

Parks & Recreation

Committee Meeting of Witney Town Council

Monday, 27th June, 2022 at 6.00 pm



To members of the Parks & Recreation Committee - V Gwatkin, D Butterfield, J Aitman, L Ashbourne, T Ashby, L Duncan, D Enright and A McMahon (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 Deputy Town Clerk (adam.clapton@witney-tc.gov.uk) in advance to reserve a seat.

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 Deputy Town Clerk (adam.clapton@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 Parks & Recreation Committee held on 16 May 2022;

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 42. Matters raised shall relate to the following items on the agenda. 5

5. **Finance Report** (Pages 7 - 12)

To receive the report of the Town Clerk & Chief Executive Officer (to follow).

6. **Sports Pitches**

To receive a verbal update from the Town Clerk & Chief Executive Officer.

7. **Summer Youth Activities** (Pages 13 - 16)

To receive the report of the Venue & Events Officer.

8. **The Leys Skatepark** (Pages 17 - 68)

To receive the report of the Project Officer.

9. **Burwell Changing Rooms**

To receive a verbal update from the Town Clerk & Chief Executive 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. **Lakeside Allotments Access**

To receive a verbal update from Officers.

12. **West Witney Sports Ground**

To receive a verbal update from the Town Clerk & Chief Executive Officer.



Town Clerk

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

Held on Monday, 16 May 2022

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

Present:

Councillor V Gwatkin (Chair)

Councillors:	J Aitman T Ashby	L Duncan D Enright
Officers:	Adam Clapton Sharon Groth Simon Wright	Deputy Town Clerk Town Clerk Democratic & Legal Services Officer
Others:	One member of the public.	

PR217 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Ashbourne and Butterfield.

PR218 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

PR219 ELECTION OF VICE-CHAIR

The Chair called for nominations for the position of Vice-Chair of the Committee.

It was proposed and seconded that Councillor Daniel Butterfield be elected. There being no other nominations it was:

Resolved:

That, Councillor Daniel Butterfield be elected Vice-Chair of the Committee for the 2022/2023 municipal year.

PR220 MINUTES

The minutes of the meeting held on 7 March 2022 were considered.

PR103 – The Leys Traffic Calming Scheme - The Deputy Town Clerk advised that officers had passed on residents feedback on the scheme to Oxfordshire County Council who would progress the scheme.

PR221 PARTICIPATION OF THE PUBLIC

The Committee adjourned for this item.

Mr. Jeff Hunter representing Courtside CIC who operate facilities at The Leys Recreation Ground addressed the committee in respect of the Open Spaces Strategy.

The Committee reconvened following public participation, Mr Hunter left the meeting

PR222 COMMITTEE TERMS OF REFERENCE

The committee considered whether any changes were needed to the current Terms of Reference.

Resolved:

That, no amendments be made to the Terms of Reference

PR223 COMMITTEE OBJECTIVES/WORK PROGRAMME FOR THE MUNICIPAL YEAR

The Committee considered the report of the Town Clerk/RFO. An update was given on the projects outlined in the report and the financial and staffing resources available.

After discussion it was agreed that the Burwell Sports Changing Rooms should be a priority and would need to be progressed in conjunction with the renewal of other infrastructure at the site which was under the remit of the Hall, Cemeteries & Allotments Committee.

In respect of the pitches at Woodgreen it was advised that the matter was with West Oxfordshire District Council to draft the Heads of Terms.

Resolved:

1. That, the report be noted; and
2. That, the Burwell Sports Changing Rooms be the top priority.

PR224 OPEN SPACES STRATEGY - PART A

Consideration was given to the report of the Town Clerk/CEO.

It was reported that a Head of Operations had been appointed to oversee bringing the grounds maintenance service in house, as well as other duties .

Resolved:

That, the report be noted.

PR225 FINANCE REPORT

Consideration was given to the current position of the budgets allocated to the committee.

The Deputy Town Clerk updated on the position with the current food operator at West Witney Sports Ground. Members emphasised the need to be cognisant of the potential impact of inflation on council spending.

Resolved:

That, the current financial position be noted.

PR226 QUARRY ROAD PLAY AREA - ADDITIONAL EQUIPMENT

The Committee received the report of the Project Officer outlining options for the provision of equipment at the Quarry Road Play Area.

Members noted the financial allocation for the project and expressed support for Option 1a as shown in the report.

Resolved:

That, Option 1a as outlined in the report be approved.

PR227 **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.

PR228 **OPEN SPACES STRATEGY - PART B**

The Committee considered the confidential report of the Town Clerk/RFO in respect of the Action Plan from the Open Spaces Strategy document and Major Capital Projects agreed as part of the budget setting cycle earlier in the year.

Members discussed the project for the Burwell Changing Rooms and considered the fee proposal for professional services to progress the plans. It was agreed that the company mentioned in the report be appointed. The Chair asked if this could be progressed swiftly as it had been identified earlier as a priority project for this Committee.

The Committee considered details, together with the information provided by Courtside CIC, regarding a masterplan for the Ley Recreation Ground. Discussion ensued regarding options for the redevelopment, financial implications and consultation. Members agreed that the project should be progressed and suggested that the Council appoints a Working Party to oversee the plans.

The Town Clerk updated members on a site visit that had been held with West Oxfordshire District Council to look at options for the provision of 3G pitch. It was noted that it was difficult to accommodate at West Witney Sports Ground so other options were being considered and a report would be brought back to members.

Resolved:

1. That, the fee proposal from Ridge & Partners for the design/plans for additional changing rooms extending Burwell Hall be approved;
2. That, the recommendations from Courtside CIC regarding a masterplan for the Leys Recreation Ground be progressed with a Working Party being appointed at Full Council to oversee the project; and
3. That it is RECOMMENDED to Policy, Governance & Finance that the budgets set aside for the Skate park and the Leys Recreation Ground Sewerage/other works be included in the financial plan as match funding towards any grant applications if applicable;
4. That, the update on the 3G pitch and west Witney Sports Ground be noted.

