

**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