



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

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

Councillors: D. Smith (Chairman) D. Bragg; Y. Edwards; D. Errawalla; M. Firmager;
K. Gilder; C. Jewell; M. Kennedy; M. Nagra;

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 11 November 2025, at which your attendance is requested.

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

Kevin Murray
Town Clerk

AGENDA

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members on agenda items.

3. **MINUTES OF THE MEETING HELD ON 9 SEPTEMBER 2025**

To approve the minutes of the meeting of the Leisure Services Committee held on 9 September 2025 and for the Chairman to sign them as a true and accurate record. ***(These minutes were provided in the Full Council agenda of 30 September 2025)***

4. **ACTIONS / FOLLOW UPS**

To review the actions and follow ups arising from previous meetings of the committee. **(Appendix 4)**

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5. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**

To receive **Report No. LS 24/25.**

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6. **PARKS AND BUILDINGS**
To receive **Report No. LS 25/25.** Page 6
 7. **YOUTH SERVICES SUB COMMITTEE**
To note **Report No. LS 26/25** of the Youth Services Sub Committee meeting held on 4 November 2025. Page 7
- Members are asked to consider the following recommendation made at this meeting:
- i. That the Strategy & Resources Committee, whilst noting the £1,500 reduction in costs associated with the youth club provision, continue to consider the recommendation to provide an additional £5,030 to fund the provision of a Leadership Training Course, thus allowing the Sub Committee to re-allocate the £1,500 budget saving to fund additional holiday activities for young people.
 - ii. That the Leisure Services Committee includes a budget of £40,004 in its 2026/27 budget recommendation to the Strategy & Resources Committee to fund delivery of the above youth service provision.
8. **PROVISIONAL BUDGET 26/27**
To consider **Report No. LS 27/25.** Page 10
 9. **ALLOTMENTS SURVEY, WASTE & DEPOSITS REPORT**
To consider **Report No. LS 28/25.** Page 30
 10. **ALLOTMENTS RENT REVIEW**
To consider **Report No. LS 29/25.** Page 58
 11. **ALLOTMENTS REPORT**
To consider **Report No. LS 30/25.** Page 54
 12. **WHEBLE PARK PLAY AREA**
To consider **Report No. LS 31/25** Page 68
 13. **FRIENDS OF WOODFORD PARK UPDATE**
To note the update provided from the Friends of Woodford Park, as set out at **Appendix 12.** Page 85
 14. **FUTURE AGENDA ITEMS**
To propose future agenda items for the Committee's consideration.
 15. **PUBLICITY & WEBSITE**
To consider which items to publicise.

ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

Meeting Date:		7 November 2023	
Minute	Action	Progress Update	Last Updated
34	Consider options for improving play equipment at the Wheble Park, to be reported back to the Committee at the next meeting.	COMPLETE Report provided at this meeting for consideration	06/11/2025

Meeting Date:		16 January 2024	
Minute	Action	Progress Update	Last Updated
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.	Still to be considered as part of wider WPLC redevelopment options - Solid path options (most appropriate) likely to cost £150,000 - £200,000.	06/11/25

Meeting Date:		25 March 2025	
Minute	Action	Progress Update	Last Updated
63	Seek further feedback from the Tenants Committee and undertake survey of tenants to seek views on alternative methods of resolving excessive waste on plots	COMPLETE Report provided at this meeting for consideration	06/11/25
63	Contact other councils with hens / rabbits on allotments to understand issues presented, and further consider conditions which would need to be imposed to ensure the keeping of animals is appropriate	COMPLETE Officers have reviewed and re-drafted a hen/rabbit keeping agreement for approval at this meeting.	06/11/25

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

WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES

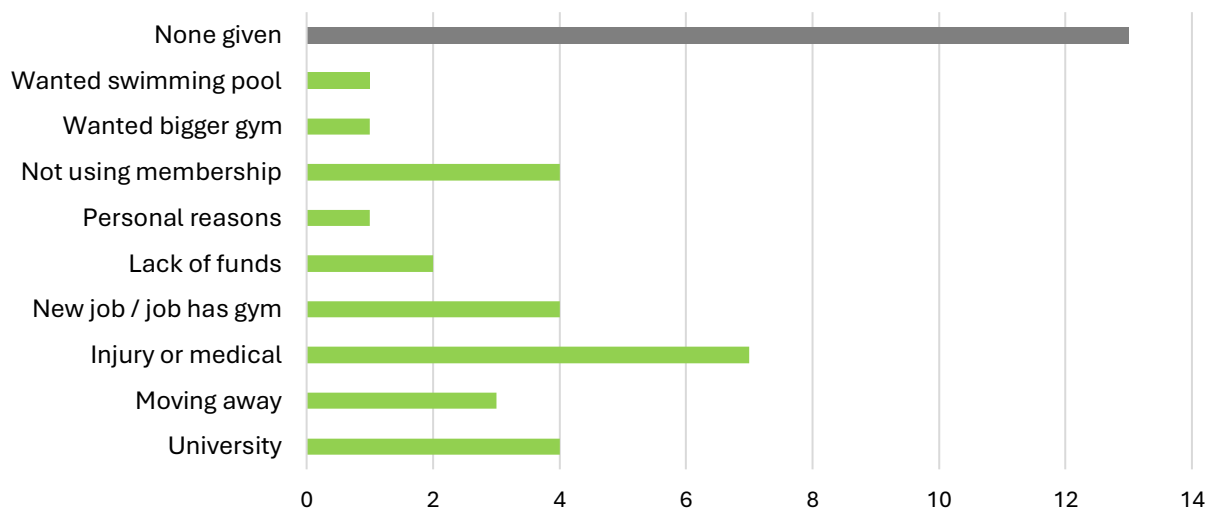
REPORT OF THE LEISURE SERVICES MANAGER

PURPOSE OF REPORT

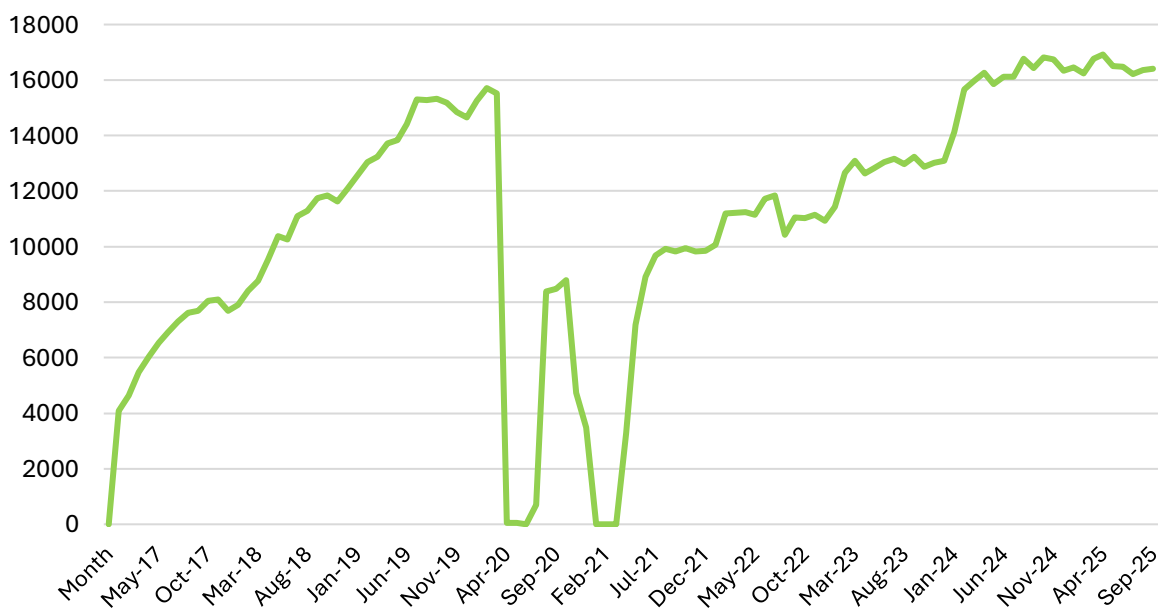
To inform and update Members on developments at Woodford Park Leisure Centre and The Gym on the Park.

Gym Member Turnover

Through the period **1st September to 31st October 2025** we welcomed a total of **59** new members and through the same period **40** members cancelled their memberships, the reasons for which are presented below:



Monthly Gym Membership Income



Leisure Management System

Following approval from Council on 30th September, companies were invited to quote for the provision of a fully integrated leisure management system at Woodford Park Leisure Centre with a deadline for quotes set for 17th October.

Four quotes were received, compared and evaluated against 41 set criteria based around both the essential and desirable requirements of the Leisure Centre, a basic overview of which can be seen in the table below:

	Essential Requirements	Desirable Requirements	Totals:
Company A	19/20	18/21	37/41
Company B	20/20	20/21	40/41
Company C	15/20	11/21	26/41
Company D	17/20	19/21	36/41

Officers are now engaging with company B and discussing contract terms with a view to formally proceed with the proposal, the financial breakdown of which is as follows:

- Up-front costs (to cover implementation, training, data migration etc) - £8,170.00 (to be funded from the WPLC VAT Reclaim earmarked reserve).

	Current System	New System	Monthly Impact
Software & System Monthly Costs	-£153.00	-£967.30	-£814.30
Direct Debit Collection Monthly Costs	-£245.00	-£408.00	-£163.00
Additional Monthly Income Estimate	£0.00	+£200.00	+£200.00
			-£777.30

Gym Membership Charges

Following a Full Council resolution on 30th September, the Leisure Services Committee were tasked with investigating the opportunity to increase gym membership by £1 to cover the additional expenditure associated with the new leisure management system.

Currently, the standard price of a gym membership is £24.99 per month for Woodley residents and £26.99 per month for non-residents. Charges have not increased since the gym was opened in January 2017.

A £1 increase is estimated to equate to an additional £767 income per month, based on active gym memberships as at 31st October 2025; neither cancellations resulting from proposed price increases nor increased membership resulting from improved services can be predicted.

Whilst a £1 increase would likely cover the £777 additional expenditure associated with the new system, the suggested increase has not been made in view of the likely 2026/27 budget, nor has it been suggested in respect of increased expenditure.

Proposed charged will be assessed by Officers in light of the budget recommendations made over the current meeting cycle, with proposed charges then presented to the Committee for consideration in January.

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

Development of the centre - update

Building surveys are ongoing and will be used to inform initial building designs.

Measured survey of the building	Complete
M&E (Mechanical & Electrical)	Complete
Drainage	Initial survey complete. Drains jetted and resurveyed – more works required
Structural	Awaiting date

The Woodford Park Leisure Centre Development Working Group will be convened once this work is carried out to consider the next steps.

Repairs

The boiler heating element has been replaced at a cost of around £2.5k.

Woodford Park

Outdoor pitches

The required works to repair the pitches, as previously reported, are underway with around 100 tonnes of top soil used on the children's pitches. These will be fenced off until spring.

Tree works

Contracted tree works have been carried out to x3 willows and x1 silver birch in Woodford Park.

Community Halls

Boiler repairs have been carried out at Chapel Hall under warranty.

Remembrance

To note the following Remembrance events at the War Memorial;

- Remembrance Sunday – Sunday 9 November (Community led event)
- Armistice Day – Tuesday 11 November (Town Council led event)

Recommendations

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

Woodley Town Council

**Report of a meeting of the Youth Services Sub Committee held on Tuesday 4
November 2025 at 11.00am**

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

Officers present: *K. Murray, Town Clerk; M. Filmore, Deputy Town Clerk;
K. Mullane, Democratic Support & Allotments Officer*

1. Due to IT issues, Councillor Gilder was not in attendance at the beginning of the meeting. It was determined that Councillor Firmager would act as Chairman in her absence.

2. APOLOGIES

There were no apologies for absence received from Members.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

4. 2025/26 YOUTH PROVISION UPDATE

Members noted the update, provided in the agenda, regarding the Council's 2025/26 youth service provision, as well as additional information circulated via email after the agenda was issued regarding the first two sessions of the Diversity and Disruption project, delivered during the October half term.

Members noted and discussed the lack of qualified youth workers, noting this was a national issue due, in part, to a lack of long-term funding commitment for youth services. It was noted that discussions were taking place between town and parish councils locally to see if there was a mechanism to address this, and Cllr Kennedy offered to raise the matter at the upcoming Berkshire Association of Local Council's AGM.

Councillor Gilder joined the meeting.

Members noted that the delay in starting the youth club provision would reduce the cost of this provision in the year by £1,500.

Following a discussion regarding how best to utilise this remaining budget, and in recognition of the outstanding recommendation due to be considered by the Strategy & Resources Committee to approve an additional £5,030 to fund the provision of a Leadership Training Course in the current financial year, it was:

RECOMMENDED:

- ♦ That the Strategy & Resources Committee, whilst noting the £1,500 reduction in costs associated with the youth club provision, continue to consider the recommendation to provide an additional £5,030 to fund the provision of a Leadership Training Course, thus allowing the Sub Committee to re-allocate the £1,500 budget saving to fund additional holiday activities for young people.

5. 2026/27 YOUTH SERVICE OPTIONS

Members considered the multiple and varied options for youth service provision, as set out in the agenda. It was noted that these options had been curated from the same providers who submitted proposals for the 2025/26 youth service, as considered by the committee in July 2025.

Members noted that the provision would hopefully be running for 12 months during 2026/27, and that they should consider the budget required to support their desired service offering over this time.

Members indicated that they would like the services which commenced during 2025/26 to continue during 2026/27, noting that, having only been procured in recent months, the services would likely need to be given at least a year to develop before their effectiveness could be fully assessed.

It was also agreed that it would be beneficial to enhance the Council's youth provision by including an additional offering from the one provider from whom, due to lack of budget, services were not procured in 2025/26. It was noted that utilising all four providers, each of whom presented excellent proposals, would enable the committee to best compare offerings as the Council's new youth service develops.

4.1 After final discussions, it was:

RESOLVED:

- ♦ That the Council should seek to deliver the following youth service provision during the 2026/27 financial year, subject to approval of the appropriate budget at Full Council in February 2026:

Provider	Provision	When	No. of YP	No. of Sessions	Cost
Provider A	Youth Club	Friday Evenings (Term Time)	24 per week	36	£9,450
	Leadership Training Course	After school workshops (x3) + Residential weekend (camping)	15	5	£5,280
Provider B	Diversion & Disruption Project	School Holidays - 2 groups (3 weeks / 2 sessions pw per group)	7 per group	12	£11,310
Provider C	Rising Futures	After school coaching sessions (x3) + Volunteer day + Employer visit + Celebration event	24	3	£8,964
Provider D	Holidays, Activities & Food Programme	School holidays	Circa 250 individual YP sessions		£5,000

RECOMMENDED:

- ♦ That the Leisure Services Committee includes a budget of £40,004 in its 2026/27 budget recommendation to the Strategy & Resources Committee to fund delivery of the above youth service provision.

The meeting closed at 11.58am

Woodley Town Council Leisure Services 2026.27 Budget Build Report As at November 2025

1. Introduction

- 1.1. This report provides Councillors with the Town Council's Leisure Services proposed draft 2026.27 budget.
- 1.2. This provisional position has been formulated based on information known at this time and is also supported with the use of assumptions and estimates where variables have not yet crystallised. Thus, all figures are a best estimate.

2. Headline Summary

2.1. The Council's Leisure Services proposed budget for 2026.27 is as follows;

	2024.25 Final Outturn £	2025.26 Original Annual Forecast £	2025.26 Revised Annual Forecast £	2026.27 Total Proposed Budget £	2026.27 vs 2025.26 Original %	2026.28 vs 2025.26 Revised %
Total Income	-695,844	-694,865	-701,617	-731,384	5.3%	4.2%
Total Gross Expenditure	800,550	1,111,725	1,135,323	1,279,736	15.1%	12.7%
Total Net Expenditure	104,706	416,860	433,706	548,352	31.5%	26.4%

2.2. This shows an increase in net budget requirement from the 2025.26 original budget of **£131k** from **£416k** to **£548k**, up **31.5%** on the 2025.26 original budget. More detail behind these headline figures can be seen in the appendices to this report.

2.3. It is important to note that this increase comprises unavoidable increases such as inflation and incremental drift (staff progression along their pay scale) which accounts for **£61k** or **14.6%** of the overall increase whereby some areas of expenditure, in particular utilities and other amenities budgets are experiencing costs well above general RPI increases and so we see a divergence between costs and income.

2.4. The remaining pressure is arising from changes to the Youth budget of **£25k** for the extended provision that the Youth Services sub committee wish to provide and also increased costs of **c.£33k** in respect of regulatory requirements around health and safety, maintenance and work priorities which include the following:

- Sewerage maintenance (root cutting) costs at £3.5k pa at WPLC
- Fire door inspections and shower head cleaning at £4k pa at WPLC to meet regulatory requirements
- Recycling collections at £3k pa required for increase in volume of recyclable waste at the Depot
- Tree survey and maintenance at £5k pa to fulfill regulatory requirements
- Football pitch repairs estimated at £5k to ensure they are useable
- New cricket screens to replace unusable set at £3k
- Environmentally friendly fertilizer usage for bowling is additional £1k pa
- Specialist equipment hire (top dressing, levelling, hollow tining) for Bowls green maintenance to maintain high standard - increase in costs of £2k pa
- Increased footfall at the park meaning increased maintenance need of approx. £3k pa
- Increased maintenance required est of £1k pa to maintain features and frontage (living wall, wild flowers, rose garden, orchard garden, Oakwood and Coronation hall frontages)
- Refuse removal and pest control requirements at allotments of £3k pa need a dedicated budget.

