

Carterton Town Council

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23 April 2026

Chair: Cllr K Wood
Vice-Chair: Cllr R Brooks
Members: Cllr R Crapper, Cllr K Godwin, Cllr N King, Cllr S Vaughan, Cllr S Watson,

You are hereby summoned to attend an ORDINARY meeting of the **RECREATION and AMENITIES COMMITTEE** on **Tuesday 28 April 2026 at 6.00pm** at the Town Hall.

Under the Openness of Local Government Bodies Regulations 2014 the Council's public meetings are recorded, which includes filming, audio-recording as well as photography.

In accordance with the council's standing orders any councillor or member of the public must inform all of those present if they wish to film, photograph, livestream or make an audio recording of meeting proceedings.

We are proud to announce that Carterton Town Council has signed the Civility and Respect Pledge. The Council will treat all Members, Officers, and members of the public, with civility and respect at all times. We please ask that members of the public do the same.

Simon Garwood
Town Clerk and Chief Officer

AGENDA

PAGE

- 1. APOLOGIES**
Committee to receive apologies for absence.
- 2. DECLARATIONS OF INTEREST and DISPENSATIONS**
With reference to items on the agenda Members are reminded of their responsibility to declare interests and to update their Register of Interests accordingly.
- 3. PUBLIC PARTICIPATION**
Members of the public are invited to speak on matters on this agenda. The period of time designated for public participation in accordance with Standing Orders shall not exceed 15 minutes, max. 3 minutes per person, and will be under the direction of the Chair.
- 4. MINUTES OF THE PREVIOUS MEETING**
To approve and sign the minutes of the Recreation and Amenities Committee meeting held on 6 January 2026.

PAGES 3 – 8

- 5. ALLOTMENTS** **PAGES 9 – 15**
To consider the draft lease with the Carterton Allotment Association Committee (subject to solicitors amendments) and to make a recommendation to Council on its adoption.
- 6. TOWN HALL BALCONY INSPECTION AND MAINTENANCE** **PAGES 16 – 18**
a) To consider and recommend the Balcony Inspection Policy to the council for approval
b) To consider and recommend, to the council, the painting of the rails on the balcony
- 7. BURFORD ROAD TREES** **PAGE 19**
To consider the condition of trees on Burford Road that appear to have died or are in poor health, and to consider options for their removal and/or replacement, with a recommendation to Council.
- 8. DATE OF NEXT MEETING**
Committee to note the date of the next meeting as 1 September 2026 at 6pm.

Members of the Press and Public Welcome

Please click on any heading underlined to take you to the relevant supporting information.



Carterton Town Council

**A meeting of the RECREATION AND AMENITIES COMMITTEE was held on
Tuesday 6 January 2026 at 6.00pm at the Town Hall
and was attended by the following:**

Chair: Cllr K Wood

Town Councillors: Cllr K Godwin, Cllr S Watson

In attendance: 5 members of the public were present,
including Cllr D Melvin.

Officers: Simon Garwood (Town Clerk)

ITEM	MINUTE	VOTE / ACTION
RA14/2025-26/1	APOLOGIES	
	Apologies were received from: Cllr R Brooks, Cllr R Crapper and Cllr S Vaughan. Cllr N King was absent.	
RA15/2025-26/2	DECLARATIONS OF INTEREST AND DISPENSATIONS	
	With reference to items on the agenda Members were reminded of their responsibility to declare interests and to update their Register of Interests accordingly. Cllr K Wood declared an interest in Item 5, Allotments, as she is an allotment holder.	
RA16/2025-26/3	PUBLIC PARTICIPATION	
	Members of the public were invited to speak on matters on this agenda. The period of time designated for public participation in accordance with Standing Orders shall not exceed 15 minutes, maximum of three minutes per person, and under the direction of the Chair. An allotment holder addressed the Committee regarding communication around the renewal of the allotments lease and the desire for allotment holders to be kept informed.	

