



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

To: **Members of the Leisure Services Committee**
Councillors: D. Bragg (Chairman); K. Baker; 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 14 January 2020, at which your attendance is requested.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members on agenda items.
3. **MINUTES OF THE MEETING HELD ON 19 NOVEMBER 2019**
To approve the minutes of the meeting of the Leisure Services Committee held on 19 November 2019 and for the Chairman to sign them as a true and accurate record. *(These minutes were provided in the Full Council agenda of 10 December 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 1/20** of the Community Youth Partnership meeting held on 8 January 2020. Page 4
6. **BUDGETARY CONTROL**
To note **Report No. LS 2/20.** Page 8
7. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**
To receive **Report No. LS 3/20.** Page 10

8. **PARKS AND BUILDINGS**
To receive **Report No. LS 4/20.** Page 12
9. **ACCESSIBLE PLAY EQUIPMENT IN WOODLEY**
To receive **Report No. LS 5/20.** Page 16
10. **CHARGES 2020/21**
To consider the proposed charges for 2019/20. **Report No. LS 6/20** Page 33
11. **REVISED ESTIMATES 2019/20**
To consider the Revised Estimates for 2018/19. **Report No. LS 7/20** Page 34
12. **BUDGET ESTIMATES 2020/21**
To consider the Budget Estimates for 2019/20. **Report No. LS 8/20** Page 35
13. **FUTURE AGENDA ITEMS**
To propose future agenda items for the Committee's consideration.
14. **PUBLICITY & WEBSITE**
To consider which items to publicise.

JAC Report November to December 2019

(Sam writing report on retreat without access to full data)

Detached Youth Work

Generally, Woodley has been very quiet in the evenings with only a few young people out and about. Midweek and Friday afternoon sessions saw more young people around the precinct, skate park and play parks. Also, there were more primary school children around town, accompanied by a parent.

During these two months we have added in additional sessions on various days and times to ascertain when and where young people are out, however, there was little difference with one exception - one Sunday afternoon there were 24 young people over 4 different groups in the precinct. The groups were not interacting with each other, just hanging out with their own friends. We continue to network with the senior schools and local youth workers about Loddon Mead and after-school detached work in Ashenbury Park. We are also investigating a few other initiatives to support and complement our existing detached work.

Family Work

The year 6 pupil mentioned in the previous report is still struggling with leaving his home, however we continue to do home visits and have managed to get him along to our Rehoboth centre a number of times running up to Christmas.

We have had contact with 2 young mums in need, both are known to JAC from detached work a number of years ago, and have put some support around the families.

JAC House

The young mum and her 2 young children have now moved into their new home and have settled in well. She is very grateful to have a such an amazing place and the support that goes with it.

Report of a meeting of the Community Youth Partnership held at The Oakwood Centre on Wednesday 8 January 2020 at 5pm

Present:

Cllr Kay Gilder (Vice Chair) – WTC
Cllr Nada Al-Sanjari
Cllr Michael Forrer
Cllr Richard Skegg
Cllr Jenny Cheng

Graham Sumbler – Woodley Baptist Church
Paul Cassidy - ARC

Also present:

Cllr Martin Doyle - WTC
Cllr Keith Baker - WTC
Stephanie Pickles - Youth Offending team

Officer present: Deborah Mander –Town Clerk

APOLOGIES

Apologies were received from Laurie-Ann Price – Emmanuel Church, Sam Milligan - JAC and Steve Outen - Woodley United.

DECLARATIONS OF INTEREST

No declarations of interest were made.

MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting held on 6 November 2019 were agreed as a correct record.

PARENTS' SELF HELP GROUP ON DEALING WITH ANXIETY

At the previous meeting it had been agreed that three schools be approached in the run up to Christmas by members of the partnership to carry out the groundwork for setting up more parents' self help groups. The following schools would be approached by the named members of the CYP:

St Dominics School - Cllr Nada Sanjari
Woodley C of E School - Graham Sumbler
Beechwood School - Sam Milligan

The aim would be to get a team together (probably with the help of Catherine Barratt and the trained facilitators) and to provide a workshop for interested parents at each school. ARC would be commissioned to hold session(s) on anxiety at the theatre at the Oakwood Centre and we would ask the facilitators to be there to encourage parents to consider joining a parents' self help group.

Graham Sumbler reported that he had started a conversation at Woodley C of E School and would be visiting the school again in the following week.

Councillor Al-Sanjari confirmed that she would be meeting with a member of the staff team at St Dominics at the end of the week to discuss parents' self help groups to deal with anxiety.

Deborah Mander reported that she believed that Sam Milligan had made contact at Waingels College but had no further information.

The Town Clerk agreed that the Council could consider providing a venue for workshops.

She also confirmed that she would discuss with the Town Council's Communications Manager ways of the Council communicating with young people to publicise activities and events.

YOUTH PROVISION IN WOODLEY

Under this item Cllr Kay Gilder gave an update on the Open Day at Woodford Park Leisure Centre where cakes and activities were on offer for a £1, with all proceeds going to Prostate Cancer UK. The Centre had used Facebook and posters to publicise the events which included activities for children and which raised £700 for the charity.

