



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; A. Chadwick; P.Challis; A. Downes;
B. Franklin; K. Gilder; S. Outen; S.Rahmouni.

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 4 November 2014, at which your attendance is requested.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**

2. **COMMITTEE MEMBERSHIP**

To note that at the meeting of the Council held on 30 September 2014 Councillor Cox was removed from the Leisure Services Committee and Councillor Rahmouni was appointed to the Committee, following the change in Council membership.

3. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members on agenda items.

4. **MINUTES OF THE MEETING HELD ON 2 September 2014**

To approve the minutes of the meeting of the Leisure Services Committee held on 2 September 2014 and for the Chairman to sign them as a true and accurate record. *(These minutes were provided in the Full Council agenda of 30 September 2014).*

5. **BUDGETARY CONTROL**

To note **Report No. LS 18/14.**

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6. **LEISURE CENTRES**

To receive **Report No. LS 19/14.**

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7. **BULMERSHE LEISURE CENTRE – EARLY SURRENDER OF LEASE**
To receive **Report No. LS 20/14.** Page 11
8. **PARKS AND BUILDINGS**
To receive **Report No. LS 21/14.** Page 13
9. **FUTURE AGENDA ITEMS**
To propose future agenda items for the Committee's consideration.
10. **PUBLICITY & WEB SITE**
To consider which items to publicise.

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

Report No. LS 18/14

EXPENDITURE	Original Budget 2014/15	Actual Exp as at 30/9/13	Actual Exp as at 30/9/14	Actual Exp as % of Budget	Information
WOODFORD PARK LC	259920	120072	118661	45.7	Rates, water rates, cleaning materials, repairs, alarm maintenance, sanitary services, equipment and vending over 50%. Other costs under. Some repairs costs are offset by income from Optalis re offices.
BULMERSHE LC	502271	234321	276220	55.0	Staff, first aid, rates, cleaning materials, counter sales goods, phone, stationery, skip, repairs, grounds maintenance, performing rights & pool chemicals over 50%. Budget increased by £20K to cover new filters. Other costs under.
GROUNDS MAINTENANCE	21903	7672	9871	45.1	Water, phone, skip hire and diesel over 50%. Other costs under.
FOOTBALL	16369	6396	6416	39.2	No expenditure on seed or equipment at this point.
CRICKET	8371	3459	3614	43.2	No expenditure on seed or equipment, Water rates over 50%.
BOWLING GREEN	11268	4730	4811	42.7	Low expenditure on seed at this point, Water rates over 50%.
WOODFORD PARK	25593	12811	13225	51.7	Paddling pool repairs and general repairs over 50%
MEMORIAL GROUND	6635	3173	3175	47.9	No expenditure on seed at this point. Play equipment over 50%.
GARDEN OF REMEMBRANCE	4842	2542	2589	53.5	No expenditure on seeds at this point. Inscription costs over budget - demand led.
PLAY AREAS & OPEN SPACES	10289	5294	5607	54.5	Play equipment costs over budget, other costs under at this point.
CORONATION HALL	32542	15205	17179	52.8	Staff, rates, water rates, certification costs and sanitary services over 50%. Other costs under.
CHAPEL HALL	18522	10575	11133	60.1	Staff, rates, cleaning materials, repairs and sanitary services costs over 50%. Other costs under.
CAPITAL & PROJECTS	55900	27950	27950	50.0	First half of loans paid in September, second in March.
TOTAL	974425	454200	500451	51.4	

INCOME	Original Budget 2014/15	Actual Inc as at 30/9/13	Actual Inc as at 30/9/14	Actual Inc as % of Budget	Information
WOODFORD PARK LC	178101	97228	105171	59.1	All income over 50% apart from rent (BLTA moved from offices) and vending.
BULMERSHE LC	407003	245204	254216	62.5	All income, apart from vending and exclusive pool use, over 50%.
GROUNDS MAINTENANCE	2470	1934	2080	84.2	Annual charge for maintenance at BLC applied.
FOOTBALL	11000	8003	7425	67.5	Payments in advance.
CRICKET	2772	2689	1819	65.6	Season over.
BOWLING GREEN	7588	6764	6785	89.4	Licence and groundrent invoiced and paid.
WOODFORD PARK	3500	6564	1799	51.4	Two fair visits and one circus - no others anticipated.
MEMORIAL GROUND	220	202	104	47.3	One hire of ground - carnival.
GARDEN OF REMEMBRANCE	440	200	742	168.6	Demand led
PLAY AREAS & OPEN SPACES	0	0	0	0.0	
CORONATION HALL	31310	19296	17369	55.5	Payments in advance.
CHAPEL HALL	26033	13925	14398	55.3	Payments in advance.
CAPITAL & PROJECTS	0	0	0	0.0	
TOTAL	670437	402009	411908	61.4	
NET	303988	52191	88543		