	<p>An allotment holder and member of the Allotments Committee queried why no representatives from the Committee were invited to this meeting.</p> <p>The Town Clerk explained that the Town Council has a statutory duty to provide allotments where there is demand and that there is no intention not to renew the lease. The current lease is approximately 25 years old and requires review to reflect modern best practice. A working group is proposed to review lease terms and bring recommendations back.</p> <p>It was confirmed that discussions would take place well in advance of lease expiry (June 2026) and that representatives of the Allotment Association would be involved. Allotment holders are welcome to contact the Town Clerk directly with comments or concerns.</p> <p>No further members of the public wished to speak.</p>	
RA17/2025-26/4	MINUTES OF THE PREVIOUS MEETING	
	<p>To approve and sign the minutes of the Recreation and Amenities meeting held on 2 September 2025.</p> <p>IT WAS RESOLVED that the minutes of the Recreation and Amenities Committee meeting held on 2 September 2025 be approved as a true record and were signed by the Chair.</p>	<p>Proposed: SW Seconded: KG All in favour</p>
RA18/2025-26/5	ALLOTMENTS	
	<p>To receive an update on discussions with the Carterton Allotment Association Committee regarding the adoption of the new lease scheduled for June 2026.</p> <p>The Committee received an update on progress towards a new lease with the Carterton Allotment Association, due to commence in June 2026.</p> <p>Cllr Wood reported that the Town Clerk had attended training delivered by the National Allotment Society, clarifying landlord and allotment committee responsibilities. An initial meeting with the Secretary of the Carterton Allotment Association had been positive and constructive, and a further meeting was scheduled for January 2026.</p> <p>The Committee discussed the proposed establishment of a working group to develop draft heads of terms for a new lease.</p>	

	<p>or appointed. Delivery is likely to be September–October 2026 to avoid peak summer disruption.</p> <p>Members discussed community fundraising opportunities and match funding, and the Play Park Working Group and interest from additional councillors. The Town Clerk undertook to progress arrangements for a further working group meeting.</p>	
RA20/2025-26/7	SPORTS PROVISION IN CARTERTON	
	<p>To receive an update and discuss the temporary use of the Carterton Recreation Ground and the issue of sports provision in Carterton.</p> <p>The Clerk gave an update on temporary use of Carterton Recreation Ground by Carterton Football Club and wider sports provision across the town. Temporary permission had been granted by Full Council in December 2025 for limited match use over the winter months. The Recreation Ground Trustees will review this arrangement at its meeting in February 2026.</p> <p>Carterton lacks sufficient sports pitch provision, particularly for growing youth teams. Opportunities may exist to use Section 106 funding for improved sports facilities. There is emerging interest in rugby, cricket, tennis and inclusive sport provision.</p> <p>The use of Swinbrook Recreation Ground for sports was raised. There are currently no organised sports taking place there, apart from Football Club training sessions. A booking policy has been agreed to match that already in place for Carterton Recreation Ground.</p> <p>IT WAS RESOLVED that the Committee report its discussions to Full Council for wider consideration, and explore options for wider community engagement on future sports provision, potentially through a resident survey, and use of the Annual Town Meeting as a focal point for discussion.</p>	<p>Proposed: KW Seconded: SW All in favour</p>
RA21/2025-26/8	SWINBROOK RECREATION GROUND MASTERPLAN	
	<p>To receive an update on the purchase of land adjacent to Swinbrook Recreation Ground and discuss future projects in the context of S106 funds and an overall masterplan for the area.</p>	

