



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 and CEO: Katherine Jang

14th January 2025

SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE

TO: All Members of Community Committee

VENUE: Glyme Hall, Burford Road, OX7 5DZ

DATE: 20th January 2025

TIME: 6:30pm

Katherine Jang
Acting Town Clerk and 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.

Committee 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 committee meeting held on 4th November 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. Committee Action Plan

To note the Committee Action plan

6. Town Hall

- a. To receive a report from the Facilities and Events Officer.
- b. To consider a quotation from Thames Valley Water Services to continue Legionella testing at the Town Hall.
- c. To receive an update report from the Facilities and Events Officer regarding the Town Hall restoration project.

7. Glyme Hall

- a. To receive a report from the Facilities and Events Officer.
- b. To consider the utility quotes for gas and electricity.

8. Events

To receive a report from the Facilities and Events Officer.

9. Play Areas

To receive the annual ROSPA reports and Disability Access Audit reports.

10. Skatepark Project

To receive an update

11. Keep Chippy Beautiful

To receive an update.

12. Public Art Project

To receive an update

13. New Bin Request

To consider a request from a resident for a new dual waste bin

14. Flag Flying Request

To consider a request from 6th Chipping Norton Scouts.

15. Date of the next meeting – Monday 3rd March 2025



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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>
CC35	<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>
CC36	<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>
CC37	<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.

Community Committee strategic plan

The committee should review this for the new municipal year.

Action	Whose involved?	Budget	Commencement	Completion	Notes/Comment
Modernise and improve Chipping Norton Town Hall Large project	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. Scoping works for solar PV panels has been completed. The interim roof works are now being undertaken (Jan 2025).
Supporting young people in Chipping Norton.	Youth work providers/CNTC/clubs	No specific budget at present	Nov 21	Ongoing	The Town Council support local youth work through enabling use of play area facilities and other partnership endeavours.
Ensure that the recreation areas in Chipping Norton are safe, enjoyable and inclusive spaces for all.	CNTC	24/25 Repairs £4,500 New Equipment £10,000	Ongoing	Ongoing	The annual ROSPA inspections have been completed (to be received at this meeting), with the addition of disability access audits undertaken for each play area. Minor repairs have been noted and are being worked through by the General Maintenance Operative.
Pesticide free Chipping Norton	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.
Christmas lights scheme	CNTC	£19,000 per year £2,500 for switch on event (from events budget)	October 22	Feb 25	The 2024 switch took place on Thursday 28 th November. An issue with the storage of the lights curtain meant that we had a temporary installation on the Town Hall while the curtain light was remade, as this is a bespoke piece of equipment. The Christmas lights contract has been extended for another year, so tendering will not take place until Summer 2026.
Compliance and safety	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – Second section complete. Tree Survey complete – Three-year survey coming to an end, will need revisiting March 2025. 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.
Chipping Norton Pride	CNTC/Chipping Norton Pride Group		June 2023	Annually in June/July	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 will now manage the event and be expected to apply for grant funding for 2025.
Skatepark design and installation project	CNTC/Consultants/Skatepark Users Group	EMR £35,000	April 23	April 25	The Council has selected Maverick Industries Ltd as the preferred contractor. A final design meeting has taken place with the users group, as well as a meeting with residents who have concerns. Next steps will be for Maverick Industries to submit a planning application and for the TC to apply for relevant funding.
Keep Chippy Beautiful Initiative	CNTC	£500	April 23	Ongoing	The Autumn Litter Pick took place on 5 th October 2024 and was well-attended. The Spring litter pick date TBD (April/May 2025).
Smokefree Oxfordshire initiative	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	May 24	Sign design competition underway with primary schools and scouts. Submission deadline end of July. Submissions received. Panel to meet and agree a winner. This needs to be finalised as the grant needs to be spent during this financial year. This needs to be completed as soon as possible as the expected timeframe for delivery is overdue.
Scoping out partnership working Chipping Norton Theatre	CNTC/CN Theatre		May 23	Ongoing	Partnership events held in the Town Hall have gone well. To continue to develop this relationship.
Feasibility for a "rock school" for Chipping Norton	CNTC/partners				Scope out ideas
Collaboration/dialogue with The Branch Community Hub	CNTC/The Branch				The Town Clerk will be meeting with The Branch CEO on a regular basis to share information and provide support where helpful.
Chippy Phone Box	CNTC staff/CNarts		Jul-21	Ongoing	CNTC are managing the rota. This is a well utilised space.
Summer event – picnic in the park	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide an annual open air event.
Public Art project	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 to delivered workshops to taking place on 21 st and 22 nd September 2024. The next steps will be for the TC to apply for S106 funding for the printing and manufacturing of the mural linocuts. The installation has been delayed as Luke would prefer for the Town Hall windows to be replaced/restored in advance of the artwork being installed.
Remembrance Day event	RBL/CNTC	£1000 from events budget plus use of	November 2024	November 2024	Chipping Norton Remembrance Parade and services organised by the Chipping Norton Royal British Legion.

		the Town Hall and staff to support.			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.
Community Awards event	CNTC	£1,500 from events budget	September 2024	September 2024	The Community Awards ceremony were held on the 27 th September 2024. This was a vibrant evening held to celebrate community groups and individuals. To be held again Sept 2025.

This is working document and will be updated for each committee meeting.

Agenda item 6
Community Committee Report Town Hall – January 2025

Bookings

1) Current capacity of available bookings 2024:

	November 2024	December 2024	January 2025	February 2025	All 2024	All 2025
The Council Chamber	10.8% +0.2%	1.94% +1.29%	4.95%	3.57%	5.6% +0.1%	1.13%
Lower Hall	22.6% +0%	14.62% +1.8%	11.08%	15.83%	17% +0.2%	12.59%
The Snug	39.5% +0%	33.6% +0%	37.96%	37.44%	37.6% +0.1%	16.91%
Upper Hall	34.2% +0.8%	26.13% +4.03%	15.22%	16.25%	30.7% +0.4%	17.58%

2) Current income expected April 01, 2024, to January 20, 2025 = £57,836.39

3) Projected income from bookings April 01, 2024, to March 31, 2025 = £79,414

4) Ongoing Community / Local Groups

- a. Community Church Congregation
- b. Little Footsteps from the Community Church (Moved to Glyme Hall until March due to accessibility and Chippy Music Festival)
- c. Muslim Prayers Group
- d. Chipping Norton Choral Society & Cotswold Youth Choir
- e. Chipping Norton Theatre x2 Singing Groups
- f. Chipping Norton Theatre x2 Dance Groups
- g. Amnesty Chipping Norton
- h. U3A
- i. Chipping Norton Wine Club
- j. Chipping Norton Railway Club
- k. Age UK fitness classes
- l. Fit Active Classes
- m. Coffee, Chat and More from the Community Church
- n. Turning Point
- o. Local Area Coordinator – Free space when needed and available
- p. Health Check Oxfordshire
- q. Chipping Norton Branch of Oxfordshire Business Buzz
- r. Pranac Healing Meditation Sessions

Group sessions updates:

Zumba has now stopped as they could not get their numbers up. Facilities and Events Officer had offered support, and it has been agreed that the event needed a lot more notice and time to grow, as well being started in the Autumn, colder months. One complaint received by a Zumba member that the Council did not provide enough support and help to make the classes a success, however the Facilities and Events Officer had been in liaison with the customer throughout the time spent, offering assistance and advice.

