

**CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING OF THE  
AMENITIES AND ECONOMIC REGENERATION COMMITTEE  
HELD IN THE TOWN HALL ON TUESDAY 28 MAY 2019  
COMMENCING AT 7.45 PM**

Present: Cllr J Bull  
Cllr P Handley  
Cllr N Leverton (ex officio)  
Cllr L Little  
Cllr M Mead (ex officio)  
Cllr D Melvin  
Cllr D Wesson  
Cllr K Wood

Apologies: Cllr E Hatton

Absent: Cllr S Baylis

In attendance: Cllr C Cook, Cllr R Crapper, Cllr C James, Cllr M McBride

Officers: Ron Spurs – Town Clerk  
Teresa Whitford - Admin

*The meeting was preceded by a presentation by Carterton Family Centre (Jo Smith, Jenny Withers, Jane Corban and Jonathan Longden of Leys Longden & Co chartered surveyors) relating to Item 6 below: Replacement of the roof at the Allandale Centre. A breakdown of the costs was given that included scaffolding, options for rooflights and removal of asbestos. It was highlighted that it would be cost effective for this work to be included as part of the current refurbishment of the building.*

**1 ELECTION OF CHAIRMAN**

Three Councillors were nominated for the position of Chairman – Cllr Little, Cllr Melvin and Cllr Wesson. A vote was taken, and Cllr Melvin was duly elected.

**2 APPOINTMENT OF VICE-CHAIRMAN**

Cllr Wesson was appointed as Vice-Chairman.

**3 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4 MINUTES**

The minutes of the Meeting held on 5 February 2019, previously circulated, were confirmed as a true record and signed by the Chairman.

**5 ADJOURNMENT FOR PUBLIC TO RAISE MATTERS**

There were no members of the public present.

## 6 ROOF AT ALLANDALE CENTRE

Carterton Family Centre is currently organising refurbishment of the building and request the Council to consider funding the replacement of the roof which covers the back section of the building, at a cost of £40,000. The roof has previously been subject to leaks and has been identified as needing replacement within the next five years.

The sum of £120,000 that had been set aside in the Town Council Budget for maintenance work to the building over a five-year period, as detailed in the Quinquennial Report. Council had previously agreed that this money could be used to match-fund grant support for the refurbishment, but it leaves a shortfall of £40,000. Whilst the roof replacement is not urgent, it would make good sense to replace the roof as part of the current refurbishment, together with the insertion of rooflights as detailed by their surveyor at the presentation that preceded this meeting.

After discussion, the Committee felt that before a decision could be made, clarification was needed as to whether the replacement of the roof was originally included in the £120,000 agreed by Council.

The Committee RESOLVED to RECOMMEND to Council that, subject to clarification of the situation with the £120,000 from the Quinquennial works budget, the Family Centre should go ahead with replacement of the roof.

## 7 ARRГ WORKING GROUP – DRAFT TERMS OF REFERENCE

The draft Terms of Reference for the ARRГ Working Group, previously circulated to members, was discussed. The Working Group had been formed to take forward the project to replace the existing Pavilion on Alvescot Road Recreation Ground. The Working Group would meet monthly and consist of Cllrs Crapper, Handley, Hatton, Little and Melvin.

Cllr Handley suggested siting the new Pavilion opposite the public car park, but leave the old building in place to be used for storage of the Christmas Lights etc. This could be discussed by the Working Group. Cllr Mead said that the first meeting of the Group should also agree a completion date for the project.

The Committee RESOLVED to RECOMMEND to Council that the Terms of Reference are approved.

## 8 QUINQUENNIAL REPORT UPDATE

Details of the Year 1 and Year 2 Priority Works had been circulated to members. The Clerk said that the work at the Squash Club had been delayed but had now commenced. All other Year 1 works were up to date and Year 2 works were ongoing.

Cllr Little asked whether the Community Centre paid for its own maintenance works. The Clerk said that the Council was responsible for the fabric of the building, e.g. roof, brickwork and windows. Cllr Little suggested that Councillors who were representatives on outside bodies, such as the Community Centre, should report back to full Council. Cllr Mead said this would be an agenda item for the next Town Council meeting in June.

The Quinquennial Report update was noted.

## 9 BMX TRACK

Residents have expressed a wish to have the area behind the newly refurbished Skate Park reinstated/upgraded as a BMX bike track. The area has fallen into disrepair and is overgrown. TCL, the Council's preferred contractor, provided a scoping report of the work required, including examples of recent projects they had undertaken, with an approximate cost of £27,500 plus VAT.

Cllr Bull suggested that the Trim Trail that used to be there also be reinstated.

The Committee RESOLVED to RECOMMEND to Council take this project be taken forward.

## 10 IMPROVEMENTS TO VERGE – BLACK BOURTON ROAD

Following the successful refurbishment of the area outside the shops on Burford Road, a number of Councillors had suggested improving the area outside The Beehive public house on Black Bourton Road. The land is owned by Oxfordshire County Council, with the brewery and landlord as stakeholders in any changes the Council may wish to make. The project would be to remove the existing hedges, agree a planting scheme, work with stakeholders and seek financial support from the brewery. The cost was expected to be similar to the Burford Road project, approximately £7,000.

The Committee discussed how the current hedges were overgrown and attracted litter. Thought would need to be given to privacy/security for the beer garden at the front of the pub.

The Committee RESOLVED to RECOMMEND to Council that this project be taken forward.

## 11 TOWN HALL REFURBISHMENT

A report had been circulated to members to consider refurbishment to the interior of the Town Hall building. The Town Hall is the public face of Carterton Town Council and is continually used by local groups and visitors. The interior decoration is looking 'tired' and the Reception area is not customer friendly. The security of the building when it is being used by hirers or groups is also a concern.

This could include altering the layout of the Reception area, refurbishing the Kitchen, controlling access to the main building for evening/weekend users and redecoration of the Mayor's Parlour, Council Chamber and offices. A sum of £30,00 had been budgeted for this project.

Cllr Mead felt that the refurbishment should focus on the downstairs areas that the public see, particularly the Council Chamber that is used by many different groups.

Cllr Leverton said that changes to the Reception area should take account of GDPR legislation and staff security.

The Committee RESOLVED to RECOMMEND to Council that the project be taken forward.

## 12 WILDFLOWER HABITAT

Teresa Whitford had prepared a report, previously circulated to Members, concerning an opportunity to refurbish an area of Council land on the footpath between Bracken Close and Heather Close. The area measures 48ft x 17.5ft and is enclosed by a wall on one side, fencing on two sides and a row of trees to the front. It is maintained annually but is generally overgrown and unsightly. The proposal is to clear the area of foliage and debris, rotovate and prepare the

ground with topsoil, and plant using a product called Beebombs, which will grow into a wildflower habitat for bees and butterflies.

Beebombs are a mixture of clay and compost packed with a range of native wildflower seeds. They can be scattered straight onto open ground at any time of year without the need to water or tend them. The cost for clearing and preparing the area would be £175 plus VAT and the Beebombs would cost £75.99.

The Committee RESOLVED to RECOMMEND to Council approval of this project.

### 13 WORKS FOR AUTHORISATION

(a) War Memorial. Specialist cleaning of the War Memorial, at a cost of £450 plus VAT. The Clerk said that, with the help of Cllr Melvin and Cllr Wesson, he was looking into options to replace the grass surrounding the War Memorial, which is proving difficult to maintain in good condition. This would be brought to a future meeting for consideration.

The Committee RESOLVED to RECOMMEND to Council that the cleaning of the War Memorial be approved.

The Meeting ended at 8.25 pm.

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Chairman