

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

**Held on Monday, 31 October 2022**

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

**Present:**

Councillor D Butterfield (Chair)

Councillors:	J Aitman T Ashby L Duncan	D Enright O Collins (In place of L Ashbourne) P Hiles (In place of A McMahon)
Officers:	Adam Clapton Sharon Groth Derek Mackenzie	Deputy Town Clerk Town Clerk Senior Administrative Officer & Committee Clerk
Others:	None.	

**PR547 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors V Gwatkin and L Ashbourne.

**PR548 DECLARATIONS OF INTEREST**

There were no declarations of interest from members or officers.

**PR549 MINUTES**

The minutes of the meeting of the committee held on 5 September 2022 were received.

**Resolved:**

That, the minutes of the Parks & Recreation Committee held on 5 September 2022 be approved as a correct record of the meeting and be signed by the Chair.

**PR550 PARTICIPATION OF THE PUBLIC**

There was no public participation.

**PR551 FINANCE REPORT: REVISED REVENUE BUDGET 2022/23 AND DRAFT BASE REVENUE BUDGET FOR 2023/24**

The Committee received and considered the report and verbal update of the Town Clerk & Chief Executive Officer.

It was advised these were draft estimates based on current knowledge and final figures would be provided to the Full Council at the end of the budget-setting period.

Members discussed the request received from West Witney Sports & Social Club (WWSCC) for permission to install kitchen facilities in the adjoining glass house next to the clubhouse. The Town clerk confirmed that WWSCC have issues with ventilation in the current kitchen and therefore it is not suitable for use, hence this request

Members were unanimously in favour of granting permission to WWSCC, however it must be stressed that it was their responsibility to ensure all environmental permissions and certifications were obtained. Due to this request, the Committee agreed not to pursue any further requests for a mobile food trading unit on the site.

The Town Clerk confirmed that the next year's budget provision for Raleigh Crescent Play Area was on the assumption that the transfer of ownership from the District Council would take place.

**Resolved:**

1. That, the report be noted and,
2. That, the current financial position be noted and,
3. That, permission be given to WWSCC to install kitchen facilities.

**PR552 SCHEDULE OF PROPOSED FEES AND CHARGES 2023/24**

The Committee received and considered the report and verbal update of the Town Clerk/CEO concerning the Council's charges from April 2023.

Although, the Policy, Governance & Finance Committee had provided parameters at its previous meeting endorsing an inflationary increase, Members were reluctant to agree an increase of 10% across the board with the figures presented to them. However, being acutely aware of the increase of costs nationally, accepted that if an increase was not applied then it would create an impact on other areas of the overall council budget.

It was advised that sports facilities are and will continue to be subsidised by the council even with the proposed 10% increase. and if fees were not increased then this would only mean that higher running costs would be passed on to residents through the Council Tax precept.

**Resolved**

1. That, the report be noted and,
2. That, the Town Clerk reviews fees as part of the whole council budget discussions later in the committee cycle.

PR553 **REVENUE GROWTH ITEMS, SPECIAL REVENUE PROJECTS AND CAPITAL PROJECTS**

The Committee received and considered the report and verbal update of the Town Clerk/CEO.

Members queried the continued delay in the delivery of Madley, Unterhaching and Ralegh Crescent play areas into Witney Town Councils control and asked if the council could agree with West Oxfordshire District Council (WODC) for a transfer and payment to cover the essential repairs. This would be instead of a continued wait for WODC to carry out the works and then transfer, particularly as additional repairs were now required at Unterhaching due to the deterioration of the Cotswold walling. WODC Members at the meeting informed they would enquire as to progress with the transfer process.

The Committee heard from the Town Clerk in respect of the redevelopment of West Witney Sports and Social Club (WWSCC) following a meeting with the new Chairman to review the project. There was agreement further discussions were required regarding the scale and cost of the proposed plans.

Members were pleased to hear that the redevelopment of The Leys skatepark was to continue as a stand-alone project and that £102,000 was held in reserve towards the project. The Project Officer had advised that the tenderers would be required to assist in sourcing funds via grant applications.

**Resolved**

That, the report be noted

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The meeting closed at: 6.32 pm

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Chair