

Stronger Communities

Advisory Committee Meeting of Witney Town Council



Monday, 19th July, 2021 at 6.00 pm

To members of the Stronger Communities Committee - O Collins, L Ashbourne, J Aitman, R Bolger, D Butterfield, H Eaglestone, V Gwatkin and A Prosser (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.

As an Advisory Committee of the Council this meeting will take place virtually via Zoom. All decisions of this meeting will be recommendations to Full Council.

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 & Legal Services Officer (democracy@witney-tc.gov.uk) **prior to the meeting**, stating the reason for absence.

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

2. **Declarations of Interest**

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

3. **Minutes** (Pages 5 - 8)

- a) To adopt and sign as a correct record the minutes of the meeting held on 7 June 2021
- b) Matters arising from the minutes not covered elsewhere on the agenda. (Questions on the progress of any item).

4. **Public Participation**

The meeting will adjourn for this item.

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

5. **Committee Work Plan (Pages 9 - 10)**

To discuss the priorities for the Stronger Communities Committee following adoption of the Open Spaces Strategy at the Full Council meeting held on 28th June.

6. **CHRISTMAS 2021**

a) **Christmas Lights Display Tender & Switch On (Pages 11 - 32)**

To consider the report of the Operations & Estates Advisor.

b) **Advent Fayre (Pages 33 - 34)**

To consider the report of the Venue & Events Officer.

7. **STREET FURNITURE AND INFRASTRUCTURE**

a) **Church Green – Memorial Bench Request (Pages 35 - 38)**

To consider the report of the Project Officer.

b) **Bus Stop - Tower Hill (Pages 39 - 42)**

To receive the report of the Project Officer

c) **Bus Shelter Advertisement Request (Pages 43 - 44)**

To receive and consider a request to advertise the Loyal Free Business app on Town Council bus shelters. The Deputy Town Clerk will offer a verbal report on this item.

8. **COMMUNICATIONS & COMMUNITY ENGAGEMENT**

a) **Update Report (Pages 45 - 54)**

To receive the report of the Communications & Community Engagement Officer

b) **Communications Strategy (Pages 55 - 80)**

To receive and consider a draft Communications Strategy prepared by the Communications & Community Engagement Officer.

9. **Youth Services Grant Award 2021 (Pages 81 - 92)**

To receive the report of the Deputy Town Clerk.

10. **Witney Covid-19 Hero Awards & Commemoration (Pages 93 - 94)**

To consider the report of the Deputy Town Clerk.

11. **Witney Town Council - Tea Dance** (Pages 95 - 96)

To consider the report of the Venue & Events Officer.



Town Clerk

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

Held on Monday, 7 June 2021

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor O Collins (Chair)

Councillors:	L Ashbourne	V Gwatkin
	J Aitman	A Prosser
	D Butterfield	R Smith
	H Eaglestone	
Officers:	Sharon Groth	Town Clerk
	Simon Wright	Democratic & Legal Services Officer
Others:	no members of the public.	

As there was no legislation in place for the Town Council to hold virtual meetings, and because of the ongoing Covid-19 Pandemic, the Stronger Communities Committee formed virtually as an Advisory Committee. Any recommendations outside of the current work's programme, budget or policy would require ratification at the Full Council meeting held on 28th June 2021.

SC271 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr R Bolger who was being substituted by Cllr R Smith.

SC272 DECLARATIONS OF INTEREST

There were no declarations of interest from members.

SC273 ELECTION OF VICE-CHAIR

It was proposed and seconded that Cllr Luci Ashbourne be elected Vice-Chair of the Committee. There being no other nominations it was:

Resolved:

That, Councillor Luci Ashbourne be elected Vice-Chair of the Committee for the 2021/2022 municipal year.

SC274 MINUTES

The Committee received the minutes of the meeting held on 15 March 2021.

In response to a query regarding Min No. SC137 it was advised that there was no update in respect of trees at Penclose but further information would be sought from the Operations & Estates Advisor.

A member sought clarification regarding a policy for the provision of bins (Min No. SC138 refers). In response it was explained that any policy would be included as part of the developing Open Space Strategy.

It was noted that a meeting of the Platinum Jubilee Working Party would be convened to start work on the project.

Resolved:

That, the minutes of the meeting of the committee held on 15 March 2021 be approved as a correct record and signed by the Chair.

SC275 **PUBLIC PARTICIPATION**

There was no public participation.

SC276 **COMMUNICATIONS & COMMUNITY ENGAGEMENT REPORT**

The Committee considered the report of the Communications and Community Engagement Officer updating on a number of projects.

Consideration was given to a recommendation from the Climate, Biodiversity & Planning Committee to implement a 'Wild Witney' competition. Members agreed it was important to build on the success of 'No Mow May'.

Discussion ensued and it was agreed that residents would be asked to submit photographs of their 'wild gardens' which could then be shown and promoted through social media channels. It was decided that winners would be selected in each electoral ward with an overall winner being chosen after that.

In respect of prizes it was noted that there no budgetary provision and it was suggested that the Council's grounds contractor be contacted to see if they could provide some seeds as prizes. In respect of the overall winner it was suggested that the Wychwood Project be approached to see if they could provide a woodland visit.

Consideration was given to the results of the resident survey that had been circulated to members and how that information could be used by the council.

It was agreed that the main outcomes could be used in an information leaflet as had been the case in previous years. It was noted that some of the feedback was useful in helping to inform the draft strategies that were being developed.

There was a consensus that the Council needed to promote what it does and respond to issues raised in the survey. It was suggested that this could be done through social media channels and video clips. Councillors agreed that it would be good if they did direct video responses to concerns and also show what the Town Council is doing.

In respect of the survey it was noted that the responses were mainly from older residents and, whilst it was challenging, there was a need to gain the views of younger people. It was suggested that maybe offering the opportunity to 'shadow' officers could help in raising awareness.

Members noted that there was still some confusion about the responsibilities of the three tiers of local government in Oxfordshire and it was important that residents were aware of what each one did.

Resolved:

1. That, a 'Wild Witney' competition be supported with residents being requested to submit photographs of their wild gardens with winners being chosen in each Town Council Ward and an overall winner being selected thereafter;
2. That, in respect of the resident survey delegation be given to officers to assess the data further and produce an information document as in previous years;
3. That, the resolution above be supported by a campaign to promote what the council does via media channels including video responses, by Councillors, to issues raised in the survey; and
4. That, a document be produced outlining the responsibilities of the various tiers of local government in Oxfordshire.

SC277 EVENTS REPORT

The Committee was advised that the replacement event for Witney Carnival was progressing and the grant funding would be forwarded to the organisers soon. It was noted that the event may involve some machinery accessing The Leys so there was an element of a damage deposit in the funding.

Resolved:

That, the report be noted.

SC278 CHRISTMAS LIGHTS UPDATE

The Committee received the report of the Operations & Estates Adviser advising of the outcome of the tender process for the Christmas lights.

It was noted that meetings were ongoing with the contractor and members were pleased that LED lights were to be used. It was advised that the contract was within the agreed budget.

Resolved:

That, the report be noted.

SC279 BUS SHELTERS UPDATE

The Committee received the report of the Project Officer, including an exempt appendix, outlining options for the replacement of a bus shelter at the Burwell shops.

Consideration was given to the three designs including the proposed seating options. Members expressed a preference for Option 3 and in particular because it used a sedum roof but asked

that the contractor be contacted to see if bench seating could be provided instead of the perch seats. The budgetary provision was also clarified.

It was resolved that, subject to clarification on the seating, delegation be given to officers in consultation with the Chair to approve Option 3.

Resolved:

That, delegation be given to officers, in consultation with the Chair of the Committee, to approve option 3 as outlined in the report for the replacement of a bus shelter outside the Burwell shops subject to clarification as to whether bench seating can be provided.

The meeting closed at: 7.12 pm

Chair

PARKS & OPEN SPACES STRATEGY – ACTION PLAN

Key Themes:

PO Modernising and upgrading our parks and open spaces

SP Improving and investing in our sporting provision

LP Improving and investing in our leisure provision

IS Improving and investing in our infrastructure provision

EE Working in the most effective and efficient manner

Reference	Action	Responsible Committee	Who Involved?	Commencement?	Completion?
<u>STRONGER COMMUNITIES COMMITTEE</u>					
EE 3	Draw up and adopt a communications plan with the aim of raising WTC's profile within the community	SC	WTC Staff	Jun-21	Nov-21
EE 7	Ensure that Community Engagement is enshrined into all work and projects undertaken by WTC	SC	WTC Staff	Jun-21	On-going
PO 5	Undertake a review of participating in the annual In Bloom competition	SC	WTC Staff / Cllrs /In Bloom Group	Sep-21	Mar-22
IS 5	Undertake an audit of current litter bins, dog waste bins, signage, seating, fencing, bus shelters and other associated infra-structure with a view to drawing up a corporate replacement and upgrade plan, to include policies relating to the installation and adoption of infra-structure on non-WTC land	SC	WTC Staff	Dec-21	June 2022 (Plan Stage)
LP 3	Adopt an annual programme of local events, building on the existing and identifying differing opportunities moving forwards	SC	WTC Staff / Cllrs	Nov-22	Mar-23

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STRONGER COMMUNITIES COMMITTEE

Date: Monday, 19 July 2021

Title: Christmas Lights Display Tender

Contact Officer: Operations & Estates Advisor - John Hickman

Background

Councillors awarded the 2021/2022 Christmas lights contract to Lighting Illumination Technology Experience Limited (LITE). Councillors also requested that the Operations and Estates Advisor ask LITE to provide a cost to alter the suggested lighting on Church Green from Column Mounts on 4 x Lamp Posts to lighting between the trees to St Mary's Church.

Current Situation

The Operations and Estates Advisor when viewing the tender documents at a later date noted that the tendering company had tendered for existing bespoke frame mounts on the Buttercross that Witney Town Council do not own or hold.

At the first site meeting with LITE the Operations and Estates Advisor requested that LITE provide a costing to the current tender to change the Lamp Post Mounts on Church Green to be changed to lighting between the trees from the war memorial up to St Marys Church between the trees. Lite suggested this could be maxi LED festoon lighting - a mockup picture of the suggested lighting is provided for Councillors consideration. There would be an additional cost to council if this alteration to the tender were agreed.

The Operations and Estates Advisor also asked that LITE provide a costing to provide a suitable display for the 3 sides of the Buttercross for council consideration. A mock-up of the suggested Buttercross display is provided for Councillors' consideration. There would be an additional cost to council if this alteration to the tender were agreed.

Should Council decide not to accept this display and cost, it would be possible to place 3 of the children's lights that would normally go above the COMO Lounge and Sue Ryder onto the Buttercross as last year however this would reduce the display on those two locations.

Contractors are expected to start testing, repairs and installation of any additional timer devices to the power connections in the next month.

The two 21ft Christmas Trees have been ordered with the same supplier as last year, given the quality of the trees provided last year.

Councillors' are requested to confirm the timing of the Christmas Lighting, the tender currently says the lighting should operate at the following times 06:00 – 09:00 and 15:30 – 23:00.

