



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

8th September 2026

SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE

TO: All Members of Community Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 14 September 2026

TIME: 6:30pm

Katherine Jang
Town Clerk and 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. 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.

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 committee meeting held on 15 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. Correspondence

To note or respond to any correspondence

6. Committee Action Plan 2026-27

To review the Committee's ongoing action plan

7. Venues

- a. To receive a Town Hall report from the Admin, Lettings, and Events Officer
- b. To receive a Glyme Hall report from the Admin, Lettings, and Events Officer
- c. To receive an update on Venues Marketing Strategy and Support

8. Events

To receive a report from the Admin, Lettings, and Events Officer

9. Play Areas

To receive an update.

10. Skatepark Project

To receive an update

11. Keep Chippy Beautiful

To receive an update.

12. Date of the next meeting – Monday 2 November 2026



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MINUTES OF A **MEETING OF COMMUNITY COMMITTEE HELD ON THE 15th JUNE 2026 at 6:30pm, IN THE ASH** **ROOM, GLYME HALL**

PRESENT: Cllrs Alex Keyser (Chair) (entered at 18:37), Sandra Coleman, Mike Cahill, Jo Graves, Emily Weaver, Athos Ritsperis (entered at 18:37)

ALSO PRESENT: Katherine Jang, Town Clerk & CEO
Heidi Davies, Events and Marketing Officer
Louise Warren, Responsible Finance Officer and Deputy Clerk
2 Members of the public

CC1. Election of Chair

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

Cllr Graves nominated Cllr Coleman.

Cllr Cahill proposed Cllr Alex Keyser as Chair, seconded by Cllr Graves. There being no further nominations, Members voted unanimously in favour.

RESOLVED: That Cllr Alex Keyser be elected Chair of the Community Committee for the municipal year 2026/27.

CC2. Election of Vice-Chair

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

Cllr Weaver proposed Cllr Sandra Coleman as Vice-Chair, seconded by Cllr Graves. There being no further nominations, Members voted unanimously in favour.

RESOLVED: That Cllr Sandra Coleman be elected Vice-Chair of the Community Committee for the municipal year 2026/27.

CC3. Apologies for Absence

Apologies were received from Cllrs Steve Akers and Ben Bibby.

RESOLVED: That the apologies be received and accepted.

CC4. Declarations of Interest

Members were reminded to declare any disclosable pecuniary interests in items under consideration in accordance with the Town Council's Code of Conduct.

No declarations of interest were received.

CC5. Minutes

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

RESOLVED: That the minutes of the meeting held on 2 March 2026 be approved as a correct record and signed by the Chair.

CC6. Public Participation

The meeting was adjourned to allow for public participation.

No matters were raised by members of the public.

The meeting was reconvened.



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CC7. Committee Action Plan 2026/27

Members reviewed the draft Committee Action Plan and priorities for the forthcoming municipal year. During discussion, Members suggested that a cleaning kit should be provided when the key to the Chippy Phone Box is handed over to volunteers to help ensure it is left clean following use.

RESOLVED: That the Committee Action Plan be noted and updated to include the provision of a cleaning kit for the Chippy Phone Box.

CC8. Flag Flying Calendar 2026/27

The Committee considered the draft Flag Flying Calendar for 2026/27.

Members discussed the duration that flags should remain flying and agreed that military commemorative flags should continue to be flown only for the relevant day before being taken down. All other commemorative flags should normally remain flying for up to 24 hours.

Members also considered the Pride Flag and agreed that it should be flown from 24-27 July 2026. It was noted that previous requests from community groups had occasionally clashed, and Members were keen to ensure a fair and consistent approach to all organisations when considering future requests.

Cllr Weaver proposed the recommendations, seconded by Cllr Keyser. All Members voted in favour.

RESOLVED:

1. That military commemorative flags continue to be flown for the relevant day only.
2. That all other commemorative flags normally remain flying for a period of up to 24 hours.
3. That where a flag raising or lowering falls over a weekend, officers be authorised to leave the flag flying until the next working day where operationally necessary.
4. That the Pride Flag be flown from 24-27 July 2026.
5. That future requests for community flag flying continue to be considered consistently and equitably.

CC9. Town Hall

The Committee received a report from the Events and Marketing Officer.

Members welcomed the update and discussed the Wine Club, requesting clarification that membership is open to all members of the community as they are currently charged the discounted hirer rate.

Members also requested that the cleaning schedules for both the Town Hall and Glyme Hall be presented to the next meeting for review.

