



Woodley Town Council

The Oakwood Centre
Headley Road
Woodley, Berkshire, RG5 4JZ
www.woodley.gov.uk

To: **ALL MEMBERS OF THE COUNCIL**

NOTICE IS HEREBY GIVEN that the Annual Meeting of the Town Council will be held at the Oakwood Centre on Tuesday 10 May 2016 at 8 pm.

Deborah Mander
Town Clerk

Before the opening of the Town Forum the Town Mayor will present grant cheques to representatives of local community groups and other organisations. A cheque will also be presented to a representative from DrugFam, the Mayor's charity for 2015/16.

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.

AGENDA

The Mayor will ask for a minute's silence in memory of Mr Tony Mattingley, a former Town Mayor.

1. **ELECTION OF TOWN MAYOR**

To elect a Town Mayor for the 2016/17 municipal year.

The outgoing Mayor will address the Council.

The outgoing Mayor will then call for nominations for the office of Town Mayor for 2016/17.

The outgoing Mayor will ask the Council to vote on the nomination(s).

2. **TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**
 The newly elected Town Mayor to receive the Chain of Office, take the chair and make the Declaration of Acceptance of Office.

 The Town Mayor to address the Council.

 The Town Mayor to present the Past Mayor's Badge to the outgoing Mayor.

3. **APOLOGIES FOR ABSENCE**

4. **DECLARATIONS OF INTEREST**
 To receive any declarations of interest.

5. **ELECTION OF DEPUTY TOWN MAYOR**
 To elect a Deputy Town Mayor for the 2016/17 municipal year.

 The Town Mayor will call for nominations for the office of Deputy Town Mayor for 2016/17.

 The Town Mayor will ask the Council to vote on the nomination(s).

 The Town Mayor to present the Deputy Town Mayor with the Chain of Office.

6. **COMPOSITION OF THE COUNCIL**
 To note the composition of the Council:
 Conservative: 24 Liberal Democrat: 1

7. **POLITICAL GROUP LEADERS**
 To note the appointment by the Conservative Group of the Leader and Deputy Leader of the Conservative Group.

8. **ELECTION OF THE LEADERSHIP OF THE COUNCIL**
 - 8.1 To elect the Leader of the Council for the 2016/17 municipal year.
 - 8.2 To elect the Deputy Leader of the Council for the 2016/17 municipal year.

9. **STANDING COMMITTEES**
 To appoint Members to serve on the standing committees in the 2016/17 municipal year:
 - 9.1 **Strategy & Resources Committee**
 - a) To approve the powers and duties of the Strategy and Resources Committee. **(Appendix 9.1)** Page 7
 - b) To note the revised budget for the Strategy and Resources Committee, and the Budget Summary, following the committee review. **(Appendix 9.1)** Page 9
 - c) To approve the number of seats on the Strategy and Resources Committee.
 - d) To appoint Members to serve on the Strategy and Resources Committee.

9.2 **Leisure Services Committee**

- a) To approve the powers and duties of the Leisure Services Committee. **(Appendix 9.2)** Page 11
- b) To note the revised budget for the Leisure Services Committee following the committee review. **(Appendix 9.2)** Page 13
- c) To approve the number of seats on the Leisure Services Committee.
- d) To appoint Members to serve on the Leisure Services Committee.

9.3 **Planning Committee**

- a) To approve the powers and duties of the Planning Committee. **(Appendix 9.3)** Page 14
- b) To note the budget for the Planning Committee following the committee review. **(Appendix 9.3)** Page 15
- c) To approve the number of seats on the Planning Committee.
- d) To appoint Members to serve on the Planning Committee.

10. **CHAIRMEN AND VICE CHAIRMEN OF STANDING COMMITTEES**

To appoint the Chairman and Vice Chairman of the standing committees for the 2016/17 municipal year.

Under Standing Order 4 d) members of a standing committee appoint the Chairman and Vice Chairman of that committee.

10.1 **Strategy & Resources Committee**

- a) The Town Mayor will invite nominations for Chairman and ask the committee members to vote on the nomination(s).
- b) The Town Mayor will invite nominations for Vice Chairman and ask the committee members to vote on the nomination(s).

10.2 **Leisure Services Committee**

- a) The Town Mayor will invite nominations for Chairman and ask the committee members to vote on the nomination(s).
- b) The Town Mayor will invite nominations for Vice Chairman and ask the committee members to vote on the nomination(s).

10.3 **Planning Committee**

- a) The Town Mayor will invite nominations for Chairman and ask the committee members to vote on the nomination(s).
- b) The Town Mayor will invite nominations for Vice Chairman and ask the committee members to vote on the nomination(s).

11. **APPOINTMENT OF WORKING PARTIES AND SUB COMMITTEES**

Under Standing Order 4 e) members of the parent standing committee approve the numbers on and the appointment of members to the working parties.

All terms of reference are included in **Appendix 11 (enclosed)**.

11.1 **Strategy & Resources Committee:**

- a) **Investments Working Party** App.11
Page 1
 - 1) To approve the terms of reference of the working party.
 - 2) To approve the number of places on the working party.
 - 3) To appoint Members to the working party.

- b) **Risk Management Working Party** App.11
Page 2
 - 1) To approve the terms of reference of the working party.
 - 2) To approve the number of places on the working party.
 - 3) To appoint Members to the working party.

- c) **Catering Partnership** App.11
Page 3
 - 1) To approve the terms of reference of the working party.
 - 2) To approve the number of places on the working party.
 - 3) To appoint Members to the working party.

- d) **Standing Orders & Financial Regulations Working Party** App.11
Page 4
 - 1) To approve the terms of reference of the working party.
 - 2) To approve the number of places on the working party.
 - 3) To appoint Members to the working party.

- e) **Personnel Sub Committee** App.11
Page 5
 - 1) To approve the terms of reference of the sub committee.
 - 2) To approve the number of places on the sub committee.
 - 3) To appoint Members to the sub committee.

- f) **Woodford Park Leisure Centre Regeneration Task & Finish Group** App.11
Page 6
 - 1) To approve the terms of reference of the task & finish group.
 - 2) To approve the number of places on the task & finish group.
 - 3) To appoint Members to the task & finish group.

11.2 **Leisure Services Committee:**

- a) **Community Youth Partnership** App.11
Page 7
 - 1) To approve the terms of reference of the working party.
 - 2) To approve the number of places on the working party.
 - 3) To appoint Members to the working party.
 - 4) To approve the appointment of voluntary sector representatives to the working party.

11.3 **Bulmershe Site of Urban Landscape Value Joint Working Party:** App.11

- 1) To note the terms of reference of the Bulmershe Site of Urban Landscape Value Joint Working Party. Page 8
- 2) To appoint two representatives and one named substitute to the joint working party for the 2016/17 municipal year.

12. **APPOINTMENT OF REPRESENTATIVES ON OUTSIDE BODIES**

To appoint the Council's representatives on outside bodies:

- 12.1 Berkshire Association of Local Councils (BALC) - 2 places
- 12.2 Wokingham District Association of Local Councils - 2 places
- 12.3 ARC - 2 places
- 12.4 Campaign Against Waste - 3 places
- 12.5 Citizens Advice Bureau - 1 place
- 12.6 C-Salt Community Forum - 1 place
- 12.7 Highwood Management Conference - 2 places
- 12.8 Mid and West Berkshire Local Access Forum - 1 place
- 12.9 Museum of Berkshire Aviation Trust - 2 places
- 12.10 Poor's Land Charity – 2 places
(there are 4 appointments to the charity – the terms of office of Councillor M. Forrer and Mrs Shelagh Flower end in 2016; Councillor D Mills and Mr Laurie Day serve to 2018.)
- 12.11 Readibus - 1 place
- 12.12 Robert Palmer Almshouse Charity – 1 place (to serve to 2020)
- 12.13 Road/Street Works Major Projects Meetings - 1 place (plus 2 deputies)
- 12.14 Sandford Farm Liaison Group – 1 place (plus 1 deputy)
- 12.15 Sonning & District Welfare & Education Trust – 1 place
- 12.16 The Bulmershe School: Governor – 1 place
- 12.17 Wokingham Borough/Parish Working Group – 1 place (plus 1 deputy)
- 12.18 Woodley Airfield Centre Management Committee – 2 places
- 12.19 Woodley Bowling Club Management Committee – 1 place
- 12.20 Woodley Town Centre Management Initiative – 2 places
- 12.21 Woodley Volunteer Centre – 1 place

13. **CHEQUE SIGNATORIES**

To appoint signatories to sign cheques and transfers on behalf of the Council.

Current councillors who were appointed signatories in 2015:

Councillors K. Baker, R. Horskins, J. MacNaught, D. Mills and D. Stares.

14. **MINUTES OF THE COUNCIL MEETING HELD ON 9 FEBRUARY 2016**

To receive the Minutes of the Council Meeting held on 9 February 2016 and to approve their signing as a true and correct record.

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15. **COMMITTEE REPORTS**

To receive the minutes of the following meetings:

15.1	Plans Committee	16 February 2016	Page 23
15.2	Plans Committee	15 March 2016	Page 35
15.3	Leisure Services Committee	5 April 2016	Page 45
15.4	Community Services Committee	12 April 2016	Page 49
15.5	Plans Committee	19 April 2016	Page 55
15.6	Strategy and Resources Committee	26 April 2016	Page 67

16. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

17. **WOODFORD PARK LEISURE CENTRE REFURBISHMENT**

To consider **Report No. FC 2/16.**

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18. **COUNCIL SEAL**

To approve the use of the Council's seal on the contractual agreement between the Town Council and Brown Bag for the catering provision at the Oakwood Centre.

19. **SCHEDULE OF MEETINGS 2016/17**

Following the review of the committee structure, endorsed by the Plans Committee, to note the amended schedule of council and committee meetings for the municipal year 2016/17. **(Appendix 19)**

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20. **REPRESENTATIVES ON OUTSIDE BODIES**

To receive any reports from Town Council representatives on outside bodies. **(Appendix 20)**

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21. **TOWN MAYOR'S ENGAGEMENTS**

a) To note the engagements attended by Councillor Mills as Town Mayor. **(Appendix 21)**

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b) To note the engagements attended by Councillor Cheng as Deputy Mayor. **(Appendix 21)**

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WOODLEY TOWN COUNCIL

Powers and Duties of the Strategy and Resources Committee

1. To regulate and control the finances of the Council with powers to revise, in each financial year, the estimates of the spending committees.
2. To collate the income and expenditure estimates and charges for each spending committee and to recommend to the Council the proposed expenditure and precept for the ensuing year.
3. To be authorised to approve additional expenditure, at the request of a spending committee, for items not included in that committee's estimates, providing that savings cannot be found within the requesting committee's estimates and that funds are available.
4. To inform and advise the Council on the annual capital programme projects.
5. To manage the committee's budget and be authorised to transfer funds between each budget heading within a location to meet unexpected expenditure within the powers delegated to the committee.
6. To authorise expenditure on capital schemes approved by the Council.
7. To recommend to Council the borrowing of funds and the raising of loans.
- [8. To approve leasing finance and investment of funds held by the Council and direct the appointment of Bankers, Building Societies and other financial establishments where funds are to be placed.](#)
- [9. To manage the Council's long term investment portfolio.](#)
- [10. To appoint the Council's investment adviser](#)
- [11. To appoint the Council's internal auditor.](#)
- ~~8.~~[12. To receive and consider internal audit reports.](#)
- ~~9.~~[13. To give guidance and instructions to spending committees and officers for the formulation of forward programmes and financial guidelines.](#)
- ~~10.~~[14. To be authorised to approve the acceptance of a tender, other than the lowest, if payment is to be made by the Council, or the highest tender, if payment is to be received by the Council.](#)
- ~~11.~~[15. To be authorised to approve payments for purchases and services rendered to the Council and for the transfer of funds between the appropriate deposit accounts, including monitoring and replenishment of the Clerk's Imprest Account.](#)
- [16. To oversee the management and development of The Oakwood Centre.](#)

- ~~12.~~17. [To oversee the Council's role as a partner in the Woodley Town Centre Management Initiative.](#)
- ~~13.~~18. To manage the use of the Council's freehold and leasehold property and to make recommendations on all land use issues.
- ~~14.~~19. To deal with all leases and licences.
- ~~15.~~20. To ensure that the Council's existing services are effectively undertaken and that any new service[s] or facilities required are promptly identified.
- ~~16.~~21. To supervise communications between the Council and the public.
- ~~17.~~22. To provide for the replacement, renewal or repair of vehicles, plant, furniture and major items of equipment.
- ~~18.~~23. To be authorised to ensure that the Council is fully covered by insurance to carry out all the functions of a local authority.
- ~~19.~~24. To oversee the administration of the Council's offices and depots.
- ~~20.~~25. To deal with all staff matters, including determining numbers, job descriptions, pay scales and working hours, pension matters, recruitment, training and development of employees.
- ~~21.~~26. To make appointments to the ~~posts reporting directly to the Town Clerk~~[the following management posts:](#) (as at ~~June 2014~~[May 2016](#): ~~Service Support Manager~~[Deputy Town Clerk](#), Committee Officer, Leisure Services Manager, Head Groundsman,)
- ~~22.~~27. To be authorised to act on behalf of the Council on the final internal appeal stage within the grievance and disciplinary procedures for all employees.
- ~~23.~~28. To deal with all matters affecting the Local Government boundaries of the town of Woodley.
- ~~24.~~29. To liaise and foster good relations with local authority associations.
- ~~25.~~30. To give consideration to and make recommendations on matters of major policy and use of resources, including consideration of those recommendations of other committees which are to be submitted to the Council when either major matters of policy and use of resources are concerned, or where the recommendation[s] of one committee on a particular matter differ[s] from the recommendation of another committee on the same matter.
- ~~26.~~31. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
- ~~27.~~32. To consider, where appropriate, the environmental impact on decisions being made by the committee.
- ~~28.~~33. To award grants in line with Section 137 of the Local Government Act 1972.

Reviewed 24 June 2014

STRATEGY AND RESOURCES COMMITTEE - BUDGET SUMMARY 2016/17					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2014/15	2015/16	2015/16	2016/17
Code	Description				
	Central Costs	233342	233194	219379	225045
	Democratic Costs	47887	44931	46561	47748
	Corporate Management	258195	245180	258911	280653
	Capital Projects	45000	45000	45000	45000
	Grants -Section 137	2300	4000	4000	4000
	Inn on the Park	11677	12426	6685	0
	Oakwood Centre	141265	149079	145959	150888
	Maintenance HQ	6399	6913	6313	6716
	Woodley Town Centre Man Init	68622	12633	63622	64619
	Capital and Projects	184940	184940	184940	184940
Total		999627	938296	981370	1009609
Income		Actual	Estimate	Revised Est	Estimate
		2014/15	2015/16	2015/16	2016/17
Code	Description				
	Central Costs	6673	5140	6507	6525
	Democratic Costs	0	0	0	0
	Corporate Management	8600	9112	9341	10088
	Capital Projects	0	0	0	0
	Grants -Section 137	0	0	0	0
	Inn on the Park	40800	40840	23823	0
	Oakwood Centre	144745	148118	147050	149054
	Maintenance HQ	0	0	0	0
	Woodley Town Centre Man Init	56161	0	50989	51986
	Capital and Projects	0	0	0	0
Total		256979	203210	237710	217653
Net		742648	735086	743660	791956

Woodley Town Council

BUDGET SUMMARY 2016/17

	2014/15	2015/16	2015/16	2016/17
	Actual	Budget	Revised Budget Estimates	Projected Budget Estimates
REVENUE EXPENDITURE				
Strategy & Resources	769687	708356	751430	779669
Leisure Services	824655	517736	498953	529666
Planning	29660	31000	31000	30481
	1624002	1257092	1281383	1339816
INCOME				
Strategy & Resources	256979	203210	237710	217653
Leisure Services	554161	295492	296662	351716
Planning	0	0	0	0
	811140	498702	534372	569369
NET REVENUE EXPENDITURE				
	812862	758390	747011	770447
CAPITAL & PROJECT EXPENDITURE				
Strategy & Resources				
Capital Programme	45000	45000	45000	45000
Capital & Projects	184940	184940	184940	184940
Leisure Services				
Capital & Projects	64376	64376	75016	75700
	294316	294316	304956	305640
TOTAL NET EXPENDITURE				
	1107178	1052706	1051967	1076087
Financed as follows				
Precept Support Grant (from WBC)	43232	43220	43220	34576
Precept	1030349	1010532	1010532	1039607
Precept and grant funding	1073581	1053752	1053752	1074183
Funds to (-) or from (+) Council's general reserve (a minus figure shows contribution to reserves)	33597	-1046	-1785	1904
TOTAL NET FUNDING	1107178	1052706	1051967	1076087
	TAX BASE			
	9459.9	9564.9	9564.9	9840.1
	£ Band D pa	108.92	105.65	105.65
RESERVES - General Reserves				
Reserves at 1st April	445075	384897	384897	386682
2014/15-General Reserve allocated-HMRC, Memorial unveiling	26577			
2016/17 - release of earmarked reserve no longer required				570
Reserves at 31st March	384897	385943	386682	385348
Recommended MINIMUM reserve equal to				
3 months net revenue expenditure	203216	189597	186753	192612
RESERVES - Earmarked Reserves as at 31/12/15				
	£		£	
Capital programme fund	68040	Allotment security	155	
WPLC capital - car park	30000	Clock/pagoda reserve	3509	
WPLC capital - roof	10000	Bookings software	30000	
Repairs and renewals	18702	Election reserve	1729	
Special projects fund	26869	WPLC pitch project	251369	
WPLC Healthy Habits	503	WW1 Info boards	3921	
Youth fund	687	WPLC Development	5000	
Allotment toilets	780	Play area reserve	5002	
Comm badminton fund	4778	Total	461044	

Powers and Duties of the Leisure Services Committee

1. To provide, manage and promote informal and formal sports and recreational facilities within the parks and open spaces for individuals, groups and clubs.
2. To provide, manage and promote the use of Coronation Hall and Chapel Hall by the general public.
- ~~3.~~ 3. To provide, manage and promote the use of ~~Bulmershe Leisure Centre and~~ Woodford Park Leisure Centre by the general public.
- ~~4.~~ 4. To manage, maintain and provide footpath lighting, street seats, bus shelters, notice boards, public toilet in accordance with the approved estimates and to advise the Council on future requirements.
- ~~5.~~ 5. To organise and work with other groups on events which promote the identity and community activity within Woodley.
- ~~6.~~ 6. To manage, maintain and promote the Council's allotments, and to liaise with the Allotment Tenants' Association on the management of the site and to engender a good working relationship.
- ~~7.~~ 7. To work with other organisations, agencies and charities to provide services and facilities for young people in Woodley.
- ~~3.8.~~ 3.8. To recommend the fees and charges for the use of the facilities within the Committee's remit.
- ~~4.9.~~ 4.9. To approve terms and conditions for the use of any of the facilities within the Committee's remit.
- ~~5.10.~~ 5.10. To have authority to agree one-off applications for free use of facilities, and to approve exclusive use of agreed areas or facilities by other local authorities or voluntary organisations.
- ~~6.11.~~ 6.11. To identify areas for the development of leisure and recreational facilities and activities and make any recommendations to the Council.
- ~~7.12.~~ 7.12. To provide and manage children's play equipment in the parks and open spaces managed or leased by the Council.
- ~~8.13.~~ 8.13. To provide and promote sports and leisure courses and activities, both in-house ~~and~~ and through agencies, to residents and the general public.
- ~~9.14.~~ 9.14. To provide, manage and maintain the Council's parks, recreation grounds and open spaces, encompassing all fixed and loose fixtures and fittings.
- ~~10.15.~~ 10.15. To promote arts and culture in Woodley through the work of the Committee and act as an enabler to develop and provide art and cultural activities.

