



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

9th April 2024

SUMMONS TO ATTEND A MEETING OF CHIPPING NORTON TOWN COUNCIL

TO: All Members of Chipping Norton Town Council

VENUE: Lower Hall, Chipping Norton Town Hall

DATE: Monday 15th April 2024

TIME: 6:30pm

Cllrs. Sandra Coleman (Town Mayor), Steve Akers (Deputy Mayor), Rachel Andrews, Ben Bibby, Mike Cahill, Tom Festa, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Mark Walker, Emily Weaver, Sharon Wheaton and Natasha Whitmill.

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 Full Council meeting held on the 19th February 2024.

4. West Oxfordshire District Councillors update

To receive any updates and information from Chipping Norton's Ward Councillors sitting on WODC.

5. Oxfordshire County Councillors update

To receive any updates and information from Chipping Norton's Ward Councillors sitting on OCC.

6. 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.

7. Minutes and reports from Committees

To note the draft minutes and consider any recommendations of the following committee and sub-committee meetings:

- (a) Staffing Sub-Committee, 15th Feb 2024
- (b) Community Committee, 11th March 2024
- (c) Strategic Planning Committee, 18th March 2024
- (d) Staffing Sub-Committee, 21st March 2024
- (e) Finance and Resources Committee, 25th March 2024

8. East Chipping Norton Development

To receive an update on the status of the East Chipping Norton Development.

9. Civic Announcements

To receive a report from The Mayor on Civic engagement and activities.

10. Reports from representatives of outside bodies.

To receive an update from members who sit on outside bodies.

11. Council action plan

To note the Council action plan

12. Correspondence

To receive and note any correspondence

13. Policies and Governance

- a. To adopt the following policy as recommended by the Strategic Planning Committee
 - i. Worcester Road Cemetery: Memorial Trees and Benches Policy
- b. To adopt the following policies as recommended by the Finance and Resources Committee:
 - i. Open space hire policy and procedure

14. Local Council Awards Scheme

To receive a report from the Town Clerk regarding the Local Council's Quality Award and agree next steps.

15. Planning Applications

To receive a schedule of planning applications from West Oxfordshire District Council.

16. 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 17.

17. Staffing matters

To receive a confidential report and agree next steps.

18. Date of the next meeting – Monday 13th May 2024 (The Annual Meeting of The Council)



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Minutes of a Full Council meeting held on the 19th February 2024 at 6:30pm in the Lower Hall, Chipping Norton Town Hall

PRESENT: Cllrs Sandra Coleman (Town Mayor), Steve Akers (Deputy Mayor), Ben Bibby, Ian Finney, Jo Graves, Alex Keyser, Dom Rickard, Athos Ritsperis, Michael Rowe, Emily Weaver and Sharon Wheaton.

ALSO PRESENT:

Luci Ashbourne, Town Clerk & CEO

Cllr Geoff Saul, WODC and OCC

4 Members of the public

FC114	Apologies for absence Apologies were received from Cllrs Cahill, Festa, Walker and Whitmill.
FC115	Declaration of interests None received
FC116	Minutes RESOLVED: That the minutes of the Full Council meeting held on the 4 th December 2023 were signed by the Chair as an accurate record of the meeting.
FC117	West Oxfordshire District Councillors update Members received an update from Chipping Norton's Ward Councillors sitting on WODC. Cllr Saul noted that WODC will be approving the 2024-25 budget at the next Full Council meeting. He noted that it is a balanced budget with lots of positive aspects. Cllrs Coleman asked if there has been any progress with temporary emergency housing. Cllr Saul confirmed there are 22 units, and with around 50 families in need at any one time, so there is a gap which means that WODC are using units in neighbouring Councils, and local hotels and B&Bs. The aspiration is to manage more accommodation in the district which will benefit families and bring a long-term cost saving. There are some talks with Oxford City about accommodation for single adults.
FC118	Oxfordshire County Councillors update Members received an update from Chipping Norton's Ward Councillors sitting on OCC. Cllr Saul noted that he has been working with Cllr Walker to try to progress various infrastructure issues in Chipping Norton. There should be a draft LCWIP document consultation in the summer, ahead of being approved in the autumn. Design work for Albion Street/London road Junction is happening now, and should be included in the 2024-25 budget for completion. OCC have allocated funds towards a scoping study to help identify design solutions to make the New Street junction safer. Initial meetings have been held by the freight strategy steering group have been focusing on scoping what needs to come next. This will include data collection



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	<p>around HGV travel, which should help produce re-routing or weight limit options. It is hoped this could be implemented from March 2025.</p> <p>Consultants have completed some work on the A44 Corridor Plan, but a report has not yet been published. Members asked if there have been any discussions about one-way or other re-routing systems, and if there has been any discussion around the double roundabout. Cllr Saul confirmed that this has not been discussed in detail, but could be put on the agenda.</p> <p>Cllr Saul confirmed that he has been in discussion with OCC's car parking team who have confirmed that if there are any issues that don't work or could work better then they would be open to discussion around this.</p> <p>Members agreed that the scoping exercise should happen as soon as possible, as was discussed in the Traffic Advisory Sub-Committee meeting in January.</p> <p>Members agreed that it is frustrating when individuals choose not to drive safely or adhere to speed limits.</p>
<p>FC119</p>	<p>Public Participation None received</p>
<p>FC120</p>	<p>Minutes and reports from Committees</p> <p>Members noted the draft minutes and related recommendation of the following committee and sub-committee meetings:</p> <ul style="list-style-type: none"> a) Planning Sub-Committee, 8th January 2024 b) Community Committee, 22nd January 2024 c) Traffic Advisory Sub-Committee, 25th January 2024 d) Strategic Planning Committee, 29th January 2024 <p>Cllr Akers noted thanks to Cllr Wheaton for the work she is carrying out with retailers and Thames Valley Police re shoplifting as this is a serious issue.</p> <p>Members noted that the invitation to WODC's Licensing Officer needs to be followed up on.</p> <ul style="list-style-type: none"> e) Finance and Resources Committee, 5th February 2024 Recommendation: That the Council agrees additional core funding for The CN History Society and Museum for a period of 3 years, from £2,000 per annum to £3,500 per annum. Proposed by Cllr Akers, seconded by Cllr Finney. 9 in favour, 1 against, 1 abstention. Motion carried. RESOLVED: That the Council provides £3,500 per annum to the CN History Society and Museum for a period of three years from 2023-24. <ul style="list-style-type: none"> f) Staffing Sub-Committee, 5th February 2024.
<p>FC121</p>	<p>East Chipping Norton Development</p> <p>Members received confirmation from Historic England regarding land on the eastern edge of Chipping Norton being added to the list of Scheduled Ancient Monuments. The Mayor noted the significance of this, and noted thanks to everyone involved in progressing this.</p>



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FC123	Civic Announcements <p>Members received a report from The Mayor on Civic engagement and activities. The Mayor noted that the Council will be flying the Commonwealth Flag on Monday 11th March 2024.</p> <p>The Mayor's event at the Lido will be held on the 13th April 2024. This is a daytime fundraising event and an event to encourage people to attend the opening.</p> <p>Cllr Akers noted Keep Chippy Beautiful spring clean up event on 23rd March and encouraged Cllrs to come along.</p> <p>The Mayor noted that she has been having meetings with WODC Market Towns Officer about improving signage in the town.</p> <p>The Mayor and Cllr Finney attended a meeting about the Oxfordshire Charter.</p>
FC124	Reports from representatives of outside bodies <p>Members received an update from members who sit on outside bodies. There were no updates.</p>
FC125	Council action plan <p>Members noted the ongoing Council action plan.</p>
FC126	Correspondence <p>None received.</p>
FC127	Annual Town Meeting <p>Members noted the date of the upcoming meeting of the Town taking place on Monday the 4th March 2024 and that CHARG will be sending a guest speaker to talk about the work they do and update residents on the scheduling of the land to the East of Chipping Norton. The Town Clerk noted that the Council's annual report will be ready in time for this meeting also.</p> <p>Cllr Graves left the meeting at 19:11pm.</p>
FC128	Policies and Governance <p>a. Members received and approved the following policies and governance documents as reviewed by the Finance and Resources Committee:</p> <ol style="list-style-type: none">i. Community Grant Policyii. CNTC Standing Ordersiii. Financial Regulations The Town Clerk drew members attention to a further amendment that covers petty cash in the town hall.iv. Scheme of Delegation <p>Cllr Akers proposed that the policies are approved, Cllr Finney Seconded. 10 members voted in favour, 1 abstention (on the basis that the member had not had time to read the documents in full).</p> <p>Motion Carried.</p>



