



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

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

Councillors: K. Baker; D. Bragg; K. Gilder; M. Green; A. Heap; S. Rahmouni;
R. Skegg; B. Soane; 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 19 November 2019, at which your attendance is requested.

Deborah Mander
Town Clerk

AGENDA

1. **APPOINTMENT OF CHAIRMAN OF THE LEISURE SERVICES COMMITTEE**
To appoint a Chairman of the Leisure Services Committee, following the death of Councillor David Stares.
2. **APOLOGIES**
3. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members on agenda items.
4. **APPOINTMENT OF VICE-CHAIRMAN OF THE LEISURE SERVICES COMMITTEE**
Should the current Vice-Chairman be appointed as Chairman, to appoint a Vice-Chairman of the Leisure Services Committee.
5. **WORKING PARTY MEMBERSHIP**
To appoint one member to the vacant position on each of the following working parties, following the death of Councillor David Stares:
 - a) Community Youth Partnership
 - b) Woodford Park Leisure Centre Regeneration Task and Finish Group
 - c) 3G pitch Steering Group

6. **MINUTES OF THE MEETING HELD ON 3 SEPTEMBER 2019**
To approve the minutes of the meeting of the Leisure Services Committee held on 3 September 2019 and for the Chairman to sign them as a true and accurate record. *(These minutes were provided in the Full Council agenda of 1 October 2019.)*
7. **JUST AROUND THE CORNER (JAC)**
To receive the report from JAC, attached at *Appendix 7*. Page 3
8. **COMMUNITY YOUTH PARTNERSHIP**
To receive **Report No. LS 19/19** of the Community Youth Partnership meeting held on 6 November 2019. Page 4
9. **BUDGETARY CONTROL**
To note **Report No. LS 20/19**. Page 6
10. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**
To receive **Report No. LS 21/19**. Page 8
11. **PARKS AND BUILDINGS**
To receive **Report No. LS 22/19**. Page 10
12. **ACCESSIBLE PLAY EQUIPMENT IN WOODLEY**
An assessment of the Council's play areas is being carried out and will be reported to the next meeting of the Committee. The assessment will include a breakdown of condition, age accessibility and recommendations to form the basis for a longer-term replacement/upgrade programme.
13. **FUTURE AGENDA ITEMS**
To propose future agenda items for the Committee's consideration.
14. **PUBLICITY & WEBSITE**
To consider which items to publicise.
15. **EXCLUSION OF PUBLIC AND PRESS**
To resolve that, in view of the confidential nature of the business about to be transacted in relation to legal and commercial matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 16 on the agenda.
16. **UPDATE ON PROPERTY MATTERS**
To receive a verbal report from the Town Clerk.

JAC Report September to November 2019

Detached Youth work

September saw young people returning to school and catching up with friends after school in the parks, year 7's haven't as yet made their independent outings to the parks with friends, a wetter autumn may have been a factor but no doubt this will happen soon. The afternoon has younger ages with whom we have conversations around skating and showing off their tricks whilst at the night sessions we meet older youth who engage in conversations with the team covering anything from choices in their education and general school life to personal struggles/issues.

The Skate Park continues to be used mostly by years 6, 7 & 8 in the afternoons. One suggestion from them is to have run-offs on both sides of the skating facility, this will be discussed further at the CYP Group. Over half term it was good to see some parents out with their children taking an interest in their skills on the skate park.

As it gets darker in the evening there are more young people staying in the light there and in the afternoons more are using the seating area outside Greggs.

We are concentrating some time each Friday night to being around the alley that leads from Synegis House (off Crockhamwell Road) to the A329M underpass and around South Lake.

Generally the atmosphere in Woodley is calm and quiet, the groups that are out continue to be smaller in size, very much keeping to their own friendship groups and not mingling. When the fair was in town there were more young people around but wasn't as busy as in previous years and according to fairground staff there was no hassle from them. There is, however, a small group of mainly year 9's who occasionally pop their head up and cause a nuisance. There is also the beginning signs of more alcohol being used again including some girls being drunk on a Friday night.

Detached Contact numbers for the first 6 months are as follows:

April	May	June	July	August	September	October
61	105	169	143	65	318	203

Loddon Mead

Following on from our last report the proposed dates for the artwork on the columns has been changed to December. We will aim to get good media coverage including Southeast News. Further updates will be brought to the meeting.

Schools

We have increased referrals from Woodley schools to therapeutic sessions at Rehoboth, there are now 7 schools as well as referrals from Woodley Children's Services Team and Woodley parents accessing sessions this term.

The Head of Waingels is visiting Rehoboth on the 13th to observe one of their pupils in his sessions and discuss future referrals for other pupils. Other discussion items for the meeting are the possibility of the JAC team doing an after school detached session with their pupils around Ashbury Park and getting their Art Department involved with Loddon Mead art.

Family Work

JAC have been supporting a year 6 pupil and his family in their home in Woodley, he is a school refuser and seldom leaves his home. We have attended education meetings with mum and are working to help get him to leave his home for activities - he managed to attend JAC's Stargazing/Bonfire Night in October.

JAC House

We have a young mum with 2 young children moving into the house on a temporary basis at the beginning of December. Her current home in Woodley is damp and mouldy causing health concerns for the whole family. Housing are working to find her a new place but as for the interim period she will have a clean, healthy home supported by JAC and St James' Church Preschool.

