

Full Council

Committee Meeting of Witney Town Council



Monday, 6th December, 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. hand sanitiser will be available and face masks must be worn at all times other than when speaking during the meeting.

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.

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 - 12)

To approve and adopt the minutes of the Council Meeting held on 11 October 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. **Witney Town Charity Trustees** (Pages 13 - 16)

To consider the report of the Town Clerk.

9. **Minutes of Committees and Sub Committees**

To receive and Note the resolutions in the minutes of the meetings held between 12 October and 2 December 2021, and agree the recommendations contained therein.

a) **Climate, Biodiversity & Planning Committee - 12 October, 2 November (Attached) & 23 November 2021** (Pages 17 - 36)

b) **Parks & Recreation Committee - 1 November 2021** (Pages 37 - 40)

c) **Halls, Cemeteries & Allotments Committee - 8 November 2021** (Pages 41 - 44)

d) **Stronger Communities Committee - 15 November 2021** (Pages 45 - 50)

e) **Policy, Governance & Finance Committee - 22 November 2021** (Pages 51 - 58)

f) **Corn Exchange Working Party - 2 December 2021**

10. **Appointments to Task & Finish Groups**

To appoint members to serve on the In Bloom and Covid 19 Commemoration Task & Finish Groups.

11. **Civic Announcements** (Pages 59 - 60)

To receive the report of the Mayor.

12. **Vandalism Report** (Pages 61 - 62)

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

13. **Health and Safety**

To receive a verbal update (If applicable)

14. **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.

15. **Correspondence** (Pages 63 - 68)

To receive correspondence from the Town Clerk for information

16. **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.

17. **Compliments & Complaints** (Pages 69 - 78)

To consider the report of the Deputy Town Clerk.

18. **Consultation – High Street & Market Square (Witney) - Proposed Prohibition of Motor Vehicles & Parking Restrictions** (Pages 79 - 96)

To consider consultation documents from Oxfordshire County Council.

19. **Emergency Plan** (Pages 97 - 100)

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

20. **Project Update Report** (Pages 101 - 104)

To consider the report of the Projects Officer.

21. **Council Contracts & Sealing of Documents**

Corn Exchange – Contract for Specialist Theatre Systems– Sound & lighting with Henley Theatre Services Ltd. signed by The Mayor, Cllr J Aitman & the Town Clerk.

22. **Future Meetings of the Council**

To consider delegating a decision on whether the Council's cyclical Committee meetings should be held virtually from January 2022 to Officers, in conjunction with the Mayor and Leader/Deputy Leader of the Council.

This would mean committees revert to being advisory and would re-affirm delegations in place to the Town Clerk on any other urgent matters.

23. **Exclusion of Press and Public**

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

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

24. **Property & Legal Matters** (Pages 105 - 110)

To receive the confidential report of the Town Clerk/CEO.

Sgt. C

Town Clerk

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Witney, Oxon
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Mrs Sharon Groth
FSLCC fCMgr
Town Clerk

Cllr Joy Aitman
Mayor of Witney



**MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 11 October 2021

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

Present:

Councillor J Aitman (Chair)

Councillors:	T Ashby	M Jones
	D Butterfield	A Prosser
	H Eaglestone	R Smith
	D Enright	D Temple
	V Gwatkin	
Officers:	Sharon Groth	Town Clerk
	Loraine Harwood	PA to the Town Clerk and Secretary to the Mayor
	Simon Wright	Democratic & Legal Services Officer
Others:	2 members of the public.	

513 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Ashbourne, R Bolger, O Collins, L Duncan, A D Harvey, J King and A McMahon.

514 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

515 MINUTES

The minutes of the Council meetings held on 2 August and 6 September 2021 were approved and adopted.

In respect of Minute No. 459 – Oxfordshire Bus Service Improvement Plan it was reported that the response to the consultation had been submitted.

Councillor Enright joined the meeting at this juncture.

516 PUBLIC PARTICIPATION

The meeting adjourned for this item.

Mr Mark McCappin representing Windrush Valley Traffic Action Group addressed the meeting regarding Agenda Item No. 11 - Burford Experimental Traffic Regulation Order.

The meeting reconvened following public participation.

The Council at the request of the Chair agreed to take Agenda Item No. 11 before Agenda Item No. 5.

517 **WINDRUSH VALLEY TRAFFIC ACTION GROUP**

The Council was requested to consider whether it wanted to send a supplementary letter to Oxfordshire County Council confirming the request that the Burford Experimental Traffic Restriction Order (ETRO) should be rescinded when the matter is considered in January 2022.

Resolved:

That, a further letter be sent to Oxfordshire County Council confirming the request for the Burford ETRO to be rescinded.

Councillor Enright abstained from voting.

518 **WITNEY COMMUNITY POLICING ISSUES**

Insp Chris Ball, Thames Valley Police, introduced himself and explained that he had recently been appointed to oversee policing in West Oxfordshire following the retirement of the previous postholder.

In response to questions Insp Ball indicated that intervention schemes, particularly with younger people, to address anti-social behaviour (ASB) would be a priority. It was noted that there were particular issues with ASB at the Town Council cemeteries and patrols would be undertaken in those areas.

Insp Ball encouraged the reporting of low-level crime through the non-emergency number as this data informed policing priorities in the district.

The Chair expressed the hope that the Town Council and Thames Valley Police would be able to work collaboratively to address any issues in Witney.

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

Oxfordshire County Council (OCC)

Councillor Enright reported that a new 20mph zone policy was being implemented and would mean OCC working in partnership with Town & Parish Councils to identify sites. In respect of costs, it was explained that OCC would pay for road markings and signage but other aspects such as electronic signs would need to be financed separately.

Councillor Enright advised that OCC had invested in a specialist Housing Association to provide accommodation for clients with learning difficulties. It was noted that the budget process for the next financial year had started.

Finally, it was reported that an initial meeting had been held with interested parties to develop a Local Cycling and Walking Infrastructure Plan (LCWIP) for Witney.

West Oxfordshire District Council (WODC)

Councillor Prosser reported that WODC had commenced a refugee support programme and dedicated resources had been allocated to support Afghan refugees.

Councillor Eaglestone advised that the Witney Flood Mitigation Group had attended the Environment Overview & Scrutiny Committee and raised concern about flooding issues in the town. Representatives of the Environment Agency had also been present at the meeting and responded to issues raised.

Councillor Prosser indicated that the Flood Group would also like to address the Town Council and this would be facilitated at a Planning, Biodiversity & Planning meeting at the earliest opportunity.

Councillor Prosser updated members on the WODC Planning Sub-Committee that had been held earlier in the day. It was reported that Application No. 21/02210/FUL – Unit 1-5, Avenue Two, Witney to which the Town Council had raised objection had been approved. It was noted that the applicant had indicated that they would be prepared to discuss access issues to the Lake & Country Park.

Councillor Temple joined the meeting at this juncture.

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

Witney Town Charity – It was noted that a new representative would be required in due course. The Town Clerk advised that the charity would contact the council when a nomination was needed.

Witney Educational Foundation – The Chair reported that a lot of requests were being received for financial support. In addition the foundation had thanked the council for suggesting the road name of Isabelle Spencer Way at the new Windrush Primary School.

521 CLIMATE, BIODIVERSITY & PLANNING COMMITTEE - 10 AUGUST, 31 AUGUST AND 21 SEPTEMBER 2021

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

In respect of Minute No. P441 of 10 August 2021, it was agreed that an update on the wildflower planting would be provided.

Resolved:

That the minutes of the Climate, Biodiversity & Planning Advisory Committee meetings held on 10 & 31 August and 21 September be received and any recommendations therein approved.

522 PARKS & RECREATION COMMITTEE - 6 SEPTEMBER 2021

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

Resolved:

That the minutes of the Parks & Recreation Committee meeting held on 6 September 2021 be received and any recommendations therein approved.

523 **HALL, CEMETERIES & ALLOTMENTS COMMITTEE - 13 SEPTEMBER 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 Committee meeting held on 13 September 2021 be received and any recommendations therein approved.

524 **STRONGER COMMUNITIES COMMITTEE - 20 SEPTEMBER 2021**

In the absence of the Chair of the Committee Councillor Aitman presented the above minutes to Council and moved their acceptance.

Councillor Smith reported that an officer from Oxfordshire County Council had met with local residents regarding Tower Hill Bus Stop improvements. As a result further discussions would be held regarding location and the requirements of the S106 agreement.

Resolved:

That the minutes of the Stronger Communities Committee meeting held on 20 September 2021 be received and any recommendations therein approved.

525 **POLICY, GOVERNANCE & FINANCE COMMITTEE - 27 SEPTEMBER 2021**

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

The Town Clerk reported that in respect of Minute No. F505 the contractor had indicated that they would be able to undertake the necessary works in respect of wildflower planting at the closed churchyards within the current budget. The Council was therefore requested to rescind resolution 2 of the minute and this was agreed.

In respect of resolution 3 of the same minute it was advised that the figure should read £1,700 and this was agreed.

Resolved:

That the minutes, as amended, of the Policy, Governance & Finance Committee meeting held on 27 September 2021 be received and any recommendations therein approved.

526 **CONCLUSION OF AUDIT FOR YEAR ENDING 31 MARCH 2021**

It was reported that the Council's External Auditor, Moore Stephens, had 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. Members thanked officers for work in achieving such a good audit opinion.

Resolved:

That, the outcome of the review of Sections 1 and 2 of the Annual Governance and Accountability Return for year ended 31 March 2021 be noted.

527 **CLIMATE EMERGENCY UPDATE**

The Council received the report of the Maintenance & Environmental Services Officer updating on progress in meeting the target of becoming carbon neutral by 2028.

Members considered the proposed target for reducing CO2 emissions and it was suggested that the target should be more ambitious than 5% year on year. It was acknowledged that if certain works were undertaken this could accelerate meeting the targets as they would equate to a large reduction in emissions. It was suggested and agreed that the target should be revised to a 15% target. Clarification was given that the baseline for calculations would be 2019 when the declaration of a climate emergency had been made.

Confirmation was given that a budget of £5,000 had been allocated for the replacement of Town Council vehicles with electric vehicles as and when this was required. It was further suggested that the replacement of the Corn Exchange heating system should be investigated with an initial budget of £20,000 being requested.

Discussion ensued on options for offsetting carbon usage against Town Council owned green spaces. It was acknowledged that this was subject to specific requirements and guidelines and the key was to switch away from fossil fuels. It was agreed that offsetting should be considered as part of the overall strategy. The Council further agreed that the targets should also include tenants of Council buildings and contractors working for the Council.

After further discussion it was:

Resolved:

1. That, the progress to date and existing allocated budgets for addressing the climate emergency be noted;
2. That, the target for reducing CO2 emissions be set at 15% year on year and publicise the results of how targets have been achieved;
3. That, the focus of the strategy be on switching away from fossil fuels with the possibility of using green tariffs and carbon offsetting also being investigated to meet targets; and
4. That, the replacement of the heating system at the Corn Exchange be investigated with an initial budget allocation of £20,000 being requested.

528 **CODE OF CONDUCT COMPLAINT - LETTER OF APOLOGY**

The Council received the confidential report of the Town Clerk regarding a Code of Conduct complaint against a Town Councillor.

Resolved:

That, the letter of apology as appended to the confidential report be noted.

529 **CIVIC ANNOUNCEMENTS**

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

The Mayor highlighted that the number of events was increasing following the relaxation of Covid restrictions. Members thanked Councillor Aitman for her hard work in representing the Council at civic and other events.

Resolved:

That, the report be noted.

530 **HEALTH AND SAFETY**

The Town Clerk reported that the defibrillator at Burwell Hall was to be replaced and if the old one was returned then that would be kept as a spare.

It was reported that a member of staff had tested positive for Covid and the offices had been deep cleaned with services only being interrupted for a short time.

Resolved:

That, the Health and Safety update be noted.

531 **COMMUNICATION FROM THE LEADER**

In the absence of the Leader, the Deputy Leader advised there were no communications.

532 **CORRESPONDENCE**

The Council received correspondence regarding funding of a taxi service for lone people at night. It was noted that this was outside the remit of the Council.

Discussion ensued regarding safety of residents particularly at night. Insp Ball acknowledged the concerns and advised that a new Night-Time Economy plan was being developed and would include a more visible police presence. It was noted that a review of CCTV provision was also being undertaken.

Resolved:

That, the correspondence be noted.

533 **QUESTIONS TO THE LEADER OF THE COUNCIL**

In the absence of the Leader, there were no questions for the Deputy Leader of the Council.

534 **SEALING OF DOCUMENTS**

Resolved:

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 C-operative Funeral Ltd.].

535 **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.

536 **CORN EXCHANGE - RETRACTABLE SEATING CONTRACT**

The recommendations of the Corn Exchange Working Party meeting held on 7 October 2021 were outlined.

It was reported that a contractor had been recommended by the Working Party and they had also noted that there had been an underspend on the sound and lighting contract so additional funding was recommended to facilitate extra works identified in the report.

Members supported the recommendations of the Corn Exchange Working Party.

Resolved:

1. That, the Retractable Seating Contract be awarded to Hussey Seatway for the sum of £66,593; and
2. That, a sum of £1,593 is used from the underspend of the allocated Sound & Lighting budget to deliver necessary extras included in the above price

The meeting closed at: 8.18 pm

Chair

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FULL COUNCIL COMMITTEE

Date: Monday, 6 December 2021

Title: Witney Town Charity Trustees

Contact Officer: Town Clerk - Sharon Groth

Background

The charitable objectives of the Witney Town Charity are:

1. The provision and maintenance of Almshouses for poor persons
2. The relief of poor persons in conditions of need, hardship or distress.

It operates 18 Almshouses and also provides grants for those in need.

Within its constitution it allows for 6 Witney Town Councillors to be on the Trust as nominated Trustees. Attached is correspondence from the Chair of the Trustees requesting that the Council considers an amendment to the constitution and reasons for this.

Current Situation

The current nominated trustees from Witney Town Council are as follows:

A McMahon	November 2021
C Woodward	February 2022
J S King	October 2022
L Ashbourne	June 2024
M Jones	June 2024
J Aitman	June 2025

Cllr A McMahon's term of office has expired – in light of the communication from the Chair of Trustees, the Council is asked to agree that the Charity co-opts someone with relevant experience to meet the needs of the Charity, rather than reappointing Cllr McMahon or an alternative Councillor.

With regard to former Councillor Chris Woodward, the Clerk to the Trustees has indicated that they would be keen to retain Chris because he is the Nominated Person in respect of the Charity's Health & Safety Policy given his extensive knowledge of H&S and facilities management.

