



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: 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) 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 8th 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 7th September 2026



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Minutes of a Full Council meeting held on the 8th June 2026, at 6:30pm in the Lower Hall, Chipping Norton Town Hall

PRESENT: Sandra Coleman (Town Mayor), Steve Akers, Jo Graves, Sharon Wheaton, Dom Rickard, Alex Keyser, Mike Cahill, Michael Rowe, Tom Festa, Athos Ritsperis, Ian Finney, Natasha Whitmill, Emily Weaver, Ben Bibby (left at 19:30), Cora Schor-Brener

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO
Louise Warren, Responsible Finance Officer & Deputy Clerk
Cllr Geoff Saul, WODC and OCC
Tatiana Bell, WODC (left at 19:04)
Martha Holland, WODC (left at 19:04)
2 Members of the public

FC25. Apologies for absence

None received

FC26. Declaration of Interests

No declarations of interest were received

FC27. Minutes

Members considered the minutes of the Full Council meeting held on the 11th May 2026.

RESOLVED: That the minutes of the meeting held on the 11th May 2026 be approved and signed by the Mayor as a correct record, subject to the following amendment:

- Page 5, William Fowler Allotments Trust membership – to add Cllr Coleman under "Town Mayor Ex-Officio"

FC28. Public Participation

No matters were raised.

FC29: West Oxfordshire District Councillors update

Members received an update from Chipping Norton's Ward Councillors serving on West Oxfordshire District Council.

Cllr Ritsperis asked whether Cllr Coleman was still able to act as a Town Councillor and undertake both duties. Cllr Coleman confirmed that she could and was complying with declaration requirements when involved with discussions that affect Chipping Norton. She reported that she had undertaken induction training and briefing sessions in relation to her new role.

FC30: Oxfordshire County Councillors update

Members received an update from Chipping Norton's Ward Councillors serving on Oxfordshire County Council.

Cllr Saul provided an update on the proposed Sports Hub in Chipping Norton. He advised that Oxfordshire County Council's planning application for its site was well advanced and was likely to be submitted later in the



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summer. As such, it would be too late to adapt the County Council's plans to incorporate alternative proposals. However, he believed that that County Council would be supportive of proposals brought forward for the Field Reeves land.

Cllr Coleman asked whether there were any particular Councillors or officers who should be approached regarding the project. Cllr Saul suggested that the officers involved in the planning process would be key contacts.

Members noted that there would be an opportunity to speak during public participation at the relevant Oxfordshire County Council meetings and that cabinet member Dan Levy may also be an important contact.

It was agreed that the Town Clerk would invite Sean Woodcock MP to the council-facilitated meeting discussing the vision for the potential Sports Hub on the 18th June 2026.

FC31: Chipping Norton development

There were no updates to report.

FC32: Cotswold Crescent

Members considered a proposal from WODC for an outdoor classroom at Cotswold Crescent play area.

Officers Tatiana Bell and Martha Holland from WODC came to present their proposal for the play area.

Members noted that the playground is owned by Cottsway and the Town Council simply leases the land.

Cllr Ritsperis expressed support for the proposal in principle but questioned why Cotswold Crescent had been selected rather than New Street Recreation Area. Officers advised that the project had been developed using Indices of Multiple Deprivation (IMD) data and that Cotswold Crescent had been identified as a priority location.

Cllr Coleman asked whether local families would be consulted before installation. Officers confirmed that engagement with local residents would form part of the project.

Cllr Finney proposed that permission be granted for the installation of the outdoor classroom using Oxfordshire County Council Public Health funding, subject to the project being designed with and supported by local families. Officers also confirmed that they would liaise with Cottsway Housing prior to installation. Seconded by Cllr Akers. This motion was carried unanimously.

RESOLVED: That permission be granted for the installation of an outdoor classroom at Cotswold Crescent Play Area using Oxfordshire County Council Public Health funding, and subject to consultation with and support from local families and confirmation from Cottsway Housing Association.

FC33. Civic announcements

Members received a report from The Mayor on Civic engagement and activities.

Cllr Akers gave an update on the Keep Chippy Initiative, which now extends beyond the regular litter-picking programme. He highlighted the forthcoming Summer Spruce Up 30th June and 7th July – Staff, Cllrs, and Volunteers will be attending.

FC34. Reports from representatives of outside bodies

Members received updates from councillors serving on outside bodies.



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Members received a written report from Cllr Wheaton in her role as Thames Valley Police Liaison representative. She reported on work being undertaken to address parking on double-yellow lines within the town.

Cllrs Coleman and Graves reported on recent Field Reeves meetings attended in their capacity as Trustees, where discussions had continued regarding the proposed Sports Hub project.

FC35. To receive the accounts and balance sheet for 2025-26

Members received the accounts and balance sheet for the year ending 31 March 2026.

The RFO reported that queries had been raised regarding the omission of the Public Works Loan from the balance sheet. She had sought clarification from the Council's Internal Auditor who noted that "the loan balance is not included due to the fact that the liabilities are set against the Local Government requirements and are not like a set of company accounts. It is the same rationale for the different treatment of depreciation of assets. As you say, the AGAR correctly includes the outstanding PWLB balance, and this is the only statutory financial return the council has to submit".

Cllr Rickard queried the level of interest receivable as shown in the accounts. The RFO advised that the budget appeared to have been set too high in previous years.

