



**Chipping Norton Town Council**  
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Office Hours: Mon – Fri 9am – 1pm

Minutes of a meeting of the **Community Committee** held online by ZOOM video conferencing system on **Wednesday 3rd February, 2021 at 7.15 pm.**

The following members were present:

Cllr Coleman  
Cllr Bradley  
Cllr Coles  
Cllr Mazower  
Cllr Poole  
Cllr Tuckwell

Also in attendance:

Cllr Butterworth  
Steve Milton, Locum Clerk  
Kay Linnington, Deputy Town Clerk  
Sonia Murgia, Accounts Clerk

**1. Minutes**

**RESOLVED:** that the minutes of the last meeting held on 16<sup>th</sup> December, 2020 be approved as a correct record and signed by the Chair at the next available opportunity.

**2. Public Participation**

Graham Beacham provided an update on arrangements for the Chipping Norton Sports Awards 2021. The organisers were now working on alternative dates and venues – the Cricket Club had offered the pitch. Mr Beacham thanked the Council for its continued support for the event and sports in the Town. The Chair thanked Mr Beacham for his update and agreed to consider this matter again in the light of future changes to national COVID-19 guidance on public gatherings.

**3. Apologies for absence**

No apologies were submitted.

**4. Declaration of interests**

There were no declarations.

**5. Committee Work Programme**

**(1) ROSPA Playgrounds Inspections**

The Committee noted that work was underway to address the priority works highlighted in the ROSPA inspection report. The Locum Clerk reported receipt of quotes for works as follows:

- a) Worcester Road Play Area: Repairs to mound tunnel, spinner bowl, surf board, supernova, new safety surfacing and patching: Kettering Playsafe - £1,852

- b) New Street Play Area: Replacement of corner posts and reinstatement of fencing:  
Canopy Landscape and Arboricultural Services - £645

**RESOLVED:** that the quotes be accepted and the works progressed as soon as possible.

**(2) Cotswold Crescent Play Area**

The Committee considered that Cotswold Crescent provided an opportunity for a more creative use of open space, rather than simply adding new playground equipment. Members recognised that development of this open space might cause some concerns for local residents and it would be sensible to carry out a consultation exercise before any further proposals were considered. Members considered that the consultation should be combined with the survey about the relocation of the nearby Walterbush Road bus stop.

**(3) Town Hall**

The Committee considered the report prepared by the Locum Clerk. It was noted that a request had been received to resume religious worship in the Town Hall from the middle of February.

**RESOLVED:** that permission be granted for Friday prayers to resume at the Town Hall subject to the COVID-19 restrictions previously agreed with the Council.

Members noted that the schedule of Town Hall charges would be submitted to the next meeting.

**(4) Community First**

The Committee considered the renewal of the Community First subscription.

**RESOLVED:** that the Community First subscription be renewed for 2021-22 at a cost of £85

**(5) Youth Worker**

The Mayor reported that she had met with Oxfordshire Youth together with Cllr Poole, Cllr Coleman and the Locum Clerk, Janet Eustace. Oxford Youth advised that the employment of a youth worker for the town should be facilitated through an external organisation to a programme agreed by the Town Council as sponsor. Oxford Youth had suggested a provider currently operating a youth outreach project in Banbury. Cllr Poole agreed to contact David Cruchley for an introduction to this provider and to contact funders at Oxfordshire County Council to update them on progress this year as timescales will need to be extended.

The committee was keen to ensure this project meets the needs of young people in the town and therefore agreed to consult with local organisations and residents. Cllr Tuckwell agreed to scope out a Zoom meeting to bring together potential partners including the school, Oxfordshire Youth Forum, Oxfordshire Play Association and the existing youth groups in the town. Questions would also be included in the questionnaire considered in minute 5 (7) below.

**(6) Grounds Maintenance Contract**

The Locum Clerk reported that Full Council had agreed that the contracts be extended for a further year. Thomas Fox Ltd had kept their prices the same but there was an extra cost of £760 a year for mowing the 2 new pieces of land at Cotswold Gate. The Committee noted that the grounds maintenance contract was due for renewal from 1<sup>st</sup> April 2022 and that work to prepare the tender documentation would need to commence before the Summer. It was noted that the preparation of the specification may require specialist advice, particularly if the Council wanted to include biodiversity and low carbon arrangements. It was agreed that the Locum Clerk would meet with the Chair to discuss proposals and bring a report to the April meeting.