Turning Point have extended their use of the Lower Hall to work 09:00 – 17:00 every other week.

Fit Active Classes - Moved to Lower Hall due to accessibility and will also move to Lower Hall during Chippy Music Festival

Little Footsteps from the Community Church - Moving to Glyme Hall until end of March due to accessibility and the Chippy Music Festival

Bingo – Moved to Lower Hall in January – extending the room to include Council Chambers if needed, due to accessibility issues. The people attending have said they would be happy to move Bingo! to Glyme Hall during the Chipping Norton Music Festival.

U3A - Moved their annual lunch to Glyme Hall due to accessibility

This report is to note

5) **MAINTENANCE**

a. **Town Hall Roof Repairs**

The work as described below, has begun with the scaffolding being erected on 09/01/2024.

The accessibility ramp is not available whilst the scaffolding is in place, and all groups using the Upper Hall have been informed and moves made to Glyme Hall or Lower Hall where requested. The scaffolding will be in place for at least 4 weeks.

Initial investigations from the contractors Barnwood and Alder King showed no visible causes for the leak, and the roofer contracted to the job begins their investigations on 14/01/2025. The information will be given in the Community Committee meeting in person, unless investigatory information can be provided before the publication of this report.

This report is to note

b. **Reception Window**

The reception window has been installed, and the fire shutter is in place. This has had a positive impact on the working environment for staff, as well as making the reception area more welcoming.

The reception area is now fire safe, with a fire wall being in place from the Lower Hall to the reception area and Upper Hall, and the window offers environmental protections for staff working.

This report is to note

c. **Town Hall Windows facing The Fox Pub**

3 companies have visited the Town Hall to assess the condition of the two windows in the stage area of Upper Hall, due to slipping panes. Two companies have informed that the window wood is rotting to the point that the windows need to be replaced, and one company have informed that the windows can be restored.

Quotes provided anonymously attached to this report.

RECOMMENDATION: That the committee considers the quotations provided for the restoration or replacement of the two windows in the Upper Hall. The cost for this work will be taken from the Town Hall restoration EMR.

d. Town Hall Electrics

Town Hall has approached local electricians Walters Electrical for future work in the Town Hall, following poor contact from the Town Halls existing contractors. A list of small electrical jobs has been provided, which we hope to have completed within the month.

This is to note.

e. External Council Chamber doors

Following the Fire Risk Assessment survey, the external doors for the Council Chamber were found to require new locks and a fire bolt. The Facilities and Events Officer has obtained a quote from Executive Security two have quoted £1,081 + VAT to replace the locks and install a fire bolt.

RECOMMENDATION: That the committee considers the quotation for the installation of new locks and a fire bolt on the external Council Chamber door.

f. Monthly Legionella testing and annual disinfection

Thames Valley Water Services have provided a quote to continue monthly Legionella testing and annual disinfection for the water supply at the Town Hall, as the annual contract has ended after their December 2024 visit. This is recommended to ensure that the water at the Town Hall is safe to drink. The annual cost for this is £1,066.00 + VAT.

RECOMMENDATION: That the committee considers whether to continue on with Thames Valley Water Services Legionella testing and annual disinfection at the Town Hall until December 2025 for £1,066.00 + VAT.

1) Equipment for Stage Area donated from old stock at Chipping Norton Theatre

Chipping Norton Theatre approached the Town Council to offer stage equipment following their upgrade, Facilities and Events Officer requested the expertise of Cllr Alex Keyser to assess the equipment and whether it could be of use to the Town Hall.

The equipment list is being compiled by the theatre but includes Dimmers (Lighting Controls) and lights.

Mayor Coleman had expressed concerns as to whether it would be of use to us, or if it would be stored and unused.

Cllr Keyser has inspected the equipment and has advised that it is good and useable, and worth taking in for our events. The infrastructure in the stage area is not viable to hang lights, so we would need to investigate the appropriate portable stands to be able to use the equipment.

This report is to note.

Comprehensive Insulation Estimate

Customer Kirby Tania - Tania Kirby
 Address Chipping Norton Town Hall, Chipping Norton, Oxfordshire, OX7 5NA
 Date 14th January 2025
 VAT No 126 4469 09

Re: The Town Hall, Market Street, OX7 5NJ

Item	Details	Qty	Amount
Draught Proofing	Rout-in concealed brushes to W1 and W2 windows around the stage area.	2	£2,166.36
Subtotal	Estimate valid for 60 days		£2,166.36
Discount	Discount for placing order within 28 days	-5%	-£108.32
Total	Net of VAT		£2,058.04
VAT	0% on Draught Proofing		£0.00
Total	After discounts and including VAT		£2,058.04
Deposit	(Any additional restoration works required to timbers are estimated separately)		£1,029.02
Duration	Approx estimated no of working days for installation not including travel (installation may take less or more time partly depending on whether our craftsmen can do extra hours - this does not affect the price)		8.9

Restoration Estimate

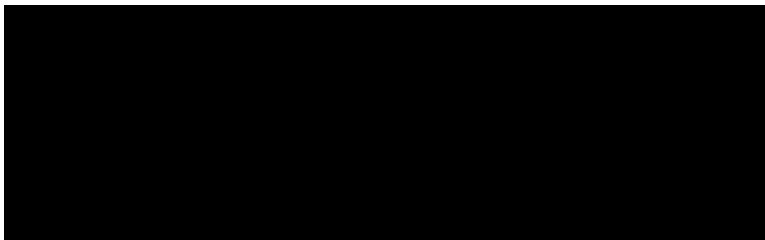
Customer Kirby Tania - Tania Kirby
 Address Chipping Norton Town Hall, Chipping Norton, Oxfordshire, OX7 5NA
 Date 14th January 2025
 VAT No 126 4469 09

