

Full Council Committee Meeting of Witney Town Council



Monday, 11th October, 2021 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 **Main Hall, The Corn Exchange, Witney** 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.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Democratic and Legal Services Officer (democracy@witney-tc.gov.uk) in advance to reserve a seat.

We will continue to observe social distancing and hand sanitiser will be available.

For further information or clarification regarding the meeting contact the Democratic and Legal Services Officer at democracy@witneytown-tc.gov.uk Tel: 01993 226071

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 & Legal 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 of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. **Minutes** (Pages 5 - 14)

To approve and adopt the minutes of the Council Meetings held on 2 August and 6 September 2021 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. **Witney Community Policing Issues**

To receive an update from the Witney Police Team (if appropriate).

6. **An Update from Witney Oxfordshire County Councillors and West Oxfordshire District Councillors**

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

7. **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.

8. **Minutes of Committees and Sub Committees**

To receive and Note the resolutions in the minutes of the meetings held between 10 August and 27 September 2021, and agree the recommendations contained therein.

- a) **Climate, Biodiversity & Planning Committee - 10 August, 31 August (attached) and 21 September 2021** (Pages 15 - 42)
- b) **Parks & Recreation Committee - 6 September 2021** (Pages 43 - 46)
- c) **Hall, Cemeteries & Allotments Committee - 13 September 2021** (Pages 47 - 50)
- d) **Stronger Communities Committee - 20 September 2021** (Pages 51 - 56)
- e) **Policy, Governance & Finance Committee - 27 September 2021** (Pages 57 - 64)

9. **Conclusion of Audit for Year Ending 31 March 2021** (Pages 65 - 68)

To note that the Council's External Auditor, Moore Stephens, have completed the review of Sections 1 and 2 of the Annual Governance and Accountability Return for year ended 31 March 2021, and in their opinion the information is in accordance with Proper Practices (External Audit Report and Certificate 2020/21 enclosed).

10. **Climate Emergency Update** (Pages 69 - 72)

To receive and consider the report of the Maintenance & Environmental Services Officer.

11. **Windrush Valley Traffic Action Group**

To receive an update on the Burford Bridge 7.5t Experimental Traffic Regulation Order and request from Windrush Valley Traffic Action Group (WiVTAG) in re-affirming support for its campaign.

12. **Code of Conduct Complaint - Letter of Apology** (Pages 73 - 76)

To receive and consider the confidential report of the Town Clerk.

13. **Civic Announcements** (Pages 77 - 78)

To receive the report of the Mayor.

14. **Health and Safety**

To receive a verbal update from the Deputy Town Clerk on any Health & Safety Matters.

15. **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.

16. **Correspondence** (Pages 79 - 80)

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

17. **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.

18. **Sealing of Documents**

To authorise the sealing of documents arising from Council resolutions and to note the sealing of:

No. 85 License to Assign [The Cemetery Lodge, Tower Hill to Kenmore Estates Ltd & Mid Counties Co-operative Funeral Ltd.].

19. **Exclusion of Press & 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.

20. **Corn Exchange - Retractable Seating Contract**

To receive a verbal update from the Corn Exchange Working Party on the recommendation of the Retractable Seating Contract.



Town Clerk



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**MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 2 August 2021

At 7.00 pm in the Main Hall, The Corn Exchange, Witney

Present:

Councillor J Aitman (Chair)

Councillors:	L Duncan	O Collins
	L Ashbourne	H Eaglestone
	T Ashby	V Gwatkin
	R Bolger	M Jones
	D Butterfield	A McMahon
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Simon Wright	Democratic & Legal Services Officer
Others:	No members of the public.	

405 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors D Enright, D Harvey, J King, A Prosser and R Smith

406 **DECLARATIONS OF INTEREST**

There were no declarations of interest from members or officers.

407 **MINUTES**

The Chair presented the above minutes to Council and moved their acceptance.

Resolved:

That the minutes of the Full Council Meeting of the Town Council held on 28 June 2021 be received and agreed as a correct record subject to Resolution 325 (1) being amended to read:

‘That, the budget for the Park Road Play Area project be increased *by* £10,000’

408 **PUBLIC PARTICIPATION**

There was no public participation.

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

There were no updates received from Oxfordshire County or West Oxfordshire District Councillors.

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

Witney Museum – Cllr Duncan advised that Witney Museum would be extending an invite to Town Councillors to visit the museum and listen to plans for the future.

Witney Educational Foundation – Cllr Aitman highlighted the work of the foundation and asked if the Town Council website could include a link to promote their work. The Town Clerk advised that this was already in hand.

411 **CLIMATE, BIODIVERSITY & PLANNING - 29 JUNE (ATTACHED) & 20 JULY 2021 (TO FOLLOW)**

The Chair presented the above minutes to Council and moved their acceptance.

Resolved:

That the minutes of the Climate, Biodiversity & Planning Advisory Committee meetings held on 29 June & 20 July 2021 be received and any recommendations therein approved.

412 **PARKS & RECREATION COMMITTEE - 5 JULY 2021**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

Resolved:

That the minutes of the Parks & Recreation Advisory Committee meeting held on 5 July 2021 be received and any recommendations therein approved

413 **HALLS, CEMETERIES & ALLOTMENTS - 12 JULY 2021**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

Resolved:

That the minutes of the Halls, Cemeteries & Allotments Advisory Committee meeting held on 12 July 2021 be received and any recommendations therein approved

414 **STRONGER COMMUNITIES COMMITTEE - 19 JULY 2021**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

Cllr Collins indicated that the committee had recommended the establishment of a Task & Finish Group in respect of a Covid memorial for the town. Nominations to serve on the group were sought and Cllrs Aitman, Collins and Duncan indicated their interest. It was agreed that members who were not present be offered the chance to serve on the group.

Resolved:

That the minutes of the Stronger Communities Advisory Committee meeting held on 19 July 2021 be received and any recommendations therein approved

415 **POLICY, GOVERNANCE & FINANCE COMMITTEE - 26 JULY 2021**

The Chair of the Committee presented the above minutes to Council and moved their acceptance.

Resolved:

That the minutes of the Policy, Governance & Finance Advisory Committee meeting held on 26 July 2021 be received

416 **FUTURE MEETINGS OF THE COUNCIL**

The Committee considered the most appropriate way to hold the next cycle of Council meetings in the absence of legislation on virtual meetings in the ongoing Covid-19 pandemic and the relaxation of restrictions.

Members noted that the Council could retain the present system of advisory meetings, that could be held virtually, with all recommendations being considered by Full Council. Alternatively the Council could return to in-person meetings.

During discussion it was advised that if individual members were unable to physically attend meetings they could apply for a dispensation. It was further advised that if advisory meetings were continued decisions could be made through delegation if it was within existing policy and/or budget. Confirmation was also given that Advisory Group and Working Parties could continue to meet virtually.

On being put to a vote a majority of members voted in favour of a return to in-person meetings with a caveat that the position be reviewed if there is a change in infection levels or new advice is issued.

Resolved:

That, all Council meetings be held as in-person Meetings with the position being reviewed if there is a change in Covid rates or new advice is received.

417 **NOTICE OF MOTION - COMMUNITY PLANNING**

The Council considered a motion concerning the planning process, the motion being proposed by Cllr J Aitman and seconded by Cllr M Jones on the evening.

The proposer explained that motion related to proposed changes in legislation which it was feared would undermine some local control of the planning process. It was advised that the motion had been considered by a number of Town, Parish and District Councils, including West Oxfordshire District Council, and it had been widely supported.

It was indicated that the views of the Council, if the motion was agreed, should be communicated to Robert Jenrick MP the relevant Cabinet Minister and copied to Robert Courts the local MP.

On being put to the vote the motion was unanimously carried.

Resolved:

That, the Notice of Motion be supported and a letter sent to Robert Jenrick MP and Robert Courts MP.

418 **COMMUNICATIONS STRATEGY**

Consideration was given to a new Communications Strategy that had been considered by the Stronger Communities Committee at the meeting held on 19 July 2021.

Members expressed their support for the strategy and thanked officers for their work in preparing such a comprehensive document.

On being put to the vote the adoption of the strategy was unanimously agreed.

Resolved:

That, the Communications Strategy be adopted.

419 **CIVIC ANNOUNCEMENTS**

The report outlining civic duties undertaken by the Mayor and Deputy Mayor was received.

The Mayor particularly highlighted the In Bloom judging that had taken place the previous week and thanked officers for their hard work in preparing the areas for judging.

Resolved:

That, the report be noted.

420 **COMMUNICATION FROM THE LEADER**

Cllr Ashbourne, as Leader of the Council, expressed her sympathy to the family of Nicole Sanders following the tragic accident at Ducklingto Lake & Country Park. The Leader thanked staff and members for their work in dealing with the incident.

421 **CORRESPONDENCE**

Request for a Lido

The Council received a request for consideration of an outdoor pool facility in the town. The Town Clerk advised that the matter would be referred to the Parks & Recreation Committee for consideration.

It was noted that the correspondence also referred to improved signage at Ducklington Lake. In response it was explained that this was already being looked at by officers and would be actioned as soon as possible.

Junior Parkrun

The Deputy Town Clerk reported that the Junior Parkrun sessions had commenced. The Council had awarded money via the Youth Funding Grant to support the events.

422 **QUESTIONS TO THE LEADER OF THE COUNCIL**

There were no questions to the Leader of the Council.

423 **SEALING OF DOCUMENTS**

Resolved:

To authorise the sealing of documents arising from Council resolutions and to note the sealing of:

No. 84 Allotment Land Transfer – Engrossment [Allotment land at North Curbridge, Witney – known as Windrush Allotments].

424 **EXCLUSION OF PRESS & 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.

425 **CORN EXCHANGE - PHASE TWO REFURBISHMENT CONTRACTS**

Sound & Lighting Contract

Cllr Collins, Chair of the Corn Exchange Working Party, advised that a meeting had been held earlier in the day and a preferred contractor identified for the sound and lighting works. It was reported that the tenders had exceeded the previously approved budget and therefore an additional £10,000 would be required for the works. In addition the Working Party was recommending that the installation of the projection equipment should be considered as part of the budget process to facilitate funding for it to be implemented in the future.

Discussion ensued regarding the financial implications including payback period, the potential community benefits of the scheme, grant funding for the scheme and likely timescale for the works.

Resolved:

1. That, the contractor identified at the meeting be awarded the contract subject to the usual due diligence;

2. That, an additional £10,000 be approved for the scheme; and
3. That, consideration of the budget for the projection equipment be deferred to the budget making process.

At this juncture the Council returned to open session

Seating Contract

Cllr Collins advised that the Working Party had agreed a specification and explained the proposed layout of the retractable seating. It was indicated that there would be a capacity of 145 for the venue. It was noted that details such as seat colour would be agreed at a later stage.

It was reported that the tender documentation would be sent out in the coming weeks and a recommendation would be presented at the October Council meeting.

Resolved:

That, the update be noted.

The meeting closed at: 7.58 pm

Chair

**MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 6 September 2021

At 7.00 pm in the Main Hall, The Corn Exchange, Witney

Present:

Councillor J Aitman (Chair)

Councillors:	L Duncan	D Enright
	L Ashbourne	V Gwatkin
	T Ashby	M Jones
	O Collins	A Prosser
	H Eaglestone	R Smith
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Simon Wright	Democratic & Legal Services Officer
Others:	0 members of the public.	

456 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors R Bolger, D Butterfield, A D Harvey and J King.

457 **DECLARATIONS OF INTEREST**

Councillor O Collins declared a non-prejudicial interest in Agenda Item No. 4 – Oxfordshire Bus Service Improvement Plan by virtue of being a volunteer with West Oxfordshire Community Transport.

