



# 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

3<sup>rd</sup> October 2023

## **SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL**

TO: All Members of Chipping Norton Town Council

VENUE: Upper Hall, Chipping Norton Town Hall

DATE: Monday 9th October 2023

TIME: 6:30pm

Cllrs. Sandra Coleman (Town Mayor), Steve Akers (Deputy Mayor), Rachel Andrews, Ben Bibby, Mike Cahill, Tom Festa, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

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 Full Council meeting held on 24<sup>th</sup> July 2023.

### **4. Update from Thames Valley Policing Team**

### **5. West Oxfordshire District Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

### **6. Oxfordshire County Councillors update**

To receive any updates and information from Chipping Norton's Ward Councillors sitting on OCC.

### **7. 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.

### **8. Minutes and reports from Committees**

To note the draft minutes and consider any recommendations of the following committee and sub-committee meetings:

- (a) Community Committee, 11<sup>th</sup> Sept 2023
- (b) Strategic Planning Committee, 18<sup>th</sup> Sept 2023
- (c) Finance and Resources Committee, 25<sup>th</sup> Sept 2023
- (d) Traffic Advisory Sub-Committee, 28<sup>th</sup> Sept 2023

### **9. East Chipping Norton Development**

To receive an update on the status of the East Chipping Norton Development.

### **10. Civic Announcements**

To receive a report from The Mayor on Civic engagement and activities.

### **11. Reports from representatives of outside bodies.**

To receive an update from members who sit on outside bodies.

### **12. Council action plan**

To note the Council action plan

### **13. Correspondence**

To receive and note any correspondence

### **14. West Oxfordshire District Council Local Plan 2041**

To respond to the draft local plan consultation from WODC.

### **15. Policies and Governance**

To adopt the following policies as reviewed by the Finance and Resources Committee:

- (a) Risk Management Strategy
- (b) Corporate Risk Register
- (c) Staff and Councillor Training and Development Policy
- (d) CCTV Compliance Policy

### **16. Grants**

To consider a grant application from Transition Chipping Norton.

### **17. Flag Flying Request**

To receive and consider a request from Chipping Norton Royal British Legion to fly the RBL flag on 28<sup>th</sup> October to mark the launch of the town's annual Poppy Appeal.

### **18. Retail Update**

To receive a verbal update from Cllrs Cahill and Wheaton from the retailers group.

**19. Planning Applications**

To receive a schedule of planning applications from West Oxfordshire District Council.

**20. 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 21.

**21. Property and leases**

- a. To receive and approve the final lease agreement for Chipping Norton Swifts at the Greystones site
- b. To consider costs of tree works at the Greystones site.

**22. Date of the next meeting – Monday 4<sup>th</sup> December 2023.**



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## **Minutes of a Full Council meeting, held on the 24<sup>th</sup> July 2023, at 6:30pm, in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllr Sandra Coleman (Town Mayor), Steve Akers (Deputy Mayor), Athos Ritsperis, Dom Rickard, Mark Walker, Alex Keyser, Mike Cahill, Sharon Wheaton, Ian Finney, Michael Rowe (entered at 6:33pm), Rachel Andrews (entered at 6:33pm)

### ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO  
Katherine Jang, Deputy Town Clerk and Estates Manager  
Ali Packer, Responsible Finance Officer  
Paolo Oliveri, General Maintenance Operative  
Cllr Geoff Saul (OCC)  
4 members of the public

<b>FC50</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Ben Bibby, Emily Weaver, Tom Festa, Jo Graves, Natasha Whitmill, and Rizvana Poole (WODC).
<b>FC51</b>	<b>Declaration of interests</b> None received
<b>FC52</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the Full Council meeting held on the 19 <sup>th</sup> June 2023 were approved and signed by the Chair as an accurate record.
<b>FC53</b>	<b>West Oxfordshire District Councillors update</b> Members received updates and information from Chipping Norton's Ward Councillors sitting on WODC. Cllr Walker gave a verbal update: <ul style="list-style-type: none"><li>- Local Plan Review – Housing numbers down on targeted number. However, Cllr Walker has suggested that this number is revised down considering the archaeological report submitted by Historic England for scheduling status.</li><li>- Local Cycling and Walking Infrastructure Plan (LCWIP) – Chipping Norton to Witney suggested.</li><li>- WODC approach to developer contributions revised, new report published.</li></ul> Cllr Akers queried the stalling of the LCWIP at OCC – Cllr Walker reported that there is an issue with the staffing workload at OCC and budget reduction.
<b>FC54</b>	<b>Oxfordshire County Councillors update</b> Members received a verbal update from Cllr Saul (OCC). <ul style="list-style-type: none"><li>- LCWIP – Steering group meetings and audit report promised by "this summer."</li><li>- County-wide area weight restriction study due in July, however revised new release date for September 2023.</li></ul> Cllr Akers queried public transport and asked if there had been any discussions



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about the closure of rail ticket offices. Cllr Saul said that there hasn't been a formal consultation and discussion with the Executive but Cllr Saul hoped to have a discussion on this soon. Cllr Akers stressed the urgency of sending in a response as the consultation closes on the 26<sup>th</sup> July.

Cllr Coleman has asked if it is possible to feed back on the schedule for the S3 bus, as for bus pass users they are now not able to take the morning bus as the passes are only valid after 9am. Cllr Saul said the timetable has only been revised to match the demand for travel into Oxford at peak times.

<b>FC55</b>	<b>Public Participation</b> None received
<b>FC56</b>	<b>Minutes and reports from Committees</b> Members received and noted the Minutes of the following Committees and Sub-Committees: <ul style="list-style-type: none"><li>a. Traffic Advisory Sub-Committee, 29<sup>th</sup> June 2023</li><li>b. Community Committee, 3<sup>rd</sup> July 2023</li><li>c. Strategic Planning Committee, 10<sup>th</sup> July 2023</li><li>d. Finance and Resources Committee, 17<sup>th</sup> July 2023</li></ul>
<b>FC57</b>	<b>East Chipping Norton Development</b> No new updates or information received about the progress of the East Chipping Norton development.
<b>FC58</b>	<b>Civic Announcements</b> Members received a report from The Mayor on civic engagement and activities. The Mayor circulated a list of civic engagements that were undertaken since the last meeting. Cotswold Crescent play park is now open and is being well-used by the young people. Cllr Akers (Deputy Mayor) attended the Sports Awards in Cllr Coleman's absence and reported that it was a very successful event.
<b>FC59</b>	<b>Reports from representatives of outside bodies</b> Members received an update from members who sit on outside bodies. Cllr Akers attended the Oxfordshire Association of Local Council's annual meeting. Cllr Coleman also attended an OALC meeting, who noted that the County Council would like to work more closely with Town and Parish Councils. Cllr Coleman mentioned that the Town Council is undertaking a project to send documents for archiving at the County Council.
<b>FC60</b>	<b>Council Action Plan</b> Members noted the ongoing action plan. Cllr Walker queried BT4 – Wondered if this could be renamed from Road Safety to "Pedestrian and Road Safety" and change the title of the standing item on Traffic Advisory Sub-Committee as well.
<b>FC61</b>	<b>Correspondence</b> Members received correspondence regarding: <ul style="list-style-type: none"><li>a. Chipping Norton Town Trail</li></ul>



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- Reported that two plaques have gone missing, one on the Manor House (West Street) and the old War Memorial Hospital site. Cllr Akers and Coleman will attempt to source replacements for the two trail plaques and seek permission from the current owners. Cllr Akers noted that the War Memorial Hospital is in the process of being sold, and the Manor House has also changed hands since the initial installation of the plaque. Installation will be subject to permission from the current owners of the sites.

b. Installation of plaque for Royal British Legion in the Town Hall

- Cllr Walker noted that this plaque could sit nicely in the Lower Hall near the other plaques on the wall (HMS Magpie).

- Cllr Finney also agreed that the Lower Hall would be well-suited to a new plaque. Cllr Wheaton happy to liaise with the Facilities and Events Officer to find a suitable location for the new plaque.

**RESOLVED:** To give permission to the Royal British Legion to install a plaque in the Town Hall commemorating the 100<sup>th</sup> anniversary of the Royal British Legion in Chipping Norton.

## FC62 Committee membership

Members received a request from Cllr Festa to become a member of the Strategic Planning Committee, and Cllr Weaver to become a member of the Community Committee.

Cllr Walker proposed the above, seconded by Cllr Wheaton. All in favour, motion carried.

**RESOLVED:** That Cllr Festa becomes a member of the Strategic Planning Committee, and that Cllr Weaver becomes a member of the Community Committee.

## FC63 Grants

Members received recommendations from the Finance and Resources Committee and agreed next steps.

Members received a recommendation that the following organisations are regularly funded by the Town Council and should therefore be considered core funding and not taken from the grants budget. In principle, the Finance and Resources Committee proposed:

- CN Lido, £5,000 ongoing for 3 years
- CN Theatre, £3,000 ongoing for 3 years
- CN Local History Society and Museum, £2,000 ongoing for 3 years

Cllr Akers proposed to accept the recommendation from the Finance and Resources Committee. Seconded by Cllr Cahill, all in favour, motion carried.

**RESOLVED:** That the core funding for the three organisations stated above would be taken from general reserves this financial year (£10,000 total), with a separate budget line created for the following two years.

## FC64 Stewardship of Community Assets

Members received the final report from Community First Oxfordshire regarding Stewardship of Community Assets in Chipping Norton. Members noted that this document outlines the steps for a Chipping Norton Community Land Trust (CFO) to take. It was noted that a CFO would be a separate entity to the Town Council.



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<b>FC65</b>	<b>Weavers Fold</b> <p>Members received a proposal and draft letter to WODC from Cllrs Coleman, Cahill, and Keyser regarding the decision not to work with Green Axis to deliver social housing at the site.</p> <p>From the Town Council's perspective, the partnership between WODC and Green Axis appeared to be going well, and that the development at Weaver's Fold was set to be exemplary in terms of sustainability and that 32 local families had been identified which met the criteria for this housing.</p> <p>Cllr Walker and Saul (WODC) noted that there had been important developments which had led to the decision to re look at the options regarding the site.</p> <p>Cllr Coleman suggested that those Town Councillors who wrote the draft letter WODC to have a meeting with Cllr Saul before proceeding with the letter.</p>
<b>FC66</b>	<b>Planters at the Walterbush Road Bus Shelter</b> <p>Members received a report regarding relocation of the planters that were installed with the bus shelter to outside Jaffe and Neale bookshop and the large tree, Market Square, Chipping Norton.</p> <p>Cllr Finney proposed to accept moving the planters as suggested, seconded by Cllr Cahill.</p> <p><b>RESOLVED:</b> To move the planters from behind the Walterbush Road bus shelter to the Market Square.</p>
<b>FC67</b>	<b>Skatepark</b> <p>Members received a verbal update following a recent site location meeting with Field Reeves.</p> <p>Cllr Coleman and the Town Clerk had a very productive meeting with Field Reeves Trustees about the proposed skate park location at New Street recreation ground. The next step would be preparing a preferred contractor tender, but in principle, the outcome of the discussions were very positive and well-received.</p> <p>The Town Clerk will be writing to the parents of the young people who came to speak at the Town Council meeting to request a skate park in Chipping Norton to let them know how the project is progressing.</p>
<b>FC68</b>	<b>Planning Applications</b> <p>Members received a schedule of planning applications from West Oxfordshire District Council</p> <ol style="list-style-type: none"><li><b>APPLICATION NO:</b> <a href="#">23/00536/OUT</a> <b>PROPOSAL:</b> Outline planning application for up to 90 residential dwellings, including up to 40% affordable housing, creation of new vehicular access off Banbury Road and provision of public open space with associated landscape planting with associated infrastructure, drainage measures, earthworks and all other associated works. All matters reserved except accessibility to the site, for vehicles in terms of the positioning and treatment of access to the site. <b>LOCATION:</b> Land South of Hit or Miss Farm, Banbury Road, Chipping Norton</li></ol>



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*"Good afternoon,*

*Following the below, and our recent phone calls, we wanted to provide you with an update on Rainier's outline application for land south of Banbury Road, Chipping Norton.*

*Following comments from the town council, together with feedback received from statutory consultees and officers, we have made some changes to the submission. In particular, this includes changes to the layout to create a more permeable scheme that better promotes active travel. This has been achieved through the inclusion of a 3m wide cycle / footway to the south of Banbury Road to link up the site up with the existing development west of the site and adjusting the proposed street layout to move away from a proposed cul-de-sac design. It's worth noting that further details would be progressed and agreed at the Reserved Matters stage, subject to outline planning permission.*

*Further detail on the changes that have been made can be viewed in the Design and Access Statement which has been uploaded to the application on [West Oxfordshire District Council's Planning Portal](#).*

*We hope this information is of use and please let us know if you have any questions.*

*Kind regards,*

*[REDACTED]*

*Associate Director, Strategic Communications  
Turley"*

Members discussed the specific wording that the developers are using stating "up to 40% affordable housing" which is quite vague. Cllr Walker reported that due to the WODC requirements in the area, this would mean a minimum of 40% affordable housing.

Cllr Walker noted that the developers have taken note of the previous feedback and have amended the designs for pedestrian pathways and access toward London Road, which is welcomed.

Members queried if this land was allocated for development. Cllr Walker noted that there is a SDA and district Cllrs are directed to approve unless there is a very good reason to not allow this.

Members noted that the letters supportive of this development still noted that infrastructure needed to be updated to reflect the increased capacity that this development would bring to Chipping Norton, and that they would request for Grampian conditions to be applied to the site.

**RESOLVED:** No objection - In response to the amendments to the outline planning application for 23/00536/OUT, Chipping Norton Town Council has the following comments:

Members thanked the applicant for listening to previous feedback and comments from CNTC and making amendments to the proposed designs and access points for pedestrian footpaths cycleways, and access toward London Road. These amendments are very much welcomed.

Members also remarked after reading the comments in support of the





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development noting that most cited the importance of the inclusion of affordable housing and infrastructure at the site. CNTC agrees with the comments from residents and would like to request that Grampian conditions regarding water and waste infrastructure are applied to the site.

2. **APPLICATION NO:** [23/01780/LBC](#)

**PROPOSAL:** Internal and external alterations including works to doors and windows, addition of roof light and repairs to carriage archway (part retrospective)

**LOCATION:** Flat 6, West Street, Chipping Norton, Oxfordshire

**RESOLVED:** No objection, no comments.

3. **APPLICATION NO:** [23/01708/HHD](#)

**PROPOSAL:** Adjustment to unauthorised front terrace along with installation of metal railings

**LOCATION:** 38 New Street, Chipping Norton, Oxfordshire

**RESOLVED:** No objection, no comments.

4. **APPLICATION NO:** [23/01683/HHD](#)

**PROPOSAL:** Erection of first floor front extension and two storey rear extension

**LOCATION:** 12 Worcester Road, Chipping Norton, Oxfordshire

**RESOLVED:** Objection, Chipping Norton Town Council are concerned that the scale of the proposed front and two-storey rear extension are not in keeping with the area and represent overdevelopment of the site.

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**FC69 Confidential Session**

**RESOLVED:** To move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) act 1960.

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**FC70 Property and Leases**

Members received a draft lease and Land Registry compliant map for the Chippy Swifts Greystones rental.

The Town Council's solicitor has recommended that in order to give the Chippy Swifts security, to fix their lease rental at 30 years, index-linked with inflation. Cllrs mentioned that there is a formula which needs to be updated within the draft leave if the rent needs to be index-linked.

Cllr Walker proposed, seconded by Wheaton.

**RESOLVED:** That the draft lease and map are accepted, subject to the amendment to the index-linking formula above.

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**FC71 Date of the next meeting**

Monday 9<sup>th</sup> October 2023

The Chair closed the meeting at 8:17 pm.



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### **Minutes of a Community Committee meeting held on the 11<sup>th</sup> September 2023, at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllrs Sandra Coleman (Chair), Jo Graves (left at 7:50pm), Ben Bibby, Emily Weaver, Mike Cahill, Steve Akers, Athos Ritsperis, Michael Rowe (substituting), Rachel Andrews, Alex Keyser

ALSO PRESENT:

Katherine Jang, Deputy Town Clerk and Estates Manager

Tania Kirby, Facilities and Events Officer

4 members of the public

<b>CC27</b>	<b>Apologies for absence</b> Apologies were received from Cllr Whitmill.
<b>CC28</b>	<b>Declaration of interests</b> None received
<b>CC29</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the committee meeting held on the 3 <sup>rd</sup> July 2023 were signed and approved by the Chair as an accurate record.
<b>CC30</b>	<b>Public Participation</b> Members from The Branch gave an update about the future plans and works taking place in town. Programme completion date is set for 2 <sup>nd</sup> Feb 2024, estimated budget within the contingency fund. Hoardings must be removed by the 21 <sup>st</sup> January, but they hope to remove them earlier as close to Christmas as possible.
<b>CC31</b>	<b>Committee Action Plan</b> Members noted the ongoing Committee Action Plan. Members had a short discussion about the modernisation of the Town Hall and noted that the modernisation project Phase 1 has just been completed successfully.
<b>CC32</b>	<b>Town Hall</b> <ol style="list-style-type: none"><li>a. Members received a report from the Facilities and Events Officer.<ul style="list-style-type: none"><li>- The Facilities Assistant is now in place and is undergoing further training with support from the Facilities and Events Officer.</li><li>- The Facilities and Events Officer noted several incidents with the banking hubs:<ul style="list-style-type: none"><li>o There have been several instances of abusive behaviour from customers using the banking hubs, in which the Facilities and Events Officer or other Town Council staff have been required to support. The Facilities and Events Officer has been giving</li></ul></li></ul></li></ol>

	<p>feedback to the banks that more bank staff members are required on site and has suggested using body cameras or other means of discouraging such behaviour.</p> <ul style="list-style-type: none"> <li>○ Bank customers have reported dissatisfaction with the lack of cash handling services.</li> <li>○ Many bank customers are visiting from surrounding towns and small villages and leave dissatisfied when they are informed that the banking hub cannot help with the query or request.</li> </ul> <p>b. Members received a request from Victoria County History Society about reproducing photos of the Chipping Norton Mace. If using a professional photographer, to request that in exchange they take some photos of the Town Hall along with the mace. The Cllrs also requested a copy of the photograph of the mace. Along with written attribution. Cllr Coleman proposed to allow them, seconded by Cllr Cahill. RESOLVED:</p>
<b>CC33</b>	<p><b>Events</b> Members received a report from the Facilities and Events Officer. She reported that there is some work to get more people to attend the club nights, and that more marketing needs to be done to increase numbers. <b>RESOLVED:</b> That the Facilities and Events Officer will have a follow-up meeting with Cllrs Keyser, Akers, Andrews, Weaver, and Bibby to discuss upcoming events at the Town Hall.</p>
<b>CC34</b>	<p><b>Play Areas</b></p> <ul style="list-style-type: none"> <li>a. Members received an update about the play areas and results from the ROSPA inspection.</li> <li>b. Members received and considered quotations received for park benches at Cotswold Crescent and/or Cornish Road play areas. Cllr Coleman proposed 2x Westpoint three-seater colour benches for Cotswold Crescent and one for Cornish Road, seconded by Bibby. <b>RESOLVED:</b> To purchase two Westpoint three-seater benches for Cotswold Crescent play park and one for Cornish Road play park. The cost of £2,056.68 to be ratified by Full Council.</li> <li>c. Members received a report from Oxfordshire Play Association following the recent play day event held at Cotswold Crescent play area with the grant funding received from Chipping Norton Town Council. Feed back to the OPA that the day was very successful and to invite them back next year in 2024, possibly in the New St rec ground which is a larger space and would attract even more passing pedestrians and families. Members agreed for the Town Mayor and Cllr Weaver, and the Deputy Clerk to have a chat with OPA building on the event this August.</li> </ul>
<b>CC35</b>	<p><b>Keep Chippy Beautiful</b> Members received a verbal update about the Keep Chippy Beautiful campaign.  Big Chippy Clean Up – 7<sup>th</sup> October 2023:</p>

	<p>Cllrs discussed that this initiative began at the Annual Town Meeting as an active measure for the TC and residents to start a community group and form an ongoing campaign about litter in the town centre.</p>
<b>CC36</b>	<p><b>Smokefree Oxfordshire</b>  Members received an update about the campaign, following recent submissions from the Scouts for imagery and signage designed for the parks and play areas in town. Members agreed that a judging panel comprised of Cllrs Graves, Bibby, and Coleman, is formed to judge the submissions.</p>
<b>CC37</b>	<p><b>Skatepark</b>  Members received a verbal update about the progress of the skatepark in Chipping Norton.  An essential next step would be establishing a formal and properly constituted user group, which would be involved in advocating for the design of the skatepark.  Members discussed a number of local groups and organisations that might be interested in joining the user group.  <b>RESOLVED:</b> That a formal call for groups and individuals to form a skatepark user group is circulated and facilitated by the Town Council.</p>
<b>CC38</b>	<p><b>Date of the next meeting</b>  Monday 6<sup>th</sup> November 2023</p>

The Chair closed the meeting at 8:20pm.



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## **Minutes of a Strategic Planning Committee meeting held on the 18<sup>th</sup> September 2023 at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllrs Mike Cahill (Chair), Sandra Coleman, Ian Finney, Michael Rowe, Jo Graves, Dom Rickard, Alex Keyser

ALSO PRESENT: Katherine Jang, Deputy Town Clerk and Estates Manager  
29 members of the public

<b>SPC29</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Mark Walker and Natasha Whitmill
<b>SPC30</b>	<b>Declaration of interests</b> None received
<b>SPC31</b>	<b>Minutes</b> <ol style="list-style-type: none"><li><b>RESOLVED:</b> That the minutes of the Committee meeting held on the 10<sup>th</sup> July 2023 were signed as an accurate record of the meeting.</li><li>Members noted the minutes from the cycling action group held on the 21<sup>st</sup> August 2023.</li></ol>
<b>SPC32</b>	<b>Public Participation</b> <ol style="list-style-type: none"><li>Gleeson's Property Developer spoke about the proposed development East of Burford Road for circa 100 dwellings (32 dwellings per ha, 2/2.5 storey houses.)<ul style="list-style-type: none"><li>Residents queried if an archaeological survey would be taking place – Gleasons responded that they will be undertaking trial trenching on the 9<sup>th</sup> October and have already completed a high level magnetometry survey. These will be released as part of the planning application but would be happy to send an update to the Town Council in advance.</li><li>Residents queried the wastewater plan, as the site is on the head of River Glyme – Gleeson's responded that most of their sites have a river or brook on it, and they would assess the flood risk and determine how the new homes would impact any further risks.</li><li>Representatives from the Chippy Swifts noted that the football and rugby club are already at capacity, and the area falls short of WODC's playing pitch strategy – Gleeson's responded that it was very helpful to be made aware of and made note of this fact.</li><li>Residents wanted clarification about "high quality homes" "affordable housing" and "amenity park" and "potential play area" at the site – Gleeson's responded that the planning is in the very early stages and they haven't met with WODC planners so the scheme is not set in stone. They are using the government definition of affordable housing</li></ul></li></ol>

	<p>so 40% will be transferred to a registered provider and will be affordable to the local context (eg. Rented, shared ownership, etc.)</p> <ul style="list-style-type: none"> <li>- Residents asked if the development would be contributing to the sewage and waste infrastructure – Gleasons confirmed that they would be upgrading all required sewerage for the development.</li> <li>- Residents queried how much S106 would be applied – Gleeson’s said this is unknown at this point and wouldn’t be able to estimate the amount.</li> <li>- Residents queried the link road, which is not shown on the plan but in the Local Plan for Chipping Norton and the exit is at the Northeast corner of the site – Gleeson’s said that it wasn’t on this plan but it would be integrated once they have conversations and confirmation with the district planning officers.</li> <li>- Cllrs queried if the houses will be future-proofed and built to an eco-standard – Gleeson’s agreed that sustainability is a priority but stressed that it was in the early stages and they also need to balance the commercial requirements of the landowners, but will meet all policy requirements.</li> </ul> <p>b. Edgar’s Planning Consultancy came to speak representing Wychwood Homes regarding the revised planning proposal for 6 dwellings behind 17-18 High Street Chipping Norton (behind Boots Pharmacy). Originally 10 units were proposed, which has now been revised. The materials have also been changed to align with the local character and include natural stone, timber, and blue slate roofs. They have also amended the plans according to the previous TC comments which objected to the increase in traffic on Albion Street and surface water runoff. They also have approval from the owners of the Boots building saying that they have no objections in terms of the development or comments about access for deliveries.</p> <ul style="list-style-type: none"> <li>- Cllrs queried the surface water runoff mitigation from Albion St – Developers mentioned that this will be mitigated through landscaping and through permeable paving throughout the site.</li> <li>- Cllrs queried the eco-credentials of the site – The Developers mentioned that they will be built above the regulated standards, fitted with air source heat pumps as possible. They also mentioned that in the original scheme they included PV on the roof scheme, but these were denied by WODC Planning Officers.</li> <li>- In principle, Cllrs are happy with the amendments made to the application, with a caveat that the houses are future-proofed for energy usage and sustainability.</li> </ul>
<b>SPC33</b>	<p><b>Committee action plan</b></p> <p>Members noted that the new bus shelter at Walterbush Road has been replaced after complaints from residents and that OCC have organised and paid for the vandalised rear panels to be replaced.</p>
<b>SPC34</b>	<p><b>East Chipping Norton Development</b></p> <p>No new information was noted.</p>
<b>SPC35</b>	<p><b>Cemetery</b></p>

	<p>Members noted a report about ongoing and upcoming maintenance at the Worcester Road Cemetery.</p> <p>Members discussed plastic chairs being left in the Muslim and Unconsecrated section of the Cemetery, and for the Deputy Clerk to reach out to the family to ask if they would like a permanent bench installed in that area.</p> <p>Members discussed the lack of road signs leading up to Worcester Road Cemetery, and for the Deputy Clerk to contact OCC's Highways Officer to enquire if any can be installed.</p>
<p><b>SPC36</b></p>	<p><b>Benches</b></p> <p>Members noted that the new Millennium Garden Bench has been installed and that a bench has been ordered for Spring Street.</p> <p>Cllrs discussed a bench in the closed churchyard that is in a state of disrepair. For the TC staff to investigate and bring to a future meeting.</p>
<p><b>SPC37</b></p>	<p><b>Planning Applications</b></p> <p>a. Members received initial planning proposals for land East of Burford Road</p> <p>Cllrs discussed the impact of the site on Greystones, and any proposed access points for the new development into Greystones.</p> <p>See SPC32 above – Public Participation part A.</p> <p>b. Members considered a schedule of planning applications from West Oxfordshire District Council</p> <p><b>APPLICATION NO:</b> <a href="#">23/02096/FUL</a>; <a href="#">23/02097/LBC</a>  <b>PROPOSAL:</b> Change of use from dwelling to dental practice and formation of internal door link between no. 30 and no. 28.  <b>ADDRESS:</b> 30 New Street, Chipping Norton, Oxfordshire  <b>RESOLVED:</b> No objection, no comment.</p> <p><b>APPLICATION NO:</b> <a href="#">23/02176/ADV</a>  <b>PROPOSAL:</b> Erection of externally lit hanging sign  <b>ADDRESS:</b> Chequers Inn, Goddards Lane, Chipping Norton, Oxfordshire  <b>RESOLVED:</b> No objection, in principle Cllrs have no objection but queried the reasoning behind moving the sign to the other side of the building.</p> <p><b>APPLICATION NO:</b> <a href="#">23/02041/HHD</a>  <b>PROPOSAL:</b> Erection of a replacement single storey rear extension. Works to include replacement of a roof light and rainwater goods to dwelling.  <b>APPLICATION NO:</b> <a href="#">23/02042/LBC</a>  <b>PROPOSAL:</b> Internal and external alterations to include removal of existing single storey rear extension and erection of a single storey rear garden room. External works to include – repointing works, replacement of a roof light, blue slate above kitchen and rainwater goods to dwelling. Internal alterations to make basement habitable, minor alterations to ground, first, and second floors.  <b>ADDRESS:</b> 36 New Street, Chipping Norton, Oxfordshire  <b>RESOLVED:</b> Request that a site visit is undertaken by WODC planners due to the location in the Chipping Norton conservation area and impact of the hoardings on the street scene. Members also noted some</p>

	<p>ambiguity in the description of works undertaken to the interior and asked if further clarification about the “minor works” could be given.</p> <p><b>APPLICATION NO:</b> <a href="#">23/02315/HHD</a></p> <p><b>PROPOSAL:</b> Removal of dormer on west roof slope and the insertion of first floor window to south elevation</p> <p><b>ADDRESS:</b> 4 Colston Court, Chipping Norton, Oxfordshire</p> <p><b>RESOLVED:</b> No objection, no comment</p> <p>c. Members received a revised proposal for 6 new dwellings to the rear of 16-17 High Street</p> <p>See above Item SPC32 – Public Participation part B.</p>
<b>SPC38</b>	<p><b>Date of the next meeting</b> Monday 18<sup>th</sup> November 2023</p>

The Chair closed the meeting at 7:57pm

Signed as an accurate record.....

Date.....

DRAFT





# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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## **Minutes of a Finance and Resources Committee meeting held on the 25<sup>th</sup> September 2023, at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllrs Ian Finney (Chair), Sharon Wheaton, Mike Cahill, Sandra Coleman, Dom Rickard, Emily Weaver (substituting)

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Ali Packer, Responsible Finance Officer

<b>FC26</b>	<b>Apologies for Absence</b> Apologies were received from Cllrs Athos Ritsperis and Natasha Whitmill
<b>FC27</b>	<b>Declaration of Interests</b> None received
<b>FC28</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the Finance and Resources Committee meeting held on the 17 <sup>th</sup> July 2023 were signed and approved as an accurate record by the Chair.
<b>FC29</b>	<b>Public Participation</b> None received
<b>FC30</b>	<b>Committee Action Plan</b> Members noted the ongoing committee action plan. Cllrs noted that the most items (eg. Grants) should say ongoing rather than have an end date.
<b>FC31</b>	<b>Income and Expenditure</b> Members received detailed income and expenditure reports by budget heading. The Town Clerk noted that £60,000 from Ear Marked Reserves have been spent on the Town Hall restoration and £60,000 for Cotswold Crescent Play Park.  Cllrs queried cost code 6200 – Rent: The RFO noted that this was backdated rent for the Guildhall from the last year which had not been invoiced by WODC until this year.  Cllrs were pleased to see the increase in income at the Town Hall, although members queried the Town Hall equipment budget being over 80% spent. The Town Clerk reported that this is due to the one off purchase of new equipment, such as induction hobs and other miscellaneous items sourced to support events and bookings at the Town Hall.
<b>FC32</b>	<b>Schedule of payments for approval</b> Members received the schedule of payments. The Town Clerk noted that the two large invoices are for the Town Hall restoration (£38,000) and for the Cotswold Crescent Play Park.

<b>FC33</b>	<p><b>Forward work programme</b></p> <p>Members considered the following policies:</p> <ul style="list-style-type: none"> <li>a. Risk Management Strategy Cllrs queried if the standing orders could be updated, but the Town Clerk said that the Risk Management would need to be adopted in advance. Members agreed that the Risk Management Strategy is sent to Full Council to be adopted.</li> <li>b. Corporate Risk Register The Town Clerk stated that the risk management strategy and risk register sit together as two policies. Cllrs queried the use of cash at the Guildhall. TC Staff mentioned that this is discouraged as much as possible, and the only cash float kept is for William Fowler Allotments which would sit within the William Fowler Allotment Trust risk register. Members agreed that the Corporate Risk Register is sent to Full Council to be adopted.</li> <li>c. Staff and Councillor Training and Development Policy The Town Clerk reported that the reason why it is being reviewed is because the Town Council had a Training and Development Policy, but there was no Cllr section which NALC requires for the Council Awards. Members agreed that the Staff and Councillor Training and Development Policy is sent to Full Council to be adopted.</li> <li>d. CCTV Compliance Policy Cllrs queried if the CCTV signs have been put up, and the Town Clerk confirmed that signage has been put up at the Town Hall and the Guildhall. The existing CCTV scheme at the Town Hall is encompassed in this draft CCTV Compliance Policy. New CCTV are being installed at the Guildhall, Guildhall car park, and Town Hall entrances. Members agreed that the CCTV Compliance Policy is sent to Full Council to be adopted.</li> </ul>
<b>FC34</b>	<p><b>Gas supply for Chipping Norton Town Hall</b></p> <p>Members received a report and recommendations regarding renewal of the gas contract for 2024. Cllrs pointed out that the second price comparison received was a 24-month tariff vs 36-month. The Town Clerk to request the 36-month contract quotations, and in principle, Cllrs agreed to remain with British Gas Lite, at the annual cost of £6,571.62 and to investigate the costs for a new boiler for the Town Hall to increase overall efficiency. Members delegated this matter to the Chair and the Town Clerk.</p>
<b>FC35</b>	<p><b>Celebrating and Commemorating Local Citizens</b></p> <p>Members received a report from Cllrs Coleman, Keyser and Graves about celebrating local citizens and incorporating this into a larger annual event. Cllr Coleman also expressed the need to have a formal policy for memorial benches in town. The Town Clerk agreed that a full "Celebrating and Commemorating Local Citizens Policy" should be written to formalise the procedures. For the Facilities and Events Officer to be informed about the event in advance in order to properly prepare and plan.</p>
<b>FC36</b>	<p><b>Grants</b></p> <p>Members received correspondence following recent grant applications.</p> <ul style="list-style-type: none"> <li>a. Members received thanks from several organisations following successful grant applications.</li> </ul>

	<p>b. Members received correspondence from Citizen’s Advice West Oxfordshire following their provisional grant decision. Cllrs mentioned that the email discussed accessibility and still had an issue with the access to the Parish Rooms. While not impossible it may be a hindrance to hold the sessions at the Parish Rooms. Cllrs were sympathetic to the CAWO response that moving sessions would be a disruption to volunteers. <b>RESOLVED:</b> That members agreed to pay out the provisional grant to CAWO following their site visit and response.</p> <p>c. Members received correspondence from Remix Youth Club following their provisional grant decision. <b>RESOLVED:</b> That members agreed to pay out the provisional grant to Remix Youth Club following their response and receipt of safeguarding policy.</p> <p>d. Members received correspondence from 1:1 Mentoring following their provisional grant decision. <b>RESOLVED:</b> That members agreed to pay out the provisional grant to 1:1 Mentoring following clarification about their safeguarding policies and governance.</p>
<b>FC37</b>	<p><b>External Audit Report and Certificate</b> Members received the report from the Council’s external auditor and noted the statement of conclusion of audit. Members gave their thanks to the RFO for a successful external audit report and for all her hard work.</p>
<b>FC38</b>	<p><b>Date of the next meeting</b> Monday 20<sup>th</sup> November 2023</p>

The Chair closed the meeting at 7:40pm.

Signed as an accurate record.....

Date.....



# CHIPPING NORTON TOWN COUNCIL

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

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TOWN CLERK: Luci Ashbourne

### Minutes of a meeting of the **Traffic Advisory Sub-Committee**, held via Zoom on the **28<sup>th</sup> September 2023 at 6:30pm**

PRESENT: Cllrs Mark Walker (Chair), Sandra Coleman, Alex Keyser, Mike Rowe, Steve Akers, Tom Festa (Substituting)

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Cllr Geoff Saul, Oxfordshire County Council (OCC)

Mike Wasley, OCC Officer

Natalie Moore, OCC Officer

<b>TAC17</b>	<b>Apologies for Absence</b> Apologies were received from Cllr Jo Graves, WODC Officer Maria Wheatley and Transition Chipping Norton Rep Marcus Simmons. Marcus Simmons has confirmed resignation of membership from the committee.
<b>TAC18</b>	<b>Declaration of Interests</b> None received.
<b>TAC19</b>	<b>Minutes</b> a. Members received the minutes of the meeting held on 29 <sup>th</sup> June 2023.  <b>RESOLVED:</b> That pending corrections of names the minutes from the Sub-Committee meeting held on the 29 <sup>th</sup> June 2023 are an accurate record of the meeting and that the Chair signs them at the earliest convenience.  b. Members noted the minutes of the Cycling Action Group held on 21 <sup>st</sup> August 2023.
<b>TAC20</b>	<b>Declaration of Interests</b> None received.
<b>TAC21</b>	<b>Public Participation</b> There was none.
<b>TAC22</b>	<b>County Officer's Report</b> Members noted the highways officers report. All planned lining work is complete or will be completed over the coming days.

Natalie Moore explained that as transport planner for the locality her roles is to help plan transport for the town and develop the Local Cycling, Walking and infrastructure Plan (LCWIP)

Cllr Steve Akers asked whether white lining has been completed at the A361 junction of West Street to the A44, and the Churchill Road lining. OCC Officer Mike Wasley confirmed both of these would be completed imminently.

Cllr Sandra Coleman asked about road diversion signs and why they sometimes mention particular businesses being open. Cllr Geoff Saul confirmed that this was being the business in question specifically asked for the sign.

Cllr Mark Walker asked if there are any updates on the proposed roundabout and crossing on the New Street / High Street / West Street Junction. OCC Officer Natalie Moore confirmed that the cost of temporary infrastructure would be similar to a permanent installation.

