

# Public Document Pack

## Witney Town Council

Mrs Sharon Groth FSLCC fCMgr  
Town Clerk

Cllr Duncan Enright  
Mayor of Witney



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14 January 2020

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, 20th January, 2020 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](mailto: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 - 12)

- a) To adopt and sign as a correct record the minutes of the meeting held on 18 November 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. **Operational Report - Progress since last meeting** (Pages 13 - 14)

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

6. **Officer's Work Programme**

To note the updated schedule of works (to follow).

7. **Trees** (Pages 15 - 32)

- a) To receive and consider the report of the Operations & Estates Officer relating to a tree donated by Extinction Rebellion and the logistics/policy for planting.
- b) To receive and consider correspondence from Tim Stevenson, Lord-Lieutenant of Oxfordshire regarding increasing tree cover in Oxfordshire.
- c) To receive and consider the report of the Operations & Estates Officer relating to a request for tree planting for Climate Action in Witney.
- d) To receive documentation from the Earthwatch Institute concerning 'Tiny Forests' and consider the potential of such a scheme in Witney.

8. **Request for Additional Bus Shelter** (Pages 33 - 34)

To receive and consider a request from a resident for an additional bus shelter

9. **Bus Shelter Artwork for Burwell Drive and Corn Street** (Pages 35 - 36)

To receive and consider the report of the Communications & Events Officer on the Bus Shelter Art Project.

10. **Community Piano Art Project**

To receive an update on the progress of the installation of the Community Piano Art Project

11. **Community Clean Up - Grant**

At the last meeting the Town Clerk was asked to seek further clarification on what the grant funding could be spent on – minute SC460 refers. Verbal report to be given at the meeting.

12. **Community Speedwatch** (Pages 37 - 40)

To receive and consider the communication from Thames Valley Police regarding the Town Council taking on the responsibility of the Community Speedwatch Scheme and also consider procuring the necessary equipment.

*This has come via the Witney Traffic Advisory Committee meeting from various complaints from residents on speeding and the lack of speed enforcement.*

13. **Communications Update** (Pages 41 - 44)

To receive and consider the report of the Communications & Events Officer, including an update on Press Coverage.

14. **Council & Civic Events** (Pages 45 - 48)

To receive and consider the report of the Communications & Events Officer

15. **Events and Pitch One at The Leys** (Pages 49 - 68)

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

16. **Christmas Lights** (Pages 69 - 72)

To receive and consider the report of the Operations & Estates Officer with an update of the current position relating to the 2019 Christmas Lights display and contract.

17. **Witney & District Twinning Association** (Pages 73 - 76)

To receive the minutes of the Witney & District Twinning Association held on 28 November 2019 – for information.

The Chairman of the Twinning Association has been advised that the Council has granted £1,000 towards the Twinning Anniversaries in 2020/21 as part of the budget setting agreed on 16 December 2019.

18. **VE Day 75 Working Party** (Pages 77 - 80)

To receive and consider the minutes of the VE Day 75 Working Party meetings held on

- a. 4 November 2019 - enclosed
- b. 6 January 2020 – enclosed

19. **Youth Services Working Party**

To receive a verbal report from the meeting of the Youth Services Working Party held earlier in the evening and agree any recommendations contained therein.



Town Clerk

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

**Held on Monday, 18 November 2019**

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

**Present:**

Councillor L Ashbourne (Chair)

Councillors:	J Aitman O Collins D Enright	V Gwatkin R Smith
Officers:	Nicky Cayley Sharon Groth John Hickman Polly Inness Angus Whitburn	Democratic Services Officer Town Clerk Operations & Estates Officer Communications & Events Officer Compliance and Environment Officer
Others:	4 members of the public.	

SC450 **APOLOGIES FOR ABSENCE**

Apologies for their absence were received from Cllrs Bolger and King.

SC451 **DECLARATIONS OF INTEREST**

Cllr Ashbourne declared a non-pecuniary interest in agenda item 8 as she was a volunteer for West Oxfordshire Community Transport; Cllr Enright declared a non-pecuniary interest in agenda item 8 as he was a member of West Oxfordshire Community Transport and Cllr Aitman declared an interest in the same item as she was the Town Council representative for West Oxfordshire Community Transport.

SC452 **MINUTES**

The Committee received and considered the minutes of the meeting held on the 16 September 2019.

**RESOLVED:** that the minutes of the meeting held on 16 September 2019 be agreed as a correct record and signed by the Chair with the following amendments:

Cllr J Aitman to be added to list of attendees;

Minute 371, Resolution 2: the addition of "and a pesticides policy should be written".

SC453 **PUBLIC PARTICIPATION**

The Committee adjourned so that Members of the Youth Council and Margaret Burden, on behalf of West Oxfordshire Community Transport (WOCT), could address the Committee.

*The Committee reconvened after the public participation.*

SC454 **WEST OXFORDSHIRE COMMUNITY TRANSPORT**

This item was moved up the agenda with the express permission from the Chair, so that Margaret Burden could hear the discussion. The Town Clerk explained that any grant given for a period of years would give the bus service security, but would also assist the Town Council in its budget setting.

**RECOMMENDED:** that the Town Council increases its annual grant to West Oxfordshire Community Transport to £21,000 per annum for a period of three years commencing in 2020/21.

SC455 **OFFICER'S WORK PROGRAMME**

The Committee received and considered the Officers' Schedule of Work. The Town Clerk was pleased to advise that some items were now complete.

A member asked where the bus shelter that was moving from Marriott's Walk to Market Square would be sited. The Operations and Estates Officer explained that unfortunately it was not in a condition to withstand moving.

Another member asked for an update on the bus shelter art. The Communications and Events Officer replied that it was ready but she had not had time to action it yet.

Another member asked about the possibility of additional grit bins and the Land Army being able to help regarding snow clearance. The Town Clerk said that she would speak to the relevant County Council officer.

A member asked what was happening with the bench at Oxlease following the resident's request. The Operations and Estates Officer advised that Cottsway who owned the land had agreed in principle but wanted to know what the Town Council would do to deter anti-social behaviour (ASB). It was highly likely that ASB would occur due to the location. Members discussed this and agreed that Cottsway should be written to and have it explained that if the bench did cause any problems, it would be removed.

**RESOLVED:**

1. that the report be noted;
2. that the bench at Blakes Avenue be sited in the agreed location and that Cottsway informed that if there were incidences of ASB, the bench could be removed.

SC456 **OPERATIONAL REPORT - PROGRESS SINCE LAST MEETING**

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

**RESOLVED:** that the report be noted.

SC457 **STREET FURNITURE AND INFRASTRUCTURE**

The Chair and Cllrs Collins, Enright and Aitman gave a verbal update on the art project relating to the Street Piano, which was recently undertaken in conjunction with students from Abingdon & Witney College.

Members discussed the proposed designs from the college students - which had been reduced to four final options - and agreed to proceed with the “planets and flowers design”. They discussed potential sites for the piano and it was suggested that the SOTA Gallery might be a suitable place.

**RESOLVED:**

1. that the verbal report be noted;
2. that the Mayor approaches the SOTA Gallery to ask if they would be happy to have the Community Piano outside their shop and if they would store it overnight;
3. that a trolley be purchased (preferably second hand) up to a maximum budget of £200;
4. that the Mayor informs the College of the winning designs – planets and flowers;
5. that the Mayor also asks the SOTA Gallery if it would display the artwork of the finalists.

SC458 **ANTISOCIAL BEHAVIOUR AND VANDALISM**

a) Vandalism Report – Operations and Estates Officer

Members received and considered an updated vandalism report from the Operations and Estates Officer.

b) Youth Have Your Say 2020

The Committee received and considered a verbal report from the Town Clerk, in which she explained the history behind the Youth Have Your Say events, run by Thames Valley Police and the Community Safety Partnership. There was a desire to hold one in 2020 and the Town Council had the opportunity to support this by offering free use of the Corn Exchange.

c) Anti-social Behaviour in the Town

The Town Clerk provided a verbal update, including that she had been to a multi-agency meeting on 22 October 2019. The Police had produced a report outlining things that could happen to tackle this. Hopefully a mobile CCTV camera would be stationed at The Leys soon. Although the ASB was a seasonal problem, the Council needed to prepare for next year when the weather improved and the nights were lighter. There would be a follow up meeting in December.

The Chair commented that whilst the original intent had been to have a public meeting on ASB, she proposed that the Annual Town meeting could have this as its focus. All members felt this was a good idea, as the police would be in attendance too.

**RECOMMENDED:**

- a) that the report on vandalism from the Operations and Estates Officer be noted;

- b) that the Town Clerk's verbal report be noted and that Town Council supports the Youth Have Your Say 2020 event by granting TVP/Community Safety Partnership free use of the Corn Exchange on 13 March 2020;
- c) that the verbal update from the Town Clerk be noted and that rather than hosting a meeting about ASB, this is made the focus of the Annual Town Meeting on 11 March 2020 and Aspire and Guideposts should be invited.

SC459 **GROUNDNS MAINTENANCE - TREES, FLORAL DISPLAYS AND PESTICIDE POLICY**

a) Trees

The Committee received and considered the report of the Operations and Estates Officer, in which he reported that the Council's Tree Surgeon had advised that it was not possible to reduce the canopy of trees to get better air flow to the West Witney Bowls Green. There followed a discussion on why trees needed to be removed and agreed that whilst three trees would be removed, six trees would be replanted elsewhere. The other items of work were agreed.

b) Church Green and Welch Way Commemorative Bed – Planting Scheme

The Committee received and considered the report of the Operations and Estates Officer, concerning a change to the make-up of planting and the condition of the raised bed at Welch Way.

c) Pesticide Policy

The Committee received and considered the report of the Operations and Estates Officer, with a policy for sports pitches. The policy for the whole town would be brought to the next meeting.

**RECOMMENDED:**

- a)
  - i) that the report of the Operations and Estates Officer be noted and that an additional sum of £3,995 be added to the arboriculture budget to deal with the major deadwood etc. within the tree belt at West Witney;
  - ii) that three trees to the southern side of West Witney Bowls Green be removed with 6 trees to be planted elsewhere as a replacement.
- b)
  - i) that the report be noted;
  - ii) that a supplementary estimate of £5,210.35 be provided from the general reserve to re-construct the raised bed on Welch Way;
  - iii) that an annual sum of £2,000 for 5 years be set aside for the future reconstruction of this bed in stone, with the Operations and Estates Officer obtaining quotes for this work;
  - iv) that the planting of the beds on Church Green be changed to 50% perennial and 50% shrubs.
- c) that the report of the Operations and Estates Officer be noted and that the full pesticides policy for non-sporting areas is brought to the next meeting.



SC460 **COMMUNITY CLEAN UP**

The Committee received and considered communication from West Oxfordshire District Council (WODC) concerning a grant from Central Government for cleaning up the community. Whilst examples of what the money could be spent on included items such as litter pickers and high visibility jackets, a member had spoken to a number of volunteer groups who confirmed that they already had such items. The Town Clerk agreed to speak to WODC to see what else the money could be spent on – e.g. pressure washers.

**RESOLVED:** that the Town Clerk seeks clarification from WODC to ascertain exactly what the grant could be spent on.

SC461 **COMMUNICATIONS UPDATE**

The Committee received and considered an updated report of press coverage and the report of the Communications and Events Officer on web accessibility.