Woodley Town Council

Report of a meeting of the Community Youth Partnership held at The Oakwood Centre on Wednesday 6 November 2019 at 5pm

Present:

Sam Milligan (Chair) – JAC
Cllr Kay Gilder (Vice Chair) – WTC
Cllr Nada Al-Sanjari

Steve Outen - Woodley United
Laurie-Ann Price – Emmanuel Church
Graham Sumbler – Woodley Baptist Church

Also present:

Cllr Martin Doyle - WTC
Cllr Keith Baker - WTC

Officer present: Deborah Mander –Town Clerk

APOLOGIES

Apologies were received from Cllr Michael Forrer, Paul Cassidy and Trina Farrance

DECLARATIONS OF INTEREST

No declarations of interest were made.

MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 28 August were agreed as a correct record.

PARENTS' SELF HELP GROUP ON DEALING WITH ANXIETY

The meeting discussed the way forward with regard to helping establish more parents' self help groups. In particular helping Year 7 children and their transition to secondary school. In response to a question from Cllr Doyle, Graham Sumbler explained that the parents' self help groups were a way of parents giving each other support and providing strategies and tools to help children. There were facilitators who worked with the groups that had been meeting up to the summer break. The Chairman also explained that the self help group had come about as a result of the conference for parents and professionals working with young people that had taken place in March 2018. At that conference there had been 4 keynote speakers including ARC (a counselling organisation), CAMHS, GPs and JAC with breakout groups for discussion. The partnership had then decided to try and help parents address low level anxiety in their children by setting up parents' self help groups. Volunteer facilitators were trained and the first group started around March 2019. This group had 8 members and had now finished. A delay in the facilitator training had meant some lost momentum and the meeting agreed to look at developing the self help groups another way going forward.

Actions agreed:

At the meeting it was agreed that three schools be approached in the run up to Christmas by members of the partnership to carry out the groundwork for setting up more parents' self help groups. The following schools would be approached by the named members of the CYP:

St Dominics School - Cllr N Al-Sanjari
Woodley C of E School - Graham Sumbler
Beechwood School - Sam Milligan

The aim would be to get a team together (probably with the help of Catherine Barratt and the trained facilitators) and to provide a workshop for interested parents at each school. ARC would be commissioned to hold session(s) on anxiety at the theatre at the Oakwood Centre and we would ask the facilitators to be there to encourage parents to consider joining a parents' self help group.

Sam Milligan agreed to speak with Paul Cassidy (ARC) and Catherine Barratt regarding this plan.

YOUTH PROVISION IN WOODLEY

The meeting discussed the provision of youth clubs and activities in Woodley. Concern was expressed about the lack of provision for school year 9s and above and there was a discussion about whether young people would attend clubs in churches, schools or another faith's premises. Graham Sumbler challenged the view that young people wouldn't attend clubs on church premises and cited the fact that 95% of the young people coming to their Friday evening sessions didn't attend the church. He said that another factor in non-attendance might be the groups meeting there. Cllr Martin Doyle felt strongly that not enough was being done for our young people, that some young people don't feel part of our community in Woodley and that a professional person was needed.

The Chairman reminded the meeting that all the youth workers at the meeting were professionals and that we would probably never be able to provide services to satisfy every young person in our town. Different groups of young people won't go to some activities. His view was that multiple hubs were needed. After more discussion on this matter the meeting agreed that the partnership would work together to make provision for young people.

The meeting then discussed carrying out a survey of young people in Woodley and investigating a way of publicising activities and events for young people in our town.

Actions agreed:

Cllr Nada Al-Sanjari agreed to ask a contact at the University of Reading if they would help design a questionnaire with questions asked in such a way that hard to reach young people would also complete it.

Sam Milligan agreed to contact Waingels College to ask if we would be able to run a survey there in the first instance.

WTC to look at how it can communicate with young people to publicise activities/events.

LODDON MEAD PROJECT

Sam Milligan updated the group on progress with the project and reported that the Art and Parkour event was likely to take place on Saturday 7 December, but this needed to be confirmed by those taking part. JAC would be providing their barista van during the event. Sam Milligan was hoping that the Head Teacher at Waingels would support the event. He also reported that the art and parkour participants thought that the site at Loddon Mead had the potential to be one of the best places in the country for their activities.

The meeting thanked Sam Milligan for all his work on this project.

Action:

Deborah Mander to inform Town Council and make arrangements for the event to be publicised by the Council's Communications Manager, once the date and activities were confirmed.

