

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

Councillors: D. Smith (Chairman) K. Charles Bey; Y. Edwards; D. Errawalla; M. Firmager; K. Gilder; R. Horskins; C. Jewell; M. Kennedy; V. Lewis;

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 7 November 2023, 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.



Kevin Murray
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 5 SEPTEMBER 2023**
To approve the minutes of the meeting of the Leisure Services Committee held on 5 September 2023 and for the Chairman to sign them as a true and accurate record. *(These minutes were provided in the Full Council agenda of 26 September 2023)*
4. **ACTIONS / FOLLOW UPS**
To review the actions and follow ups arising from previous meetings of the committee, as set out in **Appendix 4.** Page 5
5. **BUDGETARY CONTROL**
To note **Report No. LS 18/23.** Page 7
6. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**
To receive **Report No. LS 19/23.** Page 9

7. **PARKS AND BUILDINGS**
To receive **Report No. LS 20/23.** Page 11
8. **COMMUNITY YOUTH PARTNERSHIP**
a) To note that Sam Milligan (Just Around the Corner) has joined the partnership as a voluntary sector representative. There are now 5 vacancies for additional voluntary sector representatives on this partnership.
b) To note **Report No. LS 21/23** of the Community Youth Partnership meeting held on 19 September 2023. Page 13

There were no recommendations made at this meeting due to be considered by the Committee.
9. **YOUTH SUPPORT SERVICE WORKING GROUP**
a) To note that Cllr Yvonne Edwards was appointed by the Labour group to this committee.
b) To note **Report No. LS 22/23** of the Youth Support Service task & finish working group meeting held on 3 October 2023. Page 17

There were no recommendations made at this meeting due to be considered by the Committee.
10. **ALLOTMENTS WORKING GROUP**
To note **Report No. LS 23/23** of the Allotments task & finish working group meeting held on 23 October 2023. Page 22

Members are asked to consider the following recommendation made at this meeting:

i. To approve the amended allotment tenancy agreement, as set out in the report.
11. **WHEBLE PARK**
To consider **Report No. LS 24/23.** Page 26
12. **WOODFORD PARK LEISURE CENTRE – FUTURE PLANS**
To consider **Report No. LS 25/23.** Page 28
13. **YOUTH GRANT APPLICATIONS**
To consider the Youth Grant applications received from Me2 Club and Berkshire Renegades.

Members must complete the scoring matrixes provided at **Appendix 13a** (Me2 Club) and **Appendix 13b** (Berkshire Renegades). A summary of each application is provided on the matrix documents, with full applications provided separately, for Members information only. Page 30
Page 31

The Youth Grants guidelines are attached at **Appendix 13c.** Page 32
14. **FRIENDS OF WOODFORD PARK UPDATE**
To note the update provided from the Friends of Woodford Park, as set out at **Appendix 14.** Page 34

15. **FUTURE AGENDA ITEMS**

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

16. **PUBLICITY & WEBSITE**

To consider which items to publicise.

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ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

Meeting Date:		6 June 2023	
Minute	Action	Progress Update	Last Updated
7	Deputy Town Clerk to discuss with Amenities Manager possible solutions for overflowing bins on Sundays in Woodford Park	New mixed recycling bins providing larger capacity being introduced into the park. Capacity to be reviewed at future meetings.	02/11/23
8	Setup Allotments Task & Finish Working Group	COMPLETE Details included on agenda	02/11/23
11	Add the installation of water fountains near the new play area to future projects list.	COMPLETE Installation of water fountain at WPLC included in projects list approved by S&R (12 Sep 2023 – Minute 29)	02/11/23

Meeting Date:		5 September 2023	
Minute	Action	Progress Update	Last Updated
17	Officers to consider options for providing extra security, including the possibility of installing new bollards, a ditch or new locks, to further secure parks from future unauthorised encampments.	No progress.	02/11/23
17	Add potential re-installation of a 'graffiti wall' to the Council's projects list.	No progress.	02/11/23
18	Cllr Horskins to speak to Cllr Soane with regards to potentially being replaced as the Town Council representative on the Friends of Woodford Park group with a member of Leisure Services.		

Meeting Date:		5 September 2023	
Minute	Action	Progress Update	Last Updated
19	Draft consultation letter in relation to proposal to extend 3G Pitch operating hours; hand deliver by Councillor if possible	After the last meeting, Chairman requested letter be delayed until Noise Impact Assessment undertaken. S&R (12 Sep 2023 – Minute 32) allocated funding to conduct noise impact assessment. Assessment took place in October - report dated 30 October. Draft consultation letter passed to Cllr Bragg for distribution on 2 November.	02/11/23
20.1	Recommendation to S&R to approve the Youth Grant Guidelines.	COMPLETE Approved by S&R (12 Sep 2023 – Minute 31)	02/11/23
20.2	Set up Youth Support Service Task & Finish Working Group	COMPLETE Details included on agenda.	02/11/23
20.2	Labour to appoint Member to Youth Support Service working group after meeting.	COMPLETE Details included on agenda.	02/11/23
21	Officers to review mixed recycling bins used in Elms Field (Wokingham) as an option.	COMPLETE Options reviewed, and new mixed recycling bins being trialled.	02/11/23
22	Officers to provide report detailing possible improvement and beautifying works for Wheble Park.	COMPLETE Item included on agenda.	02/11/23
23	Write to local schools to highlight issue of ASB / graffitiing in parks over summer holidays.	COMPLETE Letter sent early September.	02/11/23
23	Officers to advertise new kids party provision at Woodford Park Leisure Centre.	COMPLETE New promotional video created and posted on Council's channels – late October 2023.	02/11/23

Once reported as complete, actions / follow ups will be removed from future reports.

LEISURE SERVICES COMMITTEE

<p>Month 7 58.33%</p>

2023/24

Report No. LS 18/23

BUDGETARY CONTROL

EXPENDITURE	Budget 2023/24	Actual Exp as at 31/10/2022	Actual Exp as at 31/10/2023	Actual Exp as % of Budget 2023/24	
Woodford Park LC & 3G pitch	438,369	199,809	231,037	52.70%	
Grounds Maintenance	48,323	27,759	28,591	59.17%	Skip hire & Equip over 58%
Football	22,710	10,221	14,503	63.86%	Supplies & Equip over 58%
Cricket	14,655	6,977	9,410	64.21%	Supplies & Equip over 58%
Bowling Green	14,655	6,977	9,410	64.21%	Supplies & Equip over 58%
Woodford Park	48,540	24,778	29,625	61.03%	Supplies, Equip & Maintenance over 58%
Garden of Remembrance	8,403	3,981	4,497	53.52%	
Play areas and open spaces	15,975	6,589	9,187	57.51%	
Coronation Hall	36,032	12,449	14,472	40.16%	
Chapel Hall	26,838	9,246	10,399	38.75%	
Allotments	22,550	7,030	22,396	99.32%	Repairs over 58%
Amenities	5,891	2,905	2,922	49.60%	
Events	15,655	9,698	7,542	48.18%	
Public toilet	4,221	3,454	2,285	54.13%	
Youth Services	35,000	0	0	0.00%	
TOTAL	757,817	331,873	396,276	52.29%	

