



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

To: **ALL MEMBERS OF THE COUNCIL**

NOTICE IS HEREBY GIVEN that a Meeting of the Town Council will be held at The Oakwood Centre on Tuesday 12 December 2017 at 8:00pm.

Kevin Murray
Deputy Town Clerk

Before the start of the meeting the Town Mayor will present grant cheques to representatives of local community groups and other organisations and individuals.

Town Forum

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

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

A G E N D A

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

3. **MINUTES OF COUNCIL MEETING HELD ON 3 OCTOBER 2017**

To approve the minutes of the Annual Meeting held on 3 October 2017, and that they be signed by the Chairman.

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4. **COMMITTEE REPORTS**
To receive reports from the following:
- | | | | |
|-----|----------------------------------|------------------|---------|
| 4.1 | Planning Committee | 10 October 2017 | Page 9 |
| 4.2 | Planning Committee | 7 November 2017 | Page 19 |
| 4.3 | Leisure Services Committee | 21 November 2017 | Page 29 |
| 4.4 | Strategy and Resources Committee | 28 November 2017 | Page 33 |
| 4.5 | Planning Committee | 5 December 2017 | Page 49 |
5. **COMMITTEE MEMBERSHIP**
To note that Councillor Lay has resigned from the Leisure Services Committee and to consider appointing a replacement.
6. **LEADER'S STATEMENT**
To receive a statement from the Leader of the Council.
7. **WOODLEY PRE-SCHOOL**
To consider **Report No. FC 4/17**. Page 57
8. **OUTSIDE BODIES**
To receive any reports from Town Council representatives on outside bodies.
(Appendix 8) Page 59
9. **TOWN MAYOR'S ENGAGEMENTS**
- | | | |
|----|--|---------|
| a) | To receive a report from Councillor Jenny Cheng on her engagements as Town Mayor. (Appendix 9) | Page 60 |
| b) | To receive a report from Councillor Sam Rahmouni on his engagements as Deputy Mayor. (Appendix 9) | Page 60 |
10. **FUTURE AGENDA ITEMS**
To consider any items for inclusion in future Council agendas.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 3 October 2017 at 8 pm**

Present: *Councillors J. Cheng (Chairman); K. Baker; S. Brindley; A. Chadwick; C. Dixon; P. Etherington; M. Forrer; B. Franklin; K. Gilder; R. Horskins; J. MacNaught; D. Mills; S. Rahmouni; D. Smith; W. Soane; D. Stares; J. Trick; M. Walker*

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

Also present: *Peter Absolon, Professor Sophie Bowlby and Trevor Bottomley from ReadiBus
Inspector John Donachy, Thames Valley Police
2 members of the public*

Before the start of the meeting:

- *Peter Absolon, Professor Sophie Bowlby and Trevor Bottomley gave a presentation about the service provided by ReadiBus, as reported in **Appendix A**.*
- *Inspector John Donachy, Thames Valley Police, gave a presentation about the Community Speed Watch scheme, as reported in **Appendix B**.*
- *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.*

Before opening the meeting the Mayor congratulated the Friends of Woodