



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; V. Lewis; P. Singh;

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 25 March 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 14 JANUARY 2025**

To approve the minutes of the meeting of the Leisure Services Committee held on 14 January 2025 and for the Chairman to sign them as a true and accurate record. *(These minutes were provided in the Full Council agenda of 11 February 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. **BUDGETARY CONTROL**

To note **Report No. LS 8/25.**

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6. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**
To receive **Report No. LS 9/25.** Page 7
 7. **PARKS AND BUILDINGS**
To receive **Report No. LS 10/25.** Page 9
 8. **3G PITCH STEERING GROUP SUB COMMITTEE**
To note **Report No. LS 11/25** of the 3G Pitch Steering Group Sub Committee meeting held on 3 March 2025. Page 10
- Members are asked to consider the following recommendation/s made at this meeting:
- That the Leisure Services Committee approve the 2025/26 3G Pitch Management & Development Plan (**Report No. LS 11/25 Appendix A**) Page 12
9. **YOUTH SERVICES**
Strategy for Youth Services
a) In line with the resolution of the Committee at their meeting held on 19 November 2024 (minute 34.4) the Council's Strategy for Youth Services has been updated, and a new draft provided at **Appendix 9.** Page 47
- Members are asked to consider making a recommendation to the Strategy and Resources Committee regarding the adoption of the revised Strategy for Youth Services 2025-2030.
- Progress Update**
- b) To note that, during the week commencing 13 March, emails were sent out to five youth service providers and an invitation to quote was published on the governments Contact Finder service, setting out the Council's new youth service aims and seeking potential interest in providing services / activities to achieve these aims.
 - c) As work is ongoing on the provision of youth services, Members are asked to consider approving the extension of the Youth Support Service task & finish working group until 10 September 2025.
10. **ALLOTMENTS**
To consider **Report No. LS 12/25.** Page 51
 11. **COMMUNITY HALL DEPOSITS**
To consider **Report No. LS 13/25.** Page 62
 12. **FRIENDS OF WOODFORD PARK UPDATE**
To note the update provided from the Friends of Woodford Park, as set out at **Appendix 12.** Page 63
 13. **FUTURE AGENDA ITEMS**
To propose future agenda items for the Committee's consideration.
 14. **PUBLICITY & WEBSITE**
To consider which items to publicise.

ACTIONS & FOLLOW UPS FROM PREVIOUS MEETINGS

Meeting Date:		5 September 2023	
Minute	Action	Progress Update	Last Updated
17	Add potential re-installation of a 'graffiti wall' to the Council's projects list.	No progress – once considered, and if approved, this will be added to the projects list.	02/11/23

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.	S&R (26 Nov 24) determined Town Clerk to pursue extension of current lease with Reading Borough Council and then pull together fully costed proposal for improvements to be presented to a future Strategy & Resources Committee meeting. Reading Borough Council have been requested to draft the new lease and have advised that this may take some time due to current workloads.	20/03/25

Meeting Date:		16 January 2024	
Minute	Action	Progress Update	Last Updated
52	For S&R to review the nature and purpose of the Youth Grant guidelines, approved in September 2023, in light of the P&C's referral of Annual Grant applications to LS for consideration under the Youth Grant budget	COMPLETE All money allocated; no further action required.	20/03/25

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.	Initial costings for different surface options along with repairs to other areas have been obtained. Solid path options are likely to be in the region of £150,000 - £200,000. This will be considered by the Strategy and Resources Committee in the context of the potential redevelopment of Woodford Park Leisure Centre.	14/11/24

Meeting Date:		2 April 2024	
Minute	Action	Progress Update	Last Updated
64	Add Council's emergency contact number to signage on the public toilet	COMPLETE	20/03/25

Meeting Date:		19 November 2024	
Minute	Action	Progress Update	Last Updated
34.4	Officers to update Strategy for Youth Services and present to LS.	COMPLETE Updated Strategy presented at this meeting (25/03/25) for approval.	20/03/25

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

LEISURE SERVICES
COMMITTEE

Month 11 91.67%
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2024/25

BUDGETARY CONTROL

EXPENDITURE	Original Budget 2024/25	Revised Estimates 2024/25	Actual Exp as at 29/02/2024	Actual Exp as at 28/02/2025	Actual Exp as % of Original Budget 2024/25	Actual Exp as % of Revised Estimates 2024/25
Woodford Park LC & 3G pitch	458,683	473,454	373,522	433,330	94.47%	91.53%
Grounds Maintenance	58,665	65,056	47,925	59,217	100.94%	91.02%
Football	25,648	23,000	17,967	13,267	51.73%	57.68%
Cricket	16,231	18,723	15,976	18,906	116.48%	100.98%
Bowling Green	16,231	18,723	15,976	18,906	116.48%	100.98%
Woodford Park	54,886	57,262	44,323	46,145	84.07%	80.59%
Garden of Remembrance	9,229	9,485	9,628	8,111	87.89%	85.51%
Play areas and open spaces	19,810	24,045	16,849	20,763	104.81%	86.35%
Coronation Hall	35,262	33,309	24,704	28,705	81.40%	86.18%
Chapel Hall	27,847	25,921	22,163	23,513	84.44%	90.71%
Allotments	27,229	28,173	29,336	15,850	58.21%	56.26%
Amenities	8,743	9,275	6,382	8,186	93.63%	88.26%
Events	16,667	14,600	11,365	13,771	82.62%	94.32%
Public toilet	5,666	6,338	3,924	3,167	55.89%	49.97%
Youth Services	35,000	15,660	25,760	15,660	44.74%	100.00%
TOTAL EXPENDITURE	815,797	823,024	665,800	727,497	89.18%	88.39%

**LEISURE SERVICES
COMMITTEE**

BUDGETARY CONTROL

**Month
11
91.67%**

2024/25

INCOME	Original Budget 2024/25	Revised Estimates 2024/25	Actual Inc as at 29/02/2024	Actual Inc as at 28/02/2025	Actual Exp as % of Budget 2024/25	Actual Exp as % of Revised Estimates 2024/25
Woodford Park LC & 3G pitch	455,375	535,860	465,029	526,373	115.59%	98.23%
Grounds Maintenance	525	525	429	215	40.95%	40.95%
Football	13,125	12,769	11,883	10,807	82.34%	84.63%
Cricket	7,928	7,225	7,550	7,225	91.13%	100.00%
Bowling Green	8,523	8,247	7,589	8,218	96.42%	99.65%
Woodford Park	5,975	4,869	2,403	4,997	83.63%	102.63%
Garden of Remembrance	1,365	1,300	1,244	703	51.50%	54.08%
Play areas and open spaces	0	0	0	0	0.00%	0.00%
Coronation Hall	40,784	46,845	34,310	37,977	93.12%	81.07%
Chapel Hall	37,613	45,717	33,193	39,331	104.57%	86.03%
Allotments	15,492	17,137	14,562	17,193	110.98%	100.33%
Amenities	0	0	0	0	0.00%	0.00%
Events	0	0	0	0	0.00%	0.00%
Public toilet	525	150	231	114	21.71%	76.00%
Youth Services	0	0	0	0	0.00%	0.00%
TOTAL INCOME	587,230	680,644	578,423	653,153	111.23%	95.96%
NET	228,567	142,380	87,377	74,344	32.53%	52.22%

WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES

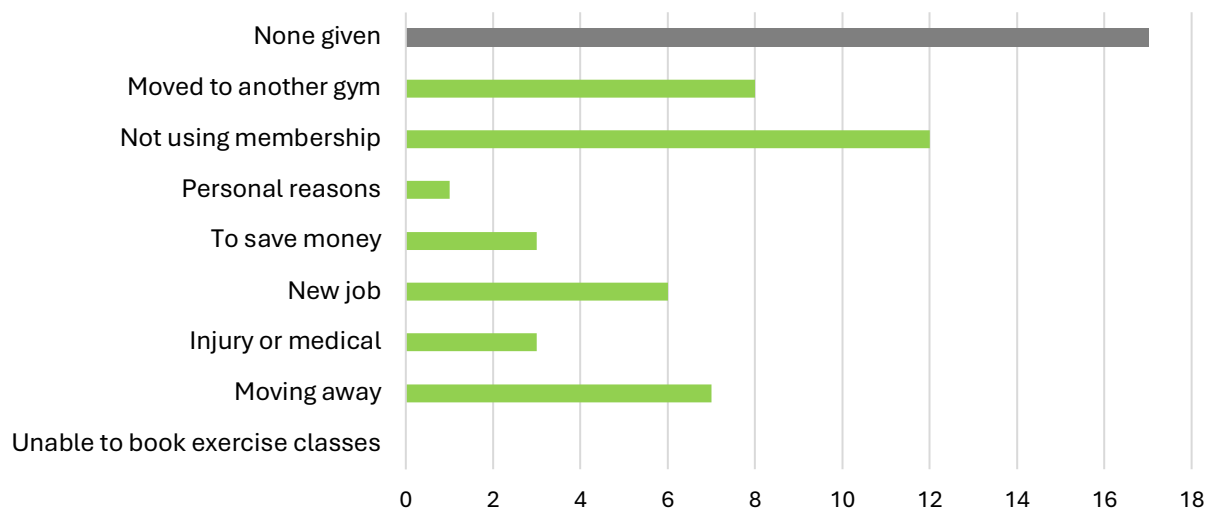
REPORT OF THE LEISURE SERVICES MANAGER

PURPOSE OF REPORT

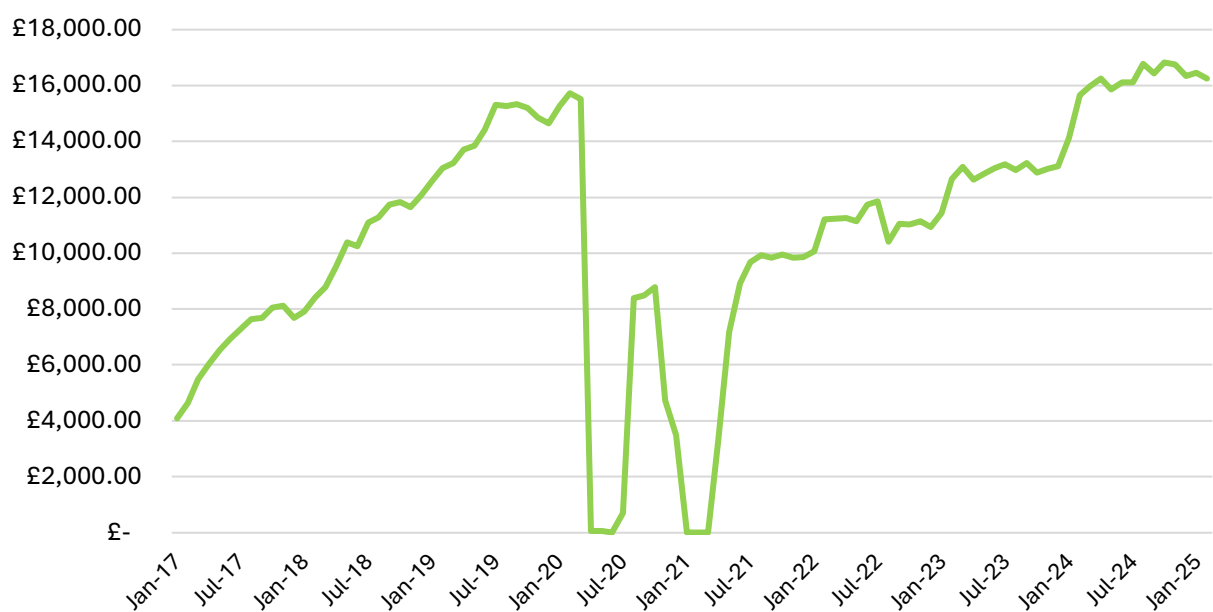
To inform and update Members on developments at Woodford Park Leisure Centre and The Gym on the Park.

Member Turnover

Through the period 3rd January to 17th March 2025 we welcomed a total of **86** new members and through the same period **57** members cancelled their memberships, the reasons for which are presented below:



Monthly Membership Income



Family Racket Attack

A total of 374 individual transactions were recorded for Family Racket attack across February half-term 2025. Details of which, and a comparison with 2024, can be seen in the table below:

	February Half-Term 2024	February Half-Term 2025
Badminton	49	318
Tennis	6	19
Table Tennis	43	37
Total	98	374

Family racket attack has been a huge success throughout the 2024-25 financial year. The table below presents a comparison with the 2023-24 financial year:

	April 2023 – March 2024	April 2024 – March 2025
Badminton	1671	2669
Tennis	178	338
Table Tennis	227	299
Total	2076	3306

Through the upcoming Easter break, in an attempt to open up more court time for Family Racket Attack bookings, we will be trialing opening bookings at 8am instead of the current time of 9am.

3G Pitch Works

Works aimed at both improving the playing surface and prolonging the life of the 3G Pitch are being planned for April 2025. This will include a redressing of the rubber infill and, budget permitting, a heavy decompaction of the existing infill.

3G Pitch Testing & Certification

The certification that permits the 3G Pitch to appear on the FA 3G Pitch Register is due to expire on 31st May 2025. The pitch will need to be visually inspected and pass a series of performance-based tests in order for it to be allowed to remain on the register.

A provisional testing date has been booked for Monday 12th May 2025 and, assuming the pitch successfully passes the testing process, the pitch will continue to appear on the register for a further three years.

First Aid Course

An in house one day emergency First Aid course has been booked for Tuesday 27th May.

Gym Membership Promotion

The April 2025 edition of the Woodley Herald will contain a small section promoting membership for The Gym on the Park. The promotion will also act as a voucher that can be cut out and exchanged at reception to allow the user to take advantage of a discounted gym membership.

The voucher is only valid for new members and only valid through the month of April. The success of using the Woodley Herald to promote gym membership in this way will be monitored and reported back to the Leisure Services Committee in June.

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

Repairs and Maintenance

A survey of the waste drainage from the centre has been commissioned. The work will involve camera investigation of approximately 460 meters of drainage pipework. The Amenities Team are currently having to deal with waste blockages on a weekly basis – likely due to collapsed/damaged clay pipe in certain areas.

Woodford Park

Coronation Orchard Garden

The garden is structurally complete including all pathways, seating and raised planters. Trees are planted and herb planting will take place in the next couple of weeks with an opening being planned for April.

