



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne

16th May 2023

SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE

TO: All Members of Community Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 22nd May 2023

TIME: 6:30pm

Luci Ashbourne
Town Clerk

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. Election of Chair

To receive nominations for and elect the Chair of Community Committee for the municipal year 2023/24

2. Election of Vice-Chair

To receive nominations for and elect the Chair of Community Committee for the municipal year 2023/24

3. 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) prior to the meeting, stating the reason for absence.

4. 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

5. Minutes

To approve the minutes of the committee meeting held on 15th March 2023.

6. 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.

7. Committee Action Plan

To review the Committee Action plan

8. Correspondence

To receive correspondence from Chipping Norton Fire Station and agree next steps.

9. Town Hall

- a. To note a report from the Facilities and Events Officer.
- b. To receive a request regarding a "Chippy Larder Twilight Café"

10. Play Areas

To receive an update from the Town Clerk.

11. Events

To receive a report from the Facilities and Events Officer.

12. Smokefree Oxfordshire

To receive a report from the Town Clerk and agree next steps.

13. Keep Chippy Beautiful

To receive a report from The Town Clerk following the launch of this community action initiative.

14. Partnership working with Chipping Norton Theatre

To receive and consider a proposal from Chipping Norton Theatre regarding partnership working.

15. Confidential Session

To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of item 16.

16. Skate Park

To receive a confidential report from The Town Clerk following initial feasibility discussions Skateboard GB and other skatepark and wheeled sports companies and agree next steps.

17. Date of the next meeting – Monday 3rd July 2023



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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

Agenda item 5 – Committee strategic plan

The current Committee Action plan needs to be reviewed. The items highlighted in green are now the remit of the Strategic Planning Committee, and the items highlighted in blue are not the remit of the Finance and Resources Committee. They will be moved onto that Committee action plan.

The items highlighted in orange are complete.

The committee should consider the current plan and discuss any forward work that needs to be included. It should be noted that this action plan is a working document and can be updated at any point.

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	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 and damp works have commenced. CNTC working with Ingham and Pinnock to draw up an options paper for future use and funding opportunities.
Supporting young people in Chipping Norton.	Youth work providers/CNTC/clubs	Youth opportunity funding	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 Got2B are trialling after school LGBTQ+ groups in The Lower Hall during the winter term. Chippy Pride event to be held on 1 st July 2023. Family event for the Coronation a huge success.
Improving access, information and biodiversity in Chipping Norton Cemetery	CNTC/Contractors	22-23 £1000 EMR £4174	Ongoing	Ongoing	New regulations approved. New noticeboard has been installed. First stage memorial safety testing complete - safety works complete. Awaiting second area survey results.
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	New park signs have been installed. Approved H&S works have now been carried out. RoSPA inspection booked for July 2023. New equipment at Cotswold Crescent installation to commence June 2023.
Cemetery clean up days	CNTC Staff, Cllrs and Volunteers	N/A	Ongoing	Ongoing	October 2023 October 2022 clean up day and wildflower planting was a success.
Pesticide free Chipping Norton	CNTC/Contractors/landowners/clubs	N/A	May 22	May 25	Three year action plan adopted. Implementing first year now.
Sport awards Ceremony	CNTC/Volunteers/Clubs/Schools	£500			The Sports Awards Ceremony will be held on 7 th July 2023. Nomination can now be received.

Improving access and biodiversity at Pool meadow Large Project	CNTC/Approved consultants/Working Party	23/24 EMR £25,000	2020	Sept 24	Feasibility study has been approved and is progressing. Topographic survey to be conducted.
Christmas lights scheme	CNTC	£15,000 per year	October 22	Feb 25	Christmas lights 2022 were a success. Little trees have not been brought in house and will be delivered by the Council's contractors.
Fixing pathways in the closed Churchyard	CNTC/St Mary's Church	22-23 £1500	ASAP	ASAP	Complete
Providing grants to voluntary bodies/organisations in Chipping Norton	CNTC/Organisations/Clubs/Community groups	22-23 £26000	July 22	October 22	Grants have now been approved. New policy on the agenda.
Managing Greystones leases	CNTC/tenants		Jul 22	Jan 23	New leases are being drawn up
Compliance and safety	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety testing underway. Tree Survey complete - priority works complete. Medium term priority works to commence in the Spring. 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.
The Coronation	CNTC		May 23		Flag raising and picnic in the park now complete.
Chippy Pride	CNTC/Got2b		July 23		Event in The Town Hall with Got2B 1 st July 23.
Skatepark feasibility project	CNTC/Consultants	EMR £35,000	April 23		Report to this committee to agree next steps. Community Petition launched Pop-up skatepark held at picnic in the park event.
Keep Chippy Beautiful Initiative	CNTC		April 23		Webpage launched. Awaiting feedback
Smokefree Oxfordshire initiative	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	May 24	Next steps to be agreed by this Committee
Develop a Communication Strategy	CNTC	N/A	July 22		Approved July 2022

Adopted by Community Committee – 29th June 2022

Review date:

Agenda item 8 – Correspondence

We have received the following correspondence from the On-Call Watch Manager of Chipping Norton Fire Station:

Russell Pratt is an On-Call Crew Manager (CM) at Chipping Norton Fire Station. On the 31st May 2023, after 17 Years and 6 Months he is hanging up his helmet for the last time and finishing his career within the fire service. I thought it would be a nice touch if the Town Council could write him a letter of appreciation for his loyalty to the town.

Chipping Norton Fire station have received Fire station of the Year, for the following

- *Organised a charity car wash, raising £1,700*
- *Organised a community Open Day, raising £310.14*
- *Organised a fundraiser for Children in Need, raising 1050.97*
- *Organised a fantastic Halloween community event, raising £85*
- *Planned an a Have a go day, for potential new recruits*
- *Attending the Remembrance Sunday Parade*
- *Attending the proclaiming of King Charles with the Town Council and the Royal British Legion.*
- *Used the Christmas Tree Festival to raise vital fire safety awareness during the festive period*
- *Attended the Chipping Norton town festivals to network and give safety advice*
- *Undertook many school and nursery visits*
- *Attended other local festivals / concerts for safety advice*
- *Attend Park Run community runs to give safety advice and recruitment information*

Regards,

Dave

David Cuthbert

On-call Watch Manager

Chipping Norton Fire Stations

Recommendation:

1. That the committee consider sending a letter of appreciation to retiring firefighter Russell Pratt.
2. That the committee notes the achievements of Chipping Norton Fire Station in receiving the Fire Station of The Year award and considers how best to acknowledge this.

Agenda item 8 – The Town Hall

Bookings

1) **Current Bookings Updates:**

- a. Current Capacity for next three months
 - i. April = 17.63%
 - ii. May = 11.53%
 - iii. June = 12.18%
 - iv. July = 16.57%

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

- a. 01 Jan – 31 Dec 2023: 16.18%
- b. The above is an improvement of 6.83% on the figures from March report, however I am keen to note that this improvement comes somewhat from a provisional enquiry for 28 additional hours use of The Snug for a one-year contract. I wanted to show the difference that a full-time booking working in partnership with commercial organisation can provide, and that it can be a huge benefit to the Town and the Community. This is addressed in part 5b of this report.

Recommendation

The Events and Facilities Officer has begun to network with a local business networking group Chipping Norton Business Buzz, and marketing directly to private individuals and commercial organisations to promote the Town Hall spaces. Following 3 previous meetings, and from the responses from businesses, I would propose the concept of a regular Chipping Norton Chamber of Commerce being hosted by the Town Hall, that would encourage businesses to recognise the Town Hall as a space available to them.

The Events and Facilities Officer has reached out to Chipping Norton Theatre regarding a partnership proposal that could benefit the ongoing capacity of the Town Hall and would welcome the positive review of the proposal later in this meeting.

3) **Ongoing Community Groups updates:**

- a. Community Church
- b. Little Footsteps (Also booking for a summer session)
- c. Cookery Class organised by the Community Church (Currently suspended due to work in Town Hall)
- 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. Amnesty Chipping Norton
- i. U3A

This report is to note

4) **Losses to Town Hall Sessions:**

- a. Got2B have found it difficult to engage young people into the Town Hall and have moved back to Cotswold Crescent as planned for the Spring and Summer.
- b. Zumba Class has very sadly been cancelled due to the sad death of Steve Menear
- c. Sheldon Bosey Knight will no longer host their auctions from Town Hall – as they have decided that they should be hosting from a venue nearer to their location in Warwickshire.

