



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 17 September 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 11 JUNE 2019**
To approve the minutes of the Strategy and Resources Committee held on 11 June 2019 and that they be signed by the Chairman as a correct record.
(These minutes were provided in the Full Council agenda of 25 June 2019.)
4. **JUST AROUND THE CORNER CHARITY (JAC)**
Sam Milligan, a director of the charity, will attend the meeting to respond to any questions members may have on the services JAC provides.
5. **FINANCE**
 - a) **Budgetary Control**
To receive **Report No. SR 18/19.**

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b) **Payments**

To approve the following payments as set out in **Appendix 5b**:

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	Current account	Imprest account
June 2019	£248,637.14	£52,865.95
July 2019	£104,766.90	£49,595.96
August 2019	£115,655.70	£51,839.12

6. **OAKWOOD CENTRE UPDATE**

To receive **Report No. SR 19/19**.

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7. **OAKWOOD CENTRE REPAIR WORKS**

To consider **Report No. SR 20/19**.

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8. **CATERING PARTNERSHP**

a) To note **Report No. SR 21/19** of the Catering Partnership meeting held on 27 June 2019. Page 95

b) To note **Report No. SR 22/19** of the Catering Partnership meeting held on 13 September 2019. (Report to follow)

9. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

a) To receive the report of the Woodley Town Centre Management Initiative Executive Sub Committee meeting held on 4 June 2019. **(Appendix 9a)** Page 97

b) To receive the report of the Woodley Town Council Management Initiative meeting held on 3 July 2019. **(Appendix 9b)** Page 98

10. **MALONE PARK**

To note correspondence received from Susan Parsonage, Chief Executive Officer, Wokingham Borough Council. **(Appendix 10)** Page 100

11. **PUBLIC SECTOR EQUALITY DUTY**

To consider the proposed Equality and Diversity Statement and Policy with regard to the Public Sector Equality Duty, attached at **Appendix 11a** (statement) and **Appendix 11b** (policy). Page 101
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12. **PROJECTS SCHEDULE 2019/20**

To note the update on Council projects, as given in **Appendix 12**. Page 107

13. **WOODLEY TOWN COUNCIL WEBSITE STATISTICS**

To note the statistics for website views, searches and usage, as given in **Appendix 13**. Page 110

14. **PUBLIC TOILET UPDATE**

To receive a verbal update from the Town Clerk.

15. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

a) To note that the July Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identifies potential CIL funds to the Town Council of £188,597.

- b) To note that the Council has been notified that CIL payment of £21,219 is due to be paid to the Town Council and a further £26,474 due to the Town Council has been invoiced by the Borough Council but not yet received by them.
- c) To consider a proposal from Wokingham Borough Council that £7,000 of CIL funds be allocated to take part in the Health Kiosk trial.
(Appendix 15c) Page 111
16. **WOKINGHAM TOWN AND PARISH CLERKS FORUM**
To note that work is beginning on developing a positive partnership between town and parish councils and Wokingham Borough Council.
17. **BOROUGH/PARISH LIAISON FORUM**
To note the minutes of the Borough/Parish Liaison forum, which took place on 1 July 2019. **(Appendix 17)** Page 118
18. **FUTURE AGENDA ITEMS**
To consider any future agenda items for the committee to consider.
19. **PUBLICITY AND WEBSITE**
To consider items to be publicised.
20. **EXCLUSION OF PUBLIC AND PRESS**
To resolve that, in view of the confidential nature of the business about to be transacted in relation to commercial and legal matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw for items 21 to 23 on the agenda.
21. **ROOFING AT WOODFORD PARK LEISURE CENTRE**
To consider **Report No. SR 23/19.** Enclosed
22. **WOODLEY AIRFIELD CENTRE**
To consider **Report No. SR 24/19.** Enclosed
23. **CONVEYANCE RELATING TO LAND IN WOODLEY**
To consider **Report No. SR 25/19.** Enclosed

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EXPENDITURE	Budget 2019/20	Actual Exp as at 31/08/18	Actual Exp as at 31/08/19	Actual Exp as % of Budget	Information
Central Costs	244102	107839	104496	42.8	Expenses, cleaning, stationery and equipment all over 42%. Other costs under.
Democratic Costs	52535	17663	19813	37.7	Councillor training costs over 42%, all other costs under at this point.
Corporate Management	345240	143780	154585	44.8	Annual affiliation, HR plus H&S support and insurance paid for the year. All other costs under 42%.
Capital Programme	45000	45000	45000	100.0	Allocation 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	61123	68240	40.7	Rates, consumables, repairs and maintenance, refuse, maintenance contracts and stationery over 42%. All other costs under.
Maintenance HQ	5100	1926	2119	41.5	Repairs and maintenance costs over 42%, all other costs under.
Woodley TCMI	66540	22989	25805	38.8	All costs apart from purchases under 42%
Capital and Projects	271610	96515	103191	38.0	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 invested in June 2019.
TOTAL	1201605	498835	525349	43.7	
INCOME					
	Budget 2019/20	Actual Inc as at 31/08/18	Actual Inc as at 31/08/19	Actual Inc as % of Budget	
Central Costs	9205	2197	2639	28.7	Miscellaneous and photocopying income higher than 42%, all other income under.
Democratic Costs	0	0	1174	0.0	
Corporate Management	9180	3364	2826	30.8	Recharge re TCMI NI/pension
Capital Programme	0	0	0	0.0	
Grants	0	0	0	0.0	
Oakwood Centre	171349	72288	65839	38.4	Income from room hire at 40.5%. Other income, apart from misc income, at or lower than 42%.
Maintenance HQ	0	0	0	0.0	
Woodley TCMI	48000	16487	15245	31.8	TCMI contributions received.
Capital and Projects	0	0	0	0.0	
TOTAL	237734	94336	87723	36.9	
Month 5 = 42%					
NET	963871	404499	437626	45.4	

Woodley Town Council 2019/2020

Current Account

List of Payments made between 01/06/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
14-Jun-19	A Better Drainflow Ltd	90.00	Clear drain blockage - WPLC
05-Jun-19	Advanced Maintenance UK Ltd	900.00	Remove tank & replace pipe
12-Jun-19	Alan Hadley Ltd	297.00	Refuse collection
14-Jun-19	Anchor Vans	11222.80	Purchase maintenance van (Cap prog)
05-Jun-19	BALC	3103.06	BALC subscription 2019/2020
07-Jun-19	Be Fuelcards Ltd	0.76	Admin charge
14-Jun-19	Be Fuelcards Ltd	49.68	Petrol - Depot
20-Jun-19	Bowak Ltd	317.46	Cleaning supplies
05-Jun-19	Brake Bros Foodservice Ltd	244.86	Vending supplies
12-Jun-19	Brake Bros Foodservice Ltd	350.33	Vending supplies
20-Jun-19	Brake Bros Foodservice Ltd	557.37	Vending supplies
05-Jun-19	Brown Bag Cafe Ltd	221.76	Catering services
10-Jun-19	BT Telephone Payment Centre	173.52	Phone
14-Jun-19	Castle Water	1868.27	Water rates
14-Jun-19	CDK Casting Ltd	96.60	Bronze plaque
03-Jun-19	CF Corporate Finance Ltd	166.32	WPLC Qtrly photocopier charge
03-Jun-19	Club Manager Ltd	80.40	Club Manager membership
24-Jun-19	Crown Gas & Power	559.39	Gas supply
24-Jun-19	Crown Gas & Power	546.19	Gas supply
24-Jun-19	Crown Gas & Power	131.10	Gas supply
24-Jun-19	Crown Gas & Power	117.53	Gas supply
14-Jun-19	DANFO UK Ltd	85200.00	New WTC public toilet
12-Jun-19	Dejac Associates Ltd	780.00	New email server - councillors
20-Jun-19	Dejac Associates Ltd	120.00	2 year certificate -email
20-Jun-19	EDF Energy 1 Ltd	23.74	Electrical supply
12-Jun-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
20-Jun-19	Ethos Communications Solutions Ltd	272.08	Qtrly photocopier charge & printing
20-Jun-19	Farol Ltd	89.73	Flymo blade/stripper head
12-Jun-19	Fencing Products Ltd	79.20	half round posts
20-Jun-19	Fenland Leisure Products Ltd	282.12	Play ground chains repair/belt seat
20-Jun-19	Fraser Office Supplies Ltd	706.94	Stationery supplies
11-Jun-19	Global 4 Communications	294.86	Phone
20-Jun-19	HMRC Cumbernauld	14115.65	PAYE & NI
20-Jun-19	IBS Office Solutions Ltd	707.75	Qtrly photocopier charge & printing
14-Jun-19	IMAGE BOX	108.00	Foamex sign boards-Lake project
03-Jun-19	InTouch	35.99	Website support
14-Jun-19	John Willis	125.00	Window cleaning
14-Jun-19	Just Tiles Ltd	92.16	Ultra leveling compound
14-Jun-19	Lantec Security Ltd	3657.20	Move fire alarm WPLC/lights OC
27-Jun-19	Les Mills Fitness UK Ltd	197.76	Coach
20-Jun-19	Lightatouch	208.33	Internal audit services
14-Jun-19	Lister Wilder Ltd	163.78	Hedge shears/chain lubricant
20-Jun-19	Lister Wilder Ltd	292.70	Votex blade set - Depot
04-Jun-19	Lloyds Bank D/D	43.14	Bank sevice charge
14-Jun-19	Lloyds Bank D/D	247.09	Monthly cardnet service charge
17-Jun-19	Mainstream Digital Ltd	1.00	Phone
17-Jun-19	Merchant Rentals Ltd	15.29	Monthly cardnet charge
17-Jun-19	Merchant Rentals Ltd	15.44	Monthly cardnet charge
20-Jun-19	Mrs K Vevers	650.00	Woodley Herald - delivery
05-Jun-19	Piercing Gance Ltd	116.70	Staff uniform-maintenace team
21-Jun-19	Pitney Bowes Ltd	150.00	Postage franking machine top up
14-Jun-19	Playsafety Ltd	577.20	Park inspections
12-Jun-19	Plusnet Plc	52.20	Phone

18-Jun-19	Plusnet Plc	52.20	Phone
20-Jun-19	Prudential	7.24	AVC payment deducted from pay
26-Jun-19	Public Works Loan Board	10640.58	Public Works Loan
04-Jun-19	Rathbones Investment	80000.00	2019/2020 Investment
14-Jun-19	Rialtas Business Solutions Ltd	342.00	Bookings software support
14-Jun-19	Rigby Taylor	737.66	Lawn sand/Sulphur/Fineturf Bio
04-Jun-19	SGW Payroll Ltd	176.18	Payroll services
17-Jun-19	Siemens Financial Services	1100.80	Gym equip monthly rental
05-Jun-19	Spriggan Promotions Ltd	800.00	Centre Stage entertainment
14-Jun-19	SSE Southern Electric	1689.66	Electrical supply
28-Jun-19	SWALEC	14.70	Electrical supply
14-Jun-19	Technical Surfaces Ltd	840.00	3G service - AstroTech supply
20-Jun-19	The Berkshire Pension Fund	15712.06	Pension - employers and employees
12-Jun-19	The Big Display Co	337.93	Events medals with ribbons
05-Jun-19	The Interactive Health & Safety Co Ltd	120.00	Online training package
14-Jun-19	Token Security Solutions Ltd	24.00	Call out charge
20-Jun-19	Trade UK - Screwfix	266.33	Building supplies
20-Jun-19	Travis Perkins Trading Co	10.00	Building supplies
20-Jun-19	Tudor Environmental	1218.30	Pressure washer/welding rods
20-Jun-19	Unison Collection Ac	34.00	Union fees deducted from pay
18-Jun-19	Vodafone	295.05	Phone
03-Jun-19	Wokingham BC - Rates	2246.00	Rates - WPLC
03-Jun-19	Wokingham BC - Rates	358.00	Rates - Coro Hall
03-Jun-19	Wokingham BC - Rates	162.00	Rates - Chapel Hall
03-Jun-19	Wokingham BC - Rates	884.00	Rates - Oakwood
05-Jun-19	Woodley Newsagent Ltd	23.00	Newspapers
		248637.14	

CLERKS IMPREST A/C

List of Payments made between 01/06/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
03-Jun-19	(Personal Information)	50.00	Refund deposit
17-Jun-19	(Personal Information)	26.99	Gym membership charged twice
17-Jun-19	(Personal Information)	20.00	Refund WPLC party
17-Jun-19	(Personal Information)	50.00	Refund deposit
17-Jun-19	(Personal Information)	50.00	Refund deposit
17-Jun-19	(Personal Information)	76.00	Refund deposit
17-Jun-19	(Personal Information)	50.00	Refund deposit
18-Jun-19	(Personal Information)	133.18	World of Water-Lake project
24-Jun-19	(Personal Information)	50.00	Refund deposit
26-Jun-19	(Personal Information)	117.67	2x days holiday pay net
12-Jun-19	(Personal Information)	200.00	Refund deposit
06-Jun-19	Anglo Aquatic Plan	1453.56	Lake project plants
27-Jun-19	Birmingham Telecom	43.13	Panasonic KX-T7433 Headset
27-Jun-19	Carbonite	68.18	WTCMI backup-Carbonite
25-Jun-19	DVLA Vehicle Tax	260.00	MW65 EHN - Vehicle Tax
03-Jun-19	Hearing Dogs	50.40	Paid in error to WTC
26-Jun-19	Lloyds Bank	48956.96	Net payroll-June 2019
27-Jun-19	Lloyds Bank	1.87	Transaction fee-Carbonite
14-Jun-19	Lloyds Bank D/D	14.34	Bank service charges
03-Jun-19	McAfee.com	89.99	Annual subscription
17-Jun-19	MS Society Reading	362.50	Payment to Mayor's charity 2018-19
03-Jun-19	PETTY CASH A/C	107.27	Top up petty cash
26-Jun-19	PETTY CASH A/C	139.32	Top up petty cash
11-Jun-19	Plasticsheets	94.01	Clear Perspex sheets
17-Jun-19	Printed.com	90.58	WP Dog signs
25-Jun-19	Ryman.co.uk	310.00	Comb binding machine
		52865.95	

Woodley Town Council 2019/2020

Current Account

List of Payments made between 01/07/2019 and 31/07/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
05-Jul-19	Advanced Maintenance UK Ltd	220.20	Call out charge/repair
03-Jul-19	Alan Hadley Ltd	297.00	Refuse collection
12-Jul-19	Alan Hadley Ltd	297.00	Refuse collection
26-Jul-19	Alan Hadley Ltd	297.00	Refuse collection
19-Jul-19	All Glass Window Cleaning	60.00	Window cleaning
19-Jul-19	Allen's Design & Print Ltd	270.00	WTCMI-Market banners
03-Jul-19	AYS Cleaning Contractors Ltd	3515.82	Contract Cleaning
12-Jul-19	AYS Cleaning Contractors Ltd	30.38	Contract Cleaning
26-Jul-19	AYS Cleaning Contractors Ltd	2237.75	Contract Cleaning
12-Jul-19	Be Fuelcards Ltd	43.61	Petrol - depot
26-Jul-19	Be Fuelcards Ltd	15.83	Diesel - MW65 EHN
19-Jul-19	Berkshire Pension Fund	15767.85	Pension - employers and employees
19-Jul-19	Bowak Ltd	803.72	Cleaning supplies
03-Jul-19	Brake Bros Foodservice Ltd	428.64	Vending supplies
05-Jul-19	Brake Bros Foodservice Ltd	180.34	Vending supplies
26-Jul-19	Brake Bros Foodservice Ltd	646.76	Vending supplies
03-Jul-19	Brewers Decorator Centres	124.96	Building supplies
03-Jul-19	Brown Bag Cafe Ltd	1066.14	Catering services
12-Jul-19	Brown Bag Cafe Ltd	190.08	Catering services
26-Jul-19	Brown Bag Cafe Ltd	1039.80	Catering services
12-Jul-19	Castle Water	1412.51	Water rates
03-Jul-19	Churchill Contract Services Ltd	2484.90	Contract Cleaning
26-Jul-19	Churchill Contract Services Ltd	2484.90	Contract Cleaning
01-Jul-19	Club Manager Ltd	80.40	Club Manager membership
03-Jul-19	CoolerAid Ltd	212.08	Bottled water
26-Jul-19	CoolerAid Ltd	118.37	Bottled water
22-Jul-19	Crown Gas & Power	410.81	Gas supply
22-Jul-19	Crown Gas & Power	203.65	Gas supply
22-Jul-19	Crown Gas & Power	117.12	Gas supply
22-Jul-19	Crown Gas & Power	85.80	Gas supply
12-Jul-19	Derbyshire Services	57.83	Kids size litter pickers
05-Jul-19	Earth Anchors Ltd	214.74	Red Neatasac dog sacks
12-Jul-19	EDF Energy 1 Ltd	18.49	Electrical supply
16-Jul-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
19-Jul-19	Eventu	15.00	Attendance at meeting & advice
03-Jul-19	Farol Ltd	3576.00	Two wheeled drive tractor power unit
12-Jul-19	Farol Ltd	94.45	Strimmer cord/grease gun
05-Jul-19	Fencing Products Ltd	1294.92	WP Lake project - rails/posts
19-Jul-19	Fraser Office Supplies Ltd	279.31	Stationery supplies
09-Jul-19	Global 4 Communications	293.71	Phone
12-Jul-19	Greenspace Designs Ltd	1800.00	WP Lake project - Triangular dipping ponds
19-Jul-19	HMRC Cumbernauld	13761.72	PAYE & NI
01-Jul-19	InTouch	35.99	Website support
05-Jul-19	JMVA Ltd	43.75	Web support services
05-Jul-19	John Stacey - Sons Ltd	696.00	Refuse collection
12-Jul-19	John Stacey - Sons Ltd	720.00	Refuse collection
12-Jul-19	John Willis	125.00	Window cleaning
19-Jul-19	Just Around The Corner	6338.00	Grant
12-Jul-19	Kim Bedford	358.95	Councillor training
26-Jul-19	Kingfisher Direct Ltd	341.89	Dog bins
03-Jul-19	Lamps-Tubes Luminations Ltd	174.00	WTCMI-engineers lighting repairs
19-Jul-19	Laundry Depot	64.80	Laundry table cloths
29-Jul-19	Les Mills Fitness UK Ltd	197.76	Coach

02-Jul-19	Lloyds Bank D/D	41.89	Bank sevice charge
12-Jul-19	Lloyds Bank D/D	206.54	Monthly cardnet service charge
26-Jul-19	Lyreco UK Ltd	338.71	Stationery supplies
12-Jul-19	Mainstream Digital Ltd	59.05	Phone
03-Jul-19	Maintel Europe Ltd	348.42	Annual phone support WPLC
03-Jul-19	McFarlane Telfer Ltd	846.00	Servicing catering equipment
12-Jul-19	McVeigh Parker & Co Ltd	255.36	WP Lake project - Galv welded mesh
15-Jul-19	Merchant Rentals Ltd	15.44	Monthly cardnet charge
15-Jul-19	Merchant Rentals Ltd	15.29	Monthly cardnet charge
12-Jul-19	PHS Group	118.21	Dust mats - qtrly rental
19-Jul-19	PHS Group	92.17	Dust mats - qtrly rental
12-Jul-19	Plusnet Plc	52.20	Phone
18-Jul-19	Plusnet Plc	52.20	Phone
19-Jul-19	Prudential	307.24	AVC payment deducted from pay
05-Jul-19	Reading Borough Council	3650.00	Half yearly allotmentsite lease rent
12-Jul-19	Rialtas Business Solutions Ltd	198.00	Allotments software annual support
05-Jul-19	Seton	396.94	spray cans for road marking
08-Jul-19	SGW Payroll Ltd	188.42	Payroll services
15-Jul-19	SGW Payroll Ltd	18.00	Payroll services
15-Jul-19	Siemens Financial Services	1100.80	Gym equip monthly rental
03-Jul-19	SSE Southern Electric	1138.53	Electrical supply
12-Jul-19	SSE Southern Electric	1410.01	Electrical supply
19-Jul-19	SSE Southern Electric	212.60	Electrical supply
12-Jul-19	Stackhouse Poland Ltd	524.16	New maintenace vehicle insurance
26-Jul-19	SWALEC	26.64	Electrical supply
03-Jul-19	T H White Ltd	4.00	Spark plug
26-Jul-19	Technical Surfaces Ltd	480.00	3G rubber infill bags
03-Jul-19	Thames Valley Water Services Ltd	336.00	Water safety checks
19-Jul-19	Thames Valley Water Services Ltd	204.00	Water safety checks
26-Jul-19	Thames Valley Water Services Ltd	414.00	Water safety checks
19-Jul-19	The Letterworks Ltd	767.00	July 2019- printing Woodley Herald
12-Jul-19	The Wokingham Paper Ltd	180.00	WTCMI-Adverts
03-Jul-19	Thomas Fattorini	5927.52	New Mayorial chain/case/velvet backing
19-Jul-19	Token Security Solutions Ltd	24.00	Call out charge
03-Jul-19	Trade UK - BandQ	230.65	Building supplies
19-Jul-19	Trade UK - BandQ	1039.74	Building supplies
03-Jul-19	Trade UK - Screwfix	1416.76	Building supplies
19-Jul-19	Trade UK - Screwfix	492.64	Building supplies
19-Jul-19	Unison Collection Ac	34.00	Union fees deducted from pay
03-Jul-19	Veolia ES - UK Ltd	699.11	Refuse collection
26-Jul-19	Veolia ES - UK Ltd	603.99	Refuse collection
18-Jul-19	Vodafone	287.74	Phone
03-Jul-19	Windowflowers Ltd	5713.20	WTCMI-Baskets & Plants
01-Jul-19	Wokingham BC - Rates	2246.00	Rates - WPLC
01-Jul-19	Wokingham BC - Rates	358.00	Rates - Coro Hall
01-Jul-19	Wokingham BC - Rates	162.00	Rates - Chapel Hall
01-Jul-19	Wokingham BC - Rates	884.00	Rates - Oakwood
03-Jul-19	Wokingham Pools & Spas	1764.00	Stregthen pool linings
26-Jul-19	Wokingham Pools & Spas	210.00	Chlorine tablets
23-Jul-19	Woodley Carnival	3000.00	Grant
		104766.90	

CLERKS IMPREST A/C**List of Payments made between 01/07/2019 and 31/07/2019**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>
01-Jul-19	(Personal Information)	90.00 Refund deposit
01-Jul-19	(Personal Information)	50.00 Refund deposit
08-Jul-19	(Personal Information)	200.00 Refund deposit
08-Jul-19	(Personal Information)	15.00 Refund deposit
15-Jul-19	(Personal Information)	50.00 Refund deposit
15-Jul-19	(Personal Information)	50.00 Refund deposit
15-Jul-19	(Personal Information)	50.00 Refund deposit
15-Jul-19	(Personal Information)	50.00 Refund deposit
15-Jul-19	(Personal Information)	50.00 Refund deposit
15-Jul-19	(Personal Information)	50.00 Refund deposit
19-Jul-19	(Personal Information)	50.00 Refund deposit
22-Jul-19	(Personal Information)	200.00 Refund deposit
22-Jul-19	(Personal Information)	50.00 Refund deposit
29-Jul-19	(Personal Information)	20.00 Refund deposit
29-Jul-19	(Personal Information)	50.00 Refund deposit
29-Jul-19	(Personal Information)	50.00 Refund deposit
08-Jul-19	Amazon.co.uk	71.50 Kraft 12oz Ripple cups
15-Jul-19	Berks Health NHS Trust	318.50 Refund invoice paid twice
29-Jul-19	ChemoGiftBags	100.00 Refund deposit
05-Jul-19	Currys Online	149.00 Fridge Freezer WPLC
10-Jul-19	DVLA Vehicle Tax	260.00 Vehicle Tax - KD51 WTW
03-Jul-19	Firstaid.co.uk	21.66 Hypa Cold Pack/Triangular band
24-Jul-19	Lloyds Bank	46778.59 July 2019 net payroll
12-Jul-19	Lloyds Bank D/D	14.59 Bank service charges
08-Jul-19	ME2 Club	50.00 Refund deposit
17-Jul-19	Solopress.com	34.70 Flyers & Leaflets
17-Jul-19	Solopress.com	217.92 2x Vinyl Banners-Picnic day
01-Jul-19	Tekkers Dynamo	14.50 Paid in error to WTC
08-Jul-19	Wickes Building	490.00 Tarmac/Ashphalt&Pothole repair
		49595.96

Woodley Town Council

Current Account

List of Payments made between 01/08/2019 and 31/08/2019

Date Paid	Payee Name	Amount Paid	
09-Aug-19	Advanced Maintenance UK Ltd	576.00	Gas tightness test - WPLC
16-Aug-19	Advanced Maintenance UK Ltd	456.00	Pipe alteration - WPLC
02-Aug-19	Alan Hadley Ltd	297.00	Refuse collection
22-Aug-19	Alan Hadley Ltd	297.00	Refuse collection
02-Aug-19	Alan Harland	520.00	Assistance with year end accounts
22-Aug-19	ASAP Computer Services	7737.91	New computers/software WPLC
22-Aug-19	AYS Cleaning Contractors Ltd	2230.13	Contract Cleaning
02-Aug-19	Basil and Crew	425.00	WTC Community picnic
02-Aug-19	Be Fuelcards Ltd	141.98	Petrol/Diesel-depot/van
23-Aug-19	Be Fuelcards Ltd	47.23	Diesel
22-Aug-19	Bowak Ltd	243.17	Cleaning supplies
02-Aug-19	Bradleys Master Locksmiths	1317.60	Phoenix Firefox Safe-WTC
02-Aug-19	Brake Bros Foodservice Ltd	588.37	Vending supplies
09-Aug-19	Brake Bros Foodservice Ltd	320.75	Vending supplies
16-Aug-19	Brake Bros Foodservice Ltd	321.69	Vending supplies
22-Aug-19	Brake Bros Foodservice Ltd	640.68	Vending supplies
22-Aug-19	Brewers Decorator Centres	186.87	Building supplies
02-Aug-19	Brown Bag Cafe Ltd	520.32	Catering services
09-Aug-19	Brown Bag Cafe Ltd	149.36	Catering services
22-Aug-19	Brown Bag Cafe Ltd	1628.08	Catering services
22-Aug-19	Broxap Ltd	1197.60	Cast iron seats
23-Aug-19	BT Telephone Payment Centre	153.72	Phone
09-Aug-19	Castle Water	3144.79	Water rates
01-Aug-19	Club Manager Ltd	80.40	Club Manager membership
22-Aug-19	CoolerAid Ltd	315.65	Bottled water
22-Aug-19	Crown Gas & Power	339.47	Gas supply
22-Aug-19	Crown Gas & Power	201.75	Gas supply
22-Aug-19	Crown Gas & Power	105.07	Gas supply
22-Aug-19	Crown Gas & Power	56.11	Gas supply
16-Aug-19	DCK Accounting Solutions Ltd	468.00	Calculation of VAT partial exemption
09-Aug-19	Dejac Associates Ltd	234.00	Update software on WTC computers
16-Aug-19	Dejac Associates Ltd	823.20	Update software on WTC computers
09-Aug-19	EDF Energy 1 Ltd	14.47	Electrical supply
22-Aug-19	Energy Electrical Distributors Ltd	259.38	Electrical supplies
12-Aug-19	Epos Now Ltd D/D	30.00	EPOS till mthly charge
22-Aug-19	Evolution Water Services Ltd	300.00	Staff training-Legionella awareness
09-Aug-19	FMC Ltd	14488.24	WPLC office regeneration
22-Aug-19	Fraser Office Supplies Ltd	143.30	Stationery supplies
09-Aug-19	Global 4 Communications	297.90	Phone
02-Aug-19	Henley Theatre Services Ltd	3513.16	Electrical/Pat/weight testing OC theatre
22-Aug-19	HMRC Cumbernauld	14578.63	PAYE & NI
30-Aug-19	Information Commissioner's Off	35.00	Data protection fee
01-Aug-19	InTouch	35.99	Website support
16-Aug-19	JMVA Ltd	35.00	Website support
16-Aug-19	John Willis	125.00	Window cleaning
16-Aug-19	Katrina J Belton	110.00	Refund payment made twice in error
09-Aug-19	Kim Bedford	358.95	Councillor training
16-Aug-19	Lantec Security Ltd	1432.80	Fire Alarm theatre repair
22-Aug-19	Laundry Depot	99.80	Laundry table cloths
02-Aug-19	Leonard Tridgell Associates	720.00	Professional fees-public toilet
27-Aug-19	Les Mills Fitness UK Ltd	197.76	Coach
16-Aug-19	Lightatouch	50.00	Review financial regulations draft
09-Aug-19	Lister Wilder Ltd	91.19	Blades for Kubuta vehicle
22-Aug-19	Lister Wilder Ltd	35.62	Re-coil spring/windscreen cleaner depot
14-Aug-19	Lloyds Bank D/D	291.59	Monthly cardnet service charge

22-Aug-19	Lyreco UK Ltd	23.98	Stationery supplies
14-Aug-19	Mainstream Digital Ltd	3.51	Phone
02-Aug-19	Margaret Macknelly Design	168.75	Herald design/Cllr graphics
15-Aug-19	Merchant Rentals Ltd	15.29	Monthly cardnet charge
15-Aug-19	Merchant Rentals Ltd	15.44	Monthly cardnet charge
16-Aug-19	Mrs S C Ellis	44.90	Assistance with GDPR process
16-Aug-19	National Association of Civic Office	95.00	Staff training
22-Aug-19	Office Furniture Online	1965.60	WPLC office furniture
02-Aug-19	Pest Control Wokingham	60.00	Removal of wasp nests
02-Aug-19	PHS Group	364.74	Qtrly dust mat charge OC/WPLC
12-Aug-19	Plusnet Plc	52.20	Phone
19-Aug-19	Plusnet Plc	52.20	Phone
22-Aug-19	Prudential	307.24	AVC payment deducted from pay
16-Aug-19	Reading Community Energy Soc Lt	1598.20	Solar panel - electrical supply WPLC
16-Aug-19	Roof Asset Management	6470.82	Oakwood ctre - site inspection/mtg valuations
02-Aug-19	Seton	1013.41	Line marking cans/signs
05-Aug-19	SGW Payroll Ltd	178.22	Payroll services
15-Aug-19	Siemens Financial Services	1100.80	Gym equip monthly rental
09-Aug-19	Sports & Fitness Flooring Ltd	10655.74	WPLC new flooring
02-Aug-19	SSE Southern Electric	824.10	Electrical supply
16-Aug-19	SSE Southern Electric	2595.74	Electrical supply
27-Aug-19	SWALEC	31.64	Electrical supply
02-Aug-19	Technical Surfaces Ltd	360.00	3G matchfit service
16-Aug-19	Thames Valley Water Services Ltd	954.00	Water safety checks
22-Aug-19	The Berkshire Pension Fund	16105.16	Pension - employers and employees
02-Aug-19	The Institute of Groundsmanship	150.00	Annual membership
22-Aug-19	Trade UK - BandQ	77.52	Building supplies
22-Aug-19	Trade UK - Screwfix	317.43	Building supplies
16-Aug-19	Tudor Environmental	342.00	Pressure washer/sharpen chipper blade
22-Aug-19	Unison Collection Ac	34.00	Union fees deducted from pay
22-Aug-19	Veolia ES - UK Ltd	694.93	Refuse collection
19-Aug-19	Vodafone	281.46	Phone
16-Aug-19	WFL UK Ltd	2043.00	Diesel - Depot
01-Aug-19	Wokingham BC - Rates	2246.00	Rates - WPLC
01-Aug-19	Wokingham BC - Rates	358.00	Rates - Coro Hall
01-Aug-19	Wokingham BC - Rates	162.00	Rates - Chapel Hall
01-Aug-19	Wokingham BC - Rates	884.00	Rates - Oakwood
		115655.70	

CLERKS IMPREST A/C

List of Payments made between 01/08/2019 and 31/08/2019

Date Paid	Payee Name	Amount Paid	
19-Aug-19	(Personal Information)	20.00	WPLC course refund
12-Aug-19	(Personal Information)	200.00	Refill darts for Nerf N-Strike
19-Aug-19	(Personal Information)	50.00	Refund deposit
19-Aug-19	(Personal Information)	50.00	Refund deposit
05-Aug-19	(Personal Information)	50.00	Refund deposit
06-Aug-19	247 Curtains.co.uk	207.00	Coro Hall-Ready made curtains
12-Aug-19	Amazon.co.uk	18.39	Refill darts for Nerf N-Strike
16-Aug-19	CPC.co.uk	49.98	WPLC TV booster
12-Aug-19	Dance Reality	100.00	Refund deposit
06-Aug-19	First Fence	655.44	fencing panels/coupling
28-Aug-19	Lloyds Bank	49180.97	Aug 19 payroll
09-Aug-19	Lloyds Bank D/D	14.12	Bank service charges
15-Aug-19	Poles Direct.com	155.15	Curtain poles - Coro Hall
08-Aug-19	Salt Supermarket	284.99	Hydrosoft salt tablets
02-Aug-19	Solopress	23.82	Postcards - Oakwood Ctre
05-Aug-19	St Johns Ambulance	324.00	Health & Safety training
06-Aug-19	Wickes Building	455.26	Coro Hall - building supplies
		51839.12	

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

Notes of the Catering Partnership meeting held on 27 June 2019 are appended elsewhere in the meeting agenda. Notes of the Catering Partnership meeting held on 13 September will be tabled at the meeting. Income through the catering contract is provided at **APPENDIX A (Confidential item)**. The partnership continues to meet bi-monthly and the catering operation in the Centre is running very smoothly.

Roof repair works

A report on the current situation regarding the required repair works is included elsewhere on the meeting agenda.

Room Hire

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

Hirer information since last report:

Regular Hirers lost White Yoga – x1 weekly (due to ill health of hirer)
New Regular Hirers Small business - x1 monthly Yoga - x1 weekly
New one-off hirers Woodley Library – various bookings to accommodate temporary library closure Cancer charity Oxfam Childrens charity Fitness group HALC – Hampshire Association of Local Councils House builder Family charity
Social/public events Wedding reception - July 70 th Birthday party – September Family party – September Wedding reception - October

Recommendations:

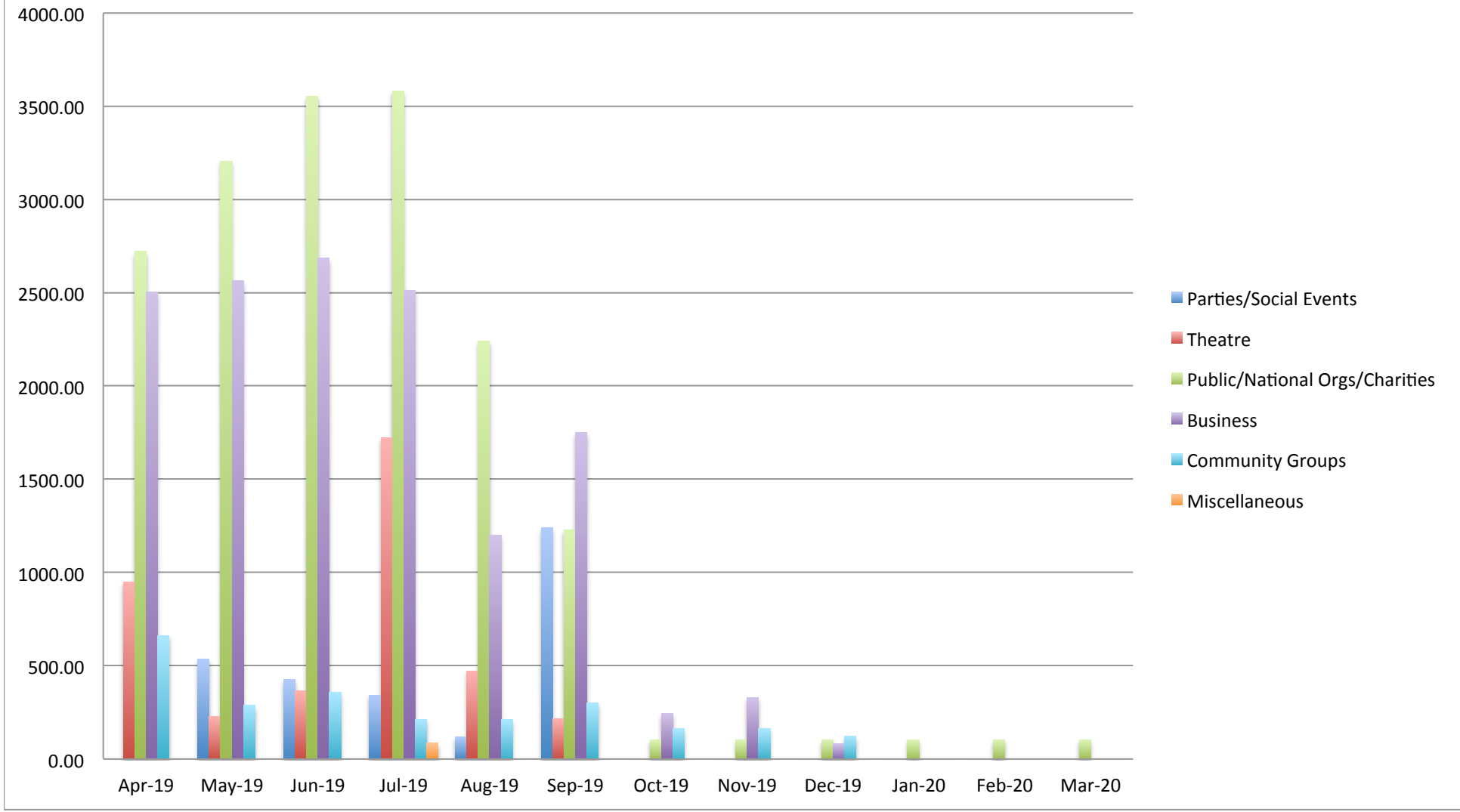
- ◆ **That Members note the information contained in the report.**

APPENDIX B

OAKWOOD CENTRE INCOME 2019/20

Hirer	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	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£	No	£		
Type of Booking																										
Parties/Social Events	0	0.00	6	537.06	3	426.25	4	342.49	1	119.58	13	1239.14	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00	0	0.00
Theatre	10	950.84	2	229.17	3	367.50	36	1722.67	6	472.49	2	216.67	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	64	2721.69	93	3203.38	89	3553.78	69	3582.11	49	2242.12	42	1229.17	12	104.17	12	104.17	12	104.16	12	104.16	12	104.16	12	104.16	12	104.16
Business	48	2506.15	53	2565.71	54	2684.89	56	2513.21	24	1200.41	37	1751.67	9	246.24	12	328.32	3	82.08	0	0.00	0	0.00	0	0.00	0	0.00
Community Groups	28	661.29	11	288.77	11	356.68	6	213.76	6	213.76	9	301.28	4	163.36	4	163.36	3	122.52	0	0.00	0	0.00	0	0.00	0	0.00
Miscellaneous	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
	150	6839.97	165	6824.09	160	7389.10	172	8460.49	86	4248.36	103	4737.93	25	513.77	28	595.85	18	308.76	12	104.16	12	104.16	12	104.16	12	104.16
Cumulative Income																										
Parties/Social Events	0	0.00	6	537.06	9	963.31	13	1305.80	14	1425.38	27	2664.52	27	2664.52	27	2664.52	27	2664.52	27	2664.52	27	2664.52	27	2664.52	27	2664.52
Theatre	10	950.84	12	1180.01	15	1547.51	51	3270.18	57	3742.67	59	3959.34	59	3959.34	59	3959.34	59	3959.34	59	3959.34	59	3959.34	59	3959.34	59	3959.34
Public/National Orgs/Charities	64	2721.69	157	5925.07	246	9478.85	315	13060.96	364	15303.08	406	16532.25	418	16636.42	430	16740.59	442	16844.75	454	16948.91	466	17053.07	478	17157.23	478	17157.23
Business	48	2506.15	101	5071.86	155	7756.75	211	10269.96	235	11470.37	272	13222.04	281	13468.28	293	13796.60	296	13878.68	296	13878.68	296	13878.68	296	13878.68	296	13878.68
Community Groups	28	661.29	39	950.06	50	1306.74	56	1520.50	62	1734.26	71	2035.54	75	2198.90	79	2362.26	82	2484.78	82	2484.78	82	2484.78	82	2484.78	82	2484.78
Miscellaneous	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
	150	6839.97	315	13664.06	475	21053.16	647	29513.65	733	33762.01	836	38499.94	861	39013.71	889	39609.56	907	39918.32	919	40022.48	931	40126.64	943	40230.80	943	40230.80

Type of Bookings



Woodley Town Council

OAKWOOD CENTRE REPAIRS

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To update Members on the situation regarding works required to resolve issues of water ingress into the Oakwood Centre and to recommend that RAM Building Consultancy be appointed to carry out the next stages of the project as detailed in the report.

Background

Water ingress into the centre has been an issue for some time. Various patch repairs to roofing, guttering and windows have addressed some localised issues but water ingress has remained a problem. Further investigations and professional surveys have established that there are numerous issues – all of which are contributing to water ingress in various parts of the building. Some of these are design issues, others are due to poor construction/installation and wear and tear since construction.