Wild Flowers

Wild flower areas have been prepped and seeded around the banks of the lake and in the beds around the park.

Sports

The bowls green, cricket wicket and American Football pitches have been prepped ready for start of season. The football pitches have been repaired and prepared for the start of the summer league from May.

Vandalism

We have experienced a raised level of vandalism over recent weeks; there has been unauthorised access to the grounds depot through the fence, benches removed from their fixings in the Garden of Remembrance and damage to the works van which appears to be from a pellet gun. Swing seat chains have been cut and a swing seat stolen from the play area and the jeep play unit damaged. All issues have been reported to the police.

Duck feed station

The duck feed station has been installed and had over 150 uses in first weekend. It is now stocked with floating feed rather than the sinking feed with which it was delivered.

Community Halls

The Amenities Team have installed a new kitchen at Coronation Hall. The kitchen in Chapel Hall will be replaced in the coming weeks.

Recommendations

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

Woodley Town Council

Report of a virtual meeting of the 3G Pitch Steering Group held on Monday 3 March 2025 at 12pm.

Present: *Councillors V. Lewis (Chairman); D. Bragg; M. Firmager; J. Taylor;*

Officers present: *M. Filmore – Deputy Town Clerk;
E. Whitesmith – Leisure Services Manager*

Other representatives: *M. Rozzier – Woodley United
R. Rodway – Woodley Wanderers
G. Hall – Berks & Bucks FA*

1. APPOINTMENT OF CHAIRMAN

RESOLVED:

- ♦ To appoint Councillor Lewis as Chairman of the committee for the remainder of the 2024/25 municipal year.

2. APOLOGIES

Apologies for absence were received from Councillor Bragg, although Councillor Bragg joined the meeting later, at 12.23pm.

3. DECLARATIONS OF INTEREST

There were no declarations of interest made by Members.

4. TERMS OF REFERENCE

RESOLVED:

- ♦ To note the committee's terms of reference, as provided in the agenda.

5. 3G PITCH MANAGEMENT & DEVELOPMENT PLAN

The Deputy Town Clerk set out the updates to the 3G pitch management and development plan.

The Leisure Services Manager advised attendees that the number of maintenance hours on the pitch had increased in recent months, allowing more rubber crumbs to be laid, improving the surface. He also advised that both the dividing curtains and goal nets had been replaced recently.

For 2025/26, it was noted that £4k had been budgeted for repair work. This would cover work in preparation for the Football Association testing, due to take place in May, and would include power grading, which would help to de-compact the existing rubber crumb, thus improving the surface further and prolonging the life of the pitch.

G. Hill advised that the Football Foundation would be bringing back their pitch usage monitoring in the near future to evaluate the volume and demographic of users. Following a query, she confirmed that this would be a higher-level evaluation than the very in-depth detail that was previously required. It was suggested a breakdown of might be provided in the development plan in future.

It was noted that the 'Respect' banner at the pitch had been damaged. G. Hill advised some spare signs may be available from previous Berks & Bucks FA campaigns and that she would see if one might be available.

Following a vote, it was unanimously:

RECOMMENDED:

- ◆ That the Leisure Services Committee approve the 2025/26 3G Pitch Management & Development Plan, provided at **APPENDIX A**.

6. OTHER MATTERS

M. Rozzier highlighted that the amount of litter on the pitch appeared to be increasing in recent months, and suggested clubs contact their members with a reminder to keep the area clean.

Meeting closed at 12.31 pm

3G Pitch Management & Development Plan 2024-25 **2025-26**

DRAFT

Version	1.1
Created by	Ed Whitesmith – Leisure Services Manager Matthew Filmore – Deputy Town Clerk
Date approved	

1. BACKGROUND

The 3G pitch ('the pitch'), located at Woodford Park Leisure Centre, was opened on 3 June 2016.



Funding for the installation was provided by means of a Football Foundation capital grant (£277,200) and a Public Works Loan Board loan (£255,000).

The Football Foundation's grant conditions require the following over a 21-year period from the date of acceptance of the grant – **grant acceptance was signed on 26 May 2015 and is due to run until May 2036** (full details are contained in the Acceptance of Grant Contract):

- ◆ List the pitch on the FA 3G Football Turf Pitch Register and maintain this registration through approved pitch testing and certification.
- ◆ Keep the facilities and equipment in good repair.
- ◆ Maintain appropriate insurance cover for the facility and its operation.
- ◆ Take into account and make appropriate provision for the enjoyment of the facility by people with disabilities.
- ◆ Charges to the public not to increase by beyond any increase in the Retail Price Index from the date the grant application was approved by the Foundation board - **14 May 2015**.
- ◆ Display appropriate signage reflecting the grant received from the Football Foundation.
- ◆ Officially acknowledge the support of the Football Foundation in all publicity materials referring to the facility.
- ◆ Operate the facility in accordance with the Management Plan (encompassing the Development Plan and Business Plan).
- ◆ Provide usage information to the Football Foundation as requested.
- ◆ Keep properly audited accounts relating to the operation of the facility.

The Council must undertake satisfactory financial planning to ensure sufficient funds are available to maintain the pitch for the duration of the 21-year period.

The Council's objectives for the pitch are:

- ◆ To provide facilities that will attract new players, allow progression and advancement of playing standards
- ◆ To make facilities accessible to all, regardless of age, ability and ethnicity
- ◆ To assist with the development of the local workforce, including coaches, officials and volunteers
- ◆ To maintain the quality of both local playing facilities and equipment

This document sets out the Council's Management Plan, an annual summary, and the Development Plan.

The Management Plan sets out the processes the Council will follow with regards to the day-to-day management and maintenance of the pitch.

The Development Plan sets out what the Council intends to do in future to continue to meet the requirements of the funding agreement, and to optimise the use of the pitch.

2. MANAGEMENT PLAN

Finance

On an annual basis, the Council will transfer £12,000 funds into an earmarked reserve with the aim of ensuring sufficient capital is available for the replacement of the pitch surface at the end of its lifecycle.

At the point of installation, the lifecycle of the pitch was anticipated to be 10 years, with the cost of replacement estimated to be £120k.

As at 31 March 2025, the Council's earmarked reserve will be £108k. An updated estimate for the replacement of the pitch surface, obtained in October 2024, indicated the current cost of replacing the surface would be circa £150k.

Based on previous inspections, it is anticipated that the pitch surface will last a further 3 years, requiring replacement during the 2028/29 financial year at the earliest. Applying a hypothetical increase of 5% per year, the cost of replacing the surface is expected to be circa £173k at that stage.

The Council has committed to transfer £22,000 to the earmarked reserve during the 2025/26 financial year, with a forward plan to transfer the same amount in 2026/27 and 2027/28. This would mean the Council will have set aside £174k by the start of the 2028/29 financial

year to cover replacement costs. This will be reviewed in light of any changes to the anticipated lifecycle of the pitch, following future inspections, or cost of replacement.

Separate funds are allocated annually against a specific budget for repairs and materials for the pitch.

Any supplementary funding required for additional maintenance or capital investment / replacement equipment will require approval from the Council's Strategy & Resources Committee.

Service Level Agreement (SLA)

The Council commits to work to the approved SLA, implemented following installation of the pitch, which provides a formal agreement setting out the roles and responsibilities of the Council and named partner clubs (**Appendix A**).

Hire Rates

Hire rates will be reviewed annually by Council Officers, before formal approval by Full Council as part of the overall budget setting process.

In line with the acceptance of grant conditions, the Council commits to ensuring charges to the public are not increased beyond the increase to the Retail Price Index (RPI) from the date the grant application was approved in May 2015. To calculate this the Council will compare proposed charge rates against initial charge rates, ensuring the percentage increase does not exceed the increase in RPI between May 2015 and the latest available monthly RPI figure.

Based on RPI figures published by the Office of National Statistics, the increase in RPI from May 2015 to December 2024 stands at 51.3%.

Details of the hire rates for the next financial year are provided in the Annual Summary section of this document.

As part of the review process, comparative charges will be ascertained for similar venues and facilities in the local area, with competitive and fair prices then set.

Operational Hours

The pitch operates from ~~9am~~ **8am** each day, until 9pm on ~~weekdays~~ **Mondays and Fridays**, until 9:30pm on **Tuesdays, Wednesdays and Thursdays**, and until 6pm on ~~weekends~~ **Saturdays and Sundays**.

Bookings

Hirers will be required to complete a standard centre booking form for all to be invoiced bookings.

Casual ad-hoc hirers, where possible, will be asked to complete a booking form, but this may not always be required at short notice.

Hirers will be directed to the Council's [General Data Privacy Notice](#) for information on how the Council will manage their data, with all data processed in line with the Council's [Data Protection Policy](#).

Hirers will be provided with the standard terms and conditions of hire, including cancellation policy, at the point of booking (**Appendix A B**).

Maintenance

In-house maintenance will be completed twice a week; including use of the tractor to drag brush the surface / application of additional rubber crumb.

Goals, goal nets and dividing curtains will be repaired, as and when required. Loose litter will be cleared from the pitch daily, with bins emptied as and when required.

An external maintenance contract will be maintained throughout the lifecycle of the pitch, providing six maintenance visits per year, providing a power sweep, decompaction and perimeter vegetation treatment. The external maintenance provider will be required to provide an annual report, highlighting areas that need attention or repair, which will then be actioned as appropriate.

The Council will ensure the pitch is included on the FA's approved 3G Pitch register, ensuring the testing and accreditation process takes place as required.

Health & Safety

Users will be advised to report all incidents, including accidents and injuries, to centre staff. When notified, centre staff will complete an incident report, with reports maintained on site.

Two appropriately stocked first aid kits will be maintained in the leisure centre reception at all times, where telephones are also located.

The centre will ensure at least one qualified first aider is always on site to support clubs, coaches and pitch users if required.

An external defibrillator is available at the pitch, funded via the Premier League Defibrillator Fund. A second defibrillator is located behind the leisure centre reception alongside the first aid kits.

A risk assessment will be maintained for the pitch, which will be reviewed annually.

Safeguarding

The Council maintains a safeguarding policy, and Council staff working with children and young people undertake annual child protection training.

Where partner clubs and organisations hire the pitch for use by children and young people, responsibility for safeguarding lies with those clubs / organisations.

Contact

Leisure Centre staff will always be on site when hirers are using the pitch.

Day to day responsibility for the management of the pitch lies with the Leisure Services Manager, who will provide an update report at each of the Council's Leisure Services Committee meetings.

3. ANNUAL SUMMARY (as at ~~March 2024~~ **February 2025**)

Finance

As at ~~1 April 2024~~ **31 March 2025**, the earmarked reserve for the replacement of the 3G pitch surface stands at ~~£96,000~~ **£108,000**.

The most recent income and expenditure figures, including the budget for ~~2024/25~~ **2025/26**, are as follows:

WOODFORD PARK LC	2023/24	2024/25	2024/25	2025/26
INCOME	Actual	Budget	Revised Est	Budget
3G Pitch ots	£85,614	£85,208	£95,393	£97,300
Total	£85,614	£85,208	£95,393	£97,300
EXPENDITURE				
3G Repairs and Maintenance	£2,590	£2,600	£1,996	£3,595
3G Equipment Costs	£1,305	£2,950	£2,513	£3,787
WPLC 3G Pitch Sinking Fund	£12,000	£12,000	£12,000	£22,000
Total	£15,895	£17,550	£16,509	£29,382
Net	£69,719	£67,658	£78,884	£67,918

Hire Rates

The following hire rates for ~~2024/25~~ **2025/26** were approved by Full Council on ~~6 February 2024~~ **11 February 2025**:

	Initial Charges - 2015/16	2025/26 Charges	Overall Increase (since May 2015)	
Peak (full pitch)	£90.00 p/h	£105.00 p/h	£15.00 p/h	17%
Partner Club / Off Peak (full pitch)	£66.00 p/h	£75.00 p/h	£9.00 p/h	14%
Peak (5-a-side)	£36.00 p/h	£45.00 p/h	£9.00 p/h	25%
Partner Club / Off Peak (5-a-side)	£24.00 p/h	£30.00 p/h	£6.00 p/h	25%
Community (5-a-side)	£15.00 p/h	£22.00 p/h	£7.00 p/h	47%

Bookings

The current usage plan for 2024 2025 is included at **Appendix B C**.

Maintenance

The current external maintenance contract is with Technical Surfaces. The contract is due for renewal in June 2026.

The most recent condition report was completed in June 2023 June 2024 (**Appendix G D**) which confirmed that the pitch is considered in good condition for its age. Two areas of damage were highlighted as a result of general wear and tear; both were repaired in November 2023 at a cost of £595. One area of damage was highlighted which is due to be repaired prior to the upcoming FA testing in Spring 2025, along with other major works aimed at prolonging the life of the surface.

In-house repairs to the dividing curtains and goal nets took place in early March 2024, although dividing curtains are close to being beyond repair. The replacement and repair of goal nets is an ongoing issue, with new nets on the larger goals only lasting approximately four to six weeks before being torn.

Replacement of both pitch dividing curtains took place during late 2024 at the cost of £2242.99. The replacement and repair of the 9-a-side goal nets took place during early 2025 at the cost of £346.03. Both pieces of work were carried out by the Leisure team.

The pitch's current testing certification expires in May 2025.

Health & Safety

The risk assessment (**Appendix D E**) was last reviewed in February 2024 October 2024; no current high-risk items were identified.

Statistics are not available for the number of incidents reported, but the number is low.

4. DEVELOPMENT PLAN

Finance

Should the Council continue transferring £12,000 per annum into an earmarked reserve for the replacement of the pitch surface, it is envisaged that, at the end of the lifecycle of the surface, the earmarked reserve will be below that of the full cost of replacement.

During 2024/25, the Council will obtain a current market estimate for the cost of replacing the pitch surface. Based on this estimate, and accounting for potential future price increases, the Council will re-assess and consider adjusting payments made to the earmarked reserve in future years with the intention of the reserve covering the entire cost of replacement.

Having obtained an updated estimate on the cost of replacement the pitch surface in 2024, the Council have adjusted their financial planning accordingly and increased the level of

funds transferred to the dedicated earmarked reserve to ensure, as best as possible, that sufficient capital will be available for the replacement of the surface at the end of its anticipated lifecycle.

