

**COMMUNITY SERVICES COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL**

**Held on Monday 26 March 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  
H B Eaglestone (sub. H W Chirgwin) J M Doughty  
D Temple (sub. C Brown) D E Enright  
T J Morris

Non Committee member: P J Dorward C E Reynolds

Officers: Town Clerk Operations and Estates Officer  
Communications Officer Asst. Operations and Estates Officer  
Administrator

**C141 APOLOGIES FOR ABSENCE**

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

**C142 DECLARATIONS OF INTEREST**

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

**C143 MINUTES**

**a) RESOLVED:** that the Minutes of the meeting held on 29 January 2018 be agreed as a correct record and signed by the Chairman with the following correction,

C053 – that the word ‘would’ be amended to ‘could’ in relation to the after show party being held in the Corn Exchange.

**b) MATTERS ARISING:**

C050 - Cllr Enright asked if there had been progress regarding a Snow Plan. The Town Clerk advised that it was on the Council’s Action Plan to discuss with other authorities.

C053 - Cllr Dorward advised that after discussion with Witney Music Festival representatives, the after show party could not be held at the Corn Exchange as it would not be suitable.

**C144 PUBLIC PARTICIPATION**

The Committee adjourned in line with Standing Order 42 so Mr E Marshall on behalf of Witney Music Festival, Mr W Wilson on behalf of Witney Feast and Rev T Wright on behalf of St Mary’s Church could address the Committee regarding Agenda Item 11.

The Committee reconvened following the address by the members of the public.

With the express permission of the Chairman, Agenda Item 11 was brought forward at this point of the meeting so the members of public present could observe the discussion.

C145 **THIRD PARTY EVENTS**

The Committee received and considered the joint report of the Operations & Estates Officer and Town Clerk as circulated prior to the meeting. The Chairman thanked the members of public for speaking on this agenda item and a discussion ensued regarding the events being held at the Leys later in the summer. The committee was reminded that the Leys primary function was a sports/recreation ground and the Town Council had a commitment to the teams that play there. Long term renovations of up to eight weeks had to take place as they had historically in closed season to improve the condition of the pitches. This is what had led to this situation and could not now be changed for this year. There was agreement that next year the dates should be reconsidered to avoid this happening again.

There was real concern amongst members that the time between the Witney Music Festival (WMF) and Witney Feast would not be sufficient if the first event should suffer inclement weather. This could result in the Feast having difficulty in accessing the site and would be a risk, both in terms of safety and financially that the Council would have to accept and where possible, mitigate against. There was agreement that urgent dialogue should take place with WMF and they should be asked to consider the use of the cricket side of The Leys this year if the need arose. It also appeared to members that the only reason why the event could not be moved slightly earlier this year was due to headline acts having been booked; if this was the case, they could be approached to see if they could move or attend next year's festival.

It was advised that although the Music Festival had submitted a request earlier in the year for 18 August, no application had been made for 17th or to extend the times requested on the evening until 11pm followed by an after show party until 2am; the dates and times appeared to have been advertised on their website, all contrary to the Town Council's terms and conditions. A change to the booking times would need to be submitted by WMF as soon as possible so that it could be considered at the next Full Council meeting. Members were however reminded that under Standing Order 23, a motion would need to be signed by four of them and delivered to the Town Clerk in order for resolution 622 (C552a) of Full Council, 4<sup>th</sup> December 2017 to be re-debated should they wish to do so.

**RECOMMENDED:**

1. that the report be noted;
2. that the Councillors working with Witney Music Festival meet at the earliest opportunity to discuss the possibility of moving the Festival forward by 1-2 weeks this year. If that is not possible, that;
  - a) Witney Music Festival considers moving to the cricket side of The Leys for this year's event.

3. that Witney Music Festival submit a full application for the exact dates and timings requested for their events at The Leys prior to 11<sup>th</sup> April 2018, and if these are contrary to the terms and condition of Witney Town Council full consideration will need to be given by full Council on 23 April 2018;
4. that if the Council wishes to amend the Policy document on Holding Events on Town Council land then four members need to sign a motion asking for the item to be debated, delivered to the Town Clerk in accordance with Standing Order 23. If they do not, the terms and conditions cannot be debated in time for this year's event.

*Cllr P Dorward and the members of the public left the meeting at 7.05pm*

**C146 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.

A discussion took place on the cycle shelter from Madley Park Hall being utilised as a bus shelter on Burwell Estate. Members heard that it was not suitable for the Curbridge Road area as it would project too far into the road and result in pedestrians standing near the front. There were further concerns that although never used, it had been vandalised in its current position and if moved near to the Burwell shopping precinct, it would be moved to an area where a bus shelter was removed for the same reason.

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

**C147 PRESS COVERAGE UPDATE**

The Committee received and considered a press coverage update as circulated with the agenda. It was noted that recent radio coverage was not included on the report.

