

Full Council Committee Meeting of Witney Town Council



Monday, 12th October, 2020 at 7.00 pm

To members of the Full Council Committee - J Aitman, L Duncan, L Ashbourne, T Ashby, R Bolger, D Butterfield, O Collins, H Eaglestone, D Enright, V Gwatkin, A D Harvey, M Jones, J King, A McMahon, A Prosser, R Smith and D Temple (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) prior to the meeting, stating the reason for absence.

2. Declarations of Interest

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

3. Minutes (Pages 5 - 16)

To approve and adopt the minutes of the Council Meeting held on 27 July 2020 and the Extraordinary Meeting held on 18 August 2020 in accordance with Standing Order 18 including questions on the minutes as to 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. **An Update from Witney Oxfordshire County Councillors and West Oxfordshire District Councillors**

To receive a short verbal update from Witney Oxfordshire County Councillors and West Oxfordshire District Councillors.

6. **Report Back from the Councillors on the Work with External Bodies where they serve as the Town Council's Nominated Representative**

To receive a short verbal update from councillors who sit on external bodies where they serve as the Town Council's nominated representative.

7. **Minutes of Committees and Sub Committees**

To receive and NOTE the RESOLUTIONS in the minutes of the meetings held between 11 August 2020 and 28 September 2020, and agree the RECOMMENDATIONS contained therein:

7.1 **Climate, Biodiversity and Planning Committee Minutes - 11 August, 1 September and 22 September 2020** (Pages 17 - 40)

7.2 **Sport and Play Committee Minutes - 7 September 2020** (Pages 41 - 46)

7.3 **Halls, Cemeteries and Allotments Committee Minutes - 14 September 2020** (Pages 47 - 52)

7.4 **Stronger Communities Committee - 21 September 2020** (Pages 53 - 60)

7.5 **Policy, Governance and Finance Committee Minutes - 28 September 2020** (Pages 61 - 68)

8. **Civic Announcements** (Pages 69 - 70)

To receive the report of the Mayor.

9. **Health & Safety and COVID-19 Update**

To receive and note the Officer verbal update on Health & Safety and COVID-19 matters if appropriate, but in particular:

On the Town Centre COVID-19 safety measures - to consider the request from WODC to plant and maintain 6 planters to be used as road closure points (removing the unsightly red temporary barriers currently in place at the top of Market Square and High Street). The cost of planting and maintaining for 12 months will be in the region of £2,600 (this could be met from existing budget 4215/402 In Bloom).

10. **Tree Planting request from the Wychwood Project**

To consider a request from the Wychwood Project to undertake tree planting on Witney Town Council land during National Tree Planting Week at the end of November 2020.

The Operations & Estates Officer has identified some suitable locations, Wychwood Project will be facilitating the tree planting and establishing Tree Wardens in the first instance to look after these areas, but ultimately these areas, when established, will be added to the Council's tree stock for maintaining.

Wychwood Project have requested initial funding from the Council at approximately £360 – although this is for small whips and protection – so a contingency would be prudent if the Council agreed to proceed and support this project.

11. **Communication from the Leader**

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

12. **Correspondence**

To receive correspondence from the Town Clerk for information (if applicable).

13. **Questions to the Leader of the Council**

Questions to the Leader of the Council concerning the business of the Council in accordance with Standing Order 15.

14. **Sealing of Documents**

To **RESOLVE** that the seal of the Council be affixed to any documents arising from decisions taken by this meeting of the Council.



Town Clerk



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**MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 27 July 2020

At 7.00 pm in the VIRTUAL MEETING VIA ZOOM*

Present:

Councillor J Aitman (Chair)

Councillors:	L Duncan	D Enright
	L Ashbourne	A D Harvey
	T Ashby	M Jones
	R Bolger	J King
	D Butterfield	A Prosser
	O Collins	R Smith
	H Eaglestone	D Temple
Officers:	Nicky Cayley	Democratic Services Officer
	Adam Clapton	Office Manager
	Sharon Groth	Town Clerk
Others:	4 members of the public.	

216 **APOLOGIES FOR ABSENCE**

An apology for her absence was received from Cllr Gwatkin.

217 **DECLARATIONS OF INTEREST**

Cllr Ashby declared an interest in agenda items relating to the County Council as he was an officer of the County Council and Cllr Temple declared an interest in the item on "Health and Safety" as he was a friend of the proprietors of the fair.

218 **MINUTES**

The Council received and considered the minutes of the Council meeting held on 8th June 2020. There were no matters arising from the minutes to be discussed.

RESOLVED: that the minutes of the Council meeting held on 8 June 2020 be agreed as a correct record, and signed by the Chair.

219 **PUBLIC PARTICIPATION**

The meeting adjourned so that County Councillor Laura Price could address the Council in support of the motion on the agenda.

Following this address, the meeting reconvened.

220 **MOTION**

This item was moved up the agenda with the express permission of the Chair, in order that Cllr Price could hear the debate.

The motion was presented by Cllr Ashbourne and as Cllr Gwatkin was unable to be present, seconded by Cllr Collins. In her address Councillor Ashbourne clarified that this motion was to facilitate a meeting of key stakeholders and explained the background to it. All members were in favour of the motion.

RESOLVED: that the motion as follows be adopted:-

Witney Town Council notes:

- That the grassroots response to the Covid19 pandemic during lockdown was a lifeline to so many residents in the town, and provided meaningful support for Local Authorities and organisations who otherwise may have been overwhelmed.
- This demonstrates the power and mutual benefits of collaboration and shared responsibility.
- Support is most impactful when it is joined up and the experience of lockdown has shone a light on gaps in provision, barriers faced by residents and opportunities for a more integrated approach.

Therefore Witney Town Council commits to:

- Convene a 'Build Back Better' partnership group - extending invites to local authorities and the voluntary sector to ensure a joined up and holistic approach to supporting residents in the future and developing community resilience. The aim of this group will be to identify opportunities for creative approaches to meeting the needs of our community, addressing barriers and developing a local approach which ensures all residents have the knowledge and confidence to seek and access help when they need it.

221 **AN UPDATE FROM WITNEY OXFORDSHIRE COUNTY COUNCILLORS AND WEST OXFORDSHIRE DISTRICT COUNCILLORS**

Cllr Duncan Enright – West Oxfordshire District Council

Cllr Enright gave updates on the Witney Resilience Hub, the Eynsham Garden Village, reopening of leisure centres, the Eat Out to Help Out Scheme and the licences for pavement café culture.

Cllr David Harvey – West Oxfordshire District Council

Cllr Harvey gave an update on some District Council initiatives including the design of the Garden Village and lessons learned during the pandemic.

Councillor Laura Price – Oxfordshire County Council

Cllr Price provided an update on the active travel fund of which Oxfordshire had only received 50% of what it had hoped for. It was working hard in its bid for the second round of funding. She also advised that the County Council was preparing an emergency budget as there was a current deficit of £24,000,000. The A40 improvements were being brought forward and a new director of Public Health had been appointed.

Councillor Luci Ashbourne – West Oxfordshire District Council

In response to a member's question, Cllr Ashbourne advanced that she had spoken to James Mills at the District Council about the cycle symbols painted on the roads and had been told that they were to encourage bikes to stay the right side of the barriers on High Street.

Another member commented that this could not be correct as the symbols were also on Bridge Street where there were no pedestrian barriers.

A substantive discussion about many aspects of cycling ensued.

RESOLVED: that the verbal update from Witney District and County Councillors be noted.

222 **REPORT BACK FROM THE COUNCILLORS ON THE WORK WITH EXTERNAL BODIES WHERE THEY SERVE AS THE TOWN COUNCIL'S NOMINATED REPRESENTATIVE**

Members did not have anything to report back due to the Covid-19 pandemic.

223 **MINUTES OF COMMITTEES AND SUB COMMITTEES**

a) **CLIMATE, BIODIVERSITY & PLANNING COMMITTEE - 16 JUNE, 30 JUNE & 21 JULY 2020**

The Chair presented the minutes of the Climate, Biodiversity and Planning Committee held on 16 June, 30 June and 21 July 2020 and moved their acceptance.

Matters Arising

Minute P138 – a member asked if Cllr Ashbourne had written to the District Council yet. She confirmed that she had and had received a positive response on information sharing.

Minute P141 – a member asked if the Town Clerk had written to the resident on Corn Street. She replied that a letter had been sent and that no response to that had been received.

Minute P143 – a member asked if the letter had been sent to the portfolio holder for the Environment at WODC. The Chair of the Committee said that she had sent a letter and she would be speaking more about these issues with the portfolio holder.

A member asked in general how many of the Council's objections were upheld by WODC. The Chair of the Committee replied that it was not very often that the Committee's responses were contrary to the final decision made by WODC.