If, at the end of the lifecycle of the pitch surface, additional funding is required, this will need to be met by the Council. At the end of the ~~2024/25~~ **2025/26** financial year, the Council's general reserve is ~~budgeted~~ **forecast** to be ~~£506,680~~ **£682,768**.

Operational Hours

Following demand from partner clubs for additional use of the pitch during weekday evenings, the Council ~~has applied for~~ **was granted** planning permission to increase the operational hours of the pitch until 9.30pm on Tuesdays, Wednesdays and Thursdays. **The Council does not intend to seek any further increase in the pitch's operational hours over the coming year.**

Bookings

The usage plan indicates capacity on the pitch during weekdays between 9am and 4pm. This is because there is little to no demand for these time slots. Due to low demand, the Council does not intend to actively seek out potential hirers to fill these slots, but this does not present a financial concern as pitch bookings, and resultant income, is strong at all other times, and more than sufficient to ensure the Council does not fail to maintain the pitch to the required standard in line with the funding agreement.

Maintenance

~~There is a desire to increase the time allocated to in-house maintenance to optimise the longevity of the surface; this will be dependent on securing additional staffing resource. Quotes are being gathered for the full replacement of the dividing curtains.~~

Additional staffing at the Leisure Centre has allowed the number of dedicated maintenance hours to increase from one hour per week to two hours per week as of November 2024.

Health & Safety

Hirers will be reminded to report pitch incidents.

Pitch Objectives

To meet the objectives of the pitch, the Council has developed an Action Plan; an update plan is included at **Appendix E F**.

**WOODFORD PARK LEISURE CENTRE – 3G AGP
PARTNERSHIP AND SERVICE LEVEL AGREEMENT**

1.	INTRODUCTION
	The 3G AGP is a 79m x 52m football facility located at Woodford Park Leisure Centre and part funded by The Football Foundation (playing surface dimensions: 73m x 46m for full pitch and 46m x 22m for 5vs5 pitch / one third). This new grass roots facility project has enabled the partners –Woodley Town Council, Woodley United, FC Woodley and Woodley Wanderers to develop a closer working relationship for the benefit of the local football community.
2.	THE PURPOSE OF THE AGREEMENT
	To establish a formal agreement setting out the roles and responsibilities of the partner agencies to enable them to achieve common aims and objectives.
3.	PARTNER AGENCIES
	A) Woodley Town Council / Woodford Park Leisure Centre
	B) Woodley United
	C) FC Woodley
	D) Woodley Wanderers
4.	GENERAL CONTEXT OF PARTNERSHIP AGREEMENT AND SLA
	The partners will support each other and work towards the primary objectives outlined in the football development plan for Woodley: • To continue to provide fun and competitive football opportunities for all in Woodley, regardless of age, race, religion, gender or ability • To continue to increase the number of teams sensitive to local demand • To provide a suitable artificial training facility to support club needs <i>*The Football Development Plan is due to be updated in January 2016*</i>
5.	KEY PARTNER ROLES
	<i>Partner A – Woodley Town Council / Woodford Park Leisure Centre</i>
5.1	a) To manage the facility in a manner which promotes accessibility to the people and communities of Woodley and will ensure that people are not discriminated against under any circumstances.
	b) To provide all necessary resources for the effective management, operation and maintenance of the facility; including ancillary facilities.
	c) To agree to a programme of use which reserves and guarantees usage of the facility to partner clubs following a pitch allocation meeting.
	d) To set and maintain charges for use of the facility at an appropriate and affordable level within the market place for all categories of use.
	e) To work with all other partner agencies to ensure that optimum volume of usage is maintained on the facility at all times.
	f) To pass participation figures for the facility, from both partners and general hirers, to The Football Foundation.
	g) To ensure that the facility is maintained to comply with The Football Association's Performance Quality Standard at all times.

	Partners B, C and D – Woodley United, FC Woodley & Woodley Wanderers
5.2	a) To organise football activity as it is set out in the Football Development Plan and to work towards the various objectives within the plan.
	b) To take responsibility for the behaviour of all registered players and coaches during designated club bookings.
	c) To monitor and collect details about participation rates at designated club sessions and pass these to <i>Partner A</i> when requested (see 5.1 F).
	d) To assist in the operation and maintenance of the facility, including reporting faults to <i>Partner A</i> and ensuring safe and responsible use of all equipment by registered players and coaches (including assistance in the removal of litter following booked sessions).
	e) To endeavour to organise and run additional community football sessions outside of normal training slots and to support similar sessions and events organised by other partners (charity and fund raising tournaments, disability sessions etc.) with the support of <i>Partner A</i> and the FA.
6.	FACILITY MANAGEMENT
	The management of the facilities will be carried out by Woodley Town Council / Woodford Park Leisure Centre
6.1	HOURS OF USE
	a) A programme of use will be agreed incorporating reserved and guaranteed usage at core times for <i>Partners B, C and D</i> . These core hours are guaranteed for use unless otherwise agreed by that user or if not consistently booked with <i>Partner A</i> for a minimum of 25 weeks per year.
	b) There is no agreed usage pattern for schools at present but this may be accommodated if requested, providing it preserves use and quality of the facilities as above.
	c) <i>Partner A</i> will ensure that the sport of football is given priority use of the changing facilities at all times.
	d) <i>Partner A</i> will ensure that the sport of football is given priority use of the site on weekends at all times.
6.2	Casual Bookings
	a) <i>Partner A</i> will provide an efficient and equitable track booking system, prioritising the needs and demands of existing users and reflecting local needs outside of the core hours.
6.3	Maintenance
	a) <i>Partner A</i> will provide all necessary works required for the football pitch maintenance, so that site is kept in a clean, safe condition and fit for use.
	b) <i>Partner A</i> will procure specialist contractors for operations, which are beyond the capability of staff employed for site maintenance.
6.4	Equipment & Storage
	<i>Partner A</i> will provide safe and appropriate equipment for use and enjoyment

	and appropriate storage for such equipment where appropriate
6.5	Changing Accommodation
	a) <i>Partner A</i> will ensure that the sport of football is given priority use of the changing facilities at all times.
	b) <i>Partner A</i> will maintain changing rooms in a condition, which is clean, presentable and fit for use.
7.	Changes to this Agreement
	This agreement can only be changed with full consultation and agreement of all partner agencies.
	This agreement will be subject to review every twelve months, with the first review due to take place in June 2017.
	Signed:
	Name:
	Organisation:
	Date:
	Signed:
	Name:
	Organisation:
	Date:
	Signed:
	Name:
	Organisation:
	Date:
	Signed:
	Name:
	Organisation:
	Date:

To: Woodford Park Leisure Centre, Haddon Drive, Woodley, Reading, Berks, RG5 4LY
Tel: 0118 9216969 **Email:** wplcreception@woodley.gov.uk

APPLICATION FOR A BOOKING OF FACILITIES AT WOODFORD PARK LEISURE CENTRE

APPLICANT INFORMATION
FULL NAME OF ORGANISATION:
FULL NAME OF APPLICANT:
CONTACT NUMBER(S):
EMAIL ADDRESS:
ADDRESS INC. POST CODE:
TREASURER'S NAME AND CONTACT DETAILS:

BOOKING INFORMATION				
TYPE / CONTENT OF BOOKING:				
DATE(S) REQUIRED:				
<table border="1"> <tr> <td>START TIME: (including set up)</td> <td></td> <td>FINISH TIME: (including clear up)</td> <td></td> </tr> </table>	START TIME: (including set up)		FINISH TIME: (including clear up)	
START TIME: (including set up)		FINISH TIME: (including clear up)		
EXCLUSION DATES:				

SPORTS FACILITIES (PLEASE TICK)			
Badminton Court(s)		Adult Grass Football Pitch	
Full Sports Hall / Netball Court		Mini Grass Football Pitch	
Half Sports Hall		Outdoor Tennis / Netball Court	
3G Pitch Full – 9-a-side		Cricket - Grass Wicket	
3G Pitch 1/3 – 5-a-side		Cricket - Artificial Wicket	

ROOMS / OTHER FACILITIES (PLEASE TICK)			
Games Room		Committee Room (x1)	
Tea Room		Committee Rooms (x2)	
Function Room		Other	

ADDITIONAL INFORMATION

Please describe below any other specific requests and/or requirements relating to your booking:

Please refer to points 13. & 16. of the Terms and Conditions of Hire for details on the requirements for using external equipment, electrical apparatus and external organisations as part of your booking.

DATA PRIVACY NOTICE

Woodley Town Council is the data controller for your data. By submitting this application, you consent to the Council storing and processing the personal data you have provided for the purpose for which it was submitted. For full information on how we will process your data, including who it may be shared with, where it will be stored, how it will be protected, and for how long it will be stored, please see our **General Data Privacy Notice** (www.woodley.gov.uk).

DECLARATION

Completion of this booking form constitutes a contract intended to be enforceable at law. By signing below you acknowledge that you have read, understand and agree to the terms and conditions of hire and you hereby agree to abide by these conditions and any additional instructions given by the Council.

Signed:

Date:

FOR OFFICE USE ONLY

DATE FORM RECEIVED:		DATE BOOKING CONFIRMED:	
DEPOSIT AMOUNT:		DATE DEPOSIT PAID:	
TOTAL FEES:		DEPOSIT CODE:	
DATE FEES PAID:		STAFF INITIALS:	

TERMS AND CONDITIONS OF HIRE

1. Application

All applications for the hire of any facility must be made in writing using the official booking form, which shall be read and construed with these Terms and Conditions of hire and form part of the contract between the hirer and Woodley Town Council. The hirer must be 18 years of age or over and able to provide proof of Woodley residency or registered charity status where appropriate.

2. Booking Confirmation

Bookings are not considered confirmed until either full payment has been made for the hire of the facility or until a booking confirmation and/or invoice has been raised and sent by an official of the Council.

3. Deposits

When the booking form has been received an official of the Council will determine whether or not a damage deposit is payable at the time of booking. The Council will confirm the value of the required deposit. The deposit is refundable in the form of a BACS payment providing no damage has been caused to Council property during the booking. The whole deposit or a proportion of may be withheld in the event of:

- Any damage being caused to Council property during or as a result of the booking.
- The facility being left in an unsatisfactory condition (e.g., requiring additional or specialist cleaning).
- The booking overrunning the agreed booking times (see section 4 for further information).

4. Charges / Payment

Charges for the facilities are fixed by Woodley Town Council, who reserve the right to vary its charges without notice.

When a booking has been confirmed and an invoice received full payment must be made by the date indicated on the invoice. Late payments are subject to a 10% late payment fee that may only be waived at the Leisure Services Manager's discretion.

All bookings must include set up and set down time within the requested booking times. No booking may overrun its allocated booking time and any that does is liable to an excess charge (equivalent to twice the hourly booking fee plus any additional charge for any labour and/or overtime costs involved).

5. Cancellations / Amendments

a) By Woodley Town Council

The Council reserves the right to withdraw permission to use the facilities. The Council will repay booking fees upon cancelling a booking provided that the hirer has been open and transparent as to the nature of the hire. The Council shall be under no liability for any expense or loss sustained by the hirer as a result of the cancellation.

b) By the hirer

In the case of cancelling or amending a booking the full booking fee will remain due unless the Council has been notified in writing 14 days or more in advance of the date of the booking. Where notice of cancellation is received 14 days or more in advance of the date of the booking either a credit for the full booking fee will be applied to the hirers bookings account OR the full booking fee will be repaid to the hirer minus a 10% administration charge.

6. Refusal of Booking / Entry

The Council reserves the right to refuse any application for the hiring of the facilities without being required to provide a reason for such refusal.

The Council reserves the right at its absolute discretion to refuse entry to or evict any person from the facilities when required.

The Council reserves the right to fix a maximum limit for persons attending a booking. The hirer is responsible for all administrative and other arrangements to ensure that the maximum number of persons is not exceeded. Where the maximum number of persons is exceeded, the Council reserves the right to refuse entry and evict persons as stated above.

7. Conduct and Control

The hirer agrees to:

- a) Supervise, control and be responsible for all participants, visitors, spectators and officials who are visiting the facility as a result of their booking. This includes being fully responsible for ensuring that suitably competent, trained and qualified coaches and instructors are leading any sports coaching or exercise class bookings.
- b) Leave the facility and all equipment within as found at the beginning of the booking and in a tidy and clean condition when the period of hire ends. This includes the removal of litter and rubbish.
- c) Repay the Council on demand the full cost of making good any and all damage to the facility, including damage to any equipment sustained during the period of hire or as a result of the booking.
- d) Repay the Council on demand the full cost of removing and / or disposing of any equipment and / or waste left behind following the period of hire ending.
- e) Comply with any reasonable requests and instructions relating to the hire of the facilities that an official of the Council makes.
- f) Not use the facilities for any activities which are dangerous, offensive, illegal or immoral or which may become a nuisance to the Council, other hirers or the occupier of any neighbouring property.
- g) Not do anything which might invalidate any insurance maintained by the Council in respect of the facilities or which might increase the insurance premium payable for the facilities.

8. Advertisements / Notices

No person shall place, fix or exhibit any advertising material or notices on or in any part of the facility / venue without first having obtained the previous written consent of the Council. Those displayed without consent will be removed and disposed of / destroyed.

9. Collections or Lotteries

No collections, games of chance, sweep stakes or lotteries nor any betting of any kind may be conducted at the venue without the prior written consent of the Council.

10. Intoxicating Liquor and Smoking

No hirer or person shall be permitted to bring alcohol onto the premises without the prior written consent of the Leisure Services Manager. The sale of alcohol at any time is prohibited. No person under the age of 18 years is permitted to consume alcohol in any of the Council's hired premises. Smoking is not permitted in any Council premises. The hirer is responsible for ensuring that these rules are adhered to.

11. Teenage Birthday Parties

For supervised events for young people please contact the Council.

12. Property Not Removed and Storage

The Council may remove and store any property left by the hirer after the end of the period of hire. The hirer shall repay to the Council on demand the full cost of such removals and storage. The Council shall not be held responsible for any such property. The hirer agrees that the Council shall be entitled to remove and sell in such a manner as they think fit any property that is not claimed within 28 days from the end of the period of hire. The proceeds of sale will belong to the Council.

The hirer may leave property in or upon the facility but only with the express written permission of the Council, for which there may be a storage charge. The Council may withdraw such permission at any time.

