

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 the works to replace with a high-performance single layer membrane or similar with a minimum life expectancy of 25 years, including any dressed gutters and flashing into rainwater downpipes.

Suitable insulation to be added into the ceiling void – rockwool or similar non-combustible material and replace particle wood base board with non-combustible boarding.

Optional extras: Roofing contractor to inspect pitched tiled roof and replace any damaged tiles.

The scope *does not* include for – any new structural supports or timbers other than base board.

2. Scope of Work

The contractor shall:

- Inspect the existing roof surface and report any issues with the roof / timber joists.
- The replacement of the finish shall include a for a high-performance roofing material, that shall be fixed to new base boards as the current timber boards are an unsuitable for reuse as well as being a fire risk.
- The replacement roof shall be dressed up, in, and onto the existing external walls, gutters and downpipes. The gutters shall have their existing falls maintained and the rainwater down pipes shall remain as current.
- New non-combustible insulation shall be laid within the flat roof void.
- Whilst the PC are open to alternative new roof materials it should be suitable colour – grey tone – and have at least a 25-year life expectancy. The contractor is also to provide an insurance backed workmanship guarantee for 10 years.
- Remove existing roof covering and dispose of waste responsibly.
- Replace perished polycarbonate dome rooflights with suitable flat roof skylights – Velux or similar.
- Ensure the new roof finish is laid to falls to ensure adequate drainage to prevent water pooling.
- Conduct final inspection and provide a warranty for the work.

3. Site Visit

Contractors should make a site visit prior to submitting the tender price, by arrangement with the Parish Council to assess the roof and site conditions before submitting their tender.

4. Additional Information

Please see Appendix A for the existing buildings plan, Appendix B for *2021 Buildings Survey* and Appendix C for *2023 Flat Roof Report*. Appendix C 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 in August 2026 with no scope for extension beyond 31st August 2026.

There will be a full closure of the entire building to facilitate the timely completion of the works.

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 as deemed necessary by the contractor management.
- Implementation of **fall protection systems** (e.g., edge protection, harnesses, scaffolding) where required.
- 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: 4th June 2026.
- Contract award: 19th June 2026
- Project start date: 27th July 2026
- Completion deadline: 30th August 2026.

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 defects policy

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

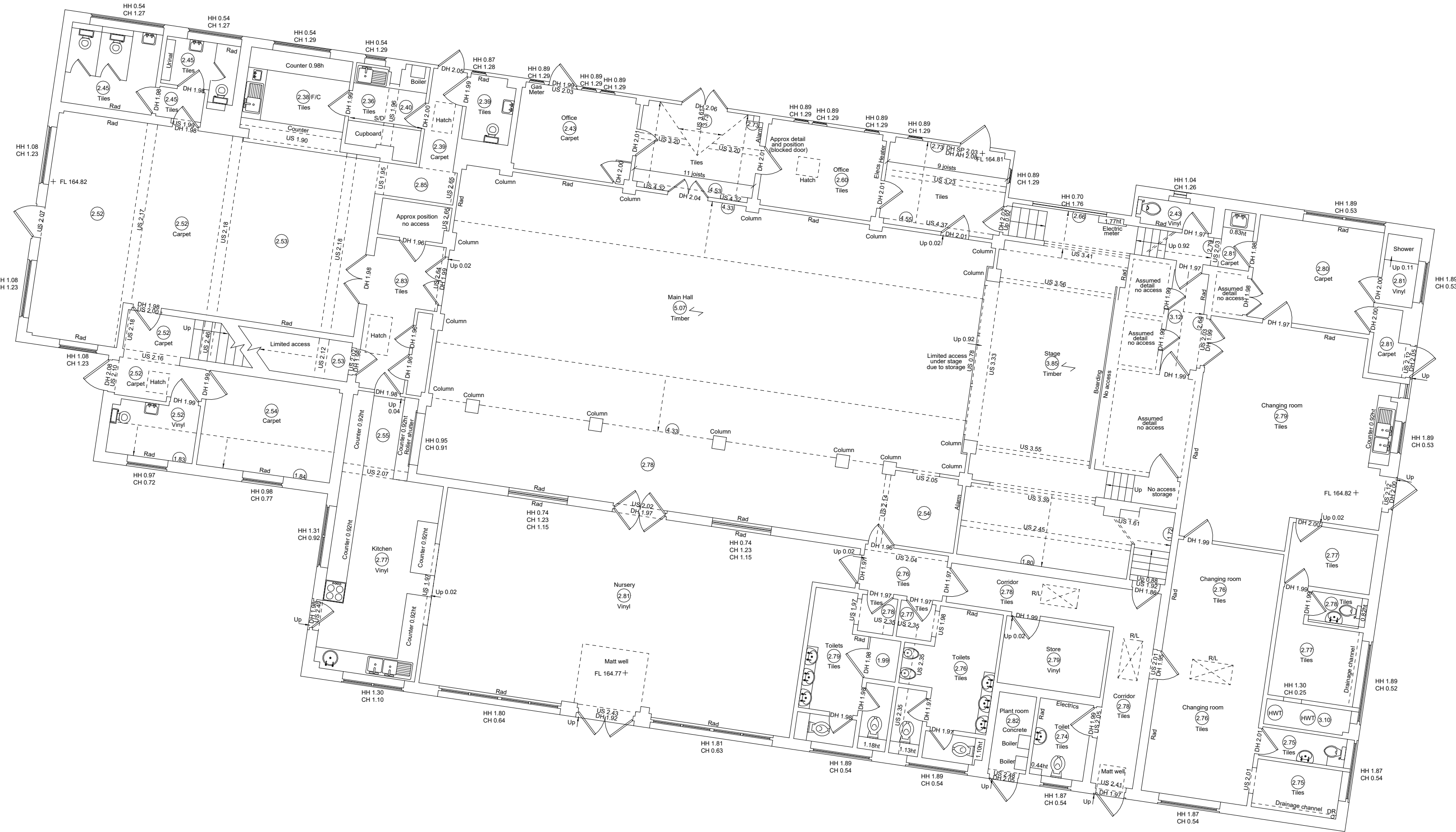
18/03/2026

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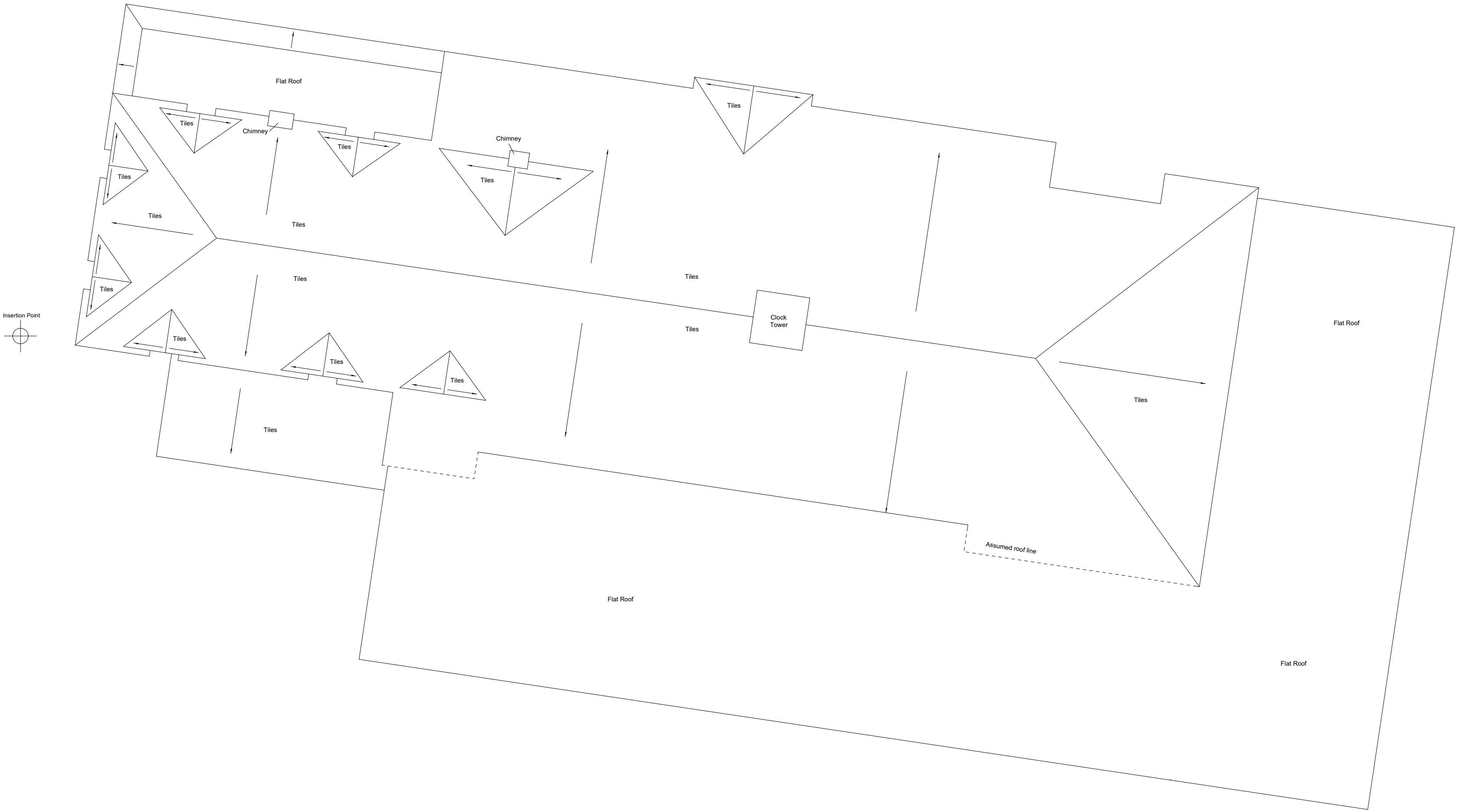
Notes/Key:



