



Woodley Town Council

The Oakwood Centre
Headley Road
Woodley
Berks. RG5 4JZ

To: **ALL MEMBERS OF THE COUNCIL**

NOTICE IS HEREBY GIVEN that a Meeting of the Town Council will be held at The Oakwood Centre at 8.00 pm on Tuesday, 10 December 2013, at which your attendance is requested.

Deborah Mander
Town Clerk

Before the start of the meeting:

The Town Mayor will present grant cheques to representatives of local community groups and other organisations.

Town Forum

The first 30 minutes of the meeting will be set aside for members of the public to pose questions to the Council.

If there are no questions, the Council will commence business forthwith.

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members.
3. **MINUTES OF COUNCIL MEETING 25 JUNE 2013** Page 3
To approve the Minutes of the Council Meeting held on 25 June 2013 and that they be signed by the Chairman.
4. **MINUTES OF COUNCIL MEETING 24 SEPTEMBER 2013** Page 10
To approve the Minutes of the Council Meeting held on 24 September 2013 and that they be signed by the Chairman.

5. **COMMITTEE REPORTS**
To receive reports from the following:

5.1	Plans Committee	15 October 2013	Page 19
5.2	Leisure Services Committee	5 November 2013	Page 27
5.3	Community Services Committee	12 November 2013	Page 33
5.4	Plans Committee	19 November 2013	Page 41
5.5	Strategy and Resources Committee	26 November 2013	Page 51

6. **CAPITAL PROGRAMME** Page 61
To consider **Report No. FC 3/13.**

7. **PETITIONS TO WOKINGHAM BOROUGH COUNCIL**
Following recent discussions at Council and Committee on the matter of the Town Council being made aware of petitions relating to the town being presented to the Borough Council, the Democratic Services Manager at Wokingham Borough Council has agreed to include a proposal to the next meeting of the Constitution Working Group on this matter. The proposal will be to include in the petition protocol a requirement that town and parish councils, through their clerks, be informed of any petitions received by Wokingham Borough Council committees or officers.

8. **COMMEMORATION OF AVIATION HISTORY**
Following the request from a resident at the Town Forum on 24 September 2013 that a commemoration of the town's aviation history be provided at the former Linpac site, the Town Clerk has met with the Chairman of the Museum of Berkshire Aviation Trust. As a result of that meeting, the Town Clerk will be writing to the developer of the site to propose that a plaque and information board be provided within the development. The Chairman of the trust has agreed to provide suitable information and wording for these.

9. **REPRESENTATIVES ON OUTSIDE BODIES** Page 64
To receive any reports from Town Council representatives on outside bodies. **(Appendix 9)**

10. **LEADER'S STATEMENT**
To receive a statement from the Leader of the Council.

11. **TOWN MAYOR'S ENGAGEMENTS** Page 66
To receive a report from Councillor Bill Soane on his engagements as Town Mayor. **(Appendix 11)**

12. **FUTURE AGENDA ITEMS**
To consider any items for inclusion in future Council agendas.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 25 June 2013 at 8 pm**

Present: *Councillors W. Soane (Chairman); K. Baker; T. Barker;
A. Chadwick; P. Challis; J. Cheng; N. Cox; R. Duncan;
B. Franklin; K. Haines; L. Hayward; L. Higgs; M. Holmes;
C. Lawley; D. Mills; R. Neall; S. Outen; S. Rahmouni;
E. Rowland; D. Smith; M. Storry; M. Walker; M. Willson*

Officers present: *D. Mander, Town Clerk; K. Murray, Service Support Manager;
J. Smith, Senior Committee Officer*

Also present: *Alan Harland, Internal Auditor
Three members of the public*

24. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors A. Downes and K. Gilder

25. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

26. **MINUTES OF THE COUNCIL MEETING OF 14 MAY 2013**

RESOLVED:

- ◆ to approve the minutes of the Council meeting held on 14 May 2013 and that they be signed by the Mayor as a correct record.

27. **MINUTES OF THE PLANS COMMITTEE: 21 May 2013**

Councillor Cheng presented the Plans Committee minutes of the meeting of 21 May 2013.

28. **MINUTES OF THE LEISURE SERVICES COMMITTEE: 28 May 2013**

Councillor Franklin presented the Leisure Services Committee minutes of the meeting of 28 May 2013.

29. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE: 4 June 2013**

Councillor Hayward presented the Community Services Committee minutes of the meeting of 4 June 2013

Minute 5: Woodley Town Centre Management Initiative

In response to a question regarding a car park refund for shoppers using Lidl Councillor Hayward reported that she had followed this up with Wokingham Borough Council and she understood that the scheme needed final approval and would be up and running from September 2013.

Minute 6: Youth Working Party

Councillor Rowland expressed concern that Woodley was not as far advanced in the plans in response to the reduction in funding to the youth service as other parishes. She would be proposing to the Youth Working Party which met the following evening that a public meeting be called to which all the existing users of the two youth centres be invited to discuss how universal youth services could continue to be developed in Woodley and identify volunteers to do this. A plan needed to be put before the borough council and there was a need for urgency on this matter.

Minute 8: Street Lighting at South Lake

It was noted that there was no update on this at present.

Minute 13: Community Refuse Vehicle

In response to a question the Town Clerk explained that some of the amenity skip hours at other parishes were paid for by parish councils. It was agreed to seek information about what hours were funded by parishes.

30. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE:**

11 June 2013

In presenting the minutes of Strategy and Resources Committee meeting on 11 June 2013 Councillor Baker thanked officers for the format of the minutes and the additional information provided.

Minute 3b: Payments

Councillor Challis said that in his opinion the minute 3b regarding payments had not accurately reflected the concern of the Liberal Democrat Group that signatories from that group were signing cheques without a councillor from the Conservative Group first seeing these. His view expressed at the meeting was that the responsibility to monitor payments in this way fell to the council's administration and that Councillor Baker had agreed to this.

The Town Clerk agreed to amend the minutes accordingly for the committee's approval at the next meeting.

31. **MINUTES OF THE PLANS COMMITTEE: 18 June 2013**

Councillor Cheng presented the Plans Committee minutes of the meeting of 18 June 2013.

Minute 7: Representation at Wokingham Borough Council Planning Committee

Members considered the recommendation from the Plans Committee that:

Representations by the Town Council on planning applications being considered by Wokingham Borough Council be undertaken by a town councillor from the ward in which the application was situated and that if this was not possible a member of the Plans Committee make the representation.

Concern was expressed that where the Town Council making a representation on a planning application was the opportunity to put forward the town's view and that a ward member might not be aware of planning matters and not do the best for the town.

Councillor Baker responded and recognised that there could be an issue of inexperience. He had arranged for a Wokingham Borough Council planning officer to provide some training on making representations of this nature. With borough and a town council representations totalling six minutes there would be the opportunity to get a lot of good points across to the planning committee.

On being put to the vote it was

RESOLVED:

- ◆ to approve that representations by the Town Council on planning applications being considered by Wokingham Borough Council be undertaken by a town councillor from the ward in which the application was situated and that if this was not possible a member of the Plans Committee make the representation.

RESOLVED:

- ◆ to receive the minutes of the Plans Committee held on 21 May 2013.
- ◆ to receive the minutes of the Leisure Services Committee held on 28 May 2013.
- ◆ to receive the minutes of the Community Services Committee held on 4 June 2013.
- ◆ to receive the minutes of the Strategy and Resources Committee held on 11 June 2013.
- ◆ to receive the minutes of the Plans Committee held on 18 June 2013.

32. **FINANCIAL STATEMENTS AND ANNUAL RETURN 2012/13**

Financial Statements for 2012/13

The Mayor welcomed Alan Harland, the Council's internal auditor.

Mr Harland explained his role through the year which involved the detailed checking of financial systems as well as corporation governance, receipts and payments and payroll. The Council agreed his programme of work each year and a reported is provided to Council at the year end detailing any matters that require addressing.

Mr Harland was pleased to report that over his years as internal auditor there had been a steady improvement in the quality of accounting and discipline within the council's financial functions. There had also been improvement in the controls and in his opinion this was a tribute to the staff under the guidance of the Council's accountant and the stability of the staffing structure and staff members' willingness to learn and be trained in good practice.

Mr Harland then explained that he also had a role with regard to the Annual Return and had reviewed the Financial Statements. He had provided a letter, provided in the agenda, which confirmed that his review had not discovered any matters to bring to the Council's attention.

Mr Harland responded to questions on asset valuations and explained that depreciation was applied over the estimated lifetime of the asset. He was also asked about the valuation of assets and, as this hadn't been done since 2007, whether this should be carried out regularly. Mr Harland replied that standard procedure was that the council didn't need to do it at all and that, under the guidance, the normal concept of depreciation didn't apply.

Councillor Rowland thanked the Town Clerk and the staff team for keeping the accounting records in good order and also thanked Mr Harland and the Council's accountant, Mr Kemp, for their help year on year and through all the changes over the past few years.

RESOLVED:

- ◆ to approve the Financial Statements for 2012/13 and that they be signed by the Mayor and Town Clerk.

Annual Return - Accounting Statements for 2012/13

Members considered the Accounting Statements for 2012/13 as set out in the Annual Return. The table setting explanation of the significant variances between 2012/13 and 2011/12 was noted.

RESOLVED:

- ◆ to approve the Accounting Statements for 2012/13 and that they be signed by the Mayor.

Annual Return - Annual Governance Statement for 2012/13

Members considered the statements as set out in the Annual Return and

RESOLVED:

- ◆ to approve the Annual Governance Statement for 2012/13 and that this be signed by the Mayor and Town Clerk.

33. **LEISURE SERVICES AND PLANS COMMITTEE**

RESOLVED:

- ◆ that Councillor Cox be appointed to the Leisure Services Committee.
- ◆ that Councillor Cox be appointed to the Plans Committee.

It was also proposed and

RESOLVED:

- ◆ that Councillor Willson be appointed to the Leisure Services Committee in place of Councillor Soane.
- ◆ that Councillor Willson be appointed to the Plans Committee in place of Councillor Franklin.

34. **COUNCIL SEAL**

RESOLVED:

- ◆ to approve the use of the Council Seal for the lease with Thames Valley Police for the use of the office at the Oakwood Centre by the Neighbourhood team.

35. **NATIONAL ASSOCIATION OF LOCAL COUNCILS – PUTTING COMMUNITIES FIRST CONFERENCE**

Members noted the report of the Putting Communities First Conference provided by Councillor Cheng.

In response to a question the Mayor explained he had been unable at the last minute to attend the conference.

36. **REPRESENTATIVES ON OUTSIDE BODIES**

- a) It was proposed by Councillor Walker, seconded by Councillor Haines and

RESOLVED:

- ◆ To appoint Councillors Cheng and Holmes to represent the Town Council at the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination Meetings as deputies.
- b) Members noted receipt of the Poor's Land Charity audited accounts for the year ending 31 December 2012.
- c) **ARC** (written report provided)
Mrs Flower reported that the ARC Annual General Meeting held on 1 May 2013 at the Oakwood Centre was well attended with a presentation from pupils at Leighton Park.

Concerns still remain about future funding given the increase in the demand for the services for emotional support and self harm. ARC is trying to provide extra training for counsellors and school staff to deal with the latter. The proposed cuts in funding for youth services is also giving rise to concerns. ARC is writing to Wokingham Borough Council with regard to this.

Mid and West Berkshire Local Access Forum

Councillor Mills reported that he had attended a meeting of the Mid and West Berkshire Local Access Forum on 29 May 2013 and that his representation onto this forum had to be formally approved at their next meeting. The meeting had focused on issues in West Berkshire and that the next meeting would cover Wokingham matters of access. He informed the meeting that Wokingham would only be represented on the forum for another year as the borough council would be withdrawing. From this first meeting Councillor Mills had the impression that the advice of the forum was bound to be followed by the appropriate councils regarding matters associated with rights of way.

37. **LEADER'S STATEMENT**

The Leader of the Council made the following statement. The statement was requested to be included in the minutes in full.

It is just over a month since the Conservatives took control of the Town Council and we are already making changes to improve the transparency of this council. The leader of this council is the political head of an organisation with a turnover of about £2 million. In my memory the leader has never been called to inform councillors and residents as to what they have been up to. This statement addresses that deficiency and brings a degree of accountability of the Leader to this council.

Another change is that for the first time all agendas are now on the website for residents to see. Prior to this the only way a resident would know what was coming up at a meeting was to turn up on the night. A simple but significant improvement of transparency for our residents.

For the first time the future program of changes was distributed to all councillors for comments rather than a single party calling all the shots. I thank the Liberal Democrat group for embracing this approach. In my opinion this is a step towards minimising party politics which can only be good for our residents.

As a direct result of this we have been able to review all sub-committees, adopt the concept of an annual report from those members who represent the council on outside bodies and adopt a protocol for ward based town representation at

the Borough's Planning Committee. Recommendations for changes on the sub committees will now be passed to the standing committees to progress.

Another example of working together is the chairman and vice chairman roles of the plans committee being occupied by members of both political parties. This is the first time ever that any of the standing committees have been chaired in this cross party way.

Councillor Haines and I have started on a round of open meetings with staff where they can get to know us and ask any questions they want to. After 40 years of one party rule there are bound to be many concerns, issues and questions following the change in control. Believe me they have been quite lively.

Councillor Franklin has also been highly active in conversations with managers in his capacity of Leisure Services Chairman. On this vein, together with Councillor Franklin, I am actively reviewing the whole pricing structure within this service area. This will result in a future proposal on rationalisation which will eventually be brought to the Leisure Services Committee to review.

The other area which I am concentrating on is the Budget setting process. For far too long I have believed that the whole process of setting the budget has been too secretive. I have been reviewing how it is done at this council and comparing it to the way others do it. I do feel that there is a lack of transparency and cross party involvement in the past. I will be putting together a proposal to address both these issues directly which will come to the Strategy and Resources Committee for review.

I hope the councillors opposite will appreciate this drive for further transparency and will continue to work with us for the benefit of all our residents.

