



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

1 September 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, Cora Schor-Brener and Natasha Whitmill.

Venue: Lower Hall, Chipping Norton Town Hall

Date: Monday 7 September 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 20 July 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. **Reports from representatives of outside bodies**

To receive an update from members who sit on outside bodies

6. **Correspondence**

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

7. **Council Action Plan 2026-27**

To review the Council's ongoing Action Plan

8. **Town Hall Restoration**

To receive an update

9. **Planning Applications**

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

10. **Councillor Co-option**

To receive and consider applications for a vacancy of Town Councillor

11. **Calendar of meetings**

To receive an update about the cycle of meetings in September 2026

12. **Local Plan 2043 Consultation**

To respond to the draft the Local Plan 2043 prior to independent examination

13. **Play Parks**

To consider a motion from Cllr Sandra Coleman

14. **Skate Park**

To receive an update from the Skatepark Charity



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15. Greystones

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

16. External Audit Report and Certificate

To receive the report from the Council's external auditor and note the statement of conclusion of audit (2025-26)

17. 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 18-21.

18. HR Support

To consider confidential quotations in advance of contractual renewal in October 2026

19. Communications and PR Strategy and Support

To consider a confidential quotation

20. Fleet Insurance Renewal

To consider quotations for insurance renewal for the Council's vehicles and mowers.

21. Date of the next meeting

Monday 12 October 2026



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MINUTES OF A MEETING OF CHIPPING NORTON TOWN COUNCIL HELD ON 20 JULY 2026, AT 6:30PM IN THE LOWER HALL, CHIPPING NORTON TOWN HALL

PRESENT: Cllrs Steve Akers (Deputy Mayor), Jo Graves, Dom Rickard, Michael Rowe, Alex Keyser, Ian Finney, Emily Weaver

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Louise Warren, Responsible Finance Officer and Deputy Clerk

Cllr Geoff Saul, WODC and OCC (entered at 6:53pm)

Paolo Oliveri, Maintenance Operative

1 Member of the public

FC46. Apologies for absence

Apologies were received from Cllrs Geoff Saul (OCC/WODC), Sandra Coleman, Cora Schor-Brener, Tom Festa, Mark Walker, Ben Bibby and Sharon Wheaton.

FC47. Declarations of interest

None received.

FC48. Minutes

Members noted the following amendments/clarifications to the minutes of the previous meeting:

FC33 - Keep Chippy Beautiful.

FC40 - Cllr Coleman proposed that Andy's Man Club be awarded a fixed-term grant for three months, after which any further support would be reviewed through the grants process.

RESOLVED: Subject to the amendments/clarifications above, to approve the minutes of the Full Council meeting held on Monday 8 June 2026.

FC49. Public participation

None received.

FC50. West Oxfordshire District Councillors update

Members noted a written update from Cllr Coleman.

Cllr Saul gave a brief update on the Draft Local Plan 2043.

FC51. Oxfordshire County Councillors update

Cllr Akers gave an update on the County Council's Fire Service reform proposals. The proposal to change Chipping Norton's Fire Service to a daytime-only on-call service remained under consideration. Members noted that the current on-call firefighters hold permanent employment elsewhere and that the proposed arrangements could therefore



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prevent them from continuing in their current Fire Service roles, with associated financial implications.

FC52. Chipping Norton development

Members received an update regarding development in Chipping Norton.

The Local Plan 2043 had been published and was not under public consultation.

Members also noted that a three-unitary reorganisation had been agreed by central government.

FC53. Civic announcements

Members received a written report from the Mayor on civic engagement and activities, including Picnic in the Park on 22 August.

FC54. Reports from representatives of outside bodies

Members received a written report from Cllr Wheaton on her activities as the Thames Valley Police liaison.

ACTION: The Town Clerk to pass on the Council's thanks to Cllr Wheaton for her report.

FC55. Minutes and reports from Committees

Members noted 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
Cllr Akers referred to the County Officer's report and noted that the Worcester Road maintenance scheme would start on 11 August. An overnight road closure and diversions would be in place for three nights. The Town Council would make the Worcester Road Cemetery car park available for residents to use for parking.
- c. Strategic Planning Committee, 6 July 2026
- d. Finance & Resources Committee, 13 July 2026
Cllr Finney noted that the first tranche of grants had been agreed.
- e. Staffing Sub-Committee, 9 July 2026
- f. Town Hall Restoration Sub-Committee, 17 July 2026

FC56. Correspondence

No correspondence was recorded.

FC57. Council Action Plan

Members received and reviewed the Council Action Plan, which had been updated following committee action plan reviews.

FC58. Community Awards Event

Members discussed whether the Community Awards should be held every year or on a bi-annual basis. Cllr Rickard reminded Members that the Community Awards had arisen from the Sports Awards, which were traditionally held annually, and that this tradition should continue to be represented.

RESOLVED: To hold the Community Awards on 23 October 2026 and to review the frequency of the event at a follow-up meeting after the October awards.



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FC59. Planning applications

Members considered the following planning application from West Oxfordshire District Council:

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.

No comment; no objection.

FC60. 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. The public and press were asked to leave the meeting during consideration of items 16-19.

FC61. Employee Assistance Programme

Members considered confidential quotations for employee mental health and counselling support.

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

RESOLVED: To accept the recommendation contained in the confidential report.

FC62. Town Council venues

Members received a report and considered confidential quotations for a robo-vacuum for Glyme Hall.

Cllr Akers proposed, seconded by Cllr Graves, that officers review both domestic and commercial machines and bring a revised proposal to the next Full Council meeting. Cllrs Keyser and Finney abstained; all other Members voted in favour and the motion was carried.

RESOLVED: Officers to review domestic and commercial machines and bring a revised proposal to the next Full Council meeting.

ACTION: Include comments from current hirers about the cleanliness of the building and floor in future venue promotional information.

FC63. Christmas Lights

Members considered confidential quotations for the installation and removal of the Council's Christmas Lights scheme for 2026/27.

Cllr Rickard proposed the recommendation, seconded by Cllr Finney. Cllr Keyser abstained; all other Members voted in favour.

RESOLVED: To proceed in accordance with the recommendation contained in the confidential report.

FC64. Date of the next meeting

Monday 7 September 2026.

The Chair closed the meeting at 8:13pm.

Police Report for Chipping Norton Town Council meeting 7th September 2026

I met with PC Alex Griffiths at the Fire Station on Wednesday 19th August to get an update on policing matters in the town and to discuss any concerns.

PC Alex Griffiths is a new member of our policing team and is covering a secondment for PC Lucy Henderson-Slater. It was great to meet Alex and he will be with us until February 2027.

The staffing team remains at full capacity which is good news and comprises of

PC Griffiths, PC Claridge, PCSO Smith and PCSO Lavington. On duty the ratio is one PC and PCSO who work together for that duration.

Inspector Michael Havers has replaced Inspector Chris Ball and is working out of Witney Station.

Local Crime

I am pleased to report that theft in the town and villages has dramatically dropped since the capture and arrest of two men in a vehicle on Evans Way as contained in my last update. This time last year there were up to 30 offences in the summer months of theft and smash and grabs from motor vehicles. The instillation of ANPR (Automatic Number Plate Recognition) cameras in our town really made a big impact in securing this arrest. They are located outside the Fire Station, Worcester Rd, Banbury Rd and on London Rd.

There has been nothing massively concerning to the police with ASB and related issues during the World Cup which is good to know, with no disturbances reported by the local pubs etc.

Local Police Plan

Every month there are designated neighbourhood priorities drawn up by our local police team.

They are classified as Youth ASB, Vehicle ASB, Retail Crime, Theft, Drug Dealing and Misuse. Domestic and Sexual violence do not fall under our local policing team priorities and is handled by a specialist department, as do traffic offences. There continues to be an increase in charity shop theft and an initiative by our local DISC team from Witney will be spending a day on the 7th September with our policing team visiting retailers and charity shops in the town to encourage and demonstrate the quick way to report crime through the DISC App.

