



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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## **Minutes of a Community Committee Meeting held on the 22<sup>nd</sup> May 2023, at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllrs Alex Keyser, Athos Ritsperis, Ben Bibby, Jo Graves, Mike Cahill, Natasha Whitmill, Sandra Coleman, Steve Akers.

ALSO PRESENT:

Luci Ashbourne, Town Clerk

Tania Kirby, Facilities and Events Officer

<b>CC1</b>	<b>Election of Chair</b> Nominations were received for the position of Chair of Community Committee for the municipal year 2023/24. Cllr Akers nominated, Cllr Coleman. Seconded by Cllr Whitmill. No other nominations received. All in favour Motion carried.  <b>RESOLVED:</b> That Cllr Coleman is elected Chair of Community Committee for the municipal year 2023/24.
<b>CC2</b>	<b>Election of Vice-Chair</b> Nominations were received for the position of Vice-Chair of Community Committee for the municipal year 2023/24. Cllr Coleman nominated Cllr Akers, Cllr Whitmill seconded. No other nominations received. All in favour, motion carried.  <b>RESOLVED:</b> That Cllr is elected Vice-Chair of Community Committee for the municipal year 2023/24.
<b>CC3</b>	<b>Apologies for absence</b> Apologies were received from Cllr Andrews.
<b>CC4</b>	<b>Declaration of interests</b> None received.
<b>CC5</b>	<b>Minutes</b> <b>RESOLVED:</b> That the Minutes of the committee meeting held on the 15 <sup>th</sup> March 2023 were approved and signed by the Chair as an accurate record of the meeting.
<b>CC6</b>	<b>Public Participation</b> Rizvana Poole came to speak about a proposal for a Chippy Larder Twilight Café (CC8). Rizvana talked about setting up a café for young people who sit on the Town Hall steps. Rizvana suggested that the Town Council supports this via using the Town Hall on these evenings. This will be mainly funded in terms of food and

	<p>refreshments from The Chippy Larder. Volunteers and/or staff would help to serve refreshments (discounted rate for young people) on the Town Hall steps. Cllr Poole will also be speaking with the youth workers and schools about this potential project.</p> <p>Members warmly supported this and shared additional thoughts and ideas. Discussions were had about DBS checks and safeguarding, and the possibility of it as a pilot scheme.</p> <p>John Terry from The Chipping Norton Theatre spoke to members about the proposal on the agenda (CC13) for partnership working between the Theatre and Chipping Norton Town Hall as a venue, as well as the Theatre Box Office being used as a Tourist Information Centre.</p> <p>Members shared support for the partnership proposal in principle, and discussed the loss of the visitor information centre to the town.</p>
<b>CC7</b>	<p><b>Committee Action Plan</b></p> <p>Members received a copy and reviewed the committee’s ongoing action plan.</p>
<b>CC8</b>	<p><b>Correspondence</b></p> <p>Members received correspondence from the Chipping Norton Fire Station Manager regarding the retirement of long serving firefighter Russell Pratt.</p> <p><b>RESOLVED:</b> That a delegation of Councillors accompany the Mayor to the retirement event, and that a thank you letter is taken along.</p> <p>Members also noted that Chipping Norton Fire Station has been awarded Fire Station of The Year due to the numerous community events and activities that are undertaken.</p> <p>Cllr Akers proposed that a framed certificate, signed by the Mayor and Deputy Mayor is presented to Chipping Norton Fire Service to acknowledge the extraordinary achievements. Cllr Coleman proposed that a flag is flown on an appropriate day to be discussed with the Station Manager.</p> <p>All in favour, motion carried.</p> <p><b>RESOLVED:</b> That a certificate of achievement is drawn up to be presented to the Fire Station and discussion are had about which day may be most appropriate to fly a flag from the flagpole at the Millennium Garden.</p>
<b>CC8</b>	<p><b>Town Hall</b></p> <p>a. Members received and noted a report from the Facilities and Events Officer.</p> <p>Members noted a proposal regarding Barclays Bank setting up a mobile banking hub in the Lower Hall which would provide a another face to face bank for residents following the closure of another bank in town. They noted it would likely lead to needing a new member of staff to be on site to help mange these longer hours but that the income provided would more than cover this.</p> <p>Cllr Akers proposed, Cllr Graves seconded. All in favour. Motion carried.</p>