First Floor Plan



Ground Floor Plan



Roof Plan

Rev	Description	Date

Status: Feasibility



WEST WADDY ARCHADIA

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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.
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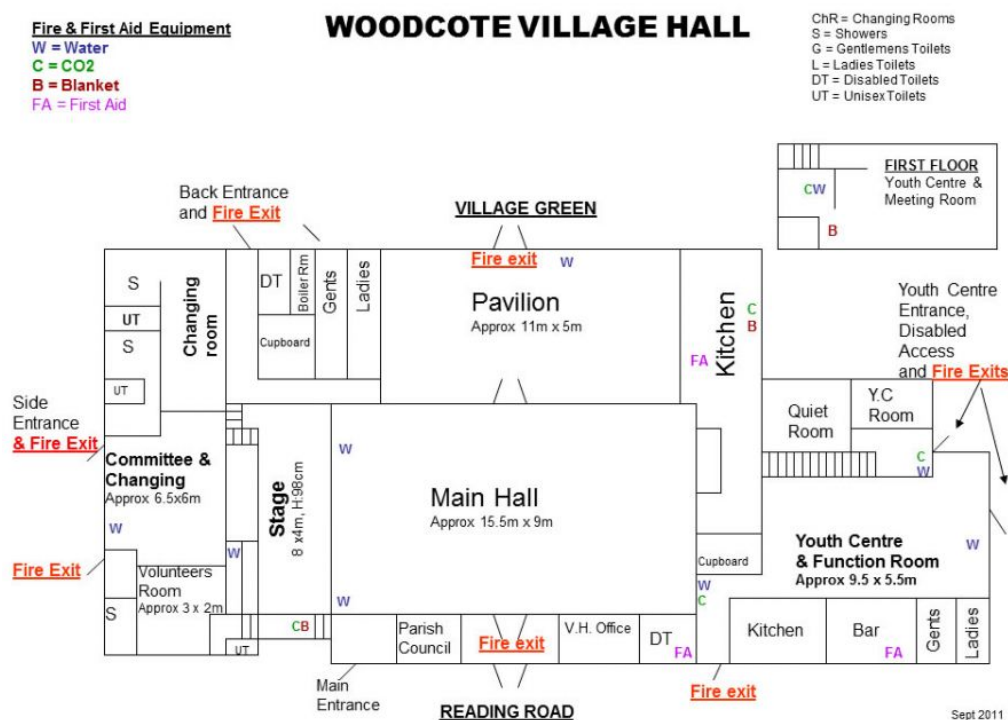


Fig 0 Showing Floorplan

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.

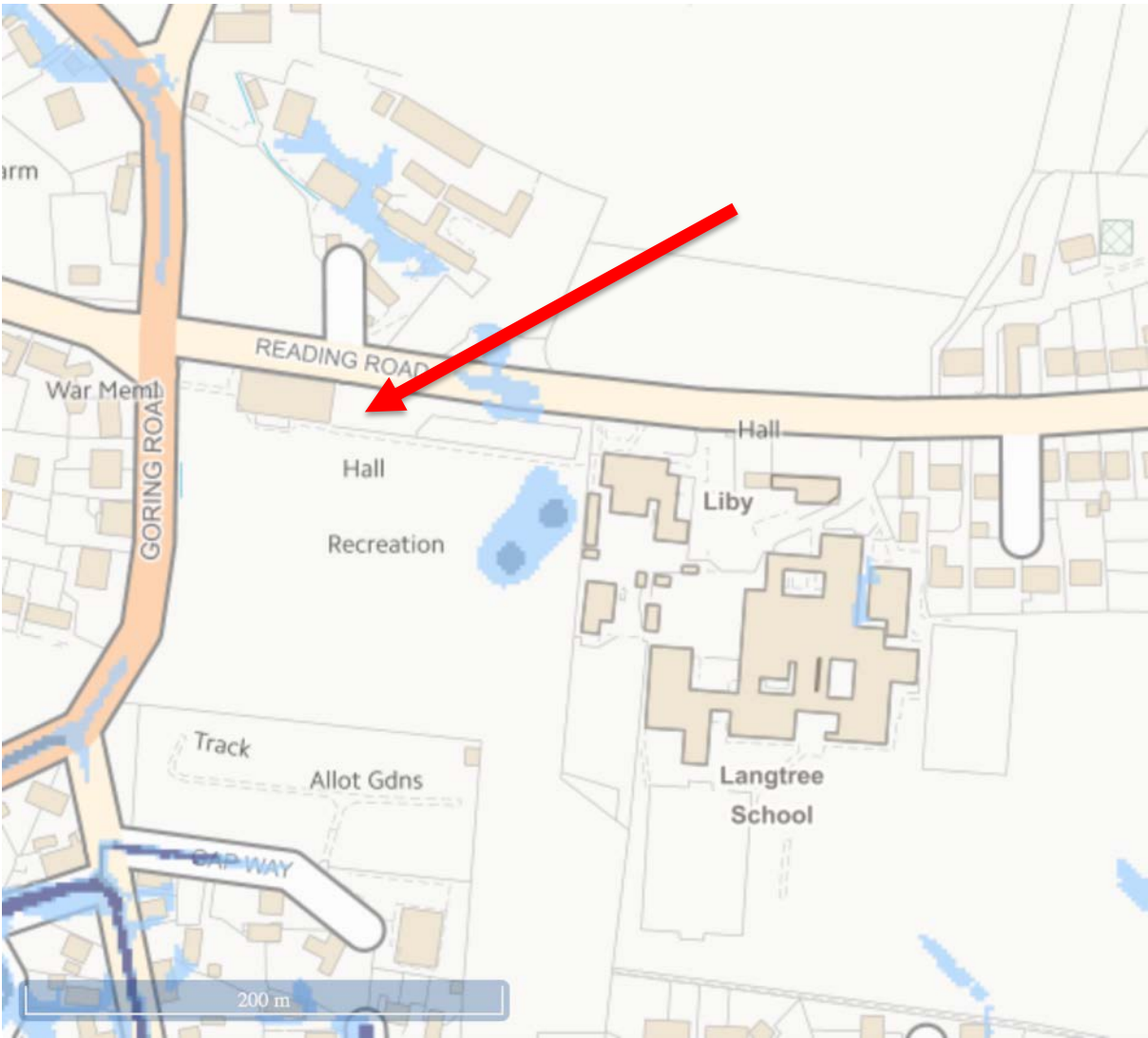


Figure 1 Showing no signs of significant surface water flooding following rainfall

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

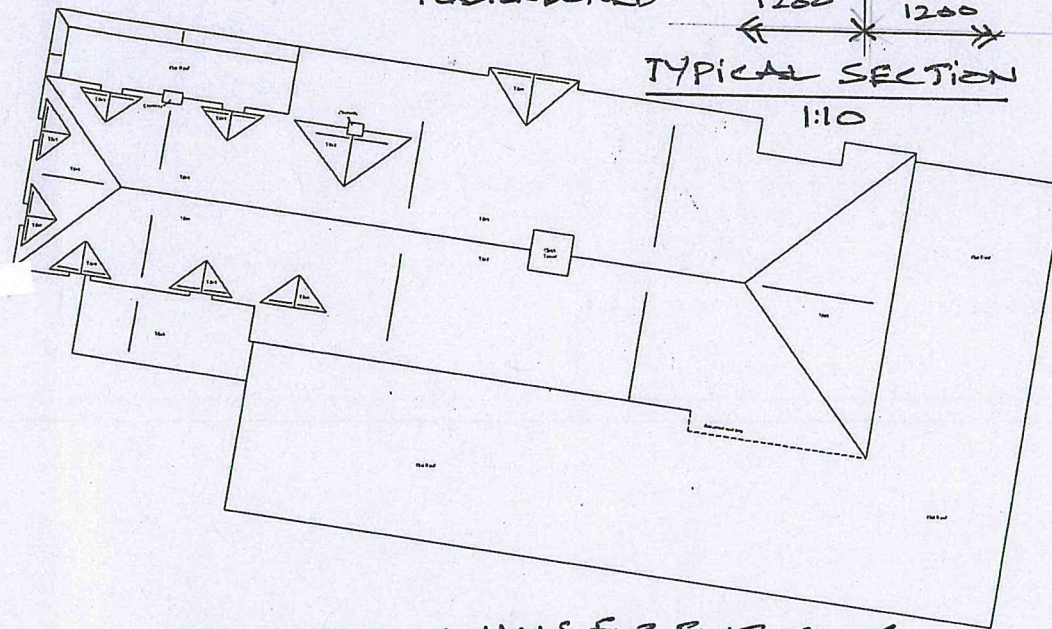
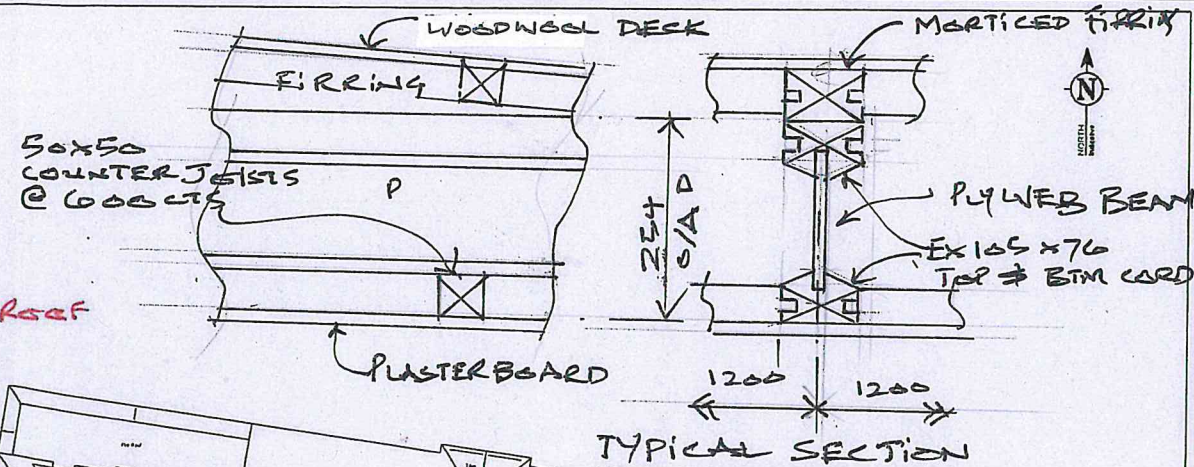
Enc.	Appendix A	-	Location Plan
	Appendix B	-	Photographic Record