The following professional surveys have been carried out;

- Hallas & Co – Aerial survey (**APPENDIX A**)
- RAM Building Consultancy – Dynamic Leak Testing (**APPENDIX B**)
- Intrusive investigations by RAM Building Consultancy (**APPENDIX C.1**) and Alimatic (**APPENDIX C.2**)

Current situation

Summary of issues

A mix of design, workmanship and wear & tear issues have been identified;

- Failures in the gulley/flat roof area membrane
- Inadequate gulley/downpipe capacity
- Failures in window and door seals
- Failures in flashings and joints
- Absence of sills and drip details to windows and doors
- Poorly designed/installed cladding detail
- Absence of a protective breather membrane behind the timber cladding

The intrusive survey and further investigations have established that there is no breather membrane present beneath the timber cladding. This should have been included as an essential part of the wall construction – its purpose being to allow vapour to pass out of the wall structure while providing a water proof sheathing to protect the structural timber, boarding and insulation. Documentation shows that the membrane was omitted as an agreed cost saving prior to construction.

The construction defects period (6 years from construction) has lapsed meaning there is no opportunity to address this with the builder or architect. As the omission of the breather membrane was an agreed cost saving this issue would have been very difficult to address from a contractual/legal perspective in any case.

Proposal

RAM Building Consultancy was commissioned to carry out specialist surveys into these issues and the reports are attached at **APPENDIX B and C.1**.

Officers have met with the surveyor from RAM to discuss the options for addressing each of these issues and RAM has provided a quotation (**APPENDIX D**) to carry the project forward in accordance with the RIBA (Royal Institute of British Architects) Plan of Work stages. The RIBA Plan of Work is a nationally recognised model for the design, building and construction process, which details the tasks and outputs required at each stage.

It is proposed that RAM Building Consultancy be engaged to progress the project to develop a specification for the works, put together and issue tender documentation, make recommendations on appointment of a contractor to carry out the work, prepare pre construction information and project manage the works in accordance with the quote for services provided.

It is proposed that RAM Building Consultancy be appointed to complete the next stages of work in order to maintain continuity and achieve a guaranteed end result once the repair works are carried out. The survey work they have carried out to date and the discussions with officers means that they have a detailed understanding of the issues.

Under regulation 13 (ii) of the Council's Standing Orders and Financial Regulations, specialist services such as surveyor services do not require the Council to obtain comparison quotes. It may be difficult to obtain quotes for the required next stages of work from other specialist surveyors without them wishing to carry out their own expert surveys.

The costs for the actual repair works will be established as part of the proposed RIBA stage 3 and 4 work. A timescale for the works will also be established as part of this work.

Project Management Fees

There is a potential to carry out the work in a phased way – focussing on the known leaks, roof membrane repair and redesign of the gutter outlets as a first stage. This is the most urgent aspect of the work and would enable some review and reassessment of the further works required. This would may also enable us to limit the disruption to the building by scheduling less urgent works.

The following fees will apply to the management of the project work – given as a percentage of the contract value which is not yet known;

Single Phase of works

Project Management = 7% of final construction value

Principal Designer = 1% of final construction value

Multiple Phases

Project Management = 8.5% of final construction value

Principal Designer = 1.25% of final construction value

(note – a minimum fee may need to be discussed should a single phase be below £60,000 in contract value)

Actual costs will be reported back to this committee before contractor appointment/works commence.

Funding

The Strategy and Resources Committee on 28 November 2018 (minute no.55) resolved to allocate £50,000 to the Building & Facilities Fund to cover the cost of the next stages of this project, along with works at Coronation Hall to remove asbestos in the roof space and replace the ceiling, and to address issues with hot water/heating at Woodford Park Leisure Centre. These works have been completed and the Buildings and Facilities Fund shows a current balance of £47,292.

Once the cost of the repair works is established a report will be submitted to the committee for consideration in relation to the funding of this work. It is likely that the cost will require either a substantial allocation from the General Reserve or potentially a loan from the Public Works Loan Board.

Resources		
<u>Costs to date</u>		
Hallas & Co	Aerial survey & report	£1,050
RAM Building Consultancy	Initial survey & review	£1,176
RAM Building Consultancy	Dynamic Leak Detection/report	£5,914
RAM Building Consultancy	Intrusive Investigation survey/report	£5,392
	Total	£13,532
-----	-----	-----
<u>Proposed consultant works</u>		
RAM Building Consultancy	Specification/tendering/project management to RIBA stage 3 and 4	£11,910
<u>Contracted repair works</u>	Costs will be established through specification/contracting/tendering process. It is likely that these costs will require a significant level of funding from the general reserve or other sources.	To be established
	Buildings and Facilities Fund Balance	£47,292
Environmental		
Contractors environmental policy required Appropriate contractor risk assessments and method statements Materials sourced from sustainable means where required/appropriate Appropriate waste management on site Explore potential for reuse/storage of rainwater Completion of works will enable progression of solar panel installation		
Equality		
Any alterations to comply with building regulations Any replacement/altering of doors/thresholds to maintain current accessibility.		

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That RAM Consultancy is appointed to progress the project to RIBA Stage 3 and 4 as detailed in the report.**



INSPECTION REPORT

THE OAKWOOD CENTRE
HEADLEY ROAD
WOODLEY
RG5 4JZ

FOR

WOODLEY TOWN COUNCIL
THE OAKWOOD CENTRE
HEADLEY ROAD
WOODLEY
RG5 4JZ

PREPARED BY

CHRISTOPHER ZACHARIAS BA(HONS) MSC BNUC- S
HALLAS & CO
15 CRANE MEWS
32 GOULD ROAD
TWICKENHAM
TW2 6RS

REFERENCE: 2060
DATED: MARCH 2018

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1.0 Instruction

In accordance with the email dated 10 January 2018 an inspection of The Oakwood Centre, Headley Road, Woodley, RG5 4JZ was carried out on Wednesday the 02 February 2018.

The brief was to inspect the roofs and provide a defect report for the moisture ingress. The inspection included testing the walls and floors with a moisture meter and recording the principal areas of moisture ingress. A drone survey was also carried out and the external elevations were also inspected in relation to penetrating moisture.

This report was based upon a visual inspection, with no destructive investigation. We obtained a plan drawing of the ground floor which was used during the survey to mark the areas of moisture ingress.

The inspection was carried out in dry and cold weather conditions.

2.0 Description

The Oakwood Centre is a modern building constructed in 2004.

The roofs are mainly pitched corrugated sheet metal fixed to a steel roof truss. There are a number of flat roofs which appear to be single ply membrane. The roofs comprise louvres and double-glazed window sections.

The building substructure is assumed to be steel construction. The external walls are mainly cladded in timber. Some sections are rendered. The windows, soffits and fascia's appear to be factory finished, Aluminium.

3.0 Orientation

The survey was carried out North to South. A drone was then used to survey the roofs.

4.0 Analysis of Roof Defects and Recommendations

The below image shows an aerial view of the building. This Image is to be used as a Key for linking the defects to location. Each defect is listed below with a description and recommendation.



1. Defective Roof Detail.

A defective roof detail was observed with the potential to cause roof leaks.



Recommendation

The detailing should be secured in place in accordance with the manufacturers installation guide.

2. Blocked Gutter

The gutter has a build-up of soil. The soil can cause blockages with the potential to cause leaks.



Recommendation

The gutters should be cleared. This is a general item. Please see Aerial View where the debris is identified as dark patches within the gutter.

3. Defective Roof Detail.

3 defective roof details were observed with the potential to cause roof leaks. The Louvre appears loose. The fascia detailing below the louvre is inconsistent, this indicates they have not been secured adequately.



Recommendation

The detailing should be secured in place in accordance with the manufacturers installation guide.

4. External Sealant Joint

External sealant dries through UV damage. The effect can cause cracking with the potential to cause moisture ingress.



Recommendation

The joints which have been sealed should be investigated further during the next cyclical maintenance project. It is likely that the sealant joints will need to be renewed.

5. No Upstand and Flashing

It is unusual for a roof system not to include a visible upstand and flashing detail. The joint appears to be a weak spot as a crack is evident at the joint of the render and roof covering. It is likely that the upstand is fixed behind the render system.



Recommendation

Further investigation below the detail is advised to check for moisture ingress. The drawings should be reviewed to check the weathered detail is sufficient. If not the Client should consider installing an upstand and flashing detail to protect the joint of the roof covering and the render.

6. No Upstand and Flashing

It is unusual for a roof system not to include an upstand and flashing detail. The joint appears to be a weak spot.



Recommendation

Further investigation below the detail is advised to check for moisture ingress. The drawings should be reviewed to check the weathered detail is sufficient. If not the Client should consider installing an upstand and flashing detail to protect the joint of the roof covering and the render.

7. Water Staining at Fascia and Window Joints

The water staining at the fascia indicates a risk area where moisture could track to the window head joint. There are stains below the window sub sills. It appears moisture is penetrating the window joints and escaping below the sill. It is likely that the sealant used to install the windows has deteriorated since the building was constructed. These are now weak spots with the potential to cause leaks.



Recommendation

Further investigation of the windows sealant is required to check for gaps and cracks. It is advisable to water tests the joints. The Client should consider replacing all the window sealant joints as UV damage is likely to have occurred throughout the building.

8. Lifted Roof Covering

The roof covering edge has lifted. The water staining at the fascia indicates a risk area where moisture could track to the window head joint. There are stains below the window stub sills. It appears moisture is penetrating the window joints and escaping below the sill. It is likely that the Sealant used to install the windows has deteriorated since the building was constructed. These are now weak spots with the potential to cause leaks.



Recommendation

Refix the roof covering which has lifted in accordance with the manufacturers guidelines. Further investigation of the windows sealant is required to check for gaps and cracks. It is advisable to water tests the joints. The Client should consider replacing all the window sealant joints as UV damage is likely to have occurred throughout the building.

9. Open Joint on roof covering.

The roof covering edge appears to be cut or have an opening which has the potential to cause moisture ingress.



Recommendation

Carry out a patch repair to ensure the gap is closed.

10. Further Inspection Required

Moisture ingress was identified below the capping. No obvious defects were identified.



Recommendation

It is recommended to check the capping is properly sealed to the roof covering. A water test is also recommended.

11. Seal Joints of Capping.

Moisture ingress can occur at the joint of the capping where it meets the wall.



Recommendation

It is recommended to seal the joint with an external flexible UV resistant sealant. The defects observed internally link mostly to window sealant issues however cleaning all leaves from the roof and checking for obvious splits and cracks is good practice and should be carried out on a cyclical basis.

12. Seal Window Joints and Repair Lifted Roof Covering.

Internal moisture ingress was identified adjacent to the joint of the windows where it meets the louvre. The joint should be investigated further to check for gaps which could cause moisture penetration. The roof covering is also loose and requires a patch repair.



Recommendation

Water testing will confirm the exact location of the moisture penetration. Remove window trim and inspect for water tightness. Reseal with UV resistant external sealant. Refix trim. Repair roof which has lifted.

13. Repair Lifted Roof Covering

A lifted roof covering has the potential to cause moisture ingress.



Recommendation

Re fix loose section of roof covering.

14. Repair Lifted Roof Covering

A lifted roof covering has the potential to cause moisture ingress.



Recommendation

Re fix loose section of roof covering.

15. Open Joint on roof covering.

The roof covering edge appears to be cut or have an opening which has the potential to cause moisture ingress.



Recommendation

Carry out a patch repair to ensure the gap is closed.

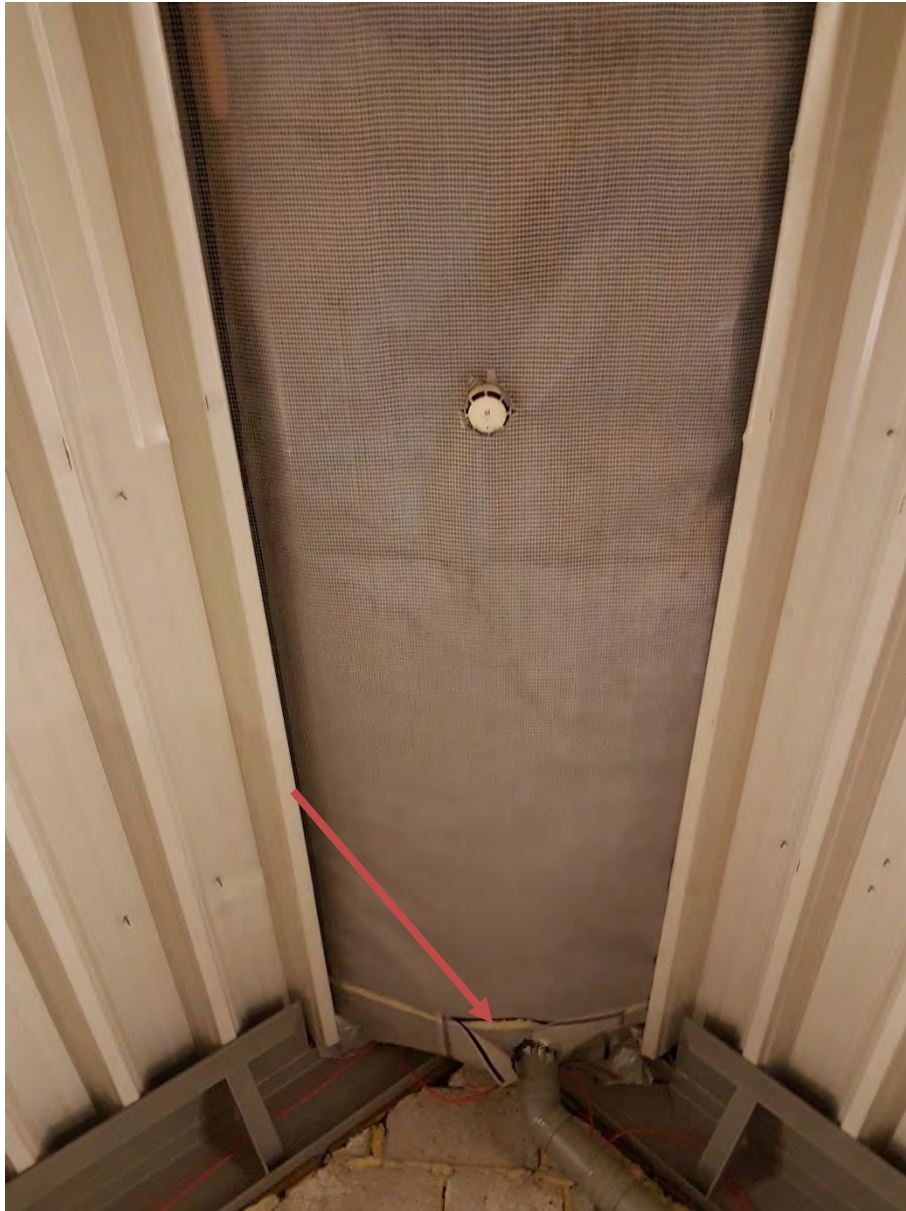
5.0 Internal Roof Inspection

An Investigation was carried out to inspect the internal parts of the pitched roof from the accessible areas. No defects were identified relating to the sheet metal parts, however several defects were observed below the louvres.

Below the louvres is a moisture barrier (sheet plastic) it was found to be hanging in many locations. Typically, water marks were identified on the floor below. It is recommended that the moisture barrier is re-instated in accordance with the manufacturers guidelines.

The below photos show some of the areas identified. As this will require access platforms the contractor should check all rainwater good seals and joints and reseal any opening which could be leaking.







6.0 Analysis of Cladding and Window Defects with Recommendations

An internal inspection was carried out. Moisture penetration was identified in multiple locations inside the building. The evidence was high readings on the protimeter and visible staining.

1. Leak at head of windows

The below photo is a good example of a common defect observed at the building. Internally there is evidence of water penetration adjacent to the window. The cladding detail has an opening for ventilation. Water staining is evident on the external timber. There are 2 possibilities for the water ingress.

1. Driving rain is penetrating the ventilation gap at the base of the cladding, saturating the timber frame which is fixed to the internal stud work.
2. Driving rain is penetrating the cladding above the window and tracking in to the internal parts.



Recommendation

Further investigation is required including removal of sections of cladding to check for water staining and to check the integrity of the moisture barrier. A water test will identify the breach.

2. Gaps in Cladding

Timber is susceptible to thermal movement. The changes occur seasonally. The effect this has on the cladding system is that when the timber shrinks gaps may occur leaving the system open to penetrating moisture. The timber may then swell in high humidity closing up the gaps. The below photo shows an area below a joint in the cladding which is water stained.



Recommendation

Further investigation is required including removal of sections of cladding to check for water staining and to check the integrity of the moisture barrier. A water test will also assist with identifying the breach.

3. Defective Window Sealant and Gaps at Windows Generally

The below image shows weak spots at the window for water penetration. The windows should be completely sealed in place except for the trickle ventilation and opening elements. Internally there is evidence of moisture penetration adjacent these areas. (Police office)



Recommendation

Again, a water test is recommended to link the exact locations of ingress to the internal defect. It is likely that moisture penetration is occurring as a result of insufficient sealant and openings in the cladding. Windows and sills should be sealed with external UV resistant sealant to prevent penetrating rain. Cladding should not have gaps large enough for penetrating rain to breach the outer surface.

7.0 Conclusion & Recommendations

The building is suffering from penetrating moisture evident by high moisture readings and visible water staining on internal finishes.

The majority of defects on the roof appear to be linked to the window and louvre joints. The defects are likely to be caused by failing external sealant and open joints which are allowing rain to penetrate the building. It is recommended to carry out water testing at these areas to locate the exact openings where water is penetrating through. A competent contractor should be appointed to reseal the windows and louvre joints at the areas identified as leaking.

A number of flat roof defects such as lifted coverings or loose fascia sections were observed which link to internal water staining. These should be repaired by a competent contractor in accordance with the manufacturers guidance.

The internal inspection of the roof areas showed the vapour barrier was defective in a number of areas. This needs to be replaced in accordance with the manufacturers guidelines. It is recommended that a building surveyor inspects the internal areas at the louvres from an access platform to check the as built design and compare to the architectural drawings. The louvre windows are likely to allow driving rain to penetrate the building. It is important that this moisture can easily escape to the external parts.

Moisture penetration is occurring at the elevations linked to the cladding and windows. Various issues were identified during the visual inspection which can be summarised by the following general items;

Gaps in the timber cladding joints which allow driving rain to penetrate the inner frame of the cladding. The fixings of the cladding could bridge the vapour control. Further investigation of this is recommended which will involve removing sections of cladding.

There is a risk of driving rain penetrating the cladding vents above windows.

There is insufficient sealant at window joints and sills adjacent internal water staining.

The Client is advised to carry out some further investigations and water tests before planning the repairs. It is advisable to appoint a building surveyor to oversee the testing and to create a specification for the works.

5.0 Limitations

- 5.1 This report is for the use of you and your professional advisors only. We cannot accept or permit its use by a third party unless expressly authorised by us in writing.



Christopher Zacharias BA (Hons) MSc BNUC s
Hallas & Co. Chartered Surveyors



DYNAMIC LEAK INVESTIGATIONS™

RAM REF:
16576

DATE:
08/11/2018

AUTHOR:
DB

PROJECT: [The Oakwood Centre, Headley Road, Woodley, RG5 4JZ]

CLIENT: [Woodley Town Council]

ENGINEER: #SJ1

FAIL

LEAK INVESTIGATION
SERVICES

EXPERT CONSULTANCY
SERVICES

BUILDING SURVEYING
SERVICES

It was reported that there are persistent leaks into the:

Leak No.	Leak Site Description	Photo Ref Appendix B
1	Brunel Room – swelling of internal window cills, staining to window heads/ceiling (Leaks Not Active on arrival)	3, 4, 5
2	Link Corridor – staining to ceiling/head of glazing (Leak Not Active on arrival)	28, 29, 30
3	Council Offices – rear elevation – leaks to ground level window heads/cills and fire escape door (Leaks Not Active on arrival)	58, 59, 67, 68, 69
4	Council Offices – staining to wall below ridge line windows (Leaks Not Active on arrival)	90
5	Carnival hall – staining to ceiling (Leaks Not Active on arrival)	112, 113, 114
6	Maxwell hall – staining to ceiling (Leaks Not Active on arrival)	124, 125
7	Coffee Shop	-

The Dynamic Leak Investigation™ (DLI™) of the construction identified the following:

Leak No.	Action / Cause	Photo Ref Appendix B
1	<p>Protimeter readings prior to testing gave scale readings of '120 - 160' indicating low levels of dampness to the window cills/heads at the leak site below.</p> <p>Timber cladding, below window cill. Spray tested. 30 minutes. No result.</p> <p>2 Failed/unsealed window cill joints (LP1). Spray tested. 25 minutes. Leak 1 duplicated. Protimeter dampness readings also significantly increased to scale readings of '999'.</p> <p>Window framework side abutments to cladding. Spray tested. 20 minutes. No result. Window framework/joints/seals. Spray tested. 30 minutes. No result. Head of window framework/timber bead. Spray tested. 20 minutes. No result. Timber cladding above window. Spray tested. 30 minutes. No result.</p> <p>High levels of debris blocking eves box gutter, cleared prior to inspection.</p> <p>1 Defect (failed butt strap) to box gutter waterproofing (LP1A), identified by visual inspection.</p> <p>An inspection also noted three (3) further butt strap failures to the box gutter waterproofing.</p> <p>Green dye flood test to defect/gutter waterproofing. 5 minutes. Leak 1 duplicated, dripping from the head of the windows.</p> <p>An inspection externally also noted green dye seeping from the cladding and dripping from the heads of the window frameworks.</p>	1-27

Note: reported leak locations are identified on the site plans within Appendix A.

