



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Luci Ashbourne

31st October 2023

SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE

TO: All Members of Community Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 6th November 2023

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) 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 11th September 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. Town Hall

- a. To receive a report from the Facilities and Events Officer.
- b. To consider quotes for:
 - i. Hearing loop system
 - ii. Emergency Lighting
 - iii. Smoke Detectors/Fire Alarm System

7. Events

To receive a report from the Facilities and Events Officer.

8. Play Areas

To receive an update

9. Keep Chippy Beautiful

To receive an update.

10. Skatepark

To receive an update on the formation of a Skatepark User Group

11. Committee Budget 2024/25

To receive a report from the Responsible Finance Officer and agree committee spending priorities for 2024/25 to help inform the overall budget

12. Date of the next meeting – Monday 22nd January 2024



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Office Hours: Mon – Fri 9am – 1pm

Minutes of a Community Committee meeting held on the 11th 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

CC27	Apologies for absence Apologies were received from Cllr Whitmill.
CC28	Declaration of interests None received
CC29	Minutes RESOLVED: That the minutes of the committee meeting held on the 3 rd July 2023 were signed and approved by the Chair as an accurate record.
CC30	Public Participation Members from The Branch gave an update about the future plans and works taking place in town. Programme completion date is set for 2 nd Feb 2024, estimated budget within the contingency fund. Hoardings must be removed by the 21 st January, but they hope to remove them earlier as close to Christmas as possible.
CC31	Committee Action Plan 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.
CC32	Town Hall <ol style="list-style-type: none">a. Members received a report from the Facilities and Events Officer.<ul style="list-style-type: none">- The Facilities Assistant is now in place and is undergoing further training with support from the Facilities and Events Officer.- The Facilities and Events Officer noted several incidents with the banking hubs:<ul style="list-style-type: none">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

	<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"> ○ Bank customers have reported dissatisfaction with the lack of cash handling services. ○ 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. <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>
CC33	<p>Events 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. RESOLVED: 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>
CC34	<p>Play Areas</p> <ul style="list-style-type: none"> a. Members received an update about the play areas and results from the ROSPA inspection. 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. RESOLVED: 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. 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.
CC35	<p>Keep Chippy Beautiful Members received a verbal update about the Keep Chippy Beautiful campaign. Big Chippy Clean Up – 7th 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>
CC36	<p>Smokefree Oxfordshire 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>
CC37	<p>Skatepark 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. RESOLVED: That a formal call for groups and individuals to form a skatepark user group is circulated and facilitated by the Town Council.</p>
CC38	<p>Date of the next meeting Monday 6th November 2023</p>

The Chair closed the meeting at 8:20pm.

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.
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 st 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 have been ordered.
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 th 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.

					Christmas lights switch on event planned for Thursday 23 rd November. Planning going well.
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 quotes on the agenda.
Chippy Pride	CNTC/Got2b		July 23		2023 event a huge success. Need to plan 2024 event.
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 being drawn up.
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 th October was a success.
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.
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.
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.

Agenda item 6a – The Town Hall

Bookings

1) Current Bookings Updates:

- a. Current Capacity for next three months (Lower Hall, The Snug and Upper Hall)
 - i. October = **30.88% (increase of 3.79%)**
 - ii. November = **32.43% (increase of 5.17)**
 - iii. December = 24.14%

2) Current Capacity for 2023 – and where we can improve:

- a. 01 Jan – 31 Dec 2023: 22.33% **23.17% (increase of 0.8%)**

3) Current income April 01, 2023 to October 31, 2023

- a. £32,458.17

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

- a. £59,355.16*

*Please note this includes the full price of the 2024 chipping Norton Music Festival bookings over 2 weeks of £3,600 which will go down when the full schedule is provided. Not all regular bookings e.g., the Community Church have been added on to the system 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 (have now asked to extend their booking through 2024)
- 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. Chipping Norton Theatre x 2 Youth Theatre Groups
- i. Chipping Norton Theatre Pantomime rehearsals
- j. Amnesty Chipping Norton
- k. U3A
- l. Chipping Norton Wine Club
- m. Age UK fitness classes beginning Friday 24th November 10 am – 11 am
- n. Fit Active Classes beginning 8th November 12 am – 1 pm

This report is to note.

