

Public Document Pack

Witney Town Council

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Town Clerk

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12 November 2019

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

You are hereby summonsed to a Meeting of the **Stronger Communities Committee** to be held in the Gallery Room, The Corn Exchange, Witney on **Monday, 18th 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 reason 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 items under consideration at this meeting in accordance with the Town Council's Code of Conduct.

3. **Minutes** (Pages 5 - 10)

- a) To adopt and sign as a correct record the minutes of the meeting held on 16 September 2019.
- b) Matters arising from the minutes not covered elsewhere on the agenda. (Questions on 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. **West Oxfordshire Community Transport** (Pages 11 - 26)

To receive and consider the request from WOCT for funding for 3 years to run the town centre bus service – Margaret Burden will be in attendance to give a short presentation under public participation.

6. **Officer's Work Programme** (Pages 27 - 28)

To note the above programme of works.

7. **Operational Report - Progress since last meeting** (Pages 29 - 30)

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

8. **Street Furniture and Infrastructure**

To receive a verbal update on the progress of the Community Piano Project from the Chair/Town Clerk.

9. **Antisocial Behaviour and Vandalism** (Pages 31 - 32)

- a) To note the report of the Operations & Estates Officer regarding vandalism;
- b) Youth Have Your Say 2020 – To work in partnership with TVP & the Community Safety Partnership by providing the free use of the Corn Exchange on 13 March 2020 for this event – the Town Clerk will give a verbal report at the meeting;
- c) Verbal Update Report from the Town Clerk regarding ASB in the Town.

10. **Grounds Maintenance - Trees, Floral Displays and Pestacide Policy** (Pages 33 - 48)

To receive and consider the following reports of the Operations & Estates Officer:

- a) Trees
- b) Church Green & Welch Way Commemorative Bed – planting scheme
- c) Pestacide Policy

To also consider the Council's entry in the Thames & Chilterns In Bloom Competition for 2020 – the In Bloom Sub-Committee decided not to enter the competition next year however given the Gold Award for the Leys Recreation Ground, Members are requested to give consideration to entering this category again, or any other areas in the Town Council's full control.

11. **Community Clean Up** (Pages 49 - 52)

To discuss how the Community Clean-up Funding of £7,365 should be used/distributed - information from West Oxfordshire District Council (enclosed)

12. **Communications Update** (Pages 53 - 56)

To receive and consider the reports of the Communications & Events Officer as follows:

- a) Press and Media Coverage Update
- b) Web Accessibility

13. **Events Report** (Pages 57 - 62)

- a) To receive and consider the report of the Operations & Estates Officer (enclosed) regarding third party events;
- b) To receive and consider the report of the Communications & Events Officer (enclosed) regarding civic and community events;
- c) Community Christmas Meal: Making A Meal – verbal update from Cllr R Smith and request for free use of the Corn Exchange on 20 December 2019 between 3-5pm.

14. **One Witney Vision: Residents Survey** (Pages 63 - 66)

To consider communicating the draft plan (enclosed) with local residents in order to get feedback and shape the final draft before adopting by full Council.

15. **Town Centre Shops**

With several town centre shops closed and more to close in the near future - to discuss the state of the 'high street' and consider what Witney Town Council can do, if anything, in order to support local business.

16. **Christmas Sub Committee** (Pages 67 - 70)

To receive and consider the minutes of the Christmas Sub-committee held on 21st October 2019 and request from Witney Day Centre for free use of the Gallery Room, Corn Exchange for the Christmas Lights Switch-on, Friday 29th November 2019.

17. **Climate and Biodiversity Sub Committee Minutes**

To receive and consider the minutes of the meeting held on 6 November 2019 (enclosed)

18. **Twinning Minutes** (Pages 71 - 76)

To receive and consider the minutes of the Witney Twinning Association Committee held on 2 October 2019 (enclosed) and to also consider the request for a grant towards the Anniversary celebrations in 2020 – in order for the Town Clerk to budget accordingly.

19. **Finance Report - Revised Budget 2019/20 and Proposed Budget 2020/21**

- a) Revised revenue budget 2019/20 and base revenue budget for 2020/21 (Town Clerk's report to follow)
- b) Revised Capital & Special Revenue Projects Programme 2019/20 (to follow)
- c) Revenue Growth Items and Capital/Special Revenue Projects Programme 2020/21 and beyond (to follow)



Town Clerk

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

Held on Monday, 16 September 2019

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

Present:

Councillor L Ashbourne (Chair)

Councillors:	J Aitman	V Gwatkin (In place of J King)
	R Bolger	A McMahon
	O Collins	R Smith
	D Enright	
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Office Manager
	John Hickman	Operations & Estates Officer
	Polly Inness	Communications & Events Officer
	Nicky Cayley	Democratic Services Officer
Others:	no members of the public.	

SC366 APOLOGIES FOR ABSENCE

An apology for his absence was received from Cllr J King.

SC367 DECLARATIONS OF INTEREST

There were no interests declared at the meeting.

SC368 MINUTES

- a) RESOLVED:** that the Minutes of the meeting held on 8 July 2019 be agreed as a correct record and signed by the Chairman with the following amendments:

D T Enright is changed to D Enright in the list of attendees;
Minute C334 – that the words “verbal report from the Events and Communications Officer” are inserted after “a” in the first line.

- b) MATTERS ARISING:** there were no matters arising to be discussed at the meeting.

SC369 PUBLIC PARTICIPATION

There were no members of the public present for this item.

SC370 **COMMITTEE TERMS OF REFERENCE**

The committee considered this item and determined that this should form part of the Witney Town Council Strategic Plan which was now in progress.

SC371 **OPERATIONAL REPORT - PROGRESS SINCE LAST MEETING**

The Committee received and considered the report of the Operations and Estates Officer. He added that he has been in contact with a resident who had offered 6 oaks to be planted at King George V Field but he had asked them to bring them on to two years old as the Town Council could not plant them before that point. A member asked if other trees could be planted and he replied that they could as long as the right trees were planted in the right places.

Members moved onto discussing the proposed pesticide policy and how to move forward with this issue. The Operations and Estates Officer advised that STRI was in the process of writing a report for the sports areas but there may be incidences such as wasps' nests when some pesticides may need to be used in small quantities. Generally, members felt that if at all possible, things such as wasps' nests should be left alone but agreed that occasionally a pesticide may be needed if there was a danger to the public. However, Officers were asked to look for organic alternatives wherever possible. A member asked if the Operations and Estates officer could speak to Oxford City Council as it did not use pesticides. The Operations and Estates Officer replied that he had download its policy and they did use some pesticides.

The Operations and Estates Officer highlighted the fact that the Church was expecting the Town Council to use a chemical to remove the ivy from the wall that needed repairing as it was extremely deep rooted. If it was done by hand, the wall would have to be taken down and rebuilt and this was not a possibility.

Members voted on a proposal that whilst all possible attempts should be made to use organic methods to control pests/weeds, on some occasions, chemicals may need to be used, but this would be assessed on a case by case basis. All members voted in favour with the exception of Cllr Bolger who abstained.

The Operations and Estates Officer advised that due to the policy of minimal chemical use, the green at West Witney Bowls Club was suffering from excess moss. In order to get fresh air moving across the green – which would help to remedy this – some of the adjacent trees needed to be removed. Members were unsure about this and asked if the Operations and Estates Officer could ask the contractors if they could reduce the canopy enough without removing trees. A member asked if removing some trees would improve the health of the other and the Operations and Estates Officer confirmed that it would.

RESOLVED:

1. that the report be noted;
2. that that whilst all possible attempts should be made to use organic methods to control pests/weeds, on some occasions, chemicals may need to be used, but this would be assessed on a case by case basis;
3. that the Operations and Estates Officer ask the contractors if reducing the canopy of the trees adjacent to the bowls green at West Witney Sports Ground would be sufficient to improve the condition of the green – if this was the case then this should go ahead;
4. that if trees needed removing from West Witney, the Operations and Estates Officer should bring it back to the Committee.

SC372 **STREET FURNITURE AND INFRASTRUCTURE**

1. **Request for "A Bench to Tackle Loneliness"**

The Committee received and considered correspondence from the Guideposts Trust which had asked for the Council's support in designating a bench in the town as a chat bench, to help tackle loneliness. Officers had suggested that the bench adjacent to the Halifax building society be refurbished and designated for this purpose. The Chair commented that this could be done in time for Mental Health Awareness Day and proposed that a small budget of £100 could be set aside for the charity to renovate the bench.

RECOMMENDED: that Guideposts be advised that the Town Council agrees to the bench adjacent to the Halifax Building Society be designated as a Chat bench and that a budget of £100 be set aside for Guideposts to renovate it.

2. **Request for a Bin at Curbridge Road Bus Stop**

The Committee received and considered correspondence from a resident who had requested a bin at the Curbridge Road bus stop. Members were happy for a recycling bin to be installed. The Town Clerk advised that permission would be needed as it was not on Town Council land and there would be on costs for collection.

RECOMMENDED: that a recycling bin should be installed adjacent to the Curbridge Road Bus stop, subject to permission from Oxfordshire County Council.

3. **Street Piano**

The Town Clerk advised members that she had spoken to Abingdon and Witney College who had been very enthusiastic about the possibility of decorating the street piano. She had agreed to present a brief to the students who would then come up with designs. These would then be judged by a panel of Council members.

RESOLVED: that the update be noted.

4. **Defibrillator**

The Committee received and considered the report of the Operations and Estates Officer. Members agreed that a new unit was required at The Leys.

RECOMMENDED: that a new defibrillator was purchased for The Leys at a cost of £795 plus VAT and £9.95 shipping.

SC373 **PRESS COVERAGE UPDATE**

The Committee received and considered the press coverage update.

RESOLVED: that the update be noted.

SC374 **EVENTS**

1. Civic/Council Run Events

The Events and Communications Officer advised that Witney's greatest had been a small event but had gone well. Next year it would be launched earlier and with more focused and targeted community engagement.

The Heritage Open Day had been cancelled as there had been no interest. The Museum had not done well either and next year it may be beneficial to work together.

RECOMMENDED: that the report be noted.

2. Third Party Events on Council Land

Members considered an update in the report of the Operations and Estates Officer.

There followed a long discussion on the retention of the Music Festival's deposit as there had been some damage caused, particularly to the football pitch. Officers cautioned members that the Music Festival received a grant and therefore no money was received from them which could be set aside to repair grass damage. If the deposit was returned then the tax payers would be paying for the repairs.

RECOMMENDED:

1. that the report be noted;
2. that £600 of the £1, 000 deposit is withheld to go towards covering the repairs to the damaged grass;
3. that the Carnival's request to hold its event on 11 July 2020 be agreed;
4. that a draft of reviewed terms and conditions for third party events be brought back to the next meeting, with carbon offsetting to be included.

3. Christmas Dinner Community Event

Cllr Smith gave an update on this project. Witney Fridge was on board and cooking equipment had been sourced. She would update at the next meeting.

RESOLVED: that the update be noted.

SC375 **COMMUNITY SUPPORT AND INITIATIVES**

1. Town Led Financial Education System

Cllr Gwatkin had previously circulated a paper setting out her ideas for a financial education system for young people in the town. There would be no cost to the Town Council as she would go into schools to deliver this herself.

RESOLVED: that the Town Council supports this initiative.

2. Launch of Citizen of the Year

The Events and Communications Officer advised that Citizen of the Year was now being launched and invited nominations. This year it would be restricted to 1 adult, 1 young person and 1 organisation in order to retain a sense of distinction.

RESOLVED: that the report be noted.

SC376 ANTISOCIAL BEHAVIOUR AND VANDALISM

The Town Clerk reported that she had attended multiagency meetings and that a mobile camera would be put on The Leys. The Town Council would need to pay for a sim card for it. The most difficult issue was looking at how to integrate it into the existing town centre system.

The Chair suggested a meeting about ASB in the town. The Town Clerk advised that this might help obtain a public space protection order. Members felt that a weekend might be best but delegated it to the Town Clerk to select a suitable date.

There was a discussion on the idea of writing an open letter to residents ahead of advertising the meeting but it was decided that this could be done in the form of an invitation to the public meeting, setting out the Town Council's support for CCTV on The Leys.

The Committee then received and considered the report of the Operations and Estates Officer on vandalism to Town Council property in the Town.

RESOLVED:

1. that the report of the Town Clerk be noted;
2. that a public meeting be held to discuss ASB in the town and that it be delegated to the Town Clerk to select a suitable date;
3. that an open invitation to the meeting be sent to the public, that also sets out the Town Council's support for CCTV at The Leys;
4. that the report on vandalism to Council property be noted.

Cllr Gwatkin left the meeting at 9.10pm

As the meeting had now reached over 2 hours in length, the Committee agreed to suspend standing order 48 in order to allow the meeting to continue for a further 10 minutes.

SC377 YOUTH COUNCIL UPDATE

The Committee received and considered the report of the Events and Communications Officer.

RESOLVED: that the update on the progress of the Youth Council be noted.

SC378 FINANCE REPORT

The Committee received and considered the financial report of the Town Clerk. She asked members to think about items for budget setting in the next cycle of meetings.

RESOLVED: that the report be noted.

SC379 **MINUTES OF SUB COMMITTEES AND WORKING PARTIES**

In Bloom Sub Committee – 5 September 2019

The Committee received and considered the minutes of the sub committee held on 5 September 2019.

RESOLVED: that the minutes of the sub committee be noted.

VE Day 75 Working Party – 2 September 2019

The Committee received and considered the minutes of the working party held on 2 September 2019. The members discussed the Freedom Parade and Fly Past, with the Officers pointing out that there was an agreement with RAF Brize Norton that it would exercise its Freedom of the town every three years, and had only in fact exercised this right last year.

RESOLVED: that the minutes of the working party be noted and the recommendations contained therein with the exception of recommendation 5 – the Freedom Parade and Fly Past.

The meeting closed at: 9.20 pm

Chair

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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OFFICERS PROGRAMME OF WORKS -STRONGER COMMUNITIES COMMITTEE [18 NOVEMBER 2019] - AGENDA ITEM 5

Project/Activity	Lead Officer	Delivery Partners	Estimated Cost	Funding Secured	Estimated timescale	Comments/Details
Stronger Communities						
Allotments - Tree Works	O & E Officer					
Amenity Area - Unterhaching Park - tree works	O & E Officer/Town Clerk					
Amenity Area - Thorney Leys hedgerow reduction	O & E Officer					
Arboriculture - Tree Survey	O & E Officer					
Arboriculture - Tree Works	O & E Officer					
Arboriculture - Mayor's Tree	O & E Officer					
Benches - Council agreement to install 1 per year across the town	O & E Officer				ongoing	
Benches - Additional benches at Church Green	O & E Officer					
Benches - Chat Bench at Welch Way	O & E Officer/Town Clerk				Oct-19	
Bike racks - Oxlease	O & E Officer	OCC			Dec-19	funding from Cllr Bartington Priority fund
Bins - Bin Audit (WODC)	Office Manager	WODC				
Bins - Council agreement to replace bins with recycling ones	O & E Officer					
Climate Emergency - audit of estates waste/recycling facilities	O & E Officer/Office Manager					
Bus Shelter - Market Square/adjacent to Town Hall	Office Manager				Sep-19	
Bus Shelter - Corn Street	Office Manager				Nov-19	
Bus Shelter - Burwell Estate Precinct	Office Manager				Nov-19	
Bus Shelter - relocation from Marriott's Walk to Market Square	Office Manager	OCC			Oct-19	
Bus Shelter Art/Photography Project	Comms & Events Officer				Dec-19	
Bus Stop - and associated works at Oxford Hill	Office Manager	OCC				
Community Piano	Town Clerk	College			Dec-19	Art work underway - need location Spring 2020
Defibrillators - Audit and replacement at the Leys	O & E Officer					
Events - Advent Fayre	Cemeteries/Projects Officer				Dec-19	
Events - Christmas Competitions	Cemeteries/Projects Officer				Nov-19	
Events - VE Day 75th Anniversary	Office Manager	various			May-20	
Events - Heritage Open Day	Comms & Events Officer	various			Sep-20	
Events - Car Free Day 2019/20	Comms & Events Officer	various			sep 2019/20	
Events - 2018 Poppy Project	Office Manager				Sep-19	
Events - Car Free Day 2020	Comms & Events Officer	various			Sep-20	
Events - Leys 100th Anniversary	Office Manager	Rotary Club?			Jun-20	
Events - Town Council Coffee Mornings/Surgeries	Comms & Events Officer					
Events - Mayor	Office Manager/DSO				ongoing	
Events - Remembrance Sunday - Administration & facilitating of parade/service	Comms & Events Officer/ O & E Officer					RBL passing responsibility to WTC 2020
Events - Xmas Lights switch-on - facilitating on behalf of service providers	O & E Officer					
Grit bins - Beech Road	O & E Officer	OCC			Dec-19	funding from Cllr Price Priority Fund
Grit bins - audit of other grit bins across the town	Office Manager					
In Bloom - planting schedule/plans for forthcoming year	Cemeteries & Projects Officer/O & E Officer					
Noticeboards - review to aide communication	Comms & Events Officer				Jan-20	
OxTogether - Review of partnership working arrangements	Town Clerk	WLA				Not been through Council yet
Roundabouts - Sainsbury's - confirm ownership	Office Manager					
Town Twinning - Anniversary 2020	Town Clerk					
Welcome to Witney signs - Improve and add crest	O & E Officer					Planters provided by S106 Dark Rd development
Youth Council	Comms & Events Officer					Ongoing support with adminsitration
Youth Work - ASB - King George's Recreation Ground - PSPO	Town Clerk	TVP/CSP-WODC				
Youth Work - ASB - Leys Recreation Ground - CCTV/PSPO renewal	Town Clerk	TVP/CSP-WODC				
Youth Forum - detached Youth Worker	Town Clerk	various				

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Stronger Communities Committee

Date: 11th November 2019

Title: Progress on improvements and repairs since last meeting

Contact Officer: Operations and Estates Officer John Hickman

Background

The purpose of this report is to update Members on the progress of improvements and repairs since the last meeting.