Have Your Say

Every month there are opportunities for local residents to air their concerns or report anything suspicious to our police team in Have Your Say meetings. When I met up with PC Griffiths on the 19th August PCSO Wes Smith was just leaving for such an event at the Town Hall. The team also visit Charlbury, Kingham and Milton Under Wychwood. I think this is a valuable resource for the community and the police. As often is the case these opportunities are poorly attended and at the moment only advertised on the TVP website. I was wondering if there was a better way of

communicating this event through the Town Council website/ poster/leaflet at the Town Hall and through Chippy News.

I have invited PC Alex Griffiths to attend the next town council meeting on the 12th October, to give us an update and to take questions from Councillors.

Cllr Sharon Wheaton

Mayors Report September 2026

I would like to begin this report with a tribute to Past Mayor, Chris Butterworth, who sadly passed away in July. Chris was elected to the Town Council in 2007, served as Deputy Mayor, then Mayor in 2011, and led the work on the Neighbourhood Plan for 2015-2031. Other areas of Town Council work included the Finance and Town Hall Committees and scrutiny of planning applications. Chris was also prepared to get involved in practical tasks, including painting railings and riding a camel at a Christmas event. He stood down from the Council in 2021. Please see the September issue of Chippy News for a fuller account of Chris's life and service to the town, which also included time as a School Governor for Chipping Norton School and as a Trustee for both Chipping Norton Welfare Charities and the Glyme Hall Charity. He was an asset to the town.

Over the summer, two events have taken place in our play areas.

First, on 11th August, Sustainable Chipping Norton held their playday at our play area in Cotswold Crescent, supported by Home Start, Sally Smith (Young Families worker at The Branch Trust), Cottsway Housing and the You Move team from West Oxfordshire District Council. Local families enjoyed taking part in various activities including crafts, listening to plants and bouncing on trampolines on an exceptionally hot day.

On 22nd August, we hosted our own event, Picnic in the Park, with a pop-up skate park provided by our Skate Park Users Group using a grant from the CoOp. Children and young people enjoyed using scooters and skate boards on the temporary ramps and jumps- and the Skate Park User Group were on hand to publicise our permanent wheeled sports park project including information on how individuals can donate to the final appeal for funding. The event was also supported by Sustainable Chipping Norton, Chipping Norton Community Church, and a local Lego provider and yoga instructor who organised activities, St Marys Church who opened their toilets, the Villager Bus who provided a shuttle bus service, and local businesses who provided refreshments. I would particularly like to thank our staff team including Maddy Fisher, and community volunteers Scott and Harrison and town Councillors who helped set up and pack down the event.

Our next town community event is Heritage Open Day on Saturday 12th September, part of the national Heritage Open Days programme. This will include events at the Town Hall :

- An exhibition in the Lower Hall hosted by the Chipping Norton Museum
- Self-guided living history walking tour, starting and finishing at the Town Hall
- Historical talks in the Council Chamber
- Information about the Town Hall Restoration Project

Other locations in Chipping Norton participating in Heritage Open Days on 12th September include:

- The Fibre Works - sheep and spinning
- St Marys Church - tours of The Trinity Room
- Art and Talking- historical talk

And on 13th and 20th September:

- Chipping Norton Theatre - back stage tours

I would like to end my report by reminding everyone of our Community Awards Evening on Friday 23rd October. Nominations can be made via this link on our website:

<https://www.chippingnorton-tc.gov.uk/event/chipping-norton-community-awards-2026/>

Or by speaking to Maddy Fisher, in the Town Hall.

Mayor's Diary

27th July	Celebration of life for Past Mayor, Chris Butterworth
30th July	Meetings with Greystones residents
3rd August	Ecology Working Group
7th August	Town Hall Restoration Group
10th August	Planning Sub-Committee
11th August	Playday at Cotswold Crescent Play Area
18th August	Meeting with WODC Officer regarding the Old Hospital site
21st August	Town Hall Restoration Group
22nd August	Picnic in the Park
27th August	Heritage Open Day planning meeting

District Councillor Report

The Regulation 19 consultation on the Draft West Oxfordshire Local Plan 2043 is now live and will run for just over six weeks, from Wednesday 26 August until Friday 9 October 2026. This is the final stage of public consultation before the Local Plan is submitted for independent examination. Please follow this link to find out more and submit any comments

 <https://www.westoxon.gov.uk/planning-and-building/planning-policy/local-plan-2043/>

There will be an opportunity to meet with officers face to face to discuss the plan here in Chipping Norton 4-7pm Thursday 10th September in the Town Hall.

There is a national backlog in fridge and freezer recycling, affecting councils across the country. In order to continue to offer a recycling service to residents, WODC has identified storage for appliances until they are able to be recycled. This means fridges and freezers are still included in the pre-booked bulky waste service.

West Oxfordshire District Council has received over 60 reports of dog fouling in the past three years, and while education and signage have been used, the Council is seeking to introduce a more consistent and enforceable approach. A consultation has just taken place before Councillors decide if they should introduce a district-wide Public Space Protection Order (PSPO) to enable enforcement action to be taken against owners who don't clear up after their dog, to reduce the negative effect this has on our communities.

In August we discussed management charges for open spaces paid by many residents on new housing estates. We acknowledged that those paying specific charges for their own estate are also paying for public areas in other locations that are maintained by local councils paid for by Council Tax. Making changes to this arrangement is difficult- but was referred to committee for further investigation.

Cllr Sandra Coleman

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 *Update to Sept meetings to be received at this meeting
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 *To be received at this meeting
Councillor Training Programme	Ongoing		Skills development *Councillor Chairs training arranged for Nov 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 *Draft business plan to be considered at Full Council Sept 2026, reviewed by Strategic Planning Committee – overdue, to be taken to SPC	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	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

Item 9: Planning Applications

Received since the Planning Sub-Committee meeting held on the 10th August 2026

1. APPLICATION NO: [26/01640/HHD](#)

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

LOCATION: 52 Lords Piece Road Chipping Norton Oxfordshire

2. APPLICATION NO: [26/01878/HHD](#)

PROPOSAL: Erection of single storey rear extension (retrospective)

LOCATION: 4 Scarsbrook Crescent Chipping Norton Oxfordshire

APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a Town Councillor. Please provide the below information to assist in the council making their decision.

Full Name and Title	
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	

About You:

Please provide the council with some background information about yourself:

After a career in Information Technology, I moved to Chippy 14 years ago following in the footsteps of my wife's family. Initially, I took up employment at The Phone Coop before retiring in 2016 and studying for a degree in Criminology and Psychology.

Much of my IT work was contracting for the public sector including local and central government. It involved systems design, programming, team leading, project management, training and presentations; for housing and financial systems.

In addition to IT I worked for four years in crime prevention for West Mercia police. To experience life on the other side of the fence, post-retirement, I volunteered for seven years on the Independent Monitoring Board at HMP Bullingdon. Also, I was involved with Christians Against Poverty as a befriender.

Additionally, I setup a voluntary speed watch in Chipping Norton with the aid of two councillors. Unfortunately, despite social media advertising, there was no interest from other residents to support the group which is currently dormant.

I take an in the community mainly focusing on crime, highways, parking issues and fly-tipping. Though I find it somewhat hit and miss as to how responsible organisations actually deal with reported issues.

I am an active member of the adult drama group at the theatre who meet once a week and put on a performance each year. As part of the Adult Drama group I was fortunate enough to have parts in the two community plays - Larkrise and Barn Dance - in 2024. Furthermore, I am also collating information for a book I am planning..

I do have a hearing impairment, which was a large part of discontinuing my prison work – hearing through cell doors became nigh on impossible.

Reasons for applying:

Please provide the council with your reasons for wanting to become a Town Councillor.

Having taken a break after my prison work I am currently seeking to become active as a volunteer again.

I am interested in becoming a councillor to understand more about the issues that are facing Chipping Norton; and to explore how my experience and skill set might benefit the council and wider community.

Signature	D Riley
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Please return your completed application to the Clerk to the Town Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide your co-option to Chipping Norton Town Council.

