



Woodley Town Council
The Oakwood Centre
Headley Road
Woodley
Berkshire RG5 4JZ

To: **Members of the Strategy & Resources Committee**

Councillors K. Baker (Chairman); S. Brindley; A.Chadwick; J. Cheng; R.Dolinski;
D. Mills; D. Smith; D. Stares; M. Walker

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8:00 pm on Tuesday 14 June 2016, 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 relating to the business of the meeting.

3. **MINUTES OF THE MEETING HELD ON 26 APRIL 2016**

To approve the minutes of the Strategy and Resources Committee held on 26 April 2016 and that they be signed by the Chairman as a correct record. ***(These minutes were provided in the Full Council agenda of 10 May 2016.)***

4. **FINANCE**

a) **Budgetary Control**

To receive **Report No. SR 23/16.**

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b) **Payments**

To approve the following payments as set out in **Appendix 4b:**

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	Current account	Imprest account
April 2016	£133,444.71	£44,704.46
May 2016	To be available at the meeting	

- c) To note the short term investment of £250,000 in a Lloyds Bank Deposit Account on 12 May 2016 for a period of 6 months at a rate of 0.8%.
5. **CATERING PARTNERSHIP**
To receive **Report No. SR 24/16** of the Catering Partnership meeting held on 20 May 2016. Page 8
 6. **OAKWOOD CENTRE**
To receive **Report No. SR 25/16**. Page 11
 7. **BOWLING CLUB RENT REVIEW**
To consider **Report No. SR 26/16**. Page 14
 8. **WOODFORD PARK LAKE**
To receive **Report No. 27/16**. Page 15
 9. **WOODFORD PARK LEISURE CENTRE: FITNESS GYM**
To consider **Report No. 28/16**. Page 16
 10. **3G PITCH PROJECT**
To receive **Report No. 29/16**. Page 17
 11. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**
To receive the report of the Woodley Town Centre Management Initiative Committee meeting held on 13 April 2016. **(Appendix 11)** Page 18
 12. **EXTERNAL FUNDING PROJECT LIST**
To note the current external funding project list, attached at **Appendix 12**. Page 21
 13. **PUBLIC TOILET UPDATE**
At the last meeting it was reported that Danfo, the Council's chosen contractor for the project, would be looking at designing a toilet unit to fit in either two car parking spaces at the Crockhamwell car park or on the precinct area adjacent to the parking spaces without affecting access, services and drainage.

Danfo have recently reported that they believe they can supply a unit that will fit in in the pedestrian area, subject to planning permission, and have been asked to supply a quote. This could reduce costs considerably because there would be no need to use existing car park spaces, for which the Borough Council would have made a charge. The next stage will be to submit a planning application, which the Council's appointed surveyor will undertake on the Council's behalf.
 14. **WOODLEY TOWN CENTRE REGENERATION**
To consider allocating funds for the production of a video showing the proposed design for the regeneration of the north end of Woodley town centre. The project steering group, made up of representatives from Wokingham Borough Council, Woodley Town Centre Management Initiative and the Town Council, has agreed the design for the town centre area to the north of the disabled parking. The group has agreed that a video showing the plans be produced in order to publicise the project design. This is estimated to cost £2,900, excluding VAT. The plans include the removal of the pagoda, a new shelter positioned next to the pub car park and seating around the whole opened out area, which will include a new play space for children.

Members are asked to consider allocating funding of £2,900, if this cost is not able to be met within the project budget available. The project is being funded from Section 106 developers contributions and a contribution from the Town Centre Management Initiative. There is no budget allocation for this cost which would have to be met from the general reserve, if Members are agreeable. At present this reserve stands at £417,642, following the allocation of funds at the last meeting to present schoolchildren with coins marking the Queen's 90th birthday.

15. **FUTURE AGENDA ITEMS**

To consider any future agenda items for the committee to consider.

16. **PUBLICITY AND WEBSITE**

To consider items to be publicised.

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STRATEGY AND RESOURCES COMMITTEE

BUDGETARY CONTROL 2016/17

Report No. SR 23/16

EXPENDITURE	Budget 2016/17	Actual Exp as at 31/05/2015	Actual Exp as at 31/05/2016	Actual Exp as % of Budget	Information
Central Costs	225045	39517	30941	13.7	Postage and equipment costs over 16.7%, other costs under.
Democratic Costs	47748	6596	7168	15.0	Civic allowance costs over 16.7% - Citizens Awards reception.
Corporate Management	280653	66440	74277	26.5	Insurance premiums and affiliations payable at the beginning of the year.
Capital Programme	45000	0	0	0.0	Annual contribution to be transferred to capital programme fund.
Grants	4000	1060	1850	46.3	Grants awarded in April(paid in May) and November.
Inn on the Park	0	1820	0	0.0	Inn on the Park closed 30/10/15.
Oakwood Centre	150888	21994	19124	12.7	Rates, stationery and maintenance contracts costs over 16.7%, other costs under.
Maintenance HQ	6716	631	1436	21.4	Rates and repairs over 16.7%. Other costs under at this point.
Woodley TCMI	64619	9047	6930	10.7	Low expenditure on WTCMI items.
Capital and Projects	184940	0	0	0.0	Loans paid in September and March - sinking fund contribution to be made in June.
TOTAL	1009609	147105	141726	14.0	

