



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

2nd March 2022

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

TO: All Members of Community Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: Wednesday 9<sup>th</sup> March 2022

TIME: 7:15pm

Cllrs S. Coleman (Chair), R. Foakes, J. Graves, G. Mazower, A Miles (Vice-Chair), R. Poole, L. Tuckwell, and N Whitmill

Luci Ashbourne  
Town Clerk

### 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. Apologies for absence.**

To consider apologies for absence.

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

### **2. 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

### **3. Minutes**

To approve the Minutes of the Extraordinary Committee meeting held on 8<sup>th</sup> December 2021.

### **4. 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.

### **5. Town Hall Flagpole**

To receive an update regarding replacing the flagpole on the Town Hall and agree next steps.

**6. Gate for New Street Recreation area**

To consider which style of gate is required for the New Street Dog Exercise Area.

**7. Cemetery**

- a. To discuss and agree a date for the Spring Clean Up day.
- b. To receive an update on tree maintenance.
- c. To receive and consider a request for a memorial bench to be placed in the Cemetery.

**8. Litter bins**

- a. To receive report on litter bins following WODCs bin replacement project.
- b. To receive correspondence regarding litter bins.
- c. To agree next steps.

**9. Reports**

To receive an update on the following task and finish groups or working parties:

- a. Wheeled Sports Working Group from Cllr Fisher.
- b. Jubilee task and finish group, including a report from The Chair regarding The Queen's Green Canopy.
- c. Pesticide free town task and finish group.

**10. Memorial bench**

To receive a request from The Provincial Grand Lodge of Oxfordshire that they donate a memorial bench to The Town to commemorate those lost in the pandemic.

**11. Christmas Lights**

- a. To receive correspondence regarding the 2021 Christmas lights display.
- b. To agree the tender process for this year's lights display.

**12. Youth Work**

To receive an update on Youth Work in Chipping Norton being delivered by Got2B.

**13. Confidential Session**

To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1 (2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of item 14.

**14. Grounds Maintenance**

To consider a confidential report regarding the grounds maintenance contract for April 2022 – April 2025 and agree which contractor to proceed with.

**15. Date of the next meeting – Wednesday 25<sup>th</sup> May 2022.**



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Minutes of a meeting of an Extraordinary Meeting **Community Committee** held in Chipping Norton Town Hall on **Wednesday 8<sup>th</sup> December 2021 at 7.15pm**

The following members were present:

Cllr Coleman (Chair)  
Cllr Foakes  
Cllr Mazower – arrived at 7.35  
Cllr Poole

Also in attendance:  
Elizabeth Gilkes – Locum Clerk

## **CC42 Apologies for absence.**

Cllr Graves and Miles– family commitments Cllr Whitmill - family  
Cllrs Tuckwell– did not attend – no apologies

## **CC43. Declaration of interests.**

Cllr Coleman – Scouts and Community Meal, Chipping Norton School– Volunteer and Parent  
Cllr Poole – School PTA and Community Suppers – Volunteer and Parent March and July  
Cllr Foakes – CN Cricket Club – Volunteer

## **CC44. Minutes**

**RESOLVED:** That the Minutes of the Committee meeting held on 26<sup>th</sup> October 2020 were approved as a correct record and signed by the Chair.

## **CC45. To consider applications received for grants**

The chair explained that there have been changes to the Policy. Cllr Poole suggested that Grants should maybe be available throughout the year. The Chair explained the pros and cons of considering in stages or at a single annual sitting. The importance of Cllrs considering the financial position of each group applying was noted.

The Chair noted that of £26,000.00 grants fund £5,000.00 has already been allocated to Thrive in accounts so have £21,000.00 to allocate at this meeting but as Council believed that spend had been incorrectly attributed to grants in accounts they would allocate based on £26,000.00 figure Applications total £53,500.00.

Councillors wished to offer help to those that were unsuccessful and support re future applications and a letter would be sent to all unsuccessful applicants with summary of reasons that applications not awarded and suggestions re help for future applications and alternative funding sources.

The Application Form did not appear to supply sufficient information for Cllrs and suggested that could be reviewed. Also felt that condition of Progress Reports and Accountability Statements should be conditioned.

Cllr Foakes volunteered to review the application process as a project and present a report to a future meeting

RESOLVED to allocated £26,000.00 to 18 different groups to support their community work

