



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

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

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

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

Tania Kirby, Facilities and Events Officer

Paolo Oliveri, General Maintenance Operative

1 Member of the public

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

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

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

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

The Chair closed the meeting at 7:50pm.

Signed by the Chair.....

Date.....