INCOME	Budget 2016/17	Actual Inc as at 31/05/2015	Actual Inc as at 31/05/2016	Actual Inc as % of Budget	Information
Central Costs	6525	604	985	15.1	Income investment of balances income due at end of fixed period.
Democratic Costs	0	0	0	0.0	
Corporate Management	10088	618	1251	12.4	
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Inn on the Park	0	10200	0	0.0	Inn on the Park closed 30/10/15.
Oakwood Centre	149054	23124	26890	18.0	Room hire at 20%
Maintenance HQ	0	0	0	0.0	
Woodley TCMI	51986	5545	4190	8.1	Contributions from WTCMI not yet received.
Capital and Projects	0	0	0	0.0	Loan payments made in March and September.
TOTAL	217653	40091	33316	15.3	

NET 791956 107014 108410

Month 2 = 16.7%

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/04/2016 and 30/04/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
22-Apr-16	A1 Locksmiths Berkshire Ltd	11.99	Keys cut - WP flat
29-Apr-16	Awards of Distinction Ltd	192.00	Trophies - engraving
29-Apr-16	BALC	3222.98	NALC & BALC affiliation
22-Apr-16	BCM Group Plc	77.50	Service & maint photocopier WPLC
08-Apr-16	BE Fuelcards Ltd	1.25	Admin fee
29-Apr-16	BE Fuelcards Ltd	31.06	BP Unleaded - Depot
22-Apr-16	Berkshire Youth	90.00	Staff training
18-Apr-16	Bowak Ltd	183.40	Cleaning supplies
22-Apr-16	Bowak Ltd	442.87	Cleaning supplies
18-Apr-16	Brake Bros Foodservice Ltd	352.58	Vending supplies
29-Apr-16	British Gas	5339.16	Electricity supply
22-Apr-16	Brown Bag Cafe Ltd	1505.45	Catering services
29-Apr-16	Brown Bag Cafe Ltd	836.69	Catering services
01-Apr-16	CF Corporate Finance	166.37	Qtrly Photocopier charge
29-Apr-16	Churchill Contract Services Ltd	2325.47	Contract cleaning
22-Apr-16	CoolerAid Ltd	60.00	Bottled water
18-Apr-16	Crown Gas & Power	259.23	Gas supply
18-Apr-16	Crown Gas & Power	288.41	Gas supply
18-Apr-16	Crown Gas & Power	856.16	Gas supply
18-Apr-16	Crown Gas & Power	1150.69	Gas supply
18-Apr-16	Dejac Associates Ltd	396.00	Laptop - OC
22-Apr-16	Dejac Associates Ltd	108.00	Secure disposal/keyboard
30-Apr-16	Earley Town Council	291.12	Playground inspection course
29-Apr-16	Energy Electrical Distributors Ltd	37.68	Electrical supplies
22-Apr-16	Eurodec Ltd	64.25	Decorating supplies
22-Apr-16	Fraser Office Supplies Ltd	140.18	Stationery supplies
29-Apr-16	Fraser Office Supplies Ltd	107.60	Stationery supplies
18-Apr-16	Gilbert Thompson	615.00	Delivery of newsletter
22-Apr-16	HMRC Cumbernauld	13649.29	PAYE & NI
29-Apr-16	Just Around The Corner	5804.50	Service Level Agreement
18-Apr-16	Lamps-Tubes Luminations Ltd	300.00	WTCMI - lighting
30-Apr-16	Lantec Security Ltd	1716.00	Emergency /Fire maintenance
18-Apr-16	Laundry Depot	42.10	Cleaning OC tablecloths
18-Apr-16	Lightatouch	507.50	Internal Audit
22-Apr-16	Lister Wilder Ltd	238.80	Garden supplies
14-Apr-16	Lloyds Bank	233.09	Monthly cardnet service charge
14-Apr-16	Mainstream Digital	55.70	Phone
18-Apr-16	Margaret Macknelly Design	378.00	Newsletter/Precept artwork
15-Apr-16	Merchant Rentals	35.23	Monthly cardnet machine rentals
18-Apr-16	MKR Electrical Services Ltd	760.44	Electrical supplies
29-Apr-16	MKR Electrical Services Ltd	125.10	Electrical supplies
30-Apr-16	P H Direct Van Sales Ltd	268.61	Vending supplies
18-Apr-16	PHS Group Plc	24.00	Environmental charge
29-Apr-16	PHS Group Plc	261.34	Rental dust mats
11-Apr-16	Plusnet	24.60	Phone
29-Apr-16	PPL	357.10	Music licence
22-Apr-16	Prudential	30.00	AVC payment deducted from pay
30-Apr-16	RBS Invoice Finance Ltd	800.75	Optoma projector/wireless mic
18-Apr-16	Rialtas Business Solutions Ltd	324.00	Annual bookings system maintenance
22-Apr-16	Robinson Low Francis	2674.50	3G pitch costs surveyor services
18-Apr-16	SGW Payroll Ltd	152.66	Payroll services
29-Apr-16	SHL Group Ltd	345.60	Online recruitment questionnaire
18-Apr-16	Southern Electric Contracting Ltd	685.49	Electricity supply
29-Apr-16	Southern Electric Contracting Ltd	202.36	Electricity supply
18-Apr-16	SSE Southern Electric	549.48	Electricity supply

