



# 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

### **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> <ul 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></ul>

	<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. <b>RESOLVED:</b></p>
<b>CC33</b>	<p><b>Events</b></p> <p>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.</p> <p><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> <p>a. Members received an update about the play areas and results from the ROSPA inspection.</p> <p>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 Cllr 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.</p> <p>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.</p>
<b>CC35</b>	<p><b>Keep Chippy Beautiful</b></p> <p>Members received a verbal update about the Keep Chippy Beautiful campaign.</p> <p>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></p> <p>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></p> <p>Members received a verbal update about the progress of the skatepark in Chipping Norton.</p> <p>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.</p> <p>Members discussed a number of local groups and organisations that might be interested in joining the user group.</p> <p><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></p> <p>Monday 6<sup>th</sup> November 2023</p>

The Chair closed the meeting at 8:20pm.