



CHIPPING NORTON TOWN COUNCIL

TOWN HALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NA

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon/Weds/Fri, 9am-5pm

TOWN CLERK and CEO: Katherine Jang

9 June 2026

SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE

TO: All Members of Community Committee

VENUE: Ash Room, Glyme Hall

DATE: 15th June 2026

TIME: 6:30pm

Katherine Jang
Town Clerk and CEO

A handwritten signature in cursive script, reading 'K. Jang'.

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.

A G E N D A

1. Election of Chair

To receive nominations for and elect the Chair of Community Committee for the municipal year 2026/27.

2. Election of Vice-Chair

To receive nominations for and elect the Vice-Chair of Community Committee for the municipal year 2026/27.

3. Apologies for absence.

To consider apologies for absence.

Committee 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 absence.

4. 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

5. Minutes

To approve the minutes of the committee meeting held on 2nd March 2026.



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6. 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.

7. Committee Action Plan review 2026/27

To review the Committee Action plan and priorities for 2026/27

8. Flag Flying Calendar 2026/27

To review the Flag Flying calendar for 2026/27

9. Town Hall

To receive a report from the Events and Marketing Officer

10. Glyme Hall

To receive a report from the Events and Marketing Officer.

11. Events

To receive a report from the Events and Marketing Officer.

12. Play Areas

To receive a verbal update from the Town Clerk.

13. Skatepark Project

To receive an update.

14. Keep Chippy Beautiful

To receive an update about the next Litter Pick to be held on the 27th June, and two Spruce Up events to be held on the 30th June and 7th July.

15. Date of the next meeting – Monday 7th September 2026



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Minutes of a Community Committee meeting held on the 2nd March 2026, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Chair), Jo Graves, Alex Keyser, Michael Rowe

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Louise Warren, Responsible Finance Officer and Deputy Clerk (entered at 6:50pm)

Heidi Davies, Events and Marketing Officer

CC54	Apologies for absence Apologies were received from Cllrs Emily Weaver, Ben Bibby, Steve Akers, Mike Cahill and Athos Ritsperis.
CC55	Declaration of interests None received
CC56	Minutes RESOLVED: That the Chair approves the minutes of the committee meeting held on 12 th January 2026 as an accurate record.
CC57	Public Participation None received
CC58	Committee Action Plan review Members noted the ongoing committee action plan
CC59	Community Venues a. Members received an update from the Events Officer The Town Mayor reported that a Venues Marketing Working Group meeting had taken place, where venue capacity and marketing strategies for both venues were discussed. The Events Officer provided an update on the Chipping Norton Town Festival scheduled for Sunday 28th June. It was noted that the organisers had not applied for free use of the Town Hall within the Grants Policy deadline for this year. Members discussed whether any underspend within the grants budget could be allocated to support this request. It was agreed that: • The Town Council should request a full application for free hire of the Town Hall. • The request should be referred to the Finance & Resources Committee for consideration. • Members also discussed the need for a formal policy regarding free use of Council venues, which will be drafted.

	Further discussion points included: Ensuring the appropriate cost of Glyme Hall is reflected within cost analysis for staff use. Establishing clear and consistent governance regarding when hirers may be moved between venues, particularly balancing the needs of regular and one-off hirers. b. Members considered the venue hire charges for 2026–27 The Responsible Financial Officer (RFO) presented a report outlining proposed improvements to the booking process, including the introduction of a streamlined, self-service online system. Updated Terms and Conditions will require approval at Full Council. The RFO proposed an inflation-based increase of 3.5% in venue hire charges, with a review scheduled for September/October. Cllr Coleman proposed acceptance of the 3.5% increase, seconded by Cllr Keyser. All Members voted in favour and the motion was carried. RESOLVED: • That venue hire charges increase by 3.5% for 2026–27. • That the Community Hire discount remains at 50% of the full commercial rate. c. Members considered a request for free hire of Glyme Hall for an LGBTQ+ Youth Group The Mayor reported that 150 hours of free use at Glyme Hall had already been allocated to another youth group, Remix. Members requested further information regarding the new request, including: • Duration and frequency of bookings (noted as 2 hours per session for 13 sessions) • Room requirements • Expected attendance numbers Members discussed whether free hire should be managed as a capped number of hours or a defined financial allocation across all venues. AGREED: • The matter be referred to the Finance & Resources Committee to develop a clear policy on free venue hire. • The Events Officer to request that the proposed booking be deferred by one month to allow policy consideration.
CC60	Events Members received a verbal update from the Events Officer. It was agreed that the Town Mayor, Events Officer, and Cllr Weaver would arrange a meeting to discuss the Charity Quiz Night. Members also discussed the Town Council’s summer event. The Events Officer confirmed that planning is underway and will be undertaken in conjunction with the Administrative Assistant. Cllr Keyser agreed to join the event organising team.
CC61	Flag Flying Calendar Members considered the Flag Flying calendar for 2026-27. Cllr Coleman noticed that “Thinking Day” for the Scouts on the 22nd February should be added to the calendar. The Events Officer clarified that the Pride flag-flying will take place on the 25th July. Cllr Coleman proposed to accept the calendar with the above amendments, seconded by Cllr Graves. All in favour, motion carried.

	RESOLVED: That the Flag Flying calendar 2026-27 is adopted subject to the above amendments.
CC62	Play Areas Members considered a report from the Clerk about undertaking a usage survey to inform the Council's parks and play area equipment strategy. Cllr Keyser proposed a maximum budget of £600 for the purchase (rather than hire) of people counters. Seconded by Cllr Graves. All Members voted in favour and the motion was carried. RESOLVED: That the Council moves forward with setting out a Parks and Play Area Equipment Strategy; and that the Town Clerk publishes the usage survey; and that the Town Clerk seeks to borrow/purchase/hire people counters for the purpose of a footfall survey this Summer 2026.
CC63	Skatepark Project Members received an update from the Mayor, noting that the Skatepark Users Group has now been formally established as a Charitable Incorporated Organisation (CIO). Monthly meetings are taking place with the Skatepark Users Group, Mayor, and Assets and Operations Manager.
CC64	Keep Chippy Beautiful Members noted the next event is scheduled for 21st March. It was suggested that two locations could be covered, subject to coordination with Cllr Akers and the Admin Assistant. The Town Mayor reported that residents had raised concerns regarding: • Hailey Avenue and surrounding back alleys • Local car parks, particularly Albion Street It was noted that there are currently no bins at Albion Street car park. Members agreed to raise concerns regarding anti-social behaviour at Albion Street and the Leisure Centre car parks with local PCSOs. Members also discussed an increase in fly-tipping, potentially linked to the introduction of the booking system at recycling centres and the distance (approximately 30 minutes) to the nearest facility. It was agreed that these concerns should be raised within Local Plan consultations and discussions regarding new housing developments.
CC65	Date of the next meeting – Monday 15 th June 2026

The Chair closed the meeting at 8:00pm.