



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

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

Councillors: D. Bragg (Chairman); N. Al-Sanjari; K. Baker; M. Doyle; A. Heap;
S. Rahmouni; D. Smith; B. Soane; A. Swaddle.

NOTICE IS HEREBY GIVEN that a meeting of the Leisure Services Committee is to be held at 8:00pm on Tuesday 1 September 2020, at which your attendance is requested. This will be a virtual meeting, as authorised by the Coronavirus Act (2020), Section 78.

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 14 JANUARY 2020** Page 5
To approve the minutes of the meeting of the Leisure Services Committee held on 14 January 2020 and for the Chairman to sign them as a true and accurate record.
4. **JUST AROUND THE CORNER (JAC)** To follow
To receive the report from JAC. (*Appendix 4*)
5. **BUDGETARY CONTROL** Page 10
To note **Report No. LS 9/20.**
6. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES** Page 12
To receive **Report No. LS 10/20.**
7. **PARKS AND BUILDINGS** Page 14
To receive **Report No. LS 11/20.**

8. **TOWN CENTRE TREE GARDEN**
To consider **Report No. LS 12/20** Page 18
9. **EQUALITY IMPACT ASSESSMENT - SERVICE LEVEL AGREEMENT FOR THE PROVISION OF DETACHED YOUTH WORK IN WOODLEY**
To consider **Report No. LS 13/20.** Page 22
10. **WOODFORD PARK DESTINATION PLAY AREA**
This project has funding of £200,000 allocated to it from Section 106 monies, via Wokingham Borough Council.
- An online questionnaire has been carried out to obtain some initial data and suggestions from users of the play areas in Woodford Park. The data from the 270 responses received is attached for information at **Appendix 10.** Page 24
- This data, along with other comments and suggestions provided, has been included in the tender invitation pack, which will be advertised very shortly. The tender pack will also have a separate section asking for priced options to improve inclusivity at the Town Council's other play areas. Play equipment providers are now largely operating as normal following the disruption caused by lockdown restrictions earlier in the year.
- Further public consultation will be carried out on the project designs in the submitted tenders as part of the selection process. These designs will also be provided to the Leisure Services Committee. More information on the delivery timescale will be available once the tender submissions are received.
11. **MAINTENANCE DEPOT**
The plans for the new building at the maintenance depot in Woodford Park have been updated to provide a lower cost solution that makes better use of the existing space and is achievable using the present electrical supply to the site. Originally the project included the provision of a new building consisting of workshop space, storage space, toilets/shower room, rest room and office space. The revised project plan has utilised storage containers and a modular toilet/shower unit. Office and workshop space will be created within the existing building meaning the new building is smaller and only required as vehicle storage/workshop space for the Grounds Team. This also means the building can be sited away from the neighbouring residences. The electrical requirements are much smaller than the previous design, which was prohibitively expensive to overcome.
- The project also includes the clearance of overgrown areas and concreting of the yard space to maximise its use. At present the area is essentially mud, which floods regularly in winter and is extremely dusty in the summer. The toilet unit and storage containers are in situ and the new building is expected to be erected in late September/early October. The concreting ground work is well underway and the project should be completed before the winter months.
12. **DRAFT CLIMATE EMERGENCY ACTION PLAN**
The Draft Climate Emergency Action Plan is attached at **Appendix 12.** The plan was considered at a meeting of the Climate Emergency Working Party on 13 August 2020. It was agreed that the plan be provided to the Leisure Services Committee for information prior to approval at the next meeting of the Strategy and Resources Committee. The plan provides a framework for the Council to identify, set, achieve and report on targets to reduce its carbon footprint. Many actions have already been taken and officers are working to investigate and Page 25

implement changes across the service areas. In addition to reducing the Town Council's carbon footprint a key principle of the plan is to work with and support wider community initiatives including the borough wide plan produced by Wokingham Borough Council. The working party will be meeting with WBC officers to discuss this in the next few weeks.

13. **WOODLEY BOWLING CLUB**

Following discussions with Woodley Bowling Club regarding their lease and ground rent charges relating to the Bowling Green, the club has offered to make a contribution of £4,160 towards the Council's costs this year in respect of the annual ground rent fee and costs incurred in order that the quality of the green is maintained for future years by the Grounds Maintenance team. The 2020/21 budget of £8,081 included additional charges for use of the green by outside clubs and water costs. Members of the Committee are asked to consider the contribution proposed by the Woodley Bowling Club towards the Council's costs in maintaining the ground this year.

14. **WOKINGHAM CULTURAL STRATEGY**

Wokingham Borough Council is consulting Town and Parish Councils on its draft Cultural Strategy, attached at **Appendix 14a**, and has issued a list of questions to be answered, attached at **Appendix 14b**. Members are asked to consider responses to these questions. Responses are required by 7 September 2020.

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15. **TERMS OF REFERENCE OF WORKING PARTIES AND SUB COMMITTEES**

a) **Community Youth Partnership**

To approve the terms of reference of the Community Youth Partnership, attached at **Appendix 15a**.

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b) **3G Pitch Steering Group**

To approve the terms of reference of the 3G Pitch Steering Group, attached at **Appendix 15b**.

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c) **Woodford Park Leisure Centre Regeneration Task & Finish Group**

This is a joint working party with the Strategy and Resources Committee and the terms of reference must be approved by both committees.

To approve the terms of reference of the Woodford Park Leisure Centre Regeneration Task and Finish Group, attached at **Appendix 15c**.

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16. **FUTURE AGENDA ITEMS**

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

17. **PUBLICITY & WEBSITE**

To consider which items to publicise.

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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 14 January 2020 at 8:00 pm**

Present: *Councillors D. Bragg (Chairman); K. Baker; K. Gilder; A. Heap;
S. Rahmouni; R. Skegg; A. Swaddle*

Officers present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk;
E. Whitesmith, Leisure Services Manager; L. Matthews, Committee Officer*

Also present: *Councillor M. Doyle
Sam Milligan, Just Around the Corner charity
2 members of the public*

39. **APOLOGIES FOR ABSENCE**
Apologies for absence were received from Councillor M. Green.

40. **DECLARATIONS OF INTEREST**
There were no declarations of interest made by Members.

41. **MINUTES OF THE MEETING HELD ON 19 NOVEMBER 2019**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 19 November 2019 be approved and signed by the Chairman as a correct record.

42. **JUST AROUND THE CORNER (JAC)**
Sam Milligan, Just Around the Corner charity (JAC), was welcomed to the meeting and presented the JAC report. He informed Members that during November and December, Woodley had generally been very quiet in the evenings, with only a few young people out and about. JAC had added some additional sessions to their detached work to ascertain when and where young people were congregating. Members also received an update on some of the specific cases that had been mentioned in previous reports.

43. **COMMUNITY YOUTH PARTNERSHIP**
Councillor Gilder presented Report No. LS 1/20 of the Community Youth Partnership meeting held on 8 January 2020.

Sam Milligan informed Members that two possible weekends had been identified for the Art Project at Loddon Mead, as the scheduling was dependant on the availability of the artists. It was hoped that the Art Project would take place in February or May.

Councillor Gilder reported on the discussion that had taken place regarding youth provision in Woodley and the lack of provision for the 15+ age group. Members noted that Councillor Al-Sanjari had agreed to design a questionnaire for this age group, with the aim of determining what facilities and activities the young people would like provided for them. The questions would be asked in such a way that hard to reach young people would also complete the survey. Councillor Gilder informed Members that Councillor Al-Sanjari was aiming to have the questionnaire ready by the February half term and it was hoped that Waingels College and The Bulmershe School would allow their students to complete the survey at school. The survey would be available online. Sam Milligan reported that JAC

had designed an online survey for young people, which had not yet undergone testing, and he suggested that JAC could liaise with Councillor Al-Sanjari.

Members noted the information provided in the report regarding the aim of setting up more parents' self help groups for dealing with anxiety in young people and the possibility of making contact with parents through local schools.

RESOLVED:

- ◆ To note Report No. LS 1/20.

The Chairman thanked Sam Milligan for coming to the meeting.

44. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 2/20 and reported that overall the income was well above the expected level for this point in the year.

RESOLVED:

- ◆ To note Report No. LS 2/20.

45. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**

The Leisure Services Manager presented Report No. LS 3/20 and reported that the Christmas charity open day at the leisure centre on 23 December had raised £850 for the Mayor's charity, Prostate Cancer UK. Members noted the recent Facebook promotions: offering three free Christmas themed Mini Movers sessions to generate interest in the January sessions, and running a competition to name one of the Christmas holiday camps as a way of promoting the holiday activities.

Members thanked the Leisure Services Manager for providing information about the number of incidents relating to the use of the 3G pitch £2 Turn Up by various age groups. The reported incidents included abuse of staff, using without booking, using without paying, ignorance of pitch rules and not showing up for a booking. The number of incidents by each age group would be reviewed again at the April meeting.

