



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

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To: **Members of the Leisure Services Committee**  
Councillors: D. Stares (Chairman); D. Bragg; K. Gilder; M. Green; A. Heap;  
S. Rahmouni; R. Skegg; B. Soane; A. Swaddle.

**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 3 September 2019, at which your attendance is requested.**

Kevin Murray  
Deputy Town Clerk

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## **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 4 JUNE 2019**  
To approve the minutes of the meeting of the Leisure Services Committee held on 4 June 2019 and for the Chairman to sign them as a true and accurate record. *(These minutes were provided in the Full Council agenda of 25 June 2019.)*
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 15/19** of the Community Youth Partnership meeting held on 28 August 2019. (Report to follow.)
6. **BUDGETARY CONTROL**  
To note **Report No. LS 16/19.** Page 6
7. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**  
To receive **Report No. LS 17/19.** Page 8

8. **PARKS AND BUILDINGS**  
To receive **Report No. LS 18/19**.

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9. **ENCOURAGEMENT OF WILDLIFE IN WOODLEY**  
Members to discuss provision for the encouragement of wildlife in Woodley.

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

11. **PUBLICITY & WEBSITE**  
To consider which items to publicise.

## JAC Report June to August 2019

### Detached youth work.

Throughout the month of June we engaged with a lot of young people including a large number at the Woodley Carnival. The Carnival atmosphere seemed calmer than previous years and even different groups of YP seemed more relaxed to be socializing near each other. Many YP initiated conversations with us and others responded positively and openly when we approached them. They seemed to be enjoying themselves in responsible ways. Nevertheless, we did speak to a large group in year 9 (13/14) and consoled one of them after he had badly injured himself in one of the play parks. Throughout the month lots of conversations were related to their GCSE tests. We listened to their struggles and/or fears and gently encouraged them through this challenging period. As well as helping them release emotional pressure, we encouraged physical release by offering games of football or basketball/netball (normally at Woodford or Sandford Park).

As we moved into July there was excitement about their upcoming summer holidays, talk was about the family/friends trips that they were anticipating or enjoyably experiences already had. By the end of July and through the most of August it was much quieter giving us opportunities to have longer and more in depth conversations with some small groups. A few YP expressed a nervousness about going back to year 11 and we were able to help them reflect on what was causing this and looked at various ways to overcome their feelings. Following on from the anxiety workshops and this continuing trend we will be meeting with School Heads once school returns about how we can be more proactive in helping schools with this issue.

By the end of August numbers started to increase again (around 25 YP throughout Woodley on Friday 23<sup>rd</sup> August) as many of the YP returned from holidays and were reconnecting with friends on a larger scale at parks and shopping centres before their return to school.

### Lodden Mead.

Two artists known to Artistic - Endless and My Dog Sighs - have been approached and are keen to be part of this project, for further information see [www.endlesstheartist.com/artwork](http://www.endlesstheartist.com/artwork) [www.mydogsighs.co.uk](http://www.mydogsighs.co.uk)

Artistic have also made contact with the street artists who are currently painting the pillars with the view to get them involved also. Once the new academic year starts we will approach 6<sup>th</sup> form art departments about getting them on board too. We are waiting for confirmation from the artists about possible dates between 16 September and 31 October to carry out the art work on the pillars, once confirmed we will publicise amongst young people on the streets. The art work will probably be done in at least two phases alongside further discussions about ideas and planning the parkour area. We would like to request £500 for materials from the budget set aside by the Leisure Services Committee.

The JAC coffee van will be available for sessions and act as a meeting hub during this time.



### 21<sup>st</sup> Celebrations

JAC has run successful fundraising and publicity events on or close to the 21<sup>st</sup> of each month this year to celebrate our 21<sup>st</sup> birthday, including a games night, pottery evening, fun day at Rehoboth Farm, teddy bear's picnic in August. Still to come is a Crystal Maze event on 21 September, Stargazing and bonfire on 21 October and the big fundraiser a Charity Ball 22 November. For further details check our web site or FB page.

JAC's summer edition of Just Magazine has articles from staff and volunteers and testimonies from parents about the impact of our work with their children – check it out at <https://www.jacoutreach.org/Pages/News>. Our Annual Report of Key Areas of Work 2018-19 is also on our web site at <https://www.jacoutreach.org/reports-and-policy> the full version including accounts will be posted once accounts have been examined and approved.

JAC's mission statement is 'To walk alongside young people and families, showing love and acceptance according to Christian principles, encouraging brave and positive choices.' We walk alongside young people and families without prejudice, being all inclusive of all people regardless of labels put on by society, we aim to show love and acceptance of all people by 'loving our neighbour as ourselves' Matthew 19 v. 19. The work of JAC has been borne out of a desire to serve God in our community and our Christian faith is enabling us to carry out this work above and beyond our human abilities.