FUTURE MEETING DATES

The following meeting dates were noted;

8 January 2020

1 April 2020

The meeting closed at 6.50pm

EXPENDITURE	Budget 2019/20	Actual Exp as at 31/10/18	Actual Exp as at 31/10/19	Actual Exp as % of Budget	Information
Woodford Park LC & 3G pitch	383381	200727	213218	55.6	Coaching, rates, water rates, phone, certification, repairs, fire equipment, washroom costs, waste and repairs costs over 58%. All other costs under.
Grounds Maintenance	31126	18659	18127	58.2	Uniform/protective clothing, water rates, cleaning supplies, phone, repairs & equipment over 58%, all other costs under.
Football	21743	11149	11486	52.8	Low expenditure on horticultural supplies, no expenditure at this point on equipment.
Cricket	11647	5733	7204	61.9	Water rates and horticultural supplies over 58%, other costs under.
Bowling Green	13993	7598	8119	58.0	Water rates higher than anticipated, other costs under 58%.
Woodford Park	34757	18260	20177	58.1	Water rates, repairs, play equipment and tournament expenditure over 58%, all other costs under.
Memorial Ground	10017	5148	5420	54.1	Low expenditure on horticultural supplies and play equipment.
Garden of Remembrance	8575	3905	4024	46.9	Low expenditure on horticultural supplies and inscription costs.
Play areas and open spaces	15280	7952	7707	50.4	Play equipment expenditure over spent (by £53), all other costs under.
Coronation Hall	29000	17086	15077	52.0	Rates, certification and washroom costs over 58%, all other costs under.
Chapel Hall	20165	11208	12013	59.6	Staff costs, rate and washroom costs over 58%, all other costs under.
Allotments	19399	10804	11765	60.6	Water rates and repairs over 58%, all other costs under.
Amenities	6571	2942	2236	34.0	No expenditure on repairs, low expenditure on amenity repairs. Three quarters of street lighting paid.
Events	7503	6477	4847	64.6	Woodley Carnival contribution paid, all other costs under 58%.
Public toilet	10718	0	2675	25.0	Rates over 58% following opening of toilet in June. All other costs under 58%.
Youth Services	28565	18561	19014	66.6	Three quarterly payments made to Just Around the Corner charity, in advance. No expenditure as yet from Youth budget allocation.
TOTAL	652440	346209	363109	55.7	
Month 7 - 58%					

INCOME	Budget 2019/20	Actual Inc as at 31/10/18	Actual Inc as at 31/10/19	Actual Inc as % of Budget	Information
Woodford Park LC & 3G pitch	372279	238631	282363	75.8	All income streams over 58%.
Grounds Maintenance	500	266	410	82.0	Grass cutting charges to Earley Town Council in respect of Bulmershe Park.
Football	5075	5478	7348	144.8	Bookings higher than anticipated.
Cricket	2455	3441	2573	104.8	Cricket season over.
Bowling Green	7919	7280	7640	96.5	Licence and ground rent agreement with Woodley Bowls Club paid in full.
Woodford Park Memorial Ground	6750	5331	7409	109.8	Income from fairs/waiting day rent.
Garden of Remembrance	118	115	236	200.0	Hire by Carinival Committee.
Play areas and open spaces	1100	916	360	32.7	Demand led.
Coronation Hall	0	0	0	0.0	
Chapel Hall	34000	25227	23761	69.9	Income in advance.
Allotments	35000	22019	21985	62.8	Income in advance.
Amenities	12252	438	343	2.8	New allotment tenants.
Events	0	0	0	0.0	
Public toilet	0	0	0	0.0	
Youth Services	1460	0	181	12.4	Toilet opened in June 2019.
TOTAL	478908	309142	354609	74.0	
NET Month 7 - 58%	173532	37067	8500	4.9	

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.

SPORTS DEVELOPMENTS AND EVENTS

Christmas Charity Open Day

Woodford Park Leisure Centre will open to all on Monday 23rd December in support of the Mayor's chosen charity, Prostate Cancer UK. All are welcome to come along and make use of the Centre's facilities and take part in a selection of the timetabled classes and activities where the standard fee has been waived. Instead, any who attend will be asked to make a minimum donation of £1.00. There will also be a cake and biscuit sale, tea and coffee, Christmas parties for a selection of our regular classes and the opportunity to try out the gym and 3G pitch.

WOODFORD PARK LEISURE CENTRE

Under 16s £2 Turn Up (3G Pitch)

Following a complaint from a resident whose son is now too old to take advantage of the £2 turn up rate for the 3G Pitch, the committee is encouraged to review the current rules and restrictions that exist to protect the staff, children and the 3G pitch itself:

- £2.00 per hour per person
- Under 16's only
- Maximum of 6 people per pitch / booking
- Between the times of 9:00am and 6:00pm (off-peak times)

Since the pitch has been built the scheme has been used an estimated 21,524 times and generated an income of just over £25,500.

The above rules were introduced and updated in early 2019 following staff at the centre having to deal with a large number of incidents relating to but not limited to children either not paying, bullying other children and / or abusing staff members throughout 2017 and 2018. The scheme had previously allowed children to play for just £1 per person and no restriction on the number of people per pitch existed.

Unfortunately, the original rules were often abused by larger groups of older children / teenagers who in particular did not want to pay to use the pitch. This regularly resulted in the intimidation and often removal of younger children who had booked and paid for the pitch in line with the rules. It used to be particularly difficult for staff to manage / police larger groups of older teenagers however the rule changes seem to have reduced the number of incidents.

It is also worth noting that the current age restrictions haven't changed since the scheme was launched and were chosen due to the potential for 16-year olds to begin paid work. The standard rate for an off-peak pitch is currently £26 per hour. As an example, if ten people wanted to hire a pitch for a game of 5-a-side this would cost £2.60 per person during off peak times. However, it may be more equitable to change the age limit on the £2 turn up rate to 16s and under and require anyone over 16 to hire the pitch at the standard rate.