The Leisure Services Manager informed Members that the Council had been awarded a grant of 75% of the cost of new grass football goalposts, up to a maximum of £2,400, which would allow two pairs of new goalposts to be purchased and would improve the quality of the 11 a side football facilities. Members were also informed that the annual service of the trampolines at the leisure centre had identified necessary repair work totalling £1,500 to one of the trampolines. The trampoline was over 30 years old and would be replaced with a new model.

Members noted the information provided in the report about new pilates classes and exercise classes that were being launched at the centre, and the redecoration of the foyer and reception area and the upstairs committee rooms that had been undertaken by the Maintenance Team.

Members considered a provisional request from the Berkshire Youth Development League (BYDL) for Woodford Park to host a summer football league on Saturday mornings for about 12 weeks starting in April. The amount of extra traffic this would generate, and the effect on residents in Haddon Drive, was discussed and it was agreed that BYDL would need to provide car park marshals to control the situation as much as possible, as they currently did for the winter leagues.

RESOLVED:

- ◆ To note Report No. LS 3/20.
- ◆ To agree to the request from the Berkshire Youth Development League (BYDL) for Woodford Park to host a summer football league on Saturday mornings, should they require the centre as a venue, and to ask BYDL to provide two car park marshals for the duration of the booking.

46. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 4/20. He informed Members of work that had been undertaken at Woodford Park Leisure Centre, including the redecoration of the foyer, reception area and committee rooms, the extension of public wi-fi to cover the gym, improvements to the lighting in the car park and repairs to the 3G pitch goals. He also reported that an electrical survey had been carried out at the leisure centre and had shown that there were no safety issues, but that the system needed updating to comply with the latest regulations. The Chairman informed the meeting that he had recently been shown around the leisure centre by the Leisure Services Manager and he reported that the newly decorated committee rooms looked magnificent.

Members noted that more than 50 potholes had been repaired in Woodford Park by the Maintenance Team and several areas of uneven pathway had been cut out and re-laid. The Deputy Town Clerk informed Members that officers would be meeting with landscape architects and play companies over the coming weeks to develop a design brief for the Woodford Park Play Area project, focussing on inclusivity and natural play, and designs would then be developed for consultation and would be reported back to the Committee. Members were also informed that the Green Flag application for Woodford Park would be submitted in January.

The Deputy Town Clerk reported on matters relating to the allotments, including the proposal to install new locks at the site to improve site security. In order to prevent unauthorised copying of the keys, the new keys would have a profile that could only be copied with authority from the Council. This would be included in the proposals for the 2020/21 Capital Programme.

Members were informed of the grounds work that had been carried out recently, including the repair and maintenance of sports pitches, machinery servicing, clearance of waste from the grounds yard, planting of crocuses and daffodils, and tree works. In reply to a question, the Deputy Town Clerk said that the two dead trees that had been removed from the Garden of Remembrance would be replaced, and the dead trees had been kept for use as a bug hotel.

Members noted the minutes of the Friends of Woodford Park Liaison Meeting held on 19 November 2019 and the information provided on the Council's wildlife and environmental initiatives.

RESOLVED:

- ◆ To note Report No. LS 4/20.

47. **ACCESSIBLE PLAY EQUIPMENT IN WOODLEY**

The Deputy Town Clerk presented Report No. LS 5/20, which provided Members with information on the condition and inclusivity/accessibility of the play equipment across the Council's sites. The report concluded that overall the current provision and accessibility of inclusive play equipment across the sites was poor. The Deputy Town Clerk informed Members that the new play area proposed for the Memorial Ground would be a high quality play area with inclusivity designed into the scheme. The report concluded that Malone Park and Woodford Park had potential for improvements to site accessibility and the provision of inclusive play equipment to supplement the equipment already installed.

In reply to a question, the Deputy Town Clerk informed Members that the play areas were checked each week, with monthly equipment checks carried out by the ROSPA qualified Maintenance Manager and annual checks carried out by ROSPA. When asked about the ongoing costs of the proposed destination play area for the Memorial Ground, the Deputy Town Clerk said that the play equipment would be serviced in-house, as the Maintenance Manager had the required qualifications.

RESOLVED:

- ◆ To note Report No. LS 5/20.

48. **CHARGES 2020/21**

The Town Clerk presented Report No. LS 6/20 and explained that the increase in charges for the hire of rooms at Woodford Park Leisure Centre reflected the improvements due to the redecoration and refurbishment of the rooms. The proposed charges for sports activities took into account the rates charged by other local sports providers.

In reply to a question about the costs of gym membership, the Leisure Services Manager replied that he was waiting to see what the membership rates would be at the new Bulmershe Leisure Centre before making any changes.

RESOLVED:

- ◆ To note Report No. LS 6/20.
- ◆ To recommend that the proposed charges for 2020/21, as set out in the Budget Appendix, be approved.

49. **REVISED ESTIMATES 2019/20**

The Town Clerk presented Report No. LS 7/20 and explained that the Committee's original budget expenditure was expected to decrease overall.

Members were informed that staff costs had been lower than anticipated due to the Maintenance trainee post becoming vacant and a replacement not currently being required. A water rebate at Coronation Hall had reduced costs and there had been lower amenities costs than anticipated. Delays in installing and opening the new public toilet in the town centre had resulted in lower than estimated running costs for the year, although the rates charged by Wokingham Borough Council were higher than expected. There had been increased staff costs at Woodford Park Leisure Centre, due to additional classes for gym members, water rates for the bowling green were higher than expected due the very hot weather and the certification costs were higher at Chapel and Coronation Halls because they had not been invoiced the previous year.

Members were pleased to note that there was estimated to be a significant increase to the Committee's income over the original budget due to additional income from the gym and courses at Woodford Park Leisure Centre and higher than anticipated income from Coronation Hall and from fair and circus visits. Income from Chapel Hall, the public toilet and the Garden of Remembrance was likely to be lower than the original estimates.

Members thanked and congratulated the Leisure Services Manager and his team for achieving an excellent profit at Woodford Park Leisure Centre for the second year running.

RESOLVED:

- ◆ To note Report No. LS 7/20.
- ◆ To recommend that the Revised Budget Estimates for 2019/20, as set out in the Budget Appendix, be approved.

50. **BUDGET ESTIMATES 2020/21**

The Town Clerk presented Report No. LS 8/20 and explained that a reduction in income from that achieved in the current year had been planned for, due to the possible impact of the opening of the new Bulmershe Leisure Centre.

RESOLVED:

- ◆ To note Report No. LS 8/20.
- ◆ To recommend that the Budget Estimates for 2020/21, as set out in the Budget Appendix, be approved.

51. **FUTURE AGENDA ITEMS**

An item looking at what contribution this Committee could make towards the Council's aim of becoming carbon neutral by 2030 was requested. The Deputy Town Clerk explained that this policy would be considered by the Strategy and Resources Committee, but agreed that this Committee should also provide input.

52. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The four walks in and around Woodley that had been documented by the Woodley Walks Project.

The meeting closed at 9:35 pm

LEISURE SERVICES COMMITTEE**BUDGETARY CONTROL 2020/21****Report No. LS 9/20**

EXPENDITURE	Budget 2020/21	Actual Exp as at 31/7/19	Actual Exp as at 31/7/20	Actual Exp as % of Budget	Information
Woodford Park LC & 3G pitch	402610	122864	101984	25.3	Rates, certification, washroom costs, over 33, all other costs under.
Grounds Maintenance	31605	9714	7635	24.2	Uniform/protective clothing, cleaning supplies, phone, & fuel over 33%, all other costs under.
Football	22474	6238	6589	29.3	Low expenditure on horticultural supplies.
Cricket	12428	3865	3642	29.3	Water rates costs over 33%, staff and equipment costs under 33%.
Bowling Green	15338	4573	4303	28.1	All costs under 33%.
Woodford Park	35992	12029	11228	31.2	All costs apart from play equipment under 33%.
Memorial Ground	9717	3088	3047	31.4	Expenditure under 33%.
Garden of Remembrance	7274	2240	2096	28.8	No expenditure on horticultural supplies and inscription costs.
Play areas and open spaces	12468	4469	4201	33.7	Play equipment expenditure over 33%, all other costs under.
Coronation Hall	28837	9530	8564	29.7	Rates, repairs/maintenance and washroom services over 33%, all other costs under.
Chapel Hall	21720	6615	6249	28.8	Rates and washroom services over 33%, all other costs under.
Allotments	19946	8033	7518	37.7	Water rates and lease payment over 33%, all other costs under.
Amenities	4784	1498	1244	26.0	No expenditure on repairs. Two quarters of street lighting paid.
Events	12930	4133	467	3.6	No Woodley Carnival contribution or PR/promotions costs incurred.
Public toilet	10501	582	2071	19.7	All costs, apart from rates payable, under 33%.
Youth Services	29000	12676	12676	43.7	Two quarterly payments made to Just Around the Corner charity, in advance.
TOTAL	677624	212147	183514	27.1	
Month 4 - 33%					

