

Witney Town Council

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Town Clerk

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Mayor of Witney



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1st June 2020

To: All members of the Witney Town Council

You are hereby summonsed to an Extra-Ordinary Meeting of the **Town Council** to be held virtually via Zoom* on **Monday, 8th June, 2020 at 7.00 pm** for the transaction of the business stated below. Login details of this meeting will be published on the Council's website prior to the meeting.

*By virtue of The Local Authorities & Police & Crime Panels (Coronavirus)(Flexibility of Local Authority & Police & Crime Panels Meetings)(England & Wales) Regulations 2020.

MEMBERS OF THE PUBLIC

Members of the public wishing to address the Council on an agenda item below must make the Town Clerk/Chair aware of their intention before the meeting starts. Members of the public wishing to record the meeting are asked to notify the Town Clerk/Chair of their intentions so that appropriate arrangements can be made for the recording, in accordance with the Council's Standing Orders and Recording of Meetings Policy.

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 Town Clerk (townclerk@witney-tc.gov.uk) prior to the meeting, stating the reason for absence.

2. DECLARATIONS OF INTEREST

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. MINUTES (Pages 5 - 16)

- To receive and consider the minutes of the ordinary meeting held on 10 February 2020;
- To receive and consider the minutes of the Extraordinary meeting held on 20 March 2020;
- Matters arising from the minutes of the ordinary meeting held on 10 February 2020 and the Extraordinary meeting held on 20 March 2020.

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. **MINUTES OF THE HALLS & GREEN SPACES COMMITTEE** (Pages 17 - 20)

To note the resolutions of the minutes of the meeting held on 9 March 2020, and consider any recommendations outside of the Committee's delegations.

6. **MINUTES OF THE STRONGER COMMUNITIES COMMITTEE** (Pages 21 - 26)

To note the resolutions of the minutes of the meeting held on 16 March 2020, and consider any recommendations outside of the Committee's delegations.

7. **MINUTES OF THE PLANNING & DEVELOPMENT COMMITTEE** (Pages 27 - 36)

To note the resolutions of the minutes of the meeting held on 18 February 2020 and 10 March 2020, and consider any recommendations outside of the Committee's delegations.

8. **PLANNING RESPONSES SUBMITTED TO THE PLANNING AUTHORITY BETWEEN 25TH MARCH - 27TH MAY 2020** (Pages 37 - 56)

To receive the consultee planning responses submitted to West Oxfordshire District Council by the Town Council's Planning & Development Committee during the Covid-19 lockdown. This delegation having been resolved at the Extra-Ordinary Meeting held on 20th March 2020, minute no. 112(3).

9. **MINUTES OF THE ANNUAL COUNCIL MEETING** (Pages 57 - 60)

- a) To receive and consider the minutes of the Annual Council Meeting held on 13 May 2020;
- b) Matters arising from the minutes of the Annual Council Meeting on 13 May 2020

10. **APPOINTMENT OF ANY NEW STANDING COMMITTEES IN ACCORDANCE WITH STANDING ORDER 30**

At the Annual Council meeting held on 13 May 2020 a new Committee Structure was agreed. This resulted in the realigning of work-load on the Halls & Green Spaces Committee into two new Committees – Sport & Play and 'Amenities'. It also incorporated the work of the Climate & Biodiversity Sub-Committee into the Planning & Development Committee forming the new Committee – Climate, Biodiversity & Planning Committee.

Members are requested to finalise the Committee names at this meeting, as the renaming of the 'Amenities' Committee was deferred to this meeting.

11. **CALENDAR OF MEETINGS FOR MUNICIPAL YEAR 2020/21** (Pages 61 - 62)

To receive and agree the calendar of meetings for the municipal year 2020/21 and to note that whilst COVID-19 restrictions affecting meetings are in place these meetings will be conducted by virtual means as permitted in temporary statute.

12. **APPOINTMENT OF MEMBERS TO STANDING COMMITTEES, SUB-COMMITTEES AND WORKING PARTIES, AND THE ELECTION OF CHAIRS** (Pages 63 - 64)

To receive and consider the report of the Town Clerk.

Please note that the Vice Chair of each Standing Committee will be elected at the first meeting of the respective Committees

13. **APPOINTMENT TO ADVISORY COMMITTEES AND OUTSIDE ORGANISATIONS** (Pages 65 - 66)

To receive and consider the report of the Town Clerk - and reaffirm or amend the appointments to Advisory Committees and Outside Organisations as appropriate.

14. **WORLD REFUGEE DAY - 20 JUNE 2020**

To agree to fly the World Refugee Flag on Saturday 20 June 2020, and each year there after, adding it to the Council's Flag Flying calendar.

15. **HEALTH AND SAFETY - COVID-19**

To receive a verbal report from the Town Clerk updating Members on the current situation in respect of Council run facilities and services, if appropriate.

16. **COMMUNICATION FROM THE LEADER**

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

17. **MOTION**

To consider the following motion proposed by Cllr Ruth Smith and seconded by Cllr Andrew Prosser

Witney Town Council notes that a consortium of councillors, residents and social enterprises in the town worked together to compose 'Witney Reallocating Road Space Proposals' – termed 'Witney's Big Green Plan' – which was submitted to Oxfordshire County Council on 18 May. The measures were drafted in relation to travel in the town whilst public transport capacity is limited and social distancing is required due to COVID-19. They were informed by a wealth of detailed local knowledge, including from Windrush Bike Project.

We note that the main recommendations of Witney's plan, which was tailored to the government's proposals, match OCC's stated priorities:

- School Streets
- 20 mph speed limits
- Reallocation of road space in favour of pedestrians and cyclists

We express commitment to Witney's Big Green Plan throughout and beyond the pandemic by

- working with Witney's Traffic Advisory Committee to implement the plan alongside representatives from all councils, transport providers and user groups
- setting out the contents of the plan formally in a WTC Active Travel Infrastructure Development Plan
- communicating with residents as we work together to improve safety, public health, air quality and sustainability.

18. **CORRESPONDENCE**

To receive correspondence from the Town Clerk – for information only.

19. **QUESTIONS TO THE LEADER OF THE COUNCIL**

Questions to the Leader of the Council in accordance with standing order 15.

20. **SEALING OF DOCUMENTS**

To authorise the sealing of documents arising from Council resolutions and to note the sealing of:

09 March 2020 Seal no. 82 Inclusive Care & Education Ltd for the Langdale Hall
10 Yr Lease (March 2018)

A handwritten signature in blue ink, appearing to be 'S. J. - C', is positioned above the printed title 'Town Clerk'.

Town Clerk