

Public Document Pack

Witney Town Council

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Town Clerk

Cllr Joy Aitman
Mayor of Witney



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01 July 2020

To: Members of the Stronger Communities Committee - O Collins, L Ashbourne, J Aitman, T Ashby, D Enright, D Butterfield, H Eaglestone and V Gwatkin (and all other Town Councillors for information)

You are hereby summonsed to a Meeting of the **Stronger Communities** Committee to be held in the VIRTUAL MEETING VIA ZOOM - Virtual Meeting on **Monday, 6th July, 2020 at 6.00 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 contact the Town Clerk (townclerk@witney-tc.gov.uk) 24 hours before the meeting in order to arrange the necessary access to be able to speak at the meeting due to it being held virtually.

RECORDING OF MEETINGS

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

AGENDA

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

1. Apologies for absence

To consider apologies and reasons for absence.

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

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

2. **Declarations of Interest**

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

3. **Election of Vice Chair**

To elect a Vice Chair for the municipal year.

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

- a) To adopt and sign as a correct record the minutes of the meeting held on 16 March 2020.
- b) Matters arising from the minutes not covered elsewhere on the agenda. (Questions on the progress of any item).

5. **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.

6. **Committee Terms of Reference, Vision and Objectives for the Municipal year** (Pages 11 - 12)

To consider the revised Terms of Reference for the Committee as attached, and to also consider the Committee's vision and objectives for the remainder of the municipal year, taking into consideration projects already underway, and the day to day management of the Council facilities under its remit – balancing financial and human resources available.

7. **Operational Report - Progress since the last meeting** (Pages 13 - 18)

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

8. **Memorial Bench Request - Tower Hill F.C** (Pages 19 - 20)

To receive and consider the report of the Operations & Estates Officer following a request from Tower Hill FC for a memorial bench at West Witney.

9. **COVID-19 Commemorations** (Pages 21 - 24)

To consider how to commemorate the volunteers who have served the community during the COVID-19 Pandemic, and those who have died locally of the virus. To also consider the correspondence from the Rotary Club of Witney on a similar suggestion and if the Council wishes to work in partnership on a project - Operations & Estates Officer report enclosed.

10. **Cycle Racks - Windrush & Tower Hill Cemeteries** (Verbal Report)

Using OCC Councillor priority fund to fund new cycle racks at Windrush and Tower Hill Cemeteries - to consider a verbal report from Cllr Ruth Smith/Owen Collins

11. **Bus Stop Improvements** (Pages 25 - 38)

To receive and consider the report of the Office Manager following a proposal from Oxfordshire County Council for bus stop improvements at Tower Hill, Witney. To also receive a verbal update on the situation relating to the other bus stop improvements.

12. **Communications Update** (Pages 39 - 40)

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

13. **Witney Town Council image & rebranding** (Verbal Report)

To consider rebranding the Council, updating and having a 'uniformed/corporate' identity throughout with a new Council logo, letterhead and newsletter template.

14. **Inclusion Panel** (Verbal Report)

To consider forming an 'Inclusion Panel' made up of members of the community's various minorities, who could advise the Council on various matters to take greater account of the impact on all sections of the community - verbal report from Chair Cllr Collins

15. **Christmas Lights Display & Competitions 2020** (Pages 41 - 42)

Due to Covid 19 etc. it has not been possible to prepare or complete the tender documentation in order to re-tender the Christmas Lights display for 2020. The Operations and Estates Officer is in contact with several lights providers and is trying to organise a small display concentrated in the Market Square area for this year only, until the tender can be completed and sent out for the 2021 display.

To receive and consider the report of the Cemeteries and Project Officer regarding the Christmas Competitions 2020.

16. **Civic Events** (Pages 43 - 46)

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

17. **Youth Services** (Pages 47 - 60)

To receive and consider the report of the Office Manager concerning grant funding and signposting of youth services.



Town Clerk

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

Held on Monday, 16 March 2020

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

Present:

Councillor L Ashbourne (Chair)

Councillors:	J Aitman	A McMahon
	O Collins	R Smith
	D Enright	
Officers:	Sharon Groth	Town Clerk
	Nicky Cayley	Democratic Services Officer
	Adam Clapton	Office Manager
	John Hickman	Operations & Estates Officer
	Polly Inness	Communications & Events Officer
Others:	none	

SC95 APOLOGIES FOR ABSENCE

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

SC96 DECLARATIONS OF INTEREST

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

SC97 MINUTES

The Committee received and considered the minutes of the 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.

The Mayor said that he had had no update from the SOTA Gallery on a bespoke piano trolley and had not had an answer from the college on decoration of the piano.

SC98 PUBLIC PARTICIPATION

RECOMMENDED: there were no members of the public present for this item.

SC99 OPERATIONAL REPORT

Members received and considered the report of the Operations and Estates Officer, which included an update on lightbulbs stored in the Buttercross roof being smashed as well as the

mechanism being broken. He cautioned that now the nights were lighter, vandalism would increase.

RESOLVED: that the report be noted.

SC100 **BIN AUDIT**

The Committee received and considered the report of the Office manager alongside the bin audit from WODC, a specific request for a dog waste bin and a list of outstanding bin requests.

If the Town Council wanted to install additional bins across the parish, it would need to bear the costs from now on.

Members noted the request for an additional dog waste bin but as dog waste could be put into a normal litter bin, it was decided that this would be a better option. A member asked if the college might pay for this bin. The Officer Manager said that this would be unlikely, but the question could be asked.

The Town Clerk highlighted the Community Clean Up grant that was yet to be spent. The Chair proposed that a substantial amount of this could be used for new bin installations and members agreed, setting the figure at £7,000.

A member commented that she was sure that commercial waste charges were less than the costs paid by the Town Council to the District Council. Cllr Enright would speak to the CEO of Ubico about this, and Officers should ask the question.

Another member queried what would happen on new estates. The Office Manager explained that the bins would be arranged by management companies such as Green Square.

Officers were asked to draw up a bin policy/management plan. Bin requests should be prioritised.

RESOLVED:

1. that the report be noted;
2. that Witney Town Council covers the cost of installing new or additional bins and their ongoing emptying costs;
3. that the residents request for a dog waste bin between West End/Crawley Road and Woodford Mill be agreed but that a litter bin/general waste bin be installed rather than a dog bin, as dog waste could be put in a litter bin;
4. that £7,000 of the Community Clean Up Grant be ringfenced for provision of new litter/recycling bins;
5. that Officers formulate a bin policy with a medium to long term plan on new requests;
6. that Officers ask WODC how much the charge for emptying is for corporate clients;
7. that the costs of emptying bins be included in the budget setting for 2021 – 22.

SC101 **BUTTERCROSS CLOCK**

The Committee received and considered the report of the Operations and Estates Officer, concerning the Buttercross Clock which had stopped working. The receiver had stopped working and needed to be replaced. The expert had advised that the mechanism needed servicing and some cosmetic work was needed to the face and hands. As the latter two items were not absolutely necessary, the Operations and Estates Officer recommended that they should be left until the roof tiles were replaced in a few years' time, and members agreed. This should be budgeted for.

The Town Clerk advised that there was no budget for this and she would write to the Town Hall Charity to see if it could contribute. The money would currently need to come out of the Council's General reserve.

RECOMMENDED:

1. that the report be noted;
2. that the fitting of a good quality radio-controlled clock movement which gets a signal from France to enable the clock to work again, be commissioned, at a cost of £2, 300 plus VAT;
3. that the dial mechanism overhaul and the restoration of the dial frame, dial surround and hands are done when the work to replace the roof tiles is done in a few years' time.

SC102 **COMMUNICATIONS UPDATE**

The Committee received and considered a verbal update from the Events and Communications Officer. This covered the embedding of Modern Gov into the website, the satisfaction survey which would be online until 30 April, and the planting of the Tiny Forest. Newsletters should be physically delivered by the end of March.

RESOLVED: that the verbal update be noted.

SC103 **COUNCIL AND CIVIC EVENTS REPORT**

The Communications & Events Officer gave a verbal update covering the Commonwealth Flag raising, the postponement of the Citizen of the Year Awards and the Civic reception due to the current pandemic situation. She also advised that the V E Day celebration would be postponed until August to coincide with V J Day.

The Communications & Events Officer added that during the current climate she would be looking at running community activities on the Council's social media whilst people were socially distancing.

RESOLVED: that the verbal update be noted.

SC104 **WITNEY CARNIVAL 2020**

The Committee discussed ideas for the Councillor's stall at Witney Carnival.

RESOLVED: to defer the final decision to the next meeting, but in the meantime Cllrs Gwatkin and Aitman to work on the idea of the history of The Leys.

SC105 **THIRD PARTY EVENTS**

The Committee received and considered an extensive report from the Operations and Estates Officer concerning third party events. Members discussed matters in the lights of various complaints from the public after the Pitch 1 area at The Leys had been designated an events field. There followed a debate on whether to engage an expert in Event Noise Planning and also on how much the District Council's Environmental Health Department might help.

