <p>The Mayor provided a verbal update on her recent engagements and town activities.</p> <p>The Town Mayor has attended the Public Art unveiling at the Town Hall provided by S106 funding</p> <p>The Town Clerk and Town Mayor also met separately with the developers Turley, in advance of the meeting on the 21st July to discuss the land North of London Road.</p>



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	<p>The Mayor noted Chipping Norton Pride on the 29th July and welcomed members to attend.</p> <p>Two upcoming litter picks on the 9th August and 27th September.</p>
FC55	<p>Reports from representatives of outside bodies</p> <p>Cllr Wheaton reported on police matters in Chipping Norton. The Council formally thanked Cllrs Wheaton and Cahill on their hard work to liaise with retailers in the town, build relationships and improve communication channels with the Police.</p>
FC56	<p>Minutes and reports from committees</p> <p>Members noted the draft minutes and related recommendations of the following committee and sub-committee meetings:</p> <ul style="list-style-type: none"> a. Community Committee, 16th June 2025 b. Traffic Advisory Sub-Committee, 26th June 2025 <p>Members noted that the LCWIP has had some S106 funding allocated to establishing a link from the new development at Evans Way to the rest of the town. "Burrows – typo"</p> <ul style="list-style-type: none"> c. Strategic Planning Committee, 7th July 2025 d. Finance and Resources Committee, 14th July 2025
FC57	<p>Correspondence</p> <ul style="list-style-type: none"> a. Walterbush Road The Town Mayor mentioned that. Any Cllrs who wish to meet with the gentleman should contact the Town Mayor and Town Clerk in advance so that they could have a briefing and overview. b. Yellow lining at CN Health Centre Cllr Festa suggested that the Town Council suggests for the Health Centre to use cones to manage the issue, and that as it's an unadopted road. All Cllrs mentioned that they are sympathetic to the issue, but as this isn't within the scope of the budget that the Town Council cannot commit any funding to this request. c. Cadet's use of Millennium Woodland Members agreed for Cllr Coleman, Akers and the Town Clerk to liaise with the Green Gym as there are some rare orchids in the Millennium Woodland but are supportive of this proposal in principle. d. The Guildhall service charge 2024-25 Members noted the service charge proportionally charged to the Town Council for the use of the Guildhall from West Oxfordshire District Council. For the period 01/04/24-31/03/25 Chipping Norton Town Council's proportion was £4,098.76.
FC58	<p>Council Action Plan</p> <p>Members received the updated action plan which has been updated following committee action plan reviews.</p>



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	Members agreed to the following additions to the plan including: Glyme Hall, In-House Grounds Maintenance, Council Depot, and Compliance review.
FC59	<p>Policies</p> <p>Members received the following policies as reviewed and recommended by the Finance and Resources Committee.</p> <ul style="list-style-type: none"> a. Co-option Policy b. Mayor's Allowance c. Investment Strategy <p>8.0/8.1 – Remove the dates</p> <p>Cllr Finney proposed to adopt the above policies, seconded by Cllr Rickard. All in favour, motion carried.</p> <p>RESOLVED: That the Council adopts the reviewed and amended plans as noted above.</p>
FC60	<p>Health & Safety Consultant</p> <p>Members considered a quotation to continue with the Council's external H&S service provider.</p> <p>Cllr Akers proposed to accept the recommendation, with the RFO negotiating for the possibility of a 6-month contract rather than annual and pricing. Seconded by Cllr Rickard. All in favour, motion carried.</p> <p>RESOLVED: That the Council appoints Opus Safety as the Health and Safety provider, with the RFO negotiating terms as set out above.</p> <p>A review of all services should take place within 12 months.</p>
FC61	<p>Councillor Co-option</p> <p>Members received an update following the council vacancy, which will be considered at the Full Council meeting on the 13th October 2025.</p> <p>To apply for the vacancy, the relevant application forms and eligibility notices are available on the Town Council's website.</p> <p>Members in agreement to send a thank you card for agreeing to be willing to serve.</p>
FC62	<p>Planning Applications</p> <p>None received since the Strategic Planning Committee held on the 7th July 2025.</p>
FC63	<p>Date of the next meeting</p> <p>Monday 13th October 2025</p>

The Chair closed the meeting at 8:15pm

Camping enquiry

From [REDACTED]

Date Thu 2025-08-21 14:36

To Heidi Davies <Office@chippingnorton-tc.gov.uk>; Katherine Jang <townclerk@chippingnorton-tc.gov.uk>

Dear Heidi and Katherine

Nicky Mellings passed on your details as you may be able to help me.

