



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; K. Gilder; A. Heap;
B. Rowland; D. Smith; B. Soane; A. Swaddle.

NOTICE IS HEREBY GIVEN that a meeting of the Leisure Services Committee is to be held at the Oakwood Centre 8:00pm on Tuesday 31 August 2021, at which your attendance is requested.

Kevin Murray
Deputy 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 13 APRIL 2021**
To approve the minutes of the meeting of the Leisure Services Committee held on 13 April 2021 and for the Chairman to sign them as a true and accurate record. *(These minutes are provided in Appendix 4.)* Pages 4 - 7
4. **BREIFING NOTE – 1 JUNE 2021**
To note the contents of the Briefing Note, circulated in lieu of the cancelled Leisure Services Committee Meeting scheduled for 1 June 2021, set out in *Appendix 4.* Page 3
5. **BUDGETARY CONTROL**
To note **Report No. LS 14/21.** Page 12
6. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**
To receive **Report No. LS 15/21.** Page 14

7. **PARKS AND BUILDINGS**
To receive **Report No. LS 16/21.** Page 16
8. **WOODFORD PARK DESTINATION PLAY AREA**
a) To note the overview of the responses received to the Woodford Park Destination Play Area consultation (**Appendix 8a**). Page 19
b) To consider forming a Task and Finish Working Party to review the consultation feedback, to determine design revisions, location and layout, and to appoint a contractor. In order to do this, Members are asked:
i) To approve the terms of reference of the Woodford Park Play Area Task and Finish Working Party, attached at **Appendix 8b**. Page 20
ii) To suspend Standing Order 4(f) to allow cross party membership on the Task and Finish Working Party.
iii) To determine the number of members to appoint to the working party and appoint members accordingly.
9. **COMMUNITY YOUTH PARTNERSHIP UPDATE**
To note that a date for a meeting of the Community Youth Partnership is currently being arranged to consider the draft youth strategy document produced by Chris Moore of ACL Consulting. This will be considered in the first instance by the Community Youth Partnership, with comments and revisions then considered by the Leisure Services Committee, Strategy & Resources Committee and ultimately Full Council for adoption as the Council's strategy.
10. **FUTURE AGENDA ITEMS**
To propose future agenda items for the Committee's consideration.
11. **PUBLICITY & WEBSITE**
To consider which items to publicise.



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To: **Members of the Leisure Services Committee**
Councillors: D. Bragg (Chairman); N. Al-Sanjari; K. Baker; K. Gilder; A. Heap;
B. Rowland; D. Smith; B. Soane; A. Swaddle.

BRIEFING NOTE
Issued in lieu of scheduled meeting -
1 June 2021

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|----|---|--------|
| 1. | <u>MINUTES OF THE MEETING HELD ON 13 APRIL 2021</u> | Page 2 |
| 2. | <u>BUDGETARY CONTROL</u>
Report No. LS 11/21. | Page 6 |
| 3. | <u>WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES</u>
Report No. LS 12/21. | Page 8 |
| 4. | <u>PARKS AND BUILDINGS</u>
Report No. LS 13/21. | Page 9 |

**Minutes of a meeting of the Leisure Services Committee held remotely
on Tuesday 13 April 2021 at 8:00 pm**

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

Officers present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk;
M. Filmore, Committee Officer*

Also present: *2 members of the public*

Before opening the meeting, the Chairman asked attendees to observe a 2 minutes silence in memory of His Royal Highness The Prince Philip, Duke of Edinburgh, and the Town Mayor, Councillor Dave Mills.

46. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Kay Gilder, Sam Milligan (Just Around the Corner charity), Ed Whitesmith (Leisure Services Manager).

47. **DECLARATIONS OF INTEREST**

Councillor D. Bragg - Disclosable pecuniary interest: Agenda item 6, 3G pitch – opening hours extension proposal, as he lives in the nearest residential street to the pitch.

48. **MINUTES OF THE MEETING HELD ON 12 JANUARY 2021**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 12 January 2021 be approved and signed by the Chairman as a correct record.

49. **JUST AROUND THE CORNER (JAC)**

Members received the report from Just Around the Corner.

Members were disappointed to note that anti-social behaviour is continuing to take place in the Garden of Remembrance, but acknowledged that the Police had been made aware and had been asked to patrol the area more regularly.