RESOLVED:

1. That the report be noted.
2. That officers confirm the accessibility of the Town Hall Wine Club.
3. That the cleaning schedules for both venues be presented to the next meeting.

CC10. Glyme Hall

The Committee received a report from the Events and Marketing Officer.

Members considered a proposed Children's Party Package for Glyme Hall. The proposal included:

- Hire on Saturdays and Sundays only.
- Four-hour hire period.
- Food to be restricted to the Beech Room.
- The Oak Room to be used for activities such as bouncy castles.
- Use of the communal areas.
- After-party cleaning to be included.
- Eligibility restricted to residents within the OX7 5 postcode area.
- A six-month trial at the charitable hire rate of £112.

Cllr Coleman proposed approval of the package, seconded by Cllr Keyser. Members voted unanimously in favour.

RESOLVED:



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1. That the Children's Party Package be introduced on a six-month trial basis at the charitable hire rate of £112.
2. That the package operate in accordance with the agreed conditions.
3. That the pricing schedule and Council website be updated accordingly.

CC11. Events

The Committee received the Events and Marketing Officer's report.

Members discussed arrangements for young performers at Council events. It was noted that if performers under the age of 18 were invited to participate, the Council should establish whether Oxfordshire County Council child performance licences would be required. The Town Clerk agreed to investigate the legal requirements. It was noted that the performances planned for Picnic in the Park would take the form of an open mic session.

Members also discussed the possibility of establishing a Community Forum or annual community organisations' networking event to strengthen links between local voluntary organisations.

RESOLVED:

1. That the report be noted.
2. That the Town Clerk investigate child performance licensing requirements for Council events involving under-18 performers.

CC12. Play Areas

The Town Clerk provided a verbal update on the Council's play areas.

Members noted the update.

CC13. Skatepark Project

The Committee received an update on progress with the Skatepark Project.

Members noted the ongoing work relating to fundraising, project development and external funding opportunities.

RESOLVED: That the update be noted.

CC14. Keep Chippy Beautiful

The Committee received an update regarding the forthcoming community volunteering events.

Members noted:

- The Community Litter Pick scheduled for 27 June 2026.
- Spruce Up events planned for 30 June and 7 July 2026.

Members thanked all volunteers supporting the initiative.

RESOLVED: That the update be noted.

CC15. Date of the Next Meeting

The next meeting of the Community Committee will be held on Monday 14 September 2026.

There being no further business, the Chair declared the meeting closed at 8:10pm.

Item 5: Correspondence

Henry Cornish Care Home Consultation

“Last week I was informed by Oxfordshire County Council of a consultation on the future of the Henry Cornish Care Centre as too many of the beds there that the County Council pay for are not used. Oxfordshire County Council have now launched a consultation which proposes the closure of the Henry Cornish Care Centre. This consultation is from 9 September to 21 October 2026.

Providing care for our oldest residents is a strong tradition here in Chipping Norton, and one that I want to continue - and I hope other Councillors share this view. Most people need more care as they become older, and the way that is provided has changed over time, with more people now receiving care in their own homes which may explain the empty beds- but there may also be other barriers for example worries over potential costs, difficulties accessing subsidised care via the County Council or concerns about moving into a new environment.

I therefore propose that the Town Council evaluate the current position including the needs of local families and the information provided by the County Council and make a formal submission to the consultation. I would also encourage Councillors to respond to the consultation as individuals.”

Cllr Sandra Coleman

Chipping Norton Town Council and West Oxfordshire District Council Councillor

Link to consultation: https://letstalk.oxfordshire.gov.uk/future-of-henry-cornish-care-centre?tool=survey_tool#tool_tab

Deadline for responses: 21 October 2026

Community Committee Action Plan 2026-27:

Codes

 New
  Growing
  Established
  Dormant

Council-led Events Dashboard:

EVENT	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	CODE	Notes
Keep Chippy Beautiful	X		X									X	 Growing	Upcoming dates to be shared at this meeting. Litter picks normally take place bi-annually. Lead Officer: Admin, Lettings & Events Officer
Heritage Open Day					X	X							 New	To take place on the 12th September 2026 – Short update provided at this meeting Lead Officer: Admin, Lettings & Events Officer
Summer Event “Picnic in the Park”				X	X	X							 Growing	Short update provided at this meeting Lead Officer: Admin, Lettings & Events Officer
Community Awards					X	X							 Established	Lead Officer: Admin, Lettings & Events Officer
Remembrance Day								X					 Established	Lead Officer: Admin, Lettings & Events Officer in collaboration with Chippy RBL
Christmas Lights & Lights Switch-On Event								X	X	X			 Established	Christmas Lights installation Lead Officer: Town Clerk 20th November, Lights Switch-On Event Lead Officer: Admin, Lettings & Events Officer