Cllr Festa asked about miscellaneous income. The RFO explained that the Public Works Loan proceeds had initially been coded to miscellaneous income when received before subsequently being transferred to the appropriate earmarked reserve.

RESOLVED: that the accounts and balance sheet for the year ended 31 March 2026 be received and noted.

FC36. To receive the internal audit reports for 2025-26

Members received the Internal Auditor's report for 2025/26. Cllr Graves queried why one box had been ticked "not completed" and the Town Clerk noted that this was due to an administrative oversight where the Conclusion of Audit was posted on the Town Council's website late, but that this would not happen again. Cllr Coleman thanked officers for their hard work throughout the financial year.

RESOLVED: That the Internal Audit report for 2025/26 be received and noted.

FC37. AGAR Section 1 – Governance Statements

Members considered the Annual Governance Statement for 2025/26.

Cllr Akers proposed that the statement be signed and approved, seconded by Cllr Finney. This motion was carried unanimously.

RESOLVED: That the Annual Governance Statement (Section 1 of the AGAR) for 2025/26 be approved. The statement was signed by the Town Clerk and the Mayor.

FC38. AGAR Section 2 – Accounting Statements

Members considered the Accounting Statements for 2025-26.

The statements had been signed in advance by the Responsible Finance Officer in accordance with the regulations. Cllr Graves proposed to approve the Accounting Statements (Section 2 of the AGAR), seconded by Cllr Finney. This motion was carried unanimously.



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RESOLVED: That the Accounting Statements (Section 2 of the AGAR) for 2025/26 be approved. The Accounting Statements were signed by the Mayor.

FC39. Notice of public rights and the publication of the AGAR

Members noted the issue of the Notice of Public Rights and the Publication of the Annual Governance and Accountability Return.

FC40. Correspondence

a. Andy's Man Club

Alex Keyser spoke about the proposal which will support men's mental health in a very low-pressure environment and without judgement. Cllr Coleman noted that this is a national initiative and the nearest other session runs in Witney.

Cllr Coleman proposed to give a fixed-term and then be reviewed, and then apply via the grants system. 3 months free hire, and then assessed through. Seconded by Cllr Akers.

All in favour, Cllr Keyser abstained, no votes against. Motion carried.

RESOLVED: That Andy's Man Club be granted free room hire for a period of 3 months, after which any ongoing support should be considered through the Council's Grants to Voluntary Bodies scheme.

b. National Climate Emergency Briefing

Members considered a request for free use of Glyme Hall for a screening of the National Climate Emergency Briefing.

Cllr Akers proposed to accept the proposal for free hire, seconded by Cllr Graves. The motion was carried unanimously.

RESOLVED: That free use of Glyme Hall be granted for the screening of the National Climate Emergency Briefing.

c. Chipping Norton Improvement Survey

Members noted the survey launched by Sean Woodcock MP regarding improvements to Chipping Norton.

d. Renewable Energy Payments – Oxfordshire County Council

Members noted correspondence from Oxfordshire County Council asking CNTC to respond to a survey regarding Renewable Energy Payments. It was agreed that Cllr Festa would prepare a draft response for circulation to councillors prior to submission.

e. Chipping Norton Age Concern

Members received correspondence regarding proposed changes to the charity's objects. Members expressed support for retaining community assets for local benefit. However, concerns were raised regarding the proposed transfer of assets, including the Highlands building, to Chipping Norton Theatre and the implications for the charity's trustees.

f. Memorial Dispensation request

Members considered a request for a new memorial at Worcester Road Cemetery which exceeded the height regulations set by the Council. As this memorial was planned to match an existing memorial in the adjacent space, Councillors agreed that this request be approved.

Cllr Akers proposed to accept the request for the memorial dispensation, seconded by Cllr Rickard. This motion was carried unanimously.

RESOLVED: That the request for a new memorial which exceeds current regulations is approved.

FC41. Town Hall Restoration Sub-Committee

Members considered draft Terms of Reference for a Town Hall Restoration Sub-Committee.



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Cllr Coleman proposed to adopt the Terms of Reference without amendment, seconded by Cllr Finney. The motion was carried unanimously.

The following members were appointed to the Sub-Committee:

- Cllr Sandra Coleman
- Cllr Tom Festa
- Cllr Ian Finney
- Cllr Mike Cahill
- Cllr Michael Rowe
- Cllr Jo Graves

FC42. Planning Applications

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

1. APPLICATION NO: 26/01201/HHD

PROPOSAL: Conversion of existing detached double garage to form games room

LOCATION: 20 Howes Lane Chipping Norton Oxfordshire

No comments, no objection.

2. APPLICATION NO: 26/01069/HHD

PROPOSAL: Erection of a single storey rear extension

LOCATION: 1 Fowlers Court Chipping Norton Oxfordshire

No comments, no objection.

FC43. Confidential Session

RESOLVED: 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 item FC44.

FC44. Mayor's Medals

Members considered quotations for the purchase of a Mayor's replica Chain of Office badge, Councillor badges, and Past Mayor badges.

Following discussion, Cllr Keyser proposed to accept the quotation from Spurcroft Civic for £240 + VAT for the purchase of a Mayor's badge only. This was seconded by Cllr Finney.

Cllr Coleman, Cllrs Graves, and Cllr Rickard abstained. There were no votes against.

Motion carried.

RESOLVED: That the Council purchases a single replica Mayor's Badge from Spurcroft Civic at a cost of £240+VAT.

