

HALLS, CEMETERIES & ALLOTMENTS COMMITTEE

Date: Monday, 13 September 2021

Title: Committee Work Plan

Contact Officer: Town Clerk - Sharon Groth

Background

The purpose of this report is to provide an update to Members on the Committee's work plan which includes projects identified as part of the Council's Draft Strategic Plan and Budget Setting agreed in February 2021, as well as the Open Spaces Strategy adopted in June 2021.

This is also an opportune time to consider any future/additional projects to be put forward for the budget setting cycle (November) to prepare a forward plan for 2022 and beyond, to give Officers time to carry out any required research.

Current Situation

Appendix 1 attached lists the current project list – some of which has been budgeted for and is underway – however it should be noted that some of these projects cross reference into the Open Spaces Strategy which should be seen as the overarching plan for the Council and should dictate priorities and timescales.

In the interim, the following updates have been provided by the Operations & Estates Advisor and the Project Officer on the status of current or emerging projects:

Windrush Place Allotments

This project is complete although there are a few outstanding snagging issues for the Works Team to complete. The community hub/shed is due to arrive and be constructed on 2 September – this was delayed due to problems sourcing the timber. The site has been well received by the Witney Allotment Association and there has been positive press.

Corn Exchange

The tenders have been received and reviewed and subject to Council approval, the tender will be awarded. All tenders were over the Council's budget, hence Council agreed and extra £10,000 of funding to be equally split between the sound and lighting contract and the seating. The seating is also likely to come in over budget and therefore the Working Party is requesting additional funding on top of the £5,000 allocated previously. Officers will look into any other possible sources of funding.

The work should be able to commence before the District Council grant deadline of 1 November.

Burwell Hall Heating

This will be an agenda item with a full report.

Open Spaces Strategy

During the next two months the Town Clerk, as Strategic Lead, will begin to drill down into the OSS Action Plan in order to establish some clear project plans for implementation by her Officers.

At this stage, as a reminder, attached at appendix 2 is the extract from the OSS - this Committee's priorities.

With regard to IS4 – solutions on access and parking are being investigated and a report is due to come back to the next meeting of this committee.

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.

Each project plan will include an environmental impact assessment to ensure that the Council's declaration and environmental issues are taken into account and isn't to the detriment of the Council's ambitious target of carbon neutrality by 2028.

Risk

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

A lot of the projects identified have significant costs attached to them and Officers and Councillors should be mindful of not wasting taxpayer's money – but also ensuring the projects have full cost benefit analysis.

Financial implications

There are no financial implications arising directly from this report.

Recommendations

Members are invited to note the report and the status of the various projects agreed. Consideration could also be given to any priorities or forward plan the Committee may wish to put forward for the budget setting cycle for projects in 2022 and beyond.