Councillor D Enright declared a non-prejudicial interest in Agenda Item No. 4 – Oxfordshire Bus Service Improvement Plan by virtue of being a Cabinet Member at Oxfordshire County Council.

458 **PUBLIC PARTICIPATION**

There was no public participation.

459 **OXFORDSHIRE BUS SERVICE IMPROVEMENT PLAN**

Consideration was given to the report of the Deputy Town Clerk regarding a consultation on the future of bus services in Oxfordshire. The Council considered a list of options, potential new or revised routes and links to other strategic plans such as the Oxfordshire Plan 2050.

During discussion it was emphasised that bus services in and around Witney were vitally important to residents so Witney Town Council welcomed this consultation and commitment by the County Council on improvements across Oxfordshire.

It was highlighted that the expansion of Witney meant the need for simpler and better value fares into Oxford and beyond was important considerations to be addressed. In addition to encourage more use of the buses the customer experience needed and improved, cleaner bus shelters, better access for disabled users and parents with pushchairs would be beneficial. As active and sustainable travel was important, it was suggested that buses should be more readily available directly from Witney to Long Hanborough and advise that it has previously suggested the park and ride for Oxford should start nearer to Witney, rather than the one planned for Eynsham.

In terms of new routes, it was suggested that the introduction or increased frequency on routes from Witney to Oxford Parkway, the Oxford hospitals, Cirencester and Swindon (via Highworth) and with the new developments in Witney would be welcome.

Members emphasised their support for West Oxfordshire Community Transport which was able to pick up some town routes and would like to stress the importance of this kind of service and ask that community transport generally is kept high in the thoughts of policymakers to enable these organisations to be more easily funded.

Resolved:

That, a response be sent to Oxfordshire County Council incorporating the issues raised at the meeting.

460 **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.

461 **CORN EXCHANGE WORKING PARTY MINUTES**

Resolved:

That the confidential minutes of the Corn Exchange Working Party meeting held on 13 August 2021, be received.

462 **CORN EXCHANGE - PHASE TWO CONTRACTS**

Consideration was given to the recommendations of the Corn Exchange Working Party regarding contracts for Phase 2 of the Corn Exchange refurbishment.

Resolved:

1. To approve the awarding of the sound and lighting contract to the company identified in the report at the revised price;

2. To approve the allocation of an additional £10, 000 from the rolling capital budget as a contingency fund for the seating contract; and
3. To approve the advertising of the Retractable Seating tender documents

The meeting closed at: 7.30 pm

Chair

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

Held on Tuesday, 10 August 2021

At 6.00 pm in the Main Hall, The Corn Exchange, Witney

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser J Aitman L Duncan	V Gwatkin M Jones
Officers:	Adam Clapton Claire Green	Deputy Town Clerk Administration Support - Planning & Stronger Communities
Others:	3 members of the public.	

P426 APOLOGIES FOR ABSENCE

Apologies of absence were received from Cllrs O Collins and A McMahon.

P427 DECLARATIONS OF INTEREST

There were no interests declared, at this juncture, by members at the meeting.

P428 PUBLIC PARTICIPATION

The Committee adjourned for this item.

Mrs E Green and Mrs C Mckinley of U3A addressed the Committee on each of their respective treen planting requests, covered under agenda item 12.

Mr P Wilkinson of the Rotary Club of Witney addressed the Committee on a prospective Forest School at the Country Park, covered under agenda item 13.

The Committee reconvened following public participation.

P429 TREE PLANTING REQUESTS

With the permission of the Chair this item was moved up the agenda.

The Committee received and considered the report of the Maintenance & Environmental Services Officer concerning tree planting requests from U3A and a resident.

Members were sympathetic to both requests but agreed the Lake & Country Park was not suitable for the planting of trees; advice on this had previously been supplied by the Wychwood Project and was helping shape a land management plan for these areas.

The Committee was supportive on the creation of a tree planting policy and hoped appropriate locations would be included. There was agreement that further requests should be deferred until after the policy had been adopted, taking them into the 2022 planting season. There was definite scope for commemorative Covid-19 trees and members suggested this should be considered by a task and finish group established to discuss a potential memorial in the town.

Resolved:

1. That, a policy be created to encompass all tree planting requests on Town Council owned land, to be referenced in the developing street furniture policy,
2. That, the request for a tree to be planted at Witney Lake & Country Park be declined but that Officers explore any other potential locations as part of the tree planting policy,
3. That, the request to plant a tree or trees by the U3A group be deferred until after the tree policy has been created, and
4. That, U3A be invited to join the Covid-19 Commemoration task and finish group established by the Council.

P430 **FOREST SCHOOL**

With the permission of the Chair this item was moved up the agenda.

Members considered an offer from the Rotary Club of Witney to help establish a Forest School at the Lake & Country Park.

The Committee agreed this was a good idea in principle, but further detailed information was required before the Council committed to the project. Members noted a forest school was already provided by one of the pre-schools so further demand should be sought, along with information from stakeholders such as the Forest School Association. The exact parameters on involvement of the two parties would be key to its progression.

Resolved:

1. That, Officers explore the viability of a joint Forest School project with the Rotary Club of Witney and bring a report back to the next meeting of this committee.

P431 **PLANNING APPLICATIONS**

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

Resolved:

That the comments, as per the attached schedule, be forwarded to West Oxfordshire District Council.

P432 **OXFORDSHIRE COUNTY COUNCIL PLANNING APPLICATIONS MW.0081/21 AND MW.0083/21**

The Committee received and considered two planning applications received from Oxfordshire County Council.

Resolved:

That the comments, as below, be forwarded to Oxfordshire County Council;

Witney Town Council have no objections to these applications and support all efforts to continue excellent recycling in West Oxfordshire.

P433 **APPLICATION FOR VARIATION OF PREMISES LICENCE - W/21/00532/PRMV**

The Committee received and considered an application for a premises licence variation at Pizza Express, 6 Market Square, Witney.

Resolved:

That, no objection be raised to the application for a premises licence variation at Pizza Express, 6 Market Square, Witney.

P434 **LICENSING APPLICATION W/21/00563/PRMA - LITTLE MAHAM'S LTD, 9 MARKET SQUARE, WITNEY**

At this juncture Cllr A Prosser declared a non-prejudicial interest in the application due to a family member being an employee of the applicant.

The Committee received and considered an application for a premises licence at Little Maham's Ltd, 9 Market Square, Witney.

Resolved:

That, no objection be raised to the application for a premises licence at Little Maham's Ltd, 9 Market Square, Witney.

P435 **LICENSING APPLICATION W/21/00487/PRMA - NEWZLINK, 24 CORN STREET, WITNEY**

The Committee received and considered an application for a premises licence at Newzlink, 24 Corn Street, Witney.

Resolved:

That, no objection be raised to the application for a premises licence at Newzlink, 24 Corn Street, Witney.

P436 **APPLICATION FOR A MINOR VARIATION TO A PREMISES LICENCE - W/21/00609/PRMMV UNIT 2-4 EAGLE INDUSTRIAL ESTATE**

The Committee received and considered an application for a minor variation of premises licence at Unit 2-4 Eagle Industrial Estate, Witney.

The committee discussed the implications of an extension to the opening times to allow extra drinking up time. Members were concerned that by extending the closing time, the potential for noise disturbance would be increased.

Resolved:

Witney Town Council object to this application. The extension to the opening hours will prolong the leaving time of customers, which could protract noise nuisance for neighbouring residents.

P437 **COMMITTEE WORK PLAN**

The Committee considered the report of the Town Clerk outlining the priorities for Climate, Biodiversity & Planning Committee from the recently approved Open Spaces Strategy.

The Deputy Town Clerk advised that the later report on wildflower planting should be considered separately to priority PO4, this would be a wider issue considered as part of the Grounds Maintenance contract. It was also advised that a mapping project concerning Town Council land was underway.

Resolved:

That, the priorities be noted.

P438 **THERMAL IMAGING CAMERA**

The committee received and considered the report of the Maintenance & Environmental Services Officer concerning the purchase and use of a thermal imaging camera.

Members were supportive of the camera, having already agreed its purchase at a previous meeting. There was discussion on how best hire of the equipment could be administered by the Council and potential pitfalls on charges and a deposit-based scheme. There was agreement that the Council could promote the camera and ask if any community groups would like to come forward to help work with the Council in rolling out its use.

Resolved:

1. That, the use of the thermal imaging camera be offered to community group(s) to work with the Council in helping residents make their homes more energy efficient.
2. That, a FLIR camera unit be purchased, the decision on the most appropriate in budget being delegated to the Maintenance & Environmental Services Officer based on feedback and professional advice.

P439 **SUSPENSION OF STANDING ORDER NO 48(A)**

Resolved:

That, Standing Order 48 (a) be suspended to allow the meeting to continue as it had now passed two hours in length.

P440 **GREAT BIG GREEN WEEK - 18-26 SEPTEMBER 2021**

The Committee received and considered the report of the Communications & Community Engagement Officer concerning the Great Big Green Week 2021.

Members were supportive of the proposed events for the week 18 – 26 September which were in budget and the capacity of officers. The week would help promote and encourage the Council's climate objectives.

Resolved:

That, the Council supports the Great Big Green Week in September 2021 with a programme of proposed events throughout the week and a social media campaign.

P441 **WILDFLOWER PLANTING AT RECREATION GROUNDS**

The Committee received and considered the report of the Maintenance & Environmental Services Officer concerning wildflower planting at the Town Council's recreation areas.

This item had been referred from the Council's Parks & Recreation Committee and members were supportive of further wildflower planting. There was some concern on the biodiverse benefits of the proposed method, compared to previous projects but agreement that clear, small areas sometimes had more impact than larger swathes. Advice on wildflower planting had previously been supplied by the Wychwood Project so members asked if they could be involved in these discussions to aid its progression.

Resolved:

1. That, confirmed locations for wildflower planting be agreed as Burwell field, Eton Close and Oxlease,
2. That, Officers explore the method of wildflower planting at these locations with the Wychwood Project,
3. That, volunteer groups be asked to assist with planting once the method and dates are known.

The meeting closed at: 8.25 pm

Chair

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Witney Town Council

Planning Minutes - 10th August 2021

431

431- 1 WTC/136/21 Plot Ref :-21/02418/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 15/07/2021
Location :- 33 EARLY ROAD Date Returned :- 11/08/2021
EARLY ROAD
Proposal : Erection of two storey and single storey rear extensions, works to include the insertion of roof light to existing roof and a Juliette balcony.
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

431- 2 WTC/137/21 Plot Ref :-21/02398/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 19/07/2021
Location :- 2-4 MARKET SQUARE Date Returned :- 11/08/2021
MARKET SQUARE
Proposal : External alterations to install an externally illuminated fascia sign together with the refurbishment of the existing externally illuminated hanging sign and internally illuminated menu case on front elevation.
Observations : Witney Town Council has no objections regarding this application.

431- 3 WTC/138/21 Plot Ref :-21/02245/ADV Type :- ADVERTISIN
Applicant Name :- . Date Received :- 19/07/2021
Location :- 2-4 MARKET SQUARE Date Returned :- 11/08/2021
MARKET SQUARE
Proposal : Installation of an externally illuminated fascia sign together with the refurbishment of the existing externally illuminated hanging sign and the internally illuminated menu case on front elevation.
Observations : Witney Town Council has no objections regarding this application.

431- 4 WTC/139/21 Plot Ref :-21/02509/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 20/07/2021
Location :- 38 DUCKLINGTON LANE Date Returned :- 11/08/2021
DUCKLINGTON LANE
Proposal : Demolish existing extension partly and re-build.
Observations : Witney Town Council has no objections regarding this application.

