



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

To: **Members of the Leisure Services Committee**
Councillors: B. Soane (Chairman); T. Barker; B. Franklin; K. Gilder; M. Green;
S. Rahmouni; D. Stares; M. Walker; 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 10 April 2018, 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 16 JANUARY 2018**
To approve the minutes of the meeting of the Leisure Services Committee held on 16 January 2018 and for the Chairman to sign them as a true and accurate record. *(These minutes were provided in the Full Council agenda of 6 February 2018.)*
4. **JUST AROUND THE CORNER (JAC)**
To receive the report from JAC, attached at **Appendix 4.** Page 3
5. **COMMUNITY YOUTH PARTNERSHIP**
To receive **Report No. LS 8/18** of the Community Youth Partnership meeting held on 28 March 2018. Page 4
6. **BUDGETARY CONTROL**
To note **Report No. LS 9/18.** Page 6
7. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**
To receive **Report No. LS 10/18.** Page 8

8. **PARKS AND BUILDINGS**
To receive **Report No. LS 11/18.**

Page 11

9. **TOWN CENTRE PUBLIC TOILET UPDATE**
The order for the semi-automatic public toilet has been placed. It is hoped that an installation date will be identified soon.

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

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

Woodley Detached Report – March 2018

At the start of the year we've met some year 7's around the skate park and had some good conversations. The slightly older group that have been around a lot have had a fall out among themselves so they may have started staying in or going to different areas therefore haven't been around as much, however, when we see them we take the opportunity to talk to them about their behaviour and consequences.

Another group of older young people have been around, mainly at Sandford Park. There has been a bereavement of a close family member earlier in the year and as they have started hanging out again and we have been able to support and talk to them about their situation – being available to them as a listening ear at this time is very important. We join in with this group to play a game of 'one touch' football and enjoy connecting with them through sport.

There have been a few young people around on their bikes and they always say "Hi" as we walk around. We have continued our football in the afternoons with whoever wants to play! We make it available and everyone is welcome. The teenager that usually meets us during our sessions is having fewer conflicts at college and has since moved back in with her mother. This girl has been through a lot and has special needs but her confidence continues to grow, she is attending college regularly, going to the gym, having counselling (temporarily) and enjoying more positive relationships with her family. We see her week in and week out and she always has a story to tell. Another young girl is now volunteering on a regular basis at the JAC stables, she is building good strong friendships through this too.

Emmanuel Church have continued to ask for our support during their youth club sessions on a Friday night to help them with any challenging behaviours as we have good relationships with certain young people and we have been able to diffuse a situation that could have got out of hand. We interact with other teens while we're there and are building up new relationships with young people from that area that we don't see elsewhere in Woodley. We usually get there around 8:30pm and only stay if they need us to.

Partnership work with Woodley schools continues to be strong with referrals from both primary and senior schools throughout the spring term.

The JAC Journey to Independence House is now operational with one young person in residence and space for one more. With the help of two short term loans we have managed to pay the full price for the house by the deadline in January, however, we are still fundraising to pay off the loans!

The 'Exploding the Myths' conference in March was well attended. Feedback has been excellent and great interest shown from other parts of the Borough for something similar in their areas. The working party from the CYP are meeting on 19 April to discuss the next steps.

Woodley Town Council

Report of a Meeting of the Community Youth Partnership held at The Oakwood Centre on Wednesday 28 March 2018 at 5pm

Present:

Sam Milligan (Chairman)
Cllr Jenny Cheng
Cllr Richard Dolinski - WTC
Cllr David Stares
Cllr Kay Gilder – WTC

Paul Cassidy – ARC
Graham Sumbler – Woodley Baptist Church
Steve Outen – Woodley United FC

Officer present: Deborah Mander - Town Clerk

Apologies: Trina Farrance – Bulmershe Gym Club, Natalie Yorke - Girlguiding

DECLARATIONS OF INTEREST

No declarations of interest were made.

MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 10 January 2018 were agreed as a correct record. Two amendments would be made to the minutes relating to the dates of Woodley United's annual football tournament and a miss-spelling of Bulmershe.

LODDON MEAD AREA - PROPOSED PROJECT

Deborah Mander reported that the Assets section at Wokingham Borough Council had asked if the Council was still interested in a lease on the site to enable the partnership to work with young people at the site on a proposed Parkour (free running) provision. It was noted that a portacabin had been installed under the A3290 and was probably being used by SSE on the works being carried out on Loddon Bridge Road.

JAC had done some work to establish that it would be possible to use non-flammable materials on the Parkour structures, in particular using aluminium chequer plates rather than ply board. It was noted that JAC had agreed to make the application for a steel container at the Loddon Mead open space and Sam Milligan agreed to progress this.

It was noted that councillors on the partnership had been contacted by someone interested in the project at Loddon Mead who was interested in the project and how she might be involved. Councillors would forward the email to the Town Clerk.

To note: A Heads of Terms agreement for a Parking/Access licence between Wokingham Borough Council and JAC was signed in March 2017. Since then further consultation has taken place about the use and restrictions on the (eg relating to flammable items).

EXPLODING THE MYTHS ONE-DAY CONFERENCE/WORKSHOP EVENT

Richard Dolinski gave a report of the events held on 14 March. In general the two events had been well attended with a lot of residents and professionals working with children and young people attending. He reported that he had had some contact with some parents since the event who were not happy with some of the information provided and that at any future event we should try and capture what was said by speakers and those running workshops. A strong need for groups like ARC to provide support came out of the events.

