



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

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Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

23<sup>rd</sup> June 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 29<sup>th</sup> June 2022

TIME: 6:30pm

Cllrs Sandra Coleman (Chair), Steve Akers (Vice-Chair) Rachel Foakes, Jo Graves, Archie Miles, Rizvana Poole, Lexy Tuckwell, and Natasha 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**

- a. To approve the Minutes of the committee meeting held on 25<sup>th</sup> May 2022.

### **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. Committee Strategic Plan**

To define committee priorities for the ensuing municipal year and beyond.

## **6. Town Hall**

To receive an update from members following the visit to The Corn Exchange in Witney, and The Chair's visit to Brackley Town Hall.

## **7. Cemetery**

- a. To receive and consider a request regarding granting permission for shared headstone in Worcester Road Cemetery.
- b. To receive a document regarding cemetery culture and traditions and agree next steps.
- c. To agree a budget for a new regulations/welcome noticeboard

## **8. Play Areas**

- a. To consider quotations for repairs to play equipment in the recreation area.
- b. To consider members conducting site visits to the recreation areas in order that a strategy can begin to be formulated for any upgrades required.
- c. To consider a request from Got2B to carry out summer activities in New Street and Cotswold Crescent play areas.

## **9. Grants**

To receive and consider a grant request from Chipping Norton Theatre.

## **10. 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 11.

## **11. Pool Meadow**

To receive and consider a proposal to conduct and costings for a feasibility study of Pool Meadow.

## **12. Date of the next meeting – Wednesday 7th September 2022.**



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## Minutes of a Community Committee Meeting on the 25<sup>th</sup> 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

<b>CC1</b>	<b>Election of Chair</b> 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. <b>RESOLVED:</b> That Cllr Coleman is elected as Chair for the Municipal year 2022-2023.
<b>CC2</b>	<b>Election of Vice-Chair</b> 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. <b>RESOLVED:</b> That Cllr Akers is elected as Vice-Chair for the Municipal year 2022-2023.
<b>CC3</b>	<b>Apologies for Absence</b> Apologies were received from Cllr Poole (due to childcare expenses)
<b>CC4</b>	<b>Declarations of Interest</b> No declarations of interest were received.
<b>CC5</b>	<b>Minutes</b> Subject to the amendment on Page 1 (name correction) the Minutes of the Community Committee meeting held on the 9 <sup>th</sup> March 2022 were approved and signed as a correct record by the Chair. All in favour, motion carried. <b>RESOLVED:</b> Subject to minor amendments on P1 the minutes of the meeting on the 9 <sup>th</sup> March 2022 were signed as an accurate record of the meeting by the Chair.
<b>CC6</b>	<b>Public Participation</b> 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><b>CC7</b></p>	<p><b>Town Hall</b></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><b>RESOLVED:</b> 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><b>RESOLVED:</b> 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><b>RESOLVED:</b> 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><b>RESOLVED:</b> To create a Town Hall working party, comprised of Cllrs Miles, Whitmill and Coleman.</p>
<p><b>CC8</b></p>	<p><b>Cemetery</b></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><b>RESOLVED:</b> 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 – 2<sup>nd</sup> 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><b>RESOLVED:</b> 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><b>RESOLVED:</b> To send a letter to the family regarding the kerb sets at Worcester Road Cemetery as drafted above.</p>
<p><b>CC9</b></p>	<p><b>Play Areas</b></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><b>RESOLVED:</b> 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><b>RESOLVED:</b> 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><b>RESOLVED:</b> That the Council grants permission to Chipping Norton Theatre to host the open-air screening in Cotswold Crescent play area.</p>
<b>CC10</b>	<p><b>Trees</b> 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><b>RESOLVED:</b> That the Council accepts the proposal and quote of £650 for a tree survey with the addition of Greystones.</p>
<b>CC11</b>	<p><b>Greystones</b> 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><b>RESOLVED:</b> For the delegated group of Councillors to investigate the fence at Greystones and to report to the Clerk.</p>
<b>CC12</b>	<p><b>Pesticide Free Town</b> 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><b>RESOLVED:</b> 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.
<b>CC13</b>	<p><b>Youth Work</b> 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>
<b>CC14</b>	<p><b>Christmas Lights</b> 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><b>RESOLVED:</b> 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>
<b>CC15</b>	<p><b>Bins</b> 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>
<b>CC16</b>	<p><b>Reports to note</b> 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><b>RESOLVED:</b> That Cllr Akers joins the Pool Meadow Steering Group.</p>
<b>CC17</b>	<p><b>Date of the next meeting</b> Wednesday 29<sup>th</sup> June 2022</p>

The Chair closed the meeting at 8:30pm

## Agenda item 5 – Committee strategic plan

In order that the Committee and the Council can worked strategically and effectively it is important that a strategic plan is put together.

