



# CHIPPING NORTON TOWN COUNCIL

## THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Luci Ashbourne

5th September 2023

### **SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE**

TO: All Members of Community Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 11<sup>th</sup> September 2023

TIME: 6:30pm

Luci Ashbourne  
Town Clerk and CEO

#### **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. 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](mailto:townclerk@chippingnorton-tc.gov.uk)) prior to the meeting, stating the reason for absence.

#### **2. 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

#### **3. Minutes**

To approve the minutes of the committee meeting held on 3<sup>rd</sup> July 2023.

#### **4. 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.

#### **5. Committee Action Plan**

To note the Committee Action plan

**6. Town Hall**

- a. To receive a report from the Facilities and Events Officer.
- b. To receive and consider a request from Victoria County History.

**7. Events**

To receive a report from the Facilities and Events Officer.

**8. Play Areas**

- a. To receive an update
- b. To receive and consider designs and quotes for park benches to be installed in Cotswold Crescent and/or Cornish Road play areas.
- c. To receive a report from Oxfordshire Play Association following the recent play day event held at Cotswold Crescent play area.

**9. Keep Chippy Beautiful**

To receive an update.

**10. Smokefree Oxfordshire**

To receive an update.

**11. Skatepark**

To receive an update and agree next steps

**12. Date of the next meeting – Monday 6<sup>th</sup> November 2023**



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Office Hours: Mon – Fri 9am – 1pm

## **Minutes of a Community Committee meeting held on the 3<sup>rd</sup> July 2023 at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllrs Sandra Coleman (Chair), Ben Bibby, Rachel Andrews, Alex Keyser, Athos Ritsperis, Natasha Whitmill (left at 7:54pm)

### ALSO PRESENT:

Luci Ashbourne, Town Clerk and Chief Executive Officer  
Katherine Jang, Deputy Town Clerk and Estates Manager  
Tania Kirby, Facility and Events Officer  
Paolo Oliveri, General Maintenance Operative  
1 Member of the public

<b>CC17</b>	<b>Apologies for Absence</b> Apologies were received from Cllrs Jo Graves, Steve Akers, Mike Cahill
<b>CC18</b>	<b>Declaration of Interests</b> None received
<b>CC19</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the meeting held on the 22 <sup>nd</sup> May 2023 were signed and approved by the Chair as an accurate record of the meeting.
<b>CC20</b>	<b>Committee Action Plan</b> Members noted the ongoing Committee Action Plan. The Town Clerk reported that the first phase of the Town Hall works has been completed.
<b>CC21</b>	<b>Sports Awards</b> Members received an update on the upcoming Sports Awards to be held on Friday 14 <sup>th</sup> July 2023 from Mr Graham Beacham. Mr Beacham gave an overview about the Sports Awards, history of how they began in Chippy, and the awards in 2023. Cllrs asked if there are any new sports clubs that need promotion, Mr Beacham replied that there has been a revived interest in cycling and wheeled sports but no new clubs that he is aware of.
<b>CC22</b>	<b>Town Hall</b> a. Members received a report from the Facilities and Events Officer. The Facilities and Events Officer has reported that work needs to be done to ensure that summer bookings improve next year.  Members discussed a proposal to hold open mic nights in the Lower Hall. Initially they would be held once per month on Friday evenings, 7pm-

