

CHIPPING NORTON TOWN COUNCIL
The Minutes of the Community Committee Meeting
of 5th November 2020

A meeting of the Community Committee meeting was held on 5th November 2020 via Zoom at 7.15pm

The following members were present: -

Cllr L Carter (from item 6)
Cllr S Coleman
Cllr J Graves
Cllr G Mazower
Cllr R Poole (to item 8)
Cllr L Tuckwell

Officers: Janet Eustace

In attendance: Cllr Butterworth and Cllr Jarratt.

1. **Election of Chairman.** Cllr Coleman was elected to Chair the Committee for the rest of the Civic year.
2. **Appointment of Vice Chairman.** Cllr Poole was appointed as Vice Chairman of the Committee for the rest of the Civic year.
3. **Apologies for absence.** There were none.
4. **Declaration of interests.** There were none.
5. **Public Participation.** There had been no requests for public participation.
6. **Scheme of Delegation and Terms of Reference:** The Committee agreed the following:

The membership of each committee will be agreed by the Full Council.

The Mayor will be a member 'ex officio' of all Committees with the right to vote.

The first item of business at all first committee meetings after the Annual meeting of the Council in May (Mayor Making) will be to elect a Chair for the year. A Vice-Chair may be elected, if thought appropriate, although any elected member can preside in the Chair's absence.

Any Committee may invite guidance from professionals or other qualified people to assist in its deliberations.

Any Committee shall be able to constitute sub-committees and working groups to study any aspect of the Committee's sphere of activity.

The frequency of meetings shall be decided by each Committee.

Additional meetings will be arranged as deemed appropriate by the Chair.

Written minutes will be taken to record all the Committee's decisions and will be adopted at the next Full Council meeting and signed as a true record at the next Committee meeting. The Town Clerk will be responsible for arranging meetings and ensuring that minutes are taken and distributed. The minutes will be available on the Town Council website.

Quorum: Three (minimum) or one third of total committee membership whichever is greater Town Councillors.

Terms of Reference:

The Community Committee will undertake the following functions:

- 1) Develop and support the Council's work with families and young people
- 2) Advance the Council's ambitions regarding the provision of a Youth Worker (agreeing contract terms as appropriate and monitoring any contract)
- 3) Develop and support a Town's Youth Council for the town.
- 4) Actively promote greener and healthier lifestyles and consider the carbon footprint and biodiversity impact of any decision, as stipulated in the Climate Emergency Declaration.
- 5) Manage the Town Council owned community facilities (specifically the Town Hall, Pool Meadow, and all recreation, sports grounds and open spaces).
- 6) Ensure that the Town Council owned community facilities are kept in good repair
- 7) Ensure that risk assessments and safety inspections are undertaken regularly for all the Town Council owned community facilities and that these risk assessments and any inspection reports are shared with the Health & Safety Sub Committee
- 8) Review annually fees and charges for use of the Council's community facilities and make recommendations to the Finance & Resources Committee
- 9) Keep the provision of community facilities (regardless of ownership) under review and identify where additional provision would be of benefit to the community
- 10) Develop strategies for the provision of new community facilities and make recommendations as appropriate to the Council
- 11) Develop and support partnerships with the voluntary sector
- 12) Keep the Council's grants policy under review and recommend any changes to the Council
- 13) Consider grant applications and award grants in accordance with the grants policy and with the available budget
- 14) Develop and support community festivals and events
- 15) Exercise the Council's functions as a burial authority, delegating to officers as appropriate
- 16) Ensure that the cemetery and associated buildings, walls and fences are kept in good repair
- 17) Develop projects as appropriate and make recommendations to the Council
- 18) Explore sources of alternative/external funding to support community projects and partnerships
- 19) Authorise items of expenditure which are provided for within the

approved budget for the Committee

7. Draft Budget for 2021/22

The Committee consider the draft budget prepared by the locum Clerk and agreed an initial budget with a net expenditure of £148, 950. Further details are at Annex A.

The Committee resolved to submit the draft budget to F&R Committee for inclusion in the Council's budget for 2021/22.

Cllr Poole left the meeting.

8. Appointment of a Youth worker

Cllrs Mazower, Coleman and Poole and the Clerk had recently met with David Cruchley of Oxfordshire Youth. He had made some very helpful suggestions regarding the Council successful bid to the Youth Opportunity Fund. It was agreed that Councillors would look at the KPIs to ensure that they remained relevant to the current situation regarding COVID. David and the Town Council would work together to establish the best means of delivering youth work in the town. In particular, Councillors would explore working in partnership with the school and David would contact the social enterprise in Banbury providing detached youth work in that town.

The Committee noted the progress and looked forward to receiving further reports.

9. Illuminate Chipping Norton

Cllr Mazower reported on the latest plans in the light of the recent second lockdown. There would be an illuminated display in the Town Hall windows showcasing work by the sixth form pupils on the theme of 'our town'. The concert in the church would be recorded and broadcast to some of the towns more elderly residents and the Town Hall would be illuminated. Other elements of the project would be delayed to 2021. The scaled back nature of the project meant that the Town Council was now being asked to contribute £1,000 towards the costs.

Committee members noted the very hard work that had gone into the project and how flexible Ian Nolan had been with his plans. He had offered to provide more details to the next Council meeting. The local businesses had been very supportive.

The Committee recommends to Council that it support the Illuminating Chipping Norton project to with a grant of £1,000 and that this sum be vired from the Late Night Christmas shopping event which would not now be happening.

10. Committee's Work Programme

Play areas.

Noted that ROSPA had been asked to carry out an inspection of the paly areas and that a phased programme of repairs would be drawn up once these had been received. The Clerk was seeking second quotes for the repair work needed at New Street Play area.

The Town Hall.

Re-opening of the Town Hall had been delayed by the second lockdown but plans would progress in the hope of reopening in the New Year.

Woodstock Roofing had provided a report (see Annex B) following their investigations in November 2019. They recommended the leak which had been temporarily repaired

in 2019 now needed a permanent repair which would involve new copings, new lead flashing and soakers. They had advised that they would not be able to do this work until the New Year.

The Committee recommends to Council that an order be placed for this work and that a surveyor should be appointed to prepare a quinquennial survey which would assist the Council in programming the more major roof repairs that will be needed.

Other Town Hall matters to be considered at a future meeting include:

- Hirers PAT testing
- Review of Hire Charges
- Review of Saturday licensing hours
- Review of hirings
- Publicity

Establishment of Youth Council will follow the appointment of a youth worker

Grounds maintenance Contracts. The contracts expire at the end of March 2021.

The Committee recommends to Council that the contracts be extended for a second year. Any concerns will to be raised with the contractor, new elements added and a price agreed. A tendering exercise should take place during 2021 for new five year contracts to start in April 2022.

Litter and Dog Bins. Ubico have installed new dog and litter bins. A full audit of location and condition is needed to check that new requests have been met and that emptying is been carried out often enough.

Bus Shelters. Walterbush Road shelter is subject to a separate consultation. Cornish Road bus shelter repairs is still with the Council's insurers.

Greystones. There are drainage issues that need to be resolved.

Events. Longer term post COVID programme of events.