- ~~11.~~[16.](#) To co-operate and liaise with Wokingham Borough Council on recreational and associated matters.
- ~~12.~~[17.](#) To co-operate and liaise with other local authorities and organisations on the promotion and development of recreational facilities, which are to the benefit of Woodley residents.
- ~~13.~~[18.](#) To develop new leisure and recreational facilities in the Council's ownership or jointly with other statutory or voluntary bodies.
- ~~14.~~[19.](#) To liaise and co-operate with other bodies who are developing leisure or recreational facilities of benefit to the people of Woodley.
- ~~15.~~[20.](#) To seek grant or other funding towards the costs of new developments or activities within the Committee's remit and make any recommendations to the Strategy and Resources Committee or Council, where appropriate.
- ~~16.~~[21.](#) To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates, in accordance with the policies and format required by the Strategy Resources Committee.
- ~~17.~~[22.](#) To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the committee, and to delegate such powers as vested in the committee.
- ~~18.~~[23.](#) To manage the committee's budgets and be authorised to transfer funds between each head within a location to meet unexpected expenditure within the powers delegated to the committee.
- ~~19.~~[24.](#) To consider, where appropriate, the environmental impact on decisions being made by the committee.

~~Reviewed 24 June 2014~~

[Reviewed 10 May 2016](#)

LEISURE SERVICES COMMITTEE - BUDGET SUMMARY 2016/17					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2014/15	2015/16	2015/16	2016/17
Code	Description				
	Woodford Park Leisure Centre	247633	280772	279547	280667
	3G Pitch	0	0	0	18500
	Bulmershe Leisure Centre	361667	0	0	0
	Grounds Maintenance-Depot	24179	25597	26301	23628
	Football	15326	17208	17208	16951
	Cricket	8338	9555	8724	8491
	Bowling Green	10919	11353	10437	10562
	Woodford Park	26467	28320	27299	27093
	Memorial Ground	6280	7494	7458	7522
	Garden of Remembrance	5270	5203	5203	5244
	Play Areas /Open Spaces	10689	12044	11727	12616
	Coronation Hall	31923	31194	30076	30309
	Chapel Hall	22878	20023	18738	19464
	Allotments	18462	19885	16241	16805
	Amenities	7490	10329	9910	10438
	Events	4264	4428	3922	6692
	Public toilet	0	6210	0	7864
	Youth services	22870	28121	26162	26820
	Capital and Projects	64376	64376	75016	75700
Total		889031	582112	573969	605366
Income		Actual	Estimate	Revised Est	Estimate
		2014/15	2015/16	2015/16	2016/17
Code	Description				
	Woodford Park Leisure Centre	190896	200478	202917	215961
	3G Pitch	0	0	0	40500
	Bulmershe Leisure Centre	272590	0	0	0
	Grounds Maintenance-Depot	2271	1227	1227	1237
	Football	10184	9677	10316	10500
	Cricket	1888	2268	3214	3375
	Bowling Green	6785	6955	6770	6848
	Woodford Park	2799	1830	5085	3000
	Memorial Ground	104	109	109	111
	Garden of Remembrance	818	800	800	800
	Play Areas /Open Spaces	0	0	0	0
	Coronation Hall	29680	32800	27500	28000
	Chapel Hall	28265	29500	29500	30090
	Allotments	7881	8996	9224	10566
	Amenities	0	0	0	0
	Events	0	0	0	0
	Public toilet	0	852	0	728
	Youth services	0	0	0	0
	Capital and Projects	0	0	0	0
Total		554161	295492	296662	351716
Net		334870	286620	277307	253650

Powers and Duties of the Planning Committee

1. To represent the interests of Woodley people by commenting upon all planning issues, including Development Briefs, Local Plans, Structure Plans, Development Control, Planning Appeals, Mineral Extraction and Waste Disposal and to make site visits where necessary.
2. To disseminate information on planning issues to Woodley people and to encourage their participation in responding to consultations on planning matters.
3. To use full delegated authority to exercise the Town Council's statutory right to be consulted and to make representations to the local planning authority on planning applications.
4. To consider the environmental impact of planning proposals in Woodley and adjacent parishes.
5. To propose new street names and maintain and review a list for that purpose.
6. To be authorised to appoint sub committees and/or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
7. To oversee arrangements for the Council's views to be presented to the local planning authority where an application has been listed for consideration by Wokingham Borough Council Planning Committee. These arrangements to be in line with the Council's policy (FC 24/6/13 Min No 31) that such a presentation be undertaken by a town councillor for the ward in which the application is situated; if that is not possible a member of the Plans Committee will make the presentation.
8. To receive notification of:
 - planning applications
 - planning decisions
 - planning appeals
 - consent for tree works
 - enforcement matters
 - neighbour consultations
 - permitted development certificates
 - other matters relating to the planning process
9. To promote and encourage the use of public transport services, to meet the needs of Woodley residents and traders, either directly or by liaison with existing operators and to support improved facilities for the disabled, pedestrians and cyclists.
10. To provide facilities to help and advise the public directly or through voluntary agencies, such as the Citizens Advice Bureau.

11. To represent the interests of Woodley people by co-operation and liaison with other statutory authorities, voluntary organisations and enterprises which provide service to them [excluding recreational and planning issues].
12. To respond to consultations from statutory bodies and other organisations providing services in the town on matters within the Committee's remit.
13. To liaise with any bodies providing, or intending to provide, housing for rent in Woodley or to Woodley people.
14. To consider any other matters of interest to Woodley people, within the Committee's remit, making recommendations to the Strategy and Resources Committee if unplanned expenditure is required.
15. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates.
16. To monitor and manage the Committee's budgets and be authorised to transfer funds between each expenditure head, within a location, to meet unexpected expenditure within the powers delegated to the committee.
17. To review nominations for the annual Citizens Awards and appoint the award winners.
18. To receive and review applications for annual grants and make recommendations to the Strategy and Resources Committee on the grants to be made.
19. To be authorised to appoint sub-committees and working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
20. To discourage waste and to promote the recycling of materials and the use of such materials wherever appropriate.
21. To consider, where appropriate, the environmental impact on decisions being made by the committee
22. To consider and make representations, where appropriate, on environmental issues within Woodley that may have an adverse effect on residents.

~~Reviewed 24 June 2014~~
Reviewed 10 May 2016

PLANNING COMMITTEE - BUDGET SUMMARY 2016/17					
Expenditure		Actual	Estimate	Revised Est	Estimate
		2014/15	2015/16	2015/16	2016/17
Code	Description				
	Annual grants	29660	31000	31000	30481
Total		29660	31000	31000	30481
Income		Actual	Estimate	Revised Est	Estimate
		2014/15	2015/16	2015/16	2016/17
Code	Description				
Total		0	0	0	0
Net		29660	31000	31000	30481

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 9 February 2016 at 8 pm**

Present: Councillors D. Mills (Chairman); K. Baker; T. Barker; J. Cheng;
R. Dolinski; P. Etherington; M. Forrer; D. Fradley; B. Franklin;
K. Gilder; R. Horskins, R. Lay; J. MacNaught; S. Rahmouni;
D. Smith; W. Soane; D. Stares; J. Trick; P. Wicks; M. Willson

Officers present: K. Murray, Deputy Town Clerk; L. Matthews, Committee Officer

Also present: 2 members of the public
1 member of the press

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 the public wishing to address the Council the Town Forum did not take place.

56. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors S. Brindley, A. Chadwick, C. Dixon, M. Green and M. Walker.

57. **DECLARATIONS OF INTEREST**

Councillor Soane	Agenda item 4.5, Charges 2016/17, in relation to proposed charges for the Memorial Ground and hire of halls and meeting rooms.	Disclosable Pecuniary Interest: Councillor Soane is vice chairman of the Carnival Committee, which hires the Memorial Ground and meeting rooms in several Council-run locations.
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Councillor Baker	Agenda Item 9, The Oakwood Centre Theatre.	Councillor Baker declared that he was a member of Starmaker, although he had no prejudicial interest in the naming of the Oakwood Centre theatre.
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Councillor Soane took no part in the voting on agenda item 4.5, Charges 2016/17.

58. **MINUTES OF COUNCIL MEETING HELD ON 8 DECEMBER 2015**

The Town Mayor presented the minutes of the Council meeting held on 8 December 2015.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 8 December 2015 and that they be signed by the Mayor as a correct record.

59. **COMMITTEE REPORTS**

59.1 **Minutes of the Plans Committee: 15 December 2015**

Councillor Barker presented the minutes of the Plans Committee meeting held on 15 December 2015.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee meeting held on 15 December 2015.

59.2 **Minutes of the Leisure Services Committee: 5 January 2016**

Councillor Soane presented the minutes of the Leisure Services Committee meeting held on 5 January 2016.

Minute 43: Publicity and Website

Councillor Baker informed Members that he understood that Mr Provins had had some response to his call for volunteers willing to help in Woodford Park and was hoping to arrange a meeting of volunteers shortly. He thanked Mr Provins for the work he was doing and said that the Town Council gave him their wholehearted support.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 5 January 2016.

59.3 **Minutes of the Plans Committee: 12 January 2016**

Councillor Barker presented the minutes of the Plans Committee meeting held on 12 January 2016 and reported that this had been the first meeting at which plans and documents had been viewed electronically via the Wokingham Borough Council website. Councillor Baker thanked the Committee Officer for her help in preparing for the new way of viewing plans.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee meeting held on 12 January 2016.

59.4 **Minutes of the Community Services Committee: 19 January 2016**

Councillor Smith presented the minutes of the Community Services Committee meeting held on 19 January 2016.

Minute No. 77: Verge Parking In Campbell Road

Councillor Baker reported that members of the borough Highways Department and borough councillors had met with Campbell Road residents and agreed a set of proposals to try to improve matters. The support of Southlake School was currently being sought. Councillor Baker thanked Councillor MacNaught for visiting Campbell Road to witness the problems and for meeting with the residents.

RESOLVED:

- ◆ To receive the minutes of the Community Services Committee meeting held on 19 January 2016.

- 59.5 **Minutes of the Strategy and Resources Committee: 26 January 2016**
Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 26 January 2016.

Minute No. 62: Investments Working Party

RESOLVED:

- ◆ To approve the Treasury Management Strategy 2016/17.

Minute 63: Charges 2016/17

a) Oakwood Centre charges

RESOLVED:

- ◆ To approve the 2016/17 charges at the Oakwood Centre, as set out in the Proposed Charges 2016/17 Appendix.

b) Leisure Services charges

RESOLVED:

- ◆ To approve the 2016/17 charges for Leisure Services, as set out in the Proposed Charges 2016/17 Appendix.

Minute 65: Budget Estimates 2016/17

c) Budget and precept 2016/17

Councillor Baker presented the 2016/17 budget and the recommended precept level for 2016/17 to the Council.

RESOLVED:

- ◆ To approve the budget for 2016/17, as presented in the Budget Appendix.
- ◆ To approve a precept level of £1,039,607 for the 2016/17 financial year, as set out in the Budget Appendix.

Minute 69: Council Meeting Dates 2016/17

RESOLVED:

- ◆ To approve the schedule of meetings for the 2016/17 municipal year, as attached at **Appendix A**.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 26 January 2016.

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

a) Members noted that Councillor Chadwick had resigned as Deputy Leader of the Council.

b) The Town Mayor called for nominations for the vacant position of Deputy Leader of the Council. Councillor Dolinski was proposed by Councillor Baker and seconded by Councillor Franklin.

RESOLVED:

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

61. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"This has been a very busy period following our last Full Council with a major concentration on setting the budget.

I will talk about that later but first I would like to pay tribute to the contribution Anne has made as Deputy Leader over the years. Anne has been deputy to me for many years and has always been extremely supportive. She brought to the role a degree of challenge which reflected her strong scientific background. I thank her for all her efforts both personally and on behalf of the council.

Every council should occasionally review how they actually carry out business. Sometimes this is forced on you as with the changes to the Plans Committee but other times it is simply good custom and practice. We all have extreme pressures on our time and therefore we do need to ask the question of whether the current setup makes best use of that time. Deborah and her team have completed such a task which we will discuss later which was approved by all of the Committee Chairman.

It is good to see a greater level of co-operation between the Borough and Town Councils as witnessed by the terms of reference for joint working. Currently the joint working party for the North end of the Town Centre regeneration is working well and an architect is just about to be provided with the brief for the development. The output of that will be some plans which we expect to be able to exhibit in the foyer in the future as part of an engagement with residents.

Now let me turn to the budget. For the last two years we have managed to reduce the Town Council Tax rate but unfortunately due to strong financial pressures we have not been able to continue that process this year. Those pressures include a reduction in the loss of the Inn on the Park; the 1% pay rises; mandatory pensions for all and a reduction in the precept support grant amongst many others. On behalf of the council can I thank Deborah and her team who have completed an excellent piece of work on the budget to get us into this zero rise position. Hopefully the following year will have a much better settled outlook and we can get back to reducing the Council Tax position as we have done in the previous two years."

62. **COMMITTEE STRUCTURE**

The Deputy Town Clerk presented Report No. FC 1/16.

RESOLVED:

- ◆ To approve the proposal to review the committee structure as set out in Report No. FC 1/16, subject to the agreement of the Plans Committee on the practicality and capacity to include additional duties and responsibilities within its remit.

63. **TERMS OF REFERENCE FOR JOINT WORKING OVER THE MANAGEMENT OF THE WOKINGHAM COMMUNITY INFRASTRUCTURE LEVY (CIL)**

RESOLVED

- ◆ To ratify the "Terms of Reference for Joint Working over the Management of the Wokingham Community Infrastructure Levy" document received from Wokingham Borough Council.

The "Terms of Reference for Joint Working over the Management of the Wokingham Community Infrastructure Levy" document was duly signed by the Town Mayor.

64. **THE OAKWOOD CENTRE THEATRE**

Members considered a proposal, suggested by local residents, to name the Oakwood Centre Theatre after Alan Cornish, who died last year. Alan Cornish was a Woodley resident and businessman, who was part of the growth of amateur dramatics in the town and a founder member of Starmaker, a children's theatre company.

RESOLVED:

- ◆ To approve the proposal to name the Oakwood Centre Theatre in memory of Alan Conish to mark his contribution to local theatre.

65. **REPRESENTATIVES ON OUTSIDE BODIES**

a) Members noted that the position of Town Council appointed governor to The Bulmershe School was currently vacant. There were no nominations for this position.

b) Members noted the following written reports:

- ARC report from Mrs Shelagh Flower
- Citizen's Advice board meeting report from Councillor Brindley
- Robert Palmer Almshouses Charity report from Councillor Rahmouni
- Highwood Management Conference report from Councillor Gilder
- Minutes of the Woodley Volunteer Centre meeting held on 20 January 2016, submitted by Councillor MacNaught

Councillor Gilder gave a verbal report on the Wokingham Borough Sports Council AGM, which she had attended the previous evening. Attendees at the AGM had been asked to encourage nominations for the sports awards that would be given out at the annual awards ceremony in November and Councillor Gilder passed on this request. She also reported that the Sports Council had money available to award as bursaries to people who needed help for items such as club fees and sports kit.

Members were very sad to read in the report of the Highwood Management Conference that Wokingham Borough Council had prevented Mary Holmes from attending as the representative for Woodley Town Council as she was no longer a councillor. Councillor Gilder reported that the Highwood committee had unanimously agreed that Mary Holmes should remain on the committee. Following discussion Members unanimously agreed that a request should be made to Wokingham Borough Council for a non-councillor to be permitted to be the Town Council representative to the Highwood Conference and that the rule should be changed before the next appointments were made at the Annual Meeting on 9 May 2016. Members hoped that Mary Holmes could be persuaded to remain on the Highwood committee.

RESOLVED:

- ◆ To write to Wokingham Borough Council requesting that a non-councillor be permitted to be the Town Council representative to the Highwood Conference.

66. **WOODLEY POST OFFICE, 141 CROCKHAMWELL ROAD**

Members were pleased to note the forthcoming modernisation of Woodley Post Office in Crockhamwell Road, which would be closed for refurbishment from 5:30pm on 8 March until 1:00pm on 17 March 2016.

67. **TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor reported on the four engagements he had carried out since the last meeting and said that the Wokingham Borough school's carol concert had been very spectacular with twenty-two schools taking part with a full orchestra. The Mayor noted that he had been unable to attend the carol concert hosted by the Borough Mayor due to illness.

The Deputy Mayor had carried out one engagement since the last meeting and reported that Cinderella on Ice at Bracknell Ice Rink had been delightful.

68. **FUTURE AGENDA ITEMS**

No suggestions were made for future agenda items.

Meeting closed at 8:52pm

TIMETABLE OF MEETINGS - 2016/17
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All Council and Committee meetings are held on Tuesdays. Plans Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

PLANS COMMITTEE	COMMUNITY SERVICES	LEISURE SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2016</u>	<u>2016</u>	<u>2016</u>	<u>2016</u>	<u>2016</u>
17 May 7 June	24 May	31 May (SH)	14 June	Annual Meeting: 10 May 28 June
5 July 26 July (SH) 23 August (SH) 20 September	30 August (SH)	6 September	13 September	27 September
18 October 15 November	1 November	8 November	22 November	6 December
<u>2017</u>	<u>2017</u>	<u>2017</u>	<u>2017</u>	<u>2017</u>
13 December 10 January 31 January	3 January (SH)	17 January	24 January	7 February
28 February 28 March 25 April	4 April (SH)	11 April (SH)	18 April	Town Electors: 7 March Annual Meeting: 9 May

(SH = School Holidays)

SCHOOL TERM DATES

2016 Monday 11 April to Wednesday 20 July
Monday 5 September to Tuesday 20 December
(NOTE: Training days - to be agreed)

Half Term: 30 May - 3 June
Half Term: 24- 28 October

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

2017 Wednesday 4 January to Friday 31 March
Tuesday 18 April to Tuesday 25 July
(NOTE: Training days - to be agreed)

Half Term: 13 - 17 February
Half Term: 29 May - 2 June

Good Friday: 14 April 2017
WBC Elections: None in 2017

**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre
on Tuesday 16 February 2016 at 7:45 pm**

Present: *Councillors: T. Barker (Chairman); J. Cheng; R. Dolinski; M. Walker;
P. Wicks*

Also present: *Councillor K. Baker
8 members of the public*

Officer present: *L. Matthews, Committee Officer*

84. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley, C. Dixon, M. Green and S. Rahmouni.

85. **DECLARATIONS OF INTEREST**

Councillor M. Walker – Personal interest: Agenda item 5, planning applications 160113 and 160114: both for 12 Denmark Avenue, as the applicant is known to her.
Councillor Walker took no part in the discussion or decision on these applications.

Councillor R. Dolinski – Prejudicial pecuniary interest: Agenda item 5, planning application 160186: 40 Mannock Way, as he owns property and lives in Mannock Way.
Councillor Dolinski took no part in the discussion or decision on this application.

86. **MINUTES OF PREVIOUS MEETING**

RESOLVED:

- ◆ That the minutes of the meeting held on 12 January 2016 be approved and signed by the Chairman as a true and accurate record.

87. **PLANNING DECISIONS**

RESOLVED:

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

88. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

- ◆ To forward comments to the planning authority as detailed in **Appendix B**.

Councillor Baker informed Members that he had listed planning application 160167, 44 Tippings Lane, to be considered by the Wokingham Borough Council Planning Committee. It was agreed that Councillor Cheng would speak on behalf of the Town Council when the Borough Planning Committee considered this application.

89. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 3/1951: 54 Fairwater Drive, Woodley, RG5 3JB.

Consent for the felling of a Leyland cypress and replacement by a columnar sweet gum or columnar juniper.

90. **WOKINGHAM BOROUGH COUNCIL LOCAL PLAN UPDATE: ENGAGEMENT WITH TOWN AND PARISH COUNCILS**

Members noted correspondence received from Wokingham Borough Council regarding their engagement work with town and parish councils on the update to the Local Plan.

RESOLVED:

- ◆ That three Members and the Committee Officer would attend the presentations on the Local Plan update process, to be held at the Oakwood Centre on 10 March 2016.
- ◆ That the Committee Officer would contact all members of the Plans Committee to determine who would be interested in attending the presentations.

91. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of four ongoing enforcement matters.

