



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk) Office Hours: Mon – Fri 9am – 1pm

ACTING TOWN CLERK & CEO:

Katherine Jang

25<sup>th</sup> March 2025

## **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 31st March 2025

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.

Katherine Jang  
Acting Town Clerk &  
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.

Members who are unable to attend the meeting should notify the Town Clerk ([townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)) prior to the meeting, stating the reason for absence.

### **2. Declaration of interests.**

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

### **3. Minutes**

To approve the minutes of the Extraordinary Full Council Meeting held on the 3rd March 2025.

### **4. Public Participation**

The meeting will adjourn for this item

Members of the public may speak for a maximum of five minutes each during the period of public participation.

### **5. West Oxfordshire District Councillors update**

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

**6. Oxfordshire County Councillors update**

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

**7. Civic announcements**

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

**8. Reports from representatives of outside bodies**

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

**9. Minutes and reports from Committees**

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

- a. Community Committee, 3<sup>rd</sup> March 2025
- b. Strategic Planning Committee, 10<sup>th</sup> March 2025
- c. Staffing Sub-Committee, 13<sup>th</sup> March 2025
- d. Finance and Resources Committee, 17<sup>th</sup> March 2025
- e. Traffic Advisory Sub-Committee, 27<sup>th</sup> March 2025

**10. Correspondence**

To receive any correspondence for Council to note or respond to.

**11. Council Action Plan**

To note the Council Action Plan

**12. Town Hall Restoration project**

To receive an update about the Town Hall restoration project and maintenance.

**13. Skatepark**

To receive an update

**14. Pool Meadow**

To receive an update

**15. Policies and Governance**

- a. To approve the following policies and governance documents as reviewed by the Finance and Resources Committee:
  - I. Health and Safety Policy

**16. Christmas Lights**

To consider correspondence from the Council's Christmas Lights contractor and agree next steps.

**17. Mayor and Leader of the Council**

To consider a proposal to separate the Leader and Mayoral roles within the Council

**18. Insurance renewal**

To consider a quotation to renew the Council's insurance policy for FY 2025-26.

**19. Grounds Maintenance**

To receive an update

**20. Planning Applications**

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

**21. Date of the next meeting – Monday 12<sup>th</sup> May 2025**



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

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

Mon – Fri 9am – 1pm

## MINUTES OF AN EXTRAORDINARY MEETING OF CHIPPING NORTON TOWN COUNCIL HELD ON THE 3<sup>rd</sup> MARCH 2025, at 5pm in the Council Chamber, Chipping Norton Town Hall

**PRESENT:** Cllrs. Sandra Coleman (Town Mayor) Steve Akers (Deputy Mayor), Ben Bibby, Mike Cahill, Tom Festa, Ian Finney, Alex Keyser, Dom Rickard, Mark Walker, Sharon Wheaton, Athos Ritsperis

**ALSO PRESENT:**

Katherine Jang, Town Clerk & CEO

<b>FC123</b>	<b>Apologies for absence</b> Apologies were received from Cllrs Graves and Weaver
<b>FC124</b>	<b>Declaration of interests</b> None received
<b>FC125</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the Full Council meeting held on the 10 <sup>th</sup> February 2025 are signed by the Chair as an accurate record.
<b>FC126</b>	<b>Public Participation</b> No members of the public were present.
<b>FC127</b>	<b>Confidential Session</b> <b>RESOLVED:</b> That the Council moves 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 6.
<b>FC128</b>	<b>Grounds Maintenance</b> Members received a confidential report on grounds maintenance vehicles and machinery.  The Town Mayor reminded members that the Town Council had agreed to take the grounds maintenance of the town in-house and had set a budget to do so in December 2024. The Council aspires to set a new standard of sustainability, and the proposal set forth meets those aspirations as much as practicable, taking into consideration the Town Council's budget and policy to keep 6 months' expenditure within the general reserves.  Members discussed the proposal to seek a public works loan to finance the capital purchase of the electric panel van, electric mowers, and diesel flatbed



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

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

Mon – Fri 9am – 1pm

	<p>truck. The Council had agreed to set aside £10,000 within the current financial year for the purpose of purchasing vehicles, and the remaining amount (£162,000) to purchase both vehicles and two electric mowers would be sought through a Public Works Loan Board loan.</p> <p>Members agreed that they were happy to pursue options for pre-registered and ex-demo vehicles, but for the purposes of timescales and warranties, agreed not to pursue secondhand vehicles. Members also agreed for the Town Clerk to investigate options to extend the warranty for the vehicles and lawnmowers prior to purchasing.</p> <p>Cllr Finney proposed to move forward with the proposal as stated to move forward and seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a Public Works Loan Board loan of £162,000, seconded by Cllr Coleman.</p> <p>Cllr Bibby abstained. All other members in favour. Motion carried.</p> <p><b>RESOLVED:</b> It was RESOLVED to seek the approval of the Secretary of State for Levelling Up, Housing and Communities to apply for a PWLB loan of £162,000 over the borrowing term of 10 years for the capital purchase of the electric panel van, electric mowers, and diesel flatbed truck. The annual loan repayments will come to around £20,326.08.</p> <p>It is not intended to increase the council tax precept for the purpose of the loan repayments.</p> <p>Members discussed a Grounds Maintenance Vehicle Working Group: Cllrs Finney, Festa, Walker, Coleman and Akers volunteered to join the working group, with the key member being Cllr Walker appointed to arrange meetings.</p> <p>Cllrs discussed having a formal launch event for the Grounds Maintenance scheme. Cllr Akers proposed for the Town Clerk to arrange an event and circulate the details with Cllrs, seconded by Cllr Bibby. All in favour, motion carried.</p> <p><b>RESOLVED:</b> For the Town Clerk to arrange a launch event for the Grounds Maintenance scheme (April 2025).</p>
<b>FC129</b>	<b>Date of the next meeting</b> Monday 31 <sup>st</sup> March 2025

The Chair closed the meeting at 6:10pm

Mayors Report  
March 2025

On 12<sup>th</sup> February I was honoured to be able to welcome HRH Prince Edward, Duke of Edinburgh, to Chipping Norton. I was part of the formal welcome party at Chipping Norton Theatre, together with Cllr Elizabeth Poskitt, Chair of West Oxfordshire District Council, Cllr Alison Rooke, Chair of Oxfordshire County Council and the High Sheriff of Oxfordshire, Mr. James Macnamara. After these formal greetings, Prince Edward was given a tour of our fantastic theatre, and found out about the outreach work that takes place there. He then walked down Market Place, to The Branch where he met staff, volunteers, and residents who attend activities organised by The Branch. This included children from our local schools, some who were playing board games with much older members of our community- in their 80s and 90s -and others who served refreshments. Prince Edward unveiled a plaque commemorating the opening of this newly refurbished building before leaving to attend a meeting at the Ditchley Foundation.

I have been meeting regularly with staff and other Councillors on the Venues Working Group to investigate and remedy recent issues with the heating system in the Town Hall. The group were able to identify a local contractor to carry out a repair to provide heat this winter and then replace the worst affected of the two boilers that make up the system to ensure reliable heating going forward. The Venues Group will continue to meet to facilitate the Town Hall Restoration Project – and to increase usage of our buildings.

I would also like to record my formal welcome to our new Grounds Maintenance Staff. Nigel Griffin joined Paulo Oliveri on 17<sup>th</sup> March and Luke Hopkins will join them on 31<sup>st</sup> March. Nigel and Paulo have been very active maintaining our open spaces, and we have already had a number of positive comments from local businesses about their work. Staff and Councillors attended a demonstration of the electric lawn mowers on 20<sup>th</sup> March, and were very impressed by these machines, which cut quietly and effectively. I was also pleased to hear that the reduction in pollutants, compared to petrol mowers, is not only good for the environment, but also better for the health of the operator, who is no longer exposed to petrol fumes. The new machines should be delivered very soon.

Please note the Annual Meeting of the Town which will be held on the 28<sup>th</sup> April 2025 at 7pm in the Upper Hall, Chipping Norton Town Hall.

**Mayors Diary**

12 <sup>th</sup> February	Royal Visit to Chipping Norton
14 <sup>th</sup> February	Venues Working Group
24 <sup>th</sup> February	William Fowler Allotment Committee William Fowler Trust Board
25 <sup>th</sup> February	Pool Meadow visit with Green Gym representatives
26 <sup>th</sup> February	CCLA investment seminar
28 <sup>th</sup> February	Venues Working Group
1 <sup>st</sup> March	Meeting with Cllr Mike Baggaley

3 <sup>rd</sup> March	Extra Ordinary Meeting of Full Council Community Committee
7 <sup>th</sup> March	Grounds Maintenance Task and Finish International Women's Day Flag
10 <sup>th</sup> March	Commonwealth Day flag Strategic Planning Committee
13 <sup>th</sup> March	Meeting with Alder King Staffing Committee
20 <sup>th</sup> March	Mower demonstration
21 <sup>st</sup> March	Grounds Maintenance Task and Finish
22 <sup>nd</sup> March	Keep Chippy Beautiful Litter Pick
26 <sup>th</sup> March	Safeguarding Policy meeting
27 <sup>th</sup> March	Traffic Advisory Committee

## Police Report to Full Town Council 31 March 2025

It is good to report that there isn't much to report this month following my meeting with PC Bruce Claridge!

**We were sorry to say goodbye to PS Phillipa Moore**, who was a great asset within our community. Where staffing is concerned, PS Siobhan O Hara who is based in Carterton, is overseeing some of the Chipping Norton workload.

**Interviewing is underway for a third PCSO** for Chipping Norton - we wish them well in this process. Unfortunately, the candidate who was transferring to us has not recovered sufficiently from a traffic accident.

### Shoplifting

**Boots** have now installed an updated CCTV system in our branch – this is good news.

**Retailers** are using the WhatsApp group very well. They are less keen on using and reporting crime via the DISC App because of time issues.

**PC Claridge** is very supportive and keen for Shop Watch to be up and running in the town and sees this as a potentially big advantage in fighting crime. It would enable officers to take immediate action as they will be in radio communication with stores. Police regulations prevent them from being included in the WhatsApp group.

We are chasing up our application to the PCC for funding the installation of a radio ariel on the roof of the Co-op and expansion of our CCTV provision.

### Forewarned

Concerns to be aware of include the spike in crime experienced in the area in May 2024. This coincided with Stow Fair and OCG using the events to scout and be active. The same is true for the Town Mop in September when the event again has been used for low level drug dealing and ASB.

PC Claridge is keenly watching out for signs of **County Lines activity** in the town, especially given our proximity to London and Birmingham.

I am glad to report that there has been a positive effort from our local police to improve visibility in the town, school talks, public engagements and relationships with religious and ethnic groups.

The statistics for **January 2025** for crime reported in Chipping Norton and the surrounding area are:

Violent and sexual offences 34	Theft 7
Vehicle crime 13	Anti-Social Behaviour 6

-

**CLlr Sharon Wheaton**



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

**Minutes of a Community Committee meeting held on the 3<sup>rd</sup> of March 2025, at 6:30pm at Council Chambers**

PRESENT: Cllrs Sandra Coleman (Chair), Steve Akers, Mike Cahill, Alex Keyser, Athos Ritsperis, Michael Rowe and Ben Bibby

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO

Heidi Davies, Customer Services and Admin Assistant

Paolo Oliveri, Maintenance Operative

2 members of the public

<b>CC57</b>	<b>Apologies for absence</b> Cllr Graves and Cllr Weaver
<b>CC58</b>	<b>Declaration of interests</b> None
<b>CC59</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the committee meeting held on the 20 <sup>th</sup> of January 2025 were signed as an accurate record by the Chair.  Cllr Cahill queried the 100 free hours of usage for Glyme Hall, as he believed it included other groups similar to REMIX. Cllr Coleman confirmed that similar groups could be considered if they submit a request.
<b>CC60</b>	<b>Public Participation</b> A resident urged the Committee to postpone the earmarked cost of £30k intended to fund the Skatepark. They referenced the cost-of-living crisis and that the £30k could be allocated to a more worthy cause. Additionally, they expressed concern that parents might struggle to afford equipment for youths to use the Skatepark. They also indicated that the Town Hall is in dire need of building repairs.  Cllr Rowe responded, stating that the skatepark could help prevent vandalism and boredom while engaging the most active youth in the community, emphasizing its value to the town. Cllr Coleman also noted that skateboards are affordable, costing around £10. Additionally, councillors highlighted the benefits of the skatepark for the mental well-being of the town's youth.
<b>CC61</b>	<b>Committee Action Plan review</b> Members noted the Action Plan.
<b>CC62</b>	<b>Town Hall</b> Members received an update report from the Events and Facilities Officer regarding the Town Hall restoration project.  Members noted the temporary roof fix has been completed.  Members noted that various plumbing repairs have been completed.