New Projects need to be investigated.

11. Schedule of meetings

Wednesdays 9 December, 13 January, 10 February, 10 March, 14 April.

Annex A Community Committee Draft Budget 2021/2022

		2019/2020 actual	2020/2021 Budget	2021/22 Budget	
101 Grants					
7670	Grants vol orgs	35900	26000	41000	26,000 +15,000 COVID
7680	Youth Council	0	1000	1000	
	Expenditure	35900	27000	42000	
102 Misc					
4100	salaries and superan	17107	21000	20000	
6405	Christmas late night sg	0	1000	1000	
6407	Xmas tree lights	3251	2500	2500	
6418	Equipment	0	2500	2500	grass trimmer, gazebo weights
7720	Other misc expenses	1600	1550	1500	
	Expenditure	21958	28550	28500	
110 Town Hall					
3115	Lettings income	16250	23000	16000	
3140	WODC water rates	115	200	200	
3290	Misc Income	5550	100	2000	
	Income	21915	23300	22200	
4100	Salaries	17411	23000	20000	
5140	Promotion	0	500	1500	website
5210	Telephone	186	300	300	
6110	Heat and Light	5017	7500	6000	
6130	Water and sewage	272	650	650	
6210	Rates	10066	10000	10200	
6220	Premises insurance	6307	3750	4000	
6230	Window cleaning	420	800	800	
6240	Alarm fire ext	1520	1500	1600	
6310	Cleaning	887	1000	1000	
6330	waste disposal	516	650	600	
6400	Repairs/survey	5771	7500	10000	
6408	New equipment	512	3500	2000	Fire door sign, belt barrier
7610	Licences	805	735	800	
7850	Insurance	-2777	0	0	
7720	Misc expenses	716	1250	1000	
	Expenditure	47629	62635	54950	
120 Greystones					
3110	Rents recievable	2040	2040	2040	
3111	Rugby clb access	175	175	175	
3290	Misc income	720	0	0	
	Income	2935	2215	2215	

6210	Rates	373	350	375
6400	Repairs	5480	7500	5000
7650	Insurance	300	300	300
	Expenditure	6153	8150	5675
151	Recreation			
3294	Skate park	0	2365	2000
6200	rent	1000	1000	1000
6400	Repairs	3363	4000	5000
6410	New equipment	20	30000	10000
6413	Sports award	421	500	500
6420	litter/dog bin emptying	2457	5750	6500
6465	contract	4116	5200	5500
7100	Travel and subs	20	0	20
7650	Insurance	2477	2600	2700
7720	Other misc expenses	1337	1000	1000
	Expenditure	15211	52415	34220
180	Pool Meadow			
6417	Maintenance/RD	0	2000	3000
185	Millennium Garden			
6465	Contract	1512	2200	2300
186	War Memorial			
6465	Contract	0	0	200
6470	War memorial	18	500	500
	Expenditure	18	500	700
130	Cemetery			
3190	Internments and mem	10253	9000	10000
3191	Grave purchase	3267	2000	3000
	Cemetery income	13520	11000	13000
6130	Water and sewage	14	60	20
6210	Rates	937	800	800
6400	Repairs	2490	1000	1000
6465	Contract	10930	12500	12500
6471	Skips	510	600	600
7650	Insurance	550	600	600
7720	Other misc expense	141	2500	500
	Cemetery expenditure	15572	18060	16020
140	Closed churchyard			
6400	Repairs	1346	1000	1000

6468	Maintenance	612		1000		1000
	Expenditure	1958		2000		2000
	Total Expenditure	145911	0	201510	0	186365
	Total income	38370	0	36515	0	37415
	Expen over income	107541	0	164995	0	148950

Annex B

Town Hall Roof. Report from Woodstock Roofing 5/11/2020

The town hall roof is a traditional Welsh slated roof with lead bays and parapet abutments, the parapets are capped with stone copings and a lead flashing dressed in beneath the coping covering the flashing to the upstand details. This roof is getting very old and as you would expect, period maintenance will become more common, given the weather exposure of Chipping Norton, any faults in a roof are very quickly exposed. In general, the slating is still for the most part intact, again, occasionally a slate may come adrift due to the age of the fixings and the slates, but this could be through extreme weather also. The leak we attended to was more to do with the parapet copings and lead work, the leadwork had worked it's way loose, a temporary seal was applied but the copings have degraded and some will need to be renewed, this will involve scaffolding and hop ups, removing the coping and getting new copings cut , then a new lead flashing installed and soakers to the abutments.

The cement pointing between the lead and the coping has fallen out. These are typical areas that will allow water ingress to happen, especially in exposed areas. The slates are sat very tight on the roof but there is some evidence of the slates starting to degrade because of their age, this could eventually lead to slates breaking and coming off the roof, at that stage we would recommend that the roof was replaced. Frost has got into the stone and popped a section out, we had to seal beneath with silicon, more than one coping needs replacing. The mastic from a previous repair has again come away, the copings needs to come off and the leadwork beneath renewed. Finally, some slates have split, there are a few like this again due to their age and condition.

That concludes our report, there is certainly some work that should be programmed in for the near future, this will involve scaffolding and pavement licenses, Herras fencing etc and ideally avoiding the winter months to get the best results from the work

5. Town Sports Awards:

The Town Council is asked to agree in principle to continue the Sports Awards and for a view as to whether awards should be made for the 2019 year or whether a year should be skipped.

Graham Beacham hopes to attend the Committee meeting to provide the Committee with more information relating to this item. A report and photograph supplied by Mr Beacham are appended to this note.



Town Sports Awards

I am currently unable to give any information on if or when the Sports Awards will take place this year. This decision is, of course, dependent on Covid-19 restrictions. The Town Council is also in the process of appointing a new Town Clerk and the new Community Committee, which includes recreation and events, will make the final decision on the Awards. I would welcome clubs and those involved in sport in the local area contacting me with their opinions on whether we should go ahead with the Awards this year and if so, their suggestions as to how they should be organised.

Graham Beacham

Former Sports Award winner Jack Taylor



Jack Taylor continues to be our most successful Town Sports Award Winner. Now a First Class County Cricketer, he started out at Great Tew Cricket Club, then Oxfordshire, and now plays for Gloucestershire. After over a decade with the Club, he has been awarded a new contract extension till 2022. Formerly Club Vice-Captain, this year saw Jack appointed the County's Twenty Over Captain leading his team to the T20 Finals. Jack has had high and low points in his career: he has evolved from a slow bowler to an exciting quick scoring batsman. He was Man of the Match in the last trophy Gloucestershire won, in 2015, and Top Gloucestershire Batsman Award Winner in 2017. Well done, Jack.

Graham Beacham

Hook Norton Tennis Club

Floodlit matches for 2020/21 started in October with LTA guidelines. The results so far are: A team 2nd in Division 1; B team 5th in Division 1; C team 6th in Division 3. We hope to resume Coaching and Club sessions when lockdown is lifted. Visit www.hooknortontennis.com for updates.

