



# CHIPPING NORTON TOWN COUNCIL

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

TEL: 01608 642341

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Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Luci Ashbourne

16<sup>th</sup> January 2024

### **SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE**

TO: All Members of Community Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 22<sup>nd</sup> January 2024

TIME: 6:30pm

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 committee meeting held on 6<sup>th</sup> November 2023.

#### **4. 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.

#### **5. Committee Action Plan**

To note the Committee Action plan

**6. The Branch update**

To receive an update from The Branch CEO on the next stages of the project.

**7. Town Hall**

To receive a report from the Facilities and Events Officer.

**8. Events**

To receive a report from the Facilities and Events Officer.

**9. Play Areas**

- a. To receive an update, including a report regarding damaged items.
- b. No mow may.

**10.Keep Chippy Beautiful**

To receive an update.

**11.Skatepark**

To receive an update

**12. Flag flying request**

To receive and consider a request from Chipping Norton Amnesty to fly the Human Rights flag from the flagpole at the Millennium Garden on the following dates:

- 24 March: International Day for the Right to Truth concerning Gross Human Rights Violations & for the Dignity of Victims
- 25 November: International Day for the Elimination of Violence Against Women.

**13.Date of the next meeting – Monday 11th March 2024**



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

PRESENT: Cllrs Sandra Coleman (Chair), Steve Akers, Emily Weaver, Jo Graves, Ben Bibby, Mike Cahill, Athos Ritsperis, Michael Rowe (substituting), Natasha Whitmill (entered at 6:33pm), Alex Keyser (entered at 6:35pm)

### ALSO PRESENT:

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

<b>CC39</b>	The Council observed a minutes' silence in remembrance of the conflict in Israel and Gaza  <b>Apologies for absence</b> Apologies were received from Cllr Rachel Andrews.
<b>CC40</b>	<b>Declaration of interests</b> None received.
<b>CC41</b>	<b>Minutes</b> <b>RESOLVED:</b> That subject to amendment: P2. CC34 Play Areas – addition of Cllr Bibby's title that the minutes of the committee meeting held on the 11 <sup>th</sup> September 2023 were signed as an accurate record of the meeting by the Chair.
<b>CC42</b>	<b>Public Participation</b> None received.
<b>CC43</b>	<b>Committee Action Plan</b> Cllrs discussed "No Mow May" and if it may be appropriate to adopt it for certain areas in Chipping Norton. The Town Clerk suggested adding an item to discuss at the next committee meeting.  Cllrs discussed whether there may be more funding for youth workers in Chipping Norton. The Town Clerk noted that organisations delivering

	<p>youth work in the town have applied for and been awarded community grant funding from the Town Council. The youth working CIC that delivered detached youth work in Chipping Norton is no longer operating and therefore had not applied for further funding for 2024/25.</p>
<p><b>CC44</b></p>	<p><b>Town Hall</b></p> <p>a. Members received a report from the Facilities and Events Officer. Members queried the report about quotes for chairs. The Facilities and Events Officer reported that she has sought several different types of seating as options to consider going forward and for decision in the upcoming year.</p> <p>b. Members received and considered quotes for:</p> <p>a. Hearing loop system  Members discussed the difference between the three quotes, and that the third option was the cheapest but didn't offer training. Members discussed that beyond staff training, there are good reasons to have ongoing support included. Cllr Ritsperis proposed the quote from Contractor 2 is accepted, seconded by Cllr Coleman.  All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the quote from Logical AV of £5,058.00 to install hearing loops in the town hall is approved.</p> <p>b . Emergency lighting and fire alarm/smoke detectors</p> <p>The Facilities and Events Officer noted that the same three contractors submitted quotes for both emergency lighting and the smoke detector/fire alarm system, and that it would be prudent for the committee to select one contractor to deliver both pieces of work.  Cllr Ritsperis proposed contractor 3 for both the emergency lighting and Smoke detectors / fire alarm system, seconded by Cllr Whitmill.  9 in favour, 1 abstention. Motion carried.</p> <p><b>RESOLVED:</b> That the quotes from Broadsword of £1,546.00 to update the emergency lighting and £2,148 to update the smoke detector/fire alarm system in the town hall is approved.</p> <p>Cllrs discussed whether to take these funds from general reserves or the earmarked restoration fund.  Cllr Coleman proposed to take the funds from the earmarked restoration fund, seconded by Cllr Graves. Motion carried.  <b>RESOLVED:</b> That the funding from the three above quotations are taken from the earmarked restoration fund.</p>

