



Woodley Town Council

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

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

Councillors: B. Soane (Chairman); T. Barker; P. Challis; A. Downes; B. Franklin;
K. Gilder; S. Outen; S. Rahmouni; D. Stares.

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 24 March 2015, at which your attendance is requested.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members on agenda items.
3. **MINUTES OF THE MEETING HELD ON 6 JANUARY 2015**
To approve the minutes of the meeting of the Leisure Services Committee held on 6 January 2015 and for the Chairman to sign them as a true and accurate record. *(These minutes were provided in the Full Council agenda of 10 February 2015).*
4. **EXCLUSION OF THE PUBLIC AND PRESS**
To resolve that, in view of the confidential nature of the business about to be transacted in relation to 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 5 on the agenda.

5. **WOODFORD PARK LEISURE CENTRE DEVELOPMENT**
To receive a presentation of the Woodford Park Leisure Centre feasibility study and business case from Robin Thompson of RPT Consulting and Tom Fairey of Alliance Leisure. This is the first stage in looking at proposals for the future provision of sports and activities at the centre. (***Confidential report enclosed***)

6. **BUDGETARY CONTROL**
To note **Report No. LS 7/15.** Page 3

7. **WOODFORD PARK LEISURE CENTRE, SPORTS AND ACTIVITIES**
To receive **Report No. LS 8/15.** Page 5

8. **PARKS AND BUILDINGS**
To receive **Report No. LS 9/15.** Page 12

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

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

LEISURE SERVICES COMMITTEE**BUDGETARY CONTROL 2014/15**

Report No. LS 7/15

EXPENDITURE	Original Budget 2014/15	Revised Budget 2014/15	Actual Exp as at 28/2/14	Actual Exp as at 28/2/15	Actual Exp as % of Rev Budget	Information
WOODFORD PARK LC	259920	254946	209637	226265	88.8	Coaching, rates, uniform, cleaning materials, repairs, alarm maintenance, equipment and vending costs over 91.7%. Other costs under.
BULMERSHE LC	502271	360384	421756	358827	99.6	Draft figures - these are subject to change following final accounting at end of lease agreement. Final costs for electricity and repairs not yet included. Some costs will be offset by income owed by 1Life.
GROUNDS MAINTENANCE	21903	23765	17977	17971	75.6	Phone, fire equipment and diesel costs over 91.7%. All other costs under.
FOOTBALL	16369	16364	12277	14244	87.0	Low expenditure on seed and equipment at this point.
CRICKET	8371	8793	7119	7796	88.7	Lower expenditure on seed.
BOWLING GREEN	11268	11228	9724	10188	90.7	Expenditure on seed over 91.7%, other costs under.
WOODFORD PARK	25593	26758	22971	23748	88.8	Paddling pool supplies and tournament expenditure over 91.7%, other costs under.
MEMORIAL GROUND	6635	6633	6105	5730	86.4	No expenditure on seed at this point.
GARDEN OF REMEMBRANCE	4842	5221	4739	4909	94.0	Inscription costs over budget - demand led.
PLAY AREAS & OPEN SPACES	10289	10814	8946	9856	91.1	Play equipment costs over 91.7%, other costs under.
CORONATION HALL	32542	31501	28452	29520	93.7	Staff, rates, certification costs and repairs over 91.7%. Other costs under.
CHAPEL HALL	18522	22752	19332	20637	90.7	Rates, cleaning materials, repairs and sanitary services over 91.7%
CAPITAL & PROJECTS	55900	55900	27950	27950	50.0	First half of loans paid in September, second in March.
TOTAL	974425	835059	796985	757641	90.7	

INCOME	Original Budget 2014/15	Revised Budget 2014/15	Actual Inc as at 28/2/14	Actual Inc as at 28/2/15	Actual Inc as % of Rev Budget	Information
WOODFORD PARK LC	178101	180662	167173	186378	103.2	All income over 91.7% apart from vending and equipment hire.
BULMERSHE LC	407003	269833	398678	264652	98.1	Draft figures - subject to change following final accounting at end of lease agreement.
GROUNDS MAINTENANCE	2470	2470	2202	2271	91.9	Charge for maintenance at BLC and Bulmershe Park.
FOOTBALL	11000	9387	10871	9688	103.2	
CRICKET	2772	1888	2677	1888	100.0	Season over.
BOWLING GREEN	7588	6785	6987	6785	100.0	Licence and groundrent invoiced and paid.
WOODFORD PARK	3500	1799	6564	1799	100.0	Two fair visits and one circus - no others anticipated.
MEMORIAL GROUND	220	104	202	104	100.0	One hire of ground - carnival.
GARDEN OF REMEMBRANCE	440	918	700	818	89.1	Demand led.
PLAY AREAS & OPEN SPACES	0	0	0	0		
CORONATION HALL	31310	31310	28818	29328	93.7	Payments in advance.
CHAPEL HALL	26033	29500	24618	27902	94.6	Payments in advance.
CAPITAL & PROJECTS	0	0	0	0		
TOTAL	670437	534656	649490	531613	99.4	
NET	303988	300403	147495	226028		

