



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk Office Hours: Mon – Fri 9am – 1pm

ACTING TOWN CLERK & CEO:

Katherine Jang

4th February 2025

SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

VENUE: Lower Hall, Chipping Norton Town Hall

DATE: Monday 10th February 2025

TIME: 6:30pm

Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), Rachel Andrews, Ben Bibby, Mike Cahill, Tom Festa, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

Katherine Jang
Acting Town Clerk &
CEO

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.

A G E N D A

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 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 the 9th December 2024.

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. West Oxfordshire District Councillors update

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

6. Oxfordshire County Councillors update

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

7. Civic announcements

To receive a report from The Mayor on Civic engagement and activities.

8. Reports from representatives of outside bodies

To receive an update from members who sit on outside bodies.

9. Minutes and reports from Committees

To note the draft minutes and any related recommendations of the following committee and sub-committee meetings:

- a. Traffic Advisory Sub-Committee, 16th January 2025
- b. Community Committee, 20th January 2025
- c. Strategic Planning Committee, 27th January 2025
- d. Finance and Resources Committee, 3rd February 2025
- e. Staffing Sub-Committee, 6th February 2025

10. Correspondence

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

11. Council Action Plan

To note the Council Action Plan

12. Annual Town Meeting

To note the upcoming meeting of the Town.

13. Calendar of Meetings

To receive a report and a proposed calendar of meetings for municipal year 2024-25.

14. Town Hall Restoration project

To receive an update about the roof and heating system at the Town Hall.

15. Skatepark

To receive an update

16. Grounds Maintenance

- a. To consider the lease of large plant machinery and decide next steps
- b. To consider options for the lease or purchase vehicles and decide next steps

17. Consultation on strengthening the standards and conduct framework for local authorities in England

To consider a formal response to the consultation from the Ministry of Housing, Communities & Local Government

18. Policies and Governance

- a. To approve the following policies and governance documents as reviewed by the Finance and Resources Committee:
 - I. Social Media Policy
 - II. Communication Policy

19. Planning Applications

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

20. Date of the next meeting – Monday 31st March 2025



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Minutes of a Full Council meeting held on the 9th December 2024, at 6:30pm in the Lower Hall, Chipping Norton Town Hall

PRESENT: Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), Jo Graves, Michael Rowe, Mike Cahill, Ben Bibby, Ian Finney, Dom Rickard, Rachel Andrews, Sharon Wheaton, Athos Ritsperis, Emily Weaver

ALSO PRESENT:

Katherine Jang, Acting Town Clerk and CEO
Ali Packer, Responsible Finance Officer
Paolo Oliveri, General Maintenance Operative
Cllr Mike Baggaley, WODC
Cllr Geoff Saul, WODC and OCC
Police Inspector Chris Ball, Thames Valley Police
4 members of the public

FC86	Apologies for absence Apologies were received from Cllrs Walker, Festa, Keyser,
FC87	Declaration of interests Cllr Coleman declared a pecuniary interest as a paid member of staff of The Branch, regarding Item FC101 Planning Applications.
FC88	Minutes RESOLVED: That the minutes of the Full Council meeting held on the 7 th October 2024 were signed and approved by the Chair as an accurate record.
FC89	Public Participation None received.
FC90	West Oxfordshire District Councillors update Cllr Walker provided a written update. <i>“The Local Plan 2041 working group met at the end of November and part of the discussion was looking at potential sites for housing allocation across the district. Indicative numbers were presented, the number for Chipping Norton in total has been reduced to 850 which reflects the challenges of developing the Tank Farm/ECND site following the scheduling of the Roman ruins by Historic England, and an unwillingness by County Council to engage in developing a masterplan for the strategic development site. I and others have also lobbied strongly for a lower</i>



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	<p><i>number on this site which is closer to the unmet housing needs for the Chipping Norton area.</i></p> <p><i>This has led to a pragmatic approach exploring land outside of the original allocated area, ie the area to the north and east of the original strategic area with development rights held by Rainier (700 homes); and the area south of the Charlbury Road with development rights held by Gleeson (up to 150 homes). This would bring different challenges, particularly how these new developments could be linked to the heart of Chipping Norton and retain the identity of the town, and how to ensure the correct infrastructure is in place for 850 new homes.</i></p> <p><i>My suggestion at this stage is to start thinking about what facilities/amenities we would like to lobby for s106 funding should this approach be adopted.”</i></p> <p>Cllr Baggaley gave a brief introduction as a new Councillor for WODC.</p> <p>Cllr Saul gave an update on Right to Buy housing and the Windrush Bike Project.</p> <p>Cllr Weaver gave an update noting that the Chippy Larder has been given some funding from the District Council to keep the Larder running.</p>
<p>FC91</p>	<p>Oxfordshire County Councillors update</p> <p>Cllr Saul provided a verbal update. OCC will be giving a substantial grant to the Scouts to improve their Scout Hut at Greystones.</p> <p>Cllr Finney enquired about the County Council budget. Cllr Saul reported that there is a £13 million shortfall, but that they have not yet heard back about the funding settlement from central government. Cllr Saul reported that there will be more funding going to more deprived areas of the country, of which Oxfordshire is not one. There will be more known in mid-December.</p>
<p>FC92</p>	<p>Civic Announcements</p> <p>The Mayor provided an update on her recent engagements and town activities.</p> <p>The Council extended their formal thanks to the emergency services regarding their work during the recent Storm Darragh. The Fire Service and Penhurst Gardens have helped rehome residents at the Prebendal Care Home during the storm, which had flooded.</p>



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	<p>Cllr Akers extended a formal thanks to the fire and ambulance service for their work helping rescue residents from a crash into a large fallen tree across the A44.</p> <p>Cllr Akers proposed to have a formal wash-up meeting with the fire service, and to revisit the Town Council’s emergency action plan in light of this incident. Seconded by Cllr Graves. All in favour, motion carried.</p> <p>Police Inspector Chris Ball volunteered to link up with this initiative and take part in the meeting.</p> <p>For the Town Clerk to arrange a meeting with Inspector Chris Ball.</p> <p>RESOLVED: That the Town Clerk will arrange a meeting with Inspector Ball, Cllr Akers and the Fire Service to discuss emergency preparedness procedures within the town.</p>
<p>FC93</p>	<p>Reports from representatives from outside bodies</p> <p>a. Members received a written update from Cllr Wheaton as the Thames Valley Police representative for Chipping Norton Town Council. Shopwatch is continuing and is working well by connecting all the shops in town. Members raised concerns that only a small number of residents comprise most of the crimes in the area.</p> <p>Insp. Ball reported that the police are aware of repeat offenders in the town, and the team is redeploying efforts to tackle this issue. Two further PCSOs have been recruited. Unfortunately, Police Sergeant Philippa Payne is leaving the team for Gloucestershire.</p> <p>Insp. Ball reported that two CCTV units will be installed in Chipping Norton, one at the High Street and the other at New St car park. These are to target theft from vehicles and theft of tools from vans at New St car park.</p> <p>Insp. Ball requested that the Town Council publicise the CCTV units once they are installed.</p> <p>Cllr Cahill praised the new PCSO in Chipping Norton for forming bonds with residents in town.</p> <p>Cllr Akers gave an update as a representative for the Keep the Horton Campaign. The banner for the Horton has now been purchased and will be displayed on the Town Hall railings.</p> <p>b. Members nominated a representative to sit on the board of the Chipping Norton Welfare Charities.</p> <p>Cllr Coleman nominated Cllr Finney. Seconded by Cllr Bibby. All in</p>



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	<p>favour, motion carried.</p> <p>RESOLVED: That Cllr Finney is appointed to sit as a representative on the board of Chipping Norton Welfare Charities.</p>
FC94	<p>Minutes and reports from committees</p> <p>Members noted the draft minutes and any related recommendations of the following committee and sub-committee meetings:</p> <ul style="list-style-type: none"> a. Staffing Sub-Committee, 25th October 2024 b. Community Committee, 4th November 2024 c. Strategic Planning Committee, 11th November 2024 d. Finance and Resources Committee, 18th November 2024
FC95	<p>Correspondence</p> <ul style="list-style-type: none"> a. Members considered a letter from Chipping Norton Freemasons Cllr Akers proposed to defer this item to Community Committee meeting, seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That this proposal is deferred to the next Community Committee meeting where there is more time to discuss. b. Members considered requests for subsidised use of the Town Hall. <ul style="list-style-type: none"> i) Abingdon and Witney College (WODC) Cllr Bibby proposed to accept the one day for their use, seconded by Cllr Finney. RESOLVED: That Abingdon and Witney College are given free use of the Town Hall to promote the Green Skills Course for one day. ii) Transitions Chipping Norton Youth Club Cllr Finney proposed to give them the Town Hall for free, seconded by Cllr Rickard. All in favour, motion carried. RESOLVED: That Transitions Chipping Norton Youth Club is allowed to continue their use of the Town Hall free of charge for another year.
FC96	<p>Council Action Plan</p> <p>Members noted the ongoing action plan</p>
FC97	<p>Replacement tree for Middle Row</p> <p>Members received a quotation from the Council’s arboriculturist to replace the mature Horse Chestnut tree that needs to be felled.</p>



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	<p>Cllr Akers proposed, budget of £650 larger than 2m as the budget allows, seconded by Cllr Bibby.</p> <p>RESOLVED: That the Horse Chestnut tree on Middle Row is replaced with a tree, at a maximum budget of £650.</p>
FC98	<p>Consultation on remote attendance and proxy voting at local authority meetings</p> <p>Members considered the Ministry of Housing, Communities & Local Government’s consultation on the possibility of allowing remote attendance and proxy voting at local authority meetings. Cllr Andrews said that the remote attendance proposal would allow people who have childcare responsibilities to</p> <p>Cllr Akers proposed to respond in favour of the consultation.</p> <p>Cllr Coleman mentioned there needs to be some associated funding should remote attendance is allowed. Broadly in principle</p> <p>Cllr Akers proposed, seconded by Cllr Andrews. Cllr Groves abstained. Motion carried.</p> <p>RESOLVED: That the Council is in favour of the proposal and that the response to the consultation is delegated to the Town Clerk to submit.</p>
FC99	<p>Budget 2025-2026</p> <p>Members received a report and proposed budget from the Finance and Resources Committee.</p> <p>Cllr Akers proposed to adopt the recommended budget as proposed by the Finance and Resources Committee. Seconded by Cllr Graves. Cllr Finney abstained. All others in favour, motion carried.</p> <p>RESOLVED: That the Council adopts the proposed budget from the Finance and Resources Committee for financial year 2025-2026 with no amendments.</p>
FC100	<p>To formally declare the Precept for 2025-2026</p> <p>Members noted a report and recommendations from the Finance and Resources Committee. The current band D precept charge is £130.51 per</p>



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	<p>annum. The proposal was to increase the precept by £40.00 per annum to £170.51 per Band D property for 2025-26.</p> <p>The total precept demand would be £494,204.00.</p> <p>Cllr Coleman proposed to declare the precept of £494,204.00, seconded by Cllr Graves, all in favour, motion carried.</p> <p>RESOLVED: That the report be noted and that the Town Clerk be authorised to sign and serve a precept on the West Oxfordshire District Council, in accordance with the appropriate provisions of the Local Government Act 1972 (as amended), requiring the District Council to pay the Town Council the sum of £494,204.00 in respect of Council Tax for the town during the financial year 2025-26.</p>
<p>FC101</p>	<p>Planning Applications</p> <p>APPLICATION NO: 24/02840/HHD PROPOSAL: Conversion of existing integral garage to create additional living space along with installation of cladding to front elevation of dwelling ADDRESS: 19 Lewis Road, Chipping Norton, Oxfordshire No objection, no comments</p> <p>2. APPLICATION NO: 24/02565/FUL PROPOSAL: Proposed development of two padel courts ancillary to the golf club, hotel and spa, with associated areas of hardstanding, means of enclosure, lighting and associate infrastructure ADDRESS: Cotswolds Hotel and Spa, Southcombe, Chipping Norton Support, no comments</p> <p>3. APPLICATION NO: 24/02751/FUL PROPOSAL: Erection of outbuilding and associated landscaping (retrospective). ADDRESS: The Branch, The Old Bank, 16 Market Place, Chipping Norton No objection, but Cllrs do not like retrospective planning applications. No concerns and are happy with what has been put in.</p> <p>4. APPLICATION NO: 24/02825/FUL PROPOSAL: Change of use from Class E to Part Class E and Part Class C3 and conversion to form</p>