Re: The Town Hall, Market Street, OX7 5NJ

Area	Details	Hours
<u>Decorating</u>		
<u>W1.1</u>	<u>Stage</u> Remove and replace rotten bottom rail with pre-made European Oak.	4.0
<u>W1.10</u>	<u>Stage</u> Access tower required	1.0
<u>W1.2</u>	<u>Stage</u> Replace lower sections of bottom sash vertical glazing bars.	3.0
<u>W1.3</u>	<u>Stage</u> Replace horizontal glazing bars in bottom sash	5.0
<u>W1.4</u>	<u>Stage</u> Strengthen joints in top sash minus rails plus glazing bars	4.0
<u>W1.5</u>	<u>Stage</u> Remove plus replace rotten cill with premade European Oak	8.0
<u>W1.6</u>	<u>Stage</u> Other repairs to internal condensation damage	2.0
<u>W1.7</u>	<u>Stage</u> Rake out loose putty and replace/patch putty	4.0
<u>W1.8</u>	<u>Stage</u> Sand fill decor repairs	2.0
<u>W1.9</u>	<u>Stage</u> Full decoration	15.0
<u>W2.1</u>	<u>Stage</u> Remove and replace rotten bottom rail with pre-made European Oak.	4.0
<u>W2.10</u>	Access tower required	1.0

Restoration Estimate
Re: The Town Hall, Market Street, OX7 5NJ

Area	Details	Hours
W2.2	Stage Replace lower sections of bottom sash vertical glazing bars.	3.0
W2.3	Stage Replace horizontal glazing bars in bottom sash	5.0
W2.4	Stage Strengthen joints in top sash minus rails plus glazing bars	4.0
W2.5	Stage Remove plus replace rotten cill with premade European Oak	8.0
W2.6	Stage Other repairs to internal condensation damage	2.0
W2.7	Stage Rake out loose putty and replace/patch putty	4.0
W2.8	Stage Sand fill decor repairs	2.0
W2.9	Stage Full decoration	15.0
Subtotals		
Labour Hours		96.0
Decorating		£9,748.62
Total		£9,748.62
VAT	%	£1,949.72
Grand Total	including VAT	£11,698.34
Deposit	50%	£5,849.17
Duration	Expected number of working days for completion of restoration	6.9



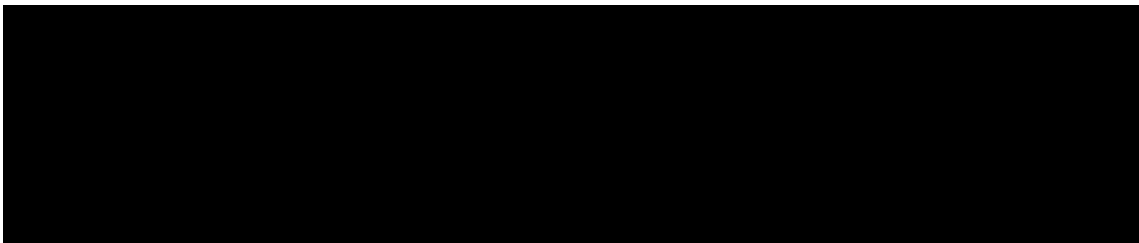
Restoration Estimate

Re: The Town Hall, Market Street, OX7 5NJ

Area	Details	Hours
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less than the estimate. Our experience is that a variance of +/- 20% is not uncommon. We will keep you informed where on discovery during the project we anticipate more significant additional costs.

We use high quality timbers including oak sills and epoxy resins which restore the woodwork to its former beauty, strength and durability. For an example please see Berry House on our website where we restored all doors and windows.




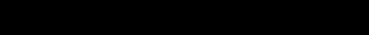


Terms and Pre-Installation Notes

Deposit & Order Confirmation

Your deposit payment is confirmation of your order and that you would like to accept our detailed estimate. As soon as we receive it we will arrange a detailed pre installation survey and following the results of that survey we will agree an installation date. Our terms herewith will apply.

Payment

You can pay electronically by BACS or telephone transfer to   This will reach our account in 1-3 working days. Please reference your payment with your name.

Cheques are payable to the same account name and send to the address above. Cheques take approx. four days in transit and five working days to clear.

We will send you a VAT invoice on completion of work and payment will be due within 14 days.

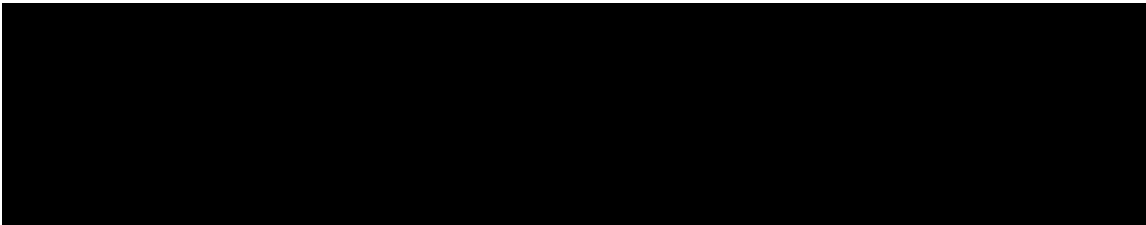
Fixed Price Quotation versus Estimate

We provide a fixed price Quotation for our insulation installation services which means that the cost of our work is known and agreed for the scope of works set out and will not go up or down.

For restoration work, decorating or additional carpentry and joinery work required we will provide a separate Estimate which will include any work that is by its nature uncertain and for which the final price may vary depending on the extent of work that is finally required. If your project includes restoration your Restoration Estimate will be separate to your fixed price quotation and can be found at the end of the quotation documentation.

Variations to order

In the course of fitting we sometimes discover decayed timber. This quotation covers specified works only. Should you wish us to repair decayed timber discovered during the installation, we will obtain your approval beforehand, and complete the repairs at our standard rate of £54.30 per hour. If the installation requires overnight accommodation any additional work that requires an additional night's stay will be charged at £170.32 per craftsman per night.





Terms and Pre-Installation Notes (Cont)

What's included in reengineering a fully integrated sash window

Reengineering an integrated sash window includes taking out sashes, rubbing down and removing old paint from the running channel to allow smooth operation, interior inspection of boxes and clearing of any obstructions, renewal of sash cords/check sash chains, reweighting, checking alignment of meeting rails, adjusting sash widths so that they operate smoothly, reassembling and making good of areas disturbed. When draught proofing is fitted we will replace parting and staff beads with specialist timber beading and install draught proofing brushes to the meeting rails. We will replace window hardware appropriate to our system.

