

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

30th June 2026

SUMMONS TO ATTEND A MEETING OF STRATEGIC PLANNING COMMITTEE

TO: All Members of the Strategic Planning Committee

VENUE: Ash Room, Glyme Hall

DATE: Monday 6th July 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. Election of Chair

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

2. Election of Vice-Chair

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

3. Apologies for absence

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk (townclerk@chippingnorton-tc.gov.uk) prior to the meeting, stating the reason for absence.

4. Declaration of interests

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct

5. Minutes

- a. To note the minutes of the Traffic Advisory Sub-committee held on 2 July 2026.
- b. To approve the minutes of the Committee meeting held on the 9th March 2026

6. Public Participation

The meeting will adjourn for this item

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Members of the public may speak for a maximum of five minutes each during the period of public participation.

7. Committee action plan

To review the committee action plan for the municipal year 2026-27.

8. Council Business Plan

To review a draft 5-year business plan for Chipping Norton Town Council

9. Chipping Norton Development

To consider the draft Local Plan 2043 document from West Oxfordshire District Council

10. Cemetery

To receive any updates from the Assets and Operations Officer

11. Pool Meadow

To receive an update from the Town Clerk

12. Grounds Maintenance

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

13. Planning Applications

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

14. Date of Next Meeting – Monday 21st September 2026



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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 Strategic Planning Committee meeting held on the 9th March 2026 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Mike Cahill (Chair), Sandra Coleman, Ian Finney, Jo Graves, Mark Walker, Mike Rowe, Tom Festa, Dom Rickard, Athos Ritsperis

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Lou Arkley, Assets and Operations Officer

Paolo Oliveri, Maintenance Operative

2 Members of the public

SPC53	Apologies for absence None received
SPC54	Declaration of interests None received
SPC55	Minutes a. To approve the minutes of the Committee meeting held on the 19th January 2026 Amendment to add in Jo Graves' apologies for absence RESOLVED: That subject to the amendment above that the Chair signs the minutes of the meeting as an accurate record. b. To note the minutes of the Traffic Advisory Sub-Committee meeting held on the 29th January 2026 c. To note the minutes of the Climate and Ecology Working Group meeting held on the 26th January 2026
SPC56	Public Participation Members received comments from a member of the public regarding street naming schemes and conventions. West Oxfordshire District Council often consults the Town Council when new developments are planned for Chipping Norton, however, in their policy they cannot accept any names from residents unless they have been deceased for over 20 years. Cllr Coleman reported that she has had conversations with a number of officers from WODC and reported that they are trying to move away from naming streets after individual people. There is no way to ensure that this is a fair and equitable process and does not just represent a small number of people who have lived in the town for many years. It needs careful thought and a fair and transparent process. Cllr Festa also noted that women are underreported in the streets, which is why the most recent names of the Ascott Martyrs were chosen. Cllr Walker noted that this has been discussed a few times over the years. Members requested that a list is drawn up in conjunction with the Museum with robust reasoning set out.

SPC57	Committee action plan Members reviewed the ongoing committee action plan for the municipal year 2025-26.
SPC58	Correspondence No other correspondence was received
SPC59	Chipping Norton Development - Members considered a response to the Local Government Reorganisation consultation from central government Discussion arose about the unitary council proposals. Cllr Festa raised concerns about having an Oxford-centric unitary council under the two councils proposal. The establishment of neighbourhood health committees and their ambiguity was also listed as a concern. Cllr Coleman noted that under the two council model, there would be more councillors from the rural districts than Oxford city, so the rural areas should be represented fairly. Cllr Walker noted that he is in favour of the two unitary model – as this is a government mandated scheme to improve efficiencies there are some economies of scale set out by central government. The two council model appears to be the option which fulfils this mandate and offers some economies of scale, which does not come with the smaller three council model. Cllr Ritsperis spoke in favour of the single unitary model, noting possible efficiencies with economies of scale. Cllr Finney proposed to move forward in favour of the two-council unitary model, seconded by Cllr Walker. Against – Cllr Ritsperis Abstained – Cllr Rickard RESOLVED: That the Council formally supports the two-council unitary model, and that Cllr Cahill is delegated to collate responses from Cllrs and submit a response on behalf of the Council. - Members considered a list of priorities to inform S106 contributions in Chipping Norton Cllr Rickard noted that the full-size football pitch needs to be in considered including all required amenities such as changing facilities and toilets. Members agreed to amend this item. Cllr Coleman noted that the list could be fleshed out and that a further conversation with S106 leisure officers was to be held the following week with herself and the Town Clerk. Members agreed that this list should be circulated with S106 officers in advance of this meeting to be discussed. Members agreed that this list should be brought to Full Council for consideration and adoption.
SPC60	Cemetery Members received an update report on Worcester Road Cemetery and the Closed Churchyard at St Mary the Virgin Church from the Assets and Operations Officer. The maintenance team were due to start a spring clean up of the town centre and flowerbeds now that the cemetery is looking tidy and has been cut back. Some service disruptions have occurred to a fault with one of the vehicle batteries – Ford have investigated and have not found the reason for the failure.