Elaine Priestley

Quiz Answers

- 1 Lewis Road, 2 Cornish Road, 3 Churchill Road, 4 Worcester Road, 5 Church Street, 6 New Street, 7 Fox Close, 8 Spring Street, 9 London Road, 10 Horse Fair
- Santanav** (back page)
- The Herald Angels Sing
- Christmas, 8 Let it Snow!, 9 Baby, it's Cold Outside, 10 Hark! Wenceslas, 6 I Wish it Could Be Christmas Everyday, 7 Last Bells, 4 God Rest You Merry Gentlemen, 5 Good King I Silent Night, 2 Rockin' Around the Christmas Tree, 3 Jingle Xmas songs in Films and TV (p16)
- 23 HERBERTRUTTERSIMMS, 24 PADDINGTON
- 22 COOPERATIVESOCIETYLIMITED,
- 19 ASPIRIN, 20 THEFOX, 21 WAYSIDE,
- 16 METHODIST, 17 CHAMPIGNEULES, 18 THEKINGS,
- 13 THOMASFRAYNE, 14 THEKING, 15 DURANDURAN,
- 11 SATURDAY, 12 PRESBYTERIANCHAPEL,
- 9 EDWARDTANKERVILLLECHAMBERLAIN, 10 IONA,
- 7 REDROBEHOUSE, 8 PHILLISHUMPHREYS,
- 4 THEBLUEANCHOR, 5 VOLUNTEERS, 6 CHIMNEYS,
- 1 TICKITTY, 2 THEFIBREWOKKS, 3 BLUE,

Sports Editor's thoughts

At this time of year, I email my club contacts and thank them for their reports during the year. My thanks go to all the club representatives who send in their reports – without their time and trouble, I could not keep the readers updated on our clubs. I know sport is not the only thing in life! However, life for a number of people, myself included, would be very much the poorer without sport and the people I have met playing sport! Very many thanks to all those people who have helped keep sport going in this difficult year. Let us hope we can get back to normal, safely, at some stage next year.

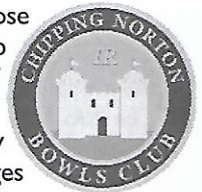
You will see elsewhere in Sports News that Patrick Neale of the Rugby Club has written nationally with his concerns and that sadly the Town Sports awards are currently on hold.

Keep safe, enjoy Christmas and keep trying to play sport!

Graham Beacham

CN Bowls Club

Chipping Norton Bowls Club was sad to close again due to the latest lockdown. The Club prioritised the safety and well-being of members and visitors and had worked hard to ensure the risk from Covid-19 was very low thanks to a strict cleaning regime, changes to the layout of facilities and the method of playing.



The Club exceeded Government & National Bowling Association safety guidance by insisting that all players wear face coverings, disinfect equipment and arrive ready changed for their game. Players have accepted these requirements which have not dampened their enthusiasm, and reticent bowlers were slowly returning to enjoy playing and meeting friends. Over half of our membership had returned and more were due to follow as the internal leagues started and the competitive spirit returned. Along with Golf and Tennis, Bowls is proving to be a safe sport for people of all ages to get away from the house and enjoy the company of like-minded people. Coming to a centre, with the confidence that you will be safe, and changing your normal environment, is therapeutic, enhancing both mental health and general well-being.

The Club plans to re-open as soon as the regulations allow and thereafter will offer free weekend coaching to encourage potential bowlers of all ages including juniors and working people. Come and join the fun – you will be made very welcome. Visit www.chippingnortonbowls.co.uk for details and to check what's happening.



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6. Funding of other bodies:

At the Grants Committee meeting held on 26 October 2020 applications for grant from the Chipping Norton School PTA and the Regulated Pastures. The minutes of that meeting record the following:

C/N School PTA

The Committee decided not to give a grant but offered to help fund other projects if needed in the school. A letter was to be sent to ask if further help was needed and information on the projects was to be requested.

Regulated Pastures

The Committee decided that this money should be awarded from contingency funds as it didn't sit comfortably within the remit of the Grants of Voluntary Bodies funds."

Chipping Norton School

In response the Chairman of the Chipping Norton School PTA has emailed with two suggested projects:

1. A proposal comes from the PE department for something which would benefit all children in the school. Supporting note from PE:

"Covid has given us a chance to look at what activities we offer in PE and why we offer them. One of the sports we have talked about introducing over the last few years has been table tennis. We have been put off by both the initial cost and the lack of time for staff training. Having come back to it again I am wondering if now is the perfect time to look into it.

We would use the gym, tables could easily be set up and folded away and not only could we use them for lessons we could have a different year group using them during 3 break times across a day of the week as a club. With our after school clubs now on hold this would also give us the chance for staff training.

I have been in contact with another local school who recommended a supplier who could initially get us 6 tables with all equipment needed for roughly £3000.

Quote - 6 x S6-12i for the cost of £416.67 each plus vat which is £3000. This includes delivery and vat. They carry a 2 year warranty and all spares are available."

Locum Clerk's note – the school can reclaim VAT so the amount required from the Town Council would be £2,500.

2. Replacement ovens are needed in the food tech room at a cost of £1000.

Regulated Pastures

The sum requested towards works to trees is £2,000. Any analysis of quotes received will be available at the meeting.

7. Committee's Work Programme:

Play areas.

The ROSPA inspection of the play areas has been completed and the report may be read here:

<http://playbase.rospaplaysafety.co.uk/Inspections/index.php?ID=CA97C220-A572-3340-B62E-C33F8E948CC1>

The link expires after 60 days

The Committee needs to consider how to progress the work identified within the report. None of the work is identified as urgent. It is suggested that two (or more) Town Councillors inspect the playground using the ROSPA report and bring together a prioritised programme to be costed by the Clerk and considered by the Committee.

The Town Hall.

Re-opening

In accordance with Full Council's decision of 19 October 2020 the Town Hall reopened on 3 December after the second lockdown. There are a number of issues to consider: Some minor amendments were made to the Covid risk assessment and special hire conditions and the Committee is asked to review these documents which are attached to this report as Annexe 1 and 2 respectively.

All potential hirers are asked to provide their own Covid risk assessment for assessment prior to a booking being accepted – only activities permitted by the Government regulations are being permitted.

Cleaning – the Committee to consider whether additional cleaning of the Town Hall should be carried out by contract cleaners.

Mrs Steele to report orally on further issues around re-opening and Covid.

Roofing & Quinquennial Review

A surveyor has been contacted and if further information is provided before the meeting then relevant documents will be circulated separately or tabled at the meeting.

Request for Regular Saturday Hire

A request has been received for regular use of the Town Hall on a Saturday for 30 weeks a hire (three school terms each of 10 weeks). The detail of the request is attached as Annexe 3.

Other Town Hall matters

To be considered at a future meeting include:

- Hirers PAT testing
- Review of Hire Charges
- Review of Saturday licensing hours
- Review of hirings
- Publicity
- Review of hire agreement
- Safeguarding policy

Youth worker

There has been a meeting with Oxfordshire Youth and work is necessary to consider the recruitment and management of a detached youth worker. When these issues have been resolved the Council needs to consider development of its own safeguarding policy.

Establishment of Youth Council

This will follow the appointment of a youth worker

Grounds maintenance Contracts.