The Clerk has identified the following projects that this committee are currently or intend on working on in the future:

Action	Whose involved?	Budget	Commencement	Completion	Notes/Comment
Modernise and improve Chipping Norton Town Hall Large project	CNTC Staff/approved consultants/working party	EMR £277,486	Jun-22	Dec-24	Quinquennial review is complete. Measured survey is being drawn up. CNTC exploring potential to apply for National Lottery Heritage funding
Supporting young people in Chipping Norton.	Youth work providers/CNTC/clubs	Youth opportunity funding Youth Council: 22/23 £1000 EMR £1500	Nov 21	Ongoing	The Council are funding Got2B for two years and actively seek opportunities to promote, support and facilitate better provision for young people in the town
Improving access, information and biodiversity in Chipping Norton Cemetery	CNTC/Contractors	22-23 £1000 EMR £4174	Ongoing	Ongoing	New regulations approved. Noticeboard to be installed.
Undertake a condition survey of CNTC recreation areas, then prepare and adopt a planned improvement and upgrade plan Large Project	CNTC	22/23 £5000 EMR £28,895	Jul 22	Nov 24	Actions to be agreed at this meeting.. New Park signs being designed ready for order.
Cemetery clean up days	CNTC Staff, Cllrs and Volunteers	N/A	Ongoing	Ongoing	Two clean up days – April and October
Pesticide free Chipping Norton	CNTC/Contractors/landowners/clubs	N/A	May 22	May 25	Three year action plan adopted. Implementing first year now.
Sport awards Ceremony	CNTC/Volunteers/Clubs/Schools	£500			Date for 2023 to be agreed
Improving access and biodiversity at Pool meadow Large Project	CNTC/Approved consultants/Working Party	22/23 £7000 EMR £2880	2020	Sept 24	Feasibility study to be considered. Active Pool meadow working party.
Christmas lights scheme	CNTC	£15,000 per year	October 22	Feb 25	Tenders due back 1st August 22. Little trees organised by the community/CNTC
Fixing pathways in the closed Churchyard	CNTC/St Mary's Church	22-23 £1500	ASAP	ASAP	Pothole repair work needs to be carried out asap. CNTC staff are trying to identify a contractor
Providing grants to voluntary bodies/organisations in Chipping Norton	CNTC/Organisations/Clubs/Community groups	22-23 £26000	July 22	October 22	Posters and advertisements to be published in July 2022
Managing Greystones leases	CNTC/tenants		Jul 22	Jan 23	One lease needs to be renewed by January 2023
Compliance and safety	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety testing underway – Memsafe Tree Survey underway – Canopy Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete



It is important to note that action plans are fluid and can be subject to change at anytime.

Recommendation:

- a. That Community Committee feed into the Council's overall Strategic Plan by adopting a committee action plan.

## Agenda item 7a – Request for shared memorial in Worcester Road Cemetery

The Council have received a request for a shared headstone to be permitted in the Cemetery for a side by side plot. This would mean the a headstone slightly wider than the Council's regulations currently permit, on a plinth that would be as wide as both plots.

The family have stated that "As a family we feel this type of headstone commemorates the burial of two people together as one (companion plot) that shows they are a married couple rather than having the one headstone in the middle of the two burials."

The regulations currently state:

- The cemetery is predominantly a lawned cemetery. All graves will be turfed or seeded flat. Memorials not exceeding 92cm in height and 62cm in width are permitted. Flowers, vases and small memorials can be placed within 50cm in front of the headstone.

The office have spoken to the funeral directors who say there is no problem with this from their perspective, and in terms of grounds maintenance, we feel that this can be accommodated if Council wish to grant permission. There is of course the issue with setting a precedent and therefore something should be written into the regulations to state that where a side by side plot is purchased, a shared memorial will be permitted.



FFT REPORT

# Cemetery Culture and Traditions

for people from the Traveller communities  
with regards to cemeteries and burying  
the dead.

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Report compiled by Gemma challenger

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**Culture and customs for people from the Traveller communities with regards to cemeteries and burying the dead.**

Irish Travellers and Romany Gypsies are distinct ethnic groups with their own belief structures, languages and customs. They do share some similarities with regard to traditions and superstitions around burying the dead however there are also many differences. For example, both Romany Gypsies and Irish Travellers will hold a wake the night before the funeral however Romany Gypsies will generally bring the deceased home the night before the funeral whereas it is customary for the deceased from the Irish Traveller community to stay in the funeral parlor the night before the funeral.

