



The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ
www.woodley.gov.uk

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

Councillors: D. Bragg (Chairman); N. Al-Sanjari; K. Gilder; A. Heap; R. Horskins;
C. Jewell; V. Lewis; D. Smith; A. Swaddle.

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 30 August 2022, at which your attendance is requested.

The Town Council reserves the right to record and broadcast this meeting. Anybody attending the meeting will, by virtue, consent to having their image and audio recorded for this purpose.

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 31 MAY 2022**

To approve the minutes of the meeting of the Leisure Services Committee held on 31 May 2022 and for the Chairman to sign them as a true and accurate record. *(These minutes were provided in the Full Council agenda of 21 June 2022)*

4. **BUDGETARY CONTROL**

To note **Report No. LS 14/22.**

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5. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**

To receive **Report No. LS 15/22.**

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6. **PARKS AND BUILDINGS**
To receive **Report No. LS 16/22.** Page 6

7. **COMMUNITY YOUTH PARTNERSHIP**
To note **Report No. LS 17/22** of the Community Youth Partnership meeting held on 13 July 2022. Page 27

There were no recommendations made at this meeting due to be considered by the Committee.

8. **GARDEN OF REMEMBRANCE**
To receive **Report No. LS 18/22.** Page 30

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

10. **PUBLICITY & WEBSITE**
To consider which items to publicise.

LEISURE SERVICES COMMITTEE**BUDGETARY CONTROL 2022/23****Report No. LS 14/22**

EXPENDITURE	Budget 2022/23	Actual Exp as at 31/7/21	Actual Exp as at 31/7/22	Actual Exp as % of Budget	Information
Woodford Park LC & 3G pitch	379532	102740	116906	30.8	All expenditure apart from rates, coaching, water, repairs/maintenance contracts and vending costs over 33%
Grounds Maintenance	40878	7582	12604	30.8	All costs apart from uniform/PPE, skip hire & tree works under 33%.
Football	22473	7064	5136	22.9	All costs under 33%.
Cricket	13039	3695	3237	24.8	All costs under 33%.
Bowling Green	17672	4987	4140	23.4	Water over 33% - all other costs under.
Woodford Park Garden of Remembrance	40902	11701	13287	32.5	Water, horticultural supplies, play equipment over 33%.
Play areas and open spaces	7431	2675	2366	31.8	Inscription costs high, all other costs under 33%.
Coronation Hall Chapel Hall	14035	3922	3556	25.3	All costs under 33%.
Allotments	29907	8523	7728	25.8	Rates, cleaning, certification & maintenance contracts over 33%
Amenities	24483	6189	4990	20.4	Rates, water, cleaning and maintenance contracts over 33%.
Events	20265	3797	4392	21.7	Water rates and repairs over 3%, all other costs under.
Public toilet	5108	1311	1095	21.4	All costs at or under 33%.
Youth Services	16785	490	1026	6.1	All costs at or under 33%.
TOTAL	6023	2867	2305	38.3	Lighting/heating & cleaning over 33%.
	34000	0	0	0.0	No expenditure at this point.
TOTAL	672533	167543	182768	27.2	

Month 4 - 33%**Actual Inc Actual Inc Actual Inc**

INCOME	Budget 2022/23	as at 31/7/21	as at 31/7/22	as % of Budget	
Woodford Park LC & 3G pitch	356824	103385	125952	35.3	Rent, letting income, courses, hard surface, sport equipment hire, courses, counter sales & Gym income higher than 33%.
Grounds Maintenance	300	357			Income from Earley Town Council re Bulmershe Park grass
			215	71.7	cutting.
Football	9500	4783	4621	48.6	Pitch fees over 33%.
Cricket	4600	3327	4315	93.8	Pitch fees over 33%.
Bowling Green	8016	7493	8404	104.8	Licence fee paid and irrigation over 33%.
Woodford Park	2150	1543			Water rates, horticultural supplies, play equipment & memorial
			2528	117.6	benches over 33%.
Garden of Remembrance	1150	613	1731	150.5	Inscription and plaque renewal income over 33%.
Play areas and open spaces	0	1212	0	0.0	(Furlough income in 2021)
Coronation Hall	15000	7121	15104	100.7	Income already higher than budget set.
Chapel Hall	25500	12870	12971	50.9	Income over 50% at this point.
Allotments	14180	653	423	3.0	Rent from new allotment tenants.
Amenities	0	713	0	0.0	(Furlough income in 2021)
Events	0	428	0	0.0	(Furlough income in 2021)
Public toilet	600	315	125	20.8	(Furlough income in 2021)
Youth Services	0	0	0	0.0	
TOTAL	437820	144813	176389	40.3	
NET	234713	22730	6379	2.7	

Month 4 - 33%

WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES

REPORT OF THE LEISURE SERVICES MANAGER

PURPOSE OF REPORT

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

WOODFORD PARK LEISURE CENTRE

Electrical Works Publicity

At the last Committee meeting Members were keen to stress the importance of strong publicity ahead of the planned electrical works. In an attempt to action this we created a document that briefly described the content of the works and also explained how each major facility or service would be affected throughout this period. This was then published on our social media pages and website and eventually on various news channels too. Throughout the first two weeks of the works staff were also positioned at the front doors of the Leisure Centre to help explain to members of the public the content and expected duration of the works that were taking place.

Electrical Works Update & Disruption

Works began as planned on Monday 1st August and have continued mostly to schedule since. As predicted, the first two weeks saw significant disruption to toilet access and gym usage but as of Monday 15th August these facilities have mostly returned to normal. The exercise class provision for August has been a success with some sessions taking place at Coronation Hall and others making use of outside space around Woodford Park Leisure Centre whilst the Sports Hall has been closed. The Paddling Pool has been able to remain open as normal through the works and admin and reception staff have now been able to return to the offices to resume normal duties.

There will still be days towards the conclusion of the works where disruption is possible, including one expected full day of closure whilst extensive testing takes place.