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	<p>4 flats. ADDRESS: Barclays Bank, 15 High Street, Chipping Norton Members recalled the change of use to restaurant last year, as a commercial property.</p> <p>No comment, no objection.</p> <p>5. APPLICATION NO: 24/02836/ADV PROPOSAL: Erection of a freestanding advertising display ADDRESS: Wheelers Garage, London Road, Chipping Norton</p> <p>Support</p>
FC102	<p>Date of the next meeting Monday 10th February 2025</p>

Chair closed the meeting 8:10pm



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Minutes of a Traffic Advisory Sub-Committee meeting held on the 16th January 2025 at 2pm, online via TEAMS

PRESENT: Cllrs Mark Walker (Chair), Sandra Coleman, Tom Festa, Jo Graves, Alex Keyser

ALSO PRESENT:

Katherine Jang, Acting Town Clerk & CEO

Odele Parsons, OCC

1 member of the public

TAC26	Apologies for absence Cllr Geoff Saul and Cllr Steve Akers gave apologies for the meeting.
TAC27	Declaration of interests None received
TAC28	Minutes Cllr Coleman proposed to accept the minutes as written, seconded by Cllr Keyser. RESOLVED: That the minutes from the sub-committee held on the 3 rd October 2024 were signed and approved by the Chair as an accurate record. Matters arising: <ul style="list-style-type: none">- Tree planting on the Leys, for OP to contact the trees officer- Members queried why there is no SID on Worcester Rd. OP replied that SIDs are not effective on roads with a high speed limit.- Cllr Coleman to follow up with Cllr Saul regarding the costs to close the town centre car park for events.
TAC29	Public Participation None received
TAC30	LCWIP Odele Parsons gave an update on the 6-stage LCWIP plan. Currently OCC are close to completing the Network plan for cycling, in collaboration with Cllr Festa, and the Network plan for walking. The next stage is ranking the routes and prioritising improvements. The final stage will be pulling together a completed active travel plan, which will be published for public consultation. The plan is slightly behind schedule due to sick leave over the Christmas period, but the consultation is due for the 1 st Feb, which will be taken to the cabinet for decision in April 2025. The public consultation will be on OCC's Let's Talk online portal and at Chipping Norton Library. <i>New Street/High Street/West Street Options Appraisal</i>



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	<p>The options appraisal study has been completed and circulated to key stakeholders in December 2024.</p> <p>CLRs raised:</p> <ul style="list-style-type: none"> - The roundabout option (Option 5) has been discussed widely in town, and most residents believe this option to be the most sensible idea. Odele replied that the constraints with space at this junction meant that the two zebra crossings shown in other options were not possible. Additionally, due to the traffic studies done at the junction it showed that there were unequal traffic flows at the 3 arms, with the West Street arm with the lowest levels of traffic. Roundabouts only function well if all arms have equal levels of traffic. - Closing the gaps from the car park onto the pavement? CLRs raised that there are no pedestrian routes into the car park (Topside) at all, and that pedestrians take these desire paths onto safe pavement. OP replied that the car park would need to be considered and refigured, most likely losing one row of spaces. <p>Timeline – At the moment there is no set timeline as no funding has been allocated.</p> <p><i>Windrush Valley HGV Study</i> The ANPR study report is due back Feb 2025. An update will be given by Cllr Saul at an upcoming meeting.</p> <p><i>Vision Zero Update</i> This primarily encompasses the new 20mph scheme for Oxfordshire. Implementation of large cycle symbols in the middle of lanes is planned on A and B roads in Chipping Norton.</p> <ul style="list-style-type: none"> - Walk to School Day, in May. Members discussed partnering with schools and publicising this more widely. To add to the next meeting’s agenda. <p>For the Clerk to write to Lee Turner (OCC) to ask about the delivery of the project, as it was understood that it was due within this FY.</p> <ul style="list-style-type: none"> - Copy in Cllr Festa and OP.
TAC31	<p>County Officer’s Report As per OP’s report</p>
TAC32	<p>District Officer’s Report None received</p>
TAC33	<p>Update from Cllr Saul on OCC Highways matters including the HGV working group Cllr Saul not present</p> <p>Cllrs requested the Churchill SID data for the next meeting.</p>
TAC34	<p>Cycling Covered earlier in agenda</p>



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	Rusty Riders starting again in March 2025.
TAC35	Pedestrian and Road Safety Covered earlier in agenda
TAC36	Parking No updates received.
TAC37	Date of the next meeting Thursday, 27 th March 2025, 2pm via TEAMS

The Chair closed the meeting at 3:20pm

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Minutes of a Community Committee meeting held on the 20th January 2025, at 6:30pm at Glyme Hall, Chipping Norton

PRESENT: Cllrs Sandra Coleman (Chair), Steve Akers, Mike Cahill, Alex Keyser, Athos Ritsperis, Michael Rowe, Jo Graves, Ben Bibby, Dom Rickard and Emily Weaver

ALSO PRESENT:

Katherine Jang, Acting Town Clerk & CEO
Heidi Davies, Customer Services and Admin Assistant
Tania Kirby, Events and Facilities Officer
Paolo Oliveri, Maintenance Operative

2 members of the public

CC42	Apologies for absence None received
CC43	Declaration of interests Cllr Coleman declared an interest in relation to CC48 as an employee of St Mary's Church.
CC44	Minutes RESOLVED: That the minutes of the committee meeting held on the 4 th November 2024 were signed as an accurate record by the Chair.
CC45	Public Participation None
CC46	Committee Action Plan review Members noted the Action Plan.
CC47	Town Hall Members received a report from the Facilities and Events Officer. Cllr Coleman stated that it is good to see capacity of the building improving. Members received an update report from the Facilities and Events Officer regarding the Town Hall restoration project. The Events and Facilities reported on the roof repairs. Contractors have found a possible source of the roof leak, due to evidence of rotten wooden beams. As the extent is currently unknown, the contractors have requested that the scaffolding is extended at an additional cost of £500. This had been authorised by the Town Clerk as an urgent H&S repair.



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	<p>The Events and Facilities Officer reported that the new reception window has made the office much brighter and is more welcoming to visitors. It was also noted that the building feels much more secure.</p> <p>Members discussed the quotations for the repair of the windows. Three quotations had been procured by the Facilities and Events officer to replace two deteriorating windows facing Cattle Market Street.</p> <p>Cllr Akers proposed to accept the quote from CN Glass (£15,560+VAT), seconded by Cllr Rickard. All in favour, motion carried.</p> <p>RESOLVED: That the committee agrees to accept the quotation from CN Glass, with a total cost of £15,560 plus vat at 20%.</p> <p>Members discussed the quotation for the repairs to the external council chamber doors following recommendations from the fire survey.</p> <p>Cllr Akers proposed to accept the quotation for (£15,560+VAT), seconded by Cllr Cahill.</p> <p>RESOLVED: That the committee agrees to accept the quotation (£15,560+VAT).</p> <p>Members discussed the quotation received from Thames Valley Water Services to continue monthly Legionella testing at the Town Hall. The Events and Facilities Officer suggested that members of staff could take on this task with proper training. Members then discussed the advantages and disadvantages of this proposal.</p> <p>Cllr Ritsperis proposed to extend the Thames Valley Water Service for another year, and to take this year to enquire about Legionella training for Town Hall staff. Seconded by Cllr Rickard.</p> <p>RESOLVED: That the committee agrees to the quotation from Thames Valley Water Services for the year (£1,066+VAT) and will use that time to explore training options for staff to take over testing next year.</p> <p>Members discussed the offer of equipment for the Stage Area donated from old stock at Chipping Norton Theatre. Cllr Coleman expressed thanks towards Cllr Keyser for his valuable input and advice.</p>
CC48	<p>Glyme Hall</p> <p>Members received an update from the Facilities and Events Officer.</p> <p>Cllr Coleman expressed a big thank you to The Facilities and Events Officer, the team, and the cleaner for the deep clean.</p> <p>More work is needed going forward, and a working party will be formed for a business plan. Cllrs Coleman, Bibby, Akers, Rickard and Cahill volunteered to join. It was suggested extending the invitation to other councillors who might want to join the working party. The Events and Facilities advised the committee that the Admin and Customer Service Advisor will assist with marketing events at both venues.</p>



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	<p>Cllr Cahill noted that the Facilities and Events Officer must delegate time to the Town Hall restoration project, taking away capacity to organise events at the Town Hall and Glyme Hall. Members agreed to discuss this further at an upcoming Staffing Sub-Committee meeting.</p> <p>Members discussed the possibility of renaming the individual rooms at Glyme Hall because the current names may limit how potential hirers use the spaces. The Maintenance Operative proposed to rename the rooms using tree names. Cllr Graves proposed the following list of names:</p> <ul style="list-style-type: none">- Oak- Ash- Beech- Willow <p>Cllr Coleman seconded the proposal. All in favour, motion carried. RESOLVED: That the new list of room names for Glyme Hall is adopted as above.</p> <p>Members discussed the role of Youth Work at Glyme Hall. Historically the Remix Youth Club was granted free hire under the previous managing charity for Glyme Hall. Members noted that the original objective of the building was for Youth Work and Adult Education. To ensure that all youth groups are treated fairly, the Town Mayor proposed setting 100 hours available for free hire of Glyme Hall specifically for youth work. Cllr Akers proposed that the 100 hours free hire for the purposes of youth work are given to Remix Youth Club (Jan 2025-2026), with this to be reviewed in Jan 2026. This offer is subject to clarification about Remix's secular status. Cllr Graves seconded the proposal. All in favour, motion carried.</p> <p>RESOLVED: That the Remix Youth Club is given 100 hours of free hire of Glyme Hall, to be used between January 2025-26, and that the agreement will be revisited in January 2026.</p> <p>Members discussed the utility quotes for Gas and Electricity, reiterating their commitment to choosing green and renewable energy when possible. Cllr Coleman proposed to accept the 36-month fixed electricity contract with EON GREEN (£8.4 pkwh) and the lowest cost 36-month fixed contract for gas. RESOLVED: That the committee agrees to the 36-month fixed contract with EON GREEN (£8.4 pkwh) and the lowest cost 36-month contract for gas.</p> <p>Future consideration: Look at installing solar panels.</p>
CC49	<p>Events Members received a report from the Facilities and Events Officer.</p> <p>Cllr Coleman suggested to the Members that the Charity Mayor event this year will likely be between now and April. Members discussed that the event could be a Quiz Night or Ceilidh dance</p>



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	<p>The Rotary Fire Walk event was discussed by the members. The Events and Facilities Officer suggested that councillors advertise this event through word-of-mouth.</p>
CC50	<p>Play Areas Members received the annual ROSPA reports and Disability Access Audit reports. Cllr Coleman thanked the Maintenance Operative for his work in the playgrounds. It was noted that the reports are quite positive. Cllr Keyser raised concerns about access in and out of play areas, specifically noting that Cornish Road only has one entry and exit point. Cllr Keyser wondered why this had not been highlighted in the ROSPA reports and it was suggested by Cllr Coleman that evaluating the usage of this park in the future would be useful. The previous Town Clerk had noted this issue and had arranged an emergency plan with emergency services should this ever be required.</p>
CC51	<p>Skatepark Project Members noted that the planning application for the skatepark is underway, and that the Acting Town Clerk and Facilities and Events Officer had an upcoming meeting (27th January) with Maverick Industries to discuss potential funding opportunities.</p>
CC52	<p>Keep Chippy Beautiful Members received an update. Saturday 22nd March was suggested for the next big clean up day. It was noted that the Back Alley and Hailey Road should be on the list of locations to clean up.</p>
CC53	<p>Public Art Project Members noted that the installation of the vinyl artwork on the Town Hall windows has been delayed, as the artist requested that these are installed once the replacement Town Hall windows are in place.</p>
CC54	<p>Members considered requests from residents for new wastebins in four locations:</p> <ol style="list-style-type: none"> 1. Outside Costcutter on Hailey Road 2. Burford Road at the cut in to Cottsway Crescent 3. Along Topside between the petrol station and the Crown and Cushion Hotel 4. A fourth request was received during the meeting from the Maintenance Operative, noting that the Veterinary Clinic on Banbury Road had issues with <p>Cllr Akers proposed to accept the bin emptying costs for the 4 locations above, should WODC deem these inessential. Seconded by Cllr Rickard. All in favour, motion carried.</p>



CHIPPING NORTON TOWN COUNCIL
THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

	<p>RESOLVED: That members agreed to the recommendation of covering the bin emptying at the four stated locations, should WODC deem these inessential (at a cost of £261.44/annum).</p>
CC55	<p>Flag Flying Request Members considered a request from 6th Chipping Norton Scouts to fly the Scout flag on the 22nd February 2025.</p> <p>Cllr Bibby proposed to accept the request, seconded by Cllr Graves. All in favour, motion carried.</p> <p>RESOLVED: That members agree to fly the Scout flag at the Millennium Garden on the 22nd February 2025.</p>
CC56	<p>Date of the next meeting: Monday 3rd March 2025</p>