**CC46 To note date of next meeting – 12<sup>th</sup> January 2022**

The Chair closed the meeting at 9.15pm

Signed as an accurate record

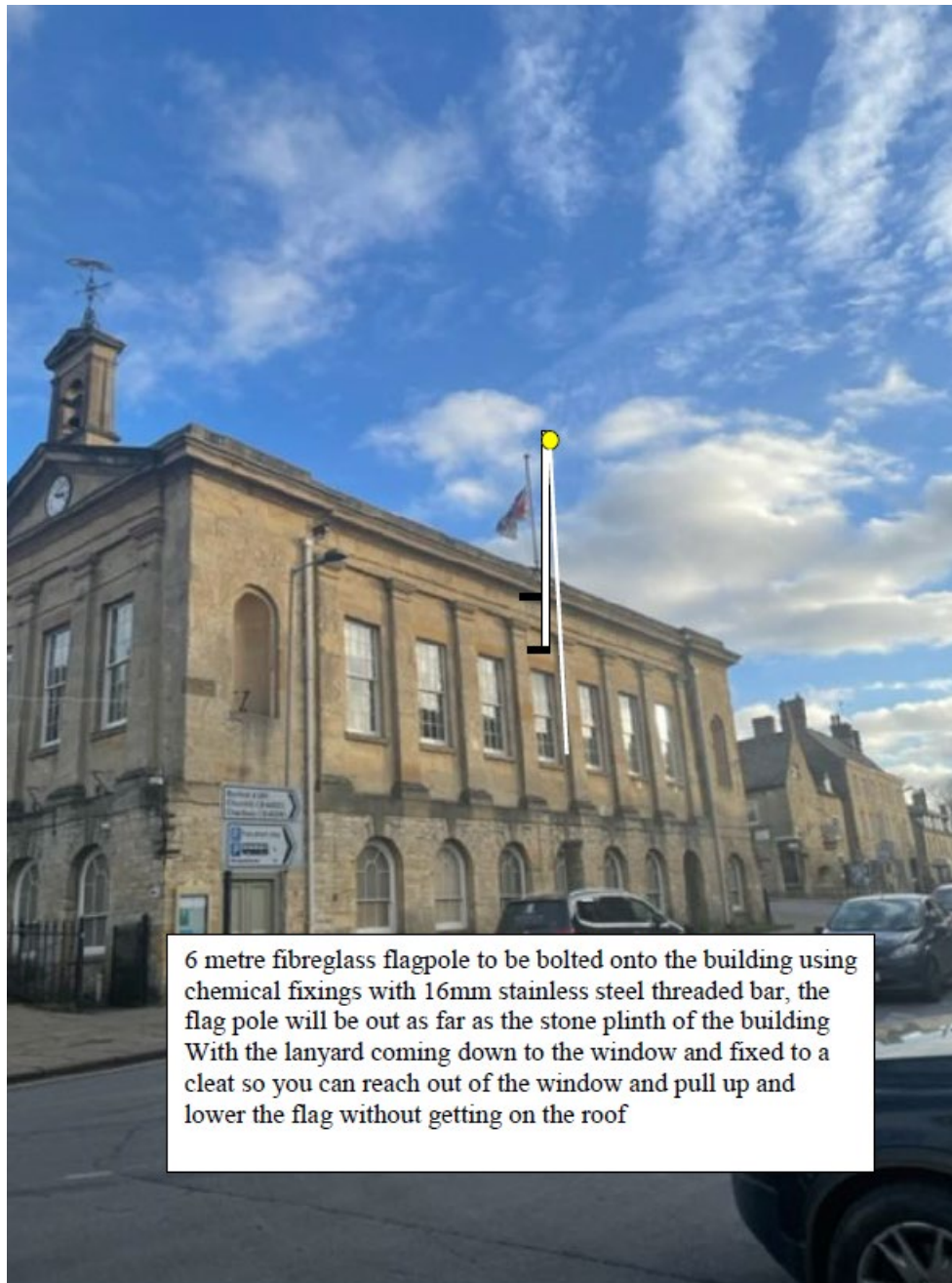
Chair..... Date.....

## Agenda item 5 – Town Hall Flagpole

### Background

The Town Hall Flagpole mechanism has been broken for some time. There is no safe way to operate it at present. Therefore the Finance Committee set a budget of £2000 for this to be replaced, and delegated this to The Clerk to proceed with in consultation with The Chair.

The Clerk obtained a quote for replacing the flagpole which came to a total of £2500. Due to the building being listed The Clerk then contacted WODC planning with drawings and specifications of the proposed new flagpole. See example picture below:



WODC's planning conservation officer came back with the following advice:

The proposal to install a new 6metre fiberglass flagpole to the face of the town hall with steel brackets would require listed building consent. However, we are unlikely to support this actual proposal – this is because the positioning of the steel brackets affixed to the ashlar limestone will have a potentially damaging impact to the historic fabric, and could cause future cracking and water ingress. And, weathering (particularly wind) could also put extra loading on the pole which could further damage the stonework (see image below showing how affixed bracket have damaged the stonework on another building in Chipping Norton).

Furthermore, a metal (potentially lighter aluminium) will also be more aesthetically appropriate for a historic building than fibreglass.



I can confirm that if the current flagpole were repaired strictly like-for-like in its current location, then we could support this without listed building consent, and if beyond repair, then I would recommend exploring options that have the least damaging impact, and a more appropriate material / location for a historic building.

In light of this, the suggestion is that the current flagpole is removed as soon as possible, and that a new flagpole is installed in the ground in the Millennium Garden. The Clerk is awaiting a quotation for this.

#### Recommendation

- a. That the Committee agree that the current flagpole needs to be removed as soon as possible.
- b. That the Committee agree that a new flagpole is installed in the millennium garden due to not being able to acquire planning consent to have an accessible flagpole on the Town Hall, and even if a new design could be obtained, that the lengthy planning application process will be too long in light of the urgency of this.
- c. That the current budget of £2000 is increased to £2500 to ensure that removal and installation can be covered without delay.

### **Agenda item 6 – Gate for New Street Recreation Area**

The committee requested quotations for a pedestrian gate to be installed in the middle of the fence that runs alongside the dog exercise area at New Street Recreation area. The original request was for a stile, but it was ascertained that a gate would be needed to ensure dogs stay in the appropriate area.

A local contractor has provided four quotes for different designs:

<b>Type of gate</b>	<b>Further information</b>	<b>Price (minus VAT)</b>
Galvanised metal gate	Four foot gate	£646.87
Wooden kissing gate	Pressure treated timber	£772.80
Metal kissing gate	Galvanised metal	£1148.75
Wooden five bar gate	Four foot, pressure treated timber	£683.56

There is currently £2045 left for new equipment for recreation in the budget for 2021-2022. Please note, these quotes were drawn up over three months ago (they have not been dealt with due to staffing issues) and therefore the Committee should agree the cost, plus a 10% contingency in the case that material costs have increased in the time that has passed.

Recommendation:

- That the Committee consider and agree which style of gate should be installed at New Street Dog Exercise Area, and agree the cost plus a 10% contingency to be taken from new equipment for recreation budget for 2021-2022.

