



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: [cntc@btconnect.com](mailto:cntc@btconnect.com)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

16th June 2021

## **SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE**

TO: All Members of the Community Committee

VENUE: Upper Hall, Chipping Norton Town Hall

DATE: Wednesday 23rd June 2021

TIME: 7.15pm

Luci Ashbourne  
Town Clerk

Cllr Coleman, Cllr Foakes, Cllr Graves, Cllr Mazower, Cllr Miles, Cllr Poole, Cllr Tuckwell and Cllr Whitmill

### Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

## A G E N D A

### **1. Election of Chair**

### **2. Election of Vice-Chair**

### **3. Apologies for absence**

To receive apologies for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk ([chippingnorton.townclerk@gmail.com](mailto:chippingnorton.townclerk@gmail.com)) prior to the meeting, stating the reason for absence.

### **4. Declaration of interests**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct

### **5. Minutes**

To approve the Minutes of the Committee meeting held on 12th May 2021.

## **6. Public Participation**

The meeting will adjourn for this item.

Members of the public may speak for a maximum of five minutes each during the period of public participation.

## **7. Play areas**

To receive a report and consider any recommendations on the Council's play areas, including:

- a. Considering different colourful designs for benches for Cotswold Gate play park and agreeing an appropriate budget.
- b. To receive an update regarding the bin needed in Cotswold Crescent play park.
- c. To receive communication regarding New Street Play Park.
- d. To receive an update from the Maintenance Operative on the RoSPA report and related cost, and agree next steps.
- e. To receive an update from the Chair on play park signage and agree next steps.

## **8. The Town Hall**

- a. To receive an update from the Clerk on the Quinquennial review.
- b. To receive the Town Hall's new Fire Risk Assessment.

## **9. Bus Shelters**

To receive a report on the Walterbush Road bus shelter and agree next steps.

## **10. Pool Meadow**

- a. To receive communication regarding Pool Meadow.
- b. To receive a report and recommendations from the Clerk that the Council create a steering group and invite stakeholders and interested parties to join.

## **11. Cemetery**

- a. To receive an update report on works carried out in the Cemetery and agree any next steps.
- b. To receive a report from Cllr Coleman on Cemetery Regulations.

## **12. Queen's Platinum Jubilee**

The Queen's Platinum Jubilee will be celebrated between 2nd and 5th June 2022. Council to consider creating a Task and Finish Group of three councillors, in consultation with the Clerk and the Deputy Clerk to come up with an initial plan and a proposed budget to be brought back to Committee in September.

## **13. Covid-19 Heroes Awards**

To receive a verbal update from the Chair.

## **14. Project Oxygen**

To receive and consider a grant request regarding a local mental health initiative.

## **15. Date of next meeting**

Wednesday 15th September 2021.



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Office Hours: Mon – Fri 9am – 1pm

Minutes of a meeting of the **Community Committee** held in Chipping Norton Town Hall on **Wednesday 12<sup>th</sup> May, 2021 at 7.15 pm.**

The following members were present:

Cllr Coleman (Chair)

Cllr Poole (Vice Chair)

Cllr Graves

Also in attendance

Cllr Butterworth

Luci Ashbourne, Town clerk

Two members of the public

## 1. Apologies for absence

Apologies for absence were received from Cllrs Mazower, Tuckwell, and Carter.

## 2. Declaration of interests

There were no declarations.

## 3. Minutes

**RESOLVED:** That the minutes of the last meeting held on 14<sup>th</sup> April 2021 be approved as a correct record and signed by the Chair.

## 4. Public Participation

John Taylor presented to committee. Mr Taylor talked about mental health awareness week, and noted the fact that the suicide risk for men between the ages of 20 and 50 is high. Mr Taylor shared his personal experience, understanding that there is not the robust support available that is needed to help people through mental health crisis. Mr Taylor wants to launch 'Project Oxygen' which will provide an opportunity for men to get fit, but also talk, which is a huge societal barrier. Activities including, but not limited to, walk and talk sessions and 'dudes and dogs'. Mr Taylor is committed to provide this for free in order to make it as accessible as possible for anyone who could benefit from it. Mr Taylor explained that in order to do this, he would need some support in finding a space, and identifying other people who have the skills to help get this endeavour off the ground.

Cllr Graves asked Mr Taylor about his understanding of the local need. Mr Taylor reassured Committee he understood, and added that this endeavour would not be a referral-type set-up, but more of a social endeavour that people can drop into.

The Clerk asked what kind of space is needed. Mr Taylor confirmed the Town Hall would be ideal. The Committee asked Mr Taylor to put a proposal in writing for the Council to consider As grants are made available every year to local voluntary groups.

Cllr Poole shared other ideas such and promised to put Mr Taylor in touch with the right people.

The Clerk asked what kind of people-skills were needed. Mr Taylor replied that he is hoping to find someone to help with marketing and social media. Cllr Graves suggested that Chippy News could assist with publicity.

The Town Clerk offered to share some contact of similar local groups in West Oxfordshire to help.

The Committee thanked Mr Taylor for taking the time to approach the Council about such an important issue.

## **5. Cemetery**

The Chair updated members on the site visit and the Committee considered the Clerk's report.

### **a. Cemetery gate**

The Committee discussed the cemetery gate and debated whether or not the gates should be restored and left open, or whether new lockable gates should be installed. Members queried that if the Council did purchase new gates, whether there would be someone to open and close them at the right time. Members then debated the pros and cons of locking the gates and proposed that restoring the current gates and leaving them in the open position would be the best course of action at present.

**RESOLVED:** That the Maintenance Operative sand, varnish and weatherproof the gates as a temporary measure.

### **b. Noticeboard**

Members discussed the worn and damaged regulations board and considered the next steps.

**RESOLVED:** Cllr Coleman and the Finance Officer will review the regulations. The Clerk will look for inspirations from other Town and Parish Councils to gather some creative ideas about how to make the noticeboard welcoming. This will be brought back to Committee to consider.

The Clerk updated members that the Royal British Legion have been contacted about the rusty pins in the larger noticeboard.

### **c. Gatepost**

The pedestrian gatepost has rotted. The Maintenance Operative is looking into having it fixed, but has asked whether or not the kissing gate needs to be there at all. Members agreed it should remain as it helps define this sensitive space.

**RESOLVED:** Update, and consideration of cost of replacing the gatepost, will come back to Committee.

### **d. Commonwealth War Graves**

The Chair explained to members that a question had come in about the Commonwealth War Graves noticeboard and signage. Cllr Coleman reassured members that there is signage up in the Cemetery at present, but that she has been in touch with Commonwealth War Graves to enquire about the need for additional signage and will update Committee at the next meeting.



## 6. Committee work programme

### a. Play Areas:

#### (i) New Street

Members considered the Maintenance Operative's report on repairs needed.

**RESOLVED:** Quotes are obtained for the repairs needed at New Street Play Park including repairs to the slide mound and rubber matting.

#### (ii) Cotswold Crescent

Members considered the Maintenance Operative's report that the bin had been destroyed.

**RESOLVED:** That a budget of £300 is set for replacement litter bin for Cotswold Crescent Play Area.

#### (iii) Cornish Road

Members considered the Maintenance Operative's report that the sign to the play area is a design that makes it easy for people to hang from, which thus bends and damages the sign.

**RESOLVED:** That the Clerk explores regulations surrounding signage and comes back to Committee with new designs and an idea of budget.

#### (iv) Cotswold Gate

Members discussed the issues that need fixing on the Cotswold Gate play area and noted that Proludic are coming back to fix issues as they come up. The ground the trampoline sits in does not have adequate drainage and therefore it is likely that it will need to be replaced with an alternative piece of play equipment. This is being explored and an update will come back to Committee at a later date.