Appendix A

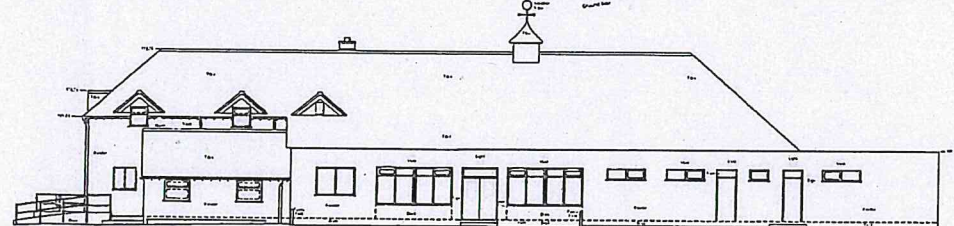
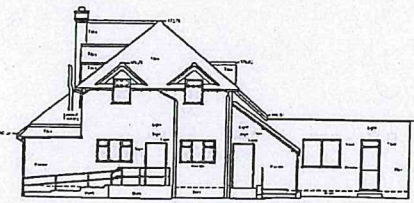
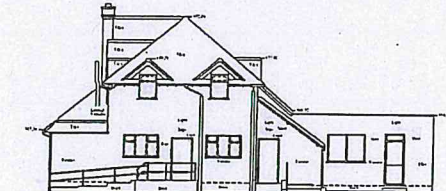
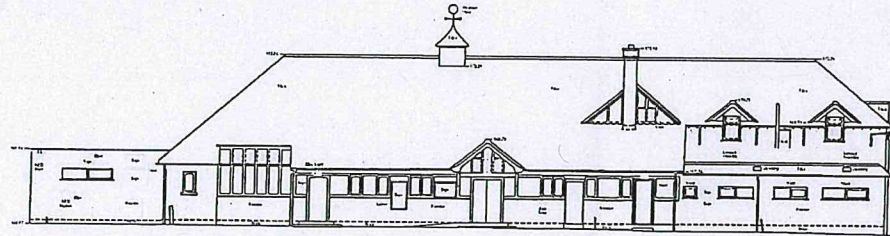
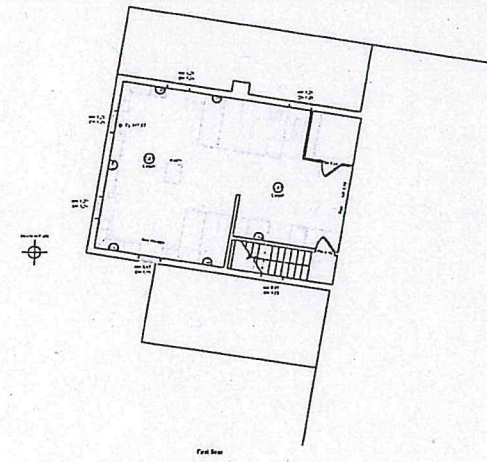
Location Plan



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. X232371	AKSward®		
W600C8E Y. H.	Dwg. No. SK01	CONSTRUCTION CONSULTANTS		
Drawing Title	Scheme JW	T: 01865 240071		
FLAT ROOF INSULATION	Final	E: oxford@aksward.com		
Rev.	Status/Amendments	Drawn	Chkd	Date
P01	ORIGINAL ISSUE	JW	JW	13.9.23
P02	JOIST DETAIL / SPAN ADD	JW	JW	25.9.23

TOPOGRAPHICAL & MEASURED BUILDING SURVEYS

ADMINISTRATIVE & SYMBOLS

1. Address	2. Date	3. Scale
4. Author	5. Title	6. Sheet
7. Date	8. Title	9. Sheet
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98. Date	99. Title	100. Sheet

DRAWING NOTES

Topographical Survey

Surveys are drawn to show the average elevations of the ground. Elevations are not necessarily to be used in the design.

Measured Building Surveys

Measurements to include all parts of the building and all fixtures of the interior. Measurements to include all parts of the building and all fixtures of the exterior. Measurements to include all parts of the building and all fixtures of the interior and exterior.

General

The contractor must make sure that all the work is done to the satisfaction of the owner. The contractor must make sure that all the work is done to the satisfaction of the owner. The contractor must make sure that all the work is done to the satisfaction of the owner.

SURVEY CONTROL CO-ORDINATES				
STATION	EASTING	NORTHING	LEVEL	REMARKS

SURVEY GRID AND LEVEL DATUM
The level datum established for PFS survey is related to Ordnance Survey (OS) using GPS Smartnet.
To avoid discrepancies any coordinated data used in conjunction with PFS survey

A	Root Plan Added	AC	PG	DL012
LE	DESCRIPTION	CLASS	TYPE	DATE


**SURVEY
SOLUTIONS**

LAND SURVEYING
BUILDING SURVEYING
UNDERGROUND SURVEYING
SITE ENGINEERING
MONITORING

0845 040 5969
survey-solutions.co.uk

PROJECT TITLE
WOODCOTE VILLAGE HALL, READING ROAD, WOODCOTE,
READING, OXFORDSHIRE RG8 0DY

DRAWING DETAIL
MEASURED BUILDING SURVEY
Sheet 1 of 1

SCALE 1:100			
SURVEYOR JPHAC	SURVEY DATE 30.11.2021	CHECKED BY BYM	APPROVED BY RG
DIVO STATUS FINAL			

DRAWING NUMBER 37313CVLS-02	REVISION A	ISSUE DATE 06.12.2021
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Appendix B

Photographic Record





Photograph 01



Photograph 02



Photograph 03



Photograph 04



Photograph 05

Title	Village Trees
Author	Clerk

7.1 To receive a report on the small orchard planted in Wayside Green

On the 2nd of March 2026 volunteers and Cllr K Davies planted 10 small fruit trees at the Wayside Green site previously identified and approved by the Parish Council.

The trees were donated by Cllr K Davies and volunteers donated suitable stakes and tree guards.

The clerk has been watering them weekly.



7.2 To approve the approach for future planting of trees and guerilla planting.

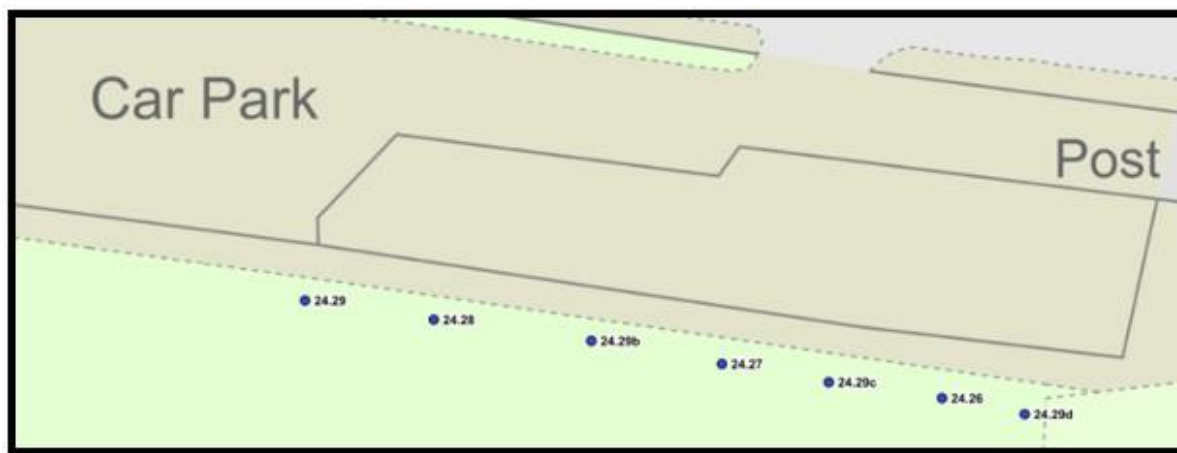
We do not have any further sites identified for future tree planting apart from the Tiny Forest site. Our own Parish requirement to replace felled trees means we need to identify more areas this year. In addition we also have some guerilla planting that takes place and it would be most useful if we were able to direct this planting to sites we manage. Apart from the requirement to map dates and locations and species of planting, keeping things in areas easy and cost effective to water is also a consideration.

The existing plans for planting in Parish Online are now out of date.

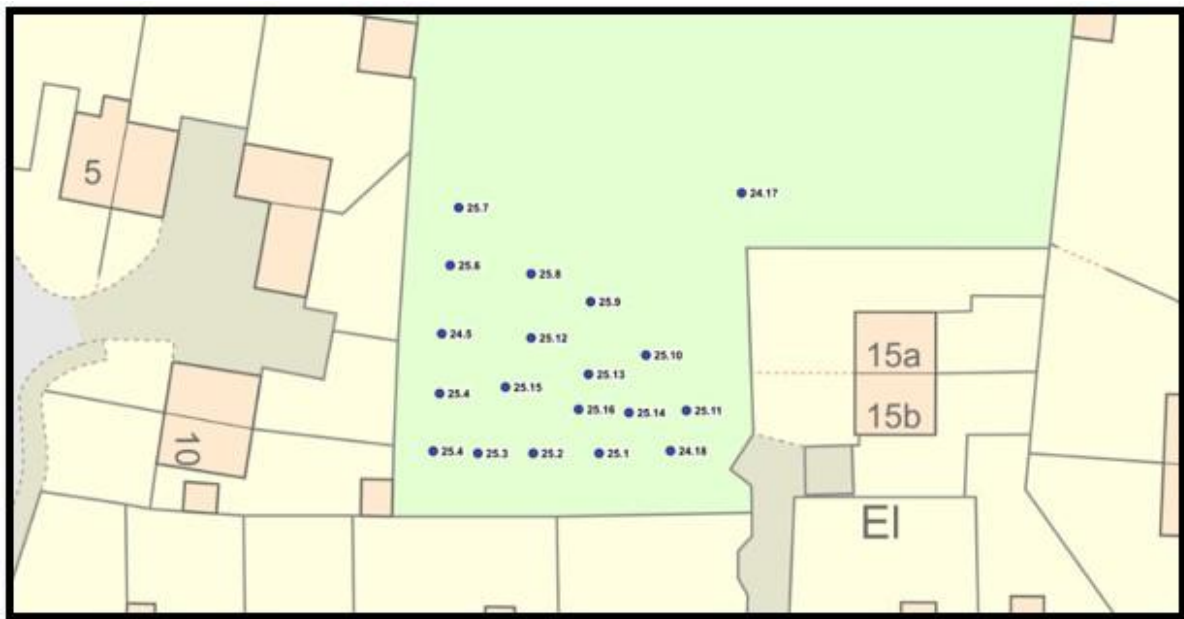
7.3 To approve tree watering for 2026, including budget.

