

## Stronger Communities

### Committee Meeting of Witney Town Council

**Monday, 30th May, 2022 at 6.00 pm**



To members of the Stronger Communities Committee - O Collins, J Aitman, L Ashbourne, L Duncan, H Eaglestone, V Gwatkin, A Prosser and R Smith (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, 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](mailto:democracy@witney-tc.gov.uk) ) in advance to reserve a seat.

For further information or clarification regarding the meeting contact the Democratic and Legal Services Officer at [democracy@witney-tc.gov.uk](mailto:democracy@witney-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 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](mailto:democracy@witney-tc.gov.uk) **prior to the meeting**, stating the reason for absence.

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

2. **Declarations of Interest**

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

3. **Election of Vice-Chair**

To elect the Vice-Chair of the Committee for the 2022/2023 municipal year.

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

a) To adopt and sign as a correct record the minutes of the meeting held on 21 March 2022

b) Matters arising from the minutes not covered elsewhere on the agenda. (Questions on the progress of any item).

5. **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.

6. **Committee Terms of Reference (Pages 9 - 10)**

To review the Committee Terms of Reference (TOR). The current TOR's are attached.

7. **Open Spaces Strategy, Committee Objectives and Work Programme for the Municipal Year (Pages 11 - 16)**

To receive the report of the Town Clerk/CEO.

8. **Finance Report (Pages 17 - 22)**

To receive the report of the Town Clerk/CEO.

9. **Youth Services Grant Review (Pages 23 - 24)**

To consider the report of the Deputy Town Clerk.

10. **Communications and Community Engagement Report (Pages 25 - 60)**

To consider the report of the Communications & Community Engagement Officer.

11. **Town Hall Window - Community Use (Pages 61 - 64)**

To consider the report of the Deputy Town Clerk.

12. **Third Party/ Large Events**

To receive a verbal update (If appropriate)

13. **Platinum Jubilee Working Party Minutes (Pages 65 - 66)**

To receive the minutes of the Platinum Jubilee Working Party held on 28<sup>th</sup> April 2022.

14. **Oxford Playhouse - Participation Event at the Leys Recreation Ground (Pages 67 - 68)**

To consider correspondence concerning an event at the Leys.

15. **Community Support - Ukrainian Families**

To receive a verbal update (if appropriate)

16. **Tower Hill Tree re-inspection (Pages 69 - 70)**

To consider the report of the Maintenance & Environmental Services Officer

17. **Litter and Dog Waste Bins**

To consider the report of the Maintenance & Environmental Services Officer (To follow)

18. **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

19. **Closed-circuit television (CCTV) (Pages 71 - 82)**

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



Town Clerk

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

**Held on Monday, 21 March 2022**

**At 6.00 pm in the Virtual Meeting Room via Zoom**

**Present:**

Councillor O Collins (Chair)

Councillors:	J Aitman D Butterfield	H Eaglestone L Duncan
Officers:	Adam Clapton Sharon Groth Simon Wright	Deputy Town Clerk Town Clerk Democratic & Legal Services Officer
Others:	1 member of the public.	

As there was no legislation in place for the Town Council to hold virtual meetings, and because of the ongoing Covid-19 Pandemic, the Stronger Communities Committee formed virtually as an Advisory Committee. Any recommendations outside of the current work programme, budget or policy would require ratification at the Full Council meeting held on 11 April 2022.

**SC126 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Ashbourne, Gwatkin and Prosser.

Councillor Duncan attended for Councillor Gwatkin

**SC127 DECLARATIONS OF INTEREST**

There were no declarations of interest from members or officers.

**SC128 MINUTES**

The minutes of the meeting held on 24 January 2022 were adopted and signed as a correct record by the Chair.

Minute SC 30– Public Benches - The Deputy Town Clerk advised that the District Council had Advised that it had not been possible to progress the provision of public benches in the town as agreement could not be reached with Oxfordshire County Council on their siting.

**SC129 PUBLIC PARTICIPATION**

The Committee adjourned for this item.

Mr. Eric Marshall representing Witney Music Festival addressed the committee in respect of Agenda Item. 9 – Third Party Events.

*The Committee reconvened following public participation.*

The committee, at the request of the Chair, agreed to take Agenda Item No 9 before Agenda Item No 5.

SC130 **THIRD PARTY EVENTS**

Consideration was given to the report of the Venue & Events Officer. It was noted that in respect of the grant application by Witney Music Festival (WMF) that the decision would be made by Policy, Governance & Finance Committee but this committee could make recommendations.

In respect of free usage of The Leys by Witney Music Festival for the main concert it was agreed that should be continued.

The committee considered the application for a grant, to be paid back later, and expressed their support for events and ongoing development of the arts in Witney. It was noted that no budget was specified for this purpose but an allocation for the free use of The Leys had been made. Clarification was given that the last festival had broken even. Members suggested that other organisations such as Witney Educational Foundation could be approached for financial support.

After discussion the committee recommended that the festival continued to be supported and Policy, Governance & Finance be requested to consider what funding, if any, could be made available for a grant to the organisers.

Members received an update on further third-party events proposed to be held on The Leys and Burwell Recreation Ground. In response to a question, funding from the Town Council for Witney Carnival was clarified. It was noted that there had been some concern about noise from some events and the committee considered whether some kind of limit on the frequency of events should be implemented.

After discussion it was agreed that only a small number of events had potential noise impact for local residents and levels were controlled by legislation therefore no changes were needed. It was further agreed that the current first come, first served basis for event requests should be maintained.

**Recommended:**

1. That, the first come, first served basis regarding event requests for the same or periods of time which are too close together be endorsed; and
2. That, the request from Witney Music Festival for a financial contribution through a grant application be supported and the application be considered to the Policy, Governance & Finance Committee.

SC131 **HAPPY TO CHAT BENCHES**

The committee considered a request for the provision of a designated bench for people to be able to sit and chat with others about issues they may have.