Stephanie Pickles was invited to speak about her present role. She had been a Youth Worker, mainly in Woodley, for 20 years and currently worked in the Youth Offending team. At a recent Community Forum meeting she attended, where members of the Community Safety Partnership and church representatives had also been present, they had looked at gaps in provision for different age groups. At that meeting it had been reported that Wokingham and Woodley had the largest amount of anti-social behaviour (ASB) and the biggest gaps in youth provision in the Borough. The biggest gap appeared to be provision for the 15+ age groups. Graham Sumner informed the meeting that the churches in Woodley didn't make any youth club provision for over 15s.

Stephanie Pickles believed that it was important for this age range to have somewhere to go that was safe and posed the question as to how something can be provided so that youth workers can work with young people and hopefully prevent them getting into difficult situations. It was noted by Graham Sumner that attendees at the Baptist Church's year 9's session usually spent time in the park and he believed that these were the kinds of groups that could be asked what they want.

There was general agreement that protecting and supporting young people was important and reference was made to county lines and preventing young people getting into danger and the need to safeguard our young people. There was a view that the Borough Council had created this problem when it curtailed its role in providing Youth Services some years ago. Cllr Keith Baker reported that on the doorstep parents have been saying there's nothing for the older young people to do in Woodley, however he wasn't convinced that providing a youth centre and youth workers that is non faith based was the answer and that we should be asking young people in the 15+ age range what they need, particularly those carrying out ASB.

Cllr Nada Al-Sanjari referred to the lack of contact with young people when the Council had carried out its residents surveys in the past. At the last meeting she agreed to ask a contact at the University of Reading if they would help design a questionnaire with questions asked in such a way that hard to reach young people would also complete it. At the meeting she confirmed that she would develop the survey and hoped to be able to provide this to the Town Clerk, before the February half term, and that this be shared with other members of the Partnership before seeking permission to conduct the survey at Waingel's College and Bulmershe School.

Concerns were expressed that there was nothing for young people to do in Woodley and that there should be places for young people to be and to be able to have conversations with youth workers. Issues of safeguarding were also raised. There was a strong view that we should try to provide something that young people want locally and that there needed to be youth workers on the ground to work with young people.

There was some discussion of the plans for the art and free running projects at Loddon Mead and it was noted that making progress on these had been delayed. There was a view expressed that we could do something more appropriate for younger members of our community.

All agreed that it was important to carry out the survey to find out young people's concerns and what kind of provision they would like to see locally. Cllr Richard Skegg offered to help with the questionnaire, if needed.

Actions agreed:

Cllr Nada Al-Sanjari to design a questionnaire for young people (years 9,10 and 11) to complete and provide this to Town Clerk who will send this out to members of the Community Youth Partnership for comment.

WTC to look at how it can communicate with young people to publicise activities/events.

LODDON MEAD PROJECT

The Town Clerk agreed to follow up on possible dates for the Art Project under the A3290 which hadn't taken place as hoped in December.

Action:

Town Clerk to inform Town Council and make arrangements for the event to be publicised by the Council's Communications Manager, once the date and activities were confirmed.

FUTURE MEETING DATES

The following meeting dates were noted;
1 April 2020

In 2020/21:

20 May 2020, 19 August 2020, 4 November 2020, 6 January 2021, 31 March 2021 - all at 5pm.

The meeting closed at 6.10pm

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EXPENDITURE	Budget 2019/20	Actual Exp		Actual Exp as % of Budget	Information
		as at 31/12/19	as at 31/12/19		
Woodford Park LC & 3G pitch	383381	262045	268737	70.1	Coaching, rates, water rates, phone, repairs, fire equip, washroom costs and waste costs over 75%. Some costs have been linked together as part of the revised budget exercise. Other costs under.
Grounds Maintenance	31126	24090	20519	65.9	Uniform/protective clothing, water rates, cleaning supplies, phone, repairs & equipment over 75%, all other costs under.
Football	21743	14141	14605	67.2	Low expenditure on horticultural supplies, no expenditure at this point on equipment.
Cricket	11647	7229	9027	77.5	Water rates and horticultural supplies over 75%, other costs under.
Bowling Green	13993	9891	10187	72.8	Water rates higher than anticipated, other costs under 75%.
Woodford Park	34757	24271	25229	72.6	Water rates, repairs, play equipment and tournament expenditure over 75%, all other costs under.
Memorial Ground	10017	6802	6921	69.1	Low expenditure on horticultural supplies and play equipment.
Garden of Remembrance	8575	4902	5145	60.0	Low expenditure on horticultural supplies and inscription costs.
Play areas and open spaces	15280	10167	9571	62.6	Play equipment expenditure over spent (by £53), all other costs under 75%.
Coronation Hall	29000	22943	21572	74.4	Rates, repairs, certification and washroom costs over 75%, all other costs under. Certification costs include last year's music licence costs.
Chapel Hall	20165	14736	16715	82.9	Staff costs, rates and washroom costs over 75%. Certification costs include last year's music licence costs. All other costs under.
Allotments	19399	12127	12936	66.7	Water rates and repairs over 75%, all other costs under.
Amenities	6571	3555	2622	39.9	No expenditure on repairs, low expenditure on amenity repairs. Three quarters of street lighting paid.
Events	7503	9435	7221	96.2	Woodley Carnival contribution paid, PR & promotions just over 75% all other costs under.
Public toilet	10718	0	4464	41.6	Rates over 75% following opening of toilet in June. Other costs under.
Youth Services	28565	19482	19464	68.1	Three quarterly payments made to Just Around the Corner charity, in advance. A virement of £450 to provide grants to young people from the budget was agreed at the Strategy and Resources Cttee 26/11/19
TOTAL	652440	445816	454935	69.7	
Month 9 - 75%					