Christmas Lights switch on in previous years has been on the last Friday of November at 18:00, however no switch on event was held last year and the lights were simply switched on by the Mayor at 16:00 in order to avoid crowds. In order that the Christmas Lights & trees installation and timings can be programmed in correctly, is it Council's/Rotary's intention to hold the switch on event again this year on Friday 26th November with switch on at 18:00?

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates. The fitting and use of timing devices and LED lights will reduce the council's electrical consumption in regards to these illuminations.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability. There are no current risks associated with this.

Financial implications

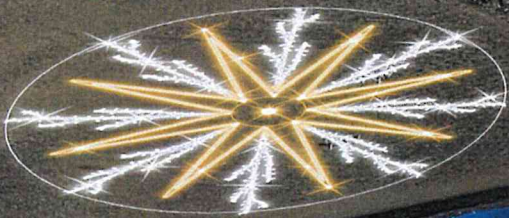
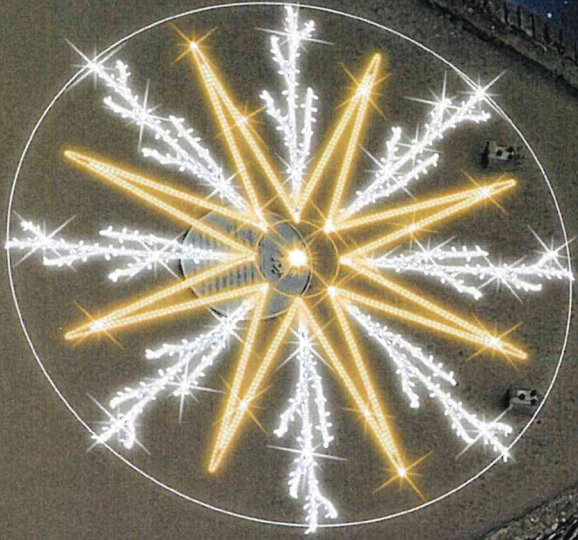
Associated costs for original display and display with additional items provided on a separate sheet.

Recommendations

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

1. The alterations to the suggested display on Church Green.
2. The alterations to the display on the Buttercross.
3. Timings that the Christmas Lights are Operational.
4. Confirmation of Christmas Lights Switch on Date and Time.

Witney



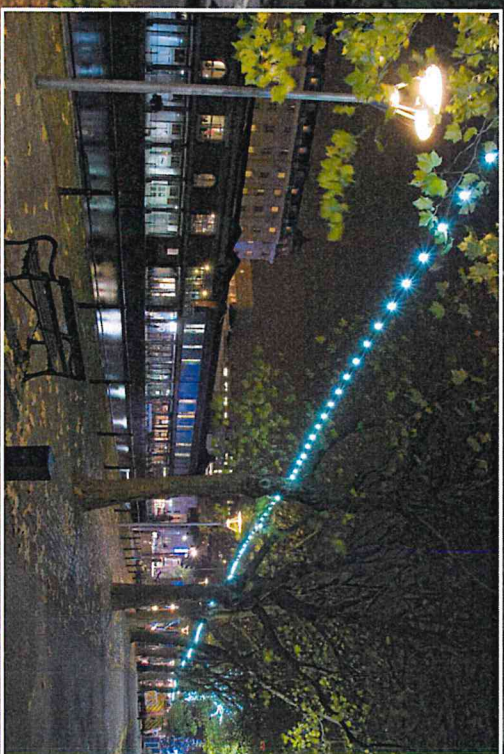
LITE
Lighting and Illumination Technology Experts
Limited

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Winney



L I T E
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STRONGER COMMUNITIES COMMITTEE

Date: Monday, 19 July 2021

Title: Advent Fayre

Contact Officer: Venue & Events Officer - Tomas Smith

Background

The purpose of this report is to update and inform Councillors and new Councillors on the annual Advent Fayre hosted by the Town Council.

Historically we have run the Witney Town Council Advent Fayre for the children and families of Witney in the Corn Exchange, this is a FREE event and is normally held between 11am and 3pm on the closest Sunday to the beginning of Advent and after the Town's Christmas Lights are switched on.

Activities have included craft tables for the children, meeting Father Christmas and a display by the model club. This year the actual location of the Model Clubs display would have to be either moved or incorporated into the main hall due to café 1863 now up and running. We would need to source a Father Christmas who would be in attendance all day.

The fayre can only take place with the help of volunteers as this is not an Officers function. The Venue and Events Officer organises the event and is the only officer who attends; therefore, we are reliant on the goodwill of the Air Cadets and Councillors to help run the various activities.

Historically volunteers have dressed as elves (costumes supplied by WTC) which added to the Christmas Theme.

Environmental impact

If the event should go ahead, the activities provided should complement the Council's climate objectives, a climate emergency having been declared in June 2019.

Risk

There is a financial risk to the Council that funds may be wasted if the event should have to be downsized or cancelled due to any, yet unknown, Covid-19 pandemic restrictions.

Financial implications

The Council is invited to note this report and consider the following:

- The budget is set at £2,000 for this year and does restrict the addition of extra attractions or activities.
- There is an additional cost for the hire of the Corn exchange plus the caretakers' additional hours.

Recommendations

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

- 1) Whether the Town Council should run an Advent Fayre at the end of November/ beginning of December based on the previous formats.

STRONGER COMMUNITIES COMMITTEE

Date: Monday, 19 July 2021

Title: Church Green – Memorial Bench Request

Contact Officer: Project Officer - Nicky Cayley

Background

A resident (Thomas Ashby) would like to purchase a memorial bench in memory of his late grandfather and would like the bench to be placed on Church Green.

Church Green is owned by Blenheim Estates and managed by West Oxfordshire District Council; both have previously agreed that the Town Council can install up to ten public benches. There are still spaces available for this purpose and Mr Ashby was offered a choice of two positions (see attached plan for preferred location opposite Oriel House).