RESOLVED:

1. that the report be noted;
2. that the Council get quotes from Event Noise Planning Consultants to draw up an advisory plan, which should include advice on the position of the stage;
3. that the Town Clerk speaks to Service Leader of Operational, Technical & Pollution Services at the District Council to see if the Environmental Services could assist the Town Council in noise planning management;
4. that both organisers of large third-party events and the Town Council continue to send separate letters to nearby residents;
5. that the end time for all events be 11pm, with the site cleared by 11.30pm.

SC106 **WITNEY & DISTRICT TWINNING ASSOCIATION**

The Committee received and considered the minutes of the Twinning Association held on 29th January and information on the Witney Twinning Anniversary Schedule – this event had now been cancelled due to COVID-19.

RESOLVED: that the minutes be noted and the cancellation of the Twinning Event be noted.

SC107 **VE DAY 75 WORKING PARTY**

The Committee received and considered the verbal update of the meeting held earlier that evening, at which the VE Day celebrations had been put on hold until VJ Day in August.

RESOLVED: that the verbal update of the meeting held earlier be noted.

SC108 **CHRISTMAS SUB COMMITTEE**

The Committee received and considered the minutes of the Christmas Sub Committee held on 27 February 2020.

RESOLVED:

1. that the minutes of the meeting be noted;

2. that members available to run stalls at the Advent Fayre contact Officers as soon as possible to sign up.

SC109 **YOUTH SERVICES WORKING PARTY**

The Committee received and considered the minutes of the meeting held on 24 February 2020.

RESOLVED: that the minutes of the meeting be noted.

The meeting closed at: 8.00 pm

Chair

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Draft Terms of reference for the Stronger Communities Committee

- a) To maintain infrastructure such as trees, floral displays, town centre street furniture (seats, litter bins), bus shelters, CCTV, noticeboards and Christmas Lights displays;
- b) To organise special events such as Freedom Parades, Remembrance Sunday and other Civic events within the programme and the budget agreed by the Council;
- c) To work in collaboration with other partnerships on town wide events such as the Christmas Lights switch-on and others that may arise from time to time;
- d) To oversee the Council's communication and publications – such as the website and quarterly newsletter;
- e) To oversee the local Schools in Bloom competition and the Council's entry into the regional In Bloom Competition;
- f) The Membership of the Committee shall consist of 6 Members plus the Town Mayor and The Leader of the Council ex officio with voting rights
- g) The quorum of the Committee shall be 4 Members.

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STRONGER COMMUNITIES COMMITTEE

Date: Monday 6th July 2020

Title: Progress on improvements & repairs since last meeting

Contact Officer: [Officer Title] - [Name]

Background

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

Current Situation

Summer Bedding

Summer bedding has all been planted up now and is looking really good. One Lamp Post planter is missing due to a new lamp post being installed and the bracket being removed with the old pole not replaced onto the new pole, the bracket is being replaced today by the works team and the basket should be up in the near future. Several hanging basket extender arms have gone missing from the brackets on the Lower High Street since last year's baskets were removed. replacement brackets have been ordered and these are expected to be delivered this week. The remaining hanging baskets can then go up, extender brackets will be removed and kept with the hanging baskets in future to avoid this issue happening again.

Trees

The following tree works have been carried out by WTC tree surgeons, West Witney Tree belt dead wood removed, West Witney Depot trees felled, Tree survey 2019 year one tree works completed, several trees have been reduced back from close proximity to properties and dead wood has been removed from several trees to the Leys Recreation Ground that were overhanging the top road and footpaths.

The Bat Survey has now been completed and the report stating no Bats are present and T583 in St Mary's church yard can be felled has been received. The tree surgeon is now re-quoting for the associated works once this is received a faculty will be applied for to section fell this tree to a 2m stump as agreed by council and the WODC Tree Conservation Officer Nick Dolby.

The works team have cut up and removed a large fallen bow from Queen Emma's Dyke.

Litter

The Grounds Contractors are finding excessive amounts of litter both on the amenity spaces and within the litter bins this is being caused by the school closures etc. and more people than

normal using WTC's amenity and recreational areas. This is causing the contractors issues with additional skips and staff levels due to the additional work.

Events

Currently all events with the exception of Winey Feast which is still expected in September and Remembrance Sunday have been cancelled. The communication Officer has written a separate report with regards to Remembrance Sunday.

West Witney Defibrillator

The defibrillator at West Witney sports and Social Club purchased, installed and maintained by Tower Hill football club has not been maintained recently. The operations and Estates Officer noticed it and raised it with both the Sports and Social Club at Tower Hill F.C. The unit has been taken off line with the South Central Ambulance Service as it is not being maintained.

The club it would appear no longer want to take responsibility for this unit and it would appear feel that WTC should take responsibility for it. The Operations and Estates Officer has informed the club that if that is the case they should write in officially with these reasons as to why they would want WTC to take responsibility for the unit and also to state they are willing to give the existing unit etc. to WTC. Also to provide the current condition of the unit its batteries and associated equipment and unit lifespan remaining in order that the Operations and Estates Officer can bring this matter to this committee with an appropriate costing for council to consider.

The information has not been provided as requested by the Operations and estates Officer in time for the writing this report therefore the item will have to wait until the next meeting of this committee on 21st September 20.

Vandalism

There have been few reports of vandalism recently other than a memorial bench at the Lake and a length of guttering pulled off the rear of Burwell Hall.

Street Furniture

The works Team have been cleaning and repairing benches throughout the Town.

Environmental impact

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

Risk

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

Recommendations

Members are invited to note the report.

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Vandalism 2020

Date	Item/Location	When	Date/Time Reported	Reference	Cost if known
14.2.20	West Witney Drop Down Bollards	During Week commencing 10.2.20			£298 plus works team time to fit 2 hrs £50
2.3.20	Buttercross roof space hatch locking system and smashed fluorescent tubes.	? Reported by Steve Fletcher Clock repair man			£97.98 for parts 3 x hrs works team repairing refitting cleaning up.
9.6.2020	Memorial bench Dedicated to father & Son – Witney Lake	8/06/2020	9/06/2020	Crime reference 43200171104	

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STRONGER COMMUNITIES COMMITTEE

Date:	6 th July 2020
Title:	Memorial Bench Request Tower Hill F.C.
Contact Officer:	Operations and Estates Officer – John Hickman

Background

Tower Hill F.C. would like to erect a lasting memorial at West Witney Sports Ground in the form of a bench for a player who recently passed away unexpectedly & his family. All of whom have been fantastic supporters of Tower Hill F.C. over the years.

The Operations and Estates Officer has been in contact with the club about this matter, the Operations and Estates Officer has spoken to the club regarding using a WTC bench, concrete base and the fact the bench would need to be donated to WTC after installation in order for it to be on WTC's inventory and therefore covered by WTC's PLI insurance.

Currently the only seating at West Witney Sports Ground is on the patio of the Sports and Social Club.

A suitable location will need to be agreed if council agree to Tower Hill F.C.'s memorial bench.

Current Situation

The Club do not wish to use a WTC bench and would like to be able to source the bench themselves suggesting perhaps an English oak bench that will age with time, with a plaque & wording approved by the family & would happily share any ideas we have with WTC.

Although the club are willing to install the bench base themselves the Operations and Estates Officer would prefer that the base & bench is installed by WTC and the associated cost charged to Tower Hill F.C.

Ongoing maintenance for the bench would be WTC's responsibility.

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. The bench would need to be in WTC possession

in order for it be covered by WTC PLI should an accident occur regarding the bench in the future.

Recommendations

Member are invited to note the report and that the memorial bench application is agreed on the proviso that the Operations and Estates Officer should select a location with the club and also agree the style of bench to be installed, WTC to install the base and bench with the associated cost being charged to Tower Hill F.C. and the bench donated to WTC after installation.

STRONGER COMMUNITIES COMMITTEE

Date:	Monday 6 th July 2020
Title:	COVID-19 – Request from the Rotary Club of Witney Joint Project for a commemorative bench and tree
Contact Officer:	Operations and Estates Officer – John Hickman

Background

The attached communication has been received from the Rotary Club of Witney.

The bench and tree could be a place where families could sit and focus on their loss in pleasant and peaceful surroundings.

Ideally the Club would like the planting to take place this autumn.

Rotary also ask what percentage of the cost would the Council wish to contribute.

Current Situation

The Operations and Estates Officer has considered suitable locations within the Town.

1. Church Green WTC has permission to install up to 10 benches on Church Green, however further permissions would be required to plant a tree, also the area is not particularly peaceful for families to sit and contemplate their loss.
2. Tower Hill Cemetery Lower Area. Although peaceful and quite it may be difficult to find a suitable space for this that does not have interments already.
3. Windrush Cemetery, Peaceful surroundings with views over the Town and surrounding countryside. Possible area at top end of ashes path which would give good access via paths from car parking close by. Possibility of including flower beds in this location as well. The majority of burials and ashes during this period have been at this cemetery so more likely this is the area those that have lost family within the Town are visiting this location. The area could also be used as an area for quiet contemplation by all other users of the cemetery.

