



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK and CEO: Luci Ashbourne

11th June 2024

SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE

TO: All Members of Community Committee

VENUE: The Council Chamber, Chipping Norton Town Hall

DATE: 17th June 2024

TIME: 6:30pm

Luci Ashbourne
Town Clerk and CEO

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

A G E N D A

1. Election of Chair

To receive nominations for and elect the Chair of Community Committee for the municipal year 2024/25

2. Election of Vice-Chair

To receive nominations for and elect the Vice-Chair of Community Committee for the municipal year 2024/25

3. Apologies for absence.

To consider apologies for absence.

Committee members who are unable to attend the meeting should notify the Town Clerk (townclerk@chippingnorton-tc.gov.uk) prior to the meeting, stating the reason for absence.

4. 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

5. Minutes

To approve the minutes of the committee meeting held on 11th March 2024.

6. Public Participation

The meeting will adjourn for this item

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

7. Committee Action Plan review

To review the Committee Action plan for the year 2024-25

8. Town Hall

- a. To receive a report from the Facilities and Events Officer.
- b. To receive a report regarding the town hall restoration works and agree next steps.
- c. To receive an update report from the youth club in the Town Hall.

9. Events

To receive a report from the Facilities and Events Officer.

10. Chipping Norton Firewalk

To receive a proposal from the Rotary Club regarding plans for a Chippy Firewalk to be held in spring 2025.

11. Play Areas

To receive an update.

12. Keep Chippy Beautiful

To receive an update.

13. Date of the next meeting – Monday 9th September 2024



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

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

ALSO PRESENT:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Town Clerk and Estates Manager

2 members of the public

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



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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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



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

Community Committee strategic plan

The committee should review this for the new municipal year.

Action	Whose involved?	Budget	Commencement	Completion	Notes/Comment
Modernise and improve Chipping Norton Town Hall Large project	CNTC Staff/approved consultants/working party	EMR £171,783	Jun-22	Dec-24	Quinquennial review is complete. Measured survey has been carried out and we now have floorplans Specifications have been drawn up and the tender process has been completed. Planned roof inspection and damp works have been completed. First phase internal decoration is complete. Roof report is back and a report is on the agenda to agree next phase of works. Possibility of PV panels to be agreed in principle.
Supporting young people in Chipping Norton.	Youth work providers/CNTC/clubs	No specific budget at present	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. Report on the agenda for Council to receive.
Ensure that the recreation areas in Chipping Norton are safe, enjoyable and inclusive spaces for all.	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. Solutions to this to be scoped out and costed during 2024/25.
Pesticide free Chipping Norton	CNTC/Contractors/landowners/clubs	N/A	May 22	May 25	Three year action plan adopted. First year implemented, second year review and implementation to take place. Wildflower area in the Cemetery is establishing well, with yellow rattle flowers in bloom during June. This area has been strimmed, and new wildflowers have been sown.
Christmas lights scheme	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 booked for Thursday 28 th November.

					Tender for new three year contract to be published early 2025.
Compliance and safety	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – complete. First phase works complete. Second section complete. Tree Survey complete - priority works complete. Medium term priority works underway. Play park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company Town Hall FRA complete Town Hall Fixed Wire test and actions complete Alarms system, emergency lighting and hearing loop are installed.
Chipping Norton Pride	CNTC/Chipping Norton Pride Group		June 2023	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. The Chipping Norton Pride group are a formal CIC and will now manage the event and be expected to apply for grant funding for 2025.
Skatepark design and installation project	CNTC/Consultants/Skatepark Users Group	EMR £35,000	April 23	April 25	The Council has selected Maverick Industries Ltd as the preferred contractor. Next steps will be community consultation to agree design to be submitted for planning permission.
Keep Chippy Beautiful Initiative	CNTC	£500	April 23	Ongoing	The admin and customer service assistant will take on the management and volunteer coordination of Keep Chippy Beautiful. Dates for 2024 to be agreed and published.
Smokefree Oxfordshire initiative	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	May 24	Sign design competition underway with primary schools and scouts. Submission deadline end of July. Submissions received. Panel to meet and agree a winner. This needs to be finalised as the grant needs to be spent during this financial year. This needs to be completed as soon as possible as the expected timeframe for delivery is overdue.
Scoping out partnership working Chipping Norton Theatre	CNTC/CN Theatre		May 23	Ongoing	Partnership events held in the Town Hall have gone well. To continue to develop this relationship.
Feasibility for a “rock school” for Chipping Norton	CNTC/partners				Scope out ideas
Collaboration/dialogue with The Branch Community Hub	CNTC/The Branch				The Town Clerk meets with The Branch CEO on a regular basis to share information and provide support where helpful.
Chippy Phone Box	CNTC staff/CNarts		Jul-21	Ongoing	CNTC are managing the rota. This is a well utilised space.
Summer event – picnic in the park	CNTC	£3000	May 23	Annually	Using the Picnic in The Park model to provide an annual open air event.

