

Public Document Pack

Witney Town Council

Mrs Sharon Groth FSLCC fCMgr
Town Clerk

Cllr Duncan Enright
Mayor of Witney



Town Hall, Market Square
Witney, Oxon
OX28 6AG
Tel: 01993 704379
Fax: 01993 771893
E-mail: info@witney-tc.gov.uk
www.witney-tc.gov.uk

10 March 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, 16th March, 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** F_PR

To consider apologies and reasons for absence.

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

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

2. **Declarations of Interest** F_PR

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** F_PR

- a) To adopt and sign as a correct record the minutes of the meeting held on 20 January 2020.
- b) Matters arising from the minutes not covered elsewhere on the agenda. (Questions on the progress of any item).

4. **Public Participation** F_PR

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** F_PR

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

6. **Bin Audit** F_PR

To receive and consider the report of the Office Manager

7. **Buttercross Clock** F_PR

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

8. **Communications Update** F_PR

To receive a verbal update from the Events and Communications Officer.

9. **Council and Civic Events Report** F_PR

To receive a verbal update from the Events and Communications Officer.

10. **Witney Carnival 2020** F_PR

Minute SC32 refers : **RECOMMENDED**: that Councillors would run a stall at Witney Carnival – ideas should be brought to the next meeting.

11. **Third Party Events** F_PR

To receive and consider the report of the Operations and Estates Officer – TO FOLLOW

12. **Witney & District Twinning Association** F_PR

To note the minutes of the meeting held on 29 January 2020 along with the schedule of events for the Twinning Anniversary events on 3-5 April 2020.

13. **VE Day 75 Working Party** F_PR

To receive a verbal update of the meeting held earlier this evening.

14. **Christmas Sub Committee** F_PR

To receive and consider the minutes of the sub committee held on 27 February 2020.

15. **Youth Services Working Party** F_PR

To receive and consider the minutes and recommendations therein of the Youth Services Working Party held on 24th February 2020.

Signature

Town Clerk

This page is intentionally left blank

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

Held on Monday, 20 January 2020

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

Present:

Councillor L Ashbourne (Chair)

| | | |
|--------------|--|--|
| Councillors: | J Aitman O Collins D Enright | A McMahon R Smith V Gwatkin |
| Officers: | Nicky Cayley Adam Clapton John Hickman Polly Inness Angus Whitburn | Democratic Services Officer Office Manager Operations & Estates Officer Communications & Events Officer Compliance and Environment Officer |
| Others: | 4 members of the public. | |

SC19 **APOLOGIES FOR ABSENCE**

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

SC20 **DECLARATIONS OF INTEREST**

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

SC21 **MINUTES**

The Committee received and considered the minutes of the meeting held on 18 November 2019. There were no matters arising.

RESOLVED: that the minutes of the meeting held on 18 November 2019 be agreed as a correct record and signed by the Chair.

SC22 **PUBLIC PARTICIPATION**

The Committee adjourned in line with standing order 42 so that the public present could address the meeting. Addressing the meeting were: -

| | |
|-------------------|----------------------|
| Neil Bailey – | Earth watch |
| Neil Clennell – | The Wychwood Project |
| Olivia Thornton – | local resident |

Following the addresses the Committee reconvened.

SC23 **TREES**

This item was moved up the agenda with the express permission of the Chair, so that the public present could listen to the debate.

Member discussed the offer of the tree from Extinction Rebellion and agreed to its planting at the QE2 Field, Burwell. One member of Extinction Rebellion could attend and in line with the Council's policy, no plaque would be erected.

Members had been interested to hear from both the Wychwood Project and Olivia Thornton who had requested to plant trees on Town Council property on behalf of Climate Action. It was agreed that the Climate and Biodiversity Sub Committee would be best placed to consider the proposal more and how the Council Could work with the Wychwood Project. They would be invited to attend the next meeting.

The Committee had been extremely interested in the Tiny Forest Programme by Earthwatch and agreed to progress it via a member and the Operations and Estates Officer working with them to identify suitable land as a starting point which could be reported back to Full Council.

RESOLVED:

- a) i) that the Council accepts the tree from Extinction Rebellion and plants it on the Burwell QE2 Field;
 - ii) that 1 member of Extinction Rebellion is welcome to attend the planting of the tree;
 - iii) that the Council will replace/maintain the tree in line with the Council's tree policy;
 - iv) that a plaque is not provided/permitted in line with the Council's tree policy;
 - v) that a book is purchased to record donated trees.
- b) that the completion of the survey on increasing tree cover in Oxfordshire from the Lord Lieutenant of Oxfordshire be delegated to Cllr Enright and the Operations and Estates Officer;
- c) that the Climate and Biodiversity Sub Committee has an agenda item on trees and considers how the Town Council can best work with groups and individuals on increasing tree cover in the town, inviting those attending the meeting to participate.
- d) that the Town Council supports the Tiny Forest project in principal and that the project be delegated to the Operations and Estates Officer and Cllr Gwatkin to progress this with Earthwatch prior to the Full Council meeting on 10th February.

SC24 **OPERATIONAL REPORT - PROGRESS SINCE LAST MEETING**

The Committee received and considered the report of the Operations and Estates Officer, providing an update on vandalism, litter bins, benches, the Welch Way Flower bed, and hedge and tree works.

RESOLVED: that the report be noted.

SC25 **OFFICER'S WORK PROGRAMME**

This item was deferred to the next meeting.

SC26 **REQUEST FOR ADDITIONAL BUS SHELTER**

The Committee received and considered correspondence from a resident requesting a bush shelter at the stop on Tower Hill.

RESOLVED:

1. that the correspondence be noted;
2. that the Committee delegates the task of looking into land ownership and a possible bench to Cllr Ashbourne and the Operations and Estates Officer;
3. that the Office Manager carries out a bus stop audit/shelter audit to be brought back to a future meeting of this committee.