	b. Members considered the Cemetery and memorials fees and charges for 2026-27. Members noted that the nil-charge rate for interments currently stands at only being allowed for under-12's. All agreed to charge the nil-rated banding to under-17's, with 18+ being charged as an adult. Members agreed to raise the charges by a standard 3.5%. Cllr Walker proposed to accept the amendments to the Cemetery and Memorials Fees and Charges 2026/27 as above, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That the nil-charge rate for interments is raised to under-17's and that all other standard charges for cemetery and memorials fees are increased by 3.5%
SPC61	Grounds Maintenance Members received an update from the Assets and Operations Officer. The Council had a difficult situation with the e-transit, which lead to the vehicle being out-of-service for 3 weeks. The Assets and Operations Officer noted that this has to be monitored closely. The Maintenance Operatives are undertaking training every Monday morning and have completed Lone Working training. Cllr Finney noted that the Town Centre is looking very untidy – the Assets and Operations Officer noted that this is being done this week.
SPC62	Planning Applications 1. APPLICATION NO: 25/03167/HHD PROPOSAL: Conversion of garage to create additional living space LOCATION: 23 William Bliss Avenue Chipping Norton Oxfordshire No comment 2. APPLICATION NO: 26/00306/LBC PROPOSAL: Replace 3 first floor front metal sash windows with new wooden sashes. LOCATION: 4A West Street Chipping Norton Oxfordshire No comment 3. APPLICATION NO: 26/00125/FUL PROPOSAL: Installation of six twin electric vehicle (EV) charging towers along with associated landscaping to form sixteen parking bays to replace existing parking bays to the South facade of the Weaving Shed LOCATION: Former Weaving Shed Bliss Mill Chipping Norton Support Licencing application – The Beer Exchange: Comment – provision of parking is poor
SPC63	Confidential Session RESOLVED: That the Council resolves 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 SPC64.
SPC64	Pool Meadow

	Members received a report from the Clerk outlining the project resurfacing the footpaths at Pool Meadow. The Town Clerk has met with 2 local contractors on site and spoken to one further local contractor via telephone – all contractors have raised concerns about the access to Pool Meadow and feasibility of dropping hardcore for paths. Pool Meadow has 3 entry points, but only one is suitable for vehicle access. The vehicle access is further restricted due to the narrow lane, which means that material must be delivered further up the lane close to St Mary's Church and then mini-dumper loaded to site, which increases expenditure. Therefore only one formal quote has been submitted, above the Council's earmarked reserve for the Pool Meadow project. The Clerk will work to resolve access issues on site and continue discussions with contractors, to be brought for consideration at the next Full Council meeting.
SPC65	Date of Next Meeting – Monday 6 th July 2026

The Chair closed the meeting at 8:12pm.

SIGNED _____

DATE _____

Strategic Planning Committee Action Plan 2026-27:

Codes

-  New
  Growing
 Established
  Dormant

Key Projects Dashboard:

PROJECT	2026	2027	2028	2029	2030	Notes
Pool Meadow Restoration  Growing	✓ New scope for the footpaths agreed ✓ Contractor appointed ✓ Site visit with contractor and Historic England rep (June 2026) ✓ Scheduled Monument Consent Application submitted	○ To secure funding for the second tranche of footpath works	○ Project completion			Lead Officer: Town Clerk
Pesticide-Free Chipping Norton	✓	○	○			Lead Officer: Assets and Operations Officer
Town municipal and memorial benches	✓	○	○			Lead Officer: Assets and Operations Officer
Town signage and wayfinding	✓ New town centre maps designed by WODC and installed 2026	○	○			Lead Officer: Assets and Operations Officer
Flower Beds	✓ Flower troughs on Middle Row planted by Wyatts Garden Centre (pro-bono), and CNTC's maintenance operatives	○	○			The Town Council own the beds along Middle Row and by the Town Hall. WODC own the other beds and there may be opportunities for CNTC to take them on with permission. Lead Officer: Assets and Operations Officer
Delivering the Chipping Norton	✓ Town Clerk and Town Mayor have ongoing dialogue with the	○	○			Lead Officer: Town Clerk

Neighbourhood Plan	Leisure and Sports S106 Officers at WODC ✓ The Chipping Norton Community Land Trust has been set up as a formal group independent of the Town Council					
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Sub-Committee and Working Group Tracker

Sub-Committee / Working Group	Date of last meeting	Actions Resp. for	Notes
Traffic Advisory  Established	25 June 2026	○ Promote active travel and transport in the town ○ Reducing the HGVs in the town centre ○ Pedestrian and road safety ○ Encouraging cycling, walking, infrastructure in town (LCWIP)	Lead Officer: Town Clerk
Climate & Ecology Working Group  Growing	XXX	○ Pesticide-free Chipping Norton ○ CNTC Net-Zero ambitions ○ Improving access, information and biodiversity in Chipping Norton Cemetery, Closed Churchyard, Parks, and Play Areas	Quarterly report due to be discussed at this meeting. Recommendations to improve the Council's sustainability practices. Lead Officer: Assets and Operations Officer
Planning Sub-Committee  Dormant	*Only called as required	○ Responding to planning application consultations as required	Lead Officer: Town Clerk

Ongoing Initiatives (No end date):

Initiative	Notes
Rusty Riders cycling initiative	The Rusty Rider cycling clinics encourage people to bring their bikes to be checked using the public bike repair station at the Leisure Centre, receive proficiency training and to take part in a group ride. Operates Spring – Autumn monthly. Lead Officer: Assets and Operations Officer / Cllr Tom Festa
Thames Valley Police Liaisons	Cllrs Sharon Wheaton and Mike Cahill appointed as CNTC liaisons at Full Council 8.6.26 for municipal year 2026-27

	Objective: Community safety and supporting local businesses Regular reports sent to Full Council.
Keep Chippy Beautiful	Falls under Community Committee's ownership, however also has crossover links to Strategic Planning Ctte. CNTC organises regular litter picks in the town centre, and has now expanded the initiative to town centre "Spruce-Up" events – targeting sign cleaning, minor weeding, tidying, etc.