Work to finalise the brief is nearly complete. Additional funding could not be secured (to add to the funding already set aside) to include feasibility work at the same time. Therefore, the plan is to commission a consultant to complete a thorough optioneering study which will be drafted and informally consulted upon, ready for the new financial year when feasibility and design of a preferred option(s) can be funded and taken forward. OCC officers discussed the potential for a temporary crossing to be put in place and agreed that this would require significant funding and a safety plan before any action can be taken.

Members and Officers discussed the need for the funding for this junction to be in the next OCC budget.

Cllr Tom Festa asked if there is a timeline on the funding for the optioneering to be delivered. Natalie Moore confirmed that this will be commissioned by end of October, with a view that a draft should be available by December.

Natalie Moore updated members on the following items:

**Local Cycling and Walking Infrastructure Plan (LCWIP)**

Following previous work and priorities agreed by the working group, officers have been developing the Route Selection Tool and Walking Route Assessment Tool to confirm which routes and schemes to formally audit within Chipping Norton.

Audits for the Chipping LCWIP will begin shortly with the aim for them to be completed by the end of October 2023. It is envisioned that the audits will be completed by members of Working Group and an OCC engineer. Before any audits occur, officers will be in touch with

members of the LCWIP Working Group to confirm availability of Working Group members.

Additionally, a meeting to discuss programme for the rest of the development of the plan is required – officers will be in touch with the Working Group early next week to set a date for the meeting.

The Chair asked that timelines are shared with the working group in order to help manage expectations - Natalie Moore confirmed that this will be built into the process.

#### **A44 Corridor Study**

The A44 Corridor Report has been concluded. Officers will brief local Members, Portfolio Holders and stakeholders. These sessions will include discussion about the priority schemes, and consideration of any action plans and detailed work required for those leading measures. The study will then be signed off and it is planned that they will eventually be incorporated into the district wide area travel plan for adoption.

The Chair asked when a draft might be available. Natalie will confirm. The Chair also asked if the report will include the impact on Woodstock. Natalie confirmed it will start at Peartree Roundabout all the way through to Chipping Norton.

Cllr Akers asked the Town Council will be included in the briefing about this. Natalie confirmed she will find out who is on the list.

#### **Freight and Logistics Strategy**

The Freight and Logistics Strategy provides more detail about the challenges associated with the movement of goods in the county, key principles and actions. Work is ongoing to progress the actions in the strategy.

The first action completed was a countywide area weight restriction study. The consultants, Atkins, conducted this work and the outputs have been published. An all-member briefing was held on 6<sup>th</sup> September to provide an update on the work and next steps. Following the study an overarching process for how HGV issues are reported, assessed and progressed has been developed. More detailed HGV studies are also planned in Henley-on-Thames and the Windrush Valley. This will include Chipping Norton.

The Henley-on-Thames and Windrush Valley HGV studies will improve understanding of local HGV issues and collect granular local data, particularly HGV origin-destination data, to understand local HGV movements. Next steps will include establishing local stakeholder

	<p>steering groups to inform the studies and developing a business case for the funding required.</p> <p>Cllrs Mike Rowe and Sandra Coleman left the meeting at 7:15pm.</p> <p>Natalie Moore noted that she had received some questions from members about specific items which she will follow up on via email.</p>
<b>TAC23</b>	<p><b>District Officer's Report</b> None received.</p>
<b>TAC24</b>	<p><b>Update from Cllr Saul on OCC Highways matters including the HGV working group</b> Members received a verbal progress report from Cllr Geoff Saul. Cllr Geoff Saul noted that he is pleased that Chipping Norton will be a priority in the Freight and Logistics Strategy. This should be a broad and solution focused project. Natalie Moore confirmed that there are a wide range of potential measures for the A44 that are being investigated.</p> <p>The Chair noted that an air quality report has been published that notes that HGV's are having much less of an impact than diesel cars and vans and that this was interesting.</p>
<b>TAC25</b>	<p><b>Cycling</b> Members received an update on cycling related matters: Cllr Tom Festa noted the priorities for the next Cycling Action group – this will be signage to remind drivers about clearance needed, plus white lines put onto the road surface to remind drivers that it is a shared road surface. Also sign to welcome people to a "cycling and walking friendly town"</p> <p>Natalie Moore and Cllr Tom Festa will meet in Chipping Norton to discuss cycling related matters that can be incorporated into the LCWIP.</p>
<b>TAC26</b>	<p><b>Pedestrian and Road Safety</b> Members received a verbal update on pedestrian and road safety related matters. The Town Clerk raised the traffic accident on Churchill Road and how upsetting this had been for the resident who put the initial speed indicator device request in. The grant application for County Councillor Priority Funding has been submitted and is awaiting approval before the device can be ordered. The Town Clerk and Cllr Geoff Saul will continue to chase this.</p>
<b>TAC27</b>	<p><b>LCWIP</b> This was discussed under agenda item 5 (TAC22)</p>

<b>TAC28</b>	<p><b>Living Air Moss Filter</b></p> <p>Members discussed potential and costs for installation of a living moss air filter in Chipping Norton to help increase air quality. Cllr Tom Festa introduced this. These living air moss filters are used widely in Germany and are starting to be introduced in the UK. They are as effective as 20 trees. The air is taken up to knee height, pulled through the filter and comes out cleaner. Hereford have fitted one and it has being received well.</p> <p>Cllr Steve Akers proposed that the sub-committee support this idea and take this forward. Members agreed that this is a fantastic idea and agreed to put together a solid proposal to be taken to Full Council. Cllrs Mark Walker and Tom Festa will visit potential locations and report back.</p>
<b>TAC29</b>	<p><b>Correspondence</b></p> <p>None received</p>
<b>TAC30</b>	<p><b>Date of the next meeting</b></p> <p>Thursday 25th January 2024, 2pm in The Council Chamber</p>

The Chair closed the meeting at 7:45pm

Signed as an accurate record.....

Date.....



## Agenda item 10 – Civic Announcements

### Mayor's Report October

#### 2023 Mayor's Diary

- 24th July: Full Council
- 27th July: Allotment inspections, Service for Korean War Veterans
- 14th August: Planning Committee
- 16th August: Keep Chippy Beautiful, Air Quality meeting with WODC
- 6th September: WODC housing support officer, Working Group meeting
- 7th September: Chippy Community Land Trust (CLT)
- 11th September: Community Committee
- 18th September: Strategic Planning Committee
- 21st September: Meeting with allotment holder, Net Zero Meeting with Robert Courts
- 23rd September: Celebration for life of Eve Coles
- 24th September: Apple Day
- 25th September: Finance Committee
- 28th September: Traffic Advisory Committee, Licencing service for Revd. Matt White at St Marys
- 29th September: St Marys Primary School Open Day
- 30th September: Transition Chipping Norton AGM
- 4th October: Chippy Community Land Trust (CLT)
- 5th October: Keep Chippy Beautiful Litter Pick planning, Local Plan discussion meeting
- 7th October: Keep Chippy Beautiful Litter Pick

In addition to the above meetings I have been working with our staff on community matters including correspondence with residents and providers about Covid vaccination, installation of Speed Indicator device on Churchill Road and cash machine network, and allotment holders about future rent increase. I would like to thank Cllr Tom Festa for sharing his knowledge on the use of moss filters to reduce air pollution and for his work with Cllr Mark Walker to find a suitable site, and Cllr Steve Akers for leading our Community Litter Pick as part of our campaign to Keep Chippy Beautiful.

#### Community Events

This month we have a number of community events where councillors would be very welcome. It is particularly important that we have a presence at the parade and service on Remembrance Sunday.

- 5th October, 10am: Withers Court Keep Chippy Beautiful litter pick. Tools provided but please bring gloves. Refreshments provided by Co-op
- 12th October, 9.30am: Cemetery Clear Up. Please bring garden tools
- 24th October, 10am: UN Flag, Millennium Gardens
- 28th October, 10am: Royal British Legion Flag, Millennium Gardens (Pending approval at this meeting)
- 11th November, 11am: Remembrance service at War Memorial
- 12th November, 10am: Remembrance Sunday. Parade from Town Hall, service at St Marys, refreshments in Town Hall

## Agenda item 11 - Chipping Norton Town Council Action and Strategic Plan

This action plan has been updated following a review by Committee.

### Key Themes:

<b>BT</b>	<b>A vibrant, safe and beautiful town</b>
<b>OS</b>	<b>Improved open spaces</b>
<b>CS</b>	<b>Improving community services</b>
<b>CE</b>	<b>Community engagement</b>
<b>MC</b>	<b>A modern, safe and forward thinking Council</b>
<b>WP</b>	<b>Working in partnership</b>

### Committees:

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

Key	Action	Responsible Committee	Whose involved?	Budget	Commencement	Completion	Notes/Comment
CS1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	SP	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-22	Ongoing	WODC's sports and pitch provision strategy has been approved and is in the public domain. Jan 2022.  Awaiting meeting confirmation from WODC Exec member Cllr Joy Aitman.
BT1	Promote active travel and transport in the Town	SP	CNTC/Transition CN/Cycling Action Group		Ongoing	Ongoing	LCWIP. A Cycling Action group has been established by the Traffic Advisory Sub-Ctte.
BT/CE1	Delivering the East Chipping Norton Development Vision Statement	SP	CNTC/OCC/WODC// working group/Community First		Ongoing	Ongoing	Master-planning process paused. Letter sent to OCC and WODC. Build Chippy Better group meeting regularly. Historic England have submitted an application for the archaeological site to become a scheduled monument.  Community First have produced the Community Land Trust Document. The recommendations in this report are now being processed by interested parties.
BT2	20mph scheme for Chipping Norton	SP/TAC	CNTC/OCC	N/A	April 22	April 24	TC consultation complete. Report published. Awaiting roll out of scheme by OCC
CE1	Chippy Phone Box	SP	CNTC	N/A	Jul-21	Ongoing	CNTC are managing the rota. The phone box is well used by a diverse range of organisations and initiatives across the town.
CS2	New bus shelter at Walterbush road	SP	CNTC/OCC	£106	2020	Sept 23	New shelter installed. Quotes for sides/seats approved. Installation now complete. Planters have been relocated to the Town Centre.
CS3	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	Street Scene budget and EMR	May 21	May 24	Ten benches complete. Second phase underway. Benches from New Street are complete and back in place.

							Curved bench for Millennium Garden has now been installed. Bench for Spring Street has been ordered.
BT3	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/working group		Ongoing		Working with OCC to help identify safer HGV routes.
BT4	Road and Pedestrian Safety	SP/TAC	CNTC/OCC/		Ongoing	Ongoing	Awaiting consultation on proposed new crossings in town centre from OCC – design are being drawn up Road Safety week was held on – 21 <sup>st</sup> -25 <sup>th</sup> November 2022. Planning for 2023 to commence in the summer. Proposed improvements for Albion Street have been approved. Speen Indicator Device consultation (Churchill Road) complete. SID make and model chosen. Application for grant funding from OCC Cllr priority funding has been submitted.
CS4	Modernise and improve Chipping Norton Town Hall Large project	CC	CNTC Staff/approved consultants/workin g 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 inspection, damp works and internal decoration is now complete.  CNTC working with Ingham and Pinnock to draw up an options paper for future use and funding opportunities.
CS5	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/clu bs		Nov 21	Ongoing	Got2B were trialling after school LGBTQ+ groups in The Lower Hall during the winter term and moved into open spaces during spring and summer.  Chippy Pride event held on 1 <sup>st</sup> July 2023.  Got2B have now ceased operations.  Family event for the Coronation a huge success.  The Town Council support local youth work through enabling use of play area facilities and other partnership endeavours.
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	SP	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.  Wildflower meadow complete. Yellow rattle growing well.

OS1	Undertake a condition survey of CNTC recreation areas, then prepare and adopt a planned improvement and upgrade plan Large Project	CC	CNTC	22/23 £5000 23/24 EMR for Cotswold Crescent : £25,000 CNTC £10,000 NLF £26,000 S106	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 has now been installed. Park benches discussed and preference agreed by Community Committee- costs for approval at this meeting.
CE/OS1	Cemetery clean up days	SP	CNTC Staff, Cllrs and Volunteers	N/A	Ongoing	Ongoing	Clean up day will be held on 14 <sup>th</sup> October.
MC/OS1	Pesticide free Chipping Norton	CC	CNTC/Contractors/landowners/clubs	N/A	May 22	May 25	Three year action plan adopted. First year implemented, second year review and implementation to take place. 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.
CE2	Sport awards Ceremony	CC	CNTC/Volunteers/Clubs/Schools	£500		Ongoing	The Sports Awards Ceremony were held on 14 <sup>th</sup> July 2023. 2024 'Town Awards' event to be scoped out.
OS2	Improving access and biodiversity at Pool meadow Large Project	SP	CNTC/Approved consultants/Working Party	£25,000 EMR	2020	Sept 24	Feasibility study has been approved and is progressing. Final report will come to Strategic planning committee in November.
BT5	Christmas lights scheme	CC	CNTC	£19,500 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. New infrastructure has been installed. Lights switch on event to be held on Thursday 23 <sup>rd</sup> November.
CE3	Providing grants to voluntary bodies/organisations in Chipping Norton	FR	CNTC/Organisations/Clubs/Community groups	22-23 £26000			New grant policy approved. Grants were considered by the Finance and Resources Committee in July 23 Second tranche to be considered in Feb 24.
MC1	Managing Greystones leases	FR	CNTC/tenants		Jul 22	Asap	New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete. Final agreements to be approved at this meeting.
CS/MC1	Public space safety and compliance	CC	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. First phase works complete. Second section to be carried out during November 2023. 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. RoSPA inspection complete.

							Town Hall FRA complete Town Hall Fixed Wire test and actions complete. Town Hall alarm and emergency lighting system being reviewed.
MC2	Health and Safety Audit	FR	CNTC/Approved consultants		May 21	Ongoing	All recommendations following the H&S audit are now either complete or in progress. Next health and safety audit due June 2024.
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC		May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically.
CE4	Flying flags to mark national and local events and commemorations	FC	CNTC	£200 for the purchase of flags	Jun 22	Ongoing	Protocol agreed June FC. Calendar agreed. Upcoming flags: RAF Ensign – 21 <sup>st</sup> August
MC4	Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	FC/FR	CNTC/Developers		January 21	Ongoing	Website launched in June 22. Continuing development.
MC5	Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	FR	CNTC/STL Systems		May 21	Ongoing	The Council's IT and phone systems are managed by STL Solutions
MC6	Review the Council's fees and charges annually	FR	CNTC		Ongoing	Ongoing	Town Hall and Cemetery Charges were reviewed by Community Committee on 15 <sup>th</sup> March 2023
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Ongoing	Internal audit 2023 complete. Year ending 2024 to commence soon. . External audit complete.
CE5	Develop a Communications Strategy	FR	CNTC	n/a	July 22		Adopted at F&R 13 <sup>th</sup> July 22
MC/CE1	Ensure that the Council is open and transparent	FR	CNTC		Ongoing	Ongoing	New website launched. Policies in place. FOI procedures adopted at F&R 13 <sup>th</sup> July Transparency webpage complete.
MC8	Ensure that the Council's finances are invested wisely	FR	CNTC				Investment Strategy Approved July 2022. Review investment strategy and identify advisor
MC9	Ensure that staff and members are suitably trained	FR	CNTC/training providers	£3000	July 22		Staff needs assessment complete. All staff training up to date. Member needs assessment has been circulated. Staff and Cllr training policy on the agenda.
MC10	Apply for the NALC Foundation Award	FC	CNTC				Application submitted. The NALC panel to assess in August. This should be complete imminently.
CE/WP1	Chippy Pride	CC	CNTC/Got2b		July 23	Ongoing	The Chippy Pride event was a huge success. Plans to establish and hand over to a community led group in an inclusive and appropriate manner.
CE/OS/C S1	Skatepark feasibility project Large project	CC	CNTC/Consultants	EMR £30,000 Potential \$106	April 23		Site identified – New Street Recreation Area. Community Petition launched Pop-up skatepark held at picnic in the park event. Site identified and agreed in principle – at New Street Rec.

				funding £55,000			Tender for partner to project manage to be drawn up following formation of user group and community consultation.
CE/OS/B T1	Keep Chippy Beautiful Initiative	CC	CNTC	£500	April 23	Ongoing	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. Initial planning meeting organised for early August. Posters designed and resources ordered. First Clean-up day 7 <sup>th</sup> Oct.
OS3	Smokefree Oxfordshire initiative	CC	CNTC/OCC	£750 funding from Oxfordsh ire County Council	April 23	May 24	Sign design competition underway with primary schools and scouts. Submissions received. Panel to meet to select the winning design.
WP1	Scoping out partnership working Chipping Norton Theatre	CC	CNTC/CN Theatre		May 23		Trial partnership events underway.
CS6	Feasibility for a “rock school” for Chipping Norton	CC	CNTC/partners				Scope out ideas
WP2	Collaboration/dialogue with The Branch Community Hub	CC	CNTC/The Branch				Scope out ideas
CS7	Summer event – picnic in the park	CC	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide and annual open air event.
CE6	Community Awards event	FC	CNTC	TBC	June 23		General principle discussed by Finance and Resource Committee. Plan to build sport awards into Town Awards ceremony for 2024.

This is for Council to adopt. It is important to note that this is a working document that will be updated as new projects are agreed, and as works progress.

Chipping Norton Town Council,  
The Guildhall,  
Market Place.  
OX7 5NJ.

2<sup>nd</sup>. September 2023.

Dear Chipping Norton Town Councillors,

We wait with bated breath the results and solutions from the latest Air Quality Action Plan to the worsening problem of air pollution and safety issues from the ever increasing traffic in our town. In the meantime we have to try and deal with anything that can improve safety for pedestrians whilst endeavouring to cross roads.

We have a number <sup>of</sup> pedestrian crossings serving a number of roads around the town but probably the most dangerous stretch of road, New Street, has none at all. Yet, we encourage pedestrians to run the gauntlet to gain access to shops and recreational areas without any crossings at all.

I understand that in addition to the various facilities already provided at the Field Reeves Recreational Ground, a skatepark is being considered. This latter addition will, of course, attract young people to use this facility at all times of the day particularly when road visibility will be vastly reduced, ie dusk.

Clearly, there is no sense of urgency from the County Council to provide pedestrian crossings in New Street probably a decision influenced by a lack of funds. Bearing in mind the funds available to Chipping Norton Town Council, some three quarters of a million pounds, plus or minus, perhaps Councillors should consider spending some of this by offering to finance the provision of these crossings. In fact, when considering providing a skatepark, the cost of installing crossings should be included in the overall cost.

Perhaps this issue could be included in the forthcoming Council Meeting agenda and discussed fully by all Councillors. I look forward to attending such a meeting.

## **Correspondence – Walterbush Road Bus Shelter**

Received: 31/08/2023

We received a phone call from a resident in #4 Cotswold Villas, Walterbush Road, Chipping Norton, who wished to register a complaint with Chipping Norton Town Council regarding the reinstatement of the Walterbush Road Bus Shelter.

