

Stronger Communities

Committee Meeting of Witney Town Council



Monday, 17th July, 2023 at 6.00 pm

To members of the Stronger Communities Committee - L Cherry, G Meadows, O Collins, J Aitman, R Smith, T Ashby, A Bailey, J Doughty and G Doughty (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** for the transaction of the business stated in the agenda below.

Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

Any member of the public wishing to attend the meeting and speak on a particular item 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 Deputy Town Clerk or Committee Clerk know before the start of the meeting.

Agenda

1. **Apologies for absence**

To consider apologies and reasons for absence.

Committee members who are unable to attend the meeting should notify the 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.

2. **Declarations of Interest**

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

3. **Minutes** (Pages 3 - 10)

- a) To adopt and sign as a correct record the minutes of the meeting held on 12 June 2023.
- b) Matters arising from the minutes not covered elsewhere on the agenda. (Questions on the progress of any item).

4. **Public Participation**

The meeting will adjourn for this item.

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

5. **Finance Report** (Pages 11 - 16)

To receive and consider the report of the Responsible Financial Officer (RFO).

Communications & Community Engagement

6. **Communications Report** (Pages 17 - 18)

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

7. **Community Engagement Report** (Pages 19 - 26)

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

8. **Youth Services** (Pages 27 - 140)

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

Street Furniture & Infrastructure

9. **Litter & Dog Waste Bins Review** (Pages 141 - 150)

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

10. **Bus Shelters** (Pages 151 - 166)

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



Town Clerk

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

Held on Monday, 12 June 2023

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

Present:

Councillor L Cherry (Chair)

Councillors:	O Collins	A Bailey
	J Aitman	G Meadows
	R Smith	J Treloar (In place of J Doughty)
	T Ashby	
Officers:	Adam Clapton	Deputy Town Clerk
	Sharon Groth	Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Mark Lewis	Head of Estates & Operations
Others:	1 member of the public.	

SC286 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J Doughty.

SC287 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

SC288 ELECTION OF VICE-CHAIR

The Chair called for nominations for the position of Vice-Chair of the Committee.
It was proposed and seconded that Councillor Georgia Meadows be elected. There being no other nominations it was:

Resolved:

That, Councillor Georgia Meadows be elected Vice-Chair of the Committee for the 2023/2024 municipal year.

SC289 MINUTES

The minutes of the meeting of the Stronger Communities committee held on 20 March 2023 were received.

SC 152 - A Member expressed their thanks to everyone involved in the success of the Coronation weekend activities.

SC 149 – At a Member's request officers confirmed a display to commemorate the town's links to the HMP Windrush ship was ready and would be made available at the Corn Exchange from Windrush Day, 22 June 2023.

Resolved:

That, the minutes of the Stronger Communities committee held on 20 March 2023 be approved as a correct record of the meeting and be signed by the chair.

Councillor A Bailey joined the meeting at 18.04pm.

SC290 PUBLIC PARTICIPATION

The Committee adjourned for this item.

The Committee received representations from Susan Haehnel, Oxfordshire Country Council Targeted Youth Support Service Manager concerning Agenda Item 13. Members were advised of the work of the Youth Support team and the current situation with services in Witney and West Oxfordshire.

Members asked a number of questions in order to gain further understanding of the support which could be provided, ages supported and the current waiting list.

Members.

The Committee thanked Susan for her time and the work already carried out by her team and extended an invitation to the two youth workers that cover Witney to attend a future meeting.

The Committee reconvened.

SC291 YOUTH SERVICES GRANT 2023

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 the report of the Deputy Town Clerk outlining the Youth Services Grant due to open for applications in August 2023.

Following the cessation of Got2B and the approach of the summer holiday period, Members agreed there was a need to be prepared to accept earlier grant requests in order to support young people that were losing this vital resource.

Members were in favour of a strategic meeting with the Oxfordshire County Council Youth Support Service, all authority Councillors, stakeholders and representatives to try and find a solution to the pressing and future needs; this would ensure funding was used wisely from varying sources.

Recommended:

1. That, the report be noted and,
2. That, funds are made available from the Youth Services Grant to provide a youth service in Witney during the summer holidays and,
3. That, this be considered at the meeting of Policy, Governance & Finance Committee on 19th June.

The member of the public left the meeting.

SC292 COMMITTEE TERMS OF REFERENCE

The Committee received and considered the report of the Deputy Town Clerk along with the Committee's current terms of reference.

The Deputy Town Clerk advised that there was no mention of "Youth Services" and all Members agreed it was important to include and asked that it be added as an additional point.

Resolved:

1. That, the report be noted and,
2. That, the Committee terms of reference be agreed and published including the following amendment to term a) To recognise the value and benefit of voluntary groups and endeavours within our community, including provision of youth services, supporting and helping to facilitate where possible.

SC293 COMMITTEE OBJECTIVES AND WORK PROGRAMME FOR THE MUNICIPAL YEAR

The Committee received and considered the report of the Town Clerk/C.E.O. concerning its objectives and work programme for the forthcoming year.

Members discussed the provision for bins, particularly the inclusion of dog waste bins to maintain a good appearance on council land. The Deputy Town Clerk confirmed the Council's bin policy which had been agreed in 2022 and additional bins on Town Council land could be considered.

In addition to reviving an Inclusivity & Diversity Panel, referred to later in the agenda, Members also agreed to establish a Health & Wellbeing Panel in order to provide support to the community.

Recommended:

1. That, the report be noted and,
2. That, the current objective and work programme be agreed and,
3. That, bin provision, the Inclusivity & Diversity Panel, and a Health & Wellbeing panel be added to the plan for further consideration by officers.

