



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

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

Councillors: B. Soane (Chairman); T. Barker; D. Bragg; J.J. Ellis; B. Franklin;  
K. Gilder; M. Green; 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 4 September 2018, at which your attendance is requested.**

Kevin Murray  
Deputy 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 5 JUNE 2018**  
To approve the minutes of the meeting of the Leisure Services Committee held on 5 June 2018 and for the Chairman to sign them as a true and accurate record. *(These minutes were provided in the Full Council agenda of 26 June 2018.)*
4. **JUST AROUND THE CORNER (JAC)**  
To receive a verbal report from JAC.
5. **COMMUNITY YOUTH PARTNERSHIP**  
To receive **Report No. LS 17/18** of the Community Youth Partnership To follow meeting held on 29 August 2018.
6. **BUDGETARY CONTROL**  
To note **Report No. LS 18/18**. Page 4
7. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**  
To receive **Report No. LS 19/18**. Page 6

8. **PARKS AND BUILDINGS**  
To receive **Report No. LS 20/18.**

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9. **TOWN CENTRE PUBLIC TOILET UPDATE**  
To receive a verbal update from the Deputy Town Clerk.

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

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

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<b>EXPENDITURE</b>	<b>Budget 2018/19</b>	<b>Actual Exp as at 31/7/17</b>	<b>Actual Exp as at 31/7/18</b>	<b>Actual Exp as % of Budget</b>	<b>Information</b>
<b>Woodford Park LC</b>	340300	103478	116478	34.2	Rates, water rates, repairs, certification, washroom services, maintenance and vending costs over 33%. All other costs under.
<b>3G Pitch</b>	15300	2325	679	4.4	Maintenance visits x 2. Transfer of £12K to earmarked reserve towards replacement carpet not yet made.
<b>Grounds Maintenance</b>	30365	11545	8838	29.1	Water rates, cleaning, phone, horticultural supplies, equipment and fuel over 33%. All other costs under.
<b>Football</b>	20671	4762	5079	24.6	All costs under 33% at this point.
<b>Cricket</b>	10886	2213	3021	27.8	Water rates higher than 33%. All other costs under.
<b>Bowling Green</b>	13569	3142	3827	28.2	Water rates higher than 33%. All other costs under.
<b>Woodford Park</b>	33242	7950	10472	31.5	Water rates and repairs higher than 33%. All other costs under.
<b>Memorial Ground</b>	9612	2291	2882	30.0	Horticultural supplies over 33%. All costs under at this point.
<b>Garden of Remembrance</b>	7017	1566	2193	31.3	Horticultural supplies and inscription costs over 33% at this point.
<b>Play areas and open spaces</b>	14684	4169	4506	30.7	All costs under 33% at this point.
<b>Coronation Hall</b>	28312	11154	9126	32.2	Staff, washroom services and rates over 33%, water rates refund of £712 received. All other costs under.
<b>Chapel Hall</b>	20209	6128	6208	30.7	Staff, washroom services, water rates and rates over 33%. All other costs under.
<b>Allotments</b>	19032	7641	6877	36.1	Water rates refund of £1146 received this year. All expenditure under 33%.
<b>Amenities</b>	7972	2829	1598	20.0	All costs on or under 33% at this point.
<b>Events</b>	10443	4242	3544	33.9	Carnival contribution paid in full - other costs under or at 33%..
<b>Public toilet</b>	10718	0	0	0.0	
<b>Youth Services</b>	27666	11974	12374	44.7	JAC Service Level Agreement paid in advance.
<b>Capital and Projects</b>	77488	10641	10641	13.7	Loan payment in respect of 3G pitch paid. Other loans paid in March and September.
<b>TOTAL</b>	<b>697486</b>	<b>198050</b>	<b>208343</b>	<b>29.9</b>	
<b>Month 4 - 33%</b>					