Form 81b | Date: Jan 2015

The Dynamic Leak Investigation™ (DLI™) of the construction identified the following:

Leak No.	Action / Cause	Photo Ref Appendix B
2	<p>Protimeter readings prior to testing gave scale readings of '108 - 136' indicating low levels of dampness to the window cills/heads at the leak site below.</p> <p>Failed/unsealed head of window framework/timber bead (LP2). Spray tested. 10 minutes. Leak duplicated. A close inspection identified the timber bead to the head of the framework to be warped and unsealed.</p> <p>Unsealed pipework penetration to cladding (Recommended Repair). Spray tested. 20 minutes. No result.</p> <p>Head of window framework and side abutments to cladding. Spray tested. 20 minutes. No result.</p> <p>Failed/unsealed vertical corner cladding joint (LP2A). Spray tested. 15 minutes. Leak duplicated.</p> <p>18 Defects (3 failed butt straps, 15 holes/splits) to box gutter waterproofing (LP1A), identified by visual inspection.</p> <p>An inspection also noted further butt strap failures to the box gutter waterproofing, in excess of three (3+). This area of the gutter was inaccessible, so these defects were not marked on the waterproofing surface.</p> <p>Purple dye flood test to defect/gutter waterproofing. 8 minutes. Leak duplicated.</p> <p>An inspection externally also noted purple dye seeping from the cladding.</p> <p>Unsealed vertical single-ply joint/abutment to render (Recommended Repair).</p>	28-57

Note: reported leak locations are identified on the site plans within Appendix A.

The Dynamic Leak Investigation™ (DLI™) of the construction identified the following:

Leak No.	Action / Cause	Photo Ref Appendix B
3	<p><u>Fire Escape Door:</u> Defective framework, insufficient weather seals to fire escape door jams (LP3/3A). Daylight evident to head of door and framework. Spray tested. 10 minutes. Leak duplicated.</p> <p>External light fitting. Spray tested. 20 minutes. No result. Timber cladding above door. Spray tested. 20 minutes. No result.</p> <p><u>Ground Level Windows:</u> Protimeter readings prior to testing gave scale readings of '124 - 141' indicating low levels of dampness to the window cills/heads at the leak site below.</p> <p>Window cills. Spray tested. 30 minutes. No result. Window framework/joints/seals. Spray tested. 30 minutes. No result.</p> <p>Failed/unsealed head of window framework/timber bead (LP3B). Spray tested. 25 minutes. Leak duplicated. Defect retested, and again confirmed.</p> <p>Unsealed cable penetration to timber cladding (Recommended Repair). Spray tested. 20 minutes. No result.</p> <p>Cladding above windows. Spray tested. 30 minutes. No result.</p> <p>High levels of debris blocking eaves box gutter, cleared prior to inspection.</p> <p>1 Defect (failed butt strap) to box gutter waterproofing, identified by visual inspection.</p> <p>An inspection also noted six (6) further butt strap failures to the box gutter waterproofing.</p> <p>Green dye flood test to defect/gutter waterproofing. 25 minutes. Leak duplicated, dripping from the head of the windows.</p> <p>An inspection externally also noted green dye seeping from the cladding and dripping from the heads of the window frameworks.</p>	58-89

Note: reported leak locations are identified on the site plans within Appendix A.

The Dynamic Leak Investigation™ (DLI™) of the construction identified the following:

Leak No.	Action / Cause	Photo Ref Appendix B
4	<p>Pitched metal roof sheets. Spray tested. 30 minutes. No result. Flashing joints/base of windows. Spray tested. 1 hour. No result.</p> <p>Failed/unsealed window framework abutment to louvre (LP4). Spray tested. 10 minutes. Leak duplicated.</p> <p>Failed unsealed joint to head of window framework (LP4A). Leak instantly duplicated.</p> <p>Louvre/cill. Spray tested. 40 minutes. No result.</p> <p>Failed/unsealed flashing joint to head of window (LP4B). Spray tested. 2 minutes. Leak duplicated.</p> <p>Second flashing joint to head of window. Spray tested. 100 minutes. No result. Adjacent windows/louvre. Spray tested. 20 minutes. No result.</p> <p>Multiple lap defects to flat roof waterproofing identified by visual inspection. Waterproofing splits in line with trim joints also noted (Recommended Repairs). Waterproofing defects. Spray tested. 30 minutes. No result.</p> <p>Note: Lapscribing to the flat roof waterproofing was ceased, due to the number of weak welds/defects identified. See recommendations.</p>	90-111
5	<p>Pitched metal roof sheets. Spray tested. 30 minutes. No result. Flashing joints/base of windows. Spray tested. 30 minutes. No result. Window framework/joints/seals. Spray tested. 20 minutes. No result.</p> <p>Failed/unsealed flashing joint to head of window (LP5). Spray tested. 5 minutes. Leak duplicated.</p>	112-123
6, 7	<p>Investigations to these areas were not possible due to insufficient time and/or safe access. These roof areas were beyond MEWP access limitations.</p>	124-125

Note: reported leak locations are identified on the site plans within Appendix A.

TESTING DATES	22/10/2018 to 25/10/2018
DEFECTS IDENTIFIED	See below/body of report
REPAIRS CARRIED OUT	No
RE-TEST OF REPAIRS	No
ROOFS STATUS	FAIL

Defects Identified:

2 Failed/unsealed window cill joints (LP1) – Leak 1.

1 Defect (failed butt strap) to box gutter waterproofing (LP1A) – Leak 1.

3 Defects/further butt strap failures to the box gutter waterproofing – Leak 1.

Failed/unsealed head of window framework/timber bead (LP2) – Leak 2.

Unsealed pipework penetration to cladding (Recommended Repair) – Leak 2.

Failed/unsealed vertical corner cladding joint (LP2A) – Leak 2.

18 Defects (3 failed butt straps, 15 holes/splits) to box gutter waterproofing (LP1A) – Leak 2.

3+ Defects/further butt strap failures to the box gutter waterproofing – Leak 2.

Unsealed vertical single-ply joint/abutment to render (Recommended Repair) – Leak 2.

Defective framework, insufficient weather seals to fire escape door jams (LP3/3A) – Leak 3.

Failed/unsealed head of window framework/timber bead (LP3B) – Leak 3.

Unsealed cable penetration to timber cladding (Recommended Repair) – Leak 3.

1 Defect (failed butt strap) to box gutter waterproofing – Leak 3.

6 Defects/further butt strap failures to the box gutter waterproofing – Leak 3.

Failed/unsealed window framework abutment to louvre (LP4) – Leak 4.

Failed unsealed joint to head of window framework (LP4A) – Leak 4.

Failed/unsealed flashing joint to head of window (LP4B) – Leak 4.

Multiple lap defects to flat roof waterproofing – Leak 4.

Waterproofing splits in line with trim joints also noted (Recommended Repairs) – Leak 4.

Failed/unsealed flashing joint to head of window (LP5) – Leak 5.

Test methodologies utilised:

DLI METHODOLOGY (See Appendix C)	USED
Rainwater Outlet Testing	N/A
Electronic Leak Detection (ELD™)	N/A
Lap Scribing / Visual Inspection	Yes
Flow / Flood Testing	Yes
Simulated Rainfall Testing	Yes
Fenestration Testing	Yes
Spray Bar / Hose Bar Testing	N/A



RECOMMENDATIONS

The recommendations below outline the options and scope of the remedial works required to the water entry pathway identified by the leak investigations on the roof above the active leak site.

These recommendations are based on the findings of the leak investigations. RAM can make no assurance that the recommended remedial works will directly result in the cessation of the leaks, as due to the nature of these types of investigation, it is not possible to guarantee identifying all of the finite causes of the leaks, or the effectiveness/ success of the remedial works undertaken.

Leak No.	Recommendation
1, 2, 3, 4	<p>At the identified leak site(s) the waterproofing membrane should be repaired, at the locations of the leakage pathways identified through it and marked on the plan in Appendix A, irrespective of whether they are deemed to contribute towards the leak or not.</p> <p>In the short-term, immediate repairs to the gutter and roof waterproofings and associated details above the reported leak sites may be possible. However, due to the high quantity of defects identified, it is highly likely that targeted repairs will only have limited success.</p> <p>Given the extent of the overall works required the most viable and cost effective approach would be to replace/overlay the gutter/roof waterproofings with a new system with an effective warranty in place.</p> <p>In addition to this, we strongly recommend a full condition survey is undertaken to give a clear indication of the condition to the entire building envelope.</p>

Leak No.	Recommendation
1	<p>It may be possible to reseal the cill joints in-situ by applying sealant to the joints. Rake-out old sealant/clean/prepare/prime and seal.</p> <p>Where possible, technically the correct and strongly preferred option is for the cill to be removed, all of the exposed surfaces cleaned and dried and the area re-instated, sealing all of the joints using proprietary butyl sealing strips, etc. installed in accordance with the supplier's and Glazing Federation recommendations.</p>
2, 3	<p><u>Timber Cladding Defects (LP2), (LP2A), (LP3B):</u> Part dismantle/remove cladding to allow a full inspection and correction of the cladding membrane and associated seals. Upon request, RAM Consultancy will provide a specialist contractor to inspect the cladding so that they can determine the full scope of the remedial works and submit their estimate for the required remedial works based on the findings of this testing and their inspection of the cladding.</p>
2, 3	<p>It may be possible to seal the vertical single-ply joint/abutment to render, pipework and cable penetrations to cladding by applications of a high performance sealant. Clean/prepare/prime and seal.</p>
3	<p><u>Fire Exit Door:</u> It may be possible to ensure alignment and fit suitable sized/new weather seals to the side jams and head of the door to reduce/alleviate the ingress that occurs. Alternatively the preferred option, would be to replace the fire exit door/framework with a new unit, more robust against adverse weather conditions.</p>
4	<p>Remedial works are required to the window framework to improve the weather resistance so that it does not allow further rainwater to penetrate through it and enter into the office below. It should be appreciated that glazing/fenestration may not be weatherproof under all conditions and they are designed and installed to have a certain level of weather resistance only. However, it is our opinion that the weather resistance of the window can be improved.</p> <p>One option that may be feasible is to temporarily repair the existing frames/seals in-situ, for example, by the application of high performance building sealants. The success of repairs of this nature does vary greatly and they may only be considered as a temporary measure as often the sealants fail over time and water penetration again occurs.</p> <p>A second option (and technically the preferred option) is for the glazing to be part dismantled and then reassembled ensuring all necessary new gaskets, seals and sealants are applied in accordance with the supplier's recommendations and established good site practices.</p>

Leak No.	Recommendation
4, 5	<p>While it may be possible to seal the flashing joints in-situ by applying sealant to the joints, this is only a short-term option and is NOT recommended.</p> <p>We recommend the identified flashing joints are sealed/repared using proprietary butyl sealing strips, etc. in accordance with the supplier's recommendations.</p>
6, 7	<p>Further and/ or repeated testing is required for works that could not completed or undertaken within the previously allocated time on-site. Dependant on suitable/safe access being provided. If required, RAM Consultancy can undertake these further investigations and will provide an estimate for these further consultancy services upon request.</p>
All	<p>We strongly recommend a full condition survey is undertaken to give a clear indication of the condition to the entire building envelope.</p>
All	<p>At the time of the investigations, high levels of debris/detritus to the gutters and outlets was evident. Consideration should be given to a regular maintenance/clearance program (RAMP).</p> <p>As a proactive measure, we recommend this is implemented to all affected properties/ roof areas to ensure effective drainage and prevent water ingress into the buildings below.</p> <p>A quotation for the RAMP program, will be submitted upon request.</p>
All	<p>Following completion of repairs/remedial works, re-testing should be undertaken to confirm integrity.</p>

It is highly recommended that the works are designed, specified, monitored and signed-off by RAM Consultancy. RAM will pre-approve a specialist contractor, competent in undertaking works of this nature, rather than a general contractor, who may not have the relevant skills to undertake these works effectively.

The effect of any repairs on the active leaks should be monitored. If the leaks are resolved, then no further investigations or subsequent repairs are required. If the leaks persist, however, then further investigations, outside the scope of these works, will be required.

APPENDIX A

ROOF PLAN /



ROOF PLAN KEY

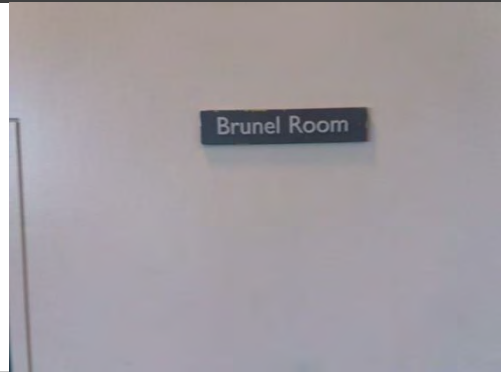
- | | | | | |
|-------------------|-------------------------|-------------------|---------------------|----------------------|
| Leak Site (Below) | Leak Area | Plant | Defect - Hole/Split | Defect - Partial Lap |
| Area Tested (ELD) | Rainwater Outlet Tested | Defect - Full Lap | Defect - Butt Strap | |

APPENDIX B

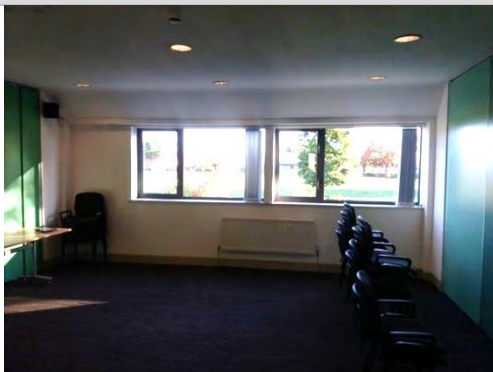
PHOTOGRAPHIC RECORD. LEAK 1 – Brunel Room



1. General Photo



2. General Photo



3. Leak Site Below – general area



4. Leak Site Below – staining to cills



5. Leak Site Below – staining to cills



6. Protimeter readings prior to testing gave scale readings of '120 - 160' indicating low levels of dampness



7. Leak Site Below – staining to window heads



8. Protimeter readings prior to testing gave scale readings of '120 - 160' indicating low levels of dampness

APPENDIX B

PHOTOGRAPHIC RECORD. LEAK 1 – Brunel Room



9. Leak Site – external view



10. Timber cladding, below window cill – spray tested – no result



11. 2 Failed/unsealed window cill joints identified (LP1)



12. Defects Sprayed



13. Leak Site Below – Leak Duplicated



14. Protimeter dampness readings also significantly increased to scale readings of '999'



15. Window framework side abutments to cladding – spray tested – no result



16. Window framework/joints/seals – spray tested – no result

APPENDIX B

PHOTOGRAPHIC RECORD. LEAK 1 – Brunel Room



17. Window framework/joints/seals – spray tested – no result



18. Head of window framework/timber bead – spray tested – no result



19. Timber cladding above window – spray tested – no result



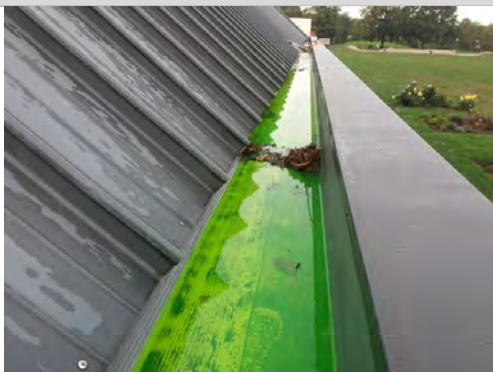
20. High levels of debris cleared from gutter



21. High levels of debris cleared from gutter`



22. Defect (failed butt strap) to box gutter waterproofing (LP1A)



23. Green dye flood test to defect/gutter waterproofing



24. Leak Site Below – Leak Duplicated

APPENDIX B

PHOTOGRAPHIC RECORD.

LEAK 1 – Brunel Room



25. Leak Site Below – Leak Duplicated



26. Green dye seeping from the cladding



27. Dripping from the external heads of the window frameworks

APPENDIX B

PHOTOGRAPHIC RECORD. LEAK 2 – Link Corridor



28. Leak Site Below



29. Leak Site Below



30. Leak Site Below



31. Protimeter readings prior to testing gave scale readings of '108 - 136' indicating low levels of dampness



32. Leak Site – external view



33. Failed/unsealed head of window framework/timber bead (LP2)



34. Failed/unsealed head of window framework/timber bead (LP2)



35. Defect sprayed

APPENDIX B

PHOTOGRAPHIC RECORD. LEAK 2 – Link Corridor



36. Leak Site Below – Leak Duplicated



37. Leak Site Below – Leak Duplicated



38. Unsealed pipework penetration to cladding (Recommended Repair)



39. Penetration – spray tested – no result



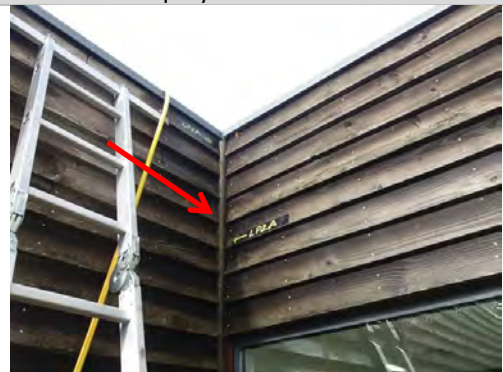
40. Head of window framework and side abutments to cladding - spray tested – no result



41. Head of window framework and side abutments to cladding - spray tested – no result



42. Head of window framework and side abutments to cladding - spray tested – no result



43. Failed/unsealed vertical corner cladding joint (LP2A)

APPENDIX B

PHOTOGRAPHIC RECORD. LEAK 2 – Link Corridor



44. Failed/unsealed vertical corner cladding joint (LP2A)



45. Defect sprayed



46. Leak Site Below – Leak Duplicated



47. Leak Site Below – Leak Duplicated



48. Single-ply waterproofed box gutter



49. Multiple defects/failed butt straps to gutter waterproofing identified



50. Multiple defects/failed butt straps to gutter waterproofing identified



51. Multiple defects/failed butt straps to gutter waterproofing identified

APPENDIX B

PHOTOGRAPHIC RECORD. LEAK 2 – Link Corridor



52. Purple dye flood test to defects/gutter waterproofing



53. Leak Site Below – Leak Duplicated



54. Leak Site Below – Leak Duplicated



55. Purple dye seeping from the cladding



56. Unsealed vertical single-ply joint/abutment to render
(Recommended Repair)



57. Unsealed vertical single-ply joint/abutment to render
(Recommended Repair)

APPENDIX B

PHOTOGRAPHIC RECORD.