38. **OPEN SPACE, SPORTS AND RECREATION STRATEGY**

The Chairman invited comments on this strategy and the following points were made by Councillor Challis:

- that the strategy didn't include the important role that town and parishes play in providing sport and recreation and partnership working, nor did it include private provision of sports facilities or sports clubs;
- the focus of the strategy is on the SDLs and didn't include Woodley where at least new homes were going to be built;
- reference to existing outside sport clubs excluded the leisure centres in Woodley;
- that for Woodley with additional homes being built in the town and where new sports and recreation facilities were unlikely because of space the strategy should include the enhancement and upgrading of existing facilities;
- that the country park at Sandford Farm was not included in the document.

Councillor Smith agreed that the document didn't meet the needs of Woodley and that the Council may have been in a better position to respond if there had been a sports development plan for the town, which he believed was an important piece of work to be done.

There was general agreement that a response be made to Wokingham Borough Council. In order to do this it was proposed and

RESOLVED:

- ◆ that Councillors Challis, Outen, Smith and Willson be delegated to prepare and agree a response to the consultation document.

39. **ARMED FORCES COMMUNITY COVENANT**

The Chairman introduced this item and explained that the Council had been invited to be a signatory to Wokingham Borough Armed Forces Community Covenant which was part of a nationwide initiative to encourage local communities to support Armed Forces Personnel living in their area. It was noted that Wokingham Borough Council was the last borough in Berkshire to sign up to the Community Covenant. The Mayor reminded Members that although areas in Wokingham and Arborfield had more connection with the armed forces at present Woodley had a long history with the former Woodley Airfield and the present commitment to provide a public war memorial in the town.

There was general agreement that local authorities should support the armed forces and their families although it wasn't clear what this would mean to the town in practice. In response to a question about whether the Town Council could allow free swimming for service personnel and their families Councillor Baker explained that the parishes had been invited to be co signatories without financial commitment and that Wokingham Borough Council's plans with regard to support would evolve. The Town Council could look at what it might do as these plans became clear.

RESOLVED:

- ◆ that the Council be signatory to the Wokingham Borough Armed Forces Community Covenant and that the Mayor sign this on the Council's behalf at the ceremony on 18 July 2013.

40. **TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor informed the Council of the six events he had attended since the last meeting. He said that he and his wife, Hilary, had thoroughly enjoyed meeting people and going to places that they had never been to before. He also said that the volunteer centre is struggling to find drivers.

The Deputy Mayor and Mayoress had attended the Woodley Sports Week a week of festival and sports and reported on what a marvellous week it had been. A total of 140 medals and trophies had been presented by the Deputy Mayor over the week.

41. **FUTURE AGENDA ITEMS**

There were no items for inclusion in the next Council agenda.

Meeting closed at 9.20 pm

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 24 September 2013 at 8 pm**

Present: Councillors W. Soane (Chairman); K. Baker; T. Barker; A. Chadwick; P. Challis; J. Cheng; N. Cox; R. Duncan; K. Gilder; B. Franklin; K. Haines; L. Hayward; L. Higgs; M. Holmes; C. Lawley; D. Mills; R. Neall; S. Outen; S. Rahmouni; E. Rowland; D. Smith; M. Storry; M. Walker; M. Willson

Officers present: D. Mander, Town Clerk; K. Murray, Service Support Manager;

Also present: 10 members of the public

42. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor A. Downes

43. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

44. **MOTION TO VARY THE ORDER OF BUSINESS**

The Chairman proposed that given the topic of the motion the Council had before it later in the meeting and the attendance at the Town Forum by members of the Bulmershe Youth Centre's Friday night youth club who had posed questions to the Council, the order of business be changed to consider agenda item 8 forthwith. This motion was seconded by Councillor Challis and, on being put to the vote, it was

RESOLVED:

- ◆ To consider agenda item 8 as the next item of business.

45. **NOTICE OF MOTION**

The following motion was proposed by Councillor Challis and seconded by Councillor Lawley.

"Woodley Town Council regrets the decision of Wokingham Borough Council to reduce funding on Youth Services in the borough and the resulting loss of universal Youth Services.

Over many years Woodley Town Council has demonstrated its commitment to supporting the youth of Woodley, and notes that this has had a very positive impact for all residents.

Woodley Town Council confirms the council's continuing commitment to supporting the young citizens of Woodley.

To meet this commitment to youth, Woodley Town Council agrees to take positive and urgent action, including financial assistance to ensure that Youth Services, such as youth clubs at the Bulmershe Centre, continue to be available to all young citizens of Woodley."

An amendment to the original motion was proposed by Councillor Baker, seconded by Councillor Walker:

"Woodley Town Council regrets the decision of Wokingham Borough Council to *remove* funding on *the Universal Youth Provision* in the borough.

Over many years Woodley Town Council has demonstrated its commitment to supporting the youth of Woodley, and notes that this has had a very positive impact for all residents.

Woodley Town Council confirms the council's continuing commitment to support the young citizens of Woodley.

To meet this commitment to youth, Woodley Town Council agrees to *work with existing youth club providers, sports providers and organisations such as JAC to ensure their current provision evolves to accommodate the needs of those Woodley youths who go to the Youth Club.*"

After debate the amendment was voted upon and declared carried, 11 Members voting for, 1 voting against and 10 abstaining.

A further amendment was proposed by Councillor Hayward, seconded by Councillor Rowland, to add the following words to the end of the substantive motion:

"and make best efforts to continue the Friday night youth club at Bulmershe until Christmas 2013 to allow the Town Council to further investigate possibilities for the future"

After debate the amendment was voted upon and carried unanimously.

Members then voted on the substantive motion and unanimously

RESOLVED:

"Woodley Town Council regrets the decision of Wokingham Borough Council to remove funding on the Universal Youth Provision in the borough.

Over many years Woodley Town Council has demonstrated its commitment to supporting the youth of Woodley, and notes that this has had a very positive impact for all residents.

Woodley Town Council confirms the council's continuing commitment to support the young citizens of Woodley.

To meet this commitment to youth, Woodley Town Council agrees to work with existing youth club providers, sports providers and organisations such as JAC to ensure their current provision evolves to accommodate the needs of those Woodley youths who go to the Youth Club and make best efforts to continue the Friday night youth club at Bulmershe until Christmas 2013 to allow the Town Council to further investigate possibilities for the future."

46. **MINUTES OF THE COUNCIL MEETING OF 25 JUNE 2013**

Under this item and in response to a question the Town Clerk confirmed that matters arising did not form part of the consideration of the minutes under the Council's standing orders, although it was the Council's practice for Members to update or provide further information relating to matters in the minutes.

Minute 29 – Community Services Minutes 4 June 2013

In response to a question relating to the parking refund for Lidl customers and when this would be introduced Council Hayward reported that this was supposed to have been up and running in September and that Lidl had yet to finalise arrangements for this.

Minute 31 – Plan Committee minutes 18 June 2013

In response to a question, the Town Clerk reported that she had no further information as to when Wokingham Borough Council would be providing training to councillors on making representations to the Borough's Planning Committee.

Minute 38 - Open space, sports and recreation strategy

The Town Clerk agreed to amend the minute to add the number of new homes to be built in Woodley and the fact that this was not far short of the increase planned in the North Wokingham SDL.

Minute No 39 – Armed Forces Community Covenant

After further explanation from Councillor Challis, that the point of his question as to whether the Town Council could allow free swimming for service personnel and their families was to establish what practical action the Council may take, the Town Clerk agreed to amend the minutes to reflect this.

The amended minutes of the meeting held on 25 June 2013 would be presented to the next meeting for approval.

47. **AUDIT 2012/13**

The Town Clerk presented the Audited Annual Return which had been received earlier that day and drew the Council's attention to the external auditor's report which stated:

"On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."

RESOLVED:

- ◆ To adopt the Audited Annual Return for 2012/13

48. a) **MINUTES OF THE PLANS COMMITTEE: 16 July 2013**

Councillor Cheng presented the Plans Committee minutes of the meeting of 16 July 2013.

b) **MINUTES OF THE PLANS COMMITTEE: 13 August 2013**

Councillor Cheng presented the Plans Committee minutes of the meeting of 13 August 2013.

c) **MINUTES OF THE LEISURE SERVICES COMMITTEE: 27 August 2013**

Councillor Franklin presented the Leisure Services Committee minutes of the meeting of 28 May 2013.

Minute 15: Garden of Remembrance

The Chairman referred to the decision of the committee to offer, free of charge, a memorial plaque in the garden to the family of Honorary Townspeople who have passed away; and read out a letter of thanks from Mrs Shelagh Flower on behalf of the family of Mr Fred Willis, who had recently passed away.

Minute 15: Memorial Ground

In response to a question on when the next meeting with the Woodley War Memorial Project would take place the Service Support Manager reported that he had spoken to the landscape architect and hoped to have

information about the design for the civic space in which the memorial would sit in the following week and once that was received he would arrange a meeting.

d) **MINUTES OF THE COMMUNITY SERVICES COMMITTEE: 3 September 2013**

Councillor Hayward presented the Community Services Committee minutes of the meeting of 3 September 2013.

Minute 22 a): Highways requests

In response to the minute referring to the Town Council not having been informed of a petition on the matter of speeding on Nightingale Road Councillor Rowland informed the meeting that the petition had been collected by residents following an accident in which three garden walls had been demolished. This had been presented to Wokingham Borough Council and Councillor Rowland said that there was no process for advising town and parish councillors of such petitions and that she wasn't sure that it would be practical for the Borough Council to do so.

Minute 22 b): Cycle Design Guide

The Chairman updated Members on the arrangements for a meeting with a Senior Transport Planner, Wokingham Borough Council. This would now be held in Wokingham at the Borough Council offices where plans would be available, with an engineer present, and to which all Members of Council were invited. This would enable Members to raise concerns and provide local information to the officers.

Minute 22 e) My Journey campaign

In response to a question the Town Clerk confirmed that she had followed up on the criteria relating to the sustainable travel grants and passed information on to Councillor Outen. Councillor Outen reported that he had been in contact with Councillor Baker regarding the matter raised by residents at Alexandra Place and that he had informed them that it would not be possible to reroute the No 19 bus.

Minute 26: Citizens Awards review

In response to a question the Town Clerk informed the meeting that the consideration of nominations for Citizens Awards by the Community Services Committee would be taken in a confidential session because the this matter involved personal information.

Minute 34: 2013 Berkshire Recorders Day – A shared vision for biodiversity

Councillor Mills reported that he was now unable to attend the Berkshire Recorders Day and offered the place to any Member who may be interested.

It was noted that Minute 21 and 22 required amendments before being presented for approval by the committee.

e) **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE: 11 September 2013**

Councillor Baker presented the minutes of Strategy and Resources Committee meeting on 11 September 2013.

Minute 20: Recommendation from the Leisure Services Committee

In response to a question the Town Clerk clarified that the allocation of £30,000 from the general reserve for a software bookings management system did not give authority for the total sum to be spent without further reference to the Committee. In the first instance a business plan was required and the Leisure Services Committee had resolved to present this to the Strategy and Resources Committee.

f) MINUTES OF THE PLANS COMMITTEE: 17 September 2013

Councillor Cheng presented the Plans Committee minutes of the meeting of 17 September 2013.

g) RESOLVED:

◆ to receive:

- the minutes of the Plans Committee of 16 July 2013
- the minutes of the Plans Committee of 13 August 2013
- the minutes of the Leisure Services Committee of 27 August 2013.
- the minutes of the Community Services Committee of 3 September 2013.
- the minutes of the Strategy and Resources Committee of 10 September 2013.
- the minutes of the Plans Committee of 17 September 2013.

49. COMMITTEE SCHEDULE 2013/14

The Leader of the Council explained that, as part of the budget process for 2013/14, there would be an informal meeting to which all Members of Council would be invited to discuss the draft budget figures. The proposed amendment to the meeting dates would allow the meeting to take place with time for any review required before the Council considered the budget at its meeting on 11 February. Councillor Rowland asked why that date had been chosen as the Liberal Democrat Group had a group meeting scheduled for that date. The Town Clerk explained that this option was being proposed because it was a Tuesday, a usual day for meetings, and because the deadline date to inform the Borough Council of the precept level set didn't leave many options at that time of the year. The Town Clerk confirmed that the meeting was not a formal meeting of Council or a decision making meeting, that it would not be a public meeting and that officers would be present.

Councillor Rowland asked if notes of the meeting would be available and the Leader agreed to this. Councillor Challis suggested that agreed review of the Council's Standing Orders address the process for meetings of this nature.

RESOLVED:

- ◆ to approve the revised Council meeting schedule for 2013/14, as attached.

50. OPEN SPACE, SPORTS AND RECREATION STRATEGY

Members noted the response to the consultation that had been delegated to Councillors Challis, Outen, Smith and Willson to prepare and submit to Wokingham Borough Council. The Town Clerk reported that she understood a response to the Council's submission was being prepared.

RESOLVED:

- ◆ to note the response to the Open Space, Sports and Recreation Strategy consultation.

51. **SITE OF URBAN LANDSCAPE VALUE JOINT WORKING PARTY**

Members discussed the suggestion that the joint working party pose a public question to Wokingham Borough Council relating to the treatment of green space and

RESOLVED:

- ◆ that a proposal to pose a public question to Wokingham Borough Council be supported.

52. **REPRESENTATIVES ON OUTSIDE BODIES**

Members noted the following written reports:

- Poor's Land Charity from Councillor Cheng
- ARC from Mrs Shelagh Flower
- Robert Palmer Almshouse Charity from Councillor Rahmouni

Councillor Hayward reported that she had attended the AGM of the Citizens Advice Bureau. The service was running smoothly. Two members of staff who had left had been replaced. The bureau is short of space. The number one matter raised by clients is debt.

Councillor Baker informed the meeting that the next meeting of the Town Centre Management Initiative Management Committee would be looking at options for the north end of the town centre and all Members would be welcome to attend.

53. **LEADER'S STATEMENT**

Given the late hour, the Leader of the Council said he would distribute his statement to all Members outside the meeting.

54. **FREE SWIMMING**

Members were pleased to note the letter from the Executive Members for Environment, Internal Services and Health and Wellbeing, Wokingham Borough Council thanking the Council for taking part in the free swimming programme over the summer holidays.

55. **TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor informed the Council of the 11 engagements he had attended since the last meeting.

