



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

TOWN CLERK and CEO: Luci Ashbourne

3rd September 2024

SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE

TO: All Members of Community Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 9th September 2024

TIME: 6:30pm

Luci Ashbourne
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 17th June 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 review

To review the Committee Action plan for the year 2024-25

6. Domestic Abuse Friends and Champions

To receive a presentation from the Community and Friends Officer from Reducing the Risk.

7. Town Hall

To receive a report from the Facilities and Events Officer.

8. Events

To receive a report from the Facilities and Events Officer.

9. Play Areas

To receive an update.

10. Skatepark Project

To receive an update

11. Keep Chippy Beautiful

To receive an update.

12. Public Art Project

To receive an update

13. Councillor Surgeries

To receive a proposal from the Chair regarding Councillor Surgeries

14. Date of the next meeting – Monday 4th November 2024



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Minutes of a Community Committee meeting held on the 17th June 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Chair), Steve Akers (Vice-Chair), Alex Keyser, Michael Rowe, Athos Ritsperis, Jo Graves (arrived at 6:56pm)

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

CC1	Election of Chair Members received nominations for Chair of Community Committee for the municipal year 2024/25. Cllr Akers nominated Cllr Coleman, seconded by Cllr Keyser. All in favour, motion carried. RESOLVED: That Cllr Coleman is elected Chair of Community Committee for the municipal year 2024/25.
CC2	Election of Vice Chair Members received nominations for Vice-Chair of Community Committee for the municipal year 2024/25. Cllr Coleman nominated Cllr Akers, seconded by Cllr Keyser. All in favour, motion carried. RESOLVED: That Cllr Akers is elected Vice-Chair of Community Committee for the municipal year 2024/25.
CC3	Apologies for absence Apologies were received from Cllrs Weaver and Cahill.
CC4	Declarations of interests Cllr Coleman declared that she is a member of several groups that use the Town Hall during the Music Festival – regarding minute line CC9.
CC5	Minutes RESOLVED: That the minutes of the committee meeting held on the 11 th March 2024 were signed by the Chair as an accurate record.
CC6	Public Participation None received
CC7	Committee Action Plan review Members received the Committee Action Plan for the year 2024/25 and discussed priorities. Cllr Akers noted in relation to the play area item regarding vehicular access, that he, Cllr Coleman and the maintenance operative have met at the site and agreed that the site may not require this due to low risk and low use. The Town Clerk confirmed that this may be a health and safety compliance issue. It was agreed that advice should be sought from the Council's health and safety advisor.

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	<p>The Chair asked that some specification detail for painting of the external doors of the Town Hall is included in that part of the action plan.</p> <p>Cllr Ritsperis noted that he asked The Branch to share their Community plan with the Town Council and asked if the Clerk could enquire as to if that is ready.</p>
CC8	<p>Town Hall</p> <p>a. Members received a report from the Facilities and Events Officer Cllr Ritsperis noted that the word capacity and suggested it might be confusing– it was agreed that the wording “current bookings of available capacity are”.</p> <p>a. <u>Heating System</u>: Members discussed making the heating system more user friendly and energy efficient, as the current system is old and difficult to use efficiently. The system has been assessed, with various options to be considered before competitive quotes are obtained. Cllrs Coleman, Akers and Keyser nominated themselves as members of the Town Hall working group. All in favour, motion carried.</p> <p>RESOLVED: That Cllrs Coleman, Akers and Keyser join the Town Hall working group, along with the Facilities and Events Officer, to assess the recommendations for the heating system works and develop a project plan.</p> <p>b. <u>Storage</u>: Members discussed the possibility of removing the radiators from under the stage. They noted that the heat from these radiators is wasted underneath the stage and that the only point of entry for storage is awkward and difficult to access. Members discussed the benefits and risks of this, and agreed that it will be beneficial to create more storage and prevent energy wasting. Cllr Keyser proposed that this be removed, Cllr Graves seconded. All in favour, motion carried.</p> <p>RESOLVED: That the radiators under the stage are removed at a cost of £800, and quotes to create front access to the stage are sought.</p> <p>c. <u>Weddings</u>: The cost for a Wedding Licence venue is £2,425 for three years. As the Facilities and Events Officer has had multiple enquiries about weddings, members discussed obtaining a wedding licence and developing a Wedding Package for the Town Hall. Cllr Akers proposed that the recommendation be approved, Cllr Ritsperis seconded. All in favour, motion carried.</p> <p>RESOLVED: That the Committee approves obtaining a wedding licence in principle, with the caveat that a review take place and report be produced before final approval and spend.</p> <p>b. Members received a report regarding the Town Hall restoration works and discussed next steps. Phase 2 of the restoration works on the Town Hall are being scoped out by Alder King, with roof works and solar panels being explored. Members discussed the risk of fire with solar panels. The</p>