<p><b>CC45</b></p>	<p><b>Events</b>  Members received a report from the Facilities and Events Officer. The Town Hall and Events Officer had received very positive feedback from the Motown event, and the bar takings also made a large profit for the Town Hall.  The Mayor reminded Cllrs that there will be services on at Remembrance services at the Church and War Memorial.</p>
<p><b>CC46</b></p>	<p><b>Play Areas</b>  Members received a verbal report from the Town Clerk about benches in the play areas. The benches for the play areas have now been ordered and are awaiting the installation of the bases for the benches.</p> <p>Members considered repainting the children’s play equipment (elephant, etc.) by a local artist, and whether the painting scheme should be a basic flat colour scheme or a more detailed and colourful design. Cllr Akers proposed the more expensive and detailed painting design, seconded by Cllr Graves. Motion Carried.  <b>RESOLVED:</b> That the £250 detailed painting design is approved for the children’s play equipment in New St rec area.</p>
<p><b>CC47</b></p>	<p><b>Keep Chippy Beautiful</b>  Members received a verbal report from Cllr Akers. The Big Chippy Clean Up event was very well-attended and successful. 22 people attended and 30 bags of rubbish were collected from the town centre.</p> <p>Cllr Akers proposed another event in Spring, with a view to run them quarterly. The Chair suggested termly, as it is difficult to organise during the winter months.</p> <p>Cllr Akers recommended writing a letter to the landlords of buildings in Town Centre of Chipping Norton to please keep their frontage clean and tidy.</p> <p>Cllr Akers proposed investigating installing metal grills or grating at the top of the Town Hall ramp, which is being used as a dumping ground for rubbish.</p> <p>Members agreed for Cllr Akers and the Town Clerk to arrange a schedule for litter picks going forward.</p>
<p><b>CC48</b></p>	<p><b>Skatepark</b>  Members received an update from the Town Clerk about the formation of a Skatepark User Group.</p> <p>The Town Clerk has since had a further meeting with 4 skatepark user</p>

	<p>group members about putting together an ongoing community consultation with a view to gather community insights about the proposed skatepark. The skatepark user group will have a stall at the Christmas lights switch on event to talk to residents in town and gather views.</p>
<b>CC49</b>	<p><b>Committee Budget 2024/25</b></p> <p>Members received a report from the Responsible Finance Officer and discussed the committee spending priorities for 2024/25 to help inform the overall budget.</p> <p>The Town Clerk's covering report notes important things to note, such as income from the Town Hall which has increased significantly from the previous year. The Christmas lights budget now takes into account the new lights scheme and includes a contingency fund. The Town Hall salaries line now takes into account the new members of staff and the national salary increases.</p> <p>Cllrs queried if the banking hubs were likely to renew their yearly rent, and the Town Clerk reported that due to how busy the sessions are and the take-up from residents that it seems likely.</p> <p>Cllr Akers proposed to bring the budget as proposed to the Finance and Resources Committee and include for extra staff (increased £7,500) to cover the increased hours to cover the Town Hall open hours. Seconded by Cllr Coleman. All in favour, motion carried.</p> <p><b>RESOLVED:</b> To bring the committee budget to the next Finance and Resources Committee to approve and include the cost for increased staff hours (£7,500) to cover the Town Hall opening hours.</p>
<b>CC50</b>	<p><b>Date of the next meeting</b></p> <p>Monday 22<sup>nd</sup> January 2024</p>

The Chair closed the meeting at 7:50pm.

