



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

19th May 2022

SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE

TO: All Members of Community Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 25th May 2022

TIME: 6:30pm

Cllrs Steve Akers, Sandra Coleman, 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. Election of Chair

To receive nominations for and elect the Chair of Community Committee for the municipal year 2022/23

2. Election of Vice-Chair

To receive nominations for and elect the Chair of Community Committee for the municipal year 2022/23

3. 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) prior to the meeting, stating the reason for absence.

4. 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

5. Minutes

To approve the Minutes of the committee meeting held on 9th March 2022.

6. 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.

7. Town Hall

- a. To receive and consider updated terms and conditions of hire. These have been drafted following recommendations from the health and safety audit.
- b. To receive and consider a fee proposal regarding undertaking the works as outlined in the Quinquennial Survey carried out in 2021.
- c. To consider the committee forming a Town Hall working party.

8. Cemetery

- a. To receive and approve new draft Cemetery Rules and Regulations.
- b. To receive and consider a request regarding granting permission for a kerb set in Worcester Road Cemetery.

9. Play Areas

- a. To receive an update report from the Maintenance Operative, including consideration a quotation for safety works at Cotswold Crescent and New Steet Play areas.
- b. To receive a request from Chipping Norton Theatre to hold the Panto Fun Run on New Street Recreation Area.
- c. To receive a request from Chipping Norton Theatre to host an open air screening in Cotswold Crescent play area.

10. Trees

To receive a quotation for a tree survey to be conducted as part of the recommendations from the Council's Health and Safety Audit.

11. Greystones

To receive and consider a quotation for replacing 25metres of damaged fencing at Greystones.

12. Pesticide free town

To receive an initial draft five year phase-out plan and agree next steps.

13. Youth Work

To receive a report from Got2B on youth work in Chipping Norton.

14. Christmas lights

To receive a specification proposal for the Council to tender contracts for Christmas lights 2022-2024.

15. Bins

To receive communication regarding bins in Chipping Norton.

16. Reports to note

- a. To receive an update report from the Jubilee Working Party.
- b. To receive an update report from the Pool Meadow Steering Group.

17. Date of the next meeting – Wednesday 29th June 2022.



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Office Hours: Mon – Fri 9am – 1pm

Minutes of a meeting of the **Community Committee** held in Chipping Norton Town Hall on
Wednesday 9th March 2022 at 7.15pm

The following members were present:

- Cllr Coleman - Chair
- Cllr Miles – Vice Chair
- Cllr Mazower – left before Confidential Session
- Cllr Foakes
- Cllr Fisher – substitute for Cllr Whitmill

Also in attendance:

- Elizabeth Gilkes – Minutes Clerk
- Kathrine Jang – Deputy Clerk
- Public: Chipping Norton News

CC47	Apologies for absence received and accepted from Cllrs Whitmill, Poole, Graves.
CC48	Declaration of interests. No declaration of interests were received.
CC49	Minutes of Extraordinary meeting RESOLVED: The minutes of the meeting held on the 8 th December 2021 were approved and signed as a correct record by the chair.
CC50	Public Participation Query was raised re possibility of a Jubilee Beacon being organised and asked about the location of the 'Beacon Basket' which was previously purchased by Town Council for the Millennium and which had been located outside Town Hall. RESOLVED: For the Town Council to investigate the location of the Jubilee Beacon. Possibility of Memorial Plaque being installed in Millennium Garden was also raised and would be considered by Platinum Jubilee Working Party. Sports Awards: This year there were a limited number of nominations, possibly due to COVID. However the awards arrangements were in hand.
CC51	Town Hall Flagpole To receive an update regarding replacing the flagpole on the Town Hall and agree next steps.

	<p>Recommendations:</p> <p>RESOLVED: Cllr Fisher proposed that the Committee agree that the current flagpole needs to be removed as soon as possible. Seconded by Cllr Miles. Motion carried.</p> <p>That the Committee agree that a new flagpole is installed in the millennium garden due to not being able to acquire planning consent to have an accessible flagpole on the Town Hall, and even if a new design could be obtained, that the lengthy planning application process will be too long in light of the urgency of this.</p> <p>RESOLVED: Cllr Fisher proposed that a new flagpole is installed in the Millennium Garden. Cllr Mazower seconded. Motion carried.</p> <p>That the current budget of £2000 is increased to £2500 to ensure that removal and installation can be covered without delay.</p> <p>Cllrs were concerned at the extra spend and would appreciate breakdown of costs. Authority to be delegated to the Chair.</p>
CC52	<p>Gate for New Street Recreation area</p> <p>To consider which style of gate is required for the New Street Dog Exercise Area.</p> <p>Recommendation:</p> <p>That the Committee consider and agree which style of gate should be installed at New Street Dog Exercise Area, and agree the cost plus a 10% contingency to be taken from new equipment for recreation budget for 2021-2022.</p> <p>RESOLVED: That a Wooden Five Bar Gate be installed at £683.56 plus VAT at New Street Dog Exercise Area, and agree the cost plus a 10% contingency to be taken from new equipment for recreation budget for 2021-2022. Proposed by Cllr Mazower and seconded by Cllr Foakes. Motion carried.</p>
CC53	<p>Cemetery</p> <p>To discuss and agree a date for the Spring Clean Up day Council agreed to delegate decision to Clerk and Chair.</p> <p>To receive an update on tree maintenance. The Finance Committee approved using funds from the Contingency budget to cover the cost of the tree works required in The Cemetery. This quotation has now been received and approved at a cost of £2450. The contractor will start works on the 27th April 2022. This report was noted.</p> <p>Council considered a request for a memorial bench to be placed in the Cemetery and agreed that the family's preferred location was acceptable.</p>
CC54	<p>Litter bins</p> <p>To receive report on litter bins following WODCs bin replacement project.</p>

	<p>Chair explained parameters that report had been compiled on and the apparent flaws in the analysis and subsequent changes to service.</p> <p>To receive correspondence regarding litter bins. The Council received correspondence regarding litter bins and would be referred to WODC for further information. The Clerk to request extra/replacement bins in accordance with their policy.</p> <p>To agree next steps.</p> <p>The committee considered if a request for additional bins to be installed in New Street Recreation Park was needed, and if so how many and in which location. Chair explained the cost implications and different type of bins.</p> <p>RESOLVED: Cllr Miles proposed that one extra dual waste bin be installed and that situation kept under review. Seconded by Cllr Coleman. Motion carried.</p>
CC55	<p>Reports To receive an update on the following task and finish groups or working parties:</p> <p>Wheeled Sports Working Group from Cllr Fisher had been circulated and Cllrs were impressed at how comprehensive it was with c400 responses. Although a Skate Park was favoured, venues for young to gather were also identified. Conclusion was that there is a definite need to provide more for younger generation but that a skate park does not appear to be a feasible solution to the issue. As more Youth Workers are engaging with the town the Group hoped that this may help to address some of the issues identified.</p> <p>Cllrs explore feasibility of implementing some of the suggestions proposed and report back to a future meeting, ie ping pong tables, cinema and toilets.</p> <p>Jubilee task and finish group, The Chair reported on collaborative work being undertaken with Town Festival Committee and British Legion. It was noted that WODC were issuing free street closure notices to enable Street Parties. The Queen’s Green Canopy project was also highlighted encouraging commemorative tree planting.</p> <p>RESOLVED: Cllr Coleman proposed that Platinum Jubilee Task and Finish Group evaluate this project and are allocated an initial budget of £350 to cover a tree/s and appropriate plaque and materials for staking. Seconded by Cllr Fisher. Motion carried.</p> <p>Pesticide free town task and finish group. A useful meeting had taken place with Pan UK indicating a three year timescale and a plan would be prepared for report to future meeting.</p>
CC56	<p>Memorial bench A request had been received from The Provincial Grand Lodge of Oxfordshire to donate a memorial bench to The Town to commemorate those lost in the pandemic.</p> <p>RESOLVED: Councillor Mazower proposed that the bench be accepted but that believed that the Cemetery was a more appropriate location for the Bench, seconded by Cllr Miles. Motion carried.</p>
CC57	Christmas Lights

	<p>Correspondence regarding the 2021 Christmas lights display was noted.</p> <p>To agree the tender process for this year's lights display.</p> <p>Recommendation:</p> <p>That the Committee consider whether or not to go into a three-year contract as a prudent use of finances.</p> <p>That if so, the tender process is started and quotations and designs are brought back to a future committee meeting for consideration.</p> <p>RESOLVED: Cllr Fisher proposed that decisions should be considered by Full Council and Clerk be asked to prepare a summary report detailing the various options and anticipated costings. Seconded by Cllr Mazower. Motion carried.</p>
CC58	<p>Youth Work To receive an update on Youth Work in Chipping Norton being delivered by Got2B</p> <p>Communications from Got2B to Council have unfortunately been limited but meetings scheduled to ascertain current situation regarding the project.</p> <p>Transition Chipping Norton had made a request for use of Recreation Ground at Cotswold Crescent for Remix Youth Club to explore outdoor activities. Councillors noted the information and were supportive.</p>
CC59	<p>Confidential Session</p> <p>RESOLVED: Cllr Foakes proposed that the Council move to a Confidential Session. Seconded by Cllr Coleman. Motion carried.</p>
CC60	<p>Grounds Maintenance</p> <p>Cllrs considered a confidential report regarding the grounds maintenance contract for April 2022 – April 2025.</p> <p>RESOLVED: Cllr Coleman proposed that quotation from Contractor C (McCracken and Co) be accepted based on value and blind scoring process. Seconded by Cllr Miles. Motion carried.</p>
CC61	<p>Date of the next meeting – Wednesday 25th May 2022.</p>

Meeting closed at 9.12pm

Signed as an accurate record.....

Date.....

Agenda item 7a – Town Hall booking form and terms and conditions of hire

The Council's health and safety audit recommend that the Town Hall booking form, and it's terms and conditions of hire be updated.

The Deputy Clerk has drawn up a new booking form and terms and conditions of hire for committee to consider and approve.

The current booking for and rules and regs are attached for comparison.



CHIPPING NORTON TOWN COUNCIL TOWN HALL

Booking Form

Name		
Organisation <i>if applicable</i>		
Billing Address		
Telephone	Daytime	Mobile
E-mail address		
Venue <i>i.e. Upper Hall, Lower Hall, or Whole Building</i>		
Date & Times required <i>Please note this includes set up and clearing time</i>		
Number of people		
Group Type <i>Group 1: Charity*</i> <i>Group 2: Private Parties and other Organisations</i> <i>Group 3: Commercial/Sales</i>	<p><i>*A registered charity number must be provided</i></p> <p>Group: Reg. Charity no:</p>	
Occasion/Function <i>i.e. Sale, Meeting, Party</i>		
Additional Facilities/Equipment Hire <i>Yes/No</i>	Full catering facility <i>(Lower Hall)</i>	
	Council Chamber <i>*Use subject to Mayor's permission</i>	
	Sound Equipment <i>(Upper Hall only, 1 roving</i>	

	<i>microphone and 2 lavalier microphones)</i>	
	Projector and Screen	
	Sale of alcohol	
Special Instructions <i>Please use this space to describe any other information about your event. If any tables and chairs are required, what formation you would like.</i>		

****Covid-19 Pandemic****

Chipping Norton Town Council will consider all measures to ensure your booking takes place as planned but reserves the right to cancel without notice or offer a limited service should the prevalence of Covid 19 in Chipping Norton or within the Council's workforce be increased.

HIRER'S PUBLIC LIABILITY INSURANCE

In common with most hall operators, the Council's Public liability Insurance only extends to incidents and events for which it is proved the Council is directly responsible. It does NOT provide cover for any incidents or events for which an individual hirer may be held to be responsible.

This means that if you hire one of the Council's halls and an incident occurs whereby damage is caused to property or injury to a person, and you are found to be negligent, you could be sued for liable or substantial damages. Consequently, in order to give hirers a reasonable level of protection it is a condition of hire that appropriate public liability insurance is in place. If you already have such cover please provide it to the Town Council Office prior to your event.

If you do not have public liability cover, please complete the declaration below. Unfortunately the Council is unable to offer hirer's liability cover to: Commercial organisations, Professional organisations or Political organisations

I hereby apply for hirer's liability insurance cover. I understand that the premium will be 10.5% (including Insurance Premium Tax) of the hire charge, and is payable with the balance of fees when due. I certify that the hiring does NOT fall into the category of commercial organisations, professional entertainers or political organisations. I also understand that the Council may refuse cover in other circumstances, in which case I shall have to arrange my own cover and provide evidence of this.

Signed: **Date:**

IMPORTANT NOTE: Bookings will not be considered to be confirmed unless this declaration is Completed.

<p><u>Declaration</u> By signing this agreement you are confirming that you will abide by the terms and conditions as laid out attached, that you have read, fully understand and agree to these conditions in their entirety. If the terms and conditions are not attached please contact the Town Council Office as an excuse of not reading them will not be permitted at a later date.</p> <p>Signed: Date:</p>
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Terms and conditions of Hire

Please read and review the following completely before signing to accept these terms and conditions of your booking

1. No booking shall be confirmed nor shall any agreement exist unless:
A booking form has been completed by hirers and returned.
A deposit and/or full hire has been paid in advance of the booking.
A completed term and conditions & fire safety form has been signed and returned
Appropriate risk assessments and certification has been copied and attached to the booking form.
Under no circumstances should any event be advertised until all of the above have been received and acknowledged by the Bookings Office.

Hiring and Fees

General

2. Charges are in accordance with the current published rates and are subject to an annual price review, this will usually take effect in April.
3. Fly posting and advertisement using the Town Hall railings is allowed 7 days prior to the event taking place. Hirers must affix the posters or any other advertisements using zip ties or other mechanisms that are non-permanent and will not damage the Town Hall railings.
4. Half hourly bookings will be accepted, but the minimum charge will apply (1 Hour).
5. Hire of the Town Hall between Christmas Eve to New Year's Day will be subject to special consideration by the bookings manager.

Hire and Fees

Town Hall Scale of Charges (2022)

<u>Venue</u>	<u>Charity</u>	<u>Private</u>	<u>Commercial</u>
Whole Building with all facilities	£150 (8 Hours)	£263 (8 Hours)	£440 (8 Hours)
Whole Building (Excluding Council Chamber)	£25/Hour	£40/Hour	£61/Hour
Upper Hall	£15/Hour	£30/Hour	£45/Hour
Lower Hall and kitchen (excluding catering use)	£12/Hour	£25/Hour	£35/Hour
Council Chamber	£60/Hour	£60/Hour	£60/Hour
After Midnight Surcharge	£30/Hour	£30/Hour	£30/Hour
Full Catering Facility	£5	£5	£5
Serving of Alcohol	£27	£30	£45
Sound Equipment	£5	£5	£5
Projector and Screen	£10	£10	£10

6. Occupancy outside the booking session times will incur a charge of £25 per hour or part of.
7. Charity groups must provide proof of a registered charity number at time of booking to ensure charity group 1 rates are applied to the booking. Alternatively proof and amount of donation must be supplied after the event. If these are not provided to the Council's satisfaction the hirer will be invoiced for the difference.
8. Access to the building will only be granted from the start time of your booking – early access is not available. The caretakers will prepare the building with prior instruction but, it is up to the hirer to book the facility to allow enough time for them to set up.
9. You will be expected to have cleared up and vacate the building at the end of your booked time. It is the hirers responsibility to allow sufficient time for them to clear away and leave the building in the condition they found it, this includes the cleaning and putting away of any crockery used. The hirer will be responsible to pay the cost of any significant cleaning required which has not been agreed prior to the event.
10. Events which include the consumption of alcohol are subject to additional fees as stated in the scale of charges.

Cancellation

11. Bookings cancelled with less than 72 hours' notice will result in loss of deposit.
12. Any booking is subject to cancellation by the Council without payment of any compensation if the facilities are required for a public purpose, under condition 8, or in any case where, in the opinion of the council, cancellation of the booking is necessary.

Restrictions and use of the premises

General

13. Full catering facilities with cooking and catering provisions are available on request and situated adjacent to the Lower Hall of the Town Hall.
14. The hirer is completely responsible for the behaviour of people attending functions. For public dances the hirer MUST provide stewards to maintain order. The stewards must be identifiable

as such, appropriately registered and in attendance for the purposes of stewarding, not simply attending the function. The numbers of stewards should be: Up to 70 persons 1 steward, 71-140 persons 2 stewards, 141-220 persons 3 stewards, and 221-250 persons 4 stewards.

15. Events that include the sale of alcohol will need a person with a personal license present. If you require the Town Council's license holder to be present please do let us know.
16. When in use, the premises must be open to free access and inspection by;
 - Authorised officers of licensing authority
 - Police officers
 - Fire authority officers
 - The Chipping Norton town council representative

Authorised officers have authority to take photographs, measurements, recordings and samples.

Restrictions

17. The volume of music played at any event must be reasonable and must not cause nuisance to residents who may live nearby. The hirer will be responsible for complying with any request by the council or their representatives to reduce the volume of music.
18. All rubbish & waste should be removed by the hirer. Waste where possible should be separated and recycled. Food waste should be disposed of responsibly.
19. No posters, notices, fittings or fixtures of any description are to be affixed to the buildings except where fixing points are provided. The cost of making good any damage resulting from a breach of this condition must be paid by the hirer.
20. Use of the stage must be agreed prior to an event if intended for use and an appropriate risk assessment carried out.
21. Use of the hob in the kitchen facilities must be agreed prior to an event if intended for use and an appropriate risk assessment carried out.
22. It is against the law to smoke in the Halls and subject to fixed penalty notices or court action. You must ensure that persons attending your event do not smoke in the building and use the designated smoking areas outside.
23. The hirer is responsible for clearing away discarded cigarette ends from around the entrance doors where the ashtray has not been used. The hirer will be responsible for any additional cleaning charges that may be incurred.

Fire and Health & Safety

The hirer accepts responsibility to act as Fire Marshall, and must familiarise themselves with:

- The Evacuation Plan
- The Assembly Point

And must be able to communicate these to the rest of the guests

1. Exceeding maximum number of persons for each area is ***strictly prohibited***. The maximum person capacity for each room or area is listed below:

Upper Hall (Craft Fair/Exhibition)	24 Stands
Upper Hall (Seated Theatre Formation)	250 (including balcony)
Upper Hall (Banquet)	144
Upper Hall (Dinner Dance – Oblong Tables)	120

Upper Hall (Dinner Dance – 6ft Round Tables)	90
Balcony	56
Lower Hall (Craft Fair/Exhibition)	8 Stands
Lower Hall (Seated Theatre Formation)	75
Lower Hall (Banquet)	40
Council Chamber	16

The total capacity of the Town Hall must not exceed 250

All numbers to include bar staff, stewards, contractors or entertainers

2. Any electrical equipment used within the hall by hirers must have proof of Portable Appliance Testing (PAT) in the last 12 months and be used in an appropriate and safe manner. Extension leads and adapters are not permitted.
3. You must keep every designated exit route free at all times from any other obstruction. You must not conceal viewing, or obstructing access to, any fire-fighting equipment.
4. Disabled persons will have a designated carer who will be responsible for assisting them to exit the building in the event of fire alarm activation.
5. Be aware of the fire assembly points, which are marked by green signs.
6. In the case of an emergency, hirers and users should familiarise themselves with the nearest emergency exit point. In the Upper Hall users should exit through the main doors, and in the Lower Hall, users may exit through either door adjacent to the Lower Hall.

Health and safety

7. **No naked flames**, including but not limited to; candles, tea lights, flammable liquids/gases, portable heaters or paraffin burners are not permitted. If any of the above are found to be in use the damage deposit may be retained in full to cover increase liability.
8. The use of smoke machines or haze machines is not permitted.
9. The hirer will be responsible for the call out charge if the fire brigade attends an alarm call caused by the use of any prohibited items.
10. Hirers or their contractors do not use ladders within the halls without proof of working at Heights certification. Step ladders may be used entirely at own risk.
11. Hirers accept their own responsibility for food hygiene and must have an HACCP food plan in place.
12. Risk assessments should be in place for each booking. If you have hired in entertainers or acts, they will also be required to have appropriate risk assessment and insurance in place, prior to using the hall or rooms.
13. Every care must be taken to avoid spillage. If spillage does occur you must ensure the spillage is cleared up as soon possible using blue hand towel and warm water. No detergents are to be used.
14. Children must be properly supervised and have designated persons who will be responsible for their welfare, this includes but is not limited to monitoring them in the car park, stage, and mezzanine level.
15. The hirer must report any accidents/incidents/near misses to the Town Council Office as soon as possible.
16. The hirer must report any damage to the building as soon as possible.

17. A defibrillator map can be found in the lobby of the Lower Hall. The nearest defibrillator can be found in the Market Street Car Park, inside the silver Phone Box opposite the Sainsburys, OX7 5NQ.
18. First Aid Kits can be found in the Upper Hall bar area, and in the Town Hall Keeper's Office in the Lower Hall.

Disabled Access

The Town Hall is a listed building and does not have a lift to access different floors within the building. Disabled access to the Upper Hall is via the ramp and main doors, and through either door to the side of the Lower Hall. The Town Hall has accessible toilet facilities found behind the bar in the Upper Hall.

The council do not hold themselves responsible in any circumstance for loss, damage, theft, or accident within the buildings beyond their legal responsibility as owners of the Town Hall.

HIRER'S PRIVACY NOTICE

When you hire one of our Public Halls, hire a sports pitch or hold an event on one of our recreation grounds, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent.

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Chipping Norton Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Chipping Norton Town Council at any time).

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Town Clerk, townclerk@chippingnorton-tc.gov.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Council to request this.

Information Deletion

If you wish Chipping Norton Town Council to delete the information about you please contact the Town Clerk, townclerk@chippingnorton-tc.gov.uk

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Town Clerk to object.

Rights Related to Automated Decision Making and Profiling

Chipping Norton Town Council does not use any form of automated decision making or the profiling of individual personal data.

Conclusion: In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Chipping Norton Town Clerk, townclerk@chippingnorton-tc.gov.uk

DRAFT



Chipping Norton Town Council
The Guildhall, Chipping Norton, OX7 5NJ
deputyclerk@chippingnorton-tc.gov.uk
01608 642 341

Dear Hirer,

The attached information is just a guide and is here to help you with the booking process. If you have any issues at all please contact Town Council office at 01608 642341 (deputyclerk@chippingnorton-tc.gov.uk) who will be glad to help.

Floor plan

Please let us know how you want the rooms laid out and include as much relevant information as possible i.e.

- Number of guests, seated or standing
- If the booking includes the sale of alcohol
- Is the use of the Council Chamber required (Mayor's permission needed)
- Any sound equipment required (Roving microphone, 2 lavalier microphones in Upper Hall)
- Is the projector and/or screen required
- Are the full kitchen and catering facilities required (Lower Hall)

This will allow us to get the space prepared before you arrive.

Terms and Conditions

Make sure you read through carefully, especially the fire and Health and Safety sections and make note of any area which will affect you or your group. If there are any aspects you are unsure of please let us know.

Risk Assessment

Please provide the Town Council Booking's Office with a copy of your Risk Assessment, along with all contractors Risk Assessments for our records.

Emergency Contact

If you have any issues regarding your event which need urgent attention please use the numbers on the emergency contact list. This is not to be used for general enquires but we would rather you contacted us with a problem and we can try and resolve it straight away rather than it effect the use of the halls and interfere with your event.

Further information and frequently asked questions can also be found under our venues on our website www.chippingnortontc.co.uk

DRAFT



CHIPPING NORTON TOWN COUNCIL
TOWN HALL LETTINGS
APPLICATIONS

This form should be completed and returned to: The Town Clerk, The Guildhall, Chipping Norton, Oxon, OX7 5NJ.

N.B. No booking is confirmed until payment has been received in full.

1. Name:

Address:

Billing Address (if different from hirer's address):

Telephone No:

Email address:

On behalf of:

Charity Reg No. (If applicable):

Hereby apply for the hire of the following accommodation at the Town Hall for the purpose of:

Accommodation required:

Whole Building, Upper Hall, or Lower Hall	DD/MM/YYYY	Time (eg. 10am-2pm)

Equipment / Other facilities required:

Chairs	YES/NO If YES, Number required:
Sound Equipment	YES/NO
Projector and Screen	YES/NO
Full Catering Facilities	YES/NO
Will alcohol be sold?	YES/NO
Council Chamber *Note – Use subject to Mayor's permission	YES/NO

No metal tipped stilettos to be worn on the Large Hall floor.

The name of the person providing this service must be stated.

In accordance with Regulation 10 the Stewards will be (a minimum of six is required for a public Dance):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

If the Whole Building is hired then two additional Stewards must be named to act in accordance with the Fire Safety Regulation:

- 1.
- 2.

The Town Hall is licensed to sell intoxicants, the hirer (s) must note that the bar must close according to the licence granted by the Magistrates subject to the Councils policy which requires the bar to close at 1.30 am Monday to Friday, 11.30 pm Saturday and 10.00 pm on Sunday.

2. Conditions. I have read the conditions laid down by the Council and agree to observe and abide by them and understand that future permission will be withheld if the conditions are not complied with.
3. Payment. I enclose a remittance for £..... In accordance with the Scale of Charges.

The information on this form is held solely for the purpose of Town Hall bookings and will not be passed to any third party.

SIGNED AND DATED

DD/MM/YYYY:

SIGNATURE:



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE, OX7 5NJ

Tel: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

www.chippingnortontowncouncil.co.uk

TOWN CLERK: Luci Ashbourne

CHIPPING NORTON TOWN COUNCIL

TOWN HALL HIRE – RULES AND REGULATIONS.

1. NO BOOKING shall be confirmed nor shall any agreement exist unless the full amount due shall have been paid to the Chipping Norton Town Council (referred to hereafter as the "Council")
2. WHERE it is desired to cancel an agreement for the hire of accommodation and/or equipment, no refund will be made unless the hirer ensures that a booking of not less value than that to be cancelled is offered to the Council and such booking is accepted by them as a substitute.
3. ANY booking is subject to revocation by the Mayor without payment of compensation, if the accommodation and/or equipment is required for a public purpose, or in any case where, in the opinion of the Mayor, revocation of a booking is necessary.
4. PERSONS hiring accommodation must ensure that decorations etc are removed immediately following each function and in sufficient time to avoid interference with the use of accommodation by subsequent hirers. Where any variation of this rule is desired reference must be made to the Council.
5. LIGHT is normally available when required, and heat throughout the Winter, subject to Clause 6 hereof.
6. NO LIABILITY will be accepted by the Council for loss caused by persons booking the Town Hall or any part thereof, whether due to failure in heating and/or lighting arrangements or to any other cause whatsoever.
7. WATER is obtainable from the kitchen without extra charge.
8. SMOKE MACHINES must not, on any account, be used, as this causes the fire alarms to go off, and the Fire Brigade to arrive.
9. PERSONS hiring the bar in accordance with the application must (a) use only measures or measuring instruments which have been passed as fit for use for trade by an Inspector of Weights and Measures Act, 1963, in relation to the sale of intoxicating liquor.
10. WHERE accommodation is required by Public Meetings, Social Gatherings and similar functions, applicants for the hire of such accommodation must supply the names and addresses of two adult persons appointed to act as stewards, etc, and in the case of Dances SIX Stewards must be appointed and their names and addresses given. The Council may ask for the number of Stewards to be increased to any number they feel is necessary, upon giving written notice to the hirers, and to be responsible to hirers for orderly conduct at the said functions and for any damage to the Hall or rooms or any fixture or fittings thereto or to furniture or equipment therein whilst the said functions are in progress and further to carry out the directions of the Town Hall Keeper if he is present.

For Public Dances a condition of the booking is that additional caretaking will be provided by the Council at the hirers' expense. It is recommended that for private parties, the hirers of the Hall should provide two Stewards in addition to the two persons required to act as Fire Stewards.

11. PERSONS to whom accommodation and/or equipment is hired are responsible to the Council for orderly conduct in the use of such accommodation and/or equipment, for any damage or injury caused thereto, and in the case of equipment, for loss thereof. Hirers are further responsible for any damage or injury to furniture, equipment or articles contained in the Hall or Rooms and for the loss of any such furniture, equipment or articles if they should be unlawfully removed, taken or stolen whilst the accommodation is in the occupation of the said hirers.

By completing and signing the Form of Application, hirers -

- i) undertake to reimburse or pay to the Council all costs, charges or expenses which may be incurred by the said Council as a result or consequence of any such damage, injury or loss as is mentioned in Clauses 9 and 10 hereof
- ii) agree that the decision of the Council as to the amount of any such costs, charges or expenses as are mentioned in Clause 10 (I) hereof shall be final and binding upon the said hirers.
- iii) Undertake in the case of dances that cloakroom attendants shall be in charge of the Ladies' and Gentlemen's cloakroom for the period during which accommodation is occupied by the said hirers.

12. THE COUNCIL accept no liability for any goods or exhibits stolen and it is recommended that hirers insure goods and valuables on display against burglary, particularly when left in the Town Hall overnight.

13. NO PERSON shall affix to our place on the Town Hall premises any flagpole, advertising board or similar erection unless written permission shall first have been obtained from the Town Clerk

14. THE COUNCIL, as manager, is the holder of the Theatre License in respect of the Town Hall. Hirers intending to use the Town Hall for purposes covered by the said license must ascertain from the Guildhall the Rules and Regulations applicable to the said license and comply therewith.

15. DRIVING OF NAILS, screws, staples, etc. into part of the Town Hall or into the fixtures and fittings thereof is prohibited and in this connection the attention of hirers is drawn to clause 10 above.

16. NO POLITICAL MEETINGS may be held in the Town Hall on Sundays.

17. NO DANCES or other functions shall terminate later than the following times :-
Saturdays – Midnight. Sunday 22.00 pm. Monday - Friday 2.00 am.

No metal tipped stilettos to be worn on the Large Hall floor.

An extension to 2.00 am may be granted to the Hirer on application to WODC. If granted, the Hirer shall pay an extra charge as laid down in Scale of Charges.

18. NO ENTERTAINMENT shall be held or given which will involve any increased risk of fire or vitiate any policy insurance without

- (a) previous notice being given to the Town Clerk and
- (b) a special insurance of the premises being arranged, the Hirer paying the additional premium required.

19. PERMITTED NUMBERS

Dancing in the Large Hall 180

Seated 250 (including 57 in balcony) – Theatre productions etc.

Lower Hall 40

Lounge 35

Total number permitted in the Whole building not to exceed 250

20. I hereby undertake to ensure that refuse of any description deposited by either the Hirer, Caterers or Person providing the Bar is removed from the premises before the termination of the function.

By signing the Town Hall booking form, Hirers adhere to the Rules and Regulations

Agenda item 7b – Town Hall professional fees

Last year the Council employed Sidley's to conduct a quinquennial survey on The Town Hall.

This report has been received and reviewed by this committee and contains recommendations for extensive works to be carried out on the roof, some structural work, and various surveys to ensure the building is compliant and safe.

Due to the nature and cost of the proposed works it would be in the Council's interest to employ a professional agent to project manage, write tender specifications, and manage contractors.

The Clerk contracted Sidley's but has not had a reply. Therefore Alder King Property consultants were approached and after having an initial scoping meeting they have sent in a fee proposal for the project which is attached to this report.

The Clerk has taken advice and the proposed fees of 12% of the project total is standard practice and an expected amount given the size of the project and the expertise required.

Please note the attached quotation and costings for a measured survey of the Town Hall to be undertaken, which will be required before the project can commence.

Recommendations

- a. That the fee proposal from Alder King is accepted in order that the recommendations from the Quinquennial Survey can be undertaken.
- b. That the measured survey quotation is accepted in order that tender specifications can be drawn up.

Our Ref: SI/0132/PW

10 May 2022

**alder
king**

PROPERTY
CONSULTANTS

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

By Email Only (townclerk@chippingnorton-tc.gov.uk)

Dear Luci

CHIPPING NORTON – TOWN HALL PROPOSED WORKS

Following our Zoom meeting and the information provided by you, I am pleased to set out our fee proposal for providing Project Management and Contract Administration in respect of the proposed works at Chipping Norton Town Hall.

In respect of this my understanding is that the works will comprise those items recommended in the Quinquennial Condition Survey carried out in July 2021 by Sidleys Chartered Surveyors, including both the short term and long term recommendations. A detailed brief will be agreed with the Council following our own inspection of the building and liaison with the relevant parties at the Council. The works will also be subject to Listed Building Consent and we have included for necessary liaison with the North Oxfordshire Conservation Officer.

While Alder King would be the Principal Designer for the works, advice may be required from Structural Engineers and Mechanical and Electrical consultants depending upon the ultimate scope of the works. I have not included for these fees at this time but would discuss any additional costs with you prior to these being incurred.

In order to provide our fee proposal I have assumed that the works to the building will have an approximate budget of circa. £250,000 - £350,000 including the works to the roof, external and internal areas. You have advised that VAT is recoverable on works to this property. VAT and fees are not included in this sum.

In respect of Alder King's proposed Contract Administration role I will briefly confirm the scope and extent of our remit to be as follows:-

- Liaise with you as the client in order to further establish and agree the required brief and to agree the full scope and extent of the works.
- Agree and co-ordinate with any required specialist sub-consultants as found necessary once the scope is agreed.
- Prepare any required design drawings.
- Co-ordination of the applications for Statutory Consents of the required works.

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Luci Ashbourne, Town Clerk
Chipping Norton Town Council
10 May 2022



- Prepare a detailed specification / schedules of works, drawing together the tender documentation prior to tender issue.
- Formally tendering of works to an agreed and approved list of Contractors in order to seek fixed priced quotations for the works or negotiation with any agreed Contractor to arrive at a fixed Contract sum.
- Analysis of all tender returns formally reporting with recommendations regarding progression of the works and appointing the Contractor.
- Formal appointment of the Contractor on your behalf utilising a JCT form of Contract and liaison and agreement with yourselves.
- Monitoring of the Construction works through to completion, chairing and minuting formal progress meetings as required and co-ordinating the Contractors works with the client team. Dealing with all certification of payments, formal sign off on completion of the works, preparation and issuing of snag lists, monitoring of all the snagging and dealing with all associated Contract Administration matters on the project through to final completion of sign off.

Our proposed fee will be calculated as a percentage of the appointed Contractors tender return price or the Contractors Agreed Final Account, whichever is the greater, at the rate of 12%, assuming the above general level of budgets.

In the event that there is significant divergence to these costs we would reserve the right to discuss this with you further. This applying both in respect of a significantly smaller or greater Contract Sum the impact of which we would need to assess and seek agreement with you.

Similarly in the event that the works do not progress I would seek to discuss any abortive fee with you based on a time spent to date basis at that time.

With regard to Planning and Listed Building Consents, we have included for liaison with the Conservation Officer in respect of the proposed works, which are mainly repairs to the building, within our fee. Should a formal Planning or Listed Building Application be required, this would be subject to an additional fee calculated on a time expended basis which I propose be capped at £2,500.

Based on the information provided, there are limited drawings available of the building. We have requested a quote from a survey company for the preparation of layout plans and elevations which would be useful both for your own records, for the purposes of the specification of the works and in particular, should a formal application be required for Planning or Listed Building Consent. I will confirm these costs to you as soon as they are received in the next couple of days.

The above fee proposal excludes undertaking the role of Principal Designer under the CDM Regulations which I have separately identified below.

In relation to the fee for Contract Administration, I have assumed that 50% of our fee will be payable on return of tenders which covers our involvement for liaison and co-ordination through planning and tender stages. The remaining 50% falling due in relation to the administration of the project on site. Of this I would propose a 5% retention of our fee until the final sign off on expiry of the 12 month defect rectification period. We would also look to agree interim monthly or similar stage payments with you as appropriate as the contract progresses based on time input and expenditure to date.

Please note that Alder King's fee in relation to the above excludes any statutory application fees i.e. Building Regulations, Planning etc. together with any specialist Consultant appointments over and

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Luci Ashbourne, Town Clerk
Chipping Norton Town Council
10 May 2022



above those identified such as Structural Engineers etc. which we would seek to make recommendations on and seek your approval of as required. I have also excluded at this stage for any warranty provision or associated legal costs associated with this but if needed this can be provided.

Based on the scope of the works required, this project will fall into the criteria of the Construction Design and Management Regulations 2015. In this regard, as the Employer you will be responsible for the appointment of a Principal Designer.

As the client your Principal duties are to make suitable arrangements for the management of the project including making sure:-

- Other duty holders are appointed as appropriate.
- Sufficient time and resources are allocated.
- Sufficient information is prepared and provided to other duty holders.
- The Principal Designer and Principal Contractor carry out their duties.
- Suitable welfare facilities are provided.

The Principal Designer's role is to plan, manage, monitor and co-ordinate Health and Safety in the pre-construction phase of the project. This includes:-

- Identifying and eliminating or controlling foreseeable risks.
- Ensuring Designers carry out their duties.
- Preparing and providing information to other duty holders.
- Liaising with the Principal Contractor to help in planning, management, monitoring and co-ordination of the construction process.

In dealing with all issues arising out of the CDM regulations including acting as the Principal Designer under the current regulations our fee would be proposed at a rate of 1% of the Construction Contract Sum.

In the event of our appointment and in order to comply with our quality assurance procedures, I would highlight that our appointment is subject to Alder King's Standard Terms and Conditions of Engagement, under which we operate. I attach copies of these for your information, which I trust are satisfactory.

In respect of this I am obliged in particular to draw your attention to the provisions relating to asbestos. Alder King is not qualified to offer comprehensive advice about asbestos related matters and where concerns regarding asbestos exist, we would recommend advice is sought from specialist consultants, as appropriate.

I would also like to draw your attention to the fact that any reference to "Alder King" in the enclosed terms or instructions given by you to Alder King, is a reference to Alder King LLP, a limited liability partnership registered number OC306796, whose registered office is at Pembroke House, 15 Pembroke Road, Bristol BS8 3BA.

I trust that all of the above is suitable and clear and that our fee proposal is acceptable. In the event of agreement to proceed, I am obliged to request confirmation of instructions, either in writing by way of formal letter or by way of email.

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Luci Ashbourne, Town Clerk
Chipping Norton Town Council
10 May 2022



In relation to any appointment Alder King aims to offer all clients an efficient and effective service and I am confident that we will do so in this case. If however you have concerns at any stage, please raise them with my colleague Paul Montague, the Head of Alder King's Building Consultancy Team or if you feel unable to do so or if at any time you are not satisfied with the response you receive, please contact Clare Potter, Alder King's Compliance Officer, who has overall responsibility for the care of our clients.

I hope this proposal is acceptable but should you have any questions please don't hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read "S. Iserman".

**SARAH ISERMAN BSc (Hons), MRICS
Partner**

email: siserman@alderking.com
direct dial: 01452 627129
mobile: 07990 891 003

Enc

1. These Assumptions and Caveats should be read in conjunction with the report with which they form part.
2. We have prepared the attached report from a visual inspection of the property, without lifting floors or floor finishes, removing furniture or fixtures and fittings. Neither have we removed suspended ceilings or inspected roof voids, other than when specifically identified.

Our report cannot comment with any authority on the condition of those parts, which have not been inspected.

We have specified those areas of the property, which we were unable to inspect, for whatever reason, including if our surveyor considered it unsafe to do so.
3. We have not carried out, nor arranged for, specialist tests of ground conditions, of any part of the structure or sub-structure, or the electrical, heating, air conditioning or other services to the property or beneath the site.
4. In view of these limitations those relying on this report should be aware that:
 - 4.1 we are unable to confirm that the property is free of asbestos, high alumina cement, calcium chloride additives, calcium silicate brickwork, radon gas seepage, woodwool slabs used as permanent shuttering, PCB's, alkali silicate reaction, mundic block, woodworm or timber rot, wall tie failure, CFC's (in air conditioning systems), polyurethane insulation, or other environmentally damaging, deleterious materials or techniques in the construction or alteration of the property or present in or on the site.
 - 4.2 unless we have stated otherwise we have not been made aware of the contents of any environmental audit, land quality statement, soil, land or mining survey, which may identify contamination/pollution, the presence of Knotweed of any form, Toxic Mould, or other adverse conditions. Where such a report has been provided, we rely upon the information contained without liability in respect thereof.
 - 4.3 no measurements or calculations have been made of the load bearing capacity of the foundations, floors or other elements of the structure unless otherwise stated and they are therefore assumed to be suitable for the present or proposed use.
 - 4.4 where we have commented regarding disabled access, our comments are not to be construed as an audit under the requirements of the Disability and Equality Act 2010.
 - 4.5 where we have commented regarding fire risk, our comments are not to be construed as a Fire Risk Assessment under the requirements of The Regulatory Reform (Fire Safety) order 2005.

we recommend that independent specialist advice be sought on each of the above matters.
5. Under the Control of Asbestos Regulations 2012 (CAR 2012), the owner or tenant of the property, and anyone else who has control over it and/or responsibility for maintaining or repairing it, may be under a statutory obligation to detect and manage any asbestos or asbestos related compounds contained within the property. Failure to comply with the CAR 2012 is an offence and could adversely affect the value of the property.

The detection and management of asbestos and asbestos related compounds is beyond the scope of our expertise and does not form part of the services that we have agreed to provide in respect of the property. Accordingly:
 - (a) we do not accept any responsibility for, and you should not place any reliance on us in respect of, the detection and/or management of any asbestos and/or asbestos related compounds contained in the property;
 - (b) we strongly recommend that you obtain advice from specialist environmental consultants in respect of asbestos related issues;
 - (c) in giving any valuation for, or otherwise providing any services in connection with, the property, we will assume that the CAR 2012 have been complied with fully in respect of the property and that there are no asbestos related issues that might adversely affect the value of the property.
6. We have relied upon the information supplied by the instructing client and/or his professional advisors and upon verbal enquiries of the Local Authorities.
Accordingly we have assumed that the ownership details and authorised planning use are accurate and have taken no account of any covenants, restrictions or easements which may affect the title of the property nor of any outstanding notices or liabilities under the Defective Premises Act 1972.

Assumptions & Caveats Applying To Alder King Building Inspections



7. The report is provided for the stated purpose only and for the sole use of the named client. It is confidential to the client and its professional advisors. We accept no responsibility whatsoever to any third parties and should they choose to rely on this report, they do so entirely at their own risk (even if they have paid in order to do so).

The Terms of Engagement set out below, combined with our General Terms of Engagement, constitute the limitations within which Alder King undertake Building Consultancy services on behalf of its clients.

1. Consultant

The Consultant is Alder King LLP, whose registered office is at Pembroke House, 15 Pembroke Road, Clifton, Bristol BS8 3BA.

2. Client

The Client is the person, firm or company to whom Alder King is to provide Building Consultancy services, in accordance with the letter of instruction sent to the Client by Alder King.

3. Building Consultancy Services

Alder King shall undertake Building Consultancy instructions on the basis of both our General Terms of Engagement, and those specifically set out herein.

Alder King will not permit variations to these Terms of Engagement unless agreed in writing between the Client and Alder King.

All Building Consultancy services shall be undertaken in strict accordance with the letter of instruction sent by Alder King to the Client. Where details of the service to be provided by Alder King are not detailed in the letter of engagement, the service shall be in accordance with the latest edition of the Standard Terms of Engagement for Building Consultancy Services issued by the Royal Institution of Chartered Surveyors.

4. Payment Terms

The Client will be liable to pay fees due to Alder King in accordance with the letter of engagement. Where interim charges are to be levied, these shall be in accordance with the letter of engagement or, if none are stated, based on a percentage of the value of works completed.

All fee accounts are due for settlement on demand.

Any invoices not paid within 21 days of becoming due will attract interest at 4% above the base rate of Lloyds Bank plc from time to time, both before as well as after any judgement.

Alder King will not accept liability for recovery of fees from a third party. The Client will remain responsible for payment of all fees.

Where appropriate on an on-going basis for a period greater than 12 months, Alder King reserve the right to review and increase fees in September of each year, in line with Alder Kings annual inflationary review of charges.

5. Disbursements

Unless otherwise stated in the letter of engagement, all reasonable out of pocket expenses incurred will be charged in addition to the net fee quoted.

6. VAT

All fees are subject to VAT at the current rate from time to time.

7. Contracts (Rights Of Third Parties) Act 1999

This Agreement is enforceable by the original parties to it and by their successors in title and permitted assignees. Save as provided in Alder King's General Terms of Engagement, nothing in this agreement will confer any rights on any person under the Contracts (Rights of Third Parties) Act 1999.

8. Health & Safety At Work Act 1974

In accordance with the Act the Client is duty bound to immediately advise Alder King of any known circumstance(s) or contaminant(s) at or in the property which may affect the health and safety of any Alder King employee.

9. Asbestos

Under the Control of Asbestos Regulations 2012 (CAR 2012), the owner or tenant of the property, and anyone else who has control over it and/or responsibility for maintaining or repairing it, may be under a statutory obligation to detect and manage any asbestos or asbestos related compounds contained within the property. Failure to comply with the CAR 2012 is an offence and could adversely affect the value of the property.

The detection and management of asbestos and asbestos related compounds is beyond the scope of our expertise. Accordingly, and notwithstanding any comments that we may make in connection with asbestos related issues elsewhere in our report:

- (a) we are unable to state whether asbestos or asbestos related compounds are absent from the property and no reliance should be placed on us in respect of the detection and/or management of any such substances that may be contained in the property;
- (b) in giving any valuation of the property as part of our report, we have assumed that the CAR 2012 have been complied with fully in respect of the property and that there are no asbestos related issues that might adversely affect the value of the property. If this assumption is in fact incorrect, the valuation figures set out in our report may be adversely affected;
- (c) we strongly recommend that those relying on our report obtain advice from specialist environmental consultants in respect of asbestos related issues.

10. English Law

The agreement between us is governed by English law and is subject to the exclusive jurisdiction of the courts of England and Wales.

11. Bribery Act

The parties and any persons associated with them performing services in connection with this agreement shall:

- (a) comply with all applicable laws, statutes and regulations relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010;
- (b) have in place and maintain their own policies and procedures including but not limited to adequate procedures under the Bribery Act 2010, throughout the term of this agreement;
- (c) promptly report to the other party any request or demand which would amount to a breach of either this agreement or Alder King's Anti-Corruption and Bribery Policy. Full details of the policy are available on request.

Introduction

The "General Terms of Engagement" set out in the following parts of this document are those that are common to all our business areas and apply to all work that we do for you from time to time. In addition to these terms, the following documents may also apply:

- (a) an engagement letter for the particular piece of work that you have asked us to do; and/or
- (b) "specific Terms of Engagement" that are specific to the particular area of business on which you have instructed us.

Where there is any conflict between any engagement letter, the Specific Terms and the General Terms, the engagement letter will take precedence over both of the other documents and the Specific Terms will take precedence over the General Terms.

In these General Terms "we" and "us" and "Alder King" mean Alder King LLP, a limited liability partnership registration number OC306796, whose registered office is at Pembroke House, 15 Pembroke Road, Bristol BS8 3BA. "You" means the client to whom we are to provide services, and (if it is a different person) the person who will be responsible for the payment of our fees.

Payment

We will explain in our engagement letter and/or the relevant Specific Terms of Engagement what fees and expenses you must pay us. Unless we indicate otherwise in these General Terms of Engagement or in our engagement letter or Specific Terms, all our invoices must be paid within 21 days of the date they are issued.

If you fail to pay any invoice by the due date for payment, then we reserve the right (in addition to any other right we may have, whether under the relevant Specific Terms or otherwise) to take either or both of the following steps:

- (a) charge you interest on the overdue amount at the rate of 4% above the base rate of Lloyds Bank plc (as varied from time to time) and to continue charging this interest even after we obtain any judgement against you;
- (b) suspend the provision of any further services to you until you have paid us in full and we are satisfied that further invoices will be paid on time.

Instructions

Our ability to provide you with services depends upon you giving us proper instructions. You must therefore provide us, promptly and at the times we need it, with all the information that we ask for to enable us to provide services to you. You must also ensure that this information is accurate and complete and updated as necessary.

Confidentiality

We will keep all information relating to you and your affairs confidential and will not disclose this information unless you agree we should, or it is within the scope of our instructions to do so (e.g. a disclosure to other professional advisors) or we are required to do so by law, by our insurers or by our professional rules. We may also make a limited disclosure of personal details for marketing purposes as envisaged by the Data Protection section below.

We will communicate with you at any address or telephone number we have for you, unless you ask us not to use a particular address or number. If we have an email address for you or other relevant people, we will commonly use this to communicate in relation to the work we are doing for you. However, email travels over the public internet and is subject to its shortcomings: once a message has left our server we cannot guarantee that it will remain confidential, or when, or even whether, the message will arrive. If you would prefer that we do not use email communication when working for you, please notify us in writing.

General Data Protection Regulations

By agreeing to these General Terms of Engagement you give permission for Alder King LLP to collect, store and process any personal and business data you provide to us either as the Data Controller or the Data Processor. Data will not be shared with any third party, other than when contracted by Alder King to act on our behalf in the delivery of the service for which you instruct us or as required by law. In addition to the service provided to you, you may elect for Alder King to use these details to provide you with information about other similar services and briefings on property issues. For more information please see our attached Privacy Notice which can also be found at www.alderking.com

Should you wish to amend or request that we delete your personal data held, please write to the Data Protection Officer at Alder King, Pembroke House, 15 Pembroke Road, Bristol BS8 3BA or email DPO@alderking.com

Money Laundering Regulations

As part of our obligations under the UK Money Laundering Regulations 2017, Alder King LLP will require any client to provide proof of identity along with any other required documents upon confirmation of instruction.

Copyright

Copyright in all documents we produce is owned by us. You may copy any document we produce for you, but you must not modify, re-use or adapt any documents we produce for you without our written agreement. We also reserve all our legal rights to be identified as the creator and copyright owner of any document we produce. We may re-use for whatever purpose we think fit any documents or parts of any documents we produce for you, but in doing so will not disclose any information which is confidential to you.

Liability

We want you to have confidence in the quality of service that you can expect from us. However, in the unlikely event that things were to go wrong, we would seek to limit our liability to you in certain ways, as described in the following paragraphs. For legal reasons, we have to use a precise form of words when describing these limits. If you have any queries about what these words mean, please raise them with our Managing Partner.

We may sometimes refer in our engagement letter, in our Specific Terms of Engagement or in other correspondence with you, to a specific limit of liability or other special condition that will apply to a particular piece of work. Regardless of whether we do so, our liability will in any event be limited in the ways described in the following paragraphs.

For the purposes of the following paragraphs on liability and asbestos:

- (a) "we" or "our" or "us" means Alder King LLP and its associated companies and also includes any successor firm, limited liability partnership or company;
- (b) "you" or "your" means you, the client for whom we have agreed to provide services, and also includes, if we are found to owe any legal duties to them, any of your related or associated companies and/or any shareholders, officers, employees or consultants of yours or any of your related or associated companies;
- (c) a "claim" means any claim or demand for compensation or damages made (on whatever basis) against us and/or one or more of our members, partners, officers, employees or consultants. If a number of claims arise directly or indirectly from the same cause or event, then they will be treated as one claim, rather than a series of claims. This applies whether the multiple claims are made against or involve one or more of the persons or entities of which "we" are comprised and whether made by the same or different claimants.

You agree that you will not make any claim or take any action personally against any of our individual members, partners, officers, employees or consultants. However, this does not alter any liability that we as a firm may have for the negligence of any of these individuals.

We will not have any liability to you in respect of any claim unless and until you have paid us in full for all fees and other sums due to us for the services in question.

We will not be liable to you for any loss of anticipated revenue or savings, loss of profit, loss of contracts or business opportunities, loss of goodwill, damage to reputation or indirect or consequential loss or damage (whether caused by our negligence or that of any of our members, partners, officers, employees or consultants, or otherwise) that arises out of or in connection with the services we provide, or agreed to provide, to you.

The total liability of us and our members, partners, officers, employees or consultants in respect of each and every claim will not in any circumstances exceed the limit of professional indemnity insurance cover that we are able to maintain from time to time. As at the date on which these General Terms of Engagement were issued we have insurance cover for most claims of up to £20,000,000 (twenty million pounds) per claim (inclusive of interest and legal and other costs). We will endeavour to maintain a similar or greater level of cover in the future, but if changes to the insurance market and the level of cover that is available at commercially reasonable rates mean that we have to reduce our level of cover, then the limit of our liability will be reduced accordingly.

We will not be liable to you for any delay or failure in providing services, where that delay or failure is caused by circumstances beyond our reasonable control.

The limitations and exclusions referred to in these General Terms of Engagement will not apply to liability for fraud, or death or bodily injury, or for any other liability which cannot lawfully be excluded.

Asbestos

Under the Control of Asbestos Regulations 2012 (CAR 2012), the owner or tenant of a property, and anyone else who has control over it and/or responsibility for maintaining or repairing it, may be under a statutory obligation to detect and manage any asbestos or

asbestos related compounds contained within the property. Failure to comply with the CAR 2012 is an offence and could adversely affect the value of the property.

The detection and management of asbestos and asbestos related compounds is beyond the scope of our expertise and does not form part of the services that we have agreed to provide to you. Consequently:

- (a) we do not accept responsibility for, and you should not place any reliance on us in respect of, the detection and/or management of asbestos and/or asbestos related compounds in or on a building or site;
- (b) we strongly recommend that you obtain advice from specialist environmental consultants in respect of asbestos related issues;
- (c) in giving any valuation for or otherwise providing any services in connection with a property, we will assume that the CAR 2012 have been complied with fully in respect of the property and that there are no asbestos related issues that might adversely affect the value of the property;
- (d) neither we nor any of our members, partners, officers, employees or consultants will in any circumstances be liable for any claim arising out of or in connection with the presence of asbestos or asbestos related compounds in or on a building or site.

Termination

We will usually specify in the relevant Specific Terms of Engagement how and when either of us may terminate the engagement.

In addition to any rights of termination referred to in the relevant Specific Terms, we have the right to give you notice to terminate the engagement immediately if at any time it becomes appropriate for us to do so. Without limiting our rights in any way, it may be appropriate for us to terminate immediately in the following situations:

- (a) you fail, in any significant way, to comply with our Terms of Engagement (whether set out in the engagement letter or the relevant Specific Terms or these General Terms). Examples of such a failure might include late payment of our invoices or failure to give us proper instructions when we need them;
- (b) you become insolvent, or it appears to us that you are likely to become insolvent;
- (c) it becomes necessary for us to terminate for professional reasons e.g. if a conflict of interest arises.

For the avoidance of doubt, if an engagement is terminated early, you will still be responsible for paying us the fees and expenses that we have incurred up to the date of termination. In addition, if we terminate an engagement under the previous paragraph, any outstanding invoices, together with any new invoices that we then raise in connection with that engagement, will become due for payment immediately.

Complaints Procedure

Alder King has a complaints procedure, which applies to all instructions undertaken. In the event of a client being dissatisfied with the service, the complaints procedure is as follows:-

If you wish to raise a complaint, you should contact the Compliance Officer, Clare Potter, Alder King, Pembroke House, 15 Pembroke Road, Bristol BS8 3BA, who will personally conduct a review of your complaint and contact you within 21 days to inform you of the conclusion of her review.

If you remain dissatisfied with any aspect of our handling of your complaint, you may choose to resolve this promptly through negotiation, or otherwise agree to enter into mediation with us conducted by a qualified mediator to be agreed between us or nominated by The Royal Institution of Chartered Surveyors.

If the complaint has still not been resolved to your satisfaction we agree to the referral of your complaint to **The Centre for Effective Dispute Resolution (CEDR)**, details of their scheme can be found via their website www.cedr.com/consumer/rics or by Telephone on (0) 207 536 6116. All cases referred to CEDR will be dealt with under the RICS Scheme Rules, which are provided by the RICS Regulation.

Third party rights

The paragraphs above under the headings "Liability" and "Asbestos" are for the benefit of and (where applicable) may be enforced by any of our partners, members, officers, employees and consultants individually. Apart from this, none of the terms of our agreement with you are intended to be enforceable by any third party under the Contracts (Rights of Third Parties) Act 1999.

English Law

The agreement between us is governed by English law and is subject to the exclusive jurisdiction of the courts of England and Wales.

Bribery Act

The parties and any persons associated with them performing services in connection with this agreement shall:

- (a) comply with all applicable laws, statutes and regulations relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010;
- (b) have in place and maintain their own policies and procedures including but not limited to adequate procedures under the Bribery Act 2010, throughout the term of this agreement;
- (c) promptly report to the other party any request or demand which would amount to a breach of either this agreement or Alder King's Anti-Corruption and Bribery Policy. Full details of the policy are available on request.




Quotation No.	SB7446		
Quotation Date	Wednesday, May 11, 2022		
Site Address	Town Hall, High Street, Chipping Norton, OX7 5AB		
Company	Alder King	Phone	07990 891003
Company Address	Pembroke House, 15 Pembroke Road, Bristol BS8 3BA		
Contact Name	Sarah Iserman	Email	siserman@alderking.com


PROJECT BRIEF


Measured Building Survey Of Chipping Norton Town Hall.
 Measured Building Survey Providing Ground, First Floor & Second Floor Plan.
 Cost Option For UAV Drone Survey Providing Roof Plan.
 Referenced To OS GPS Datum, Delivered In 2D AutoCAD & PDF Prints.

SAFETY MANAGEMENT	Pre Survey Safety Inspection (Lead Surveyor)
ROOF SURVEY	UAV Roof Survey

SERVICE PROVISION & FEES

DIGITAL MEASURED BUILDING SURVEY (BLUE)		 SCAN SUB TOTAL £3,150.00
Datum:	GPS	
Survey Demise:	Red Outline (Location Plan)	
Survey Specification:	SB7446 Digital Measured Survey Specification.	
Deliverables:	Floor Plans, Elevations	
Drawing Standard:	Surveybase 2D AutoCAD Standard	£3,150.00

COST OPTION - UAV DRONE SURVEY		 SUB TOTAL £1,565.00
Datum:	GPS	
Survey Demise:	Red Outline (Location Plan)	
Survey Specification:	SB7446 Digital Measured Survey Specification.	
Deliverables:	Roof Plan	
Drawing Standard:	Surveybase 2D AutoCAD Standard	£1,565.00

TERMS & CONDITIONS		 GRAND TOTAL £4,715.00
The quotation is presented exclusive of VAT and is valid For 90 Days		
The quotation is based on Surveybase Limited Standard Terms & Conditions.		
Paper plots are available in black at white at £10 per print plus £5 postage.		
Support: jane.spencer@surveybase.co.uk Direct Dial 01225 541502	C-C-C	



WHAT YOU CAN EXPECT FROM SURVEYBASE

Surveybase may not always be the cheapest proposition in your tender process, but we believe we offer the best solution for your project, and here's why...

We have a clear service charter, a promise to you. When you decide to appoint our professional and friendly service this is what you can expect to receive no matter the scale of works...

The Survey Association

We are full members of The UK Survey Association a respected geomatics organisation driving forward industry standards and lobbying government on best practice operational procedures.

Project Contact

A Survey Manager will oversee all aspects of your project and be your single point of contact from beginning to end.

Survey Specification

No matter the scale of the project, you will receive a written specification that sets out all features of the survey and how and when it will be delivered.

Courtesy Call

You will receive a courtesy call from our surveyor to introduce themselves and confirm the date and time of their arrival.

Code of Practice

Our Surveyors follow a Code of Practice that protects themselves and your belongings. They wear protective clothing including full PPE and overshoes. If they must move articles or furniture, they will seek your permission first.

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Surveybase is accredited by SSIP (Acclaim) and our surveyors are first aid trained, certified to work at heights, on the highway and in confine spaces.

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Our surveyors possess enhanced DBS security clearance, dressed in company uniform and have identification cards.

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With over 25 years' experience, we have overcome the most challenging survey environments. Our Surveyors and Technicians collaborate to deliver precise survey data that will meet the geomatic objectives of your project.

Assurance of Quality

Each project is passed through our rigorous quality assurance audit before being approved for delivery.

Post Delivery

We remain on hand to answer your questions and provide technical support to your Architect throughout the design and construction phase.

There are many organisations offering surveying solutions, but few delivering the degree of care, service, and precision of Surveybase. Build your project on a trusted foundation and appoint Surveybase today.

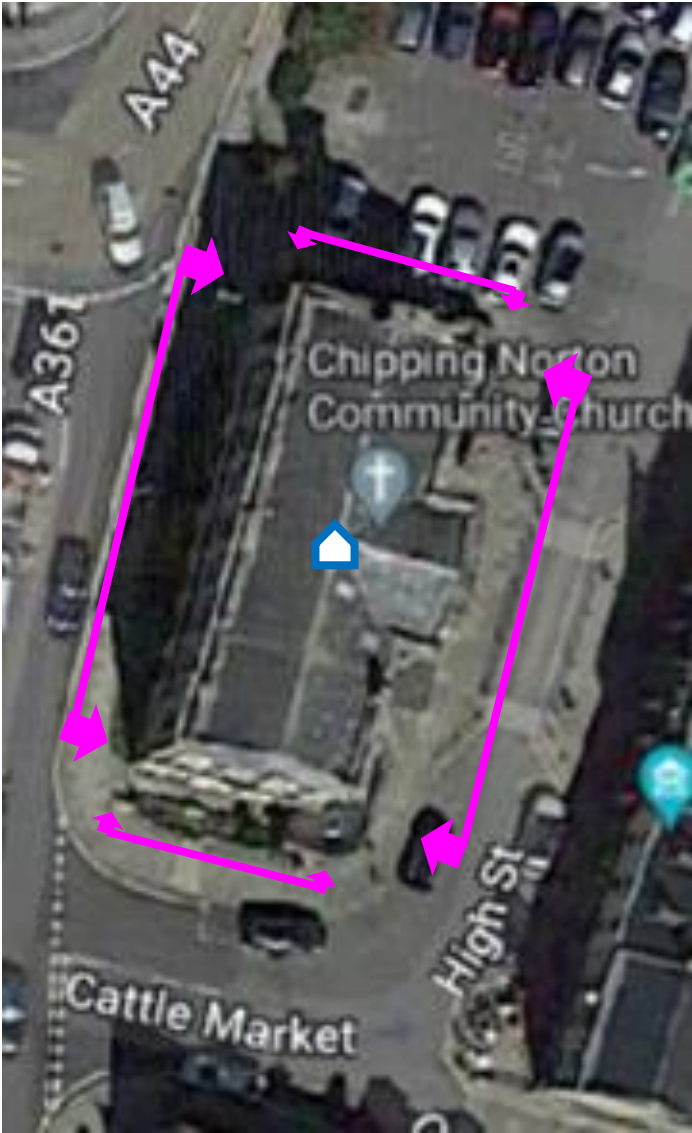
David

David Ascott
Founder & Director





Surveybase Limited. Head Office: Northside Business Park, Chilcompton, Bath. BA3 4ET
London 02039 066892 | Bath 01225 314370 | hello@surveybase.co.uk | www.surveybase.co.uk

Registered In England & Wales No. 350 5887



Notes

Key To Plan

 **MBS SURVEY**
 **MBS ELEVATIONS**

SB7446

PROJECT ADDRESS

Town Hall, High Street, Chipping Norton, OX7 5AB.
SURVEY BRIEF

Measured Building Survey Of Chipping Norton Town Hall.
 Measured Building Survey Providing Ground, First Floor & Second Floor Plan.
 Cost Option For UAV Drone Survey Providing Roof Plan.
 Referenced To OS GPS Datum, Delivered In 2D AutoCAD & PDF Prints.

SURVEY RISK ASSESSMENT

Pre Survey Safety Inspection (Lead Surveyor)

PPE

ID, Uniform, Mask, High Viz Clothing

SURVEY PROGRAMME

SURVEY DATE	DURATION	REGISTRATION	LEAD SURVEYOR	2D PROCESS	3D PROCESS	QA	COMPLETION
TBC	TBC	TBC	TBC	TBC	N/A	TBC	TBC

SURVEY DELIVERABLES

FLOOR PLANS	ELEVATIONS	COST OPTION - ROOF PLAN	ROOF PLAN					
3	4	1						

SURVEY METHODOLOGY

DATUM	DEMISE	INVESTIGATION	INSTRUMENTS	STATIONS
GPS	Red Line	UAV Roof Survey	GPS & 3D Laser Scan (Monochrome)	Permanent (1)

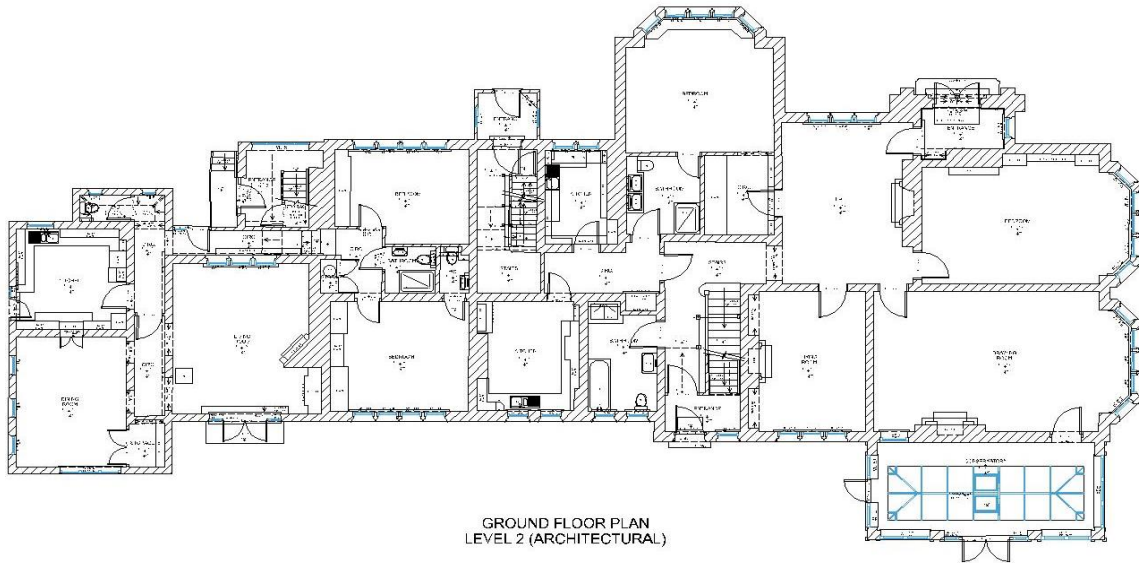
MEASURED BUILDING SURVEY FEATURES

SCALE	LEVEL OF DETAIL	LEVELS & HEIGHTS					STAIRCASE & STEPS LEVELS		
1:100	Level 2 (Standard)	2M Curtilage	Floor Levels	Ceiling Height	Head Height	Sill Height	Bottom Of Flight	Top Of Flight	
FLOOR PLANS									
Walls	Structural Openings	Columns	Beams	Doors	Door Frames	Door Swing	Window Frames	Window Sills	Rooflights
Staircase	Steps	Loft Hatch	Fireplace Mantle	Fireplace Hearth	Sanitary Furniture	Fitted Furniture			
ROOF PLAN									
Walls	Ridge Lines	Eave Lines	Ridge Tiles	Rooflights	Chimney & Pots	Guttering	Downpipes		
ELEVATION PLANS									
Ground Level Line	Floor Level Line	Walls	Ridge Lines	Eave Lines	Ridge Tiles	Chimney & Pots	Rooflights	Structural Openings	Doors
Door Frames	Window Frames	Window Sills	Steps	Guttering	Downpipes	Masonry Features			
MEP (BUILDING SERVICES) SURVEY									
Mains Intake	Boiler								

DIGITAL DATA DELIVERY

AutoCAD (.DWG)	PDF Print	Site Photos							By Email

LEVEL 2 (STANDARD) FLOOR PLAN EXAMPLE



LEVEL 2 (STANDARD) ELEVATION PLAN EXAMPLE





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 wreathes, 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 wreathes and flowers as this will help the environment.
- The Town Council reserve the right to removed plastic wreathes, silk flowers and any other inappropriate ornaments from graves and to dispose of wreathes, 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 under the age of 14 years old are only allowed in the cemetery in the company of an adult.
- 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.



CHIPPING NORTON TOWN COUNCIL

CEMETERY PROCEDURES, RULES AND REGULATIONS FOR BURIALS

These rules and regulations are made in accordance with the local Government Act of 1972, and the Local Authorities' Cemeteries Order 1977. Throughout these rules and regulations 'The Council' means the Chipping Norton Town Council, The Cemetery means the Cemetery provided and situate at Worcester Road, Chipping Norton, 'grave' means a burial place formed in the ground by excavation and without any internal wall of brickwork or stonework or any other artificial lining, 'vault' includes underground burial places of every description, except graves to which the word grave as aforesaid applies.

(Where it is necessary for legal reasons to use a complicated wording in relation to a regulation, a simplified wording is shown in italics beneath that regulation. The wording in italics is not held to be a legal definition, simply an explanation.)

Rules

1. A person shall not in the Cemetery cause a body to be buried in a grave in such a manner that any part of the coffin is at a depth less than one metre below the level of the ground adjoining the grave. Provided that, where the coffin is constructed of a perishable material and the soil is of a suitable and friable character, the coffin may be placed at a depth not less than 660mm below the level of the ground.

(No person shall bury a body at less than one metre below surface level except in specific circumstances of type of coffin or soil conditions.) Plots shall be known as single or double plots. Double plots are one person buried on top of another not side by side. Requests for the second interment shall be called a re-open. Burial plots cannot hold more than two people.

2. A person shall not in the Cemetery cause a body to be buried in a grave unless the coffin is effectually separated from any other coffin already in the grave by layer of earth not less than 1 ft in thickness.

(If burying a second body in an existing grave, there must be 1ft of soil between the coffins.)
If there is not enough space a concrete cap maybe used prior to the second interment.

3. Where, in the Cemetery, any grave is reopened for the purpose of making another interment therein a person shall not disturb any human remains interred therein or remove therefrom any soil which is offensive. This includes ashes interments.
4. Every person who in the Cemetery buries a body in a vault shall, within a period of twenty four hours after the deposit in the vault of the coffin containing the body,

cause the coffin to be wholly and permanently embedded in layers of good cement concrete, not less in any part than 150mm in thickness, or to be wholly and permanently enclosed in a separate cell or receptacle constructed of slate or stone flagging not less than 50mm in thickness, properly jointed in cement, or of good brickwork in such manner as to prevent as far as may be practicable, the escape of any noxious gas from the interior of the cell or receptacle.(If a coffin is buried in a vault, the vault must, within 24 hours be sealed as detailed above, in order to prevent the escape of noxious gas.)

5. Every person who in the Cemetery buries a body in a grave in respect of which an exclusive right of burial has been granted by the Council shall, as soon as conveniently may be after the lapse of such a period as may be reasonably sufficient for the natural subsidence of the earth with which the grave has been filled up and in any case within twelve months cause the surface of the grave to be properly levelled and covered with fresh turf, or with any gravestone or monument which in pursuance of any grant by the Council, may lawfully be erected or placed on the grave. A surcharge will be added at the time of the plot being purchased. (Any person burying a body in the cemetery must, after a suitable time for settlement, ensure that the surface of the grave is covered with fresh turf, or such monument as approved by the Council. Areas of grass must be levelled flat so that it is possible to mow over the area.)
6. A person shall not in the Cemetery by any violent or indecent behaviour, prevent, interrupt, or delay the decent and solemn burial of any body.
7. Every person who offends against any of these byelaws and regulations shall be liable for every offence to a fine not exceeding the sum of one hundred pounds, and in the case of a continuing offence to a further fine not exceeding ten pounds for each day during which the offence continues after conviction, therefore.

Funeral Directors

1. All requests for burials shall be made to the Cemetery Manager at Chipping Norton Town Council using the form provided. The length and width of the coffin which may be of any type of material shall be made available prior to the digging of any grave including reopening. The form also requests the denomination of the person to be buried to enable the right type of plot to be allocated.
2. If the request is for a new grave space, the Cemetery Manager will provide you with the grave reference.
3. For ashes internments the size of the box, chamber or any other vessel holding the cremated remains must be made available to the Cemetery Manager.
4. All Green forms must be submitted to the Cemetery Manager prior to the burial taking place. Burials will not take place unless this has been received.
5. A copy of the certificate for ashes interments shall be made available to the Cemetery Manager.
6. The final decisions for the allocation of plots remains with the Cemetery Manager.
7. The Cemetery Manager will maintain the Burials and Purchased Graves Registers.

The Cemetery, Worcester Road, Chipping Norton

Table of Fees and Charges from 1st May 2021

Memorials

The charge for a memorial, or an additional inscription on an existing memorial is £125+ VAT

Memorials should be one of the following:

- a stone tablet laid flat in the ground
- a simple stone vase up to 12 inches high
- a headstone, small tablet, cross or similar not exceeding 3 feet tall

Colonnade

Interment Fees

Registration for reservation/allocation fee for
Bronze Plaque

Single	£ 80.00 + VAT
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Double £135.00 + VAT

Interment Fees

No exclusive right of burial:	a) stillborn or not over one month old	£ 0.00
(non-pre-purchased graves)	b) over one month old but not over 12 years	£ 0.00
	c) over 12 years	£ 420.00
	(d) ashes of cremated body	£130.00
Undertaker's Levy		£200.00

Following approval by Cemetery Committee that the headstone/memorial has been installed satisfactorily then £200.00 will be refunded.

Exclusive right of burial (purchased graves)

6 ft – 8 ft grave excluding interment fee	£350.0
Grave space for ashes of cremated body	£130.00

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	£125.00 + VAT (Subject to Committee's approval)
Searches (per surname)	£25.00
Deed of grant transfer	£35.00

From: [Banbury Memorials](#)
To: [Luci Ashbourne](#)
Subject: Johnston Family Memorials - Chipping Norton Cemetery
Date: 29 March 2022 11:05:14

Dear Luci,

With reference to our recent discussions could you please raise the comments below at the next Committee meeting on the 25th May.

The family would like to add a new matching memorial and kerb surround for Elizabeth Johnston next door to Kerr Johnston's 1999 memorial in Chipping Norton Cemetery.

The memorial and kerb surround is to be in exactly the same material and size, with the centre infilled with chippings so that these memorials both look the same as each other.

Recognizing your current concern about raised surrounds the family have asked us to make Elizabeth Johnston's surround flush with the ground as required by you. They have also voluntarily and at some cost requested that Kerr Johnston's kerb surround be lowered identically to be flush with the ground to meet your current requirements instead of being above ground level as it is at present and as was allowed in 1999. This lowering will only be done if the memorials can otherwise be identical as regards style, chippings etc.

The family will also arrange for both graves to be maintained on a regular basis as they have done over the past 20 years including employing us to refresh the stone, lettering, gravel etc from time to time.

We hope that, as the wishes of the family was always to have both memorials matching, this may be approved especially given their flexibility and fuller than required cooperation on the leveling issue.

We look forward to hearing from you once the Committee have discussed the above, however should you require any further information in the meantime then please do not hesitate to contact us.

Kind regards,

Jacqui

Agenda item 9a – Recreation areas

The trampoline which had been vandalised in New Street Recreation park has now been fixed and is open for use.

The Maintenance operative has fitted the vandal proof bin in Cotswold Crescent play area.

This is to note.

We have received a quotation for the following safety checks that need to be carried out:

- To carry out a visual safety check of all play equipment on the Cotswold Gate and New Street play areas.
- Check and tighten the Proludic cableways, Rubicon Activity Net and Hucks Cyclops mini swing

£660.00

Recommendation:

- a. That the Committee consider and approve the quotation for safety works in Cotswold gate and New Street play areas.

Hi Katherine,

Hope you are well.

This is just a note to ask who the right person to talk to about the rec ground is? We had the Panto Fun Run end there last year and we are looking to use it again on the 25th September for the Panto Fun Run again.

The idea of the event would be to bring the community together and it to be a fun filled day! So, people would run the route dressed up in costumes (last year we had everything from fairies to pirates, Elvis to James Bond) and then have them finish the route at the rec ground. Attached is a photo of one of the participants dressed as James Bond crossing the finish line at the rec ground which was great fun.

Would the Town Council be willing for us to use the rec grounds again for the run on 25th Sept? I've copied in Sasha, our Fundraising Events Consultant.

Kind regards,



Sophie Harvey *(she/her)*
Fundraising Officer

Telephone: 01608 649 114

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

www.chippingnortontheatre.com

Please note I work part-time

Agenda item 9c

Dear Luci, Kay, Georgia, Sandra, Rizvana and Natasha,

You may remember that we tried and failed to get a plan together for a community event in Cotswold Crescent last summer. We would like to revisit those plans and get wheels turning in gaining the 'buy-in' of the community living around the area. The location is perfectly suited to help with building our engagement in that part of town, which is currently growing fast. Our outreach 'Acting Out' programme at Glyme Hall, our free school holiday lunches programme and our Community Tickets and bursaries schemes are all starting to connect with more families in the area.

The draft plan is for an afternoon and evening of walkabout performances, arts and creative activities in Saturday 3rd September (just before schools go back), culminating in an open-air screening of Encanto that evening (using blue-tooth headphones to avoid noise pollution). The event would be free and publicised specifically to residents of Cotswold Crescent and the surrounding roads (Walterbush Road, Hailey Avenue etc).

We see this as a toe-in-the-water leading to the idea of WestFest – a more comprehensive mini-festival of events the following year.

Our understanding is that permission to use the Cotswold Crescent recreation ground space is granted by the Community Committee of the Town Council, who are given authority to do so by Cottsway who own the site. We would plan to conduct a door to door exercise explaining the nature of the event and canvassing people's opinions before proceeding (and this could happen either before or after permission being sought from the committee).

It would be great to hear your thoughts, and any suggestions or strong feelings about the way forward. I look forward to hearing back from you, and discussing the proposition further.

Yours,

John Terry (He/Him)

Director

www.chippingnortontheatre.com

Agenda item 10 – Tree survey

The Council's health and safety audit identified that the Council should carry out a survey of all the trees that it owns and manages.

The Clerk has received the following professional fees quotation a local landscape and arboricultural company:

To carry out an arboricultural survey on all spaces where Chipping Norton Council are registered as the duty holder. These include:

- *Worcester road cemetery*
- *St Mary's church yard*
- *Millennium garden*
- *Cornish road play park*
- *Pool meadow*

All trees within these areas will undergo a VTA (visual tree Assessment). Any trees that are considered to require some level of actions (to ensure the risk posed remains within a tolerable level) will have an individual report drawn up which will highlight the recommended work to be carried out and the time frame in which any work should be completed.

A full survey report will be created which will include a spreadsheet that will clearly display all trees that require work within a time frame of either 4 weeks, 8 weeks, 6 months or within the survey period (18 months)

All work to be carried out in accordance with BS3998 British Standard For Tree Works.

TOTAL Ex Vat - £650.00

Recommendation:

- a. That the committee approve the quotation for a tree survey to be conducted in order that the Council meet's it's health and safety compliance requirements.

Agenda item 11 – Greystones fencing

It has been reported to Council that 25 metres of wire fencing at Greystones is in need of repair:



The Clerk made enquiries with local fencing companies and has received the following quotation:

To supply and install approx 25 metres of 1.8m chain link fencing.

£1,432.24

The Committee should consider if it wishes to accept this quote or ask the Clerk to identify other quotes. It should be noted that contractors are very busy at the moment and the lead times can span many weeks.

Pesticide Free – three year plan

Overall objectives

- To reduce and ultimately end the use of all pesticides (for the most part herbicides) by the council, its officers and contractors on all land that is directly or indirectly under its control.
- Bring in other key stakeholders to follow suit in ending the use of pesticides on land under their control.
- Encourage the general public to stop the use of pesticides in gardens, allotments and other areas.
- To make your area a Pesticide-Free Town to add to its green sustainability credentials.

The pathway to Pesticide-Free

It is not envisaged that pesticide use can be stopped overnight – in fact that notion is, in many cases, a hindrance to achieving that goal.

The journey towards becoming pesticide-free requires a phased approach under which pesticide use is gradually but steadily reduced until it is eventually stopped entirely. The time frame can vary according to circumstances but, in general, a three-year phase out period is realistic for most councils. Some of course will wish to deliver the objectives in less time which would be welcomed and encouraged. As increasing numbers of councils in the UK go pesticide-free, timescales may well become shorter as local authorities are able to share experiences and best practice. In addition, non-chemical technologies are constantly evolving and improving, making the transition to being pesticide-free increasingly easier. PAN UK has produced a comprehensive guide for local authorities that looks at some of the key issues related to going pesticide-free. It covers areas such as designing trials of non-chemical alternatives and bespoke pesticide policies, and dealing with contentious issues such as invasive species and cost implications. 'Going Pesticide-Free: A Guide for Local Authorities' can be found at the PAN UK website at pan-uk.org/pesticide-free.

This outline below provides an overview of a three year plan that a town or city may follow to reduce, and ultimately end, pesticide use:

Throughout the entire duration of the plan, communication with the public about what you are trying to achieve and why, progress made, problems and successes is vital. There are useful guidelines for achieving good public communication in the PAN UK Toolkit for Local Authorities - <http://www.pan-uk.org/pesticide-free-workshop-resources/>

Year 1

It's vital that councils have in place a clear strategy for going pesticide-free that sets a clear direction of travel and allows all actors (concerned citizens, local businesses, other land managers) to play their part. It will help not only those involved in reducing the use of pesticide but also assist residents and the wider public to understand the benefits of going pesticide-free.

Devising, and ideally publishing a strategy, is a vital first step and something that PAN UK can help with. Other measures to be implemented in year 1 are as follows:

- Undertake an audit of current pesticide / herbicide use across all sectors including, but not limited to, parks and cemeteries, streets, housing and schools.
- Devise a bespoke pesticide policy which sets out a clearly the conditions under which pesticides are being used in its area – how, where, when and why, and what measures are being taken to end or reduce pesticide use.
- Publicise the initiative through local media and other channels so the public are aware of what is planned for the coming three years
- End the use of herbicides in public parks and green spaces by the end of year one. **NB.** Our contractors are happy to work with us on this, but have stressed that at present the only way of efficiently dealing with moss/weeds on rubber mulch pathways (the safety surfacing) is with herbicides as hoes and other methods damage the surface.
- Begin at least one trial of alternatives , and ideally more, for hard surface areas such as streets and pavements
- Initiate a stakeholder forum for land managers from across the town. These can be from hospitals and other medical facilities, schools and universities, retail and shopping areas etc (see below for more detail)

Stakeholder Forum

The stakeholder forum is an important part of the process that will help the council meet its pesticide-free objective in a number of ways;

- Draw in other land managers in the area so that the council will not be operating in isolation;
- An opportunity to share experiences and learnings with others who might already be successfully implementing pesticide reduction strategies
- An opportunity to come together to understand and overcome opportunities and obstacles around going pesticide-free
- It presents the possibility of cost sharing– this could be particularly useful in terms of initial capital outlay for non-chemical alternative technologies

The Forum should meet regularly and have a clear agenda for discussions.

Year 2

This is the time to consolidate the work of year one and take things further.

- Working in partnership with members of the stakeholder forum, ensure that other land managers are working to reduce and ultimately stop the use of pesticides / herbicides in areas outside council control
- Ensure there is an ongoing dialogue with the public about progress of the project
- Organise a pesticide amnesty for the public to return unused, unwanted or obsolete pesticide products

Year 3

The final year and time to deliver the final objective

- Continue to encourage other key stakeholders to follow suit on land and areas under their control
- Organise a public event to announce your success
- Write up your experiences including problems overcome, successes, involvement of stakeholders and anything else that is pertinent. This will be a valuable resource for other areas wanting to adopt a similar approach
- On the back of your work launch a public campaign to encourage home owners, amateur gardeners and allotment holders to follow suit in reducing and stopping their use of pesticides / herbicides.

Youth Work 2021/2022

Contents

Contents	1
Where the work took place	2
Case Study of a young person who you have met and changes you have seen.....	3
How many young people did we see?	3
How many safeguarding incidents or concerns?	4
Main themes of the intervention	5
Feedback from young people.....	5
Some photos of things we did! Not many as most Teenagers are camera shy!.....	5
Conversations	6
Advertising:.....	7
Plan for next Term.....	7
Meetings attended networking and Partnership meetings	8
Any other reported impact for young people:	9
Addendum:	9

Where the work took place

In Chipping Norton Methodist Church once a week on a Tuesday 3:30-5:30.

Funds were received from Chipping Norton Town Council on the 7th January 2022.

In order to plan the type of Youth Work we could offer in the town we needed to undertake a risk assessment to ensure the safety of our staff. Vital in compiling our risk assessment would be information from the local police covering the following information:

- Areas in the town where young people hang out
- Areas of depravation in the town
- Any issues with young people using drugs
- Any issues of young people being violent
- Any issues of vandalism involving young people
- Any gang issues
- Any concerns regarding grooming by county lines drug dealers
- Any concerns regarding child sexual exploitation
- Any families/young people with specific issues we need to be aware of.

Once we had received funding, we made every effort to connect with Chipping Norton's PCSOs, Hope Schofield & Maurice Trimmings to obtain this information - sending a number of emails and leaving voice messages - none of which we had a response to.

As we were keen to begin work in Chipping Norton and could not undertake any detached work without a good overview of the town and a risk assessment, it was decided that we would begin our work as a 'centre based' youth club - where we could more effectively minimize the risk to staff.

The weather at this time of year also makes detached work difficult – if it's raining/snowing/windy young people are not sitting around outside with their friends – they're all indoors at home!

As we had existing links with the West Oxfordshire Methodist Circuit, who had provided us with low-cost space to stage a successful Youth Club in their church in Witney - which ended up attracting 60 - 70 young people and quickly out-grew the venue - and they were offering a good size space in the centre of town for a peppercorn rent.

With the venue secured we commenced our publicity drive, posting on Chipping Norton-based Facebook pages and contacting Claire Budd at the school asking them to publicize the youth club to their pupils.

As there is a school half term in February, we had planned to launch the Youth Club on 1st March, but were then told by the Methodist Church that our launch would have to be delayed by two weeks, as their long-awaited replacement floor was now going to be fitted.

We then had to re-issue Facebook notifications listing the new launch date. On 1st March & 8th March we were outside of the school leafleting directly to the pupils. We also met with Claire Budd from the school, Joel Reed from St Mary's Church, Roger Sinclair from Chippy Mail and PCSO Hope Schofield.

Case Study of a young person who you have met and changes you have seen.

One boy who attended the youth group was nervous at first but with encouragement from mum he came along. He was anxious due to leaving Chipping Norton secondary school as he struggled fitting in. As a result of coming for a few sessions he decided he wanted to join Army Cadets. Mum said she was delighted and surprised he wanted to sign up for it and says he is already settling into Army Cadets after just one session.

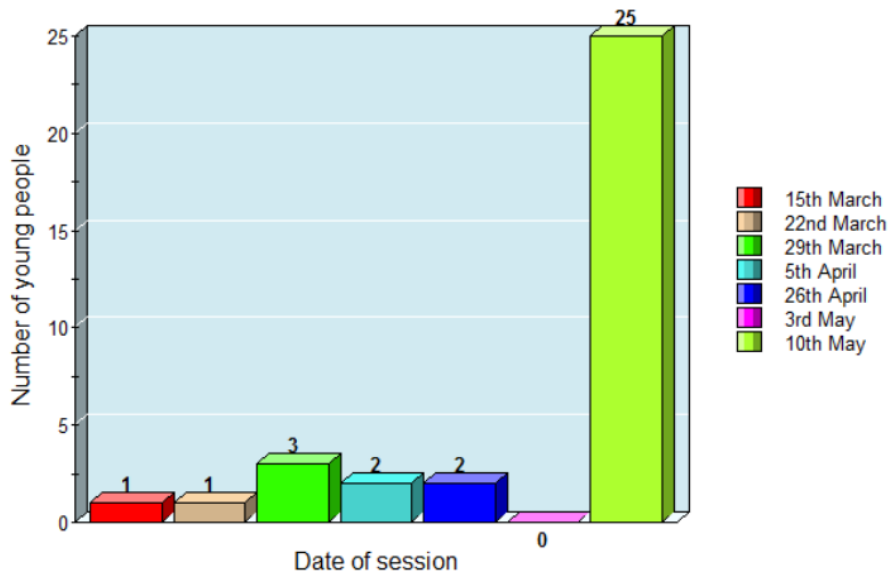
The Young Person stopped showing up to the youth club, as we later found out he struggled keeping up with homework while juggling Army Cadets and youth club. We didn't hear anything from him and were worried he didn't like the youth club, but staff were thrilled to hear he had gained the confidence to expand himself and join something that will teach him some amazing life skills.

How many young people did we see?

We have ran a total of 7 sessions, with the most recent being detached around town and areas known for Young People hence the higher number.

Excluding the detached we have an average of 1.5 Young People in attendance each session and a total of 9 interactions with Young People at the club.

Chippy interactions March- May



It has been our experience setting up new Youth Clubs that it does take a while for them to 'catch on' with Young People. As there have been no local authority Youth Services for a number of years, the concept of a Youth Club as a safe place that they can hang out with their friends and have fun is alien to them.

Our Witney Youth Club took a good six months to begin attracting a regular crowd of young people.

Having staged a centre-based Youth Club in Chipping Norton for the last 2 months, attendance has been low - unlike school, attendance at a Youth Club is voluntary and depends on young people wanting to attend. Even when we have ventured out into the town to try and 'round -up' young people and entice them in with free refreshments we have had very little take-up.

How many safeguarding incidents or concerns?

We had no safeguarding concerns with the Young People only a few concerns regarding school. Two of the Young People that attended did not have the best experiences with school this, they said, was due to teachers, other pupils or the work load. One of the girls has a favourite teacher that supports her lots and is due to take her GCSEs soon - despite being taken out of some of her lessons she is expected to do well in her exams and has the support of this teacher. The other girl has left the Chipping Norton School but never really expanded on what her new school is like or why she left but seems to not get along with teachers altogether even if she talks of them helping her or doing their job.

Staff will often have Young People come in with gripes about teachers, this is very normal, but staff will educate and encourage the Young People to treat teachers with respect. Getting Young People to see both sides of the story as well is always a good thing, to do this we encourage them to reflect on themselves and their behaviour and try to think what someone else is thinking to make sense of the situation.

Main themes of the intervention

A main theme of intervention is mostly school and respect toward others. As stated, 2 Young People who are regulars struggle with school and can often challenge authority, like teachers. We encourage Young People to talk through things and lay everything out to make sense of over whelming situations. From that we discuss and explain why for example; a teacher may react a way or why something they've done has upset someone.

Feedback from young people

A Young Person's mum works for the Methodist church and after he stopped attending, she told us this was due to him starting Army Cadets. She said he really enjoyed coming but couldn't do Cadets and youth club with homework so stopped attending, but said he really liked coming and it was a tough choice to make.

Some photos of things we did! Not many as most Teenagers are camera shy!



Conversations

Most conversations with young people will revolve around the topics of school, family, friends or travel. The young people will often need staff to carry the conversations as

they can be a little shy with starting a new topic of discussion. But they interact with staff and keep the conversations going.

Advertising:

We have been advertising with flyers across town, handing out flyers in front of the secondary school and making local authorities, council members and other youth organisations aware of us to spread the word. We have been sharing posts on Chipping Norton –focused Facebook pages & some shops in town are displaying our posters.

Plan for next Term

Our plan for next term (April to June) is to start with detached work we have already piloted this and it has proved to be an amazing improvement on the Young People we interact with from going to a total of 3 to 25.

We understand that the Young People may not come to the youth club due to it being in a church and seen as 'not cool' however on detached the Young People talked and interacted with us getting involved with activities and talking with staff about exams and stress.

So now we are venturing out in to the community for a few hours on a Tuesday after school. This will increase our visibility and the young people will become familiar with us going forward. Now the weather is improving we have a collection of outdoor fun items - frisbees, footballs, basketballs, Rounders & Cricket Sets, circus skills equipment, space hoppers etc that we can offer the young people to have fun with.

Meetings attended networking and Partnership meetings

Before starting our work in Chipping Norton, we staged a meeting with Claire Budd from Chipping Norton School, Joel from St Mary's Church and Hope Schofield, one of the Chipping Norton PCSOs.

We have been asked to attend one of the Chippy Larder sessions to speak to parents about what it is we do and the opportunities we offer young people.

We have also been asked to attend one of the Youth Club sessions held by St Mary's Church – to introduce ourselves to the young people.

We have been unable to honour these meetings to date due to lack of funded work hours in Chipping Norton. The funding received only covers the cost of providing one youth work session a week.

It would be great if the Town Council were able to fund a few more hours to enable us to do more in the town – possibly even introduce another weekly session.

We will approach Chipping Norton Town Council to see if we can secure free regular use of the Town Hall on a Tuesday after school later in the year – when the weather gets worse and young people need a safe indoor space to meet with their friends and have fun.

Any other reported impact for young people:

The reason we stage our work during the hours between school end and 'Dinner time' is because we have been advised by Police that this time is when young people are at their most vulnerable.

With the majority of households in the area having two working parents, most young people are left to their own devices after school – until they need to be home for dinner – which is when they often hang out in groups, sometime participate in anti social behaviour, and can see them exposed to grooming by older people involved in county lines drug dealing and child sexual exploitation.

By providing a safe space with trusted adults which is free for all young people to attend and where they can participate in games and crafts and have fun, we reduce the risk of young people getting into trouble and can offer advice and informal education – helping them to recognise risks and to make better informed life decisions.

Addendum:

Yesterday afternoon, Tuesday 17th May, we staged a detached youth session at Cotswold Crescent play park between 4pm – 6pm.

When we arrived there were around 20 young people within the age range of 7-15, they were fairly well spread out, some using the play park equipment and others using the basketball hoop. After introducing ourselves we allowed the young people to do a range of activities which began with them using the Devil Sticks and Diablos, which they enjoyed, we then moved on to some card games which included Dobble and UNO. By this point the young people started opening up a bit more and a few more joined in on the activities.

Around halfway through the session two PCSOs arrived regarding an ongoing issue with a local resident and her terminally ill husband, a football was kicked into their garden and had crushed some flowers. The PCSOs just made the young people aware of the couple's situation and they agreed to be more cautious while playing with the football. Our session leader went to speak to the PCSOs, the young people involved and the parents and they all seemed happy with what had been discussed with them.

After the PCSOs left we continued with ball games and some card games and some went off to do some colouring. We had discussions about school, family size and friendships, all of which helped the young people open up with us and get chatting.

The rest of the session was enjoyed by all that was there and concluded with a game of Dobble. We ended up leaving the play area at around 6:10pm.

Next Tuesday we will be back at Cotswold Crescent Park and the young people have asked that we bring a Rounders Set.

Agenda item 14 – Christmas Lights

Full Council approved Cllr Mazower's Christmas Lights brief in principle, and delegated researching and refining this in preparation for the Council to tender contracts to The Clerk along with Cllrs Mazower, Coleman and Whitmill.

After researching options it is recommended that the Committee Approve the following specifications in order that the Council can tender contracts to be considered by Council.

Christmas Lights scheme

- Wrapping 5 trees over three years. The lights would be installed in year one, then tested and looked after over the period and then removed at the end of the term.

This to be included in the specification

- Possibility of the trees being wrapped before the season to bring cost down and Contractor to provide switch on set.

This to be included in the specification.

- Include small Christmas Trees on the 4 x niches on Town Hall, perhaps with more decoration than just lights. Lights options to include battery operated and/or mains.

This to be included in the specification

- A large decorated Christmas Tree to be placed inside the fenced area around the Town Hall. This would mean that there would be an electric supply, the fence would provide from protection from vandalism, and we would not need to obtain permissions as the space belongs to the Town Council. The other area could be The Millennium Garden, but this may not be central enough and too exposed.

- Middle Row now has permanent lights. These to be checked before the Christmas period and any faulty bulbs replaced.

This to be included in the specification.

- The other location that may benefit from a 'Christmas treatment' is Withers Court. It's possible that this could be a relatively easy site for hanging strings of lights – subject to identification of access and use of power supply - which Co-Op midcounties may be happy to agree to on a temporary basis. The local businesses, if approached, may be interested in coming on board. This could be organised well in advance of Christmas. Strings of lights here to match/compliment the scheme in the trees. If agreement is given by Co-op this could be part of the main brief or a stand-alone project done by a local firm.

The Clerk has approached Midcounties but has yet to hear back. This could form part of a later agreement with a contractor if permission were granted and there were adequate funds in the budget.

- Town Hall Curtain – to be installed and removed each year over the contract term.

This can be included in the specification – we can also state that uplighters would be considered as an alternative.

Recommendation:

- a. That the committee consider the proposal above.
- b. That the Council tender a three year Christmas Lights contract.

This has now become an urgent matter as deadlines and timescales for a display in 2022 to be delivered after the tender process has taken place will soon become untenable.

Email received on 9th March 2022

With regards to the article in the latest edition of Chippy News regarding waste bins..... I occasionally do a litter pick along London Road but on the one I did last week, I noticed that behind the old metal bench on the right hand side between the edge of town and the entrance to New Chalford Farm there was a large pile of Costa Coffee cups and associated litter. This was over a small wall, too difficult for me to reach. I think it would be beneficial to have a litter bin nearby, assuming the culprits would use it. A dog waste bin was introduced there about 18 months ago but I think it has been removed.

Regards

Email received on 8th March 2022

I have seen the article in the Chipping Norton news and based on my experience today I would make the following comments.

- There is one bin by the bollards past where Wards Road ends. This seems to replace three previous ones in this area. Tank Farm is a very popular dog walking area and I feel that an additional one is needed further up the farm track.*
- There is a bin on the Over Norton road just before the entrance to Over Norton park. Today this was overflowing and poo bags were also round the base of the bin. There used to be another bin just before the turning to Wilcox road and I feel that a new one is needed here.*
- If you head from Chipping Norton to Over Norton along the Over Norton Road at the top of the hill on the left is Cleeves Corner. If you take this track there used to be a bin situated here. There are no longer any bins along this track which is not acceptable.*
- If you head out of Chipping Norton along the London Road towards the turning for the Chipping Norton Body shop (on the right) and Peermans farm (again on the right), there used to be a bin here and there are no longer any bins on this stretch. Again this is a much used route and it was problematic in terms of people dumping poo bags along the side of the path until a red bin was placed there in more recent times. The latter has been removed and there is nothing in place of it.*

If I have any feedback in terms of other areas that I feel where there are inadequate bins I will let you know but in the meantime I should be grateful for your attention to the above.

Should you wish to contact me, my number is ____.

Regards,

Received 6th April 2022

Good morning

As per our telephone chat this morning. Evans Way, Cornish Road.

Most of our litter/dog poo bins have disappeared. There were two large and two small bins on Evans Way alone. There is now only one right outside the childrens play ground, which is totally disgusting. One in place of four is ridiculous. The amount of dog poo and rubbish is now revolting. I do hope you will have someone now out on Evans Way ready to jump out and fine anyone leaving any rubbish. Or simply give us at least one more large bin.

Regards