5) New Bookings to be excited about:

- a. A local Piano Teacher has enquired about a regular booking in Town Hall Snug which we are trying to fulfil at a reasonable cost. As such we are looking for them to provide a one-person bursary, in exchange for charging the charitable rate.
- b. Barclays Bank have enquired about the use of the Town Hall Snug for a Pop-Up bank for 28 hours per week, Monday, Wednesday, Thursday, and Friday. For the booking to be fulfilled according to the Bank's requirements we would need to ensure that we have one member of staff on site when the bank is on-site. If they did wish to go ahead on the current commercial rate for the snug, the payment received would include costs incurred for an additional part-time member of staff to ensure we could cover the requirements alongside the 2 existing members of staff. Events and Facilities Officer is currently reviewing the contract requirements. If the Committee support the Town Hall hosting the bank then a report will go to the Staffing Committee with regards to the need and financial provision for an extra member of staff.

Recommendation

That the committee consider supporting the introduction of another pop-up bank into the Town Hall which will bring with it the following benefits:

- A face to face banking service following the recent closure of the Barclays branch in Chipping Norton.
- Circa £28,000 per annum in income
- The wider benefits of a Town Hall that is open most days of the week, and funds which the Council may use to employ another member of staff to help the Town Hall develop into a valued community space.

6) Opportunity

- a. The full-time use of the Snug contracted for one year would allow the Events and Facilities Officer the opportunity to address the provision from Lower Hall, and how we can better reach and support the community. There have been enquiries for a Community Café and a Youth Café that could be facilitated from the Lower Hall and Kitchen area, which could be established initially on a part time basis.

7) It's Party Time!

- a. Private parties have been huge successes in the Town Hall in the past few months, and the Events and Facilities Officer has received some excellent feedback following the private parties being held in the Town Hall, for the Town Hall Keeper helping to set up and organise their activities. Facilities and Events Officer to consider how we can promote more for Private bookings and parties from within the local community.

8) Community Open Events / Fundraising coming up to promote and attend

- a. 2nd June Clarkson Auction for the Chippy Lido
- b. 17th June Oxfam Record Fair
- c. 27th June Oxfordshire Business Buzz Bingo for Helen and Douglas House

This report is to note

9) Booking process

- b. The new booking process put in place is working well, with no complaints or queries from existing or new customers.

This report is to note

10) **Financial**

All costing proposals agreed at the last Community Committee meeting have been put in place. So far with no complaints.

This report is to note

11) **Planned Roof and Damp Works**

Alder King working with Barnwood Construction have made a great start on the improvements to the building:

c. Damp Works

The Damp Works have proven to be an issue that has occurred during previous years work on the Public Toilets, whereby the down pipe into the Public Toilets was not installed into the correct plumbing following the removal of a urinal. It has transpired that the water was being let out into a ground space that has been concreted, therefore the waterflow has been continually leaking into the Town Hall structure. Town Clerk is currently investigating the cause and the responsibility for the original work as to where the costs for the work should apply.

d. Decorating Works

The Council Chambers and the Lower Hall through to the Upper Corridor is currently being decorated to improve the look and feel of the condition of the building. With no drastic changes to colour scheme, we are hopeful that the look and feel of the building will improve. In keeping with the newly decorated building Events and Facilities Officer will work with the Town Hall Keeper to source new light shades for the existing fittings.

e. Ladies Toilet

The work to re-build the ladies toilets will begin this week, 22nd May. Following the re-build of the toilets, Events and Facilities officer will be sourcing a carpenter to look at creating safe storage in the wasted space on the right-hand side of the toilets.

f. Roof Works

Exploratory investigation on the roof begins next week, 29th May, however the scaffolding will be erected this week, 22nd May. This work is to investigate the extent to which roof tiles will need to be replaced, either a small section or the whole roof.

This report is to note

12) **Other Maintenance**

- g. Two broken windowpanes in the Upper Hall Corridor, one in the toilet and one in the window by the steps to the Balcony seating. In hand with contractors who need to visit before doing the work. Currently awaiting a date from them.

