



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 in the Council Chamber, Chipping Norton Town Hall, on the 15th March 2023 at 6:30pm

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

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Katherine Jang, Deputy Town Clerk

Tania Kirby, Facilities and Events Officer

18 Members of the public

CC82	Apologies for absence Apologies were received from Cllr Natasha Whitmill
CC83	Declaration of interests None received
CC84	Minutes RESOLVED: That the Minutes of the committee meeting held on the 15 th January 2023 were signed as an accurate record of the meeting by the Chair.
CC85	Public Participation 1) Young residents in Chipping Norton were present to speak about the desire for a skate park in Chipping Norton, mentioning that the nearest skate park is in Charlbury. Cllr Poole mentioned that there may be an opportunity to work with GLL to get funding and partnership with them for further grant work. Cllr Graves mentioned that in the past there was a half-pipe at New St, but that Field Reeves owns this land and any prospective skate park would need their approval. Cllr Graves also mentioned the possibility of Greystones, which the Town Council owns. 2) A member of the public spoke about artificial flowers at the cemetery. 3) Chipping Norton Theatre came to thank the Council for the funding for the free lunch programme.
CC86	Committee Action Plan Members noted this ongoing action plan. Members agreed to postpone the Cemetery Clean Up date until Autumn.
CC87	Correspondence a. Members received a report from Chipping Norton Theatre about the free lunch scheme that was supported by the Committee in 2022. b. Members received a letter from students at Chipping Norton School regarding a skate park, cycling, bus services, and litter in town. Cllr Akers proposed sending a representative to the class who had written the letter to

	<p> speak to them about these issues. Members agreed for the Town Clerk to write a letter to Mr Brown and Head of Year to speak to the class about the contents of this letter. c. Members received an update from Chipping Norton Bowls Club regarding their proposal for an air source heat pump. Members agreed for the Town Clerk to write back to the Bowls Club to approve their amended design. </p>
<p>CC88</p>	<p> Memorial for Cllr Rachel Foakes Members received a proposal regarding planting a memorial tree and plaque in Worcester Road Cemetery. All agreed to cover the cost of the tree and plaque for Cllr Rachel Foakes' memorial, and that the Wildflower Meadow area is chosen for the tree location. The Town Clerk to organise purchasing the tree and plaque. RESOLVED: That the Town Council will cover the cost of purchasing a tree and plaque for Cllr Rachel Foakes' memorial in the Wildflower Meadow of Worcester Road Cemetery. </p>
<p>CC89</p>	<p> Pool Meadow Jonny Ackroyd from Beaumont Rivers sent apologies for this meeting. The Town Clerk reported that the topographical survey is now taking place but that no formal reports have been received. </p>

<p>CC90</p>	<p>Town Hall</p> <p>a. Members reviewed the fees and charges for hiring the Town Hall. The Facilities and Events Officer suggests revising the Kitchen meal rental to an hourly charge instead of a £5 flat rate. Cllr Akers proposed to accept the amendments suggested by the Facilities and Events Officer, seconded by Cllr Poole. Motion carried. RESOLVED: That the fees and hire charges for the Town Hall are raised in line with the proposals made by the Facilities and Events Officer, and that the Kitchen hire should be revised to an hourly rate.</p> <p>b. Members noted a report from the Facilities and Events Officer detailing the ongoing damp and restoration works taking place at the Town Hall in the next coming weeks. The Facilities and Events Officer also reported that an upcoming wedding would like to have a BBQ on the Town Hall Steps. Cllrs agreed that in principle if this is properly risk assessed they have no issue with this taking place.</p> <p>c. Ingham and Pinnock letter of authority: The Town Clerk reported that the Pilgrim’s Trust noted that the Town Council had too much in reserves and therefore could not grant any funding; Ingham and Pinnock have requested that the Town Council send a letter of authority and match fund £2,500 for a further application. Cllr Akers proposed to agree to send the letter and to £2,500 for match funding, Cllr Coleman seconded. RESOLVED: That the Town Clerk will write a letter of authority for Ingham and Pinnock and that £2,500 is agreed for match funding for a further Pilgrim Trust application.</p>
<p>CC91</p>	<p>Cemetery</p> <p>a. Members reviewed the fees and charges at the Worcester Road Cemetery. As the fees had last been raised in 2021, the Deputy Town Clerk suggested that the cemetery fees are raised in line with inflation to cover ongoing maintenance costs. Cllr Coleman proposed to accept the charges as stated, seconded by Cllr Graves. RESOLVED: That the cemetery fees are raised in line with inflation by 10% (exclusive of VAT).</p> <p>b. Members reviewed the Cemetery Regulations pertaining to artificial flowers. The Town Clerk reported that no artificial flowers have ever been removed from the cemetery, regardless of the regulations. Unfortunately it is impossible for the Town Council to provide recycling bins at the cemetery because the bins are collected by the grounds maintenance team who do not have recycling facilities. Cllrs reported that threats made toward Town Council staff online are unacceptable. Cllr Coleman proposed to accept the regulations as written, seconded by Cllr Akers. Motion carried. RESOLVED: That the amendment to the Cemetery Regulations pertaining to artificial flowers is accepted as proposed.</p>

