



Woodley Town Council

The Oakwood Centre
Headley Road
Woodley RG5 4JZ
Tel: 0118-969-0356

To: **Members of the Leisure Services Committee**

Councillors: B. Soane (Chairman); T. Barker; B. Franklin; K. Gilder; M. Green;
R. Lay; S. Rahmouni; D. Stares; M. Willson.

NOTICE IS HEREBY GIVEN that a meeting of the Leisure Services Committee is to be held at the Oakwood Centre at 8:00pm on Tuesday 2 June 2015, at which your attendance is requested.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members on agenda items.
3. **MINUTES OF THE MEETING HELD ON 24 MARCH 2015**
To approve the minutes of the meeting of the Leisure Services Committee held on 24 March 2015 and for the Chairman to sign them as a true and accurate record. *(These minutes were provided in the Full Council agenda of 19 May 2015).*
4. **BUDGETARY CONTROL**
 - a) To note **Report No. LS 10/15** – 2014/15 draft year-end figures. Page 4
 - b) To note **Report No. LS 11/15**. Page 6
5. **WOODFORD PARK LEISURE CENTRE, SPORTS AND ACTIVITIES**
To receive **Report No. LS 12/15**. Page 8

6. **PARKS AND BUILDINGS**
To receive **Report No. LS 13/15**.

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7. **WOODFORD PARK LEISURE CENTRE DEVELOPMENT**
To note that the Strategy and Resources Committee will be considering how the Woodford Park Leisure Centre development should proceed following its decision to allocate £5,000 to an earmarked reserve to progress the project.

8. **FUTURE AGENDA ITEMS**
To propose future agenda items for the Committee's consideration.

9. **PUBLICITY & WEB SITE**
To consider which items to publicise.

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LEISURE SERVICES COMMITTEE**DRAFT 2014/15 YEAR END**

Report No. LS 10/15

EXPENDITURE	Original Budget 2014/15	Revised Budget 2014/15	Actual Exp as at 31/3/14	Actual Exp as at 31/3/15	Actual Exp as % of Rev Budget	Information
WOODFORD PARK LC	259920	254946	233415	247633	97.1	Staff, fuel, water, cleaning, phone, vending and skip costs lower - off set by higher coaching, equipment and alarm maintenance costs.
BULMERSHE LC	502271	360384	466246	361667	100.4	Largely in line with revised year end prediction following transfer of centre to 1Life as at 1/12/14.
GROUNDS MAINTENANCE	21903	23765	23265	24179	101.7	Higher than anticipated tree costs.
FOOTBALL	16369	16364	15325	15326	93.7	Lower expenditure on seed lower than budgeted.
CRICKET	8371	8793	7779	8338	94.8	Lower expenditure on seed lower than budgeted.
BOWLING GREEN	11268	11228	10727	10919	97.2	Lower expenditure on seed and water lower than budgeted.
WOODFORD PARK	25593	26758	24678	26467	98.9	Staff, water, play equipment and tournament costs lower than budgeted.
MEMORIAL GROUND	6635	6633	6605	6280	94.7	Lower expenditure on seed lower than budgeted.
GARDEN OF REMEMBRANCE	4842	5221	5165	5270	100.9	Inscription costs over budget - demand led.
PLAY AREAS & OPEN SPACES	10289	10814	9011	10689	98.8	Staff, ground rent and play equipment costs lower than anticipated.
CORONATION HALL	32542	31501	30584	31923	101.3	Staff, certification costs and repairs higher than anticipated, fuel and water lower.
CHAPEL HALL	18522	22752	20718	22878	100.6	Fuel and repairs costs slightly over revised budget estimates.
CAPITAL & PROJECTS	55900	55900	55900	55900	100.0	First half of loans paid in September, second in March.
TOTAL	974425	835059	909418	827469	99.1	