Data Protection Act (2018): The information provided on the application form will remain private and confidential.

1. In order to be eligible for co-option as an Chipping Norton Councillor, you must be a British Subject, or a citizen of the commonwealth or the European Union; and on the date of the poll or election, 18 years of age or over; and be able to meet one of the following qualifications set out below:

Please tick which one applies to you:

a) I am registered as a local government elector for the parish; or



b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or



c) My principle or only place of work during those twelve months have been in the parish; or



d) I have during the whole of the twelve months resided in the parish or within three miles of it.



2. Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a Local Councillor or being a member of Local Council if he/she:

a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or

b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or

c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or

d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;

II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;

III. If the person is discharged without such a certificate

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.

In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

I, David Riley hereby confirm that I am eligible for the vacancy of Chipping Norton Town Councillor; and the information given on this form is a true and accurate record.

Signature.....

Date D Riley 27/08/2026

CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	• Sound knowledge and understanding of local affairs and the local community • Forward thinking	• Can bring a new skill, expertise or key local knowledge to the Council
Experience, Skills, Knowledge and Ability	• Ability to listen constructively • A good team player • Ability to pick up and run with a variety of projects and a solid interest in local matters • Ability and willingness to represent the Council and their community • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see other views and accept majority decisions • Ability to communicate succinctly and clearly • Ability and willingness to work closely with other members and maintain good working relationships with all members and staff • Ability and willingness to work with the Council's partners (e.g. voluntary groups, other Parish Councils, principle authority, charities) • Ability and willingness to undertake induction training and other relevant training.	• Experience of working or being a member in a local authority or other public body • Experience of working with voluntary and or local community / interest groups • Basic knowledge of legal issues relating to town and parish Councils or local authorities • Experience of delivering presentations
Circumstances	• Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.	

Please return to:
townclerk@chippingnorton-tc.gov.uk

APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a Town Councillor. Please provide the below information to assist in the council making their decision.

Full Name and Title	Miss Victoria Halford	
Home Address		
Home Telephone		
Mobile Telephone		
Email Address		

About You:

Please provide the council with some background information about yourself:

I have lived in and around the Chipping Norton area for 18 months and have developed a strong connection with the town and the local community. I value the character, history and community spirit of Chipping Norton and have always appreciated the contribution made by local residents, businesses, organisations and volunteers. This has made me feel very welcome in Chipping Norton despite not knowing anyone!

Following studying Geography at Royal Holloway (University of London), my professional career has focussed on waste management. Through my experiences in working in landfill, metal recycling, HWRC management and WEEE recycling, I have developed key skills including: managing projects, problem-solving, leadership, compliance, communication and effective teamwork. All of these key skills have been important in understanding different perspectives/opinions and working collaboratively to achieve practical outcomes which is essential when representing others.

Beyond work, I enjoy spending time with my partner and miniature dachshund. Since moving to Chipping Norton, I have developed a keen interest in gardening and improving my knowledge in this area. My pleasure of the outdoors extends to enjoying in walking through the countryside on my doorstep and the amazing microclimate Chipping Norton has. I also have an interest in sports and fitness, completing classes in weights and boxing. If I cannot get to a spa, I enjoy winding down by reading or listening to podcasts and audiobooks.

Reasons for applying:

Please provide the council with your reasons for wanting to become a Town Councillor.

I would like to become a Town Councillor for Chipping Norton because I care deeply about the town and its community, and I would like to play a more active role in helping to shape its future as part of a wider team of Councillors. As a relative newcomer to the town and drawn to the beauty and local-focus, I want to ensure that Chipping Norton continues to be welcoming, safe and thriving place for everyone.

Chipping Norton is a vibrant and distinctive community with a strong sense of identity. As Local Government plays an important role in shaping this, it is that the community are listened to understand and effectively respond to issues which impact those living in Chipping Norton. To ensure this, I welcome the opportunity to engage with residents and present their views and interests as fairly and constructively as possible. For everyone to contribute to their community and continue to be proud of Chipping Norton, it is important that residents feel have a vested interest and represented through communication through its Councillors.

I am particularly interested in helping to maintain and improve the quality of life in Chipping Norton (through strengthening the community, improve local facilities and public spaces, engage with local businesses and organisations), while protecting the character and heritage that make the town such a special place to live. This is what drew me to relocating to Chipping Norton and I want to share this magic with others. As part of quality of life, it is an important recognition that Chipping Norton needs to meet the needs of multiple generations – it is imperative that older and vulnerable residents feel supported and included while younger residents feel that they can establish roots and plan their futures in the landscape of Chipping Norton.

I would approach the role of Town Councillor with enthusiasm, integrity and willingness to listen to represent the community as best possible and make a positive contribution to Chipping Norton. It would allow me to give my time, skills and commitment to the community and work collaboratively with fellow Councillors, residents and local organisations to find practical solutions to local challenges.

Ultimately, I want to become a Town Councillor because I want to give something back to Chipping Norton and make a positive, constructive contribution to the community. I would be proud to represent the town and to help ensure that Chipping Norton remains a welcoming, thriving and resilient place for current and future generations.

Signature**Victoria Halford**

Please return your completed application to the Clerk to the Town Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide your co-option to Chipping Norton Town Council.

Data Protection Act (2018): The information provided on the application form will remain private and confidential.

1. In order to be eligible for co-option as an Chipping Norton Councillor, you must be a British Subject, or a citizen of the commonwealth or the European Union; and on the date of the poll or election, 18 years of age or over; and be able to meet one of the following qualifications set out below:

Please tick which one applies to you:

a) I am registered as a local government elector for the parish; or

☐

b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

☒

c) My principle or only place of work during those twelve months have been in the parish; or

☐

d) I have during the whole of the twelve months resided in the parish or within three miles of it.

☐

2. Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a Local Councillor or being a member of Local Council if he/she:

a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or

b) Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or

c) Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or

d) Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;

II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;

III. If the person is discharged without such a certificate

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.

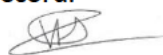
In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

Victoria Halford

I, hereby confirm that I am eligible for the vacancy of Chipping Norton Town Councillor; and the information given on this form is a true and accurate record.

Signature



Date 01/09/2026

.....

CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	• Sound knowledge and understanding of local affairs and the local community • Forward thinking	• Can bring a new skill, expertise or key local knowledge to the Council
Experience, Skills, Knowledge and Ability	• Ability to listen constructively • A good team player • Ability to pick up and run with a variety of projects and a solid interest in local matters • Ability and willingness to represent the Council and their community • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see other views and accept majority decisions • Ability to communicate succinctly and clearly • Ability and willingness to work closely with other members and maintain good working relationships with all members and staff • Ability and willingness to work with the Council's partners (e.g. voluntary groups, other Parish Councils, principle authority, charities) • Ability and willingness to undertake induction training and other relevant training.	• Experience of working or being a member in a local authority or other public body • Experience of working with voluntary and or local community / interest groups • Basic knowledge of legal issues relating to town and parish Councils or local authorities • Experience of delivering presentations
Circumstances	• Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends.	

Please return to:
townclerk@chippingnorton-tc.gov.uk

APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a Town Councillor. Please provide the below information to assist in the council making their decision.

Full Name and Title	Michael Bucknell, MA
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	

About You:

Please provide the council with some background information about yourself:

I am a Londoner but I have visited Chipping Norton since before I was born. I have a BA in Painting from Camberwell & a MA in Art History from Edinburgh University.

I have lived in London, Edinburgh, Paris, Moscow and Venice and currently live in Berlin

I am fluent in English, French, Russian and German, and working on Italian.

I am a member of the berufsverband bildender künstler*innen berlin, the Brandenburgischer Verband Bildender Künstler, the Deutscher Verband für Kunstgeschichte, and the Deutschen Vereins für Kunstwissenschaft.

I am free of the Worshipful Company of Clockmakers and a member of the Eccentric Club.

I am an artist and have exhibited in London, Lagos, Berlin, Moscow, St Petersburg, Kotlas, Penza, Loforten and Venice.

