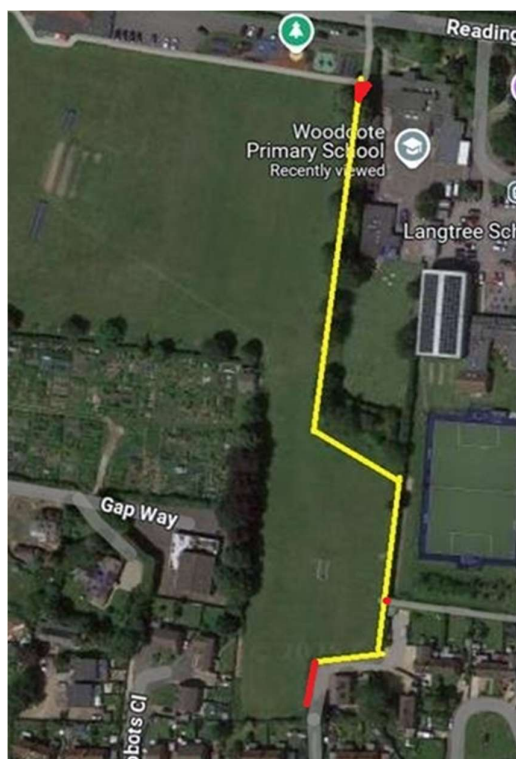


Title	Village Green & Folly Field Matters
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 19 th November 2025

5.1. To discuss site of new village resin path with regard to FA recommendations around player safety and PC tree policy.

The plan as discussed in the July 2025 meeting was for the path to run between the football goal line and the trees with as much distance as practicable from the trees to avoid root damage.



The contractor was selected and appointed and the discussion of the exact siting commenced. The proposal was shared with Sam Peats to get his feedback from the POV of the football club.

Sam Peats on behalf of the Woodcote Football Club has requested that the new resin path be sited between the boundary of the school fence line and the row of trees along the top of the large recreation ground. He has stated that the path must be 3m away at the very least and that he would prefer it was installed as per the 'original' plan. I have referenced all minutes I can find from 2021/22 and find no record of that decision.

If the path must run between the school fence line and the trees, we will have to accept that all trees will suffer extensive damage. There are a lot of tree roots of radius 8 to 10cm already visible on the surface of the ground. The available space is 3.4m from tree trunk to fence line.

In addition there is a slope of varying steepness on that side which will require excavation OR a raising of the path base to make it level. Both solutions will require additional works and materials as well as costs,

and have implications not just for tree health but also for user safety; depending on the drop created. I have attached a few photos of the tree roots visible with my measuring tape for scale. A majority of the trees - 10 very mature ones, one later planting and one or two saplings at the very end will have their roots impacted.

Images of some of the visible roots below.



The British Standard that defines root protection areas (RPA) uses the diameter of the tree trunk at 1.5m above ground level. For trees with a single stem, the RPA is calculated as an area equivalent to a circle with a radius 12 times the stem diameter. For a tree with a diameter of 1.20m the radius of the RPA circle would be $1.2\text{m} \times 12 = 14.4\text{m}$. The implication being the roots need protection inside 7.2m from the tree. This is **clearly not practical**. The first tree in the row has a diameter of 2.3m!

The reasoning for being pragmatic about the distance and deciding on a lesser distance of about 2m where the space is so very restricted, is because a slightly smaller Beech tree on the Function Room side of the village hall seems to have survived the construction of the path 2.3m away from it. I am not privy to how exposed its roots were at the time.

As we are keen to balance the needs and desires of all users of the path and of the football club I have tried to find the regulations around pitch parameters and standards. Appendix B1 is the full document and is appended to this one. It is dated 2021 but I can find nothing that supersedes it. I have extracted the below two sections:

1.7 Pitch Perimeter Barrier

As a minimum, there must be post and rope surrounding the pitch on all those sides that may be occupied by spectators.

The barrier, if other than solid wall type of construction may be infilled. Advertising boards may be acceptable as a means of infill. Any barriers installed at new grounds should be purposely designed, with integrated infill panels as required and be made from UPVC or coated metal.

***Ideally**, there should be a minimum of 1.83 metres, ideally 2 metres between the touchline, goal line and the pitch perimeter barrier.*

The document goes on to define hard standing for fans and has this to say:

2.2 Covered Standing Accommodation

Covered accommodation is not compulsory.

Hard standing is not compulsory.

However, where it is provided it must be a minimum width of 0.9 metre, measured from the spectator side of the pitch perimeter barrier where provided.

The implication being that hard standing at 1.83m from the touch or goal line is permissible.

I have walked and measured the distances from the goal line to the trees a number of times. The two lines diverge so while the distance from the proposed path margin between them at the first tree will be no less than 1.83m (ideally 2m) the path will veer away from the goal line and by the blue shelters would be at least 3m away anyway.

The below image shows the tape measurement of 3.2m from the goal line at the first tree (2m away from goal line + 1.2m proposed path width). The path will be cutting into ALL the roots seen as well as any within 50mm of the surface.



We will have to accept that we will damage at least one or two trees – it is hoped they will not be damaged enough to kill them.

Appendix B

If **absolute** tree health assurances and **new** pitch standard requirements are both required, the path simply cannot go ahead in that area without moving the football pitch. Sam Peats has already said he cannot accept this.

Appendix B1 follows

There are no amendments for the 2021/22 season

NATIONAL GROUND GRADING – REGIONAL NLS FEEDER LEAGUE MINIMUM REQUIREMENTS

(Appropriate to Regional NLS Feeder Leagues)

When considering any developments of the ground to comply with the requirements of this grade, clubs are recommended to bear in mind the criteria for higher gradings which might be achieved for minimal additional expense.

NB The suitability of all installations shall be at the sole discretion of the FA Ground Grading Technical Panel

1. GROUND

1.1 Security of Tenure

Where a club does not own the freehold of their ground then evidence of adequate security of tenure must be provided. This will be in-line with the principles of Rule 2.3.2 from The FA's Standardised Rules.

1.2 Ground Share

Ground sharing would be at the discretion of each league within the National League System, taking into account local circumstances. Where ground sharing is permitted the club must have sole control over and use of facilities on match days.

Ground sharing must not be allowed in order for a club to gain promotion.

1.3 Capacity

There is no stated ground capacity.

1.4 Boundary of Ground

There is no requirement for a ground to be enclosed in any way.

1.5 Clubhouse

A clubhouse facility, whilst being desirable, is not compulsory.

If a clubhouse facility exists either on or adjacent to the ground, this should be open on match days to provide refreshments to spectators.

1.6 Car Parking

There should be adequate car parking facilities on or adjacent to the ground.

1.7 Pitch Perimeter Barrier

As a minimum, there must be post and rope surrounding the pitch on all those sides that may be occupied by spectators.

The barrier, if other than solid wall type of construction may be infilled. Advertising boards may be acceptable as a means of infill. Any barriers installed at new grounds should be purposely designed, with integrated infill panels as required and be made from UPVC or coated metal.

Ideally, there should be a minimum of 1.83 metres, ideally 2 metres between the touchline, goal line and the pitch perimeter barrier.

1.8 Pitch Standards

The playing surface will be grass, unless otherwise authorised by the respective League Rules and must be of an acceptable standard. It must be free from surface depressions and excessive undulations.

The maximum slope allowable shall not exceed an even gradient of vertical to horizontal 1 : 41 in any direction.

3G football turf

3G football turf may only be used provided conditions (i) to (v) below have been met (the "Performance Standard"):

(i) The pitch must be surfaced with 3G football turf that has laboratory type approval according to the FIFA Quality Concept for Football Turf (2012 & 2015 editions) – FIFA Recommended One Star/Quality level/ BS/EN 15330-1 2013 / BS/EN 14877 2013 standard.

(ii) The 3G football turf pitch must be listed on The Association's register of 3G football turf pitches before use is permitted.

(iii) Where a 3G football turf pitch is not yet listed on The Association's register (for example if it is a newly installed pitch), a Club must obtain a Laboratory Performance Test Report and submit it to The Association.

(iv) The Association reserves the right to instruct a Club to have its pitch tested at any time in order to ensure that it meets the Performance Standard. All such tests shall be at the Club's expense.

(v) The 3G football turf, including run-offs, shall be one continuous playing surface and shall be green in colour at least one metre from the outer edge of the touchline and goal line. All line markings shall be in accordance with the Laws of Association Football.

It should be noted that:

- To achieve the FIFA Quality performance standard that a pitch must be a minimum of 100 metres x 64 metres.
- For a Club to use a 3G football turf pitch at Step 6 or above it would be subject to annual testing, which would be at the Club's expense.

- To be eligible for other competitions such as but not limited to FA Competitions, the pitch may need to be a minimum of 100 metres x 64 metres. Please check this with the relevant competition Rules.

1.9 Playing Area

The playing area is to be in accordance with the requirements of the Laws of the Game. Law 1 states that the length of the touchline must be greater than the length of the goal line.

Length	-	Minimum 90 m (100 yds)	Maximum 120 m (130 yds)
Width	-	Minimum 45 m (50 yds)	Maximum 90 m (100 yds)

It should be noted that at Grade H the playing area must be a minimum of 100 metres x 64 metres and this is the recommended minimum size at Regional NLS Feeder League level.

Goal posts and goal net supports should be of professional manufacture and conform to the current safety requirements and to the requirements of the Laws of the Game.

Reference should be made to the Goalpost Safety Information booklet published by The Football Association.

1.10 Technical Area

Portable trainers' boxes are permitted and must be securely fixed when in use.

It is desirable for a Technical Area to be marked out in accordance with the guidance contained in the 'Laws of the Game' booklet.

1.11 Secure Walkway

A secure walkway is not a requirement.

1.12 Floodlighting

Floodlighting is not compulsory at this Grade.

However, where it is provided it must be to an average lux reading of 120. No single reading can be less than one quarter of the highest reading so as to ensure an even spread of light.

Reading shall be on a grid of 88 markings (8 across, 11 down) evenly spaced with the outside readings falling on the pitch boundary line. The average of all the readings is taken to be the average illumination level in lux of the floodlighting installation.

The lux values must be tested every two years in accordance with current guidelines by an approved independent contractor.

When new or improved installations are being planned, an average lux. reading of 180 should be provided.

1.13 Public Address System

A public address system is not compulsory.

1.14 Entrances

There is no requirement for fixed entry points.

However, where a turnstile is installed, it must be fully operational and of the controlled revolving type.

1.15 Exits

Where fixed exit points are provided, there must be sufficient to ensure the safe evacuation of the ground if necessary.

All exits must be clearly signposted.

1.16 Emergency Access

Access for emergency services should be provided.

2. SPECTATOR FACILITIES

2.1 Seated Accommodation

Seated accommodation is not a requirement.

2.2 Covered Standing Accommodation

Covered accommodation is not compulsory.

Hard standing is not compulsory.

However, where it is provided it must be a minimum width of 0.9 metre, measured from the spectator side of the pitch perimeter barrier where provided.

2.3 Toilets

Provision should be made for adequate toilet facilities.

2.4 Refreshment Facilities

Refreshment facilities for spectators are not compulsory.

3. DRESSING ROOM FACILITIES

All dressing rooms must be secure and suitable for purpose.

3.1 Players

Separate dressing rooms must be provided for both teams. Existing dressing room dimensions will be in order, provided that they are of a minimum of 12 square metres, excluding shower and toilet areas. However, clubs wishing to progress should be aware of the need to increase to a minimum of

18 square metres. Where clubs are planning to build new changing rooms, these must be planned to be a minimum size of 18 square metres, excluding shower and toilet areas.

Each dressing room should have the following:

A shower area comprising of at least 3 working showerheads for each team – if not located in the dressing room then they must be located adjacent to it.

Adequate toilet facilities exclusively for the use of players - if not located in the dressing room then they must be located adjacent to it and must not be accessible to the general public.

Hot and cold running water

Shared shower facilities are not acceptable.