Reception Refurbishment

Work is now complete and the new reception and back office are now fully operational. All new furniture has been installed / built and the IT setup at the Leisure Centre has greatly improved.

3G Pitch Repairs

A number of small repairs have been made to the dividing curtains and goals on the 3G Pitch. The heavy use has resulted in general wear and tear across the pitch and new goal nets will soon need to be purchased. The Council's Maintenance Team have also temporarily fixed the wheels on the larger goals that had been slowly buckling under the weight when being moved.

Part-Time Receptionists

Following successful interviews in late October two new part-time receptionists have been employed and immediately began their training. The Centre should be back up to a full-strength team by the first full week of December.

Counter Sales

Shuttle cocks, tennis balls, badminton rackets and other sports equipment items are now on sale at the new reception.

New Equipment

We have purchased new badminton nets following a number of our older nets becoming ripped and have also purchased new attachments for one of our machines in the gym (the attachments allow members to add more variety into their workouts).

Walking Netball

We have teamed up again with Woodley Netball Club to host a new Thursday morning walking netball session starting in January 2020. The "bees netball" sessions booked in September 2019 are also continuing into January 2020.

RECOMMENDATIONS

- ◆ **That Members note the contents of the report.**
- ◆ **To consider changing the age limit on the £2 turn up rate for off peak use of the 3G Pitch to 16s and under.**

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

Woodford Park

Seats

Two memorial seats have been installed near the Garden of Remembrance. We have also had several enquiries for memorial trees and the Grounds Maintenance Manager is liaising with families about locations and tree species.

Green Flag Application

Woodford Park will be included in the full judging round in 2020. This involves submission of a revised management plan and a full visit from the judging team. The park was 'mystery shopped' in 2019 rather than requiring full judging. The application will be submitted before the January deadline with a judging date between April and July 2020.

Fencing

Knee rail fencing has been installed in the area in front of the pre school building. This work was funded from the Capital Programme. Although several other sections of fencing have been replaced around the park there remain several sections that require complete replacement. This is being assessed and will be submitted for inclusion in the 2020/21 Capital Programme.

Domestic rubbish

There has been an increase in bags of domestic waste and domestic green waste being deposited in the litterbins around the park. The Grounds Maintenance Manager has been opening up bags to see if the culprits can be identified. If so, a letter will be sent asking them not to place their household and green waste in the Council's bins.

Damage to Memorial Ground

Very wet weather combined with visits from the funfair and circus has resulted in damage to the grass on the Memorial Ground. Officers are looking at the potential to install ground reinforcement mesh in the area inside the memorial gate and around the war memorial where people gather for Remembrance. This may also be an option for the area near the corner of the Oakwood Centre. This project may be included in the 2020/21 Capital Programme. The current Capital Programme has an allocation for reinforcement mesh along the desire line path on the Memorial Ground.

Woodford Park Play Area

Officers are meeting with landscape architects and play companies over the coming weeks to develop a design brief for the project, focussing on inclusivity and natural play. Examples of high quality play areas locally are Dinton Pastures, Sol Joel park and Elms Field. Designs will then be developed for consultation and reported back to this Committee.

Friends of Woodford Park

The notes of the last liaison meeting are attached at **APPENDIX A**. Notes of the groups public meeting and AGM are attached at **APPENDIX B**. The Friends of Woodford Park would like to offer a place on its committee to a member of the Leisure Services Committee. Members are asked to consider making a recommendation to Council to appoint a Councillor to the FOWP committee.

Allotments

Launchpad

The partnership with Launchpad homelessness charity at the site continues to be a success. The charity has increased its corporate volunteer numbers and is now making regular deliveries of fresh fruit and vegetables directly from the site to food banks and meal centres in Reading. The group is supported by the Allotment Tenants Committee who offer advice, labour and organisation skills/time. Unfortunately the Woodley Food Bank is not able to accept and distribute fresh produce at this time.

Thefts

Thefts of produce and equipment from plots continues to be a problem. There are a large number of keys for the site in circulation – where former tenants have not returned their keys or may have had numerous keys cut themselves. Officers are looking at costs and options for replacing the locks and keys. Notices have been placed around the site advising tenants to be vigilant and report any concerns to the Council or the Tenants Committee.

Bonfires

Bonfires on the site have been a problem, particularly through the summer months. In addition to the nuisance caused to neighbouring residents there have been several instances over the last few years of fires getting out of control, in at least one case resulting in the destruction of the shed on a neighbouring plot. The Council has no means of controlling what is stored in allotment sheds and it is likely that some will contain flammable substances. It is anticipated that we will see more frequent periods of very hot weather going forwards and this has safety implications for the site. It is recommended on the basis of the risk assessment that the following changes are made to the terms of the tenancy agreement in relation to bonfires;

- *That bonfires are permitted after 4pm between 1 October to 30 April only. No bonfires are permitted outside these times.*

The tenancy agreement contains the rules that apply to the site and this is governed by the Allotment Act 1950. The Act requires one year's notice to be given to tenants of any changes to the tenancy agreement. On this basis a change to the tenancy agreement relating to bonfires would not be enforceable until January 2021. It is proposed that the changes are made to the tenancy agreement from January 2020 on the basis of the safety concerns, and although this may not be enforceable, if tested in the first year, would set out the rules going forward and address the known safety issues that exist. It is believed that most tenants would abide by this even though the appropriate notice may not have been provided for it to be enforceable until January 2021. Where tenants continue to have bonfires during the summer period while the rule is not enforceable, a discussion can be had with those tenants to advise of the concerns and offer information on alternatives to burning waste.

