

Full Council Meeting of Witney Town Council



Monday, 31st July, 2023 at 7.00 pm

To members of the Full Council Committee - O Collins, G Meadows, J Aitman, T Ashby, D Enright, R Smith, D Temple, A Bailey, L Cherry, R Crouch, G Doughty, J Doughty, D Edwards-Hughes, D Newcombe, J Robertshaw, S Simpson and J Treloar (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.

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

3. Minutes (Pages 5 - 12)

To approve and adopt the minutes of the Council Meeting held on 26 June 2023 in accordance with Standing Order 18 including questions on the minutes as to the progress of any item.

4. Public Participation

The meeting will adjourn for this item.

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

5. **Witney Community Policing Issues**
To receive an update from the Witney Police Team (if appropriate).
6. **An Update from Witney Oxfordshire County Councillors and West Oxfordshire District Councillors**
To receive a short verbal update from Oxfordshire County Councillors representing Witney Wards and West Oxfordshire District Councillors.
7. **Report Back from the Councillors on the Work with External Bodies where they serve as the Town Council's Nominated Representative**
To receive a short verbal update from councillors who sit on external bodies where they serve as the Town Council's nominated representative.
8. **Minutes of Committees and Sub Committees**
To receive and NOTE the RESOLUTIONS in the minutes of the meetings held between 3 July and 25 July 2023, and agree the RECOMMENDATIONS contained therein.
 - a) Climate, Biodiversity & Planning Committee - 4 & 25 July 2023 (Pages 13 - 26)
 - b) Parks & Recreation Committee - 3 July 2023 (Pages 27 - 30)
 - c) Halls, Cemeteries & Allotments Committee - 10 July 2023 (Pages 31 - 34)
 - d) Stronger Communities Committee - 17 July 2023 (Pages 35 - 40)
 - e) Policy, Governance & Finance Committee - 24 July 2023 (Pages 41 - 48)
9. **Civic Announcements** (Pages 49 - 50)
To receive the report of the Mayor & Mayor's Secretary.
10. **Vandalism & Health and Safety** (Pages 51 - 54)
To receive an update on health and safety items (if applicable) and a spreadsheet showing the latest vandalism to Council property.
11. **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.
12. **Correspondence**
To receive any correspondence received (if applicable).
 - a) Oxfordshire County Council - Shores Green Slip Roads Planning Approval Notification (Pages 55 - 56)
 - b) Oxfordshire County Council - Approval of the re-phased HIF2 A40 Improvements Programme Notification (Pages 57 - 58)
13. **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.
14. **Sealing of Documents**
To receive details of documents sealed by the Council (If applicable).

15. **Exclusion of Press & Public**

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

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

16. **Major Strategic Projects** (Pages 59 - 68)

To receive a confidential verbal update from Officers, if appropriate.



Town Clerk

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Agenda Item 3

MEETING OF THE WITNEY TOWN COUNCIL

Held on Monday, 26 June 2023

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

Present:

Councillor G Meadows (Chair)

Councillors:	J Aitman	R Crouch
	T Ashby	G Doughty
	D Enright	J Doughty
	R Smith	D Edwards-Hughes
	D Temple	J Robertshaw
	A Bailey	S Simpson
	L Cherry	
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Deputy Town Clerk
	Nigel Warner	Responsible Financial Officer
Others:	None.	

337 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors O Collins and J Treloar.

338 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers.

339 MINUTES

The minutes of the Annual Council meeting held on 17 May 2023 were received.

Resolved:

That, the minutes of the Annual Council meeting held on 17 May 2023 be approved as a correct record of the meeting and be signed by the Chair.

340 PUBLIC PARTICIPATION

There was no public participation.

341 WITNEY COMMUNITY POLICING ISSUES

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

The update advised reported crime and anti-social behaviour was low in Witney. There were ongoing operations at Marriott's Walk and increased patrols at Witney Lake where swimming was still occurring. There had been a social media campaign around water safety so it was disappointing the message was not getting through to some but there were no powers to stop people entering the water, education was the main tool at their disposal.

The Council was also advised there had been fewer issues with drugs recently and dealers were being targeted to resolve any long-standing issues. There had been a recent breakthrough with bike thefts which it was hoped would impact the frequency of this crime.

In response to questions from members, Inspector Ball advised he was aware of the metropolitan police move to step back from mental health call outs, but it was too early to advise how this would affect local policing. The emergence of class A drugs was being dealt on locally, and the ongoing issues regarding cars at Tungsten Park appeared to be under control. There were other ongoing operations in the town with new PCSO's working with others to address the problems. Members also heard a new restructuring was currently only affecting the senior level of service and he had only positive news about potential further PCSO and PC positions.

Finally, Inspector Ball advised Councillors to be mindful of the information appearing on social media which was not always factually correct.

Members thanked the local policing team for their work in the community.

Resolved:

That, the verbal update be noted.

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

Oxfordshire County Council

Cllr Enright advised the Council was working on a charter which would establish new relationships between all council levels, this would refresh existing relationships and build new partnerships.

Tree policy – The Council was actively committing to drive an initiative called Canopy for Oxfordshire which would plant 200k trees over the County in the next decade and which needed to be in partnership with the town councils.

High Street Consultation/Engagement Exhibition – This would be launching at the end of the summer as a team was being recruited to deal with the project. There was agreement the process had taken too long, and the town council should be involved. It was suggested the town council should develop its own ideas over the next Committee meetings cycle.

West Oxfordshire District Council

Cllr J Aitman reiterated the lack of youth services across West Oxfordshire; the District Council had a working group as there was nothing in place for the summer. A plan was being drawn up, but it was part of a wider funding issue.

Play Areas – The District Council was pleased the play parks currently in their ownership would be transferred to the town council imminently. It was hoped other parish councils would follow suit. It had been a hard process and compliments were expressed to all those involved.

Food security – A successful open day had been held at the Witney foodbank, the simple issue was that there were more people, less food, and less money available. It was hoped there would be a decline in the number using them, but it appeared to be getting worse. The District Council had grants to ensure families were fed and supported.

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

Witney Town Charity

Cllr Aitman advised that WEF, Witney Town Charity and Cogges Welfare Trust were all dealing with similar issues and helping families where they could. The Town Charity in particular were broadening their reach beyond the supply of white goods. They had recently provided accommodation for another group at Church Green.

Witney Educational Foundation (WEF)

Cllr Aitman advised there were many parents applying for grants towards school uniforms, and school trips which the charity was assisting with.

344 **CLIMATE, BIODIVERSITY & PLANNING COMMITTEE - 18 APRIL, 2 MAY, 23 MAY & 13 JUNE 2023**

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 18 April, 2 May, 23 May and 13 June 2023 be received, and any recommendations therein approved.

345 **PARKS & RECREATION COMMITTEE - 22 MAY**

The Vice 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 22 May 2023 be received, and any recommendations therein approved.

346 **HALLS, CEMETERIES & ALLOTMENTS COMMITTEE - 5 JUNE**

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

Resolved:

That, the minutes of the Halls, Cemeteries & Allotments Committee meeting held on 5 June 2023 be received, and any recommendations therein approved.

347 **STRONGER COMMUNITIES COMMITTEE - 12 JUNE**

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

SC298 – Witney Youth Council. The Deputy Town Clerk asked for nominations to a Youth Council task and finish group, tasked with establishing the framework for a new Witney Youth Council.

It was proposed and agreed the membership should be Councillors G Meadows, R Smith, S Simpson, J Aitman and L Cherry.

SC299 – Bus Shelters. The Deputy Town Clerk advised a final list of new and replacement shelters had been provided to officers and that a contribution was being requested from the town council. The RFO confirmed funds could be covered from the Community Infrastructure earmarked reserve and Members were in favour of agreeing as the project would be beneficial to Witney. There were, however, several concerns on the siting of shelters near residential properties and a query on whether advertising could be included, so Members requested officers contact the County Council to discuss further ahead of the next meeting.