Tree Maps: (in addition to new orchard above)

Car Park



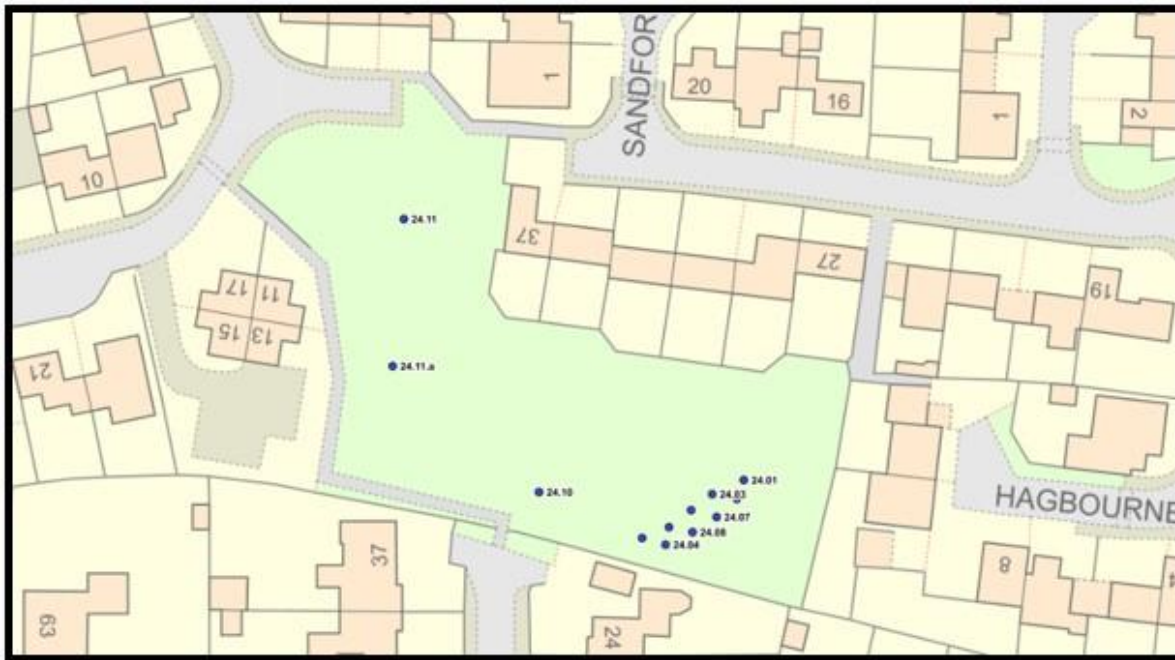
Large trees on the small recreation field (need at least 40L once a week)



Smaller trees on small recreation field



Downlands



Folly Field / West Chiltern / Village Sign



Current Cost, D Marcham Agricultural Engineering Ltd.

- £?? for the new orchard in Wayside Green
- £?? for all trees on the other maps.

Proposal

Normal Weather Conditions – at least 7mm rain in last 7 days.

To provide 40 liters of water to a newly planted tree, you would need an equivalent amount of rainfall. In other words, you would need 40 liters of rainfall to match the water a tree needs. The [Arboricultural Association recommends](#) at least 50 liters per week for newly planted trees. This is equivalent to approximately 7.14 mm (or about 0.28 inches) of rainfall per week, assuming an area of 1 square meter. [↗](#)

- Water the new Wayside Green orchard every week, 1st April – 30th September (26 weeks, £xx per week, £xxxxx)
- Water all other trees every other week in typical weather conditions (13 waters, £xx per water, £xxxx)

Extreme (dry) Weather Conditions – less than 7mm rain in last 7 days and/or above 25C for 7 days

- New Orchard to be watered twice per week (assume happens 50% of the time, £xx)
- All other trees to be watered every week (assume happens 50% of the time, £7xx)

Extreme (wet) Weather Conditions – more than 14 mm rain in last 7 days and/or below 10C for 7 days

- No watering.

When assessing the weather conditions, the following data will be used:

- rain gauge at Benson: <https://check-for-flooding.service.gov.uk/rainfall-station/264254TP>
- Temperatures for “South Oxfordshire” <https://www.timeanddate.com/weather/@2637349/historic>

Title	Clerk's Report		
Author	Clerk to the Council		

8.1 To review the General Action Tracker

Action Item	Assigned to	Created on	Due Date	Priority	Status	Progress %	Notes
Borehole. Feasibility exploration	CLlr KD	16/7/25		Low	In progress	12	
Seek advice on costs for Public Toilet Build	Clerk	20/8/25		Low	Parked		
Put together costs for ongoing running and maintainance of public toilet	Clerk	20/8/25		Low	Parked	10	
Request usage stats from the 3 schools re the Car Park in term times	Clerk	28/8/25		High	In progress	33	Emailed Heads of the 3 schools 3/9/25. Cabin pre-school says they use 1 space everyday and 2 more occasionally. Carpark and traffic meeting held 10/03/26 Langtree school will try and provide data about their staff requirements going forward.
Conduct a survey/count of car park users on a school day in the AM and PM	Clerk	28/8/25		High	In progress	30	Data for 4 weekdays in March 2026 collected.
Update Parish Website	RFO	15/9/25		Medium	In progress	70	
Dog fouling signs and poo bin	Clerk	29/05/2025		Medium	In progress	75	In progress

Appendix C

Creating a list for HART (Highways Asset Response Team)	Clerk	3/11/25	1/1/26	Medium	In progress	75	List sent to HART team - awaiting response.
Contact with Highways re additional SIDs on Reading Road	Clerk	3/11/25	20/5/26	Medium	In progress	75	Pole installation complete. SIDs ordered and due within 8 to 10 weeks.
Invite Village residents to put forward suggestions to PC for actions to improve the village. To bring to a future PC Meeting	Clerk	20/11/25	15/4/26	Medium	In progress	50	List to be reviewed in April.
Car park signage (two way Exit/Entrance)	Clerk	20/11/25		Medium	In progress	25	OCC/Highways response - cannot use existing traffic poles. Clerk is exploring additional line painting/signage on road surface in place of signs on poles.
Hire of Disabled access portaloo for installation outside Village Hall for 3 months.	Clerk	19/2/26	3 months in 2026	High	In progress	25	Mammoth contacted. Awaiting their assessment of the suitability of the site.

8.2 To review Village Residents Suggestions for projects to improve life in the village

Date	Suggestions from Village Residents for 3 to 5 year improvements plan	Category
20/11/2025	Village canteen We could periodically serve a canteen style meal for people in the village hall. It could be arranged to encourage people to mix more with their neighbours, improving community bonds. With a limited choice (I used to have a really good common room lunch each day that served soup, a main course with meat/fish and a vegetarian option, fruit, and tea/coffee) it could be fairly low cost, hopefully cheap enough that no one has to consider the price in choosing to join in. Good models for this kind of thing come from the Oxford college senior common rooms, or the British Restaurants that we used to have during and after the second world war. It could demonstrate a useful function of the village hall as a community hub. If the village hall had an independent power supply then it could be used to serve people hot meals in the case of a few-day power outage. It would also be an investment into the village hall facilities.	Village amenities

Appendix C

20/11/2025	Library of things We could set up a library of things, allowing people to borrow for free/low cost pieces of equipment that they only need occasionally. This could save people having to buy their own rarely-used equipment, or enable people who cannot otherwise afford the equipment to do things themselves. If it was based out of the library, it would hopefully also increase usage and keep the library viable for longer. These have been gaining popularity in recent times, a good example is from https://www.benthyg-cymru.org/ .	Village services
20/11/2025	Public transport We currently have pretty good bus service to Reading, Wallingford and Oxford, but poor service anywhere off the A4074. In particular, I think a short loop service from Woodcote to Goring would open up public transport access to more local amenities including the train station, the other medical practice, shops, restaurants, etc. there. Some recent legislation allows local authorities to run bus services: https://www.gov.uk/government/news/new-era-of-better-buses-landmark-bus-bill-becomes-law	Public Transport
20/11/2025	Youth services The youth club seems to be dying, and we don't have a lot going on for teenagers/young adults. Maybe the village could invest in a youth worker and some budget to get more support and activities for young people.	Village services
20/11/2025	Improving the school run chaos on Reading Rd We could work with the schools with the goal of getting most children to/from school without driving. Maybe we could set up bike/walking buses (like https://www.bikeability.org.uk/go-cycling/get-involved/bike-bus/), provide more bike infrastructure, set Reading Rd up as a school street, etc. OCC has been working on school streets: https://www.oxfordshire.gov.uk/residents/roads-and-transport/school-streets .	Traffic
02/12/2025	Path surfacing The latest Correspondent says you welcome suggestions. This is a small one. I attach a photo of the 'path' between the end of Grimmer Way and Wittenham Close. You will see that the short link shown is untarred. If past years are anything to go by, come the end of winter it will be a quagmire. Yet many people use this direct link to go to the bus stop in Whitehouse Road, as the best way to the Co-op by way of West Chiltern, etc, etc. Many would appreciate and gain from the tarring of this short stretch of path.	Village amenities



03/12/2025	Speed cushions on Goring Road Following the article in December's Correspondent, I would like to offer a suggestion to install bolt down speed cushions along Goring Road. to further address speeding traffic along Goring Road. While I appreciate the progress that has been made in designating the village as a 20 mph zone and installing speed sensors, the reality is that a significant proportion of traffic continues to exceed the limit. Based on regular observations near the Goring Heath end of the road, the sensors appear to have only a limited effect. They are not always working, and when they are, the red warning display is frequently activated, indicating vehicles travelling in excess of 30 mph I believe. Traffic generally only slows to nearer the 20 mph limit when approaching the crossroads by the Co-Op. A similar pattern occurs for vehicles leaving the village: once past the Co-Op, speeds quickly increase again, often exceeding 30 mph and, on many occasions, approaching 40 mph for a stretch of around 50-75 metres. From my observations, a rough estimate of vehicle speeds near the transition between the 20 mph and 30 mph zones would be: - Around 20% travelling at or close to 20 mph - Around 50% travelling between 25 mph and 35 mph - Around 20% travelling between 35 mph and 40 mph - Around 10% exceeding 40 mph (at times there are cars that I estimate are travelling over 45mph, particularly in the evenings and night) As a pedestrian, this makes walking along the road feel unsafe at times, especially where the pavement is narrow and when large HGVs pass at high speed. This is of particular concern for children walking to school, anyone walking on the pavement, and local wildlife, which often sees muntjacs along the side of the road. I am unsure of the cost implications to the Council for bolt down speed cushions, but I hope this is one of the less expensive ways to physically reduce speeding traffic, as it doesn't involve any changes to the existing tarmac, just an additional component on top. This would be my suggestion to improve the traffic in the village. I look forward to hearing what other village improvements are suggested!	Traffic
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Appendix C

