



## Woodley Town Council

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

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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 31 May 2016, at which your attendance is requested.**

Deborah Mander  
Town Clerk

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## 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 5 APRIL 2016**  
To approve the minutes of the meeting of the Leisure Services Committee held on 5 April 2016 and for the Chairman to sign them as a true and accurate record. ***(These minutes were provided in the Full Council agenda of 10 May 2016).***
4. **JUST AROUND THE CORNER**  
To receive the report from Just Around the Corner charity. (Report to be available at the meeting.)
5. **BUDGETARY CONTROL**  
To note **Report No. LS 10/16.**

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6. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**  
To receive **Report No. LS 11/16.** Page 6
7. **PARKS AND BUILDINGS**  
To receive **Report No. LS 12/16.** Page 8
8. **COMMUNITY YOUTH PARTNERSHIP**  
To receive **Report No. LS 13/16** of the Community Youth Partnership meeting held on 18 May 2016. Page 14

9. **ALLOTMENTS UPDATE**  
10 plots have been made available following plot inspections and the issuing of termination letters. These plots will be allocated in the coming weeks to the 9 tenants currently on the waiting list.

Two lockable waste skips were delivered to site in time for the late May bank holiday weekend as in previous years. The skips are funded by the Town Council and monitored by volunteers from the Allotment Tenants Association to ensure that inappropriate material is not placed in the skips.

60 tonnes of road planings from the car park work at Woodford Park Leisure Centre have been deposited at the allotment site for repairs to the roadways. Arrangements have been made for a volunteer work party of allotment tenants to carry out the repairs over the August bank holiday weekend with support from the Council's grounds and maintenance teams. This will be an on-going partnership activity and worked very well last year in repairing several areas of roadway at little cost.

The Council's Maintenance Team will be transplanting brambles from some unused areas of the site to bolster the perimeter inside the fence. This has worked well in the past in discouraging unauthorised access to the site along the boundary with the footpath from Pitts Lane.

10. **3G PITCH STEERING GROUP**  
One of the pre-opening conditions set out by the Football Foundation as part of the grant process is the appointment of a steering group to monitor and review the performance of the 3G pitch facility in accordance with the football development plan, usage plan, business plan and partner club service level agreement. The draft terms of reference for the steering group are attached at **Appendix 10.** Page 16

Members are asked to consider and approve the 3G Pitch Steering Group terms of reference and appoint three or more Members to the steering group.

11. **FUTURE AGENDA ITEMS**  
To propose future agenda items for the Committee's consideration.
12. **PUBLICITY & WEB SITE**  
To consider which items to publicise.

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<b>EXPENDITURE</b>	<b>Budget 2016/17</b>	<b>Actual Exp as at 30/4/15</b>	<b>Actual Exp as at 30/4/16</b>	<b>Actual Exp as % of Budget</b>	<b>Information</b>
<b>Woodford Park LC</b>	280667	23030	21252		7.6 Coaching, rates, stationery, repairs, washroom services, equipment, skip hire and vending costs over 8.3%. Other costs under.
<b>3G Pitch</b>	18500	0	0		0.0 Pitch not open.
<b>Grounds Maintenance</b>	23628	1339	681		2.9 No costs over 8.3%.
<b>Football</b>	16951	1103	1099		6.5 No expenditure on grass seed or equipment.
<b>Cricket</b>	8491	551	549		6.5 No expenditure on grass seed, water or equipment.
<b>Bowling Green</b>	10562	674	671		6.4 No expenditure on grass seed, water or equipment.
<b>Woodford Park</b>	27093	2259	1723		6.4 No expenditure from most cost lines, others under 8.3%.
<b>Memorial Ground</b>	7522	522	538		7.2 No expenditure on grass seed or equipment.
<b>Garden of Remembrance</b>	5244	368	366		7.0 No expenditure on plants or inscription costs.
<b>Play areas and open spaces</b>	12616	849	707		5.6 No expenditure on rent of play equipment.
<b>Coronation Hall</b>	30309	2636	2802		9.2 Rates, fuel, certification and washroom services over 8.3%. Other costs under.
<b>Chapel Hall</b>	19464	2097	1668		8.6 Rates, cleaning materials, repairs and equipment hire over 8.3%. All other costs under.
<b>Allotments</b>	16805	798	657		3.9 No expenditure on water, rent payable later in year.
<b>Amenities</b>	10438	736	1199		11.5 Streetlighting and repairs costs over 8.3% at this point.
<b>Events</b>	6692	194	99		1.5 No expenditure on Woodley Carnival at this point.
<b>Public toilet</b>	7864	0	0		0.0 Toilet not yet installed.
<b>Youth Services</b>	26820	5716	5805		21.6 Quarterly payment to Just Around the Corner Service Level Agreement paid in advance.
<b>Capital and Projects</b>	75700	0	0		0.0 First half of loans paid in September, second in March.
<b>TOTAL</b>	<b>605366</b>	<b>42872</b>	<b>39816</b>	<b>6.6</b>	
<b>Month 1 - 8.3%</b>					