SC294 FINANCE REPORT

The Committee received and considered the report of the Responsible Financial Officer (RFO) which summarised the budgets under its remit, along with associated costs centres and codes.

Resolved:

That, the report be noted.

SC295 COMMUNICATIONS REPORT

The Committee received the report of the Communications & Community Engagement Officer.

Members discussed the merits of using a digital display board to communicate Council business; they agreed this was a more versatile method of communication. The council would be able to display much more information than it could via its conventional noticeboards and would capture anyone passing the Council office or waiting for a bus.

The Head of Operations & Estates explained the benefits of using a freestanding unit over that of a standard LCD display and also outlined the very low energy consumption associated.

All members agreed on the purchase of a digital display, a vote was taken in favour of the freestanding display with a result of 6 members for and 2 against.

Members then discussed the conventional noticeboards and were disappointed to hear of the vandalism of those at The Leys. All members were in agreement of the recommendations in the report to maintain and manage the boards, repairing and replacing accordingly.

The request for a storage solution for the Community events PA system was agreed by all members with the suggestion that one is purchased that does not require the internal padding to be altered or removed.

Recommended:

1. That, the report be noted and,
2. That, the resident's survey results be noted and,
3. That, a 50" freestanding digital poster display be purchased up to the value of £2,000, this being delegated to officers to proceed and,
4. That, repairs, replacement and management of noticeboards be carried out as identified in the report and,
5. That, lockable storage of the PA system be agreed and delegated to officers to procure and,
6. That, these purchases are made from the general reserve or from existing underspent budgets.

SC296 COMMUNITY ENGAGEMENT REPORT

The Committee received the report of the Communication & Community Engagement Officer outlining a significant number of plans for activity over the coming months.

Members requested that West Oxfordshire Community Transport be asked to participate in Car Free Day on 22 September, in addition to the suggestions outlined in the report.

Members would also like to see the term "Health & Wellbeing" used rather than "Mental Health" and that West Oxfordshire District Council be asked to support this important initiative.

Members discussed the proposal to re-launch an Inclusivity & Diversity webpage however thought the scope should be broadened to include Health and Wellbeing, establishing a Consultancy Committee in order to continually feedback into all Committees. Members also asked Officers to provide data on diversity within Witney.

The Deputy Town Clerk gave a verbal report on highlighting the Witney Twinning Association and their work with Le Touquet and Unterhaching in the Town Council window. A similar request had been received from the Youth & Schools Chaplain at St Marys Church who asked to promote Black History Month in October. All Members were happy to agree to these requests.

Resolved:

1. That, the report and verbal update be noted and,
2. That, officers launch the Creepy Crawly Safari Hunt during Big Green Week and,
3. That, the council proceeds with the plans and activities for Car Free Day 2023 and,
4. That, the council facilitates a Health & Wellbeing event on 10th October 2023 and,
5. That, Christmas competitions be launched as in previous years and,
6. That, the Christmas Lights Switch On event be agreed for 24 November, an indoor Christmas Market for local groups on the 25 November and Advent Fayre be held on 26 November 2023 and,
7. That, recommendation the Rotary Club of Witney manages and run the 24 November switch-on event with £2,000 grant funding from the council be approved and,
8. That, Councillor Joy Aitman represents the council at the Synolos Wellbeing meetings and reports back to this Committee and or Full Council and,
9. That, recommendation of the sum of £500 be made to Witney Vikings FC from the underspend of the coronation budget towards their Coronation Activity expenses be approved and,
10. That, the council agrees to sign up to the Community Safety Charter as outlined in the report and,
11. That, Members consider ideas to improve community engagement for discussion at the meeting of the Committee on 17 July 2023 and,
12. That, Officers give consideration to a plan to support Inclusivity, Diversity and Wellbeing and,
13. That, recommendation of the sum of £500 be given by way of a discretionary grant to support the Civic Drinks Reception marking the NHS 75th Anniversary on 5th July be approved and,
14. That, recommendation of a subsidised letting to value of £42.25 for the meeting of the Witney Forum at the Corn Exchange be approved and,
15. That, Witney Twinning Association and St Marys Church be allowed to use the Town Council window for a display.

SC297 IN BLOOM COMPETITIONS

The Committee received the report of the Communications & Community Engagement Officer regarding the annual In Bloom competitions and updates on community gardeners.

Members were pleased to see plans to promote Witney by way of rubbing boards at Witney Lake & Country Park and through the introduction of planting beds on the roads leading into the town.

Resolved:

1. That, the report be noted and,

2. That, a nature trail with rubbing posts be created at the Lake and Country Park as outlined in the report and,
3. That, work commences on the construction and implementation of the Welcome to Witney planters as outlined in the report.

SC298 WITNEY YOUTH COUNCIL

Members received the report of the Deputy Town Clerk relating to the reintroduction of a Youth Council. The Deputy Town Clerk explained by way of a verbal update the current aim was to establish a framework from which the youth council could be built.

Members discussed at length ideas on how best to approach young people within the community to ensure that a good representation is established. This could be by speaking directly to them at school assemblies, approaching churches, youth groups and other similar organisations or an Open Forum to include a broad a net as possible and ensure young people were included in the formation.

Members suggested that any task & finish group set up to establish the groundwork should be apolitical, which was agreed by others.

Recommended:

1. That, the report and verbal update be noted and,
2. That, a Witney Youth Council be re-established with a broad reach and,
3. That, a task & finish group be created with an invitation to join being made to all councillors at a meeting of the Full Council.

Councillor L Cherry left the meeting at 19:15pm during Item 12 - Witney Youth Council, due to a prior work commitment. She was replaced by the newly elected Vice Chair Councillor G Meadows.

SC299 BUS SHELTERS

Members received the confidential report of the Project Officer as well as a verbal update from the Deputy Town Clerk regarding Bus Shelters across the town.