Members considered the Maintenance Operative's report that the park does not have a seating area.

**RESOLVED:** That the Clerk to bring back quotes for four colourful benches to the next Committee - two with backs and two without.

### b. The Town Hall:

The Clerk informed members that a provisional date for the Quinquennial review had been set for 17<sup>th</sup> June 2021. Waiting for final confirmation from the surveyor.

Members enquired if the Town Hall was being used more as restrictions were lifting and the Clerk said that fitness groups were starting to book in.

### c. Litter and Dog Bins:

The Clerk had been asked to contact WODC regarding the state of some of the litter bins in town. WODC are now in the process of replacing them.

**d. Bus Shelters:**

The Chair updated members on initial results from the Bus Shelter consultation. There were 64 responses in total. 51 people want the Council to replace the bus shelter, 8 people said they didn't know, and 5 people said they do not want the bus shelter to be replaced. Members concluded from those results that it is incumbent on the Council to replace the bus shelter.

**RESOLVED:** The Clerk to source previously obtained quotes and designs for a new bus shelter and bring back to Committee.

**e. Pool Meadow:**

Members considered two communications received from members of the public regarding the management of Pool Meadow. Members discussed the value of Pool Meadow as a natural space for biodiversity. They noted the need for a safe pathway through, and that laying woodchips has helped with accessibility.

The Clerk suggested that the Wychwood Project may be able to help advise on how to manage the space with a focus on maintaining and enhancing the biodiversity.

**RESOLVED:** That the Council replies to the members of the public who had raised concerns, reassuring them that keeping and enhancing the biodiversity and wild space is a priority, and that it will be protected; that the Clerk contacts the Wychwood Project to see if they can give us advice on managing the space.

**f. Community Noticeboard:**

Committee received a verbal update from the Chair regarding the new noticeboard.

An open, aluminium framed one had been decided on, but there were a range of colours to choose from. Members discussed which colours would work best, and decided that something in keeping with the palette of the Town Council logo would work well.

**RESOLVED:** The Council to order the noticeboard in green colour and arrange installation.

**7. Request to use New Street play area to hold weekly outdoor yoga sessions**

The Committee considered the request from Fluid Fox Yoga requesting permission to use the New Street play area for outdoor yoga sessions. Members largely supported this as long as it was held at a time when the park is at its quietest, and in a space away from the park and the dog walking area.

**RESOLVED:** That permission is granted for Fluid Fox Yoga to use the green space between the playpark and the dog walking area on the Penhurst Gardens side. Not to be held between 10am and 4pm, unless sessions are held during a school day, in which case they should only take place between 9am and 3pm. This will be for a period of six months as we come out of lockdown. Noted thanks for the request. Request that Fluid Fox Yoga confirm times and dates in writing.

**8. Keep Britain Tidy – Great British Spring Clean 2021**

The Chair noted that the cemetery clean up was well engaged with and proposed that Chipping Norton Town Council should promote the Keep Britain Tidy Campaign and offer use of litter pickers to residents.

**RESOLVED:** That the Council promote this campaign on social media and that people will be able to borrow the Council's litter pickers.

**9. Covid-19 Heroes Awards**

The Chair announced that there have been more than 70 Covid Heroes Nominations. The Committee were delighted with that response, and agreed nomination should be recognised, instead of choosing a winner. Committee noted thanks to Marks and Spencers, who have offered to help sponsor by providing gifts. Members discussed and agreed that certificates should be made, and an awards ceremony will be held after 21<sup>st</sup> June.

**RESOLVED:** Provisional date set for a drinks reception to be held on Friday 9<sup>th</sup> July, with the proviso that the Mayor is free to attend, and the Town Hall is not booked up. Delegated moving that date, if needed, to the Clerk, in consultation with the Committee. Certificates will be given to each nominee, along with an invitation to the event in which the Mayor will publicly thank everyone. Council will provide drinks and nibbles, and music. That the Council provide high quality certificates for all nominees; budget of £50 for stationery; that a maximum budget of £750 is set for the drinks reception.

*At this point the meeting it was noted that two hours had elapsed and the meeting agreed to suspend Standing Orders in order to allow the meeting to continue for a further 30 minutes.*

The Committee agreed that the details of the event need a dedicated meeting to finalise.

**RESOLVED:** That a task and finish group, made up of Cllrs Coleman, Poole and Mazower, along with the Clerk, meet within two weeks to finalise the details.

#### **10. Open air Cinema**

The Committee considered the idea that Chipping Norton Theatre use the Cotswold Crescent play area to pilot an open air cinema in September 2021, and the Clerk's recommendation that a joint letter is issued to Cotswold Crescent residents addressing concerns, and inviting them to the free pilot event.

**RESOLVED:** Use of the Cotswold Crescent play area for an open air cinema is welcome, and that the joint letter to residents is drawn up between the Council and the Theatre.

#### **11. Christmas Lights**

The Committee received a verbal update from the Clerk, and the recommendation that this be deferred to the Finance and Resource Committee on 26<sup>th</sup> May 2021 in order that the relevant financial information can be presented to Council.

**RESOLVED:** That a report is sent to the Finance and Resource Committee on the 26<sup>th</sup> May 2021.

The Chair stressed that community volunteers are valued and need to be involved in the Christmas events process.

**RESOLVED:** Cllr Graves will contact lead volunteers regarding Christmas Lights 2021.

#### **g. Date of next meeting**

Wednesday 23<sup>rd</sup> June 2021, 7:15pm.

The chair closed the meeting at 9:40pm.

## Agenda item 7a - Benches for Cotswold Gate Play Park

### Background

At the meeting on the 12th May, Community Committee received a report from the Maintenance Operative that Cotswold Gate Play Park does not have anywhere for people to sit.

The Committee therefore asked that the Clerk gather costings and designs for multi-coloured benches - two with backs and two without.

The Clerk has gathered the following information to help Committee make a decision on which benches to order. The following matters should be noted:

- The Clerk has found benches that can be ordered in multi-colours. This has increased the cost in comparison to single colour in some cases. All prices listed are for multi/rainbow coloured design.
- Where possible, benches made from recycled materials have been identified, in line with the Council's Climate Emergency.
- All of the benches listed are suitable to be outdoors all year round. Some may require additional installation costs, some have an option to purchase fixings at the point of order. This has been noted.
- Lead times are subject to items being in stock, and at the time of putting this report together (17th June 2021) all items listed are currently in stock.
- One of the benches is called "junior" but is in fact a similar size to the other benches.

Members can click on the name of the bench to navigate to the website. The Clerk will set up the projector and screen at the meeting so that the Committee can look at the links together at the meeting itself, but please do take the time to have a look ahead of the meeting so we can get through the agenda item in a timely fashion.