Community Committee strategic plan

Action	Whose involved?	Budget	Commencement	Completion	Notes/Comment
Modernise and improve Chipping Norton Town Hall Large project	CNTC Staff/approved consultants/working party	EMR £171,783	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 and damp works have been completed. First phase internal decoration is complete. Awaiting roof report to assess costs and agree next phase of works. Possibility of PV panels.
Supporting young people in Chipping Norton.	Youth work providers/CNTC/clubs		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. Transition Chipping Norton have started a weekly youth group in the Town Hall, funded by CNTC.
Undertake a condition survey of CNTC recreation areas, then prepare and adopt a planned improvement and upgrade plan Large Project	CNTC	22/23 £5000 EMR £60,000	Jul 22	Nov 24	New park signs have been installed. Approved H&S works have now been carried out. RoSPA inspection booked for July 2023. New equipment at Cotswold Crescent has now been installed. Park benches will be delivered and installed in Feb 2024. There has been some vandalism in two recreation areas. A report is on the agenda to discuss.
Pesticide free Chipping Norton	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 have been sown.
Sport awards Ceremony	CNTC/Volunteers/Clubs/Schools	£500			The Sports Awards Ceremony was held on 14 <sup>th</sup> July 2023. 2024 Town Awards event will include a Sport Awards section.

Christmas lights scheme	CNTC	£19,500 per year	October 22	Feb 25	Christmas lights 2022 were a success. Little trees have brought in house and will be delivered by the Council's contractors. New infrastructure has been installed. The 2023 lights and switch on event were a huge success and the feedback from residents has been very positive. 2024 switch on planned for 28 <sup>th</sup> November.
Compliance and safety	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. First phase works complete. Second section to be carried out during 23-24. 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 Town Hall FRA complete Town Hall Fixed Wire test and actions complete Alarms system, emergency lighting and hearing loop works all being booked in.
Chippy Pride	CNTC/Got2b		July 23		2023 event a huge success. 2024 event on the agenda.
Skatepark feasibility project	CNTC/Consultants	EMR £35,000	April 23		Discussions re potential site underway. Community Petition launched Pop-up skatepark held at picnic in the park event. Site identified and agreed in principle – at New Street Rec. Tender for partner to project manage to be drawn up following formation of user group and community consultation. User group formed and consultation is underway.
Keep Chippy Beautiful Initiative	CNTC	£500	April 23		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. Posters designed and resources ordered. Update at this meeting. Big Clean up – 7 <sup>th</sup> October was a success. Spring clean up planned for 23 <sup>rd</sup> March.
Smokefree Oxfordshire initiative	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	May 24	Sign design competition underway with primary schools and scouts. Submission deadline end of July. Submissions received. Panel to meet and agree a winner. This needs to be finalised as the grant needs to be spent during this financial year.
Develop a Communication Strategy	CNTC	N/A	July 22		Approved July 2022
Scoping out partnership working Chipping Norton Theatre	CNTC/CN Theatre		May 23		Several trial events are being held and are going well.
Feasibility for a “rock school” for Chipping Norton	CNTC/partners				Scope out ideas
Collaboration/dialogue with The Branch Community Hub	CNTC/The Branch				Scope out ideas
Chippy Phone Box	CNTC staff/CNarts		Jul-21	Ongoing	CNTC are managing the rota.



Summer event – picnic in the park	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide an annual open air event.
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Reviewed by Community Committee: 22<sup>nd</sup> May 2023

## Agenda item 7 – The Town Hall

### Bookings

#### 1) **Current Bookings Updates:**

- a. Current Capacity for next three months (Lower Hall, The Snug and Upper Hall)
  - i. January = **25.03%**
  - ii. February = **26.87%**
  - iii. March = **54.34%**

**Please note: March's figures are not accurate due to the booking of the Music Festival**

#### 2) **Current Capacity for 2024 – and where we can improve:**

- a. 01 Jan – 31 Dec 2023: **18.13%**  
Please note that the banks have yet to be input for their coming months. The TSB have confirmed for an additional 6 months at the end of their contract and Barclays have informed in person that they will continue to use the Town Hall.

#### 3) **Current income April 01, 2023 to January 21<sup>st</sup> 2024**

- a. £46,811.73

#### 4) **Current income April 01, 2023, to March 31, 2024**

- a. £59,960  
\*Please note this does not include the hire charges to the Music Festival which were £1910.00 in 2023 as they have not been created yet.

Recommendation remains as per September 2023 Report:

Whilst bookings have and continue to increase, there still needs to be more input into the marketing of the Venue to increase the income and booking from private and commercial sales.

This report is to note.

