



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; A. Chadwick; P.Challis; N. Cox;
A. Downes; B. Franklin; K. Gilder; S. Outen.

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 2 September 2014, at which your attendance is requested.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**

2. **COMMITTEE MEMBERSHIP**

To note the change in membership of the Committee approved by the Urgency Committee on 18 August 2014. Councillor Gilder has replaced Councillor Rahmouni as a Liberal Democrat Party member on the Committee following Councillor Rahmouni's resignation from the Liberal Democrat Party and his joining the Conservative Party.

3. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members on agenda items.

4. **MINUTES OF THE MEETING HELD ON 27 MAY 2014**

To approve the minutes of the meeting of the Leisure Services Committee held on 27 May 2014 and for the Chairman to sign them as a true and accurate record. ***(These minutes were provided in the Full Council agenda of 24 June 2014).***

5. **BUDGETARY CONTROL**

To note **Report No. LS 14/14.**

6. **BULMERSHE LEISURE CENTRE – EARLY SURRENDER OF LEASE**

To note that the terms of an early surrender of the lease between the Town Council and Wokingham Borough Council were considered at an extraordinary meeting of the Strategy and Resources Committee on 5 August 2014. The Committee agreed to the terms proposed subject to agreement of the final legal document and the provision by the Borough Council of a statement of intent regarding the continuing provision of a swimming pool and sports/leisure activities at the Centre beyond March 2015 and continuing work and liaison with the Town Council on the promotion of sports and health activities in Woodley. A provisional target date of 1 October 2014 for the surrender of the lease was agreed.

Officers have since met with representatives of Wokingham Borough Council and One Life to progress the arrangements for the termination of the lease and transfer of the management of the Centre to One Life, the Borough Council's appointed leisure operator.

7. **LEISURE CENTRES**

To receive **Report No. LS 15/14.**

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8. **PARKS AND BUILDINGS**

To receive **Report No. LS 16/14.**

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9. **BULMERSHE PARK**

To consider **Report No. LS 17/14.**

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10. **WOODLEY BOWLING CLUB**

To consider a request from Woodley Bowling Club to erect a shed next to the existing shed, for additional storage. Under the terms of the lease the club has to seek permission to erect any other buildings or extensions to the clubhouse or within the grounds of the bowling green area. Members are asked to consider this request and make any recommendations to the Strategy and Resources Committee, which is delegated by Council to deal with lease matters. **(Appendix 11)**

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11. **2015/16 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.

12. **SPORTS AWARDS CEREMONY 2014**

To consider nominations for the Wokingham Borough Sports Council's sports awards. The categories for which awards are to be made are outlined in **Appendix 12.**

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13. **FUTURE AGENDA ITEMS**

To propose future agenda items for the Committee's consideration.

14. **PUBLICITY & WEB SITE**

To consider which items to publicise.

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LEISURE SERVICES COMMITTEE**BUDGETARY CONTROL 2014/15**

Report No. LS 14/14

EXPENDITURE	Original Budget 2014/15	Actual Exp as at 31/7/13	Actual Exp as at 31/7/14	Actual Exp as % of Budget	Information
WOODFORD PARK LC	259920	77931	78573	30.2	Rates, cleaning consumables, repairs, vending supplies, equipment and sanitary services all over 33.3%. Other costs under.
BULMERSHE LC	502271	158821	195685	39.0	Rates, uniform, swimming sales and certificates, phone, stationery, skip hire, equipment and pool chemicals over 33.3%. Repairs budget has been increased by £20K to cover new filters. Other costs under.
GROUNDS MAINTENANCE	21903	5508	6696	30.6	Phone and diesel cost over 33.3%. All other costs under.
FOOTBALL	16369	4224	4283	26.2	No expenditure on seed or equipment at this point.
CRICKET	8371	2255	2291	27.4	No expenditure on seed or equipment at this point.
BOWLING GREEN	11268	2989	2842	25.2	No expenditure on seed at this point.
WOODFORD PARK	25593	8973	8426	32.9	Expenditure on tournaments, seeds and supplies over 33.3%. Other costs under.
MEMORIAL GROUND	6635	2185	2164	32.6	No expenditure on seed at this point. Play equipment over 33.3%.
GARDEN OF REMEMBRANCE	4842	1617	1730	35.7	No expenditure on seeds at this point. Inscription costs over budget - demand led.
PLAY AREAS & OPEN SPACES	10289	3998	3732	36.3	Play equipment costs over 33.3%, other costs under.
CORONATION HALL	32542	10933	12004	36.9	Staff, rates, water rates and sanitary services over 33.3%. Other costs under.
CHAPEL HALL	18522	8251	6640	35.8	Staff, rates, cleaning materials and sanitary services costs over 33.3%. All other costs under.
CAPITAL & PROJECTS	55900	0	0	0.0	First half of loans paid in September, second in March.
TOTAL	974425	287685	325066	33.4	