Trees

The works team have cleared a large tree bow from the footpath at the Lake and Country Park this will be removed completely as soon as the works team have time in the schedule of works.

Bus Shelters

All bus shelters have been cleaned and weeded, broken Perspex has been replaced in both the Newland shelter and the Lower High Street shelter.

Christmas Lights

The Christmas Lights installations have commenced in the areas away from the Market Square and War Memorial. The remaining installations will continue after Remembrance Sunday.

Floral Displays

The Floral displays have now been changed from summer to winter and spring flowers. There is a separate report concerning Church Green beds and Welch Way raised planter bed.

Health and Safety

The Operations and Estates Officer in conjunction with the newly appointed Compliance and Environment Officer will be reviewing the current Terms and Conditions of hire for Events following issues last year with timescales around submitting documentation when requested and the level of PLI required of small stall holders etc. A final draft version is hoped to be provided at the next Stronger Communities meeting for consideration/ratification.

Street Furniture

The works team are in the process of replacing existing litter bins on the Leys Recreation Ground with the new style Recycling litter bins.

Environmental impact

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

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.

Recommendations

Members are invited to note the report.

Agenda Item 9

Stronger Communities Committee, 18 November 2019, Agenda Item 9a

Vandalism 2019

Location	Item	When	Date/Time Reported	Reference	Cost if known
West Witney	Telescopic Bollard ripped out of the ground	4.3.19	Reported by Maintenance Staff	Not 101	New Bollard £130.00 Works Team £50.00
Lakeside Allotments	Hole cut through perimeter fence	4.3.19	Reported by Allotment Association to 101		Materials £50.00 Works Team £50.00
Splash Park Cabinet		23.5.19	Reported by Maintenance staff (JS)	43190159668	
Tee-Pees Leys play area x 3	Wooden play Tee-pees smashed to pieces.	25 th -26 th June	Reported to WTC by member of the public 101 online by Opps Off on 27 th June	Form Ref DP-16216-19-4343-00 Crime Ref 43190194115	Approx. £250 x 3
Town Centre and Leys Recreation Ground	Planting torn from planter on Leys, Pole Planter vandalised beyond repair.	Between 16.30 on 28 th June and 09.00 on 1 st July.	Reported to WTC by grounds contractors, reported on 101 by Cemeteries and Projects Officer	Crime ref 43190198401	Associated costs to replace all planting and pole planter. £170.
Picnic Bench	Slats ripped off	Friday 5 th and Monday 8 th July 19	Reported by Grounds contractors and phoned called in 101	Crime ref 43190707017	Works Team £50 materials £10 Total £60

23.4.19	Wall vandalised Tower Hill Cemetery/ Playpark	Over the Easter Weekend	10/5/19	43190140126	
26.7.19	Skate Park at the Leys	25.7.19	25.7.19	43190228809	
22.8.19	Picnic Bench Oxlease Vandalised timbers + removed.	Believed to be overnight 21 st 22 nd August 19	22.8.19	42190259427	Bench replacement cost approx. £350
30.8.19	Away Changing room door at Leys glass smashed and padlock forced	Believed to be between 5pm on 28 th Aug to 08.00 on 29 th Aug 19	29.8.19	Linked to the vandalism carried out on the coffee shed.	Glass £75 repair replace Lock Hasp and Clasp £25 Staff time £25 Total £125
13.9.19	Teqball Table Small hole to the surface to a brand new piece of equipment	12.9.19	12.9.19	43190283465	
30.9.19	Victory Bollard	Over the weekend of 28 th & 29 th Sept 19	30.9.19 09.30	DP-27042-19- 4343-00	£280 replacement Bollard £25 staff time.

Stronger Communities Committee

Date: 11th November 2019

Title: Trees

Contact Officer: Operations and Estates Officer John Hickman

Background

This report has been prepared in order to inform the Councillors of the current position regarding this year's tree survey, tree works carried out and the outcome of the Operations and Estates Officers meeting with the tree surgeons regarding the trees to the West Witney Bowls Green and possible height reduction work.

Action Taken

This current year's tree survey was commissioned in August and was carried out during September.

Current Position

The Operations and Estates Officer has commissioned and carried out the following tree works at West Witney.

The felling of 1 tree that was dying and had dead branches that had fallen on top of the Tennis Courts pavilion at West Witney and also grind out stump of further tree that had been removed previously at a cost of £500 + VAT

The cutting back of trees to the side-line of pitch 4 that were very low and overhanging the pitch causing issues when juniors were playing football and also causing H&S issues. These trees have been lifted and reduced back beyond the side-line of the pitch at a cost of £750 + VAT

The Operations and Estates Officer viewed the remainder of the tree belt to the Southern and Eastern Boundary's at West Witney with the tree surgeons whilst looking at all the other tree works at West Witney and found there are high levels of major dead wood within the tree belt which should they fall could easily cause injury, low canopy's that required lifting and removal of 1 x dead Hawthorn tree.

Given the level of runners running underneath these trees now with Park Run has increased WTC's liability, the Operations Officer has requested the tree surgeons provide a quote to remove the dead branches etc. within these trees canopies to ensure the public's safety. The Tree Surgeons were requested to provide a quote for the associated work. The associated cost is quite substantial £3995.00 + VAT and will take a large proportion this year's arboriculture budget. The Operations and Estates Officer would ask that council provide an additional sum to the tree budget for the cost of these tree works.

The recent tree survey report has been received the associated required tree works within this report have been given to the tree surgeons to provide a quote, along with other essential tree works noted by the Operations and Estates Officer under the Council's tree policy over the last year to quote for.

The Council's tree surgeon has also inspected the trees at West Witney identified in the STRI report for reduction or removal to improve air flow and light to the green. It was discovered the trees are of such a size now that they would need to be severely reduced to have any effect on light to the Bowls Green. The trees are also in two staggered rows so it is not simple to remove 4 or so to open up an area between them to let in light. It would be possible to open two gaps in the trees to let light and air through however this would entail the removal of 10 trees making a very large difference to the area. It was thought that the loss of these trees would outweigh the benefits it gave to the bowls green.

The Operations and Estates Officer did look at the trees to the southerly side in the old Contractors compound where there are 4 substantial trees. It was thought possible that 3 of these trees could be removed allowing an increase in air flow and light from the southerly side of the bowls green. It was felt that it would not be such a large change to the area with the trees being much less visible than the ones to the easterly side of the green.

The contractors have provided a quote to remove 3 of the 4 trees from the southern side of the bowls green. £800 + VAT.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates. It should be noted that any trees felled and removed will have an impact on the environment, even though WTC try to replace each tree that is removed. However it is important from a H&S perspective that trees are maintained per the next paragraph.

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. Council should consider the Major dead wood works at West Witney in order to negate its liability should a member of the public be struck by one of these branches.

Financial implications

These are detailed in the report above.

Recommendations

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

1. The request of the operations and Estates Officer for an additional sum to be added to the Arboriculture budget to deal with the Major deadwood etc. within the tree belt. £3995.00 + VAT.
2. The removal of 3 x trees to the southern side of West Witney Bowls Green.

Stronger Communities Committee

Date: 11th October 2019

Title: Welch Way Raised Bed and Church Green Flower Beds,
Residents Letters

Contact Officer: Operations and Estates Officer John Hickman

Background

This report has been prepared in order to inform the Councillors of the current position regarding the council's raised planting bed on Welch Way and the planting to Church Green Flower Beds

Action Taken

The raised planter on Welch Way used for displaying annual themes, commemorations etc. is in poor condition the sleepers it has been constructed with have rotted out in places and damage has been caused in one area by a fire last year. The condition of the raised planter is of concern as the timber sleepers retain the soil and there is a possibility it could/will start to collapse in the near future. Contractors have already installed timber to the front bottom of the bed in order to try to retain the soil.

The In Bloom Sub-Committee suggested consideration be given to changing some of the bedding planted to perennial planting it was decided that approx. 50% of the beds on Church Green should be planted with a mixture of perennial's and annuals this year in order to trial the idea and see what the reaction was.

