

## Parks & Recreation Committee Meeting of Witney Town Council



**Monday, 6th March, 2023 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 Committees Clerk [derek.mackenzie@witney-tc.gov.uk](mailto:derek.mackenzie@witney-tc.gov.uk) in advance.

### **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 Committee Clerk [derek.mackenzie@witney-tc.gov.uk](mailto:derek.mackenzie@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 - 8)**

a) To adopt and sign as a correct record the minutes of the Parks & Recreation Committee held on 9 January 2023;

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 9 - 24)

To receive the report of the Responsible Financial Officer.

**Parks**

6. **The Leys Traffic Calming** (Pages 25 - 40)

To receive the report of the Project Officer.

**Recreation**

7. **West Witney Cricket Boundary Advertising** (Pages 41 - 44)

To receive the report of the Operations Manager.

8. **West Witney Bowls Green Irrigation System** (Pages 45 - 46)

To receive the report of the Operations Manager.

9. **Exclusion of Press and 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.

10. **Property & Legal Matters**

To receive the confidential report of the Deputy Town Clerk.

11. **Major/Strategic Projects Update**

To receive a confidential, verbal update from the Town Clerk/C.E.O, if appropriate.



Town Clerk

# Agenda Item 3

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

Held on Monday, 9 January 2023

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

### Present:

Councillor V Gwatkin (Chair)

Councillors:	J Aitman L Ashbourne T Ashby	L Duncan D Enright
Officers:	Adam Clapton Sharon Groth Derek Mackenzie	Deputy Town Clerk Town Clerk Senior Administrative Officer & Committee Clerk
Others:	None.	

### PR13 APOLOGIES FOR ABSENCE

No apologies for absence were received.

### PR14 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers. Cllr Gwatkin advised her spouse was involved with Junior Parkrun, but this was separate to the adult organisation being discussed under agenda item 9.

### PR15 MINUTES

The minutes of the meeting of the Parks & Recreation Committee meeting held on 31 October 2022 were received.

The Town Clerk updated members that she was meeting with West Oxfordshire District Council regarding outstanding legal matters including the transfer of ownership of playparks.

### **Resolved:**

That, the minutes of the Parks & Recreation Committee meeting held on 31 October 2022 be approved as a correct record of the meeting and be signed by the Chair.

**Councillor D Enright arrived at 6.06pm during Public Participation**

PR16 **PARTICIPATION OF THE PUBLIC**

*The Committee adjourned for this item.*

The committee received representations from Witney Park Run concerning Agenda Item 9

*The Committee reconvened.*

PR17 **WITNEY PARKRUN - LICENCE RENEWAL**

The Committee was unanimous in approval of extending the licence for Witney Parkrun to continue carrying out their event at West Witney Sports Ground.

**Resolved:**

That, Witney Parkrun be granted a 4-year extension to run until March 2027, including Christmas and New Year events.

PR18 **THE LEYS TRAFFIC CALMING**

The Committee received and considered the report of the Deputy Town Clerk.

The Committee were disappointed not be able to view details of the County Council consultation responses regarding this proposed scheme. Only 22 responses were received but it was not possible to see if these were local residents or to validate the impact the changes would have on these respondents.

Members thought this low number of responses was not reflective of the thoughts of the residents of Witney and questioned why the nearest residents had not shown support when their former comments had led to this proposal. The Deputy Town Clerk confirmed that the consultation was promoted via social media by both Oxfordshire County Council and Witney Town Council and support had been provided by the above residents unofficially when the plans had been produced.

Members believed the scheme would add road safety around the open space the Leys offers, however one member's opinion was that the use of speed cushions rather than speed bumps would not be sufficient to slow vehicles as they would simply "straddle" them.

The Committee requested that officers ask for a delay in the final decision being made by OCC in order to allow the Town Council to ask residents local to The Leys to provide their opinions.

**Resolved:**

1. That, the report be noted and,
2. That, Officers contact OCC to ask if the decision can be delayed and,
3. That, Officers explore options to further consult residents of Leys Villas.

**PR19 LEYS PLAY AREA SURFACING**

The Committee received and considered the report of the Operations Manager regarding the playground entrance as well as a verbal update from the Deputy Town Clerk regarding recent comments received from RoSPA following an inspection.

Members agreed with the report and asked that the Operations Manager proceed with grounds renovation works in early spring.

The Deputy Town Clerk advised that following a recent inspection from RoSPA, a second entrance should be considered, to provide a secondary exit point for any park user to use e.g., following intimidation. This second exit would also be useful in future, for example if further access works are required.

**Resolved:**

1. That, the report be noted and,
2. That, the Council proceeds to complete ground renovation works in early Spring, closing the main entrance of the Leys with both triple swing sets. A temporary entrance would be created for this period and,
3. That, officers explore making the temporary entrance into a second permanent entrance.

**PR20 SMOKE FREE OXFORDSHIRE BY 2025 – SMOKE FREE PARKS**

The Committee received and considered the report of the Town Clerk.

Members believed that the installation of signage would support park users that wish to encourage others not to smoke in the play areas. They also asked that any signage be extended to include Vapes as well as conventional smoking.