Month 11 - 91.7%

WOODFORD PARK LEISURE CENTRE, SPORTS AND ACTIVITIES

REPORT OF THE LEISURE SERVICES MANAGER

Purpose of Report

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

General Matters

Meetings with Wokingham Borough Sport Development Team and 1Life

Since the last meeting I have met with the Sport and Leisure Manager for Wokingham Borough Council on two occasions to share ideas and discuss possible projects that we might be able to work on in partnership going forwards. These meetings will now take place once a month and will include 1Life, as agreed between the three organisations.

Easter Opening hours

As in previous years members are asked to approve the proposed Easter opening hours for Woodford Park Leisure Centre below: -

Friday 3 April	9am – 5pm
Saturday 4 April	9am – 5pm
Sunday 5 April	9am – 5pm
Monday 6 April	9am – 5pm

UK Active

A meeting was recently held with representatives from UK Active who are keen for Woodley Town Council to become members. UK Active is a not-for-profit body comprised of members and partners from across the UK active lifestyle sector. It provides services and facilitates partnerships for a broad range of organisations including operators of fitness facilities, local authority leisure centres, leisure trusts, outdoor fitness providers, Public Health, education and training providers. Wokingham Borough Council's Sport Development team are already a member.

The cost to become a member is £455 per year for which the following benefits are available:

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

I believe there will be a benefit to becoming a member of UK Active. Members are asked to consider the purchase of an annual membership of £455, which can be met within Woodford Park Leisure Centre's budget estimates for 2015/16.

Sports Development

Woodley Sports Week

Plans are progressing well for our annual Woodley Sports Week between 18 and 23 May. Regular meetings are taking place with the School Games Organiser for Wokingham Borough and the Head of PE at Bulmershe School in the build up to the week. Any Members wishing to attend any of the events (see attached programme of events) should contact the Leisure Services Manager.

Orienteering

As part of our continued work with the Wokingham School Games Organiser, we have been working in partnership to use Woodford Park as the orienteering site for the Wokingham schools level 2 competitions. The Regional Officer for Orienteering is currently mapping out the course. This is being paid for by funding from the School Games Organiser. Training will then be given to officers at WPLC and selected teachers from Wokingham schools to run the level 2 event. Following the event, orienteering will open up the opportunity to work with local schools to offer school days out within Woodford Park in the summer.

Woodford Park Leisure Centre

Easter Holiday activities

Woodford Park Leisure Centre is looking to run 10 activity sports camps during the Easter holidays. Activities include Trampolining, Toddler Trampolining, Badminton, Karate, Multi-Skills and Cheer Leading. Marketing for all of the above can be found on the Town Council website.

3G artificial football pitch project - update

Since the last meeting the Council been granted planning permission for the 3G pitch project. Approval to borrow funds of £255,000, to fund the anticipated 50% of the project costs, has also been given by the Department of Communities and Local Government.

The Town Council's consultant submitted an Expression of interest application to the Football Foundation for the remaining 50% of the costs, before the deadline of 20 February 2015. We have received confirmation from the Football Foundation that they have received our application for funding and expect a decision in early April.

In the meantime, the Council has been allocated a Technical Project Officer from the Football Foundation to start to move the project forward. This officer has already been in touch regarding the need to carry out the Foundation's framework agreement works as soon as possible. These works will provide us with a technical overview of the project in readiness for the detailed development of the specification and appointment of a contractor to do the works. It will also provide a mini tender estimate that will give us a better grasp of cost certainty before any grant award is made. It is important that we do this so that we get the grant request right.

The cost to carry out this piece of work is £4029.38 + VAT. These costs would be incurred anyway and are all included as project costs, i.e. eligible for funding. The purchase order for this work was approved by the Town Clerk and e-mailed to the Football Foundation on 11 March to enable this first phase of the framework agreement to be implemented. Funds for this will be allocated from the earmarked 3G pitch project reserve and will form part of the costs that can be covered by the grant funding, should the Council's application be successful.

New artificial cricket wicket – Woodford Park

Funding is currently being sourced for the new artificial wicket through the ECB (English Cricket Board) in partnership with Last Man Stands, the grass roots version of 2020 Cricket. The Council has obtained 3 quotes for the replacement wicket, which have been passed on to Last Man Stands, who will be applying for the funding through the ECB, and who have a better chance of receiving funding given their participation in grass roots cricket initiatives. The next round of this funding is open from 1 April.