Current Situation

Welch Way Raised Bed

The Operations and Estates Officer has requested that the summer bedding is left in the planter whilst it still looks reasonable and that the bed is not replanted with Winter/Spring bedding whilst he consults with this Committee regarding rebuilding this planter in time for next year's summer bedding. Next summers theme for this bed is intended to be 100yrs anniversary of the Leys Recreation Ground.

The grounds contractors have prepared a quote to remove 1/3 of the current soil and the sleepers replace with new sleepers raising the rear of the bed higher in order to increase the angle of the bed and consequently the visibility of the display as members of the public drive by. Replace 5 x bulk bags topsoil and 1 pallet of manure to complete the bed.

Previously this bed was planted with carpet bedding however Council has moved away from this due to cost approx. £3,800 every year for the summer display of carpet bedding, winter/spring planting is additional to this. Council now uses densely planted bedding however it is not possible to make intricate designs using summer bedding plants. Therefore the intention is to have a banner across the top rear of the bed to state the significance of the bed. This should give the council a saving of approx. £3,000 annually.

Church Green Flower Beds

The In Bloom working party requested that council looked at planting more sustainable Summer & Winter bedding in future. It was decided to do this on a trial basis at first by planting 50% of church green flower beds with a mix of 50% summer winter/bedding and 50% perennial planting and small shrubs. In this way there should always be a display of flowers even when the other plants are not in flower. If this trial is successful it would be intended to extend this out into the other bedding areas over the coming years.

A selection of plants has been chosen to plant in these beds and a quote requested from contractors including the ongoing maintenance to these plants to keep them in good order.

It will initially cost £2,443.42 for the new planting however there will be a reduction on the annual Summer and Winter bedding costs of £1506.94.

The initial costs for the £2,443.42 can hopefully be taken from the remaining additional sum for summer bedding after this year's additional planting has been accounted for next year.

Residents Comments on last years in bloom.

A number of good comments and a letter has been received since WTC won a Silver for the Town and Gold for the Leys Recreation Ground in in bloom 2019.

Environmental impact

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

Risk

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

Financial implications

The associated cost to dismantle and re-constructed the raised bed. £5,210.35 + VAT no renewal fund was set when this bed was constructed therefore no funds are available to re-construct this bed, council would need to provide this amount from its reserves.

The associated cost of the perennial and shrub planting on 50% of the Church Green Beds from the remaining annual additional bedding sum after this year's additional summer bedding has been accounted for of £5796.98.

Recommendations

Member are invited to note the report and consider the following

1. A budget of £5,210.35 is provided from reserves to re-construct the raised bed on Welch Way.
2. An annual sum is set for future renewal of this display flower bed.
3. The change in planting to 50% of church green beds.

Stronger Communities Committee

Date: 18th November 2019

Title: Pesticide Policy

Contact Officer: Operations and Estates Officer John Hickman

Background

Earlier in the year, in response to a significant amount of dead bees, the Leader of the Council temporarily stopped the use of pesticide on all WTC owned land. Subsequently the Council declared a Climate Emergency. Both these actions have resulted in the Council needing a pesticide policy.

Action Taken

Initially the ban on pesticide usage was for 2 weeks whilst the Leader sought guidance, however this transpired into a much longer period. The lack of being able to maintain sports pitches, bowls greens without the use of chemicals became an issue and it was agreed that pesticides could be used on sports pitches and bowls greens only, whilst a pesticides policy for these facilities was drawn up.

STRI were requested to draw up a pesticide policy along with a new maintenance specification for these areas in order to reduce the requirement to an absolute minimum on all of Witney Town Councils Sporting Facilities.

It is intended that this policy will form the basis for a Pesticide Policy across the entire WTC Estate.

Current situation

A new Sports Pitches & Bowls Maintenance Specification & Pesticides Policy has been drawn up and was presented to the Halls and Green Spaces Committee on 11th November 19 and adopted.

It is hoped that the attached pesticide policy could be adapted to suit the rest of the estate. It has become clear that pesticides will need to be used under exceptional circumstances. Such as dealing with the boundary wall at St Marys to prevent future damage from ivy, tree roots etc. as requested by the Diocese, wasps nest etc. if a danger to the public and not able to deal with the risk by any other method.

The Pesticide policy limits use of pesticides by thresholds these can be set by council and the requirement to then seek permission from either a Council Appointed Officer in the cases of emergencies or Council in any other case.

The Operations and Estates Officer could bring a Draft Pesticides Policy to Stronger Communities for consideration for all other areas outside Sports Pitches & Bowls Maintenance to the next meeting.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates. By controlling the application of pesticides on WTC estate by setting a Pesticide Policy council is able to ensure pesticide application can only be carried out with its approval except in an emergency application where no other risk control measure is available.

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.

Recommendations

Councillors are invited to note the report and consider a draft Pesticide Policy for all areas outside Sports Pitches and Bowls Maintenance at the next meeting.



Witney Town Council

Pesticide Policy

Developed in consultation with:

STRI, St Ives Estate, Bingley BD16 1AU
Tel: 01274 565131 Fax: 01274 561891
E-mail: info@stri.co.uk

The purpose of the STRI Agronomy Service is to assist clients in matters of agronomic management. All recommendations are offered free of bias. The STRI has no commercial connections or obligations to any manufacturer, supplier or contractor.

INTRODUCTION

This policy has been developed to ensure that all users of the sports pitches, bowling greens, cricket squares, flora and fauna are protected from potentially harmful pesticide usage. Witney Town Council ("the Council") has a responsibility to control the use of pesticides. This will be via a process of authorisation and in places restriction of the use of pesticides. The Council needs to be kept informed of all aspects of such pesticide application.

This policy respects need for good quality turf surfaces by the sports users on the common areas and as such has been produced in consultation with the STRI Group.

The policy follows the key recommendations of modern pesticide practice, developed to provide a specific policy for the common areas of use.

A regular review of the policy and modification as necessary will be undertaken.

The policy applies to all pesticide application of herbicides, fungicides, and plant growth regulator products.

PERMISSION TO SPRAY

The Council holds the right to grant or refuse permission for employees or outside contractors to apply pesticides. The policy follows the form shown in the appendix. The process to gain approval to spray is determined below.

[1] BUFFER ZONES

The majority of the common areas under the management of Witney Town Council are determined as a "no-spray" area. Only land currently operated by the Bowls Clubs, the two Cricket Squares and the areas allocated for Winter Sports Pitches (i.e. Football & Rugby) will have a concession to apply pesticide following approval from the Council.

Bowling Green zones

Greens and grass ditch tops are designated as spray areas following approval.

Cricket buffer zones

Cricket Squares are designated as spray areas following approval.

Sports pitches buffer zones

The football pitches, and a strip 2 metres outside the side lines are designated as having a threshold before approval will be granted.

Ditches and water courses

To avoid the need to complete LERAP (Local Environmental Risk Assessments for Pesticides) documentation, no spraying will be undertaken within 5 metres of a ditch or water course. Please note that this is the maximum classification within LERAP regulations.

[2] THRESHOLDS

The categories for spray application are as follows:

NO SPRAY

No approval given except under extreme circumstances.

THRESHOLD + APPROVAL

Only once the stated threshold is reached can approval be sought.

APPROVAL ONLY

Approval only from the council.

The thresholds below take into account the key playing surfaces such as greens and cricket squares and hence require permission only to apply chemicals. All other areas have thresholds below which no spraying will be approved. Once a threshold has been reached, then approval can be sought.

Thresholds have been set to allow the policy to be implemented. These will be monitored and changed should any health & safety or environmental issues become apparent. A periodic review will undertake an assessment of thresholds.

HERBICIDES

Cricket and Football

Cricket outfield and football pitches would only be considered for spraying when one individual broad-leaved species occurred on average in every square metre of ground. Should a dense species such as clover or yarrow establish then once 20% of ground cover has been achieved by these species then the threshold is considered to have been reached. No spraying is permitted within 2 metres of non-sports Common land.

Cricket squares have a spray with permission category.

Bowling Greens

Greens and grass ditch tops have a spray with permission category.

INSECTICIDES AND LUMBRICIDES (Worm Killers)

No chemical products are currently authorised for the control of insects or worms (including casting) on amenity sports turf. Application of unauthorised products to control insects and worm casting is prohibited in all areas. Any product being sold with a label claiming insect or worm control or being sold and used with verbal claims of the control of insects or worms, are illegal as they must be authorised for that specific use by law.

Should duly authorised products become available they will be communicated to the Council by the STRI.

FUNGICIDES

Cricket outfielders and football pitches will have a no spray policy. This will be modified to a spray with permission category in instances of severe disease outbreak.

