

Parks & Recreation Committee Meeting of Witney Town Council



Monday, 3rd July, 2023 at 6.00 pm

To members of the Parks & Recreation Committee - D Newcombe, J Aitman, T Ashby, O Collins, R Crouch, D Edwards-Hughes, R Smith and S Simpson (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.

Any member of the public wishing to attend the meeting and speak on a particular item should contact the Committee Clerk (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 Deputy Town Clerk or Committee Clerk 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 **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 22 May 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 7 - 16)

To receive the report of the Responsible Financial Officer (RFO).

Parks

6. **Leys Traffic Calming** (Pages 17 - 22)

To receive the report of the Deputy Town Clerk.

Recreation

7. **Pre-Season Football Pitch Update** (Pages 23 - 28)

To receive the report of the Operations Manager.

8. **West Witney Cricket Rental Agreement** (Pages 29 - 32)

To receive the report of the Operations Manager.

9. **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.

10. **Property, Legal & Project Matters**

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



Town Clerk

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

Held on Monday, 22 May 2023

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

Present:

Councillor D Newcombe (Chair)

Councillors:	J Aitman T Ashby O Collins J Treloar	D Edwards-Hughes R Smith S Simpson
Officers:	Sharon Groth Adam Clapton Mark Lewis Derek Mackenzie	Town Clerk Deputy Town Clerk Head of Estates & Operations Senior Administrative Officer & Committee Clerk
Others:	One member of the public.	

PR249 APOLOGIES FOR ABSENCE

An apology for absence was received from Cllr R Crouch.

PR250 DECLARATIONS OF INTEREST

There were no declarations of interest from members or officers.

PR251 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 Joy Aitman be elected. There being no other nominations it was:

Resolved:

That, Councillor Joy Aitman be elected Vice-Chair of the Committee for the 2023/2024 municipal year.

PR252 **MINUTES**

The minutes of the Parks & Recreation Committee meeting held on 6 March 2023 were received.

PR113 - Smoke Free Parks. The Deputy Town Clerk advised winners of a competition to design park signage had been selected and the signs were in construction. A photo call with winners would be arranged when the signs were delivered.

Resolved:

That, the minutes of the Parks & Recreation Committee meeting held on 6 March 2023 be approved as a correct record of the meeting and be signed by the Chair.

PR253 **PARTICIPATION OF THE PUBLIC**

The member of public present did not wish to speak on any agenda item.

PR254 **COMMITTEE TERMS OF REFERENCE**

The Committee received and considered the report of the Deputy Town Clerk along with the Committee's current terms of reference.

Members were advised a Sports Strategy, per reference (c) would be developed by officers later in the year through the amalgamation of several reports and feasibility studies. These had previously been carried out by external organisations so would incur no extra cost to the Council.

There was some concern the terms did not explicitly convey they were solely for the estate and operations of the town council and that there was enough distinction between the buildings this Committee was responsible for as opposed to the Halls, Cemeteries & Allotments Committee. It was agreed there was enough of a distinction, but the terms should make it clear all terms related to town council operated facilities.

Resolved:

1. That, the report be noted and,
2. That, the Committee terms of reference be agreed and published including the following amendment. 'The terms of reference for the Parks & Recreation Committee in relation to Town Council-operated facilities are:'
3. That, term (b) refer to buildings plural.

PR255 **COMMITTEE OBJECTIVES AND WORK PROGRAMME FOR THE MUNICIPAL YEAR**

The Committee received and considered the report of the Town Clerk/C.E.O. concerning its objectives and work programme for the forthcoming year.

Members were advised there were several projects underway and programmed for the forthcoming year at The Leys, Burwell Changing Rooms and West Witney Sports Ground and raised several questions concerning the above, answered by the Town Clerk.

This was also an opportunity to raise other objectives and projects which could be funded either within budget or scoped out by officers in the coming months.

The possibility of repairing the Parkrun course at West Witney was raised by a member, along with a potential BMX/Wheeled Sports facility; the latter could be tied into a Major Project in the area noted in the following report.

Recommended:

1. That, the report be noted and,
2. That, the current objective and work programme be agreed and,
3. That, Parkrun path at West Witney and a BMX/Wheeled Sports facility be added to the plan for further consideration by officers.

PR256 OPEN SPACES STRATEGY & MAJOR/STRATEGIC PROJECT UPDATE

The Committee received and considered the report of the Town Clerk/C.E.O. which provided progress updates on actions from the Council's adopted Open Spaces Strategy and projects currently under discussion with external stakeholders.

There was an update on the pavilion and football pitches at West Witney which was followed by questions from Members regarding Section 106 funds available to create an Adventure/Destination Play area and potential wheeled sports zone at Windrush Place. Details were also provided on funds for a Multi-use Games Area (MUGA) at Raleigh Crescent; the Council's Project Officer was in the process of developing a specification for the project.

There had been a renewed impetus from the District Council to try and progress these projects and officers were in active discussion on scoping and costing.

Resolved:

1. That, the report and updates be noted.

PR257 FINANCE REPORT

The Committee received and considered the report of the Responsible Financial Officer (RFO) which summarised the budgets under its remit, along with associated costs centres and codes.

Members were pleased services were operating within budget. The Town Clerk answered questions concerning the contents of the report and tables included.

Resolved:

1. That, the report be noted.

PR258 BURWELL HALL CHANGING ROOMS

The Committee received and considered the report of the Project Officer concerning future refurbishment of Burwell Hall Changing Rooms.

Members were presented with a project brief based on the decisions of the previous Council administration and were happy to proceed on that basis. There were some issues raised about the possibility of completing the project by August, with the Committee not wanting the facility to be out of action during the season. It was therefore sensible to proceed with this in mind

when tendering and consulting with clubs and to aim for the installation of external lockers in the first instance; the management of the remaining refurbishment being delegated to officers within these agreed parameters.

Resolved:

1. That, the report be noted and,
2. That, the Project Brief, as outlined be agreed and,
3. That, management of the project and timescales be delegated to officers so they may expediate completion if possible or provide an update to a future meeting.

PR259 EXCLUSION OF PRESS AND 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.

PR260 PROPERTY & LEGAL MATTERS

The Committee received and considered the confidential report of the Town Clerk/C.E.O.

Updates were provided on the transfer of several play areas from West Oxfordshire District Council (including draft Heads of Terms for Madley Park Play Area), the Leys Masterplan and regarding Witney Lawn Tennis Club.

The Deputy Town Clerk gave confidential updates on tennis court colour-coating at West Witney and on the Lakeside Allotments access road.

Recommended:

1. That, the confidential report and updates be noted and,
2. That, the draft Heads of Terms for Madley Park Play Area be agreed and.
3. That, a financial issue regarding colour-coating at West Witney tennis courts be progressed under delegation to officers as agreed at the meeting.

PR261 MAJOR/STRATEGIC PROJECT UPDATE

There was no further update on Major or Strategic Projects which had not been covered earlier in the meeting.

The meeting closed at: 7.01 pm

Chair

PARKS AND RECREATION COMMITTEE

Date: Monday 3 July 2023

Title: Finance Report

Contact Officer: Responsible Financial Officer (RFO) – Nigel Warner

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; these are the management accounts for this committee. The period to which this report relates is 1 April 2023 to 31 May 2023.

For the Parks and Recreation Committee the following cost centres are in place. Cost centres, comprising three digits, typically representing a discrete service entity, to which income and expenditure is allocated against previously agreed revenue budgets.

Cost centre	Service
201	Splash Park at the Leys Recreation Ground
202	The Leys Recreation Ground
203	West Witney Sports Ground
204	Burwell (Queen Elizabeth 2) Sports Ground
205	King George V/ Newland Recreation Ground
207	Moorland Road Play Area
208	Woodgreen/ Play Area
209	Eton Close Play Area
210	Oxlease Play Area
211	Fieldmere Play Area
212	Quarry Road Play Area
213	Raleigh Crescent Play Area
214	Park Road Play Area

Within each cost centre income and expenditure is then allocated to a four-digit nominal ledger code; these codes are common across the cost centres. Nominal ledger codes further define the costs associated with the cost centre and correspond to a specific type of account, such as materials or staffing costs. Codes commencing with “1” are income codes; codes commencing with “4” are expenditure codes.

A report is submitted to every ordinary meeting of the standing committees and previous reports are available on the relevant committee section of the website.

CURRENT SITUATION

Council financial years run from 1 April to 31 March following. Consequently, the management accounts to 31 May represent only the first two months of the 2023/24 year. Being so early in the new financial year means that the reports do not as yet yield much meaningful information but if there were significant variances against the agreed budgets these would be reported even at this early stage as yet there are no such variances for this committee for 2023/24.

Note also:

1. There will always be an inevitable “lag” between expenditure being incurred and being shown in the accounts. However, with the introduction of the computerised purchase order system later in the summer this will mean that committed expenditure will be shown on future reports, improving the timeliness of financial information.
2. Expenditure is not necessarily incurred evenly over the course of the year. For example, most expenditure in relation to nominal ledger code 4025 (Insurance) is incurred when the annual premium is paid. There will also be similar patterns on the income side such as football and cricket fees paid, which are seasonal.

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 regarding the facilities and services it operates.

Officers are continually assessing the environmental impact of services and assets to ensure that 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 consider 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 in the attached appendices.

RECOMMENDATION

Members are invited to note the report.

16:09 Detailed Income & Expenditure by Budget Heading Management accounts to 31/05/2023

Month No: 2 Parks and Recreation Committee, 3 July 2023

	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	10,196	0	12,000	12,000		12,000	0.0%	
4016 CLEANING MATERIALS	174	0	300	300		300	0.0%	
4036 PROPERTY MAINTENANCE	1,311	0	5,000	5,000		5,000	0.0%	
4047 PLAY EQUIP MAINTENCE	13	0	2,500	2,500		2,500	0.0%	
4048 ENG.INSPEC.(VATABLE)	434	0	500	500		500	0.0%	
4491 TFR TO EARMARKED RES	5,500	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	6,298	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	1,457	0	0	0		0	0.0%	
4896 MTCE STAFF RECHARGE	2,224	310	9,474	9,164		9,164	3.3%	
4897 MTCE O'HEAD RECHARGE	220	46	927	881		881	5.0%	
4899 DEPOT REALLOCATION	0	0	990	990		990	0.0%	
5198 Deferred Grants Released	(7,534)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	13,807	0	0	0		0	0.0%	
SPLASHPARK :- Indirect Expenditure	34,099	357	31,691	31,334	0	31,334	1.1%	0
Net Expenditure	(34,099)	(357)	(31,691)	(31,334)				
<u>202 THE LEYS RECREATION GROUND</u>								
1020 SPORTS - FOOTBALL	1,143	377	2,000	1,623			18.9%	
1043 GREEN FEES - WTBC	4,620	0	5,080	5,080			0.0%	
1050 RENT RECEIVED	1,000	0	1,000	1,000			0.0%	
1051 GROUND HIRE	18,017	2,370	15,000	12,630			15.8%	
1052 EXPENSES RECOVERED	977	0	150	150			0.0%	
1058 WATER RECOVERED	175	0	150	150			0.0%	
1059 ELECTRICITY RECOVER	0	0	20,000	20,000			0.0%	
THE LEYS RECREATION GROUND :- Income	25,933	2,747	43,380	40,633			6.3%	0
4012 WATER RATES	6,687	0	0	0		0	0.0%	
4014 ELECTRICITY	8,755	(364)	24,800	25,164		25,164	(1.5%)	
4017 CONTRACT CLEAN/WASTE	10,265	2,283	10,000	7,717		7,717	22.8%	
4021 TELEPHONE/FAX	18	0	0	0		0	0.0%	
4025 INSURANCE	224	0	240	240		240	0.0%	
4036 PROPERTY MAINTENANCE	1,401	1,099	7,500	6,401		6,401	14.7%	
4037 GROUNDS MAINTENANCE	4,588	0	5,000	5,000		5,000	0.0%	
4038 OTHER MAINTENANCE	142	0	2,500	2,500		2,500	0.0%	
4046 SPORTS EQUIPMENT	3,425	0	4,000	4,000		4,000	0.0%	
4047 PLAY EQUIP MAINTENCE	475	154	5,000	4,846		4,846	3.1%	
4048 ENG.INSPEC.(VATABLE)	499	0	550	550		550	0.0%	

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4049 PLAY RISK ASSESSMENT	126	0	500	500		500	0.0%	
4110 SUBSIDIZED LETTINGS	5,343	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	17,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(3,500)	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	10,964	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	3,237	0	0	0		0	0.0%	
4891 AGENCY SERVICES RECHARGE	34,101	0	0	0		0	0.0%	
4892 C/S STAFF RCHG	13,858	2,499	17,967	15,468		15,468	13.9%	
4893 C/S O'HEAD RCHG	4,532	1,794	5,176	3,382		3,382	34.7%	
4894 GROUNDS STAFF RECHARGE	5,580	0	23,566	23,566		23,566	0.0%	
4895 GROUNDS O'HEAD RECHARGE	2,905	0	8,701	8,701		8,701	0.0%	
4896 MTCE STAFF RECHARGE	14,369	6,180	41,731	35,551		35,551	14.8%	
4897 MTCE O'HEAD RECHARGE	2,064	742	4,084	3,342		3,342	18.2%	
4899 DEPOT REALLOCATION	0	0	4,361	4,361		4,361	0.0%	
5198 Deferred Grants Released	(259)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	12,431	0	0	0		0	0.0%	
THE LEYS RECREATION GROUND :- Indirect Expenditure	159,229	14,386	176,676	162,290	0	162,290	8.1%	0
Net Income over Expenditure	(133,296)	(11,639)	(133,296)	(121,657)				
203 WEST WITNEY SPORTS GROUND								
1020 SPORTS - FOOTBALL	7,024	923	6,500	5,577			14.2%	
1021 SPORTS - CRICKET	1,464	262	1,500	1,238			17.4%	
1041 RENTAL - TENNIS CLUB	4,520	0	4,970	4,970			0.0%	
1042 RENTAL- PROJ.RANGE	2,650	0	2,915	2,915			0.0%	
1044 GREEN FEES - WMBC	2,770	0	3,050	3,050			0.0%	
1045 GREEN FEES - WWBC	2,770	0	3,050	3,050			0.0%	
1050 RENT RECEIVED	15,268	0	9,850	9,850			0.0%	
1052 EXPENSES RECOVERED	929	0	0	0			0.0%	
1054 EASEMENTS/WAYLEAVES	6	6	6	0			100.0%	
1060 INSURANCE RECOVERED	363	0	400	400			0.0%	
WEST WITNEY SPORTS GROUND :- Income	37,763	1,191	32,241	31,050			3.7%	0
4025 INSURANCE	676	0	725	725		725	0.0%	
4036 PROPERTY MAINTENANCE	891	111	1,500	1,389		1,389	7.4%	
4037 GROUNDS MAINTENANCE	806	(0)	2,500	2,500		2,500	0.0%	
4046 SPORTS EQUIPMENT	2,462	1,354	0	(1,354)		(1,354)	0.0%	
4048 ENG.INSPEC.(VARIABLE)	175	0	200	200		200	0.0%	
4059 OTHER PROF FEES	250	1,050	2,000	950		950	52.5%	
4491 TFR TO EARMARKED RES	7,000	0	0	0		0	0.0%	

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4495 TFR FROM EARMARKED R	(2,000)	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	5,528	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	1,496	0	0	0		0	0.0%	
4891 AGENCY SERVICES RECHARGE	26,486	0	0	0		0	0.0%	
4894 GROUNDS STAFF RECHARGE	5,580	0	23,566	23,566		23,566	0.0%	
4895 GROUNDS O'HEAD RECHARGE	2,905	0	8,701	8,701		8,701	0.0%	
4896 MTCE STAFF RECHARGE	10,560	6,287	12,690	6,403		6,403	49.5%	
4897 MTCE O'HEAD RECHARGE	1,444	718	1,242	524		524	57.8%	
4899 DEPOT REALLOCATION	0	0	1,326	1,326		1,326	0.0%	
5198 Deferred Grants Released	(418)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	8,764	0	0	0		0	0.0%	
WEST WITNEY SPORTS GROUND :- Indirect Expenditure	72,605	9,520	54,450	44,930	0	44,930	17.5%	0
Net Income over Expenditure	(34,842)	(8,329)	(22,209)	(13,880)				
204 BURWELL (QE2) SPORTS GROUND								
1020 SPORTS - FOOTBALL	5,982	1,308	3,850	2,542			34.0%	
BURWELL (QE2) SPORTS GROUND :- Income	5,982	1,308	3,850	2,542			34.0%	0
4036 PROPERTY MAINTENANCE	13	0	1,000	1,000		1,000	0.0%	
4046 SPORTS EQUIPMENT	1,431	0	3,000	3,000		3,000	0.0%	
4047 PLAY EQUIP MAINTENCE	160	0	2,000	2,000		2,000	0.0%	
4048 ENG.INSPEC.(VATABLE)	499	0	550	550		550	0.0%	
4049 PLAY RISK ASSESSMENT	63	0	100	100		100	0.0%	
4491 TFR TO EARMARKED RES	2,000	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	3,843	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	981	0	0	0		0	0.0%	
4891 AGENCY SERVICES RECHARGE	12,350	0	0	0		0	0.0%	
4894 GROUNDS STAFF RECHARGE	3,985	0	16,833	16,833		16,833	0.0%	
4895 GROUNDS O'HEAD RECHARGE	2,075	0	6,215	6,215		6,215	0.0%	
4896 MTCE STAFF RECHARGE	5,298	3,332	3,217	(115)		(115)	103.6%	
4897 MTCE O'HEAD RECHARGE	788	374	315	(59)		(59)	118.7%	
4899 DEPOT REALLOCATION	0	0	336	336		336	0.0%	
5198 Deferred Grants Released	(3,185)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	6,508	0	0	0		0	0.0%	
BURWELL (QE2) SPORTS GROUND :- Indirect Expenditure	36,807	3,706	33,566	29,860	0	29,860	11.0%	0
Net Income over Expenditure	(30,825)	(2,398)	(29,716)	(27,318)				

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<u>205 KING GEORGE V / NEWLAND</u>								
1020 SPORTS - FOOTBALL	1,106	304	1,000	696			30.4%	
KING GEORGE V / NEWLAND :- Income	1,106	304	1,000	696			30.4%	0
4036 PROPERTY MAINTENANCE	0	0	500	500		500	0.0%	
4037 GROUNDS MAINTENANCE	0	0	2,000	2,000		2,000	0.0%	
4047 PLAY EQUIP MAINTENCE	0	642	500	(142)		(142)	128.4%	
4048 ENG.INSPEC.(VARIABLE)	412	0	450	450		450	0.0%	
4049 PLAY RISK ASSESSMENT	63	0	100	100		100	0.0%	
4100 GRANTS GENERAL	0	0	500	500		500	0.0%	
4491 TFR TO EARMARKED RES	3,000	0	0	0		0	0.0%	
4495 TFR FROM EARMARKED R	(500)	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	1,246	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	191	0	0	0		0	0.0%	
4891 AGENCY SERVICES RECHARGE	5,926	0	0	0		0	0.0%	
4894 GROUNDS STAFF RECHARGE	1,196	0	5,050	5,050		5,050	0.0%	
4895 GROUNDS O'HEAD RECHARGE	622	0	1,865	1,865		1,865	0.0%	
4896 MTCE STAFF RECHARGE	631	1,067	10,487	9,420		9,420	10.2%	
4897 MTCE O'HEAD RECHARGE	92	113	1,026	913		913	11.0%	
4899 DEPOT REALLOCATION	0	0	1,096	1,096		1,096	0.0%	
5199 Depreciation Charge to Service	445	0	0	0		0	0.0%	
KING GEORGE V / NEWLAND :- Indirect Expenditure	13,325	1,822	23,574	21,752	0	21,752	7.7%	0
Net Income over Expenditure	(12,219)	(1,518)	(22,574)	(21,056)				
<u>207 MOORLAND ROAD PLAY AREA</u>								
4047 PLAY EQUIP MAINTENCE	0	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VARIABLE)	239	0	275	275		275	0.0%	
4049 PLAY RISK ASSESSMENT	63	0	100	100		100	0.0%	
4491 TFR TO EARMARKED RES	500	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	(56)	0	0	0		0	0.0%	
4896 MTCE STAFF RECHARGE	0	0	2,775	2,775		2,775	0.0%	
4897 MTCE O'HEAD RECHARGE	0	0	272	272		272	0.0%	
4899 DEPOT REALLOCATION	0	0	290	290		290	0.0%	
5198 Deferred Grants Released	(453)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	1,502	0	0	0		0	0.0%	
MOORLAND ROAD PLAY AREA :- Indirect Expenditure	1,795	0	4,212	4,212	0	4,212	0.0%	0
Net Expenditure	(1,795)	0	(4,212)	(4,212)				

Continued over page

16:09 Detailed Income & Expenditure by Budget Heading Management accounts to 31/05/2023

Month No: 2 Parks and Recreation Committee, 3 July 2023

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
208 WOOD GREEN PITCHES/PLAY AREA								
4047 PLAY EQUIP MAINTENCE	0	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VARIABLE)	260	0	300	300		300	0.0%	
4049 PLAY RISK ASSESSMENT	63	0	100	100		100	0.0%	
4491 TFR TO EARMARKED RES	500	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	61	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	(45)	0	0	0		0	0.0%	
4891 AGENCY SERVICES RECHARGE	1,167	0	0	0		0	0.0%	
4894 GROUNDS STAFF RECHARGE	1,196	0	5,050	5,050		5,050	0.0%	
4895 GROUNDS O'HEAD RECHARGE	622	0	1,865	1,865		1,865	0.0%	
4896 MTCE STAFF RECHARGE	356	0	3,305	3,305		3,305	0.0%	
4897 MTCE O'HEAD RECHARGE	54	0	323	323		323	0.0%	
4899 DEPOT REALLOCATION	0	0	345	345		345	0.0%	
5199 Depreciation Charge to Service	3,194	0	0	0		0	0.0%	
WOOD GREEN PITCHES/PLAY AREA :- Indirect Expenditure	7,429	0	11,788	11,788	0	11,788	0.0%	0
Net Expenditure	(7,429)	0	(11,788)	(11,788)				
209 ETON CLOSE PLAY AREA								
4047 PLAY EQUIP MAINTENCE	0	0	250	250		250	0.0%	
4048 ENG.INSPEC.(VARIABLE)	174	0	200	200		200	0.0%	
4049 PLAY RISK ASSESSMENT	63	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	487	0	700	700	0	700	0.0%	0
Net Expenditure	(487)	0	(700)	(700)				
210 OXLEASE PLAY AREA								
4047 PLAY EQUIP MAINTENCE	478	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VARIABLE)	521	0	550	550		550	0.0%	
4049 PLAY RISK ASSESSMENT	63	0	100	100		100	0.0%	
4888 O/S STAFF RCHG	3,645	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	1,022	0	0	0		0	0.0%	
4891 AGENCY SERVICES RECHARGE	6,971	0	0	0		0	0.0%	
4894 GROUNDS STAFF RECHARGE	1,196	0	5,050	5,050		5,050	0.0%	
4895 GROUNDS O'HEAD RECHARGE	622	0	1,865	1,865		1,865	0.0%	
4896 MTCE STAFF RECHARGE	149	0	4,935	4,935		4,935	0.0%	
4897 MTCE O'HEAD RECHARGE	25	0	483	483		483	0.0%	
4899 DEPOT REALLOCATION	0	0	516	516		516	0.0%	

16:09 Detailed Income & Expenditure by Budget Heading Management accounts to 31/05/2023

Month No: 2 Parks and Recreation Committee, 3 July 2023

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
5198 Deferred Grants Released	(4,592)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	5,839	0	0	0		0	0.0%	
OXLEASE PLAY AREA :- Indirect Expenditure	15,939	0	13,999	13,999	0	13,999	0.0%	0
Net Expenditure	(15,939)	0	(13,999)	(13,999)				
211 FIELDMERE PLAY AREA								
4047 PLAY EQUIP MAINTENCE	12	0	250	250		250	0.0%	
4048 ENG.INSPEC.(VARIABLE)	260	0	300	300		300	0.0%	
4049 PLAY RISK ASSESSMENT	63	0	100	100		100	0.0%	
4888 O/S STAFF RCHG	61	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	(77)	0	0	0		0	0.0%	
4896 MTCE STAFF RECHARGE	0	0	4,892	4,892		4,892	0.0%	
4897 MTCE O'HEAD RECHARGE	0	0	479	479		479	0.0%	
4899 DEPOT REALLOCATION	0	0	511	511		511	0.0%	
5198 Deferred Grants Released	(971)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	1,282	0	0	0		0	0.0%	
FIELDMERE PLAY AREA :- Indirect Expenditure	631	0	6,532	6,532	0	6,532	0.0%	0
Net Expenditure	(631)	0	(6,532)	(6,532)				
212 QUARRY ROAD PLAY AREA								
4047 PLAY EQUIP MAINTENCE	0	1,546	250	(1,296)		(1,296)	618.5%	
4048 ENG.INSPEC.(VARIABLE)	217	0	250	250		250	0.0%	
4049 PLAY RISK ASSESSMENT	63	0	100	100		100	0.0%	
4491 TFR TO EARMARKED RES	250	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	1,227	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	656	0	0	0		0	0.0%	
4896 MTCE STAFF RECHARGE	1,123	0	221	221		221	0.0%	
4897 MTCE O'HEAD RECHARGE	173	0	22	22		22	0.0%	
4899 DEPOT REALLOCATION	0	0	23	23		23	0.0%	
5199 Depreciation Charge to Service	252	0	0	0		0	0.0%	
QUARRY ROAD PLAY AREA :- Indirect Expenditure	3,961	1,546	866	(680)	0	(680)	178.6%	0
Net Expenditure	(3,961)	(1,546)	(866)	680				
213 RALEGH CRESCENT PLAY AREA								
4013 RENT PAID	0	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%	

Continued over page

16:09 Detailed Income & Expenditure by Budget Heading Management accounts to 31/05/2023

Month No: 2 Parks and Recreation Committee, 3 July 2023

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4491 TFR TO EARMARKED RES	250	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	(89)	0	0	0		0	0.0%	
4896 MTCE STAFF RECHARGE	0	0	4,449	4,449		4,449	0.0%	
4897 MTCE O'HEAD RECHARGE	0	0	435	435		435	0.0%	
4899 DEPOT REALLOCATION	0	0	465	465		465	0.0%	
5198 Deferred Grants Released	(4,845)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	4,486	0	0	0		0	0.0%	
RALEGH CRESCENT PLAY AREA :- Indirect Expenditure	(198)	0	5,954	5,954	0	5,954	0.0%	0
Net Expenditure	198	0	(5,954)	(5,954)				
214 PARK ROAD PLAY AREA								
4013 RENT PAID	0	0	125	125		125	0.0%	
4047 PLAY EQUIP MAINTENCE	0	0	500	500		500	0.0%	
4048 ENG.INSPEC.(VATABLE)	0	0	275	275		275	0.0%	
4049 PLAY RISK ASSESSMENT	63	0	100	100		100	0.0%	
4491 TFR TO EARMARKED RES	500	0	0	0		0	0.0%	
4888 O/S STAFF RCHG	187	0	0	0		0	0.0%	
4890 O/S O'HEAD RCHG	37	0	0	0		0	0.0%	
4896 MTCE STAFF RECHARGE	931	0	0	0		0	0.0%	
4897 MTCE O'HEAD RECHARGE	148	0	0	0		0	0.0%	
5198 Deferred Grants Released	(261)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	2,753	0	0	0		0	0.0%	
PARK ROAD PLAY AREA :- Indirect Expenditure	4,358	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	(4,358)	0	(1,000)	(1,000)				
215 CEDAR DRIVE PLAY AREA								
5198 Deferred Grants Released	(3,246)	0	0	0		0	0.0%	
5199 Depreciation Charge to Service	3,246	0	0	0		0	0.0%	
CEDAR DRIVE PLAY AREA :- Indirect Expenditure	0	0	0	0	0	0		0
Net Expenditure	0	0	0	0				
Parks & Recreation :- Income	70,784	5,550	80,471	74,921			6.9%	
Expenditure	350,466	31,337	365,008	333,671	0	333,671	8.6%	
Movement to/(from) Gen Reserve	(279,682)	(25,787)						

Detailed Income & Expenditure by Budget Heading Management accounts to 31/05/2023

Month No: 2

Parks and Recreation Committee, 3 July 2023

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	70,784	5,550	80,471	74,921			6.9%	
Expenditure	350,466	31,337	365,008	333,671	0	333,671	8.6%	
Net Income over Expenditure	<u>(279,682)</u>	<u>(25,787)</u>	<u>(284,537)</u>	<u>(258,750)</u>				
Movement to/(from) Gen Reserve	<u>(279,682)</u>	<u>(25,787)</u>						

PARKS & RECREATION COMMITTEE

Date: Monday, 3 July 2023

Title: Leys Traffic Calming

Contact Officer: Deputy Town Clerk - Adam Clapton

Background

For the benefit of new Members of the Council/Committee, traffic calming at The Leys has been discussed at town and county council level since 2018. A proposed scheme was designed by the County Council and presented to this Committee in January 2023 (attached as **Appendix A**).

The scheme was passed by the County Council, subject to a final design during the Spring. Minute no. 116 of the Parks & Recreation Committee meeting held on 6th March 2023 refers to the last input to Oxfordshire County Council on the scheme,

'Members discussed the additional informal survey responses received from residents of the surrounding area at The Leys on an Oxfordshire County Council (OCC) designed traffic calming scheme, as requested by the town council in 2018.

Further information was required following an OCC consultation in 2022 if the town council still thought the scheme was warranted. Members felt the responses pointed more to the calming being installed for road safety, rather than the reduction of Anti-Social Behaviour, although this was still noted as an issue.

Members asked if the scheme could be redesigned to incorporate safety measures around the crossing point between the church path and the tree lined avenue across the Leys.

Members voted, the proposal to support the scheme was carried, with voting as follows:

Resolved:

- 1. That, the report be noted and,*
- 2. That, a response is sent to Oxfordshire County Council advising support of the scheme with a request to re-evaluate the crossing from the Church to the Recreation Ground.'*

Current Situation

A final updated design on this scheme was presented to the Witney Traffic Advisory Committee on 13 June. The update from County Officers is included below and the updated design is attached as **Appendix B**.

'The Leys' Traffic Calming

We are currently finalizing the design, please see attached, if the Committee is happy with the attached then the design will be submitted for quotation, then subsequently orders placed with the contractor for delivery.

Just to note: -

- LTN 1/07 Traffic Calming & LTN 1/20 Cycle Infrastructure Design has been referenced during the design and as such the clearance from the cushions to the edge of carriageway will be 1m max. to accommodate cyclists, tricycles (0.8m wide) & Class 3 mobility scooters (0.85m wide) which are allowed to be used on the highway.*
- Some areas of structural patching were included in the original GA and have been extended to incorporate the newly added road hump (additional 2m). The road surface is in a general state of disrepair and the existing construction unknown; however, observations suggest it is unlikely to adequately support the new features and significant reconstruction will be required.*

The Witney Traffic Advisory Committee was supportive of the plans.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 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.

There is a financial risk should the road surface not support the new features; additional funds may be requested towards the scheme.

There is a risk that if this scheme does not take place now, there may not be a further opportunity and it helps towards improving safety of Leys users.

Financial implications

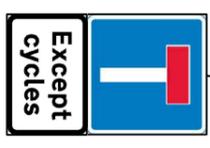
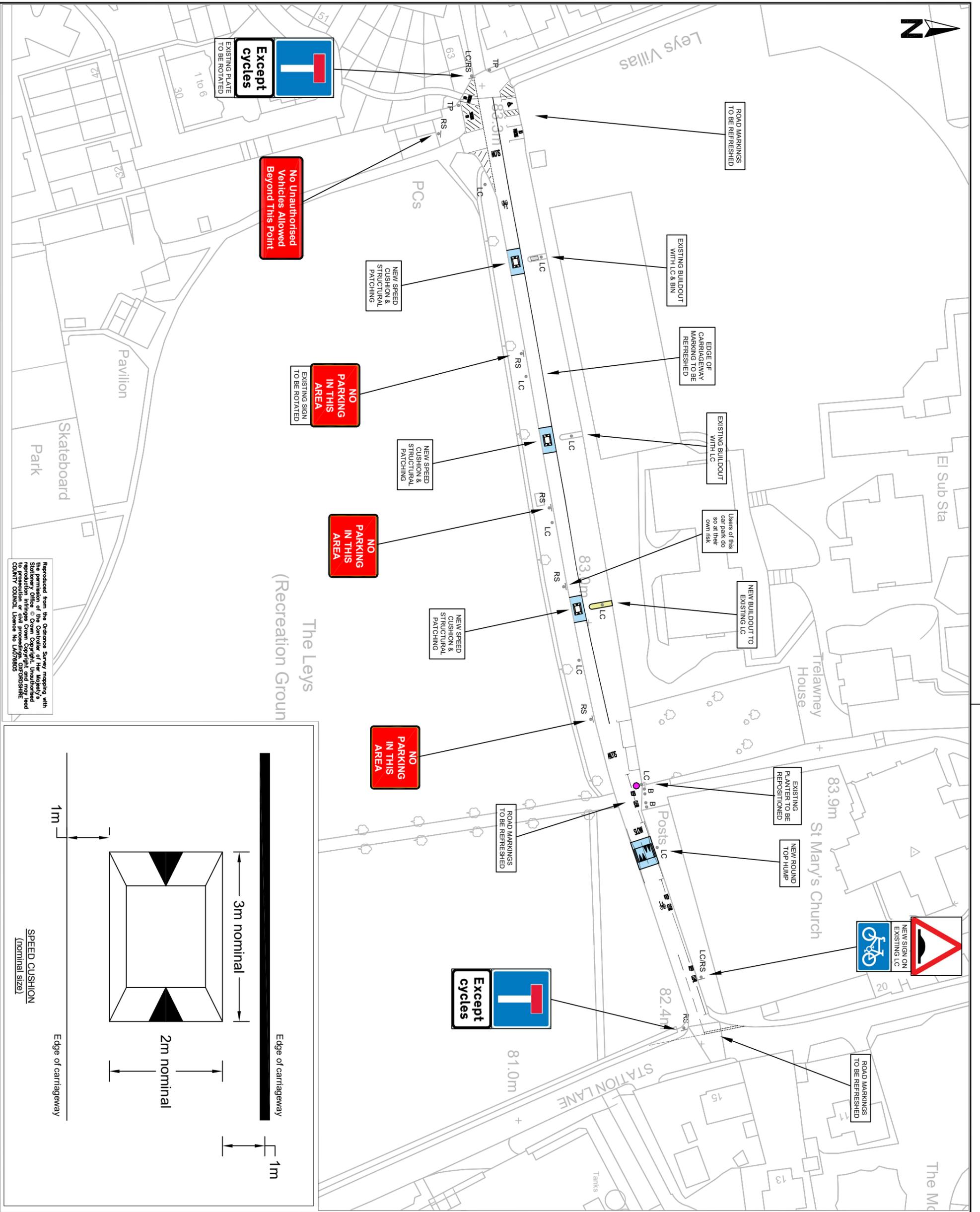
- £5,000 was originally earmarked towards this scheme by the Town Council. Oxfordshire County Council agreed to cover the remaining cost.

Recommendations

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

1. Agreement to the updated Leys Traffic Calming Design.

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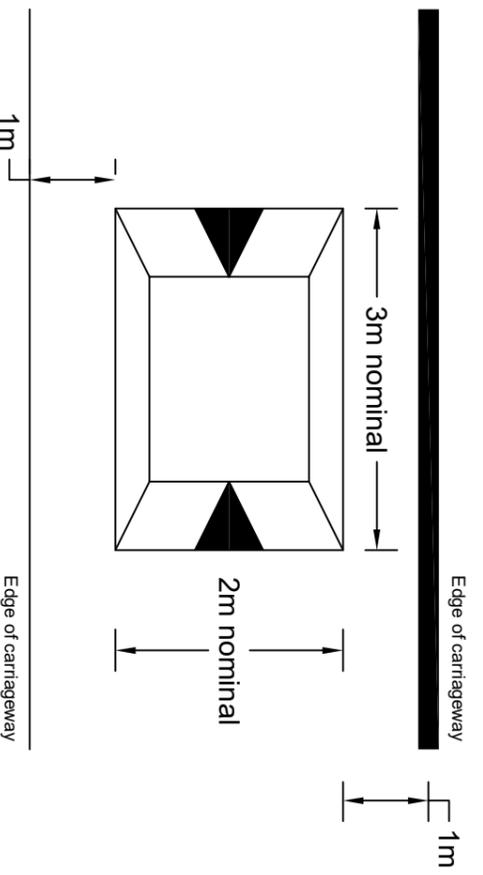


No Unauthorised Vehicles Allowed Beyond This Point

NO PARKING IN THIS AREA EXISTING SIGN TO BE ROTATED

NO PARKING IN THIS AREA

NO PARKING IN THIS AREA



- NOTES**
1. DESIGN IN ACCORDANCE WITH DfT 'LOCAL TRANSPORT NOTE 1107 TRAFFIC CALMING'.
 2. ALL ROAD MARKINGS TO THE TRAFFIC SIGNS REGULATIONS AND GENERAL DIRECTIONS 2016.

KEY

- Structural patching to carriageway
- New buildout (footway construction)

Rev.	Date	Purpose of revision	Drawn	Checked/Approved
A	May 2023	To incorporate amendments following CMD report.	CW	MW



THE LEYS, WITNEY
TRAFFIC CALMING MEASURES
GENERAL ARRANGEMENT

DESIGN			
Scale @ A1	Drawn by	Checked by	Approved by
N.T.S.	CW	-	MW
Drawn Date	Drawn Date	Checked Date	Approved Date
05/05/2022	05/05/2022	05/05/2022	05/05/2022

Order Ref: WODC - TL - TM - GA
Revision: A

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PARKS & RECREATION COMMITTEE

Date:	Monday, 3 July 2023
Title:	Pre-Season Football Pitch Update
Contact Officer:	Operations Manager - Angus Whitburn

Background

Spartan Rangers have contacted Witney Town Council with concerns about pitch provision for the upcoming 2023-24 football season. Their concerns stem from the possibility of a large number of adult teams playing next season on already oversubscribed pitches. It's a concern officers also have as all the 11-a-side pitches are already hugely oversubscribed and it's unknown if current clubs will add additional 11-a-side teams for the council to try and allocate.

Current Situation

Current Status of Town Council Pitches

Witney Town Council manages four recreation grounds that host football, The Leys, Burwell, West Witney and King Georges. These grounds have a total of 25 pitches made up of the following;

- 6 x 11-a-side's
- 6 x 9-a-side's
- 7 x 7-a-side's
- 6 x 5-a-side's

Burwell recreation ground hosts three of these 11-a-side pitches (all with junior inset pitches), King George's has a single 11-a-side pitch and West Witney has the final two. One of these 11-a-side pitches at West Witney is normally left unplayable during late autumn and winter due to ground conditions meaning the teams allocated to that pitch have to be pushed to other grounds, further oversubscribing them.

The recommended amount of play for adults on undrained pitches is two hours. Currently, all of the council 11-a-side pitches, which are all undrained are receiving around 6 – 8 hours of play a week, some of this however comes from 13 - 16-year-old teams. The problem this is causing is the pitches aren't recovering enough before being played on again, compacting ground which is compounding the drainage issues and then leading to grass loss with the pitches ultimately becoming waterlogged. There is an additional issue wear junior 11-a-side

teams play on the pitches in the morning then leaving them unplayable for adult teams in the afternoon.

The grounds maintenance team contend with these issues using aeration equipment to help keep the pitches playable through the winter months. This process has been improved by bringing the grounds maintenance contract back in-house; the council also invested in linear aeration equipment, meaning multiple aeration processes can be carried out a year. This process managed to keep both 11-a-side pitches playable at West Witney deeper into the winter than had been achieved in recent years.

Solutions

East side of the Leys Recreation Ground

At the Stronger Communities committee in January 2020, it was decided that the east side of the Leys was to be solely used as an events field and no longer host football as it could not be used for both purposes. The compaction in the ground had reached such a level that it was unsafe for play and with the continued event programme there was no opportunity to alleviate this compaction. Out of interest, the field was tested again last year and produced a similar gravities rating. The STRI inspector was asked what would it require to get the area playable again for football. The recommendations were to introduce fallow years and reduce the event programming before decompaction was attempted.

Leys Recreation Ground Cricket Square

The Cricket wicket at the Leys has become completely disused since the start of the Covid-19 Pandemic. Attempts were made by officers in 2021 to see if there was any interest in its continued use. Although clubs did express interest in women's team use and junior use, no bookings have been placed. The square is maintained to a basic level so if a booking was to come in it could be prepped for low league cricket. If the square was to be removed an 11-a-side pitch would fit into the west side of the leys.

The square would require some work to make it playable for football and would require a full soil exchange to remove the majority of the club loam used in cricket square. The renovation work to convert the square could start in early autumn and the pitch could potentially be ready by early winter 2023 or January 2024.

Environmental impact

Having declared a Climate Change Emergency at its Council meeting on 26 June 2019 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 council is and should be supporting the development of youth football and any decision made that could impact this would be seen negatively. However, the council should also be supporting adult football and it's a vital form of recreation for Witney's adult teams. Similarly, the events hosted at the Leys do draw large crowds from Witney and the surrounding towns so like football, these also need the support of the council.

The removal of the cricket square at the Leys and the placement of an 11-a-side pitch would sacrifice two 7-a-side pitches. The demand for these pitches is nowhere near the level of 11-a-side pitches.

The removal of the cricket square at the Leys could also bring bad press as cricket has been played on the field for over 100 years' Although the cost to maintain the square is a point of criticism for the council as there is no visible play on the square. The town's main club Witney Swifts have relocated to West Witney Sports Ground.

Financial implications

Described here or as stated in the report above.

- With the in-house ground maintenance team, the cost to decompact the Leys would be relatively small and only come at the additional labour and fuel requirements for the task.
- The sports equipment budget for the leys, 4046/202 would cover the cost of two aluminium socketed goalposts.
- The council has a stock of topdressing that can be used for a soil exchange of the cricket and all the equipment required is part of the grounds maintenance operation.

Recommendations

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

1. How they would like to proceed with the issue, the Committee could:
2. Delegate to officers to review the event schedule and report back to council with recommendations on the reduction of events and/or;
3. Delegate to officers to research into any future requirement of the cricket square at the Leys and;
4. If there is found to be no future requirement of the cricket square, commit to removing it and placing an 11-a-side pitch on the west side of the Leys recreation ground.

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PARKS & RECREATION COMMITTEE

Date: Monday, 3 July 2023

Title: West Witney Cricket Rental Agreement

Contact Officer: Operations Manager - Angus Whitburn

Background

Witney Swifts Cricket Club have approached the council requesting a rental agreement on the ground they use at West Witney. They would like a rental agreement that covers the hire of the cricket square and outfield for the cricket season running from the start of May to the end of September.

The club have asked that the rental agreement makes the Swifts responsible for all the maintenance and match preparation of the cricket square and the Council remains responsible for the outfield.

Current Situation

The swifts play all their home cricket games and practice sessions at West Witney Sports Ground between the start of May and the end of September each year. The council maintains this ground and manages all match preparation except for heavy rolling and post-match wicket repairs.

Cricket Square Maintenance

The maintenance of the cricket square can be broken up into two areas, match preparations and cricket square maintenance. The Swifts have requested that they take on all the associated maintenance. At this current time, the swifts would have to procure the equipment to be able to undertake this work, but they have got the members in their club to undertake the actual maintenance.

Match preparations

- Mowing to match height
- Heavy rolling
- Line marking
- Post-match repairs

Cricket square maintenance

- Mowing
- Scarification

- Watering
- Light aeration
- Deep aeration
- Pesticide application
- Postseason renovations

Witney Swifts have recently become concerned that the match preparations from the council are not to the required standard of the league. Although the council are meeting and adhering to the league requirements the club is still concerned the standard could affect their promotion. This is the main reason for their request to take over all maintenance of the cricket square. Where realistic improvements can be identified, these have been implemented, such as supporting Swifts in purchasing a boundary rope and holding trolley and supplying material and equipment for post-match repairs.

West Witney Cricket Square Usage

The cricket square at West Witney currently contains 10 creases but can be made up to hold up to 13. This is enough to maintain a second club on the ground or more teams from Swifts and other clubs. It would be hard to manage this extra space if the square was handed over to the Swifts in a rental agreement.

With the recent report findings from the cricket report from the Independent Commission for Equity in Cricket (ICEC) sexism and elitism, there could, in the near future become a higher demand for cricket at multiple levels. If this demand is required in witney from a new Women's Club, school bookings or more amateur teams being created, there could very well be the need for a bookable facility. Please note the report on the Leys pitches in respect of the cricket wicket there.

A rental agreement would enable swifts to apply for grant funding as they would have security over the tenure. However, it's not sure at this present time what funding is available to help Swifts. For example, the ECB county grants fund is only there to create welcoming environments, enhance playing opportunities for women, girls and disabled cricket and tackle climate change. The rent would only cover the playing ground, with the swifts holding a rental agreement over the ground its uncertain at this present time if this could lock the council out of potential grant money for improvements to the clubhouse and ground.

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.

Handing over an area of vital recreation land to an external user could be problematic as it has no control over.

A second risk would be in the actual maintenance of the square, if incorrect techniques are used it could risk the square for the Swifts and other users and then likely be the responsibility of the council to rectify. The Council has trained operatives with dedicated time to carry out the maintenance, whereas the club do not at the present time.

Although only used by one club, the cricket square at West Witney is bookable by other teams. In handing over the square in a rental agreement to Witney Swifts the council may be removing the facility to other users and reduce the council bookable facilities.

Financial implications

Described here or as stated in the report above.

- The maintenance of the outfield and cricket square cost the council around £2980.75 each season. The income received by the council from Swifts each season is around £1727.00 meaning a total subsidised cost to play of £1253.75. The subsidised cost wouldn't be so high if there were more bookings, or a second club was using the ground.
- To maintain just the outfield during the cricket season cost the council £510.00.
- The cricket hire cost per session is £78.50 (inc VAT).

Recommendations

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

1. Deferring the request for a rental agreement until the 2024 season so it can be fully explored by officers and,
2. Offering responsibility for match preparation to Witney Swifts under a user agreement for the remainder of the 2023 season with a reduced hire fee, but all other maintenance will still be the responsibility of the Witney Town Council and,
3. Reducing the hire fee for the remainder of the 2024 season for Witney Swifts in line with the calculation of the match preparation tasks and,
4. Delegating to officers to negotiate with Swifts on the detail of a potential rental agreement for the 2024 season.

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