	<p>8:30pm for age 18 and under, 8:30pm-10pm for age 18 and over. Town Hall to sell drinks and refreshments to cover costs of the event. The Facilities and Events Officer estimated the costs for these events to include:</p> <ul style="list-style-type: none"> <li>- Host Payment £100</li> <li>- Refreshments</li> <li>- Lower Hall Charity rate £36</li> </ul> <p>Bibby proposed to accept the Open Mic Night as above with the budget of £100, seconded by Keyser. All in favour, motion carried.</p> <p><b>RESOLVED:</b> To hold monthly open-mic nights in the Lower Hall starting on the 21<sup>st</sup> July, and agree a budget of £100.</p> <p>Members received a proposal from the Facilities and Events Officer to trial a Summer Ibiza Party Night for Saturdays during summer months. They would be held from 8pm-Midnight in the Upper Hall. Town Hall to sell tickets and hold a bar to cover costs of the event. The Facilities and Events Officer estimated that the costs for this would be:</p> <ul style="list-style-type: none"> <li>- DJ Payment £35</li> <li>- Town Hall Commercial Rate £180</li> <li>- Staff total: ~£300 <ul style="list-style-type: none"> <li>o Staff for bar £TBC estimated at 2 staff for 5.5 hours (~£15/hr agency) or each £82.50pp</li> <li>o Front of House person / Door staff ~£15/hr or £82.50pp</li> </ul> </li> <li>- Total costs not to exceed £850</li> </ul> <p>Tickets to be sold at £5 to encourage people to attend the event. The Facilities and Events Officer recommended to host these events on 5<sup>th</sup> and 26<sup>th</sup> August 2023, and 30<sup>th</sup> September. Cllrs mentioned that a rota of Cllrs should be on hand to help maintain order, Cllrs Bibby and Andrews volunteered. Cllr Whitmill proposed to accept the trial Summer Ibiza Party Night, seconded by Bibby. All in favour, motion carried.</p> <p><b>RESOLVED:</b> To hold the Summer Ibiza Party Nights on the dates mentioned above in the Town Hall.</p> <p>b. Members received and considered a draft Event and Venue Hire Policy. Members requested that the policy starts off with a positive paragraph which says something about hirers that would be desired, rather than discouraged.</p> <p><i>"Chipping Norton Town Council is an inclusive organisation that encourages the use of its venues and facilities by all sectors of society, including local businesses, community groups, charities, and individuals."</i></p> <p>Cllr Whitmill proposed to accept the draft Event and Venue Hire Policy, subject to the inclusion of the paragraph amendment, seconded by Coleman. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Event and Venue Hire Policy is adopted subject to the amendment including a paragraph at the beginning of the policy.</p>
CC23	Play Areas

	<p>Members received a verbal update from the Town Clerk about the installation of new play equipment at Cotswold Crescent play park.</p> <p>Cllrs discussed having an official opening and ribbon cutting ceremony for the Cotswold Crescent play park on the 21<sup>st</sup> July, to align with the Learn2Sustain event.</p> <p>Cllr Coleman proposed a budget for ice cream/cake and refreshments of £100, seconded by Cllr Keyser. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the official opening ceremony for the Cotswold Crescent play park will take place on the 21st July 2023, and that a budget of £100 allocated for refreshments.</p> <p>The Maintenance Operative reported that there is a problem with children using mini-motorbikes in the play park. The Town Mayor said that we will make the PCSOs aware of this.</p> <p>The Town Clerk also reported that the ROSPA inspection for all play parks will take place in July 2023.</p>
<b>CC24</b>	<p><b>Events</b></p> <p>Members received a report from the Facilities and Events Officer.</p> <p>The Mayor thanked the staff and Cllrs for making the event so successful. The Facilities and Events Officer reported that there were about around 1000 guests who attended.</p>
<b>CC25</b>	<p><b>Keep Chippy Beautiful</b></p> <p>Members received a verbal update from the Town Clerk. After consultation, 30 residents responded to the initial outreach message, and 4 residents have expressed an ongoing interest in the initiative.</p> <p>The Town Clerk has organised a meeting in August – to invite Cllr Andrews in addition to those who have already expressed an interest in attending.</p>
<b>CC26</b>	<p><b>Date of the next meeting</b></p> <p>Monday 11<sup>th</sup> September 2023</p>

