



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

21st October 2021

SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE

TO: All Members of the Community Committee

VENUE: Council Chamber, Chipping Norton Town Hall

DATE: Wednesday 3rd November 2021

TIME: 7.15pm

Kay Linnington
Deputy Town Clerk

Cllr Coleman (Chair), Cllr Foakes, Cllr Graves, Cllr Mazower, Cllr Miles (Vice-Chair), 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. Apologies for absence.

To receive apologies for absence.

Committee members who are unable to attend the meeting should notify the Deputy Town Clerk (deputyclerk@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 Committee meeting held on 15th September 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

- a. To receive a report on the Quinquennial review – see attached.
- b. To discuss the cleaning of the Town Hall – see attached.
- c. To discuss the Legionella Risk Assessment – see attached.
- d. To note and agree work on hold.

6. Cemetery

- a. To discuss a request to purchase a grave in section 6 – see attached map.
- b. To receive a verbal report on Clean Up Day – 13th November 2021.

7. Play areas

- a. To receive a report from the Maintenance Officer on the Councils Play Areas and any related recommendations – see attached.
- b. To note current work on hold. Gate at Cornish Road play area and gate at dog exercise area at New Street recreation ground.

8. Grounds Maintenance

- a. Review use of pesticides – see attached.

9. Grants to Voluntary Bodies

- a. To set up a Grants to Voluntary Bodies sub-committee.

10. Budget

To set a budget for 2022/23 – see attached.

11. Reports to note

- a. To receive a verbal report on Wheeled Sports Working Group.
- b. To receive a verbal report from Cllr N Whitmill on Platinum Jubilee Working Group.
- c. To receive a verbal report from Cllr R Poole on Christmas Shopping Event.

12. Date of next meeting

Wednesday 12th January 2021



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Minutes of a meeting of the **Community Committee** held in Chipping Norton Town Hall on
Wednesday 15th September 2021

The following members were present:

Cllr Coleman (Chair)
Cllr Miles (Vice-Chair)
Cllr Foakes
Cllr Graves
Cllr Mazower
Cllr Poole
Cllr Tuckwell
Cllr Whitmill

Also in attendance:

Luci Ashbourne, Town Clerk
Madge Harley and Julie Edwards - Got2B
Two members of the public

CC16. Apologies for absence.

No apologies for absence were received.

CC17. Declaration of interests.

There were no declarations

CC18. Minutes

RESOLVED: That the Minutes of the Committee meeting held on 23rd June 2021 are approved as a correct record and signed by the Chair.

CC19. Public Participation

Graham Beacham shared some examples of awards and certificates for Sports Awards. He also talked about a sports forum – provisional date of 4th March for the award ceremony. Nomination paper work in November, winners identified in January.

Julie Edwards and Madge Harley from Got2b outlined the ethos of work that they deliver in Witney and Carterton – two different arms. Youth and school/mentoring services. Talked about sustainability and how the CIC helps sustain the youth work programme. They talked through their different services, such as targeted intervention, early action programme. Long terms goals. Talked through how the detached youth work works, and what could be delivered in Chipping Norton.

At this point Cllr Miles declared a non-pecuniary interest as he was Chair of The Children in Care Council for several years.

Members asked a variety of questions about the work that Got2B do, including that of their funding structure – Got2B confirmed that their funding comes from a variety of stream, such as local authority funding, the OCC youth opportunity fund, various grant pots, and County Cllr Priority funding.

Questions were asked about Governance. Got2B explained all their policies are approved through OSCB, and that they have a board of advisors and clinical supervision.

CC20. Youth work

Members considered a report and recommendations from The Town Clerk regarding the Council's youth work endeavour and related funding. Members warmly thank Got2B for attending the meeting and sharing a vision of the work they do and how that can be delivered in the town.

RESOLVED: That the Council employ Got2B as a third party organisation to deliver youth work in Chipping Norton over the next two years using the earmarked OCC youth opportunity funding.

CC21. Sports Awards and Forum

Members considered next steps regarding the 21/22 Sports Awards Event and the Sport Forum based on Graham Beacham's presentation to Council.