Members noted that a similar scheme had not been progressed due to the pandemic. It was agreed that it would be a positive initiative and that Guideposts should be approached to see if they were still interested in being involved. If Guideposts were not able to help then the possibility of working with other voluntary organisations could be investigated or the Town Council could undertake the project itself.

The committee considered the financial implications and agreed that an increased budget of up to £150 should be allocated and that clear signage was needed so that people understood the idea about the use of the bench.

**Recommended:**

1. That, the provision of a designated bench in Witney be supported;
2. That, Guideposts be approached be approached to see if they would like to be involved in the project;
3. That, in the event that Guideposts are not involved that the scheme be progressed with another voluntary partner or by the Town Council itself; and
4. That, a budget of up to £150 be allocated for the project.

**SC132 IN BLOOM/WILD WITNEY**

Consideration was given to the report of the Communications & Community Engagement Officer including the recommendations of the In Bloom Task & Finish Group.

The committee expressed support for continuing to participate in the In Bloom competition and to run the Wild Witney scheme and noted the positive feedback from last year's events. It was agreed that participation in 2022 should be supported. In respect of Autumn planting, it was noted an order would need to be made in May and members supported the planting scheme being similar to previous years.

**Recommended:**

1. That, the Council enters the national In Bloom competitions with sites at Tower Hill Cemetery and Tiny Forest being nominated;
2. That, each school be allocated a £25 voucher towards cost with three Community Groups receiving £100 vouchers and one at £40;
3. That, the Autumn planting scheme be similar to previous years; and
4. That, the Wild Witney competition be approved for 2022.

**SC133 COMMUNICATIONS AND COMMUNITY ENGAGEMENT REPORT**

The committee considered the report of the Communications & Community Engagement Officer.

Members noted that if the council had a Tik Tok account this would be free. It was considered that the platform could be beneficial particularly when engaging with young people and in promoting climate issues. It was suggested that it be trialled to see how effective the format was.

The committee discussed the Town Council app and what improvements may be needed. It was agreed that the focus should be more transactional and it was suggested that focusing on priorities such as healthy lifestyle could be appropriate and maybe offering loyalty bonuses for the Café could be introduced. It was agreed that the current usage figures should be looked at with a further report to the committee on options for content of the app.

Members discussed options for marking National Thank You Day on 5 June. It was noted that there was no flag or associated colour so lighting up of the Corn Exchange was not appropriate. It was suggested and agreed that a video montage of councillors thanking residents should be considered.

The Deputy Town Clerk reported that a request had been received for posters to be placed in bus shelters promoting the Safer Streets initiative. Members expressed support dependent on clarification about any policies relating to flyposting.

**Recommended:**

1. That, the creation of a Tik Tok for a trial period be approved;
2. That, a further report be presented on improvements to the Town Council app to include usage figures and suggestions of future content;
3. That, a video montage of councillors thanking residents be produced to mark National Thank You Day; and
4. That, the placing of posters in bus shelters to promote Safer Streets be supported subject to clarification of any guidance from West Oxfordshire District Council

**SC134 PLATINUM JUBILEE WORKING PARTY**

The Committee received the minutes of the Platinum Jubilee Working Party held on 17 February 2022.

Members approved the budget reallocation for the legacy project at Unterhaching Park. The committee received details of the proposed sundial to be placed on the site as part of the project.

**Recommended:**

That, the minutes of the Platinum Jubilee Working Party held on 17 February 2022 be received and the recommendations therein be approved.

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The meeting closed at: 7.05 pm

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Chair



## Terms of reference for the Stronger Communities Committee

- a) Recognising the value and benefit of voluntary groups and endeavours within our community, supporting and helping to facilitate where possible;
- b) To maintain infrastructure such as trees, floral displays, town centre street furniture (seats, litter bins), bus shelters, CCTV, noticeboards and Christmas Lights displays;
- c) To organise special events such as Freedom Parades, Remembrance Sunday and other Civic events within the programme and the budget agreed by the Council;
- d) To work in collaboration with other partnerships on town wide events such as the Christmas Lights switch-on and others that may arise from time to time;
- e) To oversee the Council's communication and publications – such as the website and quarterly newsletter;
- f) To oversee the local Schools in Bloom competition and the Council's entry into the regional In Bloom Competition;
- g) To recognise the value and benefit of voluntary groups and endeavours within our community, supporting and helping to facilitate where possible;
- h) The Membership of the Committee shall consist of 6 Members plus the Town Mayor and The Leader of the Council ex officio with voting rights
- i) The quorum of the Committee shall be 4 Members.

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## STRONGER COMMUNITIES COMMITTEE

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**Date:** Monday 30th May 2022

**Title:** **Open Spaces Strategy, Committee Objectives and Work Programme for the Municipal Year**

**Contact Officer:** Town Clerk/RFO – Sharon Groth

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### BACKGROUND

The purpose of this report is to

- a. review the Open Spaces Strategy Action Plan for areas under the responsibility of this Committee and where necessary review the timescale if commencement of completion dates has slipped; and
- b. give consideration to this Committees objectives/priorities in order for the Town Clerk to come up with a manageable programme of works, so that she can deploy the necessary resources appropriately.

### OPEN SPACES STRATEGY ACTION PLAN

Appendix A provides an extract from the adopted OSS relating to this Committees responsibilities. The Town Clerk doesn't suggest that any of these actions need refining at this stage.

### CAPITAL AND SPECIAL REVENUE PROJECTS 2022/23

The attached appendix (B) details the projects funded (or not) during the budget setting cycle. Most of these have set timescales – such as the Jubilee Commemorations and therefore there isn't much for the Committee to prioritise.

With regard to the Water Safety Education Programme – whilst the Town Clerk reached out to many organisations for support and a joined up approach it hasn't been possible for the Town Council to lead on any education programmes around water safety at this time. Most community engagement has been through social media or trying to support other local organisations such as the Oxfordshire Fire & Rescue. The Town Clerk has been informed that Thames Valley Police will be going into schools to deliver some information to pupils before the summer holidays.