431- 5 WTC/140/21 Plot Ref :-21/02479/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 22/07/2021
Location :- 49 QUARRY ROAD Date Returned :- 11/08/2021
QUARRY ROAD
Proposal : Erection of rear single storey extension.
Observations : Witney Town Council has no objections regarding this application.

431- 6 WTC/141/21 Plot Ref :-21/02465/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 27/07/2021
Location :- 53 SHERBOURNE ROAD Date Returned :- 11/08/2021
SHERBOURNE ROAD
Proposal : Erection of single storey rear extension.
Observations : Witney Town Council has no objections regarding this application.

431- 7 WTC/142/21 Plot Ref :-21/02206/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 27/07/2021
Location :- 46 PINE RISE Date Returned :- 11/08/2021
PINE RISE
Proposal : Installation of a window to first floor bathroom.
Observations : Witney Town Council has no objections regarding this application.

431- 8 WTC/143/21 Plot Ref :-21/02470/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 27/07/2021
Location :- 4 CHURCH LANE Date Returned :- 11/08/2021
CHURCH LANE
Proposal : Erection of a first floor rear extension together with alterations to the existing kitchen roof.
Observations : Witney Town Council has no objections regarding this application.

431- 9 WTC/144/21 Plot Ref :-21/02550/FUL Type :- FULL
Applicant Name :- . Date Received :- 29/07/2021
Location :- 156 CORN STREET Date Returned :- 11/08/2021
CORN STREET
Proposal : Conversion of existing single property to create two flats.
Observations : While Witney Town Council does not object to this application, members would like to see an improvement in design reflecting sustainable options and improved efficiency. The large window at the front of the front of the property does not appear to be an efficient design for residential use and doesn't offer openings for ventilation. Other eco improvements could include an electric charging point, and a sustainable energy supply for the flats, such as heat pumps.

431- 10 WTC/145/21 Plot Ref :-21/02603/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 29/07/2021
Location :- 376 THORNEY LEYS Date Returned :- 11/08/2021
THORNEY LEYS
Proposal : Demolish existing conservatory, erection of single storey rear extension.
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

431- 11 WTC/146/21 Plot Ref :-21/02595/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 29/07/2021
Location :- 15 CORNDELL GARDENS Date Returned :- 12/08/2021
CORNDELL GARDENS
Proposal : Single storey rear extension and construction of solid roof over conservatory. Construction of a dormer window in the roof.
Observations : Witney Town Council has no objections to this application.
Members note the comment from a neighbour with regard to fencing and ask that Officers check any implications of this proposal on access to neighbouring properties.

431- 12 WTC/147/21 Plot Ref :-21/02591/S73 Type :- NON COMPLY
Applicant Name :- . Date Received :- 02/08/2021
Location :- RAZZI HOUSE Date Returned :- 12/08/2021
MOORLAND CLOSE
Proposal : Non-compliance with conditions 2 and 3 of planning permission 20/01444/HHD to allow changes to landscaping and erection of timber close boarded fencing in revised position.
Observations : Witney Town Council object to this application. Conditions 2 and 3 of planning permission 20/01444/HHD provide for the residential amenity of adjoining properties. None of the intended mitigations to protect privacy and overlooking are achieved by non-compliance as proposed in this S73 application. In the interest of neighbour amenity the fence and planting should be installed as was addressed by permission 20/01444/HHD and subsequent Discharge of Condition.

431- 13 WTC/148/21 Plot Ref :-21/02607/ADV Type :- ADVERTISIN
Applicant Name :- . Date Received :- 29/07/2021
Location :- 15 MARKET SQUARE Date Returned :- 12/08/2021
MARKET SQUARE
Proposal : Installation of fascia sign and hanging sign, both internally illuminated.
Observations : Witney Town Council has no objections regarding this application.

431- 14 WTC/149/21 Plot Ref :-21/02606/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 02/08/2021
Location :- 15 MARKET SQUARE Date Returned :- 12/08/2021
MARKET SQUARE
Proposal : Internal and external alterations to complement the change of use from Class E(a) to Class E(b).
Observations : Witney Town Council has no objections regarding this application.

431- 15 WTC/150/21 Plot Ref :-21/02634/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 02/08/2021
Location :- 33 WILLOWBANK Date Returned :- 12/08/2021
WILLOWBANK
Proposal : Two storey rear extension.
Observations : Witney Town Council has no objections regarding this application.

431- 16 WTC/151/21 Plot Ref :-21/02508/FUL Type :- FULL
Applicant Name :- . Date Received :- 03/08/2021
Location :- 1, 2 & 3 STANLEY COURT Date Returned :- 12/08/2021
RICHARD JONES ROAD
Proposal : Construction of Black V Mesh boundary fencing with barrier gate to secure units 1, 2 and 3.
Observations : Witney Town Council has no objections regarding this application.

The Meeting closed at : 8:40pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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

Held on Tuesday, 31 August 2021

At 6.00 pm in the Main Hall, The Corn Exchange, Witney

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser	V Gwatkin
	J Aitman	M Jones
	L Duncan	
Officers:	Claire Green	Administration Support - Planning & Stronger Communities
	Simon Wright	Democratic & Legal Services Officer
Others:	0 members of the public.	

P442 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors O Collins and A McMahon.

P443 DECLARATIONS OF INTEREST

Councillors J Aitman, L Duncan, V Gwatkin, M Jones and R Smith declared a non-prejudicial interest in Applications WTC 155 & 156 by virtue of knowing the applicant.

P444 PUBLIC PARTICIPATION

There was no public participation.

P445 PLANNING APPLICATIONS

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

Resolved:

That the comments, as per the attached schedule, be forwarded to West Oxfordshire District Council.

P446 PLANNING APPEAL DECISION

The Committee received notification of a planning appeal decision at 2 Springfield Park, Witney.

Resolved:

That, the planning appeal decision be noted.

P447 **STREET NAMING - MILL WALK, WITNEY**

Consideration was given to a street naming request at Mill Walk, Witney.

Resolved:

Witney Town Council object to the proposed building name 'Arya House' for the development off Mill Walk. This is a prominent, historic building, in Witney Town Centre. The building has a rich history, strongly connected to the Methodist Church and over the years has been used by schools and community groups in the heart of the Town. Councillors ask that the proposal be denied and that the developers put forward a recommendation relevant to the history of the building or linked to Witney town history.

P448 **21/02210/FUL - WITAN PARK, WITNEY**

The Committee considered the report of the Democratic & Legal Services Officer regarding additional information received in respect of Application 21/02210/FUL.

Resolved:

That Witney Town Council maintain the objection to this application and in addition to the previous response, add the following;

The Transport Design Technical Note fails to recognise that Avenue Two is not a dead end for pedestrians and cyclists. It is a public right of way and the main access point to the Lake & Country Park.

To ensure safe cycle and pedestrian access to the Country Park, Lake and ongoing footpaths and cycle routes, the vehicular movements within the site need to be redesigned to exploit and optimize entry and exit for HGV and customer vehicles to the section of Avenue Two that runs East to West, on the Northern boundary of the development site.

This map shows that a marked cycle route links Ducklington to the Southern end of Avenue Two and is marked again at the Northern end of Avenue Two. The North section is wider, with more robust infrastructure, making the presence of HGVs turning into the northern side of the application site more acceptable in relation to cycling and walking. It is wholly inappropriate to introduce HGVs to the narrow unmarked linking Southern stretch of Avenue Two that currently has only traffic for commerce and light industry, not HGVs. Planning priorities should be seeking to reduce motor vehicle traffic on that stretch and to enhance the active travel link.

The suggestion that parking restrictions be introduced to facilitate the HGV access penalises Witney residents who are currently able to park for access to the country park and lake. There is no alternative parking for such recreational use, particularly for residents of limited mobility.

The meeting closed at: 7.17 pm

Chair

Witney Town Council

Planning Minutes - 31st August 2021

445

445- 1 WTC/152/21 Plot Ref :-21/02654/FUL Type :- FULL
Applicant Name :- . Date Received :- 12/08/2021
Location :- OLD ORCHARD COURT Date Returned :- 01/09/2021
CORNDELL GARDENS
Proposal : Conversion of roof space to create an additional one bedroom flat.
Observations : Witney Town Council has no objections regarding this application.

445- 2 WTC/153/21 Plot Ref :-21/02628/FUL Type :- FULL
Applicant Name :- . Date Received :- 12/08/2021
Location :- 1 ST MARYS COURT Date Returned :- 01/09/2021
ST MARYS COURT
Proposal : Demolition of existing two-storey housing facility and three bungalows. Erection of two-storey block of 30 flats.
Observations : Witney Town Council does not object to this application and welcomes upgrades to the Cottsway housing stock for Witney residents.

Members noted the concerns from the LLFA and Thames Water and ask that these are taken seriously. Witney is susceptible to flooding and all possible mitigation should be considered to ensure that the surface water drainage and sewage network are not compromised by this proposal.

Pedestrian safety is a concern both during works and after completion, members ask that where possible the development includes a provision for safe crossing via dropped kerbs and tactile paving and that any opportunities to improve the footpath safety in this area be explored.

The site is surrounded by existing housing and Henry Box School. Members request that a comprehensive Construction Traffic Management Plan be required by condition, and that local residents, pedestrians and schoolchildren be protected as much as possible from noise, dust, emissions and vehicular movements during the construction.

Finally, members note that comments have been made by residents with regard to site notices. Any opportunity for planners and developers to engage, inform and consult with neighbours is encouraged.

445- 3 WTC/154/21 Plot Ref :-20/02720/FUL Type :- FULL
Applicant Name :- . Date Received :- 16/08/2021
Location :- BUILDING 2 & 3 WINDRUSH PK Date Returned :- 01/09/2021
RD
WINDRUSH PARK ROAD
Proposal : Demolition of existing redundant asbestos clad industrial building (building 2 and part of building 3F) to provide new car parking for 135 cars together with associated works. Demolition of existing redundant asbestos clad industrial

building (building 2 and part of building 3F) to provide new car parking for 135 cars together with associated works.

Observations : Witney Town Council object to this application. The LLFA requires a comprehensive drainage strategy, the appended document does not meet what is being asked for by Oxfordshire County Council. Witney Town Council echo comments from the OCC response and would like to see a drainage feature incorporated in the proposed development.

The transport statement is inconsistent and hasn't been modelled on a car parking requirement for the wider site use, the statement doesn't make a case for the requirement of 135 parking spaces.

Members would like to see an Asbestos Management Strategy for the works to ensure that all safety and contamination risks are properly managed.

445- 4 WTC/155/21 Plot Ref :-21/02718/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 16/08/2021
Location :- 35 - 37 WOODGREEN Date Returned :- 01/09/2021
WOODGREEN
Proposal : Single storey rear extension.
Observations : Witney Town Council welcomes this new proposal and has no objections. Members note the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

445- 5 WTC/156/21 Plot Ref :-21/02719/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 16/08/2021
Location :- 35 - 37 WOODGREEN Date Returned :- 01/09/2021
WOODGREEN
Proposal : Single storey rear extension.
Observations : Witney Town Council welcomes this new proposal and has no objections. Members note the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

445- 6 WTC/157/21 Plot Ref :-21/02750/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 16/08/2021
Location :- 87 PENCLOSE Date Returned :- 01/09/2021
PENCLOSE
Proposal : Proposed single storey rear extension; front elevation porch addition; ramped access to front door; replacement garage roof and doors.
Observations : Witney Town Council has no objections regarding this application.