Draught Proofing and ventilation

Older buildings must retain an element of ventilation so we aim to cut draughts by up to 70%. The ventilation requirements are bespoke to each property depending on existing ventilation and appliances in use. Trickle vents in our sash window system are usually adequate for ventilation purposes but occasionally additional forms of ventilation, mechanical or otherwise, may be required and where that is the case they will be specified separately to this Quotation. Further technical information is available on request.

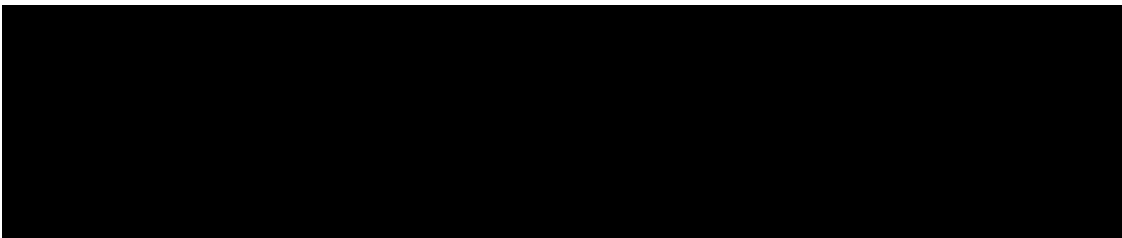
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Decorating

Our customers usually prefer to employ a local specialist firm of decorators for painting and decorating works. Unless we have specified decorating as a separate service in your Quotation or Estimate our standard decorating service will be carried out in which we paint only the areas of your windows/doors which we have disturbed with our work and we will paint to the existing specification e.g. where the windows' existing decorating standard is to top coat we will apply primer, undercoat and top coat to the areas we disturb in keeping with the existing decoration. Where the window's/doors existing decorating standard is to primer, we will apply primer to the disturbed areas.

Where we are providing a full decorating service, this will be specified in your restoration estimate which will set out the details of decorating standards to be applied.



Terms and Pre-Installation Notes (Cont)

Condensation

CosyGlazing usually reduces condensation but we cannot guarantee that it will eradicate it entirely. In rare cases condensation appears after installing CosyGlazing. This is usually due to poor historical or current window maintenance including previously cracked putty, paints or seals allowing timbers to become saturated and release moisture into the void, which can still occur after restoration or repair and which we cannot therefore predict prior to our installation.

Our surveyors may offer general advice but they are not qualified to conduct window condition surveys and Mitchell & Dickinson cannot be responsible for the appearance or persistence of condensation should this occur after installation. Further technical information on condensation and CosyGlazing is available on request.

Window Condition

Our service is designed to improve the thermal efficiency of your property and although we may undertake restoration work in some cases, we do not provide general window maintenance services which are better provided by a more generalist local maintenance provider.

It is recommended that the putty and paint on windows fitted with secondary glazing is maintained in good condition. This is the responsibility of the property owner. Unmaintained putty and paint can allow rainwater to enter beneath the glass and cause condensation. Maintained and waterproof windows prevent this so customers are advised to ensure that a regular programme of maintenance is undertaken. Our surveyors may offer advice regarding condition of windows and doors where time and access allows, however they will prioritise recording the information required in order to fit our insulation systems and are not qualified to offer a window condition report.

Soundproofing

Unless specified in your quotation we will install our insulation system to provide benefits in thermal insulation as the principle objective, although there may be some ancillary benefit in sound insulation. Where sound insulation is your principle objective a different design and installation approach will be required which must be specified in your quotation as a sound proofing design. Further technical information on soundproofing capabilities is available on request.

Installation dates

We cannot fix installation dates unless specifically agreed in writing and only where the installation date required is at least 4 months ahead of the date of your order (and in receipt of your 50% deposit payment). We will be able to notify you of our proposed installation date following your specification survey visit and will endeavour to keep to those dates as far as possible but we cannot give date guarantees since dates will be subject to change from time to time whether due to delays in availability of materials or skilled craftsmen for your project.



Terms and Pre-Installation Notes (Cont)

Customer changes to the installation date

We like to accommodate customer requests to change agreed installation dates wherever possible. However, where a change request is made at short notice, i.e less than 4 weeks prior to your installation date, and we are unable to reschedule our craftsmen to alternative projects, a cancellation charge equal to 33% of the value of your quotation will apply.

Cancellation

Very rarely life can change, and you need to cancel your installation after you have paid your deposit. We will refund your deposit in full provided we have not incurred any costs at the point of cancellation for your specific installation. If we have already ordered your bespoke materials which we will do 6 weeks before your installation date, we will refund your deposit less 20% of the value of your quotation. For cancellations less than 4 weeks before your installation date where we cannot reschedule our craftsmen to alternative projects a further charge equal to 33% of the value of your quotation will apply.

Tania Kirby

From: [REDACTED]
Sent: 14 January 2025 16:08
To: Tania Kirby
Subject: [REDACTED]
Attachments: QUOTE_Kirby B1 The Town Hall OX7 5NJ Ph1_V1_Option_1_2025-01-14_16-06-06.PDF

Chipping Norton Town Council

Warning: Sender nick@mitchellanddickinson.co.uk is not yet trusted by your organization. Please be careful before replying or clicking/downloading the attachment and URLs.

[Report Phishing](#) [Remove Banner](#)

powered by Graphus®

Dear Tania

I have pleasure in attaching details of your quotation for insulation works together with an estimate for restoration works both of which appear in the same PDF. You will need to scroll down through the document to see both totals as follows:

1. Your quotation for insulation measures together with a schedule of windows.

Beneath the Terms and Pre-installation notes you will then find:

2. An estimate for restoration works we have been able to identify on inspection. This will be an additional cost to your quotation and is provided as an estimate rather than a fixed price quotation. When we complete the work the cost may go down or go up depending on the actual work required. Variances of +/- 20% are not uncommon.

You will see that your quotation includes discounts which we are able to offer to you in return for you assisting us as follows:

i. Place order and pay deposit within 28 days of receiving quotation 5.0% discount

ii. Enable flexible installation dates 2.5% discount

iii. Make final payment within 7 days of invoice 2.5% discount

Total Discount 10%

Discounts do not apply to Restoration estimates.