Ideally separate toilet facilities should be provided for each team. It is not acceptable for players and match officials to share toilet facilities.

In order to be considered for promotion to Step 6, clubs must have en suite shower and toilet facilities with a minimum of 4 showerheads.

3.2 Match Officials

Separate dressing rooms must be provided for match officials, the minimum size of which shall be 4 square metres excluding shower and toilet areas.

Each match official's dressing room should have the following:

At least 1 working showerhead.

Adequate toilet facilities, exclusively for the use of match officials, which must be separate from those provided for the players. These do not necessarily need to be situated in the dressing room but must not be accessible to the general public.

Hot and cold running water

Provision should be made for changing accommodation for both male and female match officials.

When new changing rooms are being planned or existing changing rooms refurbished an area of 6 square metres and facilities for mixed gender match officials should be provided.

In order to comply with the G Grade after promotion to Step 6, clubs must provide en suite shower and toilet facilities for the match officials.

All dressing room areas to be maintained to a high level of cleanliness and secure on match days.

4. MEDICAL

There must be a suitable qualified person (minimum F.A. Save a Life) in attendance.

All clubs must provide first aid equipment at their ground.

All Clubs are required to have a Medical Emergency Action Plan (MEAP), or equivalent, in place. A copy of which must be submitted to the League Secretary on the standard form provided by no later than 1st August in each year displayed in a prominent public area in the clubhouse and/or dressing rooms.

Title	Village Hall Matters	
Author	Clerk to the Council	
Meeting	Woodcote Parish Council Meeting – 19 th November 2025	

6.1. To discuss the Chair of the Village Hall Trustees' notes on the Village Hall below.

Woodcote Village Hall

Developing the Village Hall as a Hub to provide support to the Community in the event of an emergency.

Recommendation

The Trustees of the Village Hall Charity remain enthusiastic about the Parish Council's desire to use the Village Hall as a Community Hub and would suggest the following is necessary to take this project forward:

1. Recruit an external 'project manager' to:

- i. **Produce a functional requirement, a clear statement of what** specific features or functions **the Woodcote Community Hub** must deliver (e.g., independent electricity supply, rainwater collection, changing facilities for sports teams).
- ii. Define the scope of the project - what is included and what is not.
- iii. **Specify the performance requirement, both structural (roof load bearing capability) and operational (water and power consumption).**
- iv. **Identify all stakeholders and the requirements of all** groups affected by the project (e.g. the preschool, sports teams, clubs and societies and, should significant precept uplifts or council loans be required, the community).
- v. **Identify and quantify the constraints, the** limitations such as budget, time, available resources, physical or access restrictions.
- vi. **Recommend a technical solution that meets both the performance and stakeholder requirements and an approach (e.g. project phasing) to enable the PC and VHC to deliver the desired hub whilst enabling critical services provided to the community by the Hall to continue.**
- vii. **Establish success measures.**

Once the above has been produced and confirmed by the PC and Charity the project manager would then position the Parish Council to place the first contract. This will require the project manager to:

- i. **produce a revised Invitation to Tender (ITT) for Phase 1** (assumed to be the creation of a solid roof as a secure, safe, base for the self-sufficiency services);
- ii. **support the PC's purchase team in the tendering and procurement** process; and
- iii. define the responsibilities, and advise on the appointment, of a project manager to manage the contractor appointed to deliver Phase 1. This may, or may not, be the individual supporting the definition and procurement process.

Phase 1 Project Manager Key Attributes.

The project manager will need to combine technical expertise, stakeholder engagement, and rigorous process control to ensure clarity, compliance, and competitive procurement. Key attributes would include:

- familiarity and experience with the production of requirements specifications;

- knowledge of public sector procurement processes including ITTs, pre-qualification questionnaires, and structured, objective evaluation processes;
- stakeholder and communication management;
- project planning and control expertise;
- negotiation and collaborative leadership skills;
- demonstrable attention to detail;
- integrity, fairness and openness to transparency;
- the adaptability to respond to evolving requirements or procurement constraints; and
- willingness to own the process.

Rationale

At the joint PC-VH charity meeting on the 30-Sep-25 it became clear that significant new factors had emerged; the PC's ambition to provide a community hub for the community and the impact on the community of the loss of essential services for a period of three, or more months.

Underpinning the creation of the hub was the use of the flat roof as a base for emergency independent energy generation and, potentially, rainwater collection. However, a survey of the roof had shown that it could not support any additional load and would need considerable reinforcement to enable the project to safely proceed.

The responses to the ITTs showed that the original replacement of the roof would require the closure of the great majority of the Hall for at least three months. As previously mentioned, the preschool provides essential childcare for working parents in Woodcote and without alternative arrangements that meet the Government regulations governing pre-schools this would have a very serious impact on those families who rely on the pre-school. In addition, the unavailability of the changing rooms for the community's sports teams is likely to result in the expulsion, or suspension, from their current leagues. A brief summary of the leagues' requirements is attached to this document.

The implementation of the hub will require more than a new roof. An independent electricity supply is essential for communication, heating, catering, water processing and sanitation. The current estimates for the roof reinforcement are already significantly higher, even with the CIL and PC reserves, than the funds available. and will require significant fund-raising, loans and/or precept increases. The additional hub functionality will add to these

Taken together the change in requirement, the escalating costs, the lack of funding, the impact on the community and the need to ensure that public money has been properly and effectively spent and managed strongly suggests that a new project requirement specification (PRS) and ITT are required.

FACILITY	FOOTBALL	CRICKET
Players Dressing Rooms	Separate dressing rooms must be provided for both teams.	Separate changing rooms for two teams
Minimum Size	12 square metres, excluding shower and toilet areas.	12 square metres
Showers	Shared shower facilities are not acceptable. There must be a shower area for each dressing room with at least 3 working showerheads for each team that must not be accessible to the general public.	Minimum 3 communal or 2 per changing room.
Toilet facilities	It is not acceptable for players and match officials to share toilet facilities. Ideally separate toilet facilities should be provided for each team.	Clean, hygienic and with suitable facilities and easy access.
Security and cleanliness	All dressing rooms must be secure and maintained to a high level of cleanliness	All dressing rooms must be secure and maintained in good clean condition
Match Officials Dressing Rooms	Separate dressing rooms must be provided for match officials,	Separate and secure room for two officials
Minimum Size	4 square metres excluding shower and toilet areas.	Adequate size and facilities
Showers	Each match official's dressing room should have the following: - at least 1 working showerhead. - hot and cold running water Provision should be made for changing accommodation for both male and female match officials.	Private access to showers
Toilet facilities	Exclusive toilet facilities which must: - be separate from those provided for the players; and - not be accessible to the general public	Private access to toilets
Security and cleanliness	All dressing room areas to be maintained to a high level of cleanliness and secure on match days.	Maintained in good clean condition

Note: The only facilities 'nearby' would be at Langtree but, for example, football requires access to changing rooms at half-time and the distance to walk for toilet facilities and drinking water. Would not be acceptable to the Leagues.

Note from the Parish Clerk: At this time the Parish Council have not made any decision on transforming the Woodcote Village Hall into a community resilience hub.

6.2. To review and approve new tender pack prepared by the Clerk for felt and sika roof repair options on the flat roof area of the Village Hall.

Proposed Roof tender pack for Contracts Finder incorporating all Cllr points/comments to date but with start, end and various other dates TBC.

Woodcote Village Hall re-roofing works to flat roof sections

1. Introduction

This tender invites qualified contractors to submit proposals for the resurfacing of a flat roof at Woodcote Village Hall, Woodcote, RG8 0QY. Contractors are asked to provide costs for two options; a like-for-like replacement with felt and a more long lasting replacement with a Sika or similar Roofing System. The works are to be carried out in accordance with the specifications outlined below and within the agreed timeframe.

2. Scope of Work

The contractor shall:

- Inspect the existing roof surface and report any structural issues.
- Remove existing roof covering and dispose of waste responsibly.
- Prepare the roof surface for new felt installation.
- Supply and install a high-quality felt roofing system
- Install new lead flashing or sealant where necessary.
- Ensure proper sealing around all roof penetrations, edges, and upstands

Or

- Prepare the roof surface for installation of the Sika or similar roofing system.
- Supply and install a Sika (or similar) - approved roofing system suitable for flat roofs.
- Install new flashing or compatible detailing components as per Sika or similar guidelines.

And

- Extra option if necessary – Replacement of perished polycarbonate dome rooflights with suitable flat roof skylights
- Provide adequate drainage to prevent water pooling.
- Extra options if necessary -flat roof box gutters, down pipe leaf and debris guards and rodding eyes
- Conduct final inspection and provide a warranty for the work.

3. Site Visit

A mandatory site visit will be held during the week of **possible date range**. Contractors must attend to assess the site conditions before submitting their tender.

4. Additional Information

Please see Appendix C1 for the existing buildings plan, Appendix C2 for *2021 Buildings Survey* and Appendix C3 for *2023 Flat Roof Report*. Appendix C3 in particular details the existing joists and their weight bearing limitations which do not allow for any significant additional weight gain. Any solution proposed is required to be mindful of this fact.

In addition it is required that the works are carried out with as minimal a disruption to the daily workings of the Village Hall as possible. Inside the building to be netted during work above and made watertight at the end of each day. A large part of the building under the flat roof is in use all year round during term time and also during the Summer holidays by a playgroup.

If a full closure of any part of the building is required to carry out the works this must be detailed along with a timescale for the closure. It is hoped that works can be split so that the main impacts relate to each area consecutively rather than losing the use of the entirety of the building for the duration of the works unless this will have a material impact on the overall project cost.

5. Contractor Requirements

- Proven experience in flat roof resurfacing
- Valid public liability insurance up to £5,000,000
- Health and safety compliance
- References from previous similar projects

6. Safety Measures

The contractor must adhere to all relevant health and safety regulations, including but not limited to:

- Compliance with the **Health and Safety at Work Act 1974** and **Construction (Design and Management) Regulations 2015**.
- Use of appropriate **Personal Protective Equipment (PPE)** for all workers.
- Implementation of **fall protection systems** (e.g., edge protection, harnesses, scaffolding) where required.
- Safe handling and storage of **bitumen-based materials** and **flammable substances**.

- Provision of **risk assessments** and **method statements** prior to commencement of works.
- Ensuring that all operatives are trained and competent in working at height and using relevant equipment.
- Maintaining a clean and hazard-free worksite, with clear signage and restricted access to non-authorised personnel.
- Emergency procedures and first aid provisions must be in place and communicated to all site staff.

7. Timeline

- Tender submission deadline: **Date dependent on this doc being deemed sufficient**
- Contract award: **How long do we need to make a decision?**
- Project start date: **Do we still envisage a late Summer 2026 start?**
- Completion deadline: **Depends on the above.**

8. Submission Requirements

Tender submissions must include:

- Company profile and relevant experience
- Detailed cost breakdown (labour, materials, VAT)
- Proposed schedule of works
- Health and safety policy
- Warranty details

9. Evaluation Criteria

Tenders will be evaluated based on:

- Quality of materials proposed
- Contractor experience and references
- Proposed timeline
- Price competitiveness
- Warranty and aftercare

10. Contact Information

All queries and submissions should be directed to:

Name: P Tshering- Clerk, Woodcote Parish

Email: rooftender@woodcoteparish.gov.uk

Phone: + 44 (0)7594210389

Address: Woodcote Village Hall, Reading Road, Woodcote, RG8 0QY

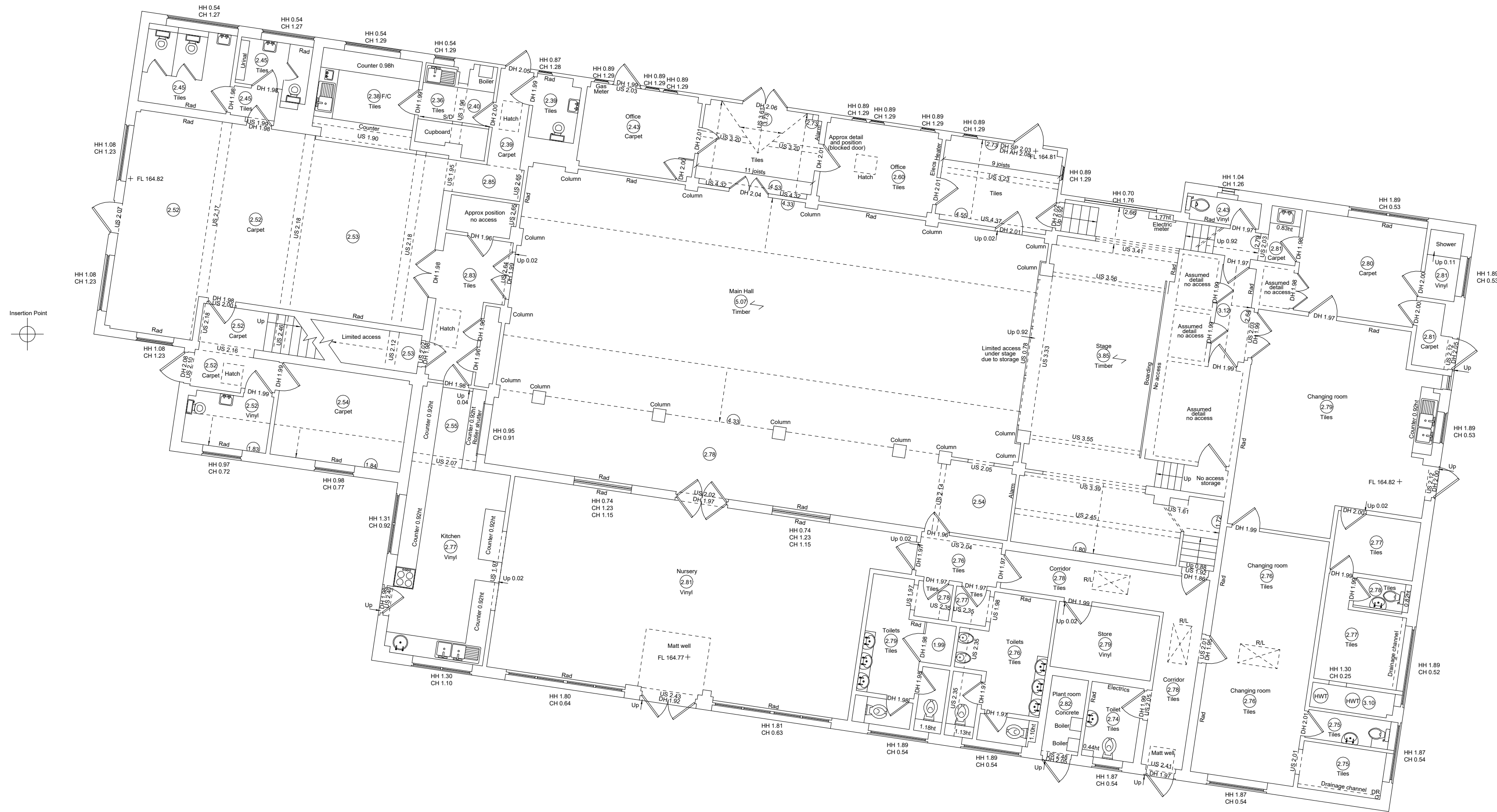
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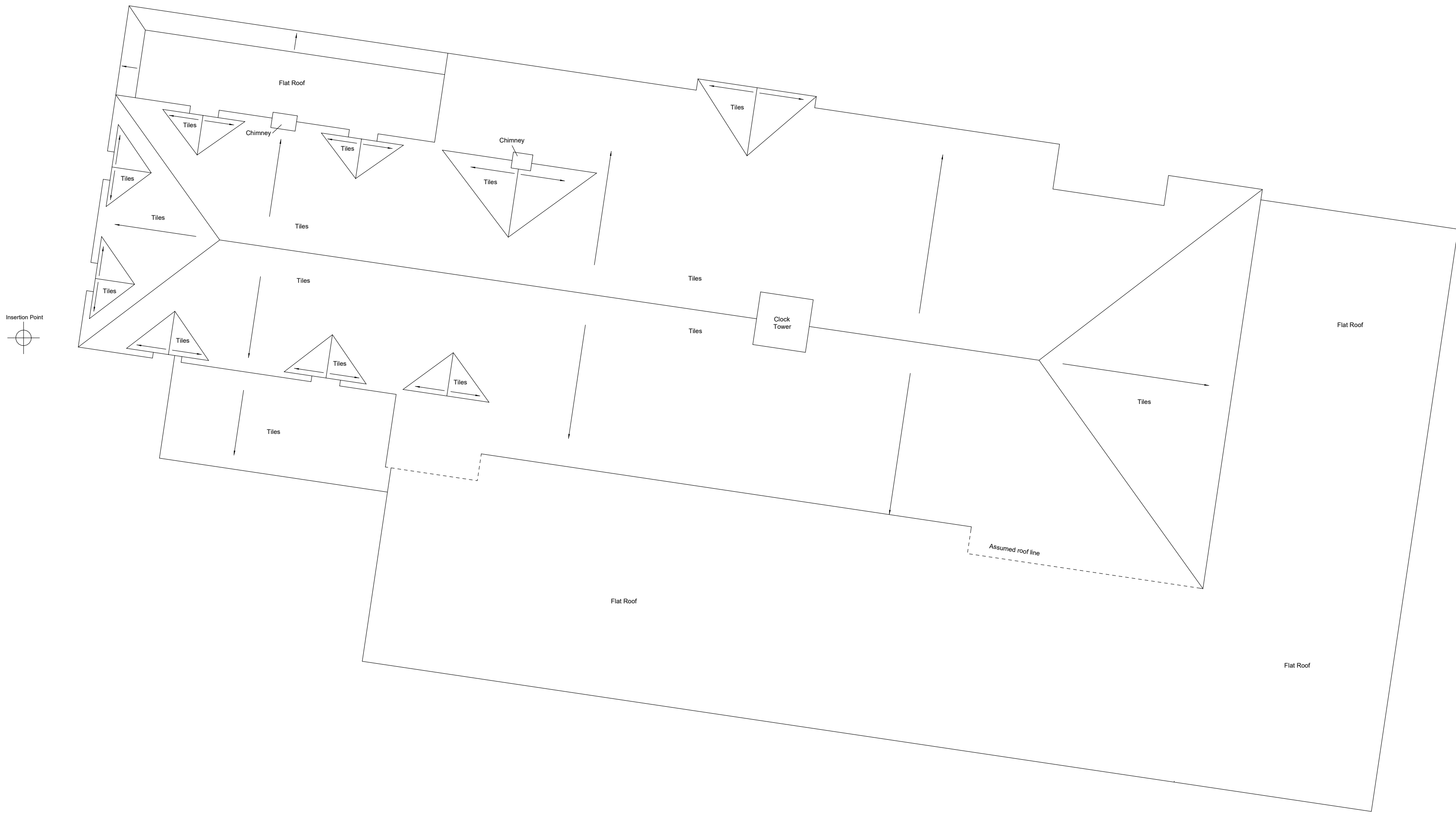
Notes/Key:



First Floor Plan



Ground Floor Plan



Roof Plan

Rev	Description	Date

Status: Feasibility



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Client:	Woodcote Village Hall	
Project:	Woodcote Village Hall Redevelopment	
Title:	Existing Plans	
Drawn by: CK	Checked by: JH	Rev:
Scale (@A1): 1 : 100		Rev Date:
Document ID: 1204-WWA-XX-XX-A-0100		

The.
Survey.



INSTRUCTIONS

Written instructions were received on 18th December 2021 from The clerk of Woodcote Parish Council, to carry out a Building inspection on Woodcote Parish Council Offices, Office Village Hall, Reading Road, Woodcote RG8 0QY

By request, the inspection was carried out on Monday 15th February 2021 at 9am. The weather at the time of inspection was overcast and cloudy with some light rainfall, and frozen standing water on the roof.

THIS REPORT MUST BE READ IN CONJECTION WITH DOCUMENT “WOODCOTE PARISH MAINTENANCE PLAN”.



Photo showing front of the property as seen from Reading Road

Ms Welham was present at the time of the inspection and provided a tour of the building. The offices were fully furnished with floor and wall coverings in place. Any defects located behind these coverings cannot be reasonably expected of the surveyor to locate.

HAND REFERENCES All hand references are taken facing towards the front elevation and location references therein are similarly referred to.

**GENERAL
DESCRIPTION
AND
LOCATION**

General The building is a purpose built detached Parish Council Office =. The building has been extended to all sides.

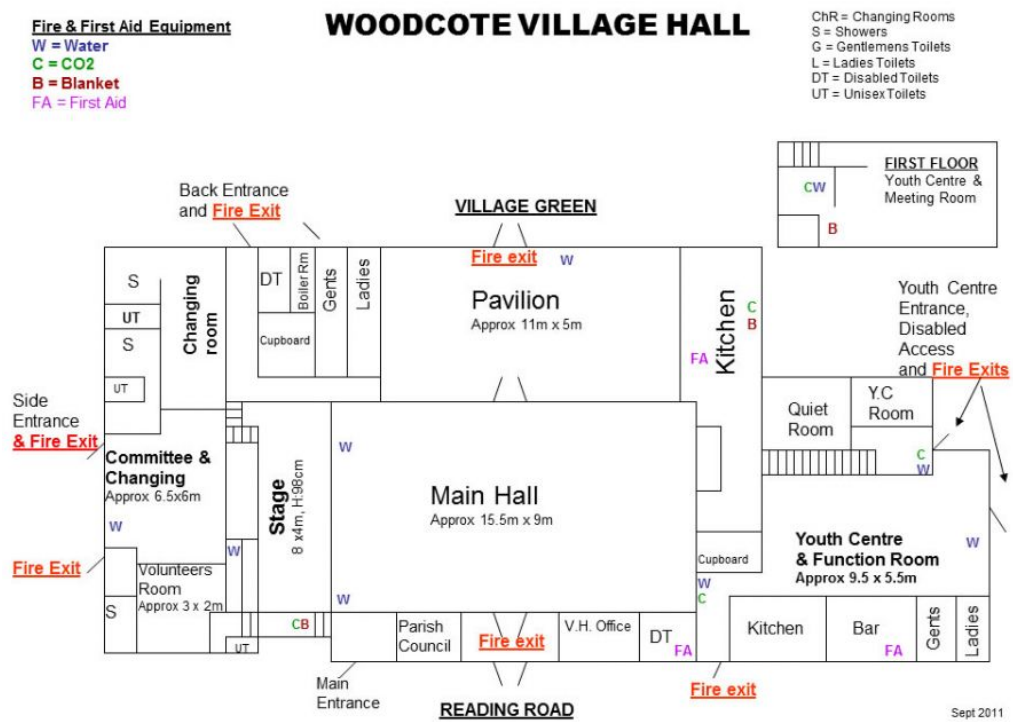


Fig 0 Showing Floorplan

Location

The Building is situated in a largely residential area with very little vehicle traffic noted at the time of our inspection. The property is not thought to be located within a rising water flood plain however there are some signs of minor surface water flooding in the area following rainfall. This is not thought to pose a significant risk to the Parish offices. See Figure 1 Over.

The ground conditions, according to the British Geological Society, are stiff red flinty clay over chalk. As a general comment, we advise that just as clay soil has implications on foundation design, there is also an effect on the pavers and paths to the building. Clay can be slow to drain, and in very dry weather conditions the ground can fissure giving unsightly and sometimes potentially dangerous voids in the ground. Paving slabs can also be affected and become uneven.