LEAK 3 – Council Offices – rear elevation



58. Leak Site – fire exit door



59. Daylight visible to head of door and framework



60. Leak Site – external view



61. Head of door and framework – spray tested



62. Head of door and framework – spray tested



63. Leak Site – Leak Duplicated, tracking down door



64. Leak Site – Leak Duplicated, tracking down door



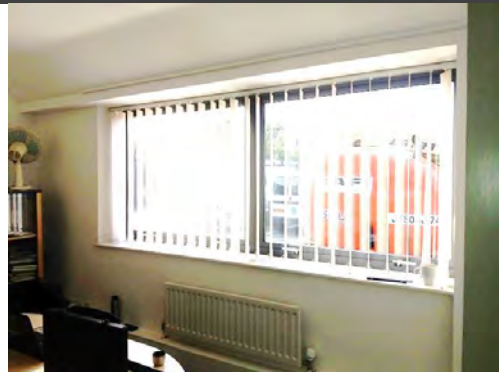
65. Light fitting – spray tested – no result

APPENDIX B

PHOTOGRAPHIC RECORD. LEAK 3 – Council Offices – rear elevation



66. Cladding above door – spray tested – no result



67. Leak Site Below – ground level windows



68. Staining to cills/heads of windows



69. Staining to cills/heads of windows



70. Protimeter readings prior to testing gave scale readings of '124 - 141' indicating low levels of dampness



71. Cladding below window cills - spray tested – no result



72. Window cills - spray tested – no result



73. Window framework/joints/seals - spray tested – no result

APPENDIX B

PHOTOGRAPHIC RECORD. LEAK 3 – Council Offices – rear elevation



74. Window framework/joints/seals - spray tested – no result



75. Failed/unsealed head of window framework/timber bead (LP3B)



76. Defect Sprayed



77. Leak Site Below – Leak Duplicated



78. Cladding above windows - spray tested – no result



79. Unsealed cable penetration (Recommended Repair) – spray tested – no result



80. Debris blocking gutter, cleared prior to testing



81. Visual inspection to box gutter waterproofing

APPENDIX B

PHOTOGRAPHIC RECORD. LEAK 3 – Council Offices – rear elevation



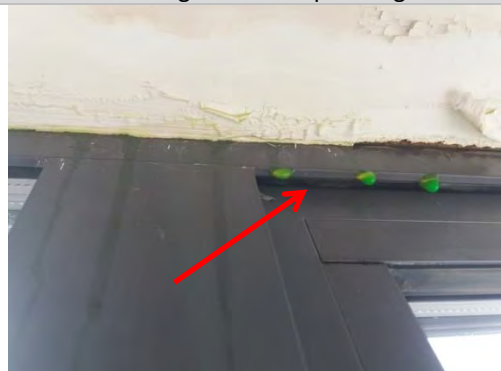
82. Multiple defects (failed butt straps) to box gutter waterproofing



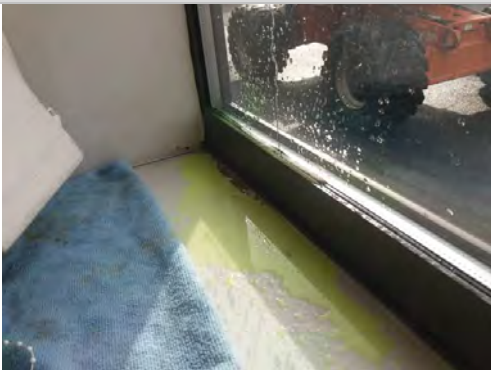
83. Multiple defects (failed butt straps) to box gutter waterproofing



84. Green dye flood test to defect/gutter waterproofing



85. Leak Site Below – Leak Duplicated



86. Leak Site Below – Leak Duplicated



87. Leak Site Below – Leak Duplicated



88. Leak Site Below – Leak Duplicated



89. Green dye seeping from the cladding

APPENDIX B

PHOTOGRAPHIC RECORD. LEAK 4 – Council Offices



90. Leak Site Below



91. Leak Area Above



92. Pitched metal roof sheets – spray tested – no result



93. Flashing joints/base of windows - spray tested – no result



94. Failed/unsealed window framework abutment to louvre (LP4)



95. Defect sprayed



96. Leak Site Below – Leak Duplicated to internal cill



97. Failed unsealed joint to head of window framework (LP4A)

APPENDIX B

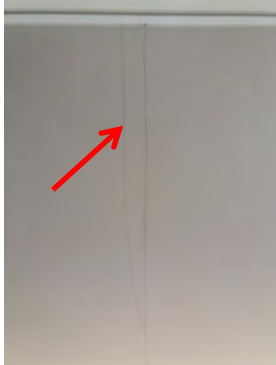
PHOTOGRAPHIC RECORD. LEAK 4 – Council Offices



98. Defect Sprayed



99. Leak Site Below – Leak Duplicated



100. Leak Site Below – Leak Duplicated



101. Louvre/cill – spray tested – no result



102. Failed/unsealed flashing joint to head of window (LP4B)



103. Failed/unsealed flashing joint to head of window (LP4B)



104. Defect Sprayed



105. Leak Duplicated, tracking down internal glazing

APPENDIX B

PHOTOGRAPHIC RECORD. LEAK 4 – Council Offices



106. Adjacent windows/louvre – spray tested – no result



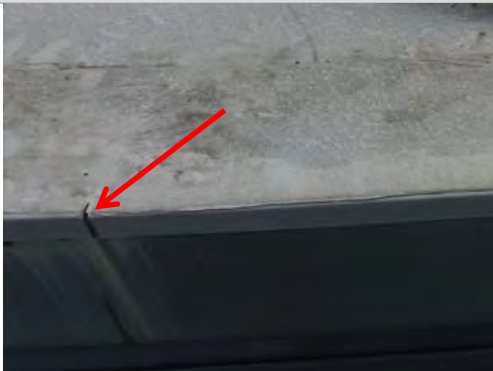
107. Adjacent windows/louvre – spray tested – no result



108. Multiple lap defects to flat roof waterproofing identified, above the windows (Recommended Repairs)



109. Multiple lap defects to flat roof waterproofing identified, above the windows (Recommended Repairs)



110. Waterproofing splits at trim joints noted (Recommended Repairs)



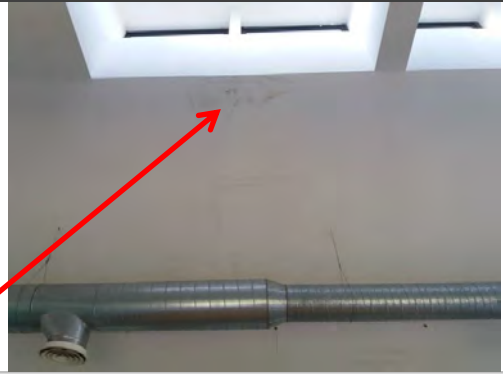
111. Defects sprayed – no result

APPENDIX B

PHOTOGRAPHIC RECORD. LEAK 5 – Carnival Hall



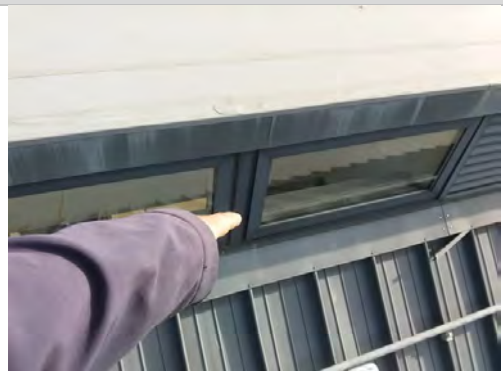
112. Leak Site Below



113. Leak Site Below



114. Leak Site Below



115. Leak Area Above



116. Pitched metal roof sheets – spray tested – no result



117. Flashing joints/base of windows - spray tested – no result



118. Window framework/joints/seals – spray tested – no result



119. Failed/unsealed flashing joint to head of window (LP5)

APPENDIX B

PHOTOGRAPHIC RECORD. LEAK 5 – Carnival Hall



120. Defect Sprayed



121. Leak Site Below – Leak Duplicated



122. Leak Site Below – Leak Duplicated



123. Leak Site Below – Leak Duplicated

APPENDIX B

PHOTOGRAPHIC RECORD. LEAK 6 – Maxwell Hall



124. Leak Site Below



125. Leak Site Below

DYNAMIC LEAK INVESTIGATION (DLI™) METHODOLOGY

RAINWATER SERVICES THREE-STAGE TEST

A typical severe rainfall intensity experienced on sites in the UK is 75mm/hr. It has been estimated that each stage described below, maintained for a period of about forty-five minutes, is sufficient to simulate rainwater discharging into the outlet and service pipework to identify if rainwater can egress from the component of the system being tested.

Pipework

A hosepipe is placed into the neck of the rainwater outlet, and water discharged into the rainwater pipework below the spigot (joint between rainwater outlet and rainwater pipework).

The interior of the building below is monitored for water ingress from joints in the rainwater service pipework. Externally, the rainwater outlet is inspected to determine if water backs up onto the roof, indicating that the rainwater service pipework may be blocked.

Rainwater Outlet Spigot

Water from a hosepipe is sprayed into the rainwater outlet throat, over the spigot joint, to simulate rainwater discharging into the rainwater outlet over the spigot and into the pipework. Alternatively, the rainwater outlet is banded at the base of the spigot below the intersection of the rainwater outlet and rainwater goods pipework, and flooded to simulate rainwater discharging into the rainwater outlet over the spigot and into the goods pipework.

The interior of the building below is monitored for water ingress from the joint between the rainwater outlet and rainwater goods pipework.

Rainwater Outlet Interface with Roof Waterproofing

The rain outlet is banded above the spigot (intersection of the rainwater outlet and rainwater goods pipework) or the level of water already in the pipework raised to immerse the interface of the waterproofing membrane and rainwater outlet with water to simulate rainwater discharging into the rainwater outlet.

The interior of the building below is monitored for water ingress from the external surface of the rainwater outlet or from the spigot joint.

Rainwater Services – Chute Outlets

A hosepipe is placed into the neck of the rainwater outlet and water discharged through the chute. The interior of the building below is monitored for water ingress from below the chute outlet. Externally the chute is inspected to determine if water seeps onto the external elevation of the roof, indicating that the chute outlet may be leaking.

RAINWATER SERVICES ONE-STAGE TEST

A typical severe rainfall intensity experienced on sites in the UK is 75mm/hr. It has been estimated that testing described below, maintained for a period of about forty-five minutes, is sufficient to simulate rainwater discharging into the outlet and service pipework to identify if rainwater can egress from them and enter the building below.

A hosepipe is placed beside the rainwater outlet, and water discharged into the outlet and services pipework to simulate rainwater discharging into the outlet and pipework. The interior of the building below is monitored for water ingress from below the pipework or around the outlet. Externally the outlet is inspected, to determine if water backs up onto the roof, indicating that the pipework is blocked.

ELECTRONIC LEAK DETECTION (ELD™)

If a flat roof waterproof membrane is exposed and accessible, it can be electronically leak tested to identify the locations of leakage pathways through it. This testing works on the principle that, if the waterproofing system is continuous, it will act as an electrical insulator*. However, if any leak positions exist, water that has seeped into these will act as a partial conductor for an electrical current to flow to the deck, and from there to earth. The test equipment introduces an electrical pulse over the wetted roof membrane. By using meters to measure the potential difference of the roof surface, an experienced technician can pinpoint the leaks by tracking the current flow.

* Note: Certain roofing membrane types are partially or wholly conductive, and are unsuitable for wet or dry electronic testing. EPDM is one of these membranes; the black versions cannot be tested, and the grey versions will not give reliable or consistent results with ELD™ testing.

LAP SCRIBING/ VISUAL INSPECTION

The construction was visually inspected, and some of the site-formed membrane waterproofing laps physically tested with a lap scribe to identify potential defects.

FLOOD TESTING

On a roof where the waterproofing membrane is not exposed and accessible, due to either the finishes/ covering, or plant equipment resting directly on or just above the roof surface, it cannot be electronically leak tested to determine if it is watertight, without removal of the finishes or plant. The only alternative is to immerse the area above under water, to simulate prolonged heavy rainfall incident and flowing over the flat roof/ gutter area, for a period of several hours. It is not possible to flood a roof area to an even depth (e.g. 25 mm), due to falls in the construction; hence, it is normal practice to flood to an average depth. On large roofs, it is not practical to use extreme depths of water; therefore, it may be necessary to bund (dam) an area for investigation.

SIMULATED RAINFALL TESTING

Simulated rainfall testing (water penetration testing) involves wetting a particular component of the building fabric, and monitoring the interior of the building for any evidence of water entry. This type of testing by its very nature can result in damage to internal fixtures and finishes.

The testing is carried out either by carefully applying water or directing a fine spray from a hose over the suspect roof component. The interior of the building is monitored and the testing stopped at the first sign of leakage.

Water penetration testing is used to simulate the effect of driving rain on the building fabric. It has been estimated that a hosepipe discharging mains pressure water onto a building fabric component for a period of half-an-hour will simulate several hours of heavy, driving rainfall.

Rainwater should not penetrate, either through the roof or through other elements of the building fabric, and enter into the building.

In addition, rainwater should not partly penetrate into a part of the building fabric, where there is a risk of damage (e.g. rot or corrosion) to the component, or a significant reduction in the performance of the component, e.g. its thermal performance. However, certain components of a building may be designed and constructed so that rainwater can enter into them, which is then drained to the external environment and has no detrimental effect on the components.

Rainwater may penetrate through the building fabric (roof, glazing etc.) by one of six mechanisms:

- Gravity
- Wind pressure
- Air-borne
- Kinetic
- Surface tension
- Capillary action

Rainwater penetration may occur due to one or a combination of these cause(s)/ mechanisms.

Gravity is the most common cause of rainwater penetration, followed by wind pressure. Both can cause large volumes of water to enter into a building almost continuously. The other causes of leakage typically only cause intermittent or small flows of water into a building.

Wind passing a building moves around and over the building. The movement of the wind deposits more intense rain onto the edges of the façade. Wind moving upwards on a building can drive rainwater up the façade, particularly on the upper levels of medium- and high-rise buildings.

FENESTRATION TESTING

Glazing/windows/doors should be designed so that they conform to the performance criteria defined in BS 1027: 2000, *Water tightness test under static pressure*, for example.

This water tightness test is undertaken on the complete assembly. The unit is installed in a laboratory rig and subjected to water penetration testing discharging water at a rate of about 2.0 litres/m²/min for 15 minutes at zero pressure. The water spray continues with the pressure being increased in eight increments up to 600Pa with each water spray pressure level maintained for five minutes. The water spray for the most stringent performance criteria will be incident on the windows for a total of fifty-five minutes. The inside of the window is inspected for any water leakage, and the standard requires no water leakage on the inside of the window at any time during the test. The window unit is then classified for 'weather resistance'. For example, the limit of the water tightness of the windows is 300Pa when tested to BS 1027: 2000, *Water tightness test under static pressure*.

The pertinent issue to make clear is that windows and doors may not be weather tight under all conditions; they are designed and installed to be weather resistant to a certain level, hence some leakage through them may occur during some weather conditions.

CONTROLLED PRESSURE TESTING

Testing is in accordance with the CWCT Standard Test Method for water penetration from the CWCT - Standard Test Methods for Building Envelopes 2006 Hose Test and BS EN 13051: 2001 Spray bar test.

The water reservoir and pump equipment will be located on ground level with water supply to the equipment being sourced from the buildings rising main and hose run off to the test area and testing equipment.

The hose testing is carried out using the recommended Monarch B-25 6.030 with a calibrated control valve to produce a flow rate of a nominal pressure of 220 ±20kPa providing a flow rate of 22 ±2 Litres/minute.

With the water directed at the joint, and perpendicular to the face of the cladding, the nozzle is moved slowly back and forth at a distance of 300mm from the sample under test for a period of 5 minutes for each 1.5m of joint while an observer on the inside inspects for any water ingress. The final inspection is carried out 30 minutes after completing the test.

SPRAY BAR TESTING

Testing is in accordance with the CWCT Standard Test Method for Water penetration spray bar test from the CWCT Standards for systemized Buildings: 2006, BS EN 1305: 2001 & NHBC: 2011 Standards.

The 500 litre reservoir / pump assembly unit will discharge water at a minimum flow rate of 22 ±2 Litres/minute to the testing equipment.

The spray bar, 4.5 metres long, with nozzles at 400mm centres which provides a nominal flow rate of 5 litres of water/minute/metre at a pressure of 2 to 3 bar through a calibrated control valve and gauge.

With a distance of 250mm maintained from the face of the façade cladding under test, the apparatus will be left in position for 30 minutes while an observer on the inside inspects for any water ingress, with the final inspection 30 minutes after completing the test.



APPENDIX C.1



Compact Defects Report

RAM REF:
16576

DATE:
21/5/2019

AUTHOR:
GM

PROJECT: The Oakwood Centre, Reading, RG5 4JZ

CLIENT: Woodley Town Council

ENGINEER: #

**LEAK INVESTIGATION
SERVICES**

**EXPERT CONSULTANCY
SERVICES**

**BUILDING SURVEYING
SERVICES**





Multiple windows defects as detailed in Alimatic report.

Daylight was visible through head of closed window unit in Police room.

Multiple defects single ply gutters. Gutter membrane is fully adhered to metal plate which looks to form the upper surface of a composite insulated panel. Severe thermal movement is the probable cause of these failures.

Tarpaulin laid in gutter over some defects. This is ineffective and may cause further blockages.

Multiple lap defects to drip edge details on single ply roof above high level windows. Only one area was accessible but there is a strong likelihood of this fault being repeated in other areas.

Opened areas showed no cladding membrane. Water staining is visible on construction timbers beneath cladded areas. This combines with the window defects to allow severe water ingress to multiple areas.

In many areas vent strips that had been installed above windows were blocked off by timber batten strips which have been installed to facilitate a fixing for the cladding timbers, rendering the vent strips ineffective.

Leaks to most rainwater goods pipework caused by either joints within the pipework or failure of the gutter/outlet interface or possibly both. These leaks are longstanding and the effect on hidden timber members is not currently known.

No insulation was observed in the cladding build up.

Highest level flat roof has no issues.









Very minor issues with Kalzip metal roof sections.

In conclusion there are problems with the drainage, cladding, windows, Insulation, gutter linings and roof edge details which require major refurbishment works to correct.

The Works required to correct the faults will require large scale intrusion to facilitate the works and therefore consequent disruption.



Client:	Woodley Town Council		
Project:	The Oakwood Centre,		
Address:	Reading, RG5 4JZ		
Drawing Title:			
Drawing No.:			
Date:		Scale:	N.T.S.

-  Exposed areas above windows. No insulation or cloaking membrane
-  Poorly fitted window. Doesn't close fully.
-  Tarpaulin in gutter
-  Multiple lap defects to perimeter flashings.
-  Kalzip closer pieces slipped
-  Open ends to cladding
-  Cracked roof window and poor mastic sealing
-  Split in gutter lining. (1 example)

RAM CONSULTANCY

Tel: 0844 335 1822 Fax: 0844 335 1823

e-mail: ram@ramconsultancy.co.uk

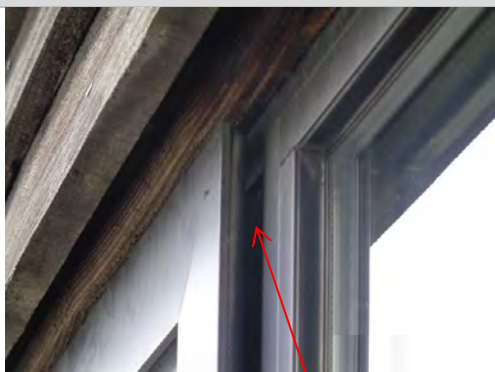
PHOTO TEMPLATE



1. Removed cladding, showing no cloaking membrane



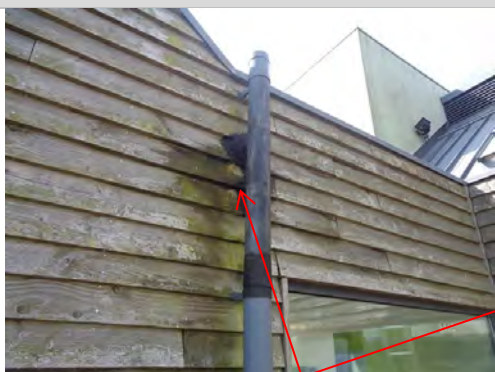
2



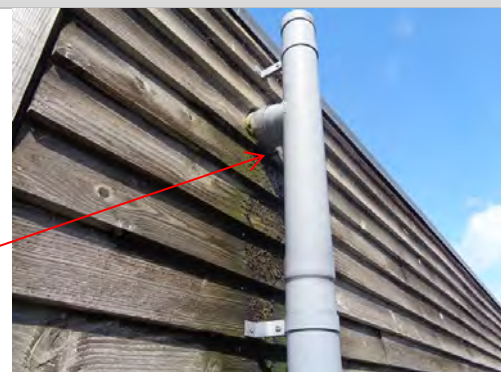
3 Poorly fitting window.



4 Multiple failures of roof trims. (1 example shown)



5 Majority of rainwater pipework failing.



6



7 Broken window.



8 Mastic pointing under window. (Poor)

PHOTO TEMPLATE



9 Multiple lap defects to roof edge details



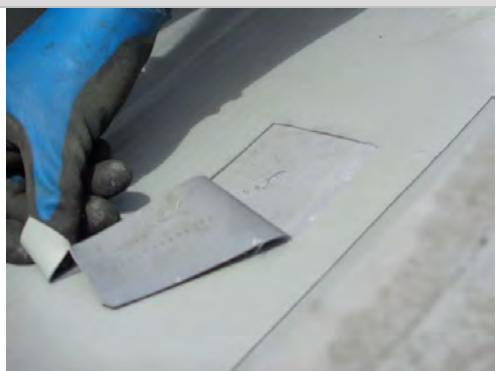
10 Tarpauline laid over gutter defects.