I am Vice Chair of Chipping Norton Rugby Club and organise each year a festival of rugby for 10 and 11 year olds at the club. The next event (in April 2026) will be the 5th and we are looking for ways to expand what we do - to help raise additional funds and raise further the profile of the event.

For this next event I would like to introduce camping for visiting clubs who wish to make a mini-tour of our event - something a few have done before but of course stayed elsewhere. I already have interest in doing so.

As we use all the rugby pitches for the event itself, the ideal location for camping is on the Chippy Swifts pitch adjacent to the scout hut. I have spoken to the Swifts club and they have approved for us to use the field for camping on the weekend of 25/26 April and potentially a date in May or June when I am looking to organise a rugby sevens event for junior rugby.

I understand the field is owned by the council and so I write this to ask for your approval to use the field.


Our aim is for tent camping with no more than 3 caravans on the Friday and/or Saturday, so doing it at a level that does not require a special licence.

Could you please let me know if you are in agreement?


Many thanks & regards - Duncan

Duncan Midwood
Mobile: 07875 749235

RBL Chipping Norton


Date Fri 2025-08-22 11:41

To Katherine Jang <townclerk@chippingnorton-tc.gov.uk>

 1 attachment (366 KB)
2w3w.png;

Good Morning Katherine

Hope you are well.

The Legion are looking to install large poppies with a plaque remembering each of the Town's fallen from WW2, 28 men in all. We are seeking sponsors for each plaque of a minimum of £100 which will be donated to our Poppy Appeal. The name of the sponsor will appear under the plaque, please see attached.

I am asking if the Town Council would like to sponsor a plaque.

Best wishes

--

Steve

PRIVATE JOHN BUTLER

**7th BATTALION THE OXFORDSHIRE & BUCKINGHAMSHIRE
LIGHT INFANTRY**



**KILLED IN ACTION DURING
THE BATTLE OF MONTE
CASSINO ITALY**

23rd JANUARY 1944 AGED 28

LEST WE FORGET

**SPONSORED BY|
THE CROWN & CUSHION
HOTEL**



CHIPPING NORTON & DISTRICT CRICKET CLUB

Banbury Road, Chipping Norton, Oxfordshire OX7 5SX

Chipping Norton Town Council
The Guildhall
Chipping Norton
Oxon
OX7 5NJ



Grant aided by



WEST OXFORDSHIRE
DISTRICT COUNCIL

25th August 2025

Dear Members of Chipping Norton Town Council

On behalf of Chipping Norton & District Cricket Club, I would like to thank you for your decision to award a grant of £1,000 to the club for the purpose of upgrading the shower and toilet facilities in the clubhouse. To date we have raised £2,283 and we are following up an application for S106 money related to the Bloor Homes development neighbouring the cricket club and so are confident that we can complete this upgrade for the start of the 2026 season.

I can confirm that the grant you have awarded will be used for the specific purpose of upgrading the shower and toilet facilities in the clubhouse, as set out in our application.

Thank you again for this generous grant.

Yours faithfully

Martin Elliott
Club Treasurer

Thank you

From The Chippy Larder <thelarderatchippy@gmail.com>

Date Mon 2025-07-21 09:20

To Katherine Jang <townclerk@chippingnorton-tc.gov.uk>

Dear Kathryn and Town Council,

Many thanks on behalf of the larder for the grant. This will be hugely beneficial to the young people of Chipping Norton and we look forward to keeping you informed of the home learning project and its impact.