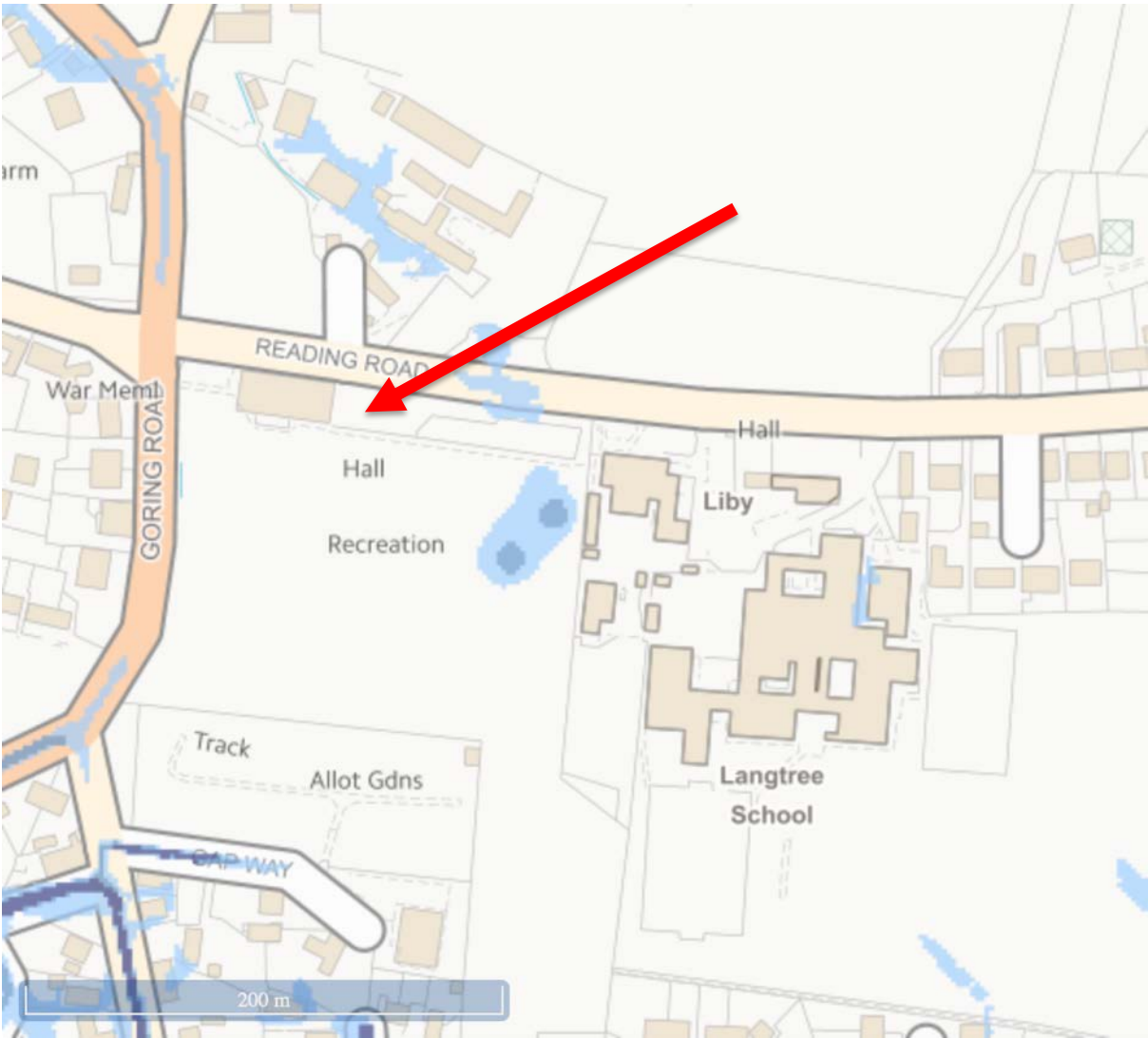


Figure 1 Showing no signs of significant surface water flooding following rainfall

Site	The Building is situated on a generally level site however there is a fall in levels from right to left. Whilst a disability access ramp is present this is unlikely to comply with the latest Equality Act. Immediate need for improvement not thought necessary. It is thought that the current deisgn exceeds the 1:20 gradient. Please see the table below
Features	

Max. going of ramp	Max. gradient	Max. rise
10m	1:20	500mm
9m	1:19	473mm
8m	1:18	444mm
7m	1:17	411mm
6m	1:16	375mm
5m	1:15	333mm
4m	1:14	285mm
3m	1:13	230mm
2m	1:12	166mm

Fig 2 Showing maximum distances and inclines for Equality Act 2010 compliance ramps

Tarmac area to the front was considered to be in generally acceptable order however the Thermoplastic line painting for car parking has been eroded over time. You may wish to clearly mark these spaces including 10% parking for disability reserved spaces.

As stated previously, The British Geological Survey indicates that the soil is a clay. Such soils offer variable load-bearing characteristics for building upon although are common for this area.

With regard to original part of the building thought built in the late 1800s, we would reasonably assume foundations provided may well be of conventional corbelled brick in nature laid to a shallow depth within sub-soil to reflect building techniques at that time.

These foundations were not exposed. Note any foundations laid then would have been of a shallower depth and design detail than now would be required under revised Building Regulations. The various extensions will have a deeper footing than that of the original part of the building and as a result some differential movement will occur at the joint between the original part and extended parts of the building. We stress that at this time, there are no signs of differential movement between the various extensions and as a result that this property is not at high risk from significant ground movement.

As previously mentioned, foundations were not exposed or examined and from our superficial examination we found no evidence of any significant fracturing or distortion indicative of failure at foundation level at the present time. You will appreciate that buildings must be provided with foundations suitable for their purposes and designed and constructed to suit the type of sub-soil.

We found no surface evidence of fracturing or distortion to suggest unequal movement or failure at foundation level. We must, therefore, conclude that the sub-soil in the locality is stable and that the risk of future below ground movement is no greater on this property than with any other property built at a similar time within the immediate area.

CONSTRUCTION

EXTERNAL

Roof

The roof to the original part of the property is a clay plain tile laid to a Hipped pitch with inset clock tower, dormers and brick built chimney.

To the extended parts of the property, the roofing is a mineral felt overlaid on what we assume to be a flat roof ply board. This roofing is in particularly poor order and in need of replacement in the near future. This should take into account the internal rainwater downpipes which will require protection from leaves.

The Main clay tiles roof has 3. no holes from what we assume to be impact damage from falling cricket balls however equally the damage may have been caused by vandalism.



Photo showing direct impact damage of clay plain tile allowing for water ingress affecting the timber sarking board and rafters below.

The damaged tiles require replacement in the near future and urgent repairs are advised.



Photo showing impact damage to the roof



Photo Showing "bubbling" roofing felt .



Photo Showing "bubbling" roofing felt .



Photo showing ponding water around rainwater gulley indicating failure of water to flow away effectively



Photo of 1 of 3 bottles inserted into drainage gullies (thought vandalism)



Photo showing that when the bottles are removed,
the drainage can flow freely.

We would also recommend an allowance be made for ant roosting spikes also to the perimeter of the parapet as 2 dead birds were noted on the roof.

Most work to high level roofs and flashings these days involves the use and cost of scaffolding.

Inset within the roof is the clock tower which we were advised has been recently overhauled to make it operable. Periodic decoration of this is required. No lightning protection to the building found.



Photo showing clock tower

Inset polycarbonate dome rooflights are heavily scorched and discoloured with lichen growth noted ,indicating that the polycarbonate rooflight has become porous. These rooflights would usually be clear. Budget for their replacement.



Photo showing polycarbonate roof dome in poor order

Rainwater Goods

Rainwater goods to the property are plastic half round gutters and exposed timberwork to the fascia boarding.

Where internal rainwater goods from the flat roof run through the property, it is our recommendation that gully covers be introduced and that a rodding eye be installed internally to allow for clearance of blockages.

It is evident that the rainwater goods to the property have suffered from some vandalism notably to the front right hand side of the building. These will require repair or replacement.



Photo showing loose vandalised downpipe. Note need to remove grass from gutter,

The open gullies to the front of the property were filled with leaves and we have recommended the addition of gully covers to the parking deck to prevent the build up of standing water which could lead to water ingress and exacerbate any damp issues.

Soffits and fascias and exposed timberwork in general are in need of urgent decoration, we recommend you budget for this soonest, failure to do so could lead to decay of the timbers.

Walls

The walls to the original part of the property are pebble dash render on solid brickwork. As general comment advise that buildings constructed from solid brickwork are more likely to suffer from dampness than modern buildings with cavity walls.

Solid walls provide lower levels of insulation and are therefore more prone to condensation. The lack of a cavity can also result in penetrating dampness. It is therefore particularly important that the external pointing is maintained in a good condition and that any leaks to gutters and downpipes are promptly repaired.

General inspection identified no significant structural cracking and as far as we are aware, this building has not been subject to past major structural repair but suggest legal clarification obtained.

Older render coatings have typically been painted over time as a decorative and weatherproofing feature. Major defects not identified although typically, in localised areas, exists minor surface render cracking around and between openings including flank ground floor.

None are thought of structural significance and are not mirrored internally but would recommend render be further checked in detail

and, as necessary, any defective areas be suitably repaired/sealed to prevent potential water ingress occurring which if unremedied, often seeps behind render surfaces causing more serious problems and repair need.

Please note that as render runs to external ground level, water is able to travel up the outside of the render and penetrate to a level of approx. 1.2m in height. When investigated internally within the entrance lobbies leading on to Reading Road, We noted high levels of damp penetration thought to be from this cause. Whilst not specifically allowed for in pricing, the addition of a slot drain coupled with the hacking off of render at the base of the walls would go someway to alleviating the presence of damp.

Where the property has been extended to the Pavilion/Woodcote Pre School, The render work is particularly porous and in poor repair. We have advised that along this elevation, the render be hacked back to solid surfaces prior to rerendering and redecoration.



Photo showing rear single storey elevation with render in generally poor repair



Photo showing porous render

Window and door opening supports are typically concealed although would assume, due to property build period, these may be of timber in nature. We did note some cracking of the walls over the windows and have recommended the drilling and injecting of resin into the cracks.

Windows and doors

Windows are a mixture of timber and UPVC. Where timber windows still exist, we would recommend that you budget for their replacement within the next 4 years. Whilst the UPVC frames may be in acceptable order, we would advise that you budget for the replacement of the glazed element again within the next 4 years. The more recently

extended part of the property to the right hand side does not immediately require replacement however for economies of scale you may wish to budget for their replacement within the next 4 years.



Photo showing window frame to glass brick wall in an advanced state of decay

We are unaware as to the exact age of the window/door installation and would comment that double glazing often has a restricted life expectancy, sometimes around 10/15 years, dependent partly on initial construction standard of units. Over time, deterioration to the

glass edge seals often occurs, resulting in internal condensation arising between glass panes.



Photo showing condensation build up in glazed pane

INTERNAL

ACCOMODATION

AND CONDITION

Lobbies inc clerks
office

The flooring to the two entrance lobbies have a stone tiled floor on solid concrete and were considered generally even to tread underfoot.

The Walls are painted plaster on solid masonry and damp is penetrating through the front walls. We advise cutting plaster back to solid masonry prior to damp proofing and redecoration.

The ceilings in these areas are the painted underside of the timber sarking board are in need of periodic decoration. Please note that heat loss in the Lobby areas are likely to be significant through the walls, around the doors and through the ceiling.

The roof void over the clerks office shows some signs of water ingress are causing decay of the sarking boards.



Photo showing decay of timber sarking board over the clerks office

Kitchen

. Fixtures and fittings appear generally clean and usable. Double bowl stainless steel sink was operable at the time of inspection. Sample moisture readings were taken at the base of walls throughout the ground floor accommodation where accessible, without moving any heavy furniture, fixtures or fittings. Our inspection was extremely limited in the kitchen by base cupboards and by appliances. Such restricted moisture meter testing indicated typical low levels of wall plaster dampness thought consistent with a property of this constructional build nature. Readings obtained are thought to generally indicate concealed building courses are currently functional. The separate wall hung water heater in the kitchen was in an acceptable order.



