

Parks & Recreation Committee Meeting of Witney Town Council



Monday, 15th January, 2024 at 6.00 pm

To members of the Parks & Recreation Committee - D Newcombe, J Aitman, T Ashby, O Collins, R Crouch, D Edwards-Hughes, R Smith and S Simpson (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Gallery Room, The Corn Exchange, Witney** for the transaction of the business stated in the agenda below.

Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

Numbers of the public will be limited, with priority given to those who have registered to speak on an item on the agenda. Any member of the public wishing to attend the meeting should contact the Committee Clerk derek.mackenzie@witney-tc.gov.uk in advance.

Recording of Meetings

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

As a matter of courtesy, if you intend to record any part of the proceedings, please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

Agenda

1. Apologies for Absence

To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Committee Clerk derek.mackenzie@witney-tc.gov.uk **prior** to the meeting, stating the reason for absence.

Standing Order 30(d)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have confirmed to the Proper Officer **before** the meeting that they are unable to attend.

2. Declarations of Interest

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. Minutes (Pages 4 - 9)

a) To adopt and sign as a correct record the minutes of the Parks & Recreation Committee held on 30 October 2023;

b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress on any item).

4. **Participation of the Public**

The meeting will adjourn for this item.

Members of the public may speak for a maximum of five minutes each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda. 5

5. **Finance Report** (Pages 10 - 23)

To receive the report of the Responsible Financial Officer (RFO).

Parks

6. **Leys Parking Restrictions** (Pages 24 - 27)

To receive the report of the Head of Estates & Operations

7. **Leys Interim Trading Request - Coffee Shed** (Page 28)

To receive and consider a request from the Coffee Shed to provide a temporary trading arrangement at The Leys for the duration of major refurbishment works on the assumed commencement of the project.

8. **Splash Pad Renovation Works** (Pages 29 - 35)

To receive the report of the Operations Manager.

Recreation

9. **Recreation Area Signage** (Pages 36 - 42)

To receive the report of the Operations Manager.

10. **Major & Strategic Projects** (Pages 43 - 48)

To receive the report of the Project Officer.

11. **Exclusion of Press & Public**

To consider and if appropriate, to pass the following resolution:

That in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted.

12. **Major Projects** (Pages 49 - 61)

To consider the communication from WODC.



Town Clerk

Agenda Item 3

PARKS & RECREATION COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Monday, 30 October 2023

At 6.00 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor D Newcombe (Chair)

Councillors:	J Aitman	D Edwards-Hughes
	T Ashby	R Smith
	R Crouch	S Simpson
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Deputy Town Clerk
	Mark Lewis	Head of Estates & Operations
	Nigel Warner	Responsible Financial Officer
Others:	No members of the public.	

PR567 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr O Collins.

PR568 DECLARATIONS OF INTEREST

Cllr D Newcombe declared a personal non-prejudicial interest for agenda item 11b as he was a member of an affiliated club at West Witney Sports Ground.

There were no other declarations from Members or Officers.

PR569 MINUTES

The minutes of the Parks & Recreation Committee meeting held on 4 September were received.

PR457 – Following a question by a Member, it was confirmed a new energy efficient gas boiler had been installed at Burwell Hall. It would offer more control along with reduced costs and consumption; reports would follow in due course on associated savings.

Resolved:

That, the minutes of the Parks & Recreation Committee meeting held on 4 September be approved as a correct record of the meeting and be signed by the Chair.

PR570 PARTICIPATION OF THE PUBLIC

There were no members of the public present.

PR571 **FINANCE REPORT: INCLUDING REVISED REVENUE BUDGET 2023/24 AND DRAFT BASE REVENUE BUDGET FOR 2024/25**

The Committee received and considered the report of the RFO concerning the base revenue budget, draft estimates on budget parameters for 2023-24 and a revenue budget summary.

For the benefit of new Members, the RFO outlined the contents of the report and explained that although monitoring takes place throughout the year, this was the first report of the Committee budget setting cycle and a greater understanding of the estimates for 2024-25 would be known by the time of the Policy, Governance & Finance Committee meeting in November.

Members heard the Council had an ambitious programme of large projects and although these would be a strain on its finances, there were healthy earmarked reserves in place. Members should however be mindful of pressure on staff resources to deliver.

During this process, the Committee were told the RFO scrutinises budget lines and looks at the inflationary rises since the last budget, which currently stood at 6.7%. There were other external matters to be considered including public sector pay increases, potential energy increases due to world events and in the previous financial year, the cost-of-living crisis which resulted in a deficit revenue budget with funds taken from reserves; this was not sustainable indefinitely.

The RFO explained that the year-to-date totals in the report were showing less than half yearly amounts as they only covered five months expenditure and costs were slightly lighter than the previous year; it was prudent to slightly overestimate when setting the budget.

Regarding budget line anomalies, Members were advised water rates at the Leys Splash Park had been higher than anticipated due to ongoing repairs and mechanics of the system throughout the summer period; a planned refurbishment from earmarked reserve was proposed as a special revenue project beginning in 2024-25. They also heard that the figures regarding the Coffee Shed at The Leys would differ to those planned a year ago due to the Leys Masterplan and income in this area, including around electricity charges, would be defined by a new lease once works were completed.

Finally, the income from football letting was more than expected, this highlighted the growth of clubs and pressure on the Council's pitches since the time of the last budget, set while exiting the Covid-19 pandemic. This had a knock-on effect of additional Council costs which had also gone up proportionally; a current subsidy figure, analysing the difference of an in-house ground's maintenance team would be provided at a future date.

Recommended:

1. That, the report be noted and,
2. That, current subsidy figures for the provision of football pitches be calculated and,
3. That, the draft revised base revenue budget for 2023/24 and the estimated base revenue budgets for 2024/25, as detailed be agreed.

Cllr S Simpson joined the meeting at 6.14pm

PR572 REVENUE GROWTH ITEMS, SPECIAL REVENUE PROJECTS, AND CAPITAL PROJECTS

The Committee received and considered the report of the RFO, tabled at the meeting concerning the financial standing of the Council's projects.

Members were advised of the funding streams and budgets in place for the revised capital and special revenue projects for 2023/24 and what was needed in order to bring about their completion.

Items proposed as capital and special revenue projects for 2024/25 and beyond included funding for play areas, maintenance for additionally adopted play areas and a path at West Witney Sports Ground to facilitate Parkrun. Match crowdfunding was noted for this last suggestion, as well as for clubs or organisations asking for 'home' signs for their organisations at Council facilities.

In addition, Members discussed the refurbishment of the Leys Splash Park in 2025 and agreed that internal research and consultation into short- and longer-term improvements should take place in the summer of 2024; this based on the assumption only small outward tweaks might be necessary alongside larger water retention improvements which were required following the maintenance during this summer. Repair funds may need to be added into the budget for 2024/25 so the renewals fund remained intact for this project.

Recommended:

1. That, the report be noted and,
2. That, the Council explores the renewal of the Splash Park in 2024, to include consultation and notes the current renewals budget and funds expended from this EMR in the current fiscal year and,
3. That, matched crowdfunding is suggested in relation to funding a hogging Path to facilitate Parkrun at West Witney Sports Ground.

PR573 SCHEDULE OF PROPOSED FEES AND CHARGES 2024/25

The Committee received and considered proposed recreational charges for 2024-25 as part of the budget setting process.

In response to Members' questions, the RFO explained the variances of the 2023/24 and 2024/25 figures. Changes in the current year were due to the fact VAT was no longer being applied to sports bookings from February following a successful challenge to the HMRC on this issue nationally. The new year figures were proposed to increase the charges by 6.7%, this was based on the inflationary change in the previous year.

The Council was still waiting for VAT refunds back to 2019 based on the tribunal decision above and it had already agreed these would be repaid to the clubs when applicable. The RFO confirmed no VAT was payable on clubs and on commercial charges as they had a security of tenure so therefore no refunds would be due to them.

