

COMMUNITY SERVICES COMMITTEE

**Held on Monday 18 July 2016
at 6pm in the Council Chamber, Town Hall**

Present

Councillor: Cllr C K Woodward (Chairman)

Councillors:	C Brown	C Holliday
	H W Chirgwin	T J Morris
	D S Enright	D Temple

Officers:	Town Clerk	Facilities Manager
	Democratic Services Officer	Communications Officer
	Works Contracts Supervisor	

C365 APOLOGIES FOR ABSENCE

Apologies for their absence were received from Cllrs Doughty and Enright.

C366 DECLARATIONS OF INTEREST

Cllr Chirgwin declared an interest in agenda item 10 as his wife was Manager of Volunteer Link Up.

C367 MINUTES

RESOLVED:

- a) that the Minutes of the meeting held on 6 June 2016 be agreed as a correct record and signed by the Chairman
- b) there were no matters arising from the Minutes.

C368 PUBLIC PARTICIPATION

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

C369 FINANCIAL REPORT

The Committee received and considered the report of the RFO as circulated with the agenda. The Town Clerk asked members to think about projects they would like to see included in the next financial year's budget. The Chairman thanked the RFO for the spread sheet on Capital and Revenue Projects for 2016 onwards.

RECOMMENDED:

1. that the report be noted;
2. that Councillors forward any aspirations or projects to the RFO by the end of the current meeting cycle on 3 August 2016.

C370 **HERITAGE DAY**

The Communications Officer had recently attended a meeting on Heritage Open Days and provided an update. The Town Council's exhibit would be the old Witney Constabulary records. At the meeting it had been suggested that local businesses were written to asking them to place an artefact in their windows. The Communications Officer asked if members would like to pen a letter to businesses to this effect. Cllr Bartington had supplied a list of businesses.

RECOMMENDED: that letters are written to local businesses asking them to place an artefact in their window as part of Heritage Open Days.

C371 **FOOD BANK**

The Committee received and considered the report of the Communications Officer, asking for consideration to be given to the Town Hall becoming an additional collection point for Oxfordshire West Foodbank. There had not been a request by the Foodbank, but the Communications Officer had thought it might be a good idea. Members agreed that it was a fantastic idea. One member asked if the food would be collected and was assured that it would.

RECOMMENDED: that the Oxfordshire West Foodbank be offered the Town Hall as an additional town centre collection point.

C372 **RELOCATION OF NOTICEBOARD IN MARKET SQUARE**

The Facilities Manager gave a verbal update on the noticeboard. The new notice board was planned to curve around the railings outside the town hall. She had obtained a quotation and WODC had agreed to pay for and install it. It would sign post the Town Hall as an additional feature.

A member commented that he was sorry it was no longer in Market Square. The Facilities Manager advised that the original location was owned by WODC who had not wanted it put back there following the refurbishment.

The Town Council would tidy up the holly bush and railings ready for installation. The District Council was applying for planning permission, and once that was granted, the order could be placed.

RECOMMENDED: that the verbal report be noted.

C373 **CORRESPONDENCE FROM WITNEY PHOTO GROUP**

A letter had been received from Witney Photo Group thanking the Town Council for supporting their recent exhibition. The Communications Officer added that the group was providing some photos for Heritage Day which would be displayed in the Town Hall.

RECOMMENDED: that the report be noted.

C374 **VOLUNTEER LINK UP – COMMUNITY COFFEE MORNING**

A request had been received from Volunteer Link Up to hold another community Coffee morning in the Corn Exchange. All members liked this idea and agreed to the proposal.

RECOMMENDED: that Volunteer Link Up be given permission to hold another Community Coffee morning in the Corn Exchange with the support of Witney Town Council.

C375 **PUBLIC WORK OF ART**

The Committee received and considered the report from the Facilities Manager as circulated with the agenda. She had met with WODC officers to finalise the design brief. There was an invitation for Town Councillors to join the panel that would choose the work of art.

A Member asked if there was any money for future maintenance. The Facilities Manager replied that this was included in the money set aside for the art – it was for WODC to decide on how much the art would cost and what the dowry would be to maintain it. The Member felt that this was not clear from the design brief.

RECOMMENDED:

1. that the report be noted;
2. that Cllrs Brown, Chirgwin and Holliday be members of the panel to choose the art.

C376 **SCHOOLS IN BLOOM**

The Committee received and considered the minutes of the meeting held on 14 July 2016. Unfortunately no members of the Working Party had attended. The Chairman encouraged Councillors to send apologies and to try to get substitutes if they could not attend a meeting.