Best wishes and thanks,

Emily Weaver

Chipping Norton Town Council Action and Strategic Plan

This action plan has been updated following a review by Committee.

Key Themes:

BT	A vibrant, safe and beautiful town
OS	Improved open spaces
CS	Improving community services
CE	Community engagement
MC	A modern, safe and forward thinking Council
WP	Working in partnership

Committees:

FC:	Full Council
CC:	Community Committee
SP:	Strategic Planning
FR:	Finance and Resources
TAC:	Traffic Advisory Sub-Committee

Key	Action	Responsible Committee	Who's involved?	Budget	Commencement	Completion	Notes/Comment
CS1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	SP	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-22	Ongoing	WODC's sports and pitch provision strategy has been approved and is in the public domain. Jan 2022. Further scoping should be undertaken by the TC to determine opportunities for playing pitch provision in town.
BT1	Promote active travel and transport in the Town	SP	CNTC/Transition CN/Cycling Action Group		Ongoing	Ongoing	LCWIP for Chipping Norton has been adopted by WODC. A Cycling Action group has been established by the Traffic Advisory Sub-Ctte. Rusty Riders initiative ongoing.
BT/CE1	Delivering the East Chipping Norton Development Vision Statement	SP	CNTC/OCC/WODC// working group/Community First		Ongoing	Ongoing	Part of the ECN site is registered as an ancient scheduled monument. This has been appealed. The outcome of this appeal will be decided by Historic England in due course. The Chipping Norton Community Land Trust has been set up as a formal group independent of the Town Council.
CE1	Chippy Phone Box	SP	CNTC	N/A	Jul-21	Ongoing	CNTC are managing the rota. The phone box is well used by a diverse range of organisations and initiatives across the town.
CS2	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	£1500 from street furniture budget (6495)	April 2025	March 26	Benches restored by the TC's Grounds Maintenance team as required.
BT3	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/working group		Ongoing	Ongoing	Working with OCC to help identify safer HGV routes. A Windrush Valley Area Study plan is now taking place(OCC)

BT4	Road and Pedestrian Safety	SP/TAC	CNTC/OCC/		Ongoing	Ongoing	<p>OCC consultation on West Street/New Street junction commenced June 2024.</p> <p>Proposed improvements for Albion Street junction have been approved and should be installed this year. Delayed to FY 2026</p> <p>SID for Churchill Road is installed and operational.</p>
CS3	Modernise and improve Chipping Norton Town Hall Large project	CC	CNTC Staff/approved consultants/workin g party	EMR £171,783	Jun-22	Ongoing	<p>Quinquennial review is complete. Measured survey has been carried out and we now have floorplans Specifications have been drawn up and the tender process has been completed. Planned roof inspection and damp works have been completed. First phase internal decoration is complete. Scoping work for PV solar for the roof has been completed.</p> <p>Further funding required to fill shortfall between EMR and increased scope of work to include sustainable initiatives.</p> <p>Ongoing Venues Working Group meetings taking place separated into two work streams.</p> <ul style="list-style-type: none"> - Town Hall Restoration - Town Hall and Glyme Hall business plans <p>TOR For the two work streams to be considered at this meeting.</p>
CS4	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/clu bs		Nov 21	Ongoing	The Town Council support local youth work through enabling use of play area facilities and other partnership endeavours. Remix Youth Club takes place at Glyme Hall weekly on Friday afternoons and has received free use of the space by the Finance & Resources Committee.
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	SP	CNTC/Contractors	£10,000 Cemetery repairs and maintenance 25/26	Ongoing	Ongoing	The Town Council's Admin and Customer Services Assistant has now been trained to undertake memorial safety testing (July 2025), so this can now be brought in-house for 2025-26. Next tranche to be planned for winter 2025.
OS1	Ensure that the recreation areas in Chipping Norton are safe, enjoyable and inclusive spaces for all.	CC	CNTC	25/26 Repairs £2,000 New Equipment £2,500	Ongoing	Ongoing	<p>Annual ROSPA testing takes place each year in November, next required November 2025. Additional Accessibility Audit undertaken November 2024 with no issues to be rectified.</p> <p>Grounds Maintenance Operatives assess play parks weekly and work through repairs as required.</p>
MC/OS1	Pesticide free Chipping Norton	CC/SP	CNTC/Contractors/l andowners/clubs	N/A	May 22		Pesticide-Free Chipping Norton plan should be reviewed now that the in-house grounds maintenance team has been established.