445- 7 WTC/158/21 Plot Ref :-21/02752/ADV Type :- ADVERTISIN
Applicant Name :- . Date Received :- 23/08/2021
Location :- UNIT 3-4 WOOLGATE Date Returned :- 01/09/2021
WOOLGATE SHOPPING CENTRE
Proposal : Erection of two fascia signs and one projecting sign, all internally illuminated.

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

445- 8 WTC/159/21 Plot Ref :-21/02805/FUL Type :- FULL
Applicant Name :- . Date Received :- 23/08/2021
Location :- 48 SHERBOURNE ROAD Date Returned :- 02/09/2021
SHERBOURNE ROAD

Proposal : Change of use of land to enlarge domestic garden and reposition 1.8m high closeboarded boundary fence.

Observations : Witney Town Council object to this application. The character of this estate is identified by these parcels of amenity space and fencing them away from view is harmful to that character and takes this amenity from the rest of the community. This proposal is not compliant with Policy OS2 in that it would involve the loss of an area of open space that makes an important contribution to the character or appearance of the area.

Further, members discussed the contribution to bio-diversity as is provided by these small parcels of land, this small but important benefit could be lost if the space was incorporated to privately-owned domestic garden.

445- 9 WTC/160/21 Plot Ref :-21/02820/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 23/08/2021
Location :- 35 FARMERS CLOSE Date Returned :- 01/09/2021
FARMERS CLOSE

Proposal : Single story side extension and reroofing of garage.

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

445- 10 WTC/163/21 Plot Ref :-21/02210/FUL Type :- FULL
Applicant Name :- . Date Received :- 24/08/2021
Location :- UNIT 1-5 AVENUE TWO Date Returned :- 02/09/2021
AVENUE TWO

Proposal : Demolition of existing Unit 4 and change of use from general industrial use (Class B2) to builders merchant (sui generis) for the display, sale and storage of building, timber and plumbing supplies, storage and distribution of kitchen joinery products, plant and tool hire, including outside display and storage including storage racking; formation of external materials storage and loading area, access and servicing arrangements, car parking, landscaping and associated works.

Observations : The Transport Design Technical Note fails to recognise that Avenue Two is not a dead end for pedestrians and cyclists. It is a public right of way and the main access point to the Lake & Country Park.

To ensure safe cycle and pedestrian access to the Country Park, Lake and ongoing footpaths and cycle routes, the vehicular movements within the site need to be redesigned to exploit and optimize entry and exit for HGV and customer vehicles to the section of Avenue Two that runs East to West, on the Northern boundary of the development site.

This map shows that a marked cycle route links Ducklington to the Southern end of Avenue Two and is marked again at the Northern end of Avenue Two. The North section is wider, with more robust infrastructure, making the presence of HGVs turning into the northern side of the application site more acceptable in relation to cycling and walking. It is wholly inappropriate to introduce HGVs to the narrow unmarked linking Southern stretch of Avenue Two that currently has only traffic for commerce and light industry, not HGVs. Planning priorities

should be seeking to reduce motor vehicle traffic on that stretch and to enhance the active travel link.

The suggestion that parking restrictions be introduced to facilitate the HGV access penalises Witney residents who are currently able to park for access to the country park and lake. There is no alternative parking for such recreational use, particularly for residents of limited mobility.

The Meeting closed at : 7:20pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

Public Document Pack

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

Held on Tuesday, 21 September 2021

At 6.00 pm in the Main Hall, The Corn Exchange, Witney

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser J Aitman	V Gwatkin
Officers:	Adam Clapton Claire Green Simon Wright	Deputy Town Clerk Administration Support - Planning & Stronger Communities Democratic & Legal Services Officer
Others:	0 members of the public.	

P483 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors O Collins, L Duncan, M Jones and A McMahon

P484 DECLARATIONS OF INTEREST

Councillor R Smith declared a non-prejudicial interest in Application WTC/168/21 by virtue of knowing the applicant.

P485 TO ADOPT AND SIGN AS CORRECT THE MINUTES OF THE COMMITTEE HELD ON 20 JULY AND 10 & 31 AUGUST 2021.

Resolved:

The minutes of the meetings of the committee held on 20 July and 10 & 31 August 2021 were adopted as a correct record and signed by the Chair.

P486 MATTERS ARISING FROM THE MINUTES OF 20 JULY AND 10 & 31 AUGUST 2021

Minute P438 – Thermal Imaging Camera

It was reported that a suitable camera had been identified for purchase and discussions with groups who could operate it would be undertaken.

Minute P441 – Wildflower Planting at Recreation Grounds

The committee was advised that locations for the planting together with the approach to be taken had been agreed. Members noted the need for sites to be mowed at appropriate times and that the work would be undertaken by the Council's works team.

The committee gave agreement for the wildflower planting to be undertaken.

P487 **PUBLIC PARTICIPATION**

There was no public participation.

P488 **PLANNING APPLICATIONS**

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

Resolved:

That the comments, as per the attached schedule, be forwarded to West Oxfordshire District Council.

P489 **PLANNING DECISIONS**

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

Resolved:

That the list circulated advising of District Council planning decisions be noted.

P490 **AVENUE TWO, WITNEY - PROPOSED PARKING RESTRICTIONS**

The committee considered a consultation document from Oxfordshire County Council (OCC) in respect of an application for parking restrictions at Avenue Two, Witney. It was reported that officers and the Chair had contacted OCC to establish further details and seeking guidance on relevant issues that could be raised.

Members expressed their disappointment that the application had been received prior to the determination of the adjacent planning application by West Oxfordshire District Council. During discussion the committee considered the current use of the area for parking, access to nearby industrial estates and the Country Park, pedestrian/cycle safety and the ambition for an active travel route in the area.

It was suggested and agreed that an objection be raised incorporating the concerns raised at the meeting and as part of the planning application consultation. In addition a letter should be sent from the Town Clerk to OCC, copied to the local County Councillors, regarding the Town Council concerns.

Resolved:

1. That, the response as appended to these minutes be submitted with regard to the application for parking restrictions at Avenue 2, Witney: and
2. That, a letter be sent to Oxfordshire County Council, copied to local County Councillors, by the Town Clerk with regard to the application.

P491 **OXFORDSHIRE PLAN 2050**

Consideration was given to a consultation document in respect of the Oxfordshire Plan 2050. It was explained that the plan would sit above the district council Local Plans and consisted of a number of priority themes to which the committee was being asked to consider with regard to Witney.

The committee considered the themes of Addressing Climate Change, Improving Environmental Quality, Creating Strong and Healthy Communities, Planning for Sustainable Travel and Connectivity and Creating Jobs and Providing Homes and identified responses that could impact on Witney.

Resolved:

That, the response, appended to these minutes, be submitted as the council response to the consultation on Oxfordshire Plan 2050.

P492 **OXFORD-CAMBRIDGE ARC PUBLIC CONSULTATION**

The committee considered a central government consultation about the future of the Oxford-Cambridge Arc, seeking views to help shape a vision for the Spatial Framework.

Members acknowledged the links to the Oxfordshire 2050 Plan and the need for Witney to be recognised despite being on the boundary of the proposals.

It was agreed that a response based on the issues raised in respect of the Oxfordshire 2050 plan be submitted.

Resolved:

That the following response be submitted in respect of the consultation:

Witney Town Council welcomes the consultation on the proposed Oxford-Cambridge Arc and although the town is not directly impacted, looks forward to a more substantial rapid travel network as part of a wider scheme reaching the outer areas of the County, West Oxfordshire included.

The principle areas in this part of the County along with the Town Council have declared Climate Emergencies so it would ask that the scheme compliments the policies of the emerging Oxfordshire Plan 2050, including; Addressing Climate Change, Improving Environmental Quality and Creating Strong and Healthy Communities so it is fundamentally driven by the sustainability of existing communities, rather than provision of further housing across green areas.

The meeting closed at: 7.30 pm

Chair

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Witney Town CouncilPlanning Minutes - 21st September 2021

488

488- 1 WTC/161/21 Plot Ref :-21/02748/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 26/08/2021
 Location :- 44 ASHCOMBE CRESCENT Date Returned :- 22/09/2021
 ASHCOMBE CRESCENT
 Proposal : Conservatory conversion to provide garden room.
 Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

488- 2 WTC/162/21 Plot Ref :-21/02894/HHD Type :- HOUSEHOLDE
 Applicant Name :- . Date Received :- 26/08/2021
 Location :- 81 FARMERS CLOSE Date Returned :- 22/09/2021
 FARMERS CLOSE
 Proposal : Erection of porch to front and first floor side extension.
 Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

488- 3 WTC/164/21 Plot Ref :-21/02868/FUL Type :- FULL
 Applicant Name :- . Date Received :- 06/09/2021
 Location :- 4 TUNGSTEN PARK Date Returned :- 22/09/2021
 COLLETTS WAY

Proposal : Erection of external cantilever storage racks and associated lighting units.

Observations : While Witney Town Council does not object to this application, there was a discussion of concerns, with the following observations:

- That Planning Officers seek advice from the relevant technical consultees, and that the proposed scheme should give full consideration for the neighbourliness of potential light spill and ensure that this does not have a negative impact for neighbouring residential properties. Proportionate conditions should be applied to ensure that the lights are not in use when and where it isn't necessary (time restricted).

- Through consultation with WODC Conservation Officers, members ask that the scheme minimises disruption to wildlife and that all possible mitigation measures are applied.

488- 4 WTC/165/21 Plot Ref :-21/02970/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 06/09/2021
Location :- 49 VALENCE CRESCENT Date Returned :- 22/09/2021
VALENCE CRESCENT
Proposal : Conversion of integral garage to living accommodation.
Observations : Witney Town Council has no objections regarding this application.

488- 5 WTC/166/21 Plot Ref :-21/02834/FUL Type :- FULL
Applicant Name :- . Date Received :- 13/09/2021
Location :- UNIT 6-7 NEWLAND IND EST Date Returned :- 27/09/2021
NEWLAND
Proposal : Changes to internal layout of units and replace existing windows and doors in front elevation of Unit 6 with new window, door and two roller doors. (Retrospective).
Observations : Witney Town Council has no objections regarding this application.

488- 6 WTC/167/21 Plot Ref :-21/02963/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 13/09/2021
Location :- 14 HERON DRIVE Date Returned :- 27/09/2021
HERON DRIVE
Proposal : Erection of timber, pent-roof garden shed.
Observations : Witney Town Council has no objections regarding this application.

488- 7 WTC/168/21 Plot Ref :-21/03011/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 13/09/2021
Location :- 95 BURFORD ROAD Date Returned :- 27/09/2021
BURFORD ROAD
Proposal : Rear single storey infill extension.
Observations : Witney Town Council has no objections regarding this application.

488- 8 WTC/169/21 Plot Ref :-21/02917/ADV Type :- ADVERTISIN
Applicant Name :- . Date Received :- 13/09/2021
Location :- 27 MARKET SQUARE Date Returned :- 27/09/2021
MARKET SQUARE
Proposal : New non-illuminated fascia and projecting signs.
Observations : Witney Town Council has no objections regarding this application.

488- 9 WTC/170/21 Plot Ref :-21/02931/FUL Type :- FULL
Applicant Name :- . Date Received :- 13/09/2021
Location :- THE GRIFFIN INN Date Returned :- 27/09/2021
NEWLAND
Proposal : Replace existing first floor rear window with door and installation of fire escape stairs.
Observations : Witney Town Council has no objections regarding this application.

