

Full Council

Meeting of Witney Town Council

Monday, 29th July, 2024 at 7.00 pm



To members of the Full Council - O Collins, G Meadows, J Aitman, T Ashby, D Enright, R Smith, D Temple, A Bailey, L Cherry, R Crouch, G Doughty, J Doughty, D Edwards-Hughes, D Newcombe, J Robertshaw, S Simpson and J Treloar

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** for the transaction of the business stated in the agenda below.

Admission to Meetings

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

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Committee Clerk derek.mackenzie@witney-tc.gov.uk in advance.

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 Deputy Town Clerk or Committee Clerk know before the start of the meeting.

Agenda

1. Apologies for Absence

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Committee Clerk derek.mackenzie@witney-tc.gov.uk **prior to the meeting**, stating the reason for absence.

Standing Order 30(d)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.

2. Declarations of Interest

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.

3. Minutes (Pages 5 - 13)

To approve and adopt the minutes of the Council Meeting held on 17 June 2024 in accordance with Standing Order 18 including questions on the minutes as to the progress of any item.

4. **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, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

5. **Witney Community Policing Issues**

To receive an update from the Witney Police Team (if appropriate).

6. **An Update from Witney Oxfordshire County Councillors and West Oxfordshire District Councillors**

To receive a short verbal update from Oxfordshire County Councillors representing Witney Wards and West Oxfordshire District Councillors.

7. **Report Back from the Councillors on the Work with External Bodies where they serve as the Town Council's Nominated Representative**

To receive a short verbal update from councillors who sit on external bodies where they serve as the Town Council's nominated representative.

8. **Minutes of Committees and Sub Committees**

To receive and NOTE the RESOLUTIONS in the minutes of the meetings held between 17 June 2024 and 22 July 2024, and agree the RECOMMENDATIONS contained therein.

a) **Climate, Biodiversity & Planning - 25 June & 16 July 2024** (Pages 14 - 27)

b) **Parks & Recreation - 1 July 2024** (Pages 28 - 30)

c) **Halls, Cemeteries & Allotments - 8 July 2024** (Pages 31 - 37)

d) **Stronger Communities - 15 July 2024** (Pages 38 - 44)

e) **Policy, Governance & Finance - 22 July 2024** (Pages 45 - 50)

9. **Civic Announcements** (Page 51)

To receive the report of the Mayor & Mayor's Secretary.

10. **Oxfordshire Council's Charter** (Pages 52 - 59)

To receive the completed Oxfordshire Council's Charter which outlines how all tiers of authority in Oxfordshire should work together.

11. **Health & Safety** (Pages 60 - 107)

To receive an update from Officers on health and safety items.

12. **Vandalism & Anti-Social Behaviour** (Page 108)

To receive an update showing the latest vandalism to Council property and reported Anti-Social Behaviour.

13. **Governance – Register of Interests, Hospitality & Data Protection** (Pages 109 - 136)

To receive and consider the report of the Deputy Town Clerk.

14. **NALC – Local Council Award Scheme** (Pages 137 - 142)

To receive and consider the report of the Deputy Town Clerk.

15. **Councillors @ The Cafe Engagement - Annual Review**

To discuss the future of the cross-party councillor-resident engagement, as referred by the Stronger Communities Committee at on 15 July 2024.

16. **Communication from the Leader**

To receive such communications as the Leader of the Council may wish to bring before the Council and to consider the recommendation of the Leader on how such communications should be dealt with.

17. **Correspondence**

To receive any correspondence received.

a) **The Safety of Electric-Powered Micro-mobility Vehicles and Lithium Batteries** (Pages 143 - 148)

To consider a request to support a Parliamentary Bill concerning this issue.

b) **Police & Crime Commissioner Update**

To receive the most recent Thames Valley [PCC Newsletter](#)

18. **Questions to the Leader of the Council**

Questions to the Leader of the Council concerning the business of the Council in accordance with Standing Order 15.

19. **Sealing of Documents**

To receive details of documents sealed by the Council (If applicable).



Town Clerk

Members Interests & Registration Of Gifts & Hospitality

Members are reminded that any changes to the register of interests previously completed by them or any registration of Gifts or Hospitality received which exceed £50 should be reported to the Town Clerk **within 28 days** of the occurrence.

**MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 17 June 2024

At 7.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor O Collins (Chair)

| | | |
|--------------|---------------------------|--|
| Councillors: | G Meadows | L Cherry |
| | J Aitman | R Crouch |
| | D Enright | D Newcombe |
| | R Smith | J Robertshaw |
| | D Temple | S Simpson |
| | A Bailey | J Treloar |
| Officers: | Derek Mackenzie | Senior Administrative Officer & Committee Clerk |
| | Adam Clapton | Deputy Town Clerk |
| | Sharon Groth | Town Clerk |
| | Nigel Warner | Responsible Financial Officer |
| Others: | No members of the public. | |

329 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors T Ashby, J Doughty, G Doughty and D Edwards-Hughes.

An apology was also received from Inspector C Ball of Thames Valley Police.

330 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

331 MINUTES

The minutes of the Annual Council meeting held on 8 May 2024 were received.

There were no questions, therefore the Chair moved their acceptance. Members were unanimous in agreement.

Resolved:

That, the minutes of the Annual Council meeting held on 8 May 2024 be approved as a correct record and signed by the Chair.

332 **PUBLIC PARTICIPATION**

There was no public participation.

333 **WITNEY COMMUNITY POLICING ISSUES**

The Council were disappointed to hear a representative from Thames Valley Police was unable to attend the meeting.

The Chair asked Members with any questions or points that they had wished to raise to email Inspector Chris Ball directly.

334 **AN UPDATE FROM WITNEY OXFORDSHIRE COUNTY COUNCILLORS AND WEST OXFORDSHIRE DISTRICT COUNCILLORS**

West Oxfordshire County Council (WODC)

Councillor D Enright advised most major works and communications were suspended due to the pre-election period but did inform Members of the Deer Park South Nature Park, which was due to be open soon. The area connected to the existing Deer Park Wood which in turn was adjacent to the Town Council's West Witney Recreation Ground.

Footpaths had been improved as well as bridges, nature rubbing posts and a bench was being installed to improve the enjoyment of the area for all ages.

Resolved:

That, the verbal update be noted.

335 **REPORT BACK FROM THE COUNCILLORS ON THE WORK WITH EXTERNAL BODIES WHERE THEY SERVE AS THE TOWN COUNCIL'S NOMINATED REPRESENTATIVE**

Witney Town Charity

Councillor R Crouch advised Members the Charity operated Almshouses for the poor and needy in Witney but also provided grants for those in need within the area. She encouraged Members to contact herself or Councillor J Aitman if they became aware of any individuals that may benefit from the award of a grant from the Charity.

Witney Fairtrade Action Group

Councillor R Smith informed Members that she had received a thank you from the group in respect of the granting of the subsidised let of the Corn Exchange for their upcoming event.

West Witney Sports & Social Club

Councillor R Smith confirmed to Members that she and Councillor D Newcombe, Chair of the Parks & Recreation Committee would be meeting shortly with the Witney Swifts Cricket Committee and would report back to the Council.

Resolved:

That, the verbal updates be noted.

336 **COMMITTEE PLACES**

The Council received the report of the Deputy Town Clerk relating to proposed changes of membership for two of the Councils Committees.

It was proposed by the Chair, seconded by Councillor R Crouch that a single vote be taken on both recommendations noted in the report. The result was:

| | |
|-------------|----|
| For | 12 |
| Against | 1 |
| Abstentions | 0 |

Resolved:

1. That, the report be noted and,
2. That, the membership of the Personnel Sub-Committee be reduced to seven members for the 2024/25 municipal year and,
3. That, Councillor R Smith be elected Vice-Chair of the Stronger Communities Committee for the 2024/25 municipal year.

337 **CLIMATE, BIODIVERSITY & PLANNING - 15 APRIL, 23 APRIL, 14 MAY & 4 JUNE 2024**

P304 – In response to a question raised by a Member regarding the appropriateness of the Oxford Traffic Filter meeting being Chaired by a Councillor when it was not a Council event, it was advised that as the arrangements for the meeting had been delegated to the Climate, Biodiversity & Planning Committee and that the appointment would stand.

The Chair of the Committee presented the above minutes to Council and moved their acceptance, seconded by Councillor G Meadows, all Members were in agreement.

Resolved:

That, the minutes of the Climate, Biodiversity & Planning Committee meetings held on 15 April, 23 April, 14 May and 4 June 2024 be received and any recommendations therein approved.

338 **PARKS & RECREATION - 13 MAY 2024**

The Chair of the Committee presented the above minutes to Council and moved their acceptance seconded by Councillor R Crouch, all Members were in agreement.

Resolved:

That, the minutes of the Parks & Recreation Committee meeting held on 13 May 2024 be received and any recommendations therein approved.

339 **HALLS, CEMETERIES & ALLOTMENTS - 20 MAY 2024**

The Chair of the Committee presented the above minutes to Council and moved their acceptance seconded by Councillor J Aitman, all Members were in agreement.

Resolved:

That, the minutes of the Halls, Cemeteries & Allotments Committee meeting held on 20 May 2024 be received and any recommendations therein approved.

340 **STRONGER COMMUNITIES - 3 JUNE 2024**

The Chair of the Committee presented the above minutes to Council and moved their acceptance seconded by Councillor R Crouch, all Members were in agreement.

Resolved:

That, the minutes of the Stronger Communities Committee meeting held on 3 June 2024 be received and any recommendations therein approved.

341 **POLICY, GOVERNANCE & FINANCE - 10 JUNE 2024**

The Chair of the Committee presented the above minutes to Council and moved their acceptance seconded by Councillor G Meadows, all Members were in agreement.

Resolved:

That, the minutes of the Policy Governance & Finance Committee meeting held on 10 June 2024 be received and any recommendations therein approved.

342 **CIVIC ANNOUNCEMENTS**

The Council received the report of the Mayor and Mayor's Secretary which highlighted the civic engagements of the Mayor and Deputies since the last meeting.

The Mayor expressed thanks to his Deputies, Councillor G Meadows and Councillor A Bailey as well as his secretary. He also thanked all the Staff and Officers who helped with the 80th D-Day Anniversary arrangements, a sentiment which was echoed by all Members.

He encouraged members to attend if they could, and promote the Mayor Gala Event being held on 28 June 2024. A Member advised that consideration be given to advertising future Town Council events via the Witney Gazette.

The Mayor also announced that he would be adding a third charity partner for 2024/25 to compliment APCAM and Yellow Submarine. The charity being "Band of Brothers" who worked with young men involved in the criminal justice system. They provided support to make the transition to an adulthood free of crime.

Resolved:

1. That, the report and verbal update be noted.

343 **INTERNAL AUDIT REPORT FOR 2023/24**

The Council received the report of the Responsible Financial Officer (RFO) in respect of the final report of the Council's internal auditor, which had been recommended for adoption by the Policy, Governance & Finance Committee meeting held on 10 June 2024.

He advised that throughout the year, Auditing Solutions Ltd, the Council's independent Internal Auditors carried out a number of visits and also undertook some work remotely, in order to scrutinise internal procedures and accounting.

Auditing Solutions Ltd had completed the final audit work for the 2023-24 period and duly signed the Internal Auditor section of the Annual Governance and Accountability Return (AGAR).

In response to a Member's question, the RFO advised that as noted in the report, new processes had been implemented to address the previous recommendations regarding stock control at the Council's venues

It was recommended by the Chair, Seconded by Councillor J Aitman that the Internal Audit Report for 2023/24 be approved. All Members were in agreement.

Resolved:

1. That, the report be noted and,
2. That, the Internal Audit report for 2023/24 be approved and formally adopted by the Council.

344 **ACCOUNTS & AUDIT (ENGLAND) REGULATIONS 2015 - ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2023/24**

The Council received the report of the Responsible Financial Officer (RFO) in respect of the Annual Governance and Accountability Return (AGAR) for 2023/24 under its obligations to the Accounts & Audit (England) Regulations 2015. The Policy, Governance and Finance Committee had recommended approval and adoption at the meeting held on 10 June 2024.

In his report, the RFO pointed out that Members took a collective responsibility for ensuring there was a sound system of internal control in order to agree Section 1 – Annual Governance Statement. It was recommended by officers that all measures were in place, and it could therefore be agreed and signed at the meeting.

The Accounting Statement formed section 2 and officers recommended it should be agreed and adopted. The remainder of the report was for information; Section 3 would be submitted to the external auditor with supporting information and would be an analytical review concentrating on variances year on year, or above a certain percentage.

The general public would have the right to inspection the documents which would be published on 18 June 2024 via the Council's noticeboard and online.

The Leader of the Council thanked the RFO for his diligence and in presenting the information in such an accessible format.

It was recommended by the Chair, Seconded by Councillor J Aitman that the Internal Audit Report for 2023/24 be approved. All members were in agreement.

Resolved:

1. That, the report be noted and,
2. That, the Annual Governance Statement at Section 1 be approved and adopted by the Council with questions 1 to 8 answered “yes” and question 9 “not applicable” and,
3. That, the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2024 be approved and adopted and,
4. That, the Notice of Public Rights and Publication for 2023/24 be approved and published.

(The Responsible Financial Officer left the meeting at 7:45pm)

345 **MOTION - THAMES WATER**

The Council received and considered a Motion proposing a vote of no confidence in Thames Water, proposed by Councillor G Meadows and seconded by Cllr R Crouch.

Councillor Meadows introduced the motion and explained that it had arisen from a similar proposal put to Henley Town Council in recent weeks. The background to the motion was in the full version which was included with the agenda pack

From the outset, it was clear that Members were universally disappointed with the actions of Thames Water and the disregard to the public concerns over water quality of the rivers in and around Witney.

Individual Members shared how their lives and that of their families were affected. Several spoke of similar concerns being expressed to them by residents and local organisations such as Windrush Against Sewage Pollution (WASP) who campaigned to seek accountability from Thames Water and support from other water organisations such as OFWAT and the Environment Agency.

Despite a General Election being due in early July 2024 which would see a potential change in the position of Secretary of State, it was agreed that due to the cross-party agreement, that it be delegated to the Town Clerk/CEO to liaise with Henley Town Council in order to advise the Leader of the Council as to when submission of the letter should occur.

On being put to the vote the unamended motion was unanimously carried.

Resolved:

1. That, the Notice of Motion be supported and therefore,
 - a) Witney Town Council has no confidence in Thames Water’s competence as a sewerage undertaker.
 - b) Witney Town Council sends a letter from the Leader of the Council to the Secretary of State for Environment, Food and Rural Affairs, urging His Majesty's Government to place full regulatory and administrative limits on Thames Water, suspending bonuses, bringing criminal charges to individuals responsible where found and to evaluate the pros and cons of the renationalisation of Thames Water.
2. That, the Town Clerk/CEO liaise with Henley Town Council and advise the Leader when submission of the letter should take place.