**Resolved:**

1. That, the report be noted and,
2. That, an application be made to the Smokefree Community Fund for assistance in the cost of signage.

**PR21 WODC PLAYING PITCH STRATEGY**

The Committee received a verbal update from the Town Clerk along with a copy of the West Oxfordshire Playing Pitch Strategy & Action Plan Report for consideration.

Members heard that West Oxfordshire District Council had recently appointed an individual to implement the strategy. The Town Clerk confirmed that she would be meeting with this person soon.

The Deputy Town Clerk confirmed that the council would be writing soon to all sports clubs to provide an update on the recreation grounds, including details on the pitch

renovations which have been carried out at The Leys, along with provisional plans for the rest of the current and closed season.

A Member added that she had received positive feedback on the councils' communications during the period of renovation at The Leys, this was further supported by the thanks received by the Operations Manager from Witney Vikings football team.

**Resolved:**

That, Playing Pitch Strategy, with action plan and verbal update be noted.

**PR22 FINANCE/BUDGET REPORT**

The Committee received and considered the financial report provided by the Town Clerk.

**Resolved:**

That, the report be noted.

**PR23 EXCLUSION OF PRESS & PUBLIC**

**Resolved:**

That in accordance with section (1(2) of the Public Bodies (admission 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.

**PR24 PROPERTY & LEGAL MATTERS**

The Committee received and considered the report of the Deputy Town Clerk along with a verbal update.

Members were disappointed to hear that the painting contractor for West Witney tennis courts could not return until spring to resolve issues with the Court re-coating and understood officers had done all they could at this point on this matter.

Members discussed the County Council's Local Cycling & Walking Infrastructure Plan (LCWIP) and an application under the Wildlife & Countryside Act pertaining to land adjacent to Lakeside Allotments.

**Resolved:**

1. That, the report be noted and,
2. That, the update on West Witney Tennis Courts re-coating be noted and,
3. That, an objection is submitted regarding the LCWIP to use of land adjacent to Lakeside Allotments as a cycling and walking route and,

4. That, the Council objects to the application under the Wildlife and Countryside Act.

PR25 **MAJOR/STRATEGIC PROJECTS UPDATE**

The Committee received the confidential written report and verbal update from the Town Clerk.

Members asked if the council would consider using some of the £75,000 being held for improvements at Burwell Hall towards the cost of the installation of lockers and a refurbishment of the current changing rooms.

Members heard from the Town Clerk that should The Leys masterplan project proceed then a loan would be required to cover the £250,000 pledged in principle.

The Town Clerk also advised she was awaiting to hear further in respect of the development plans for West Witney Sports & Social Club. She was due to meet with representatives soon.

**Resolved:**

That, the report, and verbal updated be noted.

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The meeting closed at: 6.55 pm

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Chair

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## PARKS & RECREATION COMMITTEE

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**Date:** Monday, 6 March 2023  
**Title:** Finance Report  
**Contact Officer:** Responsible Financial Officer (RFO) – Nigel Warner

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***Should Members have any queries about this report advance notice would be appreciated, in writing, by 5pm on the Friday before the meeting to allow for a full response at the meeting.***

### **BACKGROUND**

Detailed income and expenditure statements for budgets which are the responsibility of this committee are enclosed. The period to which this report relates is 1 April 2022 to 31 January 2023.

### **CURRENT SITUATION**

A full review of the budgetary position was undertaken during the budget cycle. Most areas of interest were raised at the last meeting of this committee and at the extra-ordinary meeting of the council. The RFO would refer members to the finance/ budget reports of the Town Clerk which were approved at those meetings for further details.

Current year budget: In terms of the report presented at this meeting, the current year (2022/23) budget is that which was projected when the estimates were revised and agreed by the Council at its meeting on 4 January 2023. It should be noted that the revised estimates were produced by your officers in the autumn of 2022. This means that, with the year end (31 March 2023) rapidly approaching, there will be some cases where the actual spend to date exceeds the revised estimates. By way of compensation there will be other lines where actuals will be year-end not reach the revised estimate figure and overall the impact on budget should be broadly when the year-end accounts are produced.

Members are reminded that expenditure is not necessarily incurred evenly over the course of the year. For example the vast majority of expenditure in relation to nominal ledger code 4025 (insurance) is incurred in April each year when the annual premium is paid. There will also be similar patterns on the income side such as grants received.

Estimates for 2023/24: These are shown in the report in the three columns on the right hand side of the page. The report of the Town Clerk to the Extraordinary Council meeting of 4 January 2023 stated that "it should be noted that the revised estimates and the estimates for next year do not include the recharges from these (*works/central support*) cost centres; these will be calculated after the budget has been adopted." This is standard practice and following

agreement of the budget the recharges have been processed and these are reflected in the estimates for 2023/24.

Recharges: With the cessation of the grounds maintenance contract there have been a number of changes to the cost centres (CC) and these are summarised below:

CC 503, Agency services. The cost centre ceased on 30 September 2022, with recharges being made to that date. From 1 October 2022 these costs are accounted through CC 604, Works depot (includes most property, vehicles and equipment) and CC606 Grounds maintenance (mainly staffing costs). Note that at present recharges have not been processed in “actual YTD” column although they are represented in the projected estimates for 2022/23 and the estimates for 2023/24.