Cllr Finney proposed that the Council discontinue the practice of providing Past Mayor badges. This was seconded by Cllr Rickard.

Cllrs Schor-Brener, Ritsperis and Akers voted against. Cllrs Coleman and Rowe abstained. Motion carried.

RESOLVED: That the Council cease providing Past Mayor badges and seeks to honour past Mayors in a different way. Further options to be considered at a later date.

Members also discussed the provision of councillor badges. Members noted that all CNTC councillors are issued with a lanyard and badge, and that this should be sufficient for identifying themselves at any events.



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FC45. Date of the next meeting – Monday 21st July 2025

The Town Mayor closed the meeting at 20:30

DRAFT

Item 5: District Councillor Report

July 2027

The consultation on Regulation 19 of the Local Plan is expected to open towards the end of August and will remain open for 6 weeks. This consultation is to ensure that the plan is sound and legal, and whilst major changes are not expected, this consultation does offer a genuine opportunity to influence the plan. The Plan will identify sites for new housing but has a very strong emphasis on the infrastructure that is needed as the community grows, with new policies that developers need to follow. It will be accompanied by an Infrastructure Delivery Plan in addition to the statutory documents. I am pleased to be able to say that since the recent meeting in Glyme Hall with stake holders a Sports Hub has been included in the plan, and I will continue to lobby for this facility to ensure we get the sports provision residents need here in Chipping Norton.

One of my responsibilities is the community grants programme which helps fund projects prioritising community wellbeing, climate resilience and nature recovery. The District Council have pledged £120,000 per year for 3 years and projects can apply for up to £12,000 to cover up to 50% of the project cost with an equal amount to be raised via CrowdfunderUK. This platform is free for fundraisers, who only need to raise funds for their own project, which is a change from the previous provider and an officer is available to support applicants. We expect to launch the new programme in the autumn.

Sandra Coleman

District Councillor

Mayors Report

July 2026

I am sorry that I will not be with you for our July meeting as I am away on holiday.

The most important meeting that I have attended was about plans for a Sports Hub here in Chipping Norton. This meeting, led by local resident Nick Jones, was very well attended, with representatives from WODC, local sports clubs, Field Reeves, local developers and members of our Town Council and town community. The meeting received a presentation on plans for a new Sports Hub on Field Reeves land off London Road. The hub would include an all-weather pitch as well as new grass pitches, with a club house suitable for other community facilities such as vocational training, car parking and children's play area. It is also a possible location for our wheeled sports park. Everyone at the meeting was very enthusiastic about the plan, and a new Sports Hub in Chipping Norton is now included in the Draft Local Plan. I would like to thank Nick Jones for his work on this project.

I would also like to take this opportunity to invite everyone to our Picnic in the Park event on 22nd August. This will include a pop-up skatepark, children's activities and live music. All activities will be free with a selection of stands to purchase refreshments –or bring your own picnic. Please follow our social media for more information.

Lastly, on Saturday 12th September we will be hosting our first Heritage Open day based in the Town Hall. There will be an exhibition by the museum in the Lower Town Hall with tea and cake, talks in the Upper Hall and Living History Walks around the town. The event is part of the national Heritage Open Day programme See www.heritageopendays.org.uk

Mayors Diary:

12th June Town Hall Restoration Group

Heritage Open Day Planning Meeting

13th June Sustainable Chipping Norton- walk to Pool Meadow

15th June Flag flying: Refugee Nation

Community Committee

18th June Allotment Inspection

Sports Hub meeting

19 th June	Town Hall Restoration Group
24 th June	Flag raising: Armed Forces Day
26 th June	Heritage Open Day Planning Meeting
27 th June	Keep Chippy Beautiful: Litter Pick
1 st July	RBL commemoration of the Battle of the Somme
2 nd July	Traffic Advisory Committee
3 rd July	Town Hall Restoration Group
6 th July	Flag raising: NHS
	Strategic Planning Committee
7 th July	Keep Chippy Beautiful: Clean up
13 th July	Finance and Resources Committee
14 th July	Skate Park Users Group

Dates to Note:

24 th July	Flag raising: Pride Flag
21 st August	Flag raising: RAF Ensign
22nd August	Picnic in the Park
12th September	Heritage Open Day



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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.



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MINUTES OF A **MEETING OF THE TRAFFIC ADVISORY SUB-COMMITTEE** **HELD ON THURSDAY 2 JULY 2026 AT 2PM VIA MICROSOFT TEAMS**

PRESENT: Cllrs Mark Walker (Chair), Tom Festa, Sandra Coleman, Steve Akers

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Odele Parsons, OCC

James Wright, OCC

James Kilgour, OCC

Cllr Geoff Saul, OCC and WODC

TAC1. Election of Chair

Members received nominations for the Chair of the Traffic Advisory Sub-Committee for the municipal year 2026/27.

Cllr Akers nominated Cllr Walker, seconded by Cllr Coleman. No other nominations were received. All in favour motion carried.

RESOLVED: That Cllr Walker is appointed as Chair of the Traffic Advisory Sub-Committee for the municipal year 2026/27.

TAC2. Election of Vice-Chair

Members received nominations for Vice Chair of the Traffic Advisory Sub-Committee for the municipal year 2026/27.

Cllr Walker nominated Cllr Akers, seconded by Cllr Coleman. No other nominations were received. All in favour, motion carried.

