

**CARTERTON TOWN COUNCIL  
MINUTES OF THE MEETING OF THE  
AMENITIES AND ECONOMIC REGENERATION COMMITTEE  
HELD AT THE TOWN HALL ON TUESDAY 10 MAY 2022  
COMMENCING AT 6.00 PM**

Present: Cllr M McBride Chair  
Cllr J Bull (ex-officio)  
Cllr P Handley  
Cllr N King – left the meeting Item 39  
Cllr N Leverton (ex-officio)  
Cllr L Little  
Cllr D Wesson  
Cllr K Wood – arrived at Item 37  
(apologies were given before the meeting)

In attendance: 6 x members of the public

Apologies: Cllr R Crapper

Officers: Kay Linnington – Deputy Clerk

31 DECLARATIONS OF INTEREST

There were none.

32 MINUTES

The Minutes of the Meeting held on 1 February 2022, previously circulated, were approved as a true record and signed by the Chair.

Cllr Little abstained. She referred to Item 23 of the minutes regarding the sum of £350 set aside for a community garden project. She had requested at a previous meeting if the sensory garden project and the green area project leading to Hollybush Road could be combined. Cllr Little had not been given a reply to her request.

33 ADJOURNMENT FOR PUBLIC TO RAISE MATTERS

John Rowe of 65 Richens Drive spoke on Item 34(a) Adoption of unregistered land and Item 34(b) Footway and cycleway proposal. He asked why the Town Council were proposing this and whether residents were being consulted. What rights and responsibilities would fall on the Town Council and what rights would residents gain or lose and is the Council planning a change of use or sale of land? This could affect who is responsible for repair of a broken fence to the rear of his property. The wooden boardwalk at Willow Meadows has several wooden panels damaged or missing that presents a hazard. The bench halfway down the main footpath has a small area of fire damage and one of the side arms is missing.

Kathy Godwin spoke on Item 34(a). She asked whether adoption of the land would include a change of use. On Item 34(b), she raised concerns about allowing cycling on the footpath from Arkell Gardens onto the recreation ground as it was not wide enough for people to pass and could pose a risk to pedestrians. Would cyclists then be permitted to continue to ride on the recreation ground?

On Item 36 Town Centre Inspections, she asked whether the old Pavilion would be included in these inspections and if the report be publicly available.

Under Item 40, Works for authorisation, she asked whether all the works were to be considered in closed session or could some be discussed publicly. It was explained that the works were to be discussed in closed session due to commercially sensitive quotations.

#### 34 PROJECTS UPDATE

##### (a) Adoption of unregistered land

Officers continued to work with OCC and the Land Registry regarding the possible adoption of Brownes Lane, the footpath leading from Burford Road to Alvescot Road Recreation Ground and other small pockets of land in Richens Drive, Edgeworth Drive and Lavender Place. Cllr Leverton said there is some evidence that Brownes Lane is part of the Recreation Ground, together with the path leading through to Burford Road, and the Town Council as Trustees are responsible for maintenance.

##### (b) Footpath and cycleway proposal

Council was looking into whether to change the footpath leading from Arkell Avenue onto Alvescot Road Recreation Ground, currently for pedestrians only, to also allow cyclists. The comments of the member of the public this evening on this matter would be taken into consideration. Cllr King suggested that the path is widened. It was generally felt that the pathway was too narrow to accommodate both cyclists and pedestrians.

##### (c) Potholes between Lloyds Chemist/Costa Coffee

The Town Council had arranged for the large potholes in the car park between Lloyds Chemist and Costa Coffee to be filled in and this work had now been completed. It had been suggested that the Council write to the shops asking whether they would consider making a contribution towards the cost and also whether a meeting with all the shop owners could be organised to address the wider problem with the car park surface.

##### (d) Finger post signage

Emma Phillips, Market Town Officer at WODC, had been in touch to say that, unfortunately, the Welcome Back Fund had all been used and it was no longer possible to fund the proposed finger post signage, although it may be revisited in the future. The Deputy Clerk would check what the cost would be to fund it ourselves and bring this back for further discussion.

##### (e) Garden project – adjacent St John’s School

Cllr McBride gave an update on the proposed creation of a small garden and path on land adjacent to St John’s Primary School. Four ideas had been put forward by the Environmental Officer at WODC and the children would be involved in choosing which option to take forward. Costings would then be prepared and a decision made whether to apply for a Grant from the Council.

##### (f) Tree Planting

The next phase of the tree planting project (Phase 3B) to plant 40 trees along Burford Road, had been approved by full Council and work would commence in due course.

### 35 CEMETERY – UPDATE ON CEMETERY SPACE

Cllr McBride had visited the Cemetery yesterday with Cllr Wesson, Teresa Whitford, Stella Catt and Alex Fleming to assess what space is remaining and look at possible ways to maximise it.

In the original section, six more grave spaces can be fitted along the existing grass pathway leading to the central circle, together with several more ashes plots in the existing ashes section. There are two small grave plots near the fence that may be suitable for children's graves.