SC27 **BUS SHELTER ARTWORK FOR BURWELL DRIVE AND CORN STREET**

The Events and Communications Officer explained that the college were not able to facilitate bus shelter art now which left the problem of manipulating the images. Sponsorship had not really taken off and the Council in the past had not been concerned with putting artwork in low footfall areas. There was some art that had been sent in by the public that could be used.

A member asked about putting art on bus shelter roofs so that those on the top decks of buses could look down on it. He added that there was also a material that could be used to absorb CO₂. The Chair suggested that this could be looked into and a report brought back to a future meeting.

RESOLVED: that this item be referred to a future meeting.

SC28 **COMMUNITY PIANO ART PROJECT**

Cllr Enright provided an update on the community piano which was yet to be decorated. The SOTA Gallery had agreed to take it on for the first few months and to do a launch event. They were obtaining a quote for a bespoke trolley which would lock and negate the requirement to put the piano on and off the trolley.

The Chair added that there was a paper guide to community pianos and the Committee agreed that this should be purchased.

RESOLVED:

1. that the verbal update be noted;
2. that Cllr Enright would get in touch with the college to discuss the artwork being carried out and he would also follow up the piano trolley concept from SOTA;
3. that the Town Council purchases a copy of a guide to community pianos.

SC29 **COMMUNITY CLEAN UP - GRANT**

The Town Clerk had provided further information from the District Council about what type of things the Community Clean Up Grant could be spent on. The issues with bins were the capital and on-going emptying costs.

A member commented that individual groups had their own equipment and therefore it might be better to purchase items such as a jet washer that could be borrowed by groups as needed. Members were in agreement that various items could be purchased and used as a "Community Clean Up Store/Library".

RESOLVED: that the Town Council spends the Community Clean Up Grant on a Community Clean Up Store/Library for all groups to share.

SC30 **COMMUNITY SPEEDWATCH**

The Chair informed the Committee that County Councillor Laura Price had offered to fund the whole cost of the community speed watch equipment from her Councillor Priority fund which needed to be spent by the end of March. The Traffic Advisory Committee had established a task and finish group to work on the details of the scheme but this would need to come under the remit of the Town Council and would involve insurance, training etc.

RECOMMENDED: that the Town Council purchases the community speed watch equipment through County Councillor Laura Price's Councillor Priority Fund.

SC31 **COMMUNICATIONS UPDATE**

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

RESOLVED:

1. that the report be noted;
2. that the Council switches to paperless newsletters with the exception of the spring newsletter, which should be issued and distributed by Push Start as before;
3. that the focus of the Annual Satisfaction Survey is determined by the outcome of the One Witney Survey, and if this is not possible, that the focus is Youth Services.

SC32 **COUNCIL & CIVIC EVENTS**

The Committee received and considered the report of the Events and Communications Officer, covering proposed events.

RECOMMENDED:

1. that the report be noted;
2. that a pantomime in the Corn Exchange should be arranged for 2020 and refreshments offered;

3. that the Mayor will meet with the Events and Communications Officer the following day to select Citizens of the Year;
4. that the Lake and Country Park Day launches a nature-based scavenger hunt leaflet for children and families – the Events and Communications Officer would contact some of the 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 could attend and offer activities;
5. that Councillors would run a stall at Witney Carnival – ideas should be brought to the next meeting.

SC33 EVENTS AND PITCH ONE AT THE LEYS

The Committee received and considered the report of the Operations and Estates Officer, explaining the issues with using pitch one at The Leys as an events field as well as a sports pitch. The Halls and Green Spaces Committee held the previous week had acknowledged this and had voted in favour of it being used exclusively for events.

The Committee discussed this and all members voted in favour of it becoming an area just for events.

RESOLVED:

1. that the report be noted;
2. that Pitch One side of the Leys Recreation Ground is used solely as an events field going forward;
3. that no further events are to be held on the Leys Recreation Ground other than the existing use on the cricket side by Witney Carnival and Witney Feast;
4. that large events will not be allowed use of the Town Council's other sports pitches, which will be reserved solely for minor events i.e. play day etc. and sporting use only;
5. that the Draft Events Policy and Application documentation including changes to PLI be approved with a moderation to the Children or Vulnerable Adults policy on page 8 from "coming into direct contact" to "working unsupervised with" and the addition of a section on carbon offsetting and the requirement of a license for charity collections – this would be reviewed again at the forthcoming Policy, Governance and Finance Committee meeting;
6. that provision of an annual ground renovation rolling budget of £5,000 be made for the Leys in order to maintain the ground in an acceptable condition - this would include decompaction, over seeding as required, maintaining the grass sward and levelling uneven areas following events;

7. that the provision of re-in forced trackways to main entrance to the Events Field be agreed;
8. that the couple wishing to land a helicopter on The Leys be denied permission due to the climate emergency and also health and safety issues.

SC34 **SUSPENSION OF STANDING ORDER NO 48 (A)**

RESOLVED: that Standing Order 48 (a) be suspended to allow the meeting to continue as it had now passed two hours in length.

Cllr Collins left the meeting at 8.05pm.

SC35 **CHRISTMAS LIGHTS**

The Committee received and considered the report of the Operations and Estates Officer on the situation with the Christmas Lights contractor, the penalties due, and its offer to the Council.

RESOLVED:

1. that the report be noted;
2. that the Council pays the balance for the items Gala Lights did fulfil but enforces the agreed penalty clauses on missing/late items;
3. that the next Christmas Sub Committee be held between 10 – 14 February rather than 24 February in order to discuss the specification for a new Christmas Lights contract.

SC36 **WITNEY & DISTRICT TWINNING ASSOCIATION**

The Committee received and considered the minutes of the Witney and District Twinning Association held on 28 November 2019.

RESOLVED: that the minutes of the Witney and District Twinning Association held on 28 November 2019 be noted.

