

## Parks & Recreation Committee Meeting of Witney Town Council



**Monday, 4th March, 2024 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.

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 Committee 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 Deputy 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(d)(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 4 - 8)

a) To adopt and sign as a correct record the minutes of the Parks & Recreation Committee meeting held on 15 January 2024;

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 and consider the report of the Responsible Financial Officer (R.F.O).

**Parks**

6. **Leys Splash Park** (To Follow)

To receive and consider the report of the Operations Manager.

7. **Leys Parking Restrictions** (Pages 25 - 26)

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

8. **Tiny Forest – Request to Install a Wooden Monolith** (Pages 27 - 29)

To receive and consider the report of the Biodiversity & Green Spaces Officer.

**Recreation**

9. **Cricket at the Leys Recreation Ground and West Witney Sports Ground**

An Officer report will be tabled at the meeting, but the decision making relates to the reports presented to the Committee on 3rd July 2023 – minute no. PR365 and PR366 refer.

The Committee will be asked to consider the future of the cricket wicket at the Leys Recreation Ground for junior and women teams (subject to the evidence from clubs there is demand); If the Committee agree to junior/women teams on the Leys, should the Council then agree to move forward with a Lease Agreement for security of tenure to Witney Swifts for the cricket wicket at West Witney Sports Ground.

10. **Major Projects Update**

To receive a verbal update at the meeting, if appropriate.



Town Clerk



# Agenda Item 3

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

Held on Monday, 15 January 2024

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

### Present:

Councillor D Newcombe (Chair)

Councillors:	J Aitman T Ashby O Collins R Crouch	D Edwards-Hughes R Smith S Simpson
Officers:	Adam Clapton Sharon Groth Derek Mackenzie Mark Lewis	Deputy Town Clerk Town Clerk Senior Administrative Officer & Committee Clerk Head of Estates & Operations
Others:	No members of the public. Councillor Geoff Doughty Councillor Jane Doughty Councillor Duncan Enright	

### PR14 APOLOGIES FOR ABSENCE

No apologies for absence were received.

### PR15 DECLARATIONS OF INTEREST

There were no declarations of interest from Members or officers.

### PR16 MINUTES

The minutes of the Parks & Recreation Committee meeting held on 30 October 2023 were received.

PR574 – Following a request from a Member it was confirmed that the £40,000 figure requested in the 2024/25 budget related to replacement play area equipment.

PR575 – The Deputy Town Clerk confirmed that communications had been delayed on the STRI pitch report however these would be delivered when appropriate.

### **Resolved:**

That, the minutes of the Parks & Recreation Committee meeting held on 30 October 2023 be approved as a correct record of the meeting and be signed by the Chair.

PR17 **PARTICIPATION OF THE PUBLIC**

There was no public participation.

PR18 **FINANCE REPORT**

The Committee received and considered the report of the Responsible Financial Officer (RFO).

The Leader thanked the RFO and expressed her thanks for the delivery of a prudent and healthy summary.

**Resolved:**

That, the report be noted.

*Councillor D Enright joined the meeting at 6:14pm during Agenda Item 6 – Leys Parking Restrictions.*

PR19 **LEYS PARKING RESTRICTIONS**

The Committee received and considered the report of the Head of Estates & Operations regarding the proposal to introduce limits to the period of parking on The Leys. He summarized the issues being faced and the implications of any proposed changes to users of the recreation ground.

Members were aware that it spaces were used by students who attended Henry Box School as well as other individuals who found it as convenient parking before walking into town. This impacted the availability for users of the recreation ground who would naturally expect to be able to park there and make use of the facilities at all times.

It was acknowledged that the problem of parking at The Leys was historical, also that Witney was fortunate in the amount of free parking, which was available, including the proposal by West Oxfordshire District Council to make additional long-term parking in Zone G of the Woolgate Car park a permanent arrangement which would predominantly benefit those that work in the town

The HE&O outlined the proposals from WODC or OCC to set up and support the enforcement of the change, OCC's (option A) verbal quote was agreed subject to official confirmation..

Members discussed the terms of the restrictions. As issues were experienced mostly during weekdays with little impact at weekends it was proposed that the restrictions be considered to run Monday to Friday, 9am to 6pm with a parking limit of 3 hours with no return, there would be no restrictions at weekends..

A vote was taken, Members were unanimously in favour of the proposal, however it was agreed that if the OCC verbal quote to establish and operate the scheme varied significantly when confirmed in writing, that the decision should return to the committee for further consideration.

**Recommended:**

1. That, the report be noted and,

2. That, a scheme be proposed to run Monday to Friday 9am to 6pm with no restrictions at weekends a limit of 3 hours and with Oxfordshire Country Council as the provider and,
3. That, should the costs significantly exceed the quote of £3,740 then the committee consider the proposal again before proceeding.

**PR20 LEYS INTERIM TRADING REQUEST - COFFEE SHED**

The Committee received correspondence in the form of a request from Courtside Hubs CIC to allow them to trade from a temporary unit whilst the development took place to improve The Coffee Shed building and Leys area.

Members were unanimous in agreement to allow.

**Recommended:**

1. That, the correspondence be noted and,
2. That, the Council confirm to Courtside Hubs CIC their agreement.

**PR21 SPLASH PAD RENOVATION WORKS**

The Committee received the report of the Operations Manager along with a verbal update from the Head of Estates & Operations regarding repairs required to the splashpad.