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	<p>Town Clerk has taken advice on this and has been assured by the project manager that the risk is very low, and as with all contractors the work will be risk assessed and only highly qualified, accredited contractors used. Members also discussed the aesthetics of solar panels. The Town Clerk reassured members that the panels are designed to look like roof slates, which is one reason that the option can be considered due to planning restrictions on a listed building.</p> <p>A feasibility study is recommended to determine the formal system design, structural loading calculations, and drone survey (£2,000) to determine the suitability of solar panels on the Town Hall roof. If the Council proceeds with the installation of solar PV panels, the initial £2,000 would be deducted from the overall project cost.</p> <p>Cllr Keyser proposed that this proceeds, Cllr Ritsperis seconded. All in favour, motion carried. RESOLVED: That the Committee agrees in principle to the installation of solar PV panels and approves the initial £2,000 to be spent from the Town Hall restoration EMR.</p> <p>Cllr Akers proposed that the details are reviewed by the Town Hall working party for review, Cllr Keyser seconded. All in favour, motion carried. RESOLVED: That the Town Hall working party reviews the details following this stage and makes recommendation for next steps.</p> <p>c. Members received an update report from the youth club in the Town Hall. Members noted thanks to Transition Chipping Norton for their work on this and for sharing the report. Members discussed why a youth club is needed in the Town Hall as well as the one in Glyme Hall. It was agreed that a space in the centre of town is important to open the doors to young people that spend time in the town centre, and in order to make sure there are multiple spaces and opportunities for young people to attend.</p>
CC9	<p>Events</p> <p>Members received a report from the Facilities and Events Officer about events taking place in the Town Hall and in the town. Members discussed the value of the Music Festival for the town, noted thanks to the organisers and hopes that compromise can be reached on the bookings issue raised by the Facilities and Events Officer.</p> <p>Cllr Graves asked how the Pride evening after party went – it was confirmed that there were over 120 attendees, and many people have given glowing reports to officers about the event.</p> <p>Cllr Rowe enquired about blue badge parking for Pride – it was confirmed by the Town Clerk that there was provision made for blue badges holders and that this was made clear as part of the event promotion. Cllr Akers reiterated this and asked that questions to officers from Councillors are made via direct contact with</p>

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	<p>them as opposed to via social media. It was agreed that Cllrs and Staff are all committed to ensuring the Council is as inclusive as possible and will continue to work together on this.</p> <p>Members discussed the 'Alternative Trophy' Award for the Town Community Awards.</p> <p>Cllr Coleman suggested that the alternative trophy could be a professional framed photo of the winner, taken at the event.</p> <p>Cllr Akers proposed this is approved, Cllr Keyser seconded.</p> <p>Cllr Graves abstained from the vote.</p> <p>All voting members in favour, motion carried.</p> <p>RESOLVED: That the 'Alternative Trophy' will take the form of a professional framed photograph as a keepsake from the event.</p>
CC10	<p>Chipping Norton Firewalk</p> <p>Members received a proposal from the Witney Rotary Club regarding plans for a Chippy Firewalk to be held in Spring 2025.</p> <p>Cllr Keyser left the meeting at 8:07pm.</p> <p>Cllrs discussed the benefits and risks of this. Cllrs welcomed the event in principle, however there were some concerns about the staff time required and the need to manage the rotary club's expectations about how much time can be spent on this. Cllrs debated the request for use of the Town Hall without charge and agreed that the reason for providing subsidised use is that local people will have the opportunity to raise funds for any number of local charities and that the Town Council should invest in and support this by providing the Town Hall for the event.</p> <p>Cllr Coleman proposed that all three recommendations are approved, Cllr Akers seconded.</p> <p>All in favour, motion carried.</p> <p>RESOLVED: That the Committee agrees support for the Firewalk event and;</p> <ol style="list-style-type: none"> a. That fully subsidised use of the Town Hall is approved for this event; b. That use of a water supply is approved for this event; and c. That the Facilities and Events Officer supports the event by signposting to local businesses and providing support regarding road closure applications and signage.
CC11	<p>Play Areas</p> <p>Members received an update from the Town Clerk, noting that the new equipment at Cotswold Crescent is being well used and the recently repaired rotator swing set seems robust on inspection and on further subsequent weekly inspections. Transition Chipping Norton has undertaken additional youth engagement at Cotswold Crescent and have even hosted the Maasai as part of an event.</p> <p>The seated spring equipment pieces at New Street Recreation Area are in the process of being repainted, and the motorbike has recently been completed and re-installed.</p> <p>Members discussed the replacement bench design at New Street Recreation Area due to the new composite plastic bench being vandalised beyond repair. Members</p>

