



CHIPPING NORTON TOWN COUNCIL
THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

Minutes of a Community Committee meeting held on the 3rd of March 2025, at 6:30pm at Council Chambers

PRESENT: Cllrs Sandra Coleman (Chair), Steve Akers, Mike Cahill, Alex Keyser, Athos Ritsperis, Michael Rowe and Ben Bibby

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO
Heidi Davies, Customer Services and Admin Assistant
Paolo Oliveri, Maintenance Operative

2 members of the public

CC57	Apologies for absence Cllr Graves and Cllr Weaver
CC58	Declaration of interests None
CC59	Minutes RESOLVED: That the minutes of the committee meeting held on the 20 th of January 2025 were signed as an accurate record by the Chair. Cllr Cahill queried the 100 free hours of usage for Glyme Hall, as he believed it included other groups similar to REMIX. Cllr Coleman confirmed that similar groups could be considered if they submit a request.
CC60	Public Participation A resident urged the Committee to postpone the earmarked cost of £30k intended to fund the Skatepark. They referenced the cost-of-living crisis and that the £30k could be allocated to a more worthy cause. Additionally, they expressed concern that parents might struggle to afford equipment for youths to use the Skatepark. They also indicated that the Town Hall is in dire need of building repairs. Cllr Rowe responded, stating that the skatepark could help prevent vandalism and boredom while engaging the most active youth in the community, emphasizing its value to the town. Cllr Coleman also noted that skateboards are affordable, costing around £10. Additionally, councillors highlighted the benefits of the skatepark for the mental well-being of the town's youth.
CC61	Committee Action Plan review Members noted the Action Plan.
CC62	Town Hall Members received an update report from the Events and Facilities Officer regarding the Town Hall restoration project. Members noted the temporary roof fix has been completed. Members noted that various plumbing repairs have been completed.



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	<p>Members received an update on the Windows facing The Fox Pub. The windows are in the process of being manufactured. Also noted that the artwork will be installed after the music festival.</p> <p>Members noted that the door fix for the Fox End have been completed.</p> <p>Members noted that the heating has been temporary fixed.</p> <p>Members discussed the quotations for replacing the defective boilers, with four quotations obtained by the Events and Facilities Officer. Further discussions focused on the contractor who completed the temporary fix to the boiler. The Town Clerk and CEO will enquire whether the contractor can offer an ongoing maintenance plan.</p> <p>RECOMMENDATION: That the committee considers the four quotations for the replacement of the defective boilers at the Town Hall.</p> <p>RESOLVED: Proposed by Cllr Coleman, seconded by Cllr Cahill that the committee agrees to proceed with quote number four: Boiler Replacement, Circulation Pump, and Control Upgrade. Cllr Akers abstained from voting. All other members were in favour and the motion carried.</p> <p>Members noted the usage of the Town Hall.</p> <p>Members discussed the recommendation from the Events and Facilities Officer regarding the purchase of lifting equipment. It was noted that the company had visited the hall to provide a demonstration. Cllr Coleman mentioned that she was present during the demonstration.</p> <p>RECOMMENDATION: To maintain operational efficiency, meet health and safety obligations, and support existing staff, that the Committee consider the purchase of a powered Stanley lift. This investment represents a sensible, forward-thinking solution that enhances safety, improves productivity, and reduces the likelihood of future staffing issues or injury-related costs.</p> <p>RESOLVED: That the committee agreed to purchase a powered Stanley machine; however, Cllr Akers proposed that council staff should make the decision on the specific model to ensure the correct machinery is purchased. All in favour motion carried.</p> <p>Members noted the Events and Facilities Officer's report regarding the review of the Town Hall booking fees.</p> <p>RECOMMENDATION: That the committee considers keeping the fees and hiring charges for the Town Hall for 2025-2026 the same as the previous year.</p> <p>RESOLVED: Proposed by Cllr Coleman that the committee agrees to maintain the current charges for this year, seconded by Cllr Akers. All in favour, motion carried.</p>
CC63	<p>Glyme Hall</p> <p>Members received a report from the Events and Facilities Officer.</p> <p>Members noted the usage of Glyme Hall.</p>



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Members discussed a request from some current hirers regarding the requirement to have staff on-site during their bookings. Certain hirers expressed a preference for a confidential setting, meaning no council staff present during their sessions. The Events and Facilities Officer has stressed the importance of keeping staff on site while the hall is being hired. Cllr Ritsperis proposed that staff discretion should be used in these situations, ensuring arrangements align with budget restrictions and that staff should avoid interrupting meetings.

