



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

To: **Members of the Strategy & Resources Committee**
Councillors K. Baker (Chairman); J. Anderson; S. Brindley; A. Chadwick; J. Cheng;
K. Gilder; T. McCann; B. Rowland; P. Wicks

NOTICE IS HEREBY GIVEN that a meeting of the Strategy & Resources Committee will be held at the Oakwood Centre at 8:00 pm on Tuesday 11 June 2019, at which your attendance is requested.

Deborah Mander
Town Clerk

AGENDA

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members relating to the business of the meeting.
3. **MINUTES OF THE MEETING HELD ON 16 APRIL 2019**
To approve the minutes of the Strategy and Resources Committee held on 16 April 2019 and that they be signed by the Chairman as a correct record.
(These minutes were provided in the Full Council agenda of 14 May 2019.)
4. **FINANCE**
 - a) **Budgetary Control**
To receive **Report No. SR 14/19.** Page 3
 - b) **Payments**
To approve the following payments as set out in **Appendix 4b:** Page 4

	Current account	Imprest account
April 2019	£99,470.42	£196,435.60
May 2019	£190,289.75	£51,345.46
5. **OAKWOOD CENTRE UPDATE**
To receive **Report No. SR 15/19.** Page 10

6. **MALONE PARK**
a) To consider **Report No. SR 16/19.** Page 14
- b) To consider the following recommendation from the Leisure Services Committee:
That the offer from Wokingham Borough Council of a lease on the previous terms or a community asset transfer lease of up to 30 years for Malone Park is thoroughly unsatisfactory, and it is therefore recommended that Wokingham Borough Council be robustly challenged to transfer ownership of the land at Malone Park to Woodley Town Council.
7. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**
To receive the report of the Woodley Town Centre Management Initiative Committee meeting held on 17 April 2019. (**Appendix 7**) Page 17
8. **PROJECTS SCHEDULE 2019/20**
To note the update on Council projects, as given in **Appendix 8.** Page 19
9. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**
To note the statistics for website views, searches and usage, as given in **Appendix 9.** Page 22
10. **PUBLIC TOILET UPDATE**
To receive a verbal update from the Town Clerk.
11. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**
a) To note that the March Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identifies potential CIL funds to the Town Council of £59,307.
b) To note that the Council has been notified that CIL payment of £91,010 is due to the Town Council.
c) To note that CIL payment of £22,001 was paid to the Town Council in April 2019 and was allocated to the CIL earmarked reserve.
12. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
13. **PUBLICITY AND WEBSITE**
To consider items to be publicised.
14. **EXCLUSION OF PUBLIC AND PRESS**
To resolve that, in view of the confidential nature of the business about to be transacted in relation to personal information, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for item 15 on the agenda
15. **PERSONNEL SUB COMMITTEE**
To consider **Report No. SR 17/19** of the Personnel Sub Committee meeting held on 11 June 2019. (Report to be available at the meeting.)

STRATEGY AND RESOURCES COMMITTEE

BUDGETARY CONTROL 2019/20

Report No. SR 14/19

EXPENDITURE	Budget 2019/20	Actual Exp as at 31/05/18	Actual Exp as at 31/05/19	Actual Exp as % of Budget	Information
Central Costs	244102	30462	36487	14.9	Interest payments from temporary investments not yet due.
Democratic Costs	52535	6979	7751	14.8	Councillor training costs over 17%, all other costs under at this point.
Corporate Management	345240	76158	88653	25.7	Annual affiliation, HR plus H&S support and insurance paid for the year. All other costs under 17%.
Capital Programme	45000	0	0	0.0	Sum not yet transferred to Capital Programme fund.
Grants	4000	2000	2100	52.5	Grants allocated twice a year. Grants awarded in April presented at Annual Meeting.
Oakwood Centre	167478	18062	20463	12.2	Rates, maintenance contracts and stationery over 17%. All other costs under.
Maintenance HQ	5100	2375	603	11.8	Repairs and maintenance costs over 17%, all other costs under.
Woodley TCM I	66540	6841	7776	11.7	Centre stage events/repairs costs over 17%, all other costs under.
Capital and Projects	271610	0	6677	2.5	Loan re lake/ workshop/ Woodford Park LC payable in April. Most other loan payments made in September and March. Sinking fund allocation of £80,000 in respect of the Oakwood Centre to be invested in June 2019.

TOTAL 1201605 142877 170510 14.2

INCOME	Budget 2019/20	Actual Inc as at 31/05/18	Actual Inc as at 28/02/19	Actual Inc as % of Budget	Information
Central Costs	9205	428	795	8.6	Miscellaneous income higher than 17%, all other income under.
Democratic Costs	0	0	0	0.0	
Corporate Management	9180	1378	1518	16.5	
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Oakwood Centre	171349	25373	28315	16.5	Income from room hire at 18.7%. Other income at or lower than 17%.
Maintenance HQ	0	0	0	0.0	
Woodley TCM I	48000	4429	4815	10.0	TCMI contributions received.
Capital and Projects	0	0	0	0.0	