LEISURE SERVICES COMMITTEE

<p>Month 7 58.33%</p>

2023/24

BUDGETARY CONTROL

INCOME	Budget 2023/24	Actual Inc as at 31/10/2022	Actual Inc as at 31/10/2023	Actual Inc as % of Budget 2023/24	
Woodford Park LC & 3G pitch	373,329	233,860	303,725	81.36%	Lettings/sports hall/gym/sales over 58%
Grounds Maintenance	430	358	429	99.77%	Income re Bulmershe Park grass cutting
Football	9,390	7,735	8,821	93.94%	
Cricket	5,900	5,871	7,550	127.97%	
Bowling Green	7,966	7,407	8,064	101.23%	Annual rent paid
Woodford Park	6,756	4,370	1,640	24.27%	
Garden of Remembrance	1,300	2,139	553	42.54%	
Play areas and open spaces	0	0	0	0.00%	
Coronation Hall	35,000	23,686	23,554	67.30%	Lettings income over 58%
Chapel Hall	30,000	19,435	19,167	63.89%	Lettings income over 58%
Allotments	14,665	959	199	1.36%	Annual rents in January
Amenities	0	0	0	0.00%	
Events	0	0	0	0.00%	
Public toilet	500	173	168	33.60%	
Youth Services	0	0	0	0.00%	
TOTAL	485,236	305,993	373,870	77.05%	
NET	272,581	25,880	22,406	8.22%	

WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES

REPORT OF THE LEISURE SERVICES MANAGER

PURPOSE OF REPORT

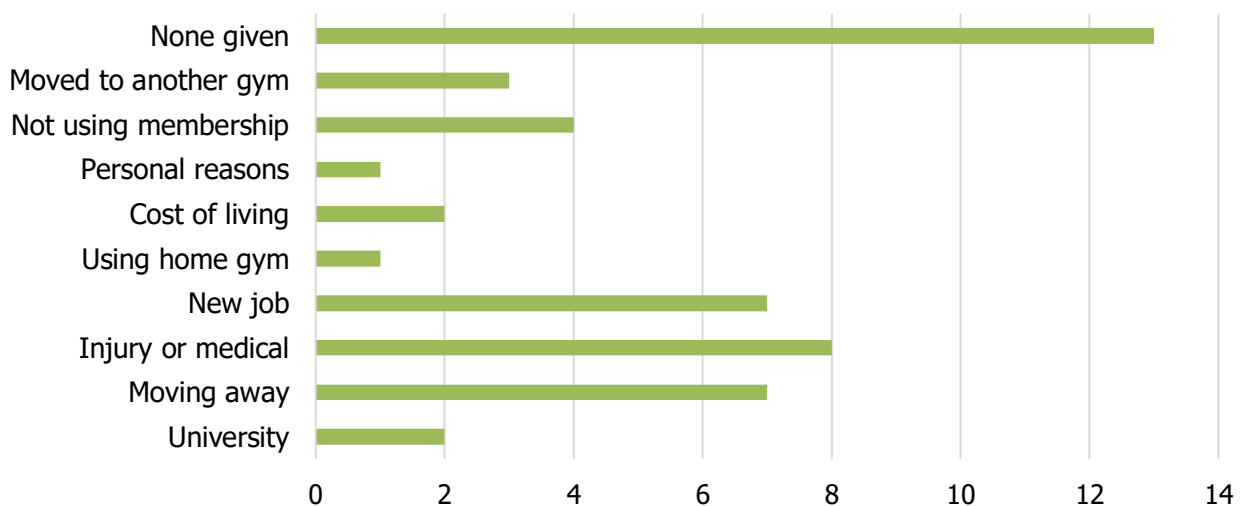
To inform and update Members on developments at Woodford Park Leisure Centre.

The Gym on the Park

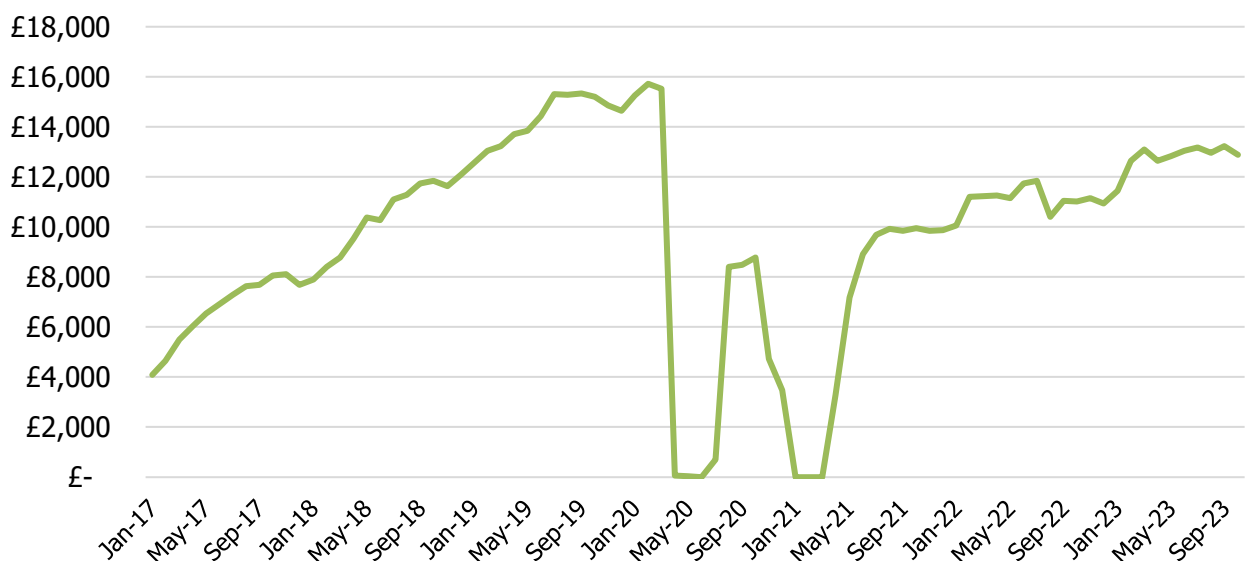
Member Turnover

Through the period 23rd August to 31st October, we welcomed a total of 56 new members (52 ongoing memberships, 3 short term memberships and 1 prize winner). Through the same period 48 members cancelled their memberships, the reasons for which are presented below.

Membership Cancellation - Reasons Given



Monthly Membership Income



Gym refurbishment

The Gym on the Park will be closed throughout the week commencing Monday 18th December whilst various refurbishment and repair work takes place, prior to the installation of the new gym equipment on Thursday 21st December.

The refurbishment works will include, but are not limited to, a general redecoration, replacement of the rubber floor tiles in the free weights area, repairs to two cracked ceiling to floor mirrors, and updating printed wall art and centre logos.

The gym should reopen on Wednesday 27th December.

Woodford Park Leisure Centre

Christmas Opening Hours

Excluding the aforementioned gym closure, Woodford Park Leisure Centre will be closed over the Christmas period between Saturday 23rd December and Tuesday 26th December, as well as between Saturday 30th December and Monday 1st January.

Family Racket Attack

Throughout the school holidays Woodford Park Leisure Centre runs a promotional offer allowing families to play badminton, tennis or table tennis for £1.00 per person per hour.

A total of 157 individual transactions were recorded through October half-term for Family Racket Attack (142 badminton, 15 table tennis and 0 tennis).

3G Pitch Repairs

Repair works to two areas of the 3G Pitch carpet where tears have developed has been booked in for later this calendar year at a total cost of £595.00 (net); this is covered under the 3G repairs budget. Damage was caused through general wear and tear and not malicious behaviour.