3. Assumptions

3.1. This report uses the following assumptions:

- Staffing budgets will experience a 3.5% uplift for the April 2026 NJC pay award (Unions are currently requesting a flat rate of £3,000, which at the mid-scale point of 31 this is approx. 7.3% or RPI plus 2% which would currently be 6.5%). Historically the settlement is less than the level demanded by Unions and this budget sets an expectation very similar to the final award for April 2025 of 3.2%.
- Employers pension contributions will increase by 2 percentage points from 27.2% to 29.2% (7.35% increase in costs) from April 2026 (Berkshire Pensions triennial review due to complete by end of November 2025 which will likely result in an increase).
- Non staff budgets will experience inflation of 4.5% as per the September 2025 retail price index (RPI), except those for Water (26.1%), Gas (13.3%), Electric (8%) and contract cleaning (13.5%).
- Income for services provided by the council will be increased in line with RPI at 4.5% or a more appropriate rate aligned to a % increase to maintain demand for services, i.e. for Woodford Park Leisure Centre.
- Staff not on the top of their scale point have been budgeted to receive an incremental progression to the next point.
- Net growth outside of inflation is based upon current experience in terms of market conditions, changes in regulatory requirements and works becoming a priority.

4. Conclusion

- 4.1. This budget shows an increase in net expenditure of **£131k** from **£416k** to **£548k**, up **31.5%** on the 2025.26 original budget.
- 4.2. This budget is being presented for the Committee to note and is subject to the overall budget requirements for the Council and its affordability aligned to the level of precept to be agreed and the impact on general reserves aligned to the Council's Treasury management strategy.

Leisure Services Budget Build Summary 2026.27

Cost Centre	Description	2024.25 Final Outturn	2025.26 Original Annual Forecast	2025.26 Revised Annual Forecast	2026.27 Total	Change 2026.27 vs 2025.26 Original %	Notes
		£	£	£	£		
INCOME							
201	Woodford Park Leisure Centre	-561,106	-541,634	-562,492	-582,486	7.5%	Forecast increase in income based on 2025.26 activity, known changes for 2026.27 and inflation
401	Grounds Maintenance Depot	-215	-551	-551	-551	0.0%	
402	Football	-12,076	-13,407	-8,491	-8,605	-35.8%	Pitch maintenance requirements due to overuse meaning pitches not fully utilised and not likely to previous usage levels as cannot be maintained at that level
403	Cricket	-7,225	-7,586	-7,586	-7,519	-0.9%	
404	Bowling Green	-8,218	-8,659	-8,659	-8,926	3.1%	
405	Woodford Park	-7,421	-6,362	-10,362	-9,771	53.6%	Increase in memorial bench and tree income offset by corresponding increase in expenditure
406	Memorial Ground	0	0	0	0	0.0%	
407	Garden of Remembrance	-984	-1,365	-1,365	-1,426	4.5%	
408	Play Areas / Open Spaces	0	0	0	0	0.0%	
501	Coronation Hall	-38,275	-49,187	-41,000	-48,265	-1.9%	Estimated reduction in bookings using 2025.26 booking trajectory as at end Oct25
502	Chapel Hall	-42,303	-48,003	-43,000	-44,935	-6.4%	Estimated reduction in bookings using 2025.26 booking trajectory as at end Oct25
601	Allotments	-17,573	-17,560	-17,560	-18,350	4.5%	change not material
602	Amenities	0	0	0	0	0.0%	n/a
603	Events	-300	-400	-400	-400	0.0%	no change budgeted as not predictable
604	Public Toilet	-148	-150	-150	-150	0.0%	no change budgeted as not predictable
608	Youth Services	0	0	0	0	0.0%	n/a
	Total Income	-695,844	-694,865	-701,617	-731,384	5.3%	

Leisure Services Budget Build Summary 2026.27

Cost Centre	Description	2024.25 Final Outturn	2025.26 Original Annual Forecast	2025.26 Revised Annual Forecast	2026.27 Total	Change 2026.27 vs 2025.26 Original %	Notes
		£	£	£	£		

GROSS EXPENDITURE

201	Woodford Park Leisure Centre	462,524	578,456	585,379	649,609	12.3%	Increase largely affected by incremental drift, estimated pay award and general price inflation
401	Grounds Maintenance Depot	67,902	73,442	82,877	90,327	23.0%	H&S training, recycling, tree maintenance plus increase in elec
402	Football	14,318	32,216	37,258	39,255	21.8%	Football pitch repairs required
403	Cricket	21,296	20,596	22,066	28,147	36.7%	Cricket screen replacements plus water charges
404	Bowling Green	24,174	25,664	28,999	34,817	35.7%	Fertiliser, equipment hire costs, Water
405	Woodford Park	51,168	76,482	81,332	89,703	17.3%	Increased maintenance linked to heavier usage of park, increase horticultural supplies to replenish living wall and OC frontage, memorial bench and tree costs offset by income
406	Memorial Ground	0	26,076	23,094	27,462	5.3%	change not material
407	Garden of Remembrance	8,922	12,916	12,304	14,609	13.1%	General repairs budget required not previously included
408	Play Areas / Open Spaces	22,528	40,747	39,053	43,963	7.9%	change not material
501	Coronation Hall	31,741	50,541	54,987	58,110	15.0%	Increase largely affected by incremental drift, estimated pay award and realignment of gas budget
502	Chapel Hall	27,143	55,692	43,580	46,619	-16.3%	Caretaker post not required - recruitment allocated across other headings
601	Allotments	26,378	51,832	55,002	61,162	18.0%	extended winter clear up required and accessibility works to toilet and drain works and speed control
602	Amenities	9,357	13,039	13,591	14,545	11.5%	Increase largely affected by incremental drift, estimated pay award and realignment of elec budget
603	Events	14,089	31,942	31,757	31,812	-0.4%	change not material
604	Public Toilet	3,350	7,085	9,044	9,592	35.4%	realignment of elec budget
608	Youth Services	15,660	15,000	15,000	40,004	166.7%	n/a
Total Gross Expenditure		800,550	1,111,725	1,135,323	1,279,736	15.1%	

Leisure Services Budget Build Summary 2026.27

Cost Centre	Description	2024.25 Final Outturn	2025.26 Original Annual Forecast	2025.26 Revised Annual Forecast	2026.27 Total	Change 2026.27 vs 2025.26 Original %	Notes
		£	£	£	£	%	

NET EXPENDITURE

201	Woodford Park Leisure Centre	-98,582	36,822	22,887	67,123	82.3%
401	Grounds Maintenance Depot	67,687	72,890	82,326	89,776	23.2%
402	Football	2,242	18,809	28,767	30,650	63.0%
403	Cricket	14,071	13,010	14,480	20,628	58.6%
404	Bowling Green	15,956	17,005	20,340	25,891	52.3%
405	Woodford Park	43,747	70,120	70,970	79,932	14.0%
406	Memorial Ground	0	26,076	23,094	27,462	5.3%
407	Garden of Remembrance	7,938	11,551	10,939	13,183	14.1%
408	Play Areas / Open Spaces	22,528	40,747	39,053	43,963	7.9%
501	Coronation Hall	-6,534	1,354	13,987	9,845	627.1%
502	Chapel Hall	-15,160	7,689	580	1,684	-78.1%
601	Allotments	8,805	34,272	37,442	42,812	24.9%
602	Amenities	9,357	13,039	13,591	14,545	11.5%
603	Events	13,789	31,542	31,357	31,412	-0.4%
604	Public Toilet	3,202	6,935	8,894	9,442	36.2%
608	Youth Services	15,660	15,000	15,000	40,004	166.7%
Total Net Expenditure		104,706	416,860	433,706	548,352	31.5%

Leisure Services Budget Build Detail 2026.27

Cost Centre	Description	2024.25 Final Outturn £	2025.26 Original Annual Forecast £	2025.26 Revised Annual Forecast £	2026.27 Total £	Change 2026.27 vs 2025.26 Original	Notes
201	WOODFORD PARK LC						
1001	Rent Income	-29,810	-30,250	-30,250	-30,975	2.4%	£27,375 Optalis (£75 pd). £3,600 Inner Beauty (£300 pmh).
1001	Rent Income	-11,700	-11,700	-11,700	-11,700	0.0%	Flat £11,700 (£975 pm).
1002	Room Hire/Letting Income	-25,109	-24,217	-31,861	-32,817	35.5%	3% increase (combination of price increases and booking alterations).
1201	Sports Hall V	-4,888	-5,153	-4,369	-4,274	-17.1%	Slight reduction in hired hours.
1203	Courses V	-9,621	-8,529	-12,127	-12,369	45.0%	2% increase to reflect price increase for children's parties.
1210	Equipment Sales V	-625	-600	-500	-525	-12.5%	4.5% increase from revised (RPI).
1220	Healthy Habits Inc ots	-1,430	-1,400	-1,100	-1,400	0.0%	Improved promotion of service
1221	Sports Hall ots	-103,459	-100,511	-100,350	-107,266	6.7%	4.5% increase from revised (RPI), plus £2,400 added through LMS benefits.
1223	Courses ots	-45,216	-41,412	-40,691	-42,522	2.7%	4.5% increase from revised (RPI).
1226	Outdoor Court ots	-4,483	-4,500	-4,093	-4,277	-5.0%	4.5% increase from revised (RPI).
1238	Equipment Hire ots	-219	-200	-160	-200	0.0%	No change
1244	3G Pitch ots	-104,301	-97,300	-104,145	-107,332	10.3%	4.5% increase from revised (RPI), minus £1,500 for booking alterations.
1251	Vending/Counter sales V	-23,500	-23,731	-24,016	-25,097	5.8%	4.5% increase from revised (RPI).
1259	GYM ots	-196,745	-192,131	-197,130	-201,732	5.0%	Revised plus £4,602 for £1 per month increase from Sept 2026 following new system launch.
	Total Income	-561,106	-541,634	-562,492	-582,486	7.5%	
4001	Staff Costs	232,107	256,559	244,705	257,173	0.2%	As per staff model plus assumed pay award plus assumed LGPS increase. Reduction in zero hours costs vs 25.26

Leisure Services Budget Build Detail 2026.27

Cost Centre	Description	2024.25 Final Outturn £	2025.26 Original Annual Forecast £	2025.26 Revised Annual Forecast £	2026.27 Total £	Change 2026.27 vs 2025.26 Original	Notes
4002	Employers NIC	0	27,976	25,889	32,471	16.1%	As per staff model plus assumed pay award plus assumed LGPS increase
4004	Coaching	41,884	40,265	42,536	44,576	10.7%	£2040 increase from revised (two planned additional sessions).
4005	Employer's Superannuation	0	62,512	59,102	77,784	24.4%	As per staff model plus assumed pay award plus assumed LGPS increase
4006	First Aid	152	280	280	293	4.6%	Current spend suggests no growth is required - confirmed by EW
4009	Uniform/Ppe	420	500	500	523	4.6%	Current spend suggests no growth is required - confirmed by EW
4011	Rates	28,119	29,525	28,583	29,869	1.2%	Based on 25.26 estimated outturn plus inflation
4012	Water Rates	18,128	16,551	20,000	25,284	52.8%	Estimate based on 2025.26 forecast, previous 3 year trend plus RPI
4014	Light & Heat-Electric	19,412	18,165	21,000	22,858	25.8%	Estimate based on 2025.26 forecast, previous 3 year trend plus RPI
4015	Heat - Gas	26,416	20,000	22,000	24,926	24.6%	Estimate based on 2025.26 forecast, previous 3 year trend plus RPI
4016	Cleaning/Misc	2,266	2,687	2,687	2,808	4.5%	Current spend suggests no growth is required - confirmed by EW
4017	Contract Cleaning	18,847	20,732	21,391	24,279	17.1%	Estimate based on 2025.26 forecast plus inflation (13% as per 25.26 increase)
4021	Telephone & Broadband	2,272	2,100	2,100	2,195	4.5%	Estimate based on 2025.26 forecast plus inflation
4023	Stationery & Printing	1,000	1,754	2,748	2,872	63.7%	Estimate based on 2025.26 forecast plus inflation (increased copy charges)
4035	Licences & Certification	3,984	4,383	4,343	4,738	8.1%	4.5% increase from revised (RPI) plus additional £200 to cover increased sessions (music licence).
4036	Repairs & Maintenance	15,410	13,125	23,125	19,463	48.3%	Estimate based on 2024.25 and 2025.26 forecast - all reactive spend. Increase comprises £2,000 for general

Leisure Services Budget Build Detail 2026.27

Cost Centre	Description	2024.25 Final Outturn £	2025.26 Original Annual Forecast £	2025.26 Revised Annual Forecast £	2026.27 Total £	Change 2026.27 vs 2025.26 Original	Notes
							increase in spend plus £3.5k per year sewerage maintenance instead of replacing the pipes
4040	Washroom Services/Mats	1,565	1,608	1,608	1,680	4.5%	Estimate based on 2025.26 forecast plus inflation
4041	Refuse/Skip Hire	2,227	2,625	2,625	2,743	4.5%	Assume no change based on 2024.25 and year to date
4042	Equipment	5,113	5,898	5,898	6,163	4.5%	Estimate based on 2024.25 and 2025.26 forecast plus RPI
4048	Maintenance Contracts	4,834	5,775	9,400	9,692	67.8%	Change in regulations now requires increase in Fire door, Aircon inspections and shower cleaning - new services but required as ongoing
4052	Software Support Licence	1,898	2,940	2,940	19,441	561.3%	£2100 (current inc. Riatlas 3 months + £16504 new LMS all charges). Plus 4.5% increase for RPI.
4142	Gym Equipment Contracts	18,862	20,244	20,244	16,412	-18.9%	Full year Pulse (£1031), Les (£193), 3 months CM (£89) and GC (£250). Plus 4.5% increase for RPI. Decrease (Cost move new system 4052).
4241	3G Repairs & Maintenance	1,995	3,595	3,620	2,495	-30.6%	£1,995 for six contracted visits + £500 for possible repair works (no testing costs this year).
4242	3G Equipment Costs	2,088	3,787	3,225	3,370	-11.0%	4.5% increase from revised (RPI).
4251	Vending Costs	13,525	14,870	14,831	15,498	4.2%	4.5% increase from revised (RPI).
	Gross Expenditure	462,524	578,456	585,379	649,609	12.3%	
1792	Youth Services Room Hire	0	0	-1,728	-4,000	-100.0%	Youth services 3 hours per week x 39 weeks
	Internal recharges	0	0	-1,728	-4,000	-100.0%	
	Net Expenditure	-98,582	36,822	21,159	63,123	71.4%	
401	DEPOT						
1402	Gross Income	-215	-551	-551	-551	0.0%	No change
	Total Income	-215	-551	-551	-551	0.0%	
4001	Staff Costs	11,991	13,281	12,634	13,819	4.0%	As per staff model plus assumed pay award plus assumed LGPS increase
4002	Employers NIC	0	1,692	1,571	1,762	4.1%	As per staff model plus assumed pay award plus assumed LGPS increase

Leisure Services Budget Build Detail 2026.27

Cost Centre	Description	2024.25 Final Outturn £	2025.26 Original Annual Forecast £	2025.26 Revised Annual Forecast £	2026.27 Total £	Change 2026.27 vs 2025.26 Original	Notes
4005	Employer's Superannuation	0	3,613	3,436	4,039	11.8%	As per staff model plus assumed pay award plus assumed LGPS increase
4006	First Aid	307	110	110	115	4.3%	Increase with RPI
4007	Health & Safety Training	868	0	0	0	0.0%	£400 pp py for all H&S training renewal requirements centralised on Dep 101
4009	Uniform/Ppe	1,086	1,155	1,155	1,207	4.5%	Increase with RPI
4012	Water Rates	2,417	2,675	2,675	3,373	26.1%	Estimate based on 2025.26 forecast, previous 3 year trend plus RPI
4014	Light & Heat-Electric	6,038	3,675	6,500	7,020	91.0%	Estimate based on 2025.26 forecast, previous 3 year trend plus RPI
4016	Cleaning/Misc	368	386	386	403	4.3%	Increase with RPI
4020	Other Supplies	5	0	0	0	0.0%	No change
4021	Telephone & Broadband	2,587	2,702	2,702	2,824	4.5%	Estimate based on 2025.26 forecast plus inflation
4036	Repairs & Maintenance	9,558	10,185	2,035	2,283	-77.6%	Vehicle repair costs within code 4043 - so this is a switch rather than saving
4039	Horticultural Supplies	0	0	0	1,045	100.0%	General costs - eg bedding plants, poly tunnels across the Council
4040	Washroom Services/Mats	13	0	0	115	100.0%	Estimated sanitary disposal annual requirement
4041	Refuse/Skip Hire	10,953	10,095	12,500	13,162	30.4%	Recycling costs added, service not previously included
4042	Equipment	5,911	6,300	6,300	6,584	4.5%	Increase with RPI
4043	Vehicle Running Costs	895	551	8,551	10,450	1795.7%	MOT, servicing and repairs to vehicles - reflects age of vehicles, funding switched from code 4036
4048	Maintenance Contracts	1,815	2,100	2,250	2,195	4.5%	Increase with RPI
4143	Unleaded Petrol	460	882	882	922	4.5%	Increase with RPI
4144	Diesel	3,990	4,190	4,190	4,379	4.5%	Increase with RPI
4145	Depot Tree Maintenance	8,640	9,849	15,000	14,630	48.5%	Tree surveys now required annually as well as maintenance
	Gross Expenditure	67,902	73,442	82,877	90,327	23.0%	

