



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Community Committee Meeting on the 25th May 2022, at 6:30pm, held in The Council Chamber of Chipping Norton Town Hall

Present:

Cllrs Steve Akers, Sandra Coleman, Jo Graves, Archie Miles, Lexy Tuckwell, Rachel Foakes, Natasha Whitmill (entered at 7pm)

Also Present:

Luci Ashbourne, Town Clerk
Katherine Jang, Deputy Clerk
2 members of the public

CC1	Election of Chair Nominations were received for the election of Chair for the Municipal year 2022-2023. Cllr Coleman was nominated by Cllr Graves and seconded by Cllr Tuckwell. No other nominations were received. All in favour. Motion carried. RESOLVED: That Cllr Coleman is elected as Chair for the Municipal year 2022-2023.
CC2	Election of Vice-Chair Nominations were received for the election of Vice-Chair for the Municipal year 2022-2023. Cllr Akers was nominated by Cllr Miles and seconded by Cllr Miles. No other nominations were received. All in favour. Motion carried. RESOLVED: That Cllr Akers is elected as Vice-Chair for the Municipal year 2022-2023.
CC3	Apologies for Absence Apologies were received from Cllr Poole (due to childcare expenses)
CC4	Declarations of Interest No declarations of interest were received.
CC5	Minutes Subject to the amendment on Page 1 (name correction) the Minutes of the Community Committee meeting held on the 9 th March 2022 were approved and signed as a correct record by the Chair. All in favour, motion carried. RESOLVED: Subject to minor amendments on P1 the minutes of the meeting on the 9 th March 2022 were signed as an accurate record of the meeting by the Chair.
CC6	Public Participation Claire from Chipping Norton Theatre gave a report about the Free School Meals initiative. During the pandemic CN Theatre started making free school meals during the holidays working with some local community groups. Claire noted that people will receive vouchers for free school meals but that it does not stretch very far, and the Theatre has continued to give out meals. During Easter Holidays they distributed 75 meals per day. They have also held a free film event, with 150 bookings, with many families visiting the Theatre for the first time. Last term there was a free children's youth theatre at Glyme Hall for 15 children.

	<p>Cllrs formally thanked the Theatre for what they are doing and for what they have achieved in a short amount of time. Claire noted that the free lunches cost just under £1 each, and the film showings are £250/£300 per session. Holiday activity funds include creating a play, a sports day at the Lido, a week of filmmaking for slightly older teens. Lexy Tuckwell to link up with Claire outside of the meeting. Claire to submit a formal grant application for Town Council funding.</p>
<p>CC7</p>	<p>Town Hall</p> <p>a. Cllrs received and considered updated terms and conditions of hire. Cllrs proposed the amendments below: "No stiletto heels on the Upper Town Hall floors" to be added. Charity "and local organisations" to be added. P6 – Extension leads need to be risk assessed for trip hazards and pat tested To encourage the use of environmentally friendly, compostable and paper on welcome letter. Change the wording of mezzanine to balcony. To include that there is another First aid kit in kitchen downstairs.</p> <p>Proposed by Cllr Foakes Seconded by Cllr Tuckwell All in favour, motion carried.</p> <p>RESOLVED: To adopt the Town Hall conditions of hire with the proposed amendments above.</p> <p>b. Cllrs received and considered a fee proposal regarding undertaking the works as outlined in the Quinquennial Survey carried out in 2021.</p> <p>Cllr Coleman proposed that the Council accepts the fee proposal as outlined in the Quinquennial Survey. Seconded by Cllr Akers. All in favour. Motion carried.</p> <p>RESOLVED: That the Council accepts the fee proposal for undertaking the works as outlined in the Quinquennial Survey carried out in 2021.</p> <p>Cllrs received and considered the quotation for a measured building survey quotes to get a professional floor plan created. Cllrs queried the previous drone survey that had been done. The Clerk noted that the previous drone survey had been commissioned to assess the damage to the roof and was not a measured plan to create a floorplan.</p> <p>Cllr Whitmill proposed that the Council accepts the quotation to receive the professional drone survey to create a floor plan, seconded by Cllr Miles. All in favour. Motion carried.</p> <p>RESOLVED: That the Council accepts the quotation of £4715.00 for the measured building survey.</p> <p>c. Cllrs considered forming a Town Hall working party. Cllrs discussed the benefits of the working party which could receive and discuss Town Hall work outside of Committee meetings and could be done via email. Cllr Miles, Cllr Whitmill, Coleman Meetings to be conducted</p> <p>Proposed by Cllr Foakes Seconded by Cllr Tuckwell</p>