346 **WITNEY TOWN CENTRE CCTV SCHEME - UPGRADE TO HD DIGITAL**

The Town Clerk/C.E.O advised that the Council had received notice of changes to the Witney CCTV scheme, which the town council contributed to annually. A recent District Council report provided with increased indicative figures for forthcoming years which the Council was asked to agree in principle.

The Deputy Town Clerk advised that the Council held a duty under The Crime & Disorder Act 1998 to work with others and to consider crime and disorder implications on all activities and therefore consideration of the scheme was required.

Councillor D Enright gave an update following the District Council discussion which took place at the West Oxfordshire District Council Executive Meeting on 12 June 2024. He reported that agreement was reached as proposed; Thames Valley Police would lead on the upgrade and monitoring on the updated system which would allow for cost and efficiency savings. He further advised that some of the costs would need to be met by Town & Parish Councils

Members considered the sums outlined in WODC's report. It was proposed by Councillor R Smith, seconded by Councillor G Meadows that the Council agree in principle that contributions of £11,267 (2025/26) £11,591 (2026/27) and £11,922 (2027/28) be considered for budget purposes. Councillor R Smith advised that these sums may increase slightly as the WODC calculations had since be revised however this would only equate to a few hundred pounds.

Members were unanimous in agreeing in principle to the sums outlined over the next three years.

Resolved:

That, the Council agree in principle to make contributions of £11,267 (2025/26) £11,591 (2026/27) and £11,922 (2027/28) towards the CCTV scheme.

347 **COMPLIMENTS & COMPLAINTS**

The Council received the report of the Deputy Town Clerk which outlined complaints, comments and compliments received since the last report in December 2023.

Members were pleased to note that the number of compliments had once again increased significantly compared to the previous feedback.

However, Members were disappointed to see the level of complaints resulting from grass cutting and the general state of the town. The majority of these complaints were outside of the Council's remit and were the responsibility of the District or County council. The Town Clerk/CEO advised that she was in the process of meeting with Officers from the other Council bodies to discuss their maintenance regimes and that the Town Council had agreed a part time post to improvement the appearance pf the town centre and Town Council land.

A Member asked that the proposed bins at the newly refurbished stake park were installed as the area was looking scruffy and this would hopefully provide a quick resolution to the issue.

Resolved:

1. That, the report be noted and,
2. That, the verbal update from the Town Clerk/CEO be noted and,
3. That, Officers expediate the implementation of bins at the Skate Park.

348 **HEALTH & SAFETY**

The Council were advised by the Town Clerk/CEO that a recent Independent Inspection had been carried out and a summary report would be presented at a future meeting.

Resolved:

That, the verbal update be noted.

349 **VANDALISM**

The Council received a list of vandalism reports since the last meeting.

Members were concerned to see an increase in the incidents and severity being reported and as unfortunately Thames Valley Police had been unable to attend, they could not gain feedback on the outcome of these incidents.

The Deputy Town Clerk also tabled a report from the Biodiversity & Green Spaces Officers regarding a fire that occurred in the vicinity of the entrance to the Country Park from the Station Lane industrial Estate which had resulted in costs of approx. £450 to the council to clear.

The Town Clerk/CEO advised that officers would look for an alternative position for the flower pole that was vandalised. Also, at the suggestion of a member a copy of the report would be shared with the detached youth service, The Station.

Resolved:

1. That, the reports and verbal update be noted and,
2. That, Officers, if possible, relocate the flower pole and,
3. That, the vandalism spreadsheet be shared with The Station.

350 **COMMUNICATION FROM THE LEADER**

The Leader reminded members that should they wish to participate with the Witney Carnival parade that they needed to start finalising their costumes.

She also reminded members that the Councillor in the Café event for July would be replaced by Councillors at the Carnival and that all councillors should try and make themselves available to speak with residents as it would be an excellent opportunity to discuss ideas for the new Splashpark and also gather thoughts for the Raleigh Crescent MUSA/MUGA.

Resolved:

That, the verbal report be noted.

351 **WITNEY INFRASTRUCTURE NEIGHBOURHOOD GROUP**

The Council received and considered correspondence from Witney Neighbourhood Infrastructure Group (WING).

Members agreed that as Councillor R Smith and Councillor A Bailey were representatives of the Council on the group that they would provide updates when they arise.

Resolved:

That, the correspondence be noted.

352 **QUESTIONS TO THE LEADER OF THE COUNCIL**

There were no Questions for the Leader of the Council.

353 **SEALING OF DOCUMENTS**

There were no items sealed since the last meeting.

Resolved:

That the seal of the Council be affixed to any documents arising from decisions taken by this meeting of the Council.

The meeting closed at: 8.28 pm

Chair

Public Document Pack Agenda Item 8a

CLIMATE, BIODIVERSITY & PLANNING COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 25 June 2024

At 6.01 pm in the Virtual Meeting via MS Teams - Virtual Meeting

Present:

Councillor G Meadows (Vice-Chair, in the Chair)

| | | |
|--------------|------------------------------------|--|
| Councillors: | A Bailey S Simpson G Doughty | J Doughty R Smith |
| Officers: | Adam Clapton Cara Cannon | Deputy Town Clerk Admin- Communities & Planning |
| Others: | No members of the public. | |

P354 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllr J Aitman. Cllr A Bailey had advised he would be joining the meeting late, ahead of the meeting.

P355 **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or officers.

P356 **PUBLIC PARTICIPATION**

There was no public participation.

Cllr R Smith joined the meeting at 18.04pm

P357 **PLANNING APPLICATIONS**

The Committee received and considered a schedule of planning applications from West Oxfordshire District Council (WODC).

Members formally noted the consultee response for application WTC/084/24 which had been agreed outside the meeting due to planning authority timescales.

Resolved:

1. That, the comments, as per the attached schedule be forwarded to West Oxfordshire District Council.

Cllr A Bailey joined the meeting at 18.19pm during the discussion on planning application WTC/089/24. Cllr G Meadows retained Chair-ship for the remainder of the meeting.

P358 APPLICATION FOR PAVEMENT LICENCE - THE HERITAGE BAKERY, 3 MILL WALK, WITNEY

The Committee received an application for a pavement licence outside the Heritage Bakery, 3 Mill Walk, Witney.

Members welcomed the application and had no objections to what was proposed.

Resolved:

That, Witney Town Council has no objection to this application, and that this be forwarded to West Oxfordshire District Council.

P359 SHORES GREEN - TRAFFIC MANAGEMENT PLAN PLANNING REFERENCE (R3.0052/24)

The Committee received notice of the comment agreed outside of the Committee in relation to the Shores Green Traffic Management Plan (R3.0052/24).

Resolved:

That, the comment be formally noted.

P360 OXFORDSHIRE COUNTY COUNCIL - HIGHWAYS ENGAGEMENT TEAM

The Committee received correspondence from the Oxfordshire County Council Highways Engagement Team regarding a visit to discuss any highway related problems.

The correspondence had been shared with the Witney Traffic Advisory Committee, but no items had been forthcoming as yet. Members agreed the meeting should take place and a list of areas should be compiled by officers to discuss at that time.

Resolved:

1. That, the correspondence be noted and,
2. That, a meeting be set up with Members and the Highways Engagement Team and,
3. That, a list of problem areas be compiled by officers.

The meeting closed at: 6.50 pm

Chair

complement to the existing scale and pattern of development.

Further, policy OS4, requires that development does not harm the use or enjoyment of land and buildings nearby including living conditions in residential properties - Members expressed concern to the lack of amenity land/garden and they see no change in the amended plans

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|--------|------------|-------------------------|---------|------------|
| 357- 5 | WTC/085/24 | Plot Ref :-24/01353/HHD | Type :- | HOUSEHOLDE |
|--------|------------|-------------------------|---------|------------|

Applicant Name :- . Date Received :- 05/06/2024

Location :- 67 BURFORD ROAD Date Returned :- 25/06/2024
BURFORD ROAD

Proposal : Erection of an outbuilding for use as home office, gym and overnight guest accommodation.

Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

The Town Council also welcomes that the Applicant is willing to accept a condition which confirms that the use of the garden outbuilding will only be for a use ancillary to the property.

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|--------|------------|-------------------------|---------|-----------|
| 357- 6 | WTC/086/24 | Plot Ref :-24/01372/S73 | Type :- | VARIATION |
|--------|------------|-------------------------|---------|-----------|

Applicant Name :- . Date Received :- 05/06/2024

Location :- 87 CORN STREET Date Returned :- 25/06/2024
CORN STREET

Proposal : Variation of condition 2 of 20/03281/FUL (approved plans) to allow minor amendments to approved plans to achieve compliance with latest building regulations (part L and part O).

Observations : Witney Town Council has no objections regarding this application.

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|--------|------------|-------------------------|---------|------------|
| 357- 7 | WTC/087/24 | Plot Ref :-24/01428/HHD | Type :- | HOUSEHOLDE |
|--------|------------|-------------------------|---------|------------|

Applicant Name :- . Date Received :- 05/06/2024

Location :- 47 DUCKLINGTON LANE Date Returned :- 25/06/2024
DUCKLINGTON LANE

Proposal : Replacement single-storey rear extension.

Observations : Witney Town Council has no objections regarding this application.

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|--------|------------|-------------------------|---------|------------|
| 357- 8 | WTC/088/24 | Plot Ref :-24/01278/HHD | Type :- | HOUSEHOLDE |
|--------|------------|-------------------------|---------|------------|

Applicant Name :- . Date Received :- 05/06/2024

Location :- 76 OLLEY CRESCENT Date Returned :- 25/06/2024
OLLEY CRESCENT

Proposal : Erection of single-storey side extension.

Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that

mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

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|--------|--------------------------------|--|------------------|------------|
| 357- 9 | WTC/089/24 | Plot Ref :-24/01343/HHD | Type :- | HOUSEHOLDE |
| | Applicant Name :- . | | Date Received :- | 05/06/2024 |
| | Location :- 29 FETTIPLACE ROAD | | Date Returned :- | 25/06/2024 |
| | | FETTIPLACE ROAD | | |
| | Proposal : | Erection of single-storey front extension to form enlarged porch with ground floor WC. | | |
| | Observations : | Witney Town Council has no objections regarding this application. | | |

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|---------|-----------------------------|--|------------------|------------|
| 357- 10 | WTC/090/24 | Plot Ref :-24/01200/HHD | Type :- | HOUSEHOLDE |
| | Applicant Name :- . | | Date Received :- | 05/06/2024 |
| | Location :- 39 BURFORD ROAD | | Date Returned :- | 26/06/2024 |
| | | BURFORD ROAD | | |
| | Proposal : | Erection of single-storey rear extension. | | |
| | Observations : | While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031. | | |

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|---------|-----------------------------|--|------------------|------------|
| 357- 11 | WTC/091/24 | Plot Ref :-24/01400/HHD | Type :- | HOUSEHOLDE |
| | Applicant Name :- . | | Date Received :- | 17/06/2024 |
| | Location :- 33 BURFORD ROAD | | Date Returned :- | 26/06/2024 |
| | | BURFORD ROAD | | |
| | Proposal : | Erection of two-storey side extension, single-storey/two-storey rear extension with internal alterations and erection of detached gym building. | | |
| | Observations : | While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered, and a full drainage plan be submitted due to the size of the extensions, to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031. | | |

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|---------|------------------------|---|------------------|------------|
| 357- 12 | WTC/092/24 | Plot Ref :-24/01448/HHD | Type :- | HOUSEHOLDE |
| | Applicant Name :- . | | Date Received :- | 17/06/2024 |
| | Location :- 75 OXLEASE | | Date Returned :- | 25/06/2024 |
| | | OXLEASE | | |
| | Proposal : | Erection of front porch. | | |
| | Observations : | Whilst Witney Town Council does not object to the erection of a front porch, it is concerned about the description of this application. A new flue is indicated on the plans, but no further information is provided on this. Members note there is no mention of the use of this new flue in the sustainability statement, and would like further clarification. | | |

357- 13 WTC/093/24 Plot Ref :-24/00939/FUL Type :- FULL
Applicant Name :- . Date Received :- 17/06/2024
Location :- 45 CORN STREET Date Returned :- 25/06/2024
CORN STREET
Proposal : Erection of rear ground floor extension to existing shop, together with erection of a first floor extension to the existing maisonette with a modified external stair case. Removal of garage and conversion of outbuildings to create a one bedroom single storey dwelling
Observations : Witney Town Council has no objections regarding this application and inclusion of a single dwelling property.

357- 14 WTC/094/24 Plot Ref :-24/01427/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 17/06/2024
Location :- 62 WEST END Date Returned :- 25/06/2024
WEST END
Proposal : Internal and external alterations including changes to the external fabric of the house, erection of single storey rear extension replacing lean-to conservatory and install black plastic guttering
Observations : Witney Town Council has no objections regarding this application.

357- 15 WTC/095/24 Plot Ref :-24/01438/S73 Type :- VARIATION
Applicant Name :- . Date Received :- 17/06/2024
Location :- LAND AT WEST WITNEY Date Returned :- 25/06/2024
DOWNS ROAD
Proposal : Variation of condition 9 of permission 19/02011/RES to allow the updated landscaping scheme
Observations : Witney Town Council has no objections regarding this application.

357- 16 WTC/096/24 Plot Ref :-24/01514/ADV Type :- ADVERTISIN
Applicant Name :- . Date Received :- 17/06/2024
Location :- UNIT 25 WOOLGATE SHOPPING Date Returned :- 25/06/2024
CNTR
WOOLGATE SHOPPING CENTRE
Proposal : Replacement of existing signage with internally illuminated letters, internally illuminated fascia sign, wall mounted shopping hours sign and addition of vinyl window graphics
Observations : Witney Town Council has no objections regarding this application.

357- 17 WTC/097/24 Plot Ref :-24/01515/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 17/06/2024
Location :- 65 WINFIELD DRIVE Date Returned :- 25/06/2024
WINFIELD DRIVE
Proposal : Erection of garden wall to rear and side boundary.
Observations : Witney Town Council objects to this application, as feel the removal of green space from the estate is not in keeping with the character and will create an urban feel to the area, contrary to policy OS4 of WODC LP2031. Furthermore, by removing this green area permeable drainage land will be lost, which also helps absorb heat and reduce light reflecting from the road during hot spells.

The Meeting closed at : 6:50pm

Signed : _____ Chairman Date: _____

On behalf of :- _____ Witney Town Council

CLIMATE, BIODIVERSITY & PLANNING COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Tuesday, 16 July 2024

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor A Bailey (Chair)

| | | |
|--------------|---------------------------|--|
| Councillors: | G Meadows | G Doughty |
| | J Aitman | J Doughty |
| | S Simpson | |
| Officers: | Adam Clapton | Deputy Town Clerk |
| | Derek Mackenzie | Senior Administrative Officer & Committee Clerk |
| | Cara Cannon | Admin- Communities & Planning |
| Others: | No members of the public. | |

P400 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor R Smith.

P401 DECLARATIONS OF INTEREST

Councillors J Aitman & A Bailey declared a non-pecuniary interest in planning application 24/01565/FUL as they both were Town Council nominee members of the Cogges (Farm) Welfare Trust Charity, who proposed selling a parcel of land to the developer of the University Farm Solar Farm.