This is working document and will be updated for each committee meeting.

Items recommended for removal from Strategic Plan:

Improving Air Quality: Clean Air Day	CNTC/WODC	Needs to be identified	Sept 2023	TBC	The Council promotes clean air initiatives as part of the clean air day campaign https://www.actionforcleanair.org.uk/campaigns/clean-air-day
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Justification – Chipping Norton has recently been removed from DEFRA's Air Quality Management Area plan (Horsefair) as it meets criteria

CCTV for Chipping Norton	CNTC/WODC/TVP	TBC	June 2024	Ongoing	WODC and TVP plan to upgrade the CCTV across West Oxfordshire. This includes planned installation of five cameras in Chipping Norton at key locations designed to prevent crime. For the Town Council to liaise with TVP regarding progress. Installation of new CCTV to be completed by December 2025. Project delivery delayed – requested update from WODC/TVP.
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Project delivered



**Chipping
Norton**
Town Council



**CHIPPING NORTON
TOWN COUNCIL**

Business Plan 2026-31

Adopted: Full Council 20th July 2026
Date of next review: July 2027

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Foreword

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A Message from the Town Mayor



Cllr Sandra Coleman

Town Mayor

Welcome to Chipping Norton Town Council's Business Plan for 2026-31.

Over the next five years our town will experience significant change. With major housing developments, increasing pressure on community infrastructure and growing expectations of local councils, it has never been more important for Chipping Norton Town Council to provide strong leadership and clear direction.

This Business Plan sets out our vision for the future of Chipping Norton and explains how we intend to invest in our community, improve local services and protect the character of our historic market town. Whilst many of our projects are ambitious, they are grounded in the needs of our residents and are supported by careful financial planning and partnership working.

We look forward to working with our residents, businesses, voluntary organisations and partner authorities to deliver this vision.

Chipping Norton: Location, History, Heritage and Modern Context

Chipping Norton is a historic market town situated in the north-west of Oxfordshire, on the edge of the Cotswolds National Landscape (Area of Outstanding Natural Beauty), approximately 18 miles north-west of Oxford and 12 miles south of Banbury. Positioned on a hill overlooking the Evenlode Valley, the town has served as an important commercial, social and cultural centre for the surrounding rural communities for over 800 years. Its location at the meeting point of historic trading routes contributed to its development as one of the principal market towns of the North Cotswolds.

The town's name derives from the Old English *ceping* meaning "market", reflecting its long-established role as a trading settlement. A market charter was granted in the 13th century, cementing Chipping Norton's importance as a centre for the regional wool trade. During the medieval period the town prospered through the production of high-quality Cotswold wool and cloth, leading to the construction of many of its finest buildings, including the Grade I listed Church of St Mary the Virgin and the historic market place, which remain focal points of the town today.

The Industrial Revolution brought further growth through the development of the textile and tweed industries. The most iconic legacy of this period is Bliss Mill, completed in 1872, which is widely regarded as one of Britain's finest Victorian mills. Designed in an Italianate style with its distinctive chimney, Bliss Mill is now a Grade II* listed building and one of Chipping Norton's most recognisable landmarks.

Today, Chipping Norton continues to balance its rich heritage with the needs of a growing modern community. Home to approximately 7,500 residents and serving a significantly larger rural hinterland, the town functions as an important service centre providing retail, healthcare, education, employment and leisure facilities for much of north-west Oxfordshire. It benefits from a vibrant high street, thriving independent businesses, active voluntary organisations, cultural venues and a strong programme of community events.

Like many market towns, Chipping Norton faces the challenges of accommodating population growth whilst protecting its historic character and surrounding landscape. Significant housing growth is planned over the coming decades through the emerging West Oxfordshire Local Plan, creating opportunities to improve infrastructure, community facilities and sustainable transport.

Overview

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About Chipping Norton Town Council

Mission

- Improving community services
- Improve open spaces
- Create a vibrant, safe & sustainable town
- Engaged and inclusive Council
- Professional & forward-thinking Council

Chipping Norton Town Council is the first tier of local government, representing approximately 7,500 residents.

Vision

To make Chipping Norton an attractive, vibrant, and well-managed market town where residents, businesses and visitors can thrive through excellent local services, strong community leadership and responsible stewardship of public assets.

