



# CHIPPING NORTON TOWN COUNCIL

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

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Luci Ashbourne

5<sup>th</sup> March 2024

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

TO: All Members of Community Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 11<sup>th</sup> March 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 22<sup>nd</sup> January 2024.

#### **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 review the Town Hall Booking fees
- c. To receive a proposal for public art in the Town Hall, to be delivered in the form of drop in community workshops.
- d. To receive a request from the Chipping Norton Theatre regarding free use of the Town Hall as rehearsal space to support their outreach work.

## **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. Confidential Session**

To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of item 11.

## **11. Skatepark tender specification and design brief**

To receive and approve the preferred contractor specification and design brief for the skatepark project and the publication schedule.

## **12. Date of the next meeting – Monday 17<sup>th</sup> June 2024**



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### **Minutes of a Community Committee meeting held on the 22<sup>nd</sup> January 2024, at 6:30pm in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Sandra Coleman (Chair), Michael Rowe, Jo Graves, Steve Akers, Ben Bibby, Emily Weaver, Rachel Andrews, Athos Ritsperis, Mike Cahill (substituting)

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

5 Members of the public

<b>CC51</b>	<b>Apologies for absence</b> Apologies were received from Alex Keyser.
<b>CC52</b>	<b>Declaration of interests</b> None received
<b>CC53</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the committee meeting held on the 6 <sup>th</sup> November 2023 were signed by the Chair as an accurate record of the meeting.
<b>CC54</b>	<b>Public Participation</b> A resident of Penhurst Gardens spoke about receiving an unsolicited survey about the potential skatepark at the New Street recreation area. They raised concerns about the scale of the proposed skatepark and car parking spaces for Penhurst being used. The Town Clerk responded that nothing concrete has been decided, and that there is a scoping consultation being undertaken to determine the desire for a skatepark in Chipping Norton. Once a concrete plan and design has been identified, surrounding residents will be contacted.
<b>CC55</b>	<b>Committee Action Plan</b> Members noted the ongoing committee action plan.
<b>CC56</b>	<b>The Branch update</b> Members received an update from The Branch CEO on the next stages of the project. The hoardings for the car park have been removed, and now the regular markets can resume. The second phase fitout is now being undertaken, with decoration being undertaken in the next few weeks. Saturday Open Days are being planned for members of the public to walk in and explore the finished building.



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	<p>Citizen’s Advice, Mind, and other organisations will continue partnership working with The Branch.</p>
<b>CC57</b>	<p><b>Town Hall</b></p> <p>Members received a report from the Facilities and Events Officer about current bookings at the Town Hall. The Facilities and Events Officer reported that we have had several Town Hall clock specialists in to examine the clock. It has been very difficult to get a reasonable quote as there are very few specialists in this area.</p> <p>The Facilities and Events Officer has had a request through for a wedding booker to use the hanging lights curtain outside the Town Hall. Cllrs mentioned that this might only be visible during the winter months but agreed that if used this should be a chargeable addition. Cllrs discussed that having them outside the entire year may shorten the lifespan, and to have a further discussion with the contractors to discuss.</p>
<b>CC58</b>	<p><b>Events</b></p> <p>Members received a report from the Facilities and Events Officer.</p> <p>Cllr Akers proposed that at the bank holiday May is used for the Skate in the Park, and 1<sup>st</sup> June Chipping Norton Pride in the Town Hall.</p> <p>The Mayor mentioned that this would be during school holidays so residents with children could</p> <p>All in favour, motion carried.</p> <p>Cllr Akers extended his thanks to CNTC staff for making the Christmas Lights Switch On event so successful.</p> <p>Cllr Weaver mentioned that the Brew Mondays Cllrs attended would be a potential model for the monthly Cllr Drop-In surgeries that have been taking place. She suggested having a tea/coffee morning advertised as a chat and informal conversation space for community members. Cllr Andrews suggested that the Cost of Living events put on by the Chippy Larder last year also</p> <p>Cllr Coleman proposed organising these events in conversation with the Facilities and Events Officer.</p> <p>Cllr Cahill commented on the Youth Club being undertaken at the Town Hall, that the Youth Worker has overstated the number of members attending the youth club. One session that was attended by 15 members did not re-attend, because there were not the suggested (table tennis). Provide feedback to the youth workers.</p> <p>Cllrs were concerned that it was not advertised and that it should be For the Town Clerk to write to the Youth Workers giving feedback on the report.</p>
<b>CC59</b>	<p><b>Play Areas</b></p> <ol style="list-style-type: none"> <li>a. Members received an update from the Town Clerk, including a report regarding damaged equipment.             <ol style="list-style-type: none"> <li>a. The committee considered the vandalised and damaged rotator swing, and whether to approve the cost of £2450 to remove and</li> </ol> </li> </ol>



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re-install the equipment.

Cllr Akers proposed to accept the quote for repairing the damaged rotator swing, seconded by Cllr Graves.