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	<p>RESOLVED: That the reviewed policies listed are adopted.</p> <p>b. Members adopted the following policies as recommended by the Finance and Resources Committee:</p> <ol style="list-style-type: none"> i. Menopause Policy ii. Community Awards Policy and Procedure <p>Cllr Akers proposed that both policies are approved, Cllr Finney seconded. All in favour, motion carried.</p> <p>RESOLVED: That the Council adopts the Menopause Policy, and the Community Awards Policy and Procedure.</p>
FC129	<p>Calendar of meetings</p> <p>Members received a report from the Town Clerk regarding a proposed calendar of meetings for municipal year 2024-25.</p> <p>Cllr Akers proposed that the calendar be approved and adopted, Seconded by Cllr Bibby. All in favour, motion carried.</p> <p>The Mayor recorded a note of thanks to the staff for putting this together.</p> <p>RESOLVED: That the calendar of meeting is approved.</p>
FC130	<p>Interim Audit Report</p> <p>Members received the interim report from the Council’s internal Auditor. The Mayor noted thanks to the staff for the work that has lead to this positive report.</p>
FC131	<p>British Sign Language Training</p> <p>Members received a report from the Town Clerk regarding specialist BSL training.</p> <p>The course fees would be on a reduced rate for a corporate course, allowing up to 20 students for a total of £2,600 (£130 per head), or up to 30 students for £3,000 (£100 per head).</p> <p>Members discussed the benefits of this and all agreed this would be a positive course for Chipping Norton.</p> <p>Members discussed the issue of it only being available during the daytime and agreed that it would be good to scope out options.</p> <p>Cllr Rowe proposed that a budget of £3000 is approved in principle, Cllr Weaver seconded. All in favour, motion carried.</p> <p>RESOLVED: That a budget of £3000 is approved for British Sign language training pending scoping timings and attendance.</p>
FC132	<p>Skatepark</p> <ol style="list-style-type: none"> a. Members received the results of the skatepark community consultation. Members noted thanks to the skatepark users group for the work on the skatepark consultation. Members discussed health and safety and liability of having a skatepark. The Town Clerk reassured members that the Council would carry out the proper inspections and the appropriate signage would be in place. b. Members discussed delegating the approval of the preferred contractor tender specifications to Community Committee.



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	<p>Cllr Akers proposed that the recommendation is approved, Cllr Rickard Seconded, all in favour, motion carried.</p> <p>RESOLVED: That Community Committee approve the tender specification, budget and design principles for the skatepark project.</p>
FC133	<p>Civic Regalia Members received a report and quotes regarding the Mayoral Chain of Office.</p> <ul style="list-style-type: none">• Mount the chain onto velvet - £680.00 (colours available black, navy, maroon & dark green)• Silver gilt retaining chain – £430.00• Handmade bespoke box for the mounted chain - £800.00. <p>Members discussed the benefits of this, but noted that the cost of the bespoke box seems expensive. Members noted that musical instrument cases are also expensive and are probably similar in design. Cllr Akers noted that this would be an investment and proposed that this should be progressed. Cllr Bibby seconded. All in favour, motion carried.</p> <p>RESOLVED: That the Mayor’s chain be mounted onto velvet, a chain attached and a bespoke box be made. The amount of £1,910 be taken from the professional fees budget.</p>
FC134	<p>Community First Oxfordshire Membership Members considered whether the Council would like to continue being a member of CFO for the year 2024-25. Membership for Town Council (population over 5001) - £85 per annum. Cllr Akers proposed, Cllr Finney seconded. All in favour, motion carried.</p> <p>RESOLVED: That the Council remain a member of Community First Oxfordshire from April 2024 at a cost of £85.</p>
FC135	<p>Planning Applications Members received a schedule of planning applications from West Oxfordshire District Council.</p> <ol style="list-style-type: none">1. APPLICATION NO: 24/00124/HHD PROPOSAL: Removal of existing conservatory and utility room and erection of single storey rear extension. ADDRESS: 47 The Leys, Chipping Norton, Oxfordshire RESOLVED: No comment, no objection.2. APPLICATION NO: 24/00206/HHD PROPOSAL: Single storey rear extension ADDRESS: 30 Lewis Road, Chipping Norton, Oxfordshire RESOLVED: No comment, no objection.
FC136	<p>Confidential Session RESOLVED: That the Council moved into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to</p>



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	Meetings) Act 1960. The public and press left the meeting during the consideration of the following item.
FC137	Staffing matters Members received a confidential report from the Town Clerk and discussed next steps. a. Cllr Akers proposed that the Town Clerk and CEO job is evaluated using Local Council Consultancy at a cost of £525. This to be taken from professional fees. Cllr Ritsperis seconded. All in favour, motion carried. Cllr Rickard queried how often this should happen as standard and members agreed that the staffing sub-committee should put together a schedule. RESOLVED: That the cost proposal from Local Council Consultancy of £525 is approved for the evaluation of the Town Clerk and CEO role. b. The Town Clerk presented a report to members outlining options regarding the provision of the council's grounds maintenance. RESOLVED: That a fee proposal for an options paper and recommendations for grounds maintenance is produced and brought back to council.
FC138	Date of the next meeting Monday 19 th April 2024

The Chair closed the meeting at 20:15pm.

Signed as an accurate record.....

Date.....



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Minutes of the **Staffing Sub-Committee** held via TEAMS on **Thursday 15th February at 11am**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr Jo Graves

Cllr Ian Finney

Cllr Mike Cahill

Also in attendance:

Luci Ashbourne, Town Clerk and CEO

SSC15	Apologies for absence. No apologies were received.
SSC16	Declarations of interest There were no declarations.
SSC17	Minutes RESOLVED: That the minutes of the meeting held on 5 th February 2024 are approved as a correct record and signed by the Chair at the next available opportunity.
SSC18	Confidential Session RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.
SSC19	Staffing matters a. Members received a confidential report regarding staffing matters. RESOLVED: That the report be noted and the next steps are agreed. b. Members received a report from The Town Clerk. Proposed by Cllr Akers, seconded by Cllr Coleman. All in favour, motion carried. RESOLVED: That the role of admin and customer service assistant (as recommended in the LGRC organisational report) be drawn up and a cost proposal prepared.
SSC20	Date of next meeting. Thursday 21st March 9:30am, The Council Chamber.

The meeting closed at 12:12pm.

Signed as an accurate record

Chair.....

Date.....



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Minutes of a Community Committee meeting held on the 11th March 2024 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Sandra Coleman (Chair), Steve Akers, Athos Ritsperis, Jo Graves, Dom Rickard (substituting), Mike Rowe (substituting), Ben Bibby

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

2 members of the public

CC64	Apologies for absence Apologies were received from Cllrs Alex Keyser, Emily Weaver, Natasha Whitmill and Mike Cahill
CC65	Declaration of interests None received
CC66	Minutes RESOLVED: That subject to amendments: P1 – Mike Cahill not substituting, Mike Rowe substituting P2 – CC58 “the Mayor mentioned that the events would be held on the Bank Holiday” “Cllr Andrews suggested that the Cost of Living events put on by the Chippy Larder were also well attended.” One one session that was attended by 15 members P3 – Cllrs discussed that young people call it “The Common”, whereas others call it “New Street Rec / Play Area”. that the Chair signs the Minutes of the committee meeting held on the 22 nd January 2024 as an accurate record of the meeting.
CC67	Public Participation Artist Luke Embden came to speak to the committee about a public artwork proposal for the Town Hall. The proposal included workshops held with local community members to create images that represent a tapestry of the town. These images would then be used to create vinyls to decorate the Town Hall windows. Members asked if the vinyl artwork would be reusable if taken down. Luke replied that while the artwork should last 5-10 years it wouldn't be reusable.



