



CHIPPING NORTON TOWN COUNCIL
THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Community Committee meeting held on 7th September 2022 at 6:30pm in The Council Chamber, Chipping Norton Town Hall

Present:

Cllrs Sandra Coleman (Chair), Rizvana Poole, Steve Akers (Vice-Chair), Rachel Foakes, Jo Graves, Natasha Whitmill (entered at 6:46pm)

1 member of the public

Also Present: Luci Ashbourne, Town Clerk
Katherine Jang, Deputy Town Clerk

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| CC30 | Apologies for absence None received. |
| CC31 | Declaration of interests No declaration of interests were received. |
| CC32 | Minutes RESOLVED: The minutes of the meeting on the 29 th June 2022 were signed as a correct record by the Chair. |
| CC33 | Public Participation None received. |
| CC34 | Committee Action Plan Cllrs noted the Committee Action Plan. |
| CC35 | Town Hall <ul style="list-style-type: none">a. Cllrs received an update from the Clerk regarding scheduled maintenance and surveys. Cllrs discussed the continuing works surrounding the Town Hall maintenance, windows and boiler and making sure that any works are future-proofed and sustainable.b. Cllrs received and considered a request from Chipping Norton Choral Society for the Council to purchase a piano for the Town Hall. Cllrs discussed the limitations of a baby grand piano in the Upper Hall and if it would inconvenience other users. Cllrs mentioned that there used to be a piano in the hall previously and it was difficult to move around for different events. Other issues around maintenance costs. Members discussed the option of an electric keyboard, as modern keyboards are storable, work in concert pitch, and need no maintenance. RESOLVED: In principle, Council is positive about this request but more research needs to be carried out before agreeing to purchase the piano. The Clerk to investigate electric piano costs, impacts on regular hirers, storage, and other factors.c. Cllrs received a report from the Chair regarding the use of the Town Hall as a warm hub to support residents through the cost of living crisis. The Chair proposed using the Town Hall on the 30th September 10am-2pm for a Cost of |

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| | <p>Living event led by Councillors, and proposed a small budget for this to event of £200 to cover this event.</p> <p>RESOLVED: Cllr Whitmill proposed the above event, seconded by Cllr Graves. All in favour, motion carried.</p> <p>The Chair discussed using the Town Hall as a warm hub. Members agreed that any detailed plans would need to be agreed to by the Clerk and the Chair. Cllr Poole proposed, seconded by Cllr Graves. All in favour, motion carried.</p> |
| <p>CC36</p> | <p>Cemetery</p> <p>a. Cllrs received an update regarding wildflower planting and the next cemetery clean-up day. The Chair reported that this would cost around £150 for yellow rattle seeds to establish a trial wildflower area in the cemetery. Members were happy to include planting the wildflower area during the cemetery clean-up day.</p> <p>b. Cllrs received and considered an amendment to the Cemetery Fees and Regulations to enable people to purchase plots with kerb sets. Members mentioned that they wish to be compassionate toward new grave purchasers to allow kerb sets, but that there can be more issues with maintenance and costs. Cllr Poole proposed to accept the costs as proposed in the Cemetery Fees and Regulations, seconded by Cllr Akers.</p> <p>RESOLVED: That the Council accepts the costs as proposed for the new kerb sets with slight amendments to wording. "Adult kerb sets with chippings" "Under 12 kerb sets with chippings"</p> <p>c. Cllrs received and considered two quotes for resurfacing paths at St Mary's Churchyard.</p> <p>RESOLVED: Cllr Poole proposed to accept the quote for Contractor 2 at a cost of £3600 with the guarantee that it would last at least 10 years. Seconded by Cllr Whitmill. All in favour. Motion carried. This recommendation will need to be approved by Full Council on 5th October because the funding will need to come from general reserves.</p> <p>Cllrs clarified that these works would not interfere with upcoming works taking place at the Church. The Clerk reported that this would need to be approved by the Faculty at the Church.</p> <p>d. Cllrs received an update about Memorial safety testing at Worcester Road Cemetery.</p> |
| <p>CC37</p> | <p>Play Areas</p> <p>Cllrs received a repairs report from the Clerk.</p> <p>RESOLVED: Cllr Graves proposed to accept the repairs quote for Worcester Road Play Area for the cost of £6603.00, seconded by Cllr Foakes. All in favour, motion carried.</p> <p>The Clerk reported that she and the Chair have met with a play area designer and have consulted with youth workers who have been working at Cotswold Crescent play area to discuss what kind of equipment should be installed there. A full report will be brought to a future meeting.</p> |

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| CC38 | <p>War Memorial Cllrs received a repairs report and three quotes to replace the damaged coping stones at the War Memorial.</p> <p>RESOLVED: That in principle members agree to accept replacing the coping stones with imitation stone concrete at a cost of £2300 as long as the Royal British Legion are content with this. This recommendation will need to be approved by Full Council on 5th October because the funding will need to come from general reserves.</p> |
| CC39 | <p>Pool Meadow Cllrs received an interim report from Beaumont Rivers regarding the feasibility study that is being carried out at Pool Meadow. This study is being progressed at pace and has been received positively by residents. Beaumont Rivers have secured grant funding to cover the cost of the planning stage. Acceptance of this requires the Council to send a letter confirming that the study is supported and any works carried out on the back of the study will be managed by The Council as a landowner in the long term.</p> <p>RESOLVED: That the Council writes a letter in support of the upcoming works, proposed by the Chair, seconded by Cllr Graves. All in favour. Motion carried.</p> |
| CC40 | <p>Tree Survey Cllrs received a tree survey report from the Clerk. All priority works are being carried out, and a three year plan will help Council's long term budgeting for tree maintenance.</p> |
| CC41 | <p>Youth Work Cllrs received an update from the Clerk regarding youth work in Chipping Norton. Got2B have reported that post-pandemic fewer young people have been socialising in public spaces and prefer to meet at home. Young people have also expressed a desire to have an after school youth LGBTQ+ group established in Chipping Norton. Members were very supportive about the Town Council finding a suitable time and space for this to take place, and noted that young people will need to be considered when deciding on warm hub spaces in Chipping Norton.</p> |
| CC42 | <p>Confidential Session RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> |
| CC43 | <p>Christmas Lights Cllrs received a report following the Christmas Lights tender exercise. Cllr Whitmill proposed Millennium Quest Ltd, seconded by Cllr Akers, all in favour, motion carried.</p> <p>RESOLVED: That the Council accepts the Christmas Lights quote from Millennium Quest Ltd at a cost of £12,996 per annum for three years.</p> |
| CC44 | <p>Date of next meeting There will be an extraordinary meeting of this committee to agree Grants to Voluntary Bodies. This will be held on Wednesday 19th October at 6:30pm.</p> <p>Standard meeting on 9th November 2022</p> |

The Chair closed the meeting at 8:00pm

Signed as a accurate record.....

Date.....