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<b>EXPENDITURE</b>	<b>Budget 2019/20</b>	<b>Actual Exp as at 31/7/18</b>	<b>Actual Exp as at 31/7/19</b>	<b>Actual Exp as % of Budget</b>	<b>Information</b>
<b>Woodford Park LC &amp; 3G pitch</b>	383381	117157	122864	32.0	Coaching, rates, water rates, certification, repairs, fire equipment, washroom costs, waste, repairs and vending costs over 33%. All other costs under.
<b>Grounds Maintenance</b>	31126	8838	9714	31.2	Uniform/protective clothing, water rates, cleaning supplies, phone, repairs & equipment over 33%, all other costs under.
<b>Football</b>	21743	5079	6238	28.7	No expenditure yet on horticultural supplies or equipment.
<b>Cricket</b>	11647	3021	3865	33.2	Water rates higher than anticipated, other costs under 33%.
<b>Bowling Green</b>	13993	3827	4573	32.7	Water rates higher than anticipated, other costs under 33%.
<b>Woodford Park</b>	34757	10472	12029	34.6	Water rates, repairs play equipment and tournament expenditure over 33%, all other costs under.
<b>Memorial Ground</b>	10017	2882	3088	30.8	No expenditure yet on horticultural supplies or play equipment.
<b>Garden of Remembrance</b>	8575	2193	2240	26.1	Low expenditure on horticultural supplies and inscription costs.
<b>Play areas and open spaces</b>	15280	4506	4469	29.2	Play equipment expenditure over 33%, all other costs under.
<b>Coronation Hall</b>	29000	9126	9530	32.9	Staff, rates, cleaning, washroom and certification costs over 33%, all other costs under.
<b>Chapel Hall</b>	20165	6208	6615	32.8	Rates, washroom, repairs and certification over 33%, all other costs under.
<b>Allotments</b>	19399	6877	8033	41.4	Water rates, lease payment and repairs over 33%, all other costs under.
<b>Amenities</b>	6571	1598	1498	22.8	No expenditure on repairs, low expenditure on amenity repairs. Two quarters of street lighting paid.
<b>Events</b>	7503	3544	4133	55.1	Woodley Carnival contribution paid, all other costs under 33%.
<b>Public toilet</b>	10718	0	582	5.4	Cleaning, fuel and rates payable following opening of toilet in June. All costs under 33%.
<b>Youth Services</b>	28565	12374	12676	44.4	Two quarterly payments made to Just Around the Corner charity, in advance.
<b>TOTAL</b>	<b>652440</b>	<b>197702</b>	<b>212147</b>	<b>32.5</b>	
<b>Month 4 - 33%</b>					

<b>INCOME</b>	<b>Budget 2019/20</b>	<b>Actual Inc as at 31/7/18</b>	<b>Actual Inc as at 31/7/19</b>	<b>Actual Inc as % of Budget</b>	<b>Information</b>
<b>Woodford Park LC &amp; 3G pitch</b>	372279	141992	162998	43.8	All income streams over 33%, apart from 3G Pitch income and Healthy Habit card sales.
<b>Grounds Maintenance</b>	500	199	274	54.8	Grass cutting charges to Earley Town Council in respect of Bulmershe Park.
<b>Football</b>	5075	886	1215	23.9	End of football season income.
<b>Cricket</b>	2455	2571	1881	76.6	Cricket season underway.
<b>Bowling Green</b>	7919	7294	7584	95.8	Licence and ground rent agreement with Woodley Bowls Club paid in full.
<b>Woodford Park Memorial Ground</b>	6750	3091	1945	28.8	Income from fairs/waiting day rent.
<b>Garden of Remembrance</b>	118	115	118	100.0	Hire by Carinival Committee.
<b>Play areas and open spaces</b>	1100	683	120	10.9	Demand led.
<b>Coronation Hall</b>	0	0	0	0.0	
<b>Chapel Hall</b>	34000	15287	13535	39.8	Income in advance.
<b>Allotments</b>	35000	12935	12847	36.7	Income in advance.
<b>Amenities</b>	12252	249	177	1.4	New allotment tenants.
<b>Events</b>	0	0	0	0.0	
<b>Public toilet</b>	0	0	0	0.0	
<b>Youth Services</b>	1460	0	63	4.3	Toilet opened in June 2019.
<b>TOTAL</b>	<b>478908</b>	<b>185302</b>	<b>202757</b>	<b>42.3</b>	
<b>NET</b>	<b>173532</b>	<b>12400</b>	<b>9390</b>	<b>-9.8</b>	
<b>Month 4 - 33%</b>					

## **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**

### **REPORT OF THE LEISURE SERVICES MANAGER**

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#### **PURPOSE OF REPORT**

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

#### **SPORTS DEVELOPMENTS AND EVENTS**

##### **Wildlife Trust**

Have booked four dates across September and November at Woodford Park Leisure Centre to raise awareness for their charity. The Trust will have a small stall in reception and talk to gym members and members of the public who visit the Centre.