Members discussed the various options presented to them and were initially very reluctant to close the splashpad for the 2024 season knowing the disappointment that this would be to residents. However, members agreed that it would not make financial sense to enact a costly repair when the splashpad was reaching the end of its expected lifespan of ten years.

Members were unanimous in agreement of Option 4 to cap all splash pad inlets and remove the 10,000-litre tank from the Depot to allow the redevelopment of the Leys Masterplan area to commence.

Members went on to discuss the Communication of the closure in order to ease concerns of users and explain how the changes will fit in around the overall transformation of The Leys. Members, having seen the benefits of engagement around the redevelopment of the Skate Park asked that Officers adopt the same approach during the design stage to engage with the community and children who will use the new splashpad.

A Member asked that Officers investigate alternative play activities such as a large sandpit to replace the splashpad whilst work is completed. Members also asked that Officers prepare a draft plan and timeline for the splashpad replacement, to include details of how access will be restricted to the main play facilities; this to be presented at the next meeting of the Parks & Recreation Committee.

**Recommended:**

1. That, the report and verbal update be noted and,
2. That, Officers proceed with Option 4 to cap all splash pad inlets and remove the 10,000 litre tank and,
3. That, the splashpad be closed for the 2024 season and,
4. That, Officers investigate alternatives to play while the splashpad is closed and,

5. That, Officers prepare a timeline for the splashpad replacement along with a draft project design for the meeting on 4 March 2024.

**PR22 RECREATION AREA SIGNAGE**

The Committee received the report of the Operations Manager regarding the erection of signage on the Council's recreation grounds.

As previously discussed, when Members originally reviewed the signage, the signs should be informative and the list of activities that were not allowed be kept to a minimum. Perhaps with the use of smaller icons with the use of "tick" or a "cross" to encourage compliance. Also, a bullet pointed list that fulfilled the legal requirements along with wording such as "please enjoy this space" could be considered.

To assist the public, Members asked that consideration be given to the use of a QR code to link directly to additional information about the recreation ground, such as how sports pitches can be booked.

It was advised by a Member that West Oxfordshire District Council had undertaken a review of signage in the town and therefore Officers should consult with them to check any new signage is compatible with this larger project.

It was proposed by Cllr T Ashby and seconded by Cllr O Collins that a final decision is delegated to Cllrs Ashby, Crouch, Aitman along with the Chair and Mayor. All Members were in agreement.

**Resolved:**

1. That, the report be noted and,
2. That, final approval of the signs be delegated to Cllrs Ashby, Crouch, Aitman, Newcombe and Collins and,
3. That, Officers liaise with WODC to ensure that the new signage is suitable and,
4. That, Officers review and update the online information for each recreation ground.

**PR23 MAJOR & STRATEGIC PROJECTS**

The Committee received the report of the Project Officer along with a verbal update from the Head of Estates & Operations.

Members were pleased to hear that the work to redevelop the Wheeled Sports park was due to commence and hopefully complete by March 2024, providing the weather allowed.

Members also heard that it would be necessary to relocate the Works Depot once the redevelopment of the Courtside Café and Leys Masterplan commenced, this would then allow time to complete the build of the new Depot.

**Resolved:**

That, the report and verbal update be noted.

PR24 **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.

*Cllr R Crouch left the meeting during the Agenda Item 12 - Major Projects – at 7:30pm*

PR25 **MAJOR PROJECTS**

The Committee received a confidential update from the Town Clerk/CEO relating to the provision of sports facilities in the town.

Members received correspondence from West Oxfordshire District Council (WODC) and asked members for comments to feedback to WODC on the assessment they had carried out on the West Witney, Madley Park, Burwell and Woodgreen School sports areas.

**Resolved:**

1. That, the confidential verbal update be noted and,
2. That, the comments provide by members be forwarded by the Town Clerk/CEO to WODC.

---

The meeting closed at: 7.42 pm

---

Chair



## PARKS & RECREATION COMMITTEE

---

**Date:** Monday, 4 March 2024  
**Title:** Finance Report  
**Contact Officer:** Responsible Financial Officer (RFO)

---

*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 2023 to 31 December 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 which were approved at those meetings for further details.

Current year budget: In terms of the report presented at this meeting, the current year (2023/24) budget is now the "Projected" column (fifth column from the right). This was agreed by the Council at its meeting on 8 January 2024. However, it should be noted that the revised estimates were produced by your officers in the autumn of 2023 and so with the year-end (31 March 2024) rapidly approaching, there will be some cases where the actual spend to date exceeds the revised estimates. Conversely there will be other lines where actuals will at year-end will not now reach the revised estimate figure. Overall, the impact on budget should be broadly neutral 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 football and cricket pitch hires.

Estimates for 2024/25: These are shown in the report in the columns on the right-hand side of the page.

## 201 – SPLASHPARK

This shows the expenditure relating to the Splashpark at the Leys Recreation Ground.

Code 4012/201 – Splashpark water rates. Members will be aware of the significant challenges in operating the Splashpark this year. The facility was open during the summer season but the problems with the plant resulted in a much higher water rates charge than had been anticipated (£35,996 compared with £12,000 original and £31,900 revised). Note that the difference between revised budget and the actual year to date is that although very little water is now being used the practice is that the water supplier (Castle Water) invoice on an estimated usage to 31 March 2024; it is likely that when the adjustment invoice is issued there will be a credit back to the account.