Council should also remember future up keep and maintenance of the area will fall to WTC, if flower beds are added to the area then these could be added to the existing grounds contract for up keep and maintenance.

The Operations and Estates Officer would suggest that rather than just a bench and tree some flower beds etc. are incorporated as well to make an actual commemorative area for quiet contemplation for all rather than just a bench and tree on their own.

It is difficult for the Operations and Estates Officer to estimate a cost for this project for Council to give a percentage it would wish to contribute until a site and associated costs etc. is known. Perhaps council could offer to match fund the project up to a certain limit.

Although there are many benches dotted around Windrush Cemetery there are no real specified areas for bereaved families to be able to site and contemplate their loss and no areas of flower beds etc. within the cemetery.

Once a suitable site is suggested the Operations and estates Officer can meet with members of Rotary to come up with a design etc.

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 costs associated with any amounts council may agree to contribute towards this project, and any costs for the ongoing maintenance and upkeep of the area.

Recommendations

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

1. if it wants to work in partnership with the Rotary Club of Witney in delivering a Covid 19 commemorative bench and tree;
2. here would be a suitable location;
3. how would the Council envisage the commemorative area to look;
4. what financial contribution would the Council wish to make towards the project;
5. is the Council happy to fund on-going maintenance/upkeep of any flower beds grass etc. and add it to the existing grounds contract.

For the attention of Ms Joy Aitman, Mayor of Witney.

Dear Joy,

Good morning,

I am writing to you in my capacity as Secretary of the Rotary Club of Witney.

During a recent Club management meeting I raised the idea of planting a commemorative tree and installing a bench at a suitable site in the Town to commemorate those who lost the battle with COVID19. The bench and tree could be a place where families could sit and focus on their loss in pleasant and peaceful surroundings.

The Rotary Club is in a position to support funding this project perhaps with the assistance of the Council and other Service Clubs such as the Lions and Round Table, (I have not broached the subject with them yet).

Would the Town Council like to work with the Club to deliver this project?

If so, can you help to identify a suitable site within the Town?

Also, what percentage of the cost would the Council wish to contribute?

As with all projects such as this there is a need to set aside a maintenance budget to maintain the items as time goes on.

Ideally the Club would like the planting to take place this autumn.

Thanks.

Ron Spurs
Secretary
Rotary Club of Witney

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STRONGER COMMUNITIES COMMITTEE

Date:	Monday 6 th July 2020
Title:	Bus Stops/Shelters - Tower Hill Bus Stop Improvements
Contact Officer:	Office Manager – Adam Clapton

Background

During the Covid-19 lockdown officers received communication from Oxfordshire County Council to advise section 106 contributions totalling £10,000 had been allocated for improvements to the Tower Hill bus stop(s). A request was made of the Town Council as to what it would like to see included in the scheme. Central ward Town Councillors, County Cllr Laura Price and Officers discussed this with the County Council to understand the logistics and how the project could be progressed. The County Council will be the project manager and the following suggestions were made:

- Ideally, the funds should go towards bus shelters on both sides of the road,
- These shelters should be accessible for disabled users and contain seating in some form
- It would be preferable if the shelters could have real-time stats incorporated but the Council understands that the initial funding may not cover this
- Cycle racks would be beneficial to develop this into a satellite sustainable travel hub like others in the town
- There should be consultation/notification to adjacent properties (OCC to facilitate by providing drawing & letter)
- Litter bins at the stops

Current Situation

Oxfordshire County Council forwarded a proposal for this scheme which is attached at Appendix A.

Members will note that the cost of the proposal is significantly higher than the allocated funding of £10,000. The suggestions made by the Town Council were 'all-encompassing' so in order for the proposed improvements to be enacted, further funding would be necessary from existing budgets i.e. further s106 funds, County Cllr priority fund (per Cllr Price), or the scheme will need to be reduced in scope.

Due to the cost members may want to consider limiting improvements to the bus stop heading into the town centre and excluding litter bins from the proposal.

There has been further discussion following receipt of the proposal in respect of suppliers and funding with a provisional acceptance for the use of the Town Council's preferred bus shelter

supplier. Further S106 bus infrastructure funds in the town have also been provided, attached as Appendix B.

Environmental impact

- Loss of grass area to erect a bus shelter and cycle racks
- Erection of electric real-time stats bus stop flagpole
- Continued investment to encourage active and sustainable travel in Witney

Risk

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

Financial implications

- The budget for this project is £10,000 which is sourced from County Council S106 funds
- The Town Council has an existing budget line for bus shelter maintenance, set at £2000 for the year 2020/21.
- There are further possible S106 funds and Councillor priority funds which could be requested*
- The use of the Town Council's preferred bus shelter supplier would drastically alter the additional funds required. The cost of a similar cantilever shelter installed in 2019 was approximately £2,500
- The removal of one shelter from the proposal would reduce the cost of the scheme
- There will be a cost for ongoing maintenance for shelters
- There would be an ongoing cost of bin-emptying should that be included in the final agreement

*requested but cannot be guaranteed

Recommendations

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

- The bus improvements proposal submitted by Oxfordshire County Council and,
 - If in agreement, consider employing the Town Council's preferred bus shelter supplier to supply the bus shelter(s).
 - And/or seek funding to cover the shortfall
- To reduce the scope of the scheme by removing component parts or concentrating on one bus shelter town-centre bound,
- That following agreement on the form these improvements should take, delegation should be made to councillors and officers to conclude the project.

Witney Proposed Bus Stop Improvements Report



Witney
Proposed Bus Stop Improvements
Oxfordshire

June 2020

Document No : RGr/Rep01

Revision No : 02

Date : 01 June 2020

Prepared by : (RGr)

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Checked by : ()

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Approved by : ()

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DRAFT

Project - Overview

This report is to assist Witney Town Council in improving existing bus stops at Towers Hill sites by providing information and installation estimates.

DRAFT

Background

In April 2020 Witney Town Council was notified by Oxfordshire County Council of available S106 funding for Bus Stop improvements within Witney.

Objectives

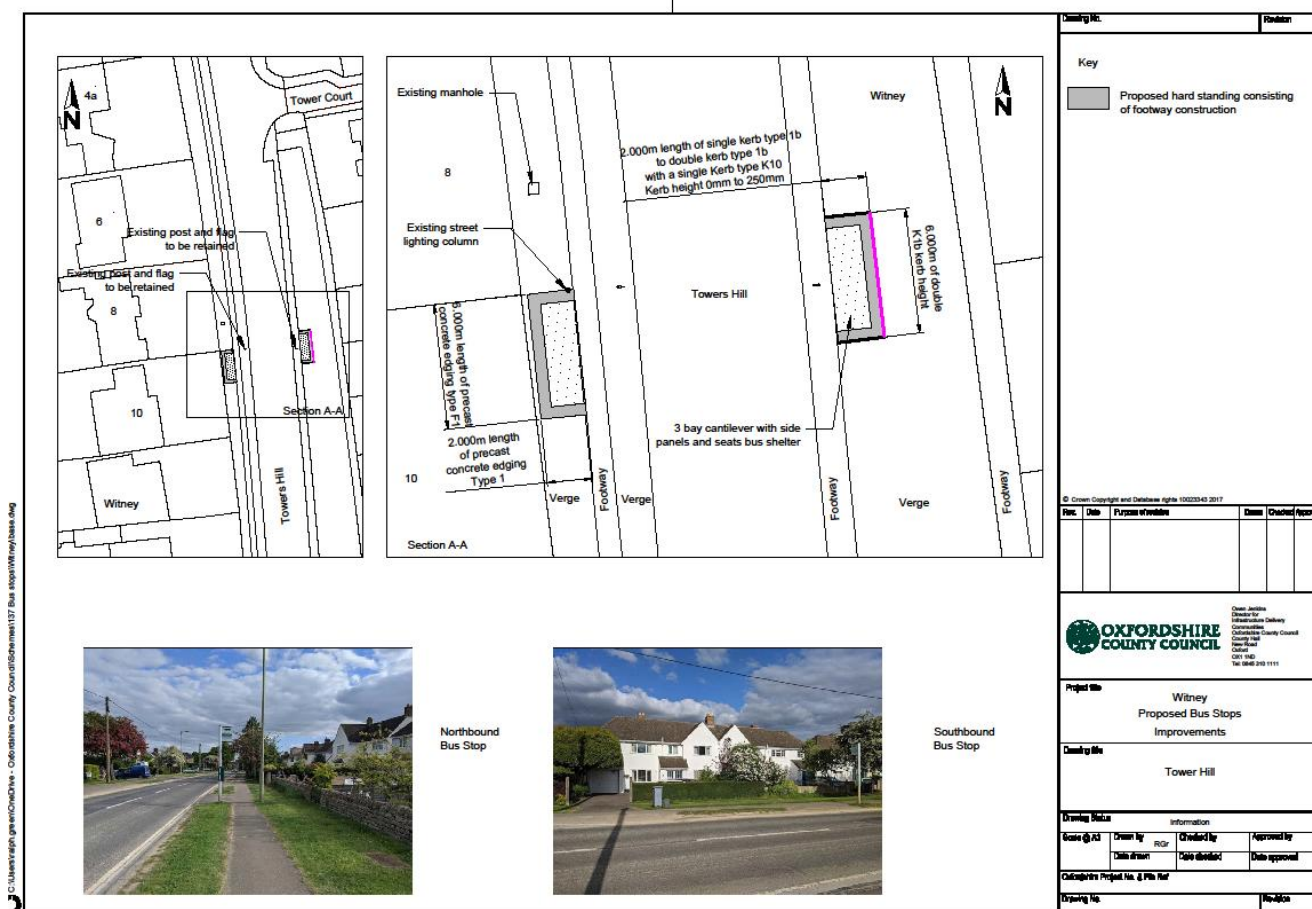
During the initial meeting between Oxfordshire County Council representative and members of the Town Council, it was agreed that Oxfordshire County Council will develop the proposed improvements at bus stops identified by the Town Council and to provide a short report which is to be the basis for further discussion within the Town Council.