18-Apr-16	Thames Valley Water Services Ltd	516.00	Water testing - OC/WPLC
22-Apr-16	The Berkshire Pension Fund	11872.40	Pension - employers and employees
22-Apr-16	Tiger Turf UK Ltd	63801.19	3G pitch costs
22-Apr-16	Trade UK - Screwfix	176.82	Building supplies
18-Apr-16	Traditional Local Cleaning Ltd	1822.62	Contract cleaning
29-Apr-16	Trinity Mirror PublishING Ltd	360.00	WTCMI - Advertising
22-Apr-16	Unison Collection Ac	32.20	Union fees deducted from pay
22-Apr-16	Veolia ES - UK Ltd	1514.42	Refuse collection
29-Apr-16	Veolia ES - UK Ltd	184.80	Refuse collection
01-Apr-16	Wokingham BC	38.24	Rates
01-Apr-16	Wokingham BC	157.20	Rates
01-Apr-16	Wokingham BC	356.20	Rates
01-Apr-16	Wokingham BC	891.00	Rates
01-Apr-16	Wokingham BC	1861.50	Rates
22-Apr-16	Yarnold Heating and Plumbing Ltd	113.49	Repair WPLC radiator
18-Apr-16	Zoe Agar	32.70	Social media maintenance
22-Apr-16	Zoe Agar	14.60	Social media maintenance

133444.71

CLERKS IMPREST A/C

List of Payments made between 01/04/2016 and 30/04/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
05-Apr-16	(Personal Information)	24.00	Refund WPLC course
29-Apr-16	(Personal Information)	1169.38	Net April 2016 payroll
05-Apr-16	(Personal Information)	20.00	Refund WPLC course
04-Apr-16	(Personal Information)	50.00	Refund deposit
06-Apr-16	(Personal Information)	7.00	Refund WPLC course
08-Apr-16	(Personal Information)	25.00	Refund WPLC course
26-Apr-16	(Personal Information)	50.00	Refund deposit
08-Apr-16	(Personal Information)	45.00	Refund WPLC course
26-Apr-16	(Personal Information)	50.00	Refund deposit
20-Apr-16	(Personal Information)	50.00	Refund deposit
08-Apr-16	(Personal Information)	15.00	Refund WPLC course
08-Apr-16	(Personal Information)	15.00	Refund WPLC course
15-Apr-16	Amazon UK Retail	47.45	100m Powerwinder tape Depot
08-Apr-16	Badminton England	191.52	Refund WPLC booking
15-Apr-16	Berties Direct	99.84	White Swantex Banquet rolls
18-Apr-16	Buy A Plan.co.uk	15.00	Plan of WPLC
22-Apr-16	Fiesta Catering	81.60	Hire of glasses - Civic Awards
22-Apr-16	Hearing dogs for deaf people	50.00	Refund deposit
27-Apr-16	Lloyds Bank	41668.76	Net April 2016 payroll
13-Apr-16	Officestone	12.86	Date stamp - Invoices
08-Apr-16	PETTY CASH A/C	161.68	Petty cash topup
26-Apr-16	RG Aerials Ltd	100.00	Rewire aerial - WP flat
25-Apr-16	Theatre Train	100.00	Refund deposit
25-Apr-16	Tool Net.co.uk	31.46	100m Fiberglass tape - Depot
21-Apr-16	UK CraftFair	36.00	Annual subscription fee
19-Apr-16	Vodafone	206.33	Phone
22-Apr-16	Waitrose	220.70	Wine for Civic Awards
06-Apr-16	White Knights	113.00	Letting fee WP flat
20-Apr-16	Winnersh Garden Ctre	47.88	Flowers for Civic Awards

44704.46

Woodley Town Council

**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on
Friday 20 May 2016 at 10.00 am**

Present:	<i>Councillors: S Rahmouni, R Dolinski, S. Brindley, J. MacNaught,</i>
Officer present:	<i>K. Murray, Deputy Town Clerk A. Mulvany, Bookings and Venues Manager</i>
Also present:	<i>T Edwards – Brown Bag S Rolfe – Brown Bag</i>
Apologies:	<i>M. Green (Chairman)</i>

Councillor Rahmouni chaired the meeting in the absence of Councillor Green.

1. Declarations of Interest

There were no declarations of interest made by Members.

2. Update on Catering Operation

TE reported that he and SR would be spending more time in the Oakwood Centre in the coming weeks to progress the business. It was noted that weekend trade was picking up and that there was a good mix of clientele.