<b>INCOME</b>	<b>Budget 2016/17</b>	<b>Actual Inc as at 30/4/15</b>	<b>Actual Inc as at 30/4/16</b>	<b>Actual Inc as % of Budget</b>	<b>Information</b>
<b>Woodford Park LC</b>	215961	39589	41535	19.2	Rent and letting income paid in advance.
<b>3G Pitch</b>	40500	0	0	0.0	Pitch not open.
<b>Grounds Maintenance</b>	1237	223	262	21.2	Income from Earley TC - grass cutting at Bulmershe Park.
<b>Football</b>	10500	0	33	0.3	Season starts September.
<b>Cricket</b>	3375	0	912	27.0	Income in advance for bookings.
<b>Bowling Green</b>	6848	0	0	0.0	Licence fee payable in May/June.
<b>Woodford Park</b>	3000	1340	0	0.0	No fair visits in April.
<b>Memorial Ground</b>	111	0	0	0.0	No bookings made at this point.
<b>Garden of Remembrance</b>	800	0	100	12.5	Demand led.
<b>Play areas and open spaces</b>	0	0	0	0.0	
<b>Coronation Hall</b>	28000	7382	7690	27.5	Payments in advance
<b>Chapel Hall</b>	30090	5522	9496	31.6	Payments in advance
<b>Allotments</b>	10566	7	119	1.1	Income from new tenants - rents payable in January.
<b>Amenities</b>	0	0	0	0.0	
<b>Events</b>	0	0	0	0.0	
<b>Public toilet</b>	728	0	0	0.0	
<b>Youth Services</b>	0	0	0	0.0	
<b>Capital and Projects</b>	0	0	0	0.0	
<b>TOTAL</b>	<b>351716</b>	<b>54063</b>	<b>60147</b>	<b>17.1</b>	
<b>NET</b>	<b>253650</b>	<b>-11191</b>	<b>-20331</b>		
<b>Month 1 - 8.3%</b>					

## **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**

### **REPORT OF THE LEISURE SERVICES MANAGER**

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#### **PURPOSE OF REPORT**

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

#### **SPORTS DEVELOPMENTS AND EVENTS**

##### **Woodley 10km Road Race – Sunday 8<sup>th</sup> May**

The return of the Woodley 10km was a success with just under 600 runners entered and over 500 of these arriving on the day to race on what was a very warm Sunday morning. No major issues were reported on the day and a post race evaluation meeting has since taken place to discuss operations and ideas for how to further improve next year's event; including the planned return of the junior 3km race. Photos are now available on the Barnes Fitness website and multiple articles have since been circulated to the local press and on various social media sites following the event. In summary, a very enjoyable and successful local sports event.

Barnes Fitness also reported that they are very interested in managing the event again next year and will also be donating £1,200 to DrugFam (the previous Mayor's chosen charity).

##### **Woodley Sports Week – Monday 23<sup>rd</sup> May - Friday 27<sup>th</sup> May**

At the time of writing this report the sports team at Woodford Park Leisure Centre are busy preparing for the upcoming Woodley Sports Week; where this year Council staff are directly responsible for all Waingels cluster and some Bulmershe cluster events; which include:

- The Dance Festival (Monday am)
- The Cecil Trembath Kwik Cricket Tournament (Monday pm)
- The Paralympic Festival (Tuesday am & pm)
- Diamond Cricket, Tennis and Athletics event (Wednesday am & pm)
- Active Celebration Aquasplash Festival (Wednesday am & pm at Bulmershe LC)
- The Swimming Gala (Thursday am at Bulmershe LC)
- Year 1 Multiskills Festival (Thursday am & pm)
- Active Celebration Aquasplash Festival (Friday am & pm at Bulmershe LC)

A more detailed report for the week will be provided during the meeting following the events.

