



**WOKINGHAM
BOROUGH COUNCIL**

A Meeting of the **HIGHWOOD MANAGEMENT CONFERENCE** will be held at the Oakwood Centre, Headley Road, Woodley RG5 4JZ on **WEDNESDAY 7 DECEMBER 2016 AT 7.30 PM**

A handwritten signature in black ink, appearing to read 'Andy Couldrick'.

Andy Couldrick
Chief Executive
Published on 29 November 2016



WOKINGHAM BOROUGH COUNCIL

Our Vision

A great place to live, an even better place to do business

Our Priorities

Improve educational attainment and focus on every child achieving their potential

Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth

Ensure strong sustainable communities that are vibrant and supported by well designed development

Tackle traffic congestion in specific areas of the Borough

Improve the customer experience when accessing Council services

The Underpinning Principles

Offer excellent value for your Council Tax

Provide affordable homes

Look after the vulnerable

Improve health, wellbeing and quality of life

Maintain and improve the waste collection, recycling and fuel efficiency

Deliver quality in all that we do

MEMBERSHIP OF THE HIGHWOOD MANAGEMENT CONFERENCE

Wokingham Borough Councillors

Laura Blumenthal

Beth Rowland

Town Councils

Kay Gilder

Woodley Town Council

Guy Grandison

Earley Town Council

Mary Holmes

Woodley Town Council

Alison Swaddle

Earley Town Council

Friends of Highwood

Freda Pattison

Community Representative

ITEM NO.	WARD	SUBJECT	PAGE NO.
1.	None Specific	ELECTION OF CHAIRMAN To elect a Chairman of the Conference for the 2016/17 municipal year.	
2.	None Specific	APOLOGIES To receive any apologies for absence.	
3.	None Specific	DECLARATIONS OF INTEREST To receive any declarations of interest.	
4.	None Specific	MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 25 January 2016.	5 - 8
5.	Bulmershe and Whitegates; South Lake	COUNTRYSIDE SERVICE REPORT To consider the Countryside Service's annual report on Highwood.	9 - 10
6.	Bulmershe and Whitegates; South Lake	HIGHWOOD PROGRAMME OF WORKS To consider the programme of works for Highwood and progress made since the previous meeting.	11 - 14
7.	Bulmershe and Whitegates; South Lake	REPORT FROM THE FRIENDS OF HIGHWOOD To consider a verbal report from the Friends of Highwood.	

CONTACT OFFICER

Neil Carr

Principal Democratic Services Officer

Tel

0118 974 6058

Email

neil.carr@wokingham.gov.uk

Postal Address

Civic Offices, Shute End, Wokingham, RG40 1BN

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**MINUTES OF A MEETING OF THE
HIGHWOOD MANAGEMENT CONFERENCE
HELD ON 25 JANUARY 2016 FROM 7.30 PM TO 8.20 PM**

Committee Members Present

Councillors: Laura Blumenthal, Kay Gilder, Guy Grandison and Alison Swaddle

Friends of Highwood

Freda Pattison (Community Representative)

Officers Present

Luciane Bowker (Democratic Services Officer) and Simon Bartlam (Countryside Operations Officer, WBC Countryside Service)

1. ELECTION OF CHAIRMAN

Kay Gilder was elected Chairman of the Conference for the 2015/16 municipal year.

Kay Gilder stated that five hours before the meeting was due to begin, Mary Holmes was telephoned by the Woodley Town Clerk to let her know that although she had been properly appointed as the Town Council representative for the Highwood Management Conference, an Officer from WBC had found that Mary was no longer a Town Councillor and therefore in their opinion could no longer attend the meeting. Mary Holmes had been a Member of the Highwood Management Conference for many years which is why Councillor Keith Baker had asked her to continue as one of the Woodley Town Council representatives.

It was accorded that Mary Holmes should continue to be a Member of the Conference. Members noted that her input brought a valuable contribution to the Highwood Management Conference and that she had been a Member for many years.