The pitch goals are now also showing early signs of wear and tear, and are often in need of general repairs, particularly to the wheels which often come loose. These repairs can be completed in house by the Maintenance Team when time permits at little cost.

Children's Parties

Following the format changes to our children's party provision that came into effect from September 2023, we have now been able to begin making comparisons between the old party structure and the new party structure:

Feedback Questions	Old Structure Score (0/5)	New Structure Score (0/5)
Overall party experience	4.6	4.9
Customer service on the day	4.8	5.0
Suitability of party tea room	4.6	4.9
Quality of party supervisors	4.5	
Quality of party equipment		4.9
Ease of booking process	4.7	4.7

As of 1st November, 56 children's parties have been booked between 1st September 2023 and 31st December 2023 using the new format. Through the same period in 2022 we had 68 parties booked under the old format.

To help market the new format of children's parties a short promotional video has been created in house. The video is available to watch on our website, on the Council's YouTube channel, and on Facebook.

RECOMMENDATIONS

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

PARKS AND BUILDINGS

REPORT OF THE 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

Sports Hall

A contractor has been appointed to install the new heating system in the sports hall. Works have been scheduled for February 2024.

Repainting of the lower-level walls in the sports hall is scheduled for January 2024.

Gym

The new gym equipment is scheduled for installation on 21st December. The gym is expected to be closed from 18th to 27th December to allow for some repairs and refurbishment works.

Woodford Park

Tree works

Various tree works have been carried out around the park including the trees around the lake, front of the Oakwood Centre and around the park perimeter. We are waiting for confirmation of a date for works to the large Poplars in the yard area.

Amenities Team

The recruitment to the Maintenance Officer post has been extended as no suitable candidates were found during the initial recruitment process.

Town Centre Garden

The water supply to the garden has finally been installed after many months of waiting. Works were carried out by Thames water and will mean watering in future years will be more effective and less time consuming.

Malone Park

New wet-pour safety surfacing is currently being installed in the play area. This work is being carried out by a specialist contractor and funded from the play area earmarked reserve.

The play equipment has been refurbished with replacement timber, swing seats and repainted, and a new bin installed. These works were carried out in-house by the Amenities Team.

Allotments

The waiting list is currently 51 prospective tenants.

The Allotments Task and Finish Working Group met on 23rd October to consider some amendments to the tenancy agreement. This is covered under a separate report on the agenda.

Around 90 water tanks have been levelled up and where required some will be placed on concrete bases. Works are ongoing and being carried out by the Amenities Team.

Chapel Hall

A new boiler was installed following the failure of the old unit, which was considered to be beyond repair.

Coronation Hall

Around 15 emergency lights have been replaced. These works were carried out by the Amenities Team.

Bowls

Autumn ground renovations have been carried out, including spiking and seeding of the green.

Remembrance

Three Remembrance gatherings are planned on the Memorial Ground;

- Friday 10th – Woodley Schools
- Saturday 11th – Armistice Day (Woodley Town Council event)
- Sunday 12th – Remembrance Sunday (Community led event)

The council is lending support to all three events.

Recommendations

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

Woodley Town Council

**Report of a meeting of the Community Youth Partnership held on Tuesday 19
September 2023 at 2.00pm**

Present: *Councillors: K. Gilder (Vice Chairman); D. Bragg; Y. Edwards;
M. Holmes;
Voluntary Sector: P. Cassidy; T. Farrance; G. Sumbler*

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

Also present: *Councillor Carol Jewell;*

1. APPOINTMENT OF CHAIRMAN

Councillor Gilder proposed, seconded by T. Farrance, and it was:

RESOLVED:

- ◆ To appoint Sam Milligan as Chairman of the Community Youth Partnership for the remainder of the 2023/24 municipal year.

2. APPOINTMENT OF VICE CHAIRMAN

Councillor Holmes proposed, seconded by P. Cassidy, and it was

RESOLVED:

- ◆ To appoint Councillor Gilder as Vice Chairman of the Community Youth Partnership for the remainder of the 2023/24 municipal year.

3. APOLOGIES

Apologies were received from volunteer sector representatives S. Outen & S. Milligan.

4. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

5. UPDATE ON WOODLEY TOWN COUNCIL'S YOUTH SERVICE PROVISION

The Deputy Town Clerk advised the committee of the current situation with regards to the Council's youth service provision.

He advised that the Council had been unsuccessful at securing a tender against an agreed SLA. Subsequently, the Council had agreed to transfer £30k funding, set aside for the provision of Youth Services in the 2023/24 financial year, into an earmarked reserve to be used to provide grants to organisations providing youth services in Woodley. It was acknowledged this was in order to secure the money budgeted in this financial year, as the money from the 2022/23 had ended up going unspent and was returned to the general reserve.

Members noted that a new Youth Support Service (YSS) task and finish working group had been set up, under the Leisure Services Committee, tasked with considering how the Council can best move forward with its Youth Service plans in light of the unsuccessful SLA tender process.

Following a query, it was noted that the Council's Youth Strategy was still in operation, but it was acknowledged that the strategy was fairly broad and had been written within the context of a £27k budget, and therefore required review, which was part of the YSS working group's remit.

Voluntary sector representatives concurred that there were far fewer children on the streets than pre-Covid, although it was noted this changed with the seasons and would change again. G Sumbler noted that children now often spend their time playing on computer consoles, with online gaming popular, where children wear headsets and play with people in different locations, not in the same room or house.

In response to a query as to who the Council's target audience should be, P Cassidy suggested the most important ages were often those children going through transition; for example, the primary to secondary school transition, and the school/college to work transition. It was commented that children take longer to grow up than they used to as they tend to stay at home for longer with parental support.

Members noted that there had been a dramatic change in habits since Covid, and that it might take a period of reconnaissance to understand where young people are, what they are doing, and how attitudes have changed. It was commented that organisations, like JAC, were well placed to do this as they are out there on the streets engaging with young people.

Voluntary sector representatives felt that the key requirement was people resource, as opposed to funding equipment or things, but that it was difficult to recruit people to voluntary or even paid positions.

A query was raised as to whether the Council had engaged with Berkshire Youth Services. It was noted the Council had as part of the tender process but the Berkshire Youth had not submitted a tender. It was believed this was because there wasn't a suitable hub in the area.

It was noted that £27k was not a lot of money for a town as big as Woodley and so would not go far, although it was acknowledged that the Town Council had no statutory duty to provide any youth provision and were one of the few town / parish councils in the area to do so. Members noted that discussions had taken place regarding a possible joint project with Earley Town Council to provide outreach youth work, but that the only suitable hub was near Asda in Earley, and it was felt this would not be suitable for Woodley residents.

It was suggested that more input into the Community Youth Partnership (CYP) would be beneficial. Members noted that the terms of reference allow for up to 10 voluntary sector representatives, with only 5 appointed at present. A suggestion was made to approach Matt Hickey, Headteacher at Highwood Primary School, as well as Waingels College and Bulmershe School to see if they had anyone who would be interested in getting involved. Councillor Edwards stated she would be happy to contact Bulmershe School, and T Farrance and the Committee Officer said they would approach Matt Hickey. The Committee Officer also advised Members that the Council would put out a request on social media asking for anyone working for a youth organisation who might be interested.

