

Public Document Pack
Witney Town Council

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4 June 2019

To: Members of the Stronger Communities - *L Ashbourne, J Aitman, R Bolger, O Collins, D Enright, J King, T License, A McMahon and R Smith (and all other Town Councillors for information)*

You are hereby summonsed to a Meeting of the **Stronger Communities** Committee to be held in the Gallery Room, The Corn Exchange, Witney on **Monday, 10th June, 2019 at 7.00 pm** for the transaction of the business stated below.

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. As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

AGENDA

All Council Meetings are open to the public and press, unless otherwise stated.

11. **Events Report** (Pages 3 - 20)
 - 11.1 Civil/Council run events – report of the Communications & Events Officer (enclosed)
 - 11.2 Third Party events on Council land – update from the Operations & Estates Officer (enclosed)

A handwritten signature in blue ink, appearing to be 'S. Groth'.

Town Clerk

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STRONGER COMMUNITIES COMMITTEE

Date: Monday 16th March 2020

Title: **Third Party Events:** Upcoming Events & Leys Events – Specific Terms & Condition

Contact Officer: Operations & Estates Officer – John Hickman

BACKGROUND

The purpose of this is to

1. consider some supplementary, temporary changes (and reaffirm particular conditions of hire) to the agreed hire terms & conditions in light of concerns raised by residents of neighbouring properties to the Leys Recreation Ground following the Council's decision to allocate the Sainsbury's side of the Leys as an events field,
2. received an update on the current position on third party events being held on WTC property 2020/21
3. and consider two further requests for events on Council land.

Current situation

The Council currently has 5 in number of events on the Leys for 2020-21 with 1 waiting for confirmation. There are currently no plans to increase the number of events on the site and any new requests will be considered on a case by case basis per the agreed terms and conditions.

Council should be mindful of the types of events that it holds on the Leys in the future and how it can allay concerns of residents. Members may wish to consider supplementary specific restrictions in the agreed terms and conditions which must be adhered to without exception.

Additional/Temporary Specific Restrictions in Agreed Terms and Conditions

In recent years Council Policy (detailed in the Hirers Terms & Conditions) on events at the Leys has been changed every year, and on occasions twice in under 6 months; also Council has

overturned Committee recommendations, as Council has each time tried to address issues/requests/complaints received from organisers.

It has become apparent, that particularly with the success of the Witney Music Festival, residents are becoming very concerned and anxious about the events on the Leys and the Council's recent policy that this area is now designated as an events field. Going forward Members need to be mindful of the impact on the neighbouring properties and their quiet enjoyment of their surroundings so not to impact on their wellbeing. Several complaint letters have been sent to the Leader of the Council, which the Town Clerk is dealing with under the Council's complaints procedures. Part of this report and any resultant recommendations will form part of her investigation and response to the residents.

Members will be aware that the current events policy (which was agreed in consultation with organisers) has only just been agreed by Council on 10th February 20 with new policies having just been sent to all event organisers. Council Standing Orders state that decisions cannot be overturned within 6 months, unless the procedure is invoked to do so. However, given the residents' complaints Officers require this Committee to consider the impact of the decision previously taken has had and sets additional policy in order to address their concerns and give clear direction on what "events on the Leys Recreation Ground" means. It may mean agreeing supplementary specific restrictions in the agreed terms and conditions which must be adhered to without exception.

Allowing event organisers to deviate from the Council's terms and conditions is an unworkable situation going forward because of the affect it has on relationships as well as the impact on Officer time. Also as there are only 6 cycles of meetings and often the requests/issues are last minute, doesn't allow for referral back to Committee causing more issues and angst. This Council needs to ensure that the Policy is robust and is adhered to.