They reported that the reason it was initially removed was due to anti-social behaviour at the bus shelter, which had improved since the bus shelter was removed.

They were frustrated that the bus shelter has now been reinstated without consultation of neighbouring houses, and they reported that they would have strongly opposed the bus shelter being reinstated.

**NB.** The office understands that a consultation did take place in 2020-21 and the decision to reinstate the bus shelter was informed by the results.

Received: September 2023

*Dear Sirs/Madam*

*Thank you very much for completing the bus shelter and a proper seat. Now I can wait in comfort and stay dry.*

Name and address provided.



Dear Town Council,

Please can I congratulate the Council for the proposal of an Annual Town Awards.

The new awards will be a nice way of marking achievement in the Town.

Also including the allotment prizes on a night, will give it more public awareness than previously, at a council meeting.

I would still like to be involved in the Sports Awards.

Personally I would hope the Town Council would keep the option of an Honorary Citizen Award, for an appropriate person at the right time.

I would hope these new awards would not reduce the number of sports awards and the budget for the sports trophies.

Thank you,  
Graham Beacham

## **Agenda item 14 – West Oxfordshire Local Plan 2041**

*The District Council has launched a public consultation to help shape the development of the new West Oxfordshire Local Plan 2041.*

*The consultation runs from 30 August – 25 October 2023 and is focused on 3 particular elements:*

***Draft local plan objectives*** – a series of draft objectives which are intended to guide the future evolution of the plan in terms of its overall approach and anticipated policy content;

***The future pattern of development in West Oxfordshire*** – different scenarios for how and where we might look to focus future growth in the period up to 2041;

***Call for sites, ideas and opportunities*** – an open invitation for stakeholders to put forward their thoughts on how land in the District might be used in the future such as new housing, employment, infrastructure, community use, green space, nature recovery and renewable energy. The feedback received will then be used to inform a series of preferred policy approaches which will be the subject of further consultation in due course.

Individual Councillors have been (and are still) able to respond to the consultation via the platform provided:

<https://yourvoice.westoxon.gov.uk/en-GB/>

It would be prudent for Council to agree a formal response. The document is very large and complex and therefore Councillors met informally to discuss a focused response and have drawn up the attached discussion document for the Full Council meeting.

For information

There will be a public Drop In event to speak to WODC Officers on the 23rd October, from 4-8pm at Glyme Hall, Chipping Norton

## LOCAL PLAN

This discussion document refers to <https://www.westoxon.gov.uk/media/xiof3u0r/local-plan-focused-consultation-ideas-and-objectives-august-2023.pdf>

### Section A

The first section of the document focuses on Objectives. These are extensive and well argued.

### Section B

We have been asked to comment on 8 scenarios for the future pattern of development across West Oxfordshire:

1. Hierarchical
2. Main centre focus (Carterton, Witney and Chipping Norton)
3. Witney focus
4. Carterton focus
5. Dispersed growth
6. Village clusters
7. New Settlement
8. Public Transport focus

The benefits and problems raised by each approach are covered in the document and after reading this and discussing with our County Councillor and other Town Councillors I suggest we support a combination of 4, 5, 6 and 8.

4. Carterton is a good location to focus development because:

1. There are brown field sites suitable for development
2. There are good prospects for employment within the town, reducing the need to commute
3. Carterton is not part of the AONB
4. Active travel is easier where the land is predominately flat
5. The proposed rail link to Oxford would reduce the impact of new houses on road commuting

5. Dispersed growth works because :

1. Small and medium sized developments are easier to achieve and supply homes quickly
2. Some new housing is needed here in Chipping Norton and could be included
3. Planning where these developments will be in advance enables some control over where new infrastructure and services will be needed

6. Village clusters:

1. This approach allows clearer thinking about what facilities and infrastructure are required as smaller settlements expand

8. Public Transport focus

1. This enables a proper review of public transport to support those who have always needed it
2. Better public transport will reduce car usage
3. Better public transport increases options for education and employment

Option 2 would provide more development in Chipping Norton than Option 5. This is against some of the principles ingrained in the plan:

1. There are very few brownfield sites to develop
2. There are insufficient opportunities for employment without commuting
3. Existing physical infrastructure eg sewage, surface water drainage is insufficient
4. Existing social infrastructure is strained eg Health Centre, primary school places
5. Preserve naturally existing 15 minute neighbourhood eg by restricting ribbon development.

House building in within Chipping Norton should provide more affordable homes to support the low paid employment that is available eg social care.

## **SECTION C**

We are also asked to provide ideas for:

- Nature recovery and biodiversity gain including potential networks of joined-up spaces;
- Renewable energy e.g. water, solar and wind;
- Community uses such as meeting spaces, sports, recreation and play facilities, co-working facilities and burial space;
- New homes including market housing but also affordable housing, self and custom-build and other forms of specialist housing (e.g. for older people and community-led housing projects);
- Supporting infrastructure such as new cycling and walking routes, highway improvements, energy, waste, health, education, libraries etc;
- Green space including outdoor sport, allotments, parks and gardens, amenity and natural green space;
- Employment generating uses such as (but not limited to) offices, research and development, industrial, retail, indoor sport and commercial leisure uses such as cinemas, hotels, leisure centres.

### **Nature recovery and biodiversity gain including potential networks of joined-up spaces**

1. Work in partnership with landowners, Thames Water, businesses, BBOWT and other stakeholders for the creation of an enhanced 5km biodiversity corridor along the course of Chipping Norton Brook from its source in Over Norton to Swailes Bridge near Cornwell
2. Provide hedgehog highways across busy traffic routes

### **Renewable Energy**

1. Involve organisations such as Chippy Community Land Trust and Transition Chipping Norton in discussions on green community energy
2. Incorporate micro grids into new development

### **Community Use**

1. Improve and increase sports facilities at Greystones using land at WODC depot and adjoining fields to incorporate more sports pitches, tennis courts, a shared community pavilion, tidier car parking, a Park Run route and children's play area. Current problems include insufficient pitches, lack of choice of activity, poor changing and toilet facilities particularly for girls, and congestion at busy times due to single track vehicle access. This project would combine with Green space 4 and Employment generation 8.

### **New homes**

1. Build Council houses
2. Increase provision of affordable homes for both rental and purchase.

3. Use appropriate structures eg Community Land Trust to protect affordable rented properties for future tenants
4. Provide homes for social rent.
5. Ensure new homes are built to appropriate energy standards so retro fitting is not required.
6. Homes should have suitable outdoor space for drying laundry to reduce energy consumption and damp associated with drying clothes inside.

### **Supporting infrastructure**

1. Consider providing well marked and identified walking routes, including pedestrian cut throughs.
2. Provide pedestrian crossing points to support walking.
3. Improve walking routes to support those with limited mobility- this needs to include widening pavements in some locations with limited space where cars have been given priority
4. Re-open Dean Pit recycling centre or establish an alternative site potentially at the disused Greystones ex WODC depot to serve Chipping Norton and the surrounding area
5. Secure Developer funding for a new primary school and an expansion of CN Health Centre.
6. Improve surface drainage taking account of hard surfacing on downhill slopes
7. Incorporate micro grids into new development

### **Green space and recreation**

1. Provide tennis courts
2. All new developments to have designated areas for community gardens for vegetables, fruit and herb gardens such as that at the Health Centre
3. Work in partnership with landowners, Thames Water, businesses, BBOWT and other stakeholders for the creation of an enhanced 5km biodiversity corridor along the course of Chipping Norton Brook from its source in Over Norton to Swailes Bridge near Cornwell
4. Improve and increase sports facilities at Greystones using land at WODC depot and adjoining fields to incorporate more sports pitches, tennis courts, a shared community pavilion, tidier car parking, a Park Run route and children's play area. Current problems include insufficient pitches, lack of choice of activity, poor changing and toilet facilities particularly for girls, and congestion at busy times due to single track vehicle access. This project would combine with Employment generation 8.

### **Employment generation**

1. Improve public transport links
2. Provide charging structure for electric buses eg at our bus depot on Banbury Road
3. Ensure better control of local transport provision using a franchise model as introduced in Manchester
4. Provide more affordable housing
5. Use designated employment site to provide a focussed Science Park to reduce commuting via A44 and A34
6. Provide step up and grow workshop and studio spaces for those in creative industries.
7. Provide serviced offices
8. 6 and 7 could be combined with a cafe at WODC depot at Greystones on Burford Rd. (See Green space and recreation 4)



# Chipping Norton Town Council

## CHIPPING NORTON TOWN COUNCIL RISK MANAGEMENT STRATEGY

### 1. Risk Management Policy Statement

Chipping Norton Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses and to minimise uncertainty.

The Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focused approach to managing risk.

Risk management is an integral part of The Council's management processes. Risk management is not just about financial management it is about ensuring the achievement of objectives to deliver high quality services.

### 2. Objectives

**The objectives of the Risk Management Strategy are to:**

- Integrate risk management into the culture of the Council.
- Identify risks.
- Manage risk in accordance with best practice.
- Consider and respond to changing social environmental and legislative requirements.
- Put in controls to minimise risk.

**These objectives will be achieved by:**

- Establishing clear roles and responsibilities.
- Awareness and training as appropriate.
- Consideration of risk management when dealing with new projects.
- Monitoring.

### 3. Categories

Risks have been put into the following categories:

- Financial.
- Legal.
- Technological.
- Environmental.
- Sites and Assets.
- Human Resources.
- Business Continuity.
- Reputational.

### 4. Risk Identification

Assessments have been prepared based on the risk management document reviewed by The Council on an annual basis. These are shown in the Risk Register at Appendix A of this document.

### 5. Risk Control

Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control requires the identification and implementation of revised operating procedures, but in exceptional cases more drastic action may be required to reduce the risk to an acceptable level.

Options for control include:

- **Elimination** – The circumstances from which the risk arises are removed so that the risk no longer exists;
- **Reduction** – Loss control measures are implemented to reduce the impact/ likelihood of the risk occurring;
- **Transfer** – The financial impact is passed to others e.g. by revising contractual terms;
- **Sharing** – The risk is shared with another party;
- **Insuring** – Insure against some or all of the risk to mitigate financial impact; and
- **Acceptance** – Documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

### 6. Risk Monitoring

The risk management process does not finish with putting risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is

also important to assess whether the nature of any risk has changed over time. Risk Management will be reviewed annually by The Council.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

## 7. Risk Management System

### RISK REGISTER SCALE

	5	5	10	15	20	25
<b>P R O B A B I L I T Y</b>	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
						<b>I M P A C T</b>

<b>Summary</b>		<b>Suggested timeframe</b>
<b>25</b>	<b>Very high</b>	<b>With urgency</b>
<b>15-20</b>	<b>High</b>	<b>As soon as possible</b>
<b>6-12</b>	<b>Medium</b>	<b>Within 3-6 months</b>
<b>1-5</b>	<b>Low</b>	<b>Whenever viable to do so</b>

The scores for impact and likelihood are scored as above and multiplied to arrive at the rating. Risks scoring 12 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk.

Risks rated as green (1 to 5) are reasonably acceptable. It is unlikely that further additional measures are required to control these risks. However, the risk will remain monitored as part of the risk management.

Risks rated as amber are reasonably acceptable. However, further additional measures may be needed to treat (i.e. control) the risks and so reduce exposure or to consider risk transfer e.g. insurance or a contractual arrangement. The Council



must be periodically advised of amber risks and the action planned and /or taken to control them.

Risks rated as red are not acceptable. Immediate action is required to bring the risk down to a lower category risk or, if this is not possible or desired, to terminate the activity that creates the risk. The Council must be immediately advised of red risks and regularly updated on the action planned and taken to control them until they are within the spectrum of reasonably acceptable risk.

## **8. Roles and Responsibilities**

- 8.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Council and its operations, and responsibility for risk is located in the right place. The process must be driven from the top but must also involve staff throughout the Council.
- 8.2 **Councillors** – Risk management is seen as a key part of Councillor’s stewardship role and there is an expectation that Councillors will lead and monitor the approach adopted, including the approval of the Risk Management Strategy and Risk Register.
- 8.3 **Employees** – will undertake their job within risk management guidelines ensuring that their skills, experience and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed information into the formal process. They will work to control risks or threats within their roles, monitor progress and report on task related risks to their line manager when necessary.
- 8.4 **Town Clerk and CEO** – will act as the lead officer on risk management, assisted by the Deputy Town Clerk, Responsible Financial Officer and the Events and Facilities Officer, and be responsible for overseeing the implementation of the Risk Management Strategy.
- 8.5 **Role of the Audit** – The Audit provides an important scrutiny role by carrying out audits to provide independent assurance that the necessary risk management systems are in place and all significant business risks are being managed effectively. The Audit assists the Council in identifying both its financial and operational risks and seeks to assist in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud
- 8.6 **Full Council**– Review and future development of the Risk Management Strategy and Risk Register will be overseen by the Full Council.
- 8.7 **Training** – The aim will be to ensure that both staff and directors have the skills necessary to identify, evaluate and control the risks associated with the services they provide. Risk Management training and development will be provided through

a range of methods such as workshops, literature and in-house service familiarisation.

- 8.8 In addition to the roles and responsibilities set out above, the Council is keen to promote an environment within which individuals and groups are encouraged to report adverse incidents promptly and openly.
- 9. Conclusion** - The adoption of a sound risk management approach should achieve many benefits for the Council It will assist in demonstrating that Chipping Norton Town Council is committed to continuous service improvement and effective corporate governance.
- 10. Review** - This Risk Management Strategy was reviewed by the Finance and Resources Committee on 25<sup>th</sup> September 2023 and adopted by Full Council on xxx.

Review date: September 2024

**11. Reference**

- The Local Audit and Accountability Act 2014. Web site [Here](#)
- National Association of Local Councils (NALC). Web site: [Here](#)
- The Joint Panel on Accountability and Governance (JPAG). Web site [Here](#)

# CORPORATE RISK REGISTER

Category	AREA OF RISK	IMPACT DESCRIPTION	IMPACT LEVEL	PROBABILITY LEVEL	PRIORITY LEVEL	CONTROL MEASURES	MITIGATION NOTES
Which category of risk is this?	Give a brief summary of the risk.	What will happen if the risk is not mitigated or eliminated?	Rate 1 (LOW) to 5 (HIGH)	Rate 1 (LOW) to 5 (HIGH)	(IMPACT X PROBABILITY) Address the highest first.	What is currently in place to reduce the risk	What can be done to further lower or eliminate the impact or probability?
Business continuity	Business interruption	Council services impacted or stopped	5	1	<b>5</b>	Business Interruption insurance cover. IT systems and infrastructure able to facilitate home working for all admin staff	Develop a business continuity plan
Legal and assets	Council records (hard copies): Loss through theft, fire, damage, flood	Loss of irreplaceable Council records	5	1	<b>5</b>	Fire Risk Assessment and procedures in place. Documents kept locked and secured. Historical, valuable or sensitive documents to be kept in the firesafe	Papers over 4 years old to be archived with County records office.
Legal and assets	Council records (electronic)	Loss of irreplaceable Council records	5	1	<b>5</b>	Cloud-based server in place, managed by third party IT provider. Council agendas, papers and minutes published online and therefore retrievable.	

Financial and legal	Imposed liability through partnership working	Financial loss, legislation breach or reputational risk	5	1	<b>5</b>	Officers to clarify legal position and seek advice where necessary. Formal agreements held on file following resolution by Council or Committee.	
Financial and continuity	Precept setting	The precept not being adequate enough to cover the functions of the Council	5	1	<b>5</b>	Sound budget setting to inform precept demand. The Finance and Resources Committee receive budget monitoring reports. Committees consider budgets to help inform overall budget required ahead of precept setting meeting in December.	Develop a five-year financial plan
Financial	Insurance: Adequacy, cost, compliance and fidelity	Financial loss due to lack of insurance cover or cost of policy	5	1	<b>5</b>	Insurance policy reviewed annually, with new quotes and contracts entered into once every three years. Includes assets, public liability, legal and professional support.	
						Risk assessments carried out for events and other Council work where required.	

						Town Clerk and CEO, and the RFO in touch with the account manager to ensure any new information is shared with them, and advice taken when needed	
Financial	Banking	Financial loss due to lack of security or inputting error.	5	1	5	Dual authentication required for payments. All details kept secure in safe. Robust procedures in place.	Existing procedures adequate
Financial	Cash	Loss or theft of cash	3	3	9	Minimal petty cash held in the office. All cash received kept in the safe and banked as soon as practical. All cash used at events to be supervised by an officer and locked away securely. Float for Town Hall kept locked securely away.	Introduction of cashless system for events

Financial	Financial controls and records	Inadequate controls and management resulting in financial loss	5	1	5	<p>Online payments require dual authorisation</p> <p>Accounts reconciled by a councilor each month against published finance statement.</p> <p>Fully compliant with recommendations made by appointed Internal Auditor Accounts externally audited annually.</p> <p>Internal controls in place</p>	Existing procedures adequate
Legal	Freedom of Information	Inability to provide information relating to freedom of information requests.	3	1	3	FOI policy and procedure in place and published online. Councillors use gov.uk email addresses.	Existing procedures adequate
Human Resources, Business Continuity and Financial	Head of paid service	Loss of the Town Clerk and CEO	5	1	5	Deputy Clerk in position. Shared responsibilities for most activities. Connections with locum services if required	Putting "key staff" insurance policy in place.
Financial and reputational	Fraud	Financial and reputation loss due to fraud	4	1	4	Anti Fraud and Corruption Policy in place	Existing procedures adequate
Financial	Election costs	Unplanned costs due to contested by-election taking place	3	2	6	Provision for an election to be included in the annual budget	
Human Resources	Non-payment of salaries	Staff not receiving salaries on the expected day	4	1	4	At least two members of staff are trained in calculating, submitting and setting up payments	Existing procedures adequate

Financial	Significant unexpected expenditure	Lack of funds to meet costs of unexpected expenditure	5	2	10	Contingency included in the budget. At least 6 months annual costs held in reserves
Sites and assets	Security of buildings	Loss due to criminal or accidental damage.	5	1	5	Fire Alarms and CCTV cameras on Town Hall and Guildhall. Intruder alarm on Guildhall. Photographic record held of the pictures hung in the Town Hall. Photographic evidence of chains.
Sites and Assets	Damage to property	Damage to the Town Hall or other Council assets	5	2	10	Buildings and contents insurance taken out.
Sites and Assets, Financial	Fire risk	Risk of fire in the Town Hall	5	1	5	Fire Risk Assessment in place and adhered to. Fire alarms tested weekly. All staff receive fire warden training. CCTV in place
Legal	Legal liability	Risk of carrying out actions outside of legal remit	5	1	5	The Clerk is CILCA Qualified and the Council has a General Power of Competence. All decisions made by Committee and Council resolution. Member/Officer protocol in place. Membership of OALC in place to obtain advice if required

Legal	Accuracy of Minutes and Statutory Documents	Inaccurate documents being published and stored	3	1	3	Minutes and agendas are produced in the prescribed method and adhere to legal requirements Minutes are approved and signed at next meeting. Minutes and agendas are displayed according to legal requirements.
Legal, financial and reputational	Public Liability	Risk to third party property or individuals	3	1	3	Insurance in place. Inspection of items in the public realm (play equipment etc) in place and adhered to.
Human Resources, Legal and Financial	Employer Liability	Non-compliance with the law	5	1	5	All staff on NALC model contracts. Staff handbook in place and adhered to. Staffing Sub-Committee in place
Legal	Document control	Non-compliance with statutory requirements	4	1	4	Document retention policy in place
Business continuity, reputational, financial	Loss of adequate internment space	Not being able to meet the needs of the town with regard to internments	5	1	5	Additional land has been aquired
Financial and legal	Memorial safety	Risk of injury due to unsafe memorials	5	1	5	Memorial safety policy in place. Third party contractor carrying out inspections and repairs
Human Resources, reputational	Vexatious Complaints	Staff time, reputational risk and impact on Staff and Councillor wellbeing	3	2	6	Vexatious compaints policy in place



Assets, Human Resources and Financial	Cyberattack	Councillor or council staff emails compromised due to a phishing attempt	3	2	6	Councillor and staff education about recognising phishing attempts, accounts can be restored centrally by third party IT provider.	
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# CHIPPING NORTON TOWN COUNCIL

## TRAINING AND DEVELOPMENT POLICY

Purpose and scope	2
Identifying, meeting and evaluating training and development needs	2
Consideration	2
Categorising training and personal development	2
Guidance for support	4
Study leave	4

Adopted by Council: July 2021

Review Date: September 2023

## **Purpose and scope**

This purpose of this policy is to set out the Council's position on the provision of training and development opportunities for staff and Councillors. It applies to all staff whether full or part time, temporary or fixed term.

