



Woodley Town Council

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

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

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

NOTICE IS HEREBY GIVEN that a meeting of the Leisure Services Committee is to be held at the Oakwood Centre at 8:00pm on Tuesday 1 September 2015, at which your attendance is requested.

Deborah Mander
Town Clerk

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 2 JUNE 2015**
To approve the minutes of the meeting of the Leisure Services Committee held on 2 June 2015 and for the Chairman to sign them as a true and accurate record. ***(These minutes were provided in the Full Council agenda of 30 June 2015).***
4. **WOODFORD PARK**
Mr David Provins will address the Committee regarding the potential for community involvement in the upkeep of Woodford Park.
5. **BUDGETARY CONTROL**
To note **Report No. LS 14/15.**

6. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES** Page 6
To receive **Report No. LS 15/15**.
7. **WOODLEY 10km ROAD RACE** Page 9
To receive **Report No. LS 16/15**
8. **PARKS AND BUILDINGS** Page 10
To receive **Report No. LS 17/15**.
9. **WOODFORD PARK LEISURE CENTRE DEVELOPMENT**
To note that, at its meeting on 16 June 2015, the Strategy and Resources Committee agreed that it was necessary for the Council to identify which new activities it wished to provide at Woodford Park Leisure Centre before proceeding to fund further development of a scheme and therefore resolved to suspend the decision to fund works to develop a scheme at Woodford Park Leisure Centre to 'cost confidence'.

To further note that the Strategy and Resources Committee agreed that a Woodford Park Leisure Centre Regeneration Task and Finish Group should be set up to look at these matters, consisting of 4 members from the Strategy and Resources Committee and 3 members from the Leisure Services Committee, with a member from the Strategy and Resources Committee taking the chair; and resolved to appoint the following Members to the Task and Finish Group:
Councillors Baker, Brindley, Cheng and Mills from the Strategy and Resources Committee. Councillors Barker, Lay and Stares from the Leisure Services Committee.

The next meeting of the Strategy and Resources Committee will also be considering appointing the Chairman of the Leisure Services Committee, Councillor Soane, to the Task and Finish Group.
10. **WOODFORD PARK REGENERATION TASK AND FINISH GROUP** Page 13
To receive **Report No. LS 18/15** of the Woodford Park Regeneration Task and Finish Group meeting held on 4 August 2015.
11. **2016/17 BUDGET**
To invite the committee to consider any items it wishes to see included or excluded from the 2016/17 budget. Proposals will be investigated and reported back on.
12. **FUTURE AGENDA ITEMS**
To propose future agenda items for the Committee's consideration.
13. **PUBLICITY & WEB SITE**
To consider which items to publicise.

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

Report No. LS 14/15

EXPENDITURE	Original Budget 2015/16	Actual Exp as at 31/7/14	Actual Exp as at 31/7/15	Actual Exp as % of Budget	Information
WOODFORD PARK LC	280772	78573	98710	35.2	Rates, coaching, uniform, cleaning contract and materials, certification, repairs, equipment and vending costs over 33%. Other costs under.
GROUNDS MAINTENANCE	25597	6696	5702	22.3	Phone and fuel costs over 33%. All other costs under.
FOOTBALL	17208	4283	5027	29.2	Low expenditure on grass seed at this point.
CRICKET	9555	2291	3059	32.0	Low expenditure on grass seed at this point.
BOWLING GREEN	11353	2842	3011	26.5	No expenditure on grass seed at this point.
WOODFORD PARK	28320	8426	8535	30.1	No expenditure from some cost lines, other supplies and repairs costs over 80%.
MEMORIAL GROUND	7494	2164	2476	33.0	Play equipment costs at 70%, no expenditure on horticultural supplies.
GARDEN OF REMEMBRANCE	5203	1730	1727	33.2	Horticultural supplies over 33%, other costs at or under 33%.
PLAY AREAS & OPEN SPACES	12044	3732	4548	37.8	Repairs costs to play equipment over budget estimate.
CORONATION HALL	31194	12004	8612	27.6	Rate, equipment hire and certification costs over 33%, all other costs under.
CHAPEL HALL	20023	6640	5398	27.0	Rates, cleaning materials, repairs, certification and equipment hire over 33%. All other costs under.
CAPITAL & PROJECTS	55900	0	0	0.0	First half of loans paid in September, second in March.
TOTAL	504663	129381	146805	29.1	