- h. Currently trying to source someone who can help to clean the Stage windows and ceiling area. The main problem being working at height. Also, slight concern at the current state of the middle window and will ask opinion of contractors when they visit as to, can they clean them and state of the middle window – should it be replaced.
- i. The heating system is being assessed in terms of where we could make the system more user friendly and easily changeable for staff. We have had the timer replaced to be able to programme heating on a 7-day, 3-times-a-day, basis. However, because the 3 spaces, Council Chambers, Lower Hall, and Upper Hall are all run from individual valves (Chambers) they still need to be manually amended in order to save energy. During their annual inspection, Warburtons looked at the control system, where it was noted, there is a small leak from one of the valves. On closer inspection it transpired that the part inside the valve is corroding, and it is a part that would no longer be in existence should it break down completely. We are currently assessing what work and costs would be to get the heating system up to date, including the control panel, piping infrastructure into the new boilers and creating a more energy efficient building.
- j. A couple of minor lighting issues in the building. Events and Facilities Officer has logged with existing commercial electricians who have quoted £200 for investigation, and as such is sourcing a smaller company that may do the smaller jobs at a lower rate.
- k. Fixed Wire Electrical fixes have gone ahead with a couple of queries left in place between the DNO (SSE) and Electrical contractors. Events and Facilities Officer is acting as a go-between with both organisations, which is proving difficult. There is no danger from the current problem, which is a discrepancy on testing the voltage into the building from both parties.
- l. The handrail on the left-hand side of the upper part of the ramp has become detached from the wall. It appears to have been cut deliberately and pulled out, possibly an attempted metal theft. This fix has been added to the work of the contractors currently on site due to it being safety issue.
- m. Ongoing maintenance of the Cooker Clean, Piano Tune (both Town Hall and Town), Legionnaires testing, Fire Safety testing is all up to date with the next Fire Safety inspection taking place in June.

This report is to note

Agenda item 10 – Play areas

Health and Safety

The planned health and safety works have been carried out at Cotswold Gate and New Street play areas on Monday 15th and Tuesday 16th May.

The Maintenance Operative continues to conduct weekly inspections to ensure the equipment and sites are safe. They will be attending a RoSPA training course in June and will be able to carry out more in house repairs following completion of that course.

Cotswold Crescent Play Area

Installation of the new equipment is due to commence late June and be completed by the end of July. This means that the new and improved park will be accessible during the summer holidays.

This report is to note

Agenda item 11 – Events

1. SUMMARY OF PREVIOUS EVENTS

The Kings Coronation 2023 Picnic in the Park

The King's Coronation was a success in many factors. The emphasis was on providing an event that would not be costly for the people in our community to attend and enjoy, that would focus on providing a free day for families and children to celebrate the King's Coronation, where their own streets, and due to affordability, were not holding their own events.

Town Council aims to encourage more engagement from the young people in the Town, and as such Events and Facilities Officer focused on celebrating the young people of the Town who will be going forward in the New Kings realm. To achieve this, we needed to minimise any costs to families that would put them off attending, and why we decided on a Picnic on the Park with no refreshments to be sold on site, and free activities for all ages to participate.

- **Temporary Skate Park from Rollback World**

The setup was delayed due to uneven ground by the entrance to the Basketball court, however the queues caused by the delay proved that there is a definite desire for a Skate Park in Chipping Norton, beyond the group of young students who have presented their own request to council.

All ages, all genders, had a go and very much enjoyed themselves.

There were only a few scrapes and bruises during the day, dealt with brilliantly by the Deputy Town Clerk and her volunteers at the first aid station. Many thanks to Phil and The Villager Bus for providing a safe space for any injured person to rest when needed.

Very positive that we had 4 young people apply to show off their skills in the Skate Park as part of the Your Time to Shine Event.

- **Your Time to Shine Performance Gazebo**

Very positive that we had 6 young acts apply to perform during the day, and only one cancelling in advance.

The volunteers and staff erecting the area and installing the musical equipment worked exceptionally hard, and learned new skills, from working with a Generator to setting up the portable amp and connecting it to gadgets, the team, led by the Town Clerk, did a fantastic job to provide a great participatory event for the young people performing.

5 (excellent) acts were scheduled to perform, however their performances encouraged others to get up and have a go at performing too, and as with the Skate Park, we saw all ages having a go at playing instruments and singing.

- **Crown Making from Chipping Norton Theatre**

From toddlers to grandparents to enjoy, this activity was fun and simple for families to participate in. Chipping Norton theatre were so successful they ran out of crowns, and provided some great content for the photographer, and our own promotions.