Key Projects Dashboard:

PROJECT	2026	2027	2028	2029	2030	Notes
Town Hall Restoration  Growing	✓ Initial concept ✓ Community consultation ✓ Feasibility study ✓ Architectural tender submission	○ Submission to Heritage Lottery Fund Round 2	○ Detailed design ○ Planning consent ○ Construction start		○ Project completion	Lead Officer: Assets and Operations Officer
Chipping Norton Skatepark  Growing	✓ Initial concept ✓ Community consultation ✓ Services survey ✓ Field Reeves permission ✓ Certificate of Lawfulness received	○ Completion of fundraising ○ Construction and implementation				Lead Officer: Assets and Operations Officer
Chipping Norton Community Sports Hub  New	✓ Initial concept ✓ Field Reeves permission ✓ Workshop with WODC, OCC, Developers, Field Reeves and CNTC					Lead Officer: Town Clerk
Venues Marketing Strategy  New	✓ Venues Working Group established ✓ Marketing workshop	○ Strategy deployed	○ Annual review of objectives and success measures	○ Annual review of objectives and success measures	○ Annual review of objectives and success measures	Lead Officer: Admin, Lettings & Events Officer

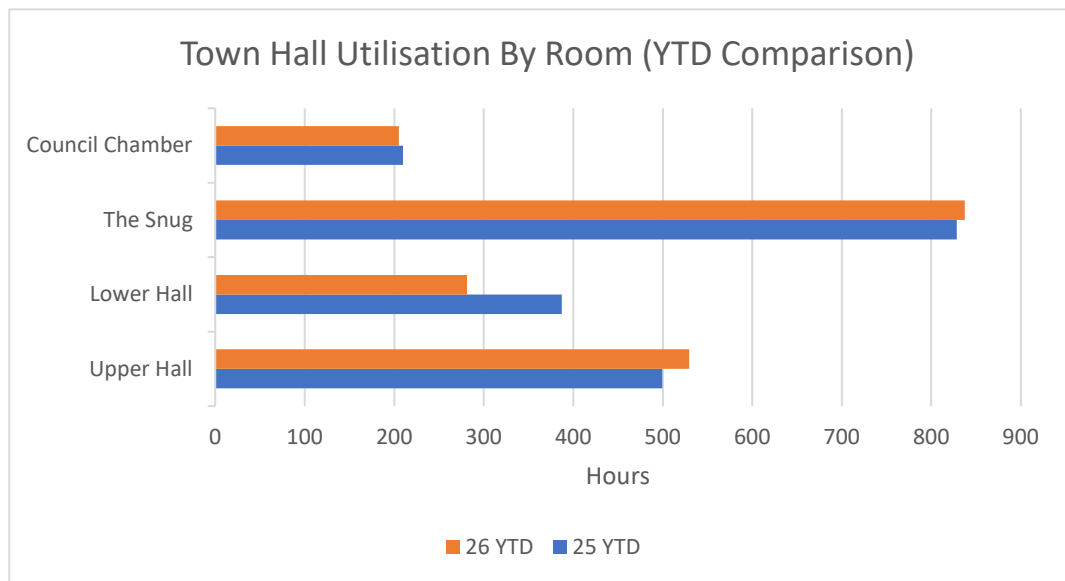
Ongoing Projects (No end date):

PROJECT	Notes
Town Hall maintenance	Interim roof works have been completed to stop leaks in the Upper Hall (Jan 2025). Defective boilers replaced (Nov/Dec 2025) Lower Hall entrance doors to be painted (June 2026) SALTO door access system to be installed (Sept 2026) Lead Officer: Assets and Operations Officer
Glyme Hall maintenance	SALTO door access system to be installed (Sept 2026) Septic tank emptied (June 2026) Lead Officer: Assets and Operations Officer
Pesticide free Chipping Norton	Phase-out plan designed in conjunction with Pesticide Action Network UK (PAN UK) in 2022). Lead Officer: Assets and Operations Officer
Supporting young people in Chipping Norton	CNTC support local youth work through enabling use of play area facilities and other partnership endeavours. Installation of an Outdoor Classroom for Cotswold Crescent considered and supported by CNTC at Full Council (8 June 2026) Two youth groups operating free-of-charge at Glyme Hall - ongoing: Remix Youth Club and LGBTQ+ Youth Group Lead Officer: Town Clerk
Ensure that the recreation areas in Chipping Norton are safe, enjoyable, and inclusive spaces for all	Weekly play equipment safety checks undertaken by CNTC's Maintenance Operatives. Annual ROSPA inspections take place in Nov/Dec each year, with the repairs indicated noted and worked through by CNTC's Maintenance Operatives. Lead Officer: Assets and Operations Officer
Compliance and safety	Lead Officer: Assets and Operations Officer
Collaboration/dialogue with The Branch	The Town Clerk meets with the Branch CEO monthly to share information and provide support where helpful. Lead Officer: Town Clerk
Chippy Phone Box	CNTC-owned asset available for free community use, to advertise community events and initiatives free-of-charge. CNTC manage the rota. Lead Officer: Admin, Venues & Events Officer

