



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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## Minutes of a Community Committee Meeting held on the 9<sup>th</sup> November 2022 at 6:30pm in The Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Chair), Steve Akers (Vice-Chair), Jo Graves, Rizvana Poole (left at 7:46pm), Natasha Whitmill (left at 7:46pm), Georgia Mazower (substituting)

### ALSO PRESENT:

Luci Ashbourne, Town Clerk  
Katherine Jang, Deputy Town Clerk  
Tania Kirby, Facility and Events Officer  
Paolo Oliveri, Maintenance Operative  
2 Members of the public

<b>CC51</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Archie Miles and Rachel Foakes.
<b>CC52</b>	<b>Declaration of interests</b> No declarations of interest were received.
<b>CC53</b>	<b>Minutes</b> <b>RESOLVED:</b> That the Minutes of the Extraordinary Community Committee meeting held on the 19 <sup>th</sup> October 2022 were signed by the Chair as an accurate record of the meeting.
<b>CC54</b>	<b>Public Participation</b> Graham Beacham spoke about the Sports Awards and prospective plans for 2023.
<b>CC55</b>	<b>Committee Action Plan</b> Members noted the ongoing Committee Action Plan.
<b>CC56</b>	<b>Sports Awards</b> To agree a date, budget and format for the Sports Awards 2023. Cllrs mentioned that they were supportive of the Sports Awards and if it could be more inclusive – held outdoors in the summer to align with better timing for sports clubs and competition season. Members agreed that the £500 budget is sufficient for the event, and the date set for after easter. <b>RESOLVED:</b> To delegate to the Facility and Events Officer and Graham Beacham to meet and to set a date for the Sports Awards after Easter.
<b>CC57</b>	<b>Town Hall</b> a. To receive a verbal update from the Facilities and Events Officer. The Facility and Events Officer spoke about meeting with the Youth Workers and purchasing a pool table for the Lower Town Hall. Members agreed that further research and costings would be required, but that in principle were happy to receive options.

	<p><b>RESOLVED:</b> That the Facility and Events Officer investigate options for purchasing a pool table and snug for the Lower Town Hall and then bring options with costings to a future council meeting in January.</p> <p>b. Members received a report outlining options for purchasing a digital piano for the Town Hall as requested by the Chipping Norton Choral Society. Cllr Steve Akers proposed to set a budget of £2000 and consult with local groups and pianists to decide the digital piano for the Town Hall. Seconded by Cllr Poole. Cllr Graves abstained. Motion carried. <b>RESOLVED:</b> To set a budget of £2,000 for a Town Hall piano, for the Deputy Clerk to consult with local groups and pianists if the options are suitable.</p>
<p><b>CC58</b></p>	<p><b>Cemetery</b></p> <p>Members received a report from the Clerk following the memorial safety testing. A small number of memorials had failed the safety testing works and the approved memorial contractor has quoted £2,035 to complete all works to the British Standard 8415. Cllr Whitmill proposed to allocate £2,035 as quoted by Memsafe to make the memorials safe, seconded by Cllr Graves. All in favour, motion carried. <b>RESOLVED:</b> For the Cemeteries manager to write to the grave owners to notify them of the works taking place, and their right to appoint their own approved stonemason at their own cost. To approve the quote from Memsafe to fix all memorials at a cost of £2,035.</p>
<p><b>CC59</b></p>	<p><b>Play Areas</b></p> <p>a. To receive a report regarding Cotswold Crescent. Members received a verbal report from the Chair about upgrading play equipment at Cotswold Crescent Play Park. Members discussed the need to consult with residents in the area, as the play park is in poor condition and installing equipment that is unwanted might not lead to a satisfactory result. The Maintenance Operative noted that children have requested the swings, goalposts for football, and a seesaw. Cllr Mazower proposed to earmark £60,000 and appoint a play parks consultant to design and manage the project over a number of years. Seconded by Cllr Graves. All in favour, motion carried. <b>RESOLVED:</b> To bring to Full Council the proposal to earmark £60,000 and appoint a play parks consultant to design and manage the Cotswold Crescent Play Park project over 2-3 years.</p> <p>Cllrs discussed installing a notice board for the youth workers at the Cotswold Crescent Play Park. Cllr Graves proposed a budget of £500 to install a notice board, seconded by Cllr Mazower. All in favour, motion carried. <b>RESOLVED:</b> To install a notice board for the youth workers at Cotswold Crescent Play Park for £500.</p> <p>b. To receive a request from Chipping Norton Theatre for use of New Street Recreational Ground on Sunday 24 September 2023. Cllr Mazower proposed to allow Chipping Norton Theatre to use New Street Recreational Ground as proposed on Sunday 24<sup>th</sup> September 2023, seconded by Cllr Graves. All in favour, motion carried. <b>RESOLVED:</b> To allow Chipping Norton Theatre to use the New Street Recreational ground and to write to inform Field Reeves in advance.</p>

