

# Stronger Communities Committee Meeting of Witney Town Council



**Monday, 16th November, 2020 at 7.00 pm**

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 the above meeting to be held in the **Virtual Meeting Room via Zoom** for the transaction of the business stated in the agenda below.

## Admission to Meetings

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

Admission to this meeting will be online by virtue of The Local Authorities & Police & Crime Panels (Coronavirus)(Flexibility of Local Authority & Police & Crime Panels Meetings)(England & Wales) Regulations 2020.

Zoom login details of this meeting will be published on the Council's website prior to the meeting.

## 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

### 1. Apologies for absence

To consider apologies and reasons for absence.

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

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

### 2. Declarations of Interest

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

### 3. Minutes (Pages 5 - 12)

- a) To adopt and sign as a correct record the minutes of the meeting held on 21 September 2020.
- b) Matters arising from the minutes not covered elsewhere on the agenda. (Questions on the progress of any item).

4. **Public Participation**

*The meeting will adjourn for this item.*

Members of the public may speak for a maximum of **five minutes** each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

5. **Community Support Initiative - Online Panto Gift** (Pages 13 - 14)

To consider supporting the “gift of the On Line Panto” – communication from Adrian Phillips attached, who will be in attendance to give a short explanation under public participation.

6. **Operational Report - Progress since last meeting** (Pages 15 - 18)

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

7. **Floral Displays and Trees** (Pages 19 - 28)

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

8. **Christmas Lights** (Pages 29 - 30)

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

9. **Street Furniture And Infrastructure**

a) **Tower Hill Bus Stop Improvements** (Pages 31 - 44)

To receive and consider the report of the Office Manager and accompanying proposal from Oxfordshire County Council concerning bust stop improvements at Tower Hill, Witney.

b) **Public Transport Infrastructure Strategy** (Pages 45 - 74)

To receive and consider the report and accompanying draft Public Transport Infrastructure Strategy for Witney Town Council from the Office Manager.

10. **Communications Update** (Pages 75 - 76)

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

11. **Civic Events** (Pages 77 - 80)

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

12. **Witney's WW2 Pillboxes**

To receive a verbal report from the Chair following correspondence received from social media.

13. **Financial Report**

Members are referred to part a of this agenda item where the actual expenditure to date (1 April to 30 September) against budget can be reviewed.

a) **Revised revenue budget 2020/21 and base revenue budget for 2021/22** (Pages 81 - 84)

To receive and consider the report of the Town Clerk/RFO (TO FOLLOW) and the Draft Revised Revenue Budget for 2020/21 and Draft Budget for 2021/22 (ENCLOSED).

b) **Revised Capital and Special Revenue Projects Programme 2020/21** (Pages 85 - 86)

To receive and consider the report of the Town Clerk/RFO relating to an update on the Capital & Special Revenue Projects Programme for 2020/21.

c) **Revenue Growth Items and Capital/Special Revenue Projects Programme 2021/22 and beyond**

To receive and consider the report of the Town Clerk/RFO (TO FOLLOW) relating to items identified during the course of the year for inclusion as Revenue Growth Items in the Council's Revenue Budget as well as items for the Capital/Special Revenue Projects Programme 2021/22 and beyond.

14. **Exclusion of Press and Public**

To consider and if appropriate, to pass the following resolution:

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted

15. **Witney Bus Services** (Pages 87 - 88)

To receive and consider an update on services at West Witney from the Independent Transport Representative.

Town Clerk

This page is intentionally left blank



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

**Held on Monday, 21 September 2020**

**At 6.00 pm in the Virtual Meeting Room via Zoom**

**Present:**

Councillor O Collins (Chair)

Councillors:	L Ashbourne	D Butterfield
	J Aitman	H Eaglestone
	T Ashby	V Gwatkin
	D Enright	
Officers:	Nicky Cayley	Democratic Services Officer
	Adam Clapton	Office Manager
	Sharon Groth	Town Clerk
	John Hickman	Operations & Estates Officer
Others:	1 member of the public.	

SC282 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

SC283 **DECLARATIONS OF INTEREST**

Cllr Aitman declared an interest in the agenda item on Youth Funding as 2 of her charities as Mayor were Got2Be and Homestart.

Cllr Ashbourne and Gwatkin declared an interest in the same item as they knew Punam Owens in a personal capacity and she ran Parkrun.

SC284 **MINUTES**

a) Minutes

The Committee received and considered the minutes of the meeting held on 6 July 2020.

b) Matters Arising

A member asked when the Council would have an Instagram page to engage with young people. The Communications Officer explained that currently the Council's Facebook page was broken and she was trying to fix this before adding Instagram.

The Office Manager gave an update on additional cycle rack installations in the town.

**RESOLVED:** that the minutes of the meeting held on 6 July 2020 be agreed as a correct record and signed by the Chair.

SC285 **PUBLIC PARTICIPATION**

The member of the public present did not wish to address the Council.

SC286 **YOUTH SERVICES - EVALUATION OF GRANT APPLICATIONS**

This item was moved up the agenda with the express permission of the Chair in light of having received presentations from the three applicants prior to the meeting.

Members received and considered the report of the Office Manager which included a confidential evaluation of the applications received for the Witney Town Council Youth Fund.

The Chair suggested that a fair way of granting funding would be to give all the applicants 78% of the amount they had applied for, although this would be slightly over the budget for the fund. Members discussed this and ultimately agreed to proceed to recommend this option to the Policy, Governance and Finance Committee for approval.

**RECOMMENDED:** that the report be noted and that all three applicants be granted 78% of the amount applied for as follows: -

Got2B	- granted £15,210
Home Start Oxford	- granted £ 11,700
Junior Parkrun	– granted £3,120.

SC287 **OPERATIONAL REPORT**

The Committee received and considered the report of the Operations and Estates Officer. A member commented that the additional benches at Oxlease Park were well used. Members discussed the option of taking over the defibrillator at West Witney Sports Ground from Tower Hill Football Club. It was possible that it may require new parts or even a complete replacement. It was felt that this would be a sensible idea.

**RECOMMENDED:** that the report be noted and that the Town Council takes over responsibility for the Tower Hill FC Defibrillator at West Witney Sports Ground, and Officers may purchase a new defibrillator or relevant equipment if required. This would come from the existing budget.

SC288 **SALT BINS**

Members received and considered correspondence from Oxfordshire County Council concerning ordering additional salt bins for the winter 2020/21. There were also requests from members of the public for salt bins at Burwell Drive and Dene Rise. A Councillor also asked if there was a salt bin on the Wood Green Hill as she felt it was very dangerous in icy weather. The Operations and Estates Officer replied that he thought there was one on Little Green but would check as it was not on the map sent by OCC. Members were cautioned that there was no budget for this so they may wish to make provision for this in the budget for the forthcoming year.

**RECOMMENDED:** that the report be noted and:

1. that salt bins are ordered for Burwell Drive and Dene Rise;
2. that salt bins are included in the budget for next year;
3. that Officers investigate whether there is a salt bin on Little Green.

**SC289 TREES**

The Committee received and considered the report of the Operations and Estates Officer concerning the maintenance of the Council's existing tree stock. A member asked if the budget was overspent. The Operations and Estates Officer replied that currently it was not but there had not yet been any storm damage or suchlike.

A member asked if some trees at King George V Field could be cut back as they were close to her friend's house, and blocking the light. The Operations and Estates Officer said that he would look into obtaining a quote.

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

**SC290 FLORAL DISPLAYS FOR 2021**

The Committee received and considered the report of the Operations and Estates Officer concerning next year's floral planting.

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

1. that hot, bright flowers be used again next year for the summer bedding;
2. that Witney's summer bedding be dedicated to honouring the local volunteer groups and NHS for their work during the coronavirus pandemic;
3. that a banner be purchased for the raised bed and smaller notices be purchased for the planters in town;
4. that the Leys and Tower Hill Cemetery be entered into the In-Bloom competition 2021;
5. that the areas with impact planting on roundabouts be improved;
6. that the overgrown bed on Tower Hill be cleared and replanted.

**SC291 MEMORIAL BENCHES AND TREES**

Members received and considered the report of the Operations and Estates Officer, which updated them on the request from the Rotary Club of Witney and a new request for a memorial bench. The latter had originally been requested for Witney Lake but the lady had now changed her mind and was asking for it to be located on Church Green. This would be possible, but it would not be able to be the artistic bench she had chosen – instead it would need to be the standard Witney Town Council bench.

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

1. that the Cedar of Lebanon be used to create a memorial bench;

2. that the Operations and Estates Officer be tasked with finding a suitable location near to Bishops Mill farm;
3. that the Rotary Club be asked if it wishes to be involved in this project as part of its memorial project;
4. that the resident who had changed the location of a bench she wanted to buy as memorial be advised that if she did want the bench on Church Green, it would have to be a standard Town Council bench, but that if she wished she could have the bench of her choice at the Lake and Country Park.

**SC292 COMMUNITY PIANO**

The Committee received and considered a verbal update from the Leader on the community piano which had become damaged in transit and therefore not playable. The Office Manager had suggested that it could be turned into a planter instead and the original owner of the piano was very happy with this idea. The Operations and Estates Officer explained that the insides of the piano would need to be removed in order to do this. Members also acknowledged that a student from the college had won a competition to decorate the piano with his/her design and they should be asked if they would still like to do this.

**RESOLVED:** that the verbal update be noted and: -

1. that the piano is turned into a planter;
2. that the student who had been selected to decorate the piano incorporating the new Corn Exchange logo be contacted to ask if (s)he still wanted to do this;
3. that the Operations and Estates Officer be tasked with coming up with an estimated costs for this.

**SC293 CHRISTMAS EVENTS 2020**

The Committee received and considered the report of the Operations and Estates Officer in respect of the Advent Fayre and the Christmas Lights Switch On. Although the latter was organised by the Rotary Club of Witney and grant funded by the Council –the Town Clerk had been advised that Rotary wouldn't be in a position to put on this years event. Consequently, Officers considered that the Advent Fayre was too high risk given the nature of the event.

Members understood the recommendations and supported this.

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

1. that this year's Christmas Lights Switch On and Advent Fayre be cancelled due to the pandemic.

**SC294 CIVIC EVENTS**

The Committee received and considered the report of the Communications and Events Officer, concerning Remembrance Day, Citizen of the Year Awards and car free day.

**RESOLVED:** that the report be noted and:-

1. that in light of the Covid-19 Hero Awards, the Citizen of the Year awards be paused;
2. that the Communications Officer and Events Officer investigates whether there are any media students who could produce a video to commemorate this year's Service of Remembrance;
3. that the Road Closure Order for Remembrance Sunday be withdrawn.

**SC295 COVID-19 COMMUNITY COMMEMORATION UPDATE**

The Chair provided an update on the progress of the Task and Finish Group's plans to celebrate individual volunteers and businesses for the work they had done in the community during the pandemic. They were proposing certificate and badges and had designed a form (which would need to be available on line) enabling people to nominate people. The Group also envisaged that the badges could be freely available in the Corn exchange so that if people did not feel comfortable about nominating someone, they could just pick up a badge and give the relevant person.

**RECOMMENDED:** that the report be noted and:-

1. that a budget of £500 be agreed to fund the paper for certificates and the badges;
2. that the final design of the badges be delegated to the Task and Finish Group.

**SC296 WITNEY TOWN COUNCIL IMAGE & REBRANDING**

Members received and considered the report of the Town Clerk concerning rebranding. Officers had recently tried to implement the new branding but there were issues with this and more work and time would be needed.