There were no other declarations from Members or Officers

P402 MINUTES

The minutes of the Climate, Biodiversity & Planning Committee meetings held on 4 June and 25 June 2024 were received.

Acceptance of the minutes was proposed by Councillor G Meadows, seconded by Councillor G Doughty. All Members were in agreement.

Resolved:

That, the minutes of the Climate, Biodiversity & Planning Committee meetings held on 4 June and 25 June 2024 be approved as a correct record of the meetings and be signed by the Chair.

P403 **PUBLIC PARTICIPATION**

There was no public participation.

P404 **PLANNING APPLICATIONS**

The Committee received and considered a schedule of planning applications from West Oxfordshire District Council.

Resolved:

That, the comments, as per the attached schedule be forwarded to West Oxfordshire District Council.

P405 **PLANNING DECISIONS**

The Committee received and considered a schedule of planning decisions received from West Oxfordshire District Council (WODC).

Resolved:

That, the list circulated advising of WODC planning decisions be noted.

P406 **WITNEY TRAFFIC ADVISORY COMMITTEE MINUTES - 18 JUNE 2024**

The Committee received the minutes of the Witney Traffic Advisory Committee held on 18 June 2024.

Members were pleased to see that residents of Richmond Village had participated in the meeting to raise the issues that they face with footway access.

The Committee also received a verbal update from the Deputy Town Clerk in respect of the Speedwatch session that had run earlier in the day where 43 vehicles of the 190 monitored had been observed exceeding the speed limit on Tower Hill.

Resolved:

1. That, the minutes of the Witney Traffic Advisory Committee held 18 June 2024 be noted and,
2. That, the verbal update of the Deputy Town Clerk be noted.

P407 **APPLICATION FOR PAVEMENT LICENCE - FLEECE & FLAGON, CHEQUERS INN, 47 CORN STREET, WITNEY**

The Committee received and considered an application for a pavement licence for The Fleece & Flagon. Members noted that the pavement outside the premises was incumbered with mature trees and the optional siting of furniture on the pavement may cause issues, particularly to those individuals with impaired sight or requiring the use of mobility aids.

Resolved:

That the following submission be made to West Oxfordshire District Council Licencing Team.

Whilst Witney Town Council offers no objections to this application in principle, Members raised concerns on size and layout of the seating onto the public footway. Members ask that accessibility be taken in account, and suggest officers make a site visit to see the furniture in situé, and ensure pedestrian access is not affected.

P408 RESIDENT SATISFACTION SURVEY RESULTS

The Committee received and considered the report of the Deputy Town Clerk (DTC) which provided feedback results following the annual residents survey.

Members were disappointed to see that the residents' satisfaction with the Country Park had fallen, though this may be related to the overall concern for the Pollution of the Windrush by Thames Water's discharges of sewage into Colwell Brook.

It was also noted that approx. 25% of responses had answered n/a when asked to rate the Country Park, it was hoped that the efforts of the Biodiversity & Green Spaces Officer and the Councils Operations & Communications Teams would help promote the area to residents and encourage it's use.

Resolved:

That, the report be noted.

P409 TRAFFIC SENSITIVE STREETS

The Committee received and considered the correspondence from Oxfordshire Country Council in respect of the consultation to designate streets as traffic sensitive.

Members appreciated the frustration faced by residents when roads were affected by what is seen as poorly planned works. In particular it was felt that Downs Road and Bridge Street caused major inconveniences and therefore the response should ask that these are of particular focus.

Resolved:

That, the following response be submitted to Oxfordshire County Council.

Witney Town Council ask that all major roads that surround or pass though Witney (including Downs Road) be included as traffic sensitive streets due to the impact works on them have on congestion in the town. They further ask that although it already features in the plan, that a high precedence is placed on Bridge Street as the sole river crossing and main artery connecting the North and South of the town.

P410 BOTLEY WEST SOLAR FARM CONSULTATION

The Committee received details of the targeted consultation by Botley West Solar Farm. Members had previously submitted responses on the development and had nothing further to add to those comments and submissions.

Resolved:

That, the correspondence be noted.

P411 OCC FLOOD RISK CONSULTATION

The Committee received and considered the correspondence from Oxfordshire County Council regarding the Oxfordshire Local Flood Risk Management Strategy which set out how Oxfordshire County Council, in its role as Lead Local Flood Authority for Oxfordshire would collaborate with partner authorities to manage flood risk.

Members unanimously agreed that Witney Town Council would not respond as a collective to the consultation, rather it was felt that the details of the consultation be distributed to all Town Councillors so that they may submit their own comments based on how the Management Plan would impact their ward and its residents.

Resolved:

1. That, the correspondence be noted and,
2. That, details of the consultation be issued to all Town Councillors.

P412 WITNEY SHORES GREEN - RIGHTS OF WAY - APPLICATION REF R3.0069/24

The Committee received and considered the Rights of Way Plan Ref: R3.0069/24 in respect of the works at the Shores Green Junction of the A40.

Members welcomed the information and supported this application for the continuation of access to the existing rights of way that serve and provide benefits for Witney residents and visitors of the town. They noted that the proposed Witney East Development had now received approval from the Planning Inspectorate so it would be essential that the infrastructure to connect with the Town was paramount.

Resolved:

That, the following response be submitted to Oxfordshire County Council.

Witney Town Council welcomes the application for these alterations which will ensure access to Rights of Way that serve and provide benefits for Witney residents and visitors of the town, including those that will take up residence in the proposed Witney East Housing Development. Additionally, it welcomes the work to widen the new footways so as to allow for shared use as outlined in the Local Cycling & Walking Infrastructure Plan (LCWIP).

The meeting closed at: 6.59 pm

Chair

Whilst Witney Town Council offers no objections, it would urge the developer to ensure that the countryside remains accessible, and the users of public rights of way are not adversely affected by the construction and operational aspects of the proposals through development and include a traffic mitigation plan during the construction phase, and reinstatement of public right away following completion of the development.

The Council is also concerned how the development will affect the biodiversity in the area and would like to see monitoring of this throughout construction. Biodiversity must be preserved at all costs - if sunlight cannot hit the natural producers, the whole eco-system will start to break down. The country faces a biodiversity emergency which is running parallel to the climate emergency and would like to ensure that the biodiversity is maintained and any loss in the areas is mitigated against; a financial contribution to biodiversity and nature recovery in and around Witney is requested to help lessen the impact.

Further to this, members also raised concerns regarding flood management, and would welcome continued monitoring of the area, to ensure the development does not increase the risk of flooding elsewhere in the local area, particularly in North Witney which is prone to flooding already.

Witney Town Council would also like to see a contribution which could provide community gain- not only for the those living in the closest proximity to the site, but also for Witney residents.

| | | | | |
|--------|---|---|------------------|------------|
| 404- 5 | WTC/102/24 | Plot Ref :-24/01478/FUL | Type :- | FULL |
| | Applicant Name :- . | | Date Received :- | 04/07/2024 |
| | Location :- WW SPORTS & SOCIAL CLUB BURFORD ROAD | | Date Returned :- | 17/07/2024 |
| | Proposal : | Change of use of parking area to allow temporary siting of welfare and storage facilities, to include 4no portakabins, 2 skips and 2 waste bins all enclosed within 2m high Heras fencing. (Retrospective). | | |
| | Observations : | As the applicant, Witney Town Council offers no comment on this application. | | |

| | | | | |
|--------|---|---|------------------|------------|
| 404- 6 | WTC/103/24 | Plot Ref :-24/01661/HHD | Type :- | HOUSEHOLDE |
| | Applicant Name :- . | | Date Received :- | 05/07/2024 |
| | Location :- 65 SHERBOURNE ROAD SHERBOURNE ROAD | | Date Returned :- | 17/07/2024 |
| | Proposal : | Erection of first floor side extension over existing garage. | | |
| | Observations : | Witney Town Council has no objections regarding this application. | | |

| | | | | |
|--------|---|---|------------------|------------|
| 404- 7 | WTC/104/24 | Plot Ref :-24/01164/HHD | Type :- | HOUSEHOLDE |
| | Applicant Name :- . | | Date Received :- | 08/07/2024 |
| | Location :- 23 STANTON HARCOURT ROAD STANTON HARCOURT ROAD | | Date Returned :- | 17/07/2024 |
| | Proposal : | Extension and alteration works to erect a first floor bedroom extension above existing kitchen at rear. | | |
| | Observations : | Witney Town Council has no objections regarding this application. | | |

**PARKS & RECREATION COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 1 July 2024

At 6.02 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor D Newcombe (Chair)

| | | |
|--------------|---------------------------|------------------------------|
| Councillors: | R Crouch | T Ashby |
| | J Aitman | R Smith |
| | S Simpson | |
| Officers: | Sharon Groth | Town Clerk |
| | Adam Clapton | Deputy Town Clerk |
| | Mark Lewis | Head of Estates & Operations |
| Others: | One member of the public. | |

PR361 APOLOGIES FOR ABSENCE

An apology for absence was received retrospectively from Councillor O Collins.

PR362 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

PR363 MINUTES

The minutes of the Parks & Recreation Committee meeting held on 13 May 2024 were received.

PR249 – Major Strategic Projects Update. In response to a Member, officers advised the bollard at West Witney Sports Ground had been repaired, and that they were still waiting to hear from Parkrun representatives regarding a meeting.

Resolved:

That, the minutes of the Parks & Recreation Committee meeting held on 13 May 2024 be approved as a correct record of the meeting and be signed by the Chair.

PR364 PARTICIPATION OF THE PUBLIC

The member of the public present did not participate in the meeting.

PR365 **WITNEY SWIFTS CRICKET CLUB - SECURITY OF TENURE AT WEST WITNEY SPORTS GROUND**

The Chair raised this agenda item in the meeting so the member of public present could listen to the discussion.

The Committee received a verbal update from the Leader of the Council concerning Witney Swifts Cricket Clubs request for an agreement on the use and maintenance of West Witney Sports Ground. This followed a meeting which had taken place with representatives from Swifts, Oxford Cricket Board and officers of the Council.

Members had previously been reluctant to offer exclusive use of the West Witney Ground which would restrict other users during the cricket season, but they were advised only two non-Witney teams had used the ground, which could still happen under any future agreement.

There was also recognition that the club needed a security of tenure for at least five years in order to grow and details on wicket and outfield maintenance would be covered in this to allay any further concerns Members had.

The Committee heard there were plans for juniors and women's cricket, and that The Leys wicket could and would be used in the future.

Officers advised that financially, income for the cricket pitches was minimal and operating figures provided by the Club were low so officers could enter negotiations to agree who does what and ensure some community use was retained.

Recommended:

1. That, the verbal update be noted and,
2. That, in principle, the Town Council agrees to allow Witney Swifts Cricket Club to hold a licence for the use of the Cricket Wicket and outfield at West Witney Sports Ground for the 2025 season and,
3. That, the details of the above licence be delegated to Officers and brought back before the Council's Policy, Governance & Finance Committee for approval.

The member of public left the meeting at 18.20pm

PR366 **RESIDENTS SATISFACTION SURVEY RESULTS**

The Committee received and considered the report of the Deputy Town Clerk concerning the results of the resident's annual satisfaction survey which was held at the beginning of the year.

Members were advised the report represented the survey results for the services under the remit of this committee and showed the combined satisfactory and above percentages against poor ones. Previous years data was also included to help benchmark the results. The report also contained all unedited comments on the services.

It was clear some of the comments were already being addressed in ongoing projects and, where possible, these should be highlighted in communications.

Officers advised further work was required by officers to assess the comments ready for the September meeting. Members asked that key points including play areas and inclusive play equipment were addressed at that time.

There was further discussion on how the Council communicates the benefits to biodiversity regarding grass areas which were left to grow.

Resolved:

1. That, the report be noted and,
2. That, a further report is prepared by officers analysing the results for the meeting of the Committee on 9 September 2024 and,
3. That, communications on items already addressed are issued and,
4. That, further consideration is given to communicating biodiverse benefits of wildflower planting and grass areas.

PR367 PROJECTS UPDATE

The Committee received and considered the report of the Project Officer, accompanied with verbal updates from the Head of Estates and Operations.

Members were provided with updates on the Leys Wheeled Sports Park, West Witney Sports & Social Club building, the Leys Courtside Hub, Raleigh Crescent new sports and social area, The Leys Splash Park, and The Leys Parking Restrictions.

The Committee were pleased that a bin had been installed in the Wheeled Sports Park and that the National Association of Local Councils were lobbying the Government over the reintroduction of the Community Ownership Fund after the General Election, which if awarded would go towards funding of the West Witney Sports Ground.

Members also welcomed an update on the Courtside Hubs project where the current state of the site had raised concerns with the public. The plans for the replacement Leys depot at West Witney had been finalised and would be registered by the Planning Authority shortly.

Community engagement was planned for a new sports area at Raleigh Crescent, both at the local cadet centre and the Witney Carnival; winter refurbishment of the Splash Park was also planned for the latter. Officers updated Members on this project and explained the difficulties encountered in getting the pads up and running this summer. Fortunately, after some unforeseen technical failures, it was now working from 12-6pm daily; extension to these timings would result in exceeding the water use budget for the year.

Finally, regarding Leys Parking Restrictions, the Committee were pleased the Council was able to apply for a Traffic Regulation Order and noted preference on timings had already been previously provided but further discussion should take place with Courtside Hubs on this issue.

Resolved:

1. That, the report and verbal updates be noted and,
2. That, discussion takes place with Courtside Hubs regarding Leys Parking Restrictions.

The meeting closed at: 6.55 pm

Chair

**HALLS, CEMETERIES & ALLOTMENTS COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 8 July 2024

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor R Crouch (Chair)

| | | |
|--------------|-----------------------------|--|
| Councillors: | D Enright | R Smith |
| | J Aitman | O Collins |
| | D Edwards-Hughes | T Ashby (In place of J Robertshaw) |
| | D Newcombe | |
| Officers: | Adam Clapton | Deputy Town Clerk |
| | Derek Mackenzie | Senior Administrative Officer & Committee Clerk |
| | Thomas Davies | Venue & Events Assistant |
| | Sharon Groth | Town Clerk |
| | Mark Lewis | Head of Estates & Operations |
| | Tomas Smith | Venue & Events Officer |
| Others: | Four members of the public. | |

H368 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor J Robertshaw, Councillor T Ashby attended as a substitute.

H369 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

H370 MINUTES

The minutes of the Halls, Cemeteries & Allotments Committee meeting held on 20 May 2024 were received.

Resolved:

That, the minutes of the Halls, Cemeteries & Allotments Committee meeting held on 20 May 2024 be approved as a correct record of the meetings and be signed by the Chair.

H371 **PUBLIC PARTICIPATION**

The Committee adjourned for this item.

The committee received representation from residents of Fernleigh concerning Agenda Item 16.

The Committee reconvened.

With the permission of the Chair, Agenda item 16 was moved up the agenda so the members of public could hear the discussion and outcome.