## 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.

When considering its priorities the committee should be mindful of all resources – financial as well as human resources – and the competing demands from other Committees. There needs to be a clear programme of works to ensure that the council is realistic in what it can achieve in the next 12 months. Failure to have a plan could result in wasted resources and undeliverable projects.

## FINANCIAL IMPLICATIONS

The financial implications are detailed above and also in the attached appendices.

## RECOMMENDATIONS

Members are invited to note the report and consider the Committees objectives/priorities for the coming municipal year.

**PARKS & OPEN SPACES STRATEGY – ACTION PLAN**

<b>Key Themes:</b>	<b>Committees:</b>
<b>PO Modernising and upgrading our parks and open spaces</b>	<b>CBP Climate, Biodiversity &amp; Planning</b>
<b>SP Improving and investing in our sporting provision</b>	<b>HC&amp;A Halls, Cemeteries &amp; Allotments</b>
<b>LP Improving and investing in our leisure provision</b>	<b>P&amp;R Parks &amp; Recreation</b>
<b>IS Improving and investing in our infrastructure provision</b>	<b>PGF/PSC Policy, Governance &amp; Finance</b>
<b>EE Working in the most effective and efficient manner</b>	<b>SC Stronger Communities</b>

Reference	Action	Responsible Committee	Who Involved?	Commencement?	Completion?	Notes/Comments
<b><u>STRONGER COMMUNITIES COMMITTEE</u></b>						
EE 3	Draw up and adopt a communications plan with the aim of raising WTC's profile within the community	SC	WTC Staff	Jun-21	Nov-21	Adopted August 2021 COMPLETE
EE 7	Ensure that Community Engagement is enshrined into all work and projects undertaken by WTC	SC	WTC Staff	Jun-21	On-going	On-going
PO 5	Undertake a review of participating in the annual In Bloom competition	SC	WTC Staff / Cllrs /In Bloom Group	Sep-21	Mar-22	COMPLETED REVIEW - ENTERING INDIVIDUAL AREAS MIN SC577/NOVEMBER 21
IS 5	Undertake an audit of current litter bins, dog waste bins, signage, seating, fencing, bus shelters and other associated infra-structure with a view to drawing up a corporate replacement and upgrade plan, to include policies relating to the installation and adoption of infra-structure on non-WTC land	SC	WTC Staff	Dec-21	June 2022 (Plan Stage)	Work underway - Min SC574
LP 3	Adopt an annual programme of local events, building on the existing and identifying differing opportunities moving forwards	SC	WTC Staff / Cllrs	Nov-22	Mar-23	Work underway for 2022

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Capital & Special Revenue Projects 2022/23					Appendix B
Project	OSS Ref	Capital 2022/23	Revenue 2022/23	EMR 2022/23	Comments
<b>Stronger Communities</b>					
COVID-19 Memorial/Commemoration			1500		
Infrastructure Defibrilators Min C234 Ongoing Maint/Replacement Fund	IS5		1500		Increase budget for King Georges new installation
Queens Platinum Jubilee			3000		Task & Finish Group
Children & Young People Grant Funding			10000		Increase budget to £40k for 2022/23
Water Safety Education Programme			10000		
Roundabouts - refresh impact planting					To include in new GM Contract Oct 2022 fund from existing budgets
Welch Way Planters £2k for 5 years <b>to be installed in 2025</b>	IS5	2000			Move to EMR - £4k held Yr 2 of 5
		2000	26000	0	

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## STRONGER COMMUNITIES COMMITTEE

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**Date:** Monday 30th May 2022  
**Title:** **Finance Report**  
**Contact Officer:** Town Clerk/RFO – Sharon Groth

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### BACKGROUND

Detailed income and expenditure statements for budgets which are the responsibility of this committee are enclosed. The period to which this report relates is Period 12, 1 April 2021 to 31 March 2022.

### CURRENT SITUATION

Most, if not all, the year-end adjustments have now been completed, along with the recharges from Central Support for the administration, Works Department for all the maintenance tasks and service delivery, and Grounds Maintenance costs, applied.

In summary, the bottom line is the actual expenditure and cost of service amounted to £375,684 against a revised budget of £395,020.

Whilst the income looks like it is below the projected budget, it was in fact slightly more but £9,665 income has been rolled over into 2022/23 because £2,300 relates to a grant from the Town Hall Charity for the repairs to the Buttercross Clock which the invoice is still awaited, and £7,365 relates to the grant in respect of litter/waste yet to be expended through the Councils rolling programme of replacement/repairs.

Where possible some of the budget underspends have been rolled over into earmarked reserves some for committed expenditure, such as Arboriculture/Tree replacements or to provide for a contingency towards bringing the grounds maintenance service in house.

**If Members have any specific questions please email the Town Clerk before the meeting so that she will be able to respond and provide an answer at the meeting.**

### 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.

Proper and sound financial management is necessary as all Councillors are collectively responsible for the budget, particularly expenditure and ensuring it is expended lawfully and in line with the Council's Financial Regulations.

As Town Clerk, the Council's Proper Officer and Responsible Financial Officer it is her job to advise accordingly, in line with Financial Regulations and Statute.

When revising the budgets given the uncertainty around the pandemic at the time, prudence was applied to income generated as part of the Council's risk management.

## FINANCIAL IMPLICATIONS

This report forms part of the Council's due diligence and a process in line with its Financial Regulations. The financial implications are detailed above and also in the attached appendices.

## RECOMMENDATIONS

Members are invited to note the report.

## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 30th May 2022

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Stronger Communities</u></b>										
<b><u>402</u></b>	<b><u>COMMUNITY INFRASTRUCTURE</u></b>									
1052	EXPENSES RECOVERED	0	621	0	2,488	1,900	0	0	0	0
1170	GRANTS RECEIVED	0	500	0	1,990	9,355	0	0	0	0
1171	DONATIONS RECEIVED	0	0	0	468	2,768	0	0	0	0
	<b>Total Income</b>	0	1,121	0	4,945	14,023	0	0	0	0
4001	SALARIES	0	635	0	0	0	0	0	0	0
4002	ER'S NIC	0	5	0	0	0	0	0	0	0
4003	ER'S SUPERANN	0	15	0	0	0	0	0	0	0
4013	RENT PAID	5	0	5	0	5	0	5	0	0
4014	ELECTRICITY	750	925	800	1,189	1,000	0	1,000	0	0
4017	CONTRACT CLEAN/WASTE	4,100	3,676	4,000	1,015	2,000	0	4,000	0	0
4025	INSURANCE	130	112	125	112	112	0	120	0	0
4035	BUS SHELTER MAINTENANCE	3,800	0	2,000	18	2,000	0	2,000	0	0
4036	PROPERTY MAINTENANCE	3,630	10	2,630	438	2,630	0	2,630	0	0
4037	GROUNDS MAINTENANCE	3,000	1,847	3,000	0	3,000	0	3,000	0	0
4039	HORTICULTURE	750	0	750	209	750	0	750	0	0
4040	ARBORICULTURE	24,550	13,800	29,300	12,820	29,750	0	19,000	0	0
4066	TREE REPLACEMENT	6,000	2,090	8,000	5,836	8,000	0	4,000	0	0
4067	Tree Survey	5,000	3,750	6,250	6,201	6,250	0	8,000	0	0
4166	DEFIBRILLATOR EXPENDITURE	2,200	967	2,500	1,161	2,500	0	4,000	0	0
4200	STREET FURNITURE	0	1,713	0	3,732	4,128	0	1,000	0	0
4205	CLIMATE EMERGENCY	10,000	0	25,788	788	25,000	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 30th May 2022

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4208	COVID-19 MEMORIAL	0	0	0	0	0	0	1,500	0	0
4210	CHURCH CLOCK	1,500	0	3,000	0	3,000	0	1,500	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	14,800	625	8,000	731	2,000	0	6,000	0	0
4491	TFR TO EARMARKED RES	0	39,100	0	57,430	0	0	0	0	0
4495	TFR FROM EARMARKED R	-18,150	-18,150	-29,500	-29,500	-29,500	0	-10,000	0	0
4888	O/S STAFF RCHG	45,293	46,493	73,887	31,970	59,994	0	70,952	0	0
4890	O/S O'HEAD RCHG	8,321	7,286	11,601	7,126	11,530	0	14,476	0	0
4891	AGENCY SERVICES RECHARGE	152,727	131,641	150,692	170,187	169,360	0	171,213	0	0
4892	C/S STAFF RCHG	8,508	12,293	12,675	14,103	14,217	0	16,543	0	0
4893	C/S O'HEAD RCHG	3,290	3,906	0	4,073	4,190	0	4,590	0	0
4990	CONTRN TO CCTV SCH.	10,000	10,000	10,000	10,000	10,000	0	10,000	0	0
5198	Deferred Grants Released	0	0	0	1,039	0	0	0	0	0
5199	Depreciation Charge to Service	0	4,378	0	4,647	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>290,204</b>	<b>267,116</b>	<b>325,503</b>	<b>305,326</b>	<b>331,916</b>	<b>0</b>	<b>336,279</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(290,204)</b>	<b>(265,995)</b>	<b>(325,503)</b>	<b>(300,381)</b>	<b>(317,893)</b>	<b>0</b>	<b>(336,279)</b>	<b>0</b>	<b>0</b>
<b>408</b>	<b><u>COMMUNITY ACTIVITIES</u></b>									
4103	GRANT YOUTH COUNCIL	500	18	500	0	0	0	500	0	0
4109	BLUE PLAQUES	1,000	0	1,000	0	1,000	0	0	0	0
4141	EVENTS	12,500	646	10,212	2,501	3,500	0	11,000	0	0
4145	QUEENS JUBILEE (2022)	0	0	0	0	0	0	3,000	0	0
4491	TFR TO EARMARKED RES	0	1,000	0	1,000	0	0	0	0	0
4495	TFR FROM EARMARKED R	-1,000	-1,000	-1,000	-1,000	-1,000	0	0	0	0
4892	C/S STAFF RCHG	35,013	32,844	54,266	56,413	56,868	0	66,172	0	0

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## Annual Budget - By Committee (Actual YTD Month 12)

Note: Finance Report - Monday 30th May 2022

		<u>Last Year 2020-21</u>		<u>Current Year 2021-22</u>				<u>Next Year 2022-23</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4893	C/S O'HEAD RCHG	14,085	16,725	0	16,291	16,759	0	18,362	0	0
5199	Depreciation Charge to Service	0	98	0	98	0	0	0	0	0
<b>Overhead Expenditure</b>		<u>62,098</u>	<u>50,331</u>	<u>64,978</u>	<u>75,303</u>	<u>77,127</u>	<u>0</u>	<u>99,034</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(62,098)</u>	<u>(50,331)</u>	<u>(64,978)</u>	<u>(75,303)</u>	<u>(77,127)</u>		<u>(99,034)</u>		
<b>Stronger Communities - Income</b>		0	1,121	0	4,945	14,023	0	0	0	0
<b>Expenditure</b>		352,302	317,447	390,481	380,629	409,043	0	435,313	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(352,302)</u>	<u>(316,325)</u>	<u>(390,481)</u>	<u>(375,684)</u>	<u>(395,020)</u>		<u>(435,313)</u>		
<b>Total Budget Income</b>		0	1,121	0	4,945	14,023	0	0	0	0
<b>Expenditure</b>		352,302	317,447	390,481	380,629	409,043	0	435,313	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(352,302)</u>	<u>(316,325)</u>	<u>(390,481)</u>	<u>(375,684)</u>	<u>(395,020)</u>		<u>(435,313)</u>		

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## STRONGER COMMUNITIES COMMITTEE

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**Date:** Monday, 30 May 2022  
**Title:** Youth Services Grant Review  
**Contact Officer:** Deputy Town Clerk - Adam Clapton

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### Background

The Town Council's £30,000 Youth Services Grant was established in 2020 following meetings of a Youth Forum, made up of local stakeholders, and subsequent recommendations of the Youth Services Working Party. Gaps were identified in local provision following cuts in the dedicated outreach services run by the County Council.