INCOME	Original Budget 2015/16	Actual Inc as at 31/7/14	Actual Inc as at 31/7/15	Actual Inc as % of Budget	Information
WOODFORD PARK LC	200478	65626	89772	44.8	Rent and letting income paid in advance, courses and activities income at 57% of budget estimate.
GROUNDS MAINTENANCE	1227	1572	483	39.4	No income in respect of grounds maintenance at Bulmershe LC.
FOOTBALL	9677	1218	51	0.5	Season starts September.
CRICKET	2268	1740	1631	71.9	Invoices raised income not yet received.
BOWLING GREEN	6955	6741	6742	96.9	Licence and ground rent paid.
WOODFORD PARK	1830	1380	1340	73.2	Fair visits at Easter and at Carnival.
MEMORIAL GROUND	109	104	109	100.0	One booking.
GARDEN OF REMEMBRANCE	800	622	300	37.5	Demand led.
PLAY AREAS & OPEN SPACES	0	0	0	0.0	
CORONATION HALL	32800	11770	13879	42.3	Payments in advance
CHAPEL HALL	29500	9553	11434	38.8	Payments in advance
CAPITAL & PROJECTS	0	0	0	0.0	
TOTAL	285644	100326	125741	44.0	
NET	219019	29055	21064		

Month 4 - 33%

WOODFORD PARK LEISURE CENTRE - SPORTS DEVELOPMENT AND ACTIVITIES

REPORT OF THE LEISURE SERVICES MANAGER

PURPOSE OF REPORT

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

GENERAL MATTERS

Meeting with Wokingham Borough Sport Development Team and 1Life

At the time of writing this report we are awaiting confirmation of a meeting date in September.

SPORTS DEVELOPMENT

Woodley Sports Week

The fifth annual Woodley Sports Week will take place from 16 – 20 May 2016.

With it being an Olympic year in Rio, plans are being put into place to make it another memorable week. We will continue to update members at future meetings in the build up to the event.

School events

We have been working with the School Games Organiser on the school events the Town Council will be either hosting or helping with in Woodford Park and at Woodford Park Leisure Centre over the next academic year.

For the first time we will be trialing and hosting a Winter Games. A full list of events can be seen below:-

- Wokingham year 3/4 football tournament 22 October at Woodford Park
- Indoor Athletics - November dates to be confirmed at Woodford Park Leisure Centre
- Schools' Badminton League at Woodford Park Leisure Centre from January 2016
- Year 3/4 Bisi Badminton Tournament 6 February 2016 at Woodford Park Leisure Centre
- 8 February - Multi Skills event at Woodford Park Leisure Centre
- 9 February - Sid Hopkins Football Tournament for years 3/4 at Woodford Park
- 11 February- Woodley schools' Cross Country event
- 23 March - Orienteering competition in Woodford Park

Development League

As part of the recent cricket outfield works in front of the pavilion area it was noted by the Committee at its meeting in November 2014 that the league would be required to reduce the number of pitches it uses from 5 to 4 pitches for this coming season.

Last season the fifth pitch was situated on the proposed 9 v 9 3G pitch site to preserve the ground in front of the Pavilion, but due to building works starting shortly in this area this will not be possible going forwards. The Development League has made it clear that they need the pitch to make their booking (which includes paying marshals to manage traffic on a Saturday mornings) viable and that if this couldn't be provided they would no longer be able to provide the marshals. Following discussion with the Head Groundsman a solution to mark out a pitch on the Memorial Ground for the league's use has been agreed. The pitch will be made available

to them between the hours of 10am – 1pm with the goals being put up and taken down on the same day, after Parkrun has finished.

Setanta Gaelic Football in Woodford Park

Over the last few months we have been working with a local resident to help set up a Gaelic football team at Woodford Park. The aim was to run three taster sessions in the park on Saturday afternoons during the month of July to establish interest from under 6 and under 8 year olds.

Around 12-15 young people attended these sessions, which proved to be really popular. This has resulted in the team booking one of the development pitches on Saturday afternoons for 10 sessions between September and November and registering the team with the national governing body to take part in the next season's festivals between February and July 2016.