Members also heard that lease negotiations were underway with West Witney Tennis Club and Courtside CIC which included re-negotiation of their charges.

Recommended:

1. That, the proposed fees and charges for 2024-25 as presented, be agreed.

The RFO left the meeting at 6.50pm

PR574 SATISFACTION SURVEY COMMENTS

The Committee received and considered the report of the Deputy Town Clerk concerning items raised from the Council's satisfaction survey earlier in the year.

Members noted several projects mentioned were underway or had been completed such as the refurbishments of the Skate Park and West Witney Sports & Social Club Clubhouse. A discussion took place regarding other items and raised questions on the apparent need, cost and whether they should be aspirations of the Council now or in the future. There was agreement they should be considered during budget-setting as they had been provided as feedback from the electorate.

Comments regarding open spaces were difficult to substantiate, but a meeting was planned with the County & District Council's and a review of the Town Council's grounds maintenance was underway; it was suggested that grounds maintenance standards could be developed for the open spaces.

The Committee were aware of the strain on infrastructure budgets and were reminded that the earmarked reserve for play areas was being expended in the current year, so some replenishment was required. There was also acknowledgement that the Leys play area surface was troublesome in the winter, it was hoped this could be looked at during the planned 2025 refurbishment of the Splash park.

Bins and benches were always required so Members agreed it would be helpful to increase a budget in this area; benches at the allotments and a picnic bench at Raleigh crescent play area were mooted as suggestions in the new fiscal year along with advertising the Council's memorial bench policy.

In regard to fencing at Oxlease Play area, there was a discussion as to whether this was needed as Members were not aware of the issue. It was agreed that, in relation to dog fouling, new recreation signage would help in this area and a query could be sent to the local Blake C of E Primary School for their thoughts on the matter.

Recommended:

1. That, the report be noted and,
2. That, £40,000 is requested in the 2024/25 budget until an intelligent estimate based on the current need can be provided and,
3. That, £4,000 is requested in the 2024/25 budget towards play area/recreational infrastructure including bins & benches and,
4. That, the Council promotes its memorial bench policy and,
5. That, standards on open spaces are created to help benchmark future comments, compliments and complaints and,
6. That, details regarding dogs on leads and on dog waste disposal are included on the new recreational sign at Oxlease play area and,
7. That, the Council corresponds with Blake C of E Primary School to obtain feedback on fencing at Oxlease play area and,
8. That, consideration of improved surfacing around the Splash Park at The Leys is given in the future refurbishment planned for 2025.

Cllr T Ashby left the meeting at 7.14pm

PR575 SPORTS PITCHES

The Committee received and considered the report of the Town Clerk/C.E.O alongside a report on the Council's grass sports pitches by STRI (formerly the Sports Turf Research Institute).

Members welcomed such a positive report showing the improvement in all the pitches from the previous year. The weather this summer had helped towards achieving this, but the impact of the Council's new in-house ground's maintenance regime had also played its part and was a credit to its grounds team.

It was noted that cricket provision at The Leys was still a live issue, that there were comments in the report about the wicket at West Witney and the tests relating to the football pitches at The Leys. Members asked that the findings were communicated in the most appropriate way.

Resolved:

1. That, the report be noted and,
2. That, the positive improvement in the Council's grass sports pitches be welcomed and,
3. That, communications on this are issued via the appropriate channels.

PR576 EXCLUSION OF PRESS & PUBLIC

Resolved:

That in accordance with section 1(2) of the Public Bodies (admission to Meetings) Act 1960, and as extended by Schedule 12A of the Local Government Act 1972, the public, including the press, be excluded from the meeting because of the confidential nature of the following business to be transacted

PR577 LEYS MASTERPLAN

The Committee received the confidential report and verbal update of the Head of Estates & Operations concerning the redevelopment of the Leys sports areas, known as the Leys Masterplan.

Members heard plans had been submitted to the Planning Authority by Courtside Hubs CIC who were spearheading the project and illustrative guides available to officers were provided. The timeframe outlined in the report to complete the scheme by May 2024 was ambitious, but Officers would be working with Courtside throughout the off-season to help achieve it, as well as delivering the redeveloped Skate Park which was affiliated to the overall project.

There was some concern from Members regarding a reduction in the number of tennis courts and the timeframe for the scheme with associated financial impact this may have on the Council as landowner; details on the obligations of the grant funding which was financing the project were passed on by the Town Clerk.

Resolved:

1. That, the confidential report and verbal update be noted.

PR578 **WEST WITNEY SPORTS & SOCIAL CLUB**

The Committee received and considered the report and verbal update of the Head of Estates & Operations concerning the refurbishment of West Witney Sports & Social Clubhouse.

Members agreed the general condition of the clubhouse meant the refurbishment was necessary and were pleased plans had been submitted to the Planning Authority. Further preliminary work regarding biodiversity obligations was required and officers hoped the work would be able to start in the new year.

Resolved:

1. That, the report and verbal update be noted.

PR579 **PROPERTY & LEGAL MATTERS**

The Committee received and considered the confidential report of the Town Clerk/C.E.O.

There were updates on the transfer of several play areas from West Oxfordshire District Council; Heads of Terms agreements had been received and these, along with further queries would be reviewed by the Policy, Governance & Finance Committee.

Members were also advised lease negotiations were pending with Courtside Hubs CIC & West Witney Sports and Social Club, and underway with Witney Lawn Tennis Club.

Resolved:

1. That, the confidential report be noted.

The meeting closed at: 7.48 pm

Chair

PARKS AND RECREATION COMMITTEE

Date: 15 January 2024
Title: Finance Report
Contact Officer: Responsible Financial Officer (RFO)

Should Members have any queries about this report advance notice would be appreciated, in writing, by 5pm on the Friday before the meeting to allow for a full response at the meeting.

BACKGROUND

Detailed income and expenditure statements for budgets which are the responsibility of this committee are enclosed. The period to which this report relates is 1 April 2023 to 30 November 2023.

CURRENT SITUATION

A full review of the budgetary position was undertaken during the budget cycle. Most areas of interest were raised at the last meeting of this committee and at the extra-ordinary meeting of the council. The RFO would refer members to the finance/ budget reports which were approved at those meetings for further details.

Current year budget: In terms of the report presented at this meeting, the current year (2023/24) budget is that which was projected when the estimates were revised and agreed by the Council at its meeting on 8 January 2024. It should be noted that the revised estimates were produced by your officers in the autumn of 2023. This means that, with the year end (31 March 2024) rapidly approaching, there will be some cases where the actual spend to date exceeds the revised estimates. Conversely there will be other lines where actuals at year-end will not reach the revised estimate figure. Overall, the impact on budget should be broadly neutral when the year-end accounts are produced.

Members are reminded that expenditure is not necessarily incurred evenly over the course of the year. For example, the vast majority of expenditure in relation to nominal ledger code 4025 (insurance) is incurred in April each year when the annual premium is paid. There will also be similar patterns on the income side such as football and cricket pitch hires.

Estimates for 2024/25: These are shown in the report in the three columns on the right-hand side of the page. Following agreement of the budget the recharges have been processed and these are reflected in the estimates for 2023/24.

201 – SPLASHPARK

This shows the expenditure relating to the Splashpark at the Leys Recreation Ground.

Code 4012/201 – Splashpark water rates. Members will be aware of the significant challenges in operating the Splashpark this year. The facility was open during the summer season but the problems with the plant resulted in a much higher water rates charge than has been anticipated (£35,996 compared with £12,000 original and £31,900 revised). Note that the difference between revised budget and the actual year to date is that although very little water is now being used the practice is that the water supplier (Castle Water) invoice on an estimated usage to 31 March 2024; it is likely that when the adjustment invoice is issued there will be a credit back to the account.

Note also that the general fund position is such that it is not now proposed that this be funded from the earmarked reserve.

With improvement works which are planned ahead of the 2024/25 season the water charge should reduce back to previous levels or reduce to less than previous levels, depending on the scope of works undertaken.