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	<p>The Town Clerk clarified that this proposal was sought due to conversations with Cllrs about artwork in the Town Hall windows.</p> <p>Cllrs asked if the artwork would impact the lighting or shadows coming into the Town Hall. Luke replied that due to the height of the windows it is unlikely that the cast shadows from the windows would make an impact on the lighting inside the Town Hall.</p> <p>Cllrs asked if the vinyls would be mounted on the outside or the inside of the Town Hall, and Luke replied that there is no problem with either option. Luke clarified that the proposal is set out for the seven windows along the western side of the Town Hall as well as the three windows at the end of the Town Hall facing The Fox.</p> <p>The Town Clerk confirmed that there is S106 funding for public art fostering connectivity in Chipping Norton which the council would be eligible to apply for.</p> <p>See CC69(C).</p>
<p>CC68</p>	<p>Committee Action Plan Members noted the ongoing Committee Action plan.</p>
<p>CC69</p>	<p>Town Hall</p> <p>a. Members received a report from the Facilities and Events Officer. Cllrs noted that the Cookery class is organized by St Mary’s and the Branch, and not the Community Church.</p> <p>Members queried the forecasted income for the next financial year – the Town Clerk reported that these are only the confirmed bookings for the next financial year (correct up to date of meeting).</p> <p>Members queried the Town Hall clock repair quotes received and the timescale for repairs. The Town Clerk reported that one quote received was significantly higher than the others, and that due to the age and complexity of the Town Hall clock it has been difficult to find a suitable contractor.</p> <p>Cllrs queried if it is possible to replace the clock entirely, and the Town Clerk confirmed that all avenues have been investigated, but every solution has been equally as complex and expensive.</p>



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- b. Members received a draft copy of updated Town Hall booking fees.

Cllr Akers proposed that the Town Hall booking rates are raised by inflation (4.2%), and that the private and commercial rates are equalized.

Cllr Coleman seconded the proposal. All in favour, motion carried.

RESOLVED: That the booking rates for the Town Hall beginning 1st April 2024 are raised by inflation (4.2%) and that the private and commercial rates are equalized.

Members discussed the charity and local rates of hire for the Town Hall.

Cllr Coleman proposed a 50% discount for charity and local rates from the private and commercial rate. Seconded by Cllr Ritsperis, all in favour, motion carried.

RESOLVED: That a 50% discount on Town Hall hire is given to charities and local organisations beginning 1st April 2024.

- c. Members received a proposal for public art in the Town Hall, to be delivered in the form of drop-in community workshops.

Cllrs were enthusiastic about the project in principle but had some hesitancy about using the windows along the side of the Town Hall facing New St.

Cllrs asked if it would be possible to start with the windows at the ends of the Town Hall and then consider the side windows or windows at the Guildhall at a later stage, and Luke responded that it would definitely be possible.

Cllr Bibby proposed to go ahead with the artwork as proposed, all town hall windows included. Seconded by Cllr Rickard. All in favour, motion carried.

RESOLVED: That the proposal for public art at the Town Hall including community workshops is approved, and the Town Clerk will apply for S106 funding toward the project.

- d. Members received a request from the Chipping Norton Theatre regarding free use of the Town Hall as rehearsal space to support their outreach work.

Cllr Akers proposed to agree the request for the Chipping Norton Theatre. Seconded by Cllr Graves, all in favour, motion carried.

Cllrs requested that the Town Council is acknowledged as supporting the event. The Town Clerk to liaise with the Theatre to confirm that this was given as an acknowledgement of their 50th Anniversary, along with the Town Council's 50th Anniversary.



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	<p>RESOLVED: That the Chipping Norton Theatre is given the use of the Town Hall at nil charge for the purposes of their outreach work.</p>
CC70	<p>Events</p> <p>Members received a report from the Facilities and Events Officer regarding upcoming events at the Town Hall.</p> <ul style="list-style-type: none"> – The Town Clerk reported that the Eid celebration will take place on the 14th April at 1pm in the Town Hall, and everyone is welcome to join. – The Mayor’s event for the Lido is taking place in April 2024. – Skateboard in the park will be held on the 13th May 2024 at the New St play area. <p>Members discussed the future of Chippy Pride and the possibility for a local Community Interest Company (CIC) to take over. Cllr Akers proposed that the local group of interested members and CIC takes over management of the Chippy Pride event in 2025, seconded by seconded by Cllr Bibby. All in favour, motion carried.</p> <p>The Town Clerk noted that £2,500 is set aside to support the Chippy Pride event in 2024, and that the event will be formally handed over to the group the next year with the idea that they can apply for funding in future.</p> <p>RESOLVED: That the organisation of the Chippy Pride event is handed over to the local CIC after the event in Summer 2024 takes place.</p> <p>Cllrs discussed renaming the Sports Awards. Cllr Coleman proposed that the Sports Awards are renamed as the Beacham Cup to acknowledge Graham Beacham’s hard work for many years.</p> <p>Seconded by Cllr Rickard. All in favour, motion carried.</p> <p>RESOLVED: For the Town Clerk to write to Graham Beacham to ask if he would be happy for the Sports Awards to be renamed to the Beacham Cup.</p>
CC71	<p>Play Areas</p> <p>Members received a verbal update from the Town Clerk.</p> <p>New benches have been installed at Cotswold Gate and Cornish Road, and the bench for New St rec has been assembled and is ready to be installed.</p>
CC72	<p>Keep Chippy Beautiful</p> <p>Members noted that another litter pick on the 23rd March has been arranged and encouraged members to come along.</p>
CC73	<p>Confidential Session</p> <p>RESOLVED: That the Committee moves into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p>



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	The public and press left the meeting during consideration of item CC74.
CC74	Skatepark tender specification and design brief Members received contractor specification and design brief for the skatepark project and the publication schedule in advance of the tender publication. Members questioned if the contractors would help with fundraising for the skatepark, and the Town Clerk clarified that this is not part of the contract specification. Cllr Coleman proposed that the Town Clerk publish the tender as written, with a budget of £250,000 to deliver the project. Fundraising will commence after any planning application has been approved. Motion seconded by Cllr Ritsperis. All in favour, motion carried. RESOLVED: For the Town Clerk to publish the tender document and design principles as written.
CC75	Date of the next meeting Monday 17 th June 2024



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Minutes of a Strategic Planning Committee meeting held on the 18th March 2024 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Dom Rickard (Chair), Sandra Coleman, Michael Rowe, Jo Graves, Ian Finney, Tom Festa, Alex Keyser, Mark Walker

ALSO PRESENT:

Luci Ashbourne, Town Clerk & CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

SPC67	Apologies for absence Apologies were received from Cllr Mike Cahill
SPC68	Declaration of interests None received
SPC69	Minutes RESOLVED: That subject to amendments: P1 – Apologies from Jo Graves to be noted. P1 – Mark Walkers present as Town Councillor not WODC Councillor P2 – “no longer allowed to join such groups” the Chair signs and approves the minutes of the Committee meeting held on the 29 th January 2024.
SPC70	Public Participation None received
SPC71	Committee action plan Members received the ongoing committee action plan. Clean Air Day – June 2024 to be added.
SPC72	East Chipping Norton Development No updates to note.
SPC73	Cemetery a. Members received a report from the Deputy Clerk and Estates Manager - Members queried if it would be possible to put down hogging on certain paths in the Closed Churchyard. The Deputy Clerk will liaise with the Maintenance Operative to schedule this work in. - Members noted an abandoned car in the Closed Churchyard for St Mary’s. b. Members reviewed the proposed cemetery and burial fees for 2024-25. Subject to one amendment “internment > interment”. Cllr Coleman proposed to accept the proposed schedule of fees with the spelling amendment as noted above, Cllr Walker seconded. All in favour. Motion carried. RESOLVED: That the schedule of fees for the cemetery for 2024/25 is



