



# CHIPPING NORTON TOWN COUNCIL

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

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

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

### ALSO PRESENT:

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

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

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

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

The Chair closed the meeting at 8:15 pm

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_