

Witney Town Council

Mrs Sharon Groth FSLCC fCMgr
Town Clerk

Cllr Duncan Enright
Mayor of Witney



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5 November 2019

To: Members of the Halls & Green Spaces - V Gwatkin, L Duncan, T Ashby, R Bolger, D Butterfield, O Collins, D Enright, M Jones, J King and H Eaglestone (and all other Town Councillors for information)

You are hereby summonsed to a Meeting of the **Halls & Green Spaces** to be held in the Gallery Room, The Corn Exchange, Witney on **Monday, 11th November, 2019** at **6.00 pm** for the transaction of the business stated below.

RECORDING OF MEETINGS

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography. As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

AGENDA

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

1. Apologies for Absence

To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Democratic Services Officer (nicky.cayley@witney-tc.gov.uk) **prior to the meeting**, stating the reasons for absence.

*Standing Order 30 (a)(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. 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.

4. **Minutes** (Pages 5 - 12)

- a) To adopt and sign as a correct record the minutes of the meeting held on 9 September 2019.
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

5. **Officer's Work Programme**

To note the above programme of works.

6. **Operational Report - Progress on Improvements and Repairs Since Last Meeting** (Pages 13 - 14)

To receive and consider the report of the Operations and Estates Officer.

7. **Public Halls**

- a) To receive the minutes of the Corn Exchange Working Party held on 4th November 2019 (to follow);
- b) Corn Exchange Phase Two Priorities - To receive the report of the Office Manager (to follow).

8. **Cemeteries, War Memorials and Closed Church Yards** (Pages 15 - 16)

To receive and consider the following reports:

- a) War Memorial - correspondence enclosed from J Dolby regarding the missing casualties of WW1;
- b) Windrush Cemetery – Wild Flower Meadow - Operations & Estates Officer report enclosed.

9. **Sports and Recreation Grounds** (Pages 17 - 90)

To receive and consider the following reports:

- a) Buttercross Footpath – report of Operations & Estates Officer enclosed;
- b) Leys Recreation Ground – pitch renovations - report of Operations & Estates Officer (to follow);
- c) Witney Swifts Cricket Club – proposed move to West Witney Sports Ground – correspondence and Operations & Estates Officers report enclosed;
- d) West Witney Bowls Footpath – Operations & Estates Officers report (to follow);
- e) Sports Pitches Bowls Maintenance Specification & Pesticide Policy – Operations & Estates Officer report – and report from STRI Ltd (to follow);
- f) West Witney Sports & Social Club – Verbal update following the EGM on 8 November 2019 – if appropriate;
- g) Sports Strategy – Verbal update from Town Clerk.

10. **Play Areas - Leys Recreation Ground - Splash Pad** (Pages 91 - 94)

Splash Pad on the Leys Recreation Ground - To receive and consider the enclosed report of the Operations & Estates Officer and correspondence from a member of the public concerning the Council's Policy on opening times of the facility.

11. **Amenity Areas - Farmers Close Screening Works T&B Motors** (Pages 95 - 106)

To receive and consider the report of the Operations & Estates Officer – (to follow).

12. **Financial Reports - Revised Budget 2019/20 and Proposed Budget 2020/21**

To receive and consider the following reports:

- a) Revised revenue budget 2019/20 and base revenue budget for 2020/21 (Town Clerk's report to follow)
- b) Schedule of proposed Burial Fees and Charges 2020/21 (to follow)
- c) Schedule of proposed Hall Hire Fees and Charges 2020/21 (to follow)
- d) Schedule of proposed Recreation Fees and Charges 2020/21 (to follow)
- e) Revised Capital & Special Revenue Projects Programme 2019/20 (to follow)
- f) Revenue Growth Items and Capital/Special Revenue Projects Programme 2020/21 and beyond to (to follow)



Town Clerk