Resolved:

1. That, the minutes of the Parks & Recreation Committee meeting held on 22 May 2023 be received, and any recommendations therein approved.
2. That, membership of the Youth Council task and finish group should consist of: Councillors J Aitman, L Cherry, R Crouch, S Simpson, and R Smith.
3. That, £7,000 be agreed to help facilitate further bus shelters in Witney, subject to further discussion.

348 **POLICY, GOVERNANCE & FINANCE COMMITTEE - 19 JUNE**

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 19 June 2023 be received, and any recommendations therein approved.

349 **ACCOUNTS & AUDIT (ENGLAND) REGULATIONS 2015 - ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2022/23**

The Council received the report of the Responsible Financial Officer (RFO) concerning the Annual Governance & Accountability Return (AGAR) 2022/23 under its obligations to the Accounts & Audit (England) Regulations 2015, along the final report of the Council's internal auditor.

In his report the RFO pointed out that Members took a collective responsibility for ensuring there was a sound system of internal control in order to agree Section 1 – Annual Governance Statement. It was recommended by officers that all measures were in place, and it could therefore be agreed and signed at the meeting.

The Accounting Statement formed section 2 and officers recommended it should be agreed and adopted. The remainder of the report was for information; Section 3 would be submitted to the external auditor with supporting information and would be an analytical review concentrating on variances year on year, or above a certain percentage. The general public would have the right to inspection the documents which would be published before 1 July.

Members were advised the final section, which included the unaudited financial statements was to note and showed transparency to electors, while not being subject to the audit. It was the cash sheet which summarised the various cash reserves and he was pleased to report the Council was in good shape financially.

The Leader of the Council thanked officers for their diligence and in presenting the information in such an accessible format.

Resolved:

1. That, the report be noted and,
2. That, the Annual Governance Statement at Section 1 of the Annual Return for the year ended 31 March 2023 be approved, and formally adopted by the Council and,
3. That, the Statement of Accounts at Section 2 of the Annual Return for the year ended 31 March 2023 be approved, and formally adopted by the Council and,
4. That, in light of the above the Annual Governance & Accountability Return (AGAR) for 2022/23 be formally agreed and adopted by the Council and,
5. That, the unaudited Financial Statements for the year ended 31 March 2023 be noted.

350 **CIVIC ANNOUNCEMENTS**

The Council received the report of the Mayor's Diary Secretary which listed the civic engagements of the Mayor & Deputy Mayor since the last meeting.

The Deputy Mayor & Chair advised there had been lots of events in the first month. The events she had attended were lovely community events including the Witney Colour run, Witney Pride march & festival and a Witney Town Band concert which showcased talented musicians and children. Earlier that day, a new 216 bus service to the supermarkets run by West Oxfordshire Community Transport had commenced and she had been in attendance. The new service would benefit many residents.

A Member noted the fantastic coronation events on the list which had been well attended at the very start of this administration's term.

Resolved:

That, the report be noted.

351 **COMPLIMENTS & COMPLAINTS**

The Council received the report of the Deputy Town Clerk which outlined complaints, comments and compliments received since the last report in November/December 2022.

Members were pleased to see the report and compliments, especially regarding football as everyone had worked hard to build a relationship with the clubs.

It was confirmed that a report on the potential use of pesticides to deal with problematic vegetation and weeds, noted in the report, would be come back to Council before agreement.

Resolved:

That, the report be noted.

352 **VANDALISM & HEALTH & SAFETY**

The Council received the report of the Operations Manager concerning health & safety issues and vandalism since the last meeting.

Members were particularly disappointed with the removal of lifesaving equipment from the Witney Lake area and commended staff on being so open about this on social media.

A question was raised regarding the possibility of CCTV in the Lake area, but it was advised the current scheme was only for the town centre which the town council contributes financially to. It was previously explored at The Leys, but any items have to be operable with the current and slowly emerging new District Council/police scheme.

Members were keen to stress that the vandalism was not always caused by young people and the Council needed to review strategies for all ages and creating healthy spaces for the young.

Resolved:

That, the report be noted.

353 **COMMUNICATION FROM THE LEADER**

The Leader of the Council advised there were two meetings planned in the coming weeks which would help shape the new administration.

The first was a Strategic Meeting with Committee Chairs being held later in the week. Its purpose was to initiate scoping of a strategic plan for the Council's four-year term. Members were encouraged to provide any ideas ahead of the meeting.

The second was a workshop planned for Tuesday 7th July at 6pm. Training was available to Councillors, but many were unable to take advantage due to work commitments. This workshop was an in-house session which would cover roles & responsibilities, how to get the most out of being a Councillor and how everyone could work effectively together for the benefit of Witney.

Resolved:

That, the communications above be noted.

354 **TOWN CRIER - ACCEPTANCE OF FOUR-YEAR TERM**

The Council received correspondence from the Town Crier confirming acceptance of the position for the four-year Council term.

Resolved:

That, the correspondence be noted.

355 **DRAFT HEADS OF TERMS FOR THE LEASEHOLD OF MADLEY PARK PLAY AREA FROM WEST OXFORDSHIRE DISTRICT COUNCIL**

The Town Clerk presented draft Heads of Terms for Madley Park Play Area and noted advised they had already been to the Parks & Recreation Committee.

A lease would be provided once they had been returned to the District Council. It was part of a bigger piece of land and there was still an objective in taking over management of the playing fields with others, so it was likely to be a short-term lease to allow realignment with the other land in 2029.

Resolved:

That, the report be noted.

356 **DRAFT HEADS OF TERMS TO TRANSFER THE FREEHOLD OWNERSHIP OF RALEGH CRESCENT PLAY AREA FROM WEST OXFORDSHIRE DISTRICT COUNCIL**

The Town Clerk presented draft Heads of Terms for Raleigh Crescent Play Area.

There was a question on the wider area of recreational land and MUGA with the first being linked to a wider playing pitch strategy. It was hoped these further pieces would be transferred in the future once they were suitable, but the play area was the first parcel, and the town council held a financial interest due to the play area refurbishment which had already been completed.

The Town Clerk confirmed the future of the remaining parcels was reliant on developer funding and what would fit on the area, so negotiations were ongoing. Once transferred, the town council would be responsible for maintenance, this cost being included in future budgets and therefore precept setting.

Resolved:

That, the report be noted.

357 **QUESTIONS TO THE LEADER OF THE COUNCIL**

There were no questions for the Leader.

358 **SEALING OF DOCUMENTS**

There were no documents sealed.

The meeting closed at: 8.13 pm

Chair

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

Held on Tuesday, 4 July 2023

At 6.00 pm in the Virtual Meeting Room via Zoom

Present:

Councillors:	G Meadows R Smith J Aitman	J Robertshaw S Simpson
Officers:	Adam Clapton Derek Mackenzie Claire Green	Deputy Town Clerk Senior Administrative Officer & Committee Clerk Administration Support - Planning & Stronger Communities
Others:	0 members of the public.	

P369 APOLOGIES FOR ABSENCE

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

P370 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

P371 PUBLIC PARTICIPATION

There was no Public Participation.

P372 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.

P373 **ADDRESS MANAGEMENT - NEW DEVELOPMENT AT THE CROFTS, WITNEY**

The Committee received the request from West Oxfordshire District Council address management team regarding the naming of what was previously know at St Marys Court to be named Rosser Court/House.

Members discussed the proposal and felt the suggestion that a 20-year rule on naming streets or places after deceased individuals should be waived would potentially set a difficult precedent. If the District Council wished to proceed it would do so without the support of the Town Council.

Resolved:

1. That, the correspondence be noted and,
2. That, a response be submitted requesting an alternative name to be considered or for the continued use of St Marys Court.

