

## Parks & Recreation

### Committee Meeting of Witney Town Council

**Monday, 1st September, 2025 at 6.00 pm**



To members of the Parks & Recreation Committee - J Aitman, S Simpson, J Treloar, R Smith, A Bailey, J Doughty, D Edwards-Hughes and D Temple (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](mailto: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](mailto:derek.mackenzie@witney-tc.gov.uk) **prior** to the meeting, stating the reason for absence.

**Standing Order 8(e)(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 - 7)

a) To adopt and sign as a correct record the minutes of the Parks & Recreation Committee held on 30 June 2025;

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 25. Matters raised shall relate to the following items on the agenda.

5. **Finance Report** (Pages 8 - 20)

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

**Parks**

6. **Play Area Review** (Pages 21 - 25)

To receive and consider the report of the Project Officer.

**Recreation**

7. **Sports Pitch Update** (Pages 26 - 29)

To receive and consider the report of the Operations Manager.

8. **Football Club Training Fees** (Pages 30 - 32)

To receive and consider the report of the Operations Manager.

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

To receive and consider the report of the Projects Officer concerning ongoing projects under the remit of this Committee

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. **Projects Update - Courtside/The Leys** (Pages 39 - 43)

To receive a confidential update from Courtside Hubs CIC in relation to the redevelopment of The Leys multi-activity hub.



Town Clerk



**PARKS & RECREATION COMMITTEE MEETING OF THE  
WITNEY TOWN COUNCIL**

**Held on Monday, 30 June 2025**

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

**Present:**

Councillor A Bailey (Mayor in the Chair)

Councillors:	R Smith	G Doughty (In place of J Treloar)
	J Doughty	R Crouch (In place of S Simpson)
	D Edwards-Hughes	G Meadows (In place of J Aitman)
	D Temple (In place of T Ashby)	

Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Deputy Town Clerk
	Derek Mackenzie	Senior Administrative Officer & Committee Clerk
	Adam Cook	Project Officer
	Angus Whitburn	Operations Manager

Others: Two members of the public.

**PR389 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors T Ashby, J Aitman, J Treloar & S Simpson, Councillors D Temple, G Meadows, G Doughty & R Crouch attended respectively as substitutes.

The Deputy Town Clerk advised the Committee that Cllr T Ashby had advised he would be stepping down from the Committee and had proposed he should be replaced by Cllr D Temple. The request would be considered at the meeting of the Council on 28 July 2025.

**PR390 DECLARATIONS OF INTEREST**

There were no declarations of interest from Members or Officers.

**PR391 MINUTES**

The minutes of the Parks & Recreation Committee meeting held on 12 May 2025 were received.

PR265 – Officers advised that the owners of the basketball court adjacent to Windrush Leisure Centre were the responsibility of West Oxfordshire District Council.

**Resolved:**

That, the minutes of the Parks & Recreation Committee meeting held on 12 May 2025 be approved as a correct record of the meeting and be signed by the Chair.

PR392 **PARTICIPATION OF THE PUBLIC**

*The Committee adjourned for this item.*

The Committee received representations from two residents of Edington Road concerning Agenda Item 7 – Projects Update.

The residents raised concerns of the lack of additional consultation regarding the proposed Multi Use Games Area (MUGA) at Raleigh Crescent. They understood through recent engagement with the Town Council's Project Officer and Cllr T Ashby how the scheme would progress however, felt that alternative locations and designs had not been fully explored.

Concerns were also raised regarding Anti-Social behaviour, noise, lack of parking provision and potential nuisance if the nearby wooded copse was used inappropriately.

*The Committee reconvened.*

*The members of the public left the meeting at 6:30pm following the discussion regarding the Raleigh Crescent MUGA.*

PR393 **PROJECTS UPDATE**

With the permission of the Chair, this item was moved up the agenda so the Members of public could hear the discussion and outcome.

The Committee received and considered the report of the Project Officer.

**Raleigh Crescent MUGA**

Members were provided with an update on the project. They heard that it was still in the early stages with no decision yet on the size, design or exact position. He confirmed that the areas under consideration were owned by West Oxfordshire District Council (WODC) and currently designated as a play area.

The financing of the MUGA was reliant on funds from a Section 106 contribution from a development in the Curbridge Parish to provide recreation facilities. Once the procurement process was complete then WODC would move forward with finalising the design and placing a planning application. Residents would at that stage be able to submit their comments for consideration.

It was agreed that the Project Officer would liaise with WODC to ensure that communications with residents were maintained.

**Courtside Hub at The Leys**

Members received an update and heard that progress had once again slowed due to supply issues and this had led to an updated completion date of December 2025.

The Committee was very disappointed to hear that delays continued and raised concerns of the effect of the overall delay would be having on Courtside's business forecasts. A Member also added the concern of whether some of the clubs and individuals, in particular tennis, would

return to the Leys when it was complete as they were now established in using other facilities during the hiatus.

Members were somewhat reassured that no financial contributions had been made to Courtside and that payments were tied to Courtside reaching set milestones, such as completion of changing rooms, the access road and the completion of the hub building. The Town Clerk/CEO confirmed that she would continue to engage Courtside to obtain assurances before the release of any funds.

**Resolved:**

1. That, the report and verbal updates be noted and,
2. That, the Chair write to WODC Planning Department to highlight potential issues regarding noise, lighting & use of open space as a toilet and,
3. That, Town Council Officers liaise with WODC Officers to ensure residents are kept informed and,
4. That, the Committee write to Courtside to express the Councils disappointment with continued delays to the project.

*The Project Officer left the meeting at 6:40pm*

**PR394 RECREATION COSTS**

With the permission of the Chair, this item was also moved up the agenda.

The Committee received the report of the Operations Manager regarding the costs of maintenance of recreation grounds in respect of the provision for football.

Members heard that the pitches at Burwell were well used, hence the lower subsidy however, this was having an effect on the quality of pitches due to the demand placed on it from the increasing number of teams that used the facility.

It was highlighted that the maintenance of the football pitches also provided benefits to all recreational ground users, including dog walkers and that the annual STRI review of the Council's grass pitches would take place soon to support the work.

A Member noted the absence of the Leys Cricket pitch from the report, in response the Operations Manager confirmed that little was spent to maintain the cricket square as it was not and had not been in use for many years.

A Member was pleased to see that the Council was providing such quality of grass pitch provision for what was an overall subsidy of £34,240. Which in his opinion offered great value.

An issue that did arise during the discussion was that of unofficial training by football clubs who had been witnessed on a number of occasions using the recreational grounds without agreement. This impacted the recovery of pitches as they were not receiving the necessary rest and continued to be compacted from this off-season activity. Teams had been reminded recently of the need to book their use or make use of the alternative locations provided by the Council.

Cllr D Temple, seconded by Cllr R Crouch suggested that the Committee consider the introduction of a fee to cover the annual out of season training and make a recommendation to the Policy, Governance and Finance Committee during budget-setting.

**Recommended:**

1. That, the report and verbal update be noted and,
2. That, the Committee consider the introduction of an annual fee for out of season training.

*The Operations Manager left the meeting at 7:03pm*

**PR395 ANNUAL RESIDENTS SURVEY 2025**

The Committee received and considered the report of the Deputy Town Clerk concerning the results of the resident's annual satisfaction survey which was held at the beginning of the year.

Members were advised the report represented the survey results for the services under the remit of this committee and showed the combined satisfactory and above percentages against poor ones. Previous years data was also included to help benchmark the results. The report also contained all unedited comments on the services.

The Committee were pleased to see a number of positive comments interspersed with the negative ones however overall, it was noted that there was a decline in the overall satisfaction of respondents. It was agreed that any issues that had a simple and quick to action solution, such as the posting of "No Dogs" signs at Underhaching Park should be introduced without delay and communications should be published to highlight facts around pitch booking and minimal cancellations.

The Town Clerk/CEO confirmed to Members that the decision to bring the Council's grounds maintenance contract back in house was not based on cost cutting, rather it was to improve the response and quality of work. There was a budget available to increase the workforce which would have an impact on the delivery of expected Council and resident's standards.

