

Full Council

Meeting of Witney Town Council

Monday, 10th October, 2022 at 7.00 pm



To members of the Full Council Committee - J Aitman, L Duncan, L Ashbourne, T Ashby, D Butterfield, O Collins, H Eaglestone, D Enright, V Gwatkin, A D Harvey, M Jones, A McMahon, A Prosser, R Smith, D Temple, P Hiles and D Thomas (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 Committee Clerk derek.mackenzie@witney-tc.gov.uk in advance.

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. **One Minute Silence for HM Queen**

The Chair will lead a minutes' silence in remembrance of the passing of HM Queen Elizabeth II

2. **Apologies for Absence**

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the Committee Clerk derek.mackenzie@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.

3. **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.

4. **Minutes** (Pages 5 - 12)

To approve and adopt the minutes of the Council Meeting held on 1 August 2022 in accordance with Standing Order 18 including questions on the minutes as to 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. **Witney Community Policing Issues**

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

7. **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.

8. **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.

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

To receive and NOTE the RESOLUTIONS in the minutes of the meetings held between 2 August and 3 October, and agree the RECOMMENDATIONS contained therein.

- a) **Parks & Recreation Committee - 5 September 2022** (Pages 13 - 18)
- b) **Halls, Cemeteries & Allotments Committee- 26 September 2022** (Pages 19 - 22)
- c) **Stronger Communities Committee - 26 September 2022** (Pages 23 - 28)
- d) **Policy, Governance & Finance Committee- 3 October 2022** (Pages 29 - 36)
- e) **Climate, Biodiversity & Planning Committee - 2 & 23 August, 27 September** (Pages 37 - 58)

10. **Conclusion of Audit for Year Ending 31 March 2022** (Pages 59 - 62)

To note that the Council's External Auditor, Moore, have completed the review of Sections 1 and 2 of the Annual Governance and Accountability Return for year ended 31 March 2022, and in their opinion the information is in accordance with Proper Practices (External Audit Report and Certificate 2021/22 enclosed).

11. **Councillor Code of Conduct 2022** (Pages 63 - 86)

To receive the report of the Deputy Town Clerk.

- a) **Civility & Respect Pledge** (Pages 87 - 88)

To receive the report of the Deputy Town Clerk.

12. **Project Update** (Pages 89 - 92)

To receive a report of the Project Officer, enclosed, and a report to follow from the Town Clerk and Chief Executive in relation to major projects.

13. **Civic Announcements** (Pages 93 - 94)

To receive the report of the Mayor & Mayor's Secretary.

14. **Vandalism and Health & Safety** (Pages 95 - 96)

To receive an update on health and safety items (if applicable) and a spreadsheet showing the latest vandalism to Council property.

15. **Grounds Maintenance**

To receive an update from the Town Clerk and Chief Executive in respect of progress on bringing the grounds maintenance service in house with effect from 1 October 2022.

16. **A40 County Council Planning Application Consultation R3.0151/21** (Pages 97 - 100)

To receive a County Council planning application in relation to the A40 and consider a response, if appropriate. The plans can be found by accessing the electronic link in the document attached to the agenda item.

An initial response from the Climate, Biodiversity & Planning Committee on an earlier consultation this year is attached for information.

17. **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.

18. **Correspondence**

To receive any correspondence received (if applicable).

a) **Notice of Definitive Map Notice of landowner deposit** (Pages 101 - 106)

To receive correspondence from Oxfordshire County Council.

19. **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.

20. **Sealing of Documents**

To receive details of documents sealed by the Council (If applicable)



Town Clerk

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**MEETING OF THE
WITNEY TOWN COUNCIL**

Held on Monday, 1 August 2022

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

Present:

Councillor L Duncan (Chair)

Councillors:	J Aitman	A Prosser
	T Ashby	R Smith
	O Collins	D Temple
	V Gwatkin	P Hiles
	A McMahon	
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Derek Mackenzie	Senior Administrative Officer &
		Committee Clerk
Others:	None.	

Before the meeting the Mayor Councillor L Duncan paid tribute to former Mayor Chris Holliday and led a one-minute silence.

400 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors L Ashbourne, H Eaglestone, D Enright, D Harvey, and M Jones.

401 REQUEST FOR DISPENSATION

The council received and agreed to the request from Councillor D Harvey for a period of dispensation from meeting attendance.

Resolved:

That, the requested dispensation of at least three months be approved.

402 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

403 MINUTES

The minutes of the meeting held on 20 June 2022 were approved and adopted.

404 **PUBLIC PARTICIPATION**

There was no public participation.

405 **WITNEY COMMUNITY POLICING ISSUES**

Members received a verbal update from Inspector C Ball of Thames Valley Police.

The update indicated that crime was relatively low and a spate of anti-social behaviour reports in the Marriott's shopping area had resulted in several warnings being issued. Cycle thefts had reduced the police had launched a Summer Anti-Social behaviour incentive and were working with the Samaritans to reduce the reported instances of potential and actual suicides near the A40.

In response to questions from members it was confirmed that additional evening patrols were taking place which would take into account Town Council property. With regards to Graffiti, it was suggested that dedicated areas could be set aside for the purpose.

The Inspector advised all local policing vacancies were filled; however, they were experiencing some delay between leavers and new starters.

Resolved:

That, the verbal update be noted.

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

West Oxfordshire District Council (WODC)

Councillor Aitman spoke on mental health issues, including the support being provided to Samaritans around suicide prevention, particularly amongst young men.

Councillor Aitman also advised that free entrance to leisure facilities was being provided to families in receipt of free school dinners. WODC were happy to include families with pre-school aged children as part of this scheme and members are encouraged to pass on details of any families.

Resolved:

That, the verbal updates be noted

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

Councillor Aitman advised the Witney Educational Foundation had put money aside to help Ukraine refugees who had been rehoused with computers.

Councillor Smith confirmed that Witney Town Band had performed at various events during the summer.

Resolved:

That, the verbal update be noted.

408 **CLIMATE, BIODIVERSITY & PLANNING COMMITTEE - 21 JUNE & 12 JULY 2022**

The Chair of the committee presented the above minutes to council and moved their acceptance.

Resolved:

That, the minutes of the Climate, Biodiversity & Planning Committee meetings held on 21 June and 12 July 2022 be received, and any recommendations therein approved.

409 **PARKS & RECREATION COMMITTEE - 27 JUNE 2022**

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 27 June 2022 be received, and any recommendations therein approved

410 **HALLS, CEMETERIES & ALLOTMENTS COMMITTEE - 4 JULY 2022**

The Chair of the committee presented the above minutes to council and moved their acceptance.

Resolved:

That, the minutes of the Halls, Cemetery & Allotments Committee meeting held on 4 July 2022 be received, and any recommendations therein approved

411 **STRONGER COMMUNITIES COMMITTEE - 11 JULY 2022**

The Chair of the committee presented the above minutes to council and moved their acceptance.

Resolved:

That, the minutes of the Stronger Communities Committee meeting held on 11 July 2022 be received, and any recommendations therein approved

412 **POLICY, GOVERNANCE & FINANCE COMMITTEE - 18 JULY 2022**

The Chair of the committee presented the above minutes to council and moved their acceptance.

Resolved:

That, the minutes of the Policy, Governance & Finance Committee meeting held on 18 July 2022 be received, and any recommendations therein approved

413 EAST WITNEY WARD - POTENTIAL BY-ELECTION

The Town Clerk/CEO advised that a by-election would be contested for the vacancy on East Ward on 25 August 2022.

Members noted that poll cards would be issued in line with previous council resolutions at cost to the Council.

Resolved:

That, the update of the Town Clerk./CEO be noted, and poll cards issued.

414 STANDING ORDERS & CODE OF CONDUCT

The council received a verbal report from the Deputy Town Clerk concerning a Standing Order review and a new Oxfordshire Code of Conduct for Members.

Due to resourcing issues the Standing Orders would now be reviewed at the next Full Council meeting in October.

A draft Councillor code of conduct, adopted by the County and District Councils had been circulated and members were encouraged to attend training on this which was being provided by the District Council's Monitoring Officer before it was officially adopted by the Town Council at the next meeting.

Resolved:

That, the report be noted.

415 APPOINTMENT TO OUTSIDE BODIES - WITNEY TOWN CHARITY

The council received a verbal report from the Deputy Town Clerk concerning Town Council nominated Trustees on the Town Charity.

It was confirmed there were currently two vacancies with a third due in October. Members agreed that Mr J King should not continue in post following his term ending on 26th October 2022.

Interest has been received from local organisations in proposing nominees for the positions. Further information was expected so members agreed to defer a final decision subject to having additional information to enable them to make an informed decision.

Resolved:

1. That, the verbal update be noted and,
2. That, Mr J King is no longer endorsed as a Town Council Trustee following his term's expiration on 26th October 2022

3. That, final nominations are received along with accompanying documents for a final decision delegated to the Stronger Communities Committee at its meeting on 19 September 2022

416 **WITNEY TOWN COUNCIL REBRANDING**

The council considered the recommendation of the Stronger Communities committee on 11 July 2022 to adopt a new logo for administrative and livery purposes.

Members received confirmation that the project was within budget and that the new logo would be rolled out as per the implementation plan.

Resolved:

That, the new logo be adopted by Witney Town Council

417 **WITNEY HIGH STREET**

The council received a verbal report from the Deputy Town Clerk and were asked to consider how they could assist Oxfordshire County Council (OCC) in engaging with the town residents and stakeholders during the planning stage of this project

Members were very pleased that OCC wanted to host six workshops to hear people's views. This was a better way of engaging and would allow residents to ask questions of the planners rather than OCC asking for opinions via a postal or online consultation. A discounted rate for use of the Corn Exchange was agreed, with the actual cost being delegated to the Deputy Town Clerk. OCC should also consider using other halls across Witney to offer greater and more accessible engagement.

Members also believed that it was important for all members to encourage and advertise the consultation events via all available outlets so as to ensure that all residents and stakeholders have the opportunity to attend one of the events.

Resolved:

1. That, the verbal update be noted and,
2. That, the Corn Exchange should be put forward as a location for the workshops. Arrangements and a discounted price being delegated to the Deputy Town Clerk.

418 **CIVIC ANNOUNCEMENTS**

The report of the Town Mayor was received.

Councillor Duncan advised that June & July had been a busy period with several engagements. The Mayor had also attended the national In Bloom competition judging at Tower Hill Cemetery and Eton Close.

Councillor Duncan provided a verbal update on her meeting with St Marys Church Tower Captain regarding the church bells. They had asked for the council support in their £75,000 fundraising campaign to refurbish the tower, purchase two additional bells and make improvements to the historic church clock and carillon. Members agreed that Council should be supporting the promotion of the campaign.

Resolved:

1. That, the report, and verbal update be noted and,
2. That, the council supports the fundraising Campaign to refurbish the bell tower and bells.

419 **HEALTH, SAFETY & VANDALISM**

The council received a verbal update from the Deputy Town Clerk.

Members were advised that new signs were due imminently at Witney Lake which would support health and safety measures at the site.

The Committee also received an update on vandalism including reports at Tower Hill Cemetery and The Leys.

Resolved:

That, the verbal update be noted.

420 **COMMUNICATION FROM THE LEADER**

There were no communications to be reported.

421 **20MPH WITNEY PROPOSALS**

The council were advised by the Deputy Town Clerk that he was awaiting a reply from Oxfordshire County Council in respect of the implementation timetable for the new 20mph limits.

Members discussed at length what they would like from the implementation of the scheme in the way of signage and road marking. The Deputy Town Clerk confirmed that the plan agreed is what would be implemented, and amendments were unlikely to be considered at this stage.

Inspector C Ball of Thames Valley Police (TVP) was asked for his comments in respect of the changes to the speed limit. He explained that enforcement would be an issue however, he encouraged the council to support the introduction of voluntary Speedwatch scheme(s) in the town as these provide data to TVP for them to target areas or repeat offenders who will then receive a visit from TVP. The Deputy Town Clerk confirmed that Speedwatch was a subject considered by the Witney Traffic Advisory Committee (TAC).

Resolved:

That, the verbal report of the Deputy Town Clerk be noted.

422 **WITNEY CHAMBER OF COMMERCE**

The Chair provided a verbal update, summarizing a response from the Leader of Oxfordshire County Council to a letter circulated from Witney Chamber of Commerce.

Resolved:

That, the update from the Chair be noted.

423 **QUESTIONS TO THE LEADER OF THE COUNCIL**

In response to a comment, the Leader complemented the marvellous performance of the England women's football team following their victory in the Euro 2022 Final.

424 **SEALING OF DOCUMENTS**

There were no documents sealed.

The meeting closed at: 8.10 pm

Chair

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

Held on Monday, 5 September 2022

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

Present:

Councillor V Gwatkin (Chair)

Councillors:	D Butterfield T Ashby	L Duncan O Collins
Officers:	Sharon Groth Derek Mackenzie	Town Clerk Senior Administrative Officer & Committee Clerk
Others:	2 members of the public.	

PR441 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J Aitman, D Enright and L Ashbourne.