The purpose of the funding is as follows:

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

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

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

The Grant scheme has run successfully for two years, with funds being expended in full to two organisations in 2020, and four in 2021.

### Current Situation

The grant fund was oversubscribed by requests for youth services/projects in 2021-22 and all applications were only partly met. Therefore, the budget for 2022-23 was increased to £40,000.

### Resident's Satisfaction Survey 2022

At the request of this committee, question 4 asked residents which of three priorities they would like to see further investment in by the Town Council; Youth Services was the most popular from those who responded, so members should take into consideration the appendix for that agenda item in their decision making. The Committee may also like to consider an

increasing number of comments regarding services for the over 50's and elderly as a separate project.

The results indicate a need for further projects/activities for youngsters (although only a small percentage of respondents fell into lower age ranges). Two organisations have been awarded the larger amount of funds in the previous two years and the Council should be mindful that local services don't become reliant on this funding and that new activities are considered.

With this in mind, and an increase of budget, members may like to review the purpose of the Youth Services Grant and whether the whole amount should be considered for running costs, projects or partly given over to another option. Through attendance at the Witney Forum meetings, officers are aware that youth groups lack space to undertake outreach work, so subsidised letting of the Corn Exchange/Burwell Hall for dedicated weekly/monthly sessions or a youth club could be considered from the fund.

It is understood the County Council has also reconstituted an Oxfordshire Youth Service for the targeting support and outreach to young people, focusing on early intervention to reduce risk of exploitation, offending behaviour, substance misuse, exclusion, housing issues as well as improving mental wellbeing.

### **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.

### **Recommendations**

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

1. The Purpose of the Town Council's Youth Services Grant 2022-23. If members would like to review, a report can be brought back to the next committee meeting.



## STRONGER COMMUNITIES COMMITTEE

---

**Date:** Monday, 30 May 2022

**Title:** Communications & Community Engagement Report

**Contact Officer:** Communications & Community Engagement Officer, Polly Inness

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### Background

The purpose of this report is to provide a brief update to members on Council Communications and Community Engagement matters.

### Current Situation

The current spreadsheet outlining Council press coverage is attached for information as Appendix A. Other items for consideration by the Committee are:

#### Resident Satisfaction Survey 2022

The survey, posted to every household in Witney and promoted online via Survey Monkey closed on 30<sup>th</sup> April. There were 307 responses to the survey and the results/answers for each question can be seen on this link [https://www.surveymonkey.com/stories/SM-G8aJ\\_2FW3ft4Eln6mQ7cFbZA\\_3D\\_3D/](https://www.surveymonkey.com/stories/SM-G8aJ_2FW3ft4Eln6mQ7cFbZA_3D_3D/)

The headlines from the survey are:

- Communication, community events and street furniture are regarded as the poorest services
- Floral Displays, Christmas Lights and Civic Events are regarded as the best services

There are number of comments submitted by residents which echo the above, but also provide valuable information on play parks and open spaces, which will be fed into work being progressed by officers in these areas as part of the ongoing Open Spaces Strategy. With regard to communications, comments in this area will be incorporated into a review of the Council's Communications Strategy later this summer.

There are many comments regarding services provided by other authorities and members may like to consider a formal process of relaying this valuable information to those organisations.

### Championing Local

The Communications Officer has explored the possibility of congratulating local sports teams, schools, and organisations when they have been successful to improve community engagement with these organisations.

This would meet objective 4.9 of the Communications Strategy, *'To establish new, and build on existing partnerships with other organisations and community groups'*, and actions EE3 and EE7 of the Open Spaces Strategy.

The Council's Facebook account is however, not set up as a personal one and does not have a newsfeed where posts of those followed can be seen. The Communications Officer would be reliant on members or others advising of this information as scrolling Facebook everyday would not be a good use of officer time. Twitter is better but not all of these organisations use that platform. Any successes could also be reported to Full Council as a communication from the Leader, so they are formally recognised.

In terms of engagement with these groups, members may also like to consider incorporating local 'Sporting Categories' into the annual civic reception/citizen of the year awards, to be reviewed in the next cycle of meetings.

### Witney Town Council App

At the last meeting of this committee, it was resolved that the focus of the App should be considered, and usage figures should be provided. 6.13/6.14 of the Communications Strategy cover the future of the App.

*6.13 The App has become a little stale since its original launch and would benefit from a substantial rebuild as part of the rebranding exercise. Many of the features are somewhat outdated and it lacks much in the way of interactivity or interest to younger residents of the town. What information will people be looking for, what is useful and current*

The App currently provides the following services, mainly as shortcuts to the Council's website: Councillors, Events, Points of Interest, Link to Fix My Street, Messages, council information, directions, contact details and a news feed.

The current figures for users of the App are 2165. Of these, approximately 500 actively use the App and 1500 are 'sleeper' inactive users. Within the last 12 months there have been no photos or messages submitted via the App.

Few Parishes and Town Councils have an App, and although it was publicised on launch, its use and viability has waned in recent years. Larger Councils offer a more substantial product in terms of bin collection notifications, payments, a raft of report it features, and offer links to services which affect them in a more direct way. Members should consider the purpose of the app, which is in effect, for a very small audience – residents and visitors.

For the App to be successful and well-used it would need to have regular, sustained interactions:

<b>Interactive</b>	Healthy/Active lifestyle – walking routes, cycle routes
<b>Transactional</b>	Loyalty Bonus at the 1863 Café Bar, push notifications on events facilitated by the town council or on its land, ‘report it’ feature
<b>Informative</b>	Guide to Green Spaces, pin-pointing parks/cemeteries, signposting youth services , cycle repair stand locations Signposting of Youth services and events.