TOTAL 237734 31608 35443 14.9

Month 2 = 17%

NET 963871 111269 135067 14.0

Woodley Town Council 2019/2020

Current Account

List of Payments made between 01/04/2019 and 30/04/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
17-Apr-19	360Media Studio Ltd	120.00	Photographer - Citizens Awards Reception
17-Apr-19	Advanced Maintenance UK Ltd	1074.00	WPLC electrical repairs
30-Apr-19	Advanced Maintenance UK Ltd	168.00	WP flat maintenance
30-Apr-19	Alan Hadley Ltd	297.00	Refuse collection
17-Apr-19	All Glass Window Cleaning	60.00	Window cleaning
30-Apr-19	AYS Cleaning Contractors Ltd	1656.30	Contract Cleaning
12-Apr-19	Be Fuelcards Ltd	0.76	Admin charge
23-Apr-19	Be Fuelcards Ltd	51.18	Petrol - Depot
18-Apr-19	Bourne Amenity Ltd	1090.75	Lake project-top soil
18-Apr-19	Bowak Ltd	177.98	Cleaning supplies
17-Apr-19	Brake Bros Foodservice Ltd	245.28	Vending supplies
30-Apr-19	Brake Bros Foodservice Ltd	228.05	Vending supplies
30-Apr-19	Brake Bros Foodservice Ltd	479.58	Vending supplies
30-Apr-19	Brammer UK Ltd	12.00	Chain links-Depot
18-Apr-19	Brown Bag Cafe Ltd	806.40	Catering services
30-Apr-19	Brown Bag Cafe Ltd	1326.32	Catering services
17-Apr-19	Broxap Ltd	684.00	Cast iron seats
18-Apr-19	Castle Water	186.97	Water rates
30-Apr-19	Castle Water	6783.50	Water rates
30-Apr-19	CDK Casting Ltd	96.60	Bronze Plaque
17-Apr-19	Central Sports UK Ltd	629.47	WPLC sports equipment
01-Apr-19	Club Manager Ltd	80.40	Club Manager membership
17-Apr-19	CoolerAid Ltd	60.00	Bottled water
30-Apr-19	CoolerAid Ltd	175.38	Bottled water
30-Apr-19	Craigievar Ceilidh Band	150.00	Entertainment town centre
23-Apr-19	Crown Gas & Power	851.52	Gas supply
23-Apr-19	Crown Gas & Power	842.11	Gas supply
23-Apr-19	Crown Gas & Power	215.94	Gas supply
23-Apr-19	Crown Gas & Power	215.70	Gas supply
17-Apr-19	DCK Accounting Solutions Ltd	497.40	Pre-Year end finance health check
30-Apr-19	Dejac Associates Ltd	2700.00	Annual maintenance support
30-Apr-19	Ebsford Environmental Ltd	28545.65	Lake project-board walk-duck feeding area
18-Apr-19	EDF Energy 1 Ltd	14.30	Electrical supply
11-Apr-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
30-Apr-19	Eurodec Ltd	88.90	Building supplies
30-Apr-19	Eurodec Ltd	49.20	Building supplies
30-Apr-19	Eventu	85.00	Citizens Awards - technical support
17-Apr-19	Fencing Products Ltd	411.00	Lake project-sleepers/boards
17-Apr-19	Fraser Office Supplies Ltd	40.41	Stationery supplies
18-Apr-19	Fraser Office Supplies Ltd	52.74	Stationery supplies
09-Apr-19	Global 4 Communications	297.90	Phone
17-Apr-19	Gymnastics Enterprises Ltd	165.66	Badges certificates for trampolining
18-Apr-19	Helen Masey	1350.00	Residents Survey 2018 final payment
30-Apr-19	HMRC Cumbernauld	15527.61	PAYE & NI - employers and employees
01-Apr-19	InTouch	35.99	Website support
17-Apr-19	John Willis	125.00	Window cleaning
30-Apr-19	John Willis	125.00	Window cleaning

17-Apr-19	Keep Britian Tidy	390.00	Green Flag application 2019
17-Apr-19	Lantec Security Ltd	990.00	Annual intruder alarm support/service
18-Apr-19	Lantec Security Ltd	2920.80	Annual fire & emergency servicing
30-Apr-19	Lantec Security Ltd	1908.07	New alarm - Oakwood
18-Apr-19	Laundry Depot	134.00	Laundry table cloths
29-Apr-19	Les Mills Fitness UK Ltd	197.76	Coach
02-Apr-19	Lloyds Bank D/D	30.98	Bank sevice charge
12-Apr-19	Lloyds Bank D/D	245.24	Monthly cardnet service charge
30-Apr-19	Lloyds Bank D/D	36.00	Bank sevice charge
08-Apr-19	Mailcoms Ltd D/D	83.94	Franking machine update support
15-Apr-19	Mainstream Digital Ltd	60.99	Phone
15-Apr-19	Merchant Rentals Ltd	15.44	Monthly cardnet charge
15-Apr-19	Merchant Rentals Ltd	15.29	Monthly cardnet charge
30-Apr-19	PHS Group	346.66	Dust mats - qtrly rental
18-Apr-19	Playsafety Ltd	722.00	Staff training-play area inspection course
12-Apr-19	Plusnet Plc	52.20	Phone
18-Apr-19	Plusnet Plc	52.20	Phone
30-Apr-19	Prudential	7.24	AVC payment deducted from pay
01-Apr-19	Public Works Loan Board	79847.40	Loan repayment
17-Apr-19	Readyhedge Ltd	3157.20	Box hedging - Garden of Remembrance
18-Apr-19	Rialtas Business Solutions Ltd	348.00	Annual support-Bookings
12-Apr-19	SGW Payroll Ltd	178.22	Payroll services
18-Apr-19	SGW Payroll Ltd	12.00	Payroll services
30-Apr-19	SGW Payroll Ltd	243.50	Payroll services
15-Apr-19	Siemens Financial Services	1100.80	Gym equip monthly rental
18-Apr-19	South East Employers	717.60	Annual associate membership
17-Apr-19	SSE Southern Electric	452.57	Electrical supply
18-Apr-19	SSE Southern Electric	1847.73	Electrical supply
30-Apr-19	SSE Southern Electric	1505.56	Electrical supply
30-Apr-19	T H White Ltd	143.35	Gardening supplies-Depot
30-Apr-19	The Berkshire Pension Fund	16685.17	Pension - employers and employees
18-Apr-19	The Wokingham Paper Ltd	120.00	WTCMI - advert
18-Apr-19	Trade UK - BandQ	621.07	Building supplies
18-Apr-19	Trade UK - Screwfix	629.57	Building supplies
17-Apr-19	Travis Perkins Trading Co	74.64	Building supplies
18-Apr-19	Travis Perkins Trading Co	162.05	Building supplies
30-Apr-19	Travis Perkins Trading Co	38.47	Building supplies
30-Apr-19	Unison Collection Ac	34.00	Union fees deducted from pay
30-Apr-19	Veolia ES - UK Ltd	636.63	Refuse collection
23-Apr-19	Vodafone	295.05	Phone
17-Apr-19	Winnersh Plant Hire Ltd	667.56	Lake project-digger hire
01-Apr-19	Wokingham BC - Rates	2249.25	Rates - WPLC
01-Apr-19	Wokingham BC - Rates	362.30	Rates - Coronation Hall
01-Apr-19	Wokingham BC - Rates	162.30	Rates - Chapel Hall
01-Apr-19	Wokingham BC - Rates	882.00	Rates - Oakwood