### **Agenda item 7b – Update on Tree Maintenance**

The Finance Committee approved using funds from the Contingency budget to cover the cost of the tree works required in The Cemetery. This quotation has now been received and approved at a cost of £2450. The contractor will start works on the 27<sup>th</sup> April 2022.

This report is to note



### **Agenda item 7c – Request for a Memorial Bench to be installed in the Cemetery**

A request has been received for a memorial bench to be installed in section 6 of The Worcester Road Cemetery.

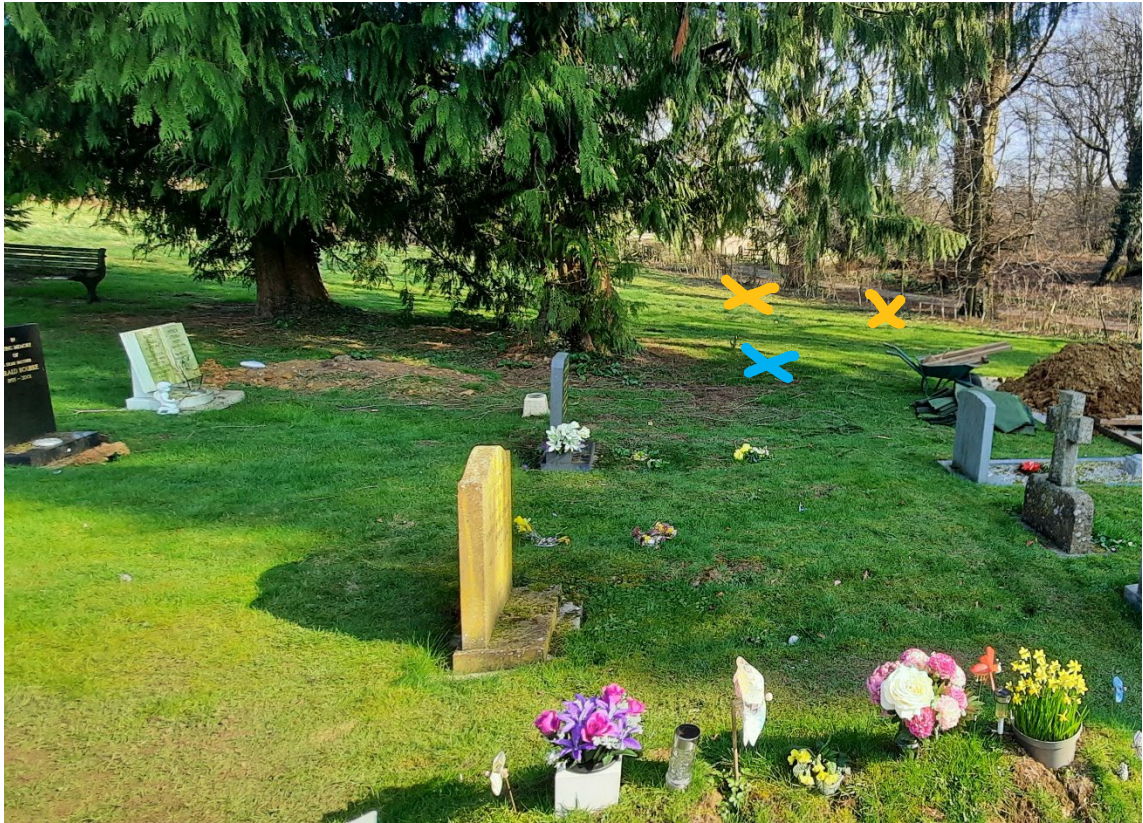
The bench that the family would like to install is pictured here:



The Finance Officer and The Clerk reviewed the site and established that there are a number of spaces that the bench could be situated, either along the boundary fence, or by the trees at the edge of the section. The family would prefer the bench be situated by the large trees – the blue crosses on the pictures on page 2 of this report.

All of the available spaces are on soft ground. The Funeral Director has confirmed that the bench maker will install protective feet on the bench in order to protect it from the wet ground.







## **Agenda item 8a – Litter bin replacement scheme**

West Oxfordshire District Council have been carrying out a litter bin replacement scheme. The information received was as follows:

*West Oxfordshire District Council is reviewing its provision of litterbins across the district to make it easier for residents and visitors to dispose of their rubbish responsibly, helping to keep communities litter free.*

*At the same time, the Council is investing in new litter bins so that older bins, which are reaching the end of their useful life, can be swapped out for bins that are easier to empty and more visually pleasing to help keep towns and villages looking their best.*

*Currently, the Council manages and empties over 1,200 litter and dog waste bins. A programme has now begun to check the condition of all existing bins and that they are located where they will provide most benefit. Litter bins will also be sited at new locations if a need is identified as part of the project.*

*In the future, this may mean:*

- *Where an existing litterbin is next to a dog waste bin, the dog waste bin may be removed as bagged dog waste is now accepted in with the general litter.*
- *Where two bins are in close proximity to each other and where usage of the bins is low, one of the bins may be moved to another location where there is clear evidence of litter and where no bin is currently provided.*
- *Residents will start to see a phasing out of separate litter and dog waste bins. These will be replaced by a brand new single bin, which reminds users to put both litter and dog waste into the bin. Over a hundred of these new style bins are already in use in the district and proving popular.*

Residents interested in finding out more about the litterbin placement and renewal programme can visit West Oxfordshire District Council's website for more information:

<https://meetings.westoxon.gov.uk/Data/Cabinet/2020/216/Agenda/9%20Litter%20Bin%20Placement%20and%20Renewal%20Programme.pdf>