The list of features submitted by Witney Town Council members is:

- Ideally, the funds should go towards bus shelters on both sides of the road,
- These shelters should be accessible for disabled users and contain seating
- It would be preferable if the shelters could have real-time information.
- Cycle racks.
- Litter bins at the stops.

Proposed Improvements

Site1 – Tower Hill Bus Stops



These are existing bus stops that are situated in the open and those waiting to bus the bus services are exposed to the weather. Both bus stop shelters are to be installed beside the footway in order not to conflict with the existing footway network in the locality.

Both bus shelters are to have seating within them with the option of Real Time Information being installed later if it is considered appropriate and funds are available.

Normally to prevent any tension between neighbours the shelter is installed on the residential boundary line, so each neighbour has equal amount shelter intrusion from the property which is achievable for the southbound bus stop only.

Unfortunately, due to the site constraints such as the street lighting column and utility manhole access that is to be free from any obstruction at any time forces the location of the shelter to outside one resident on the northbound bus stop. It is anticipated that there will be some objection to the proposal by this resident as the arrangement is not reciprocated as the opposite bus stop.

Estimated cost (both bus stops)

1. 3 bay cantilever shelter & base	£36.0K
2. Pole & flag	£2.5K
3. Real Time Information (solar powered)	£16.0K
4. Cycle racks (toast rack)	£1.5K
5. Waste bins	£1.0K
	£57.0K

Summary

The proposed bus stop improvements are dependent on the funding available should Witney Town Council wish to proceed with the improvements suggested in the report then the following stages will be necessary: -

1. Identify which improvement is to be promoted. There is still an opportunity at this stage to consider additional locations that may benefit from adopting the features put forward within this report.
2. Oxfordshire County Council/ Witney Town Council need to agree and secure the funding for the proposed improvements.
3. Oxfordshire County Council is required to secure permission to proceed with the agreed improvement from the Area Engineer.
4. Upon receiving permission to proceed Oxfordshire County Council is to arrange quotations from a suitable Contractor for the improvements.
5. Oxfordshire County Council/ Witney Town Council need to agree in writing that Witney Town Council shall be responsible for future maintenance of the bus stops
6. Witney Town Council is to employ an approved Contractor to install the agreed improvements, Oxfordshire County Council will provide assistance in providing details of approved contactors and provide 'oversight' inspections during construction should it be considered necessary.

Appendix 1 – An Example



Dear Adam,

We normally use a shelter supplier who has provided favourable rates over recent years. However with a large increase in our provision of bus infrastructure we are not ordering further equipment until we have undertaken a new tender procedure. Having said all that, if you wish to use your preferred supplier to maintain uniformity I'm sure that will be acceptable. As we have no budget to maintain shelters (although we do maintain the poles and flags – the service detail signs) we ask the local council to adopt and maintain them. To help with this we would transfer all surplus funds to you with a legal agreement to confirm their use for this purpose. In this instance I suggest we would order all the infrastructure aside from the shelters as well as any civils work required and then pass the remaining funds to you to include for the purchase of new shelter(s).

We normally use Oxfordshire Direct Services to undertake the civils work such as the base and any kerbing works etc that may be needed. I'll discuss the exact nature of this site with Ralph to confirm what's required in this case. Do your shelters have foundations dug into the ground or are they bolted onto concrete slabs? This will clearly determine the type of base we need to install.

I've listed below all the developer funds we hold for bus infrastructure in Witney, as you'll note there is £10,000 for Tower Hill. We are happy to be guided by you as to where the funds are to be directed. They must however meet the terms of the agreement and be seen to benefit those from the 'donor' development. Understandably much of this can be ambiguous and I try to be as 'flexible' as possible in the interpretation of the restrictions although we can never guarantee funds absolutely until colleagues responsible for the legal aspects have signed them off as agreed.

Agreement Ref	Location	Total Monies Currently Held	Contribution yet to be Received	Summary of Terms Relevant to the contribution
Witney				
WI 33	Bridge St Mill	£14,684.05	£0.00	For Bus Infrastructure which may include RTI and bus shelters (Listed as allocate to Public Transport Infrastructure, Various Locations)
WI 36	Witan Way Supermarket	£15,000.00	£0.00	Towards local transportation infrastructure to provide sustainable modes of travel.
WI 50	118a Burwell Drive and land lying to the South West of Burwell Drive	£20,163.88	£0.00	Towards the WITS or localised bus infrastructure improvements in the vicinity of the Site
WI 56	New Leys Farmhouse, Curbridge Rd	£23,463.37	£0.00	Towards bus infrastructure in Witney
WI 73	Land at Burford Rd	£10,000.00	£0.00	For bus infrastructure alterations, including a new bus shelter, new hardstandings, new pole/flag/ information case units further south along Tower Hill.
WI 74	Land at Thorney Leys	£10,383.18	£0.00	Listed as allocated to Public Transport Infrastructure towards a bus shelter and 3 cycle racks - Curbridge Road
WI 79	Astall House, Curbridge Rd	£16,098.39	£0.00	Listed as allocated to Bus Shelter (including a real time information display) at the first Oxford bound Bus Stop on Burwell Drive)

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STRONGER COMMUNITIES COMMITTEE

Date: Monday 6th July 2020

Title: Communications Report

Contact Officer: Communications and Events officer – Polly Inness

Background

An update on the Town Council's communications

Current Situation

A very busy time for Communications going in to lock down and as measures are relaxed.

Newsletter

A draft version of the last old-style newsletter has been circulated to committee members for approval. Future issues will be email style newsletters sent using MailChimp. Opt in sign up forms will be placed on our Facebook and website pages shortly.

Web Audit

This is still on target. We are looking to migrate a couple of further menu items to Mod Gov if possible. The accessibility statement is updated as new markers are achieved.

The Witney Town Council App will also require compliance with accessibility requirements, and this has now been registered with apple so that we are able to carry out our own updates.

Survey

The residents' satisfaction survey for 2020 has now closed and the results are available to review on this link.

<https://www.surveymonkey.com/results/SM-6PHR3MT37/>

Environmental impact

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

Risk

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

Financial implications

There are no financial implications

Recommendations

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

1. approve the newsletter for upload;
2. how the Council wishes to share or use the survey results.

STRONGER COMMUNITIES COMMITTEE

Date: 6th July 2020

Title: Christmas Competitions

Contact Officer: Cemeteries Officer Tracy Minns

Background

Every year the Council invites the children of Witney to enter the Christmas Competitions to design the Advent Fayre poster, the Mayors Carol sheet and official Christmas card and the Christmas light.

At the beginning of June the schools are written to and invited to take part and entry forms are provided. Most schools use these as an activity for the last weeks of term as the closing date is the end of the summer term at the end of July. The timeframe for this in the past has been determined by the need to place an order for the winning light in August.

Current Situation

Due to the Covid-19 pandemic schools are not open to facilitate the running of the competitions neither is it certain at this stage without further government guidance that an Advent Fayre or the Mayors Carol Service will take place.

Due to not having a Christmas light contractor in place we will be unable to have a light manufactured.

Environmental impact

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

Risk

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

Financial implications

There are no significant financial implications relating to this report. A small budget saving on the costs normally involved in the delivery of the competitions.

Recommendations

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

- To continue with the Mayors Christmas card as a competition and to advertise this through our WTC newsletter and website.
- Replace the other competitions with alternatives such as a Christmas poem or a Christmas story.
- Disregard the competitions for this year.