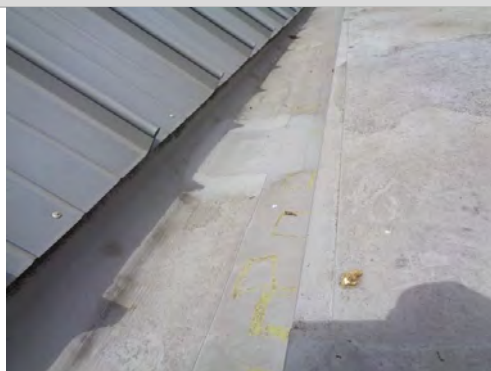
11 Closers slipping in several areas.



12 Poor finish open ends



13 Core. Gutter lining fully bonded to onto metal plate.



14 Sample core repaired.



15 Temporary tape repairs to window.



16 Typical of multiple gutter membrane failures

Oakwood Centre

The Oakwood Centre, Headley Road, Woodley, Reading , RG5 4JZ

Cladding & Windows

Prepared for: RAM

Identified 42 Items

B Folley



Alimatic AAS



Item #01

Front elevation

Date raised: 10-May-2019

Cladding 9000mm x 9000mm x 2

Window 2950 x 400

Shopfront 7500 x 2100

Main entrance 2000 x 2100

Door 2 single 2100 x 2100



Item #02

Front elevation shopfronts

Date raised: 10-May-2019

No cill



Item #03

Front elevation window

Date raised: 10-May-2019

No drip trim to window head

No coupler used, aluminium Sections siliconed sealed.



Item #04

Front elevation windows

Date raised: 10-May-2019

Drain not sufficient, to door threshold. No window cill. No Silicone seal .



Item #05

Front elevation

Date raised: 10-May-2019

Flashing used to cover steel
Not sealed
Possible cold spot
Condensation issues



Item #06

Elevation 2

Date raised: 10-May-2019

Cladding 15000mm x 3100m
Windows 1200 x 4510mm



Item #07

Elevation 1

Date raised: 10-May-2019

No drip and window not sealed



Item #08

Elevation 1

Date raised: 10-May-2019

Window cill not projecting enough
No air vent to cladding under cill



Item #09

Elevation 2

Date raised: 10-May-2019

Cladding 9000 x 9000



Item #10

Elevation 2

Date raised: 10-May-2019

No Cill joiner poor mitre



Item #11

Elevation 2

Date raised: 10-May-2019

Cladding 37000 x 3100

Windows 2no. 9300 x 1250

Shopfront 1 4930 x 2100

Shopfront 2 7400 x 2100



Item #12

Elevation 2

Date raised: 10-May-2019

Head vent covered with timber batten.

Timber batten used for cladding fixing point. Incorrect detail



Item #13

Elevation 2

Date raised: 10-May-2019

No cill detail to cladding at damp course



Item #14

Elevation 2

Date raised: 10-May-2019

Flashings not sealed. Also no cills.



Item #15

Elevation 3

Date raised: 10-May-2019



Item #16

Elevation 3 high level

Date raised: 10-May-2019



Item #17
Elevation 4
Date raised: 10-May-2019



Item #18
Elevation 4
Date raised: 10-May-2019
Flashing not sealed. Fitted to far forward of brick course. No cills. Poor mastic joints



Item #19
Elevation 4
Date raised: 10-May-2019
No corner post, just two windows siliconed together



Item #20
Elevation 4
Date raised: 10-May-2019
No cill details
Silicone not sufficient
Window sits proud of brick course



Item #21

Elevation 4

Date raised: 10-May-2019

Head of window not sealed
No drip flashing



Item #22

Elevation 4 side

Date raised: 10-May-2019

Window possibly installed the wrong way round. Or different sections used.



Item #23

Elevation 5

Date raised: 10-May-2019



Item #24

Elevation 6

Date raised: 10-May-2019



Item #25

Shopfronts in general

Date raised: 10-May-2019

No manifestation

Glass flexing, question thickness for impact loads



Item #26

Cladding head in general

Date raised: 10-May-2019

This cladding detail seems to be incorrect

There is no vapour control layer

No breather membrane

No window head drip (flashing)

No air vent

Window not sealed

Windows fitted to far forward



Item #27

General internal column detail

Date raised: 10-May-2019

Leaking at junctions. Subject to it only being a flashing with no seal, head drip or cill.



Item #28

General window head internal

Date raised: 10-May-2019

Signs of water ingress



Item #29

General window head internal

Date raised: 10-May-2019

Leaking at head. Subject to no head drip, no seal. Guttering leaking down through the cladding.



Item #30

Elevation 7

Date raised: 10-May-2019



Item #31

Elevation 7

Date raised: 10-May-2019



Item #32

Elevation 8

Date raised: 10-May-2019



Item #33

General flashing detailing

Date raised: 10-May-2019

Poor detail. Multiple entry points for water ingress to columns



Item #34

Window head in general

Date raised: 10-May-2019

Water ingress



Item #35

Window head in general

Date raised: 10-May-2019

Water ingress



Item #36

Internal column detail

Date raised: 10-May-2019

Water ingress

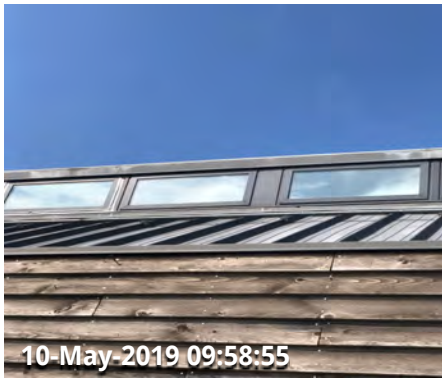


Item #37

High level windows internal

Date raised: 10-May-2019

Water ingress



Item #38

High level window

Date raised: 10-May-2019

Window flush fitted
No drip cills
Poor joints



Item #39

Window head

Date raised: 10-May-2019

This cladding detail seems to be incorrect
There is no vapour control layer
No breather membrane
No window head drip (flashing)
No air vent
Window not sealed



Item #40

Windows in general

Date raised: 10-May-2019

Some are internal glazed some externally glazed
Or fitted around the wrong way



Item #41

Windows in general

Date raised: 10-May-2019

Gaskets short throughout



Item #42

Cill flashings in general

Date raised: 10-May-2019

Poor detail

Cill flashings no joiners

Attached to window only, does not run under the window for weathering

No vent cladding

No sealing back to structure



Ref: RAM/ 030c/Oct 18
Review date: June 2019

CONTRACT CORRESPONDENCE RECORD

CCR # 16576-4 CCR3

0844 335 1822 | ram@ramconsultancy.co.uk

To:	Kevin Murray	20/08/2019
Client:	Woodley Town Council	kevinmurray@woodley.gov.uk
Project Title:	The Oakwood Centre	
Author :	Sonia Lane	sonialane@ramconsultancy.co.uk

COMMUNICATION

1.00	<p>RIBA Stage 3 and 4 Review previous reports and information Research suitable products to aid specification Preparation of Project Preliminaries Formulation of full tender pack: - Preambles - Scope of Works - Programme - Tender Documents - Phasing Plan Issue tender documents Prepare tender report and make recommendations to client Contractor appointment Preparation of PCI</p>	£8,762.35
2.00	<p>Provisional Sum Appoint Buikdung Inspector Liason with Building Inspector</p>	£3,148.24
TOTAL		£11,910.59

Notes and limitations to this offer (inc payment stages if appropriate):

office use only

<enter date instructed>

Client Response;
 Please sign and return where indicated and this will form your instruction to proceed. Failure to complete and return to us may prevent us from commencing and effect programs:

I / We the undersigned are pleased to confirm our instruction to proceed with the above CCR in accordance with the terms and conditions contained therein.

Signed: _____ **On Behalf of:** _____ **Date:** _____

REPLY REQUIRED:	No	DATE REQUIRED BY:	
------------------------	----	--------------------------	--

Woodley Town Council

**Report of a Meeting of the Catering Partnership held at the Oakwood Centre on
Thursday 27 June 2019 at 12.15 pm**

Present: *Councillors: M. Green, S. Brindley, J. MacNaught, R. Skegg*

Officers present: *K. Murray, Deputy Town Clerk
A. Mulvany - Venues and Bookings Manager
A. Ransley – Communications Manager*

Also present: *S. Rolfe – Brown Bag*

Apologies: *Councillor: J. Cheng*

1. Declarations of Interest

There were no declarations of interest made by Members.

2. Election of Chairperson

Councillor Green was appointed Chairperson for the municipal year.

3. Actions from previous meeting

- Fly traps – KM reported that a new unit was being installed on Friday 28 June.
- Light in bar fridge – SR reported that the Maintenance Team had replaced this.

4. Update on catering operation

- SR circulated the turnover information for the month.
- SR advised that the lease for the Library Parade store was now on the market and would enable them to focus on the Oakwood Centre store.
- SR advised that park run numbers had remained lower since the temporary closure of the path around the lake.

5. Marketing

- SR reported that they were still considering an 'A' board for the front of the Oakwood Centre and potentially one for the park side of the building.
- SR reported that they now operate a smoothie and milkshake loyalty card in addition to the coffee loyalty card.
- KM advised that new signage was planned for the front of the Centre and also the park side of the centre – which could include information/advertising for the coffee shop and catering offer.
- It was agreed that potential income from funeral bookings should be explored further and that an information poster / booking form could be provided to all local funeral directors to make it as easy as possible for bereaved families to book.

6. Actions

- There were no maintenance issues.
- AR/AM to produce poster/booking form for distribution to local funeral directors.

7. Upcoming Events

Family party for 70 - July
Picnic in the Park 11 August
Thames & Chiltern in Bloom

8. Date of next meeting

Friday 16 August 2019

Meeting closed 13.10

Minutes of the WTCMI Executive Sub Committee meeting held at 17:45 on Tuesday 4th June 2019 at the Oakwood Centre Headley Road Woodley RG5 4JZ.

1. Present: Mary Holmes (MH), Mark Norris (MN), Brian Fennelly (BF) our new Town Centre Manager, WTC Cllr Keith Baker (KB), WBC Cllr Jenny Cheng (JC). MH welcomed Brian as our newly appointed Town Centre Manager, who took over from Jacques Lherbier in April and had a good, but short, handover. BF said he'd already been very busy settling into the job and enthusiastically familiarising himself with all the information on the computer.

2. BF indicated that we need better marketing. With a view to replacing our outdated 10 year old website, he has spoken with 5 website providers: Web.com, JMVA, bOnline, Yell, Sentiva, and Theme Group. On BF's recommendation, it was agreed that we continue to employ our current provider, who also works with Woodley Town Council's website, namely JMVA. They are a small local company which is known to provide a dedicated personal service. BF will solely have the permissions to feed in any relevant and current news from traders and our events by updating them onto our new website.

3. BF thought our banners are dated and tired looking, and we need to change them, suggesting that we adopt a colour coded set of banners (possibly in blue, yellow and green) to advertise our various established events, covering a 12-18 months period. BF will look for 2 or 3 quotes for a new creative designer, and use an independent printer. (The Blue Moose Graphic Company based in Charvil, currently does our banner printing very well). BF said he'd like the banners on the individual lamp posts to be lower down, and retain a large, but simpler, one spanning Library Parade.

4. TCMI needs to design a new logo to better represent Woodley Town Centre to replace the existing rather outdated one with the clock on it. Maybe have a simpler clock plus a mistral (sail)? BF to ask the Town Clerk who re-designed the logo for WTC.

5. BF to create a Business Plan for 2019/2020 to include new things involving the youth, young children and students in and around the Reading area. BF to work closely with Anuszka Ransley (Woodley Town Council Communications Officer) to help promote TCMI's events more effectively. Possible new events were discussed, including Halloween during half-term, and having young traders from local schools sell examples of their art works – maybe at our monthly Wednesday 'Artisan & Produce' market? BF to speak with Gary Cranford, the Economic Development Officer at Wokingham Borough Council, who runs the 'Fit for Business' initiative at WBC. BF to enquire about getting involved in the 'Wokingham Arts Trail', for which we'd need artists from Woodley to apply. MN can give BF the contact person for this. Maybe we could start our own 'Woodley Arts Trail'?

6. BF reported that he'd recently attended a Lloyds Bank seminar concerning Cyber Fraud and the need for having better password protection for our bank accounts. The meeting agreed that BF can obtain permission for TCMI to have Internet Banking facility with Lloyds Bank, so that he can regularly monitor our bank accounts.

The meeting finished at 19:05.

Minutes of the meeting of the Woodley Town Centre Initiative Committee, held at 6pm on Wednesday 3rd July 2019 at the Oakwood Centre, Headley Road, Woodley RG5 4JZ

PRESENT

B Fennelly	Town Centre Manager	D Wadhia	Eats at 101
M Holmes	Chairman & Woodley Resident	J Hutchinson	Waitrose Manager
M Norris	Vice Chair	I Hills	Woodley Resident
J Palterman	Saturday Market Manager	B Rowland	Woodley Resident
G Cranford	Economic Development Officer WBC	C Lawley	Woodley Resident
Cllr K Baker	WTC & WBC Councillor	J Wright	Woodley Resident
Kay Gilder	WTC Mayor	P Birt	Woodley Resident
Cllr J Cheng	WBC Representative	M Millard	Woodley Resident
H Beilby	WTC Admin Officer	M Perry	Woodley Resident

ITEM 1 - APOLOGIES & WELCOME TO NEW MEMBERS

Chairman MH welcomed the new Town Centre Manager, Brian Fennelly to his first WTCMI meeting and thanked Vice Chairman Mark Norris for all he has done over the years, a founder member of the WTCMI, who has now retired and recently closed his card shop in Library Parade. A new Vice Chairman will be required.

Chairman MH, also congratulated Cllr KB on being awarded MBE in the recent Queen's Birthday honours list.

Attendees introduced themselves.

APOLOGIES RECEIVED FROM - P Finegan, S Smith, M Bather, C Towse, T Mills, Z Frasiniski, R Lethem, D Simpkins, B Soane.

ITEM 2 - TO NOTE THE APPOINTED REPRESENTATIVES TO WTCMI FOR THIS MUNICIPAL YEAR 2019/2020

It was noted Cllr B Soane and Cllr J Cheng are the two Wokingham Borough Council appointed representatives to the WTCMI, with Cllr A Loyes as substitute.

It was also noted that Cllr K Baker and Mrs M Holmes are the two Woodley Town Council appointed representatives to WTCMI.

ITEM 3 - TO APPROVE THE MINUTES OF THE TCMI MEETING HELD ON WEDNESDAY 17TH APRIL 2019 AND THE SUB-COMMITTEE MEETING HELD ON 4TH JUNE 2019

With reference to item 6, it was noted that progress was being made and Waitrose are liaising with KB.

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

ITEM 4 - FINANCIAL REPORTS

The TCM presented his report

INCOME – It was noted that the drop in income was due to not such a good year for the traders' markets and promotional stalls.

EXPENDITURE – It was noted that the small increase in expenditure, was due to inflation and additional training, attended by the previous TCM.

FINAL AUDITED REPORT 2018 / 2019

STATEMENT OF FUNDS – It was noted that bank charges had gone up extensively. BF advised he was organising online banking facilities and would confirm with Bank Manager, as to whether the charges are relevant to a non-profit organisation. MH signed of the Statement of Funds

AUDITED ACCOUNTS - BF confirmed that he had thanked our Auditor, Alan Harland for his work and that he is willing to audit our accounts for 2019/2020.

BUDGET REPORT

EXPENDITURE – It was noted that further expenses were used to promote the markets in the Wokingham paper for 3 months, along with costs for the Sunny Saturday, as Cathy Valentine, was paid a fee to cover the event, due to the previous TCM having retired.

KB / BF to confirm with WTC as to whether the cost of the Christmas tree is paid by them.

KB confirmed that the town centre clock maintenance is the responsibility of WTC .

It was agreed that the salary / expenses costs, be detailed.

BF to review our participation in the ATCM, is it of value?

INCOME – it was noted that income was down, which BF believes is partly due to the timing of the budget, as still more payments / contributions are to come in. There have been considerably less contributions from promotional stalls so far, but

BF believes these will pick up. He also has a meeting in several weeks time with PIP's, and is hoping to shake up the advertising.

There has also been growth, within the Artisan and Produce market, with an increasing number of stalls and lots of potential.

BF and JP have been visiting other markets to obtain new ideas and possibly stalls.

BF added that the Shop Watch payment was outstanding, payment still to come.

BF is to meet with traders to encourage more to sign up to the ShopWatch scheme. As well as helping with security in the town centre, more radios equals more commission payable to the WTCMI.

Sponsorship money is due in around Christmas. However, traders have not been as active as they were in the past, possibly due to the new policies of the larger traders.

KB suggested, that although activity on social media was very good, perhaps the money used previously for advertising in the local paper, could be used to boost the website.

MN suggested that perhaps sponsorship could be paid by the landlords of town centre traders. Since all traders pay their landlords a high service charge, any contributions could come out of this? It would also be in their interest to help maintain a successful and attractive town centre.

ITEM 5 - SATURDAY MARKET MANAGERS REPORT

JP reported that although two traders had left, after numerous emails and visits, there had been some progress with the number of stalls on the Wednesday market.

After some discussion, JP and BF are to consider all stall applications together.

There have been incidents of theft, threatening and intimidating behaviour from local youths of late, resulting in the use of body cams being discussed. For the time being, traders are looking out for each other. It was emphasised that all incidents must be reported and a crime number obtained.

KB suggested BF goes to the Police Commissioner directly.

Possible new stalls to include a florist, caterer, books and fishing were discussed.

BF is looking into engaging young traders and schools and has had some positive feedback.

MH thanked JP for his input to the WTCMI.

ITEM 6 TOWN CENTRE MANAGERS REPORT

TCM BF presented his report, which was contained within the June 2019, WTCMI Newsletter.

BF also provided graphics for the proposed new 'sail' logos, which also connect with those of WTC and the Oakwood Centre, along with a business plan for 2019/20.

He is very interested in acquiring more young traders and has recently encouraged an Artisan trader, to enter a young traders' competition. As well as engaging young traders, BF hopes to engage young children and their families, to visit the French market on Friday 6th September and experience the food and conversation.

A meeting has also been arranged with Bulmershe School, with regards work experience within the town centre for the older pupils.

BF is very keen to organise seasonal events such as Halloween, throughout the year and celebrations such as VE Day next year, to create opportunities within the town.

Judging takes place for the Britain in Bloom competition on 19th July. Along with the help from members of WASP, volunteers to help tidy the town centre have been requested via social media.

KB suggested that specific tasks be stated to make clear, what was required.

GC to liaise with Cleaner and Greener at WBC with regards weeds that have not been cleared from under the benches etc.

It was noted that the phone box, was unsightly. BF will look into some kind of disguise.

ITEM 7 - QUESTIONS THROUGH THE CHAIR

KG reported that she had encountered complaints concerning the new parking machines, either not simple enough or only accepting cards.

KB asked that all incidents should be reported to him and he would liaise with the relevant officer at WBC.

ITEM 8 - ANY OTHER BUSINESS

MH presented MN with a retirement card, signed by those present at the meeting.

MN expressed his thanks to all, customers and WTCMI alike, and is feeling excited for the town centre's future.

Meeting finished at 19.45

Next meeting - Wednesday 9th October 2019 at 6pm



From: Susan Parsonage
Subject: RE: Woodley Town Council - Malone Park ~[UNCLASSIFIED]~
Date: 19 July 2019 at 12:22
To: Deborah Mander townclerk@woodley.gov.uk

Dear Deborah

It was a real pleasure to meet you and have discussions in Woodley and more recently see you at the Clerks meeting last week.

Thank you for your letter of 3rd July 2019. In line with your request I have asked officers to further review the position on Malone Park taking into account Woodley Town Councils long standing management and maintenance of the park over the last 50 plus years. This matter will therefore be put back on the agenda for the next Asset Review Board meeting in August and we will communicate back to you after the August meeting.

(In terms of background I understand that following the Council's Area Review Process in 2015 it was identified that longer leases would provide certainty to Towns and Parishes (and at the same time support access to funding streams) which would enable Towns and Parishes to take on the management and operation of Community Assets. The model for Community Asset Transfer, which broadly constitutes a 30 year lease, was then devised through a working party of officers and Executive Members in order to support Towns and Parishes aspirations to manage assets within their communities. The model for Community Asset Transfer was adopted as the Council's default position for the transfer of assets of the nature of Malone Park in 2015, and authority was subsequently delegated to the Asset Review Board to grant leases of up to 30 years to enable this.)

I trust this response is acceptable. I wanted to thank you and your colleagues for all the great work that you do in Woodley. From my walkabout with Keith I can see the many improvements and great quality community facilities that you have put in place.