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	<p>agreed that a replacement Eastgate style bench with more robust cast iron legs is ordered to replace the memorial bench, and that a budget of £1000 is allocated for the purchase and installation. Members delegated this matter to officers. Proposed by Cllr Ritsperis, seconded by Cllr Graves. All in favour, motion carried.</p> <p>RESOLVED: That an Eastgate style bench is ordered to replace the vandalised memorial bench and that a budget of £1000 is allocated from recreation new equipment to cover the cost of this.</p>
CC12	<p>Keep Chippy Beautiful Members received an update from Cllr Akers who reported that the Town Council's Admin and Customer Services Assistant would be taking over this project.</p>
CC13	<p>Date of the next meeting Monday 9th September 2024</p>

The Chair closed the meeting at 8:27pm.

Signed as an accurate record.....

Date.....

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	<p>Quinquennial review is complete. Measured survey has been carried out and we now have floorplans</p> <p>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.</p> <p>The second phase includes signage and decoration of external doors, decoration of the upper hall and roof repairs.</p> <p>Possibility of PV panels has been agreed in principle and scoping works will now take place.</p> <p>Decision on shutters/window for the office is on the agenda.</p>
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. Transition Chipping Norton have started a weekly youth group in the Town Hall, funded by CNTC.
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	<p>Most health and safety works have now been undertaken. Issues identified are resolved as soon as practicably possible.</p> <p>New play equipment at Cotswold Crescent is well used by the community with youth activities taking place their too.</p> <p>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.</p> <p>Cornish Road play area has no vehicular access for emergency vehicles. This issue has now been resolved – an update is on the agenda.</p> <p>Recommendation that an assessment of suitability of use by disabled people is carried out during the next annual inspections.</p>
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	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 booked for Thursday 28 th November. Tender for new three-year contract to be published early 2025.
Compliance and safety	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.
Chipping Norton Pride	CNTC/Chipping Norton Pride Group		June 2023	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 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. Community Consultation has taken place – the results are being collated. A final design meeting will take place with the users group, as well as a meeting with residents who have concerns. Next steps will be for the Council to submit a planning application.
Keep Chippy Beautiful Initiative	CNTC	£500	April 23	Ongoing	The admin and customer service assistant will take on the management and volunteer coordination of Keep Chippy Beautiful. Next date – 5 th October 2024.
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 meets 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 deliver community workshops in the summer of 2024 for people to attend and contribute to a collaborative public art project to be displayed from the Town Hall windows. Workshops to take place on 21 st and 22 nd September.
Remembrance Day event	RBL/CNTC	£1000 from events budget plus use of the Town Hall and staff to support.	November 2024	November 2024		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.
Community Awards event	CNTC	£1,500 from events budget	September 2024	September 2024		The committee agreed to expand the sports awards into a wider community awards ceremony. An event policy and procedure has been agreed. First ceremony to be held on 27 th September 2024.

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

Agenda item 7 – The Town Hall

Bookings

1) Current Bookings Updates:

- a. Current bookings of available capacity for next three months (Lower Hall, The Snug and Upper Hall)
 - i. Sept
 1. Council Chamber 6.22%
 2. Lower Hall 15%
 3. The Snug 36.45%
 4. Upper Hall 42.95%
 - ii. Oct
 1. Council Chamber 7.74%
 2. Lower Hall 18.6%
 3. The Snug 39.36%
 4. Upper Hall 35.22%
 - iii. Nov
 1. Council Chamber 3.78%
 2. Lower Hall 11.77%
 3. The Snug 37.67%
 4. Upper Hall 29.78%

2) Current Capacity for 2024 – and where we can improve:

- a. Council Chamber: 3.95%
- b. Lower Hall: 13.86%
- c. The Snug: 36.64%
- d. Upper Hall: 23.34%

3) Current income April 01, 2024, to September 1st, 2024

- a. £27,114.90

4) Current income April 01, 2024, to March 31, 2025

- a. £62,730.27

Town Hall is now getting to the stage of making decisions on the way forward with getting busier v. staffing requirements to manage that load. We have begun to work with a promoter, Soundbite UK, currently booked in for an Elvis and Queen tribute, who has indicated they would like to hold a regular comedy evening once a month as well as more Tribute Band events. We have implemented a regular Bingo! Night every other Sunday, and we now need to look at way we can resource these events.