RESOLVED: That Cllr Akers is appointed as Vice Chair of the Traffic Advisory Sub-Committee for the municipal year 2026/27.

TAC3. Apologies for absence.

Apologies were received from Cllr Alex Keyser and Maria Wheatley, WODC Parking Officer.

TAC4. Declaration of interests.

There were no declarations of interest.

TAC5. Minutes

RESOLVED: That the Minutes from the Sub-Committee meeting held on the 26th March 2026 were signed by the Chair as an accurate record.

TAC6. Public Participation

The Sub-Committee received a written representation from a member of the public regarding the proposed pedestrian warning signs on London Road at the Albion Street junction.

Members noted Mr Rose's continued concerns regarding pedestrian safety and his request that the agreed warning signs be installed without delay whilst the wider Albion Street junction improvements continue to be developed.

TAC7. LCWIP

Members received an update from Odele Parsons (OP).

Cotswold Crescent path:

Conceptual design created and the business case is yet to be agreed. Taking longer than anticipated due to the fact that this is using money leftover from previous schemes and this requires a higher level of authorisation than initially anticipated. Next stage includes a firmer design and costings however no timeline for delivery has been allocated.

Albion Street pedestrian crossing:

Drawings and conceptual design have been completed. The pedestrian footways are being extended to help crossing and tactile crossing points also included at three points. Members noted that articulated lorries will require access to Albion Street for deliveries to the Coop – OP to check with Highways schemes team to clarify if this has been taken into account.

Cllr Akers sought confirmation that the allocated funding had been carried forward into the 2026/27 financial year, which was confirmed.

When questioned regarding delivery timescales, Ms Parsons advised that she had not yet been provided with a programme but did not expect construction within the next three months.

Cllr Coleman expressed disappointment that the revised design did not more clearly prioritise pedestrians. Ms Parsons advised that a zebra crossing was unlikely to be supported under current guidance but highlighted a new pilot scheme involving enhanced pedestrian priority road markings.

Members welcomed this approach, with Cllr Walker expressing strong support for exploring the use of the new road marking pilot within Chipping Norton.

TAC8. County Officer's Report

The Sub-Committee received the County Officer's report from Odele Parsons.

Drainage:

Members received an update on the ongoing programme of gully cleansing.

Cllr Coleman thanked Ms Parsons for the update, noting that inspections had identified a number of drainage defects requiring remedial works rather than routine jetting.

Worcester Road Maintenance Scheme:

Members welcomed the forthcoming resurfacing works.

It was agreed that the Town Council would work with Chris Grain (OCC) to ensure clear communication with residents throughout the works.

Bus network:

Members queried if the bus shelter on West St used by the S3 could also be shared with the 488 service. OP to clarify with the public transport team and report back.

OP reported that the Town Council's request for additional evening bus services to Banbury have been reviewed by the public transport team and that disappointingly there would be no additional services

planned for this route. Cllr Walker requested clarification on what evidence would be required to support a future case for additional evening services. OP to liaise with the public transport team and report back.

White lining programme:

Members noted that the New Street/West Street lining scheme remained programmed for delivery during the current financial year, although no implementation date had yet been provided.

Members requested an update on anticipated delivery timescales.

Discussion also took place regarding the allocation of Section 106 funding arising from new housing developments.

It was agreed that Cllr Geoff Saul would arrange a meeting with the relevant Section 106 officers, together with Cllrs Coleman and Walker, to discuss funding allocation processes and opportunities for Chipping Norton.

Parking and enforcement:

Members received an update from OP about parking enforcement levels in the town centre.

TAC9. District Officer's Report

No report was received.

TAC10. Update from Cllr Saul on OCC Highways matters including the HGV working group

The Sub-Committee received an update from Cllr Geoff Saul on Oxfordshire County Council highways matters.

Members noted:

- the emerging Movement and Place Plan for the West Oxfordshire Lowlands, including early discussion around possible on-street parking charges. Cllr Saul advised that, following discussions with the relevant Cabinet Member, such proposals appeared unlikely to progress;
- ongoing work by the Windrush Valley HGV Working Group, although no proposals had yet emerged which were likely to benefit Chipping Norton directly. Members awaited further reports regarding a potential area-wide weight restriction; and
- investment associated with The Mullin development in Enstone and the potential wider benefits for surrounding communities.

TAC11. OCC Quiet Lanes Initiative

The Sub-Committee considered Oxfordshire County Council's Quiet Lanes pilot programme.

Ms Parsons advised that approximately ten schemes across Oxfordshire were expected to be selected. Cllr Festa queried how the initiative would align with the Local Cycling and Walking Infrastructure Plan. Ms Parsons advised that Quiet Lanes were generally intended for more rural roads and that no obvious locations within Chipping Norton currently met the criteria.

Members briefly discussed the possibility of Old London Road, noting that the route lies within Chadlington Parish. Members also discussed the possibility of introducing a School Street around The Green and the potential for a pedestrian crossing near Walterbush Road. It was noted that School Streets operate only during school opening and closing periods, whereas Quiet Lanes provide a permanent arrangement.

Ms Parsons advised that a School Street would require traffic filtering measures at either end of the road.

Action: Cllrs Walker and Coleman to engage with the school regarding the School Street concept.

Action: Town Clerk to include School Streets on the agenda for the next meeting.

TAC12. Cycling

The Sub-Committee received a written update from Cllr Tom Festa.