<p>CC92</p>	<p>Play Areas</p> <p>Members received an update from the Town Clerk about the damaged Trim Train at Cornish Road Play Park. As this has been damaged beyond repair and replacement would cost ~£5,000, the Town Clerk recommended that the equipment is removed. Further play equipment could be installed in future if there is a desire for more. This play park does not have a second exit or access for emergency vehicles and therefore doesn't meet modern safety and access standards. Cllr Graves proposed to remove the equipment. In future if more equipment is requested that it can be scoped in future. Seconded by Cllr Akers. Motion carried.</p> <p>RESOLVED: To remove the Trim Train from Cornish Road play area.</p> <p>The Town Clerk reported safety surfacing at Cotswold Gates and handrails welding, mulching needs to be done by a professional. The Town Clerk recommended including the Trim Train removal in this cost proposal, estimated around £4,000 for all works to take place.</p> <p>Members noted that The Theatre will use the Cotswold Play Area on 21st August 2023 (Week 5 of Summer Holiday) for a children's play event.</p>
<p>CC93</p>	<p>Events</p> <p>Members received a report from the Facilities and Events Officer and agreed next steps. The Facilities and Events Officer reported that the Mayor's Ball raised around £1,600 for Bridewell Gardens.</p> <p>Coronation will have a picnic in the park on Sunday the 7th May 2023. Cllr Poole suggested setting up a temporary skate park at the event. The Facilities and Events Officer noted that a budget will need to be set for this event, and is currently scoping costs. Members agreed to delegate this work to officers and members coordinating the event.</p> <p>Flag raising event on the 6th May with the Royal Legion. Cllrs approve the possible cost of the Coronation flag (£40-50).</p> <p>The Town Clerk also mentioned that the Town Council has bunting from the Platinum Jubilee, and that this could be used to decorate the Town Hall.</p> <p>Pride Event – July 1st 2023.</p>

<p>CC94</p>	<p>Skate Park Members received a verbal report from the Town Clerk about contacting SkateboardGB who support Town Councils with implementing skate parks in town. The initial step would be to identify the best location for a skate park, and the Town Clerk noted that the ballpark initial costing would be around £100,000 for a skate park installation. Next steps would be for a few Cllrs (Sandra Coleman, Natasha Whitmill and the Town Clerk) to scope out a possible location and costing for a skate park in Chipping Norton. For the group of young people to start a petition and to start collecting signatures of supporters.</p>
<p>CC95</p>	<p>Grants to Voluntary Bodies Members received and considered a new draft policy and application form for the Grants to Voluntary Bodies scheme. The Town Clerk noted that this policy would be launched after the new municipal year after the Scheme of Delegation had been reviewed. Cllr Graves proposed the draft policy and application form, seconded by Cllr Coleman. Motion carried. RESOLVED: That the new Grants to Voluntary Bodies policy and application are adopted as written, launching after the Scheme of Delegation has been reviewed.</p>
<p>CC96</p>	<p>Smoke Free Oxfordshire Members received a report from the Town Clerk on Oxfordshire County Council’s Smoke Free Oxfordshire initiative. Cllr Akers proposed to accept the recommendations and that the suggested signage is installed. Seconded by Cllr Poole, who suggested to extend the scheme to Greystones where children play football. The Town Clerk clarified which areas the Town Council would be applying funding for – Members agreed that the recreation and play areas and Greystones are covered in the first instance. RESOLVED: That the Town Council applies for funding for Oxfordshire County Council’s Smoke Free Oxfordshire initiative for the recreation grounds, play areas, and Greystones in the first instance. The Town Clerk will cost the programme and apply for the grant.</p>
<p>CC97</p>	<p>Date of the next meeting Monday 22nd May 2023</p>

The Chair closed the meeting at 8:25pm

Signed as an accurate record.....

Date.....