CC 601, Works department – cost centre ceased 30 September 2022. These costs are now accounted through CC 604, Works depot (includes most property, vehicles and equipment) and CC605, General maintenance (mainly staffing costs). Recharges for CC605 have been made to 31 January 2023.

CC 602, Central support. This cost centre remains in place and recharges made to 31 January 2023.

#### YEAR-END AND EARMARKED RESERVES

Overall, the management accounts show the following in relation to the current year:

	2022/23 Year to date	2022/23 Projected estimate
Expenditure	£204,993	£353,784
Less income	(£64,528)	(£64,012)
Net expenditure	£140,465	£289,772

Income to date slightly exceeds projected budget and expenditure to date is significantly below the projected estimates. Therefore, the financial position is favourable with the Committee’s services being delivered within budget. However a portion of the underspend relates to budget lines which the Council has not needed to utilise this year due to careful asset management and also projects which are either in progress or have been delayed.

Ahead of the year end your officers will be thoroughly examining the various budget lines and proposals will come forward to the Policy, Governance and Finance Committee on 27 March 2023 for a number of these overspends to be transferred in to the earmarked reserves to allow projects to continue and to provide for prudential reserves where expenditure has not been required this year but will in future years.

#### **ENVIRONMENTAL IMPACT**

The Council declared a Climate Change Emergency at its 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.

Officers are continually assessing the environmental impact of services and assets to ensure where possible measures are taken to support the Council's climate declaration of carbon neutrality by 2028. This extends to the procurement of goods and services.

#### **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.

Members are reminded that collectively they are custodians of the public purse with most of the funding coming from the taxpayers of Witney. Therefore, Officers ensure they get best value, value for money, and comply with the Council's Standing Orders, Financial Regulations, and Procurement Policy.

#### **FINANCIAL IMPLICATIONS**

This report forms part of the Council's due diligence and a process in line with its Financial Regulations. The financial implications are detailed above and also in the attached appendices.

#### **RECOMMENDATIONS**

Members are invited to note the report.

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## Annual Budget - By Committee (Actual YTD Month 11)

Note: Income &amp; Expenditure to 31 January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b><u>Parks &amp; Recreation</u></b>										
<b><u>201</u></b>	<b><u>SPLASHPARK</u></b>									
4012	WATER RATES	12,000	3,797	12,000	10,196	12,000	0	12,000	0	0
4016	CLEANING MATERIALS	300	368	275	86	275	0	300	0	0
4036	PROPERTY MAINTENANCE	5,000	2,827	5,000	1,311	5,000	0	5,000	0	0
4047	PLAY EQUIP MAINTENCE	2,500	0	2,500	13	2,500	0	2,500	0	0
4048	ENG.INSPEC.(VARIABLE)	500	454	500	434	434	0	500	0	0
4491	TFR TO EARMARKED RES	0	4,500	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	7,962	1,715	7,646	6,298	2,707	0	0	0	0
4890	O/S O'HEAD RCHG	1,437	403	1,560	1,648	861	0	0	0	0
4891	AGENCY SERVICES RECHARGE	13,274	0	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	0	0	5,094	0	9,474	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	0	426	0	927	0	0
4899	DEPOT REALLOCATION	0	0	0	0	535	0	990	0	0
5198	Deferred Grants Released	0	-25,082	0	0	0	0	0	0	0
5199	Depreciation Charge to Service	0	68,207	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>42,973</b>	<b>57,190</b>	<b>29,481</b>	<b>19,985</b>	<b>29,832</b>	<b>0</b>	<b>31,691</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(42,973)</b>	<b>(57,190)</b>	<b>(29,481)</b>	<b>(19,985)</b>	<b>(29,832)</b>		<b>(31,691)</b>		
<b><u>202</u></b>	<b><u>THE LEYS RECREATION GROUND</u></b>									
1020	SPORTS - FOOTBALL	1,000	2,331	1,000	493	750	0	2,000	0	0
1021	SPORTS - CRICKET	500	0	0	0	0	0	0	0	0
1043	GREEN FEES - WTBC	4,485	4,485	4,620	4,620	4,620	0	5,080	0	0

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Annual Budget - By Committee (Actual YTD Month 11)

Note: Income & Expenditure to 31 January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1050	RENT RECEIVED	1,000	1,000	3,080	1,000	1,000	0	1,000	0	0
1051	GROUND HIRE	18,520	11,338	11,175	17,979	17,979	0	15,000	0	0
1052	EXPENSES RECOVERED	500	60	150	120	120	0	150	0	0
1058	WATER RECOVERED	175	175	150	175	150	0	150	0	0
1059	ELECTRICITY RECOVER	0	0	0	0	4,500	0	20,000	0	0
1099	MISCELLANEOUS INCOME	0	1,000	0	0	0	0	0	0	0
<b>Total Income</b>		<b>26,180</b>	<b>20,388</b>	<b>20,175</b>	<b>24,388</b>	<b>29,119</b>	<b>0</b>	<b>43,380</b>	<b>0</b>	<b>0</b>
4001	SALARIES	0	0	0	0	0	0	0	0	0
4002	ER'S NIC	0	0	0	0	0	0	0	0	0
4003	ER'S SUPERANN	0	0	0	0	0	0	0	0	0
4012	WATER RATES	4,000	0	3,000	0	0	0	0	0	0
4014	ELECTRICITY	0	43	7,000	8,390	15,890	0	24,800	0	0
4016	CLEANING MATERIALS	150	0	0	0	0	0	0	0	0
4017	CONTRACT CLEAN/WASTE	16,500	10,415	9,500	10,227	9,500	0	10,000	0	0
4021	TELEPHONE/FAX	0	0	0	18	0	0	0	0	0
4025	INSURANCE	250	224	240	224	224	0	240	0	0
4036	PROPERTY MAINTENANCE	10,000	6,220	7,500	348	7,500	0	7,500	0	0
4037	GROUNDS MAINTENANCE	5,000	144	5,000	4,588	5,000	0	5,000	0	0
4038	OTHER MAINTENANCE	2,500	0	4,000	142	2,500	0	2,500	0	0
4046	SPORTS EQUIPMENT	2,000	73	4,000	160	4,000	0	4,000	0	0
4047	PLAY EQUIP MAINTENANCE	6,500	0	5,000	475	5,000	0	5,000	0	0
4048	ENG.INSPEC.(VATABLE)	430	398	430	499	499	0	550	0	0
4049	PLAY RISK ASSESSMENT	1,750	123	1,000	126	126	0	500	0	0
4059	OTHER PROF FEES	0	0	10,000	0	10,000	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 11)

Note: Income &amp; Expenditure to 31 January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4099	MISCELLANEOUS	0	320	0	0	0	0	0	0	0
4110	SUBSIDIZED LETTINGS	10,000	0	10,000	5,343	6,000	0	10,000	0	0
4215	IN BLOOM - INC SCHOOLS CHALLENGE	1,000	0	1,000	0	1,000	0	1,000	0	0
4491	TFR TO EARMARKED RES	0	6,500	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	-2,750	-2,750	-3,500	-3,500	-3,500	0	0	0	0
4888	O/S STAFF RCHG	35,073	45,860	33,680	9,283	11,922	0	0	0	0
4890	O/S O'HEAD RCHG	6,332	9,685	6,872	4,078	3,792	0	0	0	0
4891	AGENCY SERVICES RECHARGE	44,046	87,664	34,101	34,101	34,101	0	0	0	0
4892	C/S STAFF RCHG	12,675	14,103	16,543	11,375	14,706	0	17,967	0	0
4893	C/S O'HEAD RCHG	0	4,073	4,590	3,656	4,147	0	5,176	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	0	6,604	0	23,566	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	0	4,071	0	8,701	0	0
4896	MTCE STAFF RECHARGE	0	0	0	9,038	22,439	0	41,731	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	1,113	1,875	0	4,084	0	0
4899	DEPOT REALLOCATION	0	0	0	0	2,357	0	4,361	0	0
<b>Overhead Expenditure</b>		<b>155,456</b>	<b>183,097</b>	<b>159,956</b>	<b>99,683</b>	<b>169,753</b>	<b>0</b>	<b>176,676</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(129,276)</b>	<b>(162,708)</b>	<b>(139,781)</b>	<b>(75,296)</b>	<b>(140,634)</b>		<b>(133,296)</b>		
<b>203</b>	<b><u>WEST WITNEY SPORTS GROUND</u></b>									
1020	SPORTS - FOOTBALL	3,000	5,141	3,000	5,182	6,500	0	6,500	0	0
1021	SPORTS - CRICKET	525	1,507	1,751	1,464	1,464	0	1,500	0	0
1041	RENTAL - TENNIS CLUB	4,325	4,390	4,520	4,520	4,520	0	4,970	0	0
1042	RENTAL- PROJ.RANGE	2,530	2,570	2,650	2,650	2,650	0	2,915	0	0
1044	GREEN FEES - WMBC	2,650	2,690	2,770	2,770	2,770	0	3,050	0	0

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## Annual Budget - By Committee (Actual YTD Month 11)

Note: Income &amp; Expenditure to 31 January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1045	GREEN FEES - WWBC	2,650	2,690	2,770	2,770	2,770	0	3,050	0	0
1050	RENT RECEIVED	10,300	17,491	21,820	15,268	9,850	0	9,850	0	0
1054	EASEMENTS/WAYLEAVES	6	6	6	6	6	0	6	0	0
1058	WATER RECOVERED	500	0	500	0	0	0	0	0	0
1060	INSURANCE RECOVERED	375	331	350	363	363	0	400	0	0
<b>Total Income</b>		<b>26,861</b>	<b>36,816</b>	<b>40,137</b>	<b>34,992</b>	<b>30,893</b>	<b>0</b>	<b>32,241</b>	<b>0</b>	<b>0</b>
4012	WATER RATES	1,250	0	750	0	0	0	0	0	0
4017	CONTRACT CLEAN/WASTE	200	4,566	0	0	0	0	0	0	0
4025	INSURANCE	610	555	590	676	676	0	725	0	0
4036	PROPERTY MAINTENANCE	500	1,693	1,500	681	1,500	0	1,500	0	0
4037	GROUNDS MAINTENANCE	1,500	3,151	2,500	0	2,500	0	2,500	0	0
4046	SPORTS EQUIPMENT	0	73	1,000	604	0	0	0	0	0
4048	ENG.INSPEC.(VARIABLE)	175	159	175	175	175	0	200	0	0
4059	OTHER PROF FEES	5,000	460	7,000	250	7,000	0	2,000	0	0
4491	TFR TO EARMARKED RES	0	2,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-2,000	-2,000	0	0	0	0	0
4888	O/S STAFF RCHG	10,666	13,158	10,242	4,435	3,626	0	0	0	0
4890	O/S O'HEAD RCHG	1,925	3,019	2,090	1,752	1,153	0	0	0	0
4891	AGENCY SERVICES RECHARGE	51,542	55,441	26,486	26,486	26,486	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	0	6,604	0	23,566	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	0	4,071	0	8,701	0	0
4896	MTCE STAFF RECHARGE	0	0	0	4,640	6,824	0	12,690	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	646	570	0	1,242	0	0
4899	DEPOT REALLOCATION	0	0	0	0	717	0	1,326	0	0

Continued on next page



## Annual Budget - By Committee (Actual YTD Month 11)

Note: Income &amp; Expenditure to 31 January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
5199	Depreciation Charge to Service	0	584	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	73,368	84,861	50,333	38,345	61,902	0	54,450	0	0
	<b>Movement to/(from) Gen Reserve</b>	(46,507)	(48,045)	(10,196)	(3,353)	(31,009)		(22,209)		
<b>204</b>	<b><u>BURWELL (QE2) SPORTS GROUND</u></b>									
1020	SPORTS - FOOTBALL	1,500	5,690	3,500	4,430	3,500	0	3,850	0	0
	<b>Total Income</b>	1,500	5,690	3,500	4,430	3,500	0	3,850	0	0
4036	PROPERTY MAINTENANCE	1,000	762	1,000	13	1,000	0	1,000	0	0
4037	GROUNDS MAINTENANCE	0	1,214	1,000	0	1,000	0	0	0	0
4046	SPORTS EQUIPMENT	0	0	2,000	0	3,000	0	3,000	0	0
4047	PLAY EQUIP MAINTENCE	2,000	768	2,000	160	2,000	0	2,000	0	0
4048	ENG.INSPEC.(VARIABLE)	475	456	475	499	499	0	550	0	0
4049	PLAY RISK ASSESSMENT	1,200	62	100	63	63	0	100	0	0
4888	O/S STAFF RCHG	2,703	7,985	2,596	1,592	919	0	0	0	0
4890	O/S O'HEAD RCHG	488	1,948	530	1,045	292	0	0	0	0
4891	AGENCY SERVICES RECHARGE	24,033	25,851	12,350	12,350	12,350	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	0	4,717	0	16,833	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	0	2,908	0	6,215	0	0
4896	MTCE STAFF RECHARGE	0	0	0	3,595	1,730	0	3,217	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	455	145	0	315	0	0
4899	DEPOT REALLOCATION	0	0	0	0	182	0	336	0	0
	<b>Overhead Expenditure</b>	31,899	39,046	22,051	19,772	30,805	0	33,566	0	0
	<b>Movement to/(from) Gen Reserve</b>	(30,399)	(33,356)	(18,551)	(15,342)	(27,305)		(29,716)		

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 11)

Note: Income &amp; Expenditure to 31 January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>205</b>	<b><u>KING GEORGE V / NEWLAND</u></b>									
1020	SPORTS - FOOTBALL	250	1,747	1,600	718	500	0	1,000	0	0
	<b>Total Income</b>	250	1,747	1,600	718	500	0	1,000	0	0
4036	PROPERTY MAINTENANCE	500	6	500	0	500	0	500	0	0
4037	GROUNDS MAINTENANCE	0	36	2,000	0	2,000	0	2,000	0	0
4047	PLAY EQUIP MAINTENCE	500	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	400	376	400	412	412	0	450	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4100	GRANTS GENERAL	500	0	1,000	0	500	0	500	0	0
4491	TFR TO EARMARKED RES	0	1,000	0	0	0	0	0	0	0
4495	TFR FROM EARMARKED R	0	0	-500	-500	-500	0	0	0	0
4888	O/S STAFF RCHG	8,814	788	8,464	1,004	2,996	0	0	0	0
4890	O/S O'HEAD RCHG	1,591	198	1,727	402	953	0	0	0	0
4891	AGENCY SERVICES RECHARGE	11,532	12,404	5,926	5,926	5,926	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	0	1,415	0	5,050	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	0	872	0	1,865	0	0
4896	MTCE STAFF RECHARGE	0	0	0	312	5,639	0	10,487	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	40	471	0	1,026	0	0
4899	DEPOT REALLOCATION	0	0	0	0	592	0	1,096	0	0
	<b>Overhead Expenditure</b>	24,837	14,870	20,117	7,658	22,339	0	23,574	0	0
	<b>Movement to/(from) Gen Reserve</b>	(24,587)	(13,123)	(18,517)	(6,940)	(21,839)		(22,574)		
<b>207</b>	<b><u>MOORLAND ROAD PLAY AREA</u></b>									

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 11)

Note: Income &amp; Expenditure to 31 January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4047	PLAY EQUIP MAINTENCE	500	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	250	218	250	239	239	0	275	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4491	TFR TO EARMARKED RES	0	500	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	2,333	522	2,240	0	793	0	0	0	0
4890	O/S O'HEAD RCHG	421	106	457	0	252	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	0	0	1,492	0	2,775	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	0	125	0	272	0	0
4899	DEPOT REALLOCATION	0	0	0	0	157	0	290	0	0
<b>Overhead Expenditure</b>		<b>4,504</b>	<b>1,408</b>	<b>3,547</b>	<b>302</b>	<b>3,621</b>	<b>0</b>	<b>4,212</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(4,504)</b>	<b>(1,408)</b>	<b>(3,547)</b>	<b>(302)</b>	<b>(3,621)</b>		<b>(4,212)</b>		
<b>208</b>	<b><u>WOOD GREEN PITCHES/PLAY AREA</u></b>									
4047	PLAY EQUIP MAINTENCE	500	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	260	238	260	260	260	0	300	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4491	TFR TO EARMARKED RES	0	500	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	2,777	182	2,667	61	944	0	0	0	0
4890	O/S O'HEAD RCHG	501	52	544	22	300	0	0	0	0
4891	AGENCY SERVICES RECHARGE	2,271	0	1,167	1,167	1,167	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	0	0	0	1,415	0	5,050	0	0
4895	GROUNDS O'HEAD RECHARGE	0	0	0	0	872	0	1,865	0	0
4896	MTCE STAFF RECHARGE	0	0	0	0	1,777	0	3,305	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	0	148	0	323	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 11)

Note: Income &amp; Expenditure to 31 January 2023

	<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4899 DEPOT REALLOCATION	0	0	0	0	187	0	345	0	0
<b>Overhead Expenditure</b>	7,309	1,033	5,238	1,574	7,633	0	11,788	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(7,309)</u>	<u>(1,033)</u>	<u>(5,238)</u>	<u>(1,574)</u>	<u>(7,633)</u>		<u>(11,788)</u>		
<b>209 ETON CLOSE PLAY AREA</b>									
4047 PLAY EQUIP MAINTENCE	250	0	250	0	250	0	250	0	0
4048 ENG.INSPEC.(VARIABLE)	175	159	175	174	174	0	200	0	0
4049 PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4222 TINY FOREST EXPENSES	150	0	150	0	150	0	150	0	0
4491 TFR TO EARMARKED RES	0	250	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	1,575	470	675	237	637	0	700	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(1,575)</u>	<u>(470)</u>	<u>(675)</u>	<u>(237)</u>	<u>(637)</u>		<u>(700)</u>		
<b>210 OXLEASE PLAY AREA</b>									
4047 PLAY EQUIP MAINTENCE	500	1,536	500	478	500	0	500	0	0
4048 ENG.INSPEC.(VARIABLE)	450	436	450	521	521	0	550	0	0
4049 PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4888 O/S STAFF RCHG	4,148	5,874	3,983	3,496	1,410	0	0	0	0
4890 O/S O'HEAD RCHG	748	1,365	813	1,122	448	0	0	0	0
4891 AGENCY SERVICES RECHARGE	13,566	0	6,971	6,971	6,971	0	0	0	0
4894 GROUNDS STAFF RECHARGE	0	0	0	0	1,415	0	5,050	0	0
4895 GROUNDS O'HEAD RECHARGE	0	0	0	0	872	0	1,865	0	0
4896 MTCE STAFF RECHARGE	0	0	0	149	2,654	0	4,935	0	0
4897 MTCE O'HEAD RECHARGE	0	0	0	25	222	0	483	0	0

Continued on next page

## Annual Budget - By Committee (Actual YTD Month 11)

Note: Income &amp; Expenditure to 31 January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4899	DEPOT REALLOCATION	0	0	0	0	279	0	516	0	0
	<b>Overhead Expenditure</b>	20,412	9,272	12,817	12,824	15,355	0	13,999	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(20,412)</u>	<u>(9,272)</u>	<u>(12,817)</u>	<u>(12,824)</u>	<u>(15,355)</u>		<u>(13,999)</u>		
<b>211</b>	<b><u>FIELDMERE PLAY AREA</u></b>									
4047	PLAY EQUIP MAINTENCE	250	768	250	12	250	0	250	0	0
4048	ENG.INSPEC.(VARIABLE)	275	258	275	260	260	0	300	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4888	O/S STAFF RCHG	4,111	75	3,948	61	1,398	0	0	0	0
4890	O/S O'HEAD RCHG	742	15	805	22	445	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	0	0	2,630	0	4,892	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	0	220	0	479	0	0
4899	DEPOT REALLOCATION	0	0	0	0	276	0	511	0	0
	<b>Overhead Expenditure</b>	6,378	1,177	5,378	419	5,542	0	6,532	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(6,378)</u>	<u>(1,177)</u>	<u>(5,378)</u>	<u>(419)</u>	<u>(5,542)</u>		<u>(6,532)</u>		
<b>212</b>	<b><u>QUARRY ROAD PLAY AREA</u></b>									
4047	PLAY EQUIP MAINTENCE	250	0	250	0	150	0	250	0	0
4048	ENG.INSPEC.(VARIABLE)	225	198	225	217	217	0	250	0	0
4049	PLAY RISK ASSESSMENT	1,000	62	100	63	63	0	100	0	0
4491	TFR TO EARMARKED RES	0	250	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	185	323	178	1,077	63	0	0	0	0
4890	O/S O'HEAD RCHG	33	81	36	660	20	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	0	1,123	119	0	221	0	0