Month 6 - 50%

WOODFORD PARK AND BULMERSHE LEISURE CENTRES

REPORT OF THE LEISURE SERVICES MANAGER

Purpose of Report

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

General Matters

Healthy Habits

Total number of members: **843** (522 at Woodford Park & 321 at Bulmershe).

Defibrillator for Woodford Park Leisure Centre

Since the last meeting the cost of buying a new defibrillator for Woodford Park Leisure Centre and the ongoing training requirements have been investigated. Prices range from £1,200 - £1,500, depending on the type of defibrillator chosen, along with an additional cost of £400 for training up to 12 staff. The Wokingham Borough Sport Development Team has recently purchased two defibrillators for their Cardiac Rehab classes and information on the make and model chosen has been sought. The training cost, which will be ongoing for refresher sessions, can be met by funds from the staff training budget.

Given the various types of physical activity that take place at the centre, some with higher risk groups eg over 50s, and the amount of outside sports and activities in the park, as well as the improvement in the usability of defibrillators it is proposed that the Council consider providing a defibrillator at the centre. The purchase cost could be met by increasing the centre's equipment budget of £1,750 by £1,500 to give a revised estimate for 2014/15 of £3,250 as part of the budget process. Income and expenditure figures at this point in the year indicate that this would not result in an over spend of the net costs originally budgeted for. Members are asked to consider this proposal.

Sports Development

Sid Hopkins Football Tournament

The annual Sid Hopkins Tournament for years 3 and 4 took place at Woodford Park last month. The boys' tournament took place on 7 October, with South Lake School beating Earley St Peters in the final 2-1, to be crowned champions this year. All the players received a medal presented by the Leader of the Council.

Unfortunately, the girls were unable to complete their tournament on 8 October because of heavy rain. All the schools are keen to finish the tournament and a new date is being sought.

Bulmershe School again provided the referees for both days, all of whom were great in the role and a credit to their school.

Wokingham Level 2 Football Tournament for years 3 and 4

Woodford Park recently hosted the Wokingham primary schools' years 3 and 4 Football Tournament on 21 October for the first time. Ten schools from around the borough took part in the tournament with local representation from Beechwood, Willowbank, Highwood and South Lake schools. This year's winner was Oaklands who beat Sonning in the final 2-0.

Oaklands will now be going on to represent Wokingham in the county finals.

Bulmershe Leisure Centre

Swim School

Term 3 enrolments were again very busy with 520 people enrolled with Swim School, bringing the Swim School income up to £119k; 80.7% of this activity's income target for this year and an increase of £14k on this time last year. It should be noted that this income will require apportionment at the date of the early surrender of the lease.

Woodford Park Leisure Centre

October Holiday activities

Woodford Park Leisure Centre was busy over the October half term, running a variety of sports camps, which included football, trampolining and badminton. All the sessions were popular, with trampolining being at capacity for the two sessions running on each day.

Healthy Habits children's activities and courses

The Healthy Habits children's activities and courses on offer at Woodford Park Leisure Centre are growing from strength to strength. Numbers attending the activities and courses have increased over those during the summer term. The transfer of trampolining and judo from Bulmershe has helped, bringing over new customers to the centre. We are now offering the following activities: football, trampolining (4 classes), badminton, judo (2 classes) and cricket. The number of activities will increase further in the New Year with the introduction of toddler trampolining and a children's fitness session.

3G artificial grass pitch project pitch - update

Since the last meeting the Council's consultants have submitted the planning application for the 3G pitch to Wokingham Borough Council and this is currently in the middle of an extended consultation process.

There have been some objections raised by residents nearest to the proposed pitch with regards to noise, light and parking. Officers, Councillors and a Design Consultant from Surfacing Standards, the company responsible for the design of the 3G pitch, attended a meeting with residents to find out more about, and try to respond to, their concerns.

As a result of the meeting and the concerns expressed the consultants have proposed that certain aspects of the project be reviewed and that revisions be made to the planning application. These include adding cornices to the floodlighting to reduce further spillage, including additional parking in the application and reducing the planned opening times on weekend and Friday evenings. The consultants have also proposed that an acoustic survey be carried out with a view to considering the installation of acoustic boards to the surround of part of the pitch.