190289.75

CLERKS IMPREST A/C**List of Payments made between 01/04/2019 and 30/04/2019**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
01-Apr-19	(Personal Information)	100.00	Refund deposit
01-Apr-19	(Personal Information)	45.00	Refund deposit
02-Apr-19	(Personal Information)	45.00	Refund deposit
15-Apr-19	(Personal Information)	50.00	Refund deposit
29-Apr-19	(Personal Information)	15.00	Refund deposit
10-Apr-19	Firstaid.co.uk	35.46	First Aid supplies
16-Apr-19	iStock.com	7.00	Sign - Lake project
18-Apr-19	Keysigns.co.uk	162.00	Site traffic signs
24-Apr-19	Lloyds Bank	50398.17	April 2019-Net payroll
12-Apr-19	Lloyds Bank D/D	11.16	Bank service charge
23-Apr-19	Microsoft Office	59.99	Office 365 software
18-Apr-19	MonkeyOffice.co.uk	64.20	Wallets-Box file - councillors
01-Apr-19	Oasis Pool Products	68.50	Paddling pool supplies
17-Apr-19	Suigeneris.co.uk	181.14	Anti-slip stair -Lake project
02-Apr-19	Waitrose	102.84	Civic award wine refund
		51345.46	

Woodley Town Council 2019/2020

Current Account

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
10-May-19	Advanced Maintenance UK Ltd	288.00	Annual boiler service charge
24-May-19	Advanced Maintenance UK Ltd	966.00	Remove water tank - Chapel Hall
24-May-19	Alan Hadley Ltd	297.00	Refuse collection
17-May-19	Angel Springs Ltd	411.65	Annual charge - hot water for drinks
24-May-19	ARC	5000.00	Grant
10-May-19	Be Fuelcards Ltd	42.66	Petrol - Depot
31-May-19	Be Fuelcards Ltd	30.86	Petrol - Depot
24-May-19	Bowak Ltd	343.74	Cleaning supplies
10-May-19	Brake Bros Foodservice Ltd	466.40	Vending supplies
17-May-19	Brake Bros Foodservice Ltd	218.93	Vending supplies
24-May-19	Brake Bros Foodservice Ltd	484.26	Vending supplies
24-May-19	Brewers Decorator Centres	129.26	Building supplies
24-May-19	Brown Bag Cafe Ltd	884.22	Catering services
24-May-19	BT Telephone Payment Centre	153.72	Phone
17-May-19	Castle Water	2566.04	Water rates
17-May-19	Churchill Contract Services Ltd	9516.19	Contract Cleaning
24-May-19	Churchill Contract Services Ltd	2372.15	Contract Cleaning
01-May-19	Club Manager Ltd	80.40	Club Manager membership
24-May-19	CoolerAid Ltd	192.26	Bottled water
22-May-19	Crown Gas & Power	141.51	Gas supply
22-May-19	Crown Gas & Power	192.79	Gas supply
22-May-19	Crown Gas & Power	662.61	Gas supply
22-May-19	Crown Gas & Power	764.42	Gas supply
10-May-19	DCK Accounting Solutions Ltd	527.40	Year End finance closedown
24-May-19	Energy Electrical Distributors Ltd	44.10	Electrical supplies
10-May-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
10-May-19	Eurodec Ltd	508.30	Building supplies
24-May-19	Fraser Office Supplies Ltd	112.95	Stationery supplies
10-May-19	Global 4 Communications	294.71	Phone
24-May-19	Hampshire Association of Loca	137.50	Good Cllrs guide books
17-May-19	HMRC Cumbernauld	14432.00	PAYE & NI - Employers & employees
17-May-19	IBS Office Solutions Ltd	337.20	Qtrly photocopier charge
01-May-19	InTouch	35.99	Website support
17-May-19	J Mould	846.00	Lake project-hardcore
24-May-19	Just Around The Corner	6338.00	Grant
24-May-19	Keep Mobile	600.00	Grant
24-May-19	Lantec Security Ltd	1665.60	Emergency lights-WPLC
17-May-19	Laundry Depot	151.00	Laundry table cloths
28-May-19	Les Mills Fitness UK Ltd	197.76	Coach
24-May-19	Lister Wilder Ltd	449.99	Service charge Kubota
09-May-19	Lloyds Bank	25.00	Bank charge
15-May-19	Lloyds Bank	-25.00	Bank charge refunded
15-May-19	Lloyds Bank D/D	234.78	Monthly cardnet service charge
15-May-19	Mainstream Digital Ltd	0.61	Phone
15-May-19	Merchant Rentals Ltd	15.44	Monthly cardnet charge
15-May-19	Merchant Rentals Ltd	15.29	Monthly cardnet charge
10-May-19	MKR Electrical Services Ltd	730.60	Electrical supplies
17-May-19	Office Furniture Online	4221.96	Chairs - WPLC
10-May-19	Plusnet Plc	52.20	Phone

20-May-19	Plusnet Plc	52.20	Phone
17-May-19	Prudential	7.24	AVC payment deducted from pay
24-May-19	Readibus	9380.50	Grant
17-May-19	Rialtas Business Solutions Ltd	142.80	Annual support-Planning package
10-May-19	Seton	374.28	Gloves/sign/safety glasses
24-May-19	Seton	31.82	Air freshners
16-May-19	SGW Payroll Ltd	178.22	Payroll services
15-May-19	Siemens Financial Services	1100.80	Gym equip monthly rental
24-May-19	Southern Electric	-9.06	Electrical supply
24-May-19	SSE Southern Electric	2975.90	Electrical supply
28-May-19	SWALEC	9.06	Electrical supply
24-May-19	Thames Valley Water Services L	204.00	Water safety checks
17-May-19	The Berkshire Pension Fund	16072.98	Pension - employers and employees
10-May-19	The Big Display Co	70.66	Engraving - Mayor's Award
24-May-19	Token Security Solutions Ltd	96.00	Alarm - call out
24-May-19	Trade UK - BandQ	64.91	Building supplies
17-May-19	Trade UK - Screwfix	7.39	Building supplies
24-May-19	Trade UK - Screwfix	447.51	Building supplies
10-May-19	Travis Perkins Trading Co	288.22	Building supplies
17-May-19	Travis Perkins Trading Co	84.50	Building supplies
24-May-19	Tudor Environmental	297.03	Safety wader/gloves/rope
17-May-19	Ukactive	946.68	Music licence
17-May-19	Unison Collection Ac	34.00	Union fees deducted from pay
10-May-19	Universal Services	111.60	Trampoline service
24-May-19	Veolia ES - UK Ltd	645.71	Refuse collection
20-Jan-19	Vodafone	316.34	Phone
10-May-19	Winnersh Plant Hire Ltd	394.68	Lake project-digger hire
01-May-19	Wokingham BC - Rates	2246.00	Rates - WPLC
01-May-19	Wokingham BC - Rates	358.00	Rates - Coronation Hall
01-May-19	Wokingham BC - Rates	162.00	Rates - Chapel Hall
01-May-19	Wokingham BC - Rates	884.00	Rates - Oakwood
24-May-19	Wokingham-Citizens Advice	3310.00	Grant
		99470.42	