1) Overview

- Overall usage from April-August 2026 is 20.19% compared to 20.92% in the same period last year.
- Lettings income YTD is £18,946.00, compared to £30,371 last year
- Bank bookings remain a significant financial risk due to the proportion of our income they make up

2) Capacity and Utilisation



The most significant difference between this year and last year is the decrease of usage of the Lower Hall. Usage has decreased by 105.75 hours (27%). This can be explained by the fact that two singing groups used the Lower Hall regularly last year but moved to the Upper Hall at the beginning of this year.

Despite this reduction, overall Town Hall usage remains broadly consistent with the same period last year (20.19% this year compared with 20.92% last year).

Financial Performance

Lettings Income

2026 income target: £68,500

2025 income target: £80,000

YTD 2025	% of 2025 Target	YTD 2026	% Change	% of 2026 Target
£30,371	38%	£18,946.00	-38%	28%

Income achieved to date is £18,946.00, representing 28% of the annual income target. This is a 38% decrease in income from the same period last year, though it should be noted that the budget was higher last year, meaning that proportionally that decrease is not as significant as it first implies.

Whilst utilisation has remained broadly consistent, income has reduced. This is likely to reflect a higher proportion of discounted community hires and council use of the building. In addition to this, occupancy figures currently include the time blocked off by council staff for meetings, events, and in some cases may include time scheduled for maintenance.

Please note that I have not included the bank in the below calculations.

Weekly bookings

Looking at our regular hirers, we have 10 regular weekly bookings. All of these receive a charity discount which is 50% for 9 of them, and 20% for 1 of them.

Monthly bookings

We have 5 monthly bookings. 4 of which receive a 50% discount, and 1 pays full price.

As an example of a standard month, in September we only have 3 bookings (out of 47) which will be paying full price.

3) Hirer Changes

Gains:

Railway Club have decided to use the Upper Hall instead of the Lower Hall

Losses:

Groups managed by the Theatre will no longer be using the Town Hall:

- Dance50 x2 sessions
- Chipping Norton Can Sing
- Chippy Singers

These are all now at the Pop-Up Studios on Burford Road.

Enquiries:

- Monthly church group in Upper Hall, last Sunday of month
- Evening pilates classes

4) Risks & Opportunities

Risks:

Community Committee Report Town Hall – 09/26

- Bank bookings account for approximately £27,360 of anticipated income during 2026/27. These bookings are generally made one year in advance, creating a financial risk should they choose to relocate.

Opportunities:

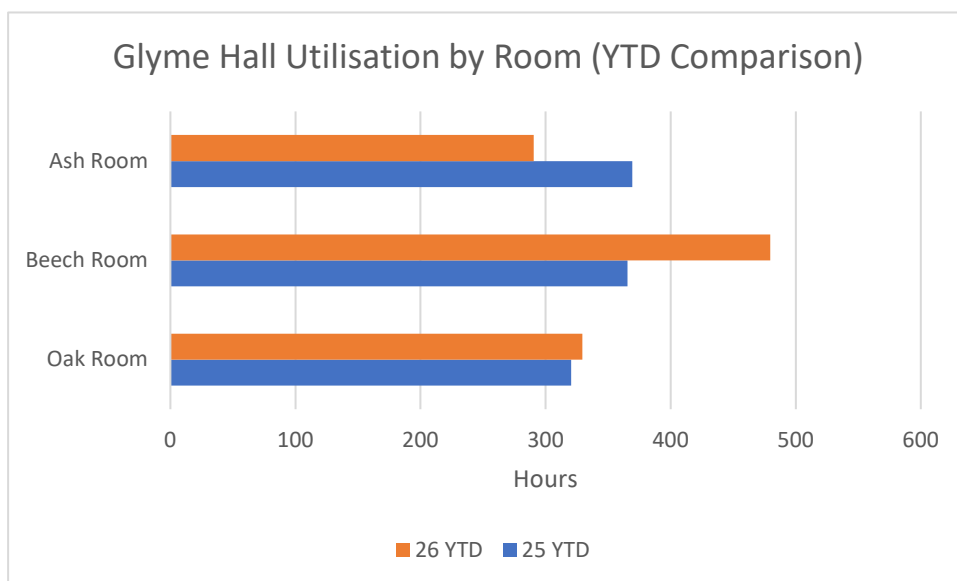
- The kitchen was recently used as a prep kitchen for a private caterer prior to a local event that he was doing. He said it worked really well for him so this could be something worth noting as we don't currently advertise the kitchen on our website.