Full Council has agreed that the contracts be extended for a second year. Mrs Eustace met with the contractor on 11 December and Mrs Steele will report orally at the meeting.

A tendering exercise should take place during 2021 for new five year contracts to start in April 2022.

Litter and Dog Bins.

Cllr Coleman and Mrs Eustace met with Will Barton WODC and Laurence from UBIBCO on 8 December 2020 and discussed bins and wider issues of town centre improvements. A table of potential improvements discussed at that meeting is attached as Annexe 4.

Bus Shelters.

A draft consultation document has been prepared in respect of the Walterbush Road shelter; that document is attached as Annexe 5 for the Committee's comments. The insurers have settled the Council's claim in respect of the Cornish Road bus shelter and Mrs Eustace is taking quotes for the repairs.

Greystones.

The drainage issues remain a work in progress

Events. Longer term post COVID programme of events.

New Projects need to be investigated.



Chipping Norton Town Council

COVID-19 Risk Assessment for re-opening the Town Hall – Version 2 November 2020

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Staff, contractors and volunteers	Cleaning surfaces infected by people carrying the virus. Disposing of rubbish containing tissues and cleaning cloths. Deep cleaning premises if someone falls ill with CV-19 on the premises. Occasional Maintenance workers.	Stay at home guidance if unwell at entrance and in Main Hall. Staff/volunteers provided with protective overalls and gloves. Contractors provide own Follow PHE guidance and use PPE if deep cleaning is required.	Guidance for users issued as part of special covid hire conditions (19/10/20).

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Staff, contractors and volunteers	<p>Staff/volunteers who are either extremely vulnerable or over 70. Staff or volunteers carrying out cleaning, caretaking or some internal maintenance tasks could be exposed if a person carrying the virus has entered the premises or falls ill. Mental stress from handling the new situation.</p>	<p>Staff in the vulnerable category advised not to work for time being.</p> <p>Register the premises with NHS Track & Trace and produce barcode for scanning</p> <p>Staff to be warned immediately if someone is tested positive for COVID-19 who has been on the premises</p> <p>Staff informed that they may (and indeed should) raise concerns</p>	<p>Personal workplace risk assessment for relevant staff (completed 25/11/20).</p>
<p>Social distancing requirements and limit on group sizes of 6. Risk to hirers/event organisers and to those attending the hall</p>	<p>Confusion among hirers.</p> <p>Risk is people attending in groups mingle with others not in their group, which is unlawful and may worry other users.</p> <p>Risk of virus spread to all attending an activity or event, rather than one group of ≤6.</p>	<p>Ensure hirers understand the limit on group sizes (if people attend in groups) and convey to those attending the need to avoid mingling between groups. Special Covid hire conditions cover this.</p> <p>Discuss hirer concerns with them, as this should not prevent any activities, though adjustments may be needed eg to seating arrangements.</p>	<p>Event organisers are not expected to ask about people's domestic arrangements, so if a group of 6 or less friends wish to sit together without being socially distanced, that is their choice. But no group members should mingle, ie mix, with another group.</p> <p>Polite, socially distanced, speaking only between groups, as for an activity at which all individuals are socially distanced. Avoid raised voices or interactions.</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Steps/exterior areas	<p>Social distancing is not observed as people congregate before entering premises.</p> <p>People exiting meet people entering.</p> <p>People drop tissues.</p>	<p>One way system – lower main door is entry only; exit only from main door in upper hall</p> <p>Town Hall Keeper asked to check area outside main entrance and on steps for rubbish which might be contaminated, e.g. tissues.</p> <p>Wear plastic gloves and remove.</p>	<p>Transitory lapses in social distancing in outside areas are less risky, the main risk is likely to be where people congregate or for vulnerable people.</p> <p>Ordinary litter collection arrangements can remain in place. Provide plastic gloves.</p>
Stairs to Lower Ground Floor	<p>Stairs are a “pinch point” where the risk is social distancing is not observed in the confined area. A consistent one-way system is not possible</p> <p>People entering meet people accessing the lavatories</p> <p>Stair rails, door handles, light switches in frequent use.</p>	<p>Provide signage (access to toilets only, no queuing on the stairs, masks must be worn).</p> <p>Hirers to be encouraged to use a one-way system for access to lavatories on lower ground floor (since this means going outdoors this will be challenging in bad weather or at night)</p> <p>Stair rails, door handles and light switches to be cleaned regularly.</p> <p>Hand sanitiser to be provided by hall</p>	<p>Provide hand sanitiser. Hand sanitiser needs to be checked daily.</p> <p>Cleaning products (spray and paper roll) and extra bins to be provided for hirers to use</p> <p>.</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Main Hall	<p>Door handles, light switches, window catches, tables, chair backs and arms.</p> <p>Soft furnishings which cannot be readily cleaned between use.</p> <p>Projection equipment. Screen.</p> <p>Window curtains or blinds</p> <p>Commemorative photos, displays.</p> <p>Social distancing to be observed</p>	<p>Door handles, light switches, window catches, tables, chairs and other equipment used to be cleaned by hirers before use.</p> <p>Social distancing guidance to be observed by hirers in arranging their activities.</p> <p>Hirers to be encouraged to wash hands regularly.</p> <p>Main Hall Numbers:</p> <p>Non-exercise activity – 39 people</p> <p>Exercise class – 17 people</p> <p>Ceremonies/receptions – 15 people</p>	<p>Hand sanitiser and signage provided.</p> <p>Hand sanitiser needs to be checked daily.</p> <p>Cleaning products (spray and paper roll) and extra bins to be provided for hirers to use</p>
Upholstered seating	<p>Virus may remain on fabric. Cannot readily be cleaned between use. Frequent cleaning would damage fabric. Metal parts can be cleaned and are more likely to be touched when moving them, ie more frequently.</p>	<p>Clean metal/plastic parts regularly touched. Rotate use of upholstered chairs. Ask those moving them to wear plastic gloves.</p>	<p>Where the Town Hall Keeper sets up and clears away furniture leave the maximum possible time before clearing away (48 hours if that is possible with reduced lettings).</p>
Small meeting rooms and offices	<p>Social distancing more difficult in smaller areas</p> <p>Door and window handles</p> <p>Light switches</p> <p>Tables, chair backs and arms. Copier, laminator, shredder. Floors with carpet tiles less easily cleaned.</p>	<p>Recommend hirers hire larger meeting spaces and avoid use of smaller rooms.</p> <p>Surfaces and equipment to be cleaned by hirers before use.</p>	<p>Only the main hall is available for hire and lower ground floor only for access to lavatories if the single lavatory provision on the upper floor is inadequate</p>

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Kitchen/Tea bar	Social distancing more difficult Door and window handles Light switches Working surfaces, sinks Cupboard/drawer handles. Fridge/freezer Crockery/cutlery Kettle/hot water boiler Cooker/Microwave	Hirers to clean all areas likely to be used before use, wash, dry and stow crockery and cutlery after use. Hirers to bring own tea towels. Hand sanitiser, soap and paper towels to be provided Encourage users to bring their own Food and Drink for the time being.	The kitchen is unavailable because it's on the lower ground floor. Tea bar is limited to one person in the room at a time. If individuals to be served from the tea bar encourage hirer to address queuing systems and social distancing Cleaning products (spray and paper roll) and extra bins to be provided for hirers to use
Store cupboards (cleaner etc)	Social distancing not possible Door handles, light switch	Public access unlikely to be required. Town Hall Keeper to decide frequency of cleaning.	
Storage Rooms (furniture/equipment)	Social distancing more difficult Door handles in use. Equipment needing to be moved not normally in use	If furniture has not been set up by the Town Hall Keeper then hirer to control accessing and stowing equipment to encourage social distancing.	