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**Family**

For both Irish Travellers and Romany Gypsies many family members and friends will travel for miles to visit the person who is severely ill and the terminally ill patients will never be left alone. Irish Travellers will call the priest to read the last rites and confession just before death. Irish Travellers will keep a vigil and candles are lit near the bed of the dying person to light the way to the after-life. Candles are kept illuminated until after the funeral. In the Irish community it is believed that 'God now lights the heavens to them'. In both cultures, after death there will continue to be a constant flow of visitors who come to pay their respects to the deceased and their family.

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In both traditions close family members will wear black following a death in the family. Typically this will be for a year following the death of close family members. Some traditional Travellers will wear black for the rest of their lives following the death of very close family members.

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Death is very difficult to come to terms with for the Traveller communities and the culture and customs can help in some way to try and come to terms with death. Many of the customs refer to the great respect that Travellers have for their deceased loved ones and allowing the spirit of that person to pass onto the afterlife without disruption. 'Let them rest in peace.' Is a common phrase amongst the Traveller communities. Travellers maintain a strong connection with loved ones once they have passed. For Travellers death does not mark the end. The spirit lives on and the graveside is the place in which to grieve and show your respect for the deceased.

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Once a loved one has been buried it is customary for the grave to be attended regularly by the family and graves are impeccably kept. Some Travellers will visit the grave on a daily basis, particularly if the death was sudden or the person was young. It is common for Travellers to spend long periods of time at the graveside talking to the deceased. Families will often keep a bench at the graveside, sometimes a marble bench, so they can sit and talk to the deceased and keep that connection with the spirit of their loved one going. Keeping the grave is a sign of respect for the deceased as they are looked after in death as well as life and also important for social status within the community and a sign of how much they were loved.

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**Ceremony**

Many Travellers have specific requirements on where they should be buried. For Romany Gypsies, on the final day the body of the deceased is taken to the cemetery to be buried. On the way they will pass certain landmarks that mean something to that person, stopping at each location to allow the deceased time to connect with those places before finally arriving at their final resting place. For a traditionally nomadic community the grave is the final or only resting place and the ultimate marker of the deceased. The cemetery will traditionally be where there are other relatives and the family have a long standing history which often goes back hundreds of years. Travellers may go hundreds of miles to bury their loved ones. Irish Travellers are often taken 'back home' to Ireland. The bodies of married couples are often buried side by side signifying the commitment that is made in marriage goes on into the afterlife. Within the Irish community the family graves are blessed by the priest on a yearly basis.

Irish Travellers will have the service in a Catholic church. The casket will be open the night before the funeral and holy pictures, rosary beads, and sometimes prayers and their jewelry will be placed in the coffin. Sometimes there is a mass the night before and the family often have a 'wake' the night before the funeral where family and friends come for food and drinks. The following morning the ceremony will take place in the church. The person's life story is told (either by priest or family member), and some Irish songs are played. After church (full mass) the hearse is taken to the deceased's favorite places this can take up to three hours. For example, the funeral party may go to the deceased's favorite pub, stables or home where songs are played. Following this, the deceased is taken to the cemetery for the burial where the priest blesses the grave and leads the funeral party in decades of the rosary.

**Possessions**

Possessions such as clothes, bedding and the vehicle or trailer, if they passed away in it, are traditionally burnt. This is done as a sign of respect to the person, so the possessions go with them to the afterlife and to aid the spirit to leave this world for the next. Money, holy bracelets, tiny crosses, the wedding ring and photos of the immediate family are often also placed in the coffin for the person to take with them to the afterlife.

**Grave**

Irish Travellers like to keep candles and lights at the grave side and many now keep eternity candles which they like to keep lit at all times. This light symbolizes the spirit of that person and keeps the internal light of that person alive.

Many of the wreaths that are laid show the theme of Travelling such as a floral lorry however many also show the theme of being rested and seated. The floral chair which is called the 'vacant chair' is made of white or red flowers and allow the deceased to finally rest. Some keep a 'vacant chair' in their homes and this represents the connection that the living have with the deceased. A floral pillow is also made for the deceased to rest their head. Hearts are also common and represent the family giving their hearts to the deceased. Floral decorations of wagons, horses, trailers, horse shoes, dogs, birds and other objects that represent the deceased are also made, allowing family to connect with their loved one. Irish Travellers will often choose religious statues or the statues of their favorite saints as a headstone or to be placed on the grave to guide and protect the deceased.