Councillor Heap enquired as to why there had been no meeting of the Community Youth Partnership (CYP) since January 2020. The Town Clerk confirmed that CYP members, along with Councillors Baker, Jewell and Al-Sanjari, had recently attended a meeting with Chris Moore of ACL Consultancy Solutions Ltd to discuss possible future strategies in relation to supporting young people in Woodley. These strategies, along with a new Service Level Agreement (SLA), are being written into a report to be presented at the next Strategy and Resources Committee meeting. The Town Clerk confirmed the Strategy and Resource Committee is the appropriate committee to receive this report as it relates to a new SLA. The Town Clerk clarified that the meeting was not an official meeting of the CYP, hence it had not been recorded in the Leisure Services agenda. The Town Clerk agreed to ensure meetings of the CYP were scheduled soon.

[Town Clerk's Note: Three meetings of the CYP were held during 2020 – 8 January 2020, 15 October 2020, 4 November 2020]

RESOLVED:

- ◆ To note the report received by Just Around the Corner charity.

50. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 8/21. Actual expenditure came in at 94.7% of the revised budget, whilst income had been far better than predicted, coming in at 237.1% of the revised budget. This was as a result of the unexpected Winter lockdown, leading to additional income from the government's furlough scheme, as well as receipt of a Tier 4 Local Restriction Support Grant (LRSG) to the sum of £31,171, which related to premises which were legally required to close due to restrictions.

Members were also advised that the overall NET percentage figure of actual income versus expenditure, quoted at 132.1%, was an error and should have been reported as 52.3%.

RESOLVED:

- ◆ To note Report No. LS 8/21.

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

The Leisure Services Manager presented Report No. LS 9/21.

Members enquired as to when Parkrun would be returning. The Deputy Town Clerk confirmed the Council was looking forward to the return of Parkrun as soon as practical; Parkrun are currently undertaking risk assessments to enable their safe return. The Council is also liaising with organisers regarding temporary trenching work being carried out within Woodford Park to provide of a new power supply to the maintenance depot. This temporary work would cause a safety hazard to runners so organisers are being kept informed of the likely completion date.

Members were informed that the gazebo at Woodford Park Leisure Centre had been removed, with the area now being used to undertake fitness classes which would otherwise be unable to take place due to Covid-19 restrictions on indoor activities. In the long term the plan is to neaten the area and continue to use it for classes as they have proved popular.

At this point in the meeting Councillor Bragg temporarily withdrew from the discussion and vote on the proposal to extend the opening hours of the 3G pitch. Vice Chairman, Councillor B. Soane, took over as Chairman for the rest of item 6.

Members noted the proposal was to seek an extension to the opening hours of the 3G pitch from 9pm to 10pm, on Mondays to Thursdays, throughout the year. An extension to opening hours was not being proposed for Fridays, Saturdays or Sundays.

At the Leisure Services Committee meeting of 12 January 2021, the Chairman of Woodley United Football Club highlighted that the growth of youth football in Woodley had created high demand for training facilities across the town. The Council subsequently sought the views of users of the pitch to identify if there was demand for increased opening hours. Members noted the responses from both Woodley United and Woodley Wanderers, both of whom voiced their support for an extension as they believed there would be demand.

Members asked whether any complaints had been received about the opening hours of the pitch since its opening. The Deputy Town Clerk could only recall complaints from one resident in the first season of opening.

Members asked whether the views of local residents had been sought. The Deputy Town Clerk explained the intention was to seek the views of residents should the proposal be supported by the Committee. Members asked that this be by direct approach from the

Council, as opposed to part of the planning process, as the planning application may not be subject to full consultation.

Members recommended any proposal should consider mitigating against additional noise created by the extension of the opening hours which might affect nearby residences.

Members considered the proposal and:

RESOLVED:

- ◆ To note Report No. LS 9/21.
- ◆ To make an application to Wokingham Borough Council to vary planning permission in order to extend the permitted operating times of the 3G pitch from 9pm to 10pm from Monday to Thursday throughout the year.

Voting: For: 8 Against: 0 Abstention: 0

52. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 10/21.

It was highlighted that there had been a few concerning reports of anti-social behaviour in the Garden of Remembrance. Police had been advised, and residents had been asked to contact both the Council and Police if they spotted any unwanted activity. Members noted the Council had removed a bench which had been a hub for anti-social activities. The Deputy Town Clerk thanked members of the public reporting this issue. Members highlighted they may need to consider the location of the garden if serious incidents of anti-social behaviour continue.

Members acknowledged the excellent work undertaken by the Friends of Woodford Park; it was noted the flower beds were looking beautiful and were a credit to the park.

