

COMMUNITY SERVICES COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

**Held on Monday 29 January 2018
at 6pm in the Council Chamber, Town Hall**

Present

Councillor: Cllr C Holliday (Chairman)

Councillors: A K Beames (sub. C K Woodward) B J Churchill
C Brown J M Doughty
H W Chirgwin D Temple

Non Committee member: P J Dorward

Officers: Town Clerk Operations and Estates Officer
Communications Officer Democratic Services Officer
Responsible Finance Officer
Asst. Operations and Estates Officer

C040 APOLOGIES FOR ABSENCE

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

C041 DECLARATIONS OF INTEREST

Cllrs Chirgwin and Churchill declared an interest in agenda item 8 – as they were members of West Oxfordshire Community Transport.

C042 MINUTES

a) **RESOLVED:** that the Minutes of the meeting held on 13 November 2017 be agreed as a correct record and signed by the Chairman with the following amendment on page 1:-.

That Cllrs Chirgwin and Churchill were members of West Oxfordshire Community Transport (and not the Public Transportation Working Party.)

b) **MATTERS ARISING:** Cllr Chirgwin asked if there had been a “Wash Up” meeting for Remembrance Day. Officers confirmed that there had been one.

C043 PUBLIC PARTICIPATION

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

C044 OPERATIONAL REPORT – PROGRESS ON IMPROVEMENTS AND REPAIRS SINCE LAST MEETING

The Committee received and considered the report of the Operations and Estates Officer as circulated with the agenda. He provided updates on bus shelters, Remembrance Sunday

and the Christmas Lights Display. Members expressed their dissatisfaction that they had been placed in a different area to past years on Remembrance Day and complained that the grass had been muddy to stand on and they did not have a good view of proceedings. The Town Clerk advised that they had been relocated to try to ensure that they had a better view but nevertheless their comments had been fed back to the Wash Up Meeting. A member asked if there was an update on the Christmas Lights. The Operations and Estates Officer advised that the company had agreed to all of the penalties requested. A meeting of the Working Party had been scheduled for the following week.

Cllr Doughty entered at 6.05pm.

The Operations and Estates Officer advised that he had no positive interest from customers in relation to use of King George V Field as yet.

A member requested another meeting of the In Bloom Working Party and it was agreed that officers would arrange this.

The contractors had reported that there was little recycling going into the new litter bins. Members complained that the recycling sections were not clearly defined and there was no signage. The Operations and Estates Officer agreed to have a look at the bins.

A member commented what a good job the Works Team had done in excavating the area for the foundations of the 1914 Memorial in the Leys.

As an additional update, members were informed that the defibrillator had now been installed in the telephone box below the Town Hall and an information session on this was being organised.

RECOMMENDED:

1. that the report be noted;
2. that the 1914 memorial ground works and the construction of the new dais be the Works team's next priority work along with the annual preparations for summer sports.

C045 **PRESS COVERAGE UPDATE**

The Committee received and considered a press coverage update as circulated with the agenda.

RECOMMENDED: that the update be noted.

C046 **COMMUNICATIONS REPORT**

The Committee received and considered the report of the Communications Officer as circulated with the agenda. She had asked for member's opinions on options for distributing the newsletter, In response to a members question she advised that the Letterbox would probably be best this time, with the survey going into the March issue and the budget information going into the April issue. The Town Clerk advised that there were

no opportunities to include information with the District Council's Council Tax bill. Members agreed that at least the Council could ensure that it was delivered to every house if it went into the Letterbox.

RECOMMENDED:

1. that the report be noted;
2. that the Letterbox be used to distribute the newsletter.

C047 WITNEY TOWN BUS SERVICE UPDATE

The Committee received and considered the report of the Administrator on the extension of the WOCT service which would now run through Deer Park. The Villager would therefore stop its service once this had begun. Members agreed that thanks should be given for the assistance given by The Villager.

A member commented that as other parishes were benefitting from the service perhaps it might be an idea to investigate if they could offer financial assistance. The RFO replied that this was already underway.

RECOMMENDED:

1. that the report be noted;
2. that the Town Council acknowledges the assistance from The Villager Bus group in providing a service for Deer Park following the withdrawal of the Stagecoach service in 2015.

C048 BUS STOPS, BUS SHELTERS AND BINS

The Committee received and considered the report of the Administrator as circulated with the agenda. A discussion followed on the need for bus shelters at Burwell – both at the shops and Abbey Road – and also about the possibility that a bus stop might be put in opposite the Windrush Cemetery. The Town Clerk would be meeting County Council Officers about the Windrush stop and it was agreed that Cllr Chirgwin would attend with her as he was an East Ward Councillor and because he had had discussions with the Church on future development plans.

Members wondered if the bicycle shelter that was due to be removed from Madley Park Hall could be relocated and used as a bus shelter at Burwell shops. The Operations and Estates Officer said that he could look into it but he had no idea of the financial implications as it would need reinforced panels. He also added that it was being removed from Madley Park due to vandalism and it may suffer the same fate at Burwell.

