



# 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

9<sup>th</sup> March 2023

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

TO: All Members of Community Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 15<sup>th</sup> March 2023

TIME: 6:30pm

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 committee meeting held on 15<sup>th</sup> January 2023.

#### **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 Action Plan**

To note

**6. Correspondence**

- a. To receive a report from Chipping Norton Theatre on the free lunch scheme that was supported by the Committee in 2022.
- b. To receive a letter from students at Chipping Norton School.
- c. To receive an update from Chipping Norton Bowls Club on the air source heat pump.

**7. Memorial for Cllr Rachel Foakes**

To receive a proposal regarding planting a memorial tree and plaque in Worcester Road Cemetery.

**8. Pool Meadow**

To receive an update from Beaumont Rivers.

**9. Town Hall**

- a. To review the fees and charges
- b. To note a report from the Facilities and Events Officer.

**10. Cemetery**

- a. To review the fees and charges
- b. To review the Cemetery Regulations pertaining to artificial flowers

**11. Play Areas**

To receive an update from the Town Clerk.

**12. Events**

To receive a report from the Facilities and Events Officer and agree next steps.

**13. Skate Park**

To receive a verbal report from Cllr Natasha Whitmill regarding scoping out a potential site for a skate park in Chipping Norton.

**14. Grants to Voluntary Bodies**

To receive and consider a new draft policy and application form.

**15. Smoke Free Oxfordshire**

To receive a report from the town Clerk on Oxfordshire County Council's Smoke Free Oxfordshire initiative and agree next steps.

**16. Date of the next meeting – Monday 22<sup>nd</sup> May 2023**



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Office Hours: Mon – Fri 9am – 1pm

### **Minutes of a Community Committee meeting held on the 18<sup>th</sup> January 2023, at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

**PRESENT:** Cllrs Sandra Coleman (Chair), Jo Graves, Steve Akers

**ALSO PRESENT:**

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

Tania Kirby, Facilities and Events Officer

<b>CC70</b>	<b>Apologies for Absence</b> Apologies were received from Cllrs Natasha Whitmill and Rizvana Poole.
<b>CC71</b>	<b>Declaration of Interests</b> None received.
<b>CC72</b>	<b>Minutes</b> <b>RESOLVED:</b> That the Chair approves and signs the Minutes of the committee meeting held on the 9 <sup>th</sup> Nov 2022 as an accurate record of the meeting.
<b>CC73</b>	<b>Public Participation</b> Ben Goodall from The Choral Society addressed the Committee regarding their request for an acoustic piano in The Town Hall. Cllrs noted that previously £2000 had been set aside to purchase an electric piano for the Town Hall to alleviate maintenance and storage issues. Ben Goodall proposed that the Choral Society sources a piano for the Town Hall on a trial basis, and that the Choral Society would cover any maintenance costs required. (Cont'd CC75B)
<b>CC74</b>	<b>Committee Action Plan</b> Members noted the ongoing action plan.
<b>CC75</b>	<b>Town Hall</b> <ul style="list-style-type: none"><li>a. Members received a report detailing Town Hall bookings from the Facilities and Events Officer. The Facilities and Events Officer mentioned that more work needs to be done to increase the bookings at the Town Hall. Targeting private and commercial events would financially benefit the Town Hall. The Facility and Events Officer recommended the following:<ul style="list-style-type: none"><li>i. <b>RESOLVED:</b> That booking the Town Hall should require a deposit taken at the time of booking; Proposed by Cllr Graves, seconded by Cllr Akers. All in favour, motion carried.</li><li>ii. <b>RESOLVED:</b> That a discounted rate of hire should be given for hiring the Town Hall for a 12-hour period;</li></ul></li></ul>

	<p>Proposed by Cllr Akers, seconded by Cllr Graves. All in favour, motion carried.</p> <p>iii. <b>RESOLVED:</b> And that the Town Hall should offer tea and coffee making facilities at a cost to the hirer.</p> <p>Proposed by Cllr Coleman, seconded by Cllr Graves. All in favour, motion carried.</p> <p>b. Members received a proposal from The Chipping Norton Choral Society regarding an acoustic piano for the Town Hall.</p> <p>Cllr Akers proposed to accept the trial period of having the piano in the Town Hall. The Town Clerk noted that a policy needs to be in place stating that the piano must not be moved to the stage for any reason, and that the piano base must be used to prevent the floor from damage.</p> <p>The Town Clerk advised that the Town Council would need to purchase and maintain the piano and retain ownership to be covered by the Council's insurance policy. A cover and lock should also be supplied to protect the piano when not in use. A small fee to use the piano would be charged to hirers.</p> <p><b>RESOLVED:</b> Cllr Coleman proposed to retain the £2000 set aside for the digital piano, with a £500 contingency budget. Delegated to the Facilities and Events Officer to liaise with the Chipping Norton Choral Society. That a trial period for 1 year (ending Christmas 2023) will be in place at which point the permanent use of the piano will be re-evaluated. Seconded by Cllr Graves. All in favour.</p> <p>c. Members received and considered a request from the Victoria County History about the use of the Town Hall for a talk about research done about the Town Hall and Chipping Norton.</p> <p>The Deputy Clerk recommended that in lieu of a hiring fee that tickets are set aside for Town Councillors and Town Council staff to attend the talk.</p> <p>Cllr Coleman proposed that we are happy to have this for free, with flexibility for dates to work with the Facilities and Events Officer. Seconded by Cllr Graves. Motion carried.</p> <p><b>RESOLVED:</b> That members agree to allow Victoria County History to use the Town Hall for free, with the stipulation that some tickets are set aside for Town Councillors and Town Council Staff. For the Facilities and Events Officer to arrange a suitable date in the diary in conjunction with Victoria County History.</p>
<b>CC76</b>	<p><b>Play Areas</b></p> <p>Members received a verbal update from the Town Clerk, and that the new park at Cotswold Crescent will be provisionally in place at the end of September.</p>
<b>CC77</b>	<p><b>Events</b></p> <p>Members noted the report from the Facilities and Events Officer and considered next steps. There are several upcoming events, including:</p> <ul style="list-style-type: none"> <li>- Mayor's Fundraiser – Saturday 4<sup>th</sup> March 2023</li> <li>- Annual Meeting of the Town – Monday 6<sup>th</sup> March 2023.</li> <li>- Pre-Local Elections January-March (specific dates TBD)</li> <li>- The Coronation – Saturday 6<sup>th</sup> May 2023</li> <li>- Chipping Norton Pride Event with Got2B</li> <li>- Sports Awards – Provisionally set for the 7<sup>th</sup> July 2023</li> </ul> <p>Cllr Akers proposed to accept the report and the budgets set within it, seconded by Cllr</p>

	<p>Graves.</p> <p><b>RESOLVED:</b> That the events report and recommendations are accepted, and that budgets for the Coronation (£1000), Chipping Norton Pride Parade (£500), and Sports Awards (£500) are agreed to be set from the Events budget.</p>
<b>CC78</b>	<p><b>Grants to Voluntary Bodies</b></p> <p>a. Members received and considered a request from Chipping Norton Town Festival for a £500 grant to continue the annual summer festival. Cllr Graves proposed to bring this request to Full Council to agree. Seconded by Cllr Akers.</p> <p><b>RESOLVED:</b> That the Committee recommends bringing the request from Chipping Norton Town Festival to Full Council to agree.</p> <p>b. Member received correspondence and thanks from recipients of the Grants to Voluntary Bodies Scheme.</p>
<b>CC79</b>	<p><b>Correspondence</b></p> <p>Members received a letter from Royal Mail following the motion to support the worker's strike action agreed at the last meeting.</p>
<b>CC80</b>	<p><b>Grants Policy</b></p> <p>The Grants Policy working group is in the process of updating the Grants Policy for 2023 – Cllr Coleman will be in touch to circulate the next meeting date via email.</p>
<b>CC81</b>	<p><b>Date of the Next Meeting</b></p> <p>Wednesday 15<sup>th</sup> March 2023</p>

The Chair closed the meeting at 7:55pm

## Agenda item 5 – Committee strategic plan

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 has been carried out and we now have floorplans. Specifications have been drawn up and the tender process has been completed. Planned roof and damp works to be carried out in the spring and summer. CNTC working with Ingham and Pinnock to draw up an options paper for future use and funding opportunities.
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. Got2B are trialling after school LGBTQ+ groups in The Lower Hall during the winter term. Pride event to be held in early July.
Improving access, information and biodiversity in Chipping Norton Cemetery	CNTC/Contractors	22-23 £1000 EMR £4174	Ongoing	Ongoing	New regulations approved. New noticeboard has been installed. First stage memorial safety testing complete - safety works complete. Awaiting second area survey results.
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 £60,000	Jul 22	Nov 24	New park signs have been installed. 60k for Cotswold Crescent – Sport and play consultant has published the tender. Awaiting submissions. Approved H&S works have now been carried out. RoSPA inspection booked for July 2023.
Cemetery clean up days	CNTC Staff, Cllrs and Volunteers	N/A	Ongoing	Ongoing	Two clean up days – April and October. October clean up day and wildflower planting was a success. Spring date – TBC.
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			The Sports Awards Ceremony will be held on 7 <sup>th</sup> July 2023
Improving access and biodiversity at Pool meadow Large Project	CNTC/Approved consultants/Working Party	22/23 £7000 EMR £2880	2020	Sept 24	Feasibility study has been approved and is progressing. Topographic survey to be conducted. Beaumont Rivers updating this committee meeting.
Christmas lights scheme	CNTC	£15,000 per year	October 22	Feb 25	Christmas lights 2022 were a success. Wash up meeting has taken place to discuss bringing scheme together now the little trees and lights have been brought in house. Awaiting report on options.
Fixing pathways in the closed Churchyard	CNTC/St Mary's Church	22-23 £1500	ASAP	ASAP	Complete
Providing grants to voluntary bodies/organisations in Chipping Norton	CNTC/Organisations/Clubs/Community groups	22-23 £26000	July 22	October 22	Grants have now been approved. New policy on the agenda.
Managing Greystones leases	CNTC/tenants		Jul 22	Jan 23	New leases are being drawn up

Compliance and safety	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	<p>Memorial safety testing underway.</p> <p>Tree Survey complete - priority works complete.</p> <p>Medium term priority works to commence in the Spring.</p> <p>Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company</p> <p>Town Hall FRA complete</p> <p>Town Hall Fixed Wire test and actions complete.</p>
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Adopted by Community Committee – 29<sup>th</sup> June 2022

## FREE SCHOOL MEALS SUPPORT

### Report for Town Council

February 2022

# THE THEATRE CHIPPING NORTON

*"We are so grateful to the Town Council for stepping in to support our free school meal families this year. Without the funding given by the Communities Committee, we wouldn't have been secure in our offer of food provision for the full year. More than that, your support has enabled us to offer a really significant cultural offering to local families that had never set foot in the Theatre before. I have seen a huge impact from the grant. We're reaching the families where need is high, we're breaking down barriers and facing new challenges. The Theatre is part of the town in a way it has never been before, and we hope to continue to grow our lasting impact with your support in the future."*

John Terry, Director of Chipping Norton Theatre

In June 2022, the Communities Committee of the Town Council made a wonderful pledge to the Take Part team at the Theatre in Chipping Norton, gifting the very significant sum of £2,500. Our promise was that this funding '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'. I am delighted to report to the committee, with huge thanks, on the impact of your grant.



**SUMMER FREE LUNCH BAGS**  
AT THE THEATRE, SPRING STREET

**FREE SCHOOL MEALS**

12 - 1PM EVERY MONDAY

**LARGE BAGS FOR THE WEEK**

THIS SUMMER: LARGE PAPER BAGS WITH SANDWICH INGREDIENTS, CRISPS, JUICE CARTONS, FRUIT & TREATS FOR THE WEEK



**OCTOBER FREE LUNCH BAGS**  
AT THE THEATRE, SPRING STREET

**FREE SCHOOL MEALS**

12 - 1PM MONDAY 24TH OCTOBER

**LARGE BAGS FOR THE WEEK**

THIS OCTOBER: LARGE PAPER BAGS WITH SANDWICH INGREDIENTS, CRISPS, JUICE CARTONS, FRUIT & SPECIAL HALLOWEEN TREATS AND CRAFTS



**CHRISTMAS FREE LUNCH BAGS & CRAFT**  
BY ORDER ONLY: CONTACT CLARE AT COHARA@CHIPPINGNORTONTHEATRE.COM OR ON 01608 649 112

THE THEATRE CHIPPING NORTON

**COLLECT ORDERS 10AM-12 THURS 22ND DEC**

**LARGE BAGS FOR THE HOLS**

**AT THE THEATRE SPRING STREET**

**COLLECT LUNCH BAGS & JOIN IN FREE CHRISTMAS CRAFTS WITH SANTA!**



**FREE LUNCH BAGS**  
MONDAY 13TH FEB 12-1PM  
AT THE THEATRE, SPRING STREET

**LARGE PAPER BAGS WITH LUNCH INGREDIENTS FOR THE WEEK PLUS VALENTINES THEMED ARTS & CRAFTS**

**SIGN UP ONLY - EMAIL / CALL US TO JOIN**

THE THEATRE CHIPPING NORTON

TO JOIN OUR LIST & HAVE A LUNCH BAG FOR EACH CHILD PLEASE CONTACT CLARE ON COHARA@CHIPPINGNORTONTHEATRE.COM OR 01608 649 112

We wrote in June that we would seek to use the grant for cultural enrichment activities outlined above for families accessing our free lunches, but that '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'. I am thrilled to let the council know that thanks to support from three corporate partners and one generous local individual we have been able to fully fund the food packages and to use the town council's grant on a cultural enrichment programme for families which has been even broader than we initially dared to plan.

With the support of town council we have been able to fund the following, in addition to 970 weekly lunch packs, with enough food for 4,850 lunches:

- **6 free family film screenings:** Peter Rabbit 2, Bedknobs & Broomsticks, Shrek, Sing 2 and Minions: the Rise of Gru to which **614 people attended** in total, of which 70% declared themselves to have a Chipping Norton post code and a further Easter 2023 film programmed: Lightyear.
- **10 unique craft activity packs** to get young people involved in art: **we gave out a total of 970** craft packs, with How to Make guides along with all art materials and equipment needed, with a further Easter craft pack and Easter word scramble trail through town prepared for April 2023
- **Christmas craft morning at the Theatre** attended by **over 130 children and their families**, with craft activities for children, visits from Santa with small gifts for everyone and free tea, coffee, squash & mincepies
- Wise Investments supported us to offer a **free community Panto performance** to **over 100 community members** accessing our free school lunches, who saw *Dick Whittington* alongside Wise's staff and clients
- **Plus invaluable set-up items** including **two fridges and ink stamps** to professionalise the paper bags



## HOW TO MAKE A STRAW GHOST



### WITH THE THEATRE

1. OUTLINE YOUR GHOST SHAPE ON YOUR WHITE PAPER (YOU CAN USE THE TEMPLATES BELOW)
2. CUT OUT YOUR GHOST
3. CUT 2 HORIZONTAL SLITS AS SHOWN BELOW
4. SLIDE YOUR PAPER STRAW BETWEEN THE TWO SLITS TO BECOME THE MOUTH AND STICK AT THE BACK
5. STICK YOUR GOOGLY EYES ON THE FRONT



THE THEATRE  
CHIPPING NORTON

## CHRISTMAS CRAFTS WITH THE THEATRE

Inside your craft pack you will find a range of Christmassy items that you can use to make all sorts of different Christmas items!

You'll find inside some card, stickers, tissue paper and much more!



### You could make:

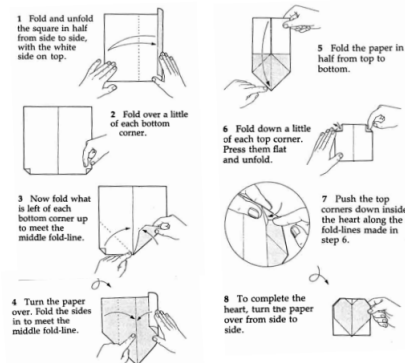
- Paper Chains
- A Christmas card for a friend
- A name tag for a Christmas present
- A Christmas tree decoration
- A letter to Santa
- Anything else you can think of!

THE THEATRE  
CHIPPING NORTON

We'd love to see what you make! If you'd like to share your craft with us, you can send us a picture to [cohara@chippingnortontheatre.com](mailto:cohara@chippingnortontheatre.com)

## ORIGAMI HEARTS AT THE THEATRE

THE 14TH OF FEBRUARY IS CALLED VALENTINES DAY AND IS A DAY WHERE PEOPLE SHOW APPRECIATION AND LOVE TO THEIR LOVED ONES. COULD YOU MAKE A ORIGAMI HEART AND GIFT IT TO A FAMILY MEMBER OR FRIEND? COULD YOU ALSO MAKE A CARD FOR THEM?



THE THEATRE  
CHIPPING NORTON

"A MASSIVE THANK YOU TO EVERYONE INVOLVED IN MAKING THE FREE LUNCHES HAPPEN . I came and picked up 3 bags this morning and was overwhelmed with the generosity.

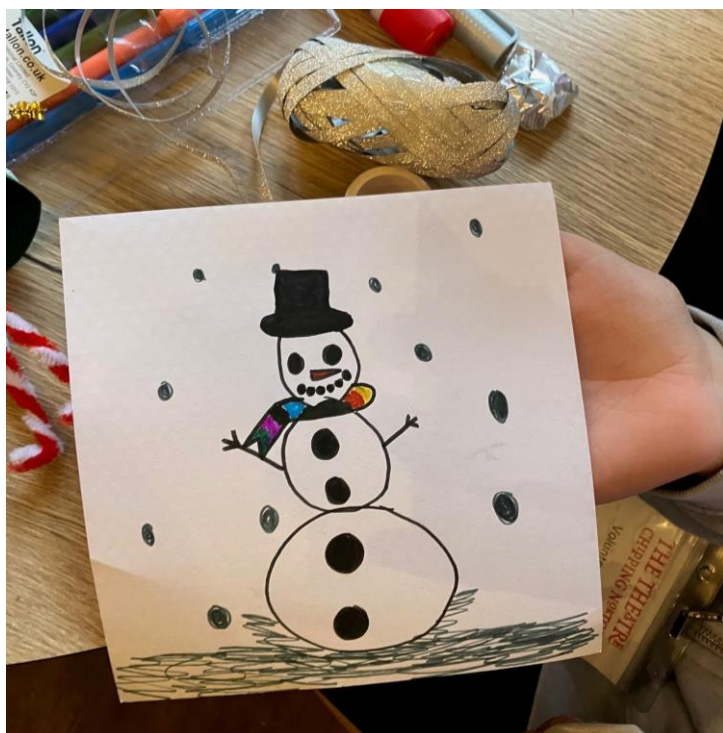
The children will love the craft bags on Christmas Eve. Such a lovely smiley atmosphere in the theatre today. Merry Christmas to you all and a Happy 2023."

Email received from FSM recipient, Christmas 2022

We are incredibly grateful for the support of the Town Council's generous grant, and below are full details of how we spent the grant to deliver the activities outlined:

