

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

**Held on Monday, 5 July 2021**

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

**Present:**

Councillor V Gwatkin (Chair)

Councillors:	D Butterfield	L Duncan
	L Ashbourne	D Enright
	T Ashby	O Collins
Officers:	Adam Clapton	Deputy Town Clerk
	Simon Wright	Democratic & Legal Services Officer
	Sharon Groth	Town Clerk
Others:	0 members of the public.	

With no legislation in place for the Town Council to hold virtual meetings, and because of the ongoing Covid-19 Pandemic, the Parks & Recreation Committee formed virtually as an Advisory Committee. Any recommendations outside of the current work's programme, budget or policy will require ratification at the Full Council meeting held on 2 August 2021.

**PR343 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Joy Aitman and Andy McMahon.

Councillor Owen Collins attended in place of Councillor Aitman.

**PR344 DECLARATIONS OF INTEREST**

There were no declarations of interest from members or officers in matters to be discussed at the meeting.

**PR345 MINUTES**

The Committee received and considered the minutes of the meeting of the Committee held on 17 May 2021. There were no matters arising.

**Resolved:**

That the minutes of the Parks & Recreation Committee held on 17 May 2021 be agreed as a correct record and signed by the Chair.

PR346 **PARTICIPATION OF THE PUBLIC**

There were no requests to address the committee.

PR347 **COMMITTEE WORK PLAN**

The Town Clerk advised that following adoption of the Open Spaces Strategy at the Council meeting on 28 June 2021 work was ongoing to allocate priorities from the Action Plan to various committees who would take ongoing responsibility.

Members would receive a report at each meeting on the priorities for the Parks & Recreation Committee.

**Resolved:**

That, the update be noted.

PR348 **MADLEY PARK PLAYING FIELD**

The Town Clerk updated members on progress with discussions regarding Madley Park Playing Field. A meeting had been held with Wood Green School and it had been agreed that the agreements currently in place should be reviewed with all interested parties.

The Town Clerk advised that these discussions would be progressed and an update provided to members in due course.

**Resolved:**

That, the current position be noted.

PR349 **WITNEY TOWN BOWLS CLUB - REQUEST FOR NEW GATES**

The Committee received a request from Witney Bowls Club seeking replacement of the existing access gates to the facility at The Leys.

It was advised that officers had looked at the situation and it was not considered feasible to repair the existing gates. The cost of replacement would not exceed £2,000 and could be fitted by the grounds team. The Town Clerk advised this would need to be funded from the Rolling Capital Fund as the limited revenue budget would not cover this. Clarification was given that the works would not be subject to a full tender process.

It was proposed and seconded that the replacement of the gates be supported with the matter being delegated to officers to conclude. On being put to the vote the proposition was carried.

The Town Clerk clarified that discussion on other issues at The Leys would be subject to a review in the future.

**Resolved:**

That, the replacement of the gates at a cost not exceeding £2,000 be supported with the matter being delegated to officers to conclude.

PR350 **LEYS SKATE PARK**

Councillor Daniel Butterfield gave a verbal update and advised that 'Ramp up The Leys' had created a Facebook page, were in the process of setting up a bank account and had commenced a survey to establish the views of interested parties.

It was hoped to develop greater awareness of the proposal and it was indicated that the group may need support in developing documents for the tendering process. The Town Clerk indicated that Town Council officers could help where possible and provide assistance on fundraising and accessing grants.

**Resolved:**

That, the update be noted.

PR351 **WILDFLOWER PLANTING AT RECREATION GROUNDS**

The Chair suggested that extending the wildflower planting, as at King George's field, to other Council owned recreation grounds would be beneficial.

Members noted that this needed to be referred to the Climate, Biodiversity & Planning Committee for consideration and this was agreed by the Committee.

**Resolved:**

That, the issue be referred to the Climate, Biodiversity & Planning Committee for further discussion.

PR352 **WEST WITNEY DOG/LITTER BINS & SIGNAGE**

The Committee considered the report of the Operations & Estates Advisor regarding the provision of additional bins at West Witney Sports Ground and changes to associated signage.

Members supported the provision of two additional recycling litter bins that could take a range of waste including dog waste. It was further agreed that simplified signage would be beneficial.

**Recommended:**

That the following be approved:

1. The installation of 2 x recycling litter bins at West Witney and their location;
2. The removal of the existing Dog signage at the site; and
3. The installation and wording of new dog signage

PR353 **WEST WITNEY SPORTS GROUND - REQUEST TO OPERATE A FOOD VAN**

The Committee received a request for the siting of a food van at West Witney Sports Ground.

The proposed hours of operation, siting of the vehicle and charges to be implemented were discussed.

The Committee expressed their 'in principle' support for the proposal subject to clarification of the siting and the agreement being for an initial six months to enable officers to monitor the van.

**Recommended:**

That, agreement in principle be given for The Snack Shack to run a food van on the West Witney Sports Ground, subject to the following:

1. A fixed term period of six months for operating along with clear terms and conditions which will be reviewed and monitored by officers;
2. Delegation be given to the Officers to agree the location of the stall; and
3. Delegation to officers to handle all the legalities and charges associated.

**PR354 PARK ROAD PLAY AREA - UPDATE**

The Town Clerk reminded members that additional funding for the project had been agreed at the Council meeting on 28 June.

It was explained that quotes had been sought for the safety surfacing under the existing play equipment (slide and horse) in the site. An issue had arisen regarding the stability of the surface under the slide and options were being considered.

In response to a question it was clarified that the works could be undertaken in mid-August but a decision may be required at that point regarding whether to retain the slide.

After discussion the committee agreed that a contractor should be appointed with a mid-August deadline and delegation be given to remove the slide if applicable.

**Recommended:**

That, a contract for the works be approved for completion in August with a decision on the inclusion of the slide being delegated to officers depending on whether surfacing works are possible.

**PR355 EXCLUSION OF PRESS & 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.

**PR356 WEST WITNEY SPORTS GROUND**

The Town Clerk updated the Committee on a number of issues at West Witney Sports Ground.

It was reported that the Clubhouse was now fully compliant. In addition the consultants appointed by the Town Council were progressing their work and were talking with various interested parties and site users. She hoped a report would be presented in September on proposals for the site.

It was noted that one current user was looking to change their governance and was interested in being involved in the discussions.

**Resolved:**

That, the confidential verbal update be noted.

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The meeting closed at: 6.40 pm

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Chair