## **Identifying, Meeting and Evaluating Training and Development Needs**

Training and development needs will be identified from a variety of sources:

- Induction and probationary periods
- One-to-ones
- Appraisal
- Workforce planning
- Team meetings
- Annual plan
- Change processes

In addition, the council will encourage staff to identify their own learning styles and will seek to provide a wide variety of learning and training methods, including:

- Attendance at conferences, seminars and short courses
- Online training
- Internal coaching
- Shared in-house learning resources (books, journals, DVDs etc.)
- In house training
- Work shadowing
- Time for self-directed research and learning

## **Consideration**

A number of factors will be taken into account when assessing a request from an individual. This policy provides one element of the decision-making process. Other factors will include availability of finance and the individual's employment record.

In order to ensure that the council is able to consistently evaluate requests, training and development opportunities have been organised into three categories according to the degree of importance each intervention has for different roles.

## **Categorising training and personal development**

The three categories are as follows:

### **1. Mandatory**

Mandatory training is legally required for the post-holder, or a qualification deemed to be so fundamental to the role, that the council makes it a mandatory requirement. Any mandatory training or qualifications are to be stated on the job description. For mandatory qualifications, it is unlikely that an applicant would be recruited without having previously attained the qualification. Where a qualification becomes mandatory for the role, the council will provide

reasonable assistance for the employee to attain the qualification (see the section on Guidance for Support below).

Some mandatory training may be specific to a particular job role whilst other training may be a generic requirement. Examples of mandatory training include:

#### Generic training

- Health and Safety (Personal Safety, Manual handling, Display Screen equipment)
- Food hygiene
- Data Protection]

#### 2. Desirable

Desirable training is not legally required for the post, but it is directly relevant to the individual's job. Any desirable training or qualifications are to be stated on the job description.

For desirable qualifications or training, an individual may be recruited without having previously attained the qualification or undergone the training but may be expected to attain the qualification within a defined period of time. The need for training may also be identified through one-to-one meetings or annual appraisals. A desirable qualification is likely to enhance the skills and reputation of the council. Examples may include:

#### Job specific

- Certificate in Local Council Administration (CiLCA)
- Cemetery Legal Compliance
- Microsoft Excel

#### 3. Optional

An optional qualification or optional training may not be directly linked to the individual's current job. Optional training or development is generally more beneficial to the individual's career than it is for the council.

Personal development aimed at developing the skills or knowledge of an individual in order to provide a successor for an existing job is deemed to be optional. However, depending on the circumstances, training for succession may be 'desirable'.

#### Job specific

- Community Governance
- Town Planning Technical Support - Level 3 Diploma]

## **Guidance for support**

Support for qualifications, training and personal development can include financial assistance towards the cost of tuition, examinations and resource materials in addition to half / day release and time off for study leave and taking the examination]. Any financial and non-financial support to training and development is entirely at the discretion of the council.

Any financial support in excess of £1,000, including the offer of a loan, will always be conditional upon the employee's agreement to either a full or partial repayment of the financial support provided. The council reserves the right to reclaim financial support where the employee;

- Leaves the council during the duration of the course, or up-to 1 year following completion of the course.
- Fails to complete the training
- Fails to attend training without good reason]

## **Study leave**

Where individual requires study leave to undertake mandatory training, they will be able to take all the leave within normal working hours.

Where individuals require study leave to undertake study which is not mandatory but part of the individual's formal continuous professional development, the council will contribute up to 50% of study leave time, to a maximum of 3 days per annum.

Where individuals require study leave to undertake training which is not mandatory but part of the individual's desire for career development, the council will contribute up to 3 days study leave per annum for courses which are directly related to the individual's role.

Time off for study leave must be approved in advance. To make a request the individual is asked to write to the Town Clerk (or the Chair of the staffing sub-committee if the individual is the Town Clerk), setting out the details of the course of study, how it relates to their work, and the time being requested.]

No study leave will be granted where individuals undertake study which is not required for their role, or not directly related to their role. However, the Town Clerk (or the staffing sub-committee) will consider requests for flexible working to allow the study to take place, as long as the needs of the council can be met.

This is a non-contractual procedure which will be reviewed from time to time.

## **Councillors**

On joining the council by election or co-option: All new councillors will meet with the Town Clerk and CEO to discuss the role and receive an overview of the work of the Council and the different roles and responsibilities. All new Councillors will be given an information pack containing copies of the following documents:

- The Good Councillor Guide
- The Code of Conduct

- An overview of Chipping Norton Town Council
- A copy of all the council's current policies e. Council's current Standing Orders and Financial Regulations
- The Scheme of Delegation
- A timetable of all the scheduled council meetings for the year
- Organisational chart
- Guidance for responding to planning applications
- The current annual budget
- The current Council action plan

New Councillors will be encouraged to attend Fundamentals for Councillors training.

Chairs of Committee will be encouraged to attend Chairship training.

Councillors will be made aware or and invited to bespoke training as the opportunities arise.

Councillors will be expected to complete an annual training needs assessment in order to help the Town Clerk and CEO identify appropriate training.



**Chipping  
Norton**  
Town Council

# CCTV Compliance Policy

## 1. Introduction

This policy governs the operation of the closed circuit television (CCTV) systems operated by Chipping Norton Town Council as data controllers to assist in carrying out enforcement, public safety and other functions.

The policy sets out the principles to be observed by each Council, its members, employees, contractors, and any other parties or organisations involved in the operation, management and administration of relevant CCTV systems. It is also intended to inform members of the public of the purposes for which CCTV is operated, and of the standards which will be met in relation to it. In this way, each Council can be held accountable for its compliance with the policy.

A list of key definitions and acronyms is set out at section 13 of this policy.

## 2. Purpose

Compliance with this policy and with the detailed arrangements which sit under it ensures that each Council's use of Closed Circuit Television Cameras reflects a proportionate response to identified problems, which is operated with due regard to the privacy rights of individuals.

## 3. Background

In recent years there has been a substantial increase in the number of CCTV cameras, driven in part by a reduction in the costs of installing and operating this type of equipment. This increase has coincided with heightened privacy concerns, which have resulted in laws, regulations and codes of practice designed to ensure that the use of cameras is legitimate, proportionate to the intended purpose and respectful of legitimate privacy expectations. Article 8 of the Human Rights Convention recognises the right to a private and family life. Where CCTV captures images of people which comprise personal data, there is potential for this to infringe on the privacy of individuals. Accordingly, there is an obligation for CCTV installations and handling practices to comply with the 3rd Data Protection Principle (data minimisation) as well as the 6th Principle (Appropriate technical and organisational security) as set out in the Data Protection Act and General Data Protection Regulations.

CCTV systems are operated by the Council only as a proportionate response to identified problems, this in so far as it is considered necessary in a democratic society in the interests of public safety, for the prevention and detection of crime and disorder and for the protection of

the rights and freedoms of others. The Information Commissioner's Office ('the ICO') has enforcement powers which include the power to issue directives to remove or modify CCTV installations. The ICO is supported by the Surveillance Camera Commissioner, which was established under the Protection of Freedoms Act 2012 and has issued codes of practice for the use of these cameras, which include the guiding principles set out below.

#### 4. CCTV

Within the scope of this policy the Council acts as data controller for the CCTV systems it operates for the purposes of preventing and detecting crime and for ensuring public safety, including that of attendees at its public venues.. For the avoidance of doubt it does not include CCTV for which third parties are the data controllers e.g. the Police.

#### 5. General Principles/ Guidelines

The Council's use of CCTV accords with the requirements and the principles of the Human Rights Act 1998, the General Data Protection Regulation ((EU) 2016/679), the Data Protection Act 2018 and the Protection of Freedoms Act 2012. This policy recognises the need for formal authorisation of any covert 'directed' surveillance as required by the Regulation of Investigatory Powers Act 2000, and provides that CCTV shall be operated fairly, within the law and only for the purposes for which it was established or which are subsequently agreed in accordance with the Code.

CCTV shall be operated with due regard to the principle that everyone has the right to respect for his or her private and family life and home. Public interest in the operation of CCTV will be recognised by ensuring the security and integrity of operational procedures which sit underneath it, and which balance the objectives of the CCTV usage with the need to safeguard the individual's rights.

Transparent: This policy ensures that CCTV used by or on behalf of the Council is transparent. Wherever possible, the presence of CCTV, the purpose for it and contact details for the Controller of it should be clearly displayed to the public. There are strict laws around the use of covert surveillance cameras and these should only be implemented where necessary for a criminal enforcement purpose where the Council has the necessary statutory authority and under the oversight of the Senior Information Risk Owner (SIRO).

For a Legitimate and Specified Purpose: prior to establishing any CCTV installation, it is necessary to establish a legitimate purpose for it. The appropriate balance between the necessity of the CCTV and the privacy rights of individuals can only be assessed in light of this intended purpose. the usage of CCTV cameras, including the field of vision and whether they can be controlled remotely, has to be proportionate to the identified need. For example, installation of a camera for the purpose of public safety would be unlikely to be proportionate in an area with no particular history of incidents. CCTV will not be installed unless found to be proportionate following a Data Privacy Impact Assessment.

#### 6. Surveillance Camera Code of Practice

Each Council will operate all CCTV implementations in line with the principles set out in the Surveillance Camera Commissioner Code of Conduct:

- Use of a CCTV system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- The use of a CCTV system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- There must be as much transparency in the use of a CCTV system as possible, including a published contact point for access to information and complaints. There must be clear



responsibility and accountability for all CCTV system activities including images and information collected, held and used.

- Wherever a CCTV system is used, these must be communicated to all who need to comply with them.
- No more images and information should be stored than that which is strictly required for the stated purpose of a CCTV system, and such images and information should be deleted once their purposes have been discharged.
- Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted.
- The disclosure of images and information should only take place when it is necessary and proportionate for such a purpose or for law enforcement purposes. CCTV system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
- CCTV system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
- When the use of a CCTV system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
- Any information used to support a CCTV system which compares against a reference database for matching purposes should be accurate and kept up to date.

## 7. Privacy Risk Assessed

All existing and proposed CCTV installations should be subject to a Data Privacy Risk Assessment to identify what risks to privacy they pose and what controls can be applied to minimise them. Copies of the Assessment should be held by the Council Senior Information Risk Owner (SIRO).

All proposals to install new or additional CCTV must be approved by the Town Clerk and CEO. Where the privacy assessment indicates a high risk to privacy, then the approval of the SIRO is required prior to the procurement of CCTV equipment.

As CCTV recordings contain personal (and sometimes special category) data, there is a legal obligation to ensure that access is limited to those with a genuine need and that any data held meets technical standards for information security. In the event of a data breach, then prompt steps will be taken in accordance with each Council's procedures to mitigate the breach and to notify relevant parties.

Subject to clear operational procedures which are binding on staff and contractors: all Council departments operating CCTV are required to ensure that there are procedures in place which regulate where cameras can be installed, where they should point, under what circumstances data can be accessed or removed from the devices and under what circumstances it can be disclosed to other parties.

Auditable: All staff actions which affect the operation of CCTV equipment should be captured in audit logs held on the devices or in controlling applications. This includes any actions which change the field of vision, any downloads of footage and any deletion of footage. All CCTV equipment must

be specified so as to provide accurate time and date stamping, and all CCTV installations will be recorded on the CCTV Register.

CCTV systems operated by the Council shall normally retain footage for no longer than 30 days. Where footage is required for the purposes of prosecution of an offence or to defend legal claims, a copy should be made and stored securely.

## 8. Cameras and Area Coverage

Care should be taken to ensure that cameras are sited so they are clearly visible. No hidden cameras will be used, nor shall cameras be directed in such a way as to amount to surveillance which is intrusive.

Clear signage will normally be placed within the area which is being monitored in order to ensure that both the public are aware when they are in a monitored area and also that the maximum deterrent value is achieved. Where this is not possible – as in the case of body worn cameras, and signage on vehicles – then the cameras themselves will be clearly signed. The Council's CCTV systems do not record audio.

Camera positions will be reviewed annually to ensure that they remain proportionate to their purpose. Where the purpose can no longer be justified against the intrusion on personal privacy, they will be removed or switched off. All viewing and recording equipment shall only be operated by trained and authorised users.

## 9. Roles and Responsibilities

All staff members with operational access to CCTV equipment are responsible for following the specific operational procedures established for its use. This includes checking the equipment and reporting to management where it is found to deviate from the agreed specification or appears to have been interfered with. Staff and other relevant persons shall only be permitted access to images obtained via CCTV on a 'need to know' basis. Information Asset Owners are accountable for identifying a legitimate need for CCTV installations where one exists (and for reviewing the same), for ensuring that data privacy impact assessments are conducted and an action plan generated and progressed and for making sure that risk controls are established where needed to protect personal privacy.

The SIRO is responsible for setting the risk appetite for CCTV installations for the Council and assessing high risk proposals. The Data Protection Officer (DPO) is responsible for assessing proposed CCTV installations posing a high risk to privacy, rights and freedoms and for making recommendations to the SIRO.

In cases of a serious breach involving CCTV data, the DPO is responsible for reporting the matter to the ICO. The Town Clerk and CEO is responsible for maintaining the CCTV Register, drawing up Data Privacy Impact Assessments and participating in the investigation of breaches.

## 10. Training Requirements

All individuals with a need for operational access to CCTV systems or for access to images captured via CCTV shall be trained to a proficient level which meets appropriate safeguards before they are permitted access. All relevant individuals are furthermore required to have read the Surveillance Camera Code of Conduct and to have had sufficient training in the specific equipment they operate.

## 11. Data Protection and subject access rights

The public have the following rights with regard to CCTV footage captured by the Council's cameras:

- A right to request through subject access, a copy of footage in which they are captured, subject to exemptions within the Data Protection Act 2018 and also balanced against the rights and freedoms of others who may appear in that footage. All requests for CCTV images should be made in writing to the Town Clerk and CEO.
- A right to object to processing where they believe that the field of vision or the siting of the camera is disproportionate to the stated purpose of the camera. Where a resident objects to processing, the Council will consider the objection and decide whether a lawful basis for processing can still be justified. A written response will be provided outlining the outcome.

## 12. Data Retention & sharing

The police, social services, environmental health and/or other authorised agencies or bodies may apply for access to data collected via CCTV in order to carry out their statutory functions. All requests will be reviewed by the Council's Data Protection Officer and determined according to a process which ensures compliance with the law.

All Council CCTV Cameras automatically over-write footage after 30 days after it is captured. Where authorised bodies are granted access to data collected via CCTV in order to carry out their statutory functions, then copies of the data may be made and provided securely for this purpose.

Any data downloaded for the purpose of criminal investigation, subject access request or Council investigation will be retained for 3 months.

## 13. Key Definitions

**CCTV** – Closed Circuit Television

**Data Protection Officer (DPO)** – A statutory role set out under the Data Protection Act with responsibility for ensuring that organisations are compliant with personal privacy rights. Any resident can report a personal privacy concern about the Council to the Data Protection Officer.

**General Data Protection Regulation (GDPR)** - A Regulation establishing data protection principles and privacy rights for people whose data is processed in the European Union. It is supplemented in British law by the Data Protection Act 2018 which enshrines its rights and principles.

**Information Asset Owner** – A role held by the Business Managers, to ensure that information systems operated by their teams have appropriate data quality, auditability and access controls.

**Senior Information Risk Owner (SIRO)** – A role established under International Information Security Standard ISO27001 to ensure that appropriate processes for information risk and the treatment of that risk are established and maintained. At the Council, the role is held by the Business Manager - Corporate Responsibility

## 14. Review of this Policy

This policy will be reviewed annually.

## 15. Related Policies

Data Protection Policy



## Chipping Norton Town Council's Grants to Voluntary Bodies Application Form 2023

Applications must be received before the deadline 03/07/2023

Chipping Norton Town Council (CNTC) are looking for applications of up to £2k which demonstrate:

- Improved Physical, Mental, Emotional Health, and Environmental or Economic outcomes.
- Direct, positive, impact for Chipping Norton residents.

For more information, please see our guidance which can be found at [www.chippingnorton-tc.gov.uk/grants](http://www.chippingnorton-tc.gov.uk/grants).

