



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; 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 9 April 2019, 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 15 JANUARY 2019**  
To approve the minutes of the meeting of the Leisure Services Committee held on 15 January 2019 and for the Chairman to sign them as a true and accurate record. *(These minutes were provided in the Full Council agenda of 5 February 2019.)*
4. **JUST AROUND THE CORNER (JAC)**  
To receive the report from JAC. (Report to follow.)
5. **BUDGETARY CONTROL**  
To note **Report No. LS 8/19.** Page 4
6. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**  
To receive **Report No. LS 9/19.** Page 6
7. **PARKS AND BUILDINGS**  
To receive **Report No. LS 10/19.** Page 8

8. **CHARGES INFORMATION**  
To review the information to be provided with the proposed charges in future.
9. **TOWN CENTRE PUBLIC TOILET UPDATE**  
To receive a verbal update from the Town Clerk.
10. **FUTURE AGENDA ITEMS**  
To propose future agenda items for the Committee's consideration.
11. **PUBLICITY & WEBSITE**  
To consider which items to publicise.

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**LEISURE SERVICES COMMITTEE****BUDGETARY CONTROL 2018/19****Report No. LS 8/19**

<b>EXPENDITURE</b>	<b>Budget 2018/19</b>	<b>Revised Budget 2018/19</b>	<b>Actual Exp as at 28/2/18</b>	<b>Actual Exp as at 28/2/19</b>	<b>Actual Exp as % of Rev Budget</b>	<b>Information</b>
<b>Woodford Park LC and 3G pitch</b>	355600	359972	315388	316295	87.9	Uniform, rates, water rates, repairs, certification, maintenance and vending costs over 92%. Other costs under.
<b>Grounds Maintenance</b>	30365	31296	28304	29827	95.3	Water rates, phone, cleaning, horticultural supplies, repairs, phone, fire equipment, fuel and equipment over 92%. All other costs under.
<b>Football</b>	20671	20511	12772	17142	83.6	All costs under 92% at this point.
<b>Cricket</b>	10886	10947	7206	9316	85.1	Water rates higher than 92%. All other costs under.
<b>Bowling Green</b>	13569	13211	10511	12607	95.4	Water rates, equipment hire and horticultural supplies higher than 92%. All other costs under.
<b>Woodford Park</b>	33242	32422	25825	30207	93.2	Water rates, repairs and tournament costs higher than 92%. All other costs under.
<b>Memorial Ground</b>	9612	9379	6320	8216	87.6	All costs apart from play equipment under 92%.
<b>Garden of Remembrance</b>	7017	6784	4827	6481	95.5	Horticultural supplies over 92%, other costs under.
<b>Play areas and open spaces</b>	14684	13994	11780	12121	86.6	Rent costs over 92%.
<b>Coronation Hall</b>	28312	29191	28116	26646	91.3	Staff, rates, washroom service and repairs over 92%. Water rates refund of £712 received. All other costs under.
<b>Chapel Hall</b>	20209	19352	17104	17932	92.7	Staff, washroom services, fuel, rates and cleaning costs over 92%. All other costs under.
<b>Allotments</b>	19032	17726	14999	17184	96.9	Water rates and rent over 92%.
<b>Amenities</b>	7972	5599	5438	4256	76.0	All costs under 92%
<b>Events</b>	10443	10219	5584	9618	94.1	PR and promotions over 92%
<b>Public toilet</b>	10718	894	0	0	0.0	
<b>Youth Services</b>	27666	27048	23947	27048	100.0	JAC Service Level Agreement final quarter paid in January and funds transferred to earmarked reserves for projects.
<b>TOTAL</b>	<b>619998</b>	<b>608545</b>	<b>518121</b>	<b>544896</b>	<b>87.9</b>	
<b>Month 11 - 92%</b>						