**Resolved:**

1. That, the report be noted and,
2. That, Officers review the comments and schedule work to resolve any simple tasks.

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The meeting closed at: 7.18 pm

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Chair

## PARKS AND RECREATION COMMITTEE



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**Agenda Item:** Finance Report

**Meeting Date:** Monday 1 September 2025

**Contact Officer:** Responsible Financial Officer

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***Should Members have any queries about this report advance notice would be appreciated, in writing, by 10am on the day of the meeting to allow for a full response at the meeting. E-mail [nigel.warner@witney-tc.gov.uk](mailto:nigel.warner@witney-tc.gov.uk) and copy in [townclerk@witney-tc.gov.uk](mailto:townclerk@witney-tc.gov.uk)***

### 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 2025 to 30 June 2025, the first quarter of the financial year.

For the Parks and Recreation Committee the following cost centres are in place. Cost centres, comprising three digits, typically represent a discrete service entity, to which income and expenditure is allocated against previously agreed revenue budgets.

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	Raleigh Crescent Play Area
214	Park Road Play Area
215	Cedar Drive Play Area
216	Unterhaching Play Area
217	Waterford Lane Play Area
218	Windrush Place
219	Deer Park Sports Pitches

Within each cost centre income and expenditure is then allocated to a four-digit nominal ledger code; these codes are common across the cost centres. Nominal ledger codes further



define 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.

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**

Members may wish to note the following matters in relation to the management accounts:

1. Income. As is the Council’s practice, invoices are raised in relation to annual rentals/fees/charges in relation to codes 1043/202, 1050/202, 1042/203, 1044/203, 1045/203, 1050/203 and 1060/203 in September 2025 so will not as yet show in the accounts.
2. Income - note the seasonal nature of the income in relation to sports facilities, with cricket skewed to the April – September period when income from football is much lower.
3. Code 4110/202 Subsidised lettings the Leys. The expenditure of £3,953 in the year to date is in relation to the use of the Leys in relation to the Witney Pride and Witney Music Festival and Witney Carnival. The income code 1051 – ground hire, is credited with the same amount.
4. All codes 4047 – play equipment maintenance. As previously advised a budget is allocated to each of the play areas on an annual basis. This is not always required. However, when spending is required, it will sometimes exceed the annual budget amount allocated to the relevant site for that year and so the difference is funded either through the earmarked reserve or from a virement from underspent budgets on other sites. For the year to date this is the case for Code 4047/210 play equipment maintenance Oxlease where spend of £1,714 exceeds the £500 annual budget and Code 4047/211 play equipment maintenance Fieldmere Play Area where spend of £1,457 exceeds the £250 annual budget.
5. There are a number of cost centres relating to facilities which are in the process of being transferred from West Oxfordshire District Council where expenditure to date is much lower than the budget set. The largest is Windrush Place where a budget has been set of £83,397 for when the area is transferred but no expenditure to date.
6. I have not provided any detailed commentary on individual budget lines; this will be done as part of the budget process so if Members have any queries please e-mail as per the above.

Note also the following comments relating to the management accounts across the Council:

1. There will always be an inevitable “lag” between expenditure being incurred and being shown in the accounts.
2. Expenditure is not necessarily incurred evenly over the course of the year. For example, most expenditure in relation to nominal ledger code 4025 (insurance) is

incurred when the annual premium is paid in April. The Splashpark expenditure (cost centre 201) is concentrated in the summer months. There are also similar patterns on the income as noted for football and cricket fees paid and for some annual charges for rentals etc.

3. A grant of £6,986 was received from the Football Foundation in relation to pitch renovations at West Witney (code 1170/203). This has been transferred to earmarked reserves but will be utilised this year.
4. At 31 March 2025 a number of unspent but committed sums were transferred to the earmarked reserves. During 2025-26 these sums are now reflected as additional sums available in the "current annual budget." The financial software does not show these figures separately in the management account report for this meeting but will show in a separate column in the differently formatted budget report when this is presented in the budget cycle.

Note that the sums themselves remain in the earmarked reserves until they are actually spent.

The summary for the period is:

	Budget	Months 1 to 3 actual
Expenditure	£564,698	£120,488
Income	(£66,218)	(£18,720)
Net expenditure	£498,480	£101,768
Transfer to earmarked reserves	-	(£6,986)
Movement from general reserve	£498,480	£108,754 (21.8%)

Subject to and based on the above there are no matters of significant variance which I would draw to the attention of Members.

#### REVENUE BUDGET 2026-27 AND CAPITAL & SPECIAL REVENUE PROJECTS 2026-27 AND BEYOND

In line with normal Council procedures, the RFO will shortly be commencing the annual review of all the Committees to prepare the revenue budget for 2026-27.

Draft budgets are prepared based upon current activities and patterns of income and expenditure. Any additional revenue expenditure is considered separately as Revenue Growth Items.

It is also normal practice that during the budget cycle the Council considers the Capital and Special Revenue budget to identify which projects or schemes are to be implemented and undertaken during the next financial year.

In drafting budgets your officers will have due regard to the draft Strategic Plan and the medium term-financial strategy.

Members will be aware that the Council have a number of major projects in motion, the largest of which is the West Witney Project. There are also facilities due to be transferred from the District Council. This means that the budget round promises to be challenging.

Therefore, Members are requested to consider items to be included in next year's budget and any other adjustments in the context of the Council's existing and upcoming service commitments. This will enable Officers to obtain costings and the RFO to draft as accurate budget estimates as possible.

### **Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – whilst a sufficient budget is necessary for the Council to meet its obligations and objectives, there are no implications directly resulting from this report.
- b) Biodiversity – whilst a sufficient budget is necessary for the Council to meet its obligations and objectives, there are no implications directly resulting from this report.
- c) Crime & Disorder – whilst a sufficient budget is necessary for the Council to meet its obligations and objectives, there are no implications directly resulting from this report.
- d) Environment & Climate Emergency – whilst a sufficient budget is necessary for the Council to meet its obligations and objectives, there are no implications directly resulting from this report.

### **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 provision of regular financial reports is part of the Council's risk management system.

### **Social Value**

Social value is the positive change the Council creates in the local community within which it operates. Social value is not quantified in the financial reports but clearly the creation of social value is dependent on setting adequate budgets to meet the Council's objectives.

### **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:

1. To note and approve the report and the management accounts of the Parks & Recreation Committee for the period 1 April to 30 June 2025.
2. Consider items to be included in next year's revenue and capital/special revenue item budgets, noting that approval of such items will be for the Council to consider in the budget cycle of meetings.

