



# Carterton Town Council Annual Report 2015/16

## Review of the year by Town Mayor, Cllr Mrs Lynn Little



**Armed Forces Day 2015**

You will hopefully have noticed that we are gradually replacing the oldest benches around the Town. Fourteen new benches have been replaced to date with another ten to follow shortly. The Council made a conscious decision to purchase this particular brand as they are made of recycled plastics and also made in the UK. We hope it will encourage our residents to continue their good record for recycling and maybe even convert some that don't! The new benches will shortly be complemented with some new bins, five of which will match the new seats in the centre of the town and another ten black bins made of a tough weather/vandal resistant material which is recyclable after its long service life. All of these products require minimum maintenance and will enhance Carterton for years to come.



**Freedom Parade 2016**

As I come to the end of my third Mayoral Year, it is an opportunity to reflect on the past twelve months. How lovely to feel that spring is just round the corner. I hope you have all had a chance to have a look at the new gates on the entrances into Carterton. I for one think that they enhance the approaches to our Town, making them more attractive for residents and visitors.

The Council has agreed to replace very worn out planters, hanging baskets and bollards which will see the start of the regeneration of the Town Centre. You will notice these being installed in the coming weeks on all four of the town centre roads leading to the crossroads.



**Clean for the Queen 2016**

We would also like to thank WODC who have agreed to replace a number of their rusty 'Black Knight' bins to help us in our endeavour to improve our town centre.

The Council is still very much involved the regeneration of the Town Centre, if you have any ideas or suggestions on how the Town Centre would benefit, please e-mail your suggestions to [councillorlitt@gmail.com](mailto:councillorlitt@gmail.com).

May Spring be wonderful for all Carterton residents.

My sincere thanks for the many e-mails and letters of support I have received over the past twelve months.

Yours sincerely,  
**Cllr Mrs Lynn Little**

## Introduction

The Town Council looks after local services and works hard to improve the quality of life for people living in Carterton. It seeks to enhance the attractiveness of the town as a place to live, work, visit and invest.

The services and facilities provided by the Town Council include Allotments, the Cemetery at Black Bourton, Civic Ceremonies promoted by the Town Mayor, Annual Events, Grants to Voluntary Organisations, Recreation Grounds, Play Areas, the weekly Market, Planning Matters (as consultee), the Town Hall and War Memorial, and Willow Meadows. There is more about these responsibilities later in this Report.

## About the Town



Cllr David Harvey, Cabinet Member for Waste Collection and Recycling, said: “Carterton is expanding and it is great to see visible improvements being made that will affect every resident. The environmentally friendly approach also sets an excellent example.”

**Photograph left shows** L-R: Carterton Mayor Lynn Little, Cllr David Harvey and Admin Officer, Teresa Whitford with one of the benches being installed in the town centre.



**Photograph right** shows two of the new planters being installed in the town centre.

## Carterton Master Plan

Carterton Town Council commissioned the Carterton Master Plan to identify the potential of the town for growth and the issues that will need to be addressed to deliver a sustainable, economic, viable and attractive town. The intention was that the Master Plan could be fed into the West Oxfordshire Local Plan and our aspiration for the regeneration of the Town Centre has now been adopted into the Local Plan. At the moment, Carterton is vulnerable to speculative planning applications, but a Master Plan will give added weight to Town Council decisions.

The Master Plan and the Full report are on public display at the Town Hall and an email copy can be made available on request.

## Schools

Carterton has a good number of primary schools and a high achieving secondary school. Details of the schools are given below:

### Primary Schools:

**St Joseph's Primary School,**  
Lawton Avenue, Carterton, OX18 3JY

**Carterton Primary School,**  
Burford Road, Carterton Oxon OX18 3AD

**Edith Moorhouse Primary School,**  
Lawton Avenue, Carterton Oxon OX18 3HP

**Gateway Primary School**  
Netheravon Close, Carterton, Oxon, OX18 3SF

**St John the Evangelist CE Primary School,** Bluebell Way, Shilton Park, Carterton, OX18 1JF

### Secondary School:

**Carterton Community College** Upavon Way  
Carterton Oxfordshire OX18 1BU



Post-16 provision at the Carterton Community College commenced September 2014 and in addition to the initial courses of 'A' Level English, Mathematics, Geography and History has been added Physics, Chemistry, Biology, Philosophy and Psychology, and BTEC Level 3 Graphics, Engineering and Science have been added to Art and Design, Creative Media and Sport.

## Carterton Town Council

Carterton Town Council was established in 1985 when the Carterton and Black Bourton Parishes were split.