INCOME	Budget 2019/20	Actual Inc as at 31/12/19	Actual Inc as at 31/12/19	Actual Inc as % of Budget	Information
Woodford Park LC & 3G pitch	372279	309183	343401	92.2	All income streams over 75% apart from counter sales.
Grounds Maintenance	500	266	410	82.0	Grass cutting charges to Earley Town Council in respect of Bulmershe Park.
Football	5075	5881	8060	158.8	Bookings include use of 3G pitch - actual usage cost will be transferred to 3G pitch income code.
Cricket	2455	3441	2573	104.8	Cricket season over.
Bowling Green	7919	7280	7640	96.5	Licence and ground rent agreement with Woodley Bowls Club paid in full.
Woodford Park Memorial Ground	6750	6043	7597	112.5	Income from fairs/waiting day rent plus income for 2 benches.
Garden of Remembrance	118	115	236	200.0	Hire by Carnival Committee.
Play areas and open spaces	1100	916	360	32.7	Demand led.
Coronation Hall	0	0	0	0.0	
Chapel Hall	34000	29906	29797	87.6	Income in advance.
Allotments	35000	26202	26218	74.9	Income in advance.
Amenities	12252	3761	3513	28.7	Several payments made in December - invoices sent out early December.
Events	0	0	0	0.0	
Public toilet	0	0	0	0.0	
Youth Services	1460	0	250	17.1	Toilet opened in June 2019.
TOTAL	478908	392994	430055	89.8	
NET Month 9 - 75%	173532	52822	24880	14.3	

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.

SPORTS DEVELOPMENTS AND EVENTS

Christmas Charity Open Day

The open day on Monday 23 December raised a total of £850 for Prostate Cancer UK. Particular highlights were the raffle, the cake sale and donations from 3G pitch hirers.

Free Children's Sessions at Christmas

Throughout December we offered three free Christmas themed Mini Movers sessions for children aged up to four years old. The offer, which ran only through our Facebook page, received a positive response and has hopefully generated interested in our January sessions.

Christmas Facebook Offer

In an attempt to help promote our Christmas holiday activities for children we ran a competition on Facebook asking for parents to help name one of our holiday camps. The winning suggestion was chosen by one of our work experience pupils and the parent won two free spaces on the holiday camp.

WOODFORD PARK LEISURE CENTRE

3G Pitch £2 Turn Up

Following on from the last Committee meeting members requested a breakdown of incidents relating to use of the 3G pitch. The below is a breakdown from 21st November – 3rd January:

Incident Category	Age				
	9s and under	10 - 13	14 - 16	17 - 18+	Unknown
Payment chasing		II	IIII		III
Abuse of staff, rudeness etc			II	I	I
Ignorance of pitch rules			II	IIII	
Using without booking			I	I	III
No show				IIII	I
Other			II		I

During this period 113 bookings using the £2 turn up promotion were taken / recorded. 32 incidents were recorded (some from the same bookings). There were no serious incidents of bullying or violence recorded during this period. "Other" incidents relate to riding bicycles across the pitch or filming without approval (presumably for social media purposes).

Goalpost Grant

We have successfully applied for and been awarded a 75% grant towards new grass football goalposts. The grant is for a maximum of £2,400 and the Council will need to contribute the remaining 25% (a maximum of £800) which can be funded from the Repairs and Renewals fund. The grant will allow for two pairs of new goalposts to be purchased and will be a significant upgrade on the current goalposts.

Trampoline Service

Following the annual service on 3 January we will be ordering a new trampoline to replace one of our current units that needed over £1,500 worth of repair work. The unit that needs replacing is over 30 years old and a new model is estimated to cost £3,500 (net). We will also be ordering four new and thicker crash mats to improve the safety of our trampoline sessions.

Foyer & Committee Room Decoration

The maintenance team have now finished decorating the reception / foyer area, including the painting of all internal doors which was completed during the closure over Christmas. The upstairs committee rooms were also redecorated before Christmas.

Pilates Courses

We are launching two new week-day evening Pilates courses following one of our hirers, who offered the courses privately, moving away from the area and cancelling her bookings. We are hoping to attract both the previous customers and new customers to the courses.

Wednesday Morning Classes

Two new turn-up exercise classes, Body Conditioning and Aerobics, will launch in early January. Both classes will be included as part of our group exercise timetable and be free to attend for gym members. There are now 31 classes available as part of the timetable.