STRONGER COMMUNITIES COMMITTEE

Date: Monday 6 July

Title: Events Report

Contact Officer: Communications & Events Officer - Polly Inness

Background

A round up of recent and forthcoming events

Current Situation

Most of the events for 2020 have been postponed indefinitely during the Covid -19 outbreak. Officers will be looking to reschedule as many of these as reasonable, when possible.

VJ Day

This is just a month away. Nothing has been planned for at this stage. There have been no meetings so no format in mind. The Town Council held a very successful Radio event in conjunction with Witney Radio for VE Day and it would be possible to approach them to see if they will collaborate in a similar way.

Remembrance

Members will be aware from previous reports the shift from the Royal British Legion taking responsibility to the Town Council – this is a national directive and not just a local one.

The Town Council has received further correspondence from The Royal British Legion that reiterates that they are not able to pay for road closures or man barriers to facilitate parades as they do not wish to use their funds in this way and do not want to pay the additional insurance costs.

“Where a branch, or county or district, has to be the Event organiser (because the Civic Authorities refuse) they may take this role but there can be no street Parade, no road closure and, therefore, no need for a Temporary Traffic Management Operation (TTMO) unless this aspect of the event is owned by a Civic Authority. Whilst the branch can be involved in determining a Parade route, it should not itself contract with a third party and may not take responsibility for the design, planning and deployment of a TTMO. On the day of the Parade, the RBL and its volunteers must not engage in the deployment, management or removal of any TTMO. This includes, for example, placing barriers, directing traffic or driving vehicles that are involved in the TTMO.”

The Town Council met with representatives of the Witney branch at the end of last year and very early this year to discuss this change.

The focus for the veterans and many others on the day is the respectful marking of the moment and the acts of remembrance that centre around the wreath laying displaying of the standards and the services that take place at the memorial and the church. The parade, though part of the spectacle, is secondary to this.

On its own the Town Council does not have sufficient manpower to man all the barriers required for a full road closure of the type used for the usual parade. There is an additional problem in that the previous parade marshal is not qualified and therefore neither the RBL nor the town council are able to insure him in that role until he has undertaken and passed the required training. Having spoken with him earlier in the year he told officers he would seek to take the training course if possible but is unlikely to be able to do that this year.

A further solution to the problem is to reduce the size of the road closure to a size that can be managed by existing staff and volunteers without too much trouble. Closing off just Church Green and allowing crowds to gather on the grass and participants such as wreath layers, standard bearers, the band and clergy to gather in their normal spots around the memorial. There would be no requirement for a bigger road closure without the usual parade and social distancing measures, if still in effect, will be easier to manage.

It could be that because the Pandemic finds us in exceptional circumstances that it is necessary to change what happens for this year at least and is a good chance to experiment with other ways of working with RBL to facilitate a service of Remembrance that is different but equally respectful and thankful.

This year it's the 100th anniversary of the Unknown soldier on Remembrance day and this is an international thing marked in around 60 countries who each have an unknown soldier, so this could be a focus based on a brotherly union across nations.

Environmental impact

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

Risk

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

Financial implications

There may be additional costs to the Council attached to Remembrance such as additional insurance and the cost of First Aid which RBL wish to pass on to the Town Council as organisers of Remembrance as a civic event.

Recommendations

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

1. How to mark VJ Day
2. Achieving a meaningful and manageable Remembrance Day this year

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STRONGER COMMUNITIES COMMITTEE

Date: Monday 6th July 2020

Title: Youth Services

Contact Officer: Office Manager – Adam Clapton

Background

The Council previously agreed to budget £30,000 towards the provision of Youth Services in the town following a Youth Forum and meetings with key stakeholders from this sector. In addition, the Council resolved to develop a signposting strategy in order that parents and young adults are aware of what services are available to them.

Current Situation

Youth Service Signposting

Following a previous resolution, Officers contacted Oxfordshire Youth regarding mapping/signposting youth services already on offer in Witney. Their physical signposting document (attached as Appendix A) while comprehensive, is only completely accurate on the day of publication, requires a large amount of manpower in updating and needs the relevant qualified people to produce it. To understand what was currently available in terms of mapping was suggested and to consider the number of organisations which would be listed, which would currently only be a handful based on their data.

The most accurate information currently relating to all community initiatives can be found on www.oxfordshireallin.org Although created quickly due to Covid-19, this has grown into a popular resource and lists several organisations not specifically related to the pandemic. There are hopes that this will be develop further following the current crisis and there are also several other websites offering mapping in relation to youth provision who may be willing to enter an information sharing agreement; namely The Family Information Service and Activities Oxfordshire, both administered by Oxfordshire County Council.

Oxfordshire Youth are enthusiastic about supporting Witney Town Council in this project, are happy to share information and advised that Thame and Faringdon Town Council's had undertaken youth projects. A dedicated webpage, with an interactive map on the Council's website might be a starting point which could list the services commissioned by the Town Council and then evolve, embedding links to the above resources.

Grant Funding

Draft funding criteria and an application form are attached for consideration as Appendix B. As requested by the former Working Party these are borne from the current Town Council grant award documents and other similar local authority grants.

Although the draft documents allude to the necessary insurances and policies being required to be able to qualify, Oxfordshire Youth have indicated that other Council's offering similar youth funding have stipulated that the applying organisation should be affiliated to them. This has two benefits; Firstly, that the organisation is promoted in a further county-wide setting, and secondly any affiliated member must have a minimum standard of the necessary documents in place such as safeguarding etc.

Environmental impact

There is no known environmental impact in relation to this report. Applicants will be encouraged to submit their documentation electronically.

Risk

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

Financial implications

There is no set budget for a signposting document to be produced, unless it is taken from the £30,000 earmarked reserve (this will obviously reduce the amount to be grant-funded).

Recommendations

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

1. the form Witney Town Council Youth Services signposting should take,
2. the draft grant funding criteria and application form (including key dates),
3. whether it should be stipulated that those applying for funding are affiliated to Oxfordshire Youth.

COUNTY-WIDE

- **Animation Station**
www.animationstation.co.uk
07521 772148
- **Adventure Plus**
www.adventureplus.org.uk
01993 703 308
- **African Families in the UK**
www.africanfamiliesuk.wixsite.com/afiuk
07921 462949
- **Ark T Centre**
www.ark-t.org
01865 396778
- **Aspire**
www.aspireoxfordshire.org
01865 204450
- **Asylum Welcome**
www.asylum-welcome.org
01865 722082
- **Barracks Lane Community Garden**
www.barrackslanegarden.org.uk
07729 655543
- **Blackbird Leys Boxing Club**
www.blackbirdleysboxingclub.co.uk
- **Children Heard and Seen**
www.childrenheardandseen.co.uk
07557 339258
- **Clean Slate**
www.cleanslate.org.uk
01869 232461
- **Diocese of Oxford**
www.tinyurl.com/yxc7vdg2
Age 5-11: 01865 208255
Age 11-18: 01865 208253
- **Drumbeats**
www.drum-beats.co.uk
07910 433265
- **Family Links**
www.familylinks.org.uk
01865 401800
- **Friends of O.S.C.A.R**
www.friendsofoscar.org.uk
07498 578890
- **Full Circle**
www.fullcircleoxon.org.uk
01865 246456
- **Go For It!**
www.goforituk.org
07897 117435

- **Guideposts Trust**
www.guideposts.org.uk
01993 893 560
- **Hope Thru Horses**
www.hopethruhorses.com
07780 675112
- **Inspired Young People Project**
Find us on Facebook
- **Jennie's Children's Trust**
www.jennieschildrenstrust.org
- **Mayday Trust**
www.maydaytrust.org.uk
01865 670028
- **Musical Youth Company Oxford (MYCO)**
www.myco.org.uk
- **One-Eighty**
www.one-eighty.org.uk
01865 236869
- **Oxford Against Cutting**
www.oxfordagainstcutting.org
07909 510840 (Kate Agha)
0345 050 7666
- **Oxfordshire Federation of Young Farmers' Clubs**
www.ofyfc.org.uk
07899 727995
- **Oxfordshire Mind**
www.oxfordshiremind.org.uk
01865 263730
- **Oxfordshire Play Association**
www.oxonplay.org.uk
01865 779474
- **Oxfordshire Sexual Abuse and Rape Crisis Centre (OSARCC)**
www.osarcc.org.uk
01865 725311
- **Oxfordshire Youth**
www.oxfordshireyouth.org
01865 767899
- **OXPIP**
Oxford Parent Infant Project
www.oxpip.org.uk
01865 778034
- **Pegasus Theatre**
www.pegasustheatre.org.uk
01865 812150
- **RAW**
www.raw-workshop.co.uk
01865 714111