**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

	<p>Members received an update on the Windows facing The Fox Pub. The windows are in the process of being manufactured. Also noted that the artwork will be installed after the music festival.</p> <p>Members noted that the door fix for the Fox End have been completed.</p> <p>Members noted that the heating has been temporarily fixed.</p> <p>Members discussed the quotations for replacing the defective boilers, with four quotations obtained by the Events and Facilities Officer. Further discussions focused on the contractor who completed the temporary fix to the boiler. The Town Clerk and CEO will enquire whether the contractor can offer an ongoing maintenance plan.</p> <p>The committee considered four quotations for the replacement of the defective boilers at the Town Hall.</p> <p>Cllr Coleman proposed to proceed with Quote 4 to replace the boiler, circulation and control upgrades, seconded by Cllr Cahill. Cllr Akers abstained from voting, all other members in favour. Motion carried.</p> <p><b>RESOLVED:</b> That the Council agrees to accept the quotation from Jamie Bell Heating Ltd at a total cost £9,570.00 excl. VAT to replace a boiler, circulation pump and upgrade the boiler controls.</p> <p>Members noted the usage of the Town Hall.</p> <p>Members discussed the recommendation from the Events and Facilities Officer regarding the purchase of lifting equipment. It was noted that the company had visited the hall to provide a demonstration. Cllr Coleman mentioned that she was present during the demonstration.</p> <p>Cllr Akers proposed to accept the recommendation of purchasing powered Stanley lifting equipment for the Town Hall, with the exact model choice delegated to Town Council officers, within the cost remit of the proposal (maximum £6,000). Seconded by Cllr Coleman. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the committee agreed to purchase a powered Stanley machine; and that the exact model choice is delegated to Town Council officers within the remit of the proposal (maximum £6,000).</p> <p>Members noted the Events and Facilities Officer's report regarding the review of the Town Hall booking fees and noted that they should be reviewed annually. Cllr Coleman proposed to accept the recommendation that the Town Hall hiring fees are kept the same as 2024-25 for FY 2025-26, seconded by Cllr Akers. All in favour, motion carried.</p> <p><b>RESOLVED:</b> That the Town Hall fees and hiring charges will not increase for FY 2025-26.</p>
<b>CC63</b>	<p><b>Glyme Hall</b></p> <p>Members received a report from the Events and Facilities Officer.</p> <p>Members noted the usage of Glyme Hall.</p>



**CHIPPING NORTON TOWN COUNCIL**  
**THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ**

TEL: 01608 642341

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

Office Hours: Mon – Fri 9am – 1pm

Members discussed a request from some current hirers regarding the requirement to have staff on-site during their bookings. Certain hirers expressed a preference for a confidential setting, meaning no council staff present during their sessions. The Events and Facilities Officer has stressed the importance of keeping staff on site while the hall is being hired. Cllr Ritsperis proposed that staff discretion should be used in these situations, ensuring arrangements align with budget restrictions and that staff should avoid interrupting meetings.

Members received a quotation to supply and service sanitary waste bins and airscent devices for all toilet cubicles.

Cllr Akers proposed that the committee agree to the quotation to supply and service sanitary waste bins and airscent devices for all toilet cubicles at Glyme Hall, seconded by Cllr Coleman. All in favour, motion carried.

**RESOLVED:** That the Council agrees to move forward with supplying and servicing sanitary waste bins at Glyme Hall at a total cost of £553.40/annum.

Members received quotes to upgrade the current fire and security systems (intruder alarm, CCTV system, and Fire alarm)

Cllr Akers proposed to accept the quotation to upgrade the fire and security systems (intruder alarm, CCTV system, and Fire alarm), seconded by Cllr Bibby. All in favour, motion carried.

**RESOLVED:** That the Council agrees to accept Broadsword Security Ltd's quote for upgrading the intruder alarm (£389 + VAT for one years' monitoring, £199 + VAT for the second years' monitoring, plus an additional £134 + VAT optional sounder), CCTV system (£1,408 + VAT) and Fire alarm (£596+VAT for one years' monitoring, and £504 + VAT for the second years' monitoring).

Members discussed the Premises Licence to enable alcohol sales at events. Cllr Akers proposed that the Committee agree to upgrading to a complete Premises Licence, with the cost being brought to a future council meeting if required. Seconded by Cllr Cahill. All in favour, motion carried.

**RESOLVED:** That the Council agrees to move forward with upgrading Glyme Hall's Premises Licence to a full licence, with the cost being brought to a future council meeting if required.

Members discussed a request from a current hirer of the Town Hall to host a new puppet show and test technology for his future paid events. In exchange for free performances for the children in town, the use of the hall will be provided free of charge.

Members agreed to the free puppet show and to not charge the hirer, as the performance will be provided to the children of the town free of charge.

Members discussed the recommendation by the Events and Facilities Officer to maintain the current booking fee rates as they were recently set in November 2024. Cllr Coleman proposed to accept the recommendation, seconded by Cllr Ritsperis. All in favour, motion carried.



**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

	<b>RESOLVED:</b> That the fees and hiring charges for Glyme Hall will remain the same for FY 2025-26.
<b>CC64</b>	<b>Events</b> Members noted the upcoming events for 2025.
<b>CC65</b>	<b>Play Areas</b> Members received a verbal update from the Town Clerk and CEO. It was noted that the Maintenance Operative is currently addressing a brief list of maintenance items highlighted in the ROSPA report. Additionally, it was mentioned that the seated play equipment in the under-7s section at New Street Recreation Ground will be re-painted, and a quotation for this is expected soon. Cllr Ritsperis raised concerns about how dark the New Street playground is and asked whether the installation of lighting could be considered. Cllr Coleman noted that tree work is required in the area. It was suggested that these matters could be referred to the working group being formed for the Skatepark project for further consideration.
<b>CC66</b>	<b>Skatepark Project</b> The Town Clerk and CEO noted that Maverick has received notification that WODC will not require a full planning application. The topic of fundraising was discussed, and it was proposed that a working group should be formed. It was stated that a group already exists, currently consisting of the Town Clerk and CEO, The Events and Facilities Officer, Cllr Whitmill, Cllr Coleman, and local residents. Additional councillors were encouraged to join. Cllr Akers suggested reaching out to all councillors before the next full council meeting. Cllr Cahill volunteered to join the group.
<b>CC67</b>	<b>Keep Chippy Beautiful</b> Members received an update about the next litter pick to be held on 22 <sup>nd</sup> March 2025.  Members noted the Big Autumn Clean-up Day is planned for 27 <sup>th</sup> September 2025.  Cllr Rowe suggested that longer litter pickers should be purchased to make it easier to collect litter buried deep in hedgerows.  It was noted that the Admin and Customer Service Assistant will update the community committee on the number of volunteers who have signed up and outline the procedures for the day.  Members discussed the response from WODC regarding the consideration of new bins, as noted in the previous minutes (CC54). Cllr Coleman expressed disappointment with the response from WODC to these requests and proposed that the council should request a copy of their criteria, as it was believed the proposed bin placements met these standards. Cllr Coleman also suggested that the Committee should lobby the district councillors on this matter.



**CHIPPING NORTON TOWN COUNCIL**  
**THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ**

TEL: 01608 642341

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

Office Hours: Mon – Fri 9am – 1pm

	A discussion regarding fly-tipping followed, with reports of several tyres being spotted in various locations. It was advised that these incidents should be reported to WODC.
<b>CC68</b>	<b>Public Art Project</b> Members noted an update stating that the public artwork will be installed once the new windows have been fitted.
<b>CC69</b>	<b>Date of the next meeting:</b> Monday 16 <sup>th</sup> June 2025

The Chair closed the meeting at 7.38pm

DRAFT



# 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

**Minutes of a**  
**STRATEGIC PLANNING COMMITTEE**  
**Meeting held on the 10<sup>th</sup> March 2025, at 6:30pm in the Council Chamber,**  
**Chipping Norton Town Hall**

PRESENT: Cllrs Mike Cahill (Chair), Dom Rickard, Alex Keyser, Mark Walker, Jo Graves, Sandra Coleman

ALSO PRESENT:

Katherine Jang, Town Clerk & CEO  
Heidi Davies, Admin and Customer Services Assistant  
Paolo Oliveri, Grounds Maintenance Operative  
1 member of the public

<b>SPC51</b>	<b>Apologies for absence</b> Cllr Tom Festa and Cllr Sharon Wheaton
<b>SPC52</b>	<b>Declaration of interests</b> None
<b>SPC53</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the committee meeting held on the 27 <sup>th</sup> January 2025 were approved and signed as an accurate record by the Chair.
<b>SPC54</b>	<b>Public Participation</b> None
<b>SPC55</b>	<b>Committee Action Plan</b> Members noted the ongoing action plan.
<b>SPC56</b>	<b>East Chipping Norton Development</b> No updates received
<b>SPC57</b>	<b>Cemetery</b> <ul style="list-style-type: none"><li>a. Members received an update from the Town Clerk<ul style="list-style-type: none"><li>• It was noted that pest activity has slowed down.</li></ul></li></ul> <p>Cllr Keyser enquired about the churchyard survey regarding more possible vaults. The company that carried out the initial survey will provide this when it has been requested by the Town Clerk. Cllr Graves highlighted the importance of maintaining clear communication between the Town Council and the Church regarding ongoing activities.</p> <p>Members discussed reviewing the fees and charges for Worcester Road Cemetery. The Admin and Customer Service Assistant consulted with some local Parishes and found that they have a much shorter lease period of 30–50 years.</p> <p>The cost prices of plaques at the Colonnade were then discussed. It was noted that there is no lease period for these plaques and that there is no space for additional boards. Members also discussed where future plaques could be</p>



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

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

Office Hours: Mon – Fri 9am – 1pm

	<p>placed when the space runs out in the Colonnade. Cllr Coleman suggested increasing the price for plaques.</p> <p><b>RESOLVED:</b> Members agreed to increase the price of double plaques to £300. Single plaques remain the same at £150.</p> <p>It was discussed that some parishes do not allow non-residents to be buried in their cemeteries. Further discussion took place regarding lease periods and what happens after the lease period ends. The Town Clerk explained the process of reusing burial plots when there is no space left in the cemetery or churchyard. The committee acknowledged that the lease period of 100 years should be shortened while keeping existing leases at 100 years.</p> <p><b>RESOLVED:</b> Cllr Cahill proposed to alter the lease period to 50 years starting from 1st April 2025, while keeping all existing leases at 100 years, seconded by Cllr Keyser. All in favour, motion carried.</p> <p>Members discussed the challenges posed by kerb sets, highlighting how they can complicate cemetery maintenance and mowing. A suggestion was made to increase the price of kerb sets to deter future applications.</p> <p><b>RESOLVED:</b> Cllr Walker proposed that the committee agrees to increase the price kerb sets to £250, seconded by Cllr Graves. All in favour motion carried.</p> <p>It was agreed by the committee that the cemetery costs are reviewed every 5 years and that they should increase in-line with inflation.</p> <p>Members expressed thanks to the Maintenance Operative for repairing the bench in the car park at cemetery on Worcester Road.</p>
<p><b>SPC58</b></p>	<p><b>Pool Meadow Restoration Project</b> Members received an update from Town Clerk.</p> <p>The Town Clerk reported that The Trust for Oxfordshire Environment has offered further grant funding (£13,000 and £6,000 respectively) for additional work undertaken at Pool Meadow. All members in agreement that the Town Clerk should formally apply and claim this grant funding offered.</p> <p>The Town Clerk noted that further updates about Pool Meadow would be brought to the next Full Council meeting.</p> <p>Cllr Coleman expressed the importance of ongoing maintenance once the work has been completed. Maintenance was carried out in the year 2000, but no ongoing maintenance was performed afterward.</p>
<p><b>SPC59</b></p>	<p><b>Planning Applications</b> The issue with sewage at Spring Street was discussed and it was noted that this has been traced back to malfunctioning pumping stations, although their exact locations are unknown.</p>



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

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

Office Hours: Mon – Fri 9am – 1pm

- APPLICATION NO:** [24/03222/FUL](#)  
**PROPOSAL:** Change of use from Commercial Service E( c )(ii) use to Residential Use (C3) to create two flats LOCATION: 2 New Street, Chipping Norton  
**RESOLVED:** No objection, Members agreed that it will improve sustainability.
- APPLICATION NO:** [24/03238/FUL](#)  
**PROPOSAL:** Construction of a second-floor roof terrace LOCATION: 11 West Street, Chipping Norton  
**RESOLVED:** No objection, no comment.
- APPLICATION NO:** [25/00484/HHD](#)  
**PROPOSAL:** First floor extension and window to northwest elevation LOCATION: 1 Insall Road, Chipping Norton  
**RESOLVED:** No objection, no comment.
- APPLICATION NO:** [25/00480/HHD](#)  
**PROPOSAL:** Extension of roof pitch, replacement of slate roof with a new gable, erection of replacement of a single storey extension opening an historic cellar, replacement fenestration and internal alterations LOCATION: The Old Bakery, 12 Market Street, Chipping Norton  
**RESOLVED:** No objection, no comment.
- APPLICATION NO:** [25/00462/FUL](#)  
**PROPOSAL:** Sub division of ground floor of shop to create flat with first floor bedroom LOCATION: Georgian House, 21 West Street, Chipping Norton  
**RESOLVED:** No objection, no comment
- APPLICATION NO:** [25/00552/S73](#)  
**PROPOSAL:** Variation of conditions 2, 3, and 5 of planning permission 24/02565/FUL to allow changes to provide a weatherproof enclosure around the approved courts. LOCATION: Cotswolds Hotel and Spa, Southcombe, Chipping Norton  
**RESOLVED:** Objection. Members would prefer that they submit a new planning application.