**RESOLVED:** That the quote for repairing the rotator swing is accepted as a cost of £2450.

- b. Members discussed ongoing actions to prevent misuse of the equipment and preventing damage going forward. The Town Clerk reported that there are several steps prior to installing CCTV at the site. The first being implementing signage about how to use the equipment. The Town Clerk suggested installing signage in the first instance, while also scoping out a CCTV plan for the site, so should this be required, it could be implemented straight away. Cllr Akers proposed to agree this plan of action, all in favour, motion carried.

- c. The committee considered the vandalised and damaged memorial bench in the New Street play area, and the cost to replace this with a 1.5 metre bench in a similar style, at a cost of £500. Cllr Graves proposed to install a similarly sized bench, seconded by Cllr Akers.

**RESOLVED:** To install a Sandwick Winawood bench at a cost of £500.

Cllrs discussed the naming of the New St play area on an upcoming map of Chipping Norton. Cllrs discussed that young people area call it "The Common", whereas others call it "New Street Rec / Play Area."

- b. Members received a report about "No Mow May." The committee considered which areas to trial this policy for the upcoming year and agreed:
- 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

The Town Clerk and The Mayor will arrange a meeting with the grounds contractor to discuss the trial areas for 2024.

The Town Clerk reported that No Mow May could be tendered into a new grounds maintenance contract as it is up for renewal next year.

Cllrs delegated this work to the Town Clerk.

**RESOLVED:** For the Town Clerk and Town Mayor to meet with the Grounds Maintenance Contractor and discuss trial areas for 2024, and for the Town Clerk to add No Mow May to the new tender specification for the grounds maintenance contract.



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<b>CC60</b>	<b>Keep Chippy Beautiful</b> Members received a verbal update from the Town Clerk, noting that there are some upcoming litter picks (Saturday 23 <sup>rd</sup> March 2024 – 10am meeting to the side of the Town Hall steps) and inclusion in the Spring Cemetery Clean Up in April.
<b>CC61</b>	<b>Skatepark</b> Members received a verbal update from the Town Clerk. The Town Clerk and Skatepark User Group will be meeting to discuss the potential design of the skatepark, and then will discuss next steps for applying for planning permission and consulting with residents. The Town Clerk noted that the design specification needs to be approved prior to funding applications. The community consultation has received 500 responses in support of the potential skatepark.
<b>CC62</b>	<b>Flag flying request</b> Members received and considered 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 and for the Dignity of Victims 25 November – International Day for the Elimination of Violence against Women  Cllr Cahill proposed to accept these two dates, seconded by Cllr Akers. All in favour, motion carried. <b>RESOLVED:</b> That the request to fly the Human Rights flag on the 24 <sup>th</sup> March and 25 <sup>th</sup> November is accepted and added to the flag flying calendar.
<b>CC63</b>	<b>Date of the next meeting</b> Monday 11 <sup>th</sup> March 2024

The Chair closed the meeting at 20:20 pm.

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 complete. . New equipment at Cotswold Crescent has now been installed. Park benches have been installed. There has been some vandalism in two recreation areas. The equipment has now been fixed and the noticeboard back in place.
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. New policy and procedure has been adopted by Council. Awards will be held in Sept 2024.
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 another success.
Compliance and safety	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. First phase works complete. Second section complete. 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 are installed.
Chipping Norton Pride	CNTC/Chipping Norton Pride Group		July 23		2023 event a huge success. 2024 event will take place. A Chipping Norton Pride group has been identified and will work with the Council to plan the 2024 event, with a view that this will be handed over for 2025.
Skatepark feasibility project	CNTC/Consultants	EMR £35,000	April 23		Community Petition complete. Pop-up skatepark held at picnic in the park event. Site identified and agreed in principle – at New Street Rec. User group formed and consultation is complete. Tender for partner to project manage is on the agenda. pop up skatepark planned for Sunday 12 <sup>th</sup> May 2024.
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.

Reviewed by Community Committee: 22<sup>nd</sup> May 2023

## Agenda item TBC – The Town Hall

### Bookings

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

- a. Current Capacity for next three months (Lower Hall, The Snug and Upper Hall)
  - i. March = **31.79%**
  - ii. April = **23.04%**
  - iii. March = **29.89%**
  - iv.

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

- a. 01 Jan – 31 Dec 2023: **23.62%** (January report = 18.13% an increase of 5.49%)  
Please note that Barclays bank have yet to be input for their months at the end of their annual contract. 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 March 11<sup>th</sup> 2024**

- a. £58,487.78

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

- a. £62,491.72

#### **5) Current income April 01, 2024, to March 31, 2025**

- a. £49,829.14

Recommendation remains as per January 2024 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.

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

- a. Community Church Congregation
- b. Little Footsteps from the Community Church
- 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 & Cotswold Youth Choir
- 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
- n. Coffee, Chat and More from the Community Church
- o. Turning Point

This report is to note.

