

**MEETING OF THE WEST WITNEY SPORTS GROUND SUB-COMMITTEE**  
**Of the Amenities Committee**  
**Held on Monday 20 June 2016**

**At 6pm in the Council Chamber, Town Hall**

Present: Councillor P Dorward (Chairman)

Councillors: Mrs B J Churchill                      Mrs C E Reynolds  
                  T J Morris

Non Committee Member:                      A K Beames

Officers:                      Town Clerk                                      Works and Contracts Supervisor  
   Democratic Services Officer

**W305 ELECTION OF CHAIRMAN**

**RESOLVED:**     that Cllr P Dorward be elected Chairman of the West Witney Sports Ground Sub Committee for the ensuing municipal year.

**W306 ELECTION OF VICE CHAIR**

**RESOLVED:**     that Cllr Mrs B Churchill be elected as Vice Chairman of the West Witney Sports Ground Sub Committee for the ensuing municipal year.

**W307 APOLOGIES FOR ABSENCE**

An apology for their absence was received from Councillors Bartington, Brown and Holliday.

**W308 DECLARATIONS OF INTEREST**

Cllr Churchill declared a non-pecuniary interest as she was on the committee of West Witney Sports and Social Club nominated by the Town Council.

**W309 MINUTES**

a)     **RESOLVED:**     that the minutes of the meeting held on 16 March 2016 be agreed as a correct record with the following amendment:

Page 3, paragraph 2 – the wording be changed to “get the clubhouse compliant”.

b)     There were no matters arising.

**W310 PUBLIC PARTICIPATION**

There were no members of the public present.

*Cllr Beames arrived at 6.10pm.*

W311 **REPORT FROM TOWN COUNCIL REPRESENTATIVES**

Three issues had been raised by one of the Town Council's representatives on behalf of the club – Cllr Brown – which were:-

- Request for speed signs at the entrance to the site
- Panic alarm and signage for the disabled toilet
- "Overflow" car parking – users parking on grass causing damage

The Town Council's representative, Cllr Churchill reported that the room that was used as the disabled toilet was unsuitable in her opinion. The Town Clerk and the Works Contracts Supervisor advised it had been specifically fitted as a disabled toilet c.2006/7. Cllr Churchill was unhappy that it was separate from the clubhouse and there was no radar key fitted. She had been told that it was being used as a wet room. The Chairman asked if Cllr Churchill would clarify the situation on her next visit. The Works Contracts Supervisor would try to pay a visit.

In reply to a member's question regarding overflow parking the Works Contracts Supervisor said that there was additional parking at the top end by the Works Depot. Barriers would be knocked over and would mean that the Grounds Contractors wouldn't be able to access the site with their vehicles. A member suggested that signs could be erected asking people not to park on the grass. Another member added that a sign directing people to the overflow car park could be helpful. A member asked if we could dig up the grass and gravel the area in question. The Town Clerk replied that there could be opportunity to provide more car parking at the end of the Grounds Maintenance Contract.

A member commented that the answer to all three requests was that the Town Council was trying to resolve the large issues with the whole site before the minutiae. It was good that the Club was engaging with the Town Council, however.

The Chairman offered to meet with the Club. The Works Contracts Supervisor suggested to the Chairman that each team looked after a different responsibility on site each weekend – e.g. parking. This is what happened at Witney Rugby Club. Another member concurred that this worked really well. The panic alarm and signage for the disabled toilet were maintenance issues which the Chairman would take up with the club.

The Town Council's representative offered to send the Sports and Social Club Minutes to the Town Clerk for information.

The Town Clerk raised the issue of the travellers who had recently been on site but had now vacated. Whilst in situ they had cut down a tree possibly to use for fire wood and driven across the cricket square. Members discussed these recent events and measures that could be put in place to try and ensure it didn't happen again.

The Works Contracts Manager reported blocked drains at the club. The Town Council had not been able to clear it on this occasion and so had had to bring in outside contractors at a cost. The blockage was found to have been caused by blue hand towel being put down the toilets.

The Works Contracts Supervisor had also requested a copy of the electricity bill several times in order that he could calculate what the Town Council needed to pay the Club for the electricity used at the Depot. There were 2 separate meters for the club and the depot so it could be worked out.

A member suggested charging the club for the clearance of the blockage. Another member was unsure whether this was a landlord responsibility. The Town Clerk suggested that she could write to the club explaining that in the past the Council had been able to clear drain blockages but on this occasion it had had to pay for it to be cleared and it had been found to be as a result of misuse of the toilets. If this occurred again the Club would be charged.

The Chairman would take up the issue of the electricity readings/payment with the club.

**RECOMMENDED:**

1. that the requests brought forward by Cllr Brown be not agreed at this time until the wider issues on site are sorted out
2. that Cllr Churchill clarifies the situation with the disabled toilet and its exact use
3. that the Chairman meets with the Sports & Social Club to discuss the maintenance issues, including car parking, and the electricity bill
4. that the Town Clerk writes to the Club in respect of the blocked drain advising that if future blockages are as a result of misuse of the toilets the Club would be charged.

W312 **COMPLIANCE**

The Town Clerk had circulated the post Health and Safety audit e-mail from Gavin Hopkins. The Club had been provided a copy of this in April via email to the Club Secretary. It was reported that the next meeting of the Club was 6 July.

A member commented that the car park being poorly lit had been an issue and asked if anything had happened. The Works Contracts Supervisor replied that he had noticed new floodlighting had been erected at the rear of the club house and he wondered why some had not been put at the front at the same time.

The Works Contracts Supervisor commented that aside from the list from Gavin Hopkins, there was another previous list of items requiring action that had still not been done. A member asked if a complete list could be prepared with a traffic light system of priority and completion dates. Other members agreed with this.

There was a discussion regarding the residential accommodation as this did not form part of the Council's lease. The Chairman suggested that the Council needed to explore options for enabling him to live their legitimately. Another member explained the procedure - the Club needed to apply for a certificate of lawful use from WODC. If granted that meant the Club would have to bring the living accommodation up to standard. All members agreed with this. The Town Clerk advised that before this was done she would speak to the solicitor to ensure that there were no issues arising from this proposal.

**RECOMMENDED:**

1. that the Facilities Manager draws up a list of items requiring action (consolidating the two lists currently in hand) using a traffic light system to prioritise them, and this should include completion dates

2. that the Town Clerk would speak to the solicitor concerning an application for a certificate of lawfulness for the steward's accommodation.

W313 **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.

W314 **TOWN CLERK'S REPORT**

The Committee received and considered the confidential verbal report of the Town Clerk on future plans for the site.

**RECOMMENDED:**

1. that the verbal report be noted
2. that the Chairman speak to Mr Hyatt regarding the masterplan he had presented to Council last year
3. that the Council approaches the District Council Cabinet Member for Leisure and Health.

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The meeting closed at 7.05pm

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Chairman.