



# CHIPPING NORTON TOWN COUNCIL

TOWN HALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NA

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon/Weds/Fri, 9am-5pm

## **NOTICE OF Chipping Norton Annual Town Meeting**

**Monday, 27<sup>th</sup> April 2026, 7pm**

**Upper Hall, Chipping Norton Town Hall**

### **AGENDA**

**1. WELCOME**

To receive introductions and welcome by the Mayor of Chipping Norton, Councillor Sandra Coleman

**2. APOLOGIES**

To receive any apologies for absence

**3. MINUTES**

To receive and approve the Minutes of the Annual Town Meeting on the 28<sup>th</sup> April 2025

**4. REPORTS FROM TOWN COUNCIL COMMITTEES**

To receive reports from each of the Town Council's Standing Committees:

- a. Community Committee – Cllr Sandra Coleman
- b. Finance and Resources Committee – Cllr Ian Finney
- c. Strategic Planning Committee – Cllr Mike Cahill

**5. Town Development**

- a. Local Plan 2043 – To discuss emerging developments and aspirations for Chipping Norton
- b. Town Hall Restoration – To receive an overview from the Chair of the Town Hall Restoration Working Group, Cllr Festa
- c. Sports Hub – For the Chair/CEO of the Skatepark CIC to speak about a possible Sports Hub for the town
- d. Q&A – To receive questions and comments from electors on any matter which affects the Town. Speakers will be limited to 5 minutes maximum. All questions must be sent to [office@chippingnorton-tc.gov.uk](mailto:office@chippingnorton-tc.gov.uk) in advance of the meeting.

**6. CLOSING REMARKS**

Mayor of Chipping Norton's closing remarks and thanks

COUNCILLOR SANDRA COLEMAN

MAYOR OF CHIPPING NORTON, CHIPPING NORTON TOWN COUNCIL

Such persons only as registered as local government electors for the town will be entitled to vote at the meeting but the meeting will be open to the public during the proceedings unless the Town Meeting by resolution otherwise directs. **Before speaking it will be necessary to give your name and address.**

**After the formal business of the meeting you are invited to meet local Councillors and discuss the work of the Town Council and town issues.**



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## Minutes of the Chipping Norton Annual Town Meeting,

Held on the 28<sup>th</sup> April 2025 at 7pm in the Upper

Hall, Chipping Norton Town Hall

### PRESENT:

Cllrs Sandra Coleman (Town Mayor), Mike Rowe, Sharon Wheaton, Tom Festa, Athos Ritsperis, Mike Cahill and Mark Walker

### ALSO PRESENT:

Katherine Jang, Town Clerk & CEO  
Heidi Davies, Admin and Customer Service Assistant  
Tania Kirby, Events and Facilities Officer  
Cheryl Huntbach, Local Area Coordinator OCC  
Cllr Geoff Saul (OCC)

Members of the public 40 +

<b>1</b>	<b>Welcome</b> Town Mayor, Cllr Coleman gave a Welcome speech to attendees and members of the community. Cllr Coleman introduced the Councillors in attendance at the meeting.  Cllr Coleman recognised Cllr Jo Graves for her 30 years of dedicated service since first being appointed as a town councillor. She highlighted Cllr Jo Graves extensive contributions to the community, including her volunteer work and notable achievements, acknowledging the positive impact she has had on the town.  Cllr Coleman acknowledged that many individuals in the town are deserving of recognition and encouraged the community to submit nominations for the upcoming community awards IN September 2025.
<b>2</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Natasha Whitmill, Emily Weaver, Dom Rickard, Jo Graves, Steve Akers (Deputy Mayor), Ben Bibby.
<b>3</b>	<b>Minutes</b> Cllrs received the Minutes of the Annual Town Meeting held on the 4 <sup>th</sup> March 2024. <b>RESOLVED:</b> That the Mayor signs the minutes of the Annual Town Meeting as an accurate record of the meeting.
<b>4</b>	<b>Reports from the Town Council's Standing Committees</b> Cllrs received verbal reports from the Chairs of each of the Town Council's standing committees via the Annual Report. <ul style="list-style-type: none"><li>- Cllr Sandra Coleman, Chair of Community Committee</li><li>- Cllr Ian Finney, Chair of Finance and Resources Committee</li></ul>



