



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. Gilder; A. Heap; R. Horskins;
V. Lewis; B. Rowland; D. Smith; A. Swaddle.

NOTICE IS HEREBY GIVEN that a meeting of the Leisure Services Committee is to be held at the Oakwood Centre at 8:00pm on Tuesday 12 April 2022, at which your attendance is requested.

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

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 18 JANUARY 2022**
To approve the minutes of the meeting of the Leisure Services Committee held on 18 January 2022 and for the Chairman to sign them as a true and accurate record. ***(These minutes were provided in the Full Council agenda of 8 February 2022)***
4. **MEMBERS QUESTIONS**
To note the answers provided by the Deputy Town Clerk in response to questions raised by Members during and subsequent to the Leisure Services and Strategy & Resources Committee meetings held in January 2022 which the Deputy Town Clerk was unable to attend, as circulated to Members via email on the 1 February 2022. ***(Appendix 4)***

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5. **BUDGETARY CONTROL**
To note **Report No. LS 7/22.** Page 6
6. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**
To receive **Report No. LS 8/22.** Page 8
7. **PARKS AND BUILDINGS**
To receive **Report No. LS 9/22.** Page 9
8. **FUTURE AGENDA ITEMS**
To propose future agenda items for the Committee's consideration.
9. **PUBLICITY & WEBSITE**
To consider which items to publicise.

QUESTIONS RECEIVED FROM MEMBERS FOLLOWING LEISURE SERVICES AND STRATEGY & RESOURCES COMMITTEE MEETINGS HELD ON 25 JANUARY 2022

Q	(Cllr Heap) When is the Young Persons Survey likely to take place?
A	<i>The method, extent, content etc of the survey has not yet been discussed or agreed. This will form part of the discussions with the potential youth services provider.</i>
Q	(Cllr Heap) LS Revised Estimates - Why is the year-end estimate for Jan to Mar 2022 (£62k) so low, compared to same period 2021 (£85k) and 2020 (£107k)?
A	<i>After investigation - there was an error in the Budgetary Control figure of £287,157 reported to the Leisure Services Committee. This calculation had erroneously included an accounting item (£33,275 relating to an internal account transfer). That budgetary control expenditure figure as at 31/12/21 should have been £253,882. The revised year-end estimate figure of £349,617 is correct, which means the estimated spend for the Jan-Mar 2022 period is actually £96k (similar to the same period in previous years). We have put some systems in place to cross-reference this in future.</i>
Q	(Cllr Chadwick) SR Risk Register - pg 7 SR08 - Are staff receiving training?
A	<i>Staff currently receive basic online training. Any requirement for more in-depth training is being considered.</i>
Q	(Cllr Chadwick) SR Risk Register - pg 15 OS16 - Is probability of parking issues deemed too low / should it be higher?
A	<i>The probability hasn't increased since the previous year(s) in terms of activities, however it could be considered to be on the low side given that we are aware of issues in/around Haddon Drive with the Sunday league football. This can be amended to reflect a higher probability.</i>
Q	(Cllr Chadwick) SR Risk Register - pg 18 RM08 - Should this reference the Disaster Recovery Plan?
A	<i>Yes. This will be amended.</i>
Q	(Cllr Brindley / Cllr Jewell) SR Charges - Why have the charges for OAPs and Under 18's increased by so much more than other groups? Were the OAP / Under-18s charges chosen as they rounded up to a neat number?
A	<i>The percentage increase is higher than the standard rate although the actual charges remain relatively low. The rationale behind the proposed charges is in the context of charges made for similar facilities elsewhere locally, and it is felt that the proposed charges compare favorably with those of the competition, representing good value for customers.</i> <i>The Leisure Services Manager also commented for information that the under 18 rate is not widely used as most younger people using the centre attend under other discounted promotions e.g. Racket Attack, kids clubs, sports camps and play for a pound etc.</i>
Q	(Cllr Chadwick) SR Revised Estimates (pg 4) What is covered by code 4013 'Oakwood Centre Rent'?
A	<i>This is an expenditure code in Central Costs and shows as an income code (1791) under the Oakwood Centre. This is the internal charge for the 'rent' of the Council Offices and reception space in the Centre.</i>

Q	(Cllr Chadwick) SR Revised Estimates - pg 6 - What is covered by code 4005 'Superannuation'? It was noted this is usually pensions, but the cost is much higher than staffing costs.
A	<i>This is the employee pension costs. The staff costs shown under Corporate Management (103) are only an apportionment of total organisational staff costs, which is why it is lower.</i>