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	<p>adopted for Worcester Road Cemetery, in effect from 1st April 2024.</p> <p>c. Members received a draft Memorial Trees and Benches Policy Members suggested one amendment for the wording of the section requesting information from the applicant from "300 words > up to 300 words." Cllr Coleman proposed that the Memorial Trees and Benches Policy is sent to Full Council for final approval including the one amendment above, seconded by Keyser. All in favour, motion carried. RESOLVED: That the Memorial Trees and Benches Policy is taken to Full Council for final approval.</p>
SPC74	<p>Living Moss Filter Members received a report regarding the installation of a living moss filter in Chipping Norton and discussed next steps. The location chosen is where the air quality monitor was located on the High St. near Mr Simms.</p> <ul style="list-style-type: none"> - Members had concerns about the height at 3m tall. - The Town Clerk confirmed that local shops and residents would be consulted prior to installation. - Members noted that it would be helpful to have alternative plans should residents and shops object to the proposal. - The proposed location is suggested as it is the most polluted area in Chipping Norton, and there is existing power to the location as well. - Cllr Walker asked if there are any examples of it in situ in town, and Cllr Festa reported that one has been installed in Hereford and many in London. - The Town Clerk reported that the next stage would be investigating if this location is possible and a consultation with nearby shops. The Air Quality Monitoring Project (WODC) has some project funding coming through from DEFRA, which this project would possibly fall under. The Town Clerk noted that there are other funding streams that could be investigated. - The Committee delegated the next steps to the Town Clerk and Cllr Festa to bring back to the next committee meeting.
SPC75	<p>Rusty Riders Initiative Cllr Festa gave a verbal update about the Rusty Riders Initiative. The project has been working with mechanics to help residents ensure their bikes are safe, oversee safe proficiency tests, and undertake guided rides near Chipping Norton. The next session will take place on the 6th April 2024 at the Chipping Norton Leisure Centre.</p>
SPC76	<p>Vision Zero Consultation Members considered the OCC's Vision Zero Consultation and to form a committee response. Cllr Festa suggested that as part of the response, that the Town Council request that a community consultation should be undertaken with residents.</p>



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	Cllrs agreed to delegate the piece of work to Cllr Rickard and the Town Clerk to submit a tailored response on behalf of Chipping Norton.
SPC77	Naming new apartment block Members received an invitation from Cottsway Housing for a new apartment block. Cllrs suggested the name Magpie Court in dedication to the football club. Cllr Coleman proposed the name "Magpie Court", seconded by Cllr Festa. Cllr Graves abstained. Motion carried. RESOLVED: That the name "Magpie Court" is put forward to Cottsway Housing for the new apartment block.
SPC78	Planning Applications None received
SPC79	Date of Next Meeting Monday 1 st July 2024

The Chair closed the meeting at 8:02pm



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Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Thursday 21st March at 9:30am**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr Jo Graves

Cllr Ian Finney

Also in attendance:

Luci Ashbourne, Town Clerk and CEO

SSC21	Apologies for absence. Apologies were received from Cllr Cahill.
SSC22	Declarations of interest There were no declarations.
SSC23	Minutes RESOLVED: That the minutes of the meeting held on 15 th February 2024 are approved as a correct record and signed by the Chair at the next available opportunity. Members noted the confidential notes to support these minutes.
SSC24	Confidential Session RESOLVED: In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.
SSC25	Staffing matters a. Members received a confidential report regarding staffing matters. Following the last meeting, members received a draft job description, person specification and salary scale for the role of admin and customer service assistant (as recommended I the LGRC organisational review) and a cost proposal, including overheads. Cllr Akers proposed that the job description ,person spec and salary scale are approved, seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That a recommendation is sent to the next Full Council meeting that the Council approve the role of Admin and Customer Service Assistant to be employed for 22.5 hours a week on salary scale SCP 7-12 £14,773 - £16,067 pro rata. b. Members received and reviewed the staff handbook. Cllr Finney noted some grammatical corrections. It was agreed that these should be updated. The Clerk noted that she is working through standardising all policies (not just HR) so they are formatted in a uniform way.

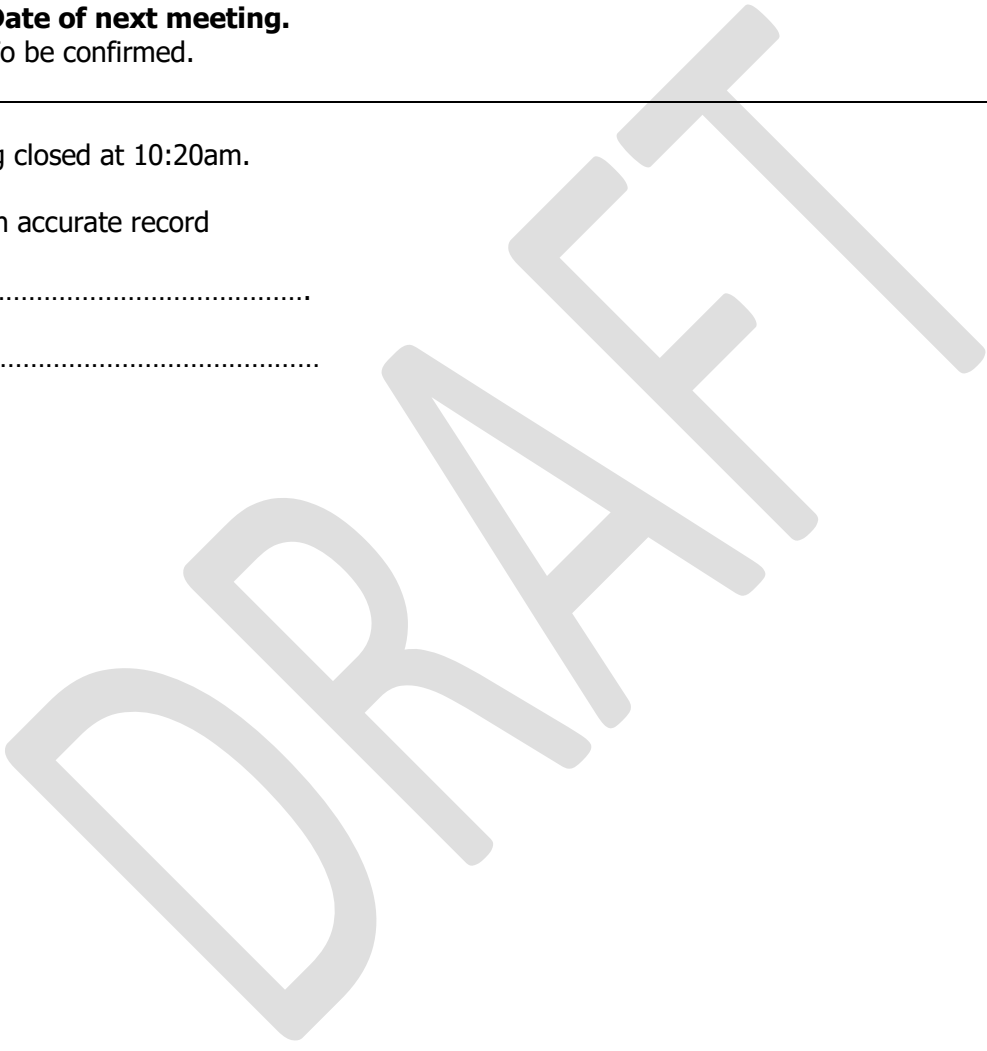
	<p>RESOLVED: That the staff handbook has been reviewed and the new version will be circulated to all staff. Next review April 2027.</p> <p>c. Members received a verbal update from the Town Clerk regarding the role evaluation being carried out by Local Council Consultancy. Members were informed that the consultant had completed the task and felt that it as very straightforward and did not feel the need to meet with Councillors from their perspective, but that they were happy to if the sub-ctte felt it helpful. Members felt it would be helpful and nominated the Chair Cllr Steve Akers to meet with the consultant.</p> <p>RESOLVED: That the Clerk put Cllr Akers in touch with Local Council Consultancy ahead of the report being finalised.</p>
SSC26	<p>Date of next meeting. To be confirmed.</p>

The meeting closed at 10:20am.

Signed as an accurate record

Chair.....

Date.....