INCOME	Original Budget 2014/15	Revised Budget 2014/15	Actual Inc as at 31/3/14	Actual Inc as at 31/3/15	Actual Inc as % of Rev Budget	Information
WOODFORD PARK LC	178101	180662	176417	190896	105.7	Room hire, sports hall and course income higher than revised estimates - courses transferred from BLC.
BULMERSHE LC	407003	269833	418255	272590	101.0	Out turn following final agreement on income for activities from 1/12/14 (transfer to 1Life).
GROUNDS MAINTENANCE	2470	2470	2474	2271	91.9	Lower than anticipated income from Earley TC re grass cutting at Bulmershe Park.
FOOTBALL	11000	9387	11730	10184	108.5	Additional bookings.
CRICKET	2772	1888	2677	1888	100.0	
BOWLING GREEN	7588	6785	7001	6785	100.0	
WOODFORD PARK	3500	1799	6564	2799	155.6	Additional fair/circus visit.
MEMORIAL GROUND	220	104	202	104	100.0	
GARDEN OF REMEMBRANCE	440	918	800	818	89.1	Demand led.
PLAY AREAS & OPEN SPACES	0	0	0	0		
CORONATION HALL	31310	31310	28947	29680	94.8	
CHAPEL HALL	26033	29500	24683	28265	95.8	
CAPITAL & PROJECTS	0	0	0	0		
TOTAL	670437	534656	679750	546280	102.2	
NET	303988	300403	229668	281189		

LEISURE SERVICES COMMITTEE**BUDGETARY CONTROL 2015/16**

Report No. LS 11/15

EXPENDITURE	Original Budget 2015/16	Actual Exp as at 30/4/14	Actual Exp as at 30/4/15	Actual Exp as % of Budget	Information
WOODFORD PARK LC	280772	18754	23030		8.2 Rates, certification, repairs, equipment hire, equipment and vending costs over 8.3%. Other costs under.
GROUNDS MAINTENANCE	25597	753	1339		5.2 Diesel costs over 8.3%. No expenditure on water, equipment, tree maintenance.
FOOTBALL	17208	1058	1103		6.4 No expenditure on grass seed or equipment.
CRICKET	9555	529	551		5.8 No expenditure on grass seed, water or equipment.
BOWLING GREEN	11353	676	674		5.9 No expenditure on grass seed, water or equipment.
WOODFORD PARK	28320	1798	2259		8.0 No expenditure from most cost lines, other supplies expenditure at 71%.
MEMORIAL GROUND	7494	501	522		7.0 No expenditure on grass seed or equipment.
GARDEN OF REMEMBRANCE	5203	353	368		7.1 No expenditure on plants or inscription costs.
PLAY AREAS & OPEN SPACES	12044	778	849		7.0 No expenditure on rent of play equipment.
CORONATION HALL	31194	2544	2636		8.5 Rates, fuel and equipment hire over 8.3%. All other costs under.
CHAPEL HALL	20023	2089	2097		10.5 Rates, cleaning materials, repairs and equipment hire over 8.3%. All other costs under.
CAPITAL & PROJECTS	55900	0	0		0.0 First half of loans paid in September, second in March.
TOTAL	504663	29833	35428	7.0	

INCOME	Original Budget 2015/16	Actual Inc as at 30/4/14	Actual Inc as at 30/4/15	Actual Inc as % of Budget	Information
WOODFORD PARK LC	200478	23502	39589	19.7	Rent and letting income paid in advance.
GROUNDS MAINTENANCE	1227	1270	223	18.2	Income from Earley TC - grass cutting at Bulmershe Park
FOOTBALL	9677	0	0	0.0	Season starts September.
CRICKET	2268	0	0	0.0	Invoices raised income not yet received.
BOWLING GREEN	6955	11	0	0.0	Licence fee payable in May.
WOODFORD PARK	1830	1276	1340	73.2	Fair visit at Easter.
MEMORIAL GROUND	109	0	0	0.0	No bookings made at this point.
GARDEN OF REMEMBRANCE	800	140	0	0.0	
PLAY AREAS & OPEN SPACES	0	0	0	0.0	
CORONATION HALL	32800	6783	7382	22.5	Payments in advance
CHAPEL HALL	29500	4311	5522	18.7	Payments in advance
CAPITAL & PROJECTS	0	0		0.0	
TOTAL	285644	37293	54056	18.9	
NET					
Month 1 - 8.3%					

WOODFORD PARK LEISURE CENTRE, SPORTS AND ACTIVITIES

REPORT OF THE LEISURE SERVICES MANAGER

Purpose of Report

To inform and update Members on developments at Woodford Park Leisure Centre.

General Matters

Meeting with Wokingham Borough Sport Development Team and 1Life

The first scheduled meeting with the Leisure Manager from Wokingham Borough Council's Sport Development team and the Contract Manager from 1Life has taken place since the hand over of Bulmershe Leisure Centre in December 14. These meetings were agreed as part of the arrangements for the early surrender of the Bulmershe Leisure Centre lease with the aim of developing joined up work relating to leisure services in the town.

We have already worked together on some of the activities included in the Sports Week. Going forwards it was suggested that a next step could be to re-start the Inspire Wokingham programme that had previously run during London 2012. The aim of Inspire Wokingham was to get more people in the Borough more active.