The Chair of the Committee drew members attention to the Infrastructure development plan and active travel infrastructure plan in minute 213. She encouraged members to add to them as required and advised of the minutes were approved, this would also approve the two plans.

RESOLVED: that the minutes of the meetings of the Climate, Biodiversity and Planning Committee of 16 June, 30 June and 21 July 2020, be received and any recommendations therein approved.

b) SPORT & PLAY COMMITTEE - 22 JUNE 2020

The Vice Chair of the Committee presented the minutes of the meeting held on 22 June 2020 and moved their acceptance.

Matters Arising

A member asked for progress on minute SP151 (hoggin path for Parkrun) and minute SP154 (sports facilities option paper). The Town Clerk explained that both items had needed approval from Council at tonight's meeting before they could be progressed and that Officers were still very busy dealing with Covid-19 measures. However she was aware that parkrun were actively seeking experts from within the community to assist them with the design of the hoggin path.

RESOLVED: that the minutes of the meeting held on 22 June 2020 be received and any recommendations therein approved.

c) HALLS, CEMETERIES & ALLOTMENTS COMMITTEE - 29 JUNE 2020

The Chair of the Committee presented the minutes of the meeting held on 29 June 2020 and moved their acceptance.

Matters Arising

Minute H162 – A member asked if there had been any progress on renewable energy. The Town Clerk replied that the Compliance and Environment Officer was working on this.

Minute H163 – A member asked if there was a timeline for the new allotments. The Town Clerk replied that paperwork was being dealt with currently but there was no date set yet.

The Office Manager advised members that the Operations and Estates Officer

had asked him to inform the Council that a badly diseased Beech tree was being removed from Tower Hill cemetery and that it was hoped that benches could be made from the remains.

RESOLVED: that the minutes of the meeting held on 29 June 2020 be received and any recommendations therein approved.

d) STRONGER COMMUNITIES COMMITTEE - 6 JULY 2020

The Chair of the Committee presented the minutes of the meeting held on 6 July 2020 and moved their acceptance.

RESOLVED: that the minutes of the meeting held on 6 July 2020 be received and any recommendation therein approved.

e) POLICY, GOVERNANCE & FINANCE COMMITTEE - 13 JULY 2020

The Chair of the Committee presented the minutes of the meeting held on 13 July 2020 and moved their acceptance.

Matters Arising

Minute F200 – A member felt that the Council should have a proper ICT audit via a consultant rather than purchasing piecemeal items. The Town Clerk replied that the Council's team was relatively small and so far staff had coped well during the pandemic with some Officers utilising their own laptops to work from home. But as there was to be an organisational review shortly she would look at ICT and current provisions at the same time, reporting back to a future meeting

RESOLVED: that the minutes of the meeting held on 13 July 2020 be received and any recommendation therein be approved.

f) CORN EXCHANGE WORKING PARTY - 29 JUNE 2020

The Chair of the Working Party presented the minutes of the meeting held on 29 June 2020 and moved their acceptance.

Members had also been circulated with two visual identity designs for the Corn Exchange and the Office Manager asked if a final decision had been made.

A debate followed with differing opinions being put forward by members. The majority favoured the second design incorporating an ear of corn.

RESOLVED: that the minutes of the meeting held on 29 June 2020 be received and any recommendations therein be approved and that the second design be selected as the logo.

Cllr Bolger joined the meeting at 7.35pm.

224 **SUSPENSION OF STANDING ORDERS**

RESOLVED: that as the meeting was expecting to extend beyond two hours in length, standing order 48 be suspended in order to allow the meeting to continue.

225 **CIVIC ANNOUNCEMENTS**

The Council received and considered the report from the Mayor on events she had attended/participated in.

RESOLVED: that the report be noted.

Cllr Harvey left the meeting at 8.47pm.

226 **ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN [AGAR] 2019/20**

The Town Clerk explained that the AGAR had already been reviewed by the Policy, Governance and Finance Committee at its meeting on 13 July 2020 but the Council needed to formally agree and adopt it.

RESOLVED:

1. that the Annual Governance Statement at Section 1 of the Annual Return for the year ended 31 March 2020 be approved, and formally adopted by the Council;
2. that the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2020 be approved, and formally adopted by the Council;
3. that in light of the above the Annual Governance & Accountability Return (AGAR) for 2019/20 be formally agreed and adopted by the Council.
4. that the unaudited Financial Statements for the year ended 31 March 2020 be noted.

227 **WITNEY TOWN COUNCIL IMAGE & REBRANDING**

Members received and considered rebranding of the Council, updating and having a “uniformed/corporate” identity throughout with a new Council logo, letterhead and newsletter template, as referred by the Stronger Communities Committee of 6 July 2020.

There followed a discussion on the proposals.

RESOLVED: that the logo, letterhead and newsletter template as presented be adopted.

228 **CONSULTATION ON MODEL MEMBER CODE OF CONDUCT**

Members received and considered the LGA Draft Member Code of Conduct consultation. The Town Clerk encouraged all members to complete this as individuals as well as forming a collective response on behalf of the Council.

A Member suggested that it was more appropriate for Members to respond as individual Councillors rather than forming a collective response on behalf of the Council.

RESOLVED: that members should complete this as individuals by the deadline of 17 August.

229 **POSITION OF TOWN CRIER**

The Council received and considered the report of the Office Manager.

Members discussed whether to formalise the position of Town Crier and some expressed concern that a proper “recruitment process” had not been followed. Members also discussed whether the Chamber of Commerce could facilitate the position.

The Town Clerk advised members that the role was purely civic and not as an employee of the Council, as there was no remuneration for the position.

RESOLVED: that the position of the Town Crier is formalised under the umbrella of the Town Council – the current postholder would remain in post until May 2021.

230 **HEALTH AND SAFETY**

The Town Clerk referred to a confidential e-mail she had circulated on Friday, in relation to Witney Feast. A meeting had been held with the operator of the fair in relation to operating a Covid-19 Secure event. Her e-mail contained advice from insurers and also advice sought by officers. Subsequently the Town Clerk had contacted the Director of Public Health at Oxfordshire County Council, to see if there was any guidance and she had also contacted the West Oxfordshire Safety Advisory Group and was awaiting a response.

There followed a debate on how to proceed, guidance received and information given by the fair operators so far, and the Council’s responsibility as landowner, as its shared liability. Members were aware that there were other Council’s in a similar position with the same dilemma, and it was considered beneficial to pool advice on operating a Covid-19 safe event. The Town Clerk would make contact with colleagues from the other Town Councils.

Cllr Jones left the meeting at 9.32pm

RESOLVED: that an Extra Ordinary Council Meeting is held once the Town Clerk has received advice from the County’s Director for Public Health, the Safety Advisory Group and establishes

what the other larger Towns who operate similar sized fairs such as Oxford City, Banbury, Thame and Abingdon are doing.

231 **COMMUNICATION FROM THE LEADER**

There was no communication from the Leader.

232 **CORRESPONDENCE**

There was no correspondence for consideration.

233 **QUESTIONS TO THE LEADER OF THE COUNCIL**

There were no questions to the Leader of the Council.

234 **SEALING OF DOCUMENTS**

RESOLVED:

that the seal of the Council be affixed to any document arising from decisions taken by this meeting of the Council.

The meeting closed at: 9.52 pm

Chair

**FULL COUNCIL COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Tuesday, 18 August 2020

At 7.00 pm in the VIRTUAL MEETING VIA ZOOM*

Present:

Councillor J Aitman (Chair)

Councillors:	L Duncan	A D Harvey
	L Ashbourne	M Jones
	T Ashby	J King
	D Butterfield	A McMahon
	O Collins	A Prosser
	H Eaglestone	R Smith
	D Enright	D Temple
	V Gwatkin	
Officers:	Nicky Cayley	Democratic Services Officer
	Adam Clapton	Office Manager
	Sharon Groth	Town Clerk
	Angus Whitburn	Compliance and Environment Officer
	John Hickman	Operations & Estates Officer
Others:	# members of the public.	

244 **APOLOGIES FOR ABSENCE**

An apology for her absence was received from Cllr Bolger.

245 **DECLARATIONS OF INTEREST**

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

Having declared an interest previously on the matter to be considered, the Chair asked Cllr Temple if he should declare an interest. Cllr Temple declined to declared an interest.

246 **PUBLIC PARTICIPATION**

The meeting adjourned for this item to allow the public present to address the Council.

Mr Wilson, Proprietor of Wilson's Funfairs, addressed the Council on the subject of why he believed the annual Witney Feast fair should go ahead.

Emily Danter, Safety Officer for Wilson's Funfairs, addressed the Council on the same subject.

