



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: Katherine Jang

10 June 2025

SUMMONS TO ATTEND A MEETING OF COMMUNITY COMMITTEE

TO: All Members of Community Committee

VENUE: Council Chamber, Chipping Norton Town Hall

DATE: 16th June 2025

TIME: 6:30pm

Katherine Jang
Town Clerk and CEO

A handwritten signature in cursive script, appearing to read 'K. Jang', is written below the printed name and title.

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 2025/26.

2. Election of Vice-Chair

To receive nominations for and elect the Vice-Chair of Community Committee for the municipal year 2025/26.

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 3rd March 2025.



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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 2025/26

To review the Committee Action plan and priorities for 2025/26

8. Flag Flying Calendar 2025/26

To review the Flag Flying calendar for 2025/26

9. Town Hall

- a. To receive a report about the Town Hall restoration project.
- b. To receive a report from the Events and Marketing Officer

10. Glyme Hall

To receive a report from the Events and Marketing Officer.

11. Events

To receive a report from the Events and Marketing Officer.

12. Play Areas

To receive a verbal update from the Town Clerk.

13. Skatepark Project

To receive an update.

14. Keep Chippy Beautiful

To receive an update about the next litter pick to be held on the 27th September 2025 and possible Summer litter pick.

15. Public Art Project

To receive an update following the final installation.

16. Date of the next meeting – Monday 8th September 2025



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Minutes of a Community Committee meeting held on the 3rd 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

CC57	Apologies for absence Cllr Graves and Cllr Weaver
CC58	Declaration of interests None
CC59	Minutes RESOLVED: That the minutes of the committee meeting held on the 20 th 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.
CC60	Public Participation 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.
CC61	Committee Action Plan review Members noted the Action Plan.
CC62	Town Hall 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.



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	<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 temporary 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>RECOMMENDATION: That the committee considers the four quotations for the replacement of the defective boilers at the Town Hall.</p> <p>RESOLVED: Proposed by Cllr Coleman, seconded by Cllr Cahill that the committee agrees to proceed with quote number four: Boiler Replacement, Circulation Pump, and Control Upgrade. Cllr Akers abstained from voting. All other members were in favour and the motion carried.</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>RECOMMENDATION: To maintain operational efficiency, meet health and safety obligations, and support existing staff, that the Committee consider the purchase of a powered Stanley lift. This investment represents a sensible, forward-thinking solution that enhances safety, improves productivity, and reduces the likelihood of future staffing issues or injury-related costs.</p> <p>RESOLVED: That the committee agreed to purchase a powered Stanley machine; however, Cllr Akers proposed that council staff should make the decision on the specific model to ensure the correct machinery is purchased. All in favour motion carried.</p> <p>Members noted the Events and Facilities Officer's report regarding the review of the Town Hall booking fees.</p> <p>RECOMMENDATION: That the committee considers keeping the fees and hiring charges for the Town Hall for 2025-2026 the same as the previous year.</p> <p>RESOLVED: Proposed by Cllr Coleman that the committee agrees to maintain the current charges for this year, seconded by Cllr Akers. All in favour, motion carried.</p>
CC63	<p>Glyme Hall</p> <p>Members received a report from the Events and Facilities Officer.</p> <p>Members noted the usage of Glyme Hall.</p>



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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.

RECOMMENDATION: That the members consider the quotation to supply and service sanitary waste bins and airscent devices for all toilet cubicles at Glyme Hall (total cost £554.40 per annum).

RESOLVED: Proposed by Cllr Akers 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.

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

RECOMMENDATION: That the committee considers the quotations to upgrade the fire and security systems (intruder alarm, CCTV system, and Fire alarm) by using the Town Hall's existing security company.

RESOLVED: Proposed by Cllr Akers, seconded by Cllr Bibby to agree to upgrade the fire and security systems (intruder alarm, CCTV system, and Fire alarm) by using the Town Hall's existing security company. All in favour, motion carried.

Members received a licensing update.

RECOMMENDATION: That committee agree to upgrade the to a complete Premises License to enable alcohol sales at events.

RESOLVED: Proposed by Cllr Akers, seconded by Cllr Cahill that the committee agree to upgrade the to a complete Premises License to enable alcohol sales at events. It was discussed that the costs need to be investigated first. All in favour motion carried.

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.

RECOMMENDATION: That the committee considers granting free hire of Glyme Hall.

RESOLVED: 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.

RECOMMENDATION: That the fees and charges for Glyme Hall remain as they were initially set in November 2024.



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	<p>RESOLVED: Proposed by Cllr Coleman and seconded by Cllr Ritsperis that the fees and charges remain the as they were initially set in November 2024. All in favour, motion carried.</p>
CC64	<p>Events Members noted the upcoming events for 2025.</p>
CC65	<p>Play Areas 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.</p>
CC66	<p>Skatepark Project 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 a local resident. Additional councillors were encouraged to join. Cllr Akers suggested reaching out to all councillors before the next full council meeting. Cllr Cahill has volunteered to join the group.</p>
CC67	<p>Keep Chippy Beautiful Members received an update about the next litter pick to be held on 22nd March 2025.</p> <p>Members noted the Big Autumn Clean-up Day is planned for 27th September 2025.</p> <p>Cllr Rowe suggested that longer litter pickers should be purchased to make it easier to collect litter buried deep in hedgerows.</p> <p>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.</p> <p>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.</p>



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	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.
CC68	Public Art Project Members noted an update stating that the public artwork will be installed once the new windows have been fitted.
CC69	Date of the next meeting: Monday 16 th June 2025

The Chair closed the meeting at 7.38pm

DRAFT

Community Committee strategic plan

The committee should review this for the new municipal year.

Action	Who's 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	Ongoing	<p>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.</p> <p>Scoping works for solar PV panels has been completed. The interim roof works have been completed (Jan 2025). Defective boilers have been replaced/fixed.</p>
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.
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	<p>The annual ROSPA inspections have been completed with the addition of disability access audits undertaken for each play area.</p> <p>Minor repairs have been noted and are being worked through by the General Maintenance Operative.</p> <p>The next annual ROSPA inspections due Nov/Dec 2025.</p>
Pesticide free Chipping Norton	CNTC/Contractors/landowners/clubs	N/A	May 22	May 25	<p>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.</p> <p>Three-year action plan coming to an end. This needs to be re-evaluated now that our in-house grounds maintenance team is in place.</p>
Christmas lights scheme	CNTC	£19,000 per year £2,500 for switch on event (from events budget)	October 22	Feb 25	<p>The 2024 switch took place on Thursday 28th November. An issue with the storage of the lights curtain meant that we had a temporary installation on the Town Hall while the curtain light was remade, as this is a bespoke piece of equipment.</p> <p>The Christmas lights contract has been extended for another year, so tendering will not take place until Summer 2026.</p>
Compliance and safety	CNTC/Approved consultants/contractors	Multiple budgets	Ongoing	Ongoing	Memorial safety survey – Second section complete.

					<p>Tree Survey – New three-year tree safety and tree health survey agreed (Full Council June 2025).</p> <p>Play Park inspections – Weekly checks MO, 6 monthly inspections undertaken by the insurance company</p> <p>Town Hall FRA complete</p> <p>Town Hall Fixed Wire test and actions complete</p> <p>Alarms system, emergency lighting and hearing loop are installed.</p>
Chipping Norton Pride	CNTC/Chipping Norton Pride Group		June 2023	Annually in June/July	<p>A Chipping Norton Pride group has been identified and worked with the Council to plan and deliver a successful 2024 event.</p> <p>The Chipping Norton Pride group are a formal CIC and will now manage the event. They have received £1,500 in grant funding from the Town Council plus free hire of the Town Hall for the event.</p> <p>2025 event to be held on the 26th July 2025.</p>
Skatepark design and installation project	CNTC/Consultants/Skatepark Users Group	EMR £35,000	April 23	Ongoing	<p>The Council has selected Maverick Industries Ltd as the preferred contractor. A final design meeting has taken place with the users group, as well as a meeting with residents who have concerns.</p> <p>The Town Council has paid WODC planning for the Lawful Development Certificate as full planning permission is not required. Next step is funding and grant applications.</p>
Keep Chippy Beautiful Initiative	CNTC	£500	April 23	Ongoing	<p>The Spring litter pick will take place on the 22nd March 2025.</p> <p>Autumn litter pick agreed for the 27th September 2025.</p>
Smokefree Oxfordshire initiative	CNTC/OCC	£750 funding from Oxfordshire County Council	April 23	May 24	<p>Sign designs completed in-house by Town Council staff. To be removed from action plan as only installation remains to be completed.</p>
Scoping out partnership working Chipping Norton Theatre	CNTC/CN Theatre		May 23	Ongoing	<p>Partnership events held in the Town Hall have gone well. To continue to develop this relationship.</p>
Feasibility for a “rock school” for Chipping Norton	CNTC/partners				<p>Scope out ideas</p>
Collaboration/dialogue with The Branch Community Hub	CNTC/The Branch			Ongoing	<p>The Town Clerk will be meeting with The Branch CEO on a regular basis to share information and provide support where helpful.</p>
Chippy Phone Box	CNTC staff/CNarts		Jul-21	Ongoing	<p>CNTC are managing the rota. This is a well utilised space.</p>
Summer event – picnic in the park	CNTC	£3000	May 23	Annually	<p>Using the Picnic in The Park model to provide an annual open air event.</p>