Paddling Pool

The pool has been busy throughout the full summer so far, as expected, with users coming from as far as Brighton and Oxford to make use of the facility. The pool remained open throughout both recent heatwaves and a decision was made to open the pool at the earlier time of 9:30am whenever a weather warning was in place to allow families to make use of the pool when temperatures were a little lower. The pool was closed fully on 18th and 19th August following some heavy usage throughout the heatwave whilst the pool was drained and refilled with fresh water.

Summer Trouble

As is quite common during the school holidays, Centre staff have had to handle a few incidents over the summer. The Police were called on one occasion where a group gained access to the Sports Hall but this was quickly resolved when officers arrived. There have also been multiple occasions where groups have been drinking heavily in the park, with the most recent incident involving a group gaining access to the Paddling Pool.

RECOMMENDATIONS

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

PARKS AND BUILDINGS

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

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

Woodford Park Leisure Centre

Electrical works

The works are progressing well and are scheduled for completion mid-September.

- Optalis and centre reception areas are complete and the sports hall lighting will be completed by the end of August.
- Leisure Centre Reception function has been operating from the Oakwood Centre.
- Massage Therapy business operating from the Oakwood Centre.
- Paddling pool has been kept open with no disruption.
- Ice cream sales have continued from the Leisure Centre.
- Minimal impact on the tenant of the flat – power out for 2 hours while fuse board replaced.
- Toilet provision maintained with hired portable loos for ladies with disabled/baby changing and gents facilities continuing as normal in the building.

Other works

The following works will also be carried out while the centre is partially closed;

- All Ceiling tiles are being replaced by the Maintenance Team as part of the works as many were damaged or water stained – function room, corridors, committee rooms, staircase, toilet and office areas – approx 1,600 tiles.
- Three fire doors being replaced.
- Decoration of Optalis office/workspace and gents' toilets

Water Heater

The failing water heater has been replaced with x2 combination boilers in order provide hot water to the whole building.

Woodford Park

New Play Area

The play area has been very successful with a large number of daily visitors. The increased numbers visiting the park are resulting in significantly more litter, which was anticipated. Arrangements have been made for an additional weekly skip collection.

The provision of cycle racks and a buggy park area are currently being costed to further enhance the space.

Memorial Plaque

A plaque in memory of Councillor David Stares was unveiled on 4 August and the event was attended by Members of David's family and a number of friends from the Reading Road Runners, of which David was a long-term member and supporter.

Garden of Remembrance

Works to replace the timber sleeper planters is scheduled for October. The Amenities Manager is also costing up the installation of a water tank in the garden for use by the Friends of Woodford Park and the Grounds Team in watering the plants in the garden. This is currently done using the trailer mounted bowser which is not an ideal solution.

Green Flag

Woodford Park has been awarded the Green Flag for a fifth year. Feedback from the judges is attached at **APPENDIX A** along with a chart showing progress since the first scheme submission in 2017.

Love Parks

The Love Parks initiative is organised by Keep Britain Tidy as a way of celebrating public open spaces and encouraging community use. Love Parks week ran from 1st – 5th August and the Town Council celebrated a different WTC owned/managed park or open space on each day, through social media posts and the Council's website. Officers are looking at opportunities to engage with the scheme further next year, in partnership with the Friends of Woodford Park.

Bowls Green

The Bowls Green has suffered this year with the very dry weather. The condition of the pitch has been raised by the Bowls Club following comments they have received from visiting teams. It is intended to submit a report to the next meeting of the Strategy and Resources Committee to request funding to install a sprinkler system to improve this going forwards. The Grounds Team have been watering using sprinklers in the daytime but these have limited capacity and provide water at a less effective time of day. A new, purpose made system will enable automatic watering at set times and will also use harvested rainwater.

Tree Survey

Prioritised tree works (3-month priority) from the recent tree survey are scheduled for the coming weeks. The remaining works required will be carried out through the year.

Chapel Hall

The following works will be carried out in October by the Maintenance Team;

- Hall lighting will be replaced with LED
- Ceiling tiles will be replaced
- Hall will be decorated

Malone Park

Officers are costing the provision of pathways across the grassed areas to the play area to improve accessibility.

Allotments

The waiting list is currently 64 prospective tenants. Officers continue to meet regularly with the Tenants Committee to discuss ways to improve the running of the site.

The Committee is asked to appoint three Members to a Task & Finish Working Party to make a determination in relation to an appeal received from an allotment tenant against a decision of the Deputy Town Clerk. The tenancy agreement states that the Council will consider a complaint where the response of the Town Clerk (in this case the Deputy Town Clerk) is not accepted. It is proposed that the Working Party has delegated powers to provide a determination and response in the matter, as per the Terms of Reference attached at **APPENDIX B**, and that the outcome be subsequently reported to the Leisure Services Committee.

Town Centre Garden

The standpipe has been installed and we are awaiting connection by Thames Water. Allium bulbs will be planted in September/October as part of the planting scheme design.

Bulmershe Park – tree planting update

To note the Wokingham Borough Council planting plan for the Bulmershe SULV area (**APPENDIX C**) – including the Bulmershe Park area jointly owned and maintained by Woodley and Earley Town Councils.

WBC has been working with Freely Fruity and the Friends of Bulmershe Open Space on the scheme, and have met with officers of both Town Councils to discuss the proposals for the Bulmershe Park area. The plan for Bulmershe Park includes the planting of a hedgerow along the southern boundary fence (approx. 170m), along with successional tree planting of various woodland species and additional fruit trees in the community orchard area. Wokingham Borough Council will carry out the planting, preparation, mulching and watering/maintenance for the first two years while the trees establish. Maintenance requirements after this period will be minimal but will provide opportunities for volunteer activities.