Current Situation

The Town Council does not currently have a bench in stock so this will need to be ordered. The bench will be an Eastgate bench which is the same as those already installed on Church Green. The Cemeteries and Compliance Officer will also order a plaque to be fixed on the bench – Mr Ashby has submitted some words for this.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates. There is no environmental impact arising from the installation of a bench.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability. There is no risk to the Council from this proposal.

Financial implications

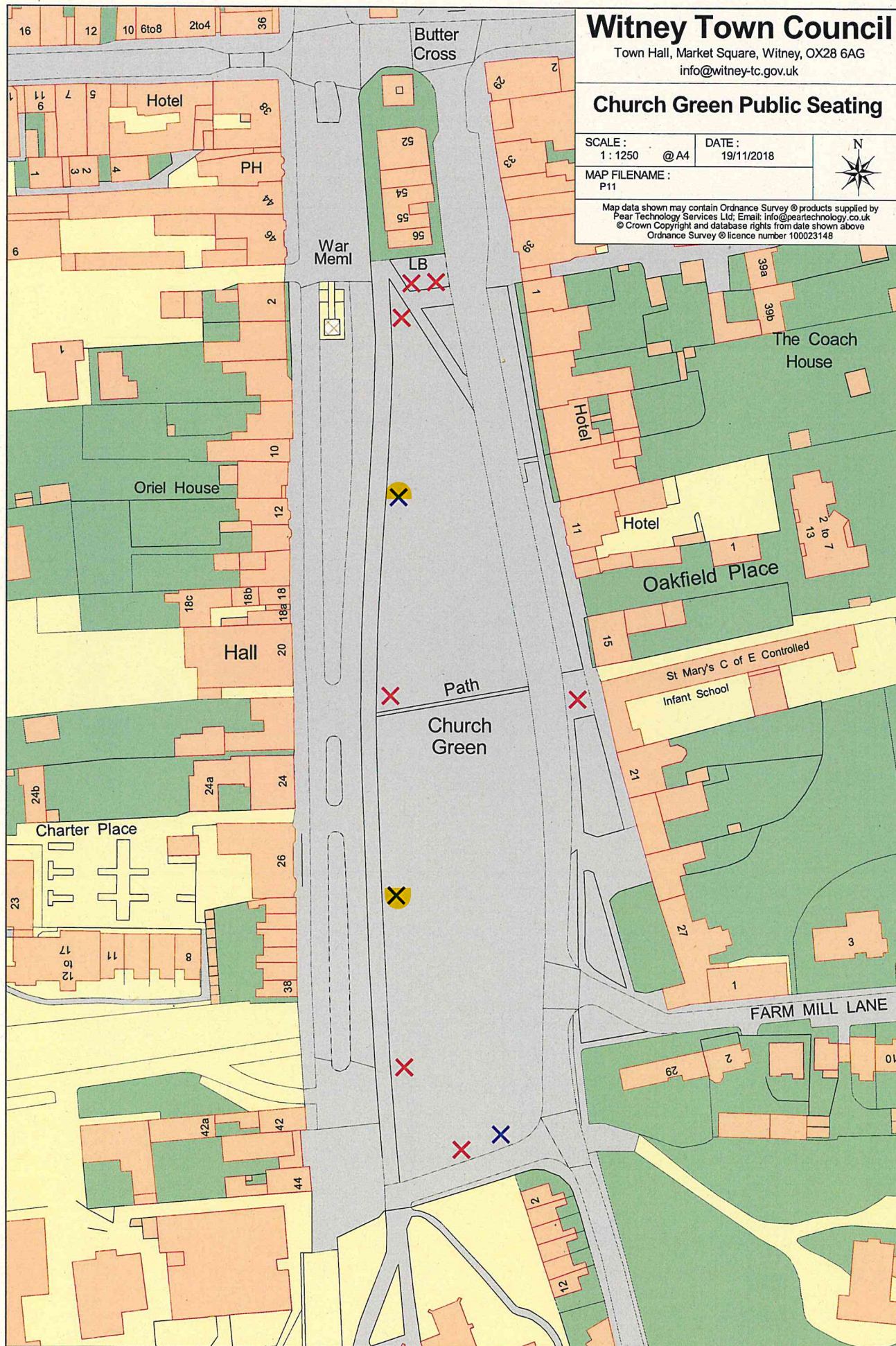
Mr Ashby will pay for the bench, plaque, base and installation.

Recommendations

Members are invited to note the report and consider whether to agree to the siting and installation of the memorial bench as detailed in this report.



Picture of Eastgate Bench



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STRONGER COMMUNITIES COMMITTEE

Date: Monday, 19 July 2021

Title: Bus Stop - Tower Hill

Contact Officer: Project Officer - Nicky Cayley

Background

Oxfordshire County Council is holding funding of £10, 000 S106 money from the developers of the Burford Road site, Kingfisher Meadows. The Town Council has designated this money for the southbound stop (going into the town) on Tower Hill as this is the primary bus route serving these residents via the 233. The stop also accommodates the 853 service.

Whilst the County Council hold the funding, the Town Council resolved to procure the work, to include a bus shelter, hardstanding and cycle racks.

Current Situation

The stop has regular, but not heavy use at the moment, Councillors should consider the future usage of the stop which is liable to increase.

Residents have not yet been formally consulted as the intention is to present the Council's choice of shelter to them for comments. Cllrs Smith and Collins have confirmed they are happy to consult the residents in the immediate vicinity of the shelter in person. Some thought will be needed as to how residents in the wider area should be consulted.