- **SAFE! Support for Young People Affected by Crime**
www.safeproject.org.uk
0800 1337938
- **SeeSaw**
www.seesaw.org.uk
01865 744768
- **Sylva Foundation**
www.sylva.org.uk
01865 408018
- **Synolos**
www.synolos.co.uk
01993 222555
- **The Art Room @ Place2Be**
www.theartroom.org.uk
01865 779779
- **The Oxford Foundation**
www.theoxfordfoundation.com
- **Together with Migrant Children**
www.togethertwithmigrantchildren.org.uk
01865 528658
- **Topaz**
www.topazoxford.org.uk
01865 396778
- **TRAX – The Oxfordshire Motor Project**
www.traxorg.com
01865 318040
- **Unlocking Potential Oxfordshire**
www.upoxfordshire.org
- **VIP+ Very Important People**
www.vipplusoxford.org
- **Yellow Submarine**
www.yellowsubmarine.org.uk
01865 236119
- **YGAM (Young Gamblers Education Trust)**
www.ygam.org
0203 837 4963
- **Yoga in Schools**
www.yoga-in-schools.co.uk
01761 470658
- **Yoga Quota**
www.yogaquota.com
07808 577144
- **Young Women's Music Project**
www.ywmp.org.uk
07752 403115
- **Youth Challenge Oxfordshire**
www.yoco.online
07999 340597

KEY CONTACTS in Oxfordshire

SAFEGUARDING

Multi-Agency Safeguarding Hub (MASH)
0345 050 7666
mashchildrens@oxfordshire.gcsx.gov.uk

Oxfordshire Safeguarding Children Board
01865 815843
oscb@oxfordshire.gov.uk

LOCALITY AND COMMUNITY SUPPORT SERVICES (LCSS)*

LCSS Central 0345 241 2705

LCSS North (including Banbury, Witney, Bicester, Carterton and Woodstock):
0345 241 2703

LCSS South (including Abingdon, Faringdon, Wantage, Thame, Didcot and Henley): 0345 241 2608

If you have a concern out of office hours call Emergency Duty Team on 0800 833 408

CHILDREN AND ADOLESCENT MENTAL HEALTH SERVICE (CAMHS)

Single Point of Access (SPA)
01865 902515
OxonCAMHSSPA@oxfordhealth.nhs.uk
www.oxfordhealth.nhs.uk/camhs/oxon

* for a 'no names' consultation (meaning you don't give the child's name).

OXFORDSHIRE COUNTY COUNCIL SERVICES

Oxfordshire Young Carers Team
young.carers@oxfordshire.gov.uk

The Aquarius Service
For individuals aged 8-19 who use substances and/or are affected by familial substance misuse
07950301426

Kingfisher
Supporting and protecting children and young people who are subject to or at risk of being sexually exploited.
01865 309196
kingfisherteam@oxfordshire.gov.uk

Phoenix
Working with looked after children (LAC), children in the residential Edge of Care Service, Youth Justice Service and children who are at risk of, or have been subject to sexual exploitation.
01865 904331

Family Solutions Service
Family Centres located in Witney, Banbury, Bicester, Barton, Rose Hill, Blackbird Leys, Abingdon and Didcot. Search 'Family Solution Service' at www.oxfordshire.gov.uk

OXFORD CITY COUNCIL

Youth Ambition
01865 252728
youthambition@oxford.gov.uk
www.oxford.gov.uk/youthambition

YOUTH IN MIND ORGANISERS

oxfordshire
youth

Our vision is for all young people to be empowered, feel respected and know that they are valued. For over 70 years we have provided support to the youth sector in Oxfordshire and more recently we provide accredited youth leadership opportunities for young people throughout the UK. For more information about organisations working with children and young people in Oxfordshire visit:
www.oxfordshireyouth.org

Oxfordshire | mind
for better mental health

Our vision is: "We won't give up until everyone experiencing a mental health problem gets both support and respect". Established over 50 years ago, we now help over 20,000 people in Oxfordshire each year – including children, parents, carers and teachers. For the Oxfordshire Mind Guide resource see:
www.oxmindguide.org.uk

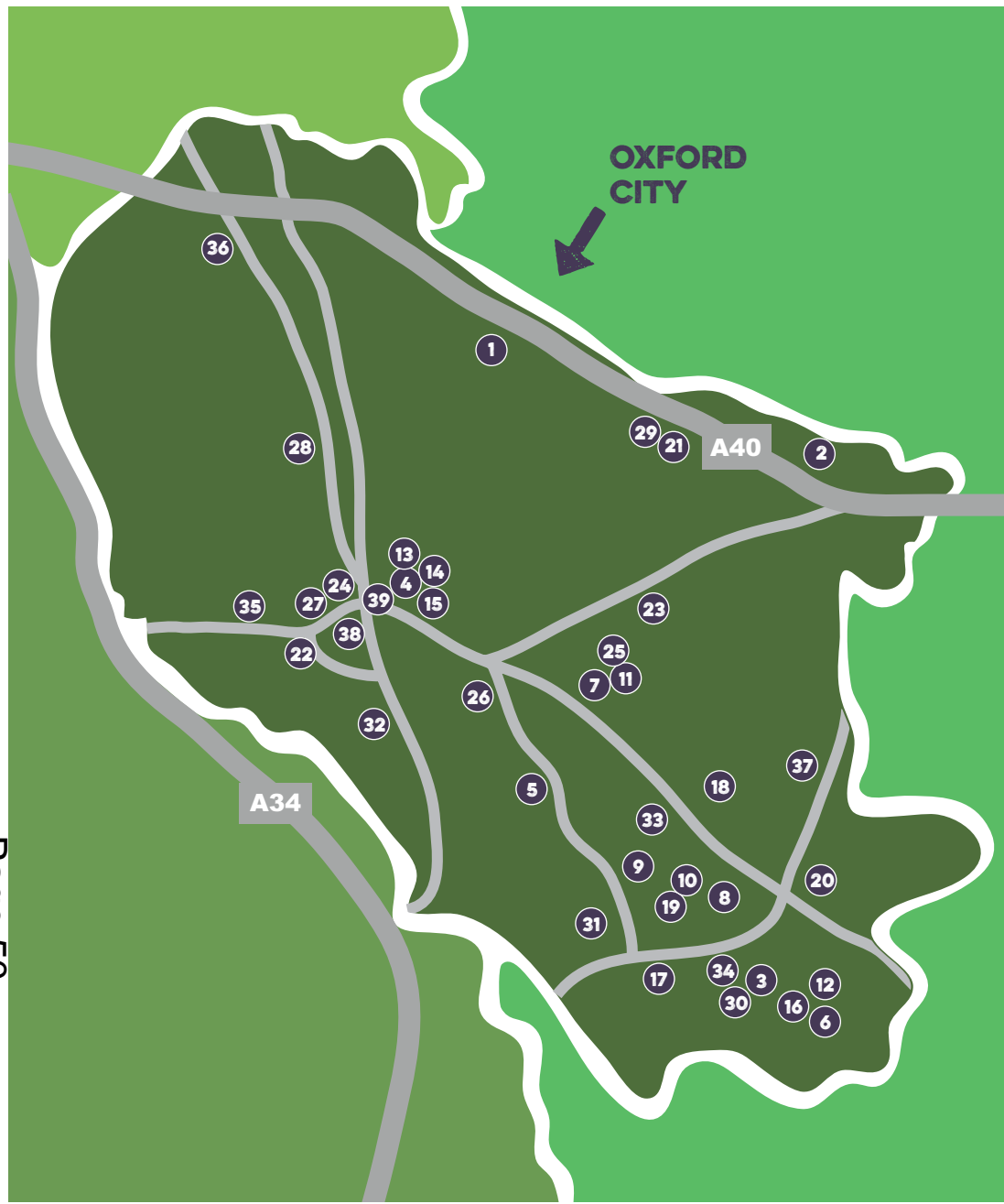
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youth