The meeting closed at: 6.42 pm

Chair

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Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report - Parks & Recreation Committee - 27 June 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Parks & Recreation</u>								
<u>201 SPLASHPARK</u>								
4012 WATER RATES	3,797	0	12,000	12,000		12,000	0.0%	
4014 ELECTRICITY	0	2,709	0	(2,709)		(2,709)	0.0%	
4016 CLEANING MATERIALS	368	0	275	275		275	0.0%	
4036 PROPERTY MAINTENANCE	2,827	0	5,000	5,000		5,000	0.0%	
4047 PLAY EQUIP MAINTENCE	0	0	2,500	2,500		2,500	0.0%	
4048 ENG.INSPEC.(VARIABLE)	454	0	500	500		500	0.0%	
4491 TFR TO EARMARKED RES	4,500	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	1,715	0	7,646	7,646		7,646	0.0%	
4890 O/S O'HEAD RCHG	403	0	1,560	1,560		1,560	0.0%	
4891 AGENCY SERVICES RECHARGE	0	0	16,704	16,704		16,704	0.0%	
5198 Deferred Grants Released	(25,082)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	68,207	0	0	0		0	0.0%	
SPLASHPARK :- Indirect Expenditure	57,190	2,709	46,185	43,476	0	43,476	5.9%	0
Net Expenditure	(57,190)	(2,709)	(46,185)	(43,476)				
<u>202 THE LEYS RECREATION GROUND</u>								
1020 SPORTS - FOOTBALL	2,331	318	1,000	682			31.8%	
1043 GREEN FEES - WTBC	4,485	0	4,620	4,620			0.0%	
1050 RENT RECEIVED	1,000	0	3,080	3,080			0.0%	
1051 GROUND HIRE	11,338	3,463	11,175	7,712			31.0%	
1052 EXPENSES RECOVERED	60	60	150	90			40.0%	
1058 WATER RECOVERED	175	0	150	150			0.0%	
1099 MISCELLANEOUS INCOME	1,000	0	0	0			0.0%	
THE LEYS RECREATION GROUND :- Income	20,388	3,842	20,175	16,333			19.0%	0
4001 SALARIES	(0)	0	0	0		0	0.0%	
4002 ER'S NIC	0	0	0	0		0	0.0%	
4003 ER'S SUPERANN	0	0	0	0		0	0.0%	
4012 WATER RATES	0	0	3,000	3,000		3,000	0.0%	
4014 ELECTRICITY	43	(43)	0	43		43	0.0%	
4017 CONTRACT CLEAN/WASTE	10,415	2,283	9,500	7,217		7,217	24.0%	
4025 INSURANCE	224	0	240	240		240	0.0%	
4036 PROPERTY MAINTENANCE	6,220	47	7,500	7,453		7,453	0.6%	
4037 GROUNDS MAINTENANCE	144	0	5,000	5,000		5,000	0.0%	
4038 OTHER MAINTENANCE	0	0	4,000	4,000		4,000	0.0%	
4046 SPORTS EQUIPMENT	73	108	4,000	3,892		3,892	2.7%	
4047 PLAY EQUIP MAINTENCE	0	0	5,000	5,000		5,000	0.0%	

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4048 ENG.INSPEC.(VARIABLE)	398	0	430	430		430	0.0%	
4049 PLAY RISK ASSESSMENT	123	0	1,000	1,000		1,000	0.0%	
4059 OTHER PROF FEES	0	0	10,000	10,000		10,000	0.0%	
4099 MISCELLANEOUS	320	0	0	0		0	0.0%	
4110 SUBSIDIZED LETTINGS	0	0	10,000	10,000		10,000	0.0%	
4215 IN BLOOM - INC SCHOOLS CHALLENGE	0	0	1,000	1,000		1,000	0.0%	
4491 TFR TO EARMARKED RES	6,500	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(2,750)	(3,500)	(3,500)	0		0	100.0%	
4888 O/S STAFF RCHG	45,860	0	33,680	33,680		33,680	0.0%	
4890 O/S O'HEAD RCHG	9,685	0	6,872	6,872		6,872	0.0%	
4891 AGENCY SERVICES RECHARGE	87,664	14,080	50,111	36,031		36,031	28.1%	
4892 C/S STAFF RCHG	14,103	0	16,543	16,543		16,543	0.0%	
4893 C/S O'HEAD RCHG	4,073	0	4,590	4,590		4,590	0.0%	
THE LEYS RECREATION GROUND :- Indirect Expenditure	183,097	12,974	168,966	155,992	0	155,992	7.7%	0
Net Income over Expenditure	(162,708)	(9,132)	(148,791)	(139,659)				
203 WEST WITNEY SPORTS GROUND								
1020 SPORTS - FOOTBALL	5,141	538	3,000	2,462			17.9%	
1021 SPORTS - CRICKET	1,507	288	1,751	1,463			16.5%	
1041 RENTAL - TENNIS CLUB	4,390	0	4,520	4,520			0.0%	
1042 RENTAL- PROJ.RANGE	2,570	0	2,650	2,650			0.0%	
1044 GREEN FEES - WMBC	2,690	0	2,770	2,770			0.0%	
1045 GREEN FEES - WWBC	2,690	0	2,770	2,770			0.0%	
1050 RENT RECEIVED	17,491	1,885	21,820	19,935			8.6%	
1054 EASEMENTS/WAYLEAVES	6	6	6	0			100.0%	
1058 WATER RECOVERED	0	0	500	500			0.0%	
1060 INSURANCE RECOVERED	331	0	350	350			0.0%	
WEST WITNEY SPORTS GROUND :- Income	36,816	2,717	40,137	37,420			6.8%	0
4012 WATER RATES	0	0	750	750		750	0.0%	
4017 CONTRACT CLEAN/WASTE	4,566	0	0	0		0	0.0%	
4025 INSURANCE	555	0	590	590		590	0.0%	
4036 PROPERTY MAINTENANCE	1,693	0	1,500	1,500		1,500	0.0%	
4037 GROUNDS MAINTENANCE	3,151	0	2,500	2,500		2,500	0.0%	
4046 SPORTS EQUIPMENT	73	0	0	0		0	0.0%	
4048 ENG.INSPEC.(VARIABLE)	159	0	175	175		175	0.0%	
4059 OTHER PROF FEES	460	0	7,000	7,000		7,000	0.0%	
4491 TFR TO EARMARKED RES	2,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(2,000)	(2,000)	0		0	100.0%	
4888 O/S STAFF RCHG	13,158	0	10,242	10,242		10,242	0.0%	

