

Full Council Committee Meeting of Witney Town Council



Monday, 14th December, 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. Corporate/Strategic Plan - Initial Discussion (Pages 3 - 12)

To receive and consider the report of the Town Clerk to facilitate a discussion on priorities to be included in the Council's Corporate/Strategic Plan.

To also consider forming a Task and Finish Group – it is suggested that this is made up of Committee Chairs - to work with Officers on the formation of the draft plan for presentation to the next Ordinary Meeting of Full Council, if possible.

4. **Exclusion of Press and Public**

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

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

5. **Property Matters**

To receive and consider the confidential report of the Compliance and Environment Officer – to follow.



Town Clerk

FULL COUNCIL

Date:	Monday 14 December 2020
Title:	Corporate/Strategic Plan – Initial Discussion
Contact Officer:	Town Clerk – Sharon Groth

Background

One of the recommendations arising from phase 1 of the Organisation Review was – *a strategic planning process should be undertaken by Councillors and Managers together to provide a basic work programme for the Council [once the new staffing organisation is in place*]. This would be implemented through well-defined workplans overseen by Committees, would be based on known budgets, and clearly identified responsibility for implementation.*

It further recommended – *a process should be put in place to allow Councillors to put forward proposals to Council for new initiatives which may fall outside the strategic plan. However, all proposals should be accompanied by a financial report and an implementation statement which takes account of the resources required and other issues which need to be considered. These should be created with the active involvement of management.*

And, finally – *the Town Clerk should maintain an overall workplan for the Council which shows progress against agreed projects and programmes and which can be used for discussion with Committee chairs and with the Council as a whole.*

Current Situation

Draft strategic objectives were presented to the Stronger Communities Committee at its meeting on 18 November 2019 [Minute SC464] and it was agreed at that stage to undertake a resident's survey, in order to help inform and shape a strategic plan.

The strategic objectives were as follows:

1. A vibrant local economy – promote local businesses and help develop locally controlled economies which put Witney first whilst preserving and enhancing our history and unique identity;
2. An engaged and supported community – actively seek engagement with all residents and work with others to enable them to lead safe, healthy and fulfilling lives;
3. A beautiful Witney – further improve and develop our open spaces and work to protect and enhance our environment;
4. A forward looking Town Council – represent residents and businesses on key strategic issues facing the town;

5. An empowered community – encourage collaboration for the overall success of the town through the facilitation and championing of change programmes and initiatives;
6. A respectful community – promote inclusivity and always treat people fairly and with respect regardless of race or racial group, sex or sexual orientation, religion or belief, age or disability.

It is therefore imperative that the Council now concentrates on preparing a clear plan with key priorities and objectives of what it wants to achieve for the remainder of this Council's term of office [and beyond] – Councils usually set a four-year plan.

The aim of the document will be to give Witney residents a clear understanding of what the Council is trying to achieve and how it intends to deliver these objectives. It will set out what the Council intends to focus on and will assist with future budgeting and the formation of a medium-term financial strategy. The document should be clear on what is the Council's responsibilities and that of other public sector bodies and those better placed to deliver on areas of service delivery. In the local town and parish sector these type of plans are usually what the Council can achieve rather than a document that seeks to influence others on issues that are not directly under the control of the Council, and therefore Members need to be mindful of the powers and duties of the Town Council, and that of others higher authorities.

To enable the Council to begin to discuss its priorities the Town Clerk sent around a link to a Survey Monkey asking what Councillors see as the Council's three priorities in the short to medium term. The results are consolidated into a document at appendix 1. The report is segregated into tangible projects on the Council's physical assets and then policy changes or things that are not under the direct control of the Town Council.

Also attached is the current projects which have been budgeted for – the revised revenue growth items and capital special revenue projects programme for 2020/21 at appendix 2, and projects which have already been identified for 2021/22 and beyond at appendix 3.