Note also that the general fund position is such that it is not now proposed that this be funded from the earmarked reserve.

For the 2024/25 season the water charge should reduce back to previous levels or reduce to less than previous levels, depending on the direction of travel for the project in relation to the Splashpark.

## 203- WEST WITNEY SPORTS GROUND

Code 4036/203 property maintenance West Witney. The original budget of £1,500 was revised to £3,643 in the budget cycle; spend to date is £3,522. The budget was revised upwards due to the installation of the new water pump/ irrigation system for the bowls greens, costing £2,516. This was agreed by the Committee on 6 March 2023 (minute PR118). As with any other codes which are over-budget, the appropriate funding adjustments will be made at year end, which may include use of earmarked reserves or virements (transferring funds from an underspend against another code).

## 204- BURWELL (QE2) SPORTS GROUND

Code 4037 – Ground maintenance. This relates to the costs of seeding the football pitches. This would previously have been costed to the ground's maintenance cost centre (606) and then reallocated via overhead charges (4895).

Now that the 2024/25 budget has been agreed and the Council has revised its grounds maintenance arrangements, the intention is now to consider the way in which these and similar expenditures are allocated with a view more expenditure being directly charged to the relevant cost centre. Necessary adjustments to cost centre budgets would then be made.

## 216 – UNTERHACHING PLAY AREA

Code 1201 – Commuted sums. This shows the £30,000 commuted sum received from West Oxfordshire District Council in relation to the transfer of this service to the Town Council.

Code 4056 – Legal expenses. This shows the legal costs charged to the Town Council by the District Council in relation to the transfer.

## SUMMARY FOR 2023/24

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

	2023/24 Original budget- Jan. 23	2023/24 Projected estimate- Nov.23	2023/24 Year to date (Month 9)
Expenditure	£365,008	£340,629	£215,740
Less income	(£80,471)	(£79,772)	(£90,033)
Net expenditure	£284,537	£260,857	£125,707

The projected estimate for the current financial year is 8% below original net expenditure and therefore the financial position is favourable with the Committee's services being delivered within budget.

Expenditure to date is below the projected estimates. 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 following the financial year end (31 March 2024) for a number of these overspends to be transferred into 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.

In relation to the year-to-date figure, the net expenditure is £125,707 (i.e. 44%) of the original estimate (£284,537). However, the year-to-date figure includes the £30,000 commuted sum in relation to the Unterhaching Play Area, which will be transferred to earmarked reserves at year end. If this transfer is accounted for then the net expenditure rises to £155,707 which is 60% of the revised annual net expenditure of £260,857.

### **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 approve the report and the management accounts of the Committee's services to 31 December 2023.

Annual Budget - By Committee (Actual YTD Month 9)

Note: Parks & Recreation Committee, 4th March 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</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	10,196	12,000	35,996	31,900	0	12,000	0	0
4016	CLEANING MATERIALS	275	174	300	348	300	0	300	0	0
4036	PROPERTY MAINTENANCE	5,000	1,311	5,000	0	5,000	0	5,000	0	0
4047	PLAY EQUIP MAINTENCE	2,500	13	2,500	0	2,500	0	2,668	0	0
4048	ENG.INSPEC.(VARIABLE)	500	434	500	432	432	0	500	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	7,646	6,298	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	1,560	1,457	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	2,224	9,474	3,290	7,673	0	9,315	0	0
4897	MTCE O'HEAD RECHARGE	0	220	927	347	797	0	854	0	0
4899	DEPOT REALLOCATION	0	0	990	1,363	1,663	0	1,699	0	0
	<b>Overhead Expenditure</b>	<b>29,481</b>	<b>22,326</b>	<b>31,691</b>	<b>41,775</b>	<b>50,265</b>	<b>0</b>	<b>32,336</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(29,481)</b>	<b>(22,326)</b>	<b>(31,691)</b>	<b>(41,775)</b>	<b>(50,265)</b>		<b>(32,336)</b>		
<b><u>202</u></b>	<b><u>THE LEYS RECREATION GROUND</u></b>									
1020	SPORTS - FOOTBALL	1,000	1,143	2,000	1,420	3,200	0	3,400	0	0
1043	GREEN FEES - WTBC	4,620	4,620	5,080	5,080	5,080	0	5,420	0	0
1050	RENT RECEIVED	3,080	1,000	1,000	1,000	1,000	0	1,000	0	0
1051	GROUND HIRE	11,175	18,017	15,000	15,534	15,534	0	16,038	0	0
1052	EXPENSES RECOVERED	150	977	150	60	150	0	160	0	0
1058	WATER RECOVERED	150	175	150	175	175	0	190	0	0
1059	ELECTRICITY RECOVER	0	0	20,000	6,162	14,200	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

Note: Parks & Recreation Committee, 4th March 2024

	<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	20,175	25,933	43,380	29,432	39,339	0	26,208	0	0
4012 WATER RATES	3,000	6,687	0	1,269	3,000	0	3,000	0	0
4014 ELECTRICITY	7,000	8,755	24,800	-364	17,600	0	5,202	0	0
4017 CONTRACT CLEAN/WASTE	9,500	10,265	10,000	7,871	12,000	0	13,800	0	0
4021 TELEPHONE/FAX	0	18	0	0	0	0	0	0	0
4025 INSURANCE	240	224	240	224	224	0	256	0	0
4036 PROPERTY MAINTENANCE	7,500	1,401	7,500	1,406	7,500	0	7,500	0	0
4037 GROUNDS MAINTENANCE	5,000	4,588	5,000	280	5,000	0	5,000	0	0
4038 OTHER MAINTENANCE	4,000	142	2,500	0	2,500	0	2,500	0	0
4046 SPORTS EQUIPMENT	4,000	3,425	4,000	0	4,000	0	4,000	0	0
4047 PLAY EQUIP MAINTENCE	5,000	475	5,000	233	5,000	0	5,000	0	0
4048 ENG.INSPEC.(VATABLE)	430	499	550	989	989	0	1,055	0	0
4049 PLAY RISK ASSESSMENT	1,000	126	500	135	135	0	144	0	0
4059 OTHER PROF FEES	10,000	0	0	0	0	0	0	0	0
4062 SPORTS PITCH MATERIALS	0	0	0	900	900	0	0	0	0
4110 SUBSIDIZED LETTINGS	10,000	5,343	10,000	4,545	4,544	0	10,000	0	0
4215 IN BLOOM - INC SCHOOLS CHALLENGE	1,000	0	1,000	0	1,000	0	1,000	0	0
4495 TFR FROM EARMARKED R	-3,500	0	0	0	0	0	0	0	0
4888 O/S STAFF RCHG (TO 30/09/23)	33,680	10,964	0	0	0	0	0	0	0
4890 O/S O'HEAD RCHG (TO 30/09/22)	6,872	3,237	0	0	0	0	0	0	0
4891 AGENCY R/C (TO 30/09/22)	34,101	34,101	0	0	0	0	0	0	0
4892 C/S STAFF RCHG	16,543	13,858	17,967	12,221	16,529	0	18,431	0	0
4893 C/S O'HEAD RCHG	4,590	4,532	5,176	4,256	5,124	0	5,214	0	0
4894 GROUNDS STAFF RECHARGE	0	5,580	23,566	5,290	13,668	0	25,145	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

Note: Parks & Recreation Committee, 4th March 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4895	GROUNDS O'HEAD RECHARGE	0	2,905	8,701	5,425	10,180	0	11,926	0	0
4896	MTCE STAFF RECHARGE	0	14,369	41,731	25,758	33,802	0	41,030	0	0
4897	MTCE O'HEAD RECHARGE	0	2,064	4,084	2,602	3,512	0	3,764	0	0
4899	DEPOT REALLOCATION	0	0	4,361	9,410	6,769	0	7,483	0	0
<b>Overhead Expenditure</b>		159,956	133,557	176,676	82,450	153,976	0	171,450	0	0
<b>202 Net Income over Expenditure</b>		-139,781	-107,624	-133,296	-53,019	-114,637	0	-145,242	0	0
6000	plus Transfer from EMR	0	0	0	10,000	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>		<u>(139,781)</u>	<u>(107,624)</u>	<u>(133,296)</u>	<u>(43,019)</u>	<u>(114,637)</u>		<u>(145,242)</u>		
<b>203</b>	<b><u>WEST WITNEY SPORTS GROUND</u></b>									
1020	SPORTS - FOOTBALL	3,000	7,024	6,500	4,303	8,000	0	8,536	0	0
1021	SPORTS - CRICKET	1,751	1,464	1,500	1,374	1,374	0	1,500	0	0
1041	RENTAL - TENNIS CLUB	4,520	4,520	4,970	0	0	0	0	0	0
1042	RENTAL- PROJ.RANGE	2,650	2,650	2,915	2,915	2,915	0	3,110	0	0
1044	GREEN FEES - WMBC	2,770	2,770	3,050	3,050	3,050	0	3,254	0	0
1045	GREEN FEES - WWBC	2,770	2,770	3,050	3,050	3,050	0	3,254	0	0
1050	RENT RECEIVED	21,820	15,268	9,850	8,169	10,366	0	10,366	0	0
1052	EXPENSES RECOVERED	0	929	0	2,143	2,143	0	0	0	0
1054	EASEMENTS/WAYLEAVES	6	6	6	6	0	0	6	0	0
1058	WATER RECOVERED	500	0	0	0	0	0	0	0	0
1060	INSURANCE RECOVERED	350	363	400	435	435	0	427	0	0
<b>Total Income</b>		40,137	37,763	32,241	25,445	31,333	0	30,453	0	0
4012	WATER RATES	750	0	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

Note: Parks & Recreation Committee, 4th March 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4025	INSURANCE	590	676	725	749	749	0	774	0	0
4036	PROPERTY MAINTENANCE	1,500	891	1,500	3,522	3,643	0	1,500	0	0
4037	GROUNDS MAINTENANCE	2,500	806	2,500	1,531	2,500	0	2,500	0	0
4046	SPORTS EQUIPMENT	1,000	2,462	0	1,354	1,354	0	1,000	0	0
4048	ENG.INSPEC.(VARIABLE)	175	175	200	185	185	0	213	0	0
4059	OTHER PROF FEES	7,000	250	2,000	1,745	2,000	0	2,000	0	0
4062	SPORTS PITCH MATERIALS	0	0	0	900	900	0	0	0	0
4495	TFR FROM EARMARKED R	-2,000	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	10,242	5,528	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	2,090	1,496	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	26,486	26,486	0	0	0	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	5,580	23,566	7,267	13,668	0	25,145	0	0
4895	GROUNDS O'HEAD RECHARGE	0	2,905	8,701	6,781	10,180	0	11,926	0	0
4896	MTCE STAFF RECHARGE	0	10,560	12,690	15,587	10,278	0	12,477	0	0
4897	MTCE O'HEAD RECHARGE	0	1,444	1,242	1,550	1,068	0	1,145	0	0
4899	DEPOT REALLOCATION	0	0	1,326	5,708	2,227	0	2,275	0	0
	<b>Overhead Expenditure</b>	<b>50,333</b>	<b>59,259</b>	<b>54,450</b>	<b>46,879</b>	<b>48,752</b>	<b>0</b>	<b>60,955</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(10,196)</b>	<b>(21,496)</b>	<b>(22,209)</b>	<b>(21,434)</b>	<b>(17,419)</b>		<b>(30,502)</b>		
<b>204</b>	<b><u>BURWELL (QE2) SPORTS GROUND</u></b>									
1020	SPORTS - FOOTBALL	3,500	5,982	3,850	4,062	7,500	0	8,000	0	0
	<b>Total Income</b>	<b>3,500</b>	<b>5,982</b>	<b>3,850</b>	<b>4,062</b>	<b>7,500</b>	<b>0</b>	<b>8,000</b>	<b>0</b>	<b>0</b>
4036	PROPERTY MAINTENANCE	1,000	13	1,000	0	1,000	0	1,000	0	0



Annual Budget - By Committee (Actual YTD Month 9)

Note: Parks & Recreation Committee, 4th March 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4037	GROUNDS MAINTENANCE	1,000	0	0	420	420	0	0	0	0
4046	SPORTS EQUIPMENT	2,000	1,431	3,000	0	3,000	0	2,000	0	0
4047	PLAY EQUIP MAINTENCE	2,000	160	2,000	0	2,000	0	2,000	0	0
4048	ENG.INSPEC.(VARIABLE)	475	499	550	529	587	0	587	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	2,596	3,843	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	530	981	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	12,350	12,350	0	0	0	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	3,985	16,833	3,302	9,763	0	17,961	0	0
4895	GROUNDS O'HEAD RECHARGE	0	2,075	6,215	3,230	7,271	0	8,519	0	0
4896	MTCE STAFF RECHARGE	0	5,298	3,217	6,390	2,605	0	3,163	0	0
4897	MTCE O'HEAD RECHARGE	0	788	315	640	270	0	290	0	0
4899	DEPOT REALLOCATION	0	0	336	2,082	564	0	577	0	0
<b>Overhead Expenditure</b>		<b>22,051</b>	<b>31,484</b>	<b>33,566</b>	<b>16,661</b>	<b>27,548</b>	<b>0</b>	<b>36,197</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(18,551)</b>	<b>(25,502)</b>	<b>(29,716)</b>	<b>(12,599)</b>	<b>(20,048)</b>		<b>(28,197)</b>		
<b>205</b>	<b><u>KING GEORGE V / NEWLAND</u></b>									
1020	SPORTS - FOOTBALL	1,600	1,106	1,000	1,095	1,600	0	1,700	0	0
<b>Total Income</b>		<b>1,600</b>	<b>1,106</b>	<b>1,000</b>	<b>1,095</b>	<b>1,600</b>	<b>0</b>	<b>1,700</b>	<b>0</b>	<b>0</b>
4036	PROPERTY MAINTENANCE	500	0	500	0	500	0	534	0	0
4037	GROUNDS MAINTENANCE	2,000	0	2,000	140	1,800	0	2,000	0	0
4047	PLAY EQUIP MAINTENCE	500	0	500	642	642	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	400	412	450	437	437	0	480	0	0

Annual Budget - By Committee (Actual YTD Month 9)

Note: Parks & Recreation Committee, 4th March 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4100	GRANTS GENERAL	1,000	0	500	0	500	0	500	0	0
4495	TFR FROM EARMARKED R	-500	0	0	0	0	0	0	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	8,464	1,246	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	1,727	191	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	5,926	5,926	0	0	0	0	0	0	0
4894	GROUNDSTAFF RECHARGE	0	1,196	5,050	1,023	2,929	0	5,388	0	0
4895	GROUNDSTAFF O'HEAD RECHARGE	0	622	1,865	1,170	2,182	0	2,556	0	0
4896	MTCE STAFF RECHARGE	0	631	10,487	4,816	8,494	0	10,311	0	0
4897	MTCE O'HEAD RECHARGE	0	92	1,026	477	882	0	946	0	0
4899	DEPOT REALLOCATION	0	0	1,096	1,900	1,841	0	1,881	0	0
<b>Overhead Expenditure</b>		<b>20,117</b>	<b>10,380</b>	<b>23,574</b>	<b>10,672</b>	<b>20,275</b>	<b>0</b>	<b>25,196</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(18,517)</b>	<b>(9,274)</b>	<b>(22,574)</b>	<b>(9,577)</b>	<b>(18,675)</b>		<b>(23,496)</b>		
<b>207</b>	<b>MOORLAND ROAD PLAY AREA</b>									
4047	PLAY EQUIP MAINTENANCE	500	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	250	239	275	253	253	0	293	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	2,240	0	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	457	-56	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	2,775	845	2,247	0	2,728	0	0
4897	MTCE O'HEAD RECHARGE	0	0	272	85	233	0	251	0	0
4899	DEPOT REALLOCATION	0	0	290	369	487	0	498	0	0
<b>Overhead Expenditure</b>		<b>3,547</b>	<b>246</b>	<b>4,212</b>	<b>1,619</b>	<b>3,788</b>	<b>0</b>	<b>4,370</b>	<b>0</b>	<b>0</b>

Continued on next page

Page 18

Annual Budget - By Committee (Actual YTD Month 9)

Note: Parks & Recreation Committee, 4th March 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(3,547)</u>	<u>(246)</u>	<u>(4,212)</u>	<u>(1,619)</u>	<u>(3,788)</u>		<u>(4,370)</u>		
<b>208</b>	<b><u>WOOD GREEN PITCHES/PLAY AREA</u></b>									
4047	PLAY EQUIP MAINTENCE	500	0	500	103	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	260	260	300	276	276	0	300	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	2,667	61	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	544	-45	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	1,167	1,167	0	0	0	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	1,196	5,050	638	2,929	0	5,388	0	0
4895	GROUNDS O'HEAD RECHARGE	0	622	1,865	271	2,182	0	2,556	0	0
4896	MTCE STAFF RECHARGE	0	356	3,305	1,004	2,677	0	3,249	0	0
4897	MTCE O'HEAD RECHARGE	0	54	323	101	277	0	298	0	0
4899	DEPOT REALLOCATION	0	0	345	439	579	0	592	0	0
<b>Overhead Expenditure</b>		<u>5,238</u>	<u>3,735</u>	<u>11,788</u>	<u>2,900</u>	<u>9,488</u>	<u>0</u>	<u>12,983</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(5,238)</u>	<u>(3,735)</u>	<u>(11,788)</u>	<u>(2,900)</u>	<u>(9,488)</u>		<u>(12,983)</u>		
<b>209</b>	<b><u>ETON CLOSE PLAY AREA</u></b>									
4047	PLAY EQUIP MAINTENCE	250	0	250	0	250	0	250	0	0
4048	ENG.INSPEC.(VARIABLE)	175	174	200	184	184	0	200	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4222	TINY FOREST EXPENSES	150	0	150	0	150	0	150	0	0
<b>Overhead Expenditure</b>		<u>675</u>	<u>237</u>	<u>700</u>	<u>252</u>	<u>652</u>	<u>0</u>	<u>700</u>	<u>0</u>	<u>0</u>

Continued on next page

Page 19

Annual Budget - By Committee (Actual YTD Month 9)

Note: Parks & Recreation Committee, 4th March 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		<u>(675)</u>	<u>(237)</u>	<u>(700)</u>	<u>(252)</u>	<u>(652)</u>		<u>(700)</u>		
<b>210</b>	<b><u>OXLEASE PLAY AREA</u></b>									
4047	PLAY EQUIP MAINTENCE	500	478	500	306	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	450	521	550	575	575	0	614	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	3,983	3,645	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	813	1,022	0	0	0	0	0	0	0
4891	AGENCY R/C (TO 30/09/22)	6,971	6,971	0	0	0	0	0	0	0
4894	GROUNDS STAFF RECHARGE	0	1,196	5,050	638	2,929	0	5,388	0	0
4895	GROUNDS O'HEAD RECHARGE	0	622	1,865	271	2,182	0	2,556	0	0
4896	MTCE STAFF RECHARGE	0	149	4,935	1,502	3,997	0	4,852	0	0
4897	MTCE O'HEAD RECHARGE	0	25	483	151	415	0	445	0	0
4899	DEPOT REALLOCATION	0	0	516	657	866	0	885	0	0
<b>Overhead Expenditure</b>		<u>12,817</u>	<u>14,692</u>	<u>13,999</u>	<u>4,167</u>	<u>11,532</u>	<u>0</u>	<u>15,340</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>		<u>(12,817)</u>	<u>(14,692)</u>	<u>(13,999)</u>	<u>(4,167)</u>	<u>(11,532)</u>		<u>(15,340)</u>		
<b>211</b>	<b><u>FIELDMERE PLAY AREA</u></b>									
4047	PLAY EQUIP MAINTENCE	250	12	250	11	250	0	250	0	0
4048	ENG.INSPEC.(VARIABLE)	275	260	300	276	276	0	300	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	68	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	3,948	61	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	805	-77	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	0	4,892	1,487	3,962	0	4,810	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

Note: Parks & Recreation Committee, 4th March 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4897	MTCE O'HEAD RECHARGE	0	0	479	150	411	0	441	0	0
4899	DEPOT REALLOCATION	0	0	511	650	858	0	877	0	0
<b>Overhead Expenditure</b>		<b>5,378</b>	<b>320</b>	<b>6,532</b>	<b>2,642</b>	<b>5,825</b>	<b>0</b>	<b>6,778</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(5,378)</b>	<b>(320)</b>	<b>(6,532)</b>	<b>(2,642)</b>	<b>(5,825)</b>		<b>(6,778)</b>		
<b>212</b>	<b><u>QUARRY ROAD PLAY AREA</u></b>									
4047	PLAY EQUIP MAINTENCE	250	0	250	1,546	1,600	0	250	0	0
4048	ENG.INSPEC.(VARIABLE)	225	217	250	230	230	0	250	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	100	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	178	1,227	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	36	656	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	1,123	221	67	179	0	217	0	0
4897	MTCE O'HEAD RECHARGE	0	173	22	7	18	0	20	0	0
4899	DEPOT REALLOCATION	0	0	23	29	38	0	39	0	0
<b>Overhead Expenditure</b>		<b>789</b>	<b>3,459</b>	<b>866</b>	<b>1,947</b>	<b>2,165</b>	<b>0</b>	<b>876</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(789)</b>	<b>(3,459)</b>	<b>(866)</b>	<b>(1,947)</b>	<b>(2,165)</b>		<b>(876)</b>		
<b>213</b>	<b><u>RALEGH CRESCENT PLAY AREA</u></b>									
4013	RENT PAID	5	0	5	0	5	0	5	0	0
4047	PLAY EQUIP MAINTENCE	500	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	0	0	0	0	0	0	500	0	0
4049	PLAY RISK ASSESSMENT	100	0	100	0	100	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	3,591	0	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	733	-89	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 9)

Note: Parks & Recreation Committee, 4th March 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4896	MTCE STAFF RECHARGE	0	0	4,449	1,354	3,603	0	4,374	0	0
4897	MTCE O'HEAD RECHARGE	0	0	435	136	374	0	401	0	0
4899	DEPOT REALLOCATION	0	0	465	591	781	0	798	0	0
<b>Overhead Expenditure</b>		4,929	-89	5,954	2,081	5,363	0	6,678	0	0
<b>Movement to/(from) Gen Reserve</b>		(4,929)	89	(5,954)	(2,081)	(5,363)		(6,678)		
<b>214</b>	<b><u>PARK ROAD PLAY AREA</u></b>									
4013	RENT PAID	125	0	125	0	125	0	125	0	0
4047	PLAY EQUIP MAINTENCE	500	0	500	0	500	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	250	0	275	0	275	0	275	0	0
4049	PLAY RISK ASSESSMENT	100	63	100	68	100	0	100	0	0
4888	O/S STAFF RCHG (TO 30/09/23)	0	187	0	0	0	0	0	0	0
4890	O/S O'HEAD RCHG (TO 30/09/22)	0	37	0	0	0	0	0	0	0
4896	MTCE STAFF RECHARGE	0	931	0	0	0	0	0	0	0
4897	MTCE O'HEAD RECHARGE	0	148	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>		975	1,366	1,000	68	1,000	0	1,000	0	0
<b>Movement to/(from) Gen Reserve</b>		(975)	(1,366)	(1,000)	(68)	(1,000)		(1,000)		
<b>215</b>	<b><u>CEDAR DRIVE PLAY AREA</u></b>									
4047	PLAY EQUIP MAINTENCE	0	0	0	0	0	0	500	0	0
4048	ENG.INSPEC.(VATABLE)	0	0	0	0	0	0	500	0	0
4049	PLAY RISK ASSESSMENT	0	0	0	0	0	0	100	0	0
<b>Overhead Expenditure</b>		0	0	0	0	0	0	1,100	0	0

Continued on next page

Page 22

Annual Budget - By Committee (Actual YTD Month 9)

Note: Parks & Recreation Committee, 4th March 2024

		<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>		0	0	0	0	0		(1,100)		
<b>216</b>	<b><u>UNTERHACHING PLAY AREA</u></b>									
1201	COMMUTED SUMS	0	0	0	30,000	0	0	0	0	0
	<b>Total Income</b>	0	0	0	30,000	0	0	0	0	0
4047	PLAY EQUIP MAINTENCE	0	0	0	0	0	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	0	0	0	0	0	0	500	0	0
4049	PLAY RISK ASSESSMENT	0	0	0	0	0	0	100	0	0
4056	LEGAL EXPENSES	0	0	0	1,629	0	0	0	0	0
	<b>Overhead Expenditure</b>	0	0	0	1,629	0	0	1,100	0	0
<b>Movement to/(from) Gen Reserve</b>		0	0	0	28,372	0		(1,100)		
<b>217</b>	<b><u>WATERFORD LANE PLAY AREA</u></b>									
4047	PLAY EQUIP MAINTENCE	0	0	0	0	0	0	500	0	0
4048	ENG.INSPEC.(VARIABLE)	0	0	0	0	0	0	500	0	0
4049	PLAY RISK ASSESSMENT	0	0	0	0	0	0	100	0	0
	<b>Overhead Expenditure</b>	0	0	0	0	0	0	1,100	0	0
<b>Movement to/(from) Gen Reserve</b>		0	0	0	0	0		(1,100)		
<b>Parks &amp; Recreation - Income</b>		65,412	70,784	80,471	90,033	79,772	0	66,361	0	0
<b>Expenditure</b>		316,286	280,971	365,008	215,740	340,629	0	378,159	0	0
<b>Net Income over Expenditure</b>		-250,874	-210,187	-284,537	-125,707	-260,857	0	-311,798	0	0

Continued on next page

Page 23

Annual Budget - By Committee (Actual YTD Month 9)

Note: Parks & Recreation Committee, 4th March 2024

	<u>Last Year 2022-23</u>		<u>Current Year 2023-24</u>				<u>Next Year 2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
plus Transfer from EMR	0	0	0	10,000	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(250,874)</u>	<u>(210,187)</u>	<u>(284,537)</u>	<u>(115,707)</u>	<u>(260,857)</u>		<u>(311,798)</u>		
<b>Total Budget Income</b>	65,412	70,784	80,471	90,033	79,772	0	66,361	0	0
<b>Expenditure</b>	316,286	280,971	365,008	215,740	340,629	0	378,159	0	0
<b>Net Income over Expenditure</b>	<u>-250,874</u>	<u>-210,187</u>	<u>-284,537</u>	<u>-125,707</u>	<u>-260,857</u>	<u>0</u>	<u>-311,798</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	10,000	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	<u>(250,874)</u>	<u>(210,187)</u>	<u>(284,537)</u>	<u>(115,707)</u>	<u>(260,857)</u>		<u>(311,798)</u>		



## PARKS & RECREATION COMMITTEE

---

**Date:** Monday, 04 March 2024  
**Title:** Leys Parking Restrictions - Update  
**Contact Officer:** Head of Estates & Operations

---

### **Background**

At the last meeting of the Committee on 15 January it was resolved that parking restrictions should be introduced at The Leys, minute no. PR19 refers.

### **Current Situation**

Since the meeting, Town Council officers have explored options for introducing parking restrictions and enforcement and having initially obtained anticipated costs from Oxfordshire County Council (OCC) agreed at the meeting above, it is disappointing to report the OCC Legal Team have advised they will not place a Highway related Traffic Regulation Order on private land.

There is an opportunity for Witney Town Council to add its own Traffic Regulation Order (TRO) in this area followed up with a legal agreement to allow OCC Civil Enforcement Officers to enforce.

Town Council officers are regularly requesting detail of how to action this from OCC but there is no response as yet.

The benefits of the scheme were outlined in the report to the 15 January meeting.

### **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 risks relating to the project were included in the report of 15 January. A further report will include any additional risks which need to be considered.

**Financial implications**

To be confirmed however a budget of £3,000-£4,000 could be required for TRO and other associated costs.

**Recommendations**

Members are invited to note the report as an update which supersedes the earlier resolution on this project.

## PARKS & RECREATION COMMITTEE

---

**Date:** Monday, 4 March 2024

**Title:** Tiny Forest – Request to Install a Wooden Monolith

**Contact Officer:** Biodiversity & Green Spaces Officer

---

### Background

Witney is home to the first Tiny Forest in the UK created in partnership with Earthwatch Europe, and so often is a focus for the correct way to create and look after a Tiny Forest. It is also a focus of visits from people from all over the world.

### Current Situation

Earthwatch have approached the Town Council to ask if they could erect a wooden monolith which will have bronze oak leaves with details to commemorate someone passing who has left a legacy to Earthwatch to support the tiny forest project.



FAQ's provided from Earthwatch:

1. Background info on what the plinth is for.

The plinth is a simple but beautiful piece of oak that we are using to acknowledge people who are pledging to leave a gift in their will (a legacy to Earthwatch). As Tiny Forests are our main programme and we are an environmental charity it made sense to put this outdoors, and our first (and local) Tiny Forest seemed appropriate.

2. What kind of leaf will go on the plinth, size, material, number?

The leaves are elegant and made from bronze (inspired by a memorial woodland). See picture attached – they are just 15 cm wide and will have the name(s) of the legacy givers.

There will be ten leaves on the plinth but there is space to add some more in the future

3. Will there be text on the plinth? How, what?

No – we want to keep the plinth simple and elegant – we were planning to update the Tiny Forest signboard which is looking tired after 4 years and add a small mention on this about the Earthwatch Legacy Maker Plinth.

4. Will anything else go on the plinth?

No just the leaves

5. What are exact dimensions?

About 2.2m by 70cm....the idea is that it will be concreted into the ground by about 1/3 of its height (so 70-80cm). We deliberately chose oak for its ability withstand the elements. It was sourced from Oxford Wood Recycling so is well seasoned and also sanded down. We will also treat with decking oil (recommended as the best coating by OWR).

6. Who will be responsible for aftercare?

Earthwatch will ensure that the plinth is in good condition and will maintain it.

7. What is our suggested time frame?

The ceremony has been planned for 21<sup>st</sup> March– around 20-25 people have confirmed they will be attending [if approved]. We want to inspire the guests by visiting the first Tiny Forest and seeing the plinth.

### **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.

The monolith is Oak, the Leaves are bronze and will have minimum maintenance needed. It will have no impact to the ecology of the area and to the teams mowing the grass on this site.

### **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 will always be a risk of vandalism although this is not an area that suffers greatly from anti-social behaviour.

Maintenance will be very low and as a “tree keeper” for the Tiny Forest the B&GSO would be happy to carry out checks and general cleaning as required.

### **Financial implications**

Described here or as stated in the report above.

- The total costs for the supply of the monolith and foundation materials will be Earthwatch’s responsibility.
- The costs for the installation will be an hour of the Biodiversity & Green Spaces Officer’s time.
- The Biodiversity & Green Spaces Officer will decide along with Earthwatch the exact positioning of the monolith. They have also said that they will take this opportunity to replace the main sign at their expense.

### **Recommendations**

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

1. Would this fit into the overall “look” of the Tiny Forest and,
2. Would this monolith “add” to the interest and enjoyment of the park and Tiny Forest.
3. If yes, approve to allow the installation of the monolith.