The meeting closed at 9:50 pm

Chairman

Woodley Town Council

PLANNING DECISIONS

Plan No.	Address	Proposal	Decision
152216	7 Bluebell Crescent	Householder application for the proposed erection of a wooden shed with apex roof in far right corner of garden.	Approved <i>[WTC: no objections]</i>
152465	37 Manners Road	Householder application for the proposed erection of single storey front and rear extensions to dwelling.	Approved <i>[WTC: no objections]</i>
152681	167 Colemans Moor Road	Full application for the proposed change of use of land from amenity open space to private garden involving relocation of fence, plus the erection of two storey side and single storey front extensions to dwelling.	<i>Withdrawn</i>
152699	116 Fairwater Drive	Householder application for the proposed erection of a single storey side extension to dwelling.	Approved <i>[WTC: no objections]</i>
152779	8 Selcourt Close	Householder application for the proposed erection of a single storey side and rear extension to dwelling with velux windows to north elevation, following demolition of existing conservatory.	REFUSED <i>[WTC not consulted on this application]</i>
152923	37 Tiger Close	Householder application for the proposed erection of a single storey rear extension to dwelling and a second storey side extension.	Approved <i>[WTC: no objections]</i>
152990	19 Eastwood Road	Certificate of lawfulness application for the erection of a single storey side extension	Approved
153057	32 Kingsford Close	Householder application for the proposed raising of roof space to create habitable accommodation in loft space plus dormer extensions to the front and rear elevations.	<i>Withdrawn</i>
153067	27 Fairwater Drive	Certificate of lawfulness application for the erection of a detached shed.	Approved
153147	406-412 London Road	Full application for the proposed erection of 1No. temporary refrigerated (20ft) container (between 1st November and 31st January annually).	Approved <i>[WTC: no objections]</i>
153164	Land rear of 86 Loddon Bridge Road	Full application for the proposed erection of 2 x 1 bedroom dwellings plus widening of existing driveway.	REFUSED <i>[WTC: refuse]</i>

PLANNING DECISIONS continued

Plan No.	Address	Proposal	Decision
153174	4 Clivedale Road	Householder application for the proposed erection of a single storey side extension and first floor side dormer extensions to dwelling.	Approved <i>[WTC: no objections]</i>
153181	6 Western Avenue	Householder application for the proposed erection of a single storey side extension following the demolition of the existing side porch.	Approved <i>[WTC: no objections]</i>
153210	3 Vauxhall Drive	Certificate of lawfulness application for conversion of existing garage into habitable accommodation.	Approved
153217	10 Corbett Gardens	Householder application for the proposed erection of a two storey rear/side extension to dwelling.	Approved <i>[WTC: no objections]</i>
153298	Land at junction of Mohawk Way & Catalina Close	Prior approval application for the upgrade of existing telecommunications base station to include replacement of 10m phase 3 monopole with 10m phase 5 monopole with 1No. additional equipment cabinet.	Prior approval not required
153314	A329 Slip Road	Prior approval application for the upgrade of existing telecommunications base station to include replacement of 15m monopole with 14.7m phase 4 monopole with 1No. additional equipment cabinet.	Approved <i>[WTC: no objections]</i>
153324	1 Mollison Close	Householder application for the proposed conversion of existing loft space to additional habitable accommodation to include rear dormer extension.	Approved <i>[WTC: no objections]</i>
153333	68 Norton Road	Householder application for the proposed erection of a first floor side extension and part conversion of existing garage to habitable accommodation.	REFUSED <i>[WTC: concerns]</i>
153401	40 Loddon Bridge Road	Householder application for the proposed erection of a single storey rear extension.	Approved <i>[WTC: no objections]</i>

Woodley Town Council

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Observations on the following Planning Applications

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Refused on the following applications;

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Date :- 18/02/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Concerns on the following applications;**153495**

14/01/2016	Pooja Kumar	Mr Montgomery	150 Reading Road Reading Road Woodley RG5 3AA
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Proposal : Householder application for proposed conversion of roof space into habitable room with side and rear dormers.

Observations : One resident was present at the meeting to voice concerns and one letter of concern had been received.

After listening to the resident's concerns, the Committee considered the proposal and had the following concerns:

- Loss of privacy to the adjacent property.
- The proposal is overbearing in terms of mass and height and is unneighbourly.
- The proposal is visually unacceptable.
- The increased ridge height will not be subordinate to the original property.
- If approved this could set a precedent.

160040

19/01/2016	Pooja Kumar	Mrs M Hill	9 Vickers Close Vickers Close Woodley RG5 4PA
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Proposal : Application for a certificate of lawful development for a single storey rear conservatory. (Retrospective)

Observations : Two residents were present at the meeting to voice concerns and one letter of concern had been received.

After listening to the residents' concerns the Committee considered the application and had the following strong concerns:

- The conservatory has been built right up to the boundary and the soffit boards and gutter overhang the neighbouring property.
- The plans are unclear and do not show the overhang over the neighbouring property.

The Committee recommended that the planning officer should visit the site to assess the situation.

160062

02/02/2016	Stephen Thwaites	Directors, Waingels Academies	Bungalow, Waingels College Waingels Road Woodley RG5 4RF
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Proposal : Full planning application for the proposed change of use from dwelling (C3) to nursery (D1) plus single storey side and rear extension to dwelling.

Observations : Two letters of concern had been received for this application.

The Committee considered the proposal and had the following concerns:

- Possible increased noise levels for the nearby residential properties.
- Increased traffic in the vicinity of the college, where the amount of traffic is already a problem.
- Increased parking in the roads around the college.

The Committee suggested that if the college entrance gate at the eastern end of the footpath leading from Denmark Avenue continued to be locked shut for the majority of the day, with no extension of its opening times, additional daytime parking in Denmark Avenue, Shipley Close and Perth Close due to the proposed nursery could be prevented.

Date :- 18/02/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
160167	28/01/2016	Graham Vaughan	Mr Gareth Bertram	44 Tippings Lane 44 Tippings Lane Wooley RG5 4RY
<p>Proposal : Full planning application for the proposed erection of 2 No. 2 bed dwellings following sub-division of existing 4 bed dwelling.</p> <p>Observations : Two residents were present at the meeting to voice their concerns and five letters of concern had been received.</p> <p>The Committee considered the application and had the following concerns:</p> <ul style="list-style-type: none"> - The proposal creates a terrace where there was previously a semi-detached property. - Construction was started without planning permission. - The alterations have not been carried out in accordance with the submitted drawings: the front door to No.44A has not been installed at the front of the property and the new front window to No.44A is larger than shown on the drawing. 				
160186	02/02/2016	Stephen Thwaites	Mr M Rook	40 Mannock Way Mannock Way Woodley RG5 4XW
<p>Proposal : Householder application for a proposed erection of a flat roof rear dormer window extension to dwelling.</p> <p>Observations : One letter of concern had been received for this application.</p> <p>The Committee considered the proposal and had the following concerns:</p> <ul style="list-style-type: none"> - Loss of privacy to the adjacent properties at No.39 and No.41. - Overbearing. - Visually unacceptable. - Concern that, if approved, this could set a precedent. 				

**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre
on Tuesday 15 March 2016 at 7:45 pm**

Present: *Councillors: T. Barker (Chairman); S. Brindley; J. Cheng; R. Dolinski;
S. Rahmouni; M. Walker; P. Wicks*

Also present: *Councillor K. Baker
11 members of the public*

Officer present: *L. Matthews, Committee Officer*

92. **APOLOGIES**

Apologies for absence were received from Councillors C. Dixon and M. Green.

93. **DECLARATIONS OF INTEREST**

Councillor T. Barker – Prejudicial pecuniary interest: Agenda item 4, planning application 160530: 34 Warren Road, as he owns property and lives in Warren Road.
Councillor Barker took no part in the discussion or decision on this application.

94. **MINUTES OF PREVIOUS MEETING**

RESOLVED:

- ◆ That the minutes of the meeting held on 16 February 2016 be approved and signed by the Chairman as a true and accurate record.

95. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

- ◆ To forward comments to the planning authority as detailed in **Appendix A**.

96. **PLANNING DECISIONS**

RESOLVED:

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

97. **PLANNING APPEAL**

RESOLVED:

- ◆ To note the following appeal decision:

Application:	VAR/2015/0093
Location:	Bulmershe Campus, Woodlands Avenue, Woodley, RG5 3EU.
Proposal:	Application to remove condition 34 of planning consent F/2014/0875. Condition 34 relates to velux windows in the rear elevations of buildings being fitted with obscure glass and non-opening.
Decision:	Appeal allowed.

98. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 3/1951: 41 Malone Road, Woodley, RG5 3NL.
Consent for the selective pruning of a sycamore.

TPO 910/1997: The Garden Cottage, Warren Road, Woodley, RG5 3AR on land adjacent to 34 Warren Road.
Consent for the selective pruning of an oak.

99. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of six ongoing enforcement matters.

The meeting closed at 9:45 pm

Chairman

Woodley Town Council

Page 1

Date :- 16/03/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;				
153306	26/02/2016	Nuno Fernandes	Mr Robert Bates	52 Beechwood Avenue Beechwood Avenue Woodley RG5 3DG
Proposal : Householder application for the construction of a dropped kerb.				
Observations : No objections.				
160238	29/02/2016	Pooja Kumar	Dr Ahmed Aleshalker	281 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4BE
Proposal : Full application for the proposed erection of a timber clad storage building to replace existing shed.				
Observations : One letter of concern had been received about this application.				
The Committee considered the application and had no objections to the proposal.				
160276	29/02/2016	Graham Vaughan	Mr Chris Jefferies	56 Haddon Drive Haddon Drive Woodley RG5 4LU
Proposal : Householder application for proposed erection of summer house located at rear of garden.				
Observations : No objections.				
160284	29/02/2016	Laura Callan	Mrs Sutton	37 Gemini Road Gemini Road Woodley RG5 4TF
Proposal : Householder application for the proposed erection of a rear pergola.				
Observations : No objections.				
160308	19/02/2016	Anastasia Bernard	Mr Alfonso Gasparro	15 Gardenia Gardenia Woodley RG5 4WQ
Proposal : Householder application for a proposed erection of a single storey shed/workshop in the rear garden.				
Observations : No objections.				
160312	29/02/2016	Dariusz Kusyk	Me Beavis	18 Coppice Road Coppice Road Woodley RG5 3QX
Proposal : Householder application for the proposed erection of a single storey side extension. Demolition of existing garage.				
Observations : No objections.				

Date :- 16/03/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
160316	29/02/2016	Brett Beswetherick	Mrs H Evans	52 Crockhamwell Road Crockhamwell Road Woodley RG5 3LB
Proposal : Householder application for a proposed single storey side extension and single storey front extension to form porch.				
Observations : No objections.				
160334	29/02/2016	Rosie Rogers	Mr & Mrs Hill	18 Welford Road Welford Road Woodley RG5 4QS
Proposal : Householder application for proposed single storey rear extension and two storey side extension to dwelling.				
Observations : No objections.				
160339	29/02/2016	Stefan Fludger	Mr & Mrs A Behan	12 Master Close Master Close Woodley RG5 4UB
Proposal : Householder application for a proposed single storey rear extension with roof lights.				
Observations : No objections.				
160349	19/02/2016	Mark Croucher	Mr Zafar Ali	1B The Parade Brecon Road Woodley RG5 4PS
Proposal : Application for a certificate of existing use for continued subdivision of 1 flat into 2 flats.				
Observations : No objections.				
160386	23/02/2016	Katie Herrington	Mr J Prince	17 Butts Hill Road Butts Hill Road Woodley RG5 4NJ
Proposal : Householder application for proposed single storey front, two storey side and single storey rear extension.				
Observations : No objections.				
160403	19/02/2016	Katie Herrington	Mr & Mrs G S Saund	5 Carrick Gardens Carrick Gardens Woodley RG5 3JD
Proposal : Householder application for proposed erection of single storey front porch to dwelling.				
Observations : No objections.				

Date :- 16/03/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
160407	19/02/2016	Katie Herrington	Mr & Mrs Chan	14 Colemans Moor Lane Colemans Moor Lane Woodley RG5 4BU
Proposal : Householder application for the proposed erection of a single storey rear extension, to include habitable roof accommodation with rear Juliet balcony and single storey front extension to form porch.				
Observations : No objections.				
160463	23/02/2016	Pooja Kumar	Mr Larkins	204 Hurricane Way Hurricane Way Woodley RG5 4UH
Proposal : Householder application for the proposed erection of a part two storey part 1st floor front/side extension, single storey rear extension with roof lights, and conversion of part garage to habitable accommodation.				
Observations : No objections.				
160470	23/02/2016	Rosie Rogers	Mr & Mrs Young	61 Redwood Avenue Redwood Avenue Woodley RG5 4DS
Proposal : Householder application for the proposed erection of a single storey front, side and rear extension to dwelling, part conversion of existing garage to additional habitable accommodation.				
Observations : No objections.				
160530	07/03/2016	Stefan Fludger	Mr & Mrs Michael Graham	34 Warren Road Warren Road Woodley RG5 3AR
Proposal : Householder application for proposed single storey side extension following demolition of existing garage plus single storey rear extension to dwelling.				
Observations : No objections.				

Date :- 16/03/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Refused on the following applications;**160122**

19/02/2016	Pooja Kumar	Mr P Portch & Mr C Tagg	Pumping Station Tippings Lane Woodley RG5 4RY
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Proposal : Full application for the proposed change of use of former pumping station to create a two bedroom dwelling (Use Class C3), plus the erection of a single storey rear/side extension.

Observations : Six residents were present at the meeting to voice their concerns and three letters of concern had been received.

After listening to the residents' concerns, the Committee considered the proposal and recommended that the application be refused on the following grounds:

- Proximity to ancient woodland.
- There is a stream within 20m of the site.
- Highway safety: the site is situated between two bends in the road, giving inadequate sight lines.
- There is a bus stop almost opposite the site, leading to increased risk as cars pull out to pass the bus whilst out of site of the proposed development.
- Out of keeping with the current street scene, which is almost uninterrupted woodland along the eastern side of Tippings Lane.
- The development would be detrimental to local rare and protected plant and animal species, such as yellow wagtail, grey wagtail, willow tit, Loddon lily and bats.
- The proposed development would increase the size of the existing building by approximately 200%.
- The necessary bat survey, biodiversity survey and watercourse statement have not been included with the application.
- Previous investigations suggest that the site could be contaminated and that the land housed a sewage pump. This should be investigated.

The Committee was also very concerned that the site had already been cleared and trees had been cut down.

Date :- 16/03/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Concerns on the following applications;**160299**

23/02/2016	Brett Beswetherick	Mr Tim Potter	96 Haddon Drive Haddon Drive Woodley RG5 4LT
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Proposal : Householder application for a proposed two storey side and rear extension with roof lights.**Observations :** Two residents were present at the meeting to voice their concerns and two letters of concern had been received.

The Committee considered the proposal and had the following concerns:

- Concern that insufficient parking provision has been made. The proposed garage is not large enough to house a car.
- The 1st floor windows to the side elevation overlook the property at 2 Rowan Drive. If approval is given, these windows should have obscure glass.
- The proposed roof line shown on the front and rear elevations is inconsistent.

160375

26/02/2016	Pooja Kumar	Mr & Mrs Steve Brown	77 Beechwood Avenue Beechwood Avenue Woodley RG5 3DF
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Proposal : Full application for the proposed demolition of existing dwelling and the erection of a two storey replacement dwelling.**Observations :** Two residents were present at the meeting to voice their concerns and two letters of concern had been received.

The Committee considered the proposal and had the following concerns:

- The double doors shown to the rear wall of the master bedroom would provide access to the flat roof of the single storey rear extension, which could be used as a balcony and would result in loss of privacy for the neighbours.
- If approval is given there should be a condition that the flat roof to the single storey rear extension cannot be used as a balcony.
- Loss of light to the neighbouring property at No. 79.
- Loss of privacy to the property at No. 79 due to the windows in the side elevation.

160509

07/03/2016	Pooja Kumar	Ms Lijuan Chen	61 - 63 Crockhamwell Road Crockhamwell Road Woodley RG5 3JW
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Proposal : Full application for proposed change of use from Class A1 (shops) to Class D2 (assembly and leisure) to open an Anytime Fitness gym operating on a 24 hours a day, 7 days a week basis.**Observations :** The Committee had concerns about the proposed 24 hour opening because of the disturbance that could be caused to residents in the surrounding dwellings. If approval is given, the Committee would like the opening hours restricted to between 6am and midnight.**160519**

29/02/2016	Stephen Thwaites	Mr Chris & Mrs Lorraine Sykes	109 Butts Hill Road Butts Hill Road Woodley RG5 4NT
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Proposal : Householder application for the proposed alterations to existing roof for conversion of existing loft to create first floor accommodation, to include two dormer window extensions.**Observations :** One resident was present at the meeting to voice his concerns.

The Committee considered the proposal and had the following concerns:

Date :- 16/03/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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- The proposal is out of keeping with the other hipped-roof bungalows surrounding the property.
 - Visually unacceptable.
 - Would set a precedent.
 - The gable end would be overbearing for the neighbouring property.
-

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council**Minute Ref**

Thu 10 March 2016

District Ref

' C ' Contrary to District 'CD' Contrary Delegated
 ' D ' Delegated
 ' E ' Endorsed by District 'ED' Endorsed Delegated

Page No : 1

GRANTED PLANNING PERMISSIONS

E 152506	Approved	89 Antrim Road
E 152551	Approved	126 Kingfisher Drive
E 152800	Approved	39 Colemans Moor Lane
E 152817	Approved	15 Norwich Drive
E 152935	Approved	12 Oak Way
E 152965	Approved	18 Malone Road
E 153059	Approved	57B Colemans Moor Lane
E 153152	Approved	7 Headley Road
E 153255	Approved	11 Rochester Avenue
E 153430	Approved	47 Denmark Avenue
E 153454	Approved	Woodley House, 65 Crockhamwell
E 153470	Approved	61 Shackleton Way
E 153477	Approved	4 Hazel Drive
E 153479	Approved	7 Frampton Close
E 153495	Approved	150 Reading Road
E 160024	Approved	26 Beaver Way
E 160035	Approved	18 Wyndham Crescent
E 160040	Approved	9 Vickers Close
E 160104	Approved	50 Nightingale Road
E 160118	Approved	19 Crockhamwell Road
E 160130	Approved	9 Ambleside Close

REFUSED PLANNING PERMISSIONS

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Minute Ref

Thu 10 March 2016

District Ref

' C ' Contrary to District 'CD' Contrary Delegated
' D ' Delegated
' E ' Endorsed by District 'ED' Endorsed Delegated

Page No : 2

C 160030	Refused	41 Redwood Avenue
District COMMENT		Local COMMENT No objections.

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 5 April 2016 at 8.00 pm**

Present: *Councillors T. Barker (Chairman); B. Franklin; K. Gilder; M. Green; R. Lay;
D. Stares*

Officers present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk;
E. Whitesmith, Leisure Services Manager; L. Matthews, Committee Officer*

Also present: *Councillor R. Dolinski
3 members of the public*

44. **APOLOGIES FOR ABSENCE**

Apologies for absence were received From Councillors S. Rahmouni and W. Soane.

45. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

46. **MINUTES OF THE MEETING HELD ON 5 JANUARY 2016**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 5 January 2016 be approved and signed by the Chairman as a correct record.

47. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 7/16 and reported that in the majority of cost headings expenditure was lower than the revised budget figure and income was higher than anticipated. She noted that the staff at Woodford Park Leisure Centre had worked very hard to increase the income from leisure centre activities.

RESOLVED:

- ◆ To note Report No. LS 7/16.

At this point in the meeting the Chairman asked the members of public present if they wanted to ask any questions or make any comments. As no one wished to speak the Chairman continued to the next item on the agenda.

48. **WOODFORD PARK LEISURE CENTRE, SPORTS DEVELOPMENT AND ACTIVITIES**

The Leisure Services Manager presented Report No. LS 8/16.

Members were pleased to note that the first ever Wokingham Schools Badminton Tournament, held at Woodford Park Leisure Centre in January, had been a great success and enjoyed by all, and that all the schools had expressed an interest in playing badminton on a more regular basis. The Leisure Services Manager informed Members that students from The Bulmershe School had volunteered to umpire the matches and had been very helpful. Members asked for a letter to be written to the headteacher of The Bulmershe School thanking the students for their help with several sporting events over the past year.