P374 **AIR QUALITY ACTION PLAN CONSULTATION**

The Committee welcomed the consultation on the Witney Air Quality Action Plan, noting the last AQMA report was in 2005. Members asked that that the following comments be submitted:

- Requirement for more data on vehicle types passing through Witney.
- Survey of Log burning stoves to discover the level that are exempt from the list of non-desirable devices.
- Survey of the level of engine idling, hotspots and for anti-idling to be highly prioritised within the framework
- A visual display to be erected to show real time carbon emissions in congested areas, such as Bridge Street in order to increase public awareness.

Members also noted that there weren't references to help reduce the reliance on polluting generators for mobile food outlets, like ice cream vans and coffee vans. The District Council promoted street vendors within the town, however these traders often had generators that were detrimental to air quality in the area. There were newer, less polluting technologies available, and this plan should be encouraging that.

Overall, members felt this was a good start after several year hiatus and they encouraged focused goal and target setting along with raising awareness.

Resolved

1. That, the report be noted and
2. That, a response be submitted outlining the above comments and
3. That, individual members were encouraged to submit a personal response.

P375 **BOTLEY WEST SOLAR FARM - SCOPING REQUEST**

The Committee received correspondence regarding the submission of a Scoping Report by the developers of the Botley West Solar Farm scheme along with a verbal update from the Deputy Town Clerk.

Members considered the information provided and discussed if it was appropriate to submit additional comments.

Members unanimously agreed that any submission should wait until the full planning application was submitted, and a consultation raised by West Oxfordshire District Council which was expected to be in September 2023. This would allow sufficient time to canvas the options of Witney residents and assess the impact the scheme would have on Witney as currently none of the development fell within the wards of Witney.

Resolved:

That, the correspondence be noted.

P376 **APPLICATION FOR MINOR VARIATION OF PREMISES LICENCE FOR SAINSBURYS SUPERMARKET**

The Committee received the application from Sainsburys Supermarket, Witan Way, OX28 4FF for a minor variation of a premises licence under the Licencing Act 2003.

Resolved:

That, the Town Council has no objection to this application.

The meeting closed at: 6.46 pm

Chair

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Witney Town Council

Planning Minutes - 4th July 2023

372

372- 1 WTC/099/23 Plot Ref :-23/01303/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 20/06/23
Location :- 21 HERON DRIVE Date Returned :- 05/07/23
HERON DRIVE
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.

372- 2 WTC/100/23 Plot Ref :-23/01308/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 21/06/23
Location :- 15 COTSWOLD MEADOW Date Returned :- 05/07/23
COTSWOLD MEADOW
Proposal : Erection of a timber gazebo.
Observations : Witney Town Council has no objections regarding this application.

372- 3 WTC/101/23 Plot Ref :-23/01132/FUL Type :- FULL
Applicant Name :- . Date Received :- 21/06/23
Location :- MULBERRY HOUSE Date Returned :- 05/07/23
9 CHURCH GREEN
CHURCH GREEN
Proposal : Construction of a self-build dwelling, demolition of existing outbuilding and erection of new outbuilding.
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage. Whilst the development is small, Members expressed concern that loss of green space on the site may cause increased flood risk locally. Members ask that a SUDS strategy and mitigating measures are demonstrated, to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.

372- 4 WTC/102/23 Plot Ref :-23/01440/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 21/06/23
Location :- 22 CHERRY TREE WAY Date Returned :- 05/07/23
CHERRY TREE WAY
Proposal : Erection of single storey rear extension.
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West

372- 5 WTC/103/23 Plot Ref :-23/01307/ADV Type :- ADVERTISIN
Applicant Name :- . Date Received :- 21/06/23
Location :- 1 TUNGSTEN PARK Date Returned :- 05/07/23
COLLETTS WAY
Proposal : Erection of a non illuminated fascia sign.
Observations : Witney Town Council has no objections regarding this application.

372- 6 WTC/104/23 Plot Ref :-23/01505/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 21/06/23
Location :- 1 BUTCHERS COURT Date Returned :- 05/07/23
BUTCHERS COURT
Proposal : Proposed Loft Conversion with velux lights.
Observations : Witney Town Council has no objections regarding this application.

The Meeting closed at : 6:47pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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

Held on Tuesday, 25 July 2023

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

Present:

Councillor A Bailey (Chair)

Councillors:	G Meadows S Simpson D Temple	G Doughty (In place of O Collins) J Treloar (In place of J Robertshaw)
Officers:	Adam Clapton Claire Green	Deputy Town Clerk Administration Support - Planning & Stronger Communities
Others:	1 member of the public.	

P411 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R Smith, J Aitman, O Collins, and J Robertshaw. Councillors G Doughty and J Treloar attended as substitutes for O Collins and J Robertshaw respectively.

P412 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers.

P413 PUBLIC PARTICIPATION

Councillor D Edwards-Hughes attended the meeting as a member of the public and spoke on agenda item 6.3. He took no part in the discussion on this item or the rest of the meeting.

P414 MINUTES

The minutes of the Climate, Biodiversity & Planning Committee meetings held on 13 June and 4 July 2023 were received.

Resolved:

That, the minutes of the Climate, Biodiversity & Planning Committee meetings held on 13 June and 4 July 2023 be approved as a correct record of the meeting and be signed by the Chair.

P415 **FINANCE REPORT**

The Committee received and considered the financial report of the Responsible Financial Officer showing figures for aspects under its remit.

Resolved:

That, the report be noted.

P416 **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.

P417 **PLANNING DECISIONS**

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

Resolved:

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

P418 **WITNEY TRAFFIC ADVISORY COMMITTEE MEETING MINUTES - 13 JUNE 2023**

The Committee received the minutes of the Witney Traffic Advisory Committee (WTAC) meeting held on 13 June 2023.

Resolved:

That, the minutes of the WTAC meeting held on 13 June 2023 be noted.

P419 **NOTICE OF PLANNING APPEAL DECISION - 118C QUARRY ROAD, WITNEY**

The Committee received notice of planning appeal decision APP/D3125/W/22/3309162 – 118C Quarry Road, Witney.

Resolved:

That, the planning appeal decision be noted.

P420 **OXFORDSHIRE COUNTY COUNCIL - A40 ACCESS TO WITNEY - SIDE ROADS ORDER & COMPULSORY PURCHASE ORDER**

The Committee received notice of the A40 Access to Witney Side Roads & Compulsory Purchase Order from Oxfordshire County Council.

The Order was part of the larger scheme for this development and although there was an option to submit a representation, Members agreed this was outside the town council's remit but looked forward to seeing further plans as the scheme progressed.

Resolved:

That, the Order be noted.

The meeting closed at: 7.04 pm

Chair

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Witney Town Council

Planning Minutes - 25th July 2023

416

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- 416- 1 WTC/105/23 Plot Ref :-23/01650/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 03/07/2023
Location :- 59 RALEGH CRESCENT Date Returned :- 26/07/2023
RALEGH CRESCENT
Proposal : Erection of a single storey rear extension.
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.
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- 416- 2 WTC/106/23 Plot Ref :-23/01681/HHD Type :- HOUSEHOLDE
Applicant Name :- . Date Received :- 05/07/2023
Location :- 28 WOODLANDS ROAD Date Returned :- 26/07/2023
WOODLANDS ROAD
Proposal : Proposed single storey rear extension.
Observations : While Witney Town Council does not object to this application in terms of material concerns, it notes the loss of permeable drainage and would ask that mitigating measures are considered to help decrease the possibility of surface water flooding in this area, in accordance with policy EH7 of the West Oxfordshire Local Plan 2031.
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- 416- 3 WTC/107/23 Plot Ref :-23/01525/S73 Type :- VARIATION
Applicant Name :- . Date Received :- 17/07/2023
Location :- LAND (E) 432925 (N)209696 Date Returned :- 26/07/2023
DOWNS ROAD
CURBRIDGE
Proposal : Variation of condition 13 of planning permission 21/02364/FUL to refer to lighting plan 2250 P3 C401 A and Southgate Lighting Report. (Retrospective).
Observations : Witney Town Council object to this application:
 1. Witney Town Council question the validity of the application documents. The number of lights that have already been installed exceeds the number of lights that are shown on the plan. The lights are not labelled on the plan and there is no reference or symbol to the lighting on the key. Without a plan which shows clearly what is being proposed (or being granted consent retrospectively), Members do not have faith that a scheme can be considered or agreed, or that enforcement of any consent would be achievable in future.
 2. The installed lighting is harmful to neighbouring residential properties. The lights are illuminating gardens and shine in the windows.
 3. The proposed buffer, designed to mitigate the light spill, is not fit for purpose. The existing planting is not providing mitigation and members are doubtful that even when the planting matures it will be able to screen the light spill effectively
-

– particularly given that some of the planted specimens are deciduous.

