



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;
C. Jewell; V. Lewis; 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 15 November 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 30 AUGUST 2022**
To approve the minutes of the meeting of the Leisure Services Committee held on 30 August 2022 and for the Chairman to sign them as a true and accurate record. *(These minutes were provided in the Full Council agenda of 11 October 2022.)*
4. **BUDGETARY CONTROL**
To note **Report No. LS 19/22.** Page 5
5. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**
To receive **Report No. LS 20/22.** Page 7
6. **PARKS AND BUILDINGS**
To receive **Report No. LS 21/22.** Page 9

7. **SUB COMMITTEE & WORKING PARTY MEMBERSHIP**

Following the death of Councillor Sam Rahmouni and the resignation of Cllr Tom McCann, the new political composition of the Council has changed the division of places on committees which have a membership of 4 Councillors.

Based on normal mathematical rounding, the Labour & Independent Group are now entitled to a place on committees with a membership of 4 Councillors, however this means the number of places allocated would be 5, one more than it should be. As such, such committees are not currently workable.

DIVISION OF PLACES – COMMITTEES WITH 4 MEMBERS	Previous Split	Current Split
Unrounded Figure - Con	2.72	2.78
Unrounded Figure - LD	0.80	0.70
Unrounded Figure – Lab & Ind	0.48	0.52

Rounded Figure - Con	3	3
Rounded Figure - LD	1	1
Rounded Figure - Lab	0	1
Total Allocated Members	4	5

In line with Standing Order 9.1 d), the Community Youth Partnership, which currently has a membership of 4 Councillors, and for which Leisure Services is the Parent Committee, has been suspended.

Standing Order 2.2 b) states that, in these circumstances, the number of allocated places will need to be changed and approved at the relevant Parent Committee meeting.

Members are asked to consider adjusting the number of places for Councillors on the Community Youth Partnership to a workable number, and then appoint members accordingly. Councillors currently appointed to the partnership are Cllrs Cheng, Forrer and Gilder (Conservative group) and Cllr Rowland (Liberal Democrat Group).

For reference the division of places, should it be proposed to adjust membership to either 3, 5 or 6 Councillors, is shown below:

COUNCILLOR MEMBERSHIP	3	5	6
Unrounded Figure - Con	2.09	3.48	4.17
Unrounded Figure - LD	0.52	0.87	1.04
Unrounded Figure – Lab & Ind	0.39	0.52	0.78

Rounded Figure - Con	2	3	4
Rounded Figure - LD	1	1	1
Rounded Figure - Lab	0	1	1
Total Allocated Members	3	5	6

8. **YOUTH SERVICES UPDATE**

To receive an update from the Deputy Town Clerk on the progress with regards to tendering for the Council's Youth Services provision.

9. **ALLOTMENTS WORKING PARTY**

At the Leisure Services Committee meeting held on 30 August 2022, the terms of reference for the Allotments Working Party were agreed with the addition of the requirement to review the current allotment tenancy agreement and to propose changes to the Leisure Services Committee (minute 16).

Members are asked to consider amending the terms of reference to delegate authority to the working party to agree and make changes to the tenancy agreement.

An updated draft version of the terms of reference are included at **Appendix 9.**

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10. **BENCHES AND SEATING AROUND WOODLEY**

At the Leisure Services meeting held on 30 August, Councillor Heap requested that Members consider the provision of seating and benches around Woodley (Minute 19).

Councillor Heap has previously undertaken an audit of seating across Woodley; a list and maps of seating locations are provided at **Appendix 10.**

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Members are asked to consider whether to place additional seating at any locations where it might be deemed seating is currently insufficient.

11. **LODDON BRIDGE DISASTER PLAQUE**

To receive an update on the requested installation of a memorial plaque to commemorate the 1972 Loddon Bridge Disaster (LS 12 April 2022 – Minute 48).

12. **LODDON MEAD OPEN SPACE UPDATE**

To receive an update on Loddon Mead Open Space.

13. **FUTURE AGENDA ITEMS**

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

14. **PUBLICITY & WEBSITE**

To consider which items to publicise.

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LEISURE SERVICES COMMITTEE**BUDGETARY CONTROL 2022/23****Report No. LS 19/22**

EXPENDITURE	Budget 2022/23	Actual Exp as at 31/10/21	Actual Exp as at 31/10/22	Actual Exp as % of Budget	Information
Woodford Park LC & 3G pitch	379532	197099	200869	52.9	Most items under 58%. Uniform, rates, certification, repairs/maintenance, skip hire, fire compliance & vendings costs higher than 58%.
Grounds Maintenance	40878	14024	31272	76.5	Most items under 58%. Uniform/PPE, other supplies, skip hire, petrol, tree maintenance & fire compliance over 58%.
Football	22473	11896	10221	45.5	All costs under 58% at this point.
Cricket	13039	7407	6977	53.5	All costs apart from horticultural supplies under 58%.
Bowling Green	17672	9071	8362	47.3	All costs apart from horticultural supplies under 58%.
Woodford Park	40902	20603	24170	59.1	Most costs under 58%. Horticultural supplies, play equipment & memorial benches over 58%.
Garden of Remembrance	7431	4286	3981	53.6	Costs under 58% apart from inscription charges.
Play areas and open spaces	14035	7385	6588	46.9	All costs under 58%.
Coronation Hall	29907	15976	12449	41.6	Most costs under 58%. Rates, cleaning & maintenance contracts over 58%.
Chapel Hall	24483	10968	9247	37.8	Most costs under 58%. Rates & cleaning costs over 58%.
Allotments	20265	6853	7030	34.7	All costs under 58% apart from water rates.
Amenities	5108	3007	2933	57.4	All costs under 58%, apart from lighting/heating.
Events	16785	872	9698	57.8	All costs under 58% apart from allocations towards the Carnival for music & fireworks.
Public toilet	6023	548	3455	57.4	Collection & lighting/heating over 58%. Other costs under.
Youth Services	34000	0	0	0.0	
TOTAL	672533	309995	337252	50.1	