May I also draw your attention to our Terms and Pre-installation requirements included with your quotation which contain some important information. This installation will provide greatly increased warmth and comfort, protection from rising fuel bills, reduced environmental impact and an outstanding financial return.

Please do contact me to discuss any aspect of your quotation or if you need any price breakdowns.

I look forward to hearing from you and to the possibility of installing [REDACTED] insulation solutions in your home.

Best wishes and kind regards

Nick

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED] [REDACTED]

Ms Tania Kirby,
The Guildhall,
Market Place,
Chipping Norton,
Oxfordshire,
OX7 5NJ

19/11/2024

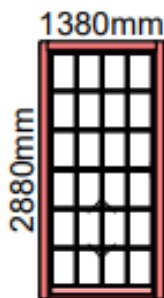
Quotation Number: 8240

Dear Ms Kirby,

Further to your recent communication we thank you for your enquiry and have pleasure in submitting our enclosed quotation.

Price and Description

To supply labour, plant and materials for the supply and installation of 2no. hardwood traditional vertical sliding sash windows to match one fitted previously by [REDACTED]



- Window Type: Traditional box frame sliding sash
- Timber Type: Red Grandis with Sapele cill
- Finish: Standard white paint
- Glazing: 4mm toughened single glass
- Ironmongery: Traditional Brass Pulley Wheels, sash chords and locking fitch fasteners

Total cost to supply and install these windows is £15,560 plus vat @ 20%.

We trust that we have interpreted your requirements correctly and await your further instructions.

The quotation is valid for 30 days.

We would like to bring your attention to the following items:

- The estimated lead time for the works to commence is currently 8 to 10 weeks.
- We assume all works can be completed during normal working hours.

- Adequate access will need to be provided, and all personal items must be removed from the working area.
- We will require you to give us continuous and unhindered access to the site for us to complete the work on time.
- A 10 Year Guarantee is provided on all new windows and doors installed by [REDACTED], which is sent to you upon receipt of full and final settlement.

Exclusions:

The quotation does not include the following unless specified in the quotation description.

- Removal or refitting of internal window boards.
- Painting and decorating.
- Building Control, Planning or Landlord Approvals.
- Works other than that contained in this quotation.
- Works of other trades.

Terms of Contract and Payment:

On acceptance of our quotation, we will forward a contract for you to sign and return to us. We will also request a deposit of 30% of the total cost. A further interim payment of 60% is payable once your goods come into stock ahead of your installation taking place, with the final 10% balance due upon completion.

Upon receipt of the signed contract and deposit, where required we will make an appointment for our surveyor to take accurate measurements and details of colour, furniture and other ancillaries. During the survey any changes made to the original quotation should be discussed with our surveyor and may incur additional costs which will be chargeable. Our surveyor/installation office will require you to sign off the survey to confirm your order before any goods are ordered.

The goods will be ordered/manufactured, and the work will be scheduled into our diary. We will confirm an installation date when all goods are in our possession and have been checked with the order. On completion of the work, we will invoice you for the balance. Payment terms are on receipt of invoice.

For our full terms and conditions please request a paper copy from our head office.

We look forward to hearing from you in due course. Should you have any queries or need any further advice please do not hesitate in contacting us to arrange another meeting with our technical or sales team during office hours.

Yours sincerely

Scott Cuthbert

For and on behalf of [REDACTED]



Bespoke Carpentry & Joinery · Loft Conversion Specialists · Extensions & Renovations · Period & Listed Buildings
Doors, Windows & Staircases · Building Contractors · Commercial & Domestic

Our ref: CN5902/6770

All trades covered

The Town Hall
Chipping Norton
Oxfordshire
OX7 5NQ

FAO: Tania Kirby

15th January 2025

QUOTATION

Dear Ms Kirby

REF: Sash Windows

Further to your recent enquiry, I have much pleasure in submitting the following quotation for your perusal.

To supply & fit 2no box sash windows in the wall facing the Fox Pub

To include:

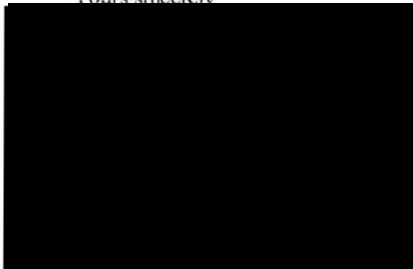
- Design to match the newer window
- The existing windows have a lamb's tongue molding whereas the newer replacement window has an ovlo molding
- Prepare Health & Safety folder
- Erect scaffolding
- Timber to be Sapele
- Glass 4mm single toughened
- Paint to be white one primer, undercoat & gloss
- Ironmongery to match existing
- Remove all rubbish & leave site clean & tidy
- We have assumed we can use the welfare facilities in the Town Hall

TOTAL COST £12,301.50*

***Please note all prices will be subject to VAT currently @ 20%**

I hope the above competitive price is of interest to you, in the meantime if I can be of any further assistance, please do not hesitate to contact me.

Yours sincerely

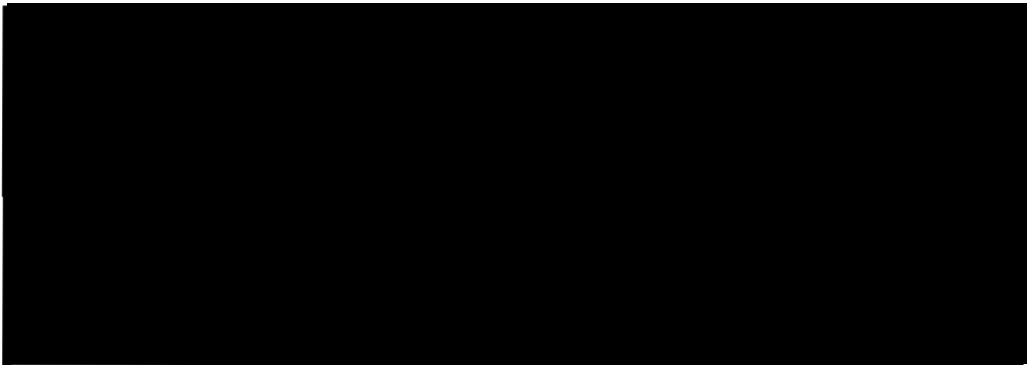


To accept this quotation please:

Sign & date copy of quotation
for acceptance of quote ref: **CN5902**

Signed

Date



Agenda item 7
Community Committee Report Glyme Hall – January 2025

Bookings

1) Current capacity of available bookings 2025:

	January 2025	February 2025	March 2025	All 2025
Classroom	6.91%	9.82%	8.76%	5.42%
Meeting Room	5.99%	8.29%	7.37%	3.83%
Main Hall	10.14%	13.01%	13.82%	7.31%

2) Current income expected April 01, 2024, to January 20, 2025 = £648.38

3) Projected income from bookings January 01, 2025, to March 31, 2025 = £4,332.78

4) Ongoing Regular Community / Local Groups (Commercial and Charitable Rate)

- a. Chipping Norton AA group
- b. Intune Dance
- c. Abingdon and Witney College
- d. Chipping Norton Trefoil Guild
- e. Willaim Fowler Allotments
- f. Remix Youth Group
- g. New Nortonians
- h. North Cotswold Chamber Choir

5) Temporary Moves to Glyme Hall from Town Hall due to Roof Works:

- a. Fit Active
- b. Little Footsteps
- c. Bingo!
- d. U3A annual lunch

We hope that allowing the use of Glyme Hall to groups from the Town Hall will extend the reach of people using and getting to know Glyme Hall and encourage future bookings for these types of Community Groups into the space. Glyme Hall is more suited to the community and local charities, and the purpose of the space is to these groups.

This report is to Note.

6) Updates on Lost Sessions to Glyme Hall:

Following the implementation of the revised hire rates at Glyme Hall, several commercial users who ran sessions such as Pilates and Ballet Exercise have chosen not to continue using the venue. These users were typically independent businesses operating on a commercial basis.

Reasons for the Loss

The primary reason cited by these users was the increase in hire rates, particularly for the Main Hall, where commercial rates rose by approximately **30%** to £36 per hour. The rate for smaller spaces, however, increased by only **0.6%**, providing an affordable alternative for smaller-scale sessions.

Some users also expressed concerns about inconsistent attendance at their sessions, noting that they could not cover the cost of the hire if fewer people attended on certain days.

Impact of Rate Changes on Commercial Users

While the price increase was notable, it is important to highlight the following:

1. **Income Potential Remained Viable:** With session fees ranging from £12 to £15 per person and an average attendance of 10 participants, these sessions could generate £120 to £150 per hour. Even at the new rate of £36 per hour, this left a substantial margin for income after deducting hire costs.
2. **Smaller Space Option:** For sessions with lower attendance, users had the option of booking a smaller room at a significantly lower cost. The rate for the smaller space increased by only **0.6%**, making it comparable to the previous costs of hiring the Main Hall.
3. **Responsibility for Attendance:** It is not the responsibility of the Council or the venue to subsidize the costs associated with low attendance at commercially run sessions. Setting a reasonable expectation of 10 attendees per session is fair for this type of activity and ensures the sustainability of the venue.

Reflections

While the departure of these users is regrettable, the new rate structure ensures that Glyme Hall remains financially sustainable and aligns with its mission to prioritise community and charitable activities. It is worth noting that the commercial rate increase brings Glyme Hall in line with similar venues in the area, making it competitive yet fair.

Moving forward, the focus will remain on attracting and supporting activities that offer clear community benefits, ensuring that Glyme Hall remains a hub for local engagement while maintaining financial viability.

This Report is to Note

7) Room Names and Descriptions

The Facilities and Events Officer would like to address possibility of changing the names of the rooms at Glyme Hall, as the current names of the rooms lead hirers to discount hiring certain rooms. For instance, the current “classroom” could be perfect for a small yoga class, but the name is putting off hirers from considering it as a suitable space. Some suggestions for more ambiguous names have been made as follows:

Current Name	Local Rivers	Local endangered species	Room Orientation	General Function
Main hall	Evenlode	Pyramidal Orchid	North-West	Hall
Classroom	Heythrop	Great Crested Newt	South	Studio
Meeting room	Dorn	Water Vole	West	Gathering Space
Small meeting room (Currently Pool Table room)	Windrush	Meadow Clary	North	Focus room

RECOMMENDATION: That the committee decide on room names from the lists provided.

8) Positive Responses from Charitable and Local Organisations

All charitable and local groups have expressed that they are very happy with the charitable and local organisation rate for the spaces at Glyme Hall.

9) Private Party Bookings

We have booked in a Wedding Reception and a birthday party, with two additional enquiries in pace with booking forms on their way.

The Private party rate was a concern to Facilities and Events Officer, as booking a private party will usually mean that the whole building requires booking out and comes in at the whole building rate of £53.00 per hour, and special rates applied for an 8 hour or whole day booking. In the Town Hall private parties can be split into separate locations and room hire can continue in the other areas, costing the hirer less.

All of the people booking their parties at Glyme Hall have been offered both halls to test the customer response to rates and hire, and whilst only 4 bookings / enquiries currently, all have been happy with the Glyme Hall rate.

This report is to note.

10) Maintenance

- a. No information has been provided from Oxfordshire County Council on ongoing maintenance and current schedule of work for regular maintenance. Facilities and Events Officer with Town Clerk will be chasing them for more information.
- b. On taking over the building a deep clean was required

- c. An upholstery Cleaner has been purchased due to the soft furniture in the Communal area. Staff have begun to clean this furniture, and possibly additional work may be required to rid some of stains.
- d. We have received the O.C.C inventory, which the Town Hall Keeper is currently assessing to get an accurate account of the items that belong to Glyme Hall.
- e. It has been noted by U3A that they have not booked Glyme Hall previously for their regular monthly meetings due to the lack of blinds or curtains in the main hall for using the projector and that the light balance is not effective for presentations. Facilities and Events Officer is investigating the most cost-effective way to be able to black out the room for daytime presentations.
- f. The tables in Glyme Hall are particularly heavy and may mean that more than one member of staff is required for setting up for bigger events where many tables are required. This is to be assessed as part of Manual Handling training taking place later in the month.
- g. A maintenance list is currently being compiled by the Facilities and Events Officer.

This report is to Note

11) Cleaning

- a. Due to the low usage of Glyme Hall currently it has been assessed that the hours the current cleaner from Glyme Hall operates would not be needed. The current schedule was 1.25 hours 5 days per week. An offer has been made to the cleaner for a 2 weekly deep clean for 3.5 – 4 hours, as staff should be able to manage day to day.

12) Supporting Youth Activities at Glyme Hall

Proposal:

The Facilities and Events Officer would like Council's decision on whether to approve free use of Glyme Hall for Remix Youth Space, a group operated by St Mary's Church. Due to the charitable aims of the Glyme Hall Charity, they have historically been given the use of the building free-of-charge.