204- BURWELL (QE2) SPORTS GROUND

Code 4037 – Ground maintenance. This relates to the costs of seeding the football pitches. This would previously have been costed to the grounds maintenance cost centre (606) and then reallocated via overhead charges (4895).

Now that the 2024/25 budget has been agreed and the Council has gone through a year with the new grounds maintenance arrangements, the intention is to review the way in which these and similar expenditures are allocated with a view more expenditure being directly charged to the relevant cost centre. Necessary adjustments to cost centre budgets would then be made.

SUMMARY FOR 2023/24

Overall, the management accounts show the following in relation to the current year:

	2023/24 Original budget- Jan. 23	2023/24 Projected estimate- Nov.23	2023/24 Year to date (Month 8)
Expenditure	£365,008	£340,629	£200,433
Less income	(£80,471)	(£79,772)	(£59,967)
Net expenditure	£284,537	£260,857	£141,166

The projected estimate for the current financial year is 8% below original net expenditure and therefore the financial position is favourable with the Committee's services being delivered within budget.

Expenditure to date is below the projected estimates. However, a portion of the underspend relates to budget lines which the Council has not needed to utilise this year due to careful asset management and also projects which are either in progress or have been delayed. Ahead of the year end your officers will be thoroughly examining the various budget lines and proposals will come forward following the financial year end (31 March 2024) for a number of these overspends to be transferred into the earmarked reserves to allow projects to continue and to provide for prudential reserves where expenditure has not been required this year but will in future years.

ENVIRONMENTAL IMPACT

The Council declared a Climate Change Emergency at its meeting on 26 June 2019; with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Officers are continually assessing the environmental impact of services and assets to ensure where possible measures are taken to support the Council's climate declaration of carbon neutrality by 2028. This extends to the procurement of goods and services.

RISK

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Members are reminded that collectively they are custodians of the public purse with most of the funding coming from the taxpayers of Witney. Therefore, Officers ensure they get best value, value for money, and comply with the Council's Standing Orders, Financial Regulations, and Procurement Policy.

FINANCIAL IMPLICATIONS

This report forms part of the Council's due diligence and a process in line with its Financial Regulations. The financial implications are detailed above and also in the attached appendices.

RECOMMENDATIONS

Members are invited to approve the report and the management accounts of the Committee's services to 30 November 2023.

Annual Budget - By Committee (Actual YTD Month 8)

Note: Parks & Recreation Committee - 15 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Parks & Recreation</u>										
<u>201</u>	<u>SPLASHPARK</u>									
4012	WATER RATES	12,000	10,196	12,000	35,996	31,900	0	12,000	0	0
4016	CLEANING MATERIALS	275	174	300	348	300	0	300	0	0
4036	PROPERTY MAINTENANCE	5,000	1,311	5,000	0	5,000	0	5,000	0	0
4047	PLAY EQUIP MAINTENCE	2,500	13	2,500	0	2,500	0	2,668	0	0
4048	ENG.INSPEC.(VARIABLE)	500	434	500	432	432	0	500	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	7,646	6,298	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	1,560	1,457	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	2,224	9,474	2,616	7,673	0	9,315	0	0
4897	MTCE O'HEAD RECHARGE	0	220	927	264	797	0	854	0	0
4899	DEPOT REALLOCATION	0	0	990	1,219	1,663	0	1,699	0	0
	Overhead Expenditure	29,481	22,326	31,691	40,874	50,265	0	32,336	0	0
	Movement to/(from) Gen Reserve	(29,481)	(22,326)	(31,691)	(40,874)	(50,265)		(32,336)		
<u>202</u>	<u>THE LEYS RECREATION GROUND</u>									
1020	SPORTS - FOOTBALL	1,000	1,143	2,000	1,400	3,200	0	3,400	0	0
1043	GREEN FEES - WTBC	4,620	4,620	5,080	5,080	5,080	0	5,420	0	0
1050	RENT RECEIVED	3,080	1,000	1,000	1,000	1,000	0	1,000	0	0
1051	GROUND HIRE	11,175	18,017	15,000	15,534	15,534	0	16,038	0	0
1052	EXPENSES RECOVERED	150	977	150	60	150	0	160	0	0
1058	WATER RECOVERED	150	175	150	175	175	0	190	0	0
1059	ELECTRICITY RECOVER	0	0	20,000	6,162	14,200	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Parks & Recreation Committee - 15 January 2024

	<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	20,175	25,933	43,380	29,411	39,339	0	26,208	0	0
4012 WATER RATES	3,000	6,687	0	1,269	3,000	0	3,000	0	0
4014 ELECTRICITY	7,000	8,755	24,800	-364	17,600	0	5,202	0	0
4017 CONTRACT CLEAN/WASTE	9,500	10,265	10,000	7,871	12,000	0	13,800	0	0
4021 TELEPHONE/FAX	0	18	0	0	0	0	0	0	0
4025 INSURANCE	240	224	240	224	224	0	256	0	0
4036 PROPERTY MAINTENANCE	7,500	1,401	7,500	1,318	7,500	0	7,500	0	0
4037 GROUNDS MAINTENANCE	5,000	4,588	5,000	280	5,000	0	5,000	0	0
4038 OTHER MAINTENANCE	4,000	142	2,500	0	2,500	0	2,500	0	0
4046 SPORTS EQUIPMENT	4,000	3,425	4,000	0	4,000	0	4,000	0	0
4047 PLAY EQUIP MAINTENCE	5,000	475	5,000	233	5,000	0	5,000	0	0
4048 ENG.INSPEC.(VARIABLE)	430	499	550	989	989	0	1,055	0	0
4049 PLAY RISK ASSESSMENT	1,000	126	500	135	135	0	144	0	0
4059 OTHER PROF FEES	10,000	0	0	0	0	0	0	0	0
4062 SPORTS PITCH MATERIALS	0	0	0	900	900	0	0	0	0
4110 SUBSIDIZED LETTINGS	10,000	5,343	10,000	4,545	4,544	0	10,000	0	0
4215 IN BLOOM - INC SCHOOLS CHALLENGE	1,000	0	1,000	0	1,000	0	1,000	0	0
4495 TFR FROM EARMARKED R	-3,500	0	0	0	0	0	0	0	0
4888 O/S STAFF RCHG (TO 30/09/23)	33,680	10,964	0	0	0	0	0	0	0
4890 O/S O'HEAD RCHG (TO 30/09/22)	6,872	3,237	0	0	0	0	0	0	0
4891 AGENCY R/C (TO 30/09/22)	34,101	34,101	0	0	0	0	0	0	0
4892 C/S STAFF RCHG	16,543	13,858	17,967	10,799	16,529	0	18,431	0	0
4893 C/S O'HEAD RCHG	4,590	4,532	5,176	3,824	5,124	0	5,214	0	0
4894 GROUNDS STAFF RECHARGE	0	5,580	23,566	4,574	13,668	0	25,145	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Parks & Recreation Committee - 15 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4895	GROUNDS O'HEAD RECHARGE	0	2,905	8,701	5,425	10,180	0	11,926	0	0
4896	MTCE STAFF RECHARGE	0	14,369	41,731	22,788	33,802	0	41,030	0	0
4897	MTCE O'HEAD RECHARGE	0	2,064	4,084	2,237	3,512	0	3,764	0	0
4899	DEPOT REALLOCATION	0	0	4,361	8,777	6,769	0	7,483	0	0
Overhead Expenditure		159,956	133,557	176,676	75,824	153,976	0	171,450	0	0
Movement to/(from) Gen Reserve		(139,781)	(107,624)	(133,296)	(46,413)	(114,637)		(145,242)		
203	<u>WEST WITNEY SPORTS GROUND</u>									
1020	SPORTS - FOOTBALL	3,000	7,024	6,500	4,038	8,000	0	8,536	0	0
1021	SPORTS - CRICKET	1,751	1,464	1,500	1,374	1,374	0	1,500	0	0
1041	RENTAL - TENNIS CLUB	4,520	4,520	4,970	0	0	0	0	0	0
1042	RENTAL- PROJ.RANGE	2,650	2,650	2,915	2,915	2,915	0	3,110	0	0
1044	GREEN FEES - WMBC	2,770	2,770	3,050	3,050	3,050	0	3,254	0	0
1045	GREEN FEES - WWBC	2,770	2,770	3,050	3,050	3,050	0	3,254	0	0
1050	RENT RECEIVED	21,820	15,268	9,850	8,169	10,366	0	10,366	0	0
1052	EXPENSES RECOVERED	0	929	0	2,143	2,143	0	0	0	0
1054	EASEMENTS/WAYLEAVES	6	6	6	6	0	0	6	0	0
1058	WATER RECOVERED	500	0	0	0	0	0	0	0	0
1060	INSURANCE RECOVERED	350	363	400	435	435	0	427	0	0
Total Income		40,137	37,763	32,241	25,181	31,333	0	30,453	0	0
4012	WATER RATES	750	0	0	0	0	0	0	0	0
4025	INSURANCE	590	676	725	749	749	0	774	0	0
4036	PROPERTY MAINTENANCE	1,500	891	1,500	3,522	3,643	0	1,500	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Parks & Recreation Committee - 15 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4037	GROUNDS MAINTENANCE	2,500	806	2,500	1,531	2,500	0	2,500	0	0
4046	SPORTS EQUIPMENT	1,000	2,462	0	1,354	1,354	0	1,000	0	0
4048	ENG.INSPEC.(VARIABLE)	175	175	200	185	185	0	213	0	0
4059	OTHER PROF FEES	7,000	250	2,000	1,745	2,000	0	2,000	0	0
4062	SPORTS PITCH MATERIALS	0	0	0	900	900	0	0	0	0
4495	TFR FROM EARMARKED R	-2,000	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	10,242	5,528	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	2,090	1,496	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	26,486	26,486	0	0	0	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	5,580	23,566	6,551	13,668	0	25,145	0	0
4895	GROUNDS O'HEAD RECHARGE	0	2,905	8,701	6,781	10,180	0	11,926	0	0
4896	MTCE STAFF RECHARGE	0	10,560	12,690	14,684	10,278	0	12,477	0	0
4897	MTCE O'HEAD RECHARGE	0	1,444	1,242	1,439	1,068	0	1,145	0	0
4899	DEPOT REALLOCATION	0	0	1,326	5,516	2,227	0	2,275	0	0
	Overhead Expenditure	50,333	59,259	54,450	44,957	48,752	0	60,955	0	0
	Movement to/(from) Gen Reserve	(10,196)	(21,496)	(22,209)	(19,776)	(17,419)		(30,502)		
204	<u>BURWELL (QE2) SPORTS GROUND</u>									
1020	SPORTS - FOOTBALL	3,500	5,982	3,850	3,763	7,500	0	8,000	0	0
	Total Income	3,500	5,982	3,850	3,763	7,500	0	8,000	0	0
4036	PROPERTY MAINTENANCE	1,000	13	1,000	0	1,000	0	1,000	0	0
4037	GROUNDS MAINTENANCE	1,000	0	0	420	420	0	0	0	0
4046	SPORTS EQUIPMENT	2,000	1,431	3,000	0	3,000	0	2,000	0	0