**RESOLVED:** that the report be noted and any further rebranding work be put on hold until the conclusion of the staffing review.

**SC297 INCLUSION PANEL - VERBAL UPDATE**

The Committee received and considered a verbal update from the Chair on the progress made on setting up the inclusion panel. Members had met with Punam Owens who was an expert in this field which had proved to be invaluable. It was planned to set up a Diversity and Inclusion Panel and it was suggested that Councillors and Senior Officers undertake Unconscious Bias Training.

**RECOMMENDED:** that the verbal update from the Chair be noted and that the Town Clerk investigates training options and brings them back to a future Personnel Sub-Committee.

**SC298 COMMUNICATIONS UPDATE**

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

**RESOLVED:** that the report be noted and: -

1. that the data from the residents' satisfaction survey is published on the Council's social media channels;
2. that the draft press release on the Equality, Inclusivity and Diversity Panel as circulated be amended to the form of an invitation.

**SC299 FINANCE REPORT**

The Committee received and considered the report of the Town Clerk. She advised that the Committee had made decisions during the meeting that would have budget implications. There was already a budget line for defibrillators which would cover the take-over of the Tower Hill FC one; the salt bins could be covered by the Equipment budget and the Covid-19 Heroes Awards could be covered by the Events budget.

A draft budget would be brought to the next cycle of meetings, which would now include an increase for defibrillators and salt bins. The Committee also agreed to add £30,000 for a Youth Services Grant.

**RESOLVED:** that the report be noted and that the budgetary decisions made at tonight's meeting be agreed, including budgeting for the Youth Services Grant funding in 2021/22.

**SC300 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

**SC301 CHRISTMAS TREE & LIGHTS DISPLAY 2020**

The Committee received and considered the confidential report of the Operations and Estates Officer together with two quotes from Christmas Lighting Companies for a limited display for 2020. A third quote had arrived earlier in the day but it was significantly over budget.

Members agreed that Lite Ltd was the most aesthetically pleasing and also the most environmental. It was also the least expensive of the two, and within the budget. It was agreed to proceed with this proposal.

Members also agreed to proceed with two Christmas trees – for the Buttercross and the front of the Corn Exchange.

**RECOMMENDED:** that the report be noted and: -

1. that Lite Ltd be chosen to provide this year's limited Christmas Lights display;
2. that two Christmas trees be purchased – one each for the Buttercross and the front of the Corn Exchange.

---

The meeting closed at: 7.41 pm

---

Chair

This page is intentionally left blank



# Agenda Item 5

Communication from Adrian Phillips to the Leader of the Council

*As discussed we can provide an online pantomime to replace the one that was going to be at The Corn Exchange.*

*We'd set you up with a webpage branded in a similar way to this [www.universe.com/hwh](http://www.universe.com/hwh)*

*For every download ticket you sold via your page you would get up to £4 back that the council could use in whichever way it chooses.*

*We can do an it's a gift button for you where the purchaser puts the councils details in and you receive the downloads directly and you can then distribute them. Alternatively people can still buy for themselves.*

*The panto streams from Dec 14 – Jan 3. Each download costs £15.49 and can be viewed as many times as they like for 4 days once the code is activated.*

*We've already signed up several children's charities, regional theatres and schools.*

This page is intentionally left blank

## STRONGER COMMUNITIES COMMITTEE

---

<b>Date:</b>	Monday 16 November 2020
<b>Title:</b>	Progress on improvements and repairs since last meeting
<b>Contact Officer:</b>	Operations and Estates Officer – John Hickman

---

### Background

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

### Current Situation

#### Memorial Benches

Tower Hill Memorial Bench the Operations and Estates Officer is waiting on confirmation of a meeting to set the location of this Bench.

Warren Memorial Bench and Tree, the relative is now in possession of the replacement bench and the tree is due to be delivered next week to replace the vandalised memorial bench at the Lake earlier in the year. The works team will install at their first opportunity.

Church Green Bench the Operations and Estates Officer has not heard back from the member of the public since updating them with council's decision at the last meeting.

A request has been received from a member of the public for a memorial bench to her husband on either Woodgreen or King Georges Field, the Operations and Estates Officer would suggest that King Georges Field would be best as there is currently only one bench on this field where as there are numerous benches on Woodgreen. The Operations and Estates would suggest that this bench would need to be a Eastgate bench to match all the other benches around Town.

#### Christmas Lights

The works team have checked, repaired and PAT tested the children's Christmas Light Motifs ready to be used in this year's Christmas Lights display.

#### War Memorials

The Works team have cleaned both war memorials in preparation for Remembrance Sunday.

**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 arising from this report.

**Recommendations**

Members are invited to note the report and consider the request for a memorial bench on either Woodgreen or King Georges Field.

**From:** [REDACTED]  
**Sent:** 30 October 2020 15:24  
**To:** WitneyTCInfo <[info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)>  
**Subject:** Memorial Bench

Dear Sirs

I would like to have a memorial bench in remembrance of my husband - Toby Marnier, who died in August 2020.

We have lived in Witney for 40 years, have brought up 3 children here and are now enjoying having one of our grandchildren living here too.

If I have an option, I would prefer Woodgreen or St Georges Field, both areas used by us over the years for fun times with the children.

I realise you must have many requests, Toby had an office in Witney for 12 years prior to his retirement through ill health, and we both loved living here, even though he was from the New Forest and I was from Devon - Witney became our preferred place to live.

Best regards

[REDACTED]

This page is intentionally left blank

## STRONGER COMMUNITIES COMMITTEE

---

**Date:** Monday 16<sup>th</sup> November 20

**Title:** Floral Displays and Trees Update

**Contact Officer:** Operations and Estates Officer – John Hickman

---

### Background

The purpose of this report is to update Members on the progress of floral displays, tree survey, tree works carried out and outstanding tree works.

### Current Situation

#### Floral Displays

WODC Planters for the High Street carriage way is due to be delivered to the works depot week commencing 9<sup>th</sup> November as soon as they arrive, they will be put out and planted up by the Council's Grounds Contractors – as agreed at full Council on 12 October 2020.

Contractors have made suggestions regarding improvements to the impact planting on the roundabouts, the Operation has requested quotes for the works.

### Schools In Bloom Competition

It has been suggested that next year as well as running the wheelbarrow competition with the schools provided, they are able to do this that WTC runs a Sunflower competition for children of the Town. It is suggested that WTC could provide seeds to any child wanting to take part and perhaps a volunteer group such as edible gardens could hold a potting up day at the Leys with the children at the Leys supported by WTC. It is thought that later a planting out day could be held in the Leys Play Area along the fence line with the Crazy Golf and Bowls Green. Children would be able to visit site when they wanted from then to look at and tend their Sunflowers. In Bloom judges could be asked to judge their best Sunflower when carrying out there judging of the Leys, there could be a Mayors best, others such as tallest plant, largest flower etc. Small prizes and certificates could be given to the winners.

### Trees

#### **Witan Way T639**

In September urgent tree works were carried out to a tree on T639 Willow on Witan Way which had become dangerous with a large bow that had split out and was hanging across the carriageway.

Cost of these works was £750 + VAT.

### **Queen Emma's Dyke**

A Crack Willow tree that has not been maintained and is not currently on the tree survey, however after research is on WTC land requires pollarding urgently as it is a high risk to pedestrians and owners of the adjacent properties. The Operations and Estates has commissioned these works at a cost of £750 + VAT.

### **Queen Emma's Dyke**

T277-T280-T281 these trees have recently shed branches and have required remedial works; the trees are located on a green where children play and also overhanging footpaths. The tree surgeon has some concerns that these trees are not suitable for the location and has stated the following. (This group of trees, all of which have historically shed branches, have a combination of significant defects i.e. decay and heartwood rot of stems, compression and inclusion at stem attachments and branch cracks caused by excessive compression, tension, and torsion. All these defects are common with the species hence the name crack willow. Taking into account their size, it is highly probable that failure of stems and branches will continue and therefore owing to the unpredictable nature of the species it may be prudent to consider that the risks these trees present render them inappropriate for long term retention.

Mitigation options I believe are limited to pruning to reduce loading on parts liable to fail (the trees will need to be significantly reduced, 'Pollarded', and managed on cyclical basis) or their complete removal, replanting with more suitable species.)

The Operations and Estates Officer is aware that remaining arboriculture budget is limited and there may be items raised in the tree survey that will require urgent works etc. and would suggest that if council decide these works should be carried out they are done towards the end of this financial year using any remaining arboriculture tree budget or in the start of the new financial year.

If the trees are felled, then they should be replaced from the tree replacement budget in late Autumn Winter 2021. Associated cost to fell £4,250 + Vat

If the trees are pollarded then they will require to be managed on a cyclical basis every 5 years. Associated cost to pollard £2,750 + Vat

### **T583 Cedar of Lebanon St Mary's church yard**

The tree has now been felled, the church requested any usable timber over 2m long was put aside for use as either internal or external furniture for the church. The church where in touch with Luke Hughes, who is a furniture designer/interior architect. The church has requested the usable timber is placed to one side in the church yard and the church will deal with it from there.



### **Tree Planting**

The Operations and Estates Officer is waiting for further contact from the Wychood Project regarding the tree planting the intends to carry out during national tree planting week.

The Operation and Estates is waiting on prices from the ground's contractors regarding replacement tree planting and the mayors tree, however is unable to plan further tree planting until after the Wychwood Project have completed their planting.

### **Tree Survey**

The tree survey has been delayed and will be carried out over next few weeks, the Operations and Estates Officer will update council once the report has been received.

### **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. Council should consider the risk posed by T277, T280 & T281 regarding whether to carry out works to these trees.

### **Financial implications**

The cost Associated to the tree works at Emma's Dyke 277, 280, 281 £2,750 or £4,250 to be taken from 4040/402.

The cost associated to the Crack Willow at Emma's Dyke £750

### **Recommendations**

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

1. T277, T280 & T281 to Fell.
2. T277, T280 & T281 to Pollard
3. T277, T280 & T281 to leave and deal with branches as they fall.





Licence No. AC2353

Our Ref: 10994WTC-QED  
28 September 2020

John Hickman  
Operations & Estates Officer  
Witney Town Council  
Town Hall Market Square  
Witney  
OX28 6AG

Dear John

**Re: Queen Emma's Dyke - Tree numbers 277, 280 & 281**

Following our meeting at the above location on Monday 14<sup>th</sup> September, please find my quotation for the arboricultural work we discussed.

**Crack willow x 3 T277, T280 & T281**

This group of trees, all of which have historically and more recently shed branches, have a combination of significant defects i.e. decay and heartwood rot of stems, compression and inclusion at stem attachments and branch cracks caused by excessive compression, tension and torsion. All these defects are common with the species hence the name Crack willow. Taking into account their size, it is highly probable that failure of stems and branches will continue and therefore owing to the unpredictable nature of the species it may be prudent to consider that the risks these trees present render them inappropriate for long term retention.

Mitigation options I believe are limited to pruning to reduce loading on parts likely to fail (the trees will need to be significantly reduced, 'Pollarded', and managed on a cyclical basis) or their complete removal, replanting with more suitable species.

**a) T277**

Remove stem to south  
Pollard tree to a height of approximately 5 metres high

**T280 & T281**

Pollard trees to a height of approximately 7 metres high

Cost = £2750.00

**b) T277, T280 & T281**

Section fell trees

Grind out the remaining stumps to a maximum depth of 30cm  
Remove excess grindings and backfill with topsoil to level ground

Cost = £4250.00

The above costs are subject to Vat @ 20%.