13. Authorisation of External Equipment and Prohibited Materials

- a) All persons are prohibited from bringing materials of a flammable or explosive nature onto the premises, including fireworks, and any apparatus that produces a flame or extreme heat.
- b) Consent must be obtained from the Council for any temporary structures, such as bouncy castles, stages, furniture, gazebos, decorative lighting etc prior to the commencement of hire.
- c) In reference to the 'Additional Information' section of the booking form, the hirer must submit a list of all external equipment, appliances and other apparatus intended for use during the period of hire. All electrical equipment intended for use must have a valid and in date PAT test certificate.
- d) The Council reserves the right to prevent the use of any piece of equipment which it considers objectionable, dangerous or for which appropriate safety certificates are not in place.

14. Prohibition of Assignment

The right to use the facilities under the agreement shall not be sublet, assigned or otherwise transferred and the hirer shall not assign the benefit or burden of the agreement or any part thereof, or sublet or subcontract any part of the facility.

15. Liability

The Council is not responsible and will not accept liability for any loss, damage, injury or death howsoever, and by whomsoever caused whether to property or person sustained by any person or persons in the facility, except where such loss, damage, injury or death is caused by the Council's negligence or by any defect in its premises.

16. Indemnity

The Council may require the hirer to have in place adequate public liability insurance for the booking. This clause is applicable to some types of organised events, events that are open to the public and bookings where an external company or organisation will be providing entertainment or equipment for the booking. Where insurance is required, the hirer shall:

- a) Produce to the Council details of the insurance maintained and sufficient evidence that the policies are in force at least 14 days prior to the commencement of the period of hire.
- b) Be responsible for insuring against loss of or damage to the property and effects of the hirer and against death, injury, loss or damage. The hirer shall indemnify the Council against all claims made against the Council in respect of any such matter unless the death, injury, loss or damage is caused by or arises out of negligence of the Council.
- c) Indemnify the Council against all claims, demands, action and proceedings arising out of any infringement of copyright, or the unauthorised performance or use of any record apparatus or contrivance at the facility during the period of hire.

17. Variations to the Agreement

The Council reserves the right to vary the conditions of the agreement at any time on 7 days notice. Any variation so made shall be deemed to be incorporated in these conditions. The hirer may, within 7 days of receipt of such notice, terminate the agreement without penalty.

18. Violations to the Agreement

The Council reserves the right to terminate any event / booking if it appears that any of the conditions have been or are being violated or if for any other reason it appears to be in the public interest to do so. Such determination shall not release the hirer from any obligation under these conditions or affect any right or remedy which the Council may have under these conditions or otherwise. The Council shall be entitled to retain for their own use and benefit any monies paid to them in respect of the letting.

19. Exclusion of Third Party Rights

No term of this agreement may be enforced by a third party as defined by the Contracts (Right of Third Parties) Act 1999.

APPENDIX C

Day/Time	8am - 9am	9am-10am	10am-11am	11am-12pm	12pm - 1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm	8pm-9pm	
Monday - Pitch 1						Maintenance				ABC Kick	Woodley Wanderers	Woodley United	Woodley United	
Monday - Pitch 2						Maintenance					Woodley Wanderers	Woodley Wanderers	MNF Old Boys	
Monday - Pitch 3						Maintenance			Volta Sports	Volta Sports	Woodley Wanderers	Woodley Wanderers	Hanson Football	
Day/Time	8am - 9am	9am-10am	10am-11am	11am-12pm	12pm - 1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm	8pm-9pm	9pm - 9:30pm
Tuesday - Pitch 1										ABC Kick	Woodley Wanderers	Woodley United	Woodley United	
Tuesday - Pitch 2										ABC Kick	Woodley Wanderers	Woodley United	Woodley United	
Tuesday - Pitch 3										Tyler Football	Woodley Wanderers	Woodley United	Woodley United	
Day/Time	8am - 9am	9am-10am	10am-11am	11am-12pm	12pm - 1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm	8pm-9pm	9pm - 9:30pm
Wednesday - Pitch 1										Woodley United	Woodley Wanderers	Woodley United	Woodley United	
Wednesday - Pitch 2										Woodley United	Woodley Wanderers	Woodley United	Woodley United	
Wednesday - Pitch 3										Woodley United	Woodley Wanderers	Woodley United	Woodley United	
Day/Time	8am - 9am	9am-10am	10am-11am	11am-12pm	12pm - 1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm	8pm-9pm	9pm - 9:30pm
Thursday - Pitch 1						Maintenance				ABC Kick	Woodley Wanderers	Woodley Wanderers	Woodley United	Woodley United
Thursday - Pitch 2						Maintenance			Volta Sports	ABC Kick	Woodley Wanderers	Woodley Wanderers	Woodley United	Woodley United
Thursday - Pitch 3						Maintenance			Volta Sports	Volta Sports	Woodley Wanderers	Woodley Wanderers	Woodley United	Woodley United
Day/Time	8am - 9am	9am-10am	10am-11am	11am-12pm	12pm - 1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm	6pm-7pm	7pm-8pm	8pm-9pm	
Friday - Pitch 1									Volta Sports	Volta Sports	Woodley Wanderers	Woodley Wanderers		
Friday - Pitch 2									Volta Sports	Volta Sports	Woodley Wanderers	Calcot Royals		
Friday - Pitch 3									Volta Sports	Volta Sports	Woodley Wanderers	Berks & Bucks FA		
Day/Time	8am - 9am	9am-10am	10am-11am	11am-12pm	12pm - 1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm				
Saturday - Pitch 1	Alderman Football	Woodley United	Berkshire Youth League	Berkshire Youth League	Berkshire Youth League	Berkshire Youth League	Berkshire Renegades	Berkshire Renegades	Berkshire Renegades					
Saturday - Pitch 2	Alderman Football	Woodley United	Berkshire Youth League	Berkshire Youth League	Berkshire Youth League	Berkshire Youth League	Berkshire Renegades	Berkshire Renegades	Berkshire Renegades					
Saturday - Pitch 3	Alderman Football	Woodley United	Berkshire Youth League	Berkshire Youth League	Berkshire Youth League	Berkshire Youth League	Berkshire Renegades	Berkshire Renegades	Berkshire Renegades					
Day/Time	8am - 9am	9am-10am	10am-11am	11am-12pm	12pm - 1pm	1pm-2pm	2pm-3pm	3pm-4pm	4pm-5pm	5pm-6pm				
Sunday - Pitch 1		uSports	uSports	Berkshire Renegades	Berkshire Renegades	Berkshire Renegades								
Sunday - Pitch 2		Bootcamp		Berkshire Renegades	Berkshire Renegades	Berkshire Renegades								
Sunday - Pitch 3		Bootcamp		Berkshire Renegades	Berkshire Renegades	Berkshire Renegades				Bose Football				

94753

Woodford Park Leisure Centre

25/06/2024



PITCH PERFORMANCE TEST / 94753

Site: Woodford Park Leisure Centre Date: 25/06/2024

Woodford Park Leisure Centre



BS:EN 15330:1 Req.

Documents Enclosed:

1. Overview of Average Data
2. Observations
3. Infill Depths
4. Test Data
5. Drag Brushing
6. Benefits of Maintenance
7. Test Methods

Submitted by:

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PITCH PERFORMANCE TEST / 94753

Site: Woodford Park Leisure Centre Date: 25/06/2024

Further to my visit on 25/06/2024, please find enclosed my findings from the pitch performance testing.

The surface remains within the BS: EN Quality requirements. However, ongoing in-house and specialist maintenance is vital to ensure that the surface performance does not decline prematurely. Please see below for test results and refer to page 2 for our findings and recommendations.

A quotation for any specialist maintenance or ancillary items will be sent to you shortly for your consideration.

OVERVIEW OF AVERAGE DATA

Note: - Explanations of test methods and the effects of maintenance are included on the final two pages of this report.

Performance Tests	BS:EN 15330:1 Req.	Jun-22	Jun-23	Jun-24
Force reduction (%)	55-70% ±	60.8%	60.4%	61.1%
Vertical Deformation (mm)	4-9mm ±	8.9mm	8.6mm	8.8mm
Rotational Resistance (Nm)	25-50Nm ±	38.2Nm	38.2Nm	34.3Nm
Infiltration rate (mm/hr)	>180-mm/hr ±	>180mm/hr	>180mm/hr	>180mm/hr
Ball roll (m)	4-12m ±	9.2m	9.1m	10.8m
Vertical Ball Rebound (%)	45-75% ±	61.0%	66.8%	67.0%
Pitch Properties	Pitch Spec			
Infill Depth (mm)	40mm	37.5mm	38.4mm	38.6mm
Free Pile Height (mm)	20mm	11.5mm	11.0mm	7.7mm
Total Pile Height (mm)	60mm	60.0mm	60.0mm	60.0mm

All infill averages include all readings taken on the day of the test

Figure 1 – Overview of test results

Green within performance requirements

Orange monitor, performance is close to the performance boundaries

Red cause for concern, area is currently outside of the performance requirements and will require additional maintenance to rectify

Should you have any questions or queries related to the testing do not hesitate to contact me.

Kind regards,



Joseph Julian
Surface Performance Engineer



PITCH PERFORMANCE TEST / 94753

Site: Woodford Park Leisure Centre Date: 25/06/2024

Performance Test Observation	Status	Comments	Advisory Notice
Force Reduction	✓	Within Performance requirements with no concerns noted.	No additional Requirements
Vertical Deformation	✓	Within Performance requirements with no concerns noted.	No additional Requirements
Rotational Resistance	✓	Within Performance requirements with no concerns noted.	No additional Requirements
Infiltration Rate	✓	Within Performance requirements with no concerns noted.	No additional Requirements
Ball Roll	⊗	Close to exceeding performance requirements. Ball roll distance should be within limits to ensure optimal playing characteristics.	Granular Top-up to optimum and a PowerGrade®
Vertical Ball Rebound	✓	Within Performance requirements with no concerns noted.	No additional Requirements
Infill Depth	⊗	The report identifies that the infill levels are currently within tolerance. However, we recommend that a nominal dressing is applied to ensure that the infill remains at the optimum level. It is also vital to continually redress high-use areas (penalty spots, corners) in-house as part of the regular maintenance, as these will be prone to displacement through use.	Granular Top-up to optimum and high use areas to be redressed regularly in house.
Free Pile	⊗	The pile is lying flat and needs to be lifted to ensure that the playing characteristics are restored. If not recovered, this will impact on the pile structure, ultimately affecting the life expectancy and surface performance, if tested. Drag Brushing should be completed a minimum of twice per week, increasing where weekly usage exceeds 50 factored hours.	Regular Drag Brushing, Power Sweeping and a PowerGrade®
Surface Contamination	⊗	Deeper-seated contamination has developed within the infill. If not addressed, this will inevitably lead to issues with regards to the draining and playing characteristics of the surface.	Regular Drag Brushing, Power Sweeping and a Revite®

 Good
  Monitor
  Action



INFILL DEPTHS

/94753

Site: Woodford Park Leisure Centre Date: 25/06/2024

PITCH DETAILS

Infill Depths

Average **38.6mm**

Infill depths on the half of the pitch furthest from the entrance **38.6mm**

Infill depths on the half nearest the gated entrance **38.6mm**

Pitch Specification

Tiger Atomic PRO 60
20kg/m² Garside 2EW
17kg/m² SBR
Tarmac Base
75 x 49.5m = 3712.5m²

Pitch Construction

May 2016

Weather Conditions

Air temp – **21°C**
Dry Surface
 Wind speed – **0.8m/s**
 Rubber on site – **Yes**

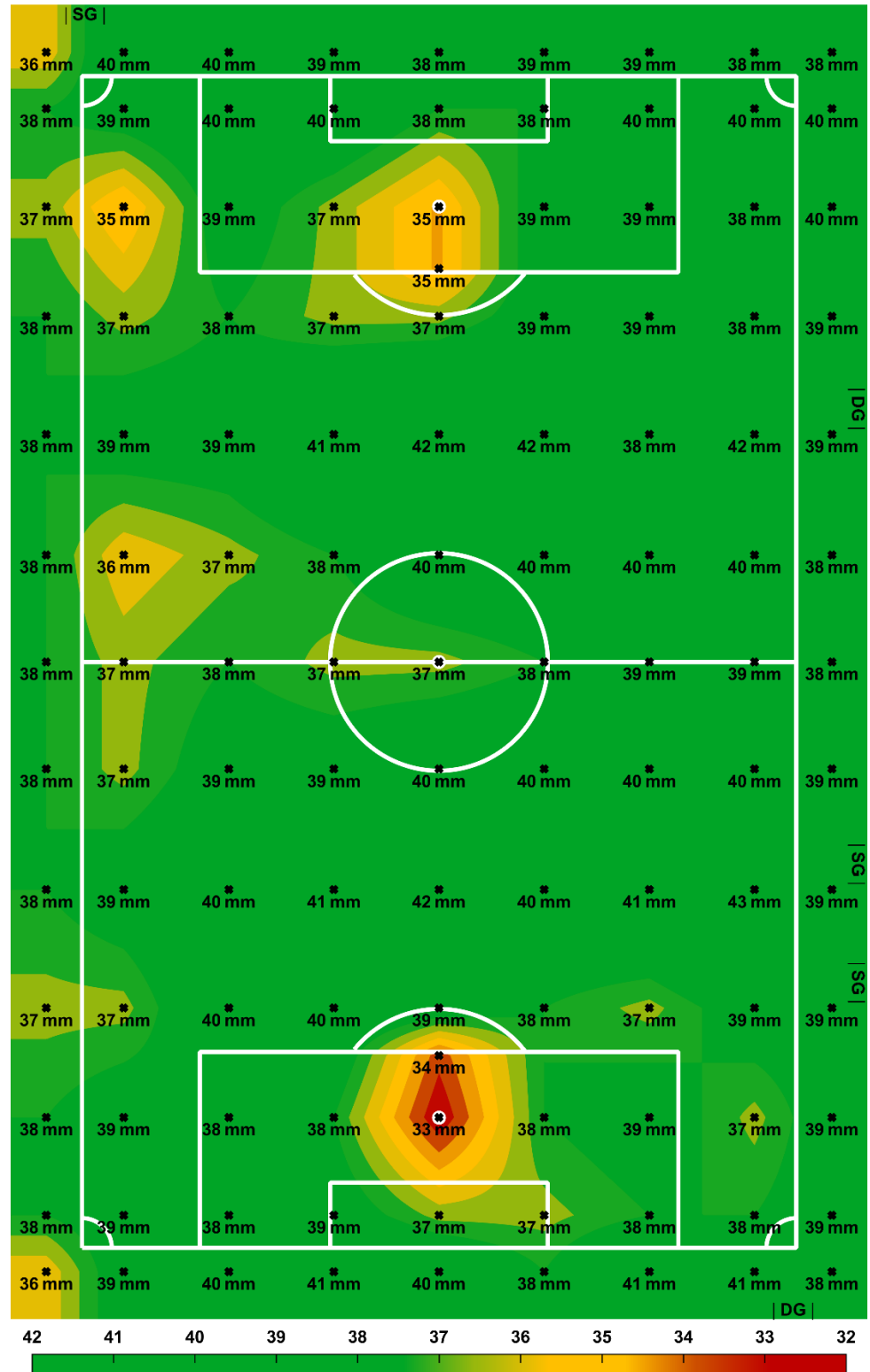


Figure 2 – Heatmap of infill depths



Site: Woodford Park Leisure Centre Date: 25/06/2024

Test data from each test location

Player Surface		Location					Average*
	Requirement	1	2	3	4	5	
Force reduction (%)	55-70% ±	64.7	61.8	59.0	60.5	59.3	61.1
Vertical Deformation (mm)	4-9mm ±	8.9	8.8	8.2	8.3	8.4	8.5
Rotational Resistance (Nm)	25-50Nm ±	31.8	34.3	33.9	36.2	35.3	34.3
Ball roll (m)	4-12m ±	9.1	11.0	11.0	11.6	11.5	10.8
Vertical Ball Rebound (%)	45-75% ±	69.6	61.5	62.2	69.6	68.9	67.0
Infill Depth (mm)	40mm	38.7	37.3	36.0	36.7	36.3	37.0
Free Pile Height (mm)	20mm	10.2	6.7	7.1	7.7	6.8	7.7
Fibre Length (mm)	60mm	60.0	60.0	60.0	60.0	60.0	60.0

