

**SPORTS AND RECREATION COMMITTEE MEETING OF THE WITNEY TOWN COUNCIL**

**Held on Monday 6 November 2017**

**At 6.00pm in the Council Chamber, Town Hall**

**Present:**

Councillor: S E Bartington (Chairman)

Councillors:	B J Churchill	T J Morris
	H B Eaglestone	D Temple
	D S Enright (sub L Price)	C K Woodward

Officers:	Town Clerk	Operations and Estates Officer
	Democratic Services Officer	Responsible Financial Officer

Also present: 18 members of the public

**R528 APOLOGIES FOR ABSENCE**

Apologies for their absence were received from Cllrs King and Price.

**R529 DECLARATIONS OF INTEREST**

Cllr Bartington declared an interest as Chairman of the Cogges Meadow Park Group.

**R530 MINUTES**

a) **RESOLVED:** that the minutes of the meeting held on 11 September 2017 be agreed as a correct record and signed by the Chairman;

b) **MATTERS ARISING:**

Minute no R428.1: The Town Clerk advised that the Communications Officer had sent a draft press release to the cricket club and parks tennis but the former had not responded and the latter felt it was at that point outdated.

Minute R482.2: The Chairman asked if grant support had been offered to the Swifts Cricket Club. The Town Clerk confirmed that the offer had been made.

Minutes R433: The Chairman asked if a meeting had taken place with the Lower Windrush Valley group about the Lake and Country Park. The Town Clerk explained that it was being organised.

**R531 PUBLIC PARTICIPATION**

The Committee adjourned in line with Standing Order 42 so that two members of the public could address the Committee

- Mr Dan Wymer on behalf of Park Run and
- Mr Jeff Hunter on behalf of Park Tennis

The Committee reconvened following the address by the members of the public.

R532 **PARK RUN**

Further to the presentation, the Committee received and considered the request to give permission to use land at West Witney Sports Ground for a weekly Park Run. Members were very much in favour of the proposal and were mindful that there could be some grounds maintenance implications. A member proposed that officers could monitor the ground and report back on how things were once the runs started.

**RECOMMENDED:** that permission be given for Park Run to use land at West Witney Sports Ground for a weekly run.

*17 members of the public, including Mr Wymer left the meeting at this point.*

R533 **BMX/SKATE PARK WORKING PARTY MINUTES**

The Committee **RESOLVED** to move the agenda item regarding the BMX/Skate Park Working Party Minutes as the Chairman of the Working Party needed to leave the meeting in line with Standing Order 14(a) viii

It was noted that Cllr Dorward's name should be removed from the list of apologies and be replaced with Cllr King.

A member asked how the site visit had gone. The Operations and Estates Officer reported that he had met with Cllr Dorward and they had agreed that as there was not any graffiti to speak of there was not a need for a graffiti wall currently.

The Operations and Estates Officer had obtained a quote for a refurbished high spec skate park and it was £60,000. There was currently £12,000 available which was as a result of securing S106 funding from the Abbey Homes development at Thorney Leys. A member suggested that perhaps there could be some community fundraising.

The Chairman of the Working Party did not agree that the group had wanted to take the possibility of having a graffiti wall to Full Council but stated that rather it was not having a graffiti wall that should be taken to Full Council.

**RECOMMENDED:**

1. that the minutes be noted;
2. that the Council does not pursue the graffiti wall project at the current time.

R534 **LEYS RECREATION GROUND**

The Committee **RESOLVED** to move the agenda item regarding The Leys Recreation Ground so that Mr Hunter could hear the discussion, in line with Standing Order 14(a) viii.

a) Cricket Sight Screens

The Committee received and considered the report of the Operations and Estates Officer as circulated with the agenda.

It was reported that the screens were rotten and rather unsafe.

**RECOMMENDED:**

1. that the report be noted;
2. that the purchase of two anti-vandal cricket sight screens in April for the Leys Recreation Ground at the cost of £2,800 be agreed with the funding coming from an additional sum in the 18/19 budget year from 202/4036;
3. that an additional sum be budgeted for the 19/20 budget year to allow for the replacement of the cricket sight screens at West Witney Sports Ground.

b) Condition Report on the Leys Cricket Pavilion Roof

The Committee received and considered the report of the Operations and Estates Officer as circulated with the agenda. He explained that the roof was in very bad repair and had water ingress at the edges and rotten fascia boards.

A member asked if the lease was a full repairing lease. The Town Clerk replied that it was not currently but the idea was that in future it would be (as agreed at the last meetings – minute R440 refers).