	<p>RESOLVED: To create a Town Hall working party, comprised of Cllrs Miles, Whitmill and Coleman.</p>
<p>CC8</p>	<p>Cemetery</p> <p>a. Cllrs received and approved new draft Cemetery Rules and Regulations. Cllrs noted that this will be posted in the notice board in the cemetery, circulated to local funeral directors, and posted on the Council website. Cllrs queried the term stating that children under the age of 14 must be accompanied by an adult. The Clerk noted that not noting it in the terms and regulations would leave the Council liable in case of a child hurting him/herself. Cllr Miles proposed whether if it would be possible to change the wording to "Unaccompanied children under the age of 14 are only allowed in the cemetery under the permission of a parent or guardian". To be amended after consultation with insurance company. Proposed by Cllr Miles Seconded by Cllr Graves All in favour, motion carried.</p> <p>RESOLVED: To amend the wording above after consultation with the Town Council insurance company.</p> <p>Cllrs received the rules and regulations and proposed the amendments below: P1 – No "no one other THAN a person" P2 – 2nd bullet point, "Town Council reserves the right to REMOVE" P3 – measurements to be changed to metric rather than imperial. Spelling of the word wreaths to be consistent throughout.</p> <p>Cllr Graves proposed that the Council approves and adopts the rules and regulations with the above amendments, seconded by Cllr Foakes. All in favour. Motion carried.</p> <p>RESOLVED: That the Council approves and adopts the cemetery rules and regulations with the proposed amendments.</p> <p>b. Cllrs received and considered a request regarding granting permission for a kerb set in Worcester Road Cemetery. Cllrs discussed the request and noted that previous requests for kerb sets have been refused due to the cemetery rules and regulations for the purposes of mowing and cemetery maintenance. Cllrs understood that this is a sensitive issue. Cllrs noted that kerb sets, regardless if they are raised or lowered, were against the regulations. Cllr Graves proposed seconded by Cllr Tuckwell, Cllrs Coleman, Foakes and Akers abstained.</p> <p>Counter proposal from Cllr Foakes proposed to send a letter to the family explaining why we could not accept their request, and that for the sake of other families who have had the same request and had their requests denied, their request could not be accepted in the interest of fairness. Lowered kerb sets with no chippings would be acceptable. Seconded by Cllr Akers. Cllr Graves abstained, other councillors in favour.</p> <p>RESOLVED: To send a letter to the family regarding the kerb sets at Worcester Road Cemetery as drafted above.</p>
<p>CC9</p>	<p>Play Areas</p> <p>a. Cllrs received an update report from the Maintenance Operative, including considering a quotation for safety works at Cotswold Crescent and New Street Play Areas.</p>