The Chair closed the meeting at 8:15 pm

## Community Committee strategic plan

Action	Whose involved?	Budget	Commencement	Completion	Notes/Comment
Modernise and improve Chipping Norton Town Hall Large project	CNTC Staff/approved consultants/working party	EMR £277,486	Jun-22	Dec-24	<p>Quinquennial review is complete. Measured survey has been carried out and we now have floorplans. Specifications have been drawn up and the tender process has been completed. Planned roof inspection and damp works have been completed. First phase internal decoration is complete.</p> <p>Awaiting roof report to assess costs and agree next phase of works.</p> <p>CNTC working with Ingham and Pinnock to draw up an options paper for future use and funding opportunities.</p>
Supporting young people in Chipping Norton.	Youth work providers/CNTC/clubs		Nov 21	Ongoing	<p>Got2B were trialling after school LGBTQ+ groups in The Lower Hall during the winter term and moved into open spaces during spring and summer.</p> <p>Chippy Pride event held on 1<sup>st</sup> July 2023.</p> <p>Got2B have now ceased operations.</p> <p>Family event for the Coronation a huge success.</p> <p>The Town Council support local youth work through enabling use of play area facilities and other partnership endeavours.</p>
Undertake a condition survey of CNTC recreation areas, then prepare and adopt a planned improvement and upgrade plan Large Project	CNTC	22/23 £5000 EMR £60,000	Jul 22	Nov 24	<p>New park signs have been installed.</p> <p>Approved H&amp;S works have now been carried out.</p> <p>RoSPA inspection booked for July 2023.</p> <p>New equipment at Cotswold Crescent has now been installed.</p> <p>Park benches to be considered at this meeting.</p>
Pesticide free Chipping Norton	CNTC/Contractors/landowners/clubs	N/A	May 22	May 25	<p>Three year action plan adopted. First year implemented, second year review and implementation to take place.</p> <p>Wildflower area in the Cemetery is establishing well, with yellow rattle flowers in bloom during June. This area has been strimmed, and new wildflowers will be sown.</p>
Sport awards Ceremony	CNTC/Volunteers/Clubs/Schools	£500			<p>The Sports Awards Ceremony was held on 14<sup>th</sup> July 2023.</p> <p>2024 event to be scoped out.</p>
Christmas lights scheme	CNTC	£19,500 per year	October 22	Feb 25	<p>Christmas lights 2022 were a success. Little trees have not been brought in house and will be delivered by the</p>

					Council's contractors. New infrastructure has been installed. Lights switch on event on the agenda to be considered.
Compliance and safety	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. First phase works complete. Second section to be carried out during 23-24. Tree Survey complete - priority works complete. Medium term priority works underway. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Town Hall Fixed Wire test and actions complete Alarms system survey currently being undertaken.
Chippy Pride	CNTC/Got2b		July 23		Event in The Town Hall with Got2B 1 <sup>st</sup> July 23.
Skatepark feasibility project	CNTC/Consultants	EMR £35,000	April 23		Discussions re potential site underway. Community Petition launched Pop-up skatepark held at picnic in the park event. Site identified and agreed in principle – at New Street Rec. Tender for partner to project manage to be drawn up following formation of user group and community consultation.
Keep Chippy Beautiful Initiative	CNTC	£500	April 23		Webpage launched. Volunteers have been contacted. People who have signed up to organise a clean up day have been put in touch with one another. Posters designed and resources ordered. Update at this meeting. Big Clean up – 7 <sup>th</sup> October 2023 10am-midday
Smokefree Oxfordshire initiative	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	May 24	Sign design competition underway with primary schools and scouts. Submission deadline end of July. Submissions received. Panel to meet and agree a winner.
Develop a Communication Strategy	CNTC	N/A	July 22		Approved July 2022
Scoping out partnership working Chipping Norton Theatre	CNTC/CN Theatre		May 23		Task and finish group to meet with CN Theatre to review proposal and present back. Update on the agenda.
Feasibility for a “rock school” for Chipping Norton	CNTC/partners				Scope out ideas
Collaboration/dialogue with The Branch Community Hub	CNTC/The Branch				Scope out ideas
Chippy Phone Box	CNTC staff/CNarts		Jul-21	Ongoing	CNTC are managing the rota.
Summer event – picnic in the park	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide an annual open air event.

## Agenda item 6a – The Town Hall

### Bookings

#### **1) Current Bookings Updates:**

- a. Current Capacity for next three months (Lower Hall, The Snug and Upper Hall)
  - i. September = 30.24% (increase of 7.15% from the July update)
  - ii. October = 27.09%
  - iii. November = 27.31%

#### **2) Current Capacity for 2023 – and where we can improve:**

- a. 01 Jan – 31 Dec 2023: 22.33%
- b. The above is an improvement of 1.01% on the figures from July report.

### Recommendation

Whilst bookings have and continue to increase, there still needs to be more input into the marketing of the Venue to increase the income and booking from private and commercial sales.

- New photographs of the spaces empty
- New photographs of all spaces in varying layouts
- New photographs of the Hall being utilised as an Events Venue
- Advertising locally – which external resources would be the most beneficial to tie in with
- Planning marketing to corporate organisations
- Planning marketing to the local community for Private events
- Planning marketing to prospective entertainers
  - Hire of the space and the dry bar – they take the ticket sales and bar profits.
  - Hire of space alone – they take ticket sales – we get hire rent and run the bar.
  - We produce the events and book the prospective entertainers in – we take the ticket sales and the bar.
- The Bar will be tested as a profit-making endeavour using the Club nights to gauge sales. This is anticipated to be a slow start up, that will grow as a regular available evening to the community.