<b>INCOME</b>	<b>Budget 2018/19</b>	<b>Revised Budget 2018/19</b>	<b>Actual Inc as at 28/2/18</b>	<b>Actual Inc as at 28/2/19</b>	<b>Actual Inc as % of Rev Budget</b>	<b>Information</b>
<b>Woodford Park LC</b>	341201	364555	333626	365242	100.2	Annual rent for flat paid in advance. All income codes above 92%, apart from 3G pitch.
<b>Grounds Maintenance</b>	600	300	523	266	88.7	Fewer cuts at Bulmershe Park during sustained hot weather - half the cost charged to Earley Town Council (joint
<b>Football</b>	6729	5676	6882	5947	104.8	Season underway - includes payments in advance.
<b>Cricket</b>	2500	3441	2413	3441	100.0	Season ended in August.
<b>Bowling Green</b>	7319	7280	7040	7280	100.0	Season over.
<b>Woodford Park</b>	6250	6793	6597	6660	98.0	Income from fair visits.
<b>Memorial Ground</b>	292	115	226	115	100.0	One booking fee paid.
<b>Garden of Remembrance</b>	1100	1100	751	1149	104.5	Demand led.
<b>Play areas and open spaces</b>	0	0	0	0	0.0	
<b>Coronation Hall</b>	30000	34000	29318	34436	101.3	Income higher than anticipated.
<b>Chapel Hall</b>	36200	34000	35412	33930	99.8	Income higher than anticipated.
<b>Allotments</b>	11600	11720	11194	11929	101.8	Fees from new tenants - invoices to all tenants issued in December.
<b>Amenities</b>	0	0	0	0	0.0	
<b>Events</b>	0	0	0	0	0.0	
<b>Public toilet</b>	1460	122	0	0	0.0	
<b>Youth Services</b>	0	0	0	0	0.0	
<b>TOTAL</b>	<b>445251</b>	<b>469102</b>	<b>433982</b>	<b>470395</b>	<b>105.6</b>	
<b>NET</b>	<b>174747</b>	<b>139443</b>	<b>84139</b>	<b>74501</b>	<b>53.4</b>	
<b>Month 11 - 92%</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.

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

##### **Woodley 10km & 2.5km – Sunday 14<sup>th</sup> April**

To date (3<sup>rd</sup> April) there are 521 entries to the Woodley 10km and 60 for the 2.5km.

##### **Woodley Schools' Sports Week 2019 – W/C 20<sup>th</sup> May**

The schedule for the 2019 Woodley Schools Sports Week is as follows:

- Monday 20<sup>th</sup> May (am) – Dance Festival
- Monday 20<sup>th</sup> May (pm) – Kwik Cricket Tournament
- Tuesday 21<sup>st</sup> May (am) – Swimming Gala (at Bluecoat School)
- Tuesday 21<sup>st</sup> May (full day) – Tennis and Cricket Multi-Skills Festival
- Wednesday 22<sup>nd</sup> May (full day) – Athletics, Tennis and Cricket Activities
- Thursday 23<sup>rd</sup> May (full day) – Paralympics Festival
- Friday 24<sup>th</sup> May (full day) – Multi-Skills Event (at Rivermead School)

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

##### **Gym Performance 18/19**

The Gym on the Park had a strong financial year, reflected by the member total of 613 as of 31<sup>st</sup> March 2019. Net income for the year was £115,621, an increase of £39,727 on the previous financial year.

We are currently looking at ways to increase the capacity of the gym by adding in additional pieces of equipment, although the space available is limited.

##### **Children's Parties 18/19**

From April 1<sup>st</sup> 2018 – March 31<sup>st</sup> 2019 we booked / sold 202 children's birthday party packages giving a net income of £17,021. This totalled 47 more parties and £4,113 more net income than we had budgeted for.

Over 95% of the parties we hosted / sold completed a simple feedback form which resulted in an average overall experience score of 4.5 out of 5.

##### **Tables, Chairs & Function Room Decorating**

Following average to poor feedback scores regarding the condition of the Function Room from parents who had booked a children's party throughout the 2018/19 financial year we have purchased over £4,000 worth of new multi-coloured tables and chairs.

There are also plans in place to decorate and change the colour scheme in the Function Room the week of 8<sup>th</sup> April. Historically, the room has been used for meetings and community groups whereas now the majority of bookings in the room are exercise classes, sports groups or children's parties / activities. The plan is to move away from the current plain and dark colours and use a light and modern colour scheme, similar to that in the gym (lime green and white).