4. The application does not specify any darkness periods. Members ask that any scheme includes provision for some dark hours and that creative options are considered whereby lights are only in use when required for operational reasons on the site. Both in the interest of energy waste and to reduce the environmental impact of artificial light in hours of darkness.

Policy OS2 states that all development should "Be compatible with adjoining uses and not have a harmful impact of the amenity of existing occupants". Further, Policy EH8 states that "New development should not take place in areas where it would cause unacceptable nuisance to the occupants of nearby land and buildings from noise and disturbance".

The lighting that has already been installed is reportedly having a harmful impact for neighbouring residents and therefore Witney Town Council do not find this scheme to be policy compliant.

416- 4	WTC/108/23	Plot Ref :-23/01099/HHD	Type :-	HOUSEHOLDE
	Applicant Name :- .		Date Received :-	17/07/2023
	Location :- MEADOW COTTAGE NEW YATT ROAD		Date Returned :-	26/07/2023
	Proposal :	Renovation works to include erection of a two storey and single storey rear extension, demolition of existing garage and outbuilding, and construction of replacement detached garage with ancillary living accommodation above. Alterations to existing vehicular access.		
	Observations :	Witney Town Council welcome the biodiversity report and ask that the recommendations in the ecology report, including the bat surveys, are strictly adhered to.		
		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.		

416- 5	WTC/109/23	Plot Ref :-23/01754/S73	Type :-	VARIATION
	Applicant Name :- .		Date Received :-	17/07/2023
	Location :- 48 SHERBOURNE ROAD SHERBOURNE ROAD		Date Returned :-	26/07/2023
	Proposal :	Variation of condition 4 (details of fence colour) of planning permission 21/02805/FUL to allow changes to fence.		
	Observations :	Witney Town Council have no objection to this application and acknowledge the efforts of the applicant to include the hedgehog highway in the development.		

416- 6	WTC/110/23	Plot Ref :-23/01662/FUL	Type :-	FULL
	Applicant Name :- .		Date Received :-	17/07/2023
	Location :- SAINSBURYS SUPERMARKET WITAN WAY		Date Returned :-	26/07/2023
	Proposal :	Installation of new and replacement plant in the service yard of the Witney Sainsburys store.		
	Observations :	Witney Town Council has no objections regarding this application.		

416- 7 WTC/111/23 Plot Ref :-23/01615/FUL Type :- FULL
Applicant Name :- . Date Received :- 17/07/2023
Location :- SAINSBURYS SUPERMARKET Date Returned :- 26/07/2023
WITAN WAY
Proposal : Erection of new entrance lobby and relocation of existing ATM.
Observations : Witney Town Council has no objections regarding this application.

416- 8 WTC/112/23 Plot Ref :-23/01616/ADV Type :- ADVERTISIN
Applicant Name :- . Date Received :- 17/07/2023
Location :- SAINSBURYS SUPERMARKET Date Returned :- 26/07/2023
WITAN WAY
Proposal : Installation of non illuminated signage to external ATM.
Observations : Witney Town Council has no objections regarding this application.

416- 9 WTC/113/23 Plot Ref :-23/01617/FUL Type :- FULL
Applicant Name :- . Date Received :- 17/07/2023
Location :- SAINSBURYS SUPERMARKET Date Returned :- 26/07/2023
WITAN WAY
Proposal : Works within the car park of the existing food store to include erection of thirteen replacement trolley shelters and formation of additional parent and child parking spaces.
Observations : Witney Town Council welcomes the proposals to increase parent and child spaces as part of this overhaul of the car parking area but is very disappointed there are no additional cycle racks/shelters proposed on the plans.

The current cycle rack provision is wholly inadequate, Sainsbury's should be planning and developing a vision for sustainable transport infrastructure as part of this 'Stores of the Future' initiative. The number of cycle racks should be increasing and all entrances to the site should be made easily and safely accessible to cyclists; As such, there should be acknowledgement on the plan that the "pedestrian access" on Farm Mill Lane is a suitable shared use cycle and footpath.

Parking changes in such a key Witney location should plan for cycle parking and any approach should be informed by the adopted Oxfordshire County Council Local Cycling & Walking Infrastructure Plan, which identifies supermarkets as a top trip generator and states, 'Cycle parking - should be secure and conveniently located for where people want to travel. This could include cycle hubs at public transport interchanges or 'Sheffield' cycle stands outside key trip generators. Cycle parking should accommodate all types of bikes, including adapted bikes and cargo bikes.'

The Town Council would like to see the current number of cycle racks trebled to make it safe to ride to and appealing to use and would like to advise there are opportunities within the LCWIP (proposals 18, 28 and 63) that would lead to the store which Sainsburys could contribute to as part of this initiative. Additional plans would be welcomed on the above issues before a decision is made.

Further, Members note that there is no provision for EV points within the site. As previously stated, the applicant should be developing proposals that incorporate future transport strategy, with an expectation that there will be an increased need for EV charging points.

The Meeting closed at : 7:04pm

Signed : _____ Chairman Date: _____

On behalf of :- Witney Town Council

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

Held on Monday, 3 July 2023

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

Present:

Councillor D Newcombe (Chair)

Councillors:	J Aitman T Ashby O Collins R Crouch	D Edwards-Hughes R Smith S Simpson
Officers:	Adam Clapton Mark Lewis Derek Mackenzie Angus Whitburn	Deputy Town Clerk Head of Estates & Operations Senior Administrative Officer & Committee Clerk Operations Manager
Others:	2 members of the public.	

PR359 APOLOGIES FOR ABSENCE

No apologies for absence were received.

PR360 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers.

PR361 MINUTES

The minutes of the Parks & Recreation Committee meeting held on 22 May 2023 were received.

P255 – A Member provided an update in respect of a hogging path at West Witney which could be used by Parkrun and that there may be an opportunity in Autumn 2023 to access grant funding. An update would follow at a future meeting.

Resolved:

That, the minutes of the Parks & Recreation Committee meeting held on 22 May 2023 be approved as a correct record of the meeting and be signed by the Chair.

PR362 PARTICIPATION OF THE PUBLIC

The Committee adjourned for this item.

The committee received representations from two members of Spartan Rangers Football Club concerning Agenda Item 7. Questions followed from members.

The Committee reconvened.

PR363 FINANCE REPORT

The Committee received the report of the Responsible Financial Officer.

No questions arose from Members.

Resolved:

That, the report be noted.

PR364 LEYS TRAFFIC CALMING

The Committee received the report of the Deputy Town Clerk regarding the final design plans received from Oxfordshire County Council for traffic calming on The Leys service road.

All members were in agreement with the implementation of the final updated plan.

Recommended:

1. That, the report is noted and,
2. That, confirmation is sent to OCC that the town council approves the plans with a contribution being made of £5,000 to the implementation of the scheme.