##### **Community Events**

Over the summer we hosted a number of social events for local community groups and charities. This included two soft ball cricket tournaments where all funds raised were donated to a charity called "The New Beginning" who help provide food and shelter to the homeless. These events were also featured in the Wokingham Paper.

#### **WOODFORD PARK LEISURE CENTRE**

##### **BBC Radio Berkshire**

The Centre featured on BBC Radio Berkshire's "things to do this summer" in late July in the form of a radio interview. The main topics discussed were the paddling pool and children's holiday camp programme.

##### **Holiday Camps**

The summer camps have been quieter than previous years with a number of activities cancelled due to low numbers (particularly sessions that were due to run in the afternoons). However, a number of camps were also full and a new Sports Officer has taken over the running of holiday camps for October half-term and all future school holidays.

##### **Family Racket Attack & 3G £2 Turn Up**

The £1 per person per hour offer for families to play badminton, tennis or table tennis over the summer holidays has been popular, with 447 uses so far (up to 28<sup>th</sup> August) and badminton being particularly popular. We were also visited by 522 under 16's taking advantage of the £2 per person per hour turn up offer for the 3G pitch.

##### **Paddling Pool**

The changing weather has meant that the paddling pool has been quieter than previous years, however this has also meant that the pool has been open all but two days of the summer. The water quality has also been kept to a high standard as a result of the lower usage.

##### **Building Work / Reception**

Work to renovate the reception area and convert the old ladies toilets into an office has been completed. In addition, the IT setup at the centre has been dramatically improved as well as the working conditions for staff. The new reception should be open in September, following which, work to renovate the remaining back office will begin. When completed, the number of work stations for staff will have been doubled and the customer experience will be greatly improved.



### **Staff Changes**

Following the resignation of one of the three Sports Officers, there have been some significant changes to the staffing structure at the Centre. The two remaining Sports Officers have been handed more responsibility and the third position has been erased and replaced by a full-time Duty Manager position. The new role will have more responsibility for cleaning and manual tasks, leaving the Sports Officers more time to plan and promote new income generating activities for the Centre.

We are also currently searching for a new part-time receptionist and have increased the hours of two admin officers following an increased workload at the Centre.

### **Pulse Football Academy**

September will see the launch of a new booking at the Centre in the form of an educational football academy for 16 - 18 year olds. The academy will hire the 3G pitch four days per week during the day time, as well as some indoor classroom space and the occasional midweek grass pitch.

### **Woodley Netball**

We have teamed up with Woodley Netball Club to run a new after school session with the aim of encouraging more girls to take up playing netball. The session will hopefully act as a feeder session and link directly into the Club. Sessions start in late September.

## **RECOMMENDATIONS**

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

## **PARKS AND BUILDINGS**

### **REPORT OF THE DEPUTY TOWN CLERK**

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#### **Purpose of Report**

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

#### **Woodford Park Leisure Centre**

##### Reception

The first phase of refurbishment of the reception area has been completed – with a new back office, flooring, reception desk area and IT equipment. The Sports Officers office will be refurbished by the Maintenance Team in the coming weeks. The exterior sign will also be replaced.

##### Roof works

Works to replace the flat roofing above the reception, changing rooms and Optalis office areas is scheduled to start on 16 September. This work is to replace the roofing that was installed in 2018 to an unsatisfactory standard. This work will be carried out at no cost to the Council and will be independently tested and inspected on completion to ensure a high standard.

#### **Woodford Park**

##### Seats

Two new memorial seats have been installed in the park – replacing old seats that were in poor condition.

##### Rotary Garden

The Rotary Club has funding for the creation of a rose bed in the Rotary Garden. The area is being prepared by the Grounds Team and rose shrubs will be purchased using the Rotary funding to get the project started. Residents will then be able to purchase a rose to be placed in the garden, along with a memorial plaque. The Grounds Team will maintain the bed going forwards.

##### Lake Regeneration Project

The contracted works to repair and resurface the footpath around the lake will take place between 2 - 13 September. The work will be carried out in two phases in order to maintain a pedestrian route around the lake.