The Chair closed the meeting at 20.09



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Office Hours: Mon – Fri 9am – 1pm

Minutes of a
STRATEGIC PLANNING COMMITTEE
Meeting held on the 27th January 2025, at 6:30pm in the Council Chamber,
Chipping Norton Town Hall

PRESENT: Cllrs Mike Cahill (Chair), Dom Rickard, Alex Keyser, Tom Festa, Michael Rowe, Sharon Wheaton, Mark Walker, Jo Graves, Sandra Coleman, Ian Finney

ALSO PRESENT:

Katherine Jang

Paolo Oliveri, Grounds Maintenance Operative

2 members of the public

SPC40	Apologies for absence None received
SPC41	Declaration of interests Cllr Rickard declared an interest due to being a neighbour of one of the applications to be discussed in SCP49.
SPC42	Minutes a. To approve the minutes of the Committee meeting held on the 11 th November 2024. RESOLVED: That the minutes of the committee meeting were approved and signed as an accurate record by the Chair. Matters arising – Members noted that Coop did not want an aerial on the top of their building for the Shopwatch initiative. b. Members noted the minutes of the Traffic Advisory Sub-Committee held on the 16 th January 2025. c. Members noted the minutes of the Climate and Ecology Working Group held on the 13 th January 2025.
SPC43	Public Participation The CEO of Zimbl came to speak with members about the new electric car sharing hub based in Chipping Norton. The intention is to have a hub based in Chipping Norton, with more than one vehicle. There are different types of vehicles available from their hub in Banbury, such as a minibus, long and short wheel base vans, etc.
SPC44	Committee Action Plan Members noted the ongoing action plan
SPC45	East Chipping Norton Development No updates received
SPC46	Cemetery



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	<p>Members noted ongoing pest control being undertaken at Worcester Road Cemetery.</p> <p>Members noted that due to the wet weather and unstable ground conditions, that further investigations at the Closed Churchyard for St Mary the Virgin Church have been paused. To be resumed when the weather is drier and the ground conditions are safer.</p>
<p>SPC47</p>	<p>Grounds Maintenance</p> <p>Members noted a report from the Acting Town Clerk noting that Chipping Norton had been invited to apply for £18,000 within the UK Shared Prosperity Funding Scheme.</p> <p>Members agreed that the Acting Town Clerk should apply for the funding to fund the new grounds maintenance requirements for town centre hanging baskets and to update the finger post and wayfinding signage in the town. Cllr Walker proposed for the Acting Town Clerk to submit a funding application as set out above, seconded by Cllr Graves. All in favour, motion carried.</p> <p>RESOLVED: That the Acting Town Clerk applies for the £18,000 in funding from the UK Shared Prosperity funding scheme, to improve the town centre, including purchasing hanging baskets and updating misleading signage.</p> <p>Budget for Grounds Maintenance FY 2024/25</p> <p>Members received a report from the Acting Town Clerk on required spending for the new Grounds Maintenance team within the current financial year. The Acting Town Clerk recommended to set an interim budget for the current financial year, to ensure that the everything could be provided for the grounds maintenance team in advance of their starting date. The recommended figure is three-months' of next years' Grounds Maintenance budget, minus salaries (£18,490), to be taken from general reserves.</p> <p>Cllr Finney proposed to accept the above recommendation, seconded by Cllr Rickard.</p> <p>Cllrs Graves and Festa abstained. Motion carried.</p> <p>RESOLVED: That the council sets an interim budget of £18,490 within this financial year in advance of the new grounds maintenance team starting April 2025.</p> <p>Vehicle Lease/Purchase</p> <p>Members discussed a report on whether to purchase or lease two vehicles for the new grounds maintenance team, and agreed that not enough information was provided to make a decision within the meeting.</p> <p>Cllr Festa proposed that Reg Williams provide a further report to Full Council and for the Acting Town Clerk to liaise with OCC and WODC with their vehicle fleet team, seconded by Cllr Finney. All in favour, motion carried.</p> <p>RESOLVED: For the Town Clerk to return to Reg Williams Consultancy to bring a further report to the next Full Council meeting for consideration and additionally consult with OCC and WODC about their vehicle fleet.</p>



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SPC48	Pool Meadow Restoration Project Members noted an update from Beaumont Rivers. Historic England has been overall very positive about the project and what it achieves but has requested additional archaeological work to be done. This will be an additional unforeseen cost, but Beaumont Rivers will keep members informed. The Town Clerk has applied for and been approved for the rest of the grant funding from the Trust for Oxfordshire Environment (£6,200).
SPC49	Planning Applications 1. APPLICATION NO: 24/02917/HHD PROPOSAL: Conversion of existing garage into living space including replacing garage door with French/bifolding doors. LOCATION: The Granary Worcester Road Chipping Norton No objection, no comment 2. APPLICATION NO: 24/03023/HHD PROPOSAL: Erection of single storey rear and two storey side extensions along with construction of a detached garage/workshop and associated works. LOCATION: 2 Bell Piece Cottage Burford Road Chipping Norton This is in Chadlington PC. 3. APPLICATION NO: 24/03273/HHD PROPOSAL: Erection of a detached garage with first floor workshop LOCATION: 19 Lewis Road, Chipping Norton Members noted that work has been started and is well underway, despite the ongoing planning application. Members were unsure where the entry point would be for the garage, and that Highways have not been consulted. Reservations about the entrance. Permeable paving not mentioned, especially as this location is at the top of the hill.
SPC50	Date of Next Meeting Monday 10 th March 2025

The Chair closed the meeting at 8:30pm

SIGNED _____



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DATE _____

DRAFT



CHIPPING NORTON TOWN COUNCIL

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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Finance & Resources Committee meeting held on the 3rd February 2025, at 6:30pm in the Council Chamber

PRESENT: Cllrs (Chair), Ian Finney, Emily Weaver, Mike Cahill, Dom Rickard, Sandra Coleman Ben Bibby and Natasha Whitmill

ALSO PRESENT:

Katherine Jang, Acting Town Clerk and CEO

Alison Packer, Responsible Finance Officer

Heidi Davies, Admin and Customer Service Advisor

2 members of the public

FR14	Apologies for absence. Cllr Ritsperis
FR15	Declaration of interests. Cllr Coleman declared an interest as an employee of St Mary's Church. Cllr Coleman is a Trustee of Chipping Norton Community Church. Community Land Trust and her husband is a Transition committee member Cllr Bibby declared is a member of the Pride committee and his wife is on CHAOS committee. Cllr Weaver announced that she may soon be joining the Pride committee.
FR16	Minutes RESOLVED: The Chair signed and approved the minutes of the Finance and Resources Committee as an accurate record held on the 18 th November 2024.
FR17	Public Participation A representative from Lowlands Rescue Oxfordshire introduced their organisation, explaining that they are a search and rescue team called out on average every four days. They collaborate with Thames Valley Police to search for vulnerable individuals. Lowlands Rescue Oxfordshire is looking to purchase more drones to aid in their search efforts. They are not in receipt of government funding.
FR18	Committee action plan Members noted the committee action plan.
FR19	Income and expenditure Members received detailed current income and expenditure reports and explanations from The Responsible Finance Officer on specific budget lines.
FR20	Schedule of payments for approval Members received the schedule of payments. No queries were raised.
FR 21	Forward work program Members reviewed the following policies: a. Social Media Policy Typo noted "abuse of language" should be changed to "abusive language." Cllr Coleman emphasised the importance of councillors understanding the policy. members discussed that there should be a clear distinction between personal and professional opinions.



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	<p>b. Communication Policy</p> <p>Minor formatting change to communication by email, internet and telephone policy.</p> <p>RESOLVED: Members agreed to the amendments mentioned above.</p>																																																																
FR 22	<p>CCLA Funds</p> <p>Members received a verbal report from the Responsible Finance Officer regarding the transfer of funds from the Town Council's CCLA Funds to the instant access Unity Bank Account, to accommodate cashflow needs towards the end of the financial year.</p> <p>RECOMMENDATION: That the Council considers giving authority to the Responsible Finance Officer to transfer funds from CCLA to the instant access Unity Bank Account as required for cashflow purposes.</p> <p>It was noted that an application has been submitted for the Levelling Up Fund, though its approval is uncertain.</p> <p>RESOLVED: Cllr Cahill proposed, seconded by Cllr Finney, to authorise the Responsible Finance Officer to move funds when required. All in favour, motion carried.</p>																																																																
FR 23	<p>Grants</p> <p>a. Members received and considered the second round of grant applications for Financial Year 2024/25.</p> <table border="1"> <thead> <tr> <th>Organisation</th> <th>Grant Applied for February 2025</th> <th>Grant Allocated February 2025</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>OP Woodcraft</td> <td>£2,000</td> <td>0</td> <td></td> </tr> <tr> <td>CN Pride</td> <td>£2,000</td> <td>£1,500</td> <td>Free use of Town Hall</td> </tr> <tr> <td>CN Community Land Trust</td> <td>£1,500</td> <td>£500</td> <td></td> </tr> <tr> <td>CN Community Church Holiday Club</td> <td>£2,000</td> <td>£1,000</td> <td></td> </tr> <tr> <td>Ribberty Rabbit Crafting CIC</td> <td>£2,000</td> <td>0</td> <td></td> </tr> <tr> <td>CN Green Gym</td> <td>£1,000</td> <td>£1,000</td> <td></td> </tr> <tr> <td>Witney Radio CIC</td> <td>£1,999</td> <td>0</td> <td></td> </tr> <tr> <td>CN Church Minis Toddler Group</td> <td>£1,000</td> <td>£500</td> <td>Free use of Glyme Hall</td> </tr> <tr> <td>Remix Youth Club</td> <td>£2,000</td> <td>0</td> <td></td> </tr> <tr> <td>Transition CN</td> <td>£2,000</td> <td>0</td> <td></td> </tr> <tr> <td>Lowland Rescue Oxfordshire</td> <td>£1,995</td> <td>£500</td> <td></td> </tr> <tr> <td>CN Town Festival</td> <td>£2,000</td> <td>£1,500</td> <td>Free use of Town Hall</td> </tr> <tr> <td>CN Theatre</td> <td>£2030</td> <td>£1,000</td> <td></td> </tr> <tr> <td>CHAOS</td> <td>£1,000</td> <td>£750</td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Allocated:</td> <td>£8,250</td> <td></td> </tr> </tbody> </table>	Organisation	Grant Applied for February 2025	Grant Allocated February 2025	Notes	OP Woodcraft	£2,000	0		CN Pride	£2,000	£1,500	Free use of Town Hall	CN Community Land Trust	£1,500	£500		CN Community Church Holiday Club	£2,000	£1,000		Ribberty Rabbit Crafting CIC	£2,000	0		CN Green Gym	£1,000	£1,000		Witney Radio CIC	£1,999	0		CN Church Minis Toddler Group	£1,000	£500	Free use of Glyme Hall	Remix Youth Club	£2,000	0		Transition CN	£2,000	0		Lowland Rescue Oxfordshire	£1,995	£500		CN Town Festival	£2,000	£1,500	Free use of Town Hall	CN Theatre	£2030	£1,000		CHAOS	£1,000	£750		Total Allocated:		£8,250	
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	<p>RESOLVED: Cllr Bibby proposed to accept the grant funding for Round 2 as above, seconded by Cllr Rickard All in favour, motion carried.</p> <p>b. Members received a funding briefing report from the Chipping Norton Theatre regarding core funding in future years.</p>
FR26	<p>Date of the next meeting Monday 17th March 2025</p>

The Chair closed the meeting at 19.51.

