

Chipping Norton Town Council Action and Strategic Plan

This action plan has been updated following a review by Committee.

Key Themes:

BT	A vibrant, safe and beautiful town
OS	Improved open spaces
CS	Improving community services
CE	Community engagement
MC	A modern, safe and forward thinking Council
WP	Working in partnership

Committees:

FC:	Full Council
CC:	Community Committee
SP:	Strategic Planning
FR:	Finance and Resources
TAC:	Traffic Advisory Sub-Committee

Key	Action	Responsible Committee	Whose involved?	Budget	Commencement	Completion	Notes/Comment
CS1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	SP	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-22	Ongoing	WODC's sports and pitch provision strategy has been approved and is in the public domain. Jan 2022. Exec member for stronger, healthy communities is now Chipping Norton Ward member Cllr Rizvana Poole.
BT1	Promote active travel and transport in the Town	SP	CNTC/Transition CN/Cycling Action Group		Ongoing	Ongoing	LCWIP in progress. A Cycling Action group has been established by the Traffic Advisory Sub-Committee. Rusty Riders initiative runs first Sat of each month.
BT/CE1	Delivering the East Chipping Norton Development Vision Statement	SP	CNTC/OCC/WODC// working group/Community First		Ongoing	Ongoing	Part of the ECN site is registered as an ancient scheduled monument. This has been appealed. The outcome of this appeal will be decided by Historic England in due course. The Chipping Norton Community Land Trust has been set up as a formal group independent of the Town Council.
BT2	20mph scheme for Chipping Norton	SP/TAC	CNTC/OCC	N/A	April 22	April 24	TC consultation complete. Report published. Roll out of 20mph scheme in Chipping Norton is now complete.
CE1	Chippy Phone Box	SP	CNTC	N/A	Jul-21	Ongoing	CNTC are managing the rota. The phone box is well used by a diverse range of organisations and initiatives across the town.
CS2	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	£500 from street furniture budget	July 24	March 25	The metal benches in town are now be part of the works schedule. TBC this year.
BT3	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/working group		Ongoing	Ongoing	Working with OCC to help identify safer HGV routes.
BT4	Road and Pedestrian Safety	SP/TAC	CNTC/OCC/		Ongoing	Ongoing	OCC consultation on London Road/New Street junction commenced June 2024.

							Proposed improvements for Albion Street junction have been approved and should be installed this year. SID for Churchill Road is installed an operational.
CS3	Modernise and improve Chipping Norton Town Hall Large project	CC	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. The second phase includes signage and decoration of external doors, decoration of the upper hall and roof repairs. Roof report is back and a report is on the agenda to agree next phase of works. Possibility of PV panels has been agreed in principle and scoping works will now take place.
CS4	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/clubs		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.
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	SP	CNTC/Contractors	£4000 from repairs and maintenance budget 24-25	Ongoing	Ongoing	New regulations approved. New noticeboard has been installed. Second stage memorial safety testing complete - safety works complete. Awaiting final section safety testing. Wildflower meadow complete. Yellow rattle growing well. Traditional Wildflower mix has been sewn to enhance the wildflower area.
OS1	Ensure that the recreation areas in Chipping Norton are safe, enjoyable and inclusive spaces for all.	CC	CNTC	24/25 Repairs £4,500 New Equipment £10,000	Ongoing	Ongoing	Most health and safety works have now been undertaken. Issues identified are resolved as soon as practicably possible. New play equipment at Cotswold Crescent is well used by the community with youth activities taking place there too. 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. Cornish Road play area has no vehicular access for emergency vehicles. Solutions to this to be scoped out and costed during 2024/25.
MC/OS1	Pesticide free Chipping Norton	CC	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.
OS2	Improving access and biodiversity at Pool meadow Large Project	SP	CNTC/Approved consultants	£25,000 EMR	2020	Sept 24	Feasibility study complete. Awaiting final reports to support the planning application.
BT5	Christmas lights scheme	CC	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.
CE2	Providing grants to voluntary bodies/organisations in Chipping Norton	FR	CNTC/Organisations /Clubs/Community groups	24-25 £16,500	July 2024	Feb 2025	New grant policy approved. Grants were considered by the Finance and Resources Committee in July 24. Second tranche will be considered and allocated in Feb 25.
MC1	Managing Greystones leases	FR	CNTC/tenants		Jul 22	Asap	New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete. One lease complete. To commence next lease update this year.
CS/MC1	Public space safety and compliance	CC/SP	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. Council H&S audit has taken place.
MC2	Health and Safety Audit	FR	CNTC/GH Safety	£3000	June 2024	Ongoing	New Health and Safety Audit has taken place and actions being worked through systematically in priority order.
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC	na	May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically.
CE3	Flying flags to mark national and local events and commemorations	FC	CNTC	n/a	Jun 22	Ongoing	Protocol agreed June FC. Calendar agreed.

