

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

Councillors: K. Charles Bey; Y. Edwards; D. Errawalla; M. Firmager; K. Gilder;
R. Horskins; C. Jewell; M. Kennedy; V. Lewis; D. Smith;

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 6 June 2023, at which your attendance is requested.

The Town Council reserves the right to record and broadcast this meeting. Anybody attending the meeting will, by virtue, consent to having their image and audio recorded for this purpose.



Kevin Murray
Deputy Town Clerk

AGENDA

1. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**
To appoint the Chairman and Vice Chairman of the Leisure Services Committee for the 2023/24 municipal year.
2. **APOLOGIES**
3. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members on agenda items.
4. **MINUTES OF THE MEETING HELD ON 11 APRIL 2023**
To approve the minutes of the meeting of the Leisure Services Committee held on 11 April 2023 and for the Chairman to sign them as a true and accurate record. *(These minutes were provided in the Full Council agenda of 16 May 2023.)*
5. **BUDGETARY CONTROL**
To note **Report No. LS 10/23.**

6. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**
To receive **Report No. LS 11/23.** Page 5
7. **PARKS AND BUILDINGS**
To receive **Report No. LS 12/23.** Page 7
8. **ALLOTMENTS TASK & FINISH WORKING GROUP**
To considering forming an Allotments Task & Finish Working Group to review the current Allotments tenancy agreement and make recommendations, as necessary, to the Leisure Services Committee regarding any potential changes. The proposed terms of reference are included at **Appendix 8.** Page 10
9. **YOUTH SERVICES**
To receive a verbal update from the Deputy Town Clerk on the current position relating to the procurement of a new Youth Services provider.
10. **FUTURE AGENDA ITEMS**
To propose future agenda items for the Committee's consideration.
11. **PUBLICITY & WEBSITE**
To consider which items to publicise.

LEISURE SERVICES COMMITTEE

BUDGETARY CONTROL

2023/24
Actual Exp

Report No. LS 10/23

EXPENDITURE

Revised Budget
2023/24Actual Exp
as at
30/04/2022Actual Exp
as at
30/04/2023Actual Exp
as % of
Budget

Woodford Park LC & 3G pitch	438,369	26,683	27,286	6%	
Grounds Maintenance	48,323	1,211	1,818	4%	
Football	22,710	1,196	3,474	15%	
Cricket	14,655	598	854	6%	
Bowling Green	14,655	598	854	6%	
Woodford Park	48,540	4,131	4,130	9%	
Memorial Ground	0	0	0	0%	
Garden of Remembrance	8,403	568	569	7%	
Play areas and open spaces	15,975	855	1,081	7%	
Coronation Hall	36,032	1,792	1,830	5%	
Chapel Hall	26,838	1,108	1,288	5%	
Allotments	22,550	714	646	3%	
Amenities	5,891	306	-344	-6%	Accrual re energy charges
Events	15,655	138	1,967	13%	
Public toilet	4,221	165	266	6%	
Youth Services	35,000	0	0	0%	

TOTAL	757,817	40,063	45,719	6%	
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Month 1
8%

INCOME	Revised Budget 2023/24	Actual Inc as at 30/04/2022	Actual Inc as at 30/04/2023	Actual Inc as % of Budget
Woodford Park LC & 3G pitch	373,329	54,493	47,690	13%
Grounds Maintenance	430	0	72	17%
Football	9,390	3,014	762	8%
Cricket	5,900	1,925	0	0%
Bowling Green	7,966	0	0	0%
Woodford Park	6,756	0	521	8%
Memorial Ground	0	0	0	0%
Garden of Remembrance	1,300	457	138	11%
Play areas and open spaces	0	0	0	0%
Coronation Hall	35,000	7,463	6,214	18%
Chapel Hall	30,000	7,164	2,631	9%
Allotments	14,665	324	0	0%
Amenities	0	0	0	0%
Events	0	0	0	0%
Public toilet	500	0	0	0%
Youth Services	0	0	0	0%
TOTAL	485,236	74,840	58,028	12%