PR442 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

PR443 MINUTES

The minutes of the meeting held on 27 June 2022 were considered.

Resolved:

That, the minutes of the Parks & Recreation Committee held on 27 June 2022 were received as a correct record and signed by the Chair.

PR444 PARTICIPATION OF THE PUBLIC

The Committee adjourned for this item.

Chris Pyne addressed the Committee on behalf of Witney Tennis Club in respect of Item 10 Tennis Court Colour Coating. Questions followed from Committee members.

The meeting reconvened following public participation.

PR445 **WEST WITNEY SPORTS GROUND - TENNIS COURT COLOUR COATING**

The Chair proposed that this item be moved up the agenda in order for the members of the public to listen to the discussion.

The committee received and considered the report of the Project Officer along with the information provided during the public participation session.

Witney Lawn Tennis club had suggested waiting for 6 weeks to see if the situation improved and if not that a slip test be carried out to find out if they were within the tolerated standard.

Resolved:

1. That the report be noted;
2. That, on the suggestion of the tennis club, the Council waits until w/c 17th October to assess if the slip testing is required;
3. That, if slip testing is required Contractor 1 be commissioned at a cost of £1,250

The two members of the public left the meeting following this item.

At the request of a Member the Chair agreed to take confidential item no 13. Property Matters next.

PR446 **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.

PR447 **PROPERTY MATTERS**

The Committee received a confidential verbal update from the Chair and the Town Clerk & Chief Executive Officer.

In respect of the future development of the site, Members were advised a meeting had taken place with WODC to discuss sports across Witney.

WODC were meeting internally to agree it's overall Sports Strategy, and several more meetings had been scheduled which the Chair and Town Clerk would attend.

Resolved:

1. That, the verbal update be noted and,
2. That, this item be considered further at the Policy, Governance & Finance Committee on 26 September

Following this item, the Committee reverted back into open session for the remainder of the agenda items.

PR448 COMMITTEE WORK PLAN

The Committee received and considered the report of the Deputy Town Clerk which updated the Members on the status of the various projects agreed.

Resolved:

That, the report be noted.

PR449 FINANCE REPORT

The Committee received and considered the financial report showing figures for aspects under its remit for the last Quarter, provided by the Town Clerk & Chief Executive Officer.

The Town Clerk informed she had been approached by another party to pitch a food van on the site at West Witney Sports Ground. The committee requested that further details are obtained and a review carried out of the current situation.

In response to a member, the Town Clerk reminded the committee that the fallout of higher energy costs had yet to be seen within the Council's finances, but it would as the year went on. The Council had entered into a fixed rate arrangement.

Resolved:

1. That, the finance report be noted and,
2. That, the Officers investigate options regarding West Witney Snack Vans(s) and provide report to Policy, Governance & Finance Committee on 26th September 2022.

PR450 PLAY AREA REVIEW

The Committee received and considered the comprehensive report of the Project Officer, following her review of all the play areas in the Town Council's ownership, in order to try and develop a programme of renewals. This had been in line with the Open Spaces Strategy action IS1.

Members discussed the priority of refurbishments, and pointed out that the report should extend to the Raleigh Crescent and Unterhaching Play Areas as these would eventually be transferred over from WODC, and some were already showing signs of wear and tear.

The Members requested that the Project Officer provide a timeline of replacements in order to calculate an annual budget that needed to be set aside and suggested that £50,000 should be budgeted for each play area.

Inclusive equipment was also considered, and Members felt strongly that thought should be given to the age ranges.

Resolved:

1. That the report of the Project officer be noted;
2. That a task and finish group as suggested by the Project Officer to lead on the future management plan is not required;
3. That a tour of the play areas is not required;

4. That the Committee agreed with the priority of refurbishments as set out in the report;
5. That the Committee agreed to taking a Holistic approach to renewing play areas;
6. That the Committee requested that the Project Officer provide a timeline with the estimated replacement date of each play area, based on the life span of each play area being 15 years;
7. That at least one piece of inclusive equipment be installed in each play area and the play provision be thought through in relation to the age of children;
8. That a budget of £50,000 per play area be agreed and spread over the entire length of the timeline agreed at resolution 6 above;
9. That the report be extended to include Raleigh Crescent, Unterhaching Play Area – and Waterford Road and Cedar Drive as these will eventually be transferred over to Witney Town Council, with these being included in the timeline and budget projections.

PR451 BOWLS GREENS - DITCH INFILL

The Committee considered the report of the Maintenance & Environmental Officer, which explained the situation around the current practice of maintaining the ditch infill at both bowls greens.

The Maintenance & Environmental Officer was suggesting rubber spiked matting called hedgehog matting. Members thought this was a good idea and discussed how this could be funded given the limited budgets available. A Member mentioned that on the success of the Commonwealth Games 2022 there was some legacy funding available – a scheme called ‘United 2022’, and wondered if the clubs could apply.

Resolved:

1. That, the report be noted, and
2. That Maintenance & Environmental Officer contact the Bowls clubs to discuss how they can support some of the costs, and suggest that they could apply to the Commonwealth Games 2022 legacy grant funding, scheme “United 2022”.

PR452 KING GEORGE V RECREATION GROUND - DEFIBRILLATOR

The Committee considered the report of the Project Officer. Members were disappointed that the football clubs would not consider making the application to the FA to partially fund a defibrillator. Members discussed the alternatives and for the Council to fund this vital piece of equipment and agreed to go ahead with securing a defibrillator at this site.

Resolved:

1. That, the report be noted;
2. That irrespective of the decision of the football teams, the purchase of the Defibrillator should be made and cost met by the council in full.

PR453 BURWELL HALL - OPTIONS FOR CHANGING ROOM EXTENSIONS

The committee received and considered the report of the Project Officer. The committee’s preference was for plan 2.1 followed by 1.2. As costings were not available it was requested that the Project Officer obtain costings ahead of the Policy Governance & Finance meeting on 26 September so a decision on what plan to proceed with could be made.

The Committee were also concerned to read in the report that CHP Fuel Cell Boilers were not supported by the consultants and asked that the Project Officer and Maintenance & Environmental Officer speak further with them to understand why and what the alternatives were.

Resolved:

1. That, the report be noted;
2. That the Project Officer obtain costings for plans 2.1 and 1.2 and report back to the Policy Governance & Finance Committee at the meeting scheduled for 26th September 2022.

The meeting closed at: 7.07 pm

Chair

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

Held on Monday, 26 September 2022

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

Present:

Councillors:	T Ashby	V Gwatkin
	D Butterfield	P Hiles
	O Collins	J Aitman
	L Duncan	
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
Others:	None.	

H454 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Jones and D Enright.

H455 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

H456 MINUTES

The minutes of the meeting of the committee held on 4 July 2022 were received.

P350 – The Deputy Town Clerk confirmed that, following satisfactory additional core samples being taken, the retractable seating installation at the Corn Exchange would take place in December.

P352 – The Deputy Town Clerk confirmed the Council had entered Windrush Cemetery into The Cemetery of the Year award competition. An impressive score had been attained but the Council had not been successful in obtaining an award. Further feedback would be available in November.

H353 – A member advised the Witney Allotment Association had been in contact with those on the waiting, but it appeared there had been little reduction on the numbers so far.

Resolved:

That, the minutes of the Halls, Cemeteries & Allotments committee held 4 July 2022 be approved as a correct record of the meeting and be signed by the chair.

H457 **PUBLIC PARTICIPATION**

There was no public participation.

H458 **FINANCE REPORT**

The Committee received and considered the financial report showing figures for items under its remit for the last quarter, provided by the Town Clerk & Chief Executive Officer.

Members also considered capital and special revenue projects for the 2023-24 Budget. The committee asked that funds for a projector, capable of screening national arts events and allowing for better scenery backdrops in the Corn Exchange be added to the budget along with the refurbishment of the blue plaque on its exterior.

Recommended:

1. That, the report and current financial position be noted and,
2. That, funds for a projector and renovating the Blue Badge be added to the Budget for 2023-24

H459 **PUBLIC HALLS REPORT**

The committee received and considered the report of the Venue & Events Officer and hall usage figures of the Bookings Administrator.

Members considered the introduction of a scheme to allow local artists to display their work in the Corn Exchange. It was felt that this is a positive idea and was in keeping with the recent introduction of allowing local charity and volunteer groups to display in the window of the Town Hall Administration office.

A fee to display or commission of any sales is deemed not necessary. The committee would like those that wish to display to be limited to a few weeks to allow for Witney Town Council to advertise these limited exhibitions.

An agreement would need to be drawn up for the artist to sign to negate the Council's liability the security of the artwork in a public facility could not be guaranteed.

Recommended:

1. That, the report and usage figures be noted and,
2. That, The Venue & Events Officer arranges a bookable calendar of exhibitions by local artists and,
3. That, an agreement is created to be signed by artist to confirm they accept liability for their artwork being displayed at the facility.

H460 CORN EXCHANGE TICKETING SYSTEM

The committee received and considered the report of the Venue & Events Officer.

Members were in agreement that such a system would be required once seating was installed and were satisfied it would incur a minimal administration cost only. They welcomed the ability for customers at events in the Corn Exchange to choose seats once that function could be added by officers.

Resolved:

1. That, the report be noted and,
2. That, the Eventbrite ticketing system is introduced with immediate effect.

H461 CAR PARKING FOR THE CORN EXCHANGE

The committee received a verbal report for the Deputy Town Clerk following a request from a local gardening group to remove the three parking spaces located at the side of the Corn Exchange.

Members discussed the merits and disadvantages of the proposal but agreed that for the Corn Exchange to remain an operational community arts facility, the parking spaces would need to remain the inclusion of signs confirming the spaces were for Corn Exchange use only could be considered.

Resolved:

1. That, the verbal update be noted and,
2. That, the parking spaces remain ancillary to the Corn Exchange for use by hall hirers and its vehicles when necessary.
3. That, the offer of relocation of the group's area to The Leys remained and,
4. That, correspondence is issued to the gardening group explaining this decision and the mitigations it has put in place to address its concerns.

H462 CHILDREN'S MEMORIAL GARDEN

The report of the Project Officer was received and considered.

The committee welcomed a suggestion the memorial could be located in part of Windrush Cemetery which was not useable for burials and were supportive of engraved stones bearing children's names, hoping the latter would not be interfered with.

There also agreed that consultation with the Ranger on the biodiversity aspect would be beneficial and a planted memorial archway was mooted if possible.

Members did however, have concerns about the creation of a pond and on its condition It had the potential to look stagnant after a short period of time from the falling of leaves from the trees and to overflow and run off onto the surrounding ground. The pond also posed a health and safety risk for families visiting the cemetery.

Resolved:

1. That, the report be noted and,
2. That, the suggestion of a pond is not progressed and,
3. That, officers investigate the idea of a memorial archway and engraved stones at the identified site.

The meeting closed at: 6.25 pm

Chair

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

Held on Monday, 26 September 2022

At 6.45 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor O Collins (Chair)

Councillors:	J Aitman	A Prosser
	L Ashbourne	R Smith
	L Duncan	P Hiles (In place of H Eaglestone)
	V Gwatkin	
Officers:	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
Others:	5 members of the public.	

SC463 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor H Eaglestone, he was substituted by Councillor P Hiles.

SC464 DECLARATIONS OF INTEREST

Councillor A Prosser declared a personal, non-prejudicial interest in Agenda Item 16 by virtue of knowing the event organiser.

SC465 MINUTES

The minutes of the meeting of the committee held on 11 July 2022 were received.

SC363 – The Deputy Town Clerk advised that a letter of thanks had been received from Witney Voicebox choir in relation to a recent grant of £100

S365 - The committee considered the potential wording for the legacy project following the recent passing of HM, Queen Elizabeth II.

S368 – The Deputy Town Clerk advised that the plans for Remembrance were at an advanced stage. A Meeting had been held with all interested organisations.

Resolved:

1. That, the minutes of the Stronger Communities committee held on 11 July 2022 be approved as a correct record of the meeting and be signed by the chair.

2. That, the wording for the sundial incorporates the Late Queen's life dates, 1926-2022 and installed by Witney Town Council to honour her Platinum Jubilee, 2022. The final wording to be agreed by officers and the Chair.

SC466 **PUBLIC PARTICIPATION**

The Committee adjourned for this item.

The committee received representations from Got2B, Home-Start Oxford, Aspire Oxfordshire, APCAM and The Parish of Witney concerning Agenda Item 8.

Further representation was made by Mr E Marshall concerning Agenda Item 16.

The Committee reconvened at 19:41pm

SC467 **YOUTH SERVICES GRANT 2022-23**

The committee received and considered the report of the Deputy Town Clerk.

Members welcomed all the applications which totalled more than £60,000 over the allocated budget. The committee agreed the town council was a small grass roots authority and needed to recognise its limitations. Members discussed what the current youth need was in Witney, ages of those affected and the benefits that each applying group could provide.

The chair suggested apportioning the budget based on the group's membership in Witney. This was agreeable although some members felt that some applicants held sizable reserves in their accounts and therefore consideration should be given to removing these applicants based on scoring against the grants criteria.