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Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4890 O/S O'HEAD RCHG	3,019	0	2,090	2,090		2,090	0.0%	
4891 AGENCY SERVICES RECHARGE	55,441	8,829	58,463	49,634		49,634	15.1%	
5199 Depreciation Charge to Service	584	0	0	0		0	0.0%	
WEST WITNEY SPORTS GROUND :- Indirect Expenditure	84,861	6,829	81,310	74,481	0	74,481	8.4%	0
Net Income over Expenditure	(48,045)	(4,111)	(41,173)	(37,062)				
204 BURWELL (QE2) SPORTS GROUND								
1020 SPORTS - FOOTBALL	5,690	605	3,500	2,895			17.3%	
BURWELL (QE2) SPORTS GROUND :- Income	5,690	605	3,500	2,895			17.3%	0
4036 PROPERTY MAINTENANCE	762	0	1,000	1,000		1,000	0.0%	
4037 GROUNDS MAINTENANCE	1,214	0	1,000	1,000		1,000	0.0%	
4046 SPORTS EQUIPMENT	0	0	3,000	3,000		3,000	0.0%	
4047 PLAY EQUIP MAINTENCE	768	0	2,000	2,000		2,000	0.0%	
4048 ENG.INSPEC.(VATABLE)	456	0	475	475		475	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	100	100		100	0.0%	
4888 O/S STAFF RCHG	7,985	0	2,596	2,596		2,596	0.0%	
4890 O/S O'HEAD RCHG	1,948	0	530	530		530	0.0%	
4891 AGENCY SERVICES RECHARGE	25,851	4,117	27,144	23,027		23,027	15.2%	
BURWELL (QE2) SPORTS GROUND :- Indirect Expenditure	39,046	4,117	37,845	33,728	0	33,728	10.9%	0
Net Income over Expenditure	(33,356)	(3,511)	(34,345)	(30,834)				
205 KING GEORGE V / NEWLAND								
1020 SPORTS - FOOTBALL	1,747	54	1,600	1,546			3.4%	
KING GEORGE V / NEWLAND :- Income	1,747	54	1,600	1,546			3.4%	0
4036 PROPERTY MAINTENANCE	6	0	500	500		500	0.0%	
4037 GROUNDS MAINTENANCE	36	0	2,000	2,000		2,000	0.0%	
4047 PLAY EQUIP MAINTENCE	0	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VATABLE)	376	0	400	400		400	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	100	100		100	0.0%	
4100 GRANTS GENERAL	0	0	1,000	1,000		1,000	0.0%	
4491 TFR TO EARMARKED RES	1,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	0	(500)	(500)	0		0	100.0%	
4888 O/S STAFF RCHG	788	0	8,464	8,464		8,464	0.0%	
4890 O/S O'HEAD RCHG	198	0	1,727	1,727		1,727	0.0%	
4891 AGENCY SERVICES RECHARGE	12,404	1,975	12,528	10,553		10,553	15.8%	
KING GEORGE V / NEWLAND :- Indirect Expenditure	14,870	1,475	26,719	25,244	0	25,244	5.5%	0
Net Income over Expenditure	(13,123)	(1,422)	(25,119)	(23,697)				

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Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

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<u>207 MOORLAND ROAD PLAY AREA</u>								
4047 PLAY EQUIP MAINTENCE	0	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VARIABLE)	218	0	250	250		250	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	100	100		100	0.0%	
4491 TFR TO EARMARKED RES	500	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	522	0	2,240	2,240		2,240	0.0%	
4890 O/S O'HEAD RCHG	106	0	457	457		457	0.0%	
MOORLAND ROAD PLAY AREA :- Indirect Expenditure	1,408	0	3,547	3,547	0	3,547	0.0%	0
Net Expenditure	(1,408)	0	(3,547)	(3,547)				
<u>208 WOOD GREEN PITCHES/PLAY AREA</u>								
4047 PLAY EQUIP MAINTENCE	0	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VARIABLE)	238	0	260	260		260	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	100	100		100	0.0%	
4491 TFR TO EARMARKED RES	500	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	182	0	2,667	2,667		2,667	0.0%	
4890 O/S O'HEAD RCHG	52	0	544	544		544	0.0%	
4891 AGENCY SERVICES RECHARGE	0	0	2,088	2,088		2,088	0.0%	
WOOD GREEN PITCHES/PLAY AREA :- Indirect Expenditure	1,033	0	6,159	6,159	0	6,159	0.0%	0
Net Expenditure	(1,033)	0	(6,159)	(6,159)				
<u>209 ETON CLOSE PLAY AREA</u>								
4047 PLAY EQUIP MAINTENCE	0	0	250	250		250	0.0%	
4048 ENG.INSPEC.(VARIABLE)	159	0	175	175		175	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	100	100		100	0.0%	
4222 TINY FOREST EXPENSES	0	0	150	150		150	0.0%	
4491 TFR TO EARMARKED RES	250	0	0	0		0	0.0%	
ETON CLOSE PLAY AREA :- Indirect Expenditure	470	0	675	675	0	675	0.0%	0
Net Expenditure	(470)	0	(675)	(675)				
<u>210 OXLEASE PLAY AREA</u>								
4047 PLAY EQUIP MAINTENCE	1,536	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VARIABLE)	436	0	450	450		450	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	100	100		100	0.0%	
4888 O/S STAFF RCHG	5,874	0	3,983	3,983		3,983	0.0%	
4890 O/S O'HEAD RCHG	1,365	0	813	813		813	0.0%	

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Detailed Income & Expenditure by Budget Heading 31/05/2022