488- 10 WTC/171/21 Plot Ref :-21/02932/LBC Type :- LISTED BUI
Applicant Name :- . Date Received :- 13/09/2021
Location :- THE GRIFFIN INN Date Returned :- 27/09/2021
NEWLAND
Proposal : Internal and external alterations to replace existing first floor rear window with door and installation of fire escape stairs.
Observations : Witney Town Council has no objections regarding this application.

488- 11 WTC/172/21 Plot Ref :-21/03031/FUL Type :- FULL
Applicant Name :- . Date Received :- 13/09/2021
Location :- 13 WILLOWBANK Date Returned :- 27/09/2021
WILLOWBANK
Proposal : Change of use of land to extend the domestic curtilage along with the addition of decking (retrospective).
Observations : Witney Town Council object to this application. Members do not support development outside of the applicants existing boundary and do not want to set precedent for this type of development in Witney. This development does not accord to Policy OS2 in that it does not form a logical complement to the existing pattern of development or the character of the area, and it does not enhance the local landscape and the setting of the settlement.

488- 12 WTC/173/21 Plot Ref :-21/03046/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 13/09/2021
Location :- 38 DAVENPORT ROAD Date Returned :- 27/09/2021
DAVENPORT ROAD
Proposal : Erection of two storey side and single storey rear extension.
Observations : Witney Town Council has no objections regarding this application.

The Meeting closed at : 7:30pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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Witney Town Council strongly object to the proposal to introduce new parking prohibitions in Witney at Avenue Two (Parkside Business Park) with new sections of Double Yellow Lines on both sides for the section South of its East/West spur.

The Oxfordshire County Council 'Statement of Reasons' document states "*proposed measures are aimed at ensuring that 1, danger is minimised whilst 2, facilitating the effective and safe passage of traffic and the provision of appropriate on-street parking facilities.*"

Since the proposal is taking away on-street parking, reason 2 is flawed. Witney Town Council reject the premise of the proposed parking restrictions - These proposals are being made primarily to facilitate transit of HGVs at the expense of on-street parking. This proposal doesn't remove danger, it facilitates an extra danger that wasn't present before. Any new appropriate development should plan site access entirely on the East/West spur of Avenue Two.

Witney Town Council oppose all new HGV and commercial vehicle access on this section of the North/South spur. The Southern end of Avenue Two is not a dead-end. It is a busy, well-used active travel route used by families and children, it is the main route used by schoolchildren, pedestrians and cyclists from Ducklington. The Sustrans route that passes through this section of Avenue Two is a National Cycle Network Route (Route 577) and should be protected.

A primary concern for Witney Town Council is the provision of a safe active travel route for our residents. Witney is embarking on an LCWIP (Local Cycling, Walking and Infrastructure Policy) and this proposal undermines this. This section of Avenue Two needs developing as an active travel route, providing safe connections to and across Station Lane, not hampering by the introduction of more HGVs and commercial vehicle (LGV and van) movements.

Further, Avenue Two is the main access to Witney Lake and Country Park - a Witney Town Council amenity for leisure and enjoyment of nature. The Park also provides popular off-road through routes to Cogges and Ducklington. The current parking on this section of the North/South spur is the only parking available for users of the Lake and Country Park, particularly for those of limited mobility who cannot enjoy it by entirely active means of transport. Members are concerned that the plans are not taking in to account that this is a busy thoroughfare for those users. The on-road parking has a wide-ranging community benefit and should not be removed for the advantage of one business.

The plans give an indication of the incredibly tight turning route/movement of HGVs entering and exiting the site, even with the removal of parking. The plans do not illustrate that these vehicle movements include any safety features to protect pedestrians and cyclists, users of the footpath and cycle route would be at unacceptable risk of harm.

The current on-street parking is an overflow from users of other businesses on the Industrial Park. Has the developer carried out an assessment or consultation with the business owners and employers in the neighbouring units who undoubtedly use the current on-street parking that is available? Is there a wider travel and transport plan for neighbouring businesses? Any assessment needs to be inclusive of the potential impact of the proposed Travis Perkins development as well as users of other business units at this site.

The current parking arrangements for Avenue Two provides far greater social value to Witney residents than 2 new HGV accesses to the commercial site and builders' yard. Particularly since the yard could be designed with access from the East/West spur. The social value is primarily for access to the Lake & Country Park but also occasionally for users of the bowls club at the Leys and also for workers at the assorted established businesses on Avenue Two.

Whilst Witney Town Council do not commit to supporting parking in this location in perpetuity, we strongly oppose removal of parking for the sake of introducing HGV access for one business. If a scheme came forward that incorporated improvements for safe access to the Lake & Country Park, as well as better connectivity to promote active travel, then perhaps it might be more acceptable to Witney residents. However, Witney Town Council can't support a proposal for removal of on-street parking for the sole purpose of making the route more suitable for accommodating HGVs, and frequent commercial vehicle movements.

Since the sole motivation for this proposal to introduce new parking prohibitions is to facilitate a planning application, Witney Town Council would like Oxfordshire County Council to consider our serious concerns and to reflect them in their response to the related planning application (West Oxfordshire District Council reference 21/02210/FUL), so that HGV's are not introduced to the route.

Witney Town Council would like the developer to re-consider the layout in order that HGV access is limited to the East/West spur road where there is less likelihood of pedestrian and cyclist conflict.

Oxfordshire Plan 2050

Response from Witney Town Council – October 2021

As Witney is the administrative town and largest service centre in West Oxfordshire, the Town Council welcomes a further opportunity to help shape the Oxfordshire Plan 2050 (OP 2050). The Council has ambitious, yet realistic aspirations for the services it offers as well as on the climate, environment and health and wellbeing of its residents, all of which share a synergy with this plan over the next 30 years. Below are comments concerning individual themes and policies of the plan:

Theme 1 – Addressing Climate Change

The Town Council welcomes policies on energy and hopes that all authorities can work collaboratively across Oxfordshire to deliver policies on locally distributed community energy networks in West Oxfordshire before 2050, therefore hastening sustainable design and construction.

Flooding is a particular risk in Witney with occurrences of serious flooding becoming more prevalent. The Town Council looks forward to policies addressing this issue particularly concerning mitigations which should be implemented prior to the commencement of new developments.

Theme 2 – Improving Environmental Quality

The Town Council looks forward to the OP 2050 protecting and enhancing the landscape characters in Witney, including the Upper and Lower Windrush Valley, buffers between the town and outlying villages and addressing the ownership & management of land.

Water quality and the affects of pollution in the River Windrush and its tributaries is a major concern in Witney. the Town Council would like to see policies addressing the discharge of sewage into the waterways by businesses, but also agricultural pollution from farms which lie outside of the town.

The Town Council would also welcome robust policies on air quality, with the Bridge Street area of Witney suffering poorly. The emerging Oxfordshire Transport Policy may take a lead on this, but the OP 2050 policies could be extended to include the sustainability of transporting food and products, looking at the links between the service centres such as Witney and its neighbours.

Theme 3 – Creating Strong & Healthy Communities

The Town Council is an enthusiastic supporter of creating healthy and stronger communities.

More consideration should be given on policies which allow access to land so residents can enjoy the countryside as recreation. Many areas within walking distanced are private and prohibit public access.

The connections between Witney village neighbours are generally only via roads and overgrown bridleways, rather than footpaths and designated cycle lanes. As a supporter of Active Travel, policies on this connectivity would be welcomed along with one providing infrastructure from new developments for the 15 Minute Neighbourhoods and School Streets initiatives

A more strategic oversight of County sports and recreational facilities is required with a greater power to deliver them by local Councils. The dissemination of information on local amenities to other areas in the County is needed. Stronger policies outlining infrastructure which developers must provide in their schemes for example football pitches and recreation areas should be provided.

Theme 4 – Planning for Sustainable Travel & Connectivity

The requirement of people, businesses, tourists and freight to traverse the County is a concern which needs to be addressed in the OP 2050. The current infrastructure is already oversubscribed and the effect this has on these groups cannot be underestimated in terms of cost to Witney, the community and the County.

The Town Council is a support of railway from Carterton to Oxford and beyond to serve the communities of South-West Oxfordshire. The current plans for the A40 bus lane between Witney and Oxford with a travel hub at Eynsham do not address the problem; any hub needs to be nearer to Witney to reduce the traffic between there and Oxford.

Transport links to Oxford Parkway and the outer parts of the County with rapid links to the rest of the County and the Oxford-Cambridge Arc should also be high in the priorities of forming the OP 2050.

Theme 5 – Creating Jobs & Providing Homes

The Town Council welcomes policies on the economy, jobs and tourism. It would further welcome policies on Town Centre renewal to help create a 'buzz' in the town centres, these could include easier facilitation of community events and festivities.

Policies on creating more easily accessible funding for and investment in culture and the arts would be welcomed. West Oxfordshire is severely lacking in this regard and is often overlooked during the current planning process.

Affordable housing is an issue in Witney and across West Oxfordshire so the Town Council would like to see policies which provide quality, local affordable homes, rather than landowners, investors, and developers profiting from inflated land and property values.

Town and Parish Councils often require land within their town or village centres to provide items discharging their functions of providing a community amenity. A policy to make it easier for towns to have the right to buy pockets of land in town centres would be welcomed.

**PARKS & RECREATION COMMITTEE MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 6 September 2021

At 6.00 pm in the Main Hall, The Corn Exchange, Witney

Present:

Councillor V Gwatkin (Chair)

Councillors:	J Aitman	O Collins
	L Ashbourne	L Duncan
	T Ashby	D Enright
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Simon Wright	Democratic & Legal Services Officer
Others:	3 members of the public.	

PR449 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor D Butterfield who was replaced at the meeting by Councillor O Collins.

PR450 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

PR451 MINUTES

The minutes of the Parks & Recreation Committee held on 5 July 2021 were received as a correct record.

There were no matters arising.

PR452 PARTICIPATION OF THE PUBLIC

The Committee adjourned for this item.

Miss. Olivia Tollerson addressed the Committee in respect of Agenda Item No. 5 – Request for a Lido.

The Committee reconvened following public participation.

PR453 **REQUEST FOR A LIDO**

The Committee gave consideration to a request for the provision of an open-air lido facility in Witney.

Members indicated their support for exploring the feasibility of a facility being provided in the town. It was noted that leisure facilities and strategy fell within the remit of West Oxfordshire District Council and discussions with relevant officers at the district council could be undertaken.

Discussion ensued around funding issues and whether developer funding could be accessed and also whether grants could be available from sporting bodies or legacy funding from the 2022 Commonwealth Games.

The Council emphasised the need for education of residents about the dangers of open water swimming and that there should be an ambition that every child in Witney was able to swim.

Resolved:

1. That the feasibility of an open-air lido facility in Witney be scoped in conjunction with partner organisations;
2. That the council supports the provision of an education programme on safety issues associated with open water areas and supports the ambition that all children in Witney should be able to swim.

PR454 **FOOTBALL, CRICKET, BOWLS & PARK RUN UPDATE**

The Committee considered the report of the Operations & Estates Advisor updating on the current position of sports provision provided by Witney Town Council.

It was reported that a positive meeting had been held with the football clubs that hired pitches from the council. Members noted that some funding was available from the Football Association to a maximum of £25,000 and the clubs had been encouraged to apply if appropriate. A playing pitch strategy was being developed by West Oxfordshire District Council and when this was complete a number of matters such as capacity to meet demand would need consideration. It was suggested and agreed that the relevant portfolio holder be invited to attend a future meeting.

An update was given on discussions with the District Council regarding possible transfer of facilities to the Town Council and the funding and governance issues that may arise. Members expressed their support for being able to offer facilities to a diverse range of users.

Consideration was given to recommendation in the report regarding drainage and irrigation.