The Deputy Town Clerk advised that seven tenders had been received in relation to the provision of a new play area in Woodford Park. This had been shortlisted to three designs which had been circulated as part of the agenda. Members were encouraged to view the plans in more detail, either online or by contacting the Deputy Town Clerk to arrange to view the plans in person.

The Deputy Town Clerk advised Members he had already met with representatives from Addington School to review the accessibility and inclusivity of the proposals, which were a key part of the original tender document, and had received some very helpful and informative feedback from this session. Members requested that this feedback be circulated to them for reference.

The Deputy Town Clerk advised that a consultation would open shortly to seek the views of residents on the proposals. Specific users of the park, for example the Friends of Woodford Park, Rotary, Parkrun etc, would be contacted directly to seek their views. The consultation will cover a range of questions, including opinions on overall designs, individual equipment, and overall comments. Members suggested the views of the Police might also be sought with regards to, amongst other things, whether any particular designs or equipment are likely to attract anti-social behaviour. Members also requested consideration be made to setting up a display of the proposals in the town for residents to view in person, should this be possible in view of Covid-19 restrictions.

Members asked whether the plans included fencing around the park as it was not apparent in the proposals. The Deputy Town Clerk advised that they did not as the original tender did not request this; the cost of fencing is high. Members highlighted that fencing has the dual benefit of keeping children in and, for example, dogs out. The Deputy Town Clerk

acknowledged there were differing opinions on the benefits of enclosed and open play areas, and agreed that views on this should be sought during the consultation.

Members suggested consideration could also be made with regards to the provision of bike racks / push scooter parking.

Members asked whether maintenance costs had been taken into account during the shortlisting. The Deputy Town Clerk confirmed that the longevity and robustness of equipment had been taken into account. The Deputy Town Clerk also confirmed that no trees would be removed as part of any of the proposals.

Members requested that the Deputy Town Clerk provide a proposed timetable in relation to the project, and that this be provided as soon as possible.

Members enquired as to the progress with planting in the town centre garden area. The Deputy Town Clerk advised that the Council were waiting for tree works to be undertaken by Wokingham Borough Council before commencing; any new plants under the trees would be at risk of damage if planted before these works took place. Wokingham have advised the works should take place in early Summer.

Councillor Heap asked for an update on some trees which the Council were due to receive. The Deputy Town Clerk confirmed these had been received; some had been planted, whilst others were being cared for at the Depot whilst a suitable location was found. Councillor Heap enquired about an area of Rivermead Park where shrubs had been removed and asked if these were to be replaced, as well as the potential possibility for leaving margins of uncut grass in certain parks to encourage additional wildlife. The Deputy Town Clerk agreed to meet with any interested Members in person at Rivermead Park to consider suitable proposals.

RESOLVED:

- ◆ To note Report No. LS 10/21.

53.

FUTURE AGENDA ITEMS

There were no suggestions for future agenda items.

54.

PUBLICITY AND WEBSITE

RESOLVED:

- ◆ To publicise the following:
 - Wildlife in Woodley update
 - 3G Pitch Opening Hours Extension proposals

The meeting closed at 9:28 pm

LEISURE SERVICES COMMITTEE**BUDGETARY CONTROL 2021/22****Report No. LS 11/21**

EXPENDITURE	Budget 2021/22	Actual Exp as at 31/5/20	Actual Exp as at 31/5/21	Actual Exp as % of Budget	Information
Woodford Park LC & 3G pitch	361667	51066	45482	12.6	Rates & equipment costs over 16% - all other costs under.
Grounds Maintenance	27681	3419	2778	10.0	PPE and repairs over 16% - all other costs under.
Football	21777	3145	3258	15.0	No expenditure on horticultural supplies at this point.
Cricket	12479	1634	1308	10.5	No expenditure on horticultural supplies at this point.
Bowling Green	15713	1728	1818	11.6	Washroom service costs over 16% - all other costs under.
Woodford Park	36323	5100	4716	13.0	Play equipment costs over 16% - all other costs under.
Memorial Ground	9829	1514	1570	16.0	No expenditure on horticultural supplies at this point.
Garden of Remembrance	7427	1048	1335	18.0	Inscription costs over 16% - all other costs under.
Play areas and open spaces	12461	2188	1961	15.7	No expenditure on lease rent or play equipment at this point.
Coronation Hall	26456	4585	4087	15.4	All costs, apart from rates, lower than 16%.
Chapel Hall	21426	3157	2831	13.2	All costs, apart from rates, lower than 16%.
Allotments	19977	998	1254	6.3	Rent, repairs and water costs not yet paid.
Amenities	4508	622	641	14.2	Light and heat costs higher than 16% - all other costs under.
Events	8885	234	245	2.8	Low expenditure at this point - staff costs slightly over budget.
Public toilet	8085	684	1078	13.3	Rates and water rates over 16% - all other costs under.
Youth Services	29000	6338	0	0.0	No expenditure at this point - new SLA being prepared.
TOTAL	623694	87460	74362	11.9	