	<p><b>RESOLVED:</b> That the decision to hire a new member of staff for the Barclays mobile banking hub is to be taken to the Staffing Sub-Committee.</p> <p>The Chair thanked the officer for their work and time in putting together the report and the work behind it.</p> <p>b. Members received and considered a request regarding holding a “Chippy Larder Twilight Café” in the Town Hall.</p> <p>Cllr Akers proposed that the idea is supported in principle, Cllr Bibby seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Chippy Larder scope the idea out with other organisations and youth groups, and come up with a 3 month pilot plan.</p>
<b>CC9</b>	<p><b>Play Areas</b></p> <p>Members received and noted an update from the Town Clerk. More health and safety works have been completed. Installation of the new equipment at Cotswold Crescent play area will be complete by end of July 2023.</p>
<b>CC10</b>	<p><b>Events</b></p> <p>Members received and noted a report from the Facilities and Events Officer. Upcoming events in Chipping Norton include:</p> <ul style="list-style-type: none"> <li>- Chipping Norton Pride event with Got2B: 1<sup>st</sup> July 2023</li> <li>- Sports Awards: 14<sup>th</sup> July 2023</li> </ul> <p>Cllrs Akers and Keyser noted thanks to the staff team and everyone involved for the success of the Picnic in The Park for The Coronation.</p> <p>Cllr Akers proposed that this be a similar spring/summer event as part of the Council’s scheduled events. Members warmly support this and agreed that a schedule of town events should come back to committee.</p>
<b>CC11</b>	<p><b>Smoke-Free Oxfordshire</b></p> <p>Members received a report from the Town Clerk and considered next steps.</p> <p><b>RESOLVED:</b> That the sign design process should be a community engagement process, and that St Mary’s and Holy Trinity School, as well as cubs and brownies. That Cllrs Coleman, Bibby and Graves are on the selection panel to choose the winning design.</p>
<b>CC12</b>	<p><b>Keep Chippy Beautiful</b></p> <p>Members received a report from the Town Clerk following the launch of this community action initiative and community outreach survey. Cllr Akers proposed that the recommendations on the report are accepted. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the opportunity to participate in a community meeting is re-shared to build on numbers and ensure those who would like to take part are aware and;</p>

	<p>that people who have offered to help organise a Big Clean-Up event are contacted to set up a planning meeting and;</p> <p>that those who are happy to volunteer are contacted once a date has been agreed and that the opportunity to volunteer is promoted to all residents and;</p> <p>that a "Keep Chippy Beautiful" poster is sent to those who are happy to promote the initiative and;</p> <p>that those who are happy to organise their own litter picks are given information about where to source equipment and are supported by the Town Council.</p> <p>Cllr Ritsperis proposed that the volunteers have some branding so it is clear that people are undertaking tasks as part of the initiative. Cllr Bibby proposed that £500 budget supports this project. Cllr Akers seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Keep Chippy Beautiful initiative is supported by a £500 budget to provide branding and equipment.</p>
<b>CC13</b>	<p><b>Partnership working with Chipping Norton Theatre</b>  Members received and considered a proposal from Chipping Norton Theatre regarding partnership working. The Chair proposed that a working party of Councillors, along with the Events and Facilities Manager meet with The Theatre to finalise the details and report back.. Cllr Whitmill seconded. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That Cllrs Keyser, Coleman and Bibby meet with the Facilities and Events Officer and the Chipping Norton Theatre and an agreed proposal is brought back to a future committee meeting.</p>
<b>CC14</b>	<p><b>Confidential Session</b>  <b>RESOLVED:</b> That pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960, that members move to Confidential Session to discuss Separate Business. The public and press left the meeting during consideration of item 16.</p>
<b>CC15</b>	<p><b>Skate Park</b>  Members received a confidential report from the Town Clerk following initial feasibility discussions with Skateboard GB and other skate park and wheeled sports companies. Members discussed the report and next steps.  <b>RESOLVED:</b> That a meeting is held regarding the potential site.</p>
<b>CC16</b>	<p><b>Date of the next meeting</b>  Monday 3<sup>rd</sup> July 2023</p>

The Chair closed the meeting at 8:30pm.

Signed as an accurate record.....

Date.....