Resolved:

1. To approve Increasing verti-draining verti-quake alternate years to verti-quake annually at football pitch renovations within the new grounds contract specification currently being drawn up;
2. To approve moving Witney Town Bowls irrigation controller from inside the club house to an external wall inside a secure cabinet on that wall; and

3. That the relevant portfolio holder at West Oxfordshire District Council be invited to attend a future meeting to discuss pitch issues.

PR455 **COMMITTEE WORK PLAN**

The report of the Town Clerk providing an update Committee's work plan which included projects identified as part of the Council's Draft Strategic Plan and Budget Setting agreed in February 2021, as well as the Open Spaces Strategy adopted in June 2021 was received and considered. The report also requested any future/additional projects to be put forward for the budget setting cycle.

Members noted that the works at Park Road play area would not be undertaken until October at the earliest. It was suggested and agreed that an opening ceremony should be held once the facility was complete.

An update was given on the Skate Park and that Ramp Up the Leys were looking at grant funding opportunities. It was noted that council officers had also met with the group to look at a design brief for a tender process and that there may be some funding implications.

It was noted that proposals for the tennis courts and multi-use games areas would be considered as part of the budget setting process.

In respect of budget requests the committee suggested that an allocation £75,000 to complete works to the changing rooms at Burwell Hall should be included together with contingency funding for the Skate Park project. The committee suggested that use of Section 106 developer funding could be considered.

Resolved:

1. That the report and the status of the various agreed projects be noted; and
2. That Council be requested to consider an allocation £75,000 to complete works to the changing rooms at Burwell Hall together with contingency funding for the Skate Park project as part of the budget setting process.

The meeting closed at: 6.40 pm

Chair

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

Held on Monday, 13 September 2021

At 6.00 pm in the Main Hall, The Corn Exchange, Witney

Present:

Councillor M Jones (Chair)

Councillors:	V Gwatkin J Aitman L Ashbourne	O Collins R Smith
Officers:	Adam Clapton Sharon Groth Simon Wright	Deputy Town Clerk Town Clerk Democratic & Legal Services Officer
Others:	0 members of the public.	

H463 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors T Ashby and L Duncan.

H464 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

H465 MINUTES

The minutes of the meeting of the Committee held on 12 July 2021 were received.

The Town Clerk advised members that tenders were still awaited regarding the accessibility works at Tower Hill cemetery. It was further reported that a meeting had been held with Thames Valley Police regarding anti-social behaviour at Windrush cemetery and they would be undertaking more frequent patrols in the area.

Resolved:

That, the minutes of the Halls, Cemeteries & Allotments Committee held on 12 July 2021 be approved as a correct record of the meeting and be signed by the Chair.

There were no matters arising from the minutes.

H466 PUBLIC PARTICIPATION

There was no public participation.

H467 **COMMITTEE WORK PLAN**

The Committee considered the report of the Town Clerk providing an update on the committee work plan and seeking any projects to be put forward as part of the budget setting process.

In response to a query it was clarified that applicants for allotments were not means tested and previously there had been rent reductions for users in receipt of benefits.

Members indicated support for signage for the halls to be included in the budget setting and it was noted that Town Council events would also be advertised in the new reception area. Clarification was given that cinema equipment for the Corn Exchange and works to the chapel at Tower Hill were already included for consideration.

Resolved:

That the Committee Work Plan be noted and that signage for the halls be put forward for consideration as part of the budget setting process.

H468 **BURWELL HALL - REPLACEMENT HEATING SYSTEM**

Consideration was given to the report of the Project Officer regarding a replacement heating system at Burwell Hall.

Members expressed their support for exploring a renewable/green energy solution. The financial implications were clarified and it was explained that the consultants had been recommended through Oxfordshire County Council.

Resolved:

To commission ESOx to carry out a feasibility study for Burwell Hall, for a new heating/hot water system that reduces its carbon footprint and use of fossil fuels, at a cost of £1,500.

H469 **LANGDALE HALL - REQUEST FOR OUTSIDE SEATING**

The Committee considered a request from the tenants of Langdale Hall to allow the positioning of tables and chairs outside of the building. Clarification was given on the proposed location of the tables and chairs.

During discussion members considered access to the site and neighbouring properties, potential noise nuisance for nearby residents, licensing implications, health and safety, management of events if outside facilities were in place and support for the night-time economy.

Members, whilst sympathetic to the aims of the applicants, considered that further information in respect of a health and safety audit and event management plans was required before a decision could be made. In addition it was felt that if satisfactory information was received any agreement should be on a trial basis so the impact could be fully assessed.

It was proposed and agreed that the matter be delegated to the Town Clerk in conjunction with the Chair and Vice-Chair of the committee to make a decision subject to the information provided by the applicant.

Resolved:

1. That, the applicant be requested to provide a detailed health and safety audit and event management plan for consideration; and
2. That, the decision be delegated to the Town Clerk in conjunction with the Chair & Vice-Chair of the Committee.

H470 **PUBLIC HALLS & 1863 CAFÉ BAR REPORT**

The Committee received the report of the Venue & Events Officer regarding usage and income from The Corn Exchange, Burwell Hall and 1863 Café bar. Members noted the increasing number of bookings as organisations returned to face to face events and the encouraging income levels from the café.

In response to a question it was clarified that the Town Council did not approach organisations and all groups had equitable access to bookings. If there was an issue regarding regular clashes then discussions would be instigated by the Venue & Events Officer.

The Deputy Town Clerk explained that an approach had been made for an event which was outside the allocated budget. The John Coghlan Quo had proposed using the Corn Exchange with the Town Council paying for the event and keeping the income from ticket sales. The Committee considered that it was not affordable at this time and the offer should be declined.

The Deputy Town Clerk advised members that the current pavement licence at the Corn Exchange would expire at the end of September and the renewal for a year would cost £100. Members supported making an application and that it should include longer hours than the current licence to allow greater flexibility in the future. It was noted that the hours would not necessarily be needed and decisions around longer opening hours of the venue was a separate decision.

Resolved:

1. That, the current usage and income from the Town Council venues be noted;
2. That, the John Coghlan Quo event is not supported as it is outside the current allocated budget; and
3. That, an application for a new Pavement Licence, with longer hours than currently, be made for the Corn Exchange.

The meeting closed at: 7.00 pm

Chair

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

Held on Monday, 20 September 2021

At 6.00 pm in the Main Hall, The Corn Exchange, Witney

Present:

Councillor O Collins (Chair)

Councillors:	J Aitman D Butterfield	V Gwatkin A Prosser
Officers:	Adam Clapton Sharon Groth Simon Wright	Deputy Town Clerk Town Clerk Democratic & Legal Services Officer
Others:	5 members of the public. Councillor Ruth Smith	

SC471 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Ashbourne, R Bolger and H Eaglestone.

SC472 DECLARATIONS OF INTEREST

Councillor O Collins declared a personal non-prejudicial interest in Agenda Item No. 9 – Youth Services Grants 2021 by virtue of knowing one of the applicants.

Councillor J Aitman declared a personal non-prejudicial interest in Agenda Item No 9 – Youth Services Grants 2021 by virtue of two of the applicants being the Mayor’s charities for the current year.

SC473 MINUTES

The minutes of the meeting held on 19 July 2021 were adopted and signed as a correct record by the Chair.

There were no matters arising.

SC474 PUBLIC PARTICIPATION

The Committee adjourned for this item.

Julie Edwards & Marion Harley representing Got2B, Jon Berry from Oxon Music & Arts Trust and Kelly Gough & Barry Ingleton of Synolos addressed the committee in respect of Agenda Item No. 9 – Youth Services Grants.

The Committee reconvened following public participation.

SC475 **COMMITTEE WORK PLAN**

The committee considered the report of the Town Clerk providing an update to Members on the Committee's work plan. The report also sought consideration of any future/additional projects to be put forward for the budget setting cycle.

Clarification was given that the defibrillators on council land were regularly inspected and maintained. It was further reported that the provision of a new defibrillator at Ducklington Lake was being progressed. Members were advised that agreement for the siting of a cycle repair stand near the Town Hall had been received from Oxfordshire County Council.

The committee were notified that permission from the Diocese of Oxford to undertake works to the pillbox on Langel Common had been received and an application could be made to Historic England for works to be carried out. However, there was no budget and the structure wasn't in very good repair. During discussion it was suggested that any planting scheme would need to be carefully managed to avoid further damage to the structure. It was also considered that some sort of information plaque/barcode highlighting the structure could be put in place. Members favoured the second option.

It was agreed that the matter be discussed with Historic England and a project progressed from there based on the outcomes.

In respect of budget items, it was clarified that the Platinum Jubilee Working Party would establish proposed expenditure at its first meeting. A suggestion of providing books about sustainability to local schools was made and it was agreed that details would be provided to the Town Clerk for consideration.

Resolved:

1. That, options for the WW11 Pill Box Project be progressed with Historic England and delegated to the Town Clerk to approve; and
2. That, the provision of books on sustainability be considered as part of the budget setting process.

SC476 **SALT BINS**

Members considered the report of the Deputy Town Clerk seeking requests for new salt bins in Witney. It was clarified that nay new bin would cost the Town council £250 and these would be filled once by Oxfordshire County Council with any topping up being done by the Town Council. It was noted that a budget of £1000 was allocated for the bins.

Members noted that the bins were provided for roads. It was suggested that a bin on Dark Lane would be beneficial, and this was agreed. The provision of bins along the path connecting Madley Park and Oxford Hill were highlighted as a possible site. It was suggested and agreed that Oxfordshire County Council be approached about providing these bins as part of the Active Travel route. If this was not possible then the remaining budget could be used to facilitate this.

Resolved:

1. That, a request for the provision of a new salt bin in Dark Lane be supported; and
2. That, Oxfordshire County Council be requested to provide three salt bins on the path linking Madley Park with Oxford Hill as part of the Active travel scheme; and
3. That, if the request above is not supported the remaining Town Council budget be used to provide the bins.

SC477 TOWER HILL BUS STOP IMPROVEMENTS

The Chair gave an update on discussions that he and Councillor Smith had held with local residents regarding the provision of a new bus shelter on Tower Hill. The committee was advised that there was opposition to the proposal from some local residents.

The committee was requested to consider how to progress the bus stop improvements as part of the developer funding package. It was noted that the Town Council could continue with providing a shelter, not progressing the project and leaving Oxfordshire County Council to consider the matter or providing a bench only with no shelter.

During discussion the committee considered the financial implications, lack of detailed passenger usage figures, restrictions on the usage of developer funding and the objections of local residents.

Members considered the various options and on being put to the vote it was agreed that the Town Council should continue with the bus shelter project with a sedum roof bus shelter subject to further discussions with Oxfordshire County Council.

Resolved:

That, Witney Town council continues with the bus shelter project on Tower Hill subject to further discussions between Oxfordshire County council and input from local residents on the agreed scheme.

SC478 COMMUNITY ENGAGEMENT 2022

The Committee considered the report of the Communications and Community Engagement Officer regarding events, additional to the regular calendar, that the council may wish to support in 2022.

Members considered the list, and it was suggested and agreed that World Environment Day should be removed as it was not as specific or targeted as some of the other environmental days. In addition, it was agreed to remove Screen Free Week. It was further advised that a volunteering event was also proposed in conjunction with Volunteer Link Up.

In considering the financial implications it was resolved to request an increase in the budget to £3000 to cover costs.

Resolved:

1. That, the list of additional events for 2022, as amended, be approved; and
2. That, Council be recommended to approve an increase in the events budget to £3000 for 2022.