DRAFT



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Office Hours: Mon – Fri 9am – 1pm

Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Thursday 6th February 2025, at 11:30am**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr Ian Finney

Cllr Mike Cahill

Cllr Natasha Whitmill

Also in attendance:

Katherine Jang, Acting Town Clerk

SSC22	<p>Apologies for absence. Apologies were received from Cllr Jo Graves.</p>
SSC23	<p>Declarations of interest There were no declarations.</p>
SSC24	<p>Minutes RESOLVED: That the minutes of the meeting held on 25th October 2024 are approved as a correct record and signed by the Chair. One amendment – Time the meeting ended changed to 11:30am</p>
SSC25	<p>Confidential Session RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.</p>
SSC26	<p>Staffing matters</p> <p>Members received a confidential report regarding staffing matters. RESOLVED: That the report be noted and a follow-up meeting be set to receive a further report.</p> <p>Recruitment</p> <ul style="list-style-type: none"> - Members discussed the vacancy for the Town Clerk role. At this point in the meeting the Acting Town Clerk left the meeting. Members noted that the role will need to be re-evaluated and salary scale point reviewed. The Acting Town Clerk was invited to re-join the meeting and was then formally offered the role of the Town Clerk to the Acting Town Clerk, who accepted. RESOLVED: That a recommendation is sent to Full Council that the Acting Town Clerk takes on the Town Clerk role on a permanent basis and that the role is to be re-evaluated prior to signing the contract. - Members discussed recruitment for the new role within the council. Cllr Akers proposed a budget of £1,800 + VAT for Reg Williams Consultancy to undertake the recruitment for this role, seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That a recommendation is sent to Full Council that Reg Williams Consultancy is appointed to undertake recruitment for a new member of staff, with a budget of £1,800 + VAT allocated for recruitment. - Members noted that the Admin and Customer Services Assistant had been given temporary full-time hours to fill the gap with the Deputy Clerk vacancy. All members were in favour of

	<p>extending this arrangement of support until the end of May 2025. Cllr Finney proposed that this recommendation is sent to Full Council to be approved, seconded by Cllr Cahill. All in favour, motion carried. RESOLVED: That a proposal is sent to Full Council to consider extending the Admin and Customer Services Assistant hours to full-time until the end of May 2025.</p> <p>Grounds Maintenance Operatives Members received the details of the two new Grounds Maintenance Operatives following interviews held on the 28th January 2025. One full-time and one part-time (30h p/w) posts, both appointed at SCP10, within the advertised SCP 7-12 spinal code.</p>
SSC27	<p>Date of next meeting. Provisionally scheduled for: 11am 6th March 2025, Council Chambers</p>

The meeting closed at 12:30pm

Signed as an accurate record

Chair.....

Date.....

DRAFT



Chipping Norton Town Council,
The Guildhall,
Chipping Norton



Dear Chipping Norton Town Council



If you don't remember me I live in Chipping Norton and have a learning disability.



I am also co-facilitator of the My Life My Choice Chipping Norton self-advocacy group.



We are doing a campaign at the moment called “Make Chipping Norton Streets Safer”.



We would like to know what the Chipping Norton Town and District Councillors are doing to make our local streets safe especially by:



More safer crossings.



Stop cars parking on pavements.



Remove street furniture that gets in people’s way.



We look forward to hearing from you.



Many thanks,



Amy (and on behalf of the My Life My Choice Chipping Norton Group)

Amy Langer.



My Life My Choice,
Unit 3, Watlington House,
Watlington Road, Oxford, OX4 6NF



www.mylifemychoice.org.uk



01865 204214



My Life My Choice is a self-advocacy charity for people with learning disabilities.

Charity number: 1187726

Membership Form

We wish to become a member of Community First Oxfordshire

1 April 2025 to 31 March 2026

Organisation _____

Address: _____

Post Code _____ Tel: _____

Email: _____

Signed _____ Date _____

Membership (please tick which type):

- | | | |
|--------------------------|---|-----|
| <input type="checkbox"/> | Parish Meeting | £25 |
| <input type="checkbox"/> | Parish Council (population below 300) | £35 |
| <input type="checkbox"/> | Parish Council (population between 301-1000) | £55 |
| <input type="checkbox"/> | Parish Council (population between 1001 – 5000) | £70 |
| <input type="checkbox"/> | Town/Parish Council (population over 5001) | £85 |
| <input type="checkbox"/> | Other | £30 |

We agree to become a member of Community First Oxfordshire and to abide by the Memorandum and Articles of Association (copy available on request).

To pay your membership:

BACS Payment:

- Bank: Unity Trust Bank**
Account No: **20361680**, Sort code **60-83-01**, Reference: **organisation name**)

Cheque

- Cheque enclosed payable to CFO for £ _____

Debit/Credit Card

Please phone the office – 01865 883488 to pay

Please return form to: Membership Secretary, Community First Oxfordshire, South Stables, Worton Park, Witney, OX29 4SU or email a copy: gemma@communityfirstoxon.org

At CFO we are committed to protecting and respecting your privacy. For our current up to date privacy policy please see our web site.

Community First Oxfordshire is a company limited by guarantee (No. 2461552) and a charity (No. 900560)

Community First Oxfordshire, South Stables, Worton Farm Park, Worton, OX29 4SU

W: www.communityfirstoxon.org T: 01865 883488 E: info@communityfirstoxon.org

**OXFORDSHIRE COUNTY COUNCIL
(WEST OXFORDSHIRE DISTRICT)
(DISABLED PERSONS PARKING PLACES)
(AMENDMENT No.***) ORDER 20****

The Oxfordshire County Council (“the Council”) in exercise of its powers contained in Sections 1, 2, 4, 32, 35 and 45 and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984 (“the Act”) and all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, make the following Order.

1. This Order may be cited as the Oxfordshire County Council (West Oxfordshire District) (Disabled Persons Parking Places) (Amendment No.**) Order 20** and shall come into force on the day of 20**.
2.
 - (1) Words importing the masculine gender shall also include the feminine gender and words in the singular include the plural and vice versa.
 - (2) The restrictions imposed by this Order shall be in addition to and not in derogation from any restriction or requirement imposed by any other enactment.
 - (3) Any reference in this Order to a numbered Article or Schedule shall unless the context otherwise requires be construed as a reference to the numbered Article or Schedule bearing that number in this Order.
3. The Oxfordshire County Council (West Oxfordshire District) (Disabled Persons Parking Places) Order 2006, as amended by the Oxfordshire County Council (West Oxfordshire District) (Disabled Persons Parking Places) (Amendment) Order 2007, the Oxfordshire County Council (West Oxfordshire District) (Disabled Persons Parking Places) (Amendment No.2) Order 2009, the Oxfordshire County Council (West Oxfordshire District) (Disabled Persons Parking Places) (Amendment No.3) Order 2011, and the Oxfordshire County Council (West Oxfordshire District) (Disabled Persons Parking Places) (Amendment No 4) Order 2012, the Oxfordshire County Council (West Oxfordshire District) (Disabled Persons Parking Places) (Amendment No 5) Order 2012, the Oxfordshire County Council (West Oxfordshire District) (Disabled Persons’ Parking Places) (Amendment No 6) Order 2013 , the Oxfordshire County Council (Disabled Persons Parking Places) (West Oxfordshire District) (Amendment No 7) Order 2013, the Oxfordshire County Council (Disabled Persons Parking Places) (West Oxfordshire District) (Amendment No 8) Order 2014, the Oxfordshire County Council (Disabled Persons Parking Places) (West Oxfordshire District) (Amendment No 9) Order 2016, and the Oxfordshire County Council (Disabled Persons Parking Places) (West Oxfordshire District) (Amendment No 10) Order 2016, the Oxfordshire County Council (Disabled Persons Parking Places) (West Oxfordshire District) (Amendment No 11) Order 2017, the Oxfordshire County Council (Disabled Persons Parking Places) (West Oxfordshire District) (Amendment No 12) Order 2020, the Oxfordshire County Council (Disabled Persons Parking Places) (West Oxfordshire District) (Amendment No 13) Order 2020, the Oxfordshire County Council (West Oxfordshire District) (Disabled Persons

Parking Places) (Amendment No.14) Order 2021, the Oxfordshire County Council (West Oxfordshire District) (Disabled Persons Parking Places) (Amendment No.15) Order 2021, the Oxfordshire County Council (West Oxfordshire District) (Disabled Persons Parking Places) (Amendment No.16) Order 2022, the Oxfordshire County Council (West Oxfordshire District) (Disabled Persons Parking Places) (Amendment No.17) Order 2024, and the Oxfordshire County Council (West Oxfordshire District) (Disabled Persons Parking Places) (Amendment No.18) Order 2025 (“the 2006 Order”) is amended in the manner and to the extent specified in the Schedule to this Order.

GIVEN UNDER the Common Seal of the Oxfordshire County Council
 this day of 20**.

SCHEDULE

The 2006 Order is amended as follows:

Schedule 1 is deleted and replaced by the following:

“SCHEDULE 1
DISABLED PERSONS PARKING PLACES
24 hour parking places without Time Limit

Alvescot	Gassons Mead	Northeast side	a) from the common property boundary of Nos.4 & 5, north-westwards	for a distance of 8.8 metres (2 bays, one parallel to the kerb and one at an angle to the kerb)
			b) from the common property boundary of Nos. 9 & 10, south-eastwards	for a distance of 6 metres.
Aston	Cote Road	Southeast side	from the common property boundary of Nos.28 & 30, north-eastwards	for a distance of 6.5 metres, and south-westwards for a distance of 3.5 metres. Outside 28 & 30 Cote Road.
	Foxwood	West side	from the southern property boundary of No. 24, northwards	for a distance of 6 metres.
Bampton	Bowling Green Close	East side	from a point 3 metres south of the common property	for a distance of 6.6 metres.

			boundary between No's 16 & 17, southwards	
	Bridge Street	Northwest side	from a point 1 metre east of the western property boundary of Fernlea Barn eastwards	for a distance of 6 metres.
		East Side	from the southern property boundary of No. 10A, northwards	for a distance of 6.6 metres.
	Colville Close	East side	from the common property boundary between Nos. 6 & 8, southwards	for a distance of 6.6 metres. Outside 6 Colville Close.
		South side	from the common property boundary between Nos. 13 & 15, eastwards	for a distance of 3 metres and westwards for a distance of 3.6 metres. Outside 15 Colville Close
	Market Square	North side of car park	from a point 1 metre east of the eastern flank wall of Clanfield House, westwards	for a distance of 3.6 metres and southwards for a distance of 4.6 metres.
		South side of car park	from a point 5 metres east of the eastern flank wall of the Town Hall, eastwards	for a distance of 3.4 metres & northwards for a distance of 4.6 metres
	Mill Green Close	West side	from a point 12 metres south of the southern kerb line of Clanfield Road, southwards	for a distance of 6.6 metres. Outside 1 Mill Green Close.
	New Road	South side	from a point 1.2 metres west of the western property boundary of Prospect Cottage eastwards	for a distance of 4.8 metres.
Burford	High Street	West side	from the common property boundary between Nos 122 & 124, northwards	for a distance of 16.5 metres (3 bays).
		East side	a) from a point 10 metres north of the northern kerb line of	for a distance of 11 metres.

			Swan Street, northwards	
			b) from a point 11 metres south of its junction with Church Lane southwards	for a distance of 6 metres.
	Witney Street	Southwest side	from a point 15 metres southeast of the northwest property boundary of No 44 Witney Street, south- eastwards	for a distance of 6.6 metres. Outside No 48 Witney Street
		Southwest side in the lay-by	from a point 3.7 metres northwest of the south-eastern property boundary of No 58, north- westwards	for a distance of 17 metres. Outside 54, 56, & 58 Witney Street.
Carterton	Ash Avenue	South side	from a point 14 metres east of the eastern kerb line of Bluebell Way, eastwards	for a distance of 6.6 metres.
	Cherry Tree Way	Northeast side	from a point 1 metre south of the common property boundary of No's 9 & 11, southwards	for a distance of 5 metres.
	Dovetrees	North side	from the common property boundary of No's 21 & 22, westwards	for a distance of 5 metres.
	Lavender Place	West side	from a point adjacent to the northern building line of the garage block next to No 16, southwards	for a distance of 3.6 metres, and east for 4.5 metres. In the parking area.
	Lord Close	East side	from the common property boundary of No's 8 & 9, southwards	for a distance of 6.6 metres.
Charlbury	Browns Lane	Northwest side	from a point 5 metres south-west of the north-eastern flank wall of the Co- op store, south- westwards	for 11 a distance of metres. Outside the Co-op.
	Church Lane	West side	from a point in line with the southern flank wall of Netherlands, northwards	for a distance of 6.6 metres. Opposite Netherlands.

	Market Street	Southwest side	from a point 2 metres south-east of the north-west flank wall of the Old Bank House, south-eastwards	for a distance of 6.6 metres.
	Nine Acres Lane	Southeast side	from a point 32 metres northeast in line with the southern flank wall of Jeffs Terrace, north-eastwards	for a distance of 5.5 metres (in layby).
	Rochester Place	North side	from a point 5 metres east of its junction with Woodfield Drive, eastwards	for a distance of 5.5 metres.
	Sandford Rise	Southeast side	from a point northeast of the footpath for Hanover Close, north-eastwards	for a distance of 5.5 metres.
	The Slade	East side	from a point 1 metre north of the common property boundary of No's 10 & 12, northwards	for a distance of 6 metres.
Chipping Norton	Cattle Market	South side	from a point 1 metre east of the eastern property boundary of the Albion Centre, westwards	for a distance of 6.6 metres. Outside the Albion Centre
	Cornish Road	North side	a) from a point 168 metres south-west of the south-western kerb line of Hailey Road, south-westwards	for a distance of 6.6 metres. Outside No 39 Cornish Road.
			b) from a point 3 metres west of the common property boundary of numbers 3 and 4 eastwards	for a distance of 3.5 metres, parking perpendicular to the kerb.
		North side (in the parking area adjacent to No's 74 to 86)	from a point 0.5 metres east of the western property boundary of No 100, eastwards	for a distance of 3.6 metres.
		East side	from the projected common property boundary of Nos 185 & 187, southwards	for a distance of 6.6 metres.

