



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 20th January 2025, at 6:30pm at Glyme Hall, Chipping Norton

PRESENT: Cllrs Sandra Coleman (Chair), Steve Akers, Mike Cahill, Alex Keyser, Athos Ritsperis, Michael Rowe, Jo Graves, Ben Bibby, Dom Rickard and Emily Weaver

ALSO PRESENT:

Katherine Jang, Acting Town Clerk & CEO

Heidi Davies, Customer Services and Admin Assistant

Tania Kirby, Events and Facilities Officer

Paolo Oliveri, Maintenance Operative

2 members of the public

CC42	Apologies for absence None received
CC43	Declaration of interests Cllr Coleman declared an interest in relation to CC48 as an employee of St Mary's Church.
CC44	Minutes RESOLVED: That the minutes of the committee meeting held on the 4 th November 2024 were signed as an accurate record by the Chair.
CC45	Public Participation None
CC46	Committee Action Plan review Members noted the Action Plan.
CC47	Town Hall Members received a report from the Facilities and Events Officer. Cllr Coleman stated that it is good to see capacity of the building improving. Members received an update report from the Facilities and Events Officer regarding the Town Hall restoration project. The Events and Facilities reported on the roof repairs. Contractors have found a possible source of the roof leak, due to evidence of rotten wooden beams. As the extent is currently unknown, the contractors have requested that the scaffolding is extended at an additional cost of £500. This had been authorised by the Town Clerk as an urgent H&S repair.



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	<p>The Events and Facilities Officer reported that the new reception window has made the office much brighter and is more welcoming to visitors. It was also noted that the building feels much more secure.</p> <p>Members discussed the quotations for the repair of the windows. Three quotations had been procured by the Facilities and Events officer to replace two deteriorating windows facing Cattle Market Street.</p> <p>Cllr Akers proposed to accept the quote from CN Glass (£15,560+VAT), seconded by Cllr Rickard. All in favour, motion carried.</p> <p>RESOLVED: That the committee agrees to accept the quotation from CN Glass, with a total cost of £15,560 plus vat at 20%.</p> <p>Members discussed the quotation for the repairs to the external council chamber doors following recommendations from the fire survey.</p> <p>Cllr Akers proposed to accept the quotation for (£15,560+VAT), seconded by Cllr Cahill.</p> <p>RESOLVED: That the committee agrees to accept the quotation (£15,560+VAT).</p> <p>Members discussed the quotation received from Thames Valley Water Services to continue monthly Legionella testing at the Town Hall. The Events and Facilities Officer suggested that members of staff could take on this task with proper training. Members then discussed the advantages and disadvantages of this proposal.</p> <p>Cllr Ritsperis proposed to extend the Thames Valley Water Service for another year, and to take this year to enquire about Legionella training for Town Hall staff. Seconded by Cllr Rickard.</p> <p>RESOLVED: That the committee agrees to the quotation from Thames Valley Water Services for the year (£1,066+VAT) and will use that time to explore training options for staff to take over testing next year.</p> <p>Members discussed the offer of equipment for the Stage Area donated from old stock at Chipping Norton Theatre. Cllr Coleman expressed thanks towards Cllr Keyser for his valuable input and advice.</p>
CC48	<p>Glyme Hall</p> <p>Members received an update from the Facilities and Events Officer.</p> <p>Cllr Coleman expressed a big thank you to The Facilities and Events Officer, the team, and the cleaner for the deep clean.</p> <p>More work is needed going forward, and a working party will be formed for a business plan. Cllrs Coleman, Bibby, Akers, Rickard and Cahill volunteered to join. It was suggested extending the invitation to other councillors who might want to join the working party. The Events and Facilities advised the committee that the Admin and Customer Service Advisor will assist with marketing events at both venues.</p>