Public Art project	CNTC/Luke Embden	£5805 of S106 funding granted for the town hall project to commence. £3000 printing funding available to apply for	July 2024	March 2025	Local graphic artist Luke Embden to deliver community workshops in the summer of 2024 for people to attend and contribute to a collaborative public art project to be displayed from the Town Hall windows.
Remembrance Day event	RBL/CNTC	£1000 from events budget plus use of the Town Hall and staff to support.	November 2024	November 2024	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.
Community Awards event	CNTC	£1,500 from events budget	September 2024	September 2024	The committee agreed to expand the sports awards into a wider community awards ceremony. An event policy and procedure has been agreed. First ceremony to be held on 20 th September 2024.

Reviewed by Community Committee:

Agenda item 8a– The Town Hall

Bookings

1) Current Bookings Updates:

- a. Current Capacity for next three months (Lower Hall, The Snug and Upper Hall)
 - i. May = **31.57% (increase of 1.68%)**
 - ii. June = **34.24%**
 - iii. July = **25.43%**
 - iv. August = **17.51%**

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

- a. 01 Jan – 31 Dec 2024: 25.92% (March report = **23.62%** an increase of 2.30%)
Summer Holidays – we are quiet again as lots of regular groups stop for the school holidays. It would be great to find a way of filling the Town Hall during the Summer Holidays.

3) Current income April 01, 2024, to June 17th 2024

- a. £14,789.72

4) Current income April 01, 2024, to March 31, 2025

- a. £57,156.90

Recommendation remains as per March 2024 Report:

Whilst bookings have and continue to increase, there still needs to be more input into the marketing of the Venue to increase the income and booking from private and commercial sales.

This report is to note.

5) Ongoing Community Groups updates:

- a. Community Church Congregation
- b. Little Footsteps from the Community Church
- c. Muslim Prayers Group
- d. Chipping Norton Choral Society & Cotswold Youth Choir
- e. Chipping Norton Theatre x2 Singing Groups
- f. Chipping Norton Theatre x2 Dance Groups
- g. Amnesty Chipping Norton
- h. U3A
- i. Chipping Norton Wine Club
- j. Chipping Norton Railway Club
- k. Age UK fitness classes
- l. Fit Active Classes
- m. Transitions Youth Space
- n. Coffee, Chat and More from the Community Church
- o. Turning Point
- p. Muay Thai Kick Boxing Beginning Tuesday 18th June

The Branch Out and Cook Sessions have now finished in the Town hall and have moved over to the new Branch building.

This report is to note.

6) Maintenance

a. **Making the Heating system user and staff friendly, as well as more energy efficient and futureproofing.**

The electric panel to operate the heating system is very old and difficult to use efficiently. We have had the system assessed and there are various options (with varying costs and benefits) to be considered before competitive quotes are obtained based on which level of repair/replacement works is agreed. A working party of Councillors to go through the details of this with the Facilities Officer to agree this is recommended.

Recommendation: To set up a Town Hall working group to assess the recommendations for the heating system works and the roof works and develop a project plan following recommendations made by the working group.

b. **Fire Safety**

Health and Safety Audit went well, with a few recommendations for improving the fire safety of the building. This is mainly process and procedures, with more signage such as Call Point notices. Evacuation Drills to now be implemented into times for regular and large groups to participate in.

Chipping Norton Fire Service have requested whether it would be possible to use the Town Hall as a Test and Drill location for training the Fire Persons. The Facilities and Events Officer will liaise with the Fire Service to accommodate their request as it will add value to our own Fire Safety procedures.

A new evacuation procedure is available on the Fire Safety board by the front of reception.

We are waiting for the final report from the audit at the time of writing this report.

This report is to Note.

c. **Electrics**

New external electric sockets have now been installed on the ramp side of the Town Hall. There are 2x 12-amp and 1x 60-amp sockets available. The connector for the external 60-amp socket is stored securely in the boiler Room. The installation of the external electric sockets should benefit all the events happening in and around the Town Hall, improving provision to stall holders and to event performances.

One event has been able to make use of the 2x 12-amp sockets, and the Town Festival still need to come and test the 60-amp for their use.