Recommended:

1. That, the report be noted, and
2. That, the decision on distribution of the Youth Services fund be deferred to the Policy, Governance & Finance Committee at its meeting on 3 October 2022.

Participants for the Youth Services Item left the meeting at 20:10

SC468 **WITNEY MUSIC FESTIVAL**

Following public participation members discussed the proposal put forward in respect of the council providing financial support as part of a wider partnership scheme.

The committee agreed that a partnership would secure the festival for future years and were supportive of measures to ensure this. These included subsidised use of The Leys event field and financial support which would be clarified when the position on finances was clearer.

The members agreed that Witney Town Council branding should be visible on stage to advertise its support and partnership with the festival.

Recommended:

1. That, the council enter a partnership with Witney Music Festival to provide this community event for the future., and
2. That, an official memorandum of understanding be produced to clarify the responsibilities of both parties and,
3. That, subsidised use of The Leys events field be included as part of this agreement and,
4. That, the committee agree in principle for funding towards the 2023 event, the amount being subject to budget setting for the 2023-24 financial year.

Councillor R Smith left the meeting at 20:30 with the remaining public.

SC469 **FINANCE REPORT**

The committee received and considered the report of the Town Clerk/CEO.

Members received income and expenditure statements under its remit for period 5, 1 April 2022 – 1 August 2022.

The committee were grateful for the opportunity to consider Capital and Special revenue projects for the 2023-24 budget.

Recommended:

1. That, the report of the Town Clerk/CEO be noted, and
2. That, consideration be given to the financial request made by Witney Music Festival.

SC470 **COMMUNITY ENGAGEMENT REPORT**

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

Members received updates on a blue plaque for Alice Batt, Citizen of the year Awards, Christmas Light Switch on, a potential charity calendar and In Bloom.

Recommended:

1. That the report be noted and,
2. That, the council facilitates the Blue Plaque reception for Alice Batt in the Corn Exchange on 1 October with the remaining £200 budget.
3. That, the council run Citizen of the Year awards for 2022 and explore the inclusion of a sporting achievement category.
4. That, the Citizen of the Year award ceremony is held separate to the Annual Town Meeting.
5. That, the idea of a charity calendar is supported however further investigation would be required and therefore would not be possible for 2023.
6. That, Christmas light switch on to be held on 2 December at the request of The Rotary Club of Witney.
7. That, the advent fayre to be held on Sunday 27 November.
8. That, the remaining 2022-23 In Bloom budget be earmarked for a more impactful community project. Possibly willow sheep on roundabouts.

SC471 **SUSPENSION OF STANDING ORDERS**

Resolved:

That, as the meeting had now reached two hours in length, standing order 48 be suspended in order to allow the meeting to continue.

SC472 **COMMUNICATIONS REPORT**

The Committee received the report of the Community Engagement officer.

Resolved:

That, the report be noted.

SC473 **APPOINTMENT TO OUTSIDE BODIES - WITNEY TOWN CHARITY**

The committee received and considered the report of the Deputy Town Clerk.

Members considered the proposed candidates against the criteria passed on by Witney Town Charity.

Resolved:

1. That, the report be noted, and
2. That, the Town Council nominated trustees be Barry Beadle and Rachel Crouch.

SC474 **WITNEY FORUM - NOTES**

The committee received the notes of the Witney Forum meeting held 6 July 2022.

Resolved:

That, the updates be noted

SC475 **WITNEY FORUM - FUTURE ADMINISTRATION**

The committee received and considered the report of The Deputy Town Clerk.

Resolved:

1. That, the report be noted, and
2. That, the administration should remain with West Oxfordshire District Council

SC476 **CYCLE REPAIR STANDS**

The Committee received and considered the report of the Project Officer.

Members were disappointed the bike stands had been subjected to continued vandalism so discussed their merits and locations. The stands had been initially welcomed by residents but the use of them since was undetermined so it was agreed that the stand at The Leys should be

repaired and re-sited nearer the Coffee Shed where it would be covered by CCTV. The stand in Market Square was still partially useable so its use could be discerned at a later date.

Resolved:

1. That, the report be noted and,
2. That, the bike repair stand at The Leys Recreation Ground be repaired and re-sited nearer the Coffee Shed and,
3. That, the bike repair stand in Market Square be left for the time being.

SC477 DEFIBRILLATOR - KING GEORGE V RECREATION GROUND

The Committee received the report of the Project Officer.

Officers advised the issue had already been brought before the Council's Parks & Recreation Committee and agreement had been reached to allocate funds in the 2023/24 budget. However, members agreed there should be one last attempt with football clubs and the Football Association to obtain grant funding for the defibrillator.

Resolved:

1. That, the report be noted and,
2. That, officers correspond with football clubs and the Football Association regarding grant funding and,
3. That, if unsuccessful, the funds totalling approximately £1,700.00 are included in the 2023/24 budget.

SC478 WINTER PREPARATIONS

The committee received and considered the report of the Deputy Town Clerk.

Members agreed that a salt bin be sited at Rissington Drive. There were no further requests provided at the meeting for any other winter preparations.

Resolved:

1. That, the report be noted, and
2. That, a salt bin is installed at Rissington Drive at the cost of £250 plus vat

SC479 COMMUNITY INFRASTRUCTURE REVIEW

The Committee received and considered the report of the Project Officer.

Members were grateful to officers for compiling such a comprehensive review of the Council's infrastructure, including bins, benches, bus shelters etc. It had put the Council in a good position to develop a replacement and upgrade programme in line with its Open Spaces Strategy. Members were asked to contact officers if they noticed anything further which should be included.

Resolved:

1. That, the report be noted and,

2. That, a corporate replacement, and upgrade plan is created in consultation with the Council's Operations team

SC480 **COVID MEMORIAL TASK & FINISH GROUP**

The Committee received a verbal update from the Chair concerning a recent meeting of the group and confirmed a further site visit would be taking place the following week. No firm decisions had taken place but there was hope a plan would be formulated in the near future.

Resolved:

That, the update on progress be noted.

The meeting closed at: 9.04 pm

Chair

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

Held on Monday, 3 October 2022

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

Present:

Councillor J Aitman (Chair)

Councillors:	O Collins L Duncan H Eaglestone	V Gwatkin R Smith
Officers:	Adam Clapton Sharon Groth Derek Mackenzie	Deputy Town Clerk Town Clerk Senior Administrative Officer & Committee Clerk
Others:	None.	

F488 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors M Jones and Councillor D Harvey.

F489 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

F490 MINUTES

The minutes of the meeting of the Committee held on 18 July 2022 were received.

Resolved:

That, the minutes of the Policy, Governance & Finance Committee held 18 July 2022 be approved as a correct record of the meeting and be signed by the Chair.

F491 PUBLIC PARTICIPATION

The Committee adjourned for this item.

The Committee received representations from Barry Beadle of Volunteer Link Up regarding Agenda Item 10b.

The Committee reconvened

F492 ANNUAL GRANT - VOLUNTEER LINK UP (VLU)

With the permission of the Chair, this item was moved up the agenda so the member of public could hear the discussion and outcome.

The Committee received and considered the report from the Deputy Town Clerk.

Members considered what value VLU provided to the community and how important that was at a time when spending was such an issue for residents.

Members also discussed the amount of the annual grant. It had remained at £500 for a number of years but the request before them was for an increased amount of £2,000. Members were supportive of the request and asked to see this reviewed when the budget was set for 2023/24

A vote was called on the proposed increase with all Members being in favour apart from Councillor H Eaglestone who voted against awarding the additional £1,500 grant.

Resolved:

1. That, the report be noted and,
2. That, the additional £1,500 grant for Volunteer Link Up is awarded and,
3. That, this grant be awarded under the General Power of Competence from budget line (4162/407) and the remaining £1,500 funded from the Grants General budget line (4100/407),
4. That, the annual grant is reviewed and increased when the 2023/24 budget is set.

With the express permission on the Chair, Jeff Hunter of Courtside Hubs then addressed the Committee regarding a matter included under Agenda Item 14.

F493 PAYMENT OF ACCOUNTS

The Committee received the report of the Deputy Town Clerk with the accompanying payment schedules, bank statements and reconciliations.

Resolved:

That, the report, bank statements and reconciliations be noted, and the following schedule of payments be approved:

Cheque No's	In the sum of:	Account
Cheques 101185-101187, DDs, and Standing Orders June 2022	£36,521.35	General CB 1
Cheques 33582-33643, DDs, and Standing Orders June 2022	£149,308.88	Imprest CB 2
Cheque 101188, DDs, and Standing Orders July 2022	£14,678.72	General CB 1
Cheques 33644-33679, DDs, and Standing Orders July 2022	£135,376.01	Imprest CB 2

DD's and Standing Orders August 2022	£4,920.42	General CB 1
Cheques 33680-33712, DDs, BACs, and Standing Orders August 2022	£137,704.62	Imprest CB 2

F494 EXTERNAL AUDIT - OPTION TO OPT OUT OF THE SAAA CENTRAL EXTERNAL AUDITOR APPOINTMENT ARRANGEMENTS

The Committee received and considered the correspondence from SAAA Ltd regarding the option to opt-out of the appointment of external auditors. The Town Clerk explained what this would entail and the risks to the Council. The Committee agreed unanimously to continue with the current arrangements.

Resolved:

1. That, the correspondence and verbal update be noted, and
2. That, the Council remains opted in to the SAAA Ltd arrangements.

F495 CONCLUSION OF AUDIT FOR YEAR ENDING 31ST MARCH 2022

The Members reviewed the correspondence received from the Council's External Auditor, Moore, and thanked the officers for their work in achieving the certification in a difficult year.

The Town Clerk confirmed that the certificates had been published for public view.

Resolved:

That, the outcome of the review of Sections 1 and 2 of the Annual Governance and Accountability Return for year ended 31 March 2022 be noted.

F496 FINANCIAL REPORT & ASSOCIATED FINANCIAL MATTERS

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

PR446 – A member advised that the £1,250 was for the cost of anti-slip testing, should it be required, and not the cost for re-coating the courts. However the Town Clerk was able to provide an update that the Witney Lawn Tennis club had reported that the courts were not as slippery – therefore it was unlikely the Council needed to proceed with this slip test after all.

Regarding the Corn Exchange pavement licence, District Council Member at the meeting advised that the £100 cost of the renewal would be waived by West Oxfordshire District Council.

Resolved:

1. That, the report be noted, and
2. That, PR446 wording is amended to reflect the cost of anti-slip testing, and
3. That, Corn Exchange pavement licence renewal to be submitted, and
4. That, the cost of £1,700 for the additional core sample is noted, and
5. That, the cost of update to M365 licenses is noted, and
6. That, the costs of upgrading the Councils IT infrastructure to be added to 2023/24 budget is noted.

F497 BUDGET PARAMETERS 2023/24, CAPITAL & SPECIAL REVENUE PROJECTS 2023/24 AND BEYOND

The Committee received and considered the report of the Town Clerk/RFO, in which she was seeking some guidance in respect of Members expectations so that she could try and calculate as accurate budget as possible.

The Members noted that that the national pay negotiations would result in higher staff costs for the current year than previously budgeted. And that most public services were being pressured to offer double digit % increases.

The Committee asked that RPI was used as a consideration when reviewing the fees and charges for its services – such as Halls, pitches and cemeteries.

Members were pleased to hear that currently the Council is contracted to very competitive rates of energy, however this contract is due to end in March 2023 and if rates have not settled or decreased there would be a significant increase in energy costs. Though some assistance may be available from a government support scheme.

Resolved:

That, the report be noted, and the Town Clerk base her budget calculations as per the discussions.

F498 YOUTH SERVICES GRANT AWARDS 2022-23

The Committee considered six applications for funding from the Youth Services Grant funding for 2022 and noted that the grant totals requested totalled £103,573.58, exceeding the £40,000 which was allocated.

The Chair of the Stronger Communities Committee updated Members on what they had heard during public participation at the meeting on 26 September and it was agreed that all the applicants were worthy causes that supported young people in and around the town. However, the award scheme was funded by Witney rate payers and therefore should benefit its residents. A percentage share of the budget had been considered but it was felt that the applicants offering the most pressing and direct services should receive larger amounts, whilst those that had reserves or other funding opportunities should receive less or no award at all.

To that respect the Committee agreed the following distribution:

Got2B CIC	£20,000
Home-start Oxford	£10,000
APCAM	£5,000
Oxfordshire Music & Arts Trust (OxMAT)	£2,500
Parish of Witney	£2,500
Aspire Oxfordshire	No Award

Resolved:

1. That the report be noted and,
2. That the Youth Services Grant totalling £40,000 be distributed as detailed above.

F499 GRANT CORRESPONDENCE

The Committee received letters of thanks from OxMAT and Witney Voicebox Choir in relation to recent grant awards and payments.

Resolved:

That, the correspondence be noted.

F500 EXCLUSION OF PRESS AND PUBLIC

Resolved:

That in accordance with section (1(2) of the Public Bodies (admission 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.