Members were pleased to hear about the potential for additional infrastructure to be introduced, particularly with the additional environmental benefits from the use of sedum roofs.

Members were reassured to hear from the Head of Estates & Operations that council staff had sufficient capacity to maintain any additional shelters and that the additional cost of maintenance of shelters with sedum roofs was minimal.

Recommended:

1. That, the report and verbal report be noted and,
2. That, the Council agrees to the project as outlined in the report and delegates to officers to manage and implement the project.

SC300 DEFIBRILLATOR REVIEW & REQUEST FROM MADLEY HALL TRUST

The Committee received the report of the Operation Manager following a request from Madley Park Residents Association (MPRA) to take over the maintenance of the defibrillator located outside of Madley Park Hall.

Members expressed their support to take on the financial responsibility to ensure this vital resource remained in good order. They were hopeful that MPRA would carry out the weekly maintenance checks and provide the council with any requirements for consumables which would suit all parties.

Resolved:

1. That, the report be noted and,
2. That, the Council takes on the cost of funding the consumables for the Madley Park Hall defibrillator and,
3. That, MPRA take on the responsibility of the monitoring checks.

SC301 PROJECTS UPDATE

The Committee received the report of the Project Officer updating them on the Covid-19 memorial and Late Queen's Platinum Jubilee Garden Sundial legacy project.

Members discussed the additional funding required to complete the Covid-19 Memorial and all agreed to an additional £1,000 of budget as it was important to complete this project correctly and give it the respect due. The funds would allow inscription on the two stones – together and apart which told the story of the pandemic.

Members were disappointed to hear that the sundial had been subjected to vandalism and it was now no longer able to be used as measures to make it more vandal-proof had caused further damage. Members delegated to officers explore other options for its use somewhere in the town.

Recommended:

1. That, the report be noted and,
2. That, £1,000 additional budget is allocated to enable the carving of the Covid stones and,
3. That, officers explore a solution for the installation of the Sundial.

SC302 EVENTS REPORT

The Committee received the report of the Venue & Events Officer which provided details of events for the current year.

Members discussed the approach from Oxford Playhouse to host another outreach theatre event of The Leys. They believed this was an important free event which was well received last year. Members agreed a budget of up to £2,000 which the Town Clerk confirmed could be sought by the general account.

They also agreed that the request from the Coffee Shed for free use of the area outside the café for music performances should be approved on the condition that it does not infringe on any sports bookings that are to be played at The Leys.

Recommended:

1. That, the report be noted and,
2. That, a budget of £2,000 be allocated from the General Account for Oxford Playhouse outreach theatre at The Leys and,
3. That, the request from Coffee Shed for use of land adjacent to the pavilion be approved for their events.

The meeting closed at: 7.55 pm

Chair

STRONGER COMMUNITIES COMMITTEE

Date: Monday 17 July 2023

Title: Finance Report

Contact Officer: Responsible Financial Officer (RFO)

Should Members have any queries about this report advance notice would be appreciated, in writing, by 5pm on the Friday before the meeting to allow for a full response at the meeting.

BACKGROUND

Detailed income and expenditure statements for budgets which are the responsibility of this committee are enclosed; these are the management accounts for this committee. The period to which this report relates is 1 April 2023 to 31 May 2023.

For the Stronger Communities Committee, the following cost centres are in place. Cost centres, comprising three digits, typically representing a discrete service entity, to which income and expenditure is allocated against previously agreed revenue budgets.

For the Stronger Communities Committee, the following cost centres are in place:

Cost centre	Service
402	Community Infrastructure
408	Community Activities

Within each cost centre income and expenditure is then allocated to a four-digit nominal ledger code; these codes are common across the cost centres. Nominal ledger codes further define the costs associated with the cost centre and correspond to a specific type of account, such as materials or staffing costs. Codes commencing with “1” are income codes; codes commencing with “4” are expenditure codes.

A report is submitted to every ordinary meeting of the standing committees and previous reports are available on the relevant committee section of the website.

CURRENT SITUATION

Council financial years run from 1 April to 31 March following. Consequently, the management accounts to 31 May represent only the first two months of the 2023/24 year. Being so early in the new financial year means that the reports do not as yet yield much meaningful information but if there were significant variances against the agreed budgets these would be reported even at this early stage; as yet there are no such variances for this committee for 2023/24.

However, the following should be noted:

- Page 1: Community Infrastructure – expenses recovered (code 1052/402) £667 relates to payment to the Council for a memorial bench.
- Page 1: Community Infrastructure – grants received (code 1170/402). £4,020 relates to a grant from West Oxfordshire District Council in relation to Community Clean Up.
- Page 1: Community Infrastructure – donations received (code 1171/402). £2,300 relates to donation received from Town Hall Charity towards expenses relating to the Buttercross Clock.
- Page 1: Community Infrastructure – Christmas lights etc (code 4105/402). £14,302 relates to deposit payment for the 2023 display (40%).
- Page 2: Community Activities – Rotary Club grant for Carnival and Christmas lights switch on event. £2,100 paid from budget of £4,500 towards the Carnival. Note additional support by way of the subsidised letting of the Leys, amounting to £1,661.50 will show against Leys' expenditure (code 4110/202, Halls, Cemeteries and Allotments Committee July 2023/month 4).
- Report generally – from 1 October 2022 works recharges are across four nominal ledger codes,
 - a. Maintenance recharges are from cost centre 605, which is a cost centre under the responsibility of the Policy, Finance and Governance Committee. This includes the costs relating to the Town Council works team who were in post prior to the ground's maintenance contract being brought in-house on 1 October 2022. There are two recharge nominal ledger codes from this cost centre: 4896 – maintenance staff recharge and 4897 – maintenance overhead recharge, this being the non-staffing overhead/ running costs relating to the staff.
 - b. Grounds maintenance recharges are from cost centre 606, which is a cost centre under the responsibility of the Policy, Finance and Governance Committee. This includes the costs relating to the staff who were transferred to the Town Council from the previous ground's maintenance contractor on 1 October 2022. There are two recharge nominal ledger codes from this cost centre: 4894 – grounds maintenance staff recharge and 4895 – grounds maintenance overhead recharge, this being the non-staffing overhead/ running costs relating to the staff. As yet no recharges have been made during 2023-24 for cost centre 606 but this will be reflected in the report to the next meeting.