Leisure Services Budget Build Detail 2026.27

Cost Centre	Description	2024.25 Final Outturn £	2025.26 Original Annual Forecast £	2025.26 Revised Annual Forecast £	2026.27 Total £	Change 2026.27 vs 2025.26 Original	Notes
	Net Expenditure	67,687	72,890	82,326	89,776	23.2%	
402	FOOTBALL						
1023	Pitch Charges	-11,907	-13,230	-8,314	-8,605	-35.0%	3.5% increase to income from revised 25/26 estimate and taking into account ongoing possible pitch closure.
1026	Football V	-169	-177	-177	0	-100.0%	Nil - no income stream for this income type
	Total Income	-12,076	-13,407	-8,491	-8,605	-35.8%	
4001	Staff Costs	11,490	20,154	20,192	21,015	4.3%	As per staff model plus assumed pay award plus assumed LGPS increase
4002	Employers NIC	0	2,580	2,573	2,694	4.4%	As per staff model plus assumed pay award plus assumed LGPS increase
4005	Employer's Superannuation	0	5,482	5,493	6,141	12.0%	As per staff model plus assumed pay award plus assumed LGPS increase
4039	Horticultural Supplies	2,828	4,000	9,000	9,405	135.1%	Repairs to two pitches 2025.26, still three pitches to repair in 2025.26 (smaller)
	Gross Expenditure	14,318	32,216	37,258	39,255	21.8%	
	Net Expenditure	2,242	18,809	28,767	30,650	63.0%	
403	CRICKET						
1023	Cricket Pitch Charges	-7,225	-7,586	-7,586	-7,519	-0.9%	3.5% increase to income from revised 25/26 estimate.
	Total Income	-7,225	-7,586	-7,586	-7,519	-0.9%	
4001	Staff Costs	15,535	10,796	10,567	11,247	4.2%	As per staff model plus assumed pay award plus assumed LGPS increase
4002	Employers NIC	0	1,379	1,331	1,439	4.4%	As per staff model plus assumed pay award plus assumed LGPS increase
4005	Employer's Superannuation	0	2,937	2,874	3,287	11.9%	As per staff model plus assumed pay award plus assumed LGPS increase
4012	Water Rates	4,028	3,308	5,000	6,305	90.6%	Estimate based on 2025.26 forecast, previous 3 year trend plus RPI
4039	Horticultural Supplies	1,260	1,680	1,734	1,756	4.5%	Increase with RPI

Leisure Services Budget Build Detail 2026.27

Cost Centre	Description	2024.25 Final Outturn £	2025.26 Original Annual Forecast £	2025.26 Revised Annual Forecast £	2026.27 Total £	Change 2026.27 vs 2025.26 Original	Notes
4042	Equipment	473	496	560	4,113	729.0%	Cover cost of two cricket screens
	Gross Expenditure	21,296	20,596	22,066	28,147	36.7%	
	Net Expenditure	14,071	13,010	14,480	20,628	58.6%	
404	BOWLING GREEN						
1005	Woodley Bowls Green Fees	-7,703	-8,088	-8,088	-8,305	2.7%	Increase with RPI
1006	Watering & Irrigation Fees	-500	-525	-525	-575	9.5%	Increase with RPI
1023	Bowls ots	-15	-46	-46	-46	-0.4%	No change
	Total Income	-8,218	-8,659	-8,659	-8,926	3.1%	
4001	Staff Costs	14,896	12,875	12,705	13,418	4.2%	As per staff model plus assumed pay award plus assumed LGPS increase
4002	Employers NIC	0	1,646	1,607	1,717	4.3%	As per staff model plus assumed pay award plus assumed LGPS increase
4005	Employer's Superannuation	0	3,502	3,456	3,921	12.0%	As per staff model plus assumed pay award plus assumed LGPS increase
4012	Water Rates	6,043	4,410	7,500	9,458	114.5%	Estimate based on 2025.26 forecast, previous 3 year trend plus RPI
4036	Repairs & Maintenance	503	331	331	346	4.6%	Increase with RPI
4039	Horticultural Supplies	1,759	2,000	2,300	3,135	56.8%	Change in fertilisers which are more environmentally friendly but come at higher cost and need additional autumn dressing due to hallow tinning
4042	Equipment	973	900	1,100	2,822	213.6%	Hire costs of maintenance equipment increases
	Gross Expenditure	24,174	25,664	28,999	34,817	35.7%	
	Net Expenditure	15,956	17,005	20,340	25,891	52.3%	
405	WOODFORD PARK						
1001	Rent Income	-575	0	0	0	0.0%	No change
1010	Pre-School Income	-863	-2,415	-2,415	-2,524	4.5%	Estimate based on 2025.26 forecast plus inflation
1120	WP Memorial Benches	-3,792	-3,000	-7,000	-5,300	76.7%	Unpredictable but reset between original budget and revised outturn -= offset by change in exp

Leisure Services Budget Build Detail 2026.27

Cost Centre	Description	2024.25 Final Outturn £	2025.26 Original Annual Forecast £	2025.26 Revised Annual Forecast £	2026.27 Total £	Change 2026.27 vs 2025.26 Original	Notes
1121	WP Memorial Trees	-2,191	-947	-947	-1,947	105.6%	Unpredictable but reset between original budget and revised outturn -= offset by change in exp
	Total Income	-7,421	-6,362	-10,362	-9,771	53.6%	
4001	Staff Costs	31,368	39,826	37,984	41,431	4.0%	As per staff model plus assumed pay award plus assumed LGPS increase
4002	Employers NIC	0	5,073	4,731	5,283	4.1%	As per staff model plus assumed pay award plus assumed LGPS increase
4005	Employer's Superannuation	0	10,833	10,332	12,109	11.8%	As per staff model plus assumed pay award plus assumed LGPS increase
4012	Water Rates	9,668	9,450	12,000	15,132	60.1%	Estimate based on 2025.26 forecast, previous 3 year trend plus RPI
4036	Repairs & Maintenance	1,994	2,205	3,205	5,225	137.0%	Cover grass repairs now park is busier (more attractive place to come but now requires greater maintenance, also more events) and replace sleeper fencing around the lake
4039	Horticultural Supplies	1,436	788	938	1,933	145.5%	Keep up with costs associated with living wall, wild flowers, rose garden, orchard garden and lake planting and upkeep of new frontage to Coronation & Oakwood
4048	Contract Maintenance	0	0	0	752	100.0%	Additional pest control spent across other budget headings in 2025.26
4047	Play Equipment	954	3,308	3,308	0	-100.0%	Move this to play areas for repairs and maintenance of all play areas
4072	Memorial Benches Costs	3,302	3,152	6,585	5,384	70.8%	Unpredictable but reset between original budget and revised outturn -= offset by change in inc
4073	Memorial Trees Costs	2,446	1,848	2,249	2,454	32.8%	Unpredictable but reset between original budget and revised outturn -= offset by change in inc
	Gross Expenditure	51,168	76,482	81,332	89,703	17.3%	
	Net Expenditure	43,747	70,120	70,970	79,932	14.0%	

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Cost Centre	Description	2024.25 Final Outturn £	2025.26 Original Annual Forecast £	2025.26 Revised Annual Forecast £	2026.27 Total £	Change 2026.27 vs 2025.26 Original	Notes
406	MEMORIAL GROUND						
	Income	0	0	0	0	0.0%	No change
	Total Income	0	0	0	0	0.0%	
4001	Staff Costs	0	18,644	16,540	19,353	3.8%	As per staff model plus assumed pay award plus assumed LGPS increase
4002	Employers NIC	0	2,361	1,985	2,452	3.9%	As per staff model plus assumed pay award plus assumed LGPS increase
4005	Employer's Superannuation	0	5,071	4,499	5,657	11.6%	As per staff model plus assumed pay award plus assumed LGPS increase
	Gross Expenditure	0	26,076	23,024	27,462	5.3%	
	Net Expenditure	0	26,076	23,024	27,462	5.3%	
407	GARDEN OF REMEMBRNCE						
1021	GOR Inscription Income	-984	-1,365	-1,365	-1,426	4.5%	No change based on income to date
	Total Income	-984	-1,365	-1,365	-1,426	4.5%	
4001	Staff Costs	7,496	7,965	7,546	8,287	4.0%	As per staff model plus assumed pay award plus assumed LGPS increase
4002	Employers NIC	0	1,015	936	1,057	4.1%	As per staff model plus assumed pay award plus assumed LGPS increase
4005	Employer's Superannuation	0	2,166	2,053	2,422	11.8%	As per staff model plus assumed pay award plus assumed LGPS increase
4039	Horticultural Supplies	735	772	772	807	4.5%	Increase with RPI
4036	Repairs & Maintenance	0	0	0	1,254	100.0%	repairs to area current subsumed in other budgets but those budgets have had other works cancelled or deferred to fund this
4071	Inscription Costs	691	998	998	782	-21.6%	Reduction based on 2024.25 and year to date. No inflation
	Gross Expenditure	8,922	12,916	12,304	14,609	13.1%	
	Net Expenditure	7,938	11,551	10,939	13,183	14.1%	

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Cost Centre	Description	2024.25 Final Outturn £	2025.26 Original Annual Forecast £	2025.26 Revised Annual Forecast £	2026.27 Total £	Change 2026.27 vs 2025.26 Original	Notes
408	PLAY AREA/OPEN SPACE						
	Income	0	0	0	0	0.0%	No change
	Total Income	0	0	0	0	0.0%	
4001	Staff Costs	20,893	22,595	21,150	23,475	3.9%	As per staff model plus assumed pay award plus assumed LGPS increase
4002	Employers NIC	0	2,871	2,615	2,985	4.0%	As per staff model plus assumed pay award plus assumed LGPS increase
4005	Employer's Superannuation	0	6,146	5,753	6,862	11.6%	As per staff model plus assumed pay award plus assumed LGPS increase
4013	Lease	0	221	221	231	4.5%	Increase with RPI
4036	Repairs & Maintenance	0	0	400	5,185	100.0%	Includes play area budget transfer from code 405
4039	Horticultural Supplies	1,353	7,260	7,260	5,225	-28.0%	Reduced need
4047	Play Equipment	282	1,654	1,654	0	-100.0%	Increase with RPI
	Gross Expenditure	22,528	40,747	39,053	43,963	7.9%	
	Net Expenditure	22,528	40,747	39,053	43,963	7.9%	
501	CORONATION HALL						
1002	Room Hire/Letting Income	-38,275	-49,187	-41,000	-48,265	-1.9%	Using booking activity from 2425 indicates 79% of bookings already in system (Rialtas £22k plus bookings £10k = £382) so outturn forecast at £41k. Income reduction from historic data reduced by £5k to move budget towards self sustainability. Additional works required
	Total Income	-38,275	-49,187	-41,000	-48,265	-1.9%	
4001	Staff Costs	16,787	25,124	25,113	25,802	2.7%	As per staff model plus assumed pay award plus assumed LGPS increase
4002	Employers NIC	0	2,860	2,859	2,930	2.4%	As per staff model plus assumed pay award plus assumed LGPS increase

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Cost Centre	Description	2024.25 Final Outturn £	2025.26 Original Annual Forecast £	2025.26 Revised Annual Forecast £	2026.27 Total £	Change 2026.27 vs 2025.26 Original	Notes
4005	Employer's Superannuation	0	6,834	6,831	7,544	10.4%	As per staff model plus assumed pay award plus assumed LGPS increase
4006	First Aid	49	32	32	33	4.8%	Keep budget as likely to be required
4011	Rates	4,207	4,417	5,259	5,496	24.4%	Based on 25.26 estimated outturn plus inflation
4012	Water Rates	723	580	2,000	2,522	335.1%	Estimate based on 2025.26 forecast, previous 3 year trend plus RPI
4014	Light & Heat-Electric	1,342	1,575	1,575	1,701	8.0%	Estimate based on 2025.26 forecast, previous 3 year trend plus RPI
4015	Heat - Gas	3,364	2,100	4,100	4,645	121.2%	Estimate based on 2025.26 forecast, previous 3 year trend plus RPI
4016	Cleaning/Misc	592	624	624	652	4.5%	Assume 2025.26 spend will materialise similar level to 2024.25
4035	Licences/Certification	456	479	479	501	4.6%	Increase with RPI
4036	Repairs & Maintenance	1,965	2,100	1,950	2,195	4.5%	Increase with RPI
4040	Washroom Services/Mats	668	950	950	993	4.5%	Increase with RPI
4048	Maintenance Contracts	1,446	2,205	2,505	2,404	9.0%	General increases plus RPI
4021	Telephone & Broadband	142	662	662	692	4.5%	Increase with RPI
	Gross Expenditure	31,741	50,541	54,987	58,110	15.0%	
1792	Youth Services Room Hire	0	0	-170	-1,250	-100.0%	Youth services 3 hours per week x 39 weeks
	Internal recharges	0	0	-170	-1,250	-100.0%	
	Net Expenditure	-6,534	1,354	13,817	8,595	534.8%	
502	CHAPEL HALL						
1002	Room Hire/Letting Income	-42,303	-48,003	-43,000	-44,935	-6.4%	Using booking activity from 2425 indicates 74% of bookings already in system (Rialtas £18k plus bookings £20k = £38k) so outturn forecast at £52k. Analysis reduced assuming allied as main user already booked up to year end will mean only marginal increase in bookings from Oct. to year end.

Leisure Services Budget Build Detail 2026.27

Cost Centre	Description	2024.25 Final Outturn £	2025.26 Original Annual Forecast £	2025.26 Revised Annual Forecast £	2026.27 Total £	Change 2026.27 vs 2025.26 Original	Notes
	Total Income	-42,303	-48,003	-43,000	-44,935	-6.4%	
4001	Staff Costs	14,563	31,538	21,144	22,139	-29.8%	As per staff model plus assumed pay award plus assumed LGPS increase
4002	Employers NIC	0	2,824	2,016	2,125	-24.8%	As per staff model plus assumed pay award plus assumed LGPS increase
4005	Employer's Superannuation	0	8,578	5,751	6,673	-22.2%	As per staff model plus assumed pay award plus assumed LGPS increase
4006	First Aid	30	32	32	33	4.8%	Keep budget as likely to be required
4011	Rates	1,902	1,997	2,377	2,484	24.4%	Based on 25.26 estimated outturn plus inflation
4012	Water Rates	364	298	450	315	5.6%	Estimate based on 2025.26 forecast, previous 3 year trend plus RPI
4014	Light & Heat-Electric	745	840	1,000	1,080	28.6%	Estimate based on 2025.26 forecast, previous 3 year trend plus RPI
4015	Heat - Gas	3,819	3,675	4,700	5,325	44.9%	Estimate based on 2025.26 forecast, previous 3 year trend plus RPI
4016	Cleaning/Misc	190	164	164	171	4.4%	Assume 2025.26 spend will materialise similar level to 2024.25
4021	Telephone & Broadband	871	662	662	692	4.6%	Estimate based on 2025.26 forecast plus RPI
4035	Licences/Certification	949	996	996	1,041	4.5%	Estimate based on 2025.26 forecast plus RPI
4036	Repairs & Maintenance	2,085	1,874	1,874	1,958	4.5%	Increase with RPI
4040	Washroom Services/Mats	436	560	560	585	4.5%	Increase with RPI
4048	Maintenance Contracts	1,189	1,654	1,854	1,998	20.8%	General increases plus RPI
	Gross Expenditure	27,143	55,692	43,580	46,619	-16.3%	
	Net Expenditure	-15,160	7,689	580	1,684	-78.1%	
601	ALLOTMENTS						
1001	Rent Income	-16,200	-16,094	-16,094	-18,350	14.0%	Increase with RPI
1162	Allotment Water charge Income	-1,373	-1,466	-1,466	0	-100.0%	Amalgamated with rent income
	Total Income	-17,573	-17,560	-17,560	-18,350	4.5%	

Leisure Services Budget Build Detail 2026.27

Cost Centre	Description	2024.25 Final Outturn £	2025.26 Original Annual Forecast £	2025.26 Revised Annual Forecast £	2026.27 Total £	Change 2026.27 vs 2025.26 Original	Notes
4001	Staff Costs	10,397	24,131	23,364	25,036	3.7%	As per staff model plus assumed pay award plus assumed LGPS increase
4002	Employers NIC	0	3,064	2,935	3,181	3.8%	As per staff model plus assumed pay award plus assumed LGPS increase
4005	Employer's Superannuation	0	6,564	6,355	7,318	11.5%	As per staff model plus assumed pay award plus assumed LGPS increase
4012	Water Rates	2,806	4,725	7,000	8,827	86.8%	Estimate based on 2025.26 forecast, previous 3 year trend plus RPI
4013	Rent	9,673	9,673	9,673	10,108	4.5%	Estimate based on 2025.26 forecast plus RPI
4041	Refuse & Skips	0	0	0	2,100	100.0%	Six skips required throughout the year to maintain allotment sites
4048	Contract maintenance	0	0	0	752	100.0%	pest control required
4036	Repairs & Maintenance	3,502	3,675	5,675	3,840	4.5%	extended winter clear up required and accessibility works to toilet and drain works and speed control
	Gross Expenditure	26,378	51,832	55,002	61,162	18.0%	
	Net Expenditure	8,805	34,272	37,442	42,812	24.9%	
602	AMENITIES						
	Income	0	0	0	0	0.0%	No change
	Total Income	0	0	0	0	0.0%	
4001	Staff Costs	6,342	6,672	6,576	6,938	4.0%	As per staff model plus assumed pay award plus assumed LGPS increase
4002	Employers NIC	0	851	836	885	4.0%	As per staff model plus assumed pay award plus assumed LGPS increase
4005	Employer's Superannuation	0	1,815	1,788	2,028	11.7%	As per staff model plus assumed pay award plus assumed LGPS increase
4014	Light & Heat-Electric	2,822	2,310	3,000	3,240	40.3%	Estimate based on 2025.26 forecast, previous 3 year trend plus RPI
4036	Repairs & Maintenance	193	551	551	1,454	163.9%	Budget from 4163