- **Tremendously Wild CIC Nature and Outdoor Activity**

Providing information about the local wildlife and nature, this organisation connected the community up with the nature surrounding the park, creating a communal 'Green King' with the items found in the land around. Later in the day as people were packing up, it was noted how much care car drivers, and walkers took in making sure the Green King stayed intact!

- **Dreamer Streamer Festival Flag creating from Town Council**

A simple and cost friendly activity for the community to make festival flags for this and future events, to promote the idea of sustainability for Town Council Events and the re-use of community made flags/banners/bunting. 25 flags were created throughout the day and again, all ages got involved.

POSITIVES GOING FORWARD

Through the development of the event, we have now acquired for future Town Council Events:

- Diesel Generator for the use of all Community Events that may require external energy source. This extends the reach of our provision to the community, and for community groups who acquire funding for hosting events, to be able to provide the Generator to them may reduce the amount of funding they would require from Council. It also allows parks and cemeteries to have access to an external energy source when required.
- A small team of volunteers who attended the event, and provided excellent help and support, who have all agreed to continue their support to Town Council Events
- The introduction of a Town Council 'Dreamer Streamer Festival Flag Stand' proved to be a great way to connect to the community but has also provided Town Council with flags for future use at outdoor events. The flags are personalised to the people and families who made them, giving them the opportunity to connect with their flags again in future events. The concept can continue through future events with just 2 volunteers and at very little cost for materials. Going forward this could be a flagship project for the Town throughout future years, where we have many flags from many families and organisations, that they can connect with when on display. It also fits wonderfully well with the Town Council's aims for sustainability, and inclusivity.
- We have some great evidence that can be put towards any funding applications for a purpose-built permanent Skate Park in Chipping Norton.

The Future

- It is worth noting that the lack of refreshments on site was not an issue for people. At most communal events there are many expensive food and drinks stalls, which can be a barrier to all in the community to attend, even if the event itself is free entry. Whilst there can be a financial benefit to the Town Council if space is sold to stall holders selling refreshments, does this influence the number of families attending such events, and would this have a detrimental effect on the businesses selling food and drink in Town? It is worth considering keeping the 'bring your own' element for any future events at the New Street Playground.
- The young people performing has provided the Events and Facilities Officer with a purpose for providing an ongoing event for young people to be given a regular opportunity to perform. Throughout the day the performers were asked how they would feel about Town Hall hosting a Young Persons Gig Event – and this was received with 100% positivity from every young person spoken to.
- Chippy Larder have approached the Events and Facilities Officer to bring the Rollback World Temporary Skate Park back for an event in the Summer, to facilitate education and guidance to an active audience of young people.

Building Relationships

The Event and Facilities Officer is developing good relationships with other organisations and helpful community minded people. Through the Picnic in the Park Event, we have made great connections for future support for Town Council led events with The Theatre, The Villager Community Bus, Tremendously Wild CIC, The Chippy Larder, and the wonderful group of volunteers on the day.

We have been able to connect with the young people of Chippy and build relationships with them, through providing them with activities that they requested, we are able to prove to them that we are here for them and want to work with them to improve our provision to the community. Allowing them to also collect signatures for their petition to build a Skate Park in Chippy, listening to their excited questions about the success of their campaign, talking to them honestly about process and timings of projects allowed us to begin to build a trustful relationship.

Clean and Tidy Community

What a wonderful community of people who kept the park immaculately clean during the event. The team were expecting to be clearing up until the early hours – but there was no need. It is difficult to assess why – but we believe that the ‘Picnic’ element meant people brought their food and drink and disposed of their own food and drink rubbish.

UPCOMING EVENTS

Chipping Norton Pride Event with Got2B – 1st July 2023

We have a good working team on the first Chippy Has Pride Event in 2023.

It has been agreed that it is a small event, with no parade or road closure required as Chipping Norton’s first dip into the pool of Pride. The event is to raise awareness of Chipping Norton being an inclusive and diverse community that we are all proud to be a part of. It is to support the LGBTQ community in Chipping Norton and provide an event that they can take part in, receive information and support from and above all to show that they are an integral part of our society regardless of gender or sexual orientation.

The event will have stalls and information from supportive LGBTQ organisations and will have live music throughout the day, and we are hoping that it could be hosted by Lady B, a renowned Oxfordshire Drag Act, who went to school in Chipping Norton.

