



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 Full Council meeting held on the 1st September 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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	Motion carried. 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.
FC51	West Oxfordshire District Councillors update 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. 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. For the Town Clerk to request an update on the parking strategy from the WODC Parking Officer at the next TAC meeting.
FC52	Oxfordshire County Councillors update Cllr Saul did not have any significant updates from the County Council's perspective. 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. 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.
FC53	East Chipping Norton Developments No updates to note. Standing item to be rephrased "Chipping Norton Development"
FC54	Civic announcements The Mayor provided a verbal update on her recent engagements and town activities. The Town Mayor has attended the Public Art unveiling at the Town Hall provided by S106 funding 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.



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	The Mayor noted Chipping Norton Pride on the 29th July and welcomed members to attend. Two upcoming litter picks on the 9th August and 27th September.
FC55	Reports from representatives of outside bodies 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.
FC56	Minutes and reports from committees Members noted the draft minutes and related recommendations of the following committee and sub-committee meetings: a. Community Committee, 16th June 2025 b. Traffic Advisory Sub-Committee, 26th June 2025 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" c. Strategic Planning Committee, 7th July 2025 d. Finance and Resources Committee, 14th July 2025
FC57	Correspondence 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	Council Action Plan Members received the updated action plan which has been updated following committee action plan reviews.



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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	Policies Members received the following policies as reviewed and recommended by the Finance and Resources Committee. a. Co-option Policy b. Mayor's Allowance c. Investment Strategy 8.0/8.1 – Remove the dates Cllr Finney proposed to adopt the above policies, seconded by Cllr Rickard. All in favour, motion carried. RESOLVED: That the Council adopts the reviewed and amended plans as noted above.
FC60	Health & Safety Consultant Members considered a quotation to continue with the Council's external H&S service provider. 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. RESOLVED: That the Council appoints Opus Safety as the Health and Safety provider, with the RFO negotiating terms as set out above. A review of all services should take place within 12 months.
FC61	Councillor Co-option Members received an update following the council vacancy, which will be considered at the Full Council meeting on the 13th October 2025. To apply for the vacancy, the relevant application forms and eligibility notices are available on the Town Council's website. Members in agreement to send a thank you card for agreeing to be willing to serve.
FC62	Planning Applications None received since the Strategic Planning Committee held on the 7th July 2025.
FC63	Date of the next meeting Monday 13th October 2025

The Chair closed the meeting at 8:15pm

SIGNED _____ DATE _____