Month 7 - 58%

INCOME	Budget 2022/23	Actual Inc as at 31/10/21	Actual Inc as at 31/10/22	Actual Inc as % of Budget	
Woodford Park LC & 3G pitch	356824	212378	236361	66.2	Income from most of activities etc higher than 58%.
Grounds Maintenance	300	396	358	119.3	Bulmershe Open Space grass cutting higher than anticipated.
Football	9500	10365	5235	55.1	Pitch fees just under 58% at this point.
Cricket	4600	4600	5872	127.7	Pitch fees over 58% - season over.
Bowling Green	8016	7534	8407	104.9	Annual Licence fee, pitch fees for non members & irrigation costs.
Woodford Park Garden of Remembrance	2150 1150	10139 980	4370 2139	203.3 186.0	Additional benches and memorial trees purchased. Inscription income over 100% plus plaque renewal income.
Play areas and open spaces	0	1542	0	0.0	
Coronation Hall	15000	14925	23686	157.9	Income over 158%.
Chapel Hall	25500	23731	19435	76.2	Income at 76%.
Allotments	14180	772	959	6.8	Allotment rents payable annually in December.
Amenities	0	907	0	0.0	
Events	0	544	0	0.0	
Public toilet	600	481	173	28.8	Income at 29% of anticipated total.
Youth Services	0	0	0	0.0	
TOTAL	437820	289294	306995	70.1	
NET	234713	20701	30257	12.9	

Month 7 - 58%

WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES

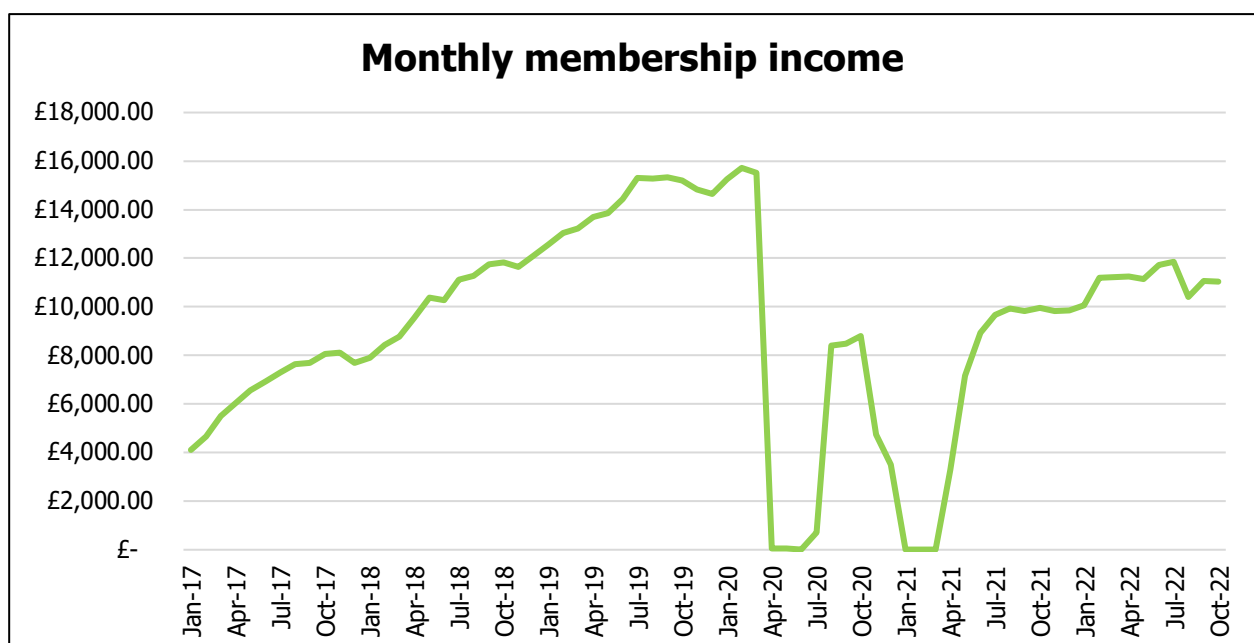
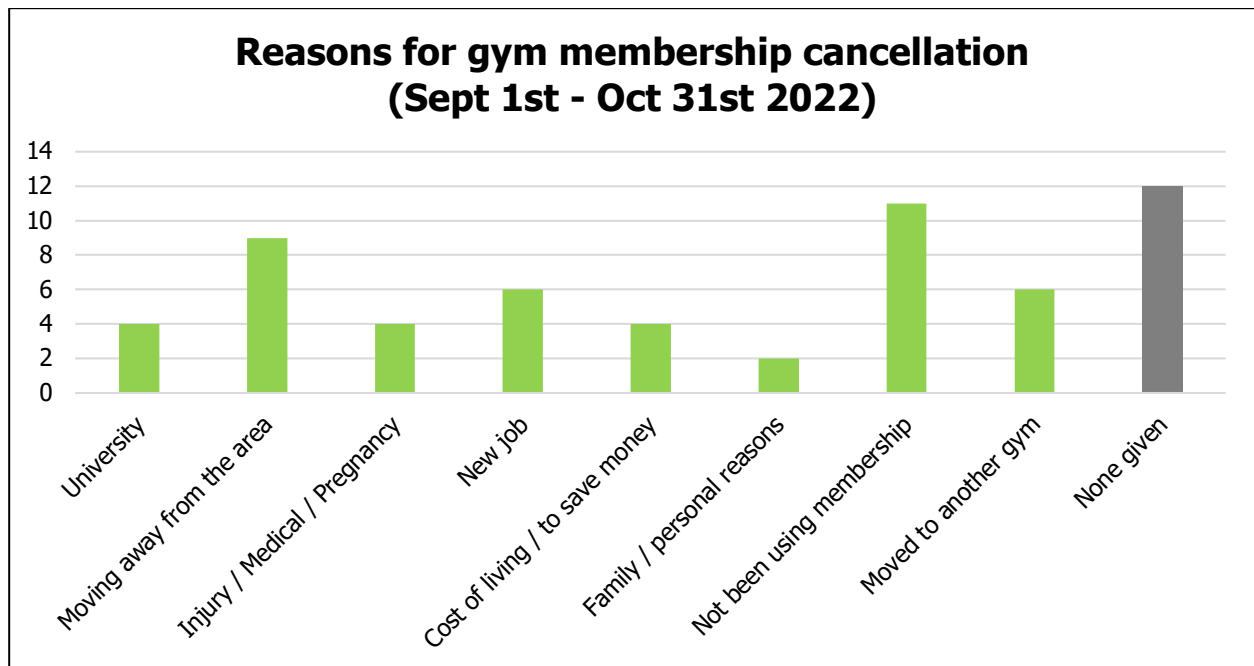
REPORT OF THE LEISURE SERVICES MANAGER

