

PARKS & OPEN SPACES STRATEGY – ACTION PLAN

Key Themes:

PO	Modernising and upgrading our parks and open spaces
SP	Improving and investing in our sporting provision
LP	Improving and investing in our leisure provision
IS	Improving and investing in our infrastructure provision
EE	Working in the most effective and efficient manner

Committees:

CBP	Climate, Biodiversity & Planning
HC&A	Halls, Cemeteries & Allotments
P&R	Parks & Recreation
PGF/PSC	Policy, Governance & Finance
SC	Stronger Communities

Reference	Action	Responsible Committee	Who Involved?	Commencement?	Completion?
<i>CLIMATE, BIODIVERSITY & PLANNING COMMITTEE</i>					
PO 3	Draw up and adopt a comprehensive arboriculture plan	CBP	WTC Staff, Tree Officer	Sep-21	Mar-22
PO 4	Identify and implement possible re-wilding areas	CBP	WTC Staff	Dec-21	Apr-22
LP 5	Prepare an improvement and upgrade plan for angling facilities at the Country Park and Lake	CBP	WTC Staff, Angling Club	Jan-22	Apr-22
LP 4	Prepare and adopt a comprehensive management and improvement plan for the Country Park and Lake area	CBP	WTC Staff, Tree Officer, Natural England, Specialist Advisors	Apr-22	Nov-22 (plan stage)
IS 8	Seek to work with partners to achieve a structured, integrated and fully connected footpath and cycle path network around the town.	CBP	WTC Staff, Partners	Apr-22	July 22 (Feasibility Stage)
<i>HALL, CEMETERIES & ALLOTMENTS COMMITTEE</i>					
IS 4	Seek out a possible solution report to the access and parking issues at the cemeteries (audit recently received)	HC&A	Appointed Consultants	Underway Now	Apr- 21 (report stage)
IS 3	Undertake a full options survey of the unused buildings at the cemeteries	HC&A	Appointed Consultants	Apr-22	Nov-22 (survey stage)
LP 1	Seek out options to increase allotment capacity issues should the additional new plots at Windrush not prove to be sufficient	HC&A	WTC Staff / Association/WODC/OC	Nov-22	Mar-23

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PARKS & RECREATION COMMITTEE					
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)	P&R	WTC Staff / Cllrs / Clubs	Dependent upon individual site decisions taken	On-going
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	P&R	WTC Staff / WODC / OCC / Clubs / Associations	On-going	On-going
SP 1	Undertake an audit and needs assessment of sports provision across the Town and then feed this into WODC's planning needs assessment	P&R	WTC Staff / Clubs/ Associations	Jun-21	Oct-21
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	P&R	Appointed Consultants	Jul-21	Oct-21
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	P&R	Appointed Consultants	Jul-21	Oct-21
IS 6	Undertake a condition survey of existing pavilions and toilet facilities and draw up an improvement and upgrade plan accordingly	P&R	Appointed Consultants	Sep-21	Jan-22 (survey stage)
IS 1	Undertake a condition survey of children's play areas, then prepare and adopt a planned improvement and upgrade plan	P&R	WTC Staff	Oct-21	Nov-25
IS 2	Undertake a condition survey of skateparks, MUGA's and other youth provision, then prepare and adopt a planned improvement and upgrade plan	P&R	WTC Staff	Oct-21	Mar-24
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	P&R	WTC Staff / Cllrs / WODC/OCC	Nov-21	Mar-22
IS 7	Undertake a needs assessment and, where required, invest in pavilion and toilet provision where none are provided currently	P&R	Appointed Consultants	Nov-21	May-2022 (Plan Stage)
SP 6	Using KKP as project managers, undertake a long-term master plan exercise at the West Witney sports ground in conjunction with stakeholders	P&R	WTC Staff / Cllrs / Club	Dec-21	Oct-22 (Plan Stage)
SP 8	Undertake a long-term master plan exercise at the The Leys recreation ground in conjunction with stakeholders	P&R	WTC Staff / Cllrs / Club	Dec-21	Oct-22 (Plan Stage)
SP 3	Assess shortcomings in pitch maintenance and identify solutions	P&R	WTC Staff / Clubs	Jan-22	Aug-22
PO 2	Consider seeking to attain Green Flag status for relevant Parks and Open Space locations	P&R	WTC Staff / Cllrs	Sep-22	Mar-23
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	P&R	TC Staff / Cllrs / OFA / WODC / OCC	Apr-23	Jul-23

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<i>POLICY, GOVERNANCE & FINANCE COMMITTEE</i>					
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)	PGF	WTC Staff / Appointed Consultant	May-21	Jul-21
EE 5	Undertake an options review of the most efficient and effective manner to deliver grounds maintenance services	PGF	WTC Staff / Appointed Consultant	May-21	Jul-21
EE 11	Undertake a skills appraisal of the maintenance team, draw up a training and development plan based around grounds responsibilities	PGF/PSC	WTC Staff	May-21	Aug-21
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.	PGF/PSC	WTC Staff / Cllrs	May-21	Aug-21
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	PGF	WTC Staff / Cllrs / Clubs	May-21	Nov-21
EE 1	Appoint a Park Ranger as already agreed with a clearly defined Job Description and Job Purpose	PGF/PSC	WTC Staff	Jun-21	Oct-21
EE 2	Seek to improve working relationships with key stakeholders, including WODC and OCC	PGF	WTC Staff	Jun-21	On-going
EE 9	Undertake a feasibility study into installing a professional mapping service for use by WTC	PGF	WTC Staff	Jun-21	Aug-21
EE 8	Seek to move to a grounds maintenance fleet of electric vehicles, machinery and kit	PGF	WTC Staff	Sep-21	On-going
IS 9	Seek to provide, possibly in partnership with a third party, a community hub building to include accessible community space (See SP 8?)	PGF	WTC Staff, Partners	Oct-21	Mar-22 (Feasibility Stage)
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	PGF	WTC Staff / Cllrs / WODC / OCC	Nov-21	Jul-22
EE 12	Identify opportunities for volunteer schemes, friends schemes and other voluntary sector options and then enable their set-up and work arrangements	PGF	WTC Staff / Cllrs	Nov-21	Mar-22
EE 13	Undertake a comprehensive accessibility audit, draw up an improvement and implementation plan based around outcomes	PGF	Appointed Consultants	Apr-22	Sep-22
EE 10	Undertake a review of current sports and facility booking systems used and finesses to benefit all parties	PGF	WTC Staff	May-22	Sep-22
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	PGF	WTC Staff / Appointed Consultant	Immediate effect	On-going

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<u>STRONGER COMMUNITIES COMMITTEE</u>					
EE 3	Draw up and adopt a communications plan with the aim of raising WTC's profile within the community	SC	WTC Staff	Jun-21	Nov-21
EE 7	Ensure that Community Engagement is enshrined into all work and projects undertaken by WTC	SC	WTC Staff	Jun-21	On-going
PO 5	Undertake a review of participating in the annual In Bloom competition	SC	WTC Staff / Cllrs /In Bloom Group	Sep-21	Mar-22
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	SC	WTC Staff	Dec-21	June 2022 (Plan Stage)
LP 3	Adopt an annual programme of local events, building on the existing and identifying differing opportunities moving forwards	SC	WTC Staff / Cllrs	Nov-22	Mar-23