SUPPLEMENTARY & AFFIRMATION OF EXISTING TERMS AND CONDITIONS

Officers suggest the following be considered to formulate policy:

- All medium to large size events should be referred to this committee,
- Restricting the number total of specific types of events held on the Leys site throughout the year
- The Council purchases its own decibel meter and Officers of the Council monitor the noise levels at events – *this would have a resource implication*
- All events were originally required to end at 22:00hrs members should consider reverting back to this for all events on council owned land; OR
- Re-affirming in current terms and conditions that all events finish at 23:00hrs and there are no exceptions – this does not permit after parties etc

- A clear definition of what additional events can be held and what is to be considered as a medium to large event.
- The main stage for all music events to be positioned at the St Marys church end of the field with stage front facing the bottom of the field and the trading Estate.
- No after event parties, the event must end at the policy finish time all attendees and organisers must clear the site by 30minutes after finish time unless involved in the end of event take down process.
- All organisers letter drops and advertising to direct all noise complaints to WTC by use of email address or WTC Officer monitoring noise levels Mobile contact number *-this would have a resource implication.*
- WTC to carry out own letter drop for each event 2 weeks prior to event, advising of the event and directing all noise complaints direct to WTC.

Members may have additional points to add in aso.

UPDATE ON SCHEDULED EVENTS:

A. MAY FAIR

Hatwells fun fairs have made their application to run this year's May fair on the Leys Recreation Ground Events Field arriving on site from late evening on 10th May 20 with the Fair opening on Wednesday 13th May 20 closing on Sunday 17th May 20 and leaving site by midday on Monday 18th May 20. An annual charge of £1,500 is made for this event. Plus, a £1,000 damages deposit.

B. PAINT RUN

This event is being held at West Witney Sports Ground by West Witney Primary School Nursery PTA on 17th May 20 09:00 – 14:00. A charge of £140 is being made for this event.

C. WITNEY MUSIC FESTIVAL 2020

The Witney Music Festival dates this year are expected to be 10th June 20 until Tuesday 15th June 20 however an event application and full deposit is still to be received from the WMF.

D. LIBFEST 2020

An application has been made for LibFest 2020 Friday 26th June 20 until Monday 28th June with the event itself on Saturday 27th June 20.

E. WITNEY CARNIVAL 2020

An application has been received from Witney Carnival 20 to hold the Carnival on from 16:00 on Friday 10th July 20 to 19:00 Saturday 11th July 20. The event itself would be held on the Leys recreation Ground. In previous years the Leys would be handed over to the organisers at 08:30 on the Friday and handed back to WTC on the Monday at 09:00, even then artists would

arrive on the Leys on the Thursday night and some of the equipment did not get removed from site until after 09:00 hand back to WTC on the Monday.

The Leys will need to be handed over to the Carnival organisers as previous years with artists not arriving before 09:00 on the Friday and the Leys not being accepted back until all the equipment used at the event including skips temporary toilets and litter bins have been cleared from the field.

Witney Carnival has by tradition held a Donkey Derby and Donkey Rides, council's current policy states no animal performances. Members should consider if it is appropriate to still allow this type of attraction to continue. All animal Donkey welfare groups would not endorse Donkey Rides and Donkey Derby's.

F. OXFORDSHIRE PLAYING FIELD ASSOCIATION PLAY DAY

The Witney Play day run by the Oxfordshire Playing Fields Association will be held on Oxlease Field this year on Thursday 6th August.

G. WITNEY FEAST 2020

Application form still to be received for this event. The Fair is expected to start to arrive on sight on Tuesday 8th September 20 approx. 12:00, the fair is expected to leave by Thursday 17th September 20 09:00. The fair is expected to operate on Monday 14th September 20 and 15th September 20 but does have the option to run on the Saturday the 12th September provided they pay an additional charge of £500.

Witney Feast is charged £1,000 deposit, £8,000 ground Rent with an additional £500 if they operate on the Sunday as well.

EVENT REQUESTS FOR CONSIDERATION:

A. WITNEY PRIDE 2020

Members are asked to consider an application has been received from Witney Pride to hold a picnic on the Leys Recreation Ground Events Field on Saturday 25th July 20 from 12:00 until 19:00, a charge of £160 has been agreed for use of 1 acre for the day with a £335 deposit as they are only using 1/3 of 3 acre field.