The Town Council Offices are at the Town Hall, 19 Alvescot Road, Carterton, Oxfordshire, OX18 3JL. Tel: 01993 842156. Contact details and further information is on the community website - [www.carterton.net](http://www.carterton.net). The Town Hall is open 9.30am to 4.30pm, Monday to Friday.

The Town Hall is open to all residents and there are a variety of booklets and leaflets on display about local organisations and events, together with copies of the town map and the latest Town Guide.

If you have any comments or complaints or queries, do call in and see if we can help.



Carterton Town Hall & Market Square

## The Council and its Committees

The Full Council oversees all the activities of the Council and approves all financial expenditure. The main areas of the Council's work are currently covered by four main committees:

**The Amenities Committee is responsible for** administration, maintenance and use of:

- A All public open spaces
- B Children's play areas
- C Allotments
- D Cemetery
- E Town Hall
- F Street Scene Furniture
- G Setting of fees, terms and conditions of use, and provision of equipment for areas under its control.

**The Economic Regeneration Committee is responsible for:**

- A Matters affecting the environment and public transport in the Town;
- B Issues affecting roads, development and environment or relating to planning matters upon which the Town Council is consulted or in which the Town Council has an interest, except those issues to be referred to the Town Council.
- C matters relating to town centre events organised either by the Town Council or by other organisations.
- D Liaising with West Oxfordshire District Council on the continuing regeneration and re-development of Carterton Town Centre.

**The Planning Committee is responsible for:**

- A Consideration of all planning applications sent for consultation by West Oxfordshire District Council.
- B Commenting on behalf of the Town Council on planning applications having due regard to the Town Council's policies.
- C Dealing with requests for street naming.
- D Dealing with consultation on requests for street trading licenses.
- E Dealing with any matters pertaining to the Licensing Act 2003.

**The Policy and Resources Committee is responsible for:**

- A Allocation of Grants and Donations within the agreed criteria and budget of the Town Council;
- B All financial matters except the setting of the Precept or borrowing of money.
- C Staffing, establishment and general matters;

- D To set up such Sub-Committees and Working Groups as necessary; these may include Personnel, Finance and Policy.
- E Matters referred by the Town Council or those not specific to another Committee;
- F Administration and maintenance of the Council offices and other properties owned by the Town Council.

A number of other sub committees and working parties are set up to deal with particular issues or projects.

Full details including dates and times of meetings can be found on the community website and on the noticeboard at the Town Hall.

## Town Councillors

Carterton's sixteen Town Councillors represent the five wards in the town. They are elected every four years, the most recent occasion being May 2015.

Councillors serving during 2015/16 are listed below. An illustration of the five town wards is available on the website.



Cllr M Brennan  
Gateway Ward



Cllr R Brooks  
Upavon Ward



Cllr Mrs D Bulley  
Shillbrook Ward



Cllr Ms S Coul  
Shillbrook Ward



Cllr R Crapper  
Milestone Ward



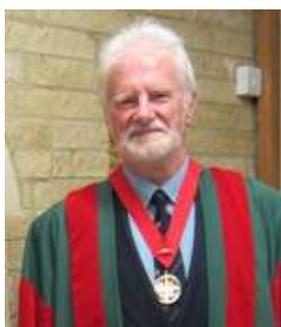
Cllr Mrs C Delaney  
Gateway Ward



Cllr N Leverton  
Milestone Ward



Cllr Mrs L Little  
Shillbrook Ward



Cllr M McBride  
Upavon Ward



Cllr Mrs M Mead  
Upavon Ward



Cllr D Melvin  
Rock Farm Ward



Cllr Mrs N Miah  
Upavon Ward



Cllr P Scott  
Milestone Ward



Cllr Mrs S Scott-  
Stovold - Rock Farm



Cllr Mrs J Smith  
(until Jun 2015)



Cllr M Steward  
(until Jan 2016)



Cllr Mrs C Wilson  
Upavon Ward

## **CHAIRMEN**

The Mayor, Deputy Mayor and Chairmen of the various Council Committees are elected annually in May. During 2015/2016 the following Councillors held office:

### **Town Mayor**

Councillor Mrs L Little

### **Deputy Town Mayor**

Councillor M McBride

### **Chairman Policy & Resources Committee**

Councillor P Scott

### **Chairman Amenities Committee**

Councillor M Brennan

### **Chairman Economic Regeneration Committee**

Councillor M Steward

### **Chairman Planning Committee**

Councillor R Crapper

Town Councillors do not receive any payment or allowance for attending meetings or for carrying out any Council business.