## 7) 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. – Report is still to be provided

### 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. – Report is still to be provided

### c. **Fire Safety**

Broadsword have been in and replaced all the emergency lighting system and the smoke detectors throughout the building. They have also upgraded the emergency system in the upstairs accessible toilet. Following their work – there has been a problem with the lighting in the upstairs toilet and a cable left that has been blocked off hanging in the room above the door. Broadsword are aware and will be making an appointment to come and fix.

### d. **Accessibility**

The new hearing loop has been installed in Council Chambers, Lower Hall and Upper Hall. All the systems work though a mic that needs to be in use, and the Upper Hall and Lower Hall / Council Chambers system are different in the application and equipment.

### e. **Electrics**

The dimmer system is now working but not to its full dimming capacity – however has been suitable for events and customers using the hall.

### 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. One quote has been provided and we are awaiting another quote to compare.

### g. **The Town Hall Clock**

We have our one quote from the existing supplier. The Clock Workshop have visited and could not get the chime to operate correctly, they need to come back and visit to re-quote. In the meantime, a local retired antique dealer/shop owner has attended and has provide a quote to fix.

#### **h. Town Hall Blinds**

Three of the blinds hanging in Upper Hall have broken cables which means they cannot be drawn up correctly and look 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 person can attend the same day as the window cleaner as they will be needed to take down the blinds.

This report is to note.

#### **8) Town Hall Scheduled Works Part 2**

##### **a. Town Hall Roof Fix**

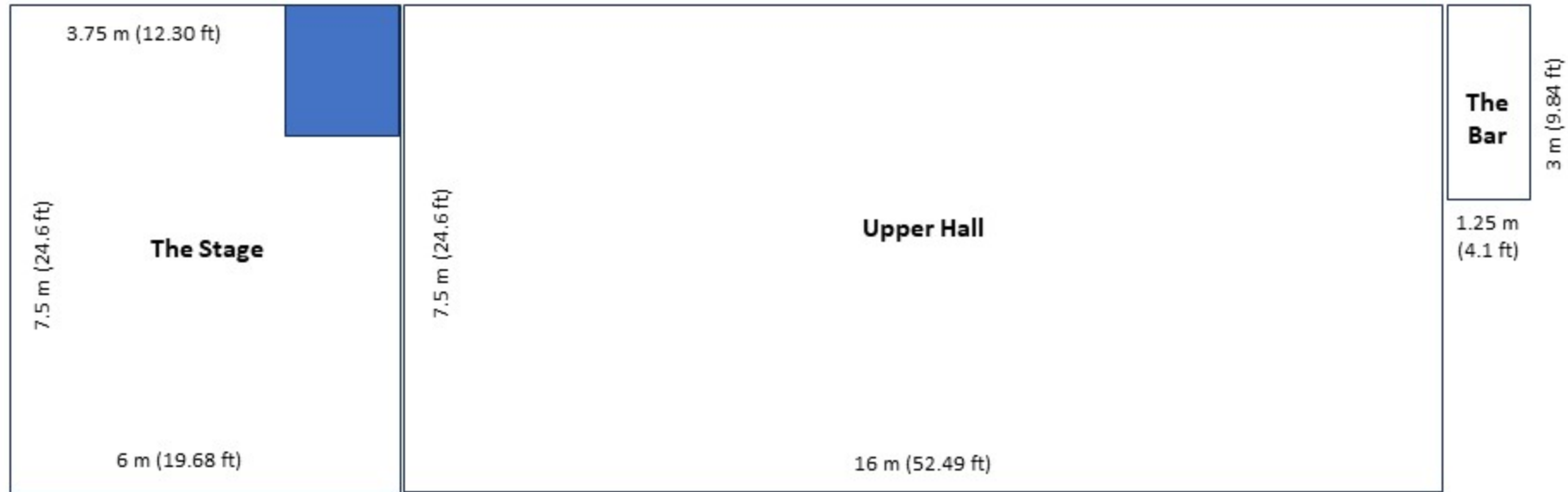
The current costs of the repairs to the roof are more than the funds reserved for completing the works. Town Clerk is working with the contractors and our local heritage expert to source available funding for repairs to a Grade 11\* listed building. Alder King is working with 3 companies to acquire further quotes for the project, and 2 have been received by the Facilities and Events officer.

This report is to note.

#### **9) Booking process**

- a. A new booking form and terms and conditions are currently in production – to make the process and information to customers in a much simpler format than the current guidelines.
- b. Facilities and Events Officer is trialling a new system as well as looking at other applications to replace the existing Rialtas system. This is to minimise the duplication of work that takes place currently, as well as providing a system that will offer online payments directly when placing the booking, but also offers an invoicing process for long term regular bookings from trusted organisations.
- c. As part of the process the Facilities and Events officer has been working on changes to the capacity currently recorded, accurate diagrams of the space and how the spaces can be used, which are to be added to the Town Council website when complete. An example is provided.

This report is to note.