He also announced that the charity he would be supporting during his year of office would be the Woodley War Memorial Project.

The Deputy Mayor had attended 2 engagements.

56. **FUTURE AGENDA ITEMS**

Councillor Rowland said she would like to see Youth Services matters reported at both Community Services Committee and Full Council.

Councillor Challis reminded the meeting that a meeting of the Standing Orders Working Party was required to deal with matters that arose in relation to the Annual Meeting.

Meeting closed at 10.10 pm

Meeting of the Town Council on 24 September 2013

Before the start of the meeting:

The Mayor presented the Woodley Horticultural Memorial Cup and a garden centre voucher to Mrs Shirley Lantham, the winner of the 2014 Garden Competition. Runner up, Mrs Janet Bonney, had been unable to attend the meeting to receive her voucher and this would be forwarded to her.

The Mayor also welcomed Clare Rebbeck who had been invited to explain the works she was doing as the Development Worker for the Wokingham Voluntary Sector Forum. She explained that the forum, funded by Wokingham Borough Council, provided advice and training to all voluntary sector organisations in the borough, including those in Woodley and Earley. Her role was to support these organisations through bi-monthly meetings to which speakers were invited. The biggest issue in the sector was funding and she was encouraging groups to look outside the borough for funds. The forum publishes a newsletter called The Chain which can be signed up to on the website.

Clare Rebbeck was aiming to produce a map of all the 1,600 local groups in the borough, so far they only had 600 on their database. If councillors knew of any local groups that weren't members of the forum she hoped they would encourage them to join; this was free of charge and through membership groups could receive support in planning for the future. In response to questions Clare Rebbeck said that she hadn't heard of groups folding because of funding problems but some were struggling to find trustees. She also confirmed that the forum encouraged partnerships between groups, depending on their objectives and that there were opportunities for groups from larger companies under their corporate social responsibility activities.

TOWN FORUM

24 September 2013

Mr Cook said that he and his father, who had lived in Woodley since he was 8 years old, had come to the forum because of his father's distress in seeing the former building used by the aircraft industry being knocked down recently. His father was upset that there didn't seem to be any plans to recognise and mark the history and role played by the Miles Aircraft Company, where his father had worked, and the role that that the area had played in aviation and the Second World War. Mr Cook asked the Council if there were any plans to for such a memorial.

Councillor Cheng, Chairman of the Plans Committee, said that there weren't at present but that this could be looked in to. The Mayor referred to the Museum of Berkshire Aviation and said he believed there should also be some recognition of the aircraft industry in the town and that the Council would pursue this suggestion.

Councillor Challis suggested that the Plans Committee could consider adding some of the names of Miles Aircraft aeroplanes to street names list and proposed these for the new development at the site of the former aircraft industry buildings. Mr Cook agreed to call in to the Town Council offices to give this information and his contact details the following day.

Councillor Rowland asked if Mr Cook had written down his experiences and memories, or if these could be recorded and form part of the historical information at the museum.

Page Parker asked if Woodley Town Council would be prepared to help keep the Friday night youth club going.

Councillor Hayward, Chairman of the Community Services Committee, said that the Independent Group would like to do this, however, a report from Councillor Gilder had given a mixed message of it being a drop in facility, a support for disabled young people and a youth centre. Her group was looking for a stable youth club with good supervision for 12 to 18 year olds.

Councillor Gilder explained that the business plan that she had provided didn't specify three different categories, but universal youth club including people with disabilities. After the age of 19 a young person with special needs could continue to be supported and attend a club until they reach 25.

The Chairman explained that the Council had a motion for debate on the matter of the youth services and the youth club and that the question pre-empted that debate. The discussion later in the meeting would be able to provide a response to the question posed.

Further questions on the matter of youth services were posed to the Council by Friday night youth club members at the Bulmershe Centre:

The Thursday special needs club is continuing – why can't we be treated equally and have a youth club?

What is Woodley Town Council prepared to do for youth if the Bulmershe club is closed down?

Having been attending the Friday night youth club for 8 years I believe the club should stay open. Can we as youth members help keep the club open with a partnership?

Why were not all young people, rather than some, not catered for in the future plans?

At this point the Mayor drew the Town Forum to a close and explained that the Council had an agenda item relating the questions posed and that he hoped the Council would agree to bring this debate forward to the beginning of the meeting.

Woodley Town Council

Minutes of a Meeting of the Plans Committee held at the Oakwood Centre on Tuesday 15 October 2013 at 7.45 pm

Committee Members Present :- Councillor T. Barker
Councillor J. Cheng (Chairman)
Councillor M. Holmes
Councillor R. Neall
Councillor M. Storry
Councillor M. Walker

Also in Attendance :- Councillor K Baker
D Mander, Town Clerk
L Matthews, Committee Officer
H Beilby, Administrative Officer

01 APOLOGIES FOR ABSENCE

Councillor Ray Duncan
Councillor Nick Cox

02 DECLARATIONS OF INTEREST

No declarations of interest on the business to be conducted were made.

03 MINUTES OF PREVIOUS MEETING

RESOLVED:

To approve the minutes of the meeting held on 17 September 2013 and for the Chairman to sign them as a true and accurate record.

04 PLANNING DECISIONS

RESOLVED:

To note information on decision notices received from the planning authority since the last meeting. (Appendix 4)

05 CURRENT PLANNING APPLICATIONS

05- 1 F /2013/1682 Plot Ref :- Type :- Full
Applicant Name :- Mr Jadvinder Sidhu Date Received :- 19/09/2013
Location :- 5 Date Returned :- 16/10/2013
Buccaneer Close
RG5 4XP
Proposal : Proposed erection of a single storey rear extension to dwelling.
Observations : No comment.

05- 2 F /2013/1698 Plot Ref :- Type :- Full
Applicant Name :- Mr M Maher & Ms T Muir Date Received :- 27/09/2013
Location :- Land rear of 95 Loddon Bridge Date Returned :- 16/10/2013
Loddon Bridge Road
RG5 4AE
Proposal : Proposed erection of one 3 bedroom dwelling.
Observations : Two residents were present at the meeting to voice their concerns and a letter of concern had also been received.
Their concerns related to:
- Access will be provided from Windermere Close resulting in increased traffic

- Loss of privacy due to removal of trees
- New development will exacerbate parking problems in an area which is already congested

Following the residents' comments the committee discussed the application and recommend that the planning application be refused on the following grounds:

- Approval for this application could encourage further back garden development
- Loss of mature trees
- Loss of privacy
- Parking congestion

05- 3	F /2013/1709	Plot Ref :-	Type :- Full
Applicant Name :- Dixon Miss		Date Received :- 11/10/2013	
Location :- 16 Willowside Woodley RG5 4HJ		Date Returned :- 19/09/2013	
Proposal :		Proposed erection of a first floor, single and two storey rear extensions to dwelling.	
		REVISED PLAN: Revised plans show alterations to elevations and floorplans including dormer.	
Observations :		Two residents were at the meeting to voice their concerns and a letter of concern had also been received.	
		Their concerns related to:	
		<ul style="list-style-type: none"> - Overdeveloped and unneighbourly nature of the proposal. - The elevation drawings do not correctly show the planned skylight. - Loss of privacy - Poor quality of design - Outside the 45 degree law - Application form incorrect in stating there are no trees in adjoining property which are within falling distance of the development, there is a mature tree in the bottom east corner of 22 Willowside in this category. 	
		Following the residents' comments the committee discussed the application and supported the residents' and recommend the planning application be refused on the following grounds:	
		<ul style="list-style-type: none"> - Overbearing and unneighbourly - Loss of privacy - Loss of light and overshadowing - Loss of visual amenity - Resultant noise pollution - Application excludes the tree at 22 Willowside - 45 degree regulation exceeded 	
		REVISED PLAN: At the meeting held on 15/10/2013 two residents attended to voice their concerns and two further letters of concern had been received. The residents reiterated the concerns they had raised to the original plans as these still applied to the revised plan.	
		The committee supported the concerns of the residents and had the following concerns in respect of this revised planning application:	
		<ul style="list-style-type: none"> - Overbearing and unneighbourly - Loss of privacy - Loss of light and overshadowing 	

- Loss of visual amenity
- Resultant noise pollution
- Application excludes the tree at 22 Willowside
- 45 degree regulation exceeded

05- 4 F /2013/1779 Plot Ref :- Type :- Full

Applicant Name :- Mr S Miah Date Received :- 18/09/2013

Location :- 15 Date Returned :- 16/10/2013
Duncan Road
RG5 4HR

Proposal : Proposed erection of a part single and part two storey rear extensions to dwelling.

Observations : One letter of concern had been received.

The committee discussed the application and recommended that the planning application be refused on the following grounds:

- Unneighbourly development
- Concern about the vagueness of the plans as the neighbour's letter indicates that the number of bedrooms proposed is not clear.

05- 5 F /2013/1820 Plot Ref :- Type :- Full

Applicant Name :- Mr D Turner Date Received :- 24/09/2013

Location :- 4 Date Returned :- 16/10/2013
Welford Road
RG5 4QS

Proposal : Application for the erection of a two storey side extension and single storey rear extension to dwelling. (Retrospective)

Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 6 F /2013/1841 Plot Ref :- Type :- Full

Applicant Name :- Mrs M Reeves Date Received :- 25/09/2013

Location :- 10 Date Returned :- 16/10/2013
Hurricane Way
RG5 4UX

Proposal : Proposed erection of a single storey rear extension to for a conservatory.

Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 7 F /2013/1945 Plot Ref :- Type :- Full

Applicant Name :- Gaskin Mr & Mrs Date Received :- 07/10/2013

Location :- 83 Date Returned :- 16/10/2013
Bruce Road
Woodley
RG5 3DY

Proposal : Proposed erection of single storey front and side extension.

Observations : One resident was present at the meeting for this planning application and informed the meeting that although he did not object to the proposed development, he was concerned that no dimensions were given on the plan and therefore the impact on his boundary fence was not clear.

The committee discussed the application and agreed to make no

comment but particularly asked that the dimensions of the proposed extension be checked to ensure that the boundary is not encroached.

05- 8 F /2013/1980 Plot Ref :- Type :- Full
Applicant Name :- Ms Carlin Date Received :- 11/10/2013
Location :- 16 Date Returned :- 16/10/2013
Millbank Crescent
RG5 4ER
Proposal : Proposed conversion of existing garage to additional habitable accommodation.
Observations : No comment.

06 NEIGHBOUR CONSULTATION SCHEME

RESOLVED:

To note the following:

Refusal of certificate of lawful existing development for application CLE/2013/1576 for the part conversion of garage into habitable space at 12 Letts Green, Woodley.

Approval of application CLP/2013/1943 for the proposed erection of a single storey side extension at 13 Arundel Road.

07 TREE PRESERVATION ORDERS

RESOLVED:

To note the following Tree Preservation Orders:

TPO 25/1971 4 Wild Wood Close

To note consent for the selective pruning of 3 oaks and the felling of one sycamore.

Section 211 notification of work to trees within the Woodley Green Conservation Area: Churchyard of St John the Evangelist Church.

To note consent for the felling of one western red cedar.

TPO 3/1951 71 Campbell Road

To note consent for the felling of a silver birch.

To note the imminent removal of a mature cherry tree situated on the verge outside 51 Antrim Road. One or two replacement trees will be planted in November/December.

08 ENFORCEMENT ISSUES

The Chairman informed the meeting of notice of three enforcement investigation closure notices received and four ongoing enforcement matters in the parish.

09 STREET NAMING AND NUMBERING

RESOLVED:

To add the following names of aeroplanes produced by Miles Aircraft Company to the list of street names approved by the committee:

Magister

Messenger

Gemini

Martinet

Monitor

Attached at Appendix 9 is a list of the street names approved by the committee.

The Meeting closed at : 8.50pm

Signed :

Chairman Date:

On behalf of : Woodley Town Council

Woodley Town Council

PLANNING DECISIONS

Plan No.	Description	Address	Decision
O/2013/0668	Outline application for residential development of up to 34 dwellings with associated access, car parking, open space and landscaping (means of access to be considered).	Former Linpac Metal Packaging site, Headley Road East	Permission refused
F/2013/1178	Proposed erection of a single storey front/side and rear extensions to dwelling.	3 Fawcett Close	Approved
F/2013/1219	Change of use of part ground floor from B8 use to B2 (general industrial) use.	NTS House, Headley Road East	Approved
F2013/1289	Proposed single storey side and rear extension to building.	1 Caribou Close	Approved
F/2013/1307	Proposed demolition of existing bungalow and erection of 2 new detached 4 bedroom dwellings with associated parking.	57 Colemans Moor Lane	Approved
F/2013/1381	Proposed installation of plant and machinery to side elevation of building.	406 London Road, Earley	Approved
F2013/1392	Proposed conversion of loft into habitable accommodation and erection of single storey rear extension to dwelling with insertion of 3 rooflights in side elevations.	113 Headley Road	Approved
F/2013/1517	Proposed erection of a single storey rear extension plus conversion of garage to habitable accommodation.	12 Wright Close	Approved
F2013/1542	Proposed erection of a single storey rear extension to nos 8 & 10 The Hedgerows	8 & 10 The Hedgerows	Approved
F/2013/1548	Proposed replacement of existing flat roof with pitched roof and replacement of patio doors with bi-folding doors to rear of dwelling.	88 Vauxhall Drive	Approved
F/2013/1568	Proposed erection of a single storey rear extension to form a conservatory.	5 Keane Close	Approved
F/2013/1572	Proposed two storey side extension to dwelling.	13 Fairwater Drive	Approved
F/2013/1625	Erection of canopy to front elevation and detached storage room in rear garden (retrospective application)	82 Fairwater Drive	Approved
F/2013/1688	Application for the erection of a single storey side and rear extension to dwelling, following demolition of existing side extension (Retrospective).	7 South Lake Crescent	Approved

Appendix 9

Suggested Street Names for future developments in Woodley

Flowers

Acacia	Amaryllis	Anemone	Begonia
Blackberry	Bouvardia	Buttercup	Cactus
Camellia	Clematis	Crocus	Daffodil
Daisy	Delphinium	Fuchsia	Godetia
Honeysuckle	Hyacinth	Jasmine	Larkspur
Lavender	Lily	Lobelia	Lupin
Orchid	Petunia	Poppy	Primrose
Snowdrop	Sunflower	Tulip	Wisteria
Zinnia			

Birds

Bittern	Blackbird	Buzzard	Chaffinch
Cormorant	Dove	Duncock	Grebe
Guillemot	Jackdaw	Kestrel	Lapwing
Magpie	Mallard	Moorhen	Nuthatch
Partridge	Pheasant	Red Kite	Starling
Reeds	Robin	Seagull	Skylark
Swallow	Swan	Woodpecker	Wren
Bulrush	Dovecote	Squirrels Drey	

Authors

Bronte	Chaucer	Dickens	Goldsworthy
--------	---------	---------	-------------

Aircraft

Gemini	Magister	Martinet	Messenger
--------	----------	----------	-----------

Others

Diamond	Campus	College Court	Hadfield
Lloyd	Olympic	Orchard	Russell
'The Orangery'	Appledore	Appletree	Elizabeth
Willis	Grangewood	Hawkhurst	Hawthorn
Binding	Doncom	Juniper	Lebus
Hollingsbee	Pinewood		

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 5 November 2013 at 8.00 pm**

Present: *Councillors B. Franklin (Chairman); T. Barker; A. Chadwick; P. Challis;
N. Cox; S. Outen; S. Rahmouni*

Officers present: *D. Mander, Town Clerk; K. Murray, Service Support Manager;
A. Bunn, Leisure Services Manager; L. Matthews, Committee Officer*

21. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A. Downes and M. Willson.