H372 **ST MARY'S CHURCHYARD - PUBLIC RIGHT OF WAY**

The Committee considered the correspondence along with the verbal participation from the residents of Fernleigh in respect of the Right of Way through St Mary's Churchyard.

The Fernleigh residents had outlined the issues that they faced on a daily basis when using the path through the churchyard and how the rough surface impacted them by creating trip hazards, an uncomfortable journey on their mobility scooters as well as causing damage to their scooters due to the jolting. They also advised that there was no acceptable alternative route due to the lack of suitable dropped kerbs and obstacles they faced.

Members understood the residents' concerns and assured them the matter would be taken seriously, investigated by Officers and an update provided to them.

The Town Clerk/CEO advised that she had already made initial enquiries with Oxfordshire County Council's Countryside Team and the Church, these discussions would continue in order to establish ownership and responsibility. Once known, a schedule and cost of works could be considered.

Recommended:

1. That, the correspondence be noted and,
2. That, the Town Clerk/CEO continue investigation to establish ownership and report back her findings.
3. That, the residents of Fernleigh be kept updated on progress.

(The members of the public left the meeting at 7:21pm)

H373 **RESIDENT'S SATISFACTION SURVEY RESULTS**

The Committee received and considered the report of the Deputy Town Clerk (DTC) which provided feedback results following the annual residents survey.

The DTC advised that this was the raw data and that a further report would be presented to the Committee in September 2024 after Officers had fully reviewed the results and were able to provide an action plan along with budget costings.

A Member noted that the percentage of responses rating a service as "Excellent" had decreased though the number of responses had increased. It was also noted that the number of responses selecting "not applicable" was significant; it was felt that this may have been a result of the large

proportion of responses being from the schools who did not make use of the services under the remit of this Committee.

Resolved:

That, the report be noted.

H374 CAFÉ/BAR 1863

Newspapers

The Chair opened discussions as to whether the Corn Exchange Café should continue to supply a daily newspaper for its users, opinions were expressed as to both the cost incurred and the political standing of particular papers.

The Venue & Events Officer advised the newspapers were well read, and that additional copies were left by some Café users for others to read. Members agreed that it would be best to support local and neutral papers only.

All Members agreed to purchase the Witney Gazette & Big Issue along with the Metro newspaper which could be obtained from the Stagecoach bus each day. Officers would monitor the responses left by users via the feedback cards that were available in the Café for completion.

Fairtrade Products

Members moved on to discuss the Café's Fairtrade product offerings as it was felt that the Council should be more focused on promoting the Fairtrade scheme wherever possible. Members agreed that Officers should investigate the inclusion of Fairtrade drink options.

The Venue & Events Officer advised the current coffee supplier, though not Fairtrade, did follow similar values and that a compromise would be needed to ensure that the Council supports Fairtrade, locally sourced as well as financially responsible purchasing.

Lastly, Members asked that signage be displayed to advise café users of the Council's aims to supply ethically sourced products whenever possible and that a commitment to this should be included in the business plans for the Halls and Café.

Resolved:

1. That, the Witney Gazette, Big Issue and the Metro newspaper be available to users in the Café and,
2. That, the response to the change in supply of newspapers be monitored and,
3. That, the Corn Exchange café manager explore options for Fairtrade tea and biscuits/cakes and,
4. That, a notice of the council commitment to supply local and ethically sourced products wherever possible be displayed and included in the council's business plans.

H375 PUBLIC HALLS REPORT

The Committee received and considered the report of the Venue & Events Officer (VEO) which provided an update on the Council's public halls.

Members discussed the proposal to replace the existing coffee machine at the Corn Exchange with a new model and contract term. It was also proposed that the current coffee machine be purchased and relocated at Burwell Hall in order to provide refreshments to football teams that play their matches there.

Members asked that further information be provided by Officers prior to a decision being taken to purchase the existing machine as it was felt that with the location of the convenience store opposite Burwell Hall, this could already be meeting the needs of the football teams.

The Chair asked for an agreement in principle to the recommendations in the report. It was therefore proposed by Councillor J Aitman, seconded by Councillor D Newcombe and agreed by all members to purchase the existing machine at a cost of £1,000 should demand be expressed by the football clubs for refreshments at Burwell Hall.

In respect of a replacement machine for the Corn Exchange, Members again in principle agreed to proceeding with Option 3, this being a new machine supplied by UE coffee roasters with a 36-month contract at a cost of £160.27 per month when the current contract ended in September 2024 or if required at an earlier date should the existing machine be moved to Burwell Hall.

The VEO advised that details of all the quotes obtained would be made available to the Policy, Governance & Finance Committee at the meeting on 22 July 2024.

The Head of Estates & Operations raised to the committee verbally a request for the purchase of an ice cream freezer, this was to be used to sell items in the café as well as during intervals of performances at the Corn Exchange. Officers had identified a suitable item with an expected cost of £450.

Recommended:

1. That, the report and verbal update be noted and,
2. That, Officers discuss the demand for Witney Vikings for refreshments and,
3. That, should sufficient demand exist then the current coffee machine be purchased at a cost of £1,000 and,
4. That, Officers proceed with the replacement of the coffee machine on a 36-month contract costing £160.27 per month subject to receiving further comparable quotes to meet the Council's financial regulations.
5. That, an ice cream freezer be purchased for use in the Corn Exchange.

H376 CORN EXCHANGE BUSINESS REPORT

The Committee received and considered the report of the Deputy Venue & Events Officer (DVEO) concerning event activity in the Corn Exchange.

Members were pleased to receive the update and in particular to see the venue used to host screenings of England's advancement through the Euro 2024 football championship. The DVEO advised the reasoning for making these screenings free was in order to avoid the need to purchase an expensive commercial licence which would be required if a charge was made to attendees.

Resolved:

That, the report be noted.

H377 **PUBLIC HALLS BUSINESS PLAN REVIEW**

The Committee received and considered the business reports prepared by the Venue & Events Officer (VEO).

Members were pleased to see the draft copies of Business Plans for Burwell Hall and Café 1863 and they looked forward to receiving the final versions.

In response to a Member's question, the VEO advised that progress toward the Year 1 outstanding goals for the Corn Exchange was progressing as planned with improvements expected soon with LED lighting for the tiered seating, new modular staging and the introduction of the box office counter for use when performances took place.

It was suggested that Officer present the future objective progress in a colour coded fashion, red, yellow and green to show yet to start, in progress and completed.

Resolved:

1. That, the report be noted and,
2. That, the future objectives section of the business plan be colour coded to show the level of progression and,
3. That, the business plans for Burwell Hall and Café 1863 be finalised ahead of the next meeting.

H378 **MADLEY PARK HALL - PARTITION DOORS**

The Committee received and considered the report of the Head of Estates & Operations concerning the replacement of the Madley Park Hall doors.

Members were pleased to receive the update and all members agreed to proceed with the appointment of Contractor C to carry out the work at a cost of £9,140.41.

Recommended:

1. That, the report be noted and,
2. That, the replacement of the door be instructed to [Contractor C] at a cost of £9,140.41 to be paid from the Madley Park Hall Ear Marked Reserve.

(The Venue Events Officer and Deputy Venue & Events Officer left the meeting at 7:08pm)

H379 **COUNTY COUNCIL EV MICROHUBS PILOT SCHEME - BURWELL HALL**

Members received the correspondence from Oxfordshire County Council (OCC) regarding the EV pilot scheme.

Members were pleased to hear that Burwell Hall had been selected as one of nine pilot sites across the county to receive one of the installations however, it was thought that the siting of the EV charger at the Madley Park Hall Car Park, which had previously been submitted as a potential location due to its position within an area where a higher proportion of houses and flats don't have driveways or parking adjacent to their properties, might be more beneficial.

Members raised questions regarding the potential demand of the charger should they not be rapid chargers as well as any financial incentives to the Council as landowner. It was also agreed that the Council should do all it can to support the EV Pilot programme as it aligned with the Council's aim to reduce the effect of climate change, and this would also provide an additional charge point for the council expanding fleet of vehicles.

All members were in agreement with Officers progressing with the scheme and discussing contractual terms with OCC and report back to a future meeting of the Committee.

Resolved:

1. That, the correspondence be noted and,
2. That, Officer progress with scheme with OCC raising the members queries and concerns.

H380 WINDRUSH CEMETERY - MAPPING

The Committee received the report of the Operations Manager regarding the need to carry out Datum marking within Windrush Cemetery.

Members understood the importance to carrying out his work so as to ensure the Council always had sufficient burial plots available. The quote had increased since this had last been at Committee due to the time lapse and increased number of plots to be marked.

Councillor O Collins proposed, seconded by Councillor J Aitman that the recommendation to commission the marking be approved at a cost of £6,215.

Recommended:

1. That, the report be noted and,
2. That, Datum marking be commissioned by Cemetery Design Services.

H381 WINDRUSH CEMETERY - CHILDREN'S MEMORIAL GARDEN

The Committee received the report of the Projects Officer regarding Children's Memorial Garden at Windrush Cemetery.

The report provided an update on the scheme which it was hoped would be completed later in the year. There was still an issue with what was achievable within the agreed budget.

Resolved:

That, the report be noted.

(Councillor D Edward- Hughes left the meeting at 7:22pm, he returned at 7:25pm)

H382 WINDRUSH CEMETERY - RELOCATION OF MEMORIAL TREE

The Committee received the report of the Operations Manager regarding the relocation of the memorial tree at Windrush Cemetery.

Members understood the need for the location of any memorial to be accessible to all and that the memorial should be of a respectable standard to reflect its significance. A Member spoke of how impressed they were of the memorial installed at the Tiny Forest by Earthwatch and asked that Officers consider a similar installation.

Recommended:

1. That, the report be noted and,
2. That, a new location be sought in the Cemetery for the installation of a memorial tree and,
3. That, Officers explore options for a replacement memorial and,
4. That, the costs for replacement plaques where necessary be borne by the council.

H383 TOWER HILL CEMETERY - NUISANCE BEHAVIOUR

The Committee received the correspondence from a member of the public regarding issues of vandalism and anti-social behaviour at Tower Hill Cemetery.

The Head of Estates & Operations advised that the logs in the cemetery would be removed by the Operations Team. The Town Clerk/CEO reported that she had spoken with Inspector Ball of Thames Valley Police with a request that patrols be increased and that the detached youth scheme had been advised of the issues raised.

Resolved:

1. That, the correspondence be noted and,
2. That, the logs be removed by the Operations Team.

H384 WITNEY TOWN COUNCIL GUIDE TO BURIALS - DRAFT PUBLICATION

The Committee was pleased to see the final draft version of the Cemetery guide and welcomed its introduction.

Resolved:

That, the Cemetery guide be approved and published

H385 NEWLAND AND HAILEY ROAD ALLOTMENTS FENCING

The Committee received the report of the Operations Manager in respect of the request to install fencing at Hailey Road and Newland Allotments.

Members were all in agreement with the recommendations in order to secure the sites for allotment users.

Recommended:

1. That, the report be noted and,
2. That, Officer progress the installation of fencing at Newland and Hailey Road Allotments from earmarked reserves

The meeting closed at: 7.30 pm

Chair

**STRONGER COMMUNITIES COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 15 July 2024

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor L Cherry (Chair)

| | | |
|--------------|---------------------------|--|
| Councillors: | G Meadows | A Bailey |
| | R Smith | J Doughty |
| | T Ashby | S Simpson |
| Officers: | Adam Clapton | Deputy Town Clerk |
| | Derek Mackenzie | Senior Administrative Officer & Committee Clerk |
| Others: | One member of the public. | |

SC386 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor O Collins

SC387 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

SC388 MINUTES

The minutes of the meeting of the Stronger Communities Committee held on 3 June 2024 were received.

SC281 - The appointment of the Vice Chair for the Committee was dealt with at the meeting of the Council on 17 June 2024. Minute Item 336 refers.

SC284 - A member asked that all local Uniformed Service Organisations be included in the invitations to join the Youth Council.

SC290 - The Committee Clerk advised that the three blue plaques had been sent for renovation.

SC291 – A member asked that it be clarified that the comments noted in the minute as “reservations” were more accurately comments to highlight diversity and transparency.

The Leader raised the lack of disabled parking at The Leys during third party events comments that were supported by a member who herself experienced difficulties. The Rotary Club of Witney had included disabled parking in their event plan for Witney Carnival however the Council did not make appropriate arrangements for accommodate this. Members agreed that

the event plan guidance and policy be reviewed, and a report prepared for a future meeting for agreement.

Resolved:

1. That, the above noted amendments be noted and,
2. That, the invite to join the Youth Council be extended to all local Uniformed Organisations and,
3. That, the Council's third-party events policy, in respect of disabled event parking at The Leys, be reviewed and brought to the meeting of the Committee on 18 November 2024 and,
4. That, the minutes of the Stronger Communities Committee held 3 June 2024 be approved as a correct record of the meeting and be signed by the chair.

SC389 PUBLIC PARTICIPATION

The Committee adjourned for this item.

The Committee received representations from a representative of Home Start Oxford concerning Agenda Item 8.

Members asked questions in order to gain clarification and further information regarding other funding sources that Home Start had already explored such as the WODC's Westhive scheme or had planned to approach businesses for corporate support.

The Committee reconvened.

SC390 YOUTH SERVICES

With the express permission of the Chair the item was moved up the agenda in order for the representative from Home Start Oxford to hear the deliberation in respect of the grant application.

The report included a request from Home Start Oxford seeking a grant award of £11,000. Members were supportive of the work they carried out and were therefore in unanimous support of the proposal made by Councillor R Smith, seconded by Councillor J Doughty to award £11,000 as requested. Members were aware of the financial implications of awarding this sum and the impact on the Youth Provisions budget as outlined in the report.

Following the award of the grant Members received and considered the other items in the report of the Deputy Town Clerk (DTC) in respect of Youth Services

The DTC advised that two applications had been received for the Youth Council and that there was lot of interest at the Carnival so hoped this would lead to more.

Arrangements for publishing Summer Holiday Activities was progressing and once released Members were encouraged to share this widely.

Members were disappointed to hear that Assisting Parents of Children Affected by Mental Health (APCAM) youth mental health drop-in sessions had not yet been confirmed for the school holidays. It was felt that if arrangements couldn't be put in place soon then sufficient notification of the sessions would not be able to be given. Officers were asked to contact APCAM for a

response by 18 July and final arrangements would be put in place with the agreement of the Chair and Leader, anticipated required funding being £1,200-£1,500.

Lastly, members considered establishing separate budget lines for the continued support of The Station and Home Start Oxford, both were seen as integral to the Town however, the grant awards, £28,000 and £11,000 respectively, to these two organisations had all but exhausted the Youth Provision budget for 2024/25.

It was suggested that Officers prepare a report for the next meeting of the Committee to consider how to structure this vital grant funding along with the retention of the existing Youth Provision budget. All members were in agreement.