	Upper Hall	The Stage	The Bar
<b>Conference</b>	Various seating arrangements available up to 100	N/A	N/A
<b>Dining</b>	Various seating arrangements available up to 100	N/A	N/A
<b>Theatre</b>	180 seated (additional 45 Balcony Seating)	N/A	N/A
<b>Open / Party</b>	300 standing	48 standing	2 servers

## Agenda item 6b – Town Hall Fees and Charges

### Hire and Fees

It is sensible for the council to review its fees and charges annual. The Facilities and Events officer has put together the following recommendations:

- a. Recommendation of changes to the current charges scheme:
  - i. Changing the 3-tiered payment system to a Single payment system with a discounted rate for charities and local organisations. It has been noted that Private Parties can be harder work and involve more staffing and problems than Commercial companies and organisations who approach their bookings with a professional manner. Private parties are usually individuals and families where alcohol and food are brought in, with private catering companies. The pre-work on assisting these events can be a lot more time consuming then a commercial booking as well as the clear up and staffing during the event. As such I recommend aligning the private rate up and the current commercial rate down\* as one single booking charge. This may encourage more commercial bookings, of which there are far fewer than private bookings.

\* Except for The Snug, which is an acceptable commercial rate, and not booked privately usually unless part of the Whole building package. The private rate will align up to the commercial rate with a charity discount applied where necessary.

- ii. As part of providing a discount to charities and local organisations a 'Charities' request form to be completed by organisations that wish to book using the discounted rate to ensure that we are offering the Charity rate to local organisations events that are not making a profit from their booking.
- iii. An increase following the implementation of the single rate, that aligns with inflation and the consumer price index, currently set at 4.2 %\* (example included), with charity discount charge applied afterwards.

\* There is a higher rate of increase for the charitable bookings than 4.2% if we apply a standard 40% discount to the new single rate. Currently the charitable rate offers a variable discount on all spaces, from 40% up to 60%. To keep a 40% discount means the charges for charity is above the 4.2% inflation rate but does cover the costs of staffing and energy use. Recommend the committee to agree which change to apply:

- Increase the existing charity rates by 4.2%
- Increase the charity rate based on a standard 40% discount to the new single rate.

- iv. Amending the current standard charge for a 'session' of 4 hours in Council Chambers to an hourly rate to encourage meeting hires. Facilities and events officer has had more hourly rated requests than 'sessions' so it may be worthwhile to continue with an hourly rate for people to hire for meetings etc.
- v. To include the charity discount for use of Council Chambers.
- vi. Supplementary fees have been increased based on the costs alone.

Recommendation:

a. That the Committee review and approve the Town Hall booking fees for financial year 2024-25 as outlined in the table below:

**Town Hall Proposed Scale of Charges (2024-2025)**

<u>Venue</u>	<u>Charity &amp; Local Organisations</u> <i>(not charging tickets)</i>	<u>Private</u>	<u>Commercial</u>
Whole Building with all facilities	£275.00 £286.55 (Inflation) <b>(9am – Midnight)</b> <b>DISCOUNT (54.66%)</b> With 40% discount applied £379.20	<del>£480</del> £606.00 £632.00 (Inflation) <b>(9am – Midnight)</b>	<del>£732</del> £606.00 £632.00 (Inflation) <b>(9am – Midnight)</b>
Whole Building with all facilities	£150 £156.30 (Inflation) <b>(8 Hours)</b> With 40% discount applied £219.75	<del>£263</del> £351.50 £366.25 (Inflation) <b>(8 Hours)</b>	<del>£440</del> £351.50 £366.25 (Inflation) <b>(8 Hours)</b>
Whole Building (Excl. Council Chamber)	£25 £26.50 (Inflation) <b>(Per Hour)</b> <b>DISCOUNT (50.38%)</b> With 40% discount applied: £31.56	<del>£40</del> £50.50 £52.60 (Inflation) <b>(Per Hour)</b>	<del>£61</del> £50.50 £52.60 (Inflation) <b>(Per Hour)</b>
Upper Hall	£15 £15.63 (Inflation) <b>(Per Hour)</b> <b>DISCOUNT (40.07%)</b> With 40% discount applied £15.60	<del>£30</del> £37.50 £39.00 (Inflation) <b>(Per Hour)</b>	<del>£45</del> £37.50 £39.00 (Inflation) <b>(Per Hour)</b>