**RESOLVED:** that the reports be noted.

SC462 **SUSPENSION OF STANDING ORDER 48 A**

**RESOLVED:** that Standing Order 48a) be suspended in order to allow the meeting to continue as it had now lasted for two hours.

SC463 **EVENTS REPORT**

a) Third Party Events

The Committee received and considered the report of the Operations and Estates Officer concerning third party events on The Leys.

b) Civic and Community Events

The Committee received and considered the report of the Communications and Events officer containing ideas for civic and community events.

c) Community Christmas Meal

Cllr Smith provided members with a verbal update on the plans for the Community Christmas Meal and asked if the Council would support the initiative by offering free use of the Corn Exchange.

**RECOMMENDED:**

- a) that the Operations & Estates Officer's report on third party events be noted;
- b)
  - i) that the report of the Communications & Events Officer be noted;
  - ii) that the Communications and Events Officer circulates three possible dates to members for a Lake and Country Park Trail and Story Telling Day;

- iii) that a Climate Emergency Update Meeting is not needed as public were attending the Working Party meetings;
  - iv) that the Youth Council are supported by the Town Council and Councillors for their Climate Change Event on Church Green;
  - v) that the Communications and Events Officers undertakes research into successful car free days in order to ascertain whether road closures would be necessary;
  - vi) that a £1, 000 budget is set up for Car Free Day 2020;
  - vii) that a budget of £250 be set up for a Secular Festive Event for 2020;
  - viii) that the Town Council advertises for a Community Group to facilitate/run a Big Lunch on 6 – 7 June 2020;
- c) that the update on the Community Christmas meal from Cllr Smith be noted and that free use of the Corn Exchange for the event be agreed.

**SC464 ONE WITNEY VISION: RESIDENTS SURVEY**

The Committee received and considered the draft strategic plan produced by Cllrs Gwatkin and Ashbourne. The Town Clerk commented she had some concerns about the wording in its current form, particularly as it encompassed things that were outside the remit of the Town Council. It was agreed that she would work on rewording some sections with Cllrs Ashbourne and Gwatkin. Once this has been done the Communications and Events Officer would translate it into an online survey and issue a press release.

**RESOLVED:**

1. that the Draft Strategic Plan 2019 -2023 be noted;
2. that Cllrs Ashbourne and Gwatkin work with the Town Clerk to reword some sections of the plan;
3. that the Communications and Events Officer translates the strategic plan into a Survey Monkey survey and issues a press release to launch this.

**SC465 TOWN CENTRE SHOPS**

The Committee discussed the state of the high street in terms of local businesses as several shops had closed and more were expected. The Chair advised that this item had been put onto the agenda because District Councillor Andrew Coles had asked the Town Council to support a Small Business Saturday. The Town Clerk pointed out that the District Council employed a Business Development Officer. As business development was not under the Town Council's remit or control, it was agreed to write to the District Council's Business Development Officer asking that the District Council supports small businesses as much as possible.

**RESOLVED:** that the Town Council writes a letter to WODC's Business Development Officer explaining that the Town Council would like to see the District Council supporting the town's independent businesses more.

SC466 **CHRISTMAS SUB COMMITTEE**

The Committee received and considered the minutes of the Christmas Sub Committee held on 21 October 2019.

**RESOLVED:** that the minutes of the Christmas Sub Committee be noted, and the recommendations contained therein be provided with the following amendment to minute X421, recommendation 2:

Add in "and solar powered options" after "timers".

SC467 **CLIMATE AND BIODIVERSITY SUB COMMITTEE MINUTES**

The Committee received and considered the minutes of the Climate and Biodiversity Sub Committee held on 6 November 2019.

**RESOLVED:** that the minutes be noted, and the recommendations contained therein be approved.

SC468 **TWINNING MINUTES**

The Committee received and considered the minutes of the Witney & District Twinning Association held on 2 October 2019 and a request for a grant towards their Anniversary Celebrations in 2020.

**RESOLVED:** that the minutes of the meeting be noted and that a grant of £1,000 plus free use of the Corn Exchange is given towards the Anniversary Celebrations in 2020.

SC469 **FINANCE REPORT - REVISED BUDGET 2019/20 AND PROPOSED BUDGET 2020/21**

a) Revised revenue budget 2019/20 and base revenue budget for 2020/21

The Town Clerk circulated her report on the revised revenue budget for the current year and the first draft of the budget proposed for 2020/21 at the meeting. She explained that the adoption of this year's budget was regrettably having to be put back due to time constraints and for personal reasons.

b) Revised Capital & Special Revenue Projects Programme 2019/20

The Town Clerk circulated a schedule of the position relating to the current years capital and special revenue projects for this committee.

c) Revenue Growth Items and Capital/Special Revenue Projects Programme 2020/21 and beyond

The Town Clerk circulated a schedule of projects put forward for this committee's consideration, although some had not been costed out. She invited Members to let her know of any other projects which should be included.

**RESOLVED:**

1. that the revised budget for 2019/20 and the first draft of the proposed budget for 2020/21 be noted;
2. that the progress of the revised capital and special revenue projects programme for 2019/20 be noted;
3. that items for the capital and special revenue projects programme for 2020/21 and beyond be noted.

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The meeting closed at: 9.00 pm

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Chair

## STRONGER COMMUNITIES COMMITTEE

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**Date:** Monday 20<sup>th</sup> January 2020  
**Title:** Progress on Improvements and repairs Since Last Meeting  
**Contact Officer:** Operations and Estates Officer – John Hickman

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### **BACKGROUND**

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

#### VANDALISM

There has been no reported vandalism since the last meeting.

#### BENCHES

The works team have prepared the bench base at Blakes Avenue and installed the new bench as requested by Councillor Bolger and agreed by Council/Cottsway Housing Association.

All benches held in stock have now been used so further new benches will be purchased from this year's bench budget.

#### LITTER BINS

The Works team has replaced several litter bins at the Leys Recreation Ground for the New Recycling style litter bins.

All bins held in stock have now been used so further bins will be purchased from this year's budget in order to continue the replacement of all litter bins.

#### WELCH WAY RAISED FLOWER BED

Contractors have started the work to raise this flower bed and it should be completed by the time of this meeting.

### HEDGE WORKS

Contractors have been carrying out hedge reduction works to Curbridge Road, Thorney Leys hedge. One complaint from a resident has been received so far which has been addressed by the Operations and Estates Officer.

### TREE WORKS

Tree works have been commissioned to be carried out at West Witney to remove three trees within the old contractor's compound to improve light and air to the bowls green. Confirmation of works timings is still awaited at the time of writing this report.

Tree works to remove all the dead wood from the tree belt at West Witney as agreed by council has been commissioned to be carried out. Confirmation of works timings is still awaited at the time of writing this report.

### TREE SURVEY YEAR ONE WORKS

The Operations and Estates Officer has received a quote for this work from the tree surgeons which exceeds the amount currently left in this year's tree budget. The Operations and estates Officer is removing works that can be done by the Council's works team directly in order to ensure works are completed within this year's remaining budgets.

### **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**

Described here or as stated in the report above.

### **RECOMMENDATIONS**

- Member are invited to note the report.

## **STRONGER COMMUNITIES COMMITTEE**

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**Date:** Monday 20<sup>th</sup> January 2020  
**Title:** Extinction Rebellion Tree  
**Contact Officer:** Operations and Estates Officer – John Hickman

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### **BACKGROUND**

Councillor Bolger contacted the Operations & Estates Officer on Friday 29<sup>th</sup> November informing him that the Extinction Rebellion intended to plant a tree on Church Green as part of the protest march through the Town over that weekend. As a compromise she suggested that if the Extinction Rebellion were to carry out a symbolic planting on Church Green could WTC plant the tree within its estate at a later date. The tree was left in the Corn Exchange Foyer after the march so it could be taken into the Council's tree stock and planted accordingly as part of the annual tree planting scheme.

### **ACTION TAKEN**

The Operations and Estates Officer agreed to plant the tree along with the annual replacement tree planting he was due to carry out and he was under the impression that this would just be planted as any of WTC other trees as per normal practice.

On Monday 2<sup>nd</sup> December Councillor Bolger emailed the Operations and Estates Officer to say the tree was in the Corn Exchange behind the reception desk. Also, in the email it now requested that he let Extinction Rebellion know when and where the tree would be planted so they could have a gathering. The Operations and Estates Officer replied to Councillor Bolger after collecting the tree and finding it was a pot grown Oak and would require careful consideration as to where it should be planted.

Councillor Bolger requested a further update on 19<sup>th</sup> December to which the Operations and Estates Officer informed her that Council needed to make some policy decisions. This was especially important now if the Extinction Rebellion wanted to be involved in the planting etc as council might be seen to be supporting the Extinction Rebellion group if the group were to be involved or attend the planting as a group. Officers felt uncomfortable taking this decision particularly as WTC has not at any stage this year pledged its support to any such group.

The Operations and Estates Officer plans to plant the tree on Burwell QE2 Field close to the main Road between the existing fence and footpath as per approx. location on Burwell Plan,

subject to the Council's agreement and policy decisions as set out in the recommendations below.

### **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. As mentioned above the Council has not pledged support to any such activist group and in accepting this tree Members should give consideration to the public perception of endorsement and any reputational risk this may have.

### **FINANCIAL IMPLICATIONS**

If Council accepts this tree into its tree stock there will be a cost of maintaining it – and possibly the replacement cost if it were to die.

### **RECOMMENDATIONS**

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

1. Is the Council happy to accept the tree from XR and allow it to be planted on WTC land - endorsing XR's cause;
2. Is Council willing for XR to be involved in the planting of this tree – should a plaque be provided to acknowledge the donation and reasons for planting – if so at who's expense;
3. If council will replace the tree should the tree be lost for any reason;
4. Are Council happy to maintain and look after this tree in line with all its other tree stock.



**From:** Office <[office@stevenson-oxford.co.uk](mailto:office@stevenson-oxford.co.uk)>  
**Date:** 6 January 2020 at 12:29:38 GMT  
**To:** Duncan Enright <[Duncan.Enright@witney-tc.gov.uk](mailto:Duncan.Enright@witney-tc.gov.uk)>  
**Subject:** Increasing tree cover in Oxfordshire

Dear Duncan,

I am writing to invite you to participate in an exciting new initiative that aims substantially to increase tree cover in Oxfordshire. If you are interested and willing to participate, we would be grateful if you could complete [this form](#).

2020 is the year in which we must start actively to address both species loss and climate breakdown, and we want Oxfordshire to take a lead. All six councils in the County have declared a climate emergency but as yet no overall clear plan of action has been developed. Increasing tree cover is just one part, but an essential part, of the actions we need to take.

A programme of work is being developed to devise and implement a single unified plan for the optimising of tree cover in Oxfordshire by 2045 that all interested parties can actively support and participate in, and that sets an example nationwide.

Initially it is proposed to determine where trees could be planted using a participatory GIS mapping process. We see GIS mapping as the best way to ensure the planting or natural regeneration of the right trees in the right places, whilst recognising other land use priorities such as maintaining diverse natural habitats, agriculture, housing and other key considerations. The national tree champion Sir William Worsley is being invited to come to Oxford in the late spring to hear our conclusions.