14/12/2025	Evri Lockers Currently in Woodcote, we have three delivery lockers in the village, operated by DPD, InPost, and Amazon. I strongly believe that you should consider consulting with the Woodcote community and ask them if they want an Evri Locker. This will help community members who sell items on apps such as Vinted, eBay, and Depop. With the Evri lockers, this will help reduce people's carbon footprint, which means they will walk to the locker rather than driving to the nearest one, which is in Reading. I think some places in the village you consider to put it are: Kimberly's Hair and Beauty Salon, The Plaice, Londis, or Co op.	Other
20/01/2026	Roundabouts A member of the public left a phone message on the Clerk's phone suggesting that the Parish Council install a mini round about at the crossroads next to the vVillage Hall and one on the Reading Road where it meets Greenmoor.	Traffic
18/02/2026	Tennis Court A member of the public suggested the PC build a publically accessible all weather Tennis Court for use of the village residents	Village amenities

08/04/2026	Woodcote Facilities Manager I have brought this up before, but would like to now formally propose that it is reconsidered. I have attached an article I wrote in 2001 for the Woodcote Correspondent (see tab 'Supporting Documents), which explains the concept of the role. This letter resulted in numerous emails and voice messages, and general notes of support from members of the community, who all thought it an excellent use of Parish Precept monies. I was a Trustee at Community First at the time, (then called ORCC) who communicated the idea to other villages around Oxfordshire, some of whom then adopted it and recruited their own Facilities Manager – or Village Caretaker, as some called it. I also have Job Description/Person Spec etc. As you know, there are so many little jobs that need doing in the village, from cleaning the village signs, to brushing up the car park, to checking the play equipment. On top of that, there are the two well used facilities of the Village Hall and the Community Centre. The Facilities Manager was allocated a small number of hours to help with both, but any additional work was cross charged to each facility.	Other
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8.3 To receive an update on the schools usage of the Village Carpark/Reading Road for staff parking.

(see Parish Council Plan - Parking Survey from Langtree School -incomplete - results)

8.4 To receive an analysis of the traffic speed data from the 2024 Traffic Survey.

(see traffic_analysis_wpc_2024)

Parish Council Plan

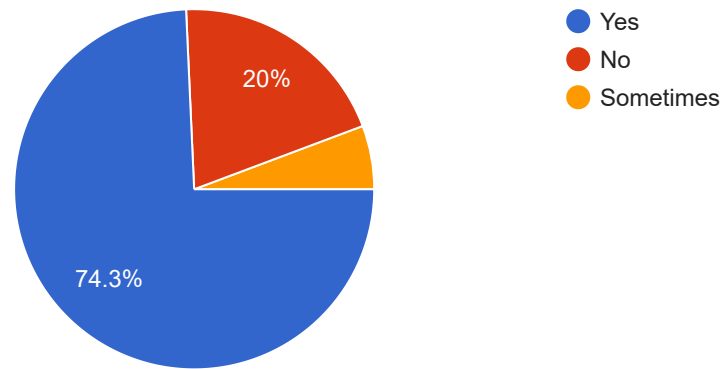
35 responses

[Publish analytics](#)

Do you drive to school

 [Copy](#)

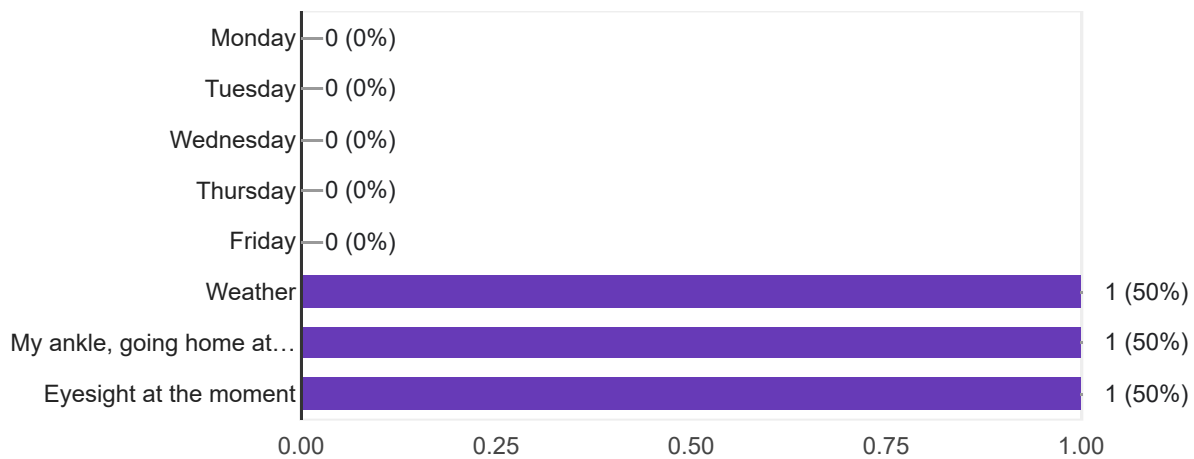
35 responses

[Sometimes](#)

What determines whether you drive to school - pick all that apply

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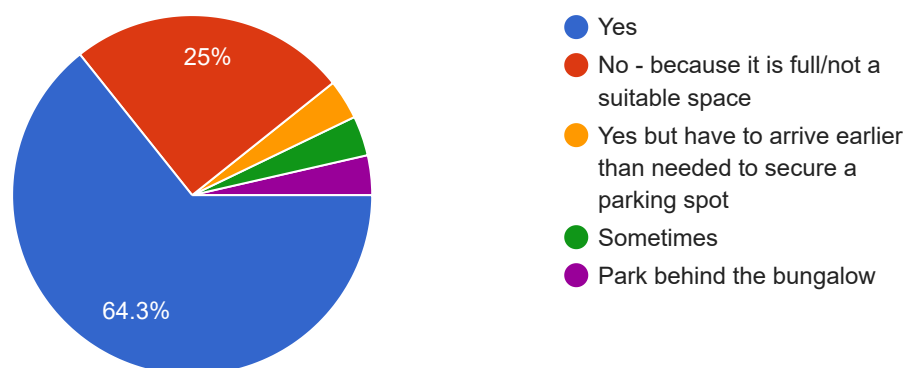
2 responses

[Drivers](#)

Are you able to park in the school car park?

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28 responses

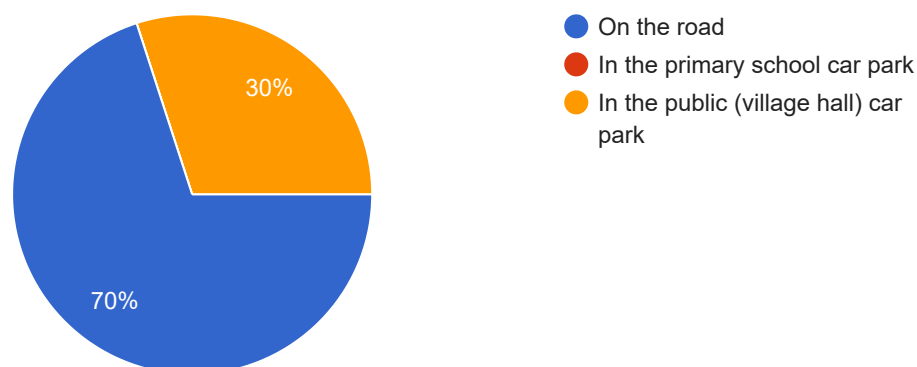


Park elsewhere

When I am unable to park in the school car park, I park

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10 responses



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Traffic and speed analysis for Woodcote Parish Council

N. C. Kolpin

25th March 2026

1 Introduction

The Woodcote Parish Council commissioned a traffic survey in the village during October and November 2024. Measurements were performed on Greenmore, Reading Road and South Stoke Road. Each site was measured for approximately a week. Three simultaneous measurements were performed in October. The South Stoke Road measurement was repeated at a slightly changed location on November.

The three measurement sites are shown in figure 1. All three sites were within the village's 20 mph speed limit zone.

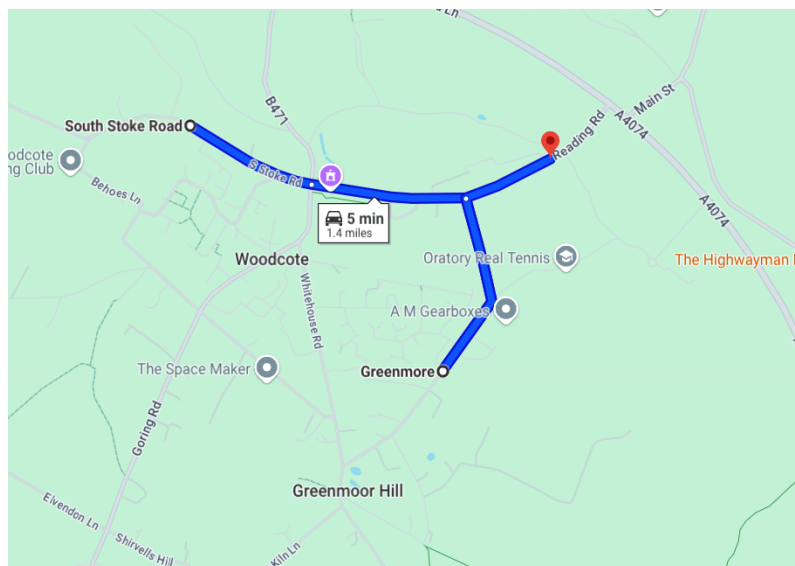


Figure 1: The measurement site locations in Woodcote.

Reading Road is one of the major roads in the village. It joins the A4074 on the east and forms a cross roads with Goring Road, Oxford Road and South Stoke Road in the west. The two schools, library, village hall, community centre playground are all on Reading Road. It therefore has a lot of pedestrian usage including a large number of children.

Greenmore connects to Reading Road on the north end and Whitehouse Road on the south end. It is mainly a residential road, with access to a small industrial estate and the Oratory school.

South Stoke Road is a minor road between Woodcote and the village of South Stoke. Within the village it is mostly a residential road but includes the two churches.

This report analyses the ‘raw’ data from the campaign. The data files contain lists of measurement events. Each event includes the event time, the type of vehicle detected, the direction it was travelling and the speed it was travelling.

2 Traffic

Reading Road is a much busier road than the other two measurement sites. Table 1 shows the daily number of vehicles measured at each site, including both directions.

Table 1: The measured number of vehicles travelling in both directions at each of the three measurement sites, averaged per day.

Site	vehicles per day
Greenmore	1034.8
Reading Rd.	3400.5
South Stoke Rd.	338.7

Figure 2 show the time distribution of the daily traffic at the Reading Road measurement site. The distribution is similar on each weekday, with a different distribution on weekend days. On weekdays, there is a distinct peak between 0700 and 0900 hours, and a more diffuse peak between 1500 and 1800 hours. There is an excess of traffic heading eastbound (out of the village) in the morning, with a slight excess of vehicles travelling westbound in the afternoon.