<u>Venue</u>	<u>Charity &amp; Local Organisations</u> <i>(not charging tickets)</i>	<u>Private</u>	<u>Commercial</u>
Lower Hall (Excl. catering use)	£12 £12.50 (Inflation) <b>(Per Hour)</b> <b>DISCOUNT (60%)</b> With 40% discount applied <b>£18.75</b>	<del>£25</del> £30.00 £31.25 (Inflation) <b>(Per Hour)</b>	<del>£35</del> £30.00 £31.25 (Inflation) <b>(Per Hour)</b>
Council Chamber	<del>£60</del> <b>(Standard charge)</b> £15 (no previous charity rate) £15.65 (Inflation) With 40% discount applied <b>£9.39</b>	<del>£60</del> <b>(Standard Charge)</b> £15 £15.65 (Inflation)	<del>£60</del> <b>(Standard Charge)</b> £15 £15.65 (Inflation)
The Snug	£6 £6.25 <b>(Per Hour)</b> <b>DISCOUNT (64.29)</b> With 40% discount applied <b>£10.50</b>	£12.50 £17.50 <b>(Per Hour)</b>	£17.50 £17.50 <b>(Per Hour)</b>
After Midnight Surcharge	£30 <b>(Per Hour)</b>	£30 <b>(Per Hour)</b>	£30 <b>(Per Hour)</b>
Full Catering Facility	<del>£5.00</del> £5.50 <b>(Per Hour)</b>	<del>£5.00</del> £5.50 <b>(Per Hour)</b>	<del>£5.00</del> £5.50 <b>(Per Hour)</b>
Serving of Alcohol	<del>£12</del> £15 <b>(Per Hour)</b>	<del>£12</del> £15 <b>(Per Hour)</b>	<del>£12</del> £15 <b>(Per Hour)</b>
Sound Equipment	£5	£5	£5
Projector and Screen	£10	£10	£10
Coffee making facilities for 12 people. <i>(Duo jug coffee filter machine with Kenco Coffee, milk, sugar. 3.5 litre pump pot available)</i>	<del>£8.00</del> £8.50 <b>(Per 12 cups)</b> <b>Increase to cover the increase in costs of purchase)</b>	<del>£8.00</del> £8.50 <b>(Per 12 cups)</b> <b>Increase to cover the increase in costs of purchase)</b>	<del>£8.00</del> £8.50 <b>(Per 12 cups)</b> <b>Increase to cover the increase in costs of purchase)</b>



<u>Venue</u>	<u>Charity &amp; Local Organisations</u> <i>(not charging tickets)</i>	<u>Private</u>	<u>Commercial</u>
Tea making facilities for 12 people. <i>(Teapots or single use, Yorkshire Tea Bags, milk, sugar. 3.5 litre pump pot available)</i>	£8.00 <b>(Per 12 cups)</b>	£8.00 <b>(Per 12 cups)</b>	£8.00 <b>(Per 12 cups)</b>
Tablecloths <i>(For 6ft x 3ft)</i>	£3.00 each <b>(NEW CHARGE to cover the costs of cleaning)</b>	£3.00 each <b>(NEW CHARGE to cover the costs of cleaning)</b>	£3.00 each <b>(NEW CHARGE to cover the costs of cleaning)</b>
3-in-1 Games Table	£10 per session	£10 per session	£10 per session
After Event Cleans <i>(Let our cleaners clean-up for you. We only ask that you make sure used crockery and glasses are left by the dishwashers provided)</i>	£60	£60	£60
<b>Please note that any unreasonable mess/uncleanliness may add an additional charge following the booking, should it cause additional cleaning time.</b>			

**Agenda item 6c - Proposal for public art in the Town Hall, to be delivered in the form of drop in community workshops**

Cllrs Rickard, Wheaton and Cahill, in consultation with the Town Clerk have been looking into ways to facilitate public art in Chipping Norton. A meeting was held with graphic artist Luke Embden, who is based in London but having lived in Chipping Norton most has been creating public art in the town since the pandemic. This includes the artwork that was on the window of Beales before it became Quality Discounts; the artwork on the Library; and the Ukrainian Flag on the wall in collaboration with the Chippy Larder.

Luke has submitted a proposal to carry out workshops in the town hall, culminating in a public art mural on the windows of the town hall.

The attached proposal outlines how this will work and how much it will cost.

The Town Clerk has identified some Section 106 funding which could be applied for to fund this project, if the committee support it. The S106 funds available are circa £13,000 and are specifically for “temporary public art fostering connectivity in Chipping Norton.”

**Recommendation**

- a. That the committee consider the proposal from graphic artist Luke Embden and if this is approved;
- b. That the committee consider approving applying for the section 106 funding identified to cover the cost of this project.

## Chipping Norton Townhall Mural Project 2024 fee proposal.

### WINDOW PROPOSAL.

Art workshops in the townhall, run over the duration of X4 mornings on a weekend or School holiday. The project is open to all ages young and old, Paint pens (waterbased) would be provided for all who want to participate and contribute to the project. Loose theme as an example would be “What does **Community** and **Chipping Norton** mean to you?” Prior to these events I envisage up to X2 online zoom calls with the community to discuss creative direction and concepts prior to painting workshops. I would also give options for people to submit or drop off artwork in the town or at the townhall who cannot attend the workshops or choose not to.