Note also:

1. There will always be an inevitable "lag" between expenditure being incurred and being shown in the accounts. Members may expect much higher expenditure to show when the next report comes to Committee in September 2023). In addition, with the introduction of the computerised purchase order system later in the summer this will mean that committed expenditure will be shown on future reports, improving the timeliness of financial information.
2. Expenditure is not necessarily incurred evenly over the course of the year. For example, most expenditure in relation to nominal ledger code 4025 (insurance) is incurred when the annual premium is paid. There will also be similar patterns on the income side such as football and cricket fees paid, which are seasonal.

ENVIRONMENTAL IMPACT

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

Officers are continually assessing the environmental impact of services and assets to ensure that where possible measures are taken to support the Council's climate declaration of carbon neutrality by 2028. This extends to the procurement of goods and services.

RISK

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

Members are reminded that collectively they are custodians of the public purse with most of the funding coming from the taxpayers of Witney. Therefore, Officers ensure they get best value, value for money, and comply with the Council's Standing Orders, Financial Regulations, and Procurement Policy.

FINANCIAL IMPLICATIONS

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

RECOMMENDATION

Members are invited to note the report.

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Detailed Income & Expenditure by Budget Heading Stronger Communities Committee 17 July 2023

Month No: 2

Management accounts to 31/05/2023

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Stronger Communities								
402 <u>COMMUNITY INFRASTRUCTURE</u>								
1052 EXPENSES RECOVERED	0	667	0	(667)			0.0%	
1170 GRANTS RECEIVED	3,345	4,020	0	(4,020)			0.0%	
1171 DONATIONS RECEIVED	1,667	2,300	0	(2,300)			0.0%	
COMMUNITY INFRASTRUCTURE :- Income	5,012	6,987	0	(6,987)				0
4014 ELECTRICITY	2,281	215	4,100	3,885		3,885	5.3%	
4017 CONTRACT CLEAN/WASTE	6,337	0	3,000	3,000		3,000	0.0%	
4025 INSURANCE	112	0	120	120		120	0.0%	
4035 BUS SHELTER MAINTENANCE	20	60	2,000	1,940		1,940	3.0%	
4036 PROPERTY MAINTENANCE	4,777	177	2,630	2,453		2,453	6.7%	
4037 GROUNDS MAINTENANCE	0	0	3,000	3,000		3,000	0.0%	
4038 OTHER MAINTENANCE	3	0	0	0		0	0.0%	
4039 HORTICULTURE	0	433	750	317		317	57.7%	
4040 ARBORICULTURE	11,943	0	20,000	20,000		20,000	0.0%	
4066 TREE REPLACEMENT	4,575	5,245	8,000	2,755		2,755	65.6%	
4067 Tree Survey	4,446	0	8,000	8,000		8,000	0.0%	
4105 XMAS LIGHTS, TREE & INFRASTRUC	39,071	14,302	44,000	29,698		29,698	32.5%	
4166 DEFIBRILLATOR EXPENDITURE	1,446	0	4,000	4,000		4,000	0.0%	
4200 STREET FURNITURE	2,170	41	1,000	959		959	4.1%	
4208 COVID-19 MEMORIAL	1,667	0	0	0		0	0.0%	
4210 CHURCH CLOCK	69	0	1,500	1,500		1,500	0.0%	
4215 IN BLOOM - INC SCHOOLS CHALLENGE	1,013	743	7,250	6,508		6,508	10.2%	
4491 TFR TO EARMARKED RES	34,750	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(23,730)	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	20,276	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	4,107	0	0	0		0	0.0%	
4891 AGENCY SERVICES RECHARGE	81,866	0	0	0		0	0.0%	
4892 C/S STAFF RCHG	13,858	2,499	17,967	15,468		15,468	13.9%	
4893 C/S O'HEAD RCHG	4,532	1,794	5,176	3,382		3,382	34.7%	
4894 GROUNDS STAFF RECHARGE	16,736	0	70,697	70,697		70,697	0.0%	
4895 GROUNDS O'HEAD RECHARGE	8,716	0	26,103	26,103		26,103	0.0%	
4896 MTCE STAFF RECHARGE	36,136	13,747	87,913	74,166		74,166	15.6%	
4897 MTCE O'HEAD RECHARGE	5,511	1,484	8,604	7,120		7,120	17.2%	
4899 DEPOT REALLOCATION	0	0	9,187	9,187		9,187	0.0%	
4990 CONTRN TO CCTV SCH.	10,000	0	10,000	10,000		10,000	0.0%	
5198 Deferred Grants Released	(1,038)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	3,672	0	0	0		0	0.0%	
COMMUNITY INFRASTRUCTURE :- Indirect Expenditure	295,323	40,739	344,997	304,258	0	304,258	11.8%	0
Net Income over Expenditure	(290,311)	(33,752)	(344,997)	(311,245)				

Detailed Income & Expenditure by Budget Heading Stronger Communities Committee 17 July 2023

