



# CHIPPING NORTON TOWN COUNCIL

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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 23rd June 2021 at 7.15pm**

The following members were present:

Cllr Coleman (Chair)

Cllr Foakes

Cllr Graves

Cllr Mazower

Cllr Tuckwell

Cllr Whitmill

Also in attendance:

Luci Ashbourne, Town Clerk

Two members of the public

## **CC1. Election of Chair**

Nominations were received for Chair. Cllr Tuckwell nominated Cllr Coleman, Cllr Graves seconded.

**RESOLVED:** Cllr Coleman is elected Chair of the Community Committee for the municipal year 2021/22.

## **CC2. Election of Vice-Chair**

Nominations were received for Vice-Chair. Cllr Coleman nominated Cllr Miles, Cllr Tuckwell seconded.

**RESOLVED:** Cllr Miles is elected Vice-Chair of the Community Committee for the municipal year 2021/22.

## **CC3. Apologies for absence**

Apologies for absence were received from Cllrs Poole and Miles.

## **CC4. Declaration of interests**

There were no declarations.

## **CC5. Minutes**

**RESOLVED:** That pending the removal of "such" on page two (minute number 4), the minutes of the last meeting held on the 12th May 2021 be approved as a correct record and signed by the Chair.

**CC6. Public participation**

No members of the public asked to participate.

**CC7. Play areas**

Members considered different colourful designs for benches for Cotswold Gate play park.

**RESOLVED:** That four moulded coloured 1.5m benches are purchased for Cotswold Gate Play Park with a budget of £1,500.

Members received an update from the Clerk regarding the bin needed in Cotswold Crescent play park. The £300 budget set was not enough to cover purchasing a bin robust enough to withstand vandalism. The Clerk recommended one be purchased for £420, with installation costing circa £50.

**RESOLVED:** That a vandal proof bin is purchased and installed within a budget of £500.

Members received communication regarding New Street Play Park.

**RESOLVED:** That Jim Sked is contacted regarding a quote for the iron railings to be repaired.

Members discussed how to encourage people to use the bins and agreed that spot checks should be carried out, with a view to additional signage being installed if needed.

Member also discussed installing a stile and agreed that while pedestrian access at that part of the fence is needed, installing a stile would mean dogs would be able to leave.

**RESOLVED:** That costings for a pedestrian gate is obtained; that the exact location is identified, and that the mechanism on the current gate is looked at to make it easier to use.

Members received a report from the Maintenance Operative on the RoSPA report and noted that while priority works had been ordered, the repairs budget had now been exceeded and any quotes for future works will be sent to Full Council to consider and approve from general reserves.

Members noted that the Maintenance Operative is carrying out an audit of signage in the play areas. Members discussed whether or not there is a need for a defibrillator near to the play parks.

**RESOLVED:** That a map of current defibrillators in Chipping Norton is identified and brought back to Committee.

**CC8. The Town Hall**

Members received an update from the Clerk on the Quinquennial Review. The previous quote of £5,200 was provided with the assumption that the Town Hall roof was safe to access without harness or scaffolding. This is not the case and therefore the surveyor has recommended using a drone to complete the roof survey safely. This will cost £1,200 on top of the original fee.

**RESOLVED:** That the quote to the drone survey of the roof for £1,200 be accepted, and the Quinquennial Review go ahead on 8th July and; that the Clerk have a conversation with the surveyors to ensure that a drone survey will be sufficient.

Members received the Town Hall's new Fire Risk Assessment and noted the recommendations that had already been carried out by the Town Hall Keeper and the Clerk. Items for Committee decision were to agree the policy on use of the gas cooker, and whether birthday candles should be banned as part of the terms of use and that the main stage curtains and rear window stage drapes are replaced with fire retardant curtains. Members discussed whether or not a specific risk assessment is needed for the gas cooker.

**RESOLVED:** That the terms and conditions for hire use are updated to reflect that the gas cooker is only to be used by professional caterers at this time; that cost of conversion from gas to electric is obtained; that a cake candle policy is drawn up and circulated with Committee before adding to the current terms and conditions; and that quotes are obtained for new compliant curtains.

**CC9. Bus shelters**

Members received a previously-written report from Oxfordshire County Council regarding the Walterbush Road bus shelter and debated next steps. It was noted that the consultation with residents clearly indicated that people preferred option one. Members discussed whether or not to go back to the neighbourhood policing team before confirming this with OCC.

**RESOLVED:** That the Clerk contact OCC and inform them that after consulting with residents the Council supports bus shelter proposal one being promoted; and that contact is made with local residents, TVP and Chippy News regarding communication around this.

**CC10. Pool Meadow**

Members received communication from members of the public and The Green Gym regarding Pool Meadow. The Clerk informed members that (as per instruction from a previous meeting) she had spoken to The Wychwood Project, who recommended that the Council create a steering group and invite stakeholders and interested parties to join in order to consult and work with the community regarding Pool Meadow. The Wychwood Project would be willing to help advise on any ideas that come from this group. Members discussed the benefits of this and agreed that this would be a good starting point.

**RESOLVED:** That Cllrs Whitmill, Graves, Mazower, Coleman and Tuckwell form a steering group, with members of the green gym and other stakeholders and; that the Clerk obtain the history of the tipping at Pool Meadow and bring this to the first meeting.

**CC11. Cemetery**

Members noted the report on works carried out in the Cemetery. The Clerk highlighted that a memorial safety survey needs to be carried out. A professional company is carrying out a site visit, and any subsequent report and related costs will come back to Council for consideration.

Cllr Coleman shared a report with members regarding updating the Cemetery Regulations and related signage. Members discussed the proposed updates and agreed to continue working on them.

**RESOLVED:** That comments will be shared by email ahead of drafting new regulations.

*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.*

Cllr Foakes left the meeting at 9:15pm

**CC12. Queen’s Platinum Jubilee**

Members noted that the Queen’s Platinum Jubilee will be celebrated between 2nd and 5th June 2022. The Clerk recommended the Committee create 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. Cllr Coleman has spoken to the organiser of the town festival who are planning on doing something that weekend. Members felt that the Task and Finish Group should be opened up to all Councillors. Cllr Whitmill mentioned Green Canopy project and that it would be good to bring this in. Cllr Mazower is in touch with the Lord Lieutenant.

**RESOLVED:** That membership of the Task and Finish Group is put on the agenda for Full Council.

**CC13. Covid-19 Heroes Awards**

The Chair informed members that a date had been agreed for a drinks reception and awards ceremony in early July. This can no longer go ahead due to Covid-19 restrictions continuing until the 19th July. The Chair recommended that certificates are produced and delivered to nominees, and any event is incorporated as part of the Jubilee. Cllr Mazower said that having an event sooner would be better, but agreed that the certificates should be circulated as soon as possible.

**RESOLVED:** That Cllr Mazower invite the certificate designer to a meeting in the Guildhall to prepare and agree designs.

**CC14. Project Oxygen**

Members received a grant request regarding a local men’s mental health initiative to be held on a weekly basis in the Town Hall. Members welcomed this in principle, and debated the merits and concerns of providing funding to a new endeavour that does not have a charitable constitution. Members also raised concerns around setting a precedent regarding free use of the Town Hall.

**RESOLVED:** That a recommendation is sent to Full Council that the Grants To Voluntary Bodies Policy is updated to enable grant funding to off-set cost of use of the Town Hall; and that Mr Taylor is informed that the grant policy needs to be changed before a decision can be taken.

**CC15. Date of next meeting**

Wednesday 15th September 2021.

The Chair closed the meeting at 10:10pm.

Signed by the Chair.....

Date.....