I will then compile all artworks created and scan these in, digitalize the artworks as a vector graphic so artwork can be vinyl-cut/printed, thus creating a fluid tapestry montage of artwork that will then flow across all of the upper Townhall windows. The final outcome being a visual storytelling of the town and local community that'll wrap around the main windows. Shadows from the artwork will cast and create beautiful shadows in the townhall on sunny days and be clearly visible in the daytime and evening as I envisage a white vinyl being applied to each panel.

### Fee breakdown:

X4 half day workshops in the Townhall to create the drawings/illustrations.

X2 days prep – developing concepts, mood boards to showcase whilst workshops are running.

X10 days Digitalizing in Adobe illustrator and art-working all of the illustrations created at the workshops and submitted. I envisage this taking 10 days to compile a solid composition for the artwork tapestry, this may also include me adding additional graphics to make all of the artwork fit together and be print ready. I would do a check-in after a few days to showcase how it's looking so far!

**Fee: £5,500.00\***

### Materials:

200 water-based Paint Pens = £265 initial online quote!

A4 paper 300 Sheets - £40 for thick 320gsm paper, initial online quote!

**Materials Fee - £305.00**

### Production:

Vinyl artwork and installation which will be outsourced to a local print and reprographic company (Kopyrite or Hobs reprographics) awaiting fee quotes from both companies but envisage this to between **£1,500 - £3,000**. Will have quote through on this by next week so hope in total the project would come in at under **£10,000.00**

**Approximate fee in total: £7,300.00 - £8,805.**

\*I've marked this budget to be X10 days production to compile the artwork and add any additional graphics, if this were to go over the agreed 10 days I would charge additional work at a day rate of £500.

## Windows for the Townhall.

### Window-Panes:

Each large windowpane has 24 smaller sections.

Two sets of X3 Long windows either end of the building looking out towards the Market and The Fox Public house.  $24 \times 6 = 144$  panes.

X7 Long side - Upper windows on the lower side (West St) of the Townhall =  $24 \times 7 = 168$  Panels.

**TOTAL PANELS = 312 approximate size A4.**

Fee doesn't include the lower ground curved windows.



Above artwork examples from the now defunct Beales department Store in Chipping Norton where I created a temporary Mural using white paint pens with graphics reflecting the town and local community. The white shows how vibrant it looks for people walking past the facade.



Above: Hand drawn linear graphic taken at night time where you can still see how bold the artwork can look when using a white vinyl.

**Agenda item 6d – To receive a request from Chipping Norton Theatre regarding free use of the Town Hall**

The following request has been received from Chipping Norton Theatre:

*I wondered if, in addition to the ongoing financial support that Chipping Norton Town Council offers The Theatre, there might be an opportunity to make a request for support-in-kind towards a community project that we are running this summer.*

*We are producing two large-scale community theatre projects this summer as part of our fiftieth anniversary celebrations. Both plays – Lark Rise and Barn Dance – are set in our part of West Oxfordshire, with the latter having been specially commissioned from multi-Olivier award winning playwright Mike Bartlett. The productions seek to unite different groups and individuals within the town, working with professional actors, adult amateur actors, the community choir that rehearses in the town hall, a local Morris dance group, a number of young people, and volunteers working alongside the professional creative team members backstage and in the costume department. We anticipate over 100 local people involved in creating the production, and a strong appeal to local audiences.*

*Unfortunately, we were unsuccessful in our bid to the Arts Council for support (a bid supported by Mayor Coleman), meaning that budgets are very tight despite good support from local individual donors. Our rehearsal spaces and auditorium will be under strain to accommodate such a large community company, and still deliver our regular programme of outreach and community work. We would like to ask the Town Council to consider a support-in-kind award of up to 75 hours free rehearsal space in the Town Hall, subject to availability. This would allow us to continue to offer the broad programme of community events, whilst still having sufficient space to make the production. These hours would be used between May 25th and June 20th this summer.*

*I would be grateful if you could let me know whether this additional request (on top of your much appreciated existing support) is something that the Town Council might consider as a means of supporting this hugely valuable community event.*

Following this, the Theatre and The Council's Facilities and Events Officer looked at dates together. The attached booking form outlines the dates required and the cost that would need to be offset by the Council should this request be approved. The total cost is just under £560.

**Recommendation**

That the Committee consider approval of the request from Chipping Norton Theatre.