CLERKS IMPREST A/C

List of Payments made between 01/05/2019 and 31/05/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
			Paid
07-May-19	(Personal Information)	178.20	Refund deposit
07-May-19	(Personal Information)	50.00	Refund deposit
07-May-19	(Personal Information)	50.00	Refund deposit
07-May-19	(Personal Information)	50.00	Refund deposit
07-May-19	(Personal Information)	50.00	Refund deposit
07-May-19	(Personal Information)	15.00	Refund deposit
13-May-19	(Personal Information)	50.00	Refund deposit
13-May-19	(Personal Information)	202.00	Refund deposit
14-May-19	(Personal Information)	100.00	Grant - May 2019
20-May-19	(Personal Information)	50.00	Refund deposit
20-May-19	(Personal Information)	45.00	Deposit refund
14-May-19	1st Wdly Boys Brigade	250.00	Grant - May 2019
14-May-19	2nd Wdly Scout Group	250.00	Grant - May 2019
28-May-19	Adobe Systems Software	150.92	Adobe software renewal

01-May-19	Amazon Mkt Place	4.99	Vintage wall tin plaque
02-May-19	Amazon Mkt Place	5.66	Oasis floral foam table
02-May-19	Amazon Mkt Place	31.05	Carnival Back to the Future
03-May-19	Amazon Mkt Place	3.77	Carnival Back to the Future
07-May-19	Amazon Mkt Place	21.11	Carnival Back to the Future
23-May-19	Amazon Mkt Place	28.00	Snap A4 poster frames
24-May-19	Amazon Mkt Place	29.30	JVL Vibrance waste paper bins
24-May-19	Amazon Mkt Place	54.50	50Lt Green plastic flip top bi
22-May-19	Anchor Van	500.00	Ford Transit van deposit
01-May-19	Displaysense.co.uk	42.83	A4 wall mounted sign holder
14-May-19	Emmanuel Church Wdly	250.00	Grant - May 2019
20-May-19	First Days Child	250.00	Grant - May 2019
10-May-19	Friends of Woodford Park	250.00	Grant - May 2019
09-May-19	Janitorial supplies	72.49	78 inch litter pickers
20-May-19	Lloyds Bank	49120.41	Net payroll - May 2019
10-May-19	Lloyds Bank D/D	11.43	Bank charge
14-May-19	ME2 Club	250.00	Grant-May 2019
31-May-19	Lloyds Bank	142775.00	Transfer excess funds
07-May-19	PETTY CASH A/C	168.67	Top up petty cash
20-May-19	PETTY CASH A/C	106.12	Top up petty cash
20-May-19	SLCC Enterprises	427.00	Renewal full membership SLCC
03-May-19	Viking.uk	14.63	Card for printing
14-May-19	Wdly Festival of Music & Arts	250.00	Grant - May 2019
14-May-19	Woodley United FC	250.00	Grant - May 2019
03-May-19	Workwear Express	27.52	Combat black shorts

196435.60

Woodley Town Council

OAKWOOD CENTRE UPDATE

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To advise Members of current and planned marketing activities and operational matters relating to the Oakwood Centre.

Oakwood Centre Update

Catering

Dates for the Catering Partnership meetings for the coming year will be agreed at the next meeting. A date for this meeting is currently being arranged. Over the last couple of years the partnership has met bi-monthly and this has worked well in terms of supporting the catering operation and driving new initiatives. Income through the catering contract is attached at **APPENDIX A (Confidential item – enclosed separately)**.

Theatre maintenance

Periodic load testing of the winches, lighting rig and an electrical inspection have been scheduled for 11/12 June.

Marketing activities

Signage

New signage is planned for the front of the centre – to include signage for the Alan Cornish Theatre on the left hand gable end. Funding has been allocated for this from the 2019/20 Capital Programme.

A meeting of the PR/Marketing Working Group will be arranged shortly to consider the marketing plan for the Centre, including development of a new website.

Room Hire

Income from room hire is shown in **APPENDIX B**.

Hirer information since last report:

Regular Hirers lost None
New Regular Hirers Meditation - x1 monthly (Fridays) Meditation - x1 weekly (Tuesdays)
New one-off hirers Oxford University Hospitals The Carey Centre (Church) X1 design company X1 training company X1 social care
Social/public events Business function - May Birthday party – June

Update - Oakwood Centre roof/windows

RAMS Consultancy have been engaged to carry out investigations and provide recommendations and a specification for remedial works to address on-going issues of water ingress into the building. Water ingress has persisted for some time and surveys carried out to date show that there are a number of issues contributing to this - including failed window seals, louvre fittings, condition of roof gully membrane, design/construction of window detail and wall construction.

RAMS Consultancy attended on 11 May and carried out intrusive investigations into the structure of the walls and roof. Measured leak testing and an aerial survey of the roof have already been carried out. Further investigations of the wall structure beneath the cladding have been recommended before a specification and recommendations for remedial works are drawn up. These documented investigations are being carried out by the Council's Maintenance Team to avoid unnecessary costs. Once this has been carried out a report and specification for works will be drawn up in preparation for tendering.

Update - Oakwood Centre flooring

Issues relating to the flooring are also being addressed and are likely to require repair works to some areas of the floor screed and replacement of the floor finish in affected areas, along with replacement of skirting in the toilets and corridor area. The cause of the problems here are believed to be a combination of a leak in the toilet area which has been rectified, and historic issues with moisture in the floor slab which were addressed through considerable remedial works in 2012, but which have presented again in a couple of areas of the building.

The proposed timeline is for the remedial work to be carried out in September 2019. This may change depending on the findings of the intrusive investigations and the scale and scope of the works.

Recommendations on the required works and approximate costings will be reported back to the Strategy and Resources Committee.