Cllr Chirgwin reported that he had visited the schools and had been disappointed that some had not done anything with their displays and that others had not engaged students. Others, however, had put a lot of effort into it. West Witney Primary School had won with an outstanding effort.

The Committee discussed on how schools could be engaged better. The Facilities Manager said that the competition had already been scaled back for the schools, to make it easier. Members wanted to try the competition again next year to see if there was any improvement.

The Facilities Manager informed the Committee that she would be going to choose the town bedding displays flowers the following day but as the meeting had not taken place she had no theme and asked if the Committee wanted to enter the National In Bloom Competition. She had thought about possible themes and proposed 110 years since the Battle at Passchendaele or a Bollywood Theme as next year the UK was linked with India for a year of cultural exchange.

A member wondered what the Council would gain from entering the national competition. He asked what the cost implications would be. The Town Clerk replied that apart from the entrance fee (c.£150) there was no extra costs, just the displays that would normally take place in the town, unless of course the Committee wanted to budget additional funds.

A member proposed that the Council should not enter next year, but put forward Cotswold gardens as a theme. The Facilities Manager explained that this had been tried in the beds on Church Green but there had been complaints as once the flowers had gone over, the beds were a little dull. The Committee were still keen to try the theme and suggested roses and longer flowering/sustainable plants although these would be more costly.

RECOMMENDED:

1. that the minutes of the meeting of 14 July 2016 be noted;
2. that the Schools in Bloom Competition is run in 2017;
3. that the Town Council does not enter the National In Bloom Competition for 2017;
4. that the theme for next year's displays would be traditional Cotswold Gardens.

C377 COTSWOLD MARCH HARE TRAIL 2017

The Committee received and considered information on the Cotswold March Hare Trail 2017 and was asked to consider supporting it. A member remarked that this type of thing had done well in other locations.

Cllr Holliday left the meeting at 6.35pm

There was also an option to purchase a hare which would eventually be sold at auction with 10% of the proceeds returning to the purchaser, and the balance going to charity.

RECOMMENDED: that the Council supports in principle the Cotswold March Hare Trail.

C378 CHRISTMAS LIGHTS WORKING PARTY MINUTES

The Committee received and considered the Christmas Lights Working Party Minutes of 4 July 2016.

RECOMMENDED: that the minutes be noted, and recommendations contained therein agreed.

C379 WORLD WAR ONE WORKING PARTY

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

Members agreed that a meeting was needed to re visit future commemorations in the town. Cllr Brown agreed to substitute for Cllr King whilst he was unable to attend meetings.

RECOMMENDED:

1. that the Council wait to hear from the Royal British Legion before deciding whether to commemorate the 100th anniversary of the end of the Battle of the Somme on 18 November 2016;
2. that a meeting of the WW1 Working Party be arranged to discuss:-
 - a) revisiting the plans and options for funding to enhance and preserve the existing Leys memorial and begin the process;
 - b) consideration of any other commemoration/community events that Witney Town Council would like to hold in 2018 for future budget inclusion.

C380 PUBLIC TRANSPORTATION WORKING PARTY

The Committee received and considered the minutes of the Public Transportation Working parties on 10 and 23 June and 8 July 2016.

Matters arising from the minutes of 10 June 2016

Page 4 – A member informed the Committee that WODC was providing the registration fee of £800 for the Community Interest Bus Company.

Page 5 – A member explained that he had been trying to encourage Abingdon and Witney College to help in tidying up the bus shelters. The Town Clerk said this was referred to in the minutes of 8 July 2016.

Matters Arising from the Minutes of 23 June 2016

None.

Matters Arising from the Minutes of 8 July 2016

The Town Clerk informed members that the flyer had now been approved and there had been an agreement that it would be hand delivered on Cogges, Smiths Estate and Madley Park. The Council was looking for volunteers to do this.

The Town Clerk explained that contact had been made with OCC about replacement bus shelters using suppliers of bus stop advertising.

RECOMMENDED: that the minutes of 10 and 23 June and 8 July 2016 be noted and the recommendations contained therein agreed.

C381 CIRCUS REQUEST

The Committee received and considered the report of the Facilities Manager on a proposal to permit use of a family circus on The Leys, as circulated with the agenda. She reported that they had been easy to deal with and had supplied everything asked of them. It was not considered a high risk event.

The Committee was happy to let the event go ahead as officers were satisfied.

RECOMMENDED: that the Circus be given permission to go ahead with the event on the Leys in October.

The meeting closed at 6.55pm.

Chairman