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	<p>Local graphic artist Luke Embden to delivered workshops to taking place on 21st and 22nd September 2024. The next steps will be for the TC to apply for S106 funding for the printing and manufacturing of the mural linocuts.</p> <p>The installation has been delayed as Luke would prefer for the Town Hall windows to be replaced/restored in advance of the artwork being installed.</p> <p>Project completed, to be removed from ongoing action plan.</p>
Remembrance Day event	RBL/CNTC	£1000 from events budget plus use of the Town Hall and staff to support.	November 2025	November 2025	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 2025	September 2025	The Community Awards ceremony were held on the 27 th September 2024. This was a vibrant evening held to celebrate community groups and individuals. To be held again Sept 2025.

This is working document and will be updated for each committee meeting.

Possible items to add to the 2025-26 Action Plan:

- Glyme Hall: Completion of a business plan for Glyme Hall.
- Play Park Equipment: To undertake an audit of existing play park equipment and facilities and determine replacement timescales.

Chipping Norton Town Council

Flag Flying for Events, Campaigns & Commemorations Policy

Calendar of Events – NB the Union Flag will fly as standard, but dates where it must fly are included in the Calendar to ensure that other proposals are considered around these dates.

Date	Occasion	Flag/Lighting	Agreed	Donated by
09 January	Birthday, Princess of Wales	Union Flag	n/a	
20 January	Birthday, Countess of Wessex	Union Flag	n/a	
2 nd Mon in March	Commonwealth Day	Commonwealth Flag	Full Council – 20.07.22	Council
8 th March	International Women's Day	Suffrage Flag	Full Council – 20.07.22	Council
10 March	Birthday, Earl of Wessex	Union Flag	n/a	
24 March	International Day for the Right to Truth concerning Gross Human Rights Violations & for the Dignity of Victims	Human Rights Flag	Community Committee 22 nd Jan 2024	CN Amnesty
9 th April	Wedding Day, His Majesty the King	Union Flag	n/a	
22 April	Earth Day	Earth Day Flag	Full Council – 20.07.22	Council
23 April	St George's Day	St George's Flag	Full Council – 20.07.22	Council
6 May	Coronation Day	Union Flag	n/a	
15 June	Official birthday of his Majesty the King	Union Flag	n/a	
20 th June	World Refugee day	Refugee Nation Flag	Full Council – 20.07.22	Council
21 June	Birthday, Prince of Wales	Union Flag	n/a	
End of June (28 th June)	Armed Forces Day	Armed Forces Flag	Full Council – 20.07.22n/a	Council
26 th July	Pride	Progress Flag	Full Council – 20.07.22	Council
5 th July	NHS Birthday	NHS Flag	Full Council – FC31 22.06.22	Council
17 July	Birthday, The Queen Consort	Union Flag	n/a	
15 August	Birthday, Princess Royal	Union Flag	n/a	
21 August	Anniversary of RAF crash 21/08/1942	RAF Ensign	Full Council – 20.07.22	Royal British Legion
8 th September	His Majesty's Accession			
24 th October	United Nations Day	United Nations Flag	Full Council – 05.10.22	CN Amnesty International
11 th November	Armistice	Union Flag	n/a	
Remembrance Day	Second Sunday in November	Union Flag	n/a	
14 November	Birthday, Prince of Wales	Union Flag	n/a	
25 November	International Day for the Elimination of Violence Against Women.	Human Rights Flag	Community Committee 22 nd Jan 2024	CN Amnesty
10 th December	Human Right's Day	Human Right's Flag	Full Council 05.10.22	CN Amnesty