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Minutes of a Finance & Resources Committee meeting held on the 25th March 2024 at 6:30pm in the Council Chamber, Chipping Norton Town Hall

PRESENT: Cllrs Ian Finney (Chair), Athos Ritsperis, Sandra Coleman, Dom Rickard

ALSO PRESENT:

Luci Ashbourne, Town Clerk & CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Paolo Oliveri, General Maintenance Operative

FR65	Apologies for absence Apologies were received from Cllr Whitmill, Wheaton, and Cahill
FR66	Declaration of interests None received
FR67	Minutes <ul style="list-style-type: none">a. RESOLVED: That the Chair signed and approved the minutes of the Finance and Resources Committee meeting held on the 5th February 2024.b. Members noted the minutes of the Staffing Sub-Committee held on:<ul style="list-style-type: none">a. 5th February 2024b. 15th February 2024c. 21st March 2024
FR68	Public Participation None received.
FR69	Committee Action Plan Members noted the ongoing committee action plan. The committee action plan will be reviewed and updated in May 2024.
FR70	Income and expenditure Members received detailed current income and expenditure reports by budget heading. The Responsible Finance Officer (RFO) noted that further payments had been paid out for the emergency lighting for the Town Hall. Members queried the administration income – The Town Clerk reported that this is generated when charging the administration fees for the Welfare Charities and William Fowler Allotments at the end of March 2024. Members queried the variance in rent – The Town Clerk reported that the rent for the Guildhall was backdated which accounts for the variance between 2023/24. The Town Clerk also noted that the District Council is handing over responsibility of the Fire Alarm testing and Security Alarm to the Town Council in the next financial year.
FR71	Schedule of payments for approval



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	<p>Members received the schedule of payments. Members commented on the cost to hold the elections from the District Council despite them not going ahead.</p>
FR72	<p>Financial Reports</p> <p>a. Members received a debtors report from the Responsible Finance Officer and discussed next steps. The RFO noted that certain debts needed to be written off with council approval. Small underpayments for Town Hall hire, Ashes internments at the cemetery (£5), and routine hire of the Town Hall where the hirer unfortunately passed away. Members noted that the Council should consider having a payment and debtor policy, and thanked the RFO for her hard work as the debtor amount is insignificant. Cllr Finney proposed to write off the debtors as recorded by the RFO, seconded by Cllr Rickard. All in favour, motion carried. RESOLVED: That the Council writes off the total debt of £475.83 as recorded by the Responsible Finance Officer.</p> <p>b. Members received the balance sheet and ear-marked reserves report and discussed next steps. Current EMRs: - 2135 – Skatepark Fund: £35,000 - 2138 – Pool Meadow Project: £25,000 - 2142 – Town Hall Restoration Fund: £163,874.52 The following EMRs have been given for a specific purpose and therefore it is recommended that despite being a small amount, they remain as they are until spent: - 2139 – Defibrillators: £908.55 - 2146 – Recreation Repairs: £226.37 The remaining EMRs are there through decision by Council to ear mark them at the end of the previous financial year due to an underspend. The Town Clerk recommended that these are reviewed: - 2152 – Professional Fees: £7,143.50 - 2153 – Contingency: £7,352 - 2154 – Town Hall Repairs: £5,819.51 The Town Clerk reported that the balance of the EMR may not be the same as stated now by the end of this financial year. Cllr Coleman proposed to accept the recommendations as stated in the report, seconded by Cllr Rickard. All in favour, motion carried. RESOLVED: That the EMR for the following cost codes are treated as follows – - 2139 – Defibrillators: £908.55 remain until spent - 2146 – Recreation Repairs: £226.37 remain until spent - 2154 – Town Hall Repairs: £5,819.51 added to 2142 Town Hall Restoration Fund EMR - 2152 – Professional Fees: £7,143.50 that the cost of RW Consultancy Services (£2,597.50) is taken from this EMR and then the balance is returned to general reserves - 2153 – Contingency: £7,352.00 returned to general reserves</p>



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	<p>Members discussed the EMRs and provision for the Town Hall roof repairs. The Town Clerk noted that quotes are awaited for the repairs and once received, further Members noted that there are certain cases where grant funding will exclude the Town Council should the general reserves be too high.</p>
	<p>Forward Work Programme</p> <ul style="list-style-type: none"> a. Members received and reviewed the following policies: <ul style="list-style-type: none"> a. Document retention policy Members queried if this covers archiving documents with OCC. The Town Clerk noted that this is covered where the policy states “archived”. Members queried the controls for documents not kept in hard copy, eg. Electronic minutes and agendas. The Town Clerk reported that all agendas and minutes are uploaded to the Town Council website. b. Recording of meetings Members had no amendments or comments to make. c. Press and Media Members queried the policy for Councillors to receive prior approval from the Town Clerk before going to the press and media. The Town Clerk reported that this is only for factual statements and does not apply for differences in opinion. d. Cemetery Memorial Safety Members queried who had the ultimate responsibility for memorial safety – the Town Council or the deed holder? The Town Clerk reported that ultimately, should a person be harmed at the cemetery due to an unsafe memorial, the Town Council would be responsible. The Deputy Town Clerk noted that it is often impractical to consider contacting the families as the memorials that need fixing are often older ones 100+ years old, where families may have moved and there are no relevant contact details on file. b. Members received and considered the draft Open Space Hire agreement. The Town Clerk reported that this is a new policy that would protect the Town Council in the case that there is unauthorised or inappropriate use of the open spaces that the Town Council owns. Members noted that there have been requests to use the New St rec area for yoga classes, and that the Council would be able to consider these applications. Members asked how the unauthorised events would be shut down – the Town Clerk confirmed this would be via police intervention. Members requested that the booking terms and conditions should be added to this policy.
<p>FR74</p>	<p>Membership of OALC Members considered the continued membership of Oxfordshire Association of Local Councils. The cost of Cllr Coleman proposed to accept the quote of £1,285.05 for the yearly membership of OALC, seconded by Cllr Ritsperis. All in favour, motion carried. RESOLVED: That the Council accepts the membership cost to OALC at £1,285.05 for 2024/2025.</p>
<p>FR75</p>	<p>Confidential Session</p>



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	<p>RESOLVED: That the council moves into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission of meetings) Act 1960. The press and public left the meeting.</p>
FR76	<p>Council Insurance Policy Members received and considered insurance policy quotes for the Town Council. Cllr Finney proposed to accept the Clear Councils quote for 3 years, seconded by Cllr Rickard. All in favour, motion carried. RESOLVED: That the Council accepts the Clear Councils insurance quote at a cost of £10,120.56 per annum for 3 years.</p>
FR77	<p>Grounds Maintenance Members received a confidential report and fee proposal regarding grounds maintenance service review. Members queried if other consultants were requested to undertake this piece of work – The Town Clerk reported that there are only a small number of consultants who would be able to undertake the review. The Town Clerk noted that because CNTC has external grounds maintenance contractors, the work scheduled in advance and undertaken without consideration of ground conditions. Cllr Finney proposed to accept the fee proposal for a grounds maintenance service review, seconded by Cllr Ritsperis. All in favour, motion carried. The Town Clerk suggested that this is taken from the Earmarked professional fees before they are returned to general reserves, all members in agreement. RESOLVED: That the Council agrees to have RW Consultancy Services undertake a full grounds maintenance service review, at a cost of £2,597.50.</p>
FR78	<p>Date of next meeting Monday 8th July 2024</p>

The Chair closed the meeting at 8:00pm.

Agenda item 9 – Civic Announcements.

Mayor's Report April 2024

Some dates from my diary:

22 nd February	Evenlode Catchment Water Event in Town Hall
26 th February	William Fowler Trust Board Meeting
28 th February	WestHive launch event
4 th March	Annual Meeting of the Town
8 th March	International Women's Day flag raising
11 th March	Community Committee
18 th March	Strategic Planning Committee
19 th March	Meeting with Museum
20 th March	Oxford Dialogue Society Iftar
21 st March	Staffing Committee
23 rd March	Litter Pick
24 th March	Amnesty flag raising
25 th March	Finance and Resources Committee
3 rd April	Methodist Coffee Morning for Leprosy Mission
10 th April	Lido Preview
13 th April	Lido Duck Event

It was good to see the Lower Town Hall packed on the 22nd February as people discussed issues around water quality. It is important that we understand both the problems caused by lack of investment in infrastructure, and the steps we can all take to protect our rivers and wildlife. (This includes not letting your dog enter streams and rivers after flea treatment and reading and understanding the labels on detergents and cleaning products).

WestHive is the crowd-funding platform now used by our District Council to support local organisations raise funds for their projects. Match funding is available from WODC for successful applications, but it is important to understand how the programme works before applying. Information is available from WODC.

It was good to learn about the Oxford Dialogue Society and their work promoting good relationships across the city in Oxford, to talk with our Amnesty Group and attend the Methodist Coffee Morning- it is always inspiring to meet with people who are working to improve the lives of people across the world.