So far, a steering group has been created to oversee the project, consisting of the Trust for Oxfordshire's Environment, the Environmental Change Institute, Oxfordshire's Trees for the Future and Nicholsons Forestry. We are now reaching out to all the organisations in Oxfordshire with an interest in land use, nature and climate change to invite them to participate to ensure that their viewpoint on the best future land uses for Oxfordshire are fully represented.

We would be extremely grateful if you would complete [this form](#) by 24th January at the latest so that we can understand the extent to which you might be willing to participate in this project. Your contribution could range from being kept informed of progress to providing datasets and judging on their suitability in building the final picture.

We then plan to hold an open meeting to which you are all invited at which we will present our initial thoughts on how to go about the GIS mapping project and to seek your advice and input. Completing the form will ensure you receive an invite to this event.

On a day to day basis, this initiative is being co-ordinated by Jamie Hartzell and Victoria Macnamara, who can be reached at the email addresses and phone numbers below. Feel free to get in touch directly with any queries, rather than contacting me directly.

We look forward to hearing from you.

Best wishes,

Tim Stevenson  
Lord-Lieutenant of Oxfordshire

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# Increasing tree cover in Oxfordshire

Our aim is to devise and implement a single unified plan to optimising tree cover in Oxfordshire, to ensure the protection and improvement of Oxfordshire's woods and trees, and that all parties with an interest in land management and nature recovery in Oxfordshire can actively support and participate in. Ideally the plan will have nationwide application.

The project will be initially conducted through a participatory GIS mapping exercise designed to reflect the wider challenge of both economic interests and maximising biodiversity and reducing species loss through supporting nature's recovery. The guiding principle of the project will be to propose the planting or natural regeneration of the right trees in the right place, whilst recognising other land use priorities such as maintaining diverse natural habitats, agriculture, housing and other key considerations.

Participation in the mapping project is designed to be collaborative, bring together the diverse and high quality knowledge base in Oxfordshire and reflect the interests of as many stakeholders as possible

\* Required

## ABOUT THE PROJECT

We see this project as progressing in a number of key stages between now and summer 2020:

1. We will first consult all the organisations with an interest in Oxfordshire's land use and how it impacts on tree planting to encourage their participation in the project. The form below is the first step.
2. We will gather information on all available datasets that might be included in the GIS mapping project so that we can understand where trees might best be planted, and of what type.
3. We will bring together all organisations willing to actively participate in the project to seek their views on the relative significance of the datasets and how they might each be applied. From this session, we will develop a set of key variables that will determine the extent of tree cover that could realistically be achieved under different conditions.
4. We will commission a GIS mapping company to produce a spatial analysis that utilises these key data sets and that takes account of the variables we develop. (See <https://www.giperspective.co.uk/case-study/location-analysis-gis-software-tool-e4tech/> for an example of how this can work).
5. We will bring organisations together a second time to present our results for assessment and to agree a final proposal. This is likely to include the kind of policies that will need to be implemented to make our proposals viable.
6. We will present our conclusions to the national tree champion Sir William Worsley and encourage him to adopt the proposals we have evolved for Oxfordshire, for use nationally.
7. We will actively lobby for the adoption of our proposals.

## ABOUT YOU

Your Name \*

Your answer

Your Organisation \*

Your answer

Your Job Title \*

Your answer

Your Email Address \*

Your answer

Your Phone Number

Your answer

## ABOUT YOUR WORK

Please explain briefly the work your organisation is undertaking that impacts on tree cover in Oxfordshire (max 150 words)\* \*

Your answer

Please provide a brief overview of where your organisation stands on increasing tree cover in Oxfordshire. Would you support a doubling of cover? (max 200 words): \*

Your answer

## ABOUT YOUR PARTICIPATION

Please choose your preferred level of participation in this project (select all that apply): \*

I am not interested

I would like to contribute information to the mapping process

I would like to attend events associated with this project

Please keep me informed by adding me to your email list

I would be interested to join the steering group for this project

Other:

## ABOUT YOUR CONTRIBUTION TO THIS PROJECT

Please explain your interest in this project (max 150 words):

Your answer

Please let us know the nature of the contribution your organisation can make to this project (select all that apply):\* \*

I would like to ensure that my views on land use and what trees to plant where to be represented.

I can supply information on appropriate land uses.

I know of other organisations that I think should be consulted

Other:

Please expand on your organisation's potential contribution here:

Your answer

Please provide any internet references to your work, if available

Please supply Internet addresses:

Your answer

Would you be open to advising on the datasets we might use for the mapping project? \*

Yes

No

Maybe

Other:

**GDPR Consent \***

I consent to the information here provided being used by the Oxfordshire Woodlands Project to further its aims. I am aware that this may include the information I have provided being shared with other organisations participating in the project. I understand that Oxfordshire Woodlands Project may also wish to publicise or promote my work in the context of the project as whole, but will not do so without seeking my specific consent first.

I consent

I do not consent

SUBMIT

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## STRONGER COMMUNITIES COMMITTEE

---

DATE: 20<sup>th</sup> January 2020

TITLE: Request by Olivia Thornton to Plant Trees on WTC Property for Climate Action

CONTACT OFFICER: Operations & Estates Officer – John Hickman

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### BACKGROUND

This request was originally made to the Mayor. Ms Thornton would like to carry out tree planting within Witney for climate action, as is happening in other local areas.

### CURRENT POSITION

The Operations and Estates Officer has met with Ms Thornton to discuss the possibilities of WTC land being used to carry out tree planting.

WTC has some large areas of land at the Lake and Country Park that may be suitable for larger areas of tree planting. If planted as whips, native British trees are not expensive to purchase and WTC contractors could possibly provide these free of charge as part of their carbon offsetting.

The main financial cost to council other than the land to plant the trees would be the ongoing maintenance of these trees in the years to come and this is an important area Ms Thornton should research. If a group/s could be formed that would look after, maintain and be fully responsible for a large area of trees planted on WTC land, it would ensure the trees survive and thrive and there would be no ongoing costs to WTC.

Planting a large area of approx. 400 trees on a suitable area of the Lake and Country Park could form part of the Climate and Biodiversity Working Party agenda on 26<sup>th</sup> February 20.

### ENVIRONMENTAL IMPACT

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019, Councillors should have due regard to the environmental impact of any decisions they make in relation to the Council's facilities and the 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

- As stated in the report, further investigation would be needed regarding ongoing maintenance.

## RECOMMENDATIONS

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

- Ms Thornton's request to consider areas to plant trees on WTC property for Climate Action.



# Tiny Forest

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FOR CLIMATE-PROOF, NATURE FRIENDLY  
CITIES



## Why Tiny Forests®?

Creating a thriving and climate resilient city - one that supports economic growth and enhances well-being - is a considerable challenge. Environmental issues such as flooding, pollution and heat stress are increasingly affecting cities; and this is only expected to worsen in the face of climate change.

Increasing urbanisation, modern lifestyles, digitalisation and longer distances between homes and pleasant green spaces, have also resulted in people enjoying far less time in nature.

A Tiny Forest is a dense, fast-growing native woodland that is around the size of a tennis court. These miniature forests are not only an attractive location for wildlife, but for people as well.

It follows a method of forest management, developed by Dr. Miyawaki in the 1970s, to plant natural, native forests. These forests grow rapidly and become more biodiverse, faster. Since the movement began 3,000 tiny forests have been planted, 96.7% of which developed into resilient ecosystems within 10 years.

## What is a Tiny Forest®?

- A new dense green space with **low management** expectations, becoming maintenance-free after the first three years
- **Fast-growing forest** - 10 times faster than regular forests
- Up to **30 times more dense** compared to conventional tree plantings - 600 trees in a tennis-court size plot, therefore maximising benefits per hectare of land
- **30 times better noise and dust reduction**
- Up to **30 times better carbon-dioxide absorption** as compared to a monoculture plantation
- Completely **chemical and fertiliser free** forest that sustains itself and supports local biodiversity
- An outdoor classroom space close by for people to connect with nature

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January 2017



June 2017



September 2017



\*After two growing seasons (planted in winter 2015)

## How do we create a Tiny Forest®?

Once the plot is identified there are only 5 steps to establish a Tiny Forest:

**Step 1: Exploring the field on native forest communities**, because these are more resilient, facilitate higher biodiversity and cope better with disease.

**Step 2: Soil research**, because forest soils are complex and microbes, fungi and soil fauna play a key role.

**Step 3: Soil preparation**, to create the best conditions possible

**Step 4: Create a planting design**, with the right species and so that it becomes a pleasant space

**Step 5: Plant it**, the fun bit where you can engage your staff for a volunteering day

**Maintenance for first 3 growing seasons**, but less is better



## Tiny Forest® Factsheet

Benefit	Expected impact after 4 years, these will increase with time
CO2 absorption	On average 450-600 kg CO2 uptake per year is expected: 1800-2400 kg CO2 after 4 years (compared to <a href="#">136 kg CO2 uptake in 4 years</a> of a same size regular forest).
Biodiversity contribution	One Tiny Forest attracts more than 500 animal and plant species (insects, birds, amphibians, mammals, etc); in The Netherlands monitoring has shown >600 species in 7 Tiny Forests together after 4 years (excluding the initially planted species).
Well-being	The Tiny Forest is a very dense, green element with green leaves at all height levels (up to 7 meters).
Thermal comfort	Forests cool air by active transpiration of water; in combination with the shading effect it is why a forest in summer is always cooler than its surroundings. <a href="#">Temperature differences up to 6 degrees</a> are to be expected.
Flood mitigation	Forests (trees) increase infiltration in the subsurface and catch off rain in their canopy; therefore increasing flood mitigation locally. Expectation is that a Tiny Forest can process 30,000 litres of rain water (= 30 m <sup>3</sup> ) during a rain event.
Air quality	The expected effect on air quality of a Tiny Forest is a <a href="#">decrease of 1-10% on floating particulate matter</a> in the air depending on the location and post first year.

## Why invest in a Tiny Forest®?

With £25,000, Earthwatch will:

- Follow Steps 1-5 and establish a new Tiny Forest, which you can brand
- Provide a volunteer or team building day for your staff (60-100 employees) to plant the Tiny Forest, including an educational environmental session
- Build the capacity of the Tiny Forest Keeper Team, engaging 4-5 employees as ambassadors (1hr/week required mostly in spring and summer to water and remove undesired plants)
- Monitor the environmental benefits (e.g. CO<sub>2</sub>, biodiversity, air quality, flood mitigation) for the following 2 years, giving you science-based data you can use in your reporting and communications
- Engage your staff in 2-4 monitoring events\* a year to raise awareness on urban natural solutions for climate change

\*By using citizen science, which actively involves non-scientists in scientific research, collecting and analysing data.

## Why Earthwatch?

Earthwatch has partnered with IVN, the organisation leading the Tiny Forest movement.

As an established environmental charity, with 50 years track record in engaging people of all walks of life in nature, we are ideally placed to expand Tiny Forests.

We have a deep commitment to delivering impact.

We have a proven ability to engage employees. We are an established research organisation with IRO status (Independent Research Organisation).

We work with scientists, communities and policy-makers to promote conservation action, and with companies, to invest in sustainability and in their people for environmental positive change.

Our goal is to plant 100+ Tiny Forests by 2023.

Contact Maria Pontes at [mpontes@earthwatch.org.uk](mailto:mpontes@earthwatch.org.uk) for partnership opportunities.



