

Stronger Communities Committee Meeting of Witney Town Council



Monday, 15th March, 2021 at 6.00 pm

To members of the Stronger Communities Committee - O Collins, L Ashbourne, J Aitman, T Ashby, D Enright, D Butterfield, H Eaglestone, L Duncan 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 Deputy Town Clerk (adam.clapton@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 - 10)

To receive and consider the minutes of the Stronger Communities Committee meeting held on 25 January 2021.

- a) To adopt and sign as a correct record the minutes of the meeting held on 25 January 2021
- b) Matters arising from the Minutes not covered in the subsequent items.

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. **Rural/Market Town Group**

To consider if Witney Town Council should become an official subscribed member of the Rural/Market Town Group following a presentation from its representative.

6. **Operations Report** (Pages 11 - 12)

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

7. **Trees - Update** (Pages 13 - 18)

To receive and consider a report from the Operations & Estates Advisor providing an update on trees within the Council's estate.

8. **Street Furniture and Infrastructure**

To receive and consider the following items concerning street furniture:

a) **Litter & Dog Bin Requests** (Pages 19 - 38)

To receive and consider the report of the Project Officer concerning recent litter and dog waste bin requests.

9. **Communications and Engagement Report** (Pages 39 - 42)

To receive and consider the report of the Communications & Community Engagement Officer.

10. **Inclusivity & Diversity Panel**

To receive a verbal update from the Chair on this initiative along with the following recommendations:

- 1. Creation of a 'Belonging in Witney' page on our website - this will have a statement about the endeavour, and a webform for people to share their experiences and stories with the Town Council anonymously.
- 2. Creation of a group linked to the Town Council's Facebook page - to create a forum that people can join to talk and share information/posts/ideas.
- 3. Belonging at work Webinars - free training webinars for local businesses. The Town Council can use its networks to spread the word and ensure as many local organisations have the opportunity to take part.

11. **Witney Carnival** (Pages 43 - 56)

To receive a verbal update from the Chair on the meeting held on 4 March 2021 and consider a request to support Witney Carnival, subject to COVID-19 restrictions.

It should be noted that the Council has set aside £1,000 in its 2021/22 budget to assist the Carnival Committee with the cost of portable toilets on the Leys Recreation Ground for this event. The Committee will be requested to make a recommendation to the Policy, Governance & Finance Committee if additional funding is to be considered for this event.

12. **Witney Pride**

To consider the following requests from the Witney Pride group:

1. That Witney Town Council supports the Witney Pride event (due to be held online this year) on 29th May by asking Cllrs to share video messages or photos that can be used as part of the event and also to help generate support and interest. They would also like help promoting the event (from their social media pages) on the Town Council's social media.
2. That Witney Town Council flies the Pride flag on the 29th May instead of 1st June to coincide with the event.
3. Separately, that the Corn Exchange to be lit up in LGBTQ colours to mark the international day against homophobia, transphobia and biphobia 17th May: <https://may17.org/>

13. **National Autism Awareness Month**

To consider a request by Guideposts to support National Autism Awareness month in April by sharing a purpose made video on the Council's communication platforms.



Town Clerk

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

Held on Monday, 25 January 2021

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor O Collins (Chair)

Councillors:	L Ashbourne J Aitman T Ashby	D Enright D Butterfield H Eaglestone
Officers:	Sharon Groth John Hickman Adam Clapton Polly Inness	Town Clerk Operations & Estates Officer Office Manager Communications & Events Officer
Others:	1 member of the public.	

SC33 APOLOGIES FOR ABSENCE

An apology for her absence was received from Cllr Gwatkin.

SC34 DECLARATIONS OF INTEREST

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

SC35 MINUTES

The Committee received and considered the minutes of the meeting held on 16 November 2020.

RESOLVED: that the minutes of the meeting held on 16 November 2020 be agreed as a correct record and signed by the Chair.

SC36 PUBLIC PARTICIPATION

The Committee adjourned to receive public participation from Mr Eric Marshall who addressed members on thoughts for a collaborative community summer celebration in 2021 between the Town Council and the Music Festival.

Following his address, the Committee reconvened.

SC37 EVENTS REPORT

This item was moved up the agenda with the express permission of the Chair so that the member of the public present could hear the debate.

Members discussed the proposal for a summer celebration by Witney Music Festival and were generally in favour of the event. The Committee heard that the licensing of Market Square could be an issue, so it was suggested that the Music Festival contact the County and District Councils at the earliest opportunity before proceeding.

There was some concern on the estimated cost of the event and whether this could or should be covered, wholly or in part by the Town Council. There were other sources of funding which the organisers should explore and financial assistance from the Council should be referred for further debate to the Policy, Governance and Finance committee, on the receipt of a grant application form.

The Committee received an update on the Covid-19 Hero Awards and heard that 45 applications had been received. Some applications had been received with no contact details for the nominee, while some were for people with no link to Witney. A roll call of Witney Hero awardees would be published on social media and the website and this may help with missing contact details. Members also agreed that heroes must have been from Witney or been heroic in Witney; letters of thanks should be issued in these cases encouraging those nominating to contact the person's employer or local town or parish council.

An event to celebrate The NHS Social Care and Frontline Workers Day was proposed for 5 July 2021. National suggestions for the event had been received but there was some concern these appeared to be along the lines of Remembrance Day and therefore detached from the key workers the celebration was aimed at. A low-key event, possibly involving videos of local key workers was discussed, with agreement that the Town Council should light up the Corn Exchange and fly the associated flag on the day.

The Communications and Events Officer advised that there had been no further communication on the Carnival for 2021 since the last update, but she asked if members would like some sort of presence if it did go ahead. The Committee felt the Town Council should take part if Covid-19 restrictions were lifted enough for it to take place. There was currently no theme, but this was an issue that could be re-visited in coming months.