F501 EXTERNAL CONTRACTS & LICENCES

The Committee received and considered the confidential report of the Town Clerk/CEO concerning contracts and licences that were approaching renewal.

Members considered the options for Human Resources and Health & Safety support. The Committee discussed the merits of using a new provider who was local and could offer a more bespoke service in respect of these areas.

The Town Clerk updated the Committee that further to her report that the current food vendor at West Witney had advised that he would be removing his van and therefore consideration should be made for a replacement vendor. Members considered the request from Olive's Kitchen who had approached the Council and agreed that we offer a 6-month trial period at an already agreed rate for this pitch.

Recommended:

1. That, the confidential report of the Town Clerk/CEO be noted and,
2. That, YouHR Consultancy be appointed as the Council's new HR provider and,
3. That, GH Safety be appointed as the Council's new H&S provider and,
4. That, annual renewal of the ModenGov software is agreed and,
5. That Bidwells are appointed on a retained basis as professional property and estate management consultants and,
6. That, Agreement is drawn up with Olive's Kitchen as food vendor at West Witney Sports Ground.

F502 PROPERTY & LEGAL MATTERS

The Committee received and considered the confidential report of the Town Clerk/CEO concerning Property and legal matters.

The Town Clerk advised that due to the withdrawal of the external decorating contractor some of the work had commenced and would be completed by the Council's maintenance operatives.

However, Officers would have to once again go out to tender for the remaining works to be completed in the Spring 2023.

Members were advised that a number of assets due to be transferred to the Town Council from the District Council, were continuing to be delayed for legal reasons.

Members considered the unauthorised use of the lake at the country park by boaters and paddleboarders and that due to the safety issue urgent action was required. It was agreed that the budget set aside for Water Safety/Education could be used to fund safety signage.

The Committee considered the report regarding the Carillon at St Marys Church. It was felt that as there was currently a fundraising effort around the bells, this work wasn't urgent and in fact, given the significant cost, depending on the success of the fundraising funding might be found elsewhere.

Recommended:

1. That, the confidential report of the Town Clerk/CEO be noted and,
2. That, the Park Ranger looks into suitable safety signage for the lake to deter unauthorised boaters and paddleboarders as a matter for urgency and,
3. That, the required non urgent repairs to St Marys Clock are noted.

F503 MAJOR CAPITAL & REVENUE PROJECTS

The Committee received and considered the confidential report of the Town Clerk and she was requesting that Members give consideration to the priority of these projects.

The Members considered the three major projects identified in the report and were concerned about the considerable cost of each project. One of these projects' propositions had changed significantly, potentially leaving the Council exposed to a much greater risk. Members felt that the skatepark project needed to be progressed as a standalone project; the Deputy Town Clerk confirmed that in fact the contractors had included they could assist with fundraising as part of the brief.

To fund all three projects, it would be necessary for the Council to take out a substantial public works loan. Further information was required as to whether this was affordable given the current economic climate.

Recommended:

1. That, the confidential report is noted and,
2. That, the skate park project be progressed as a standalone project and,
3. That, Officers explore the cost and funding of three project outlined in the report with an update being provided at a future meeting.

F504 CHANGE PROGRAMME - CONFIDENTIAL UPDATE

The Committee received and considered the confidential update from the Town Clerk.

Members were advised that there was a lack of works vehicles for the grounds maintenance team to operate effectively, particularly as one had recently broken down. Plans for electric vehicles had been reviewed and current prices and availability of a suitable vehicle were proving

problematic. Officers were suggesting, as a short-term solution a small second-hand diesel van be purchased, and that the replacement of the flatbed would also need to be diesel.

Members considered options for Emergency call out and agreed that the former system should be reinstated.

Recommend:

1. That, the confidential update be noted and,
2. That, the Council purchases a small second-hand works vehicle with a view to replacing with an electric vehicle in the future and,
3. That, the flatbed lorry be replaced with a diesel van
4. That, the Council's emergency callout system is reinstated and operated on a rota basis.

F505 STAFFING MATTERS

The Committee received and considered the confidential minutes of the Personnel Sub-Committee meeting held on 6th September 2022 which had been circulated ahead of the meeting.

The Town Clerk requested that a delegation be agreed in respect of the actions relating to minute S184(1) and recruitment.

The Chair of Personnel Sub-Committee reiterated the confidential nature of the minutes and reminded those present that none of the information should be divulged outside of the Committee.

Resolved:

1. That, the minutes of the Personnel Sub-Committee meeting held on 6th September be noted and the recommendations contained therein approved and,
2. That, future decisions under minute S184(1) be delegated to the Town Clerk in consultation with the Chair of Personnel Sub-Committee, and the Leader or the Deputy Leader in order to progress matters in a timely manner, if needs be.

The meeting closed at: 7.53 pm

Chair

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

Held on Tuesday, 2 August 2022

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser	L Duncan
	T Ashby	V Gwatkin
	J Aitman	P Hiles
Officers:	Adam Clapton	Deputy Town Clerk
	Claire Green	Administration Support - Planning & Stronger Communities
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
Others:	1 member of the public.	

P425 APOLOGIES FOR ABSENCE

All members were present for the meeting.

P426 DECLARATIONS OF INTEREST

There were no declarations by members at this point in the meeting. Councillor R Smith later declared a personal non prejudicial interest in Agenda item 6.

Councillor A Prosser joined the meeting at 18:06pm

P427 PUBLIC PARTICIPATION

The Committee adjourned for this item.

Samuel Lamb addressed the Committee on agenda item 6 – Request to install bollards – Woodstock Road. Questions followed from Committee members.

The meeting reconvened for planning applications to be considered.

P428 PLANNING APPLICATIONS

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

Resolved:

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

P429 APPLICATION FOR A PREMISES LICENCE - BLIND TIGER BARS, 8 MARKET SQUARE

The Committee received and considered a premises licence application for Blind Tiger Bars, 8 Market Square.

Members welcomed a new music venue in the town but were concerned about the proximity to residential properties, so asked that the following response be issued to West Oxfordshire District Council.

Resolved:

That, While Witney Town Council welcome a new live music venue for the Town, Councillors expressed some concerns regarding the potential noise levels and how this might negatively affect residential properties immediately neighbouring the venue. Due to the proximity of residential units, Witney Town Council ask that the Licensing Officer ensure that residential neighbours are contacted directly and advised of the application and the relevant neighbour consultation process, rather than relying solely on-site notices.

Further, should the application be approved, Witney Town Council ask that conditions are applied to the licence that allow for monitoring and control of noise levels at the venue.

P430 REQUEST TO INSTALL BOLLARDS - WOODSTOCK ROAD, WITNEY

The committee received and considered the report of the Deputy Town Clerk and the associated correspondence from the resident of 89 Woodstock Road.

Members were advised that installation costs would be met by the resident and were happy with the proposed design and size of the wooden posts to be used. Future maintenance of the posts was unclear, but they would not be the responsibility of the Town Council.

Resolved:

1. That, the report be noted and,
2. That, the request for bollards to be installed adjacent to 89 Woodstock Road be approved and,
3. That, the Town Council takes no liability for the bollards, including their future maintenance, repair, or replacement.

P431 SCHOOL STREETS EXPERIMENTAL TRAFFIC REGULATION ORDER

The Committee received an update from Oxfordshire County Council on the Safer Streets Experimental Traffic Regulation Order (ETRO) which included Tower Hill Community Primary School.

Members were disappointed the scheme would not be continued in Witney. The committee had suggestions for future such projects, which should be included in the response to the County Council consultation.

Resolved:

That, Witney Town Council is disappointed that the Safer Streets scheme at Tower Hill Community Primary School is not being progressed following this Experimental Traffic Regulation Order (ETRO).

The Council is aware that schools and parents still covet Safer Street schemes to facilitate safer and active travel for schoolchildren. It would like to suggest that any future projects include the provision of enforcement infrastructure from the outset, such as ANPR and/or flashing speeds figures, as these would greatly benefit its viability and success.

P432 20MPH SPEED RESTRICTIONS

The Committee received a verbal update from the Deputy Town Clerk on 20mph speed restrictions.

As members were aware, a public consultation had been held by Oxfordshire County Council on the proposals formed by the 20mph Working Party which had been agreed at their recent cabinet meeting.

Correspondence from County Council officers had been received advising all proposals had been accepted and they would be working on implementing the scheme in the coming weeks. At this point there was no confirmed timeframe or communications strategy. Officers would continue to work with the County Council on these when they were forthcoming.

Resolved:

That, the verbal update be noted.

The meeting closed at: 7.03 pm

Chair

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WTC Planning Responses – Climate, Biodiversity & Planning 2nd August 2022

WTC Ref	WODC Ref	Address	Comments
094	22/01731/HHD	29 LARCH LANE	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.
095	22/01527/HHD	43 VALENCE CRESCENT	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.
096	22/01920/PN42	34 VANNER ROAD	Subsequent to the Climate, Biodiversity & Planning Committee Meeting held on 2nd August 2022, Witney Town Council were advised by the Local Planning Authority that the Parish Council are not a statutory consultee on PN42 applications. Therefore, no response has been submitted to the District Council online portal.
097	22/01150/HHD	129A CORN STREET	Witney Town Council has no objections regarding this application.
098	22/01876/LBC	92 CORN STREET	Witney Town Council are unable to comment on this application as there are no plans, drawings or proposal details available to view on the portal.
099	22/01844/ADV	1 EDINGTON SQUARE	While Witney Town Council does not object to this application, members discussed the environmental impact of the illuminated signage and whether there was an opportunity for Tesco to install a solar-powered lighting solution to reduce environmental harm. Further, members identified that the wording proposed for Sign 10 reads 'Serving Valence Crescent's customers, communities and planet a little better every day' – members suggested that since the store serves the residents of

			Deer Park estate, it might be more appropriate for the wording to reflect the estate name 'Deer Park' in place of Valence Crescent.
100	22/01928/HHD	84 BURWELL MEADOW	<p>While Witney Town Council does not object to this application in terms of extending the dwelling, Councillors express concern for parking on the site. The submitted drawings clearly show that the proposed parking area is not sufficient for the space required for a vehicle – not only would a car overhang the remaining parking space, car doors, when opening, could pose a risk to users of the public highway which runs adjacent to the space. Given the proximity of the footpath to the application site, Witney Town Council request that adequate consultation be sought from the relevant Highways Authority and Members ask that consideration be given to West Oxfordshire Local Plan Policy T4 – Parking Provision.</p>

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

Held on Tuesday, 23 August 2022

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillors:	A Prosser J Aitman	L Duncan P Hiles
Officers:	Adam Clapton Derek Mackenzie	Deputy Town Clerk Halls & Green Spaces Administrator
Others:	4 members of the public.	

P433 APOLOGIES FOR ABSENCE

Apologies of absence were received from Councillors R Smith, T Ashby and V Gwatkin.

P434 DECLARATIONS OF INTEREST

Councillor J Aitman declared an interest in planning application 22/01835/LBC by virtue of knowing the applicants. Councillor Aitman also informed that she lived in very close proximity of the site of the planning application 20/02654/OUT.

P435 PUBLIC PARTICIPATION

The Committee adjourned for this item.

Lesley Morris, a resident of Church Green addressed the Committee of behalf of a neighbours group to object in respect of the planning application 22/02036/FUL - Mulberry House, 9 Church Green. Questions followed from Committee members.

The meeting reconvened for planning applications to be considered.

At 18:15pm Councillor L Duncan left the meeting due to technical difficulties. The committee paused to ensure it remained Quorate.

At 18:16pm A resident joined the meeting. Councillor A Prosser confirmed that planning application 22/02036/FUL had already been discussed and so the resident left the meeting.

At 18:17pm Councillor L Duncan re-joined and the meeting reconvened.

P436 **PLANNING APPLICATIONS**

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

Members also considered plans for planning reference 22/01876/LBC which had been unavailable at the previous meeting. There were no objections to the application.

Resolved:

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

P437 **APPLICATION FOR VARIATION OF PREMISES LICENCE - OXON BBQ, 68 HIGH STREET**

The Committee considered the application for Premises Licence.

Resolved:

That, Witney Town Council has no objections regarding this application.

P438 **NOTIFICATION OF PLANNING ENFORCEMENT APPEAL - 66 CORN STREET**

The Committee received notification of Planning Appeal APP/D3125/C/22/3302787 in respect of 66 Corn Street, Witney

Resolved:

That, the notification of the Planning Appeal be noted.

P439 **NOTIFICATION OF PLANNING APPEAL - 13 WILLOWBANK**

The Committee received notification of Planning Appeal APP/D3125/W/22/3299642 in respect of 13 Willowbank, Witney

Resolved:

That, the notification of the Planning Appeal be noted.

P440 **PLANNING APPEAL INQUIRY ARRANGEMENTS - LAND EAST OF WITNEY ROAD, DUCKLINGTON**

The Committee received details of Public Inquiry APP/D3125/W/22/33297487 in respect of Land East of Witney Road, Witney

Resolved:

That, the notification of the Public Inquiry be noted.