Social Media

Following recommendations made by the Committee at the last meeting a series of Facebook posts were scheduled across December and January. The posts primarily focus on adult classes but will vary from month to month to ensure that content remains fresh and interesting.

Berkshire Youth Development League (BYDL)

The Centre has had a provisional request from the BYDL to host a summer league for around 12 weeks after the Easter holidays. The Centre can accommodate the booking and this would bring in additional income of around £2,000 (not including secondary spend) and attract people who haven't visited the centre before. However, this would mean an continued high volume of traffic on a Saturday morning. The Committee is asked to consider hosting the summer league in 2020.

RECOMMENDATIONS

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider the proposal to host the BYDL summer league, should they require the centre as a venue.**

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

- Following completion of the reception area refurbishment the foyer has been redecorated and new skirting installed.
- The Committee Rooms have been redecorated.
- The public wi-fi has been extended to cover the gym area following requests from customers.
- New exterior bulkhead lights have been installed to improve lighting in the car park.
- 3G pitch goals have been repaired to extend their life.
- An electrical survey has been carried out over a full week period to monitor and provide information on loading and consumption across the fuse boards in the building. This information will form part of the recommendations for upgrading the electrics in the building.

Woodford Park

Pathways

More than 50 pothole repairs have been carried out by the Maintenance Team and several areas of uneven pathway cut out and re-laid.

Green Flag Application

The Green Flag Application for Woodford Park will be submitted in January. This includes an updated Management Plan with information about the Council's environmental and initiatives and climate change actions.

Woodford Park Play Area

Officers are meeting with landscape architects and play companies over the coming weeks to develop a design brief for the project, focussing on inclusivity and natural play. Examples of high quality play areas locally are Dinton Pastures, Sol Joel park and Elms Field. Designs will then be developed for consultation and reported back to this Committee.

Friends of Woodford Park

The notes of the last liaison meeting are attached at **APPENDIX A**. Councillor Bragg has been appointed to Friends of Woodford Park Committee following an invitation from the group for a Councillor place. Liaison meetings take every two months – the next meeting is scheduled for 28 January.

Allotments

Renewal letters and agreements were sent out in December with payments and renewals now being processed. There are approximately 25 prospective tenants on the waiting list and most of these will be allocated plots as existing tenants give up their plots over the coming weeks.

Locks/keys

Site security has been an on-going issue for some time. Tenants are regularly reporting thefts and non-tenants using the site as a short cut. The padlocks have been the same profile for many years and the keys are easily copied and there are thought to be a large number of keys in circulation among residents who are not current plot holders. The large number of old, new and sometimes poorly cut keys also increases wear on the lock barrel meaning there are often keys that cease to work in the locks. It is proposed to install new locks with keys on a profile that can only be copied with authority from the Council. Current tenants will be issued with one key and any additional keys provided by the Council for a deposit charge of £15. It is proposed that a report be submitted to Full Council to allocate £2,336 from the Capital Programme to fund the purchase of the new locks and keys.

Grounds work

The following grounds work has been carried out:

- Repair and maintenance of sports pitches
- Machinery servicing
- Cricket roller refurbished
- Clearance of grounds yard waste
- Tree works - x2 dead trees removed from Garden of Remembrance
- Crocus planting - Daffodils

Environmental/wildlife

Information on wildlife and environmental initiatives is attached at **APPENDIX B**. This information is updated as initiatives progress.

Community Halls

2 new exterior bulkhead lights have been installed to improve lighting along the footpath next to Coronation Hall.

Recommendations

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

Friends of Woodford Park – Liaison Meeting

19 November 2019

Notes

Present:

Kevin Murray - WTC
 Deborah Mander - WTC
 Rodney Huggins - Rotary
 David Provins - FOWP
 Bob King - FOWP
 Bill - FOWP

1. Update / Work programme – WTC

KM advised the meeting that the update was limited due to TGs absence from the meeting.

It was noted that the hedge along the footpath near 3G pitch had been trimmed back to the fence line.

2. Update / Work programme for the month – FOWP

DP reported that the group were continuing to maintain the beds and were happy to work on the planted areas to the front of the Oakwood Centre in the new year.

DP enquired about the following;

- Progress on repairs to pathways near Coronation Hall and footpath to the leisure centre.
- Provision of dog waste bins near the garden of Remembrance
- Planting to fill gap in hedge on Memorial Ground

ACTION: KM to speak with Maintenance Manager/Grounds Maintenance Manager and provide update

3. General

DM commented that the Pampas grasses planted by the volunteers looked particularly good and enhanced the area near the memorial.

It was noted that the crocus planting had been very successful with participation from the Beavers organised by the Friends Group. It was hoped that this could be repeated in future years.

DM enquired as to whether the information on the memorial panels was available elsewhere. DM advised that this was available on the Town Council website.

The potential for a dedicated dog walking area was suggested as something that might be possible in the future.

BK enquired as to whether more could be done to deter cycling in the area at the front of the Oakwood Centre. KM reported that the footpath was too narrow to install a barrier/chicane and allow required access for pedestrians, mobility scooters, pushchairs etc.

