



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

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

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

NOTICE IS HEREBY GIVEN that a meeting of the Leisure Services Committee is to be held at the Oakwood Centre at 8:00pm on Tuesday 4 June 2024, at which your attendance is requested.

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

Kevin Murray
Town Clerk

AGENDA

1. **APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN**
To appoint the Chairman and Vice Chairman of the Leisure Services Committee for the 2024/25 municipal year.
2. **APOLOGIES**
3. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members on agenda items.
4. **MINUTES OF THE MEETING HELD ON 2 APRIL 2024**
To approve the minutes of the meeting of the Leisure Services Committee held on 2 April 2024 and for the Chairman to sign them as a true and accurate record. *(These minutes were provided in the Full Council agenda of 7 May 2024)*
5. **ACTIONS / FOLLOW UPS**
To review the actions and follow ups arising from previous meetings of the committee. *(Appendix 5)*

6. **BUDGETARY CONTROL**
To note **Report No. LS 19/24.** Page 7
7. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**
To receive **Report No. LS 20/24.** Page 9
8. **PARKS AND BUILDINGS**
To receive **Report No. LS 21/24.** Page 11
9. **YOUTH SUPPORT SERVICE TASK AND FINISH WORKING GROUP**
To note **Report No. LS 22/24** of the Youth Support Service Task and Finish Working Group meeting held on 30 April 2024. Page 13

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

- i. That the Leisure Services Committee consider the way forward in setting up and supporting a Woodley Youth Town Council.
10. **YOUTH GRANT APPLICATION**
To consider the following application received requesting a Youth Grant:

Organisation: ABC to Read
 Grant Requested: £1,000
 Purpose: ABC to Read trains and supports community volunteers to provide one-to-one mentoring to primary school children (ages 5-11) across Berkshire & Buckinghamshire who struggle to read. If successful, the grant would support the charity to continue their support to meet the ever growing need of literacy support. The charity state around 500 children access their service every week, with 3% (15) currently from Woodley.

The full application, along with the youth grant guidelines, is provided separately for Members only, at **Appendix 10 (Confidential).**

Enclosed

There is currently £4,240 remaining in the youth grant budget.

11. **FRIENDS OF WOODFORD PARK UPDATE**
To note the update provided from the Friends of Woodford Park, as set out at **Appendix 11.** Page 15
12. **FUTURE AGENDA ITEMS**
To propose future agenda items for the Committee's consideration.
13. **PUBLICITY & WEBSITE**
To consider which items to publicise.

ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

Meeting Date:		6 June 2023	
Minute	Action	Progress Update	Last Updated
7	Deputy Town Clerk to discuss with Amenities Manager possible solutions for overflowing bins on Sundays in Woodford Park.	Trial mixed recycling bins, providing larger capacity, introduced and working well. Bins will be rolled out across Council parks during the year.	26/03/23

Meeting Date:		5 September 2023	
Minute	Action	Progress Update	Last Updated
17	Officers to consider options for providing extra security, including the possibility of installing new bollards, a ditch or new locks, to further secure parks from future unauthorised encampments.	Drop bollards have been purchased and are scheduled for installation at access points to Woodford Park in June.	30/05/24
17	Add potential re-installation of a 'graffiti wall' to the Council's projects list.	No progress – once considered, and if approved, will be added to projects list.	02/11/23

Meeting Date:		7 November 2023	
Minute	Action	Progress Update	Last Updated
29	Create promotional video for new gym equipment at WPLC.	NO LONGER REQUIRED As gym membership is almost at capacity, utilising resource to create a promotional video is not required at this time. This will be reviewed in light of future developments at the centre.	30/05/24
34	Consider options for improving play equipment at the Wheble Park, to be reported back to the Committee at the next meeting.	Pending S&R decision – previously discussed at S&R (23 Jan 2024 - Minute 76) and resolved to contact RBC Council Leader to try to progress discussions regarding transfer of ownership of Wheble Park to WTC.	26/03/24

Meeting Date:		16 January 2024	
Minute	Action	Progress Update	Last Updated
52	For S&R to review the nature and purpose of the Youth Grant guidelines, approved in September 2023, in light of the P&C's referral of Annual Grant applications to LS for consideration under the Youth Grant budget	S&R (26 Jan 2024 - minute 75) requested Officers pull together a report proposing a method to streamline the grant process for all grants.	26/03/24
55	To install a reinforced grass pathway on the desire line path across the Memorial Ground (as included in the capital project list for 2023/24)	COMPLETE Installation completed during April 2024; protective barriers removed 30 May.	30/05/24
56	For a report on the potential installation of paths at the northern end of Woodford Park to be provided at a future LS meeting.	Update provided in Parks & Buildings report (2 April 2024) - funding request due to go to future S&R mtg.	30/05/24
56	To introduce a directory of Community & Charity Groups in the area on the website.	Project planned to be undertaken by end of 2024.	26/03/24