6) Staffing

The time allocation and hours that we are busy does mean that it would be worthwhile reviewing the hours for the Events Assistant role with a view to extending to 30 hours per

week. This will also help in the case of holidays for all staff and any occasions of sickness or illness being covered without excessive TOIL.

Recommendation to look into extending the hours for the Events Assistant Role

7) **Maintenance**

a. **Broken Boiler**

Warburtons are now waiting on a price for a replacement part for the boiler to be fixed before being able to supply us with a quote for work. Have chased this and no response w/c 23/10/2023

b. **Fire Safety**

Quotes for completion of works provided.

Recommendation to review and happy that all quotes would give us the opportunity to make ourselves compliant with existing regulations.

c. **Accessibility**

Quotes for completion of works provided.

Recommendation to review and select supplier for the work.

d. **External Electrics**

External electrics are reported as being ok, with the one problematic cable isolated from the rest of the electrics and safe to the public. Able to implement the Christmas Lights installation with no additional work to be carried out on the electrical infrastructure.

This report is to note.

e. **Storage**

Have requested quotes for storage to be created around Town Hall. Quotes not supplied at the time of writing the report.

This report is to note.

8) **Budgeting for 2024/25. The Town Hall needs:**

a. **Chairs V. Storage for existing chairs**

The current furniture situation is one that is unsafe both for staff and customers using the facilities, where chairs and tables are stored on the back of the stage, or at the end of the hall. At the end of the hall is acceptable for some sessions, however when a Commercial organisation has hired the space the chairs and tables need to be hidden away. Using the stage for storage is not good for anyone using the stage area and is also not great for ensuring the wellbeing of staff and manual handling when moving the tables and chairs.

The below is an example of measures that could be put into place to make the system better:

Tiered Retractable Theatre Seating (New) Parts and Supply, Fitting and Installation	£90,000.00
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Second Hand Tiered Retractable Theatre Seating Parts and Supply	£10,000.00
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Foldable Stackable Hard Seating (Based on 4 x 50 (200)) Parts and Supply	£8,280.00
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"Foldable Stackable Soft Seating (Based on 9 x 18 (168)) Parts and Supply"	£14,427.00
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Cupboard / Storage Space Projector Screen end of CC To enable more storage for Lower Hall Tables and chairs / Crockery / Kitchen Items / tech equipment	PRICE TBC
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Cupboard / Chair storage around the door side of the Upper Hall, creating a storage space for chairs and possibly tables, which will also work as a top for drinks at events where there would be minimal tables and seating	PRICE TBC
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x4 lockable cupboards in the area where there is currently a shelf and hanger space for long term bookers to be able to rent to leave items in the Town Hall for their sessions	PRICE TBC
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Facilities and events officer notes that the current chairs are of exceptional quality and comfortable for an audience. The foldable stackable selections, at their comfiest and softest do not hold the same look and feel as our existing chairs.

The main issue is the size of space needed for storing the chairs. With foldable / stackable chairs we still have the time taken to lay out the chairs and put away and stack again, and we still have a storage issue.

Retractable theatre seating is very expensive and will come with the additional work of reinforcing the Upper Hall floor. Would this also change the versatility of the space?

Waiting on storage quotations to see if the options would be comparable money wise and on space used

This report is to note.

b. Other items needed by Town Hall – example pricing:

- **Drinks Fridges** Dependant on size:
- **Drinks Fridges Bar Upper Hall and Lower Hall £200 - £550**
- **Dishwashers** Possibly just need a service – awaiting engineer:
- **Dishwashers Lower Hall and Upper Hall £1000 - £1500 (also booking meeting with lease company which may work out more cost effective)**
- **Freezer Kitchen** Dependant on Size / Catering v. Domestic
- **Freezer Kitchen £130 - £1200**
- **Recycling Bins** Food / Paper / Glass
- **Recycling Bin Station Upper Hall and Lower Hall £180 ea = £360**
- **Waste Collection Yearly** (based on weekly collections which may not be necessary)
- **Waste collection recycling and household to include glass and food waste £1000**
- **Glasses and Recyclable Plastic Glasses** (Both needed for different events)

Bar consumables to be allocated £500 - £1000

NB. The proposed budget includes estimated costs for new equipment and repairs/maintenance required for 2024/25. This assumes that the solution with chair will be to build in storage for existing chairs. However if the Committee wish to work towards a different solution then the draft budget will need to be amended. The draft budget also includes updated and accurate energy and water costs, as well as provision for the Town Hall to have a recycling bin collection.