John Thurston, Head of Safety of The Showmen's Guild addressed the Council on the same subject.

Following the public participation, the Council reconvened.

247 **WITNEY FEAST - 14/15 SEPTEMBER 2020**

The Council received and considered the report of the Town Clerk, which detailed the advice she and other officers had received from other stakeholders at a meeting including Fire and Rescue Service, Emergency Planning, Public Health, and Thames Valley Police.

The Town Clerk explained that she had requested a SAG (Safety Advisory Group) meeting, which would have afforded Mr Wilson the chance to participate, but this had been turned down twice by West Oxfordshire District Council. She had therefore arranged an alternative meeting with stakeholders who had all reviewed the paperwork submitted by Wilson's Funfairs and had subsequently produced the report that had been circulated to members.

A member asked why the District Council would not call a SAG meeting and the Town Clerk replied that the officers had not thought it necessary.

A member commented that the Town Clerk had spoken to all of the consultees that she had been asked to speak to and they had all said no to the fair going ahead. A lot of local residents had expressed concern to him that if there was an increase in Covid Cases it could lead to a local lockdown, which could in turn lead to job losses. He thought it was better to be safe than sorry after the event and he thanked the Officers for their hard work. He was happy to support the Officers recommendations.

Another member stated that the Town Clerk had not said that everyone she had engaged with had responded or that everyone she had contacted had said no to the fair. He thanked the Town Clerk for her work but thought that everyone should discuss the report and have a say before thinking about recommendations. He felt that the feast was spread out and less people than normal would attend so there would be no issues with social distancing.

A member asked if the deadline for submission of risk assessments had been met. The Compliance and Environment Officer confirmed that it was the 12th August but paperwork had continued to arrive after that date.

Another member felt that the recommendation in the report was very strong and she did feel that the confidence of Officers was important. She understood that a revised risk assessment had been submitted and asked if that changed anything in terms of Officers' recommendations.

The Operations and Estates Officer advised that Officers had looked at what had been submitted earlier that day and whilst it was a lot better, there were still areas that needed work on. The other stakeholders who the Officers had worked with the previous week on this had been clear that there was no longer enough time for them to do the relevant work around the updated documents.

A member asked which events on The Leys had been cancelled on due to Covid-19. He added that on Friday the number of new infections recorded nationally was the highest in 2 months. In response the Town Clerk advised that the May Fair had been cancelled in mid-May, the Music Festival and Libfest had also been cancelled. These were all due to take place during the lockdown period so were not permitted.

A member commented that he really would have preferred the SAG to have been involved but he understood that the Town Clerk had tried her hardest to get one held and so now the Council had to make a decision. The Town Clerk clarified that the SAG would not have made a decision – it was there in an advisory capacity. She referred back to a member’s earlier comment *“that not all of the stakeholders had come back with views”* - she stated that all those spoken to had come back and in fact it was unanimous that the fair should not go ahead. She advised that the Town Council was the landowner and it was its duty to ensure that the fair was safe to run and that due diligence was carried out.

The Town Clerk, in response to a member’s comment that other fairs were going ahead and that some were yet to be determined, explained that those going ahead were on the highway so different to The Leys.

A member felt that everyone was in a difficult position and that he was disappointed that a SAG had not taken place due to the truculence of other councils. Officers had sought advice from the most knowledgeable people they could find and he felt that the Council should follow the recommendation in the Town Clerk’s report. He expressed sympathy for the proprietor of the fair and all of his staff as it was not an easy situation and he knew they had worked hard to make things happen. He felt that providing the world was not in the same position next year then the Feast could be the most celebratory occasion and the most well attended and welcomed Feast for many years.

Another member referred to football teams not allowing fans at matches until October at the earliest. He had additional concerns as he was clinically vulnerable. He had asked residents in Deer Park if they would attend the fair and most had said they would not.

A member asked for clarity on why a fair in Banbury was allowed to go ahead by SAG. The Town Clerk replied that that was under the control of Cherwell District Council and Oxfordshire County Council as it was on the highway, and as it was in October it was further away than the feast.

A member thanked the speakers for their words under public participation but she felt the Officers’ recommendations were strongly worded and compelling and the time had now run out.

The Chair also thanked all of the speakers and asked members to vote on the recommendation contained in the report. Members should vote “for” to support the recommendation to cancel the Feast this year and “against” to go against the advice and allow the fair to go ahead.

The votes were as follows:-

Cllr Enright	-	for
Cllr Ashbourne	-	for
Cllr Ashby	-	for
Cllr Bolger	-	for
Cllr Butterfield	-	for
Cllr Collins	-	for
Cllr Duncan	-	for
Cllr Eaglestone-		for
Cllr Gwatkin	-	for
Cllr Harvey	-	for
Cllr Jones	-	for
Cllr King	-	for

Cllr McMahon - for
Cllr Prosser - for
Cllr Smith - for
Cllr Temple - against
Cllr Aitman - for

The result was 15 members voting for the Town Clerk's recommendation to be approved, 1 member voting against and 1 member absent. The recommendation was therefore approved.

RESOLVED: that the Witney Feast Fair is CANCELLED for this year, due to the COVID pandemic, as the Council considers that the risk to public health is too great.

The meeting closed at: 7.50 pm

Chair

**CLIMATE, BIODIVERSITY & PLANNING COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Tuesday, 11 August 2020

At 6.00 pm in the VIRTUAL MEETING VIA ZOOM*

Present:

Councillor R Smith (Chair)

Councillors:	J Aitman	M Jones
	L Ashbourne	A Prosser
Officers:	Nicky Cayley	Democratic Services Officer
	Sharon Groth	Town Clerk
	Angus Whitburn	Compliance and Environment Officer
Others:	2 members of the public.	

P235 APOLOGIES FOR ABSENCE

There were apologies for absence from Cllr Bolger and Gwatkin.

P236 DECLARATIONS OF INTEREST

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

P237 PUBLIC PARTICIPATION

The Committee received a presentation from Louise Fox, Ecology Officer at Oxfordshire County and Oxford City Councils, concerning the planting of wildflowers on verges in Witney. County Councillor Laura Price also spoke to the Committee on this subject and what she could do to help.

P238 PRESENTATION FROM LOUISE FOX, BIODIVERSITY OFFICER AT OXFORDSHIRE COUNTY COUNCIL.

This item was moved up the agenda with the express permission of the Chair so that Louise Fox could hear the outcome of the debate.

Members were very keen on the concept and one member expressed a hope that it could be started this year if possible. It was recognised that the challenge would be to find uncut verges which would provide the optimum conditions for the flowers.

RESOLVED: that Committee members do some research on unmown verges in the Town and feed back to Louise Fox to start the process of wildflower planting.

P239 **PLANNING APPLICATIONS**

The Committee received and considered a list of planning applications from West Oxfordshire District Council.

RESOLVED: that the comments, as per the attached schedule, be forwarded to West Oxfordshire District Council.

P240 **PLANNING APPEAL NOTIFICATION - 34 WOODFORD MILL, WITNEY**

The Committee received and considered an appeal notification for 34 Woodford Mill, Witney.

RESOLVED: that the appeal be noted.

P241 **LAKE AND COUNTRY PARK**

This item was moved up the agenda due to the Chair losing sound on her computer connection.

The Committee received and considered the report of the Compliance and Environment Officer. He explained that whilst the original idea had been to commission a management plan, he had spoken to Oxford City Council and now thought that a management Statement might be more appropriate and a good place to start. This could be something that a Park Ranger could work on in future.

A member referred to the Chair's report and expressed concern that a management plan/statement should not be done until the Committee had more information about the funding that the Wychwood project would be applying for.

The Compliance and Environment Officer explained that he had met with the Chair a few days earlier and it has transpired that the funding had now been superseded by the pandemic. The Chair re-joined the meeting. She felt that a management statement would be a good start and would help officers and members to know what was needed to maintain each area of the Lake and Country Park. She added that the grant that had been discussed with the Wychwood Project may be able to fund a project officer if successful. However, currently the grant funding was being diverted to Covid related projects.

Members also discussed the requirement for bank erosion work which the Compliance and Environment Officer and Operations and Estates Officer felt was urgent. It was agreed to seek quotes for this in order to budget for it in the budget setting process in November.

P242 **CIL**

The Chair reported that she had received correspondence from Hailey Parish Council which was putting together a letter to protest at the proposal for charging CIL in West Oxfordshire. It was inviting all parishes to sign it. The Chair had not received the letter yet but would circulate it when she had. The Committee agreed it was happy for her to sign this on behalf of the Town Council.

RESOLVED: that the Chair would circulate the letter to members when she received it and would sign it on behalf of the Council.

