

# Sport and Play Committee Meeting of Witney Town Council



**Monday, 1st March, 2021 at 6.00 pm**

To members of the Sport and Play Committee - V Gwatkin, J Aitman, L Ashbourne, T Ashby, D Butterfield, L Duncan, A Prosser and R Smith (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Virtual Meeting Room via Zoom** 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.

Admission to this meeting will be online by virtue of The Local Authorities & Police & Crime Panels (Coronavirus)(Flexibility of Local Authority & Police & Crime Panels Meetings)(England & Wales) Regulations 2020.

Zoom login details of this meeting will be published on the Council's website prior to the meeting.

## Recording of Meetings

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

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

## Agenda

### 1. Apologies for Absence

To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Democratic Services Officer (nicky.cayley@witney-tc.gov.uk) **prior to the meeting**, stating the reason 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. Minutes (Pages 3 - 6)

- a) To adopt and sign as a correct record the minutes of the Sport and Play Committee held on 11 January 2021;
- b) Matters arising from the minutes not covered elsewhere on the agenda (Questions on the progress on any item).

4. **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.

5. **Corporate Strategic Plan/Open Spaces Strategy Update**

To receive a verbal update from the Town Clerk.

6. **Operational Report** (Pages 7 - 10)

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

7. **Leys Skate Park - update**

To receive a verbal update on this project by Cllr D Butterfield.

8. **Bowls Irrigation System** (Pages 11 - 12)

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

9. **Old Bowls Building - The Leys** (Pages 13 - 16)

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

10. **Exclusion of Press & Public**

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

11. **West Witney Sports ground - Update** (Pages 17 - 64)

To receive a confidential verbal update from the Town Clerk and consider quotations for temporary facilities and fee proposals for project management.



Town Clerk

# Agenda Item 3

## SPORT AND PLAY COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL

Held on Monday, 11 January 2021

At 6.00 pm in the Virtual Meeting Room via Zoom

### Present:

Councillor D Butterfield (Chair)

Councillors:	J Aitman	L Duncan
	L Ashbourne	A Prosser
	T Ashby	R Smith
Officers:	Nicky Cayley	Democratic Services Officer
	Adam Clapton	Office Manager
	Sharon Groth	Town Clerk
	John Hickman	Operations & Estates Officer
Others:	0 members of the public.	

### SP6 APOLOGIES FOR ABSENCE

An apology for her absence was received from Cllr Gwatkin.

### SP7 DECLARATIONS OF INTEREST

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

### SP8 MINUTES

The Committee received and considered the minutes of the meeting held on 2 November 2020. There were no matters arising.

**RESOLVED:** that the minutes of the meeting held on 2 November 2020 be agreed as a correct record and signed by the Chair.

### SP9 PUBLIC PARTICIPATION

There were no members of the public present for this item.

### SP10 CORPORATE STRATEGIC PLAN

The Committee received a verbal report from the Leader of the Council. This item was a standing item on all committees. The Open Spaces Strategy report would hopefully be completed in April 2021.

The Town Clerk reminded members that there were some items held in abeyance, including the transfer of the Woodgreen football fields (the Council was waiting for the District Council on this), The Leys irrigation using grey water, changing rooms at Burwell and Quarry Road play area and also putting money aside for the replacement of the Splash park.

**RESOLVED:** that the verbal report from the Leader be noted and the Committee confirms its priorities for 2021/22, 2022/23 and beyond with the Committee's immediate/top priorities being:-

- a) Park Road Play Area – completing the legal work and aspiration to get the play area re-opened by Summer 2021;
- b) West Witney Sports Ground – to find a solution to providing changing rooms, toilets and other facilities – timescales dependant on FA Funding, but temporary solution required immediately;
- c) Skate Park – Ramp Up The Leys, community led fundraising;
- d) Open Spaces Strategy.

SP11 **OPERATIONAL REPORT**

The Committee received and considered the report of the Operations and Estates Officer. Updating members on play areas, football, the bowls green and cricket square irrigation, third party events and the Henry Box field pitches.

**RESOLVED:** that the report be noted.

SP12 **LEYS SKATEPARK - UPDATE**

The Committee received and considered a verbal update on progress from the Chair. He had met with a company and had given them an idea of the budget and anticipated income from a fundraising campaign. He was expecting to get a quote back in a few weeks' time. He had also been in touch with some other companies.

The Town Clerk advised that when it came to actually going out to tender the Council would invite expressions of interest and the process would need to be advertised in line with its Financial Regulations and procurement rules.

Cllr Butterfield explained that the summer months would be the best time for the project to happen to minimise the issue with heavy trucks getting across The Leys. The Operations and Estates Officer commented that with the current skatepark, contractors had come in right at the bottom of the field near the depot and there had been no damage – although it had been a very dry summer. Ground protection boards could be hired if necessary.

The Chair reported that there were two young people who were very keen to fundraise and he anticipated reaching out to local businesses for sponsorship of the project to make up some funding. The Town Clerk advised that a proper fundraising campaign would be needed such as the one that had happened at Oxlease park. The Chair thought that he should wait for the quote before any more decisions on fundraising could be taken.

**RESOLVED:** that the verbal update from the Chair be noted.

**SP13 OLD BOWLS BUILDING - THE LEYS**

The Committee received and considered the report of the Operations and Estates Officer. A request had been received from Witney Town Bowls Club for the Town Council to set a maintenance budget to keep the old bowls club in good structural repair. It was no longer used and it seemed that the request had been made on more of an aesthetic basis, as the bowls club no longer used the building.

The Town Council had used the building for storage but it was not in a very accessible location.

Members discussed the request and decided that as the Council was currently having an asbestos survey carried out on this building, a decision should be made after the survey results were presented. The Operations and Estates Officer expected this to be in quite quickly.

**RESOLVED:** that the Council waits for the results of the asbestos survey before considering the request from Witney Town Bowls Club to repair the old bowls pavilion and any alternative options.

**SP14 BOWLS GREEN IRRIGATION SYSTEMS**

The Committee received and considered the report of the Operations and Estates Officer. He advised that he was waiting on exact costs but he would like to see the Council take over the irrigation system before the start of the bowls season. Members discussed the report and agreed that this should go ahead.

**RESOLVED:** that the Council proceeds to take the bowls green irrigation systems into its control and responsibility, under the guidance of the Operations and Estates Officer.

**SP15 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** 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.

**SP16 WEST WITNEY SPORTS GROUND**

The Leader gave a verbal update on the meeting held with West Witney Sports and Social Club. Another meeting was scheduled for 15 February.

There followed a lengthy discussion about the initial meeting and on possible ways to move forward. It was clear to the Committee that some new temporary infrastructure was required whilst long term plans were in progress.

**RESOLVED:-** that the verbal update of the meeting be noted and:-

1. that the Committee reaffirms its previous delegation to Officers for the appointment of a contract administrator[surveyor/architect] to work with the Council in order to obtain the necessary professional advice needed to move this project forward;

2. that the Operations and Estates Officer sources temporary toilet facilities in the first instance – including at least one DDA compliant toilet, but assesses what the exact legal requirements are for the site and its usage;
3. that the Operations and Estates Officer obtains quotations for modular versions of 4 changing rooms (2 male and 2 female), a kitchen/social space;
4. that any procurement is carried out in line with the Council’s financial regulations.

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The meeting closed at: 7.10 pm

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Chair

## SPORT AND PLAY COMMITTEE

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**Date:** 1<sup>st</sup> March 2021  
**Title:** Operational Report  
**Contact Officer:** Operations and Estates Officer – John Hickman

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### **Background**

The purpose of this report is to update Members on the progress of improvements and repairs since the last meeting.

### **Current Situation**

#### **Play Areas**

Play areas are still open and disinfection routine is continuing to be followed. It should be noted that the Play areas have been very well used during the recent lock down and with the extremely wet conditions have become very muddy and the grass has been worn away in particular in the Leys Play area. During the first lockdown many of the badly worn areas of the Leys play area were turfed and seeded whilst the play area was closed, however conditions are now back to where they were if not worse.

It may be necessary at the end of the summer holidays but before the late autumn to have to shut the Leys Play area for remedial works to the ground in order to bring the ground conditions back to a good condition.

The Leys Play area has always been extremely heavily used all year round especially even more so when the weather is good, and the splash park is open that the grass within the play area and splash park are not able to withstand the level of footfall particularly in wet weather. Consideration should be given as to how this can be addressed/remedied in future.

#### **Splash Park**

The annual contract for the maintenance of the splash park which is normally agreed so the Splash Park can open for the Easter Holidays has not at present been agreed, the Operations and Estates Officer will commission these works as soon as Government Guidance confirms these type of facilities will be allowed to open this year.

#### **Football**

Football is currently prevented by Covid restrictions however goal mouths in particular those at West Witney are still being badly worn by children using them during the lock down whilst the schools are closed. Teams are becoming upset and are requesting that they be fenced off

at West Witney however it is part of a public open space and the children do require some where to exercise. The Operations and Estates Officer has asked the grounds contractors to ensure the goal mouth are kept fit for play for when sport returns and if damage begins to get excessive advise the Operations and Estates Officer and the worst goal mouths will be fenced of at that point to recover.

### **West Witney Toilet provision for Sports.**

The Operations and Estates Officer has ordered 1 x accessible toilet and 1 x standard single toilet to cover requirements at the site in the longer term if required. Lead times are approx. 7 days for the single toilet and approx. 5 weeks for the accessible toilet from payment of invoice. Witney tennis association is planning on running Witney Open Grade 4 Junior Tournament and Mens and Ladies Tournament running from 4<sup>th</sup> to 10<sup>th</sup> April. I am also sure that Tower Football club will be wanting to start play as soon as they possibly can within the Covid restrictions.

### **Preparations for Summer Sports**

All materials have been purchased to carry out the required maintenance, the works team will be carrying this work out over the coming weeks whenever the weather is suitable.

### **3<sup>rd</sup> Party Events**

A request has been received regarding the May Fair from Mr Perry Hatwell for a provisional booking on the Leys for 17<sup>th</sup> to 24<sup>th</sup> May.

The Witney Carnival have requested to meet with Officers and Councillors to discuss this years Carnival on 10<sup>th</sup> July.

### **West Witney Sports Ground – Pedestrian Access Wet & Boggy**

Park Run have not run for many months now however the new entrance from the woodland has become extremely wet and boggy ground this is due solely to pedestrian access with people using this entrance rather than the entrance at the South East corner to avoid the conditions there. If Park Run were running Saturday runs the situation would be much worse and the area would become impassable.

Council gave Park Run Permission to look into and construct a hogging path however they were unable to raise the required funding required £20,000 plus, and therefore this has not progressed to resolve these issues.

The purpose of this report is to make Members aware of the situation and Officers will look into alternative solutions in time for the next budget cycle – as no funding has been set aside for these works.



**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 invited to note the report.

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## SPORT AND PLAY COMMITTEE

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**Date:** 1st March 2021

**Title:** Bowls Irrigation Systems

**Contact Officer:** Operations and Estates Officer – John Hickman

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### Background

Following recent issues regarding the Bowls Green Irrigation systems breaking down at each of these greens and the associated issues getting the bowls clubs to maintain and repair them. Continental landscapes have asked if the irrigation systems can be taken into Witney Town Council ownership. It has been suggested to the clubs that clubs hand the Irrigation systems to Witney Town Council. Council at the Sport and Play Committee meeting of the 2<sup>nd</sup> November 20 Item SP354 resolved that

SP354 2. that subject to a verbal update from the Operations and Estates Officer from a meeting with the bowls club, the bowls green irrigation systems be transferred into the control and responsibility of the Council.

### Current Position

The Operations and Estates Officer wrote to all three clubs stating that I was looking at charging an additional sum of £550 on the current bowls greens annual hire fees payable to Witney Town Council the two clubs at West Witney cost would be split £225 for each club and the Leys Club the full £550, this would cover the annual maintenance charges for each green of £420 as quoted by SJS contractors with an additional sum of £130 for additional works required to bring the system up to its full working potential and maintain it there. This money would be held by Witney Town Council if not used towards any works required to bring the system up to working at its full potential and maintaining it there on going. Should works required cost more than the available sum council will fund the works and reclaim the sums from this charge over time. If at any point, there are remaining sums these will be held to be used when required for future repairs/improvements or replacement of the system or part thereof.

However, with the current situation regarding Covid 19 and the restrictions in place the clubs have asked not to proceed at this point. They feel they are unsure of their futures having lost membership during lock down and the uncertainty as to whether they will be able to play or not this season.

The Operations and Estates Officer has pointed out that the clubs will still need to ensure the irrigation systems are fully operational for this season as the system will be required to keep

the greens in good condition throughout the summer regardless of whether they are playing or not.

The Operations and Estates Officer has suggested that the situation is looked at again in the Autumn towards the end of the season when hopefully there will be a clearer situation and possibly the irrigation systems can be transferred to Witney Town Council before the end of 2021 so the systems can be prepared by Witney Town Council for the 2022 season.

### **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.

With contractors having full control of the bowls green irrigation systems, it is hoped that water usage can be kept to a minimum of what is required to keep the bowls greens in a good condition without excessive over or under watering.

### **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 costs for the maintenance and upkeep of the irrigation systems to be reclaimed through the bowls green hire charges.

### **Recommendations**

Member are invited to note the report.

## SPORT AND PLAY COMMITTEE

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**Date:** 1<sup>st</sup> March 2021  
**Title:** Old Bowls Building – The Leys  
**Contact Officer:** Operations and Estates Officer - John Hickman

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### Background

The Witney Town Bowls Club has requested Witney Town Council set a maintenance budget for this building for 21/22 & 22/23 financial years to carry out maintenance and repairs to this structure. The Operations and Estates Officer has requested copies of the historical information the club state they have regarding this building.

The structure is currently 1/3 covered in ivy, the wooden doors, windows facia are badly decayed and rainwater gutters etc. are in very poor condition. Many of the panes of glass are missing and the last time any maintenance work was carried out these have been boarded over and paint to look as if the glass is still present. The building is currently still watertight over than close to the access doors.

### Current Situation

The corrugated roof sheets covering the roof was tested for asbestos and the tests have come back positive Chrysotile, White Asbestos.

The material is safe to be left as it is and should have a long remaining lifespan and if inspected annually to ensure no damages have occurred and it is not breaking down in any way. There is no real reason to remove it at this point in time. Anybody carrying out building works etc. to this structure would need to be advise that the roof is white asbestos, and it should not be drilled or damaged in any way.

If council were to remove the asbestos this would be costly and the roof if the structure were removed would require to be recovered with an alternative material.

The structure could be left as is and continue to be used for storage as present, the Ivy could be left as this allows the structure to blend in with the surroundings, the sapling suckers etc. could be removed from the exterior surround the structure, and the shrubs pruned this would make the whole structure look much neater and tidier. Finally, some climbing plants like Honeysuckle, clematis could be planted against the structure and existing ivy to create a much more astatically please feature of the structure at very limited cost to Witney Town Council. The Works team would be able to carry out the associated work required.

### **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**

- £50 Climbing Plants if agreed by council.

### **Recommendations**

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

1. Leaving the existing asbestos roof covering in place.
2. Removal of the asbestos roofing and replacement roof, Officers to get quotes for associated works and materials.
3. Tidying up external shrubs and removing saplings. Using the works team.
4. Planting climbing plants against the structure and ivy.



## IDENTIFICATION OF ASBESTOS FIBRES BULK ANALYSIS CERTIFICATE

**Site Address:** Lets Recreation Ground, Old Bowls Pavilion, Witney, Oxfordshire, OX28 4AR

**Date Received:** 07/01/2021  
**Analysis Date:** 07/01/2021  
**Report Date:** 07/01/2021

**Certificate Number:** J019691  
**Client Reference:** U61932  
**No. of Samples:** 1

**Client Name:** Asbestos Sampling Ltd  
**Client Address:** 34 Market street, Hyde, SK14 1AH

**Sampling Officer:** Asbestos Sampling Ltd

Client Sample No.	CWE Bulk Sample ID	Sample Location	Analysis Result
1	BS026157	Corrugated Roofing Sheet	<b>Chrysotile</b>

**Comments:**

This is to certify that samples have been analysed using CWE’s in house method procedure and HSE’s HSG 248 ‘the analysts guide’. Where samples have not been generated internally, CWE cannot be held responsible for the accuracy of the information provided or if the sample analysed is representative of the material sampled. Bulk samples are disposed of after 6 months unless otherwise instructed by the client or HSE. Any additional comments provided are the opinion of the analyst and are outside of the scope of CWE’s accreditation. This certificate can only be reproduced with the express written permission of CWE Service Ltd.

**Analysed by:** Duncan Riddell  
**Title:** Laboratory/ Quality Manager

**Authorised by:** Duncan Riddell  
**Title:** Laboratory / Quality Manager

**CERTIFICATE KEY:**  
 N.A.D.I.S = No Asbestos Detected In Sample  
 Chrysotile = White Asbestos  
 Amosite = Brown Asbestos  
 Crocidolite = Blue Asbestos  
 Fibrous Actinolite/Tremolite/Anthophyllite = Rare Asbestos Types



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