*Photo shows: one of the Council's new single bins for litter and dog waste.*



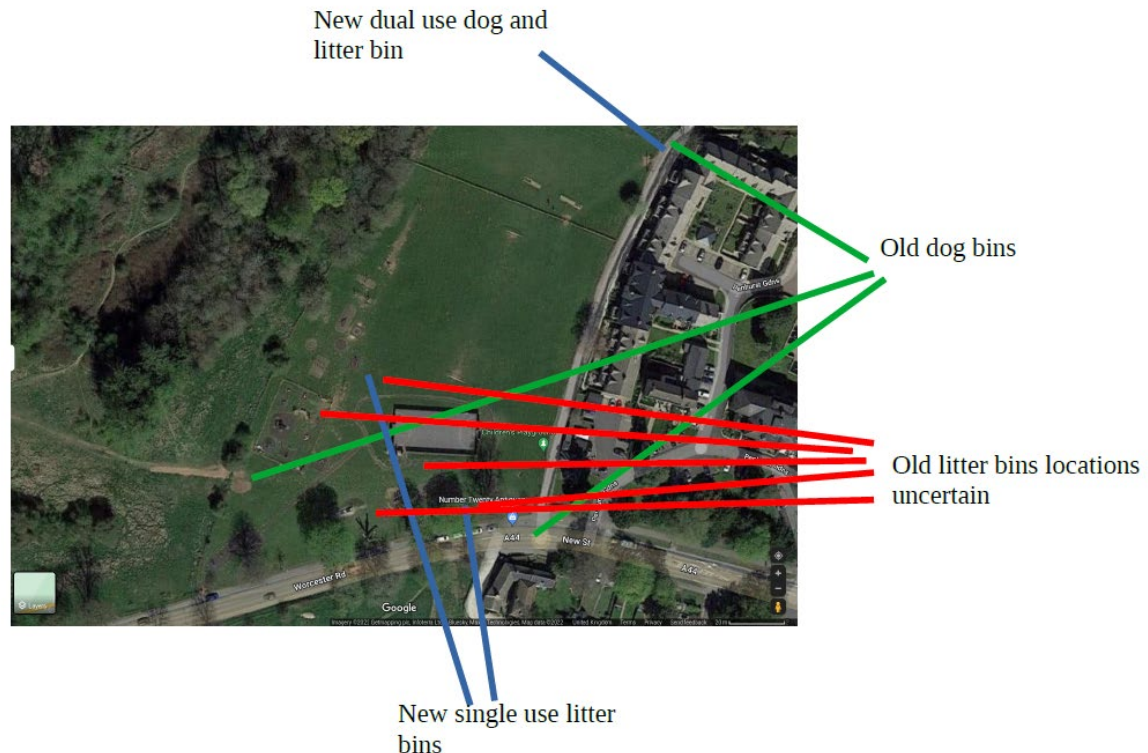
The replacement scheme is now underway. Chipping Norton Town Council have had several enquiries from residents about specific locations (see agenda item 8b). The Clerk contacted The relevant officer at WODC to enquire what the process is for The Town Council requesting new bins and received the following response:

*Our intention is to write to all town and parish clerks again when the programme is complete in a couple of months, The email we send out will clarify the following:*

- *That the programme is complete*
- *How town and parish councils to request additional dual bins*
- *The number of dual bins that are on parish council property and the cost of maintenance/emptying (as per your request)*
- *When the bins in the town are emptied*
- *How to report overflowing bins (we have a new online form - [Here](#))*
- *The future costs of for installation (as per your request)*

Councillor Coleman met with WODC officer Bill Oddy to walk round the town and discuss the bins in the New Street Recreation Park. Bill Oddy confirmed that The Town Council can request extra bins to be installed in the recreation area, but that The Town Council would cover the costs of emptying, which comes to around £350 per bin per year.

Councillor Coleman has provided the following information to help the committee decide on where extra bins may be required:



## Bins at New Street Recreation Ground



### Recommendation:

- a. That the committee consider if a request for additional bins to be installed in New Street Recreation Park is needed, and if so how many and in which location.



## **Agenda item 8b – Correspondence re litter and dog waste bins**

The office has received the following correspondence and requests from members of the public regarding litter and dog waste bins:

### **Received on the 21<sup>st</sup> February 2022:**

*Please could we ask for more dog waste bins to be added to Chipping Norton?*

*There has been a significant reduction in points where there are dog waste bins across the town since they've been replaced by the new style combined dog and litter bins. Some of them (such as the ones located at various points just off Station Road) and in the park, have been taken away entirely and the replacements are much less accessible to anyone with a wheelchair or with a child with a pushchair. In fact the one that's now in Bliss Mill field is entirely inaccessible to wheelchair users. The one left in the dog park was already overflowing on Friday, suggesting that more are needed.*

*At a time when there is a huge increase in the number of dogs, it's really important that we provide enough dog bins and encourage people to use them. Dogs make a great positive contribution to many people's lives and their overall health and well-being so it would be good to recognise this and therefore provide the facilities to enable people to be responsible dog owners. Without sufficient dog bins at regular points it can give out a message that leaving dog mess around the town is acceptable, which I'm sure the community would not want.*

*Kind regards*

Follow up on the 23<sup>rd</sup> February 2022:

*Just to clarify, the bins themselves are totally accessible, it's just that some have been located behind kissing gates which are difficult to access with a pushchair in tow or for a wheelchair user and there aren't any other bins close by to use as an alternative.*

*Hope that helps.*

*Best wishes*

**NB.** The Clerk contracted WODC about this and they've confirmed they're reviewing the site in light of this information.