The Council manages:

- Chipping Norton Town Hall
- Glyme Hall
- Worcester Road Cemetery
- St Mary's Closed Churchyard
- 4 Play Areas and War Memorial
- The Millennium Garden and Flagpole
- A programme of community events
- The Town's Grants to Voluntary Bodies Scheme

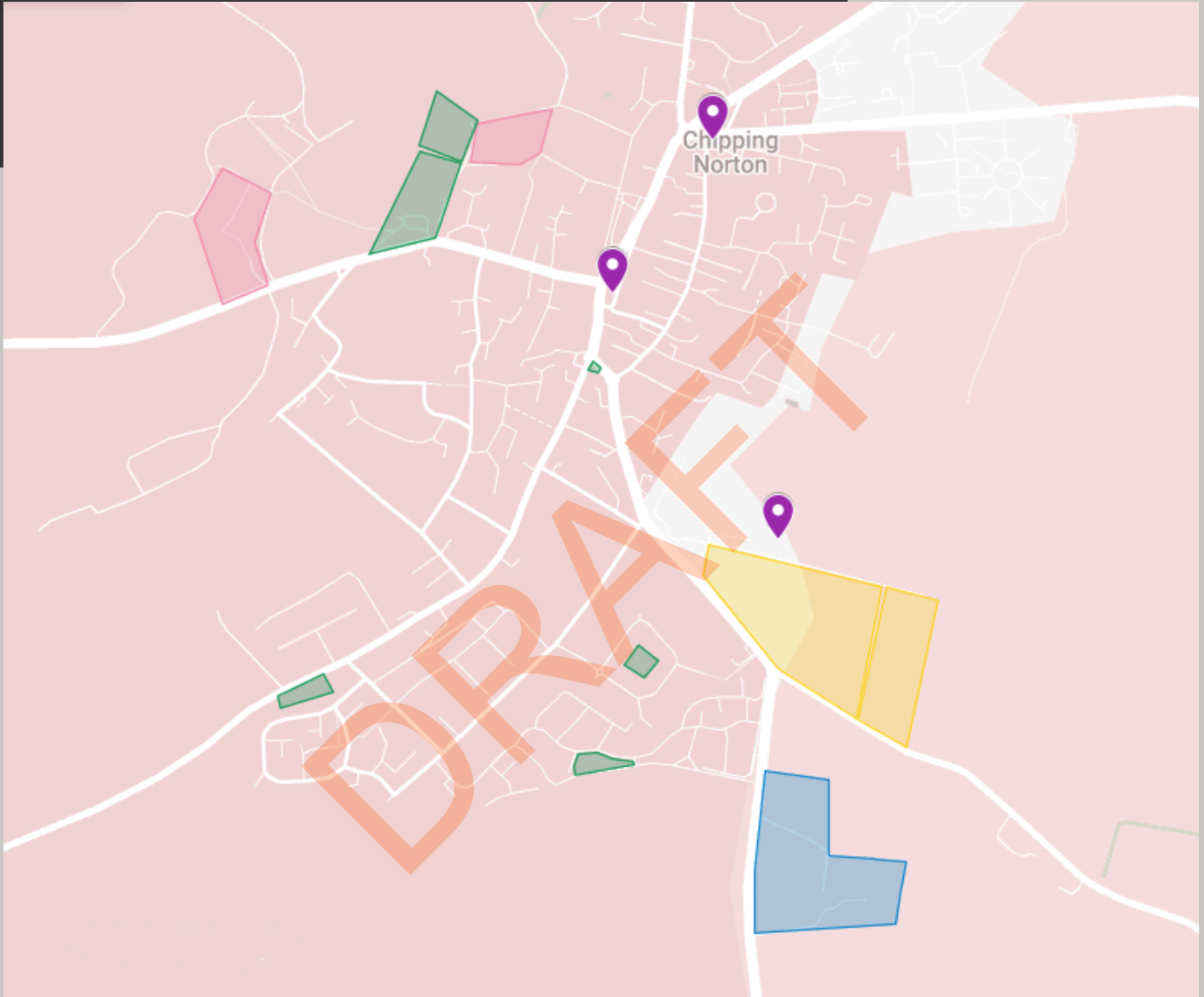
Town Councillors are also Trustees for two charities: The Chipping Norton Welfare Charities which provides almshouse accommodation in Chipping Norton and grants for residents in financial need, and the William Fowler Allotments Trust, which manages the allotments on Burford Road and the Millennium Woodland.

Alongside these services, the Council works closely with West Oxfordshire District Council, Oxfordshire County Council, Thames Valley Police, local schools, charities, and community organisations to improve the town.

This Business Plan provides the strategic framework for the Council between April 2026 and March 2031.

Map

Areas of Responsibility



Key

- **Pink** - Worcester Road Cemetery and the Closed Churchyard at St Mary's Church
- **Green** - Cotswold Crescent Play Area, Cotswold Gate Play Area, New Street Play Area, Cornish Road Play Area, the Millennium Garden, and Pool Meadow
- **Blue** - Greystones
- **Yellow** - Burford Road Allotments and the Millennium Woodland (managed by William Fowler Allotment's Trust)
- **Purple pins** - Glyme Hall, the Town Hall, and the Chipping Norton War Memorial

The Challenges Ahead

Looking forward to 2031

During the next five years the Council will face:

- Significant housing growth as allocated in West Oxfordshire District Council's draft Local Plan 2043
- Pressure on existing infrastructure to cope with expanding growth and demand
- Increasing financial pressure - Rising fuel and energy costs, supplier price increases, and increasing business rates creates a challenge to keep venue hire affordable while ensuring financial sustainability
- Increasing effects of climate change - Locally Oxfordshire is seeing increasing flooding and heavy rainfall during the winter months, and during the summer months the country is facing more frequent and severe heatwaves
- Local Government Reorganisation seeks to replace West Oxfordshire District Council and Oxfordshire County Council with a unitary body. Current proposals to the Central Government favor one or two unitary bodies. Chipping Norton Town Council will continue to represent residents locally and will remain unchanged during this reorganisation.