PR365 PRE-SEASON FOOTBALL PITCH UPDATE

The Committee received and considered the report of the Operations Manager in respect of the council's football pitch provision.

The Operations Manager gave a verbal update explaining the history of the football pitches under the Town Council's control as well as talking through the options outlined in the report.

Members were concerned about the potential removal of the Cricket Square at The Leys which had been presented an option to increase the number of available adult football pitches. Even though the square had not been in use for over four years, if it was removed it would be difficult to return it in the future should the need for cricket to be played there occur.

In addition, the re-establishment of a football pitch on the current event field at The Leys would mean that there would be significant impact for one year on events being held whilst the work was carried out. Members were again concerned that although football was in great demand, there was a large portion of the community which did not participate and would be affected by the reduction or relocation of annual events if they were unable to take place on The Leys, which is after all was a central location.

Members agreed that the Town Council should contact local cricket clubs and former users of the Leys Cricket Square to establish their future requirements and needs and to make Contact with the landowners of the "Henry Box Sport fields" to investigate the options that may exist for events or sporting activities to be held there.

With regard to additional football pitches, Members noted that new facilities at Windrush Place should be playable for the forthcoming season. Discussions were ongoing at District Council level with developers regarding these pitches, including their playability, availability and potential use but being aware of the expected needs, it was agreed the town council should correspond with the District Council to express the urgency for them to be utilised from September.

The Operations Manager emphasised that although additional pitches and resources may become available in the longer term, the council needed to make a decision regarding what facilities it had under its ownership now.

Resolved:

1. That, the report and verbal update is noted and,
2. That, officers speak with cricket clubs and former users of The Leys Cricket Square to establish demand and,
3. That, Officers contact the landowner of Henry Box School playing field to ascertain if it could be used for sporting activities and events and,
4. That, the Town Council writes to West Oxfordshire District Council to request that a playability report on the pitches is undertaken as soon as possible, and if suitable, that a temporary access is constructed to ensure the pitches can be used for the forthcoming season.

PR366 WEST WITNEY CRICKET RENTAL AGREEMENT

The Committee received and considered the report of the Operations Manager regarding a request for a rental agreement at West Witney Sports Ground from Witney Swifts Cricket Club.

As discussed earlier in the meeting there was a potential for the cricket square at The Leys may be removed and therefore Members discussed that the council, if they agreed to an exclusive rental agreement, would be left without a cricket square that would be available to any other team that wishes to play in the town.

Officers confirmed the Council had already had two cricket teams use the facility at West Witney for occasional games this year.

Regarding the request from Witney Swifts for them to take on the ground's maintenance, the Operations Manager gave members a summary of the work the Council carries out in preparation for matches which was necessary to meet the league playing standard, and he highlighted the potential for loss to the council if incorrect methods lead to damage of the pitch.

It was agreed that Officers should contact Witney Swifts and enquire what improvements could be made to ground maintenance to improve the playing experience within the league and therefore help resolve their issues without the Council passing responsibility and running of the facility to a third party.

Resolved:

1. That, the report and verbal update be noted and,
2. That, a decision is deferred to allow Officers to further explore options of improving the facility and,

3. That, Officers speak with Witney Swifts to ascertain if any improvements they desire can be made to the ground.

PR367 EXCLUSION OF PRESS & 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.

PR368 PROPERTY, LEGAL & PROJECT MATTERS

The Deputy Town Clerk and Head of Estates provided a confidential verbal update in respect of additional tennis court colour-coating at West Witney Sports Ground.

It was reported the council had been successful in recouping the costs associated with the additional slip test report and Members agreed half of this amount should be provided to Witney Lawn Tennis Club.

Recommended:

1. That, the verbal update be noted and,
2. That, half of the recouped costs provided to the Town Council be paid to Witney Lawn Tennis Club.

The meeting closed at: 7.22 pm

Chair

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

Held on Monday, 10 July 2023

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

Present:

Councillor R Crouch (Chair)

Councillors:	D Enright O Collins J Aitman	D Edwards-Hughes J Treloar R Smith
Officers:	Adam Clapton Sharon Groth Mark Lewis Derek Mackenzie	Deputy Town Clerk Town Clerk Head of Estates & Operations Senior Administrative Officer & Committee Clerk
Others:	2 members of the public.	

H377 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor D Newcombe.

H378 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers.

H379 MINUTES

The minutes of the Halls, Cemeteries & Allotments Committee meeting held on 10 July 2023 were received.

H275 - The Operations Manager was due to speak with the Diocese of Oxford regarding the possibility of installing cycle racks in St Mary's Churchyard.

H282 – It was confirmed there was a war grave at Holy Trinity Church and the Commonwealth War Graves Commission would be providing a sign for the entrance.

H283 – The Head of Estates had yet to speak with the Probation Service concerning how they might be able to assist in Council projects, however he would do so and report back to this committee at the next meeting on 11 September 2023.

Resolved:

That, the minutes of Halls, Cemeteries & Allotments Committee meeting held on 10 July 2023 be approved as a correct record of the meeting and be signed by the Chair.

H380 **PUBLIC PARTICIPATION**

The Committee adjourned for this item.

The committee received representations from a resident of Burwell Meadow concerning Agenda Item 6 who spoke passionately about the poor state of Burwell Hall and the surrounding area.

The Committee reconvened.

H381 **FINANCE REPORT**

The Committee received and considered the financial report of the Responsible Financial Officer (RFO).

Members thanked the RFO for such an explanatory report and had no further questions.

Resolved:

That, the report be noted.

H382 **PUBLIC HALLS REPORT**

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

Members welcomed the proposed Cool Spaces initiative which would provide residents a space to stop in the heat and have access to water at the Corn Exchange. The Committee was also in favour of purchasing a floor fan as opposed to an air conditioning unit due to the practicalities of use.

Members were pleased to see an extensive programme of events in the Main Hall and looked forward to seeing this continue.

The Head of Estates & Operations (HOE&O) gave a verbal update on Burwell Hall, including responses to the points raised by the resident earlier in the meeting. A programme of repairs would take place at the end of August, new blinds would be installed, the hot water boiler would be fixed, and general maintenance of the hall would take place. This would complement the weeding of the area around the Hall which was taking place that week. He also mentioned that improvements in the changing rooms for sports users were in the pipeline for implementation.

The HOE&O also advised a report would be produced to illustrate the success of events in the Corn Exchange, this would include attendance and financial details and would be shared at the next meeting of the Committee on 11 September 2023.

Resolved:

That, the report and verbal update be noted.

H383 **LAKESIDE ALLOTMENT GATE REQUEST**

The Committee received and considered the report of the Operations Manager regarding a request for a new gate at Lakeside allotments.

A Member had visited the site prior to the meeting and was confused to find no issues were present with the operation of the gate. Members were concerned the gate request was very expensive and potentially an unnecessary expense.

The Committee agreed to defer any decision on the issue to allow the Operations Manager to review further.

Resolved:

1. That, the report be noted and,
2. That, the replacement gate request is investigated further by the Operations Manager.

The meeting closed at: 6.27 pm

Chair

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

Held on Monday, 17 July 2023

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

Present:

Councillor L Cherry (Chair)

Councillors:	G Meadows J Aitman R Smith	J Doughty G Doughty (In place of T Ashby)
Officers:	Adam Clapton Sharon Groth Mark Lewis Derek Mackenzie	Deputy Town Clerk Town Clerk Head of Estates & Operations Senior Administrative Officer & Committee Clerk
Others:	None.	

SC384 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors T Ashby, O Collins and A Bailey.

SC385 **DECLARATIONS OF INTEREST**

Councillor R Smith declared an interest in Item 8 – Youth Services due to her being a member of the church involved in the service proposal.

SC386 **MINUTES**

The minutes of the Stronger Communities committee meeting held on 12 June 2023 were received.