SC479 **YOUTH SERVICES GRANT 2021**

The Committee considered five applications for funding from the Youth Services Grants together with the submissions that had been made under public participation. The committee noted that the grant totals requested totalled £52,000 which exceeded the £30,000 that was allocated. It was noted that any decisions would be recommendations to the Policy, Governance & Finance Committee.

Clarification was sought regarding the unused grant for the Witney Music Festival. It was advised that a recommendation on use of that funding could be made to Policy, Governance & Finance Committee who would consider grants at its forthcoming meeting.

During discussion it was agreed that all the applicants were worthy causes that supported young people in the town. It was considered that the application from Buttercross Theatre was for scholarships so would only benefit individuals rather than the community. It was agreed that their application could be considered under the discretionary grant scheme and via Witney Educational Foundation.

Members considered options for distributing the budget between the remaining four organisations including giving a percentage of the requested amounts to each. The criteria for the grants was outlined and options for transferring budgets was discussed.

It was agreed that a request for the unused £9,750 previously allocated to Witney Music Festival to be added to the Youth Grants Fund be made making a total allocation of £39,750. In respect of the applications, it was agreed that the grant fund be split on an equitable percentage basis between the applicants.

Recommended:

1. That, the application by Buttercross Theatre Group be referred to the Policy, Governance & Finance Committee for consideration under the discretionary grant scheme;
2. That, Policy, Governance & Finance Committee consider the reallocation of the £9,750 previously awarded to Witney Music Festival to the Youth Grants Awards; and
3. That, the youth Grants budget be allocated to Got2Be, Home Start Oxford, Oxfordshire Music & Arts Trust and Synolos on an equitable percentage basis.

SC480 **CITIZEN OF THE YEAR AWARD 2021**

Consideration was given to the report of the Communications and Community Engagement Officer requesting whether to reinstate the awards. It was noted that last year the Council ran the Covid-19 Witney Hero awards as an alternative.

Members expressed their support for the awards but acknowledged that nominations had been fairly low in 2019. It was agreed that promotion of the awards was essential and clarification was given that organisations could also be nominated. It was suggested that the scheme should be reviewed in due course to ascertain its success.

Resolved:

1. That, the Citizen of the Year Award for 2021 be supported on the basis outlined in the report; and
2. That, the awards be presented at a Civic Reception to be held in early 2022; and
3. That, the award scheme be reviewed after this year.

SC481 **REMEMBRANCE 2021**

The report of the Venue & Events Officer updating on arrangements for Remembrance Day was received and considered.

Member expressed support for the proposed arrangements and noted that the event would be different to most years with limited marching and wreath laying. Officers advised there were some still details to be confirmed.

Resolved:

That, the arrangements for Remembrance Day be noted.

SC482 **CHRISTMAS LIGHTS SWITCH ON**

The Town Clerk advised members of the arrangements for the Christmas lights switch on which was organised by the Rotary Club and grant aided by the council.

It was reported that an approach had been made by the Rotary Club for the Town Council to accept liability for the event as there were concerns about reputational risk if a Covid outbreak was linked to it. Clarification was given that there were no financial implications. Members considered that as organisers of the event the Rotary Club should accept liability.

Resolved:

That, the request from the Rotary Club for the Town council to take liability for the Christmas lights switch on be refused.

The meeting closed at: 8.00 pm

Chair

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

Held on Monday, 27 September 2021

At 6.00 pm in the Main Hall, The Corn Exchange, Witney

Present:

Councillor R Smith (Chair)

Councillors:	J Aitman	V Gwatkin
	H Eaglestone	M Jones
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
Others:	4 members of the public.	

F493 **APOLOGIES FOR ABSENCE**

Apologies for their absence were received from Cllrs L Ashbourne, O Collins and D Harvey.

F494 **DECLARATIONS OF INTEREST**

There were no interests declared by members of officers.

F495 **MINUTES**

The Committee received the minutes of the meeting held on 26 July 2021.

A member asked on progress relating to minute number F398. The Deputy Town Clerk advised that Baby-bonding sessions could be referred through Home-Start Oxford and the organizer was hoping to be able to provide these during October.

Resolved:

That, the minutes of the meeting held on 26 July 2021 be approved as a correct record and signed by the Chair.

F496 **PUBLIC PARTICIPATION**

The committee adjourned for this item.

Rev'd Simon Kirby of St Mary's Church Cogges, Peter Claridge of Witney Mills Cricket Club and Graeme & Linda Young of Witney Day Centre addressed the committee regarding their respective discretionary grant applications.

The Committee reconvened following the representations.

F497 **GRANTS & SUBSIDISED LETTINGS**

The Committee received and considered the report of the Deputy Town Clerk and accompanying grant applications.

All the projects offered benefits to the community of Witney but the budget for awards would regrettably not stretch to provide the whole amount requested, with a second round of grants due later in the financial year. To stretch the budget, it was proposed and carried that, unused funds for Witney Carnival in 2021 totalling £2,600 be returned to this grant budget for the remainder of the year.

Members felt the request from Buttercross Theatre Productions could be sought from another source and likewise, St Mary's Church Cogges may be better placed to seek funding from alternative grant funders. Members were satisfied that the latter of these projects would be providing a community facility and if no other funding was available the Town Council would support it.

Following a recommendation from the Stronger Communities Committee, this Committee agreed the sum of £9,750, allocated from the discretionary grants budget towards Witney Music Festival 2021 should be allocated to increase the budget for the Youth Services Grant 2021.

The Deputy Town Clerk also raised a request from an applicant who would be holding a Circus on The Leys to have the cost of a day subsidised as funds were being raised on the given day towards the Charity, NHS Together.

Recommended:

1. That, the report be noted and,
2. That, £2,600 allocated towards the Witney Carnival 2021 be returned to the discretionary grants fund (4100/407) and,
3. That, Parkrun be awarded the sum of £385 and,
4. That, Witney Day Centre be awarded the sum of £2,310 and,
5. That, Witney Mills Cricket Club be awarded the sum of £2,079 and,
6. That, St Mary's Church Cogges be provisionally awarded the sum of £1,540 but that other funding opportunities be explored before this sum is released.
7. That, the request for a subsidised let for one day on the Leys be agreed for the sum of £162.50.
8. That, the above grants be made under the General Power of Competence and that the recipients be asked to acknowledge the Council's financial contribution in their promotional literature.
9. That, Buttercross Theatre Productions be asked to seek an alternative source for the funds required for camera equipment.
10. That, £9,750 from the discretionary grants budget (4100/407), previously earmarked for Witney Music festival 2021 be re-allocated towards the Youth Services Grant budget for 2021.

F498 **ROTARY CLUB OF WITNEY - CHRISTMAS LIGHTS SWITCH-ON**

The Committee considered a request from the Rotary Club of Witney for funds towards a switch-on event for the Witney Christmas Lights in November 2021.

Members were supportive of the application and although the request was slightly over the anticipated budget, it could be covered from funds unused for the 2021 Witney Carnival, also run by the Rotary Club.

Resolved:

That, the request for £2,100 from the Rotary Club of Witney towards the Witney Christmas Lights Switch-on event be granted.

That the grant be awarded under the General Power of Competence and that the Council's financial contribution be acknowledged on any promotional literature accompanying the event.

F499 **COMMITTEE WORK PLAN**

The Committee received and considered the report of the Town Clerk concerning the Committee Work Plan.

The report outlined the current status of matters arising from the adopted Open Spaces Strategy and asked for any 2022/23 budget considerations. Members were pleased many of the items on the plan were underway, including rebranding, and the review of the Grounds Maintenance Contract. There were requests for the discretionary grants pot to be increased so more community groups could receive aid and that a budget for a water safety education programme could be included, the latter being funded in part from differing stakeholders.

Resolved:

1. That, the report and workplan be noted and,
2. That, the funds for Discretionary Grants be increased to £20,000 in the draft 2022/23 budget (the policy to include a scoring system for applications) and,
3. That, £10,000 be included in the draft 2022/23 budget for water safety education.

F500 **YOUTH SERVICES GRANT AWARDS**

The Committee received and considered the report of the Deputy Town Clerk outlining the recommendations on distribution of this fund by the Stronger Communities Committee.

Members agreed that the applicants were all worthy of the requested funds but given the financial confinement of the awards they were unable to provide the full amounts. The awards demonstrated a fair approach to all and constituted over 75% of the funds applied for.

Members were in agreement that the funds should be spent on projects relating to Witney and not wholly on administrative running costs.

Resolved:

1. That, the report be noted and,
2. That, the recommendations on distribution of the Youth Services Grant 2021 made by the Stronger Communities Committee be agreed, these being:
 - a) That, Got2B Community Interest Company be awarded the sum of £18,693
 - b) That, Home-Start Oxford be awarded the sum of £9,318
 - c) That, Oxfordshire Music & Arts Trust be awarded the sum of £7,668
 - d) That, Synolos be awarded the sum of £4,068
 - e) That, the above financial awards be made under the General Power of Competence and recipients be asked to acknowledge the Council's financial contribution in their promotional literature.

F501 PAYMENT OF ACCOUNTS

The Committee received the report of the Responsible Financial Officer outlining payment schedules, bank statements and bank reconciliations which are brought to the Policy, Governance & Finance committee as part of the Council's due diligence.

The Town Clerk provided an update to members on the Council's bank mandate and advised members of the committee they would be contacted to attend the bank with ID in the near future.

Recommended:

Members noted the report, the bank reconciliations and agreed the following schedule of payments be approved:

Cheque No's	In the sum of:	Account
DDs and Standing Orders July	£3,490.32	General CB 1
Cheques 33154 - 33194, DDs and Standing Orders July	£88,006.31	Imprest CB 2
DDs and Standing Orders August	£3,246.13	General CB 1
Cheques 33195 - 33221, DDs and Standing Orders August	£102,750.00	Imprest CB 2

F502 FINANCIAL REPORT & ASSOCIATED MATTERS

The Committee received the report of the Deputy Town Clerk. Members were presented detailed income and expenditure updates on the Council's budgets until 31 August 2021 and received the recommendations of the spending committees in this cycle of meetings.

The Deputy Town Clerk advised Officers were finding it increasingly difficult to procure raw materials directly, as were the Councils Contractors and Suppliers. Several national issues had led to this delay and associated increased costs.

Resolved:

1. That the report be noted, and;
2. That, the recommendations of the spending committees, as detailed, be agreed.

F503 BUDGET PARAMETERS 2022/23, CAPITAL & SPECIAL REVENUE PROJECTS 2022/23 AND BEYOND

The Committee received and considered the report of the Responsible Financial Officer concerning Budget parameters for 2022/23.

Members were mindful that the Covid-19 pandemic had affected the finances of residents and organisations but had to balance that consideration with the need to improve and potentially expand services. It was agreed that any increase for fees and charges should be linked to inflation and any Council Tax Levy increase should not be constrained at this point.

Resolved:

1. That, the report be noted, and;
2. That, the fees and charges of the Town Council for 2022/23 rise in line with inflation, and;
3. That, the percentage increase to the Band D equivalent Council Tax Levy be considered once a draft budget has been produced.

F504 REVIEW OF INTERNAL AUDIT SERVICES

The Committee received the report of the Responsible Financial Officer concerning the appointment of an Internal Auditor for the Council.

Members were encouraged to see the current auditors had initiated the review and considered each of the company's quotes and documentation in turn. It was felt that one offered more diligent checks through rotation of auditors and the time needed for the most thorough service.

Resolved:

That, Auditing Solutions be employed as the internal auditors for Witney Town Council.

F505 CHANGES TO THE GROUNDS CONTRACTS - ADDITIONAL COSTS

The Committee received and considered the report of the Operations and Estates Advisor concerning potential changes to the Grounds Maintenance Contract.