Members noted the following updates:

**[Discharge of condition 5 \(surface water drainage\) of permission 23/00089/HHD](#)**

3 Cox Lane Chipping Norton Oxfordshire OX7 5YA

Ref. No: 25/00167/CND | Validated: Thu 23 Jan 2025 | Status: Approve

**[Erection of a detached garage with first floor workshop](#)**



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

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

Office Hours: Mon – Fri 9am – 1pm

	19 Lewis Road Chipping Norton Oxfordshire OX7 5JT Ref. No: 24/03273/HHD   Validated: Thu 16 Jan 2025   Status: Withdrawn
<b>SPC60</b>	<b>Confidential Session</b> <b>RESOLVED:</b> That the Council moves into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of Item 11.
<b>SPC61</b>	<b>Ground Maintenance</b> Members received the draft lease for Unit 6, Worcester Road Industrial Estate. Members discussed the lease and a question was raised about potential future rent increases during the lease period. <b>RESOLVED:</b> That the committee gives the Town Clerk authority to sign the lease for The Depot at Worcester Road Industrial Estate on behalf of Chipping Norton Town Council.  Members discussed the two shipping containers located at Greystones, Burford Road. Members noted that there is some equipment stored in the shipping containers that belongs to other community groups in town, and that these items should be identified and offered to the groups prior to disposal of the units. Cllr Walker proposed that the Council disposes of the shipping containers by selling them, seconded by Cllr Rickard. All in favour, motion carried. <b>RESOLVED:</b> That the Town Clerk is authorised to dispose of the two shipping containers at Greystones by listing them for sale once all items contained within have been appropriately relocated.
<b>SPC62</b>	<b>Date of Next Meeting</b> Monday 7 <sup>th</sup> July 2025

The Chair closed the meeting at 8pm

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_





# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

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

Office Hours: Mon – Fri 9am – 1pm

Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Thursday 13<sup>th</sup> March 2025, at 11:30am**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr Mike Cahill

Cllr Jo Graves

Also in attendance:

Katherine Jang, Town Clerk

<b>SSC28</b>	<b>Apologies for absence.</b> Apologies were received from Cllr Ian Finney
<b>SSC29</b>	<b>Declarations of interest</b> There were no declarations of interest received
<b>SSC30</b>	<b>Minutes</b> <b>RESOLVED:</b> That the minutes of the meeting held on 6 <sup>th</sup> February 2025 were signed by the Chair as an accurate record.
<b>SSC31</b>	<b>Confidential Session</b> <b>RESOLVED:</b> 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.
<b>SSC32</b>	<b>Staffing matters</b> Members received a confidential report regarding staffing matters.
<b>SSC33</b>	<b>Date of next meeting.</b> TBD

The meeting closed at 12:30pm

Signed as an accurate record

Chair.....

Date.....



# 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

## **Minutes of a Finance & Resources Committee meeting held on the 17<sup>th</sup> March 2025, at 6:30pm in the Council Chamber**

PRESENT: Cllrs (Chair), Ian Finney, Emily Weaver, Mike Cahill, Athos Ritsperis, Dom Rickard, Sandra Coleman and Ben Bibby

ALSO PRESENT:

Katherine Jang, Town Clerk and CEO

Alison Packer, Responsible Finance Officer

Heidi Davies, Admin and Customer Service Advisor

no members of the public

<b>FR27</b>	<b>Apologies for absence.</b> Cllr Whitmill
<b>FR28</b>	<b>Declaration of interests.</b> None.
<b>FR29</b>	<b>Minutes</b> <b>RESOLVED:</b> The Chair signed and approved as an accurate record the minutes of the Finance and Resources Committee held on the 3 <sup>rd</sup> February 2025. <ul style="list-style-type: none"> <li>Some minor typos have been corrected.</li> </ul>
<b>FR30</b>	<b>Public Participation</b> None.
<b>FR31</b>	<b>Committee action plan</b> Members noted the committee action plan.
<b>FR32</b>	<b>Income and expenditure</b> Members received detailed current income and expenditure reports by budget heading.
<b>FR33</b>	<b>Schedule of payments for approval</b> Members received the schedule of payments for approval. Cllr Coleman proposed that the committee approve the schedule of payments, seconded by Cllr Weaver. <b>RESOLVED:</b> That the schedule of payments is approved.
<b>FR34</b>	<b>Forward work program</b> Members reviewed the following policies <ul style="list-style-type: none"> <li>Health and Safety Policy <ul style="list-style-type: none"> <li>Some amendments were noted regarding accident reporting for Town Hall hirers, inspection of equipment and vehicles, and use of keys.</li> <li>Members considered the following draft policy: <ul style="list-style-type: none"> <li>Safeguarding Policy. <ul style="list-style-type: none"> <li>A working group was proposed, with Cllrs Weaver, Bibby, Finney, and Coleman taking the lead. The group will identify key gaps in the current safeguarding policy and consult with the Town Clerk and CEO to determine gaps in the safeguarding policy, to be brought to a future Council meeting to be reviewed.</li> </ul> </li> </ul> </li> </ul> </li> </ul>
<b>FR35</b>	<b>Earmarked Reserves for 2025-26</b>



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

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

Office Hours: Mon – Fri 9am – 1pm

	<p>Members reviewed underspends from FY 2024-25 and consider earmarked reserves for 2025-26</p> <p>RFO recommended that at Year End particular underspends are transferred to Earmarked Reserves, including the following budget lines: Town Hall Repairs and Maintenance – to the Town Hall Repairs EMR Town Hall New Equipment – to a “Facilities Equipment” EMR Elections – to an Election EMR (continuing with no annual budget line) Staffing - to a “Staffing Contingency” EMR (eg. locum cover). Recreation – to existing Recreation EMR Cemetery repairs/maintenance - to a new “Burial Grounds Repairs” EMR (to include the closed churchyard) Mayors allowance – the remaining balance to be earmarked for the annual Mayor’s event as it won’t be taking place until after the financial year end.</p> <p>RFO also recommended the funds previously agreed from General Reserves for Maintenance vehicles (£10,000) , tools and fitting out the leased depot (£18,000) are also set aside in EMR as the purchasing may straddle the year end.</p> <p>Cllr Cahill proposed accepting the EMR movements as outlined and authorising the RFO to set aside any other underspends to EMR as considered appropriate, seconded by Cllr Rikard All in favour.</p> <p><b>RESOLVED:</b> THAT EMR movements as set out by RFO and any other underspends to be moved to relevant EMR where considered appropriate.</p>
<b>FR36</b>	<p><b>Date of the next meeting</b> Monday 14<sup>th</sup> July 2025</p>

The Chair closed the meeting at 7.45pm



# CHIPPING NORTON TOWN COUNCIL

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

TEL: 01608 642341

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

Office Hours: Mon – Fri 9am – 1pm

### **Minutes of a Traffic Advisory Sub-Committee meeting held on Thursday 27<sup>th</sup> March 2025 at 2pm online via TEAMS**

Present: Cllr Walker (Chair), Alex Keyser, Tom Festa, Odel Parsons (OCC), James Kilgour (OCC), Jo Graves (entered at 2:07pm)

Also present:

Katherine Jang, Town Clerk & CEO

2 members of the public

<b>TAC38</b>	<b>Apologies for absence</b> None received
<b>TAC39</b>	<b>Declaration of interests</b> None received
<b>TAC40</b>	<b>Minutes</b> Cllr Festa proposed to accept the minutes from the Sub-Committee meeting held on the 16 <sup>th</sup> January 2025 as an accurate record, seconded by Cllr Walker. All in favour, motion carried. <b>RESOLVED:</b> That the minutes of the meeting held on the 16 <sup>th</sup> January 2025 are signed by the Chair as an accurate record.
<b>TAC41</b>	<b>Public Participation</b> A resident came to speak about the issues with pedestrian safety at The Leys. Odele Parsons and James Kilgour responded that work has been done to ensure pedestrian safety, and that some additional traffic calming measures have been proposed.  The resident also mentioned that bin collections do not take place on Alexandra Square, and bins are left out after collection day.
<b>TAC42</b>	<b>LCWIP</b> Odele Parsons gave an update on the LCWIP progress. The Lets Talk Oxfordshire public participation survey received 25 responses and 5 further email responses. The consultation report is now being written to take this input into consideration.  For the TC to set up a meeting with Odele Parsons regarding the progression of the LCWIP – at the beginning of the week. For the TC Alex, Tom, Sandra, Mark to meet and then let Nigel Rose know.  Cllr Walker requested further clarification about prioritisation. OP responded that prioritisation covers a wide scale of key areas for ranking, and this also needs to take into account funding. A zebra crossing can cost between £80,000-£100,000 and funding can be competitive as it is spread throughout the entire county.



# CHIPPING NORTON TOWN COUNCIL

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

TEL: 01608 642341

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

Office Hours: Mon – Fri 9am – 1pm

	<p>James Kilgour gave an update of how the prioritisation is undertaken – 12 categories, eg. Potential increase in cyclists,</p> <p>New St/West St options appraisal Now key stakeholder comments have been received and will be published on their website by the first week of April 2025. For OP to notify the TC when this has gone live.</p> <p>Vision 0 Programme Members discussed again the cycle signage on the carriageways. Just waiting to hear if this will be funded from this years' budget or next. Decision to be made TBD.</p> <p>Albion St crossing Members noted disappointment that it was not funded within this FY. OP had no further updates on this. The Highways Operations team is progressing this work but further support regarding project management is required.</p>
<b>TAC43</b>	<p><b>County Officer's Report</b> As within LCWIP report above.</p>
<b>TAC44</b>	<p><b>District Officer's Report</b> None received.</p>
<b>TAC45</b>	<p><b>Update from Cllr Saul on OCC Highways matters including the HGV working group</b> Cllr Saul not present to give an update.</p>
<b>TAC46</b>	<p><b>Speed Indicator Device – Churchill Road</b> No data received for this meeting. For the TC to get this to the team prior to the next meeting.</p>
<b>TAC47</b>	<p><b>Cycling</b> Rusty Riders scheme started again after the winter break. From the start of this scheme 25 bikes have been fixed to be road worthy and operational. The scheme to continue through the Spring/Summer/Autumn months.</p> <p>Cllr Walker asked who attends the sessions. Cllr Festa reported that it is primarily riders who have not cycled for a while and feel unconfident in their skills.</p> <p>Some members are Fix My Street Superusers and have flagged potholes that have been identified as dangerous for cyclists. The programme works well and the potholes have been fixed.</p>
<b>TAC48</b>	<p><b>Pedestrian and Road Safety</b> No updates received</p>



# CHIPPING NORTON TOWN COUNCIL

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

TEL: 01608 642341

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

Office Hours: Mon – Fri 9am – 1pm

<b>TAC49</b>	<b>Parking</b> Cllr Coleman mentioned that there a lot of double yellow lines that need to be renewed. Odele Parsons replied that this is best reported via Fix My Street. OP will request an update for the next meeting.
<b>TAC50</b>	<b>Date of the next meeting</b> Thursday 26 <sup>th</sup> June 2025, 2pm via TEAMS

The Chair closed the meeting at 2:45pm

DRAFT

---

## Proposed Skate Park on New Street Recreation Ground

---

**From** David Hearnshaw <dgmh29@gmail.com>  
**Date** Tue 2025-03-25 14:05  
**To** Katherine Jang <townclerk@chippingnorton-tc.gov.uk>

29, Penhurst Gardens,  
New Street  
Chipping Norton  
OX7 5ED  
07470093387  
[dgmh29@gmail.com](mailto:dgmh29@gmail.com)

Dear Ms Jang,

It would appear that we have been denied the opportunity to lodge our objections to your proposed Skate Park project by West Oxfordshire District Council who have implemented the Town and Country Order 2015, which classifies this as a 'Permitted Development'. We have therefore been advised to make representations directly to the Town Council.

This proposal disregards any consideration of the immediate proximity of the very busy A44 which has serious implications for pedestrian safety and parking, given that Skate Park users will be trying to cross where there is no zebra crossing and parking will undoubtedly increase on an already heavily parked road.

In addition, many of the requirements listed by Skateboard GB in their 'Design and Development – Guidance for Skateboarding' document do not seem to have been taken into account in the already very high cost of the project.

There are many aspects of this proposal to criticise including consequential noise and the impact of a large concrete construction in a limited space very close to a young children's play area.

It should be emphasised that we do not object to the concept of a Skate Park in Chipping Norton but do question its location and cost when there are so many demands on the Town's finances.

It is surely necessary to arrange a meeting with the public, including those living in the immediate area who will be adversely affected by this proposal.

Yours Sincerely,

David Hearnshaw





**43 Penhurst Gardens**

**Chipping Norton**

**Oxon OX7 5ED**

**Tel: 01608 430708**

Chipping Norton Town Council

Market Square

Chipping Norton OX7 5NJ

24 March 2024

Dear Sirs

**Proposed Skate Park**

I have been informed by WODC that you are not required to obtain Planning Permission to erect a skate park on the Recreation Ground in New Street. Accordingly, as a responsible Council, I assume that in your discussions on siting the proposed amenity, you will be taking representations from town inhabitants and involved authorities at Oxfordshire County Council, especially the Highways Department.

The proximity of the A44 trunk road is my concern. The road is already very congested at times with parked cars of visitors to the site and the proposed development will only add to the situation. There is no pedestrian crossing in the vicinity, which is outside the town's 20mph limit, hence the safety of intended users, when crossing the road with equipment, is compromised.

I trust that all repercussions from using this proposed site will be considered before making the final decision to proceed.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Ralph Newman', with a horizontal line underneath.

Ralph Newman

The Town Clerk  
Chipping Norton Town Council  
The Guildhall  
Goddards Lane  
Chipping Norton  
OX7 5NJ

35 Penhurst Gardens  
Chipping Norton  
Oxfordshire  
OX7 5ED

22 March 2025

Dear Sir/Madam

**Re: Proposed Skatepark, New Street, Chipping Norton**

I write to express my concern that the above development is likely to proceed without specific Full Planning Permission being needed, as it is considered to be a development project undertaken on land that the council owns for public purposes.

