

CHIPPING NORTON TOWN COUNCIL
The Minutes of the Community Committee Meeting
of 16 December 2020

A meeting of the Community Committee meeting was held on 16 December 2020
via Zoom at 7.15pm

The following members were present: -

Cllr S Coleman - Chairman
Cllr G Mazower
Cllr L Tuckwell

Officers: Louise Steele
Sonia Murgia

In attendance: Cllr Butterworth.

Three Members of the Public

1. **Apologies for absence.** Apologies for absence were received from Councillors Carter, Graves and Poole
2. **Declaration of interests.** Councillor Coleman declared a non pecuniary interest in the Committee's work programme as it relates to letting of the Town Hall because a church of which she is a member has asked to book the building.
3. **Public Participation.** There had been no requests for public participation; the three members of the public present each had an interest in an item of the agenda and made themselves available to answer Members' questions on those matters.
4. **To consider whether there should be Town Sports Awards this year.** Members considered the question of whether the Town Sports Awards, normally held each year in February should be held in 2021. Mr Graham Beacham was in attendance and answered members questions on the Awards. The Locum Clerk confirmed that £500 was available for the purpose of the awards in each of the 2020/21 budget and the draft budget for 2021/22. It was suggested that this matter form an agenda item (high on the agenda) for the Committee meeting in February 2021 with a view to holding an event in the summer and that the event could be slightly different. The Locum Clerk advised that the Finance & Resources Committee would be considering earmarked reserves at its next meeting and it would be possible to place the unspent 2020/21 budget of £500 into earmarked reserves to combine with the 2021/22 budget for a bigger event. The meeting indicated that it would make that suggestion to the Finance & Resources Committee and that a bigger event should be held in the summer of 2021.

5. **Funding of other bodies** – Members considered the two matters unresolved by the, then, Grants Committee on 26 October 2020 being Chipping Norton PTA and Regulated Pastures.

Members considered requests for grant funding from the Chipping Norton School PTA. There was some discussion as to the provision in the grants policy that prohibits the granting of money to a organisation to give away and the consensus was that any grant awarded should be made directly to the school.

The Committee resolved, by unanimous vote, to recommend to Full Council to grant a sum of £1,700 to Chipping Norton School to fund the purchase of 4 table tennis tables

Members consider the request from Regulated Pastures for a grant of £2,000 towards tree work at the New Road recreation ground. Mr John Grantham was in attendance and answered Members questions about the location of the trees, the work required and the long-term viability of the trees.

The Committee resolved, by unanimous vote, to recommend to Full Council to grant a sum of £2,000 (from the contingency not the grants budget) to fund the treeworks.

Mr John Grantham very kindly agreed to make a presentation to the Council at a future date about the history and role of the Regulated Pastures.

6. **Work Programme.**

Play areas.

Members noted that the ROSPA inspection of the play areas has been completed. It was agreed that Cllr Coleman, Poole (if available) and Tuckwell would inspect the playgrounds in the New Year using the ROSPA report and bring together a prioritised programme to be costed by the Clerk and considered by the Committee.

The Town Hall.

Members noted the Locum Clerk's oral report about re-opening of the Town Hall which, in accordance with Full Council's decision of 19 October 2020, happened on 3 December after the second national lockdown.

Some minor amendments were made to the Covid risk assessment and special hire conditions and the Committee reviewed and agreed both documents .

By unanimous vote, the meeting resolved to delegate authority to the Locum Clerk, Mrs Steele, to consider booking requests and their risk assessments and grant some flexibility in use of the building to users who could demonstrate that they could make more use of the building in a covid-secure way. Any complex or controversial uses to be brought back to the Committee for decision.

The Committee considered the additional cleaning of the Town Hall and agreed that contract cleaners could be engaged to carry out Covid cleaning that could not otherwise be carried out by the Town Hall Keeper.

Members considered a request received for regular use of the Town Hall on a Saturday for 30 weeks a hire (three school terms each of 10 weeks). Ms Claire Bradshaw was

in attendance and answered Members questions about the use to which she would put the building. The potential clash of the booking with the Country Market (potentially from February) was discussed. It was agreed to accept the booking on a trial basis for one term, until April 2021; that the stage school would flex its requirements to work around the Country Market and be flexible and find other accommodation to facilitate big bookings such as the Music Festival; and that the Locum Clerk would research methods (e.g. fogging) of sanitising the lower hall between bookings.

The Committee considered the principle of employing a surveyor to inspect the Town Hall and prepare a costed Quinquennial report and to supervise contracted roofing work thereafter.

The Committee resolved to recommend to Full Council that surveyors be appointed to conduct an inspection of the Town Hall and prepare a costed Quinquennial report at a cost of £4,275 (net).

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 (it was agreed that as a first step that users would be asked to share their safeguarding policies as a condition of hire)

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 had met with the contractor – for existing work prices will be held for the next year and some additional items will be included in that price but additional prices are awaited for other further work. The Locum Clerk agreed to seek clarification about the chemicals to be used to clear moss

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

Litter and Dog Bins.

Further discussion on litter and dog bins was deferred until the next meeting. It was agreed that the full schedule of Town Centre works would be a separate item on the next agenda.