**A tree surgery company with the integrity you can trust**

Town & Country Trees Ltd • 1 St James Court, Stonesfield, Witney, Oxfordshire OX29 8QW  
Tel: 0845 458 2980 • Mobile: 07976 261850 • Email: [info@townandcountrytrees.co.uk](mailto:info@townandcountrytrees.co.uk) • Web: [www.townandcountrytrees.co.uk](http://www.townandcountrytrees.co.uk)



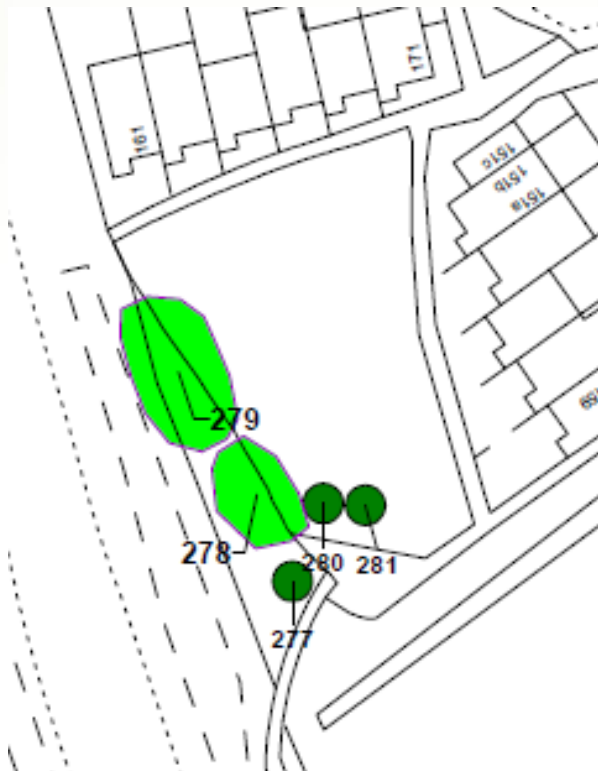


T277 Crack willow



T280

T281



**A tree surgery company with the integrity you can trust**

Town & Country Trees Ltd • 1 St James Court, Stonesfield, Witney, Oxfordshire OX29 8QW  
Tel: 0845 458 2980 • Mobile: 07976 261850 • Email: [info@townandcountrytrees.co.uk](mailto:info@townandcountrytrees.co.uk) • Web: [www.townandcountrytrees.co.uk](http://www.townandcountrytrees.co.uk)



T280



T281



If you find this quotation acceptable or have any further queries please do not hesitate to contact me.

Yours sincerely

Paul Hodkinson  
Director

**A tree surgery company with the integrity you can trust**

Town & Country Trees Ltd • 1 St James Court, Stonesfield, Witney, Oxfordshire OX29 8QW  
Tel: 0845 458 2980 • Mobile: 07976 261850 • Email: [info@townandcountrytrees.co.uk](mailto:info@townandcountrytrees.co.uk) • Web: [www.townandcountrytrees.co.uk](http://www.townandcountrytrees.co.uk)

This page is intentionally left blank





Licence No. AC2353

Our Ref: 10995WTC-143QED  
28 September 2020

John Hickman  
Operations & Estates Officer  
Witney Town Council  
Town Hall Market Square  
Witney  
OX28 6AG

Dear John

**Re: Willow pollard adjacent to 143 Queen Emma's Dyke**

Following our meeting at the above location on Monday 14<sup>th</sup> September, please find my quotation for the arboricultural work we discussed.

**Crack willow pollard**  
Pollard tree to previous ('Knuckle')

Net Total = £750.00  
VAT @ 20% = £150.00  
**Total Cost = £900.00**



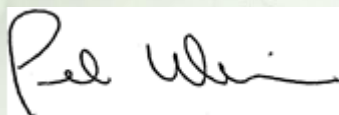
**A tree surgery company with the integrity you can trust**

Town & Country Trees Ltd • 1 St James Court, Stonesfield, Witney, Oxfordshire OX29 8QW  
Tel: 0845 458 2980 • Mobile: 07976 261850 • Email: [info@townandcountrytrees.co.uk](mailto:info@townandcountrytrees.co.uk) • Web: [www.townandcountrytrees.co.uk](http://www.townandcountrytrees.co.uk)



If you find this quotation acceptable or have any further queries please do not hesitate to contact me.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Paul Hodkinson', enclosed within a white rectangular box.

Paul Hodkinson  
Director

**Notes:**

*On acceptance of this quotation, you are deemed to have agreed with our "Terms and Conditions of Service", a copy of which is attached.*

**A tree surgery company with the integrity you can trust**

Town & Country Trees Ltd • 1 St James Court, Stonesfield, Witney, Oxfordshire OX29 8QW  
Tel: 0845 458 2980 • Mobile: 07976 261850 • Email: [info@townandcountrytrees.co.uk](mailto:info@townandcountrytrees.co.uk) • Web: [www.townandcountrytrees.co.uk](http://www.townandcountrytrees.co.uk)



## STRONGER COMMUNITIES COMMITTEE

---

**Date:** Monday 16<sup>th</sup> November 2020

**Title:** Christmas Lights Update

**Contact Officer:** Operations and Estates Officer – John Hickman

---

### Background

The purpose of this report is to update Members on the progress of the Christmas Lights display for 2020.

### Current Situation

#### Christmas Trees

Both Christmas trees are ordered and may be installed prior to this meeting.

#### Christmas Lights Installation

The Christmas Lights display was due to be installed on 1<sup>st</sup> November however the lights had not been delivered into the UK by this date. The lights are due in the UK on Friday 6<sup>th</sup> November and will hopefully have been installed by the time of this meeting.

#### Switch On

It had been intended to film the Mayor switching the lights on Friday 27<sup>th</sup> November at 6pm for a virtual switch on at the normal switch on time. However the contractors have pointed out that as this is the normal day and time of switch on people may well turn up for the switch on as they are aware that is when it would normally be done.

The contractors have already been to some switch on that although it was a virtual switch on people have turned out as it was on the normal day and time. The contractors stated that if they arrive here for switch on there is a crowd they will leave, this is because they are travelling from Town to Town and do not want to be responsible for carrying the virus around a number of Towns as they install and switch on lights.

It is now intended to film the Mayor switching the lights on the day before Thursday 26<sup>th</sup> November at 16:00 and release the virtual video at a later time. This way the lights will already be on when they would normally be being switched on and should avoid any form of crowd developing.

**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:

## STRONGER COMMUNITIES COMMITTEE

---

<b>Date:</b>	16 November 2020
<b>Title:</b>	Tower Hill Bus Stop Improvements
<b>Contact Officer:</b>	Office Manager – Adam Clapton

---

### Background

Earlier in the year the Town Council was approached by Oxfordshire County Council concerning funding which was available to improve the bus stops in Tower Hill.

Following proposals seen by this committee at its meeting on 6<sup>th</sup> July (SC199 refers) the Town Council agreed the improvements in principle and asked for the improvements to be focused on the town centre-bound bus stop. There were however concerns regarding the cost of the project.

### Current Situation

Further discussions and a site visit took place with officers during the summer and the most recent proposal for the project is attached as Appendix A.

From these discussions, the hardstanding has been extended on the plans so cycle racks are installed on concrete rather than on grass, the purchase and installation of these now being the responsibility of the Town Council to reduce overall costs of the project.

The County Council believes that additional funding beyond that quoted at the start of the project, to cover the hardstanding and real-time bus stats can be sourced from existing bus infrastructure funding.

Whereas the consultation with neighbouring properties was originally to be facilitated by the County Council, due to the increased costs of the project, it will now fall to the Town Council.

### Environmental impact

- Loss of a small area of green space on the grass verge in Tower Hill,
- Addition of a bus shelter which will help encourage the use of public transport, particularly from the Colwell Green development on Burford Road into the centre of the town.

## **Risk**

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

- There is a financial risk as all the costs are currently only estimated amounts.

## **Financial implications**

- The original budget held by Oxfordshire County Council for this project from developer funding is £10,000
- The most recent proposal in its entirety is £11,500 over budget. This amount may be reduced if the Town Council chooses to use its own bus shelter supplier
- The cost of installation of cycle racks is approximately £400 for 8 sheffield racks and labour
- The cost of consultation for this project – this is likely to be a nominal administrative fee
- The Town Council has no other funds budgeted towards this project but does have a revenue budget for Bus Shelter maintenance [4035/402] £3,800 for 2020/21, which is currently unspent – although this is set aside to maintain the Council's existing bus shelters which amount to approximately 18 in number.
- There is a small amount of funding from the Abbey Properties developer contribution received from the development on Corn Street which Officers will look into whether this can be utilised for this project if additional funding was needed to make up any shortfall.

## **Recommendations**

Members are invited to note the report, and;

1. Agree to the Tower Hill Bus Stop improvement proposal submitted by Oxfordshire County Council, providing the additional funding can be sought from other developer funding
2. Agree that the purchase of the bus shelter should be through a Town Council procurement process
3. Consider the purchase and installation of cycle racks from the existing budgets/developer funding
4. Consider allocating a provisional budget of £1,800 from the Bus Shelter maintenance budget 4035/402. The use of this budget to be delegated to the Town Clerk/Office Manager if deemed necessary to complete this project

5. Consider the best way to undertake a neighbourhood consultation.

This page is intentionally left blank

# Witney Proposed Bus Stop Improvements Report







Witney  
Proposed Bus Stop Improvements  
Oxfordshire

August 2020

Document No : RGr/Rep01

Revision No : 01

Date : 21 August 2020

Prepared by : (RGr)

.....

Checked by : ()

.....

Approved by : ()

.....

Contents

Contents .....2

Project - Overview .....3

Objectives.....4

Proposed Improvements.....5

Summary.....6

Appendix 1 – An Example .....7

DRAFT

## Project - Overview

This report is to assist Witney Town Council in improving existing bus stops at Towers Hill Witney 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.

On 18 August 2020 a site meeting was held with representatives from Witney Town Council where it was agreed to amend the initial objectives for the following:

- Use funds on the southbound bus stop only due to frequency of use.
- Extend the hard standing to accommodate cycle racks.
- The long side panel of the bus shelter is to face the carriageway to protect waiting bus users from the prevailing westly winds and any spray generated by traffic during wet conditions.

## Tower Hill Bus Stop – Southbound



The bus shelter shall have seating within it with facilities for Real Time Information being installed..

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 and there are mature bushes that will limit the intrusion.

1. 3 bay cantilever shelter & base	£10.0K
2. Real Time Information (solar powered)	£8.0K
3. Hardstanding extension	£3.0K
4. Waste bin	<u>£0.5K</u>
	£21.5K

## 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 'over sight' inspections during construction should it be considered necessary.

## Appendix 1 – An Example





## STRONGER COMMUNITIES COMMITTEE

---

**Date:** 16 November 2020

**Title:** Draft Public Transport Infrastructure Strategy

**Contact Officer:** Office Manager – Adam Clapton

---

### Background

At a meeting of this committee held on 20 January 2020, following a request for the installation of a new bus shelter, it was resolved that an audit of bus shelters be carried out and brought back to a future meeting to help direct future requests (minute no. SC26 refers).

### Current Situation

A draft public transport infrastructure strategy is attached which draws together committed, deferred and potential improvements to bus stops and shelters across the town. It is a first draft which will need amending with the final version being brought back to a future meeting of the committee. An audit of all bus stops carried out by Witney's Independent Transport Representative in 2016 is included as Appendix A.