<b>INCOME</b>	<b>Budget 2018/19</b>	<b>Actual Inc as at 31/7/17</b>	<b>Actual Inc as at 31/7/18</b>	<b>Actual Inc as % of Budget</b>	<b>Information</b>
<b>Woodford Park LC</b>	299160	116291	129846	43.4	Annual rent for flat paid in advance. All income codes above 33%, apart from Healthy Habit card sales.
<b>3G Pitch</b>	42041	11802	12146	28.9	Higher income in autumn and winter months.
<b>Grounds Maintenance</b>	600	266	199	33.2	Fewer cuts at Bulmershe Park during sustained hot weather - half the cost charged to Earley Town Council (joint management)
<b>Football</b>	6729	283	886	13.2	Season starts September.
<b>Cricket</b>	2500	1233	2571	102.8	Season to end in August.
<b>Bowling Green</b>	7319	7027	7294	99.7	Invoice issued in May for annual licence fee and groundrent.
<b>Woodford Park</b>	6250	2057	3091	49.5	Income from fair visits.
<b>Memorial Ground</b>	292	226	115	39.4	One booking fee paid.
<b>Garden of Remembrance</b>	1100	427	683	62.1	Demand led.
<b>Play areas and open spaces</b>	0	0	0	0.0	
<b>Coronation Hall</b>	30000	13532	15287	51.0	Income in advance.
<b>Chapel Hall</b>	36200	14932	12935	35.7	Income in advance.
<b>Allotments</b>	11600	472	249	2.1	Fees from new tenants.
<b>Amenities</b>	0	0	0	0.0	
<b>Events</b>	0	0	0	0.0	
<b>Public toilet</b>	1460	0	0	0.0	
<b>Youth Services</b>	0	0	0	0.0	
<b>Capital and Projects</b>	0	0	0	0.0	
<b>TOTAL</b>	<b>445251</b>	<b>168548</b>	<b>185302</b>	<b>41.6</b>	
<b>NET</b>	<b>252235</b>	<b>29502</b>	<b>23041</b>	<b>9.1</b>	
<b>Month 4 - 33%</b>					

## **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.

#### **WOODFORD PARK LEISURE CENTRE**

##### **Staff Changes**

We are currently advertising two part-time receptionist posts following the two previous members of staff moving on to full time work. Both positions are for eleven and a half hours per week and we hope to have a full team again by the end of October.

We are also currently searching for casual weekend staff to help run children's parties.

##### **Gym Membership**

Gym membership is currently at its maximum capacity and sales have exceeded those for 2017 each month for the past six months. Attendance has also increased, however this is to be expected following the increase in member numbers.

##### **3G Pitch Bookings**

All partner clubs are returning for the 18/19 football season. Bookings are currently still coming in as clubs decide when the best time to move from grass to 3G training is.

##### **New Classes**

We are currently planning to launch one new adult and one new children's class for the winter term. The adult class will be an aerobics / dance themed session (which will be free to attend for gym members) whilst the children's activity is likely to be a toddler football class (following on from the success of our mini soccer camp over the summer holidays).

##### **Summer Holiday Camps**

We ran a total of fifteen holiday camps for children across the six weeks of the summer holidays. Particular highlights included Trampnastics Camp (a combination of trampolining and gymnastics), Cheerleading Camp and Multi Sports Camp; which were all fully booked.

##### **Family Racket Attack**

The family racket attack promotion has been used 276 times so far (20/8) throughout the summer holidays.

##### **Paddling Pool**

The paddling pool has remained open for all but three days of the summer (closed due to essential repairs needed in relation to the pool liner) and has been much busier than previous years (reflected by a 21% increase in vending / ice cream sales from 17/18).

In preparation for next summer we will need to complete some work in the pool plant, including the potential replacement of the main pump and multiport valve (pending inspection and advice from an engineer / operator).

### **Free Gym Pass For Nationally Recognised Sports People**

At the last committee meeting members were introduced to the idea of allowing nationally recognised athletes / sports people a free pass to use The Gym on the Park and requested a list of requirements be noted for consideration:

- 16 years of age or younger.
- A resident of Woodley.
- Accompanying application form detailing sport, level of competition, team etc.
- Supporting letter / statement from coach / trainer.
- Meeting / interview with Leisure Services Manager.
- Requirement to provide feedback / story relating to experience and use of the gym.

It is also recommended that the pass only be valid for twelve months (before needing to reapply) and that the Council reserves the right to withdraw the pass and scheme at any time if deemed necessary.

### **RECOMMENDATIONS**

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider implementing a free pass system for The Gym on the Park to National Sports People.**

## **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.

#### **Woodford Park Leisure Centre**

##### Ladies Toilets

The works to install new ladies toilets are progressing well and are scheduled for completion by the end of September. The next stage of the regeneration work will be the redesign of the office and reception area.

#### **Woodford Park**

##### Green Flag

Woodford Park was awarded Green Flag status in July – the first park in Wokingham Borough to achieve this. The feedback received from the judges is attached at **APPENDIX A**. The action plan for the park will continue to be updated and will include recommended areas for improvement from the judges' comments.

##### Rotary Garden

The paths have been resurfaced by the Grounds Team and new shrub beds planted out by the Friends of Woodford Park Volunteers.