The Committee discussed the proposal for a "Zero Waste Roadshow". Members agreed to invite the Youth Council and local eco-friendly organisations and companies such as Waste 0 and Witney Community Fridge to have stands. A budget of £1,000 had previously been agreed for this event but the Climate Biodiversity and Planning Committee had subsequently agreed £600 expenditure on a thermal imaging device to rent out to residents to look at the efficiency of their homes, so £400 remained specifically for the roadshow event.

Members discussed Car Free Day in September and the requirement for road closures. Market Square and High Street were already closed to vehicles and any road closures would involve a cost to the Council. There was an expectation that the Covid road closures would still be in place. The roads were not currently closed to buses but if car free was to be encouraged then bus use should be encouraged so it would be preferable not to close the roads to buses.

RECOMMENDED: that the public participation and report be noted and:

1. that the Council is generally in favour of a Music Festival community event and supports it in principle;

2. that the organisers complete a grant funding application to be completed and submitted to the Council for consideration by the Policy & Governance Committee on 22 March 2021;
3. that the organisers be flexible on the date of the event due to the pandemic as the event must be safe for the public;
4. that the organisers speak to the District Council regarding licensing and capacity, market licensing, and any restrictions;
5. that the organisers feedback to Town Council the responses from the District Council;
6. that the organisers look at what specific items the Town Council could pay for/sponsor as opposed to making a general donation towards the event;
7. that regarding Witney Covid Heroes, applications are only considered for Witney residents and those wishing to nominate people outside the parish be advised to contact the relevant Parish Clerk or nominee's employer;
8. that the Council supports in principle the NHS Social Care and Frontline Workers Day on a small scale so as not to increase transmission of Covid-19 – this would include the lighting up of the Corn Exchange, a flag raising, and a piece on local radio. A video would be made of key workers;
9. that an NHS and Frontline Workers Flag be purchased at a cost of £139.41, the size to be determined by officers;
10. that if the Carnival goes ahead in 2021, the Council has a presence;
11. that a Zero Waste Roadshow be held on Zero Waste week (7 – 10 September 2021);
12. that a Car Free Day is held as per last year, but road closures not applied for subject to Covid-19 road closures still being in place;
13. that the Communications and Events Officer contacts the Windrush Bike Project and Cycling Without Age be invited to participate in car free day.

SC38 CORPORATE STRATEGIC PLAN

The Committee discussed the aims of the Council's Corporate Strategic Plan as discussed by the Task & Finish Group set up for this purpose.

Rebranding was discussed as only one logo design has been received. There was a capacity issue as it needed to be decided where the new logo will be placed e.g. website, vehicles, correspondence etc. This would be a larger project than originally envisaged.

RESOLVED: that the following proposals be approved and included in Corporate Strategic Plan:

- a) Rebranding;
- b) Christmas Lights Re-Tender, including fitting timers and more environmentally friendly solutions to meet the Council's Climate emergency objectives;

- c) Open Spaces Strategy, including the improvement to flora displays, roundabouts/in-bloom;
- d) Inclusion & Diversity Board.

SC39 **OPERATIONAL REPORT - PROGRESS ON IMPROVEMENTS AND REPAIRS SINCE THE LAST MEETING**

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

RESOLVED: that the report be noted and the tender to be put out for the Christmas Lights Contract to include two trees from Real Christmas Trees – for the duration of the contract.

SC40 **TREES UPDATE**

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

Recommendations had been received following a scheduled tree survey to fell two of the Council's trees and replace them with two new ones. The Operations & Estates Officer advised the committee that felling of trees was understandably never popular with residents so discussion could take place with the local Conservation Officer and Arboriculture Consultants, to see if severe reductions could be made to the trees which would enable them to be retained for now. Replanting of new trees could be done in Autumn 2021 with the aim to allow them to establish before any felling would need to be carried out on the older trees. Any new trees would be planted where they would not pose a future subsidence problem.

RESOLVED: That the report be noted and that the Local Conservation Officer be asked for an opinion on what works could be carried out to trees without the need for felling and also for advice on suitable replacement trees should felling be required.

SC41 **STREET FURNITURE AND INFRASTRUCTURE - PLANTERS ON HIGH STREET**

The Town Council had been approached by the District Council to fund the planting and maintenance of a further eight planters to assist with the covid related road closures in the High Street. Members accepted that the Town Council had expertise in planting across the town, but with its limited budgets felt that clarity was needed as to whether the District Council had been given money from the government to make High Streets Covid secure, and if so, why the Town Council was being asked to fund this project which would cost in the region on £3,500 per annum. If clarity was provided and a suitable budget could be found, the committee was in support of the request.

The Office Manager raised a street infrastructure issue concerning the provision on new litter and dog waste bins on the Windrush Place development in West Witney. Officers were discussing the issue with the District Council, the allocation of bins here not being the responsibility of the Town Council.

RECOMMENDED: that the report be noted and:-

1. that the Committee agrees in principle to fund the planting and maintenance of a further eight planters subject to clarification from the District Council on Covid 19 funding;

2. that the Town Council budget be checked to ensure that funds are available for the planters.

SC42 COMMUNICATIONS UPDATE

The Committee received and considered the report of the Communications and Events Officer, concerning delivery of the newsletter and the content of the Annual satisfaction survey.

RESOLVED: that the report be noted and: -

1. that the quote from Push- Start to print and deliver the newsletter be accepted; in addition to the additional consultation questions regarding access at Tower Hill Cemetery
2. that for the Annual Residents Satisfaction Survey, there should not be a specific focus this year but more general questions should be asked, including topics such as the pandemic and what information residents found difficult to access.

SC43 COMMUNICATIONS IN AN EMERGENCY SITUATION

The Committee was asked by the Town Clerk to discuss communications in emergency situations in order to consider if the Council should have a policy document. The Communications Officers suggested a Community Resilience page on the website signposting the public to various agencies and services. Members discussed what it should cover - adverse weather, flooding / sandbags, pandemic, fire, accidents, medical needs such as power to equipment, map of defibrillator locations were suggestions. The Committee was advised that the District Council was preparing a response document on the recent flooding.