INCOME	Original Budget 2014/15	Actual Exp as at 31/7/13	Actual Inc as at 31/7/14	Actual Inc as % of Budget	Information
WOODFORD PARK LC	178101	64045	65626	36.8	Room hire, sports hall, tennis and ice cream sales income over 33.3%.
BULMERSHE LC	407003	175972	178795	43.9	Pool courses, public swimming and club income, hall courses and public and club income over 33.3%.
GROUNDS MAINTENANCE	2470	1825	1572	63.6	Annual charge for maintenance at BLC applied.
FOOTBALL	11000	227	1218	11.1	Season starts in September - payments in advance.
CRICKET	2772	2612	1740	62.8	Invoices raised, income not yet received.
BOWLING GREEN	7588	6489	6741	88.8	Licence and groundrent invoiced and paid.
WOODFORD PARK	3500	6161	1380	39.4	Two fair visits.
MEMORIAL GROUND	220	202	104	47.3	One hire of ground - carnival.
GARDEN OF REMEMBRANCE	440	100	622	141.4	Demand led
PLAY AREAS & OPEN SPACES	0	0	0	0.0	
CORONATION HALL	31310	12571	11770	37.6	Payments in advance.
CHAPEL HALL	26033	9102	9553	36.7	Payments in advance.
CAPITAL & PROJECTS	0	0	0	0.0	
TOTAL	670437	279306	279121	41.6	
NET	303988	8379	45945		

Month 4 - 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

Healthy Habits

Total number of members: **843** (522 at Woodford Park & 321 at Bulmershe)

Christmas opening hours

As in previous years, it is proposed that Woodford Park Leisure Centre be closed during the Christmas period from 24 December to 2 January. This will allow maintenance works to be carried out and give the team at the centre an opportunity for a break at a time of the year when usage is very low. Members are asked to consider this proposal.

Sports Development

Cardiac Rehabilitation

The Cardiac Rehab sessions have been going very well at Woodford Park Leisure Centre since the launch in June, with good numbers attending on both days. In addition, Wokingham Borough Council is funding two of our officers, who help out at the sessions, to attend a course in September to become qualified cardiac rehabilitation instructors.

Woodley Sports Week 18 – 22 May 2015

Plans are already being put together for our fourth Woodley Sports Week and we will be looking to build on the success of this year's event.

Bulmershe Leisure Centre

Free Swimming for 18s and under

During the summer holidays Bulmershe Leisure Centre has been part of the borough-wide Free Swimming initiative for 18s and under. This has again been very popular, with some sessions, for example with the pool inflatable, being over subscribed and resulting in some people having to be turned away. The final total on the number of swimmers taking part will be provided at the meeting.

Swim School

The second term of Swim School has been very positive and continues to grow year on year. Historically, this term tends to be the quietest as it runs through the summer holidays, when a lot of people tend to go away on holiday. Numbers currently attending swimming lessons in this term stand at 410; an increase of 99 on this time last year. Income is £10K higher than this time last year, with an income of just under £77K; 52% of this year's budget achieved at this point.

Fitness Boot camps and Boxercise

Both of these classes continue to grow in popularity and additional classes have had to be put on to meet current demand. As with the first classes for these activities, the second set of classes are also full to capacity and officers are currently looking at other options to cope with demand. One such idea, put into practice on 2 August and attended by 22 people, was to run a fitness boot camp outside on the hills at Woodford Park.