MC4	Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	FC/FR	CNTC/Developers		January 21	Ongoing	New website working very well. CNTC staff to publish news articles/agendas and publications. Monthly newsletter
MC5	Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	FR	CNTC/Focus Group	£8400 Telephone and comms £3000 IT hardware/software	May 21	Ongoing	The Council's IT and phone systems are managed by Focus Group.
MC6	Review the Council's fees and charges annually	FR	CNTC	n/a	Ongoing	Ongoing	The fees and charges for 2024-25 were reviewed and amended in March 2024. Next review early 2025.
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Ongoing	The internal audit for 2023-24 is complete and has been received by Council. AGAR is complete. Awaiting external audit report. Internal audit for 2024-25 to commence later on in the year after appointment of auditor in September.
MC/CE1	Ensure that the Council is open and transparent	FR	CNTC	n/a	Ongoing	Ongoing	New website launched. FOI procedures approved 2022 and will be reviewed in 2024. Transparency page published. Financial management page published. The publication page demonstrates how much is now available to residents via the Council's website.
MC8	Ensure that the Council's finances are invested wisely	FR	CNTC				Investment Strategy Approved July 2022.
MC9	Ensure that staff and members are suitably trained	FR	CNTC/training providers	£3000	July 22	Ongoing	Staff needs assessment complete. All staff training up to date. Member needs assessment has been circulated. Staff and Cllr training policy approved..
MC10	Local Council awards	FR	CNTC	n/a	March 2024	September 2024	CNTC received the Local Council's Foundation Award in October 2023. The application for the Quality award has been submitted and approved by NALC. Awaiting final decision from the panel in August 2024.
CE/WP1	Chipping Norton Pride	CC	CNTC	TBC	July 23	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.
CE/OS/C S1	Skatepark Design and Installation Project Large project	CC	CNTC/Maverick Industries/Skatepark Users Group	EMR £30,000 Potential S106 funding £55,000 Budget £250,000	April 23	Summer 2025	The Council has selected Maverick Industries Ltd as the preferred contractor. Community consultation to agree design is underway. Results of this will inform final design to prepare a planning application.

CE/OS/B T1	Keep Chippy Beautiful Initiative	CC	CNTC	£500	April 23	Ongoing	The admin and customer service assistant will take on the management and volunteer coordination of Keep Chippy Beautiful. Dates for 2024 to be agreed and published.
OS3	Smokefree Oxfordshire initiative	CC	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	Overdue	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.
WP1	Scoping out partnership working Chipping Norton Theatre	CC	CNTC/CN Theatre	n/a	May 23	Ongoing	Partnership events held in the Town Hall have gone well. To continue to develop this relationship.
CS5	Feasibility for a “rock school” for Chipping Norton	CC	CNTC/partners	Tbc	Not started	Not started	Scope out ideas
WP2	Collaboration/dialogue with The Branch Community Hub	CC	CNTC/The Branch	Na	Ongoing	Ongoing	The Town Clerk meets with The Branch CEO on a regular basis to share information and provide support where helpful.
CS6	Summer event – picnic in the park	CC	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide an annual open air event.
CE4	Community Awards event	FC	CNTC	£1,500 from events budget	September 2024	Annually in September	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 20 th September 2024.
BT/CE2	Public Art Project	CC	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.
CE/WP2	Remembrance Day event	CC	CNTC/CN RBL	£1000 from events budget plus use of the Town Hall and staff to support.	Annually in November	Annually in November	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.
CE5	Rusty Riders Initiative	SP	CNTC/Cycling Action Group	n/a	Monthly ongoing	Monthly ongoing	The Rusty Riders cycling clinics take place on the first Saturday of each month (weather depending) and will encourage people to bring their bikes to be checked using the public bike repair station at the leisure centre; to receive proficiency training and to take part in a group ride. This initiative is going well.

OS4	Improving Air Quality	SP	CNTC/WODC	Needs to be identified	Ongoing	Ongoing	<p>Council are working through a proposal to install a living moss filter in Chipping Norton to improve air quality.</p> <p>The Council promotes clean air initiatives as part of the clean air day campaign https://www.actionforcleanair.org.uk/campaigns/clean-air-day</p>
BT/CE/ WP1	Community Safety and Supporting Local business	SP	CNTC/TVP	n/a	May 24	Ongoing	<p>Cllr Sharon Wheaton has been approved by Council as the CNTC/TVP liaison in order to meet and share information about local crime and community safety.</p>
BT6	Town Centre Flower Beds	SP	CNTC/OCC/WODC	TBD	May 2024	May 2026	<p>The Town Council own the beds along Middle Row and by the Town Hall. A budget should be set aside beyond the scope of the current GM contract which includes only minimal maintenance.</p> <p>WODC own the other beds and there may be opportunities for CNTC to take them on with permission. For Committee to consider and agree before a conversation is initiated with WODC</p>

Adopted by Full Council on 22nd July 2024