RECOMMENDED:

1. that the Communications Officer creates a Community Resilience page on the Town Council's website to signpost residents to information and assistance in emergency situations;
2. that better relations are fostered between the Town and District Council in this respect;
3. that the Town Clerk drafts a policy document and emergency plan for presentation to a future Policy, Governance and Finance Committee for adoption;
4. that the Committee wishes to thank members past and present for their assistance during the Christmas flooding.

SC44 RURAL/MARKET TOWN GROUP

The Committee received and considered correspondence received from the Rural Market Town Group inviting the town to become a member. Members were unsure exactly what the benefits would be but were in favour of accepting the free trial period until the end of July 2021 and asking a member of the group to address them to explain the benefits further.

RESOLVED: that the correspondence from the Rural Market Town Group regarding membership be noted and: -

1. the free trial be accepted;
2. that the Rural Market Town Network be invited to attend a meeting to explain the benefits of joining the organisation.

The meeting closed at: 7.32 pm

Chair

STRONGER COMMUNITIES COMMITTEE

Date: 15 March 2021
Title: Operations Report
Contact Officer: Operations and Estates Advisor – 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

Christmas Lights

The Operations and Estates Advisor is working on the new Christmas Lights tender at the time of writing this report and will update Members at the meeting as to the current position.

Curbridge Road Thorney Leys Hedge and Trees

The Operations team have been continuing the works to reduce the height of this hedge to 8 feet as they have the opportunity, the whips previously planted to thicken the hedge are establishing well. It is intended that the hedge will have been fully reduced along its entire length by the summer next year provided the works team have the available time.

Floral Displays

Grounds Contractors have mulched the roundabouts impact planting. Grounds Contractors and the works team have cleared an overgrown shrub bed and replanted in Tower Hill Cemetery.

Environmental impact

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

Risk

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

Financial implications

Described here or as stated in the report above.

Recommendations

Member are invited to note the report:

STRONGER COMMUNITIES COMMITTEE

Date: 15 March 2021
Title: Trees Update
Contact Officer: Operations & Estates Advisor – John Hickman

Background

The purpose of this report is to update Members on the progress off the tree survey, tree works and tree planting.

Current Situation

Wychwood Tree Planting

Wychwood Project tree planting, the Operations and Estates Advisor has been advised by the Wychwood Project that they are in the process of planting the trees agreed by Council at the current time.

Tree Survey

The 2020 tree survey report tree works have been commission with the exception of T792 and T794 with the tree surgeons and will be completed as soon as they are able to do so.

T792 Pensclose and T794 Cogges Hill Road.

The suggested works by the Landscape and Forestry officer following complaints to WODC following the felling of an Oak tree in the close vicinity by others for subsidence issues has prevented the intended action to fell and plant replacements for these two trees. Alternative suggestions by the WODC Landscape and Forestry Officer to reduce the trees substantially for now and replant in preparation for the removal of these trees in the future has been discussed with the Councils tree consultants. The tree consultants have suggested that it would still not be known if the trees are safe to remain even with these works undertaken The tree consultants have suggested that they could carry out a pull test in one direction only (so avoiding the traffic management issues), as that would not give full information but enough to make a better management decision and would provide more justification to present to the residents.

This would reduce the cost of the pull test substantially and if the tree/s had to be removed would give the council the evidence as to why it had to do so for the residents. If the trees were currently safe enough to remain then tree planting future replacements for these trees this Autumn would be suggested so the new trees have time to establish before the original trees do have to be felled. The Operations and Estates Advisor has requested the tree

consultants provide a quote for the pull tests to be carried as they now suggest, but estimates this will be approx. half the original cost suggested in the original report.

Lakeside Allotment Boundary Tree Pollarding Works.

The associated works to Lakeside Allotment boundary trees has been completed by the tree surgeons.

Tree works to fell T277, T280 & T281 Queen Emma's Dyke

These trees work already agreed by council will be commissioned and carried out in the next financial year 2021/2022. Residents will be notified of the intended actions regarding these trees approx. one month prior to it being carried out by letter drop to all resident's that surround the green the trees are on.

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. There is an environmental impact to felling the trees in the future requested within the Tree survey however council's policy of replacing lost trees and also the pre-emptive planting of trees should alleviate the trees felling impact for the future.

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 associated risk from the trees that have been highlighted as high risk or require detailed investigation or felling.

Financial implications

The associated costs for Tree works to be taken from 4040/402 Arboriculture.

Recommendations

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

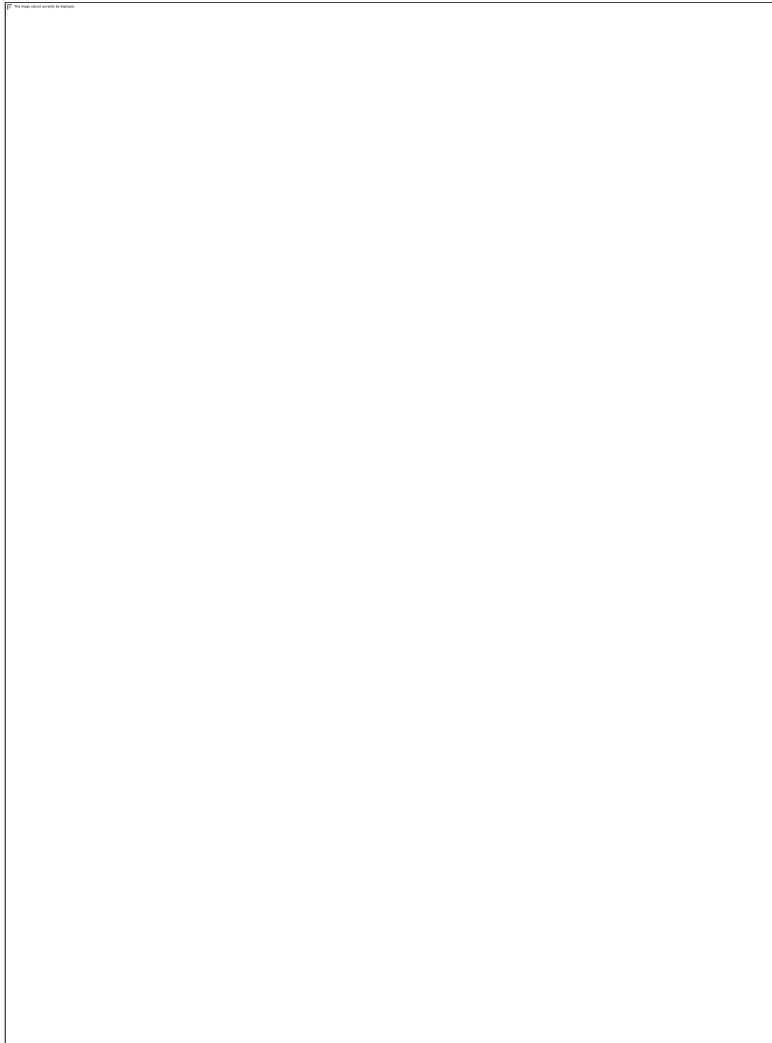
- The suggested works to T792 and T794 and the programming of replacement trees to be planted this Autumn in preparation for the future removal of these trees.