##### **Woodford Park 3G Football Festival – Friday 3<sup>rd</sup> June**

As part of the grant for the construction of the 3G pitch the Council is required by The Football Foundation to plan and host an official opening ceremony to celebrate the completed project and acknowledge the contribution made from The Premier League and FA Facilities Fund.

At the time of writing this report, plans are in place to host the "Woodford Park 3G Football Festival", which will consist of a series of football matches between local supporters and partner clubs. The Mayor of Woodley will officially open the facility and will then also present a trophy to the winning under 11's team as the event comes to a close. Provisional plans are also in place to work with the Woodley Scouts and Waitrose to offer food and drink and all Councillors and Council staff are invited to attend with their families in what should be an excellent chance to celebrate the new facility.

The "Woodford Park 3G Football Festival" will then hopefully become a yearly event and act as an end of season celebration for our partner clubs, regular hirers and supporters.

## **WOODFORD PARK LEISURE CENTRE**

### **3G Pitch Summer Bookings**

An update on the installation of the pitch and the associated works is provided in the Premises Report from the Deputy Town Clerk.

In relation to bookings the 3G pitch is now officially open for public hire, with our first paying customers using the facility on Wednesday 18<sup>th</sup> May. We have also secured bookings for the summer from Stocker Soccer to run small-sided mini leagues for adults on Monday evenings and from Achieve Sports to run football coaching for pre-school children on Wednesday mornings. Meetings have also taken place between the Reading FC Community Trust and the Chelsea FC Foundation regarding use of the pitch for additional needs coaching sessions, after school soccer skills clubs and also for school holiday football camps.

Woodford Park Leisure Centre staff are also currently planning to run sessions on the pitch throughout the summer that include: Soccer Skills coaching, Summer Body Bootcamp, Children's health and fitness classes, FA Mars Just Play sessions and many more.

We also have a number of one off bookings for schools and other organisations who are testing the pitch to see if they would be interested in hiring the pitch on a more regular basis.

### **Sportivate Projects**

We have successfully secured funding to run a number of Sportivate projects throughout 2016/17; these projects include:

- Additional needs badminton coaching with Addington School (£385.00)
- Additional needs football coaching on the 3G pitch with Addington School (£310.00)
- Female fitness and Boxercise with Woodley Netball Club (£690.00)
- Female fitness and Bootcamp with This Girl Can (£620.00)

We are also currently pursuing funding through the FA for a walking football scheme in partnership with Woodley Saints FC.

## **RECOMMENDATIONS**

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

Woodley Town Council

## **PARKS AND BUILDINGS**

### **REPORT OF THE DEPUTY TOWN CLERK**

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#### **Purpose of Report**

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

#### **Vandalism**

The youth shelter and street art walls in Woodford Park have been damaged. Officers are liaising with the community police team. JAC (Just Around the Corner) are intending to make repairs to the youth shelter with youth volunteers in the coming weeks.

#### **Woodford Park Leisure Centre**

##### Ground floor space

Quotes for the refurbishment work have been received and contractors will be appointed once some further information requested has been received and loan approval confirmed. The business plan for the installation of a fitness gym was accepted by the Strategy and Resources Committee and the Council resolved to apply for a loan from the Public Works Loan Board to cover the cost of the refurbishment. (Town Council 10/5/16 Min No.17).

The Leisure Services Manager is obtaining detailed proposals from gym equipment suppliers to be presented to the Strategy and Resources Committee for consideration.

##### 3G Pitch Update

The handover meeting for the 3G pitch project took place on Wednesday 18 May, two weeks ahead of the project schedule. This enabled the facility to be used during the Sports Week. The formal opening of the pitch is scheduled for Friday 3 June and Members will have received an invitation to this event.