P243 **CAR FREE DAY**

The Committee discussed how the Council could participate in car free day. It was agreed to stick to the actual date of Tuesday 22nd September as this would encourage people not to make extra journeys but to change how they travelled on the day. Members felt that it was difficult to run organised activities due to Covid-19 and a member proposed that instead the Council could run an on line promotion of car free day, encouraging people to get on their bikes or walk. There were also good resources on Twinkl which could be used to get children involved. This would need the help of the Communications and Events Officer.

RESOLVED: to participate in Car Free Day on Tuesday 22nd September by promoting it on social media to engage the public and encourage them to leave their cars at home.

The meeting closed at: 7.52 pm

Chair

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Witney Town Council

Planning Minutes - 11 August 2020

Committee Members Present :-

239

239- 1 WTC/098/20 Plot Ref :-20/01006/FUL Type :- FULL
Applicant Name :- SHONE, MR COLIN Date Received :- 17/07/2020
Location :- COGGES MANOR FARM Date Returned :- 11/08/2020
CHURCH ROAD
WITNEY
Proposal : Installation of three CCTV cameras together with associated wireless transmitter and signage.
Observations : Witney Town Council has no objections regarding this application

239- 2 WTC/099/20 Plot Ref :-20/01007/LBC Type :- LISTED BUI
Applicant Name :- SHONE, MR COLIN Date Received :- 17/07/2020
Location :- COGGES MANOR FARM Date Returned :- 11/08/2020
CHURCH ROAD
WITNEY
Proposal : Installation of three CCTV cameras together with associated wireless transmitter and signage.
Observations : Witney Town Council has no objections regarding this application

239- 3 WTC/100/20 Plot Ref :-20/01800/S73 Type :- NON COMPLY
Applicant Name :- GOULDIN, MR DAVID Date Received :- 17/07/2020
Location :- 9A WEST END Date Returned :- 11/08/2020
WEST END
WITNEY
Proposal : Non-compliance of conditions 2 and 3 of planning permissions 18/01716/HHD and 18/01720/HHD to allow the South gable garage wall to be weatherboarding and to include a solid oak loading door to match the approved East flank wall (whilst still incorporating all changes as approved under 20/00279/S73). (Retrospective).
Observations : Witney Town Council objects to this proposal and it is regrettable that it is a retrospective application. The loading door raises concerns on safety, especially for a child. The Town Council also requests that the dwelling must remain as one dwelling and should not be separated in the future.

239- 4 WTC/101/20 Plot Ref :-20/01562/FUL Type :- FULL
Applicant Name :- LIANG, JIANNING Date Received :- 21/07/2020
Location :- 141 QUEEN EMMAS DYKE Date Returned :- 11/08/2020
QUEEN EMMAS DYKE
WITNEY

Proposal : Two new semi detached dwellings.

Observations : Witney Town Council objects to this proposal as it is an over development of site. The Town Council would be interested to see what one dwelling would look like in place of the two proposed and would like to see adequate living space provided.

239- 5 WTC/102/20 Plot Ref :-20/01617/HHD Type :- HOUSEHOLDE

Applicant Name :- JENKINS, MR AND MRS Date Received :- 21/07/2020

Location :- 37A CRAWLEY ROAD Date Returned :- 11/08/2020
CRAWLEY ROAD
WITNEY

Proposal : Single story rear extension (Lower level) to form Hobby room/workshop with terrace roof accessed from the ground floor.

Observations : Witney Town Council has no objections regarding this application.

239- 6 WTC/103/20 Plot Ref :-20/01631/S73 Type :- NON COMPLY

Applicant Name :- AGENT Date Received :- 21/07/2020

Location :- LAND AT WEST WITNEY Date Returned :- 11/08/2020
DOWNS ROAD
CURBRIDGE

Proposal : Variation of condition 2 of planning permission 19/02011/RES to allow amendments to the approved elevations of units 2, 4, and 7.

Observations : Witney Town Council has no objections regarding this application

239- 7 WTC/104/20 Plot Ref :-20/01632/S73 Type :- NON COMPLY

Applicant Name :- MOREFIELD, MISS CHLOE Date Received :- 21/07/2020

Location :- LAND AT WEST WITNEY Date Returned :- 11/08/2020
DOWNS ROAD
CURBRIDGE

Proposal : Variation of conditions 2 and 4 of planning permission 18/03206/RES to allow amended house types, plot positions, materials and design changes.

Observations : Witney Town Council has no objections regarding this application

239- 8 WTC/105/20 Plot Ref :-20/01873/HHD Type :- HOUSEHOLDE

Applicant Name :- CURTIS, MR AND MRS Date Received :- 21/07/2020

Location :- 113 ETON CLOSE Date Returned :- 11/08/2020
ETON CLOSE
WITNEY

Proposal : Replacement rear conservatory.

Observations : Witney Town Council has no objections regarding this application

239- 9 WTC/106/20 Plot Ref :-20/01897/FUL Type :- FULL
Applicant Name :- THORNTON, MR L Date Received :- 21/07/2020
Location :- 77 MIRFIELD ROAD Date Returned :- 11/08/2020
MIRFIELD ROAD
WITNEY

Proposal : Erection of a semi detached dwelling.

Observations : Witney Town Council has no objections to this proposal, although would still like to see bicycle storage included.

239- 10 WTC/107/20 Plot Ref :-20/01561/HHD Type :- HOUSEHOLDE
Applicant Name :- HOLLOWAY, MR/MRS MARK & NICOLA Date Received :- 21/07/2020
Location :- 7 WESTCOTE CLOSE Date Returned :- 11/08/2020
WESTCOTE CLOSE
WITNEY

Proposal : Erection of first floor extension above existing lounge.

Observations : Witney Town Council has no objections regarding this application

239- 11 WTC/108/20 Plot Ref :-20/01729/RES Type :- RESERVED
Applicant Name :- CARBIDE PROPERTIES Date Received :- 30/07/2020
Location :- LAND AT WEST WITNEY Date Returned :- 11/08/2020
CURBRIDGE ROAD
WITNEY

Proposal : Reserved matters application for approval of appearance, landscaping, layout and scale for Phase 2a of the employment area comprising of a single unit together with associated works and car parking, pursuant to outline permission 12/0084/P/OP.

Observations : Comments: Witney Town Council objects to this proposal due to the following concerns:-

Drainage

1) a) Vague plans for SUDs

The drainage plans for Unit 8 are too vague. The application states that that porous parking bricks will be lain, with pipes under (para 4.2.14) to provide a route to the site boundary where it is hoped a connection to outfalls 1 and then 2 will be made, sending surface water through a surface water sewer in the wider development to Colwell Brook. The foul water sewerage will connect to the foul water pipes on the development leading to Witney STW. The Town Council would expect to see schematics for these carpark pipes to be more sure of the efficacy of the SUDs - else it's in name only. (Verifying that a foul sewer has been connected correctly is a more obvious process.)

b) Confidence in the drainage report is not helped by the repeated references to Anglian Water, in a Thames Water area.

c) Is discharge of the drainage condition still valid when TWUL only vouched until 400 houses and 2019?

The report in this application says that the previous planning consent agreed all

this - but when looking at the 2017 discharge of 2012's condition 4 (drainage plans must be approved), at first Thames Water would not sign off on the foul water plans, and then in the October 2017 Amended Strategy in 17/01892/CND, TWUL reportedly say that they can cope with the 400 houses predicted by 2019. They say they will have to put other measures in place post-2019. This means there is an update due from Thames Water about how Witney STW has been/will be upgraded to cope with the next phases of development. This landscaping application falls outside of 2019 and is therefore their drainage is not automatically covered by the prior consents. The Town Council hopes that the 2018 'deemed' discharge of condition 4 does not let TWUL off the hook here.

d) Green Roofs

The drainage report says that the architect told them that planners would not find green roofs to be in keeping with the local architecture. I raise this point because it sounds odd to second guess planners on an emerging SUDs solution and I wonder if planners wish to indicate to architects that they are open to new ideas.

Cycle Rack

The diagram that the developer wishes to have signed off for the cycle rack does not state how many bikes will be accommodated. There are 11 parking spaces + 2 for disable parking. Will there be a bike space per employee + customers?