**(7) Bus Shelters**

The Locum Clerk reported that the number of households to be consulted about the relocation of the Walterbush Road shelter was between 250 and 300. If the consultation document was distributed by post, and consultees 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. Members noted that it might be possible to widen the consultation to include proposals for Cotswold Crescent, but this would delay the process further. It was agreed to share the draft questionnaire with the Locum Clerk for comments.

Members welcomed news that the Council's insurers had 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.

**6. Town Centre Works Programme**

The Committee considered the Mayor's report (previously circulated).

**RESOLVED:** that the Town Centre Action Plan, as amended, (attach as Annex A to these minutes) be approved.

**7. Purchase of Cleaning Equipment**

The Locum Clerk reported on the need to [purchase additional equipment for the grounds maintenance operative to extend the scope of work undertaken in the Town. Items identified included a commercial quality petrol driven pressure washer for use on signs, street furniture, pavements, graffiti and buildings together with other tools needed to safely undertake public realm works (including a pole washer).

**RESOLVED:** that a more detailed report with itemised costs be submitted to the next meeting for further consideration.

**8. Date of next Meeting – 3rd March 2021**

The Chair closed the meeting at 9.20pm

Signed as a correct record:

.....  
Chair

Date:



# CHIPPING NORTON TOWN COUNCIL

## Grant Awards Policy

### 1. Aims

- 1.1 To promote a vibrant and active community in the Parish of Chipping Norton, enhancing and maximising the range of services and activities for the Town.

### 2. Legal Powers

- 2.1 Grants may only be allocated where there is a specific power in law to do so. When recommendations are made and a resolution passed to award a grant, the power by which it is awarded must be identified.
- 2.2 Where no specific grant making power exists in other legislation, and where, in the Council's opinion, the grant will benefit its area or any of its inhabitants, the General Power of Competence, Localism Act 2011 will be agreed, if held by the Council. If the General Power of Competence is not held by the Council, Section 137 of the Local Government Act 1974 will be used.

### 3. Grants to Voluntary Bodies

- 3.1 The Scheme of Delegation adopted by Council on 21 December 2020 delegates the awarding of grants to voluntary bodies to the Finance & Resources Committee. The Committee will designate one meeting a year to consider the applications for grant aid.
- 3.2 The Council allocates an amount of money for grant funding each year when setting the Council's budget.
- 3.3 The funds are modest, so when considering applications, the Committee look at how the application benefits the majority of the community.
- 3.4 The Committee presents its recommendations to Full Council for authorisation by resolution.
- 3.5 The following criteria are used to assess applications:
- Is the organisation in Chipping Norton or serves a significant proportion of residents within the parish?
  - What benefit does it provide to the town and its inhabitants?
  - Would there be a significant adverse effect if the applicants were unable to continue or were hampered by lack of funds?
  - Have other sources of funding been secured or being sought for the project?
  - Is there a more appropriate source of funding the organisation should be directed to, thus relieving the demand on the Council's resources?
  - Is the application for capital or revenue costs?
  - If revenue has the organisation received similar funding in the previous few years?
  - Funding priority will be assessed in the following order:
    - Capital Projects

2. Community Project Seed funding for the first year.
3. Revenue support –Salaries/staff costs will not be funded.

3.6 The Committee may require successful applications to provide progress reports.

#### **4. Funding Requests**

- 4.1 Applications are only accepted from charitable or non-profit making organisations and grants cannot be awarded to individuals.
- 4.2 Applications are not considered from “upward funders”, i.e. local groups whose fund-raising is sent to the central headquarters for redistribution.
- 4.3 Applications from religious groups are considered where an ongoing benefit to the wider community can be demonstrated irrespective of their religious beliefs.
- 4.4 Applications from education, health or social services establishments are considered where the organisation can demonstrate that it is working in partnership with other groups and where there are ongoing benefits to the wider community.
- 4.5 Organisations requesting funds for buildings must provide evidence of security of tenure for a minimum of 7 years from the date that the grant is considered. Proof of adequate insurance with a reputable insurance company must be provided.

#### **5. Financial Requirements**

- 5.1 The Committee may require evidence that the money has been used as specified in the grant application. This must be provided when requested. If the grant is not used for the stated purpose the Council has the right to request the grant money is paid back.
- 5.2 It is essential that the application includes the information and documents requested on the form. Applicants must provide a copy of the last audited accounts to show that there is a need for the grant. In the case of a newly formed organisation they are requested to provide a business plan and budget.