Name of Organisation	Transition Chipping Norton	
Name of Project or Activity	Youth Space	
What is the delivery time scale of your Project or Activity	Start (mm/yyyy)	Finish (mm/yyyy)
	10/2023	06/2023
Amount of funding requested from CNTC	£2000	

### Contact Details

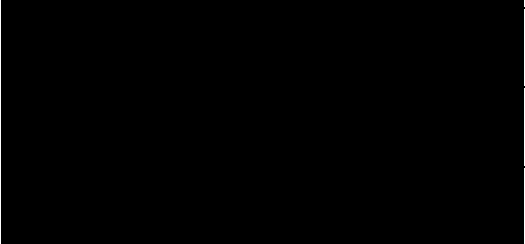
Name of the person making the application	
Position in organisation	
Email address	
Telephone number	

### Organisation details

Address	
---------	--

Website	<a href="https://fb.com/TransitionChippingNorton/">fb.com/TransitionChippingNorton/</a>
Social media links	<a href="https://fb.com/Learn2Sustain.org.uk/">fb.com/Learn2Sustain.org.uk/</a>
Description of organisational purpose and how it benefits the community	To engage members of the community with their environment and support projects that help promote resilience.
Please outline any fundraising activities that your organisation has undertaken in the past year	Various applications to grant funders such as Sovereign Housing.
Do you have any special projects which require additional financial expenditure by your organisation in the next year?	Yes, but these funds would only be used to provide resources for the Youth Space Project.

Payment details if application is successful

Name of account	
Sort code	
Account number	

## Project Details

Please tell us in no more, than 300 words, about your project. Who will your project benefit, how will it be delivered, how can people join in...

Young people in Chipping Norton have been telling us that they want a space that is suitable for them to hang out. There are lots of different ideas of what this could look like, and how the space could be best used. We want to start where teenagers are already congregating and engage with them about their needs.

We have been generously offered the use of the Town Hall for this purpose on Tuesday evenings 5 - 7pm.

We aim to work with teenagers who are currently not engaging in other youth provision, and to work with them to develop the space into somewhere they would like to be. We are particularly keen to work with those who are aged 15 - 18, whose needs may not have been met during the pandemic, and who may be finding it challenging to access the support that they need now. It is important that they gain support before they move further into adulthood.

Initially we will provide them with a safe space under cover where they can come free of charge and feel valued and listened to. There will be regular volunteers and a youth worker for them to discuss issues that they are having or ideas of how to make things more enjoyable.

We will discuss ideas that they have for developing the sessions and help put things in place. We already have various ideas including cookery sessions/pizza making / cereal cafe/ board game cafe / skills building e.g. 1st aid / catering / bike repair, but we want to hear what they would most like, and build from there.

We will facilitate discussions with town and district councillors to help build a bridge between them and their local councils.

By making the sessions youth-led we believe we will help the young people feel they have a voice in the town, and by getting involved they can make a positive difference.

We have secured much of the funding we need to get started, but to ensure we have regular volunteers we need to be able to adequately cover their expenses. We also need to be able to provide some basic equipment and refreshments so that we can respond quickly to ideas and show our intention to put things in place.

By awarding us the full amount requested we can ensure there is continuity into next year, allowing us time to set up a long-term non-denominational youth provision in the town.

## How will you measure the impact of your project?

Through qualitative data including conversations with young people and the wider community. We believe it is important to understand individual stories and the impact our projects have on each of the people taking part. We also want to know what benefits the wider community have perceived and we will be discussing these with various groups including Chippy Creatives.

We will also collect quantitative data e.g. number of young people attending sessions, but we are initially looking to engage young people currently not attending other provision, so numbers are likely to be small to begin with.

If awarded a grant last year from CNTC could you please state how the funds helped your organisation and what they were used for.

N/A

How much will your project cost and how will you use the money?

What is the total cost of your project?	£5000
How much Funding would you like from CNTC?	£2000
Where will the remaining funding come from?	Sovereign #iWill National Lottery Funding - already awarded.  We will apply for more grants to follow on from this pilot to ensure there is long term provision.

## Budget (please complete the following budget for your project)

Title	Description	Total amount	Amount requested From CNTC
Management costs	Risk Assessments and compliances, volunteer liaison	2300	150
Training	Safeguarding and 1st Aid	300	150
Office costs (rent, telephone etc)	Share of office supporting costs	300	300
Salaries	1 xYouth worker per session	480	-
Expenses (travel etc)		50	50
Venue hire	Town Hall Hire	Charity rate	Already agreed to be covered by TC
Materials	Equipment needed to run sessions, refreshments	850	750
Publicity	Banners and branded items	200	-
Volunteer expenses	to cover childcare or travel costs	500	600
Other (please specify)			

		Sub total	
		TOTAL	5000

**Declaration**

We confirm that all the information contained within this application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the group. We have read and agree to abide by the terms and conditions  
 (please click/tick box to agree)

We agree to crediting Chipping Norton Town Council for the funding for this project through our communications and are happy for CNTC to share stories and grant feedback through their communications.  
 (please click/tick box to agree)

We are happy to arrange visits by CNTC staff and councillors to our project while it is being delivered  
 (please click/tick box to agree)

We have provided copies of the following necessary documents (refer to Grant Application Information) to support the application (please click/tick as appropriate):

Accounts       Bank statement or paying-in slip  yes      Constitution   
 (to double check bank details)

NB. Scanned copies are acceptable if you send your application by email.

**Applications will not be taken to committee without all these supporting documents**

Signature 1 (person submitting form)	Cara Hedges
Signature 2 (Chair or senior representative of the organisation)	Geoff Coleman

**Typed entries acceptable for email applications**

Date:  
 27/09/2023

Please return your completed application form to:  
 Chipping Norton Town Council,  
 The Guildhall



**What are your safeguarding and supervision procedures (are people trained etc)?**

The sessions will be delivered by a trained youth worker and supporting volunteers, with all volunteers subject to DBS checks and trained in safeguarding to at least Level 1.

We have two designated Safeguarding Leads and this information will be shared with all volunteers and young people.

I have attached our safeguarding policy for further information

**Why is this application being submitted outside of the Council's standard deadlines of July and Feb?**

In spring this year I was asked by members of the Town Council if I might be able to help set up some non-faith-based youth based provision in Chipping Norton, and it was suggested that this could take place at the Town Hall. There were voices of support from the local community (and District Councillors), but we did not have the funding or staffing capacity needed to get things set up robustly at that time.

In August our funders for the Cotswold Crescent project asked us to apply for more funding (up to £3000) to enable us to expand the work we are doing as they can see the value this has been giving to the community. They have now confirmed that they are happy for these funds to be used to support us setting up a new provision in a different location.

This has given us the capacity we needed to be able to support setting up an initial series of sessions at the Town Hall, however those funds need to be spent by the start of December. The £2000 will ensure that we can continue provision past this, and give us time to access ongoing funding. We recognise that young people particularly need the chance to develop long term relationships with supportive adults, so it is important that we can provide good continuity of staff. The funding from the Town Council will ensure that we can engage a stable core team of volunteers and provide resources past the end of the Sovereign funding to enable us to secure further funding and keep the project going. It will also enable us to respond to key priorities that young people raise, so that they will know we are taking on board their ideas and that things will happen. This is vital to how they perceive the project and their sense of enfranchisement within it.

<b>Grant Income</b>	<b>FY 22-23</b>	
Blenheim Bursary	£	2,500.00
Transition Together (Microgrant)	£	300.00
Transition Together (Full Grant)	£	3,000.00
Sovereign House	£	2,500.00
Cottsway	£	1,950.00
Wakeham Trust	£	400.00
M29 Grant	£	500.00
<b>Other Income</b>		
Donations	£	600.00
Camp Fees	£	240.00
CAG Oxfordshire Insurance Reimbursement	£	311.00
<b>Total Income</b>	<b>£</b>	<b>12,301.00</b>

Transition Chipping Norton

Financial Expenditure

By Category 2022 to 2023

Date	Category	Description	Amount	Invoice	Comments
		Admin Total	653.00		
		Consultant Total	9,609.77		
		Corporate Total	100.00		
		Facilities Total	100.00		
		ICT Total	200.21		
		Marketing & Communications Total	181.36		
		Project Resources Total	204.74		
		Travel Total	67.30		
		Grand Total	11,116.38		



# Constitution of Transition Chipping Norton

Transition Chipping Norton (TCN) is a Charitable Incorporated Organisation and is a registered charity with the Charity Commission of England and Wales.

Registered Charity Number 1202363

## 1. Location of Principal Office

The location of the principal office is 17 Quarhill Close, Over Norton, Oxfordshire, OX7 5PS

## 2. The Objects of TCN

The objects of the CIO, for the public benefit, are to advance the conservation, protection and improvement of the natural environment and the prudent use of natural resources for the benefit of the population in Chipping Norton and the surrounding area, through promotion, awareness raising and skill sharing with all age groups to build community resilience to combat climate change and resource scarcity [Nothing in this constitution shall authorise an application of the property of the CIO for purposes which are not charitable in accordance with [section 7 of the Charities and Trustee Investment (Scotland) Act 2005] and [section 2 of the Charities Act (Northern Ireland) 2008]]

## 3. Powers

The CIO has power to do anything which is calculated to further its object[s] or is conducive or incidental to doing so. In particular, the CIO has power to:

- (1) borrow money and to charge the whole or any part of its property as security for the repayment of the money borrowed. The CIO must comply as appropriate with sections 124 and 125 of the Charities Act 2011, if it wishes to mortgage land;
- (2) buy, take on lease or in exchange, hire or otherwise acquire any property and to maintain and equip it for use;
- (3) sell, lease or otherwise dispose of all or any part of the property belonging to the CIO. In exercising this power, the CIO must comply as appropriate with sections 117 and 119-123 of the Charities Act 2011;
- (4) employ and remunerate such staff as are necessary for carrying out the work of the CIO. The CIO may employ or remunerate a charity trustee only to the extent that it is permitted to do so by clause 6 (Benefits and payments to charity trustees and connected persons) and provided it complies with the conditions of that clause;
- (5) deposit or invest funds, employ a professional fund-manager, and arrange for the investments or other property of the CIO to be held in the name of a nominee, in the same manner and subject to the same conditions as the trustees of a trust are permitted to do by the Trustee Act 2000.

## 4. Application of Income and Property

- (1) The income and property of the CIO must be applied solely towards the promotion of the objects.
  - (a) A charity trustee is entitled to be reimbursed from the property of the CIO or may pay out of such property reasonable expenses properly incurred by him or her when acting on behalf of the CIO.

Date of registration with the Charity Commission: 16<sup>th</sup> March 2023

- (b) A charity trustee may benefit from trustee indemnity insurance cover purchased at the CIO's expense in accordance with, and subject to the conditions in, section 189 of the Charities Act 2011.
- (2) None of the income or property of the CIO may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of the CIO.
- (3) Nothing in this clause shall prevent a charity trustee or connected person receiving any benefit or payment which is authorised by Clause 6.

## 5. Benefits and payments to charity trustees and connected persons

### (1) General provisions

No charity trustee or connected person may:

- (a) buy or receive any goods or services from the CIO on terms preferential to those applicable to members of the public;
- (b) sell goods, services, or any interest in land to the CIO;
- (c) be employed by, or receive any remuneration from, the CIO;
- (d) receive any other financial benefit from the CIO; unless the payment or benefit is permitted by sub-clause (2) of this clause or authorised by the court or the prior written consent of the Charity Commission ("the Commission") has been obtained. In this clause, a "financial benefit" means a benefit, direct or indirect, which is either money or has a monetary value.

### (2) Scope and powers permitting trustees' or connected persons' benefits

- (a) A charity trustee or connected person may receive a benefit from the CIO as a beneficiary of the CIO provided that a majority of the trustees do not benefit in this way.
- (b) A charity trustee or connected person may enter into a contract for the supply of services, or of goods that are supplied in connection with the provision of services, to the CIO where that is permitted in accordance with, and subject to the conditions in, sections 185 to 188 of the Charities Act 2011.
- (c) Subject to sub-clause (3) of this clause a charity trustee or connected person may provide the CIO with goods that are not supplied in connection with services provided to the CIO by the charity trustee or connected person.
- (d) A charity trustee or connected person may receive interest on money lent to the CIO at a reasonable and proper rate which must be not more than the Bank of England bank rate (also known as the base rate).
- (e) A charity trustee or connected person may receive rent for premises let by the trustee or connected person to the CIO. The amount of the rent and the other terms of the lease must be reasonable and proper. The charity trustee concerned must withdraw from any meeting at which such a proposal or the rent or other terms of the lease are under discussion.
- (f) A charity trustee or connected person may take part in the normal trading and fundraising activities of the CIO on the same terms as members of the public.

### (3) Payment for supply of goods only – controls

The CIO and its charity trustees may only rely upon the authority provided by sub-clause (2)(c) of this clause if each of the following conditions is satisfied:

- (a) The amount or maximum amount of the payment for the goods is set out in a written agreement between the CIO and the charity trustee or connected person supplying the goods (“the supplier”).
  - (b) The amount or maximum amount of the payment for the goods does not exceed what is reasonable in the circumstances for the supply of the goods in question.
  - (c) other charity trustees are satisfied that it is in the best interests of the CIO to contract with the supplier rather than with someone who is not a charity trustee or connected person. In reaching that decision the charity trustees must balance the advantage of contracting with a charity trustee or connected person against the disadvantages of doing so.
  - (d) The supplier is absent from the part of any meeting at which there is discussion of the proposal to enter into a contract or arrangement with him or her or it with regard to the supply of goods to the CIO.
  - (e) The supplier does not vote on any such matter and is not to be counted when calculating whether a quorum of charity trustees is present at the meeting.
  - (f) The reason for their decision is recorded by the charity trustees in the minute book.
  - (g) A majority of the charity trustees then in office are not in receipt of remuneration or payments authorised by clause 6.
- (4) In sub-clauses (2) and (3) of this clause:
- (a) “the CIO” includes any company in which the CIO:
    - (i) holds more than 50% of the shares; or
    - (ii) controls more than 50% of the voting rights attached to the shares; or
    - (iii) has the right to appoint one or more directors to the board of the company;
  - (b) “connected person” includes any person within the definition set out in clause 30 (Interpretation);

## 6. Conflicts of interest and conflicts of loyalty

A charity trustee must:

- (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and
- (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest).

Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.

## 7. Liability of members to contribute to the assets of the CIO if it is wound up

Option 1

If the CIO is wound up, the members of the CIO have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

## 8. Membership of the CIO

### (1) Admission of new members

#### (a) Eligibility

Membership of the CIO is open to anyone who is interested in furthering its purposes, and who, by applying for membership, has indicated his, her or its agreement to become a member and acceptance of the duty of members set out in sub-clause (3) of this clause.

A member may be an individual, a corporate body, or an organisation which is not incorporated.

#### (b) Admission procedure

The charity trustees:

- (i) may require applications for membership to be made in any reasonable way that they decide;
- (ii) may refuse an application for membership if they believe that it is in the best interests of the CIO for them to do so;
- (iii) shall, if they decide to refuse an application for membership, give the applicant their reasons for doing so, within 21 days of the decision being taken, and give the applicant the opportunity to appeal against the refusal; and
- (iv) shall give fair consideration to any such appeal, and shall inform the applicant of their decision, but any decision to confirm refusal of the application for membership shall be final

### (2) Transfer of membership

Membership of the CIO cannot be transferred to anyone else

### (3) Duty of members

It is the duty of each member of the CIO to exercise his or her powers as a member of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO.

### (4) Termination of membership

#### (a) Membership of the CIO comes to an end if:

- (i) the member dies, or, in the case of an organisation (or the representative of an organisation) that organisation ceases to exist; or
- (ii) the member sends a notice of resignation to the charity trustees; or
- (iii) any sum of money owed by the member to the CIO is not paid in full within six months of its falling due
- (iv) the charity trustees decide that it is in the best interests of the CIO that the member in question should be removed from membership, and pass a resolution to that effect.

#### (b) Before the charity trustees take any decision to remove someone from membership of the CIO they must:

- (i) inform the member of the reasons why it is proposed to remove him, her or it from membership;
- (ii) give the member at least 21 clear days notice in which to make representations to the charity trustees as to why he, she or it should not be removed from membership;
- (iii) at a duly constituted meeting of the charity trustees, consider whether or not the member should be removed from membership;
- (iv) consider at that meeting any representations which the member makes as to why the member should not be removed; and
- (v) allow the member, or the member's representative, to make those representations in person at that meeting, if the member so chooses.

(5) Membership fees

The CIO may require members to pay reasonable membership fees to the CIO

(6) Informal or associate (non-voting) membership

- (a) The charity trustees may create associate or other classes of non-voting membership, and may determine the rights and obligations of any such members (including payment of membership fees), and the conditions for admission to, and termination of membership of any such class of members.
- (b) Other references in this constitution to "members" and "membership" do not apply to non-voting members, and non-voting members do not qualify as members for any purpose under the Charities Acts, General Regulations or Dissolution Regulations.

## 9. Members' decisions

- (1) General provisions Except for those decisions that must be taken in a particular way as indicated in sub-clause (4) of this clause, decisions of the members of the CIO may be taken either by vote at a general meeting as provided in sub-clause (2) of this clause or by written resolution as provided in subclause (3) of this clause.
- (2) Taking ordinary decisions by vote Subject to sub-clause (4) of this clause, any decision of the members of the CIO may be taken by means of a resolution at a general meeting. Such a resolution may be passed by a simple majority of votes cast at the meeting (including votes cast by postal or email ballot or a similarly robust electronic means and proxy votes where this is deemed appropriate and publicised in advance).
- (3) Taking ordinary decisions by written resolution without a general meeting
  - (a) Subject to sub-clause (4) of this clause, a resolution in writing agreed by a simple majority of all the members who would have been entitled to vote upon it had it been proposed at a general meeting shall be effective, provided that:
    - (i) a copy of the proposed resolution has been sent to all the members eligible to vote; and
    - (ii) a simple majority of members has signified its agreement to the resolution in a document or documents which are received at the principal office within the period of 28 days beginning with the circulation date. The document signifying a member's agreement must be authenticated by their signature (or in the case of an organisation which is a member, by execution according to its usual procedure), by a statement of their identity accompanying the document, or in such other manner as the CIO has specified.



- (b) The resolution in writing may comprise several copies to which one or more members has signified their agreement.
  - (c) Eligibility to vote on the resolution is limited to members who are members of the CIO on the date when the proposal is first circulated in accordance with paragraph (a) above.
  - (d) Not less than 10% of the members of the CIO may request the charity trustees to make a proposal for decision by the members.
  - (e) The charity trustees must within 21 days of receiving such a request comply with it if:
    - (i) The proposal is not frivolous or vexatious, and does not involve the publication of defamatory material;
    - (ii) The proposal is stated with sufficient clarity to enable effect to be given to it if it is agreed by the members; and
    - (iii) Effect can lawfully be given to the proposal if it is so agreed.
  - (f) Sub-clauses (a) to (c) of this clause apply to a proposal made at the request of members.
- (4) Decisions that must be taken in a particular way
- (a) Any decision to remove a trustee must be taken in accordance with clause [15(2)].
  - (b) Any decision to amend this constitution must be taken in accordance with clause 28 of this constitution (Amendment of Constitution).
  - (c) Any decision to wind up or dissolve the CIO must be taken in accordance with clause 29 of this constitution (Voluntary winding up or dissolution). Any decision to amalgamate or transfer the undertaking of the CIO to one or more other CIOs must be taken in accordance with the provisions of the Charities Act 2011

## 10. General meetings of members

### (1) Types of general meeting

There must be an annual general meeting (AGM) of the members of the CIO. The first AGM must be held within 18 months of the registration of the CIO, and subsequent AGMs must be held at intervals of not more than 15 months. The AGM must receive the annual statement of accounts (duly audited or examined where applicable) and the trustees' annual report, and must elect trustees as required under clause [13].