Meanwhile officers have also met with the representatives from the Football Association, the Football Foundation and Berks and Bucks FA along with Anna Kocheran (the Council's consultant) to discuss our headline application for funding that was due in by the end of October. The FA and County FA fully support the Council's application for funding from the Football Foundation. However, because of the delay in relation to the planning application the headline application date has now been put back again to the next round of funding in February 2015. The project can still on track for a September 2015 opening but it will be tight.

The acoustic survey and the attendance of a consultant at the meeting with residents are additional costs and were not included in the funding allocated from the special projects earmarked reserve. In order to cover this cost and an initial cost relating to the scheme design,

which had also not been included in the costings, it is estimated that a further £2,550 is needed to complete the works required.

Members are asked to consider recommending to the Strategy and Resources Committee that a further £2,550 be allocated from the special projects earmarked reserve to cover the anticipated survey and other costs associated for this stage of the project.

Woodford Park Leisure Centre – Development

At the last meeting Members considered information from Alliance Leisure on development opportunities at Woodford Park Leisure Centre and agreed to recommend to the Strategy and Resources Committee that £3,500 be allocated from the special projects earmarked reserve to commission Alliance Leisure to provide an independent feasibility report on opportunities for development at the centre. This was agreed at a meeting of the Committee held on 16 September 2014 Min No. 31. It was also agreed that members of the Leisure Services Committee be included in discussions with the consultants on the potential development opportunities.

To that end a meeting took place on 22 October with Alliance Leisure at which four members of the Leisure Services Committee were present along with the Leader of the Council and the Leisure Services Officer. The meeting discussed Members' visions for the centre and the consultant from Alliance Leisure explained how those ideas would now form the basis of the feasibility study going forwards. Some of the ideas included enhancement of the current facilities, coffee shop / café bar, 50+ wellbeing suite, fitness gym and children's soft play area. Alliance Leisure will now carry out a feasibility study to look into these ideas which will be provided to the Committee's meeting in January.

Woodley Cricket Club

At the beginning of September, after the end of the cricket season, representatives from the Berkshire Cricket League visited every Premier League cricket ground to check that the current ground criteria for playing in the league were being met. This was the first time that this kind of inspection had been carried out. Initial findings from the inspection seemed to indicate that Woodley Cricket Club may need to find a new ground to be able to continue playing league cricket. A report was provided to the club and this was then discussed at a meeting attended by the league and club representatives, the Leisure Services Manager, the Head Groundsman and the Leader of the Council.

As a result of this meeting it was agreed that improvements would be made to the cricket square and boundary and an agreed timeline for these works is set out in **Appendix A** attached to this report. There are some costs associated with these required works; this year the £425 hire cost for a verti drain hollow coring machine has been met within the cricket and football expenditure budgets with future years' costs being included in budget estimates. Next year's costs of £924 for selective weed killing and slow release fertiliser can be accommodated in the 2015/16 budget estimates.

To help the Head Groundsman to deliver a quality ground surface in the outfield, serious consideration will also need to be given to losing the 5th youth development league football pitch, which is usually marked out in front of the pavilion, but is on the proposed 3G pitch site this season. This matter will be discussed further with the Development League.

The Leisure Services Manager is also due to meet with the Chairmen of the Berkshire Cricket League, and a representatives from Performance Cricket and Woodley Cricket Club to discuss re-starting the Woodley Cricket Academy for youngsters which was sadly lost two years ago due to the lack of volunteers.

Members are asked to approve the works to the cricket square and boundary and the budget implications, as set out in the appendix, which will enable Woodley Cricket Club to continue to play at Woodford Park.

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members approve the purchase of a defibrillator for Woodford Park Leisure Centre at an estimated cost of £1,500 and that the centre's equipment budget for 2014/15 be revised during the forthcoming budget process to cover this cost.**
- ◆ **That Members recommend to the Strategy and Resources Committee that a further £2,550 be allocated from the special projects earmarked reserve to cover the anticipated survey and other costs associated for this stage of the 3G artificial grass pitch project.**
- ◆ **That Members approve the works to the cricket square and boundary and the budget implications as set out in the appendix.**