Leisure Services Budget Build Detail 2026.27

Cost Centre	Description	2024.25 Final Outturn £	2025.26 Original Annual Forecast £	2025.26 Revised Annual Forecast £	2026.27 Total £	Change 2026.27 vs 2025.26 Original	Notes
4163	Noticeboards/Amenities Repairs	0	840	840	0	-100.0%	Subsume into budget above
	Gross Expenditure	9,357	13,039	13,591	14,545	11.5%	
	Net Expenditure	9,357	13,039	13,591	14,545	11.5%	
603	EVENTS						
1128	Events Income	-300	-400	-400	-400	0.0%	No change based on 2025.26
	Total Income	-300	-400	-400	-400	0.0%	
4001	Staff Costs	3,805	14,497	14,367	15,248	5.2%	As per staff model plus assumed pay award plus assumed LGPS increase
4002	Employers NIC	0	1,897	1,877	2,000	5.4%	As per staff model plus assumed pay award plus assumed LGPS increase
4005	Employer's Superannuation	0	3,943	3,908	4,454	13.0%	As per staff model plus assumed pay award plus assumed LGPS increase
4031	P R & Promotions	7,184	8,500	8,500	10,000	17.6%	Increase linked to expanded spend on party in the park from historic successes
4035	Licences/Certification	100	105	105	110	4.8%	No Change
4533	Woodley Carnival	3,000	3,000	3,000	0	-100.0%	Move to planning as a formal grant payment
	Gross Expenditure	14,089	31,942	31,757	31,812	-0.4%	
	Net Expenditure	13,789	31,542	31,357	31,412	-0.4%	
604	PUBLIC TOILET						
1603	Town Ctre Public Toilet Inc	-148	-150	-150	-150	0.0%	Assume no change based on income to date vs 2024.25, no inflation
	Total Income	-148	-150	-150	-150	0.0%	
4001	Staff Costs	2,239	3,566	3,572	3,664	2.8%	As per staff model plus assumed pay award plus assumed LGPS increase
4002	Employers NIC	0	422	423	433	2.6%	As per staff model plus assumed pay award plus assumed LGPS increase
4005	Employer's Superannuation	0	970	972	1,072	10.5%	As per staff model plus assumed pay award plus assumed LGPS increase

Leisure Services Budget Build Detail 2026.27

Cost Centre	Description	2024.25 Final Outturn £	2025.26 Original Annual Forecast £	2025.26 Revised Annual Forecast £	2026.27 Total £	Change 2026.27 vs 2025.26 Original	Notes
4012	Water Rates	226	263	263	332	26.5%	Estimate based on 2025.26 forecast, previous 3 year trend plus RPI
4014	Light & Heat-Electric	88	1,050	3,000	3,240	208.6%	Estimate based on 2025.26 forecast, previous 3 year trend plus RPI
4036	Repairs & Maintenance	641	551	551	576	4.5%	Increase with RPI
4040	Washroom Services/Mats	156	263	263	275	4.6%	Estimate based on 2025.26 forecast plus RPI
	Gross Expenditure	3,350	7,085	9,044	9,592	35.4%	
	Net Expenditure	3,202	6,935	8,894	9,442	36.2%	
608	YOUTH SERVICES						
	Income	0	0	0	0	0.0%	No change
	Total Income	0	0	0	0	0.0%	
4270	Youth Services	15,660	15,000	15,000	40,004	166.7%	Provision that the Youth Services Sub Committee wishes to provide
	Gross Expenditure	15,660	15,000	15,000	40,004	166.7%	
4213	Room Hire Costs	0	0	1,898	5,250	100.0%	Youth services 3 hours per week x 39 weeks
	Internal recharges	0	0	1,898	5,250	100.0%	
	Net Expenditure	15,660	15,000	16,898	45,254	201.7%	
	Total Net Position	104,706	416,860	433,706	548,352	31.5%	

ALLOTMENTS SURVEY & DEPOSITS

REPORT OF THE TOWN CLERK

Purpose of Report

To provide Members with information from the survey of allotment tenants and to ask Members to consider the charging of deposits for new tenants and tenants wishing to keep hens or rabbits.

Background

The Leisure Services Committee held on 25 March received a report on options for charging refundable deposits for new tenants and for tenants wishing to keep hens and rabbits on their plot. A range of views were expressed at the meeting and the Committee resolved the following;

- *To defer the decision on implementing allotment plot deposits until further consultation and feedback from the Tenants Committee has been sought, with a survey of existing tenants undertaken to seek views on alternative methods of resolving the issue of clearing excessive waste from plots, with the deposits which have already been taken held until a final decision is made on the matter.*

A proposed hen and rabbit keeping agreement was also presented to the meeting and the following resolved;

- *To defer the decision on approving a hen / rabbit keeping agreement to allow more time for Officers to contact other councils with hens and rabbits on their sites to understand the issues presented, and to consider the conditions which would need to be imposed to ensure the keeping of animals is appropriate.*

A revised agreement is included in the agenda for consideration and approval.

Consultation

Consultation with the Allotment Tenants Committee showed some support for the implementation of deposits but there were concerns over affordability and the potential that some residents may find the cost of renting a plot to be prohibitive.

A survey of allotment tenants was carried out over the summer period to obtain feedback on plot usage, satisfaction with Council service provision and views on waste and the charging of deposits. The survey was emailed to all tenants for whom we have an email address, and a QR code placed on posters around the site to encourage as much participation as possible. 162 of the 347 tenants at the site responded (47%). The results of the survey are attached at **APPENDIX A**.

Summary / key points;

General:

- 83% of respondents considered the overall condition of the site to be fair or good.
- 75% of respondents considered the service provided by the Council to be fair, good or excellent.

Waste Management:

- 35.82% of respondents never use the skips provided annually by the Council, while 20.9% always use them. 27.61% use them sometimes, and 15.67% rarely use them.
- 72.59% think the Council should provide more skips throughout the year.
- When asked about paying more rent for additional skips, responses were split: 40.3% would pay an extra £2 per year, 19.4% would pay an extra £4 per year and 40.3% would not be happy to pay more.
- 62.59% would use a designated on-site waste area managed with CCTV, 28.06% said possibly, and 9.35% said no.
- When asked about paying more rent to cover waste removal from an on-site area, 43.42% would pay an extra £2 per year, 22.37% would pay an extra £4 per year and 34.21% would not be happy to pay more.
- Open-ended suggestions for reducing or managing waste included skip management, site inspection protocols, waste management policies, and recycling initiatives.

Deposits:

- 39.61% do not believe new tenants should pay a deposit for waste removal, while 37.01% support a £5 per pole deposit and 11.04% support a £10 per pole deposit.
- For tenants wishing to keep hens/rabbits, 42.18% do not think a deposit is necessary, 36.05% support a deposit up to £250, and 21.77% support up to £500.

Proposals

1. It is proposed that refundable waste deposits for new tenants are not implemented at this time and that the issue of on-site waste be addressed through the following and monitored;
 - Increased provision of skips to x3 periods per year (x2 skips for each period)
 - Actions taken through the plot inspection process (warning letters/advice/termination notice if required)
 - Creation of a designated area for disposal of specific waste items e.g. metal (External contractor removal at no cost and area covered by CCTV to prevent fly tipping)
2. It is further proposed that a refundable deposit of £250 be implemented for tenants wishing to keep hens or rabbits on the site. Deposits would be placed in an earmarked reserve and returned at the end of the tenancy – minus any deductions for costs incurred by the Council for the removal of waste from the plot. Refunded deposits would be based on an assessment of the plot at the end of the tenancy with any deduction reflecting the actual costs incurred in any clearance work. The other terms and conditions relating to the keeping of hens and rabbits is included in the written agreement with the tenant – focusing on requirements in relation to animal welfare and avoiding issues of nuisance, vermin etc.

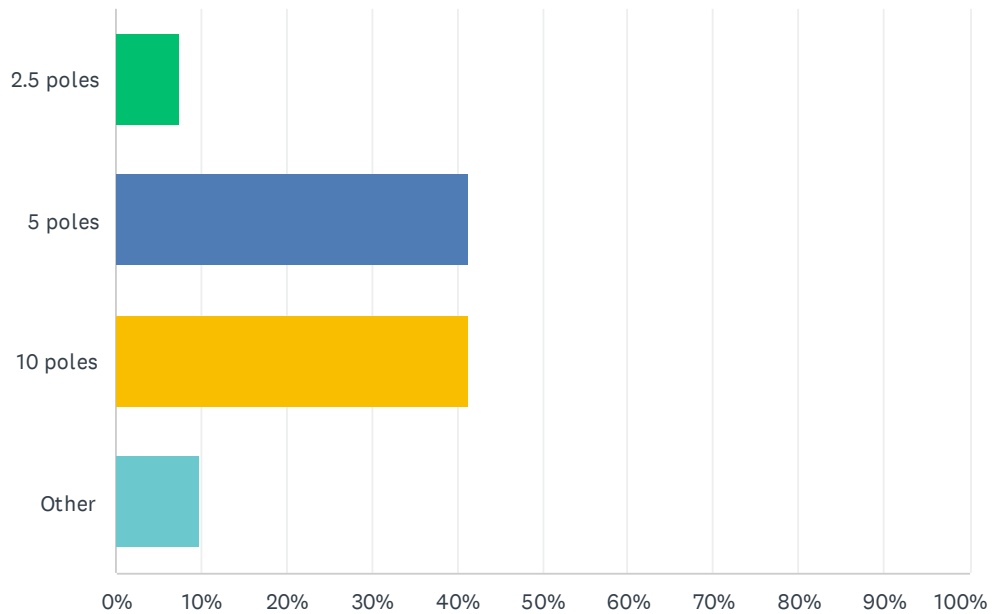
Resources
Provision of additional skips – approx £1,300 p.a.
Equality
There are no equality impacts identified in relation to the recommendation in the report.
Environment
There are no environmental impacts identified in relation to the recommendation in the report.
Legal
The Council has a duty to provide allotments where it considers there to be a demand, and is permitted to do so under the Small Holdings and Allotments Act 1908, s. 23, 26, 42. The Allotments Act 1950 gives tenants the right to keep hens and rabbits on a site that is considered to be a statutory site.

Recommendation:

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider the proposal to introduce a refundable deposit for tenants wishing to keep hens or rabbits and if so – make a recommendation to the Strategy & Resources Committee on the rate at which that deposit be set.**

Q1 What size is your allotment plot?

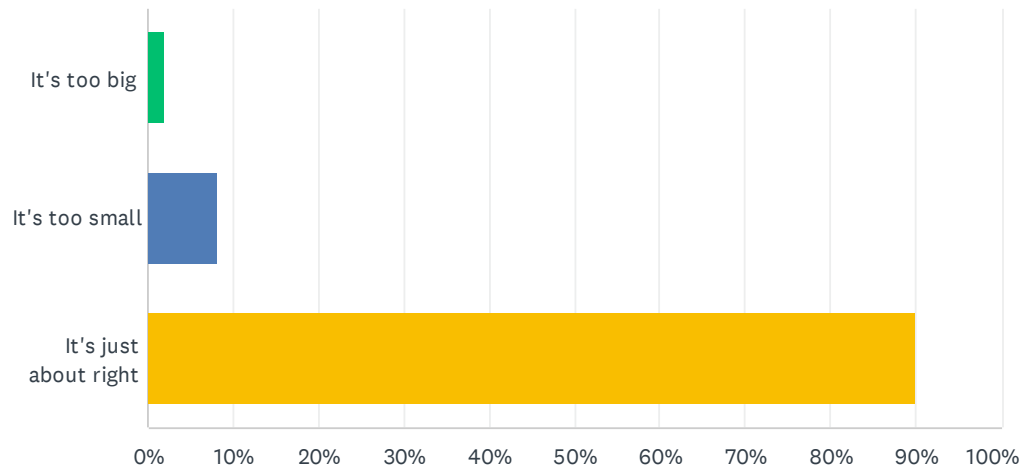
Answered: 162 Skipped: 0



ANSWER CHOICES	RESPONSES	
2.5 poles	7.41%	12
5 poles	41.36%	67
10 poles	41.36%	67
Other	9.88%	16
TOTAL		162

Q2 Are you happy with the size of your plot?

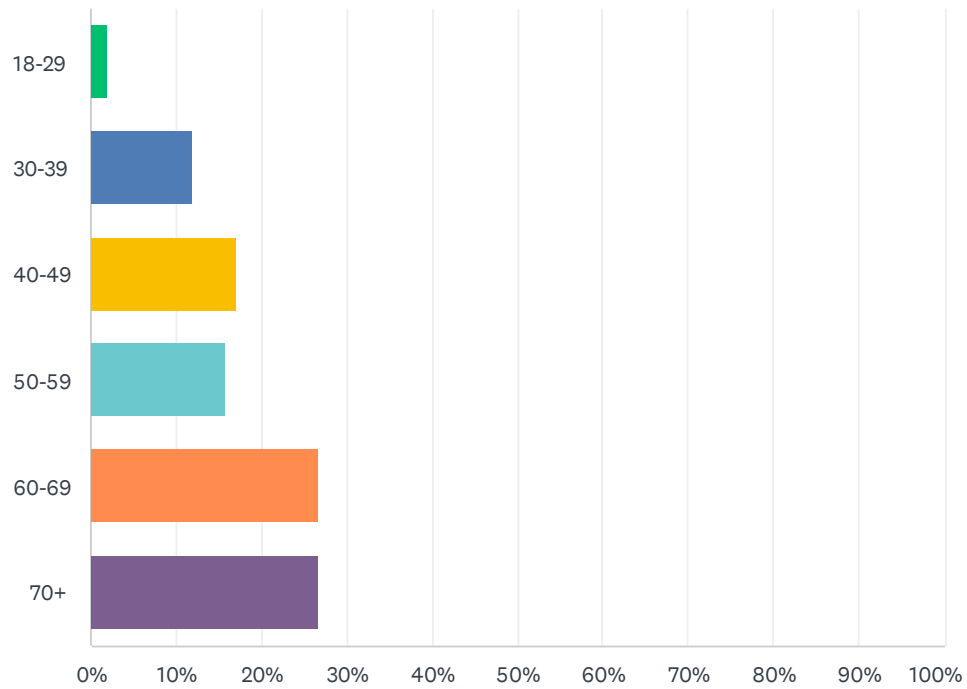
Answered: 161 Skipped: 1



ANSWER CHOICES	RESPONSES	
It's too big	1.86%	3
It's too small	8.07%	13
It's just about right	90.06%	145
TOTAL		161

Q3 Which age bracket applies to you?

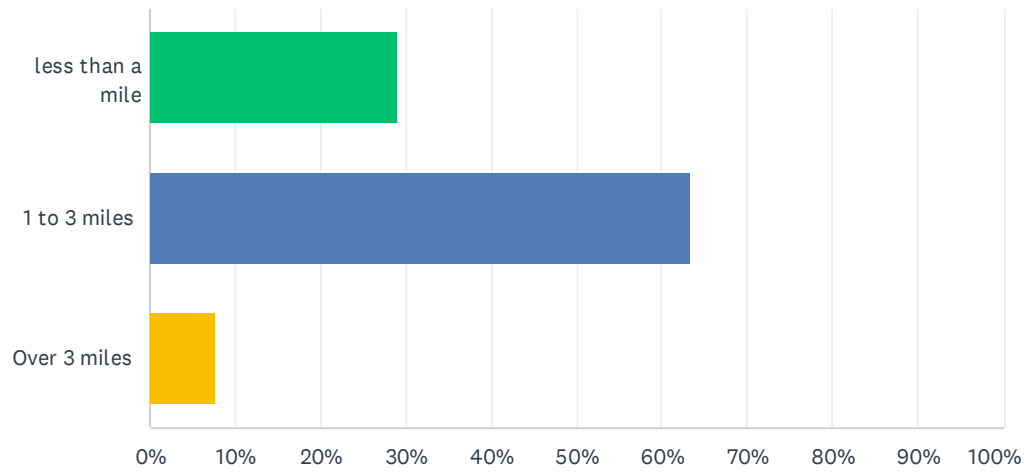
Answered: 158 Skipped: 4



ANSWER CHOICES	RESPONSES	
18-29	1.90%	3
30-39	12.03%	19
40-49	17.09%	27
50-59	15.82%	25
60-69	26.58%	42
70+	26.58%	42
TOTAL		158

Q4 How far away from the site do you live?

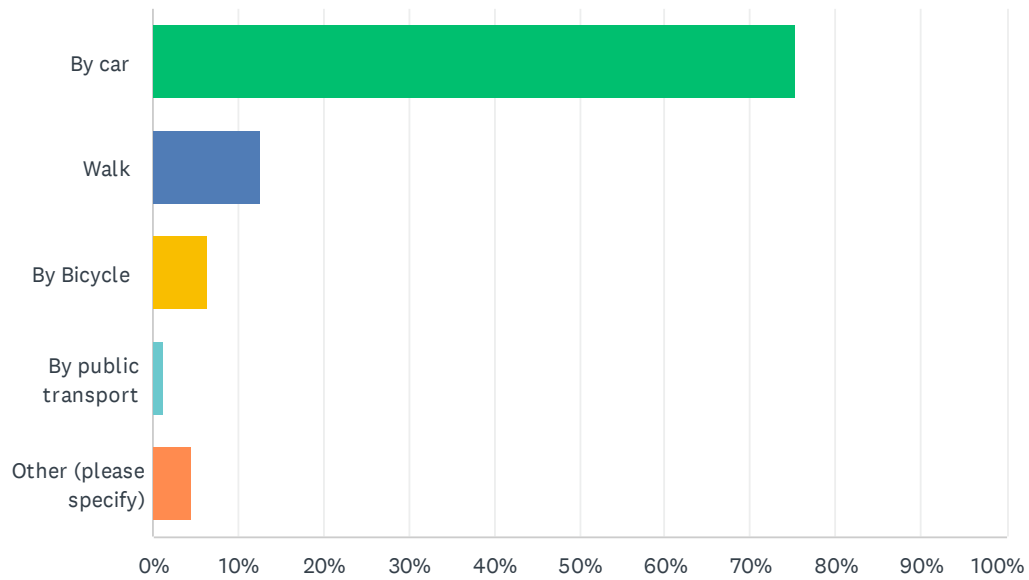
Answered: 155 Skipped: 7



ANSWER CHOICES	RESPONSES	
less than a mile	29.03%	45
1 to 3 miles	63.23%	98
Over 3 miles	7.74%	12
TOTAL		155

Q5 How do you usually travel to the site?

