

Chipping Norton Town Council Action and Strategic Plan 2023-24

**Key Themes:**

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

**Committees:**

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

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/Working group/		Ongoing	Ongoing	LCWIP
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. Build Chippy Better group meeting regularly. Historic England have submitted an application for the archaeological site to become a scheduled monument.  Community First have been commissioned to scope out potential for a Community Land Trust. Meeting set with CF for 15 <sup>th</sup> June 2023.
BT2	20mph scheme for Chipping Norton	SP/TAC	CNTC/OCC	N/A	April 22	April 24	TC consultation complete. Report published. Awaiting roll out of scheme by OCC OCC consultation underway.
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	S106	2020	Sept 23	New shelter installed. Quotes for sides/seats approved. Installation ordered. Awaiting date p chased June 2023. Planters have herbs planted in them – assessing whether they should be moved to a town centre location.
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 ready for collection and re-installation. Curved bench for Millennium Garden – footings in, due to be installed June.
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 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 <sup>st</sup> -25 <sup>th</sup> November 2022. Planning for 2023 to commence in the summer. Proposed improvements for Albion Street have been approved. SID consultation (Churchill Road) complete. Report to go to TAC
CS4	Modernise and improve Chipping Norton Town Hall Large project	CC	CNTC Staff/approved consultants/workin g 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 commenced. Internal decoration is also underway.  CNTC working with Ingham and Pinnock to draw up an options paper for future use and funding opportunities.
CS5	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/clu bs		Nov 21	Ongoing	The Council are funding Got2B for two years and actively seek opportunities to promote, support and facilitate better provision for young people in the town This funding has now been allocated.  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 to be held on 1 <sup>st</sup> July 2023.  Learn2Sustain are holding youth work sessions at Cotswold Crescent play area.  Family event for the Coronation a huge success.
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.
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 :	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 installation to commence June 2023.

				£25,000 CNTC £10,000 NLF £26,000 S106			
CE/OS1	Cemetery clean up days	SP	CNTC Staff, Cllrs and Volunteers	N/A	Ongoing	Ongoing	Clean up day will be held in October.
MC/OS1	Pesticide free Chipping Norton	CC	CNTC/Contractors/landowners/clubs	N/A	May 22	May 25	Three year action plan adopted. Implementing first year now. Wildflower area has been sown in the cemetery. This is being monitored. Yellow rattle is in flower.
CE2	Sport awards Ceremony	CC	CNTC/Volunteers/Clubs/Schools	£500			The Sports Awards Ceremony will be held on 14 <sup>th</sup> July 2023. Nomination can now be received.
OS2	Improving access and biodiversity at Pool meadow Large Project	SP	CNTC/Approved consultants/Working Party	£25,000 EMR	2020	Sept 24	Feasibility study has been approved and is progressing.
BT5	Christmas lights scheme	CC	CNTC	£19,500 per year	October 22	Feb 25	Christmas lights 2022 were a success. Little trees have now been brought in house and will be delivered by the Council's contractors. New infrastructure has been installed in the town centre.
CE3	Providing grants to voluntary bodies/organisations in Chipping Norton	FR	CNTC/Organisations/Clubs/Community groups	22-23 £26000			New grant policy approved. Grants will now be considered in July 23 and Feb 24 by the Finance and Resources Committee.
MC1	Managing Greystones leases	FR	CNTC/tenants		Jul 22	Asap	Draft lease complete. Awaiting land registry compliant plans.
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 23-24. Tree Survey complete - priority works complete. Medium term priority works underway. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Town Hall Fixed Wire test and actions complete
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 due June 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: 20 <sup>th</sup> June – Refugee Nation Flag 24 <sup>th</sup> June – Armed Forces Day

							1 <sup>st</sup> July – Pride Flag 5 <sup>th</sup> July – NHS birthday
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.
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 STL Solutions
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 <sup>th</sup> March 2023
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Ongoing	To be reviewed
CE5	Develop a Communications Strategy	FR	CNTC	n/a	July 22		Adopted at F&R 13 <sup>th</sup> 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 <sup>th</sup> July Transparency webpage being drafted.
MC8	Ensure that the Council's finances are invested wisely	FR	CNTC				Review investment strategy and identify advisor
MC9	Ensure that staff and members are suitably trained	FR	CNTC/training providers	£3000	July 22		Carry out needs assessment with new Councillors in summer.
MC10	Apply for the NALC Foundation Award	FC	CNTC				Application submitted. The NALC panel to assess in August.
CE/WP1	Chippy Pride	CC	CNTC/Got2b		July 23	Ongoing	Event in The Town Hall with Got2B 1 <sup>st</sup> July 23. Plans to establish and hand over to a community led group that can take on future event planning.
CE/OS/C S1	Skatepark feasibility project Large project	CC	CNTC/Consultants	EMR £30,000 Potential \$106 funding £55,000	April 23		Discussions re potential site underway. Community Petition launched by students who presented to Council. Pop-up skatepark held at picnic in the park event.
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. Posters designed. Branded resources to be ordered.
OS3	Smokefree Oxfordshire initiative	CC	CNTC/OCC	£750 funding from Oxfordsh ire County Council	April 23	May 24	Sign design competition underway with primary schools and scouts. Submission deadline end of July.
WP1	Scoping out partnership working Chipping Norton Theatre	CC	CNTC/CN Theatre		May 23		Task and finish group to meet with CN Theatre to review proposal and present back

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				Scope out ideas
CS7	Summer event – picnic in the park	CC	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide and annual open air event.
CE6	Community Awards event	FC	CNTC	TBC	June 23		On the agenda to consider task and finish reps.

Adopted 19<sup>th</sup> June 2023 by Full Council.

It is important to note that this is a working document that will be updated as new projects are agreed, and as works progress.