	Distons Lane	West side	from the southern building face wall of No 24 Distons Lane, northwards	for a distance of 5.5 metres. Outside 24 Distons Lane.
	Fox Close	North side	a) from a point in line with the southern wall of flat No's 11 to 16, eastwards	for a distance of 6 metres.
			b) from a point 0.5 metres northwest of the western property boundary of number 29, south-eastwards	for a distance of 7 metres.
	Hailey Road	Southwest side	a) from a point 12 metres south-east of the centreline of the junction with Hailey Avenue, south-eastwards	for a distance of 6.6 metres. Outside No 20 Hailey Road, in the lay-by.
			b) from the eastern corner of number 12, south-eastwards	for a distance of 6.5 metres (in Layby)
	Hailey Avenue	Northwest side	from the common property boundary of No's 51 and 53, north-eastwards	for a distance of 5.5 metres.
	Hannis Road	West side	from the common property boundary of No's 1 and 3, southwards	for a distance of 6 metres.
	High Street	West side	a) from a point 2.4 metres south of the northern flank wall of the Town Hall building, northwards	for a distance of 12 metres.
			b) from a point 5 metres south of the extended property boundary between Bank & No's 12 - 14, southwards	for a distance of 6.6 metres
			c) from a point approximately 9 metres west of No's 12-14, westwards	for 6 metres (2 bays). In the parking area.
	Middle Row	West Side	from the extended southern face wall of No 1 (bookshop/café), southwards	for a distance of 6.6 metres.

	The Leys	Northeast side	from the common property boundary between No's 61 & 63, north-westwards	for a distance of 6.6 metres. Outside 63 The Leys.
		Southwest side	from a point 2.7 metres northwest of the common property boundary of Nos 54 & 50, north-westwards	for 6.6 metres. Outside No 54.
	Walterbush Road	Northwest side	a) from a point opposite the common property boundary of No's 71 & 73, north eastwards	for a distance of 6 metres.
			b) from a point 1 metre northeast of the common property boundary of Nos 46 & 48, north-eastwards	for a distance of 6 metres.
Churchill	Kingham Road	Southwest side	from a point 1 metre north-west of the common property boundary between No's 5 & 6 Meadow Place; south-eastwards	for a distance of 6.6 metres. In the layby outside 5 & 6 Meadow Place.
Combe	Knott Oaks	North side	in the eastern end off the layby outside No. 38, south eastwards	for a distance of 4.2 metres & westwards for 3 metres.
Enstone	Cleveley Road	West side	from a point 2 metres south of the southern property boundary of No.1 Cleveley Road, southwards	for a distance of 6 metres, outside Kenelm Court
Eynsham	John Lopes Road	North side	opposite the common property boundary of Nos 1 and 2, westwards	for a distance of 5 metres.
	Merton Close	East side	from the common property boundary of Nos 19 & 21, northwards	for a distance of 6 metres
	Newland Close	West side	from a point 1.1 metres south of the common property boundary between Nos 6 & 7, southwards	for a distance of 6.6 metres. Outside 7 Newland Close.

	Queen Street	West side	from a point 4 metres north of the southern property boundary of No.11, northwards	for a distance of 6.5 metres.
	Saywell Crescent	East side	from the common property boundary of Nos 8 & 10, southwards	for a distance of 6 metres
	The Square	North side	from a point 17.2 metres east of the northern flank wall of No 1, eastwards	for a distance of 2.5 metres & southwards for a distance of 5 metres.
Great Rollright	Old Forge Road	South side	from a point 0.5 metres east of the eastern property boundary of No. 12 Prew Bungalows, westwards	for a distance of 6.6 metres.
Hook Norton	High Street	Northwest side	from a point 7 metres northeast of the eastern side of the entrance of St. Peters Church, north-eastwards	for a distance of 6.6 metres.
Langford		North side	from a point opposite the common property boundary of No's 29 & 31, eastwards	for a distance of 5.5 metres.
Long Hanborough	Churchill Way	Southeast side	from a point 12.3 metres south-west of the south-western kerb line of Main Road, south-westwards	for a distance of 13.2 metres. Outside Long Hanborough Surgery.
	Kents Bank	West side	from a point 1 metre north of No. 2 Kents Bank, northwards	for a distance of 6 metres.
Middle Barton	Fleming Drive	East side	from a point 8.5 metres north of the northern kerb line of Fleming Close, northwards	for a distance of 11 metres. In the lay-by outside Nos 2, 4, & 6.
		West side	from a point 8 metres south of the southern kerbline of Jervis Close, southwards	for a distance of 6.6 metres
	Jervis Close	South side	from a point 1 metre west of the eastern flank wall of No. 9, westwards	for a distance of 5.5 metres (in the layby).

	Orchard Way	West side	from a point 2.8 metres north of the intersection of the southern and western kerb lines, northwards	for a distance of 3.6 metres & westwards for 5 metres. Outside 11 Orchard Way.
Milton - under - Wychwood	Ansell Way	Southwest side	from a point 4.5 metres south east of the eastern property boundary of number 28 south eastwards	for a distance of 6.5 metres.
		Northeast side	from a point 1 metre northwest of the south-eastern flank wall of No. 32	for a distance of 5 metres.
	High Street	Northwest side	from a point 1.2 metres southwest of the common property boundary between Nos.28 & 30, north-eastwards	for a distance of 6.6 metres
	Wychwood Close	Northwest side	from the boundary of property number 8, north-eastwards	for a distance of 2.2 metres parking perpendicular to the kerb.
Shipton under Wychwood	St Michaels Close	North side	from the common boundary of numbers 16 and 15, north-eastwards	for a distance of 6.5 metres
	Milton Road	South side	from a point 2 metres east of the common property boundary of Nos.1b and 1c, westwards	for a distance of 5.5 metres, in the western end of the layby.
South Newington	Barford Road	North side	from a point 40 metres east of its junction with Sands Lane, eastwards	for a distance of 5.5 metres.
Witney	Ashcombe Close	Southwest side	from a point 2.8 metres southeast of the north west kerb of the parking area, south-eastwards	for a distance of 2.8 metres, parking perpendicular to the kerb.
	Church Green	Southern side	from the intersection of the western side of the entrance to St Mary's Church with the southern	for 3.6 metres. Outside St Mary's Church.

			highway boundary, westwards	
	Corn Street	Southwest side	from a point adjacent to the common property boundary of Nos 57 & 59, south-eastwards	for a distance of 6.6 metres. Outside 57 Corn Street.
		North side	from the common property boundary of No's 108 & 110 Corn Street, eastwards	for a distance of 5 metres.
	Crawley Road	Southwest side	from a point 5.4 metres northwest of the common property boundary between Nos 1 & 1A, north-westwards	for a distance of 6.6 metres.
	Farm Mill Lane	South side	from the common property boundary of Nos 8 & 10, westwards	for a distance of 6 metres.
	Gloucester Place	South side	from the eastern property boundary of No 38, westwards	for a distance of 5.8 metres. Outside 38 Gloucester Place.
	Holford Road	Northeast side	from the common property boundary between Nos 40 & 42, north-westwards	for a distance of 6.6 metres. Outside 42 Holford Road.
	Holloway Road	East side	from a point 4 metres south of the common property boundary between No's 20 & 22, southwards	for a distance of 11 metres. Outside 18 & 20 Holloway Road.
	Newland	Southwest side	in front of property number 130	for a distance of 5 metres.
	Weavers Close	Northwest side	From the common property boundary between No's 24 & 26, south-westwards	for a distance of 6.6 metres. Outside 26 Weaver Close.
	Wadards Meadow	Northwest side	from the western corner of No. 204 south-westwards	for a distance of 5.6 metres, parking perpendicular to the kerb. (2

				bays side by side)
	Wood green	East side	opposite Holy Trinity Church entrance gate, southwards	for a distance of 6.5 metres.
Woodstock	Cockpit Close	South side	a) from the common property boundary between Nos 23 & 24, eastwards	for a distance of 6.6 metres. Outside 24 Cockpit Close.
			b) from a point 0.5 metres west of the common property boundary of Nos 19 & 20, eastwards	for a distance of 6.6 metres. Outside 19 Cockpit Close.
	High Street	South side	from a point 0.9 metres west of the common property boundary between Nos 24 & 26, westwards	for a distance of 6.7 metres. Outside 24 High Street.
	Market Place	Carriageway on south side of Town Hall	from a point 3.4 metres east of the eastern flank wall of the Town Hall, westwards	for a distance of 6.8 metres. Outside the Town Hall.
	New Road	Northwest side	from the common property boundary of No's 64 & 66, south-westwards	for a distance of 5 metres.
	Park Street	North side (partially on the footway)	from a point 0.4 metres east of the eastern flank wall of the Museum, westwards	for a distance of 8.7 metres. Outside the Museum (Fletchers House)."

THE COMMON SEAL of **THE OXFORDSHIRE COUNTY COUNCIL**
was hereunto affixed in the presence of:

Solicitor / Designated Officer

Details are also available to view on the Councils consultation pages at the address below:

https://letstalk.oxfordshire.gov.uk/cherwellwestoxon_dppp_feb25

As stated on the notice, any objections or other representations on the proposal should be submitted by **Friday 7th March 2025**.

Chipping Norton Town Council Action and Strategic Plan

This action plan has been updated following a review by Committee.

Key Themes:

BT	A vibrant, safe and beautiful town
OS	Improved open spaces
CS	Improving community services
CE	Community engagement
MC	A modern, safe and forward thinking Council
WP	Working in partnership

Committees:

FC:	Full Council
CC:	Community Committee
SP:	Strategic Planning
FR:	Finance and Resources
TAC:	Traffic Advisory Sub-Committee

Key	Action	Responsible Committee	Who's involved?	Budget	Commencement	Completion	Notes/Comment
CS1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	SP	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-22	Ongoing	WODC's sports and pitch provision strategy has been approved and is in the public domain. Jan 2022.
BT1	Promote active travel and transport in the Town	SP	CNTC/Transition CN/Cycling Action Group		Ongoing	Ongoing	LCWIP in progress. A Cycling Action group has been established by the Traffic Advisory Sub-Ctte. Rusty Riders initiative currently paused for a winter break.
BT/CE1	Delivering the East Chipping Norton Development Vision Statement	SP	CNTC/OCC/WODC// working group/Community First		Ongoing	Ongoing	Part of the ECN site is registered as an ancient scheduled monument. This has been appealed. The outcome of this appeal will be decided by Historic England in due course. The Chipping Norton Community Land Trust has been set up as a formal group independent of the Town Council.
BT2	20mph scheme for Chipping Norton	SP/TAC	CNTC/OCC	N/A	April 22	April 24	TC consultation complete. Report published. Roll out of 20mph scheme in Chipping Norton is now complete.
CE1	Chippy Phone Box	SP	CNTC	N/A	Jul-21	Ongoing	CNTC are managing the rota. The phone box is well used by a diverse range of organisations and initiatives across the town.
CS2	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	£500 from street furniture budget	July 24	March 25	The metal benches in town are now be part of the works schedule. TBC this year.
BT3	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/working group		Ongoing	Ongoing	Working with OCC to help identify safer HGV routes. A Windrush Valley Area Study plan is now taking place(OCC)

BT4	Road and Pedestrian Safety	SP/TAC	CNTC/OCC/		Ongoing	Ongoing	OCC consultation on West Street/New Street junction commenced June 2024. Proposed improvements for Albion Street junction have been approved and should be installed this year. SID for Churchill Road is installed and operational.
CS3	Modernise and improve Chipping Norton Town Hall Large project	CC	CNTC Staff/approved consultants/working party	EMR £171,783	Jun-22	Jun 25	Quinquennial review is complete. Measured survey has been carried out and we now have floorplans Specifications have been drawn up and the tender process has been completed. Planned roof inspection and damp works have been completed. First phase internal decoration is complete. The second phase includes signage and decoration of external doors, decoration of the upper hall and roof repairs. Scoping work for PV solar for the roof has been completed. The Facilities and Events Officer is receiving quotes for boiler repair/replacement as an urgent matter.
CS4	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/clubs		Nov 21	Ongoing	The Town Council support local youth work through enabling use of play area facilities and other partnership endeavours. Transition Chipping Norton have started a weekly youth group in the Town Hall, funded by CNTC.
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	SP	CNTC/Contractors	£4000 from repairs and maintenance budget 24-25	Ongoing	Ongoing	New regulations approved. New noticeboard has been installed. Second stage memorial safety testing complete - safety works complete. Awaiting final section safety testing. Wildflower meadow complete. Yellow rattle growing well. Traditional Wildflower mix has been sown to enhance the wildflower area.
OS1	Ensure that the recreation areas in Chipping Norton are safe, enjoyable and inclusive spaces for all.	CC	CNTC	24/25 Repairs £4,500 New Equipment £10,000	Ongoing	Ongoing	Most health and safety works have now been undertaken. Issues identified are resolved as soon as practicably possible. New play equipment at Cotswold Crescent is well used by the community with youth activities taking place there too. The fitness equipment at New Street Rec is not in the ideal location. There is scope for this to be relocated within the site as part of the skatepark plans. Cornish Road play area has no vehicular access for emergency vehicles – this has been logged with South Central Ambulance Service who have assessed and signed off as suitable. They have a what3words location to alert medics that on foot access is required.