The meeting also discussed 1Life being involved in the Town Council's Community Youth Partnership on potential opportunities to increase sports take up by young people. The next meeting will be in June.

August Bank Holiday opening hours

As in previous years, Members are asked to approve the August Bank Holiday opening hours for Woodford Park Leisure Centre below:

Monday 31 August 9am – 5pm

UK Active

Following approval by the Leisure Services Committee at the last meeting the Town Council is now a member of UK Active. UK Active is a not-for-profit body comprised of members and partners from across the UK active lifestyle sector. It provides services and facilitates partnerships for a broad range of organisations including operators of fitness facilities, local authority leisure centres, leisure trusts, outdoor fitness providers, Public Health, education and training providers. For those members not present at that meeting below is a summary of the benefits of Woodley Town Council's membership:

- A potential discount on our PPL 'exercise to music' licence. UK active dedicated licencing team are on hand to help WTC make savings
- Advice and guidance on application funding.
- UK Active benchmarking – looking at how the performance of a facility compares to the industry average and other major operators
- Keep up to date with the sector by receiving UK active daily media review and all associated media
- Discounts on places at UK active events
- UK Active handbook – with programmes and initiatives to drive performance
- UK Active webinars
- UK Active seminars – discussing key sector topics or issues with industry leaders and decision makers

The cost of membership for the year is £455

Woodley 10K

Following a suggestion at the last meeting, that the Town Council be involved in relaunching the Woodley 10K road race after its cancellation this year, I have met with representatives from Barnes Fitness, the Leader of the Council and the Chairman of the Leisure Services Committee. The meeting was very productive, with Barnes Fitness (who have experience in running similar events in the surrounding areas and in the South of England) are keen to get involved. One possible change to the Woodley 10k may be to look at a new course route, which would take in the wider Woodley area and miss out some of the potential problem areas on the current route. A second meeting has been scheduled for 28 May and a further update will be given at the meeting.

Sports Development

Woodley Sports Week

The fourth annual Woodley Sports Week took place from 18 – 22 May. A short presentation on the week's events will be provided at the meeting.

Orienteering

As part of our continued partnership work with the Wokingham Schools Games Organiser, Woodford Park recently staged the Wokingham Schools Orienteering Level 2 competition in which 8 schools from across the Borough took part. Following the event the Wokingham Schools Games Organiser commended the staff team at the leisure centre for all their work in making the event a success. The event was also supported by university students, who helped with marshaling. We anticipate the competition becoming an annual event in the park.

This Girl Can and Sportivate

We are currently working with Get Berkshire Active (County Sport Partnership) on two projects.

- This Girl Can is a national campaign to get more women participating in sport. Get Berkshire Active are offering funding of £750 for organisations to put on a This Girl Can Festival with 5 follow up sessions. Participants can offer single or multiple sports and activities.
- Sportivate provides funding of up to £500 per activity and is targeting the 11 – 25 year olds to try and get them more active using a wide range of sports.

Woodford Park Leisure Centre

May half term and summer holiday activities

Woodford Park Leisure Centre ran three activity sports camps and Racquet Attack for a £1 during the May half term holidays.

In the summer holidays the centre is looking to run 15 camps along with Racquet Attack for £1. The camps will include Trampolining, Toddler Trampolining, Badminton, Karate, Multi-skills, Dance, Soccer Skills, Cheer Leading and an Outdoor Camp featuring a treasure hunt and orienteering. Marketing for all of these was promoted during Woodley Sports Week, and will be promoted at Woodley Carnival, in local schools, in the town centre and on the Woodley Town Council website.

Healthy Habits Kids and Healthy Habits Adult turn up classes and courses

Three new sessions have been added to the programme since April. For children we have Toddler Trampolining for under 5s on a Tuesday afternoon as part of the Healthy Habits Kids Programme. The sessions are full and we have a waiting list. For adults we have Yoga and a new beginners class for our Run Club on a Tuesday evening, both of which are attracting good numbers.