There is also an opportunity to provide tenants with information on alternatives to burning waste, which will be in keeping with the Council's commitment to reducing carbon emissions where possible.

Bee Keepers agreement

A draft bee keepers agreement has been produced with advice from the members of the Reading Bee Keepers Association and is attached for information at **APPENDIX C**. The agreement sets out the requirements for keeping bees at the site and the process for allocating space for hives. Prospective beekeepers will need to hold a suitable qualification and be members of the Bee Keepers Association. It is anticipated that the initiative will start with a one or two keepers – managing two hives each.

Vacant plots

There are currently 2 vacant plots at the site.

Rivermead Road Open Space

The damaged fencing along the boundary with properties in Colemansmoor Road has now been replaced with a new 6' chain link fence. The grounds team are reseeding the ground and installing a machinery access gate, after which the space will be reopened.

Environmental/wildlife

Information on wildlife and environmental initiatives is attached at **APPENDIX D**.

Recommendations

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

- ◆ **That Members consider recommending to Council that a representative be appointed to the Friends of Woodford Park Committee.**

Friends of Woodford Park – Liaison Meeting

17 Sept 2019

Notes

Present:

Kevin Murray - WTC
 Terry Gough - WTC
 Deborah Mander - WTC
 Rodney Huggins - Rotary
 David Provins - FOWP
 Bob King - FOWP
 Morag - FOWP
 Nancy – FOWP
 Grace - FOWP
 Bill - FOWP

1. Update / Work programme – WTC

TG updated the meeting on the following items;

Lake

- Main pathways now complete. Hogging path still in progress.
- Some tree stumps to be removed
- Works to contour the banks on-going
- Drainage gully on footpath to be completed

Other work

- Grass seed and wildflower mixes being ordered this week
- Garden of Remembrance has been watered twice weekly (once at the weekend)

2. Update / Work programme for the month – FOWP

DP reported that the group were continuing to maintain the beds and had added new plants including Chrysanthemums last week. It was noted that the beds were looking very good.

3. Communication

DP stated that he was disappointed that the FOWP group had not been invited by the Council to attend or take part in the picnic event on the Memorial Ground in August. DM stated that this was an oversight, however could have been remedied had the group asked or shown an interest, given the advance publicity that the event received in the preceding weeks. It was agreed that discussion about issues such as this would be helpful going forwards.

4. Function of FOWP

DP enquired as to whether there was a manager of the parks. TG confirmed that he was the Grounds Manager and responsible for the day-to-day management of the parks under the Council's control. DP stated that he felt the group was not being given sufficient information and mentioned that a number of runners turned up for Park Run although it had been cancelled due to the path works around the lake. TG explained that the Park Run organisers had been kept informed of the work and had decided to cancel the run on those days.

DM stated that the Council greatly values the on-going efforts of the group and will continue to support and meet with the group.

5. Feedback from the public

It was noted that the volunteers continued to receive very positive comments from members of the public about the work being carried out.

DP reported that he had received comments about vehicle speed on the driveway to the leisure centre and suggested some signage to address this. KM/TG agreed to look into this and to include 'no parking' wording on signage along the drive.

DP mentioned that the planters at the front of the Oakwood Centre were looking poor and that it would be good if they could be smartened up before the Thames & Chiltern in Bloom booking in the Oakwood Centre. TG agreed to look at this.

6. Antisocial behaviour

KM asked if there had been any damage to the flowerbeds overnight, as one of the windows in the Oakwood Centre had been smashed. It was noted that the beds had not been subject to vandalism and that there had been less antisocial behaviour recently in the Garden of Remembrance. It was agreed that the nicer the park is kept and the more people that visit it, the less antisocial behaviour there was likely to be.

7. Rotary Garden

The nature of the Rotary Garden was discussed in terms of whether the wild flowers should be discontinued to make the area more formal. RH reported that his Rotary colleagues liked the wildflowers in the garden. TG reported that he was looking at a different wildflower mix for next year with many more species, and wished to continue with the wildflower beds in the garden as they were very popular with visitors and also provided a wildlife resource that was difficult to recreate in other areas of the park.

Nancy suggested that signage could be used to help visitors identify the different flower species – it was agreed that this would be a good idea for next year.

8. Rotary Rose Bed

Rodney Huggins reported that the project had been delayed however he had agreed with TG that the bed would be prepared through the winter ready for planting out in Spring. Rotary had committed to purchasing 10 rose bushes and would provide plaques to be mounted on timber posts – similar but smaller in size to those used in the Garden of Remembrance. Rotary is working on a circular including a price and other information to be made available to the public. A notice would also be placed adjacent to the rose bed – explaining it's purpose. TG reported that the bed would take around 40 – 50 rose shrubs.

Rodney thanked the FOWP volunteers and the Grounds Team for their continued efforts in keeping the garden looking so good.