<b>CC60</b>	<p><b>War Memorial</b></p> <p>Members received a verbal report from the Clerk. Cllrs discussed setting the budget for War Memorial repairs. The Clerk has met with the stonemason who recommended that the walls need fixing along with the coping stones, and that the Royal British Legion has committed to match funding the budget set by the Town Council.</p>
<b>CC61</b>	<p><b>Youth Work</b></p> <p>Members received a verbal report from the Clerk. The Clerk reported that Got2B will be starting youth work in the Town Hall starting in Dec 2022. The Clerk also raised the community consultation work that Chippy Exchange has done and will circulate the report to all Cllrs, as it contains many concrete suggestions from residents about improving Chipping Norton.</p>
<b>CC62</b>	<p><b>Grant Policy</b></p> <p>To agree membership of a task and finish group to review the grant giving policy and report back. Members discussed that the grant giving policy needs to include safeguarding policies as the groups involve vulnerable groups and children. Cllrs Coleman, Akers, and Graves volunteered to join the Grant policy task and finish group and will report back at a future meeting. <b>RESOLVED:</b> That the task and finish group membership will include Cllr Coleman, Akers and Graves, who will review the Chipping Norton Grants to Voluntary Bodies policy and report back at a future Committee meeting.</p>
<b>CC63</b>	<p><b>Waste Bins</b></p> <p>Members received communication from WODC following the waste bin replacement and renewal programme, and the new charging scheme. The Clerk noted that members of the public can now ask WODC to fit in new bins. If the bins meet WODC criteria, then WODC will pay for installation and emptying fees. However, if they are on Town Council land, then WODC will pay for installation only and the Town Council will fund the emptying. The Clerk suggested adding one more bin to the Town Council budget - to be decided during budget setting at the next Full Council meeting.</p>
<b>CC64</b>	<p><b>Events</b></p> <p>To receive a report from the Deputy Clerk and review the budget set to support the Christmas in Chippy event. The Deputy Clerk noted that this year the scope of the Christmas event is much larger as the high street will be closed, and that they will be hiring a stage. Cllr Mazower proposed to increase the total budget for Christmas in Chippy to £2,200. Seconded by Cllr Graves. <b>RESOLVED:</b> To raise the budget for Christmas in Chippy to £2,200.</p>
<b>CC65</b>	<p><b>Committee Budget</b></p> <p>Members received a report from the Responsible Finance Officer. Play Park maintenance - £10,000 (separate from £60,000 EMR for Cotswold Crescent Play Park) Litter bins - £3,500 Pool Meadow - £25,000 for pool meadow project (plus tree works as a separate item) Cllr Akers proposed the draft budget with the amendments above, seconded by Cllr Graves.</p>

	<b>RESOLVED:</b> That the draft Community Committee budget is brought to the next Full Council meeting to discuss and approve, with the amendments above.
<b>CC66</b>	<p><b>Motion</b> To consider the following motion proposed by Councillor Steve Akers (Seconder to be confirmed):</p> <p><i>We recognise the vital role that Royal Mail postal delivery workers play and the service they provide to our local community. This goes far beyond the delivery of letters and parcels. This was demonstrated fully at the height of the Covid pandemic when they were praised as key workers.</i></p> <p><i>We are concerned that the actions of Royal Mail Group in the current postal dispute represent a threat to this, and to the Royal Mail Universal Service Obligation.</i></p> <p><i>We agree to write to the Royal Mail CEO and Board urging them to reach a negotiated settlement and agree change with the CWU, rather than impose changes which will be detrimental to the public and Royal Mail workers.</i></p> <p><i>We agree to send a copy of this letter to the CWU, the Secretary of State for Business, the Chair of the CWU Parliamentary Group, the Leader of His Majesties Opposition, the local MP for Witney, and the leaders of OCC and WODC.</i></p> <p>Members discussed the role of Postal Workers and were highly supportive of the Postal Workers strike. Cllr Mazower seconded the motion. All in favour. Motion carried.</p> <p><b>RESOLVED:</b> For the Clerk to take legal counsel and if positive, then to formally endorse the motion to support the Postal Workers strike. For Cllr Akers to draft a letter which will be signed by the Town Mayor.</p>
<b>CC67</b>	<p><b>Confidential Session</b> <b>RESOLVED:</b> 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 of the Public Bodies (Admission to Meetings) Act 1960.</p>
<b>CC68</b>	<p><b>The Town Hall</b> Cllrs received a fee proposal from Ingham Pinnock Associates and agreed next steps. Cllr Graves proposed to accept their proposal as received, Cllr Akers seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> To retain Ingham Pinnock Associates for their initial consultation fee of £1,500 to progress with their options study and to apply for further funding schemes.</p>
<b>CC69</b>	<p><b>Date of the next meeting</b> Wednesday 18<sup>th</sup> January 2023</p>

The Chair closed the meeting at 8:25 pm.

Signed as an accurate record.....

Date.....