Area or People at Risk	Risk identified	Actions to take to mitigate risk	Insert Date completed and any notes.
Indoor Toilets	Social distancing difficult. Surfaces in frequent use = door handles, light switches, basins, toilet handles, seats etc. Baby changing and vanity surfaces, mirrors.	Hirer to control numbers accessing toilets at one time, with attention to more vulnerable users. Signage limiting numbers. Outer cloaks doors to be left open. Hirer to clean all surfaces etc before public arrive unless staff have precleaned out of hours.	Ensure soap, paper towels, tissues and toilet paper are regularly replenished, and hirer knows where to access for re-stocking if needed.
Boiler Room & other ancillary accommodation	Door handle, light switch Social distancing not possible	Public access unlikely. Town Hall Keeper only to access and to decide frequency of cleaning.	
Stage	Curtains Social distancing Lighting and sound controls	Consider tying back stage curtains (or removal) out of reach if hirers are likely to touch them. Hirer to control access and clean as required.	Access to stage to be limited – users to be asked not to touch the curtains
Events	Handling cash and tickets Too many people arrive	Hirers arrange online systems and cashless payments as far as possible. For performances seats to be limited, booked in advance, 2 seats between household groups. Cash payments to be handled by one individual wearing gloves.	These issues to be discussed with a hirer if a hire is made for an event or performance.

Chipping Norton Town Hall - Special Conditions of Hire during COVID-19

Note: These conditions are supplemental to, not a replacement for, the Town Hall's ordinary conditions of hire.

- SC 1. You will provide us with a copy of your Covid-19 risk assessment before we accept your booking(s). We will only accept a booking for an activity permitted by Government or local regulation in force at the time.
- SC 2. You, the hirer, will be responsible for ensuring those attending your activity or event comply with the Covid-19 Secure Guidelines while entering and occupying the hall, as shown on the attached poster which is also displayed at the hall entrance, in particular using the hand sanitiser supplied when entering the hall and after using tissues and wearing face covering while in the building (unless exempt from doing so).
- SC 3. You have been provided with a copy of the Town Hall's Covid-19 risk assessment and you undertake to comply with the actions identified in that risk assessment.
- SC 4. The hall will be cleaned before you arrive and you will be responsible for cleaning all "touchpoints" during your period of hire (including switches, chairs, tables, wash hand basins, door handles) using either the products supplied or your own ordinary domestic products in accordance with the product instructions.

Please take care cleaning electrical equipment or switches. Spray cleaning product on to a cloth and use the cloth, do not spray directly on the electrical equipment or switches.

- SC 5. You will make sure that everyone likely to attend your activity or event understands that they MUST NOT DO SO if they or anyone in their household has had Covid-19 symptoms in the last 7 days, and that if they develop symptoms within 7 days of visiting the premises they MUST use the Test, Track and Trace system to alert others with whom they have been in contact.
- SC 6. You will keep the premises well ventilated throughout your hire, with windows and doors (except fire doors) open as far as convenient. You will be responsible for ensuring they are all securely closed on leaving.
- SC 7. You will ensure that the number of people attending your activity/event does not exceed the maximum number for the hall so in order that social distancing can be maintained. You will ensure that everyone attending maintains 2m social distancing while waiting to enter the premises, and as far as possible observes social distancing of 1m plus mitigation measures when using more confined areas (e.g. moving and stowing equipment, accessing toilets) which should be kept as brief as possible. You will make sure that no more than one person uses each suite of toilets at one time.

Main Hall – 39 people

Main Hall (exercise class) – 17 people

Main Hall (ceremonies/receptions) – 15 people

- SC 8. You will take particular care to ensure that social distancing is maintained for any persons aged 70 or over or likely to be clinically more vulnerable to Covid-19,

including for example keeping a 2m distance around them when going in and out of rooms and ensuring they can access the toilets, tea bar or other confined areas without others being present. For some people, passing another person in a confined space is less risky, but for older people that should be avoided.

- SC 9. Furniture or the arrangement of the room will be set out as far as possible to facilitate social distancing of 2m between individual people or groups of no more than six people or 1m with mitigation measures such as: seating side by side, with at least one empty chair between each person or household group, rather than face-to-face, and good ventilation. If tables are being used, they will be placed to maintain social distancing across the table between people from different groups who are face-to-face e.g. using a wide U-shape.
- SC 10. You are asked to keep a record of the name and contact telephone number or email of all those who attend your event for a period of 3 weeks after the event and provide the record to NHS Track and trace if required.
- SC 11. You will be responsible for the disposal of all rubbish created during your hire, including tissues and cleaning cloths, in the bins provided.
- SC 12. You will only use the tea bar if we have expressly given you permission, only one person shall use the space at anyone time. If drinks or food are made you will be responsible for ensuring that all crockery and cutlery is washed in hot soapy water, dried and stowed away. You will bring your own clean tea towels, so as to reduce risk of contamination between hirers, and take them away. We will provide washing up liquid and washing up cloths.
- SC 13. We will have the right to close the hall if there are safety concerns relating to Covid-19, for example, if someone who has attended the hall develops symptoms and thorough cleansing is required or if it is reported that the Special Hiring Conditions above are not being complied with, whether by you or by other hirers, or in the event that public buildings are asked or required to close again. If this is necessary, we will do our best to inform you promptly and you will not be charged for this hire.
- SC 14. For events with more than 30 people you will take additional steps to ensure the safety of the public in relation to Covid-19 and prevent large gatherings or mass events from taking place, for example by operating a booking system or providing attendants or stewards who will ask people to seat themselves furthest from the entrance on arrival, to exit closest to the exits first and invite people to use toilets in the interval row by row.
- SC 15. In order to avoid risk of aerosol or droplet transmission you must take steps to avoid people needing to unduly raise their voices to each other, e.g. refrain from playing music or broadcasts at a volume which makes normal conversation difficult.
- SC 16. Other special points as appropriate.
- Where a sports, exercise or performing arts activity takes place you will organise your activity in accordance with guidance issued by the relevant governing body for your sport or activity
- You will ask those attending to bring their own equipment and not share it with other members. You will ensure that any equipment you provide is cleaned before use and before being stored in the hall's cupboards.

From: Claire Bradshaw
To: Louise Steele
CC:
Date: Dec 9, 2020 9:24:10 AM
Subject: Re: Cotswold Stage School

Hi Louise,

Many thanks for your email. That's great to get a timescale regarding the decision. We would really appreciate the committee knowing that we are happy to compromise and use the one space when other parts of the building are needed on a Saturday or relocate if the building isn't available, given notice. Also that we operate for 10 weeks per term, so the building would be free for 22 weeks of the year and we often have longer breaks than the state schools offer. We are really aware that it is a public space but we are more than willing to compromise and work with the committee on this.