TE provided some information to the group on the proportions between food and drink sales and average customer spending.

TE asked if the Venues Assistants could help with setting out and putting away of outside tables and chairs particularly when the additional furniture arrives in the coming weeks. KM confirmed that the Centre staff would assist unless they are attending to client requirements elsewhere.

TE/SR reported that the Woodley 10k event had gone well and that they had been very busy catering for this on the Memorial Ground. This had been of more benefit in terms of raising Brown Bag's profile than in terms of income.

3. Marketing

TE reported that he was looking at the marketing of the coffee shop and had that they would be advertising in the other stores and updating the website. KM advised that the Council's Marketing/PR Coordinator would be contacting Brown Bag shortly to discuss the marketing strategy for the Centre and how this will link with the catering provision.

The potential for banner advertising along the shrub area on Headley Road was discussed, along with other signage opportunities. KM agreed that this could be considered as part of the marketing strategy for the Centre. KM reported that a new sign for the Centre was being designed and that this would include the Brown Bag logo.

4. Maintenance/equipment

TE reported that maintenance issues had been dealt with promptly.

ACTION:

KM to follow up on fridge seals and oven installation.

5. Customer Feedback

It was noted that customer feedback had been very positive including comments from the Citizens Awards reception and a large dinner event. TE reported that there is a suggestion box in the coffee shop and that responses received could be shared at future meetings.

ACTION:

TE/SR to provide customer feedback information to future meetings.

6. Performance Indicators

The performance indicators (**APPENDIX A**) were discussed and agreed by all to cover the areas of performance that the Partnership should be monitoring and reporting on. TE reported that Brown Bag have their own, more detailed indicators that fell within the broad headings on the list, and that these could be reported to future meetings.

ACTION:

TE/SR to provide performance information to future meetings.

KM to liaise with TE/SR regarding information required under the performance indicators relating to emergency evacuation and staff training.

7. Date of next meeting

Friday 17th June at 10am.

Meeting closed 11.30am

Catering Partnership KPIs

		Measurement	Review	
	Customer Service			
1	Uniformed, courteous staff.	Observation		
2	Respond to customer enquiries in a timely manner.	Customer comments		
3	Keep café clean and hygienic at all times.	Observation / inspection		
4	Keep café presentable and welcoming at all times.	Observation / inspection		
5	Serve café customers within an acceptable timescale.	Observation		
	Operational			
6	Operate the café in line with the operating hours of the Centre.	Observation		
7	Provide a high quality, varied café menu of food and drinks.	Observation, Customer comments		
8	Provide high quality catering services for business and social bookings.	Observation, Customer comments		
9	Attend weekly or as required meetings with Council Officers.	Partnership meetings		
10	Attend monthly meetings of the Catering Partnership.	Partnership meetings		
11	Pay invoices for rent in the required timescale.	Partnership meetings		
	Business Planning			
12	To actively market the café in partnership with the Council and seek opportunities for new business.	Partnership meetings		
13	To provide turnover information and targets to monthly Partnership Meetings.	Partnership meetings		
14	To provide a business plan for the catering operation.	Partnership meetings		
	Health & Safety			
15	Provide and maintain evacuation procedure and training for café staff.	Partnership meetings – procedure & evidence of staff training.		
16	Achieve and maintain a '5' hygiene rating with Environmental Health.	Partnership meetings		
17	Maintain good health & safety standards.	Report all accidents and hygiene inspections at Partnership meetings		

OAKWOOD CENTRE UPDATE

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To advise Members of current and planned marketing activities and operational issues relating to the Oakwood Centre.

Oakwood Centre Update

Staffing

A recruitment advert has been placed for a part time Venues Assistant to cover Monday evening and Saturday daytime shifts and provide some holiday cover. This is required due to increased bookings at the weekends and will be met from the existing staff budget for the Centre. This will also make the shift rota fairer for the other staff members who are currently working quite erratic shift patterns to meet the needs of the business. It will also free up one member of staff to assist the Administration Officer. It is expected that increased income from new bookings will be seen over the coming months to offset this additional staff cost.

Catering

Brown Bag have now catered for several high profile events in the centre including the Citizens Awards reception and a large formal dinner event. Very positive comments were received from these events. The Catering Partnership met on 20 May and a report from that meeting is included in the agenda for this meeting of the Committee.

Overall the coffee shop and catering function is performing very well and the catering partner has a clear target and business plan for increasing income. This will require an on-going partnership approach both operationally and in terms of marketing and this is being achieved through the weekly meetings with Officers, monthly meetings of the Catering Partnership and the expertise of the new Marketing/PR Coordinator.

Marketing

The new Marketing/PR Coordinator has started in post. She is focussing initially on the development of a marketing plan for the Oakwood Centre and is working closely with the Venues and Bookings Manager and Brown Bag to develop short term and longer term marketing activities.

The joint marketing of the Centre, the catering provision and coffee shop is essential and initial activities have included visiting local businesses in the Parkside Business Park with food samples and flyers showing what's on offer on the Centre. Progress will be reported to each meeting of the Strategy and Resources Committee.

