



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 February 2015, at which your attendance is requested.

Deborah Mander
Town Clerk

Before the start of the meeting:

- *Claire Page will speak to Members about the Lilly-May Page Trust.*
 - *John Kaiser, Wokingham Borough Council, will speak to Members about Developers' Section 106 contributions.*
-

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 HELD ON 9 DECEMBER 2014**

To approve the minutes of the Council meeting held 9 December 2014 and that they be signed by the Chairman.

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4. **COMMITTEE REPORTS**

To receive reports from the following:

4.1	Plans Committee	16 December 2014	Page 15
4.2	Leisure Services Committee	6 January 2015	Page 21
4.3	Plans Committee	20 January 2015	Page 27
4.4	Community Services Committee	27 January 2015	Page 39
4.5	Strategy and Resources Committee	3 February 2015	Page 47

5. **CHEQUE SIGNATORIES**

To appoint a signatory to sign cheques in place of Councillor Haines.

The current remaining signatories are:

Councillors K. Baker, P. Challis, C. Lawley, D. Mills and E. Rowland.

6. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

7. **NOTICE OF MOTION**

To consider the following motion submitted by Councillor Lawley and received in accordance with Standing Order 12a:

"This Council notes the success of Woodley Town Council's efforts to develop and maintain Woodley's great community spirit over the many years of Lib Dem administration.

Council welcomes the national recognition that Woodley is a great place to bring up a family as exemplified by Family Investments.

Council notes that some of the factors contributing to this success are:

1. The Oakwood Centre with its Café, Theatre, Community use and its use as a permanent base for the local Police Neighbourhood team.
2. Woodford Park, Woodford Park Leisure Centre, Bulmershe Leisure Centre, Woodley War Memorial and the Skate Park.
3. Our local Shopping Centre, Town Centre Management Initiative, Winter Extravaganza and the Annual Woodley Carnival.
4. Local services such as schools and community and health facilities.
5. The environmental contributions of the annual Garden and Best Kept Allotment competitions, the annual Woodley Clean up and volunteers such as the Woodley Adopt a Street Project (WASP).
6. Local churches, the care of our vulnerable residents and those in need, e.g. Food Banks.
7. Our myriad of local community societies and local voluntary works as recognised by the annual Citizen's Awards and the Mayor's award.

This Council agrees that as a further means of keeping Woodley's great community spirit as one of the best in the country would be to promote good citizenship with respect to keeping Woodley neat and tidy. Therefore, from

2015 this Council will annually promote the "Best Kept Street" and "Best Community Street" awards to be presented at the Citizens Awards evening.

The following to be the criteria:

Best Kept Street – the most visually attractive street due to the hard work and efforts of local residents looking after their street's environment.

Best Community Street – where local people have come together to make a positive improvement to their street."

8. **3G PITCH PROJECT – LOAN**

To consider **Report No. FC 1/15.**

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9. **BUS SHELTER IN LIVINGSTON GARDENS**

To note that Wokingham Borough Council is proposing to install a new bus shelter at the existing bus stop in Livingston Gardens and to consider whether the Town Council is willing to add this to the list of bus shelters maintained by the Town Council. **(Appendix 9)**

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10. **2015 UK PARLIAMENTARY GENERAL ELECTION**

To note information received from the Wokingham Borough Council Electoral Registration Officer and Returning Officer regarding the 2015 UK Parliamentary General Election. **(Appendix 10)**

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11. **REPRESENTATIVES ON OUTSIDE BODIES**

a) To note that there is currently no Town Council representative to Readibus and to propose that this vacancy be appointed to at the annual meeting.

b) To receive any reports from Town Council representatives on outside bodies.

12. **TOWN MAYOR'S ENGAGEMENTS**

To receive a report from Councillor Brian Franklin on his engagements as Town Mayor. **(Appendix 12)**

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13. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

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**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 9 December 2014 at 8 pm**

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

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

Also present: 8 members of the public

Before the start of the meeting:

- The Town Mayor presented grant cheques to representatives of local community groups and other organisations, as reported in **Appendix A**.
- Claire Page, who was to talk to Members about the Lilly-May Page Trust, was unfortunately unable to attend due to illness. She will come to the next Town Council meeting.
- A maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum. As there were no members of public wishing to address the Council the Town Forum did not take place.

47. **APOLOGIES**

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

48. **DECLARATIONS OF INTEREST**

Councillor Baker	Agenda item 16a Town Mayor's Engagements	Personal, non-prejudicial – Councillor Baker is chairman of the Lilly-May Page Trust
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49. **ACCEPTANCE OF OFFICE**

The Chairman welcomed Councillor Stares to his first Council meeting and it was

RESOLVED:

- ◆ To note the election of Councillor David Stares to the Town Council and that Councillor Stares had signed the Declaration of Acceptance of Office as required by law.

50. **MINUTES OF COUNCIL MEETING HELD ON 30 SEPTEMBER 2014**

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 30 September 2014 and that they be signed by the Mayor as a correct record.

51. **MINUTES OF THE URGENCY COMMITTEE MEETING HELD ON 27 NOVEMBER 2014**

RESOLVED:

- ◆ To receive the minutes of the Urgency Committee meeting held on 27 November 2014.

52. **COMMITTEE REPORTS**

52.1 **Minutes of the Plans Committee: 21 October 2014**

Councillor Cheng presented the minutes of the Plans Committee meeting held on 21 October 2014.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee meeting held on 21 October 2014.

52.2 **Minutes of the Leisure Services Committee: 4 November 2014**

Councillor Soane presented the minutes of the Leisure Services Committee meeting held on 4 November 2014.

RESOLVED

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 4 November 2014.

52.3 **Minutes of the Community Services Committee: 11 November 2014**

Councillor Smith presented the minutes of the Community Services Committee meeting held on 11 November 2014.

Minute 63b: Highways – Fairwater Drive, Woodley

Councillor Rowland stated that residents were disappointed that only a short section of Fairwater Drive was to be resurfaced, following a change to the scheduled works by Wokingham Borough Council.

Minute 63f: Highways – Traffic Island Outside the Oakwood Centre, Headley Road

Councillor Lawley informed the meeting that the repairs to the traffic island outside the Oakwood Centre, scheduled by Wokingham Borough Council to be undertaken on 7 December, had not taken place.

Minute 64: Bus Services in Woodley

Councillor Rowland informed the meeting that the new Chief Executive Officer of Reading Buses had agreed to run a temporary bus service out of peak times to serve the Southlake area of Woodley and will review the service to see if anything more can be done in the long term. Members were pleased to hear that the new Chief Executive Officer was responding positively to residents' concerns.

Minute 68: Application to Renew Street Trading Consent

Councillor Rowland informed the meeting that she had objected to this application and West Berkshire and Wokingham Environmental Health and Licensing Service had agreed to grant a licence for one year only and to consult with the new residents of the Bulmershe Campus development next year.

RESOLVED:

- ◆ To receive the minutes of the Community Services Committee meeting held on 11 November 2014.

52.4 **Minutes of the Plans Committee: 18 November 2014**

Councillor Cheng presented the minutes of the Plans Committee meeting held on 18 November 2014.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee meeting held on 18 November 2014.

52.5 **Minutes of the Strategy and Resources Committee: 25 November 2014**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 25 November 2014.

Minute 59: Catering Partnership Management Panel

Councillor Rowland noted that there had been some discussion regarding the use of the Oakwood Centre premises free of charge for the Festival of Business even though other deserving causes, such as the voluntary sector, had to pay and that this should be shown in the minutes. Councillor Baker responded that he had stated that this administration was encouraging small businesses by not charging the Festival of Business for the use of the premises and that this was an investment for the future of young people in Woodley. The Town Clerk explained that this had not been minuted because the discussion had not led to any decision. It was agreed that the minutes be amended to record the discussion at the Committee meeting.

Minute 62: Allotment Rent Review

Councillor Lawley stated that he was unhappy that there had been no consultation with the Allotment Tenants Association before agreeing to increase the allotment prices. Councillor Baker responded that the tenants would be given twelve months' notice of the increases and that if a large number of tenants objected the Council would take this into consideration. The agreed increases would come into effect in January 2016.

Minute 63: 3G Pitch Project

Councillor Lawley stated that he fully supported the 3G pitch project, but that he believed it should have been listed for determination by the Wokingham Borough Council Planning Committee because that would be democratic. Councillor Baker responded that planning applications could only be listed for valid planning reasons and that there were no such grounds on which to list this application. There was further discussion between Councillors Lawley and Baker until the Chairman called for the meeting to move on.

Minute 72: Optalis

Councillor Challis asked that the minutes be amended to show that the square footage of the office space to be occupied by Optalis had been requested by Members along with a figure for the commercial rent that could be achieved for equivalent premises. The Town Clerk agreed that the minutes would be amended accordingly and the information provided to Members.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 25 November 2014, subject to the requested amendments of items 59 and 72.
- ◆ To approve the schedule of meetings for the municipal year 2015/16, as attached at **Appendix B**.

53. **ELECTION OF DEPUTY LEADER OF THE COUNCIL**

a) **RESOLVED:**

- ◆ To note that Councillor Haines had resigned as Deputy Leader of the Council.

b) **RESOLVED:**

- ◆ To appoint Councillor Chadwick as Deputy Leader of the Council.

54. **REQUEST FOR LEAVE OF ABSENCE**

RESOLVED:

- ◆ To grant Councillor Downes' request for leave of absence for five months due to work commitments and family health matters.

55. **COMMITTEE MEMBERSHIP**

a) **RESOLVED:**

- ◆ To note the resignation of Councillor Haines from the Strategy and Resources Committee.

- ◆ To appoint Councillor Walker to the Strategy and Resources Committee.

b) **RESOLVED:**

- ◆ To approve the appointment of Councillor Stares to the Leisure Services Committee in place of Councillor Chadwick.

56. **LEADER'S STATEMENT**

The Leader of the Council made the following statement to the Council:

"I would like to welcome our newest Councillor, David Stares, to his first Full Council meeting. I know you will be a valuable addition to the council.

I was extremely pleased to see that our Mayor had chosen the Lilly-May Page Trust as his nominated charity. As one of her Borough Councillors I have been working with Claire from a few days after this horrendous incident and have seen her grow in stature over the weeks and months as she turned the energy of sadness into the energy of awareness and excellent fund raising. She is an amazing role model, a fact which has been recognised by people from all walks of life.

I was honoured when she asked me to not only become a trustee of the Lilly-May Page Trust but take on the role of Chairman.

Turning from one impressive woman to another, I would like to say a few words about my former Deputy, Cllr Kate Haines. You are all aware of her constant health problems, which have culminated in her having to take a few steps back from her heavy workload and commitments.

I have known Kate for a very long time, most of which she has been by my side, and I know I will miss that now she is reducing her workload. For a long time she was leader of the Conservative Group here at the Town Council and did an excellent job in opposition. When control was transferred to the Conservatives Kate was right there helping me to take on the leadership role.

The good news is that she is not going away and will continue to be Woodley Councillor for the foreseeable future subject to the electorate agreeing.

The Bulmershe Leisure Centre transfer is now complete and I would like to pay tribute to the hard work put in by our Town Clerk, Deborah and her team. This was a one-off situation and involved multiple parties so the task was not an easy one. The diligence and commitment shown by Deborah was exemplary.

Finally I would like to say a few words about the upcoming budget process. Last year we introduced an additional private process to discuss the budget plans with the opposition. Unfortunately the opposition did not fully embrace this process, which was a missed opportunity for us to work together. I hope that this year there might be better participation."

57. **STANDING ORDERS**

Members considered the following amendment to the interpretation of the Standing Order on page 3 of the Council's Standing Orders:

To delete the following paragraph:

"The terms 'party' or 'parties' includes groups of councillors who are members of a political party registered with the Electoral Commission and groups which include at least 2 councillors who do not belong to a political party and who have informed the Proper Officer that they have formed a group."

and replace it with the following:

"The terms 'party' or 'parties' means groups of 2 or more councillors who have informed the Proper Officer that they have formed a group. A group can be made up of councillors who are members of the same political party registered with the Electoral Commission, or councillors who do not belong to a political party registered with the Electoral Commission, or a combination of both of these."

There was some discussion about whether this matter should have been considered by the Standing Orders and Financial Regulations Working Party and the Town Clerk explained that it had not been taken to the Working Party as it was a clarification of a definition and not a change to the numbered Standing Orders. Councillor Challis maintained that the correct process had not been followed and it was proposed by Councillor Challis and seconded by Councillor Rowland that the proposed amendment should be considered by the Standing Orders and Financial Regulations Working Party before being considered at Council.

This motion was put to the vote and was lost.

The proposed amendment to the interpretation of Standing Orders was then put to the vote and it was

RESOLVED:

- ◆ To approve the amendment to the interpretation of the Standing Order on page 3 of the Council's Standing Orders as follows:

To delete the following paragraph:

"The terms 'party' or 'parties' includes groups of councillors who are members of a political party registered with the Electoral Commission and groups which include at least 2 councillors who do not belong to a political party and who have informed the Proper Officer that they have formed a group."

and replace it with the following:

"The terms 'party' or 'parties' means groups of 2 or more councillors who have informed the Proper Officer that they have formed a group. A group can be made up of councillors who are members of the same political party registered with the Electoral Commission, or councillors who do not belong to a political party registered with the Electoral Commission, or a combination of both of these."

58. **COUNCIL SEAL**

RESOLVED:

- ◆ To approve the use of the Council's seal to a lease with Optalis for the use of the offices at Woodford Park Leisure Centre.

59. **AMENITY VEHICLE SERVICE**

Members discussed the decision taken by Wokingham Borough Council to cease the amenity vehicle service with effect from 1 February 2015, and agreed that it was necessary to reduce the amount of unsorted waste taken to landfill, but were concerned that the loss of this service might result in an increase in fly tipping. The Town Clerk informed members that Wokingham Borough Council had confirmed that they would monitor the areas previously visited by the amenity vehicle to address any fly tipping problems. Members expressed concern about the effect the loss of this service would have on residents without a car and the Town Clerk reported that Wokingham Borough Council intended to notify residents of the options available to them for arranging to have excess waste collected.