PURPOSE OF REPORT

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

Leisure Reports

Following on from the previous committee meeting, where Members showed interest in specific data relating to the gym, please see below two charts; one showing reasons for membership cancellation and another showing monthly membership income since the gym was opened.



Flagfest

We hosted Flagfest on Saturday 8 October. The American football event was coordinated by Berkshire Renegades in support of Sport in Mind and raised valuable funds for the charity.

Electrical Works Conclusion

The electrical works concluded on Friday 21 October following a twelve-week project.

Paddling Pool Closure

The pool closed for the year on Monday 19 September and will be closed until the summer of 2023. A pool cover has been installed to help make the area look a little less unsightly throughout the winter months.

First Aid

Eight members of the Leisure team completed an emergency first aid at work course as well as defibrillator training on Friday 28 October.

External Defibrillator

The external defibrillator that is due to be fixed to the outside of the leisure centre has now been passed to the amenities team for installation following the conclusion of the electrical works. The internal defibrillator is still available inside the centre and fully operational.

Christmas Opening Hours

Woodford Park Leisure Centre and The Gym on the Park will be closed between Saturday 24 December and Tuesday 27 December as well as on Saturday 31 December and Sunday 1 January.

Woodley Cricket Club

We have been working with the chairman of the Berkshire Cricket League following the recent restructuring of Woodley Cricket Club. The club has been in decline for a number of years in relation to its player base but now has a new board and a long term plan in place that will hopefully revitalise the club.

Berkshire Baby & Children's Market

The Leisure Centre hosted another Baby and Children's Market on Sunday 6 November. The events are very popular with queues to enter the hall circulating around the building.

The Wildlife Trust

The Wildlife Trust will be visiting the Leisure Centre again between 29 November and 2 December with a small display to promote the Berkshire, Buckinghamshire and Oxfordshire Wildlife Trust. The display will include information on actions being taken in the local area to help protect wildlife, information on nature reserves, wildlife gardening, volunteering opportunities, membership with the trust and also information on their Children's Wildlife Watch Club.

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

Electrical works

The electrical works, which included a complete rewiring of the building and full building fixed wiring test, were completed in October as scheduled. The works also included improvements to exterior lighting, upgrades to the fire alarm system and a move to LED lighting throughout the building.

Other works

While the centre was closed the Maintenance Team carried out the following works;

- Replacement of ceiling tiles throughout
- Decoration of men's toilets
- Refurbishment of the meeting room in the suite leased to Optalis.

Woodford Park

Garden of Remembrance

- 10 timber planters have been replaced with new – constructed from sleepers by the Maintenance Team.
- A significant amount of work has been carried out to cut back and reshape shrubs and trees.
- The memorial plaques that were previously removed due to non-renewal have now been reinstalled in their original positions.

Bowls Green

The Maintenance Team have started work on the installation of the new irrigation system for the green.

Planting

2,500 bulbs have been planted around the copse area, lake and boundary. A further 400 bulbs have been planted in the town centre garden.

Flagpole

The installation of an additional flagpole was approved at the last meeting of the Strategy and Resources Committee. The installation is being scheduled in conjunction with other ground works requiring the hire of a digger and driver (*installation of pathways around the lake and near the Garden of Remembrance*).

Remembrance

The Council run event is scheduled for Armistice Day, with a community led event scheduled for Remembrance Sunday. An update on how these events went will be provided at the meeting.

Memorial Trees & Benches

6 memorial trees and benches have been installed in various locations around Woodford Park. Maintenance on all timber seating in the park is planned for the winter months.

The remaining metal bench in Woodlands Avenue that is in poor condition will be replaced in November.

Woodley Preschool

The new lease for the extended outside space is now in place and works to install the new fencing scheduled for late November.

Tree Works

All priority tree works identified in the tree survey carried out in the summer have been completed. Less urgent works will be carried out over the coming months and into next year.