Pride Month takes place during June, and we will be asking the Town to get involved by decorating their businesses and homes with the LGBTQ Rainbow in support of Pride.

Holly May Crochet and the Yarn Bomber have been contacted and will support us through creating Rainbows for the month and the event.

We have built a relationship with Oxfordshire, Warwickshire, and Gloucestershire Pride organisations, who are happy to loan and lend any items we may like to borrow for our own event. Pride is a very sustainable organisation who promote borrowing and re-use, again aligning with Town Council's own sustainability goals.

We would like to have a group of representatives from Chipping Norton to attend the Oxford Pride Event and March on the 2nd June as we launch Chippy Has Pride to the Pride Community. This would entail walking with our banners on the March, and we would also like to connect with stall holders at the event for future prospective organisations to work with.

Sports Awards – 14th July 2023

The Sports awards have been launched, with the nominations opened and will close on the 16th June.

The Judging Panel will meet on the 19th of June to give time to order trophies for the event.

We have had little response for businesses sponsoring the awards – but Events and Facilities Officer will do a bigger push on this. The funds have already been allocated towards the costs of the trophies; however, it would be better to build relationships with the Business community and garnering support from them for small local community driven events.

Low response also for nominations, however Facilities and Event Officer has received a couple of enquiries regarding the awards and feels this will pick up, but more of a push on marketing required. Involving the local businesses would help as they would promote to their existing audience and help to spread the word.

Posters and letters have been provided for distribution.

We have had a 'Vote for the Sports Awards' button on the Town Council website Home Page to hopefully encourage people to apply.

Agenda item 12 – Smokefree Oxfordshire

The Committee agreed that the Council should apply for funding from Oxfordshire County Council from their “Smokefree Oxfordshire” initiative.

This application was successful, and the Council has received £750 which has been ear-marked for this initiative.

The funding is for signage in Council owned/managed open spaces. The office can design and order signage, but the Committee may wish for this to become a community engagement exercise by asking young people to submit designs as part of a competition.

Recommendation:

- a. That the committee decide whether the sign design should take place in house, which would mean the signs are installed in the next few weeks or;
- b. That the committee decide the design process should be a community engagement exercise and agree next steps.

Agenda item 13 – Keep Chippy Beautiful

The keep Chippy Beautiful initiative has now been launched. We have created an online form for people to complete and an let us know how they would like to be involved.

So far, we have heard from 15 people who would like to take part in one or more activity:

Participating in a meeting to share ideas and work together	12
Help Organise a "Big Clean-up" event	9
Volunteer at a "Big Clean-up event"	14
Putting a poster up to promote the initiative	10
Organise their own litter picks	4

Recommendations for next steps:

- a. That the opportunity to participate in a community meeting is re-shared to build on numbers and ensure those who would like to take part are aware.
- b. That people who have offered to help organise a Big Clean-Up event are contacted to set up a planning meeting.
- c. That those who are happy to volunteer are contacted once a date has been agreed and that the opportunity to volunteer is promoted to all residents.
- d. That a "Keep Chippy Beautiful" poster is sent to those who are happy to promote the initiative
- e. That those who are happy to organise their own litter picks are given information about where to source equipment and are supported by the Town Council.

Initial Proposal for partnership working between Chipping Norton Theatre and Chipping Norton Town Hall (Town Council)

An initial proposal in support of professional events taking place at Chipping Norton Town Hall (CNTH), following a discussion between John Terry from Chipping Norton Theatre (CNT) and Tania Kirby. All items subject to further discussion and negotiation prior to commitment on either side. We have presented different elements of the proposal separately, with all costs to be treated as approximate estimates.

1) Technical Consultancy

Reviewing the existing provision for lighting, sound, projection and staging at CNTH, including considerations of power supply, blackout, house lighting, access and safety. A proposed technical inventory to be created by CNT, including multiple price quotes for each item. Prior to quoting for the consultancy work, we would propose a meeting between our Director, Technical and Facilities Manager, and CNTC staff to understand more about:

- The existing equipment, including anything that can be retained and anything that needs to be removed.
- The likely budget, including spending from CNTC reserves and fundraising ambitions.
- The order of priority – which equipment is crucial and urgent, and which might be sought at a later date, perhaps alongside further changes and renovations to the venue.