Timeline of Works for Cricket in Woodford Park

Area of Concern	Action required for 2015 season	2016 season	2017 season	2018 season
Remove saddles from the square	Hire a verti drain hollow coring machine at a cost £425, can also be used in the football goal mouths	Same again depending on reports from the league	Same again depending on reports from the league	Same again depending on reports from the league
Artificial wicket	Artificial wicket either needs to be removed or replaced. LSM has a quote to replace the artificial wicket at a cost of 5k, possible 106 monies to cover the cost.	NA	NA	NA
Weeds in the outfield	Selective weed killing on the outfield of the cricket square, which would require the closure of the park area behind Woodford Park Leisure Centre for the morning whilst area was sprayed. Needs to be done during May half term at a cost of £924. Again costs could be split between cricket and football as area of ground covers both sets of pitches.	NA	NA	Weed killing needs to be done every 3 years
5 th football development pitch in front of pavilion	5 th football development pitch currently been placed on proposed area for the 3G 9 V 9 for this season	Loss of football development pitch 5	Loss of football development pitch 5	Loss of football development pitch 5
Moss detectable on some parts of the square, outfield uneven, pitch needs to be flat and rolled	Annual maintenance	Annual maintenance	Annual maintenance	Annual maintenance

Woodley Town Council

BULMERSHE LEISURE CENTRE

REPORT OF THE TOWN CLERK

Purpose of Report

To inform Members of progress on arrangements for the early surrender of the lease on Bulmershe Leisure Centre.

Background

The Town Council has managed the leisure centre area of the building since 1995 under a lease agreed with the then Berkshire County Council, continued with its successor, Wokingham Borough Council. This followed a refurbishment of the leisure facilities funded jointly by the County Council, Wokingham District Council and the Town Council.

The 20 year lease comes to an end on 26 March 2015.

The Town Council has agreed to proceed with an early surrender of the lease, subject to satisfactory terms being agreed and approved. This proposal was made by Wokingham Borough Council which will transfer the management of the centre to its leisure operator, 1Life, when the lease ends.

At an extraordinary meeting of the Strategy and Resources Committee on 5 August 2014 Min No. 25 the works to be carried out by the Town Council and an early surrender of the lease were confirmed subject to

- the agreement to the final legal document effecting the surrender,
- receipt of a statement of intent from the Borough Council regarding the future provision of leisure services at the Bulmershe site and continuing work and
- liaison with the Town Council on the promotion of sports and health activities in Woodley.

Information

Following on from this decision officers from Wokingham Borough Council and Woodley Town Council and representatives from 1Life have held regular meetings to discuss and agree the arrangements for the early surrender of the lease with effect from 1 December 2014.

Legal agreement

The draft of the agreement for the early surrender of the leases on the leisure centre and bungalow have been prepared by the Town Council's solicitor and have been forwarded to Shared Legal Solutions, acting for Wokingham BC. The final agreements will be presented to the Strategy and Resources Committee for approval at its meeting on 25 November. There are several documents being prepared by officers to accompany the agreements relating to fixtures and fittings, equipment, asbestos surveys and fire risk assessments.

Staff transfer to 1Life

The Town Council's responsibilities under the TUPE regulations to consult and meet with staff have been carried out. 1Life has also met with staff, as required. The Local Government Pension Scheme actuaries have provided the relevant information to 1Life regarding the terms of admitted body status to the pension scheme.

Works to be carried out by the Town Council

Final agreement has been reached on these. The repairs to be carried out by the Town Council, as listed in the report to the Strategy and Resources Committee meeting on 5 August 2014 have been completed.

Contracts

The arrangements for service contracts at the centre are being transferred or terminated, as appropriate. We are awaiting confirmation from 1Life regarding the transfer, or otherwise of some contracts. There are some costs associated with the termination of some contracts, the total cost is not yet known but will be accounted for in the final revised budget figures for 2014/15.

Financial arrangements

Staff at the centre and the Finance Officer are maintaining detailed spreadsheets to enable a clear assessment of income that will be payable to 1Life at the point of transfer and funds to be paid to the Council for payments made in advance, for example stock held, annual contracts and licences. Staff pay will also be calculated to the date of transfer.

Refurbishment works

Agreement has been given for 1Life to commence installation of the fitness gym equipment in the small hall in November. It is anticipated that, given the position of the hall in the building and close outside access, these works should not be over disruptive.

In addition work will be carried out on the wetside changing rooms from 17 November, which will take 6 weeks to complete, starting with the men's changing room. A temporary wetside male changing room will be set up whilst this work is being carried out.