6a. Appendix

The following is feedback from Legends of Motown, who used the hall for a large commercial event.

Our venue feedback as requested:

I think this is probably really obvious but backstage needs to not be storage for the town hall, we could've really done with putting our cases etc back there. It also really needs cleaning, the amount of dust was affecting my vocals.

It was so dark on stage, I realised as we were packing down that there was actually some lights back there (the fluorescent ones above, and the round wall lights), I should've asked - we would've put them on while we played.

The town hall doesn't even need to spend much on stage lighting. Usually we require really basic lighting at a theatre, just a colour wash and if there's a tech, we ask them to blackout during our videos. Just some LED par cans would probably do it. Maybe once installed, the theatre could provide a tech for you? They could be in charge of helping bands in and out, sorting out house lights, providing basic stage lighting and queuing the band on stage (opening doors etc).

Sound wise, we had our PA on stage, which limited the view for the first row and meant we had to take a row out, which isn't ideal. If the radiators weren't under the stage and it had sliding doors, we would've put our subs under the stage in the middle and our tops either side on the stage. Some fabric on the balcony would help with boomy sound. I think the lights throughout the hall need to be back on a dimmer. It was just a bit too dark IMO.

I think the biggest thing the town hall has going for it is you! I reckon you'll make it into an awesome venue. Thanks again, you were instrumental in making the night a success

This is to note

Agenda item 6b – Quotes for works in the Town Hall

While the committee have been considering spending priorities for the next financial year, the Events and Facilities Officer has identified three items that need upgrading/replacing/newly installing this year, as they're all health and safety or accessibility related works.

The recommendation is that the selected costs are taken from the Town Hall Restoration Fund, which is currently £171,783

Once we get the roof report back the restoration fund can be re-assessed and added to if necessary.

i. Quotes for hearing loop system:

	Job	Specification	Cost (exc VAT)
Contractor one	Parts and Supply, Fitting and Installation, Testing	<p>V15 Hearing Loop Driver - UK COUNCIL CHAMBERS V15-UK 2 core 1.5mm mains cable 50m CABLE-MC21.5-50 Ceiling Boundary Mic white MIC-CBM XLR M to Twin XLR F splitter LEAD-XLR-1M2F BI 4 Way power strip 3m lead IR-EXTLEAD-4W3M BI 3 PIN XLR SOCKET SOCKET-3PIN-XLR V15 Hearing Loop Driver - UK LOWER HALL V15-UK 2 core 1.5mm mains cable 50m CABLE-MC21.5-50 Ceiling Boundary Mic white MIC-CBM XLR M to Twin XLR F splitter LEAD-XLR-1M2F BI 4 Way power strip 3m lead IR-EXTLEAD-4W3M BI 3 PIN XLR SOCKET SOCKET-3PIN-XLR V22 Hearing Loop Driver - UK L UPPER HALL V22-UK 1.5 Tri Rated Grey Cable CABLE-1.5TRI-GY SJTC MIC/AUDIO CABLE in black CABLE-SJTC-1 Wall mount cabinet 2U RL-SLRACK-2 WIRELESS RX W/ 2x LAPEL MICS IL-AC-WM-2C-LT XLR Fitted Wall Plt 3 pin fem RL-XLR-WALLPLT Back Box with Front and Glands RL-BACK-BOX BI 4 Way power strip 3m lead IR-EXTLEAD-4W3M Induction loop listener IL-RX20 Labour - Day Rate - Mon/Fri LABOUR5 Labour - 1/2 day rate Mon-Fri LABOUR4 Standard Delivery - up to 20kg D</p>	£4,371.07
Contractor two	Parts and Supply, Fitting and Installation, Initial Training, Testing	<p>COUNCIL CHAMBER - cable and driver installed above ceiling tiles. 1. Perimeter wire installation, including fixings and cable 2. CLS1 - Ampetronic Induction Loop Driver including installation - Mounted above the ceiling tiles 3. Audio Technica U841R - Omnidirectional Boundary Microphone including installation 4. Wall mount microphone plugin point including cable, trunking and installation LOWER HALL - cable and driver installed above ceiling tiles 1. Perimeter wire installation, including fixings and cable 2. CLS1 - Ampetronic Induction Loop Driver including installation - Mounted above the ceiling tiles 3. Audio Technica U841R - Omnidirectional Boundary Microphone including installation 4. Wall mount microphone plugin point including cable, trunking and installation MAIN HALL - cable installed above skirting level, driver supplied in case 1. Perimeter wire installation, including fixings and cable 2. C5-1 Ampetronic Induction Loop Driver including installation 3. 2U Pro Flight case for C5-1 Loop Drover Commissioning of all three induction loops and training</p>	£5,058.00