This report is to note.

5) Ongoing Community / Local Groups

- a. Community Church Congregation
- b. Little Footsteps from the Community Church
- 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 (Started in August)
- q. Chipping Norton Branch of Oxfordshire Business Buzz (Beginning Sept)
- r. Pranic Healing Meditation Sessions (Beginning Oct)

NEW group sessions updates:

Turning Point are now consistently busy, and have been for over one month, with management informing the staff that their provision from Town Hall is one of the busiest outreach facilities in the district. They are possibly looking to extend their reach with an additional day, as well as looking at working with other organisations such as Aspire and Connections as to whether there could be a possibility of having a multi-Agency approach to running a regular drop-in.

Health Check Oxfordshire have had exceptionally busy days for their first two sessions, offering the free NHS Health Check service including smoking cessation advice to people in Chipping Norton alleviating pressure on local GPs.

Chipping Norton Business Buzz have been meeting once a month in The Fox since they started the branch in 2020 but have found the venue to be too small as they have built up local connections, as well as needing a more private space for their meetings. They are a cost-effective way for local businesspeople to connect and network, without the pressure of additional networking 'tasks' and jobs that some of the bigger business networkers request from their members.

Pranic Healing Meditation sessions will be starting in The Snug once a month. The sessions are offered for free, or they will also accept donations which support School Pantries across the UK via MCKS Charitable Foundation UK.

Local Area Coordinator, Cheryl Huntbach, has been making good use of the free space when available. Due to the role having no 'place of work' there are occasions when Cheryl needs time and space for meeting people online and in person. We are currently allowing the use of the space when needed for free, as the role has already proven to be beneficial to people in the community, and where appropriate we will continue to support the service in this way.

ENDED group sessions updates:

Transition Chipping Norton's Youth Space has now ended their free use of the Town Hall, and no further request for additional support or space has been requested.

Muay Thai Kick Boxing has cancelled due to injury and recuperation required, however has indicated they would like to return in October.

This report is to note.

6) Maintenance

a. Town Hall Working Group

The Events and Facilities Officer would like to apologise for not setting a meeting up yet, but due to the summer holidays and various people being away thought it prudent to wait until after the Summer Holidays to begin the work of assessing the needs and resources available for work in the Town Hall

This report is to Note.

b. Electrics

Following the Town Festival, it was discovered that the new circuit board protector that had been installed had been bypassed by a hirer. The unit was planned to be replaced as the electricians wanted to provide us with a better unit, and it was on their return to the job that they

found that cables in the unit had been disconnected in order to bypass the system. They have now fixed the unit, and we are waiting for a response from the hirer as to why this happened, and why staff were not informed on the day.

This report is to Note.

c. Storage

UPDATE: Events and Facilities Officer has given the job of removing the radiators under the stage to the contractors, however waiting to receive a booking time for the completion of the works as approved.

d. Town Hall Blinds

The blinds have been fixed; however, a notice needs to be applied near the windows to inform people of the correct use of the cords for similar issues not to happen again.

This report is to note

e. Damp on the back wall

Investigation work is to begin from the contractors, following the slow and steady appearance of damp marks on the back wall of the staircase on the landing, since initial damp works were actioned in 2023. They have visited the site and taken damp measurements, which have proven to be positive for damp throughout that wall and above yet cannot see immediately what the problem or issue may be. They will report back to Alder King on what the next stages may be.

Whilst on the visit it was noted that there is a brown dust over a crack in the ceiling at the back of the balcony. They were concerned that it could be dry rot, which will be investigated more as part of phase 2 of the building works.

This report is to note

f. New fridges for Bar

The drinks fridge in the Upper Hall bar was no longer working correctly and advice taken that it would be a difficult and expensive fix. A new 85L fridge and a new 50L fridge has been purchased for the dry bar area. Staff experience has noted that one 85L fridge is not a big enough capacity for storing all the bottles and cans safely, and as such the additional fridge offers us more capacity. The small fridge will be used for soft drinks and cans, and the larger fridge for bottles.