All other areas have a spray with permission category.

RISK ASSESSMENTS (section 3 of the approval form)

Prior to any spraying application, a full risk assessment will need to be completed. This will identify whether such an operation is strictly necessary. Should a Contractor wish to spray, this will also act as a notification to the Council who would then provide the relevant permission following a meeting with the BASIS Qualified Agronomic Consultant in conjunction with Town Council appointed officer.

It is noted that certain chemicals are used on a regular basis on highly managed areas such as bowling greens and cricket squares. Where the same chemical and trade brand are used, it is appropriate to complete the pesticide use (Section 2) and risk assessment (Section 3), of the approval form and COSHH documentation annually, with a copy held on file for reference. Please note that any changes to location, area or contractor will need to be updated in Section 2 of the approval form.

ROLE OF THE COUNCIL APPOINTED OFFICER

The Council Appointed Officer will act as the key liaison representative for the Council. All approval forms will be sent to the Council Appointed Officer in the first instance.

The Council Appointed Officer will conduct approval meetings as appropriate with the Council's Agronomic Consultant and approve pesticide usage. Follow up monitoring of usage will also be undertaken. Responses for approval to spray will normally be returned within 3 working days. Urgent situations will be approved more rapidly if possible.

The Council's Agronomic Consultant is qualified to PA1 (Safe Use of Pesticides) and PA6 (Use of handheld applicator) and BASIS qualified to ensure a realistic approach to pesticide application.

PESTICIDE USE (section 2 on the approval form)

Only those pesticides which have been approved for use on TURF / AMENITY GRASS by DEFRA via the Pesticide Safety Directorate and have been given a MAFF (products approved prior to 1 July 1999)/MAPP (products approved after 1 July 1999) approval number will be used. These are included in the UK Pesticide Guide which is published annually and also in the Pesticide Safety Directorate updates. It is important to note however that some of these chemicals are still relatively harmful and any risk assessment should take into account the long-term nature of the pesticide applied and its effect on wildlife and safety implications with regard to the general public.

COSHH

A current COSHH assessment should be attached to the approval form. This is only necessary for the first application for approval for a particular chemical brand (not active ingredient). The assessment should also include the full label or product information.

PESTICIDE APPLICATION (section 1 and 5 on the approval form)

As a general rule, pesticide application will only be undertaken using equipment such as cowed sprayers or controlled-dose application. **The application of chemicals will only be undertaken by competent personnel with the relevant spraying certificate.** The Council requires a record of those people who are competent to spray on the common land and no other personnel should be allowed to undertake such operations. A copy of relevant PA1 and an application module such as PA2 or PA6 certificates will be required.

PUBLIC SAFETY

Public safety is a vital concern and any spraying operation undertaken must use appropriate signage as stated on the pesticide label until the pesticide treated area is deemed to be safe as per the instructions on the labels and information supplied with the pesticide. The general public need to be made appropriately aware of the risk and warned to keep off.

Spraying operations should be undertaken when few members of the public are present or could come into contact.

RECORD KEEPING (section 5 on the approval form)

This section details when the pesticide was applied, who applied it, the weather conditions at the time of application, any concerns that were picked up (i.e. public access etc.), the quantity of pesticide applied and how it was applied.

The form acts as a method of record keeping for pesticide application on the council owned land. Once completed, the approval form should be returned to the Council Appointed Officer for filing. Copies can be made for Bowling/Cricket/Football club filing purposes.

ALTERNATIVES

Wherever possible, the users of pesticides should seek non-chemical alternatives to pest and weed control. These include cultural measures and improvements in turf husbandry.

ABUSE OF POLICY

The Council holds the right to restrict the use of chemicals where a Contractor has been found to wilfully cause environmental damage, fails to follow Health & Safety regulations, or fails to follow the above policy. ALL such instances will be investigated, and the Contractor has a right to reply and/or appeal. Please note that the Health & Safety Executive (HSE) or the Environment Agency may need to be notified in the case of Health & Safety or environmental issues.

POLICY AMENDMENTS

On an occasional basis, representatives from the Sports Clubs and Council will review the policy. This may take into consideration new legislation, practical aspects of implementation, thresholds, infringements and possible extensions to the policy.

This will act as a forum to ensure the on-going commitment to safe and appropriate use of pesticides on common areas, used for sports pitches.

Witney Town Council

This form acts as an application for permission to spray, risk assessment and a report for application of pesticides. It must be completed prior to any operation involving pesticides.

Section One – Details of Contractor

CONTRACTOR _____

NAME OF PERSON SEEKING APPROVAL _____

SIGNATURE OF PERSON SEEKING APPROVAL _____

CONTACT TELEPHONE _____ DATE _____

Section Two – Details of Pesticide application

NATURE OF PROBLEM _____

SURFACE TO BE TREATED _____

APPROX AREA _____ m²

PESTICIDE TO BE APPLIED _____
(Trade name and active ingredient)

METHOD OF APPLICATION _____ PROPOSED CONTRACTOR _____

Section Three – Risk assessment

HEALTH WARNINGS _____

IS THERE THREAT OF DEATH OR PERMANENT DISABLEMENT Y / N

ENVIRONMENTAL WARNINGS _____

EXCLUSION TIME _____

SAFETY SIGNAGE & EQUIPMENT _____

OTHER SAFER ALTERNATIVES _____

Council use only

RISK FACTOR low / medium / high / very high

CONFIDENTIAL



AREA OF CONCERN _____

Section Four – Approval to spray (Council use only)

APPROVAL _____ BASED ON THE ABOVE INFORMATION

REASONS FOR DECISION _____

CONDITIONS ATTACHED _____

ADDITIONAL SAFETY CONDITIONS _____

SIGNED _____ NAME _____

TEL _____ DATE _____

Section Five – Reporting of spraying operation

DATE APPLIED _____ TIME _____

WEATHER _____ WIND SPEED _____

PESTICIDE APPLIED _____

METHOD OF APPLICATION _____

CONCENTRATE VOLUME _____ DILUTE VOLUME _____

QUANTITY APPLIED _____ litres AREA OF APPLICATION _____ m²

LOCATION OF APPLICATION (map attached)

SAFETY PROCEDURES FOLLOWED _____

SAFETY SIGNAGE USED _____
(location shown on map)

DISPOSAL OF EXCESS CHEMICAL _____ QUANTITY _____ litres

ANY PROBLEMS OF APPLICATION _____

CONFIDENTIAL




NAME OF PERSON APPLYING CHEMICAL _____

COMPANY _____

Pesticide Application certificates attached.

I confirm that the above is a true record of the application of the above pesticide.

Signed _____ **Date** _____

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>														
Name and date of Committee	CABINET – WEDNESDAY 16 OCTOBER 2019														
Report Number	AGENDA ITEM NO. 14														
Subject	ALLOCATION OF COMMUNITY CLEAN UP FUNDING														
Wards affected	Chipping Norton, Witney (All), Woodstock and Bladon, Eynsham and Cassington, Charlbury and Finstock, Carterton (All), Burford														
Accountable member	Cllr Norman MacRae Cabinet Member for Environment Email: norman.macrae@westoxon.gov.uk														
Accountable officer	Claire Locke Group Manager - Commissioning Tel: 01993 861344 Email: Claire.locke@publicagroup.uk														
Summary/Purpose	To agree the allocation of Government funding for High street community clean ups.														
Annexes	None														
Recommendations	<p>That the Cabinet agrees to:-</p> <p>(a) allocate the following funding to the stated Town and Parish Councils, on the condition that funding is allocated in line with the MHCLG requirements set out in the report:</p> <table data-bbox="523 1272 986 1529"> <tbody> <tr> <td>Burford</td> <td>£365</td> </tr> <tr> <td>Carterton</td> <td>£4,270</td> </tr> <tr> <td>Charlbury</td> <td>£815</td> </tr> <tr> <td>Chipping Norton</td> <td>£1,710</td> </tr> <tr> <td>Eynsham</td> <td>£1,265</td> </tr> <tr> <td>Witney</td> <td>£7,365</td> </tr> <tr> <td>Woodstock</td> <td>£830</td> </tr> </tbody> </table> <p>(b) utilise £1,000 of funding to purchase litter pickers, hi-vis jackets and gloves for community clean up groups in other parishes;</p> <p>(c) re-allocate any funding that remains unspent to parish councils on request and</p> <p>(d) utilise £1,534 of the funding to cover the cost of administering the reserve so that it can be managed at no additional cost to the Council.</p>	Burford	£365	Carterton	£4,270	Charlbury	£815	Chipping Norton	£1,710	Eynsham	£1,265	Witney	£7,365	Woodstock	£830
Burford	£365														
Carterton	£4,270														
Charlbury	£815														
Chipping Norton	£1,710														
Eynsham	£1,265														
Witney	£7,365														
Woodstock	£830														
Corporate priorities	To protect the environment, through street cleaning activities where they are needed most.														
Key Decision	No														
Exempt	No														
Consultees/ Consultation	None														

1. BACKGROUND

- 1.1. The Council has received earmarked one-off revenue funding from the Ministry of Housing, Communities and Local Government (MHCLG) for High Street Community Clean ups. The total allocation is £19,154 and the funding should be used to work with existing community groups to undertake community-led high street and town centre cleans.
- 1.2. If any of the towns or parishes do not wish to utilise the funding or are unable to spend it, it is recommended that the Council re-allocates it to parishes which could utilise it for community litter picks in their areas.