Photo showing Kitchen area

Main Hall inc
Stage

The flooring within the main hall is a timber sprung floor with badminton markings on the floor to allow for using the hall for sports. This was considered even to tread underfoot and in generally acceptable order. Walls to the area are painted plaster on solid masonry infilled between portal timber and metal frame.

The walls to the left hand side of the stage area are largely "blown" and in need of replacement.

Various stage matters are handled within the maintenance document. We state here that the electrical equipment including lighting rigs need to be checked for safety at regular intervals.

Suspended ceiling system within the Main Hall was considered to be in generally good order.

The roof void over the main hall shows some signs of moisture ingress in line with the damage shown externally.

It is our recommendation that the roof be repaired, sarking board be cut out and replaced and treatment of the rafters.



Photo showing steel formwork over the main hall.



Photo showing signs of water ingress to the rear roof slope thought in line with external hole in the roof.

Changing area left
hand side

Flooring in this area is generally even underfoot with no signs of compaction of the slab below the tiles. Walls are painted plaster on solid masonry with various cracks noted over the door heads. A need to drill and inject resin into the cracks for repairs is advised. The ceiling in the changing area is painted plaster on plasterboard. Various areas of peeling plaster and decorations were noted. We would recommend that you budget for their redecoration.

Woodcote Pre
School

The flooring is a grip vinyl on slid concrete floor slab. Whilst there is some minor unevenness underfoot , this was not considered excessive and no current need for repair of the slab thought necessary.

Walls are a mixture of painted plaster on solid masonry. Some minor scorch marks to the walls around the electrical storage heaters were noted.

The ceiling is painted plaster on plasterboard with no obvious defects noted.

Bar area Right
hand side

The flooring in this area is carpet on concrete and was considered to be in generally acceptable order. No signs of unevenness of the slab were noted.



Photo showing fire escape, illuminated signage and fire extinguisher

The walls are painted plaster on plasterboard and solid masonry and was considered to be in generally acceptable order.



The textured ceiling to the right hand side appears to have suffered some historic water leak thought to have been from the roof above. This issue appear to have been rectified although the ceiling does require replastering and redecoration.

First Floor

Youth Club

Stairs to first floor are carpet on timber with rubberised nose edgings. We would note here that the rubberised stair nosings are loose in areas and will require replacement in the near future and could provide potential slip, trip or fall hazard.

The flooring to the first floor is carpet on suspended timber with some unevenness noted underfoot, notably around the kitchenette area. .

The walls to the first floor are painted plaster on plasterboard and masonry and appear to have been decorated fairly recently with no notable defects at the time of our inspection.



Photo showing textured ceiling coating to the room with inset loft hatch.

The ceiling is painted plaster on plasterboard and again, having been decorated recently, there were no obvious signs of defect noted.

The windows to the youth club are showing signs of breaking down within their seals and as a result we would recommend that you budget for their replacement in the near future.

The roof void over the youth club is generally modern is pitched with trusswork. We would comment here that roof insulation would benefit from being improved.



Photo showing roof void

Damp

No Signs of damp penetration were noted however if the leak from the rainwater goods to the left hand side of the council chambers is not repaired in the near future, there is a likelihood of penetrative damp occurring.

We noted that the Bathrooms do not have extractor fans which comply with the modern Part F of the Building Regs. Failure to do so could lead to condensation in a building of this type. The risk of condensation can be reduced by maintaining adequate heating, ventilation and thermal insulation, also by placing the office furniture in rooms so that walls can breathe. Areas where air cannot circulate are most likely to be affected.

The provision of mechanical ventilators to kitchens and bathrooms is particularly helpful in reducing condensation. In severe cases extractors can be fitted which activate automatically when humidity levels are high.

Efforts should be made to keep condensation to a minimum. A build-up of condensation over a period of time will affect plaster and decorative finishes. In time, it will affect timber elements of the structure and ultimately could affect the health of the property's users, causing conditions such as asthma.

Drainage

Suspected tree roots in drainage run to front left-hand side where we recommend the removal of the birch tree in close proximity to the drain. We recommend a CCTV survey of the drainage run and that repairs are budgeted for in this run to the left hand side of the building.

GROUND AND BOUNDARIES

A visual inspection of the grounds was carried out during the course of our inspection. At the time of inspection, no evidence of any invasive plants, such as Japanese Knotweed, was seen. However, the presence of such vegetation can be difficult to identify during its early growth cycle or during the winter months when such plants die back. Furthermore, where the plants are concealed in dense vegetation or deliberately concealed by property owners, the vegetation may not be visible during the inspection. No inspection was carried out on adjoining land.

The Birch tree to the front elevation is in poor repair and in need of pollarding or replacement.

SERVICES

As confirmed in our Terms & Conditions, we are not qualified to give you any detailed reports on the services that are connected to this property and must emphasise that no formal tests have been dealt with. We have, of course, carried out visual checks and will comment as appropriate below, but if you require a detailed report or assurances as to the quality and condition of any of the services, further separate specialist inspection(s) will need to be commissioned. Obviously, the choice of specialist(s) will be a matter for you, but they should be properly qualified in their field and should hold membership of an appropriate professional

body. Your appointed specialist(s) will be able to guide you on any costs that may be necessary to bring the installation(s) into a proper state.

Electricity

The electrical installation was considered dated and it is our recommendation that you budget for a new fuseboard in the near future.

We advise that the Institution of Electrical Engineers (IEE) set down the rules relating to electrical installations within buildings in the UK, referred to as the IEE Regulations. The IEE Regulations were incorporated into Part P of the Building Regulations in 2001.

There are now stringent regulations in force regarding who may and may not deal with alteration and repair work to electrical installations. There is now a virtual bar on amateur involvement and most work of any consequence needs to be dealt with by an approved electrical contractor.

We would therefore recommend that you instruct an NICEIC qualified electrician to provide quotations for refurbishing the property as required. In order to obtain realistic figures, you will need to decide whether quality and layout of existing power points and lighting details are acceptable to you or, if as seems likely, you wish to make changes. You should discuss this level of detail with the electrician before they inspect.

Asbestos and
Legionnaires

Due to being parish council offices, we believe an Asbestos register is in place for this property.

Asbestos has historically been commonly used in buildings as it has a number of valuable properties and only presents a health hazard in situations where it has been damaged and fibres become airborne and are inhaled. The cost of removal of asbestos from properties can be extremely expensive. If you require more information or a more detailed investigation then we would recommend you contact the Environmental Health department at the Local Authority or The Asbestos Removal Contractors Association on 01283 531126.

Due to the length of time that the showers have not been run, there is a possibility that legionnaires disease could become airborne. Allow for appropriate testing.

SUMMARY AND CONCLUSION

In general terms the property has been maintained to a reasonable standard although a number of items stem from the survey. Those considered to be important are listed below although other matters within the Report should not be overlooked. The list is not necessarily in order of priority and should be read in conjunction with the main text of the Report.

This is not an exhaustive list of all the items identified within this report but it is intended to draw your attention to the most significant items.

This report must, however be read as a whole and although we have stressed certain items which we consider to be essential repairs, other items mentioned in the report must not be ignored.

There may also be other matters of a personal choice such as further refurbishment which will involve expenditure in the future and these should be borne in mind and appropriate estimates should be obtained.

Matters Concerning the Building

- Various areas of blown plaster internally
- Render in poor repair to southern elevation
- Mineral Felt roof considered to be in poor order
- Damaged roof tiles require replacement
- Damp penetrating through the exterior walls
- Electrical installation would benefit from being improved with modern fuse board
- Legionnaires testing required of shower pipework

We have not inspected the woodwork or other parts of the structure, which are covered, unexposed or inaccessible and we are therefore unable to report that any such parts of the property are free from defect.

This confidential report has been prepared for the purpose of advising you personally and thus our liability does not extend to any third party.

Should there be any further information or assistance you require or should you wish to discuss the report or indeed, the outcome of your further investigations, please do not hesitate to contact us.

Nicholas Brown BSc (Hons) FRICS
Ashridge Surveyors Ltd
Office F5
Akeman Street Business Park
64-66 Akeman Street
Tring
HP23 6AF

3rd October 2023

Mr Kevin Davis
Woodcote Parish Council
Woodcote Village Hall
Woodcote
Reading
RG8 0Q

Dear Kevin

Project: Structural Inspection of Flat Roof
Address: Woodcote Village Hall, Woodcote, RG8 0QY

Purpose of Report

The Parish Council is considering some remodelling of the internal spaces of the hall. As part of this thought process, they are aware that the existing flat roof areas need to be reroofed, but also wondered if the existing structure might be able to support the additional loading imposed by a PV array.

The building was inspected by the writer on 24th July and 18th September 2023. The later inspection was to log the findings of the ceiling opening-up works arranged by the Parish Council.

Description of Structure

The structure comprises an early single storey hall, with two-storey youth club accommodation to the west. Later, flat roofed extensions surround the east and southern elevation and contain nursery and changing room accommodation; refer to attached location plan in Appendix A.

The principal structure comprises suspended timber roofs and floors, supported by loadbearing masonry walls.

This report has focus on the single-storey, flat roofs, and their supporting walls with a view to assessing their viability in supporting a solar panel array.

Condition of Structure

An overall inspection of the supporting walls would suggest that there are no areas of ground/subsidence related movement currently operative. Several minor leaks were reported, hence the need to address the issues previously noted.

A limited inspection confirmed that the flat roof has been formed using a series of long-span, proprietary ply-web joists that appear to be located at 1220mm centres. In turn these supported counter joists to support the woodwool roof deck and soffit plaster boarding; refer to sketch X232377/SK01_P02 in Appendix A and photographic record in Appendix B.

Discussion

AKSWard have searched online for historic load-span tables for the joist without success. Accordingly, a structural assessment has been carried out to determine whether there is any likelihood that the existing structure could support a PV array. In absence of any scheme proposals for the solar panels, we have exercised



our judgement based on previous assessments. Accordingly, we believe an additional load of 0.20-0.30kN/m² would be a reasonable allowance.

Our calculated assessment would suggest that the actual ply-web, I-joists would just exceed allowable stress limit from a strength perspective but would exceed permitted deflections when subject to additional solar panel loading, by 70 to 80%. This is an important consideration for a flat roof; we should not create a situation where ponding could arise, and as such, this must be considered unacceptable.

The 52 x 52 counter-joists, which are set at 610mm centres, would just fall within the stress limit under an increased loading regime.

Recommendations

Considering our inspections and assessment, if solar panels are to be fully considered, it would be best to consider the construction of an independent panel support frame to transfer loadings to the existing masonry walls. Inevitably this would require the introduction of localised stool supports taken through the roof finish onto the heads of the supporting walls. Such details would require further localised investigation to provide a sensible, cost-effective detail.

As the introduction of the PV array would then preclude access to future reroofing and maintenance, it may prove beneficial to design a new over-roof which could also provide support for the PV array.

At the appropriate time, we would be pleased to scheme out such a new roof in conjunction with Wilder Associates Architects.

