



Woodley Town Council

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

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

Councillors: B. Franklin (Chairman); T. Barker; P Challis; A, Chadwick; N. Cox;
A. Downes; S. Outen; S. Rahmouni; M. Willson

NOTICE IS HEREBY GIVEN that a meeting of the Leisure Services Committee is to be held at the Oakwood Centre on Tuesday, 27 August 2013, at 8pm, at which your attendance is requested.

Deborah Mander
Town Clerk

A G E N D A

1. **Apologies for Absence:**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members on agenda items.
3. **MINUTES OF THE LEISURE SERVICES MEETING – 28 May 2013**
To approve the minutes of the meeting of the Leisure Services Committee held on 28 May 2013 and for the Chairman to sign them as a true and accurate record. *(These minutes were provided in the Full Council agenda of 25 June 2013).*
4. **BUDGETARY CONTROL**
To note **Report No. LS 16/13.**
5. **LEISURE CENTRES**
To receive **Report No. LS 17/13.**
6. **BOOKINGS SYSTEM**
To consider **Report No. LS 18/13**
7. **PARKS AND BUILDINGS**
To consider **Report No. LS 19/13.**

8. **WORKING PARTIES**
To consider **Report No. LS 20/13**.
9. **2014/15 BUDGET**
To invite the committee to consider any items it wishes to see included or excluded from the 2014/15 budget. Proposals will be investigated and reported back on.
10. **SPORTS AWARDS CEREMONY OF THE YEAR 2013**
Wokingham Borough Sports Council is celebrating great sporting achievements and is seeking nominations for this year's awards. The attached **Appendix 10** from 2012 provides the categories of awards to be made in 2013.
11. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
12. **PUBLICITY & WEB SITE**
To consider which items to publicise.

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LEISURE SERVICES COMMITTEE

BUDGETARY CONTROL 2013/14

EXPENDITURE	Budget 2013/14	Actual Exp as at 31/7/12	Actual Exp as at 31/7/13	Actual Exp as % of Budget	Information
WOODFORD PARK LC	256247	82113	77931	30.4	Rates, vending and equipment hire over 33.3%. All other costs under.
BULMERSHE LC	466841	142237	158821	34.0	Coaches, rates, fuel, counter sales, stationery, equipment hire, phone and grounds maintenance over 33.3%. All other costs under.
GROUNDS MAINTENANCE	22303	7335	5508	24.7	Diesel costs over 33.3%.
FOOTBALL	16367	4240	4224	25.8	No expenditure on seed or equipment at this point.
CRICKET	8304	2199	2255	27.2	No expenditure on seed or equipment at this point.
BOWLING GREEN	10358	2853	2989	28.9	No expenditure on seed or equipment at this point, water rates higher than 33.3%
WOODFORD PARK	25230	8206	8973	35.6	Play equipment (inspection and repair costs), tournament and other supplies costs higher than 33.3%.
MEMORIAL GROUND	6648	2139	2185	32.9	Play equipment costs over 33.3% at this point (inspection costs)
GARDEN OF REMEMBRANCE	4729	1544	1617	34.2	Inspection costs over 33.3% - demand led.
PLAY AREAS & OPEN SPACES	10436	3394	3998	38.3	Play equipment higher than 33.3% (inspection costs).
CORONATION HALL	37010	11471	10933	29.5	Rates, equipment hire and water rates over 33.3%, other costs under.
CHAPEL HALL	21392	5725	8251	38.6	Rates, water rates, and equipment hire costs over 33.3%. Repairs cost include fencing repairs and insurance claim.
CAPITAL & PROJECTS	55900	0	0	0.0	First half of loans paid in September, second in March.
TOTAL	941765	273456	287685	30.5	

