

ESTATES MANAGEMENT MEETING OF THE WITNEY TOWN COUNCIL

Held on Monday 3 September 2018

At 6.00pm in the Gallery Room, Corn Exchange

Present:

Councillor: P J Dorward (Chairman)

Councillors: J S King C K Woodward
D Temple

Officers: Mrs Sharon Groth -Town Clerk
Mrs Nicky Cayley - Democratic Services Officer
Mr Peter Miles - Public Halls Officer
Mr John Hickman – Operations & Estates Officer

Also present: Mr Terry Powell

E435 APOLOGIES FOR ABSENCE

An apology for his absence was received from Cllr C Brown due to work commitments and an apology was received from Cllr Churchill due to a previous engagement.

E436 DECLARATIONS OF INTEREST

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

E437 MINUTES

a) **RESOLVED:** that the minutes of the meeting held on 2 July 2018 be agreed as a correct record and signed by the Chairman;

b) **MATTERS ARISING**
There were no matters arising from the minutes to be discussed at the meeting.

E438 PUBLIC PARTICIPATION

The member of the public present did not wish to speak.

E439 OPERATIONAL REPORT – PROGRESS ON IMPROVEMENTS AND REPAIRS SINCE THE LAST MEETING

The Committee received and considered the report of the Operations and Estates Officer. This updated councillors on King George V Field, and the alarm and additional sockets in the Corn Exchange.

RECOMMENDED: that the report be noted.

E440 **PUBLIC HALLS – OPERATIONS AND USAGE REPORT**

The Committee received and considered the report of the Public Halls Officer as circulated with the agenda. The main subject of discussion was the possibility of introducing reverberation panels into the building to help with acoustics. The Chairman wanted to visit somewhere that this had been done before and get feedback before proceeding further.

Members were pleased to see usage figures were increasing by 15% year on year and asked for a press release to be put out to this effect.

RECOMMENDED:

1. that the report be noted;
2. that the black curtains were used to improve acoustics as a temporary measure only;
3. that consideration of installing reverberation panels to aid the acoustics be deferred to the next meeting pending a visit to a location that had installed them and receipt of their feedback;
4. that the work priorities for the forthcoming year include cemeteries, Langdale Hall, and the Corn Exchange;
5. that a press release highlighting the improvement in bookings of the Corn Exchange be released.

E441 **CORN EXCHANGE REFURBISHMENT – PHASE 2**

The Committee had held a “walk around” the building with Mr Terry Powell prior to the meeting, and concentrated on stage lighting and sound systems.

RECOMMENDED:

1. that officers ask a lighting designer to look into the best options for stage lighting (including appropriate load testing) and
2. that quotations are obtained for plug in surround sound speakers and presented to the next meeting ready for budget setting.

Mr Powell left the meeting at 7pm.

E442 **CEMETERIES AND CLOSED CHURCHYARDS**

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

RECOMMENDED: that the advice of the Tree Officer at WODC be sought to determine a course of action for the Cedar of Lebanon tree, following the dry weather and the Church digging a trench in the proximity of its roots.

E443 **LITTLE GREEN, WOODGREEN BOLLARDS**

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

Due to the District Council advising that boulders were not acceptable, the Committee were offered a range of posts to replace those damaged or rotten at Little Green.

RECOMMENDED:

1. that the report be noted;
2. that Verge Protection fence posts from Jacksons fencing be installed with metal bases to ensure longevity.

E444 **WEST WITNEY SPORTS GROUND**

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

The report covered improvements made to the Park Run route which were working well, the installation of a raised patio to remove a trip hazard created by a new fire escape paid for by the club, installation of a height restriction barrier and bollards to prevent cars accessing the grass.

RECOMMENDED:

1. that the report be noted;
2. that quotes be obtained to extend the patio at West Witney in order to deal with the fire escape trip hazard;
3. that the bollards at the entrance road into West Witney be repaired and repainted as requested by the Sports and Social Club;
4. that 2 x drop down bollards be purchased and installed between the sports and social club and rifle range.

E445 **HEALTH AND SAFETY ISSUES – UPDATE**

The Committee received and considered an update on progress made with issues identified by the Council's Health and Safety consultants.

RECOMMENDED: that the report be noted and any further items actioned or diarised be removed in order to keep members up to date with progress.

E446 **FINANCIAL REPORT**

The Committee received and considered the report of the Town Clerk, as circulated with the agenda. She reminded members that the next cycle would be budget setting.

RECOMMENDED: that the report be noted.

The meeting closed at 7.27pm

Chairman.