I organised 6 5 day free "Luxury Goods London" festivals featuring hundreds of artists, performers, professors and poets from 42 countries describing the Cost, Value, Meaning, Role, Illusion, and finally Reality of art in exactly 50 words.

I have travelled the world, with a particular focus on France, Russia, Italy & Greece, looking at original art and architecture having been taught at Edinburgh how the use of photographs had devalued art historical experience and knowledge.

I own and direct Art & Talking the art centre of Chipping Norton. Since 2025 we have organised 15 free exhibitions with artists from more than 6 countries, poetry with more than 23 published poets from more than 5 countries, booklaunches, music, as well as artists' walks, including this summer's residency by Dr. Blake Morris from Mexico.

I am responsible for Raising the Bayeux Tapestry, an artwork in the form of a fullsize replica of the tapestry I had made by Liam at Kopyrite Printers which seems popular. I am also responsible for Poems on the Telegraph Poles.

Reasons for applying:

Please provide the council with your reasons for wanting to become a Town Councillor.

My brother is a village councillor which sparked my interest.

As someone with a lifelong connexion to Chipping Norton which I love, I would like to learn more about how it works while hoping to help art blossom in the town.

I am very keen that we nurture our history, particularly that of Chipping Norton Records, Art & Language, and the sadly forgotten but famous highwayman Captain James Hind. I would like to wear the robe of office.

I am told on a daily basis what a positive change I have brought to the town, and as the only leader of a Chipping Norton cultural institution to be a town voter I aspire to represent us.

Our town twinning has sadly lapsed. I would like to arrange new twinnings.

Signature

michael

Please return your completed application to the Clerk to the Town Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide your co-option to Chipping Norton Town Council.

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1. In order to be eligible for co-option as an Chipping Norton Councillor, you must be a British Subject, or a citizen of the commonwealth or the European Union; and on the date of the poll or election, 18 years of age or over; and be able to meet one of the following qualifications set out below:

Please tick which one applies to you:

a) I am registered as a local government elector for the parish; or



b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or



c) My principle or only place of work during those twelve months have been in the parish; or



d) I have during the whole of the twelve months resided in the parish or within three miles of it.



2. Please note that under Section 80 of the Local Government Act 1972, a person is disqualified from being elected as a Local Councillor or being a member of Local Council if he/she:

a) Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or

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I. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;

II. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;

III. If the person is discharged without such a certificate

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.

In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

I, michael bucknell hereby confirm that I am eligible for the vacancy of Chipping Norton Town Councillor; and the information given on this form is a true and accurate record.

Signature.....

Date 4 aug 26

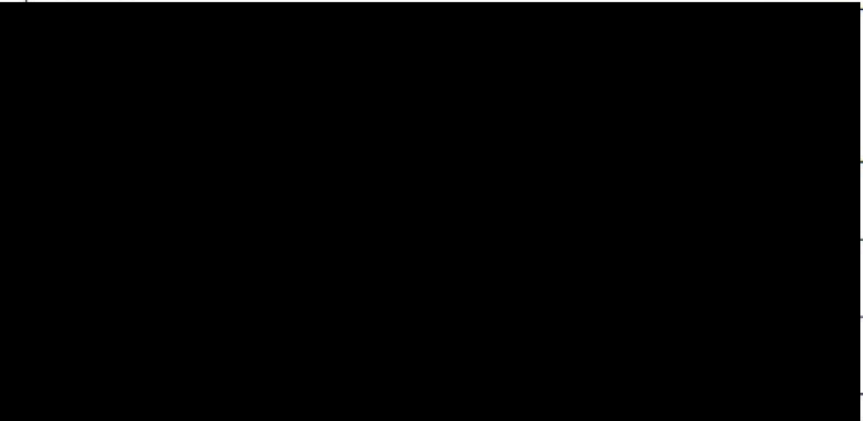
CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	• Sound knowledge and understanding of local affairs and the local community • Forward thinking	• Can bring a new skill, expertise or key local knowledge to the Council
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Please return to:
townclerk@chippingnorton-tc.gov.uk

APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a Town Councillor. Please provide the below information to assist in the council making their decision.

Full Name and Title	Mr Chris Neil
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	

About You:

Please provide the council with some background information about yourself:

I am married with three adult children and have lived in Chipping Norton for 16 years.

I work in IT security for a bank, leading a team that supports critical infrastructure. This role requires me to manage technical risks, navigate governance and compliance, deliver projects, and foster team efficiency and wellbeing—skills that directly align with effective council management.

Alongside my work, I am a committed Christian and serve on the eldership team at Chipping Norton Community Church. Pastoral support has taught me the value of active listening, discretion, and meeting people where they are. I am naturally curious about different perspectives and care deeply about supporting all residents across our town, regardless of their background.

Reasons for applying:

Please provide the council with your reasons for wanting to become a Town Councillor.

I am applying for this opportunity on the Town Council out of a strong commitment to civic duty and a desire to contribute to the ongoing flourishing of Chipping Norton, where my family has lived for 16 years.

Seeking co-option offers a valuable opportunity to gain practical experience in local governance, understand the mechanics and responsibilities of the council, and assess how I can best serve the town prior to deciding whether to stand in a full election.

My personal desire is to better understand some of the day-to-day hidden challenges facing different parts of our community and how we can direct resources to support them.

Signature

Chris West

Please return your completed application to the Clerk to the Town Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide your co-option to Chipping Norton Town Council.

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1. In order to be eligible for co-option as an Chipping Norton Councillor, you must be a British Subject, or a citizen of the commonwealth or the European Union; and on the date of the poll or election, 18 years of age or over; and be able to meet one of the following qualifications set out below:

Please tick which one applies to you:

a) I am registered as a local government elector for the parish; or

☐

b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or

☒

c) My principle or only place of work during those twelve months have been in the parish; or

☐

d) I have during the whole of the twelve months resided in the parish or within three miles of it.

☐

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III. If the person is discharged without such a certificate

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DECLARATION

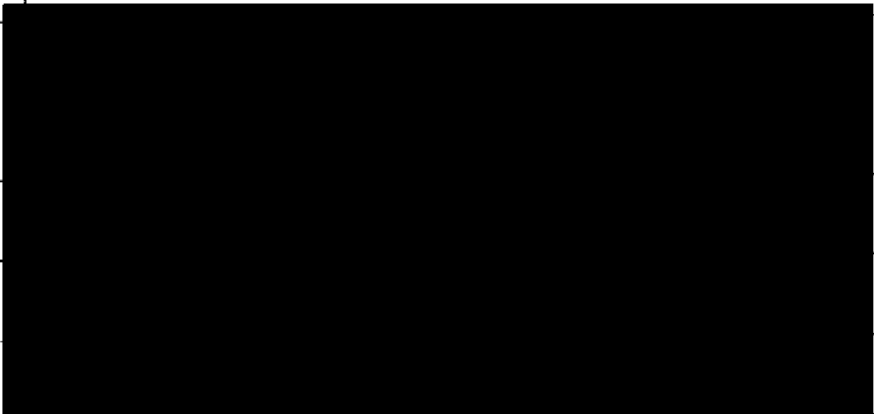
I, CHRIS NEIL herby confirm that I am eligible for the vacancy of Chipping Norton Town Councillor; and the information given on this form is a true and accurate record.

Signature.....Chris Neil.....

Date.....27/8/2026.....

APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a Town Councillor. Please provide the below information to assist in the council making their decision.

Full Name and Title	Peter John Allen
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	

About You:

Please provide the council with some background information about yourself:

I have been in education for 52 years, for a long period both in teaching and management. I was assistant principal in a large sixth form college in Henley—on-Thames for 20 years and had extensive experience in marketing and services to the community.

Since moving permanently to Chipping Norton have worked in several local comprehensive schools as well as Aylesbury UTC as Head of English.

For the last 10 years I have worked abroad teaching English, first in the Czech Republic and then in Austria, returning always to Chipping Norton in the holidays, where I own a property in Whitehouse Lane, just off Church Street. I have also worked for many years as a senior examiner for the International Baccalaureate, a world-wide, gold standard qualification. I have also served on the governing bodies of several secondary schools.