Strategic Priorities

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Key areas of influence and development

In order to meet the challenges facing the Council in the next five years, 5 strategic themes have been developed to help the Council achieve the items stated in the Council's mission - Improve community services, improve open spaces, create a vibrant, safe & sustainable town, to continue to be a proactive and forward-thinking Council:



Strategic Priority 1

Our Heritage and Assets

Aim

The Council has a responsibility to ensure that the facilities and community venues it provides are modern, accessible, and fit-for-purpose. As community venues, the Council has a duty to ensure these are maintained for current users, as well as many generations to come.

Key Projects

- Town Hall restoration
- Installation of new skatepark facilities at New Street Recreation Area
- Pool Meadow footpath restoration project
- To secure delivery of a Community Sports Hub via the Local Plan 2043
- Modernising Council venue operations to include hirer self-service for bookings and venue access

Ongoing investment and maintenance at:

- Glyme Hall
- Cotswold Crescent Play Area, New Street Recreation Area, Evans Way Recreation Area, Cornish Road Recreation Area
- The Millennium Garden and flagpole
- The Chipping Norton War Memorial

Outcomes

- Community feedback on venues and play areas
- Annual ROSPA Play Park inspections
- Venue occupancy rates
- Heritage Lottery Fund application outcome



Strategic Priority 2

Community & Wellbeing

Aim

The council aims to continue building a vibrant, inclusive and connected community. We will continue to strengthen community life by supporting residents and local organisations.



Key Projects

- Venues Marketing Strategy
- Skatepark project at New Street Recreation Area
- Community Sports Hub initiative
- Deliver annual community events
- Expand Keep Chippy Beautiful
- Celebrate community achievements via the Council's annual awards ceremony in September

Ongoing Council schemes:

- Grants to Voluntary Bodies Scheme
- Core funding to three key organisations in Chipping Norton: Chipping Norton Theatre, Lido and Museum
- Discounted hire rates for local charities and not-for-profit organisations
- Free venue use for local youth clubs and charities

Outcomes

- Applications for the Grants to Voluntary Bodies Scheme
- Project reports from core-funded organisations
- Increased venue usage and hire rates
- Delivery of 6 core civic and community events:
 - Community Awards, Summer Picnic, Heritage Open Day, XMas Lights, Remembrance, and Mayor's Charity

Strategic Priority 3

Environment & Sustainability

Aim

Protecting our environment and leading on climate action. The town is expected to experience significant growth. The Council will ensure development is accompanied by appropriate infrastructure.

Key Priorities

- Pesticide-free Chipping Norton
- Council's Climate Emergency
- Aims to reach Net-Zero by 203X
- Influence Local Plan 2043
- Secure S106 funding from any future developments
- Improve transport, walking, cycling, and road safety in the town
- Protect green spaces and improve biodiversity in the town

Outcomes

- Pesticide-free management
- Improve biodiversity in Council-owned spaces and expand wildflower areas where possible
- Planting native species in Council-owned spaces and flower beds
- Sustainable practices embedded in the Council's Grounds Maintenance team



Strategic Priority 4

Governance & Leadership

Aim

To be transparent, accountable and future-focused.

Key Priorities

- Consultation on the Local Plan 2043
- NALC Community Awards
- Transparency measures and implementation of the Council's website
- Continue transparent decision-making
- Usage of social media platforms to highlight Council initiatives and local news
- Town Council monthly newsletters
- Maintain excellent audit outcomes
- Workforce succession planning, knowledge management and business continuity planning
- Councillor training needs assessments and upskilling
-

Outcomes

- To reach NALC Community Awards Gold level
- Increased usage of Town Council's online resources (access numbers for website, mailing list subscription numbers, and interaction levels on social media).



Strategic Priority 5

Financial Sustainability

Aim

The council has a duty to manage resources widely and secure the Town Council's future.



Key Priorities

- Asset management planning
- Timely management of secured S106 funding
- Review of staffing needs and requirements
- Management of the Town Council's precept
- Digital transformation work to introduce greater compliance and governance
- Introduction of a purchase order system to improve internal processes
- Digitisation of cemetery records to align with modern standards and provide better customer service and record-keeping

Outcomes

- Creation of a 5-year budget forecast for the Council and long-term financial planning
- Venue cost recovery