##### Lake Project

The specification and tender documents for the silt work, bank repairs and boardwalk are being completed and will go out in September with a return date in October and works to be carried out before end of March 2019.

In house work has continued with the removal of the hedge on the mound at the Eastern end of the lake and preparation for the installation of a retaining structure at the base of the mound using timber sleepers.

A notice board has been purchased and will be installed shortly – to remain in place for the duration of the project to keep residents informed with up to date information.

##### Signage

New fingerpost signage and destination/notice board signs installed in June. A new sign will be installed shortly at the entrance from Haddon drive.

##### Friends of Woodford Park

The draft minutes of the meeting of the Friends of Woodford Park on 15 August are attached at **APPENDIX B**.

#### **Malone Park**

A small group of travellers set up an encampment on the green at Malone Park on Wednesday 1 August. The travellers were moved on by the police the following day. Malone Park is managed by the Town Council but remains in the ownership of Wokingham Borough Council. The Borough Council has installed earth mounds as a temporary measure to stop any further illegal encampments. Officers are liaising with the Borough Council regarding a longer-term measure – potentially timber bollards.



**Allotments**

Road repairs were scheduled for the August bank holiday weekend. This annual work is carried out by a group of allotment tenant volunteers with materials supplied by the Town Council. More than 30 tenants turned out to assist.

The Tenants Committee is continuing to carry out plot inspections. There are currently 7 people on the waiting list for a plot and these are expected to be allocated over the coming weeks as plots become available. The on-site banners will be erected shortly which normally results in potential tenants for upcoming vacant plots.

**Community Halls**

The guttering was replaced on Chapel Hall in May. This was funded from the Capital Programme.

**Recommendations**

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



## Green Flag Award 2018

**Name of Site:** Woodford Park  
**Managing Organisation:** Woodley Town Council

### Desk Assessment Feedback (Management Plan and supporting documentation)

Criteria	Strengths	Recommendations
<b>Presentation</b>	The management plan adopts the criteria of Green Flag Award scheme as chapter headings thus making it very easy to read and understand. It is good that the management plan that has a map near the front, photos throughout and a description of planned works. Clear and simple presentation.	Ensure plan is regularly used to guide management of the site.
<b>Health, Safety &amp; Security</b>	This is well covered in the plan which describes the relevant issues and how they are managed.  Good partnership working with JAC outreach workers and neighbourhood police. Good range of healthy activities for young people and adults.	
<b>Maintenance of equipment, buildings &amp; landscape</b>	Again well described. This section also includes a maintenance schedule in table form that shows the month by month work programme for grounds staff.  The work schedule covers landscape maintenance – building maintenance and projects are included at the end in projects / annexes	Ensure ongoing training and staff development of grounds maintenance team.

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<b>Litter, cleanliness, vandalism</b>		
<b>Environmental Management</b>	Previous years judges suggested “ <i>Adopting an organisational environment strategy is key and can then be cascaded across all departments</i> ” – it is stated in the Management plan and listed as an annex.	Continue to develop and implement environmental policy and keep under review.
<b>Biodiversity, Landscape and Heritage</b>	History of the site is described. Again the section is fine – it states the relevant issues and projects.	
<b>Community Involvement</b>	Excellent facilities for a wide range of community groups and good evidence of community involvement in this park.	
<b>Marketing &amp; Communication</b>	Residents’ survey provides very positive evidence of the good involvement. evidence  Good to see the Whats On leaflet as an annex.	
<b>Overall management</b>	Appropriate management structure in place. Good team working with all involved.	

## Additional comments

A well written plan that sets out aspirations and actions in a clear and simple manner. Good balance of information, with important issues and works in main text and detail in the appendices. Good to see the leaflet, designs for projects, Green Flag Award response and consultation exercises. The Council are to be congratulated on producing this plan.

The plan is presented in a way that makes it very easy to judge the field visit as it aligns with the Green Flag Award criteria.

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## Field Assessment Feedback