This report is to note.

#### **3) Ongoing Community Groups updates:**

- a. Community Church (have now asked to extend their booking through 2024)
- b. Little Footsteps
  - i. **To Note:** The Little Footsteps Summer School was run for 3 days at the beginning of the school holidays, and was hugely successful, supporting up to 50 families in need. Run by Kath Room at the community church, they were only able to host for 3 days due to financing. As well as taking part in activities, the children were also fed, and on each morning (although not part of the original offer) often would arrive hungry and the group would provide food for them.

Recommendation:



To assist and support the group to help with finding and locating sources of funding to support families throughout the summer holidays. I would suggest that this is 3 days a week for 6 weeks of the holidays.

- c. Cookery Class organised by the Community Church (to move when the Branch are set up)
- d. Chipping Norton Choral Society
- e. Chipping Norton Theatre x2 Singing Groups
- f. Chipping Norton Theatre x2 Dance Groups
- g. Chipping Norton Theatre x 2 Youth Theatre Groups
- h. Chipping Norton Theatre Pantomime rehearsals
- i. Amnesty Chipping Norton
- j. U3A

This report is to note.

#### **4) Staffing**

We are delighted that the new Venue Assistant has started, supporting both the Town Hall Keeper and Facilities and Events Officer on a part-time basis. The Venue Assistant has made a cracking start and has great experience in bar work, and events. Theirs and Town Hall Keepers skills differ yet compliment the facilities tasks required well, as well as our new starter having the administration skills to support me with logging and checking maintenance. A great start.

This report is to note.

#### **5) Banking**

The Barclays hub is being well used by customers; however, it is very apparent that the solutions offered to customers without device access is very difficult for them. Since the theft at Sainsbury's there are unconfirmed rumours that the cash point will not be replaced, leaving only one cash point in the centre of Town available, with the Post Office being the only counter service to deposit or withdraw cash.

The 'drop-in' service is also not efficient, with queues at various points during the day and then followed by lengthy quiet moments. This causes much annoyance for people waiting as they are used to going to a counter with more than one advisor available. The current system in place is:

- Appointments can be made at 10am and 2pm
- All other times are 'drop-in' only.

One issue for people waiting for a 'drop-in' appointment is that many are coming in from surrounding villages and towns; Charlbury, Chadlington, Moreton-in-Marsh, Churchill are just some of the places from people spoken to.

On some occasions they arrive and the member of staff in the Hub is not able to assist with their needs.

We also need to be mindful of the Bank overreaching their expectations of Council staff on site, where a person is needed to be on-site. There have been a couple of incidents where Council staff are utilised in managing the situation when a customer begins to become angry and/or aggressive.

#### Recommendation

The Facilities and Events officer to liaise with the Hub Staff and Barclays regional manager regarding the possibility of implementing better appointment system for customers, to minimise their waiting time and the emotive effects that this has on the customer. It would also be a triage system for whether the person can indeed be helped by the Hub or if the person can only be helped at a serviced branch.

### 6) Maintenance

#### a. **Broken Boiler**

Warburtons are now waiting on a price for a replacement part for the boiler to be fixed before being able to supply us with a quote for work.

#### b. **Fire Safety**

During Phase One of the works in Town Hall it was noted by contractors on site that the Emergency Lighting and Fire Alarm System was not up to standard. Whilst all our existing equipment works, some is very out of date, and many smoke detectors are outside of the legal age required. The Emergency Lighting System needs an overhaul to bring it up to standard expected. Initial quote for the work to be carried out is showing a large expense, however more quotes are required which we are currently in the process of acquiring.

#### c. **Accessibility**

The downstairs disabled toilet was noted as not having the correct emergency equipment in place to be an accessible toilet, including no emergency lighting and no emergency pull cord. The cost was included in the quote for Emergency Lighting work.

The hearing loop has been inspected (following a complaint from one of our groups using the Hall) and there is work to be carried out to make us DAA Compliant in the building. There will never be the opportunity for the hearing loop in all areas at one time due to the metal framework inside the building, however the existing system is not fit for purpose. 2 quotes have been received for the work to be carried out and we are waiting on one more to be returned.