#### 5) **Ongoing Community Groups updates:**

- a. Community Church
- b. Little Footsteps
- c. Muslim Prayers Group
- d. Cookery Class organised by the Community Church (to move when the Branch are set up)
- e. Chipping Norton Choral Society
- f. Chipping Norton Theatre x2 Singing Groups
- g. Chipping Norton Theatre x2 Dance Groups
- h. Amnesty Chipping Norton
- i. U3A
- j. Chipping Norton Wine Club
- k. Age UK fitness classes
- l. Fit Active Classes
- m. Transitions Youth Group

This report is to note.

#### 6) **Maintenance**

**a. Broken Boiler**

The contractor has visited again to assess the system and will be reporting back to the Facilities and Events Officer with advice. As well as the boiler being broken, we have other parts of the system that are defunct and not fit for purpose. They will provide us with a report for all the options.

**b. Making the Heating system user and staff friendly**

The electric panel to operate the heating system is very old and difficult to use efficiently. Whilst visiting the boiler issues, they have assessed the whole unit for possible 'future proofing' the heating system. This will also include measures to allow hall users to be able to control the heating where necessary. With the current system only people with access to the boiler room can release the emergency switch after a cut off and control the heating in all three locations. They will provide us with a report.

**c. Fire Safety**

Broadsword are hoping to be in to fix and install the changes to the Fire Safety system and are just waiting on notification of delivery of some required parts before confirming the date.

**d. Accessibility**

Logical AV will be attending to install the new hearing loop system on 29<sup>th</sup> and 30<sup>th</sup> January.

**e. Electrics**

Facilities and Events officer is still waiting for a response from the electricians regarding fixing the dimmer system in Upper Hall, and to find out about the external electrics that would be required for Town Festival in order for it to be used safely and with the correct power for the event from the external plug socket.

**f. Storage**

Have requested quotes for storage to be created around Town Hall. Quotes not supplied at the time of writing the report. (Facilities and Events Officer to chase) To Note: The heating specialists have advised it would be possible to cut off and remove the wasted radiators under the stage to create safer accessible storage from the front of the stage, and minimising the cost of heat that is currently wasted and heating under the stage. On a test on 18/01/2023 with hall users it was agreed that the radiators under the stage have no impact on the heating of the hall.

**g. The Town Hall Clock**

Is still not fixed. The initial quote from the existing supplier has meant we need to find competitive pricing, and we have reached out to The Clock Workshop in Witney who were booked in – but unfortunately illness and injury has postponed their visit. Local retired antique shop owner will be looking in the coming weeks, as he thinks he may be able to fix it. We have had one local historian / horologist look at the clock however he was not able to do anything.

**h. External Christmas Lights on the side of Town Hall**

I have had x3 private party bookers enquire as to whether they could have the Christmas Lights hanging on the side of the Town Hall turned on for their event. I

would like to assess whether this is something that we can do with Councillors on the community committee:

- Does this have an impact on the excitement and enjoyment of the lights switch on at Christmas?
- If we were to say yes, what process can we put in place to assess which events would be allowed or not allowed?
- Would this be a charged for service? Is there an additional cost due to electricity, which would probably be minimal.
- Any other thoughts greatly appreciated.

**i. Town Hall Blinds**

3 of the blinds hanging in Upper Hall have broken cables which means they cannot be drawn up correctly and look extremely messy. We require professional assistance to fix the cables, and to take the blinds down. There is a project in place to clean the Upper Hall ceilings, stage area and windows, with the window cleaner. Facilities and Events officer to coordinate a day where the blinds company can attend the same day as the window cleaner, as they will be needed to take down the blinds.

This report is to note.

**7) Town Hall Scheduled Works Part 2**

**a. Town Hall Roof Fix**

The current costs of the repairs to the roof are more than the funds reserved for completing the works. The Town Clerk is working with the contractors and our local heritage expert to source available funding for repairs to a Grade 11\* listed building. The Facilities and Events Officer has been in contact with a Solar and Renewables energy consultant, with the intention of finding out more about the use of Solar panels/technology to provide energy to the building as we are at the initial stages of sourcing funding and working with the contractors. We have agreement in principle to investigate the possibility from the conservation officer at WODC, and Alder King agree this is a positive way forward for the project. Alder King and the Solar Energy Consultant will be meeting 18<sup>th</sup> January to discuss the options that could be available more thoroughly.

This report is to note.