	<p>The Clerk gave an update. The Town Council has recently purchased a parcel of land adjacent to Swinbrook Recreation Ground. This additional land offers opportunities to improve the overall layout of the site, including the potential to help alleviate existing parking pressures.</p> <p>In addition, a number of longer-term ideas have been discussed informally in relation to S106 funding for sports provision in Carterton, including the potential return of the boxing club to Carterton, with possible use of the SERF Hall, and opportunities to strengthen sports provision at the site, for example by considering additional facilities such as tennis courts alongside the existing squash courts, which could also be expanded.</p> <p>IT WAS RESOLVED that a Swinbrook Recreation Ground Working Group is established to develop a long-term masterplan, explore parking solutions, consider recreational and sporting facilities, and seek input from local residents and young people.</p> <p>It was suggested that Cllr C Lincoln and Cllr S Vaughan be invited to join the Working Group.</p>	<p>Proposed: SW Seconded: KW All in favour</p>
RA22/2025-26/9	NEW CEMETERY	
	<p>To receive an update on the potential purchase of land for a new cemetery and to recommend next steps to Council.</p> <p>At its meeting last month, Full Council agreed that officers should explore the potential acquisition of land on the edge of Carterton to meet future cemetery needs.</p> <p>Initial work has begun to explore possible land options and constraints. The Cemetery Working Group, which reports into the Recreation & Amenities Committee, will play a key role in developing this work further. Officers, including the Town Clerk and RFO, will support the group by coordinating professional advice, financial considerations and reporting.</p> <p>The next steps will be further work by the Cemetery Working Group to assess options and feasibility, together with ongoing officer support and reporting back to this Committee. Section 106 funding and partnership working with District and County Councils may be explored.</p>	

	IT WAS RESOLVED that the Cemetery Working Group continues to explore land options, considers whether land could accommodate complementary uses (where appropriate), and reports back to this Committee and Full Council at the appropriate stage.	Proposed: KG Seconded: KW All in favour
RA23/2025-26/10	DATE OF NEXT MEETING	
	Committee to note that the next meeting is scheduled for Tuesday 28 April 2026 at 6.00pm. The date was noted.	

The meeting closed at 7.00pm

Chair: _____

Date: _____

CARTERTON TOWN COUNCIL
ALLOTMENT LEASE AGREEMENT

THIS LEASE is made as a Deed on the ___ day of _____ 2026

BETWEEN

(1) Carterton Town Council

of The Town Hall, Carterton, Oxfordshire
("the Council")

and

(2) Swinbrook Road Allotment Association

("the Tenant")

1. Definitions and Interpretation

In this Lease:

"The Allotments" means:

- Swinbrook Road Allotments, Carterton; and
- Elmhurst Way Allotments, Carterton

as shown edged red on the plans annexed at Schedule 1 (together "the Sites").

"Plots" means individual allotment plots let by the Tenant to plot holders.

"The Term" means the period specified in clause 2.

"The Allotment Acts" means the Allotments Acts 1908–1950 and any statutory modification or re-enactment thereof.

References to legislation include amendments and replacements thereof.

2. Demise and Term

2.1 The Council demises to the Tenant the Allotments for a term of **25 years**, commencing on _____ 2026 and expiring on _____ 2051.

2.2 The annual rent shall be **£1 (one pound) per site if demanded**.

2.3 If during the Term the Council establishes or acquires additional land for use as allotment gardens within Carterton or any adjoining parish, the Council may at its discretion offer such land to the Tenant to be included within this Lease.

2.4 Any such additional land shall only form part of “the Allotments” where:

- (a) the parties agree in writing; and
- (b) a plan identifying the additional land is annexed to this Lease by way of memorandum signed by both parties.

2.5 Upon completion of such memorandum, any additional land shall be incorporated into and form part of this Lease and shall be held subject to the same terms and conditions as set out herein, and for the avoidance of doubt shall expire on the same date as the Term granted by this Lease, notwithstanding the date on which such additional land is added

3. Permitted Use

3.1 The Allotments shall be used solely as allotment gardens within the meaning of the Allotment Acts.

3.2 No trade or business shall be carried on except:

- (a) distribution of seeds, plants, fertilisers, tools or similar items to members;
- (b) fundraising activities directly connected with allotment management.

3.3 The Tenant shall not use the Allotments for any unlawful purpose or in a manner causing nuisance.

4. Management and Control

4.1 The Tenant shall be responsible for:

- (a) day-to-day management of both Sites;
- (b) letting of individual Plots;
- (c) maintaining a fair and transparent waiting list;
- (d) enforcement of cultivation standards and tenancy rules;
- (e) ensuring compliance with statutory duties relating to allotments.