Criteria	Strengths	Recommendations
<p><b>A Welcoming Place</b></p>	<p>We agree with last year's comments that the entrances from Headley Road provide clear site lines into the park. The decorative gates, memorial and decorative beds are welcoming and inviting</p> <p>We are pleased to see that the signs that were proposed last year have been delivered and that they are good quality and fit for purpose where they have been placed.</p> <p>We didn't notice any issues noted last year about root damage to pathways making access problematic.</p>	<p>Signage, fencing and bins at the Haddon Drive entrance and some of the pedestrian entrances at the north of the site would benefit from more attention.</p> <p>Review number and positioning of all signs.</p> <p>Regularly check community noticeboards.</p> <p>Consider further action that can be taken to improve the Reading Road entrance.</p> <p>There is scope for improving entrance and flowerbed near paddling pool as this is a high profile area.</p>
<p><b>Healthy, Safe and Secure</b></p>	<p>We felt that the park was largely safe and secure. There is a considerable amount of infrastructure to maintain for a local parish council but we didn't observe any issues where safety for the public was a problem.</p> <p>Discussions and observations also impressed on us that the operational staff have a good attitude to health and safety. We observed the 'build' for their annual fair which was all being delivered in a safety and unhurried manner.</p> <p>We were pleased to see that the grounds staff had delivered a lot of overwinter work to the woodlands around the lake and the copse in front of the memorial gardens. This was noted as an aspiration and the team must have worked hard to achieve this.</p>	<p>The views into the memorial garden had been opened up, but the rear of the garden was still quite secretive and prone to 'youths gathering'. Their behaviour might need to be monitored and if they cause damage or concern, further works may need to be considered.</p>

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<p><b>Well Maintained and Clean</b></p>	<p>We were very impressed at just how clear of litter and dog waste the site was. (one judge paid a visit well before the day of judging and the other looked around the quieter end of the site 1 hour before meeting the staff) – Very high standards for litter and dog waste.</p> <p>We found the toilets to be maintained to a standard that is very good for a public park</p> <p>The benches were under a programme of renewal as commemorative benches</p> <p>Flowerbeds near Headley Road entrance looking spectacular.</p>	<p>There was some graffiti on a play shelter that appeared to have built up over time – for the sake of a few hours and a tin of black paint, the site could be made graffiti -free and this would be a quick-win for an extra point next year!! Same for basketball nets.</p> <p>Some of the infrastructure is beginning to look tired and old –. Dog bins, gates and painted posts were still fit for purpose but reaching the end of life. We understand the ‘old regime’ of management was very thrifty and we suspect there is a back log of renewal which has started to be delivered.</p> <p>The weeds were still growing out of the machinery shed gutter and we understand the gutter is due to be renewed!</p> <p>Horticultural standards of planted beds varied a lot throughout the site.</p> <p>Some minor housekeeping improvements could make a big difference.</p>
<p><b>Environmental Management</b></p>	<p>Staff were able to talk knowledgably about the pros and cons of chemical use and only apply it in limited situations – so minimal and appropriate use of herbicides. No peat used on site.</p> <p>Friends group were very active with the supply and maintenance of bedding so no known peat in bedding plants but difficult to check suppliers.</p> <p>They had invested in a chipper and had produced large quantities of chip that was now being used as mulch with great effect – well done.</p>	

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<p><b>Biodiversity Landscape and Heritage</b></p>	<p>We were delighted to see that some areas were taken out of large scale mowing regimes and had been seeded for wildflowers – though not yet established the seeds had germinated well.</p> <p>There was a good stock of trees all, well maintained and there was evidently a sufficient budget for arboriculture maintenance</p> <p>Phase 1 of the lake project had been delivered (woodland thinning) and phase 2 – the lake restoration was very well planned with topo surveys, maps and artists impressions on show.</p>	<p>We are sure future judges will enjoy seeing the lake restoration when complete.</p> <p>Consider population control of wildfowl so as to maintain water quality.</p> <p>The bird and bat box plan was still work in progress and perhaps more appropriate now that woodland work is completed – but this will bring a quick-win for biodiversity benefit in the park.</p> <p>There may be scope to involve the Friends in finding out more about the history of the site.</p>
<p><b>Community Involvement</b></p>	<p>This site really delivers a great amount for the community as a resource. It is really well used by a wide range of community groups, some of whom organise regular events that provide a focus for community spirit in Woodley and enhance the area as a place to live and play.</p> <p>Really impressed with the Friends group and other community groups) who are positive, enthusiastic and make a real contribution to the standard of the park.</p> <p>The paddling pool is an excellent facility for small children. The youth centre and skate ramps cater for young people. Provision for active sports is good. There are lots of benches for the elderly.</p>	<p>Just keep doing what you are doing – well done.</p> <p>The play ground was fine and fit for purpose but looking dated. We were made aware of plans and budget allocation to renew the play facilities. This was early stages and a landscape consultant was being appointed. We are sure this project will produce a destination playground.</p> <p>The play area by the paddling pool was showing signs of wear.</p>
<p><b>Marketing and Communication</b></p>	<p>The new notice boards are very good quality and being used well. The project plans and documents were professional and to a high standard and a great communication tool for consultation.</p> <p>The staff were very approachable and visible and we are sure they have a day-to-day rapport with regular visitors.</p> <p>The Oakwood Centre and Leisure Centre are strong assets and act as hubs for visitors.</p>	