## Agenda item 8 – Events

### 1. EVENTS 2024 (Town Council Events and Events supported by Town Council)

#### March 2024

- **Chipping Norton Music Festival - March 8<sup>th</sup> – 23<sup>rd</sup>**
  - Syllabus still to be confirmed currently still prospective.
  - In discussions with the team, about how to minimise disruption to other groups during the nearly 3 weeks of the festival in future years, and there needs to be a decision made about how the festival are charged. Historically they only pay for the session periods they book the hall for through the weeks of the festival, and not for the entire period of taking over the Town Hall with the Steinway piano in place. Some sessions can be continued in Upper Hall because the group using it may be associated with the Music Festival, and they are happy for those people to act as Chaperone. However, some sessions do need to be cancelled, such as the Community Supper.

#### April 2024

- **Mayors Charity Fundraiser for The Lido – end of April 2024**
  - All details to be agreed with the Charity.
  - Proposed date of April 20<sup>th</sup>, 2024
  - Proposed fundraising events.
    - **For the public**  
The Duck Race – a 5km on feet where participants must adhere to the theme of ‘Ducky’ and to trace the historic annual 5km for the charity that ended in 2003. (possibly to include a 10 km for Cyclists)  
Families Party at the Lido in the early evening
    - **For corporates and business**  
Water Polo Tournament
  - **Chipping Norton Literary Festival**
    - 25<sup>th</sup> – 28<sup>th</sup> April 2024 – schedule of the events taking place still to be provided.

#### May / June

- **Picnic in the Park / Chipping Norton Pride**
  - Dates to be confirmed. Provisional date for Picnic in The Park May Bank holiday weekend 4<sup>th</sup> May. Provisional date for Chipping Norton Pride event is proving tricky to schedule without being too close to the Town Festival on 30<sup>th</sup> June. Original date was planned for 22<sup>nd</sup> June but is this too close to the Town Festival date. We do not want to clash with Oxford Pride, which is 8<sup>th</sup> June, and the 15<sup>th</sup> June may be too close to the Oxford Pride date.
  - Is it worth considering merging the Picnic in the Park event (where we still install the skate park and have an external Gazebo for performances) with the chipping Norton Pride event and hosting ‘Chipping Norton Pride Picnic in the Park’?
- **Town Festival 2024 – 30<sup>th</sup> June 2024**
  - Date has been confirmed by the team.

- Facilities and Events officer to arrange a meeting with the team to ascertain the requirements from Town Council and Town Hall (Including the external electric hook up). It is important to note while historically the Town Festival have plugged into the internal Town Hall electrics and trailed leads outside, this is not a safe or compliant way of operating and they will need to use an external supply either from the Town Hall (if signed off as safe) or a generator.

## September

- **Town Community Awards (Previously Sports Awards)**
  - Date to be confirmed.
  - Award Categories to be decided.

## October

- **Royal British Legion Centenary Dinner (Invite only) 19<sup>th</sup> October 2024**
  - Details to follow nearer the date.

## November

- **Chipping Norton Christmas Lights Switch on With the Big Chippy Singalong**
  - Provisional date of the 28<sup>th</sup> November 2024
  - If everyone is happy, Facilities and Events Officer would like to retain the Singalong Event and Lantern Parade as part of the lights switch on, as a new tradition of Chippy to take forward.

## December

- **Chippy at Christmas Market (and possible Tractor Run)**
  - Date still to be confirmed by the team.
  - Initial conversations are starting with Kaleb's team and the Chippy at Christmas team to incorporate a Tractor run into the event.
- **Santa Run with Chipping Norton Fire Service (Possible new event still TBC)**
  - The Facilities and Events Officer was approached by the Fire Service in relation to hosting the Christmas Fire Truck outside Town Hall in 2023, however they did not have left enough time or resources to fulfil. As such we agreed to look at ways, they could be involved in Christmas with the Christmas Fire Truck in 2024. One idea was a Fire Truck Santa run, but there could be other ideas from them in the coming year.