Bench style	Price (per unit exc. VAT)	Delivery (per order)	Total for one	Total for two	Lead time	Size mm(LxWxHxS)
<b>Bench with back</b>						
<a href="#">RECYCLED PLASTIC 3 OR 4 SEATER BENCH</a>	£351.96	£78	£429.96	£781.96	A few days	1500x450x740x440
<a href="#">Wessex Coloured Benches</a>	£527.27	Free delivery	£527.27	£1,144.51	A few days	1500x450x740x440
<a href="#">Outdoor Adult Recycled Plastic Buddy Bench</a>	£456.00	Free delivery	£456	£912	2-4 weeks	2200x430x900x490
<a href="#">Moulded Coloured seat 1.5m</a>	£390 (+£60 for ground fixings)	Free delivery	£450	£870	10-12 weeks	1500x600x800x465
<b>Bench without back</b>						
<a href="#">Premium Outdoor bench</a>						
Two seater	£286.63	£9.99	£296.62	£583.25	10-14 days	1250x560x410
Three Seater	£328.53	£9.99	£338.52	£667.05	10-14 days	1850x560x410

Four Seater	£359.76	£9.99	£369.75	£729.51	10-14 days	2050x560x410
<a href="#">Recycled Plastic Bench</a>	£320.83	Free	£320.83	£641.66	A few days	1500x300x490
<a href="#">Prism Angled Junior Recycled Plastic Outdoor Bench</a>	£389.59	£9.99	£399.58	£789.17	4-6 weeks	2000x600x443

Members are invited to note the report and resolve the following:

1. Which benches or combination of benches the Council will order and install in Cotswold Gate Play Park.

Dear Town clerk.

I have written before about the railings surrounding the Recreation Ground and I am writing again in the hope that this matter will be attended to.

The iron railings are in need of some welding in various places including several places along the main road and the lane to the Mount.

I recommend Jim Sked from Barton on the Heath who has done good work on a previous occasion.

There are some spare lengths of railings at the cemetery which a previous Mayor said we can use if any metal lengths are needed.

I would be quite willing to make a site visit with the responsible Councillor

I have also requested several times that additional litter bins and dog dirt bins be supplied. The dog bins are in a bad state of repair and it has been noticed that litter is being left and scattered around the area, particularly by the goal posts adjacent to the dog area fence, if it were not for the daily voluntary collection of litter by Mr Snips the area would soon become a blot on the landscape. It has also been noticed that the gate to the dog area is difficult to open and that many young people do not bother and are jumping on the fence.

I have previously recommended to Sandra Colman that a stile be erected at the far end of the fence in order to enable access both to that area and to Pool Meadow without climbing and possibly damaging the relatively new fence.

Regards,

John Grantham ( Chairman CN Regulated Pastures )

## **Agenda item 7d**

### RosPA report update

Priority works have been ordered to be completed from the health and safety report carried out by Rospa. This is for repairs needed at New Street and Cotswold Gate play park.

There are some items on the report that pertain to the new equipment at Cotswold Gate, and therefore should be covered under warranty. The provider will attend a site visit in the next few weeks to assess.

Council have set a repairs budget for 21-22 of £4500. The priority works will cost circa £5000 and therefore this budget has now been exceeded.

The Maintenance Operative will continue to complete remedial actions on his work programme, and obtain quotes for work still needed that he cannot undertake. This will come back to Council to decide whether to complete next year due, or whether to use funds from the general reserve.

### Signage

The maintenance operative is completing a signage audit based on the RoSPA checklist. Once complete Council will be able to install correct signage at each play area.

This report is for committee to note.

# Fire Risk Assessment

Regulatory Reform (Fire Safety) Order 2005

## Record of significant findings



**Chipping Norton Town Hall  
Market Place  
Chipping Norton  
Oxon  
OX7 5NA**

**Overall fire risk category for the premises:**

**LOW**

**Date of Fire Risk Assessment:** 7<sup>th</sup> June 2021

**Date next review due:** June 2022

**Version: 1.0**

Fire Risk Assessment

Page 1

Issue 0.1

Having undertaken a non-intrusive fire risk assessment of your premises under the Regulatory Reform (Fire Safety) Order 2005, and highlighted any contraventions therein, we advise that it is now your duty as the responsible person to ensure the findings of this report are acted upon without delay.

© GH Safety Ltd 2017





### Schedule of changes

Version	Changes	By
1.0	New Fire Risk Assessment	G Hopkins 7/6/21



## Company details

<b>Name and registered address of responsible person</b>	Luci Ashbourne Chipping Norton Town Council The Guildhall Chipping Norton Oxon OX7 5NA
<b>Position of responsible person</b>	Town Clerk
<b>Contact telephone number</b>	01608 642341
<b>Name of other person(s) having control of workplace</b>	N/A

## Information about the building

<b>Business activity (e.g. office, manufacturing, residential)</b>	Public Hall
<b>Approx. number of occupants (max)</b>	Maximum 250
<b>Hours premises are in use</b>	9.00 AM – 12.00 PM (TBC)
<b>Height of building</b>	12M Approx.
<b>Number of floors</b>	2 floor with mezzanine area
<b>Area of each floor</b>	750 SQM approx.
<b>Construction type (if relevant to high risk of fire)</b>	Stone walls under pitched tiled roof
<b>Heating source</b>	Boiler and central heating system
<b>Details of other premises if part of a multi-occupied building</b>	Under the control of Chipping Town Council, hire venue.
<b>History of fire occurring on the premises</b>	<b>None</b>
<b>DATE OF NEXT REVIEW</b>	<b>Suggest update in three months (in-house) then June 2022</b>

Signature of Risk Assessor:

Date:

10<sup>th</sup> June 2021

## Executive Summary

This fire risk assessment has been carried out in order to meet the requirements of the Regulatory Reform (Fire Safety) Order 2005. The findings of this report are based upon the conditions as observed on the premises at the time of the assessment and on the relevant information provided by the Responsible Person and/or their nominated representative.

Chipping Norton Town Hall is an iconic listed building and takes pride of place in central Chipping Norton. The venue is used for Town Council meetings and for private functions that are controlled by the Town Council. There is a part time caretaker/facilities person who plays a proactive in fire safety measures.

The facility is well maintained with adequate circulation routes, there is an active smoke detection system and a means of raising the alarm. The alarm system is remotely monitored with a key holding procedure. Fire extinguishers are positioned at key points. Service agreements are in place for the fire alarm system and extinguisher's.

The main hall has a small galley kitchen with microwave, adjacent to the lower hall there is a commercial kitchen with a gas cooker. The cooker extraction hood has an annual deep clean. The cooker has a gas isolation switch linked to the alarm system.

The premises has an overall maximum booking capacity of 250, the lower hall can accommodate 75 with the main hall having 250 seated (including 57 in the second floor mezzanine area).

The main hall and lower hall have a minimum of 2 egress routes from the premises.

Overall compliance to fire safety obligation is very good, please review this fire risk assessment to confirm any significant findings.

Gavin Hopkins  
GH Safety (Limited)

## Step 1: Identify fire hazards

Sources of ignition				Existing control measures	New control measures (if existing are not adequate) / significant findings
	Yes	No	N/A		
Are fixed heating installations approved for use and inspected periodically by a competent person?	✓			Building Management System in place which is serviced and maintained by the landlord. Boiler subject to an annual service.	
Is the use of portable heating avoided where possible?	✓			Minimal portable heaters used, only in the caretaker's office whilst in occupation.	
Is the wiring of the electrical installation inspected 5-yearly by a competent person, with records kept?					Landlord to confirm that the 5-year fixed electrical installation inspection has been completed, no evidence found.
Are extension leads used safely and the premises free from multi-plug adaptors?	✓			No concerns identified during the audit.	
Are electrical cables run in places where they are unlikely to become damaged?	✓				
If an open fire is used on the premises is the chimney swept regularly?			✓		