I submit that there are still numerous issues regarding the proposed development raised in consultation with local residents that have not been satisfactorily addressed before embarking on this project.

Road safety implications were raised at several meetings with local residents, in particular, with the site of the proposed skatepark being accessed from the controversial major A44 route through the town centre, but were dismissed as being secondary to the need for a skatepark. Provisions for safe crossing points should have been included in the costing of the project and would need to be in place prior to any development being approved.

There appear to be no plans for additional car parking, especially as much of the current housing development in Chipping Norton is on the other side of the town and would need transport to access the site. The current A44/New Street car parking is a traffic hazard and two heavy goods vehicles cannot pass each other when the recreation ground visitors are parked on the roadside.

The proposed re-siting of the Adult play equipment, installed by Beechcroft under a Section 106 Agreement, would incur further cost and consultation before it could be moved.

In addition, Public Footpaths cross the common, i.e. the 166/17 and 166/18 would pass directly underneath the proposed site of the skatepark and would need consultation and planning for re-routing, although there is very little available space for this and again will incur extra cost.

There appears to be no commitment as to who would provide the maintenance for the skatepark as the council budget is already stretched on other town maintenance.

The recreation ground on the common is for all to use and enjoy in pursuit of leisure activities. It is essentially a green space and as such is already saturated with play equipment for all ages to use. However we should not lose sight of the fact that it also provides welcome picnic areas for families to enjoy and use. Therefore remaining green spaces should be preserved for this purpose, especially when considering amenities for those with limited mobility who might be unable to use any play equipment. In my opinion, the proposed skatepark should not be squashed onto the last available space on the New Street Recreation Ground resulting in loss of remaining green spaces.

If skateboarding is now likely to be included in our National Curriculum it would make more sense for a Skatepark to be sited nearer to the Chipping Norton Schools, so that greater use can be made of the facility by the schools and more supervision and training can be made available .

I trust that the Town Council will be mindful to consider and cost the above comments and reconsider a full enquiry before embarking on the skatepark project in its current form.

I look forward to your reply.

Your faithfully

D Emery (Mrs)

(and/or any attachments).

Unless expressly stated otherwise, the contents of this e-mail represent only the views of the sender and do not impose any legal obligation upon the Council or commit the Council to any course of action.

---



Dear Tania

I'm getting in touch following the meeting you had with Ben and Nick a few weeks ago. I'm the Chair of the Choral Society but couldn't join you on that date. I understand it was a very helpful meeting from our side and you made some very useful suggestions for us, thank you! One thing which Ben mentioned was that we could approach the Town Council for consideration of a discount on our booking of the Town Hall for our 'Come and Sing' event. Our request is set out below, and I hope you would be able to pass it on to the relevant people on our behalf, but if we need to make a direct approach, please let me know.

Many thanks, Annabel Beach  
Chair, CNCS

### **Request to Chipping Norton Town Council**

Chipping Norton Choral Society holds its weekly rehearsals in the Town Hall for around 38 weeks per year. We generally have up to 90 singers participating from across West Oxfordshire and nearby locations in Warwickshire and Gloucestershire. In July 2025, the choir will put on a 'Sing Day' inviting singers to take part in a day of vocal technique and singing exercises, working with choruses from 'The Creation' by Joseph Haydn. We will then hold an informal performance to complete the day. We will be using the Town Hall for this event and expect to attract up to 150 singers to take part. Some of them will be existing choir members, but we expect upwards of 50% of participants to be non-members, with a significant number who will be quite local to the area.

The Choral Society will publicise this event widely to attract singers who do not already sing with us. This will be an opportunity for them to engage with the Town Hall as a venue, and will allow us to further promote the Arts and choral singing in Chipping Norton. As a well established and very regular user of the Town Hall, we are asking for consideration of a discount on the booking fee to help us manage the costs of the Sing Day and keep the fee as affordable as possible to attract a wide range of participants. Town Councillors will be very welcome to attend our informal performance to hear what we have worked on throughout the day.

Thank you for your consideration of our request.

Dear Town Clerk and the Mayor,

As you are already aware, former Councillor Poole departed from her position on the District Council and as leader of the Chippy Larder back in September.

The Chippy Larder is now being run by Councillors Bibby and Weaver, and has grown to support 180 members through the Thursday Larder, and supporting many wider projects within Chipping Norton.

Throughout her time in Chippy, Rizvana put the needs of others ahead of herself, helping vulnerable families and setting up services to support those who may usually fall through the cracks. Without Rizvana we would not have the level of provision we have now.

As new leaders of the Larder, and as Councillors we would like to ask the Council to formally recognise and thank Rizvana for the lasting impact she has made on our town.

Thank you,

Ben and Emily.

## Planning and Strategic Housing

Reply to: Planning Policy  
E-mail: [planning.policy@westoxon.gov.uk](mailto:planning.policy@westoxon.gov.uk)



**Date:** 13 March 2025

Dear Sir/ Madam,

### **Community Infrastructure Levy (CIL) Draft Charging Schedule Examination for West Oxfordshire District Council**

I am writing in relation to the West Oxfordshire District Council Draft Community Infrastructure Levy Charging Schedule (CIL) which was submitted for examination on 4<sup>th</sup> March 2025.

The West Oxfordshire CIL Draft Charging Schedule (DCS) - June 2024 is supported by a number of background documents, all of which are available to view on the Council's website but hard copies can be requested by emailing: [planning.policy@westoxon.gov.uk](mailto:planning.policy@westoxon.gov.uk)

These documents include:

- West Oxfordshire CIL Viability Report (2024).
- West Oxfordshire CIL Summary of Representations Report.
- Schedule of Representations to the DCS provided in full.
- West Oxfordshire CIL Statement of Non-Material Minor Amendments.
- West Oxfordshire CIL Funding Gap Analysis (2020).
- West Oxfordshire CIL Funding Gap Analysis Update.
- West Oxfordshire Infrastructure Funding Statement (2023-2024).
- West Oxfordshire Infrastructure Delivery Plan (IDP) (2016).

Mr. Holland BA (Hons) DipTP MRTPI ARCIS from Intelligent Plans and Examination (IPE) has been appointed to carry out the examination of the West Oxfordshire District Council Draft Community Infrastructure Levy Charging Schedule.

Information about the examination process can be found on the Council's website via the following link (soon to be updated):-

<https://www.westoxon.gov.uk/planning-and-building/community-infrastructure-levy>

Louise St John Howe has been appointed as the Programme Officer. She is an independent officer of the examination and works on the Examiner's behalf, organising and managing the administrative and procedural matters of the examination process. The Programme Officer acts as the contact for any person who has an interest in the examination, liaising between the Examiner, Representors and the Council.

Any matters that anyone wishes to raise in relation to the Examination, or with the Examiner, should be submitted through the Programme Officer. Her details are provided below:

Ms. Louise St John Howe  
PO Box 10965,  
Sudbury,  
Suffolk CO10 3BF  
Mobile: 07789 486419  
Email: [louise@poservices.co.uk](mailto:louise@poservices.co.uk)

If you have any general questions or concerns or require any further information, please contact the Planning Policy Team.

Yours faithfully,

Kim Hudson

Planning Policy Manager

## Chipping Norton Town Council Action and Strategic Plan

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

### 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	Who's 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.
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 currently paused for a winter break.
BT/CE1	Delivering the East Chipping Norton Development Vision Statement	SP	CNTC/OCC/WODC// working group/Community First		Ongoing	Ongoing	Part of the ECN site is registered as an ancient scheduled monument. This has been appealed. The outcome of this appeal will be decided by Historic England in due course.  The Chipping Norton Community Land Trust has been set up as a formal group independent of the Town Council.
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	Restoring the town's municipal and memorial benches	SP	CNTC staff/contractors	£500 from street furniture budget	July 24	March 25	The metal benches in town are now part of the works schedule. <b>Our grounds maintenance operative has refurbished two benches at Worcester Rd Cemetery (Mar 2025)</b>
BT3	Reducing HGV's in the town centre	SP/TAC	CNTC/OCC/working group		Ongoing	Ongoing	Working with OCC to help identify safer HGV routes. A Windrush Valley Area Study plan is now taking place(OCC)

BT4	Road and Pedestrian Safety	SP/TAC	CNTC/OCC/		Ongoing	Ongoing	OCC consultation on West Street/New Street junction commenced June 2024.  Proposed improvements for Albion Street junction have been approved and should be installed this year. <b>Delayed to FY 2026</b>  SID for Churchill Road is installed and operational.
CS3	Modernise and improve Chipping Norton Town Hall Large project	CC	CNTC Staff/approved consultants/working party	EMR £171,783	Jun-22	Jun 25	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. The second phase includes signage and decoration of external doors, decoration of the upper hall and roof repairs. Scoping work for PV solar for the roof has been completed. <b>The heating system is now working and Community Committee has approved the replacement of one boiler.</b> <b>Ongoing Venues Working Group meetings taking place fortnightly.</b>
CS4	Supporting young people in Chipping Norton.	CC	Youth work providers/CNTC/clubs		Nov 21	Ongoing	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	£4000 from repairs and maintenance budget 24-25	Ongoing	Ongoing	New regulations approved. New noticeboard has been installed. <b>Third tranche of memorial safety tests undertaken (Nov 2024).</b> Wildflower meadow complete. Yellow rattle growing well. Traditional Wildflower mix has been sown to enhance the wildflower area.
OS1	Ensure that the recreation areas in Chipping Norton are safe, enjoyable and inclusive spaces for all.	CC	CNTC	24/25 Repairs £4,500 New Equipment £10,000	Ongoing	Ongoing	Most health and safety works have now been undertaken. Issues identified are resolved as soon as practicably possible. New play equipment at Cotswold Crescent is well used by the community with youth activities taking place there too. The fitness equipment at New Street Rec is not in the ideal location. There is scope for this to be relocated within the site as part of the skatepark plans. Cornish Road play area has no vehicular access for emergency vehicles – this has been logged with South



							Central Ambulance Service who have assessed and signed off as suitable. They have a what3words location to alert medics that on foot access is required.
MC/OS1	Pesticide free Chipping Norton	CC	CNTC/Contractors/landowners/clubs	N/A	May 22	May 25	Three year action plan adopted. First year implemented, second year review and implementation to take place. Wildflower area in the Cemetery is establishing well, with yellow rattle flowers in bloom during June. This area has been strimmed, and new wildflowers have been sown.
OS2	Improving access and biodiversity at Pool meadow Large Project	SP	CNTC/Approved consultants	£25,000 EMR	2020	Sept 24	Feasibility study complete. Awaiting final reports to support the planning application. <b>Further grant support from the Trust for Oxfordshire Environment (TOE) has been secured. An update to be received at this meeting.</b>
BT5	Christmas lights scheme	CC	CNTC	£19,000 per year £2,500 for switch on event (from events budget)	October 22	Feb 25	Christmas lights 2022 was a success. Little trees have brought in house and will be delivered by the Council's contractors. New infrastructure has been installed. The 2023 lights and switch on event were a huge success and the feedback from residents has been very positive. 2024 switch on held on Thursday 28 <sup>th</sup> November. <b>Current contractors have given notice to retire (Summer 2025). Next steps to be considered at this meeting.</b>
CE2	Providing grants to voluntary bodies/organisations in Chipping Norton	FR	CNTC/Organisations /Clubs/Community groups	24-25 £16,500	July 2024	Feb 2025	New grant policy approved. Grants were considered by the Finance and Resources Committee Feb 25. <b>Payments to be made by the end of March 2025.</b>
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. All leases now updated and compliant.
CS/MC1	Public space safety and compliance	CC/SP	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. First phase works complete. Second section complete. Tree Survey complete - priority works complete. Medium term priority works underway. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Town Hall Fixed Wire test and actions complete Alarms system, emergency lighting and hearing loop are installed. Council H&S audit has taken place. Greystones health and safety have taken place. <b>Worcester Road Depot H&amp;S check to be undertaken April 2025.</b>

MC2	Health and Safety Audit	FR	CNTC/GH Safety	£3000	June 2024	Ongoing	New Health and Safety Audit has taken place and actions being worked through systematically in priority order.
MC3	Ensuring the Council has modern, workable, compliant policies and procedures	FR	CNTC	na	May 19	Ongoing	A full list of policies are on the F&R forward work programme and are being worked through systematically.
CE3	Flying flags to mark national and local events and commemorations	FC	CNTC	n/a	Jun 22	Ongoing	Protocol agreed June FC. Calendar agreed.
MC4	Ensure that the Council's website is compliant, accessible, engaging, up to date and relevant	FC/FR	CNTC/Developers		January 21	Ongoing	New website working very well. CNTC staff to publish news articles/agendas and publications. Monthly newsletter
MC5	Ensure that the Council's IT software, hardware, systems and documents are professional, safe and secure.	FR	CNTC/Focus Group	£8400 Telephone and comms £3000 IT hardware/software	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	n/a	Ongoing	Ongoing	The fees and charges for 2025-26 reviewed by Community Committee and Strategic Planning Committee March 2025.
MC7	Appoint the internal auditor	FR	CNTC		Ongoing	Ongoing	The internal audit for 2023-24 is complete and has been received by Council. AGAR is complete. External Audit is complete. Internal auditor has been approved and the 2024-25 interim audit received Nov 2024. CNTC's RFO has booked the Rialtas year-end closedown 28 <sup>th</sup> April 2025.
MC/CE1	Ensure that the Council is open and transparent	FR	CNTC	n/a	Ongoing	Ongoing	New website launched. FOI procedures approved 2022 and will be reviewed in 2024. Transparency page published. Financial management page published. The publication page demonstrates how much is now available to residents via the Council's website.
MC8	Ensure that the Council's finances are invested wisely	FR	CNTC				Investment Strategy Approved July 2022.
MC9	Ensure that staff and members are suitably trained	FR	CNTC/training providers	£3000	July 22	Ongoing	Staff needs assessment complete. All staff training up to date. Member needs assessment has been circulated. Staff and Cllr training policy approved.
MC10	Local Council awards	FR	CNTC	n/a	March 2024	September 2024	CNTC received the Local Council's Foundation Award in October 2023. CNTC received the Local Council Quality Award in August 2024. Next stage requires a three-year business strategy plan and robust community engagement.