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## Request for Additional Bus Shelter

To whom it may concern:

I should like to put forward for consideration the idea of a bus shelter at the top of Tower Hill. This is a popular bus stop, used mainly by elderly residents, and no doubt it will be even more heavily used in future as the new houses in Kingfisher Meadows are sold and occupied. At present, the stop is open to the elements, and frequently exposed to bitingly cold winds and pouring rain, both of which are potentially inimical to the health of older people.

I very much hope that the Committee will see fit to authorise this proposal. Even a bench would be better than nothing for ageing bones!

Yours faithfully,  
Margaret Stewardson

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## STRONGER COMMUNITIES COMMITTEE

---

**Date:** Monday 20 January 2019

**Title:** Bus Shelter Artwork for Burwell Drive and Corn Street

**Contact Officer:** Communications & Events Officer – Polly Inness

---

### **BACKGROUND & HISTORY**

The purpose of the report is to ask Councillors to consider whether the application of artwork to the new shelters in Corn Street and Burwell Drive is desirable.

The Bus Shelter Art Project came about from a Council initiative in 2017/18 whereby a solution was sought in order to try and reduce criminal damage to the bus shelters in the town. In collaboration with Abingdon & Witney College a brief was delivered by the Town Clerk to students as part of their work experience and the resultant art work was then used on various shelters in Witney. Councillors and Officers sought sponsorship to cover the cost of the art installations.

The previous installations in the town centre where there was plenty of footfall were successful and were not vandalised. However, the shelter at Newland was repeatedly attacked and the plasticised artwork was set on fire and had to be replaced numerous times which meant that the cost of installation far outstripped the amount of sponsorship and defeated the object of deterring vandalism – this was the shelter which initially instigated the project because of the continued vandalism it received. Not only was the artwork damaged but the Perspex was also damaged which meant that there was an additional cost to replace this each time.

In the summer of 2018, a further project was launched by way of a competition encouraging the general public to submit photographs or other works of art which could be transferred onto the bus shelters in order to refresh the original designs. Unfortunately, only two submissions were received as a result of this competition. Officers reported this to the Community Services Committee on 19 November 2018 and the recommendation was, that if no further entries were received for the Bus Shelter Art Competition, photos from the Armistice Day Centenary celebrations be utilised.

### **ARTWORK**

The Town Council has some artwork available for use on shelters – mostly photography but there are also a couple of paintings that can be used. Please see attached.

## **FINANCIAL IMPLICATIONS/SPONSORSHIP**

An agreement with Abbeymill Properties means that there is some money available to install artwork on the two new shelters. This was as a result of the negotiations relating to the relocation of the bus shelter near the bus garage at the bottom end of Corn Street and was as follows: *Abbeymill Properties will pay Witney Town Council £8,500 to cover two new bus shelters (including installation by the supplier), bins, cycle racks and art work (£500 total).*

For information purposes, the cost of the Market Square shelters was £314 each and the Newland Shelter was originally just £168 but replacement artwork sheets and panels were £84 each to produce and install on each occasion.

The charge is made per panel so the new shelters cost as follows: Corn Street is enclosed by 12 Perspex panels at a total cost for production and installation of £505.85 at 2018 prices and the Abbey Road shelter comes in at £266.10.

No sponsorship of other shelters has been decided which means that unless this is sought then the full cost of producing and installing artwork on other shelters will be borne by the council.

As well as the money provided by Abbeymills Properties, in the current and next year's budget there is £2,000 set aside for Bus Shelter Maintenance (4035/402).

## **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 the facilities and services it operates. *Whilst the intentions of the original initiative were based on the hope of reducing anti-social behaviour/criminal damage it should be noted that the artwork is installed on printed plasticised sheets which may contradict the Council's Climate Emergency declaration.*

## **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 and consider the following:

1. whether the Council wishes to continue to install artwork to its bus shelters, and if so whether this is the town centre shelters only or to include the outlying shelters such as the one at Abbey Road;
2. whether Councillors wish to engage with local businesses to raise sponsorship for further shelters to be included.

**From:** "Webb Robert (Chipping Norton)"  
**Date:** 9 December 2019 at 09:11:37 GMT  
**To:** "'[Laura.Price@Oxfordshire.gov.uk](mailto:Laura.Price@Oxfordshire.gov.uk)" <[Laura.Price@Oxfordshire.gov.uk](mailto:Laura.Price@Oxfordshire.gov.uk)>  
**Subject:** Community Speedwatch

Dear Laura

Inspector Hookham has asked me to get in touch with you regarding speeding issues and Community Speedwatch.

Although not an official role, I have been co-ordinating Community Speedwatch in West Oxfordshire for a number of years and can offer advice or support to schemes starting up. We also have our own speed equipment on the Neighbourhood Department which we can deploy quickly to give an indication if there is a problem in a particular location.

Traditionally, speed enforcement is carried out by our Roads Policing Department however resources being what they are they can't cover every area that there is a perceived problem. On the Neighbourhood Team, we have a Speed Indicator Device which displays the speed to an oncoming motorist. With this data we can then suggest speed reduction proposals to our Road Safety Management team as well as town and parish councils. This may involve education operations, improvement in roadside furniture and signage or physical obstructions to slow the traffic down.

Community Speedwatch has been set up to allow residents to take control of the issue where they live and help supply the police with this data. Speedwatch schemes generally have to be under the umbrella of an authoritative body (such as a Parish or Town Council) for insurance purposes and there is a cost involved to obtain the correct equipment etc. After a brief initial training session by myself, the schemes are left to run as and when they like and they will feed back results to police who will process the data.

In the interim I can ask members of my team at Witney to deploy the Speed Indicator Device on any roads where they may be a problem – I notice that Tower Hill has already been flagged up. If there is a group of volunteers willing to set up a Speedwatch scheme then please point them in my direction and I would be happy help.

Let me know if you need any further information.

Best wishes

*PC 5307 Rob Webb  
Neighbourhood Officer  
Neighbourhood Supervisor  
Wildlife Crime Officer  
Chipping Norton Police Office  
Tel: 101  
Follow us on Twitter - @tvp\_westoxon*

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**From:** "Webb Robert (Chipping Norton)"  
**Date:** 11 December 2019 at 11:48:56 GMT  
**To:** 'Cllr Laura Price' <[Laura.Price@Oxfordshire.gov.uk](mailto:Laura.Price@Oxfordshire.gov.uk)>  
**Subject:** RE: Community Speedwatch

Hi Laura

The only cost to the council would be for the equipment. This can vary based on what kit is purchased but I did some research for another scheme earlier this year and we were looking at anything between £1,000 and £6,000. The very basic units – which are similar to the ones we use – just display a speed to the motorist, are mobile and are mounted on a tripod. Some have a smiley/sad face function as well.

There are other minimal costs, such as hi-vis vests/jackets for the volunteers and paperwork/printing etc.

A Google search for Speed Indicator Devices brings up a few options at different prices. Any purchased equipment must be cleared by TVP prior to use.

Hope this helps

Best wishes

*PC 5307 Rob Webb  
Neighbourhood Officer  
Neighbourhood Supervisor  
Wildlife Crime Officer  
Chipping Norton Police Office  
Tel: 101  
Follow us on Twitter - @tvp\_westoxon*

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## **STRONGER COMMUNITIES COMMITTEE**

---

**Date:** Monday 20 January 2020  
**Title:** Communications Update  
**Contact Officer:** Communications & Events Officer – Polly Inness

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### **BACKGROUND**

The purpose of this is to update Councillors about communication matters.

#### **NEWSLETTER SWITCH TO PAPERLESS**

The price for Mailchimp and Campaign Manager is around the same price at £9 a month to mail out to 2500 subscribers, which is more than we have. Over a year, if issuing monthly that's £108 which is less than the cost of 100 printed copies. We previously ordered 250 paper copies per quarter which are distributed to the halls, the Town Centre shop and offered to councillors and we are always left with copies. It is also published electronically online.

This quarter we only purchased 150 copies at £185.00 zero VAT which would pay for a whole year. Obviously, we cannot reach everyone electronically, but it is easy to print individual copies on request.

#### **SPRING NEWSLETTER**

Our spring newsletter advertises the Annual Town Meeting, contains information about Witney Town Council's precept charge and a breakdown of how that is spent. This information was previously issued by WODC along with the Council Tax bills. We have also more recently issued our annual satisfaction survey in the same issue with a Freepost return option. This has been printed and distributed by a local company and is delivered to every household in the OX28 postcode area. Councillors are asked to consider if they wish to repeat this again this year and if they do, consider if there is a special focus required. We have previously focused on Street furniture, Christmas Lights, Communication, The Corn Exchange, The Lake and Country Park and Sporting facilities. It is worth bearing in mind that the One Witney Survey has also been issued recently.

#### ONE WITNEY SURVEY

There have been around 140 responses to the survey so far. It will close at the end of January. Responses will be circulated to councillors after the closing date.

#### **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**

Described here or as stated in the report above.

#### **RECOMMENDATIONS**

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

- Consider switching to a paperless newsletter;
- Decide whether the spring newsletter is to be issued and distributed by Push Start Marketing as before;
- Do the councillors want to issue the Annual Satisfaction Survey with a particular focus?

# Press Coverage 8 November 2017- 8 JANUARY 2020

Date	Story	Positive	Negative	Neutral	PR Issued	Media
January 8th	No Content					
	No Christmas New Year					
18 Dec	Replacement of damaged bus shelters	✓			Yes	WG p 5
11 Dec	Nothing					
4 Dec	Clampdown on Parking Langdale Hall			✓	No	WG Front page story by WODC
27 Nov	Nothing					
20 Nov	West Witney Sports & Social Club			✓	No	WG Small mention in story on Front page
18 Nov	No coverage					
6 Nov	No coverage					
30 Oct	West Witney Sports & Social Club			✓	No	WG Front page and p10 editorial
16 Oct	Lucy Harris to be added to memorial - Council decisior	✓			no	WG p2
9 Oct	No Coverage					
2 Oct	No Coverage					
25 Sept	Car free day	✓			yes	WG p2 & 10 editotial
25 Sept	The Leys Football pitches			✓	no	Front Page
18 Sept	No coverage					
11 Sept	HOD Write up Your street	✓			yes	WG page 6
11 Sept	Lucy Harris war Memorial update	✓			no	WG page 3
11 Sept	Car Free Day	✓			yes	WG page 2
4 Sept	Coffee Shed Vandalism			✓	no	WG Page 3
4 Sept	North ward Election result			✓	no	WG page 3
28Aug	Lucy Harris war Memorial addition?			✓	no	WG page 9
28 Aug	Pothole Spotting 'Superusers'				no	WG Page 2
25 August	Radio Interview Heritage Open Day Write Up Your Str	✓			Yes	Radio Oxford
21 Aug	North Ward Election candidates			✓	no	WG Page 5
14 Aug	No coverage					
7 Aug	No coverage					
31 July	North Ward Town Council Election			✓	Yes	WG Page 5
31 July	Climate Emergency public meeting	✓			Yes	WG Front Page & Editorial Pg 10

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## **STRONGER COMMUNITIES COMMITTEE**

---

**Date:** Monday 20 January 2020  
**Title:** Council & Civic Events  
**Contact Officer:** Communications & Events Officer – Polly Inness

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### **BACKGROUND**

The purpose of this is to inform Councillors about plans for events for 2020 and give feedback on recent events.