Annual Budget - By Committee (Actual YTD Month 8)

Note: Parks & Recreation Committee - 15 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4047	PLAY EQUIP MAINTENCE	2,000	160	2,000	0	2,000	0	2,000	0	0
4048	ENG.INSPEC.(VARIABLE)	475	499	550	529	587	0	587	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	2,596	3,843	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	530	981	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	12,350	12,350	0	0	0	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	3,985	16,833	2,791	9,763	0	17,961	0	0
4895	GROUNDS O'HEAD RECHARGE	0	2,075	6,215	3,230	7,271	0	8,519	0	0
4896	MTCE STAFF RECHARGE	0	5,298	3,217	6,161	2,605	0	3,163	0	0
4897	MTCE O'HEAD RECHARGE	0	788	315	612	270	0	290	0	0
4899	DEPOT REALLOCATION	0	0	336	2,033	564	0	577	0	0
Overhead Expenditure		22,051	31,484	33,566	15,844	27,548	0	36,197	0	0
Movement to/(from) Gen Reserve		(18,551)	(25,502)	(29,716)	(12,081)	(20,048)		(28,197)		
205	<u>KING GEORGE V / NEWLAND</u>									
1020	SPORTS - FOOTBALL	1,600	1,106	1,000	912	1,600	0	1,700	0	0
Total Income		1,600	1,106	1,000	912	1,600	0	1,700	0	0
4036	PROPERTY MAINTENANCE	500	0	500	0	500	0	534	0	0
4037	GROUNDS MAINTENANCE	2,000	0	2,000	140	1,800	0	2,000	0	0
4047	PLAY EQUIP MAINTENCE	500	0	500	642	642	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	400	412	450	437	437	0	480	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4100	GRANTS GENERAL	1,000	0	500	0	500	0	500	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Parks & Recreation Committee - 15 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4495	TFR FROM EARMARKED R	-500	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	8,464	1,246	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	1,727	191	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	5,926	5,926	0	0	0	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	1,196	5,050	870	2,929	0	5,388	0	0
4895	GROUNDS O'HEAD RECHARGE	0	622	1,865	1,170	2,182	0	2,556	0	0
4896	MTCE STAFF RECHARGE	0	631	10,487	4,070	8,494	0	10,311	0	0
4897	MTCE O'HEAD RECHARGE	0	92	1,026	385	882	0	946	0	0
4899	DEPOT REALLOCATION	0	0	1,096	1,741	1,841	0	1,881	0	0
Overhead Expenditure		20,117	10,380	23,574	9,522	20,275	0	25,196	0	0
Movement to/(from) Gen Reserve		(18,517)	(9,274)	(22,574)	(8,609)	(18,675)		(23,496)		
207	<u>MOORLAND ROAD PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	500	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	250	239	275	253	253	0	293	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	2,240	0	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	457	-56	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	2,775	647	2,247	0	2,728	0	0
4897	MTCE O'HEAD RECHARGE	0	0	272	61	233	0	251	0	0
4899	DEPOT REALLOCATION	0	0	290	327	487	0	498	0	0
Overhead Expenditure		3,547	246	4,212	1,355	3,788	0	4,370	0	0
Movement to/(from) Gen Reserve		(3,547)	(246)	(4,212)	(1,355)	(3,788)		(4,370)		

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Parks & Recreation Committee - 15 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
208	<u>WOOD GREEN PITCHES/PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	500	0	500	103	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	260	260	300	276	276	0	300	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	2,667	61	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	544	-45	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	1,167	1,167	0	0	0	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	1,196	5,050	485	2,929	0	5,388	0	0
4895	GROUNDS O'HEAD RECHARGE	0	622	1,865	271	2,182	0	2,556	0	0
4896	MTCE STAFF RECHARGE	0	356	3,305	769	2,677	0	3,249	0	0
4897	MTCE O'HEAD RECHARGE	0	54	323	72	277	0	298	0	0
4899	DEPOT REALLOCATION	0	0	345	389	579	0	592	0	0
	Overhead Expenditure	5,238	3,735	11,788	2,433	9,488	0	12,983	0	0
	Movement to/(from) Gen Reserve	(5,238)	(3,735)	(11,788)	(2,433)	(9,488)		(12,983)		
209	<u>ETON CLOSE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	250	0	250	0	250	0	250	0	0
4048	ENG.INSPEC.(VARIABLE)	175	174	200	184	184	0	200	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4222	TINY FOREST EXPENSES	150	0	150	0	150	0	150	0	0
	Overhead Expenditure	675	237	700	252	652	0	700	0	0
	Movement to/(from) Gen Reserve	(675)	(237)	(700)	(252)	(652)		(700)		
210	<u>OXLEASE PLAY AREA</u>									