MC/OS1	Pesticide free Chipping Norton	CC	CNTC/Contractors/landowners/clubs	N/A	May 22	May 25	Three year action plan adopted. First year implemented, second year review and implementation to take place. Wildflower area in the Cemetery is establishing well, with yellow rattle flowers in bloom during June. This area has been strimmed, and new wildflowers have been sown.
OS2	Improving access and biodiversity at Pool meadow Large Project	SP	CNTC/Approved consultants	£25,000 EMR	2020	Sept 24	Feasibility study complete. Awaiting final reports to support the planning application.
BT5	Christmas lights scheme	CC	CNTC	£19,000 per year £2,500 for switch on event (from events budget)	October 22	Feb 25	Christmas lights 2022 was a success. Little trees have brought in house and will be delivered by the Council's contractors. New infrastructure has been installed. The 2023 lights and switch on event were a huge success and the feedback from residents has been very positive. 2024 switch on held on Thursday 28 th November.
CE2	Providing grants to voluntary bodies/organisations in Chipping Norton	FR	CNTC/Organisations /Clubs/Community groups	24-25 £16,500	July 2024	Feb 2025	New grant policy approved. Grants were considered by the Finance and Resources Committee Feb 25.
MC1	Managing Greystones leases	FR	CNTC/tenants		Jul 22	Asap	New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete. All leases now updated and compliant.
CS/MC1	Public space safety and compliance	CC/SP	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. First phase works complete. Second section complete. Tree Survey complete - priority works complete. Medium term priority works underway. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Town Hall Fixed Wire test and actions complete Alarms system, emergency lighting and hearing loop are installed. Council H&S audit has taken place. Greystones health and safety have taken place.
MC2	Health and Safety Audit	FR	CNTC/GH Safety	£3000	June 2024	Ongoing	New Health and Safety Audit has taken place and actions being worked through systematically in priority order.
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC	na	May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically.
CE3	Flying flags to mark national and local events and commemorations	FC	CNTC	n/a	Jun 22	Ongoing	Protocol agreed June FC. Calendar agreed.

MC4	Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	FC/FR	CNTC/Developers		January 21	Ongoing	New website working very well. CNTC staff to publish news articles/agendas and publications. Monthly newsletter
MC5	Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	FR	CNTC/Focus Group	£8400 Telephone and comms £3000 IT hardware/software	May 21	Ongoing	The Council's IT and phone systems are managed by Focus Group.
MC6	Review the Council's fees and charges annually	FR	CNTC	n/a	Ongoing	Ongoing	The fees and charges for 2024-25 were reviewed and amended in March 2024. Next review March 2025.
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Ongoing	The internal audit for 2023-24 is complete and has been received by Council. AGAR is complete. External Audit is complete. Internal auditor has been approved and the 2024-25 interim audit received Nov 2024.
MC/CE1	Ensure that the Council is open and transparent	FR	CNTC	n/a	Ongoing	Ongoing	New website launched. FOI procedures approved 2022 and will be reviewed in 2024. Transparency page published. Financial management page published. The publication page demonstrates how much is now available to residents via the Council's website.
MC8	Ensure that the Council's finances are invested wisely	FR	CNTC				Investment Strategy Approved July 2022.
MC9	Ensure that staff and members are suitably trained	FR	CNTC/training providers	£3000	July 22	Ongoing	Staff needs assessment complete. All staff training up to date. Member needs assessment has been circulated. Staff and Cllr training policy approved.
MC10	Local Council awards	FR	CNTC	n/a	March 2024	September 2024	CNTC received the Local Council's Foundation Award in October 2023. CNTC received the Local Council Quality Award in August 2024. Next stage requires a three-year business strategy plan and robust community engagement.
CE/WP1	Chipping Norton Pride	CC	CNTC	TBC	July 23	Annually in June/July	2023 event a huge success. A Chipping Norton Pride group has been identified and worked with the Council to plan and deliver a successful 2024 event. The Chipping Norton Pride group are a formal CIC and have received CNTC grant funding for their 2025 event.
CE/OS/C S1	Skatepark Design and Installation Project Large project	CC	CNTC/Maverick Industries/Skatepark Users Group	EMR £30,000 Potential S106 funding £55,000 Budget £250,000	April 23	Summer 2025	Contractor Maverick Industries Ltd has undertaken a final consultation with residents 9 th October 2024, and have put forth a final design. Next step will be for Maverick to proceed with the planning application. Once approved, the S106 funding can be released and further grant applications applied for.

CE/OS/B T1	Keep Chippy Beautiful Initiative	CC	CNTC	£500	April 23	Ongoing	Recent litter pick held on the 5 th October 2024. Next to be held March 2025.
OS3	Smokefree Oxfordshire initiative	CC	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	Overdue	The signage design and installation was delegated to TC officers. Design completed and awaiting funding release from OCC.
WP1	Scoping out partnership working Chipping Norton Theatre	CC	CNTC/CN Theatre	n/a	May 23	Ongoing	Partnership events held in the Town Hall have gone well. To continue to develop this relationship.
CS5	Feasibility for a “rock school” for Chipping Norton	CC	CNTC/partners	Tbc	Not started	Not started	Scope out ideas
WP2	Collaboration/dialogue with The Branch Community Hub	CC	CNTC/The Branch	Na	Ongoing	Ongoing	The Town Clerk meets with The Branch CEO on a regular basis to share information and provide support where helpful.
CS6	Summer event – picnic in the park	CC	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide an annual open air event.
CE4	Community Awards event	FC	CNTC	£1,500 from events budget	September 2024	Annually in September	The committee agreed to expand the sports awards into a wider community awards ceremony. An event policy and procedure has been agreed. First ceremony was held on 27 th September 2024 and was a huge success.
BT/CE2	Public Art Project	CC	CNTC/Luke Embden	£5805 of S106 funding granted for the town hall project to commence. £3000 printing funding available to apply for	July 2024	March 2025	Local graphic artist Luke Embden delivered community workshops in September 2024. Hundreds of people attended and contributed to the collaborative public art project to be displayed from the Town Hall windows. Installation date delayed due to Town Hall window replacement.
CE/WP2	Remembrance Day event	CC	CNTC/CN RBL	£1000 from events budget plus use of the Town Hall and staff to support.	Annually in November	Annually in November	Chipping Norton Remembrance Parade and services organised by the Chipping Norton Royal British Legion. Supported by the Town Council – use of the Town Hall, funding for catering and application for road closure are some examples of how CNTC contribute to this.
CE5	Rusty Riders Initiative	SP	CNTC/Cycling Action Group	n/a	Monthly ongoing	Monthly ongoing	The Rusty Riders cycling clinics take place on the first Saturday of each month (weather depending) and will encourage people to bring their bikes to be checked using the public bike repair station at the leisure centre; to receive proficiency training and to take part in a group ride. This initiative is going well. Rusty Riders is now on pause for the winter. To re-start in March 2025.

OS4	Improving Air Quality	SP	CNTC/WODC	Needs to be identified	Ongoing	Ongoing	<p>Council are working through a proposal to install a living moss filter in Chipping Norton to improve air quality.</p> <p>The Council promotes clean air initiatives as part of the clean air day campaign https://www.actionforcleanair.org.uk/campaigns/clean-air-day</p> <p>Climate Action Working Group set up.</p>
BT/CE/ WP1	Community Safety and Supporting Local business	SP	CNTC/TVP	n/a	May 24	Ongoing	<p>Cllr Sharon Wheaton has been approved by Council as the CNTC/TVP liaison in order to meet and share information about local crime and community safety.</p>
BT6	Town Centre Flower Beds	SP	CNTC/OCC/WODC	TBD	May 2024	May 2026	<p>The Town Council own the beds along Middle Row and by the Town Hall. A budget should be set aside beyond the scope of the current GM contract which includes only minimal maintenance.</p> <p>WODC own the other beds and there may be opportunities for CNTC to take them on with permission. For Committee to consider and agree before a conversation is initiated with WODC</p>

Adopted by Full Council on 22nd July 2024

Agenda item 13 - Proposed Calendar of meetings 2025-26

The proposed calendar of meetings for the municipal year 2025-2026 is attached. This is in keeping with the meetings structure for the current year, which has worked well.

Where possible Council cycles rolling weekly for committees, with a week break before and after Full Council meetings to provide time to publish draft minutes and work through resolutions.

The proposed dates avoid, where possible, all school and bank holidays, and ensure that each cycle is completed before another starts. Unless otherwise specified all meetings will be held at 6:30pm.

NB. One cycle of Council = Community Committee, followed by Strategic Planning, followed by Finance and Resources, followed by Full Council.

- The Annual meeting of Council will be Monday 12th May 2025.

The proposed meeting dates are as follows – Key meetings have been noted.

Community Committee			16 th June 2025	8 th Sept 2025	3 rd November 2025 (Budget setting)	12 th January 2026	2 nd March 2026
Strategic Planning Committee			7 th July 2025	15 th September 2025	10 th November 2025 (Budget Setting)	19 th January 2026	9 th March 2026
Finance and Resources Committee			14 th July 2025 (Grants)	22 nd September 2025	17 th November 2025 (Budget proposal)	2 nd February 2026 (Grants)	16 th March 2026
Council	12 th May 2025 (Annual meeting of The Council)	9 th June 2025 (AGAR)	21 st July 2025	13 th October 2025	8 th December 2025 (Agree budget and declare precept)	9 th February 2026 (Agree 26/27Calendar of meetings)	23 rd March 2026

Traffic Advisory Sub-Committee	26 th June 2025 Online, 2pm	2 nd October 2025 Online, 2pm	29 th January 2026 Online, 2pm	26 th March 2026 Online, 2pm
Planning sub-committee	11 th August 2025 (if required)		15 th January 2026 (if required)	
William Fowler Allotments Committee meetings 5pm Board Meetings 6:30pm.	2 nd June 2025	6 th October 2025	1 st December 2025	23 rd February 2026

Council should also agree the date for the Annual Meeting of the Town. This is not a Council meeting, but a meeting of the electorate hosted by the Town Council. The Local Government Act states that these meetings should be held between the 1st March and 1st June of each year. Council have already agreed the date of this year's meeting – which will be held on Monday 28th April 2024.

- Annual meeting of the Town, proposed date for 2025 – Monday 27th April 2026.

Recommendations:

That Council approve and adopt the proposed calendar of meetings for municipal year 2025-26.

