

ESTATES MANAGEMENT MEETING OF THE WITNEY TOWN COUNCIL

Held on Monday 14 May 2018

At 6.00pm in the Council Chamber, Town Hall

Present:

Councillor: P Dorward (Chairman)

Councillors: J S King D Temple
 C Holliday C K Woodward

Officers: Town Clerk
 Democratic Services Officer

Also present: 1 member of the public

E237 APOLOGIES FOR ABSENCE

Apologies for their absence were received from Cllrs Brown, Churchill, and Eaglestone, the Operations and Estates Officer and Public Halls Officer.

E238 DECLARATIONS OF INTEREST

Cllr Holliday declared a pecuniary interest relating to Langdale Hall as he was employed by the Council's tenant.

E239 ELECTION OF VICE CHAIRMAN

RESOLVED: that Cllr King be elected Vice Chairman of the Committee for the municipal year 2018–19.

E240 MINUTES

- a) **RESOLVED:** that the minutes of the meeting held on 12 March 2018 be agreed as a correct record and signed by the Chairman.

- b) **MATTERS ARISING:** Minute E116 - A member queried what was happening regarding parking outside the ICE Centre and Langdale Hall. The Town Clerk replied that this would be fully clarified once the lease was finalised.

E241 PUBLIC PARTICIPATION

The member of the public present did not wish to address the Committee.

E242 COMMITTEE OBJECTIVES AND WORK PROGRAMME FOR THE MUNICIPAL YEAR

The Town Clerk circulated a matrix of work/projects for the forthcoming year along with the Committee Terms of Reference. The Town Clerk pointed out that many items on the

matrix were long term and cautioned members to take current staff shortages into consideration.

Members discussed this and felt that the health and safety issues were the most important to sort out.

The Chairman advised that he would like the rest of the Committee to consider this and asked for it to be brought back to the next meeting for further consideration.

RECOMMENDED:

1. that the Committee Terms of Reference be adopted;
2. that the matrix be noted;
3. that the matrix be brought back to the next meeting when all members had had an opportunity to review it.

E243 **OPERATIONAL REPORT – PROGRESS ON REPAIRS AND IMPROVEMENTS SINCE THE LAST MEETING**

The Committee received and considered the report of the Operations and Estates Officer.

Members applauded the new Adventure Golf park and wanted thanks to be given to Parks Tennis.

The Chairman advised that he'd had numerous complaints about parking on the access road to The Leys. The Town Clerk advised that this would be considered at the Sport and Recreation Committee. A member suggested that the new path at the top of The Leys could be bollarded and chevroned to create some more parking spaces, which provoked further discussion. Members agreed that this should be considered by the Sport and Recreation Committee the following week. The Town Clerk advised that the process had to go through the District and County Councils, and that Cllr Bartington was looking into obtaining funding for Traffic Regulation Orders.

RECOMMENDED:

1. that the report be noted;
2. that the issue of parking on The Leys be considered at the forthcoming meeting of the Sport and Recreation Committee.

E244 **PUBLIC HALLS – OPERATIONAL AND USAGE REPORT**

The Committee received and considered the report of the Public Halls Officer and the usage figures.

Members were keen to receive the updated business plan from the Public Halls Officer.

The Town Clerk asked for opinions on advertising with the Oxfordshire Guardian which had been in touch with the new Bookings Administrator about advertising – 3 times per month for £90 + VAT. It was felt that this was a good idea and would reach a lot of people.

RECOMMENDED:

1. that the report be noted;
2. that the opportunity to advertise in the Oxford Guardian be taken up.

E245 COUNCIL EVENT IN THE CORN EXCHANGE

This item had been deferred from the Annual Council meeting on 9 May 2018. A copy of the contract that the Council would be required to sign for the event had been received and considered by members.

Members discussed the conditions imposed by the contract and the potential remuneration the event could bring. The idea was popular but it was felt that a little more work was needed to be done on what the contract stipulations would cost the Town Council and how much money might be brought in by hosting the event.

RECOMMENDED:

1. that the terms of the contract be noted;
2. that agreement in principle was given to the event, with delegated authority being given to the Town Clerk, the Chairman and the Leader to make the final decision on whether to go ahead;
3. that the above is subject to further work being done on what the contract stipulations would cost the Town Council and how much money might be brought in by hosting the event.

The member of the public left at 6.55pm

E246 REQUEST TO PURCHASE AMENITY LAND

A request had been received from a resident to purchase land adjacent to his house.

Members did not wish to see amenity land being incorporated into private gardens and therefore denied the request.

RESOLVED: that the request be denied.

E247 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.

E248 **LEGAL UPDATE ON PROPERTY MATTERS**

The Town Clerk gave a verbal update on matters relating to 51 Market Square, the Langdale Hall lease and the Cemetery Lodge.

RECOMMENDED: that the confidential verbal update be noted.

The meeting closed at 7.07pm.

Chairman