Annual Budget - By Committee (Actual YTD Month 8)

Note: Parks & Recreation Committee - 15 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4047	PLAY EQUIP MAINTENANCE	500	478	500	306	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	450	521	550	575	575	0	614	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	3,983	3,645	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	813	1,022	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	6,971	6,971	0	0	0	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	1,196	5,050	485	2,929	0	5,388	0	0
4895	GROUNDS O'HEAD RECHARGE	0	622	1,865	271	2,182	0	2,556	0	0
4896	MTCE STAFF RECHARGE	0	149	4,935	1,151	3,997	0	4,852	0	0
4897	MTCE O'HEAD RECHARGE	0	25	483	108	415	0	445	0	0
4899	DEPOT REALLOCATION	0	0	516	582	866	0	885	0	0
Overhead Expenditure		12,817	14,692	13,999	3,545	11,532	0	15,340	0	0
Movement to/(from) Gen Reserve		(12,817)	(14,692)	(13,999)	(3,545)	(11,532)		(15,340)		
211	<u>FIELDMERE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENANCE	250	12	250	11	250	0	250	0	0
4048	ENG.INSPEC.(VARIABLE)	275	260	300	276	276	0	300	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	3,948	61	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	805	-77	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	4,892	1,139	3,962	0	4,810	0	0
4897	MTCE O'HEAD RECHARGE	0	0	479	107	411	0	441	0	0
4899	DEPOT REALLOCATION	0	0	511	576	858	0	877	0	0

Annual Budget - By Committee (Actual YTD Month 8)

Note: Parks & Recreation Committee - 15 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure		5,378	320	6,532	2,177	5,825	0	6,778	0	0
Movement to/(from) Gen Reserve		(5,378)	(320)	(6,532)	(2,177)	(5,825)		(6,778)		
212	<u>QUARRY ROAD PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	250	0	250	1,546	1,600	0	250	0	0
4048	ENG.INSPEC.(VARIABLE)	225	217	250	230	230	0	250	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	100	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	178	1,227	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	36	656	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	1,123	221	51	179	0	217	0	0
4897	MTCE O'HEAD RECHARGE	0	173	22	5	18	0	20	0	0
4899	DEPOT REALLOCATION	0	0	23	26	38	0	39	0	0
Overhead Expenditure		789	3,459	866	1,926	2,165	0	876	0	0
Movement to/(from) Gen Reserve		(789)	(3,459)	(866)	(1,926)	(2,165)		(876)		
213	<u>RALEGH CRESCENT PLAY AREA</u>									
4013	RENT PAID	5	0	5	0	5	0	5	0	0
4047	PLAY EQUIP MAINTENCE	500	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	0	0	0	0	0	0	500	0	0
4049	PLAY RISK ASSESSMENT	100	0	100	0	100	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	3,591	0	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	733	-89	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	4,449	1,037	3,603	0	4,374	0	0
4897	MTCE O'HEAD RECHARGE	0	0	435	97	374	0	401	0	0

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Parks & Recreation Committee - 15 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4899	DEPOT REALLOCATION	0	0	465	524	781	0	798	0	0
	Overhead Expenditure	4,929	-89	5,954	1,658	5,363	0	6,678	0	0
	Movement to/(from) Gen Reserve	(4,929)	89	(5,954)	(1,658)	(5,363)		(6,678)		
214	<u>PARK ROAD PLAY AREA</u>									
4013	RENT PAID	125	0	125	0	125	0	125	0	0
4047	PLAY EQUIP MAINTENANCE	500	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	250	0	275	0	275	0	275	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	100	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	0	187	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	0	37	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	931	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	0	148	0	0	0	0	0	0	0
	Overhead Expenditure	975	1,366	1,000	68	1,000	0	1,000	0	0
	Movement to/(from) Gen Reserve	(975)	(1,366)	(1,000)	(68)	(1,000)		(1,000)		
215	<u>CEDAR DRIVE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENANCE	0	0	0	0	0	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	0	0	0	0	0	0	500	0	0
4049	PLAY RISK ASSESSMENT	0	0	0	0	0	0	100	0	0
	Overhead Expenditure	0	0	0	0	0	0	1,100	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		(1,100)		
216	<u>UNTERHACHING PLAY AREA</u>									

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Annual Budget - By Committee (Actual YTD Month 8)

Note: Parks & Recreation Committee - 15 January 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4047	PLAY EQUIP MAINTENCE	0	0	0	0	0	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	0	0	0	0	0	0	500	0	0
4049	PLAY RISK ASSESSMENT	0	0	0	0	0	0	100	0	0
	Overhead Expenditure	0	0	0	0	0	0	1,100	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		(1,100)		
217	<u>WATERFORD LANE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	0	0	0	0	0	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	0	0	0	0	0	0	500	0	0
4049	PLAY RISK ASSESSMENT	0	0	0	0	0	0	100	0	0
	Overhead Expenditure	0	0	0	0	0	0	1,100	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		(1,100)		
	Parks & Recreation - Income	65,412	70,784	80,471	59,267	79,772	0	66,361	0	0
	Expenditure	316,286	280,971	365,008	200,433	340,629	0	378,159	0	0
	Movement to/(from) Gen Reserve	(250,874)	(210,187)	(284,537)	(141,166)	(260,857)		(311,798)		
	Total Budget Income	65,412	70,784	80,471	59,267	79,772	0	66,361	0	0
	Expenditure	316,286	280,971	365,008	200,433	340,629	0	378,159	0	0
	Movement to/(from) Gen Reserve	(250,874)	(210,187)	(284,537)	(141,166)	(260,857)		(311,798)		

PARKS & RECREATION COMMITTEE

Date: Monday, 15 January 2024
Title: Leys Parking Restrictions
Contact Officer: Head of Estates & Operations

Background

The Leys is a much loved and extensively used recreational park with football pitches, a cricket pitch, wheeled sports park, splash park (seasonal) and adventure play. There are also tennis courts and mini golf which are available to hire and Witney Town Bowls Club.

WTC is committed to delivering on its Open Spaces Strategy which includes a masterplan for The Leys. WTC has a strategic remit to get people to move more, and parks are a great way into informal, recreational exercise in early life or sustaining good health in later life.

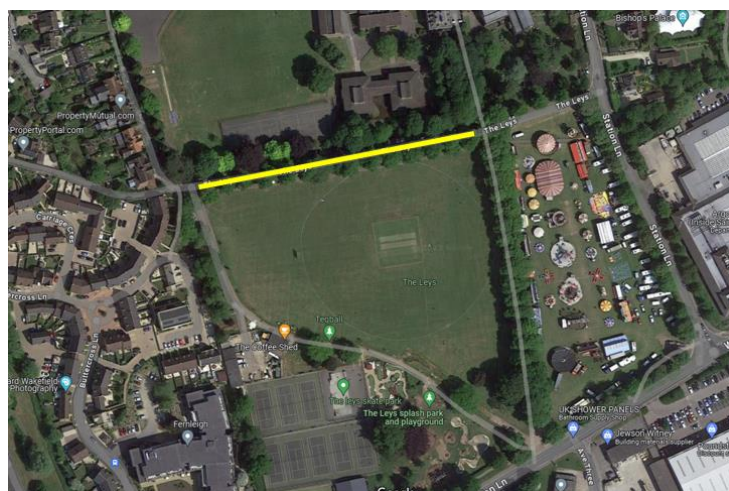
Current Situation

A planning application by Courtside is to be heard by the WODC planning committee on 08 January 2024 for a new multi-activity hub that will include a larger and more efficient community café with an indoor activity space, improved public access toilets, and increase the number of activities currently offered by Courtside (mini golf and tennis).

