

**CARTERTON TOWN COUNCIL
MINUTES OF THE MEETING OF THE
AMENITIES AND ECONOMIC REGENERATION COMMITTEE
HELD IN THE TOWN HALL ON TUESDAY 6 FEBRUARY 2018
COMMENCING AT 7.45 PM**

Present: Cllr M Mead - Chairman
Cllr Ms J Bull Cllr D Melvin
Cllr N Leverton Cllr D Wesson
Cllr M McBride

Apologies: Cllr Mrs D V Bulley Cllr Mrs L Little
Cllr R Crapper Cllr P Scott
Cllr Mrs C Delaney Cllr Mrs S Scott-Stovold
Cllr J Hayes Cllr Mrs C Wilson

In Attendance: Cllr Mrs E Hatton
Mrs J Maxwell (WI)
Mrs J Bates (WI)

Officer: Ron Spurs, Town Clerk

20 DECLARATIONS OF INTEREST

There were no declarations of interest.

21 MINUTES

The minutes of the Extraordinary Meeting held on 12 October 2017, previously circulated, were confirmed as a true record and signed by the Chairman.

22 ADJOURNMENT FOR PUBLIC TO RAISE MATTERS

The members of the public present did not speak at this time.

23 WOMEN'S INSTITUTE – 100TH ANNIVERSARY OF THE END OF WW1

The Chair welcomed Mrs Maxwell and Mrs Bates, representatives from Carterton WI, who attended to discuss ideas to celebrate the 100th Anniversary of the end of the First World War. Mrs Maxwell said that, as Carterton is near RAF Brize Norton, Carterton should consider how it wanted to mark this event.

Mrs Maxwell put forward two ideas for displays of poppies for Remembrance Sunday. A cargo net could be hung from the Balcony on the Town Hall and local organisations and schools make poppies to display on it. Alternatively, a similar net could be hung on the wall of the Factory Shop along the Market Square, with two 'Silent Soldiers' facing inwards towards a large central poppy.

Cllr McBride said permission would need to be sought from the owners of the Factory Shop. The Clerk said the building belonged to West Oxfordshire District Council and he would not anticipate any problems. Mrs Bates said that the WI, U3A and other groups had received letters from Witney asking them to knit or crochet poppies, and if Carterton wanted to do their own display a decision would be needed very soon to complete it by November.

The Clerk said that informal discussions with RAF Brize Norton had indicated that the RAF were not planning any major involvement within Carterton for the 100th Anniversary. He suggested that a small committee is formed to decide what the targets should be, what groups to contact and what the costs would be and have a plan in place within the next 28 days.

The Committee RESOLVED to RECOMMEND to Council that a sub-committee be formed, consisting of Cllr Leverton and Cllr Mrs Hatton, to work with the WI and other organisations to take this forward.

24 TENDER FOR GROUNDS MAINTENANCE CONTRACT

The Clerk said that he had met with Cllr Mrs Mead and Cllr McBride to open the Tenders received for the Grounds Maintenance Contracts that would expire on 28 February 2018. Although there had been a lot of interest on the Tender website, only two companies had submitted Tenders – UBICO and McCracken & Son, both of whom were holders of the existing Contracts. Following a marking process and discussions, the Tender group recommended that McCracken & Son be awarded two of the lots and UBICO three of the lots to deliver over the next five years. The Clerk was in the process of drawing up the Contracts and would bring the completed documents to the full Council meeting on 20 February.

Cllr Mrs Hatton said that a neighbour had experienced a customer services issue with McCracken & Son and the matter remained unresolved. The Clerk said that they had held the contract for many years with only minor issues about sweeping up grass cuttings. Cllr McBride asked how the cost compared with the existing Contract. The Clerk said that the cost would be higher for the new Contract, due to extra work that needed to be included, but it fell within the Budget.

25 PROJECTS FOR 2018

The Clerk had circulated a report for the Committee to consider with a list of possible projects to be delivered during the financial year 2018/2019.

(a) Market Square – Lighting Fixtures and Fittings. The original plans for the Market Square included additional lighting, but this had not proceeded due to the cost of the total project. The Committee was asked whether officers could be tasked with obtaining lighting designs and to form a new budget code for future Market Square expenditure.

