

**COMMUNITY SERVICES COMMITTEE**

**Held on Monday 13 March 2017  
at 6pm in the Council Chamber, Town Hall**

**Present**

Councillor: Cllr C K Woodward (Chairman)

Councillors:	C Brown	J M Doughty
	H W Chirgwin	D S T Enright
Officers:	Town Clerk	Responsible Financial Officer
	Operations Officer	Communications Officer
	Democratic Services Officer	

Also present: Wendy Middleton, Community Relations Manager,  
Richmond Villages

**C114 APOLOGIES FOR ABSENCE**

Apologies for their absence were received from Cllrs Holliday and Morris.

**C115 DECLARATIONS OF INTEREST**

Cllr Chirgwin declared a non pecuniary interest in agenda item 10 as his wife sat on the Committee for Dementia Alliance.

**C116 MINUTES**

a) **RESOLVED:** that the Minutes of the meeting held on 16 January 2017 be agreed as a correct record and signed by the Chairman

b) **MATTERS ARISING:**

Minute C022 (3) – The Town Clerk advised that the householders had applied for permission to purchase the land in 2014 and the Council had denied the request. It appeared they had proceeded to use the land anyway. She had taken legal advice on how to proceed and was in the process of writing to them.

Minute C023 – The Town Clerk advised that the bins and benches survey had been incorporated into the main survey that would be distributed at the Annual Town Meeting.

**C117 PUBLIC PARTICIPATION**

Wendy Middleton addressed the Council about Witney dementia Action Alliance's "Turn Blue" for Dementia Awareness Week, and was requesting the Council's support to hold a special tea dance in the Corn Exchange.

C118 **FINANCE REPORT**

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

The Town Clerk added that the Town Council had been reimbursed for the new noticeboard. However, it had not yet been installed as tree roots were pushing up the paving where it was to be located and the Council did not want to cause a trip hazard by encouraging people to walk in that location. The matter was in the hands of the County Council.

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

C119 **OPERATIONAL REPORT**

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

It was noted that the Operations Officer advised prioritising bus shelter renovations in order for the College project to go ahead.

The Town Clerk referred to the list of events attached to the report and commented that the Music Festival were reportedly not happy about being offered West Witney Sports Ground as an alternative to The Leys. The Operations Officer explained that having two main events in the middle of the summer on The Leys was causing significant problems with the grounds maintenance.

A member advised that he had spoken to the organisers and they were not happy with West Witney as it only had one exit. The Operations Officer pointed out that much larger venues such as Blenheim Palace and Cornbury Park operated with one exit.

The Operations Officer commented that the two events had the ground for a number of years and had also had significant Council support. He felt it would be better to limit groups to a 3 year period of use whilst they established their events and told that they would need to look elsewhere after this time. Members debated the issues and whilst there was support for the events they understood the necessity of grounds maintenance.

It was felt that it was too late to move any events now but next year a maintenance plan would be out in place and events would have to fit around this.

The Town Clerk advised members that the telephone box that had been adopted by the Council was due to be cleaned by the Rotary Club and the defibrillator would soon be installed.

**RECOMMENDED:**

1. that the report be noted;
2. that the repair, cleaning and preparation of the bus shelters be made the next priority of works and any surplus budget from budget line 4036/402 be carried forward to the next financial year for completion of these works;

3. that events remain unchanged for this year but that a policy for grounds maintenance be brought to the next appropriate Committee meeting and this be adhered to.

**C120 BUS SHELTER ART**

Members received and considered the project brief from Abingdon and Witney College for bus shelter art and considered how to progress this. The idea of obtaining grant funding was discussed but this could prove difficult as it was renovation rather than a capital project. The Town Clerk suggested that it might be better to look for business sponsorship.

**RECOMMENDED:**

1. that the project brief be noted;
2. that Town Clerk, Mayor and Cllr Enright be given delegated authority to proceed with the project.

**C121 COMMUNITY ENGAGEMENT VIA FORUMS**

The Committee received and considered the report of the Town Clerk as circulated with the agenda. Members were very keen to see the Youth Council resurrected and Cllrs Brown and Doughty were especially keen to be involved having had meetings with Base 33.

Members were also enthusiastic to see the Town Centre Forum revived, with a Council member sitting on it. This position would be nominated at Annual Council.

**RECOMMENDED:**

1. that the report be noted;
2. that a small working party to facilitate the Youth Council be established and consist of Cllrs Doughty, Brown and Enright – and a £500 budget set up;
3. that the Town Centre Forum is regenerated and a Council representative appointed at the Annual Council meeting.

