



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
www.chippingnorton-tc.gov.uk

TOWN CLERK: Ms Luci Ashbourne

Draft minutes of a Community Committee meeting held on the 9th September 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

Present: Cllrs Sandra Coleman (Chair), Michael Rowe (substituting – left at 7:13pm), Emily Weaver, Mike Cahill, Alex Keyser, Ben Bibby, Jo Graves, Athos Ritsperis

Also Present:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk

Paolo Oliveri, General Maintenance Operative

2 Members of the public

CC14	Apologies for absence Members received apologies from Cllr Akers.
CC15	Declaration of interests None received
CC16	Minutes RESOLVED: That the minutes of the meeting held on the 17 th June 2024 were signed as accurate record by the Chair.
CC17	Public Participation A member of the public came to speak about the Community Awards. He asked why the date of the Awards was changed from the 20 th to the 27 th September. The Town Mayor answered that this was due to a clash with the Chippy Mop Fair which is organised by OCC. He also asked if the Town Council will be awarding the shield awards for the Sports portion of the ceremony. The Town Clerk replied that all Awards have been changed to certificates so that winners can have a memento that they can keep forever rather than return them annually.
CC18	Committee Action Plan review Members received and received the updated Committee Action Plan. Cllr Ritsperis asked if the Council has received The Branch's Community Action Plan and the Town Clerk replied that she will be meeting Emma Kennedy from the Branch and will request a copy.
CC19	Domestic Abuse Friends and Champions Members received a presentation from Emma Teasdale, the Community and Friends Officer from Reducing the Risk. Reducing the Risk is an Oxfordshire-based charity which supports residents who are victims of domestic abuse. Emma publicised the Mental Health charity Shout, which provides free mental health support from advisors via a text/sms messaging service.



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CC20	<p>Town Hall</p> <ul style="list-style-type: none"> a. Members received an update about the Town Hall booking capacity and income to date. b. Members received a maintenance update about the work at the town hall including upgrades to the electrics, storage, and Town Hall blinds. c. Dishwashers: Members received notice that both dishwashers at the Town Hall need replacement and Cllrs discussed renting or purchasing replacements. RESOLVED: That Cllrs requested that the Facilities and Events Officer provides further information before making a concrete decision. d. Reception window and shutter: Members received a quote to replace the broken shutter and window at the Town Hall reception desk. Cllr Graves proposed to purchase just the window, seconded by Cllr Cahill. All in favour, motion carried. RESOLVED: That the quote to install a new sliding window hatch at a cost of £3,040 plus VAT is accepted. e. Council Chamber Magistrate desk and chair: Members discussed possibly relocating the Magistrate desk and chairs from the Council Chamber. The desk and chairs are a historic record of what has happened in the Town Hall, but there have been occasions where public participants at meetings have not been able to be accommodated due to the space constraints. Some discussions arose querying why the Town Council does not currently use the desk and chairs. The Town Mayor answered that when the Magistrate’s chair was used it was difficult to participate in conversations and that the Magistrate’s chair was never designed for use by the Town Mayor. Other members were torn about being respectful about the history and tradition of the room, while also moving to become a more informal and inclusive council. Some members noted that the first impression of the of the room can make the Town Council seem very intimidating, especially for young people. Members agreed that it could not be relocated elsewhere in the Town Hall due to potential damage. Members agreed for the Facilities and Events Officer to do further research about alternative options and to bring the options to Full Council for decision. Cllr Cahill proposed to accept the consideration, seconded by Ben Bibby. Cllr Graves abstained. RESOLVED: That the Facilities and Events Officer conducts further research to find a suitable alternative location for the Magistrate desk and chairs and brings the options to the next Full Council meeting to consider.
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	<p>f. Paintings: Members received a written report from the Town Hall working group about potential new locations for hanging paintings within the Town Hall. There are also opportunities to create a new gallery wall showcasing a rotating exhibition of art by residents.</p> <p>Members received a proposal that the Town Hall working group continues work to arrange the artwork in the Town Hall.</p> <p>Cllr Cahill proposed the recommendation, seconded by Cllr Ritsperis.</p> <p>Cllr Keyser abstained.</p> <p>RESOLVED: That the Town Hall working group continues working on a strategy for hanging the artwork at the Town Hall.</p>
<p>CC21</p>	<p>Events</p> <p>a. Members received an update about new recurring events at the Town Hall including Bingo, Turning Point, and tribute band events.</p> <p>b. Past events: Big events this summer included the Town Festival and the pop-up Skatepark at New St.</p> <p>c. Future events: Town Community Awards 27th Sept, Public Art workshops on the 21st and 22nd September, and the Christmas Lights Switch on 28th November.</p> <p>d. Christmas in Chippy Market: The Christmas in Chippy team has informed the Town Council that they will no longer be able to run the event due to time pressure on volunteers. The Events and Facilities Officer has been in discussions with Cotswold Markets to provide an alternative market and proposed that the Town Council work to provide an alternative market for residents.</p> <p>Cllr Graves proposed that the Town Council works with Cotswold Markets to provide a replacement Christmas market, seconded by Cllr Bibby. All in favour, motion carried.</p> <p>RESOLVED: That the Council works with Cotswold Markets to provide a Christmas Market for Chipping Norton this winter 2024.</p>
<p>CC22</p>	<p>Play Areas</p> <p>Members received an update regarding ongoing routine maintenance at the play areas. The Council’s Health and Safety consultant has conducted an on-site examination of Cornish Road, Evans Way and Cotswold Crescent play parks and has provided the following recommendations for the committee to consider:</p> <p>A. Providing a bin a Cornish Road play park: £700, to be installed by the Town Council’s General Maintenance Operative.</p> <p>Cllr Coleman proposed to purchase a new bin at a cost of £700, seconded by Cllr Ritsperis. All in favour, motion carried.</p> <p>RESOLVED: That the Town Council will purchase a new bin for £700 for Cornish Road play park, and the cost of emptying will be factored into the budget.</p> <p>B. That an additional disabled suitability assessment at a cost of £35 + VAT is added on to the routine RoSPA annual inspection.</p>