RESOLVED: That Cllrs Miles, Poole, Mazower, and Cllr Coleman to meet with Graham Beacham to plan the next sports awards forum, with provisional date of 4th March 2022.

CC22. Correspondence

Members received communication from a member of the public regarding use of weedkiller and pesticides. Members discussed and agreed that having a minimal use of herbicides and pesticides policy would be beneficial. Cllr Mazower proposed that identifying a consultant to work through this complex matter would be helpful. Members agreed unanimously.

RESOLVED: That the Clerk identify costing for consultation on producing a Council wide plan on becoming a pesticide free town and bring this to the next meeting.

CC23. Cemetery

Members noted the update report on Cemetery Matters.

CC24. Play areas

a. Members noted the update report on play areas.

Members asked about progress regarding the new benches for Cotswold Gate Play Park. The Clerk confirmed that delivery is due on 1st October, but that concrete foundations need to be placed for them to be bolted onto. The office is awaiting quote and would need to move on this quickly in order that the bases set in time for delivery.

RESOLVED: That approval of the quotations for the work to be carried out to lay the concrete bases is delegated to Cllr Coleman and the Clerk due to the timely nature of the work needing to be carried out.

b. Members received a request for a gate to be installed in Cornish Road Play Park. Members discussed whether or it is possible to install a gate, and that park gates need to be free opening, and open outwards.

RESOLVED: That the Clerk discuss the details with the resident who presented the request, and that a site visit is conducted by Cllrs Tuckwell and Coleman.

CC25. The Town Hall

- a. To consider the report following the recent Quinquennial Survey.
Due to the fact that the report had not been received this agenda item was deferred to a future meeting.
- b. Members considered a request regarding a donation of a HMS Magpie Painting from a resident to be hung in the Town Hall. The painting is 75x50. Cllr Mazower had asked if the person had talked to the museum as they have a HMS Magpie display. Members agreed it is a beautiful painting that has meaning for the town, and discussed the benefits of the painting being displayed in a museum.

RESOLVED: The Clerk write to Mr Kingsford and suggest that the museum may be better placed as they already have a display, and ask if that is something he had considered.

A member noted that the notice on the town hall which displays the booking fees had been removed and should be replaced. The Clerk assured members this would be done.

The Clerk suggested that a site visit of other similar size Council led community venues may be useful for committee ahead of the Quinquennial report coming back.

RESOLVED: That the Clerk identify similar sized venues and community halls and circulate site visit times with the Committee in order that two or three members can visit each and feed back to the Committee.

CC26. Covid Heroes update

To receive an update on the Covid Heroes Awards. Cllr Mazower updated members about the Covid heroes awards. The event that was planning was unable to go ahead due to Covid-19 restrictions and lack of resources. Several plans have started coming to fruition. Cllr Whitmill confirmed that a date for the event has been booked for 6th December at 6pm at Ditchley. This is set to be a special event that everyone will treasure.

Cllr Mazower suggested that it might be good to tie the Honorary Citizens Awards into this event. Members discussed the pros and cons of holding the Honorary Citizen's Award as a stand-alone event or using the opportunity of this special event. The Chair proposed that a vote was taken on if members feel combining the two would be best.

Members voted unanimously for this proposal.

RESOLVED: That the Covid Heroes awards ceremony is incorporated with the Honorary Citizens Awards at the special event on 6th December 2021.

CC27. Pool Meadow

The Clerk informed members that Cllrs on the Pool Meadow steering group had met and drawn up a list of other interested parties, and that a meeting of the wider group will be held in early October.

CC28. Bus Shelters

- a. Members noted that the Walterbush Road Bus Shelter is on order and should be installed soon.

- b. Members considered a request from WODC to advertise their Loyal-Free App on the Council's bus shelters. Members welcomed this in principle, but expressed concerns about permanent advertising, and wanting to make sure that the Shelters are largely clean and tidy and not cluttered with posters.

RESOLVED: That the Clerk check with WODC if the advertising is temporary, and if so, that permission is granted for WODC's Loyal-Free App to be advertised on the Council's bus shelters.

CC29. Date of next meeting

Wednesday 3rd November.

The Chair closed the meeting at 9:00pm.

Signed as an accurate record

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

DRAFT