Environmental impact

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

Risk

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

Financial implications

There are no financial implications relevant to the contents of this report

Recommendations

Members are invited to note the report and

1. consider the request from the Chair of the Witney Town Charity to reduce the number of Town Council nominated trustees from 6 to 4 for it to have greater control over serving trustees who can fulfil particular skill sets (H&S, Legal, Property etc) required for the smooth operation of the Charity.
2. in any case, in the first instance, to agree the continuation of Chris Woodward as Nominated Trustee.
3. dependant on the resolution at item 1 – to agree to the Charity suggesting an appropriately qualified person to be co-opted.

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Public Document Pack Agenda Item 9a

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

Held on Tuesday, 12 October 2021

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser V Gwatkin	M Jones
Officers:	Adam Clapton Claire Green Simon Wright	Deputy Town Clerk Administration Support - Planning & Stronger Communities Democratic & Legal Services Officer
Others:	No members of the public.	

P537 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor J Aitman who was representing the Council at an event in her role as Mayor. Apologies were also received from Councillors O Collins, L Duncan and A McMahon.

P538 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

P539 PUBLIC PARTICIPATION

There was no public participation.

P540 COMMITTEE WORK PLAN

The Committee received the report of the Town Clerk providing an update on the 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. Members were also requested to consider items for inclusion in the budget setting process.

The committee highlighted the need to meet the Climate Emergency targets that has been discussed by Council together with the need for an active travel plan for sites owned by the Town Council particularly the Lake & Country Park.

It was noted that the existing budget of £10,000 covered the management plan for that site and that it was hoped a Park Ranger would be appointed in due course. Members were advised that the report regarding the lake survey was expected soon along with an update on a potential Forest School project and these may have some budgetary implications. It was agreed that the outcomes be reported to the next meeting for budgetary consideration.

In respect of achieving carbon neutrality the current budgetary position was clarified in that £35,000 had been allocated for solar panels at the Works Depot but this may be dependent on the future use of that site. Discussion ensued regarding the need to make improvements at the Town Council venues on matters such as replacing windows, heating systems and making the building more energy efficient. It was agreed that this would need to be a phased approach and funding should be allocated to meet the costs. It was questioned as to whether alternative funding schemes or loans could be accessed and it was agreed that this was something that could be explored.

Finally, the implementation of 20mph Zones and Community Speedwatch schemes in Witney were discussed and it was agreed that funding should be put in place to meet additional costs associated with the initiatives.

Resolved:

1. That, the Committee Work Plan be noted;
2. That, a report on the outcome of the lake survey be reported to the next meeting for consideration of any budgetary implications; and
3. That, the following budgetary requests be recommended:

Active Travel Infrastructure - £20,000
That each spending Committee considers energy efficiency works at venues under their remit and budgets accordingly – up to £50,000 per venue
Community Speedwatch/20 mph zones - £2,000; and
4. That, options for funding the above schemes from loans or other grant schemes be explored.

P541 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.

The meeting closed at: 7.35 pm

Chair

garden shed with storage above.

Observations : Witney Town Council object to this application. The Flood Risk Assessment states that the application site is at high risk of river flooding, with no flood defences in situ. Even with proposed mitigation measures, the flood risk assessment concludes that overall flood risk to the development itself is medium.

Further, the assessment indicates that development may have an adverse impact on local flood risk. Witney Town Council object to the proposal on the grounds that flood risk is increased for nearby properties - This area has been badly affected by river flooding and surface water flooding as recently as December 2020.

540- 4	WTC/177/21	Plot Ref :-21/03113/LBC	Type :-	LISTED BUI
	Applicant Name :- .		Date Received :-	27/09/21
	Location :- 63 CORN STREET CORN STREET		Date Returned :-	13/10/21
	Proposal : Alterations to re-build brick chimney stack.			
	Observations : Witney Town Council has no objections regarding this application.			

540- 5	WTC/178/21	Plot Ref :-21/03112/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	27/09/21
	Location :- 24 PARK ROAD PARK ROAD		Date Returned :-	13/10/21
	Proposal : Erection of a single storey front 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.			

540- 6	WTC/179/21	Plot Ref :-21/03197/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	29/09/21
	Location :- 38 MOOR AVENUE MOOR AVENUE		Date Returned :-	13/10/21
	Proposal : Single story rear extension for kitchen dining area and utility.			
	Observations : Witney Town Council has no objections regarding this application.			

540- 7	WTC/180/21	Plot Ref :-21/03190/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	30/09/21
	Location :- 5 LAVENDER VIEW LAVENDER VIEW		Date Returned :-	13/10/21
	Proposal : New front dormer and roof light in front of roof and two rear roof lights as part of loft conversion.			
	Observations : Witney Town Council has no objections regarding this application.			

540- 8 WTC/181/21 Plot Ref :-21/03199/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 30/09/21

Location :- THE OCTAVES Date Returned :- 14/10/21
NEW YATT ROAD

Proposal : Demolition of existing conservatory and outbuildings. Construction of single storey rear and side extension to main house and single storey annexe in garden. Replacement of existing windows to main house and alterations internally.

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.

540- 9 WTC/182/21 Plot Ref :-21/03184/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 30/09/21

Location :- 198 WADARDS MEADOW Date Returned :- 14/10/21
WADARDS MEADOW

Proposal : Erection of a single storey replacement rear extension.

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

540- 10 WTC/183/21 Plot Ref :-21/03093/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 30/09/21

Location :- 66 NEW YATT ROAD Date Returned :- 14/10/21
NEW YATT ROAD

Proposal : Construction of a carport with formation of driveway along with the installation of an electric gate and fencing to the west and east boundaries.

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

540- 11 WTC/184/21 Plot Ref :-21/03160/FUL Type :- FULL

Applicant Name :- . Date Received :- 30/09/21

Location :- UNIT 5 WOOLGATE SHOPPING Date Returned :- 14/10/21
CENTR
WOOLGATE SHOPPING CENTRE

Proposal : Alterations to existing shop front entrance and installation of 4 air conditioning condenser units to rear elevation.

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

540- 12 WTC/185/21 Plot Ref :-21/03089/FUL Type :- FULL

Applicant Name :- . Date Received :- 04/10/21

Location :- UNIT 23, AVENUE ONE Date Returned :- 14/10/21
AVENUE ONE

Proposal : Alterations to include the erection of single storey rear extension, the addition of a new fire exit and 3 new windows to West elevation.

Observations : While Witney Town Council does not object to this application, members have shown concern for maintaining emergency access/safe egress at the rear of neighbouring units.

Proposal : Conversion of existing offices to create four flats along with the construction of a further flat in car park together with associated works.

Observations : While Witney Town Council does not object to this application, Members note the ERS consultation comment regarding contaminated land and agree with the recommended planning condition requiring a site investigation.

Members echo the response from Thames Water 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.

Proposal : Construction of detached dwelling and formation of new access onto Springfield Park.

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

Signed : _____ Chairman Date: _____

Public Document Pack

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

Held on Tuesday, 2 November 2021

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor A Prosser (Chair)

Councillors:	L Duncan V Gwatkin	D Butterfield (In place of R Smith)
Officers:	Adam Clapton Claire Green	Deputy Town Clerk Administration Support - Planning & Stronger Communities
Others:	1 Member of the public.	

P550 **APOLOGIES FOR ABSENCE**

Apologies for their absence were received from Cllrs R Smith, J Aitman, O Collins and A McMahon.

Cllr D Butterfield attended for Cllr R Smith.

P551 **DECLARATIONS OF INTEREST**

Cllr A Prosser notified of non-pecuniary or prejudicial interests in planning items WTC/190, 191 and 196. The latter being erection of 110 dwellings off Hailey Road Witney. Cllr Prosser had campaigned against housing here but was able to consider this application on its planning merits.

P552 **PUBLIC PARTICIPATION**

The Committee adjourned for this item.

Mr W Wareing of Witney Flood Mitigation Group addressed the Committee concerning flooding in Witney, added as an urgent agenda item with the express permission of the Chair.

The Committee reconvened following this item.

P553 **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.

P554 **LAKE & COUNTRY PARK UPDATE**

The Committee received and considered the report of the Maintenance & Environmental Services Officer concerning vegetation surveys and a potential Forest School at Witney Lake and Country Park.

Members noted the results of the vegetation survey and agreed that further surveys and discussions should take place with experts to inform Land Management policies from the existing budget.

With regards to the Forest School, members heard that meetings had taken place with current and potential users of the Country Park. The feedback had been mixed and a clear need had not been identified. Although a possible location had been mooted it was not entirely suitable due to its proximity to the A40 in a biodiverse area. There was agreement if this project were to go ahead it would need to be more of an educational area than Forest School and safety of users would have to be paramount.

Resolved:

That, at this stage Witney Town Council does not support the creation of Forest School or Education Area at the Lake & Country Park.

P555 **FLOODING IN WITNEY**

This item was added at the request of the Chair to allow public participation from the Witney Flood Mitigation Group.

Members advised the queries raised by the group would be passed to officers who had begun work on a Land Management Strategy for the Lake and Country Park and an Emergency Plan. The latter would be considered at a meeting of the Full Council on 6th December and was unlikely to be a completed article but it would hopefully begin to address concerns raised by the group.

The meeting closed at: 7.35 pm

Chair

windows in rear elevation.

Observations : Whilst Witney Town Council do not object to this application, Members ask that the applicant consider upgrading the window specifications to include triple glazing in any new window fittings at the front and the rear of the property. In accordance with Policy OS3, all development proposals should minimise energy demands and energy loss through design and materials.

552- 5	WTC/192/21	Plot Ref :-21/02618/FUL	Type :-	FULL
	Applicant Name :-	.	Date Received :-	18/10/2021
	Location :-	141 QUEEN EMMAS DYKE QUEEN EMMAS DYKE	Date Returned :-	08/11/2021
	Proposal :	Erection of a pair of semi detached dwellings together with associated works and provision of vehicular access.		
	Observations :	Witney Town Council object to this application:		
		1. Members concur with the comments from Oxfordshire County Council, the proposed development does not provide adequate provision for parking or access. This is contrary to policy T4		
		2. The proposed development represents over development of the site, with a negative impact on the streetscene. Policy OS2 requires development should be of a proportionate and appropriate scale, the plans fail to meet this requirement.		
		Further, Members expressed concern for the loss of permeable drainage and would ask that in the event of this application being approved, mitigating measures are sought by the applicant to decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan.		

552- 6	WTC/193/21	Plot Ref :-21/03399/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	.	Date Received :-	21/10/2021
	Location :-	14 SAXON WAY SAXON WAY	Date Returned :-	04/11/2021
	Proposal :	Erection of a double storey rear extension, with flat roof to match neighbouring property. External materials to match existing.		
	Observations :	While Witney Town Council does not object to this application, the Council ask that officers pay due regard to ensuring that the development does not cause a harmful overlooking to neighbouring properties, specifically the windows facing no.12 Saxon Way.		

552- 7	WTC/194/21	Plot Ref :-21/03406/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-	.	Date Received :-	21/10/2021
	Location :-	37 SAXON WAY SAXON WAY	Date Returned :-	08/11/2021
	Proposal :	Renovation and remodelling to including proposed extension.		
	Observations :	Whilst Witney Town Council do not object to the proposal, Members make the following observations:		
		1. Can Officers consider the size and scale of the proposal - the increase in the building footprint is quite significant. Policy OS2 requires that all development be of a proportionate and appropriate scale to its context.		

2. Members discussed the ground-cover materials used at the front and rear of the property and are concerned about any loss of permeable drainage. Members request that in the event of approval being granted, conditions are applied to ensure that permeable surface treatments are used in the areas marked 'Gravel Drive' at the front of the property, and 'Paving' at the rear of the property.

Queen Emmas Dyke runs along the rear boundary of this property and the application site sits within Flood Zone 2. Members ask that given the close proximity of the stream and the large reduction of permeable drainage, Officers carefully consider any increase to local flood risk, and that any mitigating measures be considered.

552- 8	WTC/195/21	Plot Ref :-21/03319/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	25/10/2021
	Location :- 118C QUARRY ROAD		Date Returned :-	04/11/2021
	QUARRY ROAD			
	Proposal : Single storey extension.			
	Observations : Witney Town Council has no objections regarding this application.			

552- 9	WTC/196/21	Plot Ref :-19/03317/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	25/10/2021
	Location :- LAND WEST OF HAILEY ROAD		Date Returned :-	18/11/2021
	HAILEY ROAD			
	Proposal : Erection of 110 residential dwellings including access off Hailey Road; areas of open space; landscaping; and associated works.			
	Observations : Witney Town Council object to the application for the following reasons:			

1. As stated in their consultee response "Thames Water has identified an inability of the existing FOUL WATER network infrastructure to accommodate the needs of this development proposal." The current sewer network is unable to cope with existing demand and Witney continues to see untreated sewage pumped into the River Windrush and Witney's watercourses. This greatly impacts the health of the river and is a risk to animal and human health. Additional demand on the network without any infrastructure upgrade will exacerbate this problem and we will see more frequent instances of permitted sewage release into our river network. These issues are not addressed by the amended plans and neither the proposal nor the associated documents illustrate any agreement with Thames Water to alleviate this issue.

2. The additional car movements will have significant detrimental impact on the air quality in Witney, particularly in West End and on Bridge Street. West Oxfordshire District Council have declared this area of Witney as an Air Quality Management Area (AQMA). Without the planned new road infrastructure being in place, (Northern Distributor Road, Shores Green and the West End Link Road) additional traffic entering Witney from the North will inevitably increase pollutant levels in an area already failing the Government's objective for nitrogen dioxide levels. Policy EH8 requires that developments will need to be supported by an air quality assessment. The developer's submission is inconsistent in relation to the air quality in Bridge Street.

3. Witney Town Council cannot support this development without the planned road infrastructure improvements (Northern Distributor Road, Shores Green and the West End Link Road) being in place ahead of any application being approved. As per Policy WIT2

4. The amended plans show an improvement in cycle networks, but these are not sufficient in meeting the objectives of Policy T3 which requires that all new development will be located and designed to maximise opportunities for walking, cycling and the use of public transport. Further Policy T3 states that development that fails to make adequate provision of measures to encourage the use of non-car modes of transport will not be favourably considered. The proposal needs to do more to provide safe connections for children cycling to Witney secondary schools.