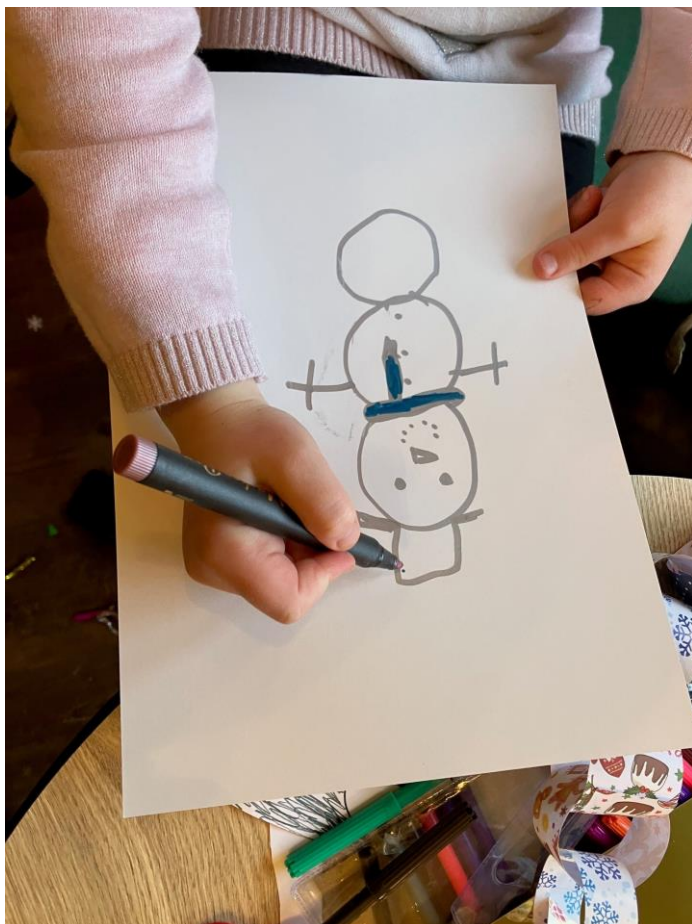
Item	Details	Expenditure
Set up for summer	Etsy Custom Stamp	£34.00
	Ink Pad for Stamp	£9.99
	Fridges & Vegetarian Stamp	£286.99
Summer craft activity packs	Scratch Art Bookmarks	£20.91
	Theatre Masks & Pencils	£63.00
	Make your own paper snakes; airplanes & pinwheels	£89.81
Summer Film Screenings	DVDs: Shrek, Sing 2, Bedknobs & Peter Rabbit 2	£22.90
	Film Licenses: £139 x 4 Summer 2022	£556.00
	Projectionist & DM: £11.95 + £11.92 / hour * 2 hours * 4 films	£190.96
October half-term craft packs	Make your own pom-pom spider; monster bookmark; ghost puppet	£170.96
Christmas craft morning	Santa suit	£62.99
	Crafts & Santa toys	£346.15
	Christmas paper for chains	£7.00
Christmas panto performance	In-kind from Wise	£0.00
Feb half term Film Screening	£95 License, £47.72 Projectionist & DM, £6.99 DVD	£149.71
Feb half term crafts	Valentines card & heart origami	£23.91
Easter Film Screening	£139 License, £51.63 Projectionist & DM, £9.99 DVD	£200.62
Easter craft activity packs	Make your own yarn chick & bunny; Easter chick cards (future spend based on current costs)	£120.00
Easter trail	Leaflet printing from Banbury Litho & Chocolate Egg prizes (future spend based on current costs)	£150.00
<b>TOTAL</b>		<b>£2,505.90</b>





Pictures from Christmas craft morning at the Theatre 2022





**We would like to say a huge thank you to the community committee of the Town Council for this wonderful support.** The Theatre's free school lunches offering is step one on a ladder of engagement that is proving really fruitful. From free lunches we encourage families to engage with free films, craft projects and free holiday workshop weeks and ultimately to join one of our 7 youth theatres, 3 youth musical theatres or our backstage pass programmes on free bursary places.

This year has demonstrated the major value of the Theatre providing free lunches, art, film, theatre and cultural opportunities for the community of Chipping Norton. Our aim is to build on these strong foundations for the year to come. We now have 160 children signed up to our free school lunches, and know need will only grow. For as long as we can find the support, we will continue to offer the labour, space, love and anything else needed to make this important programme of work possible.

I hope you enjoyed reading about this programme and seeing some of the pictures as much as we have enjoyed delivering it. If you ever want to find out more or get involved in any way please don't hesitate to get in touch.

With thanks from Clare O'Hara, Head of Outreach, The Theatre





Chipping Norton Town Council  
The Guildhall  
Chipping Norton  
OX7 5NJ

20th February 2023

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

Dear Chipping Norton Town Council,

Recently in our lessons for Character Education in year 8, we have been looking at the Government, nationally, and locally. This week we were discussing issues which affected us close to home. The tutor group of 8CSB were very vocal on several issues, and we have compiled a list of their thoughts to share with you, as their local councillors. Two of the largest discussion points were around local travel and buses, and the idea of a skate park to add to the local park on New Street.

We would be tremendously grateful if you could share this with the local councillors, and we look forward to hearing back from you. We are happy for you to forward this to the relevant districts as well. We also decided to bullet point our ideas, in order to collate from several people at the same time.

#### 1. Middle Barton Bus

1. There is a lack of timetabled services from this area to other local areas.
2. Students/residents are unable to get out at weekends to socialise, shop or attend appointments.
3. An after school timetable for those taking part in extra-curricular activities such as sports fixtures or other clubs would be beneficial.
4. It would be better environmentally - more people in one vehicle, rather than many individuals in cars.
5. This would alleviate pressures on parents at weekends, allowing young people to become more independent.
6. Most bus services are based on the West of the county, but not the Chipping Norton end - eg. Deddington, Oxford Parkway, Kidlington.
7. The Chipping Norton bus is twice a week, twice on a Monday and Wednesday, not at times for students to make use of it.
8. The only weekend service goes to Deddington.



EVERYONE ACHIEVING EVERYONE BELONGING

Live Times Timetables

### Plan Your Journey

Middle Barton, Oxfordshire

Chipping Norton, Oxfordshire

Sat Feb 11 2023 12:00

**No journeys have been returned.**

[More Options](#) [LET'S GO](#)

- 9.
10. There is proof above that there are no journeys, and we simply searched for a Saturday journey from Middle Barton to Chipping Norton.
11. Community transport generally gives more opportunities to all.
12. Cost - if more people use a service, it could cost less over time.

## 2. Skate Park for Chipping Norton

- All students are grateful for a playing space at the New Street/Worcester Road A44 area. This includes a basketball court, a range of play equipment for all ages and exercise equipment.
- However, there is a lack of a skate park; perhaps this could be built in the same area.
- It would provide a social space for young people to share their similar interests.
- Other local parks have accommodated this in their areas (Moreton-in-Marsh, Charlbury)
- It would young people out and about, instead of being cooped up playing video games, aiding health and fitness, and improving balance skills

## 3. Chipping Norton Societies for young people

- Some which have been looked at are for adults only, such as a choir on a Friday night.
- Further publishing of possible groups for young people could be circulated at schools locally, across all interests.

## 4. Cycling areas

- It is not safe enough to cycle in town.
- There is a busy main road, where there have been numerous accidents in recent years.
- Dedicated bike lanes are required, to encourage people to cycle.
- One-way systems within the town centre would help accommodate this (like for the MOP fair?).
- A cycle lane would encourage use of bikes, rather than using vehicles for smaller journeys.

## 5. Litter and rubbish

- There is too much within the town.
- Could we make bins more 'fun' to use, or make their location more obvious, perhaps with bright colours, or encouraging posters on the side?
- Seeing a tidy place makes you feel happier.
- Tourists and visitors would appreciate this as well, which would reflect well on the whole community.

6. Cinema Entertainment

- a. It is currently too expensive with the current 'posh' one.
- b. You have to travel too far to visit other cinemas (Banbury, Stratford, Oxford)
- c. It would be better to have a couple of screens, with a wide variety of showings at different points of the day to cater for all ages and demographics.

Yours sincerely,

Rosie Barnes

Ollie H

Emma Ab  
😊

Taylor DH

Thomas C

Edee Cassidy

Leo C

Ivan C

Gracie Pearce

Matilda Coates

Summer Harrison

Olivia Walker

Anna C-w  
Anna Wattison

8CSB of Chipping Norton School

CSB

Mr C S Brown (Tutor)

COURAGEOUS & COMPASSIONATE HEARTS



CREATIVE

&

CURIOUS

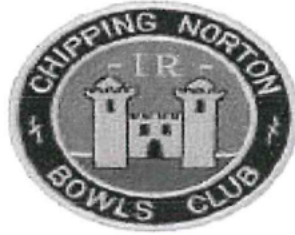
MINDS



# CHIPPING NORTON BOWLS CLUB

Affiliated to:

Bowls England  
Oxfordshire Bowling Association,  
Bowls Oxfordshire Ladies Bowling Association  
English Indoor Bowling Association  
Oxfordshire Indoor Bowling Association,  
Oxfordshire Women's Indoor Bowling Association



Greystones  
Burford Road  
Chipping Norton  
Oxon OX7 5UY  
Tel 01608 644154

Registered CASC No 01991

*President: Mrs Roberta Jarvie*

**An Inspired Facility**



Town Clerk  
Chipping Norton Town Council  
The Guildhall  
Chipping Norton  
OX7 5NJ

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

2nd February 2023

FAO Luci Ashbourne

I refer to your letter of 19th May 2022 informing us of the Council's consent for our proposed installation of an Air Source Heat Pump external to our building.

Following discussions with our contractor our proposed plans have now change and would show 7 smaller Air Source Heat Pump condensers on our building facing the Rugby Club pitches as per the attached drawing. These units are unlikely to be visible or audible to anyone using Greystones Sports facilities.

We have spoken with the committee of the Rugby Club who have indicated no objections to our plans. We have also submitted to WODC a form asking if we need planning permission for this and are awaiting their response.

As before we ask if you could take this proposal to your next Full Council meeting for discussion and approval for which we would be most grateful.

The cost of replacing our old heating system is proving very expensive but we would like to install a system that doesn't use fossil fuel if at all possible. Would any of the Town Councillors be able to assist us in finding a source for obtaining grants that would enable us to move to renewable energy? We would like to complete this project over the summer months so that we can reopen the Indoor bowls hall in September.

If you require any further information please feel free to make contact.

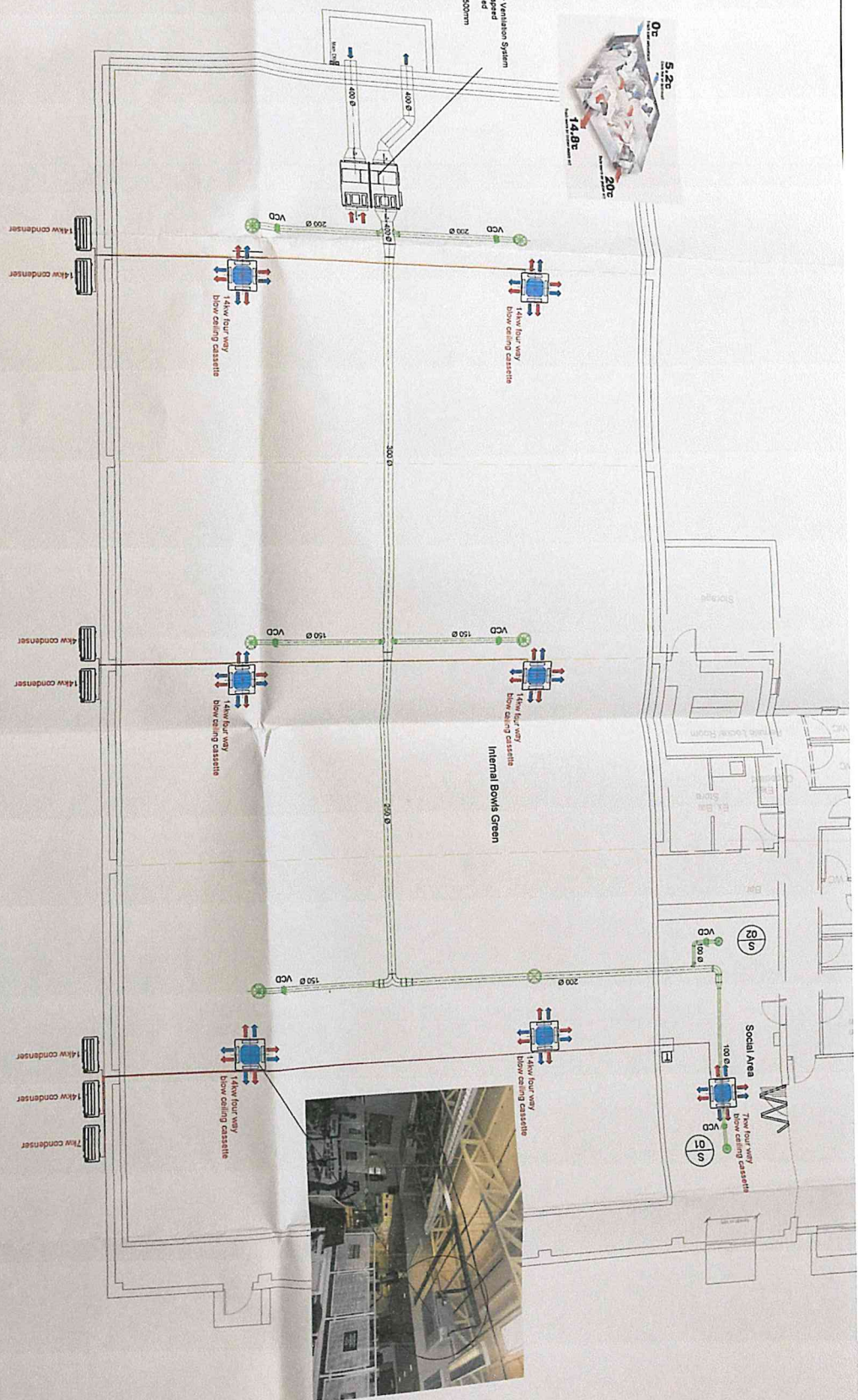
With kind regards

Roberta Jarvie  
President and Acting Secretary





LGH-20RVXT-E Heat Recovery Ventilation System  
Airflow 66litres/second at max speed  
Noise 43dBA @ 1.5m at max speed  
Weight 19kg  
Size W1950mm x D1500mm x H1500mm  
Input Power 1.5kw



### Side Elevation View of Condensers

Six Mitsubishi Electric PUZ-M140VARI condensers  
Sound Pressure Level: 57dBA  
Sound Power Level: 73dBA  
Size: W1050mm x Depth:330mm x H961mm  
Weight: 84KG  
Elec: 240volt, 4.39kw input power



## End Elevation View of Condensers

One x Mitsubishi Electric SUZ-M71VARI condenser  
Sound Pressure Level 51dBA  
Sound Power Level 66dBA  
Size: W840mm x Depth130mm x H860mm  
Weight 55KG  
Elec: 240volt, 2.21kw input power



### **Agenda item 7 – Memorial for Councillor Rachel Foakes**

A request has been received from Cllr Rachel Foakes' family to plant a Cherry Blossom tree in her memory. The proposal is that the tree is planted in the wildflower section of the Worcester Road Cemetery, which is where Rachel used to take regular walks with her dog.