INCOME	Budget 2020/21	Actual Inc as at 31/7/19	Actual Inc as at 31/7/20	Actual Inc as % of Budget	Information
Woodford Park LC & 3G pitch	387763	162998	48440	12.5	Includes Furlough Inc of £35,346
Grounds Maintenance	512	274	1021	199.4	Includes Furlough inc of £813
Football	5940	1215	3018	50.8	Includes Furlough Inc of £1,626
Cricket	2600	1881	813	31.3	Furlough Inc
Bowling Green	8181	7584	993	12.1	Furlough Inc
Woodford Park Memorial Ground	6750	1945	2445	36.2	Includes Furlough Inc of £2,258
Garden of Remembrance	241	118	722	299.6	Furlough Inc
Play areas and open spaces	520	120	664	127.7	Includes Furlough Inc of £542
Coronation Hall	0	0	632	0.0	Furlough Inc
Chapel Hall	36000	13535	4037	11.2	Includes Furlough Inc of £2,604
Allotments	35000	12847	2312	6.6	Includes Furlough Inc of £1,611
Amenities	13586	177	462	3.4	Includes Furlough Inc of £452
Events	0	0	0	0.0	
Public toilet	0	0	0	0.0	Toilet closed during lockdown
Youth Services	600	63	0	0.0	
TOTAL	497693	202757	65559	13.2	Total Furlough Income of £48,412, other income £17,147
NET	179931	9390	117955	65.6	
Month 4 - 33%					

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.

Lockdown

The Leisure Centre officially closed from Saturday 21st March, as per Government instructions. All Centre staff were furloughed and the only notable activity taking place within the Centre was maintenance work and routine building checks. This primarily included the following:

- Refurbishment (sanding, relining and resealing) of Sports Hall floor.
- Repainting of the outside (front and side) of the Leisure Centre.
- Preparation for reopening (installation of cleaning stations, hand sanitiser stations etc).
- Conversion of the Function Room into temporary overspill gym ready for reopening.
- General building / facility checks (water checks, security, equipment maintenance etc).

Resumption of Outdoor Activities / Sports

From Monday 6th July we were able to resume some small parts of the business, however government restrictions still prevented any form of indoor activity relating to Sports / Leisure at this time. Outdoor hirers including Woodley Netball Club and WBC Bikeability returned to make use of the Hard Surface Area and Woodley Cricket Club were finally able to begin playing official matches. All hirers were required to submit Covid-19 specific risk assessments before being allowed to return and make use of the facilities (this process is still active today).

Monday 6th July also saw us launch our "The Gym IN the Car Park" programme, a simple idea that involved converting our top car park into a fitness area that could be used for running some outdoor exercise classes connected to our gym membership. The lines in the car park were painted either green or black, with green signifying an area where a member could exercise at a safe distance from another member (minimum 3 metres). The area was fenced off to prevent cars parking in the spaces and mesh covers were used to make the area look more desirable. In total, 50 gym members chose to reactivate their memberships specifically for the outdoor classes and feedback from attendees has been overwhelmingly positive.

Reopening of the Leisure Centre & Gym

From Monday 27th July, the Leisure Centre officially opened in line with Government advice for the following activities:

- Badminton Court bookings
- Tennis Court bookings
- 3G Pitch bookings
- Gym bookings
- Indoor exercise class bookings

Roughly 50% of the Centre staff have returned to work and booking systems are currently in place for all activities. The majority of activities are heavily altered and numbers have been reduced to meet with restrictions from both the Government and the National Governing Bodies of each individual sport (some pictures showing various changes are included on the next page).

Any questions relating to the reopening of the Leisure Centre and Gym are welcome during the meeting.

RECOMMENDATIONS

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

Photos will be sent separately

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

The centre reopened on 27 July and has been operating well with the current Covid-19 restrictions. More information is contained in the Leisure Services Manager's report.

Decoration works were carried out to help utilise the function room as an extension to the gym. This enables the gym to operate more effectively while observing social distancing requirements.

The newer car park area has been fenced off to provide a space for outside exercise classes.

Paddling pool

The current social distancing rules and additional rules relating to numbers allowed to use pools at any one time means that managing the paddling pool area safely would be extremely difficult and is not a viable option for the remainder of this season.

Roof

Works replace the poor quality felt roofing previously installed are on-going. A report on the current situation will be presented to the next meeting of the Strategy and Resources Committee.

Woodford Park

Rotary Rose Garden

Rotary has provided funding for rose bushes in order to establish a rose garden, within the Rotary Garden to the rear of the Oakwood Centre. The garden will include climbing roses along the fence section next to the building, and the opportunity for residents to purchase a rose bush in memory of a loved one, to be planted in the garden along with a small plaque. Rotary will administer this with Council's Grounds Maintenance Team planting and maintaining the rose bed.

Tree works

Essential safety works have been scheduled to address issues with dead and dying poplars along the boundary with St Dominics Savio School. There are a number of large, decaying trees here, which require removal. The Grounds Maintenance Manager is looking at options for replacement of removed trees. The public will be made aware of the works taking place and the reason for this and the works will be carried out outside school hours.

Bowls green

Three rinks have been prepared for practice sessions. All fixtures have been cancelled for the season.

Goal Posts

New goal posts have been installed – with funding from the Football Foundation. Football bookings are beginning to return.

Friends of Woodford Park

An update from the Friends of Woodford Park is attached at **APPENDIX A**.

Play areas

The Council's play areas re-opened to the public on 4 July in accordance with Government guidance. Signage has been installed at all sites advising of social distancing and other measures in accordance with the guidance.

Malone Park transfer

Documentation for the transfer of ownership of Malone Park to the Town Council is currently being prepared by Wokingham Borough Council. This should be completed shortly.

Allotments

Occupancy

The allotment site has been exceptionally busy over during and since the lockdown period. There is currently 100% occupancy with around 70 people on the waiting list.

Skips

Skips were placed on site over the August bank holiday weekend and these will be monitored and managed by the Tenant's Committee as in previous years. The Grounds Maintenance Team are assisting with the clearance of some recently vacated plots.

Roadways

Volunteers will be carrying out repairs to the roadways over the weekend of 5/6 September. The Tenants Committee was able to obtain road chippings at no cost to be used on the roadways.

Bees

This project continues to run very well. There are now 11 bee hives at the site and the first batch of honey has been produced by one of the bee keepers. The project is being overseen by the members of the Tenants Committee who are registered bee keepers and there is an application process for those wishing to have a hive at the site. The hives have been routinely inspected by a representative from the National Bee Unit.

Environmental/wildlife

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

Community Halls

A broadband line with wifi router is being installed in Chapel Hall to facilitate virtual dance classes run by the dance school. This means the school will be able to return to operating from the building with a mix of in person and virtual sessions.

Bookings remain very quiet at the halls although some bookings are beginning to return where social distancing can be observed. The buildings have appropriate signage and hand sanitiser stations in place to accommodate bookings where we can go forwards. Many bookings have historically been social gatherings of one type or another so these have not returned for the time being.

Recommendations

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

Friends of Woodford Park – Update August 2020

- Friends of Woodford Park have continued to maintain the gardens during the problems of the last 6 months.
- Only for the first few weeks did we ask our volunteers to attend to the beds as individuals. Once rules relaxed we were able to work as a group but spread ourselves around our work areas. In fact as very few have had holidays this year our weekly numbers have been greater than previous years. We have also benefited from new volunteers joining.
- Problems this year have not only been Covid but 2 periods of very hot and dry weather. This prevented the purchase and planting of some planned new shrubs. We also did not have the extra help from our friends at Sage as their volunteering program was cancelled for 2020 due to Covid.
- The friends have continued to maintain all their gardens in the Memorial Ground together with the Rotary Sensory Garden and the Garden of Remembrance. This together with some work again on the beds in front of the Oakwood Centre. Obviously no public meetings have been held this year.

Wildlife in Woodley

Project	Progress/current situation
Allotments	
Bee hives	<ul style="list-style-type: none"> • Bee keepers agreement / application process in place. • 11 active hives on site. • Tenants Committee managing day to day.
Wild flowers	Wildflowers have been sewn in an area of the site – near to the bee hive enclosure. Wild flowers will encourage pollinators – bees/beetles/butterflies/moths/flies.
Wildlife pond	The pond has been dug out by the Council's Grounds Team. The tenants committee has not yet installed a liner as the pond filled very quickly during wet weather. Additional drainage work in this area of the site is required which will also allow for flood drainage from the pond during very wet periods.
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 – this work has been delayed due to the Covid-19 lockdown situation.
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 – this work has been delayed due to the Covid-19 lockdown situation.
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)

TOWN CENTRE TREE GARDEN

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To ask Members to consider options for the use of the walled tree garden area in Woodley Town Centre.

