

Parks & Recreation Committee Meeting of Witney Town Council



Monday, 9th March, 2026 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 in advance.

Recording of Meetings

In accordance with the Openness of Local Government Bodies Regulations 2014, public meetings may be filmed, audio-recorded, or photographed. Anyone intending to record the proceedings is asked, as a courtesy, to inform the Committee Clerk before the meeting begins.

This meeting will be broadcast live via Microsoft Teams and recorded; by attending or participating, you consent to the recording and public sharing of audio and video, which may be made available for later viewing. For details on how personal data is handled, please see the [Privacy Notice](#)

To view the meeting please follow this link [Parks & Recreation Committee | Meeting-Join | Microsoft Teams](#)

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 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 - 6)

a) To adopt and sign as a correct record the minutes of the Parks & Recreation Committee held on 12 January 2026;

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 7 - 22)

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

Recreation

6. **Sports Pitches Update** (Pages 23 - 25)

To receive and consider the report of the Head of Estates & Operations.

7. **Major Projects**

To receive and consider the report of the Project Officer concerning the progress of projects under the remit of this Committee being undertaken by the Council or Stakeholders.

a) **West Witney Sports Ground Projects** (Pages 26 - 29)

b) **The Leys/Courtside Hub** (Pages 30 - 31)

c) **Raleigh Crescent MUGA/MUSA** (Pages 32 - 34)

8. **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



Town Clerk

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

Held on Monday, 12 January 2026

At 6.02 pm in the Gallery Room, The Corn Exchange, Witney

Present:

Councillor S Simpson (Vice-Chair, in the Chair)

Councillors:	J Treloar R Smith J Doughty	D Edwards-Hughes D Temple G Doughty (In place of J Aitman)
Officers:	Sharon Groth Adam Clapton Derek Mackenzie Adam Cook	Town Clerk Deputy Town Clerk Senior Administrative Officer & Committee Clerk Project Officer
Others:	None	

PR14 APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor J Aitman, Councillor G Doughty attended as a substitute.

Councillor A Bailey submitted his apologies after the meeting had commenced, and as such, they could not be formally communicated during the meeting.

PR15 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or Officers.

PR16 MINUTES

The minutes of the meeting of the Parks & Recreation Committee held on 3 November 2025 were received.

Resolved:

That, the minutes of the Parks & Recreation Committee meeting held on 3 November 2025 be approved as a correct record of the meeting and be signed by the Chair.

PR17 PARTICIPATION OF THE PUBLIC

There was no public participation.

PR18 WEST WITNEY - TOWN COUNCIL DEPOT & CLUBHOUSE

The Committee heard from the Project Officer regarding the progress of the West Witney projects.

Members welcomed the positive progress of the new depot build and noted that completion remained on track for mid-February. It was further reported that redevelopment of the main social club building had commenced, with a proposed completion date of mid-April.

Members were advised that sports clubs had been consulted regarding access to toilet facilities during the construction period and in response to a Member's question, the Project Officer confirmed that the contractor was working with Witney Mill Bowls Club to provide access to facilities they had requested, noting that these works would be undertaken at the Bowls club's own expense.

Members were provided with further details of regular site inspections by Officers and the Council's consultants Berry's and noted that savings were being achieved through the introduction of a fortnightly payment plan, alongside additional savings identified through value engineering.

Members queried how any savings would be realised, including whether this would result in a reduced drawdown of loan facilities or be utilised for additional project works at the West Witney site. The Town Clerk confirmed that it was still too early to determine the level of savings; however, she advised that direction would be required prior to the setting of the Council's 2026/27 budget on 2 February 2026. The Responsible Financial Officer would provide the most up-to-date financial information in advance of that decision.

Finally, Members were offered the opportunity to attend a site visit, with further details to be circulated by the Project Officer.

Resolved:

1. That, the report be noted and,
2. That, details of a site visit be circulated to Councillors and,
3. That, details of the current financial position of the West Witney project be presented to Council at its meeting on 2 February 2026.

PR19 THE LEYS - COURTSIDE HUBS

The Committee heard from the Project Officer regarding the Leys Courtside development.

Members were advised that a simulated flood event of the site had recently taken place, with positive results reported.

It was noted that the project would see the hub opening in stages; however, information received from Courtside regarding the precise timescale and details of the staged opening had been limited.

The Committee heard that Oxfordshire County Council had been challenging to engage with concerning the implementation of parking restrictions, but Officers expressed optimism that this issue would be resolved in the near future.

Members were further informed that the Council had still not yet made its financial contribution to the project, as this was dependent upon the achievement of key milestones in the final delivery stages of the development.

Resolved:

1. That, the update on the Leys Courtside development be noted and,
2. That, Officers continue to liaise with Courtside and Oxfordshire County Council to clarify the staged opening timetable and progress with parking restrictions and,
3. That, the Council's financial contribution remains linked to the achievement of the project's key milestones, with updates to be reported to the Committee as appropriate.

PR20 RALEGH CRESCENT - MULTI USE GAMES AREA (MUGA)

The Committee heard from the Project Officer regarding the progress of the Multi-Use Games Area (MUGA) at Raleigh Crescent.

Members were advised that the project was continuing to progress and that Officers were working with West Oxfordshire District Council (WODC) to finalise the tender documentation for issue.

The Committee noted that there had been a delay in WODC issuing the tender; however, Officers had been assured by WODC that it was expected to be issued in January. Members further heard that any future consultation would relate solely to the design of the MUGA.

Officers advised that this consultation would be shared with local schools to encourage engagement from potential users and to seek their views and support for the proposed design.

Resolved:

1. That, the update on the Multi-Use Games Area at Raleigh Crescent be noted and,
2. That, Officers continue to liaise with West Oxfordshire District Council to ensure the timely issue of the tender documentation and,
3. That, Officers undertake future design consultation with local schools to seek feedback and support from potential users, with outcomes to be reported back to the Committee.

The meeting closed at: 6.26 pm

Chair

PARKS AND RECREATION COMMITTEE



Agenda Item: Finance Report
Meeting Date: Monday 9 March 2026
Contact Officer: Responsible Financial Officer

Should Members have any queries about this report advance notice would be appreciated, in writing, by 12 noon on Friday 6 March to allow for a full response at the meeting.

Background

Detailed income and expenditure statements for budgets which are the responsibility of this committee are enclosed. The period to which this report relates is 1 April 2025 to 31 December 2025.

Current Situation

A Management accounts

The Council has appointed five standing committees which have delegated powers to make decisions, including those in relation to finance, regarding the services which are 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.

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.

The cost centres for which this committee has **responsibility** are:

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/ Deer Park pitches

215	Cedar Drive Play Area
216	Unterhaching Play Area
217	Waterford Lane Play Area
218	Windrush Place
230	Play Areas (holding budget)

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 “3” or “4” are expenditure codes.

The format of this report is straightforward; the first two columns relate to the original budget from 2024/25 against the actual figures for last year. The middle columns relate to the current year’s original budget, actual expenditure year to date, the projected budget to 31 March 2026, based on the latest estimates. The right-hand columns relate to the agreed estimates for 2026/27.

A full review of the budgetary position was undertaken during the budget cycle. These received detailed consideration at the last meeting of this committee and the subsequent Policy Governance & Finance Committee and Full Council meetings. The RFO would refer members to the finance/ budget reports which were approved at those meetings for further information.

Members may wish to note the following:

1. There will be some codes where the year-to-date figure now exceeds the projected for the whole year. This is to be expected as the projections were the best estimates made in September/ October and clearly matters move on. Equally there will be other codes where not all the projected budgets will be required. Virements (transfers) between budgets will be made where these can be justified but overall there are no budget lines which cause concern.
2. All codes 4047 – play equipment maintenance. As previously advised a budget used to be allocated to each of the play areas on an annual basis. This was not always required and so at the year-end any underspend was transferred to the appropriate earmarked reserve. However when spending was required it sometimes exceeded the annual budget amount allocated to the relevant site for that year and so the difference was funded either through the earmarked reserve or from a virement from underspent budgets on other sites.

To simplify matters, during the budget cycle a new cost centre, 230, “Play Areas Holding Budget” was created by transferring all 4047 budgets from the individual play areas. Allocations are then made from the holding budget to individual play areas when expenditure is incurred by way of virement.

3. There is a change to the accounting treatment of “Subsidised lettings” in relation to the Leys Recreation Ground (code 202). These subsidised lettings take place when the Council allows groups to use the Leys Recreation Ground at no charge for community-based events. The value of these lettings is shown against code 4110 – redesignated as “Lettings – no charge/subsidised.” Previously the corresponding credit was shown at code 1051 – Ground Hire. However the free lettings are now shown under code 1055 – Ground Hire – Not charged/grant. This shows more clearly the value of these hires and it is helpful in terms of accounting that they are separated out from the paid for lettings, where a payment is being made for a supply of goods/services in contrast to the free lettings which are a non-business activity, essentially an extension of the Council’s grants programme.
4. A sum of £59,250 in the current year budget, in relation to Windrush Place, will be transferred to earmarked reserves at year end.
5. The Committee’s services are operating within agreed budgets – the original budget was revised down from £497,926 to £456,848 during the budget cycle and expenditure to 31 December 2025 was £257,369.

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 – no implications directly resulting from this report.
- b) Biodiversity - no implications directly resulting from this report.
- c) Crime & Disorder - no implications directly resulting from this report.
- d) Environment & Climate Emergency - no implications directly resulting from this report.

Risk

In decision making Councillors should consider 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.

This report forms part of the Council's mechanisms for budgetary control, as it enables income and expenditure incurred to be reviewed and to be compared with the Council's budgets.

The Committee's services are being delivered within agreed budgets.

Recommendations

Members are invited to approve the report and the management accounts of the Committee's services to 31 December 2025.

Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Parks & Recreation Ctte, 9 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Parks & Recreation</u>										
201	<u>SPLASHPARK</u>									
4012	WATER RATES	12,000	19,404	15,000	13,548	14,000	0	15,000	0	0
4016	CLEANING MATERIALS	300	0	305	197	305	0	300	0	0
4036	PROPERTY MAINTENANCE	5,651	5,841	5,100	1,728	3,000	0	3,500	0	0
4047	PLAY EQUIP MAINTENCE	2,668	0	5	5	0	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	500	0	510	0	0	0	510	0	0
4049	PLAY RISK ASSESSMENT	0	0	0	72	0	0	0	0	0
4099	MISCELLANEOUS	0	51	0	0	0	0	0	0	0
4888	O/S STAFF RECHARGE	9,315	4,956	7,500	2,951	6,162	0	8,358	0	0
4890	O/S O'HEAD RECHARGE	854	392	488	208	452	0	494	0	0
4899	DEPOT REALLOCATION	1,699	1,256	1,067	602	930	0	1,239	0	0
	Overhead Expenditure	32,987	31,900	29,975	19,311	24,849	0	29,401	0	0
	Movement to/(from) Gen Reserve	(32,987)	(31,900)	(29,975)	(19,311)	(24,849)		(29,401)		
202	<u>THE LEYS RECREATION GROUND</u>									
1020	SPORTS - FOOTBALL	3,400	3,147	2,600	697	2,700	0	2,810	0	0
1043	GREEN FEES - WTBC	5,420	5,420	5,500	5,550	5,550	0	5,760	0	0
1050	RENT RECEIVED	1,000	1,000	0	0	0	0	0	0	0
1051	GROUND HIRE	16,038	15,991	17,650	12,138	12,138	0	18,257	0	0
1052	EXPENSES RECOVERED	160	1,228	165	455	1,658	0	171	0	0
1054	EASEMENTS/WAYLEAVES	0	6	6	0	0	0	6	0	0
1055	GROUND HIRE - NOT CHARGD/GRANT	0	0	0	5,820	5,763	0	0	0	0
1058	WATER RECOVERED	190	2,370	0	0	0	0	202	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Parks & Recreation Ctte, 9 March 2026

	<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	26,208	29,162	25,921	24,659	27,809	0	27,206	0	0
4012 WATER RATES	3,000	8,445	1,350	2,539	1,350	0	0	0	0
4014 ELECTRICITY	5,202	2,422	3,600	2,377	1,350	0	3,737	0	0
4017 CONTRACT CLEAN/WASTE	609	869	425	841	640	0	665	0	0
4024 SUBSCRIPTIONS	0	0	0	430	430	0	446	0	0
4025 INSURANCE	256	112	0	112	224	0	150	0	0
4028 I.T.	0	0	0	13	13	0	0	0	0
4036 PROPERTY MAINTENANCE	7,500	6,991	5,000	4,075	6,000	0	6,000	0	0
4037 GROUNDS MAINTENANCE	8,120	8,118	5,000	6,326	8,000	48	8,000	0	0
4038 OTHER MAINTENANCE	2,500	0	0	0	0	0	0	0	0
4041 EQUIPMENT HIRE	0	38	0	0	0	0	0	0	0
4046 SPORTS EQUIPMENT	4,000	3,495	2,000	1,687	2,900	0	3,500	0	0
4047 PLAY EQUIP MAINTENCE	5,000	1,728	3,882	4,091	3,882	53	0	0	0
4048 ENG.INSPEC.(VARIABLE)	1,055	1,043	1,060	940	940	0	1,100	0	0
4049 PLAY RISK ASSESSMENT	144	420	140	72	0	0	145	0	0
4059 OTHER PROF FEES	0	0	0	0	10,000	0	0	0	0
4099 MISCELLANEOUS	0	8	0	41	41	21	0	0	0
4110 LETTINGS - NO CHARGE/SUBSID'D	10,000	4,855	5,500	5,820	5,763	0	5,980	0	0
4215 IN BLOOM - INC SCHOOLS CHALLENGE	1,000	50	2,000	0	4,000	0	2,000	0	0
4495 TFR FROM EARMARKED R	0	0	0	-13,875	-13,875	0	0	0	0
4888 O/S STAFF RECHARGE	66,175	75,610	80,000	59,655	82,022	0	89,149	0	0
4890 O/S O'HEAD RECHARGE	15,690	7,751	5,210	4,096	6,518	0	5,268	0	0
4892 C/S STAFF RCHG	18,431	17,825	21,358	14,878	20,835	0	20,319	0	0
4893 C/S O'HEAD RCHG	5,214	6,201	5,650	4,117	5,217	0	5,817	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Parks & Recreation Ctte, 9 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4899	DEPOT REALLOCATION	7,483	14,657	11,376	11,181	13,410	0	13,215	0	0
	Overhead Expenditure	161,379	160,638	153,551	109,416	159,660	122	165,491	0	0
	Movement to/(from) Gen Reserve	(135,171)	(131,476)	(127,630)	(84,757)	(131,851)		(138,285)		
203	<u>WEST WITNEY SPORTS GROUND</u>									
1020	SPORTS - FOOTBALL	8,536	10,464	8,050	6,580	9,900	0	10,300	0	0
1021	SPORTS - CRICKET	1,500	1,470	1,500	1,939	1,938	0	2,000	0	0
1041	RENTAL - TENNIS CLUB	0	4,970	0	0	0	0	0	0	0
1042	RENTAL- PROJ.RANGE	3,110	3,110	0	0	0	0	0	0	0
1044	GREEN FEES - WMBC	3,254	3,250	3,325	3,350	3,325	0	3,450	0	0
1045	GREEN FEES - WWBC	3,254	3,250	3,325	3,325	3,325	0	3,450	0	0
1050	RENT RECEIVED	10,366	10,352	0	0	0	0	0	0	0
1054	EASEMENTS/WAYLEAVES	6	6	6	0	6	0	6	0	0
1060	INSURANCE RECOVERED	427	457	0	0	0	0	472	0	0
1170	GRANTS RECEIVED	0	0	0	6,986	6,986	0	0	0	0
	Total Income	30,453	37,329	16,206	22,179	25,480	0	19,678	0	0
4024	SUBSCRIPTIONS	0	0	0	430	430	0	445	0	0
4025	INSURANCE	774	681	695	704	704	0	950	0	0
4028	I.T.	0	0	0	47	47	0	0	0	0
4036	PROPERTY MAINTENANCE	1,500	2,708	3,300	972	2,100	0	3,000	0	0
4037	GROUNDS MAINTENANCE	11,500	11,374	11,600	13,263	11,000	61	11,400	0	0
4046	SPORTS EQUIPMENT	1,000	156	1,000	665	500	0	500	0	0
4047	PLAY EQUIP MAINTENCE	0	6	0	5	5	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	213	207	210	376	376	0	390	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Parks & Recreation Ctte, 9 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4059	OTHER PROF FEES	2,000	0	2,000	0	4,000	0	2,000	0	0
4062	SPORTS PITCH MATERIALS	0	1,665	1,285	0	600	0	1,200	0	0
4099	MISCELLANEOUS	0	8	0	0	82	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	0	-2,000	-2,000	0	0	0	0
4888	O/S STAFF RECHARGE	37,622	65,701	70,000	42,731	62,350	0	78,005	0	0
4890	O/S O'HEAD RECHARGE	13,071	7,977	4,559	2,836	4,574	0	4,609	0	0
4899	DEPOT REALLOCATION	2,275	14,337	9,954	7,797	9,410	0	11,563	0	0
Overhead Expenditure		69,955	104,821	104,603	67,826	94,178	61	114,062	0	0
203 Net Income over Expenditure		-39,502	-67,491	-88,397	-45,647	-68,698	-61	-94,384	0	0
6001	less Transfer to EMR	0	0	0	6,986	0	0	0	0	0
Movement to/(from) Gen Reserve		(39,502)	(67,491)	(88,397)	(52,633)	(68,698)		(94,384)		
204	<u>BURWELL (QE2) SPORTS GROUND</u>									
1020	SPORTS - FOOTBALL	8,000	6,859	7,150	3,777	7,000	0	7,280	0	0
Total Income		8,000	6,859	7,150	3,777	7,000	0	7,280	0	0
4017	CONTRACT CLEAN/WASTE	0	700	0	0	0	0	0	0	0
4024	SUBSCRIPTIONS	0	0	0	215	215	0	220	0	0
4028	I.T.	0	0	0	36	36	0	0	0	0
4036	PROPERTY MAINTENANCE	1,000	1,626	1,000	728	1,000	0	1,038	0	0
4037	GROUNDS MAINTENANCE	9,745	9,745	9,950	10,609	9,950	0	10,328	0	0
4046	SPORTS EQUIPMENT	2,000	0	1,000	1,334	2,000	0	1,000	0	0
4047	PLAY EQUIP MAINTENCE	2,000	2,053	130	130	130	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	587	546	560	1,200	1,200	0	1,245	0	0
4049	PLAY RISK ASSESSMENT	100	70	75	72	72	0	75	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Parks & Recreation Ctte, 9 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4099	MISCELLANEOUS	0	0	0	41	41	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	0	-1,000	-1,000	0	0	0	0
4888	O/S STAFF RECHARGE	21,124	37,944	35,000	31,265	46,148	0	39,003	0	0
4890	O/S O'HEAD RECHARGE	8,809	4,182	2,279	2,155	3,385	0	2,305	0	0
4899	DEPOT REALLOCATION	577	8,920	4,977	5,766	6,965	0	5,782	0	0
Overhead Expenditure		45,942	65,785	54,971	52,551	70,142	0	60,996	0	0
Movement to/(from) Gen Reserve		(37,942)	(58,927)	(47,821)	(48,774)	(63,142)		(53,716)		
205	<u>KING GEORGE V / NEWLAND</u>									
1020	SPORTS - FOOTBALL	1,700	1,539	1,750	1,131	1,600	0	1,665	0	0
Total Income		1,700	1,539	1,750	1,131	1,600	0	1,665	0	0
4028	I.T.	0	0	0	8	8	0	0	0	0
4036	PROPERTY MAINTENANCE	534	0	0	0	0	0	0	0	0
4037	GROUNDS MAINTENANCE	4,003	4,003	5,700	2,895	5,000	0	5,917	0	0
4047	PLAY EQUIP MAINTENCE	500	38	33	33	33	0	0	0	0
4048	ENG.INSPEC.(VATABLE)	480	472	480	496	496	0	515	0	0
4049	PLAY RISK ASSESSMENT	100	70	75	72	72	0	75	0	0
4099	MISCELLANEOUS	0	0	0	41	41	0	0	0	0
4100	GRANTS GENERAL	500	0	500	0	0	0	500	0	0
4495	TFR FROM EARMARKED R	0	0	0	-500	-500	0	0	0	0
4888	O/S STAFF RECHARGE	15,699	13,570	20,000	10,730	16,727	0	22,287	0	0
4890	O/S O'HEAD RECHARGE	3,502	1,507	1,303	759	1,227	0	1,317	0	0
4899	DEPOT REALLOCATION	1,881	2,853	2,844	1,859	2,524	0	3,304	0	0
Overhead Expenditure		27,199	22,513	30,935	16,393	25,628	0	33,915	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Parks & Recreation Ctte, 9 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(25,499)</u>	<u>(20,974)</u>	<u>(29,185)</u>	<u>(15,262)</u>	<u>(24,028)</u>		<u>(32,250)</u>		
207	MOORLAND ROAD PLAY AREA									
4036	PROPERTY MAINTENANCE	0	60	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENANCE	500	905	449	449	449	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	293	273	280	313	313	0	325	0	0
4049	PLAY RISK ASSESSMENT	100	70	75	72	72	0	75	0	0
4099	MISCELLANEOUS	0	20	0	41	41	0	0	0	0
4888	O/S STAFF RECHARGE	2,728	7,095	7,000	4,474	7,820	0	7,801	0	0
4890	O/S O'HEAD RECHARGE	251	898	456	303	574	0	461	0	0
4899	DEPOT REALLOCATION	498	1,502	995	827	1,180	0	1,156	0	0
	Overhead Expenditure	<u>4,370</u>	<u>10,824</u>	<u>9,255</u>	<u>6,480</u>	<u>10,449</u>	<u>0</u>	<u>9,818</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(4,370)</u>	<u>(10,824)</u>	<u>(9,255)</u>	<u>(6,480)</u>	<u>(10,449)</u>		<u>(9,818)</u>		
208	WOOD GREEN/PLAY AREA									
4047	PLAY EQUIP MAINTENANCE	500	574	63	63	63	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	300	298	305	313	313	0	325	0	0
4049	PLAY RISK ASSESSMENT	100	70	75	72	72	0	75	0	0
4099	MISCELLANEOUS	0	20	0	41	41	0	0	0	0
4888	O/S STAFF RECHARGE	8,637	5,862	5,000	5,252	8,447	0	5,572	0	0
4890	O/S O'HEAD RECHARGE	2,854	647	326	363	620	0	329	0	0
4899	DEPOT REALLOCATION	592	1,198	711	944	1,275	0	826	0	0
	Overhead Expenditure	<u>12,983</u>	<u>8,670</u>	<u>6,480</u>	<u>7,048</u>	<u>10,831</u>	<u>0</u>	<u>7,127</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>(12,983)</u>	<u>(8,670)</u>	<u>(6,480)</u>	<u>(7,048)</u>	<u>(10,831)</u>		<u>(7,127)</u>		
209	ETON CLOSE PLAY AREA									

Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Parks & Recreation Ctte, 9 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4047	PLAY EQUIP MAINTENCE	250	38	9	9	9	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	200	199	205	209	209	0	213	0	0
4049	PLAY RISK ASSESSMENT	100	70	100	72	72	0	75	0	0
4099	MISCELLANEOUS	0	20	0	41	41	0	0	0	0
4222	TINY FOREST EXPENSES	150	0	150	0	150	0	150	0	0
4888	O/S STAFF RECHARGE	0	6,037	6,000	3,559	6,430	0	6,686	0	0
4890	O/S O'HEAD RECHARGE	0	687	391	236	472	0	395	0	0
4899	DEPOT REALLOCATION	0	1,344	853	650	970	0	991	0	0
	Overhead Expenditure	700	8,395	7,708	4,776	8,353	0	8,510	0	0
	Movement to/(from) Gen Reserve	(700)	(8,395)	(7,708)	(4,776)	(8,353)		(8,510)		
210	OXLEASE PLAY AREA									
4047	PLAY EQUIP MAINTENCE	500	102	1,732	1,768	1,732	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	614	621	635	524	524	0	659	0	0
4049	PLAY RISK ASSESSMENT	100	70	75	72	72	0	75	0	0
4099	MISCELLANEOUS	0	20	0	41	41	0	0	0	0
4888	O/S STAFF RECHARGE	10,240	8,858	7,000	7,612	13,045	0	7,801	0	0
4890	O/S O'HEAD RECHARGE	3,001	1,041	456	508	957	0	461	0	0
4899	DEPOT REALLOCATION	885	1,777	995	1,428	1,969	0	1,156	0	0
	Overhead Expenditure	15,340	12,490	10,893	11,954	18,340	0	10,152	0	0
	Movement to/(from) Gen Reserve	(15,340)	(12,490)	(10,893)	(11,954)	(18,340)		(10,152)		
211	FIELDMERE PLAY AREA									
4047	PLAY EQUIP MAINTENCE	250	2,312	1,482	1,482	1,482	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	300	298	305	313	313	0	317	0	0

Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Parks & Recreation Ctte, 9 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4049	PLAY RISK ASSESSMENT	100	70	75	72	72	0	75	0	0
4099	MISCELLANEOUS	0	20	0	41	41	0	0	0	0
4888	O/S STAFF RECHARGE	4,810	5,743	4,000	3,973	5,968	0	4,457	0	0
4890	O/S O'HEAD RECHARGE	441	606	261	257	438	0	263	0	0
4899	DEPOT REALLOCATION	877	1,038	569	786	901	0	661	0	0
Overhead Expenditure		6,778	10,087	6,692	6,924	9,215	0	5,773	0	0
Movement to/(from) Gen Reserve		(6,778)	(10,087)	(6,692)	(6,924)	(9,215)		(5,773)		
212	QUARRY ROAD PLAY AREA									
4036	PROPERTY MAINTENANCE	0	47	0	0	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	250	66	91	91	91	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	250	323	250	339	339	0	260	0	0
4049	PLAY RISK ASSESSMENT	100	70	75	72	72	0	75	0	0
4099	MISCELLANEOUS	0	20	0	41	41	0	0	0	0
4888	O/S STAFF RECHARGE	217	2,275	4,000	1,125	1,115	0	4,457	0	0
4890	O/S O'HEAD RECHARGE	20	204	261	22	82	0	263	0	0
4899	DEPOT REALLOCATION	39	659	569	226	168	0	661	0	0
Overhead Expenditure		876	3,664	5,246	1,917	1,908	0	5,716	0	0
Movement to/(from) Gen Reserve		(876)	(3,664)	(5,246)	(1,917)	(1,908)		(5,716)		
213	RALEGH CRES.PLAY/DEER PK PITCH									
1201	COMMUTED SUMS	0	7,748	0	0	0	0	0	0	0
Total Income		0	7,748	0	0	0	0	0	0	0
4013	RENT PAID	5	0	5	0	5	0	5	0	0
4037	GROUNDS MAINTENANCE	0	0	9,250	0	0	0	9,602	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Parks & Recreation Ctte, 9 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4047	PLAY EQUIP MAINTENCE	500	32	25	77	25	53	0	0	0
4048	ENG.INSPEC.(VARIABLE)	500	0	500	0	0	0	519	0	0
4049	PLAY RISK ASSESSMENT	100	70	75	72	72	0	78	0	0
4099	MISCELLANEOUS	0	20	0	41	41	0	0	0	0
4888	O/S STAFF RECHARGE	4,374	2,999	20,000	2,984	10,096	0	22,287	0	0
4890	O/S O'HEAD RECHARGE	401	384	1,302	202	233	0	1,317	0	0
4899	DEPOT REALLOCATION	798	429	2,844	571	480	0	3,304	0	0
	Overhead Expenditure	6,678	3,934	34,001	3,948	10,952	53	37,112	0	0
	213 Net Income over Expenditure	-6,678	3,814	-34,001	-3,948	-10,952	-53	-37,112	0	0
6001	less Transfer to EMR	0	74,999	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(6,678)	(71,185)	(34,001)	(3,948)	(10,952)		(37,112)		
214	<u>PARK ROAD PLAY AREA</u>									
4013	RENT PAID	125	0	125	0	125	0	125	0	0
4047	PLAY EQUIP MAINTENCE	500	32	9	9	9	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	275	0	275	0	0	0	285	0	0
4049	PLAY RISK ASSESSMENT	100	70	75	72	72	0	75	0	0
4099	MISCELLANEOUS	0	20	0	41	41	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	0	-125	-125	0	0	0	0
4888	O/S STAFF RECHARGE	0	3,024	0	2,393	3,414	0	4,184	0	0
4890	O/S O'HEAD RECHARGE	0	397	0	164	250	0	247	0	0
4899	DEPOT REALLOCATION	0	458	0	468	515	0	620	0	0
	Overhead Expenditure	1,000	4,001	484	3,022	4,301	0	5,536	0	0
	Movement to/(from) Gen Reserve	(1,000)	(4,001)	(484)	(3,022)	(4,301)		(5,536)		
215	<u>CEDAR DRIVE PLAY AREA</u>									

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Parks & Recreation Ctte, 9 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4047	PLAY EQUIP MAINTENCE	500	0	0	0	0	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	500	0	500	0	0	0	519	0	0
4049	PLAY RISK ASSESSMENT	100	0	100	0	0	0	104	0	0
4099	MISCELLANEOUS	0	20	0	0	0	0	0	0	0
	Overhead Expenditure	1,100	20	600	0	0	0	623	0	0
	Movement to/(from) Gen Reserve	(1,100)	(20)	(600)	0	0		(623)		
216	<u>UNTERHACHING PLAY AREA</u>									
4014	ELECTRICITY	0	2,681	2,100	797	1,500	0	1,500	0	0
4047	PLAY EQUIP MAINTENCE	500	53	25	25	25	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	500	0	500	0	0	0	519	0	0
4049	PLAY RISK ASSESSMENT	100	70	100	72	72	0	75	0	0
4099	MISCELLANEOUS	0	1,572	0	41	41	0	0	0	0
4888	O/S STAFF RECHARGE	0	2,780	0	1,208	1,796	0	2,221	0	0
4890	O/S O'HEAD RECHARGE	0	246	0	82	132	0	131	0	0
4899	DEPOT REALLOCATION	0	701	0	235	271	0	329	0	0
	Overhead Expenditure	1,100	8,102	2,725	2,460	3,837	0	4,775	0	0
6000	plus Transfer from EMR	0	1,551	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(1,100)	(6,551)	(2,725)	(2,460)	(3,837)		(4,775)		
217	<u>WATERFORD LANE PLAY AREA</u>									
4047	PLAY EQUIP MAINTENCE	500	0	0	0	0	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	500	0	510	0	0	0	529	0	0
4049	PLAY RISK ASSESSMENT	100	0	102	0	0	0	106	0	0
	Overhead Expenditure	1,100	0	612	0	0	0	635	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Parks & Recreation Ctte, 9 March 2026

		<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	Movement to/(from) Gen Reserve	<u>(1,100)</u>	<u>0</u>	<u>(612)</u>	<u>0</u>	<u>0</u>		<u>(635)</u>		
218	WINDRUSH PLACE									
1050	RENT RECEIVED	0	0	0	0	0	0	4,000	0	0
1052	EXPENSES RECOVERED	0	0	0	0	0	0	9,250	0	0
	Total Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>13,250</u>	<u>0</u>	<u>0</u>
4037	GROUNDS MAINTENANCE	0	0	9,250	0	0	0	9,250	9,602	0
4098	NET COSTS - PAVILION	0	0	50,000	0	0	0	0	0	0
4491	TFR TO EARMARKED RES	0	0	0	0	59,250	0	0	0	0
4888	O/S STAFF RECHARGE	0	0	20,000	0	0	0	22,287	0	0
4890	O/S O'HEAD RECHARGE	0	0	1,303	0	6	0	1,317	0	0
4899	DEPOT REALLOCATION	0	0	2,844	0	13	0	3,304	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>83,397</u>	<u>0</u>	<u>59,269</u>	<u>0</u>	<u>36,158</u>	<u>9,602</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(83,397)</u>	<u>0</u>	<u>(59,269)</u>		<u>(22,908)</u>		
230	PLAY AREAS HOLDING BUDGET									
4047	PLAY EQUIP MAINTENCE	0	0	6,825	0	6,825	0	15,320	0	0
	Overhead Expenditure	<u>0</u>	<u>0</u>	<u>6,825</u>	<u>0</u>	<u>6,825</u>	<u>0</u>	<u>15,320</u>	<u>0</u>	<u>0</u>
	Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(6,825)</u>	<u>0</u>	<u>(6,825)</u>		<u>(15,320)</u>		
	Parks & Recreation - Income	66,361	82,637	51,027	51,746	61,889	0	69,079	0	0
	Expenditure	389,487	455,844	548,953	314,025	518,737	236	551,120	9,602	0
	Net Income over Expenditure	<u>-323,126</u>	<u>-373,207</u>	<u>-497,926</u>	<u>-262,279</u>	<u>-456,848</u>	<u>-236</u>	<u>-482,041</u>	<u>-9,602</u>	<u>0</u>
	plus Transfer from EMR	0	1,551	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 9)

Note: Management accounts - year to 31 December 2025 - Parks & Recreation Ctte, 9 March 2026

	<u>Last Year 2024-25</u>		<u>Current Year 2025-26</u>				<u>Estimate 2026-27</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
less Transfer to EMR	0	74,999	0	6,986	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(323,126)</u>	<u>(446,655)</u>	<u>(497,926)</u>	<u>(269,265)</u>	<u>(456,848)</u>		<u>(482,041)</u>		
Total Budget Income	66,361	82,637	51,027	51,746	61,889	0	69,079	0	0
Expenditure	389,487	455,844	548,953	314,025	518,737	236	551,120	9,602	0
Net Income over Expenditure	<u>-323,126</u>	<u>-373,207</u>	<u>-497,926</u>	<u>-262,279</u>	<u>-456,848</u>	<u>-236</u>	<u>-482,041</u>	<u>-9,602</u>	<u>0</u>
plus Transfer from EMR	0	1,551	0	0	0	0	0	0	0
less Transfer to EMR	0	74,999	0	6,986	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(323,126)</u>	<u>(446,655)</u>	<u>(497,926)</u>	<u>(269,265)</u>	<u>(456,848)</u>		<u>(482,041)</u>		

PARKS & RECREATION COMMITTEE



Agenda Item: Sports Pitches Update

Meeting Date: Monday, 9 March 2026

Contact Officer: Head of Estates and Operations

The purpose of this report is to provide an update on the council's sports grounds, which play a vital role in supporting physical activity, grassroots sport, and community health. It highlights the football season and also shares the exciting news of cricket returning to The Leys. The council's facilities cater to football, cricket, bowls, splash park, skatepark, and general public recreation. Proper maintenance of these amenities is essential to ensure safe play, sustain participation levels, and maximise pitch availability.

Background

Recent reports from the Football Association indicate that many sports pitches across the UK are rated as poor or average quality, with roughly two-thirds of grass pitches considered substandard.

Common issues affecting pitch quality include poor drainage, uneven surfaces, waterlogging, overuse, and inadequate maintenance.

The council currently manages four sports grounds providing a total of twenty football pitches of varying sizes, regularly used by seven local football clubs. All grounds are maintained and renovated by the council's in-house maintenance team.

Current Situation

Between September 2025 and March 2026, the Town Council facilitated a total of 385 football matches across the following grounds:

- West Witney: 200
- Burwell: 113
- The Leys: 54
- King George V: 18

Despite an exceptionally wet winter, with rainfall 150% above average, officers have continued to plan proactively to minimise match cancellations. Maintaining strong relationships with football clubs remains a priority, supported by weekly communications and feedback mechanisms.

During this period, 122 matches were cancelled due to pitch conditions:

- The Leys: 58
- West Witney: 29
- Burwell: 27
- King George V: 27

The council continues to carry out seasonal maintenance to ensure pitches remain safe and playable. This includes line marking, overseeding, top dressing, scarification, surface repairs, and turf replacement.

Cricket returning to The Leys

Witney Mills Cricket Club has approached the council to use The Leys for their third and fourth teams. Officers are keen to support this request, as it aligns with the council's objectives, and are currently undertaking the standard procedures, including establishing a pitch letting agreement and reviewing the risk assessments provided by the club.

The council's maintenance team will increase their focus on the cricket square and outfield to ensure the grounds are prepared. It is anticipated that approximately nine cricket matches will take place at The Leys between May and September 2026.

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 - increasing participation, reducing discrimination, ensuring fair opportunities, and creating inclusive environments, which helps the sports grow and benefit communities.
- b) Biodiversity - integrating biodiversity into sports grounds management supports environmental sustainability while maintaining high-quality playing surfaces.
- c) Crime & Disorder - Sports ground activities help minimise crime and disorder by providing structured activities, promoting discipline and respect, increasing supervision, and strengthening community engagement.
- d) Environment & Climate Emergency - Climate change and environmental factors impact sports grounds by causing extreme weather, flooding, and drought, which damage pitches, increase maintenance costs, and disrupt sporting activities.

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.

Update only.

Social Value

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

Financial implications

Update only.

Recommendations

Members are invited to note the report.

PARKS & RECREATION COMMITTEE



Agenda Item: Major Projects - West Witney Sports Ground Projects

Meeting Date: Monday 9th March 2026

Contact Officer: Project Officer

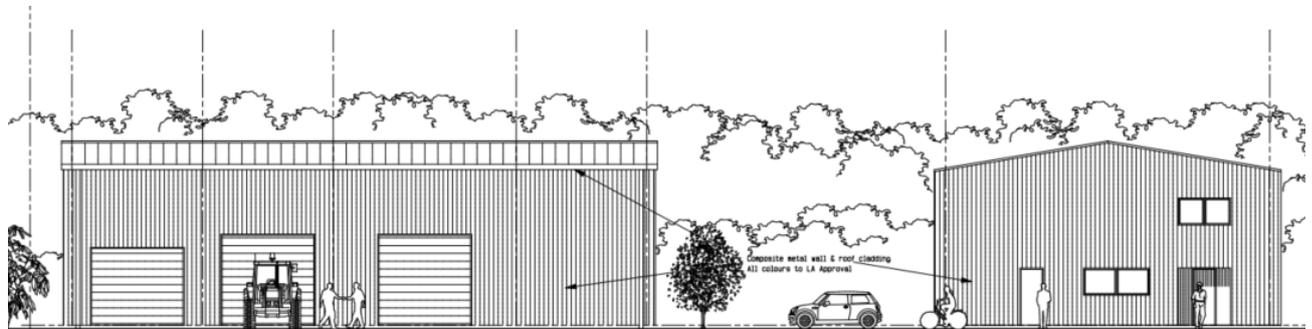
The purpose of this report is to provide members with an update regarding the major capital projects that are currently in flight.

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 **West Witney Sports Ground Projects** project linked to Parks and Recreation.

New Depot



West Witney Clubhouse



Current Situation

- The West Witney Project combines the construction of a new Works Depot alongside the refurbishment of the existing Clubhouse.
- Construction of the New Depot has progressed well overall. However, persistent wet weather since December, combined with a supplier-related delay, has meant the planned move-in date of 16th February 2026 could not be achieved. The Council's Operations Team is now scheduled to relocate to the New Depot on 6th March 2026.
- The move on 6th March 2026 marks the beginning of a phased occupancy, enabling the Operations Team to vacate their temporary warehouse at the Windrush Industrial Estate ahead of the lease expiry. During this period, the team will utilise the New Depot's substantial storage capacity while Skyline completes the internal fit-out of the welfare facilities.
- Skyline expects to complete the New Depot on or before 20th March 2026. During this interim period of shared occupancy, officers have ensured that all Health & Safety, Building Control, compliance and regulatory obligations are met to safeguard operatives and protect Council assets.
- Council operatives will continue to use the welfare facilities at Unit 29, Stanley Court until the New Depot is fully completed and commissioned.
- The New Depot remains on track to be delivered in accordance with the agreed specification. Officers have actively explored cost-saving measures throughout the project, ensuring value for money without compromising functionality or performance. A full account of savings will be provided upon project completion.
- The Clubhouse refurbishment is progressing well and remains on programme, with no issues reported. The anticipated completion date continues to be early May 2026.

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 BNG rating.
- c) Crime & Disorder – security of both buildings have 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, external lighting 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 Berry's, 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.

- 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 23rd June 2025

Recommendations

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

PARKS & RECREATION COMMITTEE



Agenda Item: Major Projects - The Leys/Courtside Hub

Meeting Date: Monday 9 March 2026

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 **The Leys/Courtside Hub** project linked to Parks and Recreation.



Current Situation

- The project remains on schedule for completion in April/May 2026
- Officers approved the temporary closure of the Skatepark at the end of February to enable Courtside to complete the landscaping phase of the project. Care was taken to ensure the closure did not coincide with the half-term holiday and Courtside were made responsible for all public communications regarding the closure
- Officers are currently in discussion with Courtside regarding the terms of the lease agreement and the arrangements for releasing project funding.
- Courtside Hub project updates can be found using the following link:
 - [Courtside at The Leys | Courtside Hubs](#)

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 – the project plans to achieve over 100% improvement in BNG
- c) Crime & Disorder – contractors are on site, which ensures site security and reduces risk of trespassing, vandalism and anti-social behaviour
- d) Environment & Climate Emergency – building construction consists of environmentally friendly materials, which will also improve thermal efficiency and 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.

- Officers intend to phase the council's £250,000 contribution to Courtside at set milestones that are weighted towards the end of the project, to minimise the risk of any financial loss.

Social Value

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

- Increased variety of sports will encourage Witney's residents to exercise and feel the physical and social benefits
- The completion of the Courtside Hub, coupled with new skatepark, mini-golf, renovated splashpad and excellent play area, establishes the Leys as a destination park for the area.

Financial implications

- Witney Town Council's contribution of £250,000 will be segmented and phased in accordance with project milestones and acceptable level of risk.
- Work is underway to renegotiate the lease between the council and Courtside

Recommendations

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

PARKS & RECREATION COMMITTEE



Agenda Item: Major Projects - Raleigh Crescent MUGA/MUSA

Meeting Date: Monday 9th March 2026

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 **Raleigh Crescent MUGA/MUSA** project linked to Parks and Recreation.



Current Situation

- Officers have received clarification from 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 engage with residents regarding the location of the MUGA. Officers from both councils are exploring option of MUGA placement in Deer Park by assessing impacts on practice pitches and topography with interested contractors.
- Once assessment complete WODC will decide on location and update and publish tender accordingly.

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