Resolved:

That, the minutes of the Stronger Communities committee held on 12 June 2023 be approved as a correct record of the meeting and be signed by the chair.

SC387 **PUBLIC PARTICIPATION**

There was no public participation.

SC388 **FINANCE REPORT**

The Committee received and considered the report of the Responsible Financial Officer (RFO).

No questions arose however members thanked the RFO for the additional information provided in the report explaining the significant variances in agreed budgets.

Resolved:

That, the report be noted.

SC389 **COMMUNICATIONS REPORT**

The Committee received the report of the Communications & Community Engagement Officer (C&CEO) which provided an update on the work to improve the council's website and an update on the Council's summer newsletter.

Members welcome the changes to refresh the website which would realign it with other authorities in having a gov.uk template.

The Deputy Town Clerk provided a verbal update to advise Members the C&CEO's focus was now on producing an urgent list of young people's activities throughout the summer and therefore the newsletter would be issued in the week commencing 24 July 2023, not the week before as stated in the report.

Resolved:

That, the report be noted.

SC390 **COMMUNITY ENGAGEMENT REPORT**

The Committee received the report of the Communications & Community Engagement Officer (C&CEO).

The Committee noted the comments in the report on a youth services meeting which had been held, the outcome of which would be discussed in a later agenda item and also welcomed the Witney Forum minutes showing the wealth of community-minded groups in the town.

Members were pleased to hear of the success of the Schools In Bloom wheelbarrows at the Witney Carnival and those councillors that were able to attend were impressed with what was created by the Schools and Home start. They thanked Officers and those Councillors that supported the event on the day for their time and recognised the importance of ensuring councillors worked together to ensure that there was good representation at all future events. The Committee went on to discuss the proposal for the school barrows being delivered to residential homes so residents could nurture and enjoy them over the summer period; they were supportive of this idea being implemented for 2024.

Lastly, members discussed Councillor engagement. The Leader of the council confirmed plans were in place for a monthly councillor surgery-style event in the Corn Exchange; these would be held on the 1st Saturday of each month from 10-12am starting in September.

Members went on to discuss hosting an engagement event in August regarding the proposed changes to Witney High Street. They believed it important to get opinions prior to plans being presented by Oxfordshire County Council (OCC). The Committee was disappointed at the time taken by the County Council to get the consultations underway despite the offer of use of the

Corn Exchange. There was further disappointment the interim changes that were proposed had also not been implemented and residents were understandably frustrated too.

As Councillors had been invited to a briefing presentation by the County Council on the proposed consultation and engagement strategy on 20 July they agreed to defer the decision as to when to hold the event in August to the Policy, Governance and Finance Committee on 24th July 2023.

Recommended:

1. That, the report be noted and,
2. That, the Council supports the Barrow of Love proposal for Schools in Bloom 2024 and,
3. That, Councillor engagement meetings at the Corn Exchange be publicised through the Council's channels and,
4. That, a decision on whether the Town Council should hold a Witney High Street engagement event in August be deferred to the Policy, Governance and Finance Committee on 24th July 2023 and,
5. That, the minutes of the Witney Forum meeting on 8 June 2023 be noted.

Councillor J Treloar arrived at 6:45pm during the Youth Services Item

SC391 **YOUTH SERVICES**

The Committee received the report of the Deputy Town Clerk along with a verbal update from the Chair following meetings held between Councillors, local providers, groups, organisations following the cessation of Got2B CIC.

It was clear from the conversations, that following the closure of Got2B CIC, there would be little detached youth work in Witney and the Council needed to decide to what level and cost it could help facilitate more help for young people during the summer and beyond.

Members considered the Youth Needs Assessment provided by West Oxfordshire District Council which detailed the need for detached youth work, as well as the comments of youngsters about what they saw as priorities on safety, activities and their futures in the town. Actions from this had yet to be agreed at District Council level but a Member advised there would potentially be funds available from a WODC COVID relief fund that could be used towards the costs of the long-term solution and this should be explored further.

In relation to additional summer services, it was agreed there was only limited time to implement suggestions, but Members supported a proposal from APCAM to provide a weekly mental health session for a 5-week period over the summer in the Corn Exchange. All Members were in favour of providing this vital service at a cost of £1,200, to be taken from the youth services budget.

Members voted as to whether the remaining youth services budget should be opened for youth grant applications as in previous years, but they agreed not to proceed due to the pressing need for a detached youth service, and that the remaining budget should be used to support work in this area.

Therefore, the Committee discussed a proposal received from a local organisation to deliver detached youth work within the forthcoming year with the option to provide this under the project name Bright Futures. There were concerns from Members on the running and

governance of this scheme which would use the majority of the remaining youth services budget. A Vote was taken, all members were in agreement to proceed with the proposal with the exception of Councillor R Smith who abstained from the vote. Members asked that Officers consult further with the organisation to clarify some further points and to progress the project.

Recommended:

1. That, the report and verbal update be noted and,
2. That, a grant of £1,200 be budgeted for APCAM to provide five weekly young people mental health drop-in sessions in the Corn Exchange and,
3. That, no Youth Services Grant Award Scheme is launched for 2023/24 and,
4. That, the above funds be made available to support Witney detached youth work for the Bright Futures project and that officers finalise its implementation.

SC392 LITTER & DOG WASTE BINS REVIEW

Members received and considered the report of the Deputy Town Clerk regarding requests for litter and dog bins within the town.

Members were disappointed to hear of West Oxfordshire District Council's former decision to remove a large number of bins across the town, particularly in areas where rubbish was highly likely to be generated such as outside of shops was still impacting residents. The town council simply could not afford to re-install bins which had been removed, especially on land not under its ownership.

A Member discussed a number of areas and asked that council write to WODC to encourage a review of these areas and a reconsideration of reinstallation of bins. All members agreed.

Due to the ongoing issues from the above project, the Committee agreed the existing policy on installing litter and dog bins outlined in the report should be re-affirmed.

The Members discussed the costs of installation of litter and dog bins and were pleased to hear the town council was due to install additional dog bins on its land to improve the areas for which it is responsible. Again, all members agreed this action being taken and welcomed it continuing within agreed budgets. They further agreed that requests for bins in bus shelters should be declined and reviewed at a future meeting.

Recommended:

1. That, the report be noted and,
2. That, a letter is sent to the District Council to outline the disappointment of the council and a request to review bin locations and,
3. That, the council current policy on installation of new litter and dog bins continues and,
4. That, the council continue to invest in infrastructure on its land to ensure a clean and tidy environment.

SC393 BUS SHELTERS

Members received and considered the report of the Deputy Town Clerk regarding replacement and new bus shelters.

The Committee were supportive of the replacements scheme which was being administered and mostly funded by Oxfordshire County Council as part of an accessibility project. A sum of £7,000 would need to be provided by the town council which was affordable and provide new community infrastructure.

Members discussed the installation of poster boards inside the shelters and thought it important to make use of these to promote the activity of the council however, had reservations of potential vandalism that may be caused and the additional work that these would create for officers to maintain. There was a query on whether these could be installed retrospectively.

Members also discussed the installation of cycle racks and bins at the shelter locations. All members were in agreement of the delegation to officers to progress the project and implement cycle racks or bins as required from the community infrastructure earmarked reserve (EMR).

Recommended:

1. That, the report be noted and,
2. That, the replacement project proceeds as presented and,
3. That, the committee agreed to a contribution to the scheme of £7,010.52 from the Community Infrastructure EMR and,
4. That, contrasting colour of shelters be used within the scheme and,
5. That, Noticeboards are not included in the design and,
6. That, delegated to officer to include cycle racks or bins as required from the community infrastructure budget.