ADDITIONAL QUESTIONS RECEIVED BY EMAIL FROM CLLR HEAP	
WPLC Flat Roofing	
Q	Have Tenders been received?
A	<i>Yes</i>
Q	What is the cost?
A	<i>£40,000 - £46,000</i>
Q	When will work be carried out?
A	<i>We are checking some final details before appointing the contractor.</i>
Q	Is this included in the 2022/23 budget?
A	<i>£40,000 has been allocated to an earmarked reserve for this project.</i>
WPLC Electrical Work	
Q	Have tenders gone out?
A	<i>Not yet.</i>
Q	How much will it cost?
A	<i>Estimated 55k</i>
Q	When will the work be done?
A	<i>In the 2022/23 financial year. The tender should go out in February now that we have a specification for the work.</i>
Q	Is this included in the 2022/23 budget?
A	<i>No. This will require funding from CIL/reserve once the cost is established and the project tendered.</i>
Fencing Damage (Malone Park)	
Q	Should we put photos on the website to show the public?
A	<i>Yes, this has been done.</i>
Q	Can we define with small posts the wildlife area that is not to be cut?
A	<i>Yes. This will be carried out by the Grounds Team.</i>
Q	Is the Oakwood Centre rainwater storage tank installed?
A	<i>Yes, this was installed in September 2021 and is operational.</i>

Q	Has the Defibrillator at WPLC been installed?
A	<i>Not yet. We have purchased the secure box and this will be installed by the Maintenance Team shortly.</i>
	Paddling Pool
Q	Has required work been costed?
A	<i>The required works are being assessed. This may only require a new pump.</i>
Q	When will this work be done?
A	<i>The system should be OK this season and we are looking to carry out required works before Summer 2023.</i>
Q	Is this included in the 2022/23 budget?
A	<i>No. This is a potential project for the Capital Programme - to be agreed later in the year, or may be possible from the WPLC repairs and maintenance budget, depending on the cost.</i>
Q	Update on Town Centre Garden
A	<i>Topsoil has been delivered to site. Distribution of soil will be taking place first week Feb. Planting should be complete by 11 February.</i>

LEISURE SERVICES COMMITTEE**BUDGETARY CONTROL 2021/22****Report No. LS 7/22**

EXPENDITURE	Budget 2021/22	Revised Budget 2021/22	Actual Exp as at 31/3/21	Actual Exp as at 31/3/22	Actual Exp as % of Rev Budget	Information
Woodford Park LC & 3G pitch	361667	349617	316793	338114	96.7	All expenditure, apart from water rates, contract cleaning & phone charges, is under 100%.
Grounds Maintenance	27681	30875	26331	32097	104.0	All expenditure, apart from lighting/heating, first aid & water rates, is under or at 100%.
Football	21777	22160	20856	19278	87.0	All costs at 100% or under.
Cricket	12479	12645	11657	12042	95.2	Water rates higher than budgeted for, all other costs at or under 100%.
Bowling Green	15713	16952	14509	15020	88.6	Water rates higher than budgeted for, other costs under 100%.
Woodford Park	36323	39035	33980	35185	90.1	Apart from water rates and horticultural supplies all other costs under 100%.
Memorial Ground	9829	9726	9355	8533	87.7	All costs under 100%.
Garden of Remembrance	7427	7277	7323	6728	92.5	All costs, apart from inscription costs, under 100%.
Play areas and open spaces	12461	13456	12222	11644	86.5	All costs under 100%.
Coronation Hall	26456	27282	24871	25708	94.2	First aid, light and heat, cleaning, certification & repairs/renewals over 100%. All other costs under.
Chapel Hall	21426	22177	19796	19531	88.1	Cleaning, lighting/heating & repairs/maintenance costs over 100%. All other costs at, or under, 100%.
Allotments	19977	19925	20511	18339	92.0	All costs at 100% or under.
Amenities	4508	5039	3385	4385	87.0	Lighting and heating costs slightly over budget. All other costs under 100%.
Events	8885	2950	1441	2444	82.8	All costs under 100%.
Public toilet	8085	5840	8567	4393	75.2	Lighting & heating costs, as well as cleaning over 100%. Water rates and repairs under 100%.
Youth Services	29000	3000	26852	0	0.0	No expenditure from this budget allocation.
TOTAL	623694	587956	558449	553441	94.1	
Month 12 - 100%						

