

COMMUNITY SERVICES COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

**Held on Monday 4 June 2018
at 6pm in the Council Chamber, Town Hall**

Present

Councillor: Cllr C Holliday (Chairman)

Councillors: A K Beames
C Brown
H W Chirgwin
D S T Enright
A D Harvey
D Temple

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

Also present: 2 members of the public

C267 APOLOGIES FOR ABSENCE

There were no apologies for absence.

C268 DECLARATIONS OF INTEREST

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

C269 ELECTION OF VICE CHAIRMAN

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

C270 MINUTES

- a) **RESOLVED:** that the Minutes of the meeting held on 26 March 2018 be agreed as a correct record and signed by the Chairman
- b) **MATTERS ARISING:** - Minute C149 – A member asked where West Oxfordshire Community Transport (WOCT) was in terms of the Town Council Crest and wording on the buses to show Town Council support. The DSO explained that she had been in contact and they had said that they acknowledged the Town Council's support at the bottom of an A4 poster inside the bus. The DSO was aware that this was not what the Town Council had requested under the terms of the grant, and she would go back to WOCT again, re iterating that the Council's crest and wording to show support should be on the outside of the bus.

C271 PUBLIC PARTICIPATION

The meeting adjourned for this item.

Ms June Heritage addressed the Committee about her request for more dog bins which would be considered later in the meeting.

Following the address, the Committee reconvened.

C272 **COMMITTEE TERMS OF REFERENCE, OBJECTIVES AND WORK PROGRAMME FOR THE MUNICIPAL YEAR**

The Committee received and considered the Terms of Reference for the Committee, objectives and work schedule for the municipal year. Some items on the work matrix would need budgets set later in the year.

RECOMMENDED:

1. that the Committee Terms of Reference be adopted;
2. that the matrix be noted.

C273 **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 updated the Committee with the fact that LibFest had been in touch with Cllr Woodward to informally request 29 June 2019 for their event. The date was the closest weekend to the anniversary of Liberty’s death.

A member commented that he thought the Council did not take bookings more than 12 months ahead. The Operations and Estates Officer replied that he was bringing this to members’ attention as this weekend had been “ring fenced” for Witney Music Festival by the Council.

A member asked if the final EMP from the Music Festival had been received. The Operations and Estates Officer advised that it had not yet come in. The Councillor asked what implications it would have if it was not in by the 8 June, the date set by Council. It was explained that Officers needed enough time for it to go to the Council’s H&S Company, discuss any recommendations, and take the document through the SAG one month before the festival. The timings were tight and there could be problems if the H&S Company raised any issues.

Another member asked what was happening with the damaged bus shelter outside the Hall. The Town Clerk said that it was the subject of an insurance claim. The Operations and Estates Officer added that it was not dangerous.

A member noted the request for litter bins at King George V Field and asked if it would make any difference. The Operations and Estates Officer explained that it was a particular group of young people causing the issues with litter and they tended to relocate themselves frequently. Perhaps a bin at the entrance would be sensible.

The Operations and Estates Officer advised that there had also been two events that had not sent the Town Council the correct paperwork. The first was a fun day at West Witney Sports and Social Club and the second being the Food Festival held by the Church. Members agreed that both parties should be written to by the Operations and Estates Officer.

RECOMMENDED:

1. that the report be noted;
2. that 1 litter bin is installed at the entrance to King George V Field;
3. that the final version of the EMP in respect of Witney Music Festival must be made available to the Town Council by 8 June 2018 in order to facilitate recommendations being made prior to the plan being submitted to the SAG.

C274 **REQUEST TO REMOVE A TREE**

The Committee received and considered correspondence from a resident and the report of the Operations and Estates Officer. The resident wanted the top removed from the tree, but in his opinion this would not help her complaint of not enough light to her garden. The Tree surgeon consulted had also said that the resident would have no claim under lack of light.

Members did not feel that the tree should be removed and therefore denied the request.

RECOMMENDED:

1. that the correspondence and report be noted;
2. that the resident's request be denied.

C275 **COMMUNITY INFRASTRUCTURE**

a) Request for a Memorial Bench

The Committee received and considered a request from Waitrose to put a memorial bench at The Leys in memory of a colleague who had passed away. The Committee noted that there were already a lot of benches at The Leys and thought that it would be more appropriate to locate it in the vicinity of Waitrose where there was a lack of seating.

RECOMMENDED: that Waitrose be advised to contact the Woolgate Centre Management to discuss siting a bench in the vicinity of the store.

b) Request for Dog Waste Bins

The Committee received and considered a request for dog waste bins from the resident who had addressed them earlier that evening. Members decided to ask Officers to ascertain if there was a need for the bins, and to report back at the next meeting.