The Deputy Clerk has assessed the location and feels that this would be an ideal spot for a tree to be planted. The Clerk has spoken to a local garden centre who stock many varieties and sizes of cherry blossom trees, and are happy to advise on which one would be the most suitable. They also confirmed that planting at this time of year would be fine.

#### **Recommendation**

That due to Rachel having been a serving Councillor when she passed away, the Council cover the cost of purchasing and planting the appropriate tree and plaque, and work with Rachel's family on ensuring this is right for them. A budget of £500 should cover the cost of all elements of this.

## **Agenda item 9a – Town Hall Fees and Charges**

The Facilities and Events Officer has reviewed the Town Hall fees and charges. The recommendation is that for this year the general fees are not increased so we can continue to keep a very competitive price while we work on building capacity of use. However, there are some proposed changes to specific items. This is detailed below:

### **Proposed changes**

#### **Costings updates required on booking form:**

Currently the cost of booking the kitchen is a £5 flat rate per booking. This not covering the costs of use, and there is a need for this to be updated.

There is also a requirement for the Town Hall Keeper or Facilities Officer to be on site at all times when a user sells alcohol at an event. The cost to the Council is significant and the fees should go some way to mitigate this:

### **Recommendations**

1. The Hire price for the kitchen Full Catering Facility to reflect the cost of use
  - a. A new 'offer' of using the Kitchen
    - i. Charity: £2 hour
    - ii. Private: £3.50 hour
    - iii. Commercial: £5 hour
2. The Hire price for Sale of Alcohol to reflect the costs of staff onsite for the duration
  - a. A new price which would cover the cost of member of staff to be present.
    - i. £12 hour across all 3 Pricing Options  
  
To replace: Flat Rates: £27 Charity / £40 Private / £45 Commercial
    - ii. Messaging to be very well written with regards to the increase in costs
    - iii. As people are selling alcohol, there should not be a loss to the organisation, booking, and using the facility to make a profit.

## **Agenda item 9b – Town Hall update**

### **1. Current Bookings Updates:**

- a. Current Capacity for next three months
  - i. March: 25.19%
  - ii. Apr: 8.54%
  - iii. May: 11.62%
  - iv. Mar – May: 9.49% Capacity
- b. Current Capacity for 2023 – and where we can improve
  - v. 01 Jan – 31 Dec 2023: 12.6%
  - vi. Small improvement of 3.3% increase in capacity
  - vii. To continue to provide excellent service to customers and continue to promote the Town Hall as a venue using the sharing of other people events at Town Hall.
- c. Ongoing Community Groups updates:
  - i. The following groups continue to use Town Hall as regular sessions:
    - 1. Community Church
    - 2. Little Footsteps (Also booking for a summer session)
    - 3. Cookery Class organised by the Community Church
    - 4. Chipping Norton Choral Society
    - 5. Chipping Norton Theatre x2 Singing Groups
    - 6. Chipping Norton Theatre x2 Youth Theatre Groups
    - 7. Got2B – and increasing from fortnightly to weekly sessions until summer
    - 8. Zumba
  - viii. The following groups have begun regular sessions
    - 1. Chipping Norton Theatre Dance Groups
- b. Groups starting and ending:
  - i. New Yoga sessions from Heartful Healing
  - ii. Facilities and Events Officer to plan ways to support new groups more efficiently to help them to succeed

### **2. Booking process**

- a. The new booking process has started well, with only one complaint about the deposit process from the TSB, as they pay for their sessions in advance. Facilities and Events officer to consider a process whereby a cancellation of a booking with no deposit paid – means they will not get a full refund if they give 72 hours' notice. The Deposit amount should be deducted.

### **3. Planned Roof and Damp Works**

- a. The Council have selected Barnwood as the chosen contractor for the roof and toilet works, who visited to prepare for the works to begin on 08 March 2023.
- b. The Ramp and toilet works will take place at the same time as the lead work on the roof. The ramp dampworks should be completed by the end of April, with the other

work taking place after the local elections in May – due to the hall being the local polling station.

- c. The major roof works will take place later.
- d. Alder King is currently working with a Heritage expert who has given guidance to speak to the relevant officer at council – as she believes that will influence when the work can take place.
- e. When the first part of the works takes place, the ramp will not be available for use and as such not accessible to people with a disability who are not able to walk upstairs. Facilities and Events officer to work with Town and Deputy Town Clerk regarding the correct messaging to the public.

4. **Fixed Wire Testing**

- a. Facilities and Events Officer to book in Justin Bucknell for the fixes to the electric works on site, to try to take place at the same time as the other works to minimise disruption to the Town Hall bookings. Awaiting the start date.

5. **Other Maintenance**

- a. Broadsword reported verbally that there are emergency lights that need fixing. Waiting for the report to be emailed.

6. **Town Hall Piano**

- a. As agreed at the last Committee meeting. The new upright acoustic piano has been purchased and delivered. This has been received positively by users, and is kept locked and covered when not in use.

## **10A/B: Worcester Road Cemetery 2023**

### **10A: Cemetery Fees and Charges**

The fees and charges for Worcester Road Cemetery were last reviewed in May 2023 and were last raised in May 2021. Item 10A has the current fees and proposed fees increasing by 10% (exclusive of VAT) in line with inflation.

**RECOMMENDATION:** That the Council considers whether they wish to raise the cemetery fees for 2023.

### **10B: Cemetery Rules and Regulations**

The Council has recently had queries from members of the public regarding the policy for artificial flowers in the cemetery. It is important to note that at no time have any staff or contractors removed any artificial flowers, and therefore the queries have been in relation to the regulation itself and not any action taken.

Please see item 10B which contains some proposed amendments to the current regulation.

**RECOMMENDATION:** That the Council considers whether to adopt the revised wording to the Cemetery Rules and Regulations policy.

## CHIPPING NORTON TOWN COUNCIL

The Cemetery, Worcester Road, Chipping Norton

### Table of Fees and Charges from 8<sup>th</sup> September 2022

#### **Memorials**

Flat tablet level with ground	<del>£125.00 + VAT</del> £137.50 + VAT
Small tablet or vase only not exceeding 12 inches in height	<del>£125.00 + VAT</del> £137.50 + VAT
Headstone not exceeding 3 feet in height	<del>£125.00 + VAT</del> £137.50 + VAT
Any inscription after the first	<del>£125.00 + VAT</del> £137.50 + VAT

#### **Extras**

Adult Kerbset – (excl memorial)	<del>£125.00 + VAT</del> £137.50 + VAT
Adult slab and Chippings (inside kerbstones)	<del>£75.00 + VAT</del> £82.50 + VAT
12 years and under Kerbset (overall length 3'8" including memorial)	<del>£75.00 + VAT</del> £82.50 + VAT
12 years and under slab and chippings (overall length 3'8" including memorial)	<del>£50.00 + VAT</del> £55.00 + VAT

#### **Colonnade**

Registration for reservation/allocation fee for Bronze Plaque

Single	<del>£ 80.00 + VAT</del> £88.00 + VAT
Double	<del>£135.00 + VAT</del> £148.50 + VAT