Paul Cassidy believed that the events had fulfilled a need and that there had been an opportunity to address people's misconceptions about what support was available.

From the discussion about the events it was noted that there needed to be more joining up of groups and information available.

Graham Sumbler and Deborah Mander reported on the feedback, which had been very positive in the main. A copy of the collated responses would be sent to the members at the meeting for their information only at this point.

It was agreed that the partnership would produce a review of the event and the issues raised and that this could be provided to the Lead Member for Children's Services and the Director/Assistant Director of People Services at Wokingham BC.

There was a brief discussion of possible future workshops, for example self harm and parenting.

Members noted the Youthscape information about anxiety, which was provided to the meeting for information.

OPEN FORUM/REPORTS

Graham Sumbler said that he believed we needed to get information out to people at a basic level about actions people can take themselves and charities and other organisations that can help. The question was how can we help people find the level they need to access support.

Meeting closed at 5.30pm

LEISURE SERVICES COMMITTEE

BUDGETARY CONTROL 2017/18

Report No. LS 9/18

EXPENDITURE	Budget 2017/18	Revised Budget 2017/18	Actual Exp as at 28/2/17	Actual Exp as at 28/2/18	Actual Exp as % of Rev Budget	Information
Woodford Park LC	314921	333509	250469	296259	88.8	Coaching, uniform, rates, water rates, phone, repairs, equipment and maintenance and vending costs all over 92%. All other costs under.
3G Pitch	17511	21229	13546	19129	90.1	Lower than budgeted for repairs/equipment costs.
Grounds Maintenance	25839	29088	24006	28304	97.3	Fire equipment, maintenance and fuel costs higher than 92%. All other costs under.
Football	16622	14082	12259	12772	90.7	Expenditure on topsoil for pitches-allocated from seed/fertiliser budget. Equipment budget not spent at this point.
Cricket	8681	7686	7383	7206	93.8	Low expenditure on grass seed, none on equipment. Staff costs under
Bowling Green	10788	10459	9321	10511	100.5	Water rates and horticultural costs over 92%. Other costs under.
Woodford Park	27372	26780	21871	25825	96.4	Water rates, repairs, horticultural and other supplies over 92%. All other costs under.
Memorial Ground	7635	7198	6396	6320	87.8	Expenditure under 92%.
Garden of Remembrance	5667	5340	5011	4827	90.4	Lower than anticipated inscription costs.
Play areas and open spaces	12474	12767	9508	11780	92.3	Lease rent for the year and play equipment budget over 92%.
Coronation Hall	32040	32032	30637	28116	87.8	Staff and rates over 92%, all other costs under. Water rates are well under the estimated cost - issue relating to billing company & water meter.
Chapel Hall	20196	20243	17671	17104	84.5	Rates, water rates, cleaning materials and certification over 92%. Other costs under.
Allotments	16929	16131	14506	14999	93.0	All expenditure under 92%.
Amenities	7417	7617	9373	5438	71.4	Streetlighting maintenance and repairs costs at 55% at this point and these costs relate to the period before the lights were installed. However, the new lights are now in place and the maintenance contract should only relate to any repairs required. Energy usage will be much lower.
Events	6640	6790	9332	5584	82.2	Woodley Carnival grant paid, Citizens Awards Reception yet to take place.
Public toilet	10718	0	0	0	0.0	Toilet not yet installed.
Youth Services	27015	24448	26218	23947	98.0	Quarterly payment to Just Around the Corner Service Level Agreement in advance. No expenditure at this point from youth budget allocation
Capital and Projects	77489	77489	59343	56787	73.3	First half of most loans paid in September, second in March. 3G pitch project loan paid in June and December. One loan paid off.
TOTAL	645954	652888	526850	574908	88.1	
Month 11 - 92%						

INCOME	Budget 2017/18	Revised Budget 2017/18	Actual Inc as at 28/2/17	Actual Inc as at 28/2/18	Actual Inc as % of Rev Budget	Information
Woodford Park LC	266249	297168	234687	292756	98.5	Most income from sports activities over 92%. Income from courses and Inn on the Park likely to be higher than budgeted for.
3G Pitch	40500	41625	39186	40870	98.2	Income higher than revised budget estimates.
Grounds Maintenance	1000	600	897	523	87.2	Income from grass cutting at Bulmershe Park lower than anticipated.
Football	6500	6729	5800	6882	102.3	Income higher than estimated.
Cricket	3547	2500	3778	2413	96.5	Lower use of the cricket pitch than previous year.
Bowling Green	7017	7040	6936	7040	100.0	All income due now received.
Woodford Park	3500	6597	4358	6597	100.0	More fairs/circus visits than anticipated plus funding received for memorial bench.
Memorial Ground	226	282	272	226	80.1	All anticipated bookings paid for.
Garden of Remembrance	1092	1100	1190	751	68.3	Demand led.
Play areas and open spaces	0	0	0	0	0.0	
Coronation Hall	32000	29000	30170	29318	101.1	Income higher than the revised estimate.
Chapel Hall	34000	35500	34193	35412	99.8	Income likely to exceed the revised estimate.
Allotments	11000	11000	9778	11194	101.8	Apart from new tenants, all income due has been received.
Amenities	0	0	0	0	0.0	
Events	0	0	0	0	0.0	
Public toilet	1460	0	0	0	0.0	
Youth Services	0	0	0	0	0.0	
Capital and Projects	0	0	0	0	0.0	
TOTAL	408091	439141	371245	433982	98.8	
NET	237863	213747	155605	140926	65.9	
Month 11 - 92%						

WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES

REPORT OF THE LEISURE SERVICES MANAGER

PURPOSE OF REPORT

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

OTHER

Bike Hub

My Journey (Wokingham Borough Council) are currently searching for a location in Woodley to install a "Bike Hub", where bikes can be stored and then used to run training, activities and events locally.