### **PANTOMIME**

This was successful. We cut off sales on Christmas Eve having sold 138 of 150 seats, taking £1104. After charges for the hall are offset and the cost of the theatre company at £650 we made around £250 in profit. We could easily have sold the full 150 tickets and made an additional £150. We could also have made a lot of money from selling refreshments but instead were directing people to the local shop for soft drinks and snacks. We should make a provision for refreshments if the panto is repeated next year. As I attended to collect and check tickets, I would have had ample opportunity to have sold refreshments

### **REMEMBRANCE**

The Royal British Legion had contacted Witney Town Council ahead of this year's event with a view to arranging a meeting to discuss the future of the Remembrance Service and Parade. The meeting eventually took place in December following receipt of a letter from the Legion which explained that nationally, Royal British Legion branches were asking local councils to take on responsibility for the parade. The implications are that the cost of insuring and overseeing the parade (first aid etc.) will fall to the town council in future. RBL were also been told that they cannot run a parade with an unqualified Parade Marshal, so training will be offered to their current marshal (if a place is available on the course). Because this takes place relatively late in the year Witney Town Council is seeking to recruit a temporary replacement for this year only, to ensure that we can have a parade this year. While every effort will be made to continue with a traditional service and parade there may

well be other necessary changes to the format of these as we do not have the resources to cover the event as it stands. Our insurance company requires that we use only trained marshals on road closures and barriers. Youth organisations that currently take part in the parade will be invited to a meeting to discuss changes in late January and it will be imperative that they send a representative so that they understand any changes and implications for their groups.

#### CIVIC RECEPTION

The Reception is booked for Friday 20<sup>th</sup> March. Citizen of the Year Awards take place at the Reception and winners are due to be selected and announced very shortly.

#### VE DAY

Minutes from the VE Day meeting will have been made available. Witney Town Council will be organising a short program of music and dance events on the Market Square on Friday May 8<sup>th</sup> with community groups and organisations invited to make use of the Corn Exchange and Burwell Hall for their own community events.

#### LAKE AND COUNTRY PARK DAY

Proposed date for this is during the May half term. The format is likely to be the launch of a nature-based scavenger hunt leaflet for children and families. We will contact some of our local environment and nature groups such as Berks Bucks and Oxfordshire Wildlife Trust, The Lower Windrush Valley Project and the RSPB to see if they can come along and offer some activities.

#### WITNEY CARNIVAL

The following minutes were received from Witney Rotary Club who had been asked to consider a theme of the 1920s (hundred years) of The Leys.

## **Theme**

***This was agreed-The 1920s: A celebration of the Leys. This takes account of the Town Council's letter of the 19<sup>th</sup> September. It was noted that this presents the Town Council with an opportunity to contribute via, say a Marquee used to display some of the photographs etc. of the Leys in the 1920s drawn from Witney Museum. Local artists or art groups might also get involved. This would be put to the Town Council.***  
**Action Chairman**

As a financial implication, the Council has set a budget of £500 for WTC use at the carnival.

The Committee has also stressed that any stall/activity (manned by councillors) will require risk assessments and proof of PLI.

## **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**

Described here or as stated in the report above.

## **RECOMMENDATIONS**

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

- Whether to have a panto this year and if refreshments could be offered;
- Mayor to set a date to come in and select Citizens of Year;
- Decide the format of the Lake and Country Park day;
- The format of any stall at Witney Carnival 2020.

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## STRONGER COMMUNITIES COMMITTEE

---

DATE: Monday 20<sup>th</sup> January 2020

TITLE: Events update & Leys Pitch One update

CONTACT OFFICER: Operations and Estates Officer – John Hickman

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### **BACKGROUND**

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

### **CURRENT SITUATION**

#### REMEMBRANCE SUNDAY

The Royal British Legion wants to continue holding the annual Remembrance Sunday Parade however they no longer intend to take responsibility for it and would like WTC to assume this responsibility. Officers have met with the Royal British Legion representatives regarding this matter and are in the process of considering what type of event WTC can provide.

#### EVENT REQUESTS

Several event requests have been received for the Leys Recreation Ground in addition to the events already agreed, these are:

- Leys, American Circus
- Leys, Helicopter Landing to collect bride and groom from St Mary's church following the couples wedding.
- Leys, Christmas Wonderland 3 weeks prior to Christmas 2020, possible Ice rink, Christmas Market, Fair rides, etc.
- West Witney, West Witney Primary School Colour run.

The events on the Leys would obviously be dependent on Councils decision regarding Leys Pitch one becoming an events field.

## LEYS RECREATION GROUND PITCH ONE SIDE

The Halls and Green Spaces Committee of the Town Council has agreed that the Leys Pitch one side can be used solely for events and no longer used for sports. Events other than the Carnival and Witney Feast (as established users of the Cricket side of the field) should be the only events allowed to use the Cricket pitch side of the Leys and this area would be reserved for Cricket, junior football and other sporting items only. No other events would be allowed to use this area in order to be able to maintain it in good condition for these sports going forward. Large events would not be allowed on any of WTC's other sports pitches, these would be solely for minor events i.e. play day etc. and sporting use only.

## GROUND PROTECTION

If this was the case then a simpler form of ground protection would still need to be provided for events on the Leys events Field such as access mats in high footfall or vehicle traffic areas, especially when ground conditions are wet in order to prevent excessive damage to the ground. The ground also needs to be protected to ensure it is in a usable condition for the following event. The ground also needs to be in a usable condition for members of the public to use it following each event as it is a public open space for use by all off the residents of Witney.

The ground would need annual de-compaction, in order to prevent compaction building up to a point where the area is not suitable to be used by members of the public in between events, or preventing the ground from draining sufficiently when wet conditions prevail.

Council should also consider making reinforced trackways on to the field from main entrance areas to assist vehicular access and remove the requirement for ground protection in these areas of heavy wear.

## GROUND RENOVATIONS

Given the current level of events, a certain level of ground renovations will still need to be carried out on areas used solely for events. This is to keep the grass sward in a condition that can accept them and ensure the ground does not get over compacted to levels that will also cause issues to members of the public that use it at other times or affect the drainage of the area.

The provision of a £5,000 rolling annual ground renovation budget for the Leys to maintain the ground in an acceptable condition following events and to include de-compaction, maintaining the grass sward and levelling uneven areas would be beneficial. Any surplus budget can then accumulate over time to allow for additional events field works such as rein-forced trackways etc.

## TERMS AND CONDITIONS OF HIRE

The Operations and Estates Officer and the newly appointed Compliance and Environment Officer met with representatives from Lib Fest, Witney Music Festival and Witney Carnival to discuss the terms and conditions of hire. Dates were agreed for documentation to be provided by the events to WTC. Final Event Management Plans will be provided 6 weeks prior to the event and any outstanding documentation from stall holders etc. provide 2 weeks prior to the event.

Officers have also looked at Public Liability Insurance amounts and the majority of PLI will remain at 10 million pounds, however 5 million pounds will be accepted for low risk groups, stall holders, charity groups, caterers etc.

A new Draft Policy and Application form has been drawn up for council agreement with the relevant timings for EMP and supporting documentation.

## **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**

The associated cost that will be incurred if pitch one side of the Leys Recreation Ground is used as solely an events field in future and the setting of an annual rolling budget of £5,000 for this.

## RECOMMENDATIONS

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

1. The suggested use of Pitch One side of the Leys Recreation Ground solely as an events field going forward;
2. No further events to be held on the Leys Recreation Ground other than the existing use by Witney Carnival and Witney Feast;
3. Large events would not be allowed use of WTC's other sports pitches, these would be solely for minor events i.e. play day etc. and sporting use only.
4. The Draft Events Policy and Application documentation including changes to PLI.
5. Provision of an annual ground renovation rolling budget of £5,000 for the Leys in order to maintain the ground in an acceptable condition. This would include de-compaction, over seeding as required, maintaining the grass sward and levelling uneven areas following events;
6. The provision of re-in forced trackways to main entrance to the Events Field.



# Witney Town Council Event Hosting Policy

2019 - 2020



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## Introduction

Witney Town Council is the custodian for the Leys Recreation Ground, Queen Elizabeth II Field (Burwell), King George V Playing Field (Newland) and West Witney Sports Ground. The Town Council manages these areas on behalf of the residents of Witney and they are used extensively by the sports teams in the town and residents.

The Town Council encourages anyone who would like to organise an event to contact them for information as to the suitability of the venues available and managed by the Town Council.

An event can be anything from a community picnic or sponsored walkthrough to large-scale music or food festivals and sports tournaments. The details of each location, size, parking, facilities in relation to all these areas can be found on the Town Council's website below or by contacting the Administration Assistant on 01993 704379.

<http://www.witney-tc.gov.uk/public-halls-2/outside-venues/>

## The Objective of this Policy

The main objective of this policy is to ensure the safe running of events taking place on Witney Town Councils land. The policy outlines guidelines to ensure the following;

- Health and Safety requirements
- Sufficient event planning
- Council policies are adhered to
- Equality and diversity
- Waste management
- Environmental impact

This policy also aims to set out the application and conditions for approval. The approval comes from Witney Town Council once satisfied with the event's safety.

Large-scale outdoor events such as festivals, sporting events and concerts are increasingly popular, regularly attracting large crowds of people. Most of these events pass off without incident, due to good planning and organisation by the organisers. This guidance provides some useful additional advice for organisers to help them run such events safely.

## Definitions

WTC: Witney Town Council

Event Organiser: The person/group requesting to run an event on Witney Town Council land.

Event: The purpose for which the location has been booked

EMP: Event Management Plan

HSE: The Health and Safety Executive is a UK government agency responsible for the encouragement, regulation and enforcement of workplace health, safety and welfare.

SAG: Safety Advisory Group

Event Permit: The permit that will be granted authorising the event on council land

## List of areas available to hire under this policy:

The Leys Recreation Ground

Burwell QE2 Field

West Witney Sports Ground

King Georges Field

Areas that are used for football are not available for booking from the second weekend in May until the last weekend of June.

## Approval Process

Witney Town Council will consider applications received on the prescribed forms and the advertised times only. We are unable to take booking for events outside the prescribed times. All event applications have to be submitted with an event management plan, Witney Town Council will use this to access the initial suitability of the event for the land requested.

No event can take place on Witney Town Council's land until all the following requirements have been met.

1. Deposit has been received
2. Issued with an event permit issue and signed exclusively by Witney Town Council
3. Have in place valid public liability insurance up to the value of £10 million
4. EMP with sufficient level of detail to the scale of event signed off by Witney Town Council
5. All requested Health & Safety documentation provided including but not limited to risk assessments, insurance documentation, food safety certificate, Licenses and inspection certification for rides.

WTC accepts no responsibility for non-arrival of application forms, supporting information, remittances or cancellations.

All EMP's and H&S documentation are made available to WTC, HSE and relevant parties. Event organisers may be required to attend the SAG as part of the application process dependant on the level of risk associated with the event. Failure to attend this meeting could result in the event being unsafe to run and the application being refused.

WTC may require changes and additions to EMP's after submission before an agreement in principle is issued. Refusal to make such amendments will result in no agreement in principle or event permit being issued. WTC are unable to review or accept any changes to an EMP when a permit has been issued.