I am also a freelance writer and am in the process of publishing two novels in the field of historical fiction.

I have played tennis competitively for many years and was Chairman of Woodstock Tennis Club, until my move to work abroad.

I am now living permanently in Chipping Norton with my partner and intend to become more involved in the local community.

1. In order to be eligible for co-option as an Chipping Norton Councillor, you must be a British Subject, or a citizen of the commonwealth or the European Union; and on the date of the poll or election, 18 years of age or over; and be able to meet one of the following qualifications set out below:

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☒

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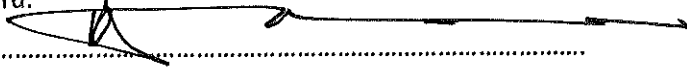
III. If the person is discharged without such a certificate

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively.

In iii, it ceases on the expiry of five years from the date of discharge.

DECLARATION

I, Peter John Allen hereby confirm that I am eligible for the vacancy of Chipping Norton Town Councillor; and the information given on this form is a true and accurate record.

Signature.....

Date 6th October 2025

Reasons for applying:

Please provide the council with your reasons for wanting to become a Town Councillor.

I now have the time to devote myself to local affairs and believe that the town has huge potential for managing its growing tourists and reputation and has amenities which are first class: the leisure centre, the open-air swimming pool, the new church-led Branch support and services and the many excellent shops, restaurants, pubs and cafes. Chipping Norton could become the gem of the Cotswolds, if it is not already.

My long experience in education could benefit the local community, especially the young people and my time in management could help the organisation of services, especially their marketing.

I have a strong belief in the management of the local environment and the provision of a pleasant and harmonious place to live for its residents and a town which continues to attract visitors, who are impressed with its ambience and services.

A small community task I undertook was to resurface Whitehouse Lane, a private lane, which had become somewhat neglected, with the support of my neighbours. My handiwork is welcome for inspection.

Signature

A handwritten signature in black ink, consisting of a stylized capital 'A' followed by a long, horizontal, slightly wavy line.

Please return your completed application to the Clerk to the Town Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide your co-option to Chipping Norton Town Council.

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Internal Calendar of meetings 2026/27

April 2026

Wednesday 29th April, 10am
Chipping Norton Welfare Charities

May 2026

Monday 11th May, 6:30pm
Annual Meeting of The Council

June 2026

Monday 1st June, 5pm/6:30pm*
William Fowler Allotments

Monday 8th June, 6:30pm
Full Council (AGAR)

Monday 15th June, 6:30pm
Community Committee

Thursday 25th June, 2pm (online)
Traffic Advisory Sub-Ctte

July 2026

Monday 6th July 6:30pm
Strategic Planning Committee

Wednesday 8th July, 10am
Chipping Norton Welfare Charities

Monday 13th July 6:30pm
Finance and Resources Committee

Monday 20th July 6:30pm
Full Council

August 2026

Monday 10th August 2pm
Planning Sub-Ctte
(if required)

Sept 2026

Monday 7th September 6:30pm
Full Council

Monday 14th Sept 6:30pm
Community Committee

Monday 21st Sept 6:30pm
Finance & Resources Committee

Oct 2026

Friday 2nd October, 9am
Town Hall Restoration Sub-Ctte

Monday 5th October, 5pm
William Fowler Allotments

Monday 5th October, 6:30pm
Strategic Planning Committee

Wednesday 7th October, 10am
Chipping Norton Welfare Charities

Thursday 8th October, 2pm (online)
Traffic Advisory Sub-Ctte

Monday 12th Oct, 6:30pm
Full Council

Nov 2026

Monday 2nd November, 6:30pm
Community Committee

Monday 9th November, 6:30pm
Strategic Planning Committee

Monday 16th November, 6:30pm
Finance and Resources Committee

Monday 30th November,
5pm/6:30pm*
William Fowler Allotments

Dec 2026

Monday 7th December, 6:30pm
Full Council (budget)

Jan 2027

Friday 8th January, 9am
Town Hall Restoration Sub-Ctte

Monday 11th January, 6:30pm
Community Committee

Friday 15th January, 2pm
Planning Sub-Ctte (if required)

Monday 18th January, 6:30pm
Strategic Planning Committee

Wednesday 27th January, 10am
Chipping Norton Welfare Charities

Thursday 28th January, 2pm (online)
Traffic Advisory Sub-Ctte

Feb 2027

Monday 1st February, 6:30pm
Finance and Resources Committee

Friday 5th February, 9am
Town Hall Restoration Sub-Ctte

Monday 8th February, 6:30pm
Full Council

Monday 22nd February,
5pm/6:30pm*
William Fowler Allotments

March 2027

Monday 1st March, 6:30pm
Community Committee

Monday 8th March, 6:30pm
Strategic Planning Committee

Monday 15th March, 6:30pm

Finance and Resources Committee

Friday 12th March, 7pm

The Annual Meeting of The Town

Monday 22nd March 6:30pm:

Full Council

Thursday 25th March, 2pm (online)

Traffic Advisory Sub-Ctte



Calendar of meetings 2026/27

May 2026

Monday 11th May, 6:30pm
Annual Meeting of The Council

June 2026

Monday 8th June, 6:30pm
Full Council (AGAR)

Monday 15th June, 6:30pm
Community Committee

Thursday 25th June, 2pm (online)
Traffic Advisory Sub-Ctte

July 2026

Monday 6th July 6:30pm
Strategic Planning Committee

Monday 13th July 6:30pm
Finance and Resources Committee

Monday 20th July 6:30pm
Full Council

August 2026

Monday 10th August 2pm
Planning Sub-Committee (if required)

Sept 2026

Monday 7th September 6:30pm
Full Council

Monday 14th Sept 6:30pm
Community Committee

Monday 21st Sept 6:30pm
Finance & Resources Committee

Oct 2026

Friday 2nd October, 9am
Town Hall Restoration Sub-Ctte

Monday 5th October, 6:30pm
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Traffic Advisory Sub-Ctte

Monday 12th October, 6:30pm
Full Council

Nov 2026

Monday 2nd November, 6:30pm
Community Committee

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Jan 2027

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Planning Sub-Ctte (if required)

Monday 18th January, 6:30pm
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Traffic Advisory Sub-Ctte

Feb 2027

Monday 1st February, 6:30pm
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Friday 5th February, 9am
Town Hall Restoration Sub-Ctte

Monday 8th February, 6:30pm
Full Council

March 2027

Monday 1st March, 6:30pm
Community Committee

Monday 8th March, 6:30pm
Strategic Planning Committee

Friday 12th March, 7pm
The Annual Meeting of The Town

Monday 15th March, 6:30pm
Finance and Resources Committee

Monday 22nd March 6:30pm:
Full Council

Thursday 25th March, 2pm (online)
Traffic Advisory Sub-Ctte

April 2027



West Oxfordshire District Council is preparing a new Local Plan for the period 2026 to 2043. Once adopted, it will replace the current the West Oxfordshire District Council Local Plan 2011-2031 and provide the planning policy framework for future development and planning decisions across the district.

The Council is consulting on the Publication Draft Local Plan, which is the final draft of the plan before it is submitted to the Secretary of State for independent examination. This stage of the process is known as the Regulation 19 Consultation.

The Publication Draft Local Plan sets out the Council's proposed strategy for accommodating future housing, employment development, infrastructure, community facilities and environmental protection across the district up to 2043. It also includes the planning policies that will be used to guide future development and determine planning applications.

At this stage, comments should focus on whether the plan is **legally compliant** and **sound**, as these are the matters that will be considered by the Planning Inspector during the examination process.

The Publication Draft builds on the earlier Regulation 18 consultations undertaken during the preparation of the Local Plan. Comments received during those consultations have been considered alongside updated evidence and technical studies in preparing the Publication Draft Local Plan.

How long does the consultation last?

The Regulation 19 Consultation runs for **six weeks**, from **Wednesday 26 August 2026 until 23:59 on Friday 9 October 2026**.