Meeting Date:		2 April 2024	
Minute	Action	Progress Update	Last Updated
64	Repair rotating swings in the Woodford Park play area	New swing assembly to be installed following Carnival event (swing seats removed for Carnival for safety reasons).	30/05/24
64	Add Council's emergency contact number to signage on the public toilet	Emergency number will be added to all public space signage in June.	30/05/24
66	Invite additional youth organisations in Woodley to join as voluntary sector representatives on the Community Youth Partnership	COMPLETE 10 organisations written to, and publicised on social media / website. Three new reps (1 st Woodley Boys' Brigade, 2 nd Woodley Scouts, Me2 Club) confirmed; one interested (Girl Guides) yet to be confirmed.	30/05/24
66	Update Community Youth Partnership's terms of reference	COMPLETE Updated terms of reference published on website (3/4/24)	30/05/24
67	Get up-to-date quote for replacement of 3G pitch surface, and review £12k annual sum placed into earmarked reserve to cover replacement in light of this.	In progress	30/05/24

Meeting Date:		2 April 2024	
Minute	Action	Progress Update	Last Updated
67	Update 3G Pitch Steering Group's terms of reference	COMPLETE Updated terms of reference published on website (3/4/24)	30/05/24
67	Publish new 3G Pitch Management & Development Plan on website.	COMPLETE Published on website (3/4/24)	30/05/24
68	Conduct structural survey of the sports hall at WPLC	No progress.	30/05/24
69	Town Clerk to provide update on planting in the Garden of Remembrance to next meeting.	COMPLETE Update provided in Parks & Buildings report	30/05/24
69	Deputy Town Clerk to respond to FoWP report.	COMPLETE Response provided to FoWP via email (03/04/24)	30/05/24

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

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**LEISURE SERVICES
COMMITTEE
BUDGETARY CONTROL**

Month 1 8.33%

2024/25

EXPENDITURE	Revised Budget 2024/25	Actual Exp as at 30/04/2023	Actual Exp as at 30/04/2024	Actual Exp as % of Budget 2024/25
Woodford Park LC & 3G pitch	458,683	27,286	32,121	7.00%
Grounds Maintenance	58,665	1,818	2,504	4.27%
Football	25,648	3,474	766	2.99%
Cricket	16,231	854	1,201	7.40%
Bowling Green	16,231	854	1,201	7.40%
Woodford Park	54,886	4,130	4,780	8.71%
Garden of Remembrance	9,229	569	953	10.33%
Play areas and open spaces	19,810	1,081	2,101	10.61%
Coronation Hall	35,453	2,029	2,298	6.48%
Chapel Hall	27,934	1,288	1,812	6.49%
Allotments	27,229	646	1,514	5.56%
Amenities	8,743	-344	508	5.81%
Events	17,192	1,967	2,253	13.10%
Public toilet	5,666	588	454	8.01%
Youth Services	35,000	0	0	0.00%
TOTAL	816,600	46,240	54,466	6.67%

**LEISURE SERVICES
COMMITTEE**

Month 1 8.33%

2024/25

BUDGETARY CONTROL

INCOME	Revised Budget 2024/25	Actual Inc as at 30/04/2023	Actual Inc as at 30/04/2024	Actual Inc as % of Budget 2024/25
Woodford Park LC & 3G pitch	455,375	47,690	50,508	11.09%
Grounds Maintenance	525	72	72	13.71%
Football	13,125	762	2,386	18.18%
Cricket	7,928	0	910	11.48%
Bowling Green	8,523	0	6	0.07%
Woodford Park	5,975	521	37	0.62%
Garden of Remembrance	1,365	138	0	0.00%
Play areas and open spaces	0	0	0	0.00%
Coronation Hall	40,784	6,214	8,502	20.85%
Chapel Hall	37,613	2,631	8,018	21.32%
Allotments	15,662	0	277	1.77%
Amenities	0	0	0	0.00%
Events	0	0	0	0.00%
Public toilet	525	0	10	1.90%
Youth Services	0	0	0	0.00%
TOTAL	587,400	58,028	70,726	12.04%
NET	229,200	-11,788	-16,260	-7.09%

WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES

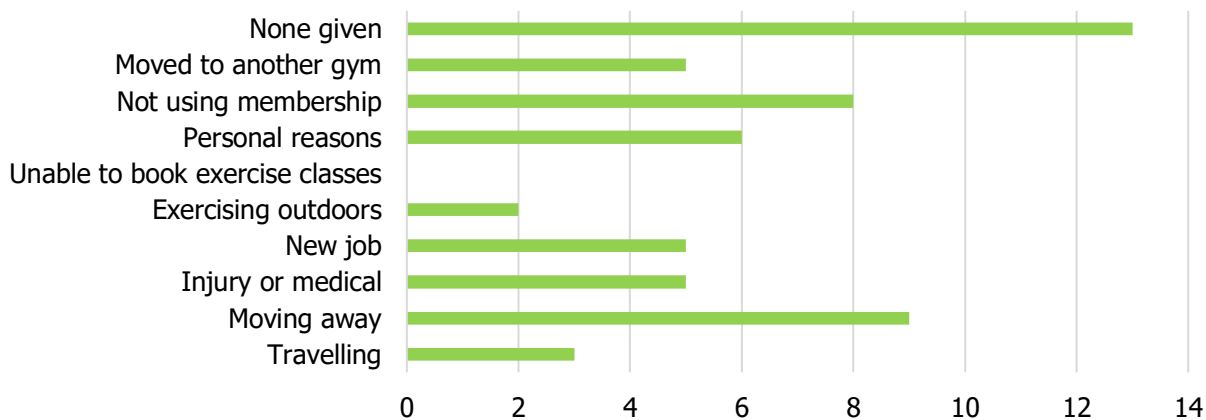
REPORT OF THE LEISURE SERVICES MANAGER

PURPOSE OF REPORT

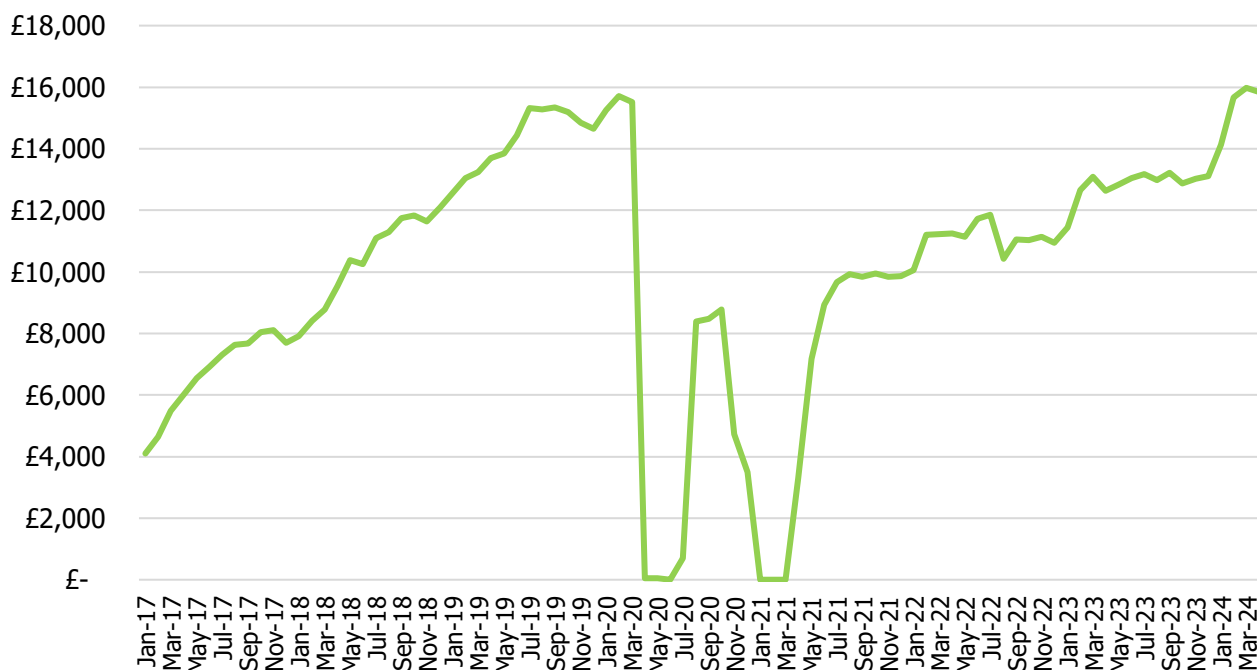
To inform and update Members on developments at Woodford Park Leisure Centre and The Gym on the Park.

