

**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	D Edwards-Hughes
	T Ashby	R Smith
	O Collins	S Simpson
	J Treloar	
Officers:	Sharon Groth	Town Clerk
	Adam Clapton	Deputy Town Clerk
	Mark Lewis	Head of Estates & Operations
	Derek Mackenzie	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.

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The meeting closed at: 7.01 pm

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Chair