On weekends, the morning and afternoon peak traffic is mostly missing. There is very little traffic between midnight and 0500, for both the weekday and weekend distributions.

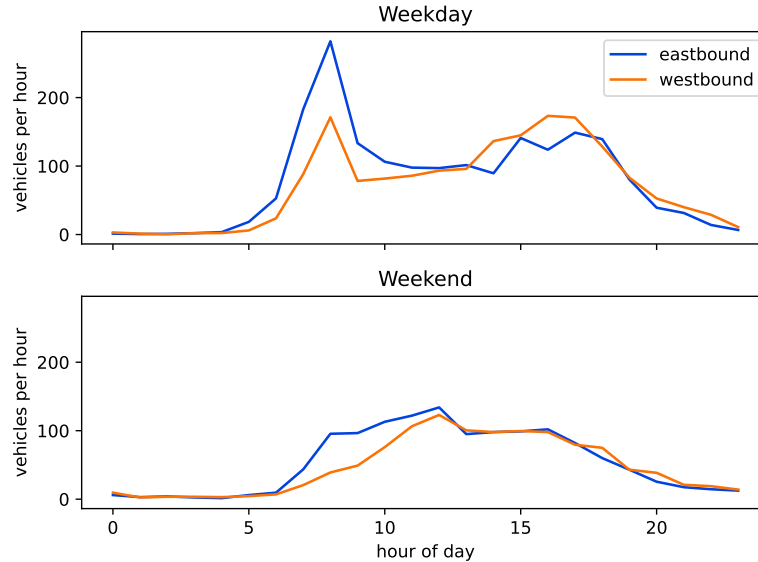


Figure 2: Daily (weekday and weekend) time distributions of traffic at the Reading Road measurement site.

The other measurement sites had broadly similar distributions to the Reading Road one, but with less traffic.

3 Speeding

Figure 3 shows the speed distributions measured at each of the three sites, with both directions included. The data has been scaled to the number of vehicles measured per day.

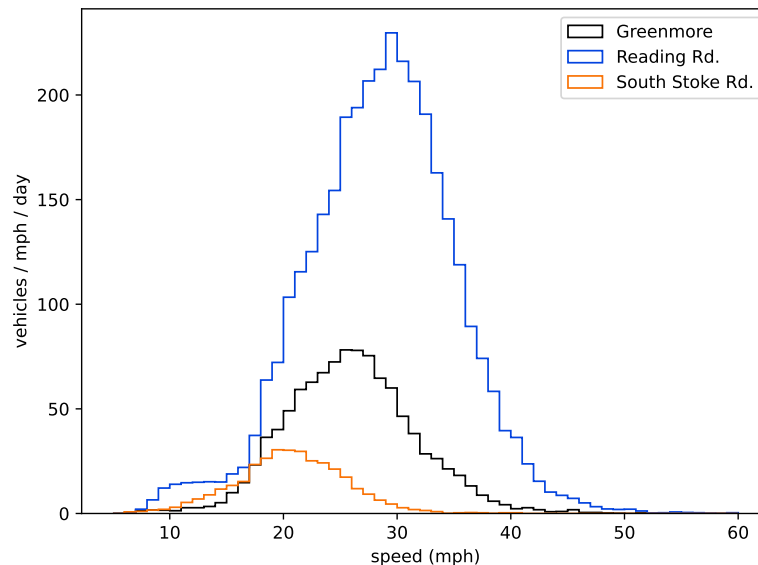


Figure 3: Traffic speed distributions at all three measurement sites.

The speed distribution at South Stoke Road is as expected for a site where most drivers stay close to the speed limit. On Greenmore, vehicles are travelling a bit faster than the speed limit on average. Reading Road has the majority of the traffic as well as the highest speed distribution. Reading Road is also a more dangerous place for speeding in the village as it includes a number of destinations and places that people and in particular children walk, cycle and congregate. This includes the two schools, the library, the play ground and village hall. The rest of the speeding analysis will focus only on Reading Road.

Figures 4 and 5 show the cumulative distribution of vehicles travelling over a range of speed thresholds. The data is split into the 25 to 40 mph range, and 40 to 75 mph range. If the 20 mph speed limit were enforced at the measurement site, drivers in the first range would receive three to six penalty points, those in the second range would receive six. Drivers receiving twelve points in a three year period could receive a temporary driving ban.

Over a thousand vehicles are travelling over the 25 mph threshold for enforcement in each direction each day. This is approximately 75 % of vehicles in the eastbound direction, and 69 % of vehicles in the westbound direction. Over 3 % of vehicles exceed twice the speed limit in either direction.

Slightly more vehicles are speeding travelling in the eastbound direction out of the village. A couple of vehicles per hour are travelling over twice the speed limit in each direction. Vehicles are travelling over 60 mph on a daily basis. The highest speeds measured were over 70 mph.

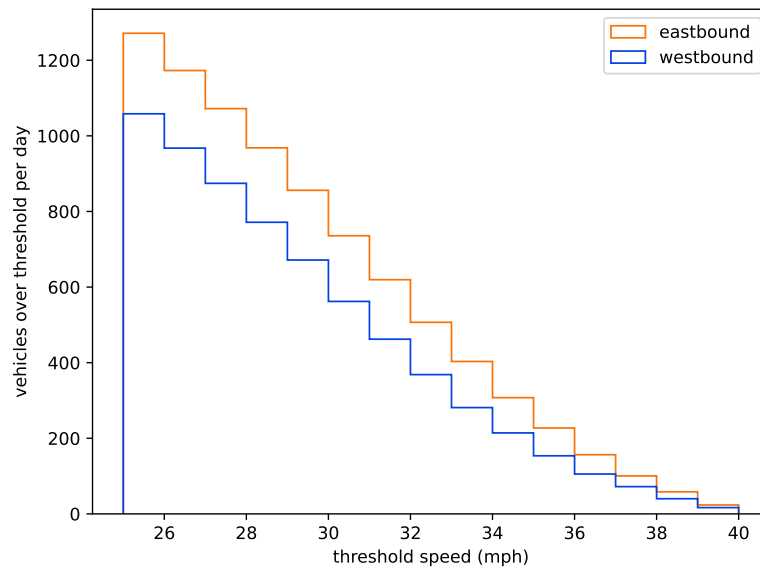


Figure 4: Cumulative distributions of vehicles exceeding the speed enforcement threshold, up to twice the speed limit on Reading Road.

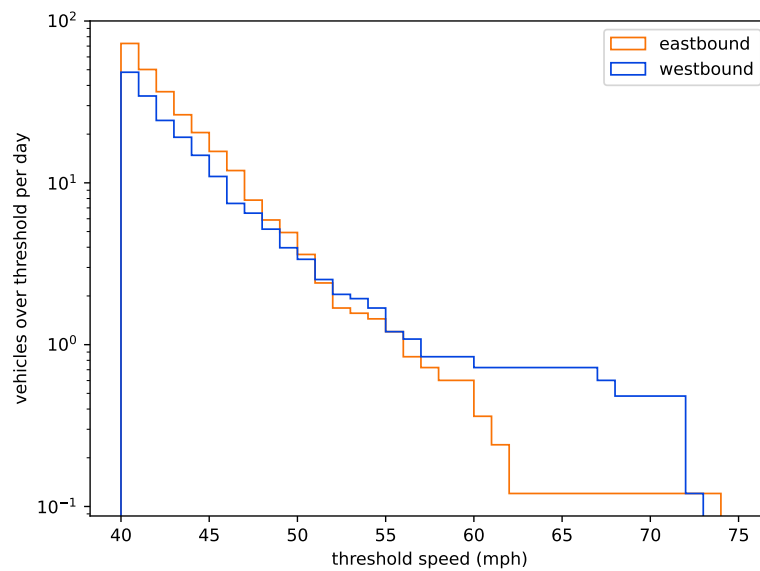


Figure 5: Cumulative distributions of vehicles exceeding twice the speed limit on Reading Road.

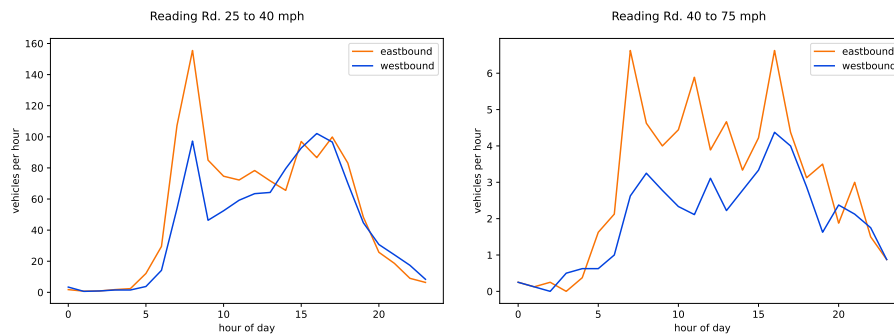


Figure 6: The time distribution of vehicles exceeding the enforcement speed (upper) and over twice the speed limit (lower).

Figure 6 shows the time distributions when the speeding is occurring for each of the two speed ranges, 25 to 40 mph and 40 to 75 mph. In the lower range, there distribution is fairly similar to the time distribution of the overall traffic. There is a large peak during the morning rush hour, and a secondary one during the afternoon. In the higher speed range, the speeding is more uniform over the daytime. Neither speed range shows a significant number of speeding vehicles at night.

There is a dangerous amount of speeding on the Reading Road, where there is also a higher risk due to the speeding. This road should be a focus of efforts to improve road safety within the village.

4 Traffic flow

During the measurement campaign, there were simultaneous measurement of traffic speeds at three sites around the village. The data collected is a list of measurements of a vehicle at each of the sites. Each measurement includes the time, type of vehicle (for example, a car, bus, etc.) and its direction of travel. The measurements do not identify individual vehicles. The number of vehicles travelling from one site to another can be estimated by correlating the measurement times for vehicles of the same type.

For example, vehicles travelling northbound past the Greenmore measurement site may turn right at the junction with Reading Road and then travel eastbound past the Reading Road measurement site a short time after they crossed the Greenmore measurement site. The time difference between the two measurements depends on the time that the vehicle requires to travel between each site. This depends on how fast the vehicle is travelling and how long it spends waiting at the junction between the two sites. Each vehicle must travel approximately half a mile between the two measurement sites. At an average speed of 10 mph, this would take 180 seconds. With an average speed of 60 mph, it would take 30 seconds.