Chapel Hall

The following works were carried out in October by the Maintenance Team;

- Hall lighting replaced with LED
- Ceiling tiles replaced
- Hall decorated
- Fire alarm system installed
- Taps replaced in kitchen and toilets

Coronation Hall

- Fire alarm system installed

Allotments

A polytunnel has been purchased and will be located in an unused area of the site – this will enable the Grounds Team to buy plug plants to enhance displays and planting around the parks and open spaces next year and going forwards.

Bulmershe Park – tree planting update

Planting of orchard fruit trees, hedgerow and successional planting by Freely Fruity and Wokingham Borough Council will be taking place from 21 November, as per the planting proposals previously presented to the Committee.

Recommendations

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

ALLOTMENTS WORKING PARTY

VERSION	DATE	AMENDED?	COMMENTS
0.1	11.08.22	No	Original Draft
1.0	31.08.22	Yes	Approved by LS Committee (30/08/22) with the addition of requirement to review and recommend amendments to the current tenancy agreement and ability to meet virtually for this purpose.
1.1	03.11.22	No	Proposed change to delegate authority to the Working Party to approve changes to the allotment tenancy agreement.

1. TYPE OF COMMITTEE => Task and Finish Working Group

2. PARENT COMMITTEE => Leisure Services Committee

3. 6 MONTH MEETING RULE VALID (see 6.1.k)

a. YES

4. SIZE => 3 Councillors;

5. DUTIES AND POWERS

5.1 OVERALL PURPOSE

- a. To make a determination in relation to an appeal received from an allotment tenant against a decision of the Deputy Town Clerk.
- b. To review the existing allotments tenancy agreement and make a recommendation to the Leisure Services Committee regarding any proposed **appropriate changes to the agreement as agreed by the working party.**

5.2 MEETINGS

- a. Meetings of the working party shall take place as and when required.
- b. Officers will attend the meetings of the working party, as appropriate.
- c. Meetings will take place in person where a formal ~~determination~~ **decision is to** ~~must~~ be made in relation to the appeal.
- d. ~~Meetings will take place virtually when reviewing and considering amendments to the current allotment tenancy agreement.~~

5.3 TERMS OF OPERATION

- a. To consider the appeal from an allotment tenant in respect of a decision given by the Deputy Town Clerk regarding a complaint made against another tenant, in accordance with clause 4(v) of the allotment tenancy agreement.
- b. The working party has delegated authority from Leisure Services, on behalf of the Council, to make a formal determination regarding the outcome of the appeal.

- c. The working party has delegated authority from Leisure Services, on behalf of the Council, to approve changes to the allotment tenancy agreement.