The Institute of Groundsmanship (IOG) will be running a course on the maintenance of 3G surfaces at the Council site on 9 June. This will provide an opportunity to train the Grounds, Leisure and Maintenance teams on the upkeep of the surface and more than satisfies the Football Foundation's criteria in this regard.

Officers are meeting with the Football Foundation and Football Association on 27 May to discuss the pre-opening conditions, which are a requirement for the grant funding received. These conditions provide the framework for ensuring the long term success of the project and include a service level agreement with the partner clubs, a football development plan and the creation of a steering group.

##### Paddling Pool

Works have been carried out to repair holes in the paddling pool liner and to repair the water pump. The patio area around the paddling pool has been completely repointed and some of the seating from the leisure centre patio has been relocated to the paddling pool enclosure. It is intended to open the paddling pool in time for the bank holiday weekend.



## **Woodford Park**

### Lake

The Strategy and Resources Committee of 26 April 2016 (Min No. 88) resolved to allocate funds for the development of a project plan for the lake and to appoint Landshape Design to carry out this work. Officers have met on site with Landshape Design to discuss the development plan for the lake project in more detail. The scientific surveys of the water, silt and fish will take place in the coming weeks.

Officers are in touch with The Conservation Volunteers office in Reading, the Berkshire Biodiversity Action Team and the Friends of Woodford Park volunteers to discuss the potential for volunteer involvement in both the development and implementation stages of the work, as well as longer term activities associated with the project. The wider community will also be included in information and opportunities to volunteer. Progress on the project will be reported to each meeting of the Leisure Services Committee.

### **Friends of Woodford Park**

A second meeting took place at the Oakwood Centre on 3 May 2016. The notes of this meeting are attached for information at **Appendix A**.

Work has progressed on the Queen's Birthday garden with sponsorship from two local companies obtained by the friends group. The garden is expected to be completed in time for a formal opening on Saturday 4 July. Members will receive an invitation once the arrangements have been confirmed.

### **Garden Competition**

The garden competition has attracted a very low number of entrants since it started in 2012. Only 3 entries were received in 2015 and 5 entries in 2014. Each year the competition has been advertised in the local press, Town Council website and via 1000 printed flyers at a cost of around £120. The flyers have been distributed in the Council's buildings, local garden centres, library, town centre shops, allotment tenants and at the stall on carnival day. It is proposed that the competition does not run this year and that the Committee considers whether the competition should continue.

### **Recommendations**

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider not running the garden competition in 2016 and whether the competition should continue.**

## Friends of Woodford Park Meeting Two

**18.30, 3<sup>rd</sup> May 2016**  
**Bader Room, Oakwood Centre, Woodley**

**Attendees:**

David Provins, Chair (DP)  
 Alison Provins, Minute taker (AP)  
 Martin Aust (MA)  
 Keith Baker - Leader of WTC (KB)  
 Rosie Bell (RB)  
 Anne Chadwick (AC)  
 Jayne Hainsworth (JH)  
 Lisa Large (LL)  
 Kevin Murray - Deputy Town Clerk (KM)  
 Lynne Reed (LR)  
 Elaine Shone (ES)  
 Bernadette Varilone - Unique Gardens (VB)