239- 12	WTC/109/20	Plot Ref :-20/01773/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	REYNOLDS, MR AND MRS	Date Received :-	30/07/2020
	Location :-	295 THORNEY LEYS THORNEY LEYS WITNEY	Date Returned :-	11/08/2020
	Proposal :	Erection of two storey rear extension.		
	Observations :	Witney Town Council has no objections regarding this application		

239- 13	WTC/110/20	Plot Ref :-20/01812/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	JONES, MR M	Date Received :-	30/07/2020
	Location :-	6 APPLGARTH COURT APPLGARTH COURT WITNEY	Date Returned :-	11/08/2020
	Proposal :	Erection of garden shed.		
	Observations :	Witney Town Council has no objections regarding this application		

239- 14	WTC/111/20	Plot Ref :-20/01775/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	HOWES, MRS ALI	Date Received :-	03/08/2020
	Location :-	86 QUARRY ROAD QUARRY ROAD WITNEY	Date Returned :-	11/08/2020
	Proposal :	Alterations and erection of side and rear single storey extensions and a new front porch.		
	Observations :	Witney Town Council has no objections regarding this application		

The Meeting closed at : 19.52

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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**CLIMATE, BIODIVERSITY & PLANNING COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Tuesday, 1 September 2020

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor R Smith (Chair)

Councillors:	J Aitman	A McMahon
	L Ashbourne	A Prosser
	V Gwatkin	
Officers:	Nicky Cayley	Democratic Services Officer
	Adam Clapton	Office Manager
Others:	0 members of the public.	

P248 APOLOGIES FOR ABSENCE

An apology for her absence was received from Cllr Jones.

P249 DECLARATIONS OF INTEREST

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

P250 PUBLIC PARTICIPATION

There were no members of the public present for this item.

P251 PLANNING APPLICATIONS

The Committee received and considered a list of planning applications from West Oxfordshire District Council.

RESOLVED: that the comments, as per the attached schedule, be forwarded to West Oxfordshire District Council.

P252 APPLICATION FOR STREET TRADING CONSENT - MARKET SQUARE, WITNEY

The Committee received and considered an application for a street trading licence for a food and drink horsebox on Market Square.

RESOLVED: that the Town Council does not object to the street trading application.

P253 **APPLICATION FOR PAVEMENT LICENCE - SMARTS FISH AND CHIPS, MARKET SQUARE, WITNEY**

The Committee received and considered an application for a pavement licence for Smarts Fish and Chip shop.

RESOLVED: that the Town Council supports the application for a pavement licence as long as smoking areas are kept to a periphery and would not affect other outside diners from other establishments.

P254 **APPLICATION FOR PAVEMENT LICENCE - THE BLUE BOAR, MARKET SQUARE, WITNEY**

The Committee received and considered an application for a pavement licence for The Blue Boar. Whilst there was some concern about food and drink being transported across the road, members were happy to support it.

RESOLVED: that the Town Council supports the application for a pavement licence, as long as smoking areas are kept to a periphery and would not affect other outside diners from other establishments.

P255 **APPLICATION FOR PAVEMENT LICENCE - THE CORN EXCHANGE, MARKET SQUARE, WITNEY**

This item was for noting only as currently the café at The Corn exchange was not open due to Covid-19.

RESOLVED: that the application be noted.

P256 **CONSULTATION - A415 & NEW CLOSE LANE (WITNEY) PROPOSED 30MPH SPEED LIMIT & PARKING RESTRICTIONS**

The Town Council received and considered a consultation from Oxfordshire County Council on proposals relating to the new Lidl Store at New Close Lane. Members agreed that the measures, especially the speed reduction, were appropriate.

RESOLVED: that the Town Council is in favour of the proposals.

The meeting closed at: 7.15 pm

Chair

There are no plans for dealing with drainage as the area is currently grass. The Town Council believes that there should be plans to alleviate groundwater and that there should be a SUDS in place.

251- 4 WTC/115/20 Plot Ref :-20/01836/HHD Type :- HOUSEHOLDE
Applicant Name :- HANNAN, MR AND MRS Date Received :- 06/08/2020
Location :- 1 SQUIRREL GARDENS Date Returned :- 02/09/2020
SQUIRREL GARDENS
WITNEY
Proposal : Erection of rear conservatory.
Observations : Witney Town Council has no objections regarding this application

251- 5 WTC/116/20 Plot Ref :-20/01846/HHD Type :- HOUSEHOLDE
Applicant Name :- RICKETTS, MR AND MRS Date Received :- 06/08/2020
Location :- 27 BURFORD ROAD Date Returned :- 02/09/2020
BURFORD ROAD
WITNEY
Proposal : Alterations and erection of single storey side and rear extensions.
Observations : Witney Town Council has no objections regarding this application

251- 6 WTC/117/20 Plot Ref :-20/01861/HHD Type :- HOUSEHOLDE
Applicant Name :- SIMPSON, MR CLIVE Date Received :- 10/08/2020
Location :- 105 BURFORD ROAD Date Returned :- 02/09/2020
BURFORD ROAD
WITNEY
Proposal : Erection of garden room.
Observations : Witney Town Council has no objections regarding this application

251- 7 WTC/118/20 Plot Ref :-20/01895/HHD Type :- HOUSEHOLDE
Applicant Name :- HUGHES, MR AND MRS Date Received :- 10/08/2020
Location :- 28 COMPTON WAY Date Returned :- 02/09/2020
COMPTON WAY
WITNEY
Proposal : Replacement of existing conservatory with new single storey extension.
Observations : Witney Town Council has no objections regarding this application

251- 8 WTC/119/20 Plot Ref :-20/01884/HHD Type :- HOUSEHOLDE
Applicant Name :- ROBERTS, MR AND MRS Date Received :- 13/08/2020
Location :- 18 BUTTERCROSS LANE Date Returned :- 02/09/2020
BUTTERCROSS LANE
WITNEY
Proposal : Single storey rear extension

Observations : Witney Town Council objects to this proposal as it shares the neighbour's concerns about the reduction to the light in her property. It believes that more work is needed on the proposed plans.

251- 9 WTC/120/20 Plot Ref :-20/02064/FUL Type :- FULL
Applicant Name :- FINLAYSON, MR STUART Date Received :- 13/08/2020
Location :- 1 WORLEY WALK Date Returned :- 02/09/2020
WORLEY WALK
WITNEY

Proposal : Change of use office to hairdresser/barbers.

Observations : Witney Town Council has no objections regarding this application

251- 10 WTC/121/20 Plot Ref :-20/01932/FUL Type :- FULL
Applicant Name :- PATHMANATHAN, MR NATHAN Date Received :- 13/08/2020
Location :- 79 HIGH STREET Date Returned :- 02/09/2020
HIGH STREET
WITNEY

Proposal : Change of use from restaurant to two residential flats. Demolition of rear outbuilding. Erection of one new two-storey dwelling. |

Observations : Witney Town Council objects to this proposal as it believes that the number of residences proposed is an over development and would like to see this number reduced in order to provide associated residential parking which is already rare in this part of town.

251- 11 WTC/122/20 Plot Ref :- 20/02030/LBC Type :- LISTED BUI
Applicant Name :- PATHMANATHAN, MR NATHAN Date Received :- 13/08/2020
Location :- 79 HIGH STREET Date Returned :- 02/09/2020
HIGH STREET
WITNEY

Proposal : Change of use from restaurant to two residential flats. Alterations to include changes to floor layouts and demolition of rear outbuilding. Erection of one new two-storey dwelling.

Observations : Witney Town Council objects to this proposal as it believes that the number of residences proposed is an over development and would like to see this number reduced in order to provide associated residential parking which is already rare in this part of town.

251- 12 WTC/123/20 Plot Ref :-20/01953/HHD Type :- HOUSEHOLDE
Applicant Name :- WICKS, MR HARVEY Date Received :- 18/08/2020
Location :- 224 BURWELL DRIVE Date Returned :- 02/09/2020
BURWELL DRIVE
WITNEY

Proposal : Erection of outbuildings, bin store and pergola (Retrospective).

Observations : Witney Town Council has no objections regarding this application

251- 13 WTC/124/20 Plot Ref :-20/01766/FUL Type :- FULL
Applicant Name :- LEDBURY, MR ANDREW Date Received :- 19/08/2020
Location :- 73 HIGH STREET Date Returned :- 02/09/2020
HIGH STREET
WITNEY

Proposal : Conversion of storage area to two new dwellings. Alterations to include reduction of retail space and erection of external metal staircase to provide access to the two existing flats above.

Observations : Witney Town Council objects to this proposal as there is insufficient associated parking.

251- 14 WTC/125/20 Plot Ref :-20/01935/FUL Type :- FULL
Applicant Name :- HUGHES, M Date Received :- 19/08/2020
Location :- 34 FIELDMERE CLOSE Date Returned :- 02/09/2020
FIELDMERE CLOSE
WITNEY

Proposal : Sub division of existing dwelling to create 2 x 1-bed flats with associated amenity spaces, parking and secure storage.