#### d. **External Electrics**

During the Fixed wire testing, the electrician on site noted that there was a Domestic cable being used as an External Cable. The cable is also badly frayed and is within reach of the public and as such, it has been made safe with tape on the cable and the external electrics are currently switched off. Currently in process of receiving quotes for the work to fix.

#### e. **Storage**

We have storage being developed in interesting ways around the Town Hall. Terry has been building shelves inside the cupboards that have been created in the Ladies washroom area, and we have been looking at interesting ways to build more storage in the Upper Hall and Council Chambers for tables and chairs, which we will share when we have created the designs more thoroughly and accurately.

#### f. **Cleaning**

New Cleaner is doing very well and has made an incredible difference to the look and feel of the Town Hall – with many visitors commenting on the results. The trials

of post-Party clean are underway with a difficult experience for the cleaner following a Wedding Reception where the caterers did not clear up after themselves. However, the following post-Party clean went exceptionally well, with the whole team working brilliantly to ensure the bookers had a great party. The result is we will continue to develop the offering and the expectations of both the hirer and the cleaner, through offering a tiered provision with a damage deposit.

**g. Risk Assessments**

The Town Hall assistant role has been able to quickly pick up the Risk Assessments for the building on a 'space by space' capacity and has made a start on the Kitchen and making customers aware of the Hazards when renting out the kitchen. We will also be implementing new 'use of the kitchen' rules that we will develop together as a team.

This report is to note.

Agenda item 6b – Request from Victoria County History

The following request has been received from Victoria County History:

*I think you're probably aware that the Victoria County History (VCH) is finalizing its volume on Chipping Norton and the surrounding area - you may remember that the four of us gave a talk about the project in the town hall back in April.*

*I'm now finalizing the illustrations, and would like if possible to reproduce some of the paintings on Art UK which belong to the town council - in particular the c.1800 view looking north (for reproduction in colour), and ideally the portraits of Henry Field Wilkins and Thomas Mace (for reproduction in greyscale).*

*Could you kindly let me know:*

*Would the town council be willing to give permission for that (with full acknowledgement in print of course), and if so will there be a fee?*

*Separately, I wondered whether the town council has any high-quality photographs of the surviving town mace which it might be possible to reproduce. I'll be illustrating the town seal as depicted in 1634, and it would be good to be able to illustrate the mace alongside (again this would be in greyscale).*

The Council do not have high-quality images of the Mace at present. The editor has asked if they can come into the office to take some photos.

Recommendation:

- a. That the Committee consider whether to approve the request for reproduction images of paintings in the Town Hall to be used by Victoria County History and;
- b. That the request for the editor to take photos of the Council's Mace be considered.

## **Agenda item 9 – Events**

### **1. UPCOMING EVENTS**

#### **Club Night at Town Hall**

Club Nights started on 26<sup>th</sup> August as a regular event that we will trial until the end of the year, offering a great night out at reasonable costs for local people. This report has been written prior to the first event and will update accordingly at the community Committee meeting in person.

The event is being trialled working in partnership with Chipping Norton Theatre utilising the following:

- Front of House support
- Bar Staff
- Programming and Ticketing

Town Hall Keeper and Facilities and Events Assistant will be on hand for at least the first 2 events as we assess staffing and event needs going forward.

This report is to note.

#### **Open Mic Nights**

Open Mic nights have been pushed back as the original host has now found it difficult to fit us in. Facilities and Events Officer will work to find a new host for the event.

#### **Opening the blue Doors on Tuesdays after school for the Young People**

Transitions Chipping Norton along with The Chippy Larder, and the Theatre youth Workers would like to start opening the big blue doors of Town Hall after school on Tuesday evenings. Transition Chipping Norton have funding to pay for their experienced and trained youth worker to provide the sessions.

Currently looking for support both financially and with volunteers for the event to be set up appropriately and with the correct safeguarding measures in place. Transition Chipping Norton have been made aware of the Council's grants to voluntary bodies process and may submit an application for support in the future.

#### **Christmas Light Switch on with the Big Chippy Christmas Singalong – 23<sup>rd</sup> November 2023**

The Chippy at Christmas group are not able to provide Chippy at Christmas fair and entertainment in 2023 due to difficult personal circumstances.

We are taking the opportunity to implement a Christmas Lights Switch On which will be a regular Town Event, with the Chippy at Christmas team coming back in 2024 and providing the event in between the light Switch on and Christmas.