No.	Item	Action
1.	<b>Apologies :</b> Anne Brown (AB) Richard Dolinski (RD) Shelagh Flower - WASP (SF) Morag Frost (MF) <b>Not able to attend :</b> Derek Allen (DA) Barbara Perry (BP)	
2.	<b>Approval of the Minutes of the Previous Meeting:</b> Approved.	
3.	<b>Outstanding Actions:</b> <b>ACTION 4.1</b> AP to provide minutes <b>ACTION 4.2</b> KM to share minutes with Sports & Leisure Committee <b>ACTION 4.3</b> RD to share minutes with Strategy & Resources Committee <b>ACTION 4.4</b> BP to talk to WI members about helping/joining our group <b>ACTION 4.5</b> MA to contact dog warden and advise group about the 'pink spray'. <b>ACTION 4.6</b> KM to update group on possible signage re dead flowers. <b>ACTION 5.1</b> RD to investigate other communication options and update the group <b>ACTION 6.1</b> KM to advise us of the likely pricing structure of 3G site <b>ACTION 6.2</b> KB/RD to update group on plans for Leisure centre, Oakwood Centre and lake. <b>ACTION 7.1</b> AB will ask Rotary about their ongoing involvement in their garden. <b>ACTION 7.2</b> DP will communicate with the group re Queens 90 <sup>th</sup> Birthday Garden <b>ACTION 7.3</b> RD will investigate usage of the Horticulture building. <b>ACTION 8.1</b> DP to circulate date of next meeting. <b>ACTION 9.1</b> RD to investigate the existing policy re post match litter. <b>ACTION 9.2</b> MA will contact the dog warden re how we can help them. <b>ACTION 9.3</b> RD& KM to determine how to forge a working relationship with the existing team. <b>ACTION 9.4</b> DP and DA to organise something for us to use as a communication tool.	Closed Closed Closed C/F Closed C/F Closed Closed Closed Closed Closed Closed Closed Closed Closed Closed Closed C/F
4.	<b>Discussion Topics:</b> <b>Dog warden - MA</b> talked of his meeting with the dog warden. Her time was split many ways and she has to prioritise stray dogs and so resources are stretched. <b>BV</b> asked if there was a fining system but <b>KM</b> said that this had been investigated and was not possible. He confirmed volunteers could use the spray paint. <b>MA</b> explained that Earley, Swallowfield and Twyford have secured funding for paid (10 hour) roles. <b>AC</b> thanked the owner of Lola and indeed many other	

	<p>local residents for the part they play in clearing up the mess left by others.  <b>ACTION 4.1 MA /KM</b> to continue to look at ways to develop a local role.  <b>ACTION 4.2 LR</b> offered to contact the School to see if they could arrange a competition to design a 'Take home you own dog poo' poster.</p> <p><b>Garden of Remembrance – KM</b> confirmed the council were contacting relatives where plaques were due for renewal and mentioning the removal of dead flowers. He is also investigating the possibility of signs.</p> <p><b>Communication:</b> General discussion around the perceived lack of communication. Whilst acknowledging that the Herald had been used on many occasions it was felt that this was not always the most appropriate method and often lacked relevant details. <b>BV</b> asked if we could encourage the public to give feedback to the council and it was agreed that going to the Oakwood Centre was the best method. <b>LR</b> mentioned that we could perhaps use the communication facilities at the library to greater effect.</p> <p><b>ACTION 4.3 KB /KM</b> agreed to look at increased signage both for one off events and more general park communication.</p> <p><b>ACTION 4.4 KM</b> to consider using the signs to encourage park users to provide feedback to him in person.</p> <p><b>Rubbish left after football Games – KM</b> advised the group that he had sent a reminder to teams to clear up their rubbish. <b>AW, LR</b> and <b>MA</b> felt that the matter has not yet been fully resolved. Concerns included the fact that there is a lack of bins and also that the rubbish gets cleared up over the weekend and so by Monday the 'problem' is not as evident. There is concern that the many users of the park over the weekend see it at its worst! It was felt the offending teams should be more accountable.</p> <p><b>ACTION 4.5 KM</b> to investigate the possibility of more bins and greater consequences for regular offenders.</p> <p><b>Shrubbery - DP</b> explained that WTC have kindly agreed to provide bags so that we can dispose of hedge clipping etc but said that at this stage he would like the group to prioritise the Birthday Garden.</p> <p><b>Litter Picking</b> - it was agreed that this was best done under the WASP scheme although we can also consider giving projects to local Cubs, Scouts etc. <b>KM</b> suggested interested parties contact Shelagh Flower at WASP if anyone would like to volunteer for this as she has suitable equipment available.</p> <p><b>Rose Garden</b> - This has been discussed and would allow local residents to buy their own rose as a 'gift' for a friend or relative. This will be put on hold for the time being while the main garden is developed.</p> <p><b>Paths - ES and LL</b> questioned progress. <b>KM</b> admitted that this is not a priority at this stage.  <b>ACTION 4.6 All – KM</b> suggests that you contact him directly if you wish to organise any local solutions for your own use as he will be willing to consider ideas but unfortunately has no funding or resource.</p> <p><b>Play Area - MA</b> asked why it was still closed and some parts had been turfed and other areas seeded. <b>KM</b> was unaware but will let the group know.  <b>ACTION 4.7 KM</b> to update FOWP re play area closure.</p>	<p>MA/KM LR</p> <p>KB/KM</p> <p>KM</p> <p>KM</p> <p>KM</p> <p>KM</p> <p>KM</p> <p>KM</p>
<p>5.</p>	<p><b>Communication:</b>  <b>DA</b> was unable to attend this meeting. <b>DP</b> thanked him for the excellent work already done in setting up a web page, email address, Streetlife page and Facebook but explained that <b>DA</b> will be better placed to discuss how to use them at our next meeting.</p>	
<p>6.</p>	<p><b>Future Initiatives: Update from Keith Baker/ Kevin Murray</b></p> <p><b>Lake - KB</b> spoke of how he would like to see this as the centre piece of the park. He explained that it has not received sufficient investment in the past and that there has been an unfortunate incident with a dog that he would not wish to see repeated. The first phase of development will be to clean the water and experts have been engaged in this respect. The second stage will be to the surrounding area and consultation will take place for this part of the development. There</p>	