		2025						2026						
		May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	
Mo						1			1 Allotments Meetings					Mo
Tu				1		2			2					Tu
We				2		3	1		3				1	We
Th	1			3		4	2 TAC Sub-Ctte		4	1 New Year's Day			2	Th
Fr	2			4	1	5	3		5	2			3 Good Friday	Fr
Sa	3			5	2	6	4	1	6	3			4	Sa
Su	4	1	6	3	7	5	2	7	4	1	1	5		Su
Mo	5 Early May BH.	2 Allotments meetings	7 Strategic Planning	4	8 Community Ctte	6 Allotments meeting	3 Community Ctte	8 Full Council Budget	5	2 Finance & Resources	2 Community Ctte	6 Easter Monday		Mo
Tu	6	3	8	5	9	7	4	9	6	3	3	7		Tu
We	7	4	9	6	10	8	5	10	7	4	4	8		We
Th	8	5	10	7	11	9	6	11	8	5	5	9		Th
Fr	9	6	11	8	12	10	7	12	9	6	6	10		Fr
Sa	10	7	12	9	13	11	8	13	10	7	7	11		Sa
Su	11	8	13	10	14	12	9	14	11	8	8	12		Su
Mo	12 Full Council	9 Full Council (AGAR)	14 Finance & Resources	11 Planning Sub-Ctte (if required)	15 Strategic Planning	13 Full Council	10 Strategic Planning	15	12 Community Ctte	9 Full Council	9 Strategic Planning	13		Mo
Tu	13	10	15	12	16	14	11	16	13	10	10	14		Tu
We	14	11	16	13	17	15	12	17	14	11	11	15		We
Th	15	12	17	14	18	16	13	18	15 Planning Sub-Cttee (if needed)	12	12	16		Th
Fr	16	13	18	15	19	17	14	19	16	13	13	17		Fr
Sa	17	14	19	16	20	18	15	20	17	14	14	18		Sa
Su	18	15	20	17	21	19	16	21	18	15	15	19		Su
Mo	19	16 Community Ctte	21 Full Council	18	22 Finance & Resources	20	17 Finance & Resources	22	19 Strategic Planning	16	16 Finance & Resources	20		Mo
Tu	20	17	22	19	23	21	18	23	20	17	17	21		Tu
We	21	18	23	20	24	22	19	24	21	18	18	22		We
Th	22	19	24	21	25	23	20	25 Christmas Day	22	19	19	23		Th
Fr	23	20	25	22	26	24	21	26 Boxing Day	23	20	20	24		Fr
Sa	24	21	26	23	27	25	22	27	24	21	21	25		Sa
Su	25	22	27	24	28	26	23	28	25	22	22	26		Su
Mo	26 Spring Bk Hol.	23	28	25 August Bk Hol.	29	27	24	29	26	23 Allotments Meetings	23 Full Council	27 Annual Meeting of the Town		Mo
Tu	27	24	29	26	30	28	25	30	27	24	24	28		Tu
We	28	25	30	27		29	26	31	28	25	25	29		We
Th	29	26 TAC Sub Ctte	31	28		30	27		29 TAC Sub-Ctte	26	26 TAC Sub-Ctte	30		Th
Fr	30	27		29		31	28		30	27	27			Fr
Sa	31	28		30			29		31	28	28			Sa
Su		29		31			30				29			Su
Mo		30									30			Mo
Tu											31			Tu



Dear Reg.

18th December 2024

Further to our recent meeting at Chipping Norton Town Council please find enclosed recommendation and Quotation for **Lease Hire with service costs** For 24 Months for the following machines.

Worcester Road Cemetery.

The ground inside the Cemetery by the old grave stones where there is quite a bit of grass I would recommend the Hustler Super S.

This is a Stand on 36" Rear Discharge Petrol Mower Perfect for Tight Spaces and trailering from site to sites.

One New Hustler Super S 36" Stand on Mower

15 Hp Kawasaki engine, Hydro-Gear Transmission pumps, 36" Rear discharge Cutting Width, Deck Height 1.5" > 5.5" Adjustable Spring-Loaded Suspension platform, 7mm Gauge Steel Construction, Forward Speed 8mph Cutting ability 2.3 acres an hour 2 Year Warranty.

24 Monthly Payments 350.00 plus vat per month.



Hustler Diesel Z Two Wheel Drive 60" rear Discharge Deck.

Specifications

25 HP Shibaura engine, Grammer Suspension seat, Patent Handbreak Levers, Height of cut 1" > 5.5"
With Manuel foot lift / Lower, Flex Forks, 60" Rear Discharge, Foldable ROPS, Life time Warranty on leading edge of deck, 3 year engine warranty, 2 year on rest of machine.



24 Monthly Payments £ 435.00 plus vat per month.

One New HR 380 Ransome's Out Front Rider Rotary Mower

Kubota 38HP Turbocharged Stage V Engine, On demand 4 Wheel drive, Hydrostatic Power Steering, Throttle Control Lever, Parking Brake switch, Moveable Arm rests with individual Lift /lower Control, Weight Transfer Control, Tilt Steering Column, Hazard warning Switches , 2 year warranty. Full Road Lighting Package and Number Plate and Flashing Beacon..
2 Year Warranty

60" Rear Discharge Deck, Cutting Height 20mm> 75mm
3 x individual, maintenance free, hydraulic self-lubricating motors directly driving each blade.



24 Monthly Payments £ 529.00 plus vat per month.

I hope the above proves acceptable and look forward to your further instructions.

Kind Regards

John Ostojak

Area Sales Manager

Office 01869 343292

Mobile 07969584540

E-Mail john.ostojak@turneygroup.com

Quotation valid for 14 days

Prices quoted are subject to alteration without notice and are exclusive of vat

Subject to our terms & conditions of trading

Quotation subject to manufacturers pricing unchanged.





Turney Group is a trading division of P.A. Turney Limited
Registered in England N^o. 607154
Registered Office: Middleton Stoney, Bicester, Oxon, OX25 4AB

Branches at:
TURNEY AGRICULTURE
Middleton Stoney, Bicester, Oxon, OX25 4AB. Tel: 01869 343333 Fax: 01869 343540
Unit 8 Woodway, Princes Risborough, Bucks, HP27 0NN. Tel: 01844 346690 Fax: 01844 346048
TURNEY GROUNDCARE & GARDEN MACHINERY
Weston-on-the-Green, Bicester, Oxon, OX25 3TJ. Tel: 01869 343292 Fax: 01869 343583



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regzr1400@gmail.com

18th December 2024

Dear Reg,

Further to our recent meeting at Chipping Norton Town Council please find enclosed recommendation and quotation for the following.
Prices Below are for Outright Purchase with 2 Year warranty on Hustler And Ransomes machines.

Worcester Road Cemetery.

The ground inside the Cemetery by the old grave stones where there is quite a bit of grass I would recommend the Hustler Super S.

This is a Stand on 36" Rear Discharge Petrol Mower Perfect for Tight Spaces and trailering from site to sites.

One New Hustler Super S 36" Stand on Mower

15 Hp Kawasaki engine, Hydro-Gear Transmission pumps, 36" Rear discharge Cutting Width, Deck Height 1.5" > 5.5" Adjustable Spring-Loaded Suspension platform, 7mm Gauge Steel Construction, Forward Speed 8mph Cutting ability 2.3 acres an hour 2 Year Warranty.

For the sum of	12,500.00
Less discount	1,300.00
Total	11,200.00 plus vat

Optional 2- Year service costs £ 2,227 plus vat

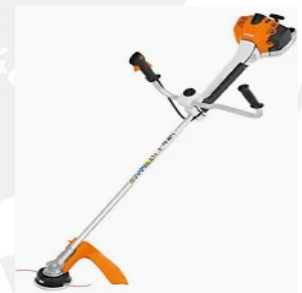


Stihl Equipment for above Cemetery.

2 X Stihl FS 361 Brushcutter For Mowing Tough areas of grass.

4 Point Anti Vibration System comes with Advance Universal Harness.

RRP £ 891.91
Nett - £725.00 + Vat each.



2 X Stihl BR 600 Petrol Backpack Blower

High Performance Weight 10.2kg

RRP £ 677.91

Nett - £ 550.00 + Vat each.



Pedestrian Hand Mowers for use in Cemetery.

2 X Honda IZY HRG 416 Self-propelled 16" Mowers for Mowing in between Grave Stones.

RRP £ 477.50

Nett - £ 395.00 + Vat each.



1X Honda IZY HRG 466 Self-propelled 18" Mower for Mowing in Cemetery.

RRP £ 575.00

Nett - £ 471.00 + Vat .

Worcester Road Playing Field.

This Playing field I would cut with either a Hustler 60" Diesel Zero Turn Mower or if there is scope for the Town Council to take on bigger mowing areas I would recommend a Ransomes HR 380 Rotary Mower Complete with Lights and Flashing Beacon.

Hustler Diesel Z Two Wheel Drive 60" rear Discharge Deck.

Specifications

25 HP Shibaura engine, Grammer Suspension seat, Patent Handbreak Levers, Height of cut 1" > 5.5"

With Manual foot lift / Lower, Flex Forks, 60" Rear Discharge, Foldable ROPS, Life time Warranty on leading edge of deck, 3 year engine warranty, 2 year on rest of machine.



For the sum of £ 22,900.00

Less discount 3,100.00

Total 19,800.00 plus vat

Optional 2- Year service costs £ 2,750.00 plus vat

One New HR 380 Ransome's Out Front Rider Rotary Mower

Kubota 38HP Turbocharged Stage V Engine, On demand 4 Wheel drive, Hydrostatic Power Steering, Throttle Control Lever, Parking Brake switch, Moveable Arm rests with individual Lift /lower Control, Weight Transfer Control, Tilt Steering Column, Hazard warning Switches , 2 year warranty. Full Road Lighting Package and Number Plate and Flashing Beacon..
2 Year Warranty

60" Rear Discharge Deck, Cutting Height 20mm> 75mm
3 x individual, maintenance free, hydraulic self-lubricating motors directly driving each blade.



For the sum of	£ 45,795.00
Less discount	12,823.00

Total 32,972.00 plus vat

Optional 2- Year service costs £ 3,114.00 plus vat

Finance options on request

I hope the above proves acceptable and look forward to your further instructions.

Kind Regards

John Ostojak

Area Sales Manager

Office 01869 343292

Mobile 07969584540

E-Mail john.ostojak@turneygroup.com

Quotation valid for 14 days

Prices quoted are subject to alteration without notice and are exclusive of vat

Subject to out terms & conditions of trading

Quotation subject to manufacturers pricing unchanged.





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Consultation on strengthening the standards and conduct framework for local authorities in England

The Ministry of Housing, Communities and Local Government (MHCLG) is consulting on introducing strengthened sanctions for local authority code of conduct breaches in England.

The [Localism Act 2011](#) established the current standards and conduct framework for local authorities.

The current regime requires every local authority to adopt a code of conduct, the contents of which must as a minimum be consistent with the 7 [‘Nolan’ principles of standards in public life](#) (selflessness, integrity, objectivity, accountability, openness, honesty and leadership), and set out rules on requiring members to register and disclose pecuniary and non-pecuniary interests. Beyond these requirements, it is for individual councils to set their own local code. The Local Government Association (LGA) published an [updated model code of conduct and guidance](#) in 2021, which councils can choose whether to adopt or not.

Every authority must also have in place arrangements under which it can investigate allegations of breaches of its code of conduct and must consult at least one independent person before coming to decisions. These decisions are normally taken in one of two ways depending on an authority’s specific arrangements. The decision can be made by full council following advice from their standards committee (or equivalent). Alternatively, the decision can be made by the standards committee if they have been given the power to do so. Although a standards committee may contain unelected independent members and co-opted members, only principal councils’ elected members may vote in a decision-making standards committee.

There is no provision in current legislation for a sanction to suspend a councillor found to have breached the code of conduct. Sanctions for member code of conduct breaches are currently limited to less robust measures than suspension, such as barring members from Cabinet, Committee, or representative roles, a requirement to issue an apology or undergo code of conduct training, or public criticism. Local authorities are also unable to withhold allowances from members who commit serious breaches of their code of conduct, and there is no explicit provision in legislation for councils to impose premises bans or facilities withdrawals where they consider that it might be beneficial to do so.

The government considers that the current local authority standards and conduct regime is in certain key aspects ineffectual, inconsistently applied, and lacking in adequate powers to effectively sanction members found in serious breach of their codes of conduct.

<https://consult.communities.gov.uk/local-government-standards-and-conduct/strengthening-the-standards-and-conduct-framework/consultation/subpage.2024-12-09.2803908592/>

The deadline to respond is the 26th February 2025.

RECOMMENDATION: That the Council considers whether they would like to submit a formal response to this consultation, and if so, if they wish to delegate this to the Town Clerk and a few members.



Chipping Norton Town Council

Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables the Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page, Instagram page, Twitter account and uses email and Mailchimp to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council's social media intends to provide information and updates regarding activities and opportunities within our Town and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by the Clerk or responsible officer to the Council;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgar, threats or abusive language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.

- Stay on topic.
- Refrain from using the Council's social media for commercial purposes or to advertise market or sell products

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via social media will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council staff and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene, harmful or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Allegations of a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received.

Any information or comments posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page.

If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Town Council Website.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

Town Council email.

Email accounts are monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

Officers are responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk and/or otherwise will always be copied to the Clerk. All new Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with residents in relation to their own personal views, if appropriate, copy to the Clerk.

NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

Staff and Councillors should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed if possible.

SMS (texting).

Members and staff may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing.

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Council. The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Responsibilities of Members

Councillors must remember that they are personally responsible for the content they publish on any form of social media.

It is good practice for councillors to clearly separate professional, personal, or political aspects of their communication.

Councillors must ensure that they are familiar with the guidance that is set out within this policy and that their use of social media is not damaging to the reputation of the authority.

Social media sites are in the public domain and it is important that councillors are confident about the nature of the information they publish. They must not publish or report on meetings or discussions that are meant to be private or internal to the Council.

