

Woodley Town Council

**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on
Friday 18 May 2018 at 10.00 am**

Present: *Councillors: R. Dolinski, J. MacNaught, Councillor S. Brindley
S. Rahmouni*

Officer present: *K. Murray, Deputy Town Clerk*

Also present: *S. Rolfe – Brown Bag*

Apologies: *Cllr M. Green (Chair), A. Mulvany, Bookings and Venues Manager*

Cllr Rahmouni chaired the meeting

1. Actions from previous meeting

- SR to request hygiene inspection from Wokingham Borough Council.
SR reported that an inspection had been carried out and the coffee shop awarded a five star hygiene rating.

2. Update on catering operation

- SR circulated the turnover information for the month.
- KM reported that he had received very positive feedback about the catering provided for the Citizens Awards evening.
- SR reported that they were catering for a funeral function and a wedding function the following week.

3. Marketing

KM reported that the Council's new PR/Marketing Coordinator had been appointed and would be invited to the next partnership meeting.

4. Actions

KM to chase up maintenance issues – Dishwasher.

5. Date of next meeting

The next meeting is scheduled for Friday 20 July at 10am.

Meeting closed 10.35am

**MEETING OF THE WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE COMMITTEE
HELD AT 6PM ON WEDNESDAY 25 APRIL 2018 AT THE OAKWOOD CENTRE,
HEADLEY ROAD, WOODLEY RG5 4JZ**

Present:

J Lherbier	Town Centre Manager	J Wright	Woodley Resident
M Holmes	Chair & Woodley TC Representative	C Lawley	Woodley Resident
M Norris	Vice Chair & Traders Representative	M Millard	Woodley Resident
K Baker WTC & WBC Councillor	P Birt		Woodley Resident
D Mills	WTC Councillor	Z Frasinski	Woodley Resident
J Palterman	Saturday Market Manager	M Risby	Woodley Resident
G Cranford	WBC Economic Development Officer.	I Hills	Woodley Resident
M Bather	Woodley & North Earley Community Forum	T Kirkpatrick	Woodley Trader – Waitrose
		H Beilby	WTC Administrator

ITEM 1 – APOLOGIES AND WELCOME TO NEW MEMBERS

H Taylor, M Perry, S Smith, Cllr B Rowland, R Dolinski, X Morcrette, R Still, R Hayes, Cllr A Croy, PCSO Clare Towse, PCSO Danielle Fry, PCSO David Allen

Mary Bather explained she represented the Woodley & North Earley Community Forum, previously known as the Neighbourhood Action Group (NAG), its regeneration had been prompted by the Thames Valley Police.

A Policing Priority for Woodley & North Earley event, is to be held at 10.30, on 12th May, at the Oakwood Centre, with local police providing advice. Trading standards will also be attending with advice on door-to-door selling.

The next Community Forum will take place at 7.30pm on 13th June, at the Oakwood Centre. JL to email all members with this information.

Gary Cranford was welcomed as the new Economic Development Officer at WBC.

ITEM 2 – TO APPROVE PREVIOUS MINUTES OF THE WTCMI MEETING HELD ON WEDNESDAY 24 JANUARY 2018 AND THE MINUTES OF THE EXECUTIVE SUB-COMMITTEE MEETING HELD ON 28 MARCH 2018

Both these sets of minutes were approved and accepted by the meeting.

With reference to the minutes for 24/01/18.

PARKING CHARGES – item 2 - KB announced that the trial parking charges in Woodley are now permanent.

WBC hope to bring in a new Borough-wide ‘number recognition system’ by the end of the year at a cost of £300k.

PUBLIC TOILET – In response to this topic, item 6, KB advised the new Town Centre public toilet should have been installed by the end of the summer, however, this was dependant on the manufacturer.

With reference to the minutes for 28/03/18.

WBC GRANT (SLA) – in response to this topic, item 2, JL advised a meeting has been arranged for Tuesday 1st May to sign the revised documents. KB said that as long as goods are delivered, the WTCMI will continue to receive the grant.

INFORMATION “MUSHROOM” - in response to this topic, item 5, MH has written to WTC, Kevin Murray with regards to the whereabouts of the missing metal seat previously removed from the “mushroom”.

KB to arrange with WBC regarding the re-fitting of this seat.

ITEM 3 - SECURITY IN THE TOWN CENTRE

JL - Apologies had been received from the police representatives, as they were not on shift this evening. Apparently they were out in force at the NAG / Community Forum meeting and reported no problems in

Woodley. With the feedback received by WTCMI, from traders and the general public, this is not the case. These problems need to be reinforced by both residents and traders at the Community Forum meetings, even if they can only attend for a short time. Cycling in the town centre, is an ongoing problem. MB suggested that volunteers could make a count and provide figures of those cycling in the town centre. JL agreed this was a good idea, if volunteers could be found. MH to liaise with MB to find volunteers.