There had also been a request for a bin at the Newland bus stop from a resident. The Town Clerk advised that she would need to take this up with OCC as it would be installed on highway land not in the ownership of the Town Council.

RECOMMENDED:

1. that the report be noted;
2. that a bus shelter at Abbey Road be installed, funded by the rolling capital;
3. that the Operations and Estates Officer investigates the possibility and cost of using the Cycle shelter from Madley Park Hall as a bus shelter at Burwell shops;
4. that the Council accepts the County Council's offer to re-locate the Marriott's bus shelter if the extended bus stop at Market Square proceeds (at no cost to the Town Council);
5. that the request for an additional bus stop at Oxford Hill be supported, subject to further information and a safety inspection;
6. that the Town Clerk contacts OCC about the possibility of installing a bin at the Newland Bus Stop further to a request by a resident.

C049 BENCHES

The Committee received and considered the report of the Administrator, which included requests from residents for additional benches throughout the town, and the survey results from the 2017 satisfaction survey.

RECOMMENDED:

1. that the report be noted;
2. that the bench to be funded by Witney Round Table in memory of Arthur Titherington should be sited as close as possible to opposite his house on Church Green, subject to requisite permission being granted;
3. that the benches in the worst condition be replaced with benches in stock;
4. that any remaining play area budget is used to purchase two benches for The Leys;
5. that the purchase of benches by local organisations and groups – perhaps for a particular anniversary or commemoration- be promoted;
6. that authority be delegated to the Town Clerk to decide which benches to replace if any offers of funded benches are made.

C050 WINTER SNOW CLEARENCE

The Committee received and considered the report of the Administrator following a short but significant cold spell with heavy snow in mid-December.

RECOMMENDED:

1. that the report be noted;
2. that the Council contacts Oxfordshire County Council to express concern at the lack of snow clearance and grit bins within Witney and the standstill of traffic that ensued;
3. that the Council incorporates a request for a grit bin in any future Section 106 development where appropriate;
4. that the Council requests an updated snow plan with other authorities – this may help to highlight vulnerable areas needing bins.

C051 WITNEY AND DISTRICT TWINNING ASSOCIATION

The Committee received and considered correspondence from Witney and District Twinning Association as circulated with the agenda. Members discussed the *Rallye Du Jumelage* and were happy to support a reception for the visitors from Le Touquet with free hire of the Corn Exchange. Additionally if the Twinning Association would give specific financial estimates for further funding of the event then this would be considered by the Council.

RECOMMENDED:

1. that the correspondence, the calendar of events for 2017/18 and the minutes of the meeting held on 27 November 2017 be noted;
2. that the Twinning Association be granted free hire of the Corn Exchange for a reception for the *Rallye Du Jumelage*;
3. that the Association be advised that if it would like to give specific figures for further funding then this would be considered by the Council.

C052 FOOD AND DRINK FESTIVAL

The Committee received and considered correspondence from the Market Square Group who had in the past put on Christmas Markets in the town, to hold a Food and Drink Festival over 3 days. Members discussed the possible locations and timings.

RECOMMENDED: that the Town Council supports the proposal from Market Square Group to hold a food and drink festival on Market Square from a Sunday to a Tuesday, but would need to consult with OCC and WODC for permissions.

C053 WITNEY MUSIC FESTIVAL

The Committee received and considered a visual plan for the Music Festival and were provided with some additional information by Cllr Dorward, who had been in dialogue with them. The Committee were informed that the organisers intended to run for an extra day

but that the after party would be held in the Corn Exchange. No formal approach had been made to the Council.

There followed a discussion on the organisers apparent intentions and the new Terms and Conditions. The Town Clerk advised that she had been invited to a SAG meeting about the Festival on 6 February. She commented that having been told previously the Music Festival no longer fitted the criteria for scrutiny by the SAG, given the recent press it was on the District Council's radar as it claimed to be bigger than in previous years.

RECOMMENDED:

1. that the Town Clerk represents the Council at the forthcoming SAG meeting and specifies that the Town Council's terms were for a 10pm finish and no after party;
2. that if the Music Festival wishes to have fireworks they must be noised reduced.

C054 PRODUCTION OF THRUSH GREEN ON WOOD GREEN 2019

The Committee had asked for this to be on the agenda for two meetings. Members agreed to bring back ideas for funding to the next meeting.

RECOMMENDED: that members bring back ideas for funding to the next meeting.

C055 FINANCE REPORT

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

RECOMMENDED: that the report be noted.

C056 MINUTES OF WORKING PARTIES

- a) World War One Working Party – 8 January 2018

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

- b) Youth Council Working Party – 17 January 2018

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

C057 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.

C058 **CCTC MANAGEMENT GROUP**

The Committee received and considered the confidential minutes of the meeting held on 5 December 2017 as circulated with the agenda.

RECOMMENDED: that the minutes be noted.

The meeting closed at 7.50pm.

Chairman