OS2	Improving access and biodiversity at Pool meadow Large Project	SP	CNTC/Approved consultants	£25,000 EMR	2020	Sept 24 (Overrunning)	Feasibility study complete. Further grant support from the Trust for Oxfordshire Environment (TOE) has been secured. Beaumont Rivers has been required to undertake further work for Historic England before approval is granted (July 2025). Currently awaiting an update.
BT5	Christmas lights scheme	CC	CNTC	£19,000 per year £2,500 for switch on event (from events budget)	October 22	Dec 25	Current contract has been handed over to Selectrics for Xmas 2025. A new scheme to be decided for 2026. - Community consultation required during Xmas 2025 - Tender to be submitted June 2025
CE2	Providing grants to voluntary bodies/organisations in Chipping Norton	FR	CNTC/Organisations /Clubs/Community groups	25-26 £16,500	July 2025	Feb 2026	Grants were considered by the Finance and Resources Committee July 25. Next tranche to be considered Feb 2026.
CS/MC1	Public space safety and compliance	CC/SP	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety can now be brought in house to be undertaken by our Admin and Customer Services Assistant. New 3-year tree survey approved (June 2025) with works undertake systematically through a priority list. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Town Hall Fixed Wire test and actions complete Alarms system, emergency lighting and hearing loop are installed. Council H&S audit has taken place. Greystones health and safety have taken place. Worcester Road Depot H&S check undertaken April 2025.
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC	na	May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically.
CE3	Flying flags to mark national and local events and commemorations	FC	CNTC	n/a	Jun 22	Ongoing	Protocol agreed June FC. Calendar agreed.
MC4	Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	FC/FR	CNTC/Developers		January 21	Ongoing	New website working very well. CNTC staff to publish news articles/agendas and publications. Monthly newsletter
MC5	Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	FR	CNTC/Focus Group	Multiple budget lines	May 21	Ongoing	The Council's IT and phone systems are managed by Focus Group.
MC6	Review the Council's fees and charges annually	FR	CNTC	n/a	Ongoing	Ongoing	The fees and charges for 2025-26 reviewed by Community Committee and Strategic Planning Committee March 2025.
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Sept 2025	External audit certificate to be received at this meeting, raising no concerns.