5. In accordance with Policy WIT2, Witney Town Council echo the concerns of the WODC Planning Policy Manager and ask that any proposals for sites in the identified North Witney Strategic Development Area, are applications conforming to an agreed Masterplan, and that development of this site be phased in accordance with the timing of provision of infrastructure and facilities that support this scale of growth

6. Witney Town Council has concerns about the suitability of the soil at the application site and the suitability of soakaway installation.

7. Policy OS3 requires that development proposals are prudent in their use of natural resources including minimising energy demands and energy loss and maximising resource efficiency. The proposal is not ambitious in this regard, and much more could be achieved in terms of forward-thinking, carbon neutral house design.

8. Witney Town Council request that some electric vehicle charging points be installed in the shared and allocated parking spaces that are not in the immediate vicinity of a property.

9. Witney Town Council would not want to see any parcels of land become unadopted, or covenants placed on any of the land

10. Witney Town Council expects that in the event that planning permission is granted, that the approved plans fully comply with Hailey's Neighbourhood Plan.

And finally, In the event of this application being approved, Witney Town Council anticipate that residents of this development will be using Witney facilities, Witney being the nearest service centre, and we request a S106 contribution towards the provision of sports pitches, a recreational facility much in demand in Witney and largely unavailable in the North of Witney.

The Meeting closed at : 7:35pm

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, 23 November 2021

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser J Aitman	M Jones
Officers:	Claire Green Simon Wright	Administration Support - Planning & Stronger Communities Democratic & Legal Services Officer
Others:	No members of the public.	

P600 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors O Collins, L Duncan, V Gwatkin and A McMahon

P601 DECLARATIONS OF INTEREST

Councillor A Prosser declared a personal prejudicial interest in Application No. 21/03565/HHD by virtue of being the applicant.

P602 TO ADOPT AND SIGN AS CORRECT THE MINUTES OF THE COMMITTEE HELD ON 21 SEPTEMBER & 12 OCTOBER & 2 NOVEMBER 2021

Resolved:

The minutes of the meetings of the committee held on 21 September, 12 October & 2 November 2021 were adopted as a correct record and signed by the Chair.

P603 MATTERS ARISING FROM THE MINUTES OF 21 SEPTEMBER, 12 OCTOBER & 2 NOVEMBER 2021

Application No. 19/03317/FUL – Land West of Hailey Road

Confirmation was given that an updated response had been submitted to West Oxfordshire District Council in respect of this application.

P604 PUBLIC PARTICIPATION

There was no public participation.

P605 **PLANNING APPLICATIONS**

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

It was noted that in respect of Application No. 21/03565/HHD a decision would need to be deferred as the meeting was not quorate for consideration of the application. It was agreed that comments be sought from eligible committee members and a response submitted.

Resolved:

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

P606 **PLANNING APPLICATION BY UBICO LTD - RECYCLING DEPOT, SUPERGAS IND EST, MINSTER LOVELL, OX29 0SZ**

The Committee considered an application for development at the Ubico Recycling Depot, Supergas Industrial Estate, Minster Lovell, OX29 0SZ.

Resolved:

That no objection be submitted and the committee expressed support for the continued delivery of an efficient recycling service from the site.

P607 **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.

P608 **APPLICATION FOR NEW PREMISES LICENCE. W/21/00940/PRMA - ACQUA SALATA LTD 62 CORN STREET WITNEY**

The committee considered an application for a new Premises Licence under the Licensing Act 2003 at 62 Corn Street Witney.

Resolved:

That no objection be raised to the application.

P609 **ADOPTION OF WEST OXFORDSHIRE AFFORDABLE HOUSING SUPPLEMENTARY PLANNING DOCUMENT (SPD)**

The Committee received the adopted West Oxfordshire Housing Supplementary Planning Document.

The Chair encouraged members to consider the content of the document and advise officers of any issues.

Resolved:

That, the West Oxfordshire Housing Supplementary Planning Document be noted.

P610 **WITNEY TRAFFIC ADVISORY COMMITTEE - 28 SEPTEMBER 2021**

The Committee considered the minutes of the Witney Traffic Advisory Committee (TAC) meeting held on 28 September 2021.

It was noted that some of the issues including the provision of 20mph zones, Community Speedwatch and Active Travel issues would be presented to a future meeting of the Committee. A number of actions had also been referred to officers at Oxfordshire County Council for consideration.

Resolved:

That, the minutes of the Witney TAC meeting held on 28 September 2021 be noted.

P611 **PAVEMENT LICENCE APPLICATION W/21/01061/PAVLIC - SMARTS FISH & CHIPS, 50 MARKET SQUARE, WITNEY**

The Committee considered an application for a Pavement Licence at 50 Market Square, Witney.

Resolved:

That, no objection be raised.

The meeting closed at: 7.12 pm

Chair

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605- 5 WTC/201/21 Plot Ref :-21/03574/LBC Type :- LISTED BUI

Applicant Name :- . Date Received :- 10/11/21

Location :- WITNEY HOUSE, 17 WEST END Date Returned :- 24/11/21
WEST END

Proposal : Demolition of existing sunroom, erection of new garden room extension, minor internal alterations and proposed internal openings. Side roof bin storage extension.

Observations : In the context of the Listed Building, members discussed the choice of glazed sliding doors and whether this was a suitable material for an historic site. Given that the development is at the rear of the property members concluded that this design be acceptable.

605- 6 WTC/202/21 Plot Ref :-21/03085/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 15/11/21

Location :- 321 MANOR ROAD Date Returned :- 24/11/21
MANOR ROAD

Proposal : Erection of single storey rear and side extensions together with construction of rear pergola.

Observations : While Witney Town Council does not object to this application, it notes the loss of permeable drainage. The land to the South West of the site is a functioning flood plain and any new development must not cause for an increase in surface water run-off. Members 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.

605- 7 WTC/203/21 Plot Ref :-21/03594/FUL Type :- FULL

Applicant Name :- . Date Received :- 15/11/21

Location :- 33A HIGH STREET Date Returned :- 24/11/21
HIGH STREET

Proposal : Temporary change of use from shop to store room for use by Scouts and church.

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

605- 8 WTC/204/21 Plot Ref :-21/03565/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 15/11/21

Location :- 81A NEWLAND Date Returned :- 06/12/21
NEWLAND

Proposal : Single storey side extension. Provision of new solar panels to front elevation.

Observations : No Comment.

605- 9 WTC/205/21 Plot Ref :-21/03673/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 15/11/21

Location :- 36 GLOUCESTER PLACE Date Returned :- 24/11/21
GLOUCESTER PLACE

Proposal : Single storey flat roof rear extension and removal of conservatory.

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

Applicant Name :- .

Date Received :- 16/11/21

Location :- LAND EAST OF WITNEY ROAD
DUCKLINGTON

Date Returned :- 06/12/21

Proposal : Outline planning permission for up to 120 dwellings with associated landscaping and infrastructure with detailed vehicular access from Witney Road (with all other matters including other access arrangements reserved).

Observations : Witney Town Council object to this application.

The application site neighbours two parcels of land in the ownership of Witney Town Council. Firstly the allotments to the North of the site and secondly, the Lake & Country Park to the East of the site.

Policy OS2 requires that 'All development should not be at risk of flooding or likely to increase the risk of flooding elsewhere.' Further, 'All development should be compatible with adjoining uses and not have a harmful impact on the amenity of existing occupants'. The proposed development site is located in our neighbouring parish, Ducklington, however, Witney Town Council cannot ignore the immediate vicinity of the site and close proximity to land owned and managed by Witney Town Council. The proposed development site has a history of flooding, and the Witney Town Council Allotments neighbouring the site has known flood issues. The site itself is not suitable for development with the history of flooding and members cannot support a proposal that puts further pressure on the surface water drainage at the allotment site. Members echo the concerns raised by Mr Jessel of the Witney Allotments Association, we are aware of issues with flooding at this much used site and agree that development of The Moors will exacerbate the surface water flooding and drainage problems for nearby land.

Further to the objection and observations made above, the same passages of Policy OS2 and the same concerns apply to harmful impact at land to the East of the site at the Lake and Country Park. Emma's Dyke is prone to flooding, so adding potential excess surface water from the site to a watercourse already struggling to meet required capacity is not a solution. During heavy rainfall events water struggling to drain away could cause flooding to the much used public footpath area around the Southern and Western sections of the Lake & Country Park.

Thames Water release sewage into the watercourse near to this site, this leads to untreated sewage in Colwell Brook, flowing onto Emma's Dyke, and the river Windrush, running adjacent to the development site. Clearly during flood events, this leads to the possibility of not only flooding, but floodwater mixed with untreated sewage. At this point in time, there is no detailed plan or information from Thames Water as to how far any improvements to Witney Sewage Treatment Plant might go, or indeed whether it will be able to cope with the increased demand from any planned new development, without extra demand being placed upon the system from large scale developments in sites not identified in the Strategic Development Plan for Witney.

This application brings development too close to the Lake & Country Park, again, failing to meet the objectives set out by Policy OS2 'All development should as far as is reasonably possible protect or enhance the local landscape and the setting of the settlement'. The Lake & Country Park is in a rural setting, with natural landscaping and high biodiversity, development as proposed is an encroachment and should be refused in order to protect this valuable wildlife habitat.

Much of the vehicular, cycle and pedestrian traffic will be leaving the development site and heading North to Witney, the main service centre. The

roundabout is dangerous and busy, it is not a suitable or safe place for children to navigate.

This application fails to meet many of the General Principles of Overall Strategy policy - Policy OS2, Witney Town Council respectfully ask that this proposal for development be refused.

The Meeting closed at : 7:15pm

Signed : _____ Chairman Date: _____

On behalf of :- _____ Witney Town Council

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

Held on Monday, 1 November 2021

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor V Gwatkin (Chair)

Councillors:	D Butterfield T Ashby	L Duncan D Enright
Officers:	Adam Clapton Simon Wright	Deputy Town Clerk Democratic & Legal Services Officer
Others:	No members of the public.	

PR542 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Joy Aitman, Luci Ashbourne and Andy McMahon.

PR543 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

PR544 MINUTES

The minutes of the Parks & Recreation Committee held on 6 September 2021 were received as a correct record.

Minute No. PR454 – Football, Cricket, Bowls & Park Run Update

The Chair advised that the provision of a defibrillator, toilet facility and pitch marking at King Georges Field has been identified as part of the Football Association funding.

The Deputy Town Clerk reported that discussions were ongoing with Witney Bowls Club regarding moving the irrigation controller and ongoing responsibility for irrigation.

Minute No. PR455 – Committee Work Plan

The committee expressed disappointment that the work at Park Road play area was yet to be completed. It was noted that whilst the equipment was in place the safety matting was yet to be finished and full safety inspections undertaken. The committee was assured that officers were liaising with the contractors to get the work finished.

Clarification was sought regarding the funding for Burwell Hall changing rooms and it was confirmed that some of the allocated funding could be used to start the project. The Committee resolved to allocate the funding accordingly to employ architects and carry out scoping work on budgets, permissions required and potential timelines.

PR545 **PARTICIPATION OF THE PUBLIC**

There was no public participation.

PR546 **SEWER TO THE LEYS BOWLS CLUB**

Consideration was given to the report of the Project Officer outlining options for remedial works to the sewer at The Leys serving Witney Town Bowls Club.

The Committee noted the background and considered the need to undertake works to resolve the issue in light of the likely wider development of the site. It was agreed that the new sewer should run around the edge of the site as this would reduce disruption. In respect of budget it was agreed that a request for £25,000 be made.

Resolved

1. That, the quotation as presented be noted;
2. That, the project be progressed with the new sewer being installed around the edge of the site; and
3. That, the Council be requested to allocate a budget of £25,00 for the scheme in the 2022-2023 budget.

Councillor Butterfield joined the meeting at this juncture.

PR547 **FINANCIAL REPORT: REVISED REVENUE BUDGET 2021/22 AND DRAFT BASE REVENUE BUDGET FOR 2022/23**

The Deputy Town Clerk advised that it had not been possible to finalise the budget papers as the recharges had yet to be included.

The Committee considered the draft figures and noted the present position.

Resolved

1. That, the report be noted; and
2. That, the revised base revenue budget for 2021/22 and estimated base revenue budgets for 2022/23 be approved

PR548 **SCHEDULE OF PROPOSED FEES & CHARGES 2022/23**

The Committee considered a schedule of proposed fees & charges for 2022/23.

The Deputy Town Clerk advised that the Policy, Governance & Finance Committee had agreed that the fees and charges of the Town Council for 2022/23 should rise in line with inflation which equated, when rounded down, to a 3% rise.

Resolved

That, the Recreation Fees & Charges for 2022/2023 be approved.

PR549 **REVENUE GROWTH ITEMS, SPECIAL REVENUE PROJECTS & CAPITAL PROJECTS**

The Committee noted that it had not been possible to provide this report for the meeting and would be circulated to members for comment in due course. It would also be included in the agenda for the next Policy, Governance & Finance Committee for decision.

The meeting closed at: 6.25 pm

Chair

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

Held on Monday, 8 November 2021

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor M Jones (Chair)

Councillors:	V Gwatkin J Aitman T Ashby	L Duncan R Smith
Officers:	Adam Clapton Sharon Groth Simon Wright	Deputy Town Clerk Town Clerk Democratic & Legal Services Officer
Others:	1 member of the public. Councillor Harry Eaglestone	

H556 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Ashbourne & O Collins

H557 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers.

H558 MINUTES

The minutes of the meeting of the committee held on 13 September 2021 were received.

There were no matters arising.

Resolved:

That, the minutes of the meeting held on 13 September 2021 be approved as a correct record and signed by the Chair

H559 PUBLIC PARTICIPATION

The Committee adjourned for this item.

Mr Barry Jessel representing Witney Allotment Association addressed the committee in respect of Agenda Item No. 8 – Request for Gates at Hailey Road Allotments.

The Committee reconvened following public participation

At the request of the Chair the committee agreed to consider Agenda Items 7 & 8 before Agenda Item No. 5

H560 **LAKESIDE ALLOTMENTS - TOPOGRAPHICAL SURVEY**

Consideration was given to the report of the Project Officer regarding the results of a topographical survey around the Lakeside allotments to determine the extent of a bund required to prevent flooding to the allotments.

The committee noted the potential costs outlined in the confidential appendix to the report and that this was prohibitive. Discussion ensued regarding the site location, possible remedial works and the potential impact of development near the allotments.

Resolved:

That, Officers be requested to look at options for remedial works that may be possible to alleviate flooding issues.