Cllr Mazower gave a brief update on Christmas Lights and the recent visits of an electrician; a fuller report will follow but may be summarised as the growth of trees and the rusting of connections renders some of the tree lights unusable this year.

Bus Shelters.

Members consider a draft consultation document prepared in respect of the Walterbush Road shelter; an amended version of the document will be distributed in the New Year. There was discussion of how completed versions of the consultation document might be returned and that two options were appropriate (delivery to the Guildhall and distributing stamped addressed envelopes).

It was noted that 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.

7. **Schedule of meetings to May 2021.** It was noted that the Locum Clerk would be bringing forward a calendar of meetings to Full Council. In the meantime the date of the next Committee meeting was provisionally agreed as Wednesday 3 February 2021

5. Committee's Work Programme:

Play areas.

On oral update will be given on progress in addressing the work identified by the ROSPA report.

The Town Hall.

The Town Hall remains closed because of the national lockdown. There has been a request that Friday prayers resume with effect from 5 February 2021. Communal worship and prayers are permitted during lockdown provided that Government guidance on acts of worship is followed. The Committee is asked to agree this request.

Cleaning – there has been no need to use contract cleaners to date.

Research into the use of fogging or ultra-violet treatment continues – there is a link to HSE advice here <https://www.hse.gov.uk/coronavirus/disinfecting-premises-during-coronavirus-outbreak.htm>

The advice tends to indicate that the better treatment for an environment like the Town Hall might be ultra-violet (UV) because it doesn't leave any chemical residue which might damage soft furnishing and wall decoration. It should be stressed that UV treatment is no substitute for regular cleaning but is an augmentation enabling the relatively fast disinfection of the premises.

Roofing & Quinquennial Review

The surveyor has been instructed to carry out the quinquennial survey and prepare the report. There is nothing further to report at this stage.

Review of Hire Charges

The schedule of Town Hall charges currently in use is attached for Members to consider whether there should be any review of hire charges.

Membership of Community First Oxfordshire

The Locum Clerk recommends that the Town Council (re)joins Community First Oxfordshire at a cost of £85 a year. This organisation will provide advice which will assist the Council with the other Town Hall matters yet to be considered. See the following link for more information.

[Community Enterprise | Community First Oxfordshire \(communityfirstoxon.org\)](http://communityfirstoxon.org)

Other Town Hall matters

To be considered at a future meeting include:

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

Youth worker

It remains the case that work is necessary to consider the recruitment and management of a detached youth worker subsequent to a meeting with Oxfordshire Youth.

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. Thomas Fox Ltd have kept their prices the same but there is an extra cost of £760 a year (£95 per visit x eight visits) for mowing the 2 new pieces of land at Cotswold Gate. The Council has a commuted lump sum to cover this for the next few years.

A meeting needs to take place with Toparius to agree elements of their contract before it is renewed to March 2022 but it has not proved possible to arrange this meeting in lockdown.

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

Litter and Dog Bins.

These are subsumed in the wider programme of town centre improvements which are elsewhere on the agenda for this meeting.

Bus Shelters.

Members to agree a time table for distribution of the a consultation document in respect of the Walterbush Road shelter and which version is to be distributed. The number of households to be consulted is 252 to 298. If the consultation document is distributed by post, and consultees are given a stamped addressed envelope for their reply then the postal costs of consultation would be £332.64 to £393.36 with additional expenditure on stationery.

The insurers have settled the Council's claim in respect of the Cornish Road bus shelter and the order for a new bus shelter was placed on 15 December 2020.

Greystones.

The drainage issues remain a work in progress

Events. Longer term post COVID programme of events.

New Projects need to be investigated.

	MAYOR'S LIST OF TOWN CENTRE WORK	DECEMBER 2020 & JANUARY 2021 UPDATE	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.

<p>Tree and bench by Jaffe and Neale</p>	<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>		<p>In first instance establish ownership of tree. Will Barton to raise with Nick Dalby (WODC tree man).</p>
<p>Benches</p>	<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>	<p>Get quote from Myrica Jones. Need to agree budget of £550 to purchase equipment of Paolo's use (petrol driven power washed, cleaning pool and backpack)</p>	<p>Short term, Paolo to pressure seats, bins and signs in town centre.</p>
<p>Mural</p>	<p>Scope out possibility of the wall of the house next to Harpers (on left as you enter town) becoming site for a mural.</p>		<p>Establish ownership of property. Cllr Coleman to talk to CAB contacts.</p>
<p>Crossing next to garage</p>	<p>This is a danger area – children crossing, many near misses. Needs reviewing and action. Lollipop lady?</p>		<p>Site meeting with OCC? James Wright</p>

Black box next to The Tea Set	To be removed	On WODC list – when will it happen?	Is in hand and Will is chasing.
Pedestrianisation	<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>	WODC planters x 2 measure 755mm x 755mm x 1040mm	<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>

	Lighting Festoon lighting being installed early New Year. Second site visit next Tuesday.		
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	Rationalise signage across the town centre to reduce visual clutter. Create budgets for revamped signage, including finger post signage. Clean up and repainting of some existing signs and replacement of other street signs. Draw up list.		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 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.		CNTC to take forward
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 the make-shift placards etc are dwarfed by the pillars.		CNTC
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		CNTC

	point in Beales, if that project gets buy in.		
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.