							Quotations for a new internal auditor to be considered at this meeting.
MC/CE1	Ensure that the Council is open and transparent	FR	CNTC	n/a	Ongoing	Ongoing	New website launched. FOI procedures approved 2022. Transparency page published. Financial management page published. The publication page demonstrates how much is now available to residents via the Council's website.
MC8	Ensure that the Council's finances are invested wisely	FR	CNTC				Investment Strategy Approved July 2022. Reviewed and adopted by the Finance & Resources Committee July 2025.
MC9	Ensure that staff and members are suitably trained	FR	CNTC/training providers	£2500	July 22	Ongoing	Staff and Cllr training policy approved. H&S training required for Grounds Maintenance Operatives. Further First Aid training and Fire Marshall training completed by TC staff (August 2025).
MC10	Local Council awards	FR	CNTC	n/a	March 2024	September 2028	CNTC received the Local Council Quality Award (Silver) in August 2024. Next stage requires a three-year business strategy plan and robust community engagement. The Town Clerk and RFO/Deputy Clerk are working through the required elements.
CE/WP1	Chipping Norton Pride	CC	CNTC	TBC	July 23	Annually in June/July	Event held on Saturday 26 th July 2025, next event taking place Summer 2026.
CE/OS/C S1	Skatepark Design and Installation Project Large project	CC	CNTC/Maverick Industries/Skatepark Users Group	EMR £30,000 Potential S106 funding £55,000 Budget £250,000	April 23	Summer 2025	The final design for the skatepark has been received, and a Certificate of Legal Development has been submitted to WODC. Further scoping for available funding required. The project has been taken on by our Assets and Operations Officer with regular meetings taking place.
CE/OS/B T1	Keep Chippy Beautiful Initiative	CC	CNTC	£500	April 23	Ongoing	Two upcoming litter picks have been scheduled: - Summer: 9 th August 2025 CANCELLED - Autumn: 27 th September 2025
OS3	Smokefree Oxfordshire initiative	CC	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	Overdue	The signage design and installation was delegated to TC officers. Design completed and awaiting funding release from OCC.
WP1	Scoping out partnership working Chipping Norton Theatre	CC	CNTC/CN Theatre	n/a	May 23	Ongoing	Partnership events held in the Town Hall have gone well. To continue to develop this relationship.
CS5	Feasibility for a "rock school" for Chipping Norton	CC	CNTC/partners	Tbc	Not started	Not started	Scope out ideas
WP2	Collaboration/dialogue with The Branch Community Hub	CC	CNTC/The Branch	Na	Ongoing	Ongoing	The Town Clerk meets with The Branch CEO on a regular basis to share information and provide support where helpful.

CS6	Summer event – picnic in the park	CC	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide an annual open air event.
CE4	Community Awards event	FC	CNTC	£1,500 from events budget	September 2024	Annually in September	An event policy and procedure has been agreed. First ceremony was held on 27 th September 2024 and will be held again Sept 2025.
CE/WP2	Remembrance Day event	CC	CNTC/CN RBL	£1000 from events budget plus use of the Town Hall and staff to support.	Annually in November	Annually in November	Chipping Norton Remembrance Parade and services organised by the Chipping Norton Royal British Legion. Supported by the Town Council – use of the Town Hall, funding for catering and application for road closure are some examples of how CNTC contribute to this.
CE5	Rusty Riders Initiative	SP	CNTC/Cycling Action Group	n/a	Monthly ongoing	Monthly ongoing	The Rusty Riders cycling clinics take place on the first Saturday of each month (weather depending) and will encourage people to bring their bikes to be checked using the public bike repair station at the leisure centre; to receive proficiency training and to take part in a group ride.
OS4	Improving Air Quality	SP	CNTC/WODC	Needs to be identified	Ongoing	Ongoing	The Council promotes clean air initiatives as part of the clean air day campaign https://www.actionforcleanair.org.uk/campaigns/clean-air-day Climate Action Working Group set up.
BT/CE/ WP1	Community Safety and Supporting Local business	SP	CNTC/TVP	n/a	May 24	Ongoing	Cllr Sharon Wheaton has been approved by Council as the CNTC/TVP liaison in order to meet and share information about local crime and community safety.
BT6	Town Centre Flower Beds	SP	CNTC/OCC/WODC	TBD	May 2024	May 2026	The Town Council own the beds along Middle Row and by the Town Hall. WODC own the other beds and there may be opportunities for CNTC to take them on with permission.

CS7	Glyme Hall	CC	CNTC/OCC	N/A	Ongoing	Ongoing	Glyme Hall came under Town Council management November 2025. Bookings and financial sustainability of the hall to be worked through with the Events and Marketing Officer and RFO. Hire charges to be reviewed annually in March.
BT7/OS5	In-House Grounds Maintenance	SP	CNTC	25-26 Streetscene £16,960	Ongoing	Ongoing	Grounds Maintenance team now fully staffed and in place (July 2025). Assets and Operations Officer in place (June 2025).