The Leisure Services Manager reported on the progress of arrangements for the Woodley 10km Road Race, including details of the necessary road closures and the design of the medal that would be given to each race finisher, which incorporated a version of the Woodley Town Council logo. Members noted that 231 entries had been received, up to 23 March.

The Leisure Services Manager informed Members that the winners of the Sid Hopkins Football Tournament, held in February, had been Willow Bank School for the boys' tournament and Southlake School for the girls' tournament. He also reported on the success of the Wokingham Schools Level 2 Orienteering Competition held in Woodford Park in March, which was won by Nine Mile Ride School from Finchampstead.

Members were updated on the plans to be involved with running a Football Scholarship Programme and were informed that the Council's potential partnership with VLUK had not gone ahead, following further investigation into the costs and work associated with the programme. The Leisure Services Manager reported that alternative ways of being involved with the programme had been sought and he had been approached by an independent organisation, Community Coaching Scheme, who were planning to run a similar scheme and hoping to hire both the 3G pitch and the Oakwood Centre to do so. Open evenings for the programme were being held at the Oakwood Centre and a minimum of 18 students were required to enrol in order for the programme to be viable.

In addition, Members were pleased to receive an update on bookings secured for the 3G pitch, a report on improvements to the online marketing of Woodford Park Leisure Centre and information about Woodley Sports Week, which would take place from 23 – 27 May. The Leisure Services Manager agreed to circulate the programme of events for Sports Week, which Members were welcome to attend.

RESOLVED:

- ◆ To note Report No. LS 8/16.
- ◆ To write to the Headteacher of The Bulmershe School thanking students for their help with the Wokingham Schools Badminton Tournament and other events.

49. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 9/16.

Members were informed that tenants were expected to move into the newly refurbished flat at Woodford Park Leisure Centre within the next week and that quotes would be received shortly for potential uses of the ground floor space vacated by the Inn on the Park.

The Deputy Town Clerk reported on the progress of construction of the 3G pitch and informed Members that construction was currently ahead of schedule and therefore the work to the car park would be moved forward. Regular hirers of the leisure centre, and other users, would be notified of the dates when the car park would be out of action and residents in Haddon Drive would receive a letter advising them of the likely disruption and the potential knock-on effect of additional vehicles parking in Haddon Drive. The Chairman thanked the Deputy Town Clerk for circulating regular updates on the progress of the 3G pitch and asked for this to continue, as the updates allowed Members to answer residents' queries about the project.

The Deputy Town Clerk informed Members that the initial meeting of the Friends of Woodford Park had taken place at the Oakwood Centre in March and officers had subsequently met with the organiser of the group, Mr Provins, to discuss the potential for a Queen's Birthday flowerbed on the Memorial ground. Mr Provins was seeking sponsorship

for the project and had obtained help with the design of the flowerbed from a local garden design business, and it was hoped that the flowerbed could be completed before Woodley Carnival took place in June. Members noted that one resident who had attended the meeting had expressed an interest in becoming a volunteer community dog warden in Woodford Park and felt that this should be encouraged as the number of complaints about dog fouling in Woodford Park had increased recently. The Deputy Town Clerk reported that there were examples of volunteer dog warden schemes in other areas and Officers were looking at the potential for volunteers to become involved in such a scheme in Woodford Park.

Members were informed of an incidence of builder's waste being dumped along the footpath from Pitts Lane to Bulmershe Park. Wokingham Borough Council had cleared the waste and replaced a missing section of railing that had allowed vehicular access to the footpath. Damage to the ground in Bulmershe Park, where the vehicle had apparently become stuck, was repaired by the Town Council's Grounds Team.

In addition Members were informed of repairs and improvements to the play areas in Woodford Park, that a quote was awaited for the initial design work for the regeneration of the lake and its surroundings and that an energy assessment had been carried out by an independent assessor at Coronation Hall and Chapel Hall in order to produce Display Energy Certificates, which were required by law.

Following the presentation of the report the Chairman asked Mr Provins, who was present at the meeting, whether he had anything more to say about the Friends of Woodford Park and their plans. Mr Provins replied that he was currently waiting to find out how much sponsorship money could be raised before the size of the flowerbed could be determined. In reply to a question about the location of the flowerbed the Town Clerk said that Mr Provins had met with the Grounds Manager and a suitable location had been identified in the vicinity of the war memorial. Some concern was expressed that this might be a possible location for a flag pole, if one was erected in the future, and the Deputy Town Clerk replied that the provision of a flagpole was only a possible future project and the location had not been agreed. The Chairman asked that the Committee be kept informed of the dates of future meetings of the Friends of Woodford Park.

RESOLVED:

- ◆ To note Report No. LS 9/16.

50. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

51. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the volunteer community dog warden initiative when it is finalised.

The meeting closed at 8:50 pm

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**Minutes of a Meeting of the Community Services Committee held at the
Oakwood Centre on Tuesday 12 April 2016 at 8:00 pm**

Present: *Councillors: D. Smith (Chairman); J. Cheng; R. Dolinski; M. Forrer;
J. MacNaught*

Also present: *Councillor T. Barker
N. Durman, Healthwatch Wokingham Borough
S. Milligan, Just Around the Corner charity*

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

85. **APOLOGIES**

Apologies for absence were received from Councillors D. Mills, W. Soane and M. Walker.

86. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

87. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD
ON 19 JANUARY 2016**

RESOLVED:

- ◆ That the minutes of the meeting held on 19 January 2016 be approved and signed by the Chairman as a correct record.

88. **HEALTHWATCH WOKINGHAM BOROUGH**

The Chairman welcomed Nick Durman, Healthwatch Wokingham Borough, to the meeting.

Nick Durman informed Members that Healthwatch Wokingham Borough had been in existence for just over two years and was the independent consumer watchdog for health and social care services in Wokingham Borough. The aim of Healthwatch Wokingham Borough was to support and enable all members of the public to influence local health and social care services by reporting their experiences – good or bad. The information received from local residents, the service users, was passed on to the people responsible for service design and provision so that they would know what was working well and what needed to be changed.

Nick Durman explained the importance of community engagement to inform local residents of the existence of Healthwatch and to explain what its function was. Healthwatch therefore engaged with a wide variety of groups and organisations across the borough and had so far listened to the views of around 2,500 residents.

Members were interested to hear of some of the ways in which Healthwatch Wokingham Borough had helped to improve services, for example by highlighting the need for service providers to be trained in the specific problems encountered by deaf people when accessing health services. Nick Durman also reported that

visits to one school to talk to the students had highlighted the surprising extent of mental health problems in the young people and Healthwatch had subsequently been invited to have a representative on the School Council.

Members commented that Healthwatch Wokingham Borough had had a good deal of success after only a short time and suggested some local clubs and societies that Healthwatch could contact with a view to extending their community engagement. It was agreed that officers would forward the contact details of these groups to Healthwatch.

The Chairman thanked Nick Durman for his informative presentation, which was much appreciated.

89. **JUST AROUND THE CORNER**

The Chairman welcomed Sam Milligan, Just Around the Corner charity (JAC), to the meeting. Sam Milligan distributed a written report, which had not been available prior to the meeting and reported that the atmosphere around Woodley was still very positive overall.

Members were pleased to hear that volunteers from McDonald's restaurants Reading group had joined with Sam Milligan and volunteers from JAC to clear the overgrown Loddon Mead area.

Sam Milligan informed Members of the new social media twitter and Instagram account for the JAC van and the suggestion box to allow the young people to put forward ideas about what they would like to see or do. Suggestions for possible activities that could be provided at the Loddon Mead area had included a remote controlled car track and a cage where handball could be played and Sam Milligan suggested that the area should be as multi-functional as possible to cater for a wide variety of young people.

The Chairman said that it was pleasing to see that JAC were using social media to engage with young people and he thanked Sam Milligan for his report.

90. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. CS 5/16.

91. **COMMUNITY YOUTH PARTNERSHIP**

Councillor Dolinski presented Report No. CS 6/16 of the Community Youth Partnership meeting held on 23 March 2016 and noted that there was still money in the budget allocated to give help to youth projects.

In reply to a question about when the youth shelter in Woodford Park would be repaired the Town Clerk reported that the volunteer team from McDonalds had not been able to undertake this work as they had helped with the clearing of the Loddon Mead area instead. However, Sam Milligan had arranged for volunteers from Thames Water to help at Rehoboth and it was hoped that they might also be able to help with the repair of the youth shelter.

RESOLVED:

- ◆ To note Report No. CS 6/16.

92. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**
Members noted the report of the Woodley Town Centre Management Initiative meeting held on 27 January 2016. Councillor Dolinski informed Members that the main concern raised at the meeting was the matter of security in and around the town centre and some assaults that had been reported in the car park. The provision of cctv in the town centre had been discussed and would be investigated.

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 27 January 2016.

93. **ALLOTMENTS UPDATE**
Members noted the update on matters relating to the allotments that had been provided in the agenda

94. **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 Project Co-ordination meetings held on 12 January and 16 February 2016.

b) **Fairwater Drive**

Members noted the temporary closure of Fairwater Drive between its junctions with Antrim Road and Nightingale Road to allow this section of road to be resurfaced. This work had been due to be completed by 8 April 2016.

c) **Western Avenue**

Members noted the temporary closure of Western Avenue between its junctions with Butts Hill Road and Tiverton Close to enable BT Openreach contractors to undertake essential telecoms repairs. This work was expected to be completed by 13 April 2016.

95. **COLEMANS MOOR LANE**
As resolved at the previous meeting (Community Services Committee, 19 January 2016, minute number 69) a request had been made to Wokingham Borough Council for a traffic survey to be carried out in Colemans Moor Lane. Members noted the information given in the agenda regarding the response received from Wokingham Borough Council explaining that they had to give priority to areas where accidents had occurred or to major through routes and were currently unable to carry out a traffic survey in Colemans Moor Lane.

Members discussed the possible purchase of a solar powered vehicle activated sign by the Town Council.

RESOLVED:

- ◆ Not to consider the purchase of a vehicle activated sign as there was insufficient evidence that it was needed.

96. **VERGE PARKING IN CAMPBELL ROAD**
Members noted the information given in the agenda regarding the problem of verge parking in Campbell Road and were pleased that the situation seemed to be improving.

97. **WOKINGHAM BOROUGH COUNCIL CONSULTATION: EVENING AND WEEKEND PARKING CHARGES**

Members were pleased to note that Wokingham Borough Council had agreed to trial an increase of 10p in hourly charging rates in Woodley car parks in lieu of the evening and Sunday charging that had been proposed. This would be monitored by the borough council over the next 12 months and would be compared with the income generated in other areas with a view to reviewing the overall charging regime at the end of the 2016/17 financial year.

98. **CONSULTATION BY ROYAL BERKSHIRE FIRE AND RESCUE SERVICE: INTEGRATED RISK MANAGEMENT PLAN**

RESOLVED:

- ◆ To note that Members' views on the Royal Berkshire Fire and Rescue Service Integrated Risk Management Plan consultation were collected after the last meeting and a response was sent with the following comments:
 - Greater emphasis could be given to managing the risk of fires through prevention, particularly to dwelling fires.
 - Specific reference could be made to reducing the risk of school fires.

99. **WOKINGHAM BOROUGH COUNCIL LIBRARY OFFER CONSULTATION**

RESOLVED:

- ◆ To note the information received regarding the Wokingham Borough Council Library Offer consultation.
- ◆ To note that Members' views on the Wokingham Borough Council Library Offer were sought prior to the meeting as responses were required by 25 March 2016, and a response was sent with the following comments:
 - The Committee was in favour of the proposed increase to opening hours and the use of technology to facilitate this.
 - The proposal to develop and adopt a flexible approach to the use of the available space to attract revenue streams seems sensible.
 - The move towards shared facilities in the "spoke libraries" will give a better use of buildings to meet community demand.
 - The development of pop-up libraries for smaller communities is welcome.
 - The Committee was very pleased to note that Wokingham Borough Council is proposing to extend the library service and bring more books to local communities.

100. **APPLICATION FOR MINOR VARIATION OF PREMISES LICENCE: MARTINS, 141 CROCKHAMWELL ROAD, WOODLEY**

RESOLVED:

- ◆ To note the information received from Wokingham Borough Council regarding an application for a minor variation of the premises license for Martins, 141 Crockhamwell Road, Woodley.
- ◆ To note that Members' views on the application were sought prior to the meeting as responses were required by 23 March and a response was sent raising no objections.

101. **WOKINGHAM BOROUGH COUNCIL PARKING ENFORCEMENT PLANS**
Members noted the press release from Wokingham Borough Council regarding the plans for the borough council to take on civil parking enforcement across the borough from May 2017.
102. **REPLACEMENT OF STREET LIGHTING**
Members noted the press release received from Wokingham Borough Council regarding the replacement of street light columns and lanterns across the borough.
103. **FOSTERS RESIDENTIAL CARE HOME**
Members were pleased to note the press release from Wokingham Borough Council regarding the start of construction for the new Fosters residential care home.
104. **WOODLEY AGE CONCERN**
Members noted the press release from Wokingham Borough Council announcing that the management of the day centre and residential care service had been taken on by the borough council as Woodley Age Concern had ceased trading.
105. **MY JOURNEY WOKINGHAM**
Members noted the information given in the agenda, and information circulated by email prior to the meeting, regarding the progress of the My Journey Wokingham project.
106. **PUBLICATIONS/INFORMATION**

RESOLVED:
◆ To note receipt of the following:
▪ *Swan Lifeline Newsletter – Spring 2016*
107. **FUTURE AGENDA ITEMS**
It was requested that the following item be included in a future agenda:
• Consideration of information to be sent to Healthwatch Wokingham Borough regarding groups and societies that they could engage with.
108. **PUBLICITY/WEBSITE**

RESOLVED:
◆ To place photographs on the website to publicise the clearing of the ground at Loddon Mead by volunteers from JAC and McDonalds.

The meeting closed at 9:20 pm

Chairman

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**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre
on Tuesday 19 April 2016 at 7:45 pm**

Present: *Councillors: T. Barker (Chairman); S. Brindley; J. Cheng; M. Green;
S. Rahmouni; P. Wicks*

Also present: *4 members of the public*

Officer present: *L. Matthews, Committee Officer*

100. **APOLOGIES**

Apologies for absence were received from Councillors C. Dixon, R. Dolinski and M. Walker.

101. **DECLARATIONS OF INTEREST**

Councillor T. Barker – Prejudicial pecuniary interest: Agenda item 4, planning application 160607: West Warren, Warren Road, as he owns property and lives in Warren Road. Councillor Barker took no part in the discussion or decision on this application.

102. **MINUTES OF PREVIOUS MEETING**

RESOLVED:

- ◆ That the minutes of the meeting held on 15 March 2016 be approved and signed by the Chairman as a true and accurate record.

103. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

- ◆ To forward comments to the planning authority as detailed in **Appendix A**.

104. **PLANNING DECISIONS**

RESOLVED:

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

105. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 160401
Location: Greyholme, Farriers Close, Woodley, RG5 3DD.
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 8.0m, for which the maximum height would be 4.00m and the height of the eaves 2.30m.
- ◆ To note application 160418
Location: 14 Colemans Moor Lane, Woodley.
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 8.0m, for which the maximum height would be 2.7m and the height of the eaves 2.7m.

- ◆ To note application 160450
Location: 22 Fitzroy Crescent, Woodley, RG5 4EU.
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 3.7m, for which the maximum height would be 2.8m and the height of the eaves 2.6m.

- ◆ To note application 160688
Location: 1 Keswick Gardens, Woodley, RG5 3QB.
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 6.0m, for which the maximum height would be 3.0m and the height of the eaves 2.8m.

- ◆ To note application 160784
Location: 77 Haddon Drive, Woodley, RG5 4LY.
Proposal: Application for the prior approval of the erection of a single storey rear extension to form an orangery, which would extend beyond the rear wall of the original house by 6.0m, for which the maximum height would be 3.3m and the height of the eaves 2.3m.

- ◆ To note application 160813
Location: 24 Fitzroy Crescent, Woodley, RG5 4EU.
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 6.0m, for which the maximum height would be 3.0m and the height of the eaves 2.9m.

106. **PLANNING APPEAL**

RESOLVED:

- ◆ To note the following appeal decision:
Location: Land at 60 Headley Road, Woodley, RG5 34JE.
Details: Appeal against an enforcement notice issued by Wokingham Borough Council for a breach of planning control. The alleged breach was that without planning permission there was a material change of use of land and building from a mixed use of B1 office and A2 estate agency use, to a mixed use of A2 estate agency, a sui generis use of a venue décor supplier, a television aerial supply and installation business with associated ancillary storage shed and a C3 residential use.
The requirements of the notice were:
 1. Cease the use of any part of the building as a separate unit of residential accommodation. Permanently remove the kitchen and bathroom fixtures and fittings from the unauthorised dwelling.
 2. Cease the use of the building as a venue décor supplier and remove all items associated with that use from the land.
 3. Cease the use of the land and building as a television aerial supply and installation business and remove all items and equipment associated with that use from the land.
 4. Demolish the storage shed associated with the television aerial supply and installation business and permanently remove from the land the resultant material.
- Decision: The enforcement notice was quashed.
Wokingham Borough Council was ordered to pay the costs of the appeal proceedings.

107. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 3/1951: 7 Ashwood, Woodley, RG5 3RX.
Consent for the felling of an oak.

TPO 3/1951: 40 Hazel Drive, Woodley, RG5 3SA.
Consent for the felling of a beech, the felling of a holly and the selective pruning of a pear tree.

TPO 25/1971: 8 Ryecroft Close, Woodley, RG5 3BP.
Consent for the selective pruning of a horse chestnut.

TPO 28/1971: Norris's Copse, East side of Waingels Road, Woodley.
Consent for the felling of an oak.

TPO 1067/2004: Land adjacent to Units 4 & 5, East Reading Retail Centre, Shepherds Hill, Woodley, RG6 1FE.
Consent for the selective pruning of 2 oaks.

108. **CONSULTATION: SHINFIELD DRAFT NEIGHBOURHOOD PLAN**

Members considered the Shinfield Draft Neighbourhood Plan, for which a statutory consultation is being run by Wokingham Borough Council.

RESOLVED:

- ◆ To send a "no comment" response to the Shinfield Draft Neighbourhood Plan consultation.

109. **CONSULTATION ON METHODOLOGY FOR THE BRACKNELL FOREST AND WOKINGHAM BOROUGH COUNCIL GREEN BELT REVIEW**

RESOLVED:

- ◆ To note that Members' views on the methodology for the Bracknell Forest and Wokingham Borough Council Green Belt Review had been sought prior to the meeting, as responses were required by 12 April, and a "no comment" response had subsequently been made.

110. **COMMITTEE STRUCTURE**

Members considered the proposal to include additional duties and responsibilities within the remit of the Plans Committee. Changes to the Council's committee structure had been approved by Full Council at a meeting on 9 February 2016 (minute number 62), subject to the subsequent approval of the Plans Committee.

RESOLVED:

- ◆ To approve the proposed changes to the Council's committee structure and the inclusion of additional duties and responsibilities within the remit of the Plans Committee.
- ◆ To review the workload of the Plans Committee after a period of six months and again after twelve months.

111. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of seven ongoing enforcement matters.