				International
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The Union Flag will also be flown:

- The day of the opening of a Session of the Houses of Parliament by His Majesty

These dates are subject to change so the calendar will be regularly updated

Agenda item 9A and 9B:
Community Committee Report Town Hall – June 2025

9a: Town Hall Restoration Project - Maintenance and Improvements

- a. Staff Process Improvements
A new system has been introduced for the Venues Assistant and Caretaker, involving daily checks and weekly tasks to manage their time and Venue needs better
- b. Windows
New windows were installed at the end of March/early April
- c. Boiler Room repairs completed during the same period, and we now have remote access to control the heating using the Heatmiser App, where all three heated areas (Chambers) and the hot water system can be operated independently.
- d. Stage Area Quotes
Four companies were approached to quote for theatre/stage renovations:
Two responded:
 - i. One local: advice received was unclear and unhelpful – where their suggestion was to hire in from them for each event and pass those costs on to the bookers.
 - ii. One national: advice was clear and thorough. They will provide two quotes – a budget option and a high-spec "all singing and dancing" option
- e. Depot Clean-up and Storage
A tidy-up and storage review at the depot is being planned to allow more space to be provided in the Town Hall.
- f. Roof leak
The second roof leak has happened again, during the downpour on Saturday 7th June during the Record Fair. Whilst this is the first time this has occurred in a few months, it is worth noting that this was on the first very rainy day that there has been after a particular dry spell.

Venues Working Group Update

- a. Two community members with experience in building development and sustainability have joined the group to offer advice
- b. Meetings are now split into two focused streams:
 - i. Building Development & Business Planning – current focus is defining a new Mission Statement for the Town Hall, with good progress made on developing a Vision Statement for the Town Hall
 - ii. Bookings, Marketing & Usage Growth – aiming to increase use and improve perception of the venue
- c. Heritage and funding for current planned works are in discussion:
 - i. A grant application has been encouraged by the Heritage Lottery Foundation. In principle, the Heritage Foundation has approved it could support up to £250,000 – a faster process than applying for the £10 million fund, which would take 3+ years. Although they were keen to advise that only 30% of current applications are being

Agenda item 9A and 9B:
Community Committee Report Town Hall – June 2025

accepted.

Combined with existing funds, this would cover the remaining heritage works needed at the Town Hall

ii. Theatre/Stage Funding

The heritage funding does not cover the stage area, which falls outside the scope. Separate funding options (e.g., Arts Council or Music Venue Trust) may be needed to progress these improvements

This report is to note

9B: Town Hall

1) Current capacity of available bookings 2024/25:

	April 2025	May 2025	June 2025	July 2025	All 2025
The Council Chamber	9.44 +8.55%	7.74% +7.44%	10.33%	7.31%	7.79% +6.66%
Lower Hall	14.02% +4.80%	10.68% +3.8%	26.37%	19.53%	12.57% +1.71%
The Snug	34.39% +0%	33.23% -4.08%	42.61%	38.50%	34.08% +15.52%
Upper Hall	16.56 +4.28%	22.37% +2.39%	33.78%	21.40%	15.51% -3.05%

The drop in capacity is partly due to the move of Chipping Norton Community Church to Glyme Hall. There have been 2 community fundraisers that cancelled due to poor uptake on tickets for one and stall holders for another. One all day and evening booking from Art and Talking was also cancelled due to low ticket sales.

2) Projected income from bookings January 01, 2025, to 16 June, 2025 = £32,324.65

3) Projected income from bookings April 01, 2025, to March 31, 2026 = £59,205.60

4) Ongoing Community / Local Groups

- a. Muslim Prayers Group
- b. Chipping Norton Choral Society & Cotswold Youth Choir
- c. Chipping Norton Theatre x2 Singing Groups
- d. Chipping Norton Theatre x2 Dance Groups
- e. Amnesty Chipping Norton
- f. U3A (Temporarily moved to Methodist church due to Ramp works and heating)
- g. Chipping Norton Wine Club
- h. Chipping Norton Railway Club
- i. Age UK fitness classes x 2 days (Have added an additional all day booking on Thursdays)

Agenda item 9A and 9B:
Community Committee Report Town Hall – June 2025

- j. Fit Active Classes
- k. Coffee, Chat and More from the Community Church
- l. Turning Point
- m. Local Area Coordinator – Free space when needed and available
- n. Pranic Healing Meditation Sessions
- o. When did we stop dancing – an open event for anyone to just come and dance with no alcohol on site

This report is to note

5) Cancelled / Moved / Lost ongoing community group Bookings

- a. Community Church Congregation (Moved to Glyme Hall)
- b. Little Footsteps from the Community Church (Moved to Glyme Hall)
- c. Mental Health Support Worker – sessions completed with their young client
- d. Chipping Norton Business Buzz (Moved to The Living Room Cinema – they changed management, and the new person looking after the group wasn't happy that Town Council staff would not be available to cater for their event without an upcharge)

This report is to note

6) Theatre Enquiries:

We have received enquiries for Theatre Productions:

- a. A Million Brilliant Things – play seen in Witney, charity performance with a mental health focus. Consideration being given to making this the Mayor's Event due to its alignment with Thrive charity
- b. Belmont Productions (Sarah Whitlock) – enquiry to stage a play about Margaret Rutherford

Recommendations

The F&E Officer is keen to explore future theatre-style events at the Town Hall. While the venue lacks full theatre tech, it is suitable for:

- Staged readings
- Total theatre / blank space productions
- Minimal tech performances

However, further Council discussion is needed, especially regarding the potential impact on the Chipping Norton Theatre's provision

7) Increase in Antique / Jewellery Evaluation Businesses

Agenda item 9A and 9B:
Community Committee Report Town Hall – June 2025

There has been a noticeable recent increase in enquiries and bookings for valuation events, particularly those focused on antiques and collectibles. This appears to be driven by word-of-mouth among antique dealers and collectors, as several bookings have come from different organisations with similar formats. While this sector can sometimes attract less reputable or short-term operators, I want to reassure Council that I have been conducting due diligence checks on all prospective hirers before confirming bookings. This includes reviewing their trading history, customer reviews, and insurance details where applicable. So far, those accepted have met the necessary standards, and the sessions have been well received by attendees.

This report is to note

8) Visitor & Tourist Information

The Town Hall has become a regular point of contact for visitors and tourists, with 1–5 visitors per day seeking local information. Common enquiries include:

- Maps and walking routes in and around Chipping Norton
- Bus timetables to Oxford, Bourton, Stow-on-the-Wold, and Stratford
- Directions and walking information for Diddly Squat Farm – often met with disappointment once visitors realise the walking distance
- Requests for things to do in Chipping Norton or nearby towns with shopping options
- Directions to Bliss Mill and queries about what's there – many are disappointed that the site cannot be accessed
- Accessibility enquiries for the Chipping Norton Museum. There have been a couple of occasions where parties including someone with a disability were unable to access the museum. In some cases, individuals waited in cars or in the Town Hall reception area

Recommendations

Whilst Facilities and Events Officer is always happy to provide information to people in the local area, this has proven on occasion to take a fair bit of time out of the day. On one occasion getting 5 different set of people in before 12:00. Using the information requests above, to work with the Town Council's Customer Services and Admin Officer to obtain useful information covering the items above to be readily available in Town Hall e.g. Bus Timetables / Local Tourist Spot leaflets / flyers.

9) Wedding Venue Feedback

A recent visit by a potential hirer highlighted the following concerns about using the Town Hall for a wedding reception:

- No steps from the stage to the main floor – they had envisioned guests walking up to present gifts
- Ceiling damage visible from the stage detracted from the overall presentation

Agenda item 9A and 9B:
Community Committee Report Town Hall – June 2025

- Request to remove paintings for the event (Nigerian traditional wedding)
- Doubt about the sound system – despite it being demonstrated, they felt it was inadequate
- Bar area considered too small for their needs
- Food preparation on a different level was considered impractical

This report is to note

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Community Committee Report Glyme Hall – June 2025

Bookings

1) Current capacity of available bookings 2025:

	April 2025	May 2025	June 2025	July 2025	All 2025
Beech Room	9.0% +4.33%	15.59% +6.13%	17.56%	16.02%	10.40% +4.19%
Ash Room	10.56% +7.23%	14.62% +6.34%	22.94%	11.94%	10.27% +6.44%
Main Hall	7.44% +4.11%	15.59% +5.7%	16.83%	12.90%	11.49% +4.18%

**2) Current income expected January 01, 2025, to June 16, 2025, = £11,458.02 (+
£5,770.86)**

**3) Projected income from bookings April 01, 2025, to March 31, 2026, = £12,610.03 (+
£4,604.83)**

4) Ongoing Regular Community / Local Groups (Commercial and Charitable Rate)

- a. Chipping Norton AA group
- b. Intune Dance
- c. Abingdon and Witney College
- d. Chipping Norton Trefoil Guild
- e. William Fowler Allotments
- f. Remix Youth Group
- g. New Nortonians
- h. North Cotswold Chamber Choir
- i. Bucks Family Services
- j. Lawrence Nursing
- k. Heart, Spirit, Mind Yoga
- l. Little Footsteps (Permanent move from Town Hall)
- m. Community Church (Permanent move from Town Hall)
- n. Community Church Games evening (Permanent move from Town Hall)

This report is to Note.

5) Enquiries – Prospective Bookings

a. Youth Summer Sessions

Thames Valley Police, The Branch, and Chipping Norton Theatre have enquired about running free Friday youth sessions throughout August, as trialled last year. These attracted 30+ young people per session and reduced anti-social behaviour in the town, according to TVP. Council approval is requested to offer free space again this year.

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b. New Enquiries and Users

- i. Age UK – planning to launch a Foot Clinic, which would require an all-day booking once staffing is in place.
- ii. Bucks Family Services – regular daily booking for 4 weeks
- iii. Cottsway Housing – use for their work in the community

c. Private Parties

Glyme Hall continues to grow in popularity for private hire, particularly parties. Due to the building's open-plan layout and shared communal areas, private parties are required to hire the full building. Although this increases the rate from £39/hour to £53/hour, this has been accepted without objection by recent hirers.

d. Wedding Reception 2026

We have secured a **full weekend wedding reception booking** in May 2025. To accommodate this:

- i. Regular users (Remix, Intune Dance, and the Church) have been contacted.
- ii. All groups have agreed to relocate to the Town Hall that weekend.

e. Ongoing extensions to bookings

- i. Intune Dance has confirmed they are happy with Glyme Hall and intend to rebook for next year.
- ii. Abingdon and Witney College have confirmed their ongoing bookings from September and into 2026

f. Communal Area Use

The communal area at Glyme Hall has become a very popular space. We are now receiving enquiries from individuals and organisations who wish to use this shared area without booking any of the rooms.

However, due to the layout and safeguarding implications, this is only possible if the entire building is hired. For charities, the full building rate is £27.50 per hour. Despite this relatively low rate, requests continue to come in seeking access to just the communal space, which we are unable to accommodate without a full hire.

g. Wedding Venue Feedback

A recent site visit from a prospective wedding hirer highlighted both strengths and concerns:

1) Positive Comments:

- Spacious and modern halls.
- Appreciated the garden space.

2) Areas for Improvement or Concern:

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- No in-built sound system.
- Lack of weatherproof outdoor cover – no marquee or gazebo available on site.
- No existing stage, though interest has been shown in potentially storing and sharing the Music Festival's stage for community use.
- Youth and dance group schedules limit full-day hire. While Intune are flexible, Remix may not be due to safeguarding and session-specific constraints.
- Mixed views on location – some enquirers felt it was well-placed with parking and privacy; others found it too isolated and lacking sufficient parking.

This report is to note

6) Maintenance

a. Security and Fire Systems

Security systems have now been fully installed and corrected. A Fire Safety Contract was applied in April, and all related installations and fixes were completed on 13th June.

b. Safety Flooring

The safety flooring has undergone a deep clean using a specialist floor cleaner. The process took 2.5 hours, and while significantly improved, at least one additional deep clean is still required.

c. Cesspit

The cesspit requires clearing. A new service provider will need to be sourced to carry out this work.

d. Damaged Fire Door

A fire door has been broken—presumably by a hall user, though the individual responsible has not been identified. The damage was caused by the door being forced open while still bolted at the top. We are awaiting a quote from Gills for replacement.

e. Inventory Check

Has now been actioned by Caretaker, however, yet to be input onto the excel document and checked by Facilities and Events Officer

This report is to Note

Agenda item 11.
Community Committee Report Events – June 2025
(Town Council Events and Events supported by Town Council)

1. Past Events

Rotary Firewalk 28th March 2025 Glyme Hall

This vibrant and inspiring event saw over 40 participants bravely take on the challenge of walking barefoot across hot coals to raise funds for causes close to their hearts. Together, they raised over £10,000 for various charities. The event had a brilliant atmosphere, with live entertainment, food, and drinks creating a real sense of community celebration. It was a fantastic partnership with the Rotary Club and a great use of the Glyme Hall space.

VE Day Celebration 8th May 2025 Town Hall

Held at the Town Hall, the VE Day event drew hundreds of visitors throughout the day. A highlight was the series of community singalongs, which were particularly well received thanks to the spirited performances by local musician Lizzie Soden.

A special thanks goes to Alan Brain, who provided a beautiful selection of historic photos from the era that were enjoyed by attendees of all ages. The community truly got behind the event, with many residents and groups donating homemade cakes and treats to help bring the atmosphere of wartime community spirit to life.

2. Upcoming Events

Community Art Installation 14th June 2025

Taking place on Saturday 14th June 2025. The open public event will run from 14:00–18:00pm at the Town Hall, showcasing the live installation of a mural composed of community-submitted drawings. There will be a display of over 200 pieces of the original artwork for people to enjoy, with a live DJ and Bar will be open.

Town Festival – 29th June 2025

Organised and run by the volunteer-led Town Festival Committee, this day-long celebration brings together music, markets, family entertainment, and community stalls. The Facilities and Events Officer continues to provide logistical and infrastructure support to enable smooth delivery.

Chipping Norton Pride – 26th July 2025

Also delivered by a dedicated volunteer committee, the Pride Festival is shaping up to be another inclusive, vibrant celebration of local LGBTQ+ pride and allyship. Council staff are supporting operational aspects where needed.

Community Awards – 26th September 2025

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Promotion for this year's awards is now underway. The Town Council's Customer Services and Admin Officer has relaunched the awards section on the website, and the Facilities and Events Officer will begin wider promotion week commencing 9th June. This year's event will continue to honour the exceptional contributions of individuals and organisations within our community.

3. Road Closures & Parking Bay Suspension

The Facilities and Events Officer has been working closely with West Oxfordshire District Council (WODC) and Oxfordshire County Council (OCC) to address the issue of formal parking bay suspensions for town centre events.

Encouragingly, it has been confirmed that formal suspension notices are not currently required for Chipping Norton's town events. It has been noted that due to a road closure being in place, that the car parking area is, in effect, not accessible due to the road being only an access road to the car parking area. This means we may continue to close off roads as in previous years and rely on community cooperation to ensure parked cars are moved in advance of events.

If a community group wishes to enforce parking suspensions and issue penalties for non-compliance, they may choose to engage directly with OCC to use the suspension system. However, it is hoped that the positive and cooperative spirit shown by the community in recent years will continue.

A formal policy is still being developed between WODC and OCC to provide consistent guidance going forward. The Facilities and Events Officer would like to extend thanks to Emma Phillips at WODC for her continued efforts in advocating for market towns across the county as part of this process.