Hi John,

Hope you're well and apologies for taking so much time to get back to you.

I understand your predicament. The problem with reducing a tree with root problems is that it's impossible to quantify without further investigation by how much you would need to reduce the tree by to get acceptable safety factors.

As regards the oak, based on its material properties and dimensions, in an undamaged state the tree would be around nine times stronger than it would need to be to withstand a 1/50 year storm. We would normally want a tree to have a safety factor of at least 1.5. The question is how much the roots have been decayed, and whether they have used up those margins, and that is impossible to say with any confidence without further diagnostic tests. People often like to reduce trees to be seen to be doing "something", but without really understanding whether they have really reduced the risk. My hunch is that the tree probably does have sufficient reserves, but this is not based on anything and shouldn't be the basis of any decision. If we can reduce the tree so that it wouldn't fall in the road if it failed then that would definitely reduce the risk by a sufficient degree to allow it to be retained. The tree is around 10 m from the road I think, so that would mean basically cutting it in half (see approximation below). Obviously if you did reduce it, it creates a management issue, the tree may not respond and would probably need to be removed in another 10 years or so anyway. But it might buy you some time to plant some replacements. There is plenty of space, and probably a good time to think about planting eventual replacements for all the oak here.



Another option, having spoken to my more experienced colleague, would be to do a pull test in one direction only (so avoiding the traffic management issues), as that would not give full information but enough to make a better management decision and would provide more justification to present to the residents.

The principles outlined above apply to the ash at Pensclose, except that it has a lower theoretical safety factor because it's a tall and slender tree – it's only 4 times stronger than it would need to be for the wind event, so it has much lower margins. Again, it's about 10 metres from the road, so to avoid the main target would mean basically taking the whole crown off and leaving a monolith. It may well not respond, and wouldn't be much of a tree. Again, lots of room to replant here.



We could also test this in just one direction to get some information. We could do both trees in one day (in a month or so's time when we have ore daylight) for the price of one, if you felt you wanted to and cost was the issue in pursuing this option originally.

I hope this helps – give me a call if you need to.

Claire Harbinson
Principal Arboricultural Consultant

Treework Environmental Practice

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STRONGER COMMUNITIES COMMITTEE

Date:	15 March 2021
Title:	Litter & Dog Waste Bin Requests
Contact Officer:	Project Officer - Nicky Cayley

Background

The Town Council has received several ad hoc requests for additional new litter/dog waste bins in the town since last autumn.

In 2020 the Town Council agreed to a request from a resident to install a litter/dog waste bin between West End and Woodford Mill, with associated costs for installation and annual emptying. At the time the Council requested that a policy on future bin requests was formulated, regrettably this has not yet been possible due to officer capacity constraints.

West Oxfordshire District Council has slightly amended the process for the provision of new bins from December 2020, which is:

1. Residents requesting a new bin will be directed to the Town Council;
2. The Town Council requests that West Oxfordshire District Council (UBICO) carries out a site visit to see if a bin is warranted in a location – the bins could be on land owned by Oxfordshire County Council or privately owned;
3. The Town Council decides whether it has the budget and wants to install bins in the areas – a decision to be taken by this Committee;
4. If the Town Council wishes to proceed, it needs to request permission from the landowners;
5. If the landowners agree, the Town Council instructs West Oxfordshire District Council (UBICO) to install the bins and commence collection - collection will be paid for by the Town Council.

It should be noted that the Town Council does collect waste from bins on its own estate, notably at the Lake & Country Park, The Leys and at Burwell. With a strategy on Open Spaces out for consultation, waste collection from bins bought and paid for by the Town Council could be included in the discussions.

Current Situation

The Town Council currently has requests for additional dog waste/litter bins at:

- Land at Coral Springs (Richmond Village) Dog Waste Bin – the area marked by the larger red circle was granted Village Green status by the County Council at the end of last year. The small circle marks the requested location which is adjacent to a public gate on a footpath/bridleway;

- Pathway between Newland Mill and Langel Common – Litter/Dog Waste Bin – possible locations marked by yellow crosses;
- Holloway Road – Litter bin - between the Three Horseshoes pub and the newly built Applegarth Court.
- An area at the entrance to a field, adjacent to the new Kingfisher Development off of Burford Road – a popular dog-walking area.

The Deputy Town Clerk has been in contact with UBICO and it has confirmed that the bins are in suitable locations at Coral Springs Way, Newland Mill and Holloway Road, should the Town Council want to proceed. The land off Burford Road has not yet been assessed.

Environmental impact

Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

If the Committee recommends the installation of the additional bins, it will have a positive environmental impact in reducing litter in the town.