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4891 AGENCY SERVICES RECHARGE	0	0	14,616	14,616		14,616	0.0%	
OXLEASE PLAY AREA :- Indirect Expenditure	9,272	0	20,462	20,462	0	20,462	0.0%	0
Net Expenditure	(9,272)	0	(20,462)	(20,462)				
<u>211 FIELDMERE PLAY AREA</u>								
4047 PLAY EQUIP MAINTENCE	768	12	250	238		238	4.9%	
4048 ENG.INSPEC.(VARIABLE)	258	0	275	275		275	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	100	100		100	0.0%	
4888 O/S STAFF RCHG	75	0	3,948	3,948		3,948	0.0%	
4890 O/S O'HEAD RCHG	15	0	805	805		805	0.0%	
FIELDMERE PLAY AREA :- Indirect Expenditure	1,177	12	5,378	5,366	0	5,366	0.2%	0
Net Expenditure	(1,177)	(12)	(5,378)	(5,366)				
<u>212 QUARRY ROAD PLAY AREA</u>								
4047 PLAY EQUIP MAINTENCE	0	0	250	250		250	0.0%	
4048 ENG.INSPEC.(VARIABLE)	198	0	225	225		225	0.0%	
4049 PLAY RISK ASSESSMENT	62	0	100	100		100	0.0%	
4491 TFR TO EARMARKED RES	250	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	323	0	178	178		178	0.0%	
4890 O/S O'HEAD RCHG	81	0	36	36		36	0.0%	
QUARRY ROAD PLAY AREA :- Indirect Expenditure	914	0	789	789	0	789	0.0%	0
Net Expenditure	(914)	0	(789)	(789)				
<u>213 RALEIGH CRESCENT PLAY AREA</u>								
4013 RENT PAID	5	0	5	5		5	0.0%	
4047 PLAY EQUIP MAINTENCE	0	0	500	500		500	0.0%	
4049 PLAY RISK ASSESSMENT	0	0	100	100		100	0.0%	
4491 TFR TO EARMARKED RES	500	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	51	0	3,591	3,591		3,591	0.0%	
4890 O/S O'HEAD RCHG	8	0	733	733		733	0.0%	
RALEIGH CRESCENT PLAY AREA :- Indirect Expenditure	564	0	4,929	4,929	0	4,929	0.0%	0
Net Expenditure	(564)	0	(4,929)	(4,929)				
<u>214 PARK ROAD PLAY AREA</u>								
4013 RENT PAID	0	0	125	125		125	0.0%	
4047 PLAY EQUIP MAINTENCE	0	0	500	500		500	0.0%	

Continued over page

Detailed Income & Expenditure by Budget Heading 31/05/2022

Month No: 2

Committee Report - Parks & Recreation Committee - 27 June 2022

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4048 ENG.INSPEC.(VARIABLE)	159	0	250	250		250	0.0%	
4049 PLAY RISK ASSESSMENT	0	0	100	100		100	0.0%	
4888 O/S STAFF RCHG	1,221	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	264	0	0	0		0	0.0%	
PARK ROAD PLAY AREA :- Indirect Expenditure	1,644	0	975	975	0	975	0.0%	0
Net Expenditure	(1,644)	0	(975)	(975)				
Parks & Recreation :- Income	64,641	7,218	65,412	58,194			11.0%	
Expenditure	395,545	28,116	403,939	375,823	0	375,823	7.0%	
Movement to/(from) Gen Reserve	(330,904)	(20,898)						
Grand Totals:- Income	64,641	7,218	65,412	58,194			11.0%	
Expenditure	395,545	28,116	403,939	375,823	0	375,823	7.0%	
Net Income over Expenditure	(330,904)	(20,898)	(338,527)	(317,629)				
Movement to/(from) Gen Reserve	(330,904)	(20,898)						

PARKS & RECREATION COMMITTEE

Date: Monday, 4 July 2022

Title: Summer Youth Activities

Contact Officer: Tomas Smith – Venue and Events Officer

Current Situation

An enquiry has been received from Got2B asking to use Burwell Field, the area behind the playpark nearest the road, and The Leys Recreation Grounds to hold summer activities, on 4th July and 1st September respectively. The use of the Corn Exchange and Burwell Hall has been requested in case of poor weather conditions.

The requests are quite late, and although small and community driven, members should be aware requests should be received well in advance of the event and would be chargeable. Event plans and risk assessments are also required.

Both areas are available for use, as is Burwell Hall on the 4th July and the Corn Exchange on the 1st September for toilet use and poor weather alternatives as requested. Got2B have asked for access of both Halls until 18:00. Burwell Hall does have an evening hirer on the 4th July so the hall would require a deep clean at the end of the use by Got2B. This also impacts their usage requirements as the hiring group requires access from 15:45 which means the latest GOT2B could have hall access would be 14:45.

It's worth noting that Got2B have suggested that they use the area of the Leys opposite the Coffee Shed, this is not normally hired out and all events are usually directed to the showground. (Adjacent to Sainsburys)

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.

All requests for use of land must be treated fairly and consistently.

Financial implications

- The cost of hire at Burwell Hall on Thursday 4th July would be £48.00
- The cost of hire at the Corn Exchange on Thursday 1st September would be £133.50
- The cost of holding an event on town council owned land is £167.50
- The cost of caretakers to attend would be 2 – 4 hours at £9.90 per hour
- The cost of cleaner to attend would be 1 hour at £9.90 per hour

Recommendations

Members are invited to note the report and,

- Consider the requests from Got2b to hold events at Burwell and The Leys Recreation Grounds [and at Burwell Hall & the Corn Exchange] and,
- If agreeable, propose to the Policy, Governance & Finance Committee that the cost of subsidised hire is covered from existing subsidised letting budgets.



Good Afternoon Witney Town Clerk,

I trust that this email finds you well and enjoying the sunshine!

I am emailing on behalf of Got2B regarding the activities we are planning for young people aged 13 - 17 in each of the three towns over the school Summer Holidays.

I want to check with each of you to see if we require an Events License for any of these activities, and to enquire about possible toilet arrangements for our staff in attendance.

On each of the listed activity days we plan to erect a 4m x 4m gazebo and bring picnic mats & inflatable chairs for young people to make use of.

Please find below a break-down of planned activities for each location - along with any requests we have.

Witney

Thursday 4th July: **Burwell Recreation Ground** (at the rear of Burwell Hall, beyond the play equipment)

'My Town' Art Project, where young people are invited to help make a 'BIG PICTURE' collage, enter a Phone Photography Competition, contribute to a Picture Map of the town and a 'Teen Guide' for other teens visiting Witney.

We hope to set-up our 4m x 4m gazebo - weather permitting - between

13:00 - 18:00.

We are hoping that you will be able to provide us with a key for Burwell Hall - or grant access if the hall is in use - for just our staff members (all DBS checked) to access the toilets in the building?

Also, in the event of adverse weather conditions - might we be able to use the hall itself to stage our activities? Can you please let me know if you have any bookings for this date?

Thursday 18th Aug: **Madley Park** (on the grass area outside Madley Park Hall)
'Get Knotted' - activities around rope, string, wool & thread, including; loom bands, friendship bracelets, paracord keyrings and bracelets, macrame, nail & string art, weaving, crochet, knitting, embroidery and tug-of-war!
We hope to set-up our 4m x 4m gazebo - weather permitting - between 13:00 - 18:00.

We are hoping that you will be able to provide us with a key for Madley Hall - or grant access if the hall is in use - for just our staff members (all DBS checked) to access the toilets in the building? Also, in the event of adverse weather conditions - might we be able to use the hall itself to stage our activities? Can you please let me know if you have any bookings for this date?