### **3G Pitch – Wear & Tear**

The 3G Pitch has shown its first signs of wear and tear over the past few months, most notably in the form of a tear / rip in the carpet. A photo of the damage has been sent to our maintenance contractor and we are awaiting a quote back indicating the likely repair costs.

The level of rubber crumb on the pitch has also lowered as a result of regular use. In response, we laid down 1 tonne of crumb during the last two weeks of March (which has had a positive impact). We have also increased the frequency with which we drag brush the pitch from four times to nine times every two weeks.

We recently increased the turn-up charge for under 16's to use the pitch for 1 hour from £1 per person to £2 per person to help fund the increased repair and maintenance costs.

### **Paddling Pool**

A provisional date of Monday 27<sup>th</sup> May has been set for the opening of the paddling pool, however, this does depend on ongoing maintenance work / issues with the pool liner.

As mentioned in previous reports the pool plant system is now very old and will likely need replacing in the near future and we will not know the condition of the system this year until we switch it on following completion of the maintenance works.

We plan to look into possible development options for the future of the paddling pool and the surrounding area (which is one of the Leisure Centre's biggest attractions) and will report to Members in due course.

### **RECOMMENDATION:**

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

## **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**

##### Heating system, plumbing and drainage

Contracted works have been carried out to the heating system, plumbing and drainage at the centre. This includes pressurisation of the water system to greatly improve water pressure and improvements to the foul drainage to avoid blockages which have been an on-going problem.

##### Solar Panels

The installation of solar panels on the sports hall roof is complete and operational. The installation was achieved through a 20 year agreement with Reading Community Energy Society to provide fixed, reduced rate daytime electricity with no outlay from the Council.

##### Paddling Pool

Further issues have been encountered with the paddling pool liner that was replaced last year. Remedial repairs were carried out last year, however significant creases in the liner were discovered during preparation of the pool for this year. The installer has been back on site and arrangements are being made to replace the liner with a new one at no cost to the Council. A date for this work is not yet known.

#### **Woodford Park**

##### Rotary Garden

A new rose garden has been prepared as part of an initiative from Rotary - to provide members of the public with the opportunity to purchase and plant a rose in memory of a loved one. The project will be developed over the coming weeks.

##### Lake Regeneration Project

The contracted work on the lake has been completed on schedule and within budget. This work included the redistribution of silt - creating new bank areas for planting, and the construction of a boardwalk with dipping ponds and a duck feeding platform.

In house works are continuing to replace areas of fencing around the eastern end of the lake. A planting schedule has been developed and planting will take place over the next couple of growing seasons. Reeds and Iris have already begun to shoot naturally in new areas.

The re-laying of the pathways around the lake will be carried out later in the year once the bird-nesting season is over. This part of the work is being re-quoted following damage to the pathways which was anticipated as part of the contracted machine work.



### Friends of Woodford Park

The minutes of the meeting of the Friends of Woodford Park on 26 March are attached at **APPENDIX A**.

### New workshop/maintenance building

A review of the electrical capacity of the existing workshop has shown that it will not be possible to run a supply from this to the proposed new building. Cost estimates received to run a supply from elsewhere are expensive and officers are looking at alternatives and seeking further costings.

### Garden of Remembrance

Path repairs have been carried out and new planters and hedging installed to improve the entrance to the garden. Works were carried out by the Grounds Team.

### **Allotments**

Officers continue to meet regularly with the Allotment Tenants Association Committee. The Association held its AGM on 25 March. This was a very positive meeting with several initiatives being progressed.. These include the Launch Pad project, which provides plot space to the charity, who use it for education, teaching new skills and growing food for local food banks in support of the homeless.

Another initiative being developed is to introduce managed bumblebee hives at the site along with wildflower planting to encourage the bees to flourish. A future aim will be to create a 'Bee Road' across the town - creating a corridor where bees and other pollinators have pockets of flowering habitat that they can move between. A similar project has been developed in Wiltshire with very good results. Organisers from that project are being invited to make a presentation to interested parties at the Oakwood Centre in order to develop the project here.