(b) Map Board and Finger Direction Posts. The Committee was asked to consider whether officers should obtain quotes and designs for the installation of a Map Board in the town centre and the replacement of the finger post signs near the Crossroads. The Committee were strongly in favour of this.

(c) Standard Columns and Hanging Baskets. The new standard columns and hanging baskets had been welcomed by residents and visitors. The columns had also been used to carry Christmas lights, which had proved popular. The Committee was asked to consider the installation of additional columns and baskets along Black Bourton Road, Burford Road and Brize Norton Road.

(d) Burford Road – Planting in front of the Parade. Following discussions with landowners, it appeared that the Town Council owned the planted area opposite the Allandale Centre. The Council refurbished the area approximately 15 years ago. The beds had deteriorated over the years and required new planting and design. The Committee was asked to consider whether to seek sponsorship, designs and quotes. The Town Centre Improvement budget and Town Centre Reserve could be used, but the Committee should also consider increasing the Town Centre Improvement budget in light of this.

(e) Black Bourton Cemetery. There was a need to refurbish the existing footpaths and undertake work to improve the appearance of the Cemetery outside of the existing maintenance contract. There were currently approximately 47 unused grave spaces available in the Cemetery and the need to identify a new site was becoming a priority. Extensive searches had been carried out in the past and had failed to find suitable land within Carterton. It was decided that the best solution would be to look at the possibility of extending the current Cemetery by approaching the owners of the adjacent land.

A sub-committee consisting of Cllr Mrs Mead and Cllr Wesson would work with officers to identify a new cemetery site. The Committee agreed to recommend to Council that designs and quotes be obtained to refurbish the paths and parts of the Cemetery that were going into decline.

(f) Christmas Lights – Additional installations. Should Council approve the Committee’s recommendation to increase the number of standard columns then additional Christmas Lights would be needed for the new columns. Other possible sites for new lights could be the side of the Factory Shop, lights across the roads and lighting up trees in the town. The Committee was asked to form a sub-committee to work with officers to develop this project and submit a plan to Council.

The Committee were overwhelming in support of extending and enhancing the Christmas Lights to attract people to the town. A sub-committee consisting of Cllr Ms Bull, Cllr Mrs Hatton and Cllr McBride would take this forward. The sub-committee would arrange a date to meet with the Council’s contractor, Peter White.

(g) Replacement Pavilion – Alvescot Road Recreation Ground (ARRG). The current Pavilion on Alvescot Road Recreation Ground was used for changing facilities for football teams using the Recreation Ground and as a power source for events. It had been described as an eye sore and a source of complaints to the Council and Police with youths climbing onto the building or causing disruption around it. The Council has had to pay a considerable sum each year to keep the building to the minimum acceptable standard.

One option would be to replace the existing building with a new building located away from domestic dwellings, which could be a multi-purpose building incorporating changing rooms, summer café and a meeting room. Partners could be sought locally to manage the commercial facilities in the new building. ARRG is run as a charity and funds could be raised for the new Pavilion through grant funding. Extensive community consultation would need to take place during the project development process. The Committee was asked to consider whether designs and quotes should be obtained to develop a project plan to build a new Pavilion.

Cllr Melvin said he knew of a company providing portable buildings that could be built remotely and moved onto the site. He would approach them to see if they would be interested in presenting this option to Council.

The Committee RESOLVED to RECOMMEND to Council that all the above matters be taken forward.

26 COUNTRY PARK – ALLOTMENTS AND TOILETS

The Clerk said that the new Allotments and Toilets located at the Country Park were in Brize Norton Parish. A request had been received from David Wilson Homes concerning Carterton Town Council taking over the running of these. The normal procedure would be for West Oxfordshire District Council to approach the Council with an offer of a financial contribution to take over the running of facilities, but so far there had been none. There was a concern that the toilets had been there a long time now and were not able to be used as no one had taken ownership of them. The Clerk said he would continue to chase West Oxfordshire District

Council for a decision and, although the toilets were not in Carterton Parish, the Council would be willing to enter into ownership discussions.

An inspection of the new Allotments had indicated that they were currently not up to the required standard, with a shallow layer of topsoil laid over builder's rubble. It was noted that a new load of topsoil had recently been applied. The Allotments are not in Carterton Parish and further discussions would be needed over ownership and suitability.

The Committee **RESOLVED** to **RECOMMEND** to Council that the above matters be taken forward.

The Meeting ended at 8.00 pm.

Chairman