This report is to note.

g. New dishwashers

New glass washer and dishwashers are needed – to Buy or Long-term hire with maintenance?

Buying a Commercial Dishwasher

Pros:

Ownership: You own the equipment outright, which can be cost-effective in the long run.

Customization: You can choose a model that perfectly fits your needs.

Depreciation: Equipment can be depreciated over time for tax purposes.

No Ongoing Payments: Once paid for, you don't have ongoing rental payments.

Cons:

High Initial Cost: Upfront investment can be significant.

Maintenance and Repairs: You're responsible for all maintenance and repair costs.

Obsolescence: The machine might become outdated, and you might need to replace it eventually.

Renting a Commercial Dishwasher

Pros:

Lower Upfront Cost: Generally, renting requires a lower initial investment.

Maintenance Included: Rental agreements often include maintenance and repair services.

Flexibility: Easier to upgrade or switch models as your needs change.

Cons:

Ongoing Costs: Rental payments can add up over time.

No Ownership: You don't own the equipment, so you don't build any equity.

Contract Terms: You might be locked into a rental agreement with specific terms and conditions.

Recommendation: For the committee to decide which would be of most future benefit, for longevity, ease of use and cost effectiveness to Town.

h. Reception Window and new shutter quotes – recommend just the Window

Following the Health and Safety and Fire Safety Audit, and due to recent unrest in the country and the vulnerable groups that are using the Town Hall, it has now become very important to have the reception window in place correctly, in order that staff can see who is entering the building and can sound an alert, when possible. It was also noted that the current office layout is not conducive to a healthy working environment, and the opening of the hatch with a window facility would give the office a more open feeling, and better natural light. A window would be needed and not an empty space due to the environmental conditions, as well as a level of security.

The option of having the current reception shutter replaced has also been scoped, as that would provide an additional level of security should it be needed, however this may be excessive for the security concerns that we would have in the building.

Cost to install a sliding window hatch £3,040.00

Additional costs to installing a security shutter £3,440.00 – Total £6,480.00

Recommendation: To agree to go with either just the Window fitting, or the Window Fitting with the shutter.

i. Council Chambers Magistrate Desk and Chairs

i. Council Chambers Magistrate Desk and Chairs

The Council Chamber has housed the Magistrate's Desk and Chairs as a historic record of the Magistrate's Court. However, as the Council meetings have been increasingly well-attended by members of the public, there have been occasions where the number of participants could not be seated comfortably in the room due to the lack of space. A local community group has approached the staff and has offered to relocate the set to a private meeting room. The TC staff could also explore other options to relocate the table and chairs to a more public setting, such as the Museum.

RECOMMENDATION: That the Council considers re-locating the Magistrate's Desk and Chairs to an alternative setting where they could be appreciated by members of the public.

j. Paintings and portraits in the Town Hall

Advice on the Town Hall's prospective use as a gallery has been taken from Councillor Wheaton:

It was good to go over, with each other any free wall space in the town hall for hanging works of art /photos etc this morning.

I think the best opportunity for the above would be -

Downstairs in the lower chamber. The walls either side of the kitchen area and the connecting corridor. Community art would work well here and make the space feel cosy and welcoming especially as there is a chance for the area to be used as a cafe/ meeting hub for local support groups.

Likewise the corridor, although darker and narrow could be used for existing historical works and more contemporary pieces by local artists to brighten it all up . You can really go for it within the space allowed.

The staircase leading to the upper hall is a lovely wall space and I recommend using existing reframed mayor's photos up the stair well. On the first landing the 4 watercolours of the town would look handsome and fit well along the wall.

In the main hall I cannot see any ideal wall space for art groups to hang and display their paintings. It is clear that any such groups who want to stage an art exhibition will have to bring their own portable display panels with them.

Even if the large existing portraits were taken down, to use the wall either side of the main door as a display area would be challenging.

A permanent hanging system would have to be installed. The area is so high that labels advertising the artworks could not be read properly. There would be health and safety issues regarding using the hanging system and it would be a big undertaking to fill the walls with art that is of merit.

In my opinion supporting local art groups or art weeks should be encouraged but I would avoid letting the town hall to lone artists to have a personal exhibition, you would certainly open the flood gates there. Oh and a thought I like the snapshots of the present town councillors. Space could be made at the top of the stairs going into the hall for that display if no room can be found downstairs.

Going forward a clear decision has to be made as to the approach to all of this, I can certainly help in my professional and artistic capacity to make the wall spaces attractive, and current if that is what people want .