The meeting closed at 9:05 pm

Chairman

Woodley Town Council

Date :- 29/04/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;				
160375A	08/04/2016	Pooja Kumar	Mr & Mrs Steve Brown	77 Beechwood Avenue Beechwood Avenue Woodley RG5 3DF
Proposal : Full application for the proposed demolition of existing dwelling and the erection of a two storey replacement dwelling.				
REVISED/ADDITIONAL DETAILS RECEIVED 08/04/2016				
Observations : The Committee had no objections to the amended plans.				
160607	15/03/2016	Brett Beswetherick	Mr John Wild	West Warren Warren Road Woodley RG5 3AR
Proposal : Householder application for the proposed erection of a detached double garage to include utility room and cycle store, following demolition of existing garage.				
Observations : No objections.				
160623	15/03/2016	Laura Callan	Mr K Nice	147 Colemans Moor Road Colemans Moor Road Woodley RG5 4DB
Proposal : Householder application for the proposed single storey side and rear extension to dwelling plus alterations to front porch extension.				
Observations : No objections.				
160638	15/03/2016	Stephen Thwaites	Mr R Ridout	17 Farriers Close Farriers Close Woodley RG5 3DD
Proposal : Householder application for the proposed erection of single storey side and rear extensions to dwelling following demolition and removal of existing summer room.				
Observations : No objections.				
160647	21/03/2016	David Maguire	Mr & Mrs Andrew Preecy	6 Nightingale Road Nightingale Road Woodley RG5 3LP
Proposal : Householder application for proposed erection of single storey side and rear extensions plus proposed front entrance canopy to dwelling.				
Observations : No objections.				
160692	21/03/2016	Pooja Kumar	Mr David Poulter	93 Colemans Moor Road Colemans Moor Road Woodley RG5 4DG
Proposal : Householder application for the proposed conversion of existing garage to additional habitable accommodation, plus internal alterations.				

Date :- 29/04/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Observations : No objections.				
160699	31/03/2016	Daniel Ray	Mr Jonathan Cook	179 Colemans Moor Road Colemans Moor Road Woodley RG5 4DD
Proposal : Householder application for the proposed conversion of existing garage to create habitable accommodation.				
Observations : No objections.				
160725	21/03/2016	David Maguire	Mrs Sharon Jhheent	68 Norton Road Norton Road Woodley RG5 4AJ
Proposal : Householder application for the proposed erection of a first floor side extension and part conversion of existing garage to habitable accommodation.				
Observations : No objections.				
160750	31/03/2016	Charlie Snell	Mr & Mrs Les Marshall	55 Walmer Road Walmer Road Woodley RG5 4PN
Proposal : Householder application for a proposed single storey rear conservatory.				
Observations : No objections.				
160751	06/04/2016	Charlie Snell	Mr Gregg Mason	47 Cypress Road Cypress Road Woodley RG5 4BD
Proposal : Householder application for a proposed single storey front extension and a rear first floor extension to the dwelling.				
Observations : No objections.				
160760	31/03/2016	Nuno Fernandes	Mr Kenneth Bray	53 Lysander Close Lysander Close Woodley RG5 4ND
Proposal : Householder application for the proposed erection of a single storey rear extension to form conservatory.				
Observations : No objections.				
160772	31/03/2016	Stefan Fludger	Mr Anil Shika	15 Cartmel Drive Cartmel Drive Woodley RG5 3NG
Proposal : Householder application for the proposed erection of a part two storey rear and two storey side extension to dwelling, following demolition and removal of existing garage and utility room.				
Observations : No objections.				

Date :- 29/04/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
160905	12/04/2016	Stefan Fludger	Mr A Burger	43 Buccaneer Close Buccaneer Close Woodley RG5 4XP
Proposal : Householder application for the proposed conversion of existing garage to additional habitable accommodation.				
Observations : No objections.				
160954	14/04/2016	Chris Kempster	Mrs L Bushnell & Mr A Grimsey	46 Redwood Avenue Redwood Avenue Woodley RG5 4DR
Proposal : Householder application for the proposed erection of a two storey front and single storey rear extension to dwelling.				
Observations : No objections.				
160957	12/04/2016	Graham Vaughan	H3G Ltd & EE Ltd	Land at A329 sliproad A329 sliproad Winnersh
Proposal : Application for prior approval for the proposed replacement of 15m high monopole with new 15m high phase 5 monopole and installation of 1 No. equipment cabinet.				
Observations : No objections.				
160964	12/04/2016	Charlie Snell	Mr & Mrs Edwards	22 Western Avenue Western Avenue Woodley RG5 3BH
Proposal : Householder application for the proposed erection of a single storey rear extension to form a conservatory.				
Observations : No objections.				

Date :- 29/04/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Refused on the following applications;**160658**

21/03/2016	Charlie Snell	Mr Martin Sandfield	110 Wheble Drive Wheble Drive Woodley RG5 3DU
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Proposal : Householder application for proposed erection of single storey rear extension including 3 roof lights to dwelling.

Observations : The Committee recommended that this application should be refused due to the excessive depth of the extension extending into the back garden.

Date :- 29/04/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Concerns on the following applications;**160617**

15/03/2016	Stefan Fludger	Mr Sanjay Sankla	74 Crockhamwell Road Crockhamwell Road Woodley RG5 3LD
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Proposal : Householder application for the proposed erection of a part single part two storey front/side extension, to include conversion of garage to habitable accommodation with single storey extension to existing garage.

Observations : One letter of concern had been received regarding this application.

The Committee discussed the application and had the following concerns:

- The ground floor extension is shown as being built right up to the boundary fence with the property at No.72 and the applicant must ensure that no part of the extension overhangs the boundary.
- The neighbour reports that there have been drainage and flooding problems in the back gardens and these could be exacerbated by the extension.
- The proposed extension is a significant increase in size and is not subservient to the existing property.

160675

15/03/2016	Stefan Fludger	Mr Alan Parker	38 Cartmel Drive Cartmel Drive Woodley RG5 3NG
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Proposal : Householder application for the proposed erection of a single storey front extension to dwelling.

Observations : The Committee was concerned that the proposed extension appears to breach the building line.

160879

07/04/2016	David Maguire	Mr Adie Davis	11 Pitford Road Pitford Road Woodley RG5 4QF
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Proposal : Householder application for the proposed erection of a single storey rear/side extension to dwelling.

Observations : The Committee had no objections to the proposed extension, but noted that the ownership of the land to the side of the existing property needed to be clarified.

160882

08/04/2016	David Maguire	Mr Adie Davis	11 Pitford Road Pitford Road Woodley RG5 4QF
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Proposal : Application for a certificate of existing lawful use of land as residential garden.

Observations : The Committee commented that the ownership of this land should be clarified.

160948

12/04/2016	Stephen Thwaites	Mr William Hookey	Greyholme Farriers Close Woodley RG5 3DD
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Proposal : Householder application for a proposed erection of a single storey rear and side extension with roof lights.

Observations : The Committee was saddened that this proposal would remove one of Woodley's landmarks and was surprised that this is not a listed building.

Date :- 29/04/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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The Committee had concerns that the proposal was out of character with the existing building.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough CouncilMinute Ref 5

Thu 14 April 2016

District Ref

' C ' Contrary to District 'CD' Contrary Delegated

' D ' Delegated

' E ' Endorsed by District 'ED' Endorsed Delegated

Page No : 1

GRANTED PLANNING PERMISSIONS

E 152869	Approved	21 Marathon Close
E 153029	Approved	39 Stonehaven Drive
E 153233	Approved	17 Caldbeck Drive
E 153412	Approved	63 Loddon Bridge Road
E 160078	Approved	50 Coppice Road
E 160113	Approved	12 Denmark Avenue
E 160114	Approved	12 Denmark Avenue
E 160167	Approved	44 Tippings Lane
E 160190	Approved	73 Woodwaye
E 160206	Approved	30 Manners Road
E 160229	Approved	5 Linden Road
E 160238	Approved	281 Loddon Bridge Road
E 160276	Approved	56 Haddon Drive
E 160308	Approved	15 Gardenia
E 160309	Approved	First floor, 6 Library Parade
E 160312	Approved	18 Coppice Road
E 160316	Approved	52 Crockhamwell Road
E 160339	Approved	12 Master Close
E 160463	Approved	204 Hurricane Way

REFUSED PLANNING PERMISSIONS

E 160122	Refused	Pumping Station
C 160128	Refused	17 Master Close
District COMMENT		Local COMMENT No objections.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Minute Ref 5

Thu 14 April 2016

District Ref

' C ' Contrary to District 'CD' Contrary Delegated
' D ' Delegated
' E ' Endorsed by District 'ED' Endorsed Delegated

Page No : 2

REFUSED PLANNING PERMISSIONS

E 160344	Refused	5 Corbett Gardens
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OTHER PLANNING DETAILS

152589	Withdrawn	109 Butts Hill Road
153416	Withdrawn	123 Loddon Bridge Road
160186	Withdrawn	40 Mannock Way

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 26 April 2016 at 8:00 pm

Present: *Councillors K. Baker (Chairman); S. Brindley; A. Chadwick; J. Cheng; R. Dolinski; D. Mills; S. Rahmouni; D. Stares; M. Walker*

Officers present: *D. Mander, Town Clerk; K. Murray, Service Support Manager; E. Whitesmith, Leisure Services Manager*

77. **APOLOGIES**

There were no apologies for absence.

78. **DECLARATIONS OF INTEREST**

Councillor Baker and Councillor Chadwick	Agenda item 9 Grants	Prejudicial – Councillors Baker and Chadwick are both members of Woodley Adopt a Street Project (WASP), which had applied for a grant.
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Councillors Baker and Chadwick left the room and were not present for the discussion or vote on the WASP grant application.

79. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 26 JANUARY 2016**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 26 January 2016 be approved and signed by the Chairman as a correct record.

80. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 12/16.

Members noted that both income and expenditure at the year end were lower than the revised estimates. It was also noted that the £6,000 increase in net expenditure over the original budget estimates was a reasonable outcome, given the loss of £17,000 income following the closure of the Inn on the Park. The Committee thanked the officer team for their management of the budget.

RESOLVED:

- ◆ To note Report No. SR 12/16.

b) **Payments**

In response to a question the Deputy Town Clerk confirmed that the lighting company would be coming to assess the damage to the tree lights that had been caused by the recent collapse of the scaffolding in the town centre, with a view to making an insurance claim

RESOLVED:

- ◆ To approve the following payments, listed in **Appendix A** (January), **Appendix B** (February) and **Appendix C** (March):

	Current account	Imprest account
January 2016	£96,112.11	£44,196.73
February 2016	£56,663.53	£40,234.54
March 2016	£182,031.47	£42,414.88

c) **Short term investment**

RESOLVED:

- ◆ To note the short term investment of £250,000 in a Santander Standard Time Deposit Account on 30 March 2016 for a period of 3 months at a rate of 0.55%.

81. **PERSONNEL SUB COMMITTEE**

Members noted Report No. SR 13/16 of the Personnel Sub Committee meeting held on 1 April 2016. The Town Clerk confirmed that the amendments requested by the Sub Committee relating to trade union membership, DBS checks and staff attendance at team meetings had been included in the new Employee Handbook.

During the discussion on the allocation of training fund balances to an earmarked reserve for performance appraisal training it was agreed that the Leader, Deputy Leader and other interested councillors be invited to undertake the training.

RESOLVED:

- ◆ To note Report No. SR 13/16.
- ◆ That the Employee Handbook, as amended, be approved.
- ◆ That a sum of £1,500 from the training budget be allocated to an earmarked reserve for performance appraisal training costs in 2016/17.
- ◆ That the cost of the volunteer receptionist's lunch and refreshments, estimated at £570 per annum, be funded from the staff contingency budget.

82. **RISK MANAGEMENT WORKING PARTY**

Councillor Mills presented Report No. SR 14/16 of the Risk Management Working Party meeting held on 12 April 2016.

Councillor Mills explained that the working party had made no changes to the risk management strategy and believed it to be appropriate for the coming year. During the discussion on the risk register and the identification of changes made since the presentation of the register to members the previous year, it was agreed that a way of making these clearer be considered by the working party. In response to a question about measurement of the levels of risk and whether these were coming down, Councillor Mills explained that the level of risk for many of the items identified was being mitigated and that overall he believed the level of risk was lower in some cases. However, some risks had been allocated higher scores, despite any mitigating actions, either because they involved large sums of money or because the risk had actually occurred.

To make the information on previous risk level scores on the spreadsheets clearer, it was agreed that in future the document would advise that if the previous score column was blank then there had been no change to the risk level over the past year. It was also noted that the scores of deleted risks had been included in the summary figures and that these would be corrected.

In response to a question about the need to present the risk register to Full Council the Town Clerk explained that this was a governance matter and that ultimately the Council had responsibility to ensure that matters such as the management of risk was being addressed. This was also a matter that was tested in some years as part of the external audit.

RESOLVED:

- ◆ To note Report No. SR 14/16.

◆ To recommend that Council adopt the 2016/17 Risk Management Strategy, attached at **Appendix D**.

- ◆ That the Risk Register be presented to Council by the electronic distribution of the register, with some printed copies provided at the Annual Meeting.
- ◆ That unspent funds of £1,100 from the Health and Safety training budget be allocated to an earmarked reserve to fund First Aid training for staff and any councillors who wished to undertake the training.

83. **CATERING PARTNERSHIP MANAGEMENT PANEL**

The Deputy Town Clerk presented Report No. SR 15/16 of the Catering Partnership Management meeting held on 15 April 2016 and reported that the meeting had been very positive for both parties to the catering agreement. Officers currently met weekly to discuss operational matters and the panel had agreed to meet on the third Friday of every month and report accordingly to the committee.

In response to a question the Deputy Town Clerk reported that the company dealing with the freezer seals was due to provide these that week. If this did not happen new units would be purchased and the repairs made to the existing unit once the seals were available. Members also noted that Brown Bag would be providing refreshments at the Woodley 10km road race.

RESOLVED:

- ◆ To note Report No. SR 15/16.
- ◆ That the Catering Partnership Management Panel be renamed the Catering Partnership.

On the matter of developing and agreeing performance indicators with the contractor it was

RESOLVED:

- ◆ That the panel be delegated to discuss and set the performance indicators relating to the contract between the Council and Brown Bag and that these, once agreed, be provided to the Committee.

84. **EXTERNAL FUNDING PROJECT LIST**

The Deputy Town Clerk presented the current external funding project list and noted that there had been no changes since the last meeting.

In response to a question the Town Clerk reported that it was anticipated that work on the regeneration of the north end of the town centre would start on site in August and should be completed in November. The Chairman also explained that once final drawings were available these would be displayed and the information provided to all councillors. He explained that this would not be a consultation because the project team included

representatives from the Town and Borough Councils and Woodley Town Centre Management Initiative.

RESOLVED:

- ◆ To note the external funding project list.

85. **GRANTS**

Members considered the nine grant applications received as set out in Report No. SR 16/16 in line with the community grants criteria and:

RESOLVED:

- ◆ To award grants to the following:

1 st Woodley Boys Brigade	£250	Towards the cost of sports equipment, a marquee and a compass to be used on expeditions.
Berkshire Multiple Sclerosis Therapy Centre	£250	To help fund the costs of a range of treatments such as physiotherapy, oxygen therapy and complementary therapies.
Emmanuel Church, Woodley	£250	Towards the cost of running a 48 hour "Fun Days" event for all residents of the Drovers Way/Southlake Crescent area.
Home-Start Wokingham District	£250	Towards the costs of providing a summer outing and a Christmas party.
Kick Twist Cheerleading	£250	Towards the costs of travelling to, and participating in, the European Championships in Paris.
Woodley Adopt a Street Project	£250	For the purchase of additional equipment for the volunteers to use.
Woodley United FC	£250	Towards the cost of providing football coaching in Woodley primary schools and in Addington School
Individual: Adrian Wakelin (GB Dragon Boat Squad)	£100	Towards the cost of travelling for international competitions.

- ◆ Not to award a grant in the case of one application because the organisation only had one member resident in Woodley. Members asked that any future application contain more information about the service provided for Woodley.

86. **OAKWOOD CENTRE**

- a) The Deputy Town Clerk presented Report No. SR 17/16 and tabled financial and usage information for 2015/16. In considering the report Members asked if the theatre could be included as an area to report on in future information to the Committee. The low number of wedding bookings was discussed and it was thought that the increase in

Registrar fees to attend wedding venues had had an impact on weddings booked. Members agreed that the licence to conduct weddings be renewed and that marketing on this part of the centre's offering be developed as part of the business plan for the centre.

RESOLVED:

- ◆ To note Report No. SR 17/16.

The following item was notified to Members after the agenda had been issued:

- b) Members had been asked to consider a request from the organisers of Parkrun to provide a room at the Oakwood Centre, free of charge, at 11am on a Saturday, at a date yet to be agreed, for some members of the Woodley Parkrun to undertake First Aid training. This request had been made following an incident on Saturday 16 April when one of the runners was taken ill.

Members considered the request and the matter of providing a First Aid space for Parkrun in the Oakwood Centre was also discussed. The Town Clerk explained that allocating a specific space each week might be difficult but confirmed that she and the Leisure Services Manager would make sure that the staff members responsible for the buildings were aware of the potential need to be of assistance if there were any health incidents during the run and work in a cooperative way with the organisers.

RESOLVED:

- ◆ To provide a room at the Oakwood Centre free of charge for Parkrun members to undertake First Aid training.

87. **COMMEMORATION OF THE QUEEN'S 90TH BIRTHDAY**

The Town Clerk presented Report No. SR 18/16. Members discussed the proposal and the way in which the medals could be presented by the Mayor.

RESOLVED:

- ◆ To purchase medals commemorating the Queen's 90th birthday to present to children at the town's primary schools and at Addington School and that the estimated cost of £5,801.10 be funded from the general reserve.

88. **WOODFORD PARK LAKE**

The Deputy Town Clerk presented Report No. SR 19/16.

In response to a question about the inclusion of a wildlife assessment, which Members felt would be important, the Deputy Town Clerk agreed that this would help towards gaining funding and that he would follow this up with the consultants. Concern was raised at the reference to the Friends of Woodford Park which was an embryonic group at this point and the Deputy Town Clerk said that the voluntary aspect of the project wouldn't be a particular group, although some funders do require a friends group, sometimes more formalised, and that he hoped that the project would engage with local groups who wanted to be involved.

While appreciating the previous work that the company had carried out for the Council, the Chairman believed that multiple quotes should be sought for future projects. The Deputy Town Clerk agreed that seeking several quotes was the norm for officers, however, the work required was specialised and, although he had spoken with the contractor carrying out the work at Southlake he had not been able to visit to discuss the project. The

Chairman suggested that the Town Council could make more use of the expertise at the Borough Council and this could be done through their Resources Manager.

RESOLVED:

- ◆ That £9,820 be allocated from the special projects earmarked reserve to fund the provision of a project plan for the lake at Woodford Park and that, as a specialist service, Landshape Design be commissioned to carry out the works in line with Financial Regulation 13 a) ii) (contracts).

89. **CHILDREN AND VULNERABLE ADULTS SAFEGUARDING POLICY**

The Town Clerk presented the policy that had been developed by the Leisure Services Manager. This had been an action point in last year's Risk Register. The Chairman suggested that the Council ask for an opinion on the policy from an appropriate officer at the Borough Council and the Town Clerk agreed to do this.

RESOLVED:

- ◆ To adopt the children and vulnerable adults safeguarding policy.

90. **3G PITCH PROJECT UPDATE**

Members noted the update on the 3G pitch project, which had been provided in the agenda. The Deputy Town Clerk confirmed that installation of the pitch was expected to be completed in mid May, but this was dependent on dry weather. The synthetic grass carpet was being laid and works on the car park layout, borders, fencing and drainage were all well underway, with tarmacing expected to take place the following week. The planings from the car park and roadway would be used to repair the Western Avenue entrance after the works were completed and for roadway repairs at the allotment site.

Members noted that officers had contacted the planning authority regarding the installation of the acoustic fence, which did not appear in the plans as now constructed. The Chairman reported that some nearby residents were unhappy about the acoustic fence and he had explained to them that this had been installed at their request after concerns had been raised about noise.

The Deputy Town Clerk also reported that the Football Foundation had been in touch to discuss the formal opening ceremony and Members would be informed of the arrangements once these had been finalised.

91. **PUBLIC TOILET UPDATE**

Members noted the update on the public toilet, which had been provided in the agenda. The Town Clerk reported on her most recent meetings with officers from Wokingham Borough Council and representatives from Danfo. It was noted that the possibility of reducing the size of the toilet unit might enable the toilet to be sited next to the site identified in the Crockhamwell Road car park. Members welcomed this and encouraged officers to pursue this possibility.

92. **GARDEN OF REMEMBRANCE**

RESOLVED:

- ◆ To approve the introduction of a charge for the display of plaques in the Garden of Remembrance for a further ten years, and that the charge be set at 50% of the cost of installing a plaque at the date of renewal.