Member Turnover

Through the period 21st March 2024 to 21st May 2024, we welcomed a total of 51 new members. Through the same period 56 members cancelled their memberships, the reasons for which are presented below:



Monthly Membership Income



Exercise Classes

The two new exercise classes added into our group exercise timetable in April have proved very popular, particularly the evening class that has been fully booked every week since its launch.

The exercise class provision at the Centre, that is linked to the gym membership, continues to be oversubscribed on a weekly basis which does cause frustration to those members who are unable to book onto their favourite classes.

Paddling Pool

The pool will be opening on Saturday 25th May. The news of the pool opening was very well received on social media and the expectation is that the pool will be very busy again throughout the summer months.

Sports Week

The 8th Woodley Schools Sports Week took place throughout the week of Monday 20th May.

The week began with the opening ceremony Dance Festival in the Sports Hall at Woodford Park Leisure Centre. Five of the local primary schools with varied age groups performed routines to the theme of a chosen country with over 150 members of the public present to spectate.

The year 5/6 dynamo Kwik cricket tournament took place in the afternoon of Monday 20th May. We welcomed 120 children (70 boys and 50 girls) and both the boys' and girls' tournaments were won by St Dominics Savio Primary School.

Woodford Park Leisure Centre also hosted a year 3 Paralympic festival and a year 1 multi-skills festival meaning that approximately 485 local children visited the Centre throughout the week.

Facebook

The Woodford Park Leisure Centre Facebook page has seen a surge in interest over the past six months, making it a useful tool for both marketing and for spreading information for local clubs and community groups.

The page now has 3,200 direct followers and the recent post relating to the Paddling Pool opening has been seen by 35,000 people.

Redevelopment Survey Work

A large focus of the Leisure Team at Woodford Park Leisure Centre for the past month has been on gathering as many responses as possible to the recent Town Council survey looking into how best to redevelop the Leisure Centre over the next three to five years.

As of 22nd May over 800 responses have been submitted, with a large variety of positive suggestions and passionate feedback received. The Leisure Team are targeting at least 1,000 responses and still have a number of survey related events planned (including Woodley Carnival).

RECOMMENDATIONS

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

PARKS AND BUILDINGS REPORT OF THE TOWN CLERK

Purpose of Report

To inform Members of matters concerning the Town Council's buildings and maintenance of the facilities.

Woodford Park Leisure Centre

Planting

The shrub beds at the front of the centre have been planted out by the Amenities Team.

Paddling pool

The pool was prepared by the Amenities Team and opened to the public over the late May Bank Holiday weekend. The team are currently painting the railings around the pool enclosure.

Woodford Park

Memorial Ground Path Matting

The matting path installation is complete and the grass has established well. The matting will continue to mesh with the grass through the growing season, providing a firmer surface under foot.

Garden of Remembrance

Approximately 250 plants have been planted by the Amenities Team in the garden planters. Many of the plants were grown on from plugs in the Council's polytunnel located at the allotment site.

Memorial Seating and trees

x2 memorial benches and x2 memorial trees have been installed.

Trees

x1 willow has been removed due to increased leaning and instability. The tree had been monitored over the last year and was considered to be danger due to its weight, shape and movement over the period. The trunk of the tree has been turned into a seat and will remain in the area where the tree was situated.

There is a dead willow behind the big hill which will be removed in the coming weeks, although it does not present any danger at this time.

Green Flag Award

The park was inspected on 20 May by a judge from the Green Flag Award scheme. 2024 is a full judging year where both the management plan and condition of the park are considered in some detail and assessed against the award criteria.

Additional planting

Hanging baskets were installed on the Oakwood Centre and the living wall plants replenished. Works were carried out by the Amenities Team. Around 700 plants have been planted so far this season and around 400 of those were grown on from plugs in the Council's polytunnel. This provides flexibility in the planting and saves money compared with purchasing more mature plants. Replacement shrubs and grasses are also being grown for planting out in the town centre garden.

Bollards

Drop bollards will be installed at vehicle access points into the park in June.

Allotments

The waiting list is currently 75 prospective tenants.

Plot inspections have been carried out by the Tenants Committee and a number of improvement letters sent.