Regards
Susan

WOODLEY TOWN COUNCIL

EQUALITY AND DIVERSITY STATEMENT

The aim of this policy is to explain the commitment of Woodley Town Council, its councillors and officers, to meet the Public Sector Equality Duty, in force from April 2011.

The Equality Duty applies to public bodies and others bodies carrying out public functions/services.

The Equality Duty supports good decision making and encourages public bodies to understand how different people will be affected by their activities so that policies and services are accessible to all and meet different people's needs. By understanding the effect of their activities on different people, and how inclusive public services can support and open up people's opportunities, public bodies are better placed to deliver policies and services that are efficient and effective. The Equality Duty helps public bodies to deliver the government's overall objectives for public services.

It is the Town Council's policy to provide representation, information, facilities, services and employment to all irrespective of:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race - this includes ethnic or national origins, colour or nationality
- religion or belief - this includes lack of belief
- sex
- sexual orientation
- marriage and civil partnership

The Town Council is required to have due regard to the aims of the Act which are to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and people who do not share it; and
- foster good relations between people who share a protected characteristic and people who do not share it.

Woodley Town Council is opposed to all forms of unlawful and unfair discrimination and believes that supporting equality is important.

The Council aims to engender a culture where people's differences and values are respected and where dignity, equality and diversity are promoted. The Council will also aim to help individuals or groups to achieve their full potential in our community potential by removing barriers, bias or discrimination.

The Council's aim is to challenge discrimination and to provide equality and fairness to all in the community - it expects all councillors and employees to be aware of their duty under the Public Sector Equality Duty.

Equality Commitments

The Town Council will:

- Promote equality of opportunity for all persons.
- Ensure a positive and harmonious environment where all are treated with respect.
- Prevent unlawful direct discrimination, indirect discrimination, harassment and victimisation.
- Take lawful and positive action where appropriate.
- Fulfil the Council's legal obligations under equality legislation and associated codes of practice.

WOODLEY TOWN COUNCIL**EQUALITY AND DIVERSITY POLICY**

As an employer, Woodley Town Council has a duty to encourage and promote equality in providing its services and in carrying out its public functions.

The Town Council recognises the importance of its employees in achieving the Council's aims and their role in providing quality services. We aim to create an environment where all people are able to give their best; free from discrimination, harassment, victimisation and bullying - where everyone feels valued and motivated and decisions are based on merit.

OUR INTENT

Woodley Town Council is committed to fairness and equality.

We will:

- Carry out employment practices, provide services and carry out public functions in a way that ensures that no employee, potential employee or service user is treated unfairly on the grounds of their sex, sexual orientation, marriage and civil partnership, race, colour, nationality, ethnic or national origin, religion or belief, age, disability, gender-reassignment, pregnancy and maternity or any other grounds which cannot be justified, either job related or in law.
- Promote equality of opportunity for service users, employees and potential employees.
- Work with our partners to tackle prejudice where it occurs and promote understanding between different groups.

The commitment of the Town Clerk and the cooperation of employees are vital to the success of equality strategies.

SCOPE AND APPLICATION

Members, employees and those acting on behalf of the Town Council, including other organisations and persons commissioned or contracted to deliver public functions, are responsible for implementing and supporting equality and diversity and have a duty to challenge all forms of discrimination, harassment and victimisation and promote equality of opportunity and good relations.

The policy is applicable to any employment matter in which equitable treatment of a current or potential employee may be an issue.

We acknowledge our responsibility to promote and encourage equality in the provision of services, employment practices and will include appropriate obligations in contracts with other organisations and persons commissioned or contracted to deliver services on the Town Council's behalf.

EQUALITY AND DIVERSITY

We recognise the obligation to provide equitable treatment to current and potential employees and the need to refrain from any discriminatory practice that may impair the Council's ability to make full use of skills and aptitudes of potential or existing employees.

When advertising jobs, writing job descriptions and person specifications, shortlisting and interviewing we will take care to ensure that unlawful discrimination does not occur and that

processes do not exclude members of a particular group that may face barriers in gaining employment.

Where possible and appropriate we will support people to access employment opportunities from under represented groups.

We aim to ensure equality and fairness in employment matters.

We have robust recruitment and selection practices in place.

All job applicants with a disability who meet all of the essential criteria for a job vacancy will be interviewed and considered on their abilities.

For employees who become disabled we will make every effort to enable them to continue to work for the council and will offer retraining where appropriate.

We will make reasonable adjustments for existing employees and those attending for interview where required.

TRAINING AND LEARNING

We are committed to equality of opportunity in the provision of training opportunities. We wish to engender a working environment that is safe and supportive and where employees are able to learn and develop and work to the best of their abilities.

SERVICE DELIVERY AND CUSTOMER CARE

The Council regularly seeks the views of residents on the quality of our services and their suggestions for improvements. We will seek to find out more on whether our services are meeting the needs of users and where possible and appropriate include actions to meet the needs of people who are under represented or disadvantaged because of particular equalities issues.

Partnership working

We consult and work in partnership with several organisations and groups in the town and seek to promote equality and diversity.

Procurement

In procuring contracts for works the Town Council aims to ensure that all businesses have fair access to opportunities to work with the Council. In the delivery of these contracts we will ensure that evaluation models, specifications, contract conditions, quality requirements and monitoring procedures fully address equalities issues. We aim to ensure compliance with equalities legislations and use positive action provisions in assessing the commitment of firms tendering to the aims and value of this policy.

Community engagement

We aim to ensure that equality and diversity are part of community involvement and in doing so to try and meet the needs of different groups in an appropriate and sensitive manner. Involving local people and our partners is central to our work at the Town Council. Our policies will have a more lasting impact and services more responsive to local need if they are influenced by those they directly affect. We will continue to seek feedback and suggestions from the town's residents and our customers through the bi-annual residents survey and on specific service or provision projects as they occur.

LEGISLATION

Equality Act 2010

The Equality Act replaced existing anti-discrimination laws with a single act.

The main provisions of the Equality Act include:

- Protection against direct and indirect discrimination, harassment and victimisation in employment, services, public functions and premises
- Protection from discrimination by association and perception
- Enhanced protection for disabled people, their carers and families, including protection from discrimination arising out of disability and in recruitment procedures
- Extending protection from third party harassment to all equalities groups
- Allowing employers to take positive action in recruitment and promotion
- Requiring employers to report on gender pay gaps and making pay secrecy clauses unenforceable
- Require public bodies to take account of 'socio-economic disadvantage' when making strategic decisions
- Extending the existing race, gender and disability duties on public bodies to age, pregnancy and maternity, religion and belief, gender reassignment and sexual orientation requiring the Town Council to have due regard to the need to:
 - eliminate discrimination, harassment and victimisation and any other conduct prohibited by the Act
 - advance equality of opportunity between all persons
 - foster good relations between all persons

Human Rights Act 1998 (implemented October 2000)

Rights include freedom of thought, conscience and religion, freedom of expression and the right to privacy and not to be discriminated against in respect of these rights and freedoms.

TYPES OF DISCRIMINATION

Woodley Town Council will address any of the following:

Direct discrimination - applying a policy, criteria or practice which, although applied to everyone equally, treats a person unfavourably on the grounds of their sex, sexual orientation, marriage and civil partnership, race, colour, nationality, ethnic or national origin, religion or belief, age, disability and gender re-assignment and which cannot be shown to be justifiable.

Discrimination arising out of disability - treating a person less favourably because of something connected to their disability.

Combined discrimination - treating a person less favourably because of a combination of two equalities issues, for example race and sex.

Discrimination by association - treating a person less favourably because of their association with another, eg a disabled person.

Perceptive discrimination - treating a person less favourably because of particular perception, eg a person who is perceived to be gay.

Victimisation - a person being given less favourable treatment than another in the same circumstances because it is suspected or known that they have brought proceedings under legislation or given evidence or information relating to those proceedings or alleged that discrimination has occurred.

Harassment and bullying - unwanted conduct either intentional or unintentional, which violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment for another person. This includes harassment of a sexual nature or related to gender re-assignment. Harassment can be on any basis including sex, race, disability, age, sexual orientation, religion or belief and gender re-assignment - and extends to harassment by third parties and by association. Bullying is where someone uses their power or strength to undermine an employee or a groups of employees.

Vicarious liability - employers are liable for acts of unlawful discrimination by their employees, even if the employer did not approve or even know about the acts in question, unless they can prove they took such steps as were reasonably practical to prevent the discrimination.

Woodley Town Council is committed to promoting an environment where employees can work without fear of being intimidated, harassed, bullied or being subject to physical or verbal aggression.

WOODLEY TOWN COUNCIL'S RESPONSIBILITIES

As an employer and service provider, the Town Council has a responsibility for ensuring equality of opportunity and is responsible for discrimination, harassment or victimisation by any employee, councillor or organisation delivering services on its behalf, whether or not it was done with the Town Council's approval.

The Town Council requires its employees and councillors, irrespective of their position on the Council to have responsibility in ensuring they read and understand policies and by being involved in their creation and implementation. Appropriate obligations will be included within any contracts with other organisations or persons commissioned or contracted to deliver services on behalf of the Town Council.

Responsibilities:

Town Clerk - to assess employment practices in relation to this policy and advise on remedial action, where required and to coordinate the provision of advice, training and guidance to employees on equality and diversity in employment and delivering services.

Managers and supervisors must recognise their responsibility to adopt employment practices and provide services that are consistent with this policy and should promote an awareness of the principles involved to their colleagues.

Employees must cooperate with any measures to develop equality and diversity and refrain from any discriminatory actions or decisions as explained in this policy.

Councillors - Members must recognise their responsibility to meet the requirements of the Public Sector Equality Duty and the Human Rights Act. Equality and diversity training will be offered to all councillors.

WOODLEY TOWN COUNCIL'S COMMITMENTS

- To ensure that the necessary resources are available to monitor equality and diversity.
- To ensure that employment practices and services are carried out in a way that ensures that no employee, potential employee or service user is treated unfavourably.
- To promote equality of opportunity.
- To promote good relations in the town.
- To ensure that all employees are aware of this policy.
- To provide guidance and training to all employees and councillors to ensure they understand their responsibilities under the law and this policy.
- To review policies and procedures and change them should they be found to be discriminatory.
- To monitor the existing workforce and job applicants.
- Publish relevant equalities information demonstrating the Town Council's progress in meeting on matters relating to the Equality Duty.
- Take disciplinary of any other appropriate action against any employee or councillor who breaches the Equality and Diversity policy.

In terms of service delivery:

- We will ensure that employees delivering services do not discriminate on any of the grounds set out in the Equality Duty.
- We will continue to assess and improve access to our facilities and services.
- We will review our services regularly, via the bi-annual residents survey and as a one-off exercise for specific projects, to make sure they meet the needs of everyone in the community.

MONITORING AND EVALUATION

Where appropriate, we will include equalities information in reports to the Town Council and its committees and working parties, including equality objectives where relevant and progress on any objectives set.

September 2019

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 Green Flag awarded July 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>Establish costs for electrical supply</i> <i>Tendering for electrical works</i> <i>Tendering for building construction</i> <i>Contractor lead times</i></p>	May 2020
3	<p>Woodford Park lake restoration Tree works complete In house preparatory works complete Contracted dredging works and construction of boardwalk complete In house works for access ramp complete. Initial marginal planting complete Pathway resurfacing works to be carried out in August/September 2019 (avoiding bird nesting season) In house fencing work and hogging path to be completed over winter months.</p> <p><i>Timing factors</i> <i>Bird nesting season</i> <i>Contracted works to resurface footpaths scheduled for early September 2019.</i></p>	Mar 2020
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 capacity to move project forward</i> <i>Project development/consultation/contractor lead times</i></p>	May 2020

5	<p>Public Toilet in the Town Centre</p> <p>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. Complete 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>	COMPLETE
6	<p>Woodford Park Leisure Centre Regeneration</p> <p>Works to convert storeroom into ladies toilets complete. Works to create new reception area and back office complete. Re-flooring of entrance area and corridors complete.</p> <p>Next stages; Improvements to the rear of the building and patio area Upgrade of electrical system / building rewire</p> <p><i>Timing factors</i> <i>Staff capacity</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>	Jan – Apr 2020
7	<p>Oakwood Centre toilets refurbishment</p> <p>New cubicles, sanitary wear, flooring and decoration.</p> <p><i>Timing factors</i> <i>Staff capacity</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>	Jan – Mar 2020
8	<p>Oakwood Centre walls/floor</p> <p>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>Staff capacity</i> <i>Discussions with contractor regarding extent and detail of works</i> <i>Contractor lead time</i></p>	Jan – Mar 2020

<p>9</p>	<p>Oakwood Centre roof repairs Professional surveys have been carried out and a number of issues identified as needing repair or further investigation.</p> <p>Costings for remedial works being developed with specialist building envelope contractor.</p> <p>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>Potentially phased work</i> <i>Tendering process</i> <i>Contractor lead times</i></p>	<p>Jan - 2020 (work start)</p>
<p>10</p>	<p>Installation of solar panels Installation at Woodford Park Leisure Centre complete (January 2019).</p> <p>Oakwood Centre installation dependent on completion of roof remedial works.</p> <p>Coronation hall installation will be carried out following removal of asbestos in roof space (August 2019).</p> <p><i>Timing Factors</i> <i>Completion of repair works to the Oakwood Centre.</i> <i>Timing and funding of Reading Community Energy Society annual project round.</i></p>	<p>SEPT 2020</p>
<p>11</p>	<p>Seating in Town Centre Proposed replacement of seating around trees in the Town Centre.</p> <p>Tree roots are causing issues with raised areas of paving. Wokingham Borough Council as the Highways Authority own the site and are looking at potential solutions to this issue.</p> <p>Town Council Officers are continuing to liaise with colleagues at Wokingham Borough Council regarding the project design/specification.</p> <p><i>Timing Factors</i> <i>Investigation of issues by WBC</i> <i>Development of project plan/design/consultation</i> <i>Scheduling of contractor</i></p>	<p>Mar 2020</p>

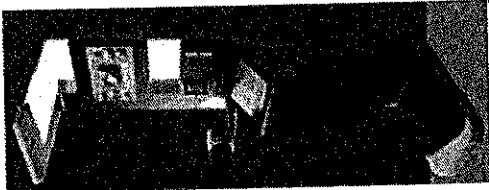
APPENDIX 13

Website statistics

Sessions	2018						2019		
	Mar	May	Jul	Aug	Oct	Dec	Mar	May	August
Total	2991	3136	4374	4316	4407	3934	5942	4268	4769
Users	2147	2416	3248	3345	3293	2992	4771	3231	3626
Page views	7242	7011	9794	8288	8384	7705	10556	8712	9306
Means of access									
Mobile	1381	1709	2522	2455	2378	2165	3471	2392	2806
Desktop	1190	1116	1419	1389	1458	1375	1737	1475	1488
Tablet	420	311	433	472	571	394	734	401	475
Searches									
Organic (from general web search)	2240	2386	3378	2715	2646	2877	3075	2934	3261
Direct (where user knows web address)	526	534	660	745	683	509	845	737	846
Referral (from another website)	133	119	154	188	122	85	82	99	54
Social Media (from a social media page)	92	96	182	668	956	463	1940	498	608
Page views - selection of key pages									
WPLC			2113	1425	1157	1222	1308	1302	1677
Gym on the Park			723	744	695	856	788	681	909
Hire rooms & halls			226	268	347	321	345	338	338
Allotments			115	129	79	75	114	165	116
Town Councillors			121	105	105	116	202	347	97
Parks			133	153	111	54	81	89	129
The Oakwood Centre			76	84	92	90	104	102	98
Meetings/committees			89	94	93	98	117	164	74
Council Officers			48	41	47	31	69	44	35
Hire Centre Stage			16	13	14	13	28	20	13

Notes/comments

Highest access via mobile phone
Increasing referrals from social media
Increased views for Hire of rooms/halls

Parish	Project Proposal and funding requirement	Location	Parish CIL Balance	Project Cost - total £	Funded by (state proportions)	Timescale for Delivery	Funds requested £
WOODLEY	<p>NEW BID APRIL 2019 Health Kiosk trial (see report attached) (location within Woodley Town Centre to be agreed with Town Council, possibly Oakwood Centre?)</p> 	Oakwood Centre?	£26,584	£7,000 max	100% (WBC Public Health Team are funding the pre-booked Health Checks – see report from Dr Harris further below)	Spring/Summer 2019	Max £7,000 for 6 months (we may get a reduction if we rent multiple units.)
WOODLEY	Upgrade in Southern Precinct new benches around the trees and new surfacing.	Woodley Precinct	£26,584	£30,000	£16,671 from WBC	2019	£19,000+

Health Kiosk Trial Report (Suggested trial sites within Shinfield, Wokingham, Woodley, Earley & Finchampstead but sponsorship from other Parishes welcome.)

Prevention of cardiovascular disease (CVD) is a national priority, but also important here locally in Wokingham as the second commonest cause of death. Identifying people at higher risk of a future heart attack or stroke is vital so that risk factors such as high blood pressure and increased weight, can be addressed by lifestyle changes and in some cases by medication.

While around 19,000 Wokingham residents are diagnosed and treated for high blood pressure it is estimated that a further 10,000 people in Wokingham have high blood pressure but are undiagnosed.

NHS Health Checks are an important route to identify risk factors but we know that we need to reach more people in a way that is more flexible to their daily routines.

To supplement GP-delivered health checks WBC Public Health Team are working with Places Leisure to offer Health Checks at various locations across the borough such as Finchampstead Baptist Church & Leisure Centres. These appointments have to be booked in advance and so are liable to have a high non-attendance rate. WBC would therefore like to trail a self-serve Health Kiosk for an initial 6 month period.

"Health Kiosks" are machines that measure height, weight and blood pressure among other metrics to give a personalised risk assessment without having to make an appointment or see a health professional. The kiosk provides advice and guidance, but gives the user the responsibility for taking action where needed.

Our proposal is to pilot Kiosks initially in four community-based locations across the borough, seeking to engage sectors of the population who are at higher risk of CVD including those in manual and routine occupations, those from deprived backgrounds or from black and minority ethnic backgrounds. Locations are yet to be agreed but ideally will be in locations that are open to the public at evenings and weekends.

Dr Rhosyn Harris

Specialist Registrar, Public Health

Brochure attached to email sent to Parishes Clerks provides more information.



Your health check in just 5 minutes

THE WELLPOINT HEALTH KIOSK DELIVERING HEALTH AND WELLBEING SCREENING FOR ALL

...access to health screening and support services 24/7



KNOW YOUR NUMBERS

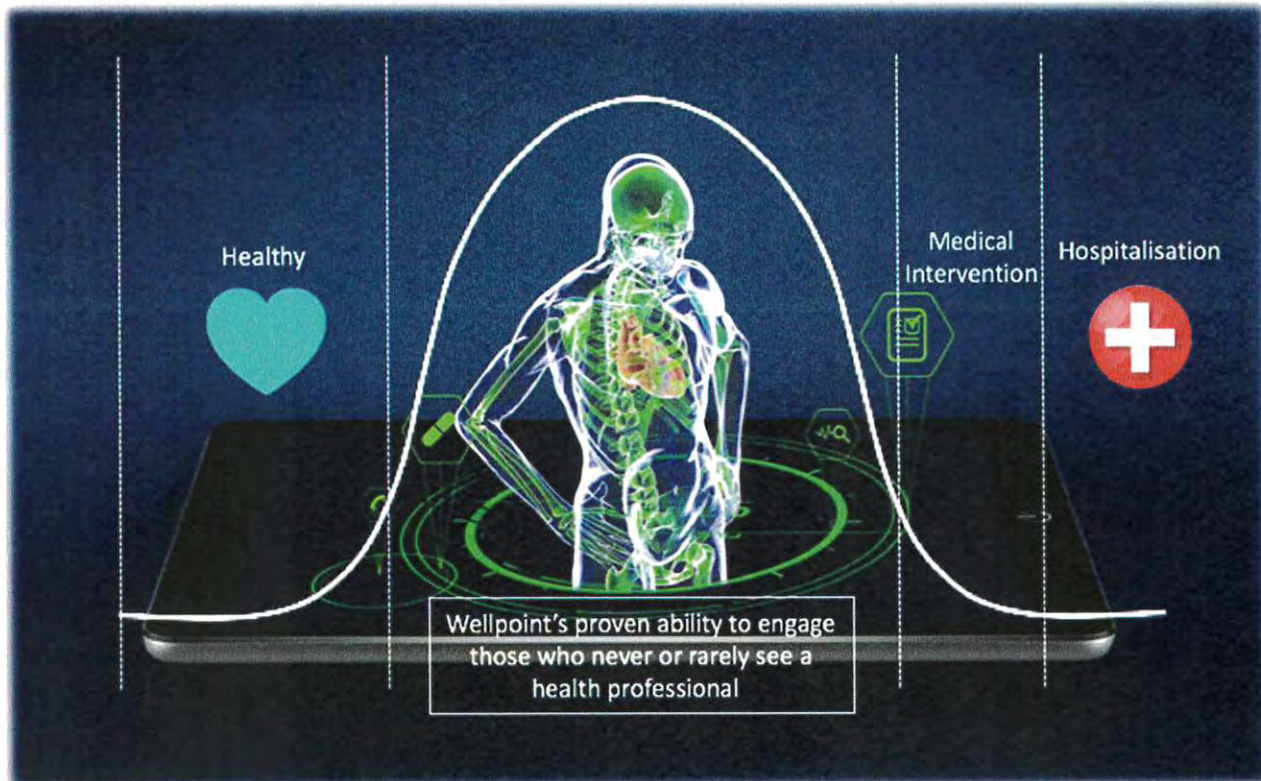
Being aware is vital - two thirds of premature deaths are avoidable through prevention or better treatment



Cardiovascular disease in the UK

- CVD affects around 7 million people in the UK
- The NHS spent about £6.8 billion on cardiovascular disease in 2012/13
- CVD is the second highest cause of death in England - responsible for 27% of all deaths in 2014.