WTC will make their decision and send an agreement in principle after all required paperwork with requested amendments and additions has been submitted.

Events will not be authorised when the health & safety risk is considered too high by WTC or SAG. Or if required licences, consent or permission required has not been granted.

## Agreement in Principle

WTC will provide in writing a final decision on the event. This will contain an agreement in principle and an invoice for the event. Also included will be our standard condition of hire and may contain any additional conditions relevant to the event at the discretion of WTC.

WTC will then issue an event permit once a signed copy of the agreement in principle has been returned and full payment of the invoice is received. The event permit will contain and confirm the following information.

## Payment

An invoice will be sent along with the agreement in principle that will contain the following.

- Cost to hire the event location
- Other associated charges for use of our services

The invoice does not include any fees and charges relating to other applications.



## Issuing of Event Permit

The event organiser is required to return a signed copy of the agreement in principle along with the following information.

1. Have in place valid public liability insurance up to the value of £10 million
2. Deposit received for booking
3. EMP with sufficient level of detail to the scale of event signed off by Witney Town Council
4. All requested Health & Safety documentation provided including but not limited to risk assessments, insurance documentation, food safety certificate, Licenses and inspection certification for rides.

After all, information requested is received and accepted by Witney Town Council an event permit will be issued.

## Event Permit

A copy of the permit will be signed and issued by Witney Town Council. the event permit will contain the below information.

- Event Name
- Permitted event date(s) and times including set-up/set-down
- Event Location
- Organiser's details
- Conditions of the permit

An event permit is non-transferrable and cannot be sublet to any other organiser.

## Rejected Application

When an application for event hosting on WTC land has been refused a full explanation for the refusal will be provided by writing. Refused applications can be reviewed if you believe WTC has not followed their procedures.

## Event Assessment

An event permit will be issued that grants permission to hold an event on WTC land. To ensure compliance with the original Event Plan submitted and all requested paperwork regular site visits will be made. The objective of these visits is to ensure the safe operation of the event and the submitted EMP is being followed. These visits will be broken down into four stages.

1. Pre site assessment with the event organiser. This is where the land is handed over to the event organiser to begin set up.
2. Pre-event authorisation. This visit will ensure that the set-up of the event is in line with the EMP and there are no adverse risks to the public and employees.
3. Ongoing assessment during the event running period. These assessments can consist of scheduled and unscheduled visits. The purpose of these is to assess the event is running in accordance with the submitted EMP, council policies and there are no heightened safety risks.
4. Post-event assessment, this visit will take place during the end of the set-down. The site will be handed back to WTC during this visit. An assessment will be made on the method of the set-down, condition of the land and the environmental impact the event has caused.

It is mandatory that WTC officers are permitted on the event land to carry out these assessments and at all but the ongoing assessments they are accompanied by event organisers and or health and safety representatives.

We reserve the right to demand the removal of any equipment considered unsafe or about which complaints are received.

## Terms and Conditions

### Use of Event Location

The Event must not start or finish outside the authorised date(s) and time(s) shown on the Event Permit. This includes the time required to set up, breakdown and clearing the site.

All property associated with the Event must also be removed by the end of the period of hire. If you fail to do this we may remove and store any property that is left and all reasonable costs incurred will be charged to you. We are entitled to sell (in such a manner as we think fit) any property removed and stored if it is not claimed within 28 days and the proceeds of the sale shall be the Councils.

We accept no responsibility for the property at the Event Location before, during or after the hire period.

We shall not be held responsible for any damage to or theft of property during its removal or storage.

If Council land or property at the event location is damaged, destroyed, stolen or removed, during the period of the event, whether caused by you or others associated with the event, the cost of reinstating, repairing, replacing or cleaning will be charged to you. Our valuation of any damage/loss is final.

### Right of Entry/Access

Authorised Council officers or Members shall be permitted entry to the Event Location at all times during the period of hire.

We reserve the right to refuse admission to or evict any person from the Event Location.

We reserve the right to fix a maximum limit for the number of persons attending the Event/Activity.

You shall ensure that pedestrians are allowed unrestricted access along any public footpath located within the event location and that any highway in the event location remains open unless the relevant road closure order has been obtained and duly executed.

You must ensure that all users of the Event Location, whether event participants or not, have unrestricted access to the permanent public toilet facilities located within the Event Location.

### Cancellation

We may need to cancel an event when the event location is affected by an emergency of any kind. We will consider refunding part or all of any fees and charges paid and the amount shall be at our sole discretion.

We reserve the right to withdraw permission to use an Event location. However, we will repay any fee paid to hire the location on cancellation but shall be under no liability for the expense incurred or loss sustained by you as a result of the cancellation.

If you cancel your Event you must tell us in writing. Your confirmation will take effect from the working day it is received by us. Any fees paid are non-refundable.

### Event Management Plan (EMP)

An event organiser has a legal duty to plan, manage and monitor the event to make sure that workers and the visiting public are not exposed to health and safety risks. This is covered in detail relevant to the event size in an EMP. It is compulsory for all event organisers on Witney Town Council land to complete and submit an event plan for review by officers. Essential information an EMP should contain is listed below. However, WTC may request additional information is included if deemed necessary by its officers. This information must then be added and resubmitted for review by WTC.

- Details of the event and who is attending
- Location of the event with site plans

- Staffing structure and information, including subcontractors
- Handing of public & employee health and Safety
- Schedule of event including set up and set down
- Equipment being used for the event
- Licensing
- Detailed emergency action procedures and plans
- The process to deal with adverse weather conditions
- Review plans after event completion including environmental impact

### Waste Disposal & Sanitary Provisions

Event organisers must ensure that sufficient waste disposal provisions have been made. It is the event organiser's responsibility that the land is regularly litter picked and bins are emptied. Organisers EMP has to contain a detailed waste management system.

### Not Permitted

All events approved by WTC are to be held in accordance with the standards conditions shown and any additional conditions that may be applied specifically to any event. Below is a list of what we do not permit on WTC land.

- Liquid waste to be disposed of into the sewer system
- Council waste bins to be used for the disposal of any waste generated by the event
- Campsites
- Campfires, fire pits or the use of disposable or temporary BBQ's
- Interference with or anything to be attached to any item of street or parks furniture
- Any council notices or displays at the event location to be removed or covered
- The release of sky lanterns or helium balloons
- Any excavation
- Performing animals (Included fairs with fish as prizes)
- Events continuing after 11 pm

WTC officers will use there event assessment site visits to ensure organisers are not in breach of WTC conditions.

## Law

### Health and Safety Law

As an event's organiser, you have the prime responsibility for the health and safety of your workers, Members of the public and contractor working at the event. What the law entails is available on <http://www.hse.gov.uk/event-safety/>. And guidance on health and safety directly relating to events can be obtained from the purple guide.

The event organiser should ensure the event venue is designed appropriately for its intended purpose regarding health and safety law. Further details of the venues can be requested from Witney Town Council directly.

### Enforcement of Local authority's and HSE

HSE and Local Authority (LAs) are responsible for enforcing health and safety legislation. Meaning an organiser's health and safety documentation for events will be reviewed by Witney Town Council. Any event run by Witney Town Council HSE will be responsible for enforcement.

HSE enforcement policy for HSE and local authorities (WTC) can be found on <http://www.hse.gov.uk/lau/>

### **HSE has the enforcement responsibility for**

- Fairgrounds (includes all fairground rides not coin-operated street fairs and bouncy castles)
- Film and video broadcasting
- Security guards

#### **Thames Valley Police**

- Road Traffic Issues

#### **Environment Agency**

- Waste Disposal

#### **Licensing**

In addition to health and safety law, some event may also require licenses from other authorities under different legislation/regulations such as.

#### **Alcohol Licensing**

<https://www.gov.uk/guidance/alcohol-licensing>

#### **Entertainment Licensing**

<https://www.gov.uk/guidance/entertainment-licensing-changes-under-the-live-music-act>

#### **PRS for music**

<https://www.prsformusic.com/>

#### **Security licensing (SIA)**

<https://www.sia.homeoffice.gov.uk/pages/licensing.aspx>

#### **Public Liability Insurance**

Organisers with events Insurance should have public liability insurance up to the value of £10 million included in their policy.

Large scale event will have a large influx of public and equally public interaction. Event's Organisers have a duty of care towards its attendees. While it's likely that you are doing everything in your power to avoid accidents happening, sometimes these things can't be avoided.

As the custodian for land owned by Witney Town Council and its residents upon it Witney Town council have set a minimum insurance value up to the value of £10 Million. Documentation supporting this will be requested as part of the approval process.

#### **Safety Advisory Group (SAG)**

SAG help organisers with the planning, and management of an event and to encourage cooperation and coordination between all relevant agencies. Large events involving 2000 persons brought to SAG's attention will be automatically reviewed.

#### **Children or Vulnerable Adults**

Event organisers must ensure all staff that are coming into direct contact with children or vulnerable adults must hold DBS checks. WTC will request clarification in writing from event organisers that required staff have had DBS checks.

#### **Indemnity and Insurance**

We are not responsible and will not accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused, whether to property or person(s) sustained by any person in the event location, unless where the loss, damage, injury or death is caused in whole as the result of any act or omission on the part of us.

As the event organiser, you agree to indemnify the Council against all claims, actions, demands, proceedings, cost or awards in respect of any loss, damage, injury or death to persons or property engaged by or assisting the Hirer.

You agree to have in place Public Liability Insurance cover to a value no less than £10,000,000.00 (ten million pounds). We reserve the right to require a higher limit if deemed necessary. You are required to produce evidence of such insurance.

In addition, you will be required to produce, when requested to do so by an authorised officer, copies of valid Public Liability Insurance required to be held by any exhibitor, ground entertainer, sub-contractor, or caterer authorised to appear at the Event. Under no circumstances shall their cover be less than £5,000,000.00 (five million pounds) and we reserve the right to require a higher limit if deemed necessary.

Failure to provide proof of insurance cover will lead to an event not being authorised.

## Environmental Policy

Witney Town Council is committed to becoming carbon neutral by 2028. WTC is requesting that all events on their land consider their environmental impact. Areas to consider that should be contained in their event management plan are listed below.

### Waste

As a minimum WTC requested that all events provide recycling bins and promote the use of reusable products for its attendees. It is encouraged that festivals, fairs and circus's use reusable plastic cups and dispose of food remains separate to general waste.

### Noise

Organisers need to consider the impact noise pollution can have on wildlife and the surrounding residents. WTC requires that organisers provided sufficient notice for events taking place that could affect residents. To help the relationship with the town of Witney and these organisers it is encouraging that organiser offer free or discounted access to their events for these residents.

### Light

Light pollution the same as noise pollution can have an impact on both wildlife and local residents. We expect that festivals limit the use of lighting where necessary.

## Event Locations available to hire:

Please refer to the Council Fees & Charges document on the website ([www.witney-tc.gov.uk](http://www.witney-tc.gov.uk)) or available at the Town Hall for current prices.

- Charity Event: An event organised by a registered Charity, an organisation with exclusively charitable purposes and registered with the Charity Commission.
- Commercial Event: An event organised around an identifiable commercial business or group of businesses which will be beneficiaries of the event.
- Non-Commercial Event: An event organised by a 'Not for Profit Organisation', an organisation that does not distribute its surplus funds to owners or shareholders, but instead uses them to help pursue its goals.
- Community Event: An event organised by a Witney Town Council based group of people who come together to create an event in their shared self-interest.