INCOME	Budget 2013/14	Actual Inc as at 31/7/12	Actual Inc as at 31/7/13	Actual Inc as % of Budget	Information
WOODFORD PARK LC	174646	57774	64045	36.7	Room hire, sports hall, tennis, counter sales (ice creams etc) income over 33.3%. Course income at 32.8%.
BULMERSHE LC	361901	138515	175972	48.6	All income streams apart from vending and public hall hire over 33.3%.
GROUNDS MAINTENANCE	2430	1991	1825	75.1	Annual charge for maintenance at BLC applied. Income from Earley TC for grass cutting higher than 33.3%.
FOOTBALL	8600	64	227	2.6	Season starts in September.
CRICKET	3000	2263	2612	87.1	Season drawing to a close.
BOWLING GREEN	6505	6277	6489	99.8	Licence and groundrent invoiced.
WOODFORD PARK	2500	1912	6161	246.4	New fair visits.
MEMORIAL GROUND	200	198	202	101.0	Two bookings.
GARDEN OF REMEMBRANCE	300	100	100	33.3	Demand led
PLAY AREAS & OPEN SPACES	0	0	0	0.0	
CORONATION HALL	32940	15392	12571	38.2	Payments in advance.
CHAPEL HALL	24400	9007	9102	37.3	Payments in advance.
CAPITAL & PROJECTS	0	0	0		
TOTAL	617422	233493	279306	45.2	
NET	324343	39963	8379		

Month 4 target is 33.3%

WOODFORD PARK AND BULMERSHE LEISURE CENTRES

REPORT OF THE LEISURE SERVICES MANAGER

Purpose of Report

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

General Matters

Christmas hours

As in previous years both Leisure Centres will again be closed during the Christmas period from 24 December to 2 January as in previous years. This will allow maintenance works to be carried out and give the teams at the centre an opportunity for a break at a time of the year when usage is very low.

Sports Development

Active Celebration Woodley Sports Week 19 – 23 May 2014

Funding has been secured to run the Sports Week in 2014 and initial plans are being discussed with the new Sports Games Organiser at Bulmershe School and will be developed further over the coming months. There has been a good response from the schools that took part in this year's events in which saw 2,200 local young people taking part.

Healthy Habits

Total number of members: **504** (339 at Woodford Park & 165 at Bulmershe)

Racquet Attack

During the summer holidays both Leisure Centres ran the Racquet Attack offer during free slots in the sports halls' programmes between 9am – 5pm, Monday – Friday. Racquet Attack offers 16s and under the opportunity to play badminton, tennis, short tennis and table tennis for £1 per person. An update on the numbers taking part in this year's scheme will be provided at the meeting.

Bulmershe Leisure Centre

Free swimming during the summer holidays for 18s and under

Bulmershe Leisure Centre has been running the borough wide free swimming initiative for residents aged 18 and under during all public sessions in the summer holidays. Funding to support this has been provided by Public Health. As a result of this offer the pool has been very busy; an update on numbers will be provided at the meeting.

Free swimming for over 60s

Bulmershe Leisure Centre will also be a partner in the borough wide free swimming initiative for over 60s during set sessions from 1 October 2013 to 31 March 2014. In return, the Council will receive £5,000 of Public Health funding. C-Salt has also signed up to provide this offer at both Loddon Valley and Carnival pools. Only Wokingham residents will be eligible by way of a library card. Wokingham Borough Council will be providing the publicity to ensure that all over 60s receive information about the free swimming and how to access this.

Swim School

The second term of Swim School, covering the summer holiday period, has seen numbers increase each year since the introduction of four terms a year in 2011. This year there are 332 booked onto courses, last year at there were 292. Although the second term has the lowest take up, income from courses is now over 50% (£65,737) of the budget target.

The Council has received a letter of endorsement from the Amateur Swimming Association, the national governing body for swimming and the organisations whose swimming schemes the Council runs. The letter recognises the work the centre has done to encourage swimming in Woodley over the last five years. At a time when swimming is in decline nationally, Woodley Town Council is bucking the trend and has increased swimming participation year on year for the last three years. A copy of this letter is attached at **Appendix A**.

