

Witney Town Council

Mrs Sharon Groth *FSLCC ACMI*
Town Clerk

Cllr Duncan Enright
Mayor of Witney



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Our Ref: A4/4

2 September 2019

To : Members of the Halls & Green Spaces Committee – Cllrs V Gwatkin (Chair), T Ashby, R Bolger, D Butterfield, O Collins, L Duncan, D Enright, M Jones and J King (and all other Town Councillors for information)

You are hereby summonsed to a Meeting of the **HALLS & GREEN SPACES COMMITTEE** to be held in the Gallery Room, Corn Exchange, Witney on **MONDAY 9 SEPTEMBER 2019** at **7pm** for the transaction of the business stated below.

RECORDING OF MEETINGS

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography. As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

AGENDA

All Council Meetings are open to the public and press, unless otherwise stated.

1. **APOLOGIES FOR ABSENCE** – To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Democratic Services Officer (nicky.cayley@witney-tc.gov.uk) **prior to the meeting**, stating the reason for absence.

*Standing Order 30(a)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.*

2. **DECLARATIONS OF INTEREST** – Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.
3. **MINUTES**
 - a) To adopt and sign as a correct record the minutes of the meeting held on 1 July 2019
 - b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress on any item)

4. **PUBLIC PARTICIPATION** – *the meeting will adjourn for this item*

Members of the public may speak for a maximum of **five minutes** each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

5. **COMMITTEE VISION & OBJECTIVES FOR THE MUNICIPAL YEAR**

Standing Item – to consider and discuss the Committee’s vision and objectives

6. **OPERATIONAL REPORT – PROGRESS ON IMPROVEMENTS AND REPAIRS SINCE LAST MEETING**

To receive and consider the report of the Operations and Estates Officer (enclosed)

7. **PUBLIC HALLS**

7.1 Operational & Usage – report of the Office Manager (enclosed)

7.2 Corn Exchange Working Party - receive and consider the minutes of the meeting held on 2 September 2019 (to follow)

8. **CEMETERIES, CLOSED CHURCHYARDS & WAR MEMORIALS**

8.1 Tower Hill Cemetery – Additional Pedestrian Entrance – report of Operations and Estates Officer (enclosed)

8.2 Memorial Application – Spike Milligan Quote – Verbal update from Chair/Officers, and inscription guidelines produced by the Chair

8.3 Witney War Memorial – Request for additional inscription - report of the Democratic Services Officer (enclosed)

9. **SPORTS & RECREATION GROUNDS**

9.1 STRI Report and Pitch Provision – report of the Operations and Estates Officer (enclosed) and correspondence from Spartan Rangers ref pitch displacement

9.2 Parkrun – request for On-Site Mobile Catering unit to be on site at West Witney Sports Ground (correspondence enclosed)

9.3 Buttercross Works Footpath to the Leys – report of the Office Manager (enclosed)

9.4 Oxfordshire F.A. - This is a standing item on this Committee’s agenda to discuss and consider the future football pitch provision for Witney and funding streams available

10. **PLAY AREAS**

10.1 Park Road Play Area – report of the Operations and Estates Officer (enclosed)

10.2 Play Area Equipment –report of the Operations and Estates Officer (enclosed)

11. **FINANCE REPORT**

To receive and consider the report of the Town Clerk (to follow)

Town Clerk