The meeting closed at: 7.40 pm

Chair

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

Held on Monday, 24 July 2023

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

Present:

Councillor R Crouch (Chair)

Councillors:	O Collins A Bailey J Doughty D Newcombe	G Meadows (In place of J Aitman) G Doughty (In place of L Cherry) D Enright (In place of R Smith) D Temple
Officers:	Sharon Groth Adam Clapton Mark Lewis Nigel Warner	Town Clerk Deputy Town Clerk Head of Estates & Operations Responsible Financial Officer
Others:	None.	

F394 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors J Aitman, R Smith, and L Cherry. Cllr G Meadows, D Enright and G Doughty attended as respective substitutes.

F395 **DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or Officers at this juncture.

F396 **MINUTES**

The minutes of the Policy, Governance & Finance Committee meeting held on 19 June 2023 were received.

Minute 330 - A Member noted that as part of the discussion on whether to award funds to Witney Ringing Society towards the St Mary's Church bells, an unsuccessful proposal had been made to award £500 but this was not reflected in the minutes.

Resolved:

That, the minutes of the Policy, Governance & Finance Committee meeting held on 19 June 2023 be approved as a correct record of the meeting and be signed by the Chair.

F397 **PUBLIC PARTICIPATION**

There was no public participation.

F398 **EXCLUSION OF PRESS & 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.

F399 **LEYS SKATE PARK TENDER**

With the permission of the Chair, this item was brought up the agenda.

A confidential verbal update was provided to the Committee by the Head of Estates & Operations.

The Committee was advised the Council had followed the tender process and four submissions had been received for this refurbishment project. All four were within the £150,000 budget and had been scored by officers, Ley's stakeholders and Skateboard users on design and several quality aspects.

The result was one clear winner which had a wealth of experience in constructing Skate Parks. Members welcomed designs from the recommended tenderer and were pleased to hear the tender was inclusive and that a high level of added social value was included.

There were still some further items for checking by officers to ensure due diligence but subject to those being resolved satisfactorily, Members approved the winning tender.

Resolved:

1. That, the confidential verbal update be noted and,
2. That, the tender for the Skate Park refurbishment be awarded to the recommended contractor based on the design and quality assurance, subject to final checks.

Following the conclusion of this item the Committee returned to open session.

F400 **INCLUSIVITY & DIVERSITY PANEL**

The Committee received and considered the report of the Deputy Town Clerk concerning the reformation of a Council Inclusivity & Diversity Consultative Committee.

A Member from the previous Council administration advised the structure being suggested in the report was how it was previously envisaged but due to Covid-19 and other more pressing priorities, had not been established as hoped.

Members were in agreement the suggested structure would work and were pleased such an important aspect of inclusivity would be progressing.

Resolved:

1. That, the report be noted and,

2. That, the structure and governance of the Inclusivity & Diversity Consultation Committee as presented be agreed.

F401 WITNEY HIGH STREET - FEEDBACK & CONSULTATION

The Committee received and considered the report of the Deputy Town Clerk concerning the County Council’s Witney and Market Square improvement project.

A presentation from County Council officers administering the project had taken place at the end of the previous week and this had helped focus where support was required. This was a hugely important and emotive issue which would affect Witney residents, businesses and visitors for years to come and a separate consultation could be counterproductive and confusing; ideas and suggestions would be better placed as part of the official planned process which was only just over a month away.

There was agreement however, that the Council should support the promotion of the Oxfordshire County Council’s consultation sessions in all the usual ways; posters, website, flyers and on social media.

Resolved:

1. That, the report be noted and,
2. That, the Town Council works collaboratively with Oxfordshire County Council to ensure the greatest possible promotion of its consultation, including exhibitions and stakeholder meetings.

F402 PAYMENT OF ACCOUNTS

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

The RFO advised Members there was nothing of note or concern within the documents in response to a query. Every payment over two months was included so it was effectively a statement of fact; all payments were within budget and the report showed the transparency of the Council in relation to its finances.

The Town Clerk/CEO added the Council’s bank mandate was being finalised. Previously, all standing Members of this Committee had been agreed as payment signatories and contact from the Council’s bankers would be taking place soon.

Resolved:

1. That, the report be noted and,
2. That, the verbal update from the Town Clerk be noted and,
3. That, the bank reconciliations and agreed the following schedule of payments be approved:

Cheque Numbers	In the sum of:	Account
Cheque 101216-101218, DDs and Standing Orders May 2023	£28,862.78	General CB 1

Cheques 34058 -34159, DDs, BACS and Standing Orders May 2023	£219,137.98	Imprest CB 2
Cheques 101219 – 101221, DDs and Standing Orders June 2023	£63,977.27	General CB 1
Cheques 34171-34204, DDs, BACS and Standing Orders June 2023	£142,716.12	Imprest CB 2

F403 **FINANCE REPORT**

The Committee received and considered the report of the Responsible Financial Officer (RFO).

The report provided a background to the management accounts and how they were structured at the Council. Members heard it was early in the financial year; any overspends showing would be covered by budget carry forwards from the previous year and earmarked reserves. There was also significant outlay for events during the summer.

The management accounts would look markedly different in six months' time as the way in which financial transactions through the Council's software would be changing; with a dedicated RFO this would be dealt with in house, rather than being completed by a separate accountant/bookkeeper and utilising the software in a more effective way. This would enable more timely reporting and enable reconfiguration of the Council's earmarked reserves and fixed asset accounting.

The Committee agreed to an additional financial matter which concerned additional funding towards the installation of a defibrillator at King George V Recreation Ground.

Resolved:

1. That, the report be noted and,
2. That, up to £2,200 be allocated from the Community Infrastructure earmarked reserve to cover the cost of installing a defibrillator at King George V Recreation Ground and,
3. That, the management accounts for the Council, for the period 1 April – 30 June 2023 be approved.

F404 **FINANCIAL MATTERS REFERRED FROM SPENDING COMMITTEES**

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

Members were advised this report contained the financial implications emanating from the decisions made by the Council's spending Committees during the current meeting cycle.

As this Committee had overall responsibility for the Council's spending, recommendations needed to be ratified in line with financial regulations.

Resolved:

1. That, the report be noted and,
2. That, recommendations of the spending Committees as detailed be approved.

F405 **GRANTS & SUBSIDISED LETTINGS**

The Committee received and considered the report of the Deputy Town Clerk concerning annual grants to local organisations.

Cllr O Collins declared a non-pecuniary interest in the item as he was associated with both groups applying for grants in other ways.

Members were advised these grants were markedly different from the discretionary grants scheme the Council ran and separate budgets were held for organisations which contributed to civic and town council events.

The Committee agreed both applications warranted approval due to the excellent services they provided for the Council and the town.

Resolved:

1. That, the report be noted and,
2. That, £660 be awarded to Witney Town Band as an annual grant and,
3. That, £2,100 be awarded to the Rotary Club of Witney to run the town's Christmas Lights Switch-on event and,
4. That, these grants be awarded under the General Power of Competence and that the recipients be asked to acknowledge the Council's financial contribution in their promotional literature.

F406 **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.

F407 **YOUTH SERVICES**

The Committee received and considered the confidential report of the Deputy Town Clerk concerning youth services in Witney.

Members were advised the Stronger Communities Committee had held conversations with local stakeholders and groups regarding the lack of youth services following the closure of Got2B CIC. That Committee had recommended a portion of the Council's youth services budget should be allocated towards financially supporting a weekly mental health drop-in event for young people in the Corn Exchange during the summer holidays.

A further recommendation was concerning a future detached youth work venture which had been proposed by a local organisation. To establish the proposed scheme, the Council would need to allocate a large proportion of the remaining youth services budget to this scheme resulting in no further youth service grants being awarded from this fund.

Members welcomed the mental health drop-in event and the detached youth work proposal and approved both recommendations.

Resolved:

1. That, the report be noted and,
2. That, £1,200 from the youth services budget be allocated towards the APCAM mental health drop-in event and,
3. That, approximately £28,000 from the youth services budget be allocated towards a detached youth work project, subject to further clarification on the project from officers.