Month 2 - 16%

INCOME	Actual Inc			Actual Inc as % of Budget
	Budget 2020/21	as at 31/5/20	as at 31/5/21	
Woodford Park LC & 3G pitch	167750	33861	40864	24.4 Letting income and 3G pitch income at 49%& 25% respectively. Sports hall & Gym membership at 16%. Furlough Inc £7,311
Grounds Maintenance	520	661	181	34.8 Depot income (grass cutting) at £143. Furlough Inc: £38
Football	6000	2714	4721	78.7 Pitch fees paid in advance.
Cricket	2600	661	1292	49.7 Cricket pitch fees paid in advance.
Bowling Green	8181	808	0	0.0 Invoice issued to Bowling Club under new lease.
Woodford Park	3250	2023	914	28.1 Rent re Woodley Pre-school & payment for one bench received. Furlough Inc: £227
Memorial Ground	241	587	57	23.7 No letting income received. Furlough Inc: £57
Garden of Remembrance	900	441	368	40.9 Inscription income received.
Play areas and open spaces	0	514	322	Furlough Inc: £322
Coronation Hall	8000	2542	2698	33.7 Letting income of £1,771 received. Furlough Inc: £927
Chapel Hall	14000	1658	7568	54.1 Letting income of £6,609 received. Furlough Inc: £959
Allotments	13912	367	200	1.4 Rents due in December. Furlough Inc: £132
Amenities	0	0	189	Furlough Inc: £189
Events	0	0	114	Furlough Inc: £114
Public toilet	500	0	215	43.0 Increased use of public toilet while public buildings were closed.
Youth Services	0	0	0	
TOTAL	225854	46837	59703	26.4 Total Furlough Inc as at 31/5/21: £10,276
NET	397840	40623	14659	3.7
Month 2 -16%				Total Furlough Inc as at 31/5/20: £33,456

WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES

REPORT OF THE LEISURE SERVICES MANAGER

Woodford Park Leisure Centre

Summary of changes and developments since last report:

- Adult indoor exercise classes returned from Monday 17 May.
- Adult indoor badminton (club and casual) returned from Monday 17 May.
- Optalis have resumed their service out of Woodford Park Leisure Centre.
- The majority of staff have now returned to work in some capacity.
- The majority of pre-covid classes and courses have now returned (in a restricted way).
- Outdoor sport and activity is still very popular.

Gym membership

The Feel Good Membership offer mentioned within the last report has been a success with 76 memberships of this type sold so far. This is the quickest a membership type has sold since the gym was first opened in 2016 when we offered a “pre-sale” membership.

June Half-Term

We are offering two holiday camps run by the Leisure Centre during June half-term (a multi-sports camp for younger children and a “gym-fit” camp for teenagers). Interest in both has been good.

USports are also running separate football camps for boys and girls outside on the 3G Pitch.

Pulse Fitness Gym Equipment

Further meetings have been held with Pulse Fitness regarding the gym equipment lease. We are now awaiting their final proposals.

Children’s Parties

We are now accepting provisional bookings for children’s parties from 1 July. We are offering 50% off the total cost of all parties booked with us on dates between 1 July and 31 August whilst we train a completely new party staff team.

RECOMMENDATIONS

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

PARKS AND BUILDINGS

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

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

Woodford Park Leisure Centre

The Maintenance Team have carried out decorating works to spruce up the centre and gym as we reopen to the public.

Paddling Pool

The Maintenance Team have cleaned out the paddling pool and serviced the pump work in preparation for reopening from 21 June - should Government restrictions allow.

Play Area Inspections

The annual Rospa play area inspections have been carried out with no major areas of concern identified. The Maintenance Team are addressing the minor issues identified in the reports.

Friends of Woodford Park

Several plants and shrubs have been stolen from the shrub beds on the Memorial Ground. The volunteers will be taking on the planting up and maintenance of the two planters at the entrance of the Oakwood Centre this year.