It should be noted that in the initial email it states (We are now planning the 2nd Witney Pride for Saturday 25th July 2020 and have attended the SAG meeting last week to discuss and develop our ideas. It was suggested that The Leys would be a better location to establish and grow our event. As a volunteer run small community group we have very limited resources but we do want the event to reflect the needs of the local community.) They intend to include a small procession to the alcohol-free friendly Pride Picnic event that features fun traditional sports day activities, community stalls and some local entertainment.

It is clear the intention is to grow this event on the Leys into a larger event in future.

B. COLOUR CHAOS AND SANTA RUNS BY THE RAF ASSOCIATION (the RAF Charity)

An initial request has been received by the RAF Association with the backing of Park Run to hold a colour chaos run on either the 18th or 25th July in place of the normal Park Run and also a Santa Run in November/December again in place of the normal Park Run both events using the Run course and subject to gaining other land owners permission.

ROUND UP OF TOTAL CURRENT EVENT REQUESTS

If the Witney Pride event is agreed by council, we will have 6 events on the Leys this year at present with 4 of those events being held within in a 6 week period in June and July. There would be an event on the Leys every other weekend during June and July.

There is one agreed event currently for West Witney and 2 requests for further events. In total 7 events are agreed with 2 others waiting of confirmation for 2020.

Information regarding the Leys availability dates was already been distributed to the American Circus and interest has been shown to hold a Winter Wonderland on the Leys site.

The Leys is a very popular area for those wishing to hold events as it is so close to the centre of Town, it should be expected that it is liable to receive regular request for events of various types.

As council has found out previously organisers are very Leys Recreation Ground orientated for events. Council has tried to move events previously to other WTC locations however users are only interested in the Leys. Charges are all of WTC's other recreation facilities are half of those at the Leys and were free at King Georges Field however organisers still wish to use the Leys.

Event requests have previously fallen through when organisers are told they cannot use the Leys but must use one of WTC's other Recreation Grounds.

GROUND RE-STATEMENT AND MAINTENANCE BUDGET.

Councillors are requested to set up a Leys Events repair/maintenance/renovation budget of a minimum of £5,000 to ensure funds are available to carry out any required repairs/maintenance/renovation works required to keep the events field in a safe condition and to carry out any remedial repairs required following each event annually. Spare budget to rolled over annually to ensure funds available for upgrades to field etc. in the future.

ENVIRONMENTAL IMPACT

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Council needs to consider noise/light pollution and waste impact. Including the impact if any on local residents.

Consideration should be given to the use of Donkeys for rides and racing.

RISK

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

FINANCIAL IMPLICATIONS

Associated cost to purchase 1 x Decibel meter.

RECOMMENDATIONS

Member are invited to note the report and consider the following:

1. Supplementary T&Cs for events on the Leys Recreation Ground in particular as detailed above;
2. The request from Witney Pride to hold their picnic on the Leys Events Field;
3. The Request by the RAF Association to hold Colour Chaos run and Santa run at West Witney Sports Ground.
4. Setting up an annual Leys Events Field repair/maintenance/renovation budget of £5,000 or more per annum, any spare budget to be rolled annual to form field upgrade fund.
5. Council to request WMF provide application and outstanding deposit for this year's event.
6. Consider the Donkey Derby/Donkey rides traditionally held on the Leys Recreation Ground.

Dear John,

Thank you for the information reference the 17th May, we would look for the end of July (18th/25th). Could you please approach council for approval and I note we would need to obtain the necessary permissions from the other land owners. Do you have the other land owner details or is that something I should talk to Punam about, I believe one is the WODC and another the Woodland Park Trust? Thank you for your assistance.