Members discussed the possibility of the CYP applying for funding from the youth support grant in order to fund the development of a mobile phone app which could be promoted to children in Woodley, on which they could report back to the Council as to what they want. It was noted that the YSS working group were targeted with conducting a youth survey, and that £5k was set aside for this already. It was also commented that developing an app would take a lot of work, and may not be the appropriate method for this.

It was suggested that, in some cases, parents can often not afford to send their children to the clubs on offer in the area. Members acknowledged that providing funding, such as bursaries, to such families was possible, but that means testing was very difficult, and it was sometimes the case that those most in need would not want to ask for help.

P Cassidy advised members that, when asking children and young people what they want, the answer is often that they don't know. He warned not to expect that young people would be able to provide an answer to that question.

It was noted that a youth centre is currently being successfully operated in Twyford, which is joint funded by Twyford Parish Council and run by a management committee.

Councillor Edwards advised that she had asked a number of teenagers in the town centre what they might like in the way of youth provision. She said that most of their responses were not feasible, but one suggestion was made that they would like a boxing club. P Cassidy noted this sounded good as it was known that boxing had a good reputation for helping young people, often with anger issues, gain control.

At this point, G Sumbler left the meeting.

Members suggested a good starting point for considering potential youth provision would be to identify any vacant spaces in the area which might be usable. It was also suggested social media could be used for directing a question to parents, asking what they or their children might want by way of youth provision in the area.

Voluntary sector representatives concurred that having adults around, willing and available to go and talk to children and young people on the street, was probably the best thing, and that it would be idea to get JAC back out doing this.

6. YOUTH PROVISION IN WOODLEY

P Cassidy provided an update on ARC's work. He stated that they had taken risks recently, by employing an additional eight youth counsellors. These counsellors were not trained up and ready to start working in schools.

He advised that around 20% of children nationally were not currently in schools, although it was highlighted by Councillor Edwards that she believed the current DfE figure to be around 8.5%. P Cassidy stated the main problem is the parents, and that ARC are setting up sessions and workshops in schools for parents and teachers to support and improve this situation.

He also advised that there was an increase in mental health issues, such as depression, anxiety, and body image issues in the 16-25 age group, which was the most at risk of suicide. ARC were working again to run workshops to help address these issues with parents and teachers.

Following a query, P Cassidy stated that drug and alcohol issues were lower than in the past. He suggested children and young people were less interested in alcohol, potentially a result of people filming drunken behaviour on their phones, and that crimes associated with drug use, such as theft, were down. However, he did note that drug use was still a thing for certain young people, and always would be.

At this point, Councillor Jewell left the meeting.

T Farrance provided an update on Bulmershe Gymnastic's activities. She noted that it was apparent children had less resilience than previously, which was making the job difficult.

She noted that the club had started up a new Team Gymnastics session, with music, where individuals could drop in, take part in activities, such as parkour or gymnastics, or just come and chat.

T Farrance also highlighted that she had recently qualified as a mental health first aider, and was looking to use her skills to help families.

The meeting closed at 3.24 pm

Woodley Town Council

Report of a virtual meeting of the Youth Support Services Task & Finish Working Group held on Tuesday 3 October 2023 at 7.00pm

Present: *Councillors: K. Gilder (Chairman); Y. Edwards; M. Firmager; M. Kennedy;*

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

Also present: *Councillors D. Smith; D. Bragg;*

Before the meeting commenced formally, the Committee Officer provided attendees with a brief history of the previous work undertaken to attempt to secure a Youth Service SLA over the past two years. He stated that the key purpose of the working group was to hopefully undertake a number of actions to gain evidence and information, specific to the situation in Woodley, which will aid them in determining how to move forward with the Council's aim to provide Youth Support Services in the area.

1. APPOINTMENT OF CHAIRMAN

Councillor Kennedy proposed, seconded by Councillor Firmager, and it was:

RESOLVED:

- ◆ To appoint Councillor Gilder as Chairman of the Youth Support Services Task & Finish Working Group for the remainder of the 2023/24 municipal year.

Voting: For: 2 Against: 0 Abstain: 1 No Vote: 1

Councillor Gilder and Councillor Bragg provided Members with information regarding their previous involvement in the provision of Youth Services in their area, and their thoughts on the previous process to attempt to secure a new Youth Service provider.

Members noted that one of the issues the working group would need to resolve is that the Council's targeted audience was not formally set out in the Strategy for Youth Services 2022-2027 adopted by the Council.

2. APOLOGIES

Apologies for absence were received from T. Farrance and G. Sumbler, voluntary sector members on the Community Youth Partnership.

[C.O. Note: During the meeting, Cllr Mary Holmes, a Member on the Community Youth Partnership, emailed to apologise for not being able to attend due to IT issues.]

3. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

4. ACTIONS & TASKS

Members noted that the intention of the agenda was to go through each of the terms of operation, as set out in the working group's terms of reference, and to consider the actions needed to be undertaken to meet them.

Further discussion was extensive; this report captures the key actions arising from the discussion and sets these out at **APPENDIX A**. Other key points and comments raised during the discussion are provided below, and listed against the terms of operation (TOp) where relevant.

TOp B

Members concurred that the Council should aim to compile a list of organisations providing Youth Services in the area. It was agreed the list should include any providing services to Woodley residents, including those outside Woodley, and especially those near the border whose clients are likely to include Woodley residents.

Off the cuff, Members highlighted the following for inclusion on the list, although this was not intended to be extensive:

- Woodley Baptist Church
- Emmanuel Church
- St James' Church
- Sonning Church
- Bulmershe Gymnastic Club
- Other Churchs
- All Schools
- ARC

Councillor Edwards indicated she would be able to help ascertain those organisations providing support to those children and young people with Special Educational Needs and Disabilities (SEND).

TOp C & D

Terms of Operation C and D were considered together, as both centred around engaging with youth.

It was suggested that speaking directly to young people would be required. Councillor Bragg advised that, following a conversation with Sam Milligan (JAC), Sam had indicated that it might be possible for JAC to undertake some reconnaissance work to understand the current situation with regards to children and young people in Woodley; this could possibly involve a 6-month period during which JAC staff go out, meet and engage with young people and then report back to the Council, although Sam indicated that trustee approval would be required to undertake this work.

Members noted that TOp D asked the working group to engage an organisation with appropriate expertise to carry out a survey of young people in Woodley. Members were happy to consider the potential support from JAC, but noted there may be other organisations able and willing to assist. It was agreed that, as a first step, contact should be made with JAC and other organisations who may be able to help, setting out the Council's basic aims, and to ask if they would be willing and able to help, including how they believe they might do this and how much they might charge. Members requested that Berkshire Youth, Emmanuel Church, Woodley Baptist Church, and ARC be included. Following this, it was requested that meetings be arranged with any interested organisation to discuss the process further before determining how to proceed.

TOp E & F

Members noted that the intention of compiling a list of possible youth support options was to capture all possible ideas for youth provision in the area, however feasible they might be. From this, a basic feasibility study could be conducted for each option, specific to the position in Woodley, which would help narrow down the options the working group could consider moving forward.

Whilst the ACL Consultancy document, included in the Strategy for Youth Services, provides some feasibility assessment of different youth service provision, Members noted this was a more general assessment in line with a national picture and not specific to Woodley.

Members fed some options into the discussion for inclusion in a list of options, including:

- Using an existing local café to host events / drop-in sessions
- Providing Music events, ie Battle of the Bands
- Running gaming competitions, ie Xbox.
- Boxing / kick boxing clubs

TOp G & H

Members noted that there were no current actions required for these Terms of Operation, and that they would be considered at future meetings.