22. **DECLARATIONS OF INTEREST**

Councillor Rahmouni	Agenda Item 6	Interest
	Civic space/war memorial	Councillor Rahmouni is the Council's representative on the Woodley War Memorial Project Group

23. **MINUTES OF THE MEETING HELD ON 27 AUGUST 2013**

It was noted that Minute 14: Bookings System did not include the concern expressed about the uncertainty over the ending of the lease on Bulmershe Leisure Centre in 2015 and whether it was appropriate to include the Centre in the proposed arrangements.

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 27 August 2013 be amended and brought back to the next Leisure Services Committee meeting for approval.

24. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 21/13 and responded to questions regarding the comparison of actual income and expenditure at 30 September against the budget estimates.

In reply to a question the Town Clerk reported that the water bills for several budget heads had been higher than anticipated. The Service Support Manager reported that once these costs had been established as being over budget an exercise was carried out to establish whether there were any leaks. A leak was found at Woodford Park and action had been taken to repair it. The next bill would show whether this had been successful.

RESOLVED:

- ◆ To note Report No. LS 21/13.

25. **LEISURE CENTRES**

The Leisure Services Manager presented Report No. LS 22/13.

Healthy Habits Card

Members considered the proposal that the Healthy Habits card, which provides discounts on sports activities and courses, be valid for one year, rather than two years, with effect from 6 November 2013. It was noted that the cost of £3 for adults and £1.50 for those under 18, over 60 or on benefits would still give good value for money. In response to a suggestion that the price of the cards be reviewed, the Chairman reported that this would

be included in the charges proposed for 2014/15. Members supported the proposal to make the Healthy Habits card valid for one year.

Sports Development

Parkrun and Junior Parkrun

It was reported that Parkrun had been in existence for one year and during this time a total of 7731 runners had taken part. In October 225 runners took part in the anniversary run. The event was growing much faster than anticipated and the Oakwood Café was benefiting from the extra trade. Junior Parkrun, a monthly run on Sundays, which topped 100 runners in October, started in February 2013.

Healthy Habits

It was noted that the total number of members was 634, an increase of 130 members since the last meeting.

Physical Activity Work Group

The Leisure Services Manager reported that he had been invited to be part of the Physical Activity Work Group, set up by Wokingham Borough Council's Sports Development Team to look at health and wellbeing in the borough.

Meeting with Wokingham Health Improvement Officer

The Leisure Services Manager reported that he had recently met with Wokingham's Health Improvement Officer to discuss working together in partnership on projects targeting the elderly, young adults and young families. Three projects were discussed:

1. A Kick Boxing class for 18 – 21 year olds at either Woodford Park or Bulmershe, funded by Sportivate.
2. Healthy Habits classes for the elderly at Alexandra Place.
3. Swimming lessons for 14 – 21 year olds from hard to reach families, funded by Sportivate.

Members would be updated on progress at the next meeting.

Bulmershe Leisure Centre

Free swimming for over 60s

Members were pleased to note the launch of these sessions for Wokingham residents. The sessions were being supported by £5,000 of Public Health funding. In reply to a question from Members, the Leisure Services Manager confirmed that the overall participation for the swimming and aquafit sessions was approximately 40% male and 60% female.

Swim School

The Leisure Services Manager reported that 489 people had booked with Swim School to receive swimming lessons at Bulmershe Leisure Centre between October and December. Swim School was running at 93% capacity and exceeding the anticipated income.

October half term holiday activities

The Leisure Services Manager reported that the Football Camp planned for October half term had to be cancelled due to insufficient uptake. All other activities - Trampoline Camp, Racquet Attack, Pre-school Camp, one week intensive swimming lessons and Swim for £1 for 16s and under – had been fully booked.

He also reported that the Council had received a request from Wokingham Borough Council to run free swimming sessions for 16s and under at Bulmershe pool during the October half term holiday, as leisure centres were doing at Loddon Valley. With no grant funding

available for the additional costs of extra lifeguard provision, he had decided not to take part in this scheme. He believed that the Swim for £1 scheme was a good offer and would be used by local people who would not have the expense of travelling to Earley.

New Sports Officer

Members noted that a new Sports Officer with significant experience of fitness and exercise training and coaching qualifications had been appointed.

Woodford Park Leisure Centre

Sid Hopkins primary schools football league tournament

The Leisure Services Manager reported that, at the request of the schools, the format of the tournament had been changed this year from a single day tournament to a weekly league on Tuesday afternoons played in September and October. Six schools took part and the league winners were Highwood. A girls' football tournament would be run in February 2014.

October half term

The Leisure Services Manager informed members that the Cheerleading course planned for the half term holiday had been cancelled as there was insufficient uptake. All other courses – Badminton, Multi-skills and Racquet Attack – were well attended.

Redevelopment - Woodford Park Leisure Centre

It was reported that since the last Leisure Services Committee meeting the Leisure Services Manager, Councillors Franklin and Outen and Paul Backman, Football Development Officer at Berks & Bucks Football Association, had met with members of the football forum to identify areas within the football development plan that needed to be changed or required further information. Action points from the meeting had been circulated to members of the football forum, however delays in responses meant the plan had not yet been signed off. Potential demand for the proposed 3G pitch was promising. It was anticipated that the plan would be provided at the next meeting of the committee.

General

GP Referral

In response to a question about the GP referral programme the Leisure Services Manager confirmed that the organisers were still keen to include the Woodley leisure centres despite there being no gym facility at either centre and that discussions were ongoing.

Apprenticeship opportunities

The Leisure Services Manager reported that he had been contacted by the Institute of Swimming about the possibility of continuing to offer a placement at Bulmershe Leisure Centre from April 2014 along with an additional placement at Woodford Park Leisure Centre. Members asked for a report to be prepared for the next meeting of the Leisure Services Committee to review the success of the current year's placement and provide evidence for continuing with the scheme.

RESOLVED:

- ◆ To note Report No. LS 22/13.
- ◆ To approve the Woodley Healthy Habits card providing a one year membership with effect from 6 November 2013.

26. **PARKS AND BUILDINGS**

The Service Support Manager presented Report No. LS 23/13.

Vandalism

In reply to a question, the Service Support Manager clarified that the cost of removing the graffiti from a wall at Woodford Park Leisure Centre would be £550. It may be necessary to paint the wall if the graffiti could not be completely removed, although it would be preferable to avoid this, if possible. Members asked if this work could be undertaken under the community payback scheme and the Service Support Manager reported that he had investigated this but it had not been possible.

Woodford Park Leisure Centre

It was reported that two fir trees in the play area had been removed – this was an item on the Woodford Park Leisure Centre Entrance Improvements Working Party project list. Two items of outdoor gym equipment had been out of action due to damage; one had now been fully repaired, but the other may be beyond repair and options were being sought and costed.

Woodford Park

Members noted the damage to several trees caused by high winds overnight on 27 October and the work undertaken to clear the debris from the broken branches and the uprooted poplar.

Malone Park

Members noted the plans for consultation on the new play equipment for Malone Park, to be purchased with £14,000 Section 106 funds. It was anticipated that the new equipment would be installed by Spring 2014.

Memorial Ground

The Service Support Manager reported that initial estimates received from the landscape architect for providing a civic space/war memorial close to Headley Road had been high. The Woodley War Memorial Project Group would consider alternative locations and revised estimates and this would be reported to the Strategy and Resources Committee for consideration at its meeting on 26 November.

Community Halls

Members noted that a review of caretaking duties at both halls was underway, and that new gas contracts had been agreed for both halls after seeking competitive prices via an energy broker.

Community Orchard

It was noted that the location of the community orchard had not yet been decided. The Service Support Manager reported that exploratory digging had taken place at several sites and Transition Reading would be carrying out further site visits in November.

Energy Metering

Smart meters for electricity supplies were currently being installed at all sites. In reply to a question the Service Support Manager confirmed that the installation was free and the tariff would remain the same with all electricity billing based on actual consumption.

Capital Programme

It was reported that the following issues were being investigated and considered for inclusion in the Council's Capital Programme, which would be an agenda item at the Council meeting on 10 December 2013.

Woodford Park

- Replacement of old pitch fibre sewer pipes with plastic pipe
- Improvements to surface water drainage – car park/driveway/footpath near lake/adjacent to hard surface sports area
- Repair of pathways near the lake/near the north entrance gate/adjacent to hard surface sports area

Woodford Park Leisure Centre

- Repair/replacement of sections of guttering and roof panels on Sports Hall
- Replacement of function room windows
- Replacement of old asbestos roofing – Function Room/Committee Rooms/Pub

Following discussion, Members suggested that repainting of the white lines in the leisure centre car park should also be considered as this might encourage people to park in the marked bays.

Maintenance Officer

Interviews for the vacant post of Maintenance Officer had taken place over the previous two days and the position had been offered to one of the preferred candidates who had verbally accepted.

Woodford Park Leisure Centre Entrance Improvements

Members noted that the Woodford Park Leisure Centre Entrance Improvements Working Party had not met for some time or seen the plans for the proposed improvements. The Service Support Manager reported that the quotations for new doors to the centre were still being assembled. A meeting of the working party would be arranged soon, the minutes of which would be reported to the committee.

RESOLVED:

- ◆ To note Report No. LS 23/13.

27. **FUTURE AGENDA ITEMS**

The Chairman invited the committee to suggest future items for consideration by the committee.

RESOLVED:

- ◆ To include the following future items for consideration by the committee:
 - Update on the Sports Awards Ceremony of the Year 2013. (Previous suggestion)
 - Update on the entrance into Woodford Park from Western Avenue. (Previous suggestion)
 - Update on progress regarding the 3G pitch.
 - Update on proposals for the Woodford Park Leisure Centre entrance improvements.

28. **PUBLICITY AND WEBSITE**

It was suggested that the apprenticeship scheme at the leisure centres could be publicised in the future, following presentation of the report on the success of the scheme.

The meeting closed at 8:53 pm

Minutes of a Meeting of the Community Services Committee held at the Oakwood Centre on Tuesday 12 November 2013 at 8 pm

Present: *Councillors: L. Hayward (Chairman); M. Holmes; C. Lawley; D. Mills; R. Neall; D. Smith; W. Soane*

Also present: *Ms Trudi Eisner and Mr Daniel Carter, Just Around the Corner Charity*

Officers present: *D. Mander, Town Clerk; L. Matthews, Committee Officer*

38. **APOLOGIES**

Apologies for absence were received from Councillors L. Higgs and M. Walker

39. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

40. **MINUTES OF THE MEETING HELD ON 3 September 2013**

In response to a question the Chairman reported back to the Committee with regard to Minute 22: Highways, clause a) Highways requests. Concern had been expressed that the Committee had not been aware that a petition had been sent to Wokingham Borough Council from the residents of Nightingale Road. The Chairman explained that as the petition had been sent directly to Wokingham Borough Council, the Town Council could not have known about it unless it had been notified by Wokingham Borough Council. Members felt strongly that if local residents were sufficiently concerned about any matter to raise a petition to Wokingham Borough Council, the Town Council should be aware of this and the Town Clerk agreed to write to Wokingham Borough Council to ask that the Town Council be notified of petitions, on any matter, received from residents of Woodley.

A question was asked regarding Minute 29: Minutes of the Allotment Working Party Meeting, and whether there had been a meeting with the Allotment Tenants Committee. Councillor Mills reported that the chairman of the Allotment Association had been unwell but a meeting had been scheduled for December.

RESOLVED:

- ◆ That the minutes of the meeting held on 3 September 2013 be approved and signed as a correct record by the Chairman.

41. **JUST AROUND THE CORNER**

Trudi Eisner and Daniel Carter, Just Around the Corner charity, were welcomed to the meeting.

Trudi Eisner gave apologies from Sam Milligan and presented the JAC report. Trudi stressed how important their street work was as it enabled JAC to make contact with young people, get to know them and see who might need help. She responded to questions and explained that the street work they carried out was fundamental to their work to support young people. The horses had moved to the charity's new site on Forest Road and they were meeting referrals from three local primary schools at the centre.

In response to a point made in the report about the cancellation of Youth Working Party meetings, the Town Clerk explained that the Council Members on the working party had met on the scheduled dates to discuss Council business with regard to moving forward on open access provision and therefore outside agencies had not been invited to the meeting. In reply to a question the Town Clerk explained that the Youth Working Party consists of six councillors and representatives of youth organisations attend by invitation. The attendance of three councillors is required for a quorum.

The Chairman thanked JAC for the work they do and for taking the time to come to the meeting.

RESOLVED:

- ◆ To note the report from the Just Around the Corner charity.