RESOLVED:

- ◆ To note that the amenity vehicle service provided by Wokingham Borough Council would cease with effect from 1 February 2015.

60. **REPRESENTATIVES ON OUTSIDE BODIES**

a) **RESOLVED:**

- ◆ To note that Councillor Haines had resigned as the Council's representative on the following outside bodies:
 - Berkshire Association of Local Councils
 - Wokingham District Association of Local Councils
 - Readibus
 - Woodley Town Centre Management Initiative
- ◆ To appoint Councillor Barker as the Council's representative to the Berkshire Association of Local Councils.
- ◆ To appoint Councillor Barker as the Council's representative to the Wokingham District Association of Local Councils.
- ◆ To note that there were no nominations for the Council representative to Readibus.
- ◆ To appoint Councillor Mills as the Council's representative to the Woodley Town Centre Management Initiative.

- b) **RESOLVED:**
- ◆ To appoint Councillor Rowland as the Council's second representative to the Berkshire Association of Local Councils.
- c) **RESOLVED:**
- ◆ To appoint Councillors Baker, Challis, Lawley and Soane to a joint sub-group with Earley Town Council to consider the terms of reference of the Joint Site of Urban Landscape Value Working Group.
- d) Members noted the following written reports:
- Report on the Robert Palmer Almshouses from Councillor Rahmouni.
 - Report on the Poor's Land Charity from Councillor Cheng, tabled at the meeting.
 - Report on The Bulmershe School from Councillor Cheng, tabled at the meeting.

Councillor Gilder gave a verbal report on the Highwood Management Conference, which had met the previous week. She reported that work in the nature reserve was being carried out by long term unemployed volunteers who also worked at Dinton Pastures. Councillor Gilder informed Members that work to be carried out shortly would include the clearing of paths and the planting of two memorial trees in memory of residents who had recently passed away.

61. **DEVELOPERS' SECTION 106 CONTRIBUTIONS**

Members noted that Borough Councillor John Kaiser was unable to attend the meeting to talk to Members about Developers' Section 106 contributions, but that he would attend the next Council meeting on 10 February 2015.

62. **TOWN MAYOR'S ENGAGEMENTS**

- a) Members noted that the Mayor had chosen the Lilly-May Page Trust as the nominated charity for his term of office.
- b) The Town Mayor informed Members of the 17 engagements he had attended since the last meeting, and in particular said that he had thoroughly enjoyed the performance by Circus Starr on Woodley Memorial Ground, which had also been very popular with local residents.

The Deputy Mayor had attended one engagement since the last meeting.

63. **FUTURE AGENDA ITEMS**

- a) In reply to a question the Town Clerk informed Members that officers did not currently have the capacity to undertake the amount of work required to look at matters relating to the provision of a Neighbourhood Plan.
- b) A request was made for a report on the handover of Bulmershe Leisure Centre to 1Life and future joint leisure meetings. It was agreed that such a report be presented to the Strategy and Resources Committee in February.

Meeting closed at 9:40pm

Meeting of the Town Council on 9 December 2014

Before the start of the meeting the Mayor presented grant cheques to representatives of the following local community groups and other organisations:

Berkshire County Blind Society
Cruse Bereavement Care
Reading Football Club Community Trust
Sue Ryder – The Duchess of Kent Hospice
Woodley Festival of Music and Arts
2nd Woodley Scout Group

Woodley Town Council

APPENDIX B

TIMETABLE OF MEETINGS - 2015/2016

Plans Committee meetings are held on Mondays (unless marked otherwise) and start at 7:45pm. All other Council and Committee meetings are held on Tuesdays and start at 8:00pm (unless otherwise notified) and members of the public are welcome to attend.

PLANS COMMITTEE	LEISURE SERVICES	COMMUNITY SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2015</u> Tuesday 26 May (SH) 22 June	<u>2015</u> 2 June	<u>2015</u> 9 June	<u>2015</u> 16 June	<u>2015</u> Annual Meeting: 19 May 30 June
20 July 17 August (SH) 21 September 19 October 16 November	1 September (SH) 3 November	8 September 10 November	15 September 24 November	29 September 8 December
14 December <u>2016</u> 11 January	<u>2016</u> 5 January	<u>2016</u> 19 January	<u>2016</u> 26 January	<u>2016</u> Budget Meeting: 12 January 9 February
15 February (SH) 14 March 18 April	5 April (SH)	12 April	26 April	Town Electors: 1 March Annual Meeting: 10 May

(SH = School Holidays)

SCHOOL TERM DATES

2015 Monday 20 April to Wednesday 22 July
 Wednesday 2 September to Friday 18 December
 (NOTE: Training days - to be agreed)

Half Term: 25 - 29 May
 Half Term: 26 - 30 October

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

2016 Tuesday 5 January to Thursday 24 March
 Monday 11 April to Wednesday 20 July
 (NOTE: Training days - to be agreed)

Half Term: 15 - 19 February
 Half Term: 30 May - 3 June

Good Friday: 25 March 2016
 WBC Elections: 5 May 2016

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**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre
on Tuesday 16 December 2014 at 7:45 pm**

Present: *Councillors: J. Cheng (Chairman); T. Barker; R. Duncan; M. Holmes;
R. Neall; M. Walker*

Officer present: *L. Matthews, Committee Officer*

79. **APOLOGIES**

Apologies for absence were received from Councillor Rahmouni.

80. **DECLARATIONS OF INTEREST**

Councillor M. Walker – Non-prejudicial interest: Agenda item 5, planning application F/2014/2506: 6 Carlton Close, as she knows the neighbours who attended the meeting.

81. **MINUTES OF PREVIOUS MEETING**

RESOLVED:

- ◆ That the minutes of the meeting held on 18 November 2014 be approved and signed by the Chairman as a true and accurate record.

82. **PLANNING DECISIONS**

RESOLVED:

- ◆ To note information on decision notices received from the planning authority since the last meeting. (***Appendix A***)

83. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

- ◆ To forward comments to the planning authority as follows:

F/2014/2267

Location: 22 Hurricane Way, Woodley, RG5 4UX.

Revised plans

Revised proposal: Proposed erection of a two storey side extension and part two storey and part single storey rear extension.

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

F/2014/2315

Location: 147 Headley Road, Woodley, RG5 4JD.

Proposal: Erection of a rear single storey timber framed building, following removal of existing timber framed single storey building (retrospective).

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

F/2014/2452

Location: 1 Duncan Road, Woodley, R56 4HR.

Proposal: Proposed erection of timber fence facing Duncan Road.

Observations: No objections.

F/2014/2486

Location: Unit 16, Headley Park Ten, Woodley, RG5 4SW.

Proposal: Proposed change of use from B8 with ancillary office space to D2 (specialised gym).

Observations: No objections.

F/2014/2506

Location: 6 Carlton Close, Woodley, RG5 4JS.

Proposal: Proposed erection of two storey side and rear extension, single storey rear extension and enclosed front porch. Plus demolition of occupants' side of paired garage.

Three residents were present at the meeting to look at the drawings and express concern about possible damage to the road and pavement during construction and also possible damage to the grassed area in the centre of the close.

The committee discussed the application and had no objections to the proposed extension, but agreed to request that a condition be imposed to ensure that the road, the pavement and the grassed area in the centre of the close are not damaged during construction.

F/2014/2534

Location: 120 Colemans Moor Road, Woodley, RG5 4DN.

Proposal: Proposed conversion of existing loft space to additional habitable accommodation, to include dormer extensions accommodation and roof lights and erection of two storey rear and side extensions to dwelling.

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

F/2014/2542

Location: 37 Nimrod Close, Woodley, RG5 UW.

Proposal: Proposed erection of single storey rear extension following the demolition of existing conservatory. 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.

F/2014/2545

Location: 7 Malvern Close, Woodley, RG5 4HL.

Proposal: Proposed erection of single storey side and rear extension with part conversion of garage to habitable accommodation.

Observations: No objections.

TL/2014/2555

Location: Bridge at Duffield Road, Sonning, RG4 6GT.

Proposal: Application for prior approval of a replacement 15m slimline monopole with 3No. shrouded antennas.

Observations: No objections.

F/2014/2558

Location: 53 Howth Drive, Woodley, RG5 3EE.

Proposal: Proposed erection of a first floor side extension to dwelling.

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

F/2014/2563

Location: 1 Kittiwake Close, Woodley, RG5 4UF.

Proposal: Proposed erection of a part two storey side, single storey rear extensions to dwelling and conversion of existing garage to additional habitable accommodation.

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

F/2014/2575

Location: 86 Loddon Bridge Road, Woodley, RG5 4AN.

Proposal: Retention of beauty and medical aesthetics practice (D1) of previous application number F/2012/0213.

The applicant was present at the meeting.

Observations: No objections.

F/2014/2590

Location: 172a Reading Road, Woodley, RG5 3AA.

Proposal: Proposed erection of single storey rear extension following the demolition of existing rear conservatory.

Observations: No objections.

F/2014/2599

Location: 51 Nightingale Road, Woodley, RG5 3LU.

Proposal: Proposed erection of single storey rear extension following the demolition of existing single storey rear extension.

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

F/2014/2601

Location: 4 Marathon Close, Woodley, RG5 4UN.

Proposal: Proposed erection of single storey side extension with hard-standing to match existing in front of extension.

Observations: No objections.

F/2014/2610

Location: 222 Colemans Moor Road, Woodley, RG5 4DW.

Proposal: Proposed erection of two storey side and single storey rear extensions following demolition of existing detached garage.

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

F/2014/2666

Location: 164 Reading Road, Woodley, RG5 3AA.

Proposal: Proposed erection of two storey side extension.

The applicant was present at the meeting.

Observations: No objections.

F/2014/2707

Location: 242 Loddon Bridge Road, Woodley, RG5 4BS.

Proposal: Proposed erection of single storey rear extension, attached garage and alteration to existing porch following demolition of existing detached garage.

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

F/2014/2714

Location: 93 Loddon Bridge Road, Woodley, RG5 4AE.

Proposal: Proposed erection of a first floor rear extension, part garage conversion to a garden room with covered pergola, erection of a replacement front porch.

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

84. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application HH/2014/2388

Location: 26 Anthian Close, Woodley, RG5 4XA.

Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3m for which the maximum height would be 3.4m and for which the height of the eaves would be 2.2m.

85. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

- TPO 3/1951: 172 Fairwater Drive, Woodley.
Consent for the selective pruning of a sycamore.
- TPO 888/1997: 11 Triumph Close, Woodley.
Consent for the selective pruning of a Norway maple and a sycamore.

86. **TRAINING ON PLANNING AND ENFORCEMENT MATTERS**

Councillors Barker and Walker reported on the training session run by Wokingham Borough Council on 26 November 2014 regarding planning and enforcement matters and informed Members that the Committee's interpretation of the planning rules generally seemed to be correct. Members were pleased to note that developers were now being asked to provide 2.3 parking spaces per dwelling, and felt that this was an improvement on the previous requirement of 1.5 spaces per dwelling.

Councillors Barker and Walker also reported that Wokingham Borough Council was looking at ways of involving town and parish councils more closely with enforcement matters, as it was felt that the local councils may be better able to help residents through the enforcement process.

87. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of one enforcement investigation closure notice and five ongoing enforcement matters.

The meeting closed at 9:00 pm

Chairman

Woodley Town Council

PLANNING DECISIONS

Plan No.	Address	Proposal	Decision
F/2014/0901	Farriers, Farriers Close	Proposed change of use from forge/outbuilding to music rehearsal space, to be converted with the addition of five fixed conservation rooflights, ancillary to the use of the main dwelling "Farriers".	Approved <i>[WTC: concerns]</i>
F/2014/1660	13 Eastwood Road	Proposed erection of an end terrace dwelling, following demolition and removal of existing garage, and creation of additional garage off Keswick gardens.	Approved <i>[WTC: refuse]</i>
CLP/2014/2003	5 Constable Close	Erection of a single storey rear extension to dwelling following demolition of an existing conservatory.	Approved
F/2014/2142	39 Cypress Road	Proposed erection of conservatory to rear of property.	Approved <i>[WTC: no objections]</i>
A/2014/2210	97 Crockhamwell Road	Application for advertisement consent for the proposed erection of 1No. back lit fascia sign and 1No. internally illuminated bus stop sign.	<i>Withdrawn</i>
F/2014/2212	97 Crockhamwell Road	Proposed change of use from Class A1 (shops) to Class A5 (hot food takeaway) with installation of ventilation and extraction equipment.	<i>Withdrawn</i>
F/2014/2220	143 Crockhamwell Road	Proposed installation of new shop front and erection of 2No. satellite dishes.	Approved <i>[WTC: no objections]</i>
F/2014/2277	74 Beechwood Avenue	Proposed erection of a single storey rear extension to dwelling.	Approved <i>[WTC: no comment]</i>
CLP/2014/2311	126 Reading Road	Loft conversion with rear dormer and hip to gable end roof extension.	Approved

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 6 January 2015 at 8.00 pm**

Present: *Councillors W. Soane (Chairman); T. Barker; P. Challis; B. Franklin;
K. Gilder; S. Outen; D. Stares*

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

Also present: *Councillors M. Holmes and D. Mills
M. Rozzier and D. Pickup, One Woodley
R. Thompson, Alliance Leisure*

37. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors A. Downes and S. Rahmouni.

38. **COMMITTEE MEMBERSHIP**

RESOLVED:

- ◆ To note that at the meeting of the Council held on 9 December 2014 Councillor Chadwick was replaced on the Leisure Services Committee by Councillor Stares.

