



CHIPPING NORTON TOWN COUNCIL

TOWN HALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NA

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk Office Hours: Mon/Wed/Fri, 9am-5pm

TOWN CLERK: Katherine Jang

6th October 2026

SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

VENUE: Lower Hall, Chipping Norton Town Hall

DATE: Monday 12th October 2026

TIME: 6:30pm

K Jang 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.

A G E N D A

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 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 7 September 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 OCC.

7. Civic announcements

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

8. Reports from representatives of outside bodies

To receive an update from members who sit on outside bodies.

9. Minutes and reports from Committees

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

- a. Staffing Sub-Committee, 17 September 2026
- b. Community Committee, 14 September 2026

10. Correspondence

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

11. Council Action Plan

To note the Council Action Plan

12. Town Hall Restoration

- a. To consider an early Town Hall layout option from Purcell Architects
- b. To consider the draft charitable objects for the proposed CIO to facilitate grant applications

13. Town Hall Designated Premises Licence

To consider a proposal to disapply for the requirement to have a DPS

14. Grants

- a. To consider further information requested from two grant applications received in July.
- b. To consider the reports on grant activities as received from The Chipping Norton History Society & Museum, The Chipping Norton Theatre, and The Lido, and decide next steps on core funding.

15. Henry Cornish Care Centre

To receive a verbal update following a meeting with OCC Officers and CNTC representatives

16. Community Governance Review of Chipping Norton

To consider a response to WODC's review of Chipping Norton parish boundaries

17. Planning Applications

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

18. 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 19-22.

19. Debt Recovery

To consider a confidential report from the RFO and decide next steps

20. Skatepark

To receive a confidential update from the Skatepark Trust and decide next steps for ordering the skatepark

21. Macebearer

To consider options to appoint an honorary macebearer

22. Date of the next meeting – Monday 7th December 2026



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MINUTES OF A MEETING OF CHIPPING NORTON TOWN COUNCIL HELD ON MONDAY 7 SEPTEMBER 2026 AT 6:30PM IN THE LOWER HALL, CHIPPING NORTON TOWN HALL

PRESENT: Cllrs Sandra Coleman (Town Mayor and Chair), Dom Rickard, Jo Graves, Sharon Wheaton, Michael Rowe, Emily Weaver, Tom Festa, Alex Keyser, Ian Finney, Athos Ritsperis and Mark Walker.

Cllr Victoria Halford joined the meeting following her co-option under FC74.

ALSO PRESENT: Katherine Jang, Town Clerk & CEO; Paolo Oliveri, Maintenance Operative; and eight members of the public.

FC65. Apologies for absence

Apologies were received from Cllrs Cora Schor-Brener, Natasha Whitmill and Steve Akers, and from Cllr Geoff Saul (Oxfordshire County Council).

FC66. Declarations of interest

No declaration of interest were received.

FC67. Minutes

RESOLVED: To approve the minutes of the Full Council meeting held on Monday 20 July 2026, subject to the addition of apologies from Cllr Athos Ritsperis.

The minutes were signed by the Chair.

FC68. Public participation

Kieran, representing the Mullin project, addressed Members regarding the automotive park. He reported that 4,000–5,000 new jobs were predicted, with the Mullin project alone projected to provide 2,000 jobs.

Nick Jones addressed Members regarding the Skatepark project, fundraising progress, and next steps.

FC69. Reports from representatives of outside bodies

Members received a written Police Liaison report from Cllr Sharon Wheaton.

FC70. Correspondence

No letters of correspondence were received.

FC71. Council Action Plan 2026–27

Members reviewed the Council's ongoing Action Plan.

FC72. Town Hall Restoration

Members received an update from Graeme Williamson, Fundraiser to the Town Hall Restoration Sub-Committee. He recommended establishing a charitable structure to seek grant funding for the restoration project which would otherwise be unavailable to town



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councils and local authorities. The proposed cost for two days' work, including submission to the Charity Commission, was £750.

Cllr Coleman proposed acceptance of the proposal, seconded by Cllr Finney. All Members voted in favour and the motion was carried.

RESOLVED: To appoint Graeme Williamson to draft the governing documents for the proposed Charitable Incorporated Organisation (CIO), at the proposed cost of £750, and to bring draft charitable objects to the next Full Council meeting.

FC73. Planning applications

Members considered the following applications from West Oxfordshire District Council:

APPLICATION NO: 26/01640/HHD

PROPOSAL: Erection of a single storey side extension and a two storey rear extension, with associated works.

LOCATION: 52 Lords Piece Road, Chipping Norton, Oxfordshire.