Yours sincerely



John Winterbottom
Technical Director – Small Works
For and on behalf of AKSWard Ltd

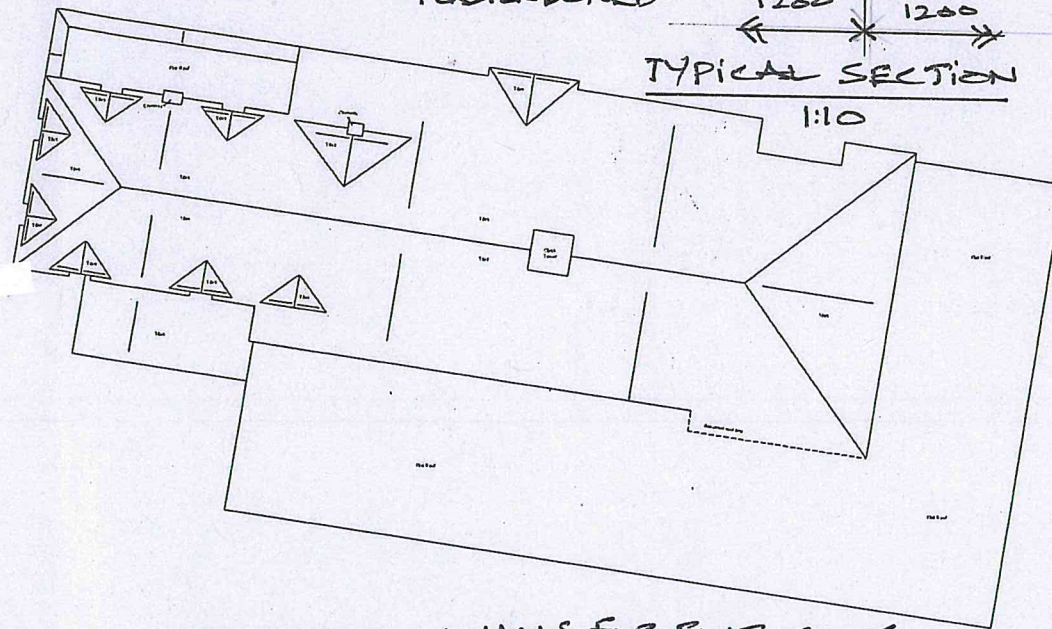
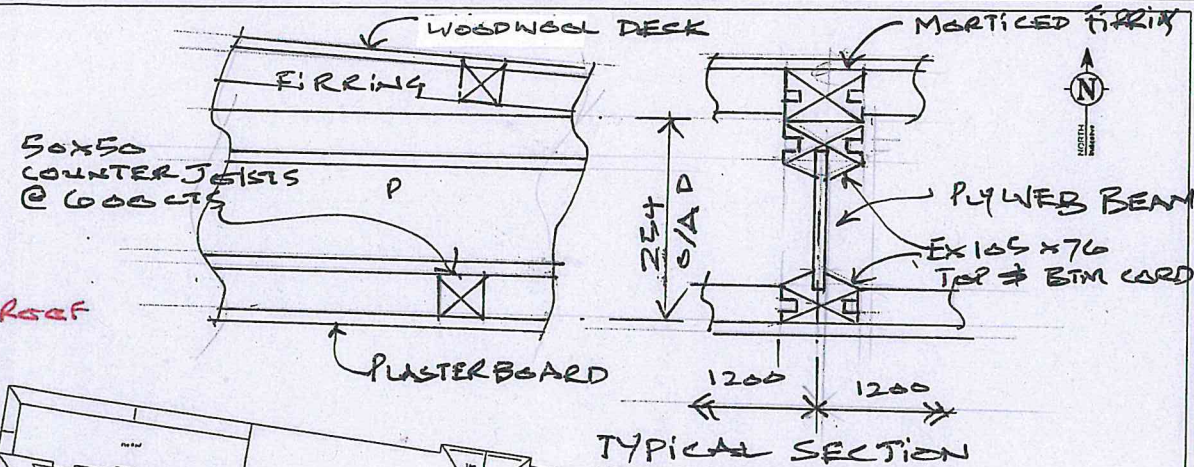
Enc.	Appendix A	-	Location Plan
	Appendix B	-	Photographic Record

Appendix A

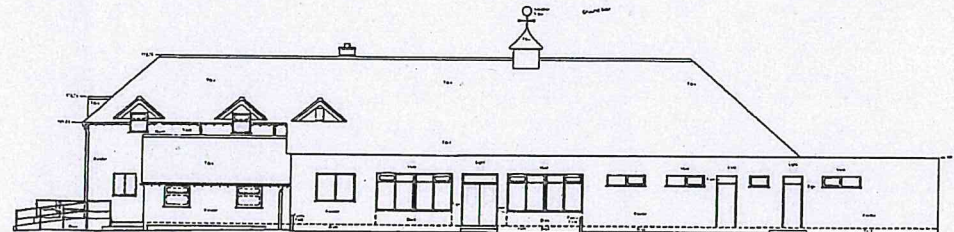
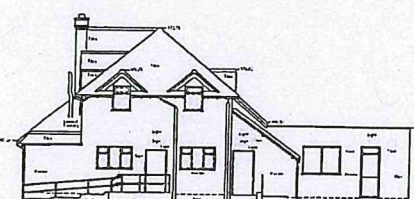
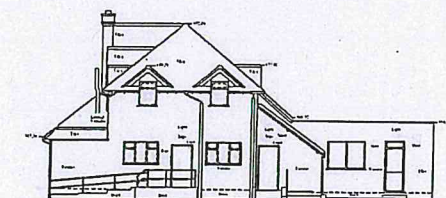
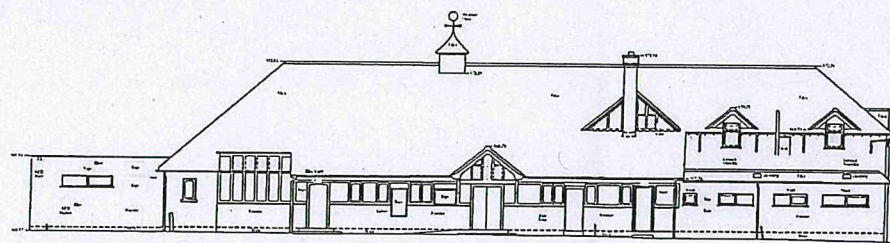
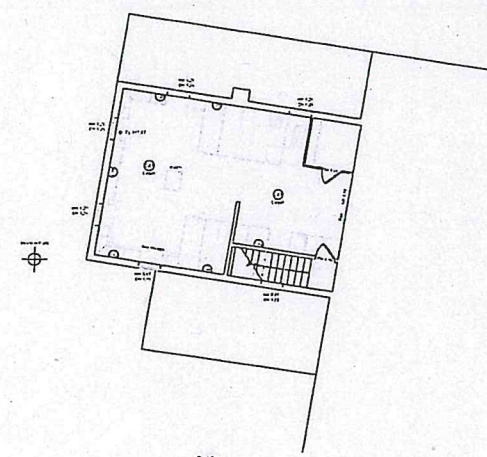
Location Plan



TO LOCATE AND SIZE ALL BEAMS AND JOISTS THAT CONSTITUTE THE STRUCTURE OF THE FLAT ROOF AREA OF THE HALL.



LOAD BEARING WALLS FOR FLAT ROOF.



Project Title		Pr. No. K232371	AKSward® CONSTRUCTION CONSULTANTS T: 01865 240071 E: oxford@aksward.com		
W600C8E Y. H.		Dwg. No. SK01			
Drawing Title		Scheme JW	T: 01865 240071 E: oxford@aksward.com		
FLAT ROOF INSPECTION		Final			
Rev.	Status/Amendments		Drawn	Chkd	Date
P01	ORIGINAL ISSUE		JW	JW	13.9.23
P02	JOIST DETAIL / SPAN ADD		JW	JW	25.9.23

[illegible]

SURVEY CONTROL CO-ORDINATES				
STATION	EASTING	NORTHING	LEVEL	REMARKS

SURVEY GRID AND LEVEL DATUM
The level datum established for this survey is related to Ordnance Survey (OS) using GPS Smartnet.
To avoid discrepancies any coordinated data used in conjunction with this survey must be derived directly from the control data.

SURVEY SOLUTIONS

LAND SURVEYING
BUILDING SURVEYING
UNDERGROUND SURVEYING
SITE EXCAVATIONS
MONITORING

0845 040 5969
survey-solutions.co.uk

FINCH HOBBS CHISHAM SLINGSby LINDSAY HARRISON HARRISON

PROJECT TITLE WOODCOTE VILLAGE HALL, READING ROAD, WOODCOTE READING, OXFORDSHIRE, RG8 0QY			
DRAWING DETAIL MEASURED BUILDING SURVEY Sheet 1 of 1			
CLIENT [REDACTED]			SCALE 1:100
SURVEYOR PJWAC	SURVEY DATE 30.11.2021	CHECKED BY BWW	APPROVED BY RG
DRAWING NUMBER 37013CVLS-02			ISSUE STATUS FINAL
DESIGNED BY A REVISION			ISSUE DATE 06.12.2021

[illegible]

Appendix B

Photographic Record





Photograph 01



Photograph 02



Photograph 03



Photograph 04



Photograph 05

Title	Greenmoor Ponds	
Author	Clerk to the Council	
Meeting	Woodcote Parish Council Meeting – 19 th November 2025	

- 8.1. To consider the Woodcote Conservation Groups request to use the unspent PC contribution to the Greenmoor Ponds restoration project on further works to improve the paths, drill new ground water monitoring holes and replant aquatic and semi aquatic plants in the pond.**

LETTER FROM CHAIR OF THE WCG

Woodcote Conservation Group request to Woodcote Parish Council
for re-allocation of funds budgeted for the restoration of Lower Greenmoor Pond

Funding

1. At the start of this FY, £260 was held in Earmarked Reserves for the Pond Restoration, the balance remaining following a donation of £1,500 made by Woodcote Conservation Group (WCG) to pay for preliminary tree work which was undertaken in February 2025.
2. Following a tendering process, White Horse Contractors' quote of £34,372.67 (net) for the major engineering works was accepted by Woodcote Parish Council (WPC). As there were a number of unknowns, not least the weather and ground conditions at the time the work was carried out, James Godfrey recommended budgeting £45,000 to include 15% contingency.
3. With support from WCG, WPC applied for a grant from the Trust for Oxfordshire's Environment and was awarded £25,000.
4. Woodcote Parish Council budgeted £10,000 towards the cost of restoring the Lower Greenmoor Pond and WCG agreed to launch a public appeal and make a donation to WPC for a further £10,000.
5. The prolonged dry weather meant White Horse Contractors completed the work to schedule and without needing to draw down additional funds for (a) slurry pumping as the pond was dry, (b) track mats as the ground was hard, and (c) additional clay as James Godfrey's estimate of the amount needed to re-line the pond had been accurate. The invoice amount therefore matched the quoted amount.
6. WPC claimed the £25,000 from the Trust for Oxfordshire's Environment and WCG donated £9,112.67 to WPC to cover the balance of White Horse Contractors' invoice (with the £260 from EMR).
7. With members of WCG drawing on their professional expertise to provide WPC with all other support and advice *pro bono*, to date, no funds from WPC have been required to finance the restoration of Lower Greenmoor Pond.

Long-term site management

8. In December 2023 WCG, with the help of (now) Cllr Simon Pritchard, made seven boreholes to monitor the groundwater on Greenmoor Hill. James Godfrey monitored water levels until the White Horse Contractors started in June 2025 with the data giving confidence that the Lower Greenmoor Pond will re-charge naturally once the current drought breaks.

9. Plant movements during the recent restoration works by White Horse Contractors have led to the loss of four boreholes at the site. The three remaining points are the 'older' boreholes that were installed by hand about 20-25 years ago and they lack proper headworks to seal the standpipe from surface water infiltration.
10. With the current depleted groundwater situation in the south of England now 'nationally significant' it is even more important to gain a good understanding of the groundwater situation at the ponds to inform long-term site management.
11. Moving forwards, and given the groundwater situation in the area, James Godfrey feels it is necessary to have a robust and permanent network of boreholes at the site that are properly installed into the subsurface geology to a greater depth than the existing network. Drilling to ~5m will allow us to understand whether (as suspected) there are two groundwater bodies in the area; one that feeds the upper pond and a separate deeper body that feeds the lower pond. If this is proven by the investigations, we may have options for monitoring the two groundwater bodies independently through the standpipes that will be installed. The data provided will be valuable to determine how the two groundwater bodies interact and how they behave seasonally and after rainfall. The data gained will be useful in developing a long-term management plan for the ponds which are situated in a geologically unique setting within the Chilterns National Landscape (previously known as the Chilterns AONB).
12. Based on James's advice, WCG believe that a timely instruction to proceed with the works will be beneficial as the ground conditions are presently favourable for a drilling rig to access the site. [REDACTED]
[REDACTED]
[REDACTED]
13. James Godfrey will then manually monitor the boreholes on a monthly basis for the foreseeable future FOC. WCG believe this is a more cost-effective option than WPC either buying (or renting) dataloggers (at approx. £300 each) and therefore recommends this approach to the Councillors.

