

Chipping Norton Town Council – Action and Strategic Plan

Key Themes:

BT	A vibrant, safe and beautiful town
OS	Improved open spaces
CS	Improving Community Services
CE	Community engagement
MC	A Modern, safe and forward thinking Council

Committees:

FC:	Full Council
CC:	Community Committee
SP:	Strategic Planning
FR:	Finance and Resources
TAC:	Traffic Advisory Sub-Committee

Key	Action	Responsible Committee	Whose involved?	Budget	Commen cement	Completion	Notes/Comment
CS1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	SP	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-22	Jan-22	Need to pull together various consultations. Awaiting reports from WODC.
BT1	Promote active travel and transport in the Town	SP	CNTC/Transition CN/Working group/		Ong oing	Ongoing	LCWIP
BT/CE1	Delivering the East Chipping Norton Development Vision Statement	SP	CNTC/OCC/WODC //working group/Community First		Ong oing	Ongoing	Master-planning process paused. Letter sent to OCC and WODC.
CE1							
BT2	20mph scheme for Chipping Norton	SP/TAC	CNTC/OCC	N/A	April 22	April 23	Consultation complete. Report published. Awaiting roll out of scheme by OCC
CE2	Chippy Phone Box	SP	CNTC staff/CNarts	N/A	Jul-21	Ongoing	CNTC are managing the rota.
BT3	Using WODC's parking funding to promote active travel in the town	SP	CNTC/WODC/Contractors	£4000 EMR	May 21	May-23	Agreed by cabinet member and officer. Location permissions submitted.
CS2	New bus shelter at Walterbush road	SP	CNTC/OCC	£106	2020	April 23	New shelter installed. Quotes for sides/seats on way. Planters have been plated with herbs.
CS3	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	Street Scene budget and EMR	May 21	May 23	Ten benches complete. There are five more to restore. Second phase has started. The Covid Memorial bench for The Millennium Garden will be delivered and installed soon. Both memorial benches are due to be delivered week commencing 12 th December.
BT4	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/working group	£8000 for re-routing signs	Ong oing	Ongoing	HGV re-routing signage have been installed.
BT5	Road Safety	SP/TAC	CNTC/OCC/		Ong oing	Ongoing	Awaiting consultation on proposed new crossings in town centre from OCC. Road safety week was a success.

CS4	Modernise and improve Chipping Norton Town Hall Large project	CC	CNTC Staff/approved consultants/worki ng party	EMR £277,486	Jun- 22	Dec-24	Quinquennial review is complete. Measured survey is complete. Specification for works are almost complete. Expect works to take place in the spring/early summer. CNTC working with Ingham and Pinnock associates on grant funding and an options appraisal. New facilities and events officer has been in post 6 weeks.
CS5	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/c lubs	Youth opportunity funding Youth Council: 22/23 £1000 EMR £1500	Nov 21	Ongoing	The Council are funding Got2B for two years and actively seek opportunities to promote, support and facilitate better provision for young people in the town LGBTQ+ group in the Town Hall over the winter.
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	CC	CNTC/Contractors	22-23 £1000 EMR £4174	Ong oing	Ongoing	New regulations approved. Noticeboard has been installed.
OS1	Undertake a condition survey of CNTC recreation areas, then prepare and adopt a planned improvement and upgrade plan Large Project	CC	CNTC	22/23 £5000 EMR £28,895	Jul 22	Nov 24	Park signs have been installed. Health and safety works are complete or in progress. Youth workers have been consulting with young people at Cotswold Crescent play area. Proposed earmarked budget on this agenda.
CE/OS1	Cemetery clean up days	CC	CNTC Staff, Cllrs and Volunteers	N/A	Ong oing	Ongoing	Two clean up days – April and October.
MC/OS1	Pesticide free Chipping Norton	CC	CNTC/Contractors /landowners/clu bs	N/A	May 22	May 25	Three year action plan adopted. Implementing first year now. Wildflower area has been sown in the cemetery.
CE3	Sport awards Ceremony	CC	CNTC/Volunteers/ Clubs/Schools	£500			Date for 2023 to be agreed with the events officer. Suggestion summertime to enable more people to participate.
OS2	Improving access and biodiversity at Pool meadow Large Project	CC	CNTC/Approved consultants/Work ing Party	22/23 £7000 EMR £2880	202 0	Sept 24	Feasibility study is underway. First interim report has been received. Funding secured for planning stage.
BT6	Christmas lights scheme	CC	CNTC	£15,000 per year	Octo ber 22	Feb 25	The Council are in a three year contract with Millennium Quest LTD. Little trees organised by the community/CNTC 2022 lights are installed and on. Positive feedback from the community.
OS3	Fixing pathways in the closed Churchyard	CC	CNTC/St Mary's Church	22-23 £1500	ASA P	ASAP	The pathways have been repaired.
CE4	Providing grants to voluntary bodies/organisations in Chipping Norton	CC	CNTC/Organisatio ns/Clubs/Comm unity groups	22-23 £26000	July 22	October 22	Closed on 25 th September. 2022 Grants have now been awarded.
MC1	Managing Greystones leases	CC	CNTC/tenants		Jul 22	Jan 23	Ongoing.

CS/MC1	Public space safety and compliance	CC	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. Works to be completed before end of 2022. Tree Survey complete and priority works undertaken. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Fixed wire testing in the Town Hall is now complete.
MC2	Health and Safety Audit	FR	CNTC/Approved consultants		May 21	Sept 22	All recommendations following the H&S audit are now either complete or in progress.
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC		May 19	Jan 22	A full list of policies are on the F&R forward work programme and are being worked through systematically.
CE5	Flying flags to mark national and local events and commemorations	FC	CNTC	£200 for the purchase of flags	Jun 22	Ongoing	Protocol agreed June FC. NHS flag to be flown on 5 th July 22. Calendar agreed.
MC4	Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	FC/FR	CNTC/Developers		January 21	Ongoing	Website launched in June 22. Continuing development.
MC5	Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	FR	CNTC/STL Systems		May 21	Ongoing	The Council's IT and phone systems are managed by STL Solutions
MC6	Review the Council's fees and charges annually	FR	CNTC		Ongoing	Ongoing	January 2023
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Ongoing	To be reviewed
CE6	Develop a Communications Strategy	FR	CNTC	n/a	July 22		Adopted at F&R 13 th July 22
MC/CE1	Ensure that the Council is open and transparent	FR	CNTC		Ongoing	Ongoing	New website launched. Policies in place. FOI procedures adopted at F&R 13 th July
MC8	Ensure that the Council's finances are invested wisely	FR/FC	CNTC				Review investment strategy and identify advisor
MC9	Ensure that staff and members are suitably trained	FR/FC	CNTC/training providers	£3000	July 22		Carry out needs assessment
MC10	Apply for the NALC Foundation Award	FC	CNTC				Council now meets the criteria. On the agenda for this meeting