The space required for a Bike Hub is approximately 12ft x 20ft and representatives from My Journey have identified an area close to the tennis court which they think would be an ideal location.

My Journey have submitted information about the proposed structure (**Appendix A**) and Members are asked to consider this and make any recommendations to the Strategy and Resources Committee, which, as a matter of land use, will require approval by Council.

SPORTS DEVELOPMENTS AND EVENTS

Woodley Schools Sports Week

Plans for the 2018 Sports Week are progressing, with the usual four days of events taking place at Woodford Park Leisure Centre for Waingels cluster schools between Monday 21st May and Thursday 24th May.

Due to the closure of Bulmershe Leisure Centre the Swimming Gala will take place at Bluecoat School this year, with the two Aquasplash events unfortunately being cancelled because of reduced time available in the pool.

Orienteering

We are due to host the Wokingham Schools' orienteering competition on Thursday 10th May. Pupils will use maps of the grounds to locate various checkpoints with the school that locates all checkpoints quickest being declared the winners.

WOODFORD PARK LEISURE CENTRE

Cricket

Woodley Cricket Club have submitted their provisional fixture list for the 2018 season. In total, 30 matches have been booked including 3 midweek evening fixtures.

We have also had some provisional enquiries regarding use of the artificial wicket from casual hirers, however the midweek league coordinated by Last Man Stands is unlikely to return.

Judo

We will be hosting a Judo showcase on Saturday 21st April, where current students can attend free of charge and show off their skills to parents and potential new members. All are welcome to attend. Judo has been one of our most successful children's activities for many years.

The Gym on the Park

With the gym now extremely busy between 6pm and 8pm during the week we are looking to cap our membership number until we can either expand the gym or increase the number of exercise classes we offer. By capping membership we will ensure that our members spend limited time waiting for equipment during busy periods.

We have also recently purchased some small pieces of kit to ease the pressure on certain machines during busy periods.

Exercise Class Booking System

Due to a number of members reporting being turned away from exercise classes because they are full, we have started looking into an exercise class booking module to add to our membership software.

The cost to add the bookings module onto our current software is approximately £35 per month, and we will be trialling the system after Easter.

RECOMMENDATIONS

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider the proposal from My Journey to install a Bike Hub as proposed.**



Lifelong Apex Shed
16' 9" X 8'



PARKS AND BUILDINGS

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

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

Woodford Park Leisure Centre

Roofing

The works to install the new steel joist have been completed. Works to replace the ceiling through the reception area will take place in the next few weeks. Works to replace the last section of flat roof will be completed in the next two weeks.

Paddling Pool

The new paddling pool liner will be installed week commencing 30 April. This has been funded from the Building and Facilities Fund.

Car park

Three bollards in the new car park have been damaged beyond repair. These will be replaced with more substantial bollards in slightly different locations to make so that they are easy to see and more robust if struck by a vehicle.

Flat – tenant

A new tenant has taken up residence in the flat from 23 March 2018.

Regeneration

A meeting of the Woodford Park Leisure Centre Regeneration Task and Finish Group is scheduled for Thursday 12 April. This group will consider project proposals to be reported back to the Leisure Services and Strategy and Resources Committees.

Bulmershe Customers

At the meeting of the Committee on 16 January it was suggested that officers contact Wokingham Borough Council to see if there was a mechanism by which the Town Council might accommodate Woodley residents who will be displaced while the new Bulmershe Leisure Centre is being built. This enquiry was responded to but no further contact has been made with the Town Council.

Woodley Pre-school building

A 20 year lease for the ground has been signed and the new preschool building has been installed. Ground works and connection to utilities are being carried out. The school is expected to vacate the function room at the leisure centre and start operating from the new building in the next few weeks. They are currently awaiting an Ofsted inspection of the new premises which is a requirement before they can do this.

Woodford Park

Wild flowers

Seven wild flower beds have been cut out, rotovated and planted with wild flower seed mixes. The beds are located in the Rotary Garden, adjacent to the community orchard and along the pathway from the Oakwood Centre to the lake.

In Bloom

The Deputy Town Clerk and a representative from the Friends of Woodford Park have met with representatives from the Britain In Bloom initiative to look at the potential for Woodley entering in the town category – incorporating the community and town centre entries into the entry. The entry deadline has passed for this year although there is a potential for a future ‘town’ entry to do well in the competition. This would require considerable organisation and liaison with other organisations in Woodley to pull together a combined application which would need to include environmental practices and initiatives of local businesses, and waste management in addition to horticultural and amenity management.

Garden of Remembrance

The grounds team have been cutting back shrubs and trees to open up areas that had become overgrown over time. Combined working with volunteers from the Friends of Woodford Park has greatly improved the garden. The grounds team is looking at further possible improvements, which could be funded from the Capital Programme. This may include replacement/refurbishment of the raised planters, repairs to pathways, new planters and box hedging at the entrance.

Rotary Garden

The Rotary Club of Loddon Vale is very kindly donating up to £1,000 toward materials for the resurfacing of the pathways and up to £500 toward shrubs in the rotary garden – following a request from the Friends of Woodford Park. The Council’s grounds team will carry out the path works and the friends group volunteers have already started preparing the beds for the new sensory shrubs.