Traditionally for people from the Romany community photographs of the deceased would be buried with them, however, this has changed over time and photographs are now often placed on the graves for both the Romany and Irish Traveller community's. They enable the family to connect with the spirit of loved ones but also as a community, many of whom are non-literate, it is a way of identifying the graves of family members or people from the community that they knew.



**Headstone**

The height of headstones and colours used are extremely important for the Traveller community. The size symbolises the love and respect they had for their loved ones. The larger the headstone the greater the respect and love the family feel they can portray. Due to changes in regulations many Travellers are now forced to have smaller headstones. This can cause great distress for the community.

The shape of the headstones are also important. For example, a heart symbolises the family giving their heart to the deceased and may be used for a child or someone who has passed on too early. The bible tells the life story of the deceased and a cross acts as religious protection, angels are used to guide the deceased through to the afterlife and the gates of heaven are there to allow the spirit to enter through into heaven. These symbols are of vital importance to the loved ones and helps them with the grieving process in allowing the spirit to move on peacefully. Travellers can feel great shame if they are unable to have a large headstone with their own specific requirements and will feel that they have not done the best for their loved ones.

It is common for people from the community to have symbols of things that they had a great interest in carved into their headstones. This allows the living to keep a connection with that person and keep the interests of that person going in this world. Death is not accepted as a final end. The grave is a resting place and the person lives on through the symbols and the things they enjoyed.

**Memorabilia**

Memorabilia and objects that the deceased collected and enjoyed are kept by the grave side this keeps that persons memory alive and connects the deceased with the living. Gates are commonly found at Travellers graves which symbolises and allows the spirit to pass through the gates of heaven. Regulations preventing memorabilia and specific cultural requirements for the grave can cause significant distress and interfere with the grieving process.

Memorabilia is often used to represent the person who is deceased and helps to keep their memory alive. The grave may not feel like the persons resting place, they feel that they do not own it or can connect with the deceased without memorabilia that represents them.

**Curbing/Edging**

Curbing or edging around the grave is also extremely important for people from the Travelling communities. It marks the sacred space of that person and creates protection against people, animals or machinery from passing over the grave. Children are taught from a young age that it is highly disrespectful to walk over someone’s grave and walking across the grave can be interpreted as disrupting the spirit or disturbing the dead. The phrase, ‘let them rest in peace’ is common amongst the community and walking across the grave can be seen as disrupting this peace.

**References:**

Information to produce this document has been gathered from individual community members and the following books and websites.

An insight into the Health of Gypsies and Travellers – A Booklet for Health Professionals. Ormiston Children and Families Trust 2008.

Available at: <http://www.cumbria.nhs.uk/equality-and-diversity/GypsyTraveller/CAMBRIDGESHIREHEALTHBOOKLET.pdf>

Hewitt, C. Fearing the Return of the Dead in Gypsy Burial Traditions, (Blog) 2014 available at: <http://blog.sevenponds.com/cultural-perspectives/fearing-the-return-of-the-dead-in-gypsy-burial-traditions>

Oakley, J, The Traveller – Gypsies, Cambridge University Press, 1983.

Remembering our Family, New Forest Romany Gypsy Traveller, 2008. Available at: Sandyb, Romany Traditions & Culture, Romany Jib, 2010.

Available at: <http://www.gypsyjib.com/page/Romany+Traditions+%26+Culture>

<http://www.lymn.co.uk/funerals/funeral-type>

[http://www.surreycomet.co.uk/news/11801080.As\\_Gypsies\\_gather\\_in\\_Ewell\\_to\\_pay\\_their\\_final\\_respects\\_today\\_\\_10\\_facts\\_you\\_may\\_not\\_know\\_about\\_Gypsy\\_funerals/](http://www.surreycomet.co.uk/news/11801080.As_Gypsies_gather_in_Ewell_to_pay_their_final_respects_today__10_facts_you_may_not_know_about_Gypsy_funerals/)



**FFT Community Base 113 Queens Road Brighton East Sussex BN1 3XG**  
Telephone **01273 234 777** Fax **01273 234 778**  
**[fft@gypsy-traveller.org](mailto:fft@gypsy-traveller.org) [www.gypsy-traveller.org](http://www.gypsy-traveller.org)**