Hope this helps

Recommendation: The Town Hall working group assess the historic paintings and which can be hung in the corridor for longevity and keeping them safe from any damaging effects such as light. Council to agree to the use of the varying spaces for art as suggested in the review by Cllr Wheaton.

7) Town Hall Scheduled Works Part 2

a. Town Hall Roof Fix

The assessment of the building for the use of solar power has taken place, and we are now awaiting more information on the project, its feasibility and if it can take place, a timeline for the additional roof works to be undertaken.

This report is to note.

8) PAT TESTING

The Town Hall Keeper has completed relevant training to undertake PAT testing and we have the appropriate equipment.

Events and Facilities Officer is now working with the Town Hall Keeper on the appropriate administration of a PAT Testing schedule. With new recording documentation provided with the device, we can now operate on a device-by-device testing system which we will implement with every electrical item, regardless of the time between the last test and now. A start again from scratch approach that means all items now have their own unique record and history of safety testing.

This report is to note.

9) Extending the reach with varying events

a. **Weddings**

Events and Facilities Officer has still to review and write a report on the feasibility of becoming a Wedding venue to feed back to council.

b. **Bingo! Every second Sunday**

We have begun working with DJMD Events to offer a regular Bingo! evening on Sundays from Town Hall. The cost to Events is £50 for each Bingo! evening, which we hope to recuperate through bar sales, and the only pressure on staffing is to set up tables and chairs and run the bar. This is achievable with one staff member until a time where it does get busier, however due to the heavy lifting and carrying involved in the set up for the event, it is much safer to have an additional person to assist with the setting up of the event.

The first evening was held on the 11th August, and was attended by 18 people, with a Jackpot of £60. We do anticipate this to get bigger, and the evening was very much enjoyed by all, with attendees actively suggesting ways to market and promote the event.

c. **Tribute Band Events**

The first of the Soundbite UK promoter's Tribute bands are on sale, utilising the Theatre Partnership for ticket sales. They have agreed to the Events and Facilities preferred option for Events – where they hire the hall and take the risk on the ticket sales. They would rather not run their own bar and would like the Town Hall to run the bar for them.

This report is to note

Agenda item 8 – Events

1. PAST EVENTS 2024 (Town Council Events and Events supported by Town Council)

- **Town Festival 2024 – Sunday 30th June 2024**

The Town Festival was a great day, with 1000's of people in the Chipping Norton Community attending and enjoying themselves, as well as numerous local bands and musicians performing throughout the event. With the provision of space for local charities and businesses, the team did a great job to provide a great day with benefits to many sellers and organisations alike.

With little reliance on Town Hall staff, and few resources they have, they have achieved a brilliant revival of the annual event following its missing years.

Whilst we have agreed a wash-up meeting needs to take place, the organisers have not come back with a date yet for this to happen. For the event to take place again using the same functions as supplied by the Town Hall and staff we would need to ensure a wash up meeting takes place to discuss certain issues. The Town Clerk has been in touch with the organisers about this.

- **Skate Park Feedback Event with Maverick 11th August 2024**

A community consultation with feedback event was held on Sunday 11th August from 12:00 – 16:00 for Maverick, the contractors for the Skatepark work, to gain feedback from the community.

Rollback World installed their temporary skatepark, and the whilst the event was quieter than the previous times - largely due to the summer holidays and people being away, there were still well over 100 children who came and enjoyed the skatepark, with many of them feeding back to Russ from Maverick, along with their parents.

Two people who have concerns about the new skatepark came along to share these concerns, The representative from Maverick Industries listened to these concerns and provided as much information as possible. Most of the feedback was exceptionally positive, and some great ideas for the skatepark were shared on the day.

This report is to note.

2. UPCOMING EVENTS

September 2024

- **Town Community Awards – Friday 27th September 2024**

- The Facilities and Events Officer currently working on the organisation of the event.
- To include hosting by Jon Room and Geoff Coleman
- We are currently trying to identify a local musician to provide entertainment for the event.
- We have received 40 nominations across the categories which is fantastic for the first awards ceremony of this kind.