## 2. PAST EVENTS

### Opening the blue Doors on Tuesdays after school for the Young People

- The Tuesday night youth group with Transitions and Learn to Sustain began on Tuesday 17<sup>th</sup> October with 6 young people attending and has been holding session weekly since it began.
  - A report from Transition Chipping Norton is attached to this report (Appendix 1)

This report is to Note

### Christmas Light Switch on with the Big Chippy Christmas Singalong – 23<sup>rd</sup> November 2023

- Stalls – 13 business and one charity in Upper Hall
- Gazebo space – 5 stalls booked, one stall didn't stay due to weather, and one moved into the Charities area of Withers Court

- Withers Court Charities – 9 charities attended, and Barclays Bank also ran a Scam Awareness stand.
- 2 x charities were selected to sell Christmas Cards in the snug area which proved to be a success due to the heavy footfall for Santa's Grotto
- St Marys and Holy Trinity School take-over of Lower Hall with Hot Chocolate Station and Santa's Grotto in Council Chambers was a huge success.
- Indoors / Outdoors event worked well, with some minor changes being made during the event itself, in particular the Lantern Parade – who knew getting 40 + children to sit still for 30 mins would be such hard work?! The lantern parade began earlier than intended but worked out to be much better than the original planning. Thanks to Councillor Natasha Whitmill for her support with the children.
- Royal British Legion and Chipping Norton Air Cadets were not able to assist with public safety and marketplace closure. Although advised all was in hand prior to the event, in the final week Facilities and Events Officer was informed that there were not enough interested people. In future this will be organised well in advance with remediated volunteers in place. Due to the last-minute plea for volunteers, there was some confusion amongst staff and volunteers as to what was needed. Many thanks to the Maintenance Operative for standing in and assisting the Events Assistant as well as Councillors for standing in on a last-minute call-out for support.
- Tech support for the Outdoor Event was great, and many thanks to Councillor Alex Keyser for working with a volunteer to make sure the choir and speeches were able to be seen and heard.

This report is to note.

### **Salsa / Latin Dance Sessions with Salsa Event in partnership with Chipping Norton Theatre**

- 4-week long Latin dance workshops starting Tuesday 7<sup>th</sup> November
  - These went very well increasing the ticket capacity on week 2 as oversubscribed, and 170 tickets sold.
  - There was a minimum outlay – only teachers/dancers and the Town Hall (FOC) being the costs to the dance lessons event.
- Mambo Fiesta big band Latin Dance event Saturday 2<sup>nd</sup> December 2023
  - Was not well attended with low ticket sales of only 29.
  - This event had a much bigger outlay, with payment for a Big Band, and Tech installation.
- The 2 events had a loss when combining the monies from both lessons and the big event evening together, however if we look at them as 2 separate entities, the dance lessons had a profit, and the Fiesta Big Event evening was at a loss.
  - To investigate the potential of continuing to host the dance lessons.
  - To investigate, with the theatre, why the bigger dance event evening was not well attended to include the marketing of the event, the time of year that it was on, and the cost-of-living crisis affecting people's ability to go out for big event evenings.

This report is to note.

### **The Snow Queen by Theatrix 25<sup>th</sup> November 2023**

- Tickets sales were good with 87% capacity.
- Received a message during the event from a person who attended to say it was very good and their kids thoroughly enjoyed the show.
- We broke even on the costs of the event with a small profit of £33.

- Very low-ticket prices meant we were able to provide culture to people usually less able to afford theatrical performances, and would recommend a similar event again in the Town Hall

This report is to note.

### **Open Mic Nights**

Update – they will be going ahead with Lizzie; however January was held up due to the announcement of a new Open mic night in Chipping Norton at the Kings Arms. Facilities Officer has gained agreement from the pub that they will be happy for the Town Hall to run an open mic night as well, but dates need to be looked at to stop any clashes or being too close to each other.

This report is to note.

### **New promoter Darryl Antenbring Soundbite UK Events**

- Facilities and Events Officer has had recent discussions with the Tribute Band and Comedy event promoter working with the Corn Exchange in Witney
- More will be decided after they have visited the Town Hall to see the space and whether it can work for them.

This report is to note.

**Community Events** where Councillors' attendance or forwarding on to people would be appreciated.

**FitActive Women's Health Event 'Understanding HRT' at the Town Hall 2<sup>nd</sup> 7:30pm – 9:30pm, February 2024.** Tickets are £12 and any monies raised over the costs of the event will go towards Thrive Northox. Please share with people who may be interested in attending.

**Mental Health Awareness Training 1<sup>st</sup> February 4pm – 8pm, at the Town Hall** – there are still a few free spaces available on this course if you know of any relevant organisations or people that this may benefit.