The information contained in the strategy is based on the Town Council's objectives concerning climate change and infrastructure improvements and considers proposed residential developments and existing bus provision (pre Covid-19 pandemic). Where possible, the strategy addresses previous resident requests and the thoughts of members and recommendations of Witney's Independent Transport Representative while attempting to compliment or enhance existing Town and District Council policies.

The four strategic planning development areas feature prominently in the strategy. It is expected that the Witney East development will be served by community transport while those at Witney North and Witney West may be suitable for commercial contracts.

### Environmental impact

Having declared a Climate Change Emergency Councillors should have due regard to the environmental impact of any decisions they make regarding its facilities and services it operates.

## **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**

As a strategy for facilitating improvement of Witney's public transport infrastructure over the next ten years, thought should be given to the attached developer funding held by Oxfordshire County Council.

There appears to be a considerable amount of money allocated to projects in certain areas which if not used for that purpose, will be returned to developers. However, if a case can be made to re-purpose infrastructure funds in one area to another, Oxfordshire County Council can forward on this request.

WI33 Request allocation of funds towards a bus shelter or a seat, real-time stats at Staple Hall bus stop

Request allocation of funds towards further cycle racks at Newland/Oxford Hill bus stops and shelters to create satellite active travel hubs

Request allocation of funds to enhancing the bus shelters in Newland/Oxford Hill to make them 'greener'

WI36 Request allocation of funds toward Community Transport infrastructure enhancements across Witney

WI50 Request allocation of funds towards a bus shelter and cycle racks for Burwell precinct

Request allocation of funds towards a bus shelter and cycle racks for Ducklington Lane (town-centre bound from Burwell Estate)

Request allocation of funds to enhancing the bus shelters in Newland/Oxford Hill to make them 'greener'

WI56 Request allocation of funds towards improved timetable signage at bus shelters across Witney

Request allocation of funds towards making the bus shelters in Witney South, Central and West 'greener'

WI73 Agreement already reached on providing improvements to the Tower Hill bus stops

WI74 Already listed to provide a bus shelter and 3 cycle racks at Curbridge Road

WI79 Already listed to provide real-time stats on Burwell Drive

Budgetary plans for Bus Shelters and Community Infrastructure can be seen in the separate reports to the committee for 2021-22.

### **Recommendations**

Members are invited to note the report and attached draft strategy; and,

1. Offer any amendments/additions or deletions before submission for adoption.
2. Consider the possible re-allocation of funds held by Oxfordshire County Council.

This page is intentionally left blank

## Witney Town Bus Stop Audit - 18 July 2016

### Introduction

I have set out to list all the current and/or existing bus stops within Witney as well as those at Ducklington roundabout and adjacent to the Bromag Industrial Estate on the border with neighbouring parishes. In some cases where no bus service exists a bus stop still remains and I have included these stops also.

Much of the town service operates as a hail and ride service meaning actual bus stops are not necessary. Many stops do exist, however, on estates like Smiths. Other areas like Cogges and Early Road have no bus stops at all. In these locations Go Ride have put up timetables on various lamp posts but I have not actually included these as a formal stop as this may be a temporary arrangement.

I felt it simpler just to list where and what is at each stop rather than give a fuller description. Other information has been provided where relevant. I have also tried to assess the condition of each stop. This can mean that a stop with just a timetable case is classed in a good condition, whilst one with a damaged shelter is classed as being in a poor condition. I have looked at each stop but obviously I have not tested it for safety purposes etc.



## Witney Bus Stops

Stop Title	Direction of Travel	Real Time Information	Bus Flag	Timetable	Shelter	Condition	Seating	Road Marking	Bus routes served
Thorney Leys	Eastbound	Yes	Yes	Yes	Yes	Good	Yes	Yes	S1 Villager
	Westbound	No	Yes	Yes	No	Good	No	No	S1, Villager
Abbey Road	Westbound	No	Yes	Yes	No	Good	No	No	S1
	Eastbound	No	Yes	Yes	No	Good	No	No	S1
Removed due to accident									
Mountfield Road	Westbound	No	Yes	Yes	No	Good	No	No	S1
	Eastbound	No	Yes	Yes	No	Good	No	No	S1
Blenheim Drive	Eastbound	No	Yes	Yes	No	Good	No	No	S1
	Westbound	No	Yes	Yes	No	Good	No	No	S1
Burwell shops	Westbound	No	Yes	Yes	No	Good	No	No	S1
	Eastbound	No	Yes	Yes	No	Good	No	No	S1
Removed due to vandalism									
Ducklington Lane	Eastbound	No	Yes	Yes	No	Good	No	No	S1,S2,15,19
	Westbound	No	Yes	Yes	No	Good	No	No	S1,S2,15,19
Bus Garage	Eastbound	Yes	Yes	Yes	Yes	Poor	Yes	Yes	S1,S2,S7,233
	Westbound	No	Yes	Yes	Yes	Good	Yes	Yes	S1,S2,S7,15,19,233
Holloway Road	Eastbound	No	Yes	Yes	No	Good	No	No	S1,S2,S7,233
	Westbound	No	Yes	Yes	No	Good	No	No	S1,S2,S7,15,19,233
Market Square	A	Yes	Yes	Yes	Yes	Good	Yes	Yes	S1,S2,S7,15,VIL, 215
	B	Yes	Yes	Yes	Yes	Good	Yes	Yes	X9,19,233
	C	Yes	Yes	Yes	Yes	Good	Yes	Yes	X9,214,233
	D	Yes	Yes	Yes	Yes	Good	Yes	Yes	S1,S2,S7
Langdale	Northbound	No	Yes	No	No	Moderate	No	No	

Gate										
High Street	Southbound	No	Yes	Yes	No	Good	No	No	S1,S2,S7,X9,214,233	
	Northbound	Yes	Yes	Yes	Yes	Moderate	No	Yes	S1,S2,S7,X9,214,233	
Staple Hall	Eastbound	Yes	Yes	Yes	Yes	Poor	No	No	S1,S2,S7,214	
	Westbound	No	Yes	Yes	No	Good	No	Yes	S1,S2,S7	
King George's Field	Eastbound	No	Yes	Yes	No	Good	No	No	S1,S2,S7	
	Westbound	No	Yes	Yes	No	Moderate	No	No	S1,S2,S7	
Church Lane	Eastbound	Yes	Yes	Yes	Yes	Good	Yes	Yes	S1,S2,S7,214	
	Westbound	No	Yes	Yes	Ye	Moderate	Yes	Yes	S1,S2,S7	

Ducklington roundabout	Northbound	No	Yes	Yes	Yes	Good	No	No	No	15,19
	Southbound	No	Yes	Yes	Yes	Good	Yes	No	No	15,19
Premier Inn	Southbound	No	Yes	Yes	No	Good	No	No	No	S2,15,19
	Northbound	No	Yes	Yes	No	Good	No	No	No	S2,15,19
Moorland Road	Eastbound	No	Yes	Yes	No	Moderate	No	No	No	15,19
	Westbound	No	Yes	No	No	Good	No	No	No	Diversionary Use
Marriott's Walk	Eastbound	No	No	No	Yes	Good	Yes	No	No	No longer a stop
Welch Way	Eastbound	No	No	Yes	No	Good	No	No	No	15,19,215
	Westbound	No	Yes	No	No	Moderate	No	No	No	Diversionary Use
Downs Road	Eastbound	No	Yes	Yes	No	Good	No	No	No	S7,233
	Westbound	No	Yes	Yes	No	Good	No	No	No	S7,233
Windrush Ind Park	Eastbound	No	Yes	Yes	No	Good	No	No	No	S7,233
	Westbound	No	Yes	Yes	No	Good	No	Yes	Yes	S7,233



Windrush Valley Road	Eastbound	No	Yes	Yes	Yes	Good	Yes	No	S7,233
	Southbound	No	Yes	Yes	No	Good	No	No	S7,233
Tower Hill Garage	Southbound	No	Yes	Yes	No	Good	No	No	S7,233
	Northbound	No	Yes	Yes	No	Good	No	No	S7,233
Woodgreen	Westbound	No	No	No	No	unmarked	No	No	11,233
	Eastbound	No	Yes	Yes	No	Moderate	No	No	11,233
Woodgreen School	Eastbound	No	Yes	No	No	Poor	No	No	11,233
	Westbound	No	Yes	No	No	Moderate	No	No	11,214,233
Harvest Way Turn	Eastbound	No	Yes	Yes	No	Good	Yes	No	11,233
	Westbound	No	Yes	Yes	Yes	Good	Yes	No	11,214,233
Sainsbury's		No	Yes	Yes	Yes	Good	Yes	Yes	X9
West End	Southbound	No	Yes	No	No	Moderate	No	No	X9,214
	Northbound	No	No	No	No	Unmarked	No	No	X9
Hailey Road	Southbound	No	Yes	Yes	No	Moderate	No	No	X9
	Northbound	No	No	No	No	unmarked	No	No	X9

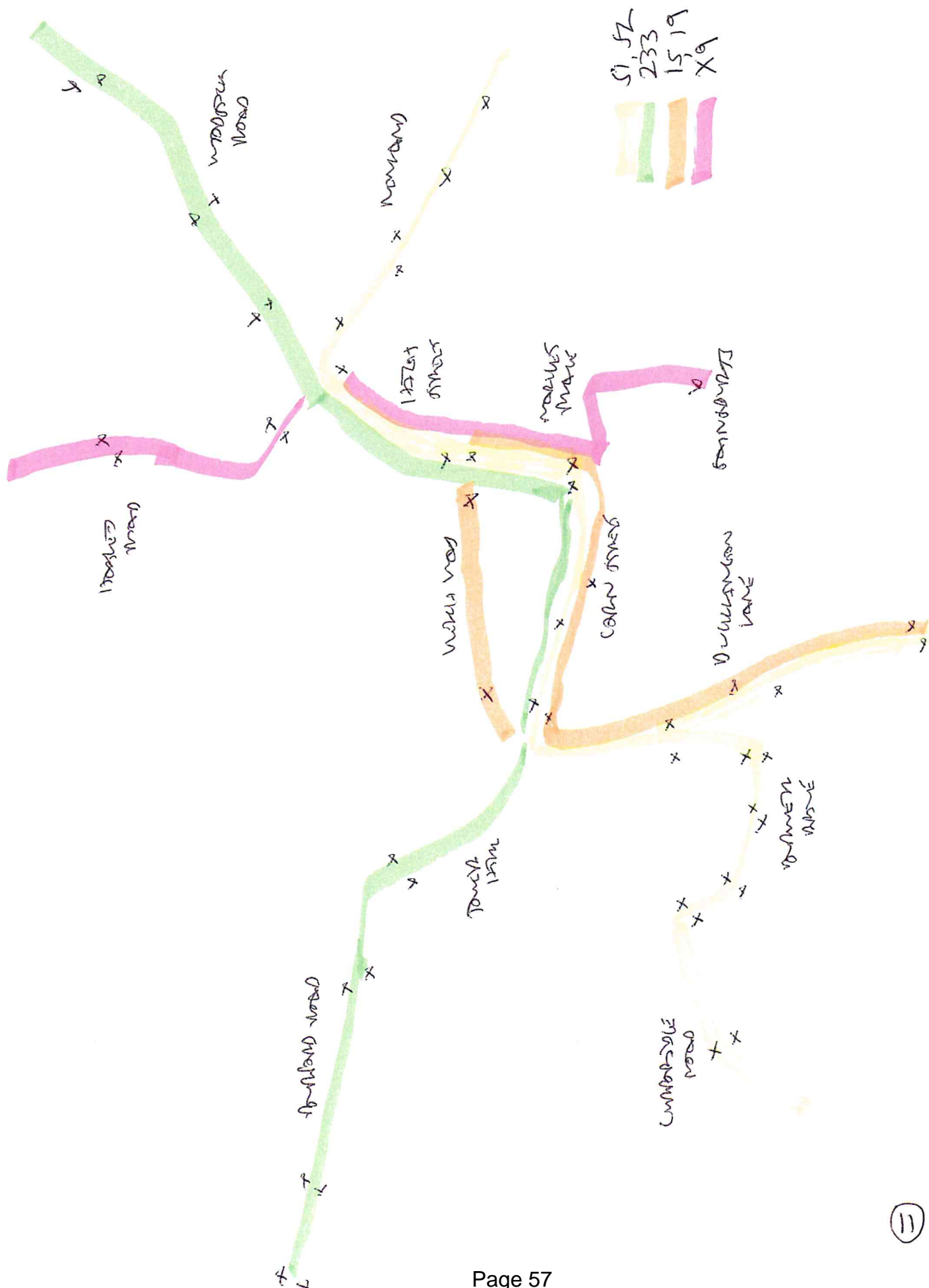
Curbridge Road	Eastbound	No	No	Yes	No	Poor	No	Yes	Villager
	Westbound	No	Yes	Yes	No	Moderate	No	No	215
Mirfield Road		No	No	Yes	No	Poor	No	No	215
Fettiplace Road		No	No	Case only	No	Moderate	No	No	215
Apley Way		No	No	Yes	No	Moderate	No	No	215
Windrush Valley Road		No	No	Case only	No	Moderate	No	No	215