#### **6. Outcome**

- 6.1 All applicants will be advised of the Council’s decision.

#### **7. Publicity**

- 7.1 The Town Council requires acknowledgment of its contribution in any publicity material.
- 7.2 Some grants may be more formally recognised with a presentation from the Mayor or Deputy Mayor.

## CHIPPING NORTON TOWN COUNCIL

The Cemetery, Worcester Road, Chipping Norton

### Table of Fees and Charges from 1<sup>st</sup> April 2020

#### **Memorials**

Flat tablet level with ground	£ 92.00 + VAT
Small tablet or vase only not exceeding 12 inches in height	£102.00 + VAT
Headstone not exceeding 3 feet in height	£133.00 + VAT
Any inscription after the first	£ 62.00 + VAT

#### **Colonnade**

Registration for reservation/allocation fee for Bronze Plaque	Single £ 77.00 + VAT
	Double £133.00 + VAT

#### **Interment Fees**

<u>No exclusive right of burial:</u> (non pre-purchased graves)	(a) stillborn or not over one month old	£ 0.00
	(b) over one month old but not over 12 yrs	£ 51.00
	(c) over 12 years in 6ft grave	£ 330.00
	(d) ashes of cremated body	£ 125.00
	(e) levelling surcharge	£ 72.00

Undertaker's Levy £ 200.00

Following approval by Cemetery Committee that headstone/  
kerbstone has been installed satisfactorily then £200.00 will be refunded.

#### **Exclusive right of burial** (purchased graves)

6 ft – 8 ft grave <u>excluding</u> interment fee	£330.00
Grave space for ashes of cremated body	£123.00

DOUBLE the above fees and charges will be payable in respect of:

- (a) persons not parishioners or inhabitants of the ecclesiastical parish of Chipping Norton with Over Norton, and not dying within the said parish
- (b) stillborn children not within the parish to which reference is made above where both parents are non-parishioners or non-inhabitants of the said Parish

Permission for rose tree, plaque and commemorative trees  
(subject to Committee's approval) £110.00 + VAT

Searches (per surname) £ 25.00

Deed of grant transfer £ 35.00

The Guildhall  
Chipping Norton  
Oxon

## **9. Committee's Work Programme:**

### **Play areas.**

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

Further, Members are asked to consider the path between Cotswold Crescent and Burrows Crescent as this impacts on future use of the site at Cotswold Crescent.

### **The Town Hall.**

The Town Hall remains closed because of the national lockdown although, as agreed by this Committee at its last meeting Friday prayers resumed with effect from 5 February 2021.

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

Research into the use of fogging or ultra-violet treatment continues.

West Oxfordshire District Council will be visiting the Town Hall and meeting with the Town Hall Keeper as part of its Covid-19 preparations for the Town Hall's role as a polling station in May 2021

### 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 (page 9) for Members to consider whether there should be any review of hire charges.

### 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.**

Mrs Steele is to try and arrange a meeting with Toparius to agree elements of their contract before it is renewed to March 2022 for 8 or 9 March 2021.

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

**Litter and Dog Bins.**

A request has been made for an additional dog waste bin on Back Alley (this is between and parallel to Hailey Avenue and Churchill Road). Members to consider their rep

**Bus Shelters.**

Preparations are in hand to distribute a consultation document in respect of the Walterbush Road shelter by hand to 298 households.

**Greystones.**

The drainage issues remain a work in progress

**Events.** Longer term post COVID programme of events.

**New Projects** need to be investigated.

**Community Liaison**

To consider ways of to improving and sustaining community liaison. These can include inviting individuals/groups/organisations to speak to the Committee or involving community groups in progressing Town Council projects such as adoption of the red telephone box or planting and maintenance of planters.

**Pool Meadow**

To consider the arrangements for maintenance and management of this area including arrangements for safety inspections.

**Community Noticeboards**

Competitive quotes are being taken for an open access noticeboard near The Fox. An oral update will be given at the meeting if quotes have been received by then otherwise the Committee will be asked to agree an indicative budget. Kay is looking for a quote for an open

Other requests have been received for a noticeboards on Walterbush Road and near Parkers Circus.

**Benches**

To consider the provision of additional benches and identify budget provision for them.