<p>Contractor three</p>	<p>Parts and Supply, Fitting and Installation, Testing</p>	<p>1) Equipment. Supply and install:</p> <ul style="list-style-type: none"> a) 3no Induction loop amplifiers b) 2no ceiling fixed microphones c) 1no line level wall plate d) 2no On/Off switches <p>2) Cables. Supply and install: (upper hall)</p> <ul style="list-style-type: none"> a) All necessary loop cable to be surface clipped around skirting. <p>3) Cables. Supply and install: (lower hall and council chambers)</p> <ul style="list-style-type: none"> a) All necessary loop cable to be installed above false ceilings. <p>4) General:</p> <p>NOTE: I have not allowed for a microphone in the upper hall as the assumption is that the public address system will be used as an audio source.</p> <p>Work not included for:</p> <ul style="list-style-type: none"> 1) 240 volt supplies. 2) Conduit and boxes, if required. 3) Builder's work of any description. 4) Access platforms etc 5) Shelf for loop amplifier or rack if required. 6) Copper tape loop if required. 7) Privacy of speech not guaranteed. 8) Phased array/multi loop systems. 	<p>£3,026.25</p>
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Recommendation:

1. That the committee select the preferred contractor to deliver the installation, fitting and supply of the Town Hall hearing loop system. All quotes and their specifications meet adequate requirements and therefore the Committee can confidently choose the preferred contractor.

ii. Quotes for the Emergency Lighting to be fixed

	Job	Specification	Cost (exc VAT)
Contractor one	Parts and Supply, Fitting and Installation, Maintenance and Support	Emergency Lighting As Per The Report 3W Spectrum Led Emergency Downlight Surf 3W Spectrum Led Emergency Downlight Surf 3.3W Spectrum Led Emergency Bulkhead Ip6 2.5W Spectrum 6 In 1 Emergency Exit Blad 3W Spectrum Led Emergency Downlight Surf 40W 6FT LED BATTEN CCT E3 2.5W Spectrum 6 In 1 Emergency Exit Blad	£3,680.67
Contractor two	Parts and Supply, Fitting and Installation	Complete new scheme upgrading and re-wiring throughout the building	£9,851.31
Contractor three	Parts and Supply, Fitting and Installation, Maintenance and Support	i. Replace emergency lighting fittings to a. Main room doors b. Mens W/C c. Council Entrance d. Stairs Seating area ii. Rework the cabling (see note below) and install new emergency lighting to: a. Upper hall exit b. Upper Hall c. Upper Hall d. Upper Hall e. Upper Hall iii. Make good all connections. iv. Programme up and test	£1,546.00

Recommendation

2. That the committee select the preferred contractor to deliver the installation, fitting and supply of the emergency lighting. All quotes and their specifications meet adequate requirements and therefore the Committee an confidently choose the preferred contractor.

