

Reports for Charlbury TC meeting 24th November 2021

Subject:	Nine Acres Management Committee
From:	Janet Burroughs
Date:	22 November 2021
For information/discussion/decision/action [please delete as appropriate]	<p>Attached below for information/discussion/decision are:</p> <p>1 Minutes of NAMC AGM and Committee meeting 9/11/21(Doc 1)</p> <p>2 Proposal from NAMC re a 3 year strategy for improving and developing play area. (Doc 2)</p> <p>Childrens' play equipment:</p> <p>1 Need for refurbishment, and</p> <p>2 New installations – for younger children in particular</p> <p>3 Inspection regime</p>
Summary of decisions or actions requested (including timing):	<p>1 A proposal for a 3 year plan to refurbish and upgrade to be produced and submitted to the Town Council for consideration (see attached proposal)</p> <p>2 Ron Smith to take on responsibility for inspection regime. OPFA will provide information, a checklist and support</p>
Financial implications: [please explain any costs associated with decisions or actions, and whether these have already been budgeted for]	<p>See proposal at the end.</p> <p>Nine Acres is owned by the Town council as trustee for the residents of Charlbury – for sport and recreation.</p> <p>Day to day management is delegated to the Nine Acres Management Committee (NAMC).</p> <p>NAMC earns income from the football clubs for the use of the pitches and from the Tennis Club and from individuals for the use of the courts.</p> <p>This income is used to pay for services and for routine maintenance.</p>

	<p>Higher spending costs (capital) are met by the TC as trustee owner.</p> <p>The play area though well used and highly appreciated does not earn any income.</p> <p>Therefore any refurbishment/replacement will fall to the TC in the first instance.</p> <p>The NAMC is proposing to undertake a fundraising programme in order to make some contribution to the costs. It is suggested on a 40 (NAMC):60 (TC) basis</p>
<p>Communications: [do we need to communicate with residents and how will this be done if so]</p>	<p>It is proposed to carry out further research to obtain parent views/ideas.</p>

NINE ACRES MANAGEMENT COMMITTEE

Notes from the meeting of 9th November 2021

Present: Paul Jenkins, Clarrie Haynes, Phil Morgan, Nick Johnson, John Fitzgerald, Martin Jukes, Ben Hayes, Ron Smith, Janet Burroughs, Steven Fitzgerald, Gareth Benfield.

Apologies: Mandy Cooper, Ed Wigzell. (Guy Waller has resigned).

The matter of the Nine Acres children's play area was brought to the head of the agenda as two parent users were attending: Jody O'Reilly and Claire Wilding. Also present was Andrew Parsons from the Oxfordshire Playing Fields Association.

Jody and Claire had canvassed opinion from other parents which indicated that the play area was vastly appreciated and that its natural timber construction was much favoured. The current state of dilapidation and the lack of provision for younger children was considered a priority.

Nick offered to prepare a proposal to the Town Council for funding over a three-year period. (this has subsequently been submitted). Part of this is for an in-ground trampoline for the youngest children.

Andrew observed that we need a member of the Committee to be responsible for regular safety checks on the site. (under consideration).

AGM: Election of Officers. The following were elected unopposed – Paul Jenkins (Chairman), Phil Morgan (Secretary) and Clarrie Haynes (Treasurer).

Chairman's Report: Paul reported the significant improvements that had been achieved for the Tennis Courts and the Football Pitches through grant aid from various bodies. (Note: it was Paul who secured these). Paul went on to pay tribute to Roger Clarke, the retiring Town Clerk, who, over many years, has enabled so many improvements to the Nine Acres Playing Fields.

Paul concluded by suggesting that Nine Acres should have a separate identity on the town website so that people could see who to contact when something comes up which needs action.

Treasurer's Report: Clarrie presented the audited accounts for 2019-20 and 2020-21.

Senior Football: The showers have been services and are much improved. The pitch improvements are also much appreciated. The redundant goal posts are to be removed.

Youth Football: The new kit looks great and gives a real sense of club identity. The pitch improvements are also much appreciated.

Tennis Club: The new surface colouring and lining is excellent. New netting is to be erected. The club is considering the purchase of a leaf-blower. If this is stored in the Pavilion, there can be shared use. The club now has 93 members! There is still a problem with smokers on the Football Club terrace when the courts are in use.

Pavilion: A cost for full internal redecoration is yet to be determined.

Football & Sports Club: The Club is regaining its trade as people start coming out more. Darts fixtures in 2 local leagues are helping and a Pool league is about to begin.

NINE ACRES COMMITTEE PROPOSAL FOR CHARLBURY TOWN COUNCIL PRECEPT COMMITTEE MEETING 17TH NOVEMBER 2021

DEVELOPMENT OF NINEACRES PLAYGROUND

Introduction

Nine Acres Field consists of three forms of amenity for community use:

- playing fields, used mainly for football
- hard surface area, used mainly for tennis
- playground with equipment for children

The first two both have income streams to Nine Acres Committee from the respective clubs and all the clubs involved have representation on that committee. There is no income stream, apart from the Town Council, for the maintenance and refurbishment of the playground equipment. The Committee has tried hard to get parent representatives on to the committee but it has proved difficult. There is an informal system of reporting of problems with the equipment and an annual inspection.

There was a discussion at the September meeting of the Nine Acres Committee about the need for an inspection and maintenance schedule and improvements to the amenity. Subsequently, there had been a thread on the Charlbury forum on this topic and on the need for improvements to the equipment.

(<https://www.charlbury.info/forum/8490>). Following that discussion, an initiative was taken for a group of parents to take soundings and to involve the Oxfordshire Playing Fields Association.

This group reported to the Nine Acres Committee on 9th November. Andrew Parsons, the field officer of the Oxfordshire Playing Fields Association(OPFA) attended and it was agreed to frame an outline proposal for the precept meeting of the Town Council. The essence of the proposal was to get more professional management of the playground and a three year plan for improved inspection, maintenance and equipment on the site.

Aims of this proposal

- to create a programme of regular inspections and maintenance of all equipment and the playground area
- to agree a maintenance contract with an experienced and reputable supplier
- to broaden the appeal of the playground by adding equipment for the under 5s and for the disabled
- to establish a clear and lasting link between the parent users of the playground and the Nine Acres Committee
- to develop a funding mechanism to facilitate fundraising to assist the Town Council with the purchase of new equipment
- to include immediate purchase of certain equipment to improve the playground and demonstrate commitment.

Evidence for the proposal

Soundings taken from parent (and grandparent) users of the playground show real appreciation of the facility but some felt that the recent refurbishment of some neighbouring villages such as the facilities in Shipton U Wychwood and Enstone meant that the Charlbury facility was in need of some renewal. However, others pointed out that the proximity to the coffee shop in the Community Centre made it particularly desirable.

A more systematic canvassing of views was taken by two parents via a Charlbury parents Facebook group that has over 300 members amongst parents of school age and pre -school children. Below is a summary of their findings.

The park is very popular and well used, people particularly like the natural appearance, the fact it's open to nine acres and that it caters for a wide age range.

The outer ring (balance beams, tyres, wobble bridge) is looking pretty old and could do with being replaced, parents would also like to replace the square climbing frame that was recently removed with something else suitable for younger kids.

The most popular suggestions for new equipment were: climbing net, perhaps a "witches hat" shape one that also spins; in ground trampoline (like at witney leys); bars - both monkey bars and different height bars suitable for somersaults.

Parents would also appreciate replacement of the picnic benches and more shade (especially round the benches).

Also some complaints about the overflowing bins.

The Outline 3 year Plan

Because of the need to meet the deadline for the Precept meeting, we have been unable to give detailed costings but have included indicative costings.

<u>Element</u>	<u>Cost</u>
1. A three year inspection and maintenance contract for all equipment and the playground area. OPFA will advise on the inspection regime and advise on layout and include fortnightly visual inspections. We are aware that the Town Council already contributes to the maintenance and inspection of the equipment and that cost should be deducted from the proposal.	£2000 p.a.
2 Annual repair costs	£2000 p.a.

The Town Council approved spending of £1,100 on maintenance in Sept '21. This has been ordered from the contractor who built the playground originally and has maintained it since (Trevor Stewart).

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| 3. Immediate purchase of a 2 x2 m ground level trampoline for under 5's and disabled children (https://www.playgradetrampolines.co.uk/products/kids-tramp-in-ground-trampoline-for-schools-and-play-areas) + installation | £5,000 |
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| 4. Allocation for additional equipment | £ 6000 years 2 +3 |
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5. Improved management and communications

Councillor Claire Wilding willing to play a role as required and Nine Acres committee. Will improve liaison with parents.

6. Funding mechanism

Once a priority for new equipment has been established, funding for them should be based on a 60/40 basis between the TC and support from other sources, trusts, voluntary contributions. A Go.Fundme account should be set up under the auspices of the Town Clerk with proceeds going exclusively towards new equipment.

TOTAL COST

Year 1	£9000
Year 2	£10,000
Year 3	£10,000

Nick Johnson

15 November 2021

Subject:	Ticknell Playpark and Skate Park
From:	Claire Wilding
Date:	20/11/2021
For information and decision	
<p>Summary of decisions or actions requested:</p> <p>Councillors are asked to agree that we should:</p> <ul style="list-style-type: none"> • Update the metal skate park sign with the new Town Clerk contact details • Commence a monthly safety inspection regime for the playpark and skate park to be carried out by Councillors Claire Wilding and Gareth Epps, subject to any further advice the clerk can provide on insurance requirements. If more regular inspection or formal training is required we may need to give this task to the clerk or a contractor. 	
<p>Financial implications:</p> <p>Skate park sign: Assume this could be done for under £100, no need to replace the whole sign.</p> <p>Safety inspections: No cost unless we need to give this role to a contractor. Given that the playpark is new we don't anticipate lots of additional maintenance and repair jobs, and in the longer run more regular safety inspection might save money by encouraging better maintenance.</p>	
<p>Communications: None.</p>	

I visited the area on 16 November. The playpark is in very good condition and there were no issues to report. The skate park has continued to have occasional issues of littering. Litter bins in both locations have been replaced with the new combined type. The skate park metal sign has contact details for the Town Clerk which are out of date. I understand the sign is an insurance requirement and therefore we need to update the contact details to enable users to report any safety issues.

At a recent Nine Acres Management Committee meeting, the issue of frequency of playpark inspections was raised. This was following failure of a piece of equipment after a chain had become worn through. A representative of Oxfordshire Playing Fields Association was present, who advised that the Town Council's current safety inspection regime was insufficient and a monthly inspection ought to be carried out as a minimum, with completion of a written checklist in order to create a record. It was advised that this need not be carried out by a professional, it could be done by a volunteer and training courses are available.

I have since looked at RosPA advice on line which recommends ideally weekly inspections for both skateparks and playparks. I have discussed with the clerk who advised that in other parishes she has worked monthly inspections are the norm. In discussion with Councillor Gareth Epps and the clerk, we have agreed that a monthly inspection should be sufficient. Gareth and I are willing to share the monthly inspections between us, however if there is requirement for specific training or a more regular inspection regime, we feel it may be preferable to give the task to an employee or contractor. The clerk is going to check our insurance documents to see whether there are any specific requirements regarding inspection.

Councillors are requested to agree that we should commence a monthly inspection of the Ticknell playpark and skatepark, to be completed by myself and Gareth, subject to any further information reported back by the clerk at the meeting.

Subject:	Corner House & War Memorial Hall
From:	Peter Kenrick & Tim Crisp
Date:	19 th November 2021

For information/discussion/decision/action [please delete as appropriate]

1. **Use of Corner House as official council mail address.** To facilitate the safe delivery, sorting and collection of mail for both the Corner House and the Town Council, the following is proposed:
 - a. Install a mail cage to the back of the main door to catch mail delivered through the mail slot. For security a simple padlock can be used to control access to the cage with keys available to the town clerk and the secretary or administrative assistant of the Corner House.
 - b. Install a new lockable mail box within the foyer area of the Corner House for Town Council mail only. A similar box for Corner House communications is already in place.
 - c. Mail taken from the cage by padlock keyholders will be sorted and placed into the mailboxes as necessary.
2. **Establishment of the CIO.** We understand that approval for establishment of the Charlbury Corner House and Memorial Hall Trust CIO (CCHMHT) has been received from the charity commission and that the inaugural meeting of the registered trustees was held on Monday 8th November at which officers were appointed as follows: Chair: Roy Scott, Treasurer: Paddy Gallagher, Secretary: Simon Walker.
3. The CIO constitution enables the town council to appoint up to 3 charity trustees as vacancies arise. We understand that one vacancy currently exists and consequently an opportunity exists for the town council to nominate one trustee. In line with the previously agreed position of the town council*, this opportunity should now be taken.

* Email below dated 26/8/21 from then town clerk to the Chair of the CH/MH Committee as agreed at full council meeting on 25/8/21:

Dear Mr Scott, at last night's Council meeting the CIO and the nominated trustees issue was raised again and discussed. Whilst it is understood that several matters remain to be resolved it is the view of the Council that a Town Council nominee should be included in the list of inaugural trustees and that thereafter there should be two nominees. Can you please seek to make this change before it is too late. As an elected body the Council is a representative of residents and the Charity was set up for residents benefit. I hope that it is possible for you to arrange this. Thank you. Whilst writing I wonder if you have any objection to the Council seeking a quote from Gigaclear to set up WiFi in the Memorial Hall. Thanks, Roger Clarke Town Clerk
4. Transfer of assets and responsibilities from the former charity to the CCHMHT remains to be carried out and requires action by the charity commission. We also understand that this transfer will require endorsement by vote at a public meeting at which the town council would take a leading role. No formal approach has been made to the council to organise such a meeting.
5. An AGM for the existing charity has been called for 29th November and is open to all Charlbury residents to attend. This will be followed by a public meeting at which trustees

of the CCHMHT will explain the transfer process and answer questions from the public. As we understand it, this public meeting cannot endorse the transfer to CIO (see 4 above) as this specific business has not been included within the notification and agenda for that meeting. Peter Kenrick and Tim Crisp will be present at both meetings as town council nominated members of the existing committee. They will be able to present the town council position if requested by the council.

6. Peter & Tim have both proposed that the public meeting be held before the AGM in order to ensure that all understand the process and the role of the existing committee prior to the AGM. Most members of the current committee have endorsed this request but the Chair and Secretary have not accepted it.
7. The future status and purpose of the current committee following the transfer to the CCHMHT is not clear and Peter & Tim will seek clarification at the public meeting.
8. A specific request has been received for the Town Council to retain legal title to the Corner House building as custodian trustee following the transfer to CCHMHT. This is a matter for consideration by the full council. Peter & Tim recommend that the request be accepted. Alternatives are for the Charity Commission to become custodian trustee or for the legal ownership to be passed to the CCHMHT itself.

Summary of decisions or actions requested (including timing):

- A. Approval for purchase of mail cage and mailbox for the Corner House to receive council mail
- B. Resolve to appoint one charity trustee to the CCHMHT on the understanding that a vacancy exists.
- C. Consider request from the Charlbury Corner House and Memorial Hall Trust CIO (CCHMHT) for the Town Council to retain legal ownership of the Corner House and Memorial Hall following its transfer to the new CIO
- D. Agree town council position regarding future governance for communication to the existing committee and to the trustees of the CCHMHT and presentation at the CH & MH AGM and public meeting to be held on 29th November 2021

Financial implications: [please explain any costs associated with decisions or actions, and whether these have already been budgeted for]

Estimated £60 for purchase of mail cage, padlock and mail box (estimated cost £60) to facilitate secure receipt of council mail to the Corner House as the newly agreed official council mail address. Not included in current budget

Communications: [do we need to communicate with residents and how will this be done if so]

Council position as per C & D above to be presented at public meetings on 29th November and on websites if appropriate.

Subject:	The Gifford Trust Report
From:	Cllr Gary Harrison
Date:	19/11/2021
<p>For information/discussion/decision/action [please delete as appropriate] Notes</p> <p>From Last Meeting</p> <p>The trustees have set the budget for 2022, with an expected turnover of £157,000. The Gifford Trust relies on grants, donations and fundraising to avoid running at a loss.</p> <p>Use of the sports hall is increasing. Oxfordshire Cricket use the sports hall every weekend. Youth Club (Friday evening) is going well, with about 10 attending. Friday Coffee Club also going well, with about 10 people attending every week</p> <p>Market Stall – The idea of a market stall was discussed. This would go where the Charlbury Community Centre sign is, and would also act as a rain shelter for those buying from the fast food vendors. The idea had originated from COVID recovery</p> <p>funding available to the Town Council from WODC, however it has now been established that this funding can only be used for works on public land.</p> <p>The suggestion is that the market stall could follow the design of the old market shelter which formerly stood on Church Street. While trustees have approved in principle, there is as yet no monies available. The possibility of local carpenters / builders being invited to donate materials was considered. This would also need planning permission.</p> <p>Charge My Street Survey - Charge My Street has completed a survey with a view to installing 2 x EV Charging Points in the Community Centre Car Park. This had been approved in principle by the trustees, subject to the terms of the contract.</p> <p>Playing Close Bollard - Claire Wilding had proposed the removal of a bollard in the Playing Close railings to facilitate wheelchair and pushchair access. Trustees agreed that this should happen. Listed building consent will be required.</p> <p>Proposed New Gym - The exploration of a joint project with the Charlbury Medical Centre to take forward a wider project on the land between the Community Centre's gable end and the Medical Centre had not made progress. The Trustees have agreed to take forward building just the gym. The two possible locations for the gym were at the front of the building, or at the gable end.</p>	
<p>Summary of decisions or actions requested (including timing): N/A</p>	

Financial implications: [please explain any costs associated with decisions or actions, and whether these have already been budgeted for] Nil

Communications: [do we need to communicate with residents and how will this be done if so] Not Required

Subject:	School Governor Report
From:	Janet Burroughs
Date:	22 November 2021
For information only	
<p>Since the last report was submitted on 22 October the school has been closed for the autumn half term. It is now 3 weeks into its run up to Christmas. So there is less to report on.</p>	
Sustainable Schools	
<p>With COP26 dominating the news, the children have had discussions of what can be done.</p> <p>The school now has a pupil Eco Council of 13 Eco Warriors who will be carrying out the environmental audit that will inform the school programme on sustainable issues.</p> <p>Mrs Morris is in talks with the Woodland Trust re the planting of a hedgerow pn Wychwood Paddocks.</p>	
Community	
<p>The school has been involved in the Christmas Shoe Box Appeal – see New on Charlbury website.</p> <p>The children enjoyed their annual Children in Need day on Friday 19th which included an organized fun run.</p> <p>CRAG is taking Little Amal as their theme for the Christmas Tree Festival. It has invited the children to join a workshop making Damascus roses to decorate the tree and signposts to illustrate the journey from Syria to Manchester.</p>	
Summary of decisions or actions requested (including timing):	N/A
Financial implications: [please explain any costs associated with decisions or actions, and whether these have already been budgeted for]	N/A
Communications: [do we need to communicate with residents and how will this be done if so]	N/A