

COMMUNITY SERVICES COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

**Held on Monday 16 July 2018
at 6pm in the Council Chamber, Town Hall**

Present

Councillor: Cllr C Holliday (Chairman)

Councillors:	A K Beames	D Temple
	H W Chirgwin	C K Woodward (sub D S T Enright)
	B J Churchill	
Officers:	Town Clerk	Operations and Estates Officer
	Communications Officer	Democratic Services Officer

Also present: 5 members of the public

C367 APOLOGIES FOR ABSENCE

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

C368 DECLARATIONS OF INTEREST

Cllrs Churchill and Chirgwin declared an interest in agenda item 11 – as they were members of West Oxfordshire Community Transport.

C369 MINUTES

a) RESOLVED: that the Minutes of the meeting held on 4 June 2018 be agreed as a correct record and signed by the Chairman.

b) MATTERS ARISING:

C275 - Cllr Chirgwin asked if there had been communication with Waitrose about the request for a memorial bench. The DSO replied that she had spoken to the lady who had written the letter and had explained the Town Council's proposal that it may be better located in the vicinity of Waitrose.

C275 – Cllr Beames asked if there was an update on the requirement for bins. The Town Clerk replied that there was not currently.

C279 – The Town Clerk advised that her contact with the Community Payback Scheme had moved on and so she was effectively back at the starting point again.

C370 PUBLIC PARTICIPATION

The Committee adjourned in line with Standing Order 42 so Margaret Burden of West Oxfordshire Community Transport 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 that the members of public present could listen to the discussion.

C371 **WEST OXFORDSHIRE COMMUNITY TRANSPORT (WOCT) PUBLICITY**

The Committee received and considered the report of the Town Clerk along with the address from Margaret Burden heard earlier. The Chairman commented that there had clearly been misunderstanding both ways in terms of decals being placed on the outside of buses.

The Town Clerk suggested that the Town Council could pay for the transfers/decals. However, the issue was the buses were constantly swapped around route so it would be difficult to find a solution where all buses were not branded with the Town Council crest.

RECOMMENDED: that the report be noted and delegated authority be given to the Town Clerk, the Chairman and the Leader to work on a solution with WOCT up to the value of 4 sets of transfers.

4 members of the public left at 6.20pm

C372 **PRESENTATION FROM COMMUNITY BASED ADULT LEARNING**

The Chairman welcomed Sue Funge, the Curriculum Manager for Community Based Adult Learning.

Cllr McMahon arrived at 6.25pm.

She explained what the programme aimed to achieve and that it was influenced by what local people wanted. For every £1 spent on the programme it saved £6 on intervention from social services. Her aim was to get the programme off the ground in Witney.

A member asked what she wanted from the Town Council. She replied that she was asking the Council to spread the word and put her in touch with people who may be interested in the programme.

A member asked if the programme had a social media presence as many of the councillors were very active in this area. Ms Funge replied that she hadn't explored this but would certainly do so.

RECOMMENDED: that the presentation be noted and Ms Funge would forward posters and questionnaires to the Town Council for distribution.

Ms Funge left the meeting at 6.50pm.

C373 **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.

The Carnival had gone well at the previous weekend. He had received another request for a music festival on The Leys and he had sent the required paperwork but suggested it could be held elsewhere and had not heard anything further.

The EMP for the Witney Music festival had been received and some recommendations had been made by the Council's health and safety advisor.

The report also provided updates on vandalism, the In Bloom judging and training.

The Christmas Lights competition entries were due in and the Officers would arrange a date for these to be judged.

The new bus shelter had also been installed on Woodstock Road opposite Madley park.

RECOMMENDED: that the report be noted.

C374 **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.

C375 **COMMUNICATIONS REPORT**

The Committee received and considered the report of the Communications Officer as circulated with the agenda. This updated members on a recent increase on attacks on the Town Council's website although these had not resulted in any problems.

The Committee received and considered the results of the Annual Satisfaction Survey. It was agreed that a "You said... We did..." article should be put into the website by way of response.