## BOOKING CONFIRMATION



Chipping Norton Theatre Rehearsals  
2 Spring Street  
Chipping Norton  
OX7 5NL

Chipping Norton Town Council  
The Guildhall  
Chipping Norton  
Oxfordshire  
OX7 5NJ

Date Printed: 08/03/2024

Date	Resource Booked	From	To	Net	VAT	Total
<u>Provisional</u>						
03/06/2024	Lower Hall	14:30	21:30	70.00	14.00	84.00
04/06/2024	Upper Hall	16:00	19:00	37.50	7.50	45.00
05/06/2024	Lower Hall	17:30	19:00	15.00	3.00	18.00
07/06/2024	Lower Hall	11:00	19:00	80.00	16.00	96.00
08/06/2024	Lower Hall	10:00	18:00	80.00	16.00	96.00
09/06/2024	Lower Hall	11:00	21:00	100.00	20.00	120.00
10/06/2024	Upper Hall	12:00	21:00	112.50	22.50	135.00
17/06/2024	Lower Hall	16:00	19:00	30.00	6.00	36.00
18/06/2024	Upper Hall	16:00	17:30	18.75	3.75	22.50
20/06/2024	Lower Hall	17:30	19:00	15.00	3.00	18.00
<b>TOTAL</b>				<b>558.75</b>	<b>111.75</b>	<b>670.50</b>

Facilities and Events officer has provided the Lower Hall where possible as this allows the Upper Hall with a higher income to still be available for bookings.

If the Council are in agreement, to allow the free use of space for the Theatre, the charges that would have been applied are listed, for your discussion and agreement.

There is an additional 6 hours yet to be provided which would be an additional gift of between £72 and £90 depending in the space available.

## Agenda item TBC – 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 arrived very late, finalised on Monday 4<sup>th</sup> March which has meant trying to get it all in the calendar and staffing organised only one week before. This is not good for staff, as Facilities and Events Officer tries to ensure have the schedule is available with only minor changes to be implemented when extra bookings come in, 3 weeks in advance. We have taken the step of employing a self-employed person who can invoice us for their hours, to fill in for extra hours when needed.
  - On entering the bookings from the syllabus on to the schedule it is very apparent that regular groups are being asked to not use the Town Hall when there is availability, and the Music Festival is not utilising the space.
  - Financially there does not appear to be a huge impact on income, other than we would be taking in more income should the regular groups be able to continue whilst the festival was on. The most impact is on daytime exercise groups unable to hold their sessions, and the Community Church. An average week sees the Community Church (Congregation / Little Footsteps / Coffee Morning) and Fitness and Dance groups at 17 hours per week.
  - The Music Festival can allow the use of the Lower Hall for most sessions that are taking place in Lower Hall.
  - The Music Festival are aware of the difficulties, and we will be working with them to try to find a better way to fulfil the needs of our loyal customers, whilst still bringing an excellent cultural event to Chipping Norton.

This report is to Note.

#### April 2024

- **Mayors Charity Fundraiser for The Lido – April 13<sup>th</sup> 2024**
  - **The Fundraising Event**

The Duck Run or Walk with Quackitude

A 5km Fun Run in coordination with the Chipping Norton School Park Run where people are asked to wear, or bring, and generally be 'Ducky'

The Lido will offer a Hot Breakfast to all participants.

Free swimming in the Outdoor Pool for the first Open Weekend of the Year  
Poolside Games and Music.

Tickets will be £20 for adults and £10 for children and will be available for sale from The Lido Website or in person from the middle of March when their booking system goes live.

Recommendation: The Facilities and Events Officer would like to reach out to Councillors on the committee, to participate in the Duck Run, or to please offer any volunteering to help with some

fun ideas we have for during the fun run or / and set up the poolside games and provide some fun to the event.

- **Chipping Norton Literary Festival**

25<sup>th</sup> – 28<sup>th</sup> April 2024 – event is cancelled for 2024, Facilities and Events Officer to contact all groups who were not given bookings for these dates.

#### **May 2024**

- **Skateboard Park in the Park – May 13<sup>th</sup> 2024**

- Booking form is coming in form Rollback World for the Skateboard to be installed on May 13<sup>th</sup> 2024, and the day will be coordinated and run by the Skatepark User group, with Facilities and Events Officer available for information and event management support where needed.

This Report is to Note

#### **June 2024**

- **Chipping Norton Pride 2024 – 1<sup>st</sup> June 2024**

- Facilities and Events Officer has been approached by a positive, lead volunteer from the initial Pride launch in 2023. They and a team of people that have been in talks, some of whom were volunteers last year and have a strong sense of Pride and many worthwhile skills amongst them. The team have already reached out for advice and assistance as they prepare, in a very positive way, with serious intentions regarding the safety of the event. They are keen to set up a formal Chipping Norton Pride CiC with a view to running future events with support from the Town Council.

Recommendation:

That the Committee support the development of the Chipping Norton Pride CiC. Advice and guidance will be provided by the Facilities and Events Officer, and funding already allocated from the 2024 /2025 events budget to be provided to the team under supervision.

- **Town Festival 2024 – 30<sup>th</sup> June 2024**

- Meetings have taken place to ensure that the event is run smoothly and safely.
- The Main issue for the team is the electrics and being able to provide external electrics safely to the outdoor event. Facilities and Events Officer has a qualified electrician to come and fix the issue and install an external provision that would be able to be used by all Town groups and organisations where necessary.

This report is to note.

#### **September 2024**

- **Town Community Awards – 20<sup>th</sup> September 2024**

- The Town Clerk has established a new process document for the new Town Community Awards which is an extension of the Sports Awards.