39. **DECLARATIONS OF INTEREST**

Councillor Soane	Agenda item 11, Charges 2015/16, in relation to proposed charges for the Memorial Ground.	Personal – Councillor Soane is a member of the Carnival Committee, which hires the Memorial Ground.
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40. **MINUTES OF THE MEETING HELD ON 4 NOVEMBER 2014**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 4 November 2014 be approved and signed by the Chairman as a correct record.

41. **ONE WOODLEY**

The Chairman welcomed Mark Rozzier and Dave Pickup to the meeting to provide an update on the progress of the One Woodley project.

Mark Rozzier informed Members that a great deal of work had been carried out and discussions had been held between the football clubs in Woodley, including the managers, players and parents, and a manifesto had been produced detailing the benefits of working together and setting out how the amalgamated club would be run. It had been agreed that the amalgamated club would operate under the Woodley United name, and Woodley United had now adopted a new constitution. The Football Association had issued a press release, which described the plans as inspirational and stated how pleasing it was to see all the clubs in an area working together to improve the quality of football provision for the whole community.

Mark Rozzier reported that a Sunday soccer centre had been set up at Willowbank School and sessions would soon be starting at Goals Football Centre. Two under 9 girls' teams had been set up last term for the first time and under 11 girls' teams would be started this term. At the recent Wokingham Borough Council Sports Awards, the Woodley United Ladies team had been presented with an award for their work in the community towards increasing the provision and participation in girls' and women's football.

Dave Pickup explained that the aim of the One Woodley project was to increase the number of teams playing in Woodley and improve facilities; it was hoped that the number of people playing football could be doubled and the number of coaches would be increased accordingly. The increased participation would lead to an increased budget for the amalgamated club and it was estimated that this could be raised from £200,000 to £1,000,000. An increased annual budget would allow a business case to be made for improved facilities in Woodley and the eventual aim would be to provide a permanent football ground suitable for higher level league games. Dave Pickup thanked the Council for its support with the project and for undertaking to provide a 3G artificial grass pitch at Woodford Park. He also thanked Councillor Outen for his attendance at the One Woodley meetings.

In reply to a question Dave Pickup explained that the new amalgamated team would not result in fewer games being played; it was possible that there might be more than one Woodley United team in some of the leagues and that the teams may have to play against each other, but there were so many different leagues in existence that this probably would not happen often. The larger number of players at one club would make it easier to build teams and players would be able to move between teams.

When asked how many of the local teams had agreed to be part of the project Mark Rozzier explained that Woodley United, Town, Hammers and Zebras had agreed to unite in 2016 and it was hoped that other teams would join later.

In reply to a question Dave Pickup informed Members that Woodley United was now a partner club to Reading Town FC, which brought benefits such as free first-aid training, and although it was hoped that in time the new Woodley United might have a 1st team playing in the Conference or Division 2, they would not be playing at such a level that they would be in competition with Reading Town.

The Chairman thanked Mark Rozzier and Dave Pickup for their update and said that he was very pleased that Woodley was a forerunner in this type of initiative.

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

RESOLVED:

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

43. **WOODFORD PARK LEISURE CENTRE DEVELOPMENT**

The Chairman welcomed Robin Thompson to the meeting to give a presentation on behalf of Alliance Leisure on the feasibility study being produced on the potential development of activities and sports at Woodford Park Leisure Centre.

Mr Thompson reported on the analysis that had been carried out to determine the level of demand for various types of leisure and sporting facilities in and around Woodley and then outlined the options for refurbishment/remodelling of the existing facilities within the leisure centre and the possibility of building an extension.

Members questioned Mr Thompson about the demand for additional facilities and methods of funding. Concern was expressed that the presentation had not specifically included reference to Bulmershe Gym Club and Badminton England, which had been the initial prompt for the feasibility study. Mr Thompson confirmed that he had spoken to Bulmershe Gym Club and intended to contact Badminton England before completing the feasibility report and would include this information in his report.

The Chairman thanked Robin Thompson for his presentation.

At this point in the meeting the Chairman moved that the agenda items 11, 12 and 13 be considered next to allow Councillor Franklin to participate in the discussion and voting before leaving the meeting early as he was unwell.

RESOLVED:

- ◆ To consider the remaining agenda items in the order 11, 12, 13, 8, 9, 10, 14, 15.

44. **CHARGES 2015/16**

The Town Clerk presented Report No. LS 4/15 and explained that the proposed charges for 2015/16 had been drawn up taking into account the increase in the Retail Price Index and comparative charges by other local providers.

The Town Clerk explained that at Woodford Park Leisure Centre the room hire charges were generally low when compared with other nearby providers and this was reflected in the proposed above inflation increases to the charges. Members were asked to consider withdrawing the concessionary rates for the Games Room and Tea Room/Function Room as these rates had not been used in the past year; however, it was proposed that the concessionary rates for the hire of the Committee Rooms be retained, at an increased level, as these rooms were regularly booked at the concessionary rate.

Members were informed that the proposed charges for indoor and outdoor sports at Woodford Park had taken into account the rates charged by other local sports providers, and resulted in some sports having no increase in charge. The Leisure Services Manager explained that the cost of the work required to improve the standard of the outer cricket field had resulted in higher charges for cricket matches, but that the cricket club had accepted that this was a necessary cost.

RESOLVED:

- ◆ To note Report No. LS 4/15.
- ◆ To recommend that the proposed charges for 2015/16, as presented, be approved.
Voting: For: 4 Against: 3

45. **REVISED ESTIMATES 2014/15**

The Town Clerk presented Report No. LS 5/15 and explained that both the income and the expenditure figures had been affected by the early surrender of the Bulmershe Leisure Centre lease and the transfer of the centre to 1Life. In reply to a question she confirmed that the report on the leisure centre transfer would include information on any additional costs borne by Woodford Park Leisure Centre and confirmed that there had been no redundancy costs associated with the handover.

RESOLVED:

- ◆ To note Report No. LS 5/15.
- ◆ To recommend to the Strategy and Resources Committee that the Revised Budget Estimates for 2014/15, as presented, be approved.
Voting: For: 4 Abstentions: 3

The Chairman thanked the Town Clerk and her team for the work taken to produce the budget reports.

46. **BUDGET ESTIMATES 2015/16**

The Town Clerk presented Report No. LS 6/15.

In reply to a question the Town Clerk explained that the 10% increase in waste disposal costs was due to an increase in the tariff, and believed that rising landfill costs accounted for this.

RESOLVED:

- ◆ To note Report No. LS 6/16.
- ◆ To recommend that the Budget Estimates for 2015/16, as presented, be approved
Voting: For: 4 Abstentions: 3

At this point Councillors Franklin and Mills left the meeting.

47. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 1/15 and informed Members that there was a misprint in the figure for Net Actual Income in the previous year's figures and that the correct figure was £117,727.

RESOLVED:

- ◆ To note report No. LS 1/15.

48. **LEISURE CENTRES**

The Leisure Services Manager presented Report No. LS 2/15.

Defibrillator

It was noted that the defibrillator had been ordered and the cost included training for up to twelve people.

Sports Development

Satellite Clubs

The Leisure Services Manager reported that he was hoping to develop links with sports clubs in the local community as part of a programme of outreach work. Funding was available from Get Berkshire Active to enable clubs to hire space for their activities and it was hoped that this would generate new interest in hiring space at Woodford Park Leisure Centre.

Rounders England

Members noted that a grant of £2,500 was available to continue the partnership with Rounders England with the aim of further increasing participation in Woodley and in the borough.

Woodford Park Leisure Centre

3G Football Pitch Project – Update

The Leisure Services Manager informed Members that since the last meeting the Council's consultants had submitted amendments to the planning application to Wokingham Borough Council as a result of the consultation meeting with residents in October. The amendments included the installation of an acoustic board along one side of the pitch, changes to the lighting and the pitch opening times, the creation of 55 new parking spaces and the

refurbishment of one tennis court. The consultation period had been extended to allow the Environmental Health and Highways departments to consider the implications of the application.

The Town Clerk reported that borrowing approval for £255,000 had been received from the Government and this meant that when planning permission was granted an application would be submitted to the Football Association and the Football Foundation for the remaining 50% of the costs. It was hoped that this submission could be made in February. Members noted that the timing was going to be very tight for the 3G pitch to be installed and operational for the start of the new football season in September.

Woodley Cricket Academy

Members were pleased to note that the new Woodley Cricket Academy, which aimed to develop youth cricket within the town would start on 17 January, initially with indoor sessions, but moving to outdoor training in April. This would be a partnership between Woodley Cricket Club, The Berkshire Cricket League, Performance Cricket and the Town Council.

New artificial wicket

The Leisure Services Manager reported that he had investigated potential grants that could help fund a new artificial cricket wicket and had identified two sources of funding:

1. Section 106 development contributions.
2. Funding from the English Cricket Board through a potential partnership with the Last Man Stands cricket franchise

The preferred option would be confirmed following further investigation.

Bulmershe Leisure Centre

Members were informed by the Leisure Services Manager that, following the early surrender of the lease to Wokingham Borough Council on 1 December 2014 and the agreed transfer of staff to 1Life, a report on these matters would be provided to the Strategy and Resources Committee at its meeting on 3 February 2015, as requested by Members at the Council meeting on 9 December 2014.

RESOLVED:

- ◆ To note Report No. LS 2/15.

The Chairman thanked everyone who had been involved in the transfer of Bulmershe Leisure Centre for all the work they had carried out.

49. PARKS AND BUILDINGS

The Service Support Manager presented Report No. LS 3/15.

Woodford Park Leisure Centre

It was reported that the surface of the old play area adjacent to the Leisure Centre had been made safe by replacing the areas of damaged tarmac. Refurbishment of the ladies and gents changing rooms would be carried out by the Maintenance Team from 13 January and disruption would be minimised by making use of the football wing changing facilities while work was in progress. Replacement of the windows in the Function Room and Tea Room would also be carried out in January, by a local contractor at a cost of £5,850.

Bulmershe Leisure Centre

Members were pleased to note that all the agreed pre-transfer maintenance works were completed and a smooth handover of maintenance issues achieved by the required date.

Mollison Close Play Area

Members were reminded that in 2009 the Town Council had agreed to take over the ownership of this play area from Wokingham Borough Council but that it had subsequently been discovered that the Borough Council did not own the land.

The Service Support Manager informed Members that the latest update from the Borough Council's Strategic Assets Department stated that the original developer could not produce an unencumbered title to the land as there was a charge against the property which remained in place and there was no apparent way of removing it, and while the charge was in place Wokingham Borough Council could not acquire the land. It was therefore not expected that the play area would be transferred to the Town Council in the near future. Members would be informed if the circumstances regarding this land changed.

Woodford Park

Following a request at the last meeting that the provision of a flagpole be investigated, the Service Support Manager suggested that this be submitted as a project for Section 106 funding and this was agreed. Options and costs would be investigated and reported to the Committee.

In reply to a question about the poor state of the ground surface at the entrance to Woodford Park from Woodlands Avenue the Service Support Manager reported that he was still trying to acquire suitable material to fill the potholes and improve access for vehicles.

Community Halls

The Service Support Manager reported that over the Christmas period new flooring had been installed at Chapel hall at a cost of £7,000 and the Maintenance Team had redecorated the Committee Room at the back of Coronation Hall.

RESOLVED:

- ◆ To note Report No. LS 3/15.

50. **FUTURE AGENDA ITEMS**

The Chairman invited the Committee to suggest items to be included on a future agenda.

RESOLVED:

- ◆ That joint working on sport and leisure activities with Wokingham Borough Council and 1Life form part of the Leisure Service Manager's regular report to the Committee.

51. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the support given to the One Woodley project by the Town Council.

The meeting closed at 9:53 pm

**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre
on Tuesday 20 January 2015 at 7:45 pm**

Present: *Councillors: J. Cheng (Chairman); T. Barker; P. Challis R. Duncan;
M. Holmes; R. Neall; S. Rahmouni*

Also present: *Councillor K. Baker*

Officer present: *L. Matthews, Committee Officer*

88. **APOLOGIES**

Apologies for absence were received from Councillors Walker and Willson.

89. **DECLARATIONS OF INTEREST**

Councillor J. Cheng – Personal interest: Agenda item 5, planning application F/2015/0055: 29 Copse Mead, as she has family connections to the neighbouring property. Councillor Cheng took no part in the discussion or decision on this item.

90. **MINUTES OF PREVIOUS MEETING**

RESOLVED:

- ◆ That the minutes of the meeting held on 16 December 2014 be approved and signed by the Chairman as a true and accurate record.

91. **PLANNING DECISIONS**

RESOLVED:

- ◆ To note information on decision notices received from the planning authority since the last meeting. (***Appendix A***)

92. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

- ◆ To forward comments to the planning authority as follows:

F/2014/1732

Location: 274 Kingfisher Drive, Woodley, RG5 3LH.

*Proposal: Proposed erection of a single storey outbuilding for ancillary use.
(Retrospective)*

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

F/2014/2105

Location: Former Allied Bakeries Site, Viscount Way, Woodley, RG5 4BJ.

Revised plans

Revised proposal: Proposed erection of 68 dwellings with associated roads, parking, amenity space, landscaping and creation of new access onto Loddon Bridge Road.

Fourteen residents were present at the meeting to voice their concerns, which had not changed since the original proposal was submitted.