*Infill depth average taken from test areas only

Figure 3 – Detailed test results

Test Locations

Six test locations across the surface. These include both high and low usage areas and represent an average condition of the surface.



Figure 4 – Test location plan

Free Pile Height



Figure 5 - Free pile height in Location 2 (far side penalty)

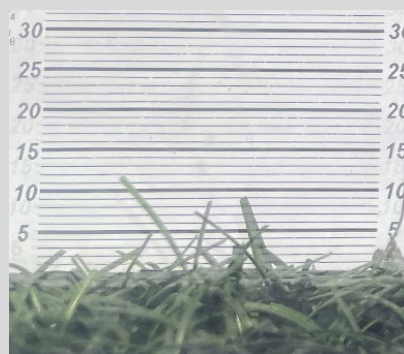


Figure 6 - Free pile height in Location 5 (near side penalty)

The free pile height shows a strong correlation with the ball roll distance, therefore it's imperative to ensure the fibres remain upright to control the ball roll properties. The free pile height is calculated by averaging the twenty highest fibres.

Note:- The testing data is provided for indicative use only. The test equipment used is calibrated prior to use to ensure accuracy and repeatability of data, however the data and results may vary from accredited laboratories and cannot be used in lieu of official accreditation.

DRAG BRUSHING

/94753

Site: Woodford Park Leisure Centre Date: 25/06/2024

Summary - Tractor hours were low reading at 291 hours, With the expected minimum being 417 hours and the optimum being 834 hours. It is vital to improve the in house drag brushing and ensure the surface is being drag brushed at least twice a week. This will help in free pile recovery and help to distribute rubber levels across the surface. Regular in house drag brushing is important to help maintain the performance and longevity of a playing surface as well as helping to protect the warranty.

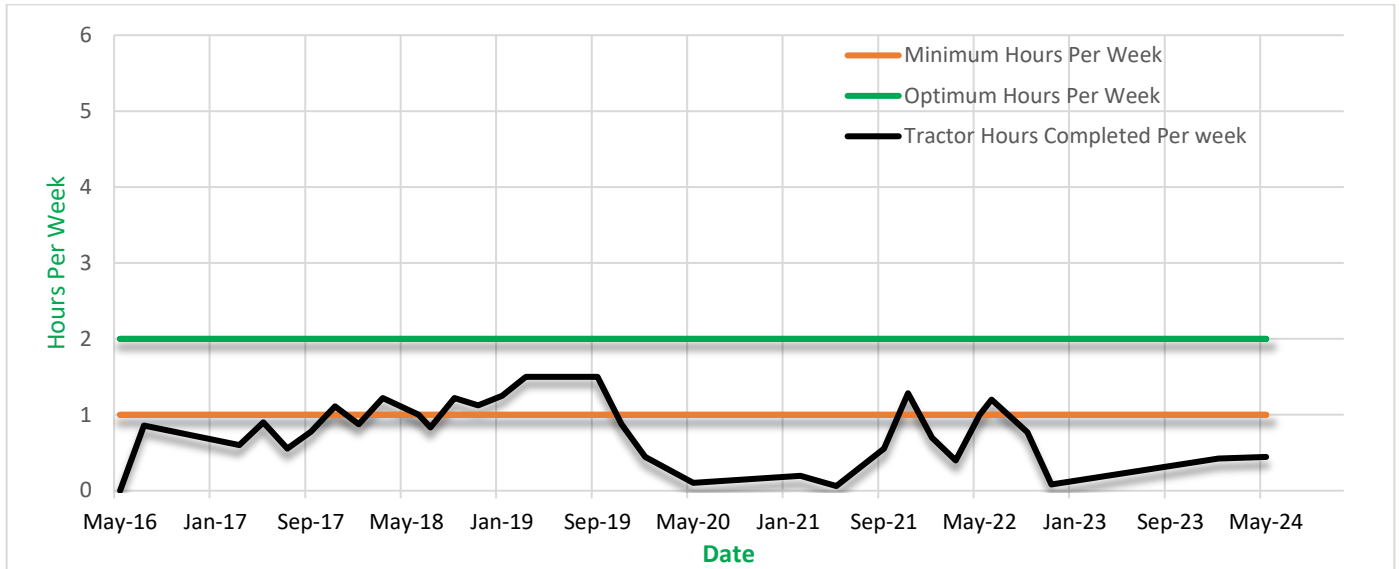


Figure 7 – Tractor hours per week

Summary of Tractor Hours on R.E.D. Range

	Per Drag Brush	Tractor Delivered	May-24
Hours Completed		18/05/2016	291
Expected Minimum	30m		417
Expected Optimum	1hr		834
Weeks			417

Figure 8 – Overview of tractor hours

The Tractor hours indicate the total amount of time taken when Drag Brushing the pitch. On average, Drag Brushing takes from 30 minutes to 1 hour including moving pitch equipment around. When recorded, Tractor hours should correlate to the Drag Brushing frequency (at least twice weekly) and expected total time taken.

Site: Woodford Park Leisure Centre Date: 25/06/2024

Maintenance is a vital function of protecting and enhancing the life span of your 3G pitch. Effective maintenance can be categorised into In-house and Specialist processes.

The table below (Figure 10) outlines mandatory minimum daily, weekly, monthly & annual maintenance activities that must be carried out.

The maintenance taking place should reflect usage levels, and as pitch usage increases, the maintenance programme in place should be updated accordingly. For example, by upgrading from our **MatchFit® Plus** (6) to **MatchFit Premier®** (12) contract.

up to 50 hours' Factored Usage per week		FREQUENCY						
	PROCESS	Daily	Weekly	Monthly	Bi-Monthly	Bi-Annually	Annually	At 3 Years
	Visits per year		104	12	6	2	1	
In-house	Pitch inspection	X						
	Drag Brushing		X 2*					
	Leaf / Litter Collection	X						
	Top-Up of high-usage areas	X						
Specialist	Specialist Power Sweeping				X			
	Decompaction				X			
	Vegetation Treatment				X			
	Granular Top-Up						X	
	Revite®						X	
	PowerGrade®							X
	Indicative Pitch Performance Testing						X	
	Mid-term inspection						X	
	Annual inspection						X	
	Maintenance review					X		

*Depending on Reports and Recommendations

Figure 10 – Maintenance recommendation with usage under 50 factored hours

Where usage exceeds 50 Factored Hours per week, Technical Surfaces recommends increasing the brushing frequency:

Type	Frequency	Process	Factored Usage Per Week			
			50-60 Hours	60-70 Hours	70-80 Hours	80-90 Hours
In-house	Weekly	Drag Brushing	X 3	X 4	X 5	X 6
Specialist	Annually	Specialist Sweeping and Decompaction	X 6	X 7	X 8	X 9

Figure 11 – Factored usage vs required maintenance

In House Maintenance

In-house maintenance should be carried out by fully-trained staff working in different directions to help keep the free pile upright, controlling the ball roll distance and maintaining the performance of the surface, thereby maximising its lifespan. For more information on the benefits of the Drag Brushing process, please refer to page 6.

Specialist Maintenance

Outsourced specialist maintenance will be required throughout the life of your 3G pitch, as is detailed in the table above. It is important that relevant maintenance is scheduled into your calendar to ensure this work can be carried out. It is the responsibility of those in charge of the upkeep and running of your 3G pitch to ensure that the correct maintenance is carried out on the surface. Failure to instruct and carry out specialist maintenance could invalidate your manufacturer's warranty.

Specialist maintenance helps to loosen the infill, lift the pile and redistribute the infill, helping to maintain the performance of the surface and maximise the lifespan.

An appropriate maintenance schedule is mandatory to ensure the playing surface is kept in good condition, performance levels are protected, and the life span of the pitch is maximised.

Site: Woodford Park Leisure Centre Date: 25/06/2024

Drag Brushing

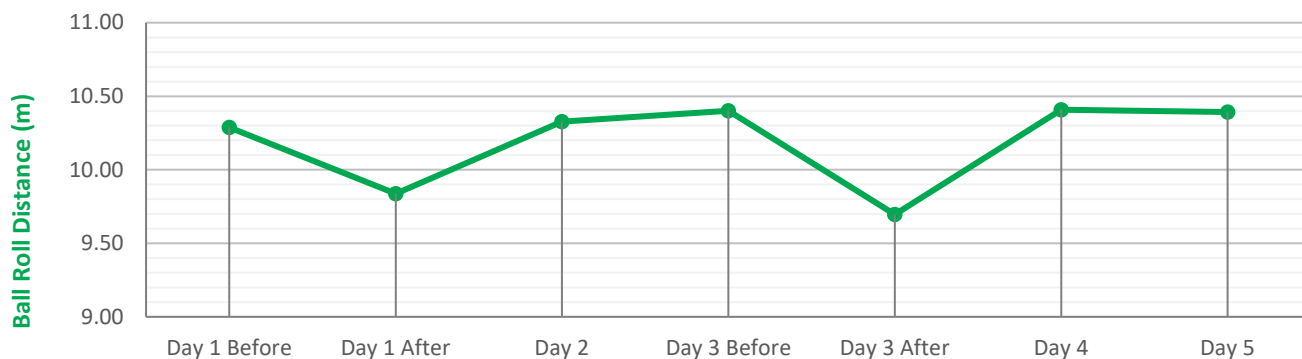


Figure 12 – Drag Brushing effects

The above graph shows the benefit of completing regular Drag Brushing, as well as the length of time that the process is beneficial for.

The graph shows a definite improvement in **Ball Roll Distance** as a direct result of the Drag Brushing process (6.4% within the FIFA Quality range), but the improvement is only present for 24-48 hours after Brushing is completed. This demonstrates the need to Drag Brush the surface to lift the free pile as regularly as possible, to help maintain performance levels and increase the longevity of the surface. Research conducted also found that slower Drag Brushing speeds helped to lift the free pile, even more, thereby further reducing the Ball Roll Distance.

Specialist Maintenance – This describes the less frequent maintenance processes, such as Power Sweeping, Decompactions and rubber top-ups, designed to help maintain the performance and increase the longevity of the surface. Technical Surfaces has optimised these techniques to maximise the benefit of the processes, helping to maintain the performance and increase the lifespan of the surface.

MatchFit® Process

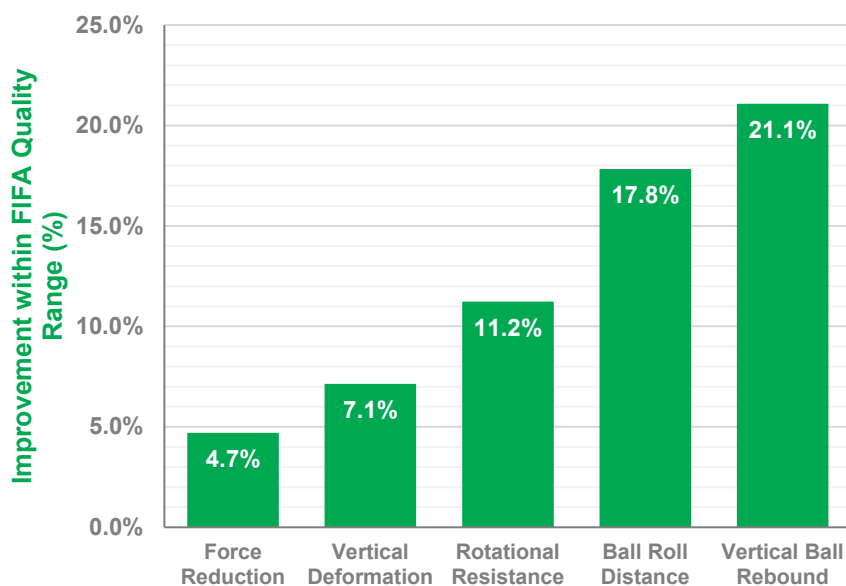


Figure 13 – Benefits of MatchFit®
An Explanation of test methods can be seen on page 8.

The **MatchFit®** process includes a Power Sweep and Decompaction. The Power Sweep uses brushes and a vacuum system to clean the upper layer of infill, to remove the fine and large debris from the surface. While decompaction loosens the upper 15-20mm of infill to help control the performance of the surface.

The **MatchFit®** process has been seen to improve the performance of the surface. It helps to raise the **Force Reduction** and **Vertical Deformation** while reducing **Rotational Resistance**, **Ball Roll Distance** and **Vertical Ball Rebound**.