Members should note that the more content is added to the App, the more resources will be needed to ensure it remains current.

### **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.

The main risk is that the Council fails to address the current poor perception of communications and Community Events as evidenced in the survey, due to lack of staff available to cover the broad range of communications it already delivers by 1 f/t officer and 1 shared p/t officer.

### **Financial implications**

The financial implications are as follows:-

- Human resources in looking in regularly looking at user groups Facebook pages to Champion Local and rebuilding and maintaining the Council’s App.

### **Recommendations**

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

1. That comments from the satisfaction survey are incorporated into emerging plans from the Open Spaces & Communications strategies
2. That members consider how best to pass on comments relating to other authorities
3. That members consider how best to receive and report organisational successes within current staff resourcing limits; and
4. That these successes are reported to Full Council under Communications from the Leader
5. That members consider whether they would like to incorporate Witney sporting achievements and perhaps best allotment with the annual Civic Reception/Citizen of the Year ceremony and In Bloom.
6. That, the App redevelopment if approved, be scheduled for later this year. Members to decide the content based on the above comments.



29th Nov 21 to 12th Jan 22

Date	Story	Reported in	Positive	Negative	Neutral	PR Issued	Social Media Post	Enquiry Response
Nov. 21	Sedum Shelter	Round & About Magazine	Yes			Yes		
24.11.21	Drowning at Lake & Country Park	<b>Witney Gazette</b>			Yes			
29.11.21	Christmas Lights Switch on	<b>Oxford Mail</b>	Yes			Yes	Yes	
08.12.21	Joy Aitman District Dossier	<b>Witney Gazette</b>	Yes					
14.12.21	High Street Closure	Online <b>Oxford Mail</b>			Yes			Yes
29.12.21	Warehouse Plans at West Witney	<b>Witney Gazette</b>			Yes			
22.01.22	Cycle Repair Stand - Radio Interview, Ruth Smith	Radio Oxford	Yes			Yes	Yes	
26.01.22	Town Council Precept - 4.9% Rise	<b>Witney Gazette</b>			Yes			
26.01.22	Cycle Repair Stand - Photo and write-up	<b>Witney Gazette</b>	Yes			Yes		
16.02.22	Flag raising for accession day.	<b>Witney Gazette</b>	Yes					Yes
09.03.22	WTC Survey Launched	Online <b>Oxford Mail</b>			Yes		Yes	

Date	Story	Reported in	Positive	Negative	Neutral	PR Issued	Social Media Post	Enquiry Response
16.03.22	Inquest into Ducklington Lake Death	<b>Witney Gazette</b>		Yes				
16.03.22	Letters & Opinions - A need for a lido	<b>Witney Gazette</b>			Yes			
23.03.22	District Dossier - Ruth Smith - 20MPH scheme for Witney	<b>Witney Gazette</b>	Yes					
30.03.22	WTC Residents Survey	<b>Witney Gazette</b>			Yes		Yes	
01.04.22	WTC Funding for Home Start	West Oxfordshire Letterbox	Yes			Yes (Home Start PR)		
18.05.22	Coverage of Jubilee events	<b>Witney Gazette</b>	Yes					Yes
18.05.22	WTC leader setps down	<b>Witney Gazette</b>			Yes			
18.05.22	Coverage of Jubilee events	Online <b>Oxford Mail</b>	Yes					Yes

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## STRONGER COMMUNITIES COMMITTEE

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**Date:** Monday, 30 May 2022

**Title:** Town Hall Window – Community Use

**Contact Officer:** Deputy Town Clerk - Adam Clapton

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### Background

As part of the Town Council's restructure in 2021, its administrative function extended into 51 Market Square fronting Market Square/High Street, due to an increased number of staff and to provide an accessible, effective service to residents.

The windows of the former opticians, which can be seen in Appendix A, are due for repair imminently and so far, have only been scantily used as a functioning space.

### Current Situation

It has long been desirable to use this window space to advertise the services of the Town Council and the Corn Exchange. The first is waiting on the new logo design of the Council, which is reaching completion, and the second is waiting completion of the Corn Exchange refurbishment so events can be planned and advertised. Officers also hope to use the community piano, reconstituted as a planter in this space. Currently one of the windows is advertising a programme of events for the Platinum Jubilee.

The above two advertising spaces aside, there does remain a further window which could be utilised as a space for community groups and organisations to promote their services. One group has already enquired about this space for such use.

Should this committee agree to use this space in this way, there should be a policy agreed on whom and how this can be accomplished, for example:

- It is for free community use only, open to charities, groups or community organisations operating in Witney for the promotion of free services. Advertising for paid services would not be permitted
- It is let for one month at a time on a first-come, first-serve basis
- It is booked through the Council's bookings office
- Groups are responsible for setting up and clearing the space
- Any display must adhere to health and safety rules, i.e., no lighting etc.

If members are in favour, a policy can be prepared by officers for consideration at the Policy, Governance & Finance meeting on 6<sup>th</sup> June.

The alternative for the space would be to extend the advertising scope of the Corn Exchange and Town Council.

### **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.

### **Recommendations**

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

1. Community use of the Town Hall Reception window.



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**PLATINUM JUBILEE WORKING PARTY MEETING OF THE  
WITNEY TOWN COUNCIL**

**Held on Thursday, 28 April 2022**

**At 4.15 pm in the Virtual Meeting Room via Zoom**

**Present:**

Councillor L Duncan (Chair)

Councillors:	H Eaglestone D Enright	A D Harvey
Officers:	Nicky Cayley Adam Clapton Polly Inness	Project Officer Deputy Town Clerk Communications & Community Engagement Officer
Others:	4 members of the public.	

**1 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllrs J Aitman and M Jones.

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3 MINUTES**

The minutes of the Platinum Jubilee Working Party meeting held on 17 February 2022 were received and adopted.

