



# 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: Katherine Jang

5<sup>th</sup> May 2026

## **SUMMONS TO ATTEND THE ANNUAL MEETING OF CHIPPING NORTON TOWN COUNCIL**

TO: All Members of Chipping Norton Town Council

VENUE: Upper Hall, Chipping Norton Town Hall

DATE: Monday 11th May 2026

TIME: 6:30pm

Cllrs. Steve Akers, Ben Bibby, Mike Cahill, Sandra Coleman, Tom Festa, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Cora Schor-Brener, Mark Walker, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

Katherine Jang  
Town Clerk & CEO

### 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 Town Mayor 2026/27**

To elect the Town Mayor and Chair of the Council, and to receive the Mayor's Declaration of Acceptance of Office.

### **2. Election of Deputy Mayor 2026/27**

To elect the Deputy Town Mayor and Vice-Chair of the Council, and to receive the Deputy Mayor's Declaration of Acceptance of Office.

### **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](mailto: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 Full Council meeting held on 23<sup>rd</sup> March 2026

**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. Minutes and reports from Committees**

To consider recommendations from the Committee and Sub-Committee meetings held on:

- a. Traffic Advisory Sub-Committee, 26<sup>th</sup> March 2026

**8. Welcome to the new District Councillor**

The Mayor to welcome Chipping Norton's newly elected representative of West Oxfordshire District Council.

**9. Policing Matters**

- a. To receive an update on policing matters from local Thames Valley Police representatives.
- b. For Council to nominate a representative to liaise with TVP and provide regular updates to Council.

**10. Chipping Norton Development**

To receive an update on any matters regarding town development.

**11. Civic Announcements**

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

**12. Correspondence**

To receive and note any correspondence

**13. Standing Orders**

To consider and approve the Council's Standing Orders.

**14. Scheme of Delegation.**

To consider and approve the Scheme of Delegation (including terms of reference for Committees)

**15. Financial Regulations**

To consider and approve the Council's Financial Regulations.

**16. Code of Conduct**

To note the Councillors Code of Conduct.

**17. General Power of Competence**

To reaffirm that the Council meets the criteria to exercise the General Power of Competence.

**18. Appointment of Members to Standing Committees and Sub-Committees**

To appoint Members to the Standing Committees, Sub-Committees for the municipal year 2026/27.

**19. Representatives to Outside Bodies**

To appoint Council representatives to outside bodies.

**20. Risk Register**

To receive and approve the Council's Corporate risk register and risk management policy.

**21. Asset Register**

To receive and approve the Council's asset register.

**22. Terms and Conditions of hire**

To receive and approve the amended Terms and Conditions of hire for the Council's venues.

**23. Planning Applications**

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

**24. Date of the next meeting – Monday 8<sup>th</sup> June 2026**



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## Minutes of a Full Council meeting held on the 23rd March 2026 at 6:30pm in the Lower Hall, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Town Mayor), Ian Finney, Athos Ritsperis, Jo Graves, Alex Keyser, Steve Akers, Mike Cahill, Dom Rickard, Tom Festa, Mark Walker

### ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Bruce Claridge, Thames Valley Police (left 19:23)

Cllr Mike Baggaley, WODC

Cllr Geoff Saul, OCC

Paolo Oliveri, Maintenance Operative (entered 19:23)

3 Members of the public

<b>FC135</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Emily Weaver and Ben Bibby
<b>FC136</b>	<b>Declaration of interests</b> None declared
<b>FC137</b>	<b>Minutes</b> <b>RESOLVED:</b> That the Chair signs the minutes of the meeting held on the 9th February 2026 as an accurate record.
<b>FC138</b>	<b>Public Participation</b> PC Bruce Claridge (TVP) was present to give an update on policing and crime matters. Burglaries in the rural villages have been on the rise, especially in affluent areas such as Kingham.  Members queried the new town CCTV cameras – PC Claridge responded that one is by the entrance of Sainsbury's and the other is at the high street main crossing point. These are now functional and are being monitored.
<b>FC139</b>	<b>West Oxfordshire District Councillors Update</b> Members received an update from Cllr Saul noting that the Uplands and Lowlands Planning Committees will be abolished and will be re-structured into a single planning committee. This will affect how planning matters are handled moving forward.
<b>FC140</b>	<b>Oxfordshire County Councillors Update</b> Cllr Saul highlighted the County Council's response to the East Chipping Norton Strategic Development Area. OCC has confirmed that they would be interested in the site to provide c 150 homes, a new school site and biodiversity. Total quantum of housing would be indicative to 850 homes on that site (North and South of London Road inclusive).  Consultation results are awaited for the Fire Station surveys which will affect the stations earmarked for closure.
<b>FC141</b>	<b>Civic Announcements</b> Members received a report from The Mayor on Civic engagement and activities. Cllr Akers reported the sewage overflow on Spring Street which is an ongoing issue and noted during the Town's litter pick over the weekend. Cllr Akers proposed that Thames Water are invited in for a meeting to discuss the incoming developments to the town. Cllr Festa proposed to set a meeting with OfWat and the Environmental Agency to discuss ongoing