2. MAIN POINTS

- 2.1. As the focus is on high street and town centres it is recommended this funding is allocated to Town Councils (and to Eynsham as the largest village) within the district for them to then allocate to community groups or organise their own clean up initiatives. The needs and resources within the Towns in the District vary. Funding has been divided broadly using population numbers to reflect the size of each Town and the village of Eynsham. Whilst Eynsham is not a town its population is larger than some of the towns in the district and it has a high street with similar needs and uses as those towns.
- 2.2. If funding was distributed across all Towns and Parishes it would be insufficient to have any impact and would not comply with the funding requirements that it be allocated for town centre and high street clean ups.

3. FINANCIAL IMPLICATIONS

- 3.1. These allocations will be funded by separate earmarked Government funding totalling £19,154, so there are no financial implications for the Council. The scheme allows up to 10% to be utilised by the Council for administering and managing the funding. This administration includes contact with the Town and Parish Councils, completion of the required reporting to Central Government and financial administration of funding. Funding of £1534 which is 8% would be used for this purpose.
- 3.2. The needs and resources within the Towns in West Oxfordshire District vary. To benefit wider communities, it is proposed that £1,000 be set aside to purchase litter pickers, hi-vis jackets and gloves for parishes not receiving a specific allocation.
- 3.3. The balance of funding totalling £16,620 has been divided broadly using population numbers to reflect the size of each settlement as follows:--has been divided broadly using population numbers to reflect the size of each Town and Eynsham village, as follows:

Settlement	Population	% of total funding	Proportion of funding
Burford	1340	2.2%	£365
Carterton	15770	25.7%	£4,270
Charlbury	2990	4.9%	£815
Chipping Norton	6340	10.3%	£1,710
Eynsham	4650	7.6%	£1,265
Witney	27,230	44.3%	£7,365
Woodstock	3100	5%	£830

4. LEGAL IMPLICATIONS

- 4.1. None

5. RISK ASSESSMENT

- 5.1. There is a risk that these settlements do not spend the funding on appropriate activities. Each Town and village will therefore be asked to report in a quick and simple way the activities they have funded. They will be given advice on the sort of activities which should be funded but the Council will not be too prescriptive to encourage innovation and reflect different approaches in different areas.

6. CLIMATE CHANGE IMPLICATIONS

- 6.1. This funding will be used to fund litter picks and reduce litter which could be damaging to wildlife. Publicity can be used to highlight the need to manage waste appropriately and reduce littering.
- 6.2. Disposable gloves have previously been provided to community groups. However, alternatives will now be explored and reusable, washable gloves will be offered as an alternative.

7. ALTERNATIVES/OPTIONS

- 7.1. The Council could choose to allocate this funding differently but it should have regard to MHCLGs intention that it be focused on High Streets and Towns.
- 7.2. The Council could allocate the funding using different criteria i.e. dividing funding equally between Towns.
- 7.3. The Council could choose to allocate this funding differently but it should have regard to MHCLGs intention that it be focused on High Streets and Towns. The Council should share the funding between Parishes as well as Towns or large villages with High streets but this may not meet the expectations the Government has for this funding and may affect the future allocation of government funding to this Council.

8. BACKGROUND PAPERS

- 8.1. None

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Press Coverage 8 November 2017- 13 November 2019

Date	Story	Positive	Negative	Neutral	PR Issued	Media
6 Nov	No coverage					
30 Oct	West Witney Sports & Social Club			✓	No	WG
16 Oct	Lucy Harris to be added to memorial - Council decision	✓			no	WG
9 Oct	No Coverage					
2 Oct	No Coverage					
25 Sept	Car free day	✓			yes	WG
25 Sept	The Leys Football pitches			✓	no	
22 Sept	Radio interview Car Free Day	✓			yes	Radio Oxford
18 Sept	No coverage					
11 Sept	HOD Write up Your street	✓			yes	WG
11 Sept	Lucy Harris war Memorial update	✓			no	WG
11 Sept	Car Free Day	✓			yes	WG
4 Sept	Coffee Shed Vandalism			✓	no	WG
4 Sept	North ward Election result			✓	no	WG
28Aug	Lucy Harris war Memorial addition?			✓	no	WG
28 Aug	Pothole Spotting 'Superusers'				no	WG
25 August	Radio Interview Heritage Open Day Write Up Your Street	✓			Yes	Radio Oxford
20 Aug	North Ward Election candidates			✓	no	WG
14 Aug	No coverage					
7 Aug	No coverage					
31 July	North Ward Town Council Election			✓	Yes	WG
31 July	Climate Emergency public meeting	✓			Yes	WG

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Stronger Communities Committee Report

Date:	Monday 18 November 2019
Title:	Communications Report
Contact Officer:	Communications and Events Officer – Polly Inness

BACKGROUND

The purpose of this is to update Councillors about the progress of making the website accessibility compliant by September 2020.

WHERE WE ARE NOW

The Communications Officer has undertaken training via a webinar and due to attend a further training course in January, run in conjunction with OALC and RNIB. She therefore has a basic understanding of what is required and when, and is working towards achieving compliance ahead of the deadline next year.

WEBSITE

An accessibility statement has been added to the website and this is the default version that states that most of the website is not compliant. However, much of it actually is but the Communications Officer is in the process of auditing and checking for basic things such as descriptive links and alt text on images. For example the Council's statement says; **"Some links do not describe the landing page they are taking you to. We plan to put the full description in the link by the end of October 2019"**

She is fairly certain that all the links DO describe the destination, but to err on the side of caution while she checks, she is leaving that statement in place with a deadline by which to finish that work.

The Communications Officer aims to update the statement each month and remove all the statements that relate to areas where the Council has achieved compliance. There is a list and schedule to work to, she anticipates dedicating the equivalent of two days a week to working on this, in order to meet the deadline for compliance.

If making particular areas accessible or making things accessible in certain ways is a disproportionate burden, i.e. when considered, the impact on an organisation's size and resources is unreasonable in comparison to the benefit to be had from undertaking the work, the then Council can declare this in a statement and leave that part unfixed.

The Council cannot possibly be compliant for every disability (and this is not required by law) but it will strive to do its best to fulfil as much as it can.

CONTENT

The Communications Officer has created accessibility compliant WORD document templates (including this is one for Officers to use generically for Committee Reports) and instructions on how to create one for circulation in the office and will add instructions for converting to pdf in ways that preserve accessibility.

ENVIRONMENTAL IMPACT

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

RISK

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

FINANCIAL IMPLICATIONS

There is a cost for the courses and training, along with staff costs and associated resources but is accounted for within the annual Central Support budgets.

The alternative would be outsourcing the work to a web design company – however this would be at an additional cost to the Council.

RECOMMENDATIONS

Members are invited to note the report.

Stronger Communities Committee

Date: 18th November 2019

Title: Events Update & Leys Pitch One Update

Contact Officer: Operations and Estates Officer - John Hickman

Background

The purpose of this report is to update Members on the current position regarding 2019 Events since the last meeting and the current position regarding Leys Recreation Ground football pitch one side.

Current situation

Remembrance Sunday

The Works team have carried all the necessary preparations for the Remembrance Day Service and Parade at the time of writing this report. The Operations and Estates Officer can provide a verbal update regarding the event itself at this meeting if required.

Pinders Circus

Attended the Leys Recreation Ground on 30th September until 3rd September contrary to social media the circus was not on pitch one, they were pitched between the top of the football pitch and the new path that leads across the field to Sainsbury's as agreed by council.

Very little damage was done to the field and the site was clear and tidy on hand back to WTC and their damage deposit has been returned in full.

Leys Recreation Ground Pitch One Side

The Operations & Estates Officer put a comprehensive report to the Halls & Green Spaces Committee on 11 November however the item has been deferred until a suitable alternative can be found to replace pitch 1.

Terms and Conditions of Hire

The Operations and Estates Officer along with the newly appointed Compliance and Environment Officer will over the next month be reviewing Witney Town Council's Events Policy and terms and conditions of hire.

It is also hoped to meet with Event Organisers to discuss these items prior to making a final draft document for consideration and ratification by Council in the January schedule of Council Meetings.