4.2 Vacant Plots shall be allocated fairly and transparently, giving priority to residents of Carterton and Black Bourton, subject to statutory requirements.

4.3 The Tenant shall maintain accurate records of plot holders and waiting lists in line with GDPR and shall provide summary information to the Council upon reasonable request.

5. Rules

5.1 The Tenant shall operate the Allotments in accordance with:

- (a) the Allotment Acts; and
- (b) a written set of Allotment Rules approved by the Council.

5.2 The Rules may be amended by the Tenant with the Council's prior written consent (such consent not to be unreasonably withheld or delayed).

6. Repair and Maintenance

6.1 The Tenant shall:

- (a) keep the Allotments clean, tidy and free from nuisance;
- (b) maintain internal paths, gates, fencing and communal areas;
- (c) manage vegetation and hedges within the Sites;
- (d) ensure Plots are properly cultivated.

6.2 The Landlord shall remain responsible for the following, forming part of its retained landholding unless otherwise agree in writing:

- (a) external boundaries;
- (b) trees;
- (c) grass cutting;

7. Utilities and Services

7.1 The Tenant shall be responsible for:

- (a) all water charges;
- (b) toilets, including servicing, maintenance and compliance;
- (c) waste removal from within the Sites.

7.2 No new utility connection shall be installed without the Council's prior written consent.

8. Insurance and Indemnity

8.1 The Tenant shall maintain throughout the Term:

- (a) Public Liability Insurance of not less than £10 million;
- (b) insurance for any structures or facilities installed by it.

8.2 Evidence of insurance shall be provided to the Council annually, on the anniversary of the agreement.

8.3 The Tenant shall indemnify and keep indemnified the Council against all claims, demands, actions, proceedings, damages, costs and expenses arising from the Tenant's occupation or management of the Allotments.

9. Health, Safety and Compliance

9.1 The Tenant shall comply with all relevant:

- (a) health and safety legislation;
- (b) safeguarding requirements;
- (c) environmental and waste regulations;
- (d) data protection legislation in relation to plot holder records.

9.2 The Tenant shall carry out appropriate risk assessments for communal areas and organised activities.

10. Alterations and Structures

10.1 No permanent structure shall be erected without the Council's prior written consent.

10.2 Sheds, greenhouses and similar structures on individual Plots shall remain the responsibility of plot holders and the Tenant.

11. Inspection

11.1 The Council may enter the Allotments on reasonable notice (except in emergency) to inspect condition and compliance.

12. Liaison and Review Meetings

12.1 The Tenant shall meet with representatives of the Council not less than twice in each calendar year to review:

- (a) the general condition and management of the Allotments;
- (b) waiting list numbers and plot occupancy levels;
- (c) maintenance and infrastructure matters;
- (d) health, safety and compliance issues;
- (e) any proposed improvements or changes to management arrangements.

12.2 Such meetings shall be arranged at mutually convenient times and may take place at either allotment site or at the Council's offices.

12.3 The Tenant shall provide reasonable information in advance of each meeting to enable effective review.

12.4 Nothing in this clause shall prevent either party from requesting additional meetings where reasonably necessary.

13. Termination

13.1 Either party may terminate this Lease by giving not less than 12 months' written notice, expiring on or before 6 April or on or after 29 September in any year.

13.2 The Council may terminate on shorter notice where required for statutory purposes in accordance with the Allotment Acts.

13.3 The Council may terminate for serious or persistent breach following written notice and reasonable opportunity to remedy.

14. Assignment and Underletting

14.1 The Tenant shall not assign, sublet or part with possession of the Allotments.

14.2 The granting of individual plot tenancies in accordance with this Lease shall not constitute underletting.

15. Yielding Up

15.1 Upon expiry or earlier termination, the Tenant shall yield up the Allotments in a clean and tidy condition.

15.2 The Tenant shall remove any structures or equipment installed by it unless otherwise agreed in writing by the Council.