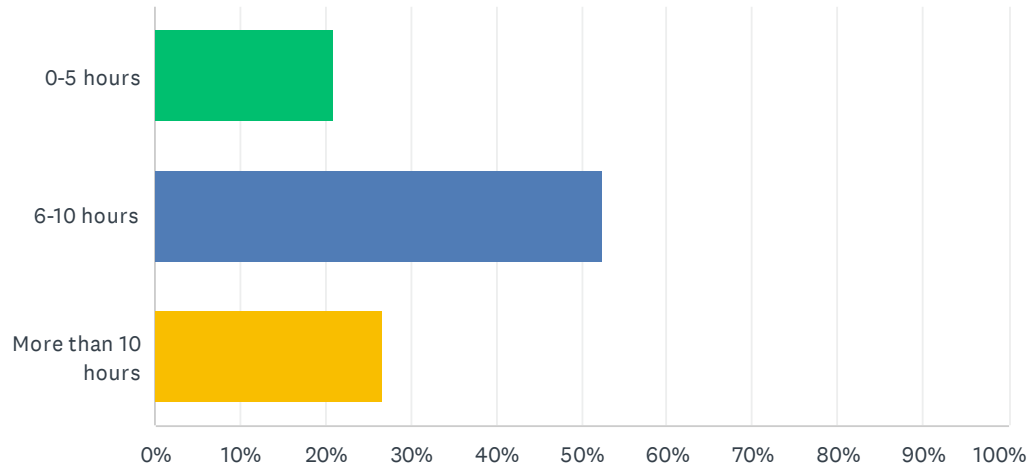
Answered: 158 Skipped: 4



ANSWER CHOICES	RESPONSES	
By car	75.32%	119
Walk	12.66%	20
By Bicycle	6.33%	10
By public transport	1.27%	2
Other (please specify)	4.43%	7
TOTAL		158

Q6 Roughly how many hours a week do you spend on your plot in Summer?

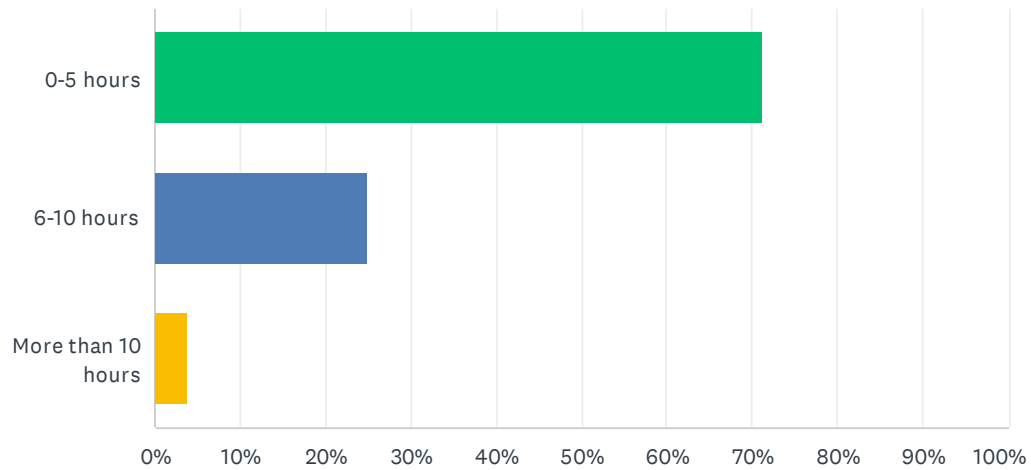
Answered: 158 Skipped: 4



ANSWER CHOICES	RESPONSES	
0-5 hours	20.89%	33
6-10 hours	52.53%	83
More than 10 hours	26.58%	42
TOTAL		158

Q7 Roughly how many hours a week do you spend on your plot in Winter?

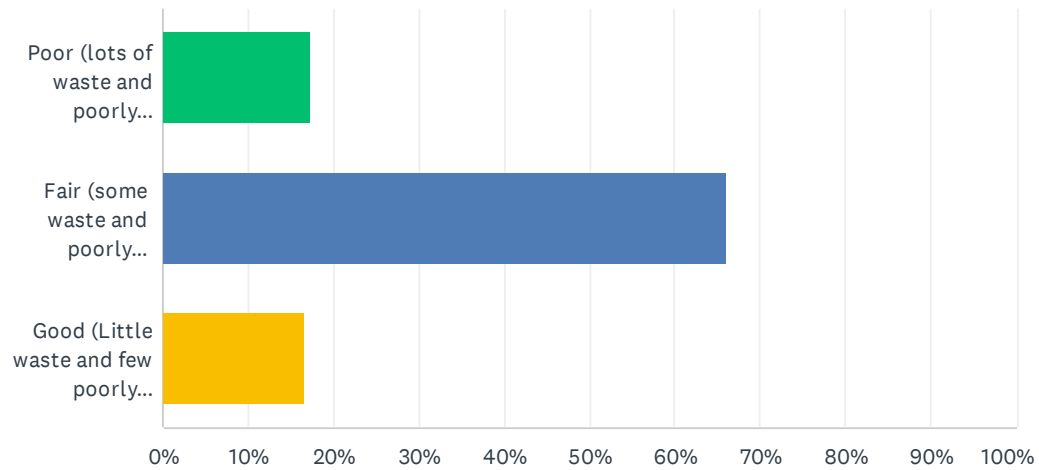
Answered: 156 Skipped: 6



ANSWER CHOICES	RESPONSES	
0-5 hours	71.15%	111
6-10 hours	25.00%	39
More than 10 hours	3.85%	6
TOTAL		156

Q8 How would you rate the overall condition of the site?

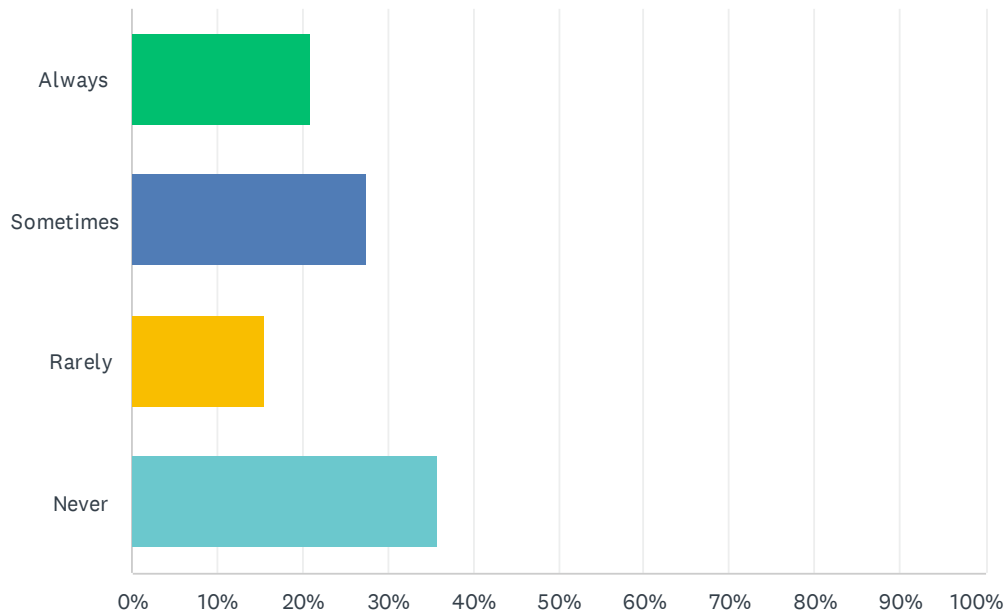
Answered: 133 Skipped: 29



ANSWER CHOICES	RESPONSES	
Poor (lots of waste and poorly maintained plots)	17.29%	23
Fair (some waste and poorly maintained plots)	66.17%	88
Good (Little waste and few poorly maintained plots)	16.54%	22
TOTAL		133

Q9 Do you use the skips provided annually by the Council?

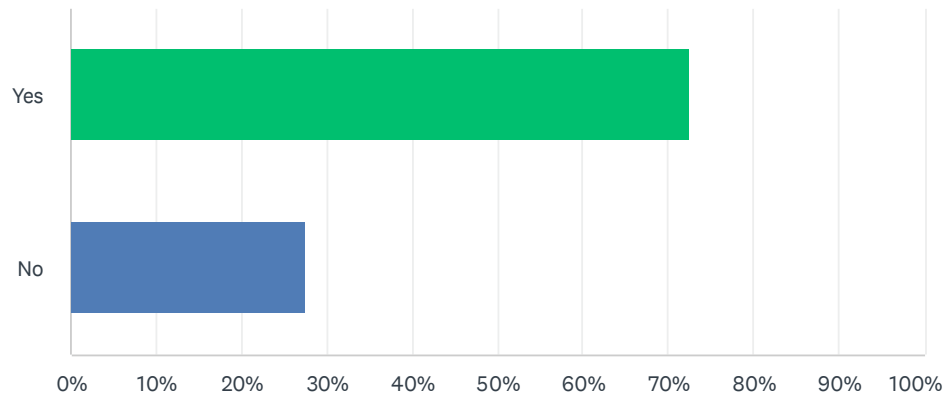
Answered: 134 Skipped: 28



ANSWER CHOICES	RESPONSES	
Always	20.90%	28
Sometimes	27.61%	37
Rarely	15.67%	21
Never	35.82%	48
TOTAL		134

Q10 Do you think the Council should provide more skips through the year?

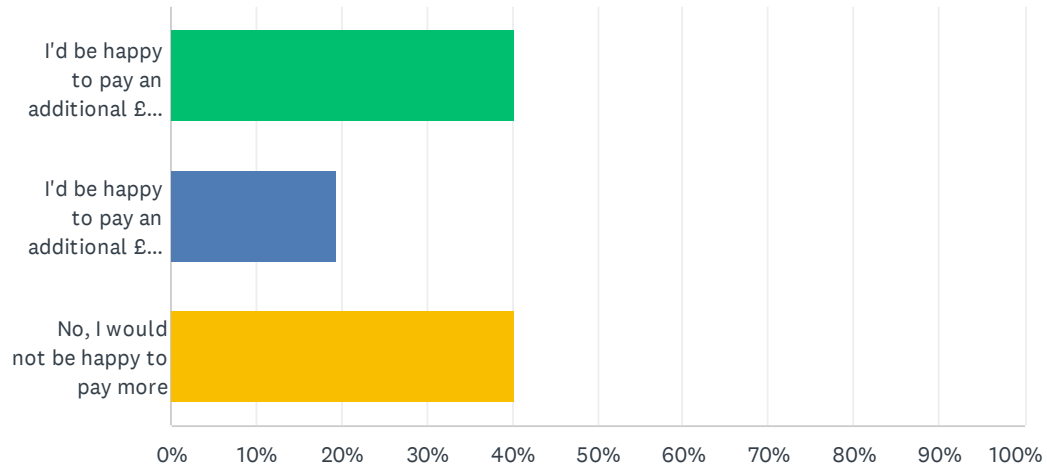
Answered: 135 Skipped: 27



ANSWER CHOICES	RESPONSES	
Yes	72.59%	98
No	27.41%	37
TOTAL		135

Q11 Would you be happy to pay more allotment rent to cover the cost of additional skips on the site?

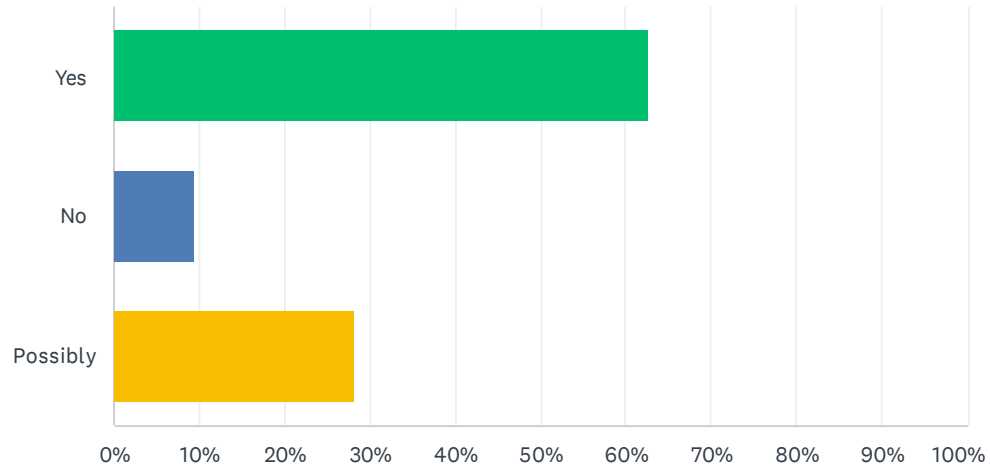
Answered: 134 Skipped: 28



ANSWER CHOICES	RESPONSES	
I'd be happy to pay an additional £2 per year	40.30%	54
I'd be happy to pay an additional £4 per year	19.40%	26
No, I would not be happy to pay more	40.30%	54
TOTAL		134

Q12 Would you use a designated on site waste area, (if this was managed with CCTV to prevent fly tipping)?

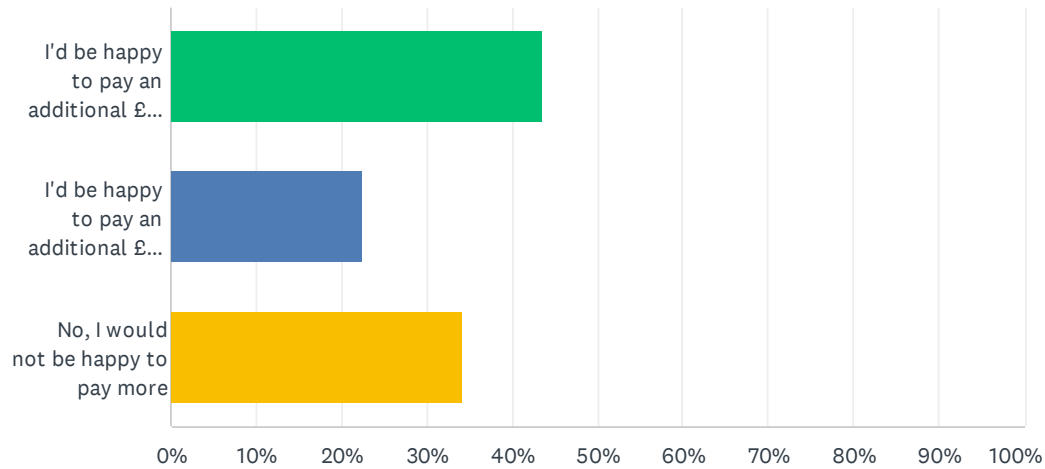
Answered: 139 Skipped: 23



ANSWER CHOICES	RESPONSES	
Yes	62.59%	87
No	9.35%	13
Possibly	28.06%	39
TOTAL		139

Q13 Would you be happy to pay more allotment rent to cover the cost of removing waste from an on site waste area (as an alternative to additional skips)?

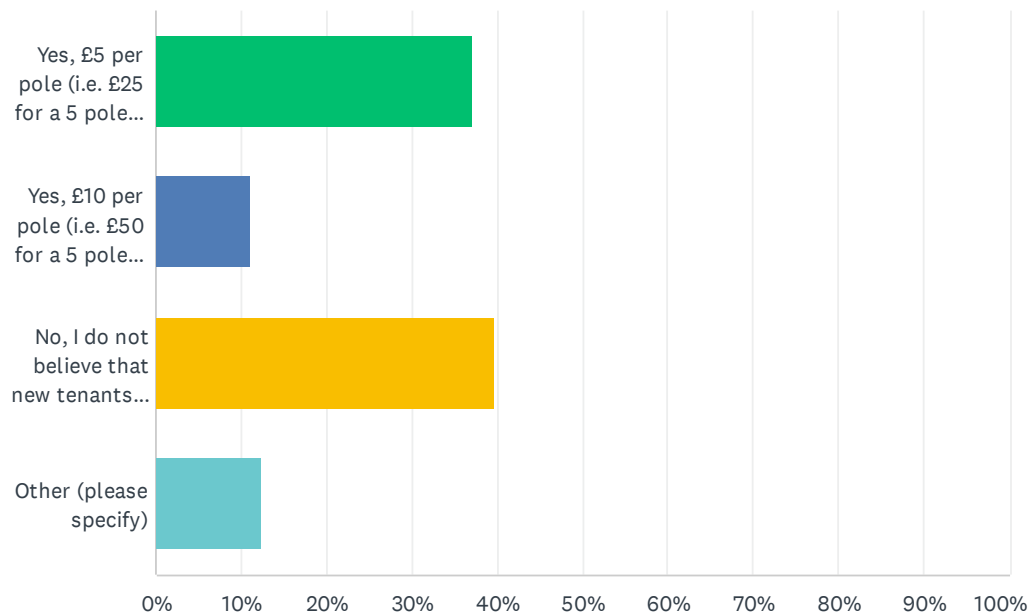
Answered: 152 Skipped: 10



ANSWER CHOICES	RESPONSES	
I'd be happy to pay an additional £2 per year	43.42%	66
I'd be happy to pay an additional £4 per year	22.37%	34
No, I would not be happy to pay more	34.21%	52
TOTAL		152

Q14 Do you think that new tenants should pay a one off deposit to cover part of the cost of removing any waste from the plot at the end of the tenancy? We are mindful of keeping allotments affordable for all and could offer to spread the cost of the deposit over the a period at the start of the tenancy.