Summer holiday activities

This summer's intensive sports camps for children have proved to be a real hit. Along with the established holiday intensive courses for swimming, football and trampolining, the centre has introduced three new activities to its programme; kwick cricket and for 5s and under, ducklings swimming lessons and a pre school camp which offers a bouncy castle and a range of other activities. Numbers for all these sessions have been good, with a majority filled to capacity.

BT Swimathon

For the second year running Bulmershe hosted the annual BT Swimathon over the weekend of 27 and 28 April. Swimathon is a national sponsored swimming event to raise funds for Marie Curie Cancer Care; it's open to members of the public and can be done as a team or individually. The Swimathon team have advised us that this year Swimathon 2013 has raised over £1.6 million for Marie Curie Cancer Care, the highest amount since they have been involved, and that so far swimmers at Bulmershe Leisure Centre have contributed £2182.50 to this total.

Woodford Park Leisure Centre

Football pitch 1

The current 11-a-side football pitch 1 has been converted to a 9-a-side pitch for the coming season. This decision was taken because of the decline in the men's game locally, which has resulted in only two out of the three 11-a-side pitches being used on Saturdays and Sundays. However, the junior game continues to grow and league changes for juniors have required smaller pitch sizes. With this new 9-a-side pitch the Council can now cater for teams of 11, 9 and 7 players in its provision at Woodford Park. This will also support the Council's case in any future funding application to the Football Foundation as part of plans for the redevelopment of Woodford Park Leisure Centre for a 9 v 9 3G Artificial Grass Pitch.

The change has meant that the centre has secured a booking for this pitch with the Development League on a Saturday morning from 9am to 2pm for 20 weeks of the year worth £2,782 annually.

Summer holiday activities

Woodford Park Leisure Centre has also been very busy over the summer holidays running the cheerleading, badminton, multiskills and racquet sports camps. The camps ran for 3 or 5 days and children could book for the whole camp or just a day if they wished. Attendance numbers for each of these courses averaged 20 people per session.

The popularity of the multiskills and racquet sports camp has led the management team to look at introducing these sessions to the term time programme as part of the expansion of the children's side of the Healthy Habits programme.

Redevelopment - Woodford Park Leisure Centre

Since the last Leisure Services Committee meeting the Chairman, Councillor Challis and I, along with the Sports Solutions consultant, have met with the Woodley Football Forum (representatives from Woodley Town, Woodley Hammers, Woodley Wanderers, Woodley Saints, Woodley United, Woodley Zebras & Development League) to talk about the Town Council's plans to look at installing a 3G Artificial Grass Pitch, the possible contributions from the football clubs and to put together a usage programme to support the case for the need of the facility to the football foundation. It is clear from the feedback since the meeting that all evening and some weekend slots would be taken by the clubs involved in the football forum. I am waiting to hear back from the local schools on possible usage.

Recommendations

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

Swimming in Woodley



During the last 5 and a half years Woodley Town Council has worked with the ASA to increase swimming participation at Bulmershe Leisure Centre.

This has been achieved by the following:-

- Increasing the number of swimmers that are learning to swim at the BLC Swim School, from 155 in July 2007 to 624 currently.
- Was part of the Free Swimming initiative between January 2010 – July 2010 and when this finished the Town Council offered Swim for £1 during the school holidays and at weekends, to try and make swimming more affordable for local families.
- For the last 2 years Bulmershe Leisure Centre has taken part in the BT Swimathon
- Introduced Ducklings swimming lessons into the pool programme
- Re – started Additional Needs swimming lessons on a Friday evening for children with special needs and various disabilities. These lessons regularly attract between 28 – 32 learn to Swim students per week.
- Introduced an annual Primary Schools Swimming Gala for Woodley's 8 primary schools as part of the Woodley Sports week.
- Featured in the Swimming times for our schools Aquasplash swimming lessons which were part of the top up swimming lessons. Aquasplash Gala is now one of our events in the Woodley Sports week.
- Worked with the BME Community to offer Ladies an Aquafit and Swimming session on Sunday evenings
- Set up and ran a Youth Aquatic club for 14 – 17 year olds in 2009, which gave these young people the opportunity to try out the following Aquatic activity:- Swim Club training, Aqua Fit, Life Saving, Water Polo, Snorkelling & Octopush over a 6 week period. The Town Council worked in partnership with the ASA and Bulmershe Youth Service to make this happen
- Increased the number of local primary schools using Bulmershe Leisure Centre as part of their Curriculum for swimming.