#### **Interment Fees**

<u>No exclusive right of burial:</u> (non pre-purchased graves)	(a) stillborn or not over one month old	£ 0.00
	(b) over one month old but not over 12 yrs	£ 0.00
	(c) over 12 years in 6ft grave	<del>£ 420.00</del> £462.00
	(d) ashes of cremated body	<del>£ 130.00</del> £143.00

#### **Exclusive right of burial** (purchased graves)

6 ft – 8 ft grave <u>excluding</u> interment fee	<del>£350.00</del> £385.00
Grave space for ashes of cremated body	<del>£130.00</del> £143.00

DOUBLE the above fees and charges will be payable in respect of:

- (a) persons not parishioners or inhabitants of the ecclesiastical parish of Chipping Norton with Over Norton, and not dying within the said parish
- (b) stillborn children not within the parish to which reference is made above where both parents are non-parishioners or non-inhabitants of the said Parish

Permission for rose tree, plaque and commemorative trees (subject to Committee's approval)	<del>£125.00 + VAT</del> £137.50 + VAT
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Searches (per surname)	<del>£25.00</del> £27.00
Deed of grant transfer	<del>£35.00</del> £38.00

The Guildhall  
Chipping Norton  
Oxon



## **CHIPPING NORTON TOWN COUNCIL**

### **CEMETERY RULES AND REGULATIONS RESIDENTS AND PUBLIC**

#### **Cemetery Regulations**

- The cemetery is predominantly a lawned cemetery where 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.
- Requests for permissions to install kerbstones, slabs and chippings can be made. There will be an extra fee to cover the extra grounds maintenance required over time.
- 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. If you do lay artificial wreaths or plastic and silk flowers, please take them home to recycle where possible.
- The Town Council reserve the right to remove worn, damaged or faded 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 11 – Play areas**

### **Cotswold Crescent**

The Tender specification document was approved by Full Council and has been published. Once the tenders are submitted a report will come to committee to choose the design and contractor to install the new equipment.

The new noticeboard is on order and will be installed once delivered.

### **Cornish Road:**

The trim trail is damaged beyond repair. This has been condemned. A report will come to a future committee to choose a new item of play equipment to replace it.

This part of the report is to note.

### **Health and Safety**

Most of the H&S works are now complete. The following items are still outstanding.

#### **Cotswold Gate:**

Supply and lay rubber mulch amounting approx. 17 sq. m at 50mm deep around platforms of 2 zip lines. £1535.50

#### **New Street :**

Roundabout - Resecure handrails on roundabout and weld if necessary £85.00

Stepping pods - Supply and lay rubber mulch around pods 5.5 x 2 wide at 50mm deep. £868.45

Arch climber - Supply and lay rubber mulch 6x3.5 wide at 50mm deep. £1657.20

Total costs **£4146.15**

#### **Recommendation:**

There is an ear marked reserve of £19,873 for recreation repairs. Recommendation is that this cost is taken from there, and that the 23-24 budget of £4500 will be available for use over the coming year for further repairs and new equipment.

## **Agenda item 12 – Events**

### **1. SUMMARY OF PREVIOUS EVENTS**

#### **The Mayor's Sustaina-ball– Saturday 4<sup>th</sup> March 2023**

The Mayor's event was a wonderful evening, enjoyed by attendees, with many positive comments throughout the evening. The team worked very well in organising and setting the event up in the weeks prior, however there were many lessons learnt from the process, allowing us to assess the needs of the Town Hall as a venue for events run by Town Council.

Working document of lessons learned to be developed by Facilities and Events Officer and needs and requirements added to the Maintenance log.

### **FUNDRAISING**

The Event raised £1638 through ticket sales and the 2 fundraising aspects; a Raffle and Dress Your Best for Less competition.

We were lucky to secure the support of 19 local businesses in the provision of Raffle prizes.

### **POSITIVES GOING FORWARD**

The process of providing an event by Council means that we have been able to implement:

- SumUp machine for taking card payments
  - In future the SumUp machine will allow us to control our stock levels, and also allow us to take future payments for bookings at Town Hall using a Card.
- Hook Norton Brewery Account in place
- Comprehensive promotions and marketing lists of over 750 contacts have been developed inc.
  - West Oxfordshire District, Town, and Parish Councillors
  - Local Businesses to Chipping Norton
  - Local Business in Oxfordshire

### **BARS MAKE MONEY**

The Bar makes money. Facilities and Events Officer to plan a programme of events that can be run by Town Council and money made on the bar. Planning to launch after the works on the Town Hall building has taken place.

### **UPCOMING EVENTS**

#### **The Coronation – Saturday 6<sup>th</sup> May 2023**

The Palace have asked that local celebration take place in the form of a “Big Lunch” on Sunday 7<sup>th</sup> May. The Town Festival have decided not to go ahead with a festival this year due to not having enough volunteers to assist. The organisers are looking to re group for 2024.

Field Reeves have granted permission for The Town Council to host a picnic in the park on Sunday 6<sup>th</sup> May 2023. This will enable us to facilitate a chance for the community to come together safely. Families will be encouraged to bring a picnic and blanket and we will provide games and

entertainment. Facilities and Events Officer currently speaking to 2 children's theatre companies and young bands for the event.

Facilities and Events Officer to weigh up the opportunity of having a Bar on site run by Town Council. As an open event and picnic, people may be more likely to bring their own, however it would also be a worthwhile chance to review the need at an outdoor event run by Council.

### **Chipping Norton Pride Event with Got2B**

We will be meeting with the Got2B team in the coming weeks to finalise the dates and event plan in the next week. The current date that has been booked is June 24<sup>th</sup>, however this could be subject to change – it will be confirmed in the meeting.

We would like to know which Councillors would like to be involved in the run up to the event and be a part of the kick-off meeting?

### **Sports Awards**

Graham Beacham and Facilities and Events Officer have held one meeting since the last Community Committee Meeting. Update's:

Quotes for Trophy: total £425 for one dozen trophies. This has been allocated out of the £500 budget for the event, however Facilities and Events Officer will be reaching out to find local businesses to sponsor all trophies. Agreed with Graham that promotion of the Mayors Event would provide us with more business data.

Facilities and Events Officer to work with Zonkey to create a Stand-Alone web page for the Sports Awards including a web form for nominations. (We will also make sure paper versions are available)

First announcement to be in the Town Council Newsletter and Chippy News beginning of April

Social media and ongoing campaign launch date 17<sup>th</sup> April 2023



# Chipping Norton Town Council

## Community Grants Terms & Conditions

At Chipping Norton Town Council (CNTC) our aspiration is to support:

- A positive and inclusive town, where no one gets left behind
- A progressive, accessible and inclusive town where everyone is valued
- A healthy, happy, town which is well-maintained and clean
- A thriving local economy and a strong and caring local community
- A town that allows and encourages people to take pride in, and ownership of, communal spaces, facilities and ideas
- A town that is proud of its heritage whilst being imaginative about its future

Not for profit organisations who have a constitution and a bank account can apply for an CNTC Community Grant to cover or part fund projects, activities, and organisational costs. Please apply for up to £2,000 if your project can demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- And direct positive impact for Chipping Norton residents.