Are hot work processes carried out only when absolutely necessary and with safe systems of work in place?			✓	No regular hot works are completed. When required a competent contractor will be appointed with hot work procedure in place.	
Are suitable measures in place to protect against arson?	✓			Low risk premises	Consider sealing the letter box or adding a catch cage, could mail be diverted to the Guild Hall
Is there a clear smoking policy in place with smoking restricted to designated areas provided with adequate waste bins? Any breaches noted	✓			Compliance with the Public Health Act 2007, no smoking permitted with 4M of open windows and doors.	
Are cooking appliances maintained with filters and is the ductwork cleaned regularly?	✓			Yes, annual deep clean	Review to decide if the gas cooker can be taken out of use unless specifically approved in writing by the Town Clerk
Does the extraction system have an automatic shut-off facility upon activation of the fire alarm?	✓			Yes	
If candles / naked flames are in use can these be replaced with a safer alternative? If no, are they used in a safe manner with suitable accessories – lanterns, heatproof surface, not unattended			✓	It is understood that candles and naked flames are not permitted	This should be expressly stated in the booking conditions
Details of any other sources of ignition:	None				

Sources of fuel				Existing control measures	New control measures (if existing are not adequate) /significant findings
	Yes	No	N/A		
Is the standard of housekeeping adequate? Are controls in place regarding the amount of combustible material and rubbish stored on the premises?	✓			No issues noted, well maintained.	
Is the furniture upholstery flame retardant / non-combustible and in good condition?	✓			Mostly.	The main stage curtain should be fire retardant to comply with BS5867 and NFPA 705, it is understood the curtain is several decades old and so is unlikely to be compliant. (see note at foot)
Are combustible materials, flammable liquids and gases separated from potential sources of ignition?	✓			Flammable cabinet is located in the lobby area to the plant room.	Ensure that combustible material is kept 2M away from the boilers
Is there any fire load in close proximity to the building exterior?		✓		Bins are stored within the building	
Are large quantities of dust / finely divided materials present on the premises?		✓			
Details of any other identified sources of fuel:	None				



Hazardous Substances				Existing control measures	New control measures (if current are not adequate) / significant findings
	Yes	No	N/A		
Are there any hazardous substances stored or used on the premises? Does the use of flammable materials / substances pose any significant fire risk?		✓		Minimal cleaning products	
Are the supplier's material safety data sheets held for each substance?		✓			Ensure safety data sheets are available for any hazardous cleaning products. Sheets to be stored with the products
Are controls in place regarding the amount of flammable liquid and gas stored on the premises? (only the smallest amount necessary should be stored)			✓	Minimal cleaning products	
Details of any other hazardous substances:	None				



Hazardous Work Processes				Existing control measures	New control measures (if current are not adequate) /significant findings
	Yes	No	N/A		
Are personnel fully trained and competent to carry out any potentially hazardous work process required and aware of the associated fire risk?			✓	Competent contractors will be appointed	
Is there control over work carried out by outside contractors?	✓				Register of approved contractors recommended with copies of public liability insurance required.
Are there any other known specific fire hazards arising from work processes, stored materials etc. from neighbouring buildings or businesses?		✓			
If high noise levels are experienced on the premises, are compensating measures / management procedures in place to enable occupants to hear / be made aware of the fire alarm sounding?	✓			It is understood that the fire alarm can be heard above an event music/noise.	
Details of hazardous work processes undertaken at the premises:	None				

Identified Structural Fire Hazards				Existing control measures	New control measures (if current are not adequate) / significant findings
	Yes	No	N/A		
Are there inner rooms within the premises?	✓			All inner rooms fitted with automatic detectors	
Is the building of an historic nature subject to listed building consent?	✓				
Is the fabric of the building itself combustible (thatched roof, timber frame etc.)?		✓			
Do the fire doors comply with the recommended British Standards in order to provide the necessary fire resistance?	✓			Recent activity undertaken to fit luminescent strips	
Is the location of the premises deemed to be in a hazardous location?		✓			

## Step 2: Identify those that are at risk

Characteristics of Occupants					Existing control measures	New control measures (if current are not adequate) / significant findings		
		Yes	No	N/A				
Have maximum permissible capacity figures been specified for particular rooms or areas and occupants made aware of limits, where appropriate?		✓			See schedule above.	Conditions of booking should mention the evacuation of persons with limited mobility and obligations of the hirer.		
<b>Occupants – checklist (✓ = yes / X = no)</b>								
Employees / occupants familiar with the premises	✓	Intoxicated occupants		✓	Visitors (unfamiliar with the premises)	✓	Contractors	✓
Disabled occupants	✓	Sleeping occupants		X	Language barrier	✓	Young persons (under 18) Children (under 16)	✓
Elderly / infirm occupants	✓	Lone working		✓	Temporary staff	✓	Other	X
Details of occupants identified to be particularly at risk:		Persons with limited mobility may use the facility, the premises is DDA compliant, there are level egress routes from the Lower Hall and a ramp exit route via the main hall.						

### Step 3: Evaluate, remove or reduce, and protect from risk

Means of escape				Existing control measures	New control measures (if current are not adequate) / significant findings
	Yes	No	N/A		
Are all final exit doors unobstructed, clearly identifiable, fitted with suitable fastenings and readily available for use?	✓			Mostly	The café owner places tables outside the stage area exit door, a 1050mm gap must be maintained at all times.
Do all emergency routes and exits lead, directly as possible, outside the building to a place of ultimate safety?	✓			Yes	
Are sliding and revolving doors, vertical ladders, roller shutters and floor hatches discounted as means of escape wherever reasonably practicable?	✓			Yes	
Are the number, distribution and dimensions of emergency routes and exits adequate given the size of the premises, its use, and the equipment and occupancy within the premises at any one time?	✓			Yes	
Is the distance of travel for any single direction escape routes considered acceptable?	✓			Yes	
Is the distance of travel for any alternative means of escape considered acceptable?	✓			Yes	

Are emergency escape routes adequately protected from the effects of fire?	✓			Yes	
If a fire were to affect a floor below, would occupants of upper floors be aware and able to escape safely?	✓			Yes, Protected escape route stairs	
Is there adequate means of escape for occupants with limited mobility?	✓			When required, a personal emergency evacuation plan will be developed	See comments above ref hirer obligations
Are escape routes both inside the premises and externally free from slip and trip hazards?	✓				
Is the direction of escape immediately apparent and clearly identifiable, with sufficient provision of emergency exit signage where required? Are the signs illuminated where required?	✓				
Where necessary, are adequate refuges for disabled occupants provided?	✓			The 1 <sup>st</sup> floor stair well could be used as a refuge area, but safe evacuation would be preferred.	
Are external escape routes provided with emergency lighting where necessary?	✓			Yes	

Is there an adequate provision of emergency lighting internally?	✓			Emergency lighting is tested, serviced and maintained by the landlord.	
Means of detecting and giving warning of fire				Existing control measures	New control measures (if current are not adequate) /significant findings
	Yes	No	N/A		
Is there an adequate method of detecting and giving warning of fire? Provide details of system and confirmation of certification if applicable.	✓			Active fire detection system provided compliant with BS5829	<b>Current Zone Plan should be located next to the fire control panel</b>
Is there an adequate number of smoke/heat detectors within the premises? Are these located at less than 10.5m from ground level?	✓				
If the fire alarm system sounds, can it be heard and do occupants know what it means?	✓				
Are fire alarm call points numbered, clearly visible and unobstructed with the appropriate signage?	✓				
Upon activation, is the alarm signal transmitted to a reception and monitoring centre?	✓				<b>The contact key holders should be reviewed; one number is the local phone box!</b>