At a time when Swimming is in decline nationally, Woodley Town Council is bucking the trend with swimming participation increasing year on year for the last 3 years.

Julie Bunn
Aquatic Officer - Surrey
& East Berkshire



Mobile: 07810 013739
julie.bunn@swimming.org
www.swimming.org

Woodley Town Council

BOOKINGS SYSTEM

REPORT OF THE SERVICE SUPPORT MANAGER

Purpose of Report

To inform Members of a proposal to introduce a new software bookings system for leisure services and other booked facilities offered by the Council and to ask Members to consider a recommendation to the Strategy and Resources Committee to allocate £30,000 from the general reserve for this project.

Background

The booking of facilities within the leisure centres and the Oakwood Centre has historically been carried out in different ways using different systems, as demanded by the type and volume of bookings at each centre.

The following systems/processes are currently used:

- Oakwood Centre (plus community halls and Memorial Ground)
RBS bookings software for bookings and invoicing - linked to RBS accounts software
- Woodford Park Leisure Centre
RBS bookings software for bookings and invoicing – not linked to RBS accounts software
- Bulmershe Leisure Centre
Excel spreadsheet system for bookings and invoicing – not linked to accounts software

Limitations of present systems / procedures

- Systems are not linked between buildings – not able to check availability of other hireable rooms.
- Difficult to provide useful reporting information which could inform business and marketing decisions.
- Course bookings by phone e.g. swimming. Large numbers of customers calling to book places at the same time which is difficult to manage at the centre and frustrating for customers who are unable to get through.
- Manual paperwork systems and spreadsheets still used to collate information and manage bookings.
- No integrated management of membership e.g. Healthy Habits Card (formerly leisure passport)

Benefits of a new system

A new system would be able to provide the following;

- Recording and reporting of data for operational use and to inform business decisions.
- More effective administration of the centres.
- Improved customer experience – online enquiries / bookings / payments.
- Management of Healthy Habits Card membership details and usage.

Further investigation

A new system will form the basis for managing all of the booked facilities and will significantly change working practices and procedures currently in place. There are a number of areas that will need investigation and consideration for example:

- Hardware required /compatibility with existing hardware at all sites.
- Accounting and finance processes / reporting.
- Online payment procedures.
- Ongoing costs of maintaining the system.
- System security / data protection.

A new system would be a significant investment for the Council and must be future proof and fit for purpose across the Council's booked facilities. A detailed assessment of the requirements of a new system will need to be carried out through consultation with users in order to produce a specification for the system. The Council may require professional expertise to ensure that a specification fully meets the needs of the Council.

Resources

Several software providers have been sourced who would be able to tender for the project and guide quotes obtained for a system of this type are in the region of £20,000 - £25,000. At 31 March 2013 the general reserves stood at £388,358. It is proposed that a sum of £30,000 be allocated for this project to include commissioning a tender specification.

This is a significant project and there will be a resource requirement for project management time, changes to working practices, training and possibly job some job realignment.

There may be additional costs for changes/upgrading of hardware and networking and these are currently unknown.