SC37 **VE DAY 75 WORKING PARTY**

The Committee received and considered the minutes of the V E Day Working Parties held on 4 November 2019 and 6 January 2019.

RESOLVED: that the minutes of the VE Day Working Parties held on 4 November 2019 and 6 January 2020 and the recommendations therein be agreed.

SC38 **YOUTH SERVICES WORKING PARTY**

The Chair gave a verbal update on the Youth Services Working Party held earlier that evening.

RESOLVED: that the verbal update be noted.

The meeting closed at: 8.25 pm

Chair

This page is intentionally left blank

STRONGER COMMUNITIES COMMITTEE

Date: Monday 16th March 2020

Title: Progress on Improvements and Repairs Since Last Meeting

Contact Officer: Operations and estates Officer – John Hickman

BACKGROUND

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

VANDALISM & ANTI-SOCIAL BEHAVIOUR

There has been two incidents regarding vandalism and anti-social behaviour during the past month.

- Children have forced access to the Buttercross roof space causing some minor issues with the clock but also breaking the spare Fluorescent tubes for the clock face kept therein. The associated cost of repairs was £47.98 for hasp staple and padlock, + 2 hrs one member of staff cleaning up and fitting new lock etc. £50.
- Damaged bollards at West Witney one bollard was broken right out of the ground the second has been badly bent and although still in position is non-operational. The post that has been pulled out of ground has been replaced by one that is held in stock the bent post has been left in situ for now. Replacement posts cost £149 + VAT + Delivery. 2 X posts £298.

LITTER BINS AND BENCHES

The 2019/20 budget has now been used to purchase 4 x sets slats to refurbish existing benches, 2 new benches and 6 x recycling litter bins. Benches and Bins are scheduled to be delivered at the end on March.

The slats will be used to start refurbishing existing benches around the town, two new benches are for stock as required, the 6 x recycling litter bins will be used to replace existing litter bins around the lake and country park as per councils policy of replacing and changing all litter bins to the recycling type.

Second-hand benches from old play areas etc. are being installed as additional and replacement seating around the lake and country park.

TREES

Several WTC trees were damaged during the recent storms the works team have been able to deal with all the damaged so far without the need to use tree surgeons.

The tree surgeons have started carrying out the year 1 works from the recent tree survey along with other works highlighted by the Operations and Estates officer.

WELCHWAY RAISED BED

Contractors have completed these works and the bed is ready for planting with summer bedding.

IN BLOOM

The Cemeteries and projects Officer are currently entering the Leys Recreation Ground and Tower Hill cemetery into in Bloom 2020 as agreed by council at a cost of £100.

CHURCH GREEN FLOWER BEDS

These have now been changed to 50% perennial and 50% Shrubs as agreed by council.

ENVIRONMENTAL IMPACT

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

RISK

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

FINANCIAL IMPLICATIONS

The associated cost of £97.98 for the repairs to the Buttercross roof space locking system taken from budget line 402/4036.

The Associated costs of for the £298 repairs to West Witney Sports Ground Bollards to be taken from budget line 203/4036.

RECOMMENDATIONS

Members are invited to note the report.

Vandalism 2019/20

| Location | Item | When | Date/Time Reported | Reference | Cost if known |
|--|--|---|--|---|---|
| West Witney | Telescopic Bollard ripped out of the ground | 4.3.19 | Reported by Maintenance Staff | Not 101 | New Bollard £130.00 Works Team £50.00 |
| Lakeside Allotments | Hole cut through perimeter fence | 4.3.19 | Reported by Allotment Association to 101 | | Materials £50.00 Works Team £50.00 |
| Splash Park Cabinet | | 23.5.19 | Reported by Maintenance staff (JS) | 43190159668 | |
| Tee-Pees Leys play area x 3 | Wooden play Tee-pees smashed to pieces. | 25 th -26 th June | Reported to WTC by member of the public 101 online by Opps Off on 27 th June | Form Ref DP-16216-19-4343-00 Crime Ref 43190194115 | Approx. £250 x 3 |
| Town Centre and Leys Recreation Ground | Planting torn from planter on Leys, Pole Planter vandalised beyond repair. | Between 16.30 on 28 th June and 09.00 on 1 st July. | Reported to WTC by grounds contractors, reported on 101 by Cemeteries and Projects Officer | Crime ref 43190198401 | Associated costs to replace all planting and pole planter. £170. |
| Picnic Bench | Slats ripped off | Friday 5 th and Monday 8 th July 19 | Reported by Grounds contractors and phoned called in 101 | Crime ref 43190707017 | Works Team £50 materials £10 Total £60 |
| Tower Hill Cemetery/ Playpark | Wall vandalised | Over the Easter Weekend 23.4.19 | 10/5/19 | 43190140126 | |

| | | | | | |
|------------------------|--|--|---------------|---|---|
| Skate Park at the Leys | | 25.7.19 | 25.7.19 | 43190228809 | |
| Oxlease | Picnic Bench Vandalised timbers + removed. | Believed to be overnight 21 st 22 nd August 19 | 22.8.19 | 42190259427 | Bench replacement cost approx. £350 |
| Leys | Away Changing room door at Leys glass smashed and padlock forced | Believed to be between 5pm on 28 th Aug to 08.00 on 29 th Aug 19 | 29.8.19 | Linked to the vandalism carried out on the coffee shed. | Glass £75 repair replace Lock Hasp and Clasp £25 Staff time £25 Total £125 |
| Leys | Tegball Table Small hole to the surface to a brand new piece of equipment | 12.9.19 | 12.9.19 | 43190283465 | |
| | Victory Bollard | Over the weekend of 28 th & 29 th Sept 19 | 30.9.19 09.30 | DP-27042-19-4343-00 | £280 replacement Bollard £25 staff time. |
| West Witney | Drop Down Bollards | During Week commencing 10.2.20 | | | £298 plus works team time to fit 2 hrs £50 |
| Buttercross | Buttercross roof space hatch locking system and smashed fluorescent tubes. | 02.03.20? Reported by Steve Fletcher Clock repair man | | | £97.98 for parts 3 x hrs works team repairing refitting cleaning up. |



This page is intentionally left blank



This page is intentionally left blank

Stronger Communities Committee

Date: 16th March 2020

Title: Litter & Dog Bin Requests

Contact Officer: Office Manager (Adam Clapton)

Background

The provision of new or additional litter and dog waste bins across the town is not a simple issue. The current bin stock was mainly installed and emptied by West Oxfordshire District Council. A small number of bins on Town Council owned land, put in at its request, were paid for by the Town Council along with their monthly emptying costs.