Our Technical Manager has over twenty years of industry experience, including Head of Lighting for the Dorfman/Cottesloe Theatre at the National. He also experience of fitting out theatres for technical equipment – most recently the school theatre at Christ’s Hospital School in Kent.

2) Co-Programming

Exploring options for CNT to programme events at CNTH as a partnership venture, with a particular emphasis on music events and events suitable for teenagers and younger adults. These events would be in addition to any events booked as hires by CNTH.

3) Bar Provision

An option for CNT to provide bar services (including staff and stock) for professional events.

4) Front of House and Technical Staffing

An option for CNT to provide on the night staff for professional entertainment events.

5) Box Office Services

6) Visitor Information Centre

We present further details below, and look forward to hearing your thoughts. In some cases we have indicated where prices may be cheaper if the hirer takes a venue package with multiple services provided by The Theatre.

Co-Programming

From time to time, we might wish to consider actively programming events for the town hall ourselves. To establish what these events would be, we would work with Town Councillors and Town Council staff to draw up a list of events that we would wish to proactively target for the Town Hall. Consideration would be given to:

- Work that would not be in direct and damaging competition to The Theatre and other existing local providers.
- Work that would better suit the surroundings of the Town Hall than The Theatre, and which could be delivered within the current and/or planned technical specifications.
- Event types that are poorly served in our community
- Events of particular appeal to young people in the town.

Events would be programmed, contracted and administrated by The Theatre. Events would generally be booked on a box office split basis, with the Visiting Company retaining 70% of the box office income, Chipping Norton Theatre retaining 20% to cover staffing costs, and the Town Hall retaining 10% to cover venue costs. Additional equipment hire costs would be deducted from the top before the split.

Example Event

I have used the example of a concert event. I have given the outcomes based on 50 tickets sold (at £20), 125 tickets sold and 250 tickets sold.

	50 tickets	125 tickets	250 tickets
Total Box Office Income	£1000	£2500	£5000
Visiting Company 70%	£700	£1750	£3500
Theatre 20%	£200	£500	£1000
Town Hall 10%	£100	£250	£500

Bar Provision

We would offer a bar service for any and all events Duty Managed and staffed by The Theatre. We would propose running a slimmed down bar offer of something like 1x Red Wine, 1x White Wine, 1x Rose, G&T, 1x lager, Tea and Coffee, soft drinks.

CNT would provide staff, bar stock ordering, card payment machines, financial settlements. Town Hall would provide suitable fridges, access to the space for bar stocking/deliveries, access to waste disposal for bar waste and empties.

We would suggest offering this service on the basis that Chipping Norton Theatre retains the income from the bar to cover its staffing and stock costs, with a minimum bar spend guaranteed by the Town Hall/Town Council. This means that, where an event is moderately successful, the Town Hall would not incur any costs in running the bar.

We would need to look carefully as to whether the service is offered under our license or yours.

Minimum Guaranteed Spend:

For events of 50 attendees or fewer – 1 bar staff member. Minimum guaranteed bar spend £200.*

For events of 50+ attendees – 2 bar staff members. Minimum guaranteed bar spend £300.

For events of 150+ attendees – 3 bar staff members. Minimum guaranteed bar spend £400

* £200 is the equivalent of 40 bottles of beer sold.

All costs inclusive of Vat.

Front of House and Technical Staffing

We could provide Front of House and Technical staff to staff events at the Town Hall. We would suggest these be added as contra charges to any venue hirers.

Technical Support

1 x Duty Technician – 4 hour call to include set-up and pack-up (this would suit a simple event such as a talk with projector, community concert etc) £100+VAT

1 x Duty Technician – 8 hour call to include set-up and pack-up (this would suit a more technically demanding event such as a gig or theatre performance). £200+VAT

Additional hours over 8 hours added at £22+VAT per hour, with higher rates chargeable after 11pm or before 9am.

Front of House Support

Duty Managers would be trained specifically on Town Hall procedures, including evacuation, signage, health and safety and a public First Aid provision.

1 x Duty Manager – 4 hour call, £100+VAT, or £80+VAT if part of venue package.

1 x Duty Manager – 6 hour call. £150+VAT, or £120+VAT if part of venue package. (This would suit events that require more set-up prior to audience arrival – eg chair-set out, signage, etc)

Ushers @ £35 per shift.