Advance payments in April 2022

**Month 1
8%**

NET	272,581	-34,777	-12,309	-5%
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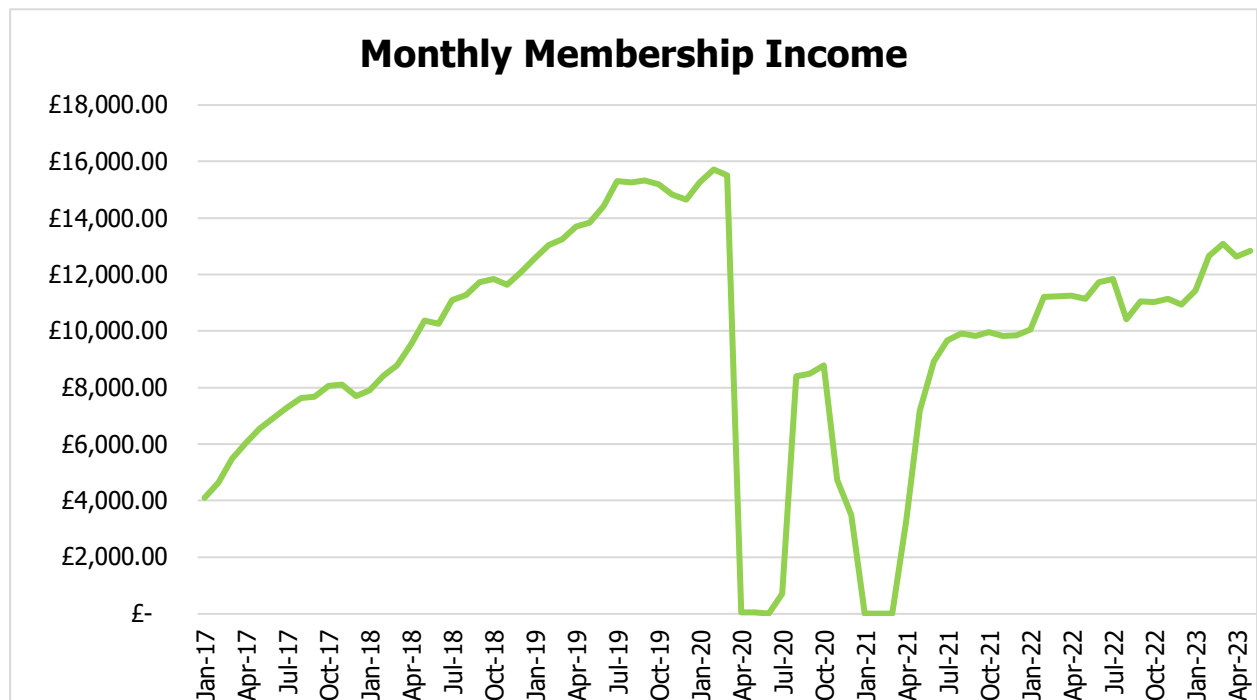
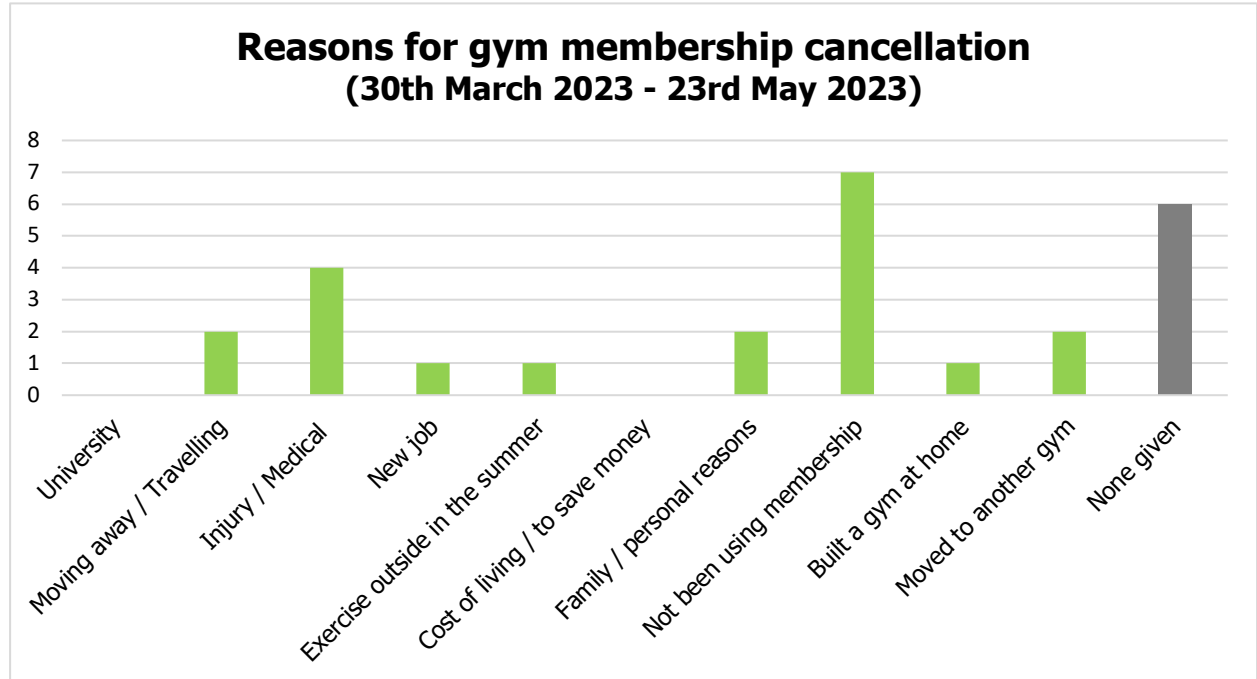
WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES

REPORT OF THE LEISURE SERVICES MANAGER

PURPOSE OF REPORT

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

The Gym on the Park



Woodford Park Leisure Centre

Family Racket Attack

Throughout the school holidays Woodford Park Leisure Centre runs a promotional offer allowing families to play badminton, tennis or table tennis for £1.00 per person per hour. Courts and tables can be booked from 9:00am until 5:00pm and the offer is valid so long as at least one person aged 18 years or younger is taking part in the booking.

A total of 263 individual transactions were recorded through the Easter holidays for Family Racket Attack (239 badminton, 16 table tennis and 8 tennis).

Paddling Pool

At the time of writing this report the free to use and extremely popular paddling pool at Woodford Park Leisure Centre is scheduled to be open to the public from Saturday 27th May.

Bar any maintenance, weather or water contamination issues the pool will then be open every day through the summer with a predicted closing date of Sunday 10th September.

Woodley Schools Sports Week

Woodford Park Leisure Centre hosted five of the annual Woodley Schools' Sports Week events through the week of 23rd May.

Particular highlights were the opening ceremony Dance Festival which saw six local schools perform routines based around movies of their choice and the Kwik Cricket Tournament which had a record 140 children taken part from eight local schools (80 boys and 60 girls).

3G Pitch Goal Repairs

The Town Council maintenance team have started to make repairs to the 9-a-side football goals on the 3G Pitch that are now showing major signs of wear and tear (the goals are approximately 7 years old). New goal nets have also been ordered.

Woodley Carnival

A small team from Woodford Park Leisure Centre will be at Woodley Carnival on Saturday 10th June. The team will run a small fitness-based competition with the winners receiving six months of free gym membership. Promotional flyers will also be handed out with a voucher for a reduced membership rate for Carnival Day only.

RECOMMENDATIONS

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

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

Paddling Pool

The pool was prepared for opening on 27 May.

3G Goals

The Amenities Team have made modifications to the larger mobile goals to avoid further damage to the wheel mechanisms, caused through regular wear and tear, and to increase the life of the goals. Replacement goals are in the region of £3,000 per unit. If successful the smaller goals will be modified in the same way.

Waste Contract

A new waste contract will commence in June, servicing the leisure centre and Oakwood Centre.

Woodford Park

Woodley Carnival

The Amenities Team are preparing the ground for Woodley Carnival on Saturday 10 June. The new play area will have additional fencing protection this year to ensure safety and avoid potential vehicle damage to equipment.

Bowls Green

The new irrigation system has been installed and is operational. The green has not yet recovered from the damage sustained during the very hot weather last year. Officers have sought additional professional advice and are following a regime provided by the greenkeeper from Wantage Bowls Club, who is also the Grounds Management Association Green Keeper of the Year. It is anticipated that this new regime, which takes into account the condition and makeup of the soil, will result in a better quality and more resilient fine turf green going forwards into next season.