This all helps to maximise the performance of the surface and increase the life expectancy.

BENEFITS OF MAINTENANCE / 94753

Site: Woodford Park Leisure Centre Date: 25/06/2024

Rubber Top-Ups

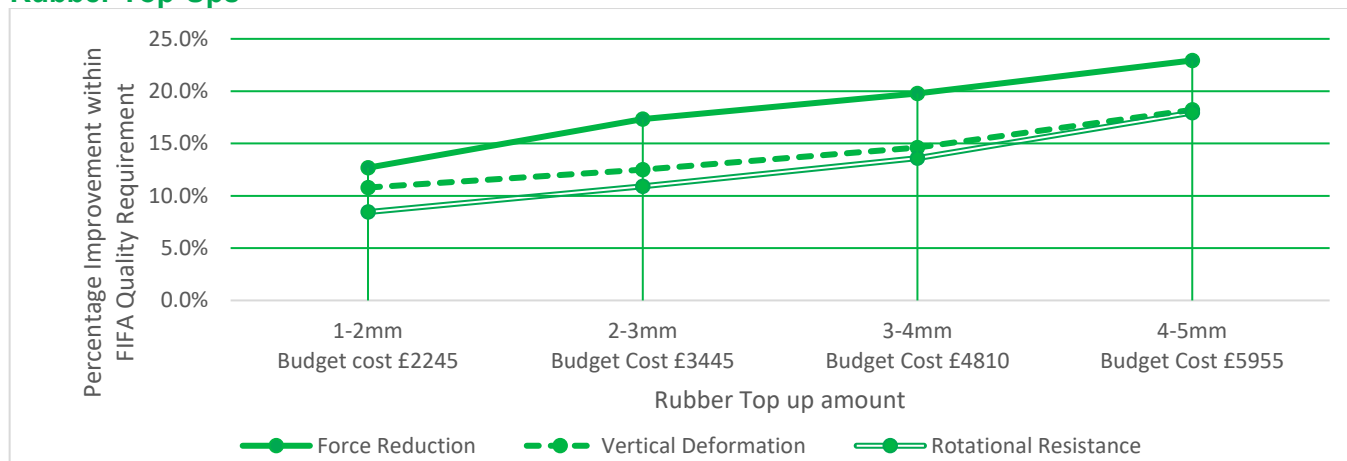


Figure 14 – Benefit of Rubber top up

This graph shows the benefits of completing a rubber top-up depending on the amount of rubber used.

A rubber top-up will increase the **force reduction** and **vertical deformation**, while also reducing the **rotational resistance** of the surface, improving the performance. The top-up will also help to control the **vertical ball rebound** and **ball roll distance**. These improvements will help to enhance and maintain the playing experience, as well as increasing the longevity of the surface. An explanation of the test methods and how they influence the surface feel can be seen on page 9.

Free Pile Benefits

A rubber top-up will benefit the free pile by improving the support structure to the fibre to help keep it in an upright position, thus helping to control the ball roll distance and avoid premature wear on the carpet fibres. Figure 1 (A) shows a surface with the correct level of infill supporting the fibres in an upright position, while figure 1 (B) shows a surface with low infill levels not supporting the free pile and allowing the fibres to flatten, which would increase the ball roll distance.

Redressing High-Use Areas

High-use areas on the surface should be redressed regularly in-house, to avoid damage to the carpet in these areas. The surface should be monitored in-house and high-use areas assessed depending on the surface.

High-use areas include, but are not restricted to:

- // Penalty Spots
- // Goal Mouths
- // Entrances

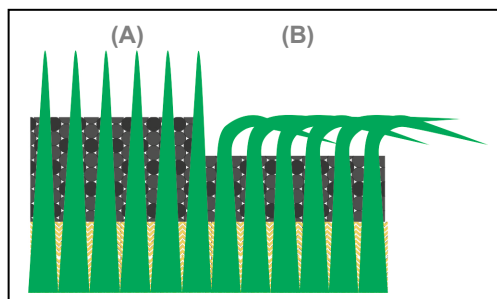


Figure 15 - The effect of infill depth on the structure of free pile. (A) Correct infill depth (B) Low infill depth



Loughborough University

Innovate UK

Information provided on the benefits of maintenance processes, shown above, has been developed in collaboration with Loughborough University through a Knowledge Transfer Partnership, part-funded by Innovate UK.



TECHNICAL SURFACES

Maintaining Standards

Explanation of Test Methods

Performance testing is an important element of on-going pitch management and it can determine and justify the current maintenance schedule. The standards were developed by international and national sporting organisations to replicate good quality natural turf. Should the performance fall outside of the requirements reactive action is required. Regular performance testing can pre-empt the decline in play performance and provide a recommended programme of proactive maintenance to ensure on-going compliance with the performance regulations.

Play performance criteria is affected by the system design (carpet fibres, infill, shockpad and baseworks), the installation quality, the amount and type of use, the maintenance regime and geographic location. For third generation artificial grass pitches with rubber infill, the amount of as well as the ratio of sand and rubber infill, the compaction of the infill, the level of detritus and the uprightness of the fibres are the main factors which control the on-going play performance of the systems. These form the basis of good quality maintenance regimes.

Official pitch accreditation is often required for competition and league use, the level of accreditation will vary depending on the rules of the competition. The competition organiser should be contacted for details on the type and level of accreditation required. FIFA have, since 2001, developed the FIFA quality concept with the Quality Pro category for professional use and the Quality for community and training use. The FA maintains a pitch register for approved 3G pitches in England, which includes FIFA accredited pitches.

Infill Depth

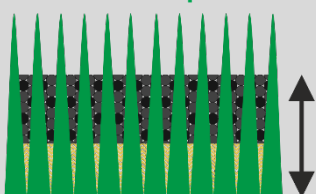


Figure 16 - Diagram showing infill depth

The total depth of the infill material, including both sand and rubber layers. There needs to be adequate levels of infill to keep the fibres lifted and control the pitch performance. Infill compaction and loss of rubber infill through play and environmental conditions will reduce the measurable infill depth.

Maintenance Recommendations

A decompaction process will increase the infill depths on compacted surfaces. However, over time the surface will require a rubber infill top-up due to the lost infill to return the infill depths to the manufacturer's specification.

Free Pile

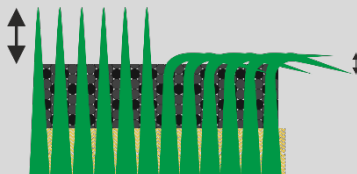


Figure 17 - Diagram showing free pile height

The height of fibres above the infill layer in their current state (flattened, angled or upright). It is an important parameter for controlling ball roll, ball rebound and traction properties. If fibres are flattened through usage, the ball roll will be too fast, and ball rebound, and traction will be higher than acceptable values.

Maintenance Recommendations

Regular in-house brushing will lift flattened fibres. It is important to ensure the direction of brushing is rotated so that the fibres remain upright.

Total Pile Height

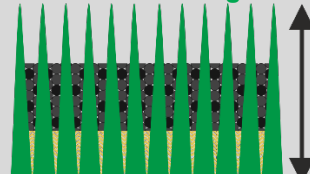


Figure 18 - Diagram showing total pile height

The total length of the carpet fibres pulled straight. An important property to assess how much infill the pitch can accommodate. A 40mm carpet can accommodate less infill than a 60mm carpet while maintaining the correct free pile height. As the pile height reduces, it indicates the wearing rate of the carpet and pitch life.

Maintenance Recommendations

Correct infill heights and upright fibres will ensure the fibres wear from the tips, as opposed to pitches with low infill and flattened fibres, which will have more of the fibre exposed to be worn.

Importance of Infill Material

A 3G artificial grass pitch has two layers of infill, sand at the bottom and rubber at the top. The role of sand is to support, stabilise and stop lateral movement of the carpet across the pitch. It also protects the fibres from excessive wear. The role of rubber is to provide cushion and support to the carpet. With higher shock absorbency, it aids the prevention of major injuries.

Force Reduction

55-70% ± – BS:EN 15330:1 Req.

Force Reduction (FR) is the surface's ability to absorb an impact which indicates the hardness of the surface. The lower the reading, the harder the surface and this implies a higher risk of impact injuries. On the other hand, a higher reading would indicate the surface is too soft and may cause increased player fatigue and over-use injuries. FR is affected by infill compaction, contamination and infill levels.

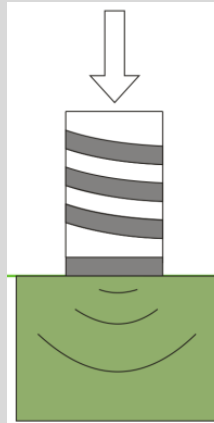


Figure 19 - Force Reduction Diagram

Maintenance Recommendations

If the usage levels are high, the surface is likely to compact meaning the pitch will be harder. To prevent this, regular power-sweeping and decompactions are required along with a periodic top up of the infill levels.

Vertical Deformation

4-9mm ± – BS:EN 15330:1 Req.

Vertical deformation (VD) indicates the stiffness of the surface. High VD values imply the surface is unstable and unpredictable causing an increase in injury risk. Low VD indicates a stiff compacted surface with a high risk of joint injuries. It is also affected by infill compaction, contamination and infill levels.

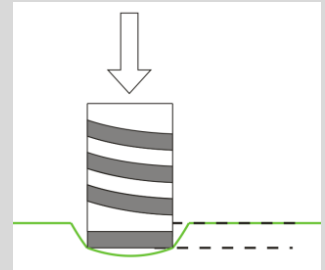


Figure 20 - Vertical Deformation Diagram

Maintenance Recommendations

To maintain the optimal VD level, regular PowerSweep and decompaction is required to keep them up to the playing standards. Over time, VD values may drop which would indicate infill top up is required.

Vertical Ball Rebound

45-75% ± – BS:EN 15330:1 Req.

This indicates the ball bounce behaviour. A result which is above or below the standards will cause unnatural and unpredictable play. A harder, compacted surface will generally have a higher rebound.

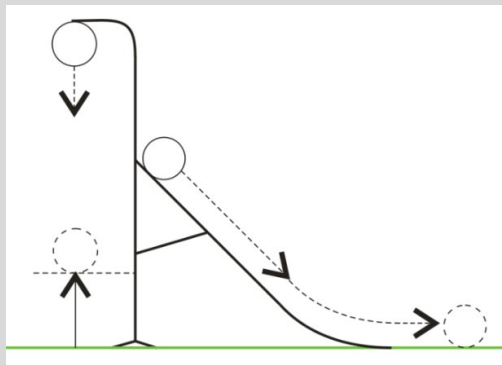


Figure 21 - Vertical Ball Rebound and Ball Roll Distance Diagram

Maintenance Recommendation

The ball rebound properties will be reduced by regularly decompacting the surface. Brushing the surface to increase the free pile height will also aid in reducing the ball rebound height. Generally, a softer surface will have a reduced rebound height.

Ball Roll

4-12m ± – BS:EN 15330:1 Req.

Ball Roll provides an indication of the ball roll speed across the surface. Ball roll distance should be within limits to ensure optimal playing characteristics. The rolling resistance is influenced by the uprightness of the carpet fibres causing the ball to slow down, while flattened fibres will increase the ball roll distance. Infill levels will have a direct impact on the stability of the fibres and ensuring that they remain within tolerance will help to support the pile.

Maintenance Recommendation

Regularly brushing the fibres will maintain the uprightness of the fibres. This is primarily an in-house process performed by dragging stiff bristled brushes in varying directions across the surface. A minimum of twice weekly brushing is recommended increasing proportionally with the amount of pitch usage.

Rotational Resistance

25-50Nm ± – BS:EN 15330:1 Req.

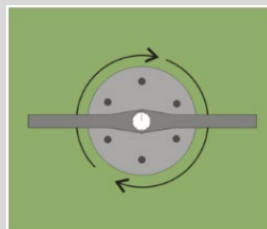


Figure 22 - Rotational Resistance Diagram

An indication of the ability for a player to turn and change direction on the surface with studded footwear. Too high a value may cause increased stress at the knee joint. Whereas low values may cause the performer to slip on the surface.

Maintenance Recommendations

Regular grooming to lift the fibres and decompacting the infill to loosen the infill will regulate the traction properties. Using the correct footwear during play is also important to ensure optimal traction.