Kind Regards

David

Chf Tech DP Craven GCGI MinstLM
Base Hangar Manager
RAF Brize Norton
Carterton
Oxford
01993 897282
07947 242273

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From: John Hickman <john.hickman@witney-tc.gov.uk>

Sent: 06 March 2020 10:09

To: Craven, David Chf Tech (BZN-ELW-ESS-BaseHgrManager) <David.Craven591@mod.gov.uk>

Cc: Jones, Liam Cpl (DCLPA-LSTW-DMTS-Trnr11) <Liam.Jones911@mod.gov.uk>; Roberts, Lee Wg Cdr (70Sqn-OC) <Lee.Roberts208@mod.gov.uk>; VICKERS, TINA Sgt (SJC(UK)-RESCRIPT-J1-SNCO) <TINA.VICKERS377@mod.gov.uk>

Subject: RE: Connecting - RAF Brize Norton

Dear David

Just to make you aware we already have a paint run on West Witney Sports Ground on the 17th May. Run by the West Witney Primary School Nursery, please let me know if you wish WTC to still look at your request and I can approach council for approval, I should point out that a large part of the Park run is not on WTC property we would not be able to give the relevant permissions for you to run in these areas.

Regards

John

From: Craven, David Chf Tech (BZN-ELW-ESS-BaseHgrManager) <David.Craven591@mod.gov.uk>
Sent: 06 March 2020 10:01
To: John Hickman <john.hickman@witney-tc.gov.uk>
Cc: Jones, Liam Cpl (DCLPA-LSTW-DMTS-Trnr11) <Liam.Jones911@mod.gov.uk>; Roberts, Lee Wg Cdr (70Sqn-OC) <Lee.Roberts208@mod.gov.uk>; VICKERS, TINA Sgt (SJC(UK)-RESCRIPT-J1-SNCO) <TINA.VICKERS377@mod.gov.uk>
Subject: Connecting - RAF Brize Norton

Hello, John,

I am the Chairman of the RAF Association (The RAF's Charity) committee here at RAF Brize Norton and my committee look at ways of fundraising which then goes towards welfare provision for the RAF Family which includes both Serving/Ex Serving personnel and their families. Following on from what Punam has told you about our aspirations I am touching base with yourself to seek approval to hold a Colour Chaos Run in July and a Santa Run in Nov/Dec on the site of the Witney Park Run? We are aware of the Witney Colour Run on the 3rd May taking place at the Witney Rugby Club, hence our request for July. As discussed with Punam the request is to hold these two events on two Saturdays which would normally be Park Run days, Punam has indicated that they would be willing to cancel their runs in order for our events to go ahead with the hope that their usual runners and families will participate in the Colour/Santa runs.

We have previously held these events at the Kilkenny Lane Country Park in Carterton (2019) and as such dealt with the Carterton Town Council and the West Oxfordshire District Council who provided the necessary licences for which we provided the necessary method statements and Risk Assessments. We are therefore generally aware of the processes we need to follow. To that end maybe we could meet in the next week or so to discuss our proposals face to face where you can guide me through your specific process requirements. In terms of the Colour run and the colour product used, it is fully biodegradable and safe but are obviously mindful of where it is used. I dare say that you are fully aware of Colour runs and may well have taken part yourself, with the opportunities they present to fundraise and at the same time provide a fun event for the whole family. I look forward to hearing from you.

Kind Regards

David

**Chf Tech DP Craven GCGI MinstLM
Chairman RAF Association Committee
RAF Brize Norton
Carterton
Oxford
01993 897282
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From: John Hickman <john.hickman@witney-tc.gov.uk>

Sent: 05 March 2020 14:04

To: Witney parkrun <witney@parkrun.com>; Craven, David Chf Tech (BZN-ELW-ESS-BaseHgrManager) <David.Craven591@mod.gov.uk>; Vicky Gwatkin <Vicky.Gwatkin@witney-tc.gov.uk>

Subject: RE: Connecting - RAF Brize Norton

Dear Punam

If David Craven sends his request direct to myself I can look at it from there.

Regards

John

From: Witney parkrun <witney@parkrun.com>

Sent: 05 March 2020 10:50

To: Craven, David Chf Tech (BZN-ELW-ESS-BaseHgrManager) <David.Craven591@mod.gov.uk>; Vicky Gwatkin <Vicky.Gwatkin@witney-tc.gov.uk>; John Hickman <john.hickman@witney-tc.gov.uk>

Subject: Connecting - RAF Brize Norton

Dear Vicky and John,

I hope this message finds you well.