Applications that will fit the desired outcomes of the funding and support CNTC's ambitions above, will be assessed by the Finance and Resources Committee. Grant requests will be considered biannually at the following meetings:

- Monday July 17<sup>th</sup> 2023
- Monday 5<sup>th</sup> February 2023

All applications will need to be submitted at least 14 days prior to the meeting.

Grants awarded by CNTC are public money, collected as part of the precept and we are accountable to local people for all expenditure. When accepting the grant you are agreeing to the Terms and Conditions below:

### 1) Monitoring and Reporting

Organisations receiving grants are required to report on how the funds are spent against the project criteria and budget breakdown. A form will be provided and you will be notified of the date by which it must be completed and returned.

Chipping Norton Town Council representatives may request to visit the project and to talk to staff and participants to gain a better understanding of its merits and benefits to local people.



## Chipping Norton Town Council

### 2) Payment Requirements

- Grants should be spent for the purposes stated on the application only
- Chipping Norton Town Council reserves the right to recall any grant given to an organisation which ceases to operate during the financial year for which the grant has been given
- The Council reserves the right to request a copy of invoices/receipts as evidence that expenditure has been incurred and under spends may need to be return

### 3) Publicity Requirements

- Chipping Norton Town Council expects its logo to appear on published information about the funded project and to be mentioned in press and associated publicity and will ask for evidence to be provided for monitoring purposes
- For our own publicity material, the Council may require photos with agreement from participants and may use the name of the organisation and project
- Chipping Norton Town Council will publish grants awarded and summarise the projects using information contained in the grant application form.

### 4) Other Terms & Conditions

- a) Grant applications will only be considered where
  - The project or activity directly benefits residents within the parish boundaries of Chipping Norton.
  - The project is not funded by any other means by CNTC.
- b) There is clear evidence of need for the project
- c) The organisation has clearly defined aims and objectives
- d) The organisation has its own bank account with at least 2 authorised signatories
- e) Grants cannot cover costs that have already been incurred
- f) The organisation must be a non-party political and non-profit making. Individuals will not be funded
- g) Applications from organisations and services which receive other sources of government and local government funding must demonstrate how the project differs from their core services and how the wider community is involved (for example schools must provide evidence that the project is not for the primary purpose of teaching its students)
- h) All supporting documents are required to be submitted with the application form
- i) The applicant must abide by all relevant laws and regulations. Chipping Norton Town Council reserves the right to request sight of the organisation's policies.

If the Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Chipping Norton Town Council into disrepute, action will be taken and the grant terminated

If you could like to apply for a grant please complete the Community Grants application form which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants). If you would like any support in completing the application please contact us – [deputyclerk@chippingnorton-tc.gov.uk](mailto:deputyclerk@chippingnorton-tc.gov.uk)



## **Chipping Norton Town Council's Grants to Voluntary Bodies Application Form**

### **2023**

**Applications must be received before the deadline XX/XX/2023**

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants).

Name of Organisation		
Name of Project or Activity		
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
Amount of funding requested from CNTC		

#### Contact Details

Name of the person making the application	
Position in organisation	
Email address	
Telephone number	

#### Organisation details

Address	
---------	--

Website	
Social media links	
Description of organisational purpose and how it benefits the community	
Please outline any fundraising activities that your organisation has undertaken in the past year	
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	

Payment details if application is successful

Name of account	
Sort code	
Account number	



## Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

How will you measure the impact of your project?

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

How much will your project cost and how will you use the money?

What is the total cost of your project?	
How much Funding would you like from CNTC?	
Where will the remaining funding come from?	

Budget (please complete the following budget for your project)			
Title	Description	Total amount	Amount requested From CNTC
Management costs			
Training			
Office costs (rent, telephone etc)			
	Sub Total		
Salaries			
Expenses (travel etc)			
Venue hire			
Materials			
Publicity			
Volunteer expenses			
Other (please specify)			

	Sub total		
	TOTAL		

### Declaration

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions  
(please click/tick box to agree) ☐

We agree to crediting Chipping Norton Town Council for the funding for this project through our communications and are happy for CNTC to share stories and grant feedback through their communications.  
(please click/tick box to agree) ☐

We are happy to arrange visits by CNTC staff and councillors to our project while it is being delivered  
(please click/tick box to agree) ☐

We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):

Accounts ☐ Bank statement or paying-in slip ☐ Constitution ☐  
(to double check bank details)

NB. Scanned copies are acceptable if you send your application by email.

### Applications will not be taken to committee without all these supporting documents

Signature 1 (person submitting form)

Signature 2 (Chair or senior representative of the organisation)

**Typed entries acceptable for email applications**

Date:

Please return your completed application form to:  
Chipping Norton Town Council,  
The Guildhall Chipping Norton  
OX7 5NJ  
deputyclerk@chippingnorton-tc.gov.uk

## **Agenda item 14 - Smoke Free Oxfordshire by 2025 – Smoke Free Parks**

As part of the delivery of the County's Tobacco Control Strategy and the ambition to become a smoke free County by 2025 (five years ahead of the national 2030 target), Oxfordshire County Council are supporting smokefree initiatives including smokefree homes, cars, play parks and school gates.

### **What's a smoke free County?**

For a county to be classed as smokefree, the smoking prevalence for the population must be below 5%. Currently it is 10.2% in Oxfordshire (November 2022).

Town and Parish councils are uniquely placed to support this vital work by partnering with Oxfordshire County Council to help work across local communities to promote smokefree environments, particularly the smokefree playparks initiative and the smokefree community fund.

Smoke Free Oxfordshire can provide free signage and implementation support for any Parish or Town Council owned park/playground to create a smokefree environment for local children.

Playparks/playgrounds in Oxfordshire are priority areas OCC would like to become smokefree and it would like to work with District, Parish, and Town Councils to create smokefree playparks/playgrounds.

OCC will provide free signage and implementation support for any Parish or Town Council owned park/playground to create a smokefree environment for local children playing in the area. Some proposed examples of signage are in the attached appendix.

Having a smoke free policy would support the Council's environmental aspirations.

Whilst signage would be fairly easy to implement, the Council wouldn't necessarily have the powers or resources to enforce areas to be smoke free, it would have to be self-policing.

### **Smokefree Community Fund**

The Smokefree Community Fund aims to provide financial support, with funding of £150-£1000 available to Town/ Parish Councils and voluntary, community and social enterprise (VCSE) sector organisations who want to create smokefree spaces and/or hold smokefree events.

Suggestions from OCC/Smokefree Oxfordshire include - creating a smokefree policy for your premises, removing ashtrays or smoking shelters, or get the community to create some smokefree signage. If holding events that children and young people will be attending, consider making the event smokefree to protect children from the harms of second-hand smoke.

### **Recommendations**

Members are invited to note the report and consider implementing smokefree zones within the Council's play areas/recreation grounds and making an application for funding as suggested in the report.

Appendix – suggested signage

