

**COMMUNITY SERVICES COMMITTEE**

**Held on Monday 5 June 2017  
at 6pm in the Council Chamber, Town Hall**

**Present**

Councillor: Cllr C Holliday (Chairman)

Councillors:	C Brown	D S T Enright
	B J Churchill	A D Harvey (Sub C Woodward)
	H B Eaglestone (sub J Doughty)	T J Morris

Non Committee Members: P J Dorward and D Temple

Officers:	Town Clerk	Operations & Estates Officer
	Communications Officer	Asst. Operations & Estates Officer
	Democratic Services Officer	

Also present: 34 members of the public, 1 member of the press

**C259 APOLOGIES FOR ABSENCE**

Apologies for their absence were received from Cllrs Chirgwin, Doughty and Woodward.

**C260 DECLARATIONS OF INTEREST**

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

**C261 ELECTION OF VICE CHAIRMAN**

**RESOLVED:** that Cllr Brown be elected Vice Chairman for the Committee for the ensuing municipal year.

**C262 MINUTES**

a) **RESOLVED:** that the Minutes of the meeting held on 13 March 2017 be agreed as a correct record and signed by the Chairman

b) **MATTERS ARISING:**

Minute C169(b) – A member asked if there was an update on this matter. The Town Clerk explained that the prospective purchaser had been told over a year ago that he could not buy the land and this letter was on file. There was no further update.

Minute C120 – A member explained that as Deputy Mayor she had attended an event at Abingdon and Witney College and the students had expressed their continuing desire for a graffiti wall. The Town Clerk replied that the Skate park/BMX Track Working party had this under its remit.

C263 **PUBLIC PARTICIPATION**

The meeting adjourned for this item.

Mr Eric Marshall addressed the Committee about the Witney Music Festival.

*Cllr Enright arrived at 6.10pm.*

**RECOMMENDED:** that agenda item 12 Events Update be brought forward in order that the public present may listen to the debate.

C264 **EVENTS UPDATE**

The Committee received and considered the report of the Operations and Estates Officer which provided updates on the music festival, LibFest, Carnival, Tower Hill Football tournament, the Play Day, May Fair and a close down for maintenance of football pitches.

There was a lengthy debate about the proposal that Mr Marshall had made under public participation. The debate included discussion on whether the Town Council should ask its own Health and Safety Consultant to ensure compliance or whether the SAG – as an advisory group - fulfilled that role sufficiently. However, the Town Clerk reminded members that the Council had made a resolution at its last meeting and in line with the Council's Standing Orders this could not be overturned for 6 months. All members agreed that they supported the Music Festival and wanted it to go ahead. The issue was the after party and the Council had worked hard to reach a compromise to allow it to continue until 12.30pm.

A member proposed that as the Council could not discuss Mr Marshall's proposal within the timeframe before this year's event, that it be discussed after the event as part of the review. All members agreed with this proposal.

The other events had a few health and safety items outstanding but they were being dealt with. The May Fair had experienced poor weather but there had been minimal damage to the ground.

Members asked if the close down of the football pitches for maintenance could be moved at all to accommodate events and if it had to be done every year. The Operations and Estates Officer explained that the pitches – especially at The Leys – were in a very poor state and if maintenance was not done, they would be unplayable. He reminded the Committee that the Council had just agreed a large amount of funding for this and it was a recommendation from the Sports and Recreation Committee. The grass needed a 6 week period to germinate and take root. He added that the Council had already been in dialogue with the large event organisers on this matter.

**RECOMMENDED:**

1. that the report be noted;
2. that the proposal from the Witney Music Festival be discussed as part of the review after this year's event;

3. that the closedown of the pitches from 2/3 week of May until the beginning of July as recommended by the Sport and Recreation Committee be noted.

***33 Members of public and 1 member of the press left the meeting***

C265 **COMMITTEE OBJECTIVES AND WORK PROGRAMME FOR THE MUNICIPAL YEAR**

**RECOMMENDED:** that this item be considered at the end of the meeting.

C266 **OPERATIONAL REPORT – PROGRESS ON IMPROVEMENTS AND REPAIRS SINCE THE LAST MEETING**

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

The report updated members on vandalism to litter bins, summer planting, the wheelbarrow planting competition for Schools in Bloom - which would be taken on a carnival float and hopefully judged by the public –and a request from Sanctuary Housing to support their competition by way of a voucher

The Operations and Estates Officer invited members to consider if they wished to set an annual budget for bus shelter maintenance which was thought to be a good idea.