Risk Assessment

Date:	14 th October 2024	Review Date:	14 th October 2025
Assessor Name(s):	Ed Whitesmith	Location:	Woodford Park Leisure Centre
Risk Assessment For:	Football	Facility(s):	3G Pitch

Identified Hazard	Who Could Be Harmed	Control Methods	Risk level (L x C = R)			
			L	C	R	RR
Injury or illness resulting from general participation (inc. slips, trips and falls, muscular injuries, collision with another player, light headedness, breathlessness, minor bruises etc.).	Customers.	- First aiders and fully stocked first aid kits on site. - The 3G Pitch is inspected each morning and the facility inspection record (FIR) is completed. - The 3G Pitch is litter picked on a daily basis to remove surface debris and help prevent slips, trips and falls.	4	2	8	M
Injury resulting from collision with 3G Pitch equipment (inc. goal posts, corner flags etc.).	Customers.	- First aiders and fully stocked first aid kits on site. - When not in use, 3G Pitch goals are stored off of the playing surface in the alcoves provided.	2	2	4	M
Injury resulting from collision with 3G Pitch perimeter fencing (inc. access gates).	Customers.	- First aiders and fully stocked first aid kits on site. - Permanent surface markings make clear the football pitch boundaries. - There is an approximate three metre run off between the marked pitches and the perimeter fencing.	2	3	6	M
Injury resulting from poor, worn or damaged 3G Pitch playing surface.	Customers.	- First aiders and fully stocked first aid kits on site. - The 3G Pitch is inspected each morning and the facility inspection record (FIR) is completed. - The 3G Pitch playing surface is drag brushed and maintained on a weekly by Duty Managers. - An external contractor is also appointed to carry out maintenance on the 3G Pitch six times per year.	1	3	3	L

Risk Assessment

Date:	14 th October 2024	Review Date:	14 th October 2025
Assessor Name(s):	Ed Whitesmith	Location:	Woodford Park Leisure Centre
Risk Assessment For:	Football	Facility(s):	3G Pitch

Identified Hazard	Who Could Be Harmed	Control Methods	Risk level (L x C = R)			
			L	C	R	RR
		- The external contractor inspects the pitch and submits annual reports on the playing surface condition, along with repair work recommendations. - The 3G Pitch is required to be on the FA 3G Pitch register, which is only possible if the surface is deemed of certain quality and safe to play on.				
Injury resulting from a spectator or member of the public being struck with a football.	Spectators and members of the public.	- First aiders and fully stocked first aid kits on site. - Pitch markings and perimeter fencing help to lower the chance of a spectator or member of the public entering the playing area and suffering an injury. - Perimeter fencing helps to lower the chance of a spectator or member of the public being struck directly with a football when outside of the 3G Pitch.	2	1	2	L
Injury resulting from a collision between an active player on the 3G Pitch and a spectator or other person off pitch.	Customers, spectators and members of the public.	- First aiders and fully stocked first aid kits on site. - Pitch markings and perimeter fencing help to lower the chance of a spectator or member of the public entering the playing area and suffering an injury.	1	3	3	L
Injury resulting from attempting to move the 3G Pitch goals (inc. where the goals and their lever mechanisms are damaged or worn).	Customers and employees.	- First aiders and fully stocked first aid kits on site. - The 3G Pitch is inspected each morning and the facility inspection record (FIR) is completed. - Where damage to the lever mechanisms is identified, employees will report this to the Amenities team for inspection and repair.	3	2	6	M

Risk Assessment

Date:	14 th October 2024	Review Date:	14 th October 2025
Assessor Name(s):	Ed Whitesmith	Location:	Woodford Park Leisure Centre
Risk Assessment For:	Football	Facility(s):	3G Pitch

Identified Hazard	Who Could Be Harmed	Control Methods	Risk level (L x C = R)			
			L	C	R	RR
Injury resulting from the use of incorrect or unsafe footwear (inc. use of fully metal studded boots or any studs that do not allow rotation of the foot when planted in the surface).	Customers.	- First aiders and fully stocked first aid kits on site. - Signage is on display at the entrance to the 3G Pitch that displays the different types of footwear that are safe for use on the pitch and also those that are not.	1	2	2	L
Injury or illness resulting from general participation in the event of extreme weather conditions (inc. extreme heat or cold).	Customers.	- First aiders and fully stocked first aid kits on site. - The 3G Pitch is inspected each morning and the facility inspection record (FIR) is completed. - Following inspection, Duty Managers will cancel bookings if the playing surface is frozen or under snow. - In the event of extreme weather Duty Managers will cancel bookings if it is deemed unsafe to play.	1	2	2	L
Medical emergency resulting from general participation.	Customers.	- First aiders and fully stocked first aid kits on site. - Defibrillators on site (located behind reception in the back office and on the external wall of the building opposite the 3G Pitch). - Employees to contact the emergency services (999) in the event of a medical emergency.	1	5	5	M

APPENDIX F – Action Plan

Objective 1: To provide facilities that will attract new players, allow progression and advancement of playing standards.				
No.	Action	Who	Notes / Other Information	Progress
1.1.	Provide a home to a Mini Soccer Centre (MSC) to act as the feeder for backfilling community teams	3G Pitch Steering Group.	Woodley United currently run two mini soccer sessions per week on the 3G pitch (Wednesday afternoons and Saturday mornings).	COMPLETED / ONGOING
1.2.	Host football matches and competitions for local primary schools	3G Pitch Steering Group.	Primary school matches currently take place sporadically throughout the year on the 3G Pitch. uSports also host primary school tournaments on an annual basis.	COMPLETED / ONGOING
1.3.	Host a regular Mars Just Play football session for over 16's	3G Pitch Steering Group.	The Just Play session that ran through Woodford Park Leisure Centre unfortunately collapsed as a result of covid. However, the Berks & Bucks FA still host a Just Play session on the 3G Pitch every Friday evening.	COMPLETED / ONGOING
1.4.	Provide a facility which is capable of catering for all team training needs associated with Woodley Football Clubs. Also cater for Berkshire Youth development 7v7 and 9v9 matches	3G Pitch Steering Group.	New 3G football pitch installed in May 2016 and part funded by the Football Foundation. Both local partner clubs currently use the pitch for weekday training. The BYDL use the 3G pitch on Saturday mornings for 7v7 matches.	COMPLETED / ONGOING
1.5.	Allow local senior football clubs to use the future 3G football pitch	3G Pitch Steering Group.	Male and Female senior teams from Woodley United currently train on the 3G pitch during weekday evenings. Other senior groups and clubs also hire the pitch throughout the week.	COMPLETED / ONGOING
1.6.	Ensure facility hire costs are affordable to local clubs and organisations	Woodley Town Council.	Charges for grass and 3G pitches measured against other local facilities and reviewed by Woodley Town Council annually.	COMPLETED / ONGOING
1.7.	Host football camps in the school holidays for players of any ability	3G Pitch Steering Group.	uSports offer football focussed holiday camps on the 3G Pitch throughout every school holiday.	COMPLETED / ONGOING

1.8	Extend the opening hours of the 3G Pitch to 9:30pm between Monday and Thursday to allow additional partner club usage through the week	3G Pitch Steering Group and Woodley Town Council.	Request considered and approved by the Leisure Services Committee in September 2023. Planning permission successfully granted in Marh 2024. The pitch is now open until 9:30pm on Tuesdays, Wednesdays and Thursdays.	COMPLETED / ONGOING
1.9	To review 3G Pitch usage on a Saturday morning in an attempt to accommodate more partner club usage alongside the Berkshire Youth Development League.	3G Pitch Steering Group and Woodley Town Council.	Conversations have taken place with the BYDL who are unwilling to reduce their usage. Further review to take place following upcoming traffic measures on Haddon Drive. Temporary measures put in place by Wokingham Borough Council, unclear when to expect permanent change.	No progress.

Objective 2: To make facilities accessible to all, regardless of age, ability and ethnicity.

No.	Action	Who	Notes / Other Information	Progress
2.1	Display on perimeter fence a code of conduct based on FA respect programme. Ensure parents / carers are aware of the code for community use.	3G Pitch Steering Group.	Respect banner that was previously on display inside the 3G Pitch damaged beyond repair and has been removed.	No progress.
2.2	Offer venue FOC for 'Respect' parent meetings each season for all clubs and parents to discuss the clubs expectations and sign codes of conduct.	3G Pitch Steering Group.	Woodley Town Council and Berks and Bucks teamed up to offer x2 FOC respect presentations to parents and clubs pre covid. Very poor attendance and so has not been explored again.	COMPLETED (although unsuccessful)
2.3	Woodford Park LC to host a Kick It Out activity each season open to all Woodley clubs to promote equality.	3G Pitch Steering Group.	No progress.	No progress.

Objective 3: To assist with the development of the local workforce, including coaches, officials and volunteers

No.	Action	Who	Progress / Other Information	Progress
3.1	Ensure necessary facilities are made available and affordable for FA coaching courses	3G Pitch Steering Group	To date, nine FA coaching courses have been hosted on the 3G pitch and within the classrooms at the Oakwood Centre (no courses hosted since covid pandemic).	COMPLETED / ONGOING

3.2	Ensure necessary facilities are made available and affordable for FA referee courses	3G Pitch Steering Group	No referee courses booked to date, primarily down to difficulty securing appropriate times and dates.	No progress.
3.3	Assist in the promotion of FA courses to local clubs and schools when booked	3G Pitch Steering Group	Local clubs made aware of previous courses. Information shared on social media when available.	COMPLETED / ONGOING
Objective 4: To maintain the quality of both local playing facilities and equipment				
No.	Action	Who	Progress / Other Information	Progress
4.1	Maintain the 3G pitch to high standard following manufactures guidelines	Woodley Town Council	In house maintenance completed twice per week and external contract in place to provide maintenance six times per year. An annual pitch performance test takes place and results in a detailed report and related action points.	COMPLETED / ONGOING
4.2	Maintain the grass pitches to a high standard to allow for the best possible playing surface	Woodley Town Council	Pitches maintained by on site grounds team. Work completed to improve goalmouths of mini pitches through Summer 2024. Town Council Officers to look into FA funding opportunities to improve the quality of the grass pitches.	No progress.
4.3	Improve the quality of the football changing rooms at Woodford Park Leisure Centre to meet local standards	Woodley Town Council	Changing rooms are still in poor condition and have been highlighted as not fit for purpose via a separate Town Council working party. Other changing facilities available on site if needed.	No progress.
4.4	Ensure standard of goal post meets local and official needs and standards	Woodley Town Council	3G Pitch goals undergo regular repairs and new nets have either been installed or ordered. Goal frames on 3G Pitch likely will need replacing in a few years.	COMPLETED / ONGOING

YOUTH SERVICE STRATEGY 2025-2030

DRAFT

Version	2.0
Created by	Matthew Filmore – Deputy Town Clerk
Date approved	
Approved by	

1. Purpose

1. This strategy aims to create a framework against which, during the period 2025 to 2030, the Council will seek to procure services and activities which support the holistic development of children and young people within Woodley.
2. This strategy replaces the Council's previous 'Strategy for Youth Services – 2022-27'.

2. Background

History

3. Whilst local councils have no statutory duty to provide youth services, Woodley Town Council has historically chosen to provide funds to support the provision of youth services in the area.
4. In 1992, the Town Council invested funds in the Airfield Youth and Community Centre under an agreement to support the youth services being provided by Berkshire County Council and, subsequently, Wokingham Borough Council. Over time, services reduced and eventually ceased. In 2019, following the dissolution of the agreement, the Council received £89,400. These funds were placed in an earmarked reserve "for capital expenditure for the benefit of young people in Woodley", where they remain.
5. From the early 2000's, the Town Council also chose to fund detached youth work in and around Woodley. Most recently, this was provided via a Service Level Agreement (SLA) with an external youth service provider, with the last SLA ceasing in November 2020.

Strategy for Youth Services 2022-2027

6. Before seeking to establish a new SLA for tender, the Council determined to develop a Strategy for Youth Services ('the Strategy'), the aim being to set out a framework for the basis of any future youth service provision and identify approaches that would be achievable and provide most benefit based on the existing funding commitment (circa £27k per annum).
7. The 'Strategy for Youth Services 2022-2027' was developed during 2021 and adopted at Full Council in December that year.
8. During 2022 a new SLA was developed and a formal invitation to tender was published in the Autumn, to which no responses were received.
9. In June 2023 it was determined that the Council should re-visit how to achieve its aims to provide youth services, in line with the Strategy, and a working group was setup in September 2023 to undertake this work.
10. Following a period of extensive research and consultation with stakeholders, including young people, external youth service providers, Wokingham Borough Council and Thames Valley Police, the working group submitted recommendations to the Leisure Services Committee. These were approved in November 2024.
11. The following strategy document reflects the recommendations of the working group.

3. Strategy for Youth Services - 2025-2030

Commitment

12. The Council commits to supporting the provision of targeted support services to children and young people in Woodley.

Strategic Aims

13. Through the provision of these services, the Council seeks to:

- A. Address young people's mental health and wellbeing, feelings of isolation / loneliness and physical health and wellbeing
- B. Give young people stronger voices at local community and local government levels
- C. Provide safe and appropriate opportunities to meet and have fun with friends
- D. Widen the diversity of activities and opportunities for young people
- E. Can work within the available WTC budget
- F. Provides opportunities for additional funding (eg per event, matched funding, sponsorship)
- G. Enables arrangements for the first five years of Youth Service delivery
- H. Can respond flexibly to changes in the interests and preferences of young people
- I. Can be cost-effectively managed by WTC, CYP and other partners as appropriate

14. To achieve these aims, the Council will seek to facilitate and coordinate the provision of a variety of youth services and activities, delivered in partnership with external agencies.

Focus

15. The Council will prioritise funding services which:

- Target children and young people aged 9 to 21, with a specific focus on supporting those who are deemed to be, or preventing those who may become vulnerable, especially those not currently engaging with an existing youth provision.
- Focus on delivering provision during school holidays and / or on Friday evenings between 3pm and late, although additional provision on Mondays to Thursdays - between 3pm and 7pm – and during national holidays / events; i.e. Halloween, may also be supported.
- Provide a setting for young people to meet, chat and spend time with friends.

Delivery

16. The Council will be flexible and open to proposals which achieve the Council's strategic aims, with the expectation that services will be delivered either via:

- regular activity led sessions; for example, sports, music, arts or other appropriate workshops, training and courses; or
- irregular activity led sessions; for example, competitions, one off workshops / activity sessions, structured trips.

Location

17. The Council will fund services which take place within the Woodley Town Council boundary.

18. Additionally, to support ongoing provision, the Council will seek to provide a mobile venue (e.g. a van, converted bus or trailer) from which services / activities may be delivered.

19. The Council will also support provision through the use of other venues and facilities, whether owned by the Council or not, where agreement can be reached, as appropriate to the service / activity being delivered.

4. Review

20. This strategy will be reviewed annually to ensure it remains fit for purpose.
21. In the absence of any significant changes, this strategy should be reviewed and updated during the 2029/30 municipal year for the next period, as appropriate.

Woodley Town Council

ALLOTMENTS

REPORT OF THE TOWN CLERK

Purpose of Report

To ask Members to consider the deposit policy for allotment plot tenancies, including the amounts charges for refundable deposits, and to consider the draft agreement for the keeping of hens and rabbits on allotment plots.

Refundable Allotment Deposits

Background

Historically, refundable deposits have not been considered by the Council's committees in the same manner as standard charges. It is now considered appropriate for the relevant committees to formally approve deposit amounts. Going forward, these will be included in the Council's annual review of charges.

Allotment Keys

The Council has charged a deposit for allotment keys, refundable upon the return of the key at the end of the tenancy, since 2009. The current key deposit is £15; this offsets the cost of manufacturing the security keys and encourages tenants to return keys, reducing the number in the possession of non-current tenants.

Other charges

New tenants also pay the following one-off charges at the start of their tenancy:

Toilet	£5 (funds used specifically for toilet improvements)
Security	£5 (funds used specifically for security improvements)

Income from these one-off charges funded the purchase and installation of the new composting toilet unit and replacement of the old locks and keys with a new system.

Allotment Plots

An additional refundable deposit was introduced in January 2025, applicable to new tenants only, as a one-off payment for the lifetime of the tenancy. This was introduced to reduce instances of rubbish being left on plots at the end of tenancies.