Woodford Park Leisure Centre

New Bookings

Since the last meeting I have been discussing with clubs the transferring of their bookings from Bulmershe Leisure Centre to Woodford Park Leisure Centre in September. These meetings have proved successful with Woodley Karate club (two nights per week), Aikido, Natasha Barrett Pilates, Disability Zumba all moving over to Woodford Park by September 1 along with the Junior Trampolining and Judo courses already reported at the last committee meeting.

Optalis

Talks with Optalis, currently based at Bulmershe Leisure Centre Monday - Friday between 8am – 4pm, about moving over to Woodford Park Leisure Centre have proved to be successful. Optalis are likely to move to the former offices at Woodford Park in October. The Council's maintenance team has been busy making alterations to the room, installing a new kitchen and re-decorating the rooms within the new offices. The costs of these works are being borne by Wokingham Borough Council.

Summer Holiday activities

Woodford Park Leisure Centre has been busy over the summer holidays, running a variety of weekly sports camps which included Football, Trampolining, Cheer Leading, Badminton, Multi – Sports and Racquet Attack. As well as centre-run sessions Bulmershe Gym Club and Living Tennis have used the centre for their holiday sessions.

For the first time this summer, officers took the opportunity to gather customer feedback from parents whose children attended the various sport camps and received some excellent comments. This information will now be used to further improve the sports camps in October and copies of the feedback forms will be available for Members to see at the meeting

No Strings Badminton

Following the success of our Friday night No Strings Badminton session with numbers averaging between 36 – 44 people per week and being ranked the second biggest session nationally. Badminton England has written asking if our No Strings session could be used as an example of best practise to all its members and used as a case study. In addition, Badminton England also intends to send a press release to our local papers highlighting the success of this session.

3G football pitch at Woodford Park Leisure Centre - update

Since the last meeting the Council's consultants have continued to work with Surfacing Standards to complete the Design and Access Statement and make the finishing touches to the planning application. It is hoped that this will have been submitted by the time the committee meets.

Unfortunately, due to changes within Sports Solutions, the headline application date was missed in July. In the meantime, conversations have taken place between Sports Solutions and the Football Foundation regarding the next submission date in January 2015. Subject to this being successful, along with receiving planning permission, the project would still be on target to be completed for September 2015.

Defibrillator

Following a request at the Council Meeting on 24 June the centre is investigating the costs and other implications of providing a defibrillator at the centre. This information will come to the next meeting of the Committee.

Woodford Park Leisure Centre – Badminton England and Bulmershe Gym Club

Since the last meeting Alliance Leisure has submitted an overview, as requested, which explored opportunities to develop Woodford Park Leisure Centre to enhance the leisure offering, provide a sporting “hub” for the local area and generate new income streams. These initial thoughts provided a starting point for discussion, to be developed following further consultation. The overview from Alliance Leisure is enclosed (**Appendix A**) for Members’ information. This is a confidential document as it relates to the business affairs of another person. Members should note that the costs provided are indicative at this point.

A meeting between Alliance Leisure, Bulmershe Gym Club, Badminton England, Berkshire Performance Centre, the Leader of the Council and Chairman of Leisure Services Committee took place to discuss this overview. During that meeting all parties had the opportunity to discuss the overview and raise any questions with Alliance Leisure. The meeting itself was positive from all sides and Alliance Leisure agreed to draft some initial proposals on how the Council may progress this project further and has provided the following as possible options:

- 1) For Alliance Leisure to provide further indicative costs and drawings, based on the Council’s brief, which they would do at their own risk. Although indicative, they would be able to provide a breakdown of the build costs and an illustrative CAD drawing showing the proposed development. They would also consider increased commercial revenue opportunities, e.g. High Ropes, Fitness in the current function space.
- 2) The Council to commission an Independent Feasibility Report (circa £3k-£3.5k) which would provide
 - Analysis of Demographics / Catchment Area
 - Latent Demand information
 - Competitor Analysis
 - Revenue Projections / Financial Implications of proposed new facilities
 - Return on Capital Investment projections

Alliance Leisure has a panel of independent consultants that it uses and would recommend the most suitable for the Council and for the type of project it is considering. An example report can be provided.