This report is to Note.

d. **Storage**

During the heating/boiler assessment it was noted that the radiators from under the stage can be removed for the cost of approximately £800. The benefit of this will be

losing wasted energy from heat disappearing under the stage and allowing the possibility for front access to the under the stage area for safer storage.

Recommendation: That the radiators under the stage are removed, and quotes for building work to the front of the stage area for easy access storage are obtained.

e. Town Hall Blinds

Blinds are due to be taken down 18th June ready for the repairer to fix. Concerns raised that the blinds may not be hung/attached correctly and within legal guidelines have been checked with H&S Advisor – they could not see any issue with the blinds and have confirmed they can be re-hung safely.

This report is to note.

7) Booking process

- a. Updates have been made to the Town Hall web pages, which now include room sizes and the various capacities of the spaces depending on the format of the event.

This report is to note.

8) Extending the reach with varying events

a. Weddings

We have received 4 emails since January about hiring the Hall for Weddings, which we are unable to do currently due to not having a License for Weddings. Licensing information from Oxfordshire County Council states:

'The fee for a licence is £2,425 and is for three years and will be included on the list of venues available for civil ceremonies in Oxfordshire for that period of time.'

The Facilities and Events officer would like to review the possibility of purchasing a license for wedding ceremonies to take place in the Town Hall, and the charges that could be applied to cover the costs of the License within the 3 years. The Facilities and events officer would need to work on a Wedding Package project to ascertain market pricing and marketing of the Venue as a wedding venue, and what needs we may have to provide a marketable venue for weddings. OCC will need to review the premises following the application, and 21-day public consultation for objections.

Recommendation: That the Committee approve obtaining a wedding license in principle, with the caveat that a review take place and a report be produced before final approval and spend.

b. Tribute Band Events

Facilities and events officer currently in discussions with a promotor of Tribute bands and working to get these started in October. Meeting is being arranged for

end of June to decide upon the financials, and whether they hire the hall and sell tickets taking the risk and any profit themselves, or whether we book them in and sell the tickets, with the Town Hall taking the risk and any profit from the tickets sales. The first bands to be booked in will be an Elvis and Queen tribute bands.

This report is to Note.

Agenda Item 8b – Town Hall Restoration

Town Hall Scheduled Works Part 2 - Town Hall Roof

Phase 2 of the works on the Town Hall are being scoped out with the project management company, Alder King. Major work is planned for the roof, and before proceeding, we have been exploring the possibility of combining this project with the installation of solar panels for future energy efficiency. Alder King has obtained costings and information regarding the next steps, which are summarised below:

- **Recommendation for Next Stage:**
 - A detailed design by a third-party contractor is recommended, involving a £2,000 feasibility study. This study includes a formal system design, structural loading calculations by a structural engineer, and a drone survey.
 - The contractor will provide information for the Listed Building application and make the appropriate application to the District Network Operator to ensure the proposed installation meets the relevant criteria.
 - If the Council proceeds with the installation of PV panels, the £2,000 cost will be deducted from the overall project cost.
- **Project Integration:**
 - Once complete, the information will be passed to the main contractors with an updated specification integrating the roof work and the solar panel installation, considering the works already completed in Phase 1.
 - The main contractors Barnwood will then prepare an updated cost for the overall project, including an option to undertake just the roofing works, which will be used for arranging funding. Coordination with Victoria Hubbard will continue for the Listed Building Application.
- **Financial and Efficiency Benefits:**
 - All solar PV solutions indicate a payback period of approximately 6-8 years.
 - Excess electricity will be sold to the network, and battery storage will allow usage of generated power during non-generating times such as evenings or poor weather.
 - Long-term savings on utility costs over the next 20-25 years are estimated at around £130,000.
 - There will be cost savings in roofing works as new slates will not need to be sourced, and existing high-quality slates will be reused around the new PV panel areas. The full cost difference will be quantified during the re-pricing exercise.

Recommendation:

a. That the committee agrees in principle to the installation of PV solar panels and approves the expenditure of £2,000 for the next stage of the feasibility study from the restoration EMR.

b. That the Town Hall working party (as agreed in agenda item 8a) reviews the details following this stage and makes recommendations for the next steps.

Youth Space Report 9/6/24

Update since the last report in Mid-January

Developments:

Since the last report we have recruited and trained two new volunteers which is helping to give better continuity and security for the young people attending.

We have trained a youth volunteer as a young leader to help provide peer support, and to give other young people confidence to develop these skills too.

We have opened up our advertising to younger teens.

We have been establishing a stronger network of relationships within the town, linking in with people who need more support and building a rapport and reputation of trust with families.