Friends of Woodford Park

The notes of the Friends of Woodford Park meeting held on 6 March 2018 are attached at **Appendix A**.

Lake Project

Funding applications

A stage two application to the Landfill Communities Trust for £50,000 has been submitted and we should know the outcome by May.

The grounds team have cleared overgrown areas including the overgrown hedging at the eastern end of the lake. Contracted tree works are now complete which included the removal of several trees that were either in poor condition or were causing issues with the banks of the lake and the islands. Logs from felled trees are being used to create duck nesting boxes and habitat for bugs on the islands.

Allotments

Vehicle speed

Issues are continuing with a small number of tenants driving too fast on the site. It is thought that the initial improved condition of the roadways has contributed to vehicles driving faster, and that this is now causing the roads to deteriorate more quickly. Signage has been erected and the tenants’ committee are contacting tenants to raise awareness of the issue and request that people take more care when driving on the site. The Council will write to tenants who are observed driving carelessly on the site and advise that they could potentially lose their allotment plot if they continue to do so. The aim is to avoid other measures such as allowing the roadways to deteriorate, installing speed bumps of some kind or restricting vehicle access to parts of the site.

Thefts

There have been several reported thefts over recent months including the theft of one of the CCTV cameras that were purchased and installed by the tenants’ committee. The police also cut the fence to gain access while searching for a vulnerable person. This damage has been repaired.

There are currently around 8 tenants on the waiting list and 6 vacant plots. Advertising plot availability through on site banners, council website and the Herald usually brings the waiting list up to around 15 – 20 with all plots tenanted.

The Allotment Tenants Committee AGM took place the Oakwood Centre on 26 March. The meeting was well attended and very positive. Minutes of the meeting are attached at **Appendix B**.

Town Centre Play Area

The installation of the new, inclusive play area in the town centre is nearing completion and will be open for use once the independent safety inspection is carried out and the project signed off by Wokingham Borough Council.

Recommendations

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

APPENDIX A

Friends of Woodford Park Meeting Ten

18.30 – 20.00 6th March 2018
Meeting Room, Oakwood Centre, Woodley

Attendees:

David Provins, Chair (DP), Martin Aust (MA), Rosie Bell (RB), Carolyn Davies (CD), Shelagh Flower (SF), Morag Frost (MF), Bob King (BK), Janet King (JK), Brenda Murphy (BM), Alison Provins (AP), Lynn Reed (LR), Bill Soane (BS).

No.	Item	Action
1.	Apologies : Anne Brown (AB), Sheila Cooley (SCo), Sheila Cooper (SC), Richard Dolinski (RD), Kate Evans (KE), Kevin Murray (KM). Welcome: Shelagh Flower (SF), Bill Soane (BS).	
2.	Approval of the Minutes of the Previous Meeting: Approved.	
3.	<p>Outstanding Actions: <u>C/F</u></p> <p>Action 6.1 KM to keep group updated on lake improvements and duck feeding signs. Action 6.2 KM keep group updated on path maintenance & costs for Rotary Garden path. Action 6.3 LR to keep group updated on School poster competition. Action 6.4 DP to look at sponsorship for tabards and keep group updated. Action 4.5 KM to provide details of the school tree planting event. Action 4.6 KM to invite Terry to future FoWP meetings. Action 4.7 KM to meet with park warden to review progress. Action 4.8 KM to investigate signage to reduce cycling near the Oakwood centre. Action 6.7 KM to change signs on litter bins, discuss recent problems near football pitch. Action 6.8 KM to keep group updated re Remembrance garden plans and remove leaflets. Action 6.9 KM to continue to investigate plans for a maintenance plan for the orchard. Action 6.10 KM to consider additional signage or CCTV to reduce dog fouling near lake. Action 5.14 All anti social behaviour to be reported. Action 5.15 KM to review the gate locking put a sign to confirm it will be locked at dusk. Action 5.16 All to contact DP if they can help with forming a committee. Action 5.17 DP/KM to look at ways that interested parties in Woodley can work together. Action 5.18 ALL to contact DP with particular interests they would like to pursue. Action 5.19 ALL to email DP if they are interested in being on the FoWP Carnival</p>	<p>Refer to</p> <p>Agenda 4 Agenda 4 Closed Agenda 5 Agenda 4 Closed Agenda 4 Agenda 4 Agenda 4 Agenda 4 Agenda 4 Agenda 4 Agenda 4 Agenda 5 Agenda 4 Agenda 5 Agenda 5 Agenda 5 Agenda 5</p>
4.	<p>Update from Town Council representative - Kevin Murray (in absentia)</p> <p>Lake KM reported that a Stage 2 application has been submitted to the Landfill Trust. He will have an answer on this funding (£50k) by May. MA/DP questioned this as the group had previously been told funding had been secured. BS advised that further money is hoped for in addition to the initial tranche and that once total funding is understood the plans can be finalised. KM advised that the grounds team have continued with cutting back undergrowth and smaller trees that have been an issue. The eastern sloped bank has mostly been cleared - the remaining hedge will be removed. Tree works on the islands will be carried out in the next week or so. MF questioned why the hedge had been removed but BS reassured the group that all work was being done with the final layout in mind. MA expressed disappointment that the duck feeding signs have still not been put up. SF felt surplus food from events at Coronation Hall may be being disposed of in the lake and suggested a sign in the hall may be useful. Action 6.1 KM to continue to update the group on lake improvements and signs about duck feeding.</p> <p>Dog Fouling KM confirmed he now has some signs in stock and will talk to Terry about getting these put up. The group felt that in general the problem was not as bad as it had been. Action 6.10 KM to consider additional signage to reduce dog fouling near lake</p> <p>Memorial Tree Project This project remains on hold. Action 5.4 KM to update group if Memorial Tree project is reinstated.</p>	<p>KM</p> <p>KM</p> <p>KM</p>