The meeting closed at: 6.58 pm

Chair

WTC Planning Responses – Climate, Biodiversity & Planning 23rd August 2022

WTC Ref	WODC Ref	Address	Comments
101	22/01947/HHD	6 ABBEY ROAD	While Witney Town Council does not object to this application in terms of material concerns, members request that an application for dropped kerbs be made to Oxfordshire County Council so that vehicles can access the proposed parking area safely and without causing kerb damage.
102	22/01953/HHD	5 WOODLANDS ROAD	Witney Town Council has no objections regarding this application.
103	22/01941/HHD	91A BARRINGTON CLOSE	While Witney Town Council does not object to this application in terms of material concerns, members discussed the potential impact on driver visibility for cars accessing the parking area at the rear of the property via the undercroft - Members request that the Planning Officer check that the proposed development does not reduce visibility for drivers. Further, Witney Town Council 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.
104	22/01911/HHD	3 FARM MILL LANE	Witney Town Council has no objections regarding this application.
105	22/01910/S73	ABBOTT DIABETES	Witney Town Council support Abbott Diabetes Care as a local business and acknowledge the efforts made to improve the surface water drainage at the site. Given the technical nature of a drainage condition requirement, Witney Town Council defer to the District Council and ask that the advice of technical consultees is considered if necessary, and that any conditions imposed are reasonable and proportionate.
106	22/02011/HHD	52 BURFORD ROAD	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.
107	22/01835/LBC	35 - 37 WOODGREEN	Witney Town Council has no objections regarding this application.
108	22/01895/LBC	24 MARKET SQUARE	Witney Town Council has no objections regarding this application.
109	22/01897/HHD	21 STANTON HARCOURT ROAD	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.
110	22/01938/FUL	UNITS A,B,C & 13, WINDRUSH PARK ROAD	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.
111	22/01888/FUL	77 HIGH STREET	Witney Town Council has no objections regarding this application.
112	22/01889/LBC	77 HIGH STREET	Witney Town Council has no objections regarding this application.
113	22/02016/S73	COGGES MANOR FARM	Witney Town Council has no objections regarding this application.
114	22/02036/FUL	MULBERRY HOUSE, 9 CHURCH GREEN	<p>Witney Town Council acknowledge the reduction in roof height and the parking allocation referenced in this new application, however, the plans are not changed substantially enough that the opinion of Committee Members are changed. The observations and concerns made by this Council in response to the previous application have not been addressed and therefore Witney Town Council objections remain:</p> <p>1. The development proposal does not conserve or enhance the character and appearance of the historic environment. Members are of the opinion that this green space has historic significance to Witney that needs protecting. The current undeveloped green space</p>

			<p>provides a natural buffer between modern development at Langdale Gate and the historic development of Church Green. Development of this space would have a detrimental impact on wildlife, for example bats and woodpeckers are sighted in this area. The proposed development is not in accordance with policies EH9 and EH10.</p> <p>2. Members discussed concerns about access arrangements for the proposed development, both during the construction phase and once any development is completed. The proposed development does not have adequate access for emergency services, this is deemed a particular problem and a potential risk to life should the fire service need to attend.</p> <p>3. Plan Policy OS2 states that all development should form a logical complement to the existing scale and pattern of development and/or the character of the area. Further, that development should be compatible with adjoining uses and not have a harmful impact on the amenity of existing occupants. Members object to the siting of the proposed development - It is sited far away from Mulberry House and too close to properties at Langdale Gate. The location of the proposed dwelling maximises distance from Mulberry House which then makes the siting harmful to the amenity of residents at Langdale Gate.</p> <p>4. Members are aware of existing problems with surface water drainage and flooding on the Eastern side of Church Green, both on the path and on the grass areas. This has created problems with mud being washed up to the door of properties, including at the Nursery. Taking away any permeable drainage in this location will worsen surface water issues in this area.</p>
115	20/02654/OUT	LAND SOUTH EAST OF OXFORD HILL	Witney Town Council has no overall objection regarding this application but

			<p>has the following observations and comments on the revised plans.</p> <p>Members welcome the inclusion of better access to Windrush Cemetery, as shown on the indicative drawings but are disappointed to see the formerly proposed community centre has been removed from the latest set of plans. During the original public consultation, the hall was thought hugely beneficial as it would provide a valuable community asset for East Witney, serving both residents and those attending funerals at the Cemetery, with associated parking and infrastructure. The removal of this proposed community benefit would be a substantial loss to the scheme.</p> <p>The Town Council still has little confidence in the capacity provided by the local water and sewerage company, and would like reassurances that drainage and sewerage infrastructure for Witney as a whole will be able to absorb the increased capacity required from this proposed major development.</p> <p>Witney Town Council has concerns over the height of the proposed buildings, and echoes those concerns made in the accompanying documents, with regard to the contours of the land.</p> <p>Members support concerns from the District Council regarding the comprehensiveness of the pedestrian and cycle path plans, that connections should be in line with the required needs and ongoing proposals. The Town Council still envisages better connections for cycling and walking into the town centre, especially more directly across the river Windrush to Farm Mill Lane, which need to be delivered at an early stage of the development, rather than on its completion.</p> <p>Witney Town Council also supports the District Council view that the proposed</p>
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			<p>provision of play areas on the site is improved.</p> <p>In terms of environmental and energy sustainability needs, the Council would like to see ambitious proposals from the developer, which go beyond current planning and building regulations. It supports the comments by the District Council on biodiversity at the site and beyond into the Windrush Valley. It is not currently clear to Witney Town Council what Biodiversity Net Gain the developer is prepared to agree to, 10% does not appear to be sufficient, and it therefore agrees with the District Council, that this should be agreed before any approval.</p>
116	22/02049/HHD	30 HOLLOWAY ROAD	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.
117	22/02051/HHD	36 RALEGH CRESCENT	While Witney Town Council does not object to this application, Members raised concerns about potential overlooking from the roof windows at the rear of the garage, and whether overlooking would constitute a loss of privacy for neighbouring properties.
118	22/02061/HHD	47 RALEGH CRESCENT	Witney Town Council has no objections regarding this application.
119	22/01876/LBC	92 CORN STREET	Witney Town Council has no objections regarding this application.

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

Held on Tuesday, 27 September 2022

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

Present:

Councillor R Smith (Chair)

Councillors:	A Prosser	L Duncan
	T Ashby	V Gwatkin
	J Aitman	P Hiles
Officers:	Adam Clapton	Deputy Town Clerk
	Claire Green	Administration Support - Planning & Stronger Communities
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
Others:	None.	

P481 APOLOGIES FOR ABSENCE

There were no apologies for absence received.

P482 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers

P483 PUBLIC PARTICIPATION

There was no public participation.

P484 PLANNING APPLICATIONS

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

Resolved:

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

P485 **PLANNING DECISIONS**

The Committee received and considered a schedule of planning decisions received from West Oxfordshire District Council (WODC)

The Committee noted that the application for 45 Market Square was refused by planning officers on conservation grounds.

Resolved:

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

P486 **MINUTES**

The minutes of the meetings of the committee held on 12 July, 2 August and 23 August were received.

P432 – The Deputy Town Clerk updated the committee that the implementation of the 20mph scheme by Oxfordshire County Council would commence 10 October 2022.

Resolved:

That, the minutes of the Climate, Biodiversity and Planning committee held 12 July, 2 August and 23 August be approved as a correct record of the meeting and be signed by the Chair.

Councillor A Prosser joined the meeting at 18:42pm

P487 **FINANCE REPORT**

Members received and considered the report of the Town Clerk/RFO and a verbal update from the Deputy Town Clerk.

Members considered items for inclusion in the 2023/24 budget setting process and agreed that funds for climate initiatives encompassed several committees. Areas for consideration should include an extension to wildflower planting areas, signage at the entrances to Witney Lake & Country Park, feasibility studies on the Council's facilities to enable carbon neutrality by 2028, and public engagement on biodiversity.

There was further discussion on a joint project, led by the Lower Windrush Valley Project on an area near Farm Mill and agreement that a project plan from the Park Ranger should inform the budget-setting process.

Recommended:

1. That, the report and update be noted, and
2. That, an increase of budget to cover wider wildflower coverage be included and,
3. That, £2,000 be budgeted towards welcome signage to Witney Lake & Country Park and,
4. That, funds be budgeted towards environmental and carbon reduction feasibility studies at each of the Council's facilities and,

5. That, funds to enable the delivery of Lake & Country Park management plans by the Ranger be considered and,
6. That, £500-1,000 be budgeted towards climate and biodiversity engagement.

The meeting closed at: 7.04 pm

Chair

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Planning Minutes - 27th September 2022

484- 1	WTC/120/22	Plot Ref :-22/02201/HHD	Type :-	HOUSEHOLDE
	Applicant Name :-		Date Received :-	30/08/2022
	Location :-	63 OXLEASE OXLEASE	Date Returned :-	28/09/2022
	Proposal :	Single storey side extension.		
	Observations :	While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.		

484- 2	WTC/121/22	Plot Ref :-22/02186/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	30/08/2022
	Location :- 4 CHESTNUT CLOSE CHESTNUT CLOSE		Date Returned :-	28/09/2022
	Proposal :	Single storey rear, side and front extensions to provide supported living accommodation.		
	Observations :	While Witney Town Council does not object to this application in terms of material concerns, it notes the sizeable increase in the building footprint and subsequent significant loss of permeable drainage. Witney Town Council 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.		

484- 3	WTC/122/22	Plot Ref :-22/02166/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	30/08/2022
	Location :- 10 MOOR AVENUE MOOR AVENUE		Date Returned :-	28/09/2022
	Proposal : Two Storey Side Extension with Associated Works.			
	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.			

484- 4	WTC/123/22	Plot Ref :-22/02229/FUL	Type :-	FULL
	Applicant Name :-		Date Received :-	30/08/2022
	Location :-	96 HIGH STREET HIGH STREET	Date Returned :-	28/09/2022
	Proposal :	Replacement shopfront.		
	Observations :	While Witney Town Council does not object to this application, Members discussed the site location and its proximity to areas known to flood. Members		

recommend that flood resistant construction materials with low permeability are considered for this refurbishment.

484- 5	WTC/124/22	Plot Ref :-22/02230/LBC	Type :-	LISTED BUI
	Applicant Name :- .		Date Received :-	30/08/2022
	Location :- 96 HIGH STREET HIGH STREET		Date Returned :-	28/09/2022
	Proposal :	Internal and external alterations to replace shopfront.		
	Observations :	While Witney Town Council does not object to this application, Members discussed the site location and its proximity to areas known to flood. Members recommend that flood resistant construction materials with low permeability are considered for this refurbishment.		

484- 6	WTC/125/22	Plot Ref :-22/02060/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	06/09/2022
	Location :- 1 WESLEY WALK WESLEY WALK		Date Returned :-	28/09/2022
	Proposal :	Variation of condition 2 of permission 20/03185/FUL to allow the replacement of existing cladding to the North, East and South elevations with colour render together with changing the green windows to dark grey on the rendered elevations.		
	Observations :	Witney Town Council has no objections regarding this application.		

484- 7	WTC/126/22	Plot Ref :-22/02355/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	06/09/2022
	Location :- 155 BURWELL DRIVE BURWELL DRIVE		Date Returned :-	28/09/2022
	Proposal :	Erection of single and two storey extensions, together with the subdivision of existing dwelling to form two semi-detached dwellings and associated works to include dropped kerb for additional off-street parking.		
	Observations :	While Witney Town Council does not object to this application in terms of material concerns, it notes the increase in the building footprint and further loss of permeable drainage to allow for the new parking spaces and driveway. Witney Town Council 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.		

484- 8	WTC/127/22	Plot Ref :-22/02231/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	06/09/2022
	Location :- 96A HIGH STREET HIGH STREET		Date Returned :-	28/09/2022
	Proposal :	Demolition of single storey lean-to extension and double garage. Erection of single storey rear extension.		
	Observations :	Witney Town Council object to this application. Paragraph 4.4 of the submitted Design & Access Statement acknowledges that an increase in the building footprint could increase local flood risk and alter flood flow pathways. Witney Town Council object to this potential increased flood risk for nearby properties.		

484- 9 WTC/128/22 Plot Ref :-22/02232/LBC Type :- LISTED BUI

Applicant Name :- . Date Received :- 06/09/2022

Location :- 96A HIGH STREET Date Returned :- 28/09/2022
HIGH STREET

Proposal : Internal and external alterations to include demolition of single storey lean-to extension and double garage, erection of single storey rear extension and changes to internal layout.

Observations : Witney Town Council object to this application. Paragraph 4.4 of the submitted Design & Access Statement acknowledges that an increase in the building footprint could increase local flood risk and alter flood flow pathways. Witney Town Council object to this potential increased flood risk for nearby properties.

484- 10 WTC/129/22 Plot Ref :-22/02444/LBC Type :- LISTED BUI

Applicant Name :- . Date Received :- 12/09/2022

Location :- 10 - 12 HIGH STREET Date Returned :- 28/09/2022
HIGH STREET

Proposal : Works to include repainting of fascia and woodwork to shop front, installation of 3 No. replacement non-illuminated fascia signs, and installation of 1 No. replacement non-illuminated projecting sign.