iii. Quotes for the installation of Smoke Detectors/Fire Alarm System

	Job	Specification	Cost (exc VAT)
Contractor one	Parts and Supply, Fitting and Installation	<p>Quotation for a new Fire Alarm System at: Chipping Norton Town Hall, High Street, Chipping Norton,</p> <p>14 x Conventional Optical Smoke Detectors White Plastic Round Conduit Supply, installation & commissioning of the above 2nd fix materials Testing & Handover of the Fire Alarm System – Including the entirety of the existing Fire Alarm System</p> <p>1 x Conventional Standard Fixed Temperature Heat Detector 15 x Conventional Diode Mounting Bases 1 x Conventional Red Resettable Manual Call Point w/ clear plastic cover 2 x Conventional White Sounder VAD Bases w/ white cap for standalone use 1 x Standalone Fire Alarm Relay w/ plastic enclosure Supply & Installation of the necessary 1st fix materials – FP200 1.5mm 2 Core & Earth Fireproof Cable &</p>	£8,370.62
Contractor two	Parts and Supply, Fitting and Installation, Testing	<p>Entrance Lobby Smoke Detector Replacement</p> <ul style="list-style-type: none"> • Ground Floor Electric Cupboard Smoke Detector Replacement • Ground Floor Corridor Smoke Detector Replacement • Ladies Ground Floor Toilet Smoke Detector Replacement • Gents Ground Floor Toilet Smoke Detector Replacement • Old Office Smoke Detector Replacement • 1st Floor Bar Area Heat Detector Replacement • Main Hall Left Smoke Detector Replacement • Main Hall Right Smoke Detector Replacement • Upper Floor Seating Area Smoke Detector Replacement • Roof Void Smoke Detector Replacement • Roof Void Smoke Detector Replacement • Under Stage Smoke Detector Replacement • Install New 1st Floor Disabled WC Beacon • Install New Detector in New Store Room in Ladies Toilet Ground Floor • Install New Detector Under Stage • Install New Detector On 1st Floor Landing • Install New Ground Floor Disabled WC Beacon • Install New 1st Floor Landing MCP • Install Relay for Fire Shutter • Test and Commissioning Existing Panel 	£4,780.50
Contractor three	Parts and Supply, Fitting and Installation	<p>Part 1: Head replacemen. Replace the smoke heads to</p> <ol style="list-style-type: none"> a. Entrance Lobby b. Ground floor Electric Cupboard c. Ground floor Corridor d. Ladies Ground floor e. Gents Ground floor f. Old Office g. Main Hall left h. Main Hall right i. Upper floor seating area j. Roof void k. Roof void l. Under stage <p>ii. Replace the heat detector to: 1st floor bar area iii. Programme up system and test Cost £742.00 plus VAT</p> <p>Part 2: additional protection</p> <ol style="list-style-type: none"> i. To install new smoke detection to: <ol style="list-style-type: none"> a. New store room in Ladies Toilet b. Under stage c. 1 floor Landing ii. To install new sounder beacons to: <ol style="list-style-type: none"> a. 1st floor disabled WC b. Ground floor disabled WC iii. To install a manual call point to 1st floor Landing iv. Installing new cabling for all of the above, using trunking and clips where required, with metal supports v. Programme up system and test Cost £1406.00 plus VAT 	£2,148.00

Recommendation:

3. That the committee select the preferred contractor to deliver the installation, fitting and supply of the Town Hall smoke detectors/fire alarm system All quotes and their specifications meet adequate requirements and therefore the Committee can confidently choose the preferred contractor.

Agenda item 7 – Events

1. UPCOMING 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 17th October with 6 young people attending.
- They are establishing their needs and what they would like to be provided from Town Hall/Town Council to help make the space work for the group:
 - Bean Bag seating
 - 3-in-1 Entertainment table (previously agreed this would be worthwhile however the storage of this could be an issue – originally we were planning on making the snug into an area suitable but since then the Bank have taken over)

Recommendation: To include in budget for 2024/25

Christmas Light Switch on with the Big Chippy Christmas Singalong – 23rd November 2023