The residents in the vicinity of the proposed shelter have expressed some concerns to councillors, these being ASB, graffiti and the overall appearance of the shelter, including a wish for more trees and green areas.

The quotes attached are all for shelters that have a solid back – preventing bus stop users from sitting and looking into the houses behind, which residents may find concerning and all the shelters have clear side panels to enable residents leaving the houses behind the shelter to have a good view of the road. There is also an option for the Council to choose a “green” shelter, with a seedum roof, similar to that being installed at the Burwell shops bus stop. This would not only fit in with the Council's declaration of a climate emergency but would be more aesthetically pleasing for residents. It is the most expensive option, but it is within budget.

Concerns were also expressed about litter. A litter bin could be requested from West Oxfordshire District Council and retro fitted – this would be at a cost to the Council. As the Ground Contract is also under consideration, collection of the waste could be added into any future contract.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates. The Council is offered the opportunity to choose a green roof shelter, which has a positive benefit to the environment.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability. The primary risk associated with the installation of a bus shelter would be residents' opinions. Careful consideration would be required in consultation.

Financial implications

Quotations for shelters are attached to this report. The Town Council will supply cycle racks at a cost of £98.97 – the quotations for shelters include the installation of these.

There will also be an associated cost for the retro installation of a litter/dog waste bin at approximately £420 and ongoing costs of £7.25 per collection (WODC costs).

Recommendations

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

1. Which of the shelters the Council would like installed at the Tower Hill stop;
2. How consultation should be carried out in the wider vicinity of the shelter (Cllrs Smith and Collins visiting those houses immediately behind the site in person);
3. Whether a litter bin should be installed.

Quotations for Tower Hill Bus Shelters

1. 2 bay aluminium and polycarbonate shelter with perch seat – includes construction of base and installation of 3 x cycle rack hoops £8, 084.00
2. 2 bay steel and polycarbonate shelter with timber seat – no base or installation of cycle hoops offered so would be an additional cost £3, 900
3. 2 bay aluminium and polycarbonate shelter with perch seat- includes construction of base and installation of cycle racks £5, 722.50
4. 2 bay aluminium and heavy duty polycarbonate shelter with bench seat with arms – includes option to upgrade to 6mm toughened glass panels at no extra cost, construction of base and installation of cycle racks and seedum green roof £9, 123.66

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From: Emma Phillips
To: Adam Clapton
Subject: Advertising on bus stops

Hello Adam,

West Oxfordshire District Council have launched a place promotion app under the campaign name 'Love West Oxfordshire'. The app is called [LoyalFree](#) and is supporting local businesses by enabling them to list offers or discounts on the deals section of the app for free. The app also features an event list and a trails section – all of which are intended to encourage residents and visitors back to our high streets.

I have been looking into ways in which we can promote the app and was wondering if advertising on bus stops was an option? Please can you let me know if this is something we could do?

Thank you very much,

Kindest regards,

Emma Phillips
Market Towns Officer
West Oxfordshire District Council

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STRONGER COMMUNITIES COMMITTEE

Date: 19th July 2021

Title: Communications and Community Engagement Report

Contact Officer: Communications and Community Engagement Officer - Polly Inness

Background

A brief update on Communication and Community Engagement matters.

Current Situation

The communications officer is looking to update and augment the Town Council's range of communications and its strategy.

The Town Council is also starting to look forward and plan for events and projects for 2022 now.

Communications Strategy

A draft copy of the Communications Strategy is circulated as a separate report to this committee. The scope is intended to cover most of what the Council does to communicate with residents, partners, other organisations and across departments. It is intended to be reviewed after the first year of adoption and thereafter every year, due to the rapid changes in communications technology and social media.

Communications Software

The Communications & Community Engagement Officer has identified software packages which would help make the Council's output more professional, these programmes are as follows:

- **Professional version of Adobe or similar PDF editor** – this will be really useful during the production and drafting phases of the newsletter between the Town Council and the Print and Design company

- **Photoshop Lite** – Currently the image editing software in use is very outdated or free online versions with many restrictions and adverts
- **Video editing** – For the further dissemination of information via Social Media and recording small ad-hoc pieces for the Council.

The Council's IT support providers may be able to supply information on multiple licences and suitable packages or cut down packages that will suit needs.

In Bloom Judging Day Thurs 29 July

Currently this is provisional but likely to go ahead. The mayor will join the Judges, with two officers and other officers will meet at the Leys and Tower Hill to ensure that there is some careful distancing observed.

The sofa in Bar 1863 has been reserved and the Venue and Events Officer will provide refreshments when officers and the Mayor meet with the judges as they arrive. Community gardening groups will also be invited as a thank you and the Town Crier will be invited to the refreshments too as a little local colour. The Mayor and judges will select the winning wheelbarrows when they reach the Leys. These are being displayed by the Coffee Shed, who have kindly agreed to have them for the summer.

The Council's beds are all fully planted and the NHS Thank you banners are in place.

In Bloom planting for 2022

Whether or not Councillors decide to continue with In Bloom going forward the planting schemes for the Town still must be decided now for planting next summer. A list of the usual plants available is attached, but this is not exhaustive, and the Council could request some different plants if required.

The hot bright schemes followed for the last two years have been very popular and drawn lots of positive comment. There doesn't seem to be any need to change that and Councillors might like to continue with this or select something different based on a theme or event. It is the Queen's Platinum Jubilee next year and we could plant with that in mind. Rather than a slightly predictable red, white, and blue we could for example adopt pastel colours such as those that the Queen is frequently dressed in, such as pale lilacs, lime greens and yellows along with some silver plants to represent platinum. These would naturally not draw the eye in the way that the brights do.