Other general meetings of the members of the CIO may be held at any time.

All general meetings must be held in accordance with the following provisions.

### (2) Calling general meetings

#### (a) The charity trustees:

- (i) must call the annual general meeting of the members of the CIO in accordance with sub-clause (1) of this clause, and identify it as such in the notice of the meeting; and
- (ii) may call any other general meeting of the members at any time.

#### (b) The charity trustees must, within 21 days, call a general meeting of the members of the CIO if:

- (i) they receive a request to do so from at least 10% of the members of the CIO; and
- (ii) the request states the general nature of the business to be dealt with at the meeting, and is authenticated by the member(s) making the request.
- (c) If, at the time of any such request, there has not been any general meeting of the members of the CIO for more than 12 months, then sub-clause (b)(i) of this clause shall have effect as if 5% were substituted for 10%.
- (d) Any such request may include particulars of a resolution that may properly be proposed, and is intended to be proposed, at the meeting.
- (e) A resolution may only properly be proposed if it is lawful, and is not defamatory, frivolous or vexatious.
- (f) Any general meeting called by the charity trustees at the request of the members of the CIO must be held within 28 days from the date on which it is called.
- (g) If the charity trustees fail to comply with this obligation to call a general meeting at the request of its members, then the members who requested the meeting may themselves call a general meeting.
- (h) A general meeting called in this way must be held not more than 3 months after the date when the members first requested the meeting.
- (i) The CIO must reimburse any reasonable expenses incurred by the members calling a general meeting by reason of the failure of the charity trustees to duly call the meeting, but the CIO shall be entitled to be indemnified by the charity trustees who were responsible for such failure.
- (3) Notice of general meetings
  - (a) The charity trustees, or, as the case may be, the relevant members of the CIO, must give at least 14 clear days notice of any general meeting to all of the members, and to any charity trustee of the CIO who is not a member.
  - (b) If it is agreed by not less than 90% of all members of the CIO, any resolution may be proposed and passed at the meeting even though the requirements of sub-clause 11.(3)(a) of this clause have not been met. This sub-clause does not apply where a specified period of notice is strictly required by another clause in this constitution, by the Charities Act 2011 or by the General Regulations.
  - (c) The notice of any general meeting must:
    - (i) state the time and date of the meeting;
    - (ii) give the address at which the meeting is to take place;
    - (iii) give particulars of any resolution which is to be moved at the meeting, and of the general nature of any other business to be dealt with at the meeting; and
    - (iv) if a proposal to alter the constitution of the CIO is to be considered at the meeting, include the text of the proposed alteration;
    - (v) include, with the notice for the AGM, the annual statement of accounts and trustees' annual report, details of persons standing for election or reelection as trustee, or where allowed under clause 22 (Use of electronic communication), details of where the information may be found on the CIO's website.

(d) Proof that an envelope containing a notice was properly addressed, prepaid and posted; or that an electronic form of notice was properly addressed and sent, shall be conclusive evidence that the notice was given. Notice shall be deemed to be given 48 hours after it was posted or sent.

(e) The proceedings of a meeting shall not be invalidated because a member who was entitled to receive notice of the meeting did not receive it because of accidental omission by the CIO.

(4) Chairing of general meetings

The person nominated as chair by the charity trustees under clause 19(2) (Chairing of meetings), shall, if present at the general meeting and willing to act, preside as chair of the meeting. Subject to that, the members of the CIO who are present at a general meeting shall elect a chair to preside at the meeting.

(5) Quorum at general meetings

(a) No business may be transacted at any general meeting of the members of the CIO unless a quorum is present when the meeting starts.

(b) Subject to the following provisions, the quorum for general meetings shall be the greater of 5% or three members. An organisation represented by a person present at the meeting in accordance with sub-clause (7) of this clause, is counted as being present in person.

(c) If the meeting has been called by or at the request of the members and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the meeting is closed.

(d) If the meeting has been called in any other way and a quorum is not present within 15 minutes of the starting time specified in the notice of the meeting, the chair must adjourn the meeting. The date, time and place at which the meeting will resume must [either be announced by the chair or] be notified to the CIO's members at least seven clear days before the date on which it will resume.

(e) If a quorum is not present within 15 minutes of the start time of the adjourned meeting, the member or members present at the meeting constitute a quorum.

(f) If at any time during the meeting a quorum ceases to be present, the meeting may discuss issues and make recommendations to the trustees but may not make any decisions. If decisions are required which must be made by a meeting of the members, the meeting must be adjourned.

(6) Voting at general meetings

(a) Any decision other than one falling within clause 10.(4) (Decisions that must be taken in a particular way) shall be taken by a simple majority of votes cast at the meeting (including proxy and postal votes where appropriate). Every member has one vote

(b) A resolution put to the vote of a meeting shall be decided on a show of hands, unless (before or on the declaration of the result of the show of hands) a poll is duly demanded. A poll may be demanded by the chair or by at least 10% of the members present in person or by proxy at the meeting.

(c) A poll demanded on the election of a person to chair the meeting or on a question of adjournment must be taken immediately. A poll on any other matter shall be taken, and the result of the poll shall be announced, in such manner as the chair of the meeting shall decide, provided that the poll must be taken, and the result of the poll announced, within 30 days of the demand for the poll.

(d) A poll may be taken:

- (i) at the meeting at which it was demanded; or
  - (ii) at some other time and place specified by the chair; or
  - (iii) through the use of postal or electronic communications.
- (e) Any objection to the qualification of any voter must be raised at the meeting at which the vote is cast and the decision of the chair of the meeting shall be final.
- (7) Representation of corporate members A corporate body that is a member of the CIO may, in accordance with its usual decision-making process, authorise a person to act as its representative at any general meeting of the CIO. The representative is entitled to exercise the same powers on behalf of the corporate body as the corporate body could exercise as an individual member of the CIO.
- (8) Adjournment of meetings: The chair may with the consent of a meeting at which a quorum is present (and shall if so directed by the meeting) adjourn the meeting to another time and/or place. No business may be transacted at an adjourned meeting except business which could properly have been transacted at the original meeting.
- (9) Proxy voting
- (a) Any member of the CIO may appoint another person as a proxy to exercise all or any of that member's rights to attend, speak and vote at a general meeting of the CIO. Proxies must be appointed by a notice in writing (a "proxy notice") which:
- (i) states the name and address of the member appointing the proxy;
  - (ii) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
  - (iii) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the CIO may determine; and
  - (iv) is delivered to the CIO in accordance with the constitution and any instructions contained in the notice of the general meeting to which they relate.
- (b) The CIO may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- (c) Proxy notices may (but do not have to) specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- (d) Unless a proxy notice indicates otherwise, it must be treated as:
- (i) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
  - (ii) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.
- (e) A member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the CIO by or on behalf of that member.
- (f) An appointment under a proxy notice may be revoked by delivering to the CIO a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.

- (g) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.

If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member's behalf had authority to do so.

## 11. Charity trustees

### (1) Functions and duties of charity trustees

The charity trustees shall manage the affairs of the CIO and may for that purpose exercise all the powers of the CIO. It is the duty of each charity trustee:

- (a) to exercise his or her powers and to perform his or her functions in his or her capacity as a trustee of the CIO in the way he or she decides in good faith would be most likely to further the purposes of the CIO; and
- (b) to exercise, in the performance of those functions, such care and skill as is reasonable in the circumstances having regard in particular to:
  - (i) any special knowledge or experience that he or she has or holds himself or herself out as having; and,
  - (ii) if he or she acts as a charity trustee of the CIO in the course of a business or profession, to any special knowledge or experience that it is reasonable to expect of a person acting in the course of that kind of business or profession.

### (2) Eligibility for trusteeship

- (a) Every charity trustee must be a natural person.
- (b) No individual may be appointed as a charity trustee of the CIO:
  - (i) if he or she is under the age of 16 years; or
  - (ii) if he or she would automatically cease to hold office under the provisions of clause 15(1)(f)1.(1)(f).
- (c) No one is entitled to act as a charity trustee whether on appointment or on any re-appointment until he or she has expressly acknowledged, in whatever way the charity trustees decide, his or her acceptance of the office of charity trustee.
- (d) At least one of the trustees of the CIO must be 18 years of age or over. If there is no trustee aged at least 18 years, the remaining trustees may only act to call a meeting of the charity trustees, or appoint a new charity trustee.

### (3) Number of charity trustees

#### Option 1

- (a) There must be at least three charity trustees. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

#### Option 1a

- (b) The maximum number of charity trustees is 12. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

(4) First charity trustees

The first charity trustees of the CIO are

Kim Fazackerley-Sale

Mike Cahill

Geoff Coleman

## 12. Appointment of charity trustees

### Option 1

- (1) [At the first annual general meeting of the members of the CIO all the charity trustees shall retire from office;]
- (2) At every [subsequent] annual general meeting of the members of the CIO, one-third of the charity trustees shall retire from office. If the number of charity trustees is not three or a multiple of three, then the number nearest to one-third shall retire from office, but if there is only one charity trustee, he or she shall retire;
- (3) The charity trustees to retire by rotation shall be those who have been longest in office since their last appointment or reappointment. If any trustees were last appointed or reappointed on the same day those to retire shall (unless they otherwise agree among themselves) be determined by lot;
- (4) The vacancies so arising may be filled by the decision of the members at the annual general meeting; any vacancies not filled at the annual general meeting may be filled as provided in sub-clause (5) of this clause;
- (5) The members or the charity trustees may at any time decide to appoint a new charity trustee, whether in place of a charity trustee who has retired or been removed in accordance with clause 15 (Retirement and removal of charity trustees), or as an additional charity trustee, provided any limit specified on the number of charity trustees would not as a result be exceeded;
- (6) A person so appointed by the members of the CIO shall retire in accordance with the provisions of sub-clauses (2) and (3) of this clause. A person so appointed by the charity trustees shall retire at the conclusion of the next annual general meeting after the date of his or her appointment, and shall not be counted for the purpose of determining which of the charity trustees is to retire by rotation at that meeting.

## 13. Information for new charity trustees

The charity trustees will make available to each new charity trustee, on or before his or her first appointment:

- (a) a copy of the current version of this constitution; and
- (b) a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

## 14. Retirement and removal of charity trustees

- (1) A charity trustee ceases to hold office if he or she:

- (a) retires by notifying the CIO in writing (but only if enough charity trustees will remain in office when the notice of resignation takes effect to form a quorum for meetings);
  - (b) is absent without the permission of the charity trustees from all their meetings held within a period of six months and the trustees resolve that his or her office be vacated;
  - (c) dies;
  - (d) in the written opinion, given to the CIO, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a director and may remain so for more than three months;
  - (e) is removed by the members of the CIO in accordance with sub-clause (2) of this clause; or
  - (f) is disqualified from acting as a charity trustee by virtue of sections 178-180 of the Charities Act 2011 (or any statutory re-enactment or modification of that provision).
- (2) A charity trustee shall be removed from office if a resolution to remove that trustee is proposed at a general meeting of the members called for that purpose and properly convened in accordance with clause 11, and the resolution is passed by a two-thirds majority of votes cast at the meeting.
- (3) A resolution to remove a charity trustee in accordance with this clause shall not take effect unless the individual concerned has been given at least 14 clear days' notice in writing that the resolution is to be proposed, specifying the circumstances alleged to justify removal from office, and has been given a reasonable opportunity of making oral and/or written representations to the members of the CIO.

## 15. Reappointment of charity trustees

Any person who retires as a charity trustee by rotation or by giving notice to the CIO is eligible for reappointment.

## 16. Taking of decisions by charity trustees

Any decision may be taken either:

- (1) at a meeting of the charity trustees; or
- (2) by resolution in writing or electronic form agreed by a majority of all of the charity trustees, which may comprise either a single document or several documents containing the text of the resolution in like form to which the majority of all of the charity trustees has signified their agreement. Such a resolution shall be effective provided that
  - (a) a copy of the proposed resolution has been sent, at or as near as reasonably practicable to the same time, to all of the charity trustees; and
  - (b) the majority of all of the charity trustees has signified agreement to the resolution in a document or documents which has or have been authenticated by their signature, by a statement of their identity accompanying the document or documents, or in such other manner as the charity trustees have previously resolved, and delivered to the CIO at its principal office or such other place as the trustees may resolve within 28 days of the circulation date.

## 17. Delegation by charity trustees

- (1) The charity trustees may delegate any of their powers or functions to a committee or committees, and, if they do, they shall determine the terms and conditions on which the delegation is made. The charity trustees may at any time alter those terms and conditions, or revoke the delegation.
- (2) This power is in addition to the power of delegation in the General Regulations and any other power of delegation available to the charity trustees, but is subject to the following requirements:
  - (a) a committee may consist of two or more persons, but at least one member of each committee must be a charity trustee;
  - (b) the acts and proceedings of any committee must be brought to the attention of the charity trustees as a whole as soon as is reasonably practicable; and
  - (c) the charity trustees shall from time to time review the arrangements which they have made for the delegation of their powers.

## 18. Meetings and proceedings of charity trustees

- (1) Calling meetings
  - (a) Any charity trustee may call a meeting of the charity trustees.
  - (b) Subject to that, the charity trustees shall decide how their meetings are to be called, and what notice is required.

- (2) Chairing of meetings

The charity trustees may appoint one of their number to chair their meetings and may at any time revoke such appointment. If no-one has been so appointed, or if the person appointed is unwilling to preside or is not present within 10 minutes after the time of the meeting, the charity trustees present may appoint one of their number to chair that meeting.

- (3) Procedure at meetings

- (a) No decision shall be taken at a meeting unless a quorum is present at the time when the decision is taken. The quorum is two charity trustees, or the number nearest to one third of the total number of charity trustees, whichever is greater, or such larger number as the charity trustees may decide from time to time. A charity trustee shall not be counted in the quorum present when any decision is made about a matter upon which he or she is not entitled to vote.
- (b) Questions arising at a meeting shall be decided by a majority of those eligible to vote.

- (4) Participation in meetings by electronic means

- (a) A meeting may be held by suitable electronic means agreed by the charity trustees in which each participant may communicate with all the other participants.
- (b) Any charity trustee participating at a meeting by suitable electronic means agreed by the charity trustees in which a participant or participants may communicate with all the other participants shall qualify as being present at the meeting.



- (c) Meetings held by electronic means must comply with rules for meetings, including chairing and the taking of minutes.

## 19. Saving provisions

- (1) Subject to sub-clause (2) of this clause, all decisions of the charity trustees, or of a committee of charity trustees, shall be valid notwithstanding the participation in any vote of a charity trustee:
- who was disqualified from holding office;
  - who had previously retired or who had been obliged by the constitution to vacate office;
  - who was not entitled to vote on the matter, whether by reason of a conflict of interest or otherwise;
- if, without the vote of that charity trustee and that charity trustee being counted in the quorum, the decision has been made by a majority of the charity trustees at a quorate meeting.
- (2) Sub-clause (1) of this clause does not permit a charity trustee to keep any benefit that may be conferred upon him or her by a resolution of the charity trustees or of a committee of charity trustees if, but for sub-clause (1), the resolution would have been void, or if the charity trustee has not complied with clause 7 (Conflicts of interest).

## 20. Execution of documents

- (1) The CIO shall execute documents either by signature or by affixing its seal (if it has one)
- (2) A document is validly executed by signature if it is signed by at least two of the charity trustees.
- (3) If the CIO has a seal:
- (a) it must comply with the provisions of the General Regulations; and
  - (b) the seal must only be used by the authority of the charity trustees or of a committee of charity trustees duly authorised by the charity trustees. The charity trustees may determine who shall sign any document to which the seal is affixed and unless otherwise so determined it shall be signed by two charity trustees.

## 21. Use of electronic communications

- (1) General
- The CIO will comply with the requirements of the Communications Provisions in the General Regulations and in particular:
- (a) the requirement to provide within 21 days to any member on request a hard copy of any document or information sent to the member otherwise than in hard copy form;
  - (b) any requirements to provide information to the Commission in a particular form or manner.
- (2) To the CIO
- Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.
- (3) By the CIO

- (a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.
- (b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:
  - (i) provide the members with the notice referred to in clause 1.1 (2) (Notice of general meetings);
  - (ii) give charity trustees notice of their meetings in accordance with clause 19(1) (Calling meetings); and
  - (iii) submit any proposal to the members or charity trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 10 (Decisions taken by resolution in writing), or [[the provisions for postal voting] (if you have included this optional provision, please insert the correct clause number here)].
- (c) The charity trustees must –
  - (i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal; and
  - (ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

## 22. Keeping of Registers

The CIO must comply with its obligations under the General Regulations in relation to the keeping of, and provision of access to, a (combined) register of its members and charity trustees.

## 23. Minutes

The charity trustees must keep minutes of all:

- (1) appointments of officers made by the charity trustees;
- (2) proceedings at general meetings of the CIO;
- (3) meetings of the charity trustees and committees of charity trustees including:
  - the names of the trustees present at the meeting;
  - the decisions made at the meetings; and
  - where appropriate the reasons for the decisions;
- (4) decisions made by the charity trustees otherwise than in meetings.

## 24. Accounting records, accounts, annual reports and returns, register maintenance

- (1) The charity trustees must comply with the requirements of the Charities Act 2011 with regard to the keeping of accounting records, to the preparation and scrutiny of statements of account, and to the preparation of annual reports and returns. The statements of account, reports and returns must be sent to the Charity Commission, regardless of the income of the CIO, within 10 months of the financial year end.

- (2) The charity trustees must comply with their obligation to inform the Commission within 28 days of any change in the particulars of the CIO entered on the Central Register of Charities.

## 25. Rules

The charity trustees may from time to time make such reasonable and proper rules or byelaws as they may deem necessary or expedient for the proper conduct and management of the CIO, but such rules or bye laws must not be inconsistent with any provision of this constitution. Copies of any such rules or bye laws currently in force must be made available to any member of the CIO on request.

## 26. Disputes

If a dispute arises between members of the CIO about the validity or propriety of anything done by the members under this constitution, and the dispute cannot be resolved by agreement, the parties to the dispute must first try in good faith to settle the dispute by mediation before resorting to litigation.