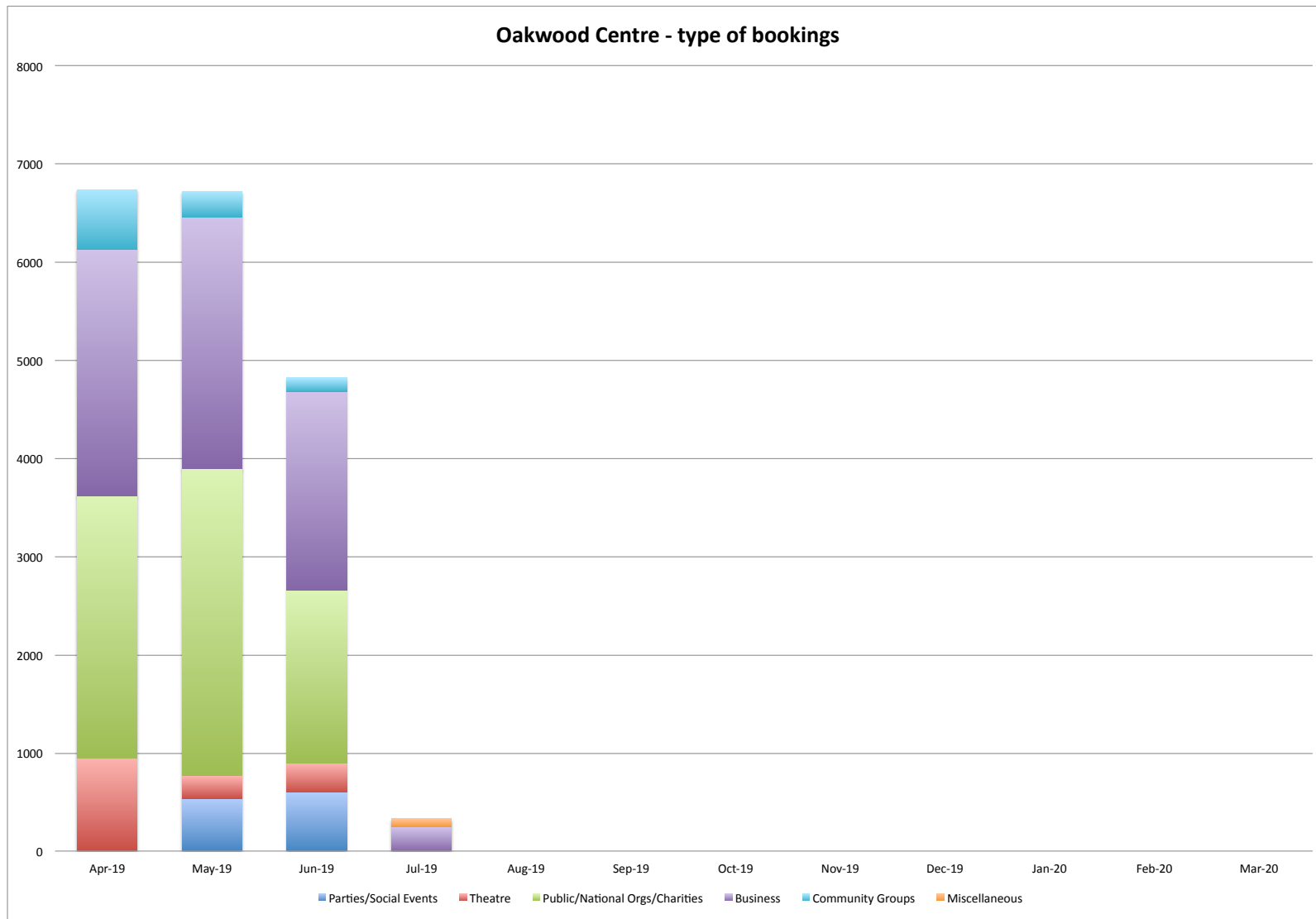
Recommendations:

- ◆ **That Members note the information contained in the report.**

APPENDIX B

OAKWOOD CENTRE INCOME 2019/20

Hirer	Band	Apr-19		May-19		Jun-19		Jul-19		Aug-19		Sep-19		Oct-19		Nov-19		Dec-19		Jan-20		Feb-20		Mar-20			
		No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £	No	Room £		
Type of Booking																											
Parties/Social Events	P	0	0.00	6	537.06	4	597.28	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Theatre	T	10	950.84	2	229.17	2	298.33	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Public/National Orgs/Charities	O	54	2667.52	82	3128.38	40	1757.95	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Business	B	48	2506.15	53	2565.71	42	2028.32	9	246.24	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Community Groups	C	26	611.29	10	259.60	5	136.66	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Miscellaneous	M	0	0.00	0	0.00	0	0.00	1	86.25	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
		138	6735.80	153	6719.92	93	4818.54	10	332.49	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Cumulative Income																											
Parties/Social Events	P	0	0.00	6	537.06	10	1134.34	10	1134.34	10	1134.34	10	1134.34	10	1134.34	10	1134.34	10	1134.34	10	1134.34	10	1134.34	10	1134.34	10	1134.34
Theatre	T	10	950.84	12	1180.01	14	1478.34	14	1478.34	14	1478.34	14	1478.34	14	1478.34	14	1478.34	14	1478.34	14	1478.34	14	1478.34	14	1478.34	14	1478.34
Public/National Orgs/Charities	O	54	2667.52	136	5795.90	176	7553.85	176	7553.85	176	7553.85	176	7553.85	176	7553.85	176	7553.85	176	7553.85	176	7553.85	176	7553.85	176	7553.85	176	7553.85
Business	B	48	2506.15	101	5071.86	143	7100.18	152	7346.42	152	7346.42	152	7346.42	152	7346.42	152	7346.42	152	7346.42	152	7346.42	152	7346.42	152	7346.42	152	7346.42
Community Groups	C	26	611.29	36	870.89	41	1007.55	41	1007.55	41	1007.55	41	1007.55	41	1007.55	41	1007.55	41	1007.55	41	1007.55	41	1007.55	41	1007.55	41	1007.55
Miscellaneous	M	0	0.00	0	0.00	0	0.00	1	86.25	1	86.25	1	86.25	1	86.25	1	86.25	1	86.25	1	86.25	1	86.25	1	86.25	1	86.25
		138	6735.80	291	13455.72	384	18274.26	394	18606.75	394	18606.75	394	18606.75	394	18606.75	394	18606.75	394	18606.75	394	18606.75	394	18606.75	394	18606.75	394	18606.75



MALONE PARK

REPORT OF THE TOWN CLERK

Purpose of Report

To update Members on the outcome of the request to Wokingham Borough Council that ownership of the land at Malone Park be transferred to the Town Council.

Background

Attached is Report No. FC 2/19 (**Appendix A**) presented to Full Council on 5 February 2019. The report gives the background of the town council's management and maintenance of Malone Park since 1967, through a series of leases up to 2008, when the Council agreed to seek a transfer of the ownership of the land from Wokingham Borough Council. It is estimated that since 2008 the Town Council has spent over £50,000 managing and maintaining the park, trees and play equipment.