**C122 COMMUNICATIONS REPORT**

The Committee received and considered the report of the Communications Officer as circulated with the agenda. Members congratulated her on being asked to write an article for the SLCC Clerk's Magazine on the APP. The Chairman volunteered to have his photo taken with her for the article.

Members liked the idea of the calendar suggested by Cllr Dorward, and wished to support it in principle. It was suggested that Cllr Dorward sought sponsorship to cover the printing costs. The Town Clerk advised that there may be VAT implications.

The Communications officer asked for ideas for the newsletter, and Members considered the key topics.

**RECOMMENDED:**

1. that the report be noted;
2. that the Town Council supports a Witney Calendar in principle and Cllr Dorward be advised to suggested that Cllr Dorward seeks sponsorship to cover the printing costs – the Town Clerk and RFO would need to investigate the VAT implications;
3. that the newsletter should include the following: In Bloom 2018, Citizen of the Year, Youth Council, Town Centre Forum, Friends of the cemeteries, Cemetery Survey.

**C123 EVENTS REPORT**

The Committee received and considered the report of the Communications Officer, which included an update on the mobile flagpole and information about a Dementia Friendly Tea Dance which could be a partnership event if members wished. The Committee was very supportive of this initiative and agreed to provide free hire of the Corn Exchange.

The Town Clerk also informed members about The Great Get Together on 17/18 June which was in memory of M.P. Jo Cox. She wondered if the Council might like to offer free hire of the halls on that weekend for any community groups that wished to put on an event. Members gave agreement in principle to this. This should also be included in the newsletter.

**RECOMMENDED:**

1. that the report be noted;
2. that the Council runs a tea dance in partnership with Witney Dementia Action Alliance and offers free hall hire of the Corn exchange;
3. that in principle the Council supports the Great Get Together by offering free hall hire on 17/18 June to community groups.

**C124 UPDATE ON WITNEY MUSIC FESTVAL FOLLOWING THE PRESENTATION TO THE SAFETY ADVISORY GROUP**

The Town Clerk circulated her notes from the Safety Advisory Group (SAG) at which the music festival had been discussed.

In total there had been 17,000 on site and the licence had been for 5,000. The Music Festival now wanted to increase capacity to 7,000 and run until midnight this would require a variation to the licence. The SAG would review all the required paperwork. The Town Council would be a consultee on the licence application through the Planning Committee.

It was noted that the Council had still not received a deposit. Members were absolutely firm that this should be paid as soon as possible and no later than 48 hours after Full Council on 29 March 2017.

There followed a discussion on the event and the forthcoming request to vary the licence.

**RECOMMENDED:**

1. that the Town Clerk's notes from the SAG meeting be noted;
2. that the Town Council does not support the variation to the licence to allow an increase in patrons;
3. that the Town Council does not support the variation to the licence to extend the timings of the event. The Fair and music are to end at 10pm, the fireworks are to be at 10pm and the event must end completely by 11pm;
4. that the organisers of the Music Festival be informed that the Council has planned grounds maintenance that is being held off for their event and if a deposit is not received within 48 hours after 29 March 2017 then the maintenance will go ahead and the festival cannot take place.

*Cllr Brown left at 7.33pm.*

**C125 NEWLAND WAR MEMORIAL**

The Committee received and considered the report of the Democratic Services Officer as circulated with the agenda. Members were happy that an application be made to the War Memorials Trust to restore the memorial in time for 2018.

**RECOMMENDED:**

1. that the report be noted;
2. that the grant application to the War Memorials Trust be made;
3. that the Council funds any outstanding money from the rolling capital.

**C126 DEER PARK MEDICAL CENTRE - UPDATE**

Cllr Enright reported that good progress was being made.

**RECOMMENDED:** that the verbal update be noted.

**C127 MINUTES OF WORKING PARTIES**

a) World War One Working Party – 1 February 2017

The Committee received and considered the minutes of 1 February 2017. There was also a request from the Communications Officer for permission to make a grant application for her CiLCA coursework for work on the new war memorial at The Leys. Members were happy to support this.

**RECOMMENDED:** that the minutes be noted and the Communications Officer be granted permission to make a grant application for her CiLCA coursework for work on the new war memorial at The Leys.

b) Witney In Bloom Working Party – held earlier that evening

The Chairman of the Working Party gave a verbal update on the meeting held earlier that evening.

**RECOMMENDED:** that the verbal report be noted.

C128 **EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** that in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

C129 **CCTV MANAGEMENT GROUP**

The Committee received and considered the minutes of the meeting held on 22 November 2016 and a verbal update from the meeting held on 21 February 2017.

**RECOMMENDED:** that the minutes and the verbal update be noted.

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The meeting closed at 7.45pm.

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Chairman