Figure 7 shows the time difference between every pair of measurements of a vehicle travelling northbound on Greenmore and a vehicle of the same type travelling eastbound on Reading Road, where the pair of measurements occurred within five minutes of each other.

The region between the orange dashed lines includes all such pairs where the vehicle reached the Reading Road site between 30 and 180 seconds after passing the Greenmore site. The pairs of events between the two orange lines therefore include all pairs of measurements from one vehicle travelling from Greenmore to Reading Road, as well as all the pairs where one vehicle crossed the Greenmore site and a different vehicle

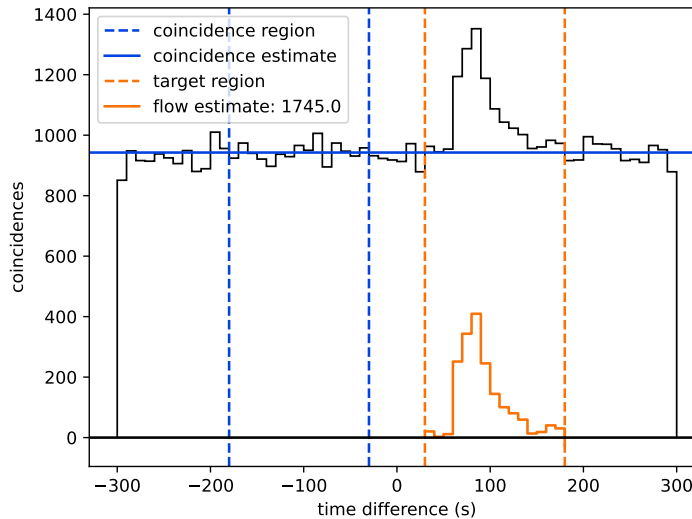


Figure 7: Time differences between a vehicle detected travelling northbound on Greenmore and one detected travelling eastbound on Reading Road.

crossed the Reading Road site.

The rate at which different vehicles cause measurement pairs is expected to be broadly flat, as the two events are unrelated. This rate has been estimated using a mirror time region, where the measurement at the Greenmore site was 30 to 180 second before the measurement at the Reading Road site. This population is expected to contain no pairs that correspond to a single vehicle as it would take longer than 180 seconds for a vehicle travelling eastbound on Reading Road (out of the village), to return to the village and then travel northbound on Greenmore within the time window.

The estimation of the coincidences for two different vehicles is the mean of the number of vehicles in the time bins between the two blue dashed lines, corresponding to the blue solid line. The estimation of the rate that vehicles travelled from Greenmore to Reading road is the difference between the coincidence estimation and the distribution in the target region. This is shown using the solid orange line in 7.

The travel time distribution could be converted into the average speed distribution between the two sites, by taking a ratio with the distance between the two sites.

An estimate of the error on these measurements can be found by combining the variance of the bins in the coincidence region with the statistical uncertainty of the number of all pairs in the target region.

A similar analysis has been performed for the different pairs of measurement sites where vehicles are likely to travel through the village. For each pair, the target region time window has been selected based on the expected travel time between sites. The estimated flows are compared to the total number of vehicles leaving the source site in the direction analysed.

Table 2: Traffic flow from Greenmore northbound.

Destination	estimated vehicles	proportion of all vehicles
Reading Rd. eastbound	1745.0 ± 132.7	44.1%
South Stoke Rd. westbound	< 80.6	$< 2.0\%$

Table 2 shows the estimated traffic flow from the Greenmore measurement site heading northbound. Almost half of the traffic turns right at the T-junction between Greenmore and Reading Road and therefore goes past the Reading Road measurement site. Some traffic could potentially turn left at this T-junction and continue past Reading Road to head westbound on South Stoke Road, however the analysis only included sufficient pairs of measurements for this flow to set a limit of less than 2 % of vehicles taking this route.

Table 3: Traffic flow from Reading Rd. westbound.

Destination	estimated vehicles	proportion of all vehicles
Greenmore southbound	1067.0 ± 136.0	8.0%
South Stoke Rd. westbound	485.0 ± 78.3	3.6%

Table 3 shows the traffic flow starting from Reading Road heading westbound. A small proportion turn left to head south on Greenmore, and less continue westbound as far as the South Stoke Road measurement site. As shown in table 4, some of the traffic continues on Reading Road, and very little goes to Greenmore.

Table 4: Traffic flow from South Stoke Rd. eastbound.

Destination	estimated vehicles	proportion of all vehicles
Reading Rd. eastbound	281.0 ± 83.0	16.3%
Greenmore southbound	< 96.9	$< 5.6\%$

The traffic flow values from this measurement campaign include some interesting data about where traffic flows through the three sites. This technique significantly more useful in future campaigns if the measurement sites are selected with this analysis in mind. For example, simultaneous measurements on Goring Road, both near the green and near the south edge of the village could allow for a measurement of the average speed along the whole road, as well as the instantaneous speeds at either end.

5 Summary

Over two thirds of drivers on Reading Road speed above the enforcement threshold of 25 mph. Over 3 % travel at more than twice the speed limit. There are regularly drivers travelling over three times the limit and the maximum measured speed was over 70 mph. This is a road that contains a number of destinations such as the schools, village hall, playground, community centre and library. This is a road where speeding is both common and dangerous, so should be a focus of efforts to reduce speeds.

Analysis of simultaneous measurements at different sites allows for an estimation of traffic flow, and average speed between multiple sites. If similar measurement campaigns are conducted, they should be planned to take advantage of this type of analysis. This method would be particularly powerful to measure both instantaneous and average speeds along Goring Road using measurements near the green and at the south edge of the village.

Title	Finance 2025 - 2026
Author	Responsible Financial Officer
Meeting	Woodcote Parish Council Meeting – 15 th April 2026

9.1. To approve the finalised payment list for March 2026

Voucher No	Date	Net	VAT	Total	Description	Supplier
226	11/03/2026	£ 47.00	£ -	£ 47.00	ICO Registration	Information Commissioner's Office
211	12/03/2026	£ 8.50	£ -	£ 8.50	Bank Fees	Lloyds Bank plc
221	13/03/2026	£ 938.03	£ -	£ 938.03	Fence Repairs	Chiltern Woodcraft
222	13/03/2026	£ 60.00	£ 12.00	£ 72.00	Woodchip	Kings Tree Care Services Ltd
223	13/03/2026	£ 50.00	£ -	£ 50.00	Membership	ONPA
224	13/03/2026	£ 507.73	£ 101.55	£ 609.28	Membership	Oxfordshire Association of Local Councils (OALC)
225	13/03/2026	£ 10.00	£ 2.00	£ 12.00	Domain	Oxford IT Solutions
215	19/03/2026	£ 1,384.00	£ 276.80	£ 1,660.80	Consultation zebra crossing	Oxfordshire County Council
216	19/03/2026	£ 2,300.00	£ 460.00	£ 2,760.00	Consultation zebra crossing	Glanville Consultants Limited
217	19/03/2026	£ 520.00	£ 104.00	£ 624.00	Flat Roof	AKS Ward Ltd
218	19/03/2026	£ 23.06	£ -	£ 23.06	Meeting Room Hire	Woodcote Village Hall Trustees
219	19/03/2026	£ 20.16	£ 4.03	£ 24.19	MS365	Microsoft Limited
220	19/03/2026	£ 10.00	£ 2.00	£ 12.00	Mobile Phone SIM	GiffGaff Ltd
232	19/03/2026	£ 9,000.00	£ -	£ 9,000.00	Village Hall Grant	Woodcote Village Hall Trustees
234	19/03/2026	£ 34,578.66	£ 6,915.72	£ 41,494.38	Tree Maintenance	Beechwood Tree Care
235	19/03/2026	£ 292.50	£ 58.50	£ 351.00	Waste collection	Shield Maintenance Ltd
237	19/03/2026	£ 2,879.00	£ -	£ 2,879.00	Tree Maintenance	Beechwood Tree Care
238	23/03/2026	£ 74.31	£ -	£ 74.31	Meeting Room Hire	Woodcote Village Hall Trustees
233	27/03/2026	£ 63,816.28	£ 12,763.26	£ 76,579.54	Resin Path	D Hazel Surfacing & Construction Ltd
236	30/03/2026	£ 292.50	£ 58.50	£ 351.00	Waste collection	Shield Maintenance Ltd
239	30/03/2026	£ 4,529.00	£ 905.80	£ 5,434.80	SID	Westcotec Ltd
214	31/03/2026	£ 7.00	£ -	£ 7.00	Bank Fees	Unity Trust Bank
		£ 3,589.09	£ -	£ 3,589.09	Total Staff Costs	
		£ 124,936.82	£ 21,664.16	£ 146,600.98	Total	

9.2. To note receipts for March 2026.

Voucher No	Date	Net	VAT	Total	Description	Customer
41	09/03/2026	£ 102.04	£ -	£ 102.04	Bank Interest	Lloyds Bank plc
42	31/03/2026	£ 622.32	£ -	£ 622.32	Bank Interest	Redwood Bank
43	31/03/2026	£ 517.13	£ -	£ 517.13	Bank Interest	Unity Trust Bank
44	27/03/2026	£ -	£ 10,371.84	£ 10,371.84	VAT refund	HMRC (VAT)

9.3. To note the reconciled bank balances for March 31st 2026.

A	Bank Reconciliation at 31/03/2026		
	Cash in Hand 01/04/2025		513,315.49
	ADD Receipts 01/04/2025 - 31/03/2026		240,910.95
	SUBTRACT Payments 01/04/2025 - 31/03/2026		754,226.44 355,859.64
	Cash in Hand 31/03/2026 (per Cash Book)		398,366.80
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2026	0.00	
	Lloyds Current 31/03/2026	1,093.76	
	Lloyds Instant Access Savings 31/03/2026	84,709.97	
	Unity Trust Current 31/03/2026	1,000.00	
	Unity Trust Instant Access Savings 31/03/2026	110,940.75	
	Redwood 95day Saver 31/03/2026	200,000.00	
			397,744.48
	Less unrepresented payments		
			397,744.48
	Plus unrepresented receipts		622.32
	Adjusted Bank Balance		398,366.80
	A = B Checks out OK		

Image shows, Cash in Hand = Adjusted Bank Balance = £398,366.80

Petty Cash (Not Used)	£ 0.00
Lloyds Current	£ 1,093.76
Lloyds Instant Access Savings	£ 84,709.97
Unity Trust Current	£ 1,000.00
Unity Trust Instant Access Savings	£110,940.75
Redwood 95day Saver	£200,000.00

With one unrepresented Cheque, £622.32

9.4. To review and approve the finalised asset register for 2025/2026

See Following Page.