Answered: 154 Skipped: 8



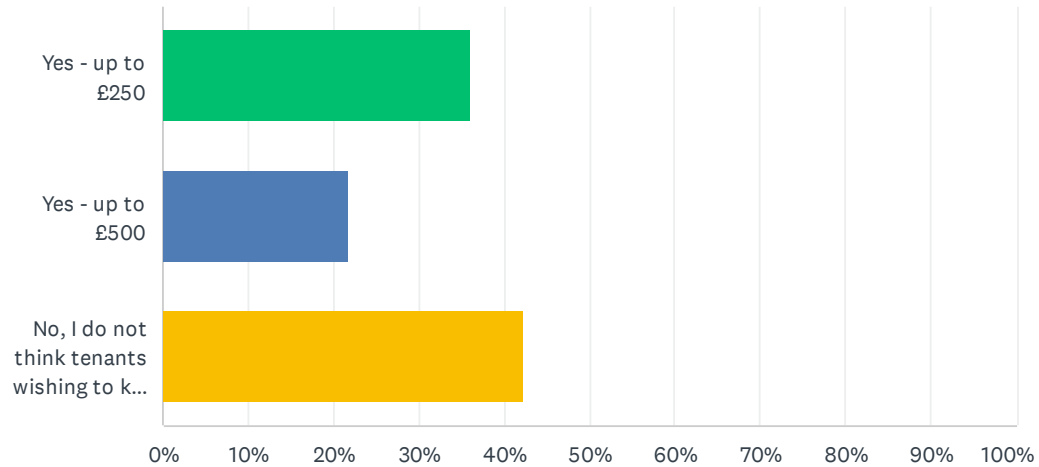
ANSWER CHOICES	RESPONSES	
Yes, £5 per pole (i.e. £25 for a 5 pole plot / £50 for a 10 pole plot)	37.01%	57
Yes, £10 per pole (i.e. £50 for a 5 pole plot / £100 for a 10 pole plot)	11.04%	17
No, I do not believe that new tenants should pay a deposit	39.61%	61
Other (please specify)	12.34%	19
TOTAL		154

Q15 Do you have any other suggestions for reducing or managing waste at the site?

Answered: 96 Skipped: 66

Q16 Do you think that tenants wishing to keep hens/rabbits should pay a deposit?

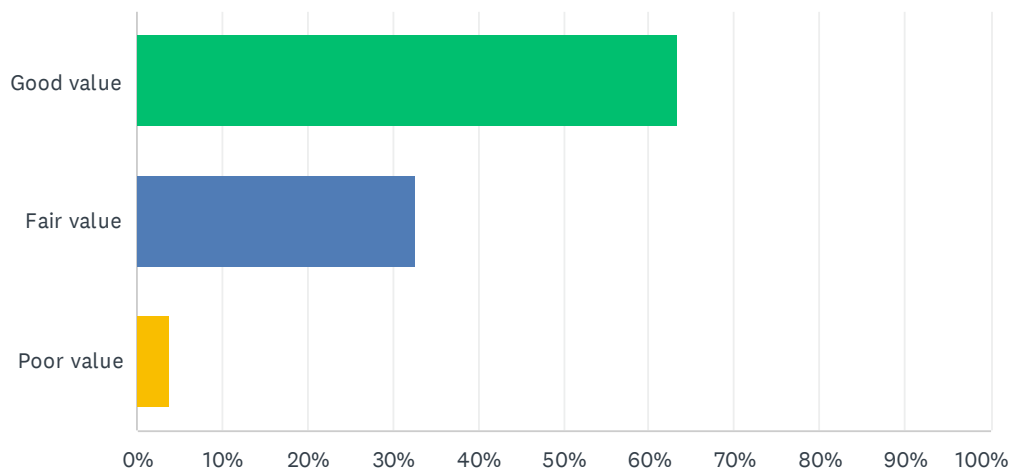
Answered: 147 Skipped: 15



ANSWER CHOICES	RESPONSES	
Yes - up to £250	36.05%	53
Yes - up to £500	21.77%	32
No, I do not think tenants wishing to keep hens/rabbits should pay a deposit	42.18%	62
TOTAL		147

Q17 What value for money do you think your plot offers?

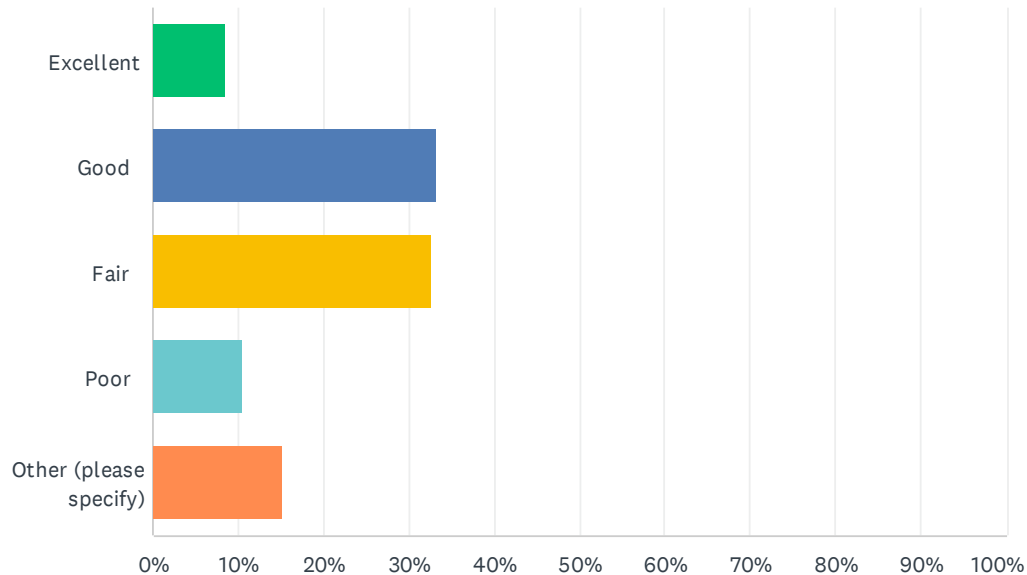
Answered: 153 Skipped: 9



ANSWER CHOICES	RESPONSES	
Good value	63.40%	97
Fair value	32.68%	50
Poor value	3.92%	6
TOTAL		153

Q18 How do you rate the service provided by the Council?The Council is responsible for the site administration, cutting communal grass areas, providing skips, maintaining roadways, fences, gates & locks, maintaining water supplies and toilets.

Answered: 153 Skipped: 9



ANSWER CHOICES	RESPONSES	
Excellent	8.50%	13
Good	33.33%	51
Fair	32.68%	50
Poor	10.46%	16
Other (please specify)	15.03%	23
TOTAL		153

ALLOTMENTS RENT REVIEW

REPORT OF THE TOWN CLERK

Purpose of Report

To provide Members with information to consider allotment plot charges from January 2027.

Background

Since 2014 the Council has adhered to the following principles in respect of adjusting allotment rent charges;

• The standard rate for Woodley residents will be adjusted in line with the published RPI figure for the September preceding the meeting (as published by the Office of National Statistics)*
• The non-resident rent rate is set at 50% above the rate for residents.
• The pensioner rate offers a 25% discount on the standard rate.

* The Council provides a full year's notice of allotment charge changes before they come into effect. Changes agreed at this meeting will come into effect from January 2027.

There are currently 380 tenanted plots of various sizes at the Reading Road Allotments site. Allotment plots are measured and let in a measurement known as poles. One pole is equal to an area of 25 square metres.

The charge for water supplied to plots was historically calculated as a separate charge and not included in the rent figure for the purposes of adjusting rents in accordance with the RPI figure. On advice from the internal auditor this is now included in an inclusive rent figure.

Financial

601	ALLOTMENTS	2024/25	2025/26	2025/26
		Actual	Budget	Revised Est
	INCOME			
1001	Rent	16200	16094	16094
1162	Water Charge	1373	1466	1466
	Total Income	17573	17560	17560
	EXPENDITURE			
	Staff costs	10397	24131	23364
	Employers NIC	N/A	3064	2935
	Employers Superannuation	N/A	6564	6355
	Water rates	2806	4725	7000
	Lease charge	9673	9673	9673
	Repairs & maintenance	3502	3675	5675
	Total Expenditure	26378	51832	55002
	NET	8805	34272	37442

Agreed charges from **January 2026** (agreed in November 2024)

Poles		Total		Total
10	Woodley Resident	£68.00	Pensioner Woodley Resident	£52.20
	Non Woodley	£99.40	Pensioner Non Woodley	£75.80
5	Woodley Resident	£34.00	Pensioner Woodley Resident	£26.10
	Non Woodley	£49.70	Pensioner Non Woodley	£37.90
Woodley Resident Standard Rate per pole = £6.80				

Proposal

The RPI figure for September 2025 was **4.5%**. It is proposed that the standard rate for a Woodley Resident be increased in line with this figure. The annual cost of a plot remains low and competitive in relation to charges elsewhere. It should be noted that this percentage is now applied to the full rent figure (inclusive of water). This proposal would mean an increase of £3.10 for the year, for a Woodley resident non pensioner with a 10 pole plot.

Proposed charges for consideration from **January 2027** including:

- **4.5%** increase in allotment rent for Woodley residents - in line with September 2025 RPI* (figures rounded) *RPI figure published by Office of National Statistics.

Poles		Total		Total
10	Woodley Resident	£71.10	Pensioner Woodley Resident	£53.30
	Non Woodley	£106.60	Pensioner Non Woodley	£80.00
5	Woodley Resident	£35.50	Pensioner Woodley Resident	£26.60
	Non Woodley	£53.30	Pensioner Non Woodley	£40.00
Woodley Resident Standard Rate per pole = £7.11				

Comparison Charges

Below is a list of current allotment charges for residents (per pole) researched from published website information from other Councils in the area.

	Standard charge per pole (inc water)	Year	Discount rates available
Woodley	£7.11 (proposed)	2027/28	25% pensioner reduction
Wokingham	£11.95	2025/26	25% pensioner reduction
Earley	£7.88	2025/26	Price per pole dependent on plot size
Newbury	£13.00	2025/26	Non residents pay resident rate x2
Henley	£5.60	2025/26	Price per pole dependent on plot size. 35% pensioner reduction

Resources
A 4.5% rent increase in line with the Sept RPI recognises increased costs across the board. The allotment service anticipates a net cost of £37,442 in 2025/26 financial year. Plot rents should be considered in the context of the overall income & expenditure for the allotments service - as part of the budget setting process. The expenditure figures now include an apportionment of additional staff resource, plus pension and NI costs, to more accurately reflect the cost of running the service.
Equality
The charging structure provides a discounted rate for tenants in receipt of the state pension. Non-residents pay a higher rate, as they do not contribute to the Councils funds through their Council Tax. There are no other equality impacts identified.
Environment
There are no environmental impacts identified in relation to the recommendation in the report.
Legal
The Council has a duty to provide allotments where it considers there to be a demand, and is permitted to do so under the Small Holdings and Allotments Act 1908, s. 23, 26, 42. The proposals allow for 12 months' notice of changes to the tenancy agreement as required under the Allotments Act.

Recommendation:

- ◆ **That Members note the contents of the report.**
- ◆ **That Members make a recommendation to the Strategy & Resources Committee regarding the allotment rent rates to take effect from January 2027.**

READING ROAD ALLOTMENTS

REPORT OF THE DEMOCRATIC SUPPORT & ALLOTMENTS OFFICER

Purpose of Report

To inform Members of matters concerning the Reading Road Allotments site.

Waiting list & Vacancies

The waiting list is currently at 71 prospective tenants.

There are currently 10 vacant plots; 5 of these are in a very poor condition and have been difficult to allocate to new tenants. The Woodley Allotments Tenants Association, who take responsibility for conducting viewings of plots for new tenants, have put viewings on hold pending the clearance of the remaining plots over the winter, aiming to allocate these promptly in January.

Plot Inspections

The most recent round of plot inspections took place at the beginning of September, where all plots were reviewed by the Woodley Allotments Tenants Association. A particular focus during this round of inspections were plots with mounting waste, including old wood, pallets and excess material. This will be an ongoing focus for the next few years.

62 plots received an email or letter from the Council requesting remedial action be undertaken by the tenant, whilst 7 tenants received Termination Notices due to the state of their plots. A number of other plots were noted as being in a "borderline" state; these will be monitored closely at the next round of inspections.

Officers and Volunteers from the Woodley Allotments Tenants Association are continuing to review and adjust the Inspections process.

Administration

Preparations are currently underway for the 2026 rent renewals. The Democratic Support & Allotments Officer is currently investigating options for new Allotments software to improve the administration of plots.

Bonfires

From the 1st October, Tenants are permitted to light bonfires on their plot to burn wood and organic waste such as noxious weeds. Tenants will be permitted to light bonfires after 4PM until the seasonal ban on Bonfires resumes on 30th April 2026.

The Woodley Allotments Tenants Association will also be introducing new community bonfires on site with the goal of helping Tenants, who otherwise would not have space on their plot to light their own bonfire, to facilitate the removal of excess wood and organic waste. The first of these is due to take place on 12th November.

2027 Tenancy Agreement

Council officers, along with volunteers from the Woodley Allotments Tenants Association, have recently reviewed and rewritten the Tenancy Agreement to improve clarity and ensure consistency. Members are asked to consider approving the draft Tenancy Agreement, set out at **Appendix A**, which will be due to come into force on 1 January 2027.

Council officers and representatives of the Woodley Allotments Tenants Association will also be preparing supplementary policies for the Allotments, for consideration by the Leisure Services committee in January.

Animal Keeping Agreement

As previously reported to the Leisure Services Committee, as the Reading Road allotment site is a statutory site, the Allotments Act 1950 applies, meaning tenants have the right to keep hens and rabbits. This has not happened previously, and the Town Council has yet to implement an appropriate agreement to manage this requirement.

Following the request from Leisure Services to review the original proposals which were presented earlier in the year, Council officers, along with volunteers from the Woodley Allotments Tenants Association, have reviewed and amended the draft Animal Keeping Agreement. Officers contacted other local councils to understand best practice and identify challenges faced in relation to the keeping of animals, with these considered in the amended agreement.

Members are asked to consider approving the draft Animal Keeping Agreement, as set out at **Appendix B.**

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider approval of the 2027 Tenancy Agreement**
- ◆ **That Members consider approval of the Animal Keeping Agreement**

Woodley Town Council – Reading Road Allotments

Tenancy Agreement for Plot Holders

1. Definitions

In this agreement:

- 1.1 "The Council": means Woodley Town Council, of The Oakwood Centre, Headley Road, Woodley RG5 4JZ.
- 1.2 "Tenant" or "Plot Holder": means any Tenant of the Council on any plot on the Allotment Site on Reading Road.
- 1.3 "Allotment Site" or "Site": means any land located within the Reading Road Allotment Site managed by Woodley Town Council.

2. Tenancy

2.1 This Agreement made on this **FIRST DAY OF JANUARY TWO THOUSAND AND TWENTY FIVE** between Woodley Town Council (hereinafter called the Council) and **XXXX** (hereinafter called the Tenant) by which it is agreed that:

The Council agreed to let and the Tenant agrees to hire, as a tenant from **1st January 2027**, the Allotment, the area being **XX POLE RESIDENT/NON-RESIDENT at £X.XX** per pole and part of the Allotments provided by the Council at Reading Road and at the current rent of **£XX.XX** and numbered **XXXX** in the Council Allotment Register.

2.2 The Tenant shall observe and perform all conditions and covenants contained in this Agreement.

2.3 This Agreement replaces all previous Tenancy Agreements, if any exist, between the Council and the Tenant. Other Agreements between the Tenant and the Council **may exist along-side this, such as Animal Keeping Agreements or Special Agreements, subject to their own conditions.**

2.4 The Tenant shall observe and perform all conditions and covenants contained in this Agreement, including all **Allotment Policies which the Council has put in to place. Copies of these policies will be provided on the designated Allotments page on Woodley Town Council's website, or copies can be obtained by contacting the Council.**

2.5 The Tenancy is subject to the conditions and provisions of the **Allotment Acts 1908-1950**, and any other enactments, regulations or orders relating to Allotments.

2.6 The Tenant shall insofar as is consistent with the Tenancy Agreement, observe and perform all conditions and covenants contained in the Lease Agreement under which the Council holds the land.

2.7 The Tenant may nominate one Joint-Tenant. The nominated Joint-Tenant will become eligible to take over as the primary Tenant after 18 months of being named, provided they have not been allocated a plot elsewhere on site.

2.8 The Tenant shall observe and perform any other special conditions which the Council considers necessary to preserve the allotment from deterioration, **or for the safety and wellbeing of other occupiers on site, within the time scales specified by the Council.**

3. Fees & Deposits

3.1 The rent shall be paid no later than the stated date in the enclosed rent invoice. The rental period covers up to **31 December 2027**. Plots taken on after 1st January will be charged on a Pro-rata basis up to 31 December, however Tenants will not be refunded the paid rent should they end their Tenancy before 31 December.

3.2 Concessionary rates are available for Tenants who are in receipt of state pension, however it is the Tenants responsibility to provide evidence of this to the Council prior to the start of renewal of their Tenancy.

3.3 A key deposit of £15.00 must be paid per key required, refundable through application of a deposit refund

request, and with return of the key to the Council Offices. Replacement or additional keys are available from the Council, up to a maximum of two. Tenants may not cut copies of these keys.

3.4 New Tenants will pay a plot deposit, fee amount to be determined by the Council, which is refundable at the end of Tenancy subject to the Council's Allotment Deposit Policy.

3.5 Where appropriate, as outlined in the Council's Allotment Fines & Charges Policy, the Council may demand fines or additional charges from Tenants, for example if additional costs are incurred by the Council in order to relet the Allotment, or should the Tenant breach terms of this Agreement.