Recommended:

1. That, the report be noted and,
2. That, £11,000 be awarded to Home Start Oxford from the Youth Provision Budget (4169/408) and,
3. That, it be delegated to Officer in association with the Chair and leader to finalise the award of funding to APCAM should arrangements be advised by 18 July 2024 and,
4. That, up to £1,000 be funded from the Youth Provision budget (4169/408) for grant support to APCAM with any additional funding coming from the discretionary budget fund (4100/407) and,
5. That, if the £1,000 grant award to APCAM remains unused in 2024/25 then it be rolled over and earmarked for use by APCAM in 2025/26 budget year.
6. That, a report be prepared by Officers regarding the establishment of separate budget lines for funding of The Station and Home Start Oxford as well as the retention of the existing Youth Provision budget from 2025/26 onwards.

(The representative from Home Start Oxford left the meeting at 6:22pm following the award of the grant and prior to the discussion of the other items under Agenda Item 8)

SC391 RESIDENTS SATISFACTION SURVEY RESULTS

The Committee received and considered the report of the Deputy Town Clerk concerning the results of the resident's annual satisfaction survey which was held at the beginning of the year.

Members were disappointed to see negative comments regarding the Christmas lights however, hoped that the newly agreed contract would deliver improvements to the display starting this year.

Members also discussed the 2023 Floral arrangement, verges, and the visual appearance of the grassed roundabouts under the Towns control with mixed opinions, the Deputy Town Clerk acknowledged the comments and advised that both Officers and the whole Operations Team would continue to work to improve these areas.

The Committee discussed the provision of benches on land owned by the Council, members asked that consideration be given to increasing the number as well as the installation of picnic benches at recreational areas.

Members expressed their confusion with not always being clear what land is owned, and therefore who was responsible for areas of land. The Committee Clerk advised that there was a land responsibility map on the Council's website and that the Administrative Team at the Town Hall reception was happy to assist any enquiries using additional mapping available to them.

Recommended:

1. That, the report be noted and,
2. That, a review of the provision of benches is carried out by Officers.

(Cllr A Bailey left the meeting at 6:50pm to attend an event in his capacity as Deputy Mayor)

SC392 **COMMUNICATIONS REPORT**

The Committee received the report of the Communications & Community Engagement Officer.

Members were in agreement that the Council support the work of the Witney Talking News group as much as possible with suggestions such as the offer to for them to make use of the Community window in the Town Hall reception, for Councillors to offer to provide content by way of a Question & Answer piece and that Officers add the organisation's details to the Partners page of the Councils Website.

Members were pleased to hear of the two consultations that took place at Witney Carnival to gain residents opinion on the renovation of the splash park and for the new MUGA/MUSA arrangements for Ralegh Crescent and looked forward to hearing further on these projects.

The Committee agreed unanimously that additional signage was not needed to ask owners not to allow their dog to foul and believed that the social media campaign would help to highlight the issue along with the problems with littering.

Resolved:

1. That, the report be noted and,
2. That, the use of the Community Windows be offered to Witney Talking News and,
3. That, Officers add the Witney Talking News to the Councils website as a Partner and,
4. That, Dog fouling be covered in the Council's social media campaign.

SC393 **COMMUNITY ENGAGEMENT REPORT**

The Committee received and considered the report of the Communications & Community Engagement Officer. The Deputy Town Clerk provided a verbal summary and answered questions on the content of the report.

Members discussed the importance of supporting the aim of the White Ribbon organisation and agreed that regular social media posts throughout the year should be used to keep the subject in people's minds.

The Committee reviewed the Councillors in the Café events, Members felt these had been useful but hadn't reached an extensive audience of residents however, with some small changes they could be more impactful. Ideas regarding clearer signage and better advertisement by Councillors should lead to better attendances and more productive conversation.

Members were pleased to support a Virtual Reality Day and agreed that time-limited wristbands should be used to ensure as many young people as possible can participate.

Resolved:

1. That, the report and verbal update be noted and,
2. That, regular social media posts be scheduled to highlight the effect of domestic violence against women and girls and,
3. That, the Councillors in the Café events continue but that further discussion takes place at the Full Council meeting and,
4. That, the VR Day as part of the Council's 50th Anniversary events run with time restricted sessions.

SC394 THE STATION DETACHED YOUTH - FEEDBACK

The Committee was pleased to receive the update from The Station regarding feedback from their sessions.

Members discussed the proposal for a climbing wall however felt that this should be revisited at a later date by the Parks & Recreation Committee

Members discussed the idea of providing a space for young people to meet when the weather is not good. Members suggested that The Station speak with Courtside CIC who were proposing to have space available in their new facility at The Leys, perhaps a dedicated evening each week would allow The Station to additional engage with the young people.

The Committee also discussed if the Corn Exchange Café could be used for the same purpose under the supervision of The Station.

Resolved:

1. That, the correspondence be noted and,
2. That, the possibility of installing a permanent climbing wall at a Council facility is explored via the Parks & Recreation Committee and,
3. That, use of the Corn Exchange or new Courtside CIC facility at The Leys is explored.

SC395 PARISH TRANSPORT MEETING - 19 MARCH 2024

The Committee received the minutes of the Parish Transport Representatives Meeting held on 19 March 2024.

Resolved:

That, the minutes be noted.

SC396 DIGITAL INFRASTRUCTURE OXFORDSHIRE

The Committee received correspondence from Oxfordshire County Council regarding the upgraded Digital Infrastructure Oxfordshire Website.

Resolved:

That, the correspondence be noted.

SC397 **TOWN CENTRE CCTV SCHEME – REQUEST FOR CAPITAL CONTRIBUTION**

The Committee received and considered the report of the Responsible Financial Officer (RFO) prepared following a request from West Oxfordshire District Council to further contribute to the replacement of Witney CCTV cameras.

The Leader outlined her disappointment that following the agreement of the Council to contribute the sum of approx. £11,500 annually for the next three years, WODC were asking for further financial support despite at the same time notifying of the savings they were making due to the new scheme.

Members were in agreement and felt that without evidence to show the benefit of the CCTV scheme to the Town they were not prepared to offer additional funds. A Member, who was also a WODC Councillor advised that despite a similar request, Thames Valley Police had been unable to provide the necessary figures when requested.

The Deputy Town Clerk highlighted the duty that the Town Council had under the Crime & Disorder Act 1998 which Members acknowledged by felt that without further details they could not commit the funds and were already providing £11,500 annually.

It was proposed by Councillor R Smith, seconded by Councillor J Doughty that on receipt of additional information, the Council would consider an additional financial contribution in the 2025/26 budget year provided it showed a benefit to the Town. All members were in agreement.

Recommended:

1. That, the report be noted and,
2. That, additional information be requested to provide evidence of the benefit of the CCTV to the Town and,
3. That, a figure of £10,000 be added to the 2025/26 budget for this purpose.

SC398 **TREE GIVEAWAY**

The Committee received and considered the correspondence from the International Tree Foundation regarding their request for a contribution to support the Oxfordshire Garden Tree Giveaway in Witney via the Foodbank.

Members felt the idea was good however, agreed unanimously not to make a contribution to the scheme, it was felt that should individuals wish to plant a tree in their garden then greater consideration should be given and that the free giveaway may lead to individuals planting unsuitable trees and creating an inverse impact.

Resolved:

That, the correspondence be noted.

SC399 **SPRUCE UP YOUR SIGNS**

The Committee received the correspondence from Oxfordshire County Council's Volunteer Coordination team concerning their promotion of the "spruce up your signs" campaign.

Members felt that the scheme was aimed at smaller parishes where the work could perhaps be completed in half or a full day. However, Councillors G Meadows and S Simpson were eager to establish this in Witney and it was therefore agreed that the details would be shared with all Town Councillors to seek assistance to ensure that each ward received the same upkeep in a timely manner.

The Deputy Town Clerk advised that Officers would continue to speak with the Council's Insurance provider to investigate how members of public may be covered for carrying out volunteer work within the Town should interest be shown.

Resolved:

1. That, the correspondence be noted and,
2. That, an invitation be sent to all Councillor to assist Councillors Meadow and Simpson.

The meeting closed at: 7.40 pm

Chair

**POLICY, GOVERNANCE & FINANCE COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 22 July 2024

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor J Aitman (Chair)

| | | |
|--------------|---|--|
| Councillors: | R Crouch O Collins R Smith | A Bailey J Doughty |
| Officers: | Sharon Groth Nigel Warner Adam Clapton Derek Mackenzie | Town Clerk Responsible Financial Officer Deputy Town Clerk Senior Administrative Officer & Committee Clerk |
| Others: | No members of the public. Councillor James Robertshaw | |

F413 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor L Cherry (by previously agreed dispensation).

F414 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers.

F415 MINUTES

The minutes of the Policy, Governance & Finance Committee meeting held on 10 June 2024 were received.

Resolved:

That, the minutes of the Policy, Governance & Finance Committee meeting held on 10 June 2024 be approved as a correct record of the meetings and be signed by the Chair.

F416 PUBLIC PARTICIPATION

There was no public participation.

F417 RESIDENT'S SATISFACTION SURVEY RESULTS

The Committee received and considered the report of the Deputy Town Clerk concerning the results of the resident's annual satisfaction survey which was held at the beginning of the year.

Given the overarching remit of the Committee, the survey results covered all areas of the survey. Members expressed their disappointment at the results of the survey however sympathised with some of the residents comments such as those relating to maintenance of land not under the Town Council's ownership and highways maintenance issues. The Chair reminded Members that these should be reported via the Fix My Street website so that they receive the necessary attention and action.

The Deputy Town Clerk acknowledged comments relating to areas under the Town Councils ownership and advised that both Officers and the whole Operations Team would continue to work to improve these. A report would be presented at a future meeting to update Members on what action would be taken.

The Committee discussed ways the Town Council could engage with residents to advise what is under its remit and what is not. It was acknowledged that as the Town Council is the only local authority to engage with residents, that this led to it taking the impact of comments that related to the other levels of local government.

The Chair proposed that the comments relating to West Oxfordshire District Council and Oxfordshire County Council were forwarded to them to ensure that the residents efforts to complete the survey were recognised. All Members were in agreement.

It was further proposed by the Chair that residents be thanked for their participation in the survey by the Town Council and as the residents comments were anonymous some would be used to illustrate those that had been forwarded to WODC and OCC. All Members were in agreement.

Resolved:

1. That, the report be noted and,
2. That, residents be thanked for their participation and,
3. That, comments relating to WODC & OCC be forwarded by Officers.

F418 PAYMENT OF ACCOUNTS

The Committee received the report of the Responsible Financial Officer with the accompanying payment schedules, bank statements and reconciliations.

A Member raised two question which the RFO responded to:

The Payment of £1,861.58 made on 30 May 2024 was for the repair of 4 streetlights in Unterhaching Park, off Woodford Way which had recently been signed over to the Town Council from West Oxfordshire District Council.

Secondly, the payment of £20,495.75 made on 7 May 2024 was in respect of the Town Council elections that took place on 4 May 2023. The RFO confirmed the delay in payment was due to late invoicing by West Oxfordshire District Council.

Resolved:

That, the report, bank statements and reconciliations be noted, and the following schedule of payments be approved:

| Payment reference/ Cheque Numbers | In the sum of: | Account |
|---|-----------------------|----------------|
| Cheques 101241-101243, DDs and Standing Orders April 2024 | £75,449.55 | General CB 1 |
| Cheques 34678-34702; 34511 & 34555 (written out; DDs and Standing Orders April 2024 | £172,009.17 | Imprest CB 2 |
| Cheques 101244-101249, DDs and Standing Orders May 2024 | £112,250.22 | General CB 1 |
| Cheque 101250 – transfer to Council BPA | £500,000.00 | General CB1 |
| Cheques 34705-34751, DDs and Standing Orders May 2024 (cheques 34703 & 34704 void) | £161,343.14 | Imprest CB 2 |

F419 FINANCE REPORT

The Committee received and considered the report of the Responsible Financial Officer (RFO) detailing income and expenditure for budgets which were the responsibility of the Committee.

Members thanked the RFO for such a comprehensive report and were pleased to see the detailed information in respect of the new energy contract and were reassured to hear that energy forecasts were significantly within budget.

The Committee heard that investment returns were also meeting budget projections however members asked that research into the potential use of more ethical investments continues. It was understood by Members who were also Councillors at West Oxfordshire District Council that performance returns were comparable to those that were being received on its current investments.

Resolved:

1. That, the report be noted and,
2. That, the RFO continues to investigate and evaluate ethical investments.

F420 **FINANCIAL MATTERS REFERRED FROM SPENDING COMMITTEES**

The Committee received the report of the Deputy Town Clerk (DTC) outlining the financial implications pertaining to recommendations of the Council's spending Committees.

A Member raised the non-inclusion of the recommendation made at the Stronger Communities Committee on 15 July regarding the establishment of a separate budget line to account for annual Youth Services Grants. The DTC advised that this would be included in budget setting for 2025/26.

H375 – Members received the additional quotes for the replacement coffee machine at the Corn Exchange. Members agreed to continue with purchase from Option 1, UE Coffee Roasters as this supported a local business in line with its adopted procurement policy. Members were assured that Officers continually monitor pricing in order to ensure good value for money for all consumables.

H379 – The DTC advised that the Head of Estates & Operations would be attending a workshop to commence negotiation of contract terms for the EV Microhub Scheme. Initial feedback had advised that Madley Park Hall could be considered as a location.

The DTC provided a verbal update that APCAM had arranged youth mental health drop-in sessions over the summer holidays and therefore, the remaining £1,000 Youth Provision budget (4169/408) would be used to finance these with any additional funding required to come from the discretionary budget fund (4100/407).

Resolved:

1. That, the report and verbal update be noted and,
2. That, the recommendations of the spending Committees be approved.

F421 **GRANTS & SUBSIDISED LETTINGS**

The Committee received and considered the report of the Deputy Town Clerk along with a verbal update detailing requests for the award of grants and subsidised lettings.

Windrush School – Members agreed unanimously that the request for £1,000 for play therapy equipment should be agreed.

Dementia Active – Members agreed on the importance of the support that could be provided by the proposed sessions however, felt that more information was required in order to reach a decision. Members asked that Officers open a dialogue with Dementia Active to enquire if the sessions would be established in Witney rather than the current Freeland location, perhaps with the offer of subsidised lettings of Burwell Hall or the Corn Exchange. The Committee agreed for the funds to be ringfenced until Officers report back.

Witney Town Band – Members considered the annual grant request. In response to a Member question as to whether it was necessary for an application to be submitted, the Town Clerk/CEO confirmed that a grant application and accompanying financial information was required each year in order for the Council to fulfil its audit obligations.

Lastly, the Town Clerk/CEO tabled a request from Witney Vikings Youth Football Club which had been received the previous working day requesting a grant of £3,000 for a new on-site container to be located at Wood Green School in order facilitate two new floodlit grass pitches. Members were unable to reach a decision without any financial information as outlined in the Council's Grant Policy. Members also asked that confirmation of permission from Wood Green School to site the container on their land be provided.