The consultant from Alliance Leisure believes that Option 2 makes most sense because it ensures affordability, is integrated into the next phase and all commercial opportunities can be better evaluated helping to prevent/protect against abortive work.

The Council commissioned such a feasibility study in 2010 to consider a fitness gym and 3G pitch at the centre.

Members are asked to consider how they wish to proceed in this matter.

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members approve the proposed Christmas hours.**
- ◆ **That Members consider how they wish to proceed with regard to developing facilities at Woodford Park Leisure Centre in the light of the information provided.**

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
	Chapel Hall break in – minor damage to window, door and cupboards	£100

Woodford Park Leisure Centre

Office Space

The offices previously occupied by the Berkshire Lawn Tennis Association are being prepared for a new long-term hirer. Optalis will be operating from these offices from October, having moved from the upstairs area at Bulmershe Leisure Centre.

Inn on the Park

The restriction on dogs being allowed on the patio area outside the pub has been lifted, with the new manager of the pub dealing directly with customers who fail to keep their pets under proper control. There have been no reported incidents that have not been dealt with and the situation will continue to be monitored.

Bulmershe Leisure Centre

Works to replace the sand filters for the pool as reported to the Full Council meeting on 24 June 2014, have been completed.

Woodford Park

Routine maintenance and the removal of two dead trees will be carried out in the coming weeks.

Civic Space

The war memorial was unveiled by HRH the Duke of York at a very successful event on 15 July. The remaining work on the paving around the memorial and the pathways either side is continuing and due for completion in the next two weeks. This will complete the ground works on the project and the civic space will be open for use by the public. New decorative gates have been commissioned and these are due for installation before Armistice Day.

Malone Park

An application has been submitted to Wokingham Borough Council for tree maintenance works at the Malone Park. The park is subject to a woodland order protecting the trees in this area. Works will be carried out upon receipt of the appropriate permission.

Woodley Garden Competition 2014

The winner of the 2014 garden competition is Mrs Rosemary Walles who will be presented with a certificate by the Mayor and invited to the Council meeting on 30 September to receive the Woodley Horticultural Society Memorial Cup. Only 6 entries were received for the competition this year – fewer than last year.

Community Halls

Chapel Hall was subject to a break in between 23 and 24 August. Minor damage was caused to a window frame, door frame and some cupboard locks. No items of value are stored at the hall and nothing is believed to have been stolen.

Gerald Bolger has been employed as the caretaker at the hall on a temporary contract to cover long-term sick leave and also cover holiday at Coronation Hall.

Recommendations

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

Woodley Town Council

BULMERSHE PARK

REPORT OF THE TOWN CLERK

Purpose of Report

To inform Members of a proposal from Dominic Lawson Bespoke Planning Ltd, made on behalf of a client, for Bulmershe Park in order to consider and make any recommendations to the Strategy and Resources Committee on this matter.

Background

Dominic Lawson Bespoke Planning Ltd has submitted a planning application on behalf of their client for land at 34 Pitts Lane, Earley, which backs on to Bulmershe Park. The park forms part of the Bulmershe Site of Urban Landscape Value and is identified as such in the Managing Development Delivery Local Plan adopted in February 2014. The Town Council is part of a joint agreement made in 1965 (when the land was purchased) between the then Berkshire County Council, Wokingham Rural District Council and Earley Parish Council.

Information

The proposal from the developer is attached at **Appendix A**. It includes the installation of paths, a sheltered seating area and sensory planting and the provision of a contribution towards maintaining the garden landscape. The design provided in the appendix is not fixed and is put forward for discussion.

Under the terms of the agreement in respect of Bulmershe Park, this Council is responsible for "managing, maintaining and developing the park to secure its use by the public for purposes of air exercise and recreation", with Earley Town Council and this Council sharing the cost equally. In practice Earley Town Council pays half of the costs of grass cutting by this Council's Grounds Maintenance team and both Councils have worked together on projects in the park, such as tree planting. The agreement also states that the park "or any part thereof shall not be sold or leased nor shall any easement or similar right be granted in respect thereof by the County Council (now WBC) without the consent of the Woodley and Sandford Parish Council and the Earley Parish Council who may grant consent subject to any conditions they see fit."