New Christmas Lights will be in place in 2023, and we will no longer run the Christmas Tree dressing event from Town Hall. However, the shops that would usually have had a tree who will not have one as part of the scheme will be offered a set of PAT tested lights to have if they wish to purchase and install a little tree above their shop. The Window cleaner is available to install them if required. The Facilities and Events Officer and The Town Clerk will be visiting shops individually to discuss this with them.

Current Plans:

- Whole Day Lantern Making workshop for between 60 and 80 children Friday 3<sup>rd</sup> November
- Christmas Carols and Songs singalong inside/outside (TBC) the Town Hall
- Christmas Light Switch on at the Tree by Town Hall Steps
- Children's Christmas Lantern Parade around the Town Hall with song
- Mulled Wine and Minced Pies in Lower Hall/Upper Hall (TBC)
- Depending on the 'Layout' of the event, if the Facilities and Events Officer can make the outside singalong safe, then the space in the upper hall will be sold to stall holders selling Christmas items.

This report is to note.

### **Salsa / Latin Dance Sessions with Salsa Event in partnership with Chipping Norton Theatre**

The producer at Chipping Norton Theatre has proposed a joint project for providing regular Latin Dance Classes (Probably Salsa – but may also be generic) at the Town Hall. As part of the provision, they would like to also hold a Big Band Latin Dance evening as a standalone event for people of all dancing abilities.

The theatre will be working on sourcing dance instructors from their contacts, as well as reaching out to the customer base for marketing the classes and dance event.

There will be an equal share of the profits returned, in exchange for the Town Hall being offered for free, and the project being managed by the Theatre producers.

Pencilled in date for the event will be 2<sup>nd</sup> December and will be marketed as Fiesta Cinderella to organisations looking for fun and alternative Christmas parties.

This report is to note.

### **The Snow Queen by Theatrix 25<sup>th</sup> November 2023**

Theatrix have been booked directly by Facilities and Events Officer to provide a value Christmas event for families in Chipping Norton. It will be the premiere performance of The Snow Queen by Theatrix, with a Puppet Workshop included that the audience would pay an additional £1 per child to participate in.

Tickets will be sold through Chipping Norton Theatre and are priced at £5 with Family Discounts.

This report is to note.

### **Community Events** where Councillors' attendance would be appreciated.

- Chipping Norton Air Cadets are hosting a fundraising event on 7<sup>th</sup> October.
- Thames Valley Police are hosting an open day on 4<sup>th</sup> November 2023.
- Charity Bingo ran by residents for the Motor Neurone Disease Charity following the diagnosis of a Chipping Norton Resident on 19<sup>th</sup> November 2023

#### Agenda item 8a – Play Area update

The latest inspection reports have been received from the insurance company. There are very few issues in comparison to previous reports, and this is an accolade to the Council's commitment to ensuring the equipment and sites have been kept well maintained.

A comprehensive RoSPA inspection is due to take place imminently. This may bring up other items to address.

In general the Maintenance Operative has been able to deal with any issues as part of the weekly inspections, however we did have to employ a professional to secure the pyramid net at Cotswold Gate, which cost £785

The installation of the Cotswold Crescent equipment was very smooth and well executed. The play area was open again before the start of the summer holidays, and we have received a lot of positive feedback from residents, youth workers and young people using the site.

This report is to note

### Agenda item 8b – Benches fo recreation areas

The new play area at Cotswold Crescent has been installed. The original design included space for two benches, but the Council agreed that it would be more cost effective to have the play equipment installed and then order the benches separately.

The benches that are installed in Evans Way have been really popular, look fun and modern and have been easy to instal and maintain. Therefore this report contains options for similar style benches, all made with recycled plastic material.

Bench style	Price (per unit exc. VAT)	Delivery (per order)	Total for two (inc delivery)	Lead time	Size spec (LxWxHxS) mm
<b>Bench with back</b>					
<a href="#">West Point Coloured Benches</a>					
Two seater	£527.27	Free	£1144.54	3-5 working days	1500x450x740x440
Three seater	£685.56	Free	£1371.12	3-5 working days	1800x450x740x440
<a href="#">Wessex Coloured Benches</a>					
Two seater	£686.72	Free	£1,373.44	8-10 weeks	1500x450x740x440
Three seater	£822.67	Free	£1645.34	8-10 weeks	1800x450x740x440
<a href="#">Kedel Rainbow Bench</a>					
Two seater	£410.57	£78.00	£899.14	3-5 weeks	1500x450x740x440
Three seater	£526.83	£78.00	£1131.66	3-5 weeks	1800x450x740x440
<b>Bench without back</b>					
<a href="#">Premium Outdoor bench</a>					
Two seater	£308.57	£11.99	£629.13	10-14 days	1250x560x410
Three Seater	£427.56	£11.99	£867.11	10-14 days	1850x560x410
Four Seater	£468.08	£11.99	£948.15	10-14 days	2050x560x410
<a href="#">Recycled Plastic Bench</a>	£395.83	£100	£891.81	3-6 weeks	1500x300x490