Parkrun

The return of Parkrun has been delayed while the organisers seek permission from land owners nationwide to resume the runs. The Woodley organisers have been given permission to return by the Town Council but they are unable to hold the events until an appropriate number of venues across the country are able to do the same – in order to avoid overcrowding and keep the events Covid-safe.

Allotments

The annual waste skips were provided on site over the late May bank holiday weekend. The Tenants Committee has carried out another round of plot inspections and a number of plot improvement letters have been sent out.

Maintenance Depot

The new electricity supply to the Maintenance yard was installed on 15/16 April. The final connections have been made and we are currently awaiting installation of the meter by the new energy supplier. Works to complete the new concreted areas will be carried out in June.

Woodford Park Play Area

Consultation for the play area is live on the website with a display in the Oakwood Centre and information boards on site in Woodford Park.

Community Halls

Bookings remain quiet although we are receiving a number of enquiries for social functions that will be dependent on confirmation of the easing of restrictions from 21 June.

Recommendations

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

LEISURE SERVICES COMMITTEE**BUDGETARY CONTROL 2021/22****Report No. LS 14/21**

EXPENDITURE	Budget 2021/22	Actual Exp as at 31/7/20	Actual Exp as at 31/7/21	Actual Exp as % of Budget	Information
Woodford Park LC & 3G pitch	361667	101984	102740	28.4	Rates, vending & equipment costs over 33% - all other costs under.
Grounds Maintenance	27681	7635	7582	27.4	PPE, repairs and skip hire over 33% - all other costs under.
Football	21777	6589	7064	32.4	Low expenditure on horticultural supplies at this point.
Cricket	12479	3642	3695	29.6	No expenditure on horticultural supplies at this point.
Bowling Green	15713	4303	4987	31.7	Washroom service costs over 33% - all other costs under.
Woodford Park	36323	11228	11701	32.2	Play equipment costs over 33% - all other costs under.
Memorial Ground	9829	3047	3141	32.0	No expenditure on horticultural supplies at this point.
Garden of Remembrance	7427	2096	2675	36.0	Inscription costs over 33% - all other costs under.
Play areas and open spaces	12461	4201	3922	31.5	No expenditure on lease rent or play equipment at this point.
Coronation Hall	26456	8564	8523	32.2	All costs, apart from rates & washroom services, lower than 33%.
Chapel Hall	21426	6249	6189	28.9	All costs, apart from rates & washroom services, lower than 33%.
Allotments	19977	7518	3797	19.0	Water costs over 33%. Lease rent not yet invoiced.
Amenities	4508	1244	1311	29.1	Staff & light/heating costs over 33%, other costs under.
Events	8885	467	490	5.5	Low expenditure at this point - staff costs slightly over budget.
Public toilet	8085	2071	2867	35.5	All costs under 33% apart from cleaning at 41%.
Youth Services	29000	12676	0	0.0	No expenditure at this point - new SLA being prepared.
TOTAL	623694	183514	170684	27.4	

Month 4 - 33%

INCOME	Budget 2021/22	Actual Inc	Actual Inc	Actual Inc	
		as at 31/7/20	as at 31/7/21	as % of Budget	
Woodford Park LC & 3G pitch	167750	48440	103385	61.6	Letting income and 3G pitch income at 84% & 46% respectively. Sports hall at 35% & Gym income at 44%. Furlough Inc: £14,365
Grounds Maintenance	520	1021	357	68.7	Depot income (grass cutting) at £215.
Football	6000	3018	4783	79.7	Pitch fees paid in advance.
Cricket	2600	813	3327	128.0	Cricket pitch fees paid in advance.
Bowling Green	8181	993	7493	91.6	Invoice issued to Bowling Club under new lease.
Woodford Park	3250	2445	1543	47.5	Rent re Woodley Pre-school & payment for one bench received. Furlough Inc: £856
Memorial Ground	241	722	214	88.8	No letting income received. Furlough Inc: £214
Garden of Remembrance	900	664	613	68.1	Inscription income received. Furlough Inc: £1,212
Play areas and open spaces	0	632	1212	89.0	Letting income at 52%. Furlough Inc: £2,991
Coronation Hall	8000	4037	7121	91.9	Letting income at 63% of budget estimate. Furlough Inc: £3,434
Chapel Hall	14000	2312	12870	4.7	Rents due in December. Furlough Inc: £499
Allotments	13912	462	653		Furlough Inc: £713
Amenities	0	0	713		Furlough Inc: £428
Events	0	0	428	63.0	Increased use of public toilet while public buildings were closed.
Public toilet	500	0	315	0.0	
Youth Services	0	0	0	64.2	Total Furlough Inc as at 31/7/21: £24,712
TOTAL	225854	65559	145027		
NET	397840	117955	25657	6.4	Furlough income as at end of July 2021 = £48,412
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.