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<p><b>Management</b></p>	<p>The park has evolved as a result of lots of discreet projects (rather than been designed) and this, together with the high level of use, presents ongoing challenges in maintaining a cohesive feel to the site but this is being dealt with this very well.</p> <p>The staff are the key asset to this park. There is definitely renewed sense of energy and enthusiasm for this park's management that is evident on the ground.</p>	<p>We were delighted to hear that an additional post had been created and due to start soon. We also understand the investment in new machinery will make time and cost savings. By this time next year, the improvements made already will have gained momentum and the pace of change will continue to grow.</p> <p>Continue to make funding applications and seek sponsorship for improvements.</p>
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**Additional Comments**

It was a privilege to judge this site on their second year of judging. It was very evident that the park had previously been subjected to 'thriftiness' but now was a couple of years into a period of renewal. After they narrowly missed out on a Green Flag last year, we are very pleased to recommend the award this year. The team can be VERY proud of this achievement and all their hard work, enthusiasm, energy and vision must be celebrated!

However, gaining this award is not a destination but just one stage of a process. If they are to continue raising the standard even higher and go on to increase their narrow margin, the staff will need to be supported so they can continue with their vision. They have so much energy, enthusiasm and skills that we are sure Woodford Park will meet its potential to score high marks. More importantly, Woodford Park will become and even more valuable community asset, and destination park for people further afield.

Well done – a pleasure to be your judges for your Green Flag Award this year!

# APPENDIX B

## Friends of Woodford Park Meeting Eleven

**18.30 – 20.00 15th August 2018**  
**Meeting Room, Oakwood Centre, Woodley**

**Attendees:**

David Provins, Chair (DP), Martin Aust (MA), Keith Baker (KB), Rosie Bell (RB), Morag Frost (MF), Rodney Huggins (RH), Bob King (BK), Kevin Murray (KM), Sally Powell (SP), Alison Provins (AP),

No.	Item	Action
1.	<p><b>Apologies :</b>            Noted - DP advised that due to summer holidays a number of people were away and thanked those that had been able to attend.</p>	
2.	<p><b><u>AGM</u></b></p> <p><b><u>Brief summary of the activities of FOWP</u></b>            DP recalled that FOWP was set up in March 2016, initially to create the Queen's Birthday Garden. As the group grew their work encompassed the Garden of Remembrance and the Rotary Garden. The 'Friends' now get involved in a wide variety of matters within the park. The group hold bi-monthly meetings and new members are welcome. The last official meeting was in March given that informal meetings to organise the carnival stall took precedence for a while.</p> <p><b><u>Financial Statement</u></b>            DP reminded the meeting that the initial sponsorship came from Just Tiles and the Hicks Group and that thanks to WTC, Sage, The Rotary Club and fundraising events the bank account stands at £1071. This healthy balance is due to the delay in being able to purchase plants as anticipated due to the exceptional weather seen over the summer. A full income/expenditure record accompanies these minutes.</p> <p><b><u>Election of Committee</u></b></p> <p>The committee were appointed for a period of one year.</p> <p>Chair            DP (seconded by MF)            Deputy        BK (seconded by MF)            Secretary     AP (seconded by RB)            Treasurer     DP (seconded by MF)            Member        RB (seconded by DP)            Member        MF (seconded by BK)</p>	
3.	<p><b>Approval of the Minutes of the Previous Meeting:</b>            Approved.</p>	