INCOME	Budget 2021/22	Revised Budget 2020/21	Actual Inc as at 31/3/21	Actual Inc as at 31/3/22	Actual Inc as % of Rev Budget	Information
Woodford Park LC & 3G pitch	167750	315327	224995	348233	110.4	<i>(Furlough income included in budget figures)</i> Letting income, sports hall, use of the hard surface area, equipment hire, courses/activities, 3G pitch, Gym membership and counter sales all over 100%. All other income under 100%. Furlough income: £15639
Grounds Maintenance	520	682	2113	682	100.0	income: £181
Football	6000	10800	4854	8704	80.6	Income from Football at 81%.
Cricket	2600	4600	3179	4505	97.9	Income from Cricket slightly under budget.
Bowling Green	8181	7534	6082	7534	100.0	Income from Woodley Bowling Club as calculated for the season.
Woodford Park Memorial Ground	3250	1950	7194	4086	209.5	Furlough income: £1088
	241	7500	1792	7730	103.1	Income from fairs etc just under 100%. Furlough income: £272
Garden of Remembrance	900	1150	2396	1348	117.2	Income for inscriptions higher than estimated.
Play areas and open spaces	0	0	3456	1542	0.0	Furlough income: £1542
Coronation Hall	8000	15000	22265	24077	160.5	Letting income 30% over budget. Furlough income: £4043
Chapel Hall	14000	25500	24915	37121	145.6	Letting income 27% over budget. Furlough income: £4616
Allotments	13912	13650	14847	13595	99.6	Letting income slightly under budget estimate. Furlough income: £635.
Amenities	0	0	1314	907	0.0	Furlough income: £907
Events	0	0	788	544	0.0	Furlough income: £544
Public toilet	500	600	601	649	108.2	Income slightly higher than estimated.
Youth Services	0	0	0	0	0.0	
TOTAL	225854	404293	320791	461257	114.1	Total Furlough income: £29467
NET TOTAL	397840	183663	237658	92184	50.2	
Month 12 - 100%						

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

Coronavirus Update

The Leisure Centre is now operating with no restrictions or coronavirus related policies other than those linked to staff sickness. Customers are still being asked to stay at home if feeling unwell and all track and trace material has been taken down (at the request of the NHS). Hand sanitiser stations will remain in place permanently as will cleaning stations in the gym. Some customers and staff members are still choosing to wear face coverings.

Exercise Class Timetable

Attendances at sessions listed on the Centre's exercise class timetable have risen during the early months of the year and a number are now running at maximum capacity with waiting lists often in place. Our booking system reported session attendance at 1,646 for the month of March, which is the highest monthly total ever recorded.

Summer Sports

The schedule for outdoor sport bookings and events on the Woodford Park sports pitches is now close to being confirmed. The Grounds Team will be marking out the following this year:

- A minimum of six mini football pitches for the BYDL summer league.
- A 30-yard American Football pitch for use by the Berkshire Renegades.
- The cricket boundary as normal for use by various businesses and clubs.

Paddling Pool

The Maintenance Team are planning to start work on the paddling pool before the end of April with the aim being to hand over to the Leisure Team during the early weeks of May. Assuming there are no complications or extended periods of poor weather the pool will then be chlorinated and tested for two weeks prior to a planned opening for the weekend of 28th/29th May.

Woodley Schools Sports Week

Plans are in place to host an adapted version of the annual Woodley Schools Sports Week during the week commencing Monday 23rd May. This would be the first time the week-long event has run since 2019 as a result of the coronavirus and associated lockdowns.

Unfortunately, as a number of the local schools are still facing coronavirus related challenges, this year's indoor activities will be significantly altered to prevent schools mixing with other schools as much as possible. Some events may even be cancelled altogether, including the opening ceremony Dance Festival, but there is optimism that outdoor events such as the Kwik Cricket Tournament will go ahead as planned.

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.

Grounds Team

Colin Holland has been appointed to the post of Amenities Manager, with management responsibilities for both the Buildings and Grounds Maintenance teams. Colin has been the Maintenance Manager for around 2 years and has been managing the work of both teams since the Grounds Maintenance Manager left in September 2021.

The Council is also currently recruiting to a new post of Senior Groundsman to compliment the team and provide the required resources on the ground to meet the needs of the parks and open spaces.

Woodford Park Leisure Centre

Electrical works

Tenders have been received for the rewiring of the building electrics, including replacement of existing lighting with LED alternatives. These submissions are being considered and a report will be submitted to the Strategy and Resources Committee to allocate funding for this work.

Flat Roof

Work to replace the flat roofing membrane at the centre is underway. This work will not impact on activities in the centre and will be completed before the end of May.

Woodford Park

New Play Area

The schedule of works is attached at **APPENDIX A**. The installation should be completed within 6 - 8 weeks from the on-site commencement date of 28 March (completion by end May 2022).