42. **BUDGETARY CONTROL**

In response to a query regarding the figures for actual expenditure as at 30/9/12, the figure of £16519 for partnership projects was an error and an amended figure of £18119 was provided.

[Town Clerk's note: on checking this after the meeting the amended figure should have been £16810.]

RESOLVED:

- ◆ To note Report No. CS 21/13.

43. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

Councillor Holmes reported that options for improvements at the north end of the town had been considered at the last meeting, with a preference identified. She also reported that the public consultation on the preferred location for the proposed new public toilet in the town centre had been undertaken the previous week and thanked everyone who had turned up to help; the results were being collated. The Town Clerk explained that this topic would not be included in the next residents' survey as the results would not be available for some time. She explained that the results would go to the Public Toilets Working Party.

In reply to a question the Town Clerk explained that the Public Toilets Working Party reported to the Strategy and Resources Committee and that the minutes of the working party had previously been presented to the Community Services Committee in error.

Members who had taken part in the public consultation reported that they had been pleased to see a significant number of Earley residents using the town centre on weekdays and at the weekend. Several people had said that the Sunday car boot sale had drawn them to Woodley town centre for the first time.

Councillor Holmes confirmed that any replacement of the pagoda would have to be suitable and accessible for general use.

A question was asked regarding the nomination by Costa Coffee for Woodley to be a venue for their Christmas activity scheme, however, as nothing more had been heard about this, it was assumed that Woodley had not been chosen as a venue.

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 9 October 2013.

44. **YOUTH WORKING PARTY**

a) **RESOLVED**

- ◆ To note Report No. CS 22/13.

- b) Members noted that the Youth Working Party meeting scheduled for 7 October 2013 had been inquorate and the Town Clerk gave a verbal report. Despite the meeting being inquorate, councillors had taken on responsibility to progress the review of open access youth provision in the town and the following have been approached for information: Bulmershe and Waingels schools, the Guides, the Scouts, Emmanuel Church, St. James Church, The Venue, the Police and JAC.

As information had not been obtained from all these organisations, the meeting of the Youth Working Party scheduled for 30 October had been cancelled and a meeting of the working party would be held when all the information had been gathered.

- c) The Town Clerk reported on progress following the Council's decision to make every effort to get the Friday night youth club running at Bulmershe Centre up to Christmas.

The Town Clerk had contacted Berkshire Youth for assistance with policies and risk assessments and they had advertised for youth workers who may be able to cover a Friday evening session. Paul Blount, formerly of the Airfield Centre, had been commissioned to assist the Town Clerk in trying to set up the club.

The four youth workers who had worked at the Friday night club were still employed by Wokingham Borough Council but after some correspondence it became clear that this was unlikely to be an option for the club. Understandably, they had concerns about the longevity of the club and further disappointment for the young people if it closed again.

Since then the Town Clerk had been contacted by the youth leader at the Church that meets at the centre who is very interested in setting up a Friday night youth club, open to all. A meeting had been arranged with the Church and Paul Blount on 15 November and members of the Youth Working Party would be updated on progress.

Members expressed disappointment that the working party had not been quorate and that the meeting scheduled for 30 October had been cancelled. The Town Clerk explained that this action had been taken, in consultation with the chairman of the working party, because the research work on open access activities in Woodley was not complete; the meeting would be re-arranged once that work had been completed. Members asked that inquorate meetings be reported as such, in writing, with attendance information, and the Town Clerk agreed to provide this in future.

- d) Members considered the proposal that funds in the Events budget, which were allocated for community events, be used for costs involved in the re-opening of the Friday night youth club at Bulmershe Leisure Centre.

RESOLVED:

- ◆ To approve the use of funds of £2100, allocated for community events in the Events budget, for any costs involved in the re-opening of the Friday night youth club at Bulmershe Leisure Centre.

45. **HIGHWAYS**

- a) **Road Works/Street Works Major project Co-ordination meetings**
Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meetings held on 20 August 2013, 17 September 2013 and 22 October 2013.

- b) **A329 Junction with Loddon Bridge Road**
Members noted that highway improvement works were underway on the A329 at the Loddon Bridge Road junction and looked forward to the traffic flowing much more freely when the work is completed.

Councillor Lawley expressed concern about the amount of road works currently being carried out in Woodley and felt that, although these works are necessary to maintain the highways and improve traffic flows, they could have been scheduled so that they did not run concurrently and there could have been better communication to residents by Wokingham Borough Council to notify them of likely disruption to traffic. Councillor Lawley's comments were discussed by Members and it was:

RESOLVED:

- ◆ To write to Wokingham Borough Council expressing concern over the scheduling of road works in Woodley and the recent extensive disruption caused to local road users. The following wording was agreed:

"Woodley Town Council accepts the need for some traffic disruption on the roads in Woodley, and on those roads leading into and out of the town, caused by road maintenance and repairs, and welcomes the improvements that schemes make in easing traffic congestion on our roads.

However, the Town Council has been very concerned at the apparent lack of appreciation shown by Wokingham Borough Council of the effects that recent road and lane closures have had on our residents in Woodley.

Woodley Town Council requests that Wokingham Borough Council takes immediate steps to review its policies regarding communication with local road users concerning road works, and the scheduling of these road schemes to aid the general freedom of traffic movement, both within Woodley and into and out of the town."

- c) **Temporary road closure – Reading Road, Woodley**
Members noted a temporary closure of Reading Road, Woodley, between its junctions with A4 London Road and Western Avenue to enable carriageway work to be carried out in safety. The Order came into

operation on 2 September 2013 and would continue in force for a period not exceeding 18 months, or until works had been completed. It was anticipated that the work would be carried out between 11 November and 22 November 2013.

d) **Temporary road closure – Glendevon Road, Woodley**

Members noted a temporary closure of Glendevon Road, Woodley, between its junctions with Butts Hill Road and Church Road, to enable carriageway work to be carried out in safety. The Order came into operation on 17 June 2013 and would continue in force for a period not exceeding 18 months, or until works had been completed. It had been anticipated that the work would be carried out between 21 October and 25 October 2013, but this had been postponed due to adverse weather conditions.

e) **Application for goods vehicle operator's licence**

Members noted the following application:

Reference:	OH1124119 SN
Applicant:	AYS Removals Ltd
Operating Centre:	Unit 3, Headley Park Nine, Woodley, RG5 4SQ.
Authorisation:	5 vehicles and 0 trailers

46. **COMMUNITY REFUSE VEHICLE**

At its meeting on 10 September 2013 the Strategy and Resources Committee deferred making a decision on funding an additional community refuse vehicle and asked for advice to be obtained regarding the sustainability of this service. Wokingham Borough Council had since advised that a review of the amenity vehicle service would soon be undertaken but there were no immediate plans to stop the service, and was willing to modify the service in Woodley, if required.

The Strategy and Resources Committee also asked the Community Services Committee to reconsider the proposed location and suggested that the rear of Bulmershe Leisure Centre might be a better site. Members discussed the location of the community refuse vehicle again, and decided not to alter their original recommendation. It was

RESOLVED:

- ◆ To recommend to the Strategy and Resources Committee that funding of £680 be allocated to the Community Services Amenities budget for the provision of a community refuse vehicle, once a month, for three hours, at the Airfield Centre, Hurricane Way, from December 2013 to March 2014.

47. **CITIZENS AWARDS REVIEW**

(Item deferred from the Community Services Committee meeting held on 3 September 2013 – Minute No. 26 – to allow further time for discussion)

Members considered the review of the Citizens Awards as set out in Report No. CS 17/13, and discussed at length each of the items proposed for review.

The resolutions on these were as follows:

- a) To make the criteria for people who live outside the parish but whose work supports and helps people living in Woodley clearer.

RESOLVED:

- ◆ To retain this guideline without referring to nominees preferably living in Woodley.

- b) To decide whether to include the existing guideline that nominees should not be a close relative of a Town Councillor.

After much discussion, noting that the code of conduct for councillors would apply, and on the casting vote of the Chairman, it was

RESOLVED:

- ◆ To remove this guideline to allow close relatives of Town Councillors to be nominated.

- c) To decide whether the existing guideline regarding active members of political parties should be clarified and how this information can be obtained – or to remove this guideline and let the panel choosing the award winners decide whether any political activity that is known about detracts from the work the nominees do in the community.

RESOLVED:

- ◆ To remove this guideline and leave the decision to the awarding panel.

- d) To decide whether an award could be given to someone who is employed in the area of work for which they have been nominated if their work is above and beyond the duties and hours they are paid for.

RESOLVED:

- ◆ To add a guideline that people cannot be nominated for their work in a field in which they are also in paid employment.

- e) To consider whether special effort should be made to invite nominations of young people, which could be not only for volunteering activities, but could also include success in sporting or cultural activities.

RESOLVED:

- ◆ To include a youth category for those aged 19 and under, for which an unrestricted number of awards may be given.

- f) To consider additional criteria to be included in the new guidelines.

RESOLVED:

- ◆ To include the following criteria in the new guidelines:
 - To require the nominators to state that the person they are nominating is not aware of the nomination.
 - To make it clear that no correspondence will be entered into regarding the panel's decision.
 - That any canvassing of the panel members will result in the nomination not being considered.
 - To make it clear that people of any age can be nominated for an award.
 - To make it clear that Town Councillors may not make nominations, nor be nominated.

48. **MINUTES OF THE KEEP WOODLEY CLEAN WORKING PARTY MEETING**

RESOLVED:

- ◆ To note Report No. CS 23/13

49. **WOKINGHAM CHILDREN'S CENTRES**

Members noted correspondence from Wokingham Borough Council regarding changes to their Children's Centres as from 1 October 2013.

50. **CYCLE NETWORK**

The Chairman reported on a meeting attended by Councillors Haywood, Baker, Holmes and Smith with the Wokingham Borough Council Senior Transport Planner to review the plans for the proposed cycle network. Members expressed disappointment that it had not been possible for a representative from Wokingham Borough Council to attend the Community Services Committee meeting to report to the whole committee. The Town Clerk explained that this had been a matter of timing; that the Senior Transport Planner had suggested a meeting take place sooner so that councillors with local knowledge could input into designs that were underway.

At the meeting there had been a number of matters for which Members had requested information but this had not yet been received. The Town Clerk was asked to write to Wokingham Borough Council to request this information.

51. It was proposed by the Chairman and

RESOLVED

- ◆ That as the business was unlikely to be completed by 10pm the meeting continue in order to complete business as set out in the agenda.

52. **WOKINGHAM TOWN CAR PARKS STRATEGY**

Members considered a response to the Wokingham Borough Council consultation on the Wokingham Town Car Parks Strategy and following discussion it was

RESOLVED

- ◆ To forward the following comments to Wokingham Borough Council:
 - Concern that the proposed new Elm Street Car Park will have 122 fewer spaces than are currently available in the town.
 - Any new car park must be easy for people to access from outside the town.
 - Consideration should be given to a park and ride scheme.
 - A reduction in parking charges on quiet days may encourage visitors to the town centre on these days.

53. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - Reading Family Aid Newsletter – October 2013
 - Wokingham Station Link Road Newsletter – October 2013
 - Wokingham CAB Half Year Statistics Report – April-September 2013

54. **FUTURE AGENDA ITEMS**

Under this item it was noted that a report from the Youth Working Party would be included in the next agenda.

55. **PUBLICITY AND WEBSITE**

It was noted that the Woodley Adopt a Street project has requested that the link to the WASP page on the Town Council website be made clearer.

The meeting closed at 10.10 pm

Chairman

Woodley Town Council

Minutes of a Meeting of the Plans Committee held at the Oakwood Centre on Tuesday 19 November 2013 at 7:45 pm.

Committee Members Present :- Councillor T. Barker
Councillor J. Cheng (Chairman)
Councillor R. Duncan
Councillor M. Holmes
Councillor M. Storry
Councillor M. Walker

Also in Attendance :- Linda Matthews, Committee Officer

1 APOLOGIES FOR ABSENCE

Councillor N. Cox
Councillor R. Neall
Councillor M. Willson

2 DECLARATIONS OF INTEREST

Councillor Duncan - Prejudicial interest : Additional agenda item, planning application VAR/2013/2269: 5 Seaford Gardens.
Councillor Duncan took no part in the discussions or decision on this item.

Councillor Holmes - Prejudicial interest : Additional agenda item, planning application VAR/2013/2269: 5 Seaford Gardens.
Councillor Holmes took no part in the discussions or decision on this item.

Councillor Storry - Prejudicial interest : Additional agenda item, planning application VAR/2013/2269: 5 Seaford Gardens.
Councillor Storry took no part in the discussions or decision on this item.

3 MINUTES OF PREVIOUS MEETING

RESOLVED:

To approve the minutes of the meeting held on 15 October 2013 and for the Chairman to sign them as a true and accurate record.

4 PLANNING DECISIONS

To note information on decision notices received from the planning authority since the last meeting. (Appendix 4)

5 CURRENT PLANNING APPLICATIONS

RESOLVED:

To forward comments to the Borough Council as follows:

5- 1	F /2013/0761	Plot Ref :-	Type :-	Full
	Applicant Name :-	Taylor Wimpey West London	Date Received :-	22/10/2013
	Location :-	Land at Sandford Farm Mohawk Way Woodley RG5 4SU	Date Returned :-	22/11/2013
	Proposal :	Application for the erection of 80 residential units with associated access, parking and landscaping. (Received 10/05/2013)		
		Amended plans received 22/10/2013: Application for the erection of 73 residential units with associated access, parking and landscaping.		

Observations : REVISED PLANS RECEIVED 22/10/2013

The committee considered the revised plans received on 22/10/2013 and appreciated that some of their previous concerns had been addressed by the removal of plots 12 to 18; however the committee still had the following concerns:

- Impact on traffic
- Flood risk
- Increased traffic

COMMENTS ON PLANS RECEIVED MAY 2013

Five residents were present at the meeting to voice their concerns and a letter of concern had been received.

