

COMMUNITY SERVICES COMMITTEE

Held on Monday 20 July 2015

At 6pm in the Council Chamber, Town Hall

Present:

Councillor C K Woodward (Chairman)

Councillors:	Dr S Bartington	C Holliday
	A Beames	Mrs C Reynolds (Sub)
	C Brown (sub)	D Temple
	D S Enright	

Officers:	Town Clerk	Democratic Services Officer
	Facilities Manager	Communications Officer

Also present: Michael Dove from Libfest and 6 others.
Eric Marshall from Witney Music Festival and 2 others

C325 APOLOGIES FOR ABSENCE

An apology for their absence was received from Cllr H Chirgwin, Cllr J King and Cllr J Doughty

C326 DECLARATIONS OF INTEREST

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

C327 MINUTES

RESOLVED:

- a. that the Minutes of the meeting held on 8 June 2015 be agreed as a correct record and signed by the Chairman
- b. there were no matters arising from the Minutes

C328 PUBLIC PARTICIPATION

Eric Marshall was in attendance to support the request of the Witney Music Festival for next year's event which would be the 10th anniversary. He said that this year's event was very successful and he had received very good reports back from the services involved - Fire, Police, and Ambulance with no major issues that raised concern. With next year being the tenth anniversary they already had very big plans with headline acts booked and were looking to not only promote the festival but Witney itself.

He said there was funding in place and a plan that has been accepted by the local Council (District) so they are good to go and were now just looking for the support and agreement for use of the Leys from the Town Council.

Mike Dove spoke on behalf of Lib-Fest. He thanked the Town Councillors and the support for their event which was held on the Leys three weeks ago. He said it was absolutely phenomenal with all the support from the council, district council and members of the local community. They would like it to be an annual event and was looking at Saturday 25th June

2016 as it was date sensitive. They had raised £11,000 for the three charities – Brake, Seasaw and Road Peace - and had handed over cheques to them today. They were bowled over by the local community support and still have lots of ideas for fund raising and getting this all together now ready for next year.

The Chairman congratulated the Libfest team on behalf of the Committee for their achievements.

At this point agenda Item 10 was brought forward for discussion.

C329 **EVENTS**

a) **Post Event Reports and Terms & Conditions of hire for Events**

The Committee received and considered the report of the Facilities Manager as circulated with the agenda. Her report included 'post-event' information regarding the Witney Music Festival and Libfest and requests to hold the events in 2016.

A Member asked about the dates for the two events and how they related to each other, was there difficulty with the two being close together. The two requests were for Witney Music Festival on the 18 June and Libfest the following weekend, being 25 June. The Facilities Manager commented that the Council was currently limited with regard to its resources internally in terms of staffing and setting up. Her other concern was that if there was appalling weather, which could happen in June, it could have implications on the ground conditions. She further commented, would the Town want a festival followed by another festival a week later.

A Member suggested the two events combine resources by leaving the staging up in order to alleviate officer time constraints. The Facilities Manager commented that leaving things on the Leys would have big security issues and was therefore not recommended. Another suggestion was to pool resources and run both festivals together on the same weekend or over a long weekend. Another Member suggested that the event's organisers could help to set up things themselves, provided they adhered to the rules and regulations this would help with staff time. The Facilities Manager also cautioned the Committee to be mindful of sporting fixtures which would be on the other half of the field, and remembering that the Leys was primarily a recreation ground for sporting fixtures, the splash park would also be in full operation at that time too.

There was a discussion regarding a 'plan B' and using another playing field as a contingency plan, but aware that the Leys was the first choice due to the location being so central to the Town. The Facilities Manager pointed out that as both events would be subject to scrutiny by the Safety Advisory Group (SAG) a plan b in case of weather was not an option as event plans would be tailored to the Leys Recreation Ground, and timescales would not permit relocating at short notice.

The Facilities Manager took the Committee through the Terms & Conditions of Hire for music events and fair grounds. She highlighted the areas where she had experienced non-compliance and the impact it had on Officer time and capacity, giving recent examples. She also raised the difficulty whereby charitable events had found it difficult to provide a large damage deposit

The Chairman commented that the Committee should re-affirm stance on the policies and support the Facilities Manager on ensuring adherence, however responsibility should be devolved to Officers to make decisions contrary to the policy should the need arise.

RECOMMENDED:

1. that the report be noted;
2. that the subsequent grant funding requests for the additional hire charges for both events be agreed and subsidised by the Council;
3. that the Officers time and costs are noted;
4. that the requests from Witney Music Festival and Libfest to hold their events on 18 and 25 June 2016 respectively be referred to the full Council for a decision.
5. that the amendments to the terms and conditions of hire prohibiting the use of fairs at events be agreed
6. that only the May Fair and the Witney Feast are permitted to be held on the Leys each year.