### **Received on the 19<sup>th</sup> February 2022:**

*Being a visitor to your town on a number of occasions I am noticing an increase in the amount of litter dropped on the streets and in particular Middle Row. I have highlighted this previously by email but have had no response from the town council.*

*Perhaps organised litter picks together with publicity encouraging residents and visitors - school pupils included to use bins and to stop adding to the litter problem. Sadly it's an increasing problem I see all over this country nowadays and it is just getting worse and worse.*

### **Received on the 18<sup>th</sup> February 2022:**

*Hello,*

*I understand that the Town Council will be considering locations where bins are needed, in light of the recent removal by WODC of many dog waste bins and ordinary bins around town.*

*I therefore wanted to draw your attention to Horsefair and the Banbury Road. There used to be ordinary bins in front of the Thai Shire and between the benches on the triangle of grass in front of the old police station, and a dog waste bin a few lampposts up from the zebra crossing nearby on the Banbury Road. Now these are all gone. There is still a waste bin further up the Banbury Road opposite Aldi, but nothing lower down, even though there are several benches at the bottom end by the double roundabout where a*

*bin would seem appropriate. By contrast the lower part of the London Road has two almost opposite each other, at the two bus stops.*

*Banbury Road is particularly popular with dog walkers heading up to the Kettlewell woods, and the dog waste bin partway up the hill was always extremely well used. So it is unfortunate that there are now no bins of any sort until you reach the one opposite Aldi.*

### **Received on the 14<sup>th</sup> February 2022**

*The waste bin at the Town end of Banbury Road has been removed please could it be replaced? I've spoken to West Oxon Council and they say you have to request a new one. With the removal of dog waste bins the pressure on general waste bins will increase, they are often overflowing and need to be changed more often.*

*On another note the paths are never swept in the Banbury Road area and still has a couple of years of Autumn waste on the ground, there has been a broken bottle by the bench for over a year!*

The Council has also had a phone call from a resident requesting that the bin that has been removed on Cross Leys is replaced. Location here:



This correspondence is to note as part of the consideration for litter bin requests from WODC.

## **Wheeled Sports Committee report on survey feedback - 3rd March 2022**

### Objectives and survey design

The Wheeled Sports Committee is working towards building skate park facilities in Chipping Norton. Given the financial and time commitment that this project will require, we wanted to assess whether young people had an appetite for these facilities in the town before taking further steps. We created a survey using Google Forms (a free survey platform) and contacted local schools, asking them to send it out to their students. This included schools in Chipping Norton and surrounding villages, as many children from Chipping Norton attend schools outside the town. The survey had several aims. The first was to assess which children were already using skate parks, looking at where they travel to and how they get there. The second aim was to find out what features are of interest in a skate park. The third aim was to assess whether young people wanted to see a skate park in Chipping Norton and what other facilities would be of interest to them. The survey also collected some anonymous personal data, such as age, in order to understand the demographic make-up of the respondents. The survey ran from 26th November 2021 until 18th December 2021. We received 383 responses, primarily from secondary-age children.

### Key findings

- 86.7% of respondents would like to see a skate park in Chipping Norton
- 81.2% were aged 12-18 and 93.5% of respondents attend Chipping Norton School
- 85.6% of respondents who already use a skate park are going at least one or twice a month, with 43% going every week
- Most children who travel to other skate parks go in the car

### Analysis

The results indicate that there is demand for a skate park in Chipping Norton. However, the survey response also indicates that there is a general need for more recreational activities for older children. The respondents indicated that they are lacking places to socialise with their friends where they can shelter from the weather, sit down, and feel safe. The respondents would like to see more sports facilities, youth clubs, shops for young people, and fun activities in the town.



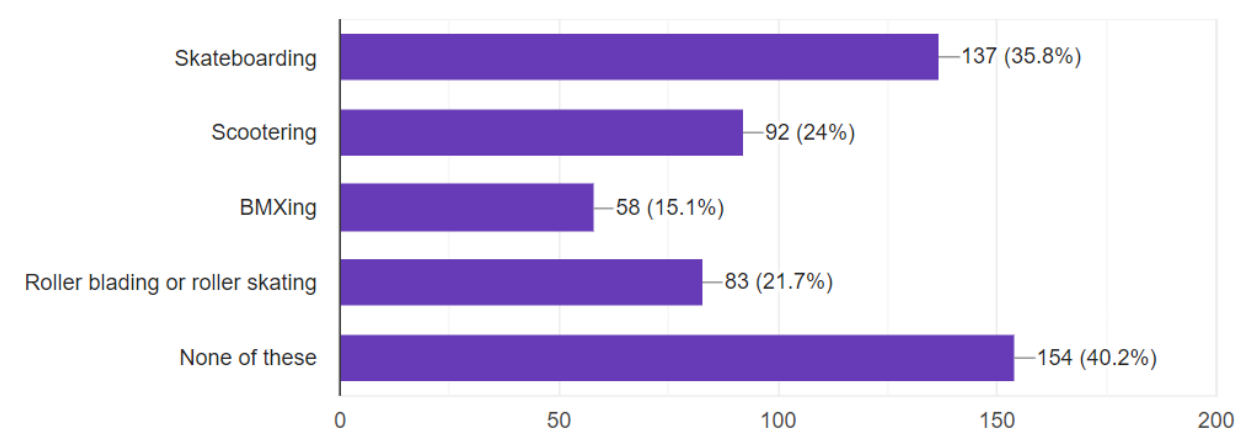
# Chipping Norton Skate Park survey



Chipping Norton Town Council is thinking about building a skate park in Chipping Norton. We would love to hear your thoughts and ideas. Please fill in the survey below, which takes around 5 minutes. Click 'next' at the bottom of each page to go to the next page. The deadline to complete this survey is Friday 18th December 2021.

