

**HALLS & GREEN SPACES COMMITTEE MEETING OF THE  
WITNEY TOWN COUNCIL**

**Held on Monday, 9 March 2020**

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

**Present:**

Councillor V Gwatkin (Chair)

Councillors:	L Duncan T Ashby D Butterfield O Collins	D Enright M Jones J King
Officers:	Nicky Cayley Adam Clapton Sharon Groth John Hickman Tomas Smith	Democratic Services Officer Office Manager Town Clerk Operations & Estates Officer Venue Manager
Others:	none	

H77 **APOLOGIES FOR ABSENCE**

An apology for her absence was received from Cllr Rosa Bolger.

H78 **DECLARATIONS OF INTEREST**

There were no declarations of interest in matters to be discussed at the meeting.

H79 **PUBLIC PARTICIPATION**

There were no members of the public present for this item.

H80 **MINUTES**

The Committee received and considered the minutes of the Halls & Green Spaces Committee meeting held 13 January 2020.

a) **RESOLVED:** that the Minutes of the meeting held on 13 January 2020 be agreed as a correct record and signed by the Chair.

b) **MATTERS ARISING:**

1. The Town Clerk advised that in minute H7 the money to repair St, Mary's pillars would be from reserves, not rolling capital;

2. The Town Clerk advised that in minute H10, the earmarked allotment funding could not be distributed elsewhere.
3. A member asked if the letters regarding river pollution had been written to the County Public Health Department yet. The Office Manager confirmed that this had been done.

H81 **OPERATIONAL REPORT - PROGRESS ON IMPROVEMENTS AND REPAIRS SINCE LAST MEETING**

The Committee received and considered the report of the Operations and Estates Officer, covering halls maintenance, summer sports preparation, play areas, footpath works, the lake and country park, cemeteries and Emma's Dyke.

**RECOMMENDED:** that the report be noted and that the remaining budget of £465 in 206/4042 be rolled over into the 2020/21 budget towards costs for fencing materials regarding Emma's Dyke at the Lake and Country Park.

H82 **PUBLIC HALLS**

The Committee received and considered the report of the Venue Manager, which gave an update on both works that had taken place and booking. Hirers were happy with the new charges.

The Venue Manager was now the Designated Premises Supervisor for the Corn Exchange.

**RESOLVED:** that the report be noted.

H83 **CEMETERIES AND CLOSED CHURCHYARDS**

The Committee received and considered the report of the Operations and Estates Officer. This updated members on the need to add an additional section (number 3) for family ashes, the wildflower meadow plans for the Windrush Cemetery, and faculty applications for memorial testing. There were ongoing issues with the damaged St. Mary's Church pillars and the archway. The Operations and Estates officer also advised that the bat survey for the Cesar of Lebanon had been commissioned.

**RECOMMENDED:**

1. that the report be noted;
2. that Tower Hill section 3 for family ashes be prepared as detailed in the report;
3. that 1kg of yellow rattle seed be purchased for £180 for the Windrush Cemetery and Earthwatch be asked if they have any wildflower seed they would donate;
4. that Officers seek professional advice on the development of a plan for the future infrastructure and burials within Windrush Cemetery;
5. that provision of £9, 000 from the budget be made in order for the Town Council to carry out the required repairs to St Mary's churchyard pillars/arch and boundary wall from recent vehicular damage.

H84 **ALLOTMENT UPDATE**

The Committee received and considered the report of the Operations and Estates Officer. He advised that he was awaiting retrospective applications for temporary structures such as poly tunnels but was yet to receive any. As the Allotment Association had agreed to look into composting, he had agreed to consider shredding any larger compostable material on site.

The Council was still waiting for soil tests on the new allotments at Windrush Place and could not proceed until it had been analysed to establish its suitability. This was obviously creating a delay in transfer.

**RESOLVED:** that the report be noted and the Operations and Estates Officer be given permission to consider possible assistance with the shredding of larger composting materials at allotment sites – any further requests for assistance would be brought back to Committee.

H85 **SPORTS AND RECREATION GROUNDS**

The Committee received and considered the report of the Operations and Estates Officer. Members were updated on cricket and the Spartans playing football at Woodgreen.

**RECOMMENDED:**

1. that the report be noted;
2. that the freehold transfer of the land at Woodgreen playing fields be requested;
3. that the additional cost of the current grounds contract for Woodgreen field be taken on at a cost of £1,922.88;
4. that the Town Clerk speaks to Giles Hughes at WODC about the amount that annual maintenance costs for Woodgreen field in order that the Town Council could work out the amount to request for a commuted sum from WODC to take on the field;
5. that the Town Council continues discussions with Woodgreen School regarding access to the changing rooms and who would be responsible for booking changing rooms etc;
6. that it be agreed that the Town Council should seek agreement from WODC to maintain Woodgreen Field area from 1st May 2020 in order to prepare football pitches for 2020/21 season until the area is transferred to the Town Council;
7. that the purchase of 8 x Goal Post sockets at approx. £400 be agreed.

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The meeting closed at: 6.40 pm

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Chair