Thank you so much Louise.

Best wishes,

Claire

*Claire Bradshaw GRNCM - Mezzo Soprano,
Visiting Singing Teacher, Radley College,
Director, Dean and Chadlington Summer Music Festival,
Director and Vocal Tutor, The Cotswold Stage School*

Sent from my iPad

On 8 Dec 2020, at 11:32, Louise Steele wrote:

Hi Claire,

Many thanks for both your emails. I am sorry not to have replied to the first but I felt we were overtaken by events with Lockdown 2.

We're unable to move forward on your request as a purely administrative matter but the Community Committee which can make the decision meets next week on 16 December and I can ask them to consider your request then and let you know on 17 December. I am so sorry that pushes your deadline on your other venue.

with best wishes

Louise

Locum Clerk working on behalf of Chipping Norton Town Council

----- Original Message -----

From: "Claire Bradshaw"

To: Louise Steele

Cc:

Sent: Monday, 7 Dec, 20 At 21:58

Subject: Re: Cotswold Stage School

Dear Louise,

As we are nearing the end of the term, I was wondering if there has been any further movement regarding the Town Hall opening and the possibility of the Cotswold Stage School being based at the hall on a Saturday in term time. I am of course aware that there has been a second lockdown and this may well have delayed any progress.

We are intending to begin our sessions again on 16th January and are needing to confirm dates going forward very soon with our temporary venue of Enstone Hall.

I will look forward to hearing back from you,

All best wishes and many thanks for your time with this,

Claire

*Claire Bradshaw GRNCM - Mezzo Soprano
Visiting Singing Teacher, Radley College
Director and Vocal Tutor, Cotswold Stage School
Director, Dean & Chadlington Summer
Music Festival*

Sent from my iPhone

On 28 Oct 2020, at 16:29, Claire Bradshaw wrote:

Hi Louise,

Further to Georgia's email earlier this afternoon, I would like to give you some further details regarding the Cotswold Stage school, to see if we can explore the possibility of the Stage School being based out of the town hall. As Georgia outlined, we were previously at Glyme and are now temporarily at Enstone, whilst we find a permanent venue to operate from. We would absolutely love to be based in Chippy going forward and the Town Hall would be absolutely perfect for us. We have 3 age groups of children and currently approximately 50 pupils attending. The three

age groups are 6-8 years, 9-10 years and 11 - 18 years. The children rotate around the three disciplines of dance, drama and singing. Previous to Covid-19, we did this in 3 separate spaces in Glyme and then had a stage school choir at the end for the whole school. Since September, we have extended our hours and tutors, so that each age group comes in separately within two spaces and we have a full risk assessment in place, so that each group is kept as a secure bubble. We have a maximum of 15 pupils in at one time, all distanced up to two metres, plus tutors. We have carefully followed all the Government guidelines and regular updates for such activities and have sought advice from national forums such as Stage School Teachers, to see how similar setups are operating. The school has now been running safely since the middle of September. I have attached for your information, our risk assessment. Ideally going forward, we would really like the use of three spaces, including the council chamber, where I could possibly teach singing from. However, we are more than happy to consider using just the two spaces - the lower room and the main hall. We would also be happy to clean and disinfect the spaces after use. We would be ideally looking to offer classes going forward from 10am until 5.30pm. We understand that there are of course regular bookings, such as the farmers' market every month and the music festival, craft fairs etc etc but we would be more than happy to compromise and use the one space during such events or relocate temporarily. Once again, we are happy to discuss the timings that might work for the Town Hall. For your information, we operate during term time only and follow the private school dates ie. around 10 Saturdays per full term.

Do let me know if there is any further information you need, that I may have missed Louise. This is also a link to our website - www.cotswoldstageschool.com - I have also copied in my business partner, Liz Scrivener, who runs the school with me. Liz isn't as familiar as myself, with the whole building. If it was possible to pop in sometime soon and discuss further our needs with you, we would hugely appreciate it. Liz could look at all the spaces and we would be able to ascertain together, exactly how we could compromise on space, if we needed to, when other bookings were using the hall, if that was agreed by the committee.

I will look forward to hearing from you.

All best wishes,

Claire

*Claire Bradshaw GRNCM - Mezzo Soprano
Visiting Singing Teacher, Radley College
Director and Vocal Tutor, Cotswold Stage School
Director, Dean & Chadlington Summer
Music Festival*

Sent from my iPhone

	MAYOR'S LIST OF TOWN CENTRE WORK	DECEMBER 2020	Action following meeting with Will Barton WODC and Laurence from UBICO 8 December 2020
Railings	Replace or repaint wonky railings especially the walk-way down to the lights which always looks terrible.		Railings with gold tops owned by CNTC. Others probably owned by OCC. CNTC to repaint theirs. Raise with OCC other areas where railings are broken.
Phone box	Adopt and set up scheme run by community for use. 1. Clean it 2. Paint it (use professional) What are the guidelines on it?	I'd asked Chipping Norton Arts to take it on which they'd said yes to but then WI also expressed interest... so discussion at TC about mixed use which is more complex...	CNTC to take forward.
Weeds	Regular programme of minimising		Paolo has cleared some. UBICO to advise on new methods they are using to minimise impact on the environment. CNTC to consider letting contract to UBICO.
Base of trees	Plant with ground-covering plants	Discuss with Green Gym or a town gardener.	CNTC to get a price from Toparius (current contractor) for Cttee to consider.
Fledgling trees	Take grotty chicken wire away and non-essential supports and tidy bases.	It's on Paolo's list	Paolo to do in consultation with Cllr Jarratt.

Tree and bench by Jaffe and Neale	<p>Tree is dying – plan for good -looking enhanced seating area for when this happens, with planting. Combine with Ascott Martyrs/Bliss Mill sculpture? Look for contributions from Seta and Church.</p> <p>Look at closing off the end of lower Middle Row so that seating stretches from bookshop to the site of the tree with proper planting around it? Discuss with consultants.</p>		In first instance establish ownership of tree. Will Barton to raise with Nick Dalby (WODC tree man).
Benches	<p>Look at positions of benches. Where to place so you don't look on to a road or a car park? Sand and revarnish all benches. Choose attractive colour for the metal ends of all benches. Repaint using professional painter</p>	Get quote from Myrica Jones.	Short term, Paolo to pressure seats, bins and signs in town centre.
Mural	Scope out possibility of the wall of the house next to Harpers (on left as you enter town) becoming site for a mural.		Establish ownership of property. Cllr Coleman to talk to CAB contacts.
Crossing next to garage	This is a danger area – children crossing, many near misses. Needs reviewing and action. Lollipop lady?		Site meeting with OCC? James Wright
Black box next to The Tea Set	To be removed	On WODC list – when will it happen?	Is in hand and Will is chasing.