RECOMMENDATIONS:

- ◆ **That Members note the contents of the report.**
- ◆ **That Members appoint three Councillors to a Task & Finish Working Party to consider an appeal from an allotment tenant.**



FEEDBACK REPORT: 2022-23

Name of Site	Woodford Park
Managing Organisation	Woodley Town Council
Date of Assessment	24 th May 2022

OVERALL RESULT	Pass	<input checked="" type="checkbox"/>	Fail	<input type="checkbox"/>
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NOTES ABOUT THIS REPORT
<p>Strengths and recommendations are provided for each criteria.</p> <p>Photographs are included, where appropriate, to support the feedback from the judge(s) in relation to both strengths and recommendations.</p> <p>Please refer to the Raising the Standard guidance manual here for further information on the criteria.</p>

DESK ASSESSMENT

(Management plan and supporting documentation)

Criteria	Strengths	Recommendations
Presentation	The plan is clear and the points important to Green Flag are easily picked out. Nicely presented with a good range of visuals to break up the text.	A few bits are repeated through the plan, which may not be necessary and help keep it a little more concise. For instance, the 'We're watching you campaign' is described three times in the plan in different areas.
Health, Safety & Security	Great that access for all and inclusivity has been a key driving factor in decision making and that there is a specific budget for path repairs. Facilities have been put in to encourage cycling and the 'Bike	

Criteria	Strengths	Recommendations
	<p>Hub' sounds really positive. An accessibility review of all play areas is really positive, and the new facility looks like it's going to be a real asset to the park. There is clearly a great mix of facilities for all ages and abilities and lots of opportunity for people of all ages to keep active. The youth services strategy sounds really positive, and the outcome will be interesting. The 'Safer Places' scheme sounds great.</p> <p>H&S policies are detailed in the plan. A strong staff presence is great for a feeling of safety.</p>	
Maintenance of Equipment, Buildings & Landscape	<p>From the plan, pathways are clearly well maintained. It sounds from the plan like the landscape is well maintained with some lovely quiet places for people to enjoy.</p> <p>A variety of buildings are detailed and improvements to make them more sustainable.</p>	
Litter, Cleanliness, Vandalism	<p>Great that after a problem with dog fouling was identified, measures were put in place, and this has now reduced.</p> <p>Action on litter and graffiti in the park are present in the plan and look good.</p>	
Environmental Management	<p>The climate emergency is clear in the plan and the council's commitments to it. Great that a chipper has been invested in so green waste can be recycled on site. Rainwater harvesting tank looks great.</p> <p>Lovely that local children were involved with tree planting.</p>	<p>Has climate change been taken into account when choosing new tree species to plant?</p>
Biodiversity, Landscape & Heritage	<p>Wildflower planting looks lovely and it's nice to see it is offset with natural margins.</p> <p>It's really lovely to see that tobogganing and water sliding is encouraged on the</p>	<p>Has any consideration been given to moving to perennial wildflower planting in areas rather than annuals? Even though more attractive short</p>

Criteria	Strengths	Recommendations
	mounds as part of the site's social heritage. Too many sites try to ban these activities because they damage the ground or for H&S reasons, and do not take into consideration the social benefits of allowing it.	term, perennials are more sustainable. Have there been any ecology surveys to investigate if there are any protected or vulnerable species present to help inform management for biodiversity e.g., bats, amphibians, etc?
Community Involvement	The plan details a great variety of events, including cultural events to include all of the local community. Always nice to see a Friends of group. Level of public consultation sounds great.	
Marketing & Communication	The Council is well resourced with a Communications Officer. From the plan it looks like the site is marketed well to its local community.	Has any thought been given to using Instagram as a way to connect with younger park users?
Overall Management	The plan details the management of the park well. It is very thorough and clearly identifies the Green Flag criteria.	

FIELD ASSESSMENT

Criteria	Strengths	Recommendations
A Welcoming Place	The site is signposted from the road and easy to find, there is lots of parking available. The immediate impact is that the park is well maintained and safe. The paths are well laid out and very accessible.	

Criteria	Strengths	Recommendations
Healthy, Safe & Secure	<p>There are many sporting activities taking place with lots of different age ranges using the site.</p> <p>The open nature of the site makes it feel nice and safe. The fencing around the new play facility for younger children also gives a feeling of security.</p>	
Well Maintained & Clean	<p>I did not see any signs of litter or dog fouling on my walk. The paths, bedding areas and amenity grassland areas all look very well maintained.</p> <p>There is a recent issue with graffiti which the town council are trying to combat and have a system of cleaning it up.</p>	<p>Discussion over the potential for a graffiti wall near the skate park, if it can be kept in keeping with the site. Work with local police to reduce instances of graffitiing.</p>
Environmental Management	<p>The rainwater harvesting system looked great and it was nice to hear it worked so well. Solar panels on the roofs of buildings were also great. Green waste is going to a company that recycle the majority. Very limited use of pesticides.</p>	
Biodiversity Landscape & Heritage	<p>Management of the pond is sensitive and new planting looks good. Trees look well managed and they are planting a variety of new species.</p> <p>Landscape features are well maintained.</p> <p>Some wildflower areas and areas of grass left uncut at edges for wildlife.</p>	<p>Consider planting for pollinators when planning new beds etc.</p> <p>Could consider some bird and bat boxes in wooded borders/woodland edge areas.</p>
Community Involvement	<p>A popular Friends of Group is active on site and does a great job of the different garden areas.</p> <p>Large scale and successful consultations done for project work such as the new play area.</p> <p>Events on site sound great.</p>	<p>Encourage use of the site by groups like Dementia Adventure etc.</p>
Marketing and Communication	<p>Strong use of Facebook.</p> <p>Notice boards on site.</p>	<p>Consider use of Instagram for the younger audience.</p>

Criteria	Strengths	Recommendations
Management	The site is clearly well cared for managed well in accordance with the management plan.	Continue to look for opportunities to increase the biodiversity value of the site.

Summary and additional comments: (Highlighting the result, and the main areas of strength and recommendation)
Woodford Park is lovely place to visit, with a lot of different experiences for the visitor packed into a fairly small area, without it feeling cluttered. It is a wonderful facility for the local community. Continue to try and tackle the issue with graffiti and look for opportunities to increase the wildlife value of the park where you can. The art/sculpture trail sounds like a lovely idea, with a dragonfly in the lake. The Council is clearly forward thinking and not afraid of taking on some big projects and always looking for improvements. Keep up the good work!

