

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

**Held on Monday, 16 May 2022**

**At 6.00 pm in the Gallery Room, The Corn Exchange, Witney**

**Present:**

Councillor V Gwatkin (Chair)

Councillors:	J Aitman T Ashby	L Duncan D Enright
Officers:	Adam Clapton Sharon Groth Simon Wright	Deputy Town Clerk Town Clerk Democratic & Legal Services Officer
Others:	One member of the public.	

**PR217 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Ashbourne and Butterfield.

**PR218 DECLARATIONS OF INTEREST**

There were no declarations of interest from members or officers.

**PR219 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 Daniel Butterfield be elected. There being no other nominations it was:

**Resolved:**

That, Councillor Daniel Butterfield be elected Vice-Chair of the Committee for the 2022/2023 municipal year.

**PR220 MINUTES**

The minutes of the meeting held on 7 March 2022 were considered.

PR103 – The Leys Traffic Calming Scheme - The Deputy Town Clerk advised that officers had passed on residents feedback on the scheme to Oxfordshire County Council who would progress the scheme.

**PR221 PARTICIPATION OF THE PUBLIC**

The Committee adjourned for this item.

Mr. Jeff Hunter representing Courtside CIC who operate facilities at The Leys Recreation Ground addressed the committee in respect of the Open Spaces Strategy.

*The Committee reconvened following public participation, Mr Hunter left the meeting*

PR222 **COMMITTEE TERMS OF REFERENCE**

The committee considered whether any changes were needed to the current Terms of Reference.

**Resolved:**

That, no amendments be made to the Terms of Reference

PR223 **COMMITTEE OBJECTIVES/WORK PROGRAMME FOR THE MUNICIPAL YEAR**

The Committee considered the report of the Town Clerk/RFO. An update was given on the projects outlined in the report and the financial and staffing resources available.

After discussion it was agreed that the Burwell Sports Changing Rooms should be a priority and would need to be progressed in conjunction with the renewal of other infrastructure at the site which was under the remit of the Hall, Cemeteries & Allotments Committee.

In respect of the pitches at Woodgreen it was advised that the matter was with West Oxfordshire District Council to draft the Heads of Terms.

**Resolved:**

1. That, the report be noted; and
2. That, the Burwell Sports Changing Rooms be the top priority.

PR224 **OPEN SPACES STRATEGY - PART A**

Consideration was given to the report of the Town Clerk/CEO.

It was reported that a Head of Operations had been appointed to oversee bringing the grounds maintenance service in house, as well as other duties .

**Resolved:**

That, the report be noted.

PR225 **FINANCE REPORT**

Consideration was given to the current position of the budgets allocated to the committee.

The Deputy Town Clerk updated on the position with the current food operator at West Witney Sports Ground. Members emphasised the need to be cognisant of the potential impact of inflation on council spending.

**Resolved:**

That, the current financial position be noted.

PR226 **QUARRY ROAD PLAY AREA - ADDITIONAL EQUIPMENT**

The Committee received the report of the Project Officer outlining options for the provision of equipment at the Quarry Road Play Area.

Members noted the financial allocation for the project and expressed support for Option 1a as shown in the report.

**Resolved:**

That, Option 1a as outlined in the report be approved.

PR227 **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.

PR228 **OPEN SPACES STRATEGY - PART B**

The Committee considered the confidential report of the Town Clerk/RFO in respect of the Action Plan from the Open Spaces Strategy document and Major Capital Projects agreed as part of the budget setting cycle earlier in the year.

Members discussed the project for the Burwell Changing Rooms and considered the fee proposal for professional services to progress the plans. It was agreed that the company mentioned in the report be appointed. The Chair asked if this could be progressed swiftly as it had been identified earlier as a priority project for this Committee.

The Committee considered details, together with the information provided by Courtside CIC, regarding a masterplan for the Ley Recreation Ground. Discussion ensued regarding options for the redevelopment, financial implications and consultation. Members agreed that the project should be progressed and suggested that the Council appoints a Working Party to oversee the plans.

The Town Clerk updated members on a site visit that had been held with West Oxfordshire District Council to look at options for the provision of 3G pitch. It was noted that it was difficult to accommodate at West Witney Sports Ground so other options were being considered and a report would be brought back to members.

**Resolved:**

1. That, the fee proposal from Ridge & Partners for the design/plans for additional changing rooms extending Burwell Hall be approved;
2. That, the recommendations from Courtside CIC regarding a masterplan for the Leys Recreation Ground be progressed with a Working Party being appointed at Full Council to oversee the project; and
3. That it is RECOMMENDED to Policy, Governance & Finance that the budgets set aside for the Skate park and the Leys Recreation Ground Sewerage/other works be included in the financial plan as match funding towards any grant applications if applicable;
4. That, the update on the 3G pitch and west Witney Sports Ground be noted.

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The meeting closed at: 6.42 pm

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Chair