# Witney Town Council

## Hosting an Event Application Form

This application form should be completed in full by the event organiser. Completed forms should be submitted electronically or by post to the address below.

Witney Town Council  
Town Hall, Market Square  
Witney, OX28 6AG

Email: [Info@witney-tc.gov.uk](mailto:Info@witney-tc.gov.uk)

Tel: 01993 704379

### Contact Info

<b>Event Organiser Name:</b>	
<b>Address:</b>	
<b>Telephone:</b>	
<b>Email:</b>	

### Event Info

<b>Event Name:</b>	
<b>Start Date including set up:</b>	
<b>End Date including set down:</b>	

### Required Timescales

	Small Below 100 attendees	Medium below 500 attendees	Large above 500 attendees
Application Form	2 Months	2 – 8 Months	8-12 Months
Event management plan with all	1 Week	6 Weeks	6 Weeks

supporting documentation			
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### Regulated Services & Licensing Section 2

Full details should be provided in your Event Management Plan. Please tick the box that applies to the main event.

Event Type			
Charity	<input type="checkbox"/>	Community	<input type="checkbox"/>
Commercial	<input type="checkbox"/>	Non-Commercial	<input type="checkbox"/>
Religious	<input type="checkbox"/>	Political	<input type="checkbox"/>
Statutory, State or Civic event or exercising freedom of the town			<input type="checkbox"/>
Other – Please specify:		<input type="text"/>	
Is this a repeat event	<input type="checkbox"/>	Yes	<input type="checkbox"/>
If 'Yes', when was it last held?	<input type="text"/>		

### Environmental Health Section 3

Event Type – Catering and Food Operators	Yes	No
Will food be sold or supplied as part of your Event?	<input type="checkbox"/>	<input type="checkbox"/>
Wholesome (potable) Water	<input type="checkbox"/>	<input type="checkbox"/>
Does your event include the sale or supply of alcohol?	<input type="checkbox"/>	<input type="checkbox"/>
Does your event include the sale or supply of food?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes to either of the above, it is a mandatory requirement that a sufficient supply of wholesome water (drinking & hand washing) is available at all times. You must confirm in your Event Management Plan what arrangements you will be making for this to be provided.		
Will your event produce wastewater?	<input type="checkbox"/>	<input type="checkbox"/>

### Regulated Services & Licensing Section 4

Event Type - Are any of the following to be sold or supplied as part of your event	Yes	No
Alcohol	<input type="checkbox"/>	<input type="checkbox"/>
Regulated Entertainment: a) plays b) films c) indoor sporting event d) boxing or wrestling entertainment e) live music f) recorded music g) performances of dance	<input type="checkbox"/>	<input type="checkbox"/>

Live Music Act 2012 – Exemptions
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Amplified music – is not classed as regulated entertainment if the below criteria is satisfied:

- there is a premises licence or club premises certificate in place permitting “on sales”
- the premises are open for the sale or supply of alcohol for consumption on the premises
- live music is taking place between 8am and 10pm
- the audience consists of no more than 200 people

Unamplified Music – is not classed as regulated entertainment, regardless of the number of people in the audience if:

- the music is provided anywhere
- takes place between 8am – 10pm

If you already hold a premises licence, please confirm the reference number:

check the Licence covers all the activities proposed for this event

<b>Raffles and Lotteries</b>	<b>Yes</b>	<b>No</b>
Do you intend to have a Raffle or Lottery?		
<b>Public Charitable Collections</b>	<b>Yes</b>	<b>No</b>
Do you intend to collect money or sell items for charity?		
Does your event include a procession?		

## Environmental Protection Section 5

<b>Trading Standards</b>	<b>Yes</b>	<b>No</b>
Will there be traders at your event involved with any of the following? a) Age Restricted Products b) Trading Standards		
<b>Waste Management</b>	<b>Yes</b>	<b>No</b>
Are you providing waste and or recycle bins?		
Are you providing sanitary (toilet/hand washing) facilities on site?		
Will you require additional public toilet consumables and additional cleaning to be provided?		
<b>Health &amp; Safety</b>	<b>Yes</b>	<b>No</b>
Does your event require a Public Address system?		
Does your event require any plant/specialist equipment?		
Do you intend to have a bonfire or fireworks during the event?		
Do you intend to include a lighting/laser display?		

## Traffic & Highways Section 6

<b>Traffic &amp; Highway Management</b>	<b>Yes</b>	<b>No</b>
Do you need to stop traffic or restrict traffic in any way?		
Do you need to prevent the use of public parking spaces/bays?		
Do you require vehicles to access pedestrian areas?		

## General Section 7

<b>Development Control (Planning)</b>	<b>Yes</b>	<b>No</b>
Does your event require any temporary demountable structures (TDS e.g. marquees, staging, lighting rigs, scaffolding etc.)?		
<b>Tourism &amp; Events</b>	<b>Yes</b>	<b>No</b>
Will the event be recorded for broadcast on television/radio/internet?		

## Public Liability Insurance Details Section 8

<b>Insurance</b>	<b>Yes</b>	<b>No</b>
Do you already have Public Liability Insurance that will cover this Event?		

## **Hirers Privacy Notice**

When you hold an event on one of our recreation grounds, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent.

## **When you contact us**

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

## **The Councils Right to Process Information**

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

- A. Processing is with consent of the data subject or
- B. Processing is necessary for compliance with a legal obligation or
- C. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

## **Information Security**

Witney Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Witney Town Council at any time).

## **Access to Information**

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Town Clerk, [info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)

## **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Council to request this.

## **Information Deletion**

If you wish Witney Town Council to delete the information about you please contact the Data Information Officer: Town Clerk at the Town Hall, Market Square, Witney, OX28 6AG, on 01993 704379 or [info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)

## **Right to Object**

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Town Clerk to object.

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## STRONGER COMMUNITIES COMMITTEE

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**Date:** Monday 20<sup>th</sup> January 2020  
**Title:** Christmas Lights  
**Contact Officer:** Operations and estates Officer - John Hickman

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### **BACKGROUND**

The purpose of this is to update Councillors about the Christmas Lights display 2019.

Councillors are aware there has again been issues regarding the installation of this year's Christmas Lights display with documentation not being provided on time and an incomplete display. In the duration of this contract, only the display of 2017 went without any issues and because of this penalty clauses were introduced in agreement with Gala Lights on 1<sup>st</sup> September 2017.

2018 was supposed to be the final year of the contract with an option to extend for a further two years. However again there were issues with the Christmas Lights Installation with penalty clauses being introduced in total £1,250 + £230 for missing display items.

Following 2018, Gala Lights informed the Council they would change the contractors being used to carry out the installation of the lighting for future years and that there would be no more issues if the Council agreed to extend the contract by a further two years. The offer was to extend the contract for two years 2019/20 at a reduced rate of £28,731.25 per year plus costs to carry out Lamp post connection repairs total value £4,125 over 2018/19.

Due to the issues encountered during the 2018 display, the Council agreed with Gala Lights to extend the contract by one further year (2019) at a reduced rate of £28,731.25 per year plus costs to carry out Lamp post connection repairs total value £4,125 over 2018/19, with the option to extend the contract by one further year 2020 if there were no issues during the 2019 Christmas Lights display.

### **CURRENT POSITION**

As Council is aware there have again been issues with the display, outstanding documentation and missing lighting. The Operations and Estates officer was unable to provide documentation to OCC regarding the Seasonal Decorations Licence on or above the Public highway in due time, as it was not provided by Gala Lights until 18<sup>th</sup> December after constant chasing by the Operations and Estates officer. Also, no sign of certification was

received on completion of the lighting installation, just an email on 28/12/19 stating the installation was complete.

The display was to be complete and signed off by 27/11/19 in line with the contract. The Operations and Estates Officer chased installation during the week prior to its scheduled completion as works did not happen on the days Gala Lights informed the Operations and Estates Officer they would. The lighting was actually installed overnight on the 25<sup>th</sup> November and during the day and night of the 26<sup>th</sup> November at the last minute.

The Operations and Estates Officer met with Gala Lights on both the 25<sup>th</sup> and 26<sup>th</sup> November. At this meeting he raised his concerns regarding the number of outstanding items still to be installed and was assured right up until 16:30 on 26<sup>th</sup> November that everything would be completed, working and signed off by Wednesday 27<sup>th</sup> 09:00 as per the contract.

On the morning of the 27<sup>th</sup> the Operations and Estates Officer noticed that the installation was incomplete and several items had not been installed. The Operations and Estates Officer immediately contacted Gala lights by email to raise the issue about the shortfall of lights and was initially informed that anything that was missing would be replaced.

In the afternoon of the 27<sup>th</sup> the Operations and Estates Officer was informed that the missing items would not be replaced and that Gala lights would calculate a reduction in charges for the missing items.

The Operations and Estates Officer was also informed that they had been having issues with getting lights back from the previous installation contractor. Gala lights it would appear were aware of the shortfall in lighting in the previous days but had not informed the Operations and Estates Officer who was led to believe there were no issues. The Operations and Estates Officer would have expected the issues regarding shortfall of lighting to be discussed and agreed with him prior to completion of the installation.

Contractors are also required to ensure illuminations are overhauled mechanically and electrically inspected to ensure they are in good working order prior to installation. This was clearly not able to be carried out if they had not retrieved the lights from the previous installation contractor.

The installation was short of the following items and costs.

- 15 x Boas Corn Street and Lower High Street Cost per Boa £27.00 Cost per Boa install £12.00 = £39 Per Boa x 15 = £585
- 61 Boas Market Square and High Street, Cost per Boa £9.40 Cost per Boa install £8.20 = £17.60 per Boa x 61 = £1,073.60
- Icicle Lights 15m not installed £20 per meter including install 15 x £20 = £300
- 3m Motifs Witan Way x 2 = £140 + Install £140 = £280

- 2m Motif Harpers £70 + install £80 = £150
  - 3m Motif Corn St LP9 Unit £60 + install £70 = £130
  - Church Green Twinkling Light line 1 line of 2 = Unit £120 + install £150 = £270
- Total amount

**£2,788.60**

Penalty Clause amounts to 12<sup>th</sup> December stood at

- Failure to test and provide pull test certificate by end of September 19  
£250 + £125 every 5 working days 45 days = 9 x £125 = £1,125 + £250 = £1,375
  - Failure to install commission and test with test certificate by 2 full working days prior to switch on  
£750 plus £500 for every subsequent day = £750 = £500 = £1,250
  - Failure to install commission test and supply test certification by switch on day time, £1,500  
+ £750 for each subsequent 24hrs.  
£1,500 + 10 x £750 = £9,000
- Total amount

**£11,625**

In total together **£14,413.60.**

**Gala Lights have currently offered £3,500 reduction for the shortfall in lighting this year.**

There have also been issues with lights failing during this year's display on several occasions. Three trees on Market Square, the Cross Street and four Wall Motifs to Langdale Gate failed twice and on the second occasion these lights did not operate between 27<sup>th</sup> December and switch off on 5<sup>th</sup> January, despite the Operations and Estates Officer reporting the issue on 28<sup>th</sup> December. These failures were blamed on rain getting into the electrical connections. The contract states that maintenance and repairs should be carried out twice weekly, however repairs were only carried out when issues were pointed out by the Operations and Estates Officer.

