



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

Minutes of a Community Committee meeting held on the 4th November 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

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

ALSO PRESENT:

Katherine Jang, Acting Town Clerk & CEO

Heidi Davies, Customer Services and Admin Assistant

Tania Kirby, Events Officer

Paolo Oliveri, Maintenance Operative

4 members of the public

CC28	Apologies for absence Apologies were received from Cllr Bibby
CC29	Declaration of interests Cllr Coleman, declared that she is a Trustee of the Community Church the hires Glyme Hall – regarding minute line CC34
CC30	Minutes RESOLVED: That the minutes of the committee meeting held on the 9 th September 2024 were signed as an accurate record by the Chair
CC31	Public Participation <ul style="list-style-type: none">• Glyme Hall: A resident sought reassurance that the existing classes will be able to continue. <p>Cllr Coleman (Chair) explained that there could be a week or two before classes can begin.</p> <p>Tania Kirby responded that all booking requests from current and new users will be considered fairly.</p> <p>Discussions then took place regarding the use of the spaces and councillors acknowledged the need for further discussions with staff and users.</p>
CC32	Committee Action Plan review The Town Clerk noted that the Smoke Free Oxfordshire funding still has not been spent (£750). The Town Clerk recommended that the signage design and installation is delegated to officers. <p>Cllr Akers proposed the above, seconded by Cllr Graves. All in favour, motion carried.</p>



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	<p>RESOLVED: That the committee agrees to delegate the design and installation of the Smoke Free Oxfordshire signage to Town Council officers to ensure that the £750 funding from WODC is spent.</p>
CC33	<p>Town Hall Members received a report from the Facilities and Events Officer.</p> <p>Members discussed the proposal set out by Alder King regarding a temporary roof fix for the Town Hall and the two cost options.</p> <p>Cllr Akers proposed go ahead with the temporary roof fix at £6,900 + VAT and to have Alder King oversee these works at an additional cost of £1,000 Seconded by Cllr Graves. All in favour, motion carried.</p> <p>RESOLVED: That the committee agrees to have the interim roof Town Hall works carried out at a cost of £6,900 + VAT and to appoint Alder King to oversee these works.</p> <p>The Town Mayor proposed to add a separate item of "Town Hall Roof Works" added as a standing item to all future Town Hall reports. All members in agreement.</p>
CC34	<p>Glyme Hall Members received a draft booking form, list of fees and charges, and terms and conditions for booking Glyme Hall from the Facilities and Events Officer. Members received a recommendation that the storage fees for Glyme Hall are delegated to the Facilities and Events Officer following the site visit on the 4th November.</p> <p>It was suggested to change the following:</p> <ul style="list-style-type: none">• page 1 of 3 from fly posting to posters and banners.• Booking confirmation suggest to the first bullet point sentence in first. Page 1• Charges and fees, suggest nonprofits with community groups.• Number 2 charges and fee aligning with Glyme Hall should say Town hall• Paragraph 8 – alcohol consumption – amend the sub bullets and then a proper bullet point.• Page 4 booking to clarify the daily rate with all facilities <p>Cllr Coleman proposed to adopt the booking form, list of fees and charges, and the terms and conditions of hire for the Town Hall as stated above. Seconded by Cllr Weaver. All in favour, motion carried.</p>