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4.	<p><b>Outstanding Actions:</b></p> <p><b>Action 6.1</b> KM to update group on lake improvements and signs about duck feeding.  <b>Action 6.2</b> KM keep group updated on path maintenance &amp; Rotary Garden path  <b>Action 4.7</b> KM to meet park warden to review progress &amp; consider expanding the team.  <b>Action 4.8</b> KM to investigate ways to reduce cycling near the Oakwood centre  <b>Action 6.7</b> KM to consider changing all bins to dual usage.  <b>Action 6.8</b> KM to keep group updated re Garden of Remembrance plans.  <b>Action 6.10</b> KM to consider additional signage to reduce dog fouling near lake.  <b>Action 5.14</b> All anti social behaviour to be reported.  <b>Action 5.17</b> DP/KM to update on ways that groups in Woodley can work together.  <b>Action 6.11</b> BS to explore how FOWP can work closer with the grounds staff.  <b>Action 5.23</b> KM to see if prior notice can be given to FOWP re future tree cutting.  <b>Action 5.25</b> ALL If planning a major task tell MA/DP so that we can have a pictorial trail.</p> <p><b>Action 5.20</b> DP to invite community police officer to our next meeting - DP advised that it has been decided it will be more appropriate for members of FOWP to attend the police community meeting on the 9th September.</p> <p><b>Action 5.21</b> DP to invite Park Run organiser to meeting - DP confirmed that an invite had been sent but they were unable to attend and so had kindly sent a statement. This confirming that all new runners are given guidelines on how to give way to pedestrians. MF pointed out it works both ways and that in general there were no problems being seen during the run.</p> <p><b>Action 5.24</b> RB to approach Waitrose and update group. RB advised that our original application had been mislaid but a further application has been submitted. She mentioned that Waitrose also offer volunteering opportunities to their staff and so we may have interest from employees in the future.</p>	<p>Refer to Section</p> <p>5 5 5 5 5 5 5 5 Ongoing 6 5 5 Ongoing</p> <p>-</p> <p>-</p> <p>-</p>
5.	<p><b><u>Update from Town Council Representative - Kevin Murray</u></b></p> <p><b>Lake</b>  <b>KM</b> advised that the work on the lake is progressing as demonstrated by the removal of trees on the east mound, A £240,000 grant has been approved. <b>MF</b> mentioned there had been lots of positive comments about the signs updating the public about what was happening. <b>SP</b> asked about the duck feeding signs. <b>KM</b> feels these will not now go up until the rest of the development work is complete.  <b>Action 6.1</b> KM to continue to update the group on lake improvements/ duck feeding signs.</p> <p><b>Dog Fouling</b>  <b>KM / MA</b> agreed this was less on an issue now although there is still a 'hot spot' near the bungalows by the lake.  <b>Action 6.10</b> Closed</p> <p><b>Paths</b>  <b>KM</b> advised that the Rotary Garden path is now complete. <b>BK</b> asked why it had not been rounded/ rolled/edged in the same way as the path to the Garden of Remembrance. The group feared that in its present form it may have a short life. <b>DP</b> mentioned that the new path to the pre-school had also been edged. <b>KM</b> said the lack of edging was likely to be because the path is curved but that he would talk to Terry about the other comments.  <b>KM</b> confirmed that the path near St Dominic's has been levelled but that work was still required on the path by Coronation Hall.  <b>Action 6.2</b> KM update group re quality of Rotary Garden path and upkeep of other paths.</p> <p><b>Park Warden Role</b>  <b>KM</b> said that he has not been able to contact the voluntary park warden and so would be re-advertising the role  <b>Action 4.7</b> KM to advise the group when a new warden is appointed.</p> <p><b>Litter.</b>  <b>KM</b> advised that dual usage bins have not been easy to achieve as the waste collector will not take litter if it is contaminated. Some people will undoubtedly put things in the wrong bin and this will be seen as contamination. He is talking to Green Flag for guidance as some parks appear to have found ways to get around the problem. The ongoing issue of rubbish near the Oakwood Centre was also discussed. <b>KB</b> said that there is a black bin in the Oakwood Centre but few know it is there. It was suggested that it is moved/replaced or perhaps labelled to</p>	<p>KM</p> <p>KM</p> <p>KM</p>