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

£5900 remains from funds allocated by West Oxfordshire District Council towards Community Clean Up Projects. The Council previously allocated its use for the possible provision of new/replacement bins. The Committee should note that when this funding is expended, the continued emptying costs for bins will have to be budgeted for in each financial year. The price for a new dog waste bin and the cost for emptying is as follows:

- Supply and installation of a dog waste bin (25L) - £236.08 (excl. VAT)
- Cost of emptying a dog waste bin (per collection) - £3.21 (excl. VAT)

The Committee should also note that the price for a new litter/dog waste bin and the cost for emptying is as follows:

- Supply and installation of a litter/dog waste bin – £417.26 (excl. VAT)
- Cost of emptying a litter/dog waste bin (per collection) - £7.25 (excl. VAT) – 2 collections per week currently equates to £667.00 per annum.

Recommendations

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

1. the requests to install bins as requested;
2. If the Committee wishes to install the bins, Officers ascertain land ownerships and permissions and arranges installation in the next financial year;
3. the Committee considers entering into a contract for emptying the bins for 1 year

initially but as bins/collections are being considered as part of the Council's Open Spaces Strategy, there may be potential to bring the collection in-house.

Appendices

- APPENDIX 1 Coral Springs Bin Request
- APPENDIX 2 Coral Springs Location Map
- APPENDIX 3 Coral Springs Location Picture
- APPENDIX 4 Newland Mill Bin Request
- APPENDIX 5 Newland Mill Location Map
- APPENDIX 6 Holloway Road Location Picture
- APPENDIX 7 Burford Road Bin Request
- APPENDIX 8 Burford Road Approximate Location

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Sent: 14 September 2020 12:11

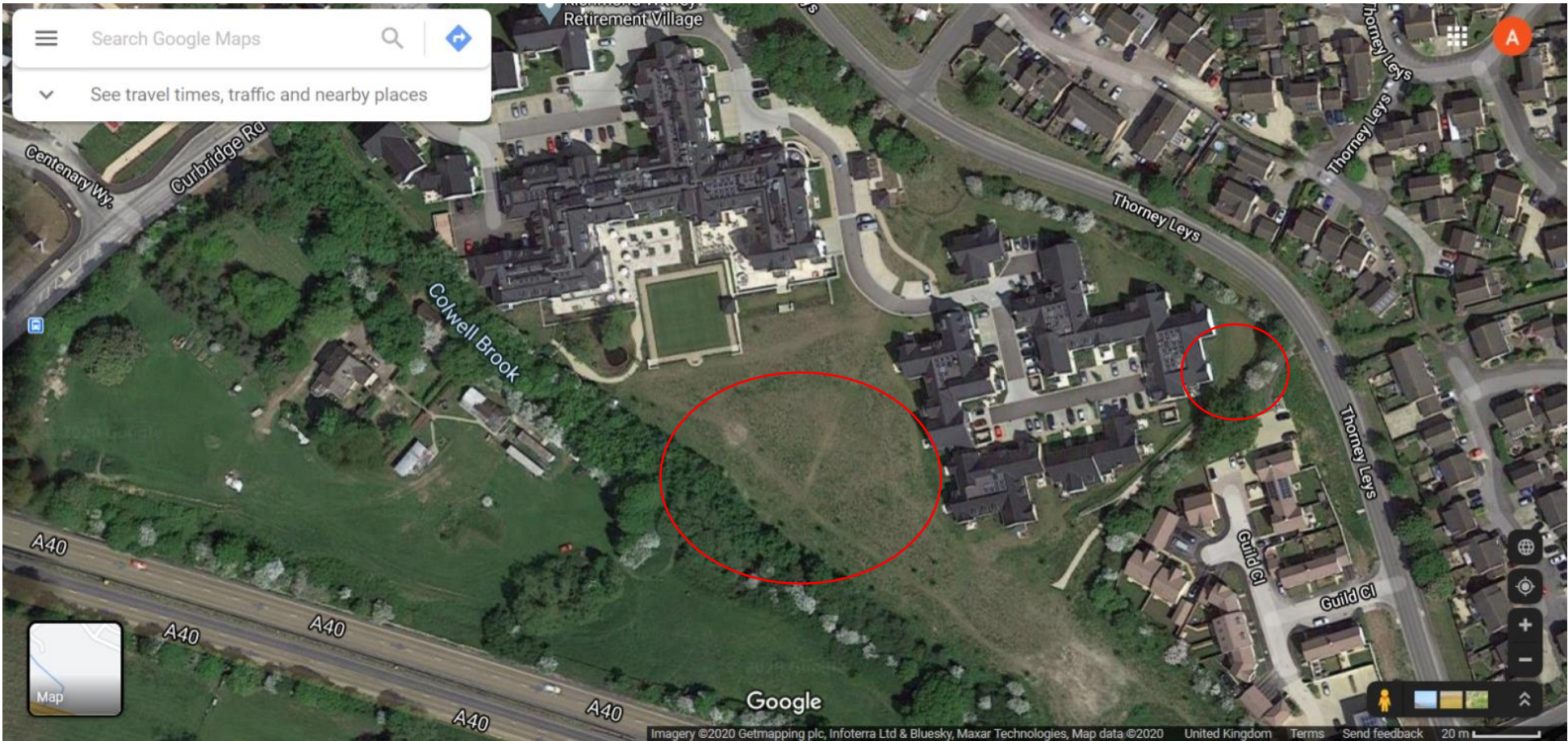
To: WODC

Subject: Public Footpath

Good Morning, Richmond Residence Association would like a dog poo bin established at the junction of the gravel footpath and the grass path. I am (a resident) asking for your advice how to proceed with this request. [REDACTED]

[REDACTED]. I look forward to hearing from you. Tony Watson

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Sent: 26 November 2020 12:06
To: WitneyTCInfo
Subject: Request for New Litter/Dog Waste Bin