H561 **WITNEY ALLOTMENT ASSOCIATION - REQUEST FOR GATES AT HAILEY ROAD ALLOTMENTS**

The report of Operations & Estates Advisor regarding vehicular and pedestrian access at Hailey Road allotments was received.

The committee considered options for replacement gates, site security, the layout of the site and land ownership issues. It was noted that there had been incidents of trespass on the site and that reporting to Thames Valley Police on 101 was appropriate as it informed policing priorities.

Discussion ensued regarding management of the allotment sites and it was suggested and agreed that six monthly inspections be undertaken by the council as landowner.

Resolved:

1. That, discussion of options for improving security of the site be undertaken between officers and Witney Allotment Association; and
2. That, regular six-month inspections of the allotment sites be instigated.

Councillor Eaglestone left the meeting at this juncture.

H562 **BURIAL TIMES**

The report of the Maintenance & Environmental Services Officer was received outlining proposed new burial times during the winter months and health and safety. The Deputy Town Clerk clarified that the proposed timings and amendments to those stated in the report.

Resolved:

That, the inclusion of the below burial times in the new cemetery Terms & Conditions be approved:

November to March:

11:00-14:00

April to October:

Tower Hill: Monday – Thursday 10:00-15:00, Friday 10:00-14:00

Windrush: Monday – Thursday 11:00-15:00, Friday 11:00-14:00

H563 TOWER HILL CEMETERY - DDI AUDIT ACCESS REQUIREMENTS

Consideration was given to the report of the Maintenance & Environmental Services Officer regarding progress with the DDI Audit Access at Tower Hill Cemetery.

The development of a site plan to be provided on site and for inclusion in the new cemeteries brochure was supported. It was further noted that works to make the parking area more usable had been undertaken.

In respect of a budget bid, it was suggested that the Town Clerk in conjunction with other officers look at this as part of the process.

Resolved:

1. That, the report be noted; and
2. That, the Town Clerk in conjunction with other officers considers the budget implications as part of the budget setting.

H564 PUBLIC HALLS & 1863 CAFÉ BAR REPORT

Consideration was given to the report of the Venue & Events Officer providing an update on activities and bookings at Council owned venues.

Resolved:

That, the report be noted.

H565 BUDGET

The Town Clerk advised that it had not been possible to finalise the budget papers as the recharges had yet to be included. In addition consideration of options for the Café bar at the Corn Exchange would also need consideration to inform the budget.

The Committee considered the draft figures and noted the present position.

Resolved

1. That, the report be noted; and
2. That, the revised base revenue budget for 2021/22 and estimated base revenue budgets for 2022/23 be approved.

H566 SCHEDULE OF PROPOSED FEES & CHARGES 2022/23

The Committee considered a schedule of proposed fees & charges for 2022/23.

It was advised that the Policy, Governance & Finance Committee had agreed that the fees and charges of the Town Council for 2022/23 should rise in line with inflation which equated, when rounded down, to a 3% rise.

Resolved:

That, the following Fees & Charges be approved:

- i. Burials Fees & Charges
- ii. Public Halls Fees & Charges

H567 **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.

H568 **1863 CAFE - BUSINESS PLAN**

The Committee considered the confidential report of the Venue & Events Officer outlining options for the development of the 1863 Café bar at the Corn Exchange.

Members discussed the role of the café bar, likely demand once the Corn Exchange refurbishment was finished, competition issues and the financial and staffing implications.

After discussion it was agreed that the Corn Exchange Working Party would be the best forum for considering the options.

Resolved:

That, the matter be referred to the Corn Exchange Working Party for consideration.

The meeting closed at: 6.55 pm

Chair

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

Held on Monday, 15 November 2021

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor O Collins (Chair)

Councillors:	J Aitman	H Eaglestone
	D Butterfield	A Prosser
	L Duncan (In place of L Ashbourne)	
Officers:	Sharon Groth	Town Clerk
	Simon Wright	Democratic & Legal Services Officer
Others:	No members of the public.	

SC569 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Ashbourne, R Bolger and V Gwatkin.

Councillor L Duncan attended for Councillor L Ashbourne

SC570 DECLARATIONS OF INTEREST

Councillors Aitman, Collins & Duncan declared a non-pecuniary interest in Agenda Item No. 11 – Grant Aid to Local Organisations by virtue of involvement in the Witney Twinning Association.

Councillor Collins declared a non-pecuniary interest in Agenda Item No. 12 – Budget by virtue of being a volunteer with West Oxfordshire Community Transport.

SC571 MINUTES

The minutes of the meeting held on 20 September 2021 were adopted and signed as a correct record by the Chair.

Min No. SC475 – The Town Clerk advised that Historic England had not supported the old Pill Box at Langel Common being used as a planter. This did not preclude the continuation of the project to provide a QR Code and signage at the site.

Min no. SC476 – Officers undertook to check the position with Oxfordshire County Council regarding the provision of salt bins on the footpath connecting Madley Park and Oxford Hill as part of the Active Travel Scheme.

The Committee thanked all those involved in organising the Remembrance Sunday event which had been greatly appreciated by those attending.

SC572 **PUBLIC PARTICIPATION**

There was no public participation.

SC573 **PUBLIC BENCHES - WEST OXFORDSHIRE DISTRICT COUNCIL REQUESTS**

The Committee considered the report of the Deputy Town Clerk regarding the Council accepting ownership and ongoing maintenance for public benches being proposed by West Oxfordshire District Council.

Consideration was given to suggested locations for the benches being proposed. Members agreed that the siting of a bench on Bridge Street, suggestion 1, was not suitable as it would take up a lot of the pavement and was not ideal as vehicles idled at that point causing pollution. It was therefore suggested that an alternative location should be considered.

Members supported suggestion 2 for a bench outside 53 High Street and indicated that a double-sided bench would be preferable. The final location for a bench on Market Square was supported.

The Committee agreed that the Town council should take on ownership and maintenance responsibilities.

Resolved:

1. That the siting of a bench on Bridge Street is not supported and an alternative location be suggested;
2. That a bench outside High Street is agreed with a double sided bench being the preferred design;
3. That the provision of a bench on Market Square be supported; and
4. That Witney Town Council takes ownership of the benches together with ongoing maintenance responsibility.

SC574 **OPEN SPACES INFRASTRUCTURE**

The Committee received an update on progress with the Action Plan associated with the adopted Open Spaces Strategy. In addition ratification of updated Memorial Bench and Tree policies was sought.

Members considered whether thresholds should be established for bins in Witney. During discussion it was considered that it would be difficult to set prescriptive rules and each application should be considered on the basis of likely usage and distance from other bins. The issue of responsibility for bins on other publicly owned land was discussed and it was noted that the District council had undertaken an audit of it's facilities and had introduced a zoning system for providing bins.

Members expressed support for the updated Memorial Bench and Tree policies subject to the addition that information be made available to the public by appointment and a suitable GDPR statement being added.

Resolved:

1. That, no specific threshold be set for the placement of bins with each application being decided on the basis of likely usage and distance from other bins;
2. That, clarification be sought if the District & County Council's are agreeable to the Town Council's contractor to collect from bins on their land; and
3. That, the updated Memorial Bench and Tree policies be approved subject to the information being made available to the public by appointment and suitable GDPR statements being added.

SC575 TOWER HILL BUS STOP IMPROVEMENTS

The Committee received an update report from the Project Officer updating on progress with the provision of a bus stop in connection with the Kingfisher Meadows development.

Members noted that further discussions had been held between interested parties. Consideration was given to the recommendation in the report and it was clarified that the Town Council would take on ownership and maintenance responsibilities if Oxfordshire County Council instigated a scheme.

Resolved:

That, the decision on how to utilise the allocated funds to procure and install bus stop improvements at Tower Hill, in line with both authority's climate priorities, is made by Oxfordshire County Council as the Highways Authority and keeper of the Section 106 funds.

SC576 OXFORDSHIRE BUS SERVICE IMPROVEMENT PLAN

Consideration was given to the report of the Deputy Town Clerk updating on the Oxfordshire County Council Bus Service Improvement Plan submitted in October 2021. A response from the Department for Transport's assessment and what funds it will be awarded under the Strategy was awaited.

Members noted the evaluation by the Independent Parish Transport Representative on how proposals could impact on Witney. In particular the proposed increased frequency of buses to Oxford, albeit not all from Witney, and minimum standards for bus stops were highlighted.

Resolved:

That, the report be noted.

SC577 IN-BLOOM COMPETITIONS

The committee considered the report of the Communications & Community Engagement Officer in respect of future participation in the Britain In Bloom competition.

Members expressed support for continued participation and highlighted the success of this years entry in engaging with interested groups in the town. The committee indicated support for schemes in targeted areas rather than right across the town.

In respect of budget it was clarified that £6k was allocated and the committee considered this to be sufficient at this stage and requests for further funding could be made as necessary. It was agreed that a task & finish group should be established to progress the project.

Resolved:

1. That future entry in the Britain In Bloom competition, be supported with entries being for individual areas; and,
2. That a task and finish group, with membership being agreed at Full Council, is established to consider the future of any such entry or future projects involving community gardening groups and schools, such as the suggested sustainable project.

SC578 COMMUNICATIONS & COMMUNITY ENGAGEMENT REPORT

An update report on communications and community engagement activity was received and considered.

Members agreed with the suggestion for various coffee mornings and it was acknowledged that the timing of such events, particularly Councillor surgeries, may be dependent on ongoing discussions about future operation of the 1863 café bar.

It was suggested that contact details of community support groups, as shown in the notes appended to the report be made available to members for their information.

Resolved:

1. That, approval to run community coffee mornings and in particular the Crafting Coffee morning in the 1863 café bar be agreed;
2. That, the option of hosting Councillor surgeries/coffee mornings be supported in principle subject to consideration of the future operation model by the Corn Exchange Working Party.

SC579 GRANT AID TO LOCAL ORGANISATIONS

An application for grant aid from Witney Twinning Association was received and considered.

The Committee expressed support for continuing to fund the association and noted the excellent work being undertaken.

Recommended:

That. the application for grant aid submitted by Witney Twinning Association be approved.

SC580 BUDGET

The Committee considered the report of the Town Clerk updating on budget issues. Additional papers regarding grant aid for Witney Carnival were also received.

Clarification was given, in light of earlier discussions regarding bin provision, that £4k was allocated for bin collections with capital costs coming from other budget headings. In respect of other budgets it was noted that the Youth Services Grants, that had been oversubscribed this year, was less than that allocated for other projects. Whilst acknowledging it was unfortunate

that the Town Council was having to fund youth provision due to budget cuts elsewhere it was agreed that a request for an additional £10k should be made.

The committee considered details of a grant funding application for Witney Carnival. Members expressed 'in principle' support but felt that further clarification was needed regarding income and expenditure and details of what the grant is to be used for. It was asked that additional information be requested before consideration by the Policy, Governance & Finance Committee.

Resolved:

1. That, the budget report be noted;
2. That, an increase in the budget allocation for Youth Grants from £30k to £40k be recommended; and
3. That, in principle support for grant funding of Witney Carnival is supported subject to further information be provided prior to further consideration of the application.

The meeting closed at: 7.25 pm

Chair

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

Held on Monday, 22 November 2021

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor R Smith (Chair)

Councillors:	J Aitman O Collins	M Jones T Ashby (In place of H Eaglestone)
Officers:	Sharon Groth Adam Clapton	Town Clerk Deputy Town Clerk
Others:	No members of the public.	

F581 APOLOGIES FOR ABSENCE

Apologies for their absence were received from Cllrs L Ashbourne, V Gwatkin, H Eaglestone and D Harvey.

Councillor T Ashby was in attendance for Councillor H Eaglestone

F582 DECLARATIONS OF INTEREST

A personal, non-prejudicial interest was declared by Cllr O Collins in respect of Agenda Item 11 which included grant monitoring details relating to West Oxfordshire Community Transport.

F583 MINUTES

The Committee received the minutes of the meeting held on 27 September 2021.

Minute F497 – The Deputy Town Clerk advised the Committee had agreed to release £500 by way of an annual grant to Witney Town Band but this was not reflected in the minutes.

Minute F497(6) – The Deputy Town Clerk advised correspondence had been received advising no funds would be required towards the Cogges Priory Community Garden at the present time.

Resolved:

That, the minutes of the meeting held on 27 September 2021 be approved as a correct record and signed by the Chair.

F584 PUBLIC PARTICIPATION

There were no members of the public present to address the committee.

F585 20 MPH SPEED RESTRICTIONS

The Committee received and considered the report of the Deputy Town Clerk concerning requests for 20mph speed restrictions in Witney.

Members were advised Oxfordshire County Council had recently resolved to make the introduction of 20mph speed restrictions easier to apply for through Parish and Town Councils, providing certain criteria was met.

There was agreement this was a positive, progressive step and the Town Council should support the initiative as it was included in its Active Travel Infrastructure Plan. A reduction in speed limits would improve air quality and safety for pedestrians and could result in a better flow of traffic.

It was agreed that a town-wide pilot proposal from the County Council would offer the most benefit; All areas could be included initially with the benefits and drawbacks to residents and businesses being considered. Residential and ring-road areas would need to be looked at differently and there would be unsuitable areas which would need to be exempt from the scheme.

Recommended:

1. That, the report be noted and,
2. That, the Town Council supports a town-wide 20mph scheme with certain exemptions, to be discussed with Oxfordshire County Council and subject to public consultation, and
3. That, the extent of the scheme and exemptions be delegated to the Climate, Biodiversity & Planning Committee, and
4. That, Oxfordshire County Council officers be invited to the next meeting of that Committee on Tuesday 14th December.

F586 OPEN SPACES POLICIES

The Committee received draft policies concerning memorial bench and tree planting requests, as agreed by the Stronger Communities Committee on 15 November 2021.

Members were advised that a request from Stronger Communities had been made to include GDPR statements in both policies and to advise that a book listing memorial and donated trees is viewable by the public.

Resolved:

That, the memorial bench and tree request policies, as agreed by the Stronger Communities Committee with amendments, be approved.

F587 PAYMENT OF ACCOUNTS

The Committee received the report of the Deputy Town Clerk 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.

Resolved:

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

Cheque No's	In the sum of:	Account
Cheques 101164 - 101167, DDs and Standing Orders September	£177,637.05	General CB 1
Cheques 33222 - 33274, DDs and Standing Orders September	£95,881.18	Imprest CB 2

F588 BANK ACCOUNTS & MANDATE

The Committee received and considered the report of the Town Clerk/CEO concerning the banking arrangements of the Council.

Members were advised the Council had a complex banking mandate with its current provider and the level of service currently being provided had been disappointing, particularly concerning cheques which could only be verified by the Town Clerk.