Background

The walled garden area was constructed by Wokingham Borough Council in March 2020 in order to address the issue of unsafe pedestrian areas, caused by root damage from the mature Plane trees at this location. There have had been a number of reported incidents of people tripping and falling as a result of the uneven surfacing.

This solution involved the creation of a walled garden to enclose the trip hazard area while retaining the mature trees. The space inside the wall was backfilled with approximately 150mm of topsoil.

Consultation

Wokingham Borough Council provided an option for timber or brick construction which the Town Council consulted on via the Council's website, social media, display stands in the Oakwood Centre and Woodford Park Leisure Centre and via the WTCMI. The preferred option from the responses received was for brick construction.

The Town Council has been asking residents for suggestions for uses of the space via the website, social media and a banner placed in the garden. Suggestions received are attached at **APPENDIX A**.

Considerations

There are a number of considerations regarding the use of the space and the type of planting – if planting is the preferred option.

Limitations affecting type of planting

- Soil depth only 150mm (approx).
- Shade from trees
- No water supply

There are also opportunities to improve the public space.

Opportunities

- wildlife/biodiversity/Climate Emergency/Environmental
- cultural/art
- community involvement

Seating

The old seating around the base of the trees was removed to accommodate the wall. New seating has not yet been installed as it has been useful to monitor pedestrian flow around the new garden. Consideration must be given to the type and location of seating if this is to be installed going forwards. Options may include utilising the wall itself – this is being used for seating already. Accessibility and equality impacts should be considered regarding any new seating to be installed.

Advice received

Advice on planting has been received from various sources and indicate that the limitations of the site would be best suited to shade mix wildflowers or shallow rooting / shade tolerant herbaceous shrubs. Suggestions received from the public are fairly evenly split between wildflowers, shrubs or hard landscaped/picnic areas.

Funding

The Full Council meeting on 21 July 2020 (Minute No. 18) resolved to allocate funding to the project from Section 106 monies received, following consultation with residents, WTCMI and traders. An offer of funding has also been received from Rotary.

Planting Options for consideration

1. Wildflower garden /
2. Gravel garden/low maintenance drought resistant grasses and shallow rooting shrubs
3. Evergreen shrub garden

All of these options could include future community use of sectioned areas as projects develop. Several volunteers have already offered to assist with planting and maintenance and this could be accommodated with volunteers working to the Grounds Maintenance Manager. Volunteers would be covered under the Council's public liability insurance as is the case with other volunteers. The garden could also accommodate items of public art should funding be identified for this or other initiatives.

The Rotary Club of Reading Maiden Erlegh has offered to provide and plant crocuses in the garden as part of their polio eradication awareness programme. This would be a good addition involving volunteers and could be accommodated with other planting schemes in the garden.

Impact assessments/considerations

Equality

There are potential equality impacts in respect of any seating that may be considered. Seating should be inclusive and selected following consultation with appropriate local groups.

There is an opportunity to include sensory planting that considers sight – (colourful flowers) and smell (herbs, scented flowers and plants).

Opportunities for community involvement should be explored both in terms of initial planting and on-going maintenance of the garden. Community groups of all kinds can be provided with an opportunity to contribute to the garden. Where issues of access are identified these should be addressed to ensure inclusivity.

Environment

There is an opportunity to provide habitat for insects and pollinators through selection of appropriate plants.

Resources

Wildflower seed mix will have an initial cost of around £200. On-going maintenance costs are minimal and can be incorporated into the regular duties of the Council's Grounds Maintenance Team.

Gravel garden with grasses and drought resistant plants will have an initial cost of around £2000. On-going maintenance costs are minimal and can be incorporated into the regular duties of the Council's Grounds Maintenance Team.

Shrub planting will have an initial cost of around £2000. On-going maintenance would be more labour intensive and require community assistance.

There is potential funding offered by local organisations such as Rotary.
Section 106 funds are available should the Council wish to allocate funds to the project.

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider the planting options for the walled garden.**

Town Centre Garden Suggestions

APPENDIX A

- 1 Buddleia, lavender to attract bees and wildlife
- 2 Shrubs e.g. Hebes, wildflowers for insects
- 3 Wildflowers
- 4 Wildflowers, water feature, rockery
- 5 Rockery, water feature, lavender
- 6 Wildflowers, different flowers
- 7 Wildflower meadow
- 8 Wildflower meadow
- 9 Astro turf
- 10 Picnic garden with entrances and festoon lighting
- 11 Seating areas in the garden, woodland play area, art piece/school art project
- 12 Painted rock area/ schools project
Vegetable garden, sensory garden, sculpture/mosaics, Britain in Bloom
inclusion (Lions)
- 13 Evergreen shrubs
- 14 Drought loving plants and ornamental grasses
- 15 Gravel garden, architectural plants
something perfumed eg lavender. Bee and butterfly friendly. Grasses/light
bamboo. Shrubs. Sarcococca. Daphne.
- 16 Gravel garden, rocks
- 17 Evergreen shrubs and plants
- 18 Evergreen, low level shrubs
- 19 Evergreen shrubs, flowering shrubs
- 20 Moss and rockery garden
- 21 Mix of different colour wild flowers
- 22 Herb garden
- 23 Slow growing low shrubs, flowering cover plants,
Plants similar to the war memorial and Oakwood Centre
- 24 Football pitch
- 25 Wildflowers, plants for bees
- 26 wildflowers
- 27 Cover shrubs or wildflower garden
- 28 Wild flowers and tall grasses
- 29 Picnic area
- 30 Moss with perennial alpines - long blooming plants
- 31 Playground
- 32 Variety of shrubs for colour
- 33 Furniture suitable for conversation / picnic lunches.
Robust evergreens / baskets above head height
- 34 Solomons Seal , shade loving perennials and bulbs
- 35 Eucalyptus Trees, fuschia, rosemary
Native flora and fauna / rewilding / butterflies and bees / Box, Bugbane, Ferns,
- 36 Pasque flower, Lavander, fritillary, daffodils
- 37 Desert garden - good colour and low maintenance
Mediterranean varieties / cactus / artificial grass in some areas / watering
issues/considerations
- 38 Water fountains with lighting / evergreen plants / thought for the day notice
board with proverbs
- 39 Turf and use as picnic area
- 40 Raise soil level and get schools involved in planting
- 41
- 42
- 43
- 44
- 45

Woodley Town Council

EQUALITY IMPACT ASSESSMENT - SERVICE LEVEL AGREEMENT FOR THE PROVISION OF DETACHED YOUTH WORK IN WOODLEY

REPORT OF THE TOWN CLERK

PURPOSE OF REPORT

To consider carrying out an Equality Impact Assessment of the Service Level Agreement for the provision of detached youth work by an external contractor.

BACKGROUND

The Just Around the Corner (JAC) charity are currently providing detached youth work in Woodley under a three-year Service Level Agreement (SLA) that was extended for one more year to 31 March 2021 at a meeting of the Strategy and Resources Committee on 21 January 2020, Min No. 81.

The Town Council's SLA with JAC was extended by one year in order to carry out a survey through the Community Youth Partnership to find out what young people would like to see being provided for them in the town to inform the tender for the future Service Level Agreement from 1 April 2021. Unfortunately, the survey work had to be put on hold because of Covid-19 and the lockdown at the end of March 2020 which meant that there was no access to young people through the secondary schools, as had been planned. It is hoped that, with the schools reopening in September, the Council will be able to seek students' opinions about provision for them in the town.

Documents and a process for inviting tenders for the new Service Level Agreement, which will start on 1 April 2021, were commissioned from ACL Consultancy Solutions Ltd in 2019/20 and have been paid for. It is intended that the same consultant support the Town Council in its selection of the appointed contractor following receipt of tenders for the Service Level Agreement.

INFORMATION

Some councillors have expressed concern that an Equality Impact Assessment has not been carried out on JAC, the existing providers of the detached youth work SLA whose contract period will come to an end on 31 March 2021.

Equality Impact Assessments (EIA) are not required by law to be carried out by public organisations. However, they are a way of facilitating and evidencing compliance with the Public Sector Equality Duty. Most usually this would be on new projects or revised service provision that a council may be considering. Officers at the Town Council currently have little experience of carrying out this kind of assessment and would require some training in how to approach and conduct an Equality Impact Assessment.

ACL Consultancy Solutions have estimated a cost of £2,700 plus VAT to carry out an EIA. The fee includes an element of training for officers that would enhance and develop their skills to carry out EIAs in the future.