We have been working closely with The Theatre and supporting their parenting groups of those with mental health and SEND difficulties, as well as linking with the family support and SEND team at Top School. This is enabling us to support some of the most vulnerable children who are struggling to access other forms of support, and to help connect them in with other services that are available, including peer support.

We continue to volunteer at Remix to maintain connections there, and have liaised with volunteers from St Mary's Church who are mentoring students at Top School since Joel left, to ask that they signpost students to us if appropriate.

We have met with Response, a youth agency based in Witney who mentor young people at Top School on Tuesdays, and followed this up with a further meeting where it was agreed that their new youth worker would attend some of our sessions so he could create a link for those most in need at Top School.

We worked with young people to develop a new advertising image for Youth Space, and have been promoting that through various social media sites as well as paper-based versions. These are now on display at key places in Top School as well as in town.

We have developed the amount of cooking activities we can do as this is very popular, and the multi-use games table is invaluable for providing an alternative focus.

We have been able to offer several of the teens who come to these sessions opportunities for youth camps this summer, so this provides a gateway for extra provision.

We have received funding from SNG to help cover ongoing resources costs for ingredients and equipment.

Figures:

In total we have run 17 sessions since the last report, with 21 young people taking part in sessions in 2024.

Of those 21 young people:

8 have had periods when they have been off the school roll / EOTAS

8 have an autism diagnosis or are on CAMHS waiting list for a diagnosis

9 are students with SEND

5 identify as trans or non-binary

2 are Ukrainian refugees

1 is at risk of being taken into care

Context:

For these children to have a safe space where they can link with others, feel welcome, get fed and learn to cook simple meals for themselves Youth Space has offered a vital lifeline. Particularly those with autism or LGBTQ+ have said that there isn't anywhere else where they feel totally accepted and comfortable in the way they do here.

For every child that comes, we know there are many more out there who are needing support.

Post covid the nature of youth work and youth needs has changed, with many young people suffering with social anxiety, social overwhelm, and withdrawal from face to face activities. How do you engage with young people who are withdrawn in bedrooms on devices? Youth Space is helping us to be able to do just this – see below.

We know that Remix youth club run by St Mary's Church at Glyme Hall after school on Fridays which has a turnout of around 20 young people a week, is now considered the biggest youth club in West Oxfordshire. Most youth clubs are reported to be currently operating around 5 or 6 young people.

Our median attendance rate is 4, with a mean of 3.5 . This is lower than we would like, but is not surprising given that we are a new organisation and this is new provision- it takes time to build up numbers and a reputation. It is also not out of step with other youth provision in the district in current times.

Our actual engagement rate is much higher than this as many families stay in touch even when not attending.

Value added:

The youth club is providing a visible presence for the youth support work that we are offering in Chipping Norton. Where young people have come but since stopped attending we are still in contact with those families and continue to offer support and signposting, helping them to assess their level of need and to be in touch with other organisations such as CAMHS, BYHP, MASH, ODC, St Mary's Church as appropriate.

Where people have seen our adverts and reached out to us because their child is in need of extra support, we have been working with them to help them or their children access that support. This may mean that they never come through the doors of Youth Space, but because of its existence they are able to have a conversation and access this support.

This is due to the changing nature of youth needs in a post-covid context – Youth Space is acting like a shop front at a time where many people now prefer to shop online. Some customers will still come through the door, and the existence of the shop helps spread the word, but there will be others who feel more comfortable accessing the services remotely. Because Youth Space exists as an entity, many more vulnerable young people in Chippy are being supported.

We anticipate that as our reputation develops, more people will have the confidence to reach out for support. Our work at Cotswold Crescent, our youth camps and the recent Maasai day we organised should help with this, and hopefully other organisations and individuals will help signpost young people to us.

Youth Space gives stability for us to be able to continue to develop and run our wider youth support in Chipping Norton, much of which is unfunded – as well as the Pop-up Provision at Cotswold Crescent (currently supported by Cottsway), our youth Camps (Supported by Transition Towns grant), we also run a wider programme of events to help connect people from Chippy and access support.

Since January this includes:

9 sessions at Cotswold Crescent

6 sessions at Remix

8 community outreach events

4 walkabouts with councillors to help them liaise with young people in the town

5 Parenting mental health sessions

Development and support of a whatsapp group for parents of those with mental health or SEND difficulties.

We cannot go into details of the support being offered due to the clear need to maintain confidentiality, but there are some very vulnerable local families who are accessing support as a result in a number of different ways. (Around 18 at present)

Youth Space is also helping to enhance the reputation of the Town Council, and their response to youth needs – young people have asked for a space to hang out in town, and although many are not accessing it they feel valued to know it is there. We have had comments from other towns asking their councillors to provide something similar for their young people including Moreton in March and one in South Oxfordshire.