Their concerns related to:

- the positioning of plots 12 to 18 are on the boundary line and very close to the existing properties in Lindberg Way and Phillips Close
- the 3 storey houses on the border edge are very high and will result in loss of privacy
- overlooking
- loss of light
- impact on services
- flood risk
- increased traffic on the roads in and around the new development particularly at peak times

The committee supported the residents objections and had the following concerns:

- loss of light and privacy particularly from the three storey properties
- plots 12 to 18 are too close to the boundary of Lindberg Way and Phillips Close

- Flood risk
 - Increased traffic
-

5- 2	F /2013/0866	Plot Ref :-	Type :-	Full
	Applicant Name :-	Mrs Balvinder Macleod	Date Received :-	28/10/2013
	Location :-	10 Wyndham Crescent Wyndham Crescent Woodley RG5 3AZ	Date Returned :-	21/11/2013
	Proposal :	Proposed erection of a single storey front and side extension, erection of a single storey rear extension, conversion of garage to a habitable room and addition of a new pitched roof in place of existing flat roof to rear of property.		
	Observations :	The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.		

5- 3	F /2013/1973	Plot Ref :-	Type :-	Full
	Applicant Name :-	Mr B Shehu	Date Received :-	18/10/2013
	Location :-	11 Selsdon Avenue Selsdon Avenue Woodley RG5 4PQ	Date Returned :-	22/11/2013
	Proposal :	Proposed alteration to roof to form two roof dormers and roof gables.		
	Observations :	Two letters of concern had been received and two residents were present at the meeting to voice their concerns. Their concerns related to: - The extension will be out of character with the other bungalows in the		

surrounding area.

- The extension will result in a loss of light and privacy to No.13
- The obscure glass could be changed to clear glass in the future.

The committee discussed the application and supported the residents' concerns and recommended the planning application be refused on the following grounds:

- Out of character with the street scene.
- Could create a precedent.
- Loss of light to No.13
- Loss of privacy to No.13.

5- 4 F /2013/1983 Plot Ref :- Type :- Full
Applicant Name :- Mr Mark Churchill, Howden Join Date Received :- 22/10/2013
Location :- Unit 1 Base329 Date Returned :- 21/11/2013
Headley Road East
Woodley
RG5 4SE
Proposal : Application for the change of use to Class B8 (Storage and Distribution) with ancillary trade counter and insertion of glazed door to east elevation. (Retrospective)
Observations : No objections.

5- 5 F /2013/1984 Plot Ref :- Type :- Full
Applicant Name :- Mr Jeff Ford Date Received :- 18/10/2013
Location :- 12 Brecon Road Date Returned :- 21/11/2013
Brecon Road
Woodley
RG5 4PR
Proposal : Proposed erection of a single storey rear extension to form a conservatory.
Observations : No objections.

5- 6 F /2013/2001 Plot Ref :- Type :- Full
Applicant Name :- Mrs P Sidhu Date Received :- 14/10/2013
Location :- 81 Ravensbourne Drive Date Returned :- 21/11/2013
Ravensbourne Drive
Woodley
RG5 4LJ
Proposal : Proposed erection of single storey front/side extension and two storey side extension to dwelling.
Observations : Object:
- Out of character with the street scene
- Built to the boundary

5- 7 F /2013/2018 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs Saheel Kayani Date Received :- 18/10/2013
Location :- 66 Rochester Avenue Date Returned :- 21/11/2013
Rochester Avenue
Woodley
RG5 4NB
Proposal : Proposed first floor rear extension and single storey rear extension to form conservatory to dwelling.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

5- 8 F /2013/2048 Plot Ref :- Type :- Full
Applicant Name :- Mr Andrew Woolford Date Received :- 28/10/2013
Location :- 34 Colemans Moor Road Date Returned :- 21/11/2013
Colemans Moor Road
Woodley
RG5 4DN
Proposal : Proposed erection of single storey rear extension and single storey front extension to form porch.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

5- 9 F /2013/2058 Plot Ref :- Type :- Full
Applicant Name :- Mrs Katey Green Date Received :- 05/11/2013
Location :- 68 Crockhamwell Road Date Returned :- 21/11/2013
Crockhamwell Road
Woodley
RG5 3LD
Proposal : Proposed single storey rear and side extensions plus conversion of garage to habitable accommodation.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.
In addition, the committee wished to note that the submitted drawings are very poor.

5- 10 F /2013/2062 Plot Ref :- Type :-
Applicant Name :- Mr Z Shehu Date Received :- 25/10/2013
Location :- 35 Selsdon Avenue Date Returned :- 22/11/2013
Selsdon Avenue
Woodley
RG5 4PQ
Proposal : Erection of single storey detached building in rear garden (retrospective).
Observations : One letter of concern had been received and two residents were present at the meeting to voice their concerns. Their concerns related to:
- Loss of privacy to the ground floor and first floor of their property.
- Concern regarding the intended use of the building as it is connected to the mains sewer, has hot and cold water and has electricity connected. There is already a kitchen, toilet and wash basin in the building.
- The development is out of character with the surrounding gardens and churchyard.
- this will set a precedent.
The committee discussed this application and supported the residents' concerns and strongly recommended that the planning application be refused on the following grounds:
- Loss of privacy to No.33
- Concern regarding intended use of the building. The building is connected to mains drainage, water and electricity although these are not shown on the drawings.
- Could create a precedent.

5- 11 F /2013/2067 Plot Ref :- Type :- Full
Applicant Name :- Mr Andrew Brennan Date Received :- 23/10/2013
Location :- 3 Nimrod Close Date Returned :- 21/11/2013
Nimrod Close
Woodley
RG5 4UW
Proposal : Proposed erection of a part single/part double storey rear extension to dwelling.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

5- 12 F /2013/2076 Plot Ref :- Type :- Full
Applicant Name :- Mr B Dowsing Date Received :- 21/10/2013
Location :- 48 Arundel Road Date Returned :- 21/11/2013
Arundel Road
Woodley
RG5 4JT
Proposal : Proposed erection of a front, rear and side single storey extension to dwelling.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

5- 13 F /2013/2096 Plot Ref :- Type :- Full
Applicant Name :- Mr C Lewendon Date Received :- 28/10/2013
Location :- 33 Rivermead Road Date Returned :- 21/11/2013
Rivermead Road
Woodley
RG5 4DH
Proposal : Proposed erection of a single storey front extension.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

5- 14 F /2013/2142 Plot Ref :- Type :- Full
Applicant Name :- Mr Rajiv Kakar Date Received :- 11/11/2013
Location :- 25 Crockhamwell Road Date Returned :- 21/11/2013
Crockhamwell Road
Woodley
RG5 3LE
Proposal : Proposed erection of a single storey rear extension and conservatory, part demolition of existing roof and replacement with new rear gable wall and two dormer windows on either side of roof, conversion of loft to habitable accommodation.
Observations : Object:
- Overdevelopment of the plot
- Out of keeping with neighbouring properties
- Overbearing
- The ground floor extension is acceptable, but the roof dormers are out of keeping with the street scene as the bungalow would become a two-storey house

5- 15 F /2013/2184 Plot Ref :- Type :- Full
Applicant Name :- Mr Shilu Miah Date Received :- 05/11/2013
Location :- 15 Duncan Road Date Returned :- 22/11/2013
Duncan Road
Woodley
RG5 4HR
Proposal : Proposed erection of a single storey rear extension to dwelling.
Observations : One letter of concern had been received. The concern related to possible damp problems which might occur between the proposed extension at No. 15 and the existing extension at No. 17. The gap between the two extensions is not specified.
The committee discussed the plans and recommended that the planning application be refused on the following grounds:
- Overdevelopment of the plot
- Unneighbourly development
- Piecemeal development
- Concern as to the future use of the garage/toilet/study.

5- 16 F /2013/2197 Plot Ref :- Type :- Full
Applicant Name :- Sonning Golf Club Date Received :- 19/11/2013
Location :- Sonning Golf Club Date Returned :- 21/11/2013
Duffield Road
Sonning
RG4 6GJ
Proposal : Adjoining Parish Consultation:
Proposed construction of a new vehicular access onto Pound Lane to allow access onto the site for emergency vehicles and green keeping vehicles.
Observations : No objections.

5- 17 F /2013/2220 Plot Ref :- Type :- Full
Applicant Name :- Mr Jon Liddle Date Received :- 12/11/2013
Location :- 37 Cypress Road Date Returned :- 21/11/2013
Cypress Road
Woodley
RG5 4BD
Proposal : Proposed erection of a single storey side and rear extension to dwelling, plus pitched roof over existing front bay window. Demolition of existing garage.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

5- 18 F /2013/2229 Plot Ref :- Type :- Full
Applicant Name :- Mr Michael Haller Date Received :- 11/11/2013
Location :- 7 Selsdon Avenue Date Returned :- 21/11/2013
Selsdon Avenue
Woodley
RG5 4PQ
Proposal : Proposed extensions to side (south) and rear (east) roof elevations to convert loft to habitable accommodation plus alterations to side (north) roof elevation to incorporate skylight windows.
Observations : The committee particularly asked that any neighbours' concerns be

taken into account and would suggest the use of obscure glazing in the dormer windows on the north and south elevations.

5- 19	VA/2013/2269	Plot Ref :-	Type :-	Variation
	Applicant Name :-	Mr T McCann	Date Received :-	14/11/2013
	Location :-	5 Seaford Gardens Seaford Gardens Woodley RG5 3LN	Date Returned :-	21/11/2013
	Proposal :	Application to vary condition 10 of planning consent F/2003/0865 to allow one lodger to live within the property.		
	Observations :	Three residents were present at the meeting to voice their concerns and three letters of concern, signed by a total of 15 residents, had been received.		
		Their concerns related to:		
		<ul style="list-style-type: none">- The owner of the property originally built the property in the full knowledge that condition 10 had been imposed.- An appeal to remove condition 10 was dismissed by the Secretary of State in 2004.- Any variation of condition 10 is actually a removal of condition 10.- The applicant is already in breach of condition 10.- Condition 10 was put in place to uphold the character and amenity of the area and to ensure that 5 Seaford Gardens did not become a dwelling of multiple occupation.		
		Following consideration of this application, the committee agreed with the residents' concerns and recommended that the planning application be refused on the following grounds:		
		<ul style="list-style-type: none">- Any variation of condition 10 will actually be a removal of condition 10.- Condition 10 was put in place to uphold the character and amenity of the area and should not be removed.		

6 PLANNING APPEALS

RESOLVED:

To note the following:

The following appeal has been allowed:

APP/XO360/D/13/2203176

Location: 1 Maxwell Close, Woodley.

The development proposed is a detached tandem garage to replace the existing single garage and re-alignment of garden fence.

The following appeal has been lodged:

Location: 41 Rowan Drive, Woodley.

Proposed demolition of existing garage and erection of part single storey part two storey rear and side extension.

7 TREE PRESERVATION ORDERS

RESOLVED:

To note the following Tree Preservation Orders:

Woodland 3 of TPO 3/1951, 110 Nightingale Road, Woodley.

To note consent for the selective pruning of a multi-stem sweet chestnut.

TPO 256/1984, Mannock Way, Woodley.

To note consent for the selective pruning of a cherry tree and a black pine.

8 ENFORCEMENT ISSUES

The Chairman informed the meeting of notice of eight enforcement investigation closure notices received and one ongoing enforcement matter in the parish.

The Meeting closed at : 9:25pm

Signed :

On behalf of : Woodley Town Council

Chairman

Date:

Woodley Town Council

PLANNING DECISIONS

Plan No.	Description	Address	Decision
A/2013/1640	Application for advertisement consent for the proposed erection of 1 x externally illuminated fascia sign.	St James Church Centre, Kingfisher Drive	Approved
F/2012/2520	Proposed erection of 1 detached dwelling with ancillary works.	Land adjacent to The Garden Cottage, Warren Road	Approved
F/2013/1284	Proposed erection of a first floor side extension to dwelling over existing extension.	20 Walmer road	Approved
F/2013/1365	Proposed two storey rear extension, first floor side extension and first floor rear extension to dwelling.	32 Eastwood Road	Approved
F/2013/1384	Erection of a 3m high boundary wall.	Former Linpac Site, Headley Road East	Approved
F/2013/1421	Proposed conversion of garage to habitable accommodation.	76 Woodlands Avenue	Approved
F/2013/1634	Proposed erection of a single storey side extension and conversion of existing garage to additional habitable accommodation.	36 Munro Avenue	Approved
F/2013/1652	Proposed erection of a first floor rear extension and replacement pitched roof to existing single storey rear extension.	36 Western Avenue	Approved
F/2013/1670	Proposed erection of a part ground floor rear and side extension, first floor side extension and conversion of existing loft with a rear dormer extension to additional habitable accommodation.	32 Wyndham Crescent	Approved
F/2013/1674	Proposed erection of a single storey rear extension to dwelling to form conservatory.	2 Badgers Rise	Approved
F/2013/1687	Proposed provision of enlarged dormer window to front elevation, plus new windows to replace existing ground floor windows to front elevation.	66 Colemans Moor Lane	Approved
F/2013/1698	Proposed erection of one detached 3 bedroom dwelling.	Land to the rear of 95 Loddon Bridge Road	Refused
F/2013/1703	Proposed erection of two storey side extension, first floor rear extension and ground floor front extension following demolition of existing garage.	25 Selsdon Avenue	Approved
F/2013/1712	Proposed erection of a single storey rear extension to form a conservatory.	15 Elmwood Close	Approved
F/2013/1727	Proposed change of use of amenity land to residential with 2m high close board fencing, plus change of flat garage roof to pitched roof.	1 Crediton Close	Approved

Appendix 4 continued

Plan No.	Description	Address	Decision
F/2013/1748	Conversion of existing garage to additional habitable accommodation, single storey front extension and single storey rear extension to dwelling (part retrospective).	2 Rushbrook Road	Approved
F/2013/1820	Application for the erection of a two storey side extension and single storey rear extension to dwelling. (Retrospective)	4 Welford Road	Approved
F/2013/1841	Proposed erection of a single storey rear extension to form a conservatory	10 Hurricane Way	Approved
F/2013/1945	Proposed erection of single storey front and side extension.	83 Bruce Road	Approved
F/2013/1980	Proposed conversion of existing garage to additional habitable accommodation.	16 Millbank Crescent	Approved
VAR/2013/1041	Application to remove condition 10 of planning consent F/2003/0865.	5 Seaford Gardens	Withdrawn
CLP/2013/2099	Application for a certificate of lawfulness for the proposed erection of a single storey rear extension to dwelling.	18 Sherbourne Drive	Approved
CLP/2013/2156	Application for a certificate of lawfulness for proposed porous paving to form car parking spaces.	60 Millbank Crescent	Approved

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 26 November 2013 at 8.00 pm

Present: *Councillors K. Baker (Chairman); P. Challis; J. Cheng; L. Hayward; C. Lawley; S. Outen; E. Rowland*

Also present: *Councillor M. Holmes*

Officers present: *D. Mander, Town Clerk; K. Murray, Service Support Manager
L. Matthews, Committee Officer*

35. **APOLOGIES**

Apologies for absence were received from Councillors K. Haines and D. Mills

36. **DECLARATIONS OF INTEREST**

Councillor Holmes	Agenda item 10 Community grants	Prejudicial – Councillor Holmes is a member of St James Church
-------------------	------------------------------------	---

Councillor Holmes did not participate in the discussion regarding St James Church.