Environmental impact

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

Risk

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

Formulating a Corporate/Strategic Plan will set out what the Council is trying to achieve and will also give a basis for planning its resources effectively and efficiently to avoid wastage.

Financial implications

Once it is established what exactly the Council is trying to achieve, Officers can then set about costing projects which will then inform a medium-term financial strategy to assist with future forecasting and hopefully limit unexpected Precept increases.

Recommendations

Members are invited to note the report and have an initial discussion on Council priorities for the short to medium term.

It is also recommended that the Council should form a Task and Finish Group [suggested-made up of the Committee Chairs] to work with the Senior Management Team in formulating a draft Corporate/Strategic Plan and present to the next ordinary meeting of full Council.

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Councillor Top Three Aspirations - Survey Data

Project	Comments/Detail
Corn Exchange	Continue with the revamp - Install Retractable Seating, light/sound, creating a professional standard arts centre - Arts Strategy
Lake & Country Park	Management statements/Open Space Strategy
Park Road Play Area	Agree a lease, install equipment by Spring and re-open
Skate Park Leys	Complete revamp
Sport & Leisure	Expand and improve provision to keep up with growth of Witney, Provision across town to be modernised, work with Sports Clubs
Sports Facilities	Improve at WW, Leys & Burwell
West Witney Sports Ground	Sport Strategy -come up with a strategic plan with the aspiration of opening a new sports facility in 2024/25
West Witney Sports & Social Club	Resolve immediate situation
Tower Hill Cemetery	Open with no bollards - Policy & improve pedestrian access via Smiths Estate
Windrush Cemetery	Get safer access at new entrance with disabled/elderly parking
Younger People	increase investment for younger people - age 13-18
Big Green Plan/Active Travel	Advocate for better walking & cycle connectivity - working with other tiers govt & community grps/residents
Community Involvement	Strategy - working with hub and partner councils/other orgs
Environmental	instill and maintain a focus on reuse and recycling opportunities to eliminate waste and protect environment
Financial	To keep in the black
Local Business	Support & Witney USP, Ensure that businesses can bounce back from COVID-19
One Witney Initiative	
Policies	Make them more about the needs of the people and what they want
Rebranding/update website	easily accesible info about local services/groups/support available
Social Value Policy	Extend Living Wage to contractors/Promote Fair Trade products/seek local value in each procurement decision

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CORPORATE/STRATEGIC PLAN - CURRENT AND OUTSTANDING PROJECTS BUDGETED IN 2020-21