The possibility of changing banks had been considered but there were benefits of remaining with the provider and extending the current mandate to include online banking. The inclusion of additional councillors on the mandate and permission for officers to undertake key operational functions, in line with financial regulations, would offer a more resilient service.

Recommended:

1. That, the members of the committee be authorised signatories on Barclays Bank mandates, and
2. That, the Town Clerk is also listed on the bank mandate for the Barclays Banks General and Business Premium Account as being able to deal with transfers between accounts as well as setting up direct debits, and
3. That, the Deputy Town Clerk is set up as a key contact, along with the RFO when appointed as well as the Policy, Governance & Finance Administrator and be able to cash cheques up to £500 at the local Barclays Branch to replenish the Council's petty cash account, and hopefully be able to deal with banking queries, and
4. That, the implementation of online banking with the Council's current banking provider, Barclays Bank PLC, be set up as a matter of urgency.

F589 ANNUAL INVESTMENT STRATEGY 2021-22

The Committee received and considered the report of the Town Clerk/CEO concerning the Council's Annual Investment Strategy.

Members recognised the importance of the strategy as part of local authority governance and were pleased that the investments of the Council were held securely by reputable, ethical providers. Members asked that once appointed, the RFO considered social and environmental factors as well as ethical factors in future investment banking.

Recommended:

1. That, the current investment in secure banks be approved, and
2. That, the RFO (once appointed) continues to monitor interest rates to ensure the Council receives the most advantageous interest rates, and
3. That, the RFO (once appointed) considers social, ethical and environmental factors in investment banking, and
4. That, the Annual Investment Strategy 2021/22 be formally approved, subject to ratification at Full Council on 6 December with the above inclusion.

F590 FINANCIAL REPORT & ASSOCIATED MATTERS

The Committee received and considered the report and confidential appendix of the Deputy Town Clerk outlining the financial implications of the Council's spending committees and other financial matters.

The Stronger Communities Committee had deferred a budgetary decision on funding for the 2022 Witney Carnival from the Rotary Club of Witney. Income and expenditure details from the 2019 Carnival were received but plans on the 2022 event were at an early stage so no further information on the potential outlay could currently be provided. The Committee was in agreement that the event should be supported by the Town Council but there had been an increased number of worthy claims on the Council's grants fund this year which was likely to continue and the increased figure allocated from an underspend in 2020/21 was regrettably not sustainable in 2022.

Members noted a confidential debtor report and agreed the debts outlined in the report should be recovered.

Resolved:

1. That, the report be noted, and
2. That, the recommendations of the Council's spending committees as detailed be approved, and
3. That, Witney Town Council budgets £2,100 towards the 2022 Witney Carnival and a grant application form be completed nearer the time to draw on these funds and,
4. That, the confidential debtor report be noted, and
5. That, the Council's sports letting conditions be amended to offer clearer guidance on invoice queries.

F591 ANNUAL GRANT REQUESTS

The Committee received the report of the Deputy Town Clerk concerning two annual grant request applications and a confidential update provided by West Oxfordshire Community Transport updating their current position, the Council having provided an annual grant within the fiscal year.

F592 VOLUNTEER LINK UP

Resolved:

1. That, the annual grant request of £500 be approved, and
2. That, this grant be awarded under the General Power of Competence from budget line (4162/407) and,
3. That, Volunteer Link-Up be asked to acknowledge the Council's financial contribution in its promotional literature.

F593 CITIZENS ADVICE WEST OXFORDSHIRE

Members considered the request from Citizens Advice West Oxfordshire and agreed that as the budget for this grant was £2000, this amount should be awarded due to the additional support required by residents due to Covid-19.

Resolved:

1. That, an annual grant of £2000 be approved and;
2. That, this grant be awarded under Section 142(2a) of the Local Government Act 1972 from budget line (4101/407).
3. That, Citizens Advice West Oxfordshire be asked to acknowledge the Council's financial contribution in its promotional literature.

F594 REVENUE BUDGET

The Committee received and considered the report of the Town Clerk/CEO regarding the Revenue Budget.

Members were advised the draft budgets had been prepared on current activities in what would constitute a normal year and central support and works department recharges had yet to be added.

The Town Clerk advised there would be a virtual budget presentation to the Council on 13 December 2021 and an Extra Ordinary meeting to sign off the budget in early January 2022, and in order to formally declare the Precept for 2022/23.

Recommended:

1. That, the report be noted, and
2. That, the revised base revenue budget for 2021/22 and the estimated base revenue budgets for 2022/23, be approved in principle, subject to any further necessary adjustments.

F595 SCHEDULE OF PROPOSED FEES & CHARGES 2022/23

The Committee received the draft schedule of recreation, public hall and burials fees for 2022/23 as previously agreed by the associated standing committees.

Members were advised the proposed fees included a 3% increase on the current charges which acknowledged the national inflationary rises during the previous year.

Resolved:

That, the schedule of recreation, public hall and burials fees for 2022/23 be approved.

F596 CAPITAL & SPECIAL REVENUE PROJECTS PROGRAMME

The Committee received and considered the Capital & Special Revenue Projects Programme for 2021/22 prepared by the Town Clerk/CEO.

Members were advised there were a number of projects included in the programme and posed questions on various budget lines. It would be the decision of the Council which projects could be afforded when the final budget was presented in December.

Recommended:

That, the Capital & Special Revenue Projects Programme be noted.

F597 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.

Cllr O Collins left the meeting at 7.10pm.

F598 PROPERTY & LEGAL MATTERS

The Committee received and considered the report of the Town Clerk/CEO concerning property under the Council's ownership and ongoing legal or commercial communications.

Recommended:

1. That, the confidential report of the Town Clerk/CEO be noted and,
2. That, the revised terms of the lease offered on Park Road Play Area by Cottsway Housing Association be noted and,
3. That, the revised heads of terms for the lease of Raleigh Crescent Play Area be agreed, and
4. That, the Town Clerk/CEO progresses with negotiations concerning the property identified in the report.

F598 (a) TOWN HALL WINDOW REPAIRS & EXTERNAL BUILDING DECORATION

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

Members were advised the quotes previously received had been reorganised and a new specification for works had been created, following advice from the local conservation office. It was hoped further comparable quotes would be available for the next meeting.

Resolved:

That, the report be noted.

F599 STAFFING MATTERS

The Committee received and considered the confidential minutes of the Personnel Sub-Committee meeting held on 28 October 2021 previously circulated and noted the Town Clerk had assumed the role of RFO until the vacancy could be filled.

Resolved:

That, the confidential minutes of the Personnel Sub-committee held on 28 October 2021 be noted, and the recommendations contained therein approved.

The meeting closed at: 7.45 pm

Chair

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**CORN EXCHANGE WORKING PARTY MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Thursday, 2 December 2021

At 4.30 pm in the Virtual Meeting Room via Zoom

Present:

Councillor O Collins (Chair)

Councillors:	J Aitman	A D Harvey
	L Duncan	J King
Officers:	Nicky Cayley	Project Officer
	Adam Clapton	Deputy Town Clerk
	Tomas Smith	Venue & Events Officer
	Simon Wright	Democratic & Legal Services Officer
Others:	No members of the public.	

5 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor L Ashbourne.

6 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

7 MINUTES

The minutes of the meeting of the Working Party held on 7 October 2021 were received and adopted.

8 CORN EXCHANGE SEATING CONTRACT UPDATE

Consideration was given to the report of the Projects Officer providing an update in respect of the installation of retractable seating at the Corn Exchange.

Members noted the reasons for the revised seating layout and the reduction in the number of seats from 138 to 134. The Working Party was advised there would be no additional cost as there were cost-neutral amendments and that it was deemed satisfactory by fire safety professionals. The Working Party discussed options for increasing the number of seats in the future and whether the new layout would impact on capacity for standing events.

Discussion ensued regarding the preferred colour for the seats and the options for ensuring that blackout materials were used on the windows. Members agreed that the seating should be blue to match the existing seats in the venue.

Recommended:

1. That, the revised seating layout be approved at no additional cost;
2. That, the seating be coloured blue to match existing seats in the venue.

9 **CORN EXCHANGE & 1863 CAFÉ BAR OPERATIONS 2022/23**

The Working Party considered the report of the Venue & Events Officer regarding the operation of the Corn Exchange & 1863 Café Bar.

Members discussed a number of suggestions including revised opening hours, provision of hot food, new equipment, Town Council run events and associated staffing and budget issues.

The Working Party expressed their support for the proposals and indicated that it was important to maximise the use of the venue and Café Bar and the Council would need the staff to ensure this could happen.

Recommended:

1. That, the proposed general public opening times for the 1863 café bar of Monday – Saturday 9am-6pm (Closed Sunday) be approved;
2. That, the proposal to introduce a limited hot food offer at the café bar be approved;
3. That, the purchase of the equipment, at a cost of £3800 be approved;
4. That, the Town Council events budget for 2022/23 be set at £8000;
5. That, an increase in the caretaking staff budget of 25 hours per week approved;
6. That, the above-mentioned budget request be considered by Council as part of the 2022/23 budget setting process; and
7. That, If the above operations are agreed, that, changes take effect once all necessary arrangements, equipment and staffing is in place and should be reviewed by this Working Party/Halls, Cemeteries & Allotments.

The meeting closed at: 5.10 pm

Chair

FULL COUNCIL

Date: 6 December 2021

Title: Civic Announcements

Contact Officer: Secretary to the Mayor – Loraine Harwood

OCTOBER TO DECEMBER 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

West Oxfordshire Community Transport opening
Citizens Advice WO AGM
Volunteer Link Up AGM
Community First Oxon AGM
Park Road Play Area opening – Dep Mayor
Attend Army Cadet parade evening and meet Mayor's Cadet

REPRESENTING and PROMOTING WITNEY

Witney in Bloom Schools Challenge award presentation – Queen Emma's School
Witney in Bloom Schools Challenge award presentation - St Kings School
Twinning Association evening meal
Christmas lights switch on
Advent Fayre

KEY EVENTS AND COUNCIL ACTIVITY

Court Sermon invite from High Sheriff – Christchurch Cathedral
Dinner guest of High Sheriff - Achaar Restaurant Oxford
St Frideswide Civic Service - Christchurch Cathedral
Remembrance Day and Remembrance Sunday – Mayor in Witney
Remembrance Sunday – Dep Mayor attended Unterhaching
Christmas Lights switch on invite from Mayor of Carterton
OCC Chair Cllr John Howson invite to Farm Ed Honeydale Farm lunch and tour
Christmas reception Lord Mayor of Oxford – Oxford Town Hall

RAISING FUNDS

Mayor's Charities 2020-22:

- Homestart
- Got2B
- Guideposts - Witney

Prepared by:

Cllrs Joy Aitman & Liz Duncan

FULL COUNCIL

Date:	Monday, 6 December 2021
Title:	Vandalism Report
Contact Officer:	Maintenance & Environmental Services Officer - Angus Whitburn

Background

The summer months saw relatively light acts of vandalism. Play areas and the skate park all had graffiti sprayed over them but was quickly removed and was minor or expected, for example, the skate park.

Current Situation

Although there has not been an increase in acts of vandalism there has been an increase in the act's severity. Rather than light damage such as small graffiti marks the level of damage and scale of graffiti is significant now. All acts of vandalism have all been reported online to the Thames Valley Police.

On the 13th of October, the Maintenance & Environmental Services Officer reported a large amount of black sprayed graffiti over the butter cross it encompassed 4 pillars and most of the seating. It was easily removed by the maintenance team probably due to quick action removing it before the paint had fully cured. The graffiti wasn't marked in an artistic fashion but was merely just vandalism of property.

2 notice boards have been entirely smashed. The one next to the leys play area was reported by contractors on the 14th of November. The second Windrush Cemetery, reported on the 19th of November again by contractors. Both will be replaced with impact-resistant acrylic.

Multiple stencilled pumpkins in the run-up to Halloween have been marked over Town Council street furniture. Due to their visual appearance, it is understood that these have been created by a street artist and the view from residents is generally favourable. They are visually appealing for some but are ultimately graffiti and difficult to remove from our street furniture.

Environmental impact

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

Risk

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

Financial implications

Described here or as stated in the report above.

- Cost to replace two notice boards with impact-resistant acrylic.

Recommendations

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

1. Task officers with contacting the street artist and encourage him to apply his work in set areas with the Council's permission.

From: Office of Robert Courts MP
Sent: 19 November 2021 15:55
To: Info <Info@witney-tc.gov.uk>
Subject: FW: [Flag Enquiry]

Dear Team,

I am contacting you on behalf of a constituent, [REDACTED], who is concerned that Witney Town Council are not flying the national flag.

I have informed the constituent that it is customary for UK Government and Crown institutions to fly the national flag and that as a separate democratically elected body it is up to the town council whether or not you choose to fly the flag. Even so, I informed the constituent that I would forward on his concerns to you for your consideration.

As such, could you please look into this case and respond with the Council's most up to date position on the matter?

Thank you in advance and I look forward to your reply.

Best wishes,
Aydin

Aydin | Parliamentary Caseworker

Office of Robert Courts MP
Member of Parliament for Witney & West Oxfordshire
House of Commons, London, SW1A 0AA

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The countryside charity
Oxfordshire

Campaigning to protect our rural county

CPRE Oxfordshire
20 High Street
Watlington
Oxfordshire OX49 5PY

Tel: 01491 612079
campaign@cpreoxon.org.uk
cpreoxon.org.uk

22nd November 2021

Dear Town/Parish Council/Meeting

Earlier this year, you were kind enough to take the time to respond to a CPRE Oxfordshire Survey on flooding and pollution issues. We are now pleased to share with you a hard copy of the resulting report.

For an electronic copy of the report please see: tinyurl.com/yactpr5w . You can also see the results summarised on a searchable Google Map: tinyurl.com/ypyurupt

Sadly, the survey has revealed the widespread nature of flooding and pollution issues across the county.

At least 1 in 5 of Oxfordshire's towns and parishes face significant flooding and/or sewage issues.*

This situation is clearly unacceptable, for the health and wellbeing of both our rivers and residents.

Many of the issues raised are due to specific local circumstances, and will require time and investment to resolve the situation, including better co-ordination between the various bodies involved.