Means of restricting the spread of fire				Existing control measures	New control measures (if current are not adequate) / significant findings
	Yes	No	N/A		
Is adequate compartmentation in place between areas of the premises – in particular, between storeys, occupancies and protecting escape routes?	✓			Yes	
Are fire doors fitted with the correct door furniture, signage, functioning self-closing device, safety glass, intumescent strips and cold smoke seals as per the relevant British Standards where required?	✓			Yes	
Does each fire door close fully without assistance?	✓			Yes	
Is there evidence of fire doors being forcibly held open?		✓			
Are electro-magnetic hold-open devices used to allow fire doors to be held open?		✓			
Is there the potential for fire spread through the premises via an external route?		✓			

Is an automatic fixed fire-fighting system in place? If so, are they serviced by a competent person?			✓		
Are any other relevant fixed systems in place, such as smoke ventilation?			✓		
Are areas in which processes involving hazardous substance are undertaken adequately separated from other parts of the premises?			✓		
Are areas in which hot work processes undertaken adequately separated from other parts of the premises?			✓		
Are boiler rooms and other areas containing the main electrical and gas inlets provided with sufficient separation from other parts of the premises?	✓				
Is separation between areas of sleeping accommodation and the rest of the premises sufficient?			✓		



Means of fighting fire				Existing control measures	New control measures (if current are not adequate) / significant findings
	Yes	No	N/A		
Is there an adequate provision of portable firefighting equipment with regards to quantity, location and media? Are they serviced regularly?		✓		Extinguishers serviced annually	<a href="#">See recommendations at foot of report</a>
Are portable extinguishers clearly visible with the necessary signage?	✓				
Are hose reels provided and are they regularly serviced by a competent person?			✓		
Are rising mains installed?			✓		

## Step 4: Record, plan, inform, instruct and train

Emergency plan				Existing control measures	New control measures (if current are not adequate) / significant findings
	Yes	No	N/A		
Is there a pre-determined emergency plan in place?		✓		Basic fire action call signs only	An evacuation plan should be developed defining the role of the person in charge, this should be communicated to hire parties.
What type of evacuation procedure has been adopted for the premises?				Fire wardens are appointed to sweep areas of the building	
Are all occupants aware of the procedure / is it clearly communicated to visitors?		✓			Plans to be issued to all booking parties and regular usage groups.
Have personal emergency evacuation plans (PEEPs) been prepared and rehearsed to assist visitors and those with limited mobility to evacuate the premises?		✓		When required PEEP will be established	
Are there an adequate number of trained fire marshals to assist with evacuation?	✓			3 key staff have been trained I the role of the Fire Warden on 7 <sup>th</sup> June 2021	Briefing should be issued to regular hire parties on such things as the Policy on tackling fires.
Are 'Fire Action' notices displayed adjacent to each emergency call point and / or exit?	✓				Not all have the fire assembly point confirmed.

Are assembly points a safe distance from the premises, signed where necessary and clearly communicated on the 'Fire Action' notices?	✓				
In the case of the premises being available to hire, are actions in the event of fire and the responsibilities of the hirer made clear in the contract of hire?		✓			See above, a clear briefing document should be drafted.

Fire policy				Existing control measures	New control measures (if current are not adequate) / significant findings
	Yes	No	N/A		
Is there a Fire Evacuation plan for the premises? Is it regularly reviewed?		✓			A plan is required
Is this successfully communicated to all occupants where necessary?		✓			See above
Does it contain plans of the building highlighting the location of escape routes, fire-fighting equipment and alarm call and assembly points?		✓			See above
Does the policy outline the basics of fire prevention and highlight the responsibilities of the employees with regards to fire safety?		✓			See above

Does the document cover the steps to be taken upon discovering a fire – raising the alarm, evacuation, location of the assembly point/s?		✓			See above
Are means of escape and location of exits discussed, as well as highlighting the importance of keeping emergency routes and exits unobstructed at all times?		✓			See above
Are key personnel such as fire marshals, first aiders, competent persons etc. identified?		✓			See above
If part of a multi-occupied building, does the responsible person cooperate and coordinate with other occupants?	✓				
Are evacuation drills carried out as required, with records kept?		✓		No	Each regular hire party should have an annual drill, overseen by the landlord
When did the last drill take place? And what was the outcome?				No recorded evidence available	

Training and instruction				Existing control measures	New control measures (if current are not adequate) / significant findings
	Yes	No	N/A		
Do all employees receive basic fire safety training periodically?		✓			<b>This should be covered in the booking briefing information by way of conditions of booking</b>
Are those members of staff with specific duties with regards to fire safety given the adequate training, i.e. fire marshals?	✓			Recent training completed	

Maintenance programme(s) and record keeping				Existing control measures	New control measures (if current are not adequate) / significant findings
	Yes	No	N/A		
Final safety checks carried out at the end of each day	✓				<b>The check items and safe lock down procedures should be recorded, so these can be actioned in Terry's absence.</b>
Weekly in-house fire alarm tests, and maintenance of detection and alarm system	✓			These checks will recommence following COVID restrictions from 7/6/21.	
Monthly in-house emergency lighting tests, and maintenance of system on 1 & 3 hour discharges	✓			As above	
Portable appliance testing (PAT )		✓		PAT was last conducted 3/19	<b>PAT testing is now due</b>
Staff training / fire warden training records	✓			7/6/21	

## Fire Risk Assessment – Risk Rating:

Taking into account the fire prevention measures observed at the time of this fire risk assessment, it is considered that the risk to life from fire at Honda Motor Europe (UK), Reflex House is:

<b>Trivial</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
----------------	------------	---------------	-------------

<b>Trivial</b>		No further action is required
<b>Low</b>		No major additional controls needed, but minor improvements would be beneficial
<b>Medium</b>		It is essential that efforts are made to reduce the risk
<b>High</b>		Considerable resources need to be allocated to immediately reduce the risk, regardless of cost

## Section 4a: Summary of significant findings following this review:

Item	Identified issue	Occupants at risk	Action required	Time frame	Management response	Date
						Signature
1	Provision of extinguishers	Occupiers	The plan needs to be updates as there is no C02 in the Caretakers Office. New 2KG C02 and 6L Water to be provided at the mid-point by the egress door in the main hall. Ground floor chamber, move the 6L water to the lobby and add a 2KG C02 adjacent, all with luminescent signs	1 month	<b>The Town Hall Keeper has ordered new fire extinguishers to be delivered on Monday 21st June 2021.</b>	17/06/21 L Ashbourne
2	Electrical systems	Occupiers	Validate if the fixed electrical system has been tested and certified within the last 5 years.	2 months	<b>The Town Hall Keeper has confirmed no fixed electrical tests have been carried out in his time at The Council. This needs to be arranged as soon as possible.</b>	
3	Arson	Occupiers	Consider securing the front letter box if it is not required to reduce the arson risk	3 months	<b>The Town Hall Keeper has sealed the letter box and placed a sign directing people to deliver post to The Guildhall</b>	17/06/21 L Ashbourne
4	Source of ignition	Occupiers	Decide if all hire persons can use the gas cooker or if this can only be used by a professional catering Company with	2 months	<b>Committee decision needed on policy</b>	

			appropriate insurance unless approved by the Town Clerk			
5	Sources of ignition	Occupiers	The use of table candles on tables to be banned, decide on Policy with regard to birthday cake candles and communicate in the booking conditions	1 month	<b>Committee decision on policy needed. The Town Hall Keeper confirmed that we do not get requests to light cake candles very often, if at all</b>	
6	Combustible material	Occupiers	The main stage curtain and rear window stage drapes are several decades old and would not comply with BS5867 and NFPA 705, it may be possible to treat but consideration should be given to a complaint replacement	6 months	<b>Committee decision needed. Recommendation that Council replace these curtains with new compliant curtains.</b>	
7	Combustible material	Occupiers	Keep all combustible material in the plant room at least 2M from the boiler.	1 week	<b>This has been cleared</b>	10/06/21 L Ashbourne
8	Sources of ignition	Occupiers	All hazardous substances should be supported by a material safety data sheet	2 months		
9	Evacuation planning	Occupiers	An evacuation grab bag is recommended with: <ul style="list-style-type: none"> <li>- Site plans</li> <li>- Key contacts</li> <li>- Pen and paper</li> <li>- High viz</li> <li>- Torch</li> </ul>	2 months		
10	Contractors management	Occupiers	Check to ensure that all contractors have appropriate public liability insurance cover,	2 months		