9. Crocus planting

RH reported that the Rotary crocus planting was arranged for Saturday 19 October with 4000 purple crocus bulbs available for Woodford Park. 300 bulbs were also being planted at Addington School. DP reported that the FOWP volunteers would be in attendance to lead the planting on the day and that he had been in contact with the Woodley Beavers group who were interested in taking part. DP and TG to agree locations for planting.

Next Meeting

Tuesday 19 November 2019
11.30am

Friends of Woodford Park Meeting Thirteen

18.30 – 20.00 29th October 2019
Meeting Room, Oakwood Centre, Woodley

Attendees:

David Provins - Chair (DP), Rosie Bell (RB), Bill Cooney (BC), Sheila Cooley (SCo), Michael Millard (MM), Morag Frost (MF), Sally Powell (SP), Bob King (BK), Alison Provins (AP), .

No.	Item	Action
1.	<p>Introductions and Apologies</p> <p>David welcomed Michael Millard and updated the group on apologies received: <i>Nancy Dowling, Rodney Huggins, Sheila Cooper, Marian Waters, Chris Harrison, Ann Brown, Irene Tejani.</i></p>	
2.	<p>AGM</p> <p>Brief summary of the activities of FoWP</p> <p>DP recalled that FoWP have been as busy as usual but that the past year had been a little different given that the SAGE volunteers were not involved and it had been decided not to enter Britain in Bloom. Formal thanks were given to all of those who continue to volunteer maintaining the flower beds and assisting with the carnival.</p> <p>Financial Statement</p> <p>DP handed out the cash flow account. The bank balance remains healthy although further spending on new plants and bulbs is anticipated. A number of roses need to be replaced and these will be fairly expensive. A full income/expenditure record accompanies these minutes. The main sources of income this year being the carnival stall, calendar /card sales and duck food sales. A grant was also gratefully received from WTC. Previously generous funding had been received from SAGE although sadly no further monies will be available this year given that we were unable to provide volunteering opportunities for them.</p> <p>Election of Committee</p> <p>The committee were re- appointed for a further period of one year, all were proposed and seconded by the members present as set out in the constitution.</p> <p>Chair DP Deputy BK Secretary AP Treasurer DP Member RB Member MF</p>	
3.	<p>Approval of the Minutes of the Previous Meeting:</p> <p>Approved.</p>	
4.	<p>Outstanding Actions:</p> <p>Action 6.1 KM to keep the group updated re lake improvements/ duck feeding signs</p> <p>Action 6.2 KM to update group re new/ repaired paths.</p> <p>Action 4.7 KM to advise the group if a new warden is appointed.</p> <p>Action 6.7 KM to provide update on litter bins.</p> <p>Action 6.8 KM to keep group updated re the Garden of Remembrance plans.</p> <p>Action 5.23 KM to provide dates for the ongoing 'Communication' meetings.</p> <p>Action 5.24 RH to continue with discussions re the Rose Garden and keep FoWP updated.</p> <p>Action 5.25 KM to keep group advised on Centenary plans.</p> <p>Action 6.13 KM to advise group of dates for the submission of the Woodley Herald articles</p> <p>Action 5.26 ALL to think about how they can help with the Carnival on the 8th June</p>	<p><i>Refer to Section</i></p> <p>Closed 5</p> <p>Closed 5</p> <p>5</p> <p>Closed 6</p> <p>Closed Closed</p> <p>Closed</p>

	<p>Some of the closed items have been discussed at the regular Communication Meeting and so please refer to DP if you require any further information.</p>	
5.	<p>Update from Town Council Representative</p> <p><i>Kevin Murray was not present and so DP read out his updates. Comments from Terry Gough were unfortunately not available at the time of the meeting.</i></p> <p>Paths There was much discussion as to whether hogging or grass paths are preferable around the lake although all were concerned about wheelchair access when the gravel is too deep. It was felt that some of the surplus gravel on the new paths could be moved to other paths to blend the colours together better. The paths on the Rotary garden continue to cause concerns as they have not been rolled as firmly as others. The path near Coronation Hall continues to suffer from root damage and there is still a desire to see a path around the sports field. Action 6.2 KM to note comments and continue to update group re new/ repaired paths.</p> <p>Litter. DP advised that there was no update available on the new dual bins. Action 6.7 KM to continue to provide updates on litter bins.</p> <p>Climate Change. DP advised that WTC are working with WBC to further its commitment to climate change. It has been working on a number of initiatives supporting energy saving, renewable energy, recycling, sustainable living and improving the local environment for wildlife. You may see some changes in the park over the coming months. Further details are available on a leaflet available the Oakwood centre and KM would welcome any suggestions from the group</p> <p>SAGE The groups were keen to know if WTC would be making use of SAGE next year as they were disappointed that more use had not been made of these enthusiastic and very able volunteers. It was mentioned that FoWP would be grateful if they could help lay further bricks around the paths in the Rotary Garden. Action 6.9 KM to provide update on SAGE Action 6.10 ALL to keep an eye out for free bricks.</p>	<p>KM</p> <p>KM</p> <p>KM ALL</p>
6.	<p>Discussion Topics</p> <p>Review of crocus planting 2019 All agreed that the annual planting of the Purple4polio bulbs was a very successful event and that it was great to see the community coming together. A bag of bulbs was given to the cubs to plant at their headquarters which will hopefully encourage gardeners of the future. 634 bulbs were also kindly donated by the WI Afternoon Group and these have been planted in our flower beds.</p> <p>The scope and function of FoWP going forward. FoWP were set up 5 years ago at the request of WTC. At times members have felt that their involvement in the park is not appreciated and this has led to disappointment within the group. Given this, the group have reduced their scope and now concentrate only on their flower beds and the Rotary Garden however this causes some issues as members of the public still contact them about wider issues in the park. Whilst the new Communication meetings are helping the group felt that they would benefit from having a councillor representative who they can refer to. It was felt that Cllr Alison Swaddle should be approached prior to the next leisure meeting in November. Action 6.11 DP to approach local councillors</p> <p>Frequency and purpose of meetings. It was agreed that evening meetings will now be held only twice a year given that the regular Communication meetings hosted by WTC now cover many of the same topics. If anyone would like to attend these (normally take place on Tuesday mornings) or raise a discussion topic please contact DP.</p> <p>Update on the Rose Garden It was confirmed that this is a joint activity by the Rotary Club and WTC and is outside of the scope of FoWP hence we are not involved. Members of the group expressed disappointment that the bed remains empty and is now looking very untidy.</p>	<p>DP</p>