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	<p>RESOLVED: That the committee adopts the proposed set of fees and charges, booking form, and terms and conditions of hire for Glyme Hall including the amendments as above.</p>
<p>CC35</p>	<p>Events Members received a report from the Facilities and Events officer.</p> <p>The Facilities and Events Officer advised that the committee that there are problems with the windows as the Christmas lights will affect vision of the artwork. Working group to arrange the unveiling of the artwork.</p> <p>The Facilities and Events Officer advised the committee that more volunteers are required for Christmas light switch on and Christmas Market and requested that volunteers contact her directly should they wish to get involved. All volunteers will have the opportunity for an in-person training meeting prior to the events but will be issued a training document if they cannot make the meeting.</p> <p>There was some discussion raised about the naming of the events, and the Facilities and Events Officer confirmed that the umbrella term for all Christmas events is "Christmas in Chippy" for both planned events.</p>
<p>CC36</p>	<p>Play Areas Members received a written update report from the Town Clerk. The next set of ROSPA inspections will take place in the coming weeks, with the agreed disability and access survey taking place at the same time.</p> <p>It was noted that the basket swing has not yet been repaired as some items have not arrived yet.</p> <p>Cllr Coleman noted that is important that Cllrs familiarise themselves with Council assets and suggested monthly walk arounds should be scheduled.</p> <p>Cllr Akers raised that a resident had been in touch to raise concerns about the surface of the MUGA and had requested that the council considers alternative surfacing. The Town Clerk to enquire about alternative surfacing and to report back at a future committee meeting.</p>
<p>CC37</p>	<p>Skatepark Project Members received an update following the meetings Maverick Industries had with the Skatepark Users Group and nearby residents. The final design has been decided, following input from the two meetings.</p> <p>The next steps will be for Maverick Industries to submit a planning application to WODC and for the Town Clerk to apply for relevant S106 and associated funding.</p> <p>The final design plans were shown to the committee.</p>



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	<p>Drainage was raised as a concern. The acting Town Clerk will check this with Maverick and report back at the next meeting.</p>
CC38	<p>Keep Chippy Beautiful Members received a verbal update following the successful autumn litter pick event. Members noted that it had been well-attended by residents and that they plan to have another event take place in Spring. It was suggested that next date will be 21st March.</p> <p>Cllr Akers thanks Heidi Davies, Admin and Customer Service Assistant for organising the event and the Cllrs that volunteered. It was noted that more volunteers are needed next time and that future dates are for clean ups already arranged so to inform the volunteers.</p> <p>Discussions then took place about the bins for market street and Victoria residents as they were not informed which bins they should be using. Better communication from WODC is required with the residents.</p> <p>Another discussion took place about cigarette ends being a problem and leaves on the footpaths.</p> <p>It was suggested that it would be good idea for the Hi-Viz clothing to be branded with the Town Council and it was also suggested that these could also be used for stewarding. The purchasing of the Hi-Viz was delegated to Town Council officers.</p>
CC39	<p>Public Art Project Members received an update following the two workshops taking place at the Town Hall and the Pillars development with artist Luke Embden. The next step will be for the Town Clerk to apply for the remaining S106 funding set aside for Public Art in Chipping Norton to release the funding required to print and install the finished artwork.</p>
CC40	<p>Committee Budget 2025/26 Members received a report from the Responsible Finance Officer with spending priorities for 2025/26 to help inform the overall budget.</p> <p>Members received notice that the Town Hall electricity supplier was due for renewal and received options to switch from the current energy supplier SSE GREEN.</p> <p>Cllr Akers proposed to switch the Town Hall energy supplier to EON GREEN for 24 months, seconded by Cllr Cahill. All in favour, motion carried. RESOLVED: That the Town Hall energy supplier is fixed for the following 24 months with provider EON GREEN.</p> <p>Members discussed the proposed committee budget provided by the Responsible Finance Officer.</p>



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	<p>Members noted that there are two windows in need of repair, likely within the next 12 months. Cllr Akers proposed to increase the Town Hall Restoration Budget Code (6402) to £30,000, seconded by Cllr Cahill. All in favour, motion carried.</p> <p>RESOLVED: That the proposed Community Committee budget is sent to the Finance and Resources Committee for approval.</p> <p>Members noted that the committee budget may be adjusted further once the full budget is received by the Finance and Resources Committee, prior to being sent to Full Council for approval.</p>
CC41	<p>Date of the next meeting Monday 20th January 2025</p>

The Chair closed the meeting at 20.17pm.