Given the impact of Covid-19 over the past five months which has affected all areas of the Council's services, including detached youth work, councillors should consider whether it would be

a reasonable use of Council funds to undertake an EIA on the current contractor, given that the new SLA will be tendered in early 2021, with a newly appointed contractor in place from 1 April 2021. The tender documents could include a questionnaire on the policies and practices of organisations applying to operate the SLA, including evidence of their operations and how their procedures meet the Equality Act requirements. The Council could then follow this up in the first year by carrying out an Equality Impact Assessment, with the support of an independent person, who could train the relevant officers in the process.

RESOURCES

The Town Council will experience severe financial difficulties this financial year because of the impact of Covid-19. Income is likely to be at very low levels in 2020/21. Work is being undertaken to reduce expenditure as much as possible. In taking any decisions on additional expenditure, councillors should consider the impact on the Council's financial resources.

The cost of contracting ACL Consultancy Solutions Ltd to carry out an EIA can be funded from this year's budget allocation for youth services given that it is unlikely that all of these funds will be needed for youth projects and given the impact of Covid-19.

Councillors are asked to note the information contained in this report and consider whether carrying out a EIA on JAC at what is nearly the end of their operating the SLA would be a reasonable use of funds and officer time, given that a further EIA may be required should a different contractor be appointed to provide detached youth work in the town from April 2021.

RECOMMENDATION:

- ◆ **That Members note the contents of the report and to propose that an Equality Impact Assessment be carried out after the appointment of a contractor to provide detached youth work in the town from 1 April 2021.**

Play Area Online Questionnaire – 270 respondents

How often do you visit the park?	
Daily	72
Weekly	138
Monthly	54
Less	8
Do you use the play areas?	
YES	261
NO	9
What age are your children?	
0-5	196
6-8	113
9-11	53
11+	37
Do you have a child with additional needs?	
YES	22
NO	248
How do you travel to the park?	
Walk	217
Car	106
Cycle	55
Bus	1
Do you visit other play areas locally?	
YES	231
NO	39
Which play equipment construction materials would you like to see?	
Metal	11
Wood	132
Mixed	129
How important do you think planting and natural features are in the play area?	
Very important	117
Fairly important	127
Not important	28

DRAFT CLIMATE EMERGENCY ACTION PLAN

July 2020

Contents

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Action Plan Principles & Approach	5
Action Plan Targets	6 - 7

DRAFT CLIMATE EMERGENCY ACTION PLAN

Background

- Council meeting on 1 October 2019 adopted a motion to declare a climate emergency and to become a carbon neutral organisation by 2030.
- S&R 21 January established a Climate Emergency Working Party and agreed the terms of reference.
- An initial calculation of the Council's carbon footprint has been made – although not definitive, it does provide a measure against which some mitigations can be measured e.g. green gas offset
- Progress has been made in the areas of energy provision carbon offset, LED lighting and rainwater reuse.
- The Climate Emergency Action Plan will be a living document that sets out principles, targets and measures progress against these.

Progress so far

The following initial steps have been taken to reduce the Council's carbon footprint;

Action	Reduction/offset kgCO ₂ e
Installation of solar panels - Woodford Park Leisure Centre	7,210
Installation of solar panels – The Oakwood Centre (estimated)	5,495
Renewal of gas supply contracts with 100% carbon neutral gas	99,713
Annual Total kgCO₂e offset	112,418
Annual Total kgCO₂e after reductions	38,437

Energy supply contracts

The current electricity supply contract provides 23% electricity from renewable sources. These contracts are due for renewal from April 2021 and this will be an opportunity to consider a move to 100% electricity from renewable sources.

Gas consumption for heating and hot water across the buildings has the largest influence on the Council's carbon footprint.

The gas supply contracts for the Council's building have been renewed from 1 February 2020. A 36-month contract has been put in place with Ecotricity who supply carbon neutral gas to the grid. The supply of carbon neutral gas and 'green' gas is growing but not yet offered by all suppliers and the costs can vary, although all are more expensive than natural gas as there is higher demand than supply at present. 100% 'green' biomethane gas is considerably more expensive but these costs are likely to reduce in the coming years as the industry invests in the technology. Carbon neutral gas is fed into the gas grid and can be generated either entirely from organic matter (biomethane from anaerobic digestion), or natural gas from a supplier who offsets the carbon emissions of the gas through investment in carbon reduction schemes elsewhere. Ecotricity offer a combination of the two with a move toward an entirely biomass supply.

This gas is certified carbon neutral by the supplier and represents a reduction through offsetting of the Council's carbon footprint of 99,713 kgCO₂e.

Solar Panels

The solar panels installed on the Oakwood Centre and Woodford Park Leisure Centre generate renewable electricity and return it to the grid. This renewable energy can be used to offset the Council's carbon footprint. The Woodford Park Leisure Centre installation has been in place for one year and has generated 28,207 kWh – an annual carbon saving of 7,210 kgCO₂e. The Oakwood Centre installation has been operational since the start of January 2020. The estimated generation from this installation is around 21,500 kWh – an annual carbon saving of 5,495 kgCO₂e.

There is a potential for further solar panel installations on Coronation Hall and the grounds depot building. These are being explored with Reading Community Energy Society under a similar arrangement to the existing installations, and also directly with solar panel providers.

LED Lighting

All new lighting installed in and around the buildings uses LED to reduce energy consumption and cost. All lighting in Coronation Hall was replaced with LED as part of the refurbishment carried out in 2019. All street lighting stock was upgraded to LED in 2017. There is a potential to upgrade all lighting within the buildings to LED and this could represent a good return on investment in terms of energy costs and carbon reduction.

Rainwater Harvesting

We are collecting and reusing rain water at the grounds depot and looking at the potential to do this at the Oakwood Centre to provide water for the planted beds. Officers have a design for modular rainwater storage units that could be used at the allotments – subject to available funding.

--- ACTION PLAN ---**Principles**

- A. Reduce the Council's carbon footprint to zero by 2030.**
- B. Encourage carbon reduction in the wider Woodley community.**
- C. Participate in and promote local and national environmental and carbon reduction initiatives where possible.**

Approach

- identify opportunities to reduce energy consumption and use renewable energy where possible
- assess carbon impact of purchasing/goods & services/travel/other elements not currently considered.
- identify opportunities and initiatives for carbon offsetting
- identify opportunities to take part in and provide information to residents and businesses on local and national green initiatives.
- identify funding requirements and progress these through the Committee process.
- work and coordinate with partners to contribute to Borough wide Climate Emergency Plans.
- liaise with other Councils and organisation implementing similar initiatives.
- monitor progress against carbon reduction targets.

Progress and Targets

1	Switch all energy accounts to 100% renewable sourced energy	
Progress	All gas accounts have changed to 100% carbon offset from February 2020 on a 36-month contract. Although this contract is technically 100% carbon neutral – the energy is only partially sourced from renewable sources – the remainder is carbon offset through projects elsewhere. Solar panel installations are operational at the Oakwood Centre and Woodford Park Leisure Centre. A further installation at Coronation Hall is being investigated.	
Target	Move to 100% 'green' gas – from renewable sources when the contracts come up for renewal. Move to 100% renewable or offset electricity contracts when these come up for renewal.	Feb 2023 April 2021
2	Upgrade all lighting to LED throughout the Council's buildings and facilities	
Progress	LED lighting now installed in; Coronation Hall Woodford Park Leisure Centre (gym/reception/refurbished offices) Grounds depot tractor shed All street lights now LED	
Target	LED lighting not yet installed / to be costed; <ul style="list-style-type: none"> • WPLC sports hall (price received – funding to be considered) • WPLC Flood lights • Chapel Hall • The Oakwood Centre 	
Current Actions	<ul style="list-style-type: none"> • Maintenance Manager – obtaining quote to convert Chapel Hall lighting to LED. • Maintenance Manager obtaining quotes for upgrading Oakwood Centre lighting on a zoned/phased basis. Some other electrical works already required. • Quote received to convert sports hall lighting – funding to be considered – report to S&R/Council. • Football wing/Optalis/Function Room could be done in house. Maintenance Manager costing project. 	
3	Harvest rainwater from Council buildings and facilities	
Progress	Rainwater is being harvested and stored for reuse at the grounds depot. This will be used for watering plants/trees, jet washing bus shelters, cleaning down the yard and washing vehicles.	
Target	Options to be investigated for; <ul style="list-style-type: none"> • Oakwood Centre initially – as there is a requirement in that area for watering shrubs and wildflowers. • All other buildings. • Modular units for the allotment site – has been costed / consider viability 	