Comments received after this deadline will not be accepted.

All representations submitted during the consultation period will be considered by the Council and submitted alongside the Local Plan and supporting evidence to the Secretary of State. They will also be made available to the independent Planning Inspector(s) appointed to examine the Local Plan.



Can comments only be made on soundness and legal compliance?

At the Regulation 19 stage, the Council is seeking views on whether the Publication Draft Local Plan is **sound** and **legally compliant**. These are the matters that will be considered by the Planning Inspector during the examination of the plan.

In broad terms, this means considering whether:

- the Council has planned appropriately for the district's housing, employment and infrastructure needs,
- the Local Plan is supported by robust and proportionate evidence,
- the Local Plan can be delivered over the plan period to 2043, and
- the Local Plan is consistent with national planning policy and supports sustainable development.

Representations submitted at this stage will be considered by the Council and submitted to the Secretary of State alongside the Local Plan and supporting evidence for consideration by the Planning Inspector(s). To have the greatest influence during the examination process, comments should be clear, concise and focused on the soundness and legal compliance of the Publication Draft Local Plan.

What is meant by "soundness"?

National planning regulations require local planning authorities to submit a plan for examination that they consider to be sound. A sound plan is one that is:

- Positively prepared – the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development;
- Justified – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;
- Effective – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and
- Consistent with national policy – the plan should enable the delivery of sustainable development in accordance with the policies in the National Planning Policy Framework. The Planning Inspector will consider whether the Local Plan meets these tests when examining the plan.



How does the West Oxfordshire Local Plan fit with Local Government Reorganisation (LGR)?

Following Local Government Reorganisation (LGR) in Oxfordshire, anticipated in 2028, responsibility for the West Oxfordshire District Local Plan will transfer to the new unitary authority. Once adopted, the Local Plan will remain part of the development plan for the area and will continue to be used in determining planning applications until it is replaced by a new local plan. The preparation of the West Oxon Local Plan remains important while LGR takes place to ensure that the district has an up-to-date planning framework in place to guide development, protect valued assets and support the delivery of homes, jobs and infrastructure.

Hasn't the public already been consulted on the Local Plan?

Yes. The Council has consulted extensively throughout the preparation of the Local Plan and has engaged with residents, businesses, landowners, community organisations, statutory consultees and other stakeholders at key stages of the process. The Local Plan journey so far:

- Regulation 18 initial scoping consultation – August - October 2022
- Regulation 18 focused consultation on draft plan objectives and spatial strategy options along with a 'call for sites' exercise – August – October 2023
- Regulation 18 consultation on preferred policy options – June 2025
- Regulation 18 consultation on preferred spatial options – November 2025

Comments received during these earlier consultations have helped shape the Publication Draft Local Plan and have been considered alongside updated evidence and technical studies. However, it is important that we hear your views on the Publication Draft Local Plan itself, as this is the version proposed for submission to the Secretary of State for independent examination. If you wish your views to be considered by the Planning Inspector, you should submit a representation during this consultation period.

What happens when people comment on the Local Plan?

The Council will review all representations received during the consultation period before submitting the Local Plan, supporting evidence and consultation responses to the Secretary of State for independent examination. At the Examination in Public (EiP),



An independent Planning Inspector appointed by the Government will assess the Local Plan, the evidence supporting it, and the representations received during the Regulation 19 Consultation. The Inspector will consider whether the plan is sound and legally compliant before issuing a report and recommending whether the plan can proceed to adoption. The Inspector may also recommend changes to the Local Plan, known as Main Modifications, which would be subject to a further round of public consultation before the examination is concluded.

Why does the Council need a Local Plan?

Local planning authorities are expected to prepare and maintain an up-to-date Local Plan to guide future development and provide the basis for decisions on planning applications. The Local Plan provides the framework for shaping how the district grows over the coming years. It identifies where development should take place, what infrastructure is needed to support new communities, and how the district's natural, historic and environmental assets should be protected and enhanced. The Local Plan covers a wide range of issues, including:

- the provision of new homes,
- the creation of employment opportunities,
- the delivery of infrastructure, services and community facilities,
- the protection of the natural and historic environment, and
- the policies used to determine planning applications.

Without an up-to-date Local Plan, the area is much more vulnerable to piecemeal and speculative development, that may come forward in an unplanned way, that may not achieve the quality standards the Council would like to see and where planning for infrastructure is likely to be less effective.

Who decides whether the Local Plan can be adopted?

The Local Plan will be examined by an independent Planning Inspector appointed by the Secretary of State. The Inspector's role is to assess whether the Plan has been prepared in accordance with legal requirements and whether it is sound. The Inspector will examine the Local Plan, the evidence supporting it and the representations submitted during the Regulation 19 Consultation. The Inspector may also hold public hearing sessions as part of the Examination in Public.



Following the examination, the Inspector will issue a report setting out their conclusions and recommending whether the Plan can be adopted. It is likely the Inspector will recommend changes, known as Main Modifications, which must be consulted upon before the Plan can proceed to adoption.

How do I make my views known?

The quickest and easiest way to respond is online via our consultation portal at

www.westoxon.gov.uk/localplan2043

Comments can also be submitted in the following ways:

- By email using the response form to Planning.consultation@westoxon.gov.uk
- By post to: Planning Policy and Infrastructure Team, West Oxfordshire District Council, Woodgreen, Witney, Oxon, OX28 1NB.

The consultation questionnaire will ask whether you believe the Local Plan is sound and legally compliant. It is helpful to explain why you consider the plan to be sound or unsound, legally compliant or non-compliant, and to suggest any changes you think are necessary. Representations must be received by 23:59 on 9 October 2026.

Please note

In accordance with the requirements of the Local Plan process, representations can only be accepted where they are submitted in writing and include the respondent's name and address. Anonymous comments and verbal representations cannot be treated as duly made representations. The Council is required to make all duly made representations available for public inspection as part of the examination process.

Details of how personal information is collected, used and protected are set out in the Council's Local Plan consultation privacy notice:

<https://www.westoxon.gov.uk/support/privacy-and-data/service-privacy-notice/planning-privacy-notice/>



Are any public events being held?

The Council will be holding a series of drop-in exhibitions during the consultation period. These events provide an opportunity to learn more about the Publication Draft Local Plan, speak with planning officers, ask questions and find out how to submit representations.

You can attend any of the following events:

Tuesday 1 September 2026	Corn Exchange, Witney	4-7pm
Wednesday 9 September 2026	Town Hall, Carterton	4.30-7.30pm
Thursday 10 September 2026	Town Hall, Chipping Norton	4-7pm

These are informal drop-in events and there is no need to book in advance. Consultation materials will be available to view, and members of the Planning Policy team will be on hand to answer questions about the Local Plan and consultation process.

Where can I see the documents?

As well as the public events above, the Local Plan and all the evidence to support it is available online. The consultation documents can be viewed and downloaded via the Council's website at:

<https://www.westoxon.gov.uk/localplan2043>

The consultation documents can be seen at the following locations:

- Council offices in Witney (Woodgreen, OX28 1NB and Welch Way, OX28 6JH)
- Public libraries in the district.

Hard copies of the consultation documents are also available on request. There will be a printing fee which will vary for the length of each document.