Month No: 2

Management accounts to 31/05/2023

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
408 COMMUNITY ACTIVITIES								
1052 EXPENSES RECOVERED	386	0	0	0			0.0%	
COMMUNITY ACTIVITIES :- Income	386	0	0	0				0
4001 SALARIES	2,234	723	4,778	4,055		4,055	15.1%	
4002 ER'S NIC	233	74	502	428		428	14.7%	
4003 ER'S SUPERANN	485	157	1,037	880		880	15.1%	
4103 GRANT YOUTH COUNCIL	0	0	500	500		500	0.0%	
4104 GRANT CARNIVAL/XMAS ROTARY CLB	4,100	2,100	4,500	2,400		2,400	46.7%	
4106 GRANT - PLAY DAY	1,000	1,000	1,000	0		0	100.0%	
4109 BLUE PLAQUES	300	0	0	0		0	0.0%	
4111 WATER SAFETY/EDUCATION	0	0	2,000	2,000		2,000	0.0%	
4112 GRANT - WITNEY TOWN BAND	660	0	750	750		750	0.0%	
4141 EVENTS	6,174	94	9,000	8,906		8,906	1.0%	
4145 QUEENS JUBILEE (2022)	2,092	744	0	(744)		(744)	0.0%	
4146 KINGS CORONATION (2023)	1,431	1,739	3,000	1,261		1,261	58.0%	
4160 TOWN TWINNING	0	0	500	500		500	0.0%	
4161 TOWN TWINNING ROOM HIRE	0	0	500	500		500	0.0%	
4167 BUS SERVICE	21,000	0	21,000	21,000		21,000	0.0%	
4169 CHILDREN & YOUTH PROVISION	41,334	0	40,000	40,000		40,000	0.0%	
4170 ADVENT FAYRE	1,399	0	2,000	2,000		2,000	0.0%	
4491 TFR TO EARMARKED RES	13,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(5,340)	0	0	0		0	0.0%	
4892 C/S STAFF RCHG	55,431	9,996	71,867	61,871		61,871	13.9%	
4893 C/S O'HEAD RCHG	18,129	7,174	20,704	13,530		13,530	34.7%	
5199 Depreciation Charge to Service	98	0	0	0		0	0.0%	
COMMUNITY ACTIVITIES :- Indirect Expenditure	163,760	23,800	183,638	159,838	0	159,838	13.0%	0
Net Income over Expenditure	(163,373)	(23,800)	(183,638)	(159,838)				
Stronger Communities :- Income	5,398	6,987	0	(6,987)			0.0%	
Expenditure	459,083	64,539	528,635	464,096	0	464,096	12.2%	
Movement to/(from) Gen Reserve	(453,685)	(57,552)						
Grand Totals:- Income	5,398	6,987	0	(6,987)			0.0%	
Expenditure	459,083	64,539	528,635	464,096	0	464,096	12.2%	
Net Income over Expenditure	(453,685)	(57,552)	(528,635)	(471,083)				
Movement to/(from) Gen Reserve	(453,685)	(57,552)						

STRONGER COMMUNITIES COMMITTEE

Date: Monday, 17 July 2023

Title: Communications Report

Contact Officer: Communications & Community Engagement Officer

Background

The Council previously made a decision to outsource the website and to opt for the .gov template. Several providers were contacted to get quotes and a scope for the work.

Current Situation

Website

A preferred supplier was identified by Councillors, but despite two further emails there has been no response from them. The Communications & Community Engagement Officer has had follow up emails from other interested suppliers and proposes that quotes and further information should now be obtained from these companies.

This is a good opportunity for a review of the website including what information needs to be front page and obvious and for councillors to decide the scope, purpose and desired outcomes of the inclusivity and diversity page and how they will gather data or determine the success or otherwise of the page – what metrics will be measured? It needs to be both simple and agile so that it can be reconfigured to meet changing need and focus easily.

Newsletter

Following a prolonged busy period of events and staff training there has been a delay to the summer issue of the newsletter, but this should be going out at the end of the week commencing 17 July 2023.

Environmental impact

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

Risk

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

Financial implications

Described here or as stated in the report above.

Recommendations

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

1. That the Communications & Community Engagement Officer follows up the website outsource and redesign with other web design agencies and,
2. That Councillors make decisions about expectations and purpose of the Inclusivity and Diversity page in order to ensure it is used and useful. Members may like to consider delegating this to expediate the task.

STRONGER COMMUNITIES COMMITTEE

Date: Monday, 17 July 2023

Title: Community Engagement Report

Contact Officer: Communications & Community Engagement Officer

Background

At the last committee meeting Councillors were asked to consider ways in which Witney Town Council might improve engagement with different sections of the community that it has least success with engaging such as younger people. There has been a strategy meeting with heads of committees with that in mind and we are awaiting some suggestions to explore.

Minutes of the Witney Forum meeting held on 8 June 2023 are attached for information.

Current Situation

Youth Services Strategy Meeting

A Youth Services strategy meeting has also taken place where the Council heard from organisations that can either offer or already have services available that might be augmented or extended if funding and venues are available. It was pleasing to see so many organisations able to attend and willing to offer their time, volunteers and other resources to try to address gaps in provision, where identified.

The Town Council has built strong relationships with these groups over a period of time, and it is gratifying to see that they continue to come forward with all the diversity and experience they have to offer and generously give their own time and energy. They know and respect each other from many years of working side by side and show a great willingness to work together to make things happen for the town's young people. In that respect we are in a good position to make some advances.

The Deputy Town Clerk's report will have more details of what has been put forward. A Youth Council task and finish group meeting will also take place later in the summer.

Schools in Bloom/The Carnival

The Town Council had a very successful stall at the Carnival. It was one of the only interactive stalls and of course voting and pebble painting were completely free to do. There were some lovely conversations and comments, and everyone seemed to really enjoy what the Council was doing on the day.