Information

The recommendation in Report No. FC 2/19, that Members confirm the proposal to seek the transfer of ownership of the land at Malone Park from Wokingham Borough Council to the Town Council, was approved (Full Council 5/2/19 Min No. 69).

A formal request for the transfer of ownership of the land to the Town Council was made to Wokingham Borough Council. Additional information was provided, on request, regarding the history of the Town Council's involvement.

The Town Council's request was considered at a meeting of Wokingham Borough Council's Asset Review Board on 8 April 2019 where it was agreed that a lease on the current terms or a community asset transfer lease of up to 30 years could be granted but that the freehold should be retained by Wokingham Borough Council.

Members of the Committee are asked to consider:

- The recommendation to this Committee from the Leisure Services Committee at Agenda item 6 b)
- Any recommendation that the Committee wishes to make to Full Council with regard to Malone Park

Woodley Town Council

MALONE PARK

REPORT OF THE TOWN CLERK

Purpose of Report

To note that the lease between the Town Council and Wokingham Borough Council to manage and maintain Malone Park came to an end in 2008 and to seek Council approval to enter into discussions with Wokingham Borough Council with the aim of the land at Malone Park being transferred into Town Council ownership.

Background

Since 1967 the Town Council has managed and maintained Malone Park under the terms of two leases between the Town Council and Wokingham Borough Council. The most recent lease expired in 2008. The lease included the Town Council paying an annual rent, which was set at £65 for the final five years of the lease term. No rent has been paid since the lease ended. (Plan and location of park attached.)

Information

At the Strategy and Resources Committee meeting on 29 April 2008 the Town Council considered the offer from Wokingham Borough Council of a further 10 year lease of Malone Park with a proposed annual rent of £75. Members considered this and agreed to request that Wokingham Borough Council consider transferring the land to the Town Council (Min. No. 68).

A letter was duly sent to the Estates Unit in Property Services at the Borough Council making this request and, despite follow up emails from the Town Council, there has been no progress on this matter. Meanwhile, the Town Council has continued to manage, maintain and add to the play equipment at the park.

Last year's over night incursion of travellers on the land raised the matter of ownership and the Borough Council was reminded of the Town Council's request that the land be transferred to the Town Council. Wokingham BC, as owner of the land, funded the soil mounds that were placed at the access approaches to the park and discussions were had about a more permanent way of deterring vehicles onto the park area, although no further works have been undertaken by the Borough Council at this point.

At the Leisure Services Committee meeting on 15 January 2019 Members agreed to continue to seek the transfer of ownership of Malone Park from Wokingham Borough Council to the Town Council (Min. No. 44).

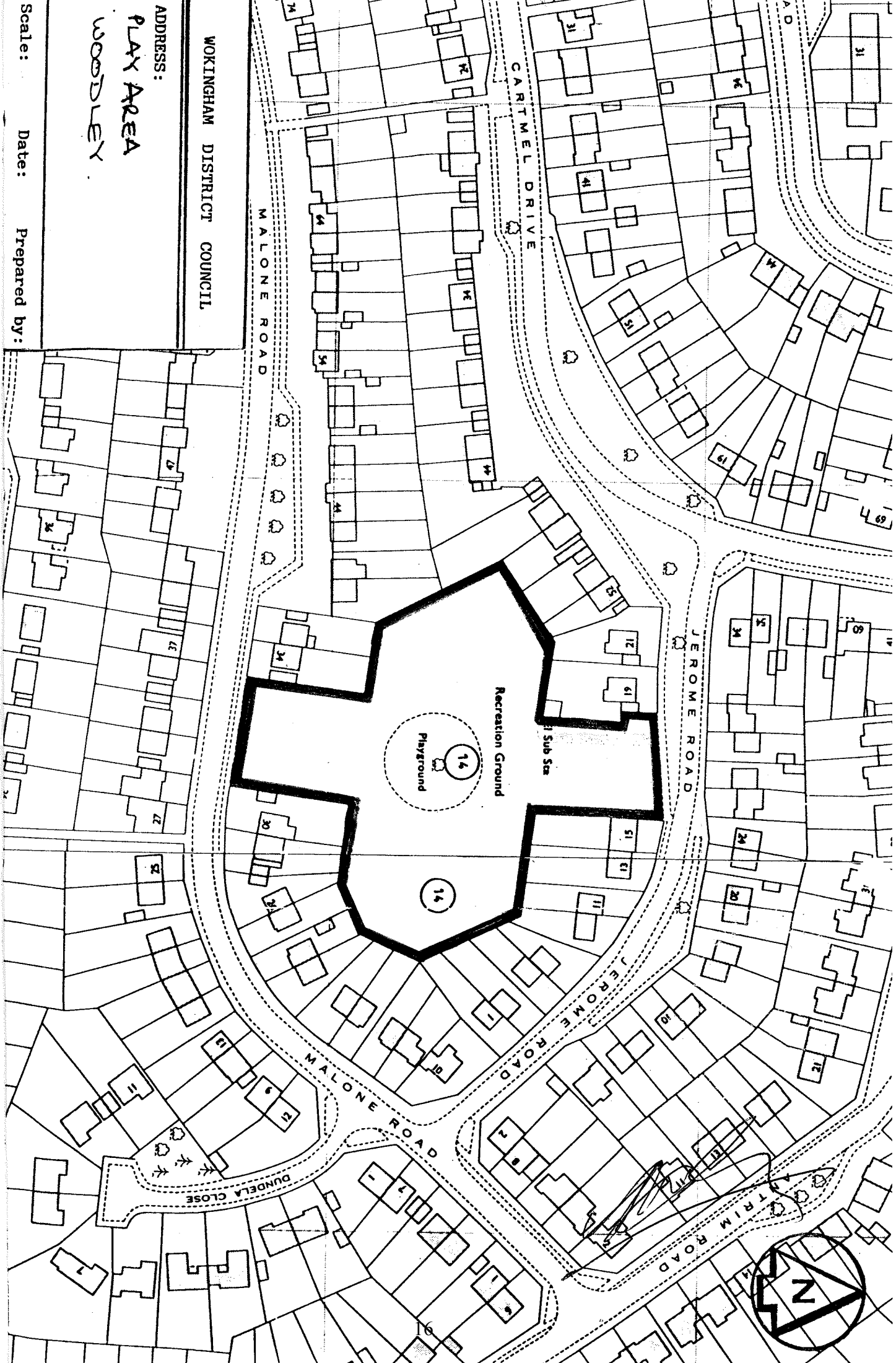
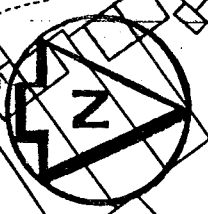
The power to consider and approve, or otherwise, all matters relating to Council land and land acquisition rest with the Council.