YOUTH
in mind
MAP
2019



#YOUTHINMIND



OXFORD CITY

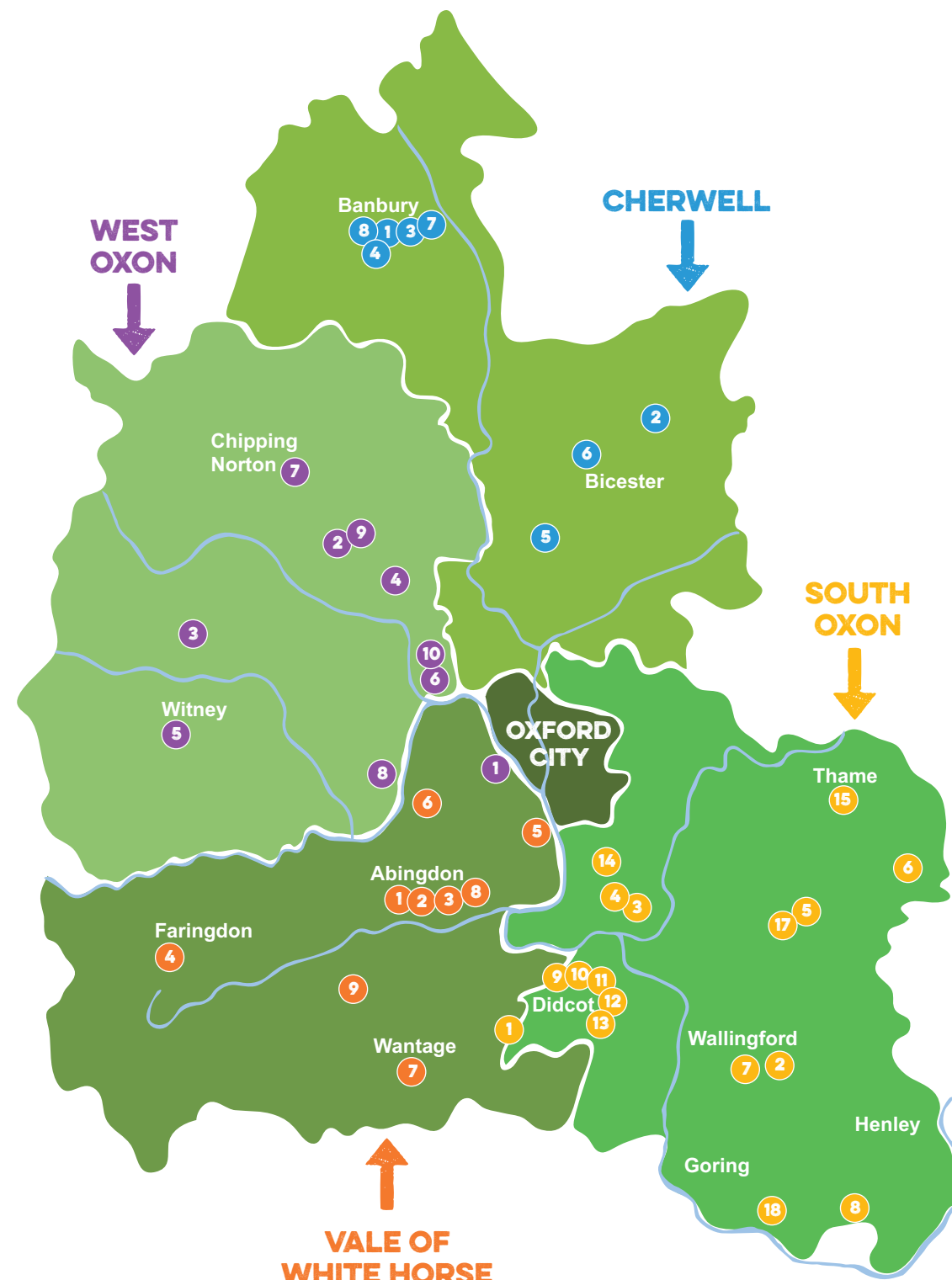
- 1** Body Politic
www.bodypoliticdance.com
07791 905851
- 2** Barton Youth Centre
www.tinyurl.com/y4gehk46
01865 761987
- 3** Blackbird Leys Adventure Playground
www.blap.org.uk
01865 236646
- 4** Branch Up – Oxford Hub
www.oxfordhub.org/activities/branch-up
07384 718332

- 5** Donnington Doorstep
www.donnington-doorstep.org.uk
01865 727721
- 6** Dovecote
www.dovecotproject.com
01865 712299
07974 234661
- 7** East Oxford Youth Club
01865 252728
- 8** EMBS Community College
www.embs.org.uk
01865 776041

- 9** Family Arena
www.familyarena.org
01865 402108
07958 596340
- 10** Flo's – the place in the park
www.flosoxford.org.uk
01865 587611
- 11** Fusion Arts
www.fusion-arts.org
01865 245735
- 12** Home-Start Oxford
www.home-startoxford.org.uk
01865 779991

- 13** Jacari Oxford
www.jacari.org
01865 264167
- 14** JSC
www.jsc4kids.com
07931 315450
- 15** Keen Oxford
www.keenoxford.org
01865 264161
- 16** Leys CDI
www.tinyurl.com/y476am2u
01865 395927

- 17** Littlemore Youth Club
[Find us on Facebook](https://www.facebook.com/littlemoreyouthclub)
- 18** Mandala Theatre Company
www.mandalatheatre.co.uk
01865 711341
- 19** Master Rhythm
www.masterhythm.co.uk
07765 224245
- 20** My Life My Choice
www.bit.ly/2DlvvpP
01865 204214
- 21** Northway Youth Club
[Find us on Facebook](https://www.facebook.com/northwayyouthclub)



VALE OF WHITE HORSE

- 22** OVADA
www.ovada.org.uk
01865 200979
- 23** Oxford Contemporary Music
www.ocmevents.org
01865 484787
- 24** Oxford Playhouse
www.oxfordplayhouse.com
01865 305318
- 25** Oxford Swans Swimming Club
oxfordswans.com
07847 821703
- 26** Oxford University Amateur Boxing Club
www.ouabc.com
georgia.walker@sjc.ox.ac.uk
- 27** Oxford University Museums and Collections
www.tinyurl.com/y4sxeowb
education-service@ashmus.ox.ac.uk

- 28** Oxford Youth Enterprise
01865 270325
- 29** Parasol Project
www.parasolproject.org
01865 742816
- 30** Peeple
www.peeple.org.uk
01865 397970
- 31** Rose Hill Junior Youth Club
www.rosehilljyc.org
07770 324277
- 32** South Oxford Adventure Playground (SOAP)
www.soapoxford.org.uk
01865 249787

- 33** The Children's Allotment
thechildrensallotment.org
- 34** Thrive
www.thriveteams.org
01865 788350
- 35** West Oxford Community Association
www.woco.org.uk
01865 245761
- 36** Wolvercote Young People's Club
www.wolvercoteypc.org.uk
01865 559 374
- 37** Wood Farm Youth Centre
01865 769263
- 38** Youth Ambition
www.oxford.gov.uk/youthambition
01865 252728
- 39** 13th Theatre Company
www.13ththeatreco.co.uk
07475 176399

CHERWELL

- 1** Banbury Young Homelessness Project
www.byhp.org.uk
01295 259442
- 2** Fringford Youth Club
- 3** Grimsbury Junior Youth Club
www.grimsbury.org/junior-youth-club
07789 861969
- 4** Home-Start Banbury, Bicester & Chipping Norton
www.home-startbanbury.org.uk
01295 266358
- 5** Kirtlington Youth Club
www.kirtlingtonvillage.co.uk/kirtlington-youth
01869 350474
- 6** OYAP Trust
www.oyap.org.uk
01869 602560
- 7** Sunrise
www.sunrisemulticultural.org.uk
01295 701728
- 8** Sunshine Centre Banbury
www.sunshinecentre.org
01295 276769

SOUTH OXON

- 1** Be Free Young Carers
www.befreeyc.org.uk
01235 838554
- 2** Benson Youth Club
[Find us on Facebook](https://www.facebook.com/bensonyouthclub)
01491 839040
- 3** Berinsfield amateur boxing club
www.abae.co.uk
07860 156950
- 4** Berry Youth Centre
[Find us on Facebook](https://www.facebook.com/berryyouthcentre)
- 5** Chalgrove Youth Club
www.tinyurl.com/yy7w7ww2
01865 890432
- 6** Chinnor Youth Club
www.bit.ly/2DlvvpP
01844 353267

KEY



- 7** Cholsey Youth Club
www.cholseyyouth.org.uk
- 8** Club SC
www.clubsc.co.uk
sunny.clubsc@gmail.co.uk
- 9** Didcot TRAIN
www.didcottrain.org.uk
01235 519315
- 10** Earth Trust
www.earthtrust.org.uk
01865 407792
- 11** Home-Start Southern Oxfordshire
www.tinyurl.com/y415cgpu
01235 511152
- 12** Host Abingdon
www.hostabingdon.org
01235 555486
- 13** SOFEA
www.sofea.uk.com
01235 510774
- 14** Stadhampton Youth Club
01865 361920
- 15** Thame Youth Café
www.thameyouthcafe.org.uk
07538 675156
- 16** Thomley
www.thomley.org.uk
01844 338380
- 17** Watlington Youth Club
01491 614663
07554 427645
- 18** Woodcote Youth Club
07801 321502

VALE OF WHITE HORSE

- 1** Abingdon DAMASCUS Youth Project
www.damascusyouthproject.org.uk
01235 848694
- 2** Christ Church Abingdon
www.cca.uk.net
01235 539172
- 3** Compass
compass@peachcroftcc.org
01235 530227
07768 294990

- 4** FAAAAZE
www.faaaze.org
07718 877997
- 5** Kennington Youth Club
www.kenningtonyouthclub.com
07788 746157
- 6** OX13+ Appleton Youth Club
01865 861591
- 7** Sweatbox
[Find us on Facebook](https://www.facebook.com/sweatboxox13)
01235 225700 Ext. 2690
- 8** The Abingdon Bridge (TAB)
www.theabingdonbridge.org.uk
01235 522375
- 9** West Hendred and Ginge Youth Club
01235 832113