93. **INSURANCE COVER**

RESOLVED:

- ◆ To note the review and renewal of the Council's insurance cover and the appendix listing the main items covered.

94. **LOCAL GOVERNMENT PENSION SCHEME**

Members noted the information provided about the introduction of a service level agreement between the pension fund and the employer. The service level agreement would be provided to the Committee once it had been finalised.

95. **BOROUGH PARISH LIAISON FORUM**

RESOLVED:

- ◆ To note the minutes of the Borough Parish Liaison Forum meeting held on 4 April 2016.

Under this item the Chairman raised the matter of items to note on agendas, the necessity for these and whether there were other ways of dealing with these. The Town Clerk explained that some items were useful to Members and kept them updated, even though no decisions were to be made on those matters. The Chairman suggested that this matter be discussed at the point at which the draft agendas are sent out to the Chairmen of committees and asked that Members consider this further.

96. **WDALC**

Members noted the correspondence received from the chairman of the Wokingham District Association of Local Councils (WDALC). The Chairman reported that he had discussed the letter with Councillor Barker, the Council's representative on that body, who had said that he could see the value of the county association but not the district association. After a short discussion it was

RESOLVED:

- ◆ To respond to the questions about the future of WDALC as follows:
 - That WDALC does not perform a useful role and should not continue in its current format.
 - That WDALC should not continue.
 - That WDALC be disbanded and that member councils instead send representatives to meetings of the BALC Executive Committee, as appropriate.
- ◆ That the Town Clerk provide a paper to the Committee on the value of the Council's affiliation to BALC/NALC.

97. **FUTURE AGENDA ITEMS**

The Chairman asked Members to send any suggested future agenda items to the Town Clerk.

98. **PUBLICITY AND WEBSITE**

The Chairman asked Members to send any items to be publicised to the Town Clerk.

99. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

100. **WOODFORD PARK LEISURE CENTRE REFURBISHMENT**

The Deputy Town Clerk presented Report No. SR 20/16. In response to a question he said that this was very much the first stage in the regeneration of the centre and that, with the closure of the Inn on the Park, events had forced the issue for the Council. The proposed works were required to make the former pub space fit for the sports centre's use.

Members discussed the works required and the costs and considered how this should be funded.

RESOLVED:

- ◆ That the proposed works to the former bar area at Woodford Park Leisure Centre, as set out in Report No. SR 20/16, be carried out.
- ◆ To recommend to Council that a loan of £110,000 over a 10 year period be applied for from the Public Works Loan Board to cover the costs of the proposed works to the former bar area at Woodford Park Leisure Centre to return this area to usable sports use.

[Town Clerk's note: this item will be an agenda item on the agenda for the Annual Meeting on 10 May 2016.]

101. It was proposed by the Chairman and

RESOLVED

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

102. **WOODFORD PARK LEISURE CENTRE DEVELOPMENT**

The Deputy Town Clerk presented Report No. SR 21/16 and the Leisure Services Manager presented his business case for the installation of a fitness gym in the former bar area following the agreed refurbishment.

The Chairman thanked the Leisure Services Manager for his well researched business case report.

RESOLVED:

- ◆ To accept the business case presented by the Leisure Services Manager for the installation of a fitness gym at Woodford Park Leisure Centre.
- ◆ To direct the Leisure Services Manager to prepare a full proposal in respect of suppliers, tenders and charges and present this at the next meeting of the Committee.

103. **VENUES MANAGEMENT AND MARKETING/PUBLIC RELATIONS**

The Town Clerk presented Report No. SR 22/16, which proposed a reorganisation of existing officers following the resignation of the Venues Manager and the engagement of a part time Marketing/PR Coordinator. The Town Clerk agreed to arrange an opportunity for the Leader of the Council to meet with proposed candidates for the coordinator role.

RESOLVED:

- ◆ To approve the arrangements set out in report no SR 22/16 to cover venues management for a period of 6 months with effect from 1 May 2016.
- ◆ To approve the job description and person specification for a part time Marketing/PR Coordinator and the engagement of a suitably qualified person in this role.
- ◆ That the costs of the above arrangements be met from savings from the vacant Venues Manger post.

The meeting closed at 10:35pm

Woodley Town Council 2015/2016

Current Account

List of Payments made between 01/01/2016 and 31/01/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
28-Jan-16	Personal Information	3673.38	Staff payments
22-Jan-16	AWD Chase de Vere	947.55	Refund payment under agreement
15-Jan-16	ACL Consultancy Solutions Ltd	1375.00	Consultancy support - catering arrangements
12-Jan-16	Allens Design Print Ltd	54.00	WTCMI banner patches
15-Jan-16	ASAP Computer Services	1902.00	Annual IT support & maintenance
15-Jan-16	ATCM	594.00	Annual WTCMI membership
22-Jan-16	BCM Group Plc	71.81	Service & maint photocopier WPLC
29-Jan-16	BE fuelcards	52.75	Diesel-OE55NNW-121846
08-Jan-16	BE Fuelcards Ltd	0.62	Admin charge
22-Jan-16	Bowak Ltd	421.20	Cleaning supplies
12-Jan-16	British Gas	2498.85	Electric supply
29-Jan-16	British Gas	2559.68	Electric supply
13-Jan-16	BT Retail	15.00	Phone
04-Jan-16	CF Corporate Finan	166.37	Qtrly rental charge photocopier
29-Jan-16	Circon Ltd-Crown Water & Coffee	89.40	Bottled water/qtrly rental charge
26-Jan-16	Crown Gas & Power	295.49	Gas supply
26-Jan-16	Crown Gas & Power	329.51	Gas supply
26-Jan-16	Crown Gas & Power	911.47	Gas supply
15-Jan-16	Drews Ltd	19.31	Building supplies
29-Jan-16	EDF Energy 1 Ltd	11.18	Electric for clock tower WTCMI
15-Jan-16	Energy Electrical Distributors Ltd	140.98	Electrical supplies
22-Jan-16	Eurodec Ltd	112.77	Decorating supplies
22-Jan-16	Fraser Office Supplies Ltd	169.10	Stationery supplies
12-Jan-16	Gary Starr Productions	1825.20	Panto performances Oakwood Centre
22-Jan-16	HMRC Cumbernauld	12142.74	PAYE & NI
22-Jan-16	InTouch	71.98	Monthly website charge
15-Jan-16	John Willis	120.00	Window cleaner
22-Jan-16	Just Around The Corner	5715.50	Grant - service level agreement
29-Jan-16	Lamps & Tubes Luminations Ltd	4898.56	WTCMI Christmas lights
15-Jan-16	Lloyds Bank	273.69	Cardnet charge
29-Jan-16	Lyreco UK Ltd	37.98	Stationery supplies
15-Jan-16	Mainstream Digital	55.46	Phone
15-Jan-16	Merchant Rentals	35.23	Monthly cardnet machine rental
29-Jan-16	PHS Group Plc	137.33	Rental dust mats
22-Jan-16	Prudential	30.00	AVC payment deducted from pay
15-Jan-16	Rigby Taylor	473.28	Gardening supplies
22-Jan-16	Riso UK Ltd	97.24	extra copies - copier
15-Jan-16	Southern Electric Contracting Ltd	685.49	Electric supply
29-Jan-16	Southern Electric Contracting Ltd	459.06	Electric supply
15-Jan-16	SSE Southern Electric	517.11	Electric supply
22-Jan-16	Thames Valley Temperature Control Ltd	2552.56	Service & maintenance boilers
29-Jan-16	Thames Valley Temperature Control Ltd	27652.80	Installation new boiler+hot water heater
11-Jan-16	Thames Water	150.84	Water rates
22-Jan-16	The Berkshire Pension Fund	11772.97	Pension - employers and employees
15-Jan-16	The Crown Estate Commissioners	750.00	WTCMI Christmas tree
29-Jan-16	The Reindeer Centre	1680.00	Reindeer hire - WTCMI
15-Jan-16	Token Security Solutions Ltd	115.55	Security/reception staff cover
29-Jan-16	Traditional Local Cleaning Ltd	3338.32	Contract cleaning
29-Jan-16	Trinity Mirror PublishING Ltd	231.00	WTCMI advertising
22-Jan-16	Unison Collection Ac	41.90	Union fees deducted from pay
22-Jan-16	Veolia ES - UK Ltd	322.56	Refuse collection
15-Jan-16	Vodafone Ltd	231.34	Phone
04-Jan-16	Wokingham BC	41.00	Rates
04-Jan-16	Wokingham BC	158.00	Rates
04-Jan-16	Wokingham BC	350.00	Rates
04-Jan-16	Wokingham BC	887.00	Rates
04-Jan-16	Wokingham BC	1849.00	Rates
		96112.11	

CLERKS IMPREST A/C

List of Payments made between 01/01/2016 and 31/01/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
27-Jan-16	(Personal Information)	90.00	Refund deposit
18-Jan-16	(Personal Information)	50.00	Refund deposit
19-Jan-16	(Personal Information)	5.00	Refund deposit
29-Jan-16	(Personal Information)	6.90	Refund deposit
19-Jan-16	(Personal Information)	15.00	Refund deposit
18-Jan-16	(Personal Information)	106.50	Refund deposit
11-Jan-16	(Personal Information)	50.00	Refund deposit
12-Jan-16	(Personal Information)	50.00	Refund deposit
14-Jan-16	(Personal Information)	5.00	Refund deposit
27-Jan-16	(Personal Information)	50.00	Refund deposit
29-Jan-16	(Personal Information)	6.25	Refund deposit
29-Jan-16	(Personal Information)	6.90	Refund deposit
22-Jan-16	Amazon UK	18.78	USB cables
11-Jan-16	Comm Sports Arts	309.40	Bulmershe 1Life refund
12-Jan-16	Dance Reality	100.00	Refund deposit
11-Jan-16	Lloyds Bank	25.42	Charges 10 Nov to 9 Dec 15
27-Jan-16	Lloyds Bank	42079.41	Net pay - January 2016
06-Jan-16	PETTY CASH A/C	161.19	Topup petty cash
19-Jan-16	Pictorial Meadows	127.74	Candy seeds (Flowers)
26-Jan-16	Reading Roadrunners	150.00	Refund deposit
12-Jan-16	Wokingham BC	277.34	Rates - WP flat
26-Jan-16	Woodley Carnival Comm	483.00	Grant-Woodley Carnival
05-Jan-16	WWW.Indespension.co	22.90	EL160 Trailer light assembly
		44196.73	

Woodley Town Council 2015/2016

Current Account

List of Payments made between 01/02/2016 and 29/02/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
26-Feb-16	ACL Consultancy Solutions Ltd	1375.00	Consultancy support - catering arrangements
26-Feb-16	Allens Design Print Ltd	1707.00	WTCMI leaflets & posters
26-Feb-16	Anne Owen Architects Ltd	962.40	Design work WPLC
26-Feb-16	ARC	200.00	Video production Community Youth Partnership
29-Feb-16	B and S Roofing	2957.64	Repairs to guttering WPLC
26-Feb-16	Badminton England	357.18	Badminton supplies
26-Feb-16	BCM Group Plc	15.22	Service & maint photocopier WPLC
12-Feb-16	BE Fuelcards Ltd	0.62	Admin fee
29-Feb-16	Berkshire Tree Care	744.00	WP Gardening service
05-Feb-16	Berkshire Tree Care	984.00	WP Gardening service
26-Feb-16	Bowak Ltd	431.78	Cleaning supplies
12-Feb-16	British Gas	49.41	Electricity supply
26-Feb-16	Brown Bag Cafe Ltd	54.90	Catering services
24-Feb-16	BT Direct Debits	528.43	Phone
24-Feb-16	BT Direct Debits	770.82	Phone
23-Feb-16	BT Group Plc	75.56	Phone
23-Feb-16	BT Group Plc	75.56	Phone
23-Feb-16	BT Group Plc	76.00	Phone
23-Feb-16	BT Group Plc	115.20	Phone
11-Feb-16	BT Retail	15.00	Phone
26-Feb-16	Bullseye Awards-Garments Ltd	19.40	Engraving - Badminton tournament
05-Feb-16	Circon Ltd t/a Crown Water-Coffee	40.08	Bottled water
29-Feb-16	Circon Ltd t/a Crown Water-Coffee	55.92	Bottled water
17-Feb-16	Crown Gas & Power	111.33	gas supply
17-Feb-16	Crown Gas & Power	309.19	gas supply
17-Feb-16	Crown Gas & Power	1296.86	gas supply
26-Feb-16	Earthing Equipment Supplies	306.00	Lightning conductor tests
26-Feb-16	EDF Energy 1 Ltd	11.18	Electric for clock tower WTCMI
26-Feb-16	Eurodec Ltd	21.52	Decorating supplies
29-Feb-16	Eurodec Ltd	46.03	Decorating supplies
29-Feb-16	Fox Williams LLP	2446.12	Legal advice
26-Feb-16	Fraser Office Supplies Ltd	98.03	Stationery supplies
12-Feb-16	Glendale Surveyors Ltd	90.00	Energy performance certificate - flat
26-Feb-16	Helen Masey	1352.00	Residents Survey 2015
26-Feb-16	HMRC Cumbernauld	10397.71	PAYE & NI
26-Feb-16	Involve Community Services	38.00	Health & Safety training WPLC
26-Feb-16	J P Lennard Ltd	124.30	Badminton supplies
26-Feb-16	John Willis	120.00	Window cleaner
26-Feb-16	Just Tiles Ltd	19.16	Decorating supplies
12-Feb-16	Lamps-Tubes Luminations Ltd	1646.25	WTCMI Christmas lights
26-Feb-16	Lantec Security Ltd	708.00	Annual maintenance - alarm system
12-Feb-16	Lloyds Bank	307.26	Cardnet monthly service charge
15-Feb-16	Mainstream Digital	0.24	Phone
15-Feb-16	Merchant Rentals	35.23	Monthly cardnet machine charge
12-Feb-16	MKR Electrical Services Ltd	485.72	Electrical supplies - flat/OC
26-Feb-16	Newsquest Media Group Ltd	715.70	Staff advertising
05-Feb-16	P-H Direct Van Sales Ltd	207.22	Vending supplies
29-Feb-16	P&H Direct Van Sales Ltd	329.46	Vending supplies
05-Feb-16	PHS Group Plc	261.34	Rental dust mats
15-Feb-16	Pitney Bowes	250.00	Postage topup
26-Feb-16	PRS for Music	205.03	Music licence OC
26-Feb-16	Prudential	30.00	AVC payment deducted from pay
26-Feb-16	R.E.S. Systems Ltd	204.06	Fire extinguisher service
26-Feb-16	Rialtas Business Solutions Ltd	318.00	Annual support - bookings system WPLC
26-Feb-16	Robinson Low Francis	666.00	Professional services - 3G pitch
26-Feb-16	SGW Payroll Ltd	152.66	Payroll services
26-Feb-16	T H White Ltd	370.09	Gardening supplies Depot
26-Feb-16	Thames Valley Temperature Control Ltd	821.10	Café repairs fridge/freezer seals

29-Feb-16	Thames Valley Temperature Control Ltd	308.10	Heat pump repairs WPLC
01-Feb-16	Thames Water	36.19	Water rates
02-Feb-16	Thames Water	286.75	Water rates
15-Feb-16	Thames Water	2041.95	Water rates
26-Feb-16	The Berkshire Pension Fund	10408.69	Pension - employers and employees
26-Feb-16	Thompsons Solicitors LLP	420.00	Legal services OC
26-Feb-16	Token Security Solutions Ltd	660.00	Annual key holding contract
12-Feb-16	Trade UK - BandQ	2886.99	Building supplies
26-Feb-16	Trade UK - BandQ	187.71	Building supplies
12-Feb-16	Trade UK - Screwfix	99.17	Building supplies
26-Feb-16	Trade UK - Screwfix	312.83	Building supplies
12-Feb-16	Traditional Local Cleaning Ltd	1440.74	Contract cleaning
26-Feb-16	UK Gravel Ltd	180.00	Green slate gravel Garden of Remembrance
26-Feb-16	Unison Collection Ac	32.20	Union fees deducted from pay
26-Feb-16	Veolia ES - UK Ltd	780.92	Refuse collection
26-Feb-16	Vodafone Ltd	247.73	Phone
05-Feb-16	Wingfield Engineering Ltd	221.65	MOT & service pick up truck
		56663.53	

CLERKS IMPREST A/C

List of Payments made between 01/02/2016 and 29/02/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
01-Feb-16	(Personal Information)	6.25	Cancelled WPLC course
01-Feb-16	(Personal Information)	45.00	Refund deposit
01-Feb-16	(Personal Information)	50.00	Refund deposit
01-Feb-16	(Personal Information)	50.00	Refund deposit
01-Feb-16	(Personal Information)	50.00	Refund deposit
03-Feb-16	(Personal Information)	50.00	Staff training-AAT
09-Feb-16	(Personal Information)	100.00	Refund deposit
16-Feb-16	(Personal Information)	5.00	Refund deposit
17-Feb-16	(Personal Information)	91.50	Refund deposit
08-Feb-16	Amazon UK retail	51.74	Swan 10 litre Urn
22-Feb-16	Amazon UK retail	14.93	Laptop bag case
24-Feb-16	Lloyds Bank	38567.13	Net payroll Feb 2016
05-Feb-16	Paperstone.co.uk	83.94	Tea bags/Coffee/Cup holders
17-Feb-16	PC World Online	599.98	HP Pavillion 15" Laptop
03-Feb-16	PETTY CASH A/C	109.47	Topup petty cash
08-Feb-16	Plusnet Plc	26.10	Phone
03-Feb-16	TV Licensing	145.50	OC TV Licence
03-Feb-16	Wokingham BC	138.00	Rates-Flat
22-Feb-16	Woodley Womens Club	50.00	Refund deposit
		40234.54	

Woodley Town Council 2015/2016**Current Account****List of Payments made between 01/03/2016 and 31/03/2016**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
18-Mar-16	Allens Design-Print Ltd	432.00	WTCMI leaflets & posters
11-Mar-16	Arkell & Hurcombe-Bronzeworks	90.00	Bronze plaque
18-Mar-16	Arkell-Hurcombe-Bronzeworks	90.00	Bronze plaque
31-Mar-16	Badgemaster Ltd	7.74	Staff name badge
18-Mar-16	Badminton England	357.18	Badminton supplies
18-Mar-16	BCM Group Plc	49.32	Service & maint photocopier WPLC
04-Mar-16	BE Fuelcards Ltd	42.20	Diesel
11-Mar-16	BE Fuelcards Ltd	33.77	BP unleaded fuel - Depot
18-Mar-16	Bowak Ltd	129.09	Cleaning supplies
31-Mar-16	British Gas	2738.33	Electricity supply
18-Mar-16	Brown Bag Cafe Ltd	116.58	Catering services
09-Mar-16	BT Group Plc	145.80	Phone
15-Mar-16	BT Retail	15.00	Phone
18-Mar-16	Came & Company IBA	34414.10	Insurance
18-Mar-16	Central Sports UK Ltd	205.00	Badminton supplies
24-Mar-16	Churchill Contract Services Ltd	6436.51	Contract cleaning
18-Mar-16	Circon Ltd - Crown Water-Coffee	31.68	Bottled water
31-Mar-16	Circon Ltd Crown Water - Coffee	40.08	Bottled water
18-Mar-16	Crown Gas & Power	284.46	Gas supply
18-Mar-16	Crown Gas & Power	316.82	Gas supply
18-Mar-16	Crown Gas & Power	1256.64	Gas supply
31-Mar-16	DCK Beavers Ltd	497.40	Accountancy services
31-Mar-16	Dejac Associates Ltd	1518.00	Install & configure new server OC
18-Mar-16	EDF Energy 1 Ltd	11.17	Electric for clock tower
11-Mar-16	Ellis Whittam Ltd	6390.00	Human Resources support - annual
18-Mar-16	Eurodec Ltd	421.10	Decorating supplies
11-Mar-16	Fencing Products Ltd	69.43	Garden supplies
18-Mar-16	Fraser Office Supplies Ltd	119.53	Stationery supplies
31-Mar-16	Fraser Office Supplies Ltd	84.59	Stationery supplies
18-Mar-16	G Wheadon	290.00	Turf mower service - Depot
18-Mar-16	Godfreys Sevenoaks Ltd	294.32	Garden supplies
18-Mar-16	HMRC Cumbernauld	10434.28	PAYE & NI - employers and employees
18-Mar-16	Howardson Ltd	96.93	Garden supplies - depot
31-Mar-16	Indepth Hygiene Services Ltd	624.00	Cleaning service café
24-Mar-16	InTouch	143.96	Monthly website charge
31-Mar-16	John Willis	120.00	Window cleaner
31-Mar-16	Just Tiles Ltd	13.27	Decorating supplies
11-Mar-16	Lamps-Tubes Luminations Ltd	420.00	WTCMI leaflets & posters
31-Mar-16	Lister Wilder Ltd	203.82	Garden supplies
14-Mar-16	Lloyds Bank	127.53	Cardnet service charge
18-Mar-16	Lyreco UK Ltd	185.87	Stationery supplies
16-Mar-16	Mailcoms Ltd	270.71	Mailcoms annual support/servic
14-Mar-16	Mainstream Digital	0.43	Phone
15-Mar-16	Merchant Rentals	35.23	Monthly cardnet machine charge
11-Mar-16	MKR Electrical Services Ltd	485.69	Electrical supplies
31-Mar-16	Newsquest Media Group Ltd	1068.77	Staff advertisement
11-Mar-16	Opus Business Systems Ltd	1038.00	Annual telephone system contract OC
31-Mar-16	P-H Direct Van Sales Ltd	374.36	Vending supplies
11-Mar-16	P&H Direct Van Sales Ltd	30.44	Vending supplies
18-Mar-16	Prudential	30.00	AVC payment deducted from pay
29-Mar-16	Public Works Loan	1528.16	Public Works Loan
30-Mar-16	Public Works Loan	29093.75	Public Works Loan
31-Mar-16	Public Works Loan	54035.46	Public Works Loan
14-Mar-16	Rathbone Invest Mge Ltd	2620.12	Addition to investment portfolio
11-Mar-16	Rialtas Business Solutions Ltd	133.20	Annual allotments software charge
18-Mar-16	Rigby Taylor	3140.91	Garden supplies