TOp J

Members agreed it would be sensible to consider the suitability of the current Strategy for Youth Services 2022-2027 once all other tasks have been undertaken.

Members were asked whether they wished to define the target audience for the Council's Youth Service, noting this had not previously been formally defined. It was also noted that the Strategy & Resources Committee had restricted the new Youth Grant to those providing services to children and young people aged 21 and under.

Following discussion, Members agreed that the Council's Youth Service should target vulnerable children and young people, aged 12 to 21, especially those who do not currently engage with existing youth provision in and around the area.

5. Members requested that all current actions be undertaken in the next four weeks, with a view to holding the next meeting of the working group as soon as possible after this.

The meeting closed at 8.20 pm

Youth Support Services Task & Finish Working Group

APPENDIX A

Action Plan

Terms of Operation	Action	Assigned to	Targetted Completion Date	Notes	Completed
a. To engage with Wokingham Borough Council to understand their targeted youth service provision; in particular, to understand how the identification and referral of children and young people in the Woodley area currently takes place, and to ascertain if the methods of identification and referral are sufficient.	1. Contact Youth Service team at WBC and arrange a meeting between them and the YSS wg to better understand WBC's current targetted youth services provision, and how the identification and referral of children and young people current takes place, to help understand if methods of identification are sufficient, and how WTC's Youth Service may feed into this.	MF	by 3 Nov 2023		
b. To compile a list of organisations and providers currently supplying youth support in the Woodley area in order to understand the provision available.	1. Collate an initial list of organisations in and around Woodley, providing youth services to Woodley residents, and circulate to all Members of the working group for input.	MF	by 3 Nov 2023		
c. To appropriately engage and communicate with children and young people in Woodley to gauge their needs and help inform Council service provision.	1. Contact JAC / Berkshire Youth / ARC / Emmanuel Church / Woodley Baptist Church, and ask if they would be willing / able to assist the Council in undertaking a survey and / or otherwise suitably engaging with children and young people in Woodley to gauge their current needs in order to help inform the Council's Youth Service provision; include how they believe the might do this and how much they might charge.	MF	by 3 Nov 2023		
d. To engage an organisation with appropriate expertise to carry out a survey of young people in Woodley, to gauge needs and inform Council service provision. Survey to be funded outside of the SLA.	2. Following responses to action 1, arrange meetings between working group and any interested organisation to discuss the process further before determining how to proceed.	MF	by 3 Nov 2023		
e. To undertake a short survey of Members to capture current suggestions for potential youth support services the Town Council might wish to consider providing in the area.	1. Send out short survey to all Councillors asking them to feed in any ideas they have for possible Youth Service provisions which the Council may wish to consider.	MF	by 3 Nov 2023		
f. To compile a list of possible youth support options, including those raised by Members and local young people in relevant surveys; to investigate those options in order to consider initially their appropriateness / effectiveness against the priorities set out in the Youth Strategy, along with their potential feasibility and cost; to provide the outcomes of these investigations in an appropriate pro-forma which effectively demonstrates how each potential option meets or does not meet the priorities set out in the Strategy, the current estimated cost, and a list of pros, cons and potential issues.	1. Compile a list of possible youth support service options, utilising suggestions from working group meeting, Member survey, and previous suggestions.	MF	by 3 Nov 2023		

Terms of Operation	Action	Assigned to	Targetted Completion Date	Notes	Completed
g. To make a recommendation to the Leisure Services Committee as to which youth support activities / options should be progressed, and how this may best be achieved.	No current actions				
h. To consider possible activities to give young people stronger voices at local community and local government levels, including the possibility of setting up a Woodley Youth Town Council, and to make a recommendation to Leisure Services as to how this should be progressed.	No current actions				
i. To involve the Community Youth Partnership in discussions to help advise and inform decisions.	On going - CYP invited to all YSS working group meetings	n/a	n/a		
j. To consider whether the Council's Strategy for Youth Services 2022-27 is fit for purpose and, if changes are required, to make a recommendation, via Leisure Services, to Full Council to approve amendments to the Strategy.	No current actions				

**Report of a meeting of the Allotments Task & Finish Working Group held
virtually on Monday 23 October 2023 at 6pm**

Present: *Councillors; R Horskins (Chair), M Kennedy, K Charles-Bey,
A Swaddle*

Officers present: *K. Murray – Town Clerk;*

Other representatives: *S Lane – Allotment Tenants Committee*

1. APPOINTMENT OF CHAIRMAN

Councillor Swaddle proposed, seconded by Councillor Kennedy, and following a vote it was;

RESOLVED:

- ◆ To appoint Councillor Horskins as Chairman of the Task & Finish Group for the remainder of the municipal year.

2. APOLOGIES

No apologies were received.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

4. TERMS OF REFERENCE

Members noted the terms of reference.

5. TENANCY AGREEMENT

Members considered the proposed revisions to the Allotment Tenancy Agreement and agreed a number of changes (**APPENDIX A**).

It was noted that changes to the agreement would come into force from January 2025 in accordance with the requirements of the Allotments Act 1950 to provide 12-months' notice of changes to the tenancy agreement.

The majority of changes were minor amendments to existing clauses, for clarity. The main change is clause 4.17 - stating that bonfires will no longer be permitted on site from January 2025. This is an objective in the Councils Climate Emergency Action Plan. It was noted that information would need to be provided to tenants on alternatives to burning and that this would be done in partnership with the Tenants Committee over the coming months, before the rule is introduced in January 2025.

Following discussion on all proposed changes it was;

RESOLVED:

- ◆ To submit the amended tenancy agreement to the Leisure Services Committee for approval.

The meeting closed at 6.30pm

Woodley Town Council
TENANCY AGREEMENT FOR ALLOTMENT PLOT HOLDERS
(For domestic and charitable cultivation only)

THIS AGREEMENT made on this FIRST DAY OF JANUARY TWO THOUSAND AND TWENTY FIVE BETWEEN Woodley Town Council (hereinafter called the Council) and XXXX (hereinafter called the Tenant) by which it is agreed that:

1. The Council agrees to let and the Tenant agrees to hire, as a tenant from 1st January 2025, the Allotment, the area being XX POLE RESIDENT/NON-RESIDENT at £X.XX per pole and part of the Allotments provided by the Council at Reading Road and at the current rent of £XX.XX and numbered XXXX in the Council Allotment Register.
 - 2.1. The rent shall be paid on 1st January 2023 until 31st December 2023 and shall be for a period of 12 months.
 - 2.2. The rent shall become due on 1st January and paid within 28 days thereafter, to cover the calendar year to 31 December. Plots taken after 1st January will be charged on a pro-rata basis to 31 December.
 - 2.3. The Council shall review the rent annually and provide at least 12 months notice in writing of any change, in accordance with the Allotment Act 1950.
3. This agreement replaces all previous allotments agreements, if any exist, between the Council and the Tenant.
4. The tenancy is subject to the conditions and provision of the Allotment Acts 1908-1950 and any other enactments regulations or orders relating to allotments and in particular to the following conditions:
 - 4.1. The Tenant shall insofar as is consistent with their tenancy of the allotment plot observe and perform all conditions and covenants contained in the Lease or Agreement (if any) under which the Council holds the land.
 - 4.2. The rent shall be paid in advance on the first day of January in each year. It is the Tenants responsibility to inform the Council that they are in receipt of the state pension and provide such evidence as is necessary in order to qualify for any discount agreed by the Council.
 - 4.3. At the start of first year of the tenancy the Tenant shall be charged:
 - 4.3.1. A one off fee of £5.00 towards the running and maintenance costs of toilet provision.
 - 4.3.2. A one off fee of £5.00 towards the security of the allotment site.
 - 4.3.3. A key deposit fee of £15 – refundable upon termination of the tenancy and return of the key. Replacement or additional keys are available from the Council on application and payment of a key deposit. **The tenant may not make copies of their keys.**
 - 4.4. The Tenant shall use the plot as an allotment garden as defined by the Allotment Act 1922, wholly or mainly for the cultivation and production of vegetables, fruit and flower crops for consumption or enjoyment by the Tenant and their family, or charitable donation and no other purpose.
 - 4.5.
 - 4.5.1.1. The Tenant shall have at least 25% of the allotment garden under cultivation **of crops** within three months of the start of first year of the tenancy.
 - 4.5.1.2. 50% of the allotment garden under cultivation **of crops** within 6 months of the start of the first year of the tenancy.
 - 4.5.1.3. 70% of the allotment garden under cultivation **of crops** after 12 months of the start of the first year of the tenancy and thereafter. Plot inspections will be carried out on a regular basis to measure adherence to these requirements.
 - 4.5.2. The percentage of the allotment garden required to be cultivated within the first three months may be changed at the discretion of the Council, dependent on the condition of the plot at the time of starting the tenancy. Any change agreed will be in consultation with Allotment Tenants Committee and confirmed in writing by the Council.
 - 4.5.3. **All allotments are to be surrounded by 2 foot wide grass path marking the limits of the cultivation area. Tenants must not extend the boundary of their plot without prior agreement of the Council.** The Tenant shall keep the allotment, including surrounding paths on or immediately adjoined to their plot, well maintained, free from weeds, noxious plants and any hazards, such as broken glass and scrap.

- 4.6. The Tenant shall not bring to or use on the site, any carpets, asbestos containing materials, any waste items or materials, including banned chemicals, white goods, urine and green waste from offsite. However, items specifically for the betterment of the plot may be permitted e.g. woodchip, manure – by agreement with the Council.
- 4.7. Every allotment plot shall bear a number and every tenant shall be responsible for providing and displaying this number, no larger than 10" x 6", in a prominent position on the plot.
- 4.8. The Tenant shall not plant trees other than dwarf fruiting trees and or fruiting bushes without the prior written consent of the Council. Saplings of potentially large trees such as oak, sycamore and walnut and smaller trees such as cherry growing on the Tenant's allotment must be removed by the tenant. These may be relocated off-site, with written consent from the Council.
- 4.9.
- 4.9.1. The tenant shall abide by the speed limit of 5mph in force on the site.
- 4.9.2. The tenant shall not cause any nuisance, annoyance or use abusive behaviour whether physical, verbal or written, to the occupier of any other allotment plot or occupiers of adjacent properties.
- 4.9.3. Where a plot abuts a neighbouring property care should be taken to avoid causing nuisance to the occupier of the property. Any erection/structure should be at least 1 metre away from the property boundary.
- 4.9.4. Where the Tenant maintains a compost heap on a plot abutting a neighbouring property, this should be contained and at least 1 metre away from the property boundary.
- 4.10. The Tenant shall not erect any building, shed, greenhouse, polytunnel or fence without the written consent of the Council.
- 4.11. The Tenant shall not without the written consent of the Council cut or prune any timber on any trees except the proper pruning of fruit trees or bushes in the proper course of husbandry or take or sell or carry away any mineral gravel, sand or clay or permit any other person to do so.
- 4.12. The Tenant shall not store any vehicles, vehicle parts or tyres on the allotment site.
- 4.13. The Tenant shall not keep any livestock or poultry on the allotment hereby let.
- 4.14. The Tenant shall not remove from their allotment plot to another part of the site any material whatsoever but shall dispose of it responsibly.
- 4.15. The Tenant shall not trespass onto or remove any item(s) from another plot, unless permission by the Council has been given.
- 4.16. The Tenant shall not deposit refuse or obstruct any paths and roads set out by the Council for the use of the occupiers of the allotments.
- 4.17. No bonfires shall be allowed on site at any time.
- 4.18. The Tenant shall not remove any water tank fitting in order to by-pass the valve and the use of a hosepipe from the water tank is not permitted. Tenants should be mindful of the needs of neighbouring tenants when using water.
- 4.19. The Tenant shall not sub-let, assign or part with possession of the allotment or any part of it.
- 4.20.
- 4.20.1. The Tenant must notify the Council within one month of any change of address
- 4.20.2. If the Tenant wishes to give up their tenancy at any time they shall forthwith inform the Town Clerk and return the key to the Council Offices (any rent paid in advance will not be refundable)
- 4.21. The Tenant shall observe and perform any other special conditions which the Council considers necessary to preserve the allotment from deterioration and to which notice to the applicants is given in accordance with any rules made by the Council with respect to allotments.

4.22. Any dispute between tenants shall be referred to and settled by the Town Clerk but in the event of a Tenant being dissatisfied with the Clerk's determination of a dispute the Tenant shall be entitled to appeal to the Council whose decision on the matter shall be final and conclusive.

4.23. Any member or officer of the Council shall be entitled at any time when authorised by the Council to enter and inspect the allotment site.

4.24. The Tenant shall not later than the termination of their tenancy remove or cause to be removed at the request or the direction of the Town Clerk or other responsible official of the Council, all rubbish, plastic, carpet, other waste, buildings and foundations thereof from the allotment; If the Town Clerk so requests in writing and if the outgoing tenant refuses or fails to remove **any of the above**, they may be removed by the Council with the cost being charged to the outgoing tenant.

4.25. The Tenant of a charity plot must provide copies of relevant insurance, suitable risk assessments to the Council, prior to renewal of their tenancy in January.

4.26. Joint tenants are permitted, however, they may only become the primary tenant after 18 months, unless otherwise agreed by the Council. If a joint Tenant is allocated a plot of their own, they will no longer be eligible to become the primary tenant of the plot on which they share joint tenancy.

4.27. Tenants on starter plots (2.5 poles and below) may increase their plot size after one year, subject to plot availability and agreement from the Woodley Allotments Tenancy Association. Tenants who are having difficulty working larger plots may downsize to a smaller plot, subject to plot availability and agreement from the Woodley Allotments Tenants Association.

4.28. The Tenancy may cease in any of the following manners:

4.28.1. by the Council at any time after giving three months previous notice in writing to the Tenant on account of the allotment garden being required for:

- 4.28.1.1. Any purpose (not being the use of the same for agriculture) for which it has been appropriated under a statutory provision;
- 4.28.1.2. For building, mining or any other industrial purpose;
- 4.28.1.3. For any roads or sewers necessary in connection with any of those purposes.

4.28.2. by the Council at any time after giving one months previous notice in writing to the Tenant;

- 4.28.2.1. if the rent or any part thereof is in arrears for not less than 28 days – whether legally demanded or not.
- 4.28.2.2. if there has been a breach of the Council's Terms and Conditions set out in this tenancy agreement on the part of the Tenant.
- 4.28.2.3. If the Tenant is resident more than one mile outside of the Parish of Woodley, unless the Tenant is a Reading resident as provided for in the terms of the Lease with Reading Borough Council.