APPENDIX A

	<p>Paths and Rotary Garden KM is able to source materials to refresh the path in the Rotary Garden for around £1000 . This would be similar to that used for the path to the Garden of Remembrance. The grounds team could carry out the work later in the year. KM suggested FOWP approach the Rotary club for funding. Since the meeting the Rotary Club have kindly agreed to make a one off donation. This is because they created the original garden and appreciate that it is now looking a little tired. BS confirmed that the Rotary Club are keen to retain the title 'Rotary Garden' rather than sensory garden although all agreed it will be nice to boost the sensory nature of it. He mentioned that new benches may be provided for this area. MF praised the grounds team on the maintenance work they have done on some of the other benches around the park Action 6.2 KM keep group updated on path maintenance & progress of Rotary Garden path.</p> <p>Park Warden role KM advised that he is trying to contact Paul Morris as he hasn't spoken with him in some time . The group confirmed that they hadn't seen him recently. LR asked if he had a 'uniform' and all agreed that it would be good for park wardens to be easily identifiable and for them to attend our meetings. LR mentioned that Reading College are often looking for opportunities for students and she will provide a contact. All agreed that the role could be confrontational and so care is needed when appointing. SF suggested approaching Optalis as they can provide employment coaches alongside the volunteer. Action 4.7 KM to meet with park warden to review progress to date and consider expanding the team.</p> <p>Litter. There was no update given on this and it was noted that the nearest bin to the Brown Bag (which generates litter) remains for dog waste only. MA was pleased to report that litter near the football pitches is much improved. Action 6.7 KM to consider changing all bins to dual usage.</p> <p>Cycling in Park KM confirmed that he is looking at placing additional signage on the dangerous corner by the Oakwood Centre. This needs some thought as there are a number of signs in this area and people tend to observe them less the more there are. It was mentioned that there is already a sign up that is being ignored. Action 4.8 KM to investigate ways to reduce cycling near the Oakwood centre.</p> <p>Garden of Remembrance KM reported that the out of date leaflets have been removed. The grounds team have been working reduce the laurel and other shrubs. KM said thank you to the group as their work has also really shown here. He advised that the team are hoping to develop some plans for redesigning the garden . He confirmed that security is now be being managed better and the gate is locked at dusk. The group believed this was the case. KM asks if there are still issues surrounding this we let him know. BM asked how people are made aware of the garden and suggested it should be included on a map of the park. LR suggested it could be promoted in the Herald. Action 6.8 KM to keep group updated re Remembrance garden plans. Action 5.15 KM to put a sign in Remembrance Garden to confirm gate will be locked at dusk.</p> <p>Orchard KM advises that some additional trees have been planted in the orchard and the grounds team are looking after the trees as required, as part of their work schedule. Action 6.9 now closed.</p> <p>Woodley in Bloom Meeting scheduled for 16/3 with Katie Dagnal (Britain in Bloom) to look at possibilities regarding a coordinated entry to Britain in Bloom for a number of groups in Woodley. DP mentioned that people may be interested to know that Britain in Bloom will be featured in a television series running every weekday on BBC2 at 6.30pm from Monday 23rd April for three weeks . A local group from Goring will feature on the 10th May. Action 5.17 DP/KM to update FOWP on ways that interested parties in Woodley can work together.</p>	<p>KM</p> <p>KM</p> <p>KM</p> <p>KM</p> <p>KM</p> <p>KM</p> <p>ALL</p> <p>KM/DP</p>
5.	<p>Discussion Topics</p> <p>Woodley in Bloom DP said that he hadn't been planning to enter this year however he has now been told that the regional awards ceremony will be held in Woodley (26th Sept) and so we should perhaps enter. It is likely that the hosts will suggest visitors have a walk around the park at lunchtime and so we need to have the gardens looking good . Mayors, town centre managers, volunteers and RHS staff will attend and so we'd like them to have a good impression of Woodley. SF kindly agreed to ensure that the WASPs (Woodley Adopt a Street - voluntary litter pickers) make a special effort. Incidentally, if you are interested in helping with their Annual Clean up please meet at Woodford Park (10-12) on the 24th or 25th March or contact DP for details. Action 5.22 DP to keep group advised on plans for Woodley in Bloom 2018</p>	<p>ALL</p> <p>DP</p>