These other sessions that we run are also either full or attracting good numbers:

- Healthy Habits Kids – Soccer Skills, Cricket, Trampolining (3 sessions a week) and Judo (2 sessions a week)
- Healthy Habits Adults – Run Club x 2, No Strings Badminton x 3, Pilates x 2, Legs Bums and Tums, Zumba Gold and Body Conditioning

3G football pitch at Woodford Park Leisure Centre - update

As reported at the Annual Meeting of Council on 19 May, the Premier League and FA Facilities Fund has informed the Council that its bid for funds for the 3G pitch project has been successful with maximum funding of £277,200 offered which represents 56% of the total estimated project cost of £498,200. The Council has considered the terms and conditions as set out in a report to the meeting (FC 2/15) and agreed to accept these and authorise the signing of the acceptance of grant contract. The Council has been given borrowing approval for a sum of £255,00 to fund its share of the project costs. The Council has also approved the use of these funds, which are to be held in an earmarked reserve, for costs in relation to gaining planning approval to start the project, work to meet the funding conditions and other items in order to progress the project.

The project includes the construction of a 9 x 9 all weather pitch, the refurbishment of one tennis/netball court, an additional 59 parking spaces and the resurfacing of the roadway and main car park at the leisure centre. The Council is aiming to install the pitch by September this year. This will depend on how quickly the pre-construction planning and grant conditions can be met, as well as the availability of contractors.

New artificial cricket wicket

A new artificial cricket wicket will be installed by 5 June and has been funded by the granting of Section 106 funds by Wokingham Borough Council. Although at the last meeting it was reported that a grant from the English Cricket Board would be applied for by Last Man Stands, a grass roots cricket organisation, this was not possible in the time frame available. Instead, the Town Council's Urgency Committee considered a report setting out the situation and the urgent need to install a new artificial wicket because of the impact on potential bookings and games on the grass wicket, and agreed to the installation of the pitch through this funding route.

Paddling pool

The paddling pool is one of the centre's most popular and well used facilities in the summer months. Recently, a regular user contacted the centre's Sports Facility Manager on behalf of several regular users and requested that the Council consider banning smoking in the paddling pool area. This area often has groups of adults and children who spend long periods of time in the paddling pool enclosure, often with picnics. Members are asked to consider this matter.

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members approve the August Bank Holiday opening hours**
- ◆ **That Members consider the request that smoking be banned in the paddling pool area**

Woodley Town Council

PARKS AND BUILDINGS

REPORT OF THE SERVICE SUPPORT MANAGER

Purpose of Report

To inform Members of matters concerning the Town Council's buildings and maintenance of the facilities.

Vandalism

- Minor damage to cricket site screens
- Wheble Park – damage to safety surfacing
- Fly tipping at Malone Park

Woodford Park Leisure Centre

Refurbishment

The gents changing area is currently being refurbished and is due for completion in the coming weeks.

Toilets

The Maintenance Team are investigating possibilities for improvements to the toilets and drainage. The disabled toilet in particular is being used much more with Optalis now operating from the building and toilet provision and drainage will need to be considered in any future plans for the centre.

Some drainage clearance and improvements have been carried out.

Woodford Park

Weed Spraying

Weed Spraying of the sports pitches using a selective weed killer was scheduled to be carried out on 28 May. Advance notices were placed around the site to advise park users that the work was being carried out.

Cricket Wicket

A new artificial cricket is due for installation before 5 June. This has been funded from Section 106 developers contributions.

Paddling Pool

The paddling pool has been cleaned and prepared and is open for the summer season.

Bowling Green

The green has been prepared and is now in use for the season. The green remains at County Standard and continues to be maintained daily by the Council's grounds team.

Bowling Club

The new fencing is complete and this has greatly improved the vista across the green and will prevent further damage to the path. The club members have reported that they are pleased with the result. It is intended to include removal of the trees on the South side and a continuation of the fencing in the 2016/17 Capital Programme.

Memorial Tree

A ceremony took place on Friday 15 May to plant a tree in the Rotary Garden area to the rear of the Oakwood Centre, in memory of Lilly-May Page – the Willowbank School pupil who tragically died last year. Lilly-May's mother Claire set up the Lilly-May Page Trust in her memory and has worked tirelessly to raise money to provide defibrillators in Woodley Primary Schools. The event was well attended and the Council's Grounds Team are looking after the tree.

Lake

Officers are revisiting the issue of the silt in Woodford Park Lake. The build up of silt has been slowed by the tree works carried out and maintained over the last 3 years but this will continue to worsen each year until a significant amount of silt is removed.

Revised quotes and plans for the required works are being sought along with possible sources of funding. The Committee will be updated on this project as it moves forward.

Garden Competition

The annual Woodley Garden Competition is in its fourth year and we are hoping to attract new entrants this year. Flyers have been produced and will be distributed to local shops and businesses, notice boards and public buildings to raise awareness of the competition, along with press releases and information on the Council's website.

Recommendations

- ◆ **That Members note the contents of the report.**