The Committee discussed the revised proposal and found that their objections to the original proposal had not been addressed. The Committee therefore recommended that the application be refused on the following grounds:

- There are safety concerns regarding the siting of the access on Loddon Bridge Road. Residents of Loddon Bridge Road in the vicinity of the proposed entrance to the site already find it very difficult and dangerous to exit their driveways due to the amount of traffic and poor visibility caused by a bend in the road. This will also apply to people exiting the proposed development. The Committee did not think it appropriate for there to be any access onto Loddon Bridge Road and felt strongly that the access to the development should be from Viscount Way.
- Many school children use this area of Loddon Bridge Road, on bicycles and on foot, and their safety will be put at risk by traffic using the proposed site entrance.
- As the proposed entrance is next to a blind bend in Loddon Bridge Road, traffic exiting the site will find it difficult to turn right, particularly during rush hours and most will therefore turn left. Much of this traffic will then turn into Vauxhall Drive to avoid the bottleneck at the southern end of Loddon Bridge Road, thereby exacerbating the traffic problems in Vauxhall Drive.
- The Wokingham Borough Managing Development delivery Document (Local Plan), adopted 21 February 2014, identified this site as appropriate for the delivery of around 57 dwellings. This proposal is for 70 dwellings.
- There is insufficient parking provided on the site.
- There appears to be footpath access to the rear of some properties, which does not appear to be in compliance with Safer Homes Initiatives.
- The acoustic fence to the north of the site does not appear to be appropriate for the nature of the business carried out in the industrial estate. The proposed acoustic fence is 2m high, whereas the HGV vehicles using the industrial estate are 4m high.
- The proposed 2m fence to the north of the site will not provide sufficient protection to the industrial units, where high value goods are sometimes stored.
- The noise impact assessment gives the measured noise levels from the 24 hours a day truck movements on the industrial estate, and general traffic noise, and states that in order for acceptable internal levels of noise to be achieved the windows of the dwellings adjacent to the industrial estate must remain closed day and night. This is not acceptable.

If permission is granted for this development the Committee request that the following concerns be addressed:

- High level windows in the industrial units to the north of the site will overlook the adjacent houses and gardens.
- Cctv cameras covering the industrial estate will overlook the adjacent houses and gardens.
- The HGV vehicles using the industrial estate have cabs at a height of 3m, which will overlook the adjacent houses and gardens.
- The existing business operating to the north of the site has to renew its 24 hour HGV operator's licence every 5 years and should be protected against objections by the new residents in order to comply with the Wokingham Borough Managing Development Delivery Document (Local Plan), which for this site specifically states that the proposals must "deliver appropriate measures to safeguard the amenities of the occupants of the dwellings whilst ensuring continued B class activities can continue within adjoining Headley Road Core Employment Area."
- The boundary treatment to the south of the site must provide protection to the historic bridle way in this area.

F/2014/2684

Location: Sandford Manor Cottage, Sandford Lane, Woodley, RG5 4TA.

Proposal: Proposed erection of a two storey side and a single storey rear extension to dwelling, to include erection of a new chimney.

The applicant was present at the meeting.

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

F/2014/2689

Location: 169 Colemans Moor Road, Woodley, RG5 4DD.

Proposal: Proposed erection of a single storey extension with flat roof to dwelling.

Two residents were present at the meeting to voice their concerns, which related to the increased noise that would result from the proposed music room.

The Committee discussed the proposal and had concerns that the neighbours would be affected by the noise from the proposed music room. The Committee therefore requested that soundproofing be installed to the room and an acoustic test be carried out after construction to ensure that the soundproofing is effective.

F/2014/2722

Location: 2 Foxglove, Woodley, RG5 4WN.

Proposal: Proposed conversion of garage to habitable accommodation.

The applicant was present at the meeting.

Observations: No objections.

F/2014/2735

Location: 5 Selsdon Avenue, Woodley, RG5 4PQ.

Proposal: Proposed erection of a part two storey/part single storey side and rear extension to dwelling with integral garage, following demolition of existing attached garage.

Observations: The Committee had concerns that the proposal was unneighbourly and recommended that obscure glass should be used in the windows located in the side wall. The Committee also asked that any neighbours' concerns be taken into account.

F/2014/2747

Location: 168 Crockhamwell Road, Woodley, RG5 3JH.

Proposal: Proposed change of use from A1 (shops) to A2 (Financial and Professional Services).

Observations: No objections.

F/2014/2765

Location: Former Allied Bakeries Site, Viscount Way, Woodley, RG5 4BJ.

Proposal: Application for the erection of 70 dwellings with associated roads, parking, amenity space and landscaping.

Fourteen residents were present at the meeting to voice their concerns, which were the same as for the previous application for this site.

The Committee considered the plans and found the proposal to be the same as the original proposal for application F/2014/2105, submitted in October 2014. The Committee therefore recommended that the application be refused on the following grounds:

- There are safety concerns regarding the siting of the access on Loddon Bridge Road. Residents of Loddon Bridge Road in the vicinity of the proposed entrance to the site already find it very difficult and dangerous to exit their driveways due to the amount of traffic and poor visibility caused by a bend in the road. This will also apply to people exiting the proposed development. The Committee did not think it appropriate for there to be any access onto Loddon Bridge Road and felt strongly that the access to the development should be from Viscount Way.
- Many school children use this area of Loddon Bridge Road, on bicycles and on foot, and their safety will be put at risk by traffic using the proposed site entrance.
- As the proposed entrance is next to a blind bend in Loddon Bridge Road, traffic exiting the site will find it difficult to turn right, particularly during rush hours and most will therefore turn left. Much of this traffic will then turn into Vauxhall Drive to avoid the bottleneck at the southern end of Loddon Bridge Road, thereby exacerbating the traffic problems in Vauxhall Drive.
- The Wokingham Borough Managing Development delivery Document (Local Plan), adopted 21 February 2014, identified this site as appropriate for the delivery of around 57 dwellings. This proposal is for 70 dwellings.
- There is insufficient parking provided on the site.
- There appears to be footpath access to the rear of some properties, which does not appear to be in compliance with Safer Homes Initiatives.
- The acoustic fence to the north of the site does not appear to be appropriate for the nature of the business carried out in the industrial estate. The proposed acoustic fence is 2m high, whereas the HGV vehicles using the industrial estate are 4m high.
- The proposed 2m fence to the north of the site will not provide sufficient protection to the industrial units, where high value goods are sometimes stored.
- The noise impact assessment gives the measured noise levels from the 24 hours a day truck movements on the industrial estate, and general traffic noise, and states that in order for acceptable internal levels of noise to be achieved the windows of the dwellings adjacent to the industrial estate must remain closed day and night. This is not acceptable.

If permission is granted for this development the Committee request that the following concerns be addressed:

- High level windows in the industrial units to the north of the site will overlook the adjacent houses and gardens.
- Cctv cameras covering the industrial estate will overlook the adjacent houses and gardens.
- The HGV vehicles using the industrial estate have cabs at a height of 3m, which will overlook the adjacent houses and gardens.
- The existing business operating to the north of the site has to renew its 24 hour HGV operator's licence every 5 years and should be protected against objections by the new residents in order to comply with the Wokingham Borough Managing Development Delivery Document (Local Plan), which for this site specifically states

that the proposals must “deliver appropriate measures to safeguard the amenities of the occupants of the dwellings whilst ensuring continued B class activities can continue within adjoining Headley Road Core Employment Area.”

- The boundary treatment to the south of the site must provide protection to the historic bridle way in this area.

F/2014/2766

Location: 10 Malvern Close, Woodley, RG5 4HL.

Proposal: Proposed erection of a part two storey, part single storey, erection of a single front and rear extension including integral garage following demolition and removal of existing conservatory and attached garage.

This application was withdrawn before the meeting and was not considered by the Committee.

F/2014/2773

Location: 14 Harris Close, Woodley, RG5 4XH.

Proposal: Proposed 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.

F/2014/2798

Location: 59 Butts Hill Road, Woodley, RG5 4NJ.

Proposal: Proposed erection of a two storey side/rear extension, first floor side and single storey rear extension with front pitched roof to bay window and creation of a new front entrance porch.

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

F/2014/2805

Location: 61 Quentin Road, Woodley, RG5 3NE.

Proposal: Proposed erection of a single storey front extension to dwelling.

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

F/2014/2863

Location: Land to the rear of 6 Phillips Close, Woodley, RG5 4XD.

Proposal: Proposed erection of 1 No. detached dwelling with formation of access following the demolition of existing brick structure.

Observations: The Committee recommended that this application be refused on the following grounds:

- Overdevelopment of the part of the plot that is outside the flood plain.
- Overbearing.
- Out of character with the countryside location.
- Flood risk in this location.
- Potential risk to trees covered by a Tree Preservation Order.

F/2015/0012

Location: 1 Addington Gardens, Woodley, RG5 3EW.

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

Observations: No objections.

O/2015/0027

Location: Land at 15 Ladbroke Close, Woodley, RG5 4DX.

Proposal: Outline application for the erection of 9No. residential units, comprising four apartments and 5No. dwellings, together with access, appearance, layout and scale to be considered, following demolition and removal of existing commercial buildings.

Twelve residents were present at the meeting to voice their concerns, which related to exacerbation of the already poor access along Ladbroke Close, the cramped development proposal and overlooking of existing properties.

The Committee discussed the proposal and could see no difference from the previous application and therefore reiterated their previous comments, strongly recommending that the application be refused on the following grounds:

- Loss of privacy and overlooking of neighbouring properties in both Ladbroke Close and Vauxhall Drive.
- Loss of light.
- Overflow car parking onto the road would result in lack of access for emergency vehicles.
- Highways issues relating to the single entry/exit point into Ladbroke Close.
- There are already existing safety issues with parents parking in Ladbroke Close to drop off and pick up children from school.
- The development is cramped.

F/2015/0055

Location: 29 Copse Mead, Woodley, RG5 4RP.

Proposal: Proposed erection of part two storey, part single storey rear extension; single storey side extension on west elevation; change of roof form from twin rear gable to crown roof design; raising of roof to create habitable accommodation in roof space and two storey front gable extension. Demolition of existing detached garage, removal of existing chimneys and changes to existing fenestration.

Councillor Baker was present to speak on behalf of residents and put their concerns to the Committee and one resident was present to voice his concerns in person. Two letters of concern had been received. The applicant was also present at the meeting.

Councillor Baker explained that the previous application for this property had been refused on the grounds that the proposal was not in keeping with the character of the area and would cause loss of light to the neighbouring property at No.27 Copse Mead; the subsequent appeal had been dismissed only on the grounds of loss of light. The only issue on which an objection could therefore be made to the current proposal was the loss of light to No.27. Councillor Baker informed the meeting that he would ask for this application to be listed for determination by the Wokingham Borough Council Planning Committee, as requested by local residents.

The applicant informed the Committee that the current proposal had reduced the extent of the first floor extension by 1m to allow more light into No.27.

The Committee discussed the proposal and felt that insufficient change had been made from the previous application and therefore recommended that the application be refused on the following grounds:

- Overdevelopment of the plot.
- Overbearing.
- Massing effect on neighbouring properties.
- Loss of light to adjacent properties.
- Loss of privacy to adjacent properties.

If planning permission is granted, the Committee would like there to be a condition stating that the house cannot be used as a house of multiple occupation.

F/2015/0066

Location: 27 Fairwater Drive, Woodley, RG5 3JG.

Proposal: Proposed erection of detached double garage following the demolition of existing detached garage. (Retrospective)

Two residents were present at the meeting to voice their concerns, which related to the size of the building, both on plan and in height, the overbearing nature of the building and the loss of light from adjacent properties.

The Committee discussed the proposal and recommended that the application be refused on the following grounds:

- The building is oversized for use as a domestic garage, both on plan and in height.
- The building is intrusive and overbearing.
- The building has caused loss of light to the properties at No.25 and No.29 Fairwater Drive, at different times of the day.
- The building has greatly reduced the amenity space at No.27 Fairwater Drive.
- The submitted plans do not show the location as currently constructed – the garage doors currently open directly onto the footpath at the rear of the property.

93. **PLANNING APPEALS**

RESOLVED:

- ◆ To note that the following appeals have been lodged with the Planning Inspectorate:

1. Application: F/2014/1589
Location: 25 Vauxhall Drive, Woodley
Proposal: Proposed erection of a first floor front extension to dwelling.

2. Application: F/2014/1917
Location: Land to the rear of 6 Phillips Close, Woodley
Proposal: Proposed erection of 1No. detached dwelling with formation of access.

94. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application HH/2014/2806
Location: 2 Fitzroy Crescent, Woodley, RG5 4EU.
Proposal: Application for the prior approval of the erection of a single storey rear extension to form a conservatory, which would extend beyond

the rear wall of the original house by 3.5m for which the maximum height would be 3.077m and the height of the eaves 2.09m.

95. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 256/1984: 7 Lindberg Way, Woodley.
Consent for the felling of an oak.

96. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of two enforcement investigation closure notices and two ongoing enforcement matters.