No comment; no objection.

APPLICATION NO: 26/01878/HHD

PROPOSAL: Erection of single storey rear extension (retrospective).

LOCATION: 4 Scarsbrook Crescent, Chipping Norton, Oxfordshire.

No comment; no objection.

FC74. Councillor co-option

Members considered applications to fill the Town Councillor vacancy. The votes recorded were:

Candidate	Votes in favour
Dave Riley	0
Victoria Halford	7
Michael Bucknell	2
Chris Neil	1
Peter Allen	0

Cllr Coleman abstained from voting as she knew one of the candidates. Victoria Halford received a clear majority of the votes cast.

RESOLVED: To co-opt Victoria Halford to Chipping Norton Town Council.

Cllr Halford signed the Declaration of Acceptance of Office and joined the meeting.

FC75. Calendar of meetings

The Clerk brought an updated calendar of meetings with revised dates for September 2026 for Councillors to consider. The dates for any amended meetings would be updated on the Town Council's website and meeting calendar.



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FC76. Local Plan 2043 consultation

Members agreed that Councillors should be made aware of the Local Plan consultation event taking place in Chipping Norton on Thursday.

ACTION: To notify Councillors of the consultation event.

The Clerk agreed to formulate a formal response to the draft Local Plan 2043 based upon written comments from Councillors outside the meeting, which would then be reviewed at the Strategic Planning Committee meeting on the 5 Oct 2026.

FC77. Play parks

Members considered Cllr Sandra Coleman's motion to examine the play parks to ensure they were fit for purpose and suitable for the environment and a changing climate. It was noted that no guidance had been obtained directly from RoSPA on play park design.

Cllr Coleman proposed the motion, seconded by Cllr Weaver. All Members voted in favour and the motion was carried.

RESOLVED: To establish a working group including Cllrs Coleman and Weaver to review the play parks, their suitability and the wider environmental and climate considerations.

FC78. Skate Park

An update was received from Nick Jones, CEO of the Skatepark Charity in public session FC68.

FC79. Greystones

Members considered forming a Task and Finish Group to develop a proposal for the future use of the vacant Greystones depot.

RESOLVED: That Cllrs Alex Keyser, Dom Rickard and Tom Festa, together with the Town Clerk, meet at Greystones on Friday 18 September 2026 to view the site, with delegated authority to formulate and send a response to West Oxfordshire District Council.

FC80. External Audit Report and Certificate

Members received the external auditor's report and certificate and noted the statement of conclusion of audit for 2025–26. No concerns were noted in the report. The covering letter noted:

"Please note that the breakdown of other income (box 3) was not provided to us on the initial submission of the AGAR and supporting documentation, when it was required due to the value of box 3 being greater than £100k and greater than 50% of precept. It was later provided on request. Please would you ensure this document is included within the initial submission going forwards when required."

FC81. Confidential session

RESOLVED: To move into confidential session under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 for consideration of confidential business relating to HR support, communications and PR support, and fleet insurance renewal (FC82–FC84).



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FC82. HR support

Members considered confidential quotations for HR support in advance of contractual renewal in October 2026.

Cllr Finney proposed acceptance of the WorkNest contract, seconded by Cllr Rickard. All Members voted in favour and the motion was carried.

RESOLVED: To enter into a five-year support contract with WorkNest at a cost of £1,875.00 per annum.

FC83. Communications and PR strategy and support

Members considered a confidential quotation for communications and PR strategy and support. Cllr Festa requested that the Town Clerk speak with Alison Wright PR and bring an additional quotation to the next Full Council meeting for consideration.

ACTION: The Town Clerk to contact Alison Wright PR and obtain an additional quotation for consideration at the next Full Council meeting.

FC84. Fleet insurance renewal

Cllr Coleman proposed extending the meeting by 15 minutes, seconded by Cllr Weaver. All Members voted in favour and the motion was carried.

RESOLVED: To extend the meeting by 15 minutes.

Members discussed renewal of the existing Minifleet insurance policy. Cllr Finney proposed acceptance of the Responsible Finance Officer's recommendation, seconded by Cllr Coleman. All Members voted in favour and the motion was carried.

RESOLVED: To ratify the procurement by the Responsible Finance Officer of the MSIG Europe SE vehicle insurance policy, with commercial vehicle cover restricted to any driver aged over 30, at a total annual cost of £3,393.04, and to note the saving of £2,171.92 compared with renewal of the existing Aviva policy.

FC85. Date of the next meeting

Monday 12 October 2026.

The Chair closed the meeting at 8:45pm.

Signed: _____ Date: _____

Chair