The Council stall at the Carnival was also utilised to market the Centre and coffee shop.

Room Hire

Income from room hire is shown in **APPENDIX A**.

Regular Hirers lost since last report:

- After Park Run Yoga (Low uptake, may come back later in the year)

New Regular Hirers Since Last Report

- Children's Services
- Foster Care
- Alternative therapies

New one-off hirers

- Adoption
- Early years education
- Alternative therapies
- Computer training

Recommendations:

- ◆ **That Members note the information contained in the report.**

APPENDIX A

Hirer	Band	Apr-16		May-16		Jun-16		Jul-16		Aug-16		Sep-16		Oct-16		Nov-16		Dec-16		Jan-17		Feb-17		Mar-17			
		No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£		
Summary of Bookings																											
Type of Booking																											
Weddings	W	0	0.00	0	0.00	2	243.34	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Parties/Social Events	P	2	146.66	6	415.82	1	175.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Theatre	T	8	1073.75	5	425.42	1	140.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Public/National Orgs/Charities	O	59	2368.50	83	2994.93	45	1619.49	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Business	B	22	1273.15	19	1243.34	7	480.84	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Community Groups	C	16	381.26	14	345.84	4	89.58	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Miscellaneous	M	33	1138.74	33	1142.11	31	1022.12	3	76.67	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
		140	6382.06	160	6567.46	91	3770.37	3	76.67	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Cumulative Income																											
Weddings	W	0	0.00	0	0.00	2	243.34	2	243.34	2	243.34	2	243.34	2	243.34	2	243.34	2	243.34	2	243.34	2	243.34	2	243.34	2	243.34
Parties/Social Events	P	2	146.66	8	562.48	9	737.48	9	737.48	9	737.48	9	737.48	9	737.48	9	737.48	9	737.48	9	737.48	9	737.48	9	737.48	9	737.48
Theatre	T	8	1073.75	13	1499.17	14	1639.17	14	1639.17	14	1639.17	14	1639.17	14	1639.17	14	1639.17	14	1639.17	14	1639.17	14	1639.17	14	1639.17	14	1639.17
Public/National Orgs/Charities	O	59	2368.50	142	5363.43	187	6982.92	187	6982.92	187	6982.92	187	6982.92	187	6982.92	187	6982.92	187	6982.92	187	6982.92	187	6982.92	187	6982.92	187	6982.92
Business	B	22	1273.15	41	2516.49	48	2997.33	48	2997.33	48	2997.33	48	2997.33	48	2997.33	48	2997.33	48	2997.33	48	2997.33	48	2997.33	48	2997.33	48	2997.33
Community Groups	C	16	381.26	30	727.10	34	816.68	34	816.68	34	816.68	34	816.68	34	816.68	34	816.68	34	816.68	34	816.68	34	816.68	34	816.68	34	816.68
Miscellaneous	M	33	1138.74	66	2280.85	97	3302.97	100	3379.64	100	3379.64	100	3379.64	100	3379.64	100	3379.64	100	3379.64	100	3379.64	100	3379.64	100	3379.64	100	3379.64
		140	6382.06	300	12949.52	391	16719.89	394	16796.56	394	16796.56	394	16796.56	394	16796.56	394	16796.56	394	16796.56	394	16796.56	394	16796.56	394	16796.56	394	16796.56

Woodley Town Council

WOODLEY BOWLING CLUB - GROUNDRENT REVIEW

REPORT OF THE TOWN CLERK

Purpose of Report

To inform Members that the required review of the ground rent payable by Woodley Bowling Club under the terms of the lease agreement between the council and the club has been conducted and to seek approval for the new ground rent charge.

Background

The terms and charges for the use of the bowling green by Woodley Bowling Club and the ground rent payable for the site on which the club house was built are set out in a lease agreement between the club and the council signed in 1991.

Information

Under the lease terms the review dates for the ground rent payable are required to take place every five years from the date of the agreement. The last review took place in May 2011 and a further review is required this year.

The lease states that the revised rent agreed between the two parties should be a fair increase taking into account the rate of inflation generally recognised. The lease allows for the revised rent to be calculated using the increase in the Retail Price Index against a base figure as at April 1991. From 2011 the club has paid £616 per annum. Using the calculation set out in the agreement the annual rent payable from 2016 would be £684 per annum until the expiry of the lease in 2021.

A ground rent charge of £684 has been proposed to Woodley Bowling Club, with no response received as yet due to the short timescale. Members are asked to approve the proposed ground rent charge to Woodley Bowling Club, subject to the agreement of Woodley Bowling Club.

Resources

The income estimate of £6,333 for licence charges in the 2016/17 budget for the bowling green is slightly lower than the proposed increase, which would be £6,397 after applying the RPI increase and assuming that the green will be used for three non club matches (for which an additional charge is made).

Recommendation

- ◆ **That Members approve the revised annual groundrent charge of £684 to Woodley Bowling Club, as applied under the lease terms, subject to agreement by Woodley Bowling Club.**

WOODFORD PARK LAKE PROJECT

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To update Members on the progress of the refurbishment of Woodford Park Lake.