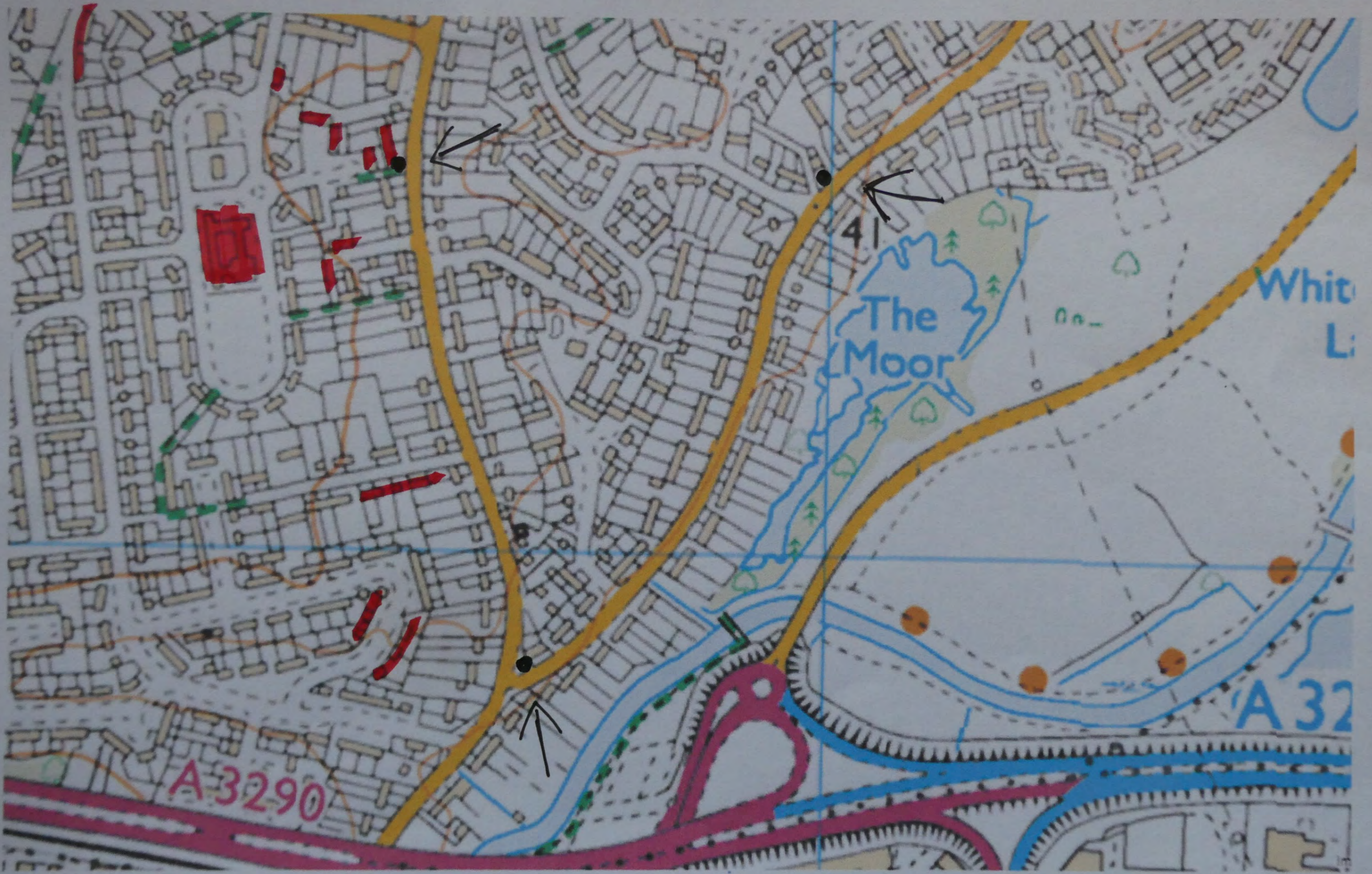
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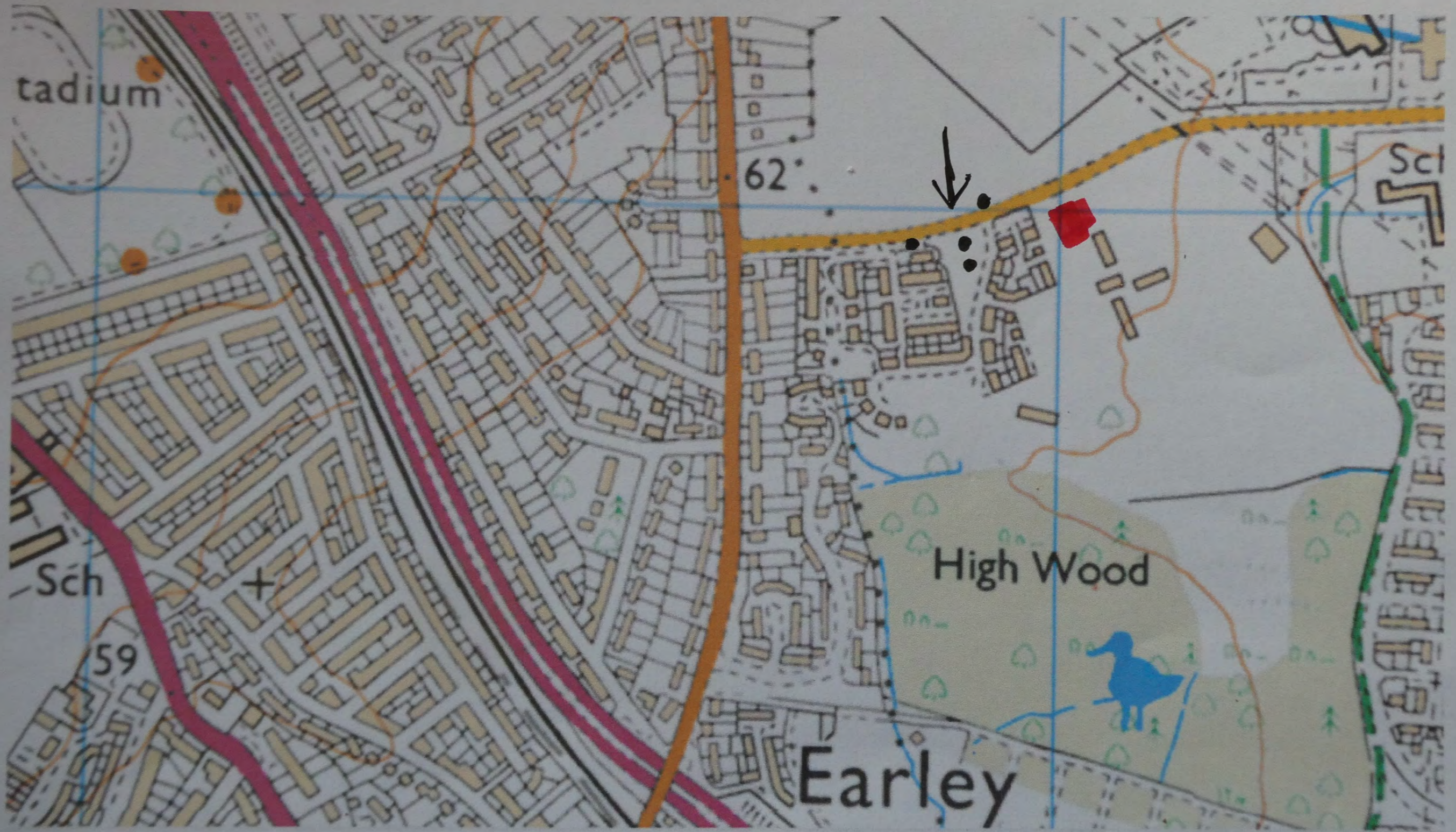
APPENDIX 10