The meeting closed at 9:55 pm

Chairman

Woodley Town Council

PLANNING DECISIONS

Plan No.	Address	Proposal	Decision
O/2013/0993	15 Ladbroke Close	Outline application for the erection of nine residential units (4 apartments and 5 dwellings, with access, parking and landscaping.) (Access, appearance, layout and scale to be considered.) Demolition of existing buildings.	Approved <i>[WTC: refuse]</i>
F/2014/1742	35 Selsdon Avenue	Retrospective application for the installation of 3No. windows to side dormers.	Approved <i>[WTC: no objections]</i>
F/2014/2057	21 Selsdon Avenue	Proposed erection of a single storey side and rear extension plus conversion of garage to habitable accommodation.	Approved <i>[WTC: no objections]</i>
F/2014/2089	9 Woodlands Avenue	Proposed erection of first floor rear extension to dwelling with new rooms in the roof space and roof windows on both side elevations. Demolition of garage and erection of single storey rear extension to form conservatory.	Approved <i>[WTC: refuse]</i>
CLP/2014/2092	26 Beechwood Avenue	Application for a certificate of lawful proposed development for the erection of a single storey rear extension to dwelling	Approved
A/2014/2107	Marks and Spencer plc 406-412 London Road	Application for advertisement consent for the proposed erection of two illuminated fascia signs and one non-illuminated sign.	Approved <i>[WTC: no objections]</i>
F/2014/2129	81 Quentin Road	Proposed erection of a two storey side extension and a single storey rear extension, following demolition and removal of existing conservatory.	Approved <i>[WTC: refuse]</i>
F/2014/2169	Marks and Spencer plc 406-412 London Road	Proposed alterations to shop frontage.	Approved <i>[WTC: no objections]</i>
F/2014/2178	Farriers, Farriers Close	Proposed erection of single storey side and rear extension plus a rear dormer extension to dwelling, following demolition of existing rear extensions.	Approved <i>[WTC: no objections]</i>
F/2014/2186	14 Reading Road	Proposed conversion of roof space to habitable accommodation plus raising of ridge and erection of three dormers and alterations to the fenestration to the front and rear elevations.	Approved <i>[WTC: concerns]</i>

PLANNING DECISIONS continued

Plan No.	Address	Proposal	Decision
F/2014/2200	3 Harris Close	Proposed erection of a part two storey and part first floor side extension to dwelling and conversion of garage.	Approved <i>[WTC: refuse]</i>
A/2014/2221	143 Crockhamwell Road	Application for advertisement consent for the proposed installation of 2No. internally illuminated fascia signs and 1No. internally illuminated projecting sign	Approved <i>[WTC: no objections]</i>
F/2014/2232	24 Oak Drive	Proposed erection of two storey rear extension following demolition of existing conservatory.	Approved <i>[WTC: no objections]</i>
F/2014/2267	22 Hurricane Way	Proposed erection of a two storey side extension and part two storey and part single storey rear extension.	Approved <i>[WTC: no objections]</i>
F/2014/2291	194 Loddon Bridge Road	Proposed erection of a part single storey and part first floor extension, following demolition and removal of existing single storey extension.	Approved <i>[WTC: refuse]</i>
F/2014/2306	32 Rose Close	Proposed erection of two storey side extension with conversion of garage to habitable accommodation and insertion of bifolding doors to west side elevation.	Approved <i>[WTC: concerns]</i>
F/2014/2326	157 Colemans Moor Road	Proposed erection of a single storey rear extension to form a conservatory.	Approved <i>[WTC: no objections]</i>
F/2014/2328	9 Woodlands Avenue	Proposed erection of single storey rear extension to form conservatory, erection of dormer to front elevation and roof extension to rear with the conversion of loft to habitable accommodation plus the demolition of existing detached garage.	Approved <i>[WTC: refuse]</i>
F/2014/2434	142 Reading Road	Proposed erection of single storey rear extension to dwelling.	Approved <i>[WTC: concerns]</i>
F/2014/2467	45 Hazel Drive	Proposed extension to existing front dormer to dwelling.	Approved <i>[WTC: no objections]</i>
F/2014/2486	Unit 16, Headley Park Ten	Proposed change of use from B8 with ancillary office space to D2 (specialised gym).	Approved <i>[WTC: no objections]</i>

PLANNING DECISIONS continued

Plan No.	Address	Proposal	Decision
F/2014/2506	6 Carlton Close	Proposed erection of two storey side and rear extension, single storey rear extension and enclosed front porch. Plus demolition of occupants' side of paired garage.	Approved <i>[WTC: no objections]</i>
CLP/2014/2512	1 Addington Gardens	Application for a certificate of lawful proposed development for the erection of a single storey rear extension to form a conservatory.	REFUSED
F/2014/2542	37 Nimrod Close	Proposed erection of single storey rear extension following the demolition of existing conservatory. Plus conversion of garage to habitable accommodation.	Approved <i>[WTC: no objections]</i>
F/2014/2590	172a Reading Road	Proposed erection of single storey rear extension following the demolition of existing rear conservatory.	Approved <i>[WTC: no objections]</i>
F/2014/2766	10 Malvern Close	Proposed erection of a part two storey, part single storey, erection of a single front and rear extension including integral garage following demolition and removal of existing conservatory and attached garage.	<i>Withdrawn</i>

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Woodley Town Council

**Minutes of a Meeting of the Community Services Committee held at the
Oakwood Centre on Tuesday 27 January 2015 at 7:30 pm**

Present: *Councillors: D. Smith (Chairman); L. Higgs; M. Holmes; C. Lawley;
D. Mills; R. Neall; M. Walker*

Also present: *S. Milligan, Just Around The Corner Charity
1 member of public
1 member of the press*

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

76. **APOLOGIES**

Apologies for absence were received from Councillors W. Soane and M. Willson.

77. **DECLARATIONS OF INTEREST**

Councillors Higgs, Holmes, Lawley and Neall declared personal interests in Agenda Item 4: Citizens Awards, as some of the nominees were known to them, and they took no part in the discussions concerning those nominations.

Councillor Lawley left the room for the discussion of one of the nominations.

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

RESOLVED:

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

79. **CITIZENS AWARDS**

Following consideration of each of the nominations it was

RESOLVED:

- ◆ To award a total of eight Citizens Awards.

80. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD
ON 11 NOVEMBER 2014**

Minute 63b: Fairwater Drive, Woodley

In reply to a question, the Committee Officer reported that no reply had been received from Wokingham Borough Council explaining why the extent of Fairwater Drive scheduled for resurfacing had been reduced and agreed to write again.

RESOLVED:

- ◆ That the minutes of the meeting held on 11 November 2014 be approved and signed by the Chairman as a correct record.

81. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. CS 1/15.

82. **JUST AROUND THE CORNER**

Sam Milligan, of Just Around the Corner charity, was welcomed to the meeting and presented the JAC report, correcting an error in the printed report of the trip to a skate park, which should have reported that 9 skaters had visited the Rush Skate Park in Stroud.

Sam Milligan reported that the atmosphere around the town was currently very positive and with nothing untoward to report. The numbers of young people out on Friday and Saturday evenings was fluctuating from week to week, probably due to the changeable weather conditions.

In reply to a question Members were informed that JAC were working with more young people on a one to one basis than in the past and it seemed that the number of children needing this intensive help was increasing. There also seemed to be more need in the primary school age range than in older age groups, possibly because children tend to mature before going to secondary school. Sam Milligan commented that the education process in schools had become so intensive that less time was available for pastoral care and that this may have contributed to the increase in behavioural problems.

Sam Milligan reported that JAC were working at capacity at the Rehoboth Centre and were in the process of putting together a new 5 year plan, which would be forwarded to the Council when it was agreed by the charity's trustees.

The Chairman thanked Sam Milligan for coming to the meeting.

83. **YOUTH WORKING PARTY**

- a) The Town Clerk presented Report No. CS 2/15, of the Youth Working Party meeting held on 14 January 2015. Members expressed the view that although there would be no more Streetz events they hoped that the organiser would be encouraged to attend future meetings of the working party.

RESOLVED:

- ◆ To note Report No. CS 2/15.

- b) The Town Clerk presented Report No. CS 3/15, which reviewed the Youth Working Party's terms of reference and proposed that in future the working party be called the Community Youth Partnership. Members discussed the proposed revised terms of reference and it was

RESOLVED:

- ◆ That the name of the Youth Working Party be changed to the Community Youth Partnership.
- ◆ That the new terms of reference, attached at **Appendix A**, be adopted.

84. **REVISED ESTIMATES 2014/15**
The Town Clerk presented Report No. CS 4/14.

RESOLVED:

- ◆ To note Report No. CS 4/14.
- ◆ To recommend to the Strategy and Resources Committee that the Revised Budget Estimates for 2014/15, as presented, be approved.

85. **BUDGET ESTIMATES 2015/16**
The Town Clerk presented Report No. CS 5/15.

There was discussion about the level of grant that should be awarded to the CAB for the year 2015/16 and it was pointed out that the stated costs of running the CAB in Woodley were significantly higher than the grant proposed and that, as the population of the town had increased in recent years and would continue to rise, there were now more families in Woodley who might need help from the CAB and it was important that the Woodley office should remain open.

It was proposed by the Chairman, seconded by Councillor Holmes, and

RESOLVED:

- ◆ To recommend to the Strategy and Resources Committee that the grant awarded to the CAB for 2015/16 be increased from £4,000 to £7,000.
Voting: For: 5 Abstentions: 2
- ◆ To note Report No. CS 4/15.
- ◆ To recommend to the Strategy and Resources Committee that the Budget Estimates for 2015/16, amended to include a grant of £7,000 to the CAB, be approved.
Voting: For: 3 Abstentions: 4

86. **ALLOTMENTS UPDATE**
Members discussed the update that had been provided in the agenda and were pleased to note that there were currently no problems to report. It was noted that the Allotments Working Party had not met for almost a year and it was therefore suggested that the terms of reference of the working party should be reviewed, and that the views of the Allotment Tenants Association should be sought on this. The Town Clerk agreed to send a copy of the current terms of reference to all Committee members.

RESOLVED:

- ◆ To invite the Chairman of the Allotment Tenants Association to the next meeting of the Community Services Committee.

87. **PUBLIC TOILETS WORKING PARTY**
The Town Clerk gave an update on matters relating to the provision of a public toilet, for Members' information as the Public Toilets Working Party reports to the Strategy and Resources Committee. She reported that it had proved to be very difficult to find a suitable site for the new toilet and that the working party had agreed to contact Wokingham Borough Council again about the possibility of locating the toilet in the Waitrose/Crockhamwell Road car park.

88. **HIGHWAYS**

a) **Road Works/Street Works Major Projects Co-ordination meetings**

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Projects Co-ordination meetings held on 18 November and 16 December 2014.

b) **Traffic island outside the Oakwood Centre, Headley Road**

Members noted that the repairs to the traffic island outside the Oakwood Centre were undertaken in December.

c) **Fairwater Drive**

Members noted that a reply had been received that morning from Reading Buses regarding their views on the condition of the road surface in Fairwater Drive. The reply was read out at the meeting and made reference to the cracks and potholes in the road surface. The Committee requested that it be circulated to all Councillors. It was agreed that officers would write to Wokingham Borough Council accordingly and that Councillor Walker would also raise this matter at the next Major Projects Co-ordination meeting, after discussing it with the representative from Reading Buses.

89. **TREE PLANTING**

RESOLVED:

- ◆ To note that new trees were planted by Wokingham Borough Council in Antrim Road and Welford Road during National Tree Week in December 2014.

90. **SOUTH EAST PERMIT SCHEME**

RESOLVED:

- ◆ To note that Wokingham Borough Council's application to join the South East Permit Scheme had been approved and the scheme had come into effect on 19 January 2015, but that there was a grace period until 1 March 2015 during which no fees for permits and variations would be charged.

91. **PREMISES LICENCE: 143 CROCKHAMWELL ROAD**

RESOLVED:

- ◆ To note that a premises licence under the Gambling Act 2005 had been granted to Coral for the property at 143 Crockhamwell Road.

92. **Xn/WOKINGHAM TIMES**

Members noted the information provided in the agenda regarding the proposals of the editor of Xn to increase the frequency of publication following the closure of the Wokingham Times.

Members regretted that the Wokingham Times was no longer being published.

93. **WOKINGHAM BOROUGH COUNCIL – PEER REVIEW – HIGHWAYS AND TRANSPORT**

Members noted that Wokingham Borough Council was organising a Highway Maintenance Efficiency Programme Peer Review, in conjunction with the Local Government Association, which was taking place on 4 - 6 February 2015, and that the Woodley Town Council had been invited to send a representative to a session on 5 February.

RESOLVED:

- ◆ That Councillor Walker would represent the Town Council at a session of the Peer Review on 5 February.

94. **WOKINGHAM BOROUGH COUNCIL STREET LIGHTING REPLACEMENT AND LED LANTERN PROCUREMENT PROJECT**

Members noted information received from Wokingham Borough Council regarding a forthcoming major street lighting project and considered whether Woodley Town Council wished to be included in the project.

The Service Support Manager had proposed that that the Town Council register its interest in being included in the street lighting and procurement project and provide the Borough Council with an inventory of the Town Council owned columns that may need replacing in the short to medium term. The Town Council could then consider the associated costs and potential savings once they were known.

RESOLVED:

- ◆ To register an interest in being included in the Borough Council's street lighting and procurement project.
- ◆ To provide the Borough Council with an inventory of the Town Council owned columns that may need replacing in the short to medium term.

95. **WOKINGHAM BOROUGH COUNCIL CONSULTATION ON CARER'S STRATEGY**

RESOLVED:

- ◆ To note that Wokingham Borough Council was consulting carers on its draft carer's strategy.

96. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *The Volunteer's Voice*
 - *Historic Towns Forum December Newsletter*

97. **FUTURE AGENDA ITEMS**

Under this item it was requested that an item on ongoing matters regarding the bus routes in Woodley be included in a future agenda.

98. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

The meeting closed at 9:25 pm

Chairman

Community Youth Partnership - Terms of Reference

Parent Committee: Community Services Committee

Overall purpose

The partnership's purposes are:

- to provide an opportunity for the exchange of information on youth services and activities in the town
- engender good working relationships between providers of youth services and activities in the town
- to enable and/or be involved in joint projects and plans to improve services and support to Woodley's young people
- to consider and make recommendations on applications to the Town Council's youth project fund

Membership of the working party

There shall be at least five members of Council and up to ten representatives of voluntary sector organisations working with young people appointed to the working party.

Chairmanship of the partnership will be held by a voluntary sector representative. The Vice Chairman will be held by a town councillor. Agendas for meetings of the partnership will be set jointly by the Chairman and Vice Chairman.

Officers will be in attendance at all meetings.

Representatives from other organisations working with or providing services and activities for young people in Woodley and other interested parties, as agreed by the working party, will be invited to each meeting of the working party.

Meetings

Meetings of the working party shall take place at least quarterly.

Terms of operation

- To liaise with organisations and bodies providing services and activities for young people in Woodley.
- To receive information on activities and services to young people in the town from youth service providers.
- To receive and consider representations and proposals from young people and representatives providing services and activities for young people and make any recommendations to the Community Services Committee, Council or any other relevant Committee or organisation, as appropriate.
- To receive and consider applications to the youth projects fund held by the Town Council and make any recommendations on those to the Community Services Committee.
- To be part of a network of providers of youth services and activities and encourage exchanges of information and joint working, where appropriate.
- To take part in joint projects to make provision for and support young people.
- To take any relevant matters forward, as agreed by the working party, to the appropriate body or organisation.
- To consider any other matters relating to young people in Woodley.