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2025

Month No: 3

Parks &amp; Recreation Committee: Management accounts 1 April to 30 June 2025

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Parks &amp; Recreation</u></b>								
<b><u>201 SPLASHPARK</u></b>								
4012 WATER RATES	19,404	1,733	15,000	13,267		13,267	11.6%	
4016 CLEANING MATERIALS	0	197	305	108		108	64.5%	
4036 PROPERTY MAINTENANCE	5,841	1,728	5,100	3,372	0	3,372	33.9%	
4047 PLAY EQUIP MAINTENCE	0	5	2,500	2,495		2,495	0.2%	
4048 ENG.INSPEC.(VATABLE)	0	0	510	510		510	0.0%	
4049 PLAY RISK ASSESSMENT	0	72	0	(72)		(72)	0.0%	
4099 MISCELLANEOUS	51	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	4,956	1,283	7,500	6,217		6,217	17.1%	
4890 O/S O'HEAD RECHARGE	392	95	488	393		393	19.5%	
4899 DEPOT REALLOCATION	1,256	247	1,067	820		820	23.1%	
SPLASHPARK :- Indirect Expenditure	<b>31,900</b>	<b>5,360</b>	<b>32,470</b>	<b>27,110</b>	<b>0</b>	<b>27,110</b>	<b>16.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(31,900)</b>	<b>(5,360)</b>	<b>(32,470)</b>	<b>(27,110)</b>				
<b><u>202 THE LEYS RECREATION GROUND</u></b>								
1020 SPORTS - FOOTBALL	3,147	237	2,600	2,363			9.1%	
1043 GREEN FEES - WTBC	5,420	0	5,500	5,500			0.0%	
1050 RENT RECEIVED	1,000	0	1,000	1,000			0.0%	
1051 GROUND HIRE	15,991	5,687	17,650	11,963			32.2%	
1052 EXPENSES RECOVERED	1,228	0	165	165			0.0%	
1054 EASEMENTS/WAYLEAVES	6	0	6	6			0.0%	
1058 WATER RECOVERED	2,370	0	195	195			0.0%	
THE LEYS RECREATION GROUND :- Income	<b>29,162</b>	<b>5,924</b>	<b>27,116</b>	<b>21,192</b>			<b>21.8%</b>	<b>0</b>
4012 WATER RATES	8,445	282	1,350	1,068		1,068	20.9%	
4014 ELECTRICITY	2,422	760	3,600	2,840		2,840	21.1%	
4017 CONTRACT CLEAN/WASTE	869	0	425	425		425	0.0%	
4024 SUBSCRIPTIONS	0	430	0	(430)		(430)	0.0%	
4025 INSURANCE	112	0	120	120		120	0.0%	
4028 I.T.	0	13	0	(13)		(13)	0.0%	
4036 PROPERTY MAINTENANCE	6,991	619	5,000	4,381		4,381	12.4%	
4037 GROUNDS MAINTENANCE	8,118	1,153	5,000	3,847		3,847	23.1%	
4041 EQUIPMENT HIRE	38	0	0	0		0	0.0%	
4046 SPORTS EQUIPMENT	3,495	0	2,000	2,000		2,000	0.0%	
4047 PLAY EQUIP MAINTENCE	1,728	2,281	5,000	2,719		2,719	45.6%	
4048 ENG.INSPEC.(VATABLE)	1,043	0	1,060	1,060		1,060	0.0%	
4049 PLAY RISK ASSESSMENT	420	72	140	68		68	51.4%	
4059 OTHER PROF FEES	0	0	10,000	10,000		10,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2025

Month No: 3

Parks &amp; Recreation Committee: Management accounts 1 April to 30 June 2025

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4099 MISCELLANEOUS	8	0	0	0		0	0.0%	
4110 SUBSIDIZED LETTINGS	4,855	3,953	5,500	1,547		1,547	71.9%	
4215 IN BLOOM - INC SCHOOLS CHALLENGE	50	0	4,000	4,000		4,000	0.0%	
4888 O/S STAFF RECHARGE	75,610	22,963	80,000	57,037		57,037	28.7%	
4890 O/S O'HEAD RECHARGE	7,751	1,570	5,210	3,640		3,640	30.1%	
4892 C/S STAFF RCHG	17,825	4,805	21,358	16,553		16,553	22.5%	
4893 C/S O'HEAD RCHG	6,201	1,120	5,650	4,530		4,530	19.8%	
4899 DEPOT REALLOCATION	14,657	3,210	11,376	8,166		8,166	28.2%	
THE LEYS RECREATION GROUND :- Indirect Expenditure	<b>160,638</b>	<b>43,232</b>	<b>166,789</b>	<b>123,557</b>	<b>0</b>	<b>123,557</b>	<b>25.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(131,476)</b>	<b>(37,308)</b>	<b>(139,673)</b>	<b>(102,365)</b>				
<b>203 WEST WITNEY SPORTS GROUND</b>								
1020 SPORTS - FOOTBALL	10,464	725	8,050	7,326			9.0%	
1021 SPORTS - CRICKET	1,470	1,009	1,500	491			67.3%	
1041 RENTAL - TENNIS CLUB	4,970	0	0	0			0.0%	
1042 RENTAL- PROJ.RANGE	3,110	0	3,175	3,175			0.0%	
1044 GREEN FEES - WMBC	3,250	0	3,325	3,325			0.0%	
1045 GREEN FEES - WWBC	3,250	0	3,325	3,325			0.0%	
1050 RENT RECEIVED	10,352	2,182	10,366	8,184			21.1%	
1054 EASEMENTS/WAYLEAVES	6	0	6	6			0.0%	
1060 INSURANCE RECOVERED	457	0	455	455			0.0%	
1170 GRANTS RECEIVED	0	6,986	0	(6,986)			0.0%	6,986
WEST WITNEY SPORTS GROUND :- Income	<b>37,329</b>	<b>10,902</b>	<b>30,202</b>	<b>19,300</b>			<b>36.1%</b>	<b>6,986</b>
4024 SUBSCRIPTIONS	0	430	0	(430)		(430)	0.0%	
4025 INSURANCE	681	0	695	695		695	0.0%	
4028 I.T.	0	47	0	(47)		(47)	0.0%	
4036 PROPERTY MAINTENANCE	2,708	105	3,300	3,195		3,195	3.2%	
4037 GROUNDS MAINTENANCE	11,374	2,174	11,600	9,426		9,426	18.7%	
4046 SPORTS EQUIPMENT	156	0	1,000	1,000		1,000	0.0%	
4047 PLAY EQUIP MAINTENCE	6	0	0	0		0	0.0%	
4048 ENG.INSPEC.(VARIABLE)	207	0	210	210		210	0.0%	
4059 OTHER PROF FEES	0	0	4,000	4,000		4,000	0.0%	
4062 SPORTS PITCH MATERIALS	1,665	0	1,285	1,285		1,285	0.0%	
4099 MISCELLANEOUS	8	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	65,701	14,474	70,000	55,526		55,526	20.7%	
4890 O/S O'HEAD RECHARGE	7,977	973	4,559	3,586		3,586	21.3%	
4899 DEPOT REALLOCATION	14,337	1,873	9,954	8,081		8,081	18.8%	
WEST WITNEY SPORTS GROUND :- Indirect Expenditure	<b>104,821</b>	<b>20,076</b>	<b>106,603</b>	<b>86,527</b>	<b>0</b>	<b>86,527</b>	<b>18.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(67,491)</b>	<b>(9,174)</b>	<b>(76,401)</b>	<b>(67,227)</b>				
6001 less Transfer to EMR	0	6,986	0	(6,986)				
<b>Movement to/(from) Gen Reserve</b>	<b>(67,491)</b>	<b>(16,160)</b>	<b>(76,401)</b>	<b>(60,241)</b>				

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2025

Month No: 3

Parks &amp; Recreation Committee: Management accounts 1 April to 30 June 2025

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>204 BURWELL (QE2) SPORTS GROUND</b>								
1020 SPORTS - FOOTBALL	6,859	814	7,150	6,336			11.4%	
<b>BURWELL (QE2) SPORTS GROUND :- Income</b>	<b>6,859</b>	<b>814</b>	<b>7,150</b>	<b>6,336</b>			<b>11.4%</b>	<b>0</b>
4017 CONTRACT CLEAN/WASTE	700	0	0	0		0	0.0%	
4024 SUBSCRIPTIONS	0	215	0	(215)		(215)	0.0%	
4028 I.T.	0	36	0	(36)		(36)	0.0%	
4036 PROPERTY MAINTENANCE	1,626	0	1,000	1,000		1,000	0.0%	
4037 GROUNDS MAINTENANCE	9,745	2,229	9,950	7,721		7,721	22.4%	
4046 SPORTS EQUIPMENT	0	0	2,000	2,000		2,000	0.0%	
4047 PLAY EQUIP MAINTENCE	2,053	19	2,000	1,981		1,981	1.0%	
4048 ENG.INSPEC.(VATABLE)	546	0	560	560		560	0.0%	
4049 PLAY RISK ASSESSMENT	70	72	75	3		3	96.0%	
4888 O/S STAFF RECHARGE	37,944	10,210	35,000	24,790		24,790	29.2%	
4890 O/S O'HEAD RECHARGE	4,182	704	2,279	1,575		1,575	30.9%	
4899 DEPOT REALLOCATION	8,920	1,407	4,977	3,570		3,570	28.3%	
<b>BURWELL (QE2) SPORTS GROUND :- Indirect Expenditure</b>	<b>65,785</b>	<b>14,892</b>	<b>57,841</b>	<b>42,949</b>	<b>0</b>	<b>42,949</b>	<b>25.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(58,927)</b>	<b>(14,078)</b>	<b>(50,691)</b>	<b>(36,613)</b>				
<b>205 KING GEORGE V / NEWLAND</b>								
1020 SPORTS - FOOTBALL	1,539	333	1,750	1,418			19.0%	
<b>KING GEORGE V / NEWLAND :- Income</b>	<b>1,539</b>	<b>333</b>	<b>1,750</b>	<b>1,418</b>			<b>19.0%</b>	<b>0</b>
4028 I.T.	0	8	0	(8)		(8)	0.0%	
4037 GROUNDS MAINTENANCE	4,003	476	5,700	5,224		5,224	8.4%	
4047 PLAY EQUIP MAINTENCE	38	24	500	476		476	4.8%	
4048 ENG.INSPEC.(VATABLE)	472	0	480	480		480	0.0%	
4049 PLAY RISK ASSESSMENT	70	72	75	3		3	96.0%	
4100 GRANTS GENERAL	0	0	1,000	1,000		1,000	0.0%	
4888 O/S STAFF RECHARGE	13,570	4,572	20,000	15,428		15,428	22.9%	
4890 O/S O'HEAD RECHARGE	1,507	313	1,303	990		990	24.0%	
4899 DEPOT REALLOCATION	2,853	640	2,844	2,204		2,204	22.5%	
<b>KING GEORGE V / NEWLAND :- Indirect Expenditure</b>	<b>22,513</b>	<b>6,105</b>	<b>31,902</b>	<b>25,797</b>	<b>0</b>	<b>25,797</b>	<b>19.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(20,974)</b>	<b>(5,773)</b>	<b>(30,152)</b>	<b>(24,379)</b>				
<b>207 MOORLAND ROAD PLAY AREA</b>								
4036 PROPERTY MAINTENANCE	60	0	0	0		0	0.0%	
4047 PLAY EQUIP MAINTENCE	905	198	500	302		302	39.7%	

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4048 ENG.INSPEC.(VATABLE)	273	0	280	280		280	0.0%	
4049 PLAY RISK ASSESSMENT	70	72	75	3		3	96.0%	
4099 MISCELLANEOUS	20	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	7,095	1,836	7,000	5,164		5,164	26.2%	
4890 O/S O'HEAD RECHARGE	898	126	456	330		330	27.6%	
4899 DEPOT REALLOCATION	1,502	252	995	743		743	25.3%	
MOORLAND ROAD PLAY AREA :- Indirect Expenditure	<b>10,824</b>	<b>2,484</b>	<b>9,306</b>	<b>6,822</b>	<b>0</b>	<b>6,822</b>	<b>26.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(10,824)</b>	<b>(2,484)</b>	<b>(9,306)</b>	<b>(6,822)</b>				
<u>208 WOOD GREEN/PLAY AREA</u>								
4047 PLAY EQUIP MAINTENCE	574	54	500	446		446	10.8%	
4048 ENG.INSPEC.(VATABLE)	298	0	305	305		305	0.0%	
4049 PLAY RISK ASSESSMENT	70	72	75	3		3	96.0%	
4099 MISCELLANEOUS	20	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	5,862	2,156	5,000	2,844		2,844	43.1%	
4890 O/S O'HEAD RECHARGE	647	145	326	181		181	44.5%	
4899 DEPOT REALLOCATION	1,198	282	711	429		429	39.7%	
WOOD GREEN/PLAY AREA :- Indirect Expenditure	<b>8,670</b>	<b>2,709</b>	<b>6,917</b>	<b>4,208</b>	<b>0</b>	<b>4,208</b>	<b>39.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,670)</b>	<b>(2,709)</b>	<b>(6,917)</b>	<b>(4,208)</b>				
<u>209 ETON CLOSE PLAY AREA</u>								
4047 PLAY EQUIP MAINTENCE	38	0	250	250		250	0.0%	
4048 ENG.INSPEC.(VATABLE)	199	0	205	205		205	0.0%	
4049 PLAY RISK ASSESSMENT	70	72	100	28		28	72.0%	
4099 MISCELLANEOUS	20	0	0	0		0	0.0%	
4222 TINY FOREST EXPENSES	0	0	150	150		150	0.0%	
4888 O/S STAFF RECHARGE	6,037	2,056	6,000	3,944		3,944	34.3%	
4890 O/S O'HEAD RECHARGE	687	138	391	253		253	35.3%	
4899 DEPOT REALLOCATION	1,344	265	853	588		588	31.1%	
ETON CLOSE PLAY AREA :- Indirect Expenditure	<b>8,395</b>	<b>2,531</b>	<b>7,949</b>	<b>5,418</b>	<b>0</b>	<b>5,418</b>	<b>31.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,395)</b>	<b>(2,531)</b>	<b>(7,949)</b>	<b>(5,418)</b>				
<u>210 OXLEASE PLAY AREA</u>								
4043 SMALL TOOLS & EQUIPT	0	10	0	(10)		(10)	0.0%	
4047 PLAY EQUIP MAINTENCE	102	314	500	187		187	62.7%	
4048 ENG.INSPEC.(VATABLE)	621	0	635	635		635	0.0%	
4049 PLAY RISK ASSESSMENT	70	72	75	3		3	96.0%	



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4099 MISCELLANEOUS	20	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	8,858	3,805	7,000	3,195		3,195	54.4%	
4890 O/S O'HEAD RECHARGE	1,041	259	456	197		197	56.8%	
4899 DEPOT REALLOCATION	1,777	525	995	470		470	52.8%	
OXLEASE PLAY AREA :- Indirect Expenditure	<b>12,490</b>	<b>4,985</b>	<b>9,661</b>	<b>4,677</b>	<b>0</b>	<b>4,677</b>	<b>51.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(12,490)</b>	<b>(4,985)</b>	<b>(9,661)</b>	<b>(4,677)</b>				
<u>211 FIELDMERE PLAY AREA</u>								
4036 PROPERTY MAINTENANCE	0	16	0	(16)		(16)	0.0%	
4047 PLAY EQUIP MAINTENCE	2,312	165	250	85		85	65.9%	
4048 ENG.INSPEC.(VATABLE)	298	0	305	305		305	0.0%	
4049 PLAY RISK ASSESSMENT	70	72	75	3		3	96.0%	
4099 MISCELLANEOUS	20	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	5,743	1,603	4,000	2,397		2,397	40.1%	
4890 O/S O'HEAD RECHARGE	606	109	261	152		152	41.8%	
4899 DEPOT REALLOCATION	1,038	217	569	352		352	38.1%	
FIELDMERE PLAY AREA :- Indirect Expenditure	<b>10,087</b>	<b>2,182</b>	<b>5,460</b>	<b>3,278</b>	<b>0</b>	<b>3,278</b>	<b>40.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(10,087)</b>	<b>(2,182)</b>	<b>(5,460)</b>	<b>(3,278)</b>				
<u>212 QUARRY ROAD PLAY AREA</u>								
4036 PROPERTY MAINTENANCE	47	0	0	0		0	0.0%	
4047 PLAY EQUIP MAINTENCE	66	82	250	168		168	32.9%	
4048 ENG.INSPEC.(VATABLE)	323	0	250	250		250	0.0%	
4049 PLAY RISK ASSESSMENT	70	72	75	3		3	96.0%	
4099 MISCELLANEOUS	20	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	2,275	0	4,000	4,000		4,000	0.0%	
4890 O/S O'HEAD RECHARGE	204	0	261	261		261	0.0%	
4899 DEPOT REALLOCATION	659	0	569	569		569	0.0%	
QUARRY ROAD PLAY AREA :- Indirect Expenditure	<b>3,664</b>	<b>154</b>	<b>5,405</b>	<b>5,251</b>	<b>0</b>	<b>5,251</b>	<b>2.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,664)</b>	<b>(154)</b>	<b>(5,405)</b>	<b>(5,251)</b>				
<u>213 RALEGH CRESCENT PLAY AREA</u>								
1201 COMMUTED SUMS	7,748	0	0	0			0.0%	
RALEGH CRESCENT PLAY AREA :- Income	<b>7,748</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4013 RENT PAID	0	0	5	5		5	0.0%	
4036 PROPERTY MAINTENANCE	0	16	0	(16)		(16)	0.0%	
4037 GROUNDS MAINTENANCE	0	0	4,625	4,625		4,625	0.0%	

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4047 PLAY EQUIP MAINTENCE	32	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VARIABLE)	0	0	500	500		500	0.0%	
4049 PLAY RISK ASSESSMENT	70	72	75	3		3	96.0%	
4099 MISCELLANEOUS	20	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	2,999	369	10,000	9,631		9,631	3.7%	
4890 O/S O'HEAD RECHARGE	384	27	651	624		624	4.1%	
4899 DEPOT REALLOCATION	429	77	1,422	1,345		1,345	5.4%	
RALEGH CRESCENT PLAY AREA :- Indirect Expenditure	<b>3,934</b>	<b>561</b>	<b>17,778</b>	<b>17,217</b>	<b>0</b>	<b>17,217</b>	<b>3.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,814</b>	<b>(561)</b>	<b>(17,778)</b>	<b>(17,217)</b>				
6001 less Transfer to EMR	74,999	0	0	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(71,185)</b>	<b>(561)</b>	<b>(17,778)</b>	<b>(17,217)</b>				
<b>214 PARK ROAD PLAY AREA</b>								
4013 RENT PAID	0	0	250	250		250	0.0%	
4047 PLAY EQUIP MAINTENCE	32	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VARIABLE)	0	0	275	275		275	0.0%	
4049 PLAY RISK ASSESSMENT	70	72	75	3		3	96.0%	
4099 MISCELLANEOUS	20	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	3,024	446	0	(446)		(446)	0.0%	
4890 O/S O'HEAD RECHARGE	397	33	0	(33)		(33)	0.0%	
4899 DEPOT REALLOCATION	458	93	0	(93)		(93)	0.0%	
PARK ROAD PLAY AREA :- Indirect Expenditure	<b>4,001</b>	<b>644</b>	<b>1,100</b>	<b>456</b>	<b>0</b>	<b>456</b>	<b>58.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,001)</b>	<b>(644)</b>	<b>(1,100)</b>	<b>(456)</b>				
<b>215 CEDAR DRIVE PLAY AREA</b>								
4047 PLAY EQUIP MAINTENCE	0	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VARIABLE)	0	0	500	500		500	0.0%	
4049 PLAY RISK ASSESSMENT	0	0	100	100		100	0.0%	
4099 MISCELLANEOUS	20	0	0	0		0	0.0%	
CEDAR DRIVE PLAY AREA :- Indirect Expenditure	<b>20</b>	<b>0</b>	<b>1,100</b>	<b>1,100</b>	<b>0</b>	<b>1,100</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(20)</b>	<b>0</b>	<b>(1,100)</b>	<b>(1,100)</b>				
<b>216 UNTERHACHING PLAY AREA</b>								
4014 ELECTRICITY	2,681	214	2,100	1,886		1,886	10.2%	
4036 PROPERTY MAINTENANCE	0	16	0	(16)		(16)	0.0%	
4047 PLAY EQUIP MAINTENCE	53	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VARIABLE)	0	0	500	500		500	0.0%	

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4049 PLAY RISK ASSESSMENT	70	72	100	28		28	72.0%	
4099 MISCELLANEOUS	1,572	0	0	0		0	0.0%	
4888 O/S STAFF RECHARGE	2,780	492	0	(492)		(492)	0.0%	
4890 O/S O'HEAD RECHARGE	246	34	0	(34)		(34)	0.0%	
4899 DEPOT REALLOCATION	701	73	0	(73)		(73)	0.0%	
UNTERHACHING PLAY AREA :- Indirect Expenditure	<b>8,102</b>	<b>901</b>	<b>3,200</b>	<b>2,299</b>	<b>0</b>	<b>2,299</b>	<b>28.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,102)</b>	<b>(901)</b>	<b>(3,200)</b>	<b>(2,299)</b>				
6000 plus Transfer from EMR	1,551	0	0	0				
<b>Movement to/(from) Gen Reserve</b>	<b>(6,551)</b>	<b>(901)</b>	<b>(3,200)</b>	<b>(2,299)</b>				
<b>217 WATERFORD LANE PLAY AREA</b>								
4047 PLAY EQUIP MAINTENCE	0	0	510	510		510	0.0%	
4048 ENG.INSPEC.(VATABLE)	0	0	510	510		510	0.0%	
4049 PLAY RISK ASSESSMENT	0	0	102	102		102	0.0%	
WATERFORD LANE PLAY AREA :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,122</b>	<b>1,122</b>	<b>0</b>	<b>1,122</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(1,122)</b>	<b>(1,122)</b>				
<b>218 WINDRUSH PLACE</b>								
4037 GROUNDS MAINTENANCE	0	0	9,250	9,250		9,250	0.0%	
4098 NET COSTS - PAVILION	0	0	50,000	50,000		50,000	0.0%	
4888 O/S STAFF RECHARGE	0	0	20,000	20,000		20,000	0.0%	
4890 O/S O'HEAD RECHARGE	0	0	1,303	1,303		1,303	0.0%	
4899 DEPOT REALLOCATION	0	0	2,844	2,844		2,844	0.0%	
WINDRUSH PLACE :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>83,397</b>	<b>83,397</b>	<b>0</b>	<b>83,397</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(83,397)</b>	<b>(83,397)</b>				
<b>219 DEER PARK SPORTS PITCHES</b>								
4037 GROUNDS MAINTENANCE	0	0	4,625	4,625		4,625	0.0%	
4888 O/S STAFF RECHARGE	0	40	10,000	9,960		9,960	0.4%	
4890 O/S O'HEAD RECHARGE	0	0	651	651		651	0.0%	
4899 DEPOT REALLOCATION	0	0	1,422	1,422		1,422	0.0%	
DEER PARK SPORTS PITCHES :- Indirect Expenditure	<b>0</b>	<b>40</b>	<b>16,698</b>	<b>16,658</b>	<b>0</b>	<b>16,658</b>	<b>0.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(40)</b>	<b>(16,698)</b>	<b>(16,658)</b>				
Parks & Recreation :- Income	<b>82,637</b>	<b>17,972</b>	<b>66,218</b>	<b>48,246</b>			<b>27.1%</b>	
Expenditure	<b>455,844</b>	<b>106,855</b>	<b>564,698</b>	<b>457,843</b>	<b>0</b>	<b>457,843</b>	<b>18.9%</b>	
<b>Net Income over Expenditure</b>	<b>(373,207)</b>	<b>(88,883)</b>	<b>(498,480)</b>	<b>(409,597)</b>				
plus Transfer from EMR	1,551	0	0	0				

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less Transfer to EMR	74,999	6,986	0	(6,986)				
<b>Movement to/(from) Gen Reserve</b>	<b>(446,655)</b>	<b>(95,869)</b>	<b>(498,480)</b>	<b>(402,611)</b>				
Grand Totals:- Income	82,637	17,972	66,218	48,246			27.1%	
Expenditure	455,844	106,855	564,698	457,843	0	457,843	18.9%	
<b>Net Income over Expenditure</b>	<b>(373,207)</b>	<b>(88,883)</b>	<b>(498,480)</b>	<b>(409,597)</b>				
plus Transfer from EMR	1,551	0	0	0				
less Transfer to EMR	74,999	6,986	0	(6,986)				
<b>Movement to/(from) Gen Reserve</b>	<b>(446,655)</b>	<b>(95,869)</b>	<b>(498,480)</b>	<b>(402,611)</b>				

## PARKS & RECREATION COMMITTEE



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<b>Agenda Item:</b>	Play Area Review
<b>Meeting Date:</b>	Monday 1 September 2025
<b>Contact Officer:</b>	Project Officer

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The purpose of this report is to update members on the Play Area Review, outlining progress from recent site visits and seeking approval for recommended short-term improvements to enhance inclusivity and play value across council-managed parks while the wider strategy is developed.

### Background

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

The Play Area Review is a large-scale project covering all twelve play parks managed by Witney Town Council. Officers are continuing to develop the full review, which will feed into the council's long-term strategy. In the meantime, this report shares updates from recent site visits carried out by officers. The aim of this report is to support members in considering officer recommendations for short-term improvements while the wider review is still ongoing.

### Current Situation

Repairs to damaged or missing equipment and surfacing have either been completed or are in progress, with funding already allocated from the existing budget.

The Council has recently received public feedback highlighting concerns about the lack of inclusive play equipment in our parks. The ongoing Play Area Review has identified that, while nearly all our sites include inclusive play items, some play items do not offer sufficient play value (e.g. pretend post office counter in Quarry Road Park).

The review has identified Woodgreen Play Area as the most inclusive play area in Witney, with the best accessible surfacing and several inclusive play items already in place. It also presents a strong opportunity for further inclusive improvements, such as replacing the missing swing with an inclusive swing seat, installing a gated entrance from the footpath, and making use of available space to add a high-quality play panel with strong play value.

Officers have carried out a comprehensive inspection of Witney play parks and recommend the following items are installed in the following play parks:

**Inclusive Swing:** This item is inclusive but can also be used by able bodied children.



This swing would be installed at the following parks:

- Oxlease (low volume of inclusive play items)
- King George (low volume of inclusive play items)
- Wood Green (currently has missing swing bay)
- Quarry Road (low volume of inclusive play items)
- Moorland Road (low volume of inclusive play items)
- Fieldmere Close (currently has missing swing bay)

**Total = 6 x Swing Seats @ £980 = £5,880**

**Inclusive Play Panels:** These items promote inclusive play between children of all abilities.



One of the above panels will be installed at each of the following parks:

- Oxlease (low volume of inclusive play items)
- King George (low volume of inclusive play items)
- Wood Green (enhance this parks inclusive status)
- Quarry Road (replace low play value panel)
- Moorland Road (replace low play value panel)
- Fieldmere Close (low volume of inclusive play items)

**Total = 6 x Panels @ £1,500 = £9,000**

***[Communication Panels for non-verbal/autistic children - please refer to the Town Clerk's Note at the end of this report]***

**Self-Closing Gate:** This item is a compliant item to access parks.



One of these gates to be installed in Woodgreen Park to enable access from the pathway, which will improve wheelchair access. The other gate, which enables park access from the field will remain in place as this will give the park two entry/exit points, which is encouraged by ROSPA.

**Total = 1 x gate @ £1,350 (+ £750 replacement fence panel)**

## **Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – Installation of inclusive play equipment in council-managed play parks demonstrates a step toward promoting equality and social integration within the community. By ensuring that children of all abilities can access and enjoy play spaces together, the council is showing its commitment to removing barriers and nurturing a sense of belonging for every child. Inclusive play supports the physical and emotional development of children with disabilities, but also encourages empathy, understanding and shared experiences among all children. This aligns with the council's objectives of equity, accessibility and community.
- b) Biodiversity – Installation methods encourage the making good of any damaged grass or hedges.
- c) Crime & Disorder – All play items are designed and installed to be as resistant to vandalism as possible.
- d) Environment & Climate Emergency – Care has been taken to ensure these play items are environmentally friendly, using sustainable materials and manufacturing processes that minimize environmental impact. These items support the council's commitment to sustainability, helping to create greener, more responsible public spaces for future generations.

## **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.

- Inclusive equipment has a higher cost than standard play equipment and with moving parts they are more prone to damage from vandalism and wear and tear, which means they are more likely to require maintenance and be replaced more frequently
- Moving parts on play equipment always increase the risk of injury and finger entrapment. This risk is managed by ensuring play items are compliant and meet the required BSN safety standards. In addition, Inclusive equipment needs to meet the Equality Act 2010 standards.
- Community and residents may misunderstand the purpose and may question the need or cost of inclusive equipment which the council will manage through effective communication.
- Installation may require the park to temporarily close to ensure public safety. This will be managed by the council through effective communication.

## Social Value

Social value is the positive change the Council creates in the local community within which it operates.

- Please see 'Equality' section under "impact assessments"

## Financial implications

The total allocated budget for play areas in 2025/26 is £75,000, of which £13,000 currently remains available. The breakdown of available budget is as follows:

<b>Activity:</b>	<b>Cost:</b>
Splash Park underground water chamber	£20,000
The Leys and Burwell Parks repair	£16,000
Earmarked for replacement play items	£22,000
<b>TOTAL</b>	<b>£58,000</b>
Remaining budget for improvements	£17,000 (£75,000 - £58,000)
<b>TOTAL BUDGET AVAILABLE</b>	<b>£17,000</b>

**Total recommended spend = £5,880 + £9,000 + £2,100 = £16,980 (vs budget £17,000)**

(No installation costs as this can be achieved with our own Operations team)

## Recommendations

Members are invited to note the report and

1. To agree the allocation of £16,980 +VAT from the play area budget be used to purchase and install the inclusive equipment in the recommended play parks detailed in this report.



### ***Town Clerk's Note***

***This project does not include it, but at the start of the financial year the Council secured £4,700 from Cllr Duncan Enright's Oxfordshire County Council Councillor Priority Fund to support inclusive play. The funding is specifically for installing communication panels designed for non-verbal and autistic children in the North/East Ward of Witney. This is a separate initiative, which Officers hope to deliver in partnership with the Ice Centre.***

## Communication Spot

Communication spot is an important support in everyday life for a child who does not speak or has difficulty producing or understanding speech. The product is useful for interaction and coordination support for all children. With the help of the communication board, the pictures can be used, for example, to look together in which the order the events will occur during the day. Children and families who are learning a new language can also benefit from the picture boards. Please note! The picture symbols or stickers are not available from Lappset.

[Communication Spot](#)

[Contact Us](#)



## PARKS & RECREATION COMMITTEE



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<b>Agenda Item:</b>	Sports Pitch Update
<b>Meeting Date:</b>	Monday 1 September 2025
<b>Contact Officer:</b>	Operations Manager

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### Background

Witney Town Council manages 4 recreation grounds, facilitating seven 11-a-side football pitches and numerous junior pitches. The football season runs from September through to the end of April. From May through to the end of October; these pitches are then renovated and rested.

Clubs make bookings through Witney Town Council's bookings office, which will assign them pitches for their fixtures. Clubs have designated home grounds for league purposes, but there is the control to reassign teams to alternative pitches in case their home grounds are not available. This helps ensure pitches aren't left un-played and that as many teams as possible are getting their bookings.

Two requests have been received from Witney Vikings Football Club for the upcoming 2025-26 season; firstly to inset all available 11-a-side pitches with junior-size pitches. Secondly for a storage container on King George's field.

### Current Situation

#### Renovations

The renovation programme was completed in early May, the earliest it could have been completed with the football season. However, due to the record dry weather in the spring and early summer, it has meant the pitches couldn't be aerated. The lack of rain has also led to most of the grass seed failing to germinate. This unfortunately means the pitches are in a poor condition heading into the 2025-26 season. The only way to have avoided this issue would have been to irrigate the fields, which is not feasible on public grounds.

When the rains pick up in the autumn, the pitches will be aerated, which will help to alleviate the compaction over the fields. This couldn't be carried out in spring because of the dry weather; it would have opened up huge cracks in the fields, making them unplayable for the 2025-26 season. Some high-wear areas (goal mouths) have recovered; however, some at Burwell and King George's completely failed. Due to this, the compacted ground has been dug out and replaced with fresh topsoil and then turfed. The grass coverage will be an ongoing challenge throughout the season, as little can be done; the main focus will be on relieving the

compaction in the field to ensure pitches don't become waterlogged for long periods in the rain.

### **Grants**

Witney Town Council were successful in 2024 in obtaining a grant for West Witney Sports ground to financially assist in the renovation works required at the field. This grant pays out annual contributions until the year 2029. Officers made the application for West Witney as these pitches were regularly offline during the winter months when they become waterlogged. The hope was that the grant would assist in the installation of drainage; however, it only aided financially in the renovation works that were already taking place.

The grant application process proved difficult as the football foundation's system kept changing. The pitch reports also didn't return the outcome officers felt they should have, mainly due to the assessment being a desktop exercise rather than a physical inspection of the pitches. The same grant application was to be made for Burwell, but recently, FA officers have made the council aware of Football Foundation grants for pitch drainage and free drainage consultations.

The Council's current renovation programme exceeds the Ground Management Association's recommendations. So, although the grant received from the football foundation does help financially, it does little to actually physically improve the pitches, as the council were already investing that money. The additional income from the grant for renovation costs could mean the council have more funding available to support the potential costs of drainage.

### **Ground Allocation Trial**

With the increase in Junior teams in Witney and the pressure this brings on the council to provide more pitches, there is the concept of allowing the junior clubs to be responsible for their grounds. All pitches would be marked and prepped weekly by the council, but the clubs would be responsible for managing the games on those grounds.

Vikings are allocated Burwell as a home ground and Tower Hill, West Witney. As West Witney is a larger ground, Vikings would be allocated the Leys as well, apart from one 9-a-side pitch and one 5-a-side pitch. There are some details to still work out with the trial, and meetings need to be arranged with each club to discuss the trials. The concept would help with the booking administration and reduce the loss of income for the council from cancelled games.

### **Insetting pitches**

This is the process of marking smaller junior pitches within a larger 11-a-side pitch. This helps with pitch availability but does permit overplay. For example, a pitch could be played 2 or 3 times a day as opposed to once. Not allowing the pitch to adequately recover can cause damage to the turf and diminish the quality of the pitch.

Inset pitches have been present at Burwell for a few seasons. Burwell field has, for the last few years, been one of the better-performing fields thanks to its soil quality; however, over

the past two seasons, the field has struggled. There are many contributing factors to this, but the major one is that the pitches are being overplayed.

As the new 11-a-side pitch at the Leys will not be hosting an adult team until the new year, some junior pitches could be marked, in its place, to help, but these would then be lost when the changing rooms are built at the Leys and it can rehost a men's football team.

The only other ground that can be considered for inset pitches would be the West Witney; however, the field has required a lot of work to try and keep it online for the season, and the implementation of inset pitches would risk this.

#### **Storage container at King George Field**

King George could be better utilised by junior teams; a 7-a-side pitch was planned at King George's for the 2023-24 season, but was never booked. Viking have raised that they would require a 10ft storage container on site to make the site a more suitable location to book. And with Spartans moving to the Leys, it could become overall a better location for junior football in the new year and potentially training. The placement of the storage container would need permission from West Oxfordshire District Council, as it falls within a conservation zone.

#### **Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – Both junior clubs in Witney have female teams and have done a lot to help boost interest in the women's game.
- b) Crime & Disorder – Football games attract low levels of disorder, smashed bottles in changing rooms, excessive litter and bad language being reported but the situations are rare.

#### **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.

#### **Ground Allocation Trial**

The Ground Allocation Trial would be risky, although it increases admin time, the ability for the council to manage all its grounds means that when grounds become waterlogged and unplayable, these teams can be offered alternative locations. West Witney performed well last season, but the weather was favourable, the ground regularly holds water, and in those situations, those teams need to move to alternative grounds. If the ground allocation trial were in effect, that would leave Tower Hill without 4 – 5 of its pitches, with no alternative.

## **Insetting Pitches**

For the reasons stated in the report, the insetting of pitches is a risk that could result in further deterioration to football grounds.

## **Storage Container at King Georges**

Utilising King George's Field for more football training and matches could result in complaints from residents about the parking situation, of which the council have received complaints before.

## **Financial implications**

- The Grant from the Football Foundation for West Witney pays out a total of £27,948 over 6 years.
- Witney Vikings have confirmed they will cover the costs for the 10 foot shipping container at King George's Field.

## **Recommendations**

Member are invited to note the report and

1. Instruct officers to meet with Junior Clubs to discuss a ground allocation trial.
2. Approve the placement of a storage container on King George's Field if approval is granted from West Oxfordshire District Council.
3. Consider the proposal of insetting pitches as detailed in the report.

## PARKS & RECREATION COMMITTEE



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**Agenda Item:** Football Club Training Fees

**Meeting Date:** Monday 1 September 2025

**Contact Officer:** Operations Manager

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At its last meeting (Minute No. PR394), the Parks & Recreation Committee considered the costs associated with maintaining football pitches and discussed the pressures created by high levels of demand, particularly at Burwell. Members noted concerns about unofficial training sessions taking place on recreational grounds without permission, which was hindering pitch recovery and compaction management. In response, the Committee resolved that consideration be given to the introduction of an annual fee for out-of-season training and requested that a further report be brought forward.

This report has therefore been prepared at the Committee's request to provide further background on the current arrangements for training use of match-day pitches.

### Background

Training on pitches intended for match day use is discouraged. It is instead recommended that clubs book alternative facilities, and the grass pitches are only to be used as a last resort. If the pitches are required for training, clubs can book them at half the cost of a match booking.

Clubs can book pitches for training purposes on weekdays during the football season only. It is discouraged because these training games can ultimately risk the pitches for matches on the weekend. Over the last five years, the Council has received a total of 43 bookings for training purposes from all clubs. The majority of which occurred in 2021 and 2022. This limited but concentrated use highlights the ongoing need to balance pitch availability with long-term maintenance and quality.

### Current Situation

There have been a number of unbooked training sessions taking place on pitches by clubs. These have been verified by officers and parents of the teams, making enquiries to the council. The size of the training sessions makes them hard to regulate. And the impact may not have been seen as damaging, however the simple act of disturbing the soil and seed in a goal mouth can prevent the recovery of that area.

There is a requirement for clubs to offer their teams training sessions, the facilities in Witney are limited and a contributing factor to why training is taking place unregulated on council pitches. As training has always been discouraged, teams haven't acquired floodlights, so the training in the wintertime is not possible when it could do the most damage. The FA actively

discourage teams from training on match pitches, and will not consider a grant request for floodlights where training is in place on such pitches.

For the reasons stated above, it would be detrimental to open up training on council pitches further. Instead, officers have looked at all viable locations to offer teams such as Oxlease Field, the boundary of King Georges, the west side of Burwell and Deer Park and Raleigh Crescent. All these areas could be marked with some form of pitches and offered to teams exclusively for training purposes. They could then also make a grant request for floodlights to help them with training requirements over the winter.

The above proposal is suggested along with the intent to completely restrict training on match pitches. This training offer to clubs, along with a reaffirmed message for the reasons why training is not permitted on pitches, should help clubs work with the council on their requirement and help protect pitches.

There are a few options on how to charge for these sessions, the first would be to continue with the 50% of the match free rate. It has been hard to enforce, and ultimately, as the booking history shows, teams have stopped booking and paying for training.

A second option could be to include the training fees with match bookings. This would ensure income is received against training, so there would be no requirement to enforce and manage training sessions. This would be hard to offer to teams as the amount of training facilities on offer wouldn't match the amount of match bookings, also during the winter months, grass training facilities without floodlight provision wouldn't be usable.

Setting a fixed annual fee for clubs to use training facilities. There are many options to charge this concept to clubs. An annual fee to use training areas, although this could cause issues between clubs on overlapping training. So instead, each area is set an annual fee based on square meters, and clubs can book those areas annually. Or this could be amended slightly to reflect an annual fee per day.

A final option would be to remove training fees altogether. However, the added wear on the areas identified will need some level of basic maintenance, and the training fees collected will help with the cost of that maintenance. As reported to the Parks and Recreation Committee on the 30th June 2025, football is subsidised by around 70%.

## **Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – Both junior clubs in Witney have female teams which has helped boost interest in the women's game.
- b) Crime & Disorder – Football attracts low levels of disorder, smashed bottles in changing rooms, excessive litter and bad language being reported but the situations are rare.

## **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.

Some of the areas mentioned in the report, especially King George and Oxlease, are not accustomed to seeing football training, and therefore its introduction with the inevitable vehicle movements and especially the use of floodlights could generate complaints from neighbouring residents.

## Financial implications

As reported to the Parks and Recreation Committee on the 30th June 2025, football is subsidised by around 70%.

Below is the current schedule of charges for football matches:

WITNEY TOWN COUNCIL	
SCHEDULE OF RECREATIONAL CHARGES	
Effective from 1st April 2025	
	£
FOOTBALL	
ADULTS /OVER 16S	66.50
JUNIOR TEAMS (UNDER 16)	33.50
MINI TEAMS (UNDER 10) SMALL PITCHES ONLY	22.50
HARDCOURT PLAY AREA- BURWELL - LIGHTING CHARGE	27.50
DEPOSIT FOR HIRE OF EQUIPMENT	10.25

## Recommendations

Members are invited to note the report and to consider the options for the provision of football training facilities and the associated charging arrangements, namely:

- Continue with the current approach of charging 50% of the match fee rate for each booked training session;
- Incorporate an element for training within the match fee rate, thereby ensuring income is received without the need for separate enforcement;
- Introduce a fixed annual fee for clubs to use designated training areas, with the structure (per area or per day) to be determined;
- Remove training charges altogether, whilst requiring all training sessions to be booked, noting that the additional wear on training areas would still require a level of maintenance subsidy from the Council.



## PARKS & RECREATION COMMITTEE



**Agenda Item:** Projects Update

**Meeting Date:** Monday 1 September 2025

**Contact Officer:** Project Officer

The purpose of this report is to provide members with an update regarding the major capital projects that are currently in flight.

### Background

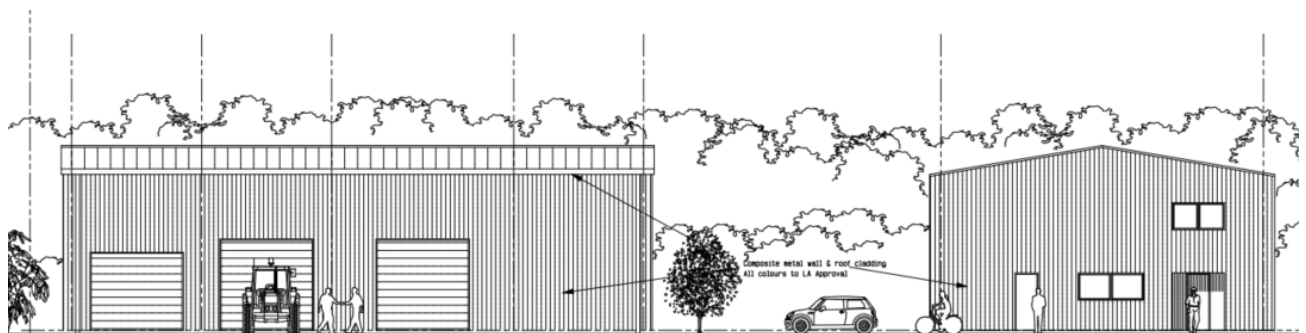
As you are aware, Witney Town Council's Open Spaces Strategy cited five themes to deliver improvements for our community: Parks, Sport, Leisure, Infrastructure & Effectiveness.

This report aims to provide you with an update on the major capital projects linked to Parks and Recreation, included in this report are: 'West Witney Project' and 'Raleigh Crescent MUGA'.

Additionally, Courtside Hubs CIC have provided a comprehensive confidential update which is listed as a separate item later on this meeting's Agenda.

### West Witney Project

#### New Depot



#### West Witney Clubhouse



## **Current Situation**

- While the project has generally stayed on course, it has suffered some minor unforeseen setbacks due to resolving Building Control issues, investigating poorly mapped underground utilities and extra time needed to design a solution to retain the bowls club wall. This has resulted in moving the planned completion date of the New Depot from October 2025 to January 2026 and the completion of West Witney Clubhouse from February 2025 to March 2025. (A high-level timing plan is attached as confidential appendix A, which demonstrates the completion of key milestones)
- Project tender, which combines the construction of the New Works Depot and refurbishment of West Witney Clubhouse is on track to be published at the beginning of September.
- All mandatory documentation, technical drawings and surveys have been completed and approved to create a tightly defined and specification-led tender document to ensure council receives submissions that offer best value for money, correct quality compliance and can deliver within required timeframes.
- All required documentation (e.g. Flood & Drainage Strategy and Landscape Environmental Management Plan) to satisfy planning approval conditions has been completed and submitted to West Oxfordshire District Council. Confidence is high that we will obtain a positive decision, which is due at the beginning of September.
- Loan Application submitted to Ministry of Housing, Communities & Local Government and we are expecting a decision by early September.

## **Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – n/a
- b) Biodiversity – In accordance with planning conditions the new depot satisfies the required uplift in Biodiversity Net Gain (BNG) rating.
- c) Crime & Disorder – Security of both buildings has been specified in the tender to ensure the building remains safe and potential thieves are deterred. This includes required ratings of locks, doors and windows together with window bars and CCTV.
- d) Environment & Climate Emergency – Building construction consists of environmentally friendly materials, which will also improve thermal efficiency. PV roof panels have also been included in specification to reduce energy consumption.

## **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.

- To reduce the risks typically associated with construction projects, the council is working in partnership with Berrys, a specialist construction consultancy. This

collaboration provides assurance that the project will deliver value for money, meet the required specifications and be completed within the agreed timeframes

- The council's rigorous procurement protocols and use of financial regulations significantly reduces the risk of engaging substandard contractors, thereby safeguarding public funds from corrective costs and legal disputes.

## **Social Value**

Social value is the positive change the Council creates in the local community within which it operates.

- The new depot will improve the team's ability to maintain and enhance the valuable services they provide the town. This improves the appearance of the town and its green spaces, making it a cleaner, neater and more pleasant environment for our residents.
- A refurbished Clubhouse will provide the community with a new modern building to socialise and rent function rooms. It will also provide the community with refurbished changing rooms facilities for sports teams and eliminates the current safeguarding issue restricting its use for youngsters.

## **Financial implications**

- The financial implications have been documented comprehensively in our RFO's Full Council Report dated 23<sup>rd</sup> June 2025

## **Recommendations**

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

### **Raleigh Crescent MUGA**



## **Current Situation**

- Officers have received clarification from West Oxfordshire District Council on the conditions of use for the S106 money allocated to provide a MUGA at Raleigh Crescent.
- Officers have re-issued the tender document to reflect the S106 requirements for WODC to approve and publish.
- WTC Officers have collaborated with WODC Officers to respond to several complaints from a local resident who is concerned with the location of the planned MUGA. Officers have captured relevant concerns and included these within the proposed tender to WODC. The resident has also been given guidance on the formal process they can follow to comment on the planning application when the design and location has been confirmed.

## **Impact Assessments**

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – inclusivity and accessibility to everyone are important design features of this park, which are highlighted in tender and subsequent evaluation process.
- b) Biodiversity – the project plans to deliver above the minimal uplift in BNG
- c) Crime & Disorder – location is an area subjected to occasional anti-social behaviour, which was raised at consultation events. We have asked for this issue to be addressed within the design and lighting/CCTV innovations.
- d) Environment & Climate Emergency – building construction consists of environmentally friendly materials and lighting will be energy efficient. Muga specification includes soundproof materials to reduce sound of ball strikes.

## **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.

- Differences in Town Council and District Council protocol, processes and cultures could present challenges agreeing tender specifications and transferring ownership to Witney Town Council. We are managing risk by learning from previous experience with Play Park and effective comms through robust procurement process and project management.
- Officers recognise that concepts which were presented at public consultation last year will be different to what is being delivered due to S106 spending criteria. Officers are taking relevant feedback from consultation event to incorporate into new design scope. In addition, officers are working with WODC officers to re-engage community to reset expectations.

## **Social Value**

Social value is the positive change the Council creates in the local community within which it operates.

- A key objective of the park is to encourage exercise through fun activities, which attracts users from every segment of the community to encourage social, generational, cultural and physical integration.
- Another key objective is making a safe and fun area for girls to participate in sporting activities.
- The park will address a growing concern of anti-social behaviour in the existing park, due to its covered seating areas, which are poorly lit.

## **Financial implications**

- The project budget is reliant on S106 monies from District Council, which means the town council must work in partnership to deliver project. Robust processes need to be in place to ensure robust contracts are in place and smooth transfer of ownership is achieved.

## **Recommendations**

This is a project update however any feedback is always appreciated

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