4. Rotary Garden

RH updated the group regarding the Rotary Garden;

- Rambling roses and rose bushes will be purchased in Spring
- Flyer and application form for memorial rose and plaque is being produced
- Sign will be installed in Rotary Garden regarding crocus planting initiative
- One bench not yet refurbished? **ACTION: KM to speak with Grounds Maintenance Manager**
- Pathway to be re-rolled/compacted? **ACTION: KM to speak with Grounds Maintenance Manager**

Wildlife in Woodley

Project	Progress
Allotments	
Bee hives	<ul style="list-style-type: none"> • Draft bee keepers agreement has been drawn up with advice from members of the Reading Bee Keepers Association. • Location identified for hives • Tenants Committee funding • The aim is to have everything in place to have bees on site from March/April 2020.
Wild flowers	The Town Council is looking to sow wildflowers in several areas at the site to encourage pollinators – bees/beetles/butterflies/moths/flies.
Wildlife pond	This is another partnership project between the Town Council and the Allotment Tenants Association. A plot that has been difficult to let due to drainage issues has been identified as a site for a wildlife pond. The Council's Grounds Team has dug out the pond and tenants will be installing a membrane and landscaping the bank areas. Tenants have offered to donate pond and marginal plants. The pond will be managed a small group of allotment tenant volunteers.
Flowers on plots	Many tenants plant flowers and flowering plants on their plots in addition to vegetable crops.
Natural margins	The natural margins around the perimeter of the site provide habitat for insects, birds, etc
Parks	
Lake Regeneration	This project included reshaping the banks of the lake and the introduction of native flowering pond, marginal planting and reeds to encourage insect populations and provide nesting habitat for birds. Shallower areas also provide habitat for amphibians.
Bird nesting boxes	The Friends of Woodford Park have installed some nesting boxes near the Garden of Remembrance. We are intending to install more around Woodford Park and other park areas – along with bat nesting boxes. The Grounds Team are intending to install nesting boxes for Spring.
Friends Group flower beds	Flower and shrubs planted and maintained by the Friends group encourage pollinators and insects.
Natural margins	The natural margins around the perimeter of the site provide habitat for insects, birds, etc
Community Orchard / fruit trees	Fruit from the orchard provides food for a variety of insects and birds. Wildflowers will be planted adjacent to the orchard to encourage insects and pollinators.
Limited pesticide use	Pesticide use is limited to areas where persistent weeds are prevalent and for maintenance of the fine turf on the bowls green.
Bug habitat	Logs from felled/damaged trees are left on site to rot and provide habitat for beetles and bugs. A large bug hotel is planned for the island in the lake and will be constructed by the Grounds Team.
Wildflowers	Wildflowers are an attractive addition to the park and also encourage pollinators and other insects. We are looking to add additional wild flower areas at all of the Council's open spaces.
Crocus	600+ from WI 100 from WI (FOWP) 4000 from Rotary (FOWP)

PLAY AREA ACCESSIBILITY

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To provide Members with information on the condition and inclusivity/accessibility of the play equipment across the Council's sites.

Background

The Council has play equipment at the following sites;

- Woodford Park (adjacent to the Leisure Centre)
- The Memorial Ground (to the rear of the Oakwood Centre)
- Malone Park
- Wheble Park

As part of the assessment each item of equipment has been graded Poor, Satisfactory or Good for the following (**APPENDIX A**);

- Condition
- Play Value
- Inclusive/Accessible

This assessment should be considered along with the additional information for each site contained in the report.

Some individual items of equipment may score 'poor' for inclusive/accessible due to the nature of the activity for which they were designed e.g. climbing net. Accessibility can also be affected by their location within the play area e.g. where access is across loose fill bark or a sloped area.

Some of the sites have equipment which is 30+ years old and although it has been maintained in good condition, is likely to have limited accessibility for wheelchairs and children with a range of needs.

Modern, public play areas should have inclusivity designed into the equipment and environment in a way that does not detract from the play value of the site for children with a variety of abilities and needs.

Where it is not possible to fund the design and creation of an entirely new play space there are improvements that could be made. Each site has the potential to be more inclusive with improvements to access and the addition of equipment items designed for this purpose.

Assessment by site

Woodford Park

Equipment installed in 2010/2012. This site is very popular and well used and the equipment is in good condition. There is some potential to provide accessible equipment items and improve access. The site has some access limitations due to the landscape and available space.

Memorial Ground

£200,000 of Section 106 monies has been allocated to create a new play space at this location. This is in the design discussion stages with prospective landscape architects and play companies from which a design brief will be produced. The focus of these discussions is the requirement for the space and the equipment to be inclusive and stimulating to as wide a range of abilities as possible. This includes the design and materials used for pathways, planted areas and seating areas in addition to the selection of appropriate, inclusive play equipment. The design draft brief will be brought to the committee for consideration prior to consultation. This site will be a destination site, which will attract visitors from further afield, particularly due to the inclusive nature of the space and good access and parking.

Malone Park

This site has been managed by the Town Council for many years and will soon be in the ownership of the Town Council. This site is well used, particularly at the end of the school day due to the local primary schools. This site has a mix of old and newer equipment – the Town Council installed several new items of equipment in 2014. All equipment is in fairly good condition and old equipment has been renovated. Pedestrian access is across a long stretch of grass meaning access is generally poor. Consideration could be given to installing paths to the play area to improve accessibility.