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Responsibilities of Officers

Officers using social media in a personal capacity must ensure that this use is strictly personal, and not professional or political.

As members of the public may nevertheless recognise officers as employees of the Council it is important that officers ensure that their personal use of social media is not damaging to the reputation of the Council.

If an officer receives any threats, abuse or harassment from members of the public through their use of social media then they must report such incidents to the Town Clerk.

Where officers use social media in a professional capacity to represent the town council, the town council's corporate identity will be used and not that of any individual officer.

Town council email addresses will be used.

The use will be non-party political.

Officers must not download any software, shareware or freeware, unless this has been approved and authorised by the Town Clerk.

Failure to comply with the guidelines could result in disciplinary action being taken

Accessibility

These guidelines are intended to help the Council create social media content that is accessible to people with disabilities. Since, in many cases, there are limitations to the accessibility of a platform, one should check its associated documentation to determine which of its features support accessibility.

Alternative Text Descriptions for Images

When social media platforms allow for alternative text descriptions on images, you should provide them. Such text descriptions of images will be read aloud to non-sighted or low-sighted users who rely on screen readers to consume social media content.

Note that alternative text is only available to screen reader users. If there is visible text in your image that is small, low-contrast or low-resolution (cannot be enlarged), low-vision users who do not use a screen reader may not be able to read it.

Captioning of Videos

For video content, the Council should provide captions of the audio for the benefit of those without hearing, who are hard-of-hearing, and who are non-native speakers. Captions can be either closed captions (where a user can turn them on and off) or open captions (where the text is embedded into the video and cannot be turned on or off).

Context for Animated GIFs

On platforms that allow for alternative text descriptions on GIFs, the Council should provide them in the same manner as for still images.

Note that this alternative text is only available to screen reader users. Many users who do not use screen readers may have trouble reading images of text in a GIF that are low-resolution, low-contrast, distorted or only shown briefly.

In either case, make sure the post can be understood through its non-graphical text alone, even if this means the text seems visually redundant to the image.

CamelCase Hashtags

Hashtags are an important component of social media posts. When authoring hashtags that are made up of multiple words, use initial capitalization, also known as CamelCase. Utilizing this simple technique makes the hashtag easier to read for all users and is more consumable by screen readers since their synthesized voices can recognize and pronounce individual words, and won't concatenate and garble them.



Chipping Norton Town Council

COMMUNICATIONS STRATEGY

OBJECTIVE

This Communications Strategy aims to establish a protocol for effective communication of the Town Council’s activities and other relevant information to members of the public. It draws on relevant previously adopted policies that are referred to in this document.

PURPOSE

The Town Council is accountable to members of the public and has a duty to convey its decisions and actions through various media. To this end, all communication will be conveyed in an open and straightforward manner.

The Town Clerk is the Proper Officer of the Town Council and is responsible for **all** formal communication between the Council, the press and members of the public. However, this does not prevent individual councillors from communicating with the press and public but they must ensure that there is clarity in their communication so there is a clear distinction between individual opinions and those approved by the Town Council.

METHOD OF COMMUNICATION

The Council will use the following procedure to communicate with members of the public and the press.

ACTIVITY	METHOD OF COMMUNICATION	RESPONSIBILITY
Monthly newsletter		Admin/Cust Services Asst
		Town Clerk
Approved and draft minutes	Website	Town Clerk
Agendas	Website/notice board/press. These will be published in compliance with legislation.	Town Clerk
Supporting information for meetings (non-confidential)	Website	Town Clerk
Council policies/procedures	Website	Town Clerk
Annual Town Meeting	Website/social media	Town Clerk
Annual Report	Using themes approved by the Town Council, the Chair will be responsible for presenting the Annual Report at the Annual Town Meeting.	Town Clerk/Mayor
Press releases	Chippy News/Witney Gazette/ local radio etc.	Town Clerk/Mayor Chair of relevant ctte
Annual external audit	Website/notice board	Town Clerk
Adopted Annual Accounts	Website/notice board	Town Clerk (following adoption by the Town Council)
Councillor vacancies	Website/notice board/social media	Town Clerk
Financial statements and other financial information	Website	Town Clerk

SOCIAL MEDIA

Chipping Norton Town Council has a Social Media Policy that can be found on the Council's website.

The Council's website will be the main information hub and channel for communicating details about the Town Council. The website will also act as a channel for other information such as local news and events, consultation details, road closures and anything that is of general interest to the local community including links to other websites. The website will be regularly updated.

Facebook, Instagram and Twitter will also be used; its main objective is to promote Chipping Norton and to encourage visitors to support the local economy. This media will help to build social capital so that there is a two-way channel between the Town Council and members of the public. A member of staff's private Facebook account must not be used to administer, log in or send messages from the Town Council's social media pages. A specific Council work-use account must be used at all times. Whilst the Council supports open discussion, inappropriate comments from members of the public will not be tolerated and will be removed and the reason given. If it is a genuine complaint the complainant will be directed to the Council's Complaints Procedure which can be viewed on the Council's website. Comments and enquiries will only be responded to during normal office hours. Personal information should not be conveyed through social media.

Whatever channel the Town Council chooses to communicate the message must be consistent across all channels.

COMMUNITY ENGAGEMENT

Chipping Norton Town Council have a Community Engagement Strategy that can be found on the Council's website

Through a positive and transparent approach Councillors and staff will actively engage with the community and the local media to promote the Council's decisions and plans. The Town Clerk will work with the Mayor, Deputy Mayor and appropriate chairs of Committees and sub-Committees to agree the content of pertinent information where necessary.

Councillors who wish to communicate directly with the press should make it clear whether they are speaking as a Councillor or as a private individual. If Councillors wish to express their own views directly with the media they should not seek to undermine the Town Council if their views are different to the Council's corporate position. If Councillors wish to take this course it might be prudent to seek a briefing with the Town Clerk beforehand. No communication should be made that is in any way damaging to the interests or reputation of the Town Council or which reveals confidential matters, or information likely to endanger the health or safety of a Councillor, Town Clerk, or any other individual.

Agendas for Council meetings will be accompanied by sufficient supporting information to enable councillors to make informed decisions and for a reasonable member of the public to understand. Confidential information will be excluded. Agendas will be issued by email so that they are received by councillors at least 3 clear days before all meetings of the Council.

Supporting information will also be published on the Council's website at the same time as the agenda to which it relates. Minutes for all Council meetings will be published on the Council's website as soon as they have been drafted.

The Town Council's Standing Order no: 22(a) states that requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff, shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media (this strategy). The Council will co-operate with the media and others seeking information on the Council's activities or ambitions.

The Town Clerk and Deputy Town Clerk are responsible for the preparation of notices of Council meetings, agendas and minutes and for the development and maintenance of the Council's website so that it remains current.

All correspondence addressed to the Town Council will be actioned by the Town Clerk. Information that needs to be considered by the Town Council, or one of its committees, will be placed on the first agenda after its receipt. Other relevant information will be emailed to Members in between meetings for information only.

REQUESTS FOR INFORMATION

Council information will be made available to members of the public in accordance with the Council's adopted 'Publication Scheme'.

In compliance with Standing Order nos: 20(a) and 20(b) requests for information held by the Council shall be handled in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.

Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Council. The Council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

In accordance with Standing Order no: 11 neither officers, nor councillors, will disclose confidential information that is exempt under the Freedom of Information Act. The agenda and its supporting papers, and the minutes from a meeting where confidential or sensitive information is discussed, shall not disclose or otherwise undermine such information which, for special reasons, is not in the public interest.

The Council will continuously implement improvements to its communications work through renewal and enhanced use of its website, social media and digital approaches to sharing information alongside making hard copies available. Transparency will be maintained at all times.

COMMUNICATION BY EMAIL, INTERNET AND TELEPHONE POLICY

Communications via email, and internet usage undertaken in the name of the Council or on Council systems carry inherent risks such as:

- potential defamation
- spreading of viruses, including Trojans which can steal data
- breach of confidentiality
- accepting files from sources in online chat rooms which could bypass firewalls or email filters
- breach of contract
- breach of copyright
- breach of data protection legislation
- breach of privacy and unlawful discrimination
- the reputation of the Council

Email etiquette

All employees and town councillors must follow the procedure outlined below when sending and receiving emails on behalf of the Town Council:

- only agreed email signatures may be used by employees
- all messages must use appropriate business language
- a waiver clause will be included employees must include a waiver clause at the end of each email message
- the circulating of offensive, indecent, or obscene material, or anything which breaches the Equal Opportunities Policy is strictly prohibited
- confidential material should not be disclosed
- only attachments from a trusted source may be downloaded on Council IT equipment
- ensure that the address of the recipient is correct before sending emails
- ensure that a 'reply to all' is appropriate
- ensure that essential files are saved before deleting the message in which they were received

Telephone etiquette

All employees must follow the procedure outlined below when using the Council's telephone:

- answer all calls by stating the name of the Town Council
- be polite at all times
- do not be rude or abrupt to callers
- do not use offensive language
- do not swear
- check the telephone frequently for messages from callers and respond in a timely manner

GENERAL COMMUNICATION POLICY

Introduction

1. Chipping Norton Town Council (“the Council”) is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council’s Publication Scheme, the Town Clerk should be contacted.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet (“the media”).
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

Legal requirements and restrictions

4. This policy is subject to the Council’s obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council’s Standing Orders and Financial Regulations. The Council’s Financial Regulations and relevant Standing Orders referenced in this policy are available via the Council’s Publication Scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council’s Standing Orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the Code of Conduct adopted by the Council, a copy of which is available via the Council’s Publication Scheme and available to download from the Council’s website.

Meetings

6. A meeting of the Council and its committees are open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council’s Standing Orders, persons may be required to leave a meeting of the council and its committees, if their disorderly behaviour obstructs the business of the meeting.
7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council’s Standing Orders.
8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or table, recording for a TV radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see hear or be given commentary about the meeting is permitted, unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.
9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
12. The Council’s Standing Orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

Other communications with the media

13. This policy does not seek to regulate councillors in their private capacity.

14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.
15. The Town Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.
16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above not to misrepresent the Council's position, councillors are free to communicate their position and views.

This policy has been written in accordance with the Council's "Recording of Meetings Policy" which can be found on the Council's website.

Approved at a meeting of Full Council on 22nd February 2023

Review date - Feb 2025

Item 19: Planning Applications

1. APPLICATION: [23/00843/FUL](#)

We have received an application to address a new development on Land to The Rear Of 17 - 18 High Street Chipping Norton.

The development consists of six new dwellings, five of which will be accessed from a new street/driveway. Please see attached layout plan.

The plan is to allocate a new street name to the development, with plot 6 being addressed onto 'Albion Street' in line with its main access.

The developer has proposed the street name '**The Maltings**' and provided the following supporting information –

*The name references the location of the Hitchman & Co. brewery and malthouses in the mid-19th century. The firm of Hitchman & Company was founded in 1796 by James Hitchman in partnership with his brother, William Spence Hitchman. The business was established in West Street where the Old Swann Inn formerly stood. When James Hitchman died on 26 May 1830 the business was taken over by his son William Simkins Hitchman (born 1799) who not only introduced malting but **in 1849 built the brewery and the extensive malthouses in Albion Street.***

Please note that there are already multiple 'brewery' associated names already being used in addresses in the locality.

Please advise if you would like to proceed with the proposed name '**The Maltings**' or if you have any other street names that you would like us to consider. If you have additional names, please include the supporting information behind the proposed name.

If I could ask for a response by Monday 24 February 2025.

Many thanks

Address Management - West Oxfordshire District Council

2. APPLICATION: [25/00112/S73](#)

PROPOSAL: Variation of condition 8 of planning permission 25/00536/OUT to allow the condition wording to be changed in relation to the provision of installed SUDS and drainage scheme.

LOCATION: Land South of Hit of Miss Farm, Banbury Road, Chipping Norton

3. APPLICATION: [25/00052/FUL](#)

PROPOSAL: Installation of 3 air source heat pumps.

LOCATION: Chipping Norton Library, Goddards Lane, Chipping Norton

4. **APPLICATION:** [25/00087/FUL](#)

PROPOSAL: Alterations and repair works to include replacement of glass with upvc (retention of timber framing) in all front elevation windows over all floors and replacement of damaged rear windows and framing only with upvc glass or plastic.

LOCATION: 8 Middle Row, Chipping Norton, Oxfordshire

5. **APPLICATION:** [25/00220/HHD](#)

PROPOSAL: Garage conversion and first floor extension over garage.

LOCATION: 1 Tilsley Road, Chipping Norton, Oxfordshire

No updates to note since the Strategic Planning Committee meeting held on the 27th January 2025.