

Parks & Recreation Committee Meeting of Witney Town Council



Monday, 13th May, 2024 at 6.00 pm

To members of the Parks & Recreation Committee - D Newcombe, J Aitman, T Ashby, O Collins, R Crouch, J Trelaor, 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 Deputy Town Clerk or Committee Clerk 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. Election of Vice-Chair

To elect a Vice-Chair of the Committee for the 2024/2025 Municipal Year.

4. Minutes (Pages 4 - 7)

a) To adopt and sign as a correct record the minutes of the Parks & Recreation Committee held on 4 March 2024;

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

5. **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

6. **Finance Report** (Pages 8 - 23)

To receive and consider the report of the R.F.O concerning the financial position of items under the remit of this Committee in 2024/25.

7. **Committee Objectives & Work Programme for the Municipal Year** (Pages 24 - 30)

To receive and consider the report of the Town Clerk/C.E.O concerning the priorities of this Committee during 2024/25.

Recreation

8. **Sports Pitches** (Pages 31 - 32)

To receive and consider the report of the Operations Manager concerning the current position of West Witney Sports Ground Cricket pitch.

9. **Major Strategic Projects Update** (Pages 33 - 38)

To receive and consider the report of the Projects Officer/Head of Estates & Operations concerning the progress of projects under the remit of this Committee being undertaken by the Council or Stakeholders.

10. **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.

11. **Future Management of Assets to be Transferred to the Town Council** (Pages 39 - 55)

To receive the confidential report of the Town Clerk/C.E.O.



Town Clerk

Agenda Item 4

PARKS & RECREATION COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Monday, 4 March 2024

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
	O Collins	S Simpson
	R Crouch	
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Deputy Town Clerk
	Mark Lewis	Head of Estates & Operations
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Angus Whitburn	Operations Manager
Others:	Cllr J Robertshaw	

PR116 APOLOGIES FOR ABSENCE

No apologies for absence were received.

PR117 DECLARATIONS OF INTEREST

Councillor J Aitman declared a non-pecuniary interest in agenda item 8 as her spouse held the title of Keeper of the Tiny Forest.

There were no other declarations from Members or Officers

PR118 MINUTES

The minutes of the Parks & Recreation Committee meeting held on 15 January 2024 were received.

Resolved:

That, the minutes of the Parks & Recreation Committee meeting held on 15 January 2024 be approved as a correct record of the meeting and be signed by the Chair.

PR119 PARTICIPATION OF THE PUBLIC

There was no public participation.

PR120 LEYS SPLASH PARK

The Committee received the report of the Operation Manager along with a verbal update from the Head of Estates & Operations (HE&O) to update on the progress of the Leys Splash Park works.

The HE&O advised the scheme was at the exploration stage with officers seeking any potential external funding which could be maximised and to ensure the council was prudent with its spending.

Even if construction of a new splash park commenced immediately, then completion would not be until late summer 2024. Therefore, officers were considering what temporary arrangements could be put in place for 2024 whilst the Courtside Hubs CIC development at The Leys was ongoing. This would allow time to consult with users of the park and the plan would be to then commence after the summer season and have a new provision in place for opening for the 2025 season.

Resolved:

1. That, the report and verbal update be noted.
2. That, any decision be communicated ahead of the Easter School Holidays as the Splash Park would not be open at that time.

PR121 LEYS PARKING RESTRICTIONS

The Committee received the report of the Head of Estates & Operations regarding the proposed introduction of parking restrictions at The Leys.

The report updated Members on the project following issues which arose from Oxfordshire County Council's legal team. This resulted in slow progress of the matters under consideration. The HE&O confirmed that OCC were still keen to enforce the scheme once a Traffic Regulation Order was in place.

The HE&O would continue to press OCC for a decision with the simplest solution as possible.

Resolved:

That, the report be noted.

PR122 TINY FOREST – REQUEST TO INSTALL A WOODEN MONOLITH

The Committee received and considered the report of the Biodiversity & Green Spaces Officer (B&GSO) following a request from Earthwatch to install a wooden monolith at the site of the Tiny Forest which acknowledged their legacy donors.

In response to a question from a Member, the Deputy Town Clerk confirmed the reason for the items being brought to this Committee rather than the Climate, Biodiversity & Planning Committee was due to the short timescale prior to a ceremony to be held by Earthwatch on 21 March 2024 where they would like the monolith to be in place.

Members were pleased to see a simple and stylish design and were unanimously in favour of supporting the installation, provided it would be conducted under the supervision of the B&GSO.

A Member noted that Earthwatch were due to replace the signage and asked that information be included to help with species recognition by way of leaf silhouettes or similar.

Resolved:

1. That, the report and verbal update be noted and,
2. That, the installation of a wooden monolith be approved and,
3. That, request that Earthwatch include leaf recognition on the replacement signage.

(The Town Clerk/C.E.O joined the meeting at 6:18pm)

PR123 CRICKET AT THE LEYS RECREATION GROUND AND WEST WITNEY SPORTS GROUND

The Committee received and considered the report along with a verbal update from the Operations Manager.

Members were initially concerned about the retention of a cricket wicket at the Leys. The surrounding area was now frequently used by families and individuals to sit and enjoy the area recreationally, however a Member advised that if the wicket was in use then the events field would usually be free for park users to utilise and once removed it would be difficult to reintroduce in the future; it was also unlikely it would be used for anything other than amateur and junior cricket

Members were hesitant to provide a lease to Witney Swifts CC at West Witney Sports & Social Ground due to the loss of control this would bring over the ground and maintenance, although the possibility of a maintenance agreement should be explored. There was also the risk that the cricket and football seasons could clash causing issues between sporting groups.