The District Council will not consider the installation of a new litter or dog waste bin at a resident's request unless it has been made officially from the Town Council possibly as it is within the power of Town and Parish Council's to do so and due to the high number across the area. In recent years the Town Council has received numerous requests for additional bins, most of which have fallen on land not in its ownership. Where requests are made on land not owned by either WODC or the Town Council, the landowner (or requestor with their permission) would be required to pay the installation and emptying costs.

Following further requests between 2016-2018 the town council was advised that no further bins would be considered for installation until completion of a bin audit which was in the process of being completed by WODC.

The last report offered to Council on this issue was at the Community Services committee on 17th September 2018. Minute no. C473 contained the following recommendations:

- that the [resident] requests for bins on Town Council land be scheduled into its long-term aspirations
- that the Town Clerk writes to the other organisations and authorities with relevant requests have been received to ask if they would consider the requests, once WODC's audit had been completed
- that the Town Clerk requests a copy of the completed bin audit.

Several previous requests on land owned by differing landowners Requests were agreed by a former administration at the Town Council, but the full implications of those decisions were not understood at the time and no bins were installed.

Current situation

The bin audit was carried out by Publica (on behalf of WODC) and finally completed at the end of summer 2019 and forwarded onto the Town Council on request (**Appendix A**).

Communication has been received from publica advising that the cost of any new or additional bins will have to be borne by the town council along with the ongoing emptying costs.

There are several requests on file for bins with one area between West End/Crawley Road to Woodford Mill (across the meadow) receiving several and the most recent request (**Appendix B**). As shown on the audit this could be considered to have a need. This land is under the ownership of an Oxford College whose permission would be required should the Town Council want to install a bin across the meadow. However, the Operations and Estates Officer has identified an area at the entrance to this footpath from the West End side that may be under the remit of the county council, this would however need further investigation. Other requests, some which are litter hotspots are included on an attached spreadsheet showing the relevant information (**Appendix C**).

With regards to the above, the path across the meadow has been there for some time and users have managed without a bin so the Council should balance the need versus cost. If agreement on providing bins and emptying costs is agreed moving forward further criteria should be established or else costs could increase quickly. Although not an exhaustive list, this could include items such as:

- WTC will not pay for new bins and emptying on land under the ownership of or adjacent to land owned or maintained by WODC,
- Where possible WTC will consider the provision of new or additional bins on land owned by or maintained or adjacent to WTC and OCC (following relevant permissions),
- The council will be mindful of obstructing footpaths for disabled and pushchair users,
- WTC will budget for one bin each financial year but reserves the right not to install one if there is no request or requests are not considered necessary in consultation with the current audit,
- WTC will prioritise well used walking and cycling routes along with the centre of the town,
- WTC will encourage that new bins should offer recycling alternatives,
- WTC will endeavour to put bins adjacent to bus shelters or any other areas where large numbers of people congregate,
- WTC will encourage developers to include this infrastructure in their plans through planning consultation.

Environmental Impact

If the Council were to install further bins it may be at the detriment to any future plans to change them to recycling ones. Likewise, the District Council may be phasing out dog waste bins and dog waste will be included with general waste/litter anyway.

The Town council has a plan of replacing litter bins for recycling ones on its land on a rolling programme. Where new bins are installed the town council should encourage partner agencies to do the same.

Risk

If the Town Council resolves to installing new or additional bins it starts a precedent and this could be perceived as double taxation as this was a service already provided by the District Council.

There would be further cost should the bins be damaged or vandalised and insurance would need to be sought for insurance purposes. i.e. vandalism.

Financial Implications

- The cost of installing a new litter bin is **£407.80** (cost to be covered by WTC)
- The cost of ongoing emptying costs of a litter bin are **£7.07 per empty** (generally two collections per week (cost to be covered by WTC)
- The cost of installing a new dog waste bin is **£230.32** (cost to be covered by WTC)
- The cost of ongoing emptying costs of a dog waste bin are **£3.13 per empty** (generally two collections per week (cost to be covered by WTC)
- There is no additional budget in the current or forthcoming financial year towards litter or dog waste bins and collections
- The Community Clean up grant of £7500 from the District Council can be used for the purpose of installing new or additional bins
- There are ear-marked funds in the budget for year on year replacement of litter bins under the ownership of the Town Council to recycling ones

Based on the above costs for the current year, one new litter bin would cost **£735.28** a year to empty while a dog waste bin would cost **£325.52**

Recommendation

- Members are asked to note the report; and,
- Consider whether Witney Town Council should cover the cost of installing new or additional bins and their ongoing emptying costs; and if yes,
- Consider whether it supports the request for a dog waste bin between West End/Crawley Road and Woodford Mill, and
- Consider ring fencing a portion of the community clean up grant towards the provision of new litter/dog waste bins; and
- Consider formulating a medium to long-term plan on new bin requests based on the points above which encompasses the Council's environmental objectives and that the cost of emptying bins be included in budgetary setting for 2021-22 if appropriate.