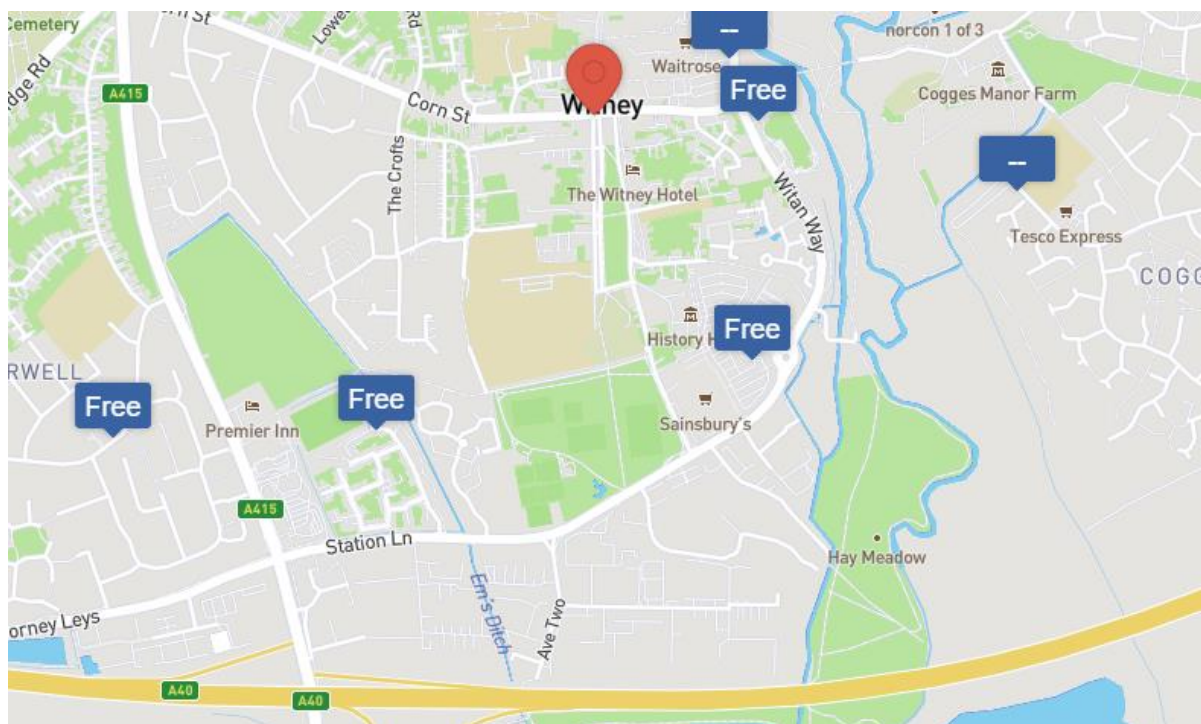
A major concern for the operators Courtside is the limited parking available at the Leys which they fear will have a detrimental effect on the volume of visitors to their facilities that have to use their vehicles.

The car park at the Leys consists of 62 spaces in the area marked in yellow to the right.

Vehicles are often left here all day which prevent the car park being used by visitors to the Leys attractions.



Visitors to the Leys can use other car parks, Sainsbury's being the closest and on road parking around this location, however the maximum stay is mostly limited to 2 hours.



WTC officers have explored options for introducing parking restrictions and enforcement having obtained associated costs listed in the financial implications section of this document. These are based on 3 hours limit with no return within 1 hour.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Whilst WTC encourage to use of walking, cycling and using public transport, there is still a recognition that some may have to use their vehicles.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

- Introducing restrictions could push vehicles into neighbouring residential areas.
- Not introducing restrictions would reduce the availability of parking for users of the Leys facilities.
 - Courtside are adamant they require parking restrictions in place for the use of their multi-hub facilities.

Financial implications

Can be viewed in confidential Appendix A.

Recommendations

Members are invited to note the report and consider the following:

1. The introduction of parking restrictions at the Ley's car park to encourage and maximise the use of the facilities at the Leys including the new multi-activity hub being built.
2. To approve the cost of £3,740 (TBC as Option A) for the introduction of a traffic regulation order, signage and enforcement and a WTC contribution of £1,870.

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PARKS & RECREATION COMMITTEE

Date: Monday, 15 January 2024
Title: Splash Pad Renovation Works
Contact Officer: Operations Manager

Background

As part of Courtside Hub CIC's development of the Ley's there is a requirement to move the splash pad holding tank. The current holding tank sits behind the existing coffee shed building, which Courtside plan to build out from as well as converting the remaining depot ground into parking spaces.

The splash pad also requires further maintenance work to get it fully operational for the 2024 season. The original wastewater holding tank installed underground has collapsed and will need to be replaced. There are also still works scheduled from 2023 to get the system back onto a timer control system.

Additionally, a long-term aim of the Council has been to convert the splash pads' current wastewater system over to a recycled water system. This would be done by installing a sand filter along with an ultraviolet line to treat the water and then recycle it back into the system.

Current Situation

The splash pad water treatment plant currently wastes all water to a tank below the surface of the Ley's play area. This is then pumped to a holding tank (within the Leys depot) which is then flushed under control to a second holding tank for all the grey and wastewater from the Leys site. And finally, it is pumped from this tank up to the main waste line.

Witney Town Council's splash pad contractor has submitted 3 proposals for works specified by officers. The first proposal only involves the immediate repairs the splash pad requires for it to be operational on the 15th of April.

All three options will require the closure of the Ley's play area for the duration of the works. Option 1 will take 5 weeks to be completed and options 2 and 3 will take between 7 – 8 weeks to be complete depending on weather and unforeseen delays.

Option 1

As outlined above the water tank beneath the Ley's play area, has collapsed and requires replacement. The current tank was installed without any form of reinforced ground,

additionally, the tank is also not believed to be suitable for underground installation, resulting in its collapse.

The existing tank will be removed, a new foundation will be installed and then a new tank along with a concrete mix to reinforce the surrounding ground.

Option 2

Option 2 includes everything from option one but with the additional scope to relocate the holding tank that is within in Ley's depot. This work is required to enable Courtside's development plans to take place.

A new concrete footing will be installed within the Ley's play area, the current holding tank will then be relocated and all plumbing rerouted. This option then creates the requirement to pump the water from this tank to the grey and wastewater tank. An additional 2 submersible pumps will then be installed to enable this.

Option 3

The final option is identical to option 2 but instead of reutilising the current holding tank, it will be replaced with a filtration system. This would filter and clean the grey water from the splash pad and recirculate it into the system for reuse.

The grey water produced from the splash pad would be filtered through a sand-based filter to remove solids. A UV line will then be used to disinfect that water for reuse. The system wouldn't utilise any chemicals such as disinfectants or flocculants.

Although the water is filtered and disinfected there will still be a requirement to send water to waste, this volume of water would however be heavily reduced. Due to this, there's still a requirement to plumb this tank into the grey and wastewater tank along with pumps.

Both options 2 and 3 will require a tank to be situated within the Leys play area, this would need to be fenced off for security and a gate installed for maintenance. To improve the aesthetic of the tank as much hedging will be retained as possible and new hedging whips plated were possible.

Option 4

Due to the cost of the works and risk identified in commissioning these works an unpopular decision, but an informed one would be to close the splash pad for the 2024 season. Officers can then explore the full renovation of its system and surface for the 2025 season as requested by Members during the Council's budget-setting period.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

The current splash pad system sends all the water to waste. Due to contaminants in the water, body fat, sun cream etc. it cannot be reutilised for any of the councils' operations. For the council to meet its climate objectives the installation of a recycling system should be a priority.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

The holding tank that will be moved from option 2 is a 10,000 ltr black plastic tank, this would be an unsightly addition to the leys play area and ground. Although efforts would be made to disguise it it's still very likely going to be visible to the public. There is a similar issue with option 3 however the height wouldn't be that of the 10,000 tank. Hedging and fencing would secure and disguise the holding tank however it would still be an unappealing addition to the Ley's recreation ground.