We would propose a minimum of one usher to support the Duty Manager, rising to 2 ushers for events with over 100 attendees, and 3 ushers with events of over 150 attendees.

Box Office Services

We could provide Box Office services for ticketed events at the town hall. We would suggest this is made a non-optional part of any hire arrangement to ensure that, for customers, there is a consistent professional service being offered. The cost of the box office services could be included within a ticket price. We would offer unreserved sales, or reserved sales in accordance with three mutually agreed seating layouts. An additional charge would be levied for more tailor-made layouts.

The Box Office service would include:

- In-person, phone and 24 hour online bookings.
- Handling customer requests, queries and access issues.
- Handling refunds and reschedules, as permitted by the contract with the hirer.
- Handling comp bookings with the hirer.
- Weekly sales reports by email to the hirer and Town Hall staff.
- Automated pre-visit email to all ticket-holders giving information on facilities, parking, timings etc.
- In-person staff member from 90 mins prior to doors open to facilitate on-the-door sales, ticket resales, enquiries. PDQ card machine provided to take payment.
- Financial settlement by email within 14 days of the event.
- Unless in contravention of our own programming policies, events would receive a listing within a marketing email to our e-list of over 10,000 local customers, under the heading "Coming Soon from our friends at Chipping Norton Town Hall"

Charges as follows:

£2+VAT per ticket, with a minimum charge of £125+VAT per event.

Or, where part of venue package, 7%+VAT, with a minimum charge of £70+VAT per event.

This includes all credit card and web fees.

The prices above are based on CNT being the only ticketing provider for an event. In certain circumstances, we can accommodate a fixed allocation of up to 30 tickets being allocated to a third party provider (such as Ticketmaster etc).

Illustrative Examples

Below we lay out some examples of how the costs of CNT providing Front of House, Technical and Box Office services as part of a venue package, and how this might pan out and impact on the hirer. I have used the example of a concert event who have hired the venue on your advertised rates. I have given the outcomes based on 50 tickets sold (at £20), 125 tickets sold and 250 tickets sold.

	50 tickets sold	125 tickets sold	250 tickets sold
Total Box Office Income	£1000	£2500	£5000
After deduction of Box Office Fees @ 7%+VAT of box office	£1000-£84 = £916	£2500 - £210 = £2290	£4640 - £420 = £4580
After deduction of town hall hire fees for 8 hours @£45 incl VAT per hour	£916 - £360 = £556	£2290 - £360 = £1930	£4580 - £360 = £4220
After deduction of Chipping Norton Theatre Technical staff @ £200+VAT	£556 - £240 = £316	£1930 - £240 = £1690	£4220 - £240 = £3980
After deduction of Chipping Norton Theatre Front of House staff (variable)	£316 - £186 = £130	£1690 - £234 = £1456	£3980 - £270 = £3710
REMAINDER DUE TO HIRER	£130	£1456	£3710

In order to make the offer viable for The Theatre, and streamline administrative input, we would be looking for a minimum of four events per year delivered at these rates.

Visitor Information Centre

Chipping Norton Theatre would like to propose opening its daytime box office on Goddards Lane as a Visitor Information Centre on behalf of the town. We can provide helpful, friendly, local staff, well informed (following training) in local amenities, accommodation and services, a modest display of relevant local print, and visitor packs. We aim to deliver this service at minimal cost to the Town Council, using our existing resources to provide the service on behalf of the town. This service would be available during our current opening hours, or hours could be extended for an additional fee.

There would be some initial set-up costs to be covered by CNTC that would include:

- Training for Box Office staff (regarding local amenities and offer)
- New display racks for materials in our box office space.
- Signage around town, indicating both The Theatre and the VIC.

Opening Times:

Monday	Closed
Tuesday	12-6pm
Wednesday	12-6pm
Thursday	12-6pm
Friday	12-6pm
Saturday	10-1pm
Sunday	Closed

We would propose a weekly subsidy of £96+VAT from CNTC. This would help us to ensure that staff would always be available for VIC purposes, even during show times and busy sales periods. This subsidy is optional (we would consider offering the service without) but would affect the quality of service offered. It would avoid, for example, tourists having to wait for Box Office staff to answer multiple phone calls during busy periods.

We would discuss with CNTC how we best work in partnership to ensure information is up-to-date and comprehensive.