Areas that will be looked at are:

- Small events below 50 persons as the current terms and conditions are onerous to people trying to run small events and clarification as to what is regarded as an event.
- PLI levels for 3rd parties at events.
- Set dates on when WTC will expect documentation to be provided by.
- Large Event Organisers will also be asked to show how they intend to reduce the events environmental impact regarding. Pollution from vehicle emissions, noise, chemical, sewerage, ammonia, etc. Litter in the area around the event and on the event site. Litter and waste materials going into landfill, composting or recycling facilities. Congestion and corresponding local air pollution from vehicle emissions. Greenhouse gasses from use of fuel / power.

Environmental impact

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

Council should consider the carbon footprint of each separate event and how the organisers plan to offset this.

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.

If members of the Public are invited to participate in a staged and planned event the organiser is responsible for public safety.

Financial implications

These are contained in the above report.

Recommendations

Members are invited to note the report.

STRONGER COMMUNITIES COMMITTEE REPORT

Date: Monday 18 November 2019

Title: Events Report

Contact Officer: Communications and Events Officer – Polly Inness

BACKGROUND

The purpose of this is to ask Councillors to consider the budget for Community events for 2020. Some are events that have run or trialled before and others are new ideas.

INDOOR MARKET/SECOND-HAND AND CRAFT SALES

These are easy to run and profitable for the halls. Only a small budget would be required for these as they require no upfront investment other than advertising and minimal staffing. The recent one was popular and feedback received afterwards was attendees requesting a second one be organised as soon as possible. Groups such as Synolos and the retirement villages could be invited to rent tables to sell craft items they have produced. The £6 a table charge was very popular as the Methodist church charges £20 to stallholders.

LAKE & COUNTRY PARK NATURE (TREASURE OR FAIRY) TRAIL & STORY TELLING

Summer holiday or half term events to get people to visit the lake and educate them about the nature, wildlife and ecology. Provide some age appropriate activities for different groups. This sits well with the newly formed Climate & Biodiversity Sub-Committee and its objectives.

CLIMATE EMERGENCY UPDATE EVENT

It has been suggested that Councillors may wish to run a public event with a review of progress and actions taken so far – at an appropriate time in the future, when there is something to report.

YOUTH COUNCIL CLIMATE EMERGENCY EVENT

The Youth Council would like to hold an event on Church Green which focuses on recycling plastic. They are hoping to engage with local businesses and members of the public to demonstrate how plastic waste can be used as bricks. Throughout the year they are also proposing to run further fundraiser coffee mornings in the Corn Exchange and other venues. Representatives from the Youth Council hope to be in attendance at the meeting in order to share their ideas and request financial or other assistance.

CAR FREE DAY

Consider what activities will be happening and budget for these, road closures (if not done through WODC) and any PR, staffing costs etc. the 22nd September falls on Tuesday in 2020 so road closures will be essential.

SECULAR FESTIVE EVENT

Simple lunch such as soup and a sandwich and community singing of secular, popular Christmas and winter songs

BIG LUNCH <https://www.edenprojectcommunities.com/councils>

The Committee were keen to do a lunch around Christmas - each year the Big Lunch takes place nationally, next year it falls on 6-7 June 2020 – Members may wish to do an event around this. Whether it be facilitating community groups to run one or something along the lines of the Christmas Making A Meal.

HERITAGE OPEN DAY

Members are requested to give consideration to next years Heritage Open Day – and if the Council wishes to participate, giving Officers an outline to work with in good time.

REMEMBRANCE SUNDAY PARADE & CIVIC SERVICE

In the past the Council has facilitated the Remembrance Sunday Parade and Service on behalf of the Royal British Legion. However this year the Town Clerk was informed three weeks prior to the event that the RBL no longer would be taking responsibility for this as it was a Civic event, according to a directive from its General Secretary. Given the late notice the Town Clerk was able to persuade the RBL to reconsider for this year and the parade and service went ahead as usual. It would appear that nationally Town Councils have varying involvement in these events and it does appear that the RBL will be expecting WTC to take on the full organisation and responsibility in 2020. Members are therefore warned of this change – your Officers will be working with RBL in the near future to do a handover – but a budget will be required.

ENVIRONMENTAL IMPACT

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

RISK

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

FINANCIAL IMPLICATIONS

Costs are attached to some of the activities and these should be considered when budget setting.

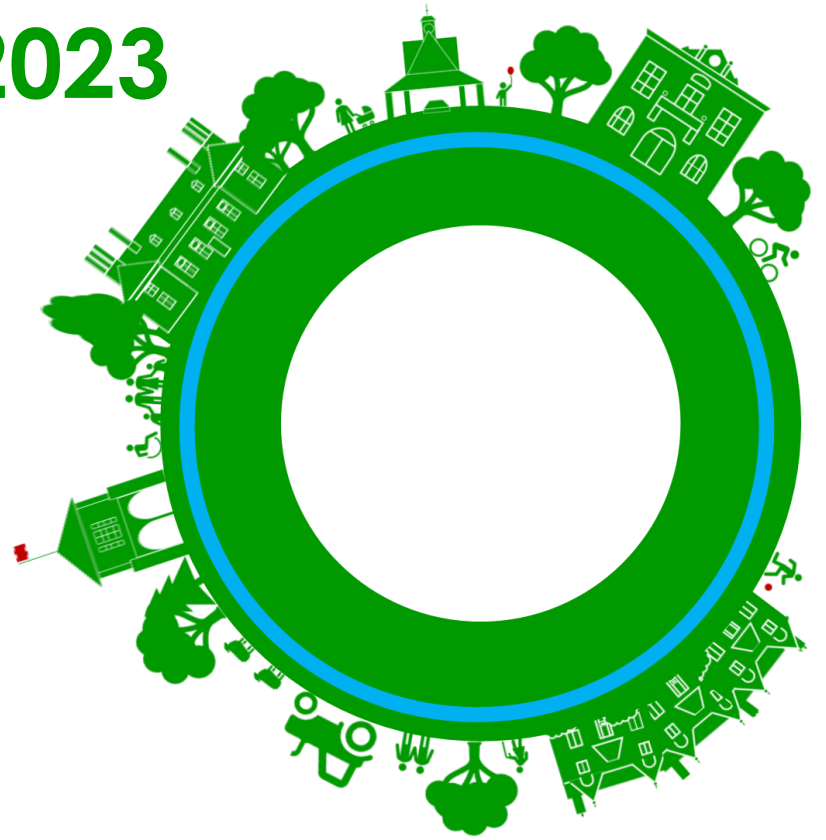
RECOMMENDATIONS

Members are invited to note the report and consider a budget for any of the events they wish the Town Council to run.

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Draft Strategic Plan 2019-2023

Witney Town Council



1.



2.



3.



Promote local businesses and help develop locally controlled economies which put our community first

Examples:

- Meet with and support local independent businesses, and work together to promote Witney's unique selling points
- Encourage shoppers to shop local and initiate campaigns such as Small Business Saturday
- Introduce a local supplier preference rating when awarding council contracts (and encourage other public sector organisations to do the same) in the interests of building community wealth
- Promote Witney's heritage and aim to develop Witney as a tourist destination

Actively seek engagement with all residents and enable them to lead safe, healthy and fulfilling lives

Examples:

- Launch the 'One Witney' initiative to develop engagement strategies and dialogue with a wide range of different community groups
- Work with all tiers of local authority to enable a holistic approach to improving our town.
- Explore initiatives aimed at reducing elderly isolation and valuing the role and experience of elderly members of our community
- Develop the Corn Exchange and firmly establish it at the heart of Witney's community

Protect and enhance our unique environment

Examples:

- Establish a Committee focused on improving our environment, including biodiversity & air quality
- Undertake a Biodiversity Audit to inform future strategy
- Develop and improve cycle networks and footpaths
- Create new green spaces, bring existing ones under Town Council control, commit to open/revitalise and protect parks or green spaces that are underused, abandoned or in disrepair

4.

A Forward
Looking Town
Council

Develop a local response to regional, national and international policy issues

Examples:

- Establish a Youth Working Party to address youth issues and determine how the needs of our young people can best be met
- Take action to respond locally to the Climate Change crisis
- Support & empower our Youth Council
- Seek to influence future development of Witney to ensure the right homes are built in the right place at the right price

5.

An
Empowered
Community

Encourage collaboration for the overall success of the town, through the facilitation and championing of change programmes & initiatives

Examples:

- Act as a facilitator, mobiliser and promoter of effective volunteer action based on community identified priorities, to improve our environment and build community resilience
- Work with sports clubs to improve sports facilities and build community led sports hubs/satellite sports hubs
- Set up a town led financial education programme to improve the financial literacy of our community and look to work with other professionals where additional community educational needs are identified
- Value, support and champion the arts, music and cultural groups within the town

6.