							Rota of maintenance to be drawn up. Lone working procedures to be considered. Assets and Operations Officer to monitor requirements for tools and equipment, and to work within the allowable budget.
CS8	Council Depot	SP	CNTC	25-26 Streetscene	Ongoing	Ongoing	The Council's depot was taken on in April 2025. The Council's Assets and Operations Officer is working through compliance and requirements for the team, such as installation of EV charging, storage and COSHH compliance.
MC11	Compliance – To ensure that the Council's spaces (including the offices, depot, and built assets) are compliant and safe for staff to use	SP/CC	CNTC/WODC/OCC	N/A	July 2025	April 2025	The Town Council as an employer has a duty of care towards its staff members, and as such should ensure that the offices and workspaces are fit-for-purpose. The Town Clerk, RFO and Estates Officer are working through a list to ensure that all sites and buildings comply with regulations.

Adopted by Full Council on 21st July 2025

Item 8: Planning Applications

1. **APPLICATION NO:** [25/01865/FUL](#)

PROPOSAL: Change of use from retail to a dwelling

LOCATION: Matchless House Hitchmans Mews Albion Street

2. **APPLICATION NO:** [25/01754/HHD](#)

PROPOSAL: Demolition of existing porch and UPVC lean to, and the construction of a replacement two storey extension, garage and associated internal alterations.

Construction of garden retaining/ flood protection walls, associated landscaping

LOCATION: Valley Cottage Mill Road Chipping Norton

3. **APPLICATION NO:** [25/01901/HHD](#)

PROPOSAL: Construction of carport and erection of a single storey extension

LOCATION: Hunts View 43B Worcester Road Chipping Norton

Updates to note since Full Council, 21st July 2025:

- [**Variation of Condition 2 of Planning Permission 25/00462/FUL to allow changes to the layout to provide open plan kitchen living and dining space as well as a second bedroom on the ground floor.**](#)

Georgian House 21 West Street Chipping Norton Oxfordshire OX7 5EU

Ref. No: 25/01640/S73 | Validated: Tue 08 Jul 2025 | Status: Approve

- [**Erection of a steel framed L-shaped agricultural barn**](#)

New Chalford Farm London Road Chipping Norton Oxfordshire OX7 5QY

Ref. No: 25/01618/PDET28 | Validated: Thu 03 Jul 2025 | Status: Prior Approval Not Required

- [**Discharge of Condition 3 \(window and doors details\) of Listed Building Consent 24/02169/LBC.**](#)

Hitchmans Mews Albion Street Chipping Norton Oxfordshire

Ref. No: 25/01610/CND | Validated: Wed 02 Jul 2025 | Status: Approve

- [**Erection of vehicular and pedestrian gates.**](#)

17 - 18 High Street Chipping Norton Oxfordshire OX7 5AD

Ref. No: 25/01454/CLP | Validated: Mon 16 Jun 2025 | Status: Approve

- [**Certificate of Lawfulness \(Provision of a new wheeled sports facility, of construction concrete, in an area of existing recreation\).**](#)

Recreation Ground New Street Chipping Norton Oxfordshire

Ref. No: 25/01407/CLP | Validated: Mon 09 Jun 2025 | Status: Approve

- [Single storey extension to existing conference room](#)

Cotswolds Hotel And Spa Southcombe Chipping Norton Oxfordshire OX7 5QH

Ref. No: 25/01376/FUL | Validated: Wed 18 Jun 2025 | Status: Approve

- [Works to include new shop front and Internal alterations to shop, replacement of single storey extension to create a 2 bed dwelling, conversion of upper floors of no.18 to create a 2 bed maisonette with Improvements to existing maisonette at no.17. Associated works including engineering operations, landscaping and demolition of remaining part of boundary walling and attached lean-to tin shed between no.17 and 18. \(amended plans\)](#)

17 - 18 High Street Chipping Norton Oxfordshire OX7 5AD

Ref. No: 25/01334/FUL | Validated: Wed 11 Jun 2025 | Status: Approve

- [Re-branding of two fascia signs and a hanging sign](#)