F408 **PROPERTY & LEGAL MATTERS**

The Committee received a confidential verbal update from the Town Clerk/C.E.O.

Property updates were provided on Heads of Terms for the Leys, Madley Park Hall lease discussions, the transfer of play areas from West Oxfordshire District Council, and Windrush Place Pavilion & pitch.

A legal update was provided concerning a claim against the Council on land in its ownership.

Resolved:

That, the confidential verbal update be noted.

F409 **MAJOR STRATEGIC PROJECTS**

The Committee received a confidential verbal update from the Town Clerk/C.E.O.

The Town Clerk advised that the relocation of the Works Depot was very much dependant on the Leys Hub project. Officers were working in the background on the feasibility and logistics for moving up to West Witney Sports Ground.

She also updated members on the refurbishment project of the West Witney Clubhouse. Following approved changes to the plans, the Sports & Social Club recently consulted its membership on the plans at its AGM, no issues had been raised.

Resolved:

That, the confidential verbal update be noted.

F410 **LEYS RECREATION GROUND MASTERPLAN AND IMPROVEMENTS**

The Committee received and considered the confidential report of the Responsible Financial Officer (RFO) and an additional confidential verbal update from the Town Clerk.

The report outlined the Leys Masterplan project being undertaken by Courtside Hubs CIC and partly funded by the Town Council. Members were updated on the progress, content and financial management of the project, including discussions on VAT. The Council's financial and risk obligations were foremost in mind and reassurance was provided that due diligence was being undertaken by Officers to protect its long-term interests.

Officers would continue to work collaboratively with Courtside to achieve such a positive addition to the Leys and residents, but timeframes were tight and quick decisions may have to be made imminently.

Resolved:

That, the confidential updates from the RFO and Town Clerk be noted.

The meeting closed at: 7.03 pm

Chair

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FULL COUNCIL

Date: 31 July 2023

Title: Civic Announcements

Contact Officer: Secretary to the Mayor – Loraine Harwood

JULY 2023

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

Feelgood Fayre Langdale Hall
Eid celebration party invite from Abdul Mubin
Drinks reception celebrating NHS 75 years
Witney Carnival attended by Mayor & Deputy Mayor
Visit to Army Cadets on parade
Witney Community Support service – Great British cream tea
Riverside Gardens fundraising sale opening – attended by Deputy Mayor
Friendship café – Millers Grange Care Home
Meeting Reverend Toby Wright – Mayor’s Chaplain

REPRESENTING and PROMOTING WITNEY

Annual Mayors and Chairs evening – Dorchester Abbey
Chipping Norton Civic Service – attended by Deputy Mayor

KEY EVENTS AND COUNCIL ACTIVITY

Witney InBloom judging
NHS flag raising

RAISING FUNDS

Mayor's Charities 2023-24:

APCAM

Yellow Submarine

Prepared by:

Cllr Owen Collins and Loraine Harwood

FULL COUNCIL

Date: Monday, 31 July 2023
Title: Vandalism & Health and Safety
Contact Officer: Operations Manager

Background

This report offers an update on any health & safety matters and reported vandalism to the Council's estate and facilities.

Current Situation

Health and Safety

The annual play area inspections by ROSPA were completed on the 29th of June. The following play equipment has been removed due to high-risk ratings.

- Leys Play Area – Single point basket swing beam.
- Burwell Play area – Zipline.

A report will be presented to the Parks & Recreation Committee regarding these items.

Waster safety audits have been completed in the following facilities.

- Corn Exchange
- Town Hall

Accident incident reporting

There has been one incident reported and two accidents reported in the maintenance department.

Vandalism

Attempted break into Windrush Cemetery Depot. The waiting room door, separate from the depot entrance has been damaged, but access was not gained. Also, a section of the roof has been broken through, but no plant equipment was stored at the site during the incident. The roof has been temporarily repaired while a roofing contract make the full repair. To avert access to the roof again, sections of fencing will be installed to the rear of the depot where visibility is poor.

A section of hedge has been cut out of the hedgerow leading to lakeside allotment access road. This has re-introduced an access point to the road from the field. The Operations

Manager is meeting the fencing contractor on site on the 26th of July to get cost to fence the length of the hedgerow.

A spreadsheet including vandalism reports since the last meeting is included as an Appendix to this report.

Environmental impact

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

Risk

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

Financial implications

Described here or as stated in the report above.

- Quotes still to be obtained for repairs to the Windrush Depot roof.
- There is an earmarked reserve for Allotments where fencing could be purchased from on for the Lakeside Allotment road access.

Recommendations

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

1. Review the quote for security mesh fencing at the lakeside allotments access road (to be tabled at the meeting).

Anti-Social Behaviour / Vandalism (from June 2023)

Date	Item/Location	Date/Time Reported	Cost if known	Action	Police Reference
19/06/13	Damage to Hedge & Fence – Lakeside	Public		A hole hacked through the hedge and fence between the allotment gate and the newly installed fence.	
27/06/23	Attempted break in at Windrush Cemetery via waiting room door and roof.	Public	£1,000	One of the concertina doors at the visitor room/waiting room at Windrush Cemetery was kicked in. Also tiles removed from roof.	
28/06/23	Bike Pump by rear of Admin Office broken again	Operations Manager		No repair to be made as per council decision.	
03/07/23	Throwline stolen from Country Park	B&GS Officer			

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Date: 17 July 2023
OCC ref: R3.0039/22

Mrs Groth
Clerk to Witney Town Council
Cherwell and West Oxfordshire Transport DC

Environment and Place
County Hall
New Road
Oxford
OX1 1ND

Rachel Wileman
Director of Planning,
Environment and Climate
Change

Dear Mrs Groth

Planning Permission for Oxfordshire County Council for: The construction of two new west-facing slip roads at the Shores Green junction of the A40; an off-slip to allow eastbound vehicles to exit the A40 on to the B4022 towards Witney and an on-slip to allow westbound vehicles to enter the A40 from the B4022 at this junction. Two existing lay-bys to the west of the A40 overbridge will be removed to accommodate the construction of the slip roads at A40/B4022 Shores Green Junction, Witney OX29 6UU

The Planning Permission has now been approved for the above development.

Please click on the link to view the details:

<https://myeplanning2.oxfordshire.gov.uk/Planning/Display/R3.0039/22?cuuid=8C321320-01F4-4DF2-B758-B25484C00CAF>

Yours sincerely

Anna Herriman

Anna Herriman
Senior Planner

Direct line: 07990 368235

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

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From: Oxfordshire County Council **On Behalf Of** A40 Corridor
Sent: Friday, July 21, 2023 11:05 AM
To: A40 Corridor <A40corridor@Oxfordshire.gov.uk>
Subject: HIF2 A40 Improvements programme: Cabinet outcome

Dear Stakeholder,

Following our email of July 10, we are writing to let you know that the Oxfordshire County Council, at the cabinet meeting of 18 July, approved the rephased [HIF2 A40 improvements programme](#).

The approved proposals aim to improve access between Witney and Oxford. They include dedicated bus lanes between Eynsham Park and Ride and Oxford, as well as the addition of controlled crossings and upgraded shared-use paths to make walking and cycling safer along the historically congested A40 between Witney and Oxford.

The programme forms one phase of a wider A40 improvements programme and will contribute to the council's vision for a greener, healthier county. It complements other travel projects (including the park and ride under construction at Eynsham), working together to help reduce traffic, improve bus services and make walking and cycling safer across Oxfordshire. Public consultation and stakeholder engagement on the plans will follow this cabinet approval.

If you have any questions, please do not hesitate to contact the project team - a40corridor@oxfordshire.gov.uk

Yours sincerely

OCC Programme Lead – HIF2 A40 Improvements Programme

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