Members noted that:

- Rusty Riders had now entered its third year, with continued support from Sustainable Chipping Norton;
- two regular ride groups now operate, offering approximately 7-mile and 15-mile routes;
- participation continued to increase, including riders aged between 11 and 72 years; and
- an increasing number of participants were using electric bicycles.

Cllr Festa advised that proposals for additional cycle parking locations would be brought to the next meeting.

TAC13. Pedestrian and Road Safety

Members discussed the agreed additional VAS/SIDs for London Road and Burford Road.

ACTION: For the Town Clerk to chase with Dave Catling with delivery date.

TAC14. Parking

Members discussed parking matters affecting the town.

ACTION: It was agreed that an informal meeting would be arranged between Keith Gowing, the Town Clerk and Cllr Walker ahead of the next Sub-Committee meeting.

TAC15. Date of the next meeting – Thursday 1 October 2026, 2pm via TEAMS.

The Chair closed the meeting at 3:30pm



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MINUTES OF A MEETING OF STRATEGIC PLANNING COMMITTEE **HELD ON MONDAY 6 JULY 2026 AT 6:30pm** **IN THE ASH ROOM, GLYME HALL**

PRESENT: Dom Rickard (Chair), Sandra Coleman, Mark Walker, Michael Rowe, Ian Finney, Tom Festa

ALSO PRESENT: Katherine Jang, Town Clerk and CEO

Lou Arkley, Assets and Operations Officer

4 Members of the public

SPC1. Election of Chair

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

Cllr Coleman nominated Cllr Rickard, seconded by Cllr Festa. No other nominations were received.

RESOLVED: That Cllr Dom Rickard be elected Chair of the Strategic Planning Committee for the municipal year 2026/27.

SPC2. Election of Vice-Chair

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

Cllr Coleman nominated Cllr Festa, seconded by Cllr Finney. No other nominations were received.

RESOLVED: That Cllr Tom Festa be elected Vice-Chair of the Strategic Planning Committee for the municipal year 2026/27.

SPC3. Apologies for Absence

Apologies were received from Cllrs Steve Akers, Sharon Wheaton and Jo Graves.

SPC4. Declarations of Interest

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

No declarations of interest were made.

SPC5. Minutes

a) To note the minutes of the Traffic Advisory Sub-Committee held on 2 July 2026.

The minutes were noted.

b) To approve the minutes of the Strategic Planning Committee meeting held on 9 March 2026.

RESOLVED: That the minutes of the Strategic Planning Committee meeting held on 9 March 2026 be approved as a correct record and signed by the Chair.

SPC6. Public Participation

The meeting was adjourned for public participation.

Nick Jones addressed the Committee on behalf of the town's sports clubs regarding the emerging West Oxfordshire Local Plan 2043.

Mr Jones expressed concern that the wording relating to the proposed Community Sports Hub remained too aspirational and did not provide sufficient certainty that a sports hub would be delivered in Chipping Norton. He emphasised the importance of stronger policy wording to support future delivery alongside planned housing growth.

The Chair thanked Mr Jones for his contribution.

The meeting was reconvened.

SPC7. Committee Action Plan

To review the Committee Action Plan for the municipal year 2026/27.

Members reviewed the Action Plan and agreed that the following items should be added:



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- Albion Street pedestrian crossing.
- New Street junction improvements.
- Installation of a watering system for town planters.
- Monitoring of the proposed footpath between Cotswold Crescent and Burrows Crescent through the Traffic Advisory Sub-Committee.

RESOLVED: That the Committee Action Plan be updated accordingly.

SPC8. Council Business Plan

To review a draft five-year Business Plan for Chipping Norton Town Council.

Members considered the draft Business Plan and agreed that reference should be made to the development of a Marketing Strategy within both the Financial Sustainability and Community sections of the Plan.

RESOLVED: That the draft Business Plan be amended accordingly prior to further consideration.

SPC9. Chipping Norton Development

To consider the draft Local Plan 2043 produced by West Oxfordshire District Council.

Cllr Walker provided Members with an overview of the Local Plan process and the proposed development strategy.

He explained that the proposed housing numbers had been developed using a more realistic assessment of the town's existing infrastructure and represented a reduction from the previous allocation of approximately 1,250 dwellings to around 750 dwellings.

Members discussed the reference to the proposed Community Sports Hub within the draft Plan.

Cllr Festa questioned how the proposal could move beyond an aspirational objective towards a deliverable commitment.

Cllr Walker advised that delivery would ultimately depend upon future housing numbers, infrastructure planning and developer contributions.

Members discussed the opportunity to strengthen the wording of the Local Plan response by challenging the "soundness" of the Plan where appropriate, ensuring that it better reflected the town's future ambitions, demographic growth and the needs of young people and families.

Cllr Rickard supported strengthening the Council's response, particularly by seeking stronger links between the Local Plan and the Playing Pitch Strategy to provide clearer justification for future sports provision.

Cllr Finney queried the potential impact of Local Government Reorganisation on implementation of the Local Plan. Cllr Walker acknowledged this as an important consideration but noted that the Local Plan still required progression through the statutory planning process.

RESOLVED: That Members' comments be incorporated into the Town Council's response to the consultation on the Draft Local Plan 2043 (August 2026).

SPC10. Worcester Road Cemetery

To receive an update from the Assets and Operations Officer.

The Assets and Operations Officer provided an update on recent tree works and ongoing maintenance within Worcester Road Cemetery.

