



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

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

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

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

CC1. Election of Chair

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

Cllr Graves nominated Cllr Coleman.

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

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

CC2. Election of Vice-Chair

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

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

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

CC3. Apologies for Absence

Apologies were received from Cllrs Steve Akers and Ben Bibby.

RESOLVED: That the apologies be received and accepted.

CC4. Declarations of Interest

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

No declarations of interest were received.

CC5. Minutes

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

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

CC6. Public Participation

The meeting was adjourned to allow for public participation.

No matters were raised by members of the public.

The meeting was reconvened.



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CC7. Committee Action Plan 2026/27

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

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

CC8. Flag Flying Calendar 2026/27

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

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

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

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

RESOLVED:

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

CC9. Town Hall

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

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

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

RESOLVED:

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

CC10. Glyme Hall

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

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

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

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

RESOLVED:



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

CC11. Events

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

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

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

RESOLVED:

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

CC12. Play Areas

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

Members noted the update.

CC13. Skatepark Project

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

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

RESOLVED: That the update be noted.

CC14. Keep Chippy Beautiful

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

Members noted:

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

Members thanked all volunteers supporting the initiative.

RESOLVED: That the update be noted.

CC15. Date of the Next Meeting

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

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