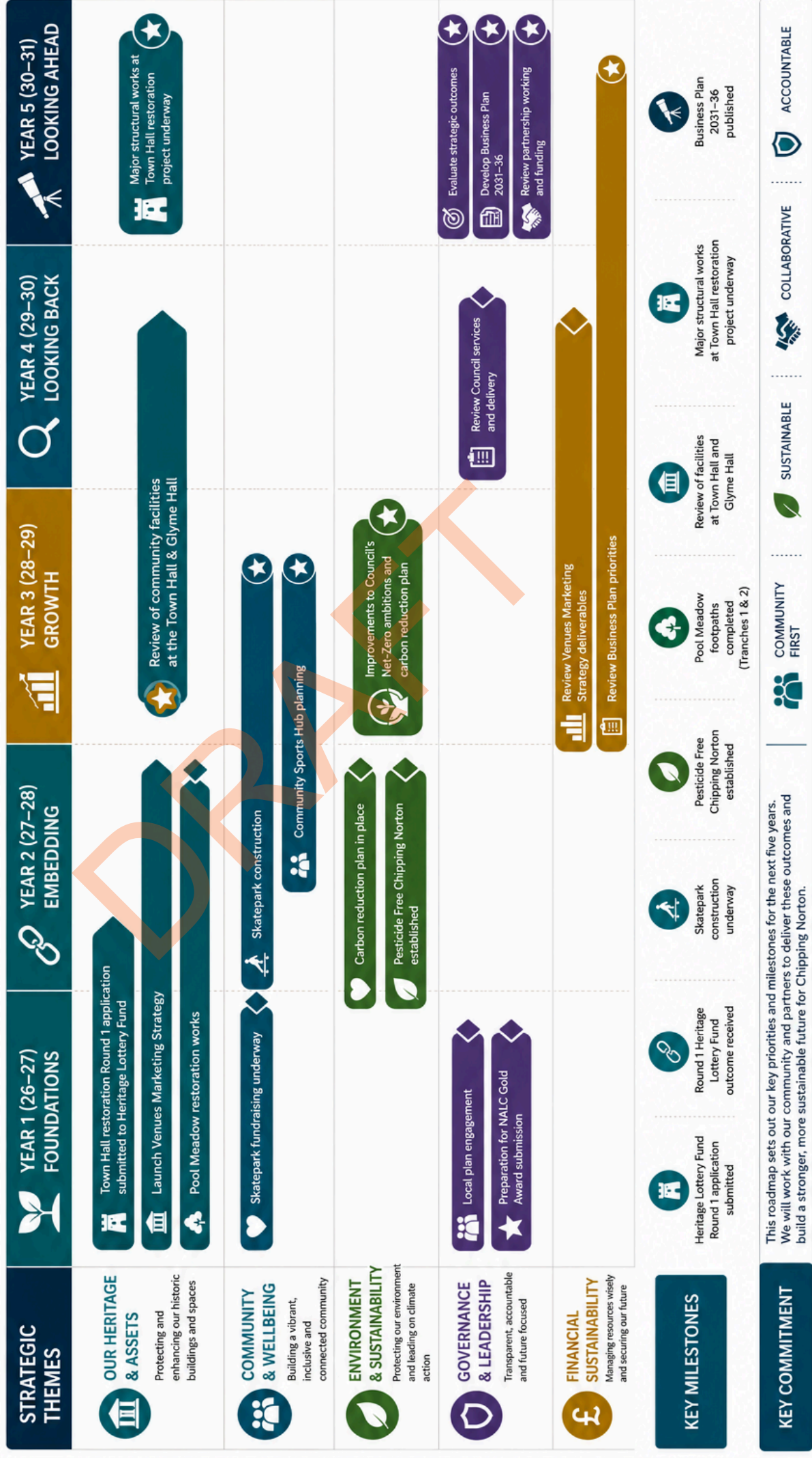
CHIPPING NORTON

TOWN COUNCIL

5-YEAR EXECUTIVE ROADMAP

2026–2031

Our Plan. Our Town. Our Future.