Resources

A transfer of the land would not incur additional costs over and above those already being spent. In the future there are likely to be matters that will require expenditure on or investment in the park, for example new play equipment, tree works, refencing if required. If the land were leased the Council would still bear those costs.

Recommendation:

- ◆ **That Members confirm the proposal to seek the transfer of ownership of the land at Malone Park from Wokingham Borough Council to the Town Council.**



WOKINGHAM DISTRICT COUNCIL

ADDRESS:
PLAY AREA
WOODLEY

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Minutes of the meeting of the Woodley Town Centre Initiative Committee, held at 6pm on Wednesday 17th April 2019 at the Oakwood Centre, Headley Road, Woodley RG5 4JZ

PRESENT

J Lherbier	Town Centre Manager	C Lawley	Woodley Resident
M Holmes	Chairman & Woodley Resident	S Smith	Woodley Resident
M Norris	Vice Chair	I Hills	Woodley Resident
J Palterman	Saturday Market Manager	B Rowland	Woodley Resident
G Cranford	Economic Development Officer WBC	M Butler	Woodley Resident
Cllr K Baker	WTC & WBC Councillor	M Perry	Woodley Resident
Cllr D Mills	WTC Representative	J Wright	Woodley Resident
Cllr J Cheng	WBC Representative	P Birt	Woodley Resident
H Beilby	WTC Admin Officer	M Millard	Woodley Resident
J Hutchinson	Waitrose Manager	M Risby	Woodley Resident
C Towse	TVP CO	S Owens	Woodley Resident

ITEM 1 - APOLOGIES

Apologies received from, M Bather, Z Frasiniski, R Lethem, D Simpkins

ITEM 2 - TO APPROVE THE MINUTES OF THE TCMI MEETING HELD ON 30 JANUARY 2019 & THE MINUTES OF THE EXECUTIVE SUB COMMITTEE MEETING HELD ON TUESDAY 5 FEBRUARY 2019

It was agreed that the minutes of the above meetings be approved.

ITEM 3 - SECURITY IN THE TOWN CENTRE – REPORT FROM THE POLICE AND / OR WOODLEY & NORTH EARLEY COMMUNITY FORUM MEETING

PCSO CT reported the arrest of a male with regards shoplifting at Waitrose and another male arrested for burglary in Costa.

They are now up to full strength with two new Police Officers, one part time one full time and a new PCSO, providing an opportunity to get some initiatives going, including the on going issue of cyclists in the Town Centre.

SO felt that there was nothing being done to help the homeless man in the Town Centre, however, PCSO CT did explain that they were aware of this gentleman and he had been given advice and encouragement, assistance is there. She asked for the matter to be left in her hands and she would look into this again.

MH thanked Claire and her colleagues for all they do.

**ITEM 4 - FINANCIAL REPORT TO END OF YEAR & BUDGET REPORT
NEW BUDGET PROPOSAL 2019 / 20**

TCM JL presented his reports.

During discussions it was noted that all contributors were independent traders.

The large reserve enabled the WTCMI to contribute or pay for initiatives such as the Centre Stage and new Christmas lights for example. It is hoped future initiatives will include display pillars at each entrance of the Town Centre, providing a map of the Centre, showing where and what is available.

MN thanked JL, pointing out that there was very little money initially, so nice to be able to make significant contributions to important projects.

BR remarked on the finances being in such good order, which she felt was down to the tenacity and hard work, put in by JL, enabling the Town Centre to stand on it's own two feet, unlike many others.

JL was thankful and believed further opportunities / possibilities were obtainable.

BUDGET REPORT

JL reported this year had been harder than previous ones, which shows in the smaller profit made. The Saturday Market has always been the biggest income in the past, but this has dropped significantly.

PROPOSED BUDGET

Expenditure - more or less the same as last year, although a little more on the Extravaganza due to the extra cost of the stage. Possible change of layout required next year to avoid this.

Income – estimations for the Saturday Market, Artisan & Produce Market, along with promotional stalls, should be achievable.

KB believes that contributions from more traders could be achievable with some persuasion, an opportunity for the new TCM to connect with traders.

Although large company policies no longer allow for local contributions, Waitrose & Lidl, have been helpful in providing mince pies and mulled wine at the Christmas events.

MN pointed out that these contributions had been declining for some time and suggested that an agreement with landlords to include traders contributions in the service charge? JL agreed this was food for thought.

Although times are tough for all retailers at present, Woodley in the scheme of things is doing well, with only one shop empty at present.

BR commented that the TCM add value to the town centre, which ideally should encourage all retailers to give a little.

JL agreed that events organised by the WTCMI, brings the community together and the town centre as a destination for traders and residents to benefit.

CL reiterated that the initial agreement was a three way split, between WTC, traders and WTCMI. Woodley has always had a great town centre and preferable to other small towns with none. He thanked JL for all his contributions as TCM.

MH thanked JL for his report.

ITEM 5 - TOWN CENTRE MANAGERS REPORT

JL presented his report

JL In addition, there are the kid's fun day preparations, including organising the traders, live farm animals and a Punch and Judy show. The day is generally successful with families but is of course weather dependant

KB commented that the stalls at the recent French market were amazing and suggested that it maybe needs to be promoted more, particularly on social media.

IH suggested perhaps once a year, it would be a good idea to have different nationality markets.

MARKET MANAGER'S REPORT

JP reported that the quieter part of the year was nearly over and would be anticipating, from next week onwards, more stalls. Stalls to be updated on the website.

There is now a Facebook page for the Artisan & Produce Market, with the Saturday Market Facebook page having had a lot of hits, this is something to build on.

ITEM 6 - QUESTIONS THROUGH THE CHAIR

BR was concerned that the arrangement made three years ago with regards to shopping trolleys in car parks to be conveniently placed for disabled shoppers, was no longer working and she has resorted to shopping elsewhere.

KB asked if Waitrose can resolve this issue and he would also talk to WBC.

KB confirmed that the new car park machines are due to be installed in June / July and will finally provide useful information more easily.