Resolved:

1. That, the report and verbal update be noted and,
2. That, the sum of £1,000 be awarded to Windrush School from budget line 4100/407 and,
3. That, Officers open a dialogue with Dementia Active and,
4. That, the sum of £660 be awarded to Witney Town Band from budget line 4112/408 and,
5. That, the award of £11,000 to Home Start Oxford be noted and,
6. That, financial information and evidence of permission to site a container be requested from Witney Vikings Youth Football Club and,
7. That, the correspondence from Oxfordshire Mind, Bridwell Gardens, Be Free Carers, 1st Witney Ranger Girl Guides, Lowland Resue Oxfordshire, Witney Music Festival and Witney Fairtrade Action Group be noted
8. That, all the awarded grants above be awarded under the General Power of Competence and that their recipients be asked to acknowledge the Council's financial contribution in their promotional literature.

F422 EXCLUSION OF PRESS AND PUBLIC

Resolved:

That in accordance with section (1(2) of the Public Bodies (admission to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

F423 CORN EXCHANGE - 1863 CAFÉ & BAR STOCKTAKE

The Committee received the April 2024 stocktake report for the 1863 Bar & Café along with a verbal explanation from the Responsible Financial Officer (RFO) outlining the Financial Summary included in the report.

Members were pleased to hear there was no cause for concern. A Member advised that to their knowledge the % Deficit reported was well below the industry average and commended the Café Staff for this.

Resolved:

1. That, the stocktake report and verbal update be noted.

F424 **PROPERTY, LEGAL & INSURANCE MATTERS**

The Committee received and considered the confidential report of the Town Clerk/CEO concerning an update on Property & Insurance matters

Members were pleased to receive the update and no questions arose.

Resolved:

1. That, the report be noted.
2. That, the minutes of the Community Governance task and finish group held on 8 July be agreed and the recommendations therein be approved.

F425 **MAJOR STRATEGIC PROJECTS**

The Committee received and considered the confidential report of the Town Clerk/CEO which provided an update on The Leys redevelopment and the Destination Play projects.

Leys Hub/Courtside CIC

Members were pleased to receive an update provided by Courtside CIC and welcomed seeing the advancement of the project with groundworkers on site by the beginning of August.

Destination/Adventure Play – Windrush Place Development

The Committee discussed the proposal from Oxfordshire Playing Fields Association (OPFA) to project manage the development of the Destination Play area at Windrush Place. It was felt that as the Town Council was already managing several major projects that it would be prudent to allow OPFA to take the lead in order to deliver the project given that the Section 106 funds were in place.

Members were pleased to hear that the Town Clerk/CEO believed that OPFA would set up a steering group to allow for stakeholders to feed into the project.

Resolved:

1. That, the confidential report be noted and,
2. That, Oxfordshire Playing Fields Association be requested to project manage the Destination Play project delivery.

F426 **STAFFING MATTERS**

The Committee received the minutes of the Personnel Sub Committee meeting held on 9 July 2024.

Resolved:

That, the confidential minutes of the Personnel Sub-Committee meeting held on 9 July 2024, and the recommendations contained therein be approved.

The meeting closed at: 7.10 pm

Chair

FULL COUNCIL

Date: 29 July 2024

Title: Civic Announcements

Contact Officer: Secretary to the Mayor – Loraine Harwood

The role of Mayor involves chairing the Town Council, sitting as an ex officio voting member on council committees, representing and promoting Witney, organising key events in the town in partnership with others, raising funds for local charities, and supporting community activities which contribute to the life of the town and the objectives of the Witney Town Council. The Mayor is supported by the Deputy Mayor, whose attendance in place of or alongside the Mayor is noted in the report below.

This is a regular report to each full council meeting, detailing the activities of the Mayor since the last meeting.

SUPPORTING THE COMMUNITY

RAF Brize Norton Annual Formal Reception – attended by Deputy Mayor
Rotary Midsummer Handover Tea - Bridewell gardens
Cedar Court Care Home open day
Licensing of Rev Chris Dingwall-Jones as Team Vicar at St Mary's Church – Deputy Mayor attending
Kingfisher Studios students' art exhibition
Witney Carnival procession judging
Guest DJ set, Witney Soul Club all-dayer, The Griffin
Millers Grange – Sports Day
Fleece & Flagon Opening Event

REPRESENTING and PROMOTING WITNEY

NAPE Oxfordshire Festival of Voices – Dorchester Abbey (Our Lady's Choir performing)
Beer Festival weekend in Unterhaching/Munich
County Music Service Gala Concert

KEY EVENTS AND COUNCIL ACTIVITY

World Refugee Day flag raising
Armed Forces Day flag raising with Air Cadets

RAISING FUNDS

Mayor's Charities 2023-24/2024-25:

APCAM
Yellow Submarine
ABandOfBrothers

Prepared by: ***Cllr Owen Collins and Loraine Harwood.***

From: Oxfordshire County Council **On Behalf Of** Policy Team
Subject: Introducing the Oxfordshire Councils Charter

Dear clerks and councillors,

I'm excited to share with you the **Oxfordshire Councils Charter**, a dynamic framework designed to **enhance local democracy** and **partnership working** among Oxfordshire councils. The intention for the charter is to remain a 'living' document, acting as a roadmap for better communication, engagement, and collaboration.

The charter embodies our collective commitment to working together more effectively. It's not just about words on paper; it's about practical steps toward stronger partnerships.

Your Feedback

First and foremost, I want to express our gratitude to all the councils, councillors, and clerks who actively participated in shaping this charter. Your feedback has been invaluable, and we've incorporated your concerns and priorities into the final version (attached).

We've also created a dedicated ["You Said, We Did"](#) page where you can find all responses to the consultation on the draft charter. It's important for us to share how your input shaped and influenced the final charter: [Oxfordshire Councils Charter - You said, we did | Let's Talk Oxfordshire](#)

Next Steps

Our work doesn't stop here. At Oxfordshire County Council (OCC), we're already taking steps to put the charter into action. We're identifying practical measures to embed it effectively and at pace. Additionally, we'll provide a toolkit specifically for town and parish councils, helping them navigate OCC and foster stronger partnerships.

Charter Launch Event

On the evening of July 1st, we'll officially launch the charter during OALC's Annual General Meeting. You'll receive invitations and further details from OALC. At the event, we'll outline our plans for implementation and how we'll better support town and parish councils going forward.

Toolkit

In the coming autumn, we'll roll out a toolkit tailored for town and parish councils. This resource will empower you to navigate OCC more effectively and how to become signatories to the charter should your council decide to do so (we hope you will!).

Stay Engaged

Thank you for your ongoing engagement. We're committed to living up to the spirit of the Oxfordshire Councils Charter. If you have any questions, comments, or implementation ideas, feel free to reach out to us at policyteam@oxfordshire.gov.uk.
Best regards, **Policy Officer**



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Appendix

Oxfordshire Councils Charter



Foreword by Cllr Leffman

– Leader, Oxfordshire County Council

Our county of Oxfordshire is a rich tapestry of diverse communities, from our thriving market towns and picturesque rural villages to our urban centres of learning, innovation and business – all represented by over 300 local councils.

Our vision is that this charter enhances partnership working across councils to empower a vibrant democracy across Oxfordshire. Working in partnership with our local councils is essential for responding to the needs of our residents, understanding our diverse communities, and providing effective services.

This charter recognises the importance of Oxfordshire’s town councils, parish councils and parish meetings in representing and delivering for the residents of Oxfordshire. We have developed the charter in consultation with town and parish councils from across the county together with the Oxfordshire Association of Local Councils (OALC) and our district and city council partners. We have listened carefully to the many councillors and clerks, who have helped identify the opportunities we can explore through the commitments in this charter and we are very grateful for their contributions.

I am excited about the ambitions of this charter and the changes that are already underway to improve how we work and communicate with our local councils. I invite all Oxfordshire councils to become signatories to the charter to demonstrate our mutual ambition to working better together through shared principles and commitments. I hope you will want to join us in this endeavour.

May 2024



Foreword by Lucy Dalby, County Officer, Oxfordshire Association of Local Councils (OALC)

As representatives of Oxfordshire's town and parish councils we are delighted to welcome this charter, which is a positive step to achieving better partnership working between Oxfordshire councils.

Since OALC instigated the idea of a charter, we have ensured local councils have been consulted directly and we have advocated for councils' needs and concerns throughout its development. We are proud to have created this charter in collaboration with Oxfordshire County Council and our city and district council partners.

It has been extremely positive to see so many councils engaging enthusiastically with this process and we want to thank every councillor, clerk and officer who has contributed.

This work does not end with the launching of the charter – we will remain involved as this work moves forward, and the real and impactful changes needed for partnership working to reach its full potential. Councils will also continue to have the opportunity to feed in to how the charter is implemented. We hope individual councils will want to become signatories too in demonstrating their commitment to better partnership working and enhancing local democracy for their communities.



Introduction

This charter has been developed by a cross-council working group in collaboration with Oxfordshire Association of Local Councils (OALC), to set out a framework for better partnership working in Oxfordshire. The contents of the charter have been shaped by feedback from town and parish councils across the county through a number of consultation and engagement activities.

The intention for the charter is that it is a voluntary framework that will help shape how Oxfordshire councils can work together in partnership to support better service delivery and outcomes, and to work together to ensure thriving local democracy across the county. This charter is not designed to replace or override existing frameworks, such as codes of conduct or councils' individual ways of working, but to enhance them, with a particular focus on cross-council working and recognising the role of local councils in supporting a thriving local democracy.

Strategic aims for the charter

These aims represent our shared long-term goals as signatories to the charter. The charter's performance will be measured against these aims over time.

1. Stronger partnership working between Oxfordshire councils.

Taking a cooperative, collaborative and collective approach when working together for the wellbeing of our diverse communities, improving service delivery and supporting the needs of our residents.

Success looks like:

- Councils share best practice with each other, consistently working to improve how services are delivered and experienced by residents.
- Councils can identify opportunities where there is value in working collaboratively in partnership to deliver better outcomes for residents and communities.
- Councils are breaking down barriers to better partnership working.

2. Enhancing local democracy.

Working to empower resident and community participation in local democracy at all levels, recognizing that local democracy goes wider than the election cycle.

Success looks like:

- Councils use the tools and resources at their disposal to advocate for their communities and residents.
- Councils can identify barriers to resident and community participation in local democratic processes and take steps to break down those barriers.
- Councils can identify and build on opportunities to engage with their communities, particularly with underrepresented groups.



Our shared principles

Our shared principles are the ‘golden thread’ of values that underpin how we aim to meet the charter’s commitments and achieve the charter’s strategic aims. These principles guide how we implement and integrate the charter, how we work together and how we treat each other as partners.

Mutual respect

- We recognise and acknowledge what unites us – representing and delivering for our communities and residents.
- We treat each other with respect, civility, and dignity, abiding by our respective codes of conduct.
- We understand that different types of council operate differently – we respect our differences and act on good faith.

Relationship building

- We foster constructive and collaborative relationships and connections between councils, councillors, clerks, officers, partners, and communities.
- We remove barriers to building effective relationships.

Transparency and accountability

- We share information and communicate transparently.
- We are transparent with processes and how councils make decisions.
- We signpost appropriately.



Our shared commitments

These are our shared commitments that will help to achieve our strategic aims: stronger partnership working and enhance local democracy. The commitments are purposely kept at a high-level to enable each council to apply them to their own priorities and ways of working, providing a framework for councils to shape how they work together.

Communication

Councils will:

- Enhance how we listen and respond to one another. Availability and accessibility will be central to how we interact.
- Communicate with respect and civility, maintaining an open dialogue.
- Communicate openly and transparently, explaining processes and decision-making.

Consultation and engagement

Councils will:

- Engage with one another at the earliest opportunity, recognizing the diverse perspectives and challenges faced by various stakeholders and communities.
- Ensure that consultation and engagement processes are as accessible as possible.
- Actively follow-up on consultations and feedback in an appropriate manner.

Resources

Councils will:

- Share relevant and appropriate information to empower each other to best support our residents and communities.
- Optimise access and signposting to resources and practical support.
- Identify opportunities where resources and support can be effectively shared between councils to improve outcomes for residents.

Local democracy

Councils will:

- Empower our residents and communities to participate in local democracy, including young people and underrepresented groups.
- Put residents and communities at the heart of what we do.
- Respect the democratic mandate of all councillors.

Implementation

All Oxfordshire councils will be invited to be a signatory of the charter. The intention is that this charter remains a 'living' document, with the charter being the beginning and not the end of this work to improve partnership working.

Once the charter has been agreed by councils, each council will be responsible for their own implementation of the charter's principles and commitments. The working group will support councils to capture the progress and successes of the charter to enable sharing best practice and positive communications (e.g 'you said, we did' pieces).

FULL COUNCIL



Agenda Item: Health and Safety Report

Meeting Date: Monday 29 July 2024

Contact Officer: Head of Estates and Operations

The purpose of this report to update Councillors on Health and Safety across the services and facilities provided by the Council.

Background

It is the policy of Witney Town Council to comply with our obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended) and other supporting legislation concerning Health and Safety. At all times we endeavour to provide and maintain a healthy and safe working environment for our employees, and to protect the health and safety of all visitors; including contractors, temporary workers and members of the public, who might be affected by our operations.

Current Situation

The Witney Town Council Health and Safety Policy Statement 2023 which was formally adopted by the Council at its meeting on 4th December 2023, has been reviewed and updated in July 2024 – Appendix 1. Members are reminded that they have a collective responsibility for the Health & Safety of the organisation, which is set out at Part 1 of the document on page 10. By approving the Health & Safety Policy Statement as amended, Members are accepting the responsibilities.

GH Safety Ltd were recently appointed to implement a Health & Safety Compliance Audit to ensure that key aspects of the Council's undertaking are managed in a proactive way in which all reasonable and practical steps have been taken to manage risk to persons under the Council's duty of care.