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	<p>Cllr Graves proposed to move forward with this assessment, seconded by Cllr Bibby. All in favour, motion carried.</p> <p>RESOLVED: That the Town Council undertakes an additional ROSPA disabled suitability assessment at a cost of £35 + VAT.</p>
CC23	<p>Skatepark Project</p> <p>Members received an update from the Town Clerk who reported that the next steps would be for Maverick to hold a final design meeting with the skatepark users' group, and to meet with residents who have concerns (9th October 2024). After this Maverick will put together a detailed design which will be submitted for planning permission. Following the approved planning application, the Town Council would be able to apply for grant funding and the S106 funding identified can be formally applied for. Cllr Graves proposed that the submission of the planning application is delegated to the Town Clerk, seconded by Cllr Keyser. All in favour, motion carried.</p> <p>RESOLVED: That the submission of the planning application is delegated to the Town Clerk in consultation with the skatepark users' group and the Chair.</p>
CC24	<p>Keep Chippy Beautiful</p> <p>Members were reminded of the next Keep Chippy Beautiful litter pick which will be held on the 5th October 2024.</p> <p>Members also thanked the General Maintenance Operative for his work around town clearing weeds.</p> <p>Cllr Keyser has formed a "Weeds and Wildflowers" group on Spring Street, and the volunteers have been weeding the lower part of Spring Street and Market Street. They have since been in contact with WODC and have conducted a site visit to discuss the bins on Market Street.</p>
CC25	<p>Public Art Project</p> <p>Members received an update from the Town Clerk noting that the public art workshops will be held on the 21st and 22nd September at the Town Hall and the Pillars respectively. There is an online form which interested participants can sign up to if they wish to RSVP to the workshops.</p>
CC26	<p>Councillor Surgeries</p> <p>Members received a proposal from the Chair regarding Councillor Surgeries. The Mayor and Town Clerk have visited care homes in Chipping Norton, and both have noted that they would encourage Councillor Surgeries to take place in their homes. The Mayor noted that this would serve a dual-purpose with bringing members of the public in to speak with residents combating loneliness and social isolation for residents, as well as serving a public service as it would be open to any member of the public. The Mayor proposed one surgery every 2 months – 4 dates between now and May 2025.</p> <p>This would not preclude other surgeries being held in conjunction with other events in town.</p>



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	Members agreed for the Town Clerk to arrange 4 suitable dates to hold the Councillor surgeries at the care homes in Chipping Norton.
CC27	Date of the next meeting Monday 4 th November 2024

The Chair closed the meeting at 8:20pm.

DRAFT