The Operations and Estates Officer terminated the current Christmas lights contract on 31<sup>st</sup> December following the Council's resolution to do so on 9<sup>th</sup> December 2019.

The new Christmas Lights tender documentation will need to be drawn up by Officers during January or early February. The next Christmas Sub Committee is on 24<sup>th</sup> February so it would be helpful if this could be brought forward to the end of January/early February in order that Council can make recommendation regarding the new contract specification within the tender.

## **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 sum regarding any reduction or penalty charge regarding this years Christmas Lights display.

## **RECOMMENDATIONS**

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

- Gala Lights request that the Council accepts a £3,500 reduction for the shortfall in lighting this year;
- That the Council suggests a separate figure to compensate for shortfall in lighting and penalty clauses;
- Bringing forward the next Christmas Sub-committee meeting to discuss the specification for the new Christmas lights display from February 24<sup>th</sup> to the end of January or beginning of February 2020.



## Witney Twinning Association



Committee Meeting 28th November 2019, 7.00pm

### Minutes

Present: Andy Wolf, Mark Pengelly, Margit Kail, Hilary Warner, Keith Harris, John Thornton, Chris Bamford, Liz Duncan, Brenda Churchill, Mark Churchill

Apologies: Mike Breakell, Lesley Morris, Felicity Hill, Ducan Enright, Owen Collins

### Agenda

- ❖ Books for Phone Box Library Unterhaching
  - ❖ Le Touquet Wine Tasting Trip
  - ❖ French Speaking Group To visit France
  - ❖ Expenses for Remembrance
  - ❖ Remembrance Day Weekend Review
  - ❖ Anniversary
  - ❖ Rock Band
- 
- Books for Phone Box Library Unterhaching  
Books have been collected and will be shipped, Brenda has offered to donate some of her books, still to be collected.  
John will get in touch with Sharon and Duncan to see how best to cover the cost of the parcel.
  - Le Touquet Wine Tasting Trip  
There is already a good interest and an email will be sent out to the membership to put a trip together to the wine tasting festival.

# Witney Twinning Association



- **French Speaking Group To visit France**

Hilary is considering putting together a trip for the French Speaking Group. More details to follow.

- **Expenses for Remembrance**

The signing of cheque for cost incurred during the Remembrance Day Weekend has been postponed due to Mike's absence from the meeting.

Signing of the second Signatory will be some upon his return.

Margit to find out about the hotel cost which appeared into to be covered. Update since the meeting, the Twinning Association will pay the hotel and Waltraut Rensch will make a transfer of £70 for her stay.

- **Remembrance Day Weekend Review**

Everyone agreed the events throughout the weekend were very successful. Nonetheless there was some very useful feedback about what can be done better next time.

- Meals name cards with meal choices
- Send meal numbers to the chef
- Dinner before the concert
- Supporting the hosts
  - Send more information to the hosts
  - Keep in touch more regularly
  - Inform if they are expected to provide meals
- What are the guests expected to pay for
- Invite the member to more specific events throughout
- Use more local places to take them to

- **Anniversary**

Brenda has a constrictive meeting with Sharon for the Town Council who said that the Twinning Association would be able to benefit from the Corn Exchange and the Gallery Room free of charge on the planned dates for hosting and the ceremony. Sharon has nuanced that should we apply for the £3000 as per the draft schedule, that we would get the amount approved. Furthermore if the twinning Association planned events using

# Witney Twinning Association



WODC attractions more funding might be available through the district Council to cover things like entry ticket and / or travel to the event.

Suggestion included:

- Blanket Hall
- West Witney Bowls Club
- Ferryman Inn Bablock Hythe (Skittle Alley?)
- Wychwood Brewery Tour
- Minster Lowell Ruins

Both Le Touquet and Unterhaching are looking at coming to the anniversary weekend on the 4th & 5th April 2020 with 8 people each and it would be good to ask them if they have any particular things they would like to see or do.

John will email the membership to ask whether anyone would be available for hosting and the Twin Towns have been made aware that if not enough hosts can be found that they would incur some hotel costs.

For the build-up marketing campaign, Hilary has booked the window display at the Librabry for the 17th February until the 1st March.

- **Rock Band**

There is a lot of enthusiasm by the town as well as the Music Festival organiser to have the Twin Town band come to Witney and vice versa to give a performance. John said he is in touch with a local journalist to find bands from the area. Whilst finding band to go the other way would be relatively easy.

Meeting finished at 8.20pm

Minutes prepared by John Thornton 06/12/19

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# Public Document Pack Agenda Item 18

## VE DAY 75 WORKING PARTY COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Monday, 4 November 2019

At 4.00 pm in the Council Chamber, Town Hall

### Present:

Councillor J King (Chair)

Councillors:	J Aitman	O Collins
Officers:	Nicky Cayley Adam Clapton Polly Inness	Democratic Services Officer Office Manager Communications & Events Officer
Others:	1 member of the public.	

### 1 APOLOGIES FOR ABSENCE

Apologies for their absence were received from Cllrs Bolger and Enright.

### 2 DECLARATIONS OF INTEREST

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

### 3 MINUTES

The Working Party received and considered the minutes of the meeting held on 2 September 2019.

**RECOMMENDED:** that the minutes of the meeting held on 2 September 2019 be agreed as a correct record and signed by the Chair.

### 4 LEYS CENTENARY UPDATE

The Office Manager gave a verbal update on the possible commemorations for the centenary of The Leys as a recreation ground. The Witney Carnival Committee had unanimously voted to theme the 2020 Carnival on the 1920's. There would be a stall available for the Town Council if members wished to run one.

**RECOMMENDED:** that the update from the Office Manager be noted.

### 5 VE DAY 75TH ANNIVERSARY COMMEMORATIONS

The Working Party received and considered the report of the Office Manager. It was advised that Richmond Village were unable to facilitate an afternoon tea on Friday 8<sup>th</sup> May as they had other

activities arranged. West Witney Women's Institute might be able to serve a tea but would not be able to provide a catering service. Members discussed this and decided that a "Bring and Share" lunch for the community would be more in keeping with the spirit of V.E Day and this should be advertised to the town.

There was a suggestion that Witney Voice Box Choir could be approached to see if they could put on a "Big Sing" and the Chair was still keen for a Freedom Parade and Fly Past to take place. Officers advised that the Council had resolved not to go ahead with the latter and this decision could not be over-turned for a period of six months.

It was noted by the Working Party that V.E 75 Day was supporting SSAFA – the Armed Forces Charity and members asked if Officers could approach them to see if they would like to put on an event in one of the halls. Members also heard that the Witney Squadron, Air Cadets had turned down invitations elsewhere so that they could support events in Witney; they would, however, require a specific thing to do. Members decided they, along with the Army Cadets should be asked if they wanted to put on an event in one of the halls.

A member commented that if the Town Crier was to perform the Cry for Peace on Friday 8<sup>th</sup> May, it might be nice to have people ringing handbells all the way from the Methodist Church to St. Mary's Church who would then ring their bells at 7pm. Whilst this was met with enthusiasm, it was agreed that the implementation might be difficult. An alternative might be to invite people to ring bells around Church Green. A local piper should also be contacted to see if he would take part in the events at the Market Square.

Finally, it was agreed that the Church Service was not a Civic Service as such, as other Towns would all be having their own services, but it was requested that the Mayor invite his counterparts in Unterhaching and Le Touquet.

**RECOMMENDED:**

1. that the report of the Office Manager be noted;
2. that a press release be issued advertising a "bring and share" lunch to be held in the Market Square on 8 May 2020, and to advertise the availability of Burwell Hall and the Corn Exchange on that evening free of charge for the community;
3. that Witney Voice Box Choir are approached regarding a "Big Sing";
4. that the local SSAFA be contacted to see if they wanted to do anything for the events;
5. that the Cadets (from all Forces) should be involved in some way, and that perhaps they may wish to take up the free usage of a hall for an event;
6. that the local Piper be contacted to see if he would open the weekend's celebrations;
7. that the Mayor invites his counterparts in Unterhaching and Le Touquet to the Service at St. Mary's on Sunday 10<sup>th</sup> May.

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The meeting closed at: 4.40 pm

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Chair

# Public Document Pack

## VE DAY 75 WORKING PARTY MEETING OF THE WITNEY TOWN COUNCIL

Held on Monday, 6 January 2020

At 4.00 pm in the Council Chamber, Town Hall

### Present:

Councillor D Enright (Chair)

Councillors:	J Aitman O Collins	L Ashbourne
Officers:	Adam Clapton Polly Inness	Office Manager Communications & Events Officer
Others:	2 members of the public.	

### 1 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Bolger and King.

### 2 DECLARATIONS OF INTEREST

There were no pecuniary interests declared at the meeting.

### 3 MINUTES

#### a) **RESOLVED:**

that the minutes of the meeting held on 4 November 2019 be agreed as a correct record and signed by the Chairman.

#### b) **MATTERS ARISING:**

- 5.2 A press release will be issued concerning the Bring and Share lunch and offering free community use of the Corn Exchange and Burwell Hall will be issued at the end of January.
- 5.3 Witney Voice Box Choir had agreed to be involved with a Big Sing event during the afternoon of Friday 8<sup>th</sup> May.
- 5.5 Witney 2120 Squadron Air Cadets had been approached to see if they would be involved with the events.
- 5.6 The local RAF Brize Norton Piper had been contacted regarding the Battles O'er on Friday 8<sup>th</sup> May but was not in a position to reply to the invitation at the present time.

4 **VE DAY 75TH ANNIVERSARY COMMEMORATION UPDATE**

Members received and considered the report and draft running order provided by the Office Manager.

The Working Party were delighted that Witney Voice Box had agreed to attend and join in the commemorations and a representative of Guideposts was welcomed to the meeting. There was discussion on further entertainment which could be provided in Market Square and it was agreed that the Corn Exchange would only be used if there was inclement weather. Members were enthusiastic about inviting further local groups to perform, including dance groups who could dance with members of the crowd and Witney Day Centre, ICE Centre and the Royal British Legion should also be invited to take part should they wish to do so. The Working Party was keen to promote this as a 'bring and share' event where people could bring their own food and share their VE Day memories. A risk assessment would also be required

Members also wanted to ensure that other businesses were informed of the event and this may negate the need for drinks to be produced with associated wastage. It may also tie in with another possible event taking place in the town.

There was also discussion on catering for the event and it was the Working Party's vision that this should be a picnic/street party rather than something more formal. There was a budget available which could go towards the cost of basic catering but local company's/organisations may like to donate.

Regarding a Cry for Peace which would be taking place at the culmination of events, members were keen on extending bell ringing from the Methodist Church to St Mary's for anyone with any bell.

**RECOMMENDED:**

1. that the Working Party notes the report; and recommends,
2. that the Town Council approaches Dance Creative to perform at the VE Day 75 Commemorations;
3. that the Town Council approaches the Royal British Legion, Witney Day Centre and the ICE Centre to be involved with the commemorations;
4. that confirmation on dates is sought regarding another possible event in the town in May;
5. that a line of bells is organised for a Cry for Peace from the Methodist Church to St Mary's Church.

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The meeting closed at: 4.48 pm

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Chair