- The panel have met and agreed winners and runners up. Invitations will be going out as soon as possible and an article will be published in due course.
- There will be around 100 attendees if all come along.
- Drinks and refreshments reception will open the event
- The bar will be open for selling of more drinks after the ceremony
- A photographer has been booked for the event

This report is to note

November 2024

- **Chipping Norton Christmas Lights Switch on With the Big Chippy Singalong**
 - Thursday 28th November 2024
 - The Events and Facilities Officer would like to retain the Singalong Event and Lantern Parade as part of the lights switch on, as a new tradition of Chippy to take forward.
 - The Events and Facilities Officer to liaise with the primary schools to ensure that they would be available to run the Santa's Grotto and the Hot Chocolate station as per 2023, which was a highly successful offering to the Community and to the schools
 - A Lantern Parade to be booked in with Theatrix
 - The Upper Hall will be used for local small business and Town Council Mulled Wine and hot dog stall – we will use better sausages in 2024!
 - Working with Cotswold Markets to install a small outdoor market as part of the event – Please see information on the Christmas in Chippy Market in December below.

This Report is to Note

December 2024

- **Chippy in Christmas Market (and possible Tractor Run)**
 - We have been informed that the Christmas in Chippy team will no longer be running the event.
 - The Events and Facilities Officer has been in discussions with Cotswold Markets as to their ability to provide the Christmas Market for us
 - They can install and do all bookings of the Christmas Market at no cost to us which offers us some additional support in still offering the event to the Community, with no additional workload of sourcing the businesses
 - The Christmas Market could be contained to Topside marketplace, with the road closure for the whole of the section, including the parking area in front of the Crown and Cushion, which they would anticipate being an eating area, where a small band area for entertainment could be allocated for the traditional showcase of local artists
 - This will extend the range offered to the community, as they have a much larger and significant database of businesses
 - They have agreed to use local business as much as possible
 - The town hall can still be utilised on the day for smaller local businesses and organisations / charities who could be charged a subsidised fee in line with what they're used to at the Christmas in Chippy events.

- Events and Facilities officer to liaise with the Christmas in Chippy team as to previous supporters / sponsors, and to reach out to other local businesses who may wish to financially support the event
- Events and Facilities Officer to liaise with Kaleb Coopers team for the implementation of the Tractor run which is to begin at the end of the Christmas Market

Recommendation: Councillors approve the proposal to work with Cotswold Markets in the implementation of the Market at both the Christmas Lights switch on and the original date for the now cancelled Christmas in Chippy event on Sunday 8th December 2024.

- **Santa run from Chipping Norton Freemasons**
 - The Chipping Norton Freemasons will be reinstating a Santa Run through Chipping Norton Estate for 3 evenings in December

This Report is to Note.

Community Events where councillors' attendance or forwarding on to people would be appreciated.

WODC Exec on Tour – Wednesday 11th September 2024, West Oxfordshire District council are back again for the 3rd time with Execs on Tour arriving for their meeting in Chippy, starting at 2:30 pm.

World Textile Fair – Saturday 14th September 2024 (Upper Hall), they keep coming back year on year – and this year they have offered the opportunity for a local group to make some money by running the refreshments for them on the day. We are currently in talks with Southerndown Care who have recently offered their service to council in the provision of their chefs and hands on deck for local events. Discussions to take place w/c 9th September. They will offer all proceeds to a local charity of our choosing.

Helen and Douglas House Charity Sewing Day – Saturday 14th September (Lower Hall), Helen and Douglas House are hosting 2 sewing workshops during the day, please get in touch with the team there if you would like more info in participating.

Reflections of Chipping Norton – A public Art Workshop – 21st and 22nd September 2024, we are delighted to have secured the funding to work on a Public Art Project with local artist Luke Embden. The project will take place over 2 workshops, 21st September from 1 pm to 4 pm at the Town Hall and 22nd September from 1 pm to 4 pm at The Pillars. The final artwork will be installed in the Upper Hall Windows, Stage end, facing the Fox.

This report is to note

Agenda item 9 – Play areas

New Street

The play area is generally well used and all equipment in order. The following issues are being worked through:

- The trampoline is worn and a new one has been ordered. The mobile springs are in the process of being painted. One is finished, and one is almost complete.
- The maintenance operative is due to inspect the shackles and bearings.
- The new bench (to replace the vandalised one) is due to be delivered w/c 16th September.
- Some of the safety matting needs repairing under the tyre swing.
- The maintenance operative will be replacing the chains on the basket swing.

Cornish Road

The Council's health and safety consultant visited the site to assess emergency access, given the site has no vehicular access. The recommendation was that South Central Ambulance should be consulted and advise. This took place and they have confirmed:

Following our recent conversation regarding the access and recovery procedures for Cornish Road play area, I wanted to update you on the actions taken. An alert has been added to the address, utilising What3words to guide ambulance resources to the pedestrian access point for the play area. It is also noted on the alert that there is no vehicular access to the play area.