Project Plan

The project will be in 3 stages as follows;

Stage 1 - Project planning

Environmental surveys /silt/fish/plants/water quality
Design proposals
Cost estimates
Consultation

Stage 2 - Funding

Seek funding from available sources

Stage 3 - Implementation

Works to include:

Silt removal
Tree works
Planting
Seating
Path repairs
Timber edge repairs
Wildlife platform / deck
Information boards
Education Opportunities

£9,820 was allocated from the special projects earmarked reserve to fund stage one of the project and Landshape Design were appointed to carry out this work. (*S&R Committee 26/4/16 minute no. 88*).

Cost estimates for stage 3 of the project will be reported to the Strategy and Resources Committee with the project plan, once this is completed, and proposals for funding.

The first stage of works will be scientific surveys of silt and fish population and this is scheduled to take place in June. The work will be carried out by 5 Rivers Environmental Contracting and will include electrofishing to assess the fish population. This is a non-harmful and established scientific method, which involves a current being introduced to the water, which stuns the fish and causes them to swim towards a particular spot where they may be caught in a net. Appropriate permissions will be obtained from the Environment Agency for this work.

Volunteer Opportunities

Officers have been in contact with The Conservation Volunteers and Berkshire Biodiversity Action Team to explore the potential for volunteer work as part of the project. These groups have been involved in delivering environmental improvement projects including the construction of pond dipping platforms and waterway clearance work locally. They are keen to be involved and have a number of members who live in and around Woodley.

Recommendations:

- ◆ **That Members note the information contained in the report.**

WOODFORD PARK LEISURE CENTRE – FITNESS GYM

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To update Members on progress of the fitness gym project and seek permission to progress to the next stage of the project.

Background

The business case for the installation of a fitness gym in the area previously occupied by the Inn on the Park was presented and accepted at the last meeting of the Strategy and Resources Committee. (S&R 16/4/16 minute number 102).

Tender Process

A tender process will be required in relation to the leasing of gym equipment. The companies that we have already spoken with will be invited to tender and the documents will also be published on the government Contracts Finder website due to the likely contract value, which is expected to be in the region £60,000 (over a five year lease period).

It is proposed that the tender documents and specification be provided to Members of the Strategy and Resources Committee and the Woodford Park Leisure Centre Regeneration Task and Finish Group for comment prior to being published.

Refurbishment Works

Tenders for the building refurbishment works have been obtained and a contractor will be appointed once some further information requested has been received. The Maintenance Manager is meeting with flooring contractors to finalise the specification for quoting.

Planning Advice

Pre planning advice has now been received advising that the operation of a fitness gym would not constitute a change of use of the building and consequently will not require planning permission. Wokingham Borough Council has advised that the Town Council obtain a Certificate of Lawful Development in any case to formalise this.

Recommendations:

- ◆ **That Members agree to proceed with the tendering process for the provision of gym equipment subject to advance distribution of the documentation to Members of the Committee and the Woodford Park Leisure Centre Regeneration Task and Finish Group for comment.**

3G PITCH PROJECT

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To update Members on the progress of the 3G pitch at Woodford Park Leisure Centre.

Completion

The project is now complete and the pitch operational. Practical completion was achieved on 18 May with some minor snagging items to be addressed.

The formal opening of the pitch was held on Friday 3 June as part of a 'Festival of Football' and this was well attended. The festival will be an annual event and provides an opportunity to showcase the pitch and increase involvement and partnerships with local clubs and organisations.

Pre-opening conditions

Officers have met with the Football Foundation and FA to discuss the pre-opening conditions for the pitch, which are a requirement under the terms of the grant received from the Football Foundation.

These conditions include provision of the following:

- Football Development Plan
- Usage Plan
- Pricing Policy
- Partner Club Service Level Agreement
- Formation of a steering group to monitor and report on the above

All of the conditions had been met and the Leisure Services Committee has nominated three Members to sit on the steering group. This group will include representatives from Reading FC Community Trust, the FA and each of the partner clubs and will meet three times each year. The group will monitor and report on the development of football activities and the financial performance of the pitch in line with the documents listed above.

Maintenance Training

11 staff members from the Grounds, Maintenance and Leisure Teams attended a training course on the maintenance of 3G pitch surfaces on 9 June.

Resources

The final claim against the grant has been submitted to the Football Foundation and the final invoices have been received and processed. The final payment of the grant will include a retention amount, payable to the contractor at the end of the 12-month defects period. The table below shows the costs breakdown based on the final figures although these are subject to confirmation of the final grant amount from the Football Foundation.

Construction Works	£531,926
Contract Management & legal	£14,476
Project Total	£546,402
Grant (Football Foundation)	£277,200
Loan (Public Works Loan Board)	£255,000
Total Funded	£532,200
Remainder from earmarked reserve	£14,202

Recommendations:

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

Meeting of the WTCMI Management Committee held on Wednesday 13 April 2016, 6pm at the Oakwood Centre Woodley.