	N/L CODE	Original Budget £	Actual/ Revised £	
Moorland Rd Play Area	4920/800	6802	6553	COMPLETED May 2020
Fieldmere Close Play Area	4928/800	6566	6317	COMPLETED May 2020
King George Play Area	4937/800	19728	19507	COMPLETED May 2020
Skate Park Refurb	4924/800	40000		£40k budget + £12k S106 Funding TOTAL AVAILABLE £52K
Park Rd Play Area - Play Equipment	4929/800	20000		£5k budget EMR £12500/Grant THC £2500 TOTAL AVAILABLE £20K
Leys Recreation Ground - Splashpark groundworks materials turf/bark	4037/201	9000		Revenue Budget
Splash Park Replacement Fund - Due to be replaced 2025	4491/201	25000	25000	EMR £90k setting aside £25k per annum
Leys Recreation Ground - Grounds maintenance decision delayed until January 2020	4037/202	4000		Revenue budget - pitch maintenance/Events field annual maint
Leys Recreation Ground - Speedhumps - match funding OCC	4923/800	5000		
Burwell Recreation Ground Changing Rooms	4943/800	25000		£25k budget EMR £25k + £25k S106 TOTAL AVAILABLE £75K
Additional Pitches Vikings at the Leys	4310/503	5523	5523	Revenue Budget
Corn Exchange - Dampworks	4491/104	10000	10000	Earmarked reserve stands at £50k for damp works & lift - would suggest sufficient for 2020/21
Corn Exchange - budget for Lift	4491/104	10000	0	
Digital Signage - Corn Exchange, Burwell Hall & Leys	4935/800	6000	0	Abandon/defer to future year not high priority?
Burwell Hall Boiler - with green credentials	4903/800	15000	15000	Needed - C&E Officer research green alternatives
Burwell Hall Patio	4903/800	10000	0	Abandon/defer to future year not high priority?
Burwell Hall Curtains	4903/800	3000	0	Abandon/defer to future year not high priority?
St Mary's Church Boundary Wall Works - Rolling Prog of repairs	4036/303	10000	10000	Initial spend on structural survey £2,017 - rolling programme/earmarked reserve total £18,983 left
War Memorial - Additional panel to add further inscriptions	4976/800	4000	225	Agreed not to progress - nominal spend for L Harris inscription only
Defibrilators Min C234 Ongoing Maint/Replacement Fund	4166/402	2200	2200	Revenue Growth Item - now taken on Tower Hill FC Defib at WWSG
Climate Emergency Fund	4205/402	10000	10000	Officers/Cllrs draw up Strategic Plan
Bins & Benches Rolling Programme	4931/800	3500	3500	Spend to date £2274
Bus Shelter - Additional T/Ctr	4933/800	6000	0	Defer/? Not now needed
Bus Shelter - Burwell by Shops replacement	4933/800	3000		in EMR to source robust shelter as previous one removed due to vandalism
Welch Way Planters £2k for 5 years to be installed in 2025	4977/800	2000	2000	Move to EMR
Xmas Lights Contract/Timers & LED ref Climate Emergency	4105/407	40000	40000	R/over underspend for infrastructure & tender for 2021
Twining Anniversary April 2020	4160/407	1000	1000	Due to COVID R/OVER TO 2021
WOCT Bus	4167/407	21000	18000	Due to COVID reduced support increase to £21k 21/22
Children & Young People	4169/407	30000	30000	Revenue Budget = Allocated all in September 2020 - Revenue Growth Item
Major Projects:				
West Witney Sports Ground - Changing Rooms/Clubhouse/Pitch Improvements				£168,415 EMR + £295k S106
Leys Recreation Ground - sewerage/redevelopment of Pavilion/Changing Rooms				
Corn Exchange Phase 2 Refurb				Grant for Seating/Lighting £32k - 25% of project cost

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CORPORATE/STRATEGIC PLAN - PROPOSED PROJECTS FOR 2021-22

	Estimate	
	Budget	Comments
Defibrilators Min C234 Ongoing Maint/Replacement Fund	2500	Revenue Growth Item - year on year
Climate Emergency Fund	10000	Revenue Growth Item - year on year
Bins & Benches	3500	Rolling Programme
Salt/Grit Bins	1000	Rolling Programme
Bus Shelter - Additional to be identified	6000	Include bins/cycle rack
Welch Way Planters £2k for yr 2 of 5 years	2000	Move to EMR
Roundabouts - impact planting	?	
Xmas Lights Contract/Timers & LED ref Climate Emergency	40000	R/over underspend for infrastructure & tender for 2021
Witney & District Twinning Association - Running Costs	2498	See Grant application
WOCT Bus	21000	Due to COVID reduced support increase to £21k 21/22
Children & Young People Grant Funding	30000	Revenue Growth Item
Woodgreen Pitches - taking over from WODC bring-up to spec and maintain inc goal pos	2500	
Grey Water System Leys Cricket Square	?	
Take over Bowls Irrigation System	?	Set up replacement fund/maintenance
Quarry Road Play Area = install a piece of play equipment	?	
King Georges Field - path behind MUGA	?	
Corn Exchange - Cinema Equipment	?	
Tower Hill Cemetery - Pedestrian Gate Access from Smith Estate	15000	Establishing ownership of adjoining land/residents survey
Rebranding	2000	

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