As a result, ambulance crews will attend on foot via the pedestrian access. They will then carry out a dynamic risk assessment to facilitate any extrication where necessary.

This communication was shared with the Council's H&S consultant who confirmed:

I think this is really positive, we now have confirmation that the incident response team (paramedics) are satisfied with the working arrangements and will manage any casualty recovery activity on a dynamic basis.

Good result! I see no need to review any further access options at this stage.

Cornish Road play area does not have a waste bin a present. This was removed in the past because the previous one was vandalised. Since then we have installed an anti vandal bin in Cotswold Crescent and this is robust and has not been damaged. It would be prudent for the same style bin to be installed in Cornish Road.

Reommendation: That a budget of £700 is used to purchase a bin for this play area.

Evans Way

In general the site well used and equipment is in good order. The following issues are being or have been addressed:

- Part of the fence is bent and we are obtaining quotes for replacement.
- The trampoline is worn and a replacement is on order
- Some of the safety matting for the zip wire needs repairing.
- The chains on the swings have been replaced.

Cotswold Crescent

In general, the site well used and equipment is in good order. There is more litter on site than at other sites. This is monitored and cleared on a weekly basis.

Assessment of suitability for use by disabled people

The Equality Act (EA) requires that play area providers have an assessment of their play area for suitability by disabled users. RoSPA can undertake an assessment at the same time as the annual inspection for an additional charge of £35.00 +VAT. The assessment will indicate what reasonable adjustments, if any, are required to make your play areas accessible to all users.

Recommendation:

RoSPA currently undertake the Council's health and safety inspections, and the next annual one is due. It is recommended that they're asked to undertake the suitability for use by disabled people assessment at the same time. Recommendations around this can be budgeted in to be actioned over the next municipal year.

Agenda item 10 – Skatepark Project

Maverick Industries launched a formal design consultation during the summer. This included an in-person session with a pop up skatepark at New Street which representatives of Maverick attended to hear feedback from users on the initial proposed design:



The next steps will be for Maverick to hold a final design meeting with the skatepark users' group, and to meet with residents who have concerns.

Following this Maverick will put together a detailed design to be submitted for planning permission.

Once planning permission is granted the council will be able to apply for grant funding, and the S106 funding identified can be formally applied for.

Recommendation:

That submission of the planning application, within the parameters agreed in the original tender specification, is delegated to the Town Clerk, in consultation with the users' group and the Chair of this committee.

Agenda item 11 – Keep Chippy Beautiful

The Office & Admin assistant and Cllr Akers have agreed the next Keep Chippy Beautiful litter pick will take place on Saturday 5th October. This has been publicised for volunteers to sign up and join on the day.



The committee may also wish to know that the maintenance operative has been clearing out weeds and tidying up some key areas in the town centre over the summer.

Some examples (this is by no means exhaustive) are below:



BEFORE

AFTER



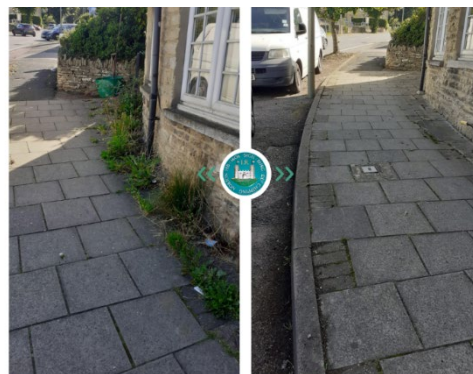
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Agenda item 12 – Public Art Project

The Town Clerk, The Facilities and Events Officer and Cllr Cahill met with artist Luke Embden to arrange the workshop dates for people to attend and contribute to the public art mural Luke will be creating to be displayed from the Town Hall windows. The S106 funding has been granted for the first stage of the project, and an application to cover the printing costs will be submitted once a formal quote has been received.

One workshop will be held in the Town Hall, and the other will be held at The Pillars, to make sure it meets the requirements of the S106 agreement.

Workshop Details:

- Town Hall: Saturday, 21st September, 1:00 PM - 4:00 PM
- The Pillars: Sunday, 22nd September, 1:00 PM - 4:00 PM

We are also exploring the option of an online workshop to increase accessibility. Feedback from the community on the usefulness of this option is being sought.



<https://www.chippingnorton-tc.gov.uk/public-art-workshops/>

This report is to note