WOODFORD PARK LEISURE CENTRE

Full Reopening

On Monday 19th July the doors to the Leisure Centre were reopened to the wider public following the lifting of all Coronavirus restrictions relating to Sport and Leisure. This also resulted in the following immediate changes throughout the Leisure Centre:

- End of the Gym booking system that required members to book time slots via an app (or over the phone) in order to attend the gym.
- The reopening of the changing rooms and shower areas.
- The reopening of the 3G Pitch for casual hire.
- The reopening of our vending / equipment / counter sales.
- The removal of all one-way systems and Covid enforced capacity limits on facilities and activities.

There are also a number of processes and practices originally implemented due to the pandemic that have resulted in the overall improvement of the Centre that we have decided to keep in place. This includes our electronic Exercise Class booking system that allows members to book sessions in advance, our gym cleaning stations that allow those who want to continue cleaning kit before and after use to do so and our hand sanitiser stations located at various points throughout the Leisure Centre.

Face Coverings

The decision was made to continue to encourage those entering Woodford Park Leisure Centre to wear face coverings even after Coronavirus restrictions were lifted. This has proved incredibly difficult to enforce for varying reasons and generally it appears there is a 50/50 split between those that choose to wear face coverings inside and those that don't. The majority of our Centre staff have collectively decided to continue wearing face coverings whilst at work.

Padding Pool

The outdoor pool opened in line with the ending of restrictions on Monday 19th July and was popular for the first two weeks of the school holidays when the weather was good. Since then, the pool has been sporadically used throughout the summer but generally has been used every day (even when raining!).

Overall, the pool system has held up well despite not being used for over a year and a half, but the system is now very old and will need some major work and investment soon. We also made some small changes to the chemicals used to treat the pool water this year which seems to have had a positive effect on water quality.

We are planning on keeping the pool running until early September and then will make a judgement based on the weather at the time whether or not to close the pool until next summer.

Premier League Defibrillator Fund

We have successfully applied for and received a new Automated External Defibrillator (AED) as part of the Premier League Defibrillator Fund. The Fund, set up by the Premier League, will enable more than 2,000 sites across the country to install an AED and is supported by The FA and Sport England and delivered by the Football Foundation with the aim of helping to save the life of someone who is experiencing a sudden cardiac arrest.

We are waiting for the delivery of the cabinet and will then begin looking at locations to install the unit.

Pulse Fitness Gym Equipment

Negotiations with Pulse Fitness are continuing regarding the extension of the gym equipment lease that is due to end in November 2021. We are now waiting for a final proposal that is due to arrive in the next few weeks.

First Days Children's Charity

The school uniform drop off point set up by the charity in Woodford Park Leisure Centre has been more popular over the last few weeks since Coronavirus restrictions have been lifted and as parents look to prepare for schools returning in September. We have agreed to house a large orange bin in reception for the public to drop off unneeded school uniform outside of the charity's / hub's operational hours. This is often full up after only a few days.

Attendance Tracking

The percentage of active members attending the gym and exercise classes has actually increased this summer in comparison to the summer of 2019. In July 2021, 64.3% of active members attended at least one session during that month when compared with 54.5% during July 2019. We are hopeful that during September, October and November (traditionally some of the busiest months of the year where previous attendance percentages average around 71%) attendances will continue to remain high and normality will return.

RECOMMENDATIONS

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

PARKS AND BUILDINGS

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

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

Woodford Park Leisure Centre

Servicing

Boiler and heating servicing has been carried out along with gas safety checks for the centre and the flat.

Electrical wiring

An electrical contractor has been engaged to produce a specification for the rewiring of the building electrics. This specification will form the base document for a tendering process to carry out the works. The wiring in the centre is old and has been modified over the years. There is a large amount of redundant cabling and non-compliant fuse boxes.

Gym equipment

Officers are negotiating with the supplier of the gym equipment and considering options for when the lease comes to an end in November 2021. Options being considered include a new lease agreement for all new equipment and options for extending the existing lease at a reduced monthly rate.