## CHIPPING NORTON TOWN COUNCIL

### CEMETERY RULES AND REGULATIONS RESIDENTS AND PUBLIC

#### Cemetery Regulations

- The cemetery is predominantly a lawned cemetery. All graves will be turfed or seeded flat. Memorials not exceeding 92cm in height and 62cm in width are permitted. Flowers, vases and small memorials can be placed within 50cm in front of the headstone.
- Please note that no kerb-sets, stone/marble chippings, glass and other fragile items, railings, chains or fencing of any description or any other similar inappropriate item will be allowed as any part of a memorial and the Council reserves the right to remove these items when undertaking grounds maintenance.
- No person may plant any shrubs or trees within the cemetery without express permission from the Council. These plants may encroach upon other graves, causing distress to those tending them, or may restrict the maintenance of the cemetery.
- Plants shall not be placed on the edges or corners of plots where they may interfere with the mowing and strimming of grass.
- Permanent memorials may not be installed unless the grave space has been purchased by the person applying for the memorial, the express permission of the Town Council has been received, and the necessary fee paid. When applying for permission please include a drawing marked with dimensions and inscriptions for approval. The plot reference must be inscribed on the back of the memorial.
- It is the responsibility of the owner of the grave space to keep the grave neat and tidy at all times and any memorial in good repair so that it is safe. If any owner fails to fulfil these obligations the Town Council reserves the right to make good any deficiency including, if necessary, the removal of any memorial or other object for which, when applicable, the owner will be charged.
- No one other than a person acting with accredited authority such as a funeral director, authorised memorial mason or member of the Town Council staff shall dig or carry out memorial mason work in the cemetery.
- Temporary wooden crosses erected by the funeral directors may remain on the grave for a maximum period of 6 months following which they will be removed.



- No artificial wreaths, plastic and silk flowers are to be placed on graves or in the gardens of rest and remembrance. Please try to avoid the use of plastic in wreaths and flowers as this will help the environment.
- The Town Council reserve the right to remove plastic wreaths, silk flowers and any other inappropriate ornaments from graves and to dispose of wreaths, sprays and similar fresh flowers once these have perished.
- Graves may be affected by burials in adjoining plots. On occasions a family grave may be covered by a board in order that soil from a newly excavated grave can be collected. This will be removed as soon as is practicable after the burial has taken place. You will be advised if your memorial stone or headstone needs be removed. Any flowers on the grave will be carefully placed to one side and replaced after the service.
- The Town Council shall not be held liable for lost, misplaced or broken objects placed on graves, for damage by the elements, thieves, vandals, or other causes beyond their control. Please keep within the boundary of the grave.
- The car park is for visitors and staff only. Cars must be parked within the parking area inside the gates.
- Please note that whilst dogs are permitted in the cemetery they must be kept on a lead at all times. Please clean up after your dog.
- Children are the responsibility of their parents or guardians and unaccompanied children must have express permission from their parent or guardian.
- The Town Council have a memorial safety policy to ensure the safety of residents and staff. This can be viewed on our website or you can obtain a copy from the cemetery manager.

### Agenda item 8a – Play equipment repairs

The maintenance operative continues to work through repairs as identified in the RoSPA report and inspections from the Council's insurance company.

The following quotations have been received from one of our approved contractors:

Item	Repair	Cost
Zipline – New Street Recreation area	Runway - Supply and lay rubber mulch over existing tiles , 60 sq m at 50mm deep and chase cut into grass	£5370,00
Trampoline - Cotswold Gate	Cut out rubber mulch around trampoline at 450mm and redo up to rubber edge to remove trip points. Refit and secure rubber edges to trampoline	£895.35
	Total:	£6,265.35

There is currently £3671.00 left in the budget for this year, and the Council also have £28,895 in an earmarked reserve for play park repairs and new equipment.

Recommendation:

- a. That the committee approve the quotes in order that the health and safety works can be carried out.

**NOTE:** Got2B has requested an alternate location for these events (New St rec area), as it is closer to public conveniences. They would like to know if any locations are preferred by Chipping Norton Town Council.

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Good Afternoon Chipping Norton Town Clerk,

I trust that this email finds you well and enjoying the sunshine!

I am emailing on behalf of Got2B regarding the activities we are planning for young people aged 13 - 17 in each of the three towns over the school Summer Holidays.

I want to check with each of you to see if we require an Events License for any of these activities, and to enquire about possible toilet arrangements for our staff in attendance.

On each of the listed activity days we plan to erect a 4m x 4m gazebo and bring picnic mats & inflatable chairs for young people to make use of.

Please find below a break-down of planned activities for each location - along with any requests we have.