There is potential for investment in additional and replacement play equipment that could be more inclusive.

Wheble Park

Play equipment at this site is limited and due to its location it is used but not particularly busy. The site itself is well used for informal ball games and recreation and there are improvements that could be made to the ground around the sports wall.

Summary

Overall the provision and accessibility of inclusive play equipment across the sites is poor.

The new play area being developed for the Memorial Ground will be a high quality, destination play space with inclusivity designed into the scheme. This will be a key requirement in the design brief and will be considered in the wider context of accessibility to the site.

Malone Park and Woodford Park have potential for improvements to site accessibility and the provision of inclusive play equipment items to supplement the equipment already installed, which is in good condition.





The funding required to achieve these improvements has not yet been established. A plan for each site could be developed and reported back to the Committee, with a recommendation to allocate capital funding from available budgets e.g. CIL funding, Capital Programme allocation or General Reserve.

Recommendations

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


Play Area Assessment - Dec 2019

SITE: WOODFORD PARK				
ITEM				
General surface				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Bins				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	N/A	N/A	N/A
	INCLUSIVE/ ACCESSIBLE	N/A	N/A	N/A
	Comment:			
ITEM				
Seat				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	N/A	N/A	N/A
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Fencing				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	N/A	N/A	N/A
	INCLUSIVE/ ACCESSIBLE	N/A	N/A	N/A
	Comment:			

SITE: WOODFORD PARK				
ITEM				
Gate				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	N/A	N/A	N/A
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Boulders				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Multi play with swing				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Rocker				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			

SITE: WOODFORD PARK				
ITEM				
Rocker Arch				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Rocker - Rattling				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
	Timber rotted – item to be removed			
ITEM				
Rocker - Ringing				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
	Poor condition – item has been removed			
ITEM				
Embankment slide / sandpit				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			

SITE: WOODFORD PARK				
ITEM				
Toddler Bridge				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Basket Swing				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Toddler Swing				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Tunnel / sandpit				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			

SITE: WOODFORD PARK				
ITEM				
Zip Wire				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Carousel				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Rock Climber				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Climber Net				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			

Site information:

Play area was installed in 2010 and added to with toddler equipment in 2012. Ample parking, park location and proximity to the leisure centre and paddling pool make this a very busy play area.

Summary:

The equipment is in good condition and the safety surfacing has been replaced around the zip wire due to heavy use. The site is very well used by a large age range. Equipment offers a variety of activities. Climber items combined with the mounds and landform provide a unique 'height' and vantage point with views across the lake and park.

Inclusivity/accessibility is generally poor/satisfactory – partly due to the sloping nature of the site and the deliberate mounding of areas to provide height.

Recommendations:

Consider funding of inclusive equipment items and look at possible access improvements.



Suggested investment £10,000

Notes:

Some individual items of equipment may be graded poor for inclusive/accessible due to the nature of the activity for which they are designed. The overall inclusiveness and accessibility of the site should consider the mix of equipment for different abilities. An independent Rospa safety audit is carried out annually. All items are identified as Low-Medium risk.

Play Area Assessment - Dec 2019

SITE: MALONE PARK				
ITEM				
Seats				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	N/A	N/A	N/A
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Fencing- general				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	N/A	N/A	N/A
	INCLUSIVE/ ACCESSIBLE	N/A	N/A	N/A
	Comment:	Some repairs required.		
ITEM				
Gates				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	N/A	N/A	N/A
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Access - general				
	CONDITION	N/A	N/A	N/A
	PLAY VALUE	N/A	N/A	N/A
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:	No pathway to either access gate. Access via uneven grassed area only.		

SITE: MALONE PARK				
ITEM				
Bins				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	N/A	N/A	N/A
	INCLUSIVE/ ACCESSIBLE	N/A	N/A	N/A
	Comment:	Signs of significant corrosion. Consider replacement.		
ITEM				
Balance Trail				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Rocker				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Rocker				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			

SITE: MALONE PARK				
ITEM				
Basket Swing				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:	Access only via grass		
ITEM				
Junior Swing				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Toddler Swing				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Supernova				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			

SITE: MALONE PARK				
ITEM				
Helicopter climber				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Space net climber				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Multiplay				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			

Site information:

Malone Park play area is in a residential area and is well used, particularly at the end of the school day. As an residential play area there is no car parking specifically for the site and the majority of users are likely to be very local and visiting the site on foot.

Summary:

Some equipment is old (30yrs+) but in good condition and has been maintained and repainted as required. Additional, new items of equipment were added in 2014.

There is a significant barrier to use in that there is no hard surface pathway to play area – access is via uneven grassed area only. This is not only an issue for wheelchairs but also child buggies and mobility scooters.

Condition and play value is generally satisfactory or good. Inclusivity/accessibility is generally poor, with limited access and non inclusive equipment.

Recommendations:



Hard surface pathways to be installed to allow better access to the play area.
Consider site for investment in new inclusive play equipment.