**RECOMMENDED:**

1. that the report be noted;
2. that the Operations and Estates Officer researches the various types of roofing materials and systems for the pavilion roof and gains 3 quotes from relevant contractors to carry out the required works and brings back to council early in the 2018/19 financial year.
3. that £8,000 is budgeted in the 2018/19 financial year to cover the costs to recover the pavilion roof.

c) Update on Complaint from Witney Swifts Cricket Club

The Committee received and considered the report of the Operations and Estates Officer as circulated with the agenda. He had met with a member of the club, a member of the OCCA and the grounds contractors. The Club had had issues with the wicket but the contractors reassured them that there would be a difference in preparation of the wicket under the new Grounds Maintenance Contract Specification. The Operations and Estates Officer had every confidence in the contractors and offered the club the opportunity to have a member present at the annual STRI inspection.

The club had also asked for a “Parking at your own risk” sign as balls were hitting cars during games.

They also complained they could not open the windows in the pavilion as they were sealed shut. The Operations and Estates Officer would look into what could be done. A member commented that it may be a better option to replace with UPVC windows.

Another member commented that the Council was now eligible for the WODC Facilities Grant and suggested that both the roof and the repairs and redecorations of the changing rooms could form an application.

**RECOMMENDED:**

1. that the report be noted;
  2. that the purchase of one car parking sign stating “Parking at your own risk” be purchased from budget 202/4036;
  3. that the repair of the changing room windows and hinges as required be funded from budget 202/4036 – the Operations and Estates Officer would also look into UPVC windows with trickle vents to see if that would be a better option;
  4. that the redecoration of the toilets and changing rooms from budget 202/4038 be agreed;
  5. that the request for purchase and maintenance of a fire extinguisher be denied;
  6. that the repairs and redecorations form part of an application to the WODC Facilities Grant.
- d) Premier Tennis – Update on Mini Golf Redevelopment; improvements to tennis, and to discuss on going parking provision

Further to Mr Hunter’s presentation the committee considered the proposals. Members discussed the parking proposals – a time limit or introducing payment. This was complicated by the fact that the Town Council owned the road but the County Council owned the tarmac. The Committee considered that a Service Level Agreement could be entered into with WODC which was the parking authority. Clubs could perhaps be given permits if a time limit was imposed so that they could park all day. However this would require a Traffic Regulation order (TRO). The Chairman advised that there was £10,000 of S106 money with OCC to be spent in the vicinity of Sainsbury’s. Members asked the Town Clerk to obtain a cost for a TRO and then an application could be made for S106 money. However, it may be prudent to include the cost in the budget.

Members were happy with Mr Hunter’s other proposals for pricing, a press release and the layout of the new mini golf area and updated tennis courts.

**RECOMMENDED:**

1. that provision in the 2018/19 budget be made for a TRO, whilst the Town Clerk obtains a cost and seeks S106 money to fund it;
2. that if parking restrictions were introduced the resident clubs be given passes to enable longer parking periods;
3. that the Town Clerk would ascertain whether the mini golf upgrade would require planning permission, as well as any sponsorship would require Advertising Consent;
4. that the family friendly pricing proposed be agreed;
5. that after ratification by Council on 4 December, a joint Christmas/New Year positive press release be sent out encompassing golf, tennis, cricket and café.

R535 **OPERATIONAL REPORT – PROGRESS ON IMPROVEMENTS AND REPAIRS SINCE LAST MEETING**

The Committee received and considered the report of the Operations and Estates Officer as circulated with the agenda. He provided updates on issues at the Oxlease Play area which was being dealt with and vandalism to the trampoline at Fieldmere Play Area. Members were asked if they wanted to repair it or to move it to another play area where it may not be vandalised. Due to the cost involved in continual repair, it was agreed by members to move it to another area – this was to be decided by officers.

West Witney Bowls club had requested additional lighting in the car park/area leading to the bowling green. The Town Clerk advised that there was already a light there fixed to the corner of the Projectile Range and a member suggested that it may just need a movement sensor added to it. Another member suggested that solar light panels could be added to the existing non-operational lampposts in the car park.

The Operations and Estates Officer also informed the Committee that the new goal posts at West Witney had been installed and the old ones disposed of. A member asked why the old ones had not been transferred to Oxlease Park as some residents had asked for them. The Operations and Estates Officer advised that they were no longer fit for use based on guidance as you could not gauge the condition internally. However it was suggested that if any were removed next year these should be reutilised. He confirmed he would look at if Oxlease had the space for full size goals. Currently there were 5 a-side goals in place.

**RECOMMENDED:**

1. that the report be noted;

2. that the trampoline be repaired at a cost of £400 and moved to another play area at officer's discretion;
3. that a different piece of play equipment in council stock is put in place at Fieldmere;
4. that the existing light at West Witney Sports Ground is retrofitted with a movement sensor;
5. that the Operations and Estates Officer gets quotes for PIR solar panelled lighting to be retrofitted onto the tall lampposts.