RECOMMENDED:

1. that the report be noted;
2. that a "You said... We did..." article be put on the website as a response to the Annual Satisfaction Survey.

C376 **REQUEST FOR WILDFLOWER PLANTING ON ESTATES**

The Leader had received a letter from a resident asking for open spaces on estates to be planted with wildflowers.

A member said that a careful balance would need to be struck if this went ahead as residents had complained to him about verges etc. looking unkempt.

Other members were not in favour of planting areas on estates which were well used as open spaces for children to play.

Members felt that a suitable location would be the verges surrounding Madley Park. The issue was that the verges around the town were under the ownership of Oxfordshire County Council. It was suggested that the Town Council writes to the three County Councillors that also sat on the Town Council to explain the situation and ask how they may be able to facilitate this.

RECOMMENDED:

1. that the report be noted;
2. that the Town Council writes to the three Witney County Councillors to explain the situation and ask how they may be able to facilitate wildflower planting.

C377 TREES & TREE SURVEY

The Committee received and considered the report of the Operations and Estates Officer as circulated with the agenda. It was noted that there had been additional work needed as a result of the snowfall at the end of 2017. This had impacted the budget and the Operations and Estates Officer may have to request additional funds later in the year.

The Committee gave consideration to the replacement of the Queen's 40th anniversary of accession tree which had to be removed completely due to damage caused by high winds. All agreed that this should be replaced and funded through the current tree replacement budget.

RECOMMENDED:

1. that the report be noted;
2. that a replacement tree be planted to commemorate the Queen's 40th anniversary of accession to the throne.

C378 BUS SHELTER ART

The Committee received and considered the report of the Communications Officer. The Committee agreed the poster, terms and conditions of entry and the launch details.

RECOMMENDED:

1. that the report be noted;
2. that the poster, and terms of conditions of the competition be agreed;
3. that a temporary dedicated page on the website be set up including the terms and conditions and a small rotating gallery;
4. that the competition be launched after Full Council;
5. that the Mayor, Deputy Mayor and Cllrs Beames and McMahon judge the entries.

C379 **ARMED FORCES DAY 2019**

The Chairman explained that with the WW1 Working Party due to come to an end in November 2018, he would like to see the remit extended to cover Armed Forces Day 2019. The Chairman would like the Council to consider giving the freedom of the town to the Oxfordshire Battalion of Rifles Cadets. The Town Clerk advised that she needed to look into this to see what was possible.

RECOMMENDED: that it be agreed that the WW1 Working Party has its remit extended to cover Armed Forces Day 2019.

C380 **COMPLAINT ABOUT STREET SCENE FROM A RESIDENT**

The Committee received and considered a complaint sent to the Mayor complaining about the street scene in Witney. Members felt that this was not within the Town Council's remit.

RECOMMENDED: that the resident be written to, explaining that this was not within the Town Council's remit and to include the article on "You said....We did..." from the Annual Satisfaction Survey.

C381 **PRODUCTION OF THRUSH GREEN ON WOOD GREEN 2019**

The Leader and Town Clerk updated members on a meeting that Cllr Morris had had with the group wishing to put on a production of Thrush Green on Woodgreen. They hoped it would take place on the last weekend of May 2019 in a 20ft x 20ft marquee. They were proposing to sell tickets at £10 each. The production would cost £15,000.

There were issues with budget and VAT and accountability. It had been suggested that the Round Table could help but they could not reclaim the VAT whereas the Town Council could.

The Town Clerk explained that this needed to be looked at a little more and that it could be brought back to the next meeting.

RECOMMENDED: to consider this further at the next meeting and during the 2019/20 budget setting process in November.

C382 **MINUTES OF WORKING PARTIES**

a) **World War One Working Party – 11 June 2018**

Members received and considered the minutes of the WW1 Working Party held on 11 June 2018.

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

b) World War One Working Party – 10 July 2018

Members received and considered the minutes of the WW1 Working Party held on 10 July 2018.

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

c) Events Working Party – 14 June 2018

Members received and considered the minutes of the Events Working Party held on 14 June 2018.

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

The meeting closed at 7.30pm

Chairman.