4. General Rules & Responsibilities

4.1 The Tenant shall use the plot as defined by the Allotments Act 1922, wholly or mainly for the cultivation and production of vegetables, fruit and flower crops for consumption or enjoyment by the Tenant and their family, or charitable donation, and no other purpose.

4.2 The Tenant shall ensure the plot is cultivated to the following standards. Plot inspections will be carried out on a regular basis to measure adherence to these requirements, subject to the Council's Allotments Inspections Policy.

4.2.1 The Tenant shall have at least 25% of the Allotment under cultivation of crops within three months of the first year of Tenancy.

4.2.2 The Tenant shall have at least 50% of the Allotment under cultivation of crops within six months of the start of the first year of Tenancy.

4.2.3 The Tenant shall have at least 70% of the Allotment under cultivation of crops after twelve months of the first year of Tenancy and thereafter.

4.2.4 The percentage of the allotment garden required to be cultivated may be changed at the discretion of the Council, dependent on the condition of the plot at the time of starting the tenancy. Any change agreed will be in consultation with Allotment Tenants Committee and confirmed in writing by the Council.

4.3 The Tenant must ensure plots and their immediate surroundings are well maintained, tidy, free from weeds, noxious plants and any hazards, including but not limited to broken glass or scrap.

4.4 The Tenant shall not deposit non-compostable material, whether from their plot or from off-site, anywhere on site as this will be considered fly tipping. Compostable material may only be deposited on a Tenants own compost heap or bin. Tenants must not cause obstruction of the roadways set out on site. The Tenant must not remove or carry away any mineral gravel, sand, clay or soil from the site or permit any other person to do so.

4.5 Plots should be surrounded by a 2ft wide grass path marking the limits of the cultivation area. Tenants must not exceed this boundary without prior written agreement from the Council. Where this area divides multiple plots, this area is a joint responsibility between both Tenants to keep clear of weeds, overgrowth and waste material.

4.6 Every allotment plot shall bear a number and every tenant shall be responsible for providing and displaying this number, no larger than 10" x 6", in a prominent position at the front of the plot.

4.7 The Tenant shall not trespass onto or remove any item(s) or vegetation from another plot, unless written permission by the Council has been given.

4.8 The Tenant shall not use hosepipes or pumps on site, and shall not alter or tamper with the water tank infrastructure. Tenants should not empty a water tank and should be mindful of the needs of neighbouring Tenants when using water.

4.9 The Tenant shall abide by speed limit of 5mph in force on the site. Where an incident is reported concerning safety on site, these will be considered a serious breach of the Tenancy Agreement by the Council and may result in a

Termination Notice being issued.

4.10 The Tenant shall not cause any nuisance, annoyance, or use abusive behaviour whether physical, verbal or written, to other Tenants or visitors, or occupiers of neighbouring properties. Tenants should keep any pets brought on site under complete control at all times, and Tenants should be mindful of neighbouring Tenants and properties when playing music on site. Please see the Council's Allotments Abusive Behaviour and Nuisance Policy for further information.

4.11 The Tenant shall not sub-let, or assign or part with possession of the allotment or any part of it.

4.12.1 The Tenant shall not keep any livestock on the Allotment. Hens and rabbits may be permitted, through application from the Council, and will be subject to the Council's Animal Keeping Agreement.

4.12.2 The Tenant may be the responsible keeper of a beehive, in the Council's designated beehive area, through application to the Council only.

4.13 The Tenant shall only light bonfires after 4pm from 1 October to 30 April. Bonfires are not permitted outside these times or at any other time of the year unless prior written permission is given by the Council. This includes the use of incinerators and weed burner torches. Full details, and guidance on how a bonfire should be managed, can be found on the Council's Allotment Bonfire Policy. Carefully managed barbecues may also be permitted, subject to the terms set out in the bonfire policy.

4.14 Tenants shall not bring or use fireworks, flares or any other pyrotechnics on the Allotment site.

4.15 The Tenant must notify the Council within 28 days of any change of address, and should advise the Council in writing of any changes to their contact information.

4.16 Tenants may use compost bins on their plot, for the composting of green waste only. Tenants should take steps to ensure that compost is appropriately contained in bins or containers.

4.17 Tenants on plots designated for use by Schools, Charities or any other organisation must provide the Council with copies of relevant insurance and a risk assessment for use of the plot.

4.18 The Tenant shall take responsibility for the actions of any joint-Tenant, visitor, or contractor which they invite on site, and ensure they are aware and have read the rules in this agreement.

4.19 Any Officer of the Council, or those appointed as representatives of the Council including the Woodley Allotments Tenants Association, shall be entitled at any time to enter and inspect the allotment.

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

5. Storage and Material

5.1 The Tenant shall not bring to or use on the site any superfluous materials to the base requirement of working an Allotment. The Tenant shall not bring on to the site any carpet, tyres, asbestos containing materials, white goods, glass or other waste material including chemicals, green waste, plastic or materials in excessive amounts.

5.2 The Tenant may not use the plot for storage of items, such as equipment or material for business, or purposes unrelated to the upkeep of the Allotment plot. The Tenant may not store vehicles or vehicle parts on the Allotment site.

5.3 Some hard wearing material, such as paving slabs, may be permitted on the plot in small quantities through prior

Agreement of the Council. Concrete, mortar, tarmac or other similar hard wearing material including gravel and stone mixes, are not permitted on site.

5.4 Items specifically for the betterment of the plot is permitted, e.g woodchip and manure. This material should be sourced responsibly. Where plots abut a neighbouring property, storage of compost, manure or other potentially noxious substances should be stored a minimum of 1 meter from any property boundary.

5.5 The Tenant may store pallets on their plot in a tidy manner. Broken or damaged pallets kept on the plot will be considered waste material and should be disposed of responsibly.

5.6 All items stored on the plot should be stored in a tidy manner, secured down, or stored inside sheds. The Tenant assumes all liability for any loss or damage to items on their plot, and are encouraged not to store any valuable items or tools on site, or to store these in a secured shed.

6. Structures and Development

6.1 The Tenant shall not erect any shed, polytunnel, greenhouse, fruit cage, fence or any other structure without prior written consent of the Council. The Tenant should request permission from the Council prior to replacing any existing structures. Structures should be well maintained in a safe and sturdy condition, and unused greenhouse or polytunnel frames should be removed from the site once they have served their use.

6.2 The Tenant shall not install any pond without prior written consent of the Council, and the Tenant is responsible for ensuring any pond is kept safe, and covered with heavy duty wire mesh or metal grate to prevent falls.

6.3 The Tenant shall not erect any patio or decking on the plot without prior written consent of the Council.

6.4 The Tenant shall not initiate any development on the plot, or conduct any works which may alter the appearance or use of a plot, without prior written consent of the Council.

6.5 More information can be found on the [Council's Allotment Structures and Development Policy](#), and Tenants should contact the Council for advice if any planned works may be within the scope of this policy. The Council reserves the right to demand removal, by the Tenant, of any structures or developments which do not adhere with this policy.

7. Trees

7.1 The Tenant shall not without prior written consent of the Council, cut or prune any timber on any trees except the proper pruning of fruit trees or bushes in the proper course of husbandry. The Tenant shall not fell any tree or fruit tree on site without prior written permission from the Council.

7.2 All fruit trees must be of dwarf stock, and the Tenant shall not plant any fruit tree or shrub on site without prior written consent of the Council. The Tenant may not plant saplings of a non-dwarf stock fruit variety tree, and any found growing on a Tenants plot or immediate surroundings must be removed by the Tenant.

8. Termination & End of Tenancy

8.1 The Tenancy may cease in any of the following manners:

8.1.1.1 By the Council at any time after giving three months previous notice in writing to the Tenant on account of the allotment being used for any purpose (not being the use of the same for agriculture) for which it has been appropriated under a statutory provision.

8.1.1.2 By the Council at any time after giving three months previous notice in writing to the Tenant on account of the land being required for building, mining, or any other industrial purpose or for roads or sewers necessary in connection with any of those purposes.

8.1.2.1 By the Council at any time after giving one months previous notice in writing to the Tenant, if the rent or any part thereof is in arrears for not less than 28 days – whether legally demanded or not.

8.1.2.2 By the Council at any time after giving one months previous notice in writing to the Tenant if there has been a breach of the Council's Terms and Conditions set out in this Tenancy Agreement on the part of the Tenant.

8.1.2.3 By the Council at the end of a Tenancy period, after giving one months previous notice in writing to the Tenant, if the Tenant has repeatedly breached any or multiple clauses in the Council's Terms and Conditions set out in this Tenancy Agreement.

8.1.3 By the Tenant at any time after providing 28 days previous notice in writing to the Council of their intention to end their Tenancy.

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

Document approved by:

Signed: Kevin Murray, Town Clerk

Date:

Woodley Town Council – Reading Road Allotments

Hen/Rabbit Keeping Agreement - Updated 2025

NOTE: Before considering using our site for the keeping of hens or rabbits, please consider using privately owned garden space where the safety and wellbeing of hens and rabbits can be more easily managed.

1. Definitions

In this agreement:

1.1 "The Council": means Woodley Town Council, of The Oakwood Centre, Headley Road, Woodley RG5 4JZ;

1.2 "Allotment Tenant": means any tenant of the Council on any plot on the Allotment Site on Reading Road. The term "Plot Holder" and "Allotment Tenant" mean the same thing.

1.3 "Allotment Site": means any land located within the Reading Road Allotment Site, managed by Woodley Town Council. The term "Site" means the same thing.

1.4 The terms "Hen" and "Poultry" mean the same thing. They mean chicken hens kept by the Allotment Tenant for the purpose of egg laying only. For the avoidance of doubt the definition does not include Cockerels; other fowl; or birds. Cockerels may not be kept on the allotment site. Other forms of fowl or birds, including ducks or geese, may not be kept on the allotment site.

1.5 The term "Animals" refers to hens and rabbits only, as permitted to be kept for personal use on statutory allotment sites by the Allotments Act 1950.

2. Review of Agreement

2.1 The Council reserves the right to review this agreement as is reasonably required. Before making any changes the Council will give you notice of such changes in writing.

3. Tenancy

3.1 Any person keeping Animals on the allotment site must be an Allotment Tenant of the Reading Road site, and is bound by the allotment conditions of tenancy, and all relevant laws, in force for the time being, in addition to the terms and conditions contained in this agreement. The Allotment Tenant accepts that all costs and expenses incurred for the keeping of any Animals on any plot on the allotment site will be met by the Allotment Tenant.

4. General

4.1 The Council reserves the right not to allow or to withdraw its agreement for the keeping of Animals on any plot on the allotment site where it is reasonable to do so.

4.2 The most important consideration is the welfare of the Animals themselves. In meeting the basic physiological and behavioural needs the following must be provided by the Tenant under the **Animal Welfare Act 2006**:

- a suitable environment;
- a suitable diet and clean fresh water;
- to allow Animals to exhibit natural behaviour;
- to house social Animals with others;

- to protect Animals from pain, injury, suffering and disease.

4.3 The minimum size of plot on the allotment site that Animals can be kept on is 10 pole. Regardless of how many allotment plots a tenant rents only one flock of hens / drove of rabbits shall be kept by the tenant.

4.4 An application for the keeping of Animals will only be accepted if the Tenant applying has not failed a plot inspection within the last 2 years.

4.5 For the purpose of reporting any matter to the Council as required by this agreement the Allotment Tenant should contact Woodley Town Council by email at allotments@woodley.gov.uk or by telephone at 0118 969 0356.

4.6 A **Deposit of £250** will be payable to the Council, which will be used to cover any costs incurred by the Council associated with the keeping of Animals on the Allotment. The Deposit required may be changed at any time and will be subject to the Councils deposit retention policy.

4.7 A Tenant must provide the Council with a Risk Assessment to ensure the welfare of the Animals will be kept to a high standard. This should be provided to the Council, along with the application, and reviewed on a regular basis. The Risk Assessment must include the follow considerations;

- Protection of the livestock from vermin, foxes and cats
- Protection against the Allotment environment, and prevention of pests
- Disposal of dead carcasses
- Arrangements in times of temporary absence by the plot holder (see clauses 5.4 & 5.5)
- When the allotment water supply is turned off - access to drinking water, and water for cleaning
- Access to drinking water in freezing weather
- Preventing escaped livestock
- Preventing disease
- Vandalism
- Arrangements for removal of livestock and property when the plot holder ends their tenancy (see clause 7.9).
- Highlight any other risks (please specify)

5. Registration and Inspection

5.1 Allotment Tenants are required to register their Animals with the Council, in writing, stating the number of Animals to be kept and confirming their agreement to follow the terms and conditions in this agreement in full.

5.2 Allotment Tenants are also required by law to register all their Hens with the Department for Environment, Food and Rural Affairs (DEFRA). Please send a copy of confirmation of this to Woodley Town Council. Further information and how to register can be found below.

<https://www.gov.uk/guidance/register-as-a-keeper-of-less-than-50-poultry-or-other-captive-birds>

5.3 Failure to register Animals or to comply with any term or condition in this agreement may result in the termination of an Allotment Tenants allotment tenancy. A requirement of registration will be that the Hens should be vaccinated. Allotment Tenant's must maintain a list of all Hens with full medication history of

each Hen.

5.4 If Allotment Tenants choose to keep Animals on their allotment plot they must check on them daily; provide competent care and management; and have the knowledge and skills to ensure the wellbeing of the Animals. A Tenant keeping Animals must name a back-up keeper who will provide competent care in their absence and provide the Council with their up-to-date contact details. This should be an individual who is not expected to be absent at the same time as the primary tenant.

5.5 The Allotment Tenant will be responsible for providing a notice giving contact details of the Allotment Tenant, and a back-up keeper. This is to be displayed clearly on the chicken coop for use by Council Officers, the emergency services or RSPCA. The notice must include:

- Name of Allotment Tenant
- Phone number of the Allotment Tenant
- Name of the back-up keeper
- Phone number of the back-up keeper

5.6 Allotment Tenants are expected to keep Animals under proper control.

5.7 An authorized representative of the Council has the right to inspect Animals on the allotment site at any time. This includes a right of entry to the plot and any structures thereon. If the Council or the RSPCA has cause to investigate complaints of maltreatment, then the reasonable costs of vets or other official inspections will be passed to the Allotment Tenant for payment.

5.8 All deaths of Animals are to be recorded by the Allotment tenant & reported to the Council forthwith. All dead Animals must be disposed of according to the **Animal-bi-Products Regulations 2013** (or any legislation replacing or superseding it for the time being) by the Tenant. Where more than one Animal dies at the same time (for the purposes of this part of this agreement the term "at the same time" means within 60 hours of the death, or discovery of the death (whichever occurs last)) would need to be taken to a vet for disposal after post-mortem examination to rule out disease.

6. Disease Control

6.1 Any sick or injured Animals must be removed from the allotment site forthwith by the Allotment Tenant.

6.2 The Allotment Tenant must tell the Council of the name and address of the Veterinary Surgeon who examined the Animal/s forthwith. The cause of any disease or injury will be identified and remedial action taken by the Allotment Tenant. Any national disease prevention and/or control programmes in force for the time being, must be adhered to by the Allotment Tenant.

7. Animal Husbandry

7.1 The area given over to the Animals on any allotment plot must be protected from predators such as foxes by suitable fencing around the henhouse / hutch and run area. Anti-fox digging skirts should be installed around all housing and roaming area.

7.2 The number of Hens / Rabbits to be kept on any allotment plot per Allotment Tenant shall be between 3 (the minimum number) and 9 (the maximum number). These Animals need companionship, with the Council determining they should be kept in groups of three or more, up to a maximum of 9. In addition to effective containment, housing is also key in ensuring the welfare of the Animals and should allow expression of natural behaviours.

7.3 To minimize potential nuisance to local residents the henhouse / hutch and run on any plot should be sited a minimum of 3.1 meters (10') from adjacent boundaries abutting residential properties.

7.4 All floors should be kept clean. Fresh bedding materials shall be supplied and changed regularly to absorb moisture and odour (either wood shavings or straw).

7.5 The cost of any vermin control associated with the keeping of Animals will be met by the Allotment Tenant responsible.

7.6 The Allotment Tenant will be responsible for the removal of all arisings and waste material including material used for bedding from the allotment site, failure to do so will result in the Termination of Tenancy.

7.7 All feed is to be kept in a suitable rat proof container, which is clearly labelled for this purpose.

7.8 The Allotment Tenant may not sell, whether to fellow Allotments Tenants or off site, eggs laid by their flock.

7.9 When an Allotment Tenant ends their tenancy, they must have arrangements be in place to remove the livestock and any associated structures at their own cost. This includes if the Tenancy has been Terminated by Woodley Town Council, for breaches of the Animal Agreement or Tenancy Agreement.

Hens

7.10 Furthermore, Allotment Tenants shall meet the following standards with regards to the keeping of Hens:

7.10.1 The Henhouse should be fully enclosed. A minimum internal floor space of 0.4m² or 4.3ft² per hen, up to a maximum internal floorspace of 0.6m² or 6.5ft² per hen. The maximum permitted size for a Henhouse is 5.4m² or 58.5ft².

7.10.2 An outdoor run (which means a fully enclosed caged run) that provides a minimum floorspace of 1m² or 10.7ft² per Hen. The maximum permitted floorspace for an outdoor run 3m² or 32.3ft². The run structure must have a minimum width of 2m or 6.5ft, to allow the hens plenty of space to roam.

7.10.3 The Henhouse roofing material shall be Onduline board or similar product. Roofing felt must not be used to prevent infestations of red mite and lice.

7.10.4 Nest boxes, roosting areas and perches should not be so high above floor level that hens have difficulty in using them. Perches shall be 5.1cm square (2") square with the corners rounded to enable Hens to grip.