Courtside has indicated to Witney Town Council they plan to start the development of the Leys in mid-February. With the lead times provided by the splash pad contractors and the management and scheduling of work still required it is unrealistic to remove the holding tank by this date. At this current time, it is not known how this will impact the schedule of Courtside's development project.

Furthermore, as Witney Town Council haven't received a schedule of work following planning approval, it makes it impossible to work our contractors around courtside contractors, this would inevitably lead to delays in the renovations of the splash pad system, plus unforeseen technical issues.

The closure of the splash pad would be a massive loss for Witney, it is a free popular attraction for families during its operations. And the announcement of its closure for 2024 would draw much criticism from the council.

Financial implications

Described here or as stated in the report above.

- Option 1 £21,400.00 ex VAT
- Option 2 £33,550.00 ex VAT
- Option 3 £41,300.00 ex VAT
- Option 4 is not yet quoted but would involve the capping of all splash pad inlets and removal of the 10,000ltr tank.
- Fencing costs for options 2 and 3 would be estimated at around £1200.00 ex VAT
- There is a £172,500.00 earmarked reserve for the renovation of the splash pad that can be used for the completion of these works.

Recommendations

Members are invited to note the report and consider the following:

1. Whether to choose either option 2 or 3 identified in the report.
2. Delegate officers to remove the holding tank in the Leys Depot and shut down the Leys splash pad for 2024.
3. Commit to a full redevelopment of the Leys splash pad for 2025 and close the site for the 2024 season.







PARKS & RECREATION COMMITTEE

Date: Monday, 15 January 2024

Title: Recreation Area Signage

Contact Officer: Operations Manager

Background

At the Park & Recreation committee on the 4th of September 2023, it was agreed by Members that recreation ground signs be drafted with the following design brief; minimal, clear, welcoming, and as positive as possible.

Current Situation

The designer has provided mock-up designs based on the above information which are a little too minimal, so officers are still working with the them to improve the overall layout. However, the signs are intended to look simple and to not include any pictures or general information about the recreation grounds. Apart from the design, it is only contact information that needs to be added to complete the content of the signs.

From the draft received, officers will reduce the size of the prohibition signs to make way for a better layout. However, it is not clear how the wording of these could be changed to deliver the same message in a positive way apart from being removed altogether.

A question recently has been raised over the use of drones and electric scooters, members need to consider these rules across over Witney Town Council recreation grounds.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Financial implications

Described here or as stated in the report above.

Recommendations

Members are invited to note the report and consider the following:

1. Delegate to officers to finalise the final design of the signs for manufacturing.
2. To finalise the list of prohibition signs to be displayed and to determine if the wording should be removed.

WELCOME TO



WITNEY
TOWN COUNCIL

BURWELL RECREATION GROUND

THIS GROUND IS OWNED AND
MANAGED BY WITNEY TOWN COUNCIL

PLEASE HELP US KEEP THE GROUND TIDY BY USING
THE BINS PROVIDED AND CLEAN UP AFTER YOUR DOG



NO FIRES OR BBQS



NO ALCOHOL



NO CAMPING OR
TEMPORARY STRUCTURES



CLEAN UP AFTER YOUR DOG



NO GOLF



NO METAL DETECTING

IN AN EMERGENCY THE POSTCODE FOR THIS SITE IS OX28 4BX

TO REPORT ANY ANTISOCIAL BEHAVIOUR PLEASE CONTACT 101

WELCOME TO



WITNEY
TOWN COUNCIL

KING GEORGE'S FIELD

THIS GROUND IS OWNED AND
MANAGED BY WITNEY TOWN COUNCIL

PLEASE HELP US KEEP THE GROUND TIDY BY USING
THE BINS PROVIDED AND CLEAN UP AFTER YOUR DOG



NO FIRES OR BBQS



NO ALCOHOL



NO CAMPING OR
TEMPORARY STRUCTURES



CLEAN UP AFTER YOUR DOG



NO GOLF



NO METAL DETECTING

IN AN EMERGENCY THE POSTCODE FOR THIS SITE IS OX28 4BX

TO REPORT ANY ANTISOCIAL BEHAVIOUR PLEASE CONTACT 101

WELCOME TO



WITNEY
TOWN COUNCIL

LEYS RECREATION GROUND

THIS GROUND IS OWNED AND
MANAGED BY WITNEY TOWN COUNCIL

PLEASE HELP US KEEP THE GROUND TIDY BY USING
THE BINS PROVIDED AND CLEAN UP AFTER YOUR DOG



NO FIRES OR BBQS



NO ALCOHOL



NO CAMPING OR
TEMPORARY STRUCTURES



CLEAN UP AFTER YOUR DOG



NO GOLF



NO METAL DETECTING

IN AN EMERGENCY THE POSTCODE FOR THIS SITE IS OX28 4BX

TO REPORT ANY ANTISOCIAL BEHAVIOUR PLEASE CONTACT 101

WELCOME TO



WITNEY
TOWN COUNCIL

OXLEASE FIELD

THIS GROUND IS OWNED AND
MANAGED BY WITNEY TOWN COUNCIL

PLEASE HELP US KEEP THE GROUND TIDY BY USING
THE BINS PROVIDED AND CLEAN UP AFTER YOUR DOG



NO FIRES OR BBQS



NO ALCOHOL



NO CAMPING OR
TEMPORARY STRUCTURES



CLEAN UP AFTER YOUR DOG



NO GOLF



NO METAL DETECTING

IN AN EMERGENCY THE POSTCODE FOR THIS SITE IS OX28 4BX

TO REPORT ANY ANTISOCIAL BEHAVIOUR PLEASE CONTACT 101

WELCOME TO



WITNEY
TOWN COUNCIL

WEST WITNEY SPORTS GROUND

THIS GROUND IS OWNED AND
MANAGED BY WITNEY TOWN COUNCIL

PLEASE HELP US KEEP THE GROUND TIDY BY USING
THE BINS PROVIDED AND CLEAN UP AFTER YOUR DOG



NO FIRES OR BBQS



NO ALCOHOL



NO CAMPING OR
TEMPORARY STRUCTURES



CLEAN UP AFTER YOUR DOG



NO GOLF



NO METAL DETECTING

IN AN EMERGENCY THE POSTCODE FOR THIS SITE IS OX28 4BX

TO REPORT ANY ANTISOCIAL BEHAVIOUR PLEASE CONTACT 101

PARKS & RECREATION COMMITTEE

Date: Monday, 15 January 2024
Title: Major & Strategic Projects
Contact Officer: Project Officer

Background

As Members are aware, Witney Town Council's Open Spaces Strategy cited 5 themes to deliver improvements for our community: Parks, Sport, Leisure, Infrastructure & Effectiveness.

This report aims to provide the Committee with an update on the major projects linked to Parks and Recreation, which are: Wheeled Sports Park, West Witney Sports & Social Club and the Courtside Master Plan for the hub at The Leys.

The Leys - Wheeled Sports Park

Recap: The existing park was built almost 20 years ago and needs modernisation. This belief has been reinforced with community feedback and resident survey results asking for an improved wheeled sports park, which caters for more abilities, promotes inclusivity and is suitable for more wheeled sports equipment (Skateboards, BMX, Scooters etc). After a robust tender process, Bendcrete were successfully awarded the contract in September 2023. The target completion date is March 2024.



Current Situation

- Public consultation on 14th Nov was successful, with good attendance and constructive feedback. As a result, new features and colour was added to the final design. The pictures above show the old design on left and the revised design on the right.

- Work is due to start middle of January. When WTC know exact dates from Bendcrete, officers have a communications plan in place to advise residents and users of closure, potential disruption around the Leys and construction progress.
- The press release of the new design was well received and was front cover news on the Witney Gazette. Also, the Council's Social Media accounts received higher engagement rates than normal, when it posted about the Wheeled Sports Park.
- Courtside have agreed in principle for Bendcrete to utilise their old tennis courts to establish a temporary construction site for the wheeled sports park, instead of using the Leys Field outside the skatepark entrance. This means, the Council can minimise the risk of disruption to Ley's users/residents and eliminate risk of football pitch closures.
- Planned completion date is 28th Mar 2024. Opening event is in the planning stages.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26th June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make regarding its facilities and services it operates.