However, the stand was large and much of the equipment was heavy or difficult to move, a large gazebo, tables, chairs, an A Board and sacks of rocks is a big ask. There needs to be more support to help with set up and takedown. Town Council community events can sometimes be on quite a big scale and would benefit from assistance from Councillors who could commit to being there a little before the start or after the finish (not both ends of the day).

Barrows of Love

The Communications and Engagement officer has also been considering better ways of enjoying the barrows once voting has taken place. Traditionally they are chained up near the depot on the Leys for members of the public to enjoy. Unfortunately, this requires the Council's already busy maintenance team need to water them and keep an eye on them to check for vandalism etc.

A future proposal is that once they have visited the Carnival the schools are invited to present their barrows to a care home in their catchment area so that the residents can enjoy them and tend them over the summer. This would be useful when there is an edible theme as they could make use of the produce as a bonus. Barrows of Love or Friendship is just a working title – perhaps Councillors would like to suggest something suitable for 2024.

The Council could then collect the barrows in autumn for storage ahead of the following year. Schools could follow up with a 'cards of kindness' project where those involved in creating the barrows write to the residents to explain what they planted and why so there is a story and some connection. The schools probably have existing relationships where they go in and sing at Christmas or have stay and play days.

There is a logistics and time implication in that the barrows are making an extra two journeys. Out to Schools, Back for judging, Out to Care Homes and Back for storage.

Councillor Engagement

A way of Councillors engaging directly with residents is currently being devised and is likely to be one Saturday morning a month at the 1863 Café Bar. Further details and publication will follow once preparations have been made.

Witney High Street – Public Engagement (added by the Deputy Town Clerk)

At the Full Council meeting held on 26 June, the possibility of town council engagement on the above subject was discussed. The County Council hopes to hold a series of public feedback exhibitions and stakeholder workshops later in the summer. Members are asked whether they would like to engage with the public and ask for ideas which can be fed into the initial discussions.

Environmental impact

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

Risk

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

Financial implications

Described here or as stated in the report above.

- Future changes to the In Bloom Competition can be covered from the existing budget.

Recommendations

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

1. The Barrow of Love change to the In Bloom competition for 2024.
2. If the town council asks the public for ideas ahead of the Witney High Street consultation.

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STRONGER COMMUNITIES COMMITTEE

Date: Monday, 17 July 2023

Title: Youth Services

Contact Officer: Deputy Town Clerk

Background

The Town Council has £40,000 budgeted towards youth services in the current fiscal year. In recent years this has been dispersed by way of grants to youth organisations providing new services or delivering specific projects in Witney.

1. At the last meeting of this Committee on 12 June, it was resolved that funds were made available from the Youth Services Grant to provide a youth service in Witney during the summer holidays and,
2. That, this be considered at the meeting of Policy, Governance & Finance Committee on 19th June.

Current Situation

At the meeting of the Policy, Governance & Finance Committee on 19 June, it was resolved that up to £10,000 of the budget could be earmarked for potential summer youth services following the closure of Got2B CIC. The actual amount would be determined following a strategic meeting of youth service providers.

The above meeting was held on 6th July and a list of services on offer was compiled and further ideas or suggestions were sought (minutes are attached as **Appendix A**). At the time of writing, a follow-up meeting is planned for 12th July and a verbal update will be provided by Officers/Members at this Committee meeting. From the discussion, the West Oxfordshire District Council 'Youth Needs Assessment' report was provided with an accompanying summary of Witney data. These are attached as **Appendices B & C**.

With regard to the remaining amount of the budget, a sum of £2,400 has been earmarked to a forest school training project at Witney Lake & Country Park. Members must decide whether they want the youth grant scheme to run as before, with applications open from 1 August-1 September, or to think more strategically on how to utilise the budget. For example, other parish and town councils have successfully recruited full and part-time youth services staff to provide and deliver an active programme of engagement with the community, to provide better life chances for young people.

The type of support offered could include; assisting with the developing youth council, working with local schools to provide targeted support, supporting children new to Witney from another country, supporting children inside the town with poor mental health and/or low self-esteem, supporting children back into school with behavioural difficulties, supporting parents, holding targeted fun youth events across the town.

If this last option were to be favourable, a fully costed job description, specification and remuneration would need to be considered by the Personnel Sub-Committee.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 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.

By not running the youth grants scheme, some local organisations may struggle to find alternative funding for the forthcoming year. The scheme has been oversubscribed in recent years and although the Council has a discretionary grants scheme, these funds would not cover the amounts usually requested.

By employing a dedicated youth services employee, funds would be paying for a service under the remit of another authority. However, the Council would have a direct opportunity to oversee youth work in the town.

Financial implications

Described here or as stated in the report above.

- The Youth Services budget is £40,000.
- Up to £10,000 of this has been allocated to summer services (may not all be expended).
- £2,400 has been allocated to a further youth project.

Recommendations

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

1. Whether the youth services grants scheme should open on 1st August or,
2. Whether the Council should think more strategically about ongoing youth services in the town and employ a dedicated employee to this task.

WITNEY SUMMER YOUTH SERVICES MEETING
Witney Town Council

Held on Thursday, 6 July 2023, 3.30pm via Microsoft Teams

Present:

Councillor J Aitman (Chair) WTC/WODC

Others:	Councillor R Smith	WTC/WODC
	Councillor L Cherry	WTC
	Councillor K Godwin	Carterton TC
	Heather McCulloch	WODC
	Adam Clapton	WTC
	Polly Inness	WTC
	Iain Bilton	Abingdon & Witney College
	Jason Huffadine	Witney Community Church
	Susann Haehnel	OCC
	Lauren Jacobs	APCAM
	Ali Rice	Witney Community Church
	Nicky Morley	Thames Valley Police
	Helen Murray	Thames Valley Police

WELCOME

The Chair, Cllr J Aitman, welcomed all attendees and advised the meeting had been called as the town council was concerned about young people in the town and support/services in place for them during the summer and beyond.