One change was for the inclusion of wildflower areas in the closed churchyards of Holy Trinity and St Mary's churches. The churches had approached the Town Council in the summer asking for wildflower planting in set areas to help reach eco church status. Although the Council had initially agreed to this request, unfortunately financial implications had since been forthcoming. Members, while still keen to support the scheme were advised no budget was in place for this scheme so it would have to be declined and further dialogue with the church should take place.

The second item concerned land adjacent to Burwell Car Park, Thorney Leys which, it had been established was in the Town Council's ownership. Members agreed that this piece of land was causing issues for the residents so would need to be cleared and added to the annual contract.

Resolved:

1. That, the report be noted and,
2. That, the additional wildflower planting at the closed churchyards in Witney be refused and,
3. That, the additional works on Council owned land at Burwell Car Park be carried out for the one-off supplementary estimate £1,400 from the general fund and added to the Grounds Maintenance Contract annually.

F506 **WINDRUSH CEMETERY - MARKING OF FUTURE BURIAL PLOTS**

The Committee received and considered the report of the Operations & Estates Advisor concerning the marking of new grave spaces at Windrush Cemetery.

Members agreed this was a necessity as part of a wider project in cemetery mapping and planning for the future development of the site.

Resolved:

That, datum markers be provided for newly marked grave spaces at Windrush Cemetery by Cemetery Design Services for the sum of £2,580 (exc. VAT), this being a supplementary estimate from the general fund.

F507 **OFFICE 365**

The Committee received and considered the report of the Deputy Town Clerk concerning the migration of the Council's IT software suite to Office 365.

Members were supportive of this action which would bring the Council in line with other organisations. It would have the added benefit of increasing internal communications through an extranet and allowing workflow to be accessed through Share Point. There was a question of cost with no budget set for this project, but officers advised there may be other options which could be investigated to ensure the best value for the Council.

Resolved:

1. That, the Council should migrate to Office 365 and,
2. That, this be delegated to the Deputy Town Clerk to progress at the best value.

F508 **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.

F509 **PROPERTY & LEGAL MATTERS**

The Committee received and considered the confidential report of the Town Clerk concerning property and legal matters.

Resolved:

1. That, the confidential report be noted and,
2. That, the revised terms for the lease from Cottsway Housing concerning the land at Park Road Play Area be agreed, subject to provision of an equivalent or better Play Area being provided should the land be requested back at each break point in the lease and,
3. That, the annual lease for the Play Area at Park Road be agreed to the sum of £125 per annum.
4. That, the Town Clerk's confidential verbal report on the legal advice on the lake incident be noted.

Cllr M Jones left the meeting at 7.57pm.

F510 SUSPENSION OF STANDING ORDER 48(A)

Resolved:

That, Standing Order 48 (a) be suspended to allow the meeting to continue as it had now passed two hours in length.

F511 TOWN HALL WINDOW REPAIRS

The Committee received and considered the report of the Operations & Estates Advisor concerning works to the windows at the Town Hall and 51 Market Square, Witney.

Members were unable to reach a conclusion on who to award the works to due to the disparity in the quotes received. Further information would be needed so that a fair comparison could be considered.

Resolved:

That, the decision on window repairs be deferred until the next meeting of this committee so further information can be sought from officers on the works and quotes received.

F512 STAFFING MATTERS

The Committee received and considered the confidential minutes of the Personnel Sub-Committee meeting held on 23 September 2021.

Resolved:

1. That, the confidential minutes of the Personnel Sub-committee held on 23 September 2021 be noted, and the recommendations contained therein approved.

The meeting closed at: 8.12 pm

Chair

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Section 3 - External Auditor Report and Certificate 2020/21

In respect of **Witney Town Council**

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

NONE

3 External auditor certificate 2020/21

We certify/~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

Moore

Date

19/09/2021

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Smaller Authority Name: **WITNEY TOWN COUNCIL**

NOTICE OF CONCLUSION OF ANNUAL AUDIT
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2021
Accounts and Audit Regulations 2015

- 1 The audit of accounts for (Smaller Authority Name) **WITNEY TOWN COUNCIL** for the year ended 31 March 2021 has been completed and the accounts have been published.
- 2 The Annual Return is available for inspection by any local government elector in the area of (Smaller Authority Name) **WITNEY TOWN COUNCIL** on application to
 - (a) (Name of Clerk)
SHARON GROTH
 - (b) (Address of Clerk)

TOWN HALL
MARKET SQUARE
WITNEY
OXON OX28 6AG
 - (c) (Telephone/email, and hours and arrangements to view)
(01993) 704379 info@witney-tc.gov.uk
Monday to Friday between 10am and 4pm – by appointment
- 3 Copies will be provided to any person on payment of £**NIL** for each copy of the Annual Return

Announcement made by (Name of Clerk)

Mrs Sharon Groth

Date of Announcement

30 September 2021

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FULL COUNCIL COMMITTEE

Date:	Monday, 11 October 2021
Title:	Climate Emergency
Contact Officer:	Maintenance & Environmental Services Officer - Angus Whitburn

Background

Witney Town Council declared a climate emergency in 2019 and set the target of becoming carbon neutral by 2028.

Current Situation

Carbon Footprint

The council carbon footprint for March 2019 – March 2020 was 64.08 tonnes. This is not an entirely accurate figure as it does not include travel for work purposes, the breakdown of the three-phase supply from the coffee shed and the water supply. The same period was also calculated with the inclusion of the council's tenants West Witney Sports and Social and the ICE centre (Langdale Hall). Unfortunately, it was also difficult to retrieve information from Madley Park Hall during the pandemic. With the inclusion of West Witney and Langdale, they contribute a further 34.83 tonnes. Both buildings represent the need for major thermal and heating upgrades.

Since the carbon footprint calculation in 2019-2020 the new administration office has been opened so, this would be expected to increase once the calculation for 2020-21 has been finished. But what will be done is to calculate the 2019 – 2020 footprint against the same buildings for 2020 – 2021 to see if any reductions have been made. Small improvement has been made over the councils' facilities such as LED lighting, improving heating controls removing unnecessary electrical equipment and attempting to change employee behaviour.

Building's

The new administration office has been insulated where possible, infrared panels have been installed along with fully programable ceramic core electric radiators. However, the age and condition of the building make it hard to achieve passive insulation or install technology to renewably produce electricity.

The council have agreed to complete an energy efficiency study on Burwell Hall that should provide us with actions to help reduce its carbon footprint. Council officers have already

identified works to carry out such as installing thermal blinds, insulation ceiling voids and installing better heating controls.

Windrush depot and Tower Hill mess hut. Most of the actions taken over these 2 buildings have involved removing unnecessary electrical equipment such as water heaters, fridges and installing LED lighting. The energy usage was minimal and now should have been reduced as far as feasibly possible.

The Leys Depot has had the initial research into the feasibility of a solar installation encompassing the coffee shed. The concept would be to sell back energy produced to the coffee shed. From the figures provided to the council from solar installers, this definitely seems possible.

Works Department

It's a big task to find feasible solutions to some of the works team's processes. Small plant equipment such as combi engines and chainsaws can be changed to their electric equivalent, which now provides the power needed for commercial applications. However larger plant equipment such as the compact tractor, excavator and dumper don't have financially feasible alternatives for the council. Although a possible solution has been found for Tower Hill Cemetery through the use of an electric powered wheelbarrow.

A big challenge but what would mark as a massive achievement for the council is the conversion of its fleet of vehicles. The fleet currently consists of 3 LGV's and 2 OGV's. The current plan is to keep one of the larger flatbeds to be used for towing and replace the 1 remaining OGV and all 3 LGV with smaller electric utility vehicles. The Maintenance and Environmental Services Officer has been to see and test drive one set of these vehicles and is due to visit another supplier on the 11th of October.

Energy Provider

The council's electricity and gas are supplied from the UK's only supplier of complete green energy. They do not achieve this through carbon offsetting but by purchasing their energy from a large variety of renewable producers small and large.

There is the option to purchase a tariff from the council current providers to give us EKO energy credentials. Its energy that is not only 100% green but meets strict sustainability criteria.

Recycling and Waste Reduction

All buildings are now recycling, and good progress has been made to reduce plastic waste. Officers have identified a commercial supplier of soluble cleaning pods removing all plastic waste from our cleaning supplies. The next challenge is to try and improve the waste streams creating from the works department, currently, everything is disposed of in a skip.

Environmental impact

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

Risk

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

In the event of the collapse of the council green energy supplier it would currently leave us with forcing us to source energy from a supplier that uses an offsetting scheme or a standard provider.

Financial implications

Described here or as stated in the report above.

- Officers are currently obtaining quotes for electric vehicles and working with the renewables funds to try and get the vehicles transferred over. There is also an additional fund for an electric vehicle.
- No budget is available to seek a solution for the gas boilers at The Corn Exchange or the generation of renewable electricity.

Recommendations

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

1. Create a target of reducing CO2 emissions by 5% year on year and publicise the results and how we have achieved our target.
2. The council needs to discuss what carbon neutrality looks like for them. Can carbon neutrality only be announced when all the council emissions have been removed through its own renewable energy production? Or can neutrality be announced when we manage to remove all our direct emissions through fuel usage. Additional discussion needs to be held if this is to include tenants and contractors working for the council.

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FULL COUNCIL

Date: 11 October 2021

Title: Civic Announcements

Contact Officer: Secretary to the Mayor – Loraine Harwood

AUGUST – OCTOBER 2021

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

Handed over Windrush Place Allotments to Allotment Association
Met Ted Jefferis to discuss his request for reduced speed limits to 20 mph in Witney Town
Jewins Women2women anniversary event – prize presentation
Organ Recital – Methodist Church Witney
Buttercross Theatre opening
Woodgreen School virtual summer concert (virtually)
Opened Part and Parcel pub
Linis Quilts Exhibition opening Buttercross Quilters
Teddy Bears picnic St Mary’s Diocese – Windrush Primary School
Founders Day Assembly – Henry Box School
Scholars Programme – Henry Box School
Burwell Residents Macmillan coffee morning
Witney Horticultural Society promotion stand – Woolgate Centre
Opening celebration – Windrush Primary School
Wheels for All relaunch

REPRESENTING and PROMOTING WITNEY

Earth Watch 50th anniversary – Hillend Centre
Witney Colour Run – Witney Rugby Club
Meeting Station Commander – Gp Capt Emily Flynn at RAF Brize Norton
Witney Museum 25th Anniversary celebration
Witney Feast Gallopers service

Bishop Gavin commissioning – St Mary’s Church
Witney in Pink against Breast cancer judging – Town Centre

KEY EVENTS AND COUNCIL ACTIVITY

Merchant Navy Day – flag raising Town Hall
Mayors and Chairs dinner – Dorchester Abbey
Tim Stephenson farewell reception – Blenheim Palace
Battle of Britain Civic Service Mayor of Carterton St John the Evangelist Church
Tender opening – Corn Exchange
Charity reception Chair WODC Martin Mc Bride

RAISING FUNDS

Mayor’s Charities 2020-22:

- Homestart
- Got2B
- Guideposts - Witney

Prepared by:

Cllrs Joy Aitman & Liz Duncan

Agenda Item 16

From:

Sent: 19 September 2021 22:21

To: Info <Info@witney-tc.gov.uk>

Subject: Attacks in Witney

Looking forward as policing has been significantly cut. Instead of spending money on flower beds and baskets. Why not fund a taxi service for lone people wanting to get home safely after a night out. Generally taxies are to expensive on top of a night out. Everyone deserves the right to get home safely and help financing this would be beneficial to all.

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