



## Woodley Town Council

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

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

Councillors: B. Soane (Chairman); T. Barker; B. Franklin; K. Gilder; M. Green;  
R. Lay; S. Rahmouni; D. Stares; M. Willson.

**NOTICE IS HEREBY GIVEN that a meeting of the Leisure Services Committee is to be held at the Oakwood Centre at 8:00pm on Tuesday 3 November 2015, at which your attendance is requested.**

Deborah Mander  
Town Clerk

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## AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**  
To receive any declarations of interest from Members on agenda items.
3. **MINUTES OF THE MEETING HELD ON 1 SEPTEMBER 2015**  
To approve the minutes of the meeting of the Leisure Services Committee held on 1 September 2015 and for the Chairman to sign them as a true and accurate record. *(These minutes were provided in the Full Council agenda of 29 September 2015).*
4. **BUDGETARY CONTROL**  
To note **Report No. LS 19/15.** Page 4
5. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**  
To receive **Report No. LS 20/15.** Page 6

6. **PARKS AND BUILDINGS**  
To receive **Report No. LS 21/15**.

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

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

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**LEISURE SERVICES COMMITTEE****BUDGETARY CONTROL 2015/16**

Report No. LS 19/15

<b>EXPENDITURE</b>	<b>Original Budget 2015/16</b>	<b>Actual Exp as at 30/9/14</b>	<b>Actual Exp as at 30/9/15</b>	<b>Actual Exp as % of Budget</b>	<b>Information</b>
<b>WOODFORD PARK LC</b>	280772	118661	143821	51.2	Coaching, uniform, rates, cleaning contract and materials, certification, repairs, alarm maintenance, equipment and vending costs over 50%. Other costs under.
<b>GROUNDS MAINTENANCE</b>	25597	9871	11542	45.1	Protective clothing, cleaning materials, phone, equipment (tractor clutch repair) and diesel over 50%. Other costs under.
<b>FOOTBALL</b>	17208	6416	7904	45.9	Low expenditure on grass seed at this point, equipment costs over budget.
<b>CRICKET</b>	9555	3614	4555	47.7	Low expenditure on grass seed at this point.
<b>BOWLING GREEN</b>	11353	4811	5049	44.5	Low expenditure on grass seed at this point.
<b>WOODFORD PARK</b>	28320	13225	13457	47.5	Repairs and play equipment over 50%. Other costs under.
<b>MEMORIAL GROUND</b>	7494	3175	3604	48.1	Play equipment costs at 70%, no expenditure on horticultural supplies.
<b>GARDEN OF REMEMBRANCE</b>	5203	2589	2529	48.6	Horticultural supplies over 50%, other costs under 50%.
<b>PLAY AREAS &amp; OPEN SPACES</b>	12044	5607	6242	51.8	Repairs costs to play equipment over budget estimate.
<b>CORONATION HALL</b>	31194	17179	13646	43.7	Rates, cleaning materials, repairs and equipment over 50%, all other costs under.
<b>CHAPEL HALL</b>	20023	11133	7480	37.4	Rates, repairs and equipment hire over 50%. All other costs under.
<b>CAPITAL &amp; PROJECTS</b>	55900	27950	0	0.0	First half of loans paid in September, second in March.
<b>TOTAL</b>	<b>504663</b>	<b>224231</b>	<b>219829</b>	<b>43.6</b>	

Month 6: 50%

<b>INCOME</b>	<b>Original Budget 2015/16</b>	<b>Actual Inc as at 30/9/14</b>	<b>Actual Inc as at 30/9/15</b>	<b>Actual Inc as % of Budget</b>	<b>Information</b>
<b>WOODFORD PARK LC</b>	200478	105171	136859	68.3	Rent and letting income paid in advance, courses and activities income at 72% of budget estimate.
<b>GROUNDS MAINTENANCE</b>	1227	2080	680	55.4	No income in respect of grounds maintenance at Bulmershe LC.
<b>FOOTBALL</b>	9677	7425	4145	42.8	Season started September.
<b>CRICKET</b>	2268	1819	3214	141.7	Season over.
<b>BOWLING GREEN</b>	6955	6785	6770	97.3	Season over.
<b>WOODFORD PARK</b>	1830	1799	3645	199.2	Fair visits at Easter and at Carnival.
<b>MEMORIAL GROUND</b>	109	104	109	100.0	One booking.
<b>GARDEN OF REMEMBRANCE</b>	800	742	300	37.5	Demand led.
<b>PLAY AREAS &amp; OPEN SPACES</b>	0	0	0	0.0	
<b>CORONATION HALL</b>	32800	17369	21447	65.4	Payments in advance
<b>CHAPEL HALL</b>	29500	14398	16611	56.3	Payments in advance
<b>CAPITAL &amp; PROJECTS</b>	0	0	0	0.0	
<b>TOTAL</b>	<b>285644</b>	<b>157692</b>	<b>193780</b>	67.8	
<b>NET</b>	<b>219019</b>	<b>66539</b>	<b>26049</b>	11.9	