5.

5.1. Any notice to be served on the Tenant shall be validly served if sent by ordinary letter post to the Tenant addressed to his or her address as entered in the Allotment Register or by affixing the same in some conspicuous manner on the allotment plot to which this Agreement refers.

5.2. Any notice to determine the tenancy shall be validly served if sent to the Tenant addressed to his or her address as entered in the Allotment Register, by Royal Mail Signed For post.

Signed (On behalf of Woodley Town Council): Kevin Murray

Date

Signed (Tenant):

Date:

Date of birth: Email:

WHEBLE PARK

REPORT OF THE TOWN CLERK

Purpose of Report

To ask Members to consider requesting the transfer of Wheble Park to the ownership of the Town Council and to consider the future provision of play equipment at the site.

Background

Woodley Town Council maintains the open space between Wheble Drive and Manners Road, known as Wheble Park, under a lease agreement with Reading Borough Council. The current 30-year lease runs to 2031 with a current annual rent fee of £206 in 2022/23.

The Town Council removed the old play equipment in 2003, and in 2006, following a period of consultation with residents, the council installed a ball goal and basketball hoop unit, and a toddler multiplay unit. This was funded by a National Lottery Awards for All grant with additional funding from Section 106 allocations from Wokingham Borough Council. The Town Council has maintained but not added to this equipment since it was installed.

Current situation

The current multiplay unit is now quite old, and is considered to have limited play value and is not inclusive in terms of access or use by children who may have additional mobility needs.

The ball goal and basketball hoop unit is considered to be in good condition.

Councillors have expressed a desire to improve the play facilities at Wheble Park, and at previous Leisure Services and Strategy and Resources Committee meetings the issue of site ownership has been mentioned as a potential barrier to the Town Council investing in new equipment. Although the Council has spent money on the play equipment previously, it was suggested that the potential for transferring ownership of the site to the Town Council might be explored, before considering further financial investment.

Proposed actions

It is proposed that the Council considers requesting a transfer of ownership of the site from Reading Borough Council to the Town Council, in order that the Town Council can ensure any future expenditure will be secured through appropriate land ownership.

Impacts

Resource Impacts
The current lease cost is £206 per year (rising by the Oct RPI rate in each year). Any potential costs involved in a transfer, should this proceed, have not yet been established. As a minimum there would be legal fees to terminate the lease and draw up a transfer agreement. Ongoing costs would not be greatly affected as the town council already maintains and insures all aspects of the open space under the lease agreement.
Equality Impacts
Any future installation of new play equipment would provide the opportunity to improve accessibility and inclusivity. There are no other equality impacts identified.
Environmental Impacts
There are no environmental impacts identified

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider requesting a transfer of ownership of Wheble Park from Reading Borough Council to Woodley Town Council.**

WOODFORD PARK LEISURE CENTRE DEVELOPMENT

REPORT OF THE TOWN CLERK

Purpose of Report

To ask Members to consider setting up a Task & Finish Working Group to look at ways in which to enhance, and maximise the revenue potential from future leisure services offered at Woodford Park Leisure Centre.

Background

A working party was set up in 2015 to consider options for the future provision of services at Woodford Park Leisure Centre. This group's focus became the installation of the gym, following the closure of the pub that operated at the site. Once the gym project was delivered the working party was disbanded.

Current situation

Woodford Park Leisure Centre is a key income stream for the Council and is at the core of the public services that the Council provides.

The activities provided at the centre are flexible and work extremely well, delivering a wide range of affordable sport and physical activities for residents. The building itself has limitations in terms of the services and facilities that can be provided, and there will be a need for investment in the centre over the coming years as we look toward the future. An example is the football changing room area that is in need of complete renovation / repurposing, which has the potential to provide additional space for activities and associated income.

The centre has been and remains an important and much-loved community facility, and the addition of the gym in 2017 showed how investment in the centre can increase its income generating potential. Various ideas from Officers and Councillors have been informally discussed and it is proposed that the Council begin to look at options for the future development of the centre in a more formal way.

Proposal

It is proposed that the Council appoint a Task and Finish Working Group to consider the best way in which to enhance, and maximise the revenue potential from future leisure services offered at Woodford Park Leisure Centre, primarily considering potential enhancements to the building, infrastructure and outside spaces.

This will need to take into account the age, capacity and suitability of the building, current and potential income streams, the needs of residents and the services available elsewhere locally, with a recommendation to the Leisure Services Committee regarding any potential new projects and services – and how these should be progressed.

Draft Terms of Reference for the Task and Finish Working Group are attached at **APPENDIX A**.

Impacts

Resource Impacts
The centre is a key income stream to the Council and protecting current and future income should be an essential part of the Council's strategy.
Equality Impacts
New activities / projects / investment may provide opportunities to improve access, participation and inclusivity. There are no other equality impacts identified.
Environmental Impacts
There are no environmental impacts identified

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider appointing to a Woodford Park Leisure Centre Development Task & Finish Working Group.**
- ◆ **That Members consider the proposed Terms of Reference for a Woodford Park Leisure Centre Development Task & Finish Working Group.**

Youth Grant Application – Scoring Matrix

Appendix 13a

LS Committee – 7 November 2023

Organisation	Me2 Club		Grant amount requested	£2,500
Does amount exceed normal maximum (£3k)?	No			
No. of Members / Staff / Volunteers				
	155 / 8 / 147			
No. of young people (21 & under) benefitting from service	125 (27 in TeenW&RD)			
% of young people resident in Woodley	14%			
No. of young people resident in Woodley	7 in Teen W&RD			
Purpose Grant Required:				
To continue running TeenW&RD project in 2024 - providing young people aged 13-19 with additional needs with the opportunity to make friends, build independence and life skills, and reduce social isolation. Monthly sessions - 11 times a year - 6pm-7:30pm - alternating between Emmanuel Church (Woodley) & The Acorn Centre (Wokingham). Maximum of 15 young people - ratio of 3 young people to 1 adult. £176 = venue hire / £900 = food & refreshments / £1,200 = 4x activities / £808 = Activities & Volunteer coordinator				
Additional Important Information from application:				
Me2 Club address the significant challenges faced by children with additional needs and disabilities in Reading & Wokingham. TeenW&RD Project began this year following feedback from young people no longer attending weekly mainstream activities who wanted to continue to engage with Me2 Club. Many young people with additional needs have few, if any, activities they can attend with their peers.				
Has applicant provided:				
Most recent statement of annual accounts?	Yes	Up to date bank statement?	Yes	
Statement of income / expenditure?	Yes	Constitution / Set of rules? (if applicable)	Yes	
Do the projects / activities:				
Assist and facilitate projects that reach, engage and support young people (those aged 21 and under) in Woodley and provide them with better life chances.			If no, not eligible	
Do the projects / activities:				
Meet the needs of our vulnerable young people			Score:	
Tackle crime and anti-social behavior through supporting young people			Yes = 1	
Assist young people in gaining employment / education / training			No = 0	
Does provision of this grant:				
Support a locally organised organisation/group, rather than a national group (a local branch of a national body is counted as locally organised)?			Score:	
Support a group/organisation where Woodley residents are the primary beneficiaries of the activities?			Yes = 1	
Fund a specific item / project, rather than a contribution to running costs?			No = 0	
Make a significant impact on the gross income of the organisation/group?				
TOTAL SCORE (out of 7) - used if needed to prioritise				
Could the project / activity:				
Reasonably be expected to be funded from other sources?			If yes, funding not normally awarded	
Reasonably be expected to be funded from members' subscriptions?				
Seek to promote or oppose a party-political viewpoint				