Members received a quotation to supply and service sanitary waste bins and airscent devices for all toilet cubicles.

RECOMMENDATION: That the members consider the quotation to supply and service sanitary waste bins and airscent devices for all toilet cubicles at Glyme Hall (total cost £554.40 per annum).

RESOLVED: Proposed by Cllr Akers that the committee agree to the quotation to supply and service sanitary waste bins and airscent devices for all toilet cubicles at Glyme Hall, seconded by Cllr Coleman. All in favour, motion carried.

Members received quotes to upgrade the current fire and security systems (intruder alarm, CCTV system, and Fire alarm).

RECOMMENDATION: That the committee considers the quotations to upgrade the fire and security systems (intruder alarm, CCTV system, and Fire alarm) by using the Town Hall's existing security company.

RESOLVED: Proposed by Cllr Akers, seconded by Cllr Bibby to agree to upgrade the fire and security systems (intruder alarm, CCTV system, and Fire alarm) by using the Town Hall's existing security company. All in favour, motion carried.

Members received a licensing update.

RECOMMENDATION: That committee agree to upgrade the to a complete Premises License to enable alcohol sales at events.

RESOLVED: Proposed by Cllr Akers, seconded by Cllr Cahill that the committee agree to upgrade the to a complete Premises License to enable alcohol sales at events. It was discussed that the costs need to be investigated first. All in favour motion carried.

Members discussed a request from a current hirer of the Town Hall to host a new puppet show and test technology for his future paid events. In exchange for free performances for the children in town, the use of the hall will be provided free of charge.

RECOMMENDATION: That the committee considers granting free hire of Glyme Hall.

RESOLVED: Members agreed to the free puppet show and to not charge the hirer, as the performance will be provided to the children of the town free of charge.

Members discussed the recommendation by the Events and Facilities Officer to maintain the current booking fee rates.

RECOMMENDATION: That the fees and charges for Glyme Hall remain as they were initially set in November 2024.



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	<p>RESOLVED: Proposed by Cllr Coleman and seconded by Cllr Ritsperis that the fees and charges remain the as they were initially set in November 2024. All in favour, motion carried.</p>
<p>CC64</p>	<p>Events Members noted the upcoming events for 2025.</p>
<p>CC65</p>	<p>Play Areas Members received a verbal update from the Town Clerk and CEO. It was noted that the Maintenance Operative is currently addressing a brief list of maintenance items highlighted in the ROSPA report. Additionally, it was mentioned that the seated play equipment in the under-7s section at New Street Recreation Ground will be re-painted, and a quotation for this is expected soon. Cllr Ritsperis raised concerns about how dark the New Street playground is and asked whether the installation of lighting could be considered. Cllr Coleman noted that tree work is required in the area. It was suggested that these matters could be referred to the working group being formed for the Skatepark project for further consideration.</p>
<p>CC66</p>	<p>Skatepark Project The Town Clerk and CEO noted that Maverick has received notification that WODC will not require a full planning application. The topic of fundraising was discussed, and it was proposed that a working group should be formed. It was stated that a group already exists, currently consisting of the Town Clerk and CEO, The Events and Facilities Officer, Cllr Whitmill, Cllr Coleman, and a local resident. Additional councillors were encouraged to join. Cllr Akers suggested reaching out to all councillors before the next full council meeting. Cllr Cahill has volunteered to join the group.</p>
<p>CC67</p>	<p>Keep Chippy Beautiful Members received an update about the next litter pick to be held on 22nd March 2025.</p> <p>Members noted the Big Autumn Clean-up Day is planned for 27th September 2025.</p> <p>Cllr Rowe suggested that longer litter pickers should be purchased to make it easier to collect litter buried deep in hedgerows.</p> <p>It was noted that the Admin and Customer Service Assistant will update the community committee on the number of volunteers who have signed up and outline the procedures for the day.</p> <p>Members discussed the response from WODC regarding the consideration of new bins, as noted in the previous minutes (CC54). Cllr Coleman expressed disappointment with the response from WODC to these requests and proposed that the council should request a copy of their criteria, as it was believed the proposed bin placements met these standards. Cllr Coleman also suggested that the Committee should lobby the district councillors on this matter.</p>



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	A discussion regarding fly-tipping followed, with reports of several tyres being spotted in various locations. It was advised that these incidents should be reported to WODC.
CC68	Public Art Project Members noted an update stating that the public artwork will be installed once the new windows have been fitted.
CC69	Date of the next meeting: Monday 16 th June 2025

The Chair closed the meeting at 7.38pm

DRAFT