- To make any recommendations outside the working party's remit to the Community Services Committee.
- To provide reports of meetings held to the Community Services Committee.

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Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 3 February 2015 at 7:30 pm

Present: *Councillors K. Baker (Chairman); A. Chadwick; P. Challis; J. Cheng; C. Lawley; D. Mills; S. Outen; E. Rowland*

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

Also present: *1 member of the press*

74. **APOLOGIES**

There were no apologies for absence.

75. **COMMITTEE MEMBERSHIP**

RESOLVED:

- ◆ To note that at the meeting of the Council held on 9 December 2014 Councillor Walker was appointed to the vacant place on the Strategy and Resources Committee following Councillor Haines' resignation from the Committee.

76. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

77. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 25 NOVEMBER 2014**

Minute number 62: Allotment Rent Review

Councillor Lawley expressed his concern that there had not been a meeting of the Allotments Working Party for some time, to which the Chairman replied that no comments had been received from tenants about the proposed rent increase and that there was currently a very good relationship between tenants and officers, possibly reducing the need for a working party.

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 25 November 2014 be approved and signed by the Chairman as a correct record.

78. **FINANCE**

a) **Budgetary Control**

RESOLVED:

- ◆ To note Report No. SR 1/15.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments, listed in **Appendix A** (November) and **Appendix B** (December):

	Current account	Imprest account
November 2014	£97,061.77	£60,782.47
December 2014	£68,630.05	£50,060.34

c) **Short term investment**

The Town Clerk informed Members of a short term investment in a Santander account, which had not been noted in the agenda.

RESOLVED:

- ◆ To note the short term investment of £250,000 in a Santander account on 26 November 2014 for a period of 3 months at a rate of 0.48% interest.
- ◆ To note the short term investment of £250,000 in a Lloyds Bank High Interest Deposit Account on 3 January 2015 for a period of 3 months at a rate of 0.57% interest.

79. **CHARGES 2015/16**

a) **Oakwood Centre charges 2015/16**

RECOMMENDED:

- ◆ That the 2015/16 charges at the Oakwood Centre, as set out in the Proposed Charges 2015/16 Appendix, be approved.

Voting: For: 5 Abstentions: 4

b) **Leisure Services charges 2015/16**

RECOMMENDED:

- ◆ That the 2015/16 charges for Leisure Services, as set out in the Proposed Charges 2015/16 Appendix, be approved.

Voting: For: 5 Abstentions: 4

80. **REVISED ESTIMATES 2014/15**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 2/15. Members thanked the Town Clerk and her team for the way in which the budget was managed, particularly the personnel issues.

On being put to the vote, it was unanimously

RESOLVED:

- ◆ To note the contents of Report No SR 2/15.
- ◆ To approve the allocation of year-end unspent PR funds to an earmarked reserve for the purchase and installation of World War 1 information boards.
- ◆ To approve the 2014/15 Revised Estimates Budget, as set out in the Budget Appendix

b) **Leisure Services and Community Services Committees**

On being put to the vote, it was unanimously

RESOLVED:

- ◆ To approve the 2014/15 Revised Estimates Budget of the Leisure Services and Community Services Committees, as set out in the Budget Appendix.

81. **BUDGET ESTIMATES 2015/16**

a) **Strategy and Resources Committee**

The Town Clerk presented Report No. SR 3/15. Councillor Rowland commented that she felt the pension costs were excessive. Following discussion on the free use of the Oakwood Centre, the Chairman responded to a question on setting target income levels by agreeing that he hoped to see a strategy in place to market the Oakwood Centre, to include income objectives.

RESOLVED:

- ◆ To note Report No. SR 3/15.
- ◆ That the 2015/16 Budget Estimates for the Strategy and Resources Committee form part of the 2015/16 Budget and be presented for approval.

Voting: For: 5 Abstentions: 4

b) **Leisure Services and Community Services Committees**

Members noted the increase of £3,000 to the CAB annual grant included in the Committee's budget proposals following the recommendation of the Community Services Committee.

RESOLVED:

- ◆ That the 2015/16 Budget Estimates for the Leisure Services and Community Services Committees, as set out in the Budget Appendix, form part of the 2015/16 Budget and be presented for approval.

Voting: For: 5 Abstentions: 4

c) **Budget and Precept 2014/15**

The Town Clerk presented Report No. SR 4/14. Members noted that the Government funded precept support grant would remain at a similar level to the current year's grant, at £43,220, and that the representations made by the parishes had helped ensure that the Borough Council's plans to reduce the grant in 2015/16 had been reviewed. In response to a question about the grant being passed on in future years the Chairman said that, given his role at the Borough Council, it would be inappropriate for him to respond on this matter.

RESOLVED:

- ◆ To note the contents of Report No. SR 4/15.

RECOMMENDED:

- ◆ That the budget for 2015/16 be presented to Council for approval
- ◆ That a precept level of £1,010,532 for the 2015/16 financial year be presented to Council for approval.

Voting: For: 5 Abstentions: 4

82. **CAPITAL PROGRAMME 2015/16**

The Service Support Manager presented Report No. SR 5/15 and explained that in previous years the Capital Programme had been considered in June, but was now being aligned to the budget setting process. This would allow a full financial year to achieve the proposed projects.

The Chairman thanked the Service Support Manager for the work involved in preparing the Capital Programme and also for the new design of the presentation.

RESOLVED:

- ◆ To note Report No. SR 5/15.

- | |
|--|
| ◆ To recommend approval of the 2015/16 Capital Programme as set out in the schedule at Appendix C . |
|--|

83. **STANDING ORDERS AND FINANCIAL REGULATIONS WORKING PARTY**

Members noted Councillor Challis' resignation from the working party as a result of the working party not having reviewed the most recent change to the Standing Orders, before being considered by Council. Councillor Rowland informed the meeting that the Liberal Democrat Group was not prepared to make a nomination to its place on the working party unless an assurance was made that no matters relating to the Standing Orders would go to Council without being considered first by the working party. The Chairman said that he could not give a total guarantee that this would not happen because there may be a urgent situation that needed addressing. He suggested that in these circumstances the working party members and the Leader of the opposition would be informed. This was accepted and it was

RESOLVED:

- ◆ That, in a situation where a matter relating to the Standing Orders and Financial Regulations required urgent consideration by Council, members of the Standing Orders and Financial Regulations Working Party and the Leader of the opposition would be informed.
- ◆ To appoint Councillor Outen to the Standing Orders and Financial Regulations Working Party.

84. **INVESTMENTS WORKING PARTY**

Councillor Challis presented the report of the Investments Working Party held on 26 January 2015 and informed Members that the investments were currently doing well and that targets had been reviewed.

The Town Clerk agreed to amend the minutes to reflect the arrival of Councillor Franklin shortly after the meeting had ended.

RESOLVED:

- ◆ To note Report No. SR 6/15.

- | |
|--|
| ◆ To recommend approval of the Treasury Management Strategy 2015/16. |
|--|

85. **PUBLIC TOILETS WORKING PARTY**

Councillor Walker presented the reports of the Public Toilets Working Party meetings held on 12 December 2014 and 23 January 2015 and explained that the working party, with the help of the consultants, was still trying to finalise the location of the new public toilet, where it would not interfere with underground services or events in the town centre and would be discrete for users.

Members were informed that the working party had agreed that the most suitable location would be in the Waitrose/Crockhamwell Road car park, in the spaces to the south of the vets as this site was further away from the local loos and would therefore probably lead to higher usage of the public toilet, and the structure would sit well in this location. Wokingham Borough Council had previously indicated that there would be a significant charge for the loss of the parking spaces and the Town Clerk had written to seek the Borough Council's views on the matter, given the circumstances.

RESOLVED:

◆ To note Report No. SR 7/15.

◆ To note Report No. SR 8/15.

86. **CATERING PARTNERSHIP MANAGEMENT PANEL**

Councillor Challis presented the report of the Catering Partnership Management Panel meeting on 28 November 2014.

RESOLVED:

◆ To note Report No. SR 9/15.

87. **SECTION 106 PROJECT LIST**

The Service Support Manager informed Members that no changes had been made to the list since the last meeting, and a proposal from Councillor Soane asking Members to consider adding the provision of a flagpole to the list was tabled at the meeting.

RESOLVED:

◆ To add the provision of a flagpole to the Section 106 project list.

88. **3G PITCH PROJECT**

a) Members noted that loan approval for a sum of £255,000 for the 3G pitch project had been received from the Department for Communities and Local Government.

b) Members noted the requirement by the planning authority for a tree survey before a decision on the application for the 3G pitch at Woodford Park could be considered and that this had been carried out and provided. In response to a question the Town Clerk said she understood that a decision on the application would be made to meet the timescale for the grant application deadline. The support for the project from local football clubs was noted, as was their frustration that the project was not yet confirmed as going ahead.

RESOLVED:

◆ That funds of £1,150 be allocated from the special projects fund to the 3G pitch project reserve to cover the cost of the tree survey.

89. **BULMERSHE LEISURE CENTRE**

The Town Clerk presented Report No SR 10/15 which provided information on the arrangements in respect of the transfer of Bulmershe Leisure Centre and the management of the centre and staff to 1Life. Further information on the additional legal agreement that

it had been proposed that the Town Council sign, relating to the transfer of the business, was provided by the Town Clerk and Members noted that, following legal advice, the Council had not agreed to be a party to the proposed agreement.

RESOLVED:

- ◆ To note Report No. SR 10/15.

90. **OFFICES AT WOODFORD PARK LEISURE CENTRE**

Members noted the information provided in the agenda regarding the area of the office space to be leased at Woodford Park Leisure Centre and the commercial rent achieved by similar office space.

91. **HMRC**

Members noted that the HMRC issues previously reported to the Committee had been finalised and any penalties had been suspended.

92. **LOCAL GOVERNMENT FINANCE SETTLEMENT**

Members noted the submission to the Department of Communities and Local Government that had been agreed by the members of the Committee between meetings to meet the deadline for comments. The Town Clerk reported that she had received information that day that parishes had not been included in the Local Government Finance Settlement to be laid before Parliament.

93. **DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT PARISH POLLS CONSULTATION**

Members noted the response to the Parish Polls Consultation, made in between Committee meetings, following consultation with all members of the Committee, to meet the closing date of 30 January 2015.

94. **ROYAL GARDEN PARTY 2015**

Members considered making a nomination to attend the Royal Garden Party to be held on 12 May 2015 and

RESOLVED:

- ◆ To approach Councillor Holmes to ask if she would like to be nominated to attend the Royal Garden Party on 12 May 2015.

95. **COMMUNITY GRANTS**

Members noted that letters of thanks had been received from Berkshire County Blind Society, 2nd Woodley Scout Group, Sue Ryder: The Duchess of Kent Hospice and Reading Football Club Community Trust for the grants that were awarded at the last meeting.

96. **BOROUGH PARISH/WORKING GROUP**

It was noted that both the appointed representative and the deputy to the Borough Parish Working Group should receive all communications relating to the Group that were received by the Town Clerk.

RESOLVED:

- ◆ To note the report of the Borough/Parish Working Group meeting on 12 January 2015.

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

RESOLVED:

- ◆ To note the minutes of the Annual Meeting of the Wokingham District Association of Local Councils held on 21 January 2015.

98. **COUNCIL MEETING DATES 2015/16**

RESOLVED:

- ◆ To note that the date of the Town Electors meeting in 2016 will be Tuesday 1 March 2016 and not 2 March as previously advised.

99. **FUTURE AGENDA ITEMS**

It was suggested that changes to the requirements for social housing in new developments, challenged by a judicial review instigated by Reading Borough and West Berkshire Councils, and the threat to future low cost housing provision, could be included as a future agenda item, for Members' information.

[Town Clerk's note: This would be included on a future agenda for the Plans Committee.]

100. **PUBLICITY AND WEBSITE**

Members requested that the following information be available on the website:

- Information on the budget and precept.
- Terms of reference of the working parties.

101. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

102. **HUMAN RESOURCES/HEALTH AND SAFETY SUPPORT**

The Service Support Manager presented Report No. SR 11/15.

RESOLVED:

- ◆ To note Report No. SR 11/15.
- ◆ To appoint Ellis Whittam for the provision of Human Resources and Health and Safety Services to the Council on a 5 year contract with effect from March 2015.