CE/WP1	Chipping Norton Pride	CC	CNTC	TBC	July 23	Annually in June/July	2023 event a huge success. A Chipping Norton Pride group has been identified and worked with the Council to plan and deliver a successful 2024 event. <b>The Chipping Norton Pride group are a formal CIC and have received CNTC grant funding for their 2025 event.</b>
CE/OS/C S1	Skatepark Design and Installation Project Large project	CC	CNTC/Maverick Industries/Skatepark Users Group	EMR £30,000 Potential S106 funding £55,000  Budget £250,000	April 23	Summer 2025	Contractor Maverick Industries Ltd has undertaken a final consultation with residents 9 <sup>th</sup> October 2024, and have put forth a final design. Next step will be for Maverick to proceed with the planning application. Once approved, the S106 funding can be released and further grant applications applied for. <b>Skatepark Working Group agreed by Community Committee March 2025 and holds monthly update meetings. Maverick currently working through planning process and identifying services.</b>
CE/OS/B T1	Keep Chippy Beautiful Initiative	CC	CNTC	£500	April 23	Ongoing	<b>Chippy Spring Litter pick held on the 22<sup>nd</sup> March 2025 and was very well attended. The next litter pick will be held in the autumn 27<sup>th</sup> Sept 2025.</b>
OS3	Smokefree Oxfordshire initiative	CC	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	Overdue	The signage design and installation was delegated to TC officers. Design completed and awaiting funding release from OCC.
WP1	Scoping out partnership working Chipping Norton Theatre	CC	CNTC/CN Theatre	n/a	May 23	Ongoing	Partnership events held in the Town Hall have gone well. To continue to develop this relationship.
CS5	Feasibility for a “rock school” for Chipping Norton	CC	CNTC/partners	Tbc	Not started	Not started	Scope out ideas
WP2	Collaboration/dialogue with The Branch Community Hub	CC	CNTC/The Branch	Na	Ongoing	Ongoing	The Town Clerk meets with The Branch CEO on a regular basis to share information and provide support where helpful.
CS6	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.
CE4	Community Awards event	FC	CNTC	£1,500 from events budget	September 2024	Annually in September	The committee agreed to expand the sports awards into a wider community awards ceremony. An event policy and procedure has been agreed. First ceremony was held on 27 <sup>th</sup> September 2024 and was a huge success.
BT/CE2	Public Art Project	CC	CNTC/Luke Embden	£5805 of S106 funding granted for the town hall	July 2024	March 2025	Local graphic artist Luke Embden delivered community workshops in September 2024. Hundreds of people attended and contributed to the collaborative public

				project to commence. £3000 printing funding available to apply for			art project to be displayed from the Town Hall windows. <b>New Town Hall windows due to be installed Mar/Apr 2025, with the artwork being installed shortly after.</b>
CE/WP2	Remembrance Day event	CC	CNTC/CN RBL	£1000 from events budget plus use of the Town Hall and staff to support.	Annually in November	Annually in November	Chipping Norton Remembrance Parade and services organised by the Chipping Norton Royal British Legion. Supported by the Town Council – use of the Town Hall, funding for catering and application for road closure are some examples of how CNTC contribute to this.
CE5	Rusty Riders Initiative	SP	CNTC/Cycling Action Group	n/a	Monthly ongoing	Monthly ongoing	The Rusty Riders cycling clinics take place on the first Saturday of each month (weather depending) and will encourage people to bring their bikes to be checked using the public bike repair station at the leisure centre; to receive proficiency training and to take part in a group ride. <b>The sessions have now resumed and take place on the first Saturday every month.</b>
OS4	Improving Air Quality	SP	CNTC/WODC	Needs to be identified	Ongoing	Ongoing	Council are working through a proposal to install a living moss filter in Chipping Norton to improve air quality.  The Council promotes clean air initiatives as part of the clean air day campaign <a href="https://www.actionforcleanair.org.uk/campaigns/clean-air-day">https://www.actionforcleanair.org.uk/campaigns/clean-air-day</a>  Climate Action Working Group set up.
BT/CE/WP1	Community Safety and Supporting Local business	SP	CNTC/TVP	n/a	May 24	Ongoing	Cllr Sharon Wheaton has been approved by Council as the CNTC/TVP liaison in order to meet and share information about local crime and community safety. <b>An update to be received during this meeting.</b>
BT6	Town Centre Flower Beds	SP	CNTC/OCC/WODC	TBD	May 2024	May 2026	The Town Council own the beds along Middle Row and by the Town Hall. A budget should be set aside beyond the scope of the current GM contract which includes only minimal maintenance. WODC own the other beds and there may be opportunities for CNTC to take them on with permission. For Committee to consider and agree before a conversation is initiated with WODC

Chipping Norton Town Hall - Fee quote for Listed Building Application



1 attachment (80 KB)

C.N. Town Hall repairs and PV fee proposal .pdf;

Dear Katherine

Further to our call last week, I am pleased to provide a fee proposal for the preparation and submission of a Listed Building Application to West Oxfordshire Council, for the proposed works to the Town Hall.

The works to be covered by the application include the following:

- Repair of the roof covering including reuse of the existing slates
- The addition of integral PV panels to areas of the roof.
- Stonework repairs
- Leadwork repairs
- External decoration and internal decoration.
- Replacement of the ground floor plastic to the windows and replacing with glass.

All other works forming part of the current project are repairs and do not require any specific consent.

One of the documents that needs to be provided as part of the application is the Heritage Impact Assessment and Victoria Hubbard of Hubbard Conservation, who assisted with this when the first phase of works were completed, has provided the attached fee quote which confirms her fee of £650-£910 depending on the time required to complete the document.

Alder King would then include in this in the submission with the following documents prepared by AK

- Design and Access Statement
- Sustainability Statement
- Biodiversity Statement
- Copy of the works schedule and drawings.
- Site Plan
- Application form and covering letter.

Our fee for this work will be also be on a time expended basis capped at £2,500 plus VAT. Based on the previous application, this is a close estimate of the time required. Victoria's costs would be on top of this, and would be invoiced direct to you.

I hope that you will be in a position to approve this quote, including for the Heritage Statement, and we can move this forward to be submitted as soon as possible.

I look forward to hearing from you.

Kind regards

Sarah

**SARAH ISERMAN**  
Partner



Market Monitor 2025  
South West of England and South Wales Property Review

Download our market update

CELEBRATING 30 YEARS OF MARKET MONITOR

alder king  
PROPERTY CONSULTANTS



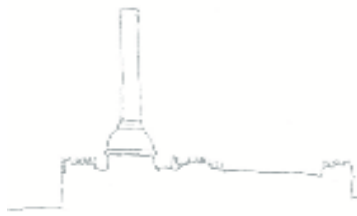
**Privacy Policy**

By responding to this email or emailing Alder King LLP, your name and contact information may be collected, stored and used by Alder King LLP for its legitimate business purposes. If there is no business reason why this information should be collected and stored, then please contact the sender of this email. For information about how we collect, store and use your personal data in the delivery of our services and marketing, please review our Privacy Policy.

**Confidentiality**

This email is confidential and/or legally privileged and intended for the use of the addressee only. If you are not the intended recipient or the person responsible for delivering the email to the intended recipient, please advise the sender immediately. The use, dissemination, forwarding, printing or copying of this email is strictly prohibited. Alder King has taken reasonable precaution to ensure that no viruses are transmitted to any third party but accepts no liability for any loss or damage as a result of the use of this email.

Alder King LLP is a Limited Liability Partnership registered in England and Wales No. OC306796. Registered office: Pembroke House, 15 Pembroke Road, Bristol BS8 3BA. A list of members is available at the registered office. #extexcl



Sarah Iserman  
Alder King  
Brunswick House  
Gloucester Business Park  
Gloucester  
GL3 4AA

On behalf of the Chipping Norton Town Council.

19<sup>th</sup> March 2025.

Project: Repair works and PV roof installation - Chipping Norton Town Hall.

Dear Sarah,

As promised, please find below an estimated fee proposal for an Impact Assessment with regard to the proposed repair works to the Town Hall, along with the proposed installation of Photovoltaic panels to the roof.

General information:

*Heritage Impact Assessments, comprise two aspects (Heritage Assessment and an Impact Assessment) in accordance with the National Planning Policy Framework (NPPF 2023): Paragraph 194: 'In determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets' importance and no more than is sufficient to understand the potential impact of the proposal on their significance. As a minimum the relevant historic environment record should have been consulted and the heritage assets assessed using appropriate expertise where necessary. Where a site on which development is proposed includes, or has the potential to include, heritage assets with archaeological interest, local planning authorities should require developers to submit an appropriate desk-based assessment and, where necessary, a field evaluation'.*

- Heritage Assessments. This provides the local authority (LA) with an analysis of the building in question along with its setting. Depending on the required recording level (Historic England advocate 4-levels) a broad outline building description might suffice, or it might be the case that a full building survey is required. The decision for the level of recording can be led by the proposed level of works, or the historic significance of the building and/or it's setting. Along with the building description it is important to explain the historic context. This information is gleaned from historic documentation (where accessible).

- Impact Assessments.

NPPF, Paragraph 199 *'When considering the impact of a proposed development on the significance of a designated heritage asset, great weight should be given to the asset's conservation (and the more important the asset, the greater the weight should be). This is irrespective of whether any potential harm amounts to substantial harm, total loss or less than substantial harm to its significance'*.

This is where any proposed plans are explained and justified to the local authority. Where any proposed works are likely to have an impact on a historically significant aspect of the building, the works must be mitigated *'in the public interest'*.

**This project:**

The following is estimated:

- ⇒ To re-cap the significance of the building including the roof to the local authority.
- ⇒ Conduct a full photographic survey from various vantage points to demonstrate the likely views of the Town Hall roof covering.
- ⇒ To mitigate the works and the potential gain.
- ⇒ To refer to policy and Historic England's guidance.

It is estimated that this should take between 10 – 14 hours at a cost of £65 per hour.

Our fees have increased since March 2023. However, as I am aware of the financial burden on local town councils, I am willing to reduce the hourly rate to £65 per hour.

We require written instruction and an indication that the clients have noted our terms and conditions.

If you are happy to proceed, do let me know and I will make arrangements to start the report.

Kind regards,  
Victoria

Victoria Hubbard MSc

### Terms and Conditions.

- Hubbard Conservation will commence work when a written instruction has been provided.
- Our fees are based on £75 (**£65 in this case**) per hour plus reasonable expenses.
- The fee proposal is estimated, based on the knowledge presented at the time. Proposed plans often develop after an estimate has been accepted. If the alterations to the plans increase the time spent producing the report beyond the estimate, there will be an additional charge for the extra time.
- With regards to lengthy and complicated projects, an invoice for the Heritage Assessment may be produced, with the expectation of this being settled before the Impact Assessment is written. This scenario may apply when waiting for plans to be drawn up or completed.
- Once the report is complete, an invoice and draft copy of the report will be forwarded. The draft watermark is omitted from the report when the invoice is paid. The intension is for the invoice to be settled on receipt; however, we allow no more than 7 days.
- Our reports are based on information gained, known, or provided with at the time of writing. We take care to provide best practice reports. No responsibility is accepted for errors and matters beyond our reasonable control or the failure or refusal of the client to fully disclose all material facts and circumstances.
- We have no control over any decision made by the Local Planning Authority or Planning Inspectorate. We can only advise using experience and best practice. It is possible that any scheme or area of research will not obtain approval, or otherwise receive a positive outcome.
- We endeavour to provide professional services with reasonable care and skill. We will not be held responsible however for any losses arising from the supply by the client or associated professionals of incorrect or incomplete information, or the client's and associated professional's failure to act upon advice and guidance given.
- If the project is aborted for any reason once instruction has been made, an invoice will be presented for any work conducted prior to written notice that the work is to cease.
- The estimated timescale is based on the existing workload and is subject to change.





# **CHIPPING NORTON TOWN COUNCIL**

## **Health & Safety Policy Statement**

Version 2.0

Issue Date: June 2022

Review Date: March 2025

# Chipping Norton Town Council (the Council) Health & Safety Policy

## Contents

	<u>Page Number</u>
1. Statement of intent	3
2. General Policy Statement	4
3. Responsibilities	5
4. Legal implications	7
5. Locations within the scope of this document	7
i) The Guildhall	8
ii) The Town Hall	9
iii) Play Equipment & Recreation Grounds	13
iv) The Cemetery	14
v) Town Centre Flower Beds, War Memorial and Millennium Garden	14
vi) Seating	14
vii) Greystones	14
viii) Glyme Hall	14
ix) Depot, Worcester Road Industrial Estate	18
6. Appendices	
i) Lone Workers	20
ii) COSHH	22
iii) RIDDOR	23
iv) Contractors	26
v) First Aid Kit Contents	27
vi) The Town Clerk's Specific Duties	28
Further information – List of Key Holders	29

1.0 **Statement of Intent**

1.1 The Policy of the Town Council (the Council) is:-

- (a) To provide and maintain safe and healthy working conditions, equipment and systems of work for all employees;
- (b) To provide such information, training and supervision as is needed for this purpose.