## Council Responsibilities

The Town Council maintains two recreation grounds, one at Alvescot Road and the other at Swinbrook Road, as well as 5 children's play parks, squash courts, the Allandale Youth Centre, 23 acres of water meadows for public access at Willow Meadows, The Dell Skatepark with a BMX track, the Queen Mother's Garden and numerous open spaces throughout the town.



The Council provides allotments in Kilkenny Lane and a burial ground in the village of Black Bourton. The Council strives to improve and enhance the general environment and condition of the town.

The Council runs the weekly Carterton Market on the new Market Square next to the Town Hall. The Market moved to this new position in December 2014 and the Council is now striving to improve the number and variety of stalls and the overall look of the market.

Regular features of the market include Fruit and Vegetables, Cards and Gift-wrap, Hot Food, Fish, Plants and Flowers, Bread and Cakes.

The Town Council has agreed a rent-free period with the market traders in an effort to increase the number of stalls and improve the vibrancy of the market.



## Planning

The Town Council is a statutory consultee on all planning applications. As such it is responsible for commenting upon all the applications which fall within the Town. These comments are passed to West Oxfordshire District Council, who takes them into account when reaching planning decisions. The Town Council has considered 107 applications during the year.

## Carterton Job Search Area

There continues to be a Job Search Area at the Town Hall which is open every weekday 9.30am to 4.00pm for job seekers to access the internet, look through the job vacancies folders and gain assistance if necessary from Town Hall staff.



## Events

A number of events were held during the last twelve months, these included the Battle of Britain Fish & Chips Supper (see right), a series of Bandstand Concerts during the summer months, Ted Little's Teddy Bear's Picnic, Shop Carterton Day, the Remembrance Service and Parade in November, and the Switch-On of the Christmas Lights and Street Fair, also at the end of November. The Mayor's Carols are now a regular feature in December.



July saw a visit to the Town Hall from the Prime Minister, The Rt Hon David Cameron MP, who presented cheques to the Mayor's chosen charities, which included:

SSAFA - Carterton and Witney  
Carterton Visions Club  
Carterton Carers  
Allandale Youth Centre

...to name but a few.

In 2015 there was also a Best Decorated Shop Window Competition and the winning entry is shown on the right.

## Promoting Carterton

Carterton is a town with a great sense of community and is fortunate to have many residents who give willingly of their time and energy. The Council is now looking at better ways to promote the town to the outside world. The Town Council website is constantly updated and local businesses and organisations are invited to send in their details for inclusion on the site.



The Town Council is now responsible for the production and delivery of the **Carterton Crier**, a full-colour glossy magazine delivered to every household in the town four times a year.,

## The Civic Function

The Council has continued to play an important Civic role. The Mayor represents the Town at various functions throughout the County and has also undertaken a number of local engagements, including attending many events organised by clubs and organisations based within Carterton.

The Annual St George's Day Dinner is held in April each year and all proceeds go to the Mayor's charities.

## Grants to Voluntary Groups

Grants and donations are awarded by the Town Council, at its Full Council Meetings, to community groups and other non-profit making organisations that meet the Town Council's strict guidelines and criteria. Any grant approved by the Council must benefit the local community.

During the year the Town Council awarded the following grants:

Organisation	Purpose of grant	Grant
Oxfordshire Play Association	Towards running costs of Play and Activity Day on 25 June 2016	£1,000
Get Stuck In	Help with costs of holiday scheme	£1,000
Base 33	Help with operating costs	£1,000
Carterton Winter Lanterns Project	To help with running costs	£1,500
West Oxfordshire Citizens Advice Bureau	To help with running costs	£1,000
Witney Community Hospital	Towards purchase of new patient transport vehicle	£2,000
British Heart & Lung Transplant Association	To enable Jill Edwards to attend the European Heart & Lung Transplant Games in Finland in July 2016	£800
Save the Children	Towards running costs of May Day Fair on 2 May 2016	£700
Blue Cross	Towards running costs of Community Fun Day on 14 May 2016	£1,000
St Joseph's Church	Towards repair and refurbishment of parish hall	£1,000

## Council Staff 2015/16

### Clerk of the Council

Caroline Ramsey (until 30.04.15)

Ron Spurs (from 05.10.15)

### Assistant Town Clerk

Tan Marchant

### Administrative Assistants

Stella Catt

Teresa Whitford  
Scott Edwards

**Cleaner/Caretaker**  
Denise Archer

**Town Warden**  
Alex Fleming (from 11.01.16)

May 2016  
[www.carterton.net](http://www.carterton.net)