The Grounds Team is working to install a hogging path along the northern bank and will be reinstating the low level fencing at the eastern end of the lake.

##### Friends of Woodford Park

Officers continue to meet bi-monthly with the Friends of Woodford Park Committee.

##### Community Fun Day

The Community Fun Day event took place on 11 August and attracted many visitors to Woodford Park, to enjoy a picnic and the activities that were provided. The event included farm animals, reptiles, dancers, circus skills and vehicles from the emergency services. This free community event was to mark the centenary of the Memorial Ground.

### Green Flag Award

Woodford Park was awarded Green Flag status in July for the second year. Woodford Park remains the only park in Wokingham Borough to have achieved this award for exceptional standards of upkeep, facilities and community involvement.

### Funfairs & Circus

Monty Hammonds Funfair will be opening over 3 weekends from 28 September.

The Circus Starr childrens charity circus will be on site 19/20 October. Circus Starr provide free tickets to local families of disabled or disadvantaged children through a network of schools, hospitals, hospices and charities.

### **Electronic Communications Apparatus**

The Council has received notification of a proposal to install electronic communication apparatus in an area of Woodford Park. The Electronics Communications Code which forms part of the Digital Economy Act 2017, affords communications companies the legal right to acquire land for the purposes of installing communications infrastructure. Landowners are consulted and a formal agreement put in place, however communications companies can apply to the courts where agreement cannot be reached or permission is not granted by the landowner. The Electronics Communications Code also governs the terms of the agreement for use of the land including the rental amount – which is based on the value of the land to the landowner, rather than the value of the site to the operator.

Officers are arranging a site visit to look at the specific location and the exact nature of the equipment and this will be reported back to the Committee.

### **Rivermead Road Open Space**

The fencing along the boundary between the open space and the adjacent properties was in very poor condition and has been removed along with a large amount of vegetation. This will be replaced with new chain-link fencing in the coming weeks. The area is currently secured pending replacement of the boundary fence. The high level perimeter fencing around the open space is also in poor condition and options are being considered for its removal/replacement.

### **Allotments**

#### Wildlife Initiatives

Officers have been working with the Allotment Tenants Committee to look at various ways to encourage wildlife and biodiversity at the site. A 'bee keepers agreement' has been drafted to enable qualified bee keepers to site hives in a designated area at the allotment site. This area will be fenced off and is close to an area of wild flowering plants that already attracts bees to the site. The Tenants Committee has funded the fencing and will manage the area day to day.

Other areas have been identified as potential sites for wildflower planting and this will be progressed through the next growing season.

An unused plot near the entrance to the site has been designated for the creation of a small wildlife pond. This will also assist with the poor drainage in this area of the site. The Grounds Team have prepared the ground and dug out the pond and volunteers from the allotment tenants will shortly be installing a pond liner. Marginal planting and a seat will make this a pleasant place to sit in addition to the wildlife benefits.

#### Bonfires

Officers are consulting with the Tenants Committee to review the rules regarding bonfires at the site. The increased number of tenanted plots at the site over recent years has increased issues caused by bonfires, both on the site and for neighbouring properties. The proposal being considered is to limit bonfires to the winter period from October to May. This would limit the impact on those living near the site and also make the site safer during

the summer months where bonfires can easily get out of control. This has occurred on several occasions in recent years during the hot weather.

### Launchpad

Launchpad, a Reading based homelessness prevention charity, has three plots at the site, which are tended by volunteers. This initiative continues to be a great success and is now delivering fresh produce to local foodbanks and charities. The Allotment Tenants Committee has supported the scheme from the outset and continues to work closely with the charity regarding the day to day management of the plots.

### Roadways

Work on the roadways at the site was carried out over the August bank holiday. As in previous years a work party of tenants provided the labour to carry out the repairs. Road planing materials were sourced from Wokingham Borough Council at no cost. The Tenants Committee organises this work and also uses it as a social event with a barbeque to encourage tenants to take part and meet others at the site.

The roadway at the entrance to the site had been scraped back and levelled by the Grounds Team - using a digger to improve the potholed surface in this area.

Officers continue to meet regularly with representatives of the Tenants Committee and the administration and management of the site is working well.

### **Community Halls**

The removal of asbestos from the roof space at Coronation Hall was carried out in August along with the installation of a new ceiling, refurbishment of the ladies toilets, decoration of the main hall and installation of new curtains. This work was funded from the Building and Facilities fund.

The old boiler and water tank in Coronation Hall has been replaced with a modern combi-boiler. This was funded from the 2019/20 Capital Programme.

New chairs have been purchased for use at both halls – to replace a number of old and damaged ones.

### **Recommendations**

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