	<p>Garden of Remembrance - Our involvement It was confirmed that this was also outside of our scope and so our activity here will be minimal, we will of course continue to provide assistance when needed.</p> <p>Thoughts from the group for projects in 2020 DP advised that a possible funder had been found in respect of a bed to head a possible new path across the centre of the Memorial Ground. Further information will follow when available. MF suggested that if the new children's playground proceeds we could advise on some child friendly planting schemes as there are some excellent examples at Kew. SP & MF suggested further work on the beds in front of the Oakwood centre. These are very difficult to manage as they are very dry and suffer from unwelcome footfall however all agreed that we could look at some tough, tolerant plants such as Rosemary.</p>	
7.	<p>AOB</p> <p>New Flower Beds DP asked if anyone knew what was planned for the new beds in front of Haddon drive alongside the path by the Haddon Drive entrance. Nobody knew the answer but it was assumed to be more wild flowers. It has since been found out that bulbs are to be planted here.</p> <p>Carnival Planning RB asked about plans for the carnival. No decision was made at this stage but there were concerns that the pitch fee is now very high and hence hard to justify. It was agreed that the sale of additional plants and cuttings on a Tuesday may be preferable as buyers could then see what they were buying growing in the main beds. Action 7.1 All to look for suitable cuttings when tending the beds.</p> <p>Communication SP mentioned that it was hard to communicate with fellow members when needed and asked if everyone would be happy to provide contact numbers. This was agreed by those present. It was also agreed to set up a WhatsApp group. Sally will initially coordinate this. Action 7.2 DP & SP to set up phone and WhatsApp messaging system</p>	<p>ALL</p> <p>DP&SP</p>

Summary of Actions	Deadline
<p>Action 6.2 KM to note comments and continue to update group re new/ repaired paths. Action 6.7 KM to continue to provide update on new litter bins. Action 6.9 KM to provide update on SAGE Action 6.10 ALL to keep an eye out for free bricks. Action 6.11 DP to continue with possibilities for a councillors support. Action 7.1 ALL to look for suitable cuttings when tending the beds. Action 7.2 DP & SP to set up phone and WhatsApp messaging system.</p>	<p>For next meeting please!</p>

Woodley Town Council

Allotment Beekeeping Agreement

Bees can provide a benefit to allotment tenants, pollinating plants over a wide area for increased crop yields as well as providing honey for the beekeeper. With certain constraints, beekeeping is encouraged on the Woodley Town Council Allotment site on Reading Road within an area designated for the purpose, and not on individual plots.

Review: The Council reserve the right to review this agreement as required, giving reasonable notice of any changes to the relevant people.

The Council accept no responsibility for the hives, including but not limited to their damage, destruction or theft, and the beekeeper shall be responsible for insuring their hives.

The Council reserves the right to issue 14 days' notice for the removal of the hives if the beekeeper contravenes any of the conditions in the agreement, or if information is received that requires a review of the arrangements.

The Beekeeper: The beekeeper must be a member of a bee keepers association affiliated to the British Beekeepers Association (BBKA) and must be covered by suitable third-party insurance. Insurance must be maintained at all times whilst keeping bees on the site.

The beekeeper must have completed an approved course* before setting up a hive and must present the certificate before receiving permission to keep bees on the site.

The beekeeper will identify their hive/s by marking or other method and ensure that a current daytime contact number for themselves, or a person competent in dealing with bees, is displayed prominently on or near their hive/s. Full details of the beekeeper or standby must be given to the Allotment Officer at the Council.

Hives and Location: Initially all beekeepers will be allowed one hive but extra hives can be held in certain circumstances, for example swarming bees may require colonies to be spilt.

Screening around the hives, consisting of a fence approximately 2 metres high, will be provided to encourage the bees to rise above that level when leaving the area. The screening is to provide protection for the bees and to create an effective barrier to avoid intrusion or vandalism.