Ward	Description	Location	GR	Easting	northing	Type of seat	Number
Bulmershe	Bulmershe Sports Centre	Woodlands Ave	752731	752	731	Wooden Bench	4
Bulmershe		Crockhamwell Road/Fairwater Junction	762727	762	727	Wooden Seat	1
Bulmershe	Vauxhall Park BMX Facility	Nr Vauxhall Drive	769730	769	730	Metal Seat	1
Bulmershe	Vauxhall Park	Nr Vauxhall Drive	769730	769	730	Metal Seat	1
Bulmershe	Play Ground Vauxhall Park	Nr Vauxhall Drive	769729	769	729	Metal Seat	1
Bulmershe	Howth Drive Top Bus Stop	Reading Road	755738	755	738	Bench Under cover	1
Bulmershe	North End of Woodley Precinct		762733	762	733	Wooden Seat	4
Bulmershe	North End of Woodley Precinct		762733	762	733	Curved Metal seat	2
Bulmershe	North End of Woodley Precinct		762733	762	733	Metal Bench	2
Bulmershe	North End of Woodley Precinct		762733	762	733	Wooden Bench	1
Bulmershe	Chequers Bus Stop D	Reading Road West Side	761734	761	734	Bench Under cover	1
Bulmershe	Chequers Bus Stop	Beechwood Ave South Side	760733	760	733	Bench Under cover	1
Bulmershe	Outside The Chestnuts	Beechwood Ave North Side	759733	759	733	Wooden Seat	1
Bulmershe	By Woodway Bus Stop	Beechwood Ave South Side	759733	759	733	Metal Seat	1
Bulmershe	Beaufild Close Bus stop	Beechwood Ave South Side	756733	756	733	Bench Under cover	1
Bulmershe	By Beaufild Close Bus stop	Beechwood Ave South Side	756733	756	733	Wooden Seat	1
Bulmershe	Mid way along Beechwood Ave	Beechwood Ave South Side	758733	758	733	Wooden Seat	1
Bulmershe	Headley Road Circle Bus Stop on south side nr Just Tiles	Headley Road South Side	766734	766	734	Bench Under cover	1
Bulmershe	Adwest Bus Stop	Headley Road East South Side	769734	769	734	Bench Under cover	1
Coronation Central	Garden of Remembrance	Reading Road	755738	759	736	Wooden Seat	4
Coronation Central	Near Garden of Remembrance	Reading Road	755738	759	736	Wooden Seat	1
Coronation Central	Near Garden of Remembrance	Reading Road	755738	760	736	Wooden Seat	2
Coronation Central	Play area by Paddling Pool		755738	762	736	Wooden Seat	7
Coronation Central	Play area by Paddling Pool		755738	762	736	Wooden Table & Seats in combo	8
Coronation Central	Play area by Paddling Pool		755738	762	736	Metal seat round a tree	1
Coronation Central	Woodford Park North West		763739	763	739	Wooden Seat	2
Coronation Central	Woodford Park North West		763738	763	738	Wooden Seat	1
Coronation Central	Woodford Park Sports Centre		762737	762	737	Wooden Seat	3
Coronation Central	Woodford Park Haddon Drive entrance		764736	764	736	Fallen Tree	1
Coronation Central	Woodford Park nr East End of lake		763735	763	735	Wooden Seat	3
Coronation Central	Woodford Park nr end of Halstead Close		763735	763	734	Wooden Seat	1
Coronation Central	Woodford Park South side of Lake		761736	761	736	Wooden Seat	2
Coronation Central	Woodford Park South side of Lake		762736	762	736	Wooden Seat	1
Coronation Central	Kids shelter		762735	762	735	Metal Bench under cover	2
Coronation Central	Nr kids shelter		762735	762	735	Wooden Seat	1
Coronation Central	Nr kids shelter		762735	762	735	Wooden seats around a tree	1
Coronation Central	Playground nr Rotary Garden		762734	762	734	Wooden Seat	1
Coronation Central	Rotary Garden		762734	762	734	Wooden Seat	3
Coronation Central	War Memorial Garden		763734	763	734	Recycled Plastic/resin seat	4
Coronation Central	Chequers Bus Stop A	Headley Road North Side	762733	762	733	Bench Under cover	1
Coronation East	Butts Hill Road / Church Rd Junction		767735	767	735	Wooden Seat	2
Coronation East	Bull & Chequers Pub	Woodley Green	768735	768	735	Wooden Table & Seats in combo	4
Coronation East	Wilmington Close Bus stop	Butts Hill Road east side	767736	767	736	Bench Under cover	1
Coronation East	Ravensbourne Drive Bus stop	Butts Hill Road east side	767738	767	738	Bench Under cover	1
Coronation East	St John's Church	Church Road North Side	769737	769	737	Wooden Seat	2
Coronation East	Brecon Road Parade Bus Stop	Glendevon Road South Side	769739	769	739	Bench Under cover	1