			check with your insurer but £5-£10M cover. All hot works should be covered by a permit to work.			
11	Communication	Occupiers	Booking conditions should cover: <ul style="list-style-type: none"> <li>- Appointing a person in charge</li> <li>- Evacuation plan and actions to take including disabled</li> <li>- Policy on tackling fires</li> </ul>	1 month	<b>Terms and conditions need updating - in progress</b>	
12	Egress routes	Occupiers	A clear gap of 1050mm should be maintained to the outside by the side stage exit door, consultation and agreement with café owner, ongoing monitoring	1 month	<b>The Clerk has drafted and delivered a letter to The Cafe Owner asking that they keep the fire exit clear, and monitor this throughout the day</b>	18/06/21
13	Fire Control panel	Occupiers	A zone plan should be displayed next to the fire control panel so that the source of the activation can clearly be identified.	1 month		
14	Fire detection plan	Occupiers	Review the current list of key holders who may be contacted in the event of activation.	1 month		
15	Fire Action signs by call points	Occupiers	Check that all signs have the fire assembly point identified.	1 month		
16	Evacuation practice drills	Occupiers	There is no recent evidence of planned fire evacuation drills; these should be scheduled on an annual basis with regular hire parties including Council	3 months		

			Chamber Group. Results should be recorded (target time 2.5 Min) plus what went well and improvement areas.			
17	PAT	Occupiers	This is now due if a 2 year cycle is decided.	2 months	<b>PAT Testing to be booked as soon as possible.</b>	
18	End of day premises protection/security	Occupiers	An end of day lock up check list/task list would be useful so this can be actioned in Terry's absence.	1 month	<b>The Town Hall Keeper is putting this together</b>	

**Please also refer to outstanding recommendations detailed in Step 5 (not applicable for 2021)**

**REMEMBER TO REVIEW YOUR FIRE RISK ASSESSMENT REGULARLY**

## Step 5: Review of significant findings from previous fire risk assessment(s):

Fire risk assessment date:			
Fire risk assessment completed by:			
Item	Identified issue	Issue actioned*	
		Yes	
		No	

# Chipping Norton Proposed Bus Stop Improvements Report



# Chipping Norton Proposed Bus Stop Improvements Oxfordshire

October 2020

Document No : RGr/Rep01

Revision No : 02

Date : 07 October 2020

Prepared by : (RGr)

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Checked by : ()

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Approved by : ()

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DRAFT

## **Project - Overview**

This report is to assist Chipping Norton Town Council in improving existing bus stops at various sites by providing information and installation estimates.

DRAFT



## Background

In April 2020 Chipping Norton Town Council was notified by Oxfordshire County Council of available S106 funding for Bus Stop improvements within Chipping Norton. Refer to Appendix A of this report.

## Objectives

During the initial meeting between Oxfordshire County Council representative and some members of the Town Council, it was agreed that Oxfordshire County Council will develop the proposed improvements at bus stops identified by the town council and to provide a short report which is to be the basis for further discussion within the parish council.



The existing bus stop as shown in the photograph above consists of a concrete hard standing situated at the back of the footway with a metal frame as seating, a flag and post next to a street lighting column that is located at the back of the footway. The area is exposed to all weather conditions and being on an elevated exposed location is particularly exposed to windy weather conditions.

In the past a bus shelter was installed on the hard standing but was removed due to antisocial behaviour of the youths living or associated to the estate.

However, there is a desire and some resident support to reinstate a bus shelter to protect the bus users from the weather conditions especially the vulnerable bus users, while discouraging any resurgence and continuation of the past antisocial behaviour.

DRAFT

## Proposed Improvements

DRAFT



Option 1 –Install & Relocate a New Bus Shelter at Existing Bus Stop

Existing General Layout

Proposed General Layout

Pedestrian Deterrent Paving Layout

Low Height Planters Layout

Cantilever 2 bay bus shelter with a rounded (vaulted) roof and no seating. The back panel can be toughened glass or polycarbonate plastic.

- All the proposed items are temporary and can be removed to be used elsewhere.
- The bus shelter back panel shall be at the back of the footway and the canopy will overhang the footway.
- The proposed planters shall be bolted to the existing concrete base.
- It is suggested the planters are planted with low height shrubs that have thorns and are hardy but colourful.
- The Town Council will be required to maintain the planters.
- Plants such as or similar to the common gorse should be used in the planters.

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Rev	Date	Purpose of revision	Drawn	Checked/Approved

Oxfordshire County Council  
County of Oxfordshire  
Oxfordshire County Council  
New Road  
Oxford, Oxfordshire  
OX1 1BQ  
Tel: 01865 200 1111

**Project title** Chipping Norton  
Proposed Bus Stop Improvements

**Drawing title** Option 1

Drawing Status			
Consultation			
Drawn by	Drawn by	Checked by	Approved by
n.t.s			

**Publication Project No. & File Ref**

Drawing title	Revision

7

This option utilises the existing bus stop infrastructure which has successfully served the community over several years.

This proposal is to install a cantilever bus shelter without seating at the back of the footway with the canopy overhanging the footway thus forcing anyone wishing to benefit from the shelter during adverse weather conditions to stand within the footway. While the hard standing is to be rendered pedestrian unfriendly by using planters or pedestrian deterrent concrete paving thus hopefully discouraging any gathering of pedestrians that could result in the emergence of the antisocial behaviour.

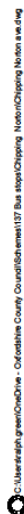
The shelter can be painted with anti – graffiti paint and the domed roof will prevent anyone alighting on it.

The proposal has low maintenance costs except if planters are used which the Town Council will be responsible for the planting and watering regime.

**Estimated cost**

<b>Cantilever 2 bay shelter.....</b>	<b>£6.5K</b>
<b>Planters.....</b>	<b>£3.0K</b>
<b>Pedestrian deterrent paving.....</b>	<b>£5.0K</b>
<b>Total estimated cost.....</b>	<b>Planters £9.5K or Pedestrian deterrent paving £11.5K</b>

T



This option is to relocate the bus stop on Walterbush Road and to enable bus users to be able to board the bus before it reaches the terminus where it alights and turns to come back along Walterbush Road.

The locality proposed is chosen due to the residential properties are set back however the shelter is overlooked by several properties that will discourage any antisocial behaviour as the residents will adopt the bus stop and self-enforce its upkeep, if necessary.

This proposal is to install a cantilever bus shelter without seating at the back of the footway with the canopy overhanging the footway thus forcing anyone wishing to benefit from the shelter during adverse weather conditions to stand within the footway. The while the properties opposite the shelter may provide some protection from the any prevailing westerly or northerly wind conditions.

The proposal has low maintenance costs.

A major draw back to this proposal is the traffic along Walterbush Drive will be unable to proceed in either direction while the bus users are alighting or being dropped off at the bus stop. This may be up to 2-3 minutes which in peak times may cause some drivers to become impatient and frustrated resulting in sounding their car horns or unsafe manoeuvres that may endanger the parked cars on Walterbush Road from being damaged either by scratches, dents, wing mirrors being damaged or removed.