7.10.5 Henhouse conditions should, at all times, be adequate to provide sufficient fresh air, but care should be taken to protect confined Hens from draughts in cold conditions.

7.10.6 All Henhouses shall be kept above ground by 610 cm (2ft) to allow a dry area underneath for dust bathing by Hens.

7.10.7 An adequate number of feeders must be used for the number of Hens to stop the hens from fighting & a suitable balanced feed must be available to the Hens at all times; laying Hens require a calcium supplement and hens must have access to insoluble grit to aid digestion. If the Hens have access to grass, this to be kept short to prevent long strands inhibiting digestion.

7.10.8 An adequate number of water drinkers must be used for the number of hens to stop the hens from fighting & fresh water must be provided and changed daily. Young chicks must be provided with suitable drinkers which prevent them climbing in and drowning.

7.10.9 Areas where Hens are housed or allowed to roam may not be covered in perpetual shade e.g by large trees. A portion of the run may be covered in shade (maximum 40%) to allow a cooler area for Hens in the summer.

Rabbits

7.11 Furthermore, Allotment Tenants shall meet the following standards with regards to the keeping of Rabbits:

7.11.1 Rabbits must be housed in a fully or partially enclosed rabbit hutch or pen, providing, as a minimum, total floor space of 0.75 m² per adult rabbit.

7.11.2 Rabbits must be provided with housing which provides warmth during the colder months and shade during the summer. As a general guide the aim should be to achieve a temperature range of 10°C - 20°C.

7.11.3 Housing must be draught free but have adequate ventilation.

7.11.4 Rabbits must be provided with a fully enclosed outdoor run that provides a minimum size of 0.75m² per rabbit, providing the rabbit with plenty of space to hop, sit with ears erect and play.

7.11.5 There should be an additional means of overhead shelter (eg shrubs to provide rabbits with protection from direct sunlight, strong wind and driving rain).

7.11.6 The structure shall be allowed periods of rest to allow the ground to recover.

7.11.7 The rabbit hutch or pen should be cleaned a minimum of once a week or more frequently as necessary.

8. Improvement Notice

8.1 Where it is deemed necessary by the Council, in the interest of the welfare of any Animal kept, to effect improvements to the accommodation or overall keeping of an Animal on any allotment plot then reasonable notice in writing will be given by the Council to the Allotment Tenant accordingly (In the case of urgency immediate rectification may be required). Such notice will specify the nature of the improvements required and give a reasonable time scale for the improvements to be made by the Allotment Holder. Failure to comply with such notice will be considered a breach of this agreement and may result in the termination of an allotment tenancy.

8.2 If an animal welfare concern is considered urgent, the Council may insist on immediate action being taken. Failure to comply with the Council's instruction may result in the Termination of the Tenancy agreement.

9. Termination

9.1 Failure to comply with the Terms & Conditions of this agreement can lead to the Tenancy of any allotment plot being terminated.

Document Approved by:

Relevant Legislation

Animal Welfare Act 2006 - <https://www.legislation.gov.uk/ukpga/2006/45/contents>

Animal By-Products Regulations 2013 - <https://www.legislation.gov.uk/uksi/2013/2952/contents>

Allotments Act 1950 - <https://www.legislation.gov.uk/ukpga/Geo6/14/31>

Other Useful Guidance

RSPCA Standards & Justification for laying Hens -

<https://science.rspca.org.uk/documents/d/science/rspca-standards-justification-for-laying-hens>

DRAFT

Application

Please complete & sign the form below, and return to Woodley Town Council, The Oakwood Centre, Headley Road, Woodley RG5 4JZ. You may email a completed copy to allotments@woodley.gov.uk

Along with your application, please provide a Risk Assessment for the keeping of Animals on the plot, and provide photos and/or a diagram of the area on the plot which you intend to erect the appropriate structure.

You must also name at least one back-up keeper, who will be able to provide competent care of the animals. This should be someone who is not expected to be absent at the same time as the Allotment Holder, for example during holidays or times of illness.

Plot Number Where the animals will be kept	
--	--

Allotment Holder Details (Mandatory)	
Full Name	
Full Address	
Contact Number	
Contact Email	
Back-up Keeper Details (Mandatory)	
Full Name	
Full Address	
Contact Number	
Contact Email	
Secondary Back-up Keeper Details (Optional)	
Full Name	
Full Address	
Contact Number	
Contact Email	

Declaration

I have read and agree to abide with all conditions within the above agreement, and I have enclosed all correct additional documentation with this application. I understand the Council have the right to reject my application for the keeping of Animals where it has reason to do so.

Signed – Allotment Holder (mandatory)	
Signed – Back-up Keeper (mandatory)	
Signed – Secondary Back-up Keeper (optional)	

WHEBLE PARK

REPORT OF THE TOWN CLERK

Purpose of Report

To ask Members to consider a recommendation to the Strategy & Resources Committee for the allocation of funding to replace the play equipment at Wheble Park.

Background

Woodley Town Council maintains the open space between Wheble Drive and Manners Road, known as Wheble Park, under a lease agreement with Reading Borough Council.

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

Current Situation

The current multi-play unit has limited play value and is not inclusive for those who have additional mobility needs. The goal and basketball hoop unit is in good condition, however it does not have an area of hardstanding and markings that would make it more useful. At present, access to the play area is across grass, with no solid pathway for pedestrians, pushchairs or wheelchairs. It is proposed that a compliant pathway from at least one park entrance to the play area is included in the project.

The most recent ROSPA inspection of all equipment at the site is attached at **APPENDIX A** with no current safety issues identified.

The current 30-year lease runs to 2031. At the request of the Strategy & Resources Committee, Reading Borough Council is drawing up a new lease to provide confidence to the Town Council that any investment it makes in the site will be under the security of a long lease period. Heads of Terms for the lease have been received, and officers have requested clarification on the fees for production of the lease – stated as £4,200.

The Full Council meeting of 30 September 2025 resolved:

- *For Officers to plan for the upgrade and improvement of play equipment in Wheble Park, including any associated consultation, costing and project planning, concurrently with discussions to extend the lease of the park from Reading Borough Council, with a final decision on the approval of any works to only take place once the lease has been resolved.*

Design and Costing

Officers have obtained approximate costings for budgeting purposes based on designs shown in the table below and at **APPENDIX B**; designs are indicative only at this stage to provide an idea of project scale. These approximate costings allow for removal of the existing multi-play area, installation of an accessible path to the play area, fencing & gates, seating, and hard standing area for the existing sports wall.

	Approximate cost
Option 1	
Small, single multiplay slide & tactile climbing unit Hard standing for existing sports wall Fencing/gates Pathway Picnic bench	£21,000
Option 2	
Larger multiplay slide unit with more challenging climbing, balancing, swinging Hard standing for existing sports wall Fencing/gates Pathway Picnic bench	£40,000

Process

Please note that the designs shown are indicative only. Provision of equipment will be subject to a tender process with public consultation on the tendered designs. Tendering will be based on approved budget allocation and design brief.

There is an opportunity for the play value to be significantly improved and to meet the needs of a wider age group and different abilities. Consideration will be given in the design brief to inclusive play elements that enable children of varying abilities to play together and enjoy the space.

Outline project development process and timeline

Leisure Services Committee - recommendation to Strategy & Resources Committee on level of budget allocation	11 November 2025
Strategy & Resources Committee - consideration of funding allocation	25 November 2025
<i>Timing of the following steps will be dependent on the finalised lease for the site and allocation of funding.</i>	
Tendering – produce design brief and invitation to tender documentation based on funding allocation	December 2025
Review tender submissions / shortlisting	February 2025
Consultation on tender submissions	March 2025
Leisure Services Committee – approval of design	14 April 2026
Appoint contractor	April 2026
Installation	July 2026

Impacts

Resource Impacts Cost options for the replacement of the existing play equipment is set out in the report - £21k - £40k. Sources of funding to be considered by the Strategy & Resources Committee.
Equality Impacts Any future installation of new play equipment would provide the opportunity to improve accessibility and inclusivity. There are no other equality impacts identified.
Environmental Impacts There are no environmental impacts identified

Recommendations

- ♦ **That Members note the contents of the report.**
- ♦ **That Members make a recommendation to the Strategy & Resources Committee regarding the amount of funding to be allocated for the replacement of the play equipment at Wheble Park.**



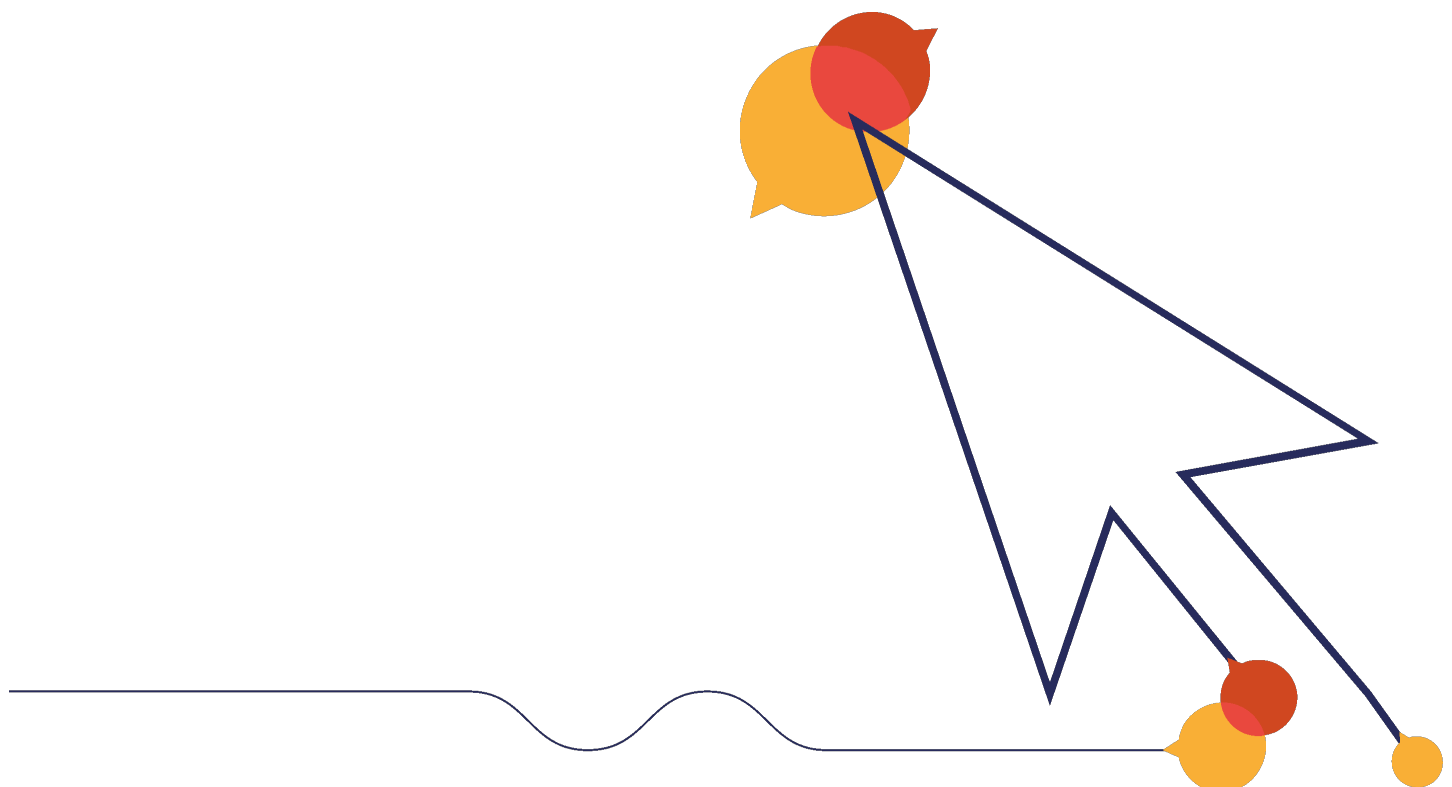
Safety Inspection Report

Annual Inspection

Wheble Park

Woodley Town Council

28 April 2025



Safety Inspection Report

Annual Inspection

Site name: **Wheble Park**
Date of inspection: **28 April 2025**
Inspector: **Craig Owen**



Fencing

Innate risk score:
 3

Description	Tasks	Risk score
Surface needs repair.	Repair.	 8

Litter Bin

Innate risk score:
 3

Description	Tasks	Risk score
No Findings		

Dog Waste Bin

Innate risk score:
 2

Description	Tasks	Risk score
No Findings		

Signage

Innate risk score:
 2

Description	Tasks	Risk score
No Findings		

Combination Goal - Sports Wall

Innate risk score:
 6

Description	Tasks	Risk score
Surface is wearing.	Read the notes for further action.	 7
The equipment is dirty or algae covered.	Clean off.	 2

Multiplay - Slide Climber

Innate risk score:
 6

Description	Tasks	Risk score
Item is damaged.	Repair.	 6
Surface has holes in it.	Read the notes for further action.	 4
Finger entrapment.	Read the notes for further action.	 4

How to read your report

The assets on site are categorised as **Ancillary Items** or **Play Items**, and listed under those headings.

Each item is listed in the style shown in the image below, which contains labels to aid interpretation as follows:

- 1) The name of the asset
- 2) The manufacturer of the asset, if known,
- 3) The innate or default risk score of the asset, assuming it has no faults and complies with standards,
- 4) The actual risk score of the asset at the time of inspection, being the highest of the finding risks or the innate risk,
- 5) A statement about whether the item complies with the appropriate standards, including the names of those standards,
- 6) Details about findings, if any, including what is wrong (Description), what to do about it (Tasks), notes to aid understanding (Notes), and photograph(s) of the issue.

Primary Items

Sample Asset Name

Manufactured by Manufacturer Name

asset image here

Risk level:
Low
Potential risk score reduction: 1
Remedial tasks: 1

Standards:
EN 1176-1:2017, EN 1176-2:2017
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Finding

Description
Item is rusting in places.

Tasks
Replace.

Note
Two of the frame washers are rusting.

Finding Photos

asset image here asset image here

Surface: Grass

Inspection SI0000142594. Report produced on 16/12/2019 at 12:11:07

Dog Waste Bin



Innate risk level

Actual risk level

2

2

Risk level:

Very low

✓

Risk score as low as possible

✓

No remedial tasks

Fencing



Innate risk level

Actual risk level

3

8

Risk level:

Medium

Potential risk score reduction:

5

Remedial tasks:

1

Maintenance Finding

Description
Surface needs repair.
Tasks
Repair.
Note
Hole present from old gate post.

Risk level:

Medium

Risk score:

8

Finding Photos



Signage



Litter Bin



Innate risk level

Actual risk level

3

3

Risk level:

Very low

✓

Risk score as low as possible

✓

No remedial tasks

78

Inspection SI0000280618. Report produced on 29/04/2025 at 15:16:41

A4

Combination Goal - Sports Wall

Manufactured by SMP (Playgrounds) Ltd



Innate risk level

Actual risk level

6

7

Risk level:

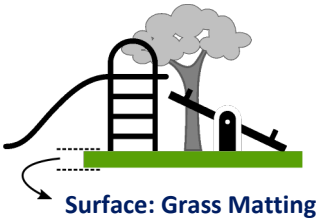
Low

Potential risk score reduction:

1

Remedial tasks:

2



Standards:

EN 15312:2007+A1:2010
The item and its surfacing (where applicable) meet with the requirements of the relevant standards.

Maintenance Finding

Description

Surface is wearing.

Tasks

Read the notes for further action.

Note

Surface is wearing and locals have placed artificial turf down, recommend reinstating good soil and turf.

Risk level:

Low

Risk score:

7

Finding Photos



Maintenance Finding

Description

The equipment is dirty or algae covered.

Tasks

Clean off.

Note

Crossbar.

Risk level:

Very low

Risk score:

2

Finding Photos



Multiplay - Slide Climber

Manufactured by (Unknown)



Innate risk level

Actual risk level

6

6

Risk level:

Low

✓

Risk score as low as possible

Remedial tasks:

3



Standards:

EN 1176-1:2017+A1:2023, EN 1176-3:2017

The surfacing meets with the requirements of the relevant standards. The item is not compliant with the requirements of the relevant standards for the following reasons:

Equipment Standard Compliance Findings

1. Finger entrapment.

The item has the following maintenance findings:

1. Item is damaged.
2. Surface has holes in it.

Standard Compliance Finding

Description

Finger entrapment.

Tasks

Read the notes for further action.

Note

Minor risk of entrapment where the net has been removed. Consider removing these fixing points.

Risk level:
 Low

Risk score:
 4

Finding Photos



Maintenance Finding

Description

Item is damaged.

Tasks

Repair.

Note

Laminate.

Risk level:
 Low

Risk score:
 6

Finding Photos



Maintenance Finding

Description

Surface has holes in it.

Tasks

Read the notes for further action.

Note

Where the net has been removed. Consider sealing these holes suitably to reduce the risk of vandalism and trips.

Risk level:

Low

Risk score:

4

Finding Photos



Indicative designs

These are for illustrative purposes only. Equipment will be procured through a tendering process.

Option 1



Option 2



November 2025

ACTIVITY REPORT BY FRIENDS OF WOODFORD PARK

As another year's work of the volunteers nears completion much activity has taken place in recent weeks. The usual clearing of leaves from the beds has also seen much new planting.

Following an advertisement by Squires Nurseries inviting community groups to apply for a bag of spring bulbs. We were delighted to hear we had been awarded a bag however on collection were given 2 large sacks of assorted colour Narcissus. At a rough calculation this was around 1500 bulbs. With much hard work these have been planted in the main beds. In addition, we have purchased new shrubs for the beds comprising of Salvia, Euphorbia and more. Again, these were purchased with 40% discount to the group from Wargrave Nursery. These activities represent outstanding benefit for the park visitors and at no expense to the council.

As with previous years we have provided our artificial poppy display to the beds near to the War Memorial.