Thursday 1st Sept: **The Leys** (on the side opposite The Coffee Shed)
'Making Music' - An acoustic performance from the Got2B band 'Screams of Youth' and the 'Got2B Singing Group, Making Musical Instruments out of recycled materials for a Junk Orchestra - we will then play and sing together.
We hope to set-up our 4m x 4m gazebo - weather permitting - between 13:00 - 18:00.

Also, in the event of adverse weather conditions - might we be able to use The Corn Exchange itself to stage our activities? Can you please let me know if you have any bookings for this date?

I look forward to hearing back from you shortly.

Natasha Harris

Youth & Community Development Manager
07888 672817

Company Registration Number: CIC 12084416



@got2bcic



@got2b-youthwork



PARKS & RECREATION COMMITTEE

Date: Monday, 27 June 2022

Title: Skate Park – The Leys

Contact Officer: Project Officer - Nicky Cayley

Background

An updated skatepark is one of the Council's project aspirations for the forthcoming year. The Project Officer has met with four companies on site for initial discussions and has subsequently carried out a survey and drawn up a tender.

Current Situation

Focus for Tender

Having met with contractors, it was very clear that the Town Council will need to raise in the region of £100, 000 - £150, 000 in addition to the allocated budget in order to realise the project. The most likely source of funding is a grant scheme such as The Big Lottery Fund (Sport England's current funding pots all require crowdfunding which is not something that a Town Council is able to do).

If the Council is to be successful in getting a substantial grant, the application will need to stand out from all of the other skatepark applications. The Council is disadvantaged in that Witney as a whole is not a deprived area and it already has a skatepark – compared to an inner-city area with high levels of deprivation and no skatepark at all. It is worth noting though, that according to the West Oxfordshire District Summary 2021 from Oxfordshire County Council, Witney East and South are both in the 40% most deprived areas nationally. However, the project needs a "USP" (Unique Selling Point"). This is more important as there is not a high level of community involvement.

As discussed at the Full Council meeting of 11 April, there is a growing campaign led by Make Space for Girls to address gender inequality in parks and open spaces. According to Sport England in a survey of 130,000 children aged 5 – 16, the gender divide increases as girls reach ages 10 and 11. Make Space for Girls allowed the Town Council to use its survey to canvass local opinion from teenage girls. In the results, the girls use words such as "happy" and "excited" when describing how they felt going to the park as young children. 40% of girls responding the survey strongly agreed that they now hardly ever go to their local park and 40% agreed. Over 40% of respondents also agreed with the statement that adults expected teenage boys to play in parks more than teenage girls. The survey results also indicated that girls felt intimidated by boys in their local park and whilst almost 60% of respondents used to

participate in wheeled sports when they were young, 50% of girls reported that they no longer participate in wheeled sports.

Research carried out by Women In Sport in 2021 reported: -

Less positively, half of the girls (51%) surveyed by Women in Sport were concerned that they were losing their fitness and 45% worried that it would be hard to get back into the habit of sport and exercise after the pandemic. Many have lost confidence in their sporting ability (41%) and many more are worried about being in large groups again (40%).

Two of the three resulting recommendations were: -

- More opportunities to be provided both in and out of school for girls to take part in sport and physical activity that meets their needs
- Action by local authorities to ensure outdoor spaces are safe and accessible to girls

The Project Officer would like to strongly recommend that one of the main focus points of the tender is provision for girls. The tender has been written with this in mind. Inclusivity for girls, however, should not exclude boys from the skatepark but the aim should create a space where they can co-exist. Further information on lack of provision for girls can be found at the following links:-

<https://www.theguardian.com/education/2022/mar/07/uk-girls-lose-interest-in-sport-as-teenagers-women-in-sport-survey>

<https://www.womeninsport.org/research-and-advice/our-publications/the-impact-of-the-covid-19-pandemic-on-teenage-girls-lives-and-physical-activity/>

<https://inews.co.uk/news/parks-designed-women-girls-safety-campaign-make-space-for-girls-1204606>

<https://rowntreepark.org.uk/girls-and-public-parks-the-right-to-equal-play/>

Members can see results of the Town Council's survey here:-

https://www.surveymonkey.com/stories/SM-h571j7ivOuCniko3_2B9RK_2Fg_3D_3D/

The Project Officer has also been in touch with Thames Valley Police concerning the possibility of removing the fence along the front of the skatepark to improve safety for users. The initial feedback is that the police would be in support of this, but a site meeting is being organised with Inspector Ball and some of the local team.

Tender Document

The draft tender document is attached to this report for consideration. It makes it clear to potential contractors that the project cannot go ahead unless additional funding is raised. At the initial meetings with the Project Officer, the contractors confirmed that this is not unusual and they would be prepared to give support to funding applications.

The tender document also requires that the successful contractor carries out two consultations with local users – one specifically focusing on provision for girls.

The tender has been left fairly open – the idea being that the contractors put forward their solutions to the issues listed, rather than the Council being prescriptive. Any proposal can be fine-tuned subject to local consultation and Council approval. The consultation carried out earlier by Ramp Up The Leys will be shared with the successful contractor.

Members will also note that the tender refers to the project as a “Wheeled Sports Facility”. The previous working party was referred to as a “Wheeled Sports” Working party and officers have observed that the current park is heavily used by scooter riders. It also enables the park to be more inclusive to various activities, and age ranges. Some skate parks have banned scooter riding but as long as the right materials are used (such as steel edging) they should not cause any true damage. It would also require constant supervision if they were banned.

The tender will be sent to all the contractors that the Project Officer has met with and also advertised on the government portal Find A Tender.

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.

As mentioned previously, whilst concrete is the best option for a wheeled sports park, it is not environmentally friendly. The Council may therefore wish to consider ways of offsetting this.

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.

There is some reputational risk associated with this if the project is publicised at the outset and the Council is not successful in raising grant funding.

Financial implications

The Council currently holds funding of £102, 000 for this project. The anticipated cost is between £150, 000 - £250, 000. The Council should consider a guide price to enter on the tender for contractors to work to.

Outstanding finance will need to be raised via grant funding.

Recommendations

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

1. Approval of the tender document as presented and its focus on provision for girls;
2. The cost of the project that will be entered on the tender;
3. When the tender should be sent out/published.

Document is Restricted

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Girls and Skateparks

A guide for councils,
developers, and funders



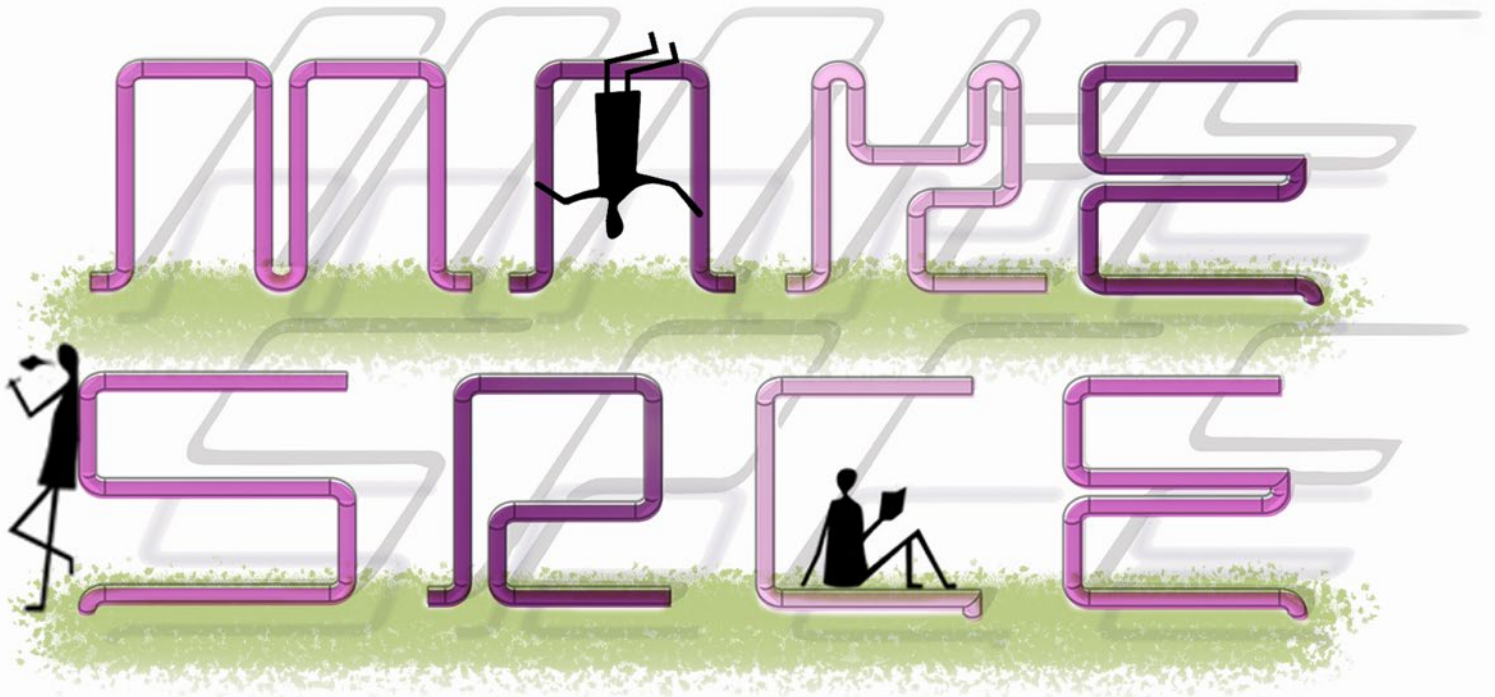
Introduction

Skateparks are perceived to be good provision for teenagers.

But research shows that they serve a relatively small proportion of the teenage population and are used by far fewer girls than boys.

This document sets out some basic data about skate parks in the UK and analyses why the data is as it is. It then looks at the questions that need to be asked before any new investment is made in a skatepark.

Finally, if a decision is made to build a skatepark, it sets out the steps that can be taken to make it more inclusive.



The data?

Who?

Most skateboarders are teenagers and the majority are male.

Only a relatively small proportion of the teenage population currently skateboard.

SEE INFOGRAPHIC FOR FULL STATISTICS

Where?

Skateboarding can take place on the street or in a skate park, but this document only covers designated skate park provision.

In 2020 there were:

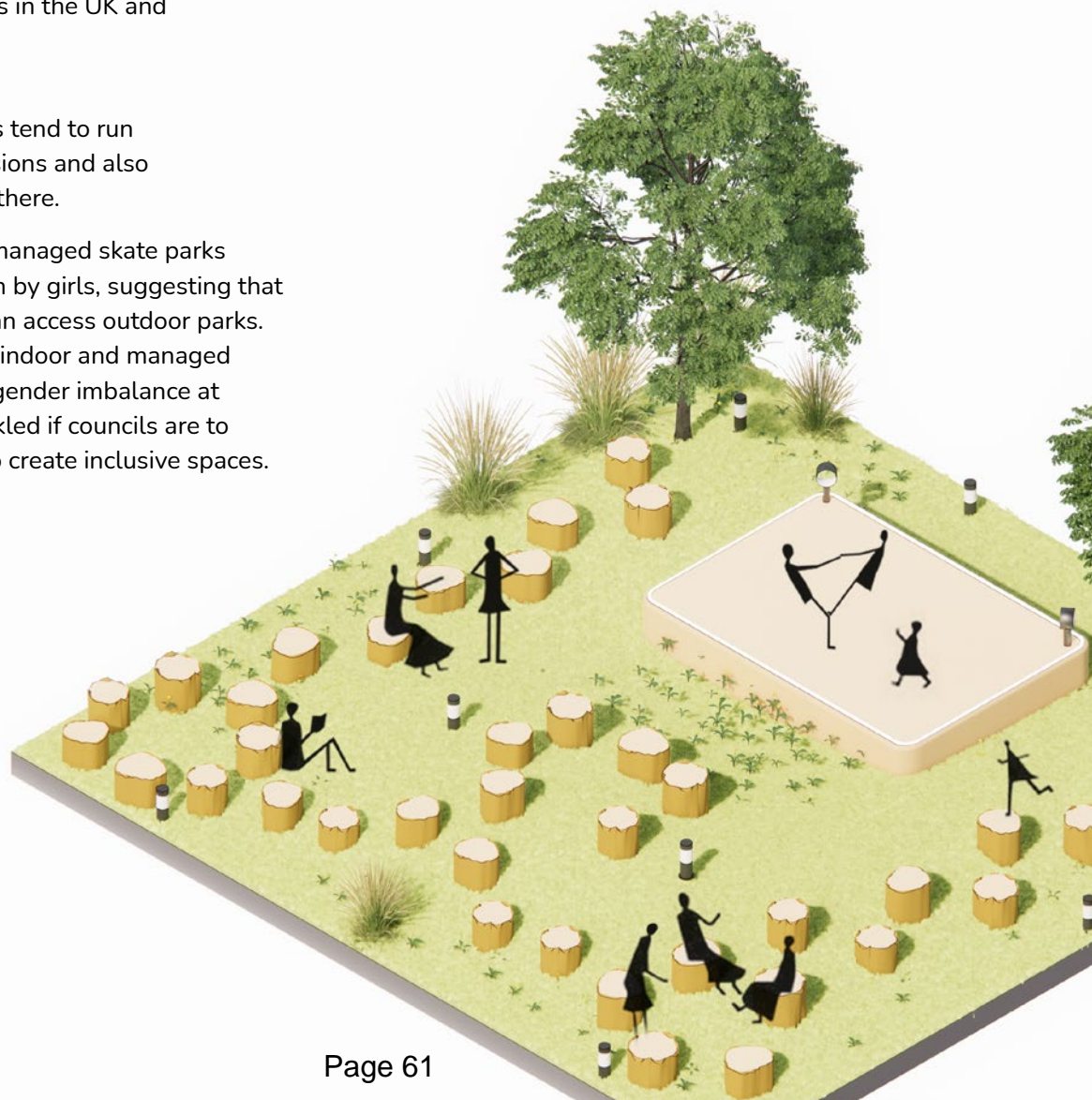
- c.1650 outdoor skateparks in the UK and
- c. 65 indoor skateparks.