Observations : Comments: Witney Town Council has no objection in principles but echoes the District Council's comments on drainage:-

Surface Water Drainage:

- Clarification is sought as to the existing surface water drainage system serving the site.
- If this is satisfactory and the impermeable area is remaining the same, then no additional drainage will be required. However, we would like to see some betterment through the water butts/rainwater harvesting. We would also like to see the use of permeable construction for the parking area and other hard standings. Confirmation is sought.
- Please note that any rubble filled soakaways over 10 years old will need to be either rejuvenated or ideally replaced with geocellular soakaways with improved voidage and reduced long term maintenance. Silt traps are highly recommended.
- As the surface water drainage system is shared between the two proposed flats we require clear guidance as to who the landowner will be for the system and a clear understanding of the planned maintenance programme.
- If the existing system is deemed unsatisfactory, a new surface water drainage system will be required and will need to be designed in accordance with the comments below.

Soakaways are likely to be viable on site, given the geology of the postcode. However, this must first be proven by soakage tests in accordance with BRE 365. If there is evidence of good infiltration and acceptable groundwater levels, soakaways must be designed in accordance with the new Version 2.1 of Oxfordshire County Council's SUDs Design Guide (August 2013).

General Comments:

The site must contain surface water for all return periods up to and including the 1 in 100 year event + 40% climate change.

It is important to note that development must not increase flood risk to any existing property or land beyond the site boundary and the landscaping of the site should route water away from any vulnerable property and avoid creating hazards to access and egress routes. As such, an exceedance route plan for

flows above the 1 in 100 +40% CC event must be submitted with the proposal, identifying the surface water flow routes though the site should the capacity of the drainage system be exceeded.

Additional Information Required:

- Clarification is sought as to the existing surface water drainage system serving the site.
- If this is satisfactory and the impermeable area is remaining the same, then no additional drainage will be required. However, we would like to see some betterment through the water butts/rainwater harvesting. We would also like to see the use of permeable construction for the parking area and other hard standings. Confirmation is sought.
- Please note that any rubble filled soakaways over 10 years old will need to be either rejuvenated or ideally replaced with geocellular soakaways with improved voidage and reduced long term maintenance. Silt traps are highly recommended.

- As the surface water drainage system is shared between the two proposed flats we require clear guidance as to who the landowner will be for the system and a clear understanding of the planned maintenance programme.

251- 15	WTC/126/20	Plot Ref :-20/01972/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	ADAMS, MR E	Date Received :-	20/08/2020
	Location :-	26 SPRINGFIELD OVAL SPRINGFEILD OVAL WITNEY	Date Returned :-	02/09/2020
	Proposal :	Front porch extension.		
	Observations :	Witney Town Council has no objections regarding this application		

251- 16	WTC/127/20	Plot Ref :-20/02005/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	GEANEY, MRS J	Date Received :-	20/08/2020
	Location :-	27 LOWELL PLACE LOWELL PLACE WITNEY	Date Returned :-	02/09/2020
	Proposal :	Single storey extension to form garden room.		
	Observations :	Witney Town Council has no objections regarding this application		

251- 17	WTC/128/20	Plot Ref :-20/01963/S73	Type :-	VARIATION
	Applicant Name :-	DAVIES, MR MARK	Date Received :-	24/08/2020
	Location :-	LAND AT WEST WITNEY DOWNS ROAD WITNEY	Date Returned :-	02/09/2020
	Proposal :	Variation of condition 2 (approved plans) of permission 16/03262/RES to remove visitor parking spaces.		
	Observations :	Witney Town Council objects to this application as it does not have enough information on where the planned parking was going to be to make an informed decision.		

The Meeting closed at : 19.15

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

**CLIMATE, BIODIVERSITY & PLANNING COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Tuesday, 22 September 2020

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor R Smith (Chair)

Councillors:	O Collins V Gwatkin	A McMahon A Prosser
Officers:	Nicky Cayley Adam Clapton	Democratic Services Officer Office Manager
Others:	no members of the public.	

P302 APOLOGIES FOR ABSENCE

Apologies for their absence were received from Cllrs Ashbourne, Bolger and Jones.

P303 DECLARATIONS OF INTEREST

Cllr Aitman declared an interest in the planning application for 1 Birch Grove as she knew the residents.

P304 PUBLIC PARTICIPATION

There were no members of the public present for this item.

P305 MINUTES

The Committee received and considered the minutes of the meetings held on 21 July, 11 August and 1 September 2020.

RESOLVED: that the minutes of the meetings held on 21 July, 11 August, and 1 September 2020 be agreed as a correct record and signed by the Chair.

P306 PLANNING APPLICATIONS

The Committee received and considered a list of Planning Applications from West Oxfordshire District Council.

RESOLVED: that the comments, as per the attached schedule, be forwarded to West Oxfordshire District Council.

P307 **PLANNING DECISIONS**

The Committee received and considered a schedule of Planning decisions from West Oxfordshire District Council.

RESOLVED: that the schedule as circulated be noted with an amendment being made to WTC/061/20 as this had not been approved.

P308 **SALT CROSS GARDEN VILLAGE DRAFT AREA ACTION PLAN (AAP) CONSULTATION**

The Committee received and considered the consultation on the Salt Cross Village Draft Area Action Plan.

RESOLVED: that the Council sends the following response to West Oxfordshire District Council:

Witney Town Council believes that the Area Action Plan is not sound in terms of the transport measures. The plans for the A40 are unsound as it does not take into account the additional housing going into Witney and Carterton. It is not taking into account that the plans for dualling the A40 will lead to another pinch point and the AAP does not take into consideration traffic going into Witney, particularly at the Shores Green junction and the Ducklington roundabout. The Town Council does not believe that the Park and Ride site will be able to service all of the increased traffic movement created by Salt Cross.

Witney Town Council would like to see the Shores Green junction in place to ensure smooth running of the A40 before Salt Cross is started.

P309 **MINISTRY OF HOUSING, COMMUNITIES AND LOCAL GOVERNMENT - CHANGES TO THE CURRENT PLANNING SYSTEM**

The Committee received and considered the consultation from the Ministry of Housing, Communities and Local Government – Changes to the Current Planning System.

RESOLVED: that the following response is made to question 8 iii) of the consultation:

Witney Town Council opposes this as these plans seem to take away control of the affordable housing mix from the local authority unless it can be ensured that their local plan ratios are expected and so rather than negotiation the presumption of permission should apply to plans which have taken the public housing mix from the local plan into full account.

For Question 9:

As few exemptions as possible should be written into housing law because affordable housing benefits a wide range of members of the public and there are more of those than the companies that the exemptions would benefit.

P310 **MINISTRY OF HOUSING, COMMUNITIES AND LOCAL GOVERNMENT - CONSULTATION ON PLANNING FOR THE FUTURE**

The Committee received and considered the consultation from the Ministry of Housing, Communities and Local Government – Consultation on Planning for the Future.

RESOLVED: that the consultation be noted and that it be delegated to officers, the Chair and Vice Chair to bring a response to the next meeting.

P311 **MINISTRY OF HOUSING, COMMUNITIES AND LOCAL GOVERNMENT - TRANSPARENCY AND COMPETITION: A CALL FOR EVIDENCE ON DATA ON LAND CONTROL**

The Committee received and considered a consultation from the Ministry of Housing, Communities and Local Government – Transparency and Competition: A call for evidence on data on land control.

Members decided that they did not have the sufficient knowledge to comment on this.

RESOLVED: that the consultation be noted.

The meeting closed at: 7.00 pm

Chair

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306- 5 WTC/133/20 Plot Ref :-20/02196/FUL Type :- FULL
Applicant Name :- BAKER, MR MARK Date Received :- 07/09/2020
Location :- 14 CHURCH GREEN Date Returned :- 25/09/2020
CHURCH GREEN
WITNEY

Proposal : Wall mounted air conditioning condensing units to external rear elevation.

Observations : Witney Town Council has no objections regarding this application

306- 6 WTC/134/20 Plot Ref :-20/02133/HHD Type :- HOUSEHOLDE
Applicant Name :- HILL, MR AND MRS D Date Received :- 11/09/2020
Location :- 1 BIRCH GROVE Date Returned :- 25/09/2020
BIRCH GROVE
WITNEY

Proposal : Alterations and erection of two storey rear extension.

Observations : Witney Town Council has no objections regarding this application

The Meeting closed at : 7pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

**SPORT AND PLAY COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 7 September 2020

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor V Gwatkin (Chair)

Councillors:	L Ashbourne T Ashby D Butterfield	L Duncan A Prosser R Smith
Officers:	Nicky Cayley Sharon Groth John Hickman	Democratic Services Officer Town Clerk Operations & Estates Officer
Others:	No members of the public.	

SP257 APOLOGIES FOR ABSENCE

An apology for her absence was received from Cllr Aitman.