Lancut Road		No	No	Yes	No	No	Good	No	No	215
Park Road		No	No	Yes	No	No	Good	No	No	215
Davenport Road		No	No	Yes	No	No	Good	No	No	215
Springfield Oval		No	No	Yes	No	No	Good	No	No	215
Springfield Park		No	No	Case only	No	No	Poor	No	No	215
Moor Avenue		No	No	Yes	No	No	Good	No	No	215
Cherry Tree Was	Westbound	No	Yes	Yes	No	No	Good	No	No	11,214
	Eastbound	No	Yes	Yes	No	No	Moderate	No	No	11,214
The Bridge	Eastbound	No	Yes	Yes	No	No	Moderate	No	No	11,214
Co-op	Westbound	No	Yes	Yes	No	No	Good	No	No	11,214
Cedar Drive	Westbound	No	Yes	Yes	No	No	Good	No	No	11,214
	Eastbound	No	Yes	Yes	No	No	Good	No	No	11,214
Hazel Close	Southbound	No	Yes	Yes	No	No	Good	No	No	11,214
Campion Way	Northbound	No	Yes	Yes	No	No	Good	No	No	11,214
New Yatt Road	Eastbound	No	Yes	No	No	No	Moderate	No	No	No longer a stop
Farmer's Close		No	No	Yes	No	No	Good	No	No	214
Eastfield Road		No	No	Yes	No	No	Moderate	No	No	No longer a stop
Schofield Avenue		No	No	Yes	No	No	Good	No	No	214
Quarry Road 1		No	No	Yes	No	No	Good	No	No	214
Quarry Road 2		No	No	Yes	No	No	Good	No	No	214



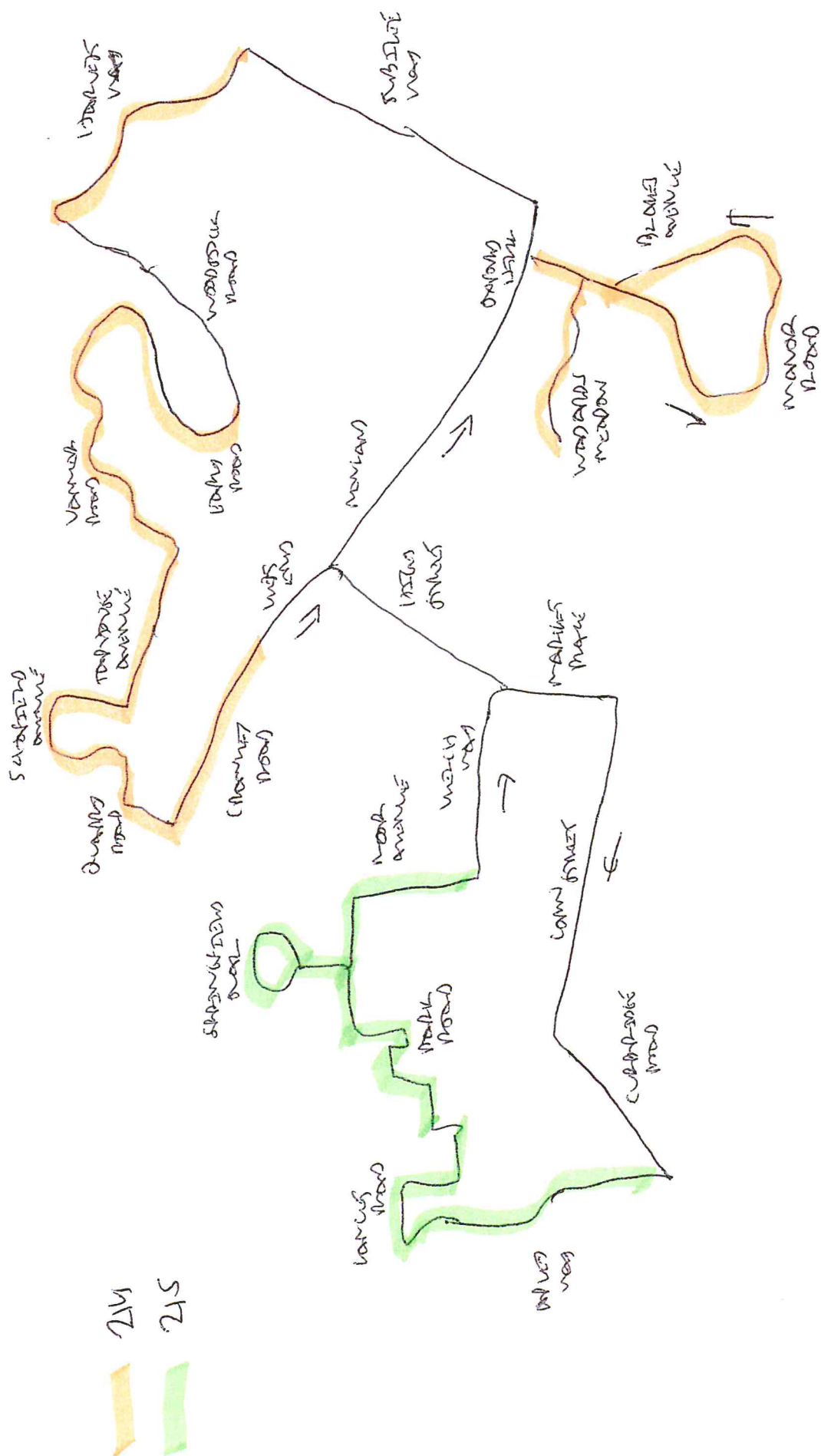


## BUS STOP LOCATIONS (MAYN FORT)





WINTER - YOUR FAVORITE MONTHS - AUGUST RELATIONS



## Conclusion

The town's bus stops come in all shapes and sizes and conditions. The fact that there are around 100 of them makes this not altogether surprising. Generally the stops on the main Stagecoach routes are in the best condition and at the other end of the scale several bus stops are not marked at all and exist mainly by precedent.

Several bus stops could be suitable for advertising shelters, at least those on main roads. This would have to be a commercial decision by whoever erects them but would be a way of improving facilities at no cost to the town council.

There are several empty timetable cases which could be rested where they could be put to better use. It is worth noting there can be legal issues over attaching cases to posts and poles, however, on the hail and ride sections facilities can afford to be basic as long as people in the relevant area have easy access to the timetable. With the town bus word of mouth is still as important in improving people's knowledge of the service.

On the Burwell Farm Estate both bus shelters met an unfortunate fate at the hands of vandals and speeding vehicles and have not been replaced. If facilities are improved anywhere the risk of this happening again would have to be taken into consideration. Generally, the advertising shelters seem to be more durable partly because the companies are maintaining them in a good condition but partly also because their prime location makes criminal activity harder.

It is worth noting that as part of the new district premier routes strategy OCC had bicycle facilities installed at Thorney Leys and Staple Hall. The purpose was for people to cycle to the bus stop and then travel by bus but subsidy cuts meant an end to this programme. If funding could be found for private sources possibly other bus stops could have similar facilities. I accept this is unlikely in the current climate however.

There is an extensive number of bus stops within Witney but there are still gaps. People have often asked for a stop in the vicinity of the Hospital and it is not ideal that the bus stops at Cogges are at the top and bottom of Oxford Hill respectively. There is a very large gap without a bus stop between Staple Hall and the High Street although the road layout makes it difficult to do anything about this. Several of the unmarked stops are still used and did once have a bus stop pole.

People are more likely to use a bus if they have clear and safe stopping facilities. Each bus stop needs to be considered on its own merits but where any improvements are possible then they should be concentrated on where they are the most effective. Where there are Residents Associations they should be involved in deciding what sort of stopping facilities are applicable.

I hope anyway that the audit may be of some assistance in the future.

David Miles

Independent

Transport Representative



Agreement Ref	Location	Total Monies Currently Held	Contribution yet to be Received	Summary of Terms Relevant to the contribution
<b>Witney</b>				
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)

This page is intentionally left blank

## 1. Introduction

Witney Town Council recognises that as a growing town in the heart of West Oxfordshire, the use of public transport and active travel to help mitigate the effects of climate change and improve the health of its residents must be encouraged.

### 1.1 Role of the Strategy

This strategy has been created to complement existing planning policies and Active Travel Infrastructure Plan and to inform or direct the decision making on this subject through the work of the Town Council's committees. It can inform residents, developers and planners of the current and proposed plans the Council is working towards.

### 1.2 The Strategy Period

The Strategy covers a ten-year period from 2020 – 2031 to coincide with the West Oxfordshire District Council Local Plan (1 April 2011-31 March 2031). It is however a working document and should be reviewed by the Town Council regularly in conjunction with its Strategic Action Plan.

### 1.3 Current Public Transport Infrastructure

Witney Town Council is responsible for 18 bus shelters which all lie within the parish boundary. These shelters are a mixture of styles installed piecemeal over a period of years either when funding was made available from large developments, County Council grant schemes or when the Town Council felt appropriate. Where possible, the same supplier has been used to create uniformity across the town, except for the town centre which falls within a conservation area.

### 1.4 Public Transport Infrastructure Vision

The Town Council will explore ways in which to enhance the public transport infrastructure to the benefit of its residents and work with bus providers and both West Oxfordshire District and Oxfordshire County Councils to achieve this and to offer an attractive alternative to the free parking offered in the town.