Improving visitor access

14. The Greenmoor Hill site is the only area of natural greenspace owned by WPC and is very popular with Woodcote residents with many families, walkers and dog-walkers including the ponds and surrounding woodland on their walks.
15. Some stretches of the natural paths around the site get extremely muddy when the weather is wet. Volunteers from WCG laid a stretch of all-weather path and a short flight of steps a few years ago which significantly improved the site accessibility.
16. As part of the pond restoration project, WCG would like to increase the length of all-weather path on site to further improve access. Volunteers from WCG will carry out the work so the only costs will be for the materials needed (geo-textile membrane, MOT Type 1, screws, wooden gravel boards and pegs).
17. WCG members highly experienced in quantifying the amount of material needed have assessed the work and provided a quote – see attached spreadsheet. A net cost of £2,300 has been estimated.

Conclusion

18. WCG request WPC approve that [REDACTED] of the funds budgeted for the Restoration of Lower Greenmoor Pond be spent as follows
 - [REDACTED] et for boreholes for the long-term monitoring of groundwater

- £2,296.54 net for materials for path improvements

Rachel Sanderson
WCG Vice Chair

Title	Clerk's Report
Author	Clerk to the Council
Meeting	Woodcote Parish Council Meeting – 19 th November 2025

9.2. To discuss the siting for the 3rd SID in the village.

There have been a number of residents comments about speeding along the Reading road. The 20mph limit appears to be being ignored as soon as the junction with Greenmoor Road is passed. This is true of all vehicles including the local buses.

The PC have an EMR for the installation of a 3rd parish own VAS of £3938. The clerk proposes that this could be sited along the Reading Road near the start of the 20mph zone. All other major routes into the village have one (the Oxford and Goring Roads).

An enquiry to the Senior Officer; Traffic & Road Safety elicited the information that “the funds will need to include the installation of the poles (they are difficult to ‘ballpark’ but typically allow £500 to £800 depending on the site”.

I have seen a recent quote for £3049.2 for a SID unit (with Bluetooth data collection feature) from the company who is replacing the non-working OCC unit in the village. Am assuming the VAS costs would be similar.

The Senior Officer proposes an end of this year or start of next year for a meeting with the Clerk to look at the proposed site.

9.3. To note, and agree actions, if any, the felling of a mature Sycamore tree with a TPO and aggressive trimming of other trees around it on the Reading Road on the boundary with Chiltern Gardens.

A resident has been in telephone and email contact about the felling of some trees along the Reading Road as well as aggressive hedgerow and under story clearances.

The clerk has been in touch with the OCC tree officer to find out if the works were authorised and for whom.

It appears that two applications to carryout remedial works on trees with TPOs have been made and one already given.

Reference

Location

Date Received

TPO 09S115 6 Chiltern Gardens Woodcote RG8 0BU, 27 October 2025,

TPO 09S115 5 Chiltern Gardens Woodcote RG8 0BU, 30 September 2025

From the details in the applications it appears that permission to perform crown lifts and some hedge trimming was given but the actual work carried out has been to fell one very mature sycamore and numerous other small trees and shrubs. Images on the next page.

Rectory Homes and their Estate Management Company Trinity Estates disclaim any responsibility.

It is my understanding from a comment made by a former Cllr. that permission to develop the Chiltern Garden's site was given with the condition that the trees (particularly those with TPO's) and the hedgerow would be retained. The following extracts are pulled directly from the development **Landscape and Visual Impact Assessment(LVIA) Report** associated with the planning application:

11.00 Residual Impacts

11.01 Once constructed to the agreed site layout and architectural/ landscape specification, the key ongoing element affecting the landscape impact will be the boundary enhancement and Landscape Management Plan.

The main features of this plan will include

- The boundary improvements comprising the regular inspection and management of the mixed-age boundary trees, hedgerow/ fencing management and undergrowth control*
- A communal residents' management company will be set up to safeguard the wooded areas, outer hedgerow and tree screen enclosing the development.*
- The tree/ hedgerow management that will be undertaken on an annual basis subject to detailed arboricultural recommendations to be submitted at the detailed planning application stage. A site arborist will be retained in a monitoring role for safety treeworks.*
- The proposed layout that will create the opportunity for further visual screening and mixed-age native/ marginal planting to frame the development.*
- The community amenity areas that will be managed locally to promote bio-diversity.*
- Public access that will be guided by signed footpath links to Woodcote.*

12.00 Conclusion

*12.01 The assessment identifies that the development will be visible from limited immediate boundary locations to the north and south of the proposal. The impacts resulting have been generally classed as **short-term moderately adverse** because close views are limited to a few local residents and passing motorists and are subject to the establishment of additional boundary screening. These will reduce over time as the reinforced landscape framework integrates the new housing into the village envelope.*

12.02 With sensitive architectural and landscape design the local character of the site is respected with built form broken up visually by strong landscape enclosure utilising enhanced hedgerows and new mixed-age screen planting.

12.03 The long-term Management Plan will guide the establishment of the reinforced landscape screen and improved habitat.

12.04 The proposal will initially have an adverse impact on the character of the neighbourhood.

However, this impact will be localised and will be for a temporary period. Once the long-term management plan is implemented then there is a vision for the successful integration of the proposed development into the local community and an enhancement of the local 'Chiltern Plateau and Valleys - Area 10 – semi-enclosed dipslope ' Landscape Character Area.

12.05 This site is already allocated for residential development in the Neighbourhood Plan with the access approved. This current proposal has been developed in full consultation with Woodcote Parish Council and SODC and offers environmental gain as well as economic and social benefits for the village.

Images of the road, trees and hedgerow taken on the Friday the 7th November.



- 9.2. To discuss possible requirement for a No exit sign for in entry side of the car park. Cars are exiting at this point which is hazardous for users not expecting vehicles to be coming from the 'wrong' direction.**

Cars continue to use the Entry side of the car park to exit. The clerk proposes putting up a No Exit sign facing inwards as drivers might feel that using it is not specifically wrong.

Drivers and pedestrians who are aware that it is Entry only access are being put at risk as they do not expect vehicles to emerge from that side.

A post mounted No Exit sign that is compliant with UK Road Traffic Sign standards is about £150

Title	Finance 2025 - 2026
Author	Responsible Financial Officer
Meeting	Woodcote Parish Council Meeting – 19 th November 2025

10.1. To approve a grant requests

All of the grant requests below have met the grants policy requirements, with similar aims and values as last year's applications.

- Woodcote Conservation Group, £340, for FY2026-2027, LGA 1972 s137
To approve for immediate payment in the new financial year.
- St. Leonards PCC, Grass Cutting, £1000, LGA 1972 S137
- Citizens Advice Oxfordshire, £750, LGA 1972 s142, 2A(a)

10.2. To approve the finalised payment list for October 2025 and approve payments for November 2025.

October

Voucher No	Date	Net	VAT	Total	Description	Supplier
140	31/10/2025	6.00	0.00	6.00	Bank Fees	Unity Trust Bank
121	27/10/2025	73.49	14.70	88.19	Internet services	British Telecom (BT)
107	17/10/2025	10.00	2.00	12.00	Mobile Phone SIM Costs	GiffGaff Ltd
120	17/10/2025	340.00	0.00	340.00	Grant	Woodcote Conservation Group
122	17/10/2025	20.60	4.12	24.72	MS365	Microsoft Limited
123	17/10/2025	19.98	0.00	19.98	Remembrance	Royal British Legion Industries
124	17/10/2025	1536.53	307.31	1843.84	Grass cutting contract	M & C Landscapes
125	17/10/2025	650.00	130.00	780.00	Consultation zebra crossing	Glanville Consultants Limited
126	17/10/2025	45.00	0.00	45.00	Membership Fees	The Open Spaces Society
127	17/10/2025	266.49	53.30	319.79	Waste collection	Shield Maintenance Ltd
128	17/10/2025	266.49	53.30	319.79	Waste collection	Shield Maintenance Ltd
129	17/10/2025	61.50	0.00	61.50	Meeting Room Hire	Woodcote Village Hall Trustees
130	17/10/2025	706.95	141.39	848.34	Playground Maintenance	ARD Playgrounds
131	17/10/2025	14.00	0.00	14.00	Land registry search	HM Land Registry
132	17/10/2025	1250.00	250.00	1500.00	Hedge cutting	Kings Tree Care Services Ltd
133	17/10/2025	2230.00	446.00	2676.00	Hedge cutting	Kings Tree Care Services Ltd
139	14/10/2025	8.50	0.00	8.50	Bank Fees	Lloyds Bank plc
		3253.93	0.00	3253.93	Total Staff Costs	
		10759.46	1402.12	12161.58	Total	

November

Voucher No	Date	Net	VAT	Total	Description	Supplier
160	08/12/2025	£536.91	£0.00	£536.91	PAYE Deductions	HMRC (PAYE)
141	30/11/2025	£6.00	£0.00	£6.00	Bank Fees	Unity Trust Bank
143	21/11/2025	£20.60	£4.12	£24.72	MS365	Microsoft Limited
144	21/11/2025	£10.00	£2.00	£12.00	Mobile Phone SIM Costs	GiffGaff Ltd
145	21/11/2025	£3.99	£0.00	£3.99	Poppy wreath	Maxi-Solutions
146	21/11/2025	£10.54	£2.11	£12.65	Poppy wreath	Tanar LTD
147	21/11/2025	£24.98	£5.00	£29.98	Remembrance	GOCableTies Limited
148	21/11/2025	£17.48	£3.49	£20.97	Poppy wreath	Amazon Services Europe SarL
149	21/11/2025	£72.36	£14.47	£86.83	Stationary	Amazon Services Europe SarL
150	21/11/2025	£350.00	£70.00	£420.00	New Crossing	Glanville Consultants Limited
151	21/11/2025	£292.50	£58.50	£351.00	Waste collection	Shield Maintenance Ltd
152	21/11/2025	£660.00	£132.00	£792.00	Scribe	Scribe Accounts (Starboard Systems Ltd)
153	21/11/2025	£43.56	£0.00	£43.56	Meeting Room Hire	Woodcote Village Hall Trustees
154	21/11/2025	£1,353.24	£270.65	£1,623.89	Grass	M & C Landscapes
155	21/11/2025	£2,037.57	£407.51	£2,445.08	Car Park Line Painting	WJ South Ltd
119	06/11/2025	£2,873.00	£0.00	£2,873.00	Library Grant	Our Woodcote Library (OWL)
		£2,367.21	£0.00	£2,367.21	Total Staff	
		£10,143.03	£969.85	£11,112.88	Total	

PLUS – any grants awarded, and transfer £100,000 to Redwood from Unity Trust.

10.3. To note receipts for October 2025.

Voucher No	Date	Net	VAT	Total	Description	Customer
29	31/10/2025	£333.65	£0.00	£333.65	Bank Interest	Redwood Bank
30	24/10/2025	£25,959.43	£0.00	£25,959.43	CIL receipts	SODC (CIL)
28	09/10/2025	£237.46	£0.00	£237.46	Bank Interest	Lloyds Bank plc
		£26,530.54	£0.00	£26,530.54	Total	

10.4. To note the reconciled bank balances for 31st October 2025.

A	Bank Reconciliation at 31/10/2025		
	Cash in Hand 01/04/2025		513,315.49
	ADD Receipts 01/04/2025 - 31/10/2025		226,469.49
	SUBTRACT Payments 01/04/2025 - 31/10/2025		739,784.98 141,884.02
	Cash in Hand 31/10/2025 (per Cash Book)		597,900.96
B	Cash in hand per Bank Statements		
	Petty Cash 31/10/2025	0.00	
	Lloyds Current 31/10/2025	33,375.22	
	Lloyds Instant Access Savings 31/10/2025	450,966.55	
	Unity Trust Current 31/10/2025	13,225.54	
	Unity Trust Instant Access Savings 31/10/2025	0.00	
	Redwood 95day Saver 31/10/2025	100,000.00	
			597,567.31
	Less unrepresented payments		
			597,567.31
	Plus unrepresented receipts		333.65
	Adjusted Bank Balance		597,900.96
	A = B Checks out OK		

Image shows, Cash in Hand = Adjusted Bank Balance =	£597,900.96
Petty Cash (Not Used)	£0.00
Lloyds Current	£33,375.22
Lloyds Instant Access Savings	£450,966.55
Unity Trust Current	£13,225.54
Unity Trust Instant Access Savings	£0.00
Redwood 95day Saver	£100,000.00

10.5. To review the Community Infrastructure (CIL) balance and expenditure.

No change from last month.