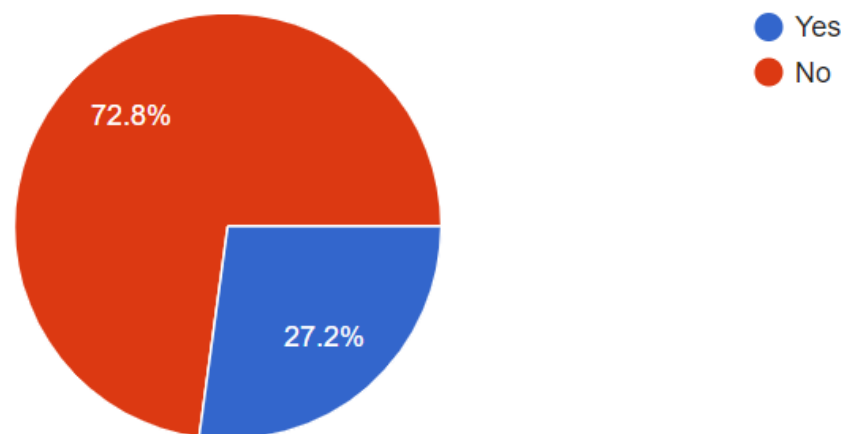
Do you do any of the following? Tick any that apply

383 responses



Do you currently use a skate park?

383 responses

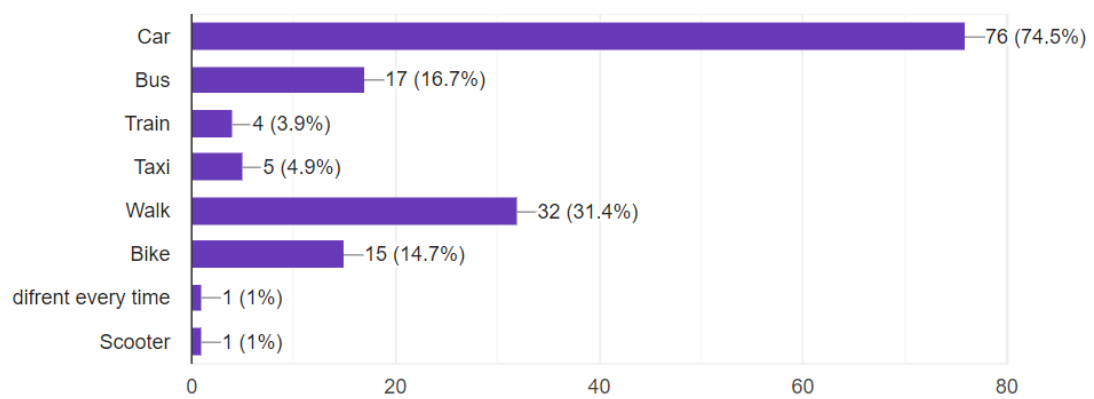


The survey users were asked which skate parks they currently use and they listed the following places (summarised from 84 responses):

Banbury  
Charlbury  
Thame  
Carterton  
Moreton in Marsh  
Shipton under Wychwood  
Oxford  
Eynsham  
Faringdon  
Henley  
London

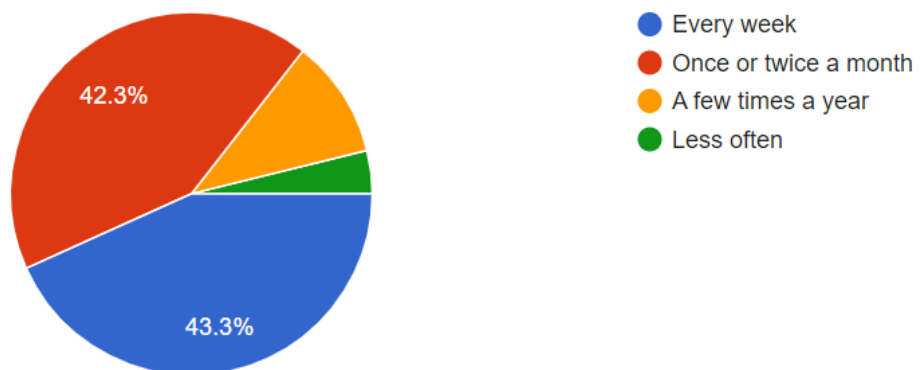
How do you get there? Select all that apply.

102 responses



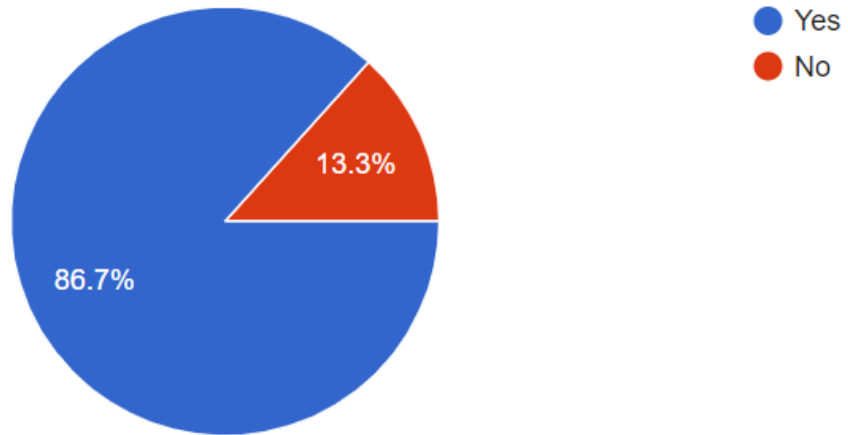
How often do you go to skate parks?

104 responses



Would you like there to be a skate park in Chipping Norton?