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

484- 11 WTC/130/22 Plot Ref :-22/02445/ADV Type :- ADVERTISIN

Applicant Name :- . Date Received :- 12/09/2022

Location :- 10 - 12 HIGH STREET Date Returned :- 28/09/2022
HIGH STREET

Proposal : Installation of 3 No. replacement non-illuminated fascia signs following repainting of fascia and 1 No. replacement non-illuminated projecting sign.

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

484- 12 WTC/131/22 Plot Ref :-22/02367/HHD Type :- HOUSEHOLDE

Applicant Name :- . Date Received :- 13/09/2022

Location :- 25B THE SPRINGS Date Returned :- 28/09/2022
THE SPRINGS

Proposal : Erection of rear conservatory.

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

484- 13 WTC/132/22 Plot Ref :-22/02341/FUL Type :- FULL

Applicant Name :- . Date Received :- 15/09/2022

Location :- 3 TUNGSTEN PARK Date Returned :- 28/09/2022
TUNGSTEN PARK
COLLETTS WAY

Proposal : Installation of air conditioning condenser units with associated internal cassette units, internal heater with external flue, extract ventilation units with other associated works.

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

484- 14 WTC/133/22 Plot Ref :-22/02493/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 15/09/2022
Location :- 16 EARLY ROAD Date Returned :- 28/09/2022
EARLY ROAD
Proposal : Alterations to include construction of entrance porch, erection of single storey rear extension and garage conversion with new roof above. Associated external works to create additional off-street parking and widening of dropped kerb (Amendment to existing approval ref: 22/01601/HHD).
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.

484- 15 WTC/134/22 Plot Ref :-22/02340/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 15/09/2022
Location :- 2 JACOBS CLOSE Date Returned :- 28/09/2022
JACOBS CLOSE
Proposal : Remove existing rear conservatory. Two storey side extension to existing garage, Front porch extension, rear single storey extension. Access to rear and front for parking.
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.

The Meeting closed at : 7:04pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

In respect of

Witney Town Council

1 Respective responsibilities of the body and the auditor

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

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

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

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2021/22

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

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

NONE

3 External auditor certificate 2021/22

We certify/ ~~do not certify~~^{*} that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

^{*}We do not certify completion because:

External Auditor Name



External Auditor Signature

Date

23/09/2022

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Smaller Authority Name: **WITNEY TOWN COUNCIL**

NOTICE OF CONCLUSION OF ANNUAL AUDIT
ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022
Accounts and Audit Regulations 2015

- 1 The audit of accounts for (Smaller Authority Name) **WITNEY TOWN COUNCIL** for the year ended 31 March 2022 has been completed and the accounts have been published.
- 2 The Annual Return is available for inspection by any local government elector in the area of (Smaller Authority Name) **WITNEY TOWN COUNCIL** on application to
 - (a) (Name of Clerk)
SHARON GROTH
 - (b) (Address of Clerk)

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

Announcement made by (Name of Clerk)

Mrs Sharon Groth

Date of Announcement

27 September 2022

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FULL COUNCIL

Date:	Monday, 10 October 2022
Title:	Councillor Code of Conduct
Contact Officer:	Deputy Town Clerk - Adam Clapton

Background

Section 27(2) of the Localism Act 2011 provides that a Local Authority must adopt a code dealing with the conduct that is expected of Members and Co-opted Members of the authority when they are acting in that capacity. The Town Council adopted the most recent Code, along with other authorities in 2012.

The Local Government Authority has held extensive consultation with Councils and Councillors on a revised model code which was issued nationally in 2021. The LGA Model Code sets out minimum standards (incorporating the seven principles of public life) expected of a Councillor and have been designed to protect the democratic role, encourage good conduct, and safeguard the public's trust and confidence in the role of councillor in local government.

Current Situation

West Oxfordshire District and Oxfordshire County Councils have adopted a single, jointly agreed Code of Conduct based on the LGA model to ensure that Members of multiple authorities (dual or triple-hatted Members) are covered by the same code, therefore providing consistency across the area. The Code of Conduct is attached as **Appendix A**.

A virtual training session on this Code, hosted by the District Council's Monitoring Officer was held on 30 September 2022. The slides from the training and the recording will be available shortly.

The Code of Conduct will apply to each Councillor as soon as they sign the declaration of acceptance of the office of Councillor or attend their first meeting as a co-opted member and continues to apply until the role as a Councillor ceases.

As set out by the West Oxfordshire District Council Monitoring Officer, Susan Sale in her report to members of District Council members at a meeting held on 23 March 2022, the code:

- a) *'Applies to Members acting in their capacity as a Councillor which may include when:*
 - *the position as a Councillor is misused; or when*
 - *the impression is given to a reasonable member of the public with knowledge of all the facts that an individual is acting as a Councillor. Members are expected to uphold high standards of conduct and show leadership at all times.*
- b) *Applies to all forms of communication and interaction, including at face-to-face meetings, at online or telephone meetings, in written communication, in verbal communication, in non-*

verbal communication and in electronic and social media communication, posts, statements and comments. **The town council's social media policy is attached as Appendix B.**

- c) Includes the following standards/obligations, with guidance given for each obligation to help explain the reasons for the obligations and how they should be followed:

(i) *Respect A Councillor: Shall treat everyone, including other Councillors and members of the public with respect and shall treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play. Respect means politeness and courtesy in behaviour, speech, and in the written word.*

(ii) *Bullying, Harassment and Discrimination A Councillor: Shall not bully or harass any person and shall promote equalities and not discriminate against any person. Bullying is described as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate, or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others. The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person. Discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.*

(iii) *Impartiality of Officers of the Council A Councillor: Shall not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.*

(iv) *Confidentiality and access to information A Councillor: Shall not disclose information either given to them in confidence by anyone or acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, unless:*

- *they have received the consent of a person authorised to give it; or*
- *they are required by law to do so; or*
- *the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or*
- *the disclosure is reasonable and in the public interest; and also made in good faith and in compliance with the reasonable requirements of the local authority and consultation with the Monitoring Officer has taken place prior to its release. Shall not improperly use knowledge gained solely as a result of their role as a Councillor for the advancement of themselves, their friends, family members, employer, or business interests. Shall not prevent anyone from getting information that they are entitled to by law. When making decisions on behalf of, or as part of, the Council shall have due regard to any professional advice provided by the Council's Officers.*

(v) *Disrepute A Councillor: Shall not bring their role or local authority into disrepute.*

(vi) *Use of position A Councillor: Shall not use, or attempt to use, their position improperly to the advantage or disadvantage of anyone.*

(vii) Local authority Resources and Facilities A Councillor: Shall not misuse council resources. Shall, when using the resources of the local authority or authorising their use by others, act in accordance with the local authority's requirements; and ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which they have been elected or appointed.

(viii) Compliance with the Code of Conduct A Councillor: Shall undertake Code of Conduct training as required by the local authority. Shall cooperate with any Code of Conduct assessment, investigation, hearing and/or determination. Shall not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings. Shall comply with any sanction imposed on them following a finding that they have breached the Code of Conduct.

(ix) Gifts and Hospitality A Councillor: Shall not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence, or other significant advantage. Shall register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt. Shall register with the Monitoring Officer any significant gift or hospitality that they have been offered but have refused to accept.

d) Sets out the obligations for councillors in relation to the registration/declaration of interests including Disclosable Pecuniary Interests (DPI) and other registrable interests. It also contains guidance on the steps that must be taken if a councillor has an interest in a matter that is under consideration by the Council, including when it relates to a non-registrable interest. Where a matter arises at a meeting which directly relates to a councillor's financial interest or wellbeing (and does not fall within the definition of disclosable pecuniary interests), or the financial interest or wellbeing of a relative or close associate, it is a non-registrable interest.'

If adopted, all town councillors will be required to re-submit their register of interests which will be disclosed to the monitoring officer at West Oxfordshire District Council and published. It is against the law not to register interests you; your spouse/partners or close associates may have.

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.

If the Council were to not adopt the Oxfordshire Member Code of Conduct it would cause for confusion for Councillors and members of the public.

Financial implications

There are no financial implications pertaining to this report.

Recommendations

Members are asked to note the report and,

1. Consider and approve the revised Councillor Code of Conduct, in accordance with the Localism Act 2011 for Members of Witney Town Council (Appendix A) and, if agreed:
 - a) To formally adopt the Code of Conduct for Members with immediate effect and,
 - b) Publish the Code of Conduct for Members on the Council's Website.

6A: Member Code of Conduct

1.0 Introduction

The Council has a duty to promote and maintain high standards of conduct by members and co-opted members of the Council, and formally adopt a code of conduct, in accordance with the *Localism Act 2011*.

2.0 Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of the Councillor and in Local Government.

3.0 Definitions

For the purposes of this Code of Conduct, a “Councillor” means a member or co-opted member of the local authority. A “co-opted member” is defined in the *Localism Act 2011 Section 27(4)* as “a person who is not a member of the authority but who

3.1 is a member of any committee or sub-committee of the authority, or;

3.2 is a member of, and represents the authority on, any joint committee or joint sub- committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

4.0 General Principles of Councillor Conduct

Everyone in public office and all who serve the public or deliver public services, including Councillors and local authority officers, should uphold the Seven Principles of Public Life, also known as the Nolan Principles, (see Appendix A).

Building on these principles of selflessness, objectivity, accountability,

openness, honesty and integrity and leadership, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in Councillors, on all occasions a Councillor shall:

- act with integrity and honesty
- act lawfully
- treat all persons fairly and with respect; and
- lead by example and act in a way that secures public confidence in the role of Councillor.
- impartially exercise their responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently in accordance with the local authority's requirements and in the public interest.

These general principles have been incorporated into the obligations of the Code of Conduct as set out below.

5.0 Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a Councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor;

The Code applies to all forms of communication and interaction, including at face-to-face meetings, at online or telephone meetings, in written communication, in verbal communication, in non-verbal communication and in electronic and social media communication, posts, statements and comments.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct.

Town and parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

6.0 Standards of Councillor Conduct

This section sets out the obligations (in bold below), which are the minimum standards of conduct required of a Councillor. Should a Councillor's conduct fall short of these standards, a complaint may be made against them, which may result in action being taken.

Guidance is also included below each obligation to help explain the reasons for the obligations and how they should be followed.

6.1 Respect

A Councillor:

6.1.1 Shall treat everyone, including other Councillors and members of the public with respect.

6.1.2 Shall treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from everyone. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the relevant social media provider and/or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor- officer protocol.

6.2 Bullying, Harassment and Discrimination

A Councillor:

6.2.1 Shall not bully any person.

6.2.2 Shall not harass any person.

6.2.3 Shall promote equalities and not discriminate against any person.

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure

the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Legislation places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

6.3 Impartiality of Officers of the Council

A Councillor:

6.3.1 Shall not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral, (other than political assistants where applicable). They should not be coerced or persuaded to act in a way that would undermine their neutrality. A Councillor may question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, a Councillor must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

6.4 Confidentiality and access to information

A Councillor:

6.4.1 Shall not disclose information either given to them in confidence by anyone or acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, unless

- i. They have received the consent of a person authorised to give it; or**
- ii. They are required by law to do so; or**

- iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
- iv. the disclosure is reasonable and in the public interest; and also made in good faith and in compliance with the reasonable requirements of the local authority and consultation with the Monitoring Officer has taken place prior to its release.

- 6.4.2 Shall not improperly use knowledge gained solely as a result of their role as a Councillor for the advancement of themselves, their friends, family members, employer or business interests.
- 6.4.3 Shall not prevent anyone from getting information that they are entitled to by law.
- 6.4.4 When making decisions on behalf of, or as part of, the Council shall have due regard to any professional advice provided by the Council's Officers.

6.5 Disrepute

A Councillor:

- 6.5.1 Shall not bring their role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions.

6.6 Use of position

A Councillor:

- 6.6.1 Shall not use, or attempt to use, their position improperly to the advantage or disadvantage of anyone.

A Councillor should not take advantage of opportunities, responsibilities and privileges to further their own or others' private interests or to disadvantage anyone unfairly.

6.7 Local authority Resources and Facilities

A Councillor:

6.7.1 Shall not misuse council resources.

6.7.2 Shall, when using the resources of the local authority or authorising their use by others, act in accordance with the local authority's requirements; and ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which they have been elected or appointed.

A Councillor may be provided with resources and facilities by the local authority to assist them in carrying out their duties as a Councillor. Examples may include office support, stationery, equipment such as phones, computers and transport and access and use of local authority buildings and rooms.

6.8 Compliance with the Code of Conduct

A Councillor:

6.8.1 Shall undertake Code of Conduct training as required by the local authority.

6.8.2 Shall cooperate with any Code of Conduct assessment, investigation, hearing and/or determination.

6.8.3 Shall not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

6.8.4 Shall comply with any sanction imposed on them following a finding that they have breached the Code of Conduct.

It is extremely important for a Councillor to demonstrate high standards, to have your actions open to scrutiny and not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.