Beekeepers are responsible for ensuring adequate water provision is available within the designated area to reduce the instances of bees drinking from nearby plots. The provision of areas of shallow water, like bird baths, is preferred as bees are less likely to drown.

Beekeeper responsibilities: The beekeeper must ensure that gentle strains of bees are kept, and if the bees become aggressive or exhibit excessive "following" tendency, they will arrange to re-queen the colony, or remove until the traits have been resolved.

Hives will be inspected regularly by the beekeeper from April to July, weather permitting, in accordance with BBKA guidelines.

The beekeeper must carry out such management and manipulations of the colonies to minimise the possibility of swarms. Management of the bees must be timed to minimise the disturbance to other beekeepers and neighbouring plot holders.

Diseases: Beekeepers have a legal responsibility to notify the National Bee Unit (NBU) of certain diseases and pests. The beekeeper must register hives with the NBU; once registered beekeepers are entitled to free advisory visits from Bee Inspectors, up-to-date information about local outbreaks and free access to pest and disease information.

The Beekeeper must supply the following information:

Name of Beekeeper	
Mobile Daytime: Home:	
Evidence of training:	
Evidence of Beekeeping Association Membership:	
Evidence of Public Liability Insurance:	
Identifying marking for the hive:	
Procedure the beekeeper will follow in the event of a colony swarming	
Arrangements for hive and colonies on termination of agreement by either party:	
Name of Standby Beekeeper:	
Mobile: Daytime number: Home:	

I hereby accept and agree to abide by the conditions of this agreement:

Signed:

Dated:

Official Use:

Signed:

Date Received:

Fee Paid:

*Other courses are available elsewhere, but the following is recommended by local Bee Keepers: Reading Bee Keepers 'Beginner Theory Course' January 2020 - £75 (prices correct at Oct 2019) See website for more information: <http://www.rbka.org.uk/>

Wildlife in Woodley

Project	Progress
Allotments	
Bee hives	<ul style="list-style-type: none"> • Draft bee keepers agreement has been drawn up with advice from members of the Reading Bee Keepers Association. • Location identified for hives • Tenants Committee funding • The aim is to have everything in place to have bees on site from March/April 2020.
Wild flowers	The Town Council is looking to sow wildflowers in several areas at the site to encourage pollinators – bees/beetles/butterflies/moths/flies.
Wildlife pond	This is another partnership project between the Town Council and the Allotment Tenants Association. A plot that has been difficult to let due to drainage issues has been identified as a site for a wildlife pond. The Council's Grounds Team has dug out the pond and tenants will be installing a membrane and landscaping the bank areas. Tenants have offered to donate pond and marginal plants. The pond will be managed a small group of allotment tenant volunteers.
Flowers on plots	Many tenants plant flowers and flowering plants on their plots in addition to vegetable crops.
Natural margins	The natural margins around the perimeter of the site provide habitat for insects, birds, etc
Parks	
Lake Regeneration	This project included reshaping the banks of the lake and the introduction of native flowering pond, marginal planting and reeds to encourage insect populations and provide nesting habitat for birds. Shallower areas also provide habitat for amphibians.
Bird nesting boxes	The Friends of Woodford Park have installed some nesting boxes near the Garden of Remembrance. We are intending to install more around Woodford Park and other park areas – along with bat nesting boxes. The Grounds Team are intending to install nesting boxes for Spring.
Friends Group flower beds	Flower and shrubs planted and maintained by the Friends group encourage pollinators and insects.
Natural margins	The natural margins around the perimeter of the site provide habitat for insects, birds, etc
Community Orchard / fruit trees	Fruit from the orchard provides food for a variety of insects and birds. Wildflowers will be planted adjacent to the orchard to encourage insects and pollinators.
Limited pesticide use	Pesticide use is limited to areas where persistent weeds are prevalent and for maintenance of the fine turf on the bowls green.
Bug habitat	Logs from felled/damaged trees are left on site to rot and provide habitat for beetles and bugs. A large bug hotel is planned for the island in the lake and will be constructed by the Grounds Team.

Wildflowers	Wildflowers are an attractive addition to the park and also encourage pollinators and other insects. We are looking to add additional wild flower areas at all of the Council's open spaces.
Crocus	600+ from WI 100 from WI (FOWP) 4000 from Rotary (FOWP)

These activities are in line with the Environmental policy adopted by the Council in 2017, which includes broad environmental objectives.

Plans for the next 6 months...

- Officers are in contact with the Earley Environmental Group to see where we can do more, or how we can do things differently to encourage wildlife in Woodley's open spaces.
- We will also be arranging a visit for our Grounds Team to Earley Town Councils nature reserve to pick up ideas that we could bring to Woodley.
- Look at opportunities for joined up working with Wokingham Borough Council and neighbouring parish Councils.
- Provide information/advice/links/promote and publicise national and local initiatives via the Town Council website on ways to encourage wildlife in gardens throughout the town.
- The Grounds Manager is looking at the potential for tree planting in the Council's parks with a view to developing a funded programme/schedule of tree planting. The Council will be participating in a government scheme to plant trees in march 2020. Sites are being considered for suitability for tree planting.
- Officers are investigating options for rainwater harvesting from the Councils buildings. An update will be provided to the next meeting.