The update was noted.

SPC11. Pool Meadow

To receive an update from the Town Clerk.

The Town Clerk advised Members that the Scheduled Monument Consent application had now been submitted to Historic England and the Council was awaiting a decision.

Once consent had been granted, construction of the first phase of the Pool Meadow footpath improvements could proceed.

The update was noted.

SPC12. Grounds Maintenance

To receive a written update from the Assets and Operations Officer.

Members noted that:

- Two new planters had been installed and planted at Middle Row.



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- A new planting design was being developed for the Millennium Garden.
- Options were being explored for improved watering provision, including installation of a water butt at Middle Row or the use of a mobile water butt carried on Town Council vehicles.
- Future planting schemes would make greater use of drought-resistant species.

Members also discussed the appearance of the Chipping Norton Hospital site and agreed that concerns should be referred to West Oxfordshire District Council's Planning Enforcement Team.

ACTION: Cllr Walker to provide the Town Clerk with the relevant Planning Enforcement contact.

SPC13. Planning Applications

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

1. APPLICATION NO: [26/01416/S73](#)

PROPOSAL: Variation of condition 2 of permission 25/03049/HHD to allow changes to proposed extension roof along with an external door to replace a window

APPLICATION NO: [25/03049/HHD](#) (decided – approved)

PROPOSAL: Erection of single storey rear extension, and erection of single storey side porch to replace existing porch. Erection of detached carport, demolition of existing detached garage, and associated works (amended drawings)

LOCATION: 12 Church Street Chipping Norton Oxfordshire

No comment

2. APPLICATION NO: [26/01119/RES](#)

PROPOSAL: Approval of reserved matters (layout, appearance, landscaping, scale and accessibility) for the erection of 100 dwellings, and approval of details for conditions 7 and 8, all pursuant to outline planning permission reference 24/00769/OUT

APPLICATION NO: [24/00769/OUT](#) (Decided – Approved subject to legal agreement)

PROPOSAL: Outline planning application, with all matters reserved other than principal means of access to the highway, for the construction of up to 104 residential dwellings, together with the provision of open space, landscaping and associated infrastructure.

LOCATION: Land South Of Charlbury Road Chipping Norton

Members discussed the housing mix and layout. They raised concerns about the proposed junction and crossing point, noting that children may choose the shorter route into town and walk on the wrong side of the road.

3. Pavement Licence for Café Nero

No comment

SPC14: Date of Next Meeting – Monday 21st September 2026

The Chair closed the meeting at 7:50pm



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Minutes of a Finance and Resources Committee meeting held on the 13th July 2026 at 6:30pm in Glyme Hall, Chipping Norton

PRESENT: Cllrs Ian Finney (Chair), Sandra Coleman, Dom Rickard, Ben Bibby

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Louise Warren, Responsible Finance Officer and Deputy Clerk

1 Member of the public

FR1. Election of Chair

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

Cllr Coleman nominated Cllr Finney, seconded by Cllr Bibby. No other nominations were received.

RESOLVED: That Cllr Ian Finney be appointed Chair of the Finance and Resources Committee for the municipal year 2026/27.

FR2. Election of Vice-Chair

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

Cllr Coleman nominated Cllr Rickard, seconded by Cllr Bibby. No other nominations were received.

RESOLVED: That Cllr Dom Rickard be appointed Vice-Chair of the Finance and Resources Committee for the municipal year 2026/27.

FR3. Apologies for Absence

Apologies for absence were received from Cllr Emily Weaver.

FR4. Declarations of Interest

Cllr Coleman declared a non-pecuniary interest as a member of the Chipping Norton Community Land Trust in relation to Item FR12(b).

Cllr Bibby declared a non-pecuniary interest as his partner is Chair of CHAOS in relation to Item FR12(b).

FR5. Minutes

RESOLVED: That the minutes of the Finance and Resources Committee meeting held on 16th March 2026 be approved as a correct record and signed by the Chair.

FR6. Public Participation

No matters were raised.

FR7. Committee Action Plan

Members reviewed the Committee Action Plan.

RESOLVED: That the Action Plan be noted and approved.

FR8. Income and Expenditure

The Committee received detailed income and expenditure reports by budget heading.

Members queried the miscellaneous income relating to funds received on behalf of the Skatepark Charity. It was agreed that the Responsible Finance Officer would discuss with the Council's Internal Auditor the most appropriate accounting treatment and arrangements for holding funds on behalf of a separate charity.

Members confirmed that they were content with the format of the Rialtas-generated financial reports.

Members also queried income relating to rights of access associated with Greystones House and Rosewood Nursery, noting that rights of access are currently paid by Chipping Norton Rugby Club. Officers agreed to investigate the current arrangements following the sale of Greystones House.

RESOLVED: That the report be noted.

FR9. Schedule of Payments for Approval

The Committee received the schedule of payments for approval.

Members queried a PayPal payment of £1,295. The Responsible Finance Officer confirmed this related to the purchase of two laptop computers, one of which would be recharged to the William Fowler Allotments Trust.

The Responsible Finance Officer advised Members that the manually generated BACS payment report no longer reflected the Council's banking process. Members agreed that future reports could instead include the relevant bank statement alongside the payment schedule.

Members also requested information on the proportion of the Council's expenditure represented by salaries and employment on-costs.