7.0 Registering and Declaring Interests

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted

when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

7.1 Disclosable Pecuniary Interests

A Councillor must, within 28 days of taking office as a member or co-opted member, notify the Council's Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State (see Appendix B), where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners. Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You must disclose the interest at any meeting of the Council at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'. If it is a 'sensitive interest', you must disclose the fact that you have an interest but do not have to disclose the nature of it. (A sensitive interest is an interest which, in the opinion of the Monitoring Officer, if disclosed, could lead to the Councillor, or a person connected with them, being subjected to violence or intimidation.) You are personally responsible for deciding whether or not you should disclose an interest in a meeting.

Following any disclosure of an interest not on the Council's register, or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, by the Monitoring Officer, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

Where you have a disclosable pecuniary interest on a matter to be considered or being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

You must ensure that your register of interests is kept up to date and within 28

days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Appendix B is a criminal offence under the Localism Act 2011.

7.2 Other Registerable Interests

You must also register your other registerable interests with the Monitoring Officer within 28 days of taking office and ensure these are kept up to date by notifying any changes within 28 days.

Where a matter arises at a meeting which ***directly relates*** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Appendix C), you must disclose the interest. Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have an Other Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

7.3 Non-Registerable Interests

Where a matter arises at a meeting which ***directly relates*** to your financial interest or wellbeing (and does not fall under disclosable pecuniary interests at 7.1 above), or the financial interest or wellbeing of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a sensitive interest you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which ***affects*** your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registerable Interests as set out at 7.2 above and appendix C you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have a Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

8.0 Gifts and Hospitality

A Councillor:

- 8.1 Shall not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 8.2 Shall register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 8.3 Shall register with the Monitoring Officer any significant gift or hospitality that they have been offered but have refused to accept.**

The presumption should always be not to accept significant gifts or hospitality but there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered.

You do not need to register gifts and hospitality which are not related to your role as a Councillor.

It is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor.

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B: Disclosable Pecuniary Interests

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in the table below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>

Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p> <p>(c)</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.</p>

Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issues share capital of that class.</p>

* 'Director' includes a member of the committee of management of an industrial and provident society.

* 'Securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix C: Disclosure of Other Registrable Interests

You must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any Body
 - (i) exercising functions of a public nature
 - (ii)** directed to charitable purposes or
 - (iii)** one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which you are a member or in a position of general control or management

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Witney Town Council Social Media Policy

Statement of Purpose

There are far too many social media sites to list but some of the most popular examples are; Facebook, MySpace, Twitter and YouTube. The format and levels of interaction vary greatly from one to another. Whenever Council representatives use such sites they should familiarise themselves with the guidance that is set out in this policy.

It is important that social media sites are used effectively as part of a wider communications mix and that **their use does not expose the Council to security risks or reputational damage**.

Social media offers great potential for building relationships and improving the services that the town council provides. This policy will clearly set out how social media can be managed effectively and how any risks or pitfalls can be avoided or mitigated.

As with any online activity there are risks associated. The following types of risk have been identified with social media use:

- Virus or other malware (malicious software) infection from infected sites.
- Disclosure of confidential information.
- Damage to the reputation of the Council.
- Social engineering attacks (*this is the act of manipulating people into disclosing confidential material or carrying out certain actions. Social engineering is often conducted by individuals fraudulently claiming to be a business or client*).
- Civil or Criminal action relating to breaches of legislation.

The purpose of this policy is to ensure:

- that the Council is not exposed to legal and governance risks;
- that the reputation of the Council is not adversely affected;
- that our users are able to clearly distinguish where information provided via social networking applications is legitimately representative of the Council.

The following guidelines will apply to online participation and set out the standards of behaviour expected as a representative of Witney Town Council:

Responsibilities of Members

Councillors must remember that they are **personally** responsible for the content they publish on any form of social media.

It is good practice for councillors to clearly separate professional, personal, or political aspects of their communication.

Councillors must ensure that they are familiar with the guidance that is set out within this policy and that their use of social media is not damaging to the reputation of the authority.

Social media sites are in the public domain and it is important that councillors are confident about the nature of the information they publish. They must not publish or report on meetings or discussions that are meant to be private or internal to the Council.

Responsibilities of Officers

Officers using social media in a personal capacity must ensure that this use is **strictly personal**, and not professional or political.

As members of the public may nevertheless recognise officers as employees of the Council it is important that officers ensure that their personal use of social media is not damaging to the reputation of the Council.

If an officer receives any threats, abuse or harassment from members of the public through their use of social media then they must report such incidents to the Town Clerk.

Where officers use social media in a professional capacity to represent the town council, the town council's corporate identity will be used and not that of any individual officer. Town council email addresses will be used. The use will be non-party political.

Officers must not download any software, shareware or freeware, unless this has been approved and authorised by the Town Clerk.

Failure to comply with the guidelines could result in disciplinary action being taken

General Terms of Use (Applies to ALL COUNCIL REPRESENTATIVES)

Social networking applications

1. must not be used to publish content which may result in actions for defamation, discrimination, breaches of copyright, data protection or other claims for damages. This includes but is not limited to material of an illegal, sexual, or offensive nature that may bring the Council into disrepute.
2. must not be used in an abusive or hateful manner.
3. must not be used for actions that would put Council representatives in breach of Council Codes of Conduct, or policies relating to Elected Members or staff.
4. must not breach the Council's Equal Opportunities or Bullying & Harassment policies.

5. official Council and Mayoral profiles and pages must not be used for party political purposes or specific campaigning purposes as the Council is not permitted to publish material which 'in whole or part appears to affect public support for a political party' (LGA 1986)
6. official Council and Mayoral profiles and pages must not be used for the promotion of personal financial interests or personal campaigns.
7. official Council profiles and pages must not be used for the promotion of commercial ventures – with the exception when a commercial venture has given sponsorship to a Council event of capital project – then its sponsorship will be acknowledge as the Town Clerk sees fit.

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FULL COUNCIL

Date: Monday, 3 October 2022

Title: Civility & Respect Pledge

Contact Officer: Deputy Town Clerk – Adam Clapton

Background

Members will recall that at the Annual Council Meeting on 11 May, the Council agreed to adopt the National Association of Local Council (NALC) Civility & Respect Bullying & Harassment Statement as Council Policy (minute number 213 refers).

Current Situation

Further work continues to be carried out by NALC on this project and all Councils are being encouraged to sign up to the Civility & Respect Pledge,

‘NALC, SLCC, and OVW believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

The Civility and Respect Pledge is being introduced because there is no place for bullying, harassment, and intimidation within our sector. The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.’

By signing the Pledge, the Council would be agreeing that it will treat councillors, clerks, employees, members of the public, and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Has put in place a training programme for councillors and staff
- Has signed up to the Code of Conduct for councillors
- Has good governance arrangements in place including staff contracts and a dignity at work policy
- Will seek professional help at the early stages should civility and respect issues arise
- Will commit to calling out bullying and harassment if and when it happens
- Will continue to learn from best practices in the sector and aspire to be a role model/champion council through for example the local **Local Council Award Scheme**
- Supports the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate

As adoption of the new Oxfordshire Councillor Code of Conduct is being considered, it would seem an opportune time to consider signing Witney Town Council up to the pledge, if members are agreeable.

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 issue.

Recommendations

Members are invited to note the report and consider Signing Witney Town Council up to the NALC Civility & Respect pledge.

FULL COUNCIL

Date: Monday 10th October 2022
Title: Project Update
Contact Officer: Project Officer - Nicky Cayley

Background

The purpose of this report is to update the Council on the current status of projects falling under the remit of the Project Officer.

Current Situation

Corn Exchange Seating

- Core holes identified the required structure in the main hall floor to support the seating.
- Electrical work to the lights is booked for w/c 10th October.
- Hussey are booked to install the seating w/c 5th December.
- Henley Theatre Services and Cotswold Security Services will be attending during that week to fix electrical connections and additional smoke detectors.
- The system will be tested and commissioned by Drama By Design on 12th December.
- The Project Officer has arranged for Building Control to inspect on 12th December, ensuring that the seating can be used for the pantomime.

Corn Exchange Cinema Equipment

- The Project Officer requested a quote from Henley Theatre Services for cinema equipment capable of showing National Theatre Live (as requested by Council). It was almost double the budget and she therefore asked for a stripped back version. The quote is £35,461.33 excluding VAT. This is still over the £20,000 budget but anything of a lower specification will not be able to show NT Live as they have certain minimum requirements. The Project Officer continues to look for grants towards this but it is hard to make a compelling argument for need as Witney is already served by Cineworld which shows NT Live. If the Council is minded not to commit to NT live, further costs savings could be made to provide a functional cinema system.

Alice Batt Blue Plaque

- The Blue Plaque was formally unveiled on 1st October. The ceremony was well attended and included some of Alice Batt's great nieces and nephews and their children. The Society offered its thanks to the Corn Exchange on providing a lovely reception afterwards.

Cycle Repair Stand

- The Project Officer is in dialogue with the repair company on a suitable date to repair the stand at The Leys. They have just offered a more secure upgrade to repair the pump free of charge which should hopefully reduce the chance of vandalism.

Burwell Hall Changing Rooms/Heating

The Town Clerk provided an update to members on this project at the Policy, Governance and Finance Committee on 3rd October. The replacement boiler had been put on hold whilst plans for the changing rooms were being drawn up, as this would impact on them. Whilst the CHP Fuel cell Boiler does have benefits, our consultants Ridge have cautioned against it as the building has fluctuating heat requirements (rather than a hospital, for example, which has fairly constant and consistent requirements) and because the technology is relatively new. Ridge feels a Fuel Cell CHP boiler would not give the Council value for money. Their preference would be a replacement gas boiler which would be much more energy efficient than the existing. However, the installer (who installs all types of heating systems and not only Fuel Cell CHP boilers) felt that it would be suitable. Members will recall that the Council's gas supply is 100% renewable source gas.

Risk

- If the Council does go ahead with a fuel cell CHP boiler, it may prove not to be as efficient as hoped.

Burwell Hall Washroom Upgrade

- The Project Officer was tasked with looking into refurbishing the ladies and men's toilets at Burwell Hall which has become increasingly urgent. This is proving complex as the majority of companies will provide the panelling, sanitary ware etc but will not carry out plumbing, meaning that the Council will need to employ a plumbing company to carry this out. There is also the question of flooring. The Project Officer is in the process of obtaining quotations but it is looking as though the total cost will be in the region of £30, 000 - £35, 000.

Queen's Platinum Jubilee Legacy Project

- The Project Officer should be able to send RAMS over to WODC w/c 3rd October and the Operations Manager is looking to programme the work between 24th October 2022 – 24th November 2022.

Happy to Chat Bench

- The Project Officer has received confirmation that although the bench is in the conservation area, WODC is happy for this to go ahead. The Operations Manager is programming this work in.

Play Area Improvement Programme

- This is in progress, and a report should be ready for the next Parks and Recreation meeting.

Tennis Court Slip Testing

- The Project Officer has been contacted by the Tennis Club to say that the courts seem to have lost their slipperiness which is believed to be due to the recent amount of rainfall experienced, after the prolonged dry spell. This effectively washes out a certain chemical which in turn reduces slippage.
- The Club has suggested waiting a few more weeks to make sure the courts are still performing until making a final decision.

Covid Memorial

- The Operations Manager met with members at the site on Church Green as initially requested, and also at a location at the far end of The Leys. Members expressed a preference for The Leys. There is still no firm concept of what the memorial should be although ideally it should be made of two halves – one to represent the lives lost during the pandemic and one to represent the acts of kindness and hope that took place during the pandemic.

Children's Memorial Garden

- Members dismissed the idea of a pond citing flooding and safety concerns.
- The Project Officer will discuss the idea of an archway with the Ranger and Operations Manager.
- A "centre point" is still needed to put the pebbles around – suggestions from Councillors would be welcome.

Recommendations

Member are invited to note the report.

FULL COUNCIL

Date: 10 October 2022

Title: Civic Announcements

Contact Officer: Secretary to the Mayor – Loraine Harwood

AUG 22 – OCT 22

The role of Mayor involves chairing the Town Council, sitting as an ex officio voting member on council committees, representing and promoting Witney, organising 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

Heritage craft day demonstrating corn dolly skills – Witney Museum
Reopening Community Friendship café – Millers Grange Care Home
Presenting winning canvas to resident – Millers Grange Care Home
Guest at Windrush Radio for Witney Pride
Wood Green School Summer concert – Dep Mayor attended
Witney in Pink Day
Witney Model & Collectors Club Annual Show
West Oxfordshire Community Transport AGM
Visit to St Mary's Church Belltower, supporting the new bells campaign.
Witney Fire Station – District Councillors' Fitness Challenge event.