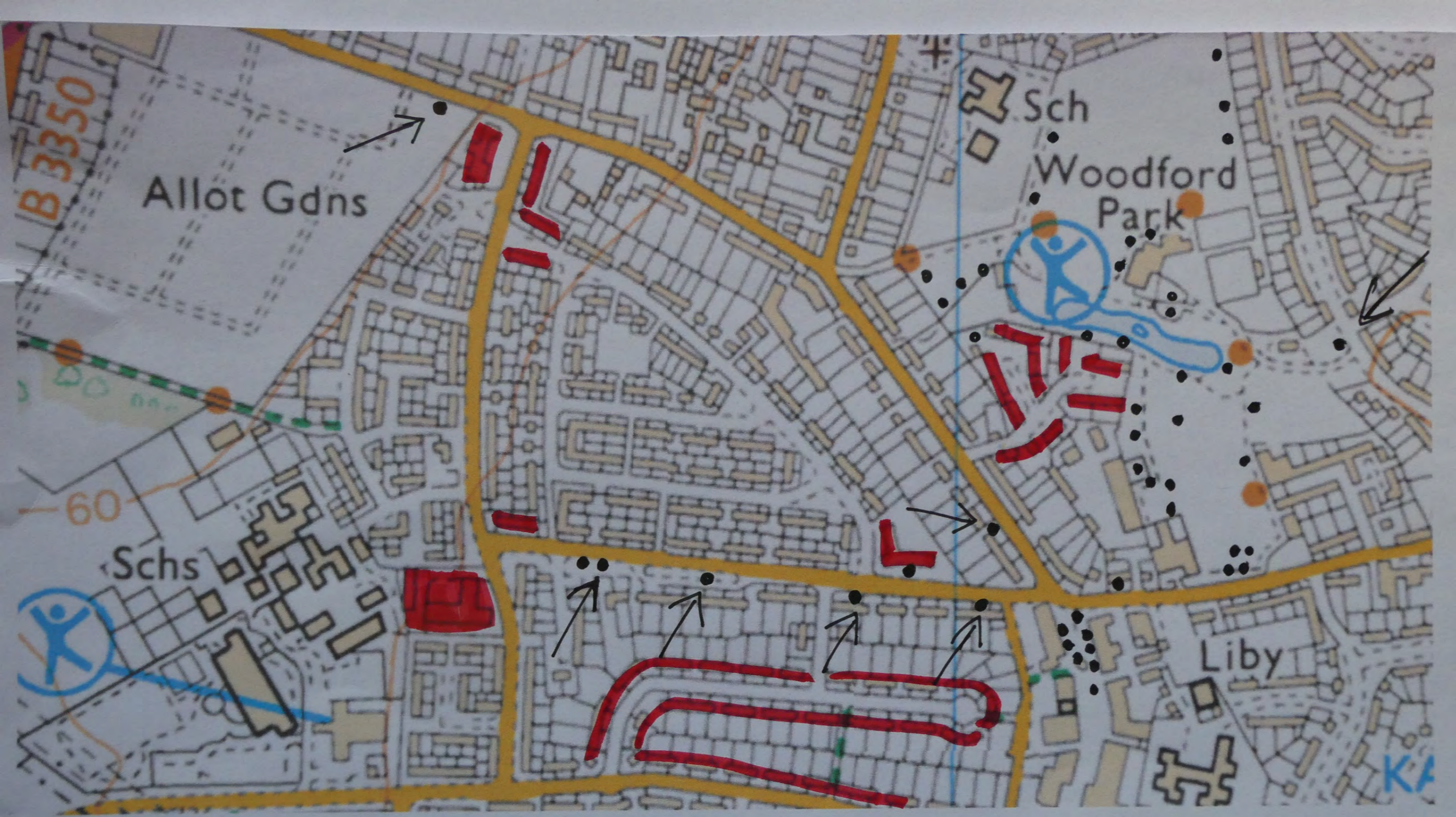
Ward	Description	Location	GR	Easting	northing	Type of seat	Number
Coronation East	Playground	Ashenbury Park	772741	772	741	Metal Seat	4
Coronation East	Playground	Ashenbury Park	772741	772	741	2 Metal benches & table	1
Coronation East		Ashenbury Park	774741	774	741	Wooden Seat	1
Coronation East		Ashenbury Park	776741	776	741	Wooden Seat	2
Coronation East		Ashenbury Park	776742	776	742	Metal Seat	2
Coronation East		Ashenbury Park	777745	777	745	Metal Table & Seats in combo	1
Loddon Airfield	Woodley Airfield Community Centre	Hurricane way	777734	777	734	Recycled Plastic/resin seat	2
Loddon Airfield	Southern End of Airfield Park	Mowhawk Way	778732	778	732	Recycled Plastic/resin seat	1
Loddon Airfield	Southern End of Airfield Park	Mowhawk Way	778733	778	733	Recycled Plastic/resin seat	1
Loddon Airfield	Park south of Dahlia	Loddon Park	781735	781	735	Wooden Seat	1
Loddon Airfield	By Clover Rise lozenge	Loddon Park	781735	781	735	Wooden Seat	1
Loddon Airfield	Playground by Gardenia	Loddon Park	782735	782	735	Wooden Seat	2
Loddon Airfield	Park south of Rose Grove	Loddon Park	781736	781	736	Wooden Seat	1
Loddon Airfield	Park south of Jasmin Square	Loddon Park	782736	782	736	Wooden Seat	2
Loddon Airfield	Park south of Forest Road	Loddon Park	781738	781	738	Wooden Seat	1
Loddon Airfield	Park south of Elm Drive	Loddon Park	782738	782	738	Wooden Seat	1
Loddon Airfield	Playground east of Elm Drive	Loddon Park	782738	782	738	Wooden Seat	1
Loddon Airfield	Near old River	Old river Meadow	783739	783	739	Wooden bench	1
Loddon Airfield		Old river Meadow	785738	785	738	Wooden bench	1
Loddon Airfield		Old river Meadow	785739	785	739	Wooden bench	2
Loddon South		Corner of Loddon Bridge Road and Colemans Moor Road	767718	767	718	Wooden Seat	1
Loddon South	Colemans Moor Lane Bus stop	Colemans Moor Road just north of Colemans Moor Lane	770724	770	724	Bench Under cover	1
Loddon South	Trees Park	Redwood Ave/ Holly Road	777727	777	727		1
Loddon South	Herald Way bus stop	Colemans Moor Road east side	775728	775	728	Bench Under cover	1
Loddon South	By Herald Way bus stop	Colemans Moor Road east side	775728	775	728	Wooden Seat	1
Loddon South	By Herald Way bus stop	Colemans Moor Road east side	776728	776	728	Metal Seat	1
Loddon West	Play Ground	North end of Hearn Road	752732	762	722	Stone/Concrete Bench	5
Loddon West	Green Triangle	Dovers Way near Martin Close	762724	762	724	Metal Seat	3
Loddon West	The Ridgeway Bus Stop	Loddon Bridge Road	766724	766	724	Bench Under cover	1
Loddon West	Drovers way Top Bus stop	Crockhamwell Road	764726	764	726	Bench Under cover	1
South Lake North	Malone Park	Between malone Road & Jerome Road	760726	760	726	Wooden Seat	2
South Lake North	Malone Park	Between malone Road & Jerome Road	760726	760	726	Wooden Bench	3
South Lake South		South lake Park Playground	754723	754	723	Metal Seat	1
South Lake South		South Lake NW end	755722	755	722	Metal Seat	3
South Lake South		South Lake NW end	755722	755	722	2 Metal benches & table	1
South Lake South		Northern edge of South Lake	757722	757	722	Seat made from Tree Stump	1
South Lake South		Northern edge of South Lake	757722	757	722	Wooden Seat	2
South Lake South		Northern edge of South Lake	758722	758	722	Metal Seat	2
South Lake South	Campbell Road Bus Stop	Corner of Kingfisher Dv & Fairwater Dive	757724	757	724	Bench Under cover	1
South Lake South	Parklands Play Ground	Faringdon Road	749729	749	729	Metal Bench	2
South Lake South	North Lake Bus Stop	Fairwater Drive	756726	756	726	Bench Under cover	1
South Lake South	Near North Lake Bus Stop	Fairwater Drive	756726	756	726	Plastic/resin seat	1
South Lake South	Thatchers Bus Stop	Fairwater Drive	760722	760	722	Bench Under cover	1
South Lake South	Antrim Bus Stop	Fairwater Drive	755729	755	729	Bench Under cover	1
South Lake South	Bulmershe Sports Centre Bus Stop	Woodlands Ave	754731	754	731	Bench Under cover	1