## Appendix A

	<p>are many ideas to be discussed ranging from fishing or remote controlled boats to access points for feeding the ducks. Funds have been set aside for ongoing maintenance.</p> <p><b>ACTION 6.1 KB/KM</b> to keep this group updated on progress to ensure we can help find ways to engage the wider public in the consultation in due course.</p> <p><b>Oakwood Centre</b> - explained that the theatre has now been named after the late Alan Cornish who will be known to many for his involvement in many activities around Woodley.</p> <p><b>Leisure Centre - KB</b> explained that there are plans for the 'Inn on the Park' area but as these are under discussion he will share them with the group as soon as he can. He agreed that much of the building is tired and that further investment is being considered by way of a loan.</p> <p><b>3G - BV</b> asked who had paid for this and <b>KB</b> explained that 56% had been financed through local schools and the Football Foundation. He explained that the total spend of £510k also covered the Haddon Drive entrance improvements. Football groups who have financially supported the development will get preferential rates. The surface should be good for 10-15 years. <b>MA</b> asked if there was control over who could book the facility and <b>KB</b> confirmed this was through the Leisure Centre and representatives would always be on site when the facility was in use.</p> <p><b>ACTION 6.2 ALL</b> Keith Baker encouraged anyone to contact him directly with any concerns/questions.</p>	<p>KB/KM</p> <p>ALL</p>
7.	<p><b>Project Planning:</b></p> <p><b>The Queens 90<sup>th</sup> Birthday Garden – DP</b> updated the group and thanked people for their help to date. Just Tiles and Hicks have kindly agreed to sponsor ship and <b>BV</b> has worked on an initial design which was circulated to the group. RHS Wisley donated three trees. <b>MA</b> queried whether the site was too noisy but it was agreed that at this stage there was probably not a better option but that in future other sites could be developed. <b>LR</b> suggested that the East Reading Horticultural Society may be able to provide help. <b>DP</b> said he would be onsite most evenings at 6.30 and would be pleased to see as many 'helpers' as possible. <b>AW</b> and <b>LR</b> offered some plants from their garden and it was agreed that all would be welcome</p> <p><b>ACTION 7.1 KB</b> agreed to mention the garden in a future edition of the Herald.</p> <p><b>ACTION 7.2 DP</b> agreed to send regular emails out explaining what labour was needed, at what times. It was stressed that all volunteers will be welcome as time is tight!</p> <p><b>ACTION 7.3 KM or others</b> to ask if we can make use of a rotavator to assist with the digging.</p> <p><b>ACTION 7.4 ALL</b> to consider if they have any suitable surplus plants, shrubs or trees and contact <b>DP</b></p>	<p>KB</p> <p>DP</p> <p>ALL</p>
8.	<p><b>The Way Forward:</b></p> <p>Immediate priority for the group is the 'Queens Birthday Garden' but once this is completed we need to consider how frequently we meet (probably bi- monthly) and whether we need to change the scope and format of our meeting in any way.</p> <p><b>ACTION 8.1 ALL</b> to provide ideas and suggestions to <b>DP</b> before next meeting.</p>	<p>ALL</p>
9.	<p><b>AOB:</b></p> <p><b>RB</b> agreed to talk to her WI group to seek out extra volunteers</p> <p><b>DP</b> thanked KM, KB and BV for coming to the meeting as their contributions are invaluable.</p> <p><b>KB</b> said he would contact Theresa May to see if she could formally open the garden on 4<sup>th</sup> June</p>	
10.	<p><b>Date of Next Meeting: TBC</b></p>	<p>DP</p>