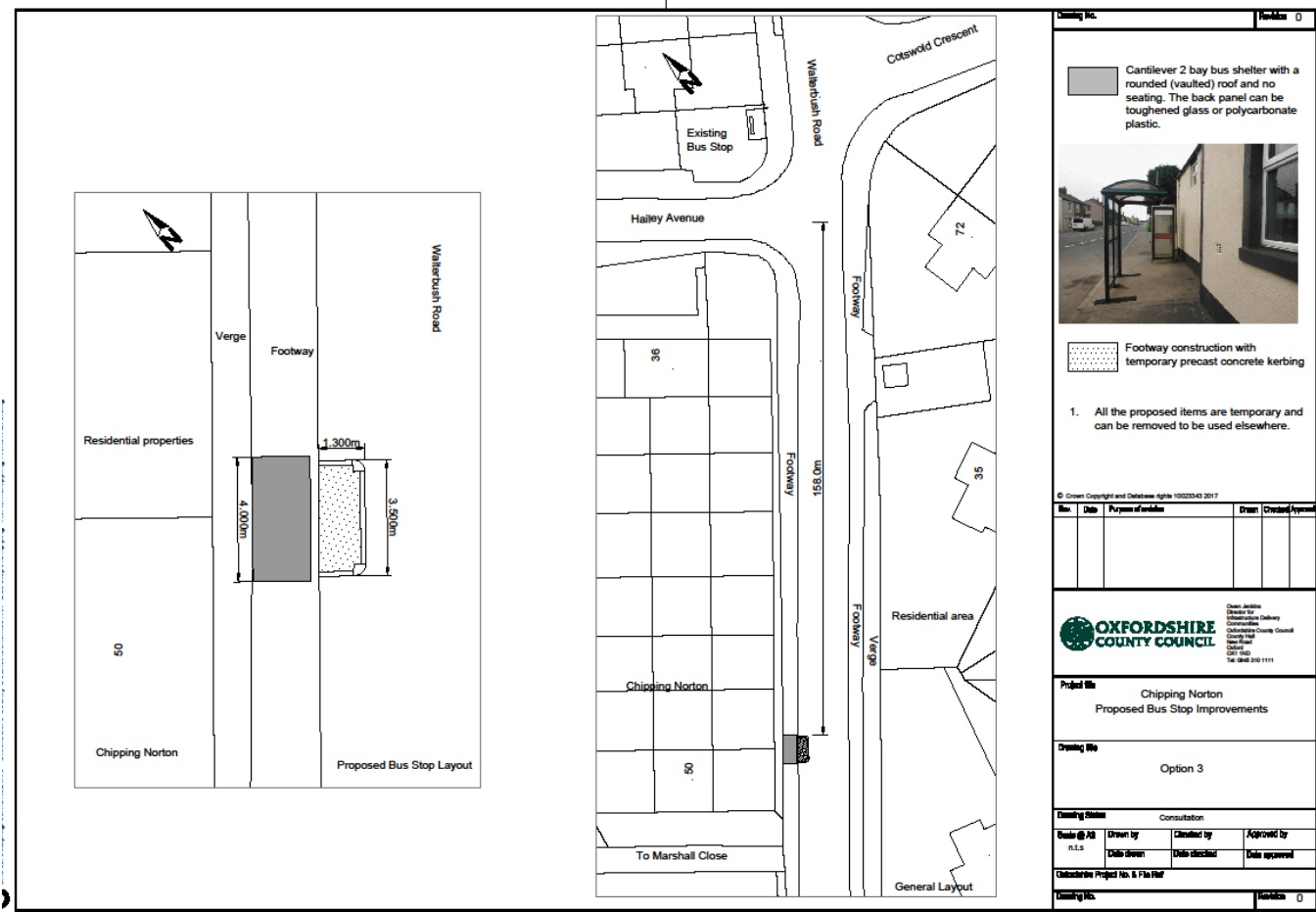
Also to access the bus stop from the estate the bus users will have to cross the road between parked cars that increases the risk of pedestrian related accidents in the locality especially the vulnerable members of society who will be the most likely use the bus service and may not be agile or have the road awareness necessary when crossing between parked cars.

**Estimated cost**

<b>Cantilever 2 bay shelter.....</b>	<b>£6.5K</b>
<b>New Post &amp; Flag.....</b>	<b>£1.5K</b>
<b>Additional footway with paving.....</b>	<b>£3.0K</b>
<b>Total estimated cost.....</b>	<b>£11.0K</b>



Option 3 –Relocate the Bus Stop with Buildout & New Shelter





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 platform between the parked cars for the pedestrians to access the bus service.

The locality proposed is chosen due to the residential properties that will overlook the bus stop that will discourage any antisocial behaviour as the residents will hopefully adopt the bus stop and self-enforce its upkeep, if necessary.

This proposal is to install a cantilever bus shelter without seating at the back of the footway with the canopy overhanging the footway thus forcing anyone wishing to benefit from the shelter during adverse weather conditions to stand within the footway. While the properties may provide some protection from the any prevailing westerly or northerly wind conditions.

The proposal has low maintenance costs.

A major drawback to this proposal is the traffic along Walterbush Drive will be unable to proceed in either direction while the bus users are alighting or being dropped off at the bus stop. This may be up to 2-3 minutes which in peak times may cause some drivers to become impatient and frustrated resulting in sounding their car horns or unsafe manoeuvres that may endanger the parked cars on Walterbush Road from being damaged either by scratches, dents, wing mirrors being damaged or removed.

Another major drawback to this proposal is the loss of car parking area at the bus stop which will affect one or two residents who may wish to continue to park their vehicle outside their residence even though this is not enforceable by law and will be forced to find an alternative parking location that may be some distance away from their property. Loss of parking has the potential of generating strong reactions from those affected.

However this location serves the estate as it is located in close proximity to the passage way into Marshall Close

**Estimated cost**

<b>Cantilever 2 bay shelter.....</b>	<b>£6.5K</b>
<b>New Post &amp; Flag.....</b>	<b>£1.5K</b>
<b>Buildout.....</b>	<b>£6.0K</b>
<b>Total estimated cost.....</b>	<b>£14.0K</b>

## Summary

The proposed bus stop improvements are dependent on the funding available should Chipping Norton Town Council wish to proceed with one of the improvement options suggested in the report then the following stages will be necessary: -

1. Identify which improvement is to be promoted. There is still an opportunity at this stage to consider additional modifications or locations not mentioned in the report.
2. Oxfordshire County Council/ Chipping Norton Town Council need to agree and secure the funding for the proposed improvements.
3. Oxfordshire County Council is required to secure permission to proceed with the agreed improvement from the Area Engineer.
4. Upon receiving permission to proceed Oxfordshire County Council is to arrange quotations from a suitable Contractor for the improvements.
5. Oxfordshire County Council/ Chipping Norton Town Council need to agree in writing that Chipping Norton Town Council shall be responsible for future maintenance of the bus stop.
6. Chipping Norton Town Council has the option to employ an approved Contractor to install the agreed improvements, Oxfordshire County Council will provide assistance in providing details of approved contactors and provide 'oversight' inspections during construction should it be considered necessary.