REPRESENTING and PROMOTING WITNEY

Bicester Town council Civic Service and Parade
Thames & Chilterns in Bloom AGM in Woodley
Blue plaque unveiling Batt House

KEY EVENTS AND COUNCIL ACTIVITY

Flag raising for Merchant Navy Day
Car Free Day event
Town Proclamation on the death of HM Queen Elizabeth II and accession of King Charles III.
Memorial Service at St Mary's Church, Witney for HM Queen Elizabeth II, followed by
Fairground Service

RAISING FUNDS

Mayor's Charities 2022-23:

Volunteer Link Up
Windrush Bike Project

Prepared by:

Cllr Liz Duncan and Loraine Harwood

Anti-Social Behaviour / Vandalism

Date	Item/Location	Date/Time Reported	Cost if known	Action	Police Reference
15/08/22	Email regarding Grave TH/13/9078 – stolen artificial flowers and trampling on grave	15/08/22		Advised to contact police and provide us with crime reference if they do so.	
17/08/22	Threat of violence to Tom D from drunk individual in Corn Exchange	17/08/22 – 15:10		Reported via 111 immediately	17082022-1513
19/08/22	Motorbike being ridden in Tower Hill Cemetery	19/08/22 – 21:30		Notification from resident by email.	Requested from Resident
19/08/22	Graffiti sprayed on Trees and Bin at The Leys			Removed by Works Team & Bin	
23/08/22	E-Scooters being ridden at speed in TH Cemetery, drinking and potential drug dealing. “New Gate is the issue”	23/08/22 8:30am		Told to report to police.	
25/08/22	Swimming in Country Park	25/08/22 16:00		Report from resident regarding swimmer in lake, she spoke to some on previous occasions and got verbal abuse – We asked her to report in future any abuse to TVP. Have explained that we also see this but can only advise not to swim we cant enforce anything.	

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Date: 25 August 2022
OCC ref: R3.0151/21

Mrs Groth
Witney Town Council
Clerk to Witney Town Council
Town Hall
Market Square
Witney
OX28 6AG

Environment and Place
County Hall
New Road
Oxford
OX1 1ND

Rachel Wileman
Director of Planning, Environment
and Climate Change

Dear Mrs Groth

Notice of Submission of Further Information in relation to Application for Planning Permission Accompanied by an Environmental Statement (Regulation 25 of the Town and Country Planning (Environmental Impact Assessment) Regulations 2017 as Amended)

Planning application seeking full planning permission for:

- The dualling of approximately 3.2km of the A40 carriageway from the existing Hill Farm junction at Witney to the Eynsham Park and Ride site (R3.0057/19) including the construction of two new roundabouts.
- An eastbound and westbound bus lane approximately 6.5km in length from the Eynsham Park and Ride site to existing structures at Duke's Cut waterway (Duke's Cut Canal Bridge, Earl's Culvert, Wolvercote Railway Bridge and Wolvercote Canal Bridge);
- Capacity and connectivity improvements over the existing structures at Duke's Cut waterway to enable the proposed eastbound bus lane to extend over the existing structures up to the A34 flyover in the east, forming a connection into Oxford North (Northern Gateway) strategic development site;
- Construction of a new signalised junction to the Eynsham Park and Ride site;
- New pedestrian/cyclist underpass at Cuckoo Lane ('the Eynsham Underpass'). Two new pedestrian/cycle bridges at Cassington Halt (Cassington Halt Footbridge North and Cassington Halt Footbridge South);
- Widening of Cassington New Bridge;
- Demolition and replacement/extension of existing White House Culvert;
- Demolition and replacement/extension of Barnard Gate New Culvert;
- New and improved shared use footways and cycleways, including new shared use links to National Cycle Network (NCN) Route 5 at Duke's Cut waterway;
- Alterations to existing junctions and property accesses along the A40;
- Controlled crossings, external lighting, noise barriers, sustainable drainage systems, landscaping, habitat creation including ecology ponds and associated hibernacula; and
- All associated engineering and temporary construction works, site compound and storage areas at A40 HIF2 Smart Corridor ('HIF2 project') A40 corridor between Witney and Wolvercote, Oxfordshire

Further information has been submitted relating to the above application. The following new documents have been submitted:

Further environmental information has been submitted for this application, including updated biodiversity, landscape and visual impact, arboriculture, population and human

health, transport, ecology, flooding, drainage and water drainage. Revised plans have also been submitted.

You can view all the documents and comment online at the link below, using reference **R3.0151/21**.

<https://myeplanning2.oxfordshire.gov.uk/Planning/Display/R3.0151/21?cuuid=ADFC4F35-98EC-470A-9088-5BCF3C58C23C>

Please can you submit any comments you may have by 1 October 2022.

Any comments made previously will still be taken into account in the determination of the application. There is no need to write again unless you have further comments specifically on the new information or amendment to the proposals.

Yours sincerely,

Anna Herriman

Anna Herriman
Senior Planner

Direct line: 07990 368235

Email: Anna.Herriman@Oxfordshire.gov.uk
www.oxfordshire.gov.uk

Planning Application: R3.0151/21 - A40 HIF2 Smart Corridor ('HIF2 Project')

A40 Corridor between Witney and Wolvercote, Oxfordshire

Witney Town Council Response

Witney Town Council welcomes the opportunity to respond in respect of this application.

Members are keen to see improvements to the A40 corridor and consider that the implementation of the new four-way Shores Green junction should precede any other development. The introduction of a dual carriageway is noted but it is suggested that the route between Eynsham and Witney should include a dedicated bus lane in both directions.

In respect of Park & Ride facilities the Council would question whether drivers from Witney, and further afield, would terminate their journey at Eynsham to access public transport and not just continue their journeys into Oxford by car. It is requested that the possibility of a Park & Ride hub in or close to Witney could be considered.

Witney Town Council is keen that any scheme has good connectivity to public transport and cycle routes. In particular it would like to see easier access to Oxford Parkway station and the A34 by road and public transport. In respect of cycling it is suggested that existing routes should be easily accessible and potential new routes, such as a safe cycleway between Eynsham and Botley should be explored.

Finally, if development is approved the Council hope that the construction plan would minimise disruption to residents and ensure the reinstatement of land affected by the scheme.

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Explanatory Note

Oxfordshire County Council is responsible for a document called the Definitive Map and Statement which is the legal record of all known public rights of way in the County. There are a number of ways a public right of way can be recorded on the Definitive Map and Statement. One of these is evidence of public use over a significant period of time (usually 20 years) which was without permission, force or secrecy.

This notice means that the Landowner has submitted a document known as a Highways Statement to Oxfordshire County Council. The document makes it clear that the landowner acknowledges the public rights of way recorded on their land and that at the time of making the deposit they do not wish to dedicate any other ways over the land shown with coloured edging on the accompanying map. This may prevent unrecorded public rights of way from being recorded on the Definitive Map and Statement on the basis of presumed dedication in the future. More information on this can be found at: www.oxfordshire.gov.uk/landownerdeposits.

If routes are already recorded on the Definitive Map and Statement for Oxfordshire (relevant date 21st February 2006) available online at www.oxfordshire.gov.uk/definitivemaponline then they are unaffected by the application received by Oxfordshire County Council under s31(6) Highways Act 1980.

Rights of way may already exist that are not recorded on the Definitive Map and Statement. If you believe routes are used that are not recorded on the Definitive Map and Statement and meet the legal tests for recording a public right of way then you can apply for a Definitive Map Modification Order (DMMO). For more information on this please see: <https://www.oxfordshire.gov.uk/modificationsanddiversions>.

The Landowner has also submitted an application to deposit a statement under Section 15A(1) Commons Act 2006. This statement prevents the land from being registered as a Town or Village Green in the future. If you think land affected by this statement should be registered as a town or village green you have one year from the date of deposit to make an application.

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Notice of landowner deposits under section 31(6) of the Highways Act 1980 and section 15A(1) of the Commons Act 2006

Oxfordshire County Council

An application to deposit a map and statement under section 31(6) Highways Act 1980 and deposit a statement under section 15A(1) Commons Act 2006 has been made in relation to the land described below and shown edged red on the accompanying map.

PLEASE NOTE:

This deposit may affect rights over the land described below. Deposits made under section 31(6) of the Highways Act 1980 may prevent deemed dedication of public rights of way over such land under section 31(1) of that Act. Deposits made under section 15A(1) of the Commons Act 2006 may affect the ability to register such land as a town or village green under section 15 of that Act. Please see guidance at <http://www.defra.gov.uk/rural/protected/greens/> for further information.

Description of the lands: **Land owned by The Oxford Diocesan Board of Finance.**

Name of the Parish, Ward or District in which the land(s) is situated: **The Parish of Shrivenham, Kingham, Churchill, Westcote Barton, Shipton under Wychwood, Fritwell, Witney, Chalbury, Bampton.**

The deposit was submitted by **The Oxford Diocesan Board of Finance** and was received by this authority on 6th July 2022.

The authority maintains a register of maps, statements and declarations deposited under section 31A of the Highways Act 1980 and section 15B of the Commons Act 2006.

Oxfordshire County Council, Definitive Map & Commons, County Hall, New Road, Oxford, OX1 1ND between the hours of 9.00am to 4.30pm, Monday – Friday. **Please call 07741607604 or send an email to landownerdeposits@oxfordshire.gov.uk if you have any queries relating to this Notice.**

This register & plan can be accessed online at:
www.oxfordshire.gov.uk/landownerdeposits

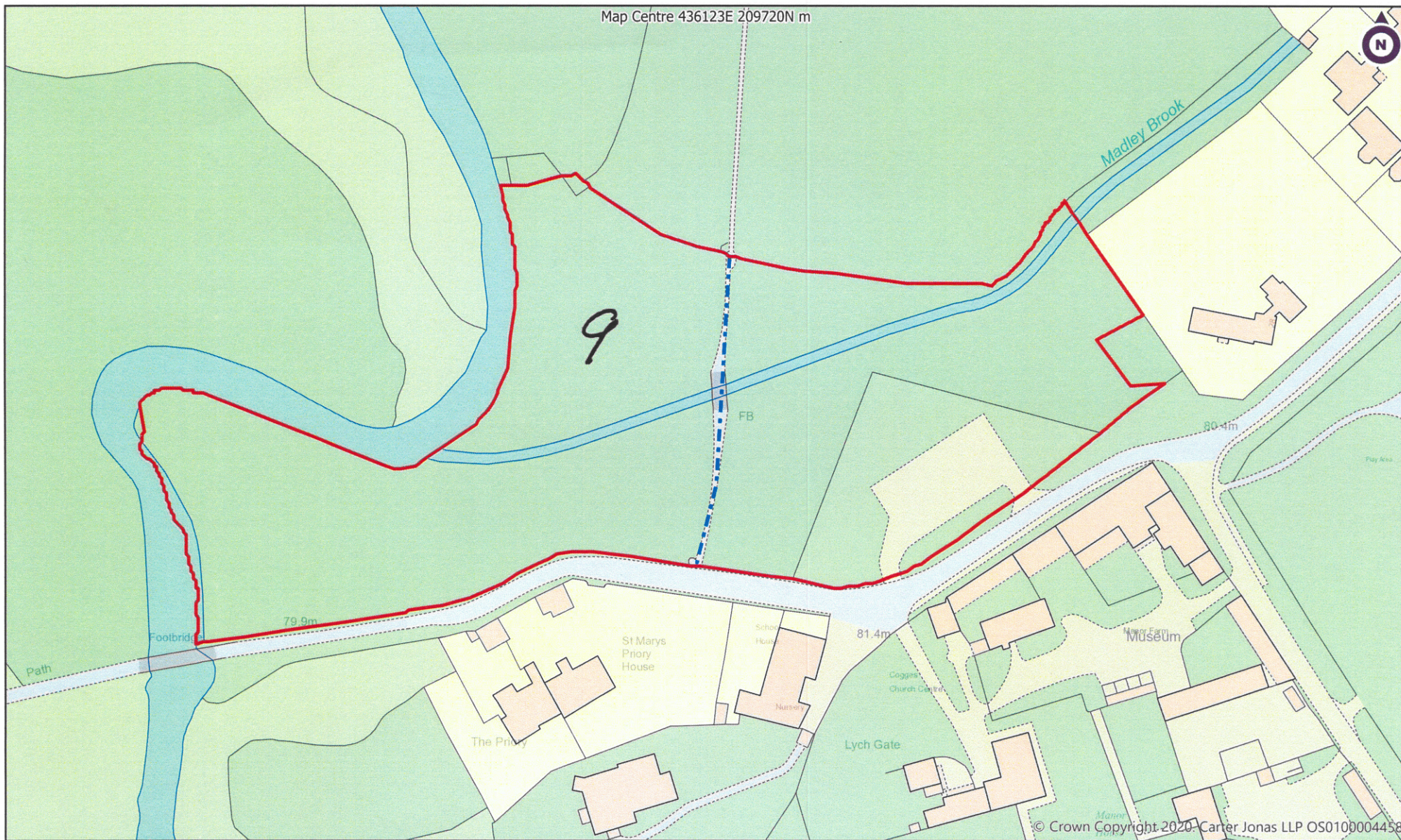


**Tom Scholes, Group Manager Asset Data & Systems, Communities Directorate
Oxfordshire County Council**

Dated 23rd August 2022



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Client: Oxford Diocesan Board of Finance
 Project: Footpaths
 Title: Cogges Glebe

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