**Month 6: 50%**

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

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

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#### **PURPOSE OF REPORT**

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

#### **GENERAL MATTERS**

##### **Tennis court availability**

At the last meeting it was agreed that the possibility of tennis players being able to use other courts in Woodley would be investigated. Since then contact has been made with Bulmershe School regarding the use of their tennis courts. The school is happy to accommodate where possible but only outside of school hours in order to comply with the schools safeguarding regulations.

At the time of writing this report there has been no response from Waingels College.

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

##### **Wokingham Schools Year 3/4 Football Tournament – 22 October 2015**

Woodford Park was host to the annual Wokingham Schools Football Tournament once more, with a total of 21 mixed boys and girls teams entering the competition this year. Woodley C of E, Southlake, St Dominic's, Rivermead and Beechwood were the schools representing Woodley, with Woodley C of E progressing the furthest and reaching the semi finals.

The eventual winners were Oaklands Primary School (Crowthorne) who will progress on to represent Wokingham in the Level 3 School Games at Bisham Abbey in March against other area winners from across Berkshire.

##### **Wokingham Schools Badminton Tournament**

Through our continued working relationship with the School Games Organiser (SGO) for Wokingham Schools and Badminton England, Woodford Park will be host to the first Wokingham Schools Badminton Tournament on 29 January 2016.

The centre was chosen as one of six national sites to receive £1,500 of funding to set up, and continue to run the tournament on a yearly basis.

For the first year, 4 schools will be chosen by the SGO to take part, with a plan to increase the number entering to 8 schools in the second year and 12 schools in year 3. Each school entering will be required to bring 4 boys and 4 girls. We hope to ensure that one school entered is a Woodley based school; this is most likely to be Woodley C of E.

Funding has also been secured through the Community Badminton Network, to send one of our coaches into the chosen 4 schools to run basic coaching sessions for the children taking part prior to the tournament.

At the time of writing this report, discussions were taking place with the SGO regarding schools potentially paying a small fee to enter the tournament each year (coaching included) to ensure the tournament's sustainability going forwards. Alternatively, potential funding opportunities will be explored.

### **Woodley 10k Road Race - Update**

Since the last Committee meeting, the Chairman and I have met with Barnes Fitness for a progress update, the main points of which were:

- Barnes Fitness will be contributing £1 from each entry to the Mayor's charity.
- Portable toilets will be required on the Memorial Ground (in addition to Oakwood Centre facilities being open for use).
- Barnes Fitness is currently putting together a risk assessment for the event, and communicating with WBC and the police before confirming the route.
- Course measurer is happy with the planned route.
- Advance warning signs to go up for residents.
- Suggestion of race info and route being published in the Woodley Herald.
- Barnes Fitness will be looking for volunteers to marshal. Get Berkshire Active may help and/or promote.
- Registration for the event is planned to start in December.

The next meeting is scheduled for Friday 6 November.

### **WOODFORD PARK LEISURE CENTRE**

#### **Christmas opening hours**

As in previous years it is proposed that the leisure centre be closed during the Christmas holiday period from Thursday 24 December to 1 January 2016, reopening on 2 January. This will allow maintenance works to be carried out and give the team at the centre an opportunity for a break at a time of year when usage is very low.

Members are asked to consider this proposal.

#### **October half term and Christmas holiday activities**

A total of three sports and activity camps for children have been programmed in for October half-term (Smash Up, Soccer Skills and Cheerleading). At the time of writing this report 75% of the spaces across the three camps were booked.

Assuming Members approve the close down dates, Christmas "drop and shop" sessions are being planned for three days from Monday 21 to Wednesday 23 December. Feedback from current customers has been positive, with planned activities to include Christmas card design, biscuit decorating, Christmas themed treasure hunts and general sports/games.

#### **Satellite Clubs**

Through our affiliated Junior Badminton Club we have been awarded funding to run satellite badminton clubs at secondary schools across Wokingham. Both of our Piggott and Bulmershe School Clubs launched in September with numbers reaching double figures for each session.

For each satellite club set up £1,450 is awarded in the form of a grant to cover coaching and equipment costs.

#### **3G Pitch project**

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

In terms of operational matters relating to the new pitch the LSM plans to meet with all partner clubs at a pitch allocation meeting to discuss required usage as soon as the start date for the works has been confirmed.