Current Actions	<ul style="list-style-type: none"> • Maintenance Manager costing up harvesting system for North end of Oakwood Centre initially. (Area of most use) • Maintenance Manager costing up similar for Coronation Hall. • Maintenance Manager costing/assessing feasibility of water butt installation on bowls club building. • Second water storage tank to be installed when new vehicle storage building is installed. (Grounds Maintenance Manager) • Funding of water storage at allotments to be considered by the working party. 	
4	Reduce petrol/diesel consumption of grounds maintenance machinery/operation	
Progress	Options being investigated / potential for electric powered machinery and vehicles. No green waste is burned – all is reused on site or disposed of in green waste skip.	
Target	Investigate further low intensity land management areas	
Current Actions	<ul style="list-style-type: none"> • Grounds Manager investigating viability and cost of electric machinery – strimmers/mowers. Initial concerns about power/reliability/battery life to be considered. • Vehicles replacement to be considered when current vehicles come to the end of their life. Leasing of electric or hybrid electric vehicles may be a good option. 	
5	Reduce carbon from staff commuting to work by car	
Progress	The Coronavirus situation has shown that some staff can work effectively from home for some or most of the time. This has reduced commuting to work for several staff. The carbon benefit of this has not yet been measured.	
Target	Investigate long term potential for; <ul style="list-style-type: none"> • home working/reduced/flexible office working • cycle to work scheme 	
Current Actions	<ul style="list-style-type: none"> • Current situation necessitating home working of office staff is likely to continue for the foreseeable future. • Deputy Town Clerk to canvass staff and assess potential take up of cycle to work scheme for staff that drive to work. 	
6	Tree planting	
Progress	170 trees (mix of hedging, sapling, small copse trees) to be planted winter 2020 – sourced through Woodland Trust initiative. Opportunities to be investigated;	
Target	Investigate potential for; <ul style="list-style-type: none"> • further tree planting on Council land • green/living walls & lamp columns 	

Current Actions	<ul style="list-style-type: none"> • Working Party to propose tree planting policy/update to the environmental policy, for committee approval. Policy to be based on the principle of planting more trees than are removed in any one year and consider opportunities for more planting e.g. memorial trees. Opportunities for mass planting are very limited. 	
7	Reduce waste sent to landfill	
Progress	Office waste recycling in place Recycling in place for plastics and cardboard at Oakwood Centre and Woodford Park Leisure Centre.	
Target	<ul style="list-style-type: none"> • Develop plan by service/building to move toward zero waste to landfill • Introduce recycling points in the parks – outside Council buildings 	
Current Actions	<ul style="list-style-type: none"> • DTC/Maintenance Manager to investigate recycling bins/skips for the grounds yard (card, wood, metal). Recyclable waste currently goes to general waste skip. • DTC to review waste from Leisure Centre with Leisure Services Manager. • Ground Manager/Maintenance Manager to ensure that all public bin liner bags are produced from 100% recycled material. 	
8	Reduce/eradicate single use plastics throughout Council operation and service areas.	
Progress	Plastic cups provided for clients are recycled. Recycling bins are located in the office areas and plastics recycled with cardboard (mixed recycling)	
Target	<ul style="list-style-type: none"> • Identify and Investigate areas for reduction • Work with Catering Partner to reduce/eradicate single use plastics and achieve consistent approach • Educate staff/customers to change practices/habits 	
Current Actions	<ul style="list-style-type: none"> • DTC to review plastics use with Venues Manager and Leisure Services Manager. • DTC/Venues Manager to discuss with catering provider. 	
9	Carbon Neutral Events	
Progress		
Target	<ul style="list-style-type: none"> • Liaise with Town Centre Manager to develop plan for reducing/offsetting carbon related to running events including markets. • Develop carbon checklist for events booking. • Consider possible carbon offsets in relation to funfairs etc 	
10	Encourage behaviour change	
Progress	Council website has page dedicated to Climate Emergency Relevant news releases/social media posts e.g. from Wokingham Borough Council are reposted.	

	Officers are looking at opportunities to provide more recycling in the parks and around the public buildings.	
Target	<ul style="list-style-type: none"> • Conduct an online survey to obtain suggestions from residents on carbon reducing activities and use as a means of raising awareness and developing engagement. • Enhance WTC webpage to include Borough and nationwide initiatives and information. 	<p>Aug 2020</p> <p>Aug 2020</p>
Current Actions	<ul style="list-style-type: none"> • DTC/Communications Manager to review website page/presence. Include link to WBC climate press releases and information and government initiatives. • All managers to request environment policy from suppliers and contractors. • All tender invitations to contain climate emergency statement and require submissions to address this. 	
11	Eradicate carbon release from burning/bonfires	
Progress	<p>No green or other waste burned as part of Council service deliver/operations.</p> <p>Bonfires at the allotment site restricted in the summer months. but could be prohibited entirely. This will require education and consultation with tenants and the Tenant's Committee.</p>	
Target	<ul style="list-style-type: none"> • Prohibit bonfires at the allotment site entirely. This will require education and consultation with tenants and the Tenant's Committee, along with promotion of composting alternatives. 	
12	Participate in and promote wider initiatives e.g. Wokingham Borough Council Climate Emergency Plan	
Progress	<p>Town Council has a representative on the WBC Climate Action Working Group</p> <p>Town Council has set up a Cycling in Woodley Working Party</p>	
Target	<p>Consider promoting a cycle to school/work scheme/campaign</p> <p><i>See – Encourage Behaviour Change target</i></p>	
Current Actions	<ul style="list-style-type: none"> • DTC/Working party to agree date for meeting with WBC climate officers. 	
13	Assess and reduce carbon impact of purchasing goods and services;	
Progress	<p>Officers are reviewing purchasing in terms of items and suppliers to achieve carbon savings and offsetting.</p> <ul style="list-style-type: none"> • Carbon neutral office paper is now used. • Printing is being reduced where possible through changes in practices and more effective electronic working. • Environmental policies are sought from key suppliers and contractors and form part of the selection process. 	

Target	Investigate potential for ; <ul style="list-style-type: none"> • Plastic free procurement • Procurement from local suppliers or lowest carbon suppliers • Paper free office 	
	<ul style="list-style-type: none"> • All managers to request environment policy from suppliers and contractors. • All tender invitations to contain climate emergency statement and require submissions to address this. 	
14	Ensure on-going commitment and consistent approach	
Progress	Climate Emergency declared in October 2019. Climate Emergency Working Party appointed – reporting to the Leisure Services Committee. Climate/environmental impact notes on project reports presented to the Committee.	
Target	<ul style="list-style-type: none"> • Approve the Climate Emergency Action Plan through the Leisure Services Committee. • Develop detailed, realistic and achievable targets in the Action Plan – with progress reported back to the Working Party/Leisure Services Committee. • Involve all staff in the process and make aware of the content of the Action Plan. Consider and include staff suggestions and feedback where appropriate as part of the on-going process. • Involve residents in the process and make aware of the content of the Action Plan. Consider and include suggestions and feedback where appropriate as part of the on-going process. 	

- 'Places of Culture'

A (Draft) Arts & Culture Strategy* for Wokingham Borough

2020 – 2030

Introduction

It's an exciting time for Wokingham Borough! Economically strong with a high quality of life that is recognised nationally as one of the best in the country and well developed plans to further bolster success through investment and regeneration to deliver new housing, infrastructure and thriving town centres.

But we know that quality of life is about much more than just having a job and a house. Our population is growing significantly, becoming more diverse and increasingly wanting convenient local access to high quality and stimulating culture and leisure opportunities. Taking part in creative acts delights and fulfils us, and helps us to relate to the wider world and we all have the potential to develop our creativity further. Culture and exposure to high quality cultural experiences should be a 'must have' for all, regardless of background or personal circumstances.

Connection to place, a sense of identity and being creative are important to us all. Nor are these things a 'nice to have', they are integral to the well-being of our residents, the future of our young people and to support the Borough's continued economic success.

This 10 year strategy is about sustained development of the quality and appeal of the cultural 'offer' across the Borough, to ensure it is both commensurate with our economic strength and as transformational over time as our plans for regeneration: not only maintaining but enhancing quality of life, strengthening communities and growing the Borough's reputation as a great place to live, to visit and to work in.

'We want to see communities that are more socially cohesive and economically robust, and in which residents experience improved physical and mental well-being as a result of investment in culture.'

'Shaping the next ten years' Draft Strategy 2019 Arts Council England.

**Cultural Strategy: To provide clarity the Arts Council's definition of 'culture' is adopted for defining the scope and content of the strategy: In this strategy we use culture to mean all those areas of activity associated with the artforms and organisations that Arts Council England supports: collections, combined arts, dance, libraries, literature, museums, music, theatre and the visual arts.*

Why Have a Cultural Strategy?