16. Exclusion of Security of Tenure

16.1 The parties agree that this Lease is not a business tenancy within the meaning of the Landlord and Tenant Act 1954 and sections 24–28 of that Act shall not apply.

17. Notices

17.1 Notices shall be in writing and served at the addresses stated above by recorded delivery, or such other address as may be notified in writing.

18. Entire Agreement

18.1 This Lease constitutes the entire agreement between the parties.

SCHEDULE 1

(Plans)

Plan A – Swinbrook Road Allotments (edged red)

Plan B – Elmhurst Way Allotments (edged red)

EXECUTED AS A DEED

Signed for and on behalf of
Carterton Town Council

Signature: _____

Name:

Position:

Date:

In the presence of:

Witness Signature: _____

Name:

Address:

Occupation:

Signed for and on behalf of
Swinbrook Road Allotment Association

Signature: _____

Name:

Position:

Date:

In the presence of:

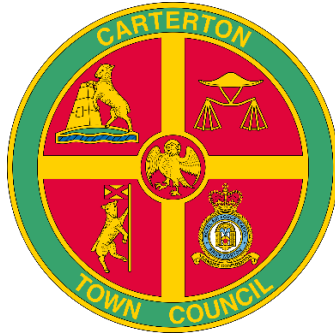
Witness Signature: _____

Name:

Address:

Occupation:

DRAFT



Cantilever Balcony Inspection Policy

Carterton Town Council

Adopted:

Cantilever Balcony Inspection Policy

The Council recognises its responsibility to ensure that all structural elements of its buildings, including cantilever balconies, are maintained in a safe condition.

1. Scope

This policy applies to all Council-owned or managed buildings containing cantilever balconies or similar projecting structures.

2. Inspection Regime

- **Quarterly visual inspection** by the Town Warden (Checklist)
- **Annual** (more thorough) **visual inspections** will be undertaken by a competent officer or contractor.
- A **detailed structural inspection** will be commissioned at least every 5 years, by a **qualified structural engineer**, or sooner if concerns arise.
- Additional visual inspections will be carried out following:
 - Severe weather events
 - Reports of damage or defects
 - Identification of risks during other inspections

3. Risk Management

Any defects identified will be risk assessed and categorised as:

- Low
- Medium
- High
- Critical

Where a **high or critical risk** is identified, immediate action will be taken, which may include restricting access and commissioning specialist advice.

4. Competence

- Routine inspections will be undertaken by trained and competent personnel.
- Structural concerns will be referred to a **qualified structural engineer**.
- Fire risks will be considered alongside the Council's Fire Risk Assessment.

5. Record Keeping

The Council will maintain:

- Inspection records
- Defect logs
- Records of remedial works

These will form part of the Council's wider asset management and safety systems.

6. Review

This policy will be reviewed every 3 years or sooner if legislation or guidance changes.

Trees at Burford Road

Six silver birch trees, all approximately three years old, have failed along Burford Road. Four are located on the verges in front of Costa Coffee and the Burford Fish Bar, one is on the verge near the entrance to St John's Drive, and another is positioned on the verge outside the new development at 10 Burford Road.

Residents have contacted Cllr Liz Wood to enquire whether these trees will be replaced. In terms of next steps, some possible options have been identified:

- a) Remove the four trees outside the shops and do not replace them, but replace the two trees near the Allandale and St John's Drive
- b) Remove all six trees and do not replace them
- c) Remove all six trees and replace them all
- d) Remove and replace the four trees outside the shops, but not the other two

Supplier: John O'Connor (Grounds Maintenance Ltd) has provided us with quotes to replace the six trees or remove them all without replacing – see below:

- Cost to replace six birch trees - £1,491.60 + VAT
- Cost to remove and dispose of the trees - £0.00 + VAT



If replacement is proposed, it would be prudent to plant a mix of species, as commonly recommended by tree officers. This approach helps ensure greater resilience, so that if one species is affected by disease, others are more likely to survive.