383 responses

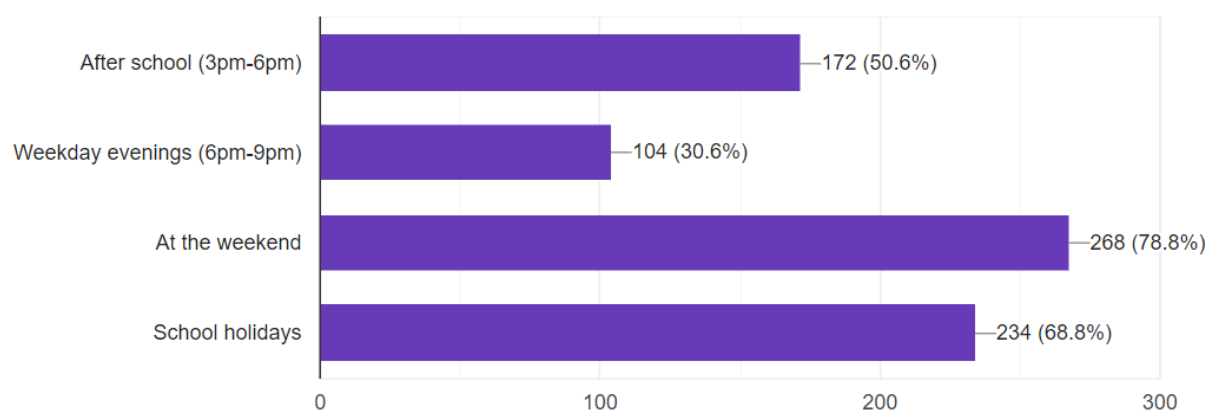


What features would you like to see at a skate park (summarised from 244 responses)?

- Different size ramps
- Half / quarter pipes
- Jumps
- Dirt track
- Rails for tricks
- Skate bowl
- Customisable area for graffiti
- Stairs
- Floodlights
- Smooth surfaces for scooting and skating
- Low walls
- Variety of spaces to suit beginners and confident users

When would you use the skate park? Select all that apply.

340 responses



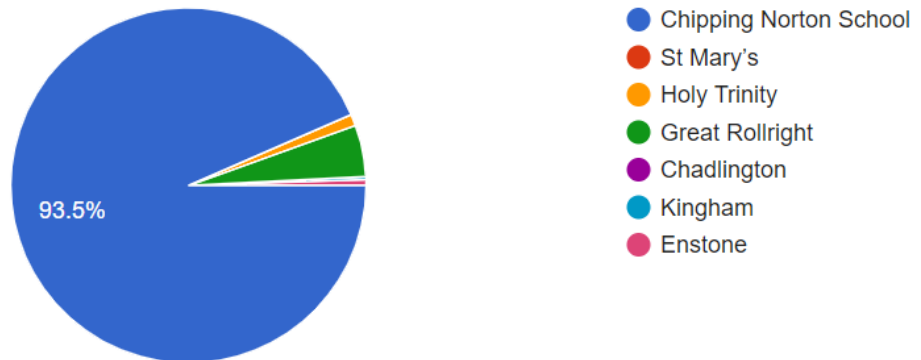
What other facilities for young people would you like to see in Chipping Norton? Please list all your ideas! (summarised from 161 responses)

- Trampoline park
- Indoor climbing wall
- Bowling alley
- Arcade
- Cafes / food venues
- Parks that are suitable for older children
- Communal areas with shelter / benches
- Mountain biking track
- More football pitches (muga / 4g / 3g / astroturf)
- Clothes shops for young people
- Ping pong tables
- Cinema
- Art spaces / graffiti walls
- McDonalds
- Indoor playgrounds
- Basketball
- Laser tag
- Go ape
- Mini golf
- Ice skating
- Dance space
- Community centre
- Toilets

- Study spaces
- More bins
- Better swimming facilities
- Tennis courts

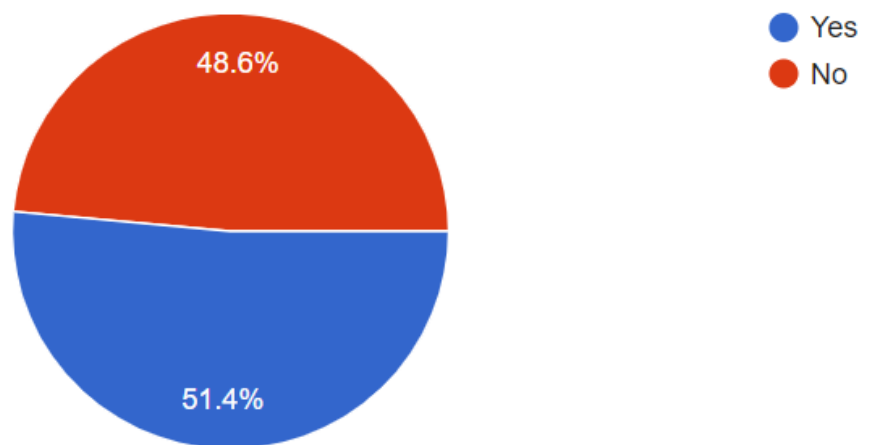
Which school do you attend?

383 responses



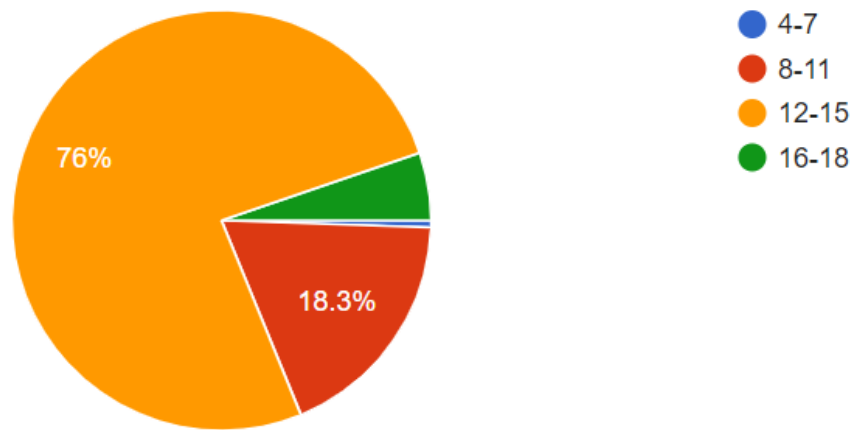
Do you live in Chipping Norton?