Current Usage and Costs:

- Upcoming Term: From now until the end of the summer term, Remix is expected to use 67.5 hours, with a total room hire cost of £1,822.50.
- Annual Projection: For the full year of 2025, Remix is likely to use 105 hours, which equates to a total cost of £2,835 (less VAT, as St Mary's Church is exempt).

Points for Consideration:

1. Fairness to Other Groups:

While Remix provides an important service to young people, approving free use for one group may set expectations for other organisations offering youth activities. How do we ensure fairness if another group applies for similar support?

2. Mayor's Suggestion of Free Hours Allocation:

Mayor Coleman has suggested to allocate a set number of free hours for youth provisions (e.g., 100 hours per year) which could help balance support across multiple groups. However, with Remix's current level of activity, they would easily exceed this allocation. Under this system, Remix would either need to reduce their hours or pay for the additional time beyond the allocated free hours.

3. Secular Nature of Remix:

Remix has stated they are a secular youth provision. However, it is advertised on St Mary's Church's website as a church initiative, and *The Branch* in Chipping Norton is reportedly operating the Youth Group in conjunction with St Mary's Church. While there is no issue with faith-based groups using the space, it's important to confirm that Remix operates as an inclusive, secular activity space to align with Council's principles.

RECOMMENDATION

To support Remix and youth activities more broadly, while maintaining fairness and sustainability, I propose the following steps:

1. Clarify Remix's Secular Status:

Before approving free use, confirm that Remix operates independently of religious promotion, ensuring it remains inclusive and accessible to all young people.

2. Adopt a Free Hours Allocation Policy:

Consider adopting a policy where youth groups are allocated a set number of free hours annually (e.g., 100 hours or more). This would allow Remix to use a portion of the free allocation while reserving time for other potential groups.

3. Monitor and Adjust as Needed:

Track usage to assess whether the allocation meets the needs of the community. If Remix or other groups exceed the free hours, Council could revisit the policy to ensure it aligns with community demand.

The Facilities and Events Officer is fully supportive of providing free space for youth activities at Glyme Hall and see tremendous value in the work Remix is doing. However, it is important that we approach this in a way that is fair and sustainable for all. By implementing a clear policy on free hours and confirming the inclusive nature of Remix's operations, we can support youth activities while maintaining balance and fairness for all groups

SUMMARY OF BOOKINGS BY CATEGORY FROM 01/01/2025 TO 31/12/2025**Facility: Chipping Norton Glyme Hall**

<u>Category</u>	<u>Total Hours</u>	<u>Total Value</u>
Uncategorised	16.00	
AGM	4.00	22.80
Annual Lunch	6.00	57.60
Cleaning	91.00	
Dance Class	368.00	4,968.00
Playgroup	27.00	656.10
Posturecise	16.50	270.00
Private Event	55.00	438.00
Private Meeting	228.00	1,535.28
Rehearsal	14.00	324.00
Rehearsed Reading	16.00	
Religious Group	3.00	81.00
Youth Group	362.50	
	<hr/> 1,207.00	<hr/> 8,352.78







Item 7B: Glyme Hall Utilities

Please see the attached utility quotations that we have received from our utilities broker. EON is the only available provider that sources energy from renewable energy sources (for both gas and electricity). Scottish Power do offer renewable on electricity only, although the rates will be more expensive than what is provided below.







It would be prudent to fix Glyme Hall's energy tariffs as currently we are on the variable rate, which can be more expensive than a fixed term rate. We were only able to procure quotes for energy after officially taking on the lease for Glyme Hall on the 2nd January.

RECOMMENDATION: That the committee review and selects a provider and fixed-term contract for both electricity and gas services at Glyme Hall.

ELECTRICITY MPAN 2000055159210 currently with British Gas Lite based on estimated annual consumption of 9,922 kwh

Supplier	Supplier Term	Payment Method	S/C per day	Unit Rate (p/kwh)
	36 Months	Direct Debit	116.39 p/day	22.92 p/kWh
	36 Months	Direct Debit	30 p/day	26.6 p/kWh
	36 Months	Direct Debit	50 p/day	27.4 p/kWh
	24 Months	Direct Debit	116.39 p/day	22.9 p/kWh
	24 Months	Direct Debit	30 p/day	26.3 p/kWh
	24 Months	Direct Debit	50 p/day	27.1 p/kWh

GAS MPRN 9306171108 currently with British Gas Lite based on estimated annual consumption of 43,582 kwh

Supplier	Supplier Term	Payment Method	S/C per day	Unit Rate (p/kwh)
	36 Months	Direct Debit	35.11 p/day	7.38 p/kWh
	36 Months	Direct Debit	25 p/day	8.4 p/kWh
	36 Months	Direct Debit	30 p/day	8.4 p/kWh
	24 Months	Direct Debit	35.11 p/day	7.61 p/kWh
	24 Months	Direct Debit	30 p/day	8.5 p/kWh
	24 Months	Direct Debit	25 p/day	8.6 p/kWh

Agenda item 8
Community Committee Report Events – January 2025

(Town Council Events and Events supported by Town Council)

PAST EVENTS 2024

1. The Chipping Norton Christmas Lights Switch-On on Thursday, 28th November 2024:

Key Highlights:

- **Indoor Market at the Town Hall:**
The indoor market was vibrant, with all tables fully booked by a mix of **charities** and **local businesses**. Charitable stalls were offered free of charge, while commercial tables contributed £17.50 per table, providing a diverse range of crafts, gifts, and festive treats. All stall holders have requested attendance again.
- **The Big Chippy Singalong:**
Hosted by the **Chipping Norton Choral Society**, the Singalong featured performances by **Chippy Singers, Can Sing Groups, and St. Mary's School**.
- **Lantern Parade and Lights Switch-On:**
The **Lantern Parade**, with handmade lanterns crafted during a workshop earlier in the month. Children from **St. Mary's School** participated in this leading up to the dramatic switching on of the Christmas lights.
- **Santa's Grotto and Refreshments:**
This year, **Santa's Grotto** operated both **before and after** the light switch-on, a change from previous years when it was only open beforehand. This adjustment likely influenced the event flow, spreading attendance across a broader timeframe. Mulled wine, hot dogs, and hot chocolate stations were popular with visitors.
- **Improved Technical Setup:**
Additional lighting and enhanced microphones ensured a smoother and more enjoyable experience for performers and audiences alike. Special thanks to **Cllr Alex Keyser**, who volunteered as event technician.