- Stalls – up to 15 tables available Upper Hall
- Gazebo space – up to 7 stalls topside
- Charities – up to 9 tables available
- 18 applications form stall holders Chipping Norton and surrounding areas
- Now extending to West Oxfordshire stall holders to get filled.
- St Marys and Holy Trinity School booked to take over Lower Hall with Hot Chocolate Station and Santa’s Grotto in Council Chambers
- Support for decorating the Santa’s grotto from Town Hall with decorations we can re-use year on year.
- St Marys School and Holy trinity Lantern Making workshop 1st November 2023 with 54 pupils attending and lunch provided by Town Council and Chippy Larder
- Royal British Legion and Chipping Norton Air Cadets to assist with public safety and marketplace closure.
- Ben from the Choral Society and Lizzie from the Can Sing and Chippy Singers to work together for the direction of the singalong.
- Live music and recorded music in Town Hall for shoppers.
- We have a volunteer for tech support in Town Hall, very knowledgeable with sound technology.
- We will be utilising some equipment hire from Soundview for the external entertainment and singalong.

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 7th November
- Mambo Fiesta big band Latin Dance event Saturday 2nd December 2023

This report is to note.

The Snow Queen by Theatrix 25th November 2023

- Tickets on sale now from Chipping Norton Theatre
- Please do share the event to friends and family as ticket sales are currently low

This report is to note.

Open Mic Nights

Can Sing group leader has agreed to work for us for the Open Mic Nights which we will begin end of January. She is an experienced open-mic nightery – and was delighted to be asked and to help set up a new evening.

Events and facilities officer has also spoken with Whistlers management to ensure they are happy for us to host an event like theirs, and they were very happy that we would begin one, and happy to forward contacts and give advice.

This report is to note.

Feedback from the Motown Band and Town Hall

The Motown event was a great evening and the kind of events that we should be working towards offering. Some points to note from staff perspective:

- Current capacity of Town Hall needs to be addressed – 200 seated in the main hall is not suitable capacity for safety or comfort. (Facilities and Events has previously been in touch with Oxfordshire Fire and Rescue for advice and will chase this up.)
- 15 x rows 7 seats (105), 14 x rows 6 seats (84), 1 x row 6 seats blank for wheelchair users (6)
 - 195 seats
 - We removed one row of 7 front of stage for sightlines.
 - No wheelchair users booked and blank row of 6 spaces removed.
 - 182 seats remaining
- Bar is not an efficient space to work in for over 200 in the audience – but Facilities and Events officer has spoken to a carpenter/fitter who feels that simple changes could be made to make the bar work better for everyone.
- We implemented 'interval drinks' which was taken up by 20 people at the start of the event, and worked, but the concept needs to be pushed in other large Town Hall events
- Email with feedback from the band attached with some issues that would make the venue a better space for the hirers.

This report is to note.

Community Events where councillors' attendance would be appreciated.

Royal British Legion Armistice Day and Remembrance Sunday 11th and 12th November 2023

Charity Bingo ran by residents for the Motor Neurone Disease Charity following the diagnosis of a Chipping Norton Resident on 19th November 2023

Christmas Lights Switch on with the Big Christmas Singalong (Please note any volunteers to help with the day from council would be greatly appreciated) 23rd December 2023

Agenda item 8 – Play areas

The Cotswold Crescent play area is still being well used and valued by the community. Unfortunately there has been an incident of glass being smashed and left on the grass, and graffiti on most of the pieces of equipment. The maintenance operative cleared the glass away as soon as it was reported, and has been cleaning the graffiti off as best he can. There has been incident of graffiti at the other play areas too, which is also being cleaned as much as possible.

This will be monitored and further reports will come to the committee if necessary.

The benches for Cotswold Crescent and Cornish Road have been ordered.

The play equipment and areas are in a good condition, with only minor works needed from a health and safety perspective. The next job to complete as noted on the RoSPA report is for paintwork to be re done. We have received a quote for the larger items, which has been included in the budget for 2024-25.

There are three smaller items that can be removed and painted – these are the mobile horse, elephant and motorbike at New Street play area. A local painter is able to undertake this work. They're also to paint them in standard colours (back to what they were as new) for £150 each, or they can paint them bespoke:

The horse in the style of a carousel horse; the elephant in an Indian style; and the motorbike striped and with flames on the side. This bespoke painting will be £250 per item.

Recommendation

1. For the committee to consider and agree whether the mobiles from New Street should be painted in standard colours or a bespoke design.