### 1.5 Public Transport Infrastructure Objectives

The main focus will be towards improving facilities along the most well-used commercial bus routes (and potential routes) in order to encourage residents to use buses to Oxford, Carterton, Long Hanborough and beyond for commuting, commercial and leisure purposes. Witney Town Council will:

- Enhance bus stops and shelters which link to other public transport and active travel routes

- Commit to upgrading outlying town centre bus stops into satellite transport hubs with bins and cycle racks where possible
- Commit to lobby for real-time statistics at all main bus route shelters

#### 1.6 Public Infrastructure Green Commitment

Its commitment to reduce the Town Council's carbon footprint and encourage a further reduction across the town, the key objectives in terms of public transport are:

- Encourage the use of accessible public transport for all residents
- Support community transport schemes
- Encourage active travel
- Increase connectivity and integrated modes of transport

#### 1.7 Public Infrastructure Customer Commitment

Witney Town Council is committed to installing new and upgraded bus shelters but recognises this can often lead to local concerns from residents directly affected. To alleviate some of these concerns the Town Council will:

- Site stops and shelters away from the immediate frontages of residential properties where possible
- Seek to ensure a safe, comfortable waiting environment
- Keep street clutter to a minimum.
- Work with Local Members, Local Bus Operators, District, Town and Parish councils in agreeing locations and determining the level of infrastructure required
- Endeavour to provide maximum protection from the elements, where possible, when shelters are installed
- Inform residents adjacent to a new stop of the proposals
- Ensure the majority of sites (where possible) are fully accessible
- Regularly clean and maintain bus infrastructure which is in our ownership.
- Maintain a bus stop / bus shelter request list and keep people updated of the process which will depend on funding availability.
- Listen where there are concerns over anti-social behaviour and seek the best preventative methods to resolve any problems, in line with our policy.

#### 1.8 Future Growth & Development

There are several large-scale developments in the process of being built or at planning stage which will add pressure to the current bus infrastructure in future years. These include:

Central Witney	260 homes
East Witney	420 homes
North Witney	1400 homes
West Witney	1200 homes

##### 1.8.1 West Oxfordshire Local Plan 2031

Witney Town Council will support the policies on bus services as set out in The West Oxfordshire Plan 2031 to enhance the use of frequent and premium routes by providing 'high quality, frequent bus

services as well as good waiting facilities and up to date service information’ to encourage greater passenger use.

Witney Town Council will also In particular, we will ensure that where necessary, new development is supported by improvements to bus services and facilities either provided directly as part of the development or through an appropriate financial contribution These include improvements to bus stops to install real time information and improved waiting and boarding facilities

### 1.8.2 West Oxfordshire District Council – Infrastructure Delivery Plan

As stated in the plan, ‘Oxfordshire County Council has previously identified a range of requirements to support future growth in the District, to include enhanced frequency of the premium routes, upgrading of bus stops on premium routes with Real Time Information, measures to improve bus journey times, future routes to improve access to the rail network and to employment areas and the provision of a Park & Ride facility at Eynsham. Details of the proposed improvements are set out in Appendix 1.

#### Appendix 1

New and improved bus stops between Corn Street & Oxford Hill to serve the S1/S2 route in Witney  
£37,394 for public transport infrastructure in Witney.  
£6,384 for improvements to bus stops on Newland. Total - £43,778 (\$106)

Witney Town Council will:

1.8.3 Request that developments over 100 dwellings make a Section 106 or CIL contribution to bus infrastructure at the planning stage.

## 2 General Principles

Witney Town Council recognises that a high-quality passenger waiting environment is fundamental in improving and promoting passenger transport, and bus shelters are an integral part of this. The provision of a good, clean, well-lit shelter with seating and good levels of information within 400m of residents can be the key factor in the decision-making process for people deciding which mode of transport to use. Witney Town Council will:

### 2.1 Sustainability

- 2.1.1 Maintain shelters under its control to a high standard
- 2.1.2 Will invest annually for bus shelter maintenance/repairs or renewals
- 2.1.3 Replace bus shelters when they reach the natural end of their lives

### 2.2 Design

- 2.2.2 Look to install flowers on town centre shelters and the use of natural bed roofs
- 2.2.2 Install shelters in keeping with the historic character of the town within the town’s conservation area as set out by West Oxfordshire District Council.
- 2.2.3 Request real time stats at all bus shelter bus stops on the main bus routes
- 2.2.4 Request the installation of timetable cases at all bus shelters
- 2.2.5 Provide bus stop flags where there is a bus shelter
- 2.2.6 Provide a hard-standing area.

- 2.2.7 All bus stops and bus shelters procured by Witney Town Council will be a mix of glazed shelters powder coated in black or grey, suitable for most urban, rural and conservation areas, respectively. All bus stops and bus shelters will conform to DDA standards and glazed shelters will be glazed with polycarbonate to reduce the impact of vandalism.

\*The hard stand will be constructed using whatever material is common to the surrounding footway. If laid directly onto a grass verge, the surface will be tarmac. The size of the hard stand will depend on whether it is required for a shelter or bus stop pole and pedestrian flows.

## 2.3 Accessibility

- 2.3.1 Ensure there is seating in all shelters
- 2.3.2 Ensure there is room for disabled users when planning the installation of shelters
- 2.3.3 Improving accessibility at bus stops Raised kerbs at bus stops make buses easier to access for vulnerable sections of society who would otherwise be excluded, improve accessibility and social inclusion.

## 2.4 Location

- 2.4.1 Prioritise bus shelters for residents coming into the town centre
  - 2.4.2 Continue to review the town's bus routes and high-level usage areas to see if bus shelters are needed
- Guidance from the Department of Transport on best practice for inclusive mobility suggests that no household on a bus route should be more than 400m from a bus stop, and changes in the location of houses may mean from time to time that new bus stops need to be added, or locations changed.

## 3. Public Transport Infrastructure Strategy – Ward Areas

To achieve a robust and well-used public transport service, Witney Town Council recognises the requirement for good quality bus shelters across the town in the areas defined by the most well used routes.

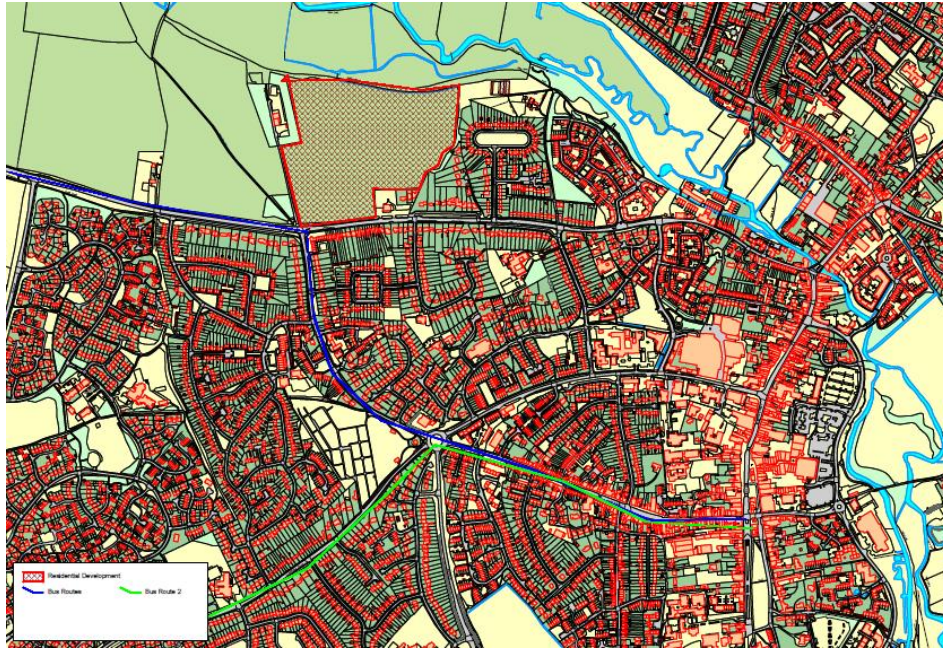
### 3.1 Central Witney

#### 3.1.1 Current Public Transport Infrastructure

This ward has three bus shelters and several stops principally along Burford Road into the town serving routes 233, 853, V20, V21, V23, V25, V26 via Tower Hill and Corn Street. The bus shelter in the High Street serves the main through routes of 214, 233, 853, NS1, S1, S2, S7 and X9. The third bus shelter in Welch Way is not currently served by any bus service or provider.

#### 3.1.2 Future Residential Development

Further development is underway north of Burford Road which when completed will deliver a further 260 homes. No bus service runs further east than the Tower Hill roundabout on Burford Road leaving the service along Tower Hill into the town centre, the main bus route for these residents.



### 3.1.3 Principles

- In areas outside of the town centre conservation area, the town council will explore the possibility of making bus shelters 'greener' and more attractive to residents and visitors entering the town.
- Consideration will be given to the addition of cycle racks at Burford Road Bus Stop.
- Consideration will be given to install or enhance bus shelters on the main routes serving the 233 routes to Long Hanborough station and S1 and S2 routes in the town centre.
- Consideration will be given to continue to make town centre shelters attractive by year on year spending on artwork for the shelters
- Consideration on how to utilise the Marriott's Walk Bus Shelter currently unused and not officially owned by anyone
- Consideration will be given to the addition of real time stats at the Burford Road bus shelter

### 3.1.4 Committed Projects

- Creation of a satellite transport hub at Tower Hill town-centre bound bus stop to include a bus shelter, cycle racks and real-time bus information

### 3.1.5 Funding Streams

- Developer contributions through Oxfordshire County Council

## 3.2 North Witney

### 3.2.1 Current Public Transport Infrastructure

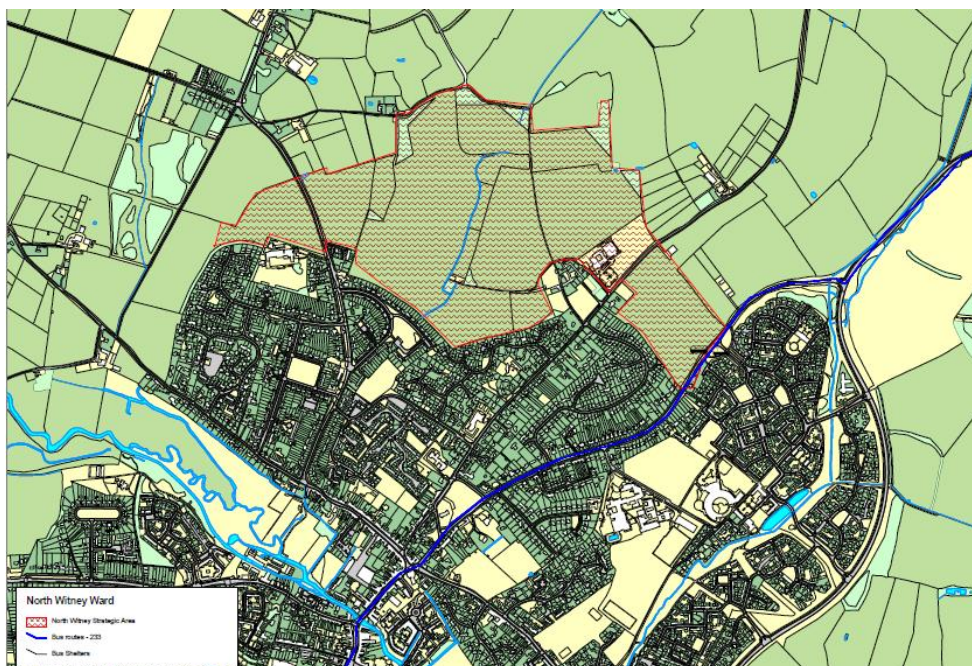
This area includes two bus shelters on Woodstock Road which serve the residents of Madley Park (East Ward) and routes 214 and 233. The 233 (northbound) providing a link to Long Hanborough railway station and beyond from Witney town centre.



North Witney has no current main bus services. West Oxfordshire Community Transport operates a town centre service which stops at several designated bus stops and hail and ride areas.

### 3.2.2 Future Residential Development

The North Witney Strategic development area will deliver 1200 houses to the immediate north of the ward by 2031. Although these houses will officially be in Hailey parish, residents will effectively be attached to Witney and the town centre will be its nearest service centre. Bus stops and shelters are likely to be required on one or more of the main routes from the north of the town, Woodstock Road, New Yatt Road and Hailey Road.