The Contractors have also asked Council to consider what the Council would like to see on the Welch Way and Curbridge Road/Thorney Leys roundabout to replace the worn-out sustainable planting schemes. A wildflower planting scheme could be considered.

Love your Parks Campaign 26 Jul- 1 Aug

Although no plans have been made for physical events in any of our parks, it is suggested that the Council supports the campaign through social media messaging, highlighting some of Witney's parks over the course of the week. See attached item.

Environmental impact

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

- Removing the sustainable and drought resistant planting scheme will have extra watering implications
- Wildlife planting will attract insects, but to a busy traffic area

Risk

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

Financial implications

Described here or as stated in the report above.

- There is a budget for newsletter/communications of £3k for the current financial year which covers the cost of the quarterly newsletters – the final year end amount of this budget is not currently known, there may be the possibility the funds can come from this budget but if not, a supplementary budget may be required. One off costs attached to software packages would be:

- Photoshop elements 21 £71.99 - Graphics
- Premiere elements 21 £74.99 - video
- Boxed together £91.50
- PDF Pro £47.96
- £286.44

There may be additional update costs per annum for the software and it may be possible for the Council's IT provider could negotiate a licence discount if the Committee is favourable.

- There may be some additional costs to the grounds contract with plant selection and planting scheme decisions.

Recommendations

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

- Agreement on procuring software as listed to enhance and further professionalise Council communications,
- The planting schemes for the summer of 2022 - consideration could be given to a task and finish group for these decisions,
- Supporting 'Love Your Parks' week 26 July – 1 August

[MAIN MENU](#)

Your submission was successful!

LOVE YOUR PARK THIS SUMMER

Love Parks Week

23rd July - 1st August 2021

#LoveParks #RespectParks #ProtectParks

DELIVERED BY

LOVE PARKS

KEEP BRITAIN TIDY.

Supported by playmats of
PEOPLE'S POSTCODE
LOTTERY

Awarded Funds from
POSTCODE
EARTH
TRUST

LOVE PARKS WEEK

[PROTECT PARKS](#)[RESPECT PARKS](#)[LOVE PARKS](#)

This year, our parks and green spaces have been a vital lifeline to many of us during the lockdowns.

Around 9 in 10 people surveyed by Natural England in May 2020 agreed that natural spaces are good for mental health and wellbeing.

And yet, our green spaces have been under immense pressure, with local authorities telling us they collected, on average, an extra 57 tonnes of litter during the first lockdown alone.

As we head into summer, our annual Love Parks Week provides a moment to send a rallying cry; to Love, Respect, and Protect our parks throughout the summer of 2021 and beyond.

HOW CAN YOU GET INVOLVED?

MEMBERS OF THE PUBLIC

Love Parks

Many local authorities are putting on events in parks in celebration of the week. Find out what's happening near you by checking out the hashtag [#LoveParks](#) on social media, or contacting your local park.

Protect parks

This Love Parks Week, we call on the government to address the urgent issues affecting our green spaces, including funding, access, climate change and biodiversity.

We know that to protect parks, a policy is needed at the highest level. And so, in 2020, Keep Britain Tidy established our Parks and Green spaces All-Party Parliamentary Group (APPG), consisting of MPs who care passionately about parks and green spaces and will advocate for them.

The more members we have signed up to the Parks APPG, the more we can hold the government accountable and influence this agenda.

Help us protect parks and [write to your MP](#) to ask them to join our Parks and Green spaces APPG.

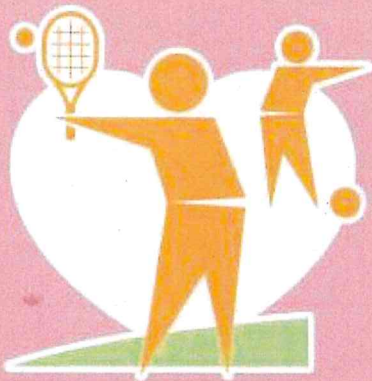
Respect parks

We've developed a simple code to explain how visitors can respect their local park.

If you want to help us spread this message, [download our Love Parks 2021 social media pack](#).

REGISTER YOUR INTEREST

#RESPECTPARKS



**BE FRIENDLY
AND SHARE
THE SPACE**



**RESPECT
THOSE
WORKING
IN THE PARK**



**IF THE BINS
ARE FULL,
TAKE YOUR
LITTER HOME**



**CARE FOR
NATURE –
DO NOT CAUSE
DAMAGE OR
DISTURB
WILDLIFE**



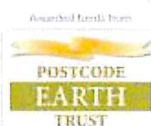
**KEEP YOUR
DOG UNDER
CONTROL, AND
BAG AND BIN
DOG POO –
ANY BIN
WILL DO**



**ONLY USE
BBQS IF
ALLOWED AND
DON'T LIGHT
FIRES**



DELIVERED BY



Love Parks Week

Whether you plan to hold events to celebrate Love Parks Week or simply wish to educate visitors about how to respect your parks, our digital resource pack will help you bring the week to life.

You can now download our free Digital Asset Pack, filled with posters, templates and social media content for land managers and local authorities. To tell us you're taking part, and to download the pack, simply [click here](#).

LATEST NEWS



'Drink and drop' - new survey reveals a nation of thirsty litterers



New campaign launched in face of littering epidemic in parks

H - BEDDING

H1 - GENERAL

All functions, and rates quoted by the Contractor, are to include for removal of arisings and leaving the site clean and tidy.

All arisings are to be disposed of in a proper manner to a previously agreed tip.

Proposed bedding schemes are to be submitted to, and agreed with, the Supervising Officer well in advance of their requirement. All beds must be prepared, marked out, planted and maintained in accordance with the approved schemes and/or this specification.