Agenda item 9 – Keep Chippy Beautiful Update

The first Keep Chippy Beautiful event was a success. This was a community litter pick held in early October. The group managed to cover all of the town centre, and collected 30 bags of litter in less than two hours.

Midcounties Co-op provided refreshments and a space to convene at the end of the event -which was a valuable addition to the morning.

The Keep Chippy Beautiful Group will plan more events for the New Year – this will be litter picks, but also other tasks such a weeding, and general tidying in the town.



This report is to note

Agenda item 10 – Skatepark update

Following the last Committee meeting, the Council put a call out for interested parties to form a skatepark user group to help gather the information required to work through the planning stage of the skatepark project.

We received a number of contacts from local people interested in being involved, and an initial meeting was held on Monday 31st October.

The outcome of this meeting is that the Skatepark User group are drawing up a community consultation questionnaire, which will be published online, and take to in person engagement events. The first one being a stall at the Christmas Lights Switch on, which will give people an opportunity to complete the questionnaire at the event.

Once the consultation is complete, the data will be analysed which will help determine the size and type of skatepark, as well as the balance of wheeled sports in the area. This information will help the Council and the user group with drawing up a design specification to begin the process to tender for a preferred contractor.

This report is to note

Agenda item 11 – Committee budget 24/25

Attached is a draft committee budget for 2024/25. This has been informed by previous spend, as well as current projects that the Committee are working on. The following points should be noted:

- Town Hall income has been increased from £30,000 to £60,000. This is a conservative estimate that we hope will be exceeded.
- The Christmas lights budget takes into account management of the little trees, plus a contingency.
- The Town Hall salaries budget includes known and predicted Local Government salary increases, but does not include provision for extra hours. This should be considered in light of the report from the Facilities and Events Officer.
- The estimates for heat and light are based on up to date quotes for the new energy contracts previously agreed by Council.
- The waste disposal budget line has increased to allow for recycling to be collected from the town hall.
- The War Memorial budget line has been increased to £5000 to cover estimates received to make repairs in spring 2024. The budget of £2500 this year has not been spent, so will essentially be 'rolled over'
- There is a £171,783 ear marked reserve for the Town Hall restoration. This will be used to cover the second phase of the restoration project.

Recommendation:

As part of the budget setting process, the committee should agree a draft budget for 2024/25 to help inform the final draft budget for Full Council to approve. It is important to note that this will be subject to change depending on the overall picture.

Chipping Norton Town Council - Annual Budget - By Committee (Community)

Community	<u>2022/2023</u>		Brought Forward	Net Virement	<u>2023/2024</u>		Total	Actual YTD	Proposed	<u>2024/2025</u>	
	Budget	Actual			Agreed	EMR				EMR	Carried Forward
<u>102 (Miscellaneous)</u>											
<i>Income</i>											
3292 Christmas Market Income	0	4,777	0	0	2,500	0	2,500	0	0	0	0
									0		
<i>Expenditure</i>											
6405 Christmas Market Expenses	1,000	1,000	0	0	0	0	0	0	0	0	0
6407 Xmas Lights/Trees	15,000	13,480	0	0	15,000	0	15,000	0	19,000	0	0
6418 Defibrillators	500	596	0	0	0	500	500	191	500	0	0
									19500		
<u>104 Youth</u>											
5322 Expenses	19,215	12,810	0	0	0	0	0	6,405	0	0	0
									0		
<u>110 Town Hall</u>											
<i>Income</i>											
3115 Lettings Income	26,000	33,989	0	0	30,000	0	30,000	15,505	60,000	0	0
3140 WODC Water Rates Contribution	100	102	0	0	100	0	100	0	100	0	0
3290 Miscellaneous (*Other) Income	0	133	0	0	0	0	0	0	2,500	0	0
									62,600		
<i>Expenditure</i>											
4100 Salaries/Superann/Ni	19,800	31,722	0	0	42,000	0	42,000	21,427	65,000	0	0
5140 Promotion	1,500	0	0	0	1,500	0	1,500	0	1,500	0	0
5210 Telephone and Comms	630	838	0	0	1,000	0	1,000	661	1,250	0	0
6110 Heat and Light	6,000	7,260	0	0	7,000	0	7,000	4,491	14,000	0	0
6130 Water & Sewerage	680	1,609	0	0	1,500	0	1,500	698	1,650	0	0
6210 Rates	10,230	10,230	0	0	10,230	0	10,230	5,489	1,500	0	0
6230 Window Cleaning	800	500	0	0	500	0	500	220	500	0	0
6240 Alarm/Fire Extinguisher Insp	1,600	1,276	0	0	1,600	0	1,600	623	1,600	0	0