The club are currently raising funds to enable them to book the 3G pitch for their matches and training sessions on Saturday afternoons once it is open and where they will be looking to attract 30 – 40 young people to each session. The club has been promoting itself in the local media and recently held a sponsors' event, which was attended by the Town Mayor.

WOODFORD PARK LEISURE CENTRE

Summer Holiday activities

Woodford Park Leisure Centre ran 20 activity sports camps and Racket Attack (£1 per person per hour) during the summer holidays.

The Camps that took place included:

- 6 x Trampolining camps - all full
- 4 x Toddler Trampolining sessions
- 2 x Badminton camps - both full
- 2 x Karate camps - 1 full
- 1 x Multi-Skills camp
- 1 Dance camp
- 1 Soccer Skills camp - full
- 1 x Cheer Leading camp - full
- Outdoor camp featuring a treasure hunt and orienteering

All of the above were promoted during Woodley Sports Week, Woodley Carnival, in local schools, in the centre and could also be found on the Woodley Town Council website. The holidays have been really busy and the activities extremely popular, with additional sessions having to be put on to meet demand.

Update on Smoking Ban

Following the Leisure Services Committee's decision to ban smoking from the paddling pool area at Woodford Park Leisure Centre at the last meeting, the decision has been well received with only a couple of negative comments. When the Sports Facility Manager posted on the Woodford Park Leisure Centre Facebook page about the smoking ban it was seen by 9000 people, shared by 13 people and liked by 182 people

3G football pitch at Woodford Park Leisure Centre - update

Since the last meeting the Town Clerk, Service Support Manager and I met with Matt Janes, our Technical Project Manager from the Football Foundation, and he went through the process of from the tender submission to the five approved contractors to completion of our 9 v 9 pitch. At the time of writing this report we were waiting to hear who the recommended approved contractor was going to be with a view to to arranging a pre site meeting as soon as possible to enable works to start on site.

The Football Foundation's communication department are also looking to work with us to arrange an official opening day where a football celebrity will open the pitch along with other invited guests and the local media.

The Service Support Manager and I will be meeting with the partner clubs on 8 September to plot their usage of the facility prior to it being available for outside clubs to book from the end of September.

Football Scholarship Programme

Over the last month discussions have been taking place with Visual Learning UK and Woodley United about setting up a Football Scholarship programme for 16-18 year olds at Woodford Park Leisure Centre from September 2016. The programme would run for 36 weeks of the year over two years during term time and would be broken down into 9 hours coaching per week on the 3G pitch and 15 hours learning in a class room working towards a BTEC Qualification which will be provided by Visual Learning. The programme would offer 20 places for students who successfully come through the team trials at the end of May 2016.

To help with the football side of the project the centre would team up with Woodley United to offer a pathway to Step 5 football and help the club in its football objectives on and off the field going forwards. The students would play in the National Scholarship League on a Wednesday afternoon and home games would be at Woodford Park. It is also hoped that the students would represent Woodley United in the Allied Counties Under 18 League and in their Saturday teams.

To progress this programme at the centre we need to complete and submit due diligence forms which the Service Support Manager and I will be working on over the next few weeks. Following the submission of the forms the partnership director from Visual Learning UK will carry out a site audit in November to check they are satisfied with the site. If this proves to be successful the Town Council would receive £1,500 per student per year, and with 20 students enrolled this would amount to £30,000 per annum for the 2016-17 season. Providing that all went well a second trial would then take place in June 2017 where a further 20 pupils would be selected. Along with the 20th year students from the previous year income is estimated to be £60,000 in the 2017-18 season.

In terms of the Council's resources the annual costs for the programme would be:

	£
Use of room 15 hours a week	5,832
League entry fee	50
Pitch hire for home fixtures	540
Team kit (could be sponsored)	500
Coaching costs (estimated)	<u>9,500</u>
Total	<u>17,922</u>

Some staff time will also be required initially to set up the programme and then to liaise with Visual Learning and with Woodley United through the programme regarding arrangements for the students' learning and coaching.

It is likely that the Council will know whether its submission to run the Football Scholarship Programme has been successful by the next meeting of the Committee.