Some recent quotes about Youth Space:

“My son has had a social lifeline as a result of the Youth Club.”

“The Youth Club provides the right balance of planned activities to encourage social interaction but places few demands or expectations which allows him to feel comfortable and he is therefore keen to attend. It is the one entry on his calendar that he considers to be non-negotiable! “

“I am in awe as to the amount of time, energy and dedication that Cara puts into this vital service and we feel very grateful to have found this invaluable support.”

“The additional support provided to the parents who have SEND children has been equally important, enabling a safe, accepting space for us to share experiences, advice, tears and laughter. “

What we need going forwards:

More secure funding – we need ongoing funding to provide a wage for our youth worker, and to cover core costs that the organisation requires to support our youth provision, including training, supervision, induction of volunteers, phone support, connections to Oxfordshire Youth and so on. We are in talks with WODC and SNG who are both very supportive of the work we are doing.

Rebranding – we want to change the name of our parent organisation from Transition Chipping Norton to Sustainable Chipping Norton, with the youth branch becoming Sustainable Chippy Youth. This will make the connection to local sustainability clearer as the word Transition (to sustainable living) is often misunderstood. If anyone has any contacts who may be able to help with this process please do get in touch.

More connections – always happy to work with the Town Council on building stronger connections within the town. If any councillors are in touch with families or young people, and have thoughts on how to boost our provision further please do get in touch.

Follow us on facebook [fb.com/Learn2Sustain.org.uk](https://www.facebook.com/Learn2Sustain.org.uk)

Or contact Cara on cara@learn2sustain.org.uk or 07517 144828

Agenda item 9 – Events

1. PAST EVENTS 2024 (Town Council Events and Events supported by Town Council)

- **Chipping Norton Music Festival**

The Music Festival is a fantastic event for the Town and the hard work of the organisers is commended.

However, the status quo of how the event works within the Town Hall needs to be redressed as there are significant impacts on the Town Council and regular groups that could be avoided with better scheduling and planning. These issues are summarised below for Cllrs attention.

- The music festival are historically used to being able to “book” the entire hall (particularly the Upper Hall due to the grand piano being in the space) for the duration of the festival. However, despite the space not being available to hire to other users, and regular groups needed to stop, the festival are used to only paying for use of the hall when an event or session is running. A wash up meeting has taken place where this issue was discussed, with the following ideas being proposed as potential solutions to mitigate the impact:
 - It was suggested that the festival schedule be compacted into a smaller time frame to maximise use of the space instead of taking over the hall for 3 weeks where regular users and other hirers cannot use the space and a significant amount of the time during the three weeks are not being utilised by the festival itself, but the hall cannot be used. The festival organisers have not commented on this suggestion at the time of writing the report.
 - It was suggested that the grand piano could be placed onto the stage for its safety and security and enable the Upper Hall to still be hired outside of Music Festival sessions, however the festival organisers do not think this will work for them and their varying uses for the piano.

Discussions will continue to be held until a workable compromise can be reached that mitigates the financial impact on the Council and the impact on regular hirers while ensuring the festival can still operate and feel manageable for the organisers.

This report is to Note.

- **Mayors Charity Fundraiser for The Lido – April 13th 2024**

The "Duck Run with Quackitude" fundraiser on aimed to raise awareness and support for the Lido in Chipping Norton. The goal was to promote the Lido and encourage community engagement.

Objectives

Raise Awareness:	Highlight the Lido's importance.
Boost Engagement:	Unite the community.
Increase Attendance:	Encourage Lido use.

Outcomes

Raise Awareness:	More Lido visits and inquiries through the sharing of the Event from Town Council
Positive Feedback:	Praised organization and activities, providing The Lido staff with new ideas for activities and games to encourage play in The Lido

Challenges

Promotion:	Need for broader marketing. An ongoing issue with many of the events.
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This Report is to Note

- **Skateboard Park in the Park – May 13th 2024**

Rollback World installed the Temporary Skatepark and over 100 kids attending throughout the afternoon. Town Council staff were on hand with members of the Skatepark user group to get feedback and provide information. Many people asked during the day, and since, if the event will be held again. Facilities and Events Officer is currently sourcing a great organisation who may wish to sponsor another Pop-Up Skatepark during the School Holidays.