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider a recommendation to the Strategy and Resources Committee to allocate £30,000 from the general reserve for the production of a detailed specification and the purchase and installation of an appropriate software management system for leisure and facilities bookings.**

Woodley Town Council

PARKS AND BUILDINGS

REPORT OF THE SERVICE SUPPORT MANAGER

Purpose of Report

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

Vandalism

Date	Details	Costs
	Attempted break in at Grounds Depot	N/A
	2 small fires in litter bins – Woodford Park	N/A

Woodford Park Leisure Centre

Entrance Improvements

The following works are in progress with funding from the £10,000 capital programme allocation as agreed by the WPLC Entrance Improvements Working Party;

- A landscape Architect – Helen Palmer has provided 2 sketch design options for improvements to the frontage of the centre. The designs provide different options for further discussion and costing and will be considered by the next meeting of the working party.
- A new sign has been erected on the side of the sports hall. The cost of the sign was £680 and was funded from the signage budget allocation in the Capital Programme. The sign will be illuminated in the evenings and this work will be carried out in the coming weeks.

Tree Works

Tree works have been carried out to crown thin two trees and reduce the height of some perimeter trees and hedging along the boundary with residences near the Haddon Drive entrance. Works are scheduled to remove the remaining fir trees in the play area after the summer holidays. This work was identified as a project item by the Woodford Park Leisure Centre Entrance Improvements Working Party. Works were carried out by a tree surgeon.

Malone Park

The following repairs have been carried out;

- Repair of wet pour safety surfacing
- Repainting of play equipment
- Replacement of chain-link fencing
- Replacement swing seats installed

£14,000 of Section 106 funding is currently available for new play equipment in Malone Park. Officers will be seeking costed designs and carrying out consultation in the coming weeks and this will be reported back to the Committee.

Memorial Ground

Beech's Funfair

Beech's Funfair opened on the ground for three days on 2 – 4 August.

Civic Space/War Memorial

A temporary sign has been erected by the Woodley War Memorial Project group over the top of the existing Woodford Park sign, to help raise the profile of the project.

The next stage of design work is underway and a topographic survey has been completed. The War Memorial group will meet again once the next stage of design work has been received. The aim is for the memorial and civic space to be complete in time for the anniversary of the First World War in November 2014.

Coronation Hall

The main hall was decorated by the Maintenance Team during the week commencing 5 August.

Chapel Hall

The fencing along the boundary with Ladbroke Close, to the rear of the hall has been replaced. The old fence was in very poor condition and had become further damaged during high winds some months ago. Works were carried out by a fencing contractor.

Oakwood Centre

New emergency lighting has been installed in the theatre where the existing was inadequate. The electrical works were carried out by a contractor.

Woodley Garden Competition

The judging for the 2013 competition took place on 22 July. The winner was Mrs Latham of Kingfisher Drive, chosen from 12 entries received this year. The winner and runner up have received certificates from the Mayor and will be invited to the Full Council meeting on 24 September to receive their trophies.

Maintenance Database

Improvements have been made to the computer database used for recording and managing maintenance jobs. Training has been carried out with staff at the centres to ensure that all maintenance issues are reported correctly. The improvements to the system and process also enable better monitoring of maintenance issues.

Garden of Remembrance

Members are asked to consider whether the Council would like to offer a free memorial plaque in the Garden of Remembrance to the families of honorary townspersons who have passed away. The cost of the plaque would be in the region of £75 + VAT.

The status of honorary townsperson has been bestowed on four Woodley citizens since 1981, most recently Fred Willis who was awarded the honour in 1996. The honour is made by the Town Council in recognition and appreciation of services rendered to the town of Woodley.

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider offering a free of charge memorial plaque in the Garden of Remembrance to families of deceased honorary townspersons.**

Woodley Town Council

WORKING PARTIES

REPORT OF THE TOWN CLERK

Purpose of Report

To review the committee's established working parties and recommend that the Tournaments Working Party be terminated and the Woodford Park Leisure Centre Entrance Improvements Working Party be retained.