Potential investment required: £50,000


Notes:


Some individual items of equipment may be graded poor for inclusive/accessible due to the nature of the activity for which they are designed. The overall inclusiveness and accessibility of the site should consider the mix of equipment for different abilities. An independent Rospa safety audit is carried out annually. All items are identified as Low-Medium risk.

Play Area Assessment - Dec 2019

SITE: MEMORIAL GROUND				
ITEM				
Seat				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	N/A	N/A	N/A
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:	Needs re-setting.		
ITEM				
Fencing				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	N/A	N/A	N/A
	INCLUSIVE/ ACCESSIBLE	N/A	N/A	N/A
	Comment:			
ITEM				
Gate				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	N/A	N/A	N/A
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:	Threshold access poor – requires levelling		
ITEM				
General Surface				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:	Poor access – high, timber kerbed edge with loose fill bark pit		

SITE: MEMORIAL GROUND				
ITEM				
Bins				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	N/A	N/A	N/A
	INCLUSIVE/ ACCESSIBLE	N/A	N/A	N/A
	Comment:	Corroded.		

ITEM				
Seat				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:	Access via grass only		

ITEM				
Multi play with swings/slide				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ ACCESSIBLE	Poor	Satisfactory	Good
	Comment:	Panels replaced in 2018. Bark surface/kerbed edging		

Site information:

Play area is well used due to its location on a busy route through the park. Woodford Park (Including The Memorial Ground) is a destination park with regular visitors from across Woodey and beyond.

Summary:

Some equipment is old (30yrs+) but in good condition and has been maintained and repainted as required. There is nearby parking, public transport routes and good access to the play area site, however access to the play equipment is greatly hindered by the bark pit design.

Condition and play value is generally satisfactory or good. Inclusivity/accessibility is poor, with limited access and non inclusive equipment.

Recommendations:

Funding of £200,000 has been agreed from Section 106 developers funds towards the creation of an entirely new play space. This project is currently in the design discussion stages.

Notes:

Some individual items of equipment may be graded poor for inclusive/accessible due to the nature of the activity for which they are designed. The overall inclusiveness and accessibility of the site should consider the mix of equipment for different abilities. An independent Rospa safety audit is carried out annually. All items are identified as Low-Medium risk.

Play Area Assessment - Dec 2019

SITE: WHEBLE PARK

ITEM				
Fencing				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	N/A	N/A	N/A
	INCLUSIVE/ACCESSIBLE	N/A	N/A	N/A
	Comment:			
ITEM				
Multiplay				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			
ITEM				
Sports Wall				
	CONDITION	Poor	Satisfactory	Good
	PLAY VALUE	Poor	Satisfactory	Good
	INCLUSIVE/ACCESSIBLE	Poor	Satisfactory	Good
	Comment:			

Site information:

Wheble Park is a small play area in a residential area.

As an residential play area there is no car parking for the site and the majority of users are likely to be very local and visiting the site on foot. Most of the area is open space with a sports wall and a small play enclosure.

Summary:

Condition and play value is generally satisfactory or good. Inclusivity/accessibility is generally poor, although there is limited play equipment at the site.

Recommendations:

Consider improvements to the ground near the sports wall.

Notes:

Some individual items of equipment may be graded poor for inclusive/accessible due to the nature of the activity for which they are designed. The overall inclusiveness and accessibility of the site should consider the mix of equipment for different abilities. An independent Rospa safety audit is carried out annually. All items are identified as Low-Medium risk.

Woodley Town Council

PROPOSED CHARGES 2020/21

REPORT OF THE TOWN CLERK

Purpose of Report

To recommend the Leisure Services Committee's charges for the 2020/21 financial year.

Information

The proposed charges for 2020/21 are attached in the ***Budget Appendix (enclosed)***.

Woodford Park Leisure Centre – room hire

The Games Room and Tea Room hire charges for Woodley residents and non residents have been increased by 4% and 5%. These areas have been freshly decorated with new chairs, tables and curtains. Charges for the committee rooms upstairs have been increased by between 2.1 and 5.1% - these rooms were decorated before the Christmas break and have been much improved.

Woodford Park LC – indoor sports

The proposed charges for indoor sports activities take into account rates charged by other local sports providers and vary between zero and a 4.6% increase. Off peak Badminton rates have increased and compare reasonably with other sports facilities' charges.

Healthy Habits cards will remain at £20.00 (adults) and £10.00 (children) - these were increased last year from £12 and £6 respectively to the present rates in 2019/20 to reflect the increased sessions on offer.

Woodford Park - outdoor sports

Charges for football on grass pitches and the hard surface area are proposed to remain at their 2019/20 rate, given comparative prices. Netball charge increases of 5% and 6.7% with no increase in tennis charges this year, given rates at other local sports facilities. At the 3G pitch the increases are 3.8% for partner clubs (5-a-side) and 1.4% (full pitch), 5.6% for schools/charities hire and a lower increase of 1.1% for a full pitch hire.

Cricket charges are proposed to increase between 0% and 1.6%.