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

**C148 COMMUNICATION & COMMUNITY COHESION**

The Committee received and considered the report of the Communications Officer as circulated with the agenda. Members heard the annual satisfaction survey had been launched and there had been over 120 responses so far.

In relation to the request received to fly the rainbow flag during the Oxford Pride Festival, members agreed that this could be flown from the Town Hall but that no offer of a flag had been made with the request. As previously agreed, a new de-mountable flagpole would be purchased and could be used to fly flags in Market Square rather than the Town Hall as there were protocols in place about the flying of flags from civic buildings and this could be offered to more local groups to use.

**RECOMMENDED:**

1. that the report be noted;

2. that the request to fly the rainbow flag from the Town Hall during the Oxford Pride Festival be agreed.

C149 **BUSES**

- a) The Committee received and considered the report of the Administrator regarding West Oxfordshire Community Transport's request for wording on their new timetables. Members expressed thanks to the group after this issue was raised following an earlier committee meeting and agreed that that they would like to see wording on the bus as well as the timetables.

**RECOMMENDED:**

1. that the report be noted;
  2. that the Town Council asks for 'Supported by Witney Town Council' along with the crest to be included on the timetables, and on the bus.
- b) The committee also received the report of the Communications Officer pertaining to the Bus Shelter Art Project. This was still in the early stages and members were briefed on the interest so far, including how the District Council had offered assistance in subsidising some of the more difficult to market shelters in the outlying estates. Further businesses near to the shelters could be contacted and some may be worth offering discounts too in order to get them covered.

**RECOMMENDED:**

1. that the report be noted;
2. that the electronic brochures be emailed to members so that they can pass onto contacts they may have.

At this point, the Town Clerk added that she had received correspondence from Abbey Properties requesting to move the bus shelter near to the bus depot in Corn Street further along the road. It was suggested that it may be worth contacting them to ask for sponsorship or another shelter elsewhere. As this was not an agenda item, it was deferred to another Council meeting.

C150 **BENCHES**

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

Regarding a memorial bench on Church Green, members heard that a previous request for a bench to be erected for the Late Mr A Titherington had been submitted to Blenheim Estates who owned the Green but no response had been received. A discussion about the number of benches on Church Green and ownership took place and it was agreed that it seemed

sensible to ask for blanket permission regarding the number of benches there including replacing old ones and installing additional ones.

A discussion also took place following the Windrush Flower Club's offer of a memorial bench and its proposed location at The Leys received through the World War One Working Party.

**RECOMMENDED:**

1. that the report be noted;
2. that contact is made with Blenheim Estates requesting the number of benches on the Green be increased to ten and asking permission to replace or add new ones as and when required;
3. that the offer of a memorial bench from Windrush Flower Club at The Leys be accepted and its positioning be agreed.

C151 **WITNEY & DISTRICT TWINNING ASSOCIATION**

The Committee received and considered the briefing report of the Town Clerk for the *Rallye Du Jumelage* event in June 2018.

On request, the Association had asked the Town Council for an unspecified amount of funding towards a Barn Dance at St Mary's Church and use of The Gallery Room in the Corn Exchange for a reception. Members heard that the Association receives an annual subsidy amount from the Council which had been increased this year by £150 and was towards administration of the organisation. There was no other budget allocated for further requests so any additional funding would need to be grant-aided; the budget for this being replenished at the beginning of the new financial year.

It was agreed that Witney does not appear to support Twinning as much as its European counterparts and other councils and as the Rally is a new initiative and anniversaries of twinning are pending it would seem appropriate to support on this occasion.

**RECOMMENDED:**

1. that the report be noted;
2. that Witney & District Twinning Association submits a Grant Application Form and that this request be referred to the Policy & resources committee on 9<sup>th</sup> April.
3. that the minutes The Committee reconvened following the address by the members of the public be noted.

C152 **PRODUCTION OF THRUSH GREEN ON WOODGREEN 2019**

The Committee re-affirmed its support for this event, the item having been rolled forward from previous meetings. Members were asked to consider what aspects of the production

the Town Council would like to offer its support to with regard to funding and lobbying local service groups and the District Council.

The committee was also reminded that this event would need to be considered under the Council's Policy on holding events on Town Council land.

**RECOMMENDED:** that members consider what assistance the Council can offer this production and lobby local service groups and West Oxfordshire District Council.

C153 **MINUTES OF WORKING PARTIES**

a) World War One Working Party – 12 March 2018

Members heard from the Chairman notification had just been received that a memorial arch would be largely funded by local businesses. A nominal amount would be required from the Town Council which would come from existing budgets. Space would be left during the pouring of concrete foundations after Easter.

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

b) In Bloom Working Party – 19 February 2018

A member asked what support would be needed from West Oxfordshire District Council.

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

c) Youth Council Working Party – 7 February 2018

The committee was advised that a Chair had been selected and the Youth Council would need to think about what projects they would like to incorporate in the Council's plans.

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

---

The meeting closed at 7.45pm

---

Chairman.