Appendices

APPENDIX A – Public Bin Audit for Witney

APPENDIX B – Woodford Mill Bin Request

APPENDIX C – Current Bin Requests

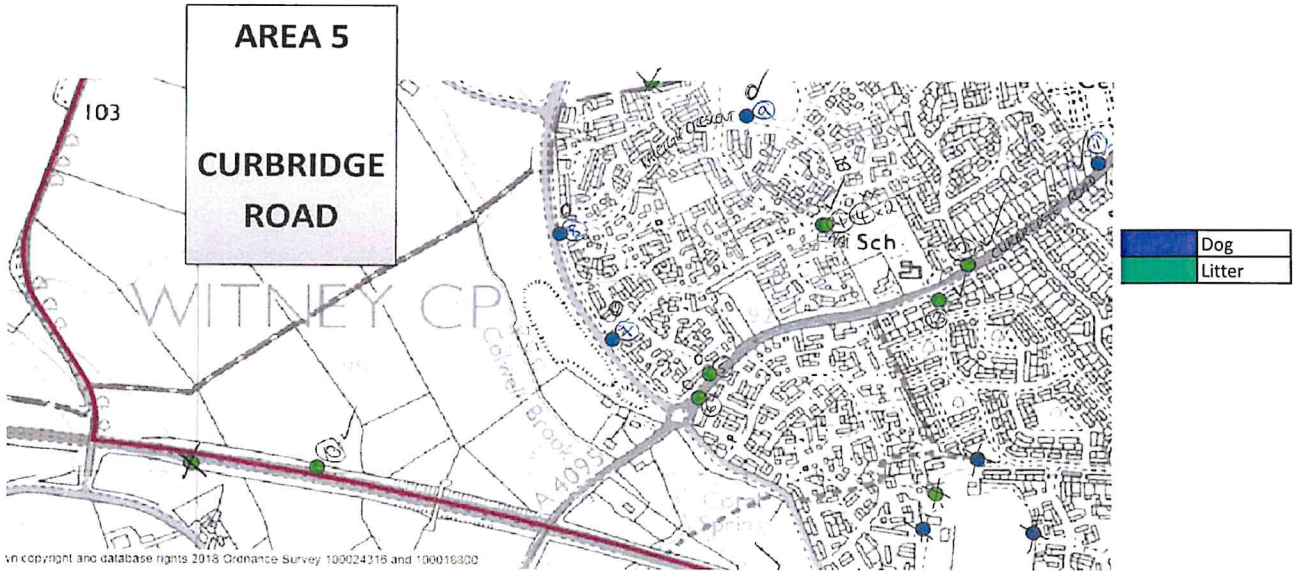
This page is intentionally left blank

WITNEY AUDIT

| Maps Online Data | | | | | |
|------------------|----------|---------------------------------------|-----------------|---------|-----------|
| Map Number | Bin Type | Location | Area | Emptied | Condition |
| 1 | Dog | curbridge rd, by cemetery | Area 5 - Witney | Weekly | Good |
| 2 | Litter | curbridge rd | Area 5 - Witney | Weekly | Good |
| 3 | Litter | burwell drive curbridge rd | Area 5 - Witney | Daily | Good |
| 4 | Litter | raleigh crescent visslington drive | Area 5 - Witney | Weekly | Poor |
| 4 | Litter | raleigh crescent | Area 5 - Witney | Weekly | Poor |
| 5 | Litter | curbridge rd | Area 5 - Witney | Weekly | Fair |
| 6 | Litter | curbridge rd | Area 5 - Witney | Weekly | Poor |
| 7 | Dog | raleigh crescent | Area 5 - Witney | Daily | Fair |
| 8 | Dog | raleigh crescent | Area 5 - Witney | - | - |
| 9 | Dog | raleigh crescent, by park | Area 5 - Witney | Daily | Fair |
| 10 | Litter | blue topsy | Area 3 - West | Weekly | Poor |

| Site visit: 14/06/2019 |
|------------------------|
| Salwa comments: |
| Good |
| Good |
| Good |
| Poor |
| Good |
| Fair |
| Fair |
| Fair |
| Fair |
| Fair |
| Good |

X = Do not complete as already on other sheets.

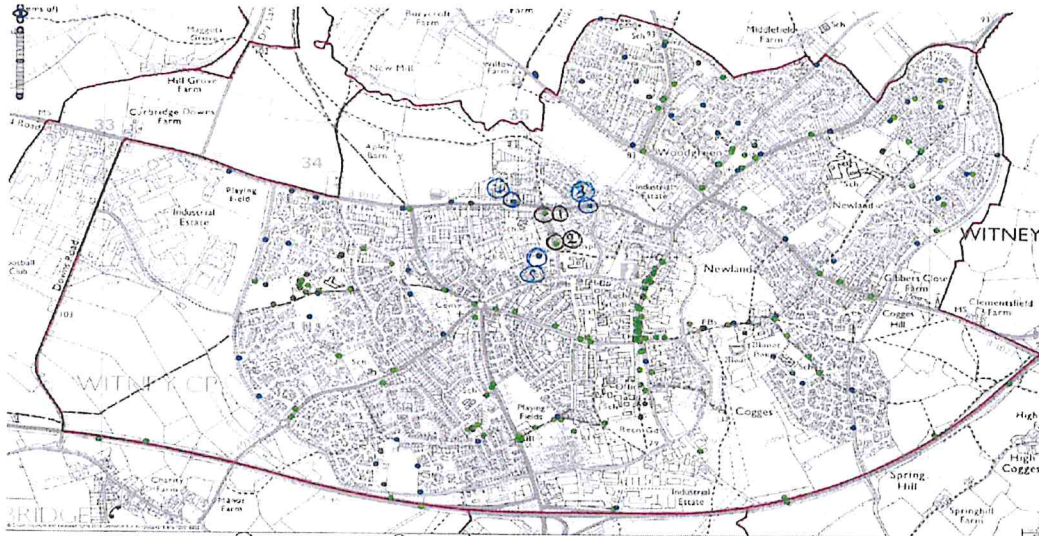


WITNEY AUDIT

| Maps Online Data | | | | | |
|------------------|----------|-----------------------------------|--------------------|---------|-----------|
| Map Number | Bin Type | Location | Area | Emptied | Condition |
| 1 | Litter | moor avenue burford rd | Area 5 - Witney | Daily | Good |
| 2 | Litter | moor avenue dark lane | Area 5 - Witney | Weekly | Fair |
| 3 | Dog | burford rd woodford way | Area 5 - Witney | Weekly | Fair |
| 4 | Dog | burford rd springfield park | Area 5 - Witney | Weekly | Good |
| 5 | Dog | moor land rd | Area 5 - Witney | Weekly | Good |

| Site visit: 14/06/2019 |
|------------------------|
| Salwa comments: |
| Good |
| Fair |
| Good |
| Good |
| Good |