1.2 The Council also accepts responsibility for the health & safety of all other people who are affected by its activities.

1.3 The allocation of duties for safety matters and the particular arrangements it will make to implement the policy are set out below.

1.4 The Council will seek competent advice on matters where specific legal guidance is required.

1.5 The policy will be reviewed and if necessary amended whenever The Council's activities or personnel change or due to changes in legislation, and in any case at least annually.

1.6 The Council has set up a Staffing Sub-Committee which will have as one of its duties the monitoring of staff welfare issues e.g. stress management, working time, work load, etc.

## **2.0 General Policy Statement**

- 2.1 The Council recognises and accepts its responsibilities as an employer for providing a safe and healthy work place and working environment for all its employees and any other person(s) affected by its activities.
- 2.2 The Council will take steps, so far as is reasonably practicable, to meet this responsibility, paying particular attention to the provision and maintenance of:
- (a) plant, and safe systems of work;
  - (b) safe arrangements for the use, handling, storage and transport of dangerous articles and substances;
  - (c) sufficient information, instruction, training and supervision to enable all employees to avoid hazards and to contribute positively to their own safety and health at work;
  - (d) a safe place of work and access to it;
  - (e) a healthy working environment;
  - (f) adequate welfare facilities.
- 2.3 The Council reminds all employees of their own duties under Section 7 of the Health and Safety at Work Act 1974, to take care of their own safety and that of other persons and to co-operate with the Council so as to enable it to carry out its own responsibilities successfully. These duties are outlined in paragraph 3.6 of this policy.
- 2.4 All employees are encouraged to raise any health, safety and welfare concerns to the Town Clerk in the first instance.

*Katherine Jang*

Town Clerk  
Chipping Norton Town Council  
March 2025

### **3.0 Responsibilities**

3.1 The allocation of duties for safety matters and the particular arrangements which the Council will make to implement the policy are set out below.

#### 3.2 The Elected Council

- (i) The Council will ensure that there is an effective policy for H&S within areas under its control.
- (ii) Council shall periodically (at least annually) appraise the effectiveness of the policy and ensure that any necessary changes are made to it
- (iii) The Council will ensure that all risks are evaluated within the areas under its control relating to accidents at work, health risks, loss or damage to property, plant or equipment belonging to the Council, and risks to the public through any activity of the Council.
- (iv) The Council will ensure that all liabilities are covered by adequate insurance.
- (v) The Council will ensure that it fulfils all legal obligations to comply with the Health & Safety at Work Act 1974 and supporting Regulations.
- (vi) The Council will ensure that where breaches are identified through audits and proactive monitoring or feedback, these are acted upon to create a safe environment and working practices for all parties under the Council's duty of care.

#### 3.3 The Town Clerk

The Town Clerk will be responsible for ensuring that the H&S policy of the Council is properly implemented.

It shall be the duty of the Town Clerk to issue newly appointed staff with a personal copy of the Council's H&S policy and such supplements as are applicable to their duties and responsibilities.

#### 3.4 Delegated Duties

The Town Clerk has the duty to ensure that staff within his/her control, comply with the H&S policy. In the absence of the Town Clerk, each member of staff will assume this responsibility.

The Town Clerk will have the duty to be fully familiar with the safety policies of the Council and will ensure that all staff under his/her control comply with the safety policy at all times.

It shall be the duty of the Town Clerk to monitor the maintenance of all plant and equipment. These duties may be assigned to a competent person.

It shall be the duty of the Town Clerk to investigate any accidents, incidents and near misses and to submit a full written report to the relevant Committee. The Town Clerk

will in turn issue instructions to ensure that these accidents do not continue and, where necessary, make recommendations to the Council. It may be appropriate that in the event of a major/serious incident an exceptional meeting is called.

### 3.5 Individual Employees

All employees have a legal duty to co-operate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. All employees **must:-**

- (i) make themselves familiar with, and conform to the general safety policy of the Council by reading this H&S policy document and reading any H&S literature which is posted on notice boards in their workplace or which is drawn to their attention by their immediate supervisor;
- (ii) at all times, make full use of appropriate safety equipment, protective clothing and safety devices provided;
- (iii) report any accident, unsafe practice or systems of work, or damage to plant or equipment, to the Town Clerk and make a report in writing;
- (iv) observe safety rules at all times and take reasonable care of the H&S of themselves and other persons who may be affected by their acts or omissions at work, including members of the general public;
- (v) know what to do in case of fire or other emergency and the location of fire fighting equipment;
- (vi) know the location of first aid facilities;
- (vii) maintain good housekeeping at all times;
- (viii) observe safe standards of behaviour and dress;
- (ix) not enter into any kind of horseplay or practical joking;
- (x) carry out a visual safety inspection of plant and equipment prior to use, following the manufacturer's guidance;
- (xi) Regular checks and scheduled maintenance to be undertaken prior to use
- (xii) co-operate with the Council to enable it to carry out its responsibilities in full.
- (xiii) To comply with risk assessments and safe systems of work covering their duties.
- (xiv) To wear PPE appropriate to the task or as covered in the risk assessment

It is the policy of the Council that all employees shall receive training in all safety aspects of their occupations.

#### **4.0 Legal Implications**

- 4.1 H&S legislation places a general duty and responsibility on all employees of the Council. Any employee who behaves in a way which endangers the H&S of themselves and others may be prosecuted.
- 4.2 “Improvement Notices” or “Prohibition Notices” can be served in respect of a “person”. This term includes an individual person as well as the Council as a corporate body.
- 4.3 An “Improvement Notice” will specify the change(s) required to ensure compliance with any relevant statutory provisions and the time allowed to meet this obligation.
- 4.4 A “Prohibition Notice” would be issued if, in the opinion of an enforcement officer, activities involve, or would involve a risk of personal injury, or may give rise to such a risk in the future.
- 4.5 Enforcement officers are employed by Enforcement Authorities which include :-
  - The Police
  - Health & Safety Executive (HSE)
  - The Fire & Rescue Service
  - The Environment Agency
  - Oxfordshire County Council
  - West Oxfordshire District Council

The above list is not exhaustive but illustrates the range of bodies that have jurisdiction in health and safety matters.

#### **5.0 Locations within the scope of this document**

- 5.1 Locations at which the Council exercises control over staff, and at which the content of this document is applicable are:-
  - (i) The Guildhall
  - (ii) The Town Hall
  - (iii) Play Equipment and The Recreation Grounds
  - (iv) The Cemetery
  - (v) The Town Centre Flower Beds including the War Memorial
  - (vi) Greystones
  - (vii) Pool Meadow
  - (viii) Glyme Hall
  - (ix) The Depot, Worcester Road Industrial Estate

### 5.1(i) The Guildhall

a) General

Heating, lighting and temperature regulations will be complied with.

If any member of staff notices any item of furniture, fixtures, fittings or equipment that is damaged or unsafe, they must report it to the Town Clerk immediately.

b) Lone Workers

If a member of staff is working alone in the Guildhall office they must secure the lock on the internal office door and keep the front door latch down.

c) Fire

Fire alarm systems and extinguishers are provided and maintained by the landlord of the building (WODC). It is the responsibility of all staff to familiarise themselves with the fire alarm procedures, both those for alerting other occupants of the building to a fire, and those for evacuating the building in case of fire.

d) Electrical Equipment

It is the responsibility of the Town Clerk to ensure that all electrical equipment in the Council offices is safe, adequately maintained and tested annually.

Any portable electrical equipment brought into the Council offices must be approved by the Council's approved electrical contractor.

e) Display Screen Equipment

For each workstation, a suitable desk and chair will be provided.

Other Office Equipment

Any office equipment not covered above, must be fit and suitable for the purpose and must be properly maintained.

All equipment must be used only by suitable trained staff and only for the purpose for which it was intended.

All office staff must complete a DSE assessment form.

f) First Aid

A first Aid Kit is held at the Council office. Its location is clearly identified. The First Aid Box must be stocked in compliance with the current recommendations and must be maintained by the nominated member of staff, currently the Town Clerk.



## g) Accident Book

An Accident and Incident book is held at The Guildhall Office.

All accidents however minor must be recorded.

So too must all incidents that could have resulted in an accident ('near misses').

In addition all incidents of abuse, verbal and physical must be recorded.

## h) Manual Handling

When moving heavy or difficult items, staff must take adequate care to ensure their own safety and that of others. If necessary a second member of staff should assist.

Particular care must be taken when carrying anything on the external steps, or on the stairs to the first floor.

## 5.1(ii) The Town Hall

The Town Hall is used by a variety of people for a variety of purposes. The users fall into the following categories:

- a) Staff
- b) Councillors
- c) Hirers
- d) Attendees

The H&S requirements for each of these categories are set out below:

a) **Staff need to be aware of the following:**

- i) Control of Substances Hazardous to Health (COSHH) Regulations

Regard must be taken of the precautions listed in Appendix ii

- ii) Manual Handling Operations Regulations 1992

Any manual handling operation which involves a risk of injury must be avoided wherever possible.

A risk assessment must be made of all of manual handling operations which are unavoidable. The assessment must take into account the task, the load, the working environment, individual capability and other specific factors.

The risk assessment must be recorded if there are significant issues.

Steps must be taken to reduce the risk of injury from manual handling operations to the lowest level reasonably practicable by improving the

environment, providing information and training, and by using mechanical aids.

Most everyday manual handling operations will not involve excessive risk and are likely to require no more than basic training in lifting techniques to reduce the risk to an acceptable level.

Employees **must** make use of equipment and systems of work provided to them, and to carry out manual handling operations in accordance with any training and instructions given.

#### Lone Working Safety

It is unavoidable that on occasions, staff may have to work alone. This should be avoided wherever possible.

In the case of necessary lone working, the employee should make his/her location, task and approximate involvement time known to the Town Clerk's office during office hours, and must advise the same when this task has concluded.

At times when the Town Clerk's office is not attended, the lone worker must nominate a person known to him/her and in the same way as above, advise of the work location, task and approximate timing. This nominee should be advised at the end of the task.

The nominee must be provided with a list of key holders and their telephone numbers.

If one is available, the lone worker should carry a mobile telephone on which the Town Clerk or nominated person can attempt to make first contact in the case of concern.

#### iii) Fire Safety

To comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 – known as the Fire Safety Order (FSO), appropriate fire fighting equipment, signage and emergency exits have been provided.

Fire extinguishers are examined by a contract supplier annually *Executive Fire Protection Ltd* and monthly by the Town Hall Keeper, these checks to be recorded in the Fire Safety Log Book (FSLB).

Fire alarms are tested at weekly intervals by the town hall keeper, the results being recorded in the FSLB.

At each event a steward(s) is nominated according to the Council's requirements who must be made familiar with the fire safety arrangements.

In the event of the requirement to use a fire extinguisher, a report must be filed to the Town Clerk and a replacement arranged at the soonest opportunity.

All Fire Exits must be clear of obstructions at all times.

iv) Electrical Safety

The integrity of all electrical installations and all portable electric equipment in use by the Council's staff must be determined.

In the case of equipment provided by hirers, The Council must satisfy itself that such equipment is safe and being used in a safe way. This will be by the provision of evidence from the hirer that all the equipment has been tested.

The permanent installation at the Town Hall will be protected by RCD Circuit breakers.

User Checks refer to checks which can easily be made by the person using the equipment, e.g. integrity of lead & plug. Formal inspection refers to a checking of a more detailed kind requiring some degree of expertise. Combined inspection and testing involves interpretation of tests and thus a qualified electrician is required.

vi) Workplace Health, Safety and Welfare Regulations 1992

These regulations state that in every workplace, furniture, furnishings and fittings must be kept sufficiently clean.

Floors, walls and ceilings must have easily cleansed surfaces and be kept sufficiently clean.

Waste materials must not be left except in suitable containers.

The regulations do not define the word "sufficiently". For the purpose of this document it will mean so as to provide a safe work and hire location cleaned to a standard such that offence is not given to hirers and in respect of the kitchen, bar and toilets in particular, and compliance with food hygiene regulations is ensured.

vii) RIDDOR

Accident Book

An accident and Incident book will be held at The Guildhall Office.

All accidents however minor must be recorded.  
So too must all incidents that could have resulted in an accident.  
In addition all incidents of abuse, verbal and physical must be recorded.

Full details of how to report accidents and incidents are in Appendix iii of this policy,

## viii) First Aid Regulations

It is recommended that the town hall keeper be trained in first aid to the level of Emergency Aid for the Appointed Person.

A fully stocked first aid kit is held in the Kitchen. It will be the responsibility of the town hall keeper to check its contents weekly and restock as necessary in accordance with the card held in the box,

## ix) Security

Lone Working: - Whenever a member of The Council's staff is working alone in the Town Hall, all external doors must be secured.

Evacuation: - All external doors are fitted with appropriate mechanisms to allow emergency evacuation whilst at the same time permitting the doors to be secured so as to prevent inappropriate access to the building.

## x) Operating the External Lighting Bar

This has been risk assessed and has its only stand-alone risk assessment.