2. APOLOGIES

There were no apologies received.

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 3 December 2014 were confirmed as correct record and signed by the Chairman.

Members asked for clarification on the S106 contribution of £48,808 for enhancements and improvements within Highwood which was mentioned in the minutes. Simon Bartlam, Countryside Operations Officer stated that Wokingham Borough Council had received approximately £48,000 from the Bulmershe Court development to be spent on "access improvements of Highwood".

Simon tabled a paper containing a list of projects that the Countryside Service felt would be appropriate and should be considered for funding:

- Enhancement of the existing three access points through the provision of suitable surfacing, gates and basic site welcome board. This would just have the site name and contact details (including website address). The access points could be

constructed to ensure access for disabled, cyclists dismount and motorcycles restricted;

- Limited surfacing of sections of the main circular path in order to address any current problem areas;
- Any works required to link the new Bulmershe Court access point to the main circular footpath (may not be required but unclear at the moment);
- Upgrading of the bridleway access from the Bulmershe pond to the Kingfisher way access point. This pond is due to be passed over to the Countryside Service in the near future and should be considered part of the Highwood site;
- Replacement of Heathland fencing to ensure heathland is protected from additional access/ desire lines establishing over the fragile habitat;
- Development of a Highwood web page on the WBC website including basic information, maps and photographs.

Simon invited Members to put forward any other ideas to use the funding for the Highwood. Members agreed with the suggestions, stressing the importance of keeping paths clear and maintaining the pond area. After discussion it was decided that Simon would find out the pricings for the projects and once the cost was known it would be possible to make a decision on how to spend the money. In response to a question, Simon stated that once it was decided what projects should be carried out; the work would be carried out this year once the weather improved. Simon informed that there were no timescales attached to this funding, so it was possible to carry it forward to the next few years.

Councillor Swaddle pointed out that the developers would want to know how the money was spent and therefore it was important to be clear and transparent, but also there should be no unnecessary delay in using the S106 contribution.

Councillor Gradison suggested that the Countryside Services liaise with Earley Town Council as he believed it may be possible to work together on some of the projects.

Members asked Simon to find out how much interest was due on the £48k, as this had been received over one year ago.

There was discussion about the boundaries near the Reading Council allotments and the access points to the Highwood. Simon believed it was very important to maintain the boundaries; however it was necessary to find out what Reading's plans were before a decision could be made on this issue. Freda Pattison from Friends of Highwood, stressed the importance of keeping open spaces for the wildlife.

Simon would contact the Members of the Highwood Management Conference with the projects' pricings as soon as possible.

5. COUNTRYSIDE SERVICE REPORT

Simon Bartlam, Countryside Operations Officer introduced his report as set out on Agenda page 9, which gave details of work carried out during the year in accordance with the management plan.

Management Tasks

- Removal of a number of fallen trees across footpaths, staff and contractors 1 day.
- Scrub removal on heathland, staff and volunteers 14 days.

- Removal of dangerous trees, staff and volunteers 3 days.

General Rangering

- General work including cutting back footpaths, strimming and removing hung-up trees.
- Removing fly tipping, garden waste.
- Litter picking.
- Boundary/ site inspection, fixing fencing and style.
- Respond to eight incidents of fires/graffiti/camping.
- Involved the police with two issues regards camping/living on site

Volunteer involvement

- The Friends group has continued to support the Countryside Service, by walking every day helping to patrol the site, litter picking, reporting of problems and directing us on site to location of jobs.
- 100 volunteer workdays (excluding Friends visits) have been carried out this year; including Pinnacle back to work programme (January only), Community Services.

Next year (this winter)

- Rhododendron / laurel control in compartments 1-4

News

- The Pinnacle Back to work project has finished.

Simon reported that the trees that had been taken down were close to footpaths and this was unsightly at the moment. It was still to be decided what would be planted in that area. There were a number of options and the maintenance of the area would be considered when deciding what plants were to be used.