WITNEY PARISH COUNCIL



| |
|--------|
| Dog |
| Litter |

Site visit 14/6/2019. } ① Good
 } ② Fair
 } ③ Good
 } ④ Good
 } ⑤ Good.

27 in

On Fri, 17 Jan 2020 at 11:46, Gregory Peters wrote:

Dear Recycling Team and other concerned parties,

Since September last year I have been trying to have a dog foul bin placed on the path that runs from Mill Street, through Woodford Mill and across the flood plain to West End. OX286DE

In trying to follow this up I just seem to be getting the runaround and no definitive answer. Yesterday I picked up a neatly tied bag of poo on the bridge to the north of Woodford Mill.

The reference for this request that I have is WOD 00086534

I would really appreciate it if I could get information on the status of this request that has already gone via Witney Town Council.

Sincerely,
Greg Peters

This page is intentionally left blank

Outstanding Bin Requests

| Location | Landowner |
|---|--------------|
| Litter Bins | |
| Woodstock Road | OCC |
| Jubilee Way | WODC/OCC |
| Madley Brook (near to the Co-op) | WODC |
| Bartlett Close | OCC |
| Farm Mill Lane | OCC |
| Across the meadow from Crawley Road to the Mill | College |
| 2 x West Witney Playing Field | WTC |
| Dog Waste Bins | |
| Newland Mill to Church Lane, Newland | Eton College |
| King George V Playing Field (exit) | WODC |
| Grass area at the rear of 280 Thorney Leys | WTC |
| Path from Harvest Way to Oxford Hill | WODC |
| Woodford Mill Flood Plain | College |
| Woodstock Road | OCC |
| Jubilee Way | WODC/OCC |
| Welch Way | OCC |
| Across the meadow from Crawley Road to the Mill | College |
| Lower end of Quarry Park | WTC |
| Burwell Field | WTC |
| Oxlease (near no 41) | WTC |
| Quarry Road Park - at the bottom of the park near the bungalows | WTC |
| De Havilland Way | ? |

This page is intentionally left blank

STRONGER COMMUNITIES COMMITTEE

Date: Monday 16th March 2020
Title: Buttercross Clock
Contact Officer: Operations and Estates Officer – John Hickman

BACKGROUND

The purpose of this report is to update Councillors on the current position regarding the Buttercross Clock, following a report in mid-January that it had stopped working.

ACTION TAKEN

The clock has been checked to ensure that it was not a simple power issue however all was fine and there were no obvious issues. Steven Fletcher (The Clock Workshop) who maintains the clock was therefore contacted to look at the clock.

CURRENT POSITION

The clock mechanism is fine, it appears that the problem is with the receiver that keeps the clock at the correct time. The timing receiver was fitted approx. 20years ago, however recently the transmitter for this system was moved to a new location within the UK. When the transmitter was moved it caused issues with many clocks no longer receiving a signal, apparently the transmitted signal was increased in power however this created issues with clocks elsewhere, so the signal has been reduced again.

Mr Fletcher has advised that a new receiver needs to be fitted similar or the same as used on the Corn Exchange clock that receives its time signal from France and has no signal issues. A quote is attached for the necessary works to bring it back into operation.

The hands on the two faces of the clock have been placed in the 12 o'clock position as the clock is not operational until a new timing device is fitted.

Mr Fletcher has also advised that the mechanism that operates the hands is in need of a service, however in order to do this the clocks hands would need to be removed, and a scaffold would be required. Council are already aware that that the Cotswold stone roof will require works in the next 5 years to bring back into a good condition, it is suggested that the clock service should be carried out at the same time utilising the same scaffold. The Operations and Estates Officer would also advise that council should look at the clock

housing, clock external decoration etc. at the same time in order to make best possible use of scaffolding etc. when the roof is being looked at.

Mr Fletcher also informed the Operations and Estates Officer that what would be presumed as youths had managed to force the hasp staple and lock that secure the hatch into the Buttercross roof space. They have broken the replacement fluorescent tubes that are stored in the roof space for the clock face lights, unplugged all the clock connections and tampered with the clock mechanism and left lots of litter within the roof space. Mr Fletchers staff have reconnected the clock and mechanism, the works team have cleaned up the glass/litter etc. and fitted a new stronger Hasp Staple and Padlock to the hatch at a cost of £47.98 plus associated works team costs.

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

A quotation from Steven Fletcher is attached detailing the necessary works required. The Buttercross is owned by the Witney Town Hall Charity and is included in the lease of the Town Hall and Town House which is a full repairing lease. The Town Clerk has however written to the Trustees to see if they would consider a grant towards the necessary works.

The associated costs to repair the locking system £47.98 and clear up the associated glass and litter on the works team 1 person 2 x hrs £50.

Members should also consider setting aside a sum for the future maintenance works on the clock tower and clock mechanism to be carried out when carrying out roof repairs as planned in approx. 4 years time.

RECOMMENDATIONS

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

- The purchase and installation of a new receiver timing mechanism for the Buttercross Clock.
- Putting provision aside for the servicing of the clock hands mechanism, lead and iron work, decoration and signage of clock tower at same time as roof repair works are carried out in approx. 2024.

