



# CHIPPING NORTON TOWN COUNCIL

TOWN HALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NA

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk) Office Hours: Mon/Weds/Fri, 9am-5pm

Town Clerk: Ms Katherine Jang

14 July 2026

## **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, 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 20 July 2026

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](mailto: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 8<sup>th</sup> June 2026.

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. **West Oxfordshire District Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

6. **Oxfordshire County Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

7. **Chipping Norton development**

To receive any updates regarding Chipping Norton Development.

8. **Civic Announcements**

To receive a report from The Mayor on Civic engagement and activities.

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

To receive an update from members who sit on outside bodies

10. **Minutes and reports from Committees**

To note the draft minutes and any related recommendations of the following committee and sub-committee meetings:

- a. Community Committee, 15 June 2026
- b. Traffic Advisory Sub-Committee, 25 June 2026
- c. Strategic Planning Committee, 6 July 2026
- d. Finance & Resources Committee, 13 July
- e. Staffing Sub-Committee, 9 July 2026
- f. Town Hall Restoration Sub-Committee, 17 July 2026

11. **Correspondence**

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



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**12. Council Action Plan**

To receive and review the Council Action Plan which has been updated following committee action plan reviews.

**13. Community Awards Event**

To receive an update from the Town Clerk

**14. Planning Applications**

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

**15. 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 16-19.

**16. Employee Assistance Programme**

To consider confidential quotations for employee mental health and counselling support.

**17. Town Council venues**

To consider confidential quotations for a robo-vacuum for Glyme Hall.

**18. Christmas Lights**

To consider confidential quotations for the installation and removal of the Council's Christmas Lights scheme 2026/27

**19. Date of the next meeting**

Monday 7<sup>th</sup> September 2026