- There will now be a single Sports Awards included within the new system, although there will be other awards available that can still be available to sporting achievement, should the panel deem those achievements worthy in the categories.
- We hope that the new awards will allow more people doing good work in the community to be celebrated through the new awards provision.

This Report is to Note.

#### **October 2024**

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

#### **November 2024**

- **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.

This Report is to Note

#### **December 2024**

- **Chippy at Christmas Market (and possible Tractor Run)**
  - Date still to be confirmed to Facilities and Events Officer by the team.
  - Kaleb Cooper Team and the Chipping Norton at Christmas Team have now been officially introduced and an agreement in place to provide a Tractor Run as part of this year's celebrations.

This Report is to Note.

## **2. PAST EVENTS**

### **Annual Meeting of the Town**

The annual meeting of the Town was held on 4<sup>th</sup> March 2024, with over 80 members of the public and many councillors in attendance. The event management was able to include the first-time use of the new hearing loop system, which is effective through a microphone system. Training is to be provided to Town Hall Keeper, as the system can work in a few ways utilising the various sound systems we have in place.

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

**Chipping Norton Music Festival 8<sup>th</sup> – 23<sup>rd</sup> March 2024, Town Hall and other venues.** There are several different types of events available – but we would encourage councillors to attend the finale concert held on Saturday 23<sup>rd</sup> in Town Hall.

**Royal British Legion Jumble Sale, Saturday 6<sup>th</sup> April 2024, at the Town Hall** – it would be nice to see support for the Royal British Legion Fundraiser by either donating or attending on the day to show support for the local charity.

**The Mayors Fundraiser Duck Run and Fun at the Lido, April 13<sup>th</sup>** Please do support the event through either volunteering, or buying a ticket and participating, to help to raise funds and

awareness for The Lido. They have specifically requested that the main focal point for the fundraiser is to spread the word about our wonderful outdoor pool to increase the numbers visiting and increase revenue. Therefore, when the marketing goes into effect when tickets are on sale – please do share this with as many people outside of Chippy, but within a reasonable distance for visiting.

**Easter Egg Hunt with Chipping Norton Theatre, Saturday 30<sup>th</sup> March – Saturday 13<sup>th</sup> April, Box Office Opening Hours (Not Sundays or Mondays)** A wonderful way to keep the kids and adults and tourists entertained during Easter Holidays, an Easter Egg trail through Town where eggs will be hidden to find. Return to the theatre when it is completed to receive an Easter Egg for the achievement. It would be great if councillors could encourage people to take part, as well as taking part themselves. The Town hall will be participating.

**Turning Point Opening a regular weekly Drop-in from the Town Hall, Starting Tuesday 9<sup>th</sup> April 2024.** The great service, Turning Point already operate an appointment-based service from the health centre, but they have noted that the appointment system doesn't work for all, and that there are people who need supporting in Chipping Norton and the surrounding villages, who cannot necessarily make a booked appointment. We are very pleased that they will be taking over the Lower Hall and kitchen from 12pm – 5pm every week, offering refreshments and their support service to those in need. It would be great if you could let people, and organisations who could use the service aware.

**HSBC Temporary Banking Hub, Monday 18<sup>th</sup> and 25<sup>th</sup> March, 11 am – 3 pm.** Banbury HSBC Bank will be undergoing a refurb in March 2024, and have booked the Town Hall as a central location for Chipping Norton customers whilst the works are taking place. If you are aware of HSBC Banking customers who may need their service for those 2 weeks, please do make them aware.

### **Agenda item 8 – Play areas**

The new benches for Cotswold crescent and Cornish road have now been delivered and installed. The new bench for New Street (to replace the vandalised one) has been delivered and will be installed soon.

The rotator swing has been removed and re-installed following the report to the previous meeting that there was a health and safety need for the foundations to be re-set. The maintenance operative oversaw the installation of this and is happy the work was carried out to a high standard. At the time of writing the report, the central post is in-situ and the contractor is due to return to fit the swings once the foundations are completely set.

This report is to note

## **Agenda item 9 – Keep Chippy Beautiful**

The next community litter pick has been arranged for Saturday 23<sup>rd</sup> March. At the time of writing this report 9 members of the public have signed up to join the event. The link to sign up is here

[www.chippingnorton-tc.gov.uk/town-council/what-matters-to-chipping-norton/keep-chippy-beautiful/](http://www.chippingnorton-tc.gov.uk/town-council/what-matters-to-chipping-norton/keep-chippy-beautiful/)



**Join us for Chipping Norton's  
Big Spring Clean-up!**

**Saturday 23rd March  
10am-midday**



**Meet on the steps of Chipping Norton Town Hall.  
Please bring a pair of gloves. All other equipment  
provided**



Please sign up at [www.chippingnorton-tc.gov.uk/home/keep-chippy-beautiful](http://www.chippingnorton-tc.gov.uk/home/keep-chippy-beautiful)