Green Flag Judging Results

2022	PASS							
Desk Assessment	0-9	10-14	15-19	20-24	25-30			
Field Assessment	20-29	30-39	40-44	45-49	50-54	55-59	60-64	65-70
Overall Score	30-44	45-54	55-59	60-65	66-69	70-74	75-79	80+
2021	PASS	No individual scoring due to Covid						
Desk Assessment	0-9	10-14	15-19	20-24	25-30			
Field Assessment	20-29	30-39	40-44	45-49	50-54	55-59	60-64	65-70
Overall Score	30-44	45-54	55-59	60-65	66-69	70-74	75-79	80+
2020	PASS							
Desk Assessment	0-9	10-14	15-19	20-24	25-30			
Field Assessment	20-29	30-39	40-44	45-49	50-54	55-59	60-64	65-70
Overall Score	30-44	45-54	55-59	60-65	66-69	70-74	75-79	80+
2019	PASS	'Mystery shop' year – no individual scoring						
Desk Assessment	0-9	10-14	15-19	20-24	25-30			
Field Assessment	20-29	30-39	40-44	45-49	50-54	55-59	60-64	65-70
Overall Score	30-44	45-54	55-59	60-65	66-69	70-74	75-79	80+
2018	PASS							
Desk Assessment	0-9	10-14	15-19	20-24	25-30			
Field Assessment	20-29	30-39	40-44	45-49	50-54	55-59	60-64	65-70
Overall Score	30-44	45-54	55-59	60-65	66-69	70-74	75-79	80+
2017	FAIL							
Desk Assessment	0-9	10-14	15-19	20-24	25-30			
Field Assessment	20-29	30-39	40-44	45-49	50-54	55-59	60-64	65-70
Overall Score	30-44	45-54	55-59	60-65	66-69	70-74	75-79	80+

ALLOTMENTS WORKING PARTY

VERSION	DATE	AMENDED?	COMMENTS
0.1	11.08.22	No	Original Draft

1. TYPE OF COMMITTEE => Task and Finish Working Group

2. PARENT COMMITTEE => Leisure Services Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. YES

4. SIZE => 3 Councillors;

5. DUTIES AND POWERS

5.1 OVERALL PURPOSE

a. To make a determination in relation to an appeal received from an allotment tenant against a decision of the Deputy Town Clerk.

5.2 MEETINGS

a. Meetings of the working party shall take place as and when required.

b. Officers will attend the meetings of the working party, as appropriate.

c. Meetings will take place in person as a formal determination must be made.

5.3 TERMS OF OPERATION

a. To consider the appeal from an allotment tenant in respect of a decision given by the Deputy Town Clerk regarding a complaint made against another tenant, in accordance with clause 4(v) of the allotment tenancy agreement.

b. The working party has delegated authority from Leisure Services, on behalf of the Council, to make a formal determination regarding the outcome of the appeal.

BULMERSHE –SITE OF URBAN LANDSCAPE VALUE

FoBoS - Tree Planting Project July 2022

AREA 1 – Planting adjacent to school fence

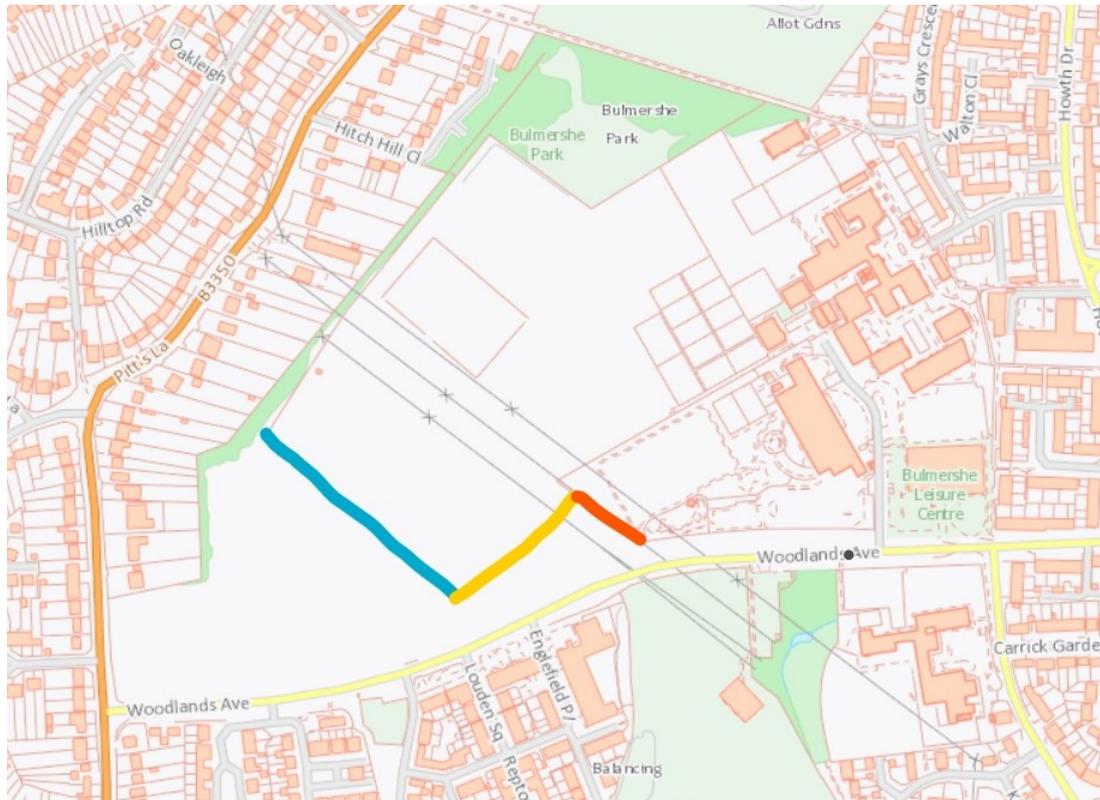


Figure 1 – Bulmershe SULV - Area 1 Comprising of 3 sections

PLANTING PLAN / DETAILS

The tree species selected are a mix of cultivated fruit trees and native fruiting trees.