383 responses



## How old are you?

383 responses



### Committee members

Natasha Whitmill

Sandra Coleman

Emily Holmes

Ruth Fisher

## **Platinum Jubilee Working Group Report March 2022**

This working group consists of Cllrs Coleman, Graves and Whitmill working with representatives from the Town Festival Committee and British Legion and aims to promote events celebrating the Platinum Jubilee this year. The main event in the town will take place on Sunday 5<sup>th</sup> June and will take a similar form to the Town Festival in recent years. The British Legion would like to organise a parade in the morning, before the main stage events start, and the Festival Committee hope to complement this with a display of vintage army jeeps as an alternative to the vintage cars that have attended in the past. There will also be the usual array of stalls provided by local groups and traders, and an area with tables to enable those attending to eat food purchased from stall holders or bought from home with friends and family. Local residents are also encouraged to organise street parties using the special free road closure arrangements put in place by WODC. Bev Lane from the Festival Committee is providing regular copy to the Chippy News to publicise the festival- and raise the profile of the jubilee in general.

The Town Council are supporting the event (using Events budget heading) by:

- arranging a road closure in the town centre in the immediate vicinity
- supporting purchase of new banners to advertise the event . (The committee own re-usable banners advertising the normal festival weekend at the end of June but these are unsuitable this year)
- supporting street decorations probably in the form of flags flown from the flag holders normally used for Christmas trees
- lending tables
- providing the use of the Town Hall
- contributing towards a prize for shop window competition

The Platinum Jubilee Working Group are also promoting the Queen's Green Canopy <https://queensgreencanopy.org/> initiative and would like to encourage groups and individuals across the town to plant one or more trees to be included in this project.

### **Tree Planting Proposal**

It was suggested at our last meeting that it would be appropriate, and achievable, for the Town Council to plant a symbolic tree to mark this anniversary and raise the profile of the project in our town. Trees planted by those living here in the past now form a significant part of the landscape we know and love- the horse chestnuts along the edge of the recreation ground, the poplars along the stream on Field Reeves land behind, and significant avenues of street trees on London Road, Banbury Road, Burford Road, Hailey Road, and others, and the Community Orchard and William Fowler Wood are significant in a different way.

Whilst it would be fantastic to create a significant landscape feature, the time frame to be included in this project is tight so it would be simplest to plant a single tree on land we already own or manage. This could include:

- New Street Recreation Ground – the horse chestnuts here are nearing the end of their natural life so adding planting here could be helpful
- Cornish Road Play Area- we have new play equipment here and could use this as an opportunity to raise the profile of the space
- Any other site identified by Councillors

Proposal: That Platinum Jubilee Task and Finish Group evaluate this project and are allocated an budget of £350 to cover a tree, appropriate plaque and materials for staking.



## PROVINCIAL GRAND LODGE OF OXFORDSHIRE

Chipping Norton Town Council

16th September 2021

Dear Luci,

Further to our emails concerning our Proposal to donate a Memorial Bench to every Town in which we have a Masonic Hall, to commemorate those lost during the Pandemic.

The Eastgate design , HSF945310 with a HSF820120 plaque, wording yet to be confirmed would be our preferred design perhaps to be situated at the piece of green space at the corner of West Street and Burford Road, opposite the Kings Arms Hotel.

We hope that this proposal is acceptable to the Town Council but we are very happy to discuss alternative designs and/or locations.

I very much look forward to hearing from you in due course.

Yours sincerely,

*Bernie Wegerhoff*

Provincial Grand Secretary



**From:**  
**To:** [Luci Ashbourne](#)  
**Subject:** Chippy Christmas Lights  
**Date:** 10 February 2022 15:23:10

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Good Afternoon,

It was lovely to the Christmas lights in Chippy this year, and I'm sure they brought a bright and uplifting sentiment to all that saw them. (something we needed more than ever in these difficult times) Whether resident, regular visitor or just passing through ☺ Well done everyone.

Moving forward, you ask in this month's Chipping Norton news what sort of lights we would like to see next year. It's funny you mention Woodstock and Stow - reason being is that I would like to see "Warm" white lights (as they have in these villages) For me is says ..... Welcome, Cosy, Warmth, Hugs, getting together around log fires, Hot Choc, mulled wine nostalgia of years gone by....

Whereas the brighter cooler white lights of this year, well say more ..... Ice, snowballs, frosty mornings, chilled processco, colourful scarfs around snowmen, and bright red noses - or is that the processco ! How different moods and feelings / atmosphere can be conjured up by light....

Whatever you decide it's just great we have such a proactive team.

Best Wishes

## **Agenda item 11b – Christmas lights**

### **Background**

Last year the Council used a professional Christmas lights contractor to safely install and manage the Town's Christmas lights display.

The Council has set a budget of £15,000 for this year's display.

Many Councils enter into a three year contract with a professional lights company, which ensure that the funds provide a more comprehensive display than a one-year contract. For example, last year one of the contractors quoted £22,500 for a one year contract, and would have provided the same display over three years for £17,500 per year.

If the Council wish to go into a multi-year contract to make the most of these benefits, then a tender process will need to be started as the total amount for all three years is likely to exceed the £25,000 level required.

### **Recommendation:**

- a. That the Committee consider whether or not to go into a three year contract as a prudent use of finances.
- b. That if so, the tender process is started and quotations and designs are brought back to a future committee meeting for consideration.