UNPARALLELED ENGAGEMENT



wellpoint
health solutions

NEW WELLPOINT KIOSKS PROVIDE AROUND THE CLOCK SCREENING

Your new Wellpoint 7000 is state of the art health kiosk providing the you with the ability to take health and lifestyle checks securely and in confidence, without having to make an appointment or see a health professional. Wellpoint provides essential information on your health and lifestyle choices, signposting the best course of action for you.

Take your free
health check
today!...

- **Weight**
- **BMI**
- **Body Fat**
- **Blood Pressure**
- **Heart Rate**
- **Heart Age**

Well.♥e



wellpoint
health solutions

<https://well.me>

Well.Me

Wellpoint's Powerful Digital Platform – Well.Me

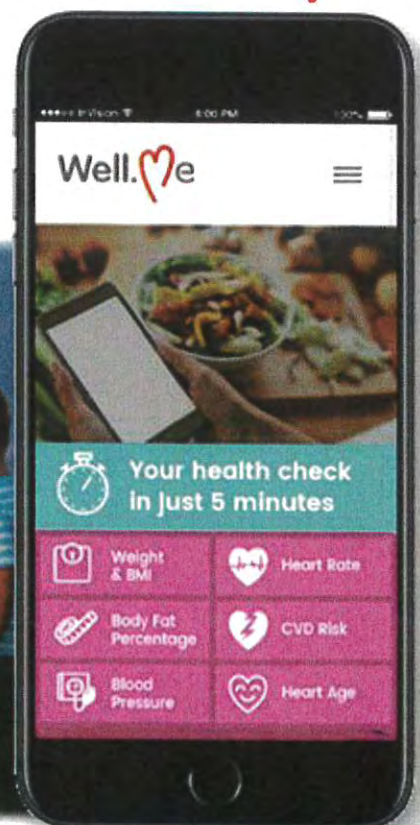
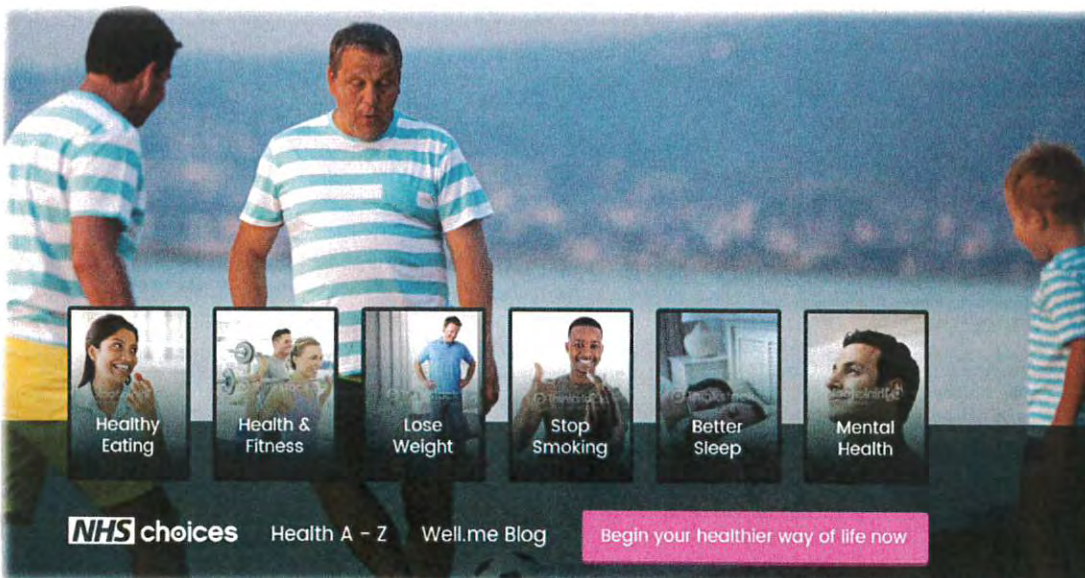
- Seamless integration to Wellpoint's digital and mobile platform 'Well.Me'
- Well.Me provides your own personal dashboard
- Set health & lifestyle goals
- Pulse allows you to communicate and support friends and colleagues
- Ability to set inter-company CHALLENGES
- NHS Choices embedded content



wellpoint
health solutions

Well.Me

WELL.ME EXPANDS THE WHOLE WORLD OF WELLPOINT EXPERIENCES!



NHS choices

Health A - Z

Well.me Blog

Begin your healthier way of life now

wellpoint
health solutions

PROMOTING & SIGNPOSTING



- Synchronises seamlessly with your latest Wellpoint results
- Monitor progress with your own personal dashboard
- Set and track health and lifestyle goals
- Link to a personal health tracker

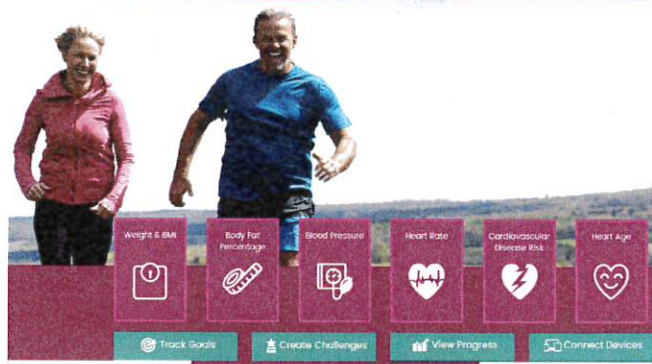
Take your free health check today!...



PROMOTING & SIGNPOSTING

Leaflet – available at the kiosk

PROMOTING & SIGNPOSTING

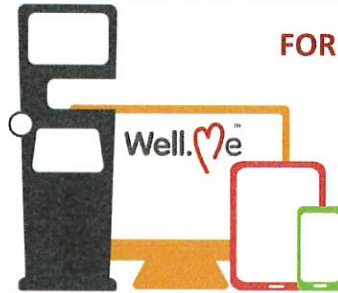


**TAKE A
HEALTH CHECK
TODAY!**

Poster – awareness & contact

**WEIGHT, BMI, BODY FAT, BLOOD PRESSURE
& HEART RATE**

..plus cholesterol, blood glucose, hydration, BMR and lung function age



FOR MORE INFORMATION:

A Person

Tel: 000 000 0000

(Internal: 000:0000)

email@acompany.com

**MINUTES OF A MEETING OF THE
BOROUGH PARISH LIAISON FORUM
HELD ON 1 JULY 2019 AT 7.00 - 9.10 PM**

Councillors Present

Michael Firmager (Chairman), Stephen Conway, Dianne King, Gregor Murray and Ian Pittock

Parish/Town Council Representatives

Roland Cundy	Finchampstead Parish Council
Pam Stubbs	Barkham Parish Council
Liz Halson	Clerks Forum
Shaun Hanna	Winnersh Parish Council
Geoff Littler	Earley Town Council
Roy Mantel	Twyford Parish Council
Adrian Mather	Wokingham Town Council
John Merkel	Remenham Parish Council
Jan Nowecki	Clerks' Forum
Dawn Peer	Shinfield Parish Council
Tom McCann	Woodley Town Council
Alistair Neal	Earley Town Council

Officers

Neil Carr (Democratic and Electoral Services Specialist) and Mark Redfearn (Lead - Localities Service)

1. ELECTION OF CHAIRMAN

The Forum elected a Chairman for the 2019/20 Municipal Year.

RESOLVED: That Michael Firmager be elected as Chairman of the Forum for the 2019/20 Municipal Year.

2. APPOINTMENT OF VICE-CHAIRMAN

The Forum appointed a Vice-Chairman for the 2019/20 Municipal Year.

RESOLVED: That Roland Cundy be appointed as Vice-Chairman of the Forum for the 2019/20 Municipal Year.

3. PETER HUGHES

Dawn Peer informed Members that Peter Hughes, Chairman of Shinfield Parish Council, had passed away.

The Forum held a minute's silence and offered condolences to Peter's family and friends.

4. APOLOGIES

Apologies for absence were submitted from John Bowley, Tony Farnese, Trefor Fisher, Majid Nagra, Mark Picken and Vanessa Starkey.

5. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Forum, held on 1 April 2019, were confirmed as a correct record and signed by the Chairman.

6. MATTERS ARISING

There were no matters arising from the Minutes.

7. DECLARATION OF INTEREST

Tom McCann declared a personal interest in Item 6 – Update on Local Policing.

8. UPDATE ON LOCAL POLICING

Felicity Parker, Superintendent, Bracknell and Wokingham Local Police Area, addressed the Forum on local policing issues.

Felicity highlighted four priority policing issues as follows:

- Problem Solving – preventing crime and making the Borough a safe place to live.
- Carrying out investigations – prosecuting offenders through the Criminal Justice system.
- Supporting victims and meeting the needs of residents.
- Identifying and supporting vulnerable residents.

Two key areas of focus in Wokingham Borough were tackling domestic abuse and burglaries. Domestic abuse and safeguarding were important issues that required significant police resources. Burglaries were not a significant issue in the Borough but they did have a major impact on victims.

Felicity reported that she acted as Co-Chair of the Community Safety Partnership alongside Graham Ebers (WBC Deputy Chief Executive). The Community Safety Partnership had established two sub-groups, one looking at domestic abuse and one looking at problem solving. The latter group was working on issues relating to safety in new residential areas, support for young people, anti-social behaviour, knife crime, and fraud prevention for older residents. In relation to preventing fraud, the police had produced a “book of scams” which could be circulated to Town and Parish Councils.

As a result of funding reductions and reducing resources, the local Neighbourhood Policing Team had to focus and prioritise by analysing the threat, risk and potential harm of any issue arising.

Felicity provided some headline crime figures for the Borough over the past year, as follows:

- 950 domestic crimes
- 340 residential burglaries
- 605 incidents of violence with injury (209 domestic)
- 50 robberies
- 250 sexual offences
- 35 offences involving an offensive weapon – knife, chain, cosh
- 548 incidents of shoplifting

In the ensuing discussion, members of the Forum raised the following points:

In relation to an incident of violent burglary in Sonning, what advice did the police offer to residents to prevent such incidents? It was confirmed that aggravated burglaries were very rare in the Borough and the police provided crime prevention advice to residents.

How did the police work in partnership to prevent crimes relating to older people and children? It was confirmed that crime prevention depended on early intelligence of issues such as drug problems which could result in criminal activity to fund a habit. The police were keen to work with partners to address safeguarding for older people and children.

Speeding traffic was a concern for many residents. What resources did the police have to address this issue? It was confirmed that local speed/traffic enforcement campaigns were used successfully. The police used the threat, risk, harm assessment process to determine if additional resources should be deployed in relation to specific traffic issues.

The Neighbourhood Alert system worked well as it improved the flow of information between the police, Neighbourhood watch and other community stakeholders. How could residents be made more aware of the scheme? It was confirmed that details of the Thames Valley Alert scheme would be circulated to the Town and Parish Councils.

The introduction of CCTV was under consideration for Wokingham Town Centre. The locations being considered included Peach Place, the new town park (former Elms Field) and the town hall, which was a listed building. Would the police support the planning application for CCTV at the Town Hall? It was confirmed that CCTV was a positive initiative both as a deterrent and as a source of evidence. So the police would support its implementation at the Town Hall.

What was the police approach to keeping victims informed of progress relating to incidents, for example when evidence was found months later? It was confirmed that keeping victims informed of progress was one of the top local priorities. Overall victim satisfaction with the police stood at 76% which was a positive result. The police precept had been increased to generate an additional £8.5m. However, the extra resources would not be allocated to neighbourhood policing.

How did the police allocate resources to major events such as the Henley Regatta? It was confirmed that major events such as the Regatta, Royal Ascot or a Royal Wedding were assessed using the threat, risk, harm process, with additional resources allocated as necessary.

RESOLVED That:

- 1) Felicity Parker be thanked for attending the Forum and answering Members' questions;
- 2) the police "Book of Scams" and guidance on Thames Valley Alert be circulated to Town and Parish Councils;
- 3) any further questions or information requests on local policing be submitted to Neil Carr at Wokingham Borough Council;
- 4) Felicity Parker and Graham Ebers be invited to a future meeting of the Forum to discuss local policing and the operation of the Community Safety Partnership.

9. LOCAL TRANSPORT PLAN 4

The Forum considered a report, set out at Agenda pages 9 to 11, which gave details of the process for developing a new Local Transport Plan (LTP4).

Robert Curtis (Transport Planning Team Manager), Paul Hammond (Divisional Manager – Transport Planning, WSP) and Martin Heath (Traffic Management, Parking and Road Safety Manager) attended the meeting to present the report, give a short presentation and answer questions.

The report stated that LTP4 would set out the Vision for transport in the Borough along with a number of objectives and targets to be achieved during the plan period. LTP4 was being developed in parallel with the new Local Plan process to ensure a joined-up approach. LTP4 and the Local Plan would run until 2036.

Town and Parish Councils were key stakeholders involved in the consultation process for LTP4. The engagement exercise would:

- enable Town and Parish Councils to provide feedback on the Vision and objectives set out in LTP4;
- enable Town and Parish Councils to provide a local perspective on transport related issues/concerns experienced by their residents together with possible solutions.

It was proposed that the updated Vision and objectives be consulted upon more widely alongside the Draft Local Plan in the autumn of 2019.

In order to structure the feedback from Town and Parish Councils, a questionnaire would be circulated to each one, with the option of an individual meeting to discuss local issues and priorities.

Following a short presentation, members of the forum raised the following points:

Was there sufficient budget to deliver the new transport Vision and how would success be measured? It was confirmed that LTP3 was light on SMART targets. This would be addressed in LTP4. In relation to funding, significant funds were delivered through partnership with the Local Enterprise Partnership, Community Infrastructure Levy and S106 payments. There were also ongoing WBC funds which could be used to address smaller local priorities identified in LTP4.

In relation to congestion emanating from South Oxfordshire, was there any progress on delivering the Third Thames Crossing? It was confirmed that WBC would continue discussions with Reading and South Oxfordshire Councils. However, at present there was no indication that the significant Capital investment required was seen as a priority.

Would LTP4 focus on a joined up approach to delivering integrated transport solutions for the Borough? It was confirmed that this was the approach to be taken with, for example, the development of a joined up walking and cycling network across the Borough. An example was given in relation to improved cycle access to Twyford Station.

In relation to the growing number of Electric Vehicles (EV) on the road, would the planning rules be amended to deliver more electric charging points within new housing developments? It was confirmed that this would be a key theme of LTP4 in the light of the discussions on Climate Emergency.

In relation to transport improvements it would be necessary to improve the standard of pavements in order to encourage residents to walk more often. There were also concerns about air quality across the Borough, specifically in relation to Wokingham town centre and Twyford. One suggestion for tackling air pollution was the introduction of a “Green Wall” of grass and other plants which acted as an air pollution filter. Such an initiative could be trialled in a location such as Twyford.

In relation to public transport, parts of the Borough did not have a direct bus connection, for example Arborfield to Wokingham. Requests had been made for the introduction of shuttle buses at peak times of the day. Was there any progress on this suggestion? It was confirmed that this initiative would be considered as part of the LTP4 discussions. Under the current regulations subsidising local bus routes was expensive. This issue would be considered as part of the wider debate on the modal shift required to reduce greenhouse gas emissions.

Was there data available on the most frequent journey routes across the Borough? It was confirmed that mobile phone data could help to identify the most popular journey routes. However, the cost of purchasing this data was significant. There was also potential for accessing data via Google Waze, a GPS navigation software app, but again there were significant cost implications. The WBC My Journey initiative was also generating data on popular routes and modes of transport.

What was the timeframe for completing the LTP4 questionnaire? It was confirmed that responses would be accepted until the end of September 2019. Further consultation on LTP4 would be carried out during the autumn of 2019.

What was the process for monitoring local traffic hotspots? It was confirmed that there were 58 permanent traffic counters across the Borough. The Borough Council also had mobile equipment which was used as part of specific projects. Finchampstead Parish Council had purchased their own equipment (at a cost of £2.5k) which had been in use for a number of years.

RESOLVED That:

- 1) Robert Curtis, Paul Hammond and Martin Heath be thanked for attending the Forum to brief Members on LTP4;
- 2) the LTP4 questionnaire and presentation be circulated electronically to the Town and Parish Councils;
- 3) Town and Parish Councils submit electronic responses to WBC at Transportplanning@Wokingham.gov.uk;
- 4) the Forum receive further updates on the development of LTP4 in due course.

10. WBC LOCALITIES SERVICE

The Forum received an update on the operation of the new Localities Service. Mark Redfearn (Lead, Localities Service) addressed the Forum and gave details of progress relating to the new service. The three key elements of the new service were community hubs (based in libraries), environmental services and community engagement.

Mark gave a short presentation which set out the objectives of the new service, as reported to the Forum in 2018, viz:

- creating a resilient and flexible workforce to meet the ever changing needs of customers and the physical environment;
- work organised around geographical patches - Localities Officers have an element of specialism;
- increased visibility;
- managing demand;
- building Community Capacity;
- close local working with elected Members and Town and Parish Councils;
- community-driven working with residents at the heart of everything the service does.

Mark gave examples of progress against each of the objectives, for example in the development of a multi-disciplinary team which increased resilience and reduced the risk of service failure. Discussions had taken place with Town and Parish Councils to identify local priorities and explore opportunities for more joined-up working.

An example of improved service delivery was fly tipping. Rather than focus on prosecutions, greater emphasis had been placed on fixed penalty notices. Around six penalty notices were issued each month which demonstrated that action was being taken and delivered better outcomes for local communities.

In the ensuing discussion, members of the Forum raised the following points:

Asset transfers were a concern for a number of Towns and Parishes. It was felt that the outcome in some cases was that the Towns and Parishes taking on work from the Borough Council without the appropriate financial recompense. It was confirmed that the WBC Asset Transfer Policy worked well in relation to community-based assets. However, there was a need for more equitable outcomes across the full range of assets involved.

Following the visits to Town and Parish Councils, were action plans being developed to address the issues raised? It was confirmed that the range of issues discussed were under consideration and further engagement would take place. This would reflect the changing priorities of the new political leadership at WBC.

Discussions had been ongoing over a number of years in relation to the development of a community hub in Twyford. Was there any progress on this issue? It was confirmed that the WBC Executive would be considering a report on this issue at its meeting in July 2019.

RESOLVED That:

- 1) Mark Redfearn be thanked for attending the meeting to update the Forum and answer Member questions;
- 2) The Forum note that Michael Firmager would be seeking to visit Town and Parish Councils in order to discuss ways of improving communication with the Borough Council and ideas for making the Forum more effective.

11. FUTURE AGENDA ITEMS AND URGENT ISSUES

The Forum considered the list of potential Agenda items and selected items for discussion at the next meeting on 30 September 2019.

RESOLVED That:

1) the following list of Agenda items for future meetings be agreed:

- WBC Asset Management Review
- Local Plan Update
- Local Transport Plan 4 Update
- Update on Food Waste Collection
- Update on WBC Grass Cutting Service
- WBC Planning Portal
- Use of New Borrowing Powers re Affordable/Social Housing
- Traded Services
- Health, Sport and Leisure Strategy
- Community Governance
- Partnership Working Pilots
- Update on local policing and the Community Safety Partnership.

2) Members contact Neil Carr at Wokingham Borough Council with suggestions for future Agenda items.

12. DATES OF FUTURE MEETINGS

The Forum considered dates for meetings in 2019/20.

RESOLVED: That the following meeting dates be noted:

- 30 September 2019
- 10 February 2020
- 6 April 2020.