Hello

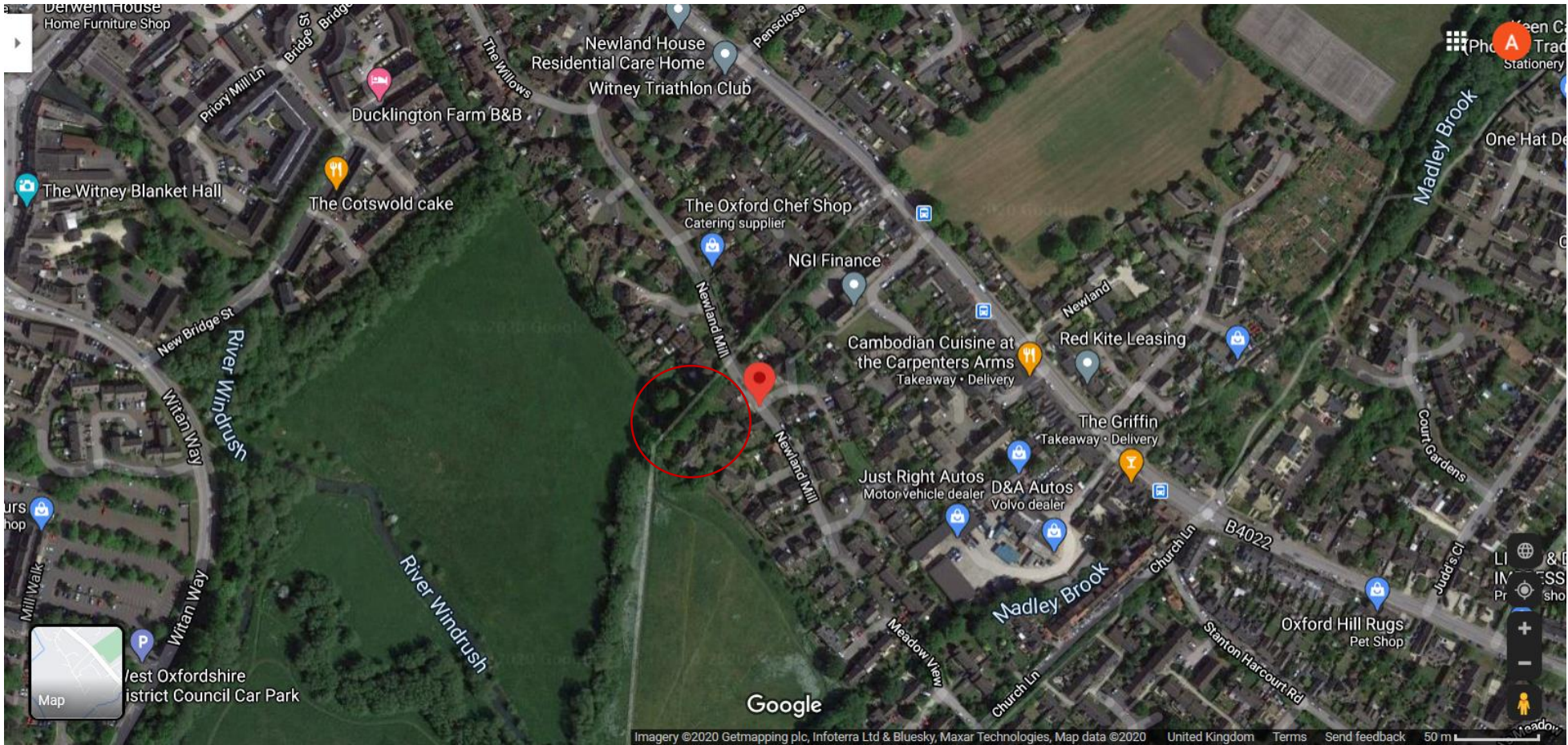
I originally submitted this request to WODC with reference number 00504900 but they advised me to refer the matter to you.

I would like to request a new litter/dog waste bin on the footpath adjacent to either 56 Newland Mill or 52 Newland Mill please. The field is used by a large number of people to walk their dogs and there is nowhere to leave waste except in Church Lane and by King George playing fields. Also, the public footpath across the field is heavily used leading to more littering. As a result the people living nearby have to pick up litter and discarded dog waste bags.

Regards

Stephen Goodchild, Newland Mill, Witney,

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Sent: 11 January 2021
To: Sharon Groth
Subject: Dog waste bin

Hello

I'm just sending an email backing up my conversation just now with the office.

I would like to request a dog poo bin be put down the Lane that runs to Flo Gas works in Witney off Burford Road. Today my dog walking friend picked up around 10 full bags that had been left strewn around the entrance to the meadows just passed the entrance to the Gas Works. The nearest bin to there is at the top of the hill on the other side of the road.