## **Chipping Norton**

Tuesday 2<sup>nd</sup> Aug: **Cotswold Crescent**

'Get Knotted' - activities around rope, string, wool & thread, including; loom bands, friendship bracelets, paracord keyrings and bracelets, macrame, nail & string art, weaving, crochet, knitting, embroidery & tug-of-war!

We hope to set-up our 4m x 4m gazebo - weather permitting - between 13:30 - 17:30.

Tuesday 16<sup>th</sup> Aug: **The Common**

'My Town' Art Project, where young people are invited to help make a 'BIG PICTURE' collage, enter a Phone Photography Competition, contribute to a Picture Map of the town and a 'Teen Guide' for other teens visiting Chipping Norton.

We hope to set-up our 4m x 4m gazebo - weather permitting - between 13:30 - 17.30.

**Can you please let me know if we need an events license for either of these?**

I look forward to hearing back from you shortly.

### Agenda item 9 – Grant request from Chipping Norton Theatre

At the last committee meeting Clare O'Hara from Chipping Norton Theatre addressed the Committee with updates on the work she and her team have been doing to support families affected by the impact of loss of free school meals during the holidays. The Committee invited Clare to submit a grant funding application. This is attached.

It should be noted that the Council's policy (attached) states that only one application from each organization will be considered within a 12 month period. Chipping Norton Theatre do submit an application as part of the main GTVB scheme that the Council runs between July and October, and they would not wish for this application to prevent them from doing so again this year.

It may be that Committee feel the project is removed enough from the main aims and objectives of the Chipping Norton Theatre linked to the annual grant provided that it can be looked at separately.

It should also be noted that any grant has to be taken from the GTVB line in the budget and therefore if this grant is approved, and the Committee still wish offer the grant allowance of £26,000 for the main GTVB initiative, then a recommendation will need to be sent to Full Council to approve an overspend of the budget line to be taken from the general reserve.

**CHIPPING NORTON TOWN COUNCIL**

**APPLICATION FOR GRANTS TO VOLUNTARY BODIES 2020/21**

Organisation ...Chipping Norton Theatre.....

Contact Person ...Clare O'Hara, Head of Outreach.....

Address ...The Theatre, 2 Spring Street, Chipping Norton, OX7 5NL.....

Phone No...01608 649112.....

Email Add...cohara@chippingnortontheatre.com.....

Grant sought £ ...2,500.....

Cheque payable to...Chipping Norton Theatre.....

1. What are the general aims of your organisation?

The Theatre's charitable purpose is to 'promote, maintain, improve and advance education, especially by means of educational plays and concerts and the encouragement of the arts for the public and children'. We follow this mission through producing our own plays, presenting a busy touring programme, running an arthouse cinema, supporting a range of artists and companies and through our busy participatory programme. We have been producing and receiving theatre since 1975, and now deliver around 365 ticketed performances and welcome over 55,000 customer visits annually. Alongside this, every year we run over 900 sessions of our 'Take Part' educational, outreach and community work, a programme which is growing in size and strength and where our core aim is to support the community's needs and break down barriers to getting involved in the theatre.

2. In what ways do you feel your organisation benefits the community?

At the Theatre we seek to serve our local community. For many years the theatre has run an extensive open access 'Take Part' community and education programme, which saw us engaging with over two thousand people, of all ages, every year, through a range of workshops, outreach, classes and creative projects including Creative Writing, Adult Drama, Youth Theatre, Youth Musical Theatre and holiday and Saturday workshops. Through this work, we have seen first hand the huge and life-long impact that getting involved in the arts can have, particularly for young people who face other challenges or disadvantage. Our growing Take Part team is committed to working with young people who face disadvantage and multiple barriers to their engagement with the arts. Our focus is where the need is greatest and the barriers are highest.

Current projects see us working with families facing financial challenge; we have just completed a term of work with young people referred by schools, the church and the larder for a term of supported youth theatre and have progressed 12 of the 14 into our open access Youth Theatre via bursaries this term. We target and offer dozens more free bursary places to youth theatre and drama projects for families for whom finance is a very real barrier. We give out free school meals every weekday of the holidays to children entitled to the Pupil Premium due to financial hardship, and build long-term relationships with these young people and their families. We have a weekly group for adults with learning disabilities to support adults accessing residential care and the town's day centre for adults with additional needs. We try to combat isolation of local elders, particularly those with dementia, through reminiscence sessions run in local care homes and day centres. We respond to need, and are currently working at Chipping Norton School on a long-term weekly drama project for young people in year 9 who are suffering from low mood, depression and anxiety, and shortly begin our work with St Mary's primary school with their cohort of year 6s who have

faced adverse childhood experiences and need additional support in the transition to top school and in their mental health.