Precept 2026-2027

L White
Responsible Financial Officer



Calculating the precept

Local Government Finance Act 1992

Add

- How much you want to spend
- How much you want to add to your reserves

Take away

- Total of other income
- Planned spend from reserves

The number left = Precept to request.



Calculating the Band D value

Local Government Finance Act 1992

$$\text{Band D} = \text{Total Precept} / \text{Taxbase}$$

Our historical values are shown below, the Band D cost remained static last year.

Our Band D value is 1109.5 this year, **down** 0.4 points, so to keep the Band D value static our precept would need to also **reduce**.

	Tax base	Precept	Band D Value	% Increase
2021-2022	1049.8	£ 105,406	£ 100.41	
2022-2023	1056.9	£ 115,947	£ 109.70	9.26
2023-2024	1064.5	£ 125,223	£ 117.64	7.23
2024-2025	1092.9	£ 130,858	£ 119.73	1.78
2025-2026	1109.9	£ 132,892	£ 119.73	0.00

Proposed INCOME 2026-2027

		2025-2026 (Current Year)		Proposed Budget FY 2026-2027
		Current Approved	Actual Value	
100	General Income			
1010	Bank Interest	£ 4,800.00	£ 3,075.21	£ 5,000
1020	CIL Receipts	£ 36,323.63	£ 34,042.24	to EMR
1030	Grants/S106/Donations	£ -	£ 37,439.61	£ -
1040	Insurance			
1050	Miscellaneous Income / Other	£ -		
1060	Precept	£ 132,892.00	£ 132,892.00	
1070	Property Income	£ 1,500.00	£ 1,497.77	£ 1,500.00
1080	Recharges to Allotments	£ 850.00		£ 850.00
	Total Less the Precept	£ 43,473.63	£ 76,054.83	£ 4,350.00
	TRSF to EMR	All CIL		
	Total Available Income	£ 176,365.63	£ 208,946.83	£ 4,350.00

Proposed EXPENDITURE 2026-2027

		2025-2026 (Current Year)		Proposed Budget FY 2026-2027
	200 Administration	Current Approved	Actual Value	
2010	Allowances, Expenses, Training	£ 1,790.00	£ 497.05	£ 1,790.00
2020	Election fees	£ -		£ -
2030	Hire of Meeting Room	£ 600.00	£ 246.01	£ 600.00
2040	Publications & Communications	£ 1,000.00		£ 1,000.00
2050	Stationery, Postage, copies and printing	£ 400.00		£ 400.00
2060	Subscriptions	£ 1,200.00	£ 489.00	£ 1,200.00
2070	Legal Fees	£ 4,000.00		£ 4,000.00
2080	Website	£ 300.00	£ 249.98	£ 300.00
	Total Administration	£ 9,290.00	£ 1,482.04	£ 9,290.00

Proposed EXPENDITURE 2026-2027

		2025-2026 (Current Year)		Proposed Budget FY 2026-2027
		Current Approved	Actual Value	
300	General Finance & Grants			
3010	Audit and Accountancy	£ 880.00	£ 880.00	£ 900.00
3020	Bank Charges	£ 174.00	£ 74.75	£ 174.00
3030	Grants	£ 15,000.00	£ 6,470.60	£ 16,000.00
3040	Staff Costs	£ 37,000.00	£ 16,227.56	£ 41,500.00
3050	Chairman's Allowance	£ 250.00		£ 250.00
	Total General Finance & Grants	£ 53,304.00	£ 23,652.91	£ 58,824.00

Staff Costs

Staff Name	Hours Per Week	SCP	Salary Amount	Pension Rate	Employer Pension Contribution	Employer NI from April 24 (for information)	Employer NI from April 25	Increase	Total Cost to Council		
Clerk	20	25	£20,644.00	5.00%	£ 1,032.20	£ 1,593.07	£ 2,346.60	£ 753.53	£ 24,022.80		
Deputy Clerk & RFO	10	28	£11,070.80	5.00%	£ 553.54	£ 271.97	£ 910.62	£ 638.65	£ 12,534.96		
Litter	6.9	NLW	£4,560.35	5.00%	£ 228.02	£ -	£ -	£ -	£ 4,788.37		Total
											£ 41,346.13

The Calculation is based on Proposals to be brought to the Council

- Approve 20 hours per week for the Clerk permanently, this is already being worked, made up of 2 days in the office, plus additional hours for evening meetings and other onsite matters on non-office days.
- Approve changing the RFO's hours from 3 hours per week to 10 hours per week, and to be Deputy Clerk & RFO.
 - Currently additional 7 hours per week was for a 6m period to mentor the Clerk only.
- Litter costs, static, with updated national living wage.
- SCP rates based on £1 per hour increase which has been approved nationally year on year in recent years.

Proposed EXPENDITURE 2026-2027

400 Facilities		2025-2026 (Current Year)		Proposed Budget FY 2026-2027
		Current Approved	Actual Value	
4010	Climate & Environment			
4020	Defibrillator	£ 200.00		£ 200.00
4030	General Maintenance & Repair	£ 5,000.00	£ 851.80	£ 5,000.00
4040	Grass - Weeding & Strimming	£ 13,000.00	£ 8,056.85	£ 14,000.00
4050	Hedges/Fences/Gates/Trees	£ 45,000.00	£ 9,415.03	£ 10,000.00
4060	Inspections Surveys & Reports	£ 600.00	£ 200.00	£ 1,000.00
4070	Insurance	£ 1,779.00	£ 1,778.54	£ 1,850.00
4080	Office Equipment	£ 800.00	£ 784.00	£ 500.00
4090	Playground Equipment Maintenance	£ 22,775.00	£ 891.95	£ 5,000.00
4100	Software and back-ups	£ 1,300.00	£ 123.60	£ 1,300.00
4110	Telephone & Internet	£ 1,050.00	£ 550.87	£ 1,000.00
4120	Waste / Litter / Street Cleaning	£ 3,700.00	£ 1,598.94	£ 4,000.00
4130	Pond Regeneration (remaining from CIL)	£ 37,123.00	£ 34,372.67	£ -
	Total Facilities	£ 132,327.00	£ 58,624.25	£ 43,850.00

Proposed EXPENDITURE 2026-2027

		2025-2026 (Current Year)		Proposed Budget FY 2026-2027
		Current Approved	Actual Value	
4010	Climate & Environment			
4020	Defibrillator	£ 200.00		£ 200.00
4030	General Maintenance & Repair	£ 5,000.00	£ 851.80	£ 5,000.00
4040	Grass - Weeding & Strimming	£ 13,000.00	£ 8,056.85	£ 14,000.00
4050	Hedges/Fences/Gates/Trees	£ 45,000.00	£ 9,415.03	£ 10,000.00
4060	Inspections Surveys & Reports	£ 600.00	£ 200.00	£ 1,000.00
4070	Insurance	£ 1,779.00	£ 1,778.54	£ 1,850.00
4080	Office Equipment	£ 800.00	£ 784.00	£ 500.00
4090	Playground Equipment Maintenance	£ 22,775.00	£ 891.95	£ 5,000.00
4100	Software and back-ups	£ 1,300.00	£ 123.60	£ 1,300.00
4110	Telephone & Internet	£ 1,050.00	£ 550.87	£ 1,000.00
4120	Waste / Litter / Street Cleaning	£ 3,700.00	£ 1,598.94	£ 4,000.00
4130	Pond Regeneration (remaining from CIL)	£ 37,123.00	£ 34,372.67	£ -
	Total Facilities	£ 132,327.00	£ 58,624.25	£ 43,850.00

Proposed EXPENDITURE 2026-2027

		2025-2026 (Current Year)		Proposed Budget FY 2026-2027
		Current Approved	Actual Value	
500 Village Hall				
5010 General Grant (LGA(MP) 1976 s19(3))		£ 25,500.00	£ 25,500.00	£ 28,000.00
5030 Office Rent		£ 6,000.00	£ 6,000.00	£ 6,000.00
5050 VH CIO Creation		£ 9,000.00		
Total Village Hall		£ 40,500.00	£ 31,500.00	£ 34,000.00
600 Strategic Projects				
6010 CIL Projects (Spend from Reserves)			£ 16,008.50	£ -
Speed Humps				£ 60,000.00
6020 Strategic Projects (in Year)		£ 7,500.00	£ 1,783.06	
Flat Roof (Spend from Reserves)				£ 70,000.00

Proposed EXPENDITURE 2026-2027

		2025-2026 (Current Year)		Proposed Budget FY 2026-2027
	Total Income (LESS CIL)	£ 176,365.63	£ 174,904.59	£ 7,350.00
	Total Spend (LESS CIL)	£ 242,921.00	£ 117,042.26	£ 146,074.00
	Total to use from Reserves to reduce precept			£ 5,000.00
	Amount to transfer to EMRs	-£ 66,555.37		£ 133,724.00

Put simply,

- this year we have had to use £66,555.37 from reserves to balance the books.
- If you agree with the numbers on the previous slides, and we choose to use £5,000 from reserves to balance the books, then we need to ask for £133,724 in precept
 - This works out at 120.53 per band D home, up from £119.73, an increase of 0.66%
- You could choose to not use any reserves to make the numbers work.
 - This works out at 125.03 per band D home, up from £119.73, an increase of 4.43%

Earmarked Reserves

Earmarked Reserves	Current Balance	Notes
EMR Operating Reserve	£ 65,429.00	
EMR Land for Burial	£ -	
EMR Climate Change measures	£ -	
EMR Capital for Projects	£ -	
EMR VH Roof	£ 144,313.14	
EMR Locality Grant NHP	£ 9,142.04	Fixed Spending Criteria
EMR - OCC Grant for SID	£ 3,938.00	Clerk Ordering
EMR - Remembrance	£ 299.15	Fixed Spending Criteria
Total (NOT CIL)	£ 223,121.33	
EMR CIL Funds	£ 250,891.35	
Total	£ 474,012.68	

We could use £5,000 from the VH Roof EMR, to reduce the precept request.

Alternatively, we could decide we need to bolster the funds as we have big spending plans.

e.g. the CIL EMR should be just £128,00, less pond path project costs by the end of the year.

Effect on Band D Cost of Various Precept Options

	Tax base	Precept	Band D Value	% Increase
2021-2022	1049.8	105406	100.41	
2022-2023	1056.9	115947	109.70	9.26
2023-2024	1064.5	125223	117.64	7.23
2024-2025	1092.9	130858	119.73	1.78
2025-2026	1109.9	132892	119.73	0.00
2026-2027 (uses no reserves)	1109.5	138724	125.03	4.43
OR				
Uses £10,000 of reserves	1109.5	128724	116.02	-3.10
Uses £5,000 of reserves	1109.5	133724	120.53	0.66
Adds £5,000 to reserves	1109.5	143724	129.54	8.19
Adds £10,000 to reserves	1109.5	148724	134.05	11.95

Proposal

- To approve as written, using up to £10,000 reserves.
- The Council should have a firm plan for all the reserves. Current decisions of the Council includes
 - Raised Table on Goring Road
 - Replacing the VH Roof, like-for-like
 - Path across the Rec
 - Various Playground and Tree Works
- Even with these projects, we will still enter the new financial year with significant reserves, which is not the intention of the legislation to calculate precept.