The tree stems are set back from the school fence by 1.5m and planted at 5m centres

OPTIONAL: The ultimate height of the cultivated fruit trees are slightly shorter than the native trees. Placing the cultivated fruit trees slightly forward of the natives will create a pleasant zig zag effect, suggest 1.75 - 2m away from the fence.

All trees to be planted in a tree pit that should be dug to an adequate depth to accommodate the rootball / area with some space around them. Refer to detail.

The tree spacing is at 5m centres to allow space for the canopies to grow and leave some space between the trees.

Area 1 - adjacent to the school fence and is divided into 3 sections (See Fig.1 above);

Section A – Red 66m comprising 13 trees

Section B – Yellow 130m comprising 27 trees

Section C – Turquoise 220m comprising 44 trees

Ultimately, the idea is for the cultivated fruit to be between the native fruit trees, although this is subject to availability. The table below shows the ultimate height and width of the different tree species at maturity.

NB Once established, WBC will take on responsibility for pruning of trees in line with our operational tree maintenance policies in the interest of health and safety. However, it is usually recommended that cultivated fruit trees should be managed with simple pruning to achieve a goblet shape and to encourage continued fruit growth. This type of pruning would not be carried out by WBC so it is expected that this responsibility would need to be taken on by FoBOS, Woodley or Earley TC. Pruning of young native trees to avoid crossing branches and keep an open canopy as far as possible. If this is not achievable then it is recommended that this area is planted with Native fruit and hedgerow trees only.

It is recommended that an area of 1m² be left around the trees for mulching with a mix of wood chip/well-rotted manure which will help to suppress weed growth and feed the tree with nutrients. To support the early establishment of trees, mulch will be replenished at the start of spring as required during the first 2-3 years. Trees must be planted between November – March, and a watering regime employed for the first 2-3 years during long periods of hot/dry weather to help establish the trees. During warm spells young trees should be receive 10L water a week. Or <https://www.barcham.co.uk/store/products/tree-hydration-bag->.

A method of staking the trees will need to be decided prior to planting – either one or 2 stakes that should be placed in the tree pit prior to backfilling. Tree secured with tree ties. Be sure to loosed ties as the tree grows.

PLANT SCHEDULE ADJACENT TO SCHOOL FENCE

AREA 1 – Sections A , B, C

SPECIES	COMMON NAME	SIZE and ROOTSTOCK as applicable	Ultimate height / width After 25 years	Number required Dependant on species availability
Cultivated fruit trees				
APPLES				
'Blenheim Orange' (Cooker)		MM106 – 2 year bush 10 lt.	3-4m	

'James Grieve' (Dessert/cooker)		MM106 – 2 year bush 10 lt.	3-4m	
'Worcester Pearmain ' (Dessert)		MM106 2 year bush 10 lt.	3-4 m	
'Egremont Russet' (Dessert)		M26 2 year bush 10 lt	2.5-3m	
'Katy' (Dessert)		MM106 2 year Bush 10 lt.	3-4m	
'Spartan' (Dessert)		M26 2 yr. bush 10 lt.	2.5-3m	
CHERRIES				
'Stella'		Half standard	4-5m	
DAMSON				
'Merryweather Damson'		St. Julien rootstock	3.5-4m Self fertile	
GAGE				
'Cambridge Green Gage '		St. Julien rootstock	3.5-4m	
PEAR				
'Concorde'		Quince A rootstock	3-4m	
'Conference'		Quince A rootstock	3-4m	
PLUM				
'Victoria'		St. Julien A rootstock 2 yr bush 10 lt.	3.5-4m	
'Oullins Golden Gage'		St Julien A rootstock half standard	3-4m	
QUINCE				
'Vranja'		BR 8-10 cm girth	5x3m	

Native Fruit / Hedgerow trees				
Corylus avellana	Hazel	90-120cm BR	4x3m	
Crataegus monogyna	Hawthorn	90-120cm BR	6x4m ultimate height after 25 yrs	
Malus sylvestris	Crab apple	60-80cm BR	7x4m	
Prunus avium 'Plena'	Wild cherry	90-120cm BR	10x4m	
Sorbus torminalis	Wild service tree	40-60cm BR	8x4m	
Sorbus aucuparia	Rowan	90-120cm BR	7x4m	

Please note – while the cultivated fruit trees include recommendations of appropriate root stock, this will be dependant on what is available through our partnership with Freely Fruity.