<p>Pedestrianisation</p>	<p>Top Row Outside Crown and Cushion: commission to have a fake grass and planters section. Consult with Linda re look of it.</p> <p>Middle Row Some planters ready for delivery but their size may not deter drivers from routinely driving on to Middle Row. Site visit imminent – had been Tuesday but contractors had to cancel. Planters to be used elsewhere if no good and original Oxford Planters proposal accepted with, additional matching planters at the Bitter and Twisted end also commissioned. Decision made on whether permanent license needs to be sought in order to complete the job.</p> <p>Flower bed Short-term: Tidy up and plant with bulbs. Topiarus been contacted? Long-term: redesign to make this a proper feature.</p> <p>Lighting Festoon lighting being installed early New Year. Second site visit next Tuesday.</p>	<p>WODC planters x 2 measure 755mm x 755mm x 1040mm</p>	<p>Crown and Cushion has not made application for street license. Question whether they would put tables and chairs at the front. Planters would prevent delivery vehicles pulling off the road. Leave for present?</p> <p>Planters with Ubico. Agreed to install the 2 both at the top end. Ubico will find means of making them secure. Need for access by delivery vehicles?</p> <p>Will to chase WODC enforcement to see if action can be taken against illuminated Pizza sign.</p> <p>Meeting to be arranged with Topiarus shortly.</p>
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Parking including multi-storey /one-way/market square improvements/pedestrianisation	Commission study to address long-term issues.	In budget	Strategic Planning Cttee to take forward. Jacky Cox at OCC has suggested she will work with CNTC on a review.
Industrial bins – to right of jaffe and Neale, along lower Middle Row, on Market Street, and outside the theatre	Get quotes for creating bin housing for all these sites. Present to users.		Ubico advise that there was a bin store which was removed several years ago but it was abused and fell apart. Ubico to reconsider. Complaints that road sweeper is not clearing properly around bins. To be investigated by Ubico. Ubico agree that Road sweeper should blow leaves from steps and clear.
Flower bed down the side of Sainsbury's, owned by OCC	This gives a bad impression of the town as you enter from north. Approach Sainsbury's to see if, in theory, they'd want to take it on and totally replant it. Negotiate with OCC.		Ubico responsible for planting. Agreed as top priority that these should be reduced to improve site lines at the crossing. Whole bed to be tidied.
Chippy in Bloom	Scope out costs and take up of a scheme of hanging baskets. Identify local supplier. See scheme in Henley on Thames.		For CNTC to consider.

Planting across the town	If Chippy in Bloom gets traction look to commission a local gardener to oversee planting schemes across the town. Chippy surrounded by the poshest, most beautiful private gardens – how to lever that in to the town. Talk to Prue Leith and Amanda Ponsonby. Lend the town your gardener scheme?!		CNTC to consider
Signage	<p>Rationalise signage across the town centre to reduce visual clutter. Create budgets for revamped signage, including finger post signage.</p> <p>Clean up and repainting of some existing signs and replacement of other street signs. Draw up list.</p>		Will suggests a review where people follow signs into town and from car parks to see if signs are still relevant. Sandra to speak to Chippy News to see if volunteers could carry out such a review.
Shop window displays	Create budget for a window dresser in residence – a resource to be used by shop owners to improve their window displays. Cd be attached to		CNTC to take forward

	the town for three months or do a series of presentations. Cd pay for a local person to do the training in return for work on shops.		
Shop awnings	Look at historic photos of Top Row and the use of awnings. Do R&D on the reintroduction of them with the aim of creating a covered walk-way on Top Row to attract passing trade.		Involve planners at early stage as they will have views.
Disused shop windows	Continue to get community use of them. Next one is the Cook Shop next to Gills, and the antique shop on mini-roundabout.	Beales and old Newsagents already done. Luke Embden pursuing owners of old hospital site.	Noted – windows covered in condensation.
Museum shop window	Identify are funding source for them to have fittings and lighting for an improved display and signage.		CNTC to take forward.
A town piano	Look at having piano for use by passers-by in Withers Way.		See if any one locally wants to get rid of piano.

Public loos	Look for ways for them to be permanently open and cleaned on a regular basis.		WODC owned. Will to establish current opening and cleaning regime.
Beales	Finish proposal for meanwhile use of building for cultural/food/community use.		County wide LEAP project has just started to look at empty town centre properties. Will is contact. He will put together a list of properties in Chippy.
Farmers' Market	Work with organisers to enhance including looking to combine with a Makers' Market. Work with Amanda Ponsonby on this.		Thames Valley Farmers Market co-operative. Will to find contact at WODC.
Wednesday Market	Look at ways to improve – attract more stalls, improve appearance.		Talk to the street trading people at WODC.
Makers' Market or other	Investigate the viability of a new market on a monthly basis.		Discuss with Street trading.
Signage for main doors to Town Hall.	Design panels that can be used when there are events that sit either side of the doors which are the right scale and proportion for the building which would advertise the events going on inside. Currently		CNTC

	the make-shift placards etc are dwarfed by the pillars.		
The Stories of the town or make the most of what we have.	As part of phase 2 of web redesign (the Chipping Norton Town and surrounding area rather than phase 1 on the TC), work with organisation to tell the stories of the town and what there is on offer. Join this up and create trails, signage, walking routes. Eg Shakespeare's Way goes through Chippy; create a map for the route to the Rollright Stones. Link this to new What's On/Box office/Gateway to the Cotswolds information point in Beales, if that project gets buy in.		CNTC

Chippy Larder Car Boot	Talk to Fox again about moving car Boot to Cattle Market once a month, using the road and half their car park.		Discuss possible use of Cattle Market car park with WODC.
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WALTERBUSH ROAD BUS SHELTER CONSULTATION

Why are we carrying out this consultation?

Until recently, there was a shelter at the bus stop on the corner of Walterbush Road and xxx. This was removed in xxx because of antisocial behaviour. Since then the Town Council has been asked by [a number] of residents to reinstate a bus shelter to protect the passengers, many of whom are elderly, from the wind and rain.

The Town Council has been working with Oxfordshire County Council Highways and Stage Coach (the bus operators) to consider how best to meet the needs of bus passengers while discouraging antisocial behaviour. We are now asking for your views on four possible options.

[Comments from Thames Valley Police are at Annex A.]

Who are we consulting?

We are consulting the residents living in homes within [300 m] of the existing bus stop.

Who will pay for the new bus shelter?

The County Council has money to improve bus stops and shelters in the town. This money has been paid to the County Council over a period of years by housing developers.

What are the options?

Option 1 – Install a smaller shelter on the site of the former shelter.

A new, much smaller shelter, with no seating, would be installed on the site of the former shelter. A smaller shelter would only provide cover for three or four passengers but would also discourage large groups of youngsters gathering.

[Photo of Mike Tysoes preferred choice of shelter.]

Total estimated cost [cost of shelter] plus installation costs [.....]

Option 2 – Install & Relocate a New Bus Shelter at Existing Bus Stop

This option is for a new cantilever bus shelter (picture below) with the canopy overhanging the footpath meaning passengers would be standing on the footpath making them more visible to passing traffic. There would be no seating. The existing hard standing could be made less attractive to groups gathering by installing planters. The shelter would be painted with anti – graffiti paint and the domed roof would prevent anyone climbing on it.