RECOMMENDED: that Officers investigate if there is a need for the additional bins and bring a report back to the next meeting.

C276 **BUS SHELTER ART PROJECT**

The Committee received and considered the report of the Communications Officer as circulated with the agenda. She advised that the project had been a slow process and if anyone had any additional ideas, she would be pleased to receive them.

Some discussion followed and it was felt that next year the art work should be a mixture of photographic and art and should be open to all residents. The Communications Officer pointed out that the manipulation of the images was currently left to the college and it had become rather onerous. Members wondered if Witney Photographic Society could help with this.

The Lead Member on the project advised that it had been much more difficult to get sponsorship than he had thought. He therefore proposed that a £1,000 budget was earmarked to subsidise or even pay for some of the shelters to be done.

RECOMMENDED:

1. that the report be noted;
2. that a competition is launched and open to the public with a deadline of September.
3. that judging should be done by a panel – to be decided at a later date.

C277 **PRESS COVERAGE UPDATE**

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

RECOMMENDED: that the report be noted.

C278 **COMMUNICATIONS REPORT**

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

Members asked for a report with the results of the satisfaction survey for the next meeting.

The Committee agreed with the request to Fly the Red Flag for Merchant Navy Day.

The Communications Officer circulated a draft of the latest Newsletter which would go to press on Friday. She asked for any comments to come back to her before then.

RECOMMENDED:

1. that the report be noted;
2. that a report with the results of the satisfaction survey be brought to the next meeting;
3. that the Red Ensign is flown for Merchant Navy Day.

C279 **COMMUNITY PAYBACK SCHEME**

The Town Clerk advised that she was awaiting a meeting with the Thames Valley Community Rehabilitation Company to see what they may be able to help the Council with. An initial proposal was the repainting of the bollards at Church Green.

Members also proposed helping to attach poppies onto nets and some weeding in preparation for the In Bloom Competition.

RECOMMENDED: that the Town Clerk reports back to the Committee following her meeting.

C280 **COMMUNITY RESILIENCE GROUP**

The Committee considered an update from the Chairman on the Neighbourhood Watch Scheme which was going very well. However, they needed more lamppost signs to denote Neighbourhood Watch areas and were asking for funding from the Town Council.

RECOMMENDED: to grant £600 to the Neighbourhood Watch for lamppost signs. This would need to be agreed at the Policy and Resources meeting the following week.

C281 **BLUE PLAQUE HERITAGE TRAIL**

The Committee received and considered the report of the P.A to the Mayor and Town Clerk as circulated with the agenda. Members supported the ideas but were concerned about where the funding would come from. It was noted that WODC had given funding to Woodstock Town Council. The Committee proposed that the Council asks WODC for the same contribution as they had given to Woodstock, pro rata.

RECOMMENDED:

1. that the report be noted;
2. that the Council continues with the project and recommends that a preliminary budget is requested of the Policy and Resources Committee during budget setting;
3. that the Council asks WODC for the same contribution as they had given to Woodstock, pro rata.

C282 **PRODUCTION OF THRUSH GREEN ON WOOD GREEN 2019**

The Town Clerk advised that Cllr Morris had been leading on this item and the Communications Officer thought that he was meeting them in June. The Committee decided to wait and see what he had discussed and requested that he sent a report to the Committee.

RECOMMENDED: that Cllr Morris be asked to submit a report to the Committee subsequent to his meeting.

C283 **WITNEY & DISTRICT TWINNING ASSOCIATION**

The Committee received and considered the minutes of the meeting held on 26 April 2018 and the agenda for the first vintage car rally from Le Touquet. The Town Clerk advised that a grant of £500 had been agreed for the barn dance in June.

RECOMMENDED: that the minutes and agenda be noted.

C284 **MINUTES OF WORKING PARTIES**

a) In Bloom Working Party – 16 May 2018

The Committee received and considered the minutes of the Working Party.

RECOMMENDED: that the minutes be noted.

b) Youth Council – 2 May 2018

The Committee received and considered the minutes of the meeting. The Committee was advised that Cllr Enright had found an independent facilitator for the Youth Council and this would enable the Youth Councillors to take ownership of their group rather than being controlled by the Town Council. Cllr Enright proposed that a note of thanks be sent to the lady who would be facilitating.

RECOMMENDED: that the minutes be noted and a note of thanks be sent to the facilitator.

c) Christmas Lights Working Party – 29 May 2018

The meeting had been inquorate. However, the Rotary Club had requested financial support of £1,700 for the switch on event. The Operations and Estates Manager requested £930 to carry out electrical testing on the columns for the lamppost motifs.

RECOMMENDED: that the grant of £1,700 for the Rotary Club be agreed, subject to approval by Policy & Resources and £930 for the lamp post testing be agreed.

The meeting closed at 7.21pm.

Chairman