Simon stated that since the Reading prison had closed the service was not receiving as much help as before; it was down to one or two community service people in the weekends.

There were seasonal regular volunteers and the Friends group who helped to maintain the woods. This weekend there had been 15 volunteers working over two days. Simon stated that it was important to keep the work varied so that the volunteers kept interested in helping out.

6. REPORT FROM FRIENDS OF HIGHWOOD

Freda Pattison, community representative from Friends of Highwood had no issues to report. Due to the weather there had only been a few people walking round the lake recently.

Simon reported that he had twice seen a black van parked by the entrance and he believed someone was sleeping there. The concern was that people sleeping in the Highwood would create 'toilet' issues; therefore sleeping in the park was to be discouraged.

It was mentioned that tents had been seen in the Highwood in the past, but it seemed that this was not happening anymore. There was a fire hazard relating to people putting up tents in the woods. Members questioned the Fire Brigade's access to the woods, Simon stated that it had been decided that if a fire broke out in the woods it would be easier to let the Fire Brigade break the lock at the entrance than to give them keys.

Councillor Gilder stated that sometimes people got lost in the woods; she felt it was important to make paths clearer.

Countryside Service Report - December 2016

Highwood Management Conference

1/ Management Tasks

- Removal of a number of dangerous trees - staff and contractors 2 days.
- Scrub removal on heathland - staff and volunteers 14 days (so far).
- Removal of dangerous trees - staff and volunteers 3 days.

2/ General Ranging

- General work including cutting back footpaths, strimming and removing hung-up trees - monthly visits between April and October.
- Removing flytipping, garden waste - 3 incidents.
- Litter picking.
- Boundary/ site inspection, fixing fencing and bridges.
- Responded to 4 incidents of fires/graffiti/camping.

3/ Volunteer Involvement

- The Friends group has continued to support the Countryside Service, by walking every day helping to patrol the site, litterpicking, reporting of problems and directing us on site to the location of jobs.
- 58 volunteer workdays (excluding Friends visits) have been carried out this year; including Dinton work skills project for vulnerable/at risk young people and Community Services.

4/ Next Year (this winter)

- Rhododendron/ Laurel control in compartments 1-4.
- Scrub management on the Heathland Compartment.

5/ News

- Completion of Heathland fencing.

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Highwood Programme of Works

Regards our programme of work on the site and the £48k contribution, I am pleased to say that we have been progressing with some of our goals on the site.

The Fencing around the Heathland was completed during August at a cost of £4,650.00.

This included 4 access points through the heath and approximately 450m of netting around its perimeter.

I have also got some quotes for two different styles of signboard that I would like everyone's opinion on.

Firstly we have the shot blasted cedar boards (the same as the old existing ones) to supply 5 of these, the cost will be £3295 plus fitting (approximately £450).



The second style of board would be the Oak ladder board (lettering routed into the timber rather than standing proud like the one above). To supply and fit 5 of these would be £2600.



I did feel that, as a minimum , the signs should show that the site is managed by the Countryside Service, give a web/contact details and provide an area for notices/site information.

Regards footpath improvements on the site, I have priced up with a contractor to carry out approximately 500m worth of surfacing . This would be of Road planing material with a limestone dusting to ensure a smooth finish. I am however sure that once some leaf litter has fallen onto the path it will look like all of the existing paths but firmer.

Currently, on the attached map, I have highlighted 5 areas that I feel need to be addressed, these only total 400m, leaving a further 100m that may be needed for the new link from the housing development .