**4 PLATINUM JUBILEE PROGRAMME OF EVENTS**

The Working Party received and considered the report of the Communications & Community Engagement Officer concerning proposed events for the Platinum Jubilee week.

Members were advised that the Church Service at St. Mary's would be a civic service at the usual time and the Beer Festival would be taking place at the church on 4 June and would have jubilee elements incorporated. Since the last meeting, Chatterbox had also advised they would be theming their Senior's Coffee Morning on 2 June to the Jubilee and suggestions for a Children's Activity Day on Saturday 4 June and to bring forward the Beacon Lighting at the Leys on 2 June had also been made. West Oxfordshire Academy of Performing Arts had offered to perform at the latter.

It was confirmed that the Beacon Lighting would be a Town Council event and organised as such and although members could see the merits of bringing forward the time, nationally it had been set for 9.45pm so residents may be confused and disappointed if it occurred earlier.

Officers also recapped on the programme of events which were all being prepared by either the Town Council, or other local groups. As part of the Big Lunch the Coffee Shed and Premier Tennis had previously spoken on what they may be offering but further details on this element hadn't been confirmed.

The Mayor-Elect, Cllr L Duncan advised that there was a Fire Station Open Day on 4 June and she had been made aware of several street parties occurring; she would like to attend as many as possible during the 5 June and the Council could ask organisers to get in touch if they would like her to attend.

Members agreed that a poster publicising the programme of events was needed and could be distributed to local shops and produced as a banner at the Leys.

**Recommended:**

1. That, the Beacon Lighting take place at 9.45pm
2. That, the Town Crier takes part in the Beacon Lighting and Children's Activity Events
3. That, Park Run/Junior Park Run and the Air Cadets be invited to take part in this event
4. That, the Town Council manages a Children's Activity Day at the Corn Exchange between 10am-2pm on Saturday 4 June
5. That, requests for the Mayor to attend street parties on 5 June be made
6. That, the Town Council publicises the programme of events across the town.

*Cllr H Eaglestone left the meeting at 4.30pm*

**5 PLATINUM JUBILEE LEGACY PROJECT**

The Working Party received and considered the report of the Project Officer concerning a Platinum Jubilee legacy project at Unterhaching Park.

Members were pleased to see a concept design for a sundial within the park, the ownership of which had been transferred to the Town Council. It was confirmed that the sundial would be rendered safe if there were any sharp edges and suggested wording for a plaque would be required in the near future. The Working Party noted the suggested planting scheme devised by officers and Witney Horticultural Society.

**Recommended:**

That, the concept for a legacy project consisting of a sundial in Unterhaching Park be agreed with the associated planting scheme.

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The meeting closed at: 4.58 pm

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Chair



**Sent:** 07 May 2022 19:45

**To:** Info <[info@witney-tc.gov.uk](mailto:info@witney-tc.gov.uk)>;

**Subject:** Oxford Playhouse - Playhouse Plays Out Tent Tour

Hello,

I hope you're well.

My name is Paul Simpson, and I am the Participation Manager at Oxford Playhouse.

Each summer Oxford Playhouse takes to the road with our touring Playhouse Plays Out Tent, bringing free theatre and activities to young people and families across the county. At Oxford Playhouse, we believe every young person has the right to be inspired and empowered by theatre, bringing communities together and sharing important stories. We understand the financial and geographical barriers that often mean that young people and families aren't always able to get to the theatre, so we are coming to them!

We are curious to explore the possibility of bringing our Playhouse Plays Out Tent to The Leys park in Witney. Our Tent would be resident at your park for the duration of two or three days, offering up to three performances per day, as well as drop-in activities supporting the themes of the performance. We would welcome families from your local community at the weekend, and could explore the possibility of pupils from a nearby primary school coming to the park to watch performances on a preceding weekday.

Our Playhouse Plays Out Tent visits similar sites across Oxfordshire each year, including Edmonds Park in Didcot and Florence Park in Oxford.

## **OUR SHOW:**

This summer, our production will be *Animal Rocks*, written by Jack Benjamin.

Tim the Tortoise and his family lose their home and are forced to relocate to a new island. Tim doesn't fit in in the new land and struggles to make friends at school, where he is laughed at because he looks different and has different traditions.

Tim's love for music begins to intrigue the native animals, as he starts to approach their traditional music style with his own unique twist. Breaking the rules together, Tim and his classmates begin to learn more about one another and overcome the things that make them different, through their love of their new genre of music.



Taking inspiration from the history of the Windrush generation, and the love of reggae and ska music that built in Birmingham and Coventry across the 70s and 80s, this interactive show will explore the important themes of tackling prejudice and discrimination, as well as understanding community and identity. This production fits well with anti-bullying and anti-racism initiatives across the

education sector, teaching young audiences the importance of kindness and acceptance towards others.

### **WHO IS IT FOR?**

The production is designed for audiences aged 5 to 11. We would set ourselves up at your park across 2 or 3 days, and are able to schedule up to three performances per day (max. of approx. 60 people in each audience). We'll also have arts and crafts activities on site to further immerse young people and families into the themes of the performance.

### **HOW MUCH DOES IT COST?**

For a 2 day visit to your park, there is a cost of £3000. This increases to £4500 for an additional third day. Tickets for audiences are free.

### **WHEN CAN WE COME?**

Remaining dates are here below. We are scheduling the tour on a first come first serve basis, so if you would like a particular date please get in touch as soon as possible.

- Friday 24 June to Sun 26 June
- Friday 1 July to Sun 3 July

Our Playhouse Plays Out Tent will arrive on the Thursday, the day before your selected dates, to set up. This allows us to be ready to work with as many of your local young people and families as possible across the scheduled days. We'll dismantle the Tent on the Monday, the day after the scheduled dates.

### **NEXT STEPS:**

Please respond to this email ASAP. If you're interested, let us know and we will book you onto our tour schedule and begin making logistical plans ready for our visit.

