

Public Document Pack

Witney Town Council

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Town Clerk

Cllr Duncan Enright
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5 November 2019

To: Members of the Halls & Green Spaces - V Gwatkin, L Duncan, T Ashby, R Bolger, D Butterfield, O Collins, D Enright, M Jones, J King and H Eaglestone (and all other Town Councillors for information)

You are hereby summonsed to a Meeting of the **Halls & Green Spaces** to be held in the Gallery Room, The Corn Exchange, Witney on **Monday, 11th November, 2019** at **6.00 pm** for the transaction of the business stated below.

RECORDING OF MEETINGS

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography. As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

AGENDA

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

1. **Apologies for Absence**

To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Democratic Services Officer (nicky.cayley@witney-tc.gov.uk) **prior to the meeting**, stating the reasons for absence.

***Standing Order 30 (a)(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. **Public Participation**

The meeting will adjourn for this item.

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

4. **Minutes** (Pages 5 - 12)

- a) To adopt and sign as a correct record the minutes of the meeting held on 9 September 2019.
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress of any item).

5. **Officer's Work Programme**

To note the above programme of works.

6. **Operational Report - Progress on Improvements and Repairs Since Last Meeting** (Pages 13 - 14)

To receive and consider the report of the Operations and Estates Officer.

7. **Public Halls**

- a) To receive the minutes of the Corn Exchange Working Party held on 4th November 2019 (to follow);
- b) Corn Exchange Phase Two Priorities - To receive the report of the Office Manager (to follow).

8. **Cemeteries, War Memorials and Closed Church Yards** (Pages 15 - 16)

To receive and consider the following reports:

- a) War Memorial - correspondence enclosed from J Dolby regarding the missing casualties of WW1;
- b) Windrush Cemetery – Wild Flower Meadow - Operations & Estates Officer report enclosed.

9. **Sports and Recreation Grounds** (Pages 17 - 90)

To receive and consider the following reports:

- a) Buttercross Footpath – report of Operations & Estates Officer enclosed;
- b) Leys Recreation Ground – pitch renovations - report of Operations & Estates Officer (to follow);
- c) Witney Swifts Cricket Club – proposed move to West Witney Sports Ground – correspondence and Operations & Estates Officers report enclosed;
- d) West Witney Bowls Footpath – Operations & Estates Officers report (to follow);
- e) Sports Pitches Bowls Maintenance Specification & Pesticide Policy – Operations & Estates Officer report – and report from STRI Ltd (to follow);
- f) West Witney Sports & Social Club – Verbal update following the EGM on 8 November 2019 – if appropriate;
- g) Sports Strategy – Verbal update from Town Clerk.

10. **Play Areas - Leys Recreation Ground - Splash Pad** (Pages 91 - 94)

Splash Pad on the Leys Recreation Ground - To receive and consider the enclosed report of the Operations & Estates Officer and correspondence from a member of the public concerning the Council's Policy on opening times of the facility.

11. **Amenity Areas - Farmers Close Screening Works T&B Motors** (Pages 95 - 106)

To receive and consider the report of the Operations & Estates Officer – (to follow).

12. **Financial Reports - Revised Budget 2019/20 and Proposed Budget 2020/21**

To receive and consider the following reports:

- a) Revised revenue budget 2019/20 and base revenue budget for 2020/21 (Town Clerk's report to follow)
- b) Schedule of proposed Burial Fees and Charges 2020/21 (to follow)
- c) Schedule of proposed Hall Hire Fees and Charges 2020/21 (to follow)
- d) Schedule of proposed Recreation Fees and Charges 2020/21 (to follow)
- e) Revised Capital & Special Revenue Projects Programme 2019/20 (to follow)
- f) Revenue Growth Items and Capital/Special Revenue Projects Programme 2020/21 and beyond to (to follow)



Town Clerk

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**HALLS AND GREEN SPACES COMMITTEE MEETING OF
WITNEY TOWN COUNCIL**

Held on Monday 9 September 2019

At 7.00pm in the Gallery Room, Corn Exchange

Present:

Councillor: V Gwatkin (Chair)

Councillors:	J Aitman (sub D Enright)	O Collins
	L Ashbourne (sub R Bolger)	L Duncan
	D Butterfield	M Jones
	A Mc Mahon (sub J King)	
Officers:	Mrs Sharon Groth	Town Clerk
	Mr John Hickman	Operations and Estates Officer
	Mr Adam Clapton	Office Manager
	Mrs Nicky Cayley	Democratic Services Officer

Also present: 8 members of the public

H352 APOLOGIES FOR ABSENCE

Apologies for their absence were received from Cllr R Bolger, Cllr Enright and Cllr J King.

H353 DECLARATIONS OF INTEREST

There were no declarations of interest in matters to be discussed at the meeting.

H354 MINUTES

Members received and considered the minutes of the Halls & Green Spaces Committee meeting held on 1 July 2019.

a) **RESOLVED:** that the minutes of the Halls & Green Spaces Committee meeting held on 1 July 2019 be agreed as a correct record and signed by the Chair.

b) **MATTERS ARISING:**

H316 e) (3): The Chair asked if the Town Bowls Club had been contacted regarding reaching out to the community. The DSO confirmed that this had been done.

H316 e) (5): The Chair asked if the Vikings had been able to rearrange their games. The Operations and Estates Officer said that currently the situation was the same.

H317 (3): The Chair asked if the Allotment Association had been informed that the Council would provide a composter. The Town Clerk advised that they had asked for a meeting with the Chair and another member to have a discussion on the issues raised.

H355 **PUBLIC PARTICIPATION**

The Committee adjourned so that Mr Woodley could address the Committee regarding a new path from the Buttercross Works to The Leys, and Punam Owens could address the Committee concerning a mobile catering van at Parkrun. Following the public participation, the Committee reconvened.

H356 **BUTTERCROSS WORKS FOOTPATH TO THE LEYS**

This item was moved up the agenda with the express permission of the Chair so that the member of the public could hear the discussion.

Members received and considered the report of the Office Manager. There was confusion over the original plans for the Buttercross Lane development which appeared to show the developer intended to install this at the time but it was not on the County Council's Highway Scheme. As the developer had now entered administration and there was no apparent reason why it had not been constructed, the only option was for the Town Council to put the path in. A member asked for the cost implications and the Operations & Estates Officer replied that the last estimate had been in the region of £4,500. If members wished to proceed then three quotes would be required.

Whilst one member felt that there was another route that could be taken to access The Leys, other members felt that there should be a smooth surfaced path to facilitate older residents crossing from the care home.

Members voted on whether to proceed, with 7 voting in favour. Quotes would need to be brought back to the next meeting.

RESOLVED: to proceed with installing the path, with quotes being made available at the next meeting.

H357 **PARKRUN – REQUEST FOR ON-SITE MOBILE CATERING UNIT TO BE ON SITE AT WEST WITNEY SPORTS GROUND**

This item was moved up the agenda with the express permission of the Chair so that the members of the public could hear the discussion.

Members considered correspondence from Parkrun along with the information they had heard earlier in the evening during public participation. Members were supportive of the idea and liked the fact that a local firm would be providing the catering van.

The Operations and Estates Officer advised that perhaps an initial license should be for the term covering the football season only because the Council did not yet know what the long-term future of the site would be.

RESOLVED: that Parkrun be permitted to bring a mobile catering unit on site via a licence to cover the football season initially.

H358 **COMMITTEE VISION & OBJECTIVES FOR THE MUNICIPAL YEAR**

The Committee considered this item and determined that this should form part of the Witney Town Council Strategic Plan which was now in progress.

RESOLVED: that the report be noted.

H359 **OPERATIONAL REPORT – PROGRESS ON IMPROVEMENTS AND REPAIRS SINCE THE LAST MEETING**

The Committee received and considered the report of the Operations and Estates Officer. He advised that he had resolved the issues between the Crayfishermen and the anglers and they were both happy to co-exist.

A new company needed to be found to carry out the bat survey at St. Mary's Churchyard as the company previously commissioned appeared to have gone out of business.

A meeting had been held with the Town Clerk, Operations and Estates Officer, the Conservation Officer and the Church about the churchyard wall at St Marys. The Operations and Estates Officer was contacting a structural engineer in order to survey the wall and draw-up the spec for the repairs but the initial impression was that it could be a very expensive repair for the Town Council.

A member asked if the fixed wire test at Madley Park Hall had been resolved. The Operations and Estates Officer replied that it was ongoing.

Another member asked if the Teqbal Table was installed. The Operations and Estates Officer explained that it had been installed but he was currently withholding payment as it had not been done to an acceptable standard. This should be resolved soon.

RESOLVED: that the report be noted.

H360 **PUBLIC HALLS**

Members received and considered the report of the Office Manager, containing an update on events being held. Bookings had been low due to school holidays.

RESOLVED: that the report be noted.

H361 **CORN EXCHANGE WORKING PARTY MINUTES**

The Committee received and considered the minutes of the meeting held on 2 September 2019, circulated at the meeting. The Town Clerk drew Members attention to the request for a budget in order to procure professional advisors on how the space could be best utilised for maximum usage. She advised that this would be subject to approval by the Policy, Governance & Finance Committee.

RESOLVED: that the minutes be noted and the recommendations contained therein approved.

H362 **CEMETERIES, CLOSED CHURCH YARDS AND WAR MEMORIALS**

1) Tower Hill Cemetery – Additional Pedestrian Entrance

Members received and considered the report of the Operations and Estates Officer, concerning an elderly resident's request for a pedestrian entrance in the wall adjacent to Smiths Estate. This led to a substantive discussion on whether an additional access was really needed by more than one person, the cost implications and the possibility of misuse leading to vandalism in the cemetery. The Operations and Estates Officer advised that currently there was a memorial bench in front of that section of wall and the owner would need to be contacted to see if she would be happy for it to be relocated if the Committee wished to proceed.

RESOLVED: that quotes should be sought for the work and members should make a site visit to the cemetery before the next meeting.

2) Memorial Application – Spike Milligan Quote

This had now been approved and the lady in question contacted. The Chair advised that she had devised some guidelines for memorial inscriptions which had been circulated to the Committee. Members thought that these were exactly what were required and approved them.

RESOLVED: that the update be noted and that the Guidelines for Memorial Inscriptions be approved.

3) Witney War Memorial – Request for Additional Inscription

The Committee received and considered the report of the Democratic Services Officer, concerning a local resident's request to have a name added onto the war memorial. There was a supporting letter from a surviving relative, despite the family previously having refused the option to have a commonwealth war grave. Additional correspondence had been received from another resident pointing out that there were other members of the armed forces who had died in service who were not and perhaps should be on the war memorial.

Members were in favour of adding the requested name, particularly as it was a woman. There was a discussion on the other names raised but a member commented that they had not been asked to actually add these to the memorial. Members did have concerns about what might happen if others did come forward, as there was only one space left on the memorial. This led to a request that officers look into how the war memorial could be extended.

The Town Clerk advised that there was no budget for this work and therefore the Committee would need to request a supplementary estimate from the Policy, Governance and Finance Committee or wait until the next Financial Year. Members felt that it should be done in the current financial year.

The Chair invited Cllr Melanie Jones to give an update on the Friends of the Cemeteries group as she was a member and had attended the last meeting.

RECOMMENDED:

1. that the report be noted;
2. that the name of L. Harris should be added to the Witney War Memorial;
3. that the request is referred to the Policy, Governance and Resources Committee for a supplementary estimate;
4. that Officers look into how the war memorial might be extended to accommodate further names;
5. that the verbal update from the Friends of the Cemeteries be noted.

H363 **SPORTS AND RECREATION GROUNDS**

1) STRI Report and Pitch Provision

The Committee received and considered the report of the Operations and Estates Officer and correspondence from Spartan Rangers, concerning pitch displacement. There followed a discussion on how and if both sport and events might be accommodated on the football side of The Leys. Officers advised that a major issue was that there was no clear period to do pitch renovations at the correct time of the year on this site. There was money in the budget to do work, but no opportunity to do this on The Leys due to the large events taking place. Furthermore the Council had already spent a considerable amount of money trying to improving the pitches in the last couple of years.

The Operations and Estates Officer added that if the Council still wanted football on The Leys, the Music Festival's stage would need to be moved to the other end where Libfest sited their stage. This would greatly reduce the impact on the pitch. They had not wanted to do this when he had raised this in the past and they had not wanted to move to another site either which could provide another solution for the large events and football to co-exist.

RESOLVED:

1. that the report be noted;
2. that the STRI quote to provide a detailed specification for the maintenance and renovation of ALL the sports pitches at West Witney and The Leys, including a pesticide policy for both sites be accepted;
3. that a quote is obtained for a Turf Protection Flooring System be investigated for the football side of The Leys and that Henry Box be approached to see if it would consider allowing the larger events to use its sports field;

4. that the correspondence from Spartans FC be noted;
5. that the associated works to trees and hedges surrounding West Witney Bowls Green be carried out;
6. that the relocation of Swifts Cricket Club to West Witney be noted and consequently to note that further meetings would be needed with the club to ensure their requirements are met for the 2020 season.

2) Oxfordshire FA

The Town Clerk explained that this had been requested as a standing item by the last Council. She would be inviting the Oxfordshire FA representative to come and speak to the Council about its aspirations and possible funding streams.

RESOLVED: that the verbal update be noted;

H364 PLAY AREAS

1) Park Road Play Area

The Committee received and considered the report of the Operations and Estates Officer, which included previous consultation along with a design which had been desirable a few years ago, but the land ownership situation had stopped progress. A member asked if there had been any movement with the solicitor. The Town Clerk replied that he was currently on holiday but a letter had been sent to the CEO of Cottsway Housing to see if an amicable agreement could be reached.

A member commented that the local residents felt very strongly that the park should be reopened and had asked if they should form a group to fundraise. The Town Clerk replied that if they wanted to fundraise it may be useful as this had worked well for match funding at Oxlease Park.

RESOLVED: that the update be noted.

2) Play Area Equipment

Members received and considered the report of the Operations and Estates Officer concerning quotes for additional equipment in play areas. Members considered quotes from 2 different companies and agreed to proceed with Proludic. In terms of surfacing, the Committee's preference was for wood bark where possible.

RECOMMENDED:

1. that the report be noted;
2. that the quotes from Proludic be accepted;
3. that wood bark is used for surfacing where possible.

H365 **FINANCE REPORT**

The Committee received and considered the report of the Town Clerk, who encouraged members to think about capital projects for the next financial year as budget setting would take place in the next cycle.

The Town Clerk advised that the Chair and Deputy Leader had met with the Wychwood Project to discuss a wildflower seeding project. This could be funded from existing budgets and would be a trial. Members agreed this project should go ahead.

RECOMMENDED:

1. that the report be noted;
2. that the wildflower seeding project with the Wychwood Project should go ahead.

The meeting closed at 8.57pm.

Chair

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Halls and Green Spaces Committee

Date:	11 th November 2019
Title:	Progress on improvements & repairs since last meeting
Contact Officer:	Operations & Estates Officer John Hickman

Background

The purpose of this report is to update members on the progress of improvements and repairs undertaken by the Council's own direct workforce and Sub-contractors since the last meeting since the last meeting.

1. Initial Cray fishing issues at the Lake and Country Park have now been dealt with and Cray Fishing and Course fishing are both taking place without any further issues.
2. A leak to Langdale Hall flat roof has been repaired by the works team.
3. The Works team have removed all the Ivy and Tree stems from St Mary's church yard wall in preparation for a Structural surveyor.
4. The works will be moving to Holy Trinity Church yard as soon as St Marys is complete to remove the ivy and tree suckers etc. from there as well.
5. The autumn grave levelling and seeding in both cemeteries has been carried out by the works team.
6. The works team has replaced the gate from the contractor's depot at West Witney depot to the Bowls Green as this had rotted out and was beyond repair allowing rabbits to gain access to the green.
7. Lake the gate post leading from the gate to lakeside allotments has been replaced by the works team.
8. The Operations and Estates Officer has commissioned the installation of play equipment by Proludic as requested by council at, Moorland Road, Burwell QE2 Field, King Georges Field, the Leys Recreation Ground and Fieldmere Close. It is hoped that installation work can be carried out in early 2020.
9. All Public Halls Leased properties with gas services annual gas safety checks have been carried out by H&E Engineers.
10. The hedge reduction works have commenced at Manor Road, once completed works will then be carried out to reduce the hedge trees at Curbridge Road Thorney Leys works as previously agreed by council.
11. Lakeside Allotment Fence renewal is due to start in the next few weeks.
12. The Operations and Estates Officer has still to commission a new bat survey for T 583 Cedar of Lebanon St Mary's church yard.

13. The meeting has taken place between the Town Clerk, the Operations and Estates Officer, Brian Martin WODC Conservation Officer and Jennie Schillig Assistant Church Buildings Officer, DAC, Diocese of Oxford. On 29th August to discuss the required works to the boundary wall at St Mary's Churchyard and the topple testing that is due to be carried out. The Operations and Estates Officer has contacted 2 structural surveyors recommended to WTC. One has responded and said they would be interested in the work, but no further contact has been received from them. The second has not responded at all, the Operations and Estates Officer will look to contact other Structural Surveyor in the next few weeks. Quotes have been received to carry out memorial stability testing at both St Mary's and Holy Trinity church yards.
14. The teenage shelters and recreation ground signage have been cleaned at the Leys and Burwell QE2 Field.
15. The Teqball table has been installed at the Leys Recreation Ground and the works team have carried out ground levelling and grass seeding work to the surround. The costs of these works have been removed from the final invoice from the installers invoice.
16. The new sports Specification and Pesticide policy is in the final draft stages with STRI.
17. Delivery of Play Bark to carry out topping operations of play bark areas is still awaited. The Operations and estates Officer has chased the delivery of this material and been told the lead time has been increased due to supply issues, the suppliers have said they will try to get WTC's order to us ASAP.
18. The works team have carried several maintenance items and repairs to play equipment.
19. The splash pad has been de-commissioned for the winter.

Environmental impact

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

Risk

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

Recommendations

Members are requested to note the report.

Halls and Green Spaces Committee

Date: 11th November 2019

Title: Wild Flower Meadow Windrush Cemetery

Contact Officer: Operations and Estates Officer John Hickman

Background

This report has been prepared in order to inform the Councillors of the current position regarding the meadow burial area at Windrush Cemetery.

Attempts have been made to establish wild flowers since it opened in 2004 so far no attempts have succeeded with any flowers planted or seeded disappear after the first year.

Action Taken

The Operations and Estates Officer was offered an opportunity to carry out a trial using wildflower seed from Rigby Taylor via the Council's grounds contractors - all free of charge.

Current Position

1. The area trailed as a cultivated wildflower area was extremely successful and had a real impact, the company who provided the seed spoke to the Operations & Estates Officer at the end of the trial to advise what would be required to maintain this display on an annual basis. Continental Landscapes have taken this specification and drawn up quotes for consideration. As councillors will see from the quote to cover 100sqm approx. this is sufficient to cover a large proportion of the current meadow area. This is relatively expensive especially given that this has to be done annually or Bi annually dependant on what seed is used. Quotes are for £2,770.00 if using a blanket membrane and £1,896.00 if using Glyphosate and Rotavate. Maintenance of the area will remain the same.
2. Since the above trial was carried out the Witney Land Army, along with Toby Swift from the Wychwood Project have carried out wildflower planting using yellow rattle at King Georges Field. The Operations and Estates Officer has spoken with Toby Swift regarding the Windrush area and he says the same process used at King Georges would work on the meadow at Windrush, other than labour or some mechanical means to remove approx. ½ the grass before seeding with yellow rattle there should little to no other additional costs and the area if cut and maintained correctly should

not require further seeding in the future. Cost for yellow rattle seed are approx. £200 for enough seed to cover the same area as the quoted area above. A much larger area could be covered year on year in this way could be expanded year on year for little cost. If volunteers can be found to assist with the removal of ½ of the grass when preparing the area for Yellow Rattle seeding. Maintenance would be reduced as currently the area is cut twice per year and under management as a wildflower meadow this could be reduced to an annual cut.

The only issue is if using option two the wildflower display is purely native plants that exist within that area already therefore it is not going to match the display that you will get if seeding the area with specific wild flowers annually or bi annually addition natural flower seed can be added to the area if required or wanted. Therefore people's expectations would need to be managed; this could perhaps be done with sign boards as to what wild flowers people should be looking for and when.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 – with this in mind Councillors should have due regard to the environmental impact of any decisions they make with regard to its facilities and services it operates. The more natural method of using yellow rattle to establish a native wild flower meadow will have a far more beneficial environmental impact than the cultivated wildflower meadow.

Risk

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

Financial implications

These are contained in the report above. There would be a financial cost to either method however the method 2 would be minimal but more sustainable than method 1.

Recommendations

Member are invited to note the report and consider the following options:

1. A cultivated wildflower meadow; OR
2. A much more natural wild flower meadow using Yellow Rattle.

Halls and Green Spaces Committee

Date: 11th November 2019

Title: Leys Recreation Ground Buttercross footpath

Contact Officer: Operations and Estates Officer John Hickman

Background

Members will recall that this was discussed at the last meeting of this Committee – minute H356 refers. This report has therefore been prepared in order to inform the Councillors of the updated quotes.

Action Taken

Council has agreed that the footpath onto the Leys from Buttercross Lane should be carried, council requested quotes were updated due to the length of time since they were provided.

Current Position

The Operations and Estates Officer obtained quotes – which are attached for Councillors scrutiny.

Environmental impact

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

Risk

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

Financial implications

These are attached. This will need to be met from the Council's Rolling Capital Fund.

Recommendations

Member are invited to note the report and consider the attached quotes in order to commission the necessary works without further delay.

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Mr John Hickman
Operations and Estates Officer
Witney Town Council
Town Hall
Market Square
Witney
Oxon
OX28 6AG

Our Ref: KS/S19-097

7th October 2019

RE: PROPOSED RENOVATION WORKS.

Dear Mr Hickman

Thank you for your enquiry regarding renovation works to the sports pitch at the Leys Recreation Ground. During our recent site visit, we were able to carry out a visual assessment of the pitch and now have pleasure in submitting our estimate of cost for carrying out the improvement works.

We discussed various options for relieving compaction and generally improving the surface of the pitch. One option would be to cultivate the surface, re-grade, fertilise and seed, but this will require the area to be out for commission for a year or so, which would mean cancelling all the planned events which regularly take place. This option would need to be carried out during dry conditions, most likely late spring 2020, it would also run the risk of bringing some of the underlying stone to the surface, and without irrigation, the re-establishment would be entirely at the mercy of the weather. For these reasons it was considered that this option presents too many risks, and the length of time the pitch/area would need to remain out of use, would be unacceptable.

We have therefore, based our estimate on retaining the existing grass sward which, on the day of our visit was presenting more than 90% coverage with no discernible weed content. The suggested work schedule is intended to relieve surface compaction, introduce good quality sports grasses to thicken the sward, and fertilise and top dress to encourage further development. This option will retain all the existing grass cover and although having some risks, it is far less weather dependent. Some of this work could be carried out this autumn, subject of course, to suitable weather and ground conditions, and further works carried in spring 2020. This approach should increase the likelihood of all the planned events for summer 2020, taking place as usual. There will of course, be some degree of compromise with the quality of the grass surface and the amount of intended use. Given the nature and number of events traditionally held on the area, it is inevitable that compaction will occur again, and so it is important that sufficient funds are made available to support an ongoing, tailored maintenance programme.

We have allowed for sowing DPRG seed mix, germination and establishment of the sward will be subject to adequate irrigation and /or subsequent weather conditions. We would strongly recommend that a suitable grass cutting programme is adopted to further encourage the developing sward.

Continued.....

The depth and timing of all vertidrain operations will be subject to suitable ground conditions.

We have allowed for four applications of fertiliser throughout the year, the analysis and timing of each application will be subject to prevailing weather and ground conditions.

There are a few minor depressions within the pitch surface, these should be dealt with in-house together with any goal mouth repairs, prior to commencement of the proposed works.

We have assumed satisfactory access and storage areas for heavy plant and materials, no allowance has been made for any reinstatement of same.

No allowance has been made for dealing with any services which, may be affected by the works.

Our rates are based on current prices for materials and include the aggregate levy at the current rate, any further increases imposed by suppliers or changes to the levy, will be charged accordingly.

Any programme of work is strictly subject to weather and ground conditions both prior to and during the contract.

We hope we have interpreted your requirements correctly, but should you have any queries, please do not hesitate to contact us. May look forward to receiving your further instructions in due course.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Kevin Smith', enclosed within a large, loopy oval flourish that extends to the right.

Kevin Smith
Sportsturf Consultant

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Woodgreen

Football pitches flood area current pitch direction and suggested pitch direction.

Legend

- Area currently flooded
- Current Pitch
- Suggested



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Halls and Green Spaces Committee

Date: 11th November 2019

Title: Witney Swifts Relocation to West Witney Sports Ground

Contact Officer: Operations and Estates Officer John Hickman

Background

This report has been prepared in order to inform the Councillors of the current position regarding Witney Swifts relocation to West Witney Sports Ground to enable the club to progress in the Leagues and expand.

Action Taken

The Operations and Estates Officer met with members of the Witney Swifts at West Witney Sports Ground on the 19th September to discuss their requirements in order to move to West Witney Sports Ground.

Requirements

Both the first and second teams of the Swifts would play at West Witney with the Swifts third team moving to the Leys along with Audley Travel for their games.

Witney Swifts will not be moving to the Cherwell League in the 2020 Cricket season, the intention is to remain in their current league using the season to address the requirements that need to be in place in order to be able to move to the Cherwell League 3 in 2021.

The Swifts require the following additional facilities to be available to enter the Cherwell League.

- Catering Facilities
- Covers
- Practice Nets
- Score Box
- Roller
- Storage

The Swifts have requested permission to place a shipping container purchased by them of either a 10' x 8' or a 20' x 8' at West Witney Sports Ground to store their equipment, the Operation and Estates Officer would suggest this is positioned in the same area as the Park Run shipping container was placed.

They have already been donated a set of second-hand cricket covers which they are in the process of refurbishing which will need to be stored at West Witney when not in use.

They would to be able to have a mobile cricket practice net which they say they should be able to attain a grant to purchase.

They would like to set up a cricket score box/shed on the West Witney site which again they will look to fund this themselves with perhaps the help of some grant funding.

They have requested use of the Cricket Pavilion for teas etc. at West Witney which currently needs some upgrading of the kitchen and decoration. They have stated they are willing to carry out this work themselves, The Cricket pavilion will require more tables and chairs, the Operations and Estates Officer believes that WTC has some of the old chairs from Landale Hall that are in good condition and the tables from the Leys Cricket pavilion in store that could be used for this.

The club would want to have their own roller, mower and marking equipment on site to enable them to roll the wicket and re-mark the creases during the match interval etc. The club would need to provide relevant RA's and PLI for these works.

Requirement to store covers etc. over winter in old contractor's depot area.

The club has not currently made any request of WTC to provide any funding for the above equipment and works.

There would be additional costs to WTC to provide an extra wicket for practice on a regular basis, for contractors regarding the covers place moving to carry out works etc.

The Operations and Estates Officer has spoken to Continental Landscapes to check if they would have any issues with the Swifts rolling re-marking wickets etc. they have no objection to this.

The council may wish to contribute to the Swifts with a grant for match funding to assist them with finding funding for the equipment etc. they require.

The Swifts are concerned about the current position of West Witney Sports and Social Club and what effect this might have on the club being at West Witney next season. Currently the Cricket pavilion is part of the West Witney Sports and Social Club Lease and the club would also require use of changing rooms.

Environmental impact

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

Risk

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

Financial implications

There may an associated cost for additional Grounds Contract work and an additional cost should council grant a sum of money for Match funding.

Recommendations

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

1. The Swifts request to use the Cricket pavilion at West Witney Sports Ground and to carry out works to the kitchen units etc. and the decoration.
2. The requirement for additional chairs and tables in the pavilion, provision can be made from items in storage.
3. Permission to place a 10' x 8' or a 20' x 8' shipping container at West Witney Sports Ground.
4. Permission to storage cricket covers etc. over winter in the old Grounds Contractors depot.
5. Permission for portable Cricket practice nets. Additional costs for provision of practice wicket to be added to the ground contract.
6. Permission to place a cricket score box/shed at West Witney Sports Ground in a suitable area for cricket but not affecting other sports at the site.
7. Permission for Swifts Cricket to carry out additional match rolling/marketing etc.
8. Council consider giving the Swifts a grant for match funding towards the cost of the additional equipment required for the Cherwell League.

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Halls and Green Spaces Committee

Date: 11th November 2019

Title: West Witney Bowls Green Footpath Re-Surfacing

Contact Officer: Operations and Estates Officer John Hickman

Background

This report has been prepared in order to inform the Councillors of the current position regarding West Witney Bowls Greens footpath resurfacing.

Action Taken

The Operations and Estates Officer sent out requests for quotes for these works to resurface this footpath only two companies responded G & I Ayres and G Hill & Sons.

Current Position

Both companies have quoted to resurface the path using temporary edging that will be removed as soon as the path is re-surfaced. WTC works team will need to address the edges of the path by raising the ground level with top soil one side and shingle to the bowls green side.

There is an issue in that the new cabling installed when West Witney had their irrigation repair works and re-cabling carried out appears to have been buried shallow and un-protected. The Operations and Estates Officer has emailed the club previously about this and received no response, he will also raise this with the club at the up coming Bowls Service users meeting which update councillors verbally at this meeting.

Given the current position of the irrigation cabling the Operations and Estates Officer would suggest that these works are not carried out until these cables are buried deeper or the clubs given an undertaking that in the future WTC the grounds contractors or any other contractor appointed by WTC will not be held liable for any damages to these cables for any reason. Also any requirement for works to be carried out to these cables in the future that causes damage to the footpath or surrounds will be the responsibility of the clubs to repair. Quotes for associated Tarmacking works are attached for information.

Environmental impact

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

Risk

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

Financial implications

These are contained in the information attached.

Recommendations

Member are invited to note the report and consider the following

1. The requirement for the associated irrigation cabling to be either sheathed or buried deeper in order to protect the cable from damages, a written under taking that WTC or any of its contractors will not be held responsible for any damages to the irrigation cabling in the future if it is not sheathed or buried deeper 18”;
2. Consider which contractor to appoint to undertake the footpath works.

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Halls and Green Spaces Committee

Date: 11th November 2019

Title: Sports Pitches Bowls Maintenance Specification & Pesticide Policy (including STRI Report).

Contact Officer: Operations and Estates Officer John Hickman

Background

This report has been prepared in order to inform the Councillors of the current position regarding the councils Sports Pitches, Bowls Maintenance Specification & Pesticide Policy.

Action Taken

The STRI Sports Pitches, Bowls Maintenance Specification and Pesticide Policy was commissioned with Michael Boyes Sports Turf Agronomist on 16th September 19.

Current Position

The Sports Pitches Pesticide Policy has been completed and the final draft has been provided for council consideration, it does not prevent the use of pesticides but follows the key recommendations of modern pesticide practice, it limits use of pesticides via a set of thresholds.

This policy can be adapted to form policy for all of WTC's other areas limiting pesticide usage to only where it is absolutely necessary via again a set of clear thresholds.

The Sports Pitches, Bowls Maintenance Specification is close to its final draft and may be ready in time for this meeting for council consideration this specification is designed to limit the need for Pesticide usage as far as is possible.

Continental Landscapes have attached a quote for the additional costs associated for carrying out the additional works in line with the new Specification. Please see quote provided for costs.

Environmental impact

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

The new Pesticide Policy and Sports Specification if agreed should reduce the Councils requirement for the use of pesticides reducing WTC's environmental impact.

Risk

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

Financial implications

There is expected to be an additional cost to the Grounds Contract due to the increased maintenance of the Sports Pitches and Bowls Greens.

Recommendations

Member are invited to note the report and consider the following

1. The new Pesticide Policy for Sports Pitches and Bowls Greens.
2. The increased Sports Pitches and Bowls Greens Specification.
3. The New Pesticide Policy.
4. The additional cost on the Grounds Contract for the update specification.

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Halls and Green Spaces Committee

Date: 11th November 2019

Title: Play Areas - Leys Recreation Ground - Splash Park

Contact Officer: Operations and Estates Officer John Hickman

Background

This report has been prepared in order to inform the Councillors of a complaint received from a member of the public regarding the Council's current policy on closing of the splash pad at the end of the season.

Splash Pad Complaint

Members are referred to the attached correspondence from a member of the public.

The Council's current policy is that the Splash Pad opens for the start of the School Easter Holidays and closes on the Monday of the week Witney Feast arrives. Once the splash pad is shut down it is not viable to open and close for odd days due to the water standing in the system and the amount of work and treatment required preparing the splash pad to be switched on. If the splash pad is left on even if it is not used during the day it still continues to run a cycle every 20 minutes in order to keep the system operational and all the regular maintenance has to continue being performed in order to ensure it is safe to use.

Financial Implications

If Members decide to extend the operating hours of the Splash Pad for a further 10 weeks there will be an additional cost for the water consumption as well as the labour and treatment costs for its preparation and operation.

Environmental impact

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

Risk

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

Recommendations

Member are invited to note the report and consider whether to change Council Policy relating to the operating times of the Splash Pad at the Leys Recreation Ground.

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Sent: 23 September 2019 14:29

To: WitneyTCInfo

Subject: Splash Park

Hello.

We were at the the Leys on Saturday in 25°C heat and we were sad to find that the Splash Park wasn't working and the kids ended up playing in muddy puddles, which wasn't ideal.

As we start to feel the effects of climate change, it would be good if the splash park would continue to operate into October or at least a system to turn it back on for exceptionally hot days.

I hope you'll consider this at the next meeting.

Thanks.

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Halls and Green Spaces Committee

Date: 11th November 2019

Title: Amenity Areas - Farmers Close Screening/T&B Motors

Contact Officer: Operations and Estates Officer John Hickman

Background

This report has been prepared in order to inform the Councillors about the current position regarding the boundary between T&B Motors and Farmers Close Amenity area.

Complaints have been received about the unsightly boundary that remains between T&B Motors and Farmers Close amenity area from residents of the area. The Operations and Estates Officer planted 2 x Beech trees on this amenity area late autumn winter 2018 to help improve the view towards the scrap yard in future years.

Action Taken

The Operations and Estates Officer has visited site, it appears a large building that was damaged by the fire along this part of the boundary, however it is no longer their leaving this area much more open to view. The scrap yard owners have placed a temporary steel hoarding on WTC property to secure their property from the amenity area; this steel hoarding is very unsightly to local residents.

There appears to be a stone wall or remains of a stone wall behind the hoarding, the hoarding runs from being in line with the boundary to approx. 50cm-60cm onto WTC property. In the meantime several bushes appear to be growing from behind the hoarding in places and are not currently accessible to deal with, nor are we able to deal with the grass cutting in this area around this hoarding.

Current Position

The Town Clerk contacted WODC Planning enforcement on behalf of the residents and has the following response:

“I visited the site last month and have discussed the fence with the site manager. T&B Motors maintain that the fence is a temporary but necessary measure to secure the site. The owners are in on-going discussion with the Environment Agency to determine the best course of action for future workings at the site with safety and fire prevention being paramount.

T&B Motors are not intending to replace the fence until the best form of boundary has been advised or agreed. They hope that this matter will have been resolved in the next 6-12 months. In the

meantime, the site manager advised that they are paying consideration to neighbours to the rear of the scrap yard by way of minimal stacking of vehicles so that scrap heights are kept to a minimum.”

The Operations and Estates Officer has written to T & B Motors on 27th Sept 19 stating that no permission has been sought to place this hoarding on Witney Town Council property and can they please move it back onto their own property in order that Witney Town Council can maintain its land properly. He has also sourced free hedge planting of approx. 25lm-30lm from Continental Landscapes as part of their Carbon off setting, to develop a hedge along the WTC side of the boundary to help form a natural screen in future years. Although this will not totally screen the scrap yard it will improve the view immensely on the current view in years to come.

In order to plant the hedge the Hoarding will need to be removed by the owners and the owners should perhaps install this on their side of the boundary if they require it to secure their property.

Although there will be no charge for the whips for the hedge and the planting etc. there will be an associated cost to the ongoing maintenance of the hedge of £54 per annum.

No response has been received from T&B motors and the temporary fence has not been moved onto its own premises at this current time.

Environmental impact

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

Risk

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

Financial implications

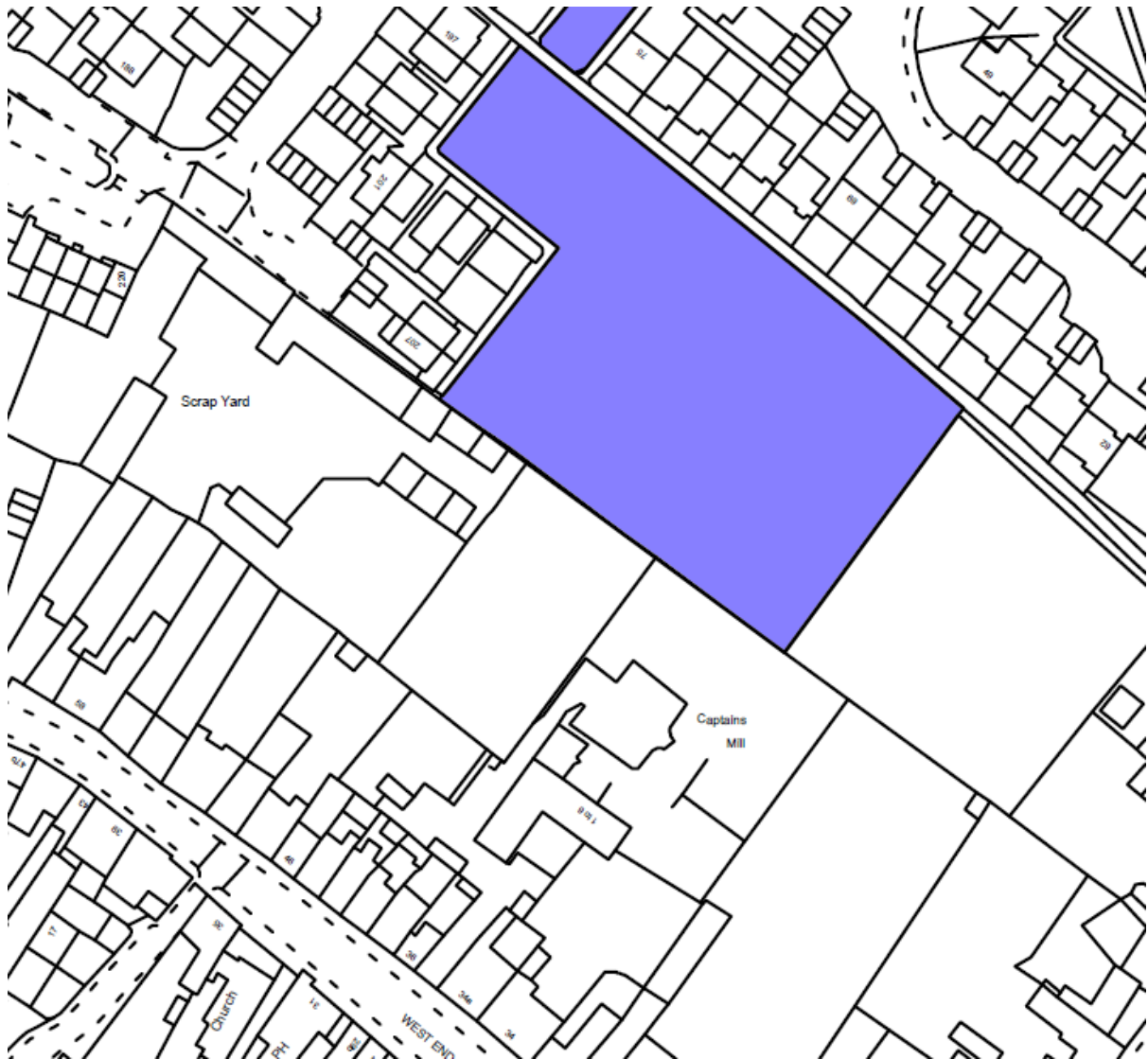
The associated additional costs on the grounds contract of £54 per annum to maintain this hedge ongoing.

Recommendations

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

1. Whether to send further communication to T&B Motors regarding the Temporary Fence.
2. Whether to plant a hedge to improve the view in years to come.

Farmers Close and T&B Motors Boundary



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