RESOLVED:

- That the payments be approved.
- That future payment reports include the relevant bank statement in place of the manually generated BACS report.
- That officers report back on the proportion of Council expenditure attributable to staffing costs outside the cycle of meetings.

FR10. Financial Procedures Forward Work Programme

The Responsible Finance Officer presented an update on the Financial Procedures Forward Work Programme since September 2025.

Members noted the significant enhancements that had been made to the Council's financial systems and procedures.

The Responsible Finance Officer advised that a three to five-year financial forecast would be presented to the next meeting.

Members also discussed outstanding debt recovery. Officers advised that approximately £11,000 had recently been recovered from historic outstanding debts. A report on debt management and proposed debt write-offs would be presented to the next meeting.

The Chair requested that future reports categorise outstanding debts to distinguish between:

- debts actively being pursued;
- debts subject to payment arrangements;
- disputed debts; and
- debts recommended for write-off.

RESOLVED: That the report be noted.

FR11. Forward Work Programme

The Town Clerk updated Members on the Forward Work Programme.

Members were advised that, rather than presenting HR policies which may subsequently require amendment to comply fully with Green Book standards, officers had approached a specialist employment law firm with extensive experience of advising local authorities to provide a suite of legally compliant, streamlined HR policies tailored to the Council's requirements.

Members welcomed the proposed approach.

RESOLVED: That the update be noted.

FR12. Grants

(a) Grant Feedback Forms

The Committee reviewed feedback reports received from previously successful grant applicants.

RESOLVED: That the reports be noted.

(b) First Tranche of Grant Applications 2026/27

The Committee considered the first tranche of grant applications for the 2026/27 municipal year.

Members agreed the following general principles:

- Post-event grant applications would not normally be considered.
- The Council would not normally award grants to organisations whose principal purpose is to award grants to other organisations.

Following consideration of each application, the Committee resolved:

Organisation	Grant Award	In-kind Support
The ACE Centre	£1,000	None
CHAOS	£500	Free use of the Beech Room for ten weeks and free hire of the Town Hall for the Ceilidh event
Chipping Norton Town Festival	£0	Noted that free use of the Town Hall had already been provided
Chipping Norton Railway Club	£250	None
Chipping Norton Community Land Trust	£1,000 (provisional)	Deferred pending further information regarding venue requirements
Cotswold Youth Choir	£1,000	No free venue hire awarded
Remix	£750	Free hire of Glyme Hall until August 2027
St Mary's Church Minis	£500	None
Volunteer Link Up	£1,000	None
Cotswold Arts	£500	None

Members requested additional clarification from a number of applicants where information provided within the application forms was incomplete or inconsistent.

The Committee noted that £6,500 had been allocated from the grants budget during this funding round, leaving approximately £10,000 available for future grant rounds.

(c) Core Grants

Members considered arrangements for the review of the Council's Core Grant Agreements.

The Committee requested that the Council's reserves position and emerging Reserves Policy be presented alongside future discussions.

Members also agreed that Remix should be invited to submit an impact report alongside the Council's three existing Core Grant recipients to assist Members in considering future funding arrangements.

RESOLVED: That officers request impact reports accordingly.

FR13. Date of Next Meeting

The next meeting of the Finance and Resources Committee will be held on Monday 28th **September 2026**.

There being no further business, the Chair closed the meeting at 8:26pm.

SIGNED: _____

DATE: _____



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MINUTES OF A MEETING OF STAFFING SUB-COMMITTEE HELD ON THURS 9 JULY 2026 AT 10AM IN THE COUNCIL CHAMBER, CHIPPING NORTON TOWN HALL

PRESENT: Steve Akers (Chair), Tom Festa, Sandra Coleman, Ian Finney

ALSO PRESENT: Katherine Jang, Town Clerk & CEO

0 Members of the public were present

9. Apologies for absence.

None received

10. Declaration of interests.

No declarations of interest were received

11. Minutes

RESOLVED: That the minutes of the meeting held on 28th May 2026 were signed by the Chair as an accurate record.

12. Confidential Session

RESOLVED: To move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. No public or press were present during the consideration of the next item.

13. Staffing matters

Members receive a confidential report on staffing matters.

a. Title change:

Members discussed amending the Admin and Events Officer's official title to Admin to the Admin, Lettings and Events Officer to reflect the change in responsibilities and job duties.

RESOLVED: That the official job title is changed to the Admin, Lettings and Events Officer.

b. Marketing support:

Members discussed whether additional marketing support would be required for the Town Council within the next financial year. Members agreed for the Town Clerk to undertake a benchmarking exercise with other comparable Town Councils and to bring a report back to the next meeting.

c. Disciplinary Matters:

Members received a verbal update from the Town Clerk regarding confidential disciplinary matters. Members discussed the appointment of an external investigator.

RESOLVED: That the Committee agreed to appoint an external investigator for the disciplinary matter.

Members agreed for the Town Clerk to arrange a date for a disciplinary panel in 20 working days.