SP258 DECLARATIONS OF INTEREST

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

SP259 MINUTES

The Committee received and considered the minutes of the meeting held on 22 June 2020.

There were no matters arising that were not covered elsewhere on the agenda.

RESOLVED: that the minutes of the meeting held on 22 June 2020 be agreed as a correct record and signed by the Chair.

SP260 PUBLIC PARTICIPATION

There were no members of the public wishing to speak under this item.

SP261 OPERATIONAL REPORT

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

A member asked why the outdoor gym at Oxlease Park was not open, as the play area was. The Operations and Estates Officer replied that it had only one entrance/exit point, the area was

relatively small and the equipment was close together. He agreed to look again at it with the Compliance and Environment Officer.

RESOLVED: that the report be noted and that the Operations and Estates Officer would have a further discussion about the outdoor gym at Oxlease park with the Compliance and Environment Officer to see if it might be possible to open it safely at this point in the pandemic.

SP262 **SPORTS PITCHES - AVAILABILITY**

The Committee discussed the subject of football training and agreed that 2 recreation grounds would be designated as training grounds and would not be chargeable. No training would be permitted on any grounds between 1st May and 1st July 2020.

Members also discussed the issues of bowling green maintenance and tasked the Operations and Estates officer with obtaining costs for maintenance and seeing if the clubs were prepared to hand over this maintenance.

The Committee discussed football pitch capacity and were very keen that the transfer of Wood Green school's pitches was pushed ahead. Members also requested that the ongoing dialogue with Henry Box School about the use of their sports field should continue.

RESOLVED:

1. that the report be noted;
2. that the cost of bowling green irrigation systems be researched and the Clubs be asked if they would be willing to hand over the maintenance of the greens to Witney Town Council and its grounds contractors- there would be an addition to the clubs' rents to offset the additional cost to the Council;
3. that the Operations and Estates Officer continues the dialogue with both Wood Green and Henry Box Schools in terms of access to their football pitches;
4. that no football training be permitted on any ground from 1st May – 1st July to allow renovation works and rest and thereafter training only be allowed on King George V Field and Eton Close Play area with no charge.

SP263 **FACILITIES AT WINDRUSH PLACE DEVELOPMENT**

Members received and considered the report of the Town Clerk concerning forthcoming facilities at Windrush Place. She stressed that the current situation was beyond the control of the Officers as it was very much down to the District Council commissioning an underground survey to establish the utilities in situ, as well as the burying of the overhead cables. Once this was established then the exact extent of the adventure play area could be planned.

The Committee was committed to being able to have a say in what would form part of the adventure playground.

RESOLVED: that the report be noted.

SP264 FINANCE REPORT

The Committee received and considered the report of the Town Clerk. She advised members to start thinking about projects that they may wish to see added to the budget for next year as the next cycle of meetings would begin the budget setting process. Members put forward some ideas.

The Committee also agreed to contract out the cleaning of the Leys Recreation Ground toilets in order to allow them to open and provided a regular cleaning regime in lieu of COVID-19.

RECOMMENDED:

1. that the report be noted;
2. that the proposal for reopening the toilets at The Leys be agreed subject to the necessary staff consultation;
3. that capital/special revenue projects for the next year include Quarry Road and Eton Close Play areas, the recycling of the Splash Park water and picnic benches for Raleigh Crescent play area.

SP265 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.

SP266 PARK ROAD PLAY AREA

The Committee received and considered the confidential report of the Town Clerk.

RECOMMENDED: that the confidential report be noted and that a lease be negotiated.

SP267 WEST WITNEY SPORTS GROUND

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

RECOMMENDED:

1. that the confidential report be noted;
2. that the recommendations as per the confidential minutes are approved.

SP268 WEST WITNEY SPORTS GROUND - PART 2

The Committee received and considered the confidential report of the Town Clerk.

RECOMMENDED:

1. that the confidential report be noted;
2. that the recommendations a per the confidential minutes be approved.

The meeting closed at: 7.50 pm

Chair

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**HALLS, CEMETERIES & ALLOTMENTS COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 14 September 2020

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor M Jones (Chair)

Councillors:	J Aitman	O Collins
	L Ashbourne	L Duncan
	T Ashby	V Gwatkin
Officers:	Nicky Cayley	Democratic Services Officer
	Adam Clapton	Office Manager
	Sharon Groth	Town Clerk
	John Hickman	Operations & Estates Officer
	Tomas Smith	Venue Manager
Others:	no members of the public.	

H269 **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

H270 **DECLARATIONS OF INTEREST**

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

H271 **MINUTES**

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

There were no matters arising from the minutes to be discussed at the meeting.

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

H272 **PUBLIC PARTICIPATION**

There were no members of the public present for this item.

H273 **OPERATIONAL REPORT**

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

RESOLVED: that the report be noted.

H274 **PUBLIC HALLS REPORT**

The Committee received and considered the report of the Venue Manager. He advised that in the light of the implementation of "The Rule of 6", the staff would be contacting all bookers to discuss their options.

The Office Manager advised that a "Lighting Up" policy for the Corn exchange would be going to the Policy, Governance and Finance Committee on 28 September.

RESOLVED: that the report be noted.

H275 **TOWER HILL & WINDRUSH CEMETERIES, ST MARY'S CLOSED CHURCHYARD**

The Committee received and considered the report of the Operations and Estates Officer which included revisiting requests for an additional pedestrian access at Tower Hill Cemetery. An additional 2 people had also requested this via the Chair.

There followed a discussion on whether this would benefit enough people to justify spending the money on the proposed entrance. The Operations and Estates Officer advised that at a minimum the cost would be £14 - £15k. Permission would also be needed to create an entrance/exit onto the footpath and the cycle barriers would need to be removed. Members wondered if a consultation could be done to ascertain the need for this.

It was decided that if permission could not be obtained to open up the wall onto the footpath, the project could not go any further anyway so this should be the starting point. If permission was granted then consideration could be given to a resident's survey and a budget.

RESOLVED: that the report be noted and:

1. that the Operations and Estates Officer researches what permissions would be needed to open up the cemetery wall in terms of the footpath on the other side;
2. that once the issues of permission was resolved, if it was possible to go ahead, thought be given on how to gauge residents' opinion on the proposal;
3. that if it is possible to go ahead, some thought be given to a budget for inclusion next year.

H276 **ALLOTMENTS**

The Committee received and considered the report of the Operations and Estates Officer. A member asked when the new allotment site at Windrush Place would be ready and the Operations and Estates Officer replied that the work should be started fairly soon.

Another member reported that she had observed fly tipping into the ditch at the Newland Allotment site by a plot holder.

RESOLVED: that the report be noted and that the Operations and Estates Officer contacts the Allotment Association to remind Newland plot holders not to fly tip into the ditch.

H277 RENEWABLE ENERGY SOURCES FOLLOW UP

The Committee received and considered the report of the Compliance and Environment Officer, concerning electric heating solutions, Burwell Hall and green energy.

RESOLVED: that the report be noted and:

1. that an infrared heater be installed in one of the offices in the Town Hall;
2. that a green gas supplier is selected for the renewal of the contract;
3. that the Compliance and Environment Officer brings back a time frame and accurate pricing for the proposed works at The Leys depot and Burwell Hall to the next meeting, so that it could be included in the 2021/2 budget.

H278 FINANCE REPORT

The Committee received the report of the Town Clerk. She asked members to ensure they brought to her attention any projects they may wish to see during the next fiscal year for the budget setting process. A member suggested that she would like to see the chapel at Tower Hill Cemetery being used more for the community. The Operations and Estates Officer asked which one she was referring to, as one was full with items being stored and had no floor, lighting or water and the other was consecrated and used as a chapel for funerals. Members wondered if the consecrated chapel could have some toilets added on. The Operations and Estates Officer explained that this would involve a new cesspit and as the chapel was surrounded by graves this would be difficult.

RESOLVED: that the report be noted and that the following possible project be considered for the budget setting process in the next cycle of meetings: -

- Refurbishment of the consecrated chapel at Tower Hill Cemetery with possibility of adding toilet facilities.

H279 MINUTES OF THE CORN EXCHANGE WORKING PARTY

The Committee received and considered the minutes of the Corn Exchange Working Party held on 7 September 2020.

RESOLVED: that the minutes be noted and the recommendations contained therein approved.

H280 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.

H281 **PARK ROAD ALLOTMENT GARDENS**

Members received a confidential verbal update from the Town Clerk.

RESOLVED: as per the confidential minutes.