It was hoped the meeting would confirm what was available, whether it be detached youth work or other activities, and ascertain where the local authorities could assist.

INTRODUCTIONS

Short introductions from attendees were given.

YOUTH SERVICES – SUMMER & BEYOND

Attendees were advised the PCSOs had been into schools, speaking to year 5 and 6 students, and sporting activities during the summer seemed to be preferred over traditional youth group meetups. Others noted that many young people had grown up not knowing what a youth club was and there were different issues for differing ages of young people. Boredom was a likely factor in 11–15-year-olds which then could lead to ASB in some older teens.

In response to a question, it was confirmed the purpose of the meeting was to gather information on what was available and identify where gaps might be, if any. The departure of Got2B CIC as a detached youth worker service had been a real loss to the community and it was difficult to assess this impact would have. Young people were referred to them, but they also went out and got to know the young people through formal and informal means, particularly at The Leys. During previous summers they had held various activities so young people knew where to go for support.

Updates on activities, events and youth work being offered were provided by Witney Community Church, APCAM and West Oxfordshire District Council, the latter including the HAF and You Move programmes, but there was still concern that individuals who needed support the most were being missed and wouldn't access the established and formal activities on offer. An attendee suggested there was not enough being done to engage with young people on the internet. Social Media was where they communicated after the Covid-19 Pandemic.

A representative from OCC advised they ran a targeted youth support service and there was a specific offer in West Oxfordshire. There could be some work over the summer but there were only two youth workers and there was annual leave in the team across the summer. They could offer support alongside other partners and were happy to do some transition work with Got2B, but they needed to know what else was needed and being offered.

A representative from WODC advised they had an overview of community services across the District but there was no dedicated young person resource. There had been a massive impact on the young after Covid, along with cuts and under investment in vital infrastructure. There were positive contributors which were small scale, disconnected and only working in certain areas. A long-term solution was needed from a weak starting point to avoid a further lost generation. Everyone in the meeting was motivated to find a solution and there was a responsibility to act and be adventurous with ideas. WODC had carried out a Youth Needs Assessment – 3,000 young people had engaged, with about 1,000 of those in Witney. The documentation was being analysed to see what could be done. Some work had already taken place with the Witney data which could be shared.

All agreed a proactive, strategic approach was needed for a long-term solution and the evidence from the Youth Needs Assessment would help with that aim. In the meantime, an information gathering exercise was required to bring together the current offers mentioned at the meeting, along with ideas and suggestions for other services. This should include all of the items discussed, including additional leisure centre use, potential meetings on Church Green after school, and offers to help publicise and fund additional activities.

A central repository would be needed and arranged by Witney Town Council and the findings could be discussed in a follow-up meeting.

Cllr Aitman thanked everyone for joining the meeting and for providing information and ideas.

Actions:

Summer 2023

- Compilation of an activity/events programme showing what is available this summer. This should also include ideas and suggestions for other services. It would help everyone decide what was achievable and to see where gaps were.
- Dissemination & publication of the above.

Beyond Summer 2023

- A Strategic plan. A pro-active not reactive, co-ordinated approach by all.

The meeting closed at: 4.50 pm

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STRONGER COMMUNITIES COMMITTEE

Date: Monday, 17 July 2023

Title: Litter & Dog Waste Bins Review

Contact Officer: Deputy Town Clerk

Background

At a meeting of this Committee held on 30 May 2022, the following resolution/policy was made in respect to bin emptying and provision of new litter and dog bins on town council land (minute SC263 refers),

1. That, bin emptying on town council land is taken over in its entirety by Witney Town Council and,
2. That, the Town Council considers requests for new or additional litter and dog waste bins on its land, differentiation made on each with separate bins as appropriate and,
3. That, requests for any bins on West Oxfordshire District Council land are forwarded to them to deal with, the town council declining such requests and,
4. That, requests for bins in other areas are not the responsibility of the Town Council and in line with the District Council's policy on bins in residential areas, will be declined and,
5. That, the above be reviewed in the next Council year to ascertain the current position.

The resolution was in response to a high number of requests from residents to install new bins following removal of many by West Oxfordshire District Council as part of its programme to streamline emptying and provide dual litter/dog waste bins. Further background information can be found in the report to that Committee meeting which is attached as **Appendix A**.

Current Situation

A year on and the town council is still receiving complaints from exasperated residents regarding the loss of bins across the town and requests for them to be re-installed, usually forwarded by the District Council. There are some District Council maintained bins which remain on town Council land, mainly at The Leys which tend to overflow during busy periods and other areas which had dog waste bins where mess is left on the floor.

The current map of District Council maintained and emptied bins can be seen by clicking on this link <https://shorturl.at/djyT6>

The town council has installed a number of bins on its land, predominantly at recreation grounds and plans to install more during the summer in line with the agreed policy. A current map of Town Council maintained bins is attached as **Appendix B**. The emptying of bins installed by the town council is in-house, as opposed to the District Council collectors.

Official bin requests falling outside of the above policy are listed in **Appendix C** for information.

Environmental impact

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

The town council is conscious of recycling waste as much as possible and has retained segregated bins on its land for general litter.

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.

No Council has a statutory duty to install and empty waste bins. The Town Council does so on its land for the benefit of users.

Financial implications

Described here or as stated in the report above.