Fining the offending cyclists could be a solution, but only the Police have the powers to do this. MB to send the minutes of the Community Forum meetings to JL.

ITEM 4 - FINANCIAL REPORT TO END OF YEAR

JL presented his report. IH said that JL should be congratulated on his achievements, which was agreed.

BUDGET REPORT JL presented his proposed budget for 2018/2019 explaining the changes and small increases on the previous year. In particular, the extra £500.00 for the floral display baskets and planters will be partly due to a 3% increase on flowers and maintenance costs, as well as the extra two planters bringing their numbers to twelve.

JL also pointed out that there had been no revenue from the money sitting in the bank account. MN suggested that the north end be used more on a Saturday for promotional stalls. JL preferred them to visit Monday to Fridays, as weekends are busy enough with markets and car boots. KB said that the stalls could book a Saturday if they also had a day in the week. IH said no one wants to use the Centre Stage at the north end, due to low footfall. TK said perhaps cheaper rent for north end would encourage more business. GC commented that the right organisation could benefit from using the town centre as a promotional tool. For example Jacobs Engineering are looking at ways to target parents as well as students regarding apprenticeships, as an alternative to primarily going into schools. JL commented that most of the interest for local companies' promo stalls comes from word of mouth. The town centre has proved itself as a successful place to trade. Although JL agreed with IH regarding his suggestion to advertise more on the website, he did not have the time this would take. MB was concerned that some charity promotional stalls may be guilty of aggressive selling techniques and questioned whether this was monitored.

JL said he has known them all for some years and talks with them regularly.

MH reported that the WTCMI Executive committee had signed a card for Ray and Denise Wingrove thanking them for all their input over the years with their plant stalls. Ray used to regularly attend our meetings, but has now retired on health grounds. MH and JL have sent thank-you emails and a card to Gordon Davies, who has recently retired back to his native Wales, from being the Headteacher of Beechwood School. Gordon was always a very keen and active supporter of WTCMI.

BUDGET 2018/2019

The proposed budget was agreed.

ITEM 5 - TOWN CENTRE MANAGER'S REPORT

The Town Centre Manager presented his report.

LAMP POSTS - KB is to follow up the issue of hanging baskets being installed on the two new hinged lamp posts.

JL to email KB with the details.

THAMES & CHILTERN IN BLOOM - KB said that the Executive Sub Committee should take ownership of this in terms of coordinating the help offered by WASP & Waitrose, with the tidying up of the town centre, before the judging takes place in the summer. JL to email KB requesting the schedule from WBC, for weeding in the town centre.

CAR PARK FIGURES – JL still unable to obtain car park figures from WBC, KB said this was tied in with machines breaking down and the shift to introduce traffic wardens rather than WBC Officers. The installation of new machines will deal with this issue, as they are built to provide data and in turn easier to obtain.

KB agreed with CL that the information should be available and is determined to get the figures if at all possible.

The meeting thanked TK, as Woodley's Waitrose Manager, for her achievement in bringing in the '£1 coin slots' for their trolleys in early April. It has definitely reduced the number of trolleys being abandoned around Woodley.

JL is investigating the possibility of having more Public Information Pillars.

MH thanked JL for all his work as our Town Centre Manager.

SATURDAY MARKET MANAGER'S REPORT

JP presented his report, commenting that it had been slower over winter, due to bad weather, illness, breakdowns and long vacations. Unfortunately the Isle of Wight garden farm has ceased trading, due to personal circumstances and the wool lady has now set up her own shop in Loddon Bridge Road Woodley. However, several new traders are anticipated.

There had been no difficulties with the new playground equipment being installed in the town centre.

The assault on a market trader in the winter by three men was, by all accounts, alcohol induced.

KB congratulated JP on his Facebook "Woodley Weekly Saturday Market" page.

MH thanked Jonathan for all his work with the Saturday Market.

ITEM 6 - QUESTION THROUGH THE CHAIR FROM MEMBERS OF THE PUBLIC

It was noted that the planters outside Bosco Lounge had been removed by the Highway Inspector.

KB confirmed that it is up to the Landlords as to the classification of their units in the Town Centre, and what commodities they trade in. IH commented that, unfortunately, empty units could give the wrong message to other prospective businesses. TK said that other shopping centres have tried to counteract empty units with interactive walls and pop up shops.

ITEM 7 – ANY OTHER BUSINESS

Meeting finished at 7.40 pm.

Dates of the next Management Committee meetings:

Wednesday 04 July 2018 at 6 pm

Wednesday 17 October 2018 at 6 pm.