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## Annual Budget - By Committee (Actual YTD Month 11)

Note: Income &amp; Expenditure to 31 January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4897	MTCE O'HEAD RECHARGE	0	0	0	173	10	0	22	0	0
4899	DEPOT REALLOCATION	0	0	0	0	12	0	23	0	0
<b>Overhead Expenditure</b>		<b>1,693</b>	<b>914</b>	<b>789</b>	<b>3,314</b>	<b>654</b>	<b>0</b>	<b>866</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(1,693)</b>	<b>(914)</b>	<b>(789)</b>	<b>(3,314)</b>	<b>(654)</b>		<b>(866)</b>		
<b>213</b>	<b><u>RALEGH CRESCENT PLAY AREA</u></b>									
4013	RENT PAID	5	5	5	0	5	0	5	0	0
4047	PLAY EQUIP MAINTENCE	500	0	500	0	500	0	500	0	0
4049	PLAY RISK ASSESSMENT	1,000	0	100	0	0	0	100	0	0
4491	TFR TO EARMARKED RES	0	500	0	0	0	0	0	0	0
4888	O/S STAFF RCHG	3,740	51	3,591	0	1,271	0	0	0	0
4890	O/S O'HEAD RCHG	675	8	733	0	404	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	0	0	2,392	0	4,449	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	0	200	0	435	0	0
4899	DEPOT REALLOCATION	0	0	0	0	251	0	465	0	0
<b>Overhead Expenditure</b>		<b>5,920</b>	<b>564</b>	<b>4,929</b>	<b>0</b>	<b>5,023</b>	<b>0</b>	<b>5,954</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(5,920)</b>	<b>(564)</b>	<b>(4,929)</b>	<b>0</b>	<b>(5,023)</b>		<b>(5,954)</b>		
<b>214</b>	<b><u>PARK ROAD PLAY AREA</u></b>									
4013	RENT PAID	0	0	125	0	125	0	125	0	0
4047	PLAY EQUIP MAINTENCE	0	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	0	159	250	0	0	0	275	0	0
4049	PLAY RISK ASSESSMENT	0	0	100	63	63	0	100	0	0
4888	O/S STAFF RCHG	0	1,221	0	-299	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 11)

Note: Income & Expenditure to 31 January 2023

		<u>Last Year 2021-22</u>		<u>Current Year 2022-23</u>				<u>Next Year 2023-24</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4890	O/S O'HEAD RCHG	0	264	0	37	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	0	931	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	0	0	0	148	0	0	0	0	0
<b>Overhead Expenditure</b>		0	1,644	975	880	688	0	1,000	0	0
<b>Movement to/(from) Gen Reserve</b>		0	(1,644)	(975)	(880)	(688)		(1,000)		
<b>Parks &amp; Recreation - Income</b>		54,791	64,641	65,412	64,528	64,012	0	80,471	0	0
<b>Expenditure</b>		376,324	395,545	316,286	204,993	353,784	0	365,008	0	0
<b>Movement to/(from) Gen Reserve</b>		(321,533)	(330,904)	(250,874)	(140,465)	(289,772)		(284,537)		
<b>Total Budget Income</b>		54,791	64,641	65,412	64,528	64,012	0	80,471	0	0
<b>Expenditure</b>		376,324	395,545	316,286	204,993	353,784	0	365,008	0	0
<b>Movement to/(from) Gen Reserve</b>		(321,533)	(330,904)	(250,874)	(140,465)	(289,772)		(284,537)		

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## PARKS & RECREATION COMMITTEE

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**Date:** Monday, 6 March 2023  
**Title:** Leys Traffic Calming  
**Contact Officer:** Project Officer - Nicky Cayley

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### Background

At the meeting of this committee on 9 January 2023, members were updated on the results of the County Council's consultation, which had not demonstrated strong local support for or against the proposed traffic calming scheme at The Leys access road.

The scheme had been progressed in response to anti-social behaviour and speeding at the Leys during the evenings over many years, and at the request of local residents. It was however, noted in the above meeting that the scheme would increase road safety around the open space the Leys offers, particularly at such a blind pedestrian junction.

It was resolved that the Leys Traffic calming scheme should be progressed if funds from Oxfordshire County Council could be secured, in addition to a £5,000 earmarked reserve held by the town council.

The Committee agreed to ask the County Council if it would delay the progression of the scheme to a cabinet decision (due at the end of January 2023) in order for the Town Council to carry out its own consultation to provide some further substantive feedback.

### Current Situation

The Town Council conducted a Survey Monkey Survey which received 40 responses (double that of the County Council's consultation) from residents local to the Leys.