Indoor/managed skate parks tend to run more girls/women only sessions and also feel safer because staff are there.

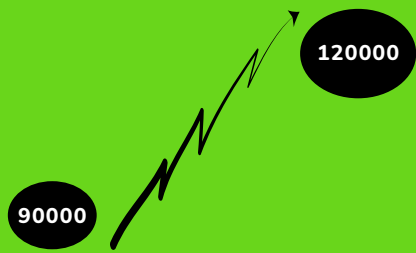
It also appears that indoor/managed skate parks achieve greater participation by girls, suggesting that more girls want to skate than access outdoor parks. But there are relatively few indoor and managed parks. This means that the gender imbalance at outdoor parks has to be tackled if councils are to deliver on their ambitions to create inclusive spaces.

When?

There is no UK data about the times at which boys and girls use skate parks. However, the anecdotal evidence is that girls who do use skate parks often choose to do so when boys aren't there, often first thing in the morning, and that this is also true for adult women who want to skate.



There are 750,000 skateboarders in the UK;



Female skateboarding grew by 24% in 2020 to approx. 112,000.



After this growth, 85% of boarders identified as male and 15% identified as female.

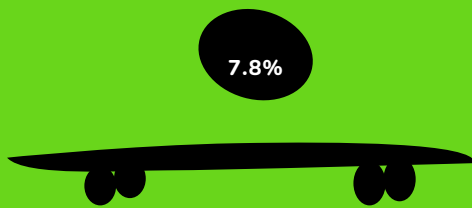


80% of skateboarders are under the age of 18.



Assuming male/female split across all ages, there are approx 90,000 under 18 girls skateboarding, and 510,000 boys.

ONS data indicates that there are approx 7.7 million young people between 8 and 18 in the UK. So, crunching the numbers this indicates that:



of 8-18s skateboard



A gender split of approx 13% of boys skateboarding; and 2.3% of girls.

We have used data from Cognosis which Skateboard GB shared with us in early 2021 and combined this with ONS population data.

Analysis

As the data shows, a relatively small proportion of teenagers are skateboarders, and very few of them are girls yet skateparks are often thought to be good overall teenage provision.

There are a number of potential reasons for this disconnect between the perception that skateparks are what teenagers want and what the data in fact shows.

What teenagers want?

First, adults may assume that a skate park is what teenagers want rather than asking them. Chester Borough Council surveyed young people in 2015 and only 17% of those asked said that more provision for wheeled sports was their top priority. Teenagers who engaged in workshops in Brent concluded that:

Preconceived ideas of what we want in public spaces (way too often in the shape of skateparks) fail to acknowledge our actual needs and desires.

Second: there are many organisations promoting skateparks as good and inclusive teenage provision. They advertise to themselves to councils, developers and funders as experts in what teenagers want/need, asserting the inclusive nature of skateboarding, but struggle to provide any data that supports this.

Third, skateboarders comprise a pre-existing special interest group who are afforded privileged access when it comes to consultation. Skatepark manufacturers provide a lot of support to young people – and also their parents – in how to lobby a council. But this may be commercially driven, not necessarily what the community most needs. The existence of a petition doesn't necessarily mean that a skatepark is the answer.

How boys behave

In many skateparks girls are excluded simply for being girls. Academic research is consistently clear that skateparks are highly male place. Boys are territorial about the space, and girls are seen as interlopers. Even girls who just sit and watch aren't exempt, being referred to as 'ramp tramps' or 'posers'.

This can become a circle of exclusivity: the more a park is dominated by boys, the more the girls will be excluded. As a result, female skateboarders will often find other places to practice, and are not served by the skatepark at all.

It's also worth noting that it's not just skateboarding girls who are put off; research has shown that the presence of a skatepark deters non skating girls from using other parts of that park.

17%

More provision for wheeled sports was their top priority.



Exclusive by design

Many skateparks are designed by and for experienced skaters and make no provision for learners and less confident riders.

Design guidance produced by SkateboardGB states that “skateparks are primarily intended for skilled users and those actively seeking to acquire those skills” and suggests that consultation with the local skateboard community is the best way of producing a successful design. As a result that group is privileged in the consultation and other voices, such as those of girls or novice skateboarders, are not heard.

This tends to mean that the final design is one that suits the existing experienced skateboarders; it is the more difficult option and will exclude many potential users.

Conclusion

Skateparks are currently seen as an essential component of teenage facilities in parks and public spaces, but this is not supported by either the statistics or the voices of teenagers themselves

In particular, skateparks are not used much by girls and can make a park less welcoming for them, so any decision to build a new skate park has to be considered in terms of equality.

Work needs to be done with existing skate parks in order to make them more accessible to girls and young women.



Some dos and donts.