The tree survey was now complete and some of the required work could be done by the works team. The works team would also be cutting up fallen trees at the country park and leaving them as wildlife habitats. There were some trees at Thorney Leys which needed urgent work.

The Town Clerk referred members to the confidential attachment from the Council's insurers and members agreed that they wished to remove the tree subject to heave indemnity.

The Committee was updated on the litter on The Leys and some images had been recorded in the early hours of the morning but not sufficiently to identify any perpetrators. Further monitoring would take place and the police had been involved.

A member thanked the Operations and Estates Officer for the work to clean the bus shelters. Another member asked if the Council would replace the damaged shelter at Burwell. The Town Clerk replied that there was an unused shelter on Welch Way and she was trying to establish the ownership of this and if it would be possible to move it and the associated costs.

**RECOMMENDED:**

1. that the report be noted;
2. that an annual budget be set of for ongoing maintenance of bus shelters;

3. that the tree referred to in the confidential report be removed subject to obtaining heave indemnity.

C267 **RESULTS OF THE ANNUAL RESIDENTS SATISFACTION SURVEY**

Members received and considered the results of the annual resident’s satisfaction survey and the report of the Administrator as circulated with the agenda.

The Communications Officer highlighted that a lot of the top complaints were outside the Town Council’s remit. The Mayor had suggested putting a list of who is responsible for what together. This led to some debate about whether the Town Council should direct people to the correct authority or just take the complaint and report it on the public’s behalf.

There was a discussion on replacing bins as this had been a specific question in this year’s survey, and members agreed that it should continue with the current replacement programme. Similarly the survey had highlighted requests for benches but it was agreed to bring this back to a future meeting.

**RECOMMENDED:**

1. that the report be noted;
2. that the Council continues with the current replacement programme for bins;
3. that the requests for benches be brought back to a future meeting.

C268 **BUS STOPS/SHELTERS**

a) New Bus stop at Woodstock Road

The Committee received and considered correspondence from OCC concerning the supply of a new bus stop on Woodstock Road. The Town Clerk advised that this would become the Town Council’s responsibility if it was put in.

**RECOMMENDED:** that the offer of a new bus shelter on Woodstock Road, Woodstock bound be accepted.

b) Bus Shelter Art Project

Cllr Enright gave the Committee an update on this project. The College was about to start work on the art work and once complete, it was intended to hold an exhibition in the Corn Exchange, inviting businesses in the hope of gaining sponsorship for the actual wrapping of the bus shelters. Members thought this was an excellent project and liked the idea of the exhibition.

**RECOMMENDED:** that the update be noted and the exhibition be agreed to.

C269 **PRESS COVERAGE**

The Committee received and considered a report on recent press coverage.

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

C270 **FINANCIAL REPORT**

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

A member queried the underspend on community infrastructure. The Town Clerk advised this was arboriculture work that had not been carried out and this underspend had been rolled over to the current year.

The RFO had invited members to consider if they wished to create earmarked reserves for the Grounds Maintenance and In Bloom. This was agreed to be a good idea.

**RECOMMENDED:**

1. that the report be noted;
2. that earmarked reserves be created for Grounds Maintenance and In Bloom.

C271 **PLANT A TREE CHARTER**

The Committee had been circulated with information regarding the Plant a Tree Charter and the Town Clerk asked members if they would like the Council to sign up to this. Members were all in favour.

**RECOMMENDED:** that the Town Council signs up to the Plant a Tree Charter.

C272 **MINUTES OF SUB COMMITTEES**

World War One Working Party – 2 May 2017

The Committee received and considered the minutes of the World War One Working Party.

The Chairman advised that another meeting would be held soon and that the Passchendaele 100 event was being organised.

The Town Clerk added that an artist had been appointed for the War Memorial at The Leys.

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

Christmas Lights Working Party – 24 April 2017

The Committee received and considered the minutes of the Christmas Lights Working Party . In response to a Members question the Town Clerk confirmed that she had written to the Light Contractors and consequently they had responded immediately by telephone, and then in writing. The reduced bill would be paid shortly and the company had agreed to all penalty clauses suggested. They had also agreed to supply all paperwork as requested.

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

***The one remaining member of the public left the meeting***

C273 **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.

C274 **CCTV MANAGEMENT GROUP**

The minutes of the last meeting would be circulated to members.

The Town Clerk had visited a multi-agency hub in Gloucester and had been very impressed. If this could be replicated in the Thames Valley it would work well.

A member asked if councillors could visit the hub in Gloucester. The Town Clerk agreed to ask if this was possible.

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

---

The meeting closed at 7.45pm.

---

Chairman.