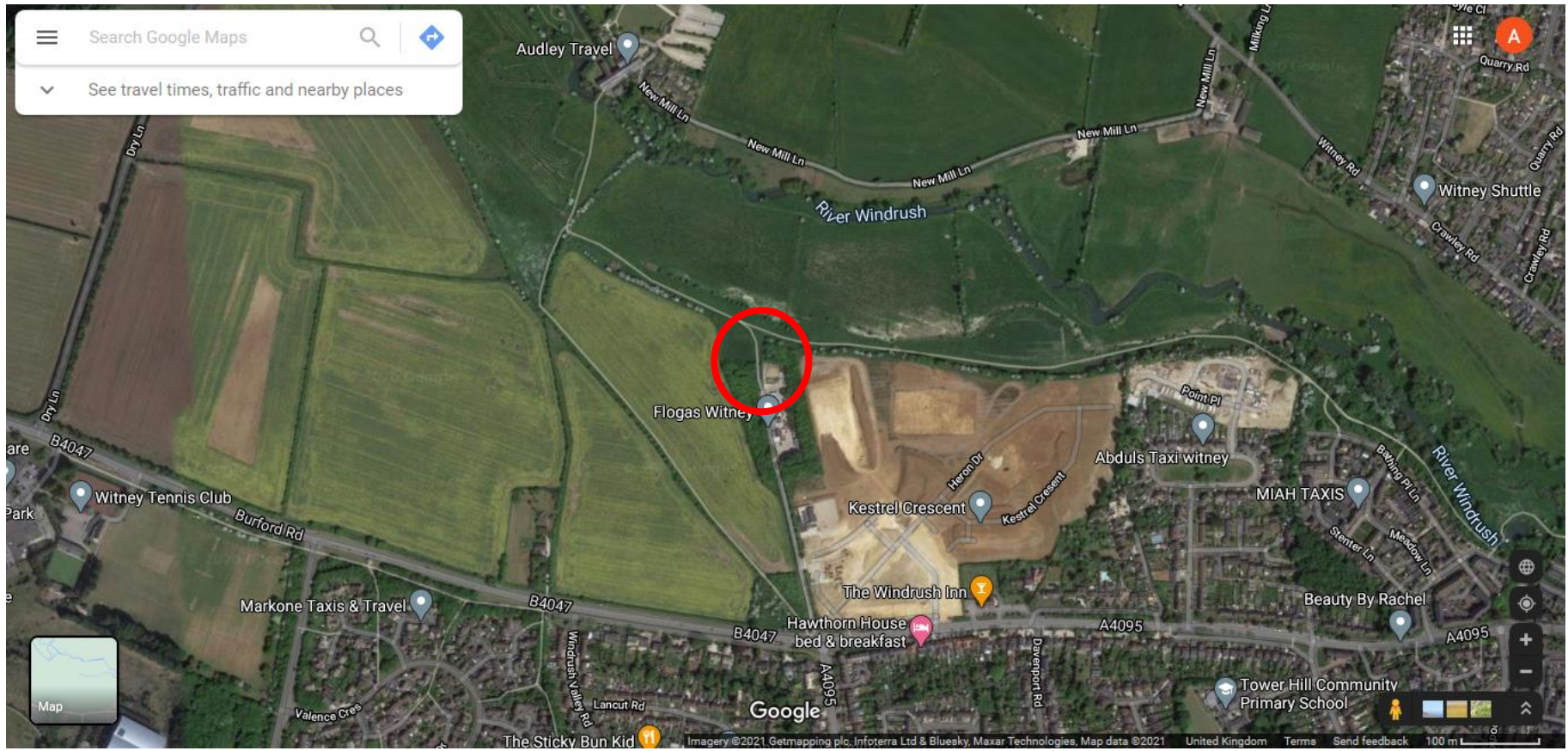
There are many people, including myself who walk their dogs there on a daily basis and this would be a godsend to have a bin. The council can easily access this area to empty the bin once its full.

Thank you very much and I do hope you agree to this request.

Kind Regards

Rachel Way

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STRONGER COMMUNITIES COMMITTEE

Date: 15 March 2021

Title: Communications & Community Engagement Report

Contact Officer: Communications & Community Engagement Officer -Polly Inness

Background

To provide a brief update on Communications and Community Engagement

Current Situation

This report is intended to remind councillors of opportunities for community engagement coming up and ascertain what is going ahead in 2021, COVID-19 permitting.

In Bloom April - May

The Council has agreed to enter 2 categories in this year's Thames & Chiltern In Bloom competition. The Leys and Tower Hill Cemetery, at a cost of £50 each.

Diana Blackman of Witney Horticultural Society can take over the planting of the raised bed by Langdale Hall as they had arranged to do last year. This is the one opposite the Dry Cleaner and Coffee shop.

Banners and notices for the Flower Beds dedicated the planting to honouring the local volunteer groups and NHS for their work during the coronavirus pandemic, as agreed in minute SC290 Floral Displays for 2021 should be purchased in time for NHS Day in June.

Heritage Open Day 10-19 September

The theme this year is Edible England. Registration is now open.

From the Heritage Open Day website: "Empty the larder, preheat the oven, and set the table - our theme for 2021 is Edible England. From woodland foraging to factory floor, forgotten recipes to regional delicacies, we're asking our festival community to explore the past, present, and future of our culinary heritage and culture."

This could be an opportunity to work in partnership with a local attraction or with local food businesses to recreate an ancient local recipe, using an ingredient that has gone out of

fashion, or sharing a local/regional speciality. Alternatively, we could explore the diversity in our town with something like a world food market. How many of our favourite recipes and ingredients originate from abroad and have come to us as a result of the movement of people, trade, travel and the British Empire? This theme would also fit well with our allotments and with local hospitality business recovery.

Car Free Day 22 September

A brief report will be submitted to Climate, Biodiversity and Planning for 20th April following this committee's decision to hold the event in September.

Christmas Competitions

Which of the Christmas Competitions would the council like to run this year, COVID-19 Permitting? Moving the competitions out of the schools and online was very successful and this might be a better way to engage then via schools only.

Christmas Card

Christmas Light (there has been no tender issued yet so a light may not be an option)

Mayor's Carols cover

HM the Queen's Platinum Jubilee Thursday 2 to Sunday 5 June 2022

Would the Councillors like to form a Task and Finish Group to organise events for this? The Jubilee celebrations will take place over 4 days in June, with a delayed end of May Bank Holiday moved to Thurs 2nd June and an additional Bank Holiday on Friday 3rd leading into the weekend. There is lots of information in archives of activities we have undertaken on previous Royal events which can be presented to the Councillors at a later date.

Environmental impact

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

Risk

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

Financial implications

There are entry fees of £50 each for the In Bloom categories.

Recommendations

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

1. Does the Council give permission to Horticultural Society to plant the flower bed at Langdale
2. Does the Council wish to run a community engagement event for HOD this year and what should that be?
3. Decide which Christmas competitions we will run, the judging and prizes.
4. Do the Council want to form a Task and Finish group to organise the Platinum Jubilee celebrations. If yes, membership can be decided at the Annual Council Meeting.

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Witney Carnival Committee

The Town Clerk
Witney Town Council
Market Square,
Witney

5TH March 2021

Dear Sharon,

WITNEY CARNIVAL EVENT 10TH JULY 2021 – THE LEYS WITNEY-REQUEST FOR A GRANT FOR £4000.00 FROM WITNEY TOWN COUNCIL

Purpose:

The objective of this paper is to formally request a grant for funding from Witney Town Council, in support of the proposed Event to be held on Saturday 10th July, at The Leys, Witney.