Area 2 - Adjacent to 128 Church Road, and Church Road

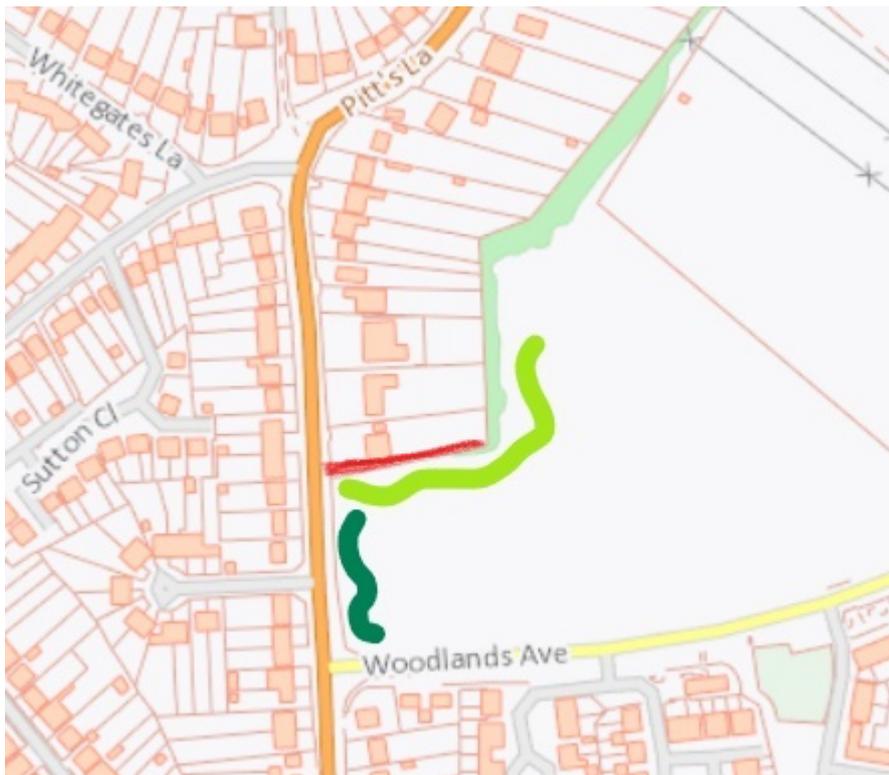


Fig. 2 Bulmershe SULV - Area 2 - Comprising of 3 sections

PLANTING PLAN / DETAILS

Section A– Shown in in red – 60m length Native Hedgerow adjacent to 128 Church Road

Section B– Shown in light green – Approx. 1000sqm area for new parkland planting

Section C – Shown in dark green - successional planting adjacent to Church Road

Section A – 60m Native Hedge adjacent to 128 Church Road

The brief was to screen the view of the fence boundary of 128 Church Road and restore some of the trees thought to be lost from the SULV that extends into some of the rear gardens along Church Road. In addition to this (Area B), an enhanced area of 'parkland' tree planting is proposed south of the fence line of 128 Church Road which will provide a visual link to other improvements in the wider park. Successional planting is proposed to the existing tree belt identified as Section C. The species list for Area B can be used for this space, but first appropriate spaces need to be found within the trees to plant the new young trees.

Plant native 60m long hedgerow set back 1m from the southern fence line of No. 128 Church Road. Plant hedge in a double staggered row 33cm apart, at 33cm centres. to include the following species;

PLANT SCHEDULE – EDIBLE HEDGE ADJACENT TO 128 CHURCH ROAD

SPECIES	COMMON NAME	SPECIFICATION/SIZE	PLANTING DISTANCE	Approximately 363 plants evenly split between the species (dependant on availability)
Cornus mas	Cornelian cherry	All supplied at 60-90cm native bareroot transplants except where stated	Plant at 33cm centres/offsets	
Corylus avellana	Hazel			
Crataegus monogyna	Hawthorn			
Malus sylvestris	Crab apple			
Ilex aquifolium	Holly	20-40cm CG		
Lonicera periclymenum	Honeysuckle	30-40cm CG		
Prunus spinosa	Blackthorn			
Ribes rubrum	Redcurrent	20-30cm BR		
Rubus idaeus	Raspberry	20-30cm BR		
Viburnum opulus	Guelder rose	40-60cm		

Section B - New Tree Planting to enhance the parkland setting to south of 128 Church Road.

Offset 10m from the fence plant up to 20 mostly native trees and cultivars equally spaced through the identified area. To include the following species;

PLANT SCHEDULE – PARKLAND SOUTH OF 128 CHURCH ROAD

N.B. Indian chestnut included as an alternative to Horse Chestnut

SPECIES	COMMON NAME	SIZE	Size after 25 yrs Height x spread	Number
Aesculus indica	Indian Horse Chestnut	10-12cm RB	8 x 4m	1
Alnus glutinosa	Alder	40-80cm BR	12 x 6m	3
Betula pendula	Birch	40-80cm BR		4
Carpinus betulus	Hornbeam	40-80cm BR	10 x 5m	3
Fagus sylvatica	Beech	40-80cm BR	8 x 4m	3
Juglans nigra	Black walnut		15x8	1

Stand alone tree		20-40cm BR		
Prunus avium 'Plena' Plant in a group of 3	Wild cherry	40-80cm BR	10x6m	3
Quercus robur	English Oak	50-80cm BR	12x8m	1
Tilia cordata	Small-leaved lime	40-60cm BR	10x6m	1

Section C –Planting of ‘successional’ trees to take over from the existing

Spaces for successional planting need to be identified first – liaise with Emma Pilgrim or Woodley TC . Use the species list in the table above.

Area 3 – Woodlands Avenue



Fig. 3 – Woodlands Avenue (north side) – Additional tree planting to existing tree line where the edge of the park meets the footpath.

NB There is scope for additional tree planting to the south of the footpath, although this area is subject to creation of cycle Path and not included in this package.

PLANTING PLAN/DETAILS

Working from site visits and reviewing the Tree Survey and Constraints Plan - Sheets 4-6 from Land Arb Solutions there is space for approximately 30 additional trees along Woodlands Avenue from the junction with Church Road to the west and Leisure Road to the east.

Tree spacings to be 5-7m from the centre of the nearest tree. In some cases there is space for 2 and 3 additional trees between existing.

The most used species include; Horse Chestnut, Oak, Lime. Most of the Horse Chestnut are affected by leaf minor and/or bleeding canker. Most of the trees are Horse Chestnut but there are many Oaks too some that are very close to other trees. I have not allowed for replacements to any Horse Chestnut trees on the site.

Diversity in species choice is sensible in terms of pathogens we know of and others we don't, and in terms of sustainability. Avenues are traditionally planted with a single species tree, but in the light of the issues affecting trees today I have selected a few large species trees that will provide diversity of species form, leaf shape and colours, and bark pattern.