Total estimated cost £9,500

Technical Drawing: Cantilever 2 bay bus shelter

1. All the proposed items are temporary and can be removed to be used elsewhere.

2. The bus shelter back panel shall be at the back of the footway and the canopy will overhang the footway.

3. The proposed planters shall be bolted to the existing concrete base.

4. It is suggested the planters are planted with low height shrubs that have thorns and are hardy but colourful.

5. The Town Council will be required to maintain the planters.

6. Plants such as or similar to the common gorse should be used in the planters.

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No	Date	Page of Pages	Date	Drawn/Checked

OXFORDSHIRE COUNTY COUNCIL

Project No: Chipping Norton Proposed Bus Stop improvements

Drawing No: Option 1

Consultation:

Drawn by	Checked by	Applied by
m.13		

Consultation Project No. 4 / 16/12/20

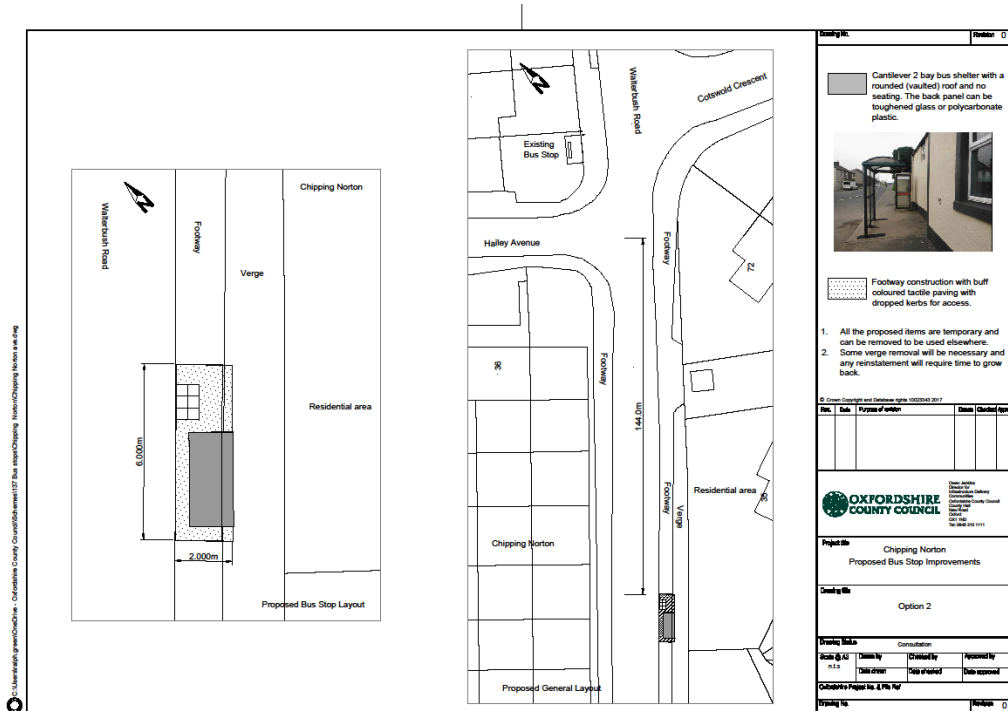
Scale: 1:100

Option 3 – Move the Bus Stop and Shelter to south side of Walterbush Road

This option moves the bus stop to the other side of Walterbush Road. Passengers would be able to get on the bus before it reaches the terminus and turns to come back along Walterbush Road. The bus shelter would be where homes are set further back but where it is overlooked by several properties. This should discourage any antisocial behaviour. As with option 2, there would be a cantilever bus shelter, without seating, the canopy overhanging the footpath.

There are two drawbacks to this proposal. Traffic along Walterbush Road will be unable to move in either direction while passengers get on or off the bus and some passengers will have to cross the road between parked cars posing an increased danger of accidents.

Total estimated cost £11,000.



Option 4 – Move the Bus Stop and shelter further down Walterbush Road

This option is to relocate the bus stop on Walterbush Road after the bus has turned round at the terminus and to provide a safe stopping place between the parked cars for the passengers to get on and off the bus. As with option 2 and 3 the proposal is to install a cantilever bus shelter without seating with the canopy overhanging the footpath.

The drawback is that traffic along Walterbush Road will be held up while passengers get on or off the bus. It would also result in the loss of car parking spaces in front of some properties.

Total estimated cost £14,000.

Legend

- Cantilever 2 bay bus shelter with a rounded (vaulted) roof and no seating. The back panel can be toughened glass or polycarbonate plastic.
- Footway construction with temporary precast concrete kerbing.

1. All the proposed items are temporary and can be removed to be used elsewhere.

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No.	Date	Purpose of update	Drawn	Checked	Approved

OXFORDSHIRE COUNTY COUNCIL
 Oxon, Andover, Banbury, Bicester, Didcot, Eynsham, Henley, Kidlington, Oxford, Thame, Witney
 2022-2023
 01235 210 1111

Project title
Chipping Norton
Proposed Bus Stop Improvements

Consulting title
Option 3

Consulting Status
Consultation

Drawn by	Checked by	Approved by
RLS		

Chipping Norton Project No. 17/16 Ref

Legend

How to comment

Please give us preferred option and any other comments, either by email to or by letter to [name and address] by [closing date].

Please provide your name and address. Please note that this information will not be used for any other purpose than this consultation exercise.

Or you can have a form on bottom of this asking people to tick boxes 1 – 4 for preferred option plus any other comments.

This consultation paper is published by Chipping Norton Town Council, [address, contact number and date]

Annex A

Comments from Steve Hookham | Inspector Neighbourhood Policing Teams | West Oxfordshire | Tel 101 | Internal 3803840
Address | Witney Police Station Welch Way Witney Oxfordshire OX28 6JN

From my recollection the removal of the bus shelter was in response to a persistent problem with youth ASB at that specific location by local residents. This was taken on by the newly formed community resilience group (CRG) as one of its priorities.

The location was causing targeted personal anti-social behaviour (ASB) to a specific resident who had been experiencing regular and persistent ASB over a number of years and it was having a very detrimental effect on their quality of life. The Housing Association completed some remedial environmental work which involved the cutting back of hedges and vegetation associated with their property and the location featured regularly on the local neighbourhood teams patrol plan.

The local policing teams response reduced the demand, however, operationally we were unable to sustain that level of response indefinitely with competing demands elsewhere. As a result the location was once again frequented by the group of youths and there was another significant increase in reported ASB.

As part of the CRG's response to the recurring problem they applied the use of the Problem Analysis Triangle (PAT).

Problem analysis triangle

For a crime or incident to occur, an offender and a suitable target must come together in a specific location without an effective deterrent. The figure below shows how these three elements: victim, offender and location, form the problem analysis triangle. Basically if one of the elements can be removed then the problem has a good chance of a long term solution.

In this particular case the Bus Shelter was the centre of the activity (location) and a decision was made at the CRF to seek to have it removed.

After the shelter was removed the demand for that specific location decreased considerably and the reports back from the residents who had been subject to a long period of ASB was very positive.

My worry is, if the bus shelter is reinstated there will be an increase in ASB in this specific location which will be in addition to the current demand we are experiencing. I am concerned that without specific and relevant youth provision this problem will return at some point in the future.

e].