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Cost of installing foundations for both benches needs to be included in total cost. This will be circa £500.

It should be noted that there are no benches at Cornish Road play area. There are two logs but these are now rotten and need replacing. Therefore, the Committee may wish to consider the purchase and installation of one or more benches to be installed in this play area too, or this could be budgeted in for next year.

**REPORT ON CHIPPING NORTON 'MINI'**  
**PLAYDAY 2023**  
**MONDAY 21<sup>ST</sup> AUGUST 2023**



**BUILDING COMMUNITIES THROUGH PLAY'**

Funding Secured and Event Organised and Delivered by;





**FREE Play  
Activities!**



**FREE**

## **CHIPPING NORTON 'MINI PLAYDAY 2023**



### **FREE ENTRANCE AND FREE ACTIVITIES**

**Monday 21<sup>st</sup> August from 11am until 3pm**

**Cotswold Crescent Play Area, Chipping Norton,**

**Oxon. OX7 5DR / OX7 5DS**

**Chipping Norton Theatre, Chipping Norton**

**Library, Seedbed Theatre, Art Avalanche,**

**Smoothie Bike, DIY Face Painting and more!**

**Please be advised that NO childcare is provided at this session and parents / carers are responsible for their Children at all times.**

**Contact – 07436 270267 / [martin.gillett@oxonplay.org.uk](mailto:martin.gillett@oxonplay.org.uk) / [www.oxonplay.org.uk](http://www.oxonplay.org.uk)**

**This event has been funded and supported by**

**BLENHEIM**



**Cottsway**





This year's theme is...

# Playing on a shoestring

– making every day an adventure

## **PLAYDAY THEME 2023**

Playing on a shoestring - making every day an adventure.

This year's theme focuses on the everyday low-cost or no-cost play adventures that children can enjoy at home, in settings, and in our communities.

Play opportunities don't need to involve expensive activities, costly toys, or trips to far-off destinations. It is often the simplest ideas, the free and found opportunities, which offer the most fun, and are the most developmentally beneficial for children and young people.

Play is essential at all ages and stages of childhood, and is particularly important during times of crisis.

Play helps children and young people make sense of the world around them, deal with challenges, and build resilience.

Play is fun, enabling children and young people to make friends, blow off steam, and cope with stress and anxiety.

Play is vital for children and young people's health, happiness, and skills development including creativity, imagination, and sense of adventure.



Make this Playday, and every day, an adventure!





OPA would like to thank the following for  
their financial and practical support, without  
whom this event would not have happened



**BLENHEIM**



play 4 life





## OPA PLAY AND ACTIVITY DAYS 2023

### KEY AIMS AND OBJECTIVES

#### For Children & Young People

- 1) Promote Positive Behaviours & Activities (reduce anti-social behaviour)
- 2) Promote Increased Levels of Physical Activity
- 3) Promote a Healthy Lifestyle (healthy choices)
- 4) Promote Healthy Weight Management (obesity reduction)
- 5) Provide information on services and activities to promote a sense of Wellbeing and Inclusion

#### For Parents / Carers

- 1) Provide an Event offering both **FREE** Entrance & **FREE** Activities to Ensure an Inclusion for **ALL**
- 2) Demonstrate how Play & Quality Family Time can be achieved on a Zero / Minimal Budget using Natural & Recycled materials
- 3) Provide information on services and activities available in the local and wider area

#### For Communities

- 1) Encourage a greater sense of belonging to promote Active & Engaged Communities - 'Love Where You Live'
- 2) Promote local clubs, groups and societies
- 3) Involve local groups, communities and Children & Young People in the planning and delivery of each event