Item 13: Play Parks motion

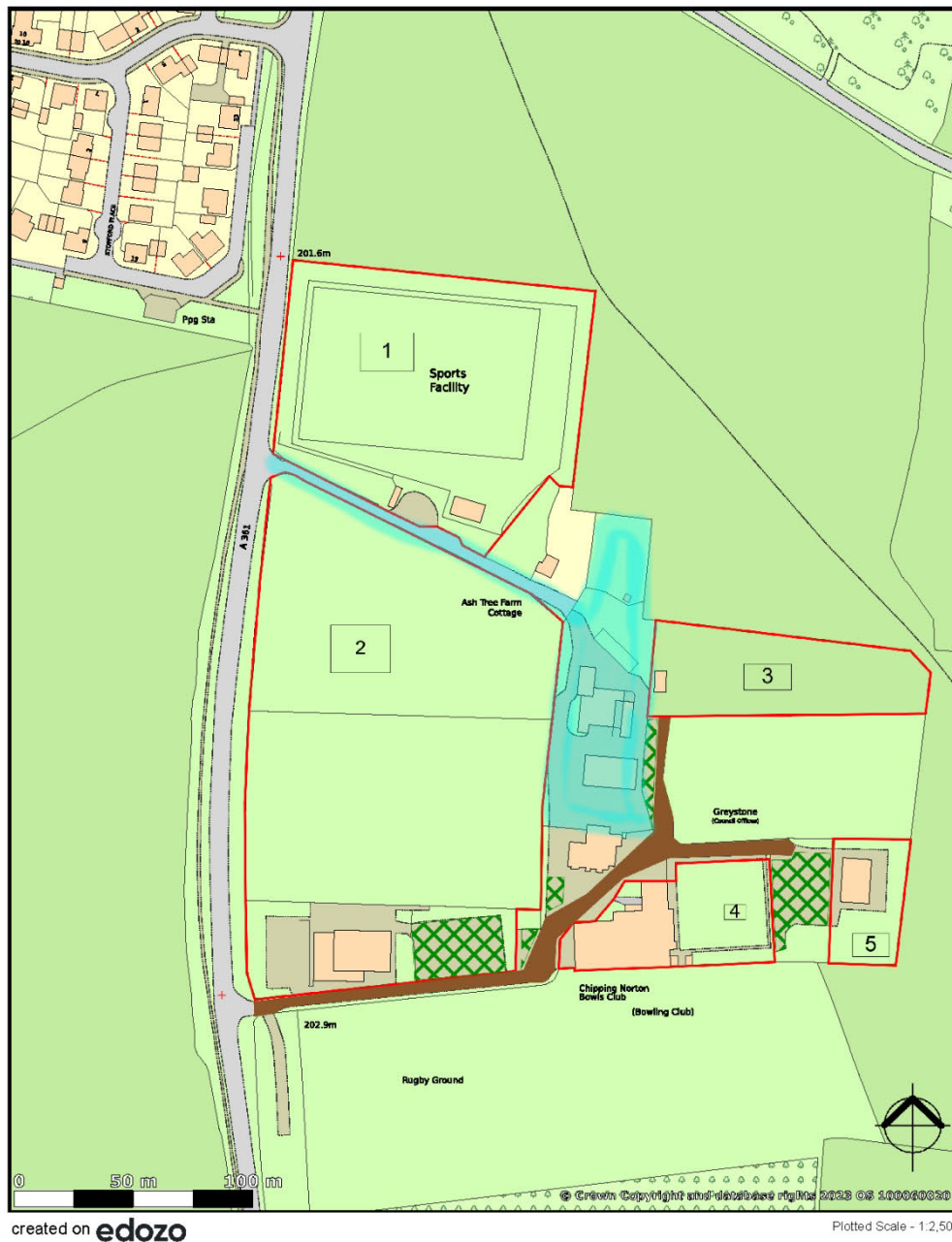
In view of the extreme heat over the past two summers and high rainfall over recent winters, the Town Council should review provision across play grounds in Chipping Norton to ensure we plan for the best possible facilities for use in our changing climate. This should include a policy on playground design to include provision for shade, shelter and drainage as well as requirements for play equipment suitable for use in more extreme heat, and should inform future maintenance, replacement and improvements, as well as the design and implementation of new play areas.

Cllr Sandra Coleman

Item 15: Greystones

Greystones Leisure Park

Burford Road, Chipping Norton, OX7 5UY



1. Swifts Football Club
2. Chipping Norton Rugby Club
3. Chipping Norton Rifle Club
4. Chipping Norton Bowls Club
5. Chipping Norton Scout Hut

Masterplan of Greystones site, with land owned by WODC highlighted in blue. Ash Tree Farm Cottage and Greystones House to the direct North and South of the site are already in private ownership.

Background:

West Oxfordshire District Council owns an area of land and buildings within the wider Greystones site on Burford Road. The WODC ownership is shown on the attached site plan and occupies a strategically important central part of the wider Greystones leisure and community area.

The WODC site currently comprises four units and a substantial former industrial depot building. Unit 4 is currently leased to Ubico, WODC's maintenance contractor, for storage of maintenance equipment, while Unit 1 is occupied by a glazing business. The remaining units are presently unused. The large depot building is derelict and would require significant investment and refurbishment before it could be brought back into productive use.

WODC is now considering the future of the land and intends to prepare an options appraisal in September 2026. Disposal of some or all of the site is therefore one potential outcome.

WODC has, however, invited Chipping Norton Town Council to put forward its own proposals for alternative future uses of the site so that these can be considered as part of the appraisal process.

WODC's land forms part of the wider Greystones Leisure Park, which accommodates a significant concentration of community, sporting and recreational facilities, including the Swifts Football Club, Chipping Norton Rugby Club, Chipping Norton Rifle Club, Chipping Norton Bowls Club and Chipping Norton Scout Hut within the wider site.

The WODC land is also bordered by:

- Ash Tree Farm Cottage (to the North), which is privately owned; and
- Greystones House (to the South), privately owned and currently operating as a nursery

This mixture of land ownership has resulted in the Greystones site developing incrementally rather than as one integrated community and recreation site.

Potential Opportunities

There is a strong case for investigating whether the land can continue to serve a community, recreational or public-service purpose rather than being disposed of for solely private investment. The wider Greystones area already provides a range of community and sporting facilities, and bringing the WODC land into a more joined-up arrangement with adjoining Town Council land could create opportunities that would not be possible if the site were considered independently.

The Council should therefore seek to establish whether an arrangement could be reached with WODC under which the land is transferred, leased or otherwise demised to the Town Council, either as a whole or in part.

At this stage, Members are not being asked to agree a detailed scheme. However, there are several opportunities which warrant further investigation.

1. The existing units could potentially provide affordable community, voluntary-sector, recreational, workshop or storage accommodation, helping to create a more active community hub at Greystones.
2. Unit 4 could potentially provide a future Town Council maintenance depot, giving the Council a permanent operational base for grounds and maintenance equipment and potentially reducing the need to secure equivalent accommodation elsewhere.
3. The most significant opportunity may, however, be to consider the site as a whole rather than simply focusing on the existing buildings. At present there are two separate entrances into the Greystones site which do not connect internally. This can contribute to congestion and difficulties with vehicle movements, particularly when larger events are taking place at the

Rugby Club and to alleviate the growing need for parking at Greystones House Nursery. If control of the WODC land could be combined with the Town Council's adjoining interests, there may be an opportunity to investigate a circular internal access route, joining the two sides of Greystones together.

Subject to planning, highways, land ownership and other technical considerations, this could potentially:

- improve traffic circulation through Greystones;
- reduce congestion associated with major sporting events;
- provide additional or better-organised parking;
- improve pedestrian connectivity between the different clubs and community facilities;
- improve access for maintenance and operational vehicles;
- create a clearer and more coherent layout for the whole Greystones site; and
- enable future community facilities to be planned strategically rather than individually.

The proposal could therefore look beyond the immediate question of reusing the depot buildings and consider the long-term masterplanning of Greystones as an integrated community, sports and recreation site.

Proposed Task and Finish Group

Given the timescale for WODC's options appraisal, it is recommended that the Town Council establishes a small Greystones Task and Finish Group consisting of two or three Councillors working with the Town Clerk.

The Group's purpose would be to develop a sufficiently detailed proposition to demonstrate to WODC that there is a credible community-led alternative to disposal of the site.

Its work could include engaging informally with WODC officers; reviewing the existing land ownership and lease arrangements; speaking with existing Greystones users and clubs where appropriate; identifying potential uses for the existing buildings; considering the feasibility of a linked/circular access arrangement; considering additional parking opportunities; identifying indicative costs and funding sources; and preparing an outline masterplan and business case.