This Report is to Note

2. UPCOMING EVENTS

June 2024

- **Chipping Norton Pride 2024 – 1st June 2024**

The new Chipping Norton Pride team organised a great event, enjoyed by over 1000 people during the day and over 100 people supporting the evening entertainment. With more of everything this year, more performers, more food and drinks stalls, the Lower Hall being made use of with stalls and including a Drinks Bar on both levels.

We were able to provide outside electrics using the new 12-amp external sockets that were installed at the same time as the 60-amp requirement for Town Festival. All worked safely, with trailing cables overhead, and it was positive to see them being used by effectively for a Town event.

The Team have been given advice to apply for grant funding for the 2025 event, and guidance on hosting fundraising events throughout the year to hold a successful event in 2025.

This report is to Note.

- **Town Festival 2024 – Sunday 30th June 2024**

Facilities and Events Officer has requested that the electrician in use for the event come to the Town Hall to test and inspect the new 60-amp external socket installed for their use.

This report is to note.

September 2024

- **Town Community Awards – Friday 20th September 2024**
 - The Facilities and Events Officer is currently working on the organisation of the event.
 - Announcement has been made in the Chipping Norton News for July Edition.
 - Launch to take place at the end of June
 - Enquiries are already under way
 - Certificates (in principle) agreed to be sponsored by Kopyrite (Free printing)
 - New Logo in design by the Town Clerk
 - Awards for winners to be kept at no more than £50 per person.
 - Possible awards for runners up – costing no more than £15 per person.
(Alternatively, a local business may like to sponsor with Vouchers for the Winners)
 - Decision to be made on 'Alternative Trophy'. Other than a certificate it would be great to awards each winner with something that has longevity, and that can be seen visibly by people in the community and kept for a lifetime. Something that could be 'future proofed' and given for future years. I am proposing that a group of Cllrs are nominated to meet with me and share ideas about what this trophy could be.
 - Some examples of items used for awards elsewhere:
 - Items of outer wear with branding - 'Chipping Norton Town Council' colours and a 'Community Award Logo' such as Baseball Cap, Winter Scarf, Woollen Hat, T-Shirt, Hoody etc
 - Keepsakes with 'Community Award Logo' and name such as Drinkware, Window Stickers, Pens etc
 - Wine reception to be available
 - Food and other refreshments to be available
 - Open bar at the end of the evening.

Recommendation: Community Committee to decide on the Award 'Alternative Trophy'

October 2024

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

November 2024

- **Remembrance 2024**

CNTC are working with Chipping Norton Royal British Legion in planning the parade, services and event in the Town Hall for Remembrance 2024.
- **Chipping Norton Christmas Lights Switch on With the Big Chippy Singalong**
 - Thursday 28th November 2024

- If everyone is happy, Facilities and Events Officer would like to retain the Singalong Event and Lantern Parade as part of the lights switch on, as a new tradition of Chippy to take forward.

This Report is to Note

December 2024

- **Chippy in Christmas Market (and possible Tractor Run)**
 - Date still to be confirmed to by the CiC team.
 - Kaleb Cooper Team and the Chipping Norton at Christmas Team have now been officially introduced and an agreement in place to provide a Tractor Run as part of this year's celebrations.
 - The Team have agreed that the Market Place layout will be like the Christmas Lights Switch on in 2024, whereby the Car parking area is closed off to traffic, keeping the main road through town open. Therefore, Market place will be free of traffic and pedestrianised for the event. Stewards will be available for the road crossing areas.

This Report is to Note.

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

Muay Thia kick Boxing – Tuesday 18th June 2024, it's a new weekly session from a community member and we would love them to succeed in their new venture. Please do pass the group on to any people who may be interested.

Annual Record Fair from Oxfam – Saturday 29th June 2024, it's a great annual event, and it would be lovely to see people showing their support to the charity, and our local shop.

Chipping Norton Town Festival – Sunday 30th June 2024, having been away for a year – everyone in town is looking forward to the Town Festival being back in 2024. There is a great line up with local musicians and entertainers. They would be very pleased to see your support.

Election Day – Thursday July 4th 2024, I'm sure you won't but don't forget to come and do your duty!

Comedy Night with Great Tew School – Saturday 13th July 2024, there is a great fundraiser being organised by Great Tew School, to help raise funds for their PTA. It will be an evening full of comedy – and two of the organisers have great comedy contacts from London, and are promising a rib-tickling, jaw-aching evening of laughs.

Explorer's Holiday Club – Monday 29th –Wednesday 31st July 2024, thanks to Town Council funding, the Little Footsteps coordinator can provide 3 days of FREE summer school in the mornings in Upper Hall. Free lunch is provided, and last year it was a brilliant few day's of respite for people in the community during the school holidays. There is an additional day on offer for the following Sunday morning 4th August.