Their finding's reported *risk is managed to a high standard, the leadership of Town Clerk/CEO and the Head of Estates and Operations fully understand their obligations in creating a positive safety culture* where tasks are assigned and understood at all levels within the Council. At the time of the audit a transition has been made away from using Peninsular providing competent advice to where GH Safety now provide a Health and Safety advisory service. Departmental managers remain accountable for compliance within their areas of responsibility which is overseen by the Head of Estates and Operations. There is currently a

vacancy for a Health, Safety & Environmental Compliance Officer. This role shall pick up some central compliance tasks as well as driving best practice standards within the departmental teams and helping to deliver a number of improvement initiatives.

| Compliance Inspection, Testing and Servicing Status | Corn Exchange | Town Hall | Admin Office | Burwell Hall | Temp Welfare Unit | Temp Depot |
|--|----------------------|------------------|---------------------|---------------------|--------------------------|-------------------|
| Fire Risk Assessment | Due | Due | Due | Due | Due | Completed |
| Fire Alarm Testing | Completed | Completed | Completed | Completed | N/A | Landlord |
| Fire Extinguishers | Completed | Completed | Completed | Completed | Completed | Completed |
| Steel fire exit staircase | Completed | N/A | N/A | N/A | N/A | N/A |
| Emergency Lighting | Completed | Completed | Completed | Completed | N/A | N/A |
| Security | Completed | Completed | Completed | Completed | N/A | N/A |
| Lift | Completed | N/A | N/A | N/A | N/A | N/A |
| Gas Safety | Completed | N/A | N/A | Completed | N/A | N/A |
| Electrical Periodic | Completed | Completed | Completed | Completed | Owners | Landlord |
| PAT Testing | Completed | Completed | Completed | Completed | Completed | Completed |
| Legionella Risk Assessment | Completed | Completed | Completed | Completed | In progress | N/A |
| Asbestos | Completed | Completed | Completed | Completed | N/A | Completed |
| Air Handling Unit | Completed | N/A | N/A | N/A | N/A | N/A |
| Air conditioning | N/A | N/A | N/A | Completed | N/A | N/A |

Health and Safety incidents

- RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)
 - No reportable incidents
- Incidents
 - A vehicle collision on the 19/06/2024 involving a council vehicle and another vehicle with no injuries sustained. There was no damage to the WTC vehicle and the damage to the third party vehicle will be rectified through the WTC insurers.
 - A member of the maintenance team pulled a muscle operating the garage door at the equipment store. This was investigated resulting in the equipment being moved to restrict the necessary use of door, and the garage door has been made easier to use since being serviced with repairs on the 12/07/2024.
 - Since the new skate park has been open there has been one injury that the Council became aware of during an inspection. Prompt action was taken to redesign a drain cover to prevent any reoccurrence.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality -
- b) Biodiversity -
- c) Crime & Disorder -
- d) Environment & Climate Emergency –

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.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Financial implications

The Council makes budgetary provision in order to carry out its obligations in relation to its statutory compliance checks using external contractors to certify the work accordingly.

Recommendations

Members are invited to note the report, and

1. Approve the amended Health and Safety Policy Statement as presented. In doing so, acknowledging and reconfirming Members responsibilities for Health & Safety in the organisation.

Document is Restricted

Vandalism

18/06/24 – 29/07/24

| Date | Item/Location | Date/Time/Who Reported | Cost if known | Action | Police Reference |
|----------|--|--------------------------|---------------|---|-----------------------------------|
| 13/06/24 | Encampment Fire | Fire Service | £600 | Removal of Skip worth of materials & Labour Cost of Works Team | Reported by Fire Service |
| 23/06/24 | Oxford Hill Bus Stop <ul style="list-style-type: none"> Same evening WODC bin set on fire Waitrose Trolleys damaged and dumped | CLlr Enright 24/06/24 | £450 | Operations Team to Repair | Not crime ref DP-16455-24-4343-00 |
| 23/06/24 | Flower Basket outside TH vandalised again. | 24/06/24 | | Repositioning being considered | |
| 23/06/24 | Damage to Glass of Town Hall Official Noticeboard | 24/06/24 | £220 | Glass to be replaced | Not crime ref DP-16455-24-4343-00 |
| 30/06/24 | Hay Bale rolled into River Windrush | 30/06/24 | | B&GSO to remove | |
| 08/07/24 | Moped being driven around Country Park | B&GSO 08/07/24 | | Green Spaces Operative to investigate and report to police. | |
| 16/07/24 | Handle Broken off Noticeboard | 16/07/24 | | To be repaired by Operations Team | |
| 16/07/24 | Drain cover broken - The Leys | 16/07/24 | £60 | Drain Replaced | |
| 16/07/24 | Swan Attacked at Country Park | Social media | | Swan has not returned to nest, or been recovered. | |
| 23/07/24 | Two pieces of playground equipment at Raleigh Crescent | Resident – 23/07/24 | | Op's Team to assess. Also wine bottle and Rubbish cleared by resident | |

POLICY, GOVERNANCE & FINANCE COMMITTEE

| | |
|-------------------------|--|
| Date: | Monday, 29 July 2024 |
| Title: | Governance – Register of Interests, Hospitality, Data Protection & Councillor Training |
| Contact Officer: | Deputy Town Clerk |

Background

Members' Register of Interests

The *Local Government Act 2000* and *Localism Act 2011* dictate rules on this and set out that all elected town and parish councillors must complete a register of interests' form. This form should detail any financial or other interests that might cause a conflict of interest in their Councillor duties.

Councillors are required to register their interests within 28 days of taking office. They must also keep their statutory register updated, notifying the Town Clerk and District Council's Monitoring Officer of any changes within 28 days of their occurrence.

Additionally, councillors must declare any interests in matters discussed at council meetings. This declaration is made through their general declaration form, or at Council, or committee meetings they attend. Parish and Town Councils are required to publish the register on their own website, if they have one.

Hospitality & Gifts

Witney Town Council has an adopted Code of Conduct, as set out in The Localism Act 2011. The Code of Conduct states Councillors:

- 8.1 *Shall not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.*
- 8.2 *Shall register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.*
- 8.3 *Shall register with the Monitoring Officer any significant gift or hospitality that they have been offered but have refused to accept.*

Members should report any Gifts or Hospitality received which exceed £50 to the Town Clerk within 28 days of the occurrence in the first instance.

Data Protection

The Town Council must ensure it adheres to the Data Protection Act 2018.

Witney Town Council as a corporate body is a Data Controller for all the personal data which is processed for Council activities and has a collective responsibility for ensuring compliance with this legislation.

There are policies, privacy notices, a data map for processing in place and training is provided to staff and Councillors.

Members were provided with data protection information in their Councillor Induction packs in May 2023 and undertook data protection training in September 2023. The slides from this training are included as **Appendix A**. As a general reminder:

- Personal data is information about a living person, that can identify them either directly or indirectly.
- Processing is anything done with or to personal data, including collecting, using, storing and deleting it
- The data subject is the person about whom personal data is processed e.g. a resident
- The data controller is the person or organisation who determines the 'how and what' of data processing.

Current Situation

As the Council's Data Protection Officer, the Deputy Town Clerk is currently reviewing the Council's data map and policies to ensure the Council's obligations under GDPR legislation are met.

As part of this process, Members are also reminded of their individual obligations with processing personal data, as data collected in the role of Councillor is also subject to this legislation.

Members are asked to review the slides of the above training to ensure their individual compliance with the UK GDPR's 'Seven Principles' which set out how the Council must manage data it processes, the six 'lawful bases' for processing, special categories of data, and information regarding breaches.

Members are likely to have three roles where processing the personal data of others and must be cautious, particularly regarding 'sensitive data';

- **Member of the Council**
Councillors make use of personal data provided by the Council when acting as a member of the Council, for example, as a member of a committee. In this circumstance the Council is the registered data controller. Personal information held by the Council will not be used for political purposes unless both the Council and the individuals concerned provide consent.
- **Ward Councillor**
Councillors use personal case work material in their own right when they are acting as a representative of residents of their ward, for example, in dealing with complaints. All Councillors are required to take the context in which personal information is collected to decide whether their use of the information will be fair and lawful.

- **Political Party**
Councillors access, collect and deploy personal data through their political campaigning, particularly at election time. In this circumstance, the political party will be the data controller. When campaigning for election as the representative of a political party, candidates can use personal information, such as mailing lists, legitimately held by their parties. However, personal information they hold in their role as representative of local residents, such as complaints casework, will not be used without the consent of the individual

Members must determine which legal bases apply to each purpose of any information they hold. Once decided, you cannot usually swap from consent to a different basis as the resident has contacted you regarding one subject only.

Personal data should only be kept as long as necessary, it cannot be kept 'in case' you need it. Once a subject has been dealt with, all personal data should be deleted. Please remember WhatsApp messages as part of any formal group, Council are subject to Data Subject Access and Freedom of Information requests.

Dual/Triple-hatted Members

Each individual Authority has its own privacy notice which sets out what data it processes and why. These will all be different as each Council has separate remits.

If contacted from a resident on your Town Council platform on a non- town council related issue, please reply to them on the email address for the Authority which is responsible and explain this to the resident. Please then delete from the town council platform.

At the end of the exercise there may be updated policies, procedures, privacy notices issued which must be adhered to, along with an updated corporate email signature.

Councillor Training

The Council recognises that Members should attend regular sessions to update and improve their understanding of matters affecting local government. For that reason, the Council sets aside a modest sum of £2,500 for Councillor training annually.

It supports and strongly encourages councillors to attend training events, conferences and seminars provided by organisations including the Oxfordshire Association of Local Councils, Society of Local Council Clerks, and West Oxfordshire District Council. Examples of training available include:

- Roles & Responsibilities – Relevant to all Councillors
- Code of Conduct – Relevant to all Councillors
- Councillor Skills - Relevant to all Councillors
- Chair-ship - Relevant to those elected as Mayor, Deputy Mayor and Chairs of Committees
- Planning - Relevant to those elected to serve on the Climate, Biodiversity & Planning Committee
- Finance including budgeting, audit and risk management - Relevant to those elected to serve on the Council's Policy, Governance & Finance Committee

In addition, new Councillors are formally inducted to the Council, its democratic processes, facilities, and operations by way of in-house attendance and training.

Officers will endeavour to inform Members on upcoming training sessions as they arise throughout the year. Please contact the Deputy Town Clerk for further information on your training requirements.

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.

Personal/reputational risk to Members should they break they fail to update their register of interests, advise of hospitality provided. Failure to register or disclose a disclosable pecuniary interest is a criminal offence under the Localism Act 2011.

Reputational/financial risk to the Council as a corporate body if data protection laws are not adhered to. Members are reminded the Council has a training budget and if any Councillor does not understand their obligations, they should ask for training.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Financial implications

There are no financial implications pertaining to this report.

Recommendations

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

- That, Members note their obligations regarding Register of Interests
- That, Members note their obligations regarding Gifts & Hospitality
- That, Members note their obligations regarding Data Protection and will request any training if they do not
- That, the Council notes the Councillor Training Statement above.

Document is Restricted

POLICY, GOVERNANCE & FINANCE COMMITTEE

Date: Monday, 29 July 2024

Title: Local Council Award Scheme

Contact Officer: Deputy Town Clerk

Background

The National Association of Local Councils Award Scheme offers Councils the opportunity to show they meet the standards set by the sector and to put in place the conditions for continued improvement in terms of best practice in governance and transparency.

There are three awards available to parish and town councils, Foundation, Quality & Gold. Officers would like to attain the Foundation Award in the current year and then work towards Gold by the end of the Council term. Criteria For the Quality Award is attached as **Appendix A**.

Current Situation

There are surprisingly very few duties, or activities, that a local council must carry out in law to deliver services to local people. A local council must:

- Comply with its obligations under the *Freedom of Information Act 2000* the *Data Protection Act 2018* and the *Equality Act 2010*
- Publish certain information such as annual accounts, notice of meetings, agendas, and meeting notes
- Comply with the relevant Local Government Transparency Code
- Comply with employment law
- Consider the impact of their decisions on reducing crime and disorder in their area (*Section 17 of the Crime and Disorder Act 1998*)
- Consider the protection of biodiversity in carrying out their function (*Natural Environment & Rural Communities Act 2006*)
- Consider the provision of allotments if there is demand from residents and it is reasonable to do so
- Decide whether to adopt a churchyard when it is closed, if asked to do so by the Parochial Church Council

The Council complies with all of the above duties. Officers have amended the Committee reports template to encompass the above points into impact assessments for all Council functions and activities, where applicable.

In order to achieve the NALC Local Council Awards Scheme Foundation status, the Council must first meet the criteria for the Foundation Award and resolve that it has the following and publishes them online:

Table 1

| | |
|---|--|
| Governance | |
| Standing Orders | The current Standing Orders were adopted in February 2022. The next review is due in February 2025. They are viewable here WTC Standing Orders |
| Financial Regulations | These were reviewed in 2023. The next review is when legal changes are required. WTC Financial Regulations |
| Code of Conduct & link to Councillor's register of interests | The Council adopted the Oxfordshire Code of Conduct in May 2023. Register of Interests are listed on the Town Council's website under each Councillor WTC Code of Conduct |
| Publication Scheme | Is published on the Town Council's website here WTC Publication Scheme |
| Last Annual Return | Is published on the Town Council's website here WTC Annual Return 2023-24 |
| Transparent Information about Council Payments | In line with the transparency code, payments over £500 can be viewed on the Council's website here WTC Payments over £500 2023-24 |
| A calendar of meetings, including the annual meeting of electors | Is published on the Town Hall noticeboard and its website here WTC Meetings Calendar |
| Minutes for at least one year of full council, committee and sub-committee meetings | Are viewable on the Council's website under each Committee here WTC Agendas & Minutes |
| Current Agendas | Are viewable on the Council's website under each Committee as above |
| The budget and precept information for the current or next financial year | Is viewable on the Council's website here WTC 2024 Council Precept & Budget |
| Complaints procedure | Is viewable on the Council's website here Complaints Procedure |
| Accessibility Statement | Is viewable on the Council's website here WTC Accessibility Statement |
| Privacy Notice | Is viewable on the Council's website here WTC Privacy Notice |
| Community | |
| Council Contact Details & Information in line with the Transparency Code | Councillors' names and email addresses are published on the Council's website here WTC Councillors |
| Its Action Plan for the year ahead | The Council has action plans for each committee for the forthcoming year, agreed in May/June 2024 which can be seen here WTC Committee Action Plans 2024-25 |
| Evidence of consulting the community | Council consultations occur throughout the year. The most popular is the Annual residents' survey which is delivered to every household in February. The Council's consultation page can be seen here WTC Consultations |
| Publication of Council activities | The Council publishes its activities on a number of social media, online and hard copy outlets. For the purpose of this award, the quarterly newsletter can be viewed on the website here (Awaiting link) |
| Evidence of participating in town and county planning | The Council convenes a meeting of the Climate, Biodiversity & Planning Committee every three weeks. Details of planning responses can be seen in the minutes published here WTC Climate, Biodiversity & Planning Minutes - 6 June 2024 |

The Council must also resolve that it has:

Table 2

| | |
|---|--|
| Governance | |
| A Risk Management Policy | An updated Risk Management Policy was adopted by the Council on 25 March 2024 |
| A Register of Assets | A register of Assets is maintained by Officers. The RFO is currently updating the register. |
| Contracts for all members of staff | All staff are employed under an appropriate contract |
| Up-to-date insurance policies that mitigate the risk to public money | The Town Council's current insurance policy runs from 1 April 2024-31 March 2025. It includes Employers Liability, Public Liability, Motor Vehicles, Money, All Risks and Fidelity Guarantee up to the sum of £5m and more. |
| Development | |
| Disciplinary & Grievance procedures | The Council has disciplinary and grievance procedures set out in the Staff Handbook issued to all staff |
| A policy for training new staff and councillors | New staff undergo induction training and specific in-house training for their roles. Statutory training modules are in place regarding health & safety and data protection. The Council retains an annual budget for staff training. New Councillors receive an induction pack which has a statement regarding Councillor training and its importance in development in the role. The Council retains an annual budget for Councillor training. |
| A record of all training undertaken by staff and councillors in the last year | All staff training is requested and logged on an internal HR platform, Breathe HR. It is confirmed via 1:1 meetings and/or via submission of a Training Needs Analysis Form. Councillor training can be viewed on the Council's website under each individual Councillor |
| A Clerk who has achieved 12 CPD points in the last year | The Town Clerk has achieved 12 CPD points in the last year. |

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.