PLANT SCHEDULE FOR WOODLANDS AVENUE

SPECIES	COMMON NAME	SIZE	Size after 25 yrs Height x Spread	Number
Carpinus betulus	Hornbeam	60-120cm BR	10 x 5m	
Fagus sylvatica	Beech	60-120cm BR	8 x 4m	
Fagus sylvatica	Green Beech	60-120cm BR	15x8	
Liquidamber styraciflua	Sweet Gum	10-12cm RB	10x5m	
Prunus avium	Wild cherry	60-120cm BR	10x6m	
Tilia Cordata	Small-leaved lime	40-60 cm BR	10x6m	

Area 4 - Bulmershe Park



Fig. 4 Bulmershe Park showing areas of enhancement to hedge and parkland/woodland

Section A – Southern Hedge Bulmershe Park

The brief was to partially screen the southern fence boundary of Bulmershe Park and provide some successional planting in the SE part of the protected woodland. I am proposing a similar species list for this hedge as for Area 2 next to 128 Church Road. It is essentially an edible hedge containing a broad mix of species and should compliment the restored orchard just to the north.

The hedge (as measured on GIS mapping) is approximately 170 m long – please check this on site. Plant the hedge against the fence in a double staggered row 33cm apart, at 33cm centres to include the following species;

PLANT SCHEDULE FOR BULMERSHE PARK HEDGE

SPECIES	COMMON NAME	SPECIFICATION/SIZE	PLANTING DISTANCE
Acer campestre	Field Maple	All supplied at 60-90cm native BR transplants except where stated	33 cm apart, double staggered formation
Cornus mas	Cornelian cherry		

<i>Corylus avellana</i>	Hazel		
<i>Crataegus monogyna</i>	Hawthorn		
<i>Malus sylvestris</i>	Crab apple		
<i>Ilex aquifolium</i>	Holly (E)	3 lt. CG	
<i>Ligustrum vulgare</i>	Privet (E)		
<i>Lonicera periclymenum</i>	Honeysuckle		
<i>Prunus spinosa</i>	Blackthorn		
<i>Viburnum opulus</i>	Guelder rose		

Section B – Successional Planting Bulmershe Park – eastern woodland

There are 2 protected Oaks within this mix which is close but not part of the Ancient Woodland to the north. Native trees are proposed see table below;

PLANT SCHEDULE – BULMERSHE PARK WOODLAND

SPECIES	COMMON NAME	SIZE	Size after 25 yrs Height x Spread	Number TBC
<i>Betula pendula</i>	Birch	40-60cm BR	10x5	
<i>Carpinus betulus</i>	Hornbeam	40-60cm BR	10 x 5m	
<i>Fagus sylvatica</i>	Beech	40-60cm BR	8 x 4m	
<i>Fagus sylvatica</i>	Green Beech	60-80cm BR	15x8	
<i>Pinus sylvestris</i>	Scots Pine	15-20cm BR	8x4m	
<i>Prunus avium</i>	Wild cherry	40-60cm BR	10x6m	
<i>Quercus robur</i>	English Oak	50-80cm BR	12x8m	
<i>Tilia Cordata</i>	Small-leaved lime	40-60cm BR	10x6m	

Area 3 Bulmershe Park Orchard – TBA at site visit with Freely Fruity

**Report of a meeting of the Community Youth Partnership held virtually on
Wednesday 13 July 2022 at 6pm**

Present:

Sam Milligan – JAC

Cllr Kay Gilder (Vice Chair) – WTC

Cllr Beth Rowland – WTC

Cllr Jenny Cheng – WTC

Paul Cassidy – ARC

Steve Outen – Woodley United

Trina Farrance – Bulmershe Gymnastics

Officer present: Kevin Murray – Deputy Town Clerk

1. APPOINTMENT OF CHAIRMAN

Councillor Rowland nominated Steve Outen for the position of Chairman for the year. Steve was reluctant to accept the on-going role and it was agreed to defer this decision to the next meeting, when it was hoped more of the voluntary sector representatives would be present.

RESOLVED:

- ◆ To appoint Steve Outen as Chairman for this meeting only, and to defer the election of Chairman for the remainder of the municipal year to the next meeting.

2. APPOINTMENT OF VICE CHAIRMAN

Councillor Rowland proposed, seconded by Steve Outen, and it was

RESOLVED:

- ◆ To appoint Councillor Gilder as Vice Chairman of the Community Youth Partnership for the remainder of the 2022/23 municipal year.

3. APOLOGIES

Apologies were received from Graham Sumbler.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

5. UPDATE ON WOODLEY TOWN YOUTH SERVICE PROVISION

Kevin Murray updated the group on the progress and status of the tendering for youth support services under a new service level agreement as follows:

- Following the Council's adoption of a new strategy for youth services, a working party was set up to consider and agree the terms of a new service level agreement, hold informal discussions with potential providers, and make a recommendation to the Strategy and Resources Committee on the appointment of a provider.
- The working party has met and is considering the draft terms of the service level agreement.
- The working party is due to meet again before the end of July to consider expressions of interest from potential providers and arrange for informal discussions with those organisations.
- The service level agreement will then go out to tender as required under the public procurement regulations and a successful provider will be appointed based on the tender submissions.

- The precise timescale for this will be clearer once we get to the tender publication stage.

Councillor Rowland voiced her dissatisfaction with the time that the Council had taken to progress this and felt that young people in Woodley had been abandoned and let down by the Council.

[Sam Milligan joined the meeting]

It was noted that JAC had continued to carry out some works outside of any agreement with the Council but that this had not been at the same intensity as the services provided previously, under the service level agreement.

Steve Outen thanked JAC for their continued work and asked the Deputy Town Clerk to ensure that progress was made as soon as possible. It was agreed that the Deputy Town Clerk would circulate the draft terms of the service level agreement to the group.

6. UPDATES ON YOUTH PROVISION IN WOODLEY

Trina Farrance reported;

- The gymnastics club was back up to around 1,000 kids per week attending with lots of new families.
- Some families were experiencing financial difficulties and having to pull their children out from the club.
- All classes are now full.