If successful, Last Man Stands wish to hire the artificial wicket on Monday, Thursday and Friday evenings and on Sundays when Woodley Cricket Club are not using the wicket.

In recognition of the support from Last Man Stands in achieving the funding for the new wicket, which costs in the region of between £8,000 - £10,000, normal practice is for them to have use of the wicket for £25 per game. It is proposed that in the first season following the installation of the new wicket that Last Man Stands be charged £25 per game, rising to £30 a game in the second year, and as a local league gets established. From thereon the Council would look to increase the charge year on year to bring it into line with the ordinary rate charged for the artificial wicket (£72 for adults, £30 for under 18s).

As this special arrangement would be outside the Council's current pricing structure, Members are asked to consider the above proposal for the charges to Last Man Stands for the use of the artificial wicket.

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider the proposed Easter opening hours**
- ◆ **That Members consider the purchase of an annual membership with UK Active at £455 for 2015/16, funded from Woodford Park Leisure Centre's budget estimates.**
- ◆ **That Members consider the proposals set out in the report for a special charging structure to Last Man Stands for the use of the artificial wicket, should this be installed as a result of a successful application from this organisation.**

Woodley Schools' Sports Week 2015

Rivermead, St Dominics, Willow Bank Infants, Willow Bank Juniors,
Woodley C of E

Day	Morning	Afternoon
Monday May 18th	<p style="text-align: center;">Dance Festival Any year groups</p> <p style="text-align: center;"><i>Arrive 8.45-9.15am; finish at 11am</i></p>	<p style="text-align: center;">Kwik cricket Competition Year 5/6 -selected pupils</p> <p style="text-align: center;"><i>Arrive 12.30 – finish at 5pm</i></p>
Tuesday May 19th	<p style="text-align: center;">Paralympic Festival All year 3 pupils</p> <p style="text-align: center;"><i>St Dominics and Woodley C of E Arrive 8.30am -9am; finish at 11.15am</i></p>	<p style="text-align: center;">Paralympic Festival All year 3 pupils</p> <p style="text-align: center;"><i>Rivermead and Willow Bank Arrive 12.45pm; finish at 3pm</i></p>
Wednesday May 20th	<p style="text-align: center;">Swimming Gala Year 5/6 selected pupils</p> <p style="text-align: center;"><i>Arrive 8.45am -9am; finish at 12.30pm</i></p>	<p style="text-align: center;">Multiskills Festival All year 1 pupils</p> <p style="text-align: center;"><i>St Dominics and Willow Bank Infants Arrive 12 noon; finish at 1.15pm</i></p> <p style="text-align: center;"><i>Woodley CE and Rivermead Arrive 1.30; finish at 3pm</i></p>
Thursday May 21st	<p style="text-align: center;">Athletic activities, Diamond Cricket and Tennis All year 4 pupils</p> <p style="text-align: center;"><i>St Dominics and Willow Bank Arrive 8.30am -9am; finish at 11.45am</i></p>	<p style="text-align: center;">Athletic activities, Diamond Cricket and Tennis All year 4 pupils</p> <p style="text-align: center;"><i>Rivermead and Woodley C of E Arrive 12.15; finish at 3pm</i></p>
Friday May 22nd	<p style="text-align: center;">Aquasplash / Goals All year 2 pupils</p> <p style="text-align: center;">See below for timings</p>	<p style="text-align: center;">Aquasplash / Goals All year 2 pupils</p> <p style="text-align: center;">See below for timings</p>

Year 2 Aquasplash and Goals

Willow Bank

Group 1

Arrive at **9am** at Leisure Centre to get changed; in pool **9.15 -9.55am**, then Goals until **11am**

Group 2

Start at Goals at **9am**, then in pool **10am-10.40am**

St Dominics

Group 1

Arrive **10.45am** at Leisure Centre to get changed; in pool **11 – 11.40am**, then Goals until **12.45pm**

Group 2

Start at Goals at **10.45am** then in pool **11.45am-12.30pm**

Rivermead

Group 1

Arrive at **1pm** at Leisure Centre to get changed; in pool **1.15-1.55pm**, then Goals until **3pm**