Document is Restricted

This page is intentionally left blank

Witney Twinning Association



Committee Meeting 29th January 2020, 6.15pm Minutes

Present: Mark Pengelly, Margit Kail, Keith Harris, John Thornton, Brenda Churchill, Mike Breakell, Lesley Morris

Apologies: Felicity Hill, Duncan Enright, Owen Collins, Andy Wolf, Hilary Warner, Chris Bamford, Liz Duncan

Agenda

- ❖ Twinning Anniversary
- ❖ Carnival
- ❖ Gift of Time 29th Feb
- ❖ Music Festival
- ❖ AOB

❖ Twinning Anniversary

The schedule for the weekend here attached was approved.

Friday dinner at the Plough they have an offer of Buy1Get1Free Fish and Chips. John will book the Loom Room that was already used for the Remembrance Day dinner, after confirming the offer is available. For Saturday, John will book the Blanket Hall and visit the Bowls Club, who have offered to host the twinning association and guests for £2 - £3 per attendee. As for dinners, it was suggested to have a selection of takeaway foods to have in the Gallery Room which has already been booked for both evenings, whilst on Sunday the idea is to have a bring and share by hosts members and friends.

A more accurate schedule for the ceremony will still be put in place and Brenda will be working on who to invite and will approach the relevant people who would be beneficial to have as speakers and in the audience. The Ducklington Morris Dancers have offered to perform and it was well received, so John will communicate with the aim to book them in for a performance n the Sunday morning either inside the Corn Exchange main hall or outside depending on the weather and the exact plans. more to be confirmed soon.

Witney Twinning Association



❖ Carnival

John suggested that after having seen the Carnival on the leys last year that the Twinning Association has to have a presence there this year and will book a charity stall and was enquiring if Public Liability Insurance is needed and the thought was to check with the Town Council, however last year there was a requirement for stall holder to buy Public Liability Insurance. To be Confirmed.

❖ Gift of Time, 29th Feb

An email has been sent to the membership by John inviting the membership to buy tickets, but so far there have not been any responses. There are quite a few events that evening including the Town Band who has organised a concert.

❖ Music Festival

John has been in touch with the host family he has been staying with to start the search of bands suitable for the Music Festival, as she is a journalist and has contact that might be helpful. Lesley has also mentioned that she had been in touch with Derek West in the past about the Choir to perform with the Unterhaching Choir, which she has asked John to bring up with him again to see if it can be included.

❖ AOB

Lesley has ask to spread the work to see if in May everyone could keep an ear out for anyone who could host visitors from France, as her Father, which is involved in a Choir there, has invited the town to visit Witney. And although it is not with the Twin Town of Le Touquet we still enjoy all relationships with town that would enjoy visiting Witney and therefore would be our pleasure to see if accommodation can be found.

John has been in touch with Anne Marie from Le Vesinet, who after having met in Unterhaching has asked for Witney and Le Vesinet to share a close Friendship, providing Unterhaching has no objections, which has been well received here, as everyone gets on well with people from Le Vesinet.

Meeting finished at 7.20pm

Minutes prepared by John Thornton 31/01/20

Witney Twinning Association



Witney Twinning Anniversary Schedule 3rd - 6th April 2020

We will be celebrating our Twinning anniversary with Unterhaching and Le Touquet from the 3rd to 6th April 2020. We have been twinned with Unterhaching for 30 years and Le Touquet for 40 years.

Here is the schedule of events for the weekend and hope that everyone can attend.

Friday:

- Arrival of Guests
- 19:00 Dinner at the Plough (TBC), Fish & Chips, or a vegetarian option

Saturday:

- 10:00 Bowls at West Witney Bowls Club, learn to play bowls, tea and coffee available.
- 13:00 Lunch at the Blanket Hall, here we will have one of their famous pies to enjoy with coffee and dessert to follow.
- 16:30 Wychwood Brewery Tour, This tour of the brewery will give you some insight into how they make their famous beers, plenty of tasting available!
- 19:00 Dinner at the Gallery Room, Catered dinner with members and guests.

Sunday:

- 10:00 Ceremony, Guests and Town Officials to say a few words on the great relationship the towns have enjoyed over the years.
- 13:00 Lunch at the Windrush (TBC), Carvery a typical English Sunday Lunch.
- 15:00 Crocodiles of the world, Time for the Nile crocodiles to have lunch, see these great creatures in their "Natural environment".
- 19:00 Dinner at the Gallery Room, Bring and Share dinner, selection of different foods prepared by host, members and friends.

Monday:

- Departure

This page is intentionally left blank

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

Held on Thursday, 27 February 2020

At 4.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor J Aitman (Chair)

| | | |
|--------------|---|--|
| Councillors: | T Ashby O Collins | R Smith |
| Officers: | Nicky Cayley John Hickman Tracy Minns | Democratic Services Officer Operations & Estates Officer Cemeteries & Projects Officer |
| Others: | # members of the public. | |

X71 **APOLOGIES FOR ABSENCE**

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

X72 **DECLARATIONS OF INTEREST**

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

X73 **MINUTES**

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

RECOMMENDED: that the minutes of the meeting held on 21 October 2019 be confirmed as a correct record and signed by the Chair.

X74 **FUTURE OPTIONS FOR CHRISTMAS LIGHTS DISPLAY**

The Committee received and considered the report of the Operations and Estates Officer concerning options for a new contract for the Christmas Lights. Members were very keen to consider environmentally friendlier options especially solar powered options. It was agreed to request that contractors should be asked to provide these alongside the traditional lights. This should help the Council achieve its carbon neutral target, although it was acknowledged that greener electricity may have to be sought as well.

It was agreed that the Christmas Tree should be retained but as there had been comments that it was too small, that contractors should be asked to provide a wider tree. The idea of an extra tree at the Corn Exchange was also well received.