Summary of Actions	Deadline
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## Appendix A

<p><b>C/F</b> <b>ACTION 4.4 BP/RB</b> to talk to WI members about helping/joining our group <b>ACTION 4.6 KM</b> to update group on possible signage re dead flowers. <b>ACTION 9.4 DP/DA</b> to organise something for us to use as a communication tool. <b>NEW</b> <b>ACTION 4.1 MA /KM</b> to continue to look at ways to develop a local dog warden role. <b>ACTION 4.2 LR</b> Arrange a competition to design a 'Take home you own dog poo' poster. <b>ACTION 4.3 KB /KM</b> Look at increased signage for one off events and more general communication. <b>ACTION 4.4 KM</b> Consider using signs to encourage park users to provide feedback to him in person. <b>ACTION 4.5 KM</b> Investigate more bins and greater consequences for regular football offenders. <b>ACTION 4.6 All</b> Contact KM directly if you wish to organise any local path solutions <b>ACTION 4.7 KM</b> to update FOWP re play area closure. <b>ACTION 6.1 KB/KM</b> Keep this group updated on progress re lake. <b>ACTION 6.2 ALL</b> Contact KB directly with any concerns/questions re 3G pitch. <b>ACTION 7.1 KB</b> Mention the garden in a future edition of the Herald. <b>ACTION 7.2 DP</b> Send regular emails out explaining what labour was needed, at what times. <b>ACTION 7.3 KM or others</b> to ask if we can make use of a rotavator <b>ACTION 7.4 ALL</b> to consider if they have any suitable surplus plants, shrubs or trees and contact DP <b>ACTION 8.1 ALL</b> to provide ideas and suggestions for future meetings to DP before next meeting.</p>	<p>All for next meeting please.</p>
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Woodley Town Council

**Report of a Meeting of the Community Youth Partnership held at Rehoboth on  
Wednesday 18 May 2016 at 5pm**

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**Present:**

Sam Milligan – JAC (Chairman)  
Cllr Kay Gilder (Vice Chairman)  
Cllr Jenny Cheng  
Cllr Richard Dolinski  
Cllr David Stares

Trina Farrance – Bulmeshe Gym Club  
Steve Outen – Woodley United FC

**Officer present:** Linda Matthews – Committee Officer

**Apologies:** Jackie Andrews – Woodley Schools Cluster/Girlguiding, Paul Brown – Reading Community Football, Natalie Yorke - Girlguiding

**ELECTION OF CHAIRMAN AND VICE CHAIRMAN**

Sam Milligan was elected Chairman and Kay Gilder was elected Vice Chairman for the 2016/17 municipal year.

**DECLARATIONS OF INTEREST**

No declarations of interest were made.

**MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 23 March 2016 were agreed as a correct record.

**LODDON MEAD AREA – POTENTIAL PROJECT**

A team of 10 volunteers from McDonalds Reading branches had spent 5 days cutting back brambles and tidying the whole Loddon Bridge area and the McDonalds area manager was keen to develop a relationship between McDonalds and the Community Youth Partnership. Deborah Mander had informed local residents of the progress of the potential project and they had generally been pleased to have been kept informed.

Since the request for ideas had been published in the local media, with a link to the video that had been produced, there had been a very good response and a range of suggestions had been received: skate park, Parkour/free-running park, remote controlled car track, BMX track, bouldering/climbing area, chase tag, kids park, bodyweight fitness/ninja warrior. There was also a suggestion that the site could become a multi-use development with zones for different activities. During the discussion about the suggestions it was noted that this project was to provide a facility for the young people of Woodley and that there was a need to guard against people from outside Woodley taking over the project. There was also some discussion about the land on the other side of the river, which is owned by the cinema and was formerly the park and ride car park, and the possibility of putting that land to new use in the future.