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	<p>highlight it is for public use.</p> <p><b>Action 6.7 KM to provide update on dual usage litter bins and Oakwood Centre bin</b></p> <p><b>Cycling in Park</b>  <b>KM</b> has reviewed the signage near the Oakwood Centre (which appears to be where pedestrians are most at risk from cyclists) and arranged for some new signs to be installed. <b>KB</b> felt that whilst the signs may not get read by the cyclists themselves it would certainly make it easier for others to challenge their behaviour.  <b>Action 4.8 KM to install new signs to reduce cycling near the Oakwood centre.</b></p> <p><b>Garden of Remembrance</b>  <b>KM</b> confirmed that the grounds team are developing some new plans for this area and will be in a position to communicate more details next month. <b>DP/MF/KB</b> asked if FOWP would be consulted given that the improvement of this garden had been the original focus of the group <b>KM</b> confirmed the plans would be presented to the group before implementation. <b>MF</b> asked if WTC would also contact those who own plaques within the garden to seek their opinion. <b>MF</b> commented that she was disappointed to have to report further anti-social behaviour in the garden. All agreed that a larger police presence would be welcome. <b>MA</b> said that the gate is not always locked but suggested this may be because a volunteer who undertakes this task was reprimanded for closing the gate at a time some felt too early. <b>MF</b> stated that the lack of water was still a major problem and that she had been using water from home to ensure plants had survived the summer. <b>KB</b> commented that perhaps with all the issues WTC should consider more radical solutions such as moving the garden to an area nearer the Rotary Garden where some of the issues would diminish.  <b>Action 6.8 KM to keep group updated re Remembrance garden plans.</b></p>	<p>KM</p> <p>KM</p> <p>KM</p>
<p>6.</p>	<p><b>Discussion Topics</b>  <b>Carnival - review</b>  All agreed the stall was a success even if it was disappointing not to recruit some new volunteers from it. £331 was collected from the sale of plants and cards which was a great boost to the funds. <b>DP</b> thanked all those that had helped both on the day and behind the scenes as it was a real team effort.</p> <p><b>Britain in Bloom- review of judging day</b>  <b>DP</b> felt that the judging day had gone well and again thanked everyone for making the effort come along and make the judges so welcome. Results will be out on the 26th September and the event will (by pure coincidence) be held at the Oakwood Centre.  <b>Action 5.22 DP to keep group advised of Britain in Bloom (IYN category) results.</b></p> <p><b>Greeting cards/calendar - Plans and Proposals</b>  <b>MA</b> reminded the group that the greeting cards remain on sale in 'Woodley Wool' on Loddon Bridge Road. He reported that he had been unable to negotiate a suitable arrangement with the card shop in the precinct. He suggested that the group should consider whether they would like him to organise some 'Christmas Cards' which could be sold at a stall at the Winter Extravaganza.</p> <p><b>MA</b> provided the costs for various calendars which could be sold alongside the cards and requested the thoughts from the group.</p> <ul style="list-style-type: none"> <li>• Laminated Cover with 12 single sided A3 pages 297mmx420mm  100-149 £5.49 each  150-199 £4.45 each  200-249 £4.49 each</li> <li>• Laminated cover with 12 single A4 pages  100-149 £3.49 each  150-199 £3.35 each  200-249 £3.25 each</li> <li>• Laminated cover with 12 single sided pages 148mmx420mm  100-149 £5.49 each  150-199 £3.35 each  200-249 £3.25 each</li> </ul> <p>General thoughts were that the idea was great but there were some concerns about the risks involved, Payment would need to be made from existing funds and stock will become obsolete come January. <b>MA</b> said that the A3 size had received the most votes on a Facebook</p>	<p>DP</p>

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	<p>survey with the tall narrow calendar fairly close behind and the A4 size lagging somewhat. 101 people took part in the survey. <b>KB</b> wondered if we could find a sponsor and mentioned that another local photographer was doing a similar project. <b>DP/RB</b> felt that after adding our margin the sale price would need to be quite high compared with other calendars for sale in the precinct. <b>SP</b> wondered if they could be sold in the Oakwood centre - this is difficult as someone had to be responsible for the money and it can become challenging for organisations to find a way to put transactions through their books. No final decision was made as it was felt that a little more time was needed to think the potential problems through in more detail.</p> <p><b>Action 6.12 All to feedback to DP re christmas cards and/or calendars by 10th September. Results will be presented to the committee for a final decision before 30/9/18.</b></p> <p><b>Ideas for volunteers from Sage</b> Due to the hot weather the August volunteering date was postponed and a further date will be provided in due course. Ideas submitted included - working on the lake, helping to clear away the residue from the recent clearance at the lake and planting. Please send other ideas to <b>DP</b> at any time.</p> <p><b>Communication between WTC and FOWP</b> <b>KM</b> hopes to hold a monthly meeting with FOWP and the grounds team to update the group on their plans. A pilot meeting took place earlier in the week. All agreed this would be useful. <b>KM</b> also stated that he hopes to provide more information through the new notice boards and social media. <b>RB</b> agreed this would be very useful as the group are often asked questions by the general public but were often unable to provide answers. <b>Action 5.23 KM to provide dates for the ongoing 'Communication' meetings.</b></p> <p><b>Involvement in the Garden of Remembrance</b> See comments above - we are presently waiting from updates from WTC and so work in this area will be suspended for the foreseeable future. <b>Action 5.14 Closed</b> <b>Action 5.20 Closed</b></p> <p><b>Ideas for Memorial Ground Centenary</b> Ideas are being collected as to how WTC and FOWP can commemorate 100 years of the Memorial Ground in 2019. WTC are hoping to have an event and it would be good if this could link with a new feature in the park. Initial thoughts are to improve the area at the start of the path that runs through the middle of the ground. The path itself will soon have plastic reinforcement but this could perhaps be supplemented with a raised flower bed and decorative start to the path. <b>Action 6.11 All to submit Centenary suggestions to DP before the end of September.</b></p>	<p>ALL</p> <p>KM</p> <p>ALL</p>
7.	<p><b>AOB</b></p> <p><b>Wild Flower Beds</b> <b>SP</b> asked about the plans for the wild flower beds as they are starting to look untidy. <b>DP/BK</b> asked if the bed by the memorial could perhaps be reseeded before November as this is where people normally stand during the service. <b>KM</b> agreed that the beds had been poor this year due to the extreme weather. That said, he advised that the grounds team had no plans to change them and it was hoped they would look better next year. <b>MF</b> agreed they look nice when they work.</p> <p><b>Poppies</b> <b>MF</b> asked if she could rejuvenate the poppies and put her display back in the grass beds later in the year. All agreed this was a good idea and thanked her for her hard work on this project. <b>KB</b> asked if WTC know how many residents lost their lives in the war as it would add extra meaning if the number of poppies could reflect this. He also suggested WTC include mention of the poppy feature in any publicity for the event. <b>ACTION 7.1 KM to advise MF on the number of poppies required.</b></p> <p><b>Green Flag</b> <b>DP</b> congratulated WTC on being awarded Green Flag status. <b>KM</b> confirmed that a flag pole will be erected near the memorial in due course to display the flag. The flag pole will also be used for ceremonial events.</p>	<p>KM</p>