Handover arrangements

Both 1Life and the Town Council have agreed that a smooth transition period is important for centre customers. With this in mind the following have been agreed:

- Representatives from 1Life will be based in the centre reception from 3 November as part of the pre sale for the new gym opening on 1 December.
- On 29 and 30 November all staff will receive training from 1Life on new systems and other operational matters. Staff will be paid by 1Life for these training days.
- Works on poolside and redecoration of the pool hall will take place from 15 December and the pool is due to be closed until the New Year. Credits and refunds for Swim School and other bookings will be given by 1Life.

In general we have agreed to work in a cooperative and coordinated way with 1Life with regard to removal/installation of IT and other equipment/documentation.

Mayor's Reception for staff

The Mayor will be hosting a reception for all Bulmershe Leisure Centre staff to mark the end of their service with the Council on the evening of Friday 21 November at the Oakwood Centre. Other staff and councillors will be invited to the reception. Arrangements are being made and invitations will be sent out as soon as possible. This date was the only one available, given other arrangements in place. In order that all the staff from the centre are able to attend the reception it is proposed that Bulmershe Leisure Centre remain open only for the Youth Club on that evening. This would mean that the 6.30 – 9pm public swim session will be cancelled. Members are asked to consider this proposal.

Recommendation:

- ◆ **That Members note the report.**
- ◆ **That Members consider the closure of Bulmershe Leisure Centre from 6.30pm on Friday 21 November to enable all staff to attend the Mayor's Reception to mark the end of their service with the Council.**

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

Date	Details	Costs
Sept 2014	Youth Shelter roof damaged	£300 estimated
Sept 2014	Graffiti – Garden of Remembrance	Removed by Grounds Team

Woodford Park Leisure Centre

Office Space - Optalis

Refurbishment works are complete and Optalis are currently moving furniture and equipment into the offices. They are expected to commence operating from the centre from 17 November.

Old Play Area

The area adjacent to the centre where the old play equipment used to be sited will be tarmacked in the coming weeks. Temporary repairs to the damaged surfacing had been carried out but have not lasted well and would be unlikely to last through the winter weather. Insurers have advised that this work be carried out.

Bulmershe Leisure Centre

Maintenance works agreed under the terms of transfer have been completed. Further information is included in report LS 20/14 on the agenda.

Woodford Park

Bowling Green trees

The root systems of the conifer trees along the perimeter of the bowling green are beginning to cause damage to the playing surface of the green and to the below ground irrigation system. There is already significant damage to the path around the green in some areas. It is intended to remove these trees to prevent further damage and to reinstate the railings that are in situ beneath the trees. Some of the railing may require repainting and other sections are damaged and may need replacing. This work was identified as one of the project aims of the WPLC Entrance Improvements Working Party – subject to further investigation and available funds.

A quote for removal of the trees has been received at £1,400 and this will be met from the 2014/15 tree works budget. Officers are looking at options for repair/replacement of the railings and the Bowling Club will be consulted and kept informed.

Replacement seat

One of the older seats along to the path from Coronation Hall toward the leisure centre has been replaced.

Tree works

Minor tree works are scheduled for the coming weeks and the Grounds Team is cutting back vegetation and new growth around the lake edge.

Waste and dog fouling

Dog fouling continues to be a problem in the park. New signage will be placed at the entrances into the park. Domestic waste is still being dumped on a regular basis in various areas of the park.

Civic Space

The shrub beds have been planted up with grasses and the area is complete, pending installation of the entrance gates onto the Memorial Ground. The gates are scheduled for installation before 11 November.

A tree to replace the felled Sycamore on the Memorial Ground is scheduled for planting on 7 November. The tree will be a lime to match the other two along the pathway.

Gathering of Remembrance

An informal gathering of remembrance will take place at the new war memorial on Tuesday 11 November. The Royal British Legion will be involved and children from Beechwood and St Dominic's Schools are expected to take part. The Mayor will lay a wreath on behalf of the Town Council.

The gathering of remembrance will be publicised on the Council's website and in the local press. Posters and flyers will also be delivered to local retailers. The Town Crier has been asked if he is able to assist by advising the public in the precinct on the morning of 11 November.

The traditional Remembrance Service will take place at St John's Church on Sunday 9 November.

Malone Park

Permissions have been received for tree works requested at Malone Park which is covered by a Woodland Order. Works will be prioritised and carried out in the coming weeks.

Community Halls

Chapel Hall

80 replacement chairs have been purchased for the hall at a cost of £650

Recommendations

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