Typical mixtures of plants will include the following plants, but will not be restricted to:

Summer Bedding:

Fuchsia	Verbena
Geranium	Petunia
Lobelia	Cineria
Ageratum	Nicotiana
Impatien	Begonia
Dahlia	Marigold
Salvia	

Dot Plants:

Abutilon	Cana
Grevillia	Cordyline
Perilla	

Spring Bedding:

Polyanthus	Pansy
Bellis	Wall Flower

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STRONGER COMMUNITIES COMMITTEE

Date: 19th July 2021

Title: Report to Accompany Draft Communications Strategy

Contact Officer: Communications and Community Engagement Officer - Polly Inness

Background

Witney Town Council's communications need to be fit for 2021 and beyond. Effective communication will be fundamental to fulfilling the priorities of the Council's Strategic plan and achieving its goals.

It isn't just about disseminating information and broadcasting messages. This needs to be a two-way conversation. We need to use these same channels to listen, to gather customer feedback, opinions, desires and ideas. We need to join in the conversations taking place about how we make Witney a better, safer, more inclusive and welcoming place. Ensuring our communications are audience focused will make them more engaging and effective.

We need to embrace digital channels to help get our key messages and information to the right people, at the right time and in the right way, while at the same time recognising that not everyone is comfortable with the internet and supporting them with alternative format choices.

While we must aim to ensure important communications reach those who may not have easy access to technology, or who simply prefer traditional formats, it is evident that we are part of a smartphone society. As such, we need to accept that digital communications are becoming faster, easier and the norm and be agile in meeting this demand.

The following Communications Strategy examines how to improve all our communication activities and looks at resources and responsibilities. It looks at analytics taken from our web and social media sites, and what they are telling us in terms of reach and effectiveness.

It ends with a number of actions designed to address the objectives and aims of the strategy.

Supporting data

Some Key metrics from Ofcom's 2021 report 'Online Nation':

- *Six per cent of households don't have home internet access, and 14% of adults access the internet only infrequently. Older people are less likely to have home internet access (18% of over-64s do not have access), but so too are those in lower socio-economic households (11%).*

- *Even among those who do have access to the internet, 5% say they are not confident in using it, again with higher proportions among over-64s (9%) and those in lower socio-economic households (10%).*
- *TikTok, owned by the Chinese company Bytedance, increased its number of UK adult users from 3.2 million in September 2019 to 11.5 million in September 2020, and this grew further during the winter 2021 lockdown, reaching 13.9 million UK adults in March 2021. It is also particularly popular among teenagers, with more than 37% of 13- to 17-year-olds saying they used it in March 2021.*
- *By the end of the year, about 94% of UK homes had internet access, up from about 89% in 2019. And we spent more time online: an average of 3 hours 37 minutes a day on smartphones, tablets and computers (nine minutes more than in 2019)*
- *In September 2020, UK internet users spent nearly four times as much time on smartphones (an average of 2 hours 19 minutes a day) than they did on computers (37 minutes).*

Communication Section, 2018 Resident's Satisfaction Survey 2018

Website	
55.00%	88
—	
Social Media	
41.88%	67
—	
Local Paper	
56.25%	90
—	
Posters	
20.00%	32
—	
Newsletters	
29.38%	47
—	
Direct Visit	
1.88%	3
—	
Council Minutes	
3.75%	6
—	
Council App	
5.63%	9
—	
Noticeboards	
23.13%	37

Total Respondents: 160

It would be interesting to repeat this communication focus in a future survey, to see if and how, Witney reflects the National trend of a continuing shift to digital channels.

Environmental impact

Making information available to non-internet using households may result in an increase in the amount of ink and paper being used. However some of this may be offset by the development of an e-news subscriber database and a reduction in the number of posted paper versions required. This may prove difficult to administer against the blanket posting to all addresses.

Risk

None

Financial implications

There is no budget in this financial year for the implementation of any items from this strategy, members might like to consider a budget during the budgetary-setting cycle.

Recommendations

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

That the Communications Strategy, subject to any amendments be agreed by this Committee. Delegation being given to Officers, in conjunction with officers to make the amendments before adoption by the Council.

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STRONGER COMMUNITIES COMMITTEE

Date: Monday, 19 July 2021

Title: Youth Services Grant Award 2021

Contact Officer: Deputy Town Clerk - Adam Clapton

Background

The Town Council established a youth funding grant in 2020-21 due to concerns over the lack of youth service provision in Witney; the issue having been identified by local stakeholders through the work of the Council's Youth Services Working Party.

In 2020-21 the fund of £30k was shared between Got2B CIC, Home-Start Oxford and Junior parkrun. Apart from Junior parkrun, the other organisations were able to continue their work throughout the Covid-19 Pandemic.

Current Situation

The Council has budgeted a further £30k for the new financial year, 2021-22 towards Youth Services.

Members are asked to consider if the fund should run as it did in the previous year, under the same criteria and timeframe, opening for applications on 1st August 2021. The criteria and application form are attached as appendices.

Environmental impact

There is no known environmental impact arising from this issue.

Risk

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

Members should note that at the time of writing, the evolution of the Covid-19 virus is unknown. The Council should be satisfied that any funds awarded through this process will not be at risk should restrictions change in the coming year.

Financial implications

Described here or as stated in the report above.

Recommendations

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

1. Opening the Youth Services Grant Award scheme under the same criteria as the previous year on 1st August 2021; and
2. Including a further condition regarding the continued delivery of services during further Covid-19 pandemic restrictions/lockdowns. Awarded funds being repaid should this not be possible within the following twelve months.



Youth Funding Grant 2021-22

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

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

To realise these objectives further, Witney Town Council has established a Youth Funding Grant with a total of £30,000 available in the year 2021-22.