APPENDIX A

	<p>Work-wear, how to show we are a 'Friend' It has been decided to purchase a small number of Hi-Vis vests for volunteers to wear from the funds held in our bank account. (Bank account stands at £185.44) This will ensure park users know that we have the right to be working and will also spread the word about us. SF suggested using the company she has used for the WASPs as they were very reasonable. Action 6.4 DP to keep group updated re purchase of printed vests.</p> <p>Tree felling/ pollarding DP advised that he's been told that the Willow by the new Pre-School has simply been pollarded and so the trunk will be left to shoot out . Concerns were expressed about the number of trees being cut down. MF said she felt it was due to a recent tree assessment undertaken to ensure public safety. All agreed that people have been asking them questions about tree-cutting as it is a sensitive issue. It was felt that it would be helpful if FOWP could be updated on plans so that they can reassure the public. Action 5.23 KM to speak to team to see if prior notice can be given to FOWP re future tree cutting.</p> <p>Update on the formation of our committee DP advised that he now had a number of volunteers for the committee. A short meeting was held immediately after this meeting to agree roles and these will be formally proposed to the wider membership at our forthcoming AGM. Action closed</p> <p>Volunteers from Sage DP advised that we have still not been able to access the donation of £576 offered by SAGE. A further day of volunteering is planned for March but this is expected to be postponed due to the poor weather. The next date is expected to be 17th April so please try and keep this free in your diary.</p> <p>On-going anti social behaviour in the Garden of Remembrance This remains an issue and plants and shrubs are still being damaged. Most activity is not criminal/drug related but when large groups gather here it is intimidating for visitors and a number of concerns have been raised. All agreed that the majority of people did vacate the area when asked but it seems to be a popular meeting place which is not in the spirit of a 'quiet' area. LR wondered if the 'shed roof' could be moved as there must be a reason why people are not using the designated area. SF suggested we invite the local community police to our next meeting. Action 5.14 Updates on anti social behaviour to be discussed by all at next meeting. Action 5.20 DP to invite community police officer to our next meeting.</p> <p>Woodley Carnival June 9th 2018 - planning and preparing for a stall We have a gazebo but we do need plants, entertainment, bunting, tables, volunteers and lots more. It will come around quickly so further emails will be coming out soon. In the meantime MA has taken some lovely photographs which he will turn into items to be sold on the day. He showed the group an example of a picture he has produced but he is still developing ideas so watch this space. Actions closed pending further communication to Carnival Team.</p>	<p style="text-align: right;">DP</p> <p style="text-align: right;">KM</p> <p style="text-align: right;">ALL</p> <p style="text-align: right;">ALL DP</p>
6.	<p>AOB</p> <p>Open invitation to Grounds staff MA & MF said it was disappointing that the grounds team have not been able to attend our meetings. LR suggested they may be able to come if the meeting started earlier. The group expressed a concern that a 'them and us' situation could arise if the lines of communication were not open and that they hoped that the paid staff were not feeling that volunteers were stepping on their toes. BS said he was sure that this was not the case but he would highlight the groups concerns. Action 6.11 BS to explore ways FOWP can work closer with the Grounds staff & update KM/DP.</p> <p>Schools Poster Competition LR updated the group on the difficulties in getting this project up and running and it was decided to put it on hold for the foreseeable future given that the dog mess situation seems much improved.</p> <p>Thank you BS spoke on behalf of the council to thank the group for their hard work. He said that the flower beds look wonderful and that is great to see the community working together . He felt the FOWP were helping to create a 'village' atmosphere which was much appreciated.</p> <p>Park Runners Concern was expressed that runners were not always considerate to walkers near the lake. It was agreed that most runners were normally careful but most 'non- running' park users avoided the park during the run. In general everyone was satisfied that the organisers were doing their best It was suggested that we could invite an organiser to a future meeting. Action 5.21 DP to invite Park Run organiser to meeting.</p>	<p style="text-align: right;">BS</p> <p style="text-align: right;">DP</p>

APPENDIX A

	<p>Waitrose SF confirmed she has secured funding from Waitrose for WASP and so we will also approach them. Action 5.24 RB to approach Waitrose and update group.</p> <p>Before and After MA has kindly offered to be our group photographer. Ideally we need to tell him to take a photo on a Monday before we work and then on Wednesday after we have done it. Action 5.25 If you are planning a major task please tell MA or DP so that we can have a pictorial trail.</p>	<p>RB</p> <p>ALL</p>
--	---	------------------------------------

Summary of Actions	Deadline
<p><u>C/F</u> Action 6.1 KM to continue to update group on lake improvements and signs about duck feeding. Action 6.2 KM keep group updated on path maintenance & progress of Rotary Garden path. Action 6.4 DP to keep group updated re purchase of printed vests. Action 4.7 KM to meet with park warden to review progress to date and consider expanding the team. Action 4.8 KM to investigate ways to reduce cycling near the Oakwood centre. Action 6.7 KM to consider changing all bins to dual usage. Action 6.8 KM to keep group updated re Garden of Remembrance plans. Action 6.10 KM to consider additional signage to reduce dog fouling near lake. Action 5.14 All anti social behaviour to be reported. Action 5.15 KM to put sign on Garden of Remembrance to confirm it will be locked at dusk. Action 5.16 All to contact DP if they can help with forming a committee. Action 5.17 DP/KM to update FOWP on ways that interested parties in Woodley can work together.</p> <p><u>New</u> Action 6.11 BS to explore ways in which the FOWP can work closer with the Grounds Staff & update KM/DP Action 5.20 DP to invite community police officer to our next meeting. Action 5.21 DP to invite Park Run organiser to meeting. Action 5.22 DP to keep group advised on plans for Woodley in Bloom Action 5.23 KM to speak to team to see if prior notice can be given to FOWP re future tree cutting. Action 5.24 RB to approach Waitrose and update group. Action 5.25 ALL If you are planning a major task please tell MA or DP so that we can have a pictorial trail.</p>	<p>All for next meeting please!</p>