**Pit Kitchens are hosting 2 Supper Evenings in the Town Hall on the 9<sup>th</sup> and 10<sup>th</sup> February,** I'm sure this would be a lovely evening for you to meet the community and have a lovely meal supporting a local business during their quiet months.

**Chipping Norton Choral Society are launching their new Cotswold Youth Choir on February 17<sup>th</sup> from 1.30pm – 5.30pm,** with 2 more sessions in March and April. Please do share with any young singers that could benefit from joining our wonderful local choir.



## **8. Events: Appendix 1 -Youth sessions report**

We held our first session as soon as possible after receiving funding in October, starting off in the upper town hall, then moving downstairs to make way for the theatre group, and other bookings.

We have deliberately aimed sessions at older teenagers (aged 15+), as this is the age group that currently appears most under-served by provision. (Few teenagers attend remix past year 9 so we are trying to offer some continuity of provision for those leaving). We appreciate that this is a bigger challenge for engagement, especially coming out of the pandemic where social anxiety is creating a debilitating barrier for so many, particularly in this age group. The worry is that if these youngsters are not able to access support now, they may find it even harder once they become adults.

We have brainstormed with the young people what they would like to do, and involve them each week in the planning of the next couple of sessions. A firm favourite is cooking, so we try to put on a cooking activity at least every other week, which so far has included Mexican food night, DIY pot noodles, pancakes, stir fry. We have augmented this with food from Chippy Larder, and end-of-day pastries from MOR bakery.

We also bring a selection of board games each week, and try to use the space as creatively as possible for activities of interest such as an alternative ping pong game, dog visit. Next week we are building a giant marble run. So far we have run a total of 12 sessions on the following dates: October 17th, 24th, 31st; November 7th, 14, 21, 28th; December 5th, 12th, 19th; January 2nd, 16th (Staff absence/sickness on the 9th)

The sessions have been attended by a total of 21 young people so far, with an average of 4.1 per session (highest was 8, lowest was 2). We would like numbers to increase from this, but we are also limited by resource storage as it is difficult storing and bringing absolutely everything needed each session by car and transporting it back at the end.

We have been working with Claire Budd and Selena Chard (family support worker and Senco at Top School) and Clare O Hara at the Theatre to try to engage with families most in need. Many of the parents I have spoken with are pleased this provision exists and are trying to help encourage their teenagers to give it a go.

Some who have expressed an interest can't make that time as they have another activity on, which is great, but engaging with those who are reluctant to leave the confines of their room is more of a challenge.

We have had some very positive comments from those who have attended including:

*"I was willing the time away all day as I couldn't wait till I could come here as I knew I would be doing this"*  
(cooking activity)

*"There is no way I'd miss a youth club session. If it's on I'll be there,"*

And from parents

*"Even when my son doesn't come he knows you are there which helps."*

*"It has really helped him turn things around and given him a more positive focus."*

It has also helped the young people engage in conversations about other possible provision in the town including thoughts about the skate park, cycling, and hopes for more football coaching opportunities.

Anything else you'd like to know, please do ask,

Best wishes,

Cara

Project Manager and Youth worker

Transition Chipping Norton

### **Agenda item 9a – play areas**

The play areas are in general in good condition and well used. There has been some recent damage which needs reporting, some of which requires a decision by Committee in terms of next steps.

#### Cotswold Crescent Play Area

Unfortunately the new noticeboard was pulled out of the ground. The maintenance operative confirmed that this would have taken some dedication and force given how well dug in it was, and how much postcrete was used.

This has now been fixed back in place, with some further reinforcements in the footings to try to prevent future vandalism.

During one of the weekly play park inspections in October it was noted there was a small amount of movement on the new rotator swing. This has been monitored and the movement has increased to the point that we needed to take it out of use while we contracted the contractor who installed it to inspect and report. The contractor has confirmed that the foundations are loose, likely due to misuse. The original installation was signed off by an independent inspector and therefore it was fitted as per the manufacturer's instructions and signed off as robust and safe. There have been reports that some of the older children have been doubling up and jumping up and down on one swing (so one side) and this may over time have caused the central post movement.

The cost to repair this is £2450.

The Town Clerk contacted TVP's CCTV officer to enquire about the possibility of installing some CCTV at the site in the hope this would prevent any future vandalism. The officer confirmed that this would be an option, but that the Council should explore whether signage and education would help too.