	<p>infrastructure concerns in Chipping Norton. All members in agreement. Seconded by Cllr Festa, All in favour, motion carried.</p> <p><b>RESOLVED:</b> For the Town Clerk to set a meeting with Cllrs Festa and Akers, along with representatives of OfWat and the Environmental Agency to discuss concerns with sewage infrastructure in Chipping Norton and mitigation measures</p>
<b>FC142</b>	<p><b>Reports from representatives of outside bodies</b></p> <p>No other reports received.</p>
<b>FC143</b>	<p><b>Minutes and reports from Committees</b></p> <p>Members noted the draft minutes and any recommendations of the following committee and sub-committee meetings:</p> <ol style="list-style-type: none"> <li>a. Community Committee, 2nd March 2026</li> <li>b. Strategic Planning Committee, 9th March 2026</li> <li>c. Finance and Resources Committee, 23rd March 2026</li> </ol>
<b>FC144</b>	<p><b>Correspondence</b></p> <p>Members received a request from the Rosewood Nursery at Greystones for permission to erect a flag on the Town Council's railings at Greystones. Although the Nursery is not one of the Town Council's tenants, this request is on Town Council property. The Rugby Club has emailed in support of this request.</p> <p>All members agreed that this proposal was not detrimental to the site, and for the Town Clerk to notify the nursery.</p>
<b>FC145</b>	<p><b>Council Action Plan</b></p> <p>Members noted the Council Action Plan</p>
<b>FC146</b>	<p><b>Town Hall Restoration</b></p> <p>Members received a verbal update from Cllr Festa noting a successful Round 1 application and invitation to move forward with the Heritage Lottery Fund. Further work is being undertaken to determine the activities plan for the Halls.</p>
<b>FC147</b>	<p><b>Skatepark</b></p> <p>Members received an update from Cllr Coleman, who noted that work was progressing fast with the Skatepark Users Group and that fundraising had been going successfully. Nick Jones would be present at the Annual Meeting of the Town to discuss further about a potential sports hub for the town.</p>
<b>FC148</b>	<p><b>Town Development</b></p> <ol style="list-style-type: none"> <li>a. Members considered requesting a boundary review of the town in consideration of the pending planning applications at the edge of town. Cllr Akers proposed to accept the recommendation to move forward with the governance review by WODC, seconded by Cllr Coleman. Members agreed to notify neighbouring parishes in advance of sending the formal letter through to WODC as a professional courtesy. Cllrs Rickard, Finney, and Walker abstained. Motion carried. <b>RESOLVED:</b> That the Town Clerk is authorised to send an official governance review letter to West Oxfordshire District Council.</li> <li>b. Members consider a list of S106/CIL priorities as reviewed by the Strategic Planning Committee. Cllr Walker proposed to accept the list as drafted, seconded by Cllr Rickard. All in favour, motion carried. <b>RESOLVED:</b> That the Town Clerk is authorised to send the list of S106/CIL priorities to the officers at West Oxfordshire District Council's S106 team.</li> </ol>
<b>FC149</b>	<p><b>Planning Applications</b></p>