Youth Grant Application – Scoring Matrix

Appendix 13a

LS Committee – 7 November 2023

Organisation	Berkshire Renegades		Grant amount requested	£3,000
Does amount exceed normal maximum (£3k)?	No			
No. of Members / Staff / Volunteers	120 / 0 / 14			
No. of young people (21 & under) benefitting from service	40			
% of young people resident in Woodley	15%			
No. of young people resident in Woodley	approx. 6			
Purpose Grant Required:				
To pay towards the continued use of Reading SportsPark for matches, and Woodford Park Leisure Centre for training. To provide more Rookie days, controlled scrimmages with other teams, and publicity for events within Woodley schools by having a more dynamic website and social media presence, online popup, and local advertising. To provide advertising banners. To enable better engagement with schools, colleges, universities, clubs and community centres within Woodley and Berkshire. To purchase better equipment, including flag belts, footballs, bibs, playing jerseys and helmets. To pay for transport to / from games.				
Additional Important Information from application:				
Berkshire Renegades is an amateur, not for profit, American Football club, for anyone aged 7 and up, with their training base at Woodford Park Leisure Centre in Woodley. The sport allows players to improve communication, leadership and social skills, as well as physical fitness and agility. The club are mindful that they have young players struggling with mental health issues, with volunteers there to support them and encourage them. Parents mention that they see improvements in behaviour and confidence from being involved with the club. The club has 7 teams - 5 of which are for children and young people aged 19 or under.				
Has applicant provided:				
Most recent statement of annual accounts?	Yes	Up to date bank statement?	Yes	
Statement of income / expenditure?	Yes	Constitution / Set of rules? (if applicable)	Yes	
Do the projects / activities:				
Assist and facilitate projects that reach, engage and support young people (those aged 21 and under) in Woodley and provide them with better life chances.				If no, not eligible
Do the projects / activities:				
Meet the needs of our vulnerable young people				Score: Yes = 1 No = 0
Tackle crime and anti-social behaviour through supporting young people				
Assist young people in gaining employment / education / training				
Does provision of this grant:				
Support a locally organised organisation/group, rather than a national group (a local branch of a national body is counted as locally organised)?				Score: Yes = 1 No = 0
Support a group/organisation where Woodley residents are the primary beneficiaries of the activities?				
Fund a specific item / project, rather than a contribution to running costs?				
Make a significant impact on the gross income of the organisation/group?				
TOTAL SCORE (out of 7) - used if needed to prioritise				
Could the project / activity:				
Reasonably be expected to be funded from other sources?				If yes, funding not normally awarded
Reasonably be expected to be funded from members' subscriptions?				
Seek to promote or oppose a party-political viewpoint				

GRANTS TO GROUPS AND ORGANISATIONS SUPPORTING YOUNG PEOPLE IN WOODLEY



Youth Grants are available to assist and facilitate projects that reach, engage and support young people (those aged 21 and under) in Woodley and provide them with better life chances.

Organisations are welcome to apply for an amount which will normally be capped at £3,000. However all applications, including those for amounts in excess of this, will be considered on their own merits.

The Council will prioritise the following areas:

- Financially assist services that meet the needs of our vulnerable young people
- Funding initiatives that tackle crime and anti-social behavior through supporting young people
- Funding initiatives that assist young people in gaining employment, education and training

In considering the applications preference will be given to:

- Locally organised organisations/groups, rather than national groups (local branches of national bodies will be counted as locally organised).
- Groups/organisations where Woodley residents are the primary beneficiaries of the group/organisation's activities.
- Requests for grant funding that identify specific items or projects, rather than request for a contribution to running costs.
- Requests where the Council's contribution would make a significant impact on the gross income of the organisation/group.

The Council will not normally award grants for costs that:

- could reasonably be expected to be funded from other sources
- could reasonably be expected to be funded from members' subscriptions
- seek to promote or oppose a party-political viewpoint

Successful recipients will be expected to attend a meeting of the Leisure Services Committee to provide feedback on how the grant funds have achieved the project aims.

Successful applicants will be required to:

- keep an accurate record of the way in which the funds are spent
- provide proof of purchase of a specific item to be funded, where requested

Organisations receiving a grant will be required to explain in their application how they will inform their organisation's membership about Woodley Town Council's contribution.

Applications can be made by filling in a Youth Grant application form which can be found on the Town Council's website: www.woodley.gov.uk.

Grant applications must include the following information for your organisation:

- mission statement, constitution or set of rules signed by the chairman (if you are not able to do this please explain why in the form).
- a copy of the most recent statement of annual accounts
- a recent bank statement
- a statement of income and expenditure for the current year

Youth grants may be considered by the Leisure Services Committee at its scheduled meetings throughout the year, with a recommendation made to the Strategy and Resources Committee for final approval of all grant awards.

Applications must be returned to:-

The Town Clerk
Woodley Town Council
The Oakwood Centre
Headley Road
Woodley
Berkshire
RG5 4JZ

or by email to admin@woodley.gov.uk

or by pressing the submit button if you are completing the form electronically

The Council will not award youth grants in excess of the annual budget allocated for this purpose. All applicants will be informed of the outcome of their application once the relevant Committee has made its decision. Unsuccessful applicants will be given the reason(s) for no grant being awarded. The payment of grants will be made electronically.

November 2023

ACTIVITY REPORT BY FRIENDS OF WOODFORD PARK

In the last 2 months the group has continued operating in the best possible way to assist the council in making Woodford Park an enjoyable asset for the residents of Woodley. During the period no public meetings have been held. Each Tuesday an average of up to 9 Volunteers continued to attend and restock the beds created by the group from the area from the War Memorial round to the new Children's play area including the front of the Oakwood Centre. The group continues to receive park related comments from the public, some of which are noted below in 3 to 5.

1. At the last Leisure Committee meeting it was reported the group was concerned that it was not able to act in the way the constitution for such groups stipulate. It was felt a name change should be considered for the future. Cllr Mike Kennedy recommended the group contact a similar group in Chesham. This was followed up from the Chesham group Facebook. Unfortunately no reply was received to our enquiry however from the pages it was clear they had progressed from a basic User group to a Friends group for all the benefits this provides.
2. At the last Leisure Committee meeting it was noted that the group's allocated council representative since May was Cllr Soane who in fact is not a member of the Leisure Committee. Cllr Horskins stated he would be willing to take over. This was agreed subject to Cllr Soane's agreement. To date the group has not had any update on this matter.
3. Public feedback has again very much consisted of the state of lacking a solid path across the Memorial Ground. Comments have increased with the mud caused by increased rain during the period. Likewise, increased parking at the Leisure Centre caused by the increased charges at the Headley Road car park appears to have added to the foot fall.
4. Criticism is always made by the allowed use of e-scooters, inconsiderate cyclised and dogs out of control.
5. Comment that while the Garden of Remembrance has benefitted from long overdue attention to the wooden planters this year saw no colour from planting. In the past the council always had a display in the planters that were removed from by the gate.
6. It is also disappointing to see that few plaques have been added this year. It would seem helpful to both residents and the Council if this highly rated facility was published more.