I met with David Craven yesterday, Base Hangar Manager from RAF Brize Norton. He would like to explore options to hold a colour run and a Santa Run to raise funds for the RAF charity which supports service men and women.

Obviously the parkrun licences are specific to the parkrun event, however, I suggested that it may be worthwhile for David to connect with you directly to discuss the charity and what David will need in terms of permissions and licences etc.

Thanks so much,

Punam

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Witney parkrun

Co- Event Director; parkrun UK

witney@parkrun.com

www.parkrun.org.uk/witney

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Witney Pride • 12.00pm - 6.00pm • Saturday 25th July 2020

Objectives & Outcomes

Witney Pride provides an opportunity for local LGBTIQ+ people with their friends and families to come together to celebrate diversity and equality. In addition to the annual Witney Pride Picnic, and online community group, regular events that provide entertainment and information are arranged throughout the year to help reduce social isolation and encourage social engagement. Witney Pride is working towards becoming the focal point for local LGBTIQ+ people and those from the surrounding villages of rural West Oxfordshire.

As we build upon the 50 years since the New York Stonewall rebellion in 1969, Pride events continue to empower and inspire people and communities. Oxford Pride has continued to grow since it started in 2003 and now in 2020 Witney is proud to be a part of a network of volunteer organisations who are planning events around the county in Abingdon, Banbury and Didcot. This is part of a national trend that has seen a dramatic increase in grassroots LGBT+ community groups developing to help and support their local communities.

Event Overview

Following the success of the first Witney Pride Picnic on Church Green last year, it is the intention to move to the south side of St Mary's Church onto The Leys. In addition, this year there will be more ways for people to interact and get to know each other at a traditional sports day with a twist including activities like egg and spoon sprint, sack race, tug-of-war, handbag throwing, and the Unicorn Race.

We are continuing to develop working relationships with local businesses, Henry Box School and St Mary's Church, and will provide an opportunity for local and LGBT+ community groups to have a stall at the event. With around 100 people attending last year, it is anticipated that up to 400 people may visit during the day with 200 at any one time. All health, safety and welfare provisions will be in accordance with the HSE Event Safety Guide and WODC licensing regulations.

Pride March

A small pedestrian Pride March is also in planning that would provide visibility with minimal disruption to traffic and pedestrians. Please see attached map for the proposed routes.

1) Meeting by clock tower the March would head west through the open walkway (ensuring sound is minimised) towards Market Square and turn left, remaining on the pedestrianised area thereby passing the Saturday Market. Upon reaching Witney Town Council the March will cross the Langdale Gate toward the inspiration for our logo and continue along the east side of Market Square towards Church Green.

2) Based on the annual 'Good Friday procession' the March would start from the forecourt of Methodist Church (40 High St) and travels south to Church Green via Market Square.

It is estimated about 100-200 people would attend and the March would take no more than 3-5min to pass one point. Experienced steward will ensure the participants more safely and stay compressed to minimise the length of the March..

A full risk assessment is being made to ensure that all participants and members of the public are kept safe at all times. Stewards in high-vis will assist in the controlled movement of the March along the route with particular focus on crossing the road by the Town Hall to minimise any disruption to buses and local traffic.

Witney Pride • 12.00pm - 6.00pm • Saturday 25th July 2020

Location

The Leys (North-east corner) will allow Witney Pride to become established in a suitable location that enables growth and develop based on the same style of family friendly picnic.

Emergency Access

Emergency access will be maintained around the site with all sides kept clear at all times in order to maintain fire egress from The Leys or the corner of Station Lane.

Transport

The use of Public transport is encouraged and details of these, along with local parking sites, will be provided on the website.

Entertainment

The event will feature a tent (6m x 12m) with PA. This structure will be professional installed and removed and will have a CO2 and H2O extinguisher. There will be a host and local entertainment plus music again will be provided by Windrush Radio.

There will also be an interactive traditional sports day with a twist, including activities like egg and spoon sprint, sack race, tug-of-war, handbag throwing, and the Unicorn Race.