Members are asked to consider this proposal and make any comments to the Strategy and Resources Committee, which is delegated to manage the Council's freehold and leasehold property.

Earley Town Council is understood to be considering this proposal at a meeting on 10 September.

Recommendation

- ◆ **That Members consider the proposal set out in the report and make any recommendations on this matter to the Strategy and Resources Committee.**

Correspondence to Wokingham Borough Council regarding the proposal:

On behalf of my colleague Edward Shepherd, I am attaching a proposal for Bulmershe Park for your consideration, and that of the two town councils who maintain it. (I have copied in our contacts there as we have so far been unable to engage with anyone directly on the proposal).

Our client is keen to make a positive contribution to the park and thought that a sheltered seating area surrounded by sensory planting might be attractive to residents using the park, as there appears to be nowhere to sit and reflect at present. Such a facility would also be attractive to prospective residents, staff and visitors of the proposed elderly care facility, encouraging them to take exercise beyond the confines of the site, should you be minded to consent the application before you.

The Town Councils may feel any additional feature requiring maintenance, over and above their current regime of grass mowing and tree maintenance, would be a burden on scarce resources. Our client is mindful of the cost of maintaining garden landscapes, having to do so for its own homes, and is therefore willing to contribute to the annual maintenance of such a facility should the idea be perceived to be of benefit to local people. The design is by no means fixed and put forward merely for discussion; other ideas would be welcome. If the idea receives positive encouragement then we could work up the scheme further, to include a budget for the capital costs of implementation and an annual revenue cost for its maintenance.

I look forward to learning of your and the town councils' reaction as to whether this proposal is worth pursuing; I do hope so as our client is committed to providing community benefits arising from its proposals for elderly care as part of a programme of integration and involvement with local communities that it becomes a part of.

Please feel free to ring to discuss further, especially the town council representatives (please feel free to consult your town councillors on this). We would of course be happy to meet, should you prefer, if this idea is considered worth taking forward.

Yours sincerely
Alex

Alexandra Rook CMLI

Dominic Lawson Bespoke Planning Ltd
7a Pindock Mews
London W9 2PY



Link to Residential care home with gated access.
Sensory planting to surround central lawn area and footpaths.
Seating area with southerly aspect, backed with sensory and aromatic planting.
Shade structure and raised planter to provide focal point.

Bulmershe Park sketch proposals.
Enhancement works.



Link to existing pedestrian route. Footpaths to generally consist of Tarmacadam with timber edging. Key areas to have resin bound gravel surfacing.
Shade structure with seating. Raised planter with aromatic planting to provide focus
Central activity space with footpath link to residential care home.

Bulmershe Park.
Sketch Proposals for
enhancement work.



Wokingham Borough Sports Council



Sports Awards Ceremony Criteria and Nomination Form 2014

Under 14 Girl
Under 14 Boy

Under 18 Girl
Under 18 Boy

Senior Woman
Senior Man

For all of the above individual awards, we are looking for someone who has produced outstanding performance either within a club or at representative level. (Example- Club Captain or Club Champion.)

Best Primary School Best Senior School	High participation rates and opportunities for all. Excellent performance by teams & individuals with quantifiable results. Strong community involvement.
Service to Sport in the Community (Club) Service to Sport in the Community (Individual)	Where activities and involvement have benefited the community and encouraging more participants and improving facilities.
Coach of the Year	Someone who has made a real difference by using their motivational and technical skills resulting in greater participation and improved performance and enjoyment by both individuals and club.
Volunteer of the Year	Clubs are run by volunteers but this would be someone who has made a real difference to their club effectiveness. A key person within the club and does not have to be part of the committee.
Unsung Hero	A back room worker without whom events would not take place. Someone who is not usually in the limelight!
Service to Disabled Sport	Sporting performance or promoting and/or supporting disabled sport.
Team Award – Male	A really outstanding performance by a male team.
Team Award – Female	A really outstanding performance by a female team.
Excellence in Sport	Exceptional performance, above and beyond the norm.
Courage Award	Succeeding in the face of adversity.
Spirit of Sport	Demonstrating Olympic sporting values: team spirit, friendship, determination and sportsmanship.