In the new extension, there are currently ten grave spaces remaining in the existing row, plus 12-15 in the area reserved for those wishing to be buried in unconsecrated ground. Arrangements are being made to have the majority of this section consecrated. Council had approved a reduction in the width of the path to enable one final row of grave spaces. Now that recent burials have taken place it has been determined that the path would need to be narrowed by about half its width. There is a row of paving stones to the other side of the path that were installed as a new row of ashes plots but have been put on hold for the time being due to concerns raised that the gap between the rows is insufficient for access. It is suggested that these are removed and the path relocated further across. This would allow a further 15-20 grave spaces. It is recommended that a professional company is consulted for advice.

Cllr Little said that the original Masterplan document had identified the need for a new cemetery and asked for the Masterplan to be an item on the agenda at a future meeting.

### 36 TOWN CENTRE APPRAISAL/INSPECTION

Cllr McBride raised this item to discuss whether the Committee should have regular appraisals/inspections around the town to identify areas that could be improved, which could then either be dealt with in-house if it falls within the remit of the Town Council or be signposted to OCC, WODC, MOD etc as appropriate.

Cllr Bull said that Will Barton and Emma Phillips from WODC had visited the town last week to identify areas that could be improved. The Deputy Clerk would ask them for a report on their visit.

The Committee were in full support on this initiative and would prefer the sessions to take place in the early evening.

### 37 WOMEN'S TOUR CYCLE RACE

The Women's Cycle Tour will be coming through Carterton on 11 June 2022. WODC would like to know if Carterton have any plans to promote this event, for example encouraging businesses to get involved by dressing their windows or shop fronts with bunting and flags. The exact route through the town is not yet known, but it is expected around 12.30pm. The Committee were invited to discuss how the Town Council could promote the event.

This would be discussed at the forthcoming meeting of the Events Working Group. It was noted that the race would only take a few minutes to come through town. The Council's main role should be to promote it as widely as possible.

### 38 WORKS FOR AUTHORISATION

It was decided to include this item in the public section of the meeting without identifying details of the quotations supplied.

(a) Quinquennial Survey

The purpose of this report is to describe the condition of the six properties owned by Carterton Town Council and to identify maintenance requirements over a ten year period. The general condition of the buildings is described in the text of the report. Comment is given on the overall nature of remedial work needed. The Town Council has full responsibility for some buildings included in the brief. For buildings let to other users the liability is for external repair and maintenance only, with the lessees being responsible for internal repair and maintenance. Sidleys Chartered Surveyors have provided a quote for the Quinquennial Survey that is now due once again, at a cost of £3,975 plus VAT. The quote was circulated with the agenda.

Clarification was sought as to whether an internal inspection should be carried out at the Allandale when this was not required at other leased properties. The Allandale had not been included in the previous report due to refurbishment works taking place at the time.

It was RESOLVED to recommend that Council APPROVE that Sidleys carry out the Quinquennial Survey as described above. The Committee would like to know the cost of the previous Survey for comparison.

(b) Marigold Square – bollards

There have been two bollards missing for some time and it has been reported that delivery vans and cars have started to drive onto the square through the gaps, which is not ideal for a pedestrian area. A quote has been obtained to replace x 1 stainless steel bollard and x 1 drop-down stainless-steel bollard, at a cost of £600 plus VAT.

It was RESOLVED to recommend that Council APPROVE the replacement of the bollards as described above.

(c) Willow Meadows – height restriction barrier

The height restriction barrier has been removed from the car park at Willow Meadows as it had been badly damaged. A quote was received:

To supply new barrier 2.2m high with height restriction warning sign  
Excavate two new holes and concrete in with Hiab lorry to lift in safely  
Supply all safety signage and cones and leave clean and tidy.  
Cost: £1,360.08

There was a discussion as to whether the barrier was still needed, with the majority in favour of installing a new barrier. The barrier is there to prevent commercial vehicles, caravans etc from parking at Willow Meadows.

It was RESOLVED to recommend that Council APPROVE the installation of a new height restriction barrier as described above. Cllr Bull abstained.

(d) Town Council buildings – guttering

Previous Quinquennial Reports have recommended that all guttering on the six Council-owned buildings should be inspected annual. This was previously undertaken by KJC Roofing who have now ceased trading. Three new quotes were obtained and circulated with the Agenda.

The Committee RESOLVED to recommend that Council APPROVE the lowest of the three quotes.

(e) Alvescot Road Recreation Ground – Fencing

During the storms in February 2022, the fence behind the children’s playground was damaged. A quote was received to repair it, at a cost of £575 plus VAT, which was circulated with the agenda. It has since come to light that the developer of the flats to the rear of the playground have attached a further section onto the fence that has contributed to the damage. The developer has also written to the Council wishing to discuss further options for this fence.

It was suggested that this item is deferred pending further discussion with the developer.

39 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED that as publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the Press and Public be excluded from the Meeting. Confidential item follows.

CONFIDENTIAL

40 Confidential item.

The Meeting ended at 7.30 pm.

7<sup>th</sup> June 2022

---

Chairman