Purpose of the Fund

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

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

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

Once the available resource is used the Youth Funding Grant will be closed.

Types of Assistance

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

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

Bids will need to demonstrate that they are offering new youth opportunities or extending existing ones for young people between the ages of 0 - 18 and how these opportunities will support them to live a full and varied life.

Grant Criteria

We will assess applications according to:

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

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

Who Can Apply?

Applications will only be accepted from the following:

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

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

Groups and organisations should be affiliated to Oxfordshire Youth or similar recognised umbrella organisation.

Regrettably, applications from the following will not be accepted:

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

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

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

The Application Process

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

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

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

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

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

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

How will applications be assessed?

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

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

The panel will make recommendations for award and the final decision will be made by the Full Council on 11th October 2021.

Awarding the grant

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

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

Key Dates

1 st August 2021	The Youth Fund Opens for Applications
1 st September 2021	The Youth Fund closes for Applications
8 th September 2021	The Scoring Process takes place
20 th September 2021	Evaluation Meeting takes place (Stronger Communities Committee)
27 th September 2021	Agreement reached at the Policy, Government & Finance Committee.
29 th September 2021	Applicants notified of recommendations
11 th October 2021	Full meeting of Witney Town Council makes final decision
13 th October 2021	Applicants notified of final decisions

Monitoring

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

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

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

Contacting Us

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

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WITNEY TOWN COUNCIL

Youth Grant Fund APPLICATION FORM

(PLEASE COMPLETE ELECTRONICALLY)

Organisation			
Name of Organisation			
Registered Address (including Post Code)			
Website		Telephone	
Facebook/Twitter		Email	
Contact Name			
Position in Organisation	(i.e. Chairman, Treasurer, Secretary)		
Registered Charity	YES/NO	Registration Number	
What are the activities and/or aims of the organisation?			
Membership			

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

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

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

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

STRONGER COMMUNITIES COMMITTEE

Date: Monday, 19 July 2021

Title: Witney Covid-19 Hero Awards & Commemoration

Contact Officer: Deputy Town Clerk - Adam Clapton

Background

At the meeting of this committee held on 6 July 2020 commemorations for those who had lost their lives to Covid-19 and for volunteers who had served the community were discussed.

The Committee resolved to agree a request from the Rotary Club of Witney to site a bench and tree commemorating those who lost their lives to Covid-19 and further discussions on volunteers led to the creation of the Witney Covid-19 Hero Awards.

Current Situation

Rotary Memorial Tree & Bench

Discussion has taken place between the Rotary Club and Officers regarding the bench and tree request, with land near the Windrush Leisure Centre being mooted as a possible location.

In a further meeting the Club have highlighted other projects in which it would like to be involved, including a possible garden commemorating the 'End Polio Now' campaign 'which might also be used as a covid memorial.'

Witney Covid-19 Hero Awards

Nominations opened in January 2021 and were for any individual or organisation who had gone above and beyond to serve the community during the pandemic.

To date, approximately 160 individuals/organisations have been received awards as well as 31 businesses. The awards were extremely well received in the community as seen through the social media posts on various local groups. The Council published several lists of those awarded on Facebook, and all have been added to a roll call on a dedicated webpage on the Council's website.

The numbers of nominations have diminished in recent weeks and consensus from the task and finish group created to progress this idea is that the ending of Covid-19 restrictions on 19th July seems like a natural date to close further nominations.

Members may like to consider a lasting commemoration to the Witney Heroes/Volunteers, and how this might tie in with the Covid Memorial planned by the Rotary Club of Witney.

Environmental impact

The environmental impact of the Memorial Project is not yet known.

Risk

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

Financial implications

Described here or as stated in the report above.

- The Town Council has already pledged £1,000 match funding to Rotary for the Memorial Bench & Tree

Recommendations

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

1. A lasting memorial for Volunteers in Witney who served the community during the Covid-19 Pandemic; and
2. If it might form part of the Garden/memorial already proposed by the Rotary Club of Witney; and,
3. If yes, that the project is delegated to a task and finish group to progress.

STRONGER COMMUNITIES COMMITTEE

Date: Monday, 19 July 2021

Title: Witney Town Council Tea Dance

Contact Officer: Venue & Events Officer – Tomas Smith

Background

For many years Witney Town Council has hosted a weekly tea dance in Langdale Hall/Corn Exchange. The event was run by Mr R Faulks, an employee of the Council on Wednesday afternoons and was hugely popular as a community event, attended not only by residents of Witney, but visitors from further afield.

Current Situation

Following a hiatus due to the Covid-19 pandemic, Mr L Horlick has approached the Council to propose the reinstatement of the Witney Town Council weekly Tea Dance, taking over from Mr Faulks following his retirement.

He has proposed running it on a Thursday instead of a Wednesday due to him being unavailable on a Wednesday. He will provide all relevant music, and DJ the dance but would like to use the Council's speakers and sound system.

Mr Horlick is an experienced DJ and has previously worked with Mr Faulks, as well as covering for him when required.

The Tea Dance would run from 12 – 3.30, previously it was charged at £2.00 per ticket which included a tea or coffee and a biscuit. It would be up to this committee to agree on a ticket price.

A raffle was previously run – this would be up to Mr Horlick to organise if he wished to continue doing this.

Environmental impact

There is no known environmental impact arising from this issue.

Risk

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

Financial implications

Described here or as stated in the report above.

- The associated staffing costs for the period 12-3.30pm per week
- The cost of refreshments, previously reimbursed to the host at the approximate cost of £5 per week.

Recommendations

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

1. The return of the weekly tea dance/community event in the Corn Exchange with Mr Horlick hosting, and if yes;
2. The terms of the operation, including costs and attendee charges.