OP Woodcraft Furniture Restoration Workshops supporting people with mental Health – Saturday 17th August 2024, the second of the three sessions on offer throughout the year from OP Woodcraft supported by Chipping Norton Town Council. The first session showed many interested parties (Still

to take place at the time of writing this report) and we would love you all to share or join in to support people in the community to better mental health.

Agenda item 10 – Chipping Norton Firewalk

Attached is a summary plan for an firewalk event to be held in Chipping Norton in March 2025. The idea is that people sign up to take part and raise money for a charity of their choice.

Similar events have taken place in Witney and Carterton and have been a success and well engaged with by the community.

In order to confirm the Rotary Club are requesting fully subsidized use of the Town Hall to use as the event control centre, and support from the Town Council in terms of identifying local businesses who may wish to be involved in terms of sponsoring the event, and selling food/drinks at the event itself.

There is a request for use of a water supply from the Town Hall which the Facilities and Events Officer is investigating and if able is happy to facilitate this.

Recommendation:

That the committee agree support for the firewalk event and if so:

- a. That fully subsidized use of the Town Hall for the event is approved and;
- b. That if possible use of a water supply for the event is approved and;
- c. That the Facilities and Events Officer supports the event by signposting to local businesses and providing support regarding road closure applications and signage.



ROTARY CLUB OF WITNEY

District 1090 (RI Club No. 19296)



Chipping Norton Firewalk – 28th March 2025

Event Summary v2

Introduction

The Rotary Club (RC) will stage the **Chippy Firewalk** outside the Town Hall, on 28th March 2025. The event will begin at about 6:00 pm with the walk itself beginning at around 8:30 pm when the sun has set sufficiently. The actual Firewalk is managed by a professional organisation, with the RC providing all the support arrangements. The Firewalk managers – Blaze Firewalking (Blaze) are the commercial profit takers from the event.

The aim of the event is to encourage local organisations and charities, such as scouts and primary school PTAs, to enter walkers who collect sponsorship for their own organisations.

The event Control Centre will be in the Town Hall. This document is the Event Summary. An Event Manual will be available throughout the event from the Control Centre.

Summary of Requirements and Expectations

As described more fully below, the following will be required:

Item	Provider	Notes
Planning & execution	Rotary Club (RC)	This will be the RC's fourth Firewalk
Site Provision	CNTC	Permission sought
Town Hall Access	CNTC	Permission sought
Firewalk	Blaze Firewalking	Well experienced organisation
Event Main Sponsor (£750 to £1000)		CNTC advice needed to find a sponsor
Music & PA		RC to arrange
Crowd Control	RC	Barriers required. Hopefully CNTC can borrow from Witney TC.
Water Outlet	CNTC from TH	A hose-pipe connection needed
Electrical Power	Either CNTC from TH OR RC hired generator	
Outside Lighting	TBD	Lighting to enhance the photography
Mulled Wine & Bar	RC	From downstairs bar of TH or a suitable outside location.
Hot Food	A local business	CNTC to identify candidates
Licenced Outlet	A local business	CNTC to identify candidates (TEN needed)
First Aid	Probably Cotswold FA	RC to arrange
Road Closures	WODC	CNTC to advise
Car Park Closures	WODC (or OCC?)	CNTC to advise
Traffic Marshals	RC	Other local volunteers needed

CNTC=Chipping Norton Town Council, RC=Rotary Club, TH=Town Hall, WODC=West Oxon District Council



Event Outline

Firewalking is walking barefoot over a bed of hot embers, as practiced by cultures in many parts of the world; as a rite of passage, a test of courage, or a test of faith. The earliest reference is from Iron Age India c. 1200 BCE. The science is that the foot does not touch the hot surface long enough to burn, and that embers are poor conductors of heat.

Adult walkers (minimum age 16) are trained by Blaze whilst the bed of embers is prepared. Each walker is escorted across the hot embers with all the necessary safety precautions. Once a walker has crossed the embers their walk is complete and they have “qualified” to claim their sponsorship money. Certificates are provided.

Walkers pre-register for the event in teams or as individuals. Only pre-registered walkers can participate in the event. About 60 walkers are expected but with an absolute limit of 70.

The event is a spectacle for the audience; the RC will video and photograph the whole event and make the edited video available to all the walkers. Participants and spectators will be advised that photography and videoing is taking place and have the option of asking to be excluded. Official photographers and videographers will be clearly identifiable.