I was pleased to see Councillors and local residents support our litter pick in March, despite the poor weather. I hope some will also join us at the Cemetery Clear Up on the morning of Saturday 27th April.

This report is to note.

Agenda item 11 - Chipping Norton Town Council Action and Strategic Plan

This action plan has been updated following a review by Committee.

Key Themes:

BT	A vibrant, safe and beautiful town
OS	Improved open spaces
CS	Improving community services
CE	Community engagement
MC	A modern, safe and forward thinking Council
WP	Working in partnership

Committees:

FC:	Full Council
CC:	Community Committee
SP:	Strategic Planning
FR:	Finance and Resources
TAC:	Traffic Advisory Sub-Committee

Key	Action	Responsible Committee	Whose involved?	Budget	Commencement	Completion	Notes/Comment
CS1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	SP	CNTC/ Staff / Clubs/ Associations/WODC	N/A	Sep-22	Ongoing	WODC's sports and pitch provision strategy has been approved and is in the public domain. Jan 2022. Awaiting meeting confirmation from WODC Exec member Cllr Joy Aitman.
BT1	Promote active travel and transport in the Town	SP	CNTC/Transition CN/Cycling Action Group		Ongoing	Ongoing	LCWIP in progress. A Cycling Action group has been established by the Traffic Advisory Sub-Ctte. Rusty Riders initiative to run 2 nd Sat of each month.
BT/CE1	Delivering the East Chipping Norton Development Vision Statement	SP	CNTC/OCC/WODC// working group/Community First		Ongoing	Ongoing	Master-planning process paused. Letter sent to OCC and WODC. Historic England have confirmed the site assessed has now been designated as a scheduled monument. Community First have produced the Community Land Trust document. This was funded by CNTC and a Chipping Norton Community Land Trust (distinct from the Council) has now been established.
BT2	20mph scheme for Chipping Norton	SP/TAC	CNTC/OCC	N/A	April 22	April 24	TC consultation complete. Report published. Roll out of 20mph scheme in Chipping Norton is now complete.
CE1	Chippy Phone Box	SP	CNTC	N/A	Jul-21	Ongoing	CNTC are managing the rota. The phone box is well used by a diverse range of organisations and initiatives across the town.
CS2	New bus shelter at Walterbush road	SP	CNTC/OCC	£106	2020	Sept 23	New shelter installed. Quotes for sides/seats approved. Installation now complete. Planters have been relocated to the Town Centre.

CS3	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	Street Scene budget and EMR	May 21	May 24	Ten benches complete. Second phase underway. Benches from New Street are complete and back in place. Curved bench for Millennium Garden has now been installed. Bench for Spring Street has been installed.
BT3	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/working group		Ongoing		Working with OCC to help identify safer HGV routes.
BT4	Road and Pedestrian Safety	SP/TAC	CNTC/OCC/		Ongoing	Ongoing	Awaiting consultation on proposed new crossings in town centre from OCC – design are being drawn up Road Safety week was held on – 21 st -25 th November 2022. Planning for 2024 to commence in the summer. Proposed improvements for Albion Street have been approved. Speen Indicator Device consultation (Churchill Road) complete. OCC Councillor Priority Funding has been approved and received. The SID has been delivered. OCC are installing a post. Once that is complete the SID can be installed and in operation.
CS4	Modernise and improve Chipping Norton Town Hall Large project	CC	CNTC Staff/approved consultants/working party	EMR £277,486	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. Currently assessing options for the roof – a report will come to community committee about this.
CS5	Supporting young people in Chipping Norton.	CC	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. Got2B have now ceased operations. Pop up skatepark event to be held 12th May 2024. 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.
OS/CS1	Improving access, information and biodiversity in Chipping Norton Cemetery	SP	CNTC/Contractors	22-23 £1000 EMR £4174	Ongoing	Ongoing	New regulations approved. New noticeboard has been installed. First stage memorial safety testing complete - safety works complete. Awaiting second area survey results.

							Wildflower meadow complete. Yellow rattle growing well. New bench for the Muslim area has been approved.
OS1	Undertake a condition survey of CNTC recreation areas, then prepare and adopt a planned improvement and upgrade plan Large Project	CC	CNTC	22/23 £5000 23/24 EMR for Cotswold Crescent : £25,000 CNTC £10,000 NLF £26,000 S106	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. New benches for Cotswold Crescent and Cornish Road have been installed.
CE/OS1	Cemetery clean up days	SP	CNTC Staff, Cllrs and Volunteers	N/A	Ongoing	Ongoing	October 2023 clean up day and wildflower planting went ahead. Not many volunteers joined this session. Spring clean up date – 27 th April 2024.
MC/OS1	Pesticide free Chipping Norton	CC	CNTC/Contractors/I andowners/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.
CE2	Sports awards Ceremony	CC	CNTC/Volunteers/Cl ubs/Schools	£500		Ongoing	The Sports Awards Ceremony were held on 14 th July 2023. 2024 Town Awards event will include a Sport Awards section. To be held Sept 2024. Community Awards policy and procedure has been adopted.
OS2	Improving access and biodiversity at Pool meadow Large Project	SP	CNTC/Approved consultants/Workin g Party	£25,000 EMR	2020	Sept 24	Feasibility study has been approved and is progressing. Final report has been published and the committee have agreed to proceed to the next stage of this project.
BT5	Christmas lights scheme	CC	CNTC	£19,500 per year	October 22	Feb 25	The Christmas lights switch on event was a huge success and only possible through the new infrastructure and the use of professional lights and contractors. Feedback on the lights has been very positive.
CE3	Providing grants to voluntary bodies/organisations in Chipping Norton	FR	CNTC/Organisations /Clubs/Community groups	22-23 £26000			New grant policy approved. Grants were considered by the Finance and Resources Committee in July 23 Second tranche have been considered and allocated in Feb 24.
MC1	Managing Greystones leases	FR	CNTC/tenants		Jul 22	Asap	New leases have been drawn up. Land registry scale maps are complete. Valuation is now complete. Final

							agreements have been approved and the lease has been signed.
CS/MC1	Public space safety and compliance	CC	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. First phase works complete. Second section to be carried out during November 2023. 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. RoSPA inspection complete. Town Hall FRA complete Town Hall Fixed Wire test and actions complete. Town Hall alarm and emergency lighting system being updated – installed. Hearing loop – installed.
MC2	Health and Safety Audit	FR	CNTC/Approved consultants		May 21	Ongoing	All recommendations following the H&S audit are now either complete or in progress. Next health and safety audit commenced April 2024.
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC		May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically.
CE4	Flying flags to mark national and local events and commemorations	FC	CNTC	£200 for the purchase of flags	Jun 22	Ongoing	Protocol agreed June FC. Calendar agreed. Upcoming flags: <ul style="list-style-type: none"> • Ecology and Earth Day flags – 22nd April • St George’s Cross – 23rd April • Pride Progress Flag – 1st June • The Refugee Nation Flag – 20th June • Armed Forces Day – 29th June • NHS birthday – 5th July
MC4	Ensure that the Council’s website is compliant, accessible, engaging, up to date and relevant	FC/FR	CNTC/Developers		January 21	Ongoing	Website launched in June 22. Continuing development. Auditor feedback was that the site is excellent.
MC5	Ensure that the Council’s IT software, hardware, systems and documents are professional, safe and secure.	FR	CNTC/STL Systems		May 21	Ongoing	The Council’s IT and phone systems are managed by Focus Group.
MC6	Review the Council’s fees and charges annually	FR	CNTC		Ongoing	Ongoing	Town Hall and Cemetery Charges were reviewed by Community Committee on 15 th March 2023. Next review March 2024.
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Ongoing	Interim audit report complete.
CE5	Develop a Communications Strategy	FR	CNTC	n/a	July 22		Adopted at F&R 13 th July 22
MC/CE1	Ensure that the Council is open and transparent	FR	CNTC		Ongoing	Ongoing	New website launched. Policies in place. FOI procedures adopted at F&R 13 th July Transparency webpage complete.

MC8	Ensure that the Council's finances are invested wisely	FR	CNTC				Investment Strategy Approved July 2022. Review investment strategy and identify advisor
MC9	Ensure that staff and members are suitably trained	FR	CNTC/training providers	£3000	July 22		Staff needs assessment complete. All staff training up to date. Member needs assessment has been circulated. Staff and Cllr training policy approved..
MC10	Apply for the NALC Foundation Award	FC	CNTC				The Council has been awarded the NALC Local Council Foundation Award. The Council is now able to apply for the Quality award – this is on the agenda for this meeting to consider.
CE/WP1	Chipping Norton Pride	CC	CNTC		July 23	Ongoing	The Chippy Pride event was a huge success. Plans to establish and hand over to a community led group in an inclusive and appropriate manner. 2024 Event to be held on 1st June 2024.
CE/OS/C S1	Skatepark feasibility project Large project	CC	CNTC/Consultants	EMR £30,000 Potential \$106 funding £55,000 Budget £250,000	April 23	Summer 2025	Site identified – New Street Recreation Area. Community Petition launched Pop-up skatepark held at picnic in the park event. Site identified and agreed in principle – at New Street Rec. Tender and design principles for partner to project manage have been published up following formation of user group and community consultation which is now complete. Selection of preferred contractor to take place at the June Full Council meeting.
CE/OS/B T1	Keep Chippy Beautiful Initiative	CC	CNTC	£500	April 23	Ongoing	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. Initial planning meeting organised for early August. Posters designed and resources ordered. Last litter pick – Sat 23 rd March.
OS3	Smokefree Oxfordshire initiative	CC	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	May 24	Sign design competition underway with primary schools and scouts. Submissions received. Panel to meet to select the winning design.
WP1	Scoping out partnership working Chipping Norton Theatre	CC	CNTC/CN Theatre		May 23		Trial partnership events underway.
CS6	Feasibility for a “rock school” for Chipping Norton	CC	CNTC/partners				Scope out ideas
WP2	Collaboration/dialogue with The Branch Community Hub	CC	CNTC/The Branch				Regular meetings between Town Clerk and Branch CEO are held to discuss and share information, including partnership working.
CS7	Summer event – picnic in the park	CC	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide an annual open air event.

CE6	Community Awards event	FC	CNTC	TBC	September 2024		Community awards policy and procedure adopted. Event will be held in Sept 2024.
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This is for Council to adopt. It is important to note that this is a working document that will be updated as new projects are agreed, and as works progress.



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

WORCESTER ROAD CEMETERY: MEMORIAL TREES AND BENCHES POLICY

1. INTRODUCTION

- a) Chipping Norton Town Council understands the wishes of anyone wishing to plant a memorial tree or erect a memorial bench in honour of a loved one. The Council will consider requests for trees and benches installed on its land only. The application for a memorial tree must be seen as the donation of a tree to the town of Chipping Norton and not a personal memorial.
- b) The policy is also intended to address the donation of trees not intended to be in memory of a loved one.

2. PURPOSE

The purpose of this policy is to address the points stated below:

- a) To be respectful of those seeking to plant a memorial tree;
- b) To ensure that trees are maintained for future generations;

3. REVIEW

The Policy will be reviewed every 3 years from the date of adoption, or as necessary.

4. MEMORIAL TREES

a) Species and Planting Locations

- i. The following factors will be considered when selecting an appropriate species of tree:
 - Mature height and spread of the tree.
 - Consideration of the species of surrounding trees in the area.
 - Replacement of recently felled trees or trees that have been identified to be near the end of their lifespan.
 - That the chosen location is suitable for the species, (including soil condition and type, sun hours, aspect, etc.)
 - Maintenance requirements for selected tree species, (including annual pruning, leaf and petal drop, disease resistance, etc.)
- ii. Chipping Norton Town Council and its officers will identify an appropriate location for the memorial tree in Worcester Road Cemetery. The policy and submission of the application form does not guarantee that any request for a memorial tree will be granted. Appropriate locations will be:
 - A suitable distance away from grave plots, services, other trees, paths and infrastructure;
 - In keeping with the design and character of Worcester Road Cemetery.
- iii. Once a suitable tree location has been identified by Chipping Norton Town Council, this will be communicated to the applicant for approval. Only one choice of location will be offered.



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- b) No additional mementoes (eg. Statues, flowers, wreaths, vases, or photographs) will be permitted on or around the tree.

5. MEMORIAL BENCHES

a) Location

- i. Locations of new memorial benches will be chosen by Chipping Norton Town Council and its officers, to suit the layout of Worcester Road Cemetery. Once a location has been chosen, this will be communicated to the applicant for approval. Only one choice of location will be offered.

- ii. Submission of an application is not a guarantee that a new bench will be agreed.

b) Design

- i. Design of the benches will be chosen to match existing benches in Chipping Norton Town Council and purchased from the Town Council's approved suppliers.

c) Bench plaques

- i. Memorial bench plaques will be installed by Chipping Norton Town Council's maintenance operative once approved.

- ii. Memorial bench plaques are issued a 25-year lease starting from the date of installation. After that period ends, Chipping Norton Town Council has the right to remove the plaque from the bench.

- Chipping Norton Town Council will contact the plaque owners in advance of the lease expiry date to ask the applicant would like to extend the lease. If no response is received within a reasonable time frame, it will be assumed that no extension is desired and the plaque may be removed.
- It is the applicant's responsibility to ensure that their contact details are kept current.

- iii. Should a plaque break beyond repair during the lease period, it is the applicant's responsibility to source and pay for a replacement.

- d) No additional mementoes (eg. Statues, flowers, wreaths, vases, or photographs) will be permitted on or around the bench.

6. OWNERSHIP

- a) The initial purchase of a memorial tree or bench will be paid for by the applicant, once an appropriate location, species, and design has been identified as appropriate by Chipping Norton Town Council or its Officers. Chipping Norton Town Council will seek a quote from local suppliers for suitable trees and will present them to the applicant prior to purchase.

- b) Once the trees and benches have been installed, the ownership will be transferred to Chipping Norton Town Council who will be responsible for maintaining and them throughout their respective lifespans.

7. MAINTENANCE

- a) Chipping Norton Town Council reserves the right to maintain memorial trees, benches, and plaques as they see fit. This may include but are not limited to:

- i. Annual pruning of branches, pollarding, and cutting back diseased parts of trees.
- ii. Removal of plaques and benches for maintenance and upkeep purposes.



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- b) All of the trees under Chipping Norton Town Council's care are routinely assessed by external surveyors and scheduled into the Council's tree maintenance plan.
- c) Chipping Norton Town Council is not responsible for the replacement of any stolen, vandalised, or otherwise damaged plaques.

8. REMOVAL

- a) Chipping Norton Town Council reserves the right to remove trees should a memorial tree become dead, diseased, or otherwise necessitates removal.
- b) Wherever possible, Chipping Norton Town Council will seek to relocate trees and benches within Worcester Road Cemetery should the original location become unsuitable.

9. APPLICATION PROCESS

- a) Anyone wishing to make an application can source an application form online or at the Chipping Norton Town Council offices.
- b) The application form must then be submitted via email to: deputyclerk@chippingnorton-tc.gov.uk or via post to:
Chipping Norton Town Council, The Guildhall, Chipping Norton, OX7 5NJ
- c) Assessment of applications will be undertaken by Chipping Norton Town Council and its officers. Applicants will be informed of the final decision and offered a choice of location for the tree or bench for approval. An installation and planting date will be scheduled in, and the applicant informed, subject to final payment.
- d) Applications for memorial benches and trees cannot be guaranteed or reserved prior to the subject's death.



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WORCESTER ROAD CEMETERY: MEMORIAL TREES AND BENCHES APPLICATION FORM

Applicant Name:	Applicant Address:
Please include the name of the person you wish to commemorate:	Please include the address of the person you wish to commemorate:
I would like to apply for a: (check all that apply) Memorial Tree Memorial Bench Plaque for Bench or Tree	
Please write why you have chosen Worcester Road Cemetery as the location for the proposed memorial tree or bench: (300 words maximum)	
Do you have a proposed location in Worcester Road Cemetery for the proposed memorial tree or bench? Please describe where you think may be appropriate, and include photographs if possible:	



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Please enclose the exact wording if applying for a memorial plaque to accompany the memorial tree or bench:

I understand that the applicant will be responsible for the initial purchase of the memorial tree and bench, but that for ongoing maintenance and insurance purposes, after installation the ownership of said tree and bench will be transferred to Chipping Norton Town Council.