- The Council Chamber is going to be used to film a short film in September. Both these bookings speak to the versatility of the spaces and suggest that there are different ways in which we could promote the rooms.

1) Overview

- Overall usage YTD is 15.97% compared to 15.33% in the same period last year.
- Lettings income YTD is £9,500.00, compared to £10,449.49 last year.

2) Capacity and Utilisation



There is a 31% increase in use of the Beech Room and 21% decrease in use of the Ash Room. The increase in use of the Beech Room is largely due to the regular usage by Age UK. The decrease in use of the Ash Room is mostly due to a series of one-off regular bookings by Buckinghamshire Council last June.

Overall usage has increased slightly to 15.97%, compared with 15.33% during the same period last year.

3) Financial Performance

Lettings Income

2026 income target: £26,750

2025 income target: £45,000

YTD 2025	% of 2025 Target	YTD 2026	% Change	% of 2026 Target
£10,449.49	23.22%	£9,500	-9.08%	35.5%

Income achieved to date is £9,500, representing 35.5%% of the annual income target. Whilst this is below a straight-line projection for this point in the financial year, venue income is not evenly distributed throughout the year. Glyme Hall experiences lower levels of activity during the summer months, including the absence of the regular weekend dance bookings. Based on current bookings, projected year-end income is £25,197.22, which remains broadly in line with the annual target of £26,750.

4) Hirer Changes

Losses:

- Fitness4Seniors has cancelled all future bookings due to low participant numbers, this was a weekly hour-long booking in the Beech Room

Enquiries:

- Weekly parent and baby clinic

5) Risks & Opportunities

Risks:

- We currently have 7 hirers who hire a room at Glyme Hall every week. 6 out of these 7 receive a discount of 50% or higher. We also have 5 hirers who use the hall about once a month on average who all receive a discount of 50% or hire.

Opportunities:

- Promotion of a party package (agreed at previous community committee meeting) will commence once Nexodus is in place

Agenda Item 8

Community Committee Report Events – 09/26

(Town Council Events and Events supported by Town Council)

EVENTS UPDATE

Since last meeting:

1. Picnic in the Park / Saturday 22nd August

- Delivered within budget with a good level of attendance and positive feedback
- Lots of positive response regarding the community atmosphere and provision of a free event
- **Lessons learned:** portaloos, more live music, more activities for age ranges who weren't so catered for, speak to Café le Raj in advance, set date further in advance, revise shuttle bus timings

2. Heritage Open Day / 12th September

- At the time of writing, the event has not taken place. A verbal update will be provided at the meeting.

UPCOMING EVENTS

1. Community Awards / Friday 23rd October
2. Remembrance Day / Sunday 8th November
3. Christmas Light Switch-On / Friday 20th November

KEEP CHIPPY BEAUTIFUL

Summer Clean-Up (27th June) and Summer Spruce-Up (7th July) were delivered successfully. Positive feedback was received from volunteers and residents. Volunteer numbers were lower for the weekday Spruce-Up, and the format may require review considering current staffing capacity.

Upcoming:

1. October Spruce-Up 13th October
2. Autumn Clean-Up 24th October
3. Collaboration with Holy Trinity 10th November
4. Christmas Clean-Up 12th December

7a. Draft calendar of events for Chipping Norton Town Council 2026-27

Key
Subsidised Community Event
Civic Event
Independent Events supported by the Town Council Grants (Nil budgeted)
Independent Events

Month	Event
April	Town Council Charity Event Quiz night
May	Chipping Norton XXX
June	Chipping Norton Town Festival
July	Chippy Pride
August	Chipping Norton Town Council Summer Event
September	Heritage Open Day
October	Community Awards
November	Remembrance
	Xmas Lights Switch-On & Xmas Market
December	
January	
February	
March	Chipping Norton Music Festival