Present:

M Holmes - Chairman	J Wright - Woodley Resident
M Norris - Vice Chairman	M Millard - Woodley Resident
J Lherbier - Town Centre Manager	I Hills - Woodley Resident
Cllr K Baker - WBC Councillor	R Still - Woodley Trader – VibeZ dance
H Beilby - WTC Admin Officer	C Towse - PCSO
C Newman - Woodley Trader Brightons	N Shepherd - PCSO
T Kirkpatrick – Waitrose Manager	

Apologies: Cllr K Haines, C Lawley, S Smith, Cllr R Dolinski, L Grebol, R Vaz, H Scott, A Glover, A Nicholls.

The Town Centre Manager was thanked for his involvement with the collapse of the scaffolding, who in turn thanked all those involved and advised the details could be found in his report (appendix 6).

Minutes of the WTCMI meeting held on 27 January 2016

Abandoned Waitrose trollies – T Kirkpatrick advised it was unlikely Waitrose would be prepared to bare the

cost of implementing a coin system. Two partners were employed solely to collect abandoned trollies from around the town centre and the four local car parks, but due to the lone worker policy they were unable to go further. However, the store does hire someone on a monthly basis to pick up those trollies abandoned further afield and make every effort to collect those that are reported.

CCTV cameras – The Town Centre Manager wrote to Bob France 18 February 2016, but has not received a reply.

PCSO C Towse to email his PA and Cllr K Baker hoping to speak with him tomorrow.

Car park charges – Cllr K Baker advised that the WBC Scrutiny Panel accepted the proposal which WTCMI had put forward, however 5 WBC Councillors requested a 'Call In' as they believed the meeting was flawed and required confirmation that it had been handled correctly. This will delay the outcome, but there will be no change to car park charges until the panel meet again. Cllr Baker will ensure the Town Centre Manager is kept updated.

Unightly private outbuildings/garages in car park near the rear of Nat West Bank – the Town Centre Manager has a meeting with WBC Officer Andrew Nicholls arranged to discuss the matter. However, as the buildings are private property, unless health & safety issues are found there may be little that can be done.

Questions through the chair

Car Boot Sale - M Millard was concerned that new items were being sold at the car boot sales which he felt was against regulations and unfair on traders in the town centre who pay rates. The Town Centre Manager replied that the major concerns were drugs and alcohol, but said he would look into this matter, and the police agreed with him.

Proposed public toilet – Woodley Town Council Clerk D Mander and WBC have inspected the site at the Crockhamwell Road car park, chosen for the convenience of those at the south end of the town centre. Due to a manhole cover / access point, the site will need to be moved into a 3rd parking spot with a one off payment agreed with WBC of £35,000.00.

However, there is a possibility that the facility can be sited outside of the car park, avoiding the issue with the manhole cover and a saving of the £35,000.00. Engineers are looking at the possibilities and WBC to confirm their agreement, with a view for work to be completed by the end of the year.

M Norris was concerned that residents and shoppers were unaware that the doctor's surgery in Library Parade was also part of the local loo scheme, as they refuse to display a sign. Could the pay machines in car parks advise of the locations? Cllr K Baker stated that he would look into this but also confirmed that part of the advertising mushroom in the centre of the town centre would, in future, promote the local loo scheme in the form of a map showing these locations, along with the shops in the centre.

Security in Town Centre

PCSO C Towse reported that there have been more cycle thefts and reiterated that people should be reminded to lock their bikes, even if they're only away for a few minutes. There is an on going investigation into this matter and they hope to have an update at the next meeting.

It was suggested that perhaps the local PCSO's could provide an opportunity in the town centre to inform people that these thefts are happening and that they must lock up their bikes. PCSO C Towse agreed to speak with the Town Centre Manager to discuss this suggestion.

There are still reports of purses being stolen from handbags and shoppers should be reminded to keep their handbags zipped up. It was suggested that tannoy calls in stores could be used, reminding customers to do so.

Stopwatch works well if everyone uses it in the proper manner, but it is very important that any incidents be reported to the Police by telephoning 101 and obtaining a crime number. The Police then know what is happening and will also reflect the true crime figures. PCSO N Shepherd agreed that the signal was limited if they were away from the town centre but this was being looked into.

It was noted that there had been a number of shoplifting incidents which had been followed by arrests.

It was also reported that Court proceedings took place in respect of criminal damage caused at what was the Jazzi Chicken shop. As a result, a young person has been referred to the Youth Offender Service, received a prohibition order to be banned from the north end of the town centre until 16 September 2016, and was also ordered to pay compensation to the victim.

Chair M Holmes thanked the PCSOs for all the work they do.

Budget & Financial Reports (Agenda item 5)

The Town Centre Manager presented the Financial Report, which is to be submitted for auditing in May.

The Town Centre Manager thanked the traders, Wokingham Borough Council and Woodley Town Council for their contributions but was disappointed that more traders had not contributed financially or by attending the meetings.