Grass cutting

The large mound, on the left of the driveway up to the leisure centre, has historically been cut using the tractor drawn cutting deck. The current regulations allow for only a 15-degree cutting slope which places limitations on the area of the mound that can be machine cut. The cutting regime this year will involve leaving an area uncut through the year, with the lower areas and the top still cut in the same way. This will allow for continued access to the top of the mound, whilst creating a wild area on some of the slopes with cut pathways between.

ROSPA inspections

The annual independent safety inspections on all play areas have been carried out. No high-risk items were identified and routine minor items are being addressed.

Memorial Seating and trees

2 new memorial benches have been installed and 1 new memorial tree planted.

Living Wall

A living wall has been created by the Amenities Team to commemorate the coronation of His Majesty Charles III. The wall contains 288 plants of different varieties and reflects the Kings focus on environmental issues.

Street Lighting

Two lamp columns along the footpath from Coronation Hall are still awaiting repair. They have been inspected and a purchase order placed for the work, under an arrangement with a new service provider.

Picnic in the Park

The Picnic in the Park event was held on 7 May as part of the coronation celebrations taking place across the country. The aim was to provide a simple event, with entertainment, and the opportunity for people to take part in a social celebration. The event was very well attended, with an estimated 2000 people attending through the afternoon, and ran extremely well with the support of the office and amenities staff team on hand throughout the day.

VAT on leisure provision

As reported to the last meeting of the committee, following a recent court ruling, HMRC has conceded that charges for local authority sports facilities falls outside the scope for VAT. This affects most bookings at the leisure centre and associated facilities. The charges agreed by the Council for 2023/24 were, as in previous years, gross charges based on the affordability to the customer and in comparison with other providers.

Officers have looked in detail at the implications for individual hirers, which differ depending on the status of the hirer, the activity being undertaken and the way in which bookings are made. Officers have obtained advice on this through HALC (Hampshire Association of Local Councils) on some specific issues.

The approach being followed, as reported previously, is to continue with the Council's previously approved charges for 2023/24, whilst providing a block booking discount to regular hirers who previously benefitted from a block booking VAT exemption. Future charging will be considered when the Council reviews the charges for 2024/25, in the context of how the VAT changes impact leisure income, whilst also considering the cost to customers, comparable to other providers in the area.

The Council may be able to claim back VAT paid to HMRC in relation to sports provision, going back four years. The Council's accountants are calculating partial exemption figures for each quarter of that period to submit claims as appropriate. The amount that may be reclaimable has not yet been calculated and Members will be updated as this progresses.

Bins

We are trialing some new style litter bins, with larger capacities and lids, to help manage increased waste in the park.

Community Halls

Some water ingress occurred at Coronation Hall during torrential rain and some minor ceiling damage repaired. Downpipe clearance and investigation of drainage blockages has been carried out.

Allotments

Works are continuing to repair and re-level water troughs across the site. Brambles have been cleared from the area inside the gate in order to assess the potential for alleviating regular flooding in that area. This is currently being considered. Officers continue to meet with the Tenants Committee and plot inspections are scheduled from June onwards. Potential costs of an additional toilet on site are being assessed with a view to this being added to the projects list for funding later in the year.

Recommendations

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

ALLOTMENTS TASK AND FINISH WORKING GROUP

VERSION	DATE	AMENDED?	COMMENTS
0.1	24.05.23	No	Original Draft

1. TYPE OF COMMITTEE => Task and Finish Working Group

2. PARENT COMMITTEE => Leisure Services Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. YES

4. SIZE => 4 Councillors;

5. DUTIES AND POWERS

5.1 OVERALL PURPOSE

a. To review the existing allotments tenancy agreement and make a recommendation to the Leisure Services Committee regarding any proposed changes.

5.2 MEETINGS

a. Meetings of the working party shall take place as and when required until the task has been completed, or where no meeting has occurred in a 6 month period.

b. Officers will attend the meetings of the working party.

c. Meetings will take place virtually.

5.3 TERMS OF OPERATION

a. To review the current allotments tenancy agreement and consider any updates or amendment which may be required.

b. To make a recommendation to the Leisure Services Committee regarding any changes to the allotments tenancy agreement.