An electronic survey regarding waste and bonfires has been circulated to tenants to obtain more information on how tenants manage their green and other waste at the site. This information will be reported back to the Committee.

The annual general waste skips were utilised at the site over the last week of May / first week of June.

Recommendations

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

Woodley Town Council

Report of a virtual meeting between members of the Youth Support Services Task & Finish Working Group and Berkshire Youth held on Tuesday 30 April 2024 at 7.30pm

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

Officers present: *K. Murray, Town Clerk*

Also present: *Gareth Mepham (Berkshire Youth)*

1. APOLOGIES

No apologies for absence were received from members of the working group.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

3. YSS WORKING GROUP MEETING – 26 FEBRUARY 2024

Members noted the report of the Youth Support Service Working Group meeting on 26 February 2024.

4. BERKSHIRE YOUTH – YOUTH ENGAGEMENT PROJECT

Gareth Mepham of Berkshire Youth provided an update regarding the progress, process and timescales for the youth engagement survey and subsequent community work. Gareth agreed to forward a presentation that he had prepared along with draft questions in the next few days.

Gareth advised that the survey would go out to the following schools;

Secondary

- Maiden Erleigh
- Waingels
- Bulmershe
- Addington

Primary

- Woodley C of E
- Rivermead
- St Dominics
- Southlake

It was noted that the survey was ready to go out next week and would include year 6 pupils only at the primary schools and all years 7-13 at the secondary schools.

Gareth advised that in addition to the survey, x2 youth workers would be visiting the schools to provide a face-to-face narrative and context. Responses would be collated by postcode to assess need by area. The survey work would be completed toward the end of summer with a report in late August early September. Gareth advised that Berkshire Youth had a Young Carers Contract with Wokingham Borough Council which provided strong links with the schools to enable this work to take place.

It was noted that the survey work would be carried out from May to July and be followed by x8 activity sessions at various locations including Woodford Park. These activity sessions have been very effective in Bracknell, with information gathered from the survey guiding the activities being run. These have included bubble football and bike shop activities to get young people talking. The focus at this phase is participation rather than consultation. It is anticipated that there will be enough survey information by the May half term to decide on which activities to run and Town Councillors will be invited to attend the sessions.

Gareth advised that Berkshire Youth were carrying out a similar survey in Maiden Erleigh School on behalf of Earley Town Council and suggested that, if Woodley Town Council was in agreement, this piece of work could be shared and the saved hours could be spent on the community activities. It was noted that the Council would receive the same information and that this could be split by the area in which young people live. All were in agreement that this was a good way forward as it would not impact the Woodley project and would free up some additional hours for use on the community-based work.

In response to a question, Gareth advised that Berkshire Youth have worked with Youth Councils such as the Youth Board at Bracknell Forrest and this had worked well.

Gareth agreed to forward the survey questions along with a presentation he had prepared to the Town Clerk & Deputy Town Clerk as soon as possible so that these could be circulated to the group. It was noted that there would be an opportunity to provide more specific questions if required and that these could be fed into the process once the group has seen the initial questions. These questions could include for example, a more specific reference to a youth council or drop-in centre.

5. ACTION PLAN

Members discussed term of operation H from the group's terms of reference which states;

"To consider possible activities to give young people stronger voices at local community and local government levels, including the possibility of setting up a Woodley Youth Town Council, and to make a recommendation to Leisure Services as to how this should be progressed."

Cllr Kennedy provided some information from his personal experience of being involved with the set up and operation of a youth council. Cllr Kennedy advised that a youth council can be a very rewarding and effective exercise in engaging with young people and that, although it needs to be youth led, it would require a commitment from the Town Council, including training, funding and a 'Champion' to drive and help administer it.

RESOLVED:

- ◆ To recommend to the Leisure Services Committee that it consider the way forward in setting up and supporting a Woodley Youth Town Council.

The meeting closed at 8.25pm

May 2024

ACTIVITY REPORT BY FRIENDS OF WOODFORD PARK

The volunteer group have continued the regular Tuesday work group. In the last few weeks they have been pleased to welcome 2 new volunteers. 9 years since the formation of Friends of the Park it is always pleasing to get new members join as some of the originals are now that much older !!

During the weeks a lot of planting has taken place to provide colour throughout the coming months. The group continues to cut the grass around the beds and has purchased an additional Cordless Grass Trimmer for the less accessible areas.

As a Friends of the Park group, this month, much of the public feedback has very much consisted of enquires as to the work of the Amenities Staff in creating the new green walkway across the Memorial Ground.