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	<p>Cllr Cahill noted that the Facilities and Events Officer must delegate time to the Town Hall restoration project, taking away capacity to organise events at the Town Hall and Glyme Hall. Members agreed to discuss this further at an upcoming Staffing Sub-Committee meeting.</p> <p>Members discussed the possibility of renaming the individual rooms at Glyme Hall because the current names may limit how potential hirers use the spaces. The Maintenance Operative proposed to rename the rooms using tree names. Cllr Graves proposed the following list of names:</p> <ul style="list-style-type: none">- Oak- Ash- Beech- Willow <p>Cllr Coleman seconded the proposal. All in favour, motion carried.</p> <p>RESOLVED: That the new list of room names for Glyme Hall is adopted as above.</p> <p>Members discussed the role of Youth Work at Glyme Hall. Historically the Remix Youth Club was granted free hire under the previous managing charity for Glyme Hall. Members noted that the original objective of the building was for Youth Work and Adult Education. To ensure that all youth groups are treated fairly, the Town Mayor proposed setting 100 hours available for free hire of Glyme Hall specifically for youth work.</p> <p>Cllr Akers proposed that the 100 hours free hire for the purposes of youth work are given to Remix Youth Club (Jan 2025-2026), with this to be reviewed in Jan 2026. This offer is subject to clarification about Remix's secular status. Cllr Graves seconded the proposal. All in favour, motion carried.</p> <p>RESOLVED: That the Remix Youth Club is given 100 hours of free hire of Glyme Hall, to be used between January 2025-26, and that the agreement will be revisited in January 2026.</p> <p>Members discussed the utility quotes for Gas and Electricity, reiterating their commitment to choosing green and renewable energy when possible. Cllr Coleman proposed to accept the 36-month fixed electricity contract with EON GREEN (£8.4 pkwh) and the lowest cost 36-month fixed contract for gas.</p> <p>RESOLVED: That the committee agrees to the 36-month fixed contract with EON GREEN (£8.4 pkwh) and the lowest cost 36-month contract for gas.</p> <p>Future consideration: Look at installing solar panels.</p>
CC49	<p>Events</p> <p>Members received a report from the Facilities and Events Officer.</p> <p>Cllr Coleman suggested to the Members that the Charity Mayor event this year will likely be between now and April. Members discussed that the event could be a Quiz Night or Ceilidh dance</p>



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	<p>The Rotary Fire Walk event was discussed by the members. The Events and Facilities Officer suggested that councillors advertise this event through word-of-mouth.</p>
CC50	<p>Play Areas Members received the annual ROSPA reports and Disability Access Audit reports. Cllr Coleman thanked the Maintenance Operative for his work in the playgrounds. It was noted that the reports are quite positive. Cllr Keyser raised concerns about access in and out of play areas, specifically noting that Cornish Road only has one entry and exit point. Cllr Keyser wondered why this had not been highlighted in the ROSPA reports and it was suggested by Cllr Coleman that evaluating the usage of this park in the future would be useful. The previous Town Clerk had noted this issue and had arranged an emergency plan with emergency services should this ever be required.</p>
CC51	<p>Skatepark Project Members noted that the planning application for the skatepark is underway, and that the Acting Town Clerk and Facilities and Events Officer had an upcoming meeting (27th January) with Maverick Industries to discuss potential funding opportunities.</p>
CC52	<p>Keep Chippy Beautiful Members received an update.</p> <p>Saturday 22nd March was suggested for the next big clean up day. It was noted that the Back Alley and Hailey Road should be on the list of locations to clean up.</p>
CC53	<p>Public Art Project Members noted that the installation of the vinyl artwork on the Town Hall windows has been delayed, as the artist requested that these are installed once the replacement Town Hall windows are in place.</p>
CC54	<p>Members considered requests from residents for new wastebins in four locations:</p> <ol style="list-style-type: none"> 1. Outside Costcutter on Hailey Road 2. Burford Road at the cut in to Cottsway Crescent 3. Along Topside between the petrol station and the Crown and Cushion Hotel 4. A fourth request was received during the meeting from the Maintenance Operative, noting that the Veterinary Clinic on Banbury Road had issues with <p>Cllr Akers proposed to accept the bin emptying costs for the 4 locations above, should WODC deem these inessential. Seconded by Cllr Rickard. All in favour, motion carried.</p>



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	<p>RESOLVED: That members agreed to the recommendation of covering the bin emptying at the four stated locations, should WODC deem these inessential (at a cost of £261.44/annum).</p>
CC55	<p>Flag Flying Request Members considered a request from 6th Chipping Norton Scouts to fly the Scout flag on the 22nd February 2025.</p> <p>Cllr Bibby proposed to accept the request, seconded by Cllr Graves. All in favour, motion carried.</p> <p>RESOLVED: That members agree to fly the Scout flag at the Millennium Garden on the 22nd February 2025.</p>
CC56	<p>Date of the next meeting: Monday 3rd March 2025</p>

The Chair closed the meeting at 20.09