WEST OXON

- 1** Branches Youth Café
www.branchesyouth.uk
- 2** Charlbury Community Centre
www.charlburycommunitycentre.org.uk
01608 811878
- 3** Leafield Youth Club
[Find us on Facebook](https://www.facebook.com/leafieldyouthclub)
- 4** Long Hanborough Youth Club
07495 380517
- 5** MuzaAkademy
www.7csfoundation.com
07773 939926
- 6** North Leigh Youth Project
[Find us on Facebook](https://www.facebook.com/northleighyouthproject)
- 7** RemixChippy
[Find us on Facebook](https://www.facebook.com/remixchippy)
- 8** Standlake Youth Club
07769 710346
- 9** Thomas Gifford Trust
www.giffordtrust.org.uk
01608 811878
- 10** Woodstock Youth Club
www.woodstockyouthclub.info
01993 812438



Witney Town Council

Youth Funding Grant 2020-21

Witney Town Council, in consultation with local groups, organisations and individuals has identified that there are gaps in youth provision of varying ages and vulnerabilities within the town. There is a clear need for the young people of Witney and their parents to identify what is currently available in order to seek the help they need, encourage a wider range of opportunities for them and to provide excellent support to young people, helping them to live fulfilling lives.

The Town Council supports the desires of young people for enhancing and increasing places to go and things to do, supports young people's access to activities they are interested in, maintains play provision and encourages the voice of youth in the decisions that affect them through the work of the Witney Youth Council.

To realise these objectives further, Witney Town Council has developed a Youth Funding Grant with a total of £30,000 available in the year 2020-21.

Purpose of the Fund

The Youth Fund is open to applications from community and voluntary sector organisations, including existing organisations and those in the process of setting up to establish easily signposted and accessible youth opportunities, supporting open access to preventative services, particularly for those who may be hard to reach and to extend activities to support the young people of Witney,

Activities may include, for example, providing guidance and support about their lives and issues relating to school, family life and peers through way of drop-in sessions.

Applications may, for example, facilitate the provision of a safe space for young people who would otherwise have nowhere to go, including a safe space to talk, and the ability to enjoy some self-directed or group/organised discretionary activities.

Once the available resource is used the Youth Opportunity Fund will be closed.

Types of Assistance

- Financial assistance towards specific projects/activities or purchases of equipment
- Financial assistance towards ongoing revenue costs if the organisation can demonstrate their lack of funds and the adverse effect on the Town and its residents if the organisation is unable to continue/start or are hampered by lack of funds
- Financial assistance to groups providing specialist services
- Financial assistance towards discretionary services such as subsidised meals
- Subsidised use of the Council Buildings, such as regular use of the Corn Exchange for or Burwell Hall for activities within the terms of the fund.

The Council will look favourably on those who create opportunities to be accessible to all young people, therefore applications demonstrating how they will extend their reach to young people who have not previously engaged with these opportunities are encouraged.

Bids will need to demonstrate that they are offering new youth opportunities or extending existing ones for young people between the ages of 5 - 18 and how these opportunities will support them to live a full and varied life.

Grant Criteria

We will assess applications according to:

- Whether the proposal is providing new opportunities or extending the existing ones for young people to additional sessions, areas or groups of young people.
- How the proposed provision will meet the needs identified
- How it will support young people to live a full and varied life
- How it will add value to the local community
- How it will work with other groups and stakeholders
- How the funding will be used. We believe supporting young people should become an indispensable part of their community and young people who have benefitted from support should continue to do so after the funding period. Applications therefore are encouraged to present their plans as to how they are going to make the provision sustainable and attract hard to reach children
- to identify the local need of young people and can use local evidence from within their community. This might include using existing data and/or anecdotal evidence. The applicants will need to demonstrate how the bid will meet the identified needs.

Applicants must ensure they always have procedures in place to safeguard young people.

Who Can Apply?

Applications will only be accepted from the following:

- Local Charitable and/or non-profit-taking organisations (existing or start-up groups) *
- Community Groups
- Religious Groups (providing the funding is for non-religious activities for young people)
- Volunteer Groups

*Organisations applying to Witney Town Council should be local to Witney or, if just outside the boundary, its work should be of significant benefit to the town and its residents.

Regrettably, applications from the following will not be accepted:

- Commercial Organisations
- Individuals
- Charities operating overseas
- Funds established to help persons outside the UK
- National appeals are, with limited exceptions, also outside the legal scope of the Council's grant-aid scheme

Grants cannot be made to cover money already spent and the giving of a grant one year does not set a precedent for another.

Preference will be given to organisations who have not already received funding from any other body. The Council will look favourably on organisations who can demonstrate they have been unsuccessful in obtaining funding from their national bodies or West Oxfordshire District Council.

The Application Process

To ensure that fair and proper consideration can be given to all requests, the Council requires the following to be submitted before the application deadline:

- A completed application form
- The most recent full set of accounts available or a financial projection or budget for the period following the accounts*
- Any additional information the organisation considers will support their application for grant funding.

*If the organisation is a new entity with no accounts available, please provide a Business Plan, stating aims and objectives, along with a financial projection for at least the current financial year.

Please complete and submit the application form electronically or by email, along with your most recently available, year-end accounts by 12 noon on Tuesday 1st September.

Please address postal applications to: Town Clerk, Witney Town Council, Town Hall, Market Square, Witney, OX28 6AG.

Please send email applications to: townclerk@witney-tc.gov.uk

How will applications be assessed?

The Town Council will check all applications to the Youth Funding Grant against the criteria set out above. All applications meeting the criteria will be considered by the Town Council's Policy, Governance & Finance Committee.

Applications for larger grants may be offered the opportunity to present their proposal to this committee.

The panel will make recommendations for award and the final decision will be made by the Full Council on 12th October 2020.

Awarding the grant

Applicants will be advised as soon as possible after the dates below whether their application has been successful or not. Unsuccessful applicants will be notified without delay

Successful applicants will be asked to sign a legal agreement with the Council. Once the legal agreement is signed, the funds will be transferred to the organisation's designated bank account.

Key Dates

1 st August 2020	The Youth Fund opens for Applications
1 st September 2020	The Youth Fund closes for Applications
10 th September 2020	The Scoring Process takes place
21 st September 2020	Evaluation Meeting takes place (Stronger Communities Committee)
28 th September 2020	Agreement reached at the Policy, Government & Finance Committee.
30 th September 2020	Applicants notified of recommendations
12 th October 2020	Full meeting of Witney Town Council makes final decision
13 th October 2020	Applicants notified of final decisions

Monitoring

Successful applicants are expected to comply fully with any monitoring requests from the Council and must agree to this when signing the legal agreement. This may include a review of their project during the period of funding, checking how the money was spent, reports on the activity funded, feedback from young people and any other record of the activity funded (e.g. promotional flyers and posters).

- Grants should be spent within the year, for the purpose for which they were given
- The Council reserves the right to request a copy of invoices and/or other documentation as evidence that the expenditure has been incurred
- Organisations receiving grant-aid in excess of £500, as a condition, are required to provide the Council with a written report within 12 months of the award date to demonstrate how the funds were expended
- If an organisation dissolves the Council expects the organisation to reimburse the grant-aid awarded
- Any unspent grant funding will be recovered by the county council.
- Recipients of a grant from the Town Council should acknowledge the fact on all relevant literature.

Successful applicants will be required to complete a monitoring report for the Town Council towards the end of the funding agreement.

Contacting Us

We encourage applicants to contact us with any questions they might have as early as possible. If you have any queries about the Youth Fund or the application process, please contact us on: info@witney-tc.gov.uk

Membership

How many members do you have?

Approximately how many of your members live in Witney?

Is membership restricted in any way?

What is your annual subscription, if any?

Are you affiliated to a national organisation?
If so, which one?

Local venue/meeting place (if applicable)

Grant-Funding

Purpose for which the grant is required:

Amount of grant applied for		£
Has your organisation previously applied to the Town Council for a grant?		YES/NO
If YES, please give details		
Have you applied for a grant to any other body or organisation?		YES/NO
If YES, please give details		
Financial		
Please enclose a copy of your latest audited accounts, a financial projection for the period following the balance sheet or a Business Plan if a new organisation.		
Fundraising		
What fundraising events or activities will your organisation be holding this year?		

General	
Please provide or attach any additional information which may assist the Council in reaching its decision.	
I certify that the above information is true to the best of my knowledge and belief, and that I am authorised to make this application for Grant-aid.	
Signed:	Date:

Please return your completed application form to the address overleaf, for the attention of the TOWN CLERK

For office use only:			
Acknowledged		Previously Applied	
Grant Aid Awarded/Amount	Y / N	Chq No.	

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