**R536 UNTERHACHING PLAY AREA**

The Committee received and considered the report of the Town Clerk as circulated with the agenda. She advised that there had been an indication that there may be a larger commuted sum available if the Town Council took on the copse as well, but had not had an actual figure given. There was a discussion on what Members considered a reasonable offer to take on the play area and copse.

A member also commented that at this point the Town Council should stake a claim to any potential S106 money that may come out of a development of Woodford Way Car Park.

**RECOMMENDED:**

1. that the report be noted;
2. that the Town Council offers to take on the play area and copse for a commuted sum of £30,000;
3. that the Town Council stakes a claim to any potential S106 money that may come out of a development of Woodford Way Car Park.

**R537 PERMISSION TO REMOVE CRAYFISH FROM THE RIVER WINDRUSH**

The Committee received and considered a request from a resident to remove crayfish from the River Windrush. He had already obtained a licence from the Environment Agency. Members agreed to the request.

**RECOMMENDED:** that the resident's request be granted.

**R538 REQUEST FROM WITNEY ROYALS FOOTBALL CLUB FOR STORAGE AT BURWELL RECREATION GROUND**

The Committee received and considered the report of the Operations and Estates Officer and correspondence from Witney Royals FC, as circulated with the agenda. The team asked

for permission to build secure storage into the referee's room at the Burwell Hall changing rooms. This would be at no cost to the Town Council and the room would be fit for purpose as a referee's room.

The Operations and Estates Officer's alternative suggestion was that the team could speak to Witney Vikings FC about sharing their storage in the shipping container. A secure lock up cupboard could be purchased for this. Members preferred this option.

**RECOMMENDED:**

1. that the report be noted;
2. that Witney Royals be denied permission to construct storage within the referees changing room at Burwell Hall;
3. that Witney Royals be requested to consider other solutions such as requesting permission to store equipment within Witney Vikings FC Shipping container, non-fixed storage under or as part as the seating arrangement within the home changing rooms.

R539 **HAILEY ROAD ALLOTMENT**

The Committee received and considered the report of the Operations and Estates Officer as circulated with the agenda. He had inspected the site to assess its suitability for an additional gate to provide disabled access at the Hailey Road allotments. He had also measured the fencing to obtain quotes for replacement fencing but in fact found the existing fencing to be in good repair.

He advised that none of the pathways were suitable for disabled access without having considerable work done and there was existing disabled access from Eastfield Road.

The Operations and Estates Officer also noticed on his visit that an unauthorised clubhouse had been constructed on two plots, and he circulated a picture so Members could see. There were currently 100 people on the waiting list for a plot.

Members discussed the issues and decided that a disabled gate was not a necessity at this site and it would be better to set up a dedicated space for disabled gardening at Lakeside Allotments. The fence should be monitored.

**RECOMMENDED:**

1. that the report be noted;
2. that the condition of the fence be monitored and a budget set for a replacement fence during the next financial year – the Allotment Association should be made aware that this would not fully achieve DDA compliance for the site;

3. that a dedicated disabled area at Lakeside Allotment be created with drive-up access , where raised beds and other disabled friendly facilities could be installed.
4. that the Allotment Association be told to remove its clubhouse by the Operations and Estates Officer and this be followed up by a formal letter if no action is taken. Cllr Enright as the Council's Rep on the Allotment Association would also speak to them.

R540 **REVISED BUDGET 2017/18 & ESTIMATES FOR 2018/19, CAPITAL & SPECIAL REVENUE PROJECTS FOR 2018/19 AND PREPARATION POOL 2019/20**

The Committee received and considered the reports of the RFO as circulated with the agenda. The Committee decided that it would be prudent to put £4,000 in the 18/19 budget for Park Run towards the grounds maintenance and any unused money from the Lake and Country Park Budget could be rolled over for the future maintenance as no plan had been drawn up.

**RECOMMENDED:**

1. that the report be noted;
2. that the proposed sports and recreation charges for 2018/19 be agreed;
3. that the revised base budget for 2017/18 and the estimates for 2018/19 as presented be agreed;
4. that an additional £4,000 be put into the 2018/19 budget for Park Run and, the funding for the Leys Pavilion Roof and refurbishment and the cricket site screens for the Leys are put into the 2018/19 budget.

R541 **MATRIX UPDATE**

The Committee received and considered the report of the Town Clerk as circulated at the meeting, together with a matrix spreadsheet. She advised that it was a work in progress as she needed to work with the Operations and Estates Officer to prioritise the list of works.

**RECOMMENDED:** that the report be noted and the matrix be brought to each meeting.

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The meeting closed at 8pm.

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Chairman

