

**COMMUNITY SERVICES COMMITTEE**

**Held on Monday 16 January 2017  
at 6pm in the Council Chamber, Town Hall**

**Present**

Councillor: Cllr C K Woodward (Chairman)

Councillors:	AK Beames	HW Chirgwin
	BJ Churchill (C Brown)	JM Doughty
	C Holliday	T J Morris
Officers:	Town Clerk	Responsible Financial Officer
	Operations Officer	Communications Officer

**C018 APOLOGIES FOR ABSENCE**

Apologies for their absence were received from Cllr Enright and Cllr Brown.

**C019 DECLARATIONS OF INTEREST**

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

**C020 MINUTES**

**RESOLVED:**

- a) that the Minutes of the meeting held on 21 November 2016 be agreed as a correct record and signed by the Chairman
- b) there were no matters arising from the Minutes.

**C021 PUBLIC PARTICIPATION**

There were no members of the public present.

**C022 OPERATIONAL REPORT**

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

Members agreed the revised price for the completion of tree works on Curbridge Road to take place in February 2017. Members also voiced their concern that a member of staff, whilst working alone carrying out programmed works at the Curbridge Road site, had been the subject of verbal abuse from a resident. There are existing policies for lone working and these were followed. Members felt that in future a zero tolerance on this behaviour should be implemented and a letter to the resident would be appropriate. Members also requested that this incident is brought to the attention of the local Neighbourhood Policing Team.

*Cllr Beames entered the meeting at 6.14 pm.*

The Operations Officer's report also highlighted a residents property which was encroaching on Town Council owned land and photographs relating to this had been circulated. Members requested that a letter be sent to the resident.

The Operations Officer also gave a verbal update on the meeting he had with the Grounds Maintenance Contractor, Continental Landscapes on 16 January 2017. There were issues with the BOQs and they were working together to sort these out so that a full report council be brought to the next Community Services meeting.

**RECOMMENDED:**

1. that the report be noted;
2. that Continental Landscapes should carry out the removal works to Church Green sleeper beds at a cost of £1440.00 plus VAT;
3. that a letter be sent to the resident identified in the Officer's report, advising them that the shed they had erected was on Town Council property and offering them a licence for the duration of their residence at that property for a nominal annual sum (£100) but that the land must be made good if they sell and move on. They should also be advised not to clear any of the trees and bushes on this land;
4. that the carpet bedding design at the bottom of Welch Way for 2017 to be 'Passchendaele 1917 – 2017' on a green back ground.

**C023 STREET FURNITURE – BINS & BENCHES**

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

A Member reminded the Committee that a two year rolling programme to replace bins had already been agreed and funding put in the budget. The Operations Officer advised that to do this the Council was looking at replacing over 60 receptacles, which would not be possible within the current timescales and budget. The Blake School had also got funding to put a bin the Cogges Manor Farm car park and had asked that the Town Council empty it, though Officers expressed their concern at the cost of this as it was not a Council bin or on Council land.

*Cllr Temple arrived at 6.35 pm*

Members also discussed again the request for a bench to be reinstalled in Corn Street which was removed in c.2007 due to anti-social behaviour. It was noted that this would be a balancing act between the needs of the residents needing to use the bench for resting and inappropriate use at night.

**RECOMMENDED:**

1. that the report be noted;

2. that the design of bin was resolved as a Broxap BX45 2550-DE-240-RC at a cost of £389.00 plus VAT each;
3. that survey monkey be used to carry out a survey on where residents would like benches and bins and report back to the first Community Services of the new municipal year

**C024 BRITAIN IN BLOOM/SCHOOLSIN BLOOM COMPETITIONS**

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

**RECOMMENDED:**

1. that the report be noted;
2. that the Schools in Bloom competition be run in 2017 and it be a mobile design using a wheel barrow and possibly be judged at the Carnival. The theme to be the same as the Carnival – ‘Hero’s and Villian’s’ – Dig for Victory;
3. that Cllr Morris discusses its involvement with the Witney Rotary Club and report back to the next meeting of the Community Services Committee;
4. that the Council enter the regional ‘In Bloom’ competition in 2018 at an approx cost of £150 to register.

*Cllr Temple briefly left the meeting at 6.58pm returning at 7pm.*

**C025 VILLAGER BUS – REQUEST TO EXPAND PARKING IN THE LANGDALE HALL CAR PARK**

The Committee received the report of the Town Clerk as circulated with the agenda. Members agreed that a formal letter should go to both Go Ride and The Villager outlining the Council’s requirements for them to use the Langdale Hall car park.

**RECOMMENDED:**

1. that the report be noted;
2. that a letter be sent making it clear that the conditions of using the Langdale Hall car park are:
  - only one of each bus may park there
  - buses must turn round to drop off passengers outside Langdale Hall – not into the car park road way
  - both companies must provide the Council with copies of risk assessments and insurance
  - that this is permitted parking on a temporary basis and can be terminated at anytime

- that with regard to West Oxfordshire Community Transport Ltd they be permitted to park its bus overnight and Sundays when not in service.
3. that officers ask WODC about bollarding off the disabled parking space between the Langdale Hall car park and the main car park to stop it being used at a road access.

**C026 COMMUNICATIONS REPORT**

The Committee received and considered the report of the Communications Officer as circulated with the agenda. In response to a Members question the Communications Officer estimated that there were about 250 registered users of the 'App'. A Member informed the meeting that there was now a specific 'Fix My Street App' that the Council could promote via its 'App'.

It was also noted that there had been lots of positivity on social media in the last few months especially in relation to the Christmas lights, whereby residents had uploaded photographs. With this in mind the Communications Officer had suggested that the Council may wish to run a photographic competition. In considering the level of prize the Town Clerk suggested that a local business be approached for a partnership arrangement or sponsorship.

**RECOMMENDED:**

1. that the report be noted;
2. that the Council runs a photographic competition and looks for sponsorship from a local company;
3. that the Council runs a 'feature of the week' on the 'App';
4. that the banner promoting the 'App' is purchased from Blueprint at a cost of £155 plus VAT;
5. that in conjunction with the survey for bins and benches an annual satisfaction survey is carried out

**C027 EVENTS REPORT**

The Committee received and considered the report of the Communications Officer as circulated with the agenda. The Communications Officer advised that there would be a meeting for the play day on 31 January 2017 and asked if a councillor would like to attend. Cllr Holliday was nominated to attend. Members decided to offer King George's field for the play day to be held.

The members referred the Christmas Market to the Christmas Lights WP.

Members discussed the need for a mobile flag pole and it was explained that some flags legally cannot be flown from a public building so this was why a mobile option had been

investigated. It would also be useful for events held at any of the open spaces if a flag was available and appropriate.

**RECOMMENDED:**

1. that the report be noted;
2. that a mobile flagpole be purchased from HarrisonEds this being the company that provided the cheapest quote at £70 plus VAT;
3. that OPA be offered King George's field to hold the play day preferably in the Summer holidays;
4. that the Passchendaele commemoration be on 10 November 2017 being the 100<sup>th</sup> anniversary of the end of the battle;
5. that the Council is happy to promote the Cotswold Hare Trail using social media and the 'App' but will not purchase a hare.

**C028 DEER PARK MEDICAL CENTRE CLOSURE**

The Committee received and considered a verbal update from Cllr BJ Churchill. She advised that another public meeting was planned for 24 January 2017 in the Corn Exchange which the Mayor had agreed to chair.

**RECOMMENDED:**

1. that the verbal report be noted;
2. that the public meeting can be held in the Corn Exchange with the hire charge being offset by the Council.

---

The meeting closed at 7.30pm.

---

Chairman