However, the TCMI is working well and able to provide some of the nicer things such as hanging baskets, planters and Christmas lights in the town centre.

It was noted that more had been spent in the budget due to the new Christmas lights, which had been approved at meeting in October.

Cllr K Baker questioned why the Car Boot income was less than expected. The Town Centre Manager advised this was due to competition with many other car boots in the vicinity, such as local schools and the operator had found it difficult to pay the full rent which had been reduced by half. Cllr K Baker was concerned that a 50% cut was quite significant and it was agreed that the Town Centre Manager would provide further information at the next Executive Sub Committee meeting.

Resident I Hills suggested perhaps branching out into something different e.g a food fair, however, the TCM explained that this would take a lot of time and money, which was not available.

The Town Centre has become busier on Sundays due to the car boot sales and it was agreed that smaller, regular events were the most cost effective with less risk of any losses. Chair M Holmes thanked the Town Centre Manager for all he had done in last few months.

New Budget Proposal 2016/17

The new Budget Proposal was noted and agreed.

Town Centre Managers Report (Agenda Item 6)

The Town Centre Manager presented his report with the following additions:

Greggs - are to undertake a 10-day refurbishment in June with proposed outside seating.

Costa Coffee - are reinstalling their damaged outside central area. There have been some complaints regarding their outside furniture remaining in the town centre overnight, however Costa have agreed that this will be taken in at close of business.

There was some concern that outside furniture could be a possible hazard but the Town Centre Manger and

J Wright commented that it is important to make the Centre attractive, and that such seating is inviting and therefore an advantage.

Cargo - Anytime Fitness have applied for planning permission.

Fabric Warehouse – Peacocks have shown interest in this now vacant property.

The Town Centre Manager is to arrange this year's hanging baskets and we will be entering Berkshire in Bloom Competition once again this year.

Cllr K Baker agreed to provide the backdated figures for the car parks, which will be received on a monthly basis in future.

North End Town Improvements

Cllr K Baker confirmed that the Terms of Tender were now confirmed and the next step is for the architects to work on these along with input from the Town Centre Manager on practicalities and various groups to review.

It was suggested that it would be a nice idea to install a plaque stating the WTCMI's contribution of £40,000 and the Mary Portas £10,000 grant to the regeneration of the Town Centre.

The meeting closed at 7.40

Dates of next Management Committee Meetings 2016:

Wednesday 6 July 2016 & Wednesday 26 October 2016

Woodley Town Council - Projects for External Funding

		Est Project Cost	Comment
Priority Projects			
Woodford Park Leisure Centre	Regeneration	1m - 5m	Currently investigating options for regeneration and potential funding. Project may include fitness gym, dance studio, sports hall extension, refreshments area, indoor play.
Woodford Park Lake	Desilt, path repair, redesign,	100,000	Project to include desilting, new planting design, reed beds, biodiversity assessment, path repairs/replacement, timber edge repairs/replacement. Significant cost associated with removal of silt. May be possible to reuse some on site. Project plan required.
Woodley Precinct	North End Regeneration	100,000 - 300,000	Project currently being developed - Project will be led by WBC with WTC and WTCMI as project partners. Funding from WTCMI and Section 106

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Woodley Town Council Premises/Property

Malone Park	Upgrade Play Equipment	50,000 - 100,000	Some new equipment installed in 2014. Several items approx 30 years old but in servicable condition
Memorial Ground	Upgrade Play Equipment	50,000 - 100,000	All equipment approx 30 years old but in servicable condition
Wheble Drive	Upgrade Play Equipment	20,000	Limited equipment at this site - x1
Woodford Park	Development of Youth area in Woodford Park	not known	Potential for new or refurbished youth shelter. Additional street art walls.
Woodford Park	Lighting, refurbishment of pathways, entrance/access improvements	50,000 - 100,000	General improvements to park infrastructure

Wider Woodley Projects - (for consideration by Community Services Committee)

Southlake Crescent Amenity project	Multi use gym project for residents in Southlake Crescent/Hearn Road area	16,000	Wokingham Borough Council
Kingfisher Drive	Outdoor fitness equipment for open ground adjacent to play area at Kingfisher Drive	16000	Wokingham Borough Council
Spitfire Way	Pedestrian crossing installation for new build residence to cross road for Drs, schools and shops	50,000	Wokingham Borough Council
Headley Road	Pedestrian crossing installation or equivalent outside the Oakwood Centre	50,000	Wokingham Borough Council
Howth Drive	Pedestrian crossing installation as near as possible to Bader Court	50,000	Wokingham Borough Council
Colemans Moor Road	Traffic calming	Not known	Wokingham Borough Council
Howth Drive	Remove ruined grass verges and replace them with large parking bays	Not known	Wokingham Borough Council
Kingfisher Drive	Remove ruined grass verges and replace them with large parking bays	Not known	Wokingham Borough Council
Woodwaye	Improved lighting. This is used as a cut through at night, residents have asked for better lighting which would make them feel safer	Not known	Wokingham Borough Council
Ashenbury Park	BMX track	Not known	Wokingham Borough Council