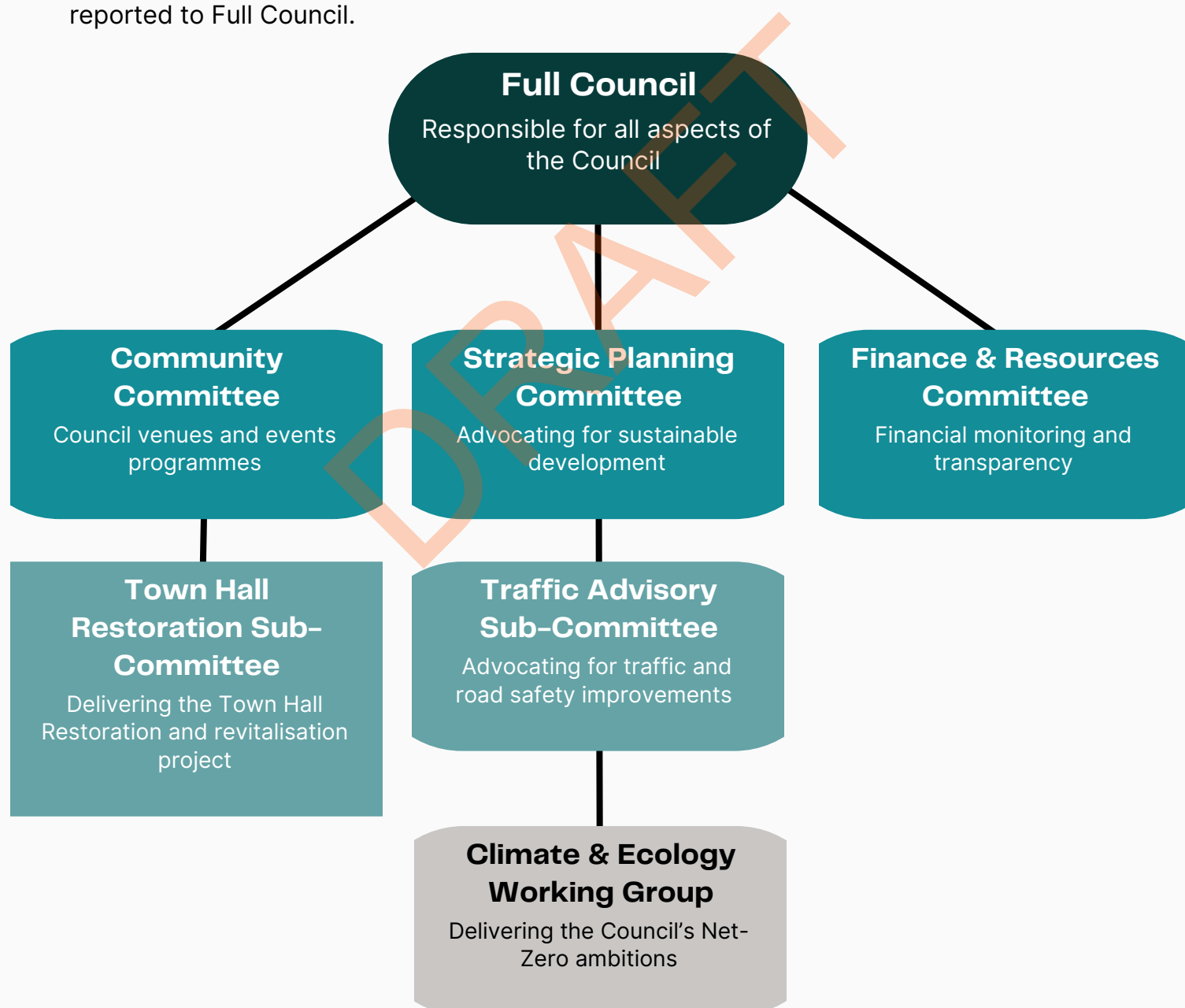


Delivering the Plan

Monitoring achievement

Delivery will be monitored through:

Each Committee has their own Action Plan which forms part of this Business Plan. Progress for each Committee is monitored at each meeting throughout the year and reported to Full Council.



Measuring Success

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The Council will monitor ongoing performance against the following indicators:

Key Performance Metrics

- Annual monitoring and comparison of venue hire usage and occupancy rates for the Town Hall and Glyme Hall
- Venue income for the Town Hall and Glyme Hall
- Analysis of venue hirers to determine statistics
- Community feedback
- Monitoring of the Council's Climate Action plan
- Attendance numbers at Council events
- Staff training needs assessment
- Annual ROSPA inspection outcomes for play areas
- Annual audit (AGAR) report results for the Council

Project Completion

- Achievement of NALC's Gold Award by 2028
- Positive outcome of the Heritage Lottery Fund application (Spring 2027)
- Skatepark delivery (Summer 2027)
- Pool Meadow footpath delivery (2029)

Annual review of
Business Plan

2027-29

Develop Business
Plan 2031-36

2031



2026

Business Plan agreed
and adopted by Full
Council

2030

Review Business Plan
priorities

Working in Partnership

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The Council will continue to work alongside:

Government bodies

- West Oxfordshire District Council
- Oxfordshire County Council
- Other local Town and Parish Councils
- New Unitary Authority (when established)
- Central Government

Statutory Organisations

- Thames Valley Police
- Local Schools
- Chipping Norton Health Centre

Local Community Groups

- Including but not limited to:
- Religious organisations
 - Local charities and community groups
 - Organisations and businesses providing not-for-profit activities for residents

Advisory Bodies

- Oxfordshire Association of Local Councils
 - National Association of Local Councils
 - Historic England
 - National Lottery Heritage Fund
 - Citizen's Advice UK
-

Looking Forward

By 2031, Chipping Norton Town Council aims to be recognised as one of Oxfordshire's leading town councils: financially resilient, environmentally responsible, and trusted by residents to deliver local services.



**Contact us
for further
inquiries**



**Chipping
Norton**
Town Council

office@chippingnorton-tc.gov.uk | 01608 642341 | www.chippingnorton-tc.gov.uk



Report on Cemetery and Grounds Maintenance – July 2026

Town Centre

Seasonal annual plants have been installed to enhance the visual appearance of the town centre during the summer months. These will be replaced with perennial planting once the current display has finished.

The Town Hall trough has been planted up and Venues staff have been tasked with watering it. The two barrel troughs opposite QD have been removed.

Planters on Middle Row

Wyatt Gardens and Nurseries have very generously donated and planted a selection of new plants and shrubs in one of the larger planters on Middle Row at no cost to the Council. The remaining two planters have also been replanted and are thriving, with all three displays proving to be a great success.

Cemetery

The Leylandii hedge located between Sections 6 and 7 of the Cemetery will need to be removed and replaced in Autumn 2026. Due to the nature of the work and the optimum planting season, the hedge removal and replacement cannot be undertaken until the autumn.

We are currently awaiting quotations for the removal of the three Lawson cypress trees in the Cemetery that have died. Subject to approval, we intend to replace them with more drought-tolerant tree species that are better suited to changing climate conditions and will provide greater long-term resilience.

Town Tree Survey

A quotation has been received for a comprehensive tree health survey covering all areas for which the Town Council has responsibility, including Worcester Road Cemetery, Pool Meadow, St Mary's Closed Churchyard, Millennium Gardens, Greystones, Cornish Road Recreation Ground, Middle Row raised border and William Fowler Copse. The survey will produce a detailed report on the condition of all trees, identify any remedial works required, prioritise these works according to risk (high, medium and low), and recommend timescales for completion. The contractor will also obtain any necessary planning permissions before works are undertaken. The cost of the survey is £1,200 excluding VAT (£1,440 including VAT).