Attaining the NALC award(s) demonstrates the Council's compliance with statutory governance and transparency requirements.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Financial implications

- The cost of applying for the Foundation Award of the Local Council Award Scheme is £80.00
- This can be funded from budget line 4024/702 – Democratic Representation & Management Subscriptions.

Recommendations

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

- That, the Council recognises its duties in relation to the *Crime and Disorder Act 1998*.
- That, the Council recognises its duties in relation Biodiversity under the *Natural Environment & Rural Communities Act 2006*.
- That, the Town Council resolves that it has the necessary documents, policies and procedures as set out in Table 1 of the report and publishes them online.
- That, the Town Council resolves that it has the necessary documents, policies and procedures as set out in Table 2 of the report.
- That, the status is reviewed annually to confirm eligibility.

TO ACHIEVE A FOUNDATION AWARD A COUNCIL DEMONSTRATES THAT IT HAS THE DOCUMENTATION AND INFORMATION IN PLACE FOR OPERATING LAWFULLY AND ACCORDING TO STANDARD PRACTICE. THE COUNCIL ALSO HAS POLICIES FOR TRAINING COUNCILLORS AND OFFICERS AND IS BUILDING A FOUNDATION FOR IMPROVEMENT AND DEVELOPMENT.

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

| GOVERNANCE | COMMUNITY | DEVELOPMENT |
|---|---|---|
| Criteria demonstrating good governance in managing the business and finances of a council | Criteria representing a council's role in the community and how it engages with the community | Criteria representing council improvement through the management and development of staff and councillors |
| Its standing orders | Council contact details and councillor information in line with the Transparency Code | |
| Its financial regulations | Its action plan for the current year | |
| Its Code of Conduct and a link to councillors' registers of interests | Evidence of consulting the community | |
| Its publication scheme | Publicity advertising council activities | |
| Its last annual return | Evidence of participating in town and country planning | |
| Transparent information about council payments | | |
| A calendar of all meetings including the annual meeting of electors | | |
| Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings | | |
| Current agendas | | |
| The budget and precept information for the current or next financial year | | |
| Its complaints procedure | | |
| Its accessibility statement | | |
| Its privacy notice | | |

The council also confirms by resolution at a full council meeting that it recognises its duties in relation to bio-diversity and crime and disorder, and that it has:

| GOVERNANCE | COMMUNITY | DEVELOPMENT |
|---|---|---|
| Criteria demonstrating good governance in managing the business and finances of a council | Criteria representing a council's role in the community and how it engages with the community | Criteria representing council improvement through the management and development of staff and councillors |
| A risk management policy | | Disciplinary and grievance procedures |
| A register of assets | | A policy for training and development of staff and councillors |
| Contracts for all members of staff | | A record of all training undertaken by staff and councillors in the last year |
| Up-to-date insurance policies that mitigate risks to public money | | A clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year |

The council notifies the accreditation panel co-ordinator when the resolution has been agreed and provides a completed application form, including webpage addresses to where the information can be found online.

WHAT IS THE ACCREDITATION PANEL LOOKING FOR?

The panel seeks assurance that a council acts lawfully and according to standard practice. Unless it is a matter of law, the panel is not making a judgement on the quality of the evidence at this level; it simply confirms that the documentation and information is in place, up-to-date and complies with the guidance below. For those documents that are not posted up online, the panel may ask to see the evidence if it is considered necessary.

- All policies should comply with current legislation and guidance and note the date of the next review.
- Standing orders, financial regulations, the Code of Conduct, publication scheme, accessibility statement, privacy statement and complaints procedure are public documents tailored to the specific council. Standing orders or financial regulations explain procedures for contracts and internal controls. There should be evidence of an open media policy which does not restrict engagement with the press. For councils with an annual turnover of less than £25,000 they also demonstrate compliance with the Transparency Code for Smaller Authorities.
- The council does not need to publish the councillors' registers of interests on their own website provided that there is a working link to the complete register of all councillors' interests on the principal authority's website.
- The council's website should include the name of the clerk and contact details (address, phone, email) for the council as a corporate body.
- It should also publish the names of councillors and councillors' responsibilities in compliance with the Local Government Transparency Code.
- The council posts up a scanned copy of the last annual return. The panel checks that the council has a limited assurance (unqualified) opinion from the external auditor; the opinion may contain recommendations for consideration as long as a qualified opinion is not given. The panel checks the arrangements for internal audit and internal controls. From 2017, councils with an annual turnover of less than £25,000 will not be required to submit their annual return for audit. Panels check that these councils comply with the Transparency Code for Smaller Authorities.
- Information on all payments must be transparent and in accordance with financial regulations and statutory proper practices.
- The calendar (in any format) includes the Annual Meeting of the Council and the Annual Parish/Town Meeting and both meetings must be held during the correct statutory period. The calendar also shows that the council has at least four full council meetings a year.
- Similarly, the minutes for full council meetings over the last year include the Annual Meeting of the Council. If relevant, the council also posts up the minutes of its Finance Committee to demonstrate transparency according to statutory regulations and of its Planning Committee showing that procedures for reviewing planning applications are correct. The panel checks that minutes and agendas demonstrate the lawful convening of meetings and decision-making and that all meetings allow the public to make representations to the council.

- The council can post up the current or next year's budget (or both). Budget documents would normally show columns comparing the year in question with the two previous years; they include information on income and expenditure (or receipts and payments) and show how the precept was calculated.
- The council must publish an action plan; as a minimum this is a one-page document listing the council's objectives for the current year. It is not a parish plan which is a plan for the future of the community; the council can extract objectives for action from the parish plan depending on its areas of responsibility.
- The panel seeks at least one piece of evidence from council publicity that it consults and actively serves its community. Publicity might include an annual report, web material or news bulletins. The information gives a flavour of any council activity such as lobbying principal authorities, giving grants to community groups, the provision of a service or helping with community events. For guidance, councils can refer to The Code of Recommended Practice on Local Authority Publicity. Similarly any form of consultation is suitable, including surveys, online polls, focus groups or public meetings.
- Council documents demonstrate that the council participates in the planning system by, for example, commenting on planning applications or working on a neighbourhood plan. Decisions on planning matters must be made in properly convened meetings and, if required, by delegation to a committee. Some decisions may be delegated to an officer.
- The panel may wish to check that insurance policies have been reviewed and are up-to-date and that the council recognises insurance as a way of mitigating risks to public money. The panel does not seek to judge the appropriateness of the insurance policies themselves.
- Contracts, disciplinary/grievance procedures, a risk management policy and register of assets can be based on a model but tailored to the specific council. They are not published. The contract(s) for staff can be provided in redacted format, or if there are reasons why the contract cannot be shared then the council provides a statement from a full council meeting confirming that all staff are employed under an appropriate contract. The risk management policy shows the council has considered health and safety of staff, councillors and others as appropriate.
- A training and development policy for staff and councillors can be a short statement of intent while a training record gives dates, titles and providers of development activities undertaken by named individuals in the last year, including, for example, events, online courses, learning on the job and qualifications. Councillors undertake a range of development activities such as attending conferences, undertaking training, or reading about developments in the sector. The clerk's training record includes evidence of CPD such as training, conference attendance, mentoring and studying for qualifications. CPD points are allocated according to a system published by the IDB.

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The Safety of Electric-Powered Micromobility Vehicles and Lithium Batteries Bill

A Bill to make provisions regarding the safety of electric-powered micromobility vehicles and of lithium batteries; to give duties to the Secretary of State regarding those matters; and for connected purposes.

1. The safety of electric-powered micromobility vehicles and secondary lithium-ion batteries used to power such vehicles

(1) No person shall after 31st August 2025 place on the UK market any electric-powered micromobility vehicle or a secondary lithium-ion battery used to power such vehicles unless –

(a) conformity assessment procedures have been carried out by a conformity assessment body ('CAB') authorised by the Secretary of State to carry out such assessments; and

(b) the manufacturer has drawn up the technical documentation and declaration of conformity; and

(c) the electric-powered micromobility vehicle and the battery used to power such vehicles bear the CE or UKCA mark to demonstrate conformity with designated or harmonised standards.

(2) The Secretary of State must within 6 months of the passing of this Act publish a list of CABs recognised as being able to carry out conformity assessment procedures pursuant to subsection (1).

(3) Where in the opinion of a CAB, a product covered by this Act has successfully met the essential safety requirements of applicable regulations, it shall issue a certificate of conformity to the manufacturer.

(4) Where a certificate of conformity has been issued pursuant to subsection (3) a manufacturer must display a CE or a UKCA mark on any product covered by this Act before it is placed on the UK market.

(5) No person shall display a CE or a UKCA mark on any product covered by this Act unless a certificate of conformity has been issued for the product given in accordance with this Act.

2. Disposal of Secondary Lithium-ion Batteries

(1) The Secretary of State must, within 6 months of the passing of this Act, make regulations regarding the safe disposal of lithium batteries.

(2) The regulations made pursuant to subsection (1) may include a requirement for sellers of such batteries to:

(a) Display a prominent warning about the dangers of improper disposal of lithium batteries not in accordance with those regulations; and

(b) Attach as part of the sale

(i) Information regarding the cell chemistry of lithium batteries and;

(ii) information regarding the safe disposal of such batteries.

3. Duties of the Secretary of State

(1) (1) The Secretary of State must, within 12 months of the passing of this Act, make regulations

(a) Specifying safety standards for micromobility vehicle conversion kits and associated components; and

(b) Requiring that all micromobility vehicles have either

(i) a non-proprietary charging system with a communications protocol;
or

(ii) a proprietary charging system with a matched charger

and such regulations may include details of the means by which those standards will be enforced and the penalties for failing to comply with those standards.

(2) The Secretary of State must within 6 months of the passing of this Act consult such persons as he considers have an interest in this matter on whether to implement an interim measure which prohibits the sale of universal chargers for electric-powered micromobility vehicles until such time as the regulations detailed in (1) (a) or (1) (b) come into force.

4. Offences

Any person who fails to comply with the terms of this Act commits an offence.

5. Interpretation

In this Act, the following terms have the following meanings:

- 'Electric-powered micromobility' means electric scooters or electric bicycles powered by secondary lithium-ion batteries, as defined in the Department of Transport 2020 publication 'Future of Transport Regulatory Review Moving Britain Ahead Call for Evidence'.
- 'A lithium battery' is a non-rechargeable battery with lithium as an anode.
- 'A secondary lithium-ion battery' is a type of rechargeable battery in which the main reaction is the transport and intercalation of lithium ions into the cathode and anode respectively as defined in the BEIS Research Paper No 2020/037 entitled 'Domestic Battery Energy Storage Systems A Review of Safety Risks'.
- 'A proprietary charging system' comprises of a manufacturer specified plug and socket system designed only to operate in combination with each other.

- 'A non-proprietary charging system' comprises of a non-manufacturer specified plug and socket system consisting of a standardised plug and socket and a communications protocol.
- 'A communications protocol' is a set of formal rules describing how to transmit or exchange data.
- 'A CE marking' means a mark consisting of the symbol "CE" set out in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A 'UKCA' marking is a UK Conformity Assessed marking displayed in the form specified by the Secretary of State in regulations made pursuant to this Act.
- A conversion kit is the electrical drive train, battery and charging system, that is fitted to a regular pedal bicycle to convert it to an electric bike.

6. Regulations

(1) The Secretary of State must, within six months of the passing of this Act, make regulations specifying:

- (a) Any amendments to the definition of the term 'electric-powered micromobility' that, in the Secretary of State's opinion, are necessary.
- (b) The penalties that shall apply to breaches of this Act.

(2) Regulations under this Act shall be made by statutory instrument pursuant to the negative resolution procedure.

7. Extent, Commencement, and Short Title

(1) This Act extends to the whole of the UK, subject to resolutions being passed by

- (a) The Scottish Parliament;
- (b) Senedd Cymru;
- (c) The Northern Ireland Assembly

applying it to their respective countries.

(2) This Act comes into force on the day on which it is passed.

(3) This Act may be cited as the Safety of Electric-Powered Micromobility and Lithium Batteries Act 2023."

ABI

BSiF
BRITISH SAFETY INDUSTRY FEDERATION

child accident
prevention trust

AXA

NAWDO
NATIONAL ASSOCIATION OF WASTE DISPOSAL OFFICERS



NFCC
National Fire
Chiefs Council



FIA

Fire Industry Association
Leading Excellence in Fire Since 1916

ECA
Excellence in Electrotechnical
& Engineering Services

**NATIONAL
HOUSING
FEDERATION**

ZURICH

LFB
LONDON FIRE BRIGADE

**COLLEGE OF
paramedics**
leading the development of the paramedic profession

Fire Safety in Housing
Making our Communities Safer

Which?

EDA ELECTRICAL
DISTRIBUTORS'
ASSOCIATION

CBT
CHILDREN'S BURNS TRUST



BAPRAS
British Association of Plastic
Reconstructive and Aesthetic Surgeons

RSPH
ROYAL SOCIETY FOR PUBLIC HEALTH
VISION, VOICE AND PRACTICE

WISH

esa environmental
services
association

BROMPTON

Paul Christensen
LITHIUM ION SAFETY



BMRA

YBMR
YOUNG BRITISH
METALS RECYCLERS



LARAC

FPA

Fire Protection
Association

NRLA
NATIONAL RESIDENTIAL
LANDLORDS ASSOCIATION

NCF
National Consumer Federation

HWFR

ctsi Chartered Trading
Standards Institute

BEN

inalc

Fire Sector Federation



HUMBERSIDE
Fire & Rescue Service



Scottish Community
Safety Network

ROSPA
accidents don't
have to happen



West Yorkshire
Fire & Rescue Service

**CLILC
WLGA**

IFE The Institution
of Fire Engineers

The Institute of Fire Safety Managers
IFSM

FIRECHIEF
making the world a safer place

**ASSOCIATION OF
AMBULANCE
CHIEF EXECUTIVES**

MMP
MICROMOBILITY PARTNERS

The UK
Fire Association
10 YEARS 2009 - 2019

**Green
Commute
Initiative**



HUMBERSIDE
Fire & Rescue Service



CIVIC

iaa independent
ambulance
association

**THE
RECYCLING
ASSOCIATION**
THE VOICE OF THE UK RECYCLING INDUSTRY

SAFed
SAFETY ASSESSMENT
FEDERATION



**CAMBRIDGESHIRE
FIRE & RESCUE SERVICE**
Working together to improve community safety

SLCC
For Local Council Professionals

bsi



**NORTH YORKSHIRE
FIRE & RESCUE SERVICE**

BAFE
FIRE SAFETY
REGISTER

metroSTOR
Safer Neighbourhoods. Cleaner World

**MERSEYSIDE
FIRE & RESCUE
SERVICE**

NICE

CheckFire
GROUP

**PRESTIGE
UNDERWRITING**

Appendix