Over the last few years, the Council's Amenities Team have increasingly been required to clear sometimes considerable amounts of waste from vacated plots before they can be re-let. The tenancy agreement requires outgoing tenants to clear rubbish from the plot at the end of the tenancy, however where this does not occur it is difficult to enforce once a tenant has relinquished their plot.

Regular inspections provide an opportunity to address accumulations of rubbish on plots, however the Council is reliant on the availability of volunteers on the Tenants Committee to undertake these inspections which take a considerable amount of time across a site with 380 plots.

These deposit funds are held under a separate budget code specifically for the purpose of clearing plots; they are not available for expenditure, other than where a deduction is made at the end of the tenancy.

As part of this process, photographic evidence is taken of the condition of the plot at the start of the tenancy and shared with the new tenant. This is used as the basis for assessing the condition of the plot at the end of the tenancy and determining whether any deduction from the deposit is required to cover costs incurred by the Council to clear excess rubbish. This is an officer decision, resting ultimately with the Town Clerk in the event of any dispute.

The refundable deposit, dependent on plot size, is as follows:

1 - 3 poles	£25
4 – 6 poles	£50
7 – 10 poles	£100

Waste removal costs

The Council has not historically separated out the cost of waste removal from the allotment site from the waste costs associated with other grounds and buildings maintenance functions. This is because skips at the grounds maintenance depot have been utilised for clearances, rather than skips specifically brought on to the Allotment site. However, it is estimated that the cost of skips used for allotment waste in 2023/24 would have been similar to the cost so far in 2024/25, which is approximately £2,500. This does not take into account the cost of staff resource to carry out the clearance work.

The deposit policy is attached at **APPENDIX A**.

Keeping of Hens and Rabbits

Background

As reported to the Leisure Services Committee on 19 November 2024, Reading Borough Council have confirmed that the allotment site is legally considered to be a statutory site. This means the Allotments Act 1950 applies, which includes the right for tenants to keep hens and rabbits. The tenancy agreement has been updated accordingly to comply with this, pending the drafting of an application process and terms and conditions for the keeping of hens and rabbits on plots.

Tenants wishing to keep hens or rabbits will be required to complete an application and will receive information on their legal responsibilities, which includes, for example, registering birds with DEFRA, ensuring their welfare, and by providing them with the required space.

The draft Hen and Rabbit Keeping Agreement is provided at **APPENDIX B** and is linked to the tenancy in that failure to adhere to the terms of the agreement may result in termination of the tenancy for the plot.

Deposit

The proposed refundable deposit amount for keeping hens / rabbits is £500. This reflects the potential cost which may be incurred by the Council upon termination of the tenancy should animal waste and structures be left on the plot. Any deductions will be determined by officers with the decision resting with the Town Clerk in the event of a dispute, as with other deposits.

Relevant legislation:

Allotments Act 1950

Animal Welfare Act 2006

Impacts Assessment

Resources

The charging of refundable deposits is intended to offset some or all of the cost of returning a plot to a lettable condition at the end of the tenancy, should this be required. Deposits are only charged to new tenants and are plot specific.

The Council cannot use deposit funds for expenditure, except in the event of a deduction being made from a deposit in respect of a specific plot, where the amount may be used toward the cost of clearing waste from that specific plot.

The cost of clearing waste from vacated plots is estimated at around £2,500 per year over the last 2 years. The budget forecast for 2025/26 shows the Council is expecting to support the provision of allotments in the amount of around £34,000.

Environmental

There are no direct impacts identified in respect of deposit charges. There are wider considerations regarding waste materials in general that are left on allotment plots both during and at the end of tenancies.

Equality

The refundable clearance deposit rate is based on plot size and is the same for all tenants – whether they are a Woodley resident or not, or in receipt of state pension. The hen keeping deposit is a standard rate for all tenants.

It is recognised that the charging of refundable deposits increases the initial outlay for new tenants or those now wishing to keep hens on their plot, and that any charges for Council services have a greater impact on those with low incomes.

In cases where the initial outlay may be prohibitive for a tenant they may, upon request, pay the deposit amount by instalments over the first 6 months of the tenancy.

The current approved allotment charges are shown at **APPENDIX C** and include a discounted rent rate for Woodley residents (50% surcharge for non-residents) and those in receipt of the state pension (25% discount from standard rate). Water is charged at a standard rate of 50p per pole, per year.

Some examples of new tenant start-up cost are shown below;

5 pole plot Woodley resident - in receipt of state pension	Annual rent: Water: Toilet: Security: Plot Deposit: Key Deposit: TOTAL:	£23.00 £ 2.50 £ 5.00 £ 5.00 £50.00 £15.00 £100.50
10 pole plot Non - Woodley resident – Not in receipt of state pension	Annual rent: Water: Toilet: Security: Plot Deposit: Key Deposit: TOTAL:	£92.00 £ 5.00 £ 5.00 £ 5.00 £100.00 £15.00 £222.00

Recommendations

- ◆ **That Members note the contents of the report.**
- ◆ **That Members consider the deposit rates as set out in the report and make a recommendation to the Strategy & Resources Committee.**
- ◆ **That Members consider the Deposit Policy and Hen Keeping Agreement and make a recommendation to the Strategy & Resources Committee.**

Woodley Town Council - Reading Road Allotments

Allotment Plot & Key Deposit Policy – Updated January 2025

1. Plot Deposit Requirement

1.1. All new tenants from January 2025 are required to pay a deposit at the start of their Tenancy. The deposit amount will vary depending on the size of the plot which the Tenant takes on, and may be adjusted at any time.

1.1.1 A plot Deposit of £25 will be required for Small/Starter plots (measuring 1 – 3 poles).

1.1.2 A plot Deposit of £50 will be required for Medium plots (measuring 4 – 6 poles).

1.1.3 A plot Deposit of £100 will be required for Large plots (measuring 7 – 10 poles and above).

1.2. Existing Tenants will not currently be required to pay a plot deposit, though if they wish to move to a different plot or take on an additional plot, then a deposit will be required following the size guidelines in clause 1.1.

2. Plot Deposit Refund Conditions

2.1. The deposit will be refunded in full if the plot is returned in good condition, free of debris, and with all personal belongings removed.

2.2. If the plot is not maintained or left in poor condition, the deposit will be forfeited to cover the cost of cleaning and restoration. 2.3. The following conditions must be met for a full refund:

2.3.1. All weeds and plant debris must be cleared.

2.3.2. Any structures or installations that have been erected without permission from the Council must be removed, and all remaining structures should remain in working and safe condition. Sheds and fruit cages which are not in a safe and sturdy condition must be dismantled and removed from site. Empty greenhouse and polytunnel frames must be dismantled and removed from site.

2.3.3. The soil must be left in a condition suitable for immediate cultivation by the next tenant.

2.3.4. Beds should be covered with weed suppressant membrane where it is appropriate to do so.

2.3.5. Any rubbish or non-compostable materials must be removed from the plot.

2.4. Partial refunds may be considered at the Council's discretion if minor issues are present that do not significantly impact the usability of the plot.

2.5. Tenants must notify the Council at least one month in advance of their intention to vacate the plot to arrange a final inspection. The final inspection will be conducted within two weeks of the tenant vacating the plot. The tenant will be informed of any issues that need to be addressed before the deposit can be refunded and allowed 14 days to rectify these.

2.6. Upon handover of a plot, a plot handover form must be filled.

2.7. If the tenant disagrees with the Council's assessment, they may request a review within 14 days of receiving the inspection report.

2.8. Tenants who are giving up part of their plot may have part of their deposit refunded, subject to the area being returned to the Council in accordance with clause 2.3.

3. Key Deposit

3.1. A refundable deposit of £15 is required for each key issued to the tenant.

3.2. Unauthorised duplication of keys is strictly prohibited. Additional keys can be purchased from the Council.

3.3 Key Deposits will be refunded at the end of Tenancy, upon return of the key to Council, and completion of the key deposit refund form or plot handover form.

4. Unclaimed Deposits

4.1 Any unclaimed deposits will be reclaimed by the Council no earlier than one year from the end of Tenancy, and go towards costs associated with the maintenance of the site.

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 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.

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

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

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 Allotment Land 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 any Allotment Land 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 any Allotment Land 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 any Allotment Land that Animals can be kept on is 250 square metres. 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 £500 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.

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 Tenant's 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 Joint Tenant 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 Allotment Tenants are expected to keep Animals under proper control to avoid disturbance to others.

5.6. An authorized representative of the Council has the right to inspect Animals on Allotment Land 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.

5.7. 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). 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 Land forthwith by the Allotment Tenant and treatment sought without delay.

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.

7.3. In addition to effective containment, housing is also key in ensuring the welfare of the Animals and should allow expression of natural behaviours.

7.4. 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.

7.5. 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).

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

7.7. The Allotment Tenant will be responsible for the removal of all arisings and waste material including material used for bedding from the Allotment Land.

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

Hens

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

7.9.1. The Henhouse should be fully enclosed. A minimum internal floor space of 0.1858 square meters (2 square feet) per Hen is required, to a maximum total floor area of 1.1148 square meters (12 square feet). Roofing material shall be Onduline board or similar product. Roofing felt must not be used to prevent infestations of red mite and lice.

7.9.2. 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.

7.9.3. 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.

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

7.9.5. An outdoor run (which means a fully enclosed caged run that provides a minimum size of 0.371612 square meters (4 square feet) per hen to a maximum of 0.836127 square meters (9 square feet) per Hen) is required and it should provide the Hens with plenty of space to dig, dust themselves and flap their wings. The optimum size for the outdoor run is 2.8 metres (9'). x 2.8 metres (9').

7.9.6. 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.

7.9.7. 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.

7.9.8. Areas where Hens are housed or allowed to roam may not be covered in perpetual shade e.g by large trees. Part of the run may be covered in shade (maximum 20%) to allow a cooler area for Hens in the summer.

Rabbits

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

7.10.1 The number of Hens to be kept on any allotment plot per Allotment Tenant shall be between 3 (the minimum number) and 9 (the maximum number). Hens need companionship and should be kept in groups of three or more up to a Maximum of 9 the limit of 9 is set in accordance with the Council's requirements for housing and containment of the Hens.

7.10.2. 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.

7.10.3. 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.

7.10.4. Housing must be draught free but have adequate ventilation.

7.10.5. 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.

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

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

7.10.8. 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.

9. Termination

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>

Declaration

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

Plot Number <i>Where Animals will be kept</i>	
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I have read and agree to abide with all conditions within the above agreement, and understand the Council have the right to reject my application for the keeping of Animals where it has reason to do so.

Signed <i>Primary Tenant</i>		Date	
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Signed <i>Joint Tenant</i>		Date	
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Signed <i>Second Joint Tenant (optional)</i>		Date	
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Signed <i>Town Clerk</i>		Date	
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Agreed charges from January 2025

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£61.30	£5	£66.30	Pensioner Woodley Resident	£46.00	£5	£51.00
	Non Woodley	£92	£5	£97.00	Pensioner Non Woodley	£69.00	£5	£74.00
5	Woodley Resident	£30.65	£2.5	£33.15	Pensioner Woodley Resident	£23.00	£2.5	£25.50
	Non Woodley	£46.00	£2.5	£48.50	Pensioner Non Woodley	£34.50	£2.5	£37.00

Woodley Town Council

COMMUNITY HALL AND LEISURE CENTRE DEPOSITS

REPORT OF THE TOWN CLERK

Purpose of Report

To ask Members to consider the refundable deposit charges for the hiring of Community Halls Leisure Centre spaces.

Refundable Booking Deposits – Community Halls

Background

Historically, refundable deposits have not been considered by the Council's committees in the same manner as standard charges. It is now considered appropriate for the relevant committees to formally approve deposit amounts. Going forward, these will be included in the Council's annual review of charges.

Community Hall Hire Deposits

There are two levels of deposit charged at the halls, depending on the nature of the booking. Regular, low risk bookings of a community nature will generally not be charged a deposit. Some ongoing bookings of a greater risk may have a rolling deposit in place.

Very low risk / community bookings	No deposit
Lower risk bookings	£ 75
Higher risk, larger bookings e.g. social events	£200

Deposits are all recorded and are refunded on application following the event. The terms and conditions are provided at the time of booking and the deposit is not considered as part payment for the hire of the space.

Refundable Booking Deposits – Woodford Park Leisure Centre

Woodford Park Leisure Centre operates a similar system when hiring out spaces, although the deposit amounts are £50 for lower risk bookings and £150 for higher risk. It is proposed that these are brought in line with those at community halls for consistency.

Impacts Assessment

Resources
The charging of refundable deposits is intended to offset some or all of the cost of any damage caused during a booking, additional cleaning or running over the agreed booking time.
Equality
There are no impacts identified.
Environmental
There are no impacts identified.

Recommendations

- ♦ **That Members note the contents of the report.**
- ♦ **That Members consider the deposit rates as set out in the report and make a recommendation to the Strategy & Resources Committee.**

March 2025

ACTIVITY REPORT BY FRIENDS OF WOODFORD PARK

This month the volunteers who maintain the beds resumed their Tuesday morning group working after a winter break. During the winter casual individual attendance remained.

Additional spring colour can be seen in the beds by the planting of new Primroses etc.

The feedback from the public continues to be about the poor standard of the walking path that runs alongside St Dominic's school. This path is well used by residents from the north side of the town and a large number of parents delivering and collecting the school children.

In addition, this month in particular and due to the very wet period, is the lack of a reasonable walking surface to provide entry to the park from the Reading Road/Western Avenue side. This is a very popular access point. It should be noted that the park has no other access for the large number who live that side of Woodley. Apart from this muddy flooded drive, the park has no access all the way from the Oakwood Centre around to a restricted single path by St Dominic's which is half way along Western Avenue.

It is understood that the ownership of the drive is unknown but as WTC maintenance staff use this daily the comments are that it should at the very least have the holes filled or a gravel path at the side be laid to enable easy walking. For a town centre park this is seen as a big letdown for Woodley.

Comments on the parking at the Leisure Centre insofar as capacity at weekends is also a concern expressed by some.

Concern continues, which is mostly from dog owners, that a few of the dog walkers in the park have no control over their dog or in some cases a number of dogs. If any solution to this problem is undertaken by other councils it needs considering.

Finally, it must be recorded that most comments received about the park are most favourable.