3. Outline any fundraising activities that your organisation has undertaken in the past year.

All my Outreach projects are always free for participants because the groups I work with face financial barriers to getting involved, and I always seek to build a long-term relationship and encourage participants onto our open access programme of work, offering free bursary places for any adults or children who face financial barriers to getting involved. Fundraising is therefore of the essence. In addition to the main theatre fundraising, which is undertaken by our part-time fundraiser in order to support the building and its performances, I therefore seek to raise funds from statutory sources, trusts and foundations and local companies. We have recently been lucky to receive £10,000 from S106 funding to support a comprehensive and ongoing programme of mental health activities at the schools. For our previous 'Ladder of Engagement' project, a two year long series of targeted projects for young people entitled to free school meals and facing multiple disadvantages, we were lucky to receive £10,000 from S106, £3,100 from Cottsway social housing and £1,000 from Sovereign social housing. Our Gallery is funded by Owen Mumford, and due to this funding I am able to launch and run a free exhibition of art work this summer made by a St Mary's primary school nurture room supported group of parents who have suffered from domestic abuse, celebrating these women's creativity and championing their stories, as well as raising awareness of a sadly very wide-spread problem in our area. Our Free School Meals are currently funded by an anonymous local donor (Wise Investments) who pay us back for all our food receipts.

4. Do you have any special projects which require additional financial expenditure by your organisation in the next year?

Our holiday Free School Meals provision is growing in response to the sad reality of growing financial need in the town. We started averaging 10 lunches a day and in the Easter holidays we gave out an average of 73 lunches per day. I'm currently sitting outside the theatre on the Monday of half term and in spite of the drizzle we have a steady stream of our regular families coming up for lunches. In the coming year our key aim is to be able to tell families that we can guarantee we will be able to offer them free school meals as we have been doing during the holidays. Currently, for Christmas, Easter and every half-term we have had to ask our corporate donor to support the costs of the free school meals food, and we are poised to ask for the first time for the to support the long summer holiday weeks, and just hoping for a yes with all our fingers crossed.

Two weeks provision at Easter saw us spend £648.09 on the ingredients for the lunches, so if we offer provision at the same level for all 13 weeks of the school holidays we will need £4,213 for the year, a very significant sum. And 13% of children in Chipping Norton live in food poverty, a figure that is only likely to increase, so we know we are still not reaching everyone we need to, so we want to increase our outreach work to make sure the meals are reaching everyone who needs them.

We would love to also be able to offer additional activities for the families who are accessing this service. This Easter holidays, for the first time we ran two free film screenings for people accessing our free school meal service. We were totally thrilled that 125 people joined us for Paw Patrol the Movie and Disney's Encanto, 80% of whom had never booked or been to the theatre before. We had such good feedback from it, and one of the meal users has just been asking me if we could have another one. I have applied for funding from the Holiday Activities Fund to be able to offer nearly 3 weeks of theatre-making activities in the summer for 15 young people entitled to free school meals per week. However, we would also like to be able to offer regular engaging activities for the families to encourage more and more of them to set foot in the theatre and break down those barriers as they get to know what we have to offer. Once these barriers are broken down, we can offer bursaries to our programmes, community tickets to our shows and start to build a relationship with some of the town's most vulnerable families.

The two Easter screenings had a direct cost of £503.60 for the film licenses, projectionist and duty manager across the two screenings. We would love to offer two more double screenings in the summer, one at Christmas and one in the Easter holidays next year. We always try for a double screening as then we serve a wider age range of families with two choices, and also the element of choice is really important

in this. Our meals always have a choice of sandwiches, as well as a choice of crisps, plus fruit, fruit juice and a snack. By running two screenings on the same day we are able to get licenses at a reduced rate as long as the films are licensed by the same company. To run these four double screenings in the year to come would therefore cost £2,014. We are also very keen to have a small fund to enable us to offer extra, take home arts activities each school holiday. For example, for the Platinum Jubilee we created artistic activities and colouring sheets, but due to the needs of the families accessing the lunches we knew we needed to provide colouring pencils to go with them. This time we were able to make this work due to a kind donation from one of our volunteers, but we now need significantly more for the summer's activities. Feedback from parents suggest these activities are invaluable in helping the lunches to feel like a treat for the children. One mum, who brings four boys for lunches and as a result her eldest son now has a free bursary place on our youth theatre told us:

*"I just wanted to say thank you. My husband has been made redundant and I am on zero hour contract, so money is very tight. Its so good to have the lunches when you've got four children. And when we go to the library in term time, the younger ones is [sic] always asking 'can we get a lunch from the theatre?' I love that because he's viewing it as a treat and he feels he's part of something, he loves the little activities. I always to provide treats for the kids, and this is a way to do it without me having to go without eating myself."*

We've see them every day of the holidays so far for free school meals, and they joined us for the onto the free film screening with her kids, and Boy A is now on a year round bursary at Youth Theatre and is thriving. The lunches and activities are really making long-term impacts on this family and many others.