William Fowler Woods

Quotes have been requested from two contractors for the felling and removal of the dead and dying ash trees within Millennium Wood. Once the quotations have been received and the preferred contractor has been approved, the works will be scheduled at the earliest practicable opportunity. The cost of the works will be recharged to the William Fowler Trust.

Training



The training matrix demonstrates positive progress across the Council, with 28 training courses completed and a further 31 currently in progress. Excluding the 49 courses that are not applicable to particular roles, there are 83 applicable training requirements, meaning that 59 (71%) have either been completed or are actively underway. Only 24 courses (29%) remain to be started, providing a solid foundation on which to continue improving compliance and staff development.

The Maintenance Operations team continues to lead the way, with 27 of their 28 applicable training requirements either completed or in progress, leaving just one course yet to be started. The Office team also has good momentum, with the majority of its training programme currently underway, while the Town Hall Keeper and Venues Assistant have completed a number of key mandatory courses and now have an opportunity to increase their completion rates by focusing on the remaining outstanding modules. A continued push over the coming weeks to complete the in-progress e-learning will significantly strengthen the Council's overall compliance position and ensure staff are equipped with the knowledge and skills required for their respective roles.

	Staff			
Training	Town Hall Keeper	Venues Assistant	Office	Maintenance Ops
First Aid at Work	Not completed / yet to be scheduled	Not completed / yet to be scheduled	In Progress	Completed
Safeguarding Level 1	In Progress	Not completed / yet to be scheduled	Completed	In Progress
Lone Working	Completed	Completed	Completed	Completed
Emergency First Aid at Work (EFAW)	Not completed / yet to be scheduled	Completed	Completed	Completed
Emergency First Aid at Work + Forestry	Not required	Not required	Not required	Completed
Environmental Awareness	Not completed / yet to be scheduled	Not completed / yet to be scheduled	In Progress	In Progress
Working at Height	Not completed / yet to be scheduled	Not required	Not required	In Progress
Health and Safety Induction and Awareness	Completed	Not completed / yet to be scheduled	In Progress	In Progress
Mental Health Awareness	Completed	Not completed / yet to be scheduled	In Progress	In Progress
Slips, Trips and Falls	Not completed / yet to be scheduled	Not completed / yet to be scheduled	In Progress	In Progress
DSE and Homeworking	Not completed / yet to be scheduled	Completed	In Progress	Not required
Fire Marshall	Completed	Completed	Completed	Completed
Revise Fire Warden Training	Not completed / yet to be scheduled	Completed	In Progress	In Progress
Manual Handling	Not completed / yet to be scheduled	Not completed / yet to be scheduled	In Progress	In Progress
Electrical Safety Awareness	Not required	Not required	Completed	In Progress
Fire Safety Awareness	Completed	Not completed / yet to be scheduled	In Progress	In Progress
Noise Awareness	Not required	Not required	Not required	In Progress
COSHH Awareness	Not completed / yet to be scheduled	Not required	Not required	In Progress
Legionella Awareness	Not completed / yet to be scheduled	Not completed / yet to be scheduled	In Progress	Not completed / yet to be scheduled
Formal Examination of Electrical Appliances	Not completed / yet to be scheduled	Not required	Not required	In Progress
Work Equipment Awareness	Not required	Not required	Not required	Completed
Hand Arm Vibration	Not required	Not required	Not required	In Progress
Accident Awareness	Completed	Not completed / yet to be scheduled	In Progress	In Progress
Site Traffic Safety	Not required	Not required	Not required	In Progress
Asbestos Awareness	Completed	Not required	Not required	In Progress
Wood Dust	Not required	Not required	Not required	In Progress
BICSc Licence to Practice	In Progress	Not required	Not required	Not required
PA1/PA6 Licence to spray	Not required	Not required	Not required	Completed
Essentials of Food Safety	Completed	Not required	Not required	Not required
Woodchipper	Not required	Not required	Not required	Completed
Anaphalaxis Awareness	Not completed / yet to be scheduled	Not required	Not required	Not required
Allergen Awareness	Not completed / yet to be scheduled	Not required	Not required	Not required
Basic Tree Inspection Course	Not required	Not required	Completed	Completed

Item 13: Planning Applications

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

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

Reply to : Licensing Team
Tel : 01993 861000
Email: ers@westoxon.gov.uk

Council Offices
Woodgreen,
WITNEY,
Oxfordshire,
OX28 1NB
Tel: 01993 861000
www.westoxon.gov.uk



The Town Council

Your Ref: W/26/00712/PAVLIC

Date: 2nd July 2026

Dear Town Clerk,

**BUSINESS AND PLANNING ACT 2020
APPLICATION FOR PAVEMENT LICENCE**

We have received an application for **Cafe Nero Group Ltd 10 High Street Chipping Norton Oxfordshire OX7 5AD** under the Business and Planning Act 2020.

The application form and supporting docs are attached to this email. If you would like to make formal representation please email ERS@westoxon.gov.uk, the closing date is **15th July 2026**.

Yours faithfully

**Licensing Team
Environmental and Regulatory Services**

West Oxfordshire District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998

