



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

DRAFT MINUTES OF A MEETING OF CHIPPING NORTON TOWN COUNCIL HELD ON MONDAY 12 OCTOBER 2026 AT 6:30PM IN THE LOWER HALL, CHIPPING NORTON TOWN HALL

PRESENT: Cllrs Sandra Coleman (Town Mayor), Victoria Halford, Tom Festa, Michael Rowe, Ian Finney, Jo Graves, Sharon Wheaton, Athos Ritsperis, Mark Walker and Dom Rickard.

ALSO PRESENT: Katherine Jang (Town Clerk & CEO), Louise Warren (RFO & Deputy Clerk), Maddy Fisher (Admin, Lettings and Events Officer), Paolo Oliveri (Maintenance Operative), Cllr Geoff Saul (OCC and WODC), Ellie Atherton (Purcell Architects), Graeme Williamson (Town Hall fundraiser), PC Griffiths (Thames Valley Police) and two other members of the public.

FC86. Apologies for absence

Apologies were received from Cllrs Natasha Whitmill, Steve Akers and Emily Weaver.

FC87. Declarations of interest

Cllr Coleman declared that she was a member of the Chipping Norton Community Land Trust, which had submitted a grant application. No other declarations were received.

FC88. Minutes

RESOLVED: That the minutes of the Full Council meeting held on 7 September 2026 were approved, subject to including Kieran Hedigan's surname on page 1, and signed by the Town Mayor as an accurate record.

FC89. Public participation

No contributions were received.

FC90. West Oxfordshire District Councillors update

Members received a written report from Cllr Coleman. Feedback was being sought on the operation of the Charter Market by Cotswold Markets. Cllr Walker reported proposed changes to planning delegation arrangements intended to streamline decision-making. Cllr Coleman noted discussions about more environmentally friendly refuse vehicles.

FC91. Oxfordshire County Councillors update

Cllr Saul referred to the Henry Cornish Care Centre consultation and the ongoing review of fire service arrangements. The proposal to replace the current on-call crew in Chipping Norton with a daytime station remained under consideration, with implications for night-time cover. Cllr Saul was seeking to retain current arrangements and suggested the Town Council make representations to the relevant Cabinet Member.

FC92. Civic announcements

Members received a written report from Cllr Coleman on civic activities taken

FC93. Reports from representatives of outside bodies

PC Griffiths addressed Members on neighbourhood policing and reported a series of burglaries in Chipping Norton and surrounding villages. Police community engagement sessions were being held at least monthly outside the Town Hall, typically between 10am and noon. Residents were encouraged to report suspicious activity through official police channels rather than relying on social media.



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FC94. Minutes and reports from Committees

Members noted the draft minutes of the Staffing Sub-Committee meeting on 17 September 2026 and the Community Committee meeting on 14 September 2026.

FC95. Correspondence

No items of correspondence were received.

FC96. Council Action Plan

Members noted the Council's ongoing action plan. No further discussions were raised.

FC97. Town Hall Restoration

a) Purcell Architects presented three preliminary high-level layout options informed by an analysis of Town Hall use. Members discussed the potential direction of the restoration project; no decision was made. ACTION: For the Town Clerk to recirculate the Town Hall survey to Councillors.

b) Graeme Williamson explained the proposal to establish a Charitable Incorporated Organisation (CIO) to broaden eligibility for grant funding. The Council would retain control and ownership of the Town Hall. Members discussed the charitable objects, geographical scope, trustee arrangements and future purpose of the CIO.

Cllr Finney proposed a motion to move forward with the trustee arrangements and CIO formation as presented by Graeme Williamson, seconded by Cllr Graves. All voted in favour and the motion was carried.

RESOLVED: That the Chipping Norton Town Hall Trust CIO governing documents and charitable structure are approved, and that Graeme Williamson is authorised to move forward with the Charity Commission application.

FC98. Town Hall Designated Premises Supervisor

Members considered disapplying the requirement for a Designated Premises Supervisor for the Town Hall premises licence. Cllr Finney proposed and Cllr Rickard seconded. All voted in favour.

RESOLVED: To proceed with an application to disapply the DPS requirement for the Town Hall.