The meeting closed at 9:30pm

Current Account**List of Payments made between 01/11/2014 and 30/11/2014**

<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
A1 Locksmiths(Berkshire) Ltd	34.98	Keys cut for new tenant
Accounting Solutions	569.40	Budget preparation consultancy
Anvil Metalworks Ltd	6474.00	Memorial Ground gates
BE Fuelcards	1.25	Admin charge
BE Fuelcards Ltd	62.10	BP Diesel-OE55NNW-120028
Berkshire Media Group Ltd	600.00	Staff vacancy advert
Bowak Ltd	306.48	Cleaning supplies
Bowak Ltd	19.18	Cleaning supplies
British Gas	3617.02	Electricity supply
British Gas	4358.44	Electricity supply
Broadwater Technologies Ltd	194.40	BLC pool plant survey
BT Direct	23.02	Phone
BT Direct	126.00	Phone
BT Direct	517.88	Phone
BT Direct	698.30	Phone
BT Direct	68.40	Phone
BT Direct	71.96	Phone
BT Direct	72.36	Phone
BT Retail	8.40	Phone
Churchill Contract Services Lt	3255.67	Contract cleaning
Churchill Contract Services Lt	3047.03	Contract cleaning
CIT Vendor Finance (UK) Ltd	839.38	Qtrly rental of photocopier charge
Credit Union	50.00	Credit Union deducted from pay
Crown Water & Coffee	47.52	Bottled water
EDF Energy 1 Ltd	10.88	Electric for clock tower - recharged to TCM I
Energy Electrical Distributors	74.25	Electrical supplies
EURODEC	184.56	Decorating supplies
Eurostat Office Supplies	152.29	Stationery supplies
Eurostat Office Supplies	111.52	Stationery supplies
FAS Capital Ltd	79.20	Monthly cash register charge
Frasers Office Supplies Ltd	337.79	Stationery supplies
Frasers Office Supplies Ltd	78.31	Stationery supplies
Grundon Waste Management Ltd	216.00	Refuse collection
Hire Depot (Reading) Ltd	48.60	Hire of sprayer War Memorial anti graffiti
HM Revenue & Customs Only	12859.31	PAYE & NI - employers and employees
Investec Asset Finance	372.00	BLC Light/heat
John Willis	110.00	Window cleaner - Oakwood Centre
Just In The Park CIC	375.75	Refreshments - Mayor's reception for BLC staff
Just In The Park CIC	1874.35	Charged on behalf of Just in the Park café
KLM Digital Office Solutions L	57.06	Service & maint photocopier
Laundry Depot	14.00	Wash/press table cloths OC
Lightatouch	377.41	Internal audit service
Lister Wilder Ltd	546.00	Hire of Verti-drain - Cricket/football grounds
Lister Wilder Ltd	84.52	Oil filter/rat and mice killer-Depot
Lloyds Bank	414.36	Cardnet charges
LT Pub Leasing	4020.00	Paid invoice twice - refund
Mainstream Digital	0.34	Phone
Majestic Group Ltd	433.44	Supply & install Tilda Cordata tree - Memorial Gnd
Margaret Macknelly Design	252.00	Remembrance leaflets + poster
Merchant Rentals	52.85	Monthly cardnet rental
MGCare Executive Ltd	52.00	DBS enhanced checks
MKR Electrical Services Ltd	587.11	Electrical supplies
OCS Group UK Ltd	291.60	Refuse collection

P & H Snacksdirect Ltd	265.83	Vending supplies
PDG Group Services	82.85	Cleaning supplies
PDG Group Services	383.98	Cleaning supplies
Peninsula Business	489.60	HR services
Pitney Bowes	250.00	Postage topup
Prudential Assurance	30.00	AVC payment deducted from pay
Reading Sharks	150.00	Coaching
Regency Cleaning Services Ltd	1491.31	Contract cleaning
Regency Cleaning Services Ltd	1880.38	Contract cleaning
RES Systems Ltd	521.46	Fire extinguisher service
RLSS UK Enterprises Ltd	266.55	BLC pool supplies
Secure Plus CCTV Ltd	108.00	Call out to CCTV camera
Securitas Security	94.50	Monthly key holding charge
Securitas Security	94.50	Monthly key holding charge
Sentiva	208.80	WCTMI web site hosting
Servo-Chem (UK) Ltd	160.68	BLC pool chemicals
SITA UK Ltd	569.11	Refuse collection
SMS Environmental Ltd	616.96	Water samples
Southern Electric	303.29	Electricity supply
Southern Electric	537.57	Electricity supply
Thames Valley Carpet and Floor	2820.00	Install Polyfloor 2000 WPLC offices
Thames Valley Temperature Cont	543.80	Call out OC Fosters fridge
Thames Valley Temperature Cont	782.10	Replace seal on heating pump
Thames Water	75.02	Water rates
Thames Water	303.05	Water rates
Thames Water	1047.00	Water rates
Thames Water	910.00	Water rates
Thames Water	3912.15	Water rates
The Berkshire Pension Fund	13078.14	Pension - employers and employees
The Crown Estate	704.00	Christmas Tree - WTCMI
The Letterworks Ltd	715.20	WTC printing of newsletter
Total Gas & Power	777.59	Gas supply
Total Gas & Power	1746.18	Gas supply
Trade UK	472.63	Building supplies
Trade UK	53.79	Building supplies
Trade UK	294.97	Building supplies
Travis Perkins Trading Company	13.98	Building supplies
Trinity Mirror Publishing Ltd	160.80	WTCMI advertising
Trinity Mirror Publishing Ltd	288.00	WTCMI advertising
TSM Copiers Ltd	170.81	Copier usage
Unison	41.90	Union fees deducted from pay
UNIVAR B.V.	1000.06	BLC pool chemicals
Universal Services	60.48	Trampoline service
Virgin Media Payments Ltd	20.27	Phone
Vodafone Ltd	256.69	Phone
Warren White	120.00	Disposal of fooring - Chapel hall
West Berkshire District Council	180.00	Licence renewal - Oakwood Centre
Windowflowers Ltd	974.40	WTCMI - flowers for town centre
Wokingham BC	41.00	Rates
Wokingham BC	155.00	Rates
Wokingham BC	344.00	Rates
Wokingham BC	848.00	Rates
Wokingham BC	1808.00	Rates
Wokingham BC	4410.00	Rates
Woodley Auto Centre	54.85	MOT on van
Woodley Auto Centre	241.87	MOT/service on truck

Total Payments 97061.77

CLERKS IMPREST A/C

List of Payments made between 01/11/2014 and 30/11/2014

<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
(Personal Information)	120.00	Paid inv twice-refunded
(Personal Information)	20.70	Cancelled BLC course
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	35.00	Refund BLC course
(Personal Information)	50.00	Refund deposit
(Personal Information)	5.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	100.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	22.00	Cancelled BLC course
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	69.00	High Vis waistcoats
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
Age UK	36.41	Easy turn key for Disabled toilet
Amazon.co.uk	2.20	Top hanger blind parts
Amazon.co.uk	61.18	Brabantia postbox - Oakwood Centre
Coopers of Stortford	17.98	Telescopic gutter cleaner
Lands End Agility Dogs	150.00	Refund dep-L.E.A.D. RD453
Lidl	10.00	Deluxe bouquet-Mayor's reception
Lidl	113.88	Wine-Mayor's reception
Lloyds Bank	46.88	Charges 10 Sept to 9 Oct 2014
Lloyds Bank	59118.60	Net payroll - Nov 2014
Makro Self service	82.96	Banquet rolls/vending supplies
Slingsby.com	25.18	Mr Brush step mat - OC
TV Licensing.co.uk	145.50	BLC youth club TV licence
Woodley Flower Club	50.00	Refund dep-Wdly Flower Club
Total Payments	60782.47	

Current Account**List of Payments made between 01/12/2014 and 31/12/2014**

<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
2nd Woodley Scout Group	7.00	Scouts Christmas delivery- Mayors cards
ABC Medical Services (Reading)	2040.00	Defibrillator for WPLC & training
Ad-Visé UK Ltd	648.00	Advert in wedding ceremony brochure
Allen's Design & Print Ltd	2145.40	WTCMI Winter Extravaganza
B.E.S. Ltd	501.12	Building supplies
Badgemaster Limited	6.24	Staff name badge
Badminton England	225.00	Staff training
BE Fuelcards	27.64	Card charge
BE Fuelcards	52.20	Diesel-OE55NNW-120221
BE Fuelcards Ltd	41.75	Diesel-RY54DBU-30664
Bowak Ltd	319.47	Cleaning supplies
British Gas	1312.67	Electricity supply
Broadwater Technologies Ltd	518.18	Service of BLC pool
BT Direct	145.80	Phone
BT Direct	23.61	Phone
BT Direct	96.12	Phone
BT Direct	126.57	Phone
BT Direct	549.87	Phone
BT Group Plc	45.47	Phone
BT Retail	8.40	Phone
Churchill Contract Services Lt	1474.98	Contract cleaning
Crown Water & Coffee	31.68	Bottled water
Crown Water & Coffee	31.68	Bottled water
EDF Energy 1 Ltd	10.88	Electric for clock tower - recharged to TCMI
EURODEC	145.90	Decorating supplies
FAS Capital Ltd	79.20	Monthly cash register charge
Fox Williams LLP	2054.64	Legal advice re BLC and 1Life
Frasers Office Supplies Ltd	245.31	Stationery supplies
Greenham Trading Ltd	113.36	Building supplies
Grundon Waste Management Ltd	108.00	Refuse collection
HC Slingsby Plc	140.19	Signs - fly killer/no parking
HM Revenue & Customs Only	10725.20	PAYE & NI - employer and employees
Investec Asset Finance	372.00	BLC Light/heat
KLM Digital Office Solutions L	42.85	Service & maint photocopier
KLM Digital Office Solutions L	174.00	Service & maint photocopier
Lamps & Tubes Luminations Ltd	4323.04	WTCMI Christmas lighting
Lloyds Bank	212.53	Cardnet charges
M K Funding Ltd	1976.34	Termination of BLC light/heat contract
Mainstream Digital	0.25	Phone
Merchant Rentals	52.85	Monthly cardnet charge
OCS Group UK Ltd	259.20	Refuse collection
P & H Snacksdirect Ltd	238.46	Vending supplies
Peninsula Business	489.60	HR services
PHS Group Plc	3229.96	Annual waste collection charge - OC/WPLC/Coro & Chapel hall
Prudential Assurance	30.00	AVC payment deducted from pay
Reading Borough Council	148.99	Annual licence fee Wheble Park
Reindeer Centre	1680.00	WTCMI - Reindeer hire
Rialtas Business Solutions Ltd	715.20	Accounts software - annual charge
Rigby Taylor Ltd	384.00	Gardening supplies
Riso (UK) Ltd	63.60	Photocopier charges OC
Securitas Security	94.50	Monthly key holding charge

Securitas Security	94.50	Monthly key holding charge
SGW Payroll Ltd	246.38	Payroll services
SGW Payroll Ltd	260.66	Payroll services
Siemens Financial Services Ltd	898.80	Quarterly photocopier rental charge
SITA UK Ltd	665.49	Refuse collection
Southern Electric Contracting	702.52	Electricity supply
Thames Water	910.00	Final BLC Water rates
The Berkshire Pension Fund	10807.52	Pension - employers and employees
The Brookside Group Practice	65.00	Medical report
The Card Shop	180.00	Christmas cards for Mayor
Total Gas & Power	822.66	Electricity supply
Total Gas & Power	1038.51	Electricity supply
Total Gas & Power	1966.43	Electricity supply
Total Gas & Power	316.85	Electricity supply
Total Gas & Power	1176.09	Electricity supply
Trade UK	147.07	Building supplies
Trade UK	91.98	Building supplies
Travis Perkins Trading Company	28.31	Building supplies
Trinity Mirror Publishing Ltd	180.00	WTCMI advertising
Trinity Mirror Publishing Ltd	1011.00	Advert for staff recruitment
TSM Copiers Ltd	14.36	Copier usage
TTC Signs Ltd	84.24	Aluminum sign/PVC banner
Unison	41.90	Union fees deducted from pay
Virgin Media Payments Ltd	26.84	Phone
Vodafone Ltd	209.80	Phone
West Berkshire District Council	295.00	Licence renewal - WPLC
Windowflowers Ltd	54.00	Gardening supplies
Wingfield Engineering Ltd	199.24	Depot pick-up truck service
Wokingham BC	41.00	Rates
Wokingham BC	155.00	Rates
Wokingham BC	344.00	Rates
Wokingham BC	848.00	Rates
Wokingham BC	1808.00	Rates
Wokingham BC	4410.00	Rates
	68630.05	

CLERKS IMPREST A/C

List of Payments made between 01/12/2014 and 31/12/2014

<u>Payee Name</u>	<u>Amount</u>	
	<u>Paid</u>	
(Personal Information)	38.44	Net pay O/T - Nov 2014
(Personal Information)	54.40	Net pay - Nov 2014
(Personal Information)	15.00	Refund deposit
(Personal Information)	21.65	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	45.00	Refund deposit
(Personal Information)	50.00	Refund deposit
(Personal Information)	45.00	Refund deposit
(Personal Information)	50.00	Refund deposit
2nd Woodley Scout Grp	250.00	Grant
AVG.com	62.34	Anti-virus software
Berkshire County Blind Society	250.00	Grant
British Gymnastics.co.uk	79.74	Trampoline proficiency badges
Cruse Bereav Care Thames V	250.00	Grant

DVLA Licensing	225.00	Vehicle tax - RY54 DBU
DVLC Licensing	225.00	Vehicle tax - OE55 NNW
Honeymol Cyriac	50.00	Refund deposit
Hurst Ladies Golf Club	11.34	Cancelled mtg at WPLC
Lloyds Bank	30.16	Charges 10 Oct to 9 Nov 14
Lloyds Bank	47184.75	Net Dec 2014 payroll
PETTY CASH A/C	157.65	Petty cash topup
Post Office Shop	14.87	A4 folder over clipboards
Reading Football Club Comm	250.00	Grant
Sue Ryder-Duchess of Kent Hosp	250.00	Grant
Woodley Festival of Music&Arts	250.00	Grant
YPWD Berkshire West	100.00	Refund deposit