Thefts of produce from the site remains an issue and the Committee is proposing enhancements to the CCTV system to combat this. Officers are working with the Committee to ensure compliance with GDPR.

### **Community Halls**

The removal of asbestos from the roof space at Coronation Hall, originally scheduled for February has been rescheduled for August. This was due to a revision of the work specification, which would have been too tight to complete within the timescale without affecting a large number of bookings. The works will be funded from the Building and Facilities fund.

Water storage tanks are scheduled for removal from both halls to eliminate any potential issues with legionella. The tanks are large and do not turn over the required quantity of water in a 24 hour period to effectively manage legionella.

### **Recommendations**

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



	<p><b>Litter.</b>  <b>KM</b> The new bin by the Oakwood Centre has proved very successful. <b>KM</b> is still looking to replace the existing bins with the goal being that everyone can see a bin from any location. <b>MA</b> asked if there could be one by the entrance to Western Avenue and <b>KM</b> confirmed that this is planned.  <b>Action 6.7 KM to provide update on litter bins.</b></p> <p><b>Cycling in Park</b>  <b>KM</b> and the group agreed that the new signs have not stopped the problem of cyclists acting irresponsibly at the corner of the Oakwood Centre but have given people the right to challenge them.  <b>Action 4.8 Closed</b></p> <p><b>Garden of Remembrance</b>  <b>KM</b> advised the group that Terry is progressing with his plans for the garden. The new Japanese Holly hedging is in place. <b>MF</b> highlighted the excellent contribution from the work experience person helping the team in this area. <b>KM</b> said there are plans to paint the railings although the group mentioned they may just need a clean as they looked better when washed by FOWP a couple of years ago. <b>DP</b> highlighted that a number of people had been disappointed that they were not given advance notice of the temporary closure and <b>KM</b> agreed that in future visitors would be told earlier.  <b>Action 6.8 KM to keep group updated re Remembrance garden plans.</b></p> <p><b>Communication Meetings - Kevin, Terry and the Park Team to meet with FOWP</b>  <b>KM</b> confirmed that the first meeting (BK, MF, RB and DP attended) had been a success and so these will continue Bi- Monthly. They will be held on Tuesdays at 11am and will take place in alternate months to this meeting. It is intended that a small representation from FOWP will attend each meeting.  <b>Action 5.23 KM to advise DP of dates for future Communication Meetings.</b></p>	<p>KM</p> <p>KM</p> <p>KM</p>
5.	<p><b><u>Discussion Topics</u></b></p> <p><b>Britain in Bloom- why we won't be entering this year.</b>  <b>DP</b> advised that the decision has been made not to enter. This is primarily because last year the judges seemed to score us on the entire park whereas we only influence what happens in a few small areas. If we can 'reset' the scope of what we are judged on we can always consider entering in future years. <b>DP</b> suggested everyone look at BBC2 6.30pm for the next two weeks as there is a programme showing the work of groups similar to FOWP.  <b>Action 5.22 Closed</b></p> <p><b>Garden of Remembrance - Our involvement</b>  It was agreed that this would be a topic for the next Communication meeting. <b>SC</b> and <b>MF</b> are still keen to help in this area and <b>DP</b> felt that it would be nice to retain some community involvement. The ideal way forward is if we can find a way for the employees and volunteers to work together. <b>MF</b> mentioned the gates are not being locked but all agreed it is difficult to know how to proceed with this given that it is a public space. <b>DP</b> asked if there was any progress re the water supply but <b>KM</b> reported this is proving to be difficult.</p> <p><b>Rotary Garden - The rose garden and our future plans</b>  The new rose garden has now been dug out by the council and the Rotary Club are working out how to manage the marketing of this new addition to the park. Further details will follow as discussions between the council and the Rotary club are ongoing. <b>BC</b> expressed some concern that the bed was very close to the Oakwood building and may not get enough sun. It was agreed this would be a good topic for future Communication meetings.  <b>Action 5.24 RH to continue with discussions re Rose Garden and keep FOWP updated.</b></p> <p><b>Memorial Ground Centenary - update on plans</b>  <b>KM</b> advised that the council now have a PR marketing Group that have a meeting due to discuss ideas for the centenary. <b>SC</b> asked what date the celebration would be. <b>KM</b> confirmed there is no official date and so it is seen a Centenary 'year'. <b>DP</b> reported that the group are still willing to help plant up a small bed alongside the new path.  <b>Action 5.25 KM to keep group advised on Centenary plans.</b></p> <p><b>Carnival Planning</b>  The group have agreed to have the same stall at the carnival as last year although they are disappointed that the cost has risen to £84 ( £34 last year) and so may not be able to continue with this annual venture. Ideas for the stall include selling plants, selling cards, selling duck food,</p>	<p>RH</p> <p>KM</p>