It's for this reason that I have submitted this ask with the very significant sum of £2,500. If the Communities committee are able to make this contribution, it would cover all four film screenings in the year plus a take-home art activity for every school holiday for one year, and have a really significant and major impact on the most vulnerable families in the town. We would be incredibly grateful for any help or support that the committee are able to offer, and will make great use of anything you can give.

We would love to be able to ring fence the grant for free school meals activities, with the proviso that if we lose our free school meal funder and can't replace them that we can use the funding for food to keep this essential scheme going. Speaking with Town Clerk Luci Ashbourne she has kindly checked in with Cllr Coleman and its essential that I note that approving a grant towards the free school meals programme should not affect the Theatre's main application due later in the year, as the Theatre needs this funding to survive. This is a different project, and is being submitted early because of the summer holidays being around the corner and our need to support families during challenging times in the summer.

Thank you so, so much for considering this – all of us at the Theatre and I especially am so grateful for you hosting me at the meeting and reading about our work and hopefully supporting it.

5. If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

The Theatre is really lucky to be well-supported by the town council. We have not yet had a communities grant, but the town council generously supported the Theatre with a grant of £4,000 in 2019-20, £5,000 in 2020-21 and £3,000 in 2021-22. Our current grant supported the reopening of the theatre's beloved pantomime, Rapunzel, last Christmas and the summer outdoor film season to come. We are so grateful for this key support of the core activities of the Theatre: theatre-making and film screening, and very grateful for the opportunity to apply for specific support from the communities committee for our additional community programme of support for families entitled to free school meals in the town.

If you wish to make any additional points in support of your application please continue overleaf.

**A FINANCIAL STATEMENT FOR THE PREVIOUS YEAR'S ACTIVITIES OF YOUR ORGANISATION SHOULD BE INCLUDED WITH YOUR APPLICATION.**

**CLOSING DATE FOR APPLICATIONS –**

The information on this form is held solely for the purpose of the Grants to Voluntary Bodies application process and will not be passed to any third party.



*Feedback poster by Boy E, entitled to Free School Meals & joins us for meals and targeted projects*



*Acting Out Technical Rehearsals onstage at the Theatre with some of our FSM students*





## CHIPPING NORTON TOWN COUNCIL

### GRANTS POLICY

#### Introduction

Section 137 of the Local Government Act enables Chipping Norton Town Council to spend an amount of money for which they have no other statutory duty. The amount is limited by the number of persons on the electoral roll. Chipping Norton Town Council has a responsibility of awarding grants in a fair way. Applicants are requested to enclose a copy of the last financial year accounts and to add any information to back up the application.

#### Scope

Chipping Norton Town Council is allowed to use Section 137 money on purposes for the direct benefit of its area. Chipping Norton Town Council will not fund any activities outside of its powers of fund any activities which would be the responsibility of a Statutory Authority.

#### Budgeting

The Council allocates an amount of money for grant funding each year when setting the budget.

The Council will also consider assistance in kind, such as use of rooms at reduced or free rent within these terms of grant-aid.

#### Process

All grant requests are to be made to the Town Clerk by 25th September each year. Applications are considered at a Grants to Voluntary Bodies meeting in October where each application will be treated on its own merits and recommendations be sent to the next Community Committee for agreement and resolution.

NB. Council may consider applications on an ad-hoc basis if the circumstances are urgent and time sensitive.

#### Criteria

- Will the grant have a direct benefit to the Parish or some of the residents?
- How will the grant be used?
- Is the request from a Voluntary Body? Grants are not awarded to individuals.
- Should the request be funded by another statutory authority or body?
- Applicant to provide a copy of last audited accounts to show that there is a need for the grant.
- The grant must be used for the project or requirements requested and if not the grant must be returned to the Town Council.
- Only one grant allowed in a twelve month period.

#### Clawback

If grant is not used for the stated purposes the Town Council has the right to request the grant money back.

**Outcome**

All applicants are to be advised of the Council's decision.