14 High Street Chipping Norton Oxfordshire OX7 5AD

Ref. No: 25/01324/ADV | Validated: Fri 13 Jun 2025 | Status: Approve

- [Certificate of Lawfulness \(Proposed\) for the erection of a single storey rear extension.](#)

18 The Leys Chipping Norton Oxfordshire OX7 5HH

Ref. No: 25/01307/CLP | Validated: Wed 28 May 2025 | Status: Approve

- [Certificate of lawfulness \(Alterations to include the construction of a rear dormer, insertion of skylight to front roof slope, remedial works to roof to include replacement of slate tiles, alterations to fenestration to include the addition of a first floor side window and replacement windows throughout\)](#)

[Show more description](#)

7 Toy Lane Chipping Norton Oxfordshire OX7 5FH

Ref. No: 25/01293/CLP | Validated: Thu 05 Jun 2025 | Status: Refuse

- [Erection of a detached garden room \(part retrospective\)](#)

76 London Road Chipping Norton Oxfordshire OX7 5FN

Ref. No: 25/01137/HHD | Validated: Wed 11 Jun 2025 | Status: Approve

- [Construction of a single storey commercial warehouse and workshop](#)

Land North East Of Station Yard The Leys Chipping Norton Oxfordshire

Ref. No: 25/00929/FUL | Validated: Thu 24 Apr 2025 | Status: Approve

Our ref: 979/1855727

22 August 2025

Ms L Ashbourne
Chipping Norton Town Council
Chipping Norton Town Council
The Guildhall
Chipping Norton
Oxfordshire
OX7 5NJ

Moore East Midlands
Oakley House
Headway Business Park
3 Saxon Way West
Corby
NN18 9EZ
T 01536 461900

Moore East Midlands
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ
T 01733 397300

www.moore.co.uk

Dear Clerk

Annual Governance and Accountability Return for the Year ended 31 March 2025

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2025.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

We draw your attention to the following points:

- Incomplete information was provided with the initial supporting data submitted for review with regards to significant variances, which was later provided on request. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.
- The box 7 and 8 reconciliation originally provided on the initial submission did not equal box 7 or 8 of Section 2. A revised reconciliation was submitted which agrees to boxes 7 and 8 of Section 2 and therefore no further concerns arise in this area. Please would the council ensure going forwards that the box 7 and 8 reconciliation submitted reconciles to the figures per Section 2.

A template Notice of Conclusion of Audit form is available in the useful documents section on our website using the following link <https://www.moore.co.uk/sectors/public-sector/smaller-authorities>.

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Partners: Andy Hancock FCCA, Carolyn Rossiter FCA, Mohamed Mavani FCA, Matthew Grief CTA TEP, Nick Bairstow FCA, April Foster FCCA, John Harvey BFP ACA FCCA, Tim Woodgates CTA FCCA, Jen Nixon FCCA MAAT, Michelle Watson FCCA, Robert Pluck FCCA, Gemma Roger FCA, Amanda Eity FCA.
Associates: Paul Nash FCCA, Lorna Bloor FCCA, Hannah Sardeson FCCA, Ben Higgins FCCA. Registered to carry on audit work in the UK and regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales. An independent member firm of Moore Global Network Limited – members in principal cities throughout the world. This firm is not a partner or agent for any other Moore firm and is a separate partnership with offices in Corby, Peterborough and Northampton.



Yours sincerely

A handwritten signature in black ink that reads 'Moore' in a cursive script.

Moore

Encs.

Section 3 - External Auditor Report and Certificate 2024/25

In respect of **Chipping Norton Town Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2024/25

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

Incomplete information was provided with the initial supporting data submitted for review with regards to significant variances, which was later provided on request. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.

The box 7 and 8 reconciliation originally provided on the initial submission did not equal box 7 or 8 of Section 2. A revised reconciliation was submitted which agrees to boxes 7 and 8 of Section 2 and therefore no further concerns arise in this area. Please would the council ensure going forwards that the box 7 and 8 reconciliation submitted reconciles to the figures per Section 2.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name



External Auditor Signature

Moore

Date

20/08/2025