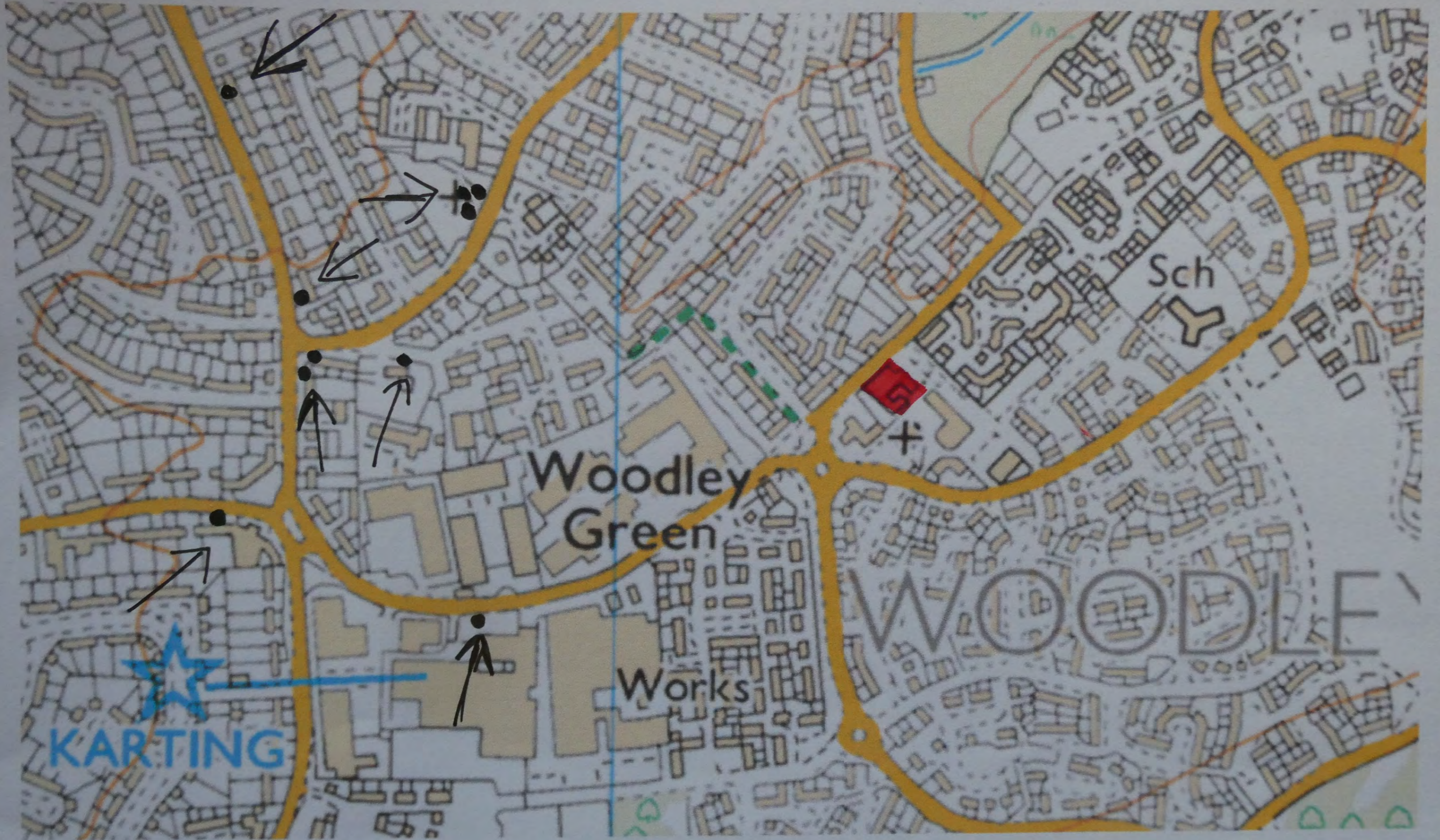
















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