## OXFORDSHIRE PLAY ASSOCIATION

**OPA's Vision is to 'Improve Lives Through Play'**

**OPA's Mission is to 'Champion and to support  
the rights of all Children & Young People to  
have access to, high quality, inclusive Play  
opportunities to improve their Physical, Mental  
and Spiritual wellbeing'**

**T = 07436 270267**

**E = [enquiries@oxonplay.org.uk](mailto:enquiries@oxonplay.org.uk)**

**W = [www.oxonplay.org.uk](http://www.oxonplay.org.uk)**

**Facebook =**

**<https://www.facebook.com/OxfordshirePlayAssociationOpa/>**

**Twitter = @oxonplay**

### Keep Chippy Beautiful

The Keep Chippy Beautiful organising team met mid August and agreed that a “big clean-up” day would be held on Saturday 7<sup>th</sup> October from 10am-midday, meeting at Withers Court. There is more information, and a link to sign up on our website here:

<https://www.chippingnorton-tc.gov.uk/town-council/what-matters-to-chipping-norton/keep-chippy-beautiful/>

This event is organised in collaboration with Mid-Counties Co-op, who will encourage staff to attend, and also provide refreshments for volunteers after the event.

The group also agreed that it would be helpful for them to train to become “Fix my Street Superusers”. The Town Clerk has contacted the volunteer coordinator and is awaiting a reply.





**Chipping  
Norton**  
Town Council

**Join us for Chipping Norton's  
Big Clean-up!**

**Saturday 7th October  
10am-midday**



**Meet in Withers Court. Please bring a pair of  
gloves. All other equipment provided**

**Please sign up at [www.chippingnorton-tc.gov.uk/keep-chippy-beautiful](http://www.chippingnorton-tc.gov.uk/keep-chippy-beautiful)**

#### Agenda item 10 – Smokefree Oxfordshire Campaign

The sign design opportunity was offered to the primary schools and The Scouts. Several submissions have been received from the Scouts, the agreed panel will soon meet to choose the winning design.

Once this has been selected, the signs will be ordered and installed in the appropriate locations. We will also note the winning design on our website and social media platforms.

This report is to note.

## Agenda item 12 – Skatepark update

At the last Full Council meeting it was reported that the Town Clerk and Cllr Sandra Coleman had attended a very positive meeting with the Chipping Norton Regulated Pastures Trustees (Field Reeves) who are the custodians of New Street Recreation Area, which is leased by the Council.

The Town Clerk has been in touch with parents of the young people who presented to Community Committee, and have since launched a petition, to let them know that as a site has been identified, the project will now move into the next phase.

Skateboard GB have advised that most successful skatepark projects have either a constituted skatepark user group (sometimes a sub-set of a wider 'friends of' group for a park or greenspace) or they have a small group of (informal/constituted) users who work as advisors directly to the Local Authority. They have advised that for them, and for funders this is key.

They advise that we need at least three bits of insight from the user community:

- i) the size of that user community, and therefore the likely size of the skatepark - to meet that demand - at approximately £550 per square metre currently, this will critically affect the overall budget.
- ii) the nature of the user community, specifically the mix of wheeled sports being practiced.
- iii) Users' design preferences, which also has a big impact on both budget and the skatepark company best placed to deliver the work. Skateparks can be split into x3 broad categories or typologies as follows:
  - (1) A street plaza or street-prioritising skatepark (i.e. with ledges, stair-sets, rails, banks and very few ramps/transitions). Street is one of the x2 Olympic skateboarding disciplines (it is also a BMX discipline)
  - (2) A transition only or transition-prioritising skatepark - which can be a more traditional combination of mini ramps/open bowls, spines and jump ramps or pump tracks or the more modern 'flow park' (a series of interlinked bowls) that in-part replicates the layout of the Olympic 'park' skateparks (the other Olympic discipline alongside street), but on a smaller scale. This category will have no or very few street elements
  - (3) a mixed or hybrid skatepark with both 'street' and 'park' (ramp/transition) features.

This insight can be gathered in a number of ways.

The simplest is an online survey. But this is scattershot, and may not be picked up by key users.

In successful projects, the user group will often compile all of this into 'Design Principles' report for the Local Authority. This can then go directly into the tender pack (as an annex) with key elements copied over into the tender specification itself.

Recommendation:

That the Community discuss and agree ways to reach out to local skateboard and wheeled sports users who would like to be part of a formal or informal Chipping Norton Skatepark user group.