FC99. Grants

a) Community Land Trust: Members considered a request for £2,000 and free hall hire to support engagement concerning a proposed ten-dwelling scheme. Concerns were raised about existing housing-needs evidence and value for money. Cllr Festa proposed signposting the applicant to existing data, and Cllr Graves seconded rejection of the application. The recorded notes indicate support from Cllrs Halford, Ritsperis, Walker and Wheaton; Cllrs Festa and Rickard voted against and Cllrs Coleman and Finney abstained. The application was not approved. ACTION: For the RFO to contact the applicant and offer a meeting with Councillors ahead of the next grant round.

RESOLVED: That the grant application for the Community Land Trust is declined.

ACE Centre: Members considered a £2,000 application for improvements to an outdoor play area, including artificial grass. Members raised concerns about consistency with the Council's environmental objectives, while expressing support in principle for improved outdoor play. Cllr Ritsperis proposed rejecting the application, seconded by Cllr Walker. All voted in favour except Cllrs Finney and Rowe, who abstained.

RESOLVED: That the grant application for the ACE Centre is declined.



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The RFO will follow up with both applicants and provide support in advance of the next tranche of grant applications.

b) Core grants: Members considered impact reports from the Chipping Norton Theatre, Lido and History Society & Museum. Cllr Finney proposed increasing the Theatre grant from £3,000 to £5,000 while retaining the Lido at £5,000 and Museum at £3,500 for another 3-year term. Cllr Rickard seconded. All voted in favour except Cllr Ritsperis, who voted against.

RESOLVED: That the core funding agreements are renewed with the three organisations at the levels specified above, for another 3 years (extended until 2029).

FC100. Henry Cornish Care Centre

Members received an update following a meeting with Oxfordshire County Council officers.

ACTION: The Town Clerk to circulate a draft consultation response to Councillors, with comments requested by Friday 16th October. Following receipt of all comments, the Town Clerk will draft a final formal response to OCC to respond to the consultation in advance of the closure deadline.

FC101. Community Governance Review

Members discussed the parish boundary review and expressed opposition to warding the town. They considered whether the present complement of 16 Councillors was appropriate, with a possible reduction to 12 suggested. Members agreed to return the matter to the next Full Council meeting. No final response was agreed.

FC102. Planning applications

26/01847/FUL — Chipping Norton Rugby Club, Greystones: No objection noted, subject to the proposed floodlight curfew.

26/02040/HHD — The Old Chapel, Cotshill Gardens: Support.

26/02185/HHD — 12 Church Street: Seek clarification of consistency with conservation area requirements; preference expressed for timber windows.

26/02153/HHD — 11 Worcester Road: No objection.

26/02286/HHD — 1 The Green: No objection.

26/02071/FUL — 29–30 High Street: Support the provision of permanent residential accommodation for town residents.

FC103. Confidential session

RESOLVED: That the public and press are leave the meeting to discuss confidential items under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 for items FC104–FC106.

FC104. Debt recovery

Members considered the RFO's confidential report regarding debt recovery and next steps. Cllr Finney proposed proceeding with debt recovery, seconded by Cllr Coleman. All voted in favour.

RESOLVED: To proceed with debt recovery within the County Court system and that the RFO is authorised to make a payment of £125 to proceed.

The RFO confirmed that payment arrangements had been discussed and presented to all staff members at a recent internal meeting. The payment arrangements will change from the 1st April 2027 for staff to be paid in arrears at the end of each month.

FC105. Skatepark

Members considered a confidential update concerning ordering the skatepark.



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Cllr Coleman suspended standing orders to extend the meeting for 30 minutes.

Cllr Wheaton left the meeting at 8:30pm.

Cllr Finney proposed acceptance of the proposal stating the intention to order the skatepark before the end of December 2026, seconded by Cllr Graves. All remaining Members voted in favour.

RESOLVED: That the Town Clerk is authorised to order the delivery of the new skatepark at New Street Recreation area with Maverick LTD before the end of December 2026.

FC106. Honorary macebearer

Members considered options for appointing an honorary macebearer and favoured approaching the Royal British Legion (RBL), subject to its agreement. Cllr Walker proposed offering the role on an honorary, unpaid basis, seconded by Cllr Finney. All voted in favour.

RESOLVED: That the Town Clerk will approach the Chipping Norton Royal British Legion to offer its members the opportunity to act as the Town Council's honorary mace bearer subject to the terms specified above.

FC107. Date of next meeting

Monday 7 December 2026.

The Chair closed the meeting at 8:45pm

Signed: _____ Date: _____

Chair