	<p>Cllrs received and considered the quotation for safety works. Cllr Akers proposed that the Council accepts the quotation without amendments. Seconded by Cllr Coleman.</p> <p>RESOLVED: That the Council accepts the quotation of £660.00 for safety works at Cotswold Crescent and New Street Play Areas.</p> <p>b. Cllrs received and considered a request from Chipping Norton Theatre to hold the Panto Fun Run on New Street Recreation Area. Cllrs were very pleased to hear that the Panto Fun Run was a success last time and were happy to have this event again on the New Street Recreation Area. Cllr Akers move that we accept this request. Seconded by Cllr Coleman. All in favour. Motion carried.</p> <p>RESOLVED: That the Council grants permission for the Chipping Norton Theatre to hold the Panto Fun Run event on the New Street Recreation Area.</p> <p>c. Cllrs received and considered a request from Chipping Norton Theatre to host an open-air screening in Cotswold Crescent play area. Proposed by Cllr Graves Seconded by Cllr Miles All in favour. Motion carried.</p> <p>RESOLVED: That the Council grants permission to Chipping Norton Theatre to host the open-air screening in Cotswold Crescent play area.</p>
CC10	<p>Trees Cllrs received a quotation for a tree survey to be conducted as part of the recommendations from the Council's Health and Safety Audit. Proposed by Cllr Akers to accept proposal and quote, and a contingency with the addition of Greystones. Seconded by Cllr Coleman</p> <p>RESOLVED: That the Council accepts the proposal and quote of £650 for a tree survey with the addition of Greystones.</p>
CC11	<p>Greystones Cllrs received and considered a quotation for replacing 25 metres of damaged fencing at Greystones. Cllrs queried if a fence is needed. Cllr Coleman proposed that we send two people around to see a fence is needed, delegated to Tuckwell, Akers, Coleman. Seconded by Cllr Graves All in favour. Motion carried.</p> <p>RESOLVED: For the delegated group of Councillors to investigate the fence at Greystones and to report to the Clerk.</p>
CC12	<p>Pesticide Free Town Cllrs received an initial draft three-year phase-out plan and discussed next steps. Cllr Akers proposes that we formally accept the three-year phase-out plan as detailed in the plan, and that it could possibly be completed in less time than in the specification. Cllrs discussed the stakeholder forum and agreed that Cllrs Akers, Foakes and Coleman would report back to committee to make sure this is on track. Seconded by Cllr Whitmill. All in favour, motion carried.</p> <p>RESOLVED: For the Council to accept the initial draft three-year phase-out plan for pesticides in the town and for Cllrs Akers, Foakes and Coleman to report back with any progress at a future</p>

	meeting.
CC13	<p>Youth Work Cllrs received and noted the report from Got2B on youth work in Chipping Norton. Got2B to liaise with the Clerk and Deputy Clerk if there are any further questions.</p>
CC14	<p>Christmas Lights Cllrs received a specification proposal for the Council to tender contracts for Christmas lights 2022-2024. Cllr Akers noted some concern about the roosting of Pied Wagtails during the winter which roost in several trees in Market Square, therefore, proposed to amend the specification to reduce the number of wrapped trees from 5 to 3. The wrapped trees to be closer to the Town Hall. Cllr Akers also proposed amending the specification from wrapping the trees to hanging lights instead. The Clerk noted that the trees will need to be specified before going out to tender imminently. Cllrs noted a preference for the hanging decorations in the tree rather than the wrapping of the tree (6 weeks) Cllr Graves proposed to accept the tender as amended above. Seconded by Cllr Tuckwell. All in favour. Motion carried.</p> <p>RESOLVED: That the Council accepts the tender proposal as amended to reduce the number of decorated trees from 5 to 3 closer to the Town Hall, and to change the proposal from wrapped trees to hanging decorations.</p>
CC15	<p>Bins Cllrs received communication regarding bins in Chipping Norton. Cllrs noted that some communication referenced areas outside of Chipping Norton Parish and therefore not in Chipping Norton Town Council's control. The Clerk to notify the community member.</p> <p>WODC are still putting bins in place. It is being carried out across all of West Oxfordshire, and once that is finished the Town Council will receive information to know how to request extra bins (July/August). The Town Council to communicate with WODC further to strongly note that community members are not happy with this replacement scheme and that more information is required.</p> <p>Cllr Akers requests that the Town Council requests to see their proposal, emphasising that we would like to see a plan in advance. The Clerk to liaise with WODC.</p>
CC16	<p>Reports to note a. Cllrs received an update report from the Jubilee Working Party from Cllr Coleman b. Cllrs received an update report from the Pool Meadow Steering Group from Cllr Coleman Cllr Coleman to circulate the notes from the previous meeting. Cllr Coleman proposed Cllr Akers to join the Pool Meadow Steering Group. Cllr Graves seconded. All in favour. Motion carried.</p> <p>RESOLVED: That Cllr Akers joins the Pool Meadow Steering Group.</p>
CC17	<p>Date of the next meeting Wednesday 29th June 2022</p>

The Chair closed the meeting at 8:30pm