Executive Summary

1. The Town Council and the Carnival Committee 2021 have agreed an outline plan to deliver a family picnic event on the Leys on 10th July 2021, providing government regulations in force at the time permit the Event to take place.
2. The Event will comprise of family entertainment including a small funfair, a stage for two bands, attractions for young children, refreshments and a bar.
3. The Event is designed to attract young families. The event will take place between 12 noon and 5 pm.
4. **Witney Town Council is asked to consider making a grant of £4,000 to support the organisation of this Event. The funds will be used to offset the organisational costs of the Event, details of which are shown at Enclosure 1.**
5. The Event outlined above will provide some much-needed relief for young families in and around Witney, after what has been a challenging year.

Proposed Event

For a number of years, the annual Witney Town Carnival and Procession has been delivered by a Committee comprising of four organisations, the Rotary Club of Witney, The Lions Club of Witney, Witney Round Table and the Witney Air Training Corps. The three clubs are best described as “service” clubs, they raise funds which are distributed to local organisations and charities in and around Witney. (In Rotary’s case a small proportion of its income is sent overseas for charitable purposes). The ATC provide significant resources for the event.



Witney Carnival Committee

Funds allocated to the ATC from the proceeds of Carnival are the ATC's main annual source of income.

The Carnival usually consists of a Procession which takes roughly an hour to move around the town followed by an afternoon of events on the Leys. At any one time during the afternoon it is estimated that 7/8000 local people visit the Leys.

The Covid19 pandemic meant that the Carnival scheduled to take place in 2020 had to be cancelled.

The Carnival Committee has researched the feasibility of delivering an Event for 2021 which is Covid19 compliant.

The Committee looked at three possible Event options for 2021:

- A Carnival and Procession which would be similar in format to previous years.
- A limited "picnic" style free event for families, which will take place on the Leys
- No Carnival or Procession

Proposed Event

The Witney Carnival Committee discussed the possible options outlined above and considered that it would be impossible for the normal Carnival and Procession to be planned and delivered in the current climate, even if there was a significant relaxation in regulations.

The Committee approved and agreed to prepare an outline plan for a large "Teddy Bears Picnic".

Key Points:

- The Event will be aimed to attract young families. Entertainment will be geared towards the under 12s and their parents.
- Entertainment - will consist of a stage with a Disco style set and at least two "Covers" bands which will play popular family music throughout the Event, probably from a large trailer.
- Food - discussions have taken place with catering suppliers who are willing to attend the event.
- Bar – as in previous years the Lions Club will operate a licensed bar
- Security – the Event will require the hiring of SIA trained staff to manage security
- Role of volunteers - if this Event is to take place it will require the support of all the three Club's members and volunteers.



Witney Carnival Committee

When considering what type of Event may be delivered there are some key issues relating to restrictions on public events which will shape the Committee's plans:

Event parameters.

- Planning for any Event must be flexible allowing for changes to Covid19 restrictions which may come in at short notice.
- The Committee is making an assumption that the regulations will be sufficiently relaxed on the 21st June 2021 to permit a picnic style event to take place
- Any Event must be free to the public
- The Event must comply with all regulations in place at the time
- The plan must be supported by Witney Town Council and agreed by the Safety Advisory Group, (SAG)
- In previous years the Committee has spent significant sums of money booking acts, hiring generators and other equipment for the Carnival.
- The unpredictability of what may be allowed to take place means that the Carnival Committee has determined that it is unwise to book any "acts" or equipment which will incur significant financial outlay. Any equipment hire or associated costs will be subject to a Covid19 clause.
- Current funds held by the Carnival Committee are extremely low as all receipts from previous events have been distributed to the 4 organisations and allocated to their respective charities.

Assumptions

- The SAG and Witney Town Council will support an Event to take place at the Leys on the 10th July 2021
- The Event will comply with relevant legislation and guidance in place at that time
- There will be additional planning needed to manage infection control during the Event, for example, when visitors use food, bar and toilet facilities
- The Event will last from 12 noon until 5pm
- The Event will not raise significant charitable funds for the Clubs involved and indeed may run at a loss, requiring further support from the Service Clubs where finances are limited
- To deliver the Event financial support is required from external organisations.

A scope of the project as outlined above, was discussed at a meeting between Witney Town Council (officers and Councillors) and the Carnival Committee on 4th March 2021.

The meeting was very productive. The Council officers and members were supportive of the concept of a Picnic style family event. (The Event cannot receive formal approval until an Event Plan containing a Risk Assessment has been submitted to the Town Council officers).



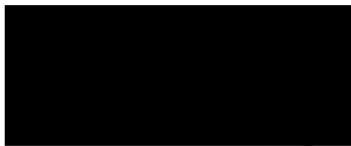
Witney Carnival Committee

During the meeting I explained the extraordinary financial situation the Carnival Committee finds itself in. The Carnival Committee wish to formally request that the Town Council considers making a grant of £4,000.00 (under the terms of S137 of the Local Government Act 1972) to support the Event. These funds will be used to pay for the infrastructure items shown at Enclosure 1.

The Carnival Committee have attempted to raise funds through local sponsorship, however due to the current downturn in business activity during the pandemic, many of our local supporters have expressed their inability to contribute as they might have done in previous years.

Whilst all three service clubs have been heavily involved in raising and distributing funds for the local food banks during the Covid19 crisis, the Pandemic has restricted the usual fund-raising activities of each of the Clubs.

It is planned that income from the Event (refreshments principally), will offset the cost of entertainment. The cost of Entertainment will be supported by the Committee's parent Clubs if necessary.



Ron Spurs
Chairman,
Witney Carnival Committee 2021
Email: [REDACTED]
M: [REDACTED]

Enclosure 1 list of the items which the grant would be used to pay for.

Attached are Carnival accounts 19/20

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