Noise

Sound levels will be kept within licensing regulations and monitored by the Event Manager.

Stalls

There will be a mixture of LGBTI+ community stalls including Witney Pride information.

Toilets

There will be two individual units and one accessible toilet unit professional provided.

Waste Management

The site will have additional waste and recycling bins located around the site. Bins will be monitored by volunteers. All waste will be cleared away.

Catering

People are encouraged to bring own food from home to the Picnic or to shop locally. Onsite catering is being considered for future events and would be in individual units with all their details and questionnaires passed on to environmental health for inspection.

Bars

We are discussing the provision of a licensed bars with local partners Moon Bar and in discussion with Oxbrew to make a Witney Pride beer. This is yet to be confirmed so may be for future years. Additional infrastructure related to the sale of alcohol would be incorporated into the event management if this is confirmed.

After the Pride Picnic closes there will be opportunities for people to continue their day at our partner venues that will be licensed and will provide more entertainment into the night.

Management of Anti Social Behaviour

The event is open to all members of the public unless they are causing offence or a nuisance or appear to be under the effect of alcohol and drugs and will be asked to leave.

Witney Pride • 12.00pm - 6.00pm • Saturday 25th July 2020

Security and Stewarding

There will be trained stewards from within the community on duty throughout the duration of the event.

Sun and Weather Protection

Volunteers will be advised to wear suitable clothing and footwear for working at the event. Attendees will be reminded at regular intervals via the PA about exposure to the sun and dehydration. If it rains, there is space inside the tent for 100-150 people and volunteers will be provided with ponchos.

First Aid

First Aid will be on duty throughout the duration of the event provided by EMC and Oxfordshire Fire and Rescue who will again be present with Fire fighters and the Rainbow Fire Engine will be at the event.

Lost Children

Lost children will be taken to the Witney Pride information stall and cared for by DBS checked committee members and all documentation filled out.

Volunteers

Local volunteers have been helping throughout the year. Additional experienced Pride volunteers will also be attending to help the safe management including from Reading, Swindon, Banbury, Abingdon and former chairs from Oxford.

Witney Pride Committee Contact List:

- Chair & Communications - Beth Sherlock
- Secretary - Claire Sherlock
- Treasurer & Operations - Mazz Image (DBS)
- H&S Officer - Debbie Brixey (DBS)
- Creative - Gemma Fryer
- St Mary's Church - Ross Meikle

Attachments:

- Map of The Leys
- Map of Parade Route/s
- Risk Assessment (to follow)
- Event Management Plan (to follow)

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John, hi

We have been in touch with Clare Stringer who suggested you might be able to help.

A little background - the Witney Pride community picnic was organised by a small group of volunteers and was held in May 2019 on Church Green with about 100 people attending a pleasant sunny afternoon. This event was supported by Oxford Pride of whom I helped organise from 2007-2019. Inspired by the community spirit of the organisers, I am now lending my experience.

In addition to the online and regular social activities that are organised throughout the year, we would like to expand the day to include a small procession to the alcohol-free friendly Pride Picnic event that features fun traditional sports day activities, community stalls and some local entertainment.

We are now planning the 2nd Witney Pride for Saturday 25th July 2020 and have attended the SAG meeting last week to discuss and develop our ideas. It was suggested that The Leys would be a better location to establish and grow our event. As a volunteer run small community group we have very limited resources but we do want the event to reflect the needs of the local community.

Attached is a proposed site plan, event application and expression of interest. We are still developing the Event Management Plan and related risk assessments etc as these will reflect anticipated fundraising to meet estimated cost to hold the event.

Any assistance you are able to offer would be greatly appreciated. In particular, an estimate of the cost of the use of The Leys as per the attached map would be very helpful.

Thank you for your time.

Regards,
Mazz

C-/- Witney Pride CIC #11896345
CC - Beth Sherlock witneypride@aol.com

MAZZ IMAGE photography & design & events
@mazzimages • mazzimage.com • 07875515499
- - -

Please be mindful of the environment by recycling more, using less and minimising waste

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