However, we have made a number of recommendations including:

- Thames Water's Drainage & Wastewater Management Plan – this is due out for consultation in 2022 and must demonstrate significant ambition, backed by appropriate investment.
- Oxfordshire Plan 2050 – policy should support all new developments demonstrating that their associated infrastructure will either maintain or improve water quality, not add to the risk of flooding, and be in place before the site is occupied.
- Planning applications – Local planning authorities need to invest in expertise to provide robust consideration of drainage issues when assessing planning applications and ongoing monitoring and enforcement.
- Bathing Water Designation – CPRE particularly supports calls for the River Thames and its tributaries to achieve this status, as a key driver for the health of both our rivers and our residents.

Thank you again for your time and help in compiling this report. We hope that it will help to encourage decision-makers at all levels to prioritise solutions.

Regards

Helen Marshall
Director, CPRE Oxfordshire

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Sent: 26 October 2021 10:51

To: Adam Clapton

Subject: RE: Witney Town Council - Flooding 24-25 December 2020

Dear Adam,

In our role as Lead Local Flood Authority (LLFA) we operate at a county wide level and as such take a holistic view of the flood risk across Oxfordshire. We are seeking to manage flood risk from a county council aspect within the resources we have available with Covid adding a further greater restraint on our resources.

There are currently ongoing discussions taking place with other Risk Management Authorities (RMAs) to consider the best way of reducing future flood risk across the county and in particular those areas affected in West Oxfordshire and Witney.

The location of Witney is an area that is classed as 'main river' and as such is the responsibility of the Environment Agency (EA). We work closely with the EA and have asked them in particular what actions they are taking following the flood events within this area:

Funding is available in the current (2021/22) financial year, to investigate flood risk in Witney. We will use this to improve our understanding of flood risk to the community in the Witney area. This will include building on the understanding of the 2014 Initial Assessment, considering information gathered in the December 2020 flooding and developing an updated flood risk computer model for the Windrush and its tributaries through the town. This improved understanding will be key to future decisions regarding options to manage flood risk in Witney. Other benefits from the updated model will include: an updated Flood Map for Planning, an improved basis for Flood Warnings and improved data for use in assessing options and their benefits.

Other actions we have taken across the county since the flooding incidents at the end of 2020 include the following;

- We have reviewed and streamlined the county council sandbag policy and guidance notes
- We are currently reviewing routine gully emptying procedure which will take a risk-based approach
- We have also reviewed our out of hours contact procedure for highway flooding and have streamlined the way these are dealt with

West Oxfordshire District Council are hosting a West Oxfordshire Flood Fair in the Witney Town Centre Shop on the 4th November 2021 which will have all relevant RMAs attending. The Flood Fair is an opportunity for members of the public to come along and understand each organisations roles and responsibilities in relation to flooding and to ask us questions.

We do publish Section 19 Flood Investigation Reports and whilst there is no statutory time period for the publication of the reports, clearly there is an expectation amongst our communities that such things will be completed in a timely manner. Workload in this area is varied and we do have to balance against other team priorities, however, we are considering additional support and resource levels to improve the capacity we have for the investigations and production of the reports.

I hope this answers your queries.

C Brown

Principal Officer - Flood Risk Management, Oxfordshire County Council

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FULL COUNCIL

Date: Monday, 6 December 2021

Title: Compliments & Complaints

Contact Officer: Deputy Town Clerk - Adam Clapton

Background

Witney Town Council welcomes all comments, compliments and complaints as they help identify how it is performing and how services it provides can be improved.

The Council has a published complaints procedure which is attached as an appendix to this report for information.

Current Situation

A list of compliments and complaints, compiled by the PA to the Town Clerk & Mayor, between June and December 2021 is attached for information. The list encompasses comments either made explicitly as or interpreted as a complaint in line with the Complaints Procedure.

There have been 26 compliments and 28 complaints and of these, all but the most recent have been resolved. Most interactions are by verbal and written (email) means with the Council's social media acting as an information page only.

The compliments received show a trend towards complimenting good customer service and the visible community services provided by the Council i.e., flower displays. The complaints mainly focus on grounds maintenance and often, the bureaucracy of Council processes.

Several complaints also show the need to continue highlighting to residents which services in the town are dealt with by which authority.

It is good practice for the Council to review these complaints, and compliments bi-annually to demonstrate its ongoing commitment to provide excellent customer service and governance.

Environmental impact

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

Risk

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

Financial implications

There are no financial implications pertaining to this report.

Recommendations

Member are invited to note the report and accompanying compliments/complaints list.

WITNEY TOWN COUNCIL

COMPLAINTS PROCEDURE

1. THE IMPORTANCE OF COMPLAINTS

- 1.1 Complaints are valuable because they provide a chance to put things right if there has been an error, and to make sure that the same mistake is not repeated.
- 1.2 It is essential that complaints are dealt with positively. The Town Council is anxious to hear people's comments and is committed to making full use of complaints information to contribute to continuous service improvement. Important information about areas for improvement can be obtained both from a single complaint and from patterns of complaints, highlighted by detailed monitoring.

2. DEFINITION OF A COMPLAINT

- 2.1 A complaint is *any expression of dissatisfaction, however made, about the standard of service, actions or lack of action by the Town Council or its staff which affects an individual customer or group of customers.*

2.2 What the complaints procedure will deal with: -

The complaints procedure will deal with matters of maladministration, which is if the Town Council does something the wrong way, fails to do something it should do or does something it should not do. Some examples include:

- neglect or unjustified delay
- malice, bias, or unfair discrimination
- failure to tell people their rights
- failure to provide advice or information when reasonably requested
- providing misleading or inaccurate advice
- inefficiency, ineffectiveness, bad and unprofessional practice or conduct.

2.3 What the complaints procedure will not deal with: -

- complaints for which there is a legal remedy or where legal proceedings already exist.
- complaints about employment matters - the Town Council operates alternative procedures to deal with grievances or disciplinary matters against staff.
- complaints about third parties that do not relate to action or lack of action by the Town Council or its staff.
- complaints about elected members – these are dealt with by the Monitoring Officer (West Oxfordshire District Council)

3. EQUAL OPPORTUNITIES

- 3.1 The Town Council is committed to equal opportunities. Complaints feedback will be used to highlight discriminatory practices, and to promote equality of opportunity.

- 3.2 Complaints by members of the public of discrimination and/or harassment against the Town Council will be dealt with through the complaints procedure unless it is a complaint that should be dealt with through a statutory procedure.

4. COMPLAINTS OFFICER

- 4.1 The Complaints Officer for the Town Council is the Town Clerk. His/her main duties are:

- (i) The day to day operation and management of the procedure, including providing a reference point for staff queries on informal complaints.
- (ii) To oversee, and undertake where necessary, the investigation of formal complaints at the first stage, within the relevant time scales.
- (iii) To maintain a record of all complaints received including details of the nature of the complaint, action taken, outcome, and time taken to resolve.
- (iv) To identify improvement points arising from any complaints.
- (v) To identify staff training issues.

5. STAGES OF THE PROCEDURE

- 5.1 The stages of the procedure are designed to provide the complainant with a thorough and fair means of redress and to provide a framework for officers to work within. However, there may be occasions when a complainant makes an approach in a different manner and it is important that the procedure does not in itself become a barrier to effective communication.

5.2 Everyday problems, queries and comments

The Council receives queries, problems and comments as part of its day to day running, and they should not all be regarded as complaints. These are routine and expected and are generally resolved quickly to the customer's satisfaction.

If someone is dissatisfied with the original service or response they received and wishes to take the matter further, then the issue should be recognised as a complaint.

5.3 Informal Complaint

During the course of daily business, minor complaints are made to officers about the services we provide. These will usually be dealt with by the relevant officer as appropriate. It is not appropriate for every comment to be treated as a formal complaint. Every effort should be made to deal with these problems immediately, either by providing information, instigating the appropriate action or explaining a decision.

5.4 Formal Complaint (Stage One)

A customer may wish to make a formal complaint directly, or may be unsatisfied with the outcome of an informal complaint and may wish to take the matter further. This will be recorded as a complaint and passed to the Town Clerk to investigate.

If the complainant remains unsatisfied with the response, they should be informed of their right to take the matter further.

Timescales

Acknowledgement - by return of post

Investigation completed - 14 days

or Progress Reports Issued - 14 day intervals

Investigating Officer: Town Clerk

5.5 Review of Investigation and Complaint (Stage Two)

If the complainant is not satisfied with the Town Clerk's response, they should be advised of their right to have the complaint referred to the Councillors' Panel who will review the complaint.

Timescales

Response by the Town Clerk - 14 days

Panel (if thought necessary) - Convened within 14 days

Review completed - 14 days thereafter

Investigating Officer: Town Clerk

5.6 Councillors' Panel

If the issue still remains unresolved, the complainant should be notified of his or her right to have the matter referred to a three member Panel consisting of the Leader of the Council (or the Deputy Leader if the complaint refers to the Leader), a nominee of the Leader of the Council (or the Deputy Leader if the complaint refers to the Leader) and the Mayor/Chairman of the Council (or the Deputy Mayor if the complaint refers to the Mayor). There will also be a note-taker, nominated by the panel, who will not have had previous involvement in the complaint.

The outcome of all formal complaints dealt with by the panel will be advised to the Policy & Resources Committee.

5.7 Unreasonable and Vexatious Complaints

There will be circumstances when a complainant persists in wishing to pursue a complaint when it clearly has no reasonable basis, or when the Council has already taken reasonable action in response, or where some other process, whether through the courts or some other recognised procedure, should or has been taken.

These matters should be referred to the Town Clerk with a summary of the issues and of the attempts made to resolve the complaint. He/she may, in such circumstances, decide that no further action can usefully be taken in response to the complainant, and inform the complainant so, making it clear that only new and substantive issues will merit a response.

5.8 **Anonymous Complaints**

Anonymous complaints should be referred to the Town Clerk, and may be acted on at his/her discretion, according to the type and seriousness of the allegation.

6 **RESOLUTION AND REMEDIES**

The aim in dealing with all complaints is to reach a resolution or remedy that satisfies the complainant, whether it is the remedy they were originally seeking or not. Where a complaint is found to be at all justified, consideration may need to be given to the question of an appropriate remedy (the Town Clerk to make any final decision regarding remedy). An explanation or an apology will always be needed.

7 **CONTACTS**

Witney Town Council

Town Clerk email: townclerk@witney-tc.gov.uk

General email: info@witney-tc.gov.uk

Telephone 01993 704379

Fax 01993 771893

Address:

Witney Town Council

Town Hall

Market Square

Witney

Oxon

OX28 6AG

Website: <http://www.witney-tc.gov.uk>

Compliments and Complaints:

1 June 2021 – 30 Nov 2021

	Written/Verbal Compliments Received	No .	Written/Verbal Complaints Received	No .
Witney Town Council	<p><u>Parks & Recreation</u> Compliment re work around The Leys Compliment to works team re family bench organisation</p> <p><u>Halls, Cemeteries & Allotments</u> Compliment re Windrush Cemetery -looking much better and wonderful job by works team</p> <p><u>Stronger Communities</u> Thanks to works for collecting and disposing of green waste to help facilitate local group project Compliment re floral displays and summer bedding Thanks, for facilitation of a race and use of Oxlease for start Compliment re green roof on Burwell shops bus shelter compliment from school re Remembrance Sunday compliment from organizational members and other compliments received on the day Thanks, from RAF BN re Remembrance Sunday</p> <p><u>Policy, Governance & Finance</u> Compliment to works team member re assistance with ashes Compliment re works team support with internment Compliment to caretakers for great service Compliment on handling of call, welcoming and professional front of house Compliment re locating father's casket to enable family to transfer ashes to new casket and place in mother's grave. Staff were extremely helpful and sensitive to the situation Thanks for thorough and thoughtful email re exhumation and assistance Compliment re great customer service over ownership of parents' grave at Tower Hill</p>		<p><u>Parks & Recreation</u> Burwell farm overgrown area Grounds maintenance and dog mess – West Witney Lack of mowing outfield – West Witney Request for hedge to be cut down Fernleigh home/Leys Burwell Hall car park St Mary's Church bench repair Tower Hill cemetery graffiti Tree complaint Grounds maintenance - Burwell Rec grounds Complaint re Burwell Meadow trees Delay in Park Road play area completion Complaint re hedge cutting height and debris Manor Rd Invoices complaint from sports team Complaint re Hollis Close overgrowth</p> <p><u>Halls, Cemeteries & Allotments</u> Damage to grave whilst digging another Complaint re delay in Burwell being available for hire and gents' toilet out of action Complaint re handles falling off and standard of cleanliness of chairs at Burwell Hall Complaint from funeral directors re insufficient size of graves</p> <p><u>Stronger Communities</u> Anti-social behaviour – Windrush Cemetery Trees adjacent to property in Manor Road Complaint re delayed response to offer of help from son re Remembrance Query re union jack flag flying Witney Town Council building</p> <p><u>Policy, Governance & Finance</u> Lack of progress – Windrush Place allotments Lack of tender request – Contract awarding Delay in advising re permission for trading on the Leys</p>	

	<u>Climate, Biodiversity & Planning</u> Request for speed limit in areas to be 20 mph for cyclists compliment re wildflower area and request for litter bin		<u>Climate, Biodiversity & Planning</u> Lack of mowing – Quarry Road	
		19		27
West Oxfordshire District Council			WODC - Trees cut down in Farmers Close WODC – complaint re fall in Witney near planters WODC – complaint re public toilets at Langdale Gate	
		0		3
Oxfordshire County Council			OCC -	
		0		
OTHER			OTHERS -	
	Compliments via social media	No .	Complaints via social media	No .
WTC Twitter	<u>Parks & Recreation</u> Thanks to works team from Park Run re cutting back West Witney hedge on Burford Rd corner <u>Halls, Cemeteries & Allotments</u> <u>Stronger Communities</u> Two separate compliments re Sedum Roof on bus shelter Compliment re games at Car Free Day - brilliant and request to keep it permanently on Market Square. Thanks, from a local group for involvement at open day <u>Policy, Governance & Finance</u> Compliment re facilities at the Leys for tennis <u>Climate, Biodiversity & Planning</u>		<u>Parks & Recreation</u> Complaint re Splash Park on The Leys not functioning <u>Halls, Cemeteries & Allotments</u> <u>Stronger Communities</u> <u>Policy, Governance & Finance</u> <u>Climate, Biodiversity & Planning</u>	

		5		1
WTC Facebook	<u>Parks & Recreation</u> <u>Halls, Cemeteries & Allotments</u> Compliment re work on Windrush Allotments <u>Stronger Communities</u> <u>Policy, Governance & Finance</u> Compliment re help in tracing resting place for family member <u>Climate, Biodiversity & Planning</u>		<u>Parks & Recreation</u> <u>Halls, Cemeteries & Allotments</u> <u>Stronger Communities</u> <u>Policy, Governance & Finance</u> <u>Climate, Biodiversity & Planning</u>	
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OXFORDSHIRE COUNTY COUNCIL

1. (WITNEY, HIGH STREET AND MARKET SQUARE) (PROHIBITION OF MOTOR VEHICLES) ORDER 20**
2. (WEST OXFORDSHIRE DISTRICT) (DISABLED PERSONS PARKING PLACES) (AMENDMENT No.15*) ORDER 20**
3. (VARIOUS ROADS - WEST OXFORDSHIRE) (PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING) (VARIATION No.***) ORDER 20**

NOTICE is given that Oxfordshire County Council proposes to make the above orders under the Road Traffic Regulation Act 1984 and all other enabling powers. The effect of the orders, to reduce the level of through traffic in Witney town centre is as follows:

1. Introduce '**Prohibition of Motor Vehicles**' on the section of the High Street/Market Square between its junctions with Welch Way & Corn Street/Langdale Gate. Vehicles to be exempt from the restriction will include buses, taxis, vehicles loading/unloading & those displaying a valid blue badge.
2. The existing 30-minute (Mon-Sat 8am to 6pm) parking bays along the western side of Market Square will be converted to 3-hour 'Disabled Persons Parking Places' only. The existing Disabled & taxi bays will be retained as currently signed & marked.

The Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) Order 2012, and the Oxfordshire County Council (West Oxfordshire District) (Disabled Persons Parking Places) Order 2006 will be further amended as required.

Documents giving more details of the proposals are available for public inspection online by visiting: <https://letstalk.oxfordshire.gov.uk> and at County Hall, New Road, Oxford, OX1 1ND between 9am & 4pm Monday to Friday. Copies may also be made available on request.

Objections to the proposals and other representations specifying the grounds on which they are made may be sent in writing to the address below by 3 December 2021. The Council will consider objections and representations received in response to this Notice. They may be disseminated widely for these purposes and made available to the public.

Traffic Regulation Team (Ref: CM/12.6.410) for the Corporate Director for Environment & Place, Oxfordshire County Council, County Hall, New Road, Oxford, OX1 1ND.
(Email: christian.mauz@oxfordshire.gov.uk, Telephone: 0345 310 1111).

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OXFORDSHIRE COUNTY COUNCIL

1. (WITNEY, HIGH STREET/MARKET SQUARE) (PROHIBITION OF MOTOR VEHICLES) ORDER 20**
2. (WEST OXFORDSHIRE DISTRICT) (DISABLED PERSONS PARKING PLACES) (AMENDMENT No.15*) ORDER 20**
3. (VARIOUS ROADS - WEST OXFORDSHIRE) (PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING) (VARIATION No.***) ORDER 20**

STATEMENT OF REASONS

Oxfordshire County Council – following the successful implementation of a temporary traffic restriction - is proposing to introduce a permanent prohibition of motor vehicles covering High Street & Market Place in Witney.

Exemptions will include buses, taxis, vehicles loading/unloading & those displaying a valid blue badge. Additionally, the existing 30-minute short-stay parking bays along the western side of Market Square will be converted to 3-hour 'Disabled Persons Parking Places'.

The proposals are being put forward to 1) help reduce the level of through traffic in Witney High Street and Market Square, 2) aid pedestrian accessibility and increase safety, 3) aid cycling accessibility and safety by reducing likelihood of conflict with other vehicles, 4) improve bus access and bus journey time reliability, and 5) increase amount of blue badge parking at key town centre location.

The County Council continues its responsibility to consider the provision of convenient and safe movement of motor vehicles and other traffic, and the proposed measures are aimed at ensuring that ¹ danger is minimised whilst ² & ³ facilitating the effective and safe passage of traffic.

Date: 4 November 2021

Traffic & Road Safety Team
for the Corporate Director for Environment & Place
Oxfordshire County Council
County Hall
New Road
Oxford
OX1 1ND.

¹ Section S. 1 (1) (a) Road Traffic Regulation Act 1984

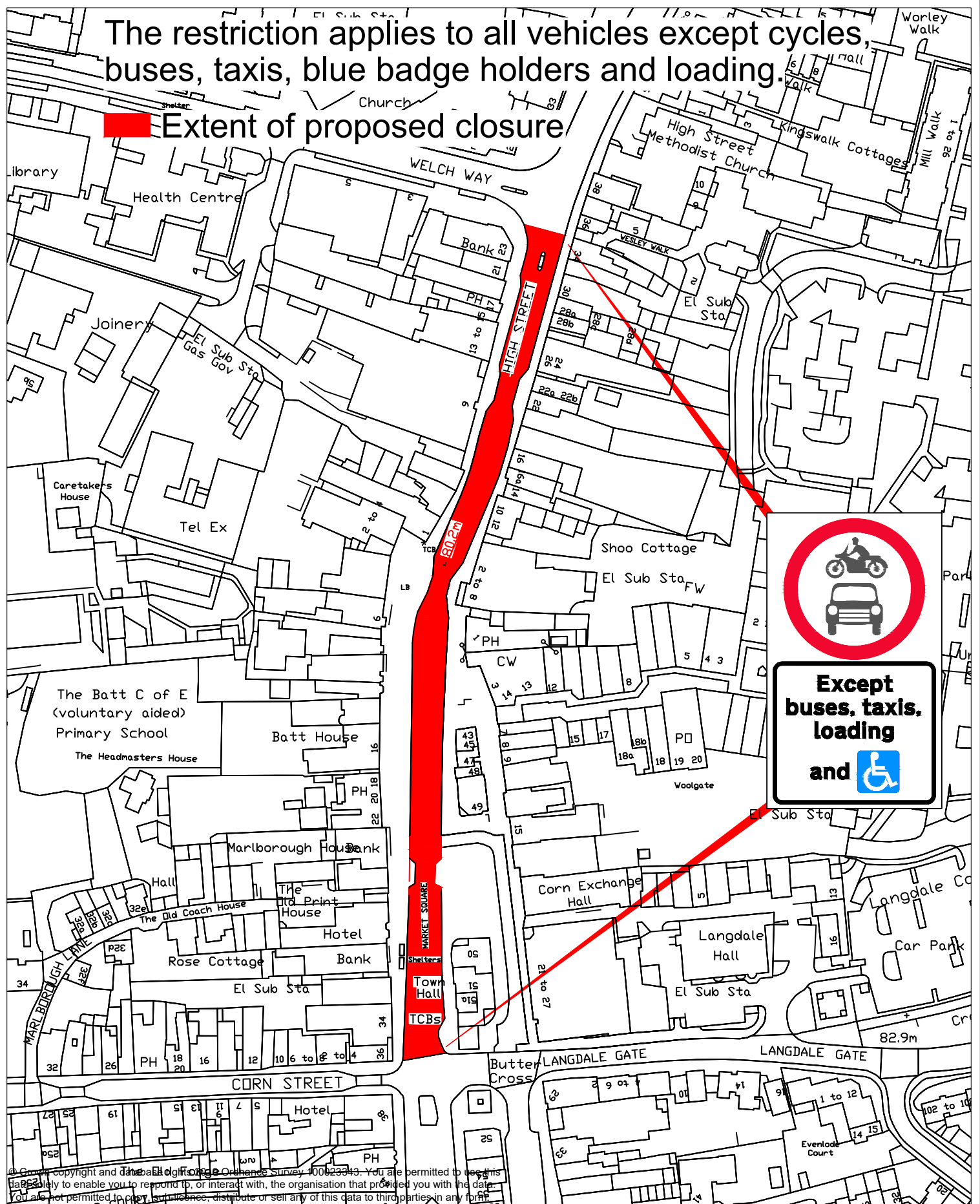
² Section S. 1 (1) (c) Road Traffic Regulation Act 1984

³ Section S. 1 (1) (d) Road Traffic Regulation Act 1984

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The restriction applies to all vehicles except cycles, buses, taxis, blue badge holders and loading.

 Extent of proposed closure



**Except
buses, taxis,
loading
and** 

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<div>Client</div> <div></div>	<div>Project Name</div> <div>Witney</div>	<div>Drawing Status</div>		<div>SAP Code</div>	
	<div>Title</div> <div>Original drawing sheet is A4</div> <div>Proposed High Street closure</div>	<div>Scale @ A4</div> <div>NTS</div>	<div>Drawn by</div> <div>JEW</div>	<div>Checked by</div>	<div>Approved by</div>
		<div>Drawn Date</div> <div>Oct 2021</div>	<div>Checked Date</div>	<div>Approved Date</div>	
		<div>Drawing Number</div> <div>Rev</div>			

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**OXFORDSHIRE COUNTY COUNCIL
(WITNEY, HIGH STREET AND MARKET PLACE)
(PROHIBITION OF MOTOR VEHICLES) ORDER 20****

The Oxfordshire County Council ("the Council") in exercise of its powers under Sections 1(1), 2(1) & (2) and 4 of the Road Traffic Regulation Act 1984 ("the Act") and all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, make the following Order.

1. This Order may be cited as the Oxfordshire County Council (Witney, High Street and Market Place) (Prohibition of Motor Vehicles) Order 20** and shall come into force on the day of 20**

2. (1) Any reference in this Order to any enactment (meaning any act and any subordinate legislation as defined in the Interpretation Act 1978) shall be construed as a reference to that enactment as amended or replaced by any subsequent enactment

(2) The restrictions imposed by this Order shall be in addition to and not in derogation from any restriction or requirement imposed by any other enactment.

3. "Bus" means a vehicle which is constructed or adapted to carry more than 8 passengers (exclusive of the driver) and a local bus not so constructed or adapted;

"Disabled Person's Badge" has the meaning given to it in the Local Authorities' Traffic Orders (Exemption for Disabled Persons) (England) Regulations 2000;

"Disabled Person's Vehicle" means a vehicle lawfully displaying
(a) in the Relevant Position a Disabled Person's Badge or
(b) a Recognised Badge;

"Licenced / Private Hire Vehicle" means a vehicle constructed or adapted to seat fewer than 9 passengers other than a taxi or public service vehicle licensed under Sections 48 & 80 Local Government (Miscellaneous Provisions) Act 1976;

"Local Bus" means a public service vehicle used for the provision of a local service not being an excursion or tour;

"Taxi" means a vehicle licensed under Section 37 of the Town Police Clauses Act 1847, or under any similar enactment; and also includes Licensed Private Hire vehicles

"Licensed Taxi" has the same meaning as in section 13 of the Transport Act 1985 and shall be:

- a) licensed by the Council, and
- b) attended by the driver and available for hire.

Prohibition of Motor Vehicles

4. Save as provided in article 4, no person shall, other than with the consent of or under the direction of a police constable in uniform or the Council cause or permit any motor vehicle to be driven in the following Sections of Roads:

- 1) that part of High Street between Welch Way and Market Place, and
- 2) Market Place for its entire length.

5. Nothing in Article 3 of this Order shall render it unlawful for a person to cause or permit a motor vehicle to proceed in the Sections of Road insofar, as it is practicable to do so having regard to the progress of Works, if the vehicle is being used for any of the following purposes:

- (1) Police operational purposes
- (2) Fire and ambulance services in an emergency
- (3) Local Bus on a local service
- (4) Disabled persons vehicles
- (5) Licensed Taxis and Licensed Private Hire vehicles
- (6) Access to premises adjacent to, or accessible from and only from, the Sections of Road
- (6) To enable a vehicle to be loaded or unloaded at premises in the Sections of Road or to set down or pick up a passenger.
- (7) being used for any of the following purposes, but for so long only as is required to enable the vehicle to be so used:
 - (a) in connection with any funeral;
 - (b) in connection with any building operation, demolition or excavation in or adjacent to the parking place where it is not reasonably practicable for the vehicle to wait elsewhere;
 - (c) in connection with any emergency maintenance operation in premises adjacent to the road;
 - (d) the removal of any obstruction to traffic in or adjacent to the road;
 - (e) the maintenance, improvement or reconstruction of the road (including cleansing of gullies);
 - (f) the installation or carrying out of works to a traffic sign, road lighting or street furniture in or adjacent to the road;
 - (g) the laying, erection, alteration, removal, repair or servicing in or adjacent to the road of any sewer or of any main, pipe or other apparatus for the supply of gas, water, electricity or communication services,

provided that in any of the cases mentioned above the person in control of the vehicle shall move it on the instruction of a Parking Attendant or police officer in uniform, wherever this shall be necessary for the purpose of preventing obstruction.

6. The Oxfordshire County Council (Witney, High Street and Welch Way) (Temporary Prohibition of Through Traffic and Waiting) Order 2020 is revoked.

**GIVEN UNDER the Common Seal of the
Oxfordshire County Council**

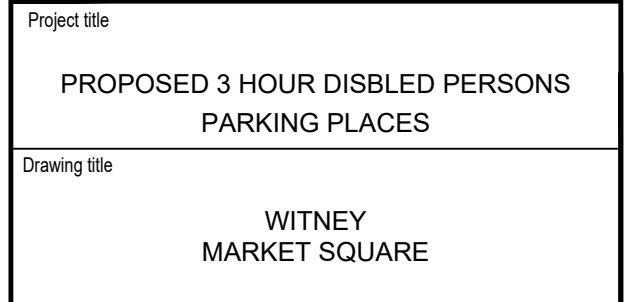
this day of 20**.

**THE COMMON SEAL of THE
OXFORDSHIRE COUNTY COUNCIL**
was hereunto affixed in the presence of:

Solicitor / Designated Officer

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Rev.	Date	Purpose of revision	Drawn	Checked	Approved



Oxfordshire Project No. & File Ref	
Drawing No.	Revision 0

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**OXFORDSHIRE COUNTY COUNCIL
(VARIOUS ROADS – WEST OXFORDSHIRE)
(PROHIBITION AND RESTRICTION OF WAITING AND PERMITTED PARKING)
(VARIATION No.***) ORDER 20****

The Oxfordshire County Council (“the Council”) in exercise of its powers under Sections 1, 2, 4, 32, 35, 45 and 46, and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984 (“the Act”) and all other enabling powers and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, make the following Order.