14. Date of next meeting – TBC

DRAFT

Full Council Action Plan 2026-27

Codes

-  New
  Growing
  Established
  Dormant

Annual Council Dashboard

Task	Timing	Code	Notes
Election of Mayor & Deputy Mayor	May		Annual Meeting
Appointment to Committees & Outside Bodies	May		Annual Meeting
Policies and Governance - Note code of conduct - Review risk register and strategy - Scheme of Delegation - Standing Orders - Financial Regulations	May		Annual Meeting
Review of Committee Structure & Terms of Reference	May		Governance review
Action Plan Review	Every FC Meeting		Receive progress from Committees
Annual Report to Electors	April		New public-facing report summarising achievements from previous FY
Annual Review of Council Priorities	February		Inform budget setting
Draft Council meetings calendar	February		To inform the next annual calendar of meetings
Precept Approval	December		Following F&R recommendation
AGAR (Internal Audit)	June		Annual governance review Receive internal audit report
AGAR (External Audit)	September		Annual governance review Receive external audit report
Councillor Training Programme	Ongoing		Skills development *Councillor Chairs training to be arranged for September 2026
Review Council fees and charges	March		Town Hall/Glyme Hall/Cemetery fees

Council Key Projects and Priorities

Title	Notes	Committee / Group Responsible
Town Hall Restoration	Overseeing the Council's Town Hall restoration project to ensure that the venue is vibrant, modern, and fit-for-purpose for many generations to come.	Town Hall Restoration Sub-Committee
Chipping Norton Skatepark	Overseeing the installation of a new skatepark at New Street Recreation Area	Chipping Norton Skatepark Working Group
NALC Gold Award	NALC Silver Award current in place, expiring in 2028 <i>*Draft business plan to be considered at Full Council Sept 2026, reviewed by Strategic Planning Committee</i>	Finance & Resources Committee
Net-Zero – Council Sustainability	- Carbon Reduction - Biodiversity - Pesticide-free Chipping Norton - Sustainable procurement	Climate & Ecology Working Group
Grants to Voluntary Bodies	- 2x Tranches (July and February) - Monitoring progress of the Council's Core Grants initiative	Finance & Resources Committee
Christmas Lights Scheme	Management of the Council's Christmas Lights Scheme <i>*2026/7 installation to be considered at this meeting</i>	Full Council
Leases	Monitoring and renewal of all leases: Town Council land: - Greystones: Sports clubs and organisations Land the Town Council leases: - Worcester Road Depot - Cotswold Crescent Play Area - Cornish Road Play Area - New Street Recreation Area	Full Council
Staffing and Council operations	Ensuring that the Council's staffing needs are proactively managed	Staffing Sub-Committee
Council Venues	Ensuring that the Council's venues are safe, well-managed and fit-for-purpose - Glyme Hall - Town Hall	Community Committee
Grounds Maintenance	To ensure that the outdoor spaces that the Council owns and manages are safe, well-kept, and - To reach Green Flag status by 2028 - Worcester Road Cemetery - Closed Churchyard at St Mary's Church	Strategic Planning Committee

	- 4x Parks and play areas - Millennium Garden - Planters on Middle Row - Flower beds on Middle Row and High Street	
Pool Meadow	Improving access, information and biodiversity at Pool Meadow	Strategic Planning Committee
Traffic and Road Safety	To advocate for safer roads in Chipping Norton and improve pedestrian safety in the town. - New junction at West St/New St (OCC initiative) - New junction at Albion St (OCC initiative) - Speed indicator devices (OCC initiative)	Traffic Advisory-Sub Committee Rusty Riders
Chipping Norton development and Chipping Norton Vision Statement	Delivering the Chipping Norton Vision Statement (to 2031): - Respond to consultations about the Local Plan 2043 development - To receive a schedule of planning applications from WODC at each Strategic Planning Committee meeting and Full Council meeting - Monitor WODC's Sports and Pitch Provision Strategy (2022) - Advocate for S106 funding and CIL for the Town	Full Council and Strategic Planning Committee

*A copy of the Full Council Action Plan 2025-26 has been included under separate cover for reference

Item 13: Community Awards Event

The Community Awards Ceremony was provisionally scheduled for Saturday 26 September 2026. The current deadline for nominations is 22 August 2026; however, only four nominations have been received to date. In addition, the provisional event date conflicts with the availability of the Town Mayor, Town Clerk, and Responsible Finance Officer/Deputy Clerk.

To encourage a greater number of nominations and ensure stronger community representation, it is proposed that the nominations deadline be extended until 30 September 2026, with the Awards Ceremony rescheduled to Friday 23 October 2026.

Alternative dates in September have been considered; however, the Upper Hall at the Town Hall is already booked on the remaining available Fridays and cannot accommodate the event. The proposed date of 23 October is available and aligns with the diaries of the Town Mayor, Town Clerk and Responsible Finance Officer/Deputy Clerk.

Recommendation:

That Council:

1. Extends the deadline for Community Awards nominations to **30 September 2026**; and
2. Reschedules the Community Awards Ceremony to **Friday 23 October 2026**.

Item 14: Planning Applications

1. APPLICATION NO: [26/01615/HHD](#)

PROPOSAL: External alterations to include changes to fenestration and rendering of external walls. (Retrospective).

LOCATION: 1 The Green Chipping Norton Oxfordshire

Updates since Strategic Planning Committee, 6 July:

- Status: Decided, Approve

[Conversion of existing detached double garage to form games room](#)

20 Howes Lane Chipping Norton Oxfordshire OX7 5SP

Ref. No: 26/01201/HHD · Received: Mon 18 May 2026 · Validated: Tue 26 May 2026

- Status: Decided, Approve

[Erection of a single storey rear extension](#)

1 Fowlers Court Chipping Norton Oxfordshire OX7 5FW

Ref. No: 26/01069/HHD · Received: Wed 29 Apr 2026 · Validated: Fri 15 May 2026