24-Mar-16	Riso UK Ltd	242.66	Copier charges - Oakwood Centre
18-Mar-16	Serviceline	2690.35	Hobart undercounter dishwasher & install
18-Mar-16	SGW Payroll Ltd	146.54	Payroll services
31-Mar-16	SGW Payroll Ltd	32.40	Payroll services
18-Mar-16	Siemens Financial Services Ltd	720.00	Photocopier qtrly rental
18-Mar-16	T H White Ltd	97.02	Garden supplies
31-Mar-16	Thames Valley Water Services Ltd	444.00	Water sample - risk assessment
18-Mar-16	The Berkshire Pension Fund	10409.40	Pension - employers and employees
31-Mar-16	The Letterworks Ltd	634.00	WTC newsletter
18-Mar-16	Trade UK - BandQ	150.64	Building supplies
18-Mar-16	Trade UK - Screwfix	172.01	Building supplies
11-Mar-16	Traditional Local Cleaning Ltd	1477.88	Contract cleaning
11-Mar-16	Travis Perkins Trading Co	3.66	Building supplies
18-Mar-16	Travis Perkins Trading Co	154.80	Building supplies
18-Mar-16	Unison Collection Ac	32.20	Union fees deducted from pay
24-Mar-16	Veolia ES - UK Ltd	1366.85	Refuse collection
31-Mar-16	Wyevale Garden Centres Ltd	74.33	Garden supplies
		182031.47	

CLERKS IMPREST A/C

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
02-Mar-16	(Personal Information)	50.00	Refund deposit
02-Mar-16	(Personal Information)	50.00	Refund deposit
02-Mar-16	(Personal Information)	50.00	Refund deposit
07-Mar-16	(Personal Information)	50.00	Refund deposit
08-Mar-16	(Personal Information)	50.00	Refund deposit
08-Mar-16	(Personal Information)	50.00	Refund deposit
21-Mar-16	(Personal Information)	150.00	Refund deposit
24-Mar-16	(Personal Information)	50.00	Refund deposit
24-Mar-16	(Personal Information)	50.00	Refund deposit
29-Mar-16	(Personal Information)	928.94	Staff payment
30-Mar-16	(Personal Information)	50.00	Refund deposit
30-Mar-16	(Personal Information)	50.00	Refund deposit
21-Mar-16	Activate Learning	227.50	Refund payment in error
15-Mar-16	Amazon uk Market	4.78	Phone cable lead
31-Mar-16	Berties Direct Ltd	58.26	Banquet rolls OC
30-Mar-16	Dance Reality	100.00	Refund deposit
22-Mar-16	Express Matting	189.00	Rubber grass mat
23-Mar-16	Lloyds Bank	38785.75	Net payroll-March 2016
30-Mar-16	Nothing But Padlocks	161.82	Weatherproof padlocks WTCMI
07-Mar-16	Participant UK Ltd	110.00	Coaching training
24-Mar-16	Pictorial Meadow	98.00	Seeds
02-Mar-16	Plusnet Plc	26.10	Phone
23-Mar-16	Rotary Club of Loddon Vale	50.00	Refund deposit
16-Mar-16	Sheds and Things.co.uk	489.00	Empire 4000 shed
02-Mar-16	Vodafone	247.73	Phone
11-Mar-16	Wokingham BC	288.00	Pre-planning application advice
		42414.88	

Risk Management Strategy

Risk is the threat that an event or action will adversely affect an organisation's ability to achieve its objectives and to successfully execute its strategies. Risk management is the process by which risks are identified, evaluated and controlled. Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives.

The effective management and mitigation of risk is a key issue for the success of any organisation or activity and it is important to understand the risks inherent in any decision. A structured approach to risk management can achieve this by enabling the decision to be made within a framework of better information about the potential outcome of a particular course of action. The Town Council has adopted a structured approach to risk management.

This strategy is intended as guidance to the Council and its management team and will be made available to all staff.

Aims and benefits

The aim of this strategy is to develop an awareness of the benefits of risk management within the Council. It also encourages everyone involved to adopt an open and structured approach to risk management. The Council intends that effective risk management will help to deliver -

- Increased certainty and fewer surprises.
- Better management of threats to cost, time and performance.
- Better grasping of opportunities to improve services.
- More effective management of change.
- Better management at all levels through improved decision making.
- Clear ownership and accountability for risk and its management.
- Better value for money for the council taxpayer.

Process

The overall process for the management of risk is set out at **Appendix 1**.

Ownership

The Risk Strategy is owned by the Council and implemented through the offices of the Town Clerk.

Assessment of risk

Each risk will be assessed in terms of its probability of occurrence and the potential impact on the Council. The following are the criteria by which each risk will be assessed:

Probability of Occurrence:

Category	Probability	Possible Indicators
Almost Certain (4)	>90% ¹	Frequent occurrence
Likely (3)	>60%	Regular occurrence
Possible (2)	>10%	Occasional occurrence
Unlikely (1)	<10%	Has never occurred

¹Any risk assessed as greater than 90% is almost certain to happen and should be addressed.

Evaluation of Impact:

Impact on Performance	Risk Threat
Major (4)	Financial Impact >£25,000 Fatality / disabling injuries to public or staff / Adverse national media attention / external intervention / total service disruption / extensive legal action against the Council
Serious (3)	Financial Impact >£15,000 Adverse local media attention / extensive public complaints / adverse comments by regulators or auditors / significant service disruption / failure to deliver projects or targets / service disruptions / injuries to public or staff / legal action against the Council
Significant (2)	Financial Impact >£5,000 Adverse service user complaints / service disruption / minor injuries and near misses to staff and public
Minor (1)	Financial impact less than £5,000 / isolated complaints / minor service disruption

Priority Ranking:

The ranking of an individual risk is calculated by multiplying its probability by its impact.

Risk Matrix:

The risk, using the above impact and likelihood ratings, can then be plotted onto the risk matrix and its classification identified:

	4	4	8	12	16
	3	3	6	9	12
	2	2	4	6	8
	1	1	2	3	4
Probability					
	1	2	3	4	
					Impact

Red = High Risk, Yellow = Medium Risk, Green = Low Risk

Roles and responsibilities

Risk management is only considered to be truly embedded when it functions as part of the Council's day to day operations. In order for this to be achieved it is vital that clarity exists to determine the various roles and responsibilities of individuals involved throughout the Council in the risk management process.

To ensure that this level of clarity exists, the Council has established a structure that shows how Members, Officers, Committees, Working Parties and individuals contribute to the overall risk management process.

Organisational Structure and Summary of Key Roles

Council	<ul style="list-style-type: none"> • Monitor risk management activity (via Strategy and Resources Committee) • Certification of the Council's Annual Statement on Internal Control
Strategy and Resources Committee	<ul style="list-style-type: none"> • Approve risk management policy and strategy and related documents • Approve content of risk registers and proposed risk mitigation plans and monitor implementation from reports from the Risk Management Working Party
Risk Management Working Party	<ul style="list-style-type: none"> • General oversight of the Council's risk management process • Receive regular reports to review/scrutinise/challenge current and proposed risk management procedures and processes • To recommend any amendments to the risk management framework, strategy and process • Identify, analyse and prioritise risks • Determine responsibilities and actions to control risks • Monitor progress on managing risks against action plans/projects • Review implementation of the risk management framework, strategy and process
Town Clerk	<ul style="list-style-type: none"> • Report to Members on the framework, strategy and process • Provide advice and support on risk management matters • Maintain the risk management policy, strategy and framework through review with management team (at regular team meetings and individually) • Identify, analyse and prioritise risks • Determine risk management action plans and delegate responsibility for control • Monitor progress on the management of risks
Staff and other stakeholders	<ul style="list-style-type: none"> • Maintain awareness of risks, their impact and costs and feed these into the formal risk management process • Control risks in their every day work • Monitor progress in managing job related risks

Risk registers

The Council will maintain computer based Strategic and Operational Risk Registers.

RISK MANAGEMENT PROCESS

Identifying risks

Risks and opportunities may be identified at any stage and should be included in the Risk Register. In order to capture as many of the risks and opportunities facing an activity or project methods used for identification could include:

- Brainstorming sessions with individuals, committees or panels and various levels of management.
- Checklists.
- Questionnaires.
- Learning from other projects, councils and auditors.

As risks are identified they will be recorded in the Risk Register. Each risk must be described in terms of the source of the risk, the consequences if it happens and the effect it would have on the Council’s activities or project as the case may be.

Risk ownership

Once a risk has been identified, it will be given an owner who is the person best able to manage the risk. The owner will be responsible for all aspects relating to the management of the risk or opportunity.

Risk evaluation

Each risk will be evaluated in accordance with the evaluation process set out in this strategy. This information will be entered in the Risk Register and will enable prioritisation of the risks within a certain area.

Risk planning

Once each risk has been identified and evaluated actions for dealing with it will be developed. These are known as risk responses and fall into one of four areas:

Terminate:	An action that allows the risk to be avoided.
Treat/Monitor:	An action that will reduce the impact and/or the probability of a risk.
Transfer:	Is there a stakeholder or another organisation better able to manage the risk?
Bear/Tolerate:	Accept the consequences if the risk occurs.

The Risk Register will identify the option selected to deal with each risk together with any actions that might be required.

Once the risk responses have been developed the risk owner must then decide which option to adopt. In reaching decisions as to which response should be used, a cost/benefit comparison should be made. For mitigation activities attracting significant cost (> £5,000) results will need to be recorded. It may be that external help is required to help decide the appropriate course of action, in which case the risk owner should record the date by which a decision must be made and the potential consequences if the decision is not taken by that date.

Following the decision to adopt a particular risk response, the owner must ensure that:

- The secondary risks associated with implementing the risk response are assessed and recorded.
- Where one exists the project plan is updated to include the activities associated with the risk response.
- Entries are made in the fields on the risk register detailing the predicted probability and impact evaluation, once the response activities are completed.
- A fallback/contingency plan is developed to address the consequences of the risk happening despite the response activities.

Risk owners must monitor the progress and success of their chosen response to risk on a regular basis. They should review all their risks and provide an evaluation of probability and impact on a regular basis.

Review

The highest priority risks are to be reviewed by the Risk Management Working Party. Risk monitoring will be reported to the Strategy and Resources Committee at the next meeting following the monitoring process.

The effectiveness of the process will be reviewed in April every year by the Risk Management Working Party and the Strategy and Resources Committee.

WOODFORD PARK LEISURE CENTRE REFURBISHMENT - FUNDING

REPORT OF THE TOWN CLERK

Purpose of Report

To inform Members of the estimated costs for the building works to bring the former bar area to a standard for use as a space for leisure and fitness activities and propose that consideration be given to applying for loan approval towards the project costs.

Background

At the end of October 2015 the Council took the decision to close the Inn on the Park pub after the company managing the pub decided it did not wish to renew its agreement with the Council. With income from the pub diminishing and the pub's increasing incompatibility with the leisure centre's customer base and activities the Council decided to use this space for essential income generating activities at the Centre. The flooring, décor, electrics and ventilation are not fit for purpose and require investment to bring the space back into use.

Information

After consideration by the Woodford Park Leisure Centre Regeneration Task and Finish Group and approval by the Strategy and Resources Committee the Maintenance Manager has drawn up a specification and sought costs for the proposed works. Some of the works costed could be considered part of the larger regeneration and improvement of the centre, for example the new window frontage, which will enhance the entrance area.

The works required to bring the area into use for leisure centre activities are listed in the attached **Appendix A**, with a total estimated cost of £110,000, including a 15% contingency identified as required. At its meeting on 26 April 2016 the Strategy and Resources Committee agreed that the works be carried out and recommended that Council consider seeking borrowing approval for this sum and, if approved, arrange a loan with the Public Works Loan Board (PWLB) (Min no. 100).

Before the unanticipated closure of the pub last year, the Council had already made plans to embark upon a refurbishment of the centre - in response to feedback from recent annual household surveys and its own assessment of the building. It had already set up the task and finish group and had had a feasibility study carried out by RPT Consulting in 2015 to assess new activities and sports that could be introduced at the centre and the adjustments that may be required to the building. The changing rooms have already been refurbished, as have the upstairs studio/meeting room spaces. The entrance area to the centre has also been upgraded with new signage and automatic doors installed.

The 3G project, which is about to be completed, will make a great improvement to the environs of the leisure centre with the car park resurfaced, refurbished tennis/netball court and an additional 50+ car parking spaces, as well as the new 3rd generation pitch. The focus going forward will be on the leisure centre itself and this stage can be regarded as the first stage in the longer term plan to regenerate the centre and its activities.

Resources

There are no grants or Section 106 funds available to fund the refurbishment of the former bar area. The Council's general reserve stands at £416,850, after the deduction of funds of £5,801 allocated by the Strategy and Resources Committee for the presentation of medals to the town's primary school children to commemorate the Queen's 90th birthday at its meeting on 26 April 2016 (Min no. 87). Members of the Strategy and Resources Committee considered that other projects

the Council wished to embark upon, including improvements to Woodford Park and the total refurbishment of the park's lake, would require significant funding to make the improvements required and that the costs of the required works to the leisure centre would be best funded through a loan, especially as this project would generate income to cover the costs of the loan.

With this in mind it is proposed that the Council consider seeking borrowing approval from the Department for Communities and Local Government for £110,000. It is further proposed that, subject to loan approval being granted, a fixed rate (annuity), fixed term loan of 10 years be arranged with the Public Works Loan Board. This is a government body that provides loan funding to public authorities for capital projects at lower rates than are available elsewhere to the Council.

The interest rates payable on loans from the PWLB can change daily. At the time of writing this report the borrowing rate for a fixed rate loan of 10 years was 1.97%, giving an annual loan cost of £12,173. The date a loan is drawn down may have a different interest rate payable than that published at the time a decision to apply for borrowing approval and loan is taken. The variation of interest rates at the present time is not great. **Appendix B** shows the PWLB rates as at 3 May 2016.

The guidance from the National Association of Local Councils on the borrowing approval system advises that certain criteria should be met including providing information on the Council's finances and confirmation that the purpose is for a capital item. The Council should also consult residents and make details of the project and plans for borrowing and loan repayments accessible to residents from an early stage with information on the project's progress available to residents. The Council has evidence of residents' views on the centre and the need for refurbishment and, as already stated, has made some progress to address these. The addition of a well appointed and suitable extra space in the centre will indicate to residents that the Council is responding to their views and taking steps to make further improvements and increase access to local sports and fitness activities.

The guidance also advises that an application should be made after consents, such as planning applications have been received.

Timing

Tenders for the works required to bring the area up to standard have been received and it is hoped that the works can be commissioned in June 2016, with a view to the refurbished and opened out space being available for use as a fitness gym from October 2016.

The Council has requested pre application advice from the planning authority to determine whether or not the change in use will require a planning application to be submitted. If permission is required this would delay the works and the drawing down of the loan if borrowing approval is given.

The loan can be drawn down at any time within a year of receiving borrowing approval and the sum drawn down can be reduced if the Council does not require the total borrowing level approved.

Financing a loan

The Council's existing loans are shown in **Appendix C**, attached. The table shows the date, length and interest rate payable, as well as the annual cost of each loan.

Appendix D shows the loan will need to be financed from the general reserve initially, with surplus income from the gym anticipated to cover the cost of the loan in 2018/19 and contribute to the Council's finances from that point. Income estimates are based on a prudent membership growth over the 4.5 year period.

Other financial factors should be taken into account when considering the proposed loan length and the annual cost. The Council has been informed that it will receive an estimated £9,000 less

in precept grant funding in 2017/18, and this year will see only a part year (9 months) operation of the new 3G pitch. However, Woodford Park Leisure Centre's existing activities have been increasing income at the centre over the past two years and a marketing plan to increase income at the Oakwood Centre should be underway in the coming months.

With the above in mind it is proposed that the Council consider making an application for borrowing approval for the sum of £110,000 and, if approved by Government, apply for a loan of £110,000 over a period of 10 years (estimated interest rate of 1.97% - this is variable) from the Public Works Loan Board.

A 10 year loan would ensure the debt is paid within a reasonable period and is at a level that can be met from Council reserves should the project be delayed for any reason.

An application for borrowing approval requires the approval of a resolution of the Council.

RECOMMENDED:

- ◆ **That the Council consider making an application for borrowing approval for a sum of £110,000 to fund building works to the former bar area at Woodford Park Leisure Centre to make this into a useable space at the centre and, subject to receiving this, make an application for an annuity loan from the Public Works Loan Board, at a fixed interest rate, payable over a period of 10 years.**

Woodford Park Leisure Centre

Proposed pub space refurbishment estimates

Item	Detail
Building works	Work includes strip existing FF&E, removal of walls to cellar, cupboard and preschool cupboard, removal of existing plumbing and drains, remove existing ceiling, block up unrequired doors and shutters, install new RSJs as required, plaster all walls and ceilings, create new storage areas
Air Conditioning	Remove existing mechanical services, install new air conditioning and ventilation system
Windows	Removal of all existing including dwarf walls and replace with floor to ceiling aluminium frame to match front doors, includes additional 3 x windows where current cellar door is
Electrical works	Strip all existing electrics, install new distribution board, new cable runs, new lighting, sockets and switches
Flooring	Removal of old flooring and installation of new floor to whole area including areas where walls are removed
Decoration	Includes painting & decorating in house and signage, wall/window graphics
FF&E	New internal entrance doors, mirrors, lockers, water cooler, gym desk, rubber matting
Structural engineer	Survey walls to be removed, extra window opening, existing RSJs, roof loading
Audio Visual	Installation of gym designed audio visual system including all hardware
Miscellaneous	Alterations to fire alarm system
Contingency	15% of above costs
Total: £110,000	



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 CRND
 PWLB
 Guarantee Schemes

PWLB > Lending Arrangements > Fixed Rate Loans

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100%

Data Date: 03-May-2011

PWLB

FIXED RATE LOANS - ESTIMATED REPAYMENT COSTS

Amount of Advance: 110,000.00

Period (years)	Annuity			EIP			
	Rate (%)	½ Yearly Cost (£)	Total Cost (£)	Rate (%)	Initial ½ Yearly Costs (£)	Reduces by each ½ year (£)	Total Cost (£)
Over 4½ not over 5	1.57	11,480.50	114,805.00	1.56	11,858.00	85.80	114,719.00
Over 9½ not over 10	1.97	6,086.49	121,729.80	1.96	6,578.00	53.90	121,319.00
Over 14½ not over 15	2.37	4,378.41	131,352.30	2.34	4,953.67	42.90	129,948.50
Over 19½ not over 20	2.70	3,577.09	143,083.60	2.64	4,202.00	36.30	139,766.00
Over 24½ not over 25	2.96	3,129.02	156,451.00	2.88	3,784.00	31.68	150,392.00
Over 29½ not over 30	3.15	2,847.42	170,845.20	3.06	3,516.34	28.05	161,331.50
Over 39½ not over 40	3.36	2,509.95	200,796.00	3.30	3,190.00	22.69	183,507.50
Over 49½ not over 50	3.35	2,274.49	227,449.00	3.37	2,953.50	18.54	203,601.75

- Note:**
1. Although this report provides figures for repayment periods of between 5 and 50 years, in practice loans may be repaid over any period between 2 and 50 years.
 2. Amounts payable on loans from the Board are calculated on the assumption that loans will run their full term as agreed when the loans were originally made.
 3. If a borrower wishes to make a premature repayment of a loan, either in whole or in part, it should contact the Board giving full details beforehand. The Board will usually agree to accept this request but it should be noted the premium will be payable when the interest rate on the loan to be repaid is higher than the current interest rate for loan repayable by the same method and over the same period as that remaining on the loan which it is proposed to repay. When the interest rate on the loan to be repaid is lower than the current interest rate, a discount will be allowed.