The meeting closed at: 7.15 pm

Chair

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**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 J Aitman T Ashby D Enright	D Butterfield H Eaglestone V Gwatkin
Officers:	Nicky Cayley Adam Clapton Sharon Groth John Hickman	Democratic Services Officer Office Manager Town Clerk 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 investigate 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 investigate 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

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**POLICY, GOVERNANCE & FINANCE COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 28 September 2020

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor L Ashbourne (Chair)

Councillors:	J Aitman	V Gwatkin
	O Collins	M Jones
	H Eaglestone	R Smith
Officers:	Nicky Cayley	Democratic Services Officer
	Adam Clapton	Office Manager
	Sharon Groth	Town Clerk
Others:	no members of the public.	

F312 APOLOGIES FOR ABSENCE

An apology for his absence was received from Cllr Harvey.

F313 DECLARATIONS OF INTEREST

Cllr Ashbourne declared a non-pecuniary interest in the item on Property as she had had a lot of contact with one of the applicants for the property. She would leave the meeting for the discussion of this item.

F314 MINUTES

The Committee received and considered the minutes of the meeting held on 13 July 2020. A member asked if the grants that had been agreed were being used given the situation with the pandemic. The Town Clerk replied that Rotary had decided their event could not go ahead so their grant would not be paid over and the other grants had not been paid over either.

RESOLVED: to confirm the minutes of the meeting held on 13 July 2020 as a correct record and signed by the Chair.

F315 PUBLIC PARTICIPATION

There were no members of the public present for this item.

F316 PAYMENT OF ACCOUNTS

Members received and considered the report of the Office Manager along with payment schedules and bank statements.

RESOLVED:

1. that the report be noted;
2. that the bank reconciliations and bank statements be noted;
3. that the following schedules of payments be approved:

Cheque No's	In the sum of:	Account
Cheque 101138-101140*, DDRs and Standing Orders (June 2020) [*cancelled chq]	£69, 714.47	General CB 1
Cheques 32701 – 32724 and DDs (June 2020)	£75, 506.50	Imprest CB 2
Cheques 101142 – 101144, DDRs and Standing Orders (June 2020)	£95, 849.69	General CB 1
Cheques 327725-32759 and DDs (July 2020)	£86,043.97	Imprest CB 2
No cheques, DDRs and Standing Orders (August 2020)	£6, 242.98	General CB 1
Cheques 32760 -32813 and DDs (August 2020)	£84, 418.36	Imprest CB 2

F317 YOUTH FUND AWARDS

The Chair gave an update on the recommendations from the Stronger Communities Committee on the Youth Grant awards. She added that the grants could not be used for furlough and the money granted had to be used to actively support young people in the town.

RESOLVED: that the report be noted and that the following recommendations of the Stronger Communities Committee be agreed:

1. that Junior Park Run be awarded the sum of £3,120;
2. that Home-Start Oxford be awarded the sum of £11,700;
3. that Got2B CIC be awarded the sum of £15,210;

And in addition:

4. that the shortfall of £30 be taken from the Town Council's general fund;
5. that the above financial awards be made under the General Power of Competence.

F318 **MARKING COMMUNITY & NATIONAL CAMPAIGNS VIA LIGHTING UP THE CORN EXCHANGE - POLICY**

The Committee received and considered a draft policy on marking community and national campaigns via lighting up the Corn Exchange. This led to a discussion amongst members on timescales for lighting up and what might be appropriate if there was any concern over a request that was received.

The Town Clerk cautioned the committee that if the lighting up occurred too often then it would not be “special”. It was agreed that there should be a maximum number of times that the Corn exchange should be lit up during the year and that also an annual calendar needed to be drawn up.

RESOLVED: that the policy be noted and:-

1. that the policy be approved with the amendment to point 6 to include “requests received less than 8 weeks in advance may not be accepted”;
2. that final decisions on applications are delegated to the Town Clerk, Leader and Mayor;
3. that the Leader, Town Clerk and Office Manager would come up with a maximum number of lighting up opportunities and also an annual calendar;
4. that Cllr Gwatkin’s offer to fund the purchase of the lights be accepted – the condition being that the Corn Exchange be lit up annually for LibFest.

F319 **FINANCE REPORT**

The Committee received and considered the report of the Town Clerk. She advised that she would present the six-month position during the budget setting cycle, which would include the salary information and recharges from services.

There was a discussion about opening the 1863 café as this would have budget implications in terms of staffing and the Town Clerk was therefore concerned about the viability. A member stated that he did not think it was the right time to open a café – even in terms of a takeaway. Other members felt staff had worked hard to get to this point and that therefore it should open as an outside café with table service and takeaway, even if it would increase costs.

RECOMMENDED: that the report be noted and:-

1. the recommendations with financial implications from the committees as detailed below be agreed:-

	Budget Line	Amount
1. Defibrillator@WWSG	4166/402	To be established
2. Salt grit bins	4036/402	£500 for 2 x bins
3.COVID Heroes Awards	4141/408	£500 for badges/certificates

2. that the 1863 Café/Bar be opened as an outside seated café with table service and takeaway only (outside orders to be taken) for 2/3 days per week [subject to it being deemed COVID-19 safe].

F320 **BUDGET PARAMETERS 2021/22, CAPITAL & SPECIAL REVENUE PROJECTS 2021/22 AND BEYOND**

The Committee received and considered the report of the Town Clerk, which provided the background to the budget setting cycle, and she explained that she was looking for guidance from the Committee on the budget parameters – including whether they wanted to cap or increase the Precept.

The Town Clerk also brought to members attention the fact that the grounds maintenance contract was due for renewal 30 September 2021, and highlighted the fact that given the Council's Climate emergency declaration, this might be the opportune time to carry out a thorough review of the contract, and the way the Council procures these services.

The Chair spoke about the ground's maintenance contract review and the possibility of an open spaces' strategy. It was decided that a task and finish group should be set up to look into this and the Town Clerk was asked to look into appropriate consultants to assist. The Town Clerk explained about the protocols for retendering, and due to the timeframe it might be necessary to extend the current contract but the Committee decided it would be guided by the consultant engaged to undertake the review, in order to set the best time to start a new contract.

RECOMMENDED: that the report be noted and:-

1. that no decisions should be made on the level of the precept until the staff review had been completed and considered;
2. that the fees and charges be increased in line with inflation;
3. that a task and finish group consisting of Cllrs Gwatkin, Ashbourne and Smith and relevant Officers be set up to look at the Grounds Maintenance Contract and an Open Spaces Strategy ;
4. that the Town Clerk would obtain fee proposals from potential consultants who could assist with the full review of the Grounds Maintenance Contract and report back to the next meeting.

F321 **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.

Councillor Collins left the meeting at this juncture.

F322 **DEBTOR REPORT**

The Committee received and considered the confidential report on debtors from the Office Manager.

RESOLVED: that the report be noted.

Councillor Ashbourne left the meeting for the discussion of the next item on Property Matters and Councillor Smith took over the position of Chair for this item only.

F323 **PROPERTY MATTERS**

The Committee received a confidential report on property matters from the Town Clerk.

As thorough discussion was held on the offers received via the Council's property agent.

RESOLVED: that the Town Clerk proceeds as set out in the confidential report of the Council's property agent, and further negotiations are delegated to her.

Councillor Ashbourne re-joined the meeting after discussion and resolution of this item had ended and resumed the position of Chair.

F324 **STAFFING MATTERS**

The Committee received and considered a confidential verbal report of the meeting held earlier that evening, given by the Town Clerk.

RESOLVED: that the confidential verbal update from the meeting held earlier be noted, and the recommendations contained therein agreed.

The meeting closed at: 7.52 pm

Chair

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FULL COUNCIL

Date: 12th October 2020
Title: Mayor's Report
Contact Officer: Democratic Services Officer – Nichola Cayley

JULY 2020 – OCTOBER 2020

The role of mayor involves chairing the Town Council, sitting as an ex officio voting member on council committees, representing and promoting Witney, organizing key events in the town in partnership with others, raising funds for local charities, and supporting community activities which contribute to the life of the town and the objectives of the Witney Town Council. The Mayor is supported by the Deputy Mayor, whose attendance in place of or alongside the Mayor is noted in the report below.

This is a regular report to each full council meeting, detailing the activities of the mayor since the last meeting.

SUPPORTING THE COMMUNITY

Cogges Trust AGM
The Blake School sponsored cycle event
Hedgehog Rescue visit
ICE Centre visit – with Deputy Mayor
Opening new business – Glamour & Glow
Science Day @ Tychwood -the Tiny Forest

KEY EVENTS AND COUNCIL ACTIVITY

VE Day flag raising
Merchant Navy Day flag raising

Mayor's Charities 2020-21:

- Homestart
- Got2B
- Guideposts - Witney

Prepared by:

Cllrs Joy Aitman & Liz Duncan

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