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	<p><b><u>Rotary Garden</u></b>  <b>RH</b> took the opportunity to explain how he had been able to secure funding of £1000 to progress the renovation of the Rotary Garden. He said that work that FOWP has done to date has been very much appreciated. In return, the group expressed their gratitude for his support. He explained that it was felt that the purchase of some new seats for the area may be a good use of the funding on offer. These would be appropriate given their long life and would allow the garden to be appreciated by more people. Whilst this is not yet a definitive plan all agreed it seemed a good way forward. A further £500 has been offered by a satellite club and this may be put towards an area where 'memory' trees can be planted for loved ones. <b>RH</b> explained that he has experience in similar projects. Again, all felt this would be an appropriate addition to the park. Further discussions will take place to explore both projects. <b>KB</b> added that given the issues with the Garden of Remembrance perhaps WTC should consider moving it as part of this project. All ideas remain in the discussion stage and further updates will be provided in due course but in the meantime contact <b>KM</b> should you have any initial thought/ideas.</p> <p><b><u>Anti-social behaviour</u></b>  <b>DP</b> reported that the Memorial Ground gates had been damaged. <b>KM</b> advised that WTC were aware and were awaiting details on the repair. He added that he was taking the opportunity to discuss some possible creative works that could be displayed in the park. Concerns were voiced for their safety but the group agreed it would be an interesting addition. <b>KB</b> reported that the youth shelter may have to be removed if poor behaviour continues and confirmed that he has asked for the 'ivy wall' near the Oakwood centre to be removed to give better vision of any unwelcome behaviour. <b>SP</b> asked if CCTV was an option however <b>KM</b> felt that it was not a viable option as there was nobody to watch it.</p>	
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Summary of Actions	Deadline
<p><b><u>C/F</u></b></p> <p><b>Action 6.1</b> <b>KM</b> to continue to update the group on lake improvements/ duck feeding signs  <b>Action 6.2</b> <b>KM</b> update group re quality of Rotary Garden path and upkeep of other paths.  <b>Action 4.7</b> <b>KM</b> to advise the group when a new warden is appointed.  <b>Action 4.8</b> <b>KM</b> to install new signs to reduce cycling near the Oakwood centre.  <b>Action 6.7</b> <b>KM</b> to provide update on dual usage litter bins and Oakwood Centre bin  <b>Action 6.8</b> <b>KM</b> to keep group updated re Garden of Remembrance plans...  <b>Action 5.17</b> <b>DP/KM</b> to update FOWP on ways that interested parties in Woodley can work together.  <b>Action 5.22</b> <b>DP</b> to keep group advised of Britain in Bloom (IYN category) results.  <b>Action 5.23</b> <b>KM</b> to provide dates for the ongoing 'Communication' meetings.  <b>Action 6.11</b> <b>All</b> to submit Centenary suggestions to DP before the end of September.  <b>Action 6.12</b> <b>All</b> to feedback to DP re Christmas cards and/or Calendars by 10th September.  <b>ACTION 7.1</b> <b>KM</b> to advise MF on the number of poppies required.</p>	<p>All for next meeting please!</p>