37. **MINUTES OF THE MEETING HELD ON 10 September 2013**

Item 26: Section 106 developers' contributions

Councillor Rowland noted that she had not received notification of when the consultation regarding the proposals for new equipment in the play area at Malone Park would take place. The Service Support Manager reported that the consultation would take place in the new year. He would include the schools and local residents as well as displaying the options at the Oakwood Centre and leisure centres.

Item 34: Oakwood Centre Flooring

Councillor Rowland reported that the public report had not been circulated to the Leader and Deputy Leader of the Liberal Democrat Group, as agreed at the last meeting, prior to receipt of the agenda. The Town Clerk apologised for this oversight; preparation of reports for the meeting had been tight.

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 10 September 2013 be approved and signed by the Chairman as a correct record.

38. **FINANCE**

a) **Budgetary Control**

RESOLVED:

- ◆ To note Report No. SR 33/13.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments:

	Current account	Imprest account
August 2013	£81,846.65	£58,605.87
September 2013	£181,069.83	£54,090.56
October 2013	£87,504.26	£50,491.73

39. **INVESTMENTS WORKING PARTY**

The Chairman presented the report of the meeting held on 8 November 2013. The Council's investment portfolio had done well over the past year. Members considered the recommendations from the working party and

RESOLVED:

- ◆ To note Report No. SR 34/13.
- ◆ That the CCLA Public sector Investment Fund, Santander and the Nationwide Building Society be approved institutions for the temporary investment of surplus funds, subject to their having an A rating at the time of the investment.
- ◆ That the Treasury Management Strategy for 2014/15 include the requirement that the Council continue to allocate an annual sum of £80,000 to the investment portfolio in 2014, 2015 and 2016

40. **CREDIT AND DEBIT CARD PAYMENTS TO THE COUNCIL**

The Town Clerk presented Report No. SR 35/13 and Members considered whether a charge of 50p should be introduced on all credit card payments to offset the higher charges and encourage the use of debit cards, which are less expensive to process. Concerns were expressed regarding the legality of the proposed charge and it was suggested that this could be a percentage of the transaction and that a minimum transaction amount could be considered. A concern was expressed that the introduction of this charge would lead to much additional administration, particularly associated with bank reconciliations.

RESOLVED:

- ◆ To defer a decision on whether to introduce a charge for credit card payments until the meeting to be held on 4 February 2014 to enable more information to be obtained regarding the legality of the proposed charge, how much extra administration would be caused by its introduction and possible alternative ways of imposing a charge.

41. **RECOMMENDATION FROM THE COMMUNITY SERVICES COMMITTEE**

Following further consideration by the Community Services Committee, Members considered the recommendation that:

The Strategy and Resources Committee allocate additional funding of £680 to the Community Services Committee's Amenities budget for the provision of a refuse amenity vehicle, once a month for three hours, at the Airfield Centre, Hurricane Way, from December 2013 to March 2014.

Councillor Rowland expressed concern that all three refuse amenity vehicle sites were in Loddon ward and it was agreed that the use of the new site would be monitored until the end of the financial year.

RESOLVED:

- ◆ To allocate additional funding of £680 to the Community Services Committee's Amenities budget for the provision of a refuse amenity vehicle, once a month for three hours, at the Airfield Centre, Hurricane Way, from December 2013 to March 2014.

42. **CATERING PARTNERSHIP MANAGEMENT PANEL**

- a) The Service Support Manager presented Report No. SR 36/13 of the meeting held on 4 October 2013, which had been inquorate, and tabled a chart showing the actual income achieved and the estimated income for the year 2012/13 and for the current financial year to October.

- b) The Service Support Manager presented Report No. SR 37/13 of the meeting held on 15 November 2013, which had been inquorate. It was noted that the date of the meeting was incorrectly stated in the report.
- c) Members considered appointing two further members to the panel to ensure that future meetings would be quorate, however, it was felt that if the meetings were scheduled at a different time, more panel members would be able to attend. Following discussion the Service Support Manager agreed to schedule future meetings for 4:15pm on the first Friday of each month.

RESOLVED:

- ◆ To note Report No. SR 36/13.
- ◆ To note Report No. SR 37/13.

43. **PUBLIC TOILETS WORKING PARTY**

Councillor Holmes presented Report No. SR 38/13 of the meeting held on 3 October 2013. She reported that the public consultation on the site of the new toilet had taken place in the town centre on four days from Thursday 7 November to Sunday 10 November. The results of the consultation had been collated and were presented to Councillor Holmes at the meeting, who reported these verbally; a copy would be sent to all members of the Strategy and Resources Committee.

Councillor Holmes expressed disappointment that the issue of the site for the new public toilet would not be included in the Residents' Survey, which would be sent out to all residents in December with the Woodley Herald. The Town Clerk explained that the working party would need to progress matters before the results of the Residents' Survey were available.

As further consultations were not being undertaken Members suggested that comments on the proposed sites could be sought on the Council's website with a link to the Town Centre Management Initiative's website. The Town Clerk agreed to set this up and collect results up until the next meeting of the working party.

Members discussed the merits of the three possible locations and how the decision would be made. The Chairman confirmed that the working party would analyse the consultation results and also take the views of the Town Centre Management Initiative into consideration, as well as the varying costs of each location; and would then make a recommendation to the Committee.

It was noted that several respondents had been from Earley and, on Sunday, some had been attracted to the town centre for the first time by the car boot sale.

Councillor Holmes thanked all Members who had taken part in the public consultation.

44. **COMMUNITY GRANTS**

Members considered the eleven grant applications received as set out in Report No. SR 39/13 in line with the community grants criteria and:

RESOLVED:

- ◆ To award grants to the following:

St James Church Centre	£250	Towards the cost of supporting the community work of the Church.
------------------------	------	--

Woodley Adopt a Street Project	£250	Towards the cost of promoting this initiative.
Woodley Volunteer Centre	£250	Towards the cost of providing transport to hospitals and doctors surgeries for the elderly and disabled.
1 st Woodley Boys Brigade	£250	Towards the cost of replacing equipment used for the Duke of Edinburgh Award scheme.
Woodley Saints FC	£250	Towards the cost of increasing the level of participation of girls in football by further involvement in local primary schools.
Music Spectrum	£250	Towards the cost of providing weekly music making sessions in Coronation Hall for young adults with learning disabilities. This grant is made subject to clarification that the young people are properly supervised.
Woodley Festival of Music and Arts	£250	Towards the cost of providing the Festival of Music and Arts in 2014.
Reading Spring Gardens Brass Band	£250	Towards the cost of funding a training band.
Cruse Bereavement Care Thames Valley Berkshire Area	£250	Towards the cost of providing counselling to bereaved children and adults.
Berkshire County Blind Society	£250	Towards the cost of providing transport and offering a range of events and activities to enhance the lives of the visually impaired.
Woodley United FC	£250	Towards the cost of increasing the level of participation of girls in football by further involvement in local primary schools.

45. **OAKWOOD CENTRE FLOORING**

The Service Support Manager presented Report No. SR 40/13, which set out the actions taken in relation to the problems with the Oakwood Centre flooring and the associated costs.

In reply to a question the Town Clerk confirmed that the report was not confidential but the amount of the settlement remained confidential and should not be disclosed.

RESOLVED:

- ◆ To note Report No. SR 40/13.

46. **WAR MEMORIAL / CIVIC SPACE**

The Service Support Manager presented a report on the progress of the war memorial and civic space project. In reply to a question he reported that the war memorial liaison group would not meet until more information had been obtained regarding the possible alternative sites for the memorial.

RESOLVED:

- ◆ To note Report No. SR 41/13.
- ◆ That, under the provisions of section 137 of the Local Government Act 1972 and subject to receiving satisfactory references and terms, the Council commission the specified war memorial from Harvey Stone stonemasons at an estimated cost of £26,500.
- ◆ That a deposit sum of £10,000, funded from the special projects earmarked reserve, be paid to Harvey Stone, with any donation received towards this cost refunding that reserve.

47. **BULMERSHE YOUTH AND COMMUNITY CENTRE**

The Chairman presented Report No. SR 42/13, which set out proposals for an arrangement for the Council to take over the management and running of the former youth and community centre upstairs at the Bulmershe Centre.

Members discussed the report and were in general agreement that the Council take over the management of the area on the terms proposed. As transitional funding was being made available to organisations taking over former youth service premises it was suggested that the Council should not have to bear the costs of refurbishment to bring the premises to a reasonable standard and that this be included in the terms. The Chairman informed the meeting that transitional funding was available for which a business case should be made.

RESOLVED:

- ◆ To note Report No. SR 42/13.
- ◆ That the Council seek to take over the management of the former youth and community centre at Bulmershe Centre on the terms proposed in the report and to seek funding towards redecoration and furniture upgrading costs from Wokingham Borough Council.

48. **FRIDAY NIGHT YOUTH CLUB AT BULMERSHE CENTRE**

The Chairman presented Report No. SR 43/13, which outlined actions taken since the Council's decision to use best efforts to re-open the youth club and a proposal that the Council support the Vineyard Church in running the club. In doing so he thanked the Town Clerk for her work on this matter.

Concern was expressed that the club should consider closing later than 9:30pm and that young people's needs may run counter to a church run club. The Town Clerk agreed to discuss the opening times with the Church's volunteer youth team and confirmed that the team did not intend to make the club faith based. The Chairman reminded the meeting that the Council already funded youth work from JAC, a Christian charity, which did not appear to have had issues with young people not engaging with their volunteers.

In response to a question about a charge the Town Clerk said she did not know whether the clubs in Twyford or Earley would be charging but that the view of the Church's youth leader was that this gave some value to the activity. The Town Clerk did not anticipate the

name of the club including any reference to the Church, and confirmed that a club name had not yet been discussed.

It was noted that funds had been allocated by the Community Services Committee towards this year's costs of supporting the club from the unallocated community events budget. Members asked that the Youth Leader be invited to make a report to the Community Services Committee once the club was up and running.

RESOLVED:

- ◆ To note Report No. SR 43/13
- ◆ To approve the proposed arrangements for a youth club to be run in partnership with the Vineyard Church at Bulmershe Centre on Friday nights, with the intention that it run until the end of the Council's lease on the leisure centre premises and that the club be reviewed during this period.

49. **READING ROAD ALLOTMENT SITE**

At this point in the meeting Councillor Outen informed the meeting that his wife was on the waiting list for an allotment.

a) **Lease rent review**

Members noted that, following further negotiations with Reading Borough Council, the annual lease rent would be increased by £500 to £6,500 per annum until the lease expires in 2018.

b) **Allotment rent review**

The Service Support Manager presented Report No. SR 44/13, which provided a review of charges at the site and proposed that Members consider including a charge for water and a reduction in the discount for over 60s as well as an increase in allotment rents in line with the Retail Price Index.

In response to a question the Service Support Manager explained that the table showing the effect of a progressive reduction on the discounted allotment rents were examples to show the impact on income and not what was being proposed in the report; such a matter would be for the Council to decide year on year, if it wished.

Councillor Challis suggested there could be an alternative to the proposal in respect of discounts that maintained the discount but year on year raised the age at which the discount could be claimed. The Town Clerk reported that the effect of this would be difficult to assess because although date of birth was now required from applicants, the Council did not hold this information for all tenants.

Concern was expressed at pensioners having to pay more for an allotment, particularly those on a state pension, and some Members supported the suggestion that the age at which tenants received the discount should be raised to the state pension age, which would address this concern.

On the proposal to make a charge for water use there was a view expressed that when not paying for water tenants would self-regulate, whereas a charge would encourage higher use of water.

In response to a question the Service Support Manager reported that a meeting of the Allotments Working Party was scheduled for 13 December and, given the withdrawal of co-operation from the Tenants Committee and the illness of its chairman, the proposals had not been discussed with the allotment tenants'

representatives. There was a view that this may not necessarily be representative of tenants' views.

RESOLVED:

- ◆ To note Report No. SR 43/13
- ◆ That the rent be increased by 3.2%, in line with the September 2013 Retail Price Index, and take effect in January 2015.
- ◆ That proposed charges in respect of water and a reduction in the discount for over 60s be reconsidered along with alternative proposals in respect of allotment rents, and that the Council engage in discussions with tenants before presenting these at a future meeting.

50. **BAR MANAGEMENT**

The Town Clerk reported that, following ongoing problems at the Inn on the Park with dogs frightening children and causing hygiene problems, and with some dog owners failing to comply with requests to control and supervise their dogs, the Council and LT Pub Leasing had taken the decision to not allow dogs in the pub or on the patio area in front of Woodford Park Leisure Centre. Notices to this effect were displayed outside the pub and there was a hitching post where dogs could be left. The police were liaising with the Council to provide support following the introduction of the new rules.

51. It was proposed by the Chairman and

RESOLVED

- ◆ That as the business was unlikely to be completed by 10pm the meeting continue in order to complete the business set out in the agenda.

52. **COUNCIL MEETING DATES 2014/15**

RECOMMENDED:

- ◆ That the schedule of meetings for the 2014/15 municipal year, as attached at Appendix A, be approved.