As members agreed to extend the icicle lighting down to Bridge Street, members asked if businesses could be contacted to see if they might like to contribute. The Operations and Estates officer commented that this might be good coming from Councillors.

RECOMMENDED: that the report be noted and that the new specification for a tender includes the following conditions: -

1. Town Centre Tree should be kept, and that a minimum width should be included.;
2. To add in a large Christmas at the front of the Corn Exchange utilising the existing socket;
3. To extending the current display further down the High Street (the current display is limited to 6 LP Motifs and 1 x Wall motif between Welch Way and the bridge), including any additional LP connections;
4. To include installation of timing devices to all LP connections.
5. To cease installing LP column motifs especially close to trees as many ineffectual due to surrounding trees;
6. To continue the display in trees to Town Centre and Corn St and Welch Way;
7. To continue the use of Icicle lights to buildings;
8. To improve the Church Green lighting display by using uplighters; current display is very limited, possible move from light harnesses to lights in trees;
9. That penalty charges be included in the contract;
10. That all companies submitting tenders be asked to provide solar/environmental options for all lighting.

X75 **UPDATE ON ADVENT FAYRE**

This item was moved up the agenda as Cllr Smith had to leave the meeting. The Committee received the report of the Cemeteries and Project Officer. She explained that she had little support for councillors in what was supposed to be a councillor led event. She had relied on the cadets but could never be 100% sure that they would always be able to attend.

Members understood this and were very keen to retain this event as something that was free for the younger members of the community.

It was agreed to put this on the Council agenda and to ask for firm volunteers for this year.

Members commended the Cemeteries and Project Officer on an excellent event.

RECOMMENDED: that the report be noted and that this item be put on the next Full Council Agenda to highlight the date of the event and to get Councillors to sign up in advance to man stalls.

Cllr Smith left the meeting at this point (16.49) and therefore the meeting was no longer quorate.

X76 **UPDATE ON SWITCH ON EVENT FROM ROTARY**

Mr Ian King from Witney Rotary Club was in attendance to report on last year's event which had gone well. However, Rotary felt that the event and amount of money raised had been diluted by Witney Wonderland opening immediately after the switch on. They had put stilt walkers amongst the crowds enticing people to their event and away from the switch on attractions. Rotary wanted to request that Witney Wonderland started their event at 7.30pm.

Rotary had also spent half an hour marshalling the public across the Langdale Gate Crossing which was something that they were not insured to do and would not do again.

The Operations and Estates Officer commented that it should be made clear that it was the responsibility of Witney Wonderland from now on.

Members asked that a meeting be arranged after the next Full Council meeting on 9 April with the representatives from Witney Wonderland, the Rotary Club and the Town Council to discuss the issues raised by Rotary, in particular the road crossing on Langdale Gate.

This was not a formal recommendation as the meeting was inquorate.

The meeting closed at: 5.00 pm

Chair

This page is intentionally left blank

**YOUTH SERVICES WORKING PARTY MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 24 February 2020

At 4.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor L Ashbourne (Chair)

| | | |
|--------------|--|---|
| Councillors: | J Aitman T Ashby | D Enright A Prosser |
| Officers: | Sharon Groth Adam Clapton Polly Inness | Town Clerk Office Manager Communications & Events Officer |
| Others: | Councillor Laura Price | Oxfordshire County Council |

1 APOLOGIES FOR ABSENCE

Apologies of absence were received from Mr R Walker and Got2B. Subsequently apologies were received from Synolos.

2 DECLARATIONS OF INTEREST

There were no interests declared at the meeting.

3 MINUTES

The Working Party received and considered the minutes of the Working Party meeting held on 20 January 2020.

RESOLVED:

that the minutes of the meeting held on 20 January 2020 be agreed as a correct record and signed by the Chair.

4 EXISTING PROVISION AND GAPS IN EXISTING PROVISION

Members received a verbal update from the Chair outlining the Town Council's previous decision to identify gaps in support for varying age ranges of children in Witney, and to financially assist organisations in providing specialist services by way of grant funding.

The Community Wellbeing Manager from West Oxfordshire District Council had provided the beginnings of a youth mapping document and it was reiterated that there were no youth drop-ins available which was a concern. Members heard that funding was still available for youth crisis support and there was agreement that the Town Council funding may be more beneficial in supporting hard to reach groups and for offering discretionary benefits to young people. It was

important to understand what had happened to get to this point, for example lack of other services, activities and venue space.

RECOMMENDED:

That the Working Party continues to identify gaps in provision and consolidates the mapping document already started.

5 **TOWN COUNCIL ASSISTANCE**

There was consensus that, with the recognition of the scale of the problem, the Town Council was already well placed to open access to preventative services. It could interact with the community for example and provide use of its premises for a youth drop in for varying partners if it chose to do so. The greatest impact would be to pitch at supporting open access and opportunities for small groups for activities.

The allocated Town Council funding could be used for rental space, signposting and a map of services to start with. Understanding what's available and letting people know this was happening was key and should be deiminated via noticeboards, social media and the Town Council's annual survey.

Funding criteria was a further key priority and who the Town Council wanted to fund, by how much and how to attract them. It was agreed that this should be formed from the Town Council's existing policies and from other Councils who were providing youth funding.

Members referred to the Working Party's vision and approach to youth and agreed the need to create a physical document outlining this. It was suggested that 'Oxfordshire Youth' may have the capacity to create the most accessible youth friendly signposting guide and had already done this across the County.

RECOMMENDED:

1. Consideration on how to reach people regarding this project be delegated to the Chair and Officers,
2. That contact is made with Oxfordshire Youth regarding a signposting document,
3. That Officers research criteria for the Town Council's youth grant funding, with a first draft being issued to members ahead of the next meeting of this Working Party. The final draft to be signed off at the next meeting.
4. That the Town Council issues a Press Release regarding the above positively promoting young people.

The meeting closed at: 5.10 pm

Chair