

PARKS & OPEN SPACES STRATEGY – ACTION PLAN

KEY THEME – MODERNISING AND UPGRADING OUR PARKS AND OPEN SPACES SERVICE

Reference	Action	Who Involved?	Commencement?	Completion?
PO 1	Draw up revised grounds maintenance specifications in order to raise standards within the Parks and Open Spaces (See EE 5, SP 3 Below also)	WTC Staff / Appointed Consultants	May 2021	July 2021
PO 2	Consider seeking to attain Green Flag status for relevant Parks and Open Space locations	WTC Staff / Cllrs	September 2022	March 2023
PO 3	Draw up and adopt a comprehensive arboriculture plan	WTC Staff, Tree Officer	September 2021	March 2022
PO 4	Identify and implement possible re-wilding areas	WTC Staff	December 2021	April 2022
PO 5	Undertake a review of participating in the annual In Bloom competition	WTC Staff / Cllrs / In Bloom Group	September 2021	March 2022
PO 6	Draw up long term management plans for each of the main Parks and Open Spaces (to be undertaken post other actions taking place at individual sites)	WTC Staff / Cllrs / Clubs	Dependent upon individual site decisions taken	On-going

KEY THEME – IMPROVING AND INVESTING IN OUR SPORTING PROVISION

Reference	Action	Who Involved?	Commencement?	Completion?
SP 1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	WTC Staff / Clubs / Associations	June 2021	October 2021
SP 2	Enquire of landowners to try to seek out opportunities to provide additional pitches where required, including making enquiries to access existing third party owned facilities	WTC Staff / WODC / OCC / Clubs / Associations	On-going	On-going
SP 3	Assess shortcomings in pitch maintenance and identify solutions	WTC Staff / Clubs	January 2022	August 2022
SP 4	Update and negotiate new leases with the key sports providers in the Town, taking account of long term aims and aspirations for enhancing facilities	WTC Staff / Cllrs / Clubs	May 2021	November 2021
SP 5	Undertake a comprehensive condition survey of the WWSSC, then prepare and adopt a maintenance and management plan accordingly to secure the short-term useability of the facility	Appointed Consultants	July 2021	October 2021

KEY THEME – IMPROVING AND INVESTING IN OUR SPORTING PROVISION

Reference	Action	Who Involved?	Commencement?	Completion?
SP 6	Using KKP as project managers, undertake a long-term master plan exercise at the West Witney sports ground in conjunction with stakeholders	WTC Staff / Cllrs / Club	December 2021	October 2022 (plan stage)
SP 7	Undertake a comprehensive condition survey of the The Leys pavilion, then prepare and adopt a maintenance and management plan accordingly to secure the short-term useability of the facility	Appointed Consultants	July 2021	October 2021
SP 8	Undertake a long-term master plan exercise at the The Leys recreation ground in conjunction with stakeholders	WTC Staff / Cllrs / Club	December 2021	October 2022 (plan stage)
SP 9	Undertake a feasibility and cost analysis study into the provision of a further 3G pitch in the Town, subject to discussions with both WODC and OCC	WTC Staff / Cllrs / OFA / WODC / OCC	April 2023	July 2023

KEY THEME – IMPROVING AND INVESTING IN OUR LEISURE PROVISION

Reference	Action	Who Involved?	Commencement?	Completion?
LP 1	Seek out options to increase allotment capacity issues should the additional new plots at Windrush not prove to be sufficient	WTC Staff / Association / WODC / OCC	November 2022	March 2023
LP 2	Identify possible opportunities to provide more, and better fitness trails, cycle routes, park run routes etc, some in conjunction with WODC and OCC	WTC Staff / Cllrs / WODC / OCC	November 2021	March 2022
LP 3	Adopt an annual programme of local events, building on the existing and identifying differing opportunities moving forwards	WTC Staff / Cllrs	November 2022	March 2023
LP 4	Prepare and adopt a comprehensive management and improvement plan for the Country Park and Lake area	WTC Staff, Tree Officer, Natural England, Specialist Advisors	April 2022	November 2022 (plan stage)
LP 5	Prepare an improvement and upgrade plan for angling facilities at the Country Park and Lake	WTC Staff, Angling Club	January 2022	April 2022

KEY THEME – IMPROVING AND INVESTING IN OUR INFRA-STRUCTURE PROVISION

Reference	Action	Who Involved?	Commencement?	Completion?
IS 1	Undertake a condition survey of children's play areas, then prepare and adopt a planned improvement and upgrade plan	WTC Staff	Oct 2021	November 2025
IS 2	Undertake a condition survey of skateparks, MUGA's and other youth provision, then prepare and adopt a planned improvement and upgrade plan	WTC Staff	Oct 2021	March 2024
IS 3	Undertake a full options survey of the unused buildings at the cemeteries	Appointed Consultants	April 2022	November 2022 (survey stage)
IS 4	Seek out a possible solution report to the access and parking issues at the cemeteries (audit recently received)	Appointed Consultants	Underway Now	April 2021 (report stage)
IS 5	Undertake an audit of current litter bins, dog waste bins, signage, seating, fencing, bus shelters and other associated infra-structure with a view to drawing up a corporate replacement and upgrade plan, to include policies relating to the installation and adoption of infra-structure on non-WTC land	WTC Staff	December 2021	June 2022 (plan stage)
IS 6	Undertake a condition survey of existing pavilions and toilet facilities and draw up an improvement and upgrade plan accordingly	Appointed Consultants	September 2021	January 2022 (survey stage)
IS 7	Undertake a needs assessment and, where required, invest in pavilion and toilet provision where none are provided currently	Appointed Consultants	November 2021	May 2022 (report stage)
IS 8	Seek to work with partners to achieve a structured, integrated and fully connected footpath and cycle path network around the town.	WTC Staff, Partners	April 2022	July 2022 (Feasibility Stage)
IS 9	Seek to provide, possibly in partnership with a third party, a community hub building to include accessible community space (See SP 8?)	WTC Staff, Partners	October 2021	March 2022 (Feasibility Stage)

KEY THEME – WORKING IN THE MOST EFFECTIVE AND EFFICIENT MANNER

Reference	Action	Who Involved?	Commencement?	Completion?
EE 1	Appoint a Park Ranger as already agreed with a clearly defined Job Description and Job Purpose	WTC Staff	June 2021	October 2021
EE 2	Seek to improve working relationships with key stakeholders, including WODC and OCC	WTC Staff	June 2021	On-going
EE 3	Draw up and adopt a communications plan with the aim of raising WTC's profile within the community	WTC Staff	June 2021	November 2021
EE 4	Engage with WODC and OCC in order to consider devolution options in regards grounds maintenance within the town in light of the very high dissatisfaction levels of the confusing current position	WTC Staff / Cllrs / WODC / OCC	November 2021	July 2022
EE 5	Undertake an options review of the most efficient and effective manner to deliver grounds maintenance services	WTC Staff / Appointed Consultants	May 2021	July 2021
EE 6	Draw up and adopt a policy aimed at ensuring that all external and partnership funding opportunities, along with sponsorship options are optimised in all project and development works	WTC Staff / Appointed Consultants	Immediate effect	On-going
EE 7	Ensure that Community Engagement is enshrined into all work and projects undertaken by WTC	WTC Staff	June 2021	On-going
EE 8	Seek to move to a grounds maintenance fleet of electric vehicles, machinery and kit	WTC Staff	September 2021	On-going
EE 9	Undertake a feasibility study into installing a professional mapping service for use by WTC	WTC Staff	June 2021	August 2021
EE 10	Undertake a review of current sports and facility booking systems used and finesses to benefit all parties	WTC Staff	May 2022	September 2022
EE 11	Undertake a skills appraisal of the maintenance team, draw up a training and development plan based around grounds responsibilities	WTC Staff	May 2021	August 2021

KEY THEME – WORKING IN THE MOST EFFECTIVE AND EFFICIENT MANNER

Reference	Action	Who Involved?	Commencement?	Completion?
EE 12	Identify opportunities for volunteer schemes, friends schemes and other voluntary sector options and then enable their set-up and work arrangements	WTC Staff / Cllrs	November 2021	March 2022
EE 13	Undertake a comprehensive accessibility audit, draw up an improvement and implementation plan based around outcomes	Appointed Consultants	April 2022	September 2022
EE 14	Identify options and a more structured approach to providing a more responsive out of hours service / call out service, as well as introducing possible work practices at weekends.	WTC Staff / Cllrs	May 2021	August 2021