



# CHIPPING NORTON TOWN COUNCIL

## THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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### **Minutes of a Community Committee meeting held on the 17<sup>th</sup> 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

<b>CC1</b>	<b>Election of Chair</b> 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. <b>RESOLVED:</b> That Cllr Coleman is elected Chair of Community Committee for the municipal year 2024/25.
<b>CC2</b>	<b>Election of Vice Chair</b> 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. <b>RESOLVED:</b> That Cllr Akers is elected Vice-Chair of Community Committee for the municipal year 2024/25.
<b>CC3</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Weaver and Cahill.
<b>CC4</b>	<b>Declarations of interests</b> Cllr Coleman declared that she is a member of several groups that use the Town Hall during the Music Festival – regarding minute line CC9.
<b>CC5</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the committee meeting held on the 11 <sup>th</sup> March 2024 were signed by the Chair as an accurate record.
<b>CC6</b>	<b>Public Participation</b> None received
<b>CC7</b>	<b>Committee Action Plan review</b> 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>
<p><b>CC8</b></p>	<p><b>Town Hall</b></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><b>RESOLVED:</b> 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><b>RESOLVED:</b> 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><b>RESOLVED:</b> 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. <b>RESOLVED:</b> 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. <b>RESOLVED:</b> 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>
<b>CC9</b>	<p><b>Events</b></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><b>RESOLVED:</b> That the 'Alternative Trophy' will take the form of a professional framed photograph as a keepsake from the event.</p>
<b>CC10</b>	<p><b>Chipping Norton Firewalk</b></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><b>RESOLVED:</b> That the Committee agrees support for the Firewalk event and;</p> <ol style="list-style-type: none"> <li>a. That fully subsidised use of the Town Hall is approved for this event;</li> <li>b. That use of a water supply is approved for this event; and</li> <li>c. That the Facilities and Events Officer supports the event by signposting to local businesses and providing support regarding road closure applications and signage.</li> </ol>
<b>CC11</b>	<p><b>Play Areas</b></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.</p> <p>Members delegated this matter to officers.</p> <p>Proposed by Cllr Ritsperis, seconded by Cllr Graves.</p> <p>All in favour, motion carried.</p> <p><b>RESOLVED:</b> 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>
<b>CC12</b>	<p><b>Keep Chippy Beautiful</b></p> <p>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>
<b>CC13</b>	<p><b>Date of the next meeting</b></p> <p>Monday 9<sup>th</sup> September 2024</p>

The Chair closed the meeting at 8:27pm.

Signed as an accurate record.....

Date.....