- The project delivery plans, risk and method statements will be analysed with regular site supervision to mitigate environmental hazards. In addition, Bendcrete have used recycled materials within their design, and officers have eliminated the risk of damaging nearby trees and root structures by negotiating with Courtside to use their Tennis Courts as a temporary construction site.

Risk

In decision making Councillors should consider any risks to the Council and any action it can take to limit or negate its liability.

- This report is an update of progress with this project and risks associated with delivery will be managed by Council Officers.

Financial implications

- Final budget for project is £157,975 and we have been awarded £57,975 funding from FCC Community Action Foundation.
- WTC are contributing the remaining £100,000 to this project.

Recommendations

This is a project update however any feedback is always appreciated.

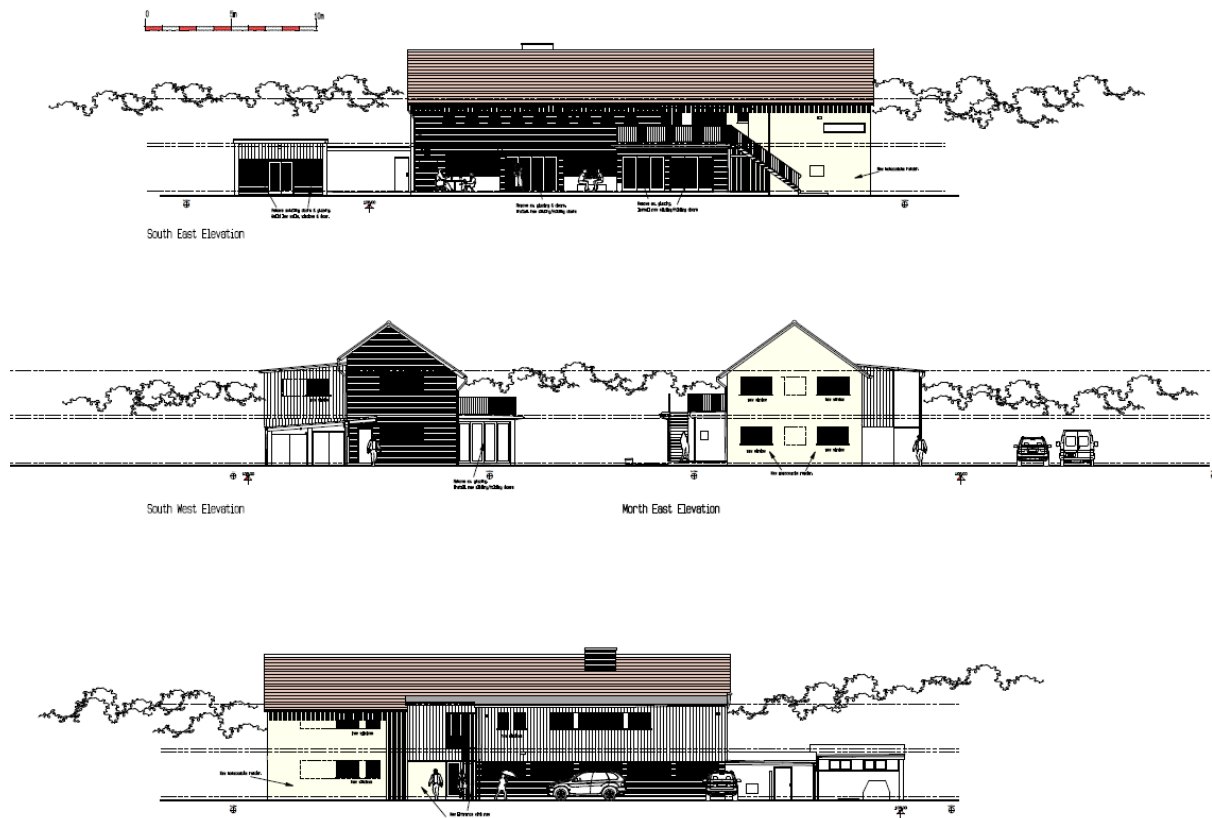
West Witney Sports & Social Club (WWSSC)

Recap: WWSSC is one of Witney's largest outdoor spaces, offering a large variety of sports facilities (Football, Cricket, Tennis, Bowls, Projectile Range). Built in the 1950's, the building needs major interior and exterior refurbishment to ensure it remains a premier recreational location for Witney's residents, whilst improving the appearance, energy efficiency and user experience.

Current Situation

- Planning Permission was approved in December 2023 with a requirement to demonstrate adequate drainage provision.
- WTC are exploring ways to obtain funding to support this project, with the Community Ownership Funding Level 3, Sports England and the National Lottery being the targeted funders.
- At the design and specification stage to prepare to procure and tender.
- Anticipated construction start date is late 2024 or early 2025.
- The planning application link is [Link to planning application](#)

Architect drawings



Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26th June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make regarding its facilities and services it operates.

- The project specification will include energy efficiency initiatives with detail to follow as the project advances.

Risk

In decision making Councillors should consider any risks to the Council and any action it can take to limit or negate its liability.

- This report is an update of progress with this project and risks associated with delivery will be managed by Council Officers.

Financial implications

- The project costs will be made up of Section 106 funds and a WTC contribution which will be minimised by exploring funding opportunities to support.
- A new lease agreement is in the process of being produced to recover this investment and at the same time build a sinking fund for future improvements.

Recommendations

This is a project update however any feedback is always appreciated.

The Leys - Courtside Hub

Recap: Courtside are a community interest company dedicated to increasing physical activity and promoting a sense of community through the transformation of local parks. The current activities at The Leys are adventure golf, netball and tennis with a café (Coffee Shed). Courtside lease the land from Witney Town Council (WTC).

In late 2022, Courtside ran a public consultation regarding a proposed multi-activity hub in The Leys. This resulted in a design for an open, flat, wheelchair friendly, flexible design allowing for 20+ sports activities to be offered. In addition, a new MUGA (Multi-Use Games Area) will offer extra free activities, which is important for our young community.

Current Situation

- Awarded Grant from the Community Ownership Fund, matched by contributions from WTC & Courtside.
- Planning Application was recently amended after consultation and feedback from neighbouring residents resulting in changes to the car park. The WODC planning committee date for decision is 08 January 2024. The planning application can be viewed using the following link.

[Link to Planning Application](#)

- A planning application is being produced for a new WTC depot to be built at the West Witney recreation ground.
- Revised timeline/plan covering below milestones to be provided if/when planning permission granted.

Key milestones:

- Planning decision on 08 January 2024 (committee meeting)
 - Construction partner contract awarded.
 - Commencement on site.
 - Practical completion.
 - Staff training & induction.
 - Targeted opening date.
- The following pictures provide a visual of the improvements being made however please note the car park in the new complex has not been updated to reflect the amendments made in the planning application to reduce its size in include a marked crossing.





Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make regarding its facilities and services it operates:

- The project intends to include energy efficiency initiatives to include a photo voltaic system in the new pavilion.
- In addition, the construction company will be evaluated on its environmentally friendly construction processes and materials.

Risk

In decision making, Councillors should consider any risks to the Council and any action it can take to limit or negate its liability. This report is an update of progress with this project and risks associated with delivery will be managed by Council Officers:

- Courtside have requested for WTC operations team to vacate the existing depot at the Leys when their construction begins. WTC officers are working with Courtside on an exit plan to manage the risk associated to providing a continuous service delivery.

Financial implications

- The project costs are estimated to be circa £1.25m with WTC contributing £250,000, the community ownership fund providing £650,000 and the remaining £350,000 from Courtside.
- A new lease agreement is in the process of being produced to recover this investment and at the same time build a sinking fund for future improvements.

Recommendations

This is a project update however any feedback is always appreciated.

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