Group 2

Start at Goals at **1pm**, then in pool **2-3pm**

Woodley Schools' Sports Week 2015

Addington, Beechwood, Earley St Peters, Highwood, South Lake

Day	Morning	Afternoon
Monday May 18th	Dance Festival Any year groups <i>Arrive 8.45-9.15am; finish at 11am</i>	Kwik cricket Competition Year 5/6 -selected pupils <i>Arrive 12.30 – finish at 5pm</i>
Tuesday May 19th	Paralympic Festival All year 3 pupils <i>Beechwood and Southlake</i>	Paralympic Festival All year 3 pupils <i>Highwood, Earley St. Peters and Addington?</i>
Wednesday May 20th	Swimming Gala Year 5/6 selected pupils <i>Arrive 8.45am -9am; finish at 12.30pm</i>	Multiskills Festival All year 1 pupils <i>Earley St Peters and Highwood: 12:30- 1:45</i> <i>Beechwood and Southlake: 2:00- 3:15</i>
Thursday May 21st	Aquasplash / Goals All year 2 pupils See below for timings	Aquasplash / Goals All year 2 pupils See below for timings
Friday May 22nd	Athletics Activities All Year 4 pupils <i>Beechwood and Earley St Peters</i>	Athletics Activities All Year 4 pupils <i>Highwood and Southlake</i>

Year 2 Aquasplash and Goals

South Lake

Group 1

Arrive at **9am** at Leisure Centre to get changed; in pool **9.15 - 9.55am**, then Goals until **11am**

Group 2

Start at Goals at **9am**, then in pool **10am-10.40am**

ESP

Group 1

Arrive at **10.30am** at Leisure Centre to get changed; in pool **10.45 -11.25am**, then Goals until **12.30**

Group 2

Start at Goals at **10.30am**, then in pool **11.30am-12.10pm**

Highwood

Arrive at **12.30** at Leisure Centre to get changed; in pool **12.45-1.25pm**, then Goals until 2.30pm

Beechwood

Group 1

Arrive at **1.15pm** at Leisure Centre to get changed; in pool **1.30-2.10pm**, then Goals until **3.15pm**

Group 2

Start at Goals at **1.15pm**, then in pool **2.15-3pm**

Woodley Town Council

PARKS AND BUILDINGS

REPORT OF THE SERVICE SUPPORT MANAGER

Purpose of Report

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

Vandalism

- Minor damage to allotment fencing.
- Minor offensive graffiti on graffiti wall in Woodford Park.

Woodford Park Leisure Centre

Refurbishment

The Ladies changing rooms have been completely refurbished. The work included replacement flooring, bench seating, tiling, showers, lights, ventilation and plastering of walls. Similar work to the Gents changing rooms is scheduled for the next few weeks.

Windows

The windows have been replaced in the function room and tea room including the fire exit door from the kitchen. Works were carried out by a local contractor at a cost of £5,850, funded from the 2014/15 Capital Programme.

Woodford Park

Bowling Club

The fir trees along the boundary of the bowling green and the main car park have been removed. The root system of these trees has been causing damage to the path around the green, the green surface and the irrigation system. The old damaged railings will be removed and replaced with a 1.8m high, black powder coated steel weldmesh fence, similar to that often used around schools and sports grounds. This work is scheduled for week commencing 13 April. Hedging will be planted in front of the fencing which once established will be attractive, while acting as a wind break and a deterrent for unauthorised access. Woodley Bowling Club have showed support for the project and will continue to be consulted and informed as the project progresses.

Western Avenue Entrance

Officers arranged with Wokingham Borough Council for a quantity of road planings from resurfacing work in Oak Drive to be deposited at the site. The Town Council's Grounds Team spread and compacted this loose material as much as possible to provide a temporary repair to the surface along most of the length of the track. The Town Council is now licenced as a waste carrier in order to receive such materials and may be able to obtain more in future.

Seating

Two residents have made donations to sponsor memorial seats in the Park. These additional seats will be installed in the two next weeks overlooking the playing fields. Sponsored seats remain the property of the Town Council and are added to the Council's maintenance programme. The Town Council sources and installs the seats and the sponsor is able to have a plaque installed on the seat.

Flagpole

The following costings have been obtained for the provision of a single flagpole and flag;

10m Fibreglass flag pole – internal halyard	£634.00
Delivery of pole	£150
3 yard sewn woven Union Flag	£98.50
Installation of concrete foundation	£1,000
Total	£1,882.50

There is guidance available from the Department for Communities and Local Government and the Flag institute regarding the flying of flags and the Council would need to agree a protocol regarding which flags are to be flown and when.

Tree Works

Tree Works have been carried out in Woodford Park and Malone Park including the removal of a some dead/diseased trees and maintenance work to some substantial healthy trees. This work is funded from the tree works budget along with the Bowling Club tree work detailed in the report.

Community Halls

The new flooring at Chapel Hall has been well received by hirers and has made a significant improvement. The Caretakers at Chapel and Coronation Halls will be carrying out a spring clean over the Easter period where bookings are fewer.

Recommendations

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