Use of these data assumes compliance with the DMO's terms of use

[terms of use](#)

Woodley Town Council Loans

APPENDIX C

Loan Ref	Amount	Taken out	Term (yrs)	% interest	Annual payment	Ends	Total cost	Purpose of loan	Type of loan
485970	32210.84	2002	19	5.13	3056.32	2021	58070.08	Woodford park - loan transferred from Reading BC to PWLB	Annuity
485429	1,225,000.00	30/03/2001	25	4.75	58,187.50	2026	1,454,687.50	Oakwood Centre - construction	Maturity
484459	500,000.00	07/07/2000	25	5	25,000.00	2025	625,000.00	Oakwood Centre - construction	Maturity
484069	275,000.00	31/03/2000	25	5	13,750.00	2025	343,750.00	Oakwood Centre - construction	Maturity
474747	75,000.00	03/10/1994	25	9.25	7,745.22	2019	193,630.50	Bulmershe leisure centre refurbishment	Annuity
467556	85,000.00	04/10/1989	40	9.75	8,475.62	2029	339,024.80	Airfield centre construction	Annuity
460907	200,000.00	16/09/1986	40	9.875	20,176.98	2026	807,079.20	Extension of sports hall & alterations to lesiure centre	Annuity
454569	43,000.00	18/07/1984	60	11.625	5,004.44	2044	300,266.40	Chapel Hall - refurbishment	Annuity
489575	120,000.00	Jan-05	26	4.65	8001.80	2031	208046.80	Oakwood Centre - additional costs	Annuity
504186	255,000	Jun-15	15	3.03	21,281.16	2031	319217.40	3G pitch, refurbishment tennis/netball court, new car park and resurfacing of main car park and access road	Annuity
	2,810,210.84				170,679.04		4,648,772.68		

Loan information - based on draw down of loan in June 2016**APPENDIX D**

	2016/17	2017/18	2018/19	2019/20	2020/21
Total annual cost of loan(2 payments pa)	12173	12173	12173	12173	12173
Estimated surplus/deficit (-) fitness gym	-1369	5555	14750	19800	21300
Released funds (from loans repaid)	0	0	0	3873	7745
General reserve funding required	10804	6618	0	0	0
Surplus - to general reserve/other activities			2577	11500	16872

The above figures assume a loan is drawn down in June 2016 and the fitness gym is operational from October 2016

The released funds of £3873 relate to a half year loan payment of a loan that will cease in March 2019, with the full loan (£7745) no longer payable in 2020/21.

In 2016/17 income from the fitness gym is part year - 6 months.

TIMETABLE OF MEETINGS - 2016/17
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All Council and Committee meetings are held on Tuesdays. Plans Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

PLANNING COMMITTEE	LEISURE SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2016</u>	<u>2016</u>	<u>2016</u>	<u>2016</u>
17 May 7 June	31 May (SH)	14 June	Annual Meeting: 10 May 28 June
5 July 26 July (SH) 23 August (SH) 20 September	6 September	13 September	27 September
18 October 15 November	8 November	22 November	6 December
13 December <u>2017</u>	<u>2017</u>	<u>2017</u>	<u>2017</u>
10 January 31 January	17 January	24 January	7 February
28 February 28 March 25 April	11 April (SH)	18 April	Town Electors: 7 March Annual Meeting: 9 May

(SH = School Holidays)

SCHOOL TERM DATES

2016 Monday 11 April to Wednesday 20 July
Monday 5 September to Tuesday 20 December
(NOTE: Training days - to be agreed)

Half Term: 30 May - 3 June
Half Term: 24- 28 October

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

2017 Wednesday 4 January to Friday 31 March
Tuesday 18 April to Tuesday 25 July
(NOTE: Training days - to be agreed)

Half Term: 13 - 17 February
Half Term: 29 May - 2 June

Good Friday: 14 April 2017
WBC Elections: None in 2017

REPORTS FROM OUTSIDE BODIES

ARC

Referrals for ARC remain on the increase. This is as a result of additional stresses both an adults and children, the latter predominantly around school pressures/exams/family etc. Both Woodley schools no longer have ARC within the schools but ARC have responded by offering services via the GP's and the 3 evenings (for young people) per week at the Oakwood Centre. as a result ARC are seeing an additional 30 young people per week.

ARC are fully staffed having increased their counsellors to try to deal with the demand. At present there are 38 young people and 35 adults on the waiting list, (approximately 4 – 6 weeks wait) However should someone be at crisis point, they are fast tracked to avoid delay.

ARC are also running workshops for parents of anxious children as well as some workshops for anxious children around exams. It is likely that there will be additional workshops planned as they have proved very popular.

Shelagh Flower

Robert Palmer Almhouse Charity

Councillor Sam Rahmouni had attended a meeting on 5 April 2016. Some health and safety issues at the almshouses are being addressed and general maintenance continues to be undertaken.

Sonning & District Welfare & Education Trust

Cllr Darren Smith had been unable to attend the meeting held on 8 March 2016, but had submitted the minutes of the meeting.

Town Mayor's Engagements – 10 February 2015 to 10 May 2015

March	7	Photocall to mark the start of construction of the 3G pitch at Woodford Park
	20	Woodley Festival of Music and Arts Finale Concert
April	3	Theatretrain "Playathon" fundraiser
	17	Rotary Club/Waitrose Trolley Dash
	22	Civic Reception and Citizens' Awards Presentation
	28	Addington School production of Oliver!
May	1	Start of the Classic Car Tour from Woodford Park
	6	Attend League Cup Final at Henley Town FC as guest of Woodley United
	8	Prize giving for Woodley 10km Road Race
	9	ARC AGM

Deputy Town Mayor's Engagements

March	12	Magistrates' Mock Trial Competition (Heat)
	20	Woodley Festival of Music and Arts Finale Concert
April	16	Official launch of Brown Bag at the Oakwood Centre
	16	Keep Mobile AGM

Annual Meeting of the Council

10 May 2016

Appendix 11

Terms of Reference for Working Parties
and Sub Committees

Investments Working Party - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

The working party's role is of an advisory nature with regard to the review and monitoring of the Council's long term investments, the Council's Investment Strategy and the Council's Treasury Management Strategy.

Membership of the working party

There shall be at least four members of Council appointed to the working party. Officers will be in attendance at all meetings.

Meetings

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

Terms of operation

To receive information on the performance of the Council's long term investments.

To receive advice from the Council's Financial Adviser regarding the Council's investments and its Investment Strategy.

To review and make recommendations to the Strategy and Resources Committee or Council on investment matters, the Investment Strategy and the Treasury Management Strategy, as appropriate.

To consider any other matters relating to the Council's long term investments, and make recommendations to the Strategy and Resources Committee for decision.

Risk Management Working Party - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

To review and monitor the risk management strategy and process and make any recommendations to the Strategy and Resources Committee on these matters.

Membership of the working party

There shall be at least three members of Council appointed to the working party. Officers will attend the meetings of the working party, as appropriate.

Meetings

Meetings of the working party will take place at least four times a year. Additional meetings may be organised, as appropriate and necessary.

Terms of operation

To have general oversight of the Council's risk management process.

To receive regular reports to review/scrutinise/challenge current and proposed risk management procedures and processes.

To recommend any amendments to the risk management framework, strategy and process to the Strategy and Resources Committee.

To identify, analyse and prioritise risks.

To determine responsibilities and actions to control risks.

To monitor progress on managing risks against action plans/projects.

To review the implementation of the risk management framework, strategy and process.

To make recommendations to the Strategy and Resources Committee or Council on any matters outside the remit of the working party in respect of risk management matters.

The Catering Partnership ~~Management Panel~~ – Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

~~2.1.1~~ The aim of the Partnership ~~Management Panel~~ is to support the catering working partnership through monthly management meetings and information exchange, and to provide longer term data and plans to the ~~Strategy and Resources Committee~~ Partnership Management Board. The role of the Panel is definitively one of support and monitoring (ie it will not seek to involve itself in or control specific operational issues).

Membership of the panel and meetings

~~2.2~~ The Partnership ~~Management Panel~~ will meet monthly and will comprise at least one of the two original directors/principals from ~~JIP~~ Brown Bag, WTC managers, ~~JIP~~ Brown Bag Managers and **four Members of Woodley Town Council**. ~~The Panel might also include a non-operational representative from JIP (such as a representative from the CiC Board once the CiC is established).~~

Meetings

~~2.3~~ ~~These~~ The meetings are intended to be highly operational meetings and must include operational staff.

~~2.4~~ Each month, trading figures will be prepared by representatives from ~~JIP~~ Brown Bag and provided to the partnership meetings and Strategy and Resources Committee. ~~WTC and presented to all staff (including the Catering Manager, for example)~~

~~2.5~~ ~~Each six months (or as required) trading figures, plans and evaluative information will be collated and presented to support Partnership Board meetings. Partnership Board feedback and direction will be accepted and implemented~~

~~2.6~~ The inaugural meeting(s) of the Partnership ~~Management Panel~~ should include priority agenda items as follows

- Directions from the Partnership ~~Management Board~~
- Bar management, licensees and associated matters
- Policies and Procedures not yet in place but required (listed, prioritised and allocated as tasks, as appropriate) including training and development, volunteering, grievance and disciplinary
- How ~~SiS~~ Brown Bag and WTC will work together and separately to promote and market the Catering operation overall, and outlining fair and reasonable approaches to resourcing this
- An approach to creating a clearer identity for the café
- Workflows (including invoicing, management accounting, bookings and the functioning of the ~~Panel~~ partnership)
- A volunteering strategy and plan
- A comprehensive quality framework (including compliance specifications in the Contract – such as the Health and Safety File, performance indicators, customer feedback from all areas of the catering operation, reporting)
- Financial projections for the coming year (including staffing structure and equipment)
- Plans and developments for the coming year and beyond
- Contingency/ risk plans for the priority activities

Standing Orders and Financial Regulations Working Party - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

The working party's purpose is to review the Council's standing orders, the powers and duties of the committees and the financial regulations, in line with legislation and any other relevant matters, and to recommend any changes to these documents to the Strategy and Resources Committee.

Final approval of these documents is required by Council.

Membership of the working party

The working party will be made up of three members of Council.

The Town Clerk will attend meetings of the working party.

Meetings

Meetings of the working party will take place as necessary to meet the overall purpose.

Terms of operation

To provide reports of meetings to the Strategy and Resources Committee.

To make recommendations to the Strategy and Resources Committee (final approval required by Council) on amendments to the Council's Standing Orders, the committees' powers and duties and the financial regulations, as appropriate.

The order of priority for the work of the working party shall be:

1. Standing orders and the powers and duties of standing committees.
2. Financial regulations.

Personnel Sub Committee - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

The sub committee's role is of an advisory nature with regard to the review of personnel and establishment matters.

Membership of the working party

There will be at least 4 councillors appointed to the sub committee. Officers will be in attendance at all meetings.

Meetings

Meetings of the sub committee will take place when there is a requirement for personnel and establishment matters to be reviewed or considered.

Terms of operation

To receive reports and advice from officers on matters relating to the staff establishment, job descriptions, pay scales, personnel policies, training and other terms and conditions where appropriate and in line with Standing Order 33 b) which states:

"All permanent Council employees shall be employed under the conditions set by the National Joint Council for Local Government Services and on the advice of the National Association of Local Councils. Where appropriate, the Council may determine its own terms and conditions for specific posts having regard to relevant employment legislation and on approval by the Council's Strategy and Resources Committee."

To consider any such reports and advice and make recommendations to the Strategy and Resources Committee in respect of those reports and advice.

Where a councillor panel is required for a disciplinary or grievance hearing at least one member of the Personnel Sub Committee should serve on the panel, if practicable. The remaining members of the panel will, as far as is practicable, be drawn from the members of the Strategy and Resources Committee.

Any councillor appeal panels required to be constituted will, if practicable and there are sufficient councillors with no prior knowledge of the matter, be drawn from the members of the Personnel Sub Committee and the Strategy and Resources Committee.

The panels for any appointments to be made by councillors, as set out in Standing Order 33 c)*, will be formed from the membership of the Personnel Sub Committee and the Strategy and Resources Committee, where practicable. ([The appointment of the Town Clerk to be made by Full Council](#))

* ~~the posts of Town Clerk and all those~~ [the following](#) management posts reporting directly to the Town Clerk ([Service Support Manager](#) [Deputy Town Clerk](#), Committee Officer, Leisure Services Manager, Head Groundsman, ~~Oakwood Centre Manager~~).

Woodford Park Leisure Centre Regeneration Task and Finish Group

Terms of Reference

Parent Committee – Strategy and Resources Committee

Purpose

To discuss and explore a range of matters relating to the regeneration of Woodford Park Leisure Centre including:

- Potential new activities, their costs and their potential to raise additional income
- The potential for partnership working with Bulmershe Gym Club and Badminton England at the centre
- A review of existing facilities at the centre

Membership

Four Members from the Strategy and Resources Committee

Four Members from the Leisure Services Committee

Meetings

Meetings will take place over the municipal year and their timing will be arranged, as far as possible, to allow reporting to the Leisure Services and the Strategy and Resources Committees.

Reporting

The group will report and make any recommendations to the Strategy and Resources Committee. Minutes of the meetings will be provided to both the Leisure Services and the Strategy and Resources Committees.

Community Youth Partnership - Terms of Reference

Parent Committee: ~~Community~~ Leisure 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~~ Leisure 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 Leisure~~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~~ Leisure Services Committee.
- To provide reports of meetings held to the ~~Community~~ Leisure Services Committee.

Bulmershe Site of Urban Landscape Value Joint Working Party Terms of Reference

Reporting arrangements

The joint working party will report to Earley Town Council and Woodley Town Council.

Overall purpose

To protect the Bulmershe SULV, as currently defined in the Wokingham Borough Council MDD DPD and as shown on the attached map (Appendix A), from development.

Membership of the working party

2 members from Earley Town Council, with one named substitute.

2 members from Woodley Town Council, with one named substitute.

There will be a maximum of 4 voting members at each meeting.

The quorum will be 3 voting members.

Officers from both councils will be in attendance at all meetings

Meetings

Meetings will be arranged as necessary.

Terms of operation

To define and maintain a joint statement on reasons for the Bulmershe SULV to exist.

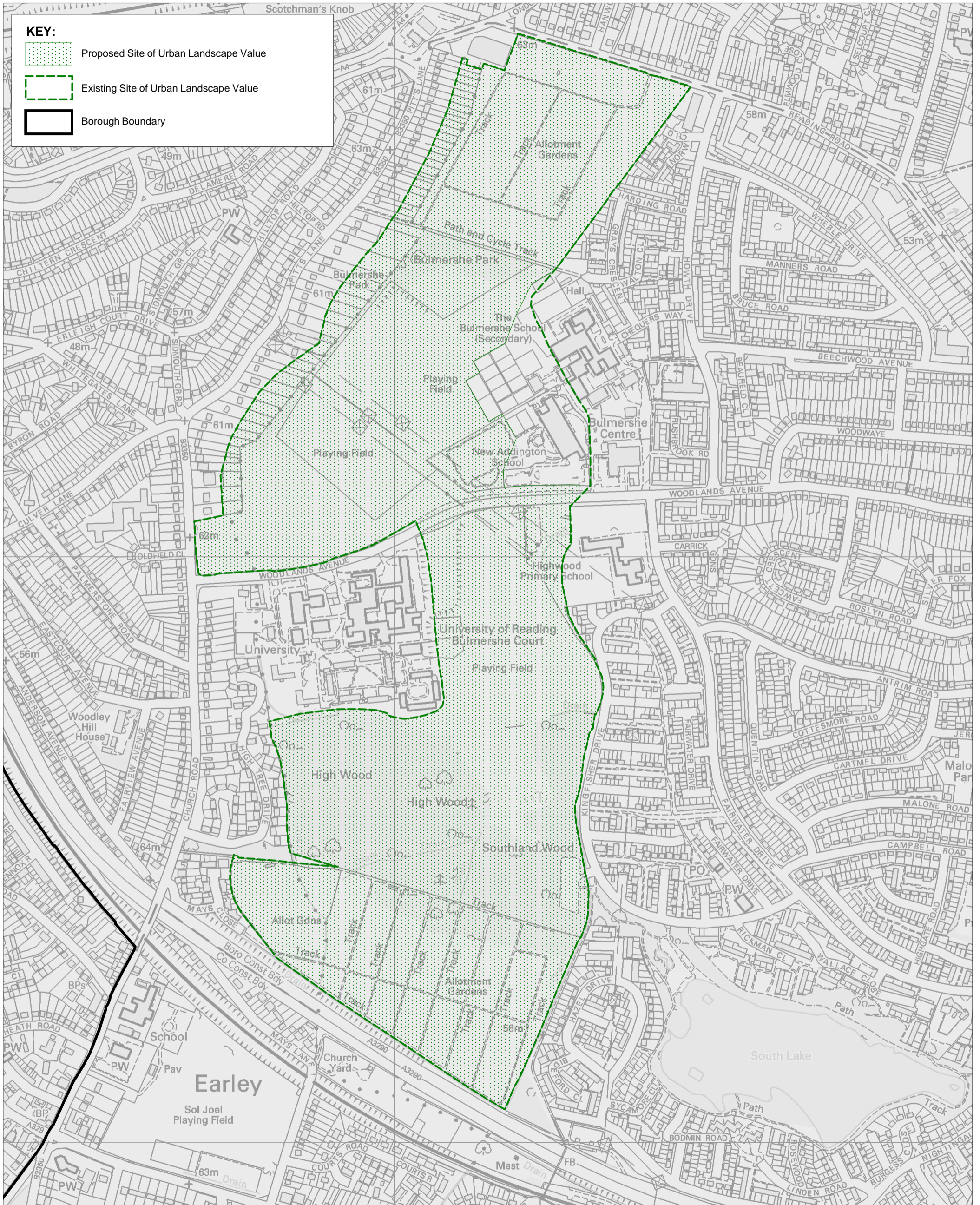
To review all existing policies in place to protect the Bulmershe SULV.

To propose joint submissions regarding planning policy, at the appropriate times.

To propose joint submissions regarding planning applications which have the potential to impact the Bulmershe SULV.

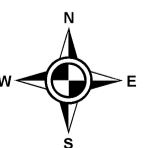
LANDSCAPE DESIGNATIONS

Map 311 - Amend Site of Urban Landscape Value at Bulmershe, Woodley defined in policy TB22



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Scale 1:6,000 at A3