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	<p>1. <b>APPLICATION NO:</b> <a href="#">26/00451/FUL</a> <b>PROPOSAL:</b> Change of use of ground floor of dwelling to psychotherapy practice <b>LOCATION:</b> 4 Victoria Place Chipping Norton Oxfordshire</p> <p>Support – Clarifying comment: Members would like to query whether all neighbours have been consulted as the yellow notice has not been posted and impact on neighbours.</p> <p>2. <b>APPLICATION NO:</b> <a href="#">26/00232/FUL</a> <b>PROPOSAL:</b> Temporary change of use of land from old water depot land to a garden with use for domestic animals. (Part Retrospective). <b>LOCATION:</b> Land Northeast Of Greystone Business Unit 1 Burford Road Chipping Norton</p> <p>Objection: Request more detail to the application, clarify which animals are being held and that a cohesive plan for the site to be considered.</p>
<b>FC150</b>	<p><b>Confidential Session</b> <b>RESOLVED:</b> That the Council moves 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 FC151-154.</p>
<b>FC151</b>	<p><b>Council Venues</b></p> <p>a. Members considered a proposal for new bookings software Discussions arose about the reasons for a new bookings software. Officers explained that this will allow integration with the Council's website to provide a self-service system, payment in advance for all hirers, and will reduce debt-chasing. Cllr Akers proposed to accept the Nexodus system, seconded by Cllr Finney. Cllrs Cahill and Graves abstained. Motion carried. <b>RESOLVED:</b> That the Nexodus bookings software is approved at a cost of £5,040/annum plus £2,700 one-off set-up costs.</p> <p>b. Members considered quotations for a remote door access system Cllr Keyser noted a declaration of interest as his partner is an events staff member. Cllr Coleman also declared that she books the Town Hall on occasion. Members received an overview of the Salto door system from officers, noting that the primary benefits of this system mean that hirers will be able to let themselves in with unique codes which are tied to their hiring times, which will reduce reliance on staffing venues simply to lock and unlock. This has also been signed off by the Council's insurers as many other councils use similar self-service systems. Cllrs queried the failsafe if the technology does not work or a glitch occurs and raised concerns about maintenance costs. Officers to check with Nexodus and report back to Cllrs outside the meeting.</p> <p>Cllrs resolved to extend the meeting for 30 minutes.</p> <p>Cllr Walker proposed to follow accept the recommendation to install the Salto door access system at Glyme Hall and the Town Hall (Lower Hall main entrance door), seconded by Cllr Festa. Cllrs Keyser, Wheaton, Finney, Akers and Ritsperis abstained. Motion not carried.</p> <p>Cllr Coleman proposed to move forward with the installation at Glyme Hall only (£10,500) and</p>

	<p>reserving installation of the Town Hall door for a later date. Seconded by Cllr Graves. Cllr Keyser abstained. Motion carried.</p> <p><b>RESOLVED:</b> That the Council accepts the quotation to install a new Salto door system at Glyme Hall at a cost of £10,500.</p> <p>c. Members considered the revised Terms and Conditions of hire for all venues The RFO noted that the T&amp;C have been amended to include greater compliance with risk assessment and group hirers into types.</p> <p>Cllr Coleman proposed that a Task and Finish group is set up to look at this and bring it to another meeting. Cllr Keyser, Coleman, Graves to work with the RFO to bring a revised Terms and Conditions policy to an upcoming Full Council meeting. Seconded by Cllr Wheaton. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Terms and Conditions of hire are not adopted as drafted but that the Task and Finish Group (Cllrs Keyser, Coleman, and Graves) work with the RFO to bring an updated version to an upcoming Full Council meeting when ready.</p>
<b>FC152</b>	<p><b>Council Finance</b></p> <p>a. Members considered renewal of Council’s insurance policy 2026-27 Members discussed the usage of the Mayor’s Chain and if the premium would decrease if only used for certain ceremonial events. The Town Clerk advised that this would likely not change the premium but would discuss with the insurer. Cllr Finney proposed to accept the insurance renewal, seconded by Cllr Wheaton. Cllr Akers abstained. Motion carried. <b>RESOLVED:</b> That the Council renews its insurance policy with Clear Councils for 2026-27, at a cost of £12,199.37.</p> <p>b. Members considered extending the Council’s Internal Auditor contract. Members discussed the options of renewing for a single year vs. 3 years. As this is a new internal auditor, members proposed the benefits of retaining the auditor for another 3 years. Cllr Finney proposed to extend the Council’s Internal Auditor contract with Mulberry LAS for another 3 years, seconded by Cllr Walker. All in favour, motion carried. <b>RESOLVED:</b> That the Council resolves to extend the Council’s Internal Auditor contract with Mulberry LAS for another 3 years.</p>
<b>FC153</b>	<p><b>Pool Meadow</b></p> <p>Members considered amended quotations for the reinstatement of footpaths. Town Clerk noted that she would need to apply for Scheduled Monument Consent on behalf of the Town Council prior to any works taking place, as Pool Meadow is a scheduled historic monument.</p> <p>Cllr Rickard declared an interest due to knowing one of the contractors.</p> <p>Members discussed the challenges at the site and whether it would be prudent to install the entirety of the circular path in a single tranche, compared to two tranches. Members were in favour of splitting the project in two tranches, focusing on the singular path parallel to the stream as a priority.</p> <p>Cllr Walker proposed to appoint Sam Peet as the contractor to undertake Tranche 1 of the footpath reinstatement, seconded by Cllr Graves. Cllrs Rickard, Akers, and Finney abstained. Cllr Keyser voted against. Motion carried. <b>RESOLVED:</b> That Sam Peet Contractors are appointed to complete Tranche 1 of the Pool Meadow footpath reinstatement at a cost of £14,823.42 excl VAT.</p>



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<b>FC154</b>	<b>Date of the next meeting</b> Monday 11 <sup>th</sup> May 2026
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The Chair closed the meeting at 9:00pm.