### 3.2.3 Principles

- The Town Council will request infrastructure at the planning stage of the Witney North development – bus stops and shelters, cycle racks.

### 3.2.4 Committed Projects

- None at the time of writing

### 3.2.5 Funding Streams

- Developer Funding from the North Witney Strategic Development Area

## 3.3 South Witney

### 3.3.1 Current Public Transport Infrastructure

This ward encompasses most of the town centre which is served by all major bus routes via Corn Street, Market Square and the High Street. The six shelters include; Market Square serving routes 210,



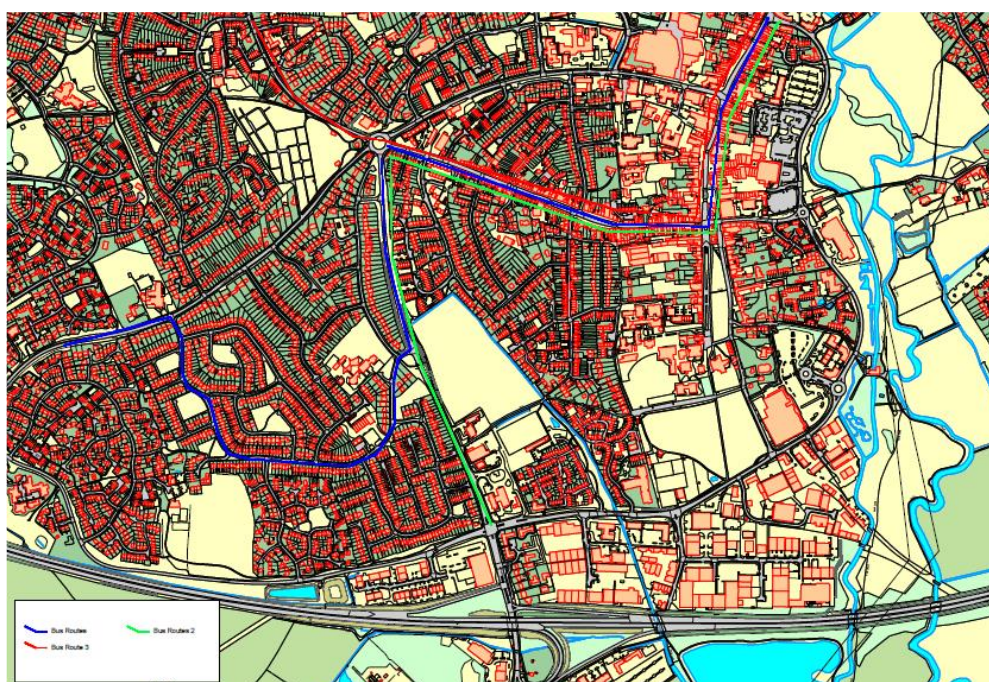
214, 215, 233, NS1, S1, S2, S7, TO1, X9 and 853, two in Corn Street serving the same and at Burwell serving NS1 and S1.

The footfall at the Market Square stops is reinforced by the extension to the pull ins completed by Oxfordshire County Council in 2019.

### 3.3.2 Future Residential Development

There may be limited scope for further residential development in the West Oxfordshire Local Plan 2031

Large areas of this area are within the designated West Oxfordshire District Council Witney & Cogges Conservation Area.



### 3.3.3 Principles

- Witney Town Council will be sympathetic to the character and heritage of the town when installing/maintaining bus shelters in this area
- The town Council will seek to make the bus shelters on the main town centre routes more appealing by way of pictures or by sponsored artwork
- Consideration will be given to additional shelters on Ducklington Lane – town centre bound, including bus shelter and real time stats at the underpass and Premier Inn stops.

### 3.3.4 Committed Projects

- The installation of an additional heritage bus shelter at Market Square Stop adjacent to the Town Hall.
- The installation of an enclosed bus shelter at Burwell precinct

### 3.3.5 Potential Funding Streams

- Burwell – Witney Town Council budget (agreed)
- Market Square D – Witney Town Council budget (agreed)

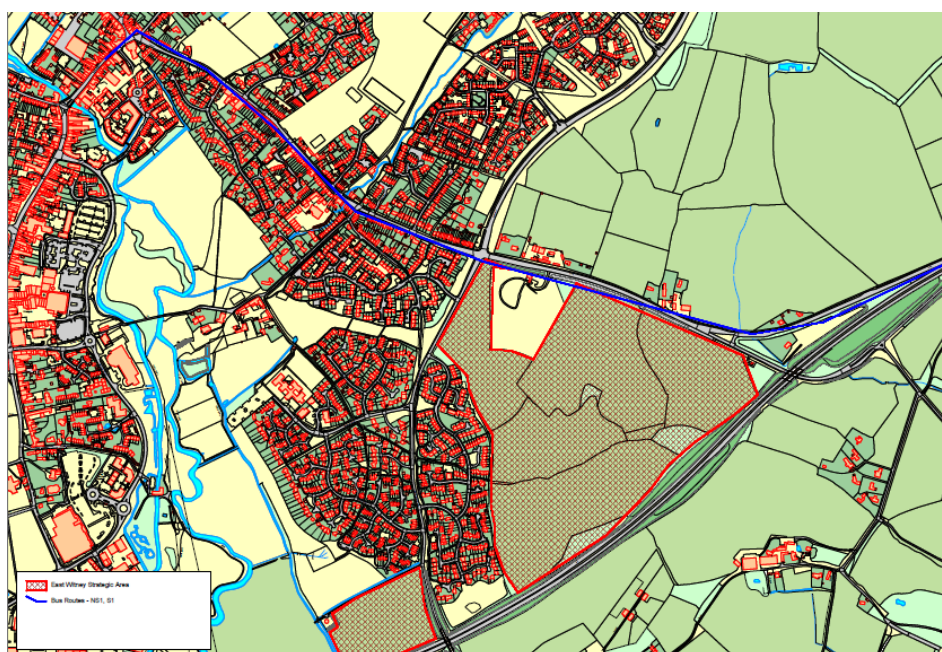
## 3.4 East Witney

### 3.4.1 Current Public Transport Infrastructure

This area includes four bus shelters serving the main routes 214, 853, NS1, S1, S2 and S7 from the town centre towards Oxford.

### 3.4.2 Future Residential Development

This ward will see further residential development as set out in the West Oxfordshire Local Plan 2031 of approximately 420 homes.



### 3.4.3 Principles

- The Town Council will request infrastructure at the planning stage of the Witney East development – bus stops and shelters, cycle racks.
- Consideration will be given for the installation of a small cantilever shelter and seat at the Staple Hall bus stop, space permitting.
- Consideration will be given for increasing the bike rack capacity at the bus shelter adjacent to Witney Mills Cricket Club

### 3.4.4 Committed Projects

- The installation of a bus shelter adjacent to Windrush Cemetery



### 3.4.5 Potential Funding Streams

- Witney East Section 106 Developer contributions

## 3.5 West Witney

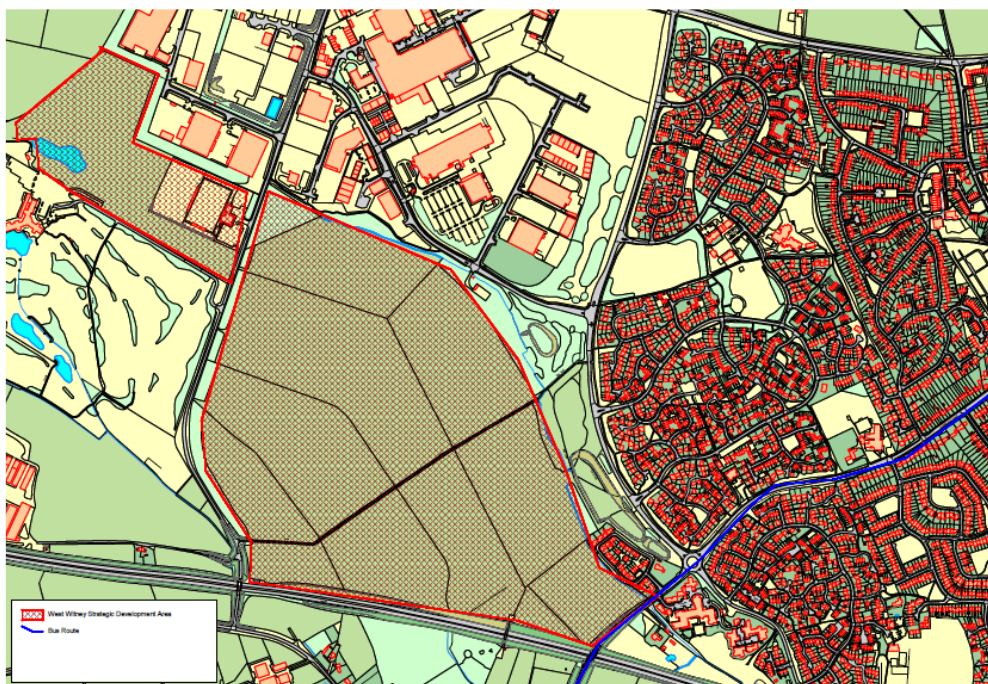
### 3.5.1 Current Public Transport Infrastructure

This area has five bus shelters. Only one serves the main S1 route between Carterton [Witney] and Oxford while two others are included on the Deer Park estate, served by West Oxfordshire Community Transport and The Villager services. The final two shelters are situated on the Range Road and were installed at the request of businesses in this area, although no commercial services utilise them.

### 3.5.2 Future Residential Development

A further 1200 homes will be delivered in West Witney through the Windrush Place development which includes a new primary school, allotments and precinct area. Further west the Colwell Green Development, adjacent to Witney Lakes Resort while not in Witney parish, will also utilise the services in Witney.

An agreement is in place for this development to use a bus shelter on Burford Road to use the 233 service into Witney but in practice,



### 3.5.3 Principles

- Explore the possibility of a bus shelter to serve Windrush Place to create a sustainable satellite transport hub. Cycle racks were installed here as part of the Oxfordshire County Council Active Travel initiative in 2020.

- Addition of more cycle rack at the bus shelter adjacent to Thorney Leys on Curbridge Road overly subscribed
- The Town Council will explore the potential of installing a bus shelter in Centenary Way in the vicinity of the Windrush Place precinct\*

\*Dependent on the current Stagecoach service being re-routed through Centenary Way.

#### 3.5.4 Committed Projects

#### 3.5.5 Potential Funding Streams

### 4. Delivery of Infrastructure

The installation of public transport infrastructure is determined on securing funds through several outlets. Grants, developer funding and precepted funds by the Town Council are the main sources of income for these projects, therefore it is not possible to offer a timescale on these projects.

### 5. Review of the Strategy

The Strategy will be a working document which should be reviewed every two years by the Council. As well as consideration from other stakeholders and authorities, the Town Council also welcomes the views of residents.

#### 5.1 Procedure for Providing New Stops or Reviewing Existing Stops

Requests for new stops or the review of existing stops can be identified in several ways. Through Bus bus stop / shelter requests received from the public, Local Member, District Member, and Local Bus Operators.

All requests for new bus shelters will be assessed for highway safety. A request for a bus shelter will be considered if patronage exceeds more than two boarding passengers per journey in urban areas on a frequent service.

If a stop serves alighting passengers only, requests are unlikely to be considered.

Installations will be prioritised in relation to the funding available and no guarantee can be given to provide a bus shelter even if the criteria is met.