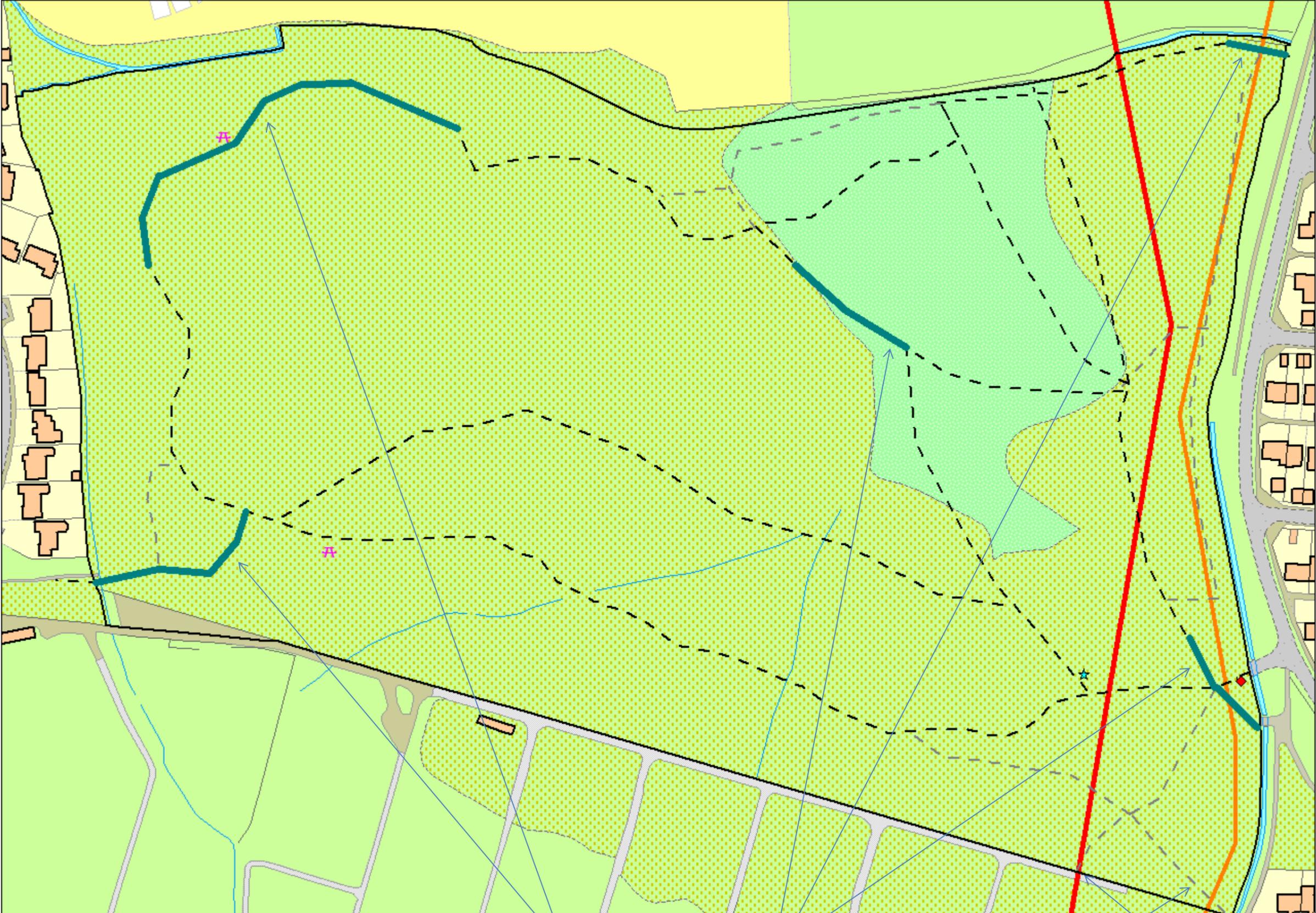
Any advice /opinions regards other areas that are in need of improvement would be useful.

As you can see, after the proposed improvements, we still have approx. £22,000 left.

This figure can be carried over indefinitely so does not need to be spent this financial year.

I would suggest keeping some back until we have an understanding on the new pressures that the development will have on the site.

Improvements	Cost	Current budget	After expense
Heathland Fencing	£4650	£50601	£45,951
Footpath and access improvements	£21,000	£45601	£24,951
Signage	£2,600- £3,745	£24951	£21,206-£22,351



Footpaths Topup

Pipe Lines

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