The Maintenance Team has constructed and installed a new timber fence to the rear of the toddler play area and refurbished the shelter as part of the project. This area will also be planted out as part of the project, along with the sensory garden area.

A planning application has been submitted in respect of one item of equipment which is taller than the maximum allowed under permitted development, as set out in the Town and Country Planning Order. Pre-application advice states that this item should comply with all planning requirements.

Memorial plaque

It is proposed that a plaque in memory of the late Councillor David Stares be included in the sensory garden area of the new play area, in recognition of his contribution to the leisure services provided by the Council, his Chairmanship of the Leisure Services Committee and his time as Mayor of Woodley.

Park Run

Officers are in weekly contact with the organisers of Park Run, to confirm that the run can continue to operate where possible during the installation period.

Green Flag

2022 is a full judging year for the Green Flag Award and will mean a pre-arranged site visit from the judges at some point between April and July. The Management Plan for the park can be found on the Council website and forms the basis for the application for Green Flag Award status each year.

Antisocial behaviour / damage

We have been experiencing an increase in antisocial behaviour around the Park over recent months, including graffiti and some vandalism.

Friends of Woodford Park

The Friends group have continued with the maintenance of the flower beds around the Oakwood Centre and Rotary Garden and have begun work on the shrub beds to the front of the Oakwood Centre. The group has been able to make use of volunteers from Sage, through their community volunteering scheme. This has worked well in previous years with projects such as the refurbishment of the railings around the Garden of Remembrance.

Storm Damage

A small number of trees/branches came down in the strong winds in February.

Tree Survey

A full tree condition survey is being carried out on all trees in Woodford Park and Malone Park to identify any work required and to be used as a basis for the management of trees in the Councils open spaces going forwards. This will help identify budgeting requirements and schedule works, replacement planting etc. in a more planned way.

Malone Park

The Grounds Team has prepared an area for wildflower planting in addition to the wildlife margin with a mown path around the perimeter of the grass area.

Allotments

The waiting list is approximately 80. New tenants are being offered smaller - 5 poles or 2..5 pole starter plots in order to provide plots to more residents and also provide an opportunity for new tenants to begin with a plot of a manageable size, with the opportunity to move to a larger plot later if they are successful with the smaller plot.

Community Halls

The ceiling tiles are scheduled to be replaced at Chapel Hall in the coming weeks.

The wall adjacent to Coronation Hall, separating it from the residences next door, was blown down in the high winds in February. The Council's Maintenance Team cleared the debris and we are liaising with Hicks Group who we believe are the owners of the wall.

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members approve the provision of a plaque in the sensory garden area of the new play space, in memory of Cllr David Stares.**

Woodley Town Council
Woodford Park Play Area



ID	Task Name	Duration	Start	28/3/2022	4/4/2022	11/4/2022	18/4/2022	25/4/2022	2/5/2022	9/5/2022	16/5/2022	23/5/2022	
1	Project Initiation Phase	31 days											
2	Tender Results and Contract Commencement	0.5 days											
3	Order Instructions to Suppliers	0.5 days											
4	Manufacture and Delivery of Equipment	6 wks											
5	Site Project File Raised & Checked	0.5 days											
6	On Site Prestart Meeting	1 day	Tue18/1/2022										
7	Installation phase for play equipment	38 days	Mon 28/3/2022										
8	Site Induction & site Operative Rules	0.25 days											
9	Erect Security Fencing	0.25 days											
10	Site Layout & Customer Approval	0.25 days											
11	Excavation and preparation of Wild woods area	4 days											
	Installation of timber retainer to mounding /ramp area	7 days											
12	Lay edging for high mound	0.5 days											
13	Groundworks and preparing base of installation of equipment and sensory pathway	2 days											
14	Use excavation to create mound	2 days											
15	Lay Topsoil and Seed mound	1 day											
16	Delivery of Equipment	2 days											
17	Installation of equipment, seating and bins	25 days											
18	Lay sensory pathway	3 days											
19	Lay rubber mulch and wetpour safer surfacing as per plan	7 days											
20	Lay grassmatt as per CAD plan	3 days											
21	Lay thermographic path crossing	2 days											
22	Clean Equipment	0.25 days											
23	Walk through site and Client approval	1 day											
24	Post Installation Inspection	0.25 days											
25	Remove Site Storage & Welfare	0.25 days											
26	Project Completion & Site Sign Off	0 days											
27	Project monitoring	38 days											
28	Weekly Site Meeting	38 days											