9.5. To note, that due to delays with the digital AGAR trial, the 20205-2026 end of year finance and audit will be presented at the June 2026 meeting.

Woodcote Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
ASSETS							
2-off Desks & 1-off Drawers IKEA	03/2025	112.50		Parish Office			
2-off Kneeling Soldier Shadow Boards (Metal)	17/04/2025	293.25		Stored in Recreation Gro			
3-off Soldier Shadow Boards	21/03/2025	416.67		Stored in Parish Office Lc			
3-off Solider Shadow Boards (Metal)	22/05/2025	671.54		Stored in Recreation Gro			
5-off Soldier Shadow Boards	17/04/2025	708.33		Stored in Parish Office Lc			
Arnold Baker (Book) Edition 14	29/12/2025	148.50		Parish Office	Until next edition		
Basketball Court	04/08/2023	27,060.80		Folly Field			
Basketball goal - Folly Field	04/02/2021	3,599.00		Folly Field			
Bridge at Greenmoor Ponds	July 2018	1,221.09		Greenmoor Ponds			
Bus Shelter	29/12/2025	3,435.04		Reading Road - Heading			
Bus Shelter	02/09/2021	6,715.00		On Village Green, Adjace			
Bus Shelter	29/12/2025	1,480.00		Whitehouse Road, entrar			
Bus Shelter	29/12/2025	3,435.04		Reading Road - Heading			
CCTV - Camera #4	23/09/2022	195.00		On Village Hall			
CCTV - Camera x 3 plus full set-up and base s	02/08/2022	950.00		On Village Hall / in parish			
Defibrilator & Cabinet	04/05/2016	2,020.00		Located on North face of			
Dell Laptop - Clerk - Inspiron 16 Plus 7000 (76	20/02/2025	570.00		With Clerk, in Office / at H			
Dell Laptop - RFO - Inspiron 14 - 5440 Laptop	22/08/2025	595.00		With RFO, in Office / at H			
Digital Bus Stop Display	01/11/2021	1,500.00		In Bus Shelter, on the ed			
Dog Waste Bag Dispenser	21/03/2025	87.00		In Office Awaiting Installa			
Facias and Guttering - Village Green Store	11/09/2019	1,906.00		Village Green - Store/Gar			
Fencing - between car park and grass (wooden	01/05/2019	2,750.00		Village Green Car Park			
Fencing - Knee Rail by Zebra Crossing, Goring	March 2019	300.00		Village Green, by Zebra C			
Gate & Chain - Folly Field	August 2020	470.00		Folly Field			
Gate Post & Chain - Village Green, Village Hall	August 2020	340.00		Village Green, Village Ha			
Gate, Gate Posts & Chain - Village Green, The	August 2020	1,950.00		Village Green, The Close			

Woodcote Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Greenmoor Ponds - Bore Holes	03/02/2026	1,005.00					
Hose and Hose Reel	2023	1.00		Stored in Village Green C			
Jubilee Sign - Village Sign	01/09/2002	3,731.75		Corner of Whitehouse Rc			
Litter Bin Open Topped - Corner Of Village Hall	Unknown	189.00		Corner Of Village Hall, by			
Litter Bin Open Topped - Folly Field	01/07/2021	189.00		Folly Field			
Litter Bin Open Topped #1 - Village Green, Adj	Unknown	189.00		Village Green, Adjacent to			
Litter Bin Open Topped #2 - Village Green, Adj	Unknown	189.00		Village Green, Adjacent to			
Litter Bin Topsey Royale #1 - Folly Field	04/12/2024	334.30		Folly Field			
Litter Bin Topsey Royale #1 - Village Green	08/2023	334.30		Village Green, Near The i			
Litter Bin Topsey Royale #2 - Village Green	20/07/2021	189.41		Village Green, Near Prim			
Litter Bin Topsey Royale #3 - Village Green + C	06/02/2023	349.85		In Park, Near Primary Sch			
Litter Bin Topsey Royale #4 - Village Green	Unknown	334.30		In Park, at Village Hall Er			
Lockable Filing Cupboards x 2	21/03/2025	438.00		Parish Office			
Millenium Clock	01/06/2000	1,135.00		On Roof of the Village Ha			
Mobile Phone - iPhone 12 mini - Clerk	20/02/2025	249.00		With Clerk, in Office / at H			
Mobile Phone - iPhone 12 mini - RFO	22/08/2025	189.00		With RFO, in Office / at H			
Noticeboard - Greenmoor Ponds	01/2020	1,358.24		Greenmoor Ponds			
Noticeboard, post mounted, near village Jubile	04/08/2023	950.57		Corner of Village Green, i			
Noticeboard, wall mounted Rear of Village Hall	04/08/2023	892.88		On South face of the VH			
Outdoor Table Tennis Table	01/12/2016	1,800.00		Folly Field			
Picnic Bench - Adult	13/07/2022	525.00		Village Green			
Picnic Bench - Mobility #1	13/07/2022	525.00		Village Green			
Picnic Bench - Mobility #2	13/07/2022	525.00		Village Green			
Picnic Bench - Sturdy	15/06/2022	588.00		Village Green			
Play Equipment - 1-off Replacement flat swing	October 2019	136.50		Village Green, Play Area			
Play Equipment - 3-off Replacement flat swings	October 2019	526.50		Village Green, Play Area			
Play Equipment - MUGA	22/03/2021	1,191.00		Folly Field			
Play Equipment - Pull-up Board Junior Multi-pl	11/07/2018	450.00		Village Green Playgrounc			

Woodcote Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Play Equipment - Replacement Climbing Board	21/08/2018	485.00		Village Green Playgrounc			
Play Equipment - Village Green	01/11/2006	104,323.65		Village Green Playgrounc			
Playground - swings and mat	04/05/2023	3,407.00		Folly Field			
Playground Signs, Folly Field x1	21/03/2025	72.87		On pole in the Folly Field			
Playground Signs, Village Green x2	21/03/2025	145.73		On poles in the VGreen F			
Practice Football Goal	Unknown	1.00		Stored in Village Green C			
Printer - Epson ET-15000	24/07/2024	430.00		Parish Office			
Projector	19/02/2014	293.00		Parish Office			
Recreation Ground Seats	>10 years	2,339.28		Recreation Ground / Villa			
Recreation Store	>10 years	8,188.03		Recreation Ground / Villa			
Resin Path - Parallel to Reading Road	July 2019	22,135.00		Village Green, running frc			
Roundabout - Village Green Playground	19/02/2026	8,450.00		Village Green Playgrounc			
Shredder	14/05/2013	31.00		Parish Office			
SIDs Poles - Reading Road	09/01/2026	296.29		Reading Road			
Speed indicator Sign (SID)	04/05/2023	3,420.00		B471 - Oxford Road			
Speed indicator Sign (SID)	08/08/2024	3,580.00		B471 - Goring Road - Ne.			
Stone Monument	01/05/2010	170.00		By War Memorial			
Target Wall - Folly Field	17/09/2018	1,000.00		Folly Field			
Voice Recorder	05/08/2022	83.23		Parish Office			
War Memorial	>10 years	2,339.28		Junction of Reading Roa			
Woodland Seats	01/01/2006	913.00					
Youth Shelter	01/11/2006	5,735.00		Village Green			
		249,283.72					

ASSETS - Land

Land - Recreation Ground ON320166	>40y	1.00
Land at corner of Greenmore / Reading Road		1.00
Land at Folly Field - ON62409	>40y	1.00

Woodcote Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Land at Greenmore Hill		1.00					
Land at Greenmore Ponds		1.00					
Land at Lackmore Gardens		1.00					
Land at Wayside Green - ON49272	>40y	1.00					
Village Hall - Custodian Trustee Only	>40y	1.00		Reading Road, Opposite			
		8.00					
Grand Total:		249,291.72					

Title	Finance 2026 - 2027
Author	Responsible Financial Officer
Meeting	Woodcote Parish Council Meeting – 15 th April 2026

10.1. To approve grant request from the Woodcote Library, for funds to pay for their Saturday Morning Assistant for the year £2,918

Standard annual request, paperwork complete, requestion £2,918.

10.2. To approve the payment list for April 2026

Voucher No	Date	Net	VAT	Total	Description	Supplier
5	15/04/2026	£6,000.00	£0.00	£6,000.00	Village Hall Rent	Woodcote Village Hall Trustees
6	15/04/2026	£10.00	£2.00	£12.00	Mobile Phone SIM Costs	GiffGaff Ltd
7	15/04/2026	£20.16	£4.03	£24.19	MS365	Microsoft Limited
		£3,621.70	£0.00	£3,621.70	Total Staff Costs (PAYE and Pension Paid in May)	
		£9,651.86	£6.03	£9,657.89	Total	

+ any grant approved in item 10.1

10.3. To approve paying for NEST pension payments by Direct Debit.

Both employees qualify for auto enrolment. 5% Employers Contribution, as per decision made at employment.

Council already registered with NEST previously.

Monthly payments can only be paid via card, or direct debit, therefore kindly request Council approves direct debit, as we do not currently have a card. The Clerk has brought paperwork to the meeting to be signed.

10.4. To approve receiving Community Infrastructure Levy (CIL) payments this financial year.

This has to be approved yearly. Council approving to receive the payments, rather than them being held by SODC.

10.5. To approve the scale points and hours for the year ahead.

Contractually the Clerk is due a 1 point increase for 1 year of service with the Council. Currently the Clerk is approved to work 16 hours per week + up to 5 hours per week if required (this includes leave entitlement). The Clerk is consistently working all of these hours, not just “if required”. This is due to a multitude of things, such as

- regular additional meetings
- regular additional site visits on non-working days

The Council has approved CiLCA training which also cannot be competed currently in contracted hours.

Propose SCP 25, 16 hours per week, plus up to 5 if required, plus additional 60 hours over the year to work on CiLCA as required.

The Deputy Clerk & RFO is at the top of their pay scale, SCP 28 + 1 SCP for holding CiLCA. 10 hours per week is sufficient to meet the needs of the role currently.

Propose SCP 28 + 1, 10 hours per week.

Noting the decisions to create two additional committees, the Clerk and Deputy Clerk will monitor their hours, and seek temporary increase if required.

We kindly ask the Cllrs and all of the Community, to note that our standard working days are Monday and Wednesday, whilst we can from time to time adjust our working pattern, it will impact our availability on those days.