

**SPORT AND PLAY COMMITTEE MEETING OF THE  
WITNEY TOWN COUNCIL**

**Held on Monday, 11 January 2021**

**At 6.00 pm in the Virtual Meeting Room via Zoom**

**Present:**

Councillor D Butterfield (Chair)

Councillors:	J Aitman	L Duncan
	L Ashbourne	A Prosser
	T Ashby	R Smith
Officers:	Nicky Cayley	Democratic Services Officer
	Adam Clapton	Office Manager
	Sharon Groth	Town Clerk
	John Hickman	Operations & Estates Officer
Others:	0 members of the public.	

**SP6 APOLOGIES FOR ABSENCE**

An apology for her absence was received from Cllr Gwatkin.

**SP7 DECLARATIONS OF INTEREST**

There were no declarations of interest in matters to be discussed at the meeting.

**SP8 MINUTES**

The Committee received and considered the minutes of the meeting held on 2 November 2020. There were no matters arising.

**RESOLVED:** that the minutes of the meeting held on 2 November 2020 be agreed as a correct record and signed by the Chair.

**SP9 PUBLIC PARTICIPATION**

There were no members of the public present for this item.

**SP10 CORPORATE STRATEGIC PLAN**

The Committee received a verbal report from the Leader of the Council. This item was a standing item on all committees. The Open Spaces Strategy report would hopefully be completed in April 2021.

The Town Clerk reminded members that there were some items held in abeyance, including the transfer of the Woodgreen football fields (the Council was waiting for the District Council on this), The Leys irrigation using grey water, changing rooms at Burwell and Quarry Road play area and also putting money aside for the replacement of the Splash park.

**RESOLVED:** that the verbal report from the Leader be noted and the Committee confirms its priorities for 2021/22, 2022/23 and beyond with the Committee's immediate/top priorities being:-

- a) Park Road Play Area – completing the legal work and aspiration to get the play area re-opened by Summer 2021;
- b) West Witney Sports Ground – to find a solution to providing changing rooms, toilets and other facilities – timescales dependant on FA Funding, but temporary solution required immediately;
- c) Skate Park – Ramp Up The Leys, community led fundraising;
- d) Open Spaces Strategy.

SP11 **OPERATIONAL REPORT**

The Committee received and considered the report of the Operations and Estates Officer. Updating members on play areas, football, the bowls green and cricket square irrigation, third party events and the Henry Box field pitches.

**RESOLVED:** that the report be noted.

SP12 **LEYS SKATEPARK - UPDATE**

The Committee received and considered a verbal update on progress from the Chair. He had met with a company and had given them an idea of the budget and anticipated income from a fundraising campaign. He was expecting to get a quote back in a few weeks' time. He had also been in touch with some other companies.

The Town Clerk advised that when it came to actually going out to tender the Council would invite expressions of interest and the process would need to be advertised in line with its Financial Regulations and procurement rules.

Cllr Butterfield explained that the summer months would be the best time for the project to happen to minimise the issue with heavy trucks getting across The Leys. The Operations and Estates Officer commented that with the current skatepark, contractors had come in right at the bottom of the field near the depot and there had been no damage – although it had been a very dry summer. Ground protection boards could be hired if necessary.

The Chair reported that there were two young people who were very keen to fundraise and he anticipated reaching out to local businesses for sponsorship of the project to make up some funding. The Town Clerk advised that a proper fundraising campaign would be needed such as the one that had happened at Oxlease park. The Chair thought that he should wait for the quote before any more decisions on fundraising could be taken.

**RESOLVED:** that the verbal update from the Chair be noted.

**SP13 OLD BOWLS BUILDING - THE LEYS**

The Committee received and considered the report of the Operations and Estates Officer. A request had been received from Witney Town Bowls Club for the Town Council to set a maintenance budget to keep the old bowls club in good structural repair. It was no longer used and it seemed that the request had been made on more of an aesthetic basis, as the bowls club no longer used the building.

The Town Council had used the building for storage but it was not in a very accessible location.

Members discussed the request and decided that as the Council was currently having an asbestos survey carried out on this building, a decision should be made after the survey results were presented. The Operations and Estates Officer expected this to be in quite quickly.

**RESOLVED:** that the Council waits for the results of the asbestos survey before considering the request from Witney Town Bowls Club to repair the old bowls pavilion and any alternative options.

**SP14 BOWLS GREEN IRRIGATION SYSTEMS**

The Committee received and considered the report of the Operations and Estates Officer. He advised that he was waiting on exact costs but he would like to see the Council take over the irrigation system before the start of the bowls season. Members discussed the report and agreed that this should go ahead.

**RESOLVED:** that the Council proceeds to take the bowls green irrigation systems into its control and responsibility, under the guidance of the Operations and Estates Officer.

**SP15 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:** 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.

**SP16 WEST WITNEY SPORTS GROUND**

The Leader gave a verbal update on the meeting held with West Witney Sports and Social Club. Another meeting was scheduled for 15 February.

There followed a lengthy discussion about the initial meeting and on possible ways to move forward. It was clear to the Committee that some new temporary infrastructure was required whilst long term plans were in progress.

**RESOLVED:-** that the verbal update of the meeting be noted and:-

1. that the Committee reaffirms its previous delegation to Officers for the appointment of a contract administrator[surveyor/architect] to work with the Council in order to obtain the necessary professional advice needed to move this project forward;

2. that the Operations and Estates Officer sources temporary toilet facilities in the first instance – including at least one DDA compliant toilet, but assesses what the exact legal requirements are for the site and its usage;
3. that the Operations and Estates Officer obtains quotations for modular versions of 4 changing rooms (2 male and 2 female), a kitchen/social space;
4. that any procurement is carried out in line with the Council’s financial regulations.

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The meeting closed at: 7.10 pm

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Chair