This application does not form a binding agreement, and no guarantees can be made that a suitable location for a memorial tree or bench will be provided by Chipping Norton Town Council.

SIGNED:

Date of application:

XX/XX/XXXX

DRAFT



CHIPPING NORTON TOWN COUNCIL POLICY FOR USE OF COUNCIL OWNED OR MANAGED PUBLIC OPEN SPACES

1. Introduction

1.1 Chipping Norton Town Council (the Council) owns and manages various open spaces across the town.

1.2 The Council receives requests from organisations to utilise these areas for events or activities.

1.3 This policy aims to establish transparent criteria for assessing such requests while ensuring public safety and protecting the Council's interests.

2. Objectives

2.1 Ensure open spaces remain safe for public use.

2.2 Allow organisations to use these spaces appropriately, without significant detriment to public access.

2.3 Protect existing income streams and identify potential additional revenue sources.

3. Scope

Areas: Council-managed areas within scope include but are not limited to:

- Pool Meadow
- New Street Recreation Area
- Cotswold Crescent Play Area
- Cornish Road Play Area
- Evans Way Play Area

Activities: The policy applies to events or activities considered standard for open spaces, including but not limited to:

- Fitness classes
- Dog training
- Sports events
- Entertainment
- Fundraising

Certain activities such as releasing sky lanterns or balloons and using live animals as prizes are prohibited.

This policy must be used in conjunction the Council’s current event booking and hire policy which can be read here:

<https://www.chippingnorton-tc.gov.uk/wp-content/uploads/2024/03/Event-Booking-and-Venue-Hire-Policy-V.1-2023.pdf>

4. Assessment Criteria

4.1 Applications will be assessed based on the following criteria:

- **Safety:** Ensuring the event does not compromise public safety. Larger events may require an Event Management Plan.
- **Insurance:** It is likely that Public Liability Insurance will be required.
- **Accreditation:** Organisers may need to be members of relevant professional associations.
- **Type of Activity:** Consideration of purpose, attendance, duration, facilities, and equipment.
- **Prevent:** Compliance with Prevent Duty Guidance to prevent extremist use of public venues.
- **Traffic Management:** Mitigation measures for potential traffic impacts.
- **Impact on Existing Use:** Consideration of existing permissions and potential negative impacts on other events or users.
- **Location:** Suitability of the proposed location, considering nuisances and restrictions.

5. Submission Requirements

Organisations must submit the following documents along with their application:

- Completed application form (Appendix A)
- Risk assessment
- Disclosure and Barring Service (DBS) certificate (if young people/vulnerable adults attending)
- Public Liability Insurance (PLI) certificate

6. Charging (Effective 1 April 2024 – 31 March 2025)

An administration fee applies based on the type of event

Type of event	Administration fee
Commercial	£55
Charity or community (not for profit)	£27.50

7. Process, Consultation, and Decision

Events Application Form: A single application form should be used for both one-off and regular events.

Decision: The Council will inform applicants of its decision, with provisions for appeal.

8. Unauthorised Events

Unauthorised events will be shut down, and organisers may be liable for damages. Future applications may be influenced by past unauthorised events.

9. Approval and Review

The policy will be reviewed every 4 years.

DRAFT



Application form

Your name:

--	--

First Name

Surname

Organisation name:

--

Address:

--

Phone:

--

Email:

--

Location:

--

Please give details of the open space and address you would like to hire. Google Maps location link can be pasted in here.

Type of booking:

--

Please describe the activity you will be undertaking which this booking applies to.

Date(s) and time(s) of the bookings:

Day(s):
Time(s):

Please also complete the attached calendar.

Estimate numbers attending your sessions:

--

e.g.: 1 to 1, up to 15, 15 – 30

Will you be charging for your sessions:

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>

Agenda item 14 – Local Council Award Scheme

In October 2023 the Council received the Foundation Award as part of NALC Local Council Awards Scheme.

Following the publication of the first annual report, the council is now meets the criteria to apply for the Quality Award. In order to apply for this panel require the Council to confirm by resolution that it meets each criteria required.

Recommendation:

That the Council confirms that is meets the following criteria:

Criteria demonstrating good governance in managing the business and finances of a council:

- Draft minutes of all council and committee meetings within four weeks of the last meeting
- A Health and Safety policy
- A policy on equality
- A scheme of delegation

Criteria representing a council's role in the community and how it engages with the community:

- A community engagement policy involving two-way communication between council and community
- Councillor profiles
- A grant awarding policy
- Evidence showing how electors contribute to the Annual Parish or Town Meeting
- An action plan and related budget responding to community engagement and setting out a timetable for action and review
- Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins
- Evidence of helping the community plan for its future
- At least two-thirds of its councillors who stood for election
- An annual report that is actively shared with the community
- Evidence of a customer service in how the council handles correspondence with the public

Criteria representing council improvement through the management and development of staff and councillors:

- A qualified Clerk
- A formal appraisal process for all staff
- A training policy and record for all staff and councillors

Item 15: Planning Applications

Schedule of planning applications for comment:

1. **APPLICATION NO:** [24/00769/OUT](#)

PROPOSAL: Outline planning application, with all matters reserved other than principal means of access to the highway, for the construction of up to 104 residential dwellings, together with the provision of open space, landscaping and associated infrastructure.

LOCATION: Land South of Charlbury Road, Chipping Norton

Update to note – Planning Application Decisions:

[**Outline planning application to demolish the existing cottage and erect a two-storey detached dwelling, with garage for two cars and annexe above, outdoor swimming pool and a garden office pod in rear garden \(with all matters reserved\) - Ash Tree Farm Cottage Burford Road Chipping Norton Oxfordshire OX7 5XA**](#)

Ref. No: 23/02435/OUT | Received date: Tue 12 Sep 2023 | Status: Approve |

CNTC Comment: No objection, residents should be aware that there will be noise and disturbance from the neighbouring football pitch and rifle range.

[**External lighting to footpaths and car park in relation to planning permission 21/01204/FUL \(Retrospective\). - 29 High Street Chipping Norton Oxfordshire OX7 5AD**](#)

Ref. No: 23/02663/FUL | Received date: Thu 05 Oct 2023 | Status: Approve |

CNTC Comment: No objection, no comment

[**Replace four existing timber windows in front elevation with UPVC windows. - 1 Burford Road Chipping Norton Oxfordshire OX7 5EB**](#)

Ref. No: 23/02776/HHD | Received date: Thu 12 Oct 2023 | Status: Approve |

CNTC Comment: Neutral, Cllrs would prefer the use of timber-framed windows as this house is within Chipping Norton's conservation area. However, Cllrs understand why UPVC windows have been chosen for maintenance and upkeep reasons.

[**Conversion of detached garage to create annex - 16 Park Road Chipping Norton Oxfordshire OX7 5PA**](#)

Ref. No: 23/03029/HHD | Received date: Thu 09 Nov 2023 | Status: Approve |

CNTC Comment: No objection, no comment

[**Variation of condition 2 of Planning Permission 22/00583/FUL to amend the garage design and add solar panels - Hunters Retreat Kennels Lane Chipping Norton Oxfordshire OX7 5YB**](#)

Ref. No: 23/03054/S73 | Received date: Tue 14 Nov 2023 | Status: Approve |

CNTC Comment: No objection, no comment

[**Dropped kerb to allow access to existing graveled area within domestic curtilage. - 67 New Street Chipping Norton Oxfordshire OX7 5LL**](#)

Ref. No: 23/03046/HHD | Received date: Tue 14 Nov 2023 | Status: Refused |

CNTC Comment: Objection, Due to poor visibility onto the classified A road, Cllrs believe that approval of this planning application would pose a safety issue for pedestrians using this footpath. Cllrs noted that there has been a previous planning enforcement case open for 67 New Street due to the conversion of front garden to hard standing and paving. Should permission be granted to allow parking in front of the Grade II listed dwelling, Cllrs believe this would negatively impact the overall street scene and would not be in keeping with the area.

Approval of this planning application would also set a precedence for other houses along New Street to convert front gardens to parking.

Certificate of lawfulness (Erection of a single storey rear extension) - 12 Howes Lane Chipping Norton Oxfordshire OX7 5SP

Ref. No: 23/03297/CLP | Received date: Mon 11 Dec 2023 | Status: Approve |

CNTC Comment: No objection, no comment