1. This Order may be cited as the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.***) Order 20** and shall come into force on the day of 20**.
2.
 - (1) Any reference in this Order to any enactment (meaning any act and any subordinate legislation as defined in the Interpretation Act 1978) shall be construed as a reference to that enactment as amended or replaced by any subsequent enactment.
 - (2) Words importing the masculine gender shall also include the feminine gender and words in the singular include the plural and vice versa.
 - (3) The restrictions imposed by this Order shall be in addition to and not in derogation from any restriction or requirement imposed by any other enactment.
3. The Oxfordshire County Council (Various Roads – West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) Order 2012, as amended by the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.1) Order 2013, the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.2) Order 2013, the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.3) Order 2014, the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.4) Order 2014, the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.5) Order 2014, the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.6) Order 2014], the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.7) Order 2014, the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.8) Order 2015, the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.9) Order 2016, the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.10) Order 2016, and the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.11) Order 2016, the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.12) Order 2018, the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.13) Order 2018, the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.14) Order 2019, and the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.15) Order 2019, the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.16) Order 2019, the

Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.17) Order 2019, the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.18) Order 2019, the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.19) Order 2020, the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.20) Order 2020, and the Oxfordshire County Council (Various Roads - West Oxfordshire) (Prohibition and Restriction of Waiting and Permitted Parking) (Variation No.21) Order 2021 ("the 2021 Order") is amended in the manner and to the extent specified in the Schedule to this Order.

GIVEN UNDER the Common Seal of the Oxfordshire County Council

this day of 20.

Amendment to "the 2012 Order":

Item 78 in Schedule 37 is deleted and replaced as follows:

SCHEDULE 37

**Waiting Limited to 30 minutes with no return for 1 hour, 8-00am to 6-00pm
Monday to Saturday inclusive**

"ITEM: 78 WITNEY

1. Bridge Street:

North west side - from the northern flank wall of No. 9 Bridge Street south westwards for a distance of 27.5 metres.

2. Corn Street:

South side - from a point 12.5 metres east of its junction with Swingburn Place south eastwards to a point 33.5 metres west of its junction with Cornrell Gardens.

3. High Street:

(a) East side:

- (i) from a point 18.5 metres south of its junction with Bridge Street southwards to a point 6 metres south of the boundary between Nos. 108 and 110 High Street;
- (ii) from a point 5 metres north of the boundary between Nos. 64 and 66 High Street southwards to a point 61 metres north of its junction with Welch Way;

- (iii) from the boundary between Nos. 14 and 16a High Street southwards to a point 4 metres north of the northern flank wall of Nos. 2 to 8 High Street.

(a) West side:

- (i) from a point 30 metres south of its junction with Mill Street southwards for a distance of 13 metres;
- (ii) from a point 37 metres north east of the northern kerb line of Welch Way north eastwards to a point 3.5 metres north east of the boundary between Nos. 43 and 43a High Street.

~~4. Market Square — Main route:~~

~~West side — from a point 41 metres south of the southern flank wall of No.1 High Street southwards to a point 69 metres north of its junction with Corn Street.~~

ITEMS 79 - 81: Not Used”

**THE COMMON SEAL of the
OXFORDSHIRE COUNTY COUNCIL**
was hereunto affixed in the presence of:

Solicitor / Designated Officer

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**OXFORDSHIRE COUNTY COUNCIL
(WEST OXFORDSHIRE DISTRICT)
(DISABLED PERSONS PARKING PLACES)
(AMENDMENT No.15*) ORDER 20****

The Oxfordshire County Council ("the Council") in exercise of its powers contained in Sections 1, 2, 4, 32, 35 and 45 and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984 ("the Act") and all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, make the following Order.

1. This Order may be cited as the Oxfordshire County Council (West Oxfordshire District) (Disabled Persons Parking Places) (Amendment No.15*) Order 20** and shall come into operation on the day of 20**.
2.
 - (1) Words importing the masculine gender shall also include the feminine gender and words in the singular include the plural and vice versa
 - (2) The restrictions imposed by this Order shall be in addition to and not in derogation from any restriction or requirement imposed by any other enactment
 - (3) Any reference in this Order to a numbered Article or Schedule shall unless the context otherwise requires be construed as a reference to the numbered Article or Schedule bearing that number in this Order.
3. The Oxfordshire County Council (West Oxfordshire District) (Disabled Persons Parking Places) Order 2006, as amended by the Oxfordshire County Council (West Oxfordshire District) (Disabled Persons Parking Places) (Amendment) Order 2007, the Oxfordshire County Council (West Oxfordshire District) (Disabled Persons Parking Places) (Amendment No.2) Order 2009, the Oxfordshire County Council (West Oxfordshire District) (Disabled Persons Parking Places) (Amendment No.3) Order 2011, the Oxfordshire County Council (West Oxfordshire) (Disabled Persons Parking Places) (Amendment No.4) Order 2012, the Oxfordshire County Council (West Oxfordshire) (Disabled Persons Parking Places) (Amendment No.5) Order 2012, the Oxfordshire County Council (West Oxfordshire) (Disabled Persons Parking Places) (Amendment No.6) Order 2012, the Oxfordshire County Council (West Oxfordshire) (Disabled Persons Parking Places) (Amendment No.7) Order 2013, the Oxfordshire County Council (West Oxfordshire) (Disabled Persons Parking Places) (Amendment No.8) Order 2014, the Oxfordshire County Council (West Oxfordshire) (Disabled Persons Parking Places) (Amendment No.9) Order 2016, the Oxfordshire County Council (West Oxfordshire) (Disabled Persons Parking Places) (Amendment No.10) Order 2016, the Oxfordshire County Council (West Oxfordshire) (Disabled Persons Parking Places) (Amendment No.11) Order 2017, the Oxfordshire County Council (West Oxfordshire) (Disabled Persons Parking Places) (Amendment No.12) Order 2020, the Oxfordshire County Council (West Oxfordshire) (Disabled Persons Parking Places) (Amendment No.13) Order 2020, and the Oxfordshire County Council (West Oxfordshire) (Disabled Persons

Parking Places) (Amendment No.14) Order 2020 ("the 2006 Order"), is amended in the manner and to the extent specified in the Schedule to this Order.

GIVEN UNDER the Common Seal of the Oxfordshire County Council

this day of 20**.

SCHEDULE

Amendment to "the 2006 Order".

Schedule 1A is deleted and replaced as follows:

"SCHEDULE 1A

DISABLED PERSONS PARKING PLACES

(24 hour parking places with 3-hour Time Limit)

1.	Witney	High Street	East side, (a) from the common property boundary between Nos.16 and 18 High Street southwards to a point 4 metres north of the northern flank wall of Nos. 2-8 High Street
2.		High Street	(b) from the northern flank wall of Nos.2 to 8 High Street southwards for a distance of 6.6 metres.
3.		Market Square	Main route West side, (a) from a point 23 metres south of the southern flank wall of No. 1 High Street, southwards for 6.6 metres
4.			(b) <i>from a point 41 metres south of the southern flank wall of No.1 High Street, southwards to a point 69 metres north of its junction with Corn Street."</i>

**THE COMMON SEAL of THE
OXFORDSHIRE COUNTY COUNCIL**
was hereunto affixed in the presence of:

Solicitor / Designated Officer.

FULL COUNCIL

Date:	Monday, 6 December 2021
Title:	Emergency Plan
Contact Officer:	Maintenance & Environmental Services Officer - Angus Whitburn

Background

The following was recommended in the stronger communities meeting on the 25th of January 2021 in light of flooding of Bridge Street and West End areas of Witney.

“that the Town Clerk drafts a policy document and emergency plan for presentation to a future Policy, Governance and Finance Committee for adoption”

There is a focus on flood risk in the report and the main purpose is to identify the councils’ responsibilities around emergency planning in this situation along with management of watercourses.

Current Situation

The Town Council input into the emergency plans section on flooding cannot stretch as far as the use of its staff and vehicles. The Town Council is not an emergency response authority nor have the responsibility to support emergency services in the event of flooding. With co-operation from community groups, the Council can agree in the plan to store sandbags and enable access for those groups in an emergency, hold contact information for the groups who can contact vulnerable residents and potentially make public halls available as evacuation centres.

A large amount of input across the plan would have to be guided by community groups. A meeting has been arranged with the Witney Flood Mitigation Group for their input. However, it is not understood yet of their physical input into emergency response. More groups may need to be formed to help enact an emergency plan.

The emergency plan would not be able to detail Town Council staff delivering sandbags to residents. That direction would have to come from the District Council. Further communication is needed but we can make them aware of our resources and pass on contact information. We can’t interfere with emergency services but can be directed to do so by the district that holds the information necessary to coordinate the emergency response. To support community groups, we can store sandbags and help them to coordinate collection from our sites if necessary.

The public halls under the Council's management can be made available in an emergency. Both Burwell Hall and The Corn Exchange have facilities to prepare hot drinks and make people comfortable enough for a short time. If the council is to make its public halls available as part of the emergency plan, detail needs written into it about how they are to be managed in that situation and by whom. The Town Council staff are not trained or employed to deal with residents suffering from shock and panic around displacement. The District Council is responsible for organising emergency evacuation centres so any emergency plan around their use would have to be run past them.

The spectrum of the emergency plan needs to reach a lot further than just flooding. And some of the content of the emergency plan will be in better control of the Town Council. Adverse weather conditions such as high winds bringing down trees and ice and snow need both need high-risk areas identified and plans created.

Ice and Snow

The Town Council does currently have grit bins in close proximity to the majority of its land, grit salt in-store and equipment to lay it. Within the emergency plan, further planning needs creating around the application of grit salt.

Public footpaths around the leys, Burwell and the cemeteries should all be salted when ice warnings are received. Vehicle access roads at the cemeteries and West Witney would also need including. The priority of these works does need addressing, i.e., are there priority above for example the backfill of a grave?

High Wind's

There are over 9000's trees in the council's ownership. All the trees are surveyed in groups on a 5yr program, additionally, officers are trained in tree inspections. This normally identifies necessary work before tree limbs are lost or the whole tree's falls. However high winds always pose a risk of bringing down large trees with no identified works.

Again, the Maintenance Team is well equipped to deal with these works as most are trained in cross-cutting and there are three chainsaws available. Further research is needed into the situation if a tree blocks a highway.

Lake And Country Park Land Management Strategy

Witney Town Council is the riparian owner of watercourses on its land. The main section in question is where the river Windrush runs along The Lake and Country Park. The Council is responsible for reporting incidents, letting the water flow naturally, preventing pollution and protecting wildlife.

Reporting incidents

The environment agency incident hotline is called to report flooding, blockages, pollution, change in flow of water and collapsed or badly damaged banks. Most of these would be

reported by users of the lake then investigated by officers and reported to the environment agency, such as the pollution at Emma's Dyke in 2019.

Letting water flow naturally

The Town Council has a responsibility to enable water to flow naturally, this involves removing all blockages that could reduce flow and cause flooding. The Council does have the equipment available to remove trees from the watercourse and trained staff to handle the task. The Country Park is a large body of land and cannot be constantly monitored by Witney Town Council Staff. The majority of fallen trees are reported by residents and these works are a high priority if they are blocking a path or affecting the river.

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.

Any works to the river have the potential to damage animal habitats.

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.

Witney Town Council vehicles aren't covered by insurance if they are knowingly being driven into an area of flooding or due to be flooded.

The Town Council has a duty of care for all users on its lands. Injuries sustained due to slips and trips on icy paths could leave the council liable.

Reducing the flow or causing flooding to another landowners' property may leave the Council liable.

Financial implications

Currently unquantifiable.

Recommendations

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

1. Complete a full review of watercourses of riparian ownership and set a program of works to ensure they are cleared and maintained.
2. Agreement on the scope of the Town Council's Emergency Plan (as outlined).

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FULL COUNCIL

Date: Monday, 6 December 2021

Title: Project Update Report

Contact Officer: Projects Officer - Nicky Cayley

Background

This report is to update members on projects that have been carried out and also upcoming projects.

Current Situation

Park Road Play Area

The project is now complete and the park re opened to residents on 9 November. Due to the project taking longer than expected, the Project Officer has negotiated provision of some thermoplastic designs to be laid on the concrete base in the park (simple hopscotch design and counting caterpillar for example) free of charge to the Council. These will be done when the team is in the area. A plaque is also being arranged to commemorate the reopening and to acknowledge the Town Hall Charity's generous donation towards the project.

Corn Exchange

The lighting and sound installation commenced on 8 November. Progress is going well although some of the lights have been delayed in transit. Henley Theatre Services is lending some lights to the company running the pantomime at no cost to them.

It is hoped that the seating installation can begin in February/March 2022.

Blue Plaque, Alice Batt

The Project Officer has been in touch with Oxfordshire Blue Plaque Society and they have confirmed that the plaque in recognition of Alice Batt is due for installation in early 2022. The Council previously gave £300 towards a blue plaque for Patrick Steptoe. Members are asked to consider if they wish to contribute the same amount or the £500 budgeted for the item (this would cover the full amount). The Town Council would be credited on the bottom of the plaque in either case.

Future Projects/Projects Commencing

WWSG Tennis Courts Colour Coating

Having sourced some initial quotes for the budget, the Project Officer is hoping to programme this in for after the Easter Holidays in 2022. She is working with the Tennis Club to find suitable dates. The MUGAs at King George V Field and Burwell will also have a refresh as part of this programme.

Skate Park Regeneration

The Project Officer has been looking into funding streams available for this project. There are some streams that the Town Council is eligible to apply for which, if successful, could bring a sizable amount of money to the project. The ball park figure to renew the skatepark is £110, 000. However, all funding sources require strong evidence of community involvement and this is currently lacking for this project. The Communications and Community Engagement Officer and Project Officer have put forward a number of ideas to the Ramp Up the Leys Group in this area but thus far, there has been little progress.

Due to this stumbling block, Council is asked to consider if it wishes to increase the budget allocated towards the skatepark to enable the project to move forwards and be realised.

Play Ground Survey

The Project Officer will be reporting on options for a piece of new equipment at Quarry Road in the next cycle of meetings.

However, the Project officer will be carrying out a review of all playgrounds to establish areas of need and also to assist with budgeting for renewals. It would be more economical, more environmentally friendly and make more of a community impact to renew whole play areas at a time rather than a piecemeal approach.

Other Projects not yet Started

- Infrastructure Audit of Street Furniture
- King George V Field – storage and toilet facilities, and defibrillator
- Children’s Memorial Garden
- Covid-19 Memorial

Environmental impact

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

Risk

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

Financial implications

The Council may need to budget for some items such as the Children's Memorial Garden and the Covid-19 Memorial if not already done so. The amount needed to renew the skatepark would be £100, 000 - £150, 000.

Recommendations

Members are invited to note the report and consider: -

1. How much the Council wishes to contribute towards the blue plaque in memory of Alice Batt
2. If the Council wishes to increase the budget available for the skatepark and if so by how much.

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