## 27. Amendment of constitution

As provided by sections 224-227 of the Charities Act 2011:

- (1) This constitution can only be amended:
  - (a) by resolution agreed in writing by all members of the CIO; or
  - (b) by a resolution passed by a 75% majority of those voting at a general meeting of the members of the CIO.
- (2) Any alteration of clause 3 (Objects), clause 29 (Voluntary winding up or dissolution), this clause, or of any provision where the alteration would provide authorisation for any benefit to be obtained by charity trustees or members of the CIO or persons connected with them, requires the prior written consent of the Charity Commission.
- (3) No amendment that is inconsistent with the provisions of the Charities Act 2011 or the General Regulations shall be valid.
- (4) A copy of every resolution amending the constitution, together with a copy of the CIO's constitution as amended must be sent to the Commission by the end of the period of 15 days beginning with the date of passing of the resolution, and the amendment does not take effect until it has been recorded in the Register of Charities.

## 28. Voluntary winding up or dissolution

- (1) As provided by the Dissolution Regulations, the CIO may be dissolved by resolution of its members. Any decision by the members to wind up or dissolve the CIO can only be made:
  - (a) at a general meeting of the members of the CIO called in accordance with clause 11 (meetings of members), of which not less than 14 days' notice has been given to those eligible to attend and vote:
    - (i) by a resolution passed by a 75% majority of those voting, or
    - (ii) by a resolution passed by decision taken without a vote and without any expression of dissent in response to the question put to the general meeting; or
  - (b) by a resolution agreed in writing by all members of the CIO.
- (2) Subject to the payment of all the CIO's debts:

Date of registration with the Charity Commission: 16<sup>th</sup> March 2023

- (a) Any resolution for the winding up of the CIO, or for the dissolution of the CIO without winding up, may contain a provision directing how any remaining assets of the CIO shall be applied.
- (b) If the resolution does not contain such a provision, the charity trustees must decide how any remaining assets of the CIO shall be applied.
- (c) In either case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO.
- (3) The CIO must observe the requirements of the Dissolution Regulations in applying to the Commission for the CIO to be removed from the Register of Charities, and in particular:
  - (a) the charity trustees must send with their application to the Commission:
    - (i) a copy of the resolution passed by the members of the CIO;
    - (ii) a declaration by the charity trustees that any debts and other liabilities of the CIO have been settled or otherwise provided for in full; and
    - (iii) a statement by the charity trustees setting out the way in which any property of the CIO has been or is to be applied prior to its dissolution in accordance with this constitution;
  - (b) the charity trustees must ensure that a copy of the application is sent within seven days to every member and employee of the CIO, and to any charity trustee of the CIO who was not privy to the application.
- (4) If the CIO is to be wound up or dissolved in any other circumstances, the provisions of the Dissolution Regulations must be followed.

## 29. Interpretation

In this constitution:

“connected person” means:

- (a) a child, parent, grandchild, grandparent, brother or sister of the charity trustee;
- (b) the spouse or civil partner of the charity trustee or of any person falling within sub-clause (a) above;
- (c) a person carrying on business in partnership with the charity trustee or with any person falling within sub-clause (a) or (b) above;
- (d) an institution which is controlled –
  - (i) by the charity trustee or any connected person falling within sub-clause (a), (b), or (c) above; or
  - (ii) by two or more persons falling within sub-clause (d)(i), when taken together
- (e) a body corporate in which –
  - (i) the charity trustee or any connected person falling within sub-clauses (a) to (c) has a substantial interest; or
  - (ii) two or more persons falling within sub-clause (e)(i) who, when taken together, have a substantial interest.

Section 118 of the Charities Act 2011 apply for the purposes of interpreting the terms used in this constitution.

“General Regulations” means the Charitable Incorporated Organisations (General) Regulations 2012.

“Dissolution Regulations” means the Charitable Incorporated Organisations (Insolvency and Dissolution) Regulations 2012.

The “Communications Provisions” means the Communications Provisions in Part 9, Chapter 4 of the General Regulations.

“charity trustee” means a charity trustee of the CIO.

A “poll” means a counted vote or ballot, usually (but not necessarily) in writing.

## Appendix

### 1. General meetings of members

#### 1.1. Proxy voting

- (a) Any member of the CIO may appoint another person as a proxy to exercise all or any of that member's rights to attend, speak and vote at a general meeting of the CIO. Proxies must be appointed by a notice in writing (a "proxy notice") which:
  - (i) states the name and address of the member appointing the proxy;
  - (ii) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
  - (iii) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the CIO may determine; and
  - (iv) is delivered to the CIO in accordance with the constitution and any instructions contained in the notice of the general meeting to which they relate.
- (b) The CIO may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.
- (c) Proxy notices may (but do not have to) specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- (d) Unless a proxy notice indicates otherwise, it must be treated as:
  - (i) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting; and
  - (ii) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.
- (e) A member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the CIO by or on behalf of that member.
- (f) An appointment under a proxy notice may be revoked by delivering to the CIO a notice in writing given by or on behalf of the member by whom or on whose behalf the proxy notice was given.
- (g) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- (h) If a proxy notice is not signed or authenticated by the member appointing the proxy, it must be accompanied by written evidence that the person who signed or authenticated it on that member's behalf had authority to do so.

#### 1.2. Postal Voting

- (a) The CIO may, if the charity trustees so decide, allow the members to vote by post or electronic mail ("email") to elect charity trustees or to make a decision on any matter that is being decided at a general meeting of the members.
- (b) The charity trustees must appoint at least two persons independent of the CIO to serve as scrutineers to supervise the conduct of the postal/email ballot and the counting of votes.

- (c) If postal and/or email voting is to be allowed on a matter, the CIO must send to members of the CIO not less than 21 days before the deadline for receipt of votes cast in this way:
- (i) a notice by email, if the member has agreed to receive notices in this way under clause 22 (Use of electronic communication, including an explanation of the purpose of the vote and the voting procedure to be followed by the member, and a voting form capable of being returned by email or post to the CIO, containing details of the resolution being put to a vote, or of the candidates for election, as applicable;
  - (ii) a notice by post to all other members, including a written explanation of the purpose of the postal vote and the voting procedure to be followed by the member; and a postal voting form containing details of the resolution being put to a vote, or of the candidates for election, as applicable.
- (d) The voting procedure must require all forms returned by post to be in an envelope with the member's name and signature, and nothing else, on the outside, inside another envelope addressed to 'The Scrutineers for [name of CIO]', at the CIO's principal office or such other postal address as is specified in the voting procedure.
- (e) The voting procedure for votes cast by email must require the member's name to be at the top of the email, and the email must be authenticated in the manner specified in the voting procedure.
- (f) Email votes must be returned to an email address used only for this purpose and must be accessed only by a scrutineer.
- (g) The voting procedure must specify the closing date and time for receipt of votes, and must state that any votes received after the closing date or not complying with the voting procedure will be invalid and not be counted.
- (h) The scrutineers must make a list of names of members casting valid votes, and a separate list of members casting votes which were invalid. These lists must be provided to a charity trustee or other person overseeing admission to, and voting at, the general meeting. A member who has cast a valid postal or email vote must not vote at the meeting, and must not be counted in the quorum for any part of the meeting on which he, she or it has already cast a valid vote. A member who has cast an invalid vote by post or email is allowed to vote at the meeting and counts towards the quorum.
- (i) For postal votes, the scrutineers must retain the internal envelopes (with the member's name and signature). For email votes, the scrutineers must cut off and retain any part of the email that includes the member's name. In each case, a scrutineer must record on this evidence of the member's name that the vote has been counted, or if the vote has been declared invalid, the reason for such declaration.
- (j) Votes cast by post or email must be counted by all the scrutineers before the meeting at which the vote is to be taken. The scrutineers must provide to the person chairing the meeting written confirmation of the number of valid votes received by post and email and the number of votes received which were invalid.
- (k) The scrutineers must not disclose the result of the postal/email ballot until after votes taken by hand or by poll at the meeting, or by poll after the meeting, have been counted. Only at this point shall the scrutineers declare the result of the valid votes received, and these votes shall be included in the declaration of the result of the vote.

- (l) Following the final declaration of the result of the vote, the scrutineers must provide to a charity trustee or other authorised person bundles containing the evidence of members submitting valid postal votes; evidence of members submitting valid email votes; evidence of invalid votes; the valid votes; and the invalid votes.
- (m) Any dispute about the conduct of a postal or email ballot must be referred initially to a panel set up by the charity trustees, to consist of two trustees and two persons independent of the CIO. If the dispute cannot be satisfactorily resolved by the panel, it must be referred to the Electoral Reform Services.

## 2. Use of electronic communications

### 2.1. To the CIO

Any member or charity trustee of the CIO may communicate electronically with the CIO to an address specified by the CIO for the purpose, so long as the communication is authenticated in a manner which is satisfactory to the CIO.

### 2.2. By the CIO

- (a) Any member or charity trustee of the CIO, by providing the CIO with his or her email address or similar, is taken to have agreed to receive communications from the CIO in electronic form at that address, unless the member has indicated to the CIO his or her unwillingness to receive such communications in that form.
- (b) The charity trustees may, subject to compliance with any legal requirements, by means of publication on its website:
  - (i) provide the members with the notice referred to in clause 1.1 (2) (Notice of general meetings);
  - (ii) give charity trustees notice of their meetings in accordance with clause 19(1) (Calling meetings); and
  - (iii) submit any proposal to the members or charity trustees for decision by written resolution or postal vote in accordance with the CIO's powers under clause 10 (Decisions taken by resolution in writing), or [[the provisions for postal voting] (if you have included this optional provision, please insert the correct clause number here)].
- (c) The charity trustees must –
  - (i) take reasonable steps to ensure that members and charity trustees are promptly notified of the publication of any such notice or proposal; and
  - (ii) send any such notice or proposal in hard copy form to any member or charity trustee who has not consented to receive communications in electronic form.

Signed by Geoff Coleman

Chair of Transition Chipping Norton CIO



Date:

03/08/2023

Date of registration with the Charity Commission: 16<sup>th</sup> March 2023





# Transition Chipping Norton

## Safeguarding & Child Protection Policy

Author	Cara Hedges & Geoff Coleman
Created	April 2023
Review Date	End 2024
Version Number	1.0

## 1. Introduction

At Transition Chipping Norton we believe that the safety of EVERYBODY is paramount. Children need a different kind of care to adults, and staff need a different kind of care to customers. However, ALL people are entitled to due consideration regarding safety. This is our child safeguarding and protection policy, and it applies to all staff including our board of trustees, senior managers, paid staff and sessional workers, volunteers or anyone working on behalf of Transition Chipping Norton CIO.

The purpose of this policy is:

- To protect children and young people who receive the services of Transition Chipping Norton CIO, including the children of adults who use our services;
- To provide staff and volunteers with the fundamental principles which guide our approach to safeguarding and child protection.
- Transition Chipping Norton supports the view that no child or young person should ever experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people, and to keep them safe. We are committed to practices which protect them.

## 2. LEGAL FRAMEWORK.

This policy has been established on the basis of law and guidance that seeks to protect children, including;

- The Children Act 1989 and The Children Act 2004
- The United Convention of the Rights of the Child 1991
- The Data Protection Act 1998
- The Sexual Offences Act 2003
- The Protection of Freedoms Act 2012
- Relevant government guidance on safeguarding children, including the NSPCC

**Transition Chipping Norton recognises that;**

- The welfare of the child / young person is paramount, as enshrined in The Children Act 1989
- All children, regardless of age, physical ability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all forms of harm or abuse.
- Some children are additionally vulnerable because of their level of dependency or their communication needs.
- Working in partnership with children, young people, their parents, guardians, carers and other agencies is essential in promoting young people's welfare.

**Transition Chipping Norton will seek to keep children and young people safe by;**

- Valuing, listening to and respecting them.
- Practising child protection through robust procedures and code of conduct for staff and volunteers.
- Developing and implementing an effective online safety policy and related procedures.
- Managing staff and volunteers effectively, through supervision, support and training.
- Recruiting staff and volunteers safely and diligently, ensuring all necessary checks are made.
- Sharing information about child protection and good practice with children, parents, guardians, carers, staff and volunteers.
- Sharing concerns with agencies which need to know, and involving parents and children appropriately.

**Transition Chipping Norton is committed to reviewing its policies and good practice annually.**

Every project leader is issued with a laminated card with safeguarding and reporting instructions.

For our youth projects every volunteer and staff member is issued with our “yellow card” detailing best practice for dealing with disclosures and suspected harm.

There are 2 Safeguarding Leads. Any person may choose to call upon any safeguarding lead to maximise availability and also circumnavigate any potential conflict of interest or confidentiality.

Our Safeguarding Leads are: Cara Hedges (Lead Youth Worker)  
Kim Fazackerley-Sale (Trustee)

### 3. Review

To be reviewed annually

### 4. Management Responsibility

Normally the responsibility for ensuring the delivery of Policies would rest with the Board of Trustees and for Procedures with the Executive or Management Team. However, because TCN is a relatively small organisation still in its infancy there will inevitably be an overlap between Board and Executive Team responsibilities. That said; the ultimate responsibility for delivering this Procedure rests with the Executive Officer and the Chairman.

The Board will ensure that sufficient time and financial resources are available for the Executive Officer to implement this Procedure which will be formally adopted and recorded in the minutes of a Board of Trustees Meeting.

### 5. Change History Record

Issue	Description of Change	Approval	Date
1.0	Initial issue	Board	April 2023

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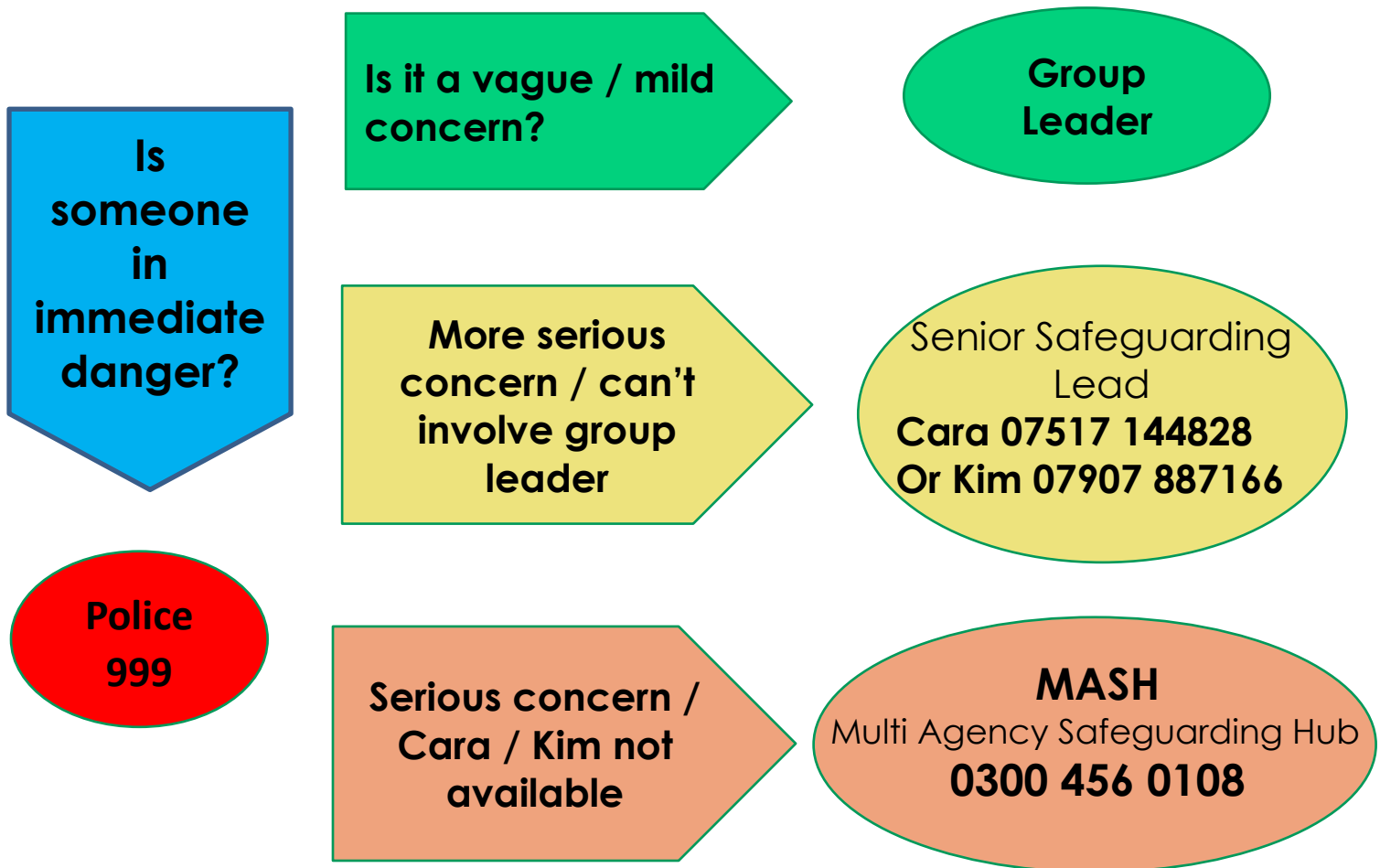


Geoff Coleman  
Chairman  
30<sup>th</sup> April 2023



# SAFEGUARDING CONCERNS

**Worried about someone? Unsure of what to do?**



**Do not assume someone else will deal with it... pass it on**

### Agenda item 17 – Flag flying request

The Council has received the following request from the Royal British Legion:

Saturday 28th October will see the launch of Chipping Norton's annual Poppy Appeal. If there are no prior takers we would like to raise the RBL flag on the town flagpole at 10am on the day and present the first poppy to the Mayor.

There are currently no other flags due to fly on 28<sup>th</sup> October, and it does not appear that the Union Flag is required on that day. Therefore there are no restrictions to Council approving this request, if it sees fit.

### Recommendation:

That Council consider approval of the request.

### **Item 19: Planning Applications**

1. **APPLICATION NO:** [23/01737/FUL](#)  
**PROPOSAL:** Conversion of garage building to create a single dwelling and garaging to serve 2 Churchill Road with associated works to include formation of a new access.  
**ADDRESS:** 2 Churchill Road, Chipping Norton, Oxfordshire
  
2. **APPLICATION NO:** [23/02483/HHD](#)  
**PROPOSAL:** Alterations and installation of internal flue  
**ADDRESS:** 25 Rowell Way, Chipping Norton, Oxfordshire
  
3. **APPLICATION NO:** [23/02435/OUT](#)  
**PROPOSAL:** Outline planning application to demolish the existing cottage and erect a two-storey detached dwelling, with garage for two cars and annexe above, outdoor swimming pool and a garden office pod in rear garden (with all matters reserved).  
**ADDRESS:** Ash Tree Farm Cottage, Burford Road, Chipping Norton
  
4. **APPLICATION NO:** [23/02275/FUL](#)  
**PROPOSAL:** Part conversion of office space to create two self-contained flats, with associated works to include the addition of roof lights and the construction of dormer window.  
**ADDRESS:** 10 Market Place, Chipping Norton, Oxfordshire