

ESTATES MANAGEMENT MEETING OF THE WITNEY TOWN COUNCIL

Held on Monday 4 March 2019

At 6.00pm in the Council Chamber, Town Hall

Present:

Councillor: B J Churchill (Chairman)

Councillors: A K Beames H B Eaglestone
J M Doughty C K Woodward

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

Also present: 1 member of the public

E091 APOLOGIES FOR ABSENCE

Apologies for their absence were received from Cllrs Brown, Dorward, Harvey and King.

E092 DECLARATIONS OF INTEREST

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

E093 MINUTES

- a) **RESOLVED:** that, with the addition of Cllr Woodward to the list of attendees, the minutes of the meeting held on 7 January 2019 be agreed as a correct record and signed by the Chairman.
- b) **MATTERS ARISING:** Minute E004 – a member asked if there was an update on lighting and sound systems in the Corn Exchange. The Public Halls Officer advised that he had 2 more companies quoting this week. The Town Clerk advised three quotes were needed to conform to the Council’s financial regulations.

E094 PUBLIC PARTICIPATION

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

E095 OPERATIONAL REPORT – PROGRESS ON REPAIRS AND IMPROVEMENTS SINCE THE LAST MEETING

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

He advised that the height barrier and bollards at West Witney were causing significant issues as users consistently changed the combination on the padlocks and locked the height

barrier either open or shut and bollards were locked down. He was now going to replace the combination locks with padlocks with the works team, the Town Hall, the Sports and Social Club and the grounds maintenance contractors being key holders. All others would have to request use of a key.

The Operations and Estates Officer advised that the Football Club were having issues controlling on-site parking and he would be asking for this to be included in their Risk Assessment to ensure safe movement of vehicles.

Members agreed that a height restriction barrier would not be appropriate at King George V Field now that the gates had been put back up. However members were keen to have a small pedestrian gate installed. The Operations and Estates Officer explained that this would cost in the region of £1,000. It was agreed that this should be put into the 20/21 budget.

RECOMMENDED:

1. that the report be noted;
2. that that pedestrian gates at King George V Playing Field be put into the 20/21 budget.

E096 PUBLIC HALLS – OPERATIONAL AND USAGE REPORT

The Committee were presented with the operational report and usage figures by the Public Halls Officer. The new projector screen was being well used and the curtains would be up in the Gallery Room by the end of the month.

Registrars had visited and it was hoped that the building would be approved for a licence to hold weddings soon.

A member commended one of the caretaking staff who had successfully managed a difficult event which had seen protestors outside the Corn Exchange. The Town Clerk added that she had received quite a few compliments on the care taking team and these would be displayed at the Annual Town Meeting.

Forthcoming events included Teddy Bears of Witney Annual event, the Vegan Fair and the Wedding Fair. The Comedy Night had been successful.

Members noted that usage figures had improved.

RECOMMENDED: that the report be noted.

E097 FINANCE REPORT

Members received and considered the report of the Town Clerk as circulated with the agenda.

RECOMMENDED: that the report be noted with thanks.

E098 LEYS RECREATION GROUND – FOOTPATH AND CHANGING ROOM REPAIRS

The Committee received and considered the report of the Operations and Estates Officer. There followed some discussion on whether the footpath should be installed or not. It was not budgeted for so would require a supplementary estimate.

Members agreed that as there was some question about the ownership of the wall, it would be sensible to resolve this first before committing to the footpath.

RECOMMENDED:

1. that the report be noted;
2. that the ownership of the wall be resolved before any work to a path is committed;
3. that the Operations and Estates Officer obtains further quotes for the Leys Changing rooms and Pavilion roof repairs;
4. that delegated authority be given to the Town Clerk and Operations and Estates Officer to make the final recommendation regarding the Leys Changing rooms and Pavilion roof repair due to the urgent nature of this work.

E099 BUTTERCROSS CONDITION SURVEY

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

The slates were now so fragile that it was difficult to repair one without damaging others. There were not many leaks coming through the roof now but it would need a full repair within the next 5 years and it would be prudent to begin budgeting for this.

RECOMMENDED:

1. that the report be noted;
2. that £12,500 per annum is budgeted for the roof repair;
3. that when the repair is due, Officers look into grant funding options to assist with the cost.

E100 EXCLUSION OF PRESS AND PUBLIC

REESOLVED: 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.

E101 **UPDATE ON PROPERTY MATTERS**

The Committee received and considered the confidential report of the Town Clerk on property matters as circulated with the agenda.

She had reported at the last Policy Resources Committee that the Council's tenants in 51 Market Square had advised of their intention to move. Before deciding what to do with the property the Committee had requested a full appraisal of the unit. Due to time constraints and demands on the Town Clerk's time she advised that she had commissioned the Council's property agents Alder King to provide an initial report on the future of 51 Market Square and what its potential could be. This would be brought back to a future meeting.

RECOMMENDED: that the confidential report be noted.

The meeting closed at 6.42pm.

Chairman