Paul Cassidy reported;

- ARC provision in Woodley is almost back to where it was before pandemic.
- There are now x2 counsellors in each of the Bulmershe and Waingels schools.
- Extra support at Waingels following the death of the one of the teaching staff.
- x2 counsellors working from the Oakwood Centre.
- Currently training new counsellors to work with young people, who are already working with adults.
- Waiting list for young people is manageable and around 8 – 10 weeks.
- Waiting list for adults is around 6 weeks.
- Meeting with all the primary school heads to look at the potential for pooled funding to provide support to the schools.
- Good news – ARC received a National Lottery Grant to fund a Youth Information Worker to work specifically with the 16 to 23 year olds. This will provide support at the Woodley schools as well as Bracknell & Wokingham College and other colleges. The post holder will be setting up support groups for parents of LGBTQ+ families. This role will also look at housing issues, employment, education, sexual health, physical health. Difficult age group to reach and are at highest risk of suicide.
- Over the last year we have seen an increase in anxiety, social anxiety, non-attenders at school, depression leading to suicidal feelings and attempts.
- We helped CAHMS before Christmas as they were struggling with their waiting list. They now have a new team in place.
- We see an increasing need for our service over the next 5 – 7 years.
- We are expecting this winter to be dreadful for people and are awaiting an avalanche of referrals and issues.
- It takes time to recruit and train new staff but are hoping to increase the team by 5 each year over the next few years.

Sam Milligan reported;

- One area where there are currently issues is the car park by St James Church at Southlake.

- Relatively quiet elsewhere but anxiety is more of an issue and we are only just beginning to see the effects of the pandemic on young people. This will likely last a number of years as we work through the different stages.
- Some children who struggle with busy settings were okay during Covid but are now struggling with busy environments in classes.
- Woodley Carnival was a good event for JAC. We saw several people who we had helped in previous years, and brought their children to come and say hello to the team.
- Woodley is well catered for in terms of resources. We should be celebrating this more rather than what's not there, while also looking to improve where we can.
- Rehoboth is very busy and over capacity which is requiring changes in the way we work.
- Difficult for charities to get sustainable funding. Easier to get funding for new initiatives but more difficult for established, successful services.

Steve Outen reported;

- Woodley United now has 45 teams in the club – 5 mens, 1 ladies, 37 boys youth, 2 girls youth.
- 100 children at mini kickers.
- 40 girls on Saturday girls only session - partly due to WTC grant.
- 860 players, coaches and volunteers in the club.
- Begun to develop our own coaching guide for youth teams.
- 22 May was our presentation day. We have made a link with First Days Children's Charity. We try to link with a new charity each year.
- We have partnerships with USports and Southlake School.
- We are trying to get our own floodlit pitch with a stand for our first team - in or near Woodley. There is no firm plan for this yet but we are talking with Reading University about the potential for a shared facility within their grounds. It was noted that such a facility could provide real benefit for youth work.

The meeting closed at 6.30pm

GARDEN OF REMEMBRANCE

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To inform Members of the current situation regarding the installation and renewal of plaques in the Garden of Remembrance and to ask Members to consider the process going forwards.

Background

The Garden of Remembrance was created in 2000. The Council currently charges £150.70 (Woodley resident) / £188.60 (non-Woodley resident) for a 6" x 4" memorial plaque to be mounted in the Garden of Remembrance for a period of 10 years.

There is an agreed charge of £51.30 for a 10-year renewal of memorial plaques in the Garden of Remembrance. This charge has existed for some time however the Council has not historically contacted plaque owners to request the renewal fee. There are currently 113 plaques in the garden – erected on vertical timber sleepers.

Current situation

In early 2022 the Council contacted plaque owners whose plaque had been in situ for more than 10 years, to advise of the renewal fee process and enquire as to whether they wished to renew for a further 10-year period. As a result of this contact;

- 7 plaques were returned to their owners as they did not wish to renew
- 9 plaques were removed and retained in the Council Office as their owners were not contactable after several attempts
- 1 other plaque was removed as it had been erected without permission
- 23 people paid the renewal fee

Some concerns were raised by Members at the last meeting of the Leisure Services Committee regarding the removal of the plaques, and whether the Council should leave plaques in situ for social history purposes, and not remove them if the owner doesn't wish to pay the renewal fee. It was agreed that more information be provided to the Committee to consider the matter. No concerns have been raised directly from owners of plaques in the garden.

Maintenance

Once installed the plaques require very limited maintenance and there are little on-going costs to the Council. Costs associated with the installation of plaques are low, with the cost of a timber sleeper around £20 plus some labour to install.

Capacity

There is space for a number of additional sleepers which would provide capacity for many years into the future based on the current rate of plaque sales. There is also potential for further sleepers in the areas surrounding the garden.

Comparison - Other sites

There are other sites locally that provide an opportunity for a mounted plaque, although in different environments and with different issues of capacity due to likely higher demand at those facilities. The Council's plaque installation and renewal charges represent good value for money in comparison, however the question is more one of whether plaques should be removed at all.

Reading Crematorium (website information)

6" x 4" plaque for 10 year period £312.50

Renewal for an additional 10 years £200

Easthampstead Crematorium (website information)

Plaque (plus rose) for 1 year £410

Annual renewal of £42

Mays Lane Burial Ground - Earley Town Council (website information)

Memorial Garden Plaque - £223 (Earley*), £389 (Woodley* & Other*)

Plaque Renewal (every 10 years) - £62 (Earley* & Woodley*), £167 (Other*)

**fees relate to the place of residency of the deceased at the time of death*

Options

The following options could be considered by the Committee:

- 1) Continue charging the renewal fee and removing un-renewed plaques
- 2) Continue charging the renewal fee but leave un-renewed plaques in situ. This would likely be considered unfair to those who have paid for the renewal.
- 3) Remove the renewal fee and continue to maintain all plaques in situ indefinitely. Those plaques already removed could be reinstalled and renewal fees refunded to those who have already paid.

Impacts	
Resources	The maximum potential income from plaques currently due for renewal is around £5,797, at the current renewal fee rate. The actual figure would be lower as not all plaques would be renewed. There would be no further income due from renewals during the next ten-year period. If the Council opts to not charge a renewal fee then £1,179 will be reimbursed to customers who have paid the fee.
Environmental	Disposal of any removed/unclaimed plaques
Equality	No identified issues

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider the options in respect of the renewal of plaques in the Garden of Remembrance.**