53. **WOKINGHAM DISTRICT ASSOCIATION OF LOCAL COUNCILS**

RESOLVED:

- ◆ To note the minutes of the meeting of the Wokingham District Association of Local Councils held on 18 July 2013.

54. **WOKINGHAM BOROUGH COUNCIL REVIEW OF POLLING DISTRICTS / PLACES / STATIONS**

Members noted that the Council had been consulted as part of the review of polling stations and, after contacting all councillors for their comments, the Town Clerk had replied on behalf of the Council, stating that no concerns had been raised by councillors about the existing arrangements. The Town Clerk thanked those councillors who had replied to the consultation.

55. **FUTURE AGENDA ITEMS**

No items were identified.

56. **PUBLICITY AND WEBSITE**

No items were identified.

57. **EXCLUSION OF THE PUBLIC AND PRESS**

RESOLVED:

- ◆ That in view of the confidential nature of the business about to be transacted in relation to legal matters, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following two agenda items.

58. **URGENCY COMMITTEE**

The Chairman reported that a vacancy in the maintenance team had given the opportunity to restructure the team. The newly appointed Maintenance Officer is a Woodley resident and will start in post on 23 December 2013.

RESOLVED:

- ◆ To note the decisions of the Urgency Committee on 1 October 2013 in respect of the maintenance team restructure.

59. **PERSONEL SUB COMMITTEE**

The Chairman presented Report No. SR 45/13, of a meeting of the Personnel Sub Committee held on 13 November 2013. Members considered the recommendations and

RESOLVED:

- ◆ To note Report No. SR 45/13.
- ◆ That Post No. 9215 be regarded to Scale 5/6 and that progression beyond scp 25 be dependent on a review of the postholder's competence and performance.
- ◆ That Post No. 4272 be regarded to Scale 5 plus one scp and that progression beyond scp be dependent on a review of the postholder's competence and performance.
- ◆ That a post of Venues Supervisor be added to the establishment on the terms set out in the job description provided and appointed to as soon as possible.
- ◆ That a bonus payment of £750 be paid to the postholder of Post No. 9367 in recognition of their performance and commitment displayed over the past four years.

The meeting closed at 10:12pm

TIMETABLE OF MEETINGS - 2014/2015

Plans Committee meetings start at 7.45pm. All other Council and Committee meetings start at 8 pm (unless otherwise notified) and members of the public are welcome to attend.

PLANS COMMITTEE	LEISURE SERVICES	COMMUNITY SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
2014 20 May 17 June	2014 27 May (SH)	2014 3 June	2014 10 June	2014 Annual Meeting 13 May 24 June
15 July 19 August (SH) 23 September	2 September (SH)	9 September (SH)	16 September	30 September
21 October 18 November 16 December	4 November	11 November	25 November	9 December
2015 20 January	2015 6 January	2015 27 January	2015 3 February	2015 Budget Meeting 13 January 10 February
17 February(SH) 17 March 21 April 26 May	24 March	31 March	14 April (SH)	Town Electors 3 March Annual Meeting 19 May

(SH = School Holidays)

SCHOOL TERM DATES

2014 Tuesday 7 January to Friday 4 April
Tuesday 22 April to Wednesday 23 July
Wednesday 3 September to Friday 19 December

(NOTE: *Training days - to be agreed*)

Half Term: 17 - 21 February
Half Term: 26 - 30 May
Half Term: 27 - 31 October

Good Friday: 18 April
WBC Elections: 22 May 2014

2015 Tuesday 6 January to Thursday 2 April
Monday 20 April to Wednesday 22 July

(NOTE: *Training days - to be agreed*)

Half Term: 16 - 20 February
Half Term: 25 - 29 May

Good Friday: 3 April
WTC & WBC Elections: 7 May 2015

**CAPITAL PROGRAMME 2012/13
REPORT OF THE SERVICE SUPPORT MANAGER AND TOWN CLERK**

Purpose of Report

To provide Members with information on capital projects/works and to recommend projects for inclusion in the 2013/14 capital programme.

Background

Proposals for the 2013/14 capital programme were not presented for consideration earlier in the year in the normal way due to issues of capacity in completing current projects and assessing new projects for the programme.

The project items proposed in this report would be completed in the current financial year. Proposed items for the 2014/15 capital programme will be provided for consideration in the new financial year.

Projects Status

The status and expenditure of projects in the 2012/13 capital programme are shown in **APPENDIX A**.

The capital programme fund is showing a balance of £83,131 taking into account all expenditure in 2012/13 and up to 4/12/13. Proposed project items for the 2013/14 programme total an estimated £44,250 leaving an estimated carry forward into 2014/15 of £38,881.

Proposed items for inclusion in the 2013/14 capital programme and an explanation for their inclusion is shown in **APPENDIX B**.

Recommendations:

- ◆ **That Members note the information contained in the report.**
- ◆ **That Members approve the 2013/14 capital programme as set out in the schedule.**

Capital Programme 2012/13 - Expenditure to date

APPENDIX A

CAPITAL PROJECTS	Allocation (£)	Exp as at 4/12/13	Status	Comment	Works Required
Signs	1800	1663.79	Complete	Annual Allocation	Replacement, new signs, fire signage and new entrance sign for Woodford Park
Seats	1000	119.22	Complete	Annual Allocation	Replacement/additional seats - annual allocation
Litter bins	1000	1780.95	Complete	Annual Allocation	Replacement/additional bins - annual allocation
Dog bins	200	197.95	Complete	Annual Allocation	Replacement/additional bins - annual allocation
Pathway repairs	2000	731.26	Complete	Annual Allocation	Repair work to council pathways - annual allocation
Playgrounds	5000	3468.27	Complete	Annual Allocation	Annual allocation - Improvements to Malone Road play area identified 2012/13
Woodford Park car park	5000	5000.00	Rolling Fund	Annual Allocation	Repair & resurfacing - annual allocation to fund
Woodford Park Soakaway	1500	2464.50	Complete		To prevent large puddles in area near the play area
Outside lighting	3000	0.00	Under Review	Pending Civic Space project delivery	Improve entrance lighting to Woodford Park LC and add extra lighting on pathways near Coronation Hall
Drainage improvements - Woodford Park	4000	0.00	Carry Forward to 2013/14		Works to improve drainage on driveway at entrance to Woodford Park
Replace dividers Woodford Park LC function room	4000	0.00	Carry Forward to 2013/14		Replace dividers in function room due to age - poor condition
Bucket for tractor	5000	4992.00	Complete	Additional £1000 agreed Dec 2012	Buy front bucket for tractor to aid in grounds works at allotments, parks and depot (amended 12/12 - additional £1000)
Centre CCTV	2000	1965.52	Complete		New CCTV system at the centre
Separate water supply to allotment toilet	400	800.72	Complete		To enable toilet to be used in the winter months when the supply to water tanks is off
Oakwood Centre carpets	4500	4670.86	Complete	Agreed Sep 2012	Replace carpet tiles in meeting rooms
Improvements to outside Woodford Park Leisure	10000	750.00			Removal/re-siting of portakabin / improvements to Leisure Centre frontage/approach (Rec from Leisure Services Committee 27/3/12)
Sub total	50400	28605.04			

ROLLING FUNDS			Project Cost (estimated)	Total in fund	
Woodford Park car park resurfacing	5000	5000	60000	15000	Resurfacing and repair of car park substructure. 3 years allocation

FUNDED BY	
Carry forward balance from 2011/12	26736
2012/13 allocation	40000
2013/14 allocation	45000
Total capital programme budget 2012/13 and 2013/14	111736

Capital Programme Balance as at 4/12/13	83131
--	--------------

Draft Capital Programme 2013/14

APPENDIX B

CAPITAL PROJECTS	Allocation (£)	Status	Comment	Works Required
Signs	2000		Annual Allocation	Replacement, new signs, fire signage and new entrance sign for Woodford Park
Seats	1000		Annual Allocation	Replacement/additional seats - annual allocation
Litter bins	300		Annual Allocation	Replacement/additional bins - annual allocation
Dog bins	200		Annual Allocation	Replacement/additional bins - annual allocation
Pathway repairs	2000		Annual Allocation	Repair work to council pathways - annual allocation
Playgrounds	5000		Annual Allocation	Annual allocation - Improvements to Malone Road play area to suppliment Section 106 allocation
Woodford Park car park resurfacing	5000	Rolling Fund	Annual Allocation	Repair & resurfacing - annual allocation to fund
Drainage improvements - Woodford Park	5000	Carried Forward from 2012/13	Revised quotes higher than estimated last year	Works to improve drainage on driveway at entrance to Woodford Park
Replace dividers Woodford Park LC function room	7500	Carried Forward from 2012/13	Revised quotes higher than estimated last year	Replace dividers in function room due to age - poor condition
Improvements to outside Woodford Park Leisure	9250		£750 spent in 2012/13	Improvements to Leisure Centre frontage/approach (Rec from Leisure Services Committee 27/3/12)
Sports Hall Roof - Woodford Park LC	4000			Repairs to guttering, down pipes and repalcement of rusted roof panels
Committee Rooms - Woodford Park LC	3000			Decorate/new flooring/ventilation
Sub total	44250			

ROLLING FUNDS		Project Cost (Estimated)	Total in fund	
Woodford Park car park resurfacing	5000	60000	20000	Resurfacing and repair of car park substructure. 4 years allocation

FUNDED BY	
Carry forward balance from 2012/13	83131
Capital Programme Balance	38881

Museum of Berkshire Aviation Trust (MBA) – Meeting held on 13th November 2013.

Steve Outen attended the meeting.
Paid up membership at present stands at 106.

Ongoing Work.

Work on the Bleriot model and the Miles Student is now complete.
Other projects (the Miles Martinet and the Handley Page Herald) are continuing well.

Recent Events.

Ken Fostekew (the Chairman) has continued to give presentations around the area, which has helped advertise the museum.
The museum has been used by ITV for some filming about the Duke of Edinburgh and Bentley Productions have borrowed some items for a film they were making at White Waltham. Also, one of the members, Geoff Etridge, was interviewed by BBC Radio Berkshire at the museum.

Finances.

The treasurer reported the following account levels:
Current account : £26,451

AOB

We also had a discussion about the proposed war memorial and Ken Fostekew said the group would consider supporting the project in some way. Ken also said that the museum is planning to mount a display at the museum in 2014, commemorating the Royal Flying Corps, which was based at Coley Park.

Date of next meeting: Wednesday 26th February 2014 at 19.30.

ARC Report

By Shelagh Flower

ARC continues to be very busy , 8 new counsellors have been appointed and will be trained and ready to take on clients by Christmas. Our waiting list has increased to 56 due to demand and so there is a delay of around 6 weeks before being seen unless critical. There is an increase in single parents in the borough and this increases pressure on both the adults and the children. Sexual abuse of primary school age children is a presenting issue for ARC with referrals from social services.

Leighton Park school have nominated ARC as their charity and it is hoped that their fundraising will assist additional counselling to be provided in Bulmershe school.

A recent weekend conference on 'Attachment' was held in Bournemouth and proved a great success with 45 counsellors attending and some members of the committee attending.

An invitation has been received by the Wokingham Charity Forum and ARC will be represented by their Chair Nancy Quinnell .

and finally A pupil from Bulmershe , Tom Parry had been previously nominated by Paul Cassidy (ARC Coordinator) for a Pride of Reading award and he was successful in winning The Young Person of the Year Award , Tom, from Woodley, had recovered from heart surgery in 2011 then supported his mother through her fight with cancer.

Highwood Conference

The annual meeting of the Highwood Conference took place in the Oakwood Centre at 7:30 pm on Thursday 28th November, at which Councillors Kay Gilder and Mary Holmes represented Woodley Town Council. Councillor Kay Gilder was appointed the chairman for the next 12 months.

Simon Bartlam, the Countryside Officer Operations, WBC Countryside Service gave a report which highlighted the fact that over the past 12 months the team was very much under manned due to several staff members had been off work on sick leave. Unfortunately, he included himself in this category as he'd broken his ankle in an accident whilst at work.

Reading Prison has recently closed, so the services of willing inmates are no longer available, and will be sadly missed as they tended to work hard whilst out of the confines of the prison!

Hopefully, it may be possible to enlist the services of those serving their 'community service' but these folk are not usually as reliable and hard working.

Mrs Freda Pattison, has taken over from Mrs Pauline Allen, who has now stepped aside after many years, and gave a short verbal report from the Friends of Highwood. Group. We were very pleased to hear that the dog walkers and litter pickers continue to do sterling work on a daily basis to keep the woods clear of rubbish.

Carla Homes are planning to start a small development at the Church Road Earley end of the Reading University land - the former Bulmershe College site. The initial consultation for residents of South Lake ward was not widely publicized earlier this month. Concerns were expressed that the long boundary between the development site and Highwood needs to be adequately protected with fencing and hedging, and only allow maybe two access points to mitigate against damage and destruction of the woods themselves by the public.

As stated in the previous year's report, there is a sum of £48,808 S106 money secured for, 'enhancements and improvements within Highwood'. So, in relation to the latest proposed housing development on Reading University land - at the former Bulmershe College site, it was decided that Tricia Harcourt (WBC Democratic Services) should make enquires with Council's solicitor to establish:

- a) The current status of the S 106 legal agreement:
- b) The details of the wording in the agreement:
- c) When the money would be paid and subsequently handed over to the Countryside Service.

If any money is released to the Countryside Service before the next planned conference in November 2014, it was agreed that this conference should convene for an additional meeting to discuss the situation.

Mary Holmes and Kay Gilder.

APPENDIX 11

Town Mayor's engagements – 24 September 2013 to 10 December 2013

September	26	The Lord Lieutenant's awards Ceremony 2013
	30	Berkshire County Blind Society AGM
October	8	Ceremonial Service for the Opening of the Crown Court
	15	Sid Hopkins primary schools School League
	20	Addington School Concert at Bearwood College
	24	Home-Start Wokingham AGM
November	10	St John's Church Remembrance Service
	29	Wokingham Borough Council Sports Awards 2013
	30	Woodley Extravaganza Lights Switch On
December	1	Open Woodley Winter Extravaganza

Deputy Town Mayor's engagements

October	24	Wokingham District Cancer Care Trust AGM
December	8	Wokingham Borough Schools Carol Concert