Friends of Woodford Park

The Friends volunteers continue to maintain the beds in the park along with other tasks around the park and in the Garden of Remembrance.

The group has also arranged for volunteers from Sage in Winnersh to attend and carry out gardening activities in the park through the company's corporate volunteering scheme. The first scheduled date for this is 23 August.

Garden of Remembrance

Further reports of antisocial behaviour in the garden have been received. The behaviour reported included urinating and drug taking in the garden.

Pathway resurfacing

A section of pathway at the north end of the park near St Dominics School has been resurfaced to create a concrete path. This busy section of path was previously eroding and prone to flooding. Works were carried out by the Council's Maintenance Team.

Rainwater harvesting

As part of the Council's Climate Emergency Action Plan the potential to harvest rainwater from Council buildings was identified as an achievable project. Water is currently harvested from the grounds maintenance building in the park – for use in watering shrubs and cleaning equipment. A new water storage tank has now been purchased for the Oakwood Centre and will store rainwater for use on the Rotary Garden and other areas in the park. The tank will be located in the corner of the Rotary Garden – largely out of site. The Maintenance Team will be making some simple alterations to the roof drainage at the northwest corner of the building in the coming weeks to channel rainwater from the western elevation into the new tank.

Funfair

Beaches Funfair visited Woodford Park in early August. This was a short notice booking and the first visiting fair since 2019. The fair was very well attended and they have booked again for next year. Officers are in touch with the other regular visiting fairs to consider dates going forwards.

Knee rail fencing

Some sections of fencing have been removed where the timbers had become rotten. Timber posts have been installed as a temporary measure to maintain security of the site from unauthorised vehicles. The Maintenance Manager is looking into the cost of replacement fencing required throughout the park.

Allotments

The wording of the current allotment tenancy agreement is being reviewed to ensure it remains up to date and meets the needs of the site. Some inconsistencies in the current document have been identified and will be addressed as part of the review.

The Allotment Tenants Association Committee has set up a new Facebook page for allotment information at the site and for direct communication with the Committee. There is an existing page used by tenants at the site and others, which is not administered by the Tenant's Committee. The Committee is reviewing the welcome back for new tenants and will be voting on a new constitution for the association at its AGM on 21 September.

Woodford Park Play Area Consultation

The consultation survey was run on the Council website and via a display in the Oakwood Centre throughout June and July. A summary report of the consultation responses is included under a separate agenda item along with a recommendation. A considerably more detailed consultation analysis has been carried out and is available to all Members if they wish to receive it.

Environmental/wildlife

Information on wildlife and environmental initiatives is attached at **APPENDIX A**. This information is updated as initiatives progress or are added.

Community Halls

Various minor repairs have been carried out at the halls and bookings are beginning to return through September.