50060.34

Draft Capital Programme 2015/16
APPENDIX C

CAPITAL PROJECTS	Allocation (£)	Status	Comment	Works Required
Signs	1000		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	Rolling Fund	Annual Allocation	Annual allocation - Improvements to play areas - new equipment
Woodford Park car park resurfacing	5000	Rolling Fund	Annual Allocation	Repair & resurfacing - annual allocation to fund
Replacement roof WPLC	5000	Rolling Fund	Annual Allocation	Replace old asbestos roof - estimated cost £35,000. Old roof leaks patched but deteriorating.
Committee Rooms - WPLC	621	C/F from 2014/15		Install window blinds. New flooring and decoration was completed 2013/14.
Dividing Curtain - Sports Hall WPLC	1000			Replace old curtain to match new installed last year. To increase functionality/flexibility of room
Youth Shelter	1500			Replace wooden roof and refurb
Boiler Replacement WPLC	12000			16 years old so at end of life span, only running at 70% efficiency compared to 97% on new boilers significant gas wastage (see separate report)
Water Softener WPLC	2500			Install water softener to decrease limescale damage to heating and water system
Football Wing Ceilings	2500			Replace ceilings in football wing and remove asbestos as appropriate
Bowls Club Fencing	4500			Removal old damaged railing and replace with 6' weldmesh fencing system. Tree roots have damaged the path and are beginning to damage the green and the irrigation system. Removal of trees to be funded from tree works budget
Fork Lift Attachment for Tractor	1500			Reduce manual handling of bagged soil/dressing etc which is currently offloaded on delivery, reloaded onto trailer and offloaded at site by hand (x600 25kg bags - 2-3 deliveries per year).
Chapel Hall - replacement flooring	7250	C/F from 2014/15	Works complete- awaiting invoice	Replace current flooring - poor condition
CCTV WPLC	394	C/F from 2014/15		Upgrade CCTV system
Ventilation - L & G toilets - WPLC	2644	C/F from 2014/15		Install extractor ventilation in Ladies & Gents toilets - WPLC
Changing Room refurb - WPLC	2390	C/F from 2014/15		Replace flooring, decorate, refurbish bench seating
Ladies Toilets - refurb - WPLC	3000	C/F from 2014/15		Refurbish toilets - new toilets, taps, decoration
Replace hot water tank - WPLC	9200	C/F from 2014/15		Old tank badly scaled, inefficient, causing problems with system
Water Storage Tanks - Chapel & Coronation Halls	1400	C/F from 2014/15		Cleaning of cold water storage tank at Chapel/Coronation, vented lid required at Chapel
WPLC - replace windows	4870	C/F from 2014/15		Replace function room windows
Water Softener - Oakwood Centre	3300	C/F from 2014/15		Install water softener to decrease limescale damage to heating and water systems caused by hard water.
Sub total	80069			

ROLLING FUNDS		Total in fund	Project Cost (Estimated)	
Woodford Park car park resurfacing	5000	30000	60000	Resurfacing and repair of car park substructure. 5 years allocation
Replacement roof - WPLC	5000	10000	35000	Replace old Asbestos Roof with steel roof
Playground Equipment	5000	10000	60000	New Play Equipment - Woodford Park (Rear of Oakwood Centre)

FUNDED BY	
Carry forward balance from 2014/15	63935
2015/16 allocation	45000
Total funds available 2015/16	108935
Capital Programme Balance	28865

3G ARTIFICIAL GRASS PITCH PROJECT - LOAN

REPORT OF THE TOWN CLERK

Purpose of Report

To seek final approval from Council on the source of the loan for the part funding of the 3G artificial grass pitch project, subject to planning approval and grant funding from the Football Foundation being awarded.

Background

Following consideration of a feasibility report and business case report from Sports Solutions on a project to install a 3G AGP at Woodford Park the Council agreed to proceed with a planning application for the project and an application for a grant from the Football Foundation and any other appropriate funders for projects of this nature (S & R Committee 30/4/13 Min no. 92). The project includes the installation of the 3G pitch, the resurfacing of two tennis courts and additional parking at the centre.

Information

At its meeting on 13 May 2014 the Council approved an application be made to the Department of Communities and Local Government for a loan of £255,000, which represents half of the estimated project costs, and resolved

"That the Council make an application for borrowing approval for a sum of £255,000 to fund the 3G artificial grass pitch and associated improvements project and, subject to receiving this, seek rates from the Public Works Loan Board and other reputable institutions for a loan over a period of 15 years at a fixed rate of interest, and apply for a loan from the organisation offering the most cost effective loan." (Full Council 13/5/14 Min No. 17).

The application for borrowing approval was submitted in December and, in a letter dated 22 December, as reported at the Strategy and Resources Committee meeting on 3 February 2015, approval was given for the Council to borrow funds of up to £255,000 under the conditions set out. These included the requirement that the loan must be drawn before 22 December 2015.

The Council has yet to be informed of the outcome of both the planning application submitted and the application for funding from the Football Foundation. A decision on the planning application is expected shortly, a final decision on the funding application (which is subject to receiving planning permission) is anticipated in April 2015. If these are agreed the Council will then make arrangements to draw down the loan.

The Council has investigated sources of funding other than the Public Works Loans Board, as agreed. The cost and other information are provided below.

Institution	Loan length	Interest rate	Total cost £	Annual cost £	Information
Public Works Loan Board	15	2.25%	301,865.70	20,124.38	
Lloyds Bank	10	6.83% B of E base rate+6.33%	357,960	35,796	Plus arrangement fee of £3,825. 10 years max for councils.
Santander Bank	10	Would usually only provide loan if part of full banking mandate and would require security to support if not. 10 years max for councils.			

It should be noted that the interest rate payable is liable to change, depending on draw down date.

The banks will not provide a loan length of more than 10 years. The Council's financial strategy in the matter of the loan repayment is to spread the cost over a 15 year period, well within the lifespan of the 3G pitch, and one which would also show an annual net income from the pitch from its opening. Of the two full quotes the Public Works Loan Board offers the better rate of interest and a loan length that meets the Council's agreed financial plan.

It is therefore recommended that the Town Clerk arrange to draw down the approved loan sum of £255,000 from the Public Works Loan Board, subject to the Council being successful in both its planning and funding applications for the 3G pitch project.

Recommendation:

- ◆ **That final approval be given to the drawing down of the approved loan sum of £255,000 from the Public Works Loan Board, subject to the Council receiving approval on its planning application for the 3G pitch project and receiving a grant towards 50% of the estimated projects costs from the Football Foundation.**

Appendix 9

DO NOT SCALE

NOTES:

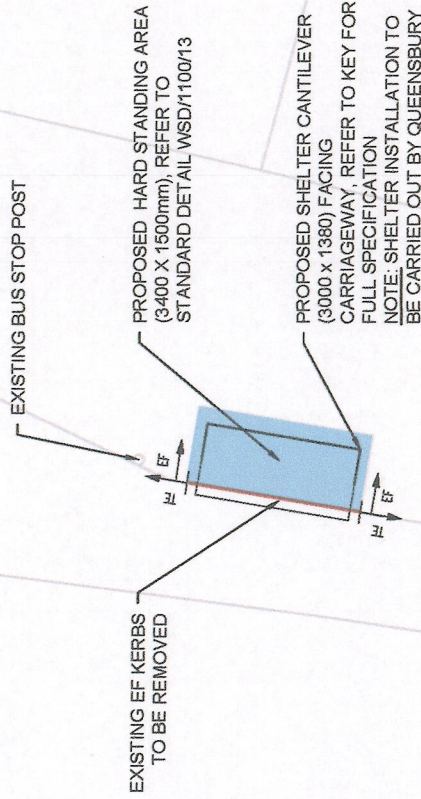
1. ALL DIMENSIONS ARE IN MILLIMETRES UNLESS STATED OTHERWISE.
2. THIS DRAWING SHOULD BE READ IN CONJUNCTION WITH RELEVANT ENGINEERING DETAILS, DRAWINGS & SPECIFICATIONS.
3. ANY DISCREPANCIES SHOULD BE REPORTED TO THE ENGINEER IMMEDIATELY, SO THAT CLARIFICATION CAN BE SOUGHT PRIOR TO THE COMMENCEMENT OF WORKS.
4. ALL SIGNS AND STREET FURNITURE TO HAVE MINIMAL LATERAL CLEARANCE OF 450mm FROM ALL KERB FACES. REFER TO WOKINGHAM STANDARD DETAIL WSD/1200/1 FOR FURTHER DETAILS.

KEY:

- EF PROPOSED EDGING KERB, REFER TO STANDARD DETAIL WSD/1100/1.
- TE TIE INTO EXISTING KERB LINE.
- EXISTING EF KERB TO BE REMOVED.

- EXISTING VERGE TO BE DUG TO A DEPTH OF 225mm AND SHALL BE PREPARED FOR AN IN-LAY INCLUDING AN APPLICATION OF WEEDKILLER. PROPOSED FOOTWAY CONSTRUCTION SHALL BE:
 - 20mm MEDIUM GRADED SURFACE COURSE (6mm NOMINAL SIZE AGGREGATE).
 - 55mm DENSE BITUMEN MACADAM BASE CAUSE TO CLAUSE 906 (20mm NOMINAL SIZE AGGREGATE)
 - 150mm TYPE 1 SUB-BASE MATERIAL TO CLAUSE 803.
 - REFER TO WSD/1100/1/3.

- PROPOSED BUS SHELTER FROM QUEENSBURY AS FOLLOW:
 - ARUN CANTILEVER 3000 X 1380mm (3 BAY), 2mm ALUMINIUM PERCH SEAT UNIT, BARREL ROOF.
 - 2mm STEEL MESH PANELS.



LOCATION OF PROPOSED SHELTER TO BE AGREED ON SITE WITH ENGINEER.

IMPORTANT NOTE:
PROPOSED SHELTER TO BE PROGRAMMED BY THE CONTRACTOR.

SUPPLIER DETAILS:
QUEENSBURY, FITZHERBERT RD, FARLINGTON, PORTSMOUTH, PO6 1SE
SHELTER: SHELTERS@QUEENSBURY.ORG
CANTILEVER: CANTILEVERS@QUEENSBURY.ORG
IAN GLADMAN, 02392 210052, IANGL@QUEENSBURY.ORG
APPROX. DELIVERING TIME: 6 - 8 WEEKS



SCALE @ A4:	1:250	CHECKED:	CB	APPROVED:	TRA
DRAWING NO.:	5049	DESIGNER/WR:	DA	DATE:	October 2014
PROJECT NO.:	5049/LIV/001	PROJECT:	BUS STOPS IMPROVEMENTS 2015-16 LIVINGSTONE GARDENS ADJ.40, WOODLEY		
TITLE:	GENERAL ARRANGEMENT				

CLIENT:	WOKINGHAM BOROUGH COUNCIL
ADDRESS:	

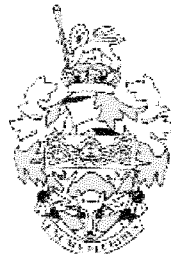
WOKINGHAM BOROUGH COUNCIL

Shute End, Wokingham, Berkshire RG40 1BN
Tel: (0118) 974 6000 Web: www.wokingham.gov.uk

REV	DATE	BY	DESCRIPTION	CHK	APP
A	22.09.2014	DA	FIRST ISSUE	CB	TRA

ISSUED FOR CONSTRUCTION

Tel: (0118) 974 652/23
Email: andrew.moulton@wokingham.gov.uk
Fax: (0118) 919 7868
Date: 26 January 2015
My ref: Electoral Services



WOKINGHAM BOROUGH COUNCIL

Governance & Improvement Services

P.O. Box 151

Shute End, Wokingham

Berkshire RG40 1WN

Tel: (0118) 974 6000

Fax: (0118) 974 6770

Minicom No: (0118) 9746991

Dear Councillors, Clerks, Agents and Political Parties

At a time that has seen so much change in Electoral Registration and ahead of the 2015 UKPGE I wanted to give you some information to keep you updated.

Individual Elector Registration (IER)

Following the introduction of Individual Elector Registration (IER) in June 2014 there have been many changes to the Registration process. The transitional canvass, which took place following the introduction of IER, ended with a new Register being published on 1 December. Currently this Register is smaller than before but this drop in numbers of electors is consistent with most other Local Authorities around the country. One area where numbers are currently lower is the student population. Because of the two stage process of IER students can no longer be registered in bulk using a list sent from each hall of residence. Each student has to individually register, providing date of birth and NI numbers, and while this is happening slowly numbers are still down. We will target this area as required in legislation and will send reminders and personal canvassers to every student accommodation.

Approx. 1800 Electors that were on the 2014 register but that have not been confirmed through the IER process have been carried over to the 2015 register in accordance with legislation. However they are not allowed to have a postal vote until they have completed an IER application. Therefore 94 of those electors had their postal vote removed on 1 December and have been notified that they will have to vote at their polling station instead. The national political parties are entitled to a one-off copy of the full register with details of each elector's IER status to enable them to identify who is not allowed a postal vote application.

Maximising Registration

In February we will receive additional funding from Cabinet Office to help us to ensure that we can encourage as many eligible people as possible to get onto the Electoral Register. We are hoping to send a letter to every household in the Wokingham Borough checking their entries on the Register.

Absent Vote Signature Refresh

At the end of January we will be doing the annual refresh of postal vote identifiers that are 5 years old. This will affect approximately 1288 electors this year and will follow the usual prescribed procedure. An initial request will be sent out on 30 January with a reminder sent out 3 weeks later and if necessary a final reminder / cancellation letter sent 3 weeks after that. The refresh is to ensure that we have an up to date signature on our records, recognising that over time people's signatures do change.

Elections in 2015

In addition to the UKPGE there will be elections in 18 Borough wards. Also the three main Town Councils are up for election and 6 Parish Councils. We will be holding information sessions on 18 March at 5.00pm for those interested in the Parish/Town Council elections and at 6.00pm for the Borough elections. Nomination packs will be available at those meetings or from our office the following day.

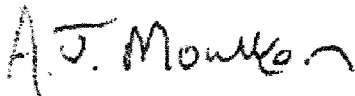
The arrangements for the counting the votes following the elections on 7 May will be as follows:

Verification of all ballot boxes and the UKPGE count – from 10.30pm on 7 May.

Borough and Parish Counts – Saturday 9 May from 9.30am.

We hope that you will find this information useful. If there are any other areas that you would like to know more please let me know.

Yours sincerely



Andrew Moulton
Electoral Registration Officer and Returning Officer

Town Mayor's Engagements – 12 December 2014 to 10 February 2015

December	12	Re-opening of Good Companions pub, Loddon Bridge Road
	14	Woodley Concert Band Christmas Concert
	14	Snow White On Ice, Bracknell Ice Rink
	17	Mayor of Earley's Christmas Reception
	18	Waingels College presentation evening

Deputy Town Mayor's Engagements

December	14	Wokingham Borough Schools' Carol Concert
	17	Presentation of food hampers at Maples Resource Centre on behalf of Phoenix College
	19	Borough Mayor's Community Carols by Candlelight