WOODLEY ALLOTMENTS TENANTS ASSOCIATION

ANNUAL GENERAL MEETING

The Oakwood Centre – 7:30 p.m. – 26th March 2018

1. **Welcome and Apologies:** Scott Golding, Chair, welcomed everyone to the meeting; 42 people were in attendance.
2. **Apologies were received from the following:** Ron Bennett, Nick Jones, John Adams, Gurmit Dhendsa, Brian Hughes, Keith Baker, John Anderson, Sue & John Butcher, Terry Hodgkinson, Colin Lott, Alan Crew, Teresa Buley
3. **Confirmation of Minutes of previous Annual General Meeting:** Agreed and accepted.
4. **Matters Arising:** To be covered in the agenda items.
5. **Presentation of Annual report:** Scott Golding presented the Chairman's annual report. As usual there has been a lot of activity over the last year.
CCTV: A new CCTV camera was installed at the back gate to compliment the one at the front entrance – unfortunately it was stolen last weekend. We do have sufficient funds to buy a replacement and Colin Lott has offered to sell some boxes for planters to assist with the costs. Thanks to Andy Anderson and Geoff Brown, who have taken on the responsibility of setting up and monitoring the cameras. There was a useful suggestion from the floor of having dummy cameras on site as an extra deterrent.
Roads: The regular road repair team was in action again last August using the scalping's and Wacker plates provided by Woodley Town Council (WTC) and we had over 25 willing volunteers. This time, as a way of thanking them for their efforts, Barry Jackson set up a well-deserved BBQ for the workers.
Trees: New trees have been planted on site by the back gates by WTC, more are to follow.
Lease: A new 10 year lease for the site has been signed between Reading Council and WTC.
Skips: These will be coming on site again in May this year. Last year was the first time they were not filled to capacity.
Table at gate: Last year tenants requested a table at the main gate for surplus items to be left for others to use. Although the first two tables were stolen, there are now two more tables at the front gate by the noticeboard. Recently a waterproof tub has also been supplied for people share unwanted seeds.
Fundraising: Thanks to Teresa Buley who is our only source of income from the fruit trees, seeds and bulbs she sells. She is also now sells these through the Huntley & Palmer Allotment Society, which has increased the profits.

APPENDIX B

Site Map: A vote of thanks was proposed to Mike McNamara who has produced a comprehensive map of the site. It is planned to put this up by the gates to help tenants to find their way around and to identify specific plots.

Buckets: Thanks to Brian Hughes for setting up a successful trial of buckets chained to some of the water tanks – the intention is that these are to be used for washing crops and tools. This will now be rolled out across the site.

Rats: Terry Hodgkinson took on the task of managing the rat bait boxes on site last year. There has not been much reported activity so far this year - tenants need to let him know when they have seen rats near their plots so he knows where to place the boxes.

Plot signs: Andy Sherwood kindly offered to print new plot signs for tenants for a charity donation. Quite a few tenants took up his offer and very few plots are now without numbers.

Plots: There are currently 4 vacant plots, 2x5 poles and 2x10 poles; there were 5 empty plots at this time last year. Two more will be available from 5th April. Nearly 1/3 of the site is not in use and the deer hide in the bramble areas – it would be quite easy to open up another 30 plots. However as we do not have a waiting list at the moment there is no pressure to provide more, and there would be a cost to the council to do the work, which would not be covered by the income from rents. We need to work with WTC to clear as many vacant or overgrown plots as possible to maximise the use of the land and advertise the availability of plots to increase the demand. The process of terminating a tenancy can take some time and then the plot can become very overgrown - can these plots be cleared for new tenants? We need people to do this and most are busy with their own plots. The committee will look at these issues in more detail. Discussed how to appeal to new tenants, currently notices are in The Herald, WTC website, the Woodley Community Forum Facebook group, and the associations own Facebook group. Mike McNamara will look at producing posters to put on local noticeboards.

Reading Town Meal: Pete Wheat is our contact for this annual event and collects contributions from tenants.

Boundary: The fence has deteriorated over the last year and there will be work to reinforce it and make it secure this year. The fence by the gate was recently cut by the police, who were advised that there might have been a vulnerable person on the site. This will be repaired.

6. **Treasurers Report:** Kerri Evans presented the report.

Accounts 1st January – 31st December 2017

Balance b/f from 2016:	+£1111.87
NSALG subs (£3 x 176 & £2 x 1):	+£530.00
Cheque to NSALG:	-£531.00
Fruit & seed sales:	+£160.00
Interest on account:	+£1.31
CCTV camera (Kerri):	-£76.02
Batteries (Peter McKay):	-£11.98
Catering Road Repairs (Barry Jackson):	-£33.94
Balance c/f to 2018:	+£1150.24

APPENDIX B

1 st deposit NSALG subs 2018 (£3x47):	+£145.01
2 nd deposit NSALG subs (£3x92):	+£275.99
3 rd deposit NSALG subs (£3x21):	+£63.00
Fruit & seed sales:	+£189.00
Balance to date:	+£1823.24
Outstanding: Batteries & keys (Scott):	-£12.83
Final total to date:	+£1810.41
Minus outstanding cheque NSALG:	-£483.00

7. **Adoption of Annual Report and Treasurers Report:** Accepted unanimously

8. **Election of Committee:** Scott advised that all the present committee were prepared to stand again for another year:
Scott Golding – Chair; Carolyn Davies – Secretary; Kerri Evans – Treasurer; Mike McNamara – Newsletter; Teresa Buley – Sales; David Stares, Barry Jackson, Brian Hughes, Peter Finch, Peter McKay. Proposed: John Hall; Seconded: Jim Watson