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	<ul style="list-style-type: none"><li>- Cllr Mike Cahill, Chair of Strategic Planning Committee.</li><li>- Cllr Walker Traffic Advisory Committee</li></ul> <p>Cllr Coleman also gave a verbal report on the Town Council’s achievements over the past year. She noted that Glyme Hall is now under the Town Council’s management and outlined various events and charitable initiatives, as well as ongoing efforts in Pool Meadow, expressing hopes of continuing work in these areas. She also acknowledged the valuable contributions of the in-house ground maintenance team. A major highlight of the year was the community awards held in September.</p>
5	<p><b>Community Matters</b></p> <ul style="list-style-type: none"><li>i) Cllrs and the community received updates from voluntary organisations and matters relating to the community of Chipping Norton.<ul style="list-style-type: none"><li>• Martin Jarratt gave a verbal report on Chipping Norton Museum and welfare charities.</li><li>• Katie from The Chipping Norton Theatre provided a verbal report.</li><li>• Trustees from Chipping Norton Lido shared a verbal report.</li><li>• Cheryl Huntbach, Local Area Coordinator from OCC, gave an overview of her responsibilities and how she supports people with advice.</li><li>• Heather from the Green Gym delivered a verbal report.</li></ul></li><li>ii) Representatives of the Town, District and County Council received questions and comments from electors on any matter which affects the Town.</li></ul> <p><b>Q1: The Chipping Norton News headline today reads, ‘Town Calls Foul Play’ regarding planning on the land of the Chipping Norton Football pitch on Walterbush Road. What are the Town Council doing about this?</b></p> <p>The Town Mayor noted that the Town Council shares the residents’ concerns about the proposed development on Walterbush Road, and as such have submitted an official “Objection” response to the planning consultation to West Oxfordshire District Council for this development. The Town Council advocates for the “right homes in the right places” for Chipping Norton and strongly disagrees about the proposed development on Walterbush Road. The Town Council’s full response can be seen on West Oxfordshire District Council’s Planning Portal for the Planning Application 25/00339/OUT.</p> <p><b>Q2. Pool Meadow has been enjoyed by four generations, and there is an opportunity to save money by maintaining its natural state. Please avoid excessive tidying and refrain from adding picnic tables to preserve its natural character.</b></p> <p>The Town Mayor gave an overview of the Town Council’s aspirations for Pool Meadow, noting that the aim is to improve access and safety on site. The Green Gym, which is a voluntary organisation, has also been working diligently to remove invasive species such as horsetail from the site, and to improve the chances for native wildflowers and plants to thrive. The Town Mayor agreed with the resident stating that the intention was not to turn Pool Meadow into a manicured area and that it will remain a wild space for residents to enjoy.</p>



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**Q3: With allocated areas designated for housing development, can the council prevent these sites from being built upon?**

Town Councillors explained that while the Town Council is a statutory consultee on all planning applications and developments that fall within the Town Council's boundaries, that they do not have the powers to prevent any sites from being proposed or built on, as this is under the remit of West Oxfordshire District Council (planning).

**Q4: A resident of Penhurst Gardens asked when the consultation on the skatepark will take place. There are concerns about the skatepark proceeding without requiring a planning application.**

Town Councillors noted that as the Town Council leases the land for New Street Recreation area for the purposes of recreation and leisure, and that the proposed skatepark does not represent a material change of use for the site, that a full planning application is not required in this instance. A Certificate of Lawfulness has been validated and approved for this proposal by West Oxfordshire District Council's planning department.

**Q5. A resident of Penhurst Gardens asked why pavement repairs have not been prioritised, especially while funding is being allocated for the installation of a skatepark.**

Members noted the resident's concerns and explained that pavement repairs were the remit of Oxfordshire County Council and separate from the Town Council's ongoing project for the skatepark at New St play area.

**Q6: A resident of Spring Street reported a missing railing on the steps two years ago, yet it has not been fixed. Why has this issue not been addressed, and why is it considered a low priority?**

Town Councillors noted the resident's concern about this missed piece of maintenance – agreed to follow up with Oxfordshire County Council's Fix My Street programme and County Officers.

**Q7: A footpath was planned to connect the new estate to the health centre. However, there are concerns that the local authority has not adequately considered public transport options in the area. Residents believe this should be a priority and request that action be taken to address the issue.**

Members noted this concern and agreed to raise this with the Traffic Advisory Sub-Committee to investigate further, as this committee directly liaises with Oxfordshire County Council officers.

**Q8. There is disappointment regarding the expenditure on grounds maintenance, as it is believed that a contractor could have provided the service for £30k.**

The Town Mayor explained that the new grounds maintenance team had been established off the back of many residents' complaints regarding the contracted work for the grass cutting and grounds maintenance work for the town (cemetery and play areas).



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	<p>The Town Council has aspirations to achieving net-zero and one way in doing so has been moving forward with an all-electric fleet of equipment and hand tools. The Town Mayor hopes that the difference in the quality of work will be visible in the coming years.</p> <p><b>Q9: Under the current local plan, how many houses are still set to be built? Additionally, do the smaller house plots align with the plan, and is there any infrastructure development planned to support these new homes?</b></p> <p>District Councillors responded and explained that the Local Plan 2041 is still under development and as such developments outside the scope of the currently agreed plan can be brought forward to West Oxfordshire District Council for consideration. The District Council has imposed new conditions on developers, becoming stricter on enforcing and imposing new infrastructure to support any new dwellings for the town.</p> <p><b>Q11: There are concerns that the sewage system is struggling to cope. What steps are being taken to address this issue?</b></p> <p>Town and District Councillors are keenly aware of the issues surrounding Chipping Norton's sewage system and will continue to represent the Town's concerns at the District Council level. On the Town Council's part, this is reflected in each consultee response for planning applications and new developments to the town. The District Council is becoming stricter on Thames Water and has now imposed Grampian conditions on some new developments in the town.</p>
6	<p><b>Closing remarks</b></p> <p>Cllr Sandra Coleman (Town Mayor) closed the formal portion of the meeting and invited community members to speak with Councillors and staff at the Town Hall.</p>

The Town Mayor closed the meeting at 8.51pm