MH advised that there would be a 'farewell gathering for Jacques' on 30th April at 4pm in the Miles Suite to say our goodbyes on his last day as our Town Centre Manager.

ITEM 7 - MEETING ENDED AT 7.30pm

DATES OF THE NEXT MANAGEMENT COMMITTEE MEETINGS 2019:

Wednesday 3 July 2019 at 6pm (**amended date**).

Wednesday 9 October 2019 at 6pm

PROJECTS SCHEDULE 2018/19*Project ID number is identifier only – not indication of priority.*

ID	Project update	Delivery
1	<p>Woodford Park Green Flag Award application and works Green Flag awarded July 2018 The park will ne 'Mystery shopped' by judges during 2019.</p>	COMPLETE
2	<p>Construction of new maintenance workshop and welfare building Planning approved January 2019 Costings for building construction and fit out being prepared Electrical supply from existing building deemed to be inadequate - Costings received for new electrical supply are high. Officers are investigating alternatives and seeking alternative quotes. One option being explored is to upgrade the supply and fuse boards at the leisure centre to increase capacity for the future as well as the feed to the grounds yard for the existing and proposed buildings. WTC staff would be able to trench and install a new cable which will keep costs down. The electrical installation at the centre will require investment in the near future due to changes in regulations.</p> <p><i>Timing factors</i> <i>Design work, costing and planning application required.</i> <i>Contractor lead times</i> <i>Funding agreed via Public Works Loan Board</i> <i>Quotes from electrical contractor</i></p>	September 2019
3	<p>Woodford Park lake restoration Tree works complete In house preparatory works complete Tender awarded November 2018 Contracted works completed end March 2019 In house works for access ramp complete. Fencing & planting scheduled June/July 2019. Plants ordered May 2019. Pathway resurfacing works to be carried out in August/September 2019 (avoiding bird nesting season)</p> <p><i>Timing factors</i> <i>Bird nesting season</i> <i>Lead time for contract work</i></p>	August/September 2019
4	<p>Woodford Park destination play area An application for £200,000 from Section 106 developers contributions has been approved.</p> <p><i>Timing factors</i> <i>Staff resources to move project forward</i> <i>Project development/consultation/contractor lead times</i></p>	September 2019

<p>5</p>	<p>Public Toilet in the Town Centre Licence to occupy in place with Wokingham Borough Council. Planning Permission granted. Unit is in place and signed off by Thames Water and Building Control. Handover scheduled for June 2019</p> <p><i>Timing factors</i> <i>Submission and processing of licences</i> <i>Connections and signing off by utility companies</i></p>	<p>June 2019</p>
<p>6</p>	<p>Woodford Park Leisure Centre Regeneration Works to convert store room into ladies toilets complete. Works to reception and office area in design stage. Quotes for building work currently being sought – anticipated that this element of the work will take place in August 2019.</p> <p><i>Timing factors</i> <i>Staff resources to move project forward</i> <i>Minimising impact on activities and operation of the Centre</i> <i>Agreement on project elements and funding</i> <i>Planning permission</i></p>	<p>Ongoing</p>
<p>7</p>	<p>Oakwood Centre toilets refurbishment New cubicles, sanitary wear, flooring and decoration.</p> <p><i>Timing factors</i> <i>Project delayed due to issues with moisture in the walls in this area – under investigation/awaiting remedial works. Works will be scheduled to carried out at the same time to minimise disruption.</i> <i>Contractor lead time</i> <i>Minimise impact on the bookings</i></p>	<p>September 2019</p>
<p>8</p>	<p>Oakwood Centre walls/floor Survey work carried out into the cause of moisture in the walls near the toilets area. This has delayed the refurbishment of the gents toilets. The flooring in the corridor needs repairing and re-laying. Some contributing issues have been identified and rectified.</p> <p>Costings for remedial works being developed. Specialist contractor instructed to produce specification or works, carry out tendering and oversee implementation.</p> <p><i>Timing factors</i> <i>Discussions with contractor regarding extent and detail of works</i> <i>Contractor lead time</i></p>	<p>September 2019</p>
<p>9</p>	<p>Oakwood Centre roof Survey has been carried out and a number of areas identified as needing repair or further investigation.</p> <p>Costings for remedial works being developed. Specialist contractor instructed to produce specification or works, carry out tendering and oversee implementation.</p> <p><i>Timing factors</i> <i>Discussions with contractor regarding extent and detail of works</i> <i>Contractor lead time</i></p>	<p>September 2019</p>

APPENDIX 8

10	Installation of solar panels Installation at Woodford Park Leisure Centre completed in January 2019. Oakwood Centre installation dependent on roof remedial works. Coronation hall installation will be carried out following removal of asbestos in roof space (August 2019).	September 2019 onwards
11	Seating in Town Centre Replacement of seating around trees in the Town Centre including root protection and surface repairs. Officers liaising with Officers at Wokingham Borough Council regarding the project specification. Last meeting was 24 May 2019.	September 2019 onwards

APPENDIX 9

Website statistics

Sessions	2018						2019	
	Mar	May	Jul	Aug	Oct	Dec	Mar	May
Total	2991	3136	4374	4316	4407	3934	5942	4268
Users	2147	2416	3248	3345	3293	2992	4771	3231
Page views	7242	7011	9794	8288	8384	7705	10556	8712
Means of access								
Mobile	1381	1709	2522	2455	2378	2165	3471	2392
Desktop	1190	1116	1419	1389	1458	1375	1737	1475
Tablet	420	311	433	472	571	394	734	401
Searches								
Organic (from general web search)	2240	2386	3378	2715	2646	2877	3075	2934
Direct (where user knows web address)	526	534	660	745	683	509	845	737
Referral (from another website)	133	119	154	188	122	85	82	99
Social Media (from a social media page)	92	96	182	668	956	463	1940	498
Page views - selection of key pages								
WPLC			2113	1425	1157	1222	1308	1302
Gym on the Park			723	744	695	856	788	681
Town Councillors			121	105	105	116	202	347
Hire rooms & halls			226	268	347	321	345	338
Allotments			115	129	79	75	114	165
Meetings/committees			89	94	93	98	117	164
The Oakwood Centre			76	84	92	90	104	102
Parks			133	153	111	54	81	89
Council Officers			48	41	47	31	69	44
Hire Centre Stage			16	13	14	13	28	20

Notes/comments

Significant increase in usage in March 2019

Highest access via mobile phone

Increasing referrals from social media

Increased views for Hire of rooms/halls