### **Football Scholarship Programme - Update**

Since the last committee meeting, a meeting has been held with representatives from Woodley United regarding the proposed working partnership for the scholarship programme. Woodley United has agreed to be heavily involved with the selection of the coach, the trials and selection of the players for the programme. The involvement of Woodley's largest club should add weight to the programme and help attract potential players to the scholarship through increased promotion.

At the time of writing this report the due diligence paperwork was being prepared with a view to submitting this by the end of October.

### **RECOMMENDATIONS**

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider the proposed Christmas closure of Woodford Park Leisure Centre between 24 December 2015 and 1 January 2016.**



Woodley Town Council

**PARKS AND BUILDINGS**

**REPORT OF THE DEPUTY TOWN CLERK**

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**Purpose of Report**

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

**Vandalism**

Coronation Hall was broken into overnight on 27 September. Damage to locks, cupboards and doorframes is valued at approximately £150. The police attended the site following day. The intruders also gained access to the food store but no damage was caused in this area. We are not aware of any items stolen from the hall. Repairs were carried out by the Maintenance Team.

**Woodford Park Leisure Centre**

Inn on The Park

The Inn on the Park closed for business on Saturday 24 October. LT Pubs have removed the stock, furniture, fixtures and fittings from the pub and cellar and the flat has now been vacated.

The Maintenance Manager is currently obtaining quotes for the refurbishment of the pub space and options will be presented for consideration to the WPLC Task and Finish Group with a subsequent recommendation to the Strategy and Resources Committee.

Function Room Hire

The terms and conditions of hire have been amended following the closure of the Inn on the Park. Many hirers liked to use the function room as there was a bar facility adjacent in the pub. Hirers can now arrange for a professional bar company to service their event if they require it. The premises licence for the Centre will be maintained and the Deputy Town Clerk, as a personal licence holder, will be named as the Designated Premises Supervisor.

3G Pitch Update

- Work is anticipated to start on 16 November with a work programme of 14 calendar weeks (completion 22 February 2016).
- A letter of intent was issued on 21 September by the Town Council in order to engage the contractor in lieu of formal contract documents being produced.
- The contractor submitted the revised plans for approval on 20 October.
- Quotes have been received for the resurfacing of the car park and driveway areas that were not included in the initial tender document. It is anticipated that these costs will be met through the available project funding although there remain some unknown project costs (electrical supply, contingency).

Football Scholarship

The application and due diligence information has been submitted to Virtual Learning UK in respect of the Football Scholarship Programme agreed by the Committee on 1 September 2015. Subject to a site visit and approval this 2 year programme will run from May 2016 with placements for 20 students. Classroom sessions will take place in the Oakwood Centre with practical skills sessions taking place on the new 3G pitch.

### Boilers and water system

The heating boilers and associated pipework have been replaced and a whole building water softener installed. This work was funded from the 2015/16 Capital Programme. It is expected that we will see a reduction in energy costs going forwards as the old boilers were very inefficient due to their age and condition.

### **Woodford Park**

#### Outdoor Gym Equipment

An item of outdoor gym equipment has been removed due to damage. Two units have been removed previously where weld joints have corroded and failed and were considered to be beyond repair. There are 3 items of equipment remaining. The equipment was purchased by Woodley Older Peoples Forum (WISE) in 2009 through a Primary Care Trust grant. The Town Council provided a location and routine maintenance of the equipment. WISE has been informed of the removal of the equipment.

#### Parkrun signage

Officers are meeting with Parkrun organisers shortly to agree the type and location of signage for the run. This was agreed in principle by the Committee on 1 September. It is hoped that existing fences, gates and walls can be utilised for many of the signs. This will be reported back to the Committee for approval as requested.

#### Tree Works

Various tree works are scheduled for the coming weeks. These works are a combination of safety and general maintenance works.

#### Play Area

The bark safety surfacing has been replaced in the play area to the rear of the Oakwood Centre. This is required every 3 years or so as the levels drop and the bark degrades.

### **Memorial Ground**

#### Football Pitch

The Grounds Maintenance Team has marked out a junior football pitch on the Memorial Ground to accommodate fixtures that will be displaced during the construction of the new 3G pitch.

#### Funfair

Hammonds Funfair visited the ground over two weekends in September.

#### Remembrance

A gathering of remembrance will take place at the war memorial on both Sunday 8<sup>th</sup> and Wednesday 11<sup>th</sup> November. The gatherings will be attended by the Royal British Legion and all Members of the Council are invited to attend. The Town Council has purchased a small, mobile PA system for use at these and similar events in the future. The unit will also be available for hire for clients in the Oakwood Centre.

### **Community Halls**

#### Car Park

Car parking remains an issue at Coronation Hall. The Venues Manager is working with the Caretaker and regular hirers to manage access to the car park at certain times.

### **Recommendations**

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