RECOMMENDATION

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

WOODLEY 10K ROAD RACE

REPORT OF THE LEISURE SERVICES MANAGER

Background

Until this year the Woodley 10K Road Race and the Junior 3K Race had been annual events in the town for 20 years. This year's events were cancelled due to safety concerns on the routes around the new developments in Woodley and the risk to both the runners and race marshals. The previous organiser had also been looking for someone else to take over the event for several years and was no longer able to continue to arrange the events.

This matter was raised by Councillor Stares at a meeting of the Leisure Services Committee as he and other members felt it was a great loss to the town.

The meeting agreed that Councillor Soane make contact with the previous organiser to find out all the facts behind the cancellation and for Councillor Stares to make contact with Reading Roadrunners to see if there was interest from the club to help out. The Leisure Services Manager also agreed to look at the possibility of assisting in the re-launching the event next year.

Information

In April 2015 directors of Barnes Fitness, who are also members of Reading Roadrunners, made contact with the Leisure Services Manager, following the request from Councillor Stares to Reading Roadrunners for interested parties to help restart the Woodley 10k Road Race. A meeting with Barnes Fitness and Councillors Baker and Soane to discuss what might be possible in order to bring back the Woodley 10K then took place.

At that meeting Barnes Fitness agreed to re-register the event, plan the new 10K course, come up with a business plan to show the costs involved in running the event and to talk to the previous sponsors, MVH Vehicle Hire. Barnes Fitness has experience of running similar events in Harwell, Cholsey, Woking and Rutherford along with the summer series at Dinton Pastures, which included Duathlons and Triathlons. The Council agreed to make arrangements to provide the Memorial Ground and other facilities for the race in 2016 and to promote the event at the Woodley Carnival and on the Town Council website.

The group has since met on two other occasions to keep the momentum going and the Woodley 10K and 3K races have been registered for Sunday 8 May 2016, with a slightly earlier start time of 9.30am.

Entry for the event will open towards the end of 2015.

Request

As Woodley Town Council is working in partnership with Barnes Fitness in running this event, Members are asked to consider giving approval for the free use of the facilities at the Oakwood Centre between 8am – 2pm (first aid station, baggage area and for marshals' meeting) for the races. The estimated cost of the use of the Council's facilities for the races is £150.

Barnes Fitness has indicated that they would wish to make a donation to the Mayor's charity on an annual basis.

Recommendation

- ◆ **That Members consider providing free use of the Council's facilities at the Oakwood Centre for the annual Woodley 10K and 3K races, under the new arrangements.**

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

- Notice board damaged – Coppice Road. Maintenance Team to repair – £100
- Wheble Park Play Area – Damaged safety surfacing - £490

Woodford Park Leisure Centre

Toilets

All waste pipework from the gents toilet has been replaced by the Maintenance Team and a new chemical dosing system added to the flush mechanism to reduce odours and build up of scale.

Waste

Waste removal from all Town Council sites will be carried out by Veolia from 1 September 2015. The contract was placed with Veolia under a nationally agreed government framework agreement which offers pre-negotiated pricing through a rigorous tendering process. This contract will enable the Council to increase the proportion of waste that is recycled and will save approximately £800 per year across the sites.

The large skip will be removed from the car park and replaced with wheeled bins which will be secured in the timber storage area. This will improve the area visually and discourage dumping of rubbish around the skip which has been an increasing problem.

Refurbishment

Refurbishment of the Gents changing rooms and corridor area is now complete and the rooms returned to use. All works with the exception of the electrical works were carried out by the Maintenance Team.

Woodford Park

Weed Spraying

Weed Spraying of the sports pitches using a selective weed killer was carried out on 28 May. Advance notices were placed around the site to advise park users that the work was being carried out.

Cricket Wicket

A new artificial cricket was installed on 4 June. This has been funded from Section 106 developers contributions.

New Dog Waste Bin

A new bin has been installed adjacent to the lake as part of the Capital Programme allocation.

Bark play area surfacing

The bark surfacing for the play area to the rear of the Oakwood Centre is due to be replaced week commencing 24 August.

Litter

Increased litter has been experienced in the Rotary Garden and other areas of the park as is common during the school holiday period. Domestic waste continues to be dumped in the litterbins in the park.