	<p>and perhaps even something creative from our new member Bill who makes wonderful Dolls houses. A meeting will take place on the 7th May to discuss the details but please start preparing in advance. Further communication will follow but if you think you may have some spare plants let David know.</p> <p><b>Action 5.26 All to start thinking about how they can help with the Carnival - 8th June. Email/talk to DP with ideas. There are not that many weeks left and so we need to be planting up pots very soon.</b></p> <p><b>Sage - ideas for activities</b> The team are due to return shortly, do keep an eye out for tasks you think they could help us with.</p>	ALL
6.	<p><b><u>AOB</u></b></p> <p><b><u>Anti-social behaviour</u></b> This does seem to have reduced of late possibly due to the clearing of shrubbery near and within the GOR or simply due to the colder weather. All agreed that more visibility does seem to reduce the problem of people gathering in the Garden of Remembrance.</p> <p><b><u>Bulbs</u></b> One recommendation from Britain in Bloom was to have Tulips in the flower beds. This lead to a discussion at the last meeting about the possibility of more bulbs around the park. We have planted some more bulbs in the main beds which you have hopefully spotted and are told that the grounds team have planted some in other areas of the park so we'll keep our eyes open for them.</p> <p><b>Action 7.1 Closed</b></p> <p><b><u>Card sales</u></b> <b>MF</b> updated the group on the fantastic efforts from Jo at the wool shop. He will be collecting another £35 from her shortly and this will mean he will soon be able to donate another £100 to the group from the sale of his wonderful cards. They really have proved to be a great way to raise funds and so we are really grateful to Jo and Martin for their ongoing support.</p> <p><b><u>Waitrose sponsorship</u></b> <b>RB</b> confirmed that on this occasion Waitrose are unable to help us with sponsorship.</p> <p><b><u>Woodley Herald</u></b> <b>SC</b> noticed we were not mentioned. <b>KM</b> said we are always welcome to submit our own update and so he will advise us of publication and deadline dates.</p> <p><b>Action 6.13 KM to advise group of dates for the submission of Woodley Herald articles</b></p> <p><b><u>Seeds</u></b> <b>RB</b> mentioned that Lidl have some very good value seeds at the moment - ideal for anyone wanting to grow a few plants ready for the carnival stall. Vegetable plants proved very popular last year.</p>	KM

Summary of Actions	Deadline
<p><b><u>C/F</u></b></p> <p><b>Action 6.1 KM</b> to keep the group updated re lake improvements/ duck feeding signs</p> <p><b>Action 6.2 KM</b> to update group re new/ repaired paths.</p> <p><b>Action 4.7 KM</b> to advise the group if a new warden is appointed.</p> <p><b>Action 6.7 KM</b> to provide update on litter bin.</p> <p><b>Action 6.8 KM</b> to keep group updated re Garden of Remembrance plans.</p> <p><b>Action 5.23 KM</b> to provide dates for the ongoing 'Communication' meetings.</p> <p><b>Action 5.24 RH</b> to continue with discussions re Rose Garden and keep FOWP updated.</p> <p><b>Action 5.25 KM</b> to keep group advised on Centenary plans.</p> <p><b>Action 6.13 KM</b> to advise group of dates for the submission of Woodley Herald articles</p> <p><b>Action 5.26 All</b> to think about how they can help with the Carnival on 8th June and email/talk to DP.</p>	For next meeting please!