## Appendix A – S106 Funds Available

Table 2 - DFACS Oxfordshire Agreements - Bus Shelters & Hardstanding

Agreement Ref	Brief Summary	Funds	Location
CN 22	1.3 "the Bus Stop Contribution" means the sum of Twenty thousand pounds (£20,000) Index Linked for the provision and adjustment of bus stop and bus shelter infrastructure at/adjoining Walterbush Road and Burford Road Chipping Norton	£21,477.08	Walterbush Rd/Burford Rd Chipping Norton

Table 4 - DFACS Oxfordshire Agreements - Development

Agreement Ref	Brief Summary	Funds	Location
CN 21	1.3 "the Infrastructure" means the provision (including but not by way of limitation design and/or supervision) towards the procurement, installation and ongoing maintenance of a bus shelter at the northbound bus stop on Over Norton Road and/or any other measures which achieve similar benefits 1.4. "the Contribution" means the sum of £6,000	£6,066.41	Over Norton Road

Communication regarding Pool Meadow

Chipping Norton Green Gym are aware that the Town Council is seeking ideas for Pool Meadow. The Pool is an attractive 'natural' green space much loved by the residents of the Town and any proposals need to be in character with the place and be aware of its sensitivities. There are measures that need to be taken to protect its character and at the same time there opportunities to increase public usage and biodiversity. I have set out below, following discussion with our members, some of the measures we would like you to consider.

The paths around the Pool are often in poor condition and sometimes only passable with care. The bark mulch used to improve the paths has limited effect. We suggest **crushed stone** would be better wearing and in character. The paths could be slightly widened to 1.2 metres which would allow buggy access. Encroaching vegetation including brambles and blackthorn need to be **cut back** in the appropriate season.

A platform has been created at the end of the Pool closest to Church Lane using what appears to be rubble. The area is quite extensive and has the effect to fill in part of the former Pool area. The infilling may have been carried out in relatively recent times and the Town Council should have records of the work. Many trees and shrubs next to Church Lane are dead or dying most likely as a result of the infilling. These will need to be **removed or coppiced** to allow for **new planting**. Perhaps associated with the infilling a number of ornamental shrubs have been planted. These are out of character and need to be **removed**. Of concern is that the fill has been placed over a stream running under Church Lane. For a number of reasons **new channel** needs to be constructed for the stream. The platform would make a good site for a **picnic area** with **tables**.

Next to the Mount laurel is encroaching into the Pool area by 4 metres and perhaps by as much as 10 metres in places. Left unchecked it will continue to spread and become even more difficult to remove. The laurel needs to be **cut back** as a matter of some urgency. Clearing the laurel will create space for a **new path** on this bank to create a **circular walk**. The fence with the Mount will need to be repaired.

The best way to improve biodiversity is to **clear some vegetation** within the former Pool area and **raise water levels**. Creating a new channel for the stream across the fill area may help but **hydrological advice** needs to be sought. Before clearing vegetation within the Pool area an **ecological survey** should be carried out.

The Pool has such an interesting and complex history. **Interpretation boards** in the picnic area would help explain this history and the points of nature conservation interest.

The Green Gym are keen to be involved in this project and help wherever we can. Specifically we can clear vegetation, carry out new planting and help with site investigation work.

I would be happy to meet on site to discuss our findings and suggestions.

Kind Regards

Clive Rand  
Chair Chipping Norton Green Gym.

Letter to Chippy News regarding Pool Meadow - sent to the office on 11th June 2021

Dear Chippy News team - I was shocked to read ,in the June editionof the News, Gordon Brown's plans/ideas for Pool Meadow!

I have lived in Chippy for over 40 years and still walk my dogs regularly round Pool Meadow despite being quite elderly now!!

We are very lucky to have this wild and historical place on our doorstep, where snakeshead fritillaries grow and I have also seen water voles in the recent past.

If Gordon Brown wants ' neat and tidy' then maybe he is living in the wrong place and should be in a city with lots of municipal parks!

Pool Meadow is a beautiful natural resource for those wanting a quiet contemplative walk in nature, or to take grandchildren for a play in the stream.

The water voles won't hang around for long if there are picnic tables and cafes - there are plenty of those in town just a short walk away!

So go to the loo before you set off, put on your wellies Mr.Brown and learn to enjoy nature more!

## **Agenda item 11a**

### **Cemetery report**

#### The cemetery gate

At the last Community Committee meeting it was agreed that the cemetery gates would be painted and left open instead of being replaced. This has now been completed.

Before:



After:



#### Gatepost - pedestrian entrance

The gatepost will cost £120 to fix - the contractor has been instructed to carry out the work.

#### General maintenance

After the site visit, Council wrote to the contractors to enquire about clean up to the colonnade and outside the main gates. This is now being carried out. We have since had complaints about damage to plaques, and some of the grass around gravestones being left unkempt. This has been raised with the contractors.

#### Topple testing

The Council had a health and safety audit carried out on 21st May 2021. Recommendation point 18 states:

Some of the **headstones** in the graveyard are unstable structures and present a risk of falling, these should be subject to a review and a stability plan should be agreed

The Clerk has been in touch with professionals who can conduct topple testing surveys and will report back when the relevant information is obtained.

This report is for committee to note

## Cemetery Rules and Regulations - Report from Cllr Coleman

We need to replace the noticeboard in the cemetery displaying rules and regulations. The current rules and regulations noticeboard is the only place in the cemetery that shows the cemetery belongs to the Town Council so it is important that this conveys a good message to those who visit. Reading through the rules and regulations the language used is very formal and not easy to understand- and much is written in negative language. Some cemeteries have re-written their regulations to better explain how a cemetery operates which is helpful to those who have never had to make such arrangements before. Here are some examples:

<https://www.cheshireeast.gov.uk/pdf/orbitas/cec-cemeteries-regulations-adopted-april-2019.pdf>

and

<https://www.stroudtown.gov.uk/uploads/cemetery-regulations-final-230220-16.pdf>

I have discussed the current regulations with Guildhall staff and some aspects of a modern cemetery are not well covered.

Before redrafting the regulations it would be helpful to agree our position on the following:

1. **Rights of Burial** We have always leased plots with exclusive right of burial for 100 years. This is no longer common practice- most cemeteries use shorter terms of 50 or sometimes 25 years. When the term is up families can opt to purchase an extension- or the grave can be re-used, or monument moved.
2. **Tributes** If tributes are left on a grave – or in the chapel- for many months they will deteriorate. It is difficult for staff tidying to know at what point to remove old tributes Clear rules stating how long tributes can be left make this much easier. Some cemeteries state tributes should be removed after 6 weeks, others allow 3 months. Many ask for Christmas wreaths to be removed by February.
3. **Plastics** Floral tributes often contain plastic which may end up blowing away- and stops the item from being fully compostable. Some cemeteries eg Diocese of Truro ban all plastics, others ask for flowers to be unwrapped before being left on graves which at least reduces the plastic waste left in the cemetery.
4. **Coffins** Our regulations specify wooden coffins unless an exemption is made. This is not inclusive as some faith groups may specify a shroud.



Undertakers now also might offer coffins made of willow or cardboard which many cemeteries will allow routinely.

5. **Car parking** We could include tighter rules on car parking- specifying this is only for people visiting our cemetery.
6. **Un-purchased graves** Our regulations mention burial in an un-purchased grave. This means there is no exclusive right of burial and no headstone. This allows those who might not otherwise be able to afford a plot the opportunity to be buried in their local cemetery. Some cemeteries allow this- others do not.
7. **Vases** We could state what materials can be used for vases. Some cemeteries don't allow vases unless they are part of the memorial.
8. **Memorial benches** Currently there are no stipulations for bench design or renovation. This means that there is a wide variety of benches- which may be fine- but also that some are in a poor state of repair. We could keep a register of owners and require regular renovation- or supply the benches ourselves and charge for name plaques to be added for a set period of time.