Sam Milligan reported that Phil Swatridge from the Reading Parkour community had offered to arrange a trial day of free-running at Loddon Mead on the 2<sup>nd</sup> Saturday in August. It was agreed that Sam Milligan would check with Keith Baker whether permission was required for this and he would also check the Health and Safety issues and carry out the necessary risk assessment and produce liability disclaimers.

As agreed at the last meeting, Sam Milligan had investigated the cost of providing a container to be used as a café and a focus for the local community, and this would be £3,000 - £4,000.

Cllr Richard Dolinski reported that he had tried unsuccessfully to contact Addington School to arrange a display of the students' artwork depicting their ideas for Loddon Mead. He understood that the students who had worked on the project were currently on extended placements and were not in school.

### **YOUTH SHELTER – WOODFORD PARK**

Sam Milligan reported that he had the materials to replace the roof and was hoping that the work could be done during the half term holiday and that he might be able to get some young people to help.

### **FRIENDS OF WOODFORD PARK**

It was suggested that if the Friends of Woodford Park could help with the repair of the youth shelter, that could be a good way of building a link with young people. However, the meeting noted that the Friends of Woodford Park were currently fully occupied with installing new flower beds to commemorate the Queen's 90<sup>th</sup> birthday and were unlikely to have any spare time at half term.

### **OPEN FORUM**

Under this item the current and future improvements planned for Woodford Park by the Town Council were discussed and the meeting agreed that the introduction of the new activities would encourage more people to use and end enjoy the park. It was agreed that the park should be a facility to be used by people of all ages. Cllr David Stares pointed out that Parkrun was open to people of all ages.

Steve Outen reported that the recent Woodley 10km road race had been very successful and that the organisers were considering extending the event next year and possibly including mini races for young people. There had been a suggestion that the road race could be linked with the Carnival.

Cllr Kay Gilder mentioned that the snorkel club and Octopush club were currently looking for new members.

There was some discussion about funding streams, particularly for the Loddon Mead project, and Sam Milligan offered the help of the JAC office staff in making applications for funding. Cllr Richard Dolinski pointed out that part of the land at Loddon Mead was owned by Wokingham Borough Council and when the Loddon Mead project had originally been suggested he had understood that the Borough Council would help by lending some of their services to the project. It was agreed that a meeting would be set up with Cllr Keith Baker to discuss the situation.

### **REPORTS**

A written report from JAC had been provided with the agenda and was noted. Sam Milligan asked for written reports to be sent to Deborah Mander before future meetings so that any questions arising from the reports could be asked in the meetings.

### **DATE AND TIME OF MEETINGS:**

Sam Milligan suggested that future meetings could be hosted by partnership members to give other members the opportunity to see what is being done and offer encouragement. It was agreed that the next meeting would be at Loddon Mead and would take place in the JAC van. Trina Farrance offered to host a future meeting at Bulmershe if it could be scheduled for the school holidays.

Wednesday 20 July 2016 at 5pm – Loddon Mead (in the JAC van)

Wednesday 5 October 2016 at 5pm – Oakwood Centre

Wednesday 7 December 2016 at 5pm – Oakwood Centre

Wednesday 22 March 2017 at 5pm – Oakwood Centre

Meeting closed at 5:55pm

## **3G Pitch Steering Group -Terms of Reference**

### **Parent Committee: Leisure Services Committee**

#### **Overall Purpose**

The steering groups role is to monitor and review delivery of the financial, usage and football development performance of the 3G AGP at Woodford Park Leisure Centre and to provide this information to the Football Foundation.

#### **Membership of the steering group**

There shall be at least 3 Councillors appointed to the steering group. It is also a requirement of the Football Foundation that a representative of the Berks and Bucks FA is included in this group. Officers will be in attendance at all meetings.

#### **Meetings**

Meetings of the steering group shall take place at least twice yearly.

#### **Terms of Operation**

To monitor and report on the financial performance of the 3G pitch in line with the business plan, usage plan and partner clubs service level agreement.

To monitor and report on the football development in relation to the 3G pitch, in line with the business plan, usage plan and partner clubs service level agreement.

To report the minutes of each meeting to the Leisure Services Committee and the Football Foundation.