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Chipping Norton Town Council - Annual Budget - By Committee (Community)

	<u>2022/2023</u>		Brought Forward	Net Virement	<u>2023/2024</u>		Total	Actual YTD	Proposed	<u>2024/2025</u>	
	Budget	Actual			Agreed	EMR				EMR	Carried Forward
(110 Town Hall- continued)											
6310 Cleaning / Sanitary Expenses	1,500	1,317	0	0	1,800	0	1,800	1,602	3,000	0	0
6330 Waste Disposal	600	582	0	0	600	0	600	0	1,000	0	0
6400 Repairs and Maintenance	30,000	16,885	0	0	10,000	0	10,000	6,882	10,000	0	0
6402 Town Hall Restoration Fund	0	30,700	0	0	0	250,000	250,000	67,747	0	0	0
6408 New Equipment	2,500	3,766	0	0	2,500	0	2,500	2,136	15,000	0	0
7610 Licences	800	800	0	0	800	0	800	691	800	0	0
7650 Insurance	3,000	2,800	0	0	3,000	0	3,000	2,309	0	0	0
7720 Other Miscellaneous Expenses	500	565	0	0	500	0	500	0	500	0	0
									117,300		
151 Recreation											
<i>Expenditure</i>											
6200 Rent	1,000	1,000	0	0	1,000	0	1,000	1,000	1,000	0	0
6400 Repairs and Maintenance	4,500	15,896	0	0	4,500	0	4,500	4,087	4,500	0	0
6410 New Equipment	30,000	6,603	0	0	10,000	60,000	70,000	61,410	10,000	0	0
6413 Sports Awards (Obsolete 2024-25)	500	0	0	0	500	0	500	0	0	0	0
6420 Litter/Dog Bin Emptying	6,500	3,819	0	0	3,500	0	3,500	653	1,000	0	0
6465 Contract	5,200	3,675	0	0	5,000	0	5,000	1,838	5,000	0	0
7650 Insurance	2,700	2,225	0	0	2,500	0	2,500	3,829	0	0	0
7720 Other Miscellaneous Expenses	1,000	688	0	0	1,000	0	1,000	386	1,000	0	0
									22,500		

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Chipping Norton Town Council - Annual Budget - By Committee (Community)

	<u>2022/2023</u>				<u>2023/2024</u>					<u>2024/2025</u>	
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Proposed	EMR	Carried Forward
<u>160 Events</u>											
<i>Income</i>											
3330 Fundraising Income	0	1,800	0	0	0	0	0	0	0	0	0
3331 Events income	0	0	0	0	0	0	0	876	0	0	0
									0		
<i>Expenditure</i>											
6414 Events	9,500	8,379	0	0	10,000	0	10,000	7,155	10,000	0	0
6419 Occasional Events (*Town Awards)	2,500	2,100	0	0	0	0	0	0	1,000	0	0
6480 Fundraising Expenditure	0	1,800	0	0	0	0	0	0	0	0	0
									11,000		
<u>185 Millennium Garden</u>											
<i>Expenditure</i>											
6417 Maintenance	0	0	0	0	1,000	0	1,000	1,120	1,200	0	0
6465 Contract	1,500	629	0	0	500	0	500	150	500	0	0
									1,700		
<u>186 War Memorial</u>											
<i>Expenditure</i>											
6465 Contract	200	0	0	0	0	0	0	0	0	0	0
6470 War Memorial	500	0	0	0	2,500	0	2,500	0	5,000	0	0
									5000		
Community Committee Total Proposed 2024-25 Expenditure									<u>£177,000</u>		