It is therefore recommended that the Town Council acts now to develop a credible alternative proposal for WODC's consideration, while making clear that detailed feasibility work and formal Council approval would be required before CNTC assumed responsibility for any additional land, buildings or financial liabilities.

RECOMMENDATION:

- To confirm the Town Council's preference in principle that the site should be retained for public/community use rather than disposed of for solely private development, subject to the outcome of further investigation and consideration of the financial and legal implications.
- To establish a Greystones Task and Finish Group, comprising two or three Councillors working with the Town Clerk, to investigate potential future uses for the site and prepare a proposal for consideration by the Town Council and subsequent submission to WODC.



Our ref: 979/2103184

20 August 2026

Ms K Jang
Chipping Norton Town Council
Chipping Norton Town Council
The Guildhall
Chipping Norton
Oxfordshire
OX7 5NJ

Moore East Midlands

Oakley House
Headway Business Park
3 Saxon Way West
Corby, NN18 9EZ

T 01536 461900

Moore East Midlands

Rutland House
Minerva Business Park
Lynch Wood
Peterborough, PE2 6PZ

T 01733 397300

mooreeastmidlands.co.uk

Dear Clerk

Annual Governance and Accountability Return for the Year ended 31 March 2026

Please find enclosed the signed External Audit Report to accompany your Annual Governance and Accountability Return for the year ended 31 March 2026.

We also enclose a note of our charges based on the fixed rate audit fee as set by the Smaller Authorities' Audit Appointments Ltd.

Authorities who have not claimed exemption

Regulation 13 of the Accounts and Audit Regulations 2015 stipulate that Authorities, who are not inactive Authorities, must publish the following (including on the Authority's website):

- (a) The audited version(s) of the Statement of Accounts and Annual Governance Statement
- (b) The auditor's certificate and opinion
- (c) Any public interest report or other recommendation of the auditor.
- (d) A form of Notice of Conclusion of Annual Audit

We draw your attention to the following points:

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

A template Notice of Conclusion of Audit form is available in the useful documents section on our website mooreeastmidlands.co.uk/sectors/smaller-authorities/smaller-authorities-agar-forms/

The notice must also state that an elector may inspect those documents at all reasonable times and without payment. The address and times when this inspection may be carried out must also be given.

Yours sincerely

Moore

Partners: Carolyn Rossiter FCA, Mohamed Mavani FCA, Matthew Grief CTA TEP, April Foster FCCA, John Harvey BFP ACA FCCA, Tim Woodgates ACA CTA FCCA, Jen Nixon ACA FCCA MAAT, Michelle Watson FCCA, Robert Pluck FCCA, Gemma Roger FCA, Amanda Etty FCA.

Associates: Paul Nash FCCA, Lorna Bloor FCCA, Hannah Sardeson FCCA, Ben Higgins FCCA, Leanne Plumpton FCA, Chloe Hickman FCCA MAAT. Registered to carry on audit work in the UK and regulated for a range of investment business activities; and licensed to carry out the reserved legal activity of non-contentious probate in England and Wales by the Institute of Chartered Accountants in England and Wales. An independent member firm of Moore Global Network Limited – members in principal cities throughout the world. This firm is not a partner or agent for any other Moore firm and is a separate partnership with offices in Corby, Peterborough and Northampton.



Encs.

Section 3 - External Auditor Report and Certificate 2025/26

In respect of **Chipping Norton Town Council**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor limited assurance opinion 2025/26

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 16(1) of the Accounts and Audit Regulations 2015 requires the Notice of Conclusion of Audit to be published on the authority's website as soon as reasonably practicable after conclusion of an audit. The council did not publish the notice until 3 months after the conclusion of the audit.

Other matters not affecting our opinion which we draw to the attention of the authority:

Box 10 of Section 2 for the comparative year was left blank on the submission of the AGAR. We consider there to be no significant impact from this omission based on third party evidence we have obtained, however the council should in future ensure that all boxes are fully completed in accordance with paragraph 2.5 of the SAPPP Practitioners' Guide.

Please note that the reconciliation between boxes 7 and 8 was not provided to us on the initial submission of the AGAR and supporting documentation. It was later provided on request. Please would you ensure this document is included within the initial submission going forwards.

Insufficient information was provided with the initial supporting data submitted for review with regards to the 'No' response recorded on the Annual Internal Auditor's Report, which was later provided on request. The parish council should in future ensure that all the necessary supporting information is provided with their annual submission.

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name



External Auditor Signature

A handwritten signature in blue ink that reads 'MOORE', written over a horizontal line.

Date

18/08/2026

Smaller Authority Name: Chipping Norton Town Council

NOTICE OF CONCLUSION OF ANNUAL AUDIT
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026
Accounts and Audit Regulations 2015

- 1** The audit of accounts for (Smaller Authority Name) Chipping Norton Town Council for the year ended 31 March 2026 has been completed and the accounts have been published.
- 2** The Annual Return is available for inspection by any local government elector in the area of (Smaller Authority Name) Chipping Norton Town Council on application to
 - (a)** (Name of Clerk)
Katherine Jang
 - (b)** (Address of Clerk)
Chipping Norton Town Council, Town Hall, Chipping Norton, OX7 5NA
 - (c)** (Telephone/email, and hours and arrangements to view)
Telephone: 01608 642 341 Email: townclerk@chippingnorton-tc.gov.uk Hours:
Mondays/Wednesday/Fridays 9am-5pm
- 3** Copies will be provided to any person on payment of £NIL for each copy of the Annual Return

Announcement made by (Name of Clerk)

Katherine Jang

Date of Announcement

20th August 2026

Report on External Audit Findings 2025/26

Purpose

This report provides context to the observations raised by the External Auditor in relation to the 2025/26 Annual Governance and Accountability Return (AGAR) and outlines the actions taken by the Responsible Financial Officer (RFO) during the audit process.

Summary

The External Auditor issued an unqualified limited assurance opinion and confirmed that, except for the matters reported, the information contained within Sections 1 and 2 of the AGAR was in accordance with Proper Practices and that no other matters had come to their attention giving cause for concern.

The observations raised relate primarily to the submission and publication of supporting information rather than any financial misstatement, governance failure, or weakness in financial controls.

Comments on Auditor Observations

1. Comparative Borrowing Figure (Box 10)

The auditor noted that the comparative figure for borrowings in the prior year column was left blank rather than being recorded as nil. This was an administrative completion issue and had no impact on the audit opinion or the financial position of the Council.

2. Reconciliation Information

The auditor commented that the reconciliation between Boxes 7 and 8 was not included within the initial AGAR submission. The Council's original submission on 16 June 2026 included both a bank reconciliation and the completed AGAR bank reconciliation schedule which reconciled the year-end cash position reported within the AGAR. The auditor subsequently requested additional detailed information relating to this, which was provided.

3. Internal Audit Supporting Information

The initial submission on 16 June 2026 included the Internal Audit Report and the Notice of Public Rights documentation. No instruction identified by the authority specifically required a separate explanatory narrative relating to Internal Audit objective N. However, the AGAR Section 1 does ask for an explanation of any "No" response therefore its assumed the external audit is confused because there are no "No" responses in that particular document.

The auditor did requested further information in relation to the "No" response recorded within the Internal Audit Report and this was provided promptly.

4. Breakdown of Other Income

There is no specific instruction or requirement in the AGAR guidance that says a breakdown of Box 3 should be submitted as part of the AGAR. The auditor requested a supporting breakdown of Box 3 ("Other Receipts") during the review process, which was subsequently provided. The Council had already submitted a detailed Explanation of Variances document explaining the significant movement in income between years, and further supporting schedules were supplied when requested.

Conclusion

The Council submitted its AGAR and all supporting documentation to the external auditor on 16 June 2026, ahead of the prescribed deadline. The majority of the auditor's observations relate to additional supporting schedules and documentation requested during the review process, all of which were subsequently supplied. The audit concluded with an unqualified opinion and no findings indicating financial irregularity, material misstatement, or failure of financial management arrangements.

The feedback received will be incorporated into the 2026/27 AGAR preparation process to further strengthen the completeness of future submissions.