**Defibrillators**

Members to consider a request received from the Lions Club of Chipping Norton that the Town Council take over ownership and maintenance of four defibrillators within the town. The request is attached (page 10).



<b><u>Town Hall Scale of Charges, Regulations and Conditions from 1<sup>st</sup> April 2019 until further notice</u></b>		Town Charities & Town Branches of National Charities	Private Parties & Other Organisations	Commercial
Town Hall Facility		Rate per hour £	Rate per hour £	Rate per hour £
1	Whole Building (excluding Council Chamber)	25.00	40.00	61.00
2	Upper Hall	15.00	30.00	45.00
3	Additional cost sale of alcohol (per booking)	27.00	28.00	30.00
4	Lower Hall and kitchen (excluding catering use)	12.00	25.00	35.00
5	Full Catering facility	5.00	5.00	5.00
6	<b>ALL DAY WHOLE TOWN HALL WITH ALL FACILITIES – MAX 8 HOURS</b>	150.00	263.00	440.00

(There is a minimum charge as for one hour regardless of which part of the building is used)

### **Other Charges**

- a) After midnight - £30 (surcharge) per hour, whichever part of the building is booked.
- b) Council Chamber - £60 per occasion - Use subject to Council's permission.
- c) Sound Equipment - £5 Projector and screen - £10.
- d) Allowances for consecutive bookings - two consecutive days hire 5% off
- e) Half hourly bookings will be accepted, but the minimum charge will apply if relevant (1 hour)
- f) The hire charge will commence from the time the hirer/staff/equipment arrive at the Town Hall and continue until the hirers vacate the building.
- g) Hire of the Town Hall on Sundays, Bank Holidays, Christmas Eve and New Year's Eve will be subject to special consideration by the Council
- h) Council may grant, at its discretion, discounts to encourage booking of particular community benefit and to encourage use of the Town Hall by town businesses.

**ALL CHARGES ARE INCLUSIVE OF VAT @ 20%**

DEPOSIT/CANCELLATION FEE for hire of Halls £50

DEPOSIT for hire of kitchen for catering £50

**N.B STEEL TIPPED STILETTOS ARE NOT ALLOWED**

### **Numbers permitted in the Town Hall**

Dancing in the Large Hall

180

Seating in the Large Hall

250 (including 57 in the balcony)

Lower Hall

75

Lions Club of Chipping Norton.

Dear Madam Mayor,

We understand that Cllr. Jo Graves has informed you that the Chipping Norton Lions are proposing to give Chipping Norton Town Council £2,000 towards the future maintenance of 4 Defibrillators.

The continuing maintenance of the Defibrillators is vital to the community and to that end we do ask the Chipping Norton Town Council to take over this responsibility .

We have maintained them up to now, raising funds and arranging for their installations, however the Club, mainly because of the current Covid 19 Virus and shortage of members are having to disband.

Lion Mike Graham, who is a retired Paramedic instigated the funding of the first Defibrillator, and has been working with Paolo Oliveri so that he can take over the responsibility of checking them and then Mike Graham reports them to Webnos organized by the CommunityHeartbeat Trust who helped us in the purchase of them. Through the Webnos it means the Ambulance Service know where they are and are in a state of readiness. This reporting would eventually be taken over by the Council.

The first one in the Telephone Kiosk outside Sainsbury was arranged in conjunction with B.T. who allow the electricity already supplied to the box to be used likewise the one in Hailey Road. The electricity for the other two are thanks to the Freemasons and Hook Norton Brewery for The Red Lion.

The maintenance expense is Pads which need to be replace after two years or if they are used and batteries which normally last for five years and this is why we have always ring fenced £2,000 for them within our Club's finance.

It is a sad that the Club must close after 35 years and we know that the members although may not be able to be called Lions will do all they can to help the Council to maintain these lifesaving community assets.

We do however ask for a formal letter of acceptance in order that Lions can show the money was passed over and accepted by the Town Council.

We sincerely hope this can be put to the Council as soon as possible. However if more discussion is needed please contact Mike Graham on 01608 644678 or Rob Caswell of the Lions Welfare Committee on 01608 646003

Yours sincerely,

Lions Club of Chipping Norton.

c/o Lion Mike Graham, 47 Distons Lane, Chipping Norton OX7 5NY.

Or Lion Rob Caswell, 22 Tisley Road, Chipping Norton OX7 5JA