As recently as 2016 the Department for Culture, Media and Sport (DCMS) produced and presented to Parliament its 'Culture White Paper', the first for over 50 years. The White Paper was very clear about the benefits of culture and why the Government should invest to support its development:

1. The **intrinsic** value: the enriching value of culture in and of itself;
2. The **social** value: improving educational attainment and helping people to be healthier; and
3. The **economic** value: the growing contribution culture makes to economic growth and job creation.

The White Paper was intended to be a vision of 'culture in action', rejuvenating our society and national and local economies. The White Paper was based on an extensive evidence base, including the Warwick Commissions report: 'Enriching Britain: culture, creativity and growth' published in 2015. This report presented a powerful argument for a more systemic investment in cultural and creative talent at a national level, 'a powerful cocktail of public good and commercial return'. Significantly, the report emphasised the role of culture in 'place shaping' and the importance of locality, investing in culture but ensuring that this was grounded in and responsive to the distinct character of places and the aspirations of local communities (with the added benefits of enhancing accessibility and growing audiences).

At both national and local level the case for purposeful development of, and investment in, the cultural offer and the creative sector is compelling. Through a Cultural Strategy the Council and the wider cultural sector can better realise the nationally acknowledged benefits of developing the cultural offer here in Wokingham Borough: creating a 'buzz', building identity and reputation whilst benefitting residents and attracting visitors and investment. Ultimately to make Wokingham Borough a cultural destination of the future. In this regard the Strategy will also link directly with delivery of the Council's strategic objectives of enriching lives, supporting people and growing the economy.

Wokingham - 17 Parishes – One Borough

Wokingham's excellent quality of life is grounded in its rich mix of towns and villages (each with its own heritage and character), complemented by beautiful countryside and open spaces and interspersed with high quality business parks that attract talent from all over the world. The number and range of cultural organisations, covering many different genres and activities, across the Borough is also a real strength, providing a wealth of opportunities to both participate in and to experience culture in its many forms. This diversity of place and people is a unique cultural asset that can be embraced and further developed, not only for the benefit of each 'place' and its people but for the Borough as a whole – building and strengthening networks across the cultural sector and audiences to create a greater sense of identity and enhancing the Borough's reputation as a cultural hub.

Whilst the dispersed nature of settlements in the Borough presents challenges, not least the resultant lack of obvious major cultural venues, this cultural strategy recognises the great potential offered by the distinctiveness of the 17 parishes and their communities: a network of creative people and places that can be strengthened and a cultural offer that can be enhanced, improving access to high quality cultural experiences right across the Borough.

Nor will this only benefit the Borough's residents, an enhanced reputation as a cultural hub helps attract businesses, including in the fast growing creative industries, supports the recruitment and retention of employees and draws in visitors from further afield to bolster economic success.

The Cultural Strategy is therefore an integral component of broader plans and initiatives for future growth, economic success and an excellent quality of life.

Vision

By 2030 Wokingham Borough will be recognised regionally and nationally as a dynamic cultural hub, a Borough of surprises that delight across all our towns and villages, a Borough where everyone can access or get involved in creating high quality cultural experiences and where creativity is nurtured across all age-groups.

Strategy and Priorities

Essentially this (draft) strategy identifies key priorities that will enable this vision to be realised and an initial route-map, via a (draft) Action Plan, of how we plan to get there. The priorities have been informed by consultation with the public, town and parish councils, cultural organisations and the wider business community. Across all these key stakeholders there is a real appetite and energy for making the Borough more of a cultural destination and realising the many benefits that flow from this.

The consultation has highlighted the following six key priorities:

1. Enhancing cultural identity and sense of 'place'.
2. Fostering social interaction and community cohesion.
3. Improving health and well-being.
4. Developing opportunities for children and young people.
5. Supporting economic growth.
6. Maximising partnerships and collaboration.

Implicit in all of these is the need to significantly enhance the Borough's current cultural offer in order to increase cultural engagement, to ensure that all sectors and stakeholders make a positive contribution and to enable access to cultural opportunities irrespective of background, social or economic circumstances. The extensive current network of cultural organisations in the Borough provides a great platform from which to achieve this step-change.

Cultural Ambitions for 2030

1. Enhance cultural identity and sense of 'place'

- All 17 parishes have a clear cultural footprint and distinct offer that is contributing to the Borough's overall identity and reputation as a dynamic cultural hub.
- High profile cultural events, activities or installations that have a regional and national reputation and profile.
- Cultural enhancement of the public realm, both public art and activities, to create interest and excitement across the Borough.
- Culture and cultural opportunities are integrated into regeneration and renewal plans as part of place-making strategies as the Borough's population grows.
- The Borough's Town Centres are vibrant and thriving with an extensive, varied and renowned cultural programme across all the main towns.

2. Fostering Social Interaction and Community Cohesion

- An expanded and varied programme of events across the Borough that attracts a wide range of people from different backgrounds and with different interests.
- Cultural organisations know their audiences and make concerted efforts, in partnership with the Council, to reach out and engage with under-represented groups thereby diversifying their audiences and fostering cohesion.
- Cultural activities and programmes break down perceptions and stereotypes and stimulate new ways of thinking.
- The Council's network of libraries and community centres have a popular, thriving and stimulating cultural offer accessed by a wide demographic.

- Communities are actively engaged and involved in developing the Borough's cultural capital and co-producing work that is meaningful to them.

3. Improving Health and Well-being

- 'Cultural Commissioning' and social prescribing of cultural activities by health and social care organisations is an integral part of their activities to improve well-being.
- Cultural organisations, where applicable, fully understand and can evidence and promote their relevance to, and impact on, the health and well-being agenda.
- Links between culture and sports and leisure activities, both indoors and outdoors, are well developed with extensive cross-promotion, joint working, sharing of venues and this is generating mutual benefits for both sectors.
- A lively and regular programme of cultural activities has extended reach and participation rates, reducing social isolation and enhancing emotional and mental well-being.
- Cultural interventions not only improve individual well-being, they also raise awareness of key health issues and increase accessibility and engagement for more vulnerable residents.

4. Developing Opportunities for Children and Young People

- A focus on those children and young people who might otherwise miss out on great cultural experiences means that every young person can access opportunities whatever their background and can develop their creative potential.
- There is a strong cultural offer in early years' settings and libraries catering for young children and their families, supporting the early development of creativity and better attainment in later years.
- Schools have embraced culture and creativity within the curriculum with a high proportion of local schools achieving 'Artsmark' accreditation for the quality of their cultural offer to students.
- There are a wide range of accessible and exciting cultural activities outside of school settings and during school holidays that are enhancing learning opportunities and fostering creativity.
- Children and young people have a strong 'voice' in determining the nature of the cultural opportunities available to them, both in and out of school

settings, and their views have a strong influence in shaping provision, thereby raising engagement and participation.

5. Supporting Economic Growth

- The enhanced cultural reputation of the Borough and major events are bringing in greater number of visitors and boosting spend in the local economy.
- The creative, digital and film industries are thriving in the Borough boosting the overall level and pace of economic growth.
- Creative cultural hubs have developed providing spaces for creative start-ups and attracting private-sector investment.
- Reading University and Bracknell & Wokingham College are centres of excellence for cultural learning, providing a pipeline of talent and career pathways into the cultural sector and creative industries.
- The Borough's cultural reputation is supporting inward investment, employment growth and the attraction and retention of skilled workers.
- The increased cultural offer locally has supported growth of the night and day time economies helping local centres and businesses thrive.

6. Maximising Partnerships and Collaboration

- There is a more co-ordinated and strategic approach to programming, marketing and promotion of cultural events and activities across the Borough to the benefit of the whole sector and to audiences.
- The use of public assets to host and promote cultural activities is maximised, including those buildings and spaces in Council ownership.
- There are strong and collaborative relationships across tiers of local government with Parish, Town and Borough Councils working collectively to maximise the impact of cultural activities and assets.
- There are strong networks across the growing cultural sector that foster collaboration and innovation, raising quality and increasing engagement.
- With support and investment from the Local Enterprise Partnership (LEP), collaboration between the public and private sectors is embedded with strong business support for cultural activities and organisations.
- There are close links with major national institutions that are helping to drive up standards, embed innovation and best practice, raise profile and increase funding into the cultural sector and associated initiatives.

Developing and Delivering the Strategy

Appropriately 'Partnerships and Collaboration' has emerged from consultation as one of the key priorities for a cultural strategy. The scale of ambition outlined above means that delivery of the strategy can only be achieved with the sustained engagement, support and enthusiasm of a wide range of stakeholders working together.

A key function of this draft strategy and statement of intent is to garner feedback and ideas and, in particular, to gather partner and stakeholder contributions to develop a more detailed action plan and to foster involvement and collaboration.

The more detailed action plan can then inform the Council's medium term financial plan setting process and the identification of opportunities for funding from other sources.