From a successful request, depending upon the width of the footway, The Town Council will seek to install, as a minimum, a cantilever shelter, comprising roof and back panels with a bench style seat for extra passenger comfort and a timetable case. If the footway is wide enough, a fully enclosed shelter will be installed which offers maximum protection against the elements and this will include full end panels and where appropriate, front panels.

#### 5.2 Dealing with Complaints

The siting of bus shelters is a sensitive issue, especially the provision of new stops.

Complaints must be made in writing through the Town Council's Complaints Process. Where the complaint is not upheld the shelter will remain and the complainant advised accordingly.

Where a complaint refers to anti-social behaviour, The Town Council will contact the local police for further evidence from incident reports where these exist. This will enable us to make a judgment on whether the problem is perceived or exists.

Where a shelter is in existence it will not be removed other than in exceptional circumstances. It may instead be modified with the removal of the seating and end panels (where appropriate) making it a less attractive environment for anti-social behaviour, but still providing some protection for bus users.

**Bus shelters will not be removed, other than in exceptional circumstances.**

This page is intentionally left blank

## STRONGER COMMUNITIES COMMITTEE

---

**Date:** 16<sup>th</sup> November 2020

**Title:** Communications Report

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

---

### Background

An update on recent communications matters

### Current Situation

It has been a busy couple of months with regard communications and much of this is ongoing.

### Website

There are still some minor elements on the website that are not fully compliant and these are being addressed during quieter times. The website is also being trimmed down with obsolete news items either archived or removed completely along with any accompanying images or documents. This may occasionally throw up a broken link as a result but these are highlighted once a week in the dashboard so that they can be removed accordingly.

We are implementing or have already done, the additional security measures required of us by HM gov as owners of a .gov.uk website.

A full security audit was carried out recently in order to safely accommodate a web form. Advice was sought from our IT Support company.

### Press Releases

We have released a number of press releases and have also been very busy with social media posts lately.

At a staff meeting one of the Officers suggested that while the noticeboards are not in use for events posters it might be a good place to display press releases so that is now happening.

Several new PRs are planned with some completed but awaiting a suitable release date – e.g (Covid-19 Heroes).

## **Newsletter**

The e format of the Autumn Winter newsletter is now in production.

## **YouTube**

Witney Town Council now has a You Tube channel set up to host our Remembrance Video, this will prove useful as another media platform for us.

## **Facebook**

We have managed to reinstate the old email account that was used to set up Facebook. The issues on there are ongoing but have all been reported to the FB helpdesk and we are awaiting a reply to these, in the hope that these can be resolved without having to lose our existing page and start over again.

## **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**

None .

## **Recommendations**

Member are invited to note the report



## STONGER COMMUNITIES COMMITTEE

---

**Date:** 16<sup>th</sup> November 2020

**Title:** Events Report

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

---

### Background

The purpose of this report is to update councillors with the latest information about recent events and those planned for the next few months.

### Current Situation

The **Civic Reception** Our only outstanding event –has now been postponed indefinitely. We are still looking at alternative ways to cover future events.

### Remembrance

This was very different this year but has proved to be successful and we received no negative feedback when the video was released. We now have a YouTube channel as a result of uploading the video so that's an additional bonus to have come from it. Separately, across the town, it is pleasing to see that groups such as the Scouts and the Witney Vikings football club have marked it in their own ways.

### Christmas

The **Christmas card competition**, best **Christmas house** decorations and the invitation for all to **switch on** their lights at 6pm on Friday 27 November have all been launched.

### Online Advent Calendar

Officers were asked to consider other ways in which Christmas could be marked that would draw the community together and boost morale over the Christmas period.

An online Advent calendar is proposed. A new upload would happen each day across our social media platforms and where practical, copies placed on the noticeboard, so that most can be included in this.

The contents of each window can contain an activity, a story or poem, a recipe or Christmas Tradition explained etc. With the addition of our Yule Tube channel it is possible to go all out and actually

demonstrate how to make or cook something or dress up and tell a story or recite a poem a la jackanory.

There are 17 councillors so it is suggested that each councillor prepares one thing for a window and submits them in good time (we will assign you a date) so that they can be uploaded on a date between 1 and 24 December. The other 7 days will be covered by staff.

### **A few ideas**

Encourage people to make and safely deliver a postcard to someone in their street – just to say hello

Tell some awful cracker jokes

Got a foolproof recipe? Maybe a no bake activity so that inexperienced or people with limited facilities can make it – a fridge cake for example

Demonstrate salt dough decorations

Teach people a simple card game

Explain a Christmas or Yuletide tradition, or something different about celebrations elsewhere – Befana in Italy, The Krampus in Germany and Austria etc.

A favourite family traditional game or activity

### **Covid-19 heroes Launch**

Everything is ready to go on this and councillors are asked to consider an appropriate launch date.

### **ECO Green popup Event**

This is an event planned for next year, proposed by our compliance officer, and is currently planned to be a standalone, unmanned, event consisting of exhibitions, activities and stands. The Youth Council has been invited to set up a display or activity. Looking at all things green from burial choices to greener energy and food option, gardening, food waste etc. More details will follow as plans progress. Could coincide with Recycle week.

### **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**

If the Eco event is given the go ahead – a small budget should be set for that. The intention is to invite green suppliers and provide some giveaways if we can.

**Recommendations**

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

- Do Councillors want to run an online advent calendar?
- Consider the possibility of hosting an Eco green popup event
- Launch date for the Covid-19 heroes.

This page is intentionally left blank

**Witney Town Council**  
**Stronger Communities Committee**  
**Revised Budget 2020-21 and Estimate for 2021-22**

<i>Stronger Communities</i>		<u>Last Year 2019-20</u>		<u>Current Year 2020-21</u> Actual			<u>Next Year</u> <u>2021-22</u>
		Budget	Actual	Total	YTD	Projected	Agreed
<b>402</b>	<b><u>COMMUNITY INFRASTRUCTURE</u></b>						
1085	INSURANCE CLAIMS RECEIVED	0	-19503	0	0	0	0
1170	GRANTS RECEIVED	0	436	0	7865	7865	0
	<b>Total Income</b>	0	-19067	0	7865	7865	0
4013	RENT PAID	5	1	5	0	5	5
4014	ELECTRICITY	750	1443	750	452	750	800
4017	CONTRACT CLEAN/WASTE	4000	4586	4100	136	4100	4000
4025	INSURANCE	130	112	130	112	112	125
4035	BUS SHELTER MAINTENANCE	2000	92	3800	0	3800	2000
4036	PROPERTY MAINTENANCE	2630	1755	3630	0	3630	2630
4037	GROUNDS MAINTENANCE	2791	2791	3000	0	0	3000
4039	HORTICULTURE	750	0	750	0	0	750
4040	ARBORICULTURE	15250	3100	24550	12350	24550	19000
4066	TREE REPLACEMENT	4000	2152	6000	0	6000	4000
4067	Tree Survey	5000	3570	5000	0	5000	5000
4166	DEFIBRILLATOR EXPENDITURE	1000	805	2200	781	2200	2500
4200	STREET FURNITURE	0	925	0	342	342	0
4205	CLIMATE EMERGENCY	0	0	10000	0	10000	10000
4209	WWI Commemorations 16-18	0	519	0	0	0	0
4210	CHURCH CLOCK	500	0	1500	0	1500	1500
4215	IN BLOOM - INC SCHOOLS CHALLENGE	12009	6268	14800	625	3000	6000
4491	TFR TO EARMARKED RES	0	18150	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-18150	-18150	-18150	0
4891	AGENCY SERVICES RECHARGE	144144	148409	152727	71369	150692	150692
4990	CONTRN TO CCTV SCH.	10000	10000	10000	0	10000	10000
	<b>Total Expenditure</b>	204959	204678	224792	68017	207531	222002
	<b>NET COST to the Council</b>	-204959	-223745	-224792	-60152	-199666	-222002

**Witney Town Council**  
**Stronger Communities Committee**  
**Revised Budget 2020-21 and Estimate for 2021-22**

<i>Stronger Communities</i>		<u>Last Year 2019-20</u>		<u>Current Year 2020-21</u> Actual			<u>Next Year</u> <u>2021-22</u>
		Budget	Actual	Total	YTD	Projected	Agreed
<b>408</b>	<b><u>COMMUNITY ACTIVITIES</u></b>						
1171	DONATIONS RECEIVED	0	898	0	0	0	0
	<b>Total Income</b>	0	898	0	0	0	0
4103	GRANT YOUTH COUNCIL	500	27	500	0	250	500
4109	BLUE PLAQUES	1000	0	1000	0	1000	0
4141	EVENTS	5000	521	12500	0	5000	11000
4491	TFR TO EARMARKED RES	0	1428	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-1000	-1000	-1000	0
	<b>Total Expenditure</b>	6500	1976	13000	-1000	5250	11500
	<b>NET COST to the Council</b>	-6500	-1078	-13000	1000	-5250	-11500
	<b>Stronger Communities - Income</b>	<b>0</b>	<b>-18169</b>	<b>0</b>	<b>7865</b>	<b>7865</b>	<b>0</b>
	<b>Expenditure</b>	<b>211459</b>	<b>206654</b>	<b>237792</b>	<b>67017</b>	<b>212781</b>	<b>233502</b>
	<b>OVERALL NET COSTS</b>	<b>-211459</b>	<b>-224823</b>	<b>-237792</b>	<b>-59152</b>	<b>-204916</b>	<b>-233502</b>

**Witney Town Council**  
**Stronger Communities Committee**  
**Revised Budget 2020-21 and Estimate for 2021-22**

<i>Stronger Communities</i>  <i>SUMMARY</i>	<u>Last Year 2019-20</u>		<u>Current Year 2020-21</u>			<u>Next Year</u> <u>2021-22</u>
	Budget	Actual	Total	Actual YTD	Projected	Agreed
402 COMMUNITY INFRASTRUCTURE	-204959	-223745	-224792	-60152	-199666	-222002
408 COMMUNITY ACTIVITIES	-6500	-1078	-13000	1000	-5250	-11500
<b>OVERALL NET COST</b>	-211459	-224823	-237792	-59152	-204916	-233502

This page is intentionally left blank



**WITNEY TOWN COUNCIL**  
**STRONGER COMMUNITIES 16/11/2020**

<b>Revised Revenue Growth Items &amp; Capital/Special Revenue Projects Programme 2020/21</b>				
	<i>N/L CODE</i>	<b>Original</b>	<b>Actual/ Revised</b>	
		<b>Budget</b>	<b>Budget</b>	<b>Comments</b>
Defibrilators Min C234 Ongoing Maint/Replacement Fund	4166/402	2200	2200	Revenue Growth Item - now taken on Tower Hill FC Defib at WWSG
Climate Emergency Fund	4205/402	10000	10000	Officers/Cllrs draw up Strategic Plan
Bins & Benches Rolling Programme	4931/800	3500	3500	Spend to date £2274
Bus Shelter - Additional T/Ctr	4933/800	6000	0	Defer/? Not now needed
Welch Way Planters £2k for 5 years	4977/800	2000	2000	Move to EMR
Xmas Lights Contract/Timers & LED ref Climate Emergency	4105/407	40000	40000	R/over underspend for infrastructure & tender for 2021
Twinning Anniversary April 2020	4160/407	1000	1000	Due to COVID R/OVER TO 2021
WOCT Bus	4167/407	21000	18000	Due to COVID reduced support increase to £21k 21/22
Children & Young People	4169/407	30000	30000	Allocated all in September 2020
		115700	106700	

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank