

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

**Held on Monday, 7 March 2022**

**At 6.00 pm in the Virtual Meeting Room via Zoom**

**Present:**

Councillor V Gwatkin (Chair)

Councillors:	D Butterfield	L Duncan
	J Aitman	D Enright
	T Ashby	
Officers:	Adam Clapton	Deputy Town Clerk
	Simon Wright	Democratic & Legal Services Officer
Others:	No members of the public.	

With no legislation in place for the Town Council to hold virtual meetings, and because of the ongoing Covid-19 Pandemic, the Parks & Recreation Committee formed virtually as an Advisory Committee. Any recommendations outside of the current work's programme, budget or policy will require ratification at the Full Council meeting held on 11 April 2022.

**PR97 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Ashbourne and McMahon.

**PR98 DECLARATIONS OF INTEREST**

There were no declarations of interest from members or officers.

**PR99 MINUTES**

The minutes of the meeting held on 10 January 2022 were considered.

**PR16 – Food Trading at Recreation Grounds**

The Deputy Town Clerk advised that the current operator at West Witney Sports Ground had agreed an extension from 1<sup>st</sup> April 2022 at an increased rate. In respect of Burwell and The Leys expressions were being sought from potential operators.

**PR17 – King George V – Provision of Toilets**

Councillor Enright advised that discussions were ongoing with the Newland Church Centre with a view to providing a temporary solution whilst longer term plans were developed.

**PR18 – Quarry Road Play Area**

It was noted that local residents had identified concept design three, presented to this committee on 10<sup>th</sup> January, as their preferred option for the addition of new equipment within the specified budget of £5,000. The scheme had been identified as the top priority in an emerging review of play areas, agreed as part of the Open Spaces Strategy. Officers could therefore progress this project based on the feedback from residents, in line with financial regulations.

**PR19 – Land at Witney Road, Ducklington**

Clarification was given that Parks & Recreation Committee was dealing with this matter as it was associated with the Lake & Country Park. Members noted that the application for housing on adjacent land had been refused by West Oxfordshire District Council. It was agreed that officers should speak to the landowner to establish if a gate was still required.

The minutes of the Parks & Recreation Committee held on 10 January 2022 were received as a correct record.

**PR100 PARTICIPATION OF THE PUBLIC**

There was no public participation.

**PR101 MAJOR PROJECTS REPORT**

The Deputy Town Clerk gave a verbal update.

It was reported that a site meeting was to be arranged at Burwell changing rooms with the Council advisors to look at options. The committee noted that there may be funding available from the Football Association but any associated criteria/restrictions would need to be established.

The Committee resolved that options for the redevelopment of the changing rooms together with funding opportunities should be explored.

It was noted that a meeting was to be held with the planning department at WODC regarding development plans at West Witney Sports Ground.

**Resolved:**

1. That, the update be noted; and
2. That, options for the redevelopment of the changing rooms at Burwell Sports Ground together with funding opportunities should be explored.

**PR102 THE LEYS - SKATE PARK**

Consideration was given to the report of the Project Officer.

The committee considered the current position with regard to community involvement, design options and budget allocated for the skate park project. Members agreed the Town Council should undertake a full redevelopment of the site; new equipment would be preferable, if possible, and a tender process should be commenced. It was noted that the allocated budget was £100k and contractors should be asked to quote within that but if quotes were higher then additional finance or grant funding may need to be considered.

**Recommended:**

1. That, a tender process for the redevelopment of The Leys skate park be commenced; and
2. That, once the tenders are received the financial options be considered if quotes are above the allocated budget

**PR103 THE LEYS - TRAFFIC CALMING SCHEME**

The committee considered the report of the Project Officer.

It was noted that this had been previously considered and £5k allocated towards the cost of implementing a traffic calming scheme. It was indicated that there had been no recent complaints of vehicles being driven in an anti-social manner in the area. Members considered that a scheme was not imperative at this time but if additional funding was still available from Oxfordshire County Council then improvements could be considered for the future.

**Recommended:**

1. That, clarification be sought from Oxfordshire County Council regarding additional funding for a scheme; and
2. That, the matter be reconsidered when the funding position has been confirmed.

**PR104 WEST WITNEY SPORTS GROUND – TENNIS COURT COLOUR COATING**

The report of the Project Officer was considered.

The committee received details of quotes received for works to the tennis courts at West Witney Sports Ground.

**Recommended:**

That, Quote 1, as detailed in the report, be accepted for the works.

**PR105 WEST WITNEY SPORTS GROUND - SPORTS PITCH BOOKINGS**

Consideration was given to the current application form for sport pitch bookings together with correspondence received from a pitch user.

The Deputy Town Clerk advised that a meeting had been held with the correspondent earlier in the day. The committee noted the issue with litter on the site and the cost to both the council and West Witney Sports Club. It was agreed that officers look at the situation with regard to litter, the provision of bins and usage of existing bins and options for a weekend litter pick in addition to or by changing the current timetable of bin collection. It was noted that the situation could be reviewed as part of the forthcoming discussions on the grounds maintenance contract.

With regard to bookings administration, it was noted that the issue of charging referred to in correspondence would be referred to the Policy, Governance & Finance Committee as a subsidised letting request. In respect of the booking form it was suggested that an addition be made allowing applicants to identify any additional issues that may impact on the booking cost.

It was noted that a form was completed to identify dates that pitches were required at the start of the season with more detailed information being provided for each date at a later stage.

**Recommended:**

1. That, officers be requested to look at the situation with regard to litter, the provision of bins and usage of existing bins and options for a weekend litter pick in addition to or by changing the current timetable; and
2. That, officers be authorised to make necessary amendments to the pitch booking form as outlined at the meeting.

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The meeting closed at: 6.31 pm

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Chair