A Respectful
Community

Promote inclusivity and always treat people fairly and with respect regardless of race or racial group, sex or sexual orientation, religion or belief, age or disability

Examples:

- Work to remove barriers to encourage public participation and genuine debate through a relaxed, welcoming and open culture
- Move Town Council meetings to the Corn Exchange to improve accessibility and engagement
- Develop an Equality & Inclusivity Strategy focused on involving all people in the life of the town, celebrating and embracing diversity
- Assess all Town Council led initiatives against key equality criteria

Promote local businesses and help develop locally controlled economies which put our community first

**A Vibrant
Local
Economy**

Actively seek engagement with all residents and enable them to lead safe, healthy and fulfilling lives

**An Engaged &
Supported
Community**

Protect and enhance our unique environment

**A Beautiful
Witney**

Develop a local response to regional, national and international policy issues

**A Forward
Looking Town
Council**

Encourage collaboration for the overall success of the town through the facilitation and championing of change programmes & initiatives

**An
Empowered
Community**

Promote inclusivity and always treat people fairly and with respect regardless of race or racial group, sex or sexual orientation, religion or belief, age or disability

**A Respectful
Community**

Our Six Strategic Outcomes



**CHRISTMAS SUB COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 21 October 2019

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

Present:

Councillor J Aitman (Chair)

Councillors:	T Ashby	J King
	D Butterfield	R Smith
Officers:	Nicky Cayley	Democratic Services Officer
	Tracy Minns	Cemeteries & Projects Officer
	John Hickman	Operations & Estates Officer
Others:	Dianne Parkes	Witney Wonderland
	Tony Carter	Rotary Club of Witney

X418 APOLOGIES FOR ABSENCE

An apology for his absence was received from Cllr Owen Collins.

X419 DECLARATIONS OF INTEREST

There were no declarations of interest in matters to be discussed at the meeting.

X420 MINUTES

The Committee received and considered the minutes of the meeting held on 1 July 2019.

There were no matters arising.

RESOLVED: that the minutes of the meeting held on 1 July 2019 be confirmed as a correct record and signed by the Chairman.

X421 UPDATE ON CHRISTMAS LIGHTING DISPLAY

The Sub Committee received and considered the report of the Operations and Estates Officer.

Members discussed the environmental impact of the Christmas Lights being continually on and estimated that they could save half of the carbon emissions if they were only on from 2pm – 2am, for example. However, it was noted that at this stage in the contract it would not be sensible to fit timers, and therefore this should be something required in the next tender.

RECOMMENDED:

1. that the report be noted;
2. that the Committee notes that it is aware of the carbon footprint of the Christmas Lights and that timers will be looked at when the contract is retendered.

X422 UPDATE ON SWITCH ON EVENT FROM ROTARY

The Committee welcomed Mr Tony Carter from Rotary and Mrs Dianne Parkes from Witney Wonderland.

From a Rotary perspective, preparations were going well and the event would follow the same format as the previous year. A new addition would be a lantern parade in conjunction with Witney Wonderland. Mr Carter and Mrs Parkes explained that the two organisations had been working well together. Mrs Parkes said that there had been a huge surge towards the Church at the end of the switch on which had overwhelmed Witney Wonderland and therefore this year, no events would begin until 6.30pm, giving a half an hour transition period. She suggested that the Town Crier could be used to gather people together for the lantern procession

The Operations and Estates Officer raised concerns about the safe passage of pedestrians without a road closure at the end of Corn Street, as he felt it had been somewhat dangerous last year when everyone had turned to go down to the Church. Mr Carter replied that Rotary could apply for a road closure and put members in fluorescent jackets at points on Corn Street to advise motorists. They could also put marshals on the zebra crossing on Langdale Gate to help traffic and pedestrian management.

A member commented that he felt that a press release should be issued asking people not to use cars on the night of the switch on.

RECOMMENDED:

1. that the update from Rotary be noted;
2. that the update from Dianne Parkes of Witney Wonderland be noted;
3. that Rotary applies for an additional road closure for the end of Corn Street (where it meets the High Street) between 6 and 6.30pm to ensure crowd safety when the Switch On ends and the crowds disperse to the church – marshals should be stationed along Corn Street to advise motorists that there is no through road; additionally marshals should be stationed at the zebra crossing on Langdale Gate to allow traffic and pedestrians to use the road in turn.

X423 UPDATE ON ADVENT FAYRE

The Committee received and considered the report of the Projects Officer.

She added that she was still looking for a Father Christmas if anyone knew of anyone that might help. Mr Carter replied that he would ask his fellow Rotary members as they may be able to help out on this.

RECOMMENDED:

1. that the report be noted;
2. that the Project Officer makes contact with Tony Carter from Rotary to see if a Father Christmas could be sourced from Rotary members;
3. that the Chair would speak to fellow members about volunteering for the Advent Fayre;
4. that the Chair would come back to the Project Officer with craft ideas.

The meeting closed at: 6.35 pm

Chair

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Witney Twinning Association



Committee Meeting 2nd October 2019

Minutes

- Twinning Anniversary 2020
- Photo Gallery
- Remembrance
- Twin Town Challenge (TTC)
- Unterhaching Phone Box

- Twinning Anniversary 2020
 - Budget / Grant Application
 - Schedule/Events
 - Concert - Hall & Grant Application
 - Raffle
 - Promotional Activities

John gave a rough overview of the schedule of the actual anniversary, that he had sent to Brenda for review with the Town Council who in turn will then see what additional events they would like to add and what funds might be available

The schedule will be shared as soon as we can have feedback from Brenda form her meeting with the Town Council. Suggestion during the meetings offering our guests tour of Witney along with the Blanket tour.

Mike will find out about the grant application and any decision the Council will make, According to an email that was received by Mike and John, the decision was due to be made on Monday the 7th. There are going to be 100 tickets for sale.

Witney Twinning Association



Each party, Voice Box, Witney Town Band and the Twinning Association will be in charge to find four raffle prizes. Andy has already said he will offer a prize from his current place of work, the Byron, and speak with the new manager at the Cafe Rouge for a prize.

Felicity shared with everyone the poster and leaflets that she has prepared and has arranged for tickets to be sold at the Tourist Information Centre and Rapture

- Photo Gallery
 - Library Update
 - Woolgate Clock Tower update
 - Photo Collection

Hilary is working on the Library with Chris B and has found out that in the library there is only one window available for external users. Hilary think this will be plenty of space as otherwise too much material will be needed.

John will provide some flags for the display. The Woolgate Centre's Clocktower will be eliminated as John Found out that the cost to rent the space for the day is £200 throughout the week and £300 for a Saturday.

So far no photos have been collected and again a further push will be made to try and collect some, either through social media or connections.

- Remembrance
 - Schedule
 - Guests
 - Membership Dinner

The Twinning Association will host the guests arriving on the Friday with drinks and nibbles on the Friday evening, with a dinner planned on the Saturday to

Witney Twinning Association



which the membership will be invited. John has written to Kate in France to see how many she thinks would be able to come.

From Germany there will be three people, amongst them will be Bernie, who unfortunately will not be able to stay for the concert on the Sunday.

- Twin Town Challenge (TTC)
 - Update on Participants

There is still some interest, however the race will be self funded with an attempt to raise money to cover some of the cost, however it will not be a Twinning funded car. Mike and Andy are working on a plan.

- Unterhaching Phone Box
 - Update on Mini-Library

Each committee member will have a look through their books at home to see if there are any they can donate. Should not enough books come together John will collect some books at the Christmas Fayre of the King's School where historically they have always had many books on offer.

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	Twinning Anniversary Budget 2020					
			3rd - 6th April 2020			
				QTY	Price / Head/Mile	Total £
3/4/20	Friday	Town Hall get-together	Sandwiches, Cheese & Wine	30	8.00	240.00
4/4/20	Saturday	Bowls Club AM	Games & Hall hire	30		75.00
		Bowls lunch	Buffet	30	15.00	450.00
		Guests' free time	Suggestion, Bicester, Cotswold			
			Mileage for Lifts	150	0.20	30.00
		Dinner	TBC	20	25	500.00
5/4/20	Sunday	Anniversary Celebration	Gallery Room / Hall	30	0.00	0.00
			Refreshments	30	1.00	30.00
		Lunch	Upton Smokery (Suggestion)	30	30	900.00
		Activity	Oxford Round Trip	14	18	252.00
			Mileage & Parking	12	2.5	30.00
			Afternoon Coffee	18	6	108.00
		Small Dinner	TBC (Pizza, Chinese, Indian etc)	20	15	300.00
6/4/20	Monday	Departure				
		TOTAL			£	2,915.00

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