Community Engagement and Impact:

While the overall event was a success, it is worth noting that **shops on Topside** reported **lower-than-expected trade**. In contrast, **Nash's Bakery** and **The Fox Pub** experienced their **best year yet**, highlighting varying outcomes for local businesses.

The timing of Santa's Grotto, operating both before and after the lights switch-on, likely contributed to these shifts. Many attendees appeared to visit the market, lights, and Santa's Grotto in stages, with families potentially going home for dinner before returning for the light switch-on and Santa's Grotto. This resulted in fewer people shopping during the traditional pre-switch-on rush, impacting some shops' trade.

Feedback and Considerations for Next Year:

- The change in scheduling for **Santa's Grotto** successfully spread attendance across the event but may have unintentionally reduced the concentration of visitors to shops.
- A balance between event timings and encouraging consistent footfall for local businesses will be a key consideration for future events.

The **Chipping Norton Christmas Lights Switch-On with Big Chippy Singalong** is becoming a tradition, bringing joy to the community while providing valuable insights for continual improvement in supporting both festive celebrations and local commerce.

This report is to note.

2. **Chipping Norton Christmas Market 2025**

The Christmas Market, originally scheduled for Saturday, 8th December, was cancelled due to severe weather caused by a storm.

However, the Christmas Tractor Run, organized in partnership with Caleb Cooper's team, still went ahead and was a huge success.

Over 50 decorated tractors participated, starting in Chipping Norton and visiting local villages, bringing festive cheer and excitement to the community.

UPCOMING EVENTS 2024

The Chipping Norton Firewalk from the Rotary Club

Date and Time: Friday, 28th March, starting at 6:30 PM.

Location: Town Hall, High Street, Chipping Norton.

- The Rotary Club is staging an exciting **Firewalk** event.
- Participants will learn to walk barefoot over a bed of hot embers.
- A professional company will provide training and manage the event.
- Walkers will raise sponsorship money for good causes and charities.
- A great event for local charities that will attract interest and generate significant sponsorship.

This Report is to Note

Mayors Charity Event is still to be confirmed

Item 9: Play Areas

We have received the results of the annual ROSPA play park safety inspections (December 2024), along with the Disability Access Audit reports for each play area. The full reports have been attached as an appendix for this meeting, but for brevity I have summarised the findings below. Our maintenance operative will be moving through the repairs as noted.

The Disability Access Audit reports have noted that none of the play areas have vision-impaired aids (eg. Tactile signage). This may be something for the committee to consider installing in future.

New Street Recreation Area

Play Park Safety Inspection findings:

- Crushing/shearing point on side of the pedestrian gate to children's play area. Needs to be adjusted to ensure 12mm gap.
- Seated cableway is worn with graffiti on unit. Chain should be removed to inspect internal components.
- Toddler Swing – Advises internal inspection of components to determine if replacement is needed for any parts
- MUGA – Surface slippery

Disability Access Audit

- No vision-impaired aids present
- Access path surface is sloped

Cornish Road Play Area

Play Park Safety Inspection findings:

- No remedial tasks raised

Disability Access Audit

- No vision-impaired aids present

Evans Way Play Area

Play Park Safety Inspection findings:

- Stepping Sleepers – Slippery
- Seated Cableway – Chain should be removed to inspect internal components
- Horizontal Rope Swing – Chain should be removed to inspect internal components

Disability Access Audit

- No vision-impaired aids present

Cotswold Crescent Play Area

Play Park Safety Inspection findings:

- 2-bay Toddler seat swing – Sharp edges need to be removed
- Slide Climber – The protective surface under all bars and rings must be kept in good condition. ROSPA is concerned by accidents on some types of overhead ladders and rings. However, there is a strong development value in these items.

Disability Access Audit

- No vision-impaired aids present

Item 10: Skatepark Project

The Town Council's skatepark consultants, Maverick Industries, have conducted a site survey in advance of the planning application that will be submitted to West Oxfordshire District Council (likely February 2025). The next step of the project will be for Maverick to submit the planning application for consideration, now that the final design has been completed.

The Town Clerk, Facilities and Events Officer, and representatives from Maverick will be having a meeting on the 27th January to discuss funding opportunities and available grants.

This report is to note only.

Item 11: Keep Chippy Beautiful



The last Keep Chippy Beautiful litter pick event took place on Saturday, 5th October 2024. The next event should take place again on a Saturday (10am, Town Hall steps) sometime in April/May.

Setting the date now will allow Town Council staff to advertise the event and connect with any other organisations in town that may wish to participate.

The litter pick attendees will also be able to use the Town Council's new, branded hi-vis waistcoats (pictured).

RECOMMENDATION: That the Committee sets a date for the Spring Keep Chippy Beautiful litter pick, so that it can be organised and advertised by Town Council staff.

Item 12: Public Art Project

Artist Luke Embden has held two very successful public art workshops over Autumn 2024 at The Pillars and the Town Hall. Following the workshops, he has been working on finalising the designs for the windows.

Due to the deteriorating condition of the two Town Hall windows (near the Fox pub), Luke has requested that the installation of the artwork is delayed until the windows have been replaced or restored. This is to ensure that the artwork remains in place for as long as possible, as it cannot be installed and then re-instated after removal.

Once the final artwork for the windows has been completed, the Town Clerk can apply for the remaining S106 funding required for purchasing the vinyl and installation costs.

This item is to note only.

Item 13. New Bin Requests

We have received requests for new bins in three different locations in town:

1. Outside the Costcutter on Hailey Road
2. On Burford Road, at the end of the cutaway to Cotswold Crescent
3. Somewhere between the petrol station and the Crown and Cushion, Topside

As these requests are not on Town Council land, the costs of installation and emptying should be covered by West Oxfordshire District Council, unless the request isn't deemed essential. If WODC feel that the request isn't essential, then it will be up to the Town Council to decide if they would like to cover the annual emptying fee (£261.44 per bin).

Moving forward, the Committee may want to consider adding a line in the budget for new bin requests FY 2026-7.

RECOMMENDATION: That the committee considers covering the bin emptying (£261.44/annum) charge, at the three stated locations, should WODC deem these requests not essential.

Item 14: Flag Flying Request

6th Chipping Norton Scouts have asked if the Town Council would be willing to fly the Scout flag on 22nd February as this is the birthday of Lord and Ladt Baden Powell who founded Scouts (and Guides) and is celebrated by Scouts across the world. They would use this opportunity to raise the profile of Scouts in the town and also publicise their urgent need for new adult leaders.

RECOMMENDATION: That the committee considers the Flag Flying Request from Chipping Norton Scouts.