- The Council has a Property Maintenance budget (4036/402). The annual budget for this centre/code currently stands at £2,600 and includes other street furniture procurement such as bus shelters.
- The cost of emptying of bins falls within the Grounds Maintenance recharges and waste charges and the actual amounts will be available once a full year's cycle of undertaking the GM work has taken place.

Recommendations

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

1. Re-affirming the above policy for new litter and dog waste bin requests and,
2. Continuing to invest in bin infrastructure on town council land.

STRONGER COMMUNITIES COMMITTEE

Date: Monday, 30 May 2022

Title: Litter & Dog Waste Bins

Contact Officer: Deputy Town Clerk - Adam Clapton

Background

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

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

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

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

Current Situation

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

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

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

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

Environmental impact

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

Risk

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

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

Financial implications

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

Recommendations

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

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



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<u>Road Name</u>	<u>Location</u>	<u>Date Requested</u>
Cogges Hill Road	Bus Stop (Stop ID: oxfatjaj)	19/06/22
46 Burford Road	Along main road	04/11/22
Burwell Shops	Burwell Drive used to be 3 now only 1	14/11/22
Springfield Oval	On the green area	22/11/22
Cogges Hill Road	Bus Stop (Stop ID: oxfatjaj)	08/12/22
Sainsbury's Witan Way	Bus shelter	09/01/23
Oxlease Recreation Field	Bin under Oak Tree on Concrete Slab	15/02/23
Smarts Market Square	Additional in Market Square	01/03/23
Farmers Close	To service walkers (From Hailey road etc) using Woodgreen and Farmers Close	28/06/23

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STRONGER COMMUNITIES COMMITTEE

Date: Monday, 17 July 2023

Title: Bus Shelters

Contact Officer: Deputy Town Clerk

Background

At the previous meeting of the Committee, Members were made aware of a project being undertaken by Oxfordshire County Council, in conjunction with its partner Externiture, to provide more accessible bus shelters in Witney.

A site visit was conducted which identified the shelters most in need of replacing and pictures can be seen in **Appendix A**. The area listed in Ducklington Lane was identified as a site for a bus shelter, but remedial work has to be carried out first and therefore is not included in this scheme.

Current Situation

At the Full Council meeting held on 26th June an update was provided and agreement was given to allocate funds towards the project to replace the shelters. Following further discussion and information, the scope of this project includes the following:

Replacement of three current bus shelters and provision of one new one at:

- Staple Hall/Newland - 3 bay half end panel shelter as Picture 1
- Thorny Leys (Northbound) - double front entry as Picture 2
- Thorney Leys (Southbound) - 2-bay full end panel as Picture 3
- High St (outside Densham's) – 4 bay two entrances at the rear and at the front – Pictures 4 & 5 give an idea of size.

**Please note the pictures are not the exact shelters having but show the configurations.*

Externiture are the County Council's supplier of bus shelters and there is no option of installing shelters with advertising boards as part of this project. The Council could choose to install 'double royal poster cases' (635mm x 1016mm) in each at a further cost. They are secured with an Allen key and could be used to list nearest defibrillators, toilets and other Council communications. The case can be seen on the final page of Appendix A.

New or additional toast/loop cycle racks and bins could also be installed at the same time as the shelters, but this would be a further cost. However, the installation costs would be reduced as it would be completed as the larger project.

If agreeable, a final point is the shelter's colour. Generally, shelters are corporate black/grey, but the contractor advises "many authorities are going to shelters with a contrasting mid rail, seat and poster case as it is very helpful for those with visual impairment, those with issues like early onset dementia and are seen to be more obvious making passenger transport more noticeable. You can have any

standard RAL colour, usually it is a darker colour for the shelter and a contrasting lighter colour for the seat, mid rail and poster case.”

Environmental impact

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

The provision of new and additional public transport infrastructure would help towards the Council’s green and active travel aspirations.

The contractor has confirmed that all four shelters will have sedum roofs.

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.

This is a large financial outlay but does deliver four replacement bus shelters for the town which the town council does not have the full funds to cover. The opportunity to take advantage of this project may not be possible again in the near future.

The shelter proposed for Newland is the same anti-vandal style as the one at Burwell precinct.

Financial implications

Described here or as stated in the report above.

- The cost of installing four bus shelters in the locations is £49,010.52 and Witney Town Council is being asked to contribute £7,010.52 towards this with Oxfordshire County Council funding the remaining amount.
- Once installed the Town Council will be responsible for continuing maintenance within its maintenance budgets.
- The cost of a double royal poster case, fitted, is approximately £400. To install in each shelter would be approximately £1,600.
- The cost of individual cycle racks range between £50-100 and toast racks £150-300.
- As previously advised, there is no budget for these works so to cover the approximate cost of all the above will be £10,000. This would be afforded from the substantial Community Infrastructure earmarked reserve (EMR).

Recommendations

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

1. Whether to accept the project as presented and,
2. Confirm the allocation of funds from the Community Infrastructure EMR of approximately £10,000 or lesser amount if optional extras are not included and,
3. Whether to request contrasting colours of the shelter and delegate this to Officers to pursue.

Adam

Site visit pictures

1. High Street

Rear access is really key to this one as you can see there isn't enough space for a wheelchair/buggy to get inside the shelter or round the side for easy boarding. Would really be a bigger shelter than a 4 bay but we are so restricted by everything else in the area



2. Staple Hall



3. Thorney Leys northbound



4. Thorney Leys southbound



5. Ducklington Lane – this is one for OCC Highways to rectify – it isn't a shelter site



This is a double royal poster case fitted into an upper shelter panel. Ignore the blue one looking a bit odd, it is on a site so was not fully completed but shows the poster case. OCC don't use them but once you venture outside the county line you will see they are used everywhere





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