DRAFT

Statement of Intent

In this draft strategy and statement of intent the focus of 'actions' is **initially** on what the Council itself can do or directly encourage. **It is the intention that as part of the consultation process other stakeholders can identify their own actions and/or aspirations to contribute to a more detailed Action Plan and identify where they can add value.** This could then inform the development of a multi-stakeholder partnership to develop and implement the strategy over the coming years.

Initial actions are identified against each of the strategy priorities, inevitably a number of actions will have multiple impacts across a number of priorities but have been included only once on a 'best fit' basis:

Enhance cultural identity and sense of 'place'

- Review the annual cultural events programme and work with providers to enhance the offer and grow audiences, commencing with the most strategically significant and impactful events.
- Introduce new cultural events in the Council's Parks and enhance associated infrastructure as opportunities arise
- Introduce a new programme of cultural activities into new and enhanced leisure facilities.
- Work with all the Borough's parishes to identify cultural 'assets' and to develop a 'cultural profile'. Utilise this to promote and develop the offer both locally and Borough-wide.
- Further develop Public Art proposals and cultural activities to enliven spaces, maximising the impact of Wokingham Town Centre regeneration and contributing to thriving town centres across the Borough.
- Promote the integration of public art and / or other cultural assets in all major new developments.

Fostering Social Interaction and Community Cohesion

- Develop and promote a cultural programme linked to key nationally promoted events and causes, e.g. Black History Month, Mental Health Day.
- Develop and promote cultural activities at established community hubs, including pubs, libraries and community centres and explore the opportunities for touring 'product' in this regard.

- Establish an annual parish 'capital' of culture programme and associated summer event(s) that draw(s) people together from across the Borough.

Improving Health and Well-being

- Ensure that access to cultural activities is fully integrated into 'Project Joy': an innovative 'Smart City' project to tackle social isolation through an innovative platform to connect people to activities and services.
- Develop a public health campaign that promotes access to cultural and leisure activities as a means to improve well-being.
- Explore the opportunities to link care homes with cultural providers to provide a programme of stimulating cultural activities in care settings.
- Develop an evidence base of good practice and potential cultural interventions to inform both the health and cultural sectors.

Developing Opportunities for Children and Young People

- Map the engagement of local schools and cultural organisations with Artsmark and Arts Awards and identify opportunities to expand this level of engagement.
- Explore the potential to establish a local Cultural Education Partnership to promote the development of cultural opportunities for children and young people. To include engagement with schools, the education service, cultural organisations and Artswork (the Arts Council's 'Bridge' organisation for the south-east focused on young people).
- Further develop and promote the cultural offer for children and families across the Borough's network of libraries.
- Work with children's centres to ensure cultural experiences form an integral component of early years' provision and broker engagement with cultural practitioners.
- Work with the Music Hub – Berkshire Maestros – to increase awareness, take-up and performance opportunities and identify funding opportunities to extend benefits to more vulnerable young people who might not otherwise be able to access activities.

Supporting Economic Growth

- Follow-up the 'Fit for Business' meeting with businesses on culture and further develop engagement with the business community, including establishing a new Wokingham Borough Business Group.

- Develop a partnership with the University to explore opportunities for creating artist studios / creative start-up space in the Borough.
- Develop links with emergent potential cultural 'hubs' and maximise profile and benefits for the Borough, e.g. British Museum Storage facilities, Arborfield Film Studios.
- In partnership with Town Councils deliver a programme of exciting Christmas cultural events and activities across the Borough's main town centres.

Maximising Partnerships and Collaboration

- Appoint a new cultural development officer at the Council to provide capacity and expertise for enabling work and collaboration to drive strategy implementation.
- Work with the cultural sector to develop a new digital platform to promote 'What's on' in Wokingham Borough and 'go live' in the summer of 2020 (fostering collaboration, and a more strategic approach to programming and marketing).
- Develop a closer relationship with Arts Council England (ACE) and explore joint working / funding opportunities linked to their new strategy (about to be published).
- Establish a strategy development and implementation group across multiple stakeholders.
- Establish an open-access Cultural Forum to engage with the cultural sector and its advocates and to encourage communication and collaboration.
- Develop cross-boundary relationships, e.g. South Hill Park, Reading Arts, to both encourage residents to access cultural opportunities and to bring additional cultural activity into the Borough.

Wokingham Borough Council - Draft Cultural Strategy

Questions to Town and Parish Councils

1. What do you think of the strategy?
2. How does this strategy link to your plans over the next two years/next five years?
3. How does this strategy link to your organisation's longer term goals and mission?
4. What do you think is missing?
5. What do you think you may be able to contribute? For example: space, funding, other resources, ideas, advocacy, anything else?
6. How might your local communities/stakeholders benefit?

Community Youth Partnership - Terms of Reference

Parent Committee: Leisure Services Committee

Overall purpose

The partnership's purposes are:

- to provide an opportunity for the exchange of information on youth services and activities in the town
- engender good working relationships between providers of youth services and activities in the town
- to enable and/or be involved in joint projects and plans to improve services and support to Woodley's young people
- to consider and make recommendations on applications to the Town Council's youth project fund

Membership of the working party

There shall be four members of Council and up to ten representatives of voluntary sector organisations working with young people appointed to the working party.

Chairmanship of the partnership will be held by a voluntary sector representative. The Vice Chairman will be held by a town councillor. Agendas for meetings of the partnership will be set jointly by the Chairman and Vice Chairman.

Officers will be in attendance at all meetings.

Representatives from other organisations working with or providing services and activities for young people in Woodley and other interested parties, as agreed by the working party, will be invited to each meeting of the working party.

Meetings

Meetings of the working party shall take place at least quarterly.

Terms of operation

- To liaise with organisations and bodies providing services and activities for young people in Woodley.
- To receive information on activities and services to young people in the town from youth service providers.
- To receive and consider representations and proposals from young people and representatives providing services and activities for young people and make any recommendations to the Leisure Services Committee, Council or any other relevant Committee or organisation, as appropriate.
- To receive and consider applications to the youth projects fund held by the Town Council and make any recommendations on those to the Leisure Services Committee.
- To be part of a network of providers of youth services and activities and encourage exchanges of information and joint working, where appropriate.
- To take part in joint projects to make provision for and support young people.
- To take any relevant matters forward, as agreed by the working party, to the appropriate body or organisation.
- To consider any other matters relating to young people in Woodley.
- To make any recommendations outside the working party's remit to the Leisure Services Committee.
- To provide reports of meetings held to the Leisure Services Committee.

3G Pitch Steering Group -Terms of Reference

Parent Committee: Leisure Services Committee

Overall Purpose

The steering groups role is to monitor and review delivery of the financial, usage and football development performance of the 3G AGP at Woodford Park Leisure Centre and to provide this information to the Football Foundation.

Membership of the steering group

There shall be at least 3 Councillors from Woodley Town Council appointed to the steering group. It is also a requirement of the Football Foundation that the membership include one representative of the Berks and Bucks FA, one representative from the Reading Community Trust and one representative from each of the partner clubs.

Members from the partner clubs may send a representative if they are unable to attend a meeting.

Officers will be in attendance at all meetings.

The Leisure Services Committee may co-opt additional members from specialist areas as deemed necessary.

Meetings

The steering group shall meet three times each year – around the beginning, middle and end of the football season.

Meetings of the group shall be chaired by one of the Elected Members from Woodley Town Council as the grant holding organisation.

Terms of Operation

To monitor and report on the financial performance of the 3G pitch in line with the business plan, usage plan, football development plan and partner clubs service level agreement.

To monitor and report on the football development in relation to the 3G pitch, in line with the business plan, usage plan, football development plan and partner clubs service level agreement.

To report the minutes of each meeting to the Leisure Services Committee and the Football Foundation.

To ensure that the 3G AGP remains on the FA register and is maintained in accordance with the Football Foundation Guidelines.

To ensure that the required annual monitoring and evaluation questionnaires are completed and returned to the Football Foundation.

Woodford Park Leisure Centre Regeneration Task and Finish Group

Terms of Reference

Parent Committee – Strategy and Resources Committee

Purpose

To discuss and explore a range of matters relating to the regeneration of Woodford Park Leisure Centre including:

- Potential new activities, their costs and their potential to raise additional income
- The potential for partnership working with Bulmershe Gym Club and Badminton England at the centre
- A review of existing facilities at the centre

Membership

Three Members from the Strategy and Resources Committee

Three Members from the Leisure Services Committee

Meetings

Meetings will take place over the municipal year and their timing will be arranged, as far as possible, to allow reporting to the Leisure Services and the Strategy and Resources Committees.

Reporting

The group will report and make any recommendations to the Strategy and Resources Committee. Minutes of the meetings will be provided to both the Leisure Services and the Strategy and Resources Committees.

Revised by Strategy and Resources Committee on 23/1/18 Min No.