9. **National Association of Allotment and Leisure Gardeners (NSALG/ NAS):** Tenants are invited to pay towards a group membership of this society, which is currently £3 each per year. NAS is a cooperative, set up in 1901, owned and run by the members. It offers many benefits, including free legal advice, special insurance rates, regional Allotment Officer's Forum, regional representatives and mentors, a quarterly magazine, on-line newsletters, an on-line forum, a Facebook group, access to a members section on the website, advice for groups and individuals, reduced price seeds and special offers. Ideally we would like all tenants to sign up so we can take advantage of all the benefits, but at present we only have 161, less than 50% of the tenants are members – we would like to increase this to 100% but we should also consider cancelling the membership if we cannot get everyone on board. NAS are required by the new GDPR Data Protection Legislation that comes into effect in May to maintain a record of all paid up members, including name, address and email address. At present this information is not available to the committee, who are the link with NAS. The same information is required in order to qualify for the free personal liability insurance offer for all members that came in this year. Kevin Murray was asked to follow this issue up to consider how the required information, which is held by WTC, can be shared with the committee and NAS.

10. **Roads and Speeding:** There are now new 5 mph signs to remind tenants of the speed limit on site. The speed limit is noted in the tenancy agreement and is a breach of that agreement if not followed. The roads are disintegrating, partly because of the weather but mainly because of the majority of people who are not keeping their speed down. Newsletters and reprimands have been used but are not effective for the hard core of users who continue to speed – we need to protect the integrity of the roads. In August last year 25 people gave up their time to repair the roads, if they had not done this we would not be able to drive around at all. The Committee have looked at various options, including speed humps, although this would be a problem for cyclists on site. Brian Grace has presented a plan for introducing a one-way system on the site; the committee will be looking at this as a possible

option and welcome any more ideas from the tenants. There are budgetary restraints on the options available and we would be looking to WTC for contributions. We will also need at least 30 volunteers split into 4-5 teams to cover the work for the repairs in August.

Discussion: Pete Wheat – Can we monitor using ‘Speed watch’, a Reading Council initiative? What about additional signs? We already have quite a few and more will go up soon.

11. Any Other Business:

- **Bonfires** – not before 6:00 p.m. from 1st April. Water to be switched on soon.
- **Flooding:** This is a problem on site, particularly around the gate and the start of L row. The committee will be discussing possible solutions with WTC.
- **Fundraising/ Social Events:** Looking for ideas, please pass suggestions to the committee.
- **Fruit pressing day:** This is planned later in the year. Tenants can use any spare fruit to avoid waste and with the possibility of producing their own cider! Pete Wheat is able to arrange for us to borrow a press from Reading Borough Council. Any costs or donations will be confirmed at a later date. Email addresses of all those interested will be passed to Pete.
- **Community Shed:** This is in dire need of repair and cleaning out. Rachel and Geoff Brown have already done some sterling work to get rid of old mowers. Ideas welcome of how the community could use the shed, e.g. social events, shop, bring and buy.
- **Seed Sales:** To consider having a Seed Sale and donated plant sale to raise funds.
- **Rotavator:** Joyce donated a tiller last year for the use of the tenants but we have not been able to set this up as we need a volunteer to take this on. The plan is that a small charge will cover the cost of petrol and maintenance and any surplus go into the association funds.
- **Road Names** – see Appendix
- **Food waste:** It was noted by a tenant that a lot of fruit and vegetables are left on plots to go to waste. Discussion on the subject covered issues like not knowing if the plot was abandoned, and the contracts stating that going on another tenants plot is trespass. Many tenants leave their plots untouched from around November to March so if crops rot it is their choice and to remove without permission would not be acceptable.
- **First Aid Kit:** Discussed the possibility of having one on site but agreed it would be stolen, however we could have one if we had a secure building.
- **Deer:** A tenant reported that a dog was seen chasing a deer; the Chair assured him the matter has been dealt with. A muntjac deer has been on site for several years and reports of roe deer have been coming in for the last year. It is thought these come in from Pitts Lane and the boundaries will be checked. Any tenant who has crops damaged by the deer is asked to let the committee know so we can monitor their effect on the site.
- **Tenancy agreement** – This refers to item 4.29 on the contract regarding a 3 month notice to quit if the land is required for a variety of reasons. A tenant queried why this was included in the agreement; Kevin Murray advised the wording is standard for tenancies. Request put forward for the tenants to have sight of the lease agreement with Reading Borough Council and confirmation from Kevin Murray that Reading Borough Council is entitled to a certain % of the plots for its tenants. Discussed: Intense pressure to find building sites locally and the possibility of losing the site.

The meeting ended at 9:10 p.m.

Appendix:

Road Names

The committee set up a competition to name the roads on the site. This was to provide some fun for the tenants and also to make it easier to identify different areas and plots, especially for newcomers.

Suggestions were received from Lucy Millard, Geoff Pitt, Brian Grace and Carolyn Davies.

After reviewing the entries, the committee decided to go with the theme suggested by Carolyn and Geoff of using the road initials (A/B, C/D, etc.) and fruit or vegetable names as suggested by Carolyn and Brian. Carolyn had prepared a full list of possible names, with several options, which were put to the vote by the tenants at the AGM.

The results are as follows:

From the main gate to top of row A/B: Victory Row

Bottom row between M plots and the start of the other rows: Meadow Way

Row A/B: Apple Byway

Row C/D: Cherry Dell

Row E/F: Elderberry Farm

Row G/H: Gooseberry Hills

Row J/K: Jersey Knoll

At the meeting there was a call from tenants of L row who felt they had been left out. A quick request for suggestions came up with several and although "What the L" was very popular, the final vote was for: **Row L:** Lettuce Lane.