Background

There are two established working parties reporting to the committee:

The Tournaments Working Party was set up some years ago to oversee the arrangements for the Sid Hopkins Football and the 'Trem' Trembath Kwick Cricket tournaments. These events, for youngsters, were introduced following the deaths of two long serving councillors who during their service on the Council had promoted the provision of sports facilities in the town.

The WPLC Entrance Improvements Working Party was set up in the last municipal year to oversee plans to improve the area around the front of the leisure centre and to allocate the £10,000 identified in the 2012/13 capital programme for this purpose.

The terms of reference for both working parties are attached to this report.

Information

The Tournaments Working Party usually meets only once or twice a year. In December 2011 the working party oversaw changes to the tournaments; both now invite participation from both boys and girls from local schools and the Kwick Cricket event has been held as part of the Olympic/Sports Week this and last year. The changes were introduced because of low entries when the competitions were open. They also suffered from teams not showing up on the day.

The WPLC Entrance Improvements Working Party has met three times and has made progress by commissioning designs for the approach to the leisure centre. The working party is due to consider these and decide how the remaining funds allocated will be spent.

With the aim of reducing officer and member time and streamlining the number of working parties it is proposed that any matters relating to the tournaments and their organisation be considered by the Leisure Services Committee at its scheduled meetings and that the Tournaments Working Party be terminated with immediate effect.

As the WPLC Entrance Improvements Working Party has a specific project remit it is proposed that this working party continue and fulfil its brief, after which time it, too will be terminated.

Resources

Officer and councillor time in preparing for and attending the meetings of the Tournaments Working Party will be saved, as will the need to write separate reports of the meetings.

Recommendations

- ◆ **That the Committee terminate the Tournaments Working Party and that the matters it would usually cover be presented to the committee for consideration in future.**

Woodford Park Leisure Centre – Entrance Improvements Working Party

Terms of Reference

Parent Committee – Leisure Services Committee

Overall purpose

To oversee the development of a project to improve the entrance area at Woodford Park Leisure Centre.

Membership of the working party

There shall be at least three members of Council appointed to the working party. Officer(s) from Woodford Park Leisure Centre and other officers, as appropriate, will attend meetings of the working party.

Meetings

The working party will determine its own meeting arrangements in order to progress the project.

Terms of operation

To develop a project to improve the entrance area at Woodford Park Leisure Centre.

To allocate the capital programme funds (£10,000 in 2012/13) in line with the project plans.

To report back to the Leisure Services Committee/Council on progress.

Tournaments Working Party - Terms of Reference

Parent Committee – Leisure Services Committee

Overall purpose

To oversee the arrangements for the tournaments organised by the Town Council including the annual 'Trem' Trembath Kwik Cricket and the Sid Hopkins Football tournaments.

Membership of the working party

There shall be at least three members of Council appointed to the working party. Officer(s) from Woodford Park Leisure Centre will attend meetings of the working party.

Meetings

The working party will meet to discuss arrangements for the tournaments - the timing and number of meetings will depend on the tournaments schedule.

Terms of operation

To agree and confirm arrangements for the tournaments.

To report back to the Leisure Services Committee on the arrangements for the tournaments and the tournaments themselves.



Sports Awards Ceremony of the Year 2012

Wokingham Borough Sports Council are celebrating great sporting achievements.

We would like you to nominate members of your team, club or school who best qualify for one of the following awards:

Individual Awards and Team Awards

(U14 & U18 Girls, U14 & U18 Boys, Senior Men and Women)

Best Primary/Junior School and Best Senior School

Fair Play Award

Courage Award

Excellence Award

Coach of the Year

Service to Sport in the Community (Club and Individual)

Young Volunteer Leader Award

Spirit of Sport

Service to Disabled Sport

The Malcolm Bryant Award for Military Youth Sportsperson

The Ceremony will be held on:

Friday 07th December 2012

Bearwood College, Bearwood Road, RG41 5BG

7pm for 7:30pm

Please see attached criteria for nominations

Nominees can be put forward in more than one category

Winners will be selected by the Wokingham Borough Sports Council