Recommendations

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

Wildlife in Woodley

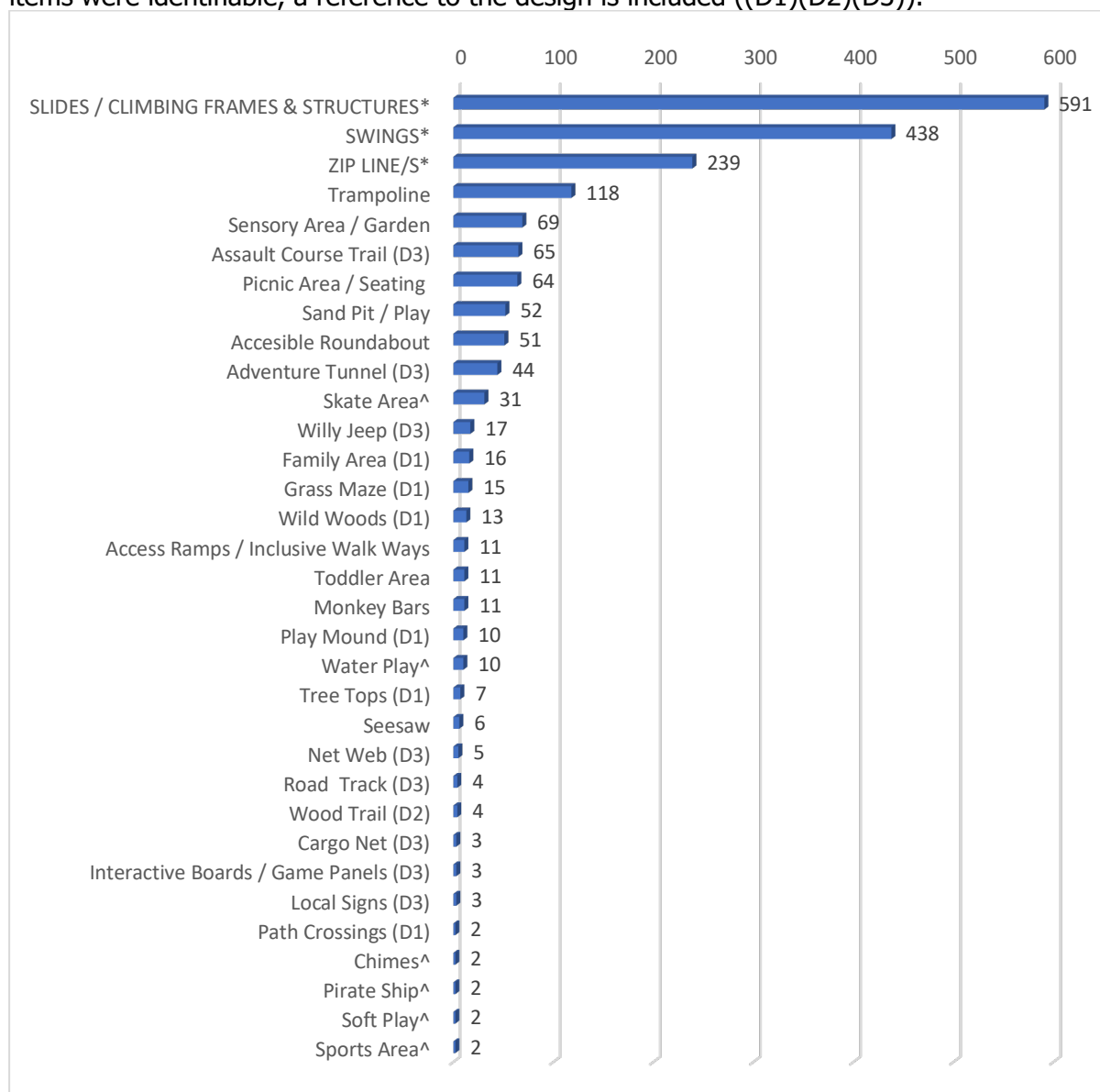
Project	Progress/current situation
Allotments	
Bee hives	<ul style="list-style-type: none"> • Bee keepers agreement / application process in place. • 11 active hives on site. • Tenants Committee managing day to day.
Wild flowers	Wildflowers have been sewn in an area of the site – near to the bee hive 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. <i>This project is under review pending some drainage improvements.</i>
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 sites 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	The Friends Group is involved in crocus planting initiatives throughout the park.

WOODLEY TOWN COUNCIL PLAY PARK CONSULTATION RESPONSES

In total **733** responses were received to the consultation; **645 online** (88%) and **88 paper** (12%). The preferred overall design was **Design 1 (Proludic)** with 445 votes (60.7%). The preferred option was to **partially enclose** the play area with 344 votes (46.9%).

Design Preference	Enclosed	Partially Enclosed	Open Plan	None	Grand Total	
Design 1 (Proludic)	85	202	155	3	445	60.7%
Design 2 (Jupiter)	33	51	34	0	118	16.1%
Design 3 (Hags)	38	91	37	2	168	22.9%
None				2	2	0.3%
Grand Total	156	344	226	7	733	
	21.3%	46.9%	30.8%	1.0%		

The chart below reflects the preferred equipment highlighted in the responses. Where specific items were identifiable, a reference to the design is included ((D1)(D2)(D3)).



Key: * = grouped items – further breakdown below
 ^ = items of equipment not included in original designs

Woodford Park Play Area Task & Finish Group – Terms of Reference

Parent Committee: Leisure Services Committee

Overall purpose

To consider revisions to the submitted play area designs and make recommendations to the Leisure Services Committee regarding the final design, location and layout, and appointment of contractor.

Membership of the task & finish group

There shall be at least three members of Council appointed to the task & finish group. Officers will attend the meetings of the group as appropriate.

Meetings

Meetings of the task & finish group will take place as appropriate and necessary.

Terms of operation

To review the tendered play area designs - in the context of the consultation responses, and to request design revisions as appropriate.

To specifically consider the play area location footprint and layout, and make a recommendation to the Leisure Services Committee.

To make a recommendation to the Leisure Services Committee regarding the final project design and to appoint the contractor.