



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 THE TOWN HALL RESTORATION SUB-COMMITTEE held on the 17/07/2026 at 9am at Chipping Norton Town hall

PRESENT: Cllrs Tom Festa (Chair), Ian Finney and Michael Rowe

ALSO PRESENT:

Lou Arkley, Assets and Operations Officer

Members of the public:

Will Holborow - Subject Matter Expert and Volunteer

Sean Vassen - Subject Matter Expert and Volunteer

THR10	Apologies for absence Apologies were received from Sandra Coleman, Mayor and Cllr Jo Graves
THR11	Declarations of interest None received.
THR12	Minutes RESOLVED: That the Chair signs the minutes from the Sub-Committee meeting held on the 12 June 2026 as an accurate record.
THR13	Public Participation None received
THR14	Members reviewed the updated Sub-Committee Action Plan (RAG Action Register). 44 actions completed (Green), 3 Amber and 1 Red action were noted. RESOLVED: Marketing Brief action to be renamed 'Public Engagement Strategy'; completion date amended to end September 2026. Project programme target amended to 7 August 2026. Neil Richardson to review the NLHF portal before the next meeting.
THR15	Members received an update on Heritage Open Day planning. Progress includes promotional material, programme development, exhibitions, talks, walking tours and living history activities. Chippy News will provide publicity, and the Town Council webpage is being prepared. RESOLVED: Heritage Open Day will be treated as a pilot public engagement event. Organisers will complete their own risk assessments and preparations will continue.
THR16	Confidential Session RESOLVED: That the Council resolved to move into confidential session pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960 to consider commercially sensitive procurement matters.
THR17	Confidential Item for Discussion Members considered the procurement of a Cost Consultant. Neil Richardson recommended a fee of approximately £2,000–£2,500 with evaluation weighted 60% Quality / 40% Cost.

	RESOLVED: To approve the procurement approach and delegated authority arrangements as discussed.
THR18	Date of next meeting: 2 October 2026.

The Chair closed the meeting at 10:30

SIGNED_____

DATE_____

DRAFT