PROJECTS SCHEDULE 2018/19

Project number is identifier only – not indication of priority.


ID	Project update	Delivery
1	<p>Woodford Park Leisure Centre Roofing Replacement of flat roofing and repair of damaged joists.</p>	COMPLETE
2	<p>Installation of building for Woodley Pre-School The deadline for the installation of the building is March 2018. Works include the demolition and removal of the old horticultural building, ground works, drainage connections, utilities connection, fencing and pathway construction.</p>	COMPLETE
3	<p>Construction of new maintenance workshop and welfare building This project is in the planning and costing stages.</p> <p><i>Timing factors</i> <i>Design work, costing and planning application required.</i> <i>Contractor lead times</i> <i>Agreement on funding</i></p>	Nov 2017 to Aug 2018
4	<p>Woodford Park lake restoration Tree works complete.</p> <p>Application for £50,000 to the Landfill Community fund was unsuccessful. This shortfall will require funding from other sources. Subject to funding it is anticipated that a contractor will be appointed to start heavy works in September 2018 once the bird nesting season is over.</p> <p><i>Timing factors</i> <i>Funding applications</i> <i>Bird nesting season</i> <i>Lead time for contract work</i></p>	Dec 2017 to March 2019
5	<p>Woodford Park destination play area An application for £200,000 from Section 106 developers contributions has been approved.</p> <p><i>Timing factors</i> <i>WBC Executive approval expected in March 2018</i> <i>Project development/consultation/contractor lead times</i></p>	March 2018 to Nov 2018
6	<p>Public Toilet in the Town Centre All licences are in place and the unit has been ordered.</p> <p><i>Timing factors</i> <i>Contractor lead times</i></p>	April/May 2018
7	<p>Woodford Park Leisure Centre Regeneration The WPLC Regeneration Task & Finish Group has met and will make recommendations to the Strategy & Resources Committee. Project will be</p>	June 2018 onwards


	<p>phased and prioritised so it is manageable and limits disruption on the operation of the centre.</p> <p><i>Timing factors</i> <i>Staff resources to move project forward</i> <i>Minimising impact on activities and operation of the Centre</i> <i>Agreement on project elements and funding</i> <i>Planning permission</i></p>	
8	<p>Woodford Park Green Flag Award application and works Application submitted and judging took place on 8 June. New way finding signage and noticeboards have been installed as part of the works to achieve green flag status. The results of the submission will be known in July.</p>	July 2018
9	<p>Oakwood Centre Gents toilets refurbishment New cubicles, sanitary wear, flooring and decoration.</p> <p><i>Timing factors</i> Project delayed due to issues with moisture in the walls in this area – under investigation. <i>Contractor lead time</i> <i>Minimise impact on the bookings</i></p>	Jul 2018
10	<p>Oakwood Centre walls/floor Investigations are being carried out into the cause of moisture in the walls near the toilets area. This has delayed the refurbishment of the gents toilets. The flooring in the corridor needs repairing and re-laying. Some contributing issues have been identified and rectified.</p> <p><i>Timing factors</i> <i>Investigation and repairs</i> <i>Drying out time</i></p>	April 2018 – Jun 2018
11	<p>Oakwood Centre roof Survey has been carried out and a number of areas identified as needing repair or further investigation.</p> <p><i>Timing factors</i> <i>Discussions with contractor regarding extent and detail of works</i> <i>Contractor lead time</i></p>	April 2018 – July 2018
12	<p>Compliance with the General Data Protection Regulations The GDPR came into effect on 28 May 2018. The regulations have a number of implications for how the Council handles and stores personal information. Officers have developed and implemented a number of policies and procedures for specific areas. Some compliance works are still required and this work will be ongoing.</p> <p><i>Timing factors</i> <i>Full compliance with regulations by 28 May 2018</i></p>	May 2018

Project Programme

ID	Project	2018										2019		
		Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	
1	Woodford Park Leisure Centre Roof	Complete												
2	Installation of building for Woodley Pre-School	Complete												
3	New maintenance workshop	→												
4	Woodford Park Lake	→												
5	Woodford Park Play Area	→												
6	Public Toilet in the Town Centre	→												
7	Woodford Park Leisure Centre Regeneration	→												
8	Oakwood Centre Gents toilets refurbishment	Delayed			→									
9	Green Flag Award application & signage	→												
10	Oakwood Centre walls/floor	→												
11	Oakwood Centre roof	→												
12	General Data Protection Regulations	→												

Key

Capital Projects with budget 

Compliance/administrative/governance projects 

**THIS PAGE IS INTENTIONALLY
LEFT BLANK**

**PAGES 19 – 27 HAVE BEEN
OMITTED AS THE CONTENT IS
CONFIDENTIAL**