Members of the public left the meeting at 6.47

b) Civic & Council run events

The Committee received and considered the report of the Communications and Events Officer as circulated prior to the meeting. She added that the Community Coffee morning had been a success and provided a good opportunity for the public to look around the Corn Exchange and spend some time with Councillors. Most people were very positive on what they saw.

With regard to the planned Parade commemorating the 75th Anniversary of the Battle of Britain she highlighted the fact that there currently was no budget for this event and her report had contained indicative figures.

Since the agenda had been issued the Town Clerk had received correspondence from Bruno Peek the Commonwealth Pageant Master regarding the 'Fly a Flag for the Commonwealth 2016'. The date for the next year's flag raising ceremony was 14 March 2016. As the Council participated this year it already had the flag, however Mr Peek was looking for Councils to get the schools involved and requested that information was cascaded down to the local schools, trying to get at least one school involved.

RECOMMENDED:

1. that the report be noted;
2. that a budget of £2,000 be allocated to the Parade commemorating the 75th Anniversary of the Battle of Britain;
3. that the information be sent to all Witney schools on the 'Fly a Flag for the Commonwealth 2016';
4. that the financial information on the costs of flag poles and flags for the schools are obtained for a future meeting.

c) The Queens 90th Birthday

The Committee received and considered the report of the Town Clerk as circulated with the agenda. Members discussed previous celebrations such as the Diamond Jubilee and how the Council acted as facilitator to many organisations. With the Leys and the Burwell Recreation Grounds, the latter designated as a QE11 Playing Field, these sites could be offered up to those who aren't able to hold street parties. Members also thought this theme could tie in with some 'In Bloom' activities.

RECOMMENDED;

1. that the report be noted;
2. that further consideration be given to this at a future meeting.

C330 **COMMITTEE TERMS OF REFERENCE**

The Committee received and considered the report of the Town Clerk as circulated with the agenda.

RECOMMENDED: that the amended Committee Terms of Reference be agreed.

C330 **FINANCIAL REPORT**

The Committee received and considered the report of the RFO as circulated with the agenda.

RECOMMENDED: that the report be noted.

C331 **CYCLE RACKS OUTSIDE THE OLD POST OFFICE**

The Committee received and considered the correspondence from Pegasus Group who were acting for Bill's Restaurant, as circulated with the agenda.

Members discussed the proposed locations for re-siting the cycle racks, however there were concerns that the racks were under the trees and bikes would be susceptible to bird droppings and furthermore the area was not on the flat, making it difficult to get a bike to the area.

RECOMMENDED: that the Town Clerk advises the Planner from Pegasus Group that the suggested locations are not suitable and that they revisit the area and suggest a more suitable location.

C332 **WITNEY IN BLOOM**

The Committee received and considered the minutes of the In Bloom Working Party held on 10 June 2015 and the report from the Communications & Events Officer as circulated with the agenda.

The Committee discussed the format of the schools in bloom competition and the terms of the grant provided by the Council to the schools.

It was suggested maybe the grant could be increased to £700 (doubling the annual grant) but only hold the competition bi-annually. Another suggestion was raised regarding using

the Queen's 90th Birthday theme, the schools planting containers and judging them all at the same time at the Leys. It could be incorporated with the tea party and then once the judging had taken place we could take them to the hospital or old people's homes for them to be enjoyed.

RECOMMENDED:

1. that the Minutes of the In Bloom Working party meeting held on 10 June 2015 are noted;
2. that the format of the Schools in Bloom Competition be changed for 2016 to provide planters for each school to plant to coincide with the Queen's 90th Birthday. Further details and costings to be brought back to a future meeting.

C333 WITNEY CHRISTMAS LIGHTS SWITCH-ON EVENT 2015

The Committee received and consider the verbal report from the meeting held prior to this meeting.

RECOMMENDED:

1. that the verbal report be noted;
2. that the Christmas lights display be condensed in the main arteries of the town, starting at the mini roundabout at Welch Way linking to Marriot's Shopping Centre, up through the town, ending at the tree.
3. that the amount of solar Christmas trees be reduced to the area specified at recommendation 1 above– the Facilities Manager to work out how many full and half trees are needed.
4. the Facilities Manager to get a revised design for the Buttercross and costings
5. that the Facilities Manager to present the revised quotations to Policy & Resources for final approval.
6. that the Council holds an Advent Fair on Sunday 29 November to be manned by Councillors.

C334 POLICY ON FUTURE S106 FUNDING REQUESTS

The Committee received and considered the report of the Town Clerk as circulated with the agenda.

RECOMMENDED: that Committee e-mail the Chairman with suggestions by the end of the week in order to formulate a list of projects for future S106 funding requests

The meeting closed at 7.37pm.