The general timings are as follows:

14:00	Site set-up begins	20:30	Firewalk begins
18:30	Walkers' Registration	21:00	Certificates presented
19:00	Walker's training begins	21:15	Site breakdown begins
20:00	The fire is lit	23:00	Site clear

Restricted Area and Damage Prevention

Blaze requires an area to be cordoned off for the Firewalk itself, in which the 1m x 6m fire bed is constructed. The cordoned area will be about 12m x 15m and protected by a spectator barrier.

The surface of the chicane outside the Town Hall is of brick pavers and thus more difficult to damage than tarmac. Blaze lays down a 5mm thick silicon rubber mat, followed by two layers of stadium quality turf that protects the ground beneath and surrounds the fire bed.

A container will be provided for the disposal of used turf and spent coals, previously doused with water. There will be minor amounts of litter to dispose of.

Access to the Town Hall will be restricted to walkers, the Firewalk team, and dignitaries invited by CNTC. Only those registered as walking are allowed to attend the training. Marshals will control access to the TH and each walker will be issued with a wristband for identification.

Members of the public will be directed to the nearby public toilets. Arrangements may be needed for them to stay open later in the evening. Young children may be allowed to use the Town Hall.

Licensing and Permitting Requirements

Permission has been requested from CNTC, which owns and operates the Town Hall where the training session will take place and the Control Centre located.

Road and car park closure permissions will be required from WODC/OCC.

The required alcohol sales licence (TEN) will be obtained by the catering provider.



Involvement of Emergency Services

Prior to the Event OFRS, SCAS and Thames Valley Police will be contacted and provided with copies of the Event Plan and risk assessments. A URN for the Event will be created by TVP.

Insurance Provision

Rotary's own PL insurance (£20M) covers the event planning. Blaze have their own cover. Any other organisations participating will be asked to prove their insurance status.

Fire Safety

The control of the hot coals is the responsibility of BLAZE who will supply Fire Control and Prevention equipment as part of their contract. Water will be required for the hose pipe connection Blaze's fire control arrangements.

First Aid Provision

Cotswold First Aid will be contracted for the event and will provide at least one paramedic and an equipped vehicle. Blaze has its own first aid provision specifically for its staff and the walkers.

Refreshment Provision

Food and drink stalls will be required. The RC will provide a Mulled Wine stall from the downstairs bar in the Town Hall or an outside location TBC. There are commercial premises in the vicinity. On-site catering will commence at about 6:30pm.

Power will be required either from within the Town Hall or via a generator provided by the RC.

Entertainment

A children's entertainer will be required to keep the children amused during the preparation for the fire walk itself. Experience shows that a Face Painter is well received as is a Balloon Modeller.

Close and Clear-Up

Clear-up will begin as soon as possible after the walkers have finished and certificates have been issued. Blaze will supervise the tidying of the fire debris, which will be disposed of by the RC. The site will be returned to a clean condition.

Agenda item 11 – Recreation areas

Cotswold Crescent

The new equipment is being well used at Cotswold Crescent, and the rotator swing has been re-set and seems robust on inspection, and in subsequent weekly inspections.

Transition Chipping Norton hosted the Maasai, and as part of their visit they held an event in the play area. This was enjoyed by many young people in the community.

New Street Recreation Area

The pop up skatepark was a successful event and has been covered in previous reports on the agenda.

The mobiles are in the process of being painted by local artist (as per agreement at a previous meeting). The motorbike is complete and has been re-installed:



Unfortunately the new bench which replaced the vandalised wooden memorial bench has been vandalised beyond repair.



The maintenance operative has removed the bench and preserved the memorial plaque. The reason that this design of bench was chosen was because it closely matched the previous one. It is recommended that a more robust design is chosen to replace this that will be much harder to damage. An Eastgate bench (which is the design that the Committee chose for Eve Coles' memorial bench also located on the site) would be ideal. Example below:



Recommendation:

1. That an Eastgate style bench is ordered to replace the broken memorial bench and that a budget of £800 is allocated from recreation new equipment to cover the cost of this.

Cornish Road and Evans Way

Nothing to report.

Agenda item 12 – Keep Chippy Beautiful

The Keep Chippy Beautiful initiative will now be managed by the Admin and Customer Service Assistant, who will have capacity to organise more regular events, and organise other community action events, as well as the litter picks that have been so well engaged with so far.

The officer has received initial training from the Town Clerk, and will liaise with Cllr Akers to set a date for the next clean up event to be held in September. The officer will also meet with OCC highway maintenance leads who will advise about what activities are appropriate for volunteers to undertake and provide training and equipment.

This report is to note.