Before the decision to build a skate park is made, the following issues need to be taken into account

Do:

Ask questions to be sure that a skate park is a good answer. Will it serve a large proportion of the population or just a small (if vocal) group? Can the money be spent on something more equitable?

Check that any local authority taking decisions about the skatepark (whether in a funding, planning or leisure/play provision role) has complied with its obligations under the Public Sector Equality Duty, in particular the need to have due regard to the need to eliminate discrimination and advance equality of opportunity.

Consult with as wide a group of teenagers as possible before any decision to invest in the skatepark. Seek out the teenagers to consult with: at schools, at youth groups, in their community groups.

Gather data how big the demand is for a skatepark relative to your local teenage population and what proportion of the budget would be used on the skatepark.

Understand the use of the facilities that currently exist, and how this is split by gender.

Ask questions of any provider bidding to build a skatepark. Do they have data that shows that they can deliver a skate park that is better than 85/15 boys/girls? Ask them what features of their skate park will make it inclusive and how they would bridge the gap between skate park design and use.

Don't:

Assume that a skatepark is the answer and consult with the skateboarders to check that assumption. Talk to as many different groups as possible.

Consult only at the park, make sure that you are talking to teenagers who don't currently go there as well.

Don't assume that what's been in the past is what needs to be there now.

Hand over the final say on which design goes forward to a group of skateboarders. Make sure that all groups are consulted at every stage



How can parks be made more inclusive?

If a new skate park is to be built, there are several ways to make them work better for girls.

The key one is to design an inclusive park. This covers several different aspects:

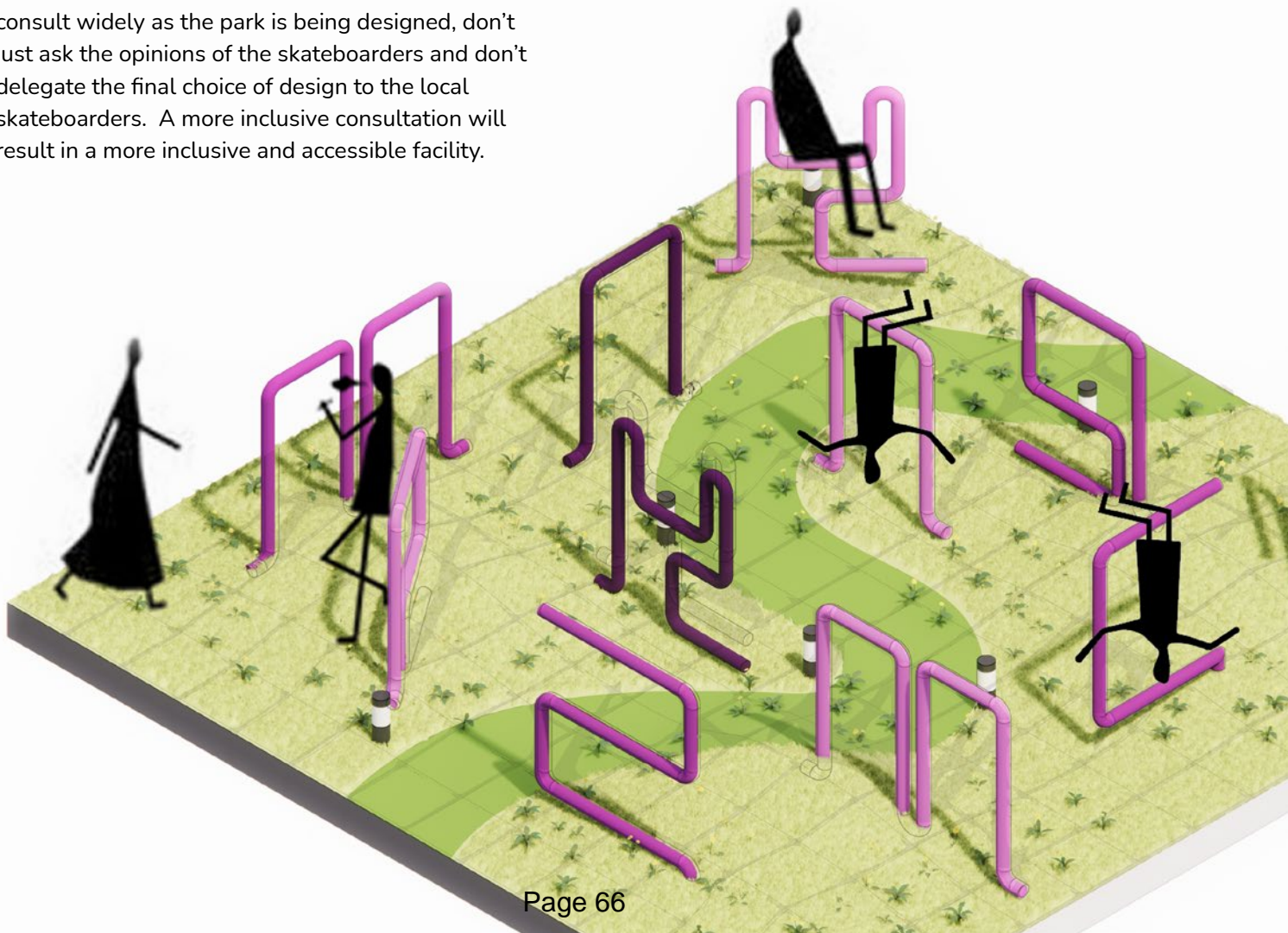
- A park should be designed for all wheeled sports, including bikes, scooters and rollerblading/skating;
- Areas for beginners and less experienced users;
- A space broken up into different areas so that one group cannot dominate;
- Located in a space which feels safe for all potential users, is well-lit and is used by other members of the public;
- There should be good toilets nearby.

Consultation shouldn't stop when once the initial decision to invest has been made. Continue to consult widely as the park is being designed, don't just ask the opinions of the skateboarders and don't delegate the final choice of design to the local skateboarders. A more inclusive consultation will result in a more inclusive and accessible facility.

The work does not end when the skate park is built. The overall plan should include measures to develop and maintain equitable use of the park.

This includes work to ensure inclusive behaviour at the skatepark, embedding better norms and ensuring that boys understand what behaviour is required from them. This will require engagement, classes or workshops, and staffing these, so funding has to be factored in.

Any plan must also find ways to support girl skaters in acquiring the skill and confidence to skate in the way they want to skate. Again, this will require staffing and engagement, so funding is essential.



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