Halls, playgroups, Memorial Ground and Garden of Remembrance

It is proposed that hall hire rates at both Coronation and Chapel Halls increase by between 2 and 3.7%. The latter relates to the charity/concession rate at Chapel Hall. The annual charge for cupboards at the halls has been increased by 80p to £27.50. These increases are proposed in line with the costs of running the halls and will continue to be competitive with other, similar halls.

An increase of between 1.8 and 2.1% is proposed at the Memorial Ground.

Plaques inscribed and displayed for 10 years in the Garden of Remembrance will increase by between 2.1% (£3) for residents and 2.2% for non residents (£4).

Recommendations

- ◆ **that Members note the contents of the report.**
- ◆ **that Members recommend the charges for 2020/21, as set out in the Budget Appendix, be approved.**

REVISED BUDGET ESTIMATES – 2019/20

REPORT OF THE TOWN CLERK

Purpose of Report

To inform and advise Members of the recommendations for the Leisure Services Committee's Revised Budget Estimates for the 2019/20 financial year.

Information

The Revised Budget Estimates for 2019/20, ***Budget Appendix (enclosed)***, have been drawn up taking into account any additional factors or information from officers that are expected to affect income and expenditure for the year.

Expenditure

The total budget expenditure estimated for 2019/20 is estimated to decrease by £8,990 overall.

Savings have been achieved from:

- Lower Maintenance staff costs following the Maintenance trainee post becoming vacant. The post is not required at this point. This has reduced staff costs in several leisure budgets including play areas, Coronation and Chapel Halls, Allotments, Amenities and Events.
- At Coronation Hall a water rebate has reduced costs.
- Public toilet – delays in installing the new toilet in the town centre which opened in June 2019, although rates are higher than originally budgeted for and have been charged since April.
- Amenities - lower costs despite a lamp post requiring replacement.

These savings have been offset by additional costs:

- Woodford Park Leisure Centre – where coaches providing additional classes for gym members has increased staff costs, water rates are likely to be higher and certification and repairs costs have been higher than budgeted for.
- Bowling green - water rates much higher than budgeted for due to hot weather.
- At Chapel and Coronation Halls the certification costs are higher because these were not invoiced for last year.

Income

The Committee's income in the revised estimates is estimated to increase by £56,005 over the original budget.

Income from Chapel Hall, public toilet and the Garden of Remembrance is likely to be lower than the original estimates. However, significant additional income at Woodford Park Leisure Centre from the gym and courses as well as higher than budgeted for income at Coronation Hall and from fair and circus visits indicate that a higher than originally estimated level of income will be achieved.

Net Expenditure

The net revised estimate is anticipated to be £64,995 under the original budget figure.

Recommendations

- ◆ **that Members note the contents of the report.**
- ◆ **that Members recommend the Revised Budget Estimates for 2019/20, as set out in the Budget Appendix, be approved.**

Woodley Town Council

BUDGET ESTIMATES 2020/21

REPORT OF THE TOWN CLERK

Purpose of Report

To inform Members of the recommendations for the Leisure Services Committee's Budget Estimates for the 2020/21 financial year.

Information

The budget estimates for the 2020/21 financial year, **Budget Appendix (enclosed)**, have been drawn up taking into account the previous year's figures, information from officers in respect of operational costs, activities and income, along with any plans for services.

Net Expenditure

The net expenditure to deliver the committee's services in 2020/21 is estimated to be £179,931 an increase of £1,399 over the original estimate for 2019/20 and an increase in the 2019/20 revised budget estimate of £66,394.

Expenditure

It is anticipated that the cost of delivering leisure services in 2020/21 will increase by £29,174 over the 2019/20 revised estimates.

The estimates for 2020/21 include:

- an estimated 2% Local Government staff pay award
- the costs of running the town centre public toilet over a full year
- an increase in business rates of 2.1%
- additional funding to add to planting around the lake
- higher staff costs at Woodford Park Leisure Centre to run courses and classes to continue to attract users
- and an increase in the cost of a Service Level Agreement to support young people in Woodley.

An additional £3,000 has also been included under Events to commemorate the 75th anniversary of VE Day and the Summer Picnic. Funding (£3,500) for the Centre Stage (repairs and music/other attractions) has been transferred from the Strategy and Resources Committee budget to Leisure Services.

Offsetting these additional costs are small reductions in expenditure at the play areas and in amenities.

Income

A reduction in income of £37,220 on the previous year's income has been planned for.

Income figures are based on anticipated levels of activity and the proposed charges. At Woodford Park Leisure Centre income for 2020/21 is lower than the estimated figure for 2019/20. This reflects the uncertainty relating to the opening of the new leisure centre in the town and its potential impact on the Council's income. A prudent reduction in income of just over £38,000 is included in the centre's figure for 2020/21.

Coronation and Chapel Halls are each anticipated to increase income by £1,000 over the previous year's revised estimates, however both football and fair visits are anticipated to be lower. It is also estimated that allotment income will increase by just over £300. Income from the public toilet is estimated at £600 for the year.

Recommendations:

- ◆ **that Members note the contents of the report.**
- ◆ **that Members recommend the Budget Estimates for 2020/21, as set out in the Budget Appendix, be approved.**