A summary of the response is below:-

- 67.5% of respondents were in favour of the scheme; 22.5% were not in favour.
- 62.5% of respondents said they were aware of speeding problems on The Leys access road, with 52.5% giving examples.
- 60% of respondents said they were aware of pedestrian safety issues on The Leys access road, and 57.5% gave examples.

The survey results are attached for members information (appendices 1 – 4)). Officers have also obtained the responses received to the OCC consultation (appendix 5) – it is worth noting that only one of the respondents put their location in the vicinity of The Leys (Station Lane).

Thames Valley Police advised Council officers verbally that the police have not received any recent reports relating to speeding at the Leys.

The County Council decision has been deferred until the 21 March, but their Officers need to prepare a report imminently.

If Members still wish to respond in favour of the scheme, they may like to consider the road safety aspect in conjunction with ASB, particularly in light of the feedback provided which reflects all local authority aims on active travel.

### **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. There are no environmental concerns connected with the proposal.

### **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; however, the recent Survey Monkey suggests there is a degree of local support for the scheme.

### **Financial implications**

£5,000 has been earmarked towards this scheme. Oxfordshire County Council would cover the remaining cost.

### **Recommendations**

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

1. Whether to support the scheme or a re-designed scheme for traffic calming at The Leys Recreation Ground;
2. That, If the Committee is in support, a robust case (formulated at this meeting) is put forward to the County Council, emphasising the local support and the need for the scheme to go ahead on grounds of safety.

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## PARKS & RECREATION COMMITTEE

---

**Date:** Monday, 6 March 2023  
**Title:** West Witney - Cricket Boundary Advertising  
**Contact Officer:** Operations Manager - Angus Whitburn

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### **Background**

Witney Swifts are currently the only cricket club booking Witney Town Council cricket facilities. They play all their home matches along with training at West Witney sports ground.

### **Current Situation**

#### **Boundary Wedges**

The club have requested permission, to install boundary foam wedges, on game days. Their hope is this will boost the image of the club and better signify the cricket boundary.

The boundary wedges are around 10cm high and are made from foam with a PVC cover. They sit on the ground with no fixing or over the top of a boundary rope, if installed.

#### **Boundary Rope**

Currently, the cricket boundary is marked via line marking paint. This is a short process for the Town Council works team but due to grass cutting it does involve labour and material on a weekly basis. The club have recommended instead using a traditional boundary rope. This would better signify the boundary adding to the safety of the ground on game days and almost completely removing the labour required around boundary marking.

### **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.

The club have said they will take full responsibility of the foam wedges should they go missing or get vandalised and offered to remove the boundary rope when the outfield requires mowing. This means that they will be no future requirement for the works team to mark out a cricket boundary.

There is a potential health and safety risk of a trip hazard if a boundary rope were to be installed. There are actions which could be implemented which would help mitigate this risk.

### **Financial implications**

Described here or as stated in the report above.

- Witney Swifts have offered to cover the costs of the boundary wedges through their own funds and sponsorship.
- The boundary rope and a holder would be covered by the sport equipment budget.
  - 220m of 28mm boundary rope: £180.00 not including VAT.
  - Boundary rope winder double: £575.00 not including VAT.

### **Recommendations**

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

1. Consider Witney Swift's request to install boundary wedges.
2. Consider the recommendation of purchasing a boundary rope for the reasons stated in the report.



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## PARKS & RECREATION COMMITTEE

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**Date:** Monday, 6 March 2023

**Title:** West Witney - Bowls Green Irrigation System

**Contact Officer:** Operations Manager - Angus Whitburn

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### **Background**

Both Bowls green in Witney operate with associated clubs that manage the buildings and irrigation systems. The maintenance of the bowls greens itself is managed by the Town Council, historically by its contractors and now by its in-house works teams.

The maintenance of the green has to work simultaneously with the good management of an irrigation system. When this doesn't happen it often results in repeated work or a damaged sward of grass.

In 2022 the Operations & Estates Advisor recommended to the council that Witney Town Council takes over the responsibility of commissioning and servicing both site's irrigation systems. This would have meant relocating the control boxes for the Leys bowls green, so it was accessible by staff. West Witney irrigation control is already externally mounted. At the time council rejected this recommendation.

### **Current Situation**

West Witney Bowls teams have again made the request that Witney Town Council takes over the commissioning and servicing of the irrigation systems. This would be the servicing and season's maintenance through an external contractor only; any improvements or re-engineering work to the system wouldn't be involved.

Witney Town bowls who play at the Leys bowls green have agreed to continue to run the system in-house, they have a member who is trained to service the system and make the required adjustments. They have also confirmed that they don't perceive a problem in reacting quickly to required adjustments from the council's maintenance teams.

### **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.

A detailed well-scheduled series of works has to go into the maintenance of a bowls green. When those carrying out the work don't have the co-operation of the irrigation system this series of work goes to waste, and it takes considerable time to plan and carry out a new schedule of work.

## **Financial implications**

Described here or as stated in the report above.

- Cost to commission and decommission west witney bowls green: £300.00 excluding VAT
- Cost of ongoing system maintenance: £100.00 per visit, recommend 3 visits a season.

## **Recommendations**

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

1. Consider Witney Town Council taking over the commissioning, decommissioning, and servicing of West Witney bowls green irrigation system.