A proposal to maintain The Leys cricket square and postpone any decision on its future until 2025 to allow the cricket teams time to explore the need for a wicket was made by Cllr Collins and seconded by Cllr Aitman. All members were in agreement.

Members also agreed with the proposal from Cllr Smith, seconded by Cllr Edwards Hughes to defer any decision again to 2025 to issue a lease to Witney Swifts CC in order to allow Officers to fully explore the options.

Resolved:

1. That, the report and verbal update be noted and,
2. That, the decision to no longer maintain a cricket wicket at the Leys recreation Ground be deferred to spring 2025 and,
3. That, the decision to issue a lease agreement at West Witney Sports Ground to Witney Swifts CC be deferred to spring 2025.

PR124 FINANCE REPORT

The Committee received and considered the report of the Responsible Financial Officer (RFO) detailing income and expenditure for budgets which were the responsibility of the committee.

Ahead of the meeting a non-committee member had asked a question regarding the £30,000 commuted sum shown against the cost centre for Unterhaching play area. The Town Clerk explained how this was derived and the terms attached to such amounts. On this occasion, as far as she was aware, this money was available to spend on the play area to maintain it. However, this did include the maintenance of the Copse as well as the play equipment, dry stone wall and lighting. The Town Clerk advised that at year-end this money would go into an earmarked reserve to ring fence it for future use.

Members were also advised how commuted sums were generally negotiated and how they used to be invested to maximise a return for use on the upkeep of such areas.

A Member asked for clarification as to what action would be taken if the £4,000 sport equipment 203/4046 budget line remained unused for the 2024/25 year to which the Town Clerk confirmed that it would be rolled over into an earmarked reserve.

Resolved:

That, the report and the verbal update by the Town Clerk be noted.

PR125 **MAJOR PROJECTS UPDATE**

The Head of Estates & Operations provided a verbal update to the Committee on the progress of the Councils major projects.

The Leys Stake Park – This was on track for completion at the end of March and therefore opening event arrangements were being put into place.

West Witney Sports & Social Club – Funding applications were being worked on by Officers to maximise the opportunities for the Council to make minimise financial input. The specification of the design was also in progress and the outcome of the funding would allow for this to be finalised.

Leys Masterplan – Work had commenced however, with the multitude of contractors on site officers had had to deal with some inappropriate behaviour in order to ensure compliance and to protect grassed areas of the park.

Courtside Hubs CIC had commenced trading from their temporary location within the Mini Golf area and even at this early stage propose a July 2024 completion of the project.

WTC Depot – Officers had entered the final legal stages of the agreement for the temporary depot facility and were in the process of moving equipment from The Leys Recreation Ground site.

Consultations were taking place with stakeholders ahead of planning applications being submitted for the new permanent depot.

Resolved:

That, the verbal update be noted.

The meeting closed at: 6.54 pm

Chair

PARKS AND RECREATION COMMITTEE

Date: 13 May 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 Friday 10 May 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; these are the management accounts for this committee. The period to which this report relates is 1 April 2023 to 31 March 2024.

Council Committee Structure, Cost Centres, Nominal Ledger Codes and Structure Of The Financial Statements

The Council has five standing committees which have delegated powers to make decisions, including financial decisions, regarding the services which included within their terms of reference, subject to the committee having the necessary budget. The Council's coding system and management accounts reflect the committee structure.

Council financial years run from 1 April to 31 March following. Consequently, the Council now in the 2024/25 year. However, for the first meeting of the Council year the management accounts presented to each Committee are those based on 2023/24 activity but showing also 2024/25 budget.

The Council is so early in the new year that the 2024/25 income and expenditure does not as yet yield any meaningful information but if there were significant variances against the agreed budgets these would be reported even at this early stage; as yet there are no such variances for this committee for 2024/25.

Within each committee, there are individual cost centres, comprising three digits, typically representing a discrete service entity, to which income and expenditure is allocated against previously agreed revenue budgets.

For the Parks and Recreation Committee the following cost centres are in place:

Cost centre	Service
201	Splash Park at the Leys Recreation Ground
202	The Leys Recreation Ground
203	West Witney Sports Ground
204	Burwell (Queen Elizabeth 2) Sports Ground
205	King George V/ Newland Recreation Ground
207	Moorland Road Play Area
208	Woodgreen/ Play Area
209	Eton Close Play Area
210	Oxlease Play Area
211	Fieldmere Play Area
212	Quarry Road Play Area
213	Ralegh Crescent Play Area
214	Park Road Play Area
215	Cedar Drive Play Area
216	Unterhaching Play Area
217	Waterford Lane Play Area

Within each cost centre income and expenditure is also allocated to a four-digit nominal ledger code; these codes are common across the cost centres. Nominal ledger codes further refine the costs associated with the cost centre and correspond to a specific type of account, such as materials or staffing costs. Codes commencing with “1” are income codes; codes commencing with “4” are expenditure codes.

The report which is presented to Members has a number of columns, as follows and working from left to right:

1. 2022-23 Budgeted income and expenditure (I&E).
2. 2022-23 Actual I&E.
3. 2023-24 Total – this is the original budget as agreed in January 2023.
4. 2023-24 Actual YTD – this is the actual I&E shown in the Council’s ledger.
5. 2023-24 Projected – this is the revised I&E projection made in November 2022 and approved by the Council in January 2023.
6. 2023-24 Committed – this column is not currently used but would show committed I&E in the management accounts e.g. for an order for goods or services which has been issued but which has yet to be invoiced. However, note that accruals are/will be made in the financial accounts at year end.
7. 2024-25 Agreed shows the budgets set by the Council at its meeting in January 2024.
8. This column indicates where 2024-25 expenditure is being funded from an earmarked reserve rather than precept.
9. This column is not used.

A report is submitted to every ordinary meeting of the standing committees and previous reports are available on the relevant committee section of the website.

Current Situation

A full commentary on the management accounts 2023-24 has been given in previous reports and there are no further items which I wish to draw to the attention of Members at this stage.

Year-end close down and preparation of final account is progressing and if there are any matters which emerge then these will be reported to Members at a future meeting.

However, it is worth re-iterating that previously reported position in relation to cost centre 216 – Unterhaching Play Area. At code 1201 – Commuted sums, a sum of £30,000 was received from West Oxfordshire District Council in relation to the transfer of this service to the Town Council. This is a “one-off” payment at year end this transfer to the earmarked reserves. An appropriate adjustment is made in the summary below.

Summary for 2023/24

Overall the management accounts show the following in relation to 2023-24 and the estimate for 2024-25:

	2023/24 Original budget- Jan. 23	2023/24 Projected estimate- Nov.23	2023/24 Provisional outturn (subject to amendment)	2024-25 Estimates
Expenditure	£365,008	£340,629	£288,064	£378,159
Less income	(£80,471)	(£79,772)	(£110,601)	(£66,361)
Commuted sum Unterhaching Play Area – to earmarked reserves			£30,000	
In-year Transfer from earmarked reserves			(£10,000)	
Net expenditure	£284,537	£260,857	£197,463	£311,798

The projected estimate for the current financial year is 24% below original net expenditure and therefore the financial position is favourable with the Committee’s services being delivered within budget. 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. As part of the year end process your officers are examining the various budget lines and 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. This will reduce the difference between original estimate and out-turn.

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 strive to 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 31 March 2024.

Annual Budget - By Committee (Actual YTD Month 12)

Note: Parks & Recreation Committee, 13 May 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	5,283	7,673	0	9,315	0	0
4897	MTCE O'HEAD RECHARGE	0	220	927	628	797	0	854	0	0
4899	DEPOT REALLOCATION	0	0	990	1,799	1,663	0	1,699	0	0
	Overhead Expenditure	29,481	22,326	31,691	44,485	50,265	0	32,336	0	0
	Movement to/(from) Gen Reserve	(29,481)	(22,326)	(31,691)	(44,485)	(50,265)		(32,336)		
<u>202</u>	<u>THE LEYS RECREATION GROUND</u>									
1020	SPORTS - FOOTBALL	1,000	1,143	2,000	2,436	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	19,150	14,200	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Parks & Recreation Committee, 13 May 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	43,436	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	19,422	17,600	0	5,202	0	0
4017 CONTRACT CLEAN/WASTE	9,500	10,265	10,000	9,870	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	1,422	7,500	0	7,500	0	0
4037 GROUNDS MAINTENANCE	5,000	4,588	5,000	850	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	1,050	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	934	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	16,422	16,529	0	18,431	0	0
4893 C/S O'HEAD RCHG	4,590	4,532	5,176	6,491	5,124	0	5,214	0	0
4894 GROUNDS STAFF RECHARGE	0	5,580	23,566	8,257	13,668	0	25,145	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Parks & Recreation Committee, 13 May 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	6,121	10,180	0	11,926	0	0
4896	MTCE STAFF RECHARGE	0	14,369	41,731	34,538	33,802	0	41,030	0	0
4897	MTCE O'HEAD RECHARGE	0	2,064	4,084	3,842	3,512	0	3,764	0	0
4899	DEPOT REALLOCATION	0	0	4,361	11,331	6,769	0	7,483	0	0
	Overhead Expenditure	159,956	133,557	176,676	127,712	153,976	0	171,450	0	0
	202 Net Income over Expenditure	-139,781	-107,624	-133,296	-84,276	-114,637	0	-145,242	0	0
6000	plus Transfer from EMR	0	0	0	10,000	0	0	0	0	0
	Movement to/(from) Gen Reserve	(139,781)	(107,624)	(133,296)	(74,276)	(114,637)		(145,242)		
203	<u>WEST WITNEY SPORTS GROUND</u>									
1020	SPORTS - FOOTBALL	3,000	7,024	6,500	6,597	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	10,350	10,366	0	10,366	0	0
1052	EXPENSES RECOVERED	0	929	0	1,429	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	29,206	31,333	0	30,453	0	0
4012	WATER RATES	750	0	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Parks & Recreation Committee, 13 May 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
4025	INSURANCE	590	676	725	749	749	0	774	0	0
4036	PROPERTY MAINTENANCE	1,500	891	1,500	4,012	3,643	0	1,500	0	0
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
4047	PLAY EQUIP MAINTENANCE	0	0	0	17	0	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	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	10,234	13,668	0	25,145	0	0
4895	GROUNDS O'HEAD RECHARGE	0	2,905	8,701	7,477	10,180	0	11,926	0	0
4896	MTCE STAFF RECHARGE	0	10,560	12,690	18,257	10,278	0	12,477	0	0
4897	MTCE O'HEAD RECHARGE	0	1,444	1,242	1,927	1,068	0	1,145	0	0
4899	DEPOT REALLOCATION	0	0	1,326	6,293	2,227	0	2,275	0	0
Overhead Expenditure		50,333	59,259	54,450	54,681	48,752	0	60,955	0	0
Movement to/(from) Gen Reserve		(10,196)	(21,496)	(22,209)	(25,475)	(17,419)		(30,502)		
204	<u>BURWELL (QE2) SPORTS GROUND</u>									
1020	SPORTS - FOOTBALL	3,500	5,982	3,850	6,378	7,500	0	8,000	0	0
Total Income		3,500	5,982	3,850	6,378	7,500	0	8,000	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Parks & Recreation Committee, 13 May 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
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
4047	PLAY EQUIP MAINTENCE	2,000	160	2,000	251	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	5,422	9,763	0	17,961	0	0
4895	GROUNDS O'HEAD RECHARGE	0	2,075	6,215	3,727	7,271	0	8,519	0	0
4896	MTCE STAFF RECHARGE	0	5,298	3,217	7,066	2,605	0	3,163	0	0
4897	MTCE O'HEAD RECHARGE	0	788	315	736	270	0	290	0	0
4899	DEPOT REALLOCATION	0	0	336	2,230	564	0	577	0	0
	Overhead Expenditure	22,051	31,484	33,566	20,449	27,548	0	36,197	0	0
	Movement to/(from) Gen Reserve	(18,551)	(25,502)	(29,716)	(14,072)	(20,048)		(28,197)		
205	<u>KING GEORGE V / NEWLAND</u>									
1020	SPORTS - FOOTBALL	1,600	1,106	1,000	1,582	1,600	0	1,700	0	0
	Total Income	1,600	1,106	1,000	1,582	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	893	642	0	500	0	0

Annual Budget - By Committee (Actual YTD Month 12)

Note: Parks & Recreation Committee, 13 May 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
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
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	1,659	2,929	0	5,388	0	0
4895	GROUNDS O'HEAD RECHARGE	0	622	1,865	1,319	2,182	0	2,556	0	0
4896	MTCE STAFF RECHARGE	0	631	10,487	7,023	8,494	0	10,311	0	0
4897	MTCE O'HEAD RECHARGE	0	92	1,026	788	882	0	946	0	0
4899	DEPOT REALLOCATION	0	0	1,096	2,383	1,841	0	1,881	0	0
Overhead Expenditure		20,117	10,380	23,574	14,710	20,275	0	25,196	0	0
Movement to/(from) Gen Reserve		(18,517)	(9,274)	(22,574)	(13,129)	(18,675)		(23,496)		
207	<u>MOORLAND ROAD PLAY AREA</u>									
4036	PROPERTY MAINTENANCE	0	0	0	30	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	500	0	500	251	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	1,428	2,247	0	2,728	0	0
4897	MTCE O'HEAD RECHARGE	0	0	272	167	233	0	251	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Parks & Recreation Committee, 13 May 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	290	497	487	0	498	0	0
	Overhead Expenditure	3,547	246	4,212	2,694	3,788	0	4,370	0	0
	Movement to/(from) Gen Reserve	(3,547)	(246)	(4,212)	(2,694)	(3,788)		(4,370)		
208	<u>WOOD GREEN PITCHES/PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	500	0	500	354	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	1,274	2,929	0	5,388	0	0
4895	GROUNDS O'HEAD RECHARGE	0	622	1,865	421	2,182	0	2,556	0	0
4896	MTCE STAFF RECHARGE	0	356	3,305	1,699	2,677	0	3,249	0	0
4897	MTCE O'HEAD RECHARGE	0	54	323	199	277	0	298	0	0
4899	DEPOT REALLOCATION	0	0	345	591	579	0	592	0	0
	Overhead Expenditure	5,238	3,735	11,788	4,882	9,488	0	12,983	0	0
	Movement to/(from) Gen Reserve	(5,238)	(3,735)	(11,788)	(4,882)	(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

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Parks & Recreation Committee, 13 May 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		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>									
4047	PLAY EQUIP MAINTENCE	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	1,274	2,929	0	5,388	0	0
4895	GROUNDS O'HEAD RECHARGE	0	622	1,865	421	2,182	0	2,556	0	0
4896	MTCE STAFF RECHARGE	0	149	4,935	2,541	3,997	0	4,852	0	0
4897	MTCE O'HEAD RECHARGE	0	25	483	298	415	0	445	0	0
4899	DEPOT REALLOCATION	0	0	516	884	866	0	885	0	0
Overhead Expenditure		12,817	14,692	13,999	6,366	11,532	0	15,340	0	0
Movement to/(from) Gen Reserve		(12,817)	(14,692)	(13,999)	(6,366)	(11,532)		(15,340)		
211	<u>FIELDMERE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	250	12	250	262	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

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Parks & Recreation Committee, 13 May 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
4896	MTCE STAFF RECHARGE	0	0	4,892	2,516	3,962	0	4,810	0	0
4897	MTCE O'HEAD RECHARGE	0	0	479	295	411	0	441	0	0
4899	DEPOT REALLOCATION	0	0	511	875	858	0	877	0	0
Overhead Expenditure		5,378	320	6,532	4,292	5,825	0	6,778	0	0
Movement to/(from) Gen Reserve		<u>(5,378)</u>	<u>(320)</u>	<u>(6,532)</u>	<u>(4,292)</u>	<u>(5,825)</u>		<u>(6,778)</u>		
212	<u>QUARRY ROAD PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	250	0	250	1,798	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	113	179	0	217	0	0
4897	MTCE O'HEAD RECHARGE	0	173	22	13	18	0	20	0	0
4899	DEPOT REALLOCATION	0	0	23	39	38	0	39	0	0
Overhead Expenditure		789	3,459	866	2,261	2,165	0	876	0	0
Movement to/(from) Gen Reserve		<u>(789)</u>	<u>(3,459)</u>	<u>(866)</u>	<u>(2,261)</u>	<u>(2,165)</u>		<u>(876)</u>		
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

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Parks & Recreation Committee, 13 May 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
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	2,289	3,603	0	4,374	0	0
4897	MTCE O'HEAD RECHARGE	0	0	435	268	374	0	401	0	0
4899	DEPOT REALLOCATION	0	0	465	796	781	0	798	0	0
Overhead Expenditure		4,929	-89	5,954	3,354	5,363	0	6,678	0	0
Movement to/(from) Gen Reserve		(4,929)	89	(5,954)	(3,354)	(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 MAINTENCE	500	0	500	251	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	319	1,000	0	1,000	0	0
Movement to/(from) Gen Reserve		(975)	(1,366)	(1,000)	(319)	(1,000)		(1,000)		
215	<u>CEDAR DRIVE 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

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Parks & Recreation Committee, 13 May 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
	Movement to/(from) Gen Reserve	0	0	0	0	0		(1,100)		
216	<u>UNTERHACHING PLAY AREA</u>									
1201	COMMUTED SUMS	0	0	0	30,000	0	0	0	0	0
	Total Income	0	0	0	30,000	0	0	0	0	0
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
4056	LEGAL EXPENSES	0	0	0	1,609	0	0	0	0	0
	Overhead Expenditure	0	0	0	1,609	0	0	1,100	0	0
	Movement to/(from) Gen Reserve	0	0	0	28,392	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	110,601	79,772	0	66,361	0	0
	Expenditure	316,286	280,971	365,008	288,064	340,629	0	378,159	0	0
	Net Income over Expenditure	-250,874	-210,187	-284,537	-177,464	-260,857	0	-311,798	0	0

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Annual Budget - By Committee (Actual YTD Month 12)

Note: Parks & Recreation Committee, 13 May 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
plus Transfer from EMR	0	0	0	10,000	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(250,874)</u>	<u>(210,187)</u>	<u>(284,537)</u>	<u>(167,464)</u>	<u>(260,857)</u>		<u>(311,798)</u>		
Total Budget Income	65,412	70,784	80,471	110,601	79,772	0	66,361	0	0
Expenditure	316,286	280,971	365,008	288,064	340,629	0	378,159	0	0
Net Income over Expenditure	<u>-250,874</u>	<u>-210,187</u>	<u>-284,537</u>	<u>-177,464</u>	<u>-260,857</u>	<u>0</u>	<u>-311,798</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	10,000	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(250,874)</u>	<u>(210,187)</u>	<u>(284,537)</u>	<u>(167,464)</u>	<u>(260,857)</u>		<u>(311,798)</u>		

PARKS & RECREATION COMMITTEE

Date:	Monday, 13 May 2024
Title:	Committee Objectives & Work Programme for the Municipal Year
Contact Officer:	Town Clerk - Sharon Groth

Background

The purpose of this report is to give consideration to this Committees objectives/priorities in order for the Town Clerk ensure there is a manageable programme of works, to deploy the necessary resources appropriately.

Current Situation

Members are referred to the attached appendices where this Committees projects are detailed in the following categories: completed; in progress; preparation pool/part or unfunded; s106 projects; along with an update on the Open Spaces Strategy objectives from the work programme 2021.

This Committee has several large and complex projects in progress, along with some further significant projects planned and due to transfer to the Council via s106 developer funding arrangements. WODC require the Town Council's Officers to project manage these accordingly as they do not have the resources to assist.

Members will agree that this Committee does therefore have a significant work programme already planned for the municipal year and beyond, which does rely on Officers having the capacity to deliver, alongside competing demands of other Committees.

The Town Clerk will be condensing these projects and aspirations into the emerging strategic plan for adoption shortly.

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.

When considering its priorities the committee should be mindful of all resources – financial as well as human resources.

Expectations also need to be managed on the timely delivery of these projects, in order not to jeopardise the Town Council's reputation.

Financial implications

The financial implications are detailed in the attached appendices.

Recommendations

Members are invited to note the report and consider its objectives/priorities for the coming municipal year and beyond.

Parks & Recreation Committee, 13th May 2024, Current Committee Projects & Priorities 2024/25 and beyond

Completed Projects:	
Skate Park Refurb Project:	Project complete as part of the Leys Masterplan Project – opened in March 2024; FCC Grant Funding £57k + WTC funding £107k. Officers exploring coaching sessions and artwork competition.
Burwell Zip Wire:	Play Area Renewals EMR A/c 365 £33,679 – Zip wire replacement – funded from EMR £11,200
King George Multi-play:	Play Area Renewals EMR A/c 365 £33,679 – Multi-play replacement – funded from EMR £23,625 [It should be noted that the EMR for Play Area Renewals is now £0]
Unterhaching Play Area:	Funded via s106, as part of the Marriotts Shopping Centre. Transfer of play area, copse, lights and wall from WODC complete – with £30k commuted sum for future maintenance. Already had to repair internal street lighting and carry out in-house tree works.

Projects In Progress:

Leys Masterplan:	Project with Courtside CIC to create a multi-sports hub and café with sports changing rooms – lease negotiations currently in progress. The Town Council pledged £250,000 towards the project. Awaiting revised timeline from Courtside CIC on expected completion date – anticipated to be late Summer 2024. Whilst this project isn't being delivered by WTC it still requires a significant amount of Officer time on co-ordination with Courtside because of the impact it has on other WTC assets, such as the Splash Pad, Skate Park, Sports Pitches and the Leys Ground in general. [It should be noted that the removal of the Works Depot from the Leys and setting up a temporary facility whilst planning for a new facility at West Witney Sports Ground is progressed – a further large project in the region of £750k-£1m + temporary depot costs approx. £85k]
West Witney Clubhouse:	Planning permission granted for major refurb of clubhouse social facilities and toilets/changing rooms. Project Officer applying for Community Ownership Funding (COF); S106 held by WODC for improvements – also EMR a/c 319 £147,500. Depending on outcome of grant funding may need to apply for Public Works Loan – factored into 24/25 agreed budget.
Works Depot:	Plans drawn-up ready to apply for planning permission. Needs to be in place in current financial year 24/25 due to temporary facilities/short term lease agreement and additional cost to Council.

Projects in Preparation Pool/Part or Unfunded:

Splash Park Renewal:	Lifespan of facility was estimated to be 10 years from 2015, sinking fund held in EMR a/c 361 – balance currently stands at £167,600 but is also available for major repairs, with a bill due for commissioning the splash pad for the 2024 season. Minute ref: PR21 15.01.24; PR120 04.03.24; & PGF173 25.03.24 refer. Officers working on a project plan/scheme for delivery ready for the 2025 season.
Burwell Sports Changing Rooms:	Earmarked Reserve (A/c 368) £47,030 and S106 funding £25,000, total available £72,030. Previous quotations for extension to Burwell Hall Changing rooms were more than budget. Officers working on alternative affordable solution – external lockers and revamp of the existing changing facilities. Possible FA grant funding being explored.
Leys Ground Sewerage:	Problems identified by the Bowls Club and the sewage problem – an EMR set up a/c 367 balance currently stands at £57,900.
Play Equipment/Renewals:	Budget £75k in 24/25; Officers scheduling Programme of Works for play equipment renewals.
Park Run Path WWSG:	Budget £30k in 24/25 Quotation obtained by Officers approx. £60k Project needs scoping out and co-ordination with other landowners/funders. Also need to consider the possibility of the 3G pitch (see Projects funded by s106 below) being located in the vicinity – may dovetail into this project/funding.

S106 Projects:***WODC are looking to the Town Council Officers to deliver the following projects.***

Raleigh Crescent MUSA:	Offsite s106 contribution from Windrush Place development – to replace basketball/youth shelters on Raleigh Cres playing field. Officers have scoped out a project plan – land in ownership of WODC and currently permissions via licence. WTC agreed to project manage and deliver the project. Budget £180k approx. indicative designs have been obtained. Possible delivery by Winter 2024 or Spring 2025.
Windrush Place Pavilion/Pitches:	Project managed by Developers Consortium/WODC – anticipated delivery by Spring 2025? Confidential item on the future management of this asset at later agenda item.
Windrush Place Adventure Play:	WODC requested WTC project manage and deliver this large project. Current issues relate to the underground services, whether overhead cables should be buried. Trying to establish suitable location for the play equipment. Anticipated delivery based on WTC resource availability will likely be 2025/26.
Waterford Road Play Area:	Remedial works being carried out prior to legal freehold transfer from WODC.
Madley Park Play/Teen Zone:	Part of a long-term project Madley Park Playing Fields – currently waiting on leasehold transfer from WODC to coincide with below - 2029.
Madley Park Playing Fields:	Historic expression of interest to take on the ownership/management of the pitches – however land is part of a dual agreement with OCC/WGS/WODC – expires 2029.
3G Pitch:	WODC Cabinet to decide location in June 2024 – possibly WWSG; possible s106 won't cover the full cost of the 3G pitch and associated infrastructure – such as fencing.

PARKS & OPEN SPACES STRATEGY – ACTION PLAN AT AT 13TH MAY 2024

Key Themes:

PO	Modernising and upgrading our parks and open spaces
SP	Improving and investing in our sporting provision
LP	Improving and investing in our leisure provision
IS	Improving and investing in our infrastructure provision
EE	Working in the most effective and efficient manner

Reference	Action	Responsible Committee	Who Involved?	Completion?/Notes
<i>PARKS & RECREATION COMMITTEE</i>				
PO 6	Draw up long term management plans for each of the main Parks and Open Spaces (to be undertaken post other actions taking place at individual sites)	P&R	WTC Staff / Cllrs / Clubs	On-going
SP 2	Enquire of landowners to try to seek out opportunities to provide additional pitches where required, including making enquiries to access existing third party owned facilities	P&R	WTC Staff / WODC / OCC / Clubs / Associations	Working with WODC to bring Training pitches into play at Deer Park and Madley Park - Officer Meetings due 9th May 2024
SP 1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	P&R	WTC Staff / Clubs/ Associations	WODC Playing Pitch Strategy Adopted Dec 2022 - COMPLETE
SP 5	Undertake a comprehensive condition survey of the WWSSC, then prepare and adopt a maintenance and management plan accordingly to secure the short-term useability of the facility	P&R	Appointed Consultants	Agreed refurbishment to clubhouse March 2023 - COMPLETE
SP 7	Undertake a comprehensive condition survey of the The Leys pavilion, then prepare and adopt a maintenance and management plan accordingly to secure the short-term useability of the facility	P&R	Appointed Consultants	Leys Masterplan agreed October 2022 - COMPLETE
IS 6	Undertake a condition survey of existing pavilions and toilet facilities and draw up an improvement and upgrade plan accordingly	P&R	Appointed Consultants	On-going
IS 1	Undertake a condition survey of children's play areas, then prepare and adopt a planned improvement and upgrade plan	P&R	WTC Staff	Previous work being reviewed by the new Project Officer and Operations Manager in order to draw up a new maintenance plan - May 2024
IS 2	Undertake a condition survey of skateparks, MUGA's and other youth provision, then prepare and adopt a planned improvement and upgrade plan	P&R	WTC Staff	Leys Skate Park refurb project complete and opened 01/03/2024; Review other MUGAs etc to be carried out later in 2024
LP 2	Identify possible opportunities to provide more, and better fitness trails, cycle routes, park run routes etc, some in conjunction with WODC and OCC	P&R	WTC Staff / Cllrs / WODC/OCC	Active Travel Plan adopted - works on-going with other stakeholders
IS 7	Undertake a needs assessment and, where required, invest in pavilion and toilet provision where none are provided currently [King Georges Playing Field]	P&R	Appointed Consultants	May-2022 (Plan Stage) consulted FA/Planning re King Georges but no viable option for new facilities on site. Need to revisit & review situation and funding - 2024
SP 6	Using KKP as project managers, undertake a long-term master plan exercise at the West Witney sports ground in conjunction with stakeholders	P&R	WTC Staff / Cllrs / Club	Oct-22 (Plan Stage) Works aborted March 2023 due to construction costs. Refurb clubhouse agreed. - COMPLETE
SP 8	Undertake a long-term master plan exercise at the The Leys recreation ground in conjunction with stakeholders	P&R	WTC Staff / Cllrs / Club	Working in partnership with Courtside CIC - plans for activity area agreed; construction underway Spring 2024.
SP 3	Assess shortcomings in pitch maintenance and identify solutions	P&R	WTC Staff / Clubs	Grounds Maint brought in house October 22. Working within FA guidelines/Playing Pitch Power - funding applied for West Witney Sports Ground. STRI Report carried out August 2023 - good.
PO 2	Consider seeking to attain Green Flag status for relevant Parks and Open Space locations	P&R	WTC Staff / Cllrs	To consider during 2024 - once Leys construction completed
SP 9	Undertake a feasibility and cost analysis study into the provision of a further 3G pitch in the Town, subject to discussions with both WODC and OCC	P&R	WTC Staff / Cllrs / OFA / WODC / OCC	Outcome of WODC PPS - West Witney Sports Ground previously considered not feasible by WODC planners; following SWOT analysis 4 locations assessed and being considered by WODC Cabinet in June 2024. Probably WWSG only location suitable.

PARKS & RECREATION COMMITTEE

Date: Monday, 13 May 2024
Title: Sports Pitches
Contact Officer: Operations Manager - Angus Whitburn

Background

Councillors agreed at the parks and recreation meeting on the 4 March 2024 to defer the decision of issuing a lease agreement to Witney Swifts until the spring of 2025. At that same meeting, officers recommended issuing Witney Swifts with a user agreement that would enable them to take over the match preparation works of the cricket square.

Current Situation

Witney Swifts User Agreement

Currently, the full maintenance schedule including match preparation is completed by Witney Town Council. The only tasks Witney Swifts complete are rolling during innings, surface debris removal and outfield inspections.

The proposed user agreement would make Witney Swifts responsible for the entirety of the match preparation excluding the outfield mowing. Witney Town Council would still remain responsible for the post-season renovation, winter maintenance and pre-season prep. This would mean the council could ensure that the square is being sufficiently maintained for other users.

A user agreement has been discussed with Witney Swifts as a way for them to improve the quality of the match preparation required for their league position, help them evolve as a club and offer assurances their home is West Witney Sports Ground.

Grant funding for a pedestrian mower

The Club's current pedestrian mower is not of the standard required for wicket preparation. The cut height required cannot be achieved with their current machine and the quality of the cut could potentially be an issue for the overall condition of the square, tearing the leaf of the grass instead of cutting. However, they have expressed they are happy to use the current mower for match preparation, so the issuing of a user agreement doesn't hang in the balance or procuring a new pedestrian mower for the club.

The club have explored purchasing a higher-spec pedestrian mower however, uncertainties over guarantees that they would be left responsible for the square maintenance meant they didn't purchase it. The purpose of issuing Witney Swifts with a user agreement is to provide those certainties to the club. The club have also asked if the council can help fund the purchase of a higher-spec pedestrian mower.

With issuing a user agreement a reduction in match costs would be necessary, this reduction in cost could mean that Swifts are financially more capable of producing a new mower without assistance from the council.

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.

The risks posed by issuing a user agreement as opposed to a lease are much fewer. The user agreement would still enable other clubs to book the square, one already doing that for the 2024 season and Witney Town Council can still handle the wicket preparation for them. Issues could still be present in overall cricket square damage from poor practices but providing Witney Town Council still carries the post-season renovation, winter maintenance and pre-season prep these risks are low. The agreement will also include minimum standards, season dates, availability for other clubs, storage of equipment etc.

Financial implications

Described here or as stated in the report above.

- The cost to book the cricket square for a single game is £70.00 for the 2024 season, if the Council agree to Swifts taking over match preparation works it recommends this is lowered to £45.50 per match. This is a reduction of 35% which is an estimated percentage cost of the works Witney Town Council will not have to carry out.
- The club have received a singular quote for a greens mower which is £2150.00 ex VAT, however, this is only for a refurbished model.

Having already set its annual budget, the Council does not have any maintenance budgets to support the purchase of a green's mower for the club, therefore Officers would suggest this would need to be met from the grant funding budget 4100/407 in the usual way.

Recommendations

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

1. Delegate to officers to agree on a user agreement with Witney Swifts based on the report above for the 2024 season to be reviewed prior to the 2025 season.
2. Review the cost per match, chargeable to Witney Swifts for the 2024 season.
3. Consider the request from Witney Swifts for Witney Town Council to help fund a new pedestrian mower suitable for Cricket Square maintenance and, if agreeable, request a grant application form to be submitted to the Policy, Governance & Finance Committee.

PARKS & RECREATION COMMITTEE

Date: Monday, 13 May 2024

Title: Major Projects

Contact Officer: Project Officer

Background

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

This report aims to provide you 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 old park was built almost 20 years ago and needed modernisation. Community feedback and resident survey results requested an improved wheeled sports park, which caters for more abilities, promotes inclusivity and is suitable for more wheeled sports equipment (Skateboards, BMX, Scooters etc). Bendcrete were successfully awarded the contract in September 2023 and the park was completed (and officially opened) in March 2024.



Current Situation

- The park is proving to be very popular. On weekends the site has experienced over 50 people using the park at any one time, consistently throughout the day. Verbal feedback from the Skating & Scooter community is very positive, with no negative comments. They enjoy the variety, flow and transitions, which is improving their skills.

Witney's Park has also become a "destination park" attracting wheeled enthusiasts from other towns and counties.

- Naturally, popularity has given rise to some challenges:
 - **Litter:** Officers have observed a significant increase of litter in the park. The operational team are inspecting and cleaning daily, however its challenging to stay on top of it. To address this issue, officers have relocated the large bin outside the mini golf to the entrance of the wheeled sports park. In addition, they have also asked Bendcrete to supply a large bin to place inside the park and the Council comms team plan to publish online communications politely asking users to use the bins or take their rubbish home.
 - **Anti-Social behaviour:** The Council has received a small number of reports regarding anti-social behaviour at the park. Reassuringly, the park has proved to be self-policing and the signage has been effective, enabling users to report issues to the police. Officers will continue to monitor this activity, but there have been no incidents in the last 3 weeks.
 - **Event enquiries:** The informal "Skate Jam" was held at the park on 20th April. This annual event is organised by local enthusiasts and is a respectful, fun and well-mannered event. Whilst it was very positive and united the younger skateboard community, they occupied a large section of the park for a few hours, which excluded other users and prompted a couple of complaints. Since this event the Council has received further requests from other groups and coaches asking to use the park. With the benefit of hindsight, officers have taken valuable learnings from the Skate Jam event, which has prompted them to review Council protocol on granting WTC permission to use. This is currently ongoing and will be used when assessing our requirement to run coaching sessions for beginners and girls.
 - **Graffiti:** it's an accepted part of the culture within any skatepark, but there are some examples which are poor and ugly. Officers are currently assessing the feasibility of running a competition to invite local graffiti artists to design and create some artwork in accordance with our brief which will focus on "youth", "colour", "inclusivity" & "Witney". It is hoped this artwork will make the park more vibrant, welcoming and deter further vandalism.

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.

- Bendcrete have used recycled materials within their design and renovated large section of existing park to avoid wastage.
- WTC are looking to address litter issue with more bins in the vicinity of park.

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 final budget for the project was £157,975. WTC contributed £100,000 and were awarded £57,975 funding from FCC Community Action Foundation.

Recommendations

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

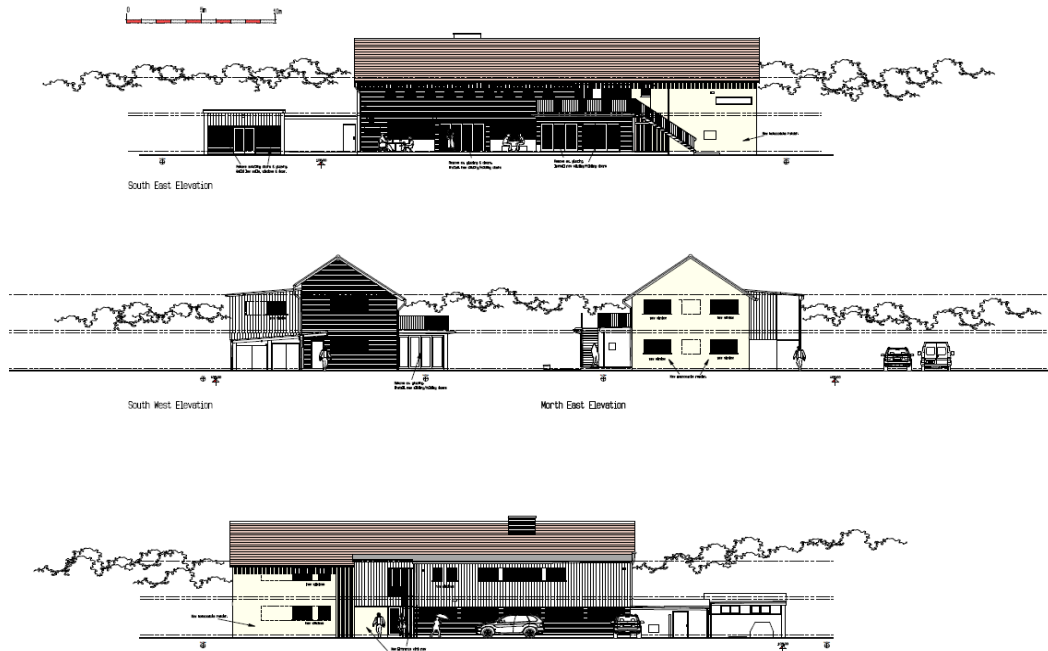
West Witney Sports & Social Club (WWSSC)

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 currently exploring funding options and applying for grants to support this project, with the Community Ownership Funding Level 3, Sports England and the National Lottery being the main targeted funders.
- At the design and specification stage to prepare to procure and tender.
- Anticipated construction start date is November this year subject to the co-ordination with the new depot build.

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 with the potential to be supported by grants.
- 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 Permission conditions were satisfied at the end of February.
- Their contractors have broken ground, but an unexpected issue has resulted in extra work, which has delayed the proposed completion date to mid-September.
- A planning application is being produced for a new WTC depot to be built at the West Witney recreation ground.
- 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:

- Project presents no risks to Splashpad opening, events and sports fixtures in the Leys.

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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