

**CHIPPING NORTON TOWN COUNCIL**  
**The Minutes of the Community Committee Meeting**  
**of 5<sup>th</sup> November 2020**

A meeting of the Community Committee meeting was held on 5<sup>th</sup> 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	
<b>101 Grants</b>					
7670	Grants vol orgs	35900	26000	41000	26,000 +15,000 COVID
7680	Youth Council	0	1000	1000	
	<b>Expenditure</b>	<b>35900</b>	<b>27000</b>	<b>42000</b>	
<b>102 Misc</b>					
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	
	<b>Expenditure</b>	<b>21958</b>	<b>28550</b>	<b>28500</b>	
<b>110 Town Hall</b>					
3115	Lettings income	16250	23000	16000	
3140	WODC water rates	115	200	200	
3290	Misc Income	5550	100	2000	
	<b>Income</b>	<b>21915</b>	<b>23300</b>	<b>22200</b>	
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	
	<b>Expenditure</b>	<b>47629</b>	<b>62635</b>	<b>54950</b>	
<b>120 Greystones</b>					
3110	Rents recievable	2040	2040	2040	
3111	Rugby clb access	175	175	175	
3290	Misc income	720	0	0	
	<b>Income</b>	<b>2935</b>	<b>2215</b>	<b>2215</b>	

6210	Rates	373	350	375
6400	Repairs	5480	7500	5000
7650	Insurance	300	300	300
	<b>Expenditure</b>	<b>6153</b>	<b>8150</b>	<b>5675</b>
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
	<b>Expenditure</b>	<b>15211</b>	<b>52415</b>	<b>34220</b>
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
	<b>Expenditure</b>	<b>18</b>	<b>500</b>	<b>700</b>
130	<b>Cemetery</b>			
3190	Internments and mem	10253	9000	10000
3191	Grave purchase	3267	2000	3000
	<b>Cemetery income</b>	<b>13520</b>	<b>11000</b>	<b>13000</b>
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
	<b>Cemetery expenditure</b>	<b>15572</b>	<b>18060</b>	16020
140	<b>Closed churchyard</b>			
6400	Repairs	1346	1000	1000

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

## 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