For an idea of what our project is like, please find the promotional video for one of our previous tours here: <https://www.youtube.com/watch?v=xJ2xaj-CJdI> (Please note our visiting Tent will not look the same as the one in the video)



I look forward to hearing from you.

Best wishes,  
Paul

-----  
**Paul Simpson** (he/him)  
Participation Manager  
Oxford Playhouse

## STRONGER COMMUNITIES COMMITTEE

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<b>Date:</b>	Monday, 30 May 2022
<b>Title:</b>	Tower Hill Tree re-inspection
<b>Contact Officer:</b>	Maintenance & Environmental Services Officer - Angus Whitburn

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### **Background**

The tree survey in 2021 recommended static load tests for tree's T442 and T310. Both are beech trees located in Tower Hill Cemetery, the latter being the wishing tree. This will be the second recommended static load test for the wishing tree's, the last one being carried out in 2019.

A static load test calculates the safety factor of the roots and stem in a storm. This is carried out by applying a load to a tree that is similar to the winds of a storm. The last tree inspection was in December 2021 with the next one be scheduled for around autumn and winter 2022.

### **Current Situation**

The static load tests are a recommended actions from the 2021 tree survey. All recommend actions from the tree yearly tree inspection are usually completed unless officers recommend/request alternative works. The static load test to be actioned are required to ensure that these large over mature trees are still safe to be in place and to best determine the correct course of action to preserve their health.

During the storms of February this year multiple large trees in Tower Hill Cemetery sustained substantial damage. The area is problematic for officers to be confident on internal inspections due to height of the canopy, multiple large trees in close proximity and the higher footfall along footpaths. For example, there are many beech trees that can breach limbs in warm weather unexpectedly. Many of these trees are not due for re-inspection for another 5 years, for this reason officers have requested a re-inspection this year to be carried out at the same time as the static load tests.

### **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.

Preserving and increasing the council tree stock is an essential goal in tackling climate change. The static load test identifies works that are first to reduce any potential risk but also

preserving the health of a tree. Similarly with the tree inception it will identify works to the benefit of a tree.

### **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.

A limitation of the most recent inspection is that it is no longer valid following an extreme weather event. It's unknown at this time if the storms in February are considered extreme weather.

### **Financial implications**

Described here or as stated in the report above.

- The cost to re-inspect all trees at Tower Hill is quoted at £785.00.
- The cost for the two static load tests on the beech tree's is quoted at £2,523.00.
- The current tree inspection budget will not cover these works but there are available funds in the tree maintenance budget carried forward from 2020-21.

### **Recommendations**

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

1. Commission the static load test to trees T442 and T310
2. Commission the re-inspection of trees at Tower Hill Cemetery

## **STRONGER COMMUNITIES COMMITTEE**

---

**Date:** Monday, 30 May 2022

**Title:** Litter & Dog Waste Bins

**Contact Officer:** Deputy Town Clerk - Adam Clapton

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### **Background**

At the meeting of this committee on 15<sup>th</sup> November, members resolved that no specific threshold be set for the placement of dog waste and dual stream bins with each application being decided on the basis of likely usage and distance from other bins.

The Town Council, through its contractor currently empties all litter and recycling bins on its land and the district empty dog waste bins. With the new bin scheme across Witney these dog bins have or are scheduled to be converted to litter/dog waste bins.

West Oxfordshire District Council was in the process of replacing all bins across the district at the time to dual use, higher capacity ones and subsequently adopted a new policy in December. This policy was to ensure litter bins were located in strategic locations, i.e., town and village centres, recreation fields, and areas of high footfall based on evidence they had gathered. The following two points outline why bins have been replaced/removed,

1. Generally, dual bins are not located in residential areas. Residents are encouraged to take litter and dog waste home and dispose of it in their grey bin.
2. Dual bins are generally not installed at bus stops unless they are busy town centre ones. There is no evidence that these reduce littering and there was very little litter deposited in them

### **Current Situation**

The audit/replacement of bins by West Oxfordshire District Council has now been completed and the town council is awaiting a map showing new locations. The above policies are contradictory to the Town Council's former resolutions on potential new bin requests and aims on providing them at bus shelters.

As part of the above process, officers have also been advised that several bins on town council land, where emptying has been carried out by and paid for by the District Council, that charges will be transferred to the town council in April 2023. As the Town Council currently empty bins on town council land, there is no foreseen reason that we would pay a separate contractor.

The District Council have confirmed with Town council officers that they will no longer be installing and serving single stream dog waste bins. Instead, they will only be installing the dual stream litter and dog waste bins of which some are on town council grounds. Officers are concerned by this as these dual stream bins reach capacity quickly and then dog waste gets left on the floor or on the surface of the bins. With the single stream dog waste bins this wasn't an issue and if so it was easily rectified by more frequent emptying.

The town council has several bin requests on hold and in addition, the number of litter and dog waste bin requests are likely to increase following the above change and reduction of dog waste bins in residential areas.

### **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.

The decision to reorganise bin coverage was taken by the District Council but has implications for the town council. Residents are used to and expect litter and dog waste bins to be readily available; there are several comments in the resident's satisfaction survey on this committee's agenda stating Witney needs more, not less bins. The District Council's policy leaves all requests, whether for new bins or to re-install ones taken away with the town council. The cost of such requests needs to be considered against the needs of the community and the evidence that led the District Council to take agree its policy.

### **Financial implications**

➤ The cost of dual bin emptying by the District Council for 2022/23 is £7.62 per empty.

### **Recommendations**

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

1. As the cost for bin emptying on town council land is forwarded to the town council, the emptying in entirety is taken over by the council/its contractor.
2. The council make definition between a request for litter/recycle bins and separate dog waste bins. So, for all requests on town council land, the Council considers installing the appropriate bin.
3. That requests for areas in the ownership of West Oxfordshire District Council are forwarded to them for consideration.
4. That all other areas where requests are received are outside the scope of the above and therefore not the responsibility of the town council.

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