Trees

A large limb came down from one of the Willows near the Haddon Drive entrance. This was removed by a tree surgeon during w/c 24 August. Some further works will be required to this and other trees in this area during the coming months.

Fence

Two sections of timber fencing along the entrance to the Leisure Centre have been replaced where the timber had rotted.

Parkrun signage

Following a complaint received from a resident who had experienced problems while walking her dog during a Parkrun session, Officers have spoken with Parkrun organisers to address the resident's concerns. The Parkrun organisers have dealt with the complaint very professionally and also suggested the installation of small signs to show the route of the run. This has worked well at other locations in raising the profile of the run while benefiting participants and other users of the park. This would be at no cost to the Council. Members are asked to consider the installation of signage showing the route of the run. An example of the type of sign is attached at **Appendix A**.

Memorial Ground

Woodley Police Community Event

The Woodley Police Community Event took place on the Memorial Ground on 17, 18 and 19 August. This community engagement event went very well with a large number of people showing an interest in the information on display and the police personnel, vehicles, dogs, horses and fire engine that were present.

Lend & Play Toy Library Picnic

This community event took place on 5 August and was well attended by local parents with young children, enjoying the park.

Garden Competition

Judging of the annual Woodley Garden Competition took place on 20 July. The winner is Mr Hayward who lives in Woodlands Avenue. The Mayor presented Mr Hayward with the winners certificate on 17 August and Mr Hayward will be invited to the Full Council meeting on 29 September to be presented with the Woodley Horticultural Society Memorial Cup. Members are asked to note that the number of participants in the competition was very low this year.

Coronation Halls

Weight Watchers – a regular hirer on Saturday mornings has discontinued its sessions at the hall. Officers are looking to fill this regular slot as soon as possible.

Chapel Hall

A regular Sunday meditation group has discontinued their sessions but the slot has been filled quickly by a similar group.

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider the installation of signage showing the route of the Parkrun.**

APPENDIX A

Proposed Signage for Parkrun



Woodley Town Council

Report of a Meeting of the Woodford Park Leisure Centre Regeneration Task and Finish Group held at Woodford Park Leisure Centre on Tuesday 4 August 2015 at 7.00 pm

Present: *Councillors: T. Barker, S. Brindley, J. Cheng, R.Lay, D. Mills, D. Stares, B. Soane*

Officer present: *A. Bunn, Leisure Services Manager
K. Murray, Service Support Manager
E. Whitesmith, Sports Facility Manager*

Apologies: *Councillor K. Baker*

1. Declarations of Interest

There were no declarations of interest made by Members.

2. Election of Chairman

Councillor Stares was elected as Chairman for the municipal year.

It was noted that Councillor Soane would be appointed to the Group at the next Strategy and Resources Committee meeting.

3. Tour of Woodford Park Leisure Centre

Members received a full tour of the Centre from the Leisure Services Manager. During the tour Members asked questions about activities, usage and maintenance issues. Members noted the high quality of design and workmanship by the Maintenance Team that had gone into the on-going refurbishment of the changing room areas.

4. Draft Terms of Reference

Members wished to make no changes to the Draft Terms of Reference and it was agreed to submit the terms of reference to the Strategy and Resources Committee for approval.

5. Feasibility and business case study reports

The Leisure Services Manager and Service Support Manager went through the documents to provide an overview of the work carried out so far. Members discussed the potential of the Centre in terms of activities that could be offered and how the site could best be utilised to provide these.

It was recognised that the sports hall was of a high standard and fit for purpose and that the rest of the Centre is in need of modernising, adapting or replacing in order to meet the community needs in the future.

It was suggested that a further option to those included in the feasibility study should be considered which would include the demolition of the existing structure, with the exception of the sports hall, and a rebuild to accommodate the required activities, including a gym, dance studio, children's area, refreshment offering and the proposals from Bulmershe Gymnastics Club and Badminton England.

It was agreed that the Leisure Services Manager explore further options for funding and contact two other companies to obtain an approximate cost for this option and that this be discussed further at the next meeting on 8 September.

6. Date for the next meeting
Tuesday 8 September at 2pm

Meeting closed 9.00pm