Recommendation:

1. The committee should consider whether to approve the cost of £2450 to remove and re-install the rotator. There is no budget left for playpark repairs for this year, but this could be taken from professional fees if it is approved.
2. The committee should consider whether CCTV would be an appropriate next step, or whether the Council should place signs reminding users how many people can use an item, and about taking care of the equipment and park in general.

#### New Street Recreation Area

One of the memorial benches in the New Street play area has been vandalised. The back of the bench has been pulled off and it is beyond repair. The plaque has been removed and kept safe by the maintenance operative.

Recommendation:

That the committee consider if the bench should be replaced. It should be noted that for some reason the plinth for the current bench is slightly smaller than the 1.8 metre bench, and

therefore it may be prudent to replace this with a 1.5 metre bench in a similar style. The cost of this is likely to be less than £500.

### **Agenda item 9b – No Mow May**

The No Mow May initiative encourages people to refrain from mowing their lawns during the month of May to support biodiversity and foster the growth of wildflowers. By letting grass and plants grow naturally, individuals can provide essential habitats for pollinators like bees and butterflies, contributing to the overall health of ecosystems. The initiative aims to raise awareness about the importance of allowing wildflowers to flourish in urban and suburban spaces, promoting a more sustainable and ecologically friendly approach to lawn care.

Many local authorities have introduced the concept in all or some of their green spaces and verges. You can read more about this here:

<https://www.plantlife.org.uk/our-work/local-councils-and-no-mow-may/>

The Town Council manages grass cutting for the following areas:

- Cornish Road play area
- New Street recreation area
- Cotswold Crescent play park
- Evan's Way (Cotswold Gate) play area
- Worcester Road Cemetery
- St Mary's Closed Churchyard
- The Millennium Garden

If the Council wish to adopt a no mow may policy, then it is prudent that a conversation is had with the grounds maintenance contractor about which areas would be feasible. The Town Clerk has contacted the contractor but at the time of writing this report has had no reply.

#### **Recommendation:**

1. That the committee consider whether to send a recommendation to Full Council (as the Committee is not responsible for all of the green spaces listed) to approve the no mow may policy in principle and;
2. That the Town Clerk and The Mayor meet with the grounds contractor to discuss trial areas for 2024.

### **Agenda item 10 – Keep Chippy Beautiful**

The Keep Chippy Beautiful team are planning on hosting three community litter picks, starting with a spring clean up on Saturday 23rd March.

We will ask group if they can support the Cemetery Clean-up day in April. The office will be in touch with the group to start to organise this and then promote the events so residents can sign up to take part. This should be online in February and shared with Chippy News in time for the March edition. We will also share posters and links to sign up at the Annual Meeting of the Town on March 4<sup>th</sup>.

This report is to note

## **Agenda item 11 – Skatepark**

The Skatepark users group launched a community consultation in November 2023. This included in person engagement at the Christmas lights switch on, in schools and other places. The consultation now has over 500 responses and is still open:

<https://www.chippingnorton-tc.gov.uk/skatepark-users-group/>

The next steps are for the group and The Town Clerk to meet with Skateboard GB on Tuesday 6<sup>th</sup> February. The purpose of this meeting is for Skateboard GB to support the group and the Council in preparing a design specification and budget based on the consultation responses, this will be used to tender for a preferred contactor and to apply for funding. The Town Clerk has identified £56,196.93 of S106 funding that can be applied for to support this project, and the Council has an earmarked fund of £35,000. This means that the Council are in a good position to apply for top up and match funding for the remaining funds required (once the budget has been agreed).

The achievable timeline for milestones for this project (as provided by Skateboard GB) are:

1. Nov – Feb: Community consultation. (This is underway)
2. February- March: Agree design spec & budget estimate.
3. April-July: Tender for preferred contractors
4. June-July: Review tenders & select contractors
5. August-October: Apply for planning permission
6. June-November: Apply for funding
7. August-October: Crowdfunder UK campaign
8. May- Sept: Community Fundraising
9. Oct-Nov: Finalise design with contractor based on expected budget
10. Jan-March 2025: Build the skatepark

It should be noted that these targets can change as the project progresses and this is meant as an overview to guide and work towards.

This report is to note