**b) Councillors need to be aware of the following:**

Councillors need to be made aware in general of all of the above. However, when in attendance at the Town Hall in connection with their duties as members of the Council, they will need to have specific regard to items iv, viii and ix above.

**c) Hirers of the Town Hall**

Hirers of the Town Hall will need to be aware of all of the above and, where necessary, the arrangements in place as required under the terms of the Premises Licence applicable to the building.

It is the responsibility of the hirer to be fully aware of and take such steps as are needed to comply with any H&S regulation relating to their specific activities, **including reporting accidents as set out within the hiring agreement.** This will include the effects of their activities on attendees and other members of the public.

Hirers are reminded that they must comply with the terms and conditions of the hire contract.

**d) Attendees at functions**

Attendees at functions in the Town Hall should make themselves familiar with:

The location of fire exits  
The location of the first aid kit.

These two items **must be** detailed in the Town Hall signage.

### 5.1(iii) Play Equipment and the Recreation Grounds

- a) The Council provides play equipment at four locations;
- b)
- The main recreation ground in New Street,
  - The play ground at Cotswold Crescent,
  - The play area at Cornish Road
  - The play area at Evans Way
- b) The Equipment will be maintained to a suitable standard for safe use and will be regularly inspected by an appropriately trained and competent person.
- c) Inspections will be carried out at weekly intervals. However, during school holidays there may be a requirement for more frequent inspection.
- After each inspection, a written record will be provided for the Town Clerk to keep and to action as appropriate.
- d) The maintenance of the grassed areas around the play equipment is the responsibility of an approved contractor.

See Appendix iv page 21.

**Note:**

The play equipment is inspected weekly by the Council's trained staff and half yearly by The Council's insurers. All reports of these inspections are held in the Guildhall Office and are acted upon as appropriate.

#### 5.1(iv) The Cemetery

- a) The Cemetery Grounds and The Colonnade are maintained by an approved contractor. See Appendix iv.
- b) When the town hall keeper visits the cemetery to mark out graves he must take adequate steps to ensure his own safety. This includes carrying the issued mobile telephone and ensuring it is in working order and switched on.
- c) The maintenance operative will regularly inspect the cemetery. Any problems noted will be reported to the Town Clerk who will take action as appropriate.

#### 5.1(v) The Town Centre Flower Beds including War Memorial and Millennium Garden.

The Flower Beds, War Memorial and Millennium Gardens are maintained by persons approved by the Council. The approved persons are expected to carry out the maintenance in such ways as to ensure the health and safety of themselves and any other persons in and around the working area.

It is the responsibility of the approved persons to use appropriate materials and equipment that has been regularly maintained and is safe.

It is the responsibility of the approved persons to report to the Town Clerk any defects or other hazards found in these locations.

It is the responsibility of the Town Clerk to implement corrective measures in respect of any defects so notified.

#### 5.1 (vi) Seating

The Council is responsible for the maintenance and good repair of public seats in several locations around the town. These will be kept functional and in good repair.

#### 5.1(vii) Greystones

Greystones is mainly a recreational area, formerly the buildings and land of Chipping Norton Rural District Council, now in the ownership of the Council, and used jointly by several sports and recreational clubs under lease from the Council. The Council has recently sold the main building – the new owner now has responsibility for all H&S issues relating to it.

The clubs have responsibilities for the health and safety of their own members, guests, and members of the public who may be involved in, or in attendance at any of their activities.

Some clubs have their own buildings and structures that they must maintain to a safe and acceptable standard.

#### 5.1 (viii) Glyme Hall

The Town Hall is used by a variety of people for a variety of purposes. The users fall into the following categories:

- e) Staff
- f) Hirers
- g) Attendees

The H&S requirements for each of these categories are set out below:

e) **Staff need to be aware of the following:**

i) Control of Substances Hazardous to Health (COSHH) Regulations

Regard must be taken of the precautions listed in Appendix ii

iii) Manual Handling Operations Regulations 1992

Any manual handling operation which involves a risk of injury must be avoided wherever possible.

A risk assessment must be made of all of manual handling operations which are unavoidable. The assessment must take into account the task, the load, the working environment, individual capability and other specific factors.

The risk assessment must be recorded if there are significant issues.

Steps must be taken to reduce the risk of injury from manual handling operations to the lowest level reasonably practicable by improving the environment, providing information and training, and by using mechanical aids.

Most everyday manual handling operations will not involve excessive risk and are likely to require no more than basic training in lifting techniques to reduce the risk to an acceptable level.

Employees **must** make use of equipment and systems of work provided to them, and to carry out manual handling operations in accordance with any training and instructions given.

Lone Working Safety

It is unavoidable that on occasions, staff may have to work alone. This should be avoided wherever possible.

In the case of necessary lone working, the employee should make his/her location, task and approximate involvement time known to the Town Clerk's office or Facilities and Events Officer during office hours and must advise the same when this task has concluded.

At times when the Town Clerk's office or Town Hall office is not attended, the lone worker must nominate a person known to him/her and in the same way as above, advise of the work location, task and approximate timing. This nominee should be advised at the end of the task.

The nominee must be provided with a list of key holders and their telephone numbers.

If one is available, the lone worker should carry a mobile telephone on which the Town Clerk or nominated person can attempt to make first contact in the case of concern.

v) Fire Safety

To comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 – known as the Fire Safety Order (FSO), appropriate fire fighting equipment, signage and emergency exits have been provided.

Fire extinguishers are examined by a contract supplier annually *Executive Fire Protection Ltd* and monthly by the Town Hall Keeper, these checks to be recorded in the Fire Safety Log Book (FSLB).

Fire alarms are tested at weekly intervals by the town hall keeper, the results being recorded in the FSLB.

At each event a steward(s) is nominated according to the Council's requirements who must be made familiar with the fire safety arrangements.

In the event of the requirement to use a fire extinguisher, a report must be filed to the Town Clerk and a replacement arranged at the soonest opportunity.

All Fire Exits must be clear of obstructions at all times.

vi) Electrical Safety

The integrity of all electrical installations and all portable electric equipment in use by the Council's staff must be determined.

In the case of equipment provided by hirers, The Council must satisfy itself that such equipment is safe and being used in a safe way. This will be by the provision of evidence from the hirer that all the equipment has been tested.

User Checks refer to checks which can easily be made by the person using the equipment, e.g. integrity of lead & plug. Formal inspection refers to a checking of a more detailed kind requiring some degree of expertise. Combined inspection and testing involves interpretation of tests and thus a qualified electrician is required.

xi) Workplace Health, Safety and Welfare Regulations 1992

These regulations state that in every workplace, furniture, furnishings and fittings must be kept sufficiently clean.

Floors, walls and ceilings must have easily cleansed surfaces and be kept sufficiently clean.

Waste materials must not be left except in suitable containers.

The regulations do not define the word "sufficiently". For the purpose of this document it will mean so as to provide a safe work and hire location cleaned to a standard such that offence is not given to hirers and in respect of the kitchen, bar and toilets in particular, and compliance with food hygiene regulations is ensured.



## xii) RIDDOR

## Accident Book

An accident and Incident book will be held at The Guildhall Office.

All accidents however minor must be recorded.

So too must all incidents that could have resulted in an accident.

In addition all incidents of abuse, verbal and physical must be recorded.

Full details of how to report accidents and incidents are in Appendix iii of this policy,

## xiii) First Aid Regulations

It is recommended that the town hall keeper be trained in first aid to the level of Emergency Aid for the Appointed Person.

A fully stocked first aid kit is held in the Glyme Hall kitchen. It will be the responsibility of the town hall keeper to check its contents weekly and restock as necessary in accordance with the card held in the box,

## xiv) Security

Lone Working: - Whenever a member of The Council's staff is working alone in the Town Hall, all external doors must be secured.

Evacuation: - All external doors are fitted with appropriate mechanisms to allow emergency evacuation whilst at the same time permitting the doors to be secured so as to prevent inappropriate access to the building.

**f) Hirers of Glyme Hall**

Hirers of Glyme Hall will need to be aware of all the above measures.

It is the responsibility of the hirer to be fully aware of and take such steps as are needed to comply with any H&S regulation relating to their specific activities. This will include the effects of their activities on attendees and other members of the public.

Hirers are reminded that they must comply with the terms and conditions of the hire contract.

**g) Attendees at functions**

Attendees at functions in Glyme Hall should make themselves familiar with:

The location of fire exits

The location of the first aid kit.

These two items **must be** detailed in Glyme Hall signage.

5.1 (xi) Depot, Worcester Road Industrial Estate

This premises is used as the Council's storage depot, and as a site for maintenance of equipment by the Town Council's grounds maintenance operatives. This site is not open to the public and is only accessed by Town Council staff.

**h) Staff need to be aware of the following:**

i) Control of Substances Hazardous to Health (COSHH) Regulations

Regard must be taken of the precautions listed in Appendix ii

iv) Manual Handling Operations Regulations 1992

Any manual handling operation which involves a risk of injury must be avoided wherever possible.

A risk assessment must be made of all of manual handling operations which are unavoidable. The assessment must take into account the task, the load, the working environment, individual capability and other specific factors.

The risk assessment must be recorded if there are significant issues.

Steps must be taken to reduce the risk of injury from manual handling operations to the lowest level reasonably practicable by improving the environment, providing information and training, and by using mechanical aids.

Most everyday manual handling operations will not involve excessive risk and are likely to require no more than basic training in lifting techniques to reduce the risk to an acceptable level.

Employees **must** make use of equipment and systems of work provided to them, and to carry out manual handling operations in accordance with any training and instructions given.

**Lone Working Safety**

It is unavoidable that on occasions, staff may have to work alone. This should be avoided wherever possible.

In the case of necessary lone working, the employee should make his/her location, task and approximate involvement time known to the Town Clerk's office during office hours and must advise the same when this task has concluded.

At times when the Town Clerk's office is not attended, the lone worker must nominate a person known to him/her and in the same way as above, advise of the work location, task and approximate timing. This nominee should be advised at the end of the task.

The nominee must be provided with a list of key holders and their telephone numbers.

If one is available, the lone worker should carry a mobile telephone on which the Town Clerk or nominated person can attempt to make first contact in the case of concern.

vii) Fire Safety

To comply with the requirements of the Regulatory Reform (Fire Safety) Order 2005 – known as the Fire Safety Order (FSO), appropriate fire fighting equipment, signage and emergency exits have been provided.

Fire extinguishers are examined by a contract supplier annually *Executive Fire Protection Ltd* and monthly by a Grounds Maintenance Operative, these checks to be recorded in the Fire Safety Log Book (FSLB).

Fire alarms are tested at weekly intervals by a staff member, the results being recorded in the FSLB.

In the event of the requirement to use a fire extinguisher, a report must be filed to the Town Clerk and a replacement arranged at the soonest opportunity.

All Fire Exits must be clear of obstructions at all times.

viii) Electrical Safety

The integrity of all electrical installations and all portable electric equipment in use by the Council's staff must be determined.

In the case of equipment provided by hirers, The Council must satisfy itself that such equipment is safe and being used in a safe way. This will be by the provision of evidence from the hirer that all the equipment has been tested.

User Checks refer to checks which can easily be made by the person using the equipment, e.g. integrity of lead & plug. Formal inspection refers to a checking of a more detailed kind requiring some degree of expertise. Combined inspection and testing involves interpretation of tests and thus a qualified electrician is required.

xv) Workplace Health, Safety and Welfare Regulations 1992

These regulations state that in every workplace, furniture, furnishings and fittings must be kept sufficiently clean.

Floors, walls and ceilings must have easily cleansed surfaces and be kept sufficiently clean.

Waste materials must not be left except in suitable containers.

The regulations do not define the word "sufficiently". For the purpose of this document it will mean so as to provide a safe work and hire location cleaned to a standard such that offence is not given to hirers and in respect of the

kitchen, bar and toilets in particular, and compliance with food hygiene regulations is ensured.

xvi) RIDDOR

Accident Book

An accident and Incident book will be held at The Guildhall Office.

All accidents however minor must be recorded.

So too must all incidents that could have resulted in an accident.

In addition all incidents of abuse, verbal and physical must be recorded.

Full details of how to report accidents and incidents are in Appendix iii of this policy,

xvii) First Aid Regulations

It is recommended that a Grounds Maintenance Operative be trained in first aid to the level of Emergency Aid for the Appointed Person.

A fully stocked first aid kit is held in the Depot kitchen. It will be the responsibility of the staff to check its contents weekly and restock as necessary in accordance with the card held in the box,

xviii) Security

Lone Working: - Whenever a member of The Council's staff is working alone in the Town Hall, all external doors must be secured.

Evacuation: - All external doors are fitted with appropriate mechanisms to allow emergency evacuation whilst at the same time permitting the doors to be secured so as to prevent inappropriate access to the building.

## CNTC H&S Policy

### Appendix i

#### Lone Working

Lone working is referred to in this document at sections:

5.1(I) b The Guildhall

5.1(ii) a iii The Town Hall

5.1(ii) a ix The Town Hall (Security)

5.1(viii) Glyme Hall

5.1 (ix) Depot, Worcester Road Industrial Estate

## CNTC H&S Policy

### Appendix ii

#### Control of Substances Hazardous to Health (COSHH)

- a) "Substance" means any natural or artificial substance whether in solid or liquid form or in the form of a gas or vapour. This can include cleaning supplies.
- b) An inventory will be compiled listing all hazardous substances being used by personnel employed by the Council. Each substance will be assessed to determine if there is a risk to personnel. Appropriate safety instructions will be issued in respect of each substance. A current copy of this list will be kept in the FSLB.
- c) All chemicals should be used with great care and only in accordance with manufacturers' Safety Data Sheets which will have been supplied.

#### SIMPLE GUIDELINES FOR THE SAFE USE OF CHEMICALS

- Before using any substance ensure that you are aware of its uses and that you have read the instructions provided. Never mix chemicals as this can cause them to give off dangerous vapours.
- Do not transfer chemicals into other containers, especially beer or soft drinks bottles.
- Close tightly any partially used containers and store them under lock and key in the secure stores provided for this purpose.
- Where necessary use protective clothing which has been provided for you, and always clean up spills immediately.
- Do not smoke or take food when using chemicals. Thoroughly wash any exposed skin after use of chemicals.
- Never inhale chemicals and ensure that the area in use is adequately ventilated.
- Never use substances for any other purpose than that for which they are intended – use in inappropriate situations could put employees or others at risk.

## Appendix iii

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations

This piece of legislation requires that certain types of accident, injury or incident are reported to the Health and Safety Executive (HSE).

**Ways to report an incident at work**

Online (HSE website) – All incidents except for deaths **must** be reported online

Complete the appropriate online report form listed below. The form will then be submitted directly to the RIDDOR database. You will receive a copy for your records.

- Report of an injury
- Report of a dangerous occurrence
- Report of a case of disease
- Report of flammable gas incident

Telephone - All incidents must be reported online but a telephone service remains for reporting **fatal and major injuries only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

Reporting out of hours - The HSE and local authority enforcement officers **are not an emergency service**.

More information on when, and how, to report very serious or dangerous incidents, can be found by visiting the HSE out of hours webpage. If you want to report less serious incidents out of normal working hours, you can always complete an online form

**Those in control of the premises** (the Town Council or Council staff)

The Town Council must report any work-related deaths, injuries, cases of disease, or near misses involving its employees wherever they are working.

**Anyone in control of activities not under the direct control of the Council** (e.g. hirers)

Anyone in control of premises must report any work-related deaths and injuries to members of the public and self-employed people on the premises, and dangerous occurrences (some near miss incidents) that occur on the premises.

**Types of reportable injury** – to people at work

- Deaths
- Major injuries (see below)
- Over-seven-day injuries

### **Types of reportable injury – to people not at work**

- Where a member of the public or person who is not at work has died, or
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital for treatment.


#### **Reportable major injuries are:**

- fracture, other than to fingers, thumbs and toes;
- amputation;
- dislocation of the shoulder, hip, knee or spine;
- loss of sight (temporary or permanent);
- chemical or hot metal burn to the eye or any penetrating injury to the eye;
- injury resulting from an electric shock or electrical burn leading to unconsciousness, or requiring resuscitation or admittance to hospital for more than 24 hours;
- any other injury leading to hypothermia, heat-induced illness or unconsciousness, or requiring resuscitation, or requiring admittance to hospital for more than 24 hours;
- unconsciousness caused by asphyxia or exposure to a harmful substance or biological agent;
- acute illness requiring medical treatment, or loss of consciousness arising from absorption of any substance by inhalation, ingestion or through the skin;
- acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a biological agent or its toxins or infected material.

#### **Over 7 day injuries**

This is where an **employee or self-employed person** is away from work or unable to perform their normal work duties for more than seven consecutive days (not counting the day of the accident).

#### **Occupational diseases**

Employers and the self-employed must report listed occupational diseases  when they receive a written diagnosis from a doctor that they or their employee is suffering from these conditions **and** the sufferer has been doing the work activities listed.



## Dangerous occurrences

Dangerous occurrences are certain listed near-miss events. Not every near-miss event must be reported. Here is a list of those that are reportable **most of which are unlikely to occur**:

- collapse, overturning or failure of load-bearing parts of lifts and lifting equipment;
- explosion, collapse or bursting of any closed vessel or associated pipe work;
- failure of any freight container in any of its load-bearing parts;
- plant or equipment coming into contact with overhead power lines;
- electrical short circuit or overload causing fire or explosion;
- any unintentional explosion, misfire, failure of demolition to cause the intended collapse, projection of material beyond a site boundary, injury caused by an explosion;
- accidental release of a biological agent likely to cause severe human illness;
- collapse or partial collapse of a scaffold over five metres high,

The following dangerous occurrences are reportable except in relation to offshore workplaces:

- unintended collapse of:
  - any building or structure under construction, alteration or demolition;
  - any false work;
- explosion or fire causing suspension of normal work for over 24 hours;
- sudden, uncontrolled release in a building of:
  - 100 kg or more of flammable liquid;
  - 10 kg of flammable liquid above its boiling point;
  - 10 kg or more of flammable gas; or
  - of 500 kg of these substances if the release is in the open air;
- accidental release of any substance which may damage health.

## CNTC H&amp;S Policy

## Appendix iv Contractors

- a) Where contractors and sub-contractors are engaged by the Town Council, they must maintain effective control of themselves and those working under them so as to ensure that they comply with the responsibilities and duties under the Health & Safety at Work etc. Act 1974 and regulations made thereunder.
- b) The Town Clerk must be assured in writing that any contractors appointed have suitable and sufficient health and safety policies/procedures in place.
- c) The Town Clerk must be assured in writing that any contractors appointed have sufficient public liability insurance cover.

## CNTC H&S Policy

### Appendix v

#### Contents of First Aid Kits

First aid kit should contain the following:

Guidance Card

Scissors

Safety Pins

Plasters – Assorted and if used in connection with catering, blue.

Triangular Bandage – (2)

Sterile, pre packed eye pads – (2)

Sterile, pre packed Small Wound Dressings - (4)

Sterile, pre packed Medium Wound Dressings – (2)

Sterile, pre packed Large Wound Dressings – (2)

Disposable Gloves.

They may contain – Pre packed sterile antiseptic wipes.

First aid kits should **NOT** contain:-

Any ointments (eye, burn, antiseptic, antihistamine)

Any liquid antiseptic

Sterile Water

Any analgesic tablets

## Appendix vi

The Town Clerk's specific duties include:

- (i) establishing safe systems of work and procedures for carrying out the Council's Safety Policy incorporating any Regulations, Approved Codes of Practice and other relevant legislation;
- (ii) ensuring that all accidents are investigated and that statutory reports are completed promptly where required;
- (iii) ensuring that all persons within his charge are aware of the procedures to be adopted in case of emergency;
- (iv) ensuring that all persons within his charge know the whereabouts of first aid facilities;
- (v) ensuring that relevant training and supervision is provided for new employees as appropriate;
- (vi) ensuring that only safe working practices are used and that protective clothing and equipment is worn or used where required in order to provide maximum safety for all personnel within his charge;
- (vii) ensuring that all machinery and equipment is properly maintained and safe to use;
- (viii) ensuring that any health or safety problem which cannot be resolved immediately is brought to the attention of the Council as soon as is practicable;
- (ix) undertaking a formal and recorded inspection of the Town Hall at six monthly intervals.

**Keys:**

- All staff members are issued keys for their primary work premises (eg. The Guildhall, Town Hall, or the Depot)
- Key safes are in use at the Town Hall, Glyme Hall, The Guildhall, and The Depot

**For the Attention of Katherine Jang**

Acting Town Clerk and CEO  
Chipping Norton Town Council  
The Guildhall Hall  
**CHIPPING NORTON**  
OX7 5NJ



28<sup>th</sup> February 2025

Dear Katherine

It is with some regret, that I must advise you; Lesley and I have decided to close the Company in 2025 and retire, so we can enjoy our latter years travelling and spending the time we have left with family and friends. We have not been without some health issues over the last year and as I celebrate my 80<sup>th</sup> birthday shortly, we felt this was a milestone we could not ignore.

In making this decision, it was very important to us to ensure you will be looked after by a company that shares our values and ethos of keeping you our Clients, at the heart of everything we do. On this note and regarding your Contract with us; I can assure you that nothing needs to change, as we have spoken with Barry of Selectrics Electrical Contractors, and he has confirmed they will be happy to continue supporting you with your Christmas Lights installations. So essentially you will receive the same total commitment from Barry, Kevin and their team who have been carrying out the install, takedown and repairs of your town's Christmas Lights since 2022. Obviously, the closure will take several months to finalise, so Lesley and I will still be available to be contacted if you wish to speak with us.

If you are happy for us to transfer the responsibility of our Contract for Christmas 2025 to Selectrics Electrical Contractors then please email me and let me know so I can arrange for an appropriate document to be sent to you, showing the transfer of the remaining year of the Contract to Selectrics Electrical Contractors, which we would request you acknowledge by completing your signature and date where indicated below, before emailing back to me by return please.

I would recommend you keep this partnership with Selectrics ongoing as I feel that with them you have the complete package. Barry is committed to taking the headaches out of Christmas Lighting by giving professional, no nonsense advice. However, if for whatever reason you do not wish for Selectrics to continue with the Contract and want to terminate the same, then please email me a signed letter giving notice of your termination of the Contract.

I wish you well for the future and know that we are leaving you in the capable hands of Barry at Selectrics Electrical Contractors.

Yours sincerely,

Eric E Stokes  
Managing Director  
The Millennium Quest Limited

**THE MILLENNIUM QUEST LIMITED**

Address : Reg'd. Office: The Marlowe Innovation Centre, Marlowe Way, Ramsgate, Kent CT12 6FA  
Telephone : 01622 676422 Fax : 01622 606979  
E-mail : enquired@millenniumquest.co.uk

VAT No : 951 634 100 Reg. No : 1155607  
Registered in England and Wales

## Item 15

### Proposal and Background

*The Town Council will annually elect a Mayor and Deputy Mayor who will be responsible for leading the Town on Ceremonial, Symbolic, Charitable and Community matters.*

*The Town Council will annually elect a Leader and Deputy Leader who will work closely with the Town Clerk/CEO on Planning and the day-to-day Council matters.*

Chipping Norton Urban District Council came into being in 1894 (replacing The Urban Sanitary Authority!). The 1972 Local Government Act replaced this by a Council having the powers of an ordinary Parish Council. By deciding to continue to have a Mayor and by electing one of their number to the position, the Councillors became known as a Town Council.

The Town Council adapted to the increased workload in 2022 by ceasing to have monthly meetings and altered its range of committees to the present three substantial sub-committees, meeting and reporting to Full Council.

The workload has continued to increase as the Council has become more proactive in tackling longstanding issues and has acquired further responsibilities.

For one Councillor to take on the twin roles of Mayor and Chair of the Council is no longer sustainable. **It has been pointed out several times, during the consultation that commenced on 09 March 2025, that the pool of Councillors able and willing to take on both roles is very limited.**

### Notes

- The Town Council will continue to fund the Mayor's allowance.
- Most (14) current councillors were appointed unopposed in May 2023, with two subsequently appointed to fill the vacancies. This suggests that now is the right time to make changes. There will be adequate time for the present council and staff to make the revised system work.

Mike C

### **Item 18: Insurance Renewal**

The Council is required to renew its insurance policy for FY 2025/26. We have received the following quotation (full schedule and policy circulated to Cllrs via separate cover) from our current insurers, Clear Councils.

This would take effect from the 1<sup>st</sup> April 2025 to ensure no gaps in coverage.

The total premium to ensure full coverage, including the Council's regalia is £11,130.52 for FY 2025/26.

The agreed insurance budget for 2025/26 was £11,500.

**RECOMMENDATION:** That the Council agrees to renew the current insurance policy with Clear Councils to ensure no gaps in coverage from the 1<sup>st</sup> April 2025.



## **Item 20: Planning Applications**

1. **APPLICATION NO:** [25/00545/FUL](#)  
**PROPOSAL:** Demolition of ancillary building and the erection of a building for the storage of cars and holding associated events.  
**LOCATION:** The Quiet Woman Antiques Centre Oxford Road Southcombe
  
2. **APPLICATION NO:** [25/00607/HHD](#)  
**PROPOSAL:** Demolition of existing conservatory and erection of single storey extension Act  
**LOCATION:** 40 Park Road Chipping Norton Oxfordshire
  
3. **APPLICATION NO:** [25/00495/HHD](#)  
**PROPOSAL:** Erection of a replacement domestic outbuilding.  
**LOCATION:** 65 Rock Hill Chipping Norton Oxfordshire
  
4. **APPLICATION NO:** [25/00641/HHD](#)  
**PROPOSAL:** Erection of a single storey rear extension to dwelling with associated alterations  
**LOCATION:** Magnolia Cottage 16 Albion Street Chipping Norton
  
5. **APPLICATION NO:** [25/00604/HHD](#)  
**PROPOSAL:** Renovation works to include alterations to existing roof and conversion of loft space to create additional living space, along with installation of a rear dormer and changes to fenestration. Erection of a single storey rear extension, construction of a new chimney to side elevation and an open fronted entrance porch, provision of additional vehicular access and associated landscaping works.  
**LOCATION:** 20 Over Norton Road Chipping Norton Oxfordshire
  
6. **APPLICATION NO:** [25/00730/FUL](#)  
**PROPOSAL:** Demolition of outbuildings/ barns and erection of 3 dwellings with garages and associated landscaping and remediation groundworks  
**LOCATION:** Land At Valley Cottage Mill Road Chipping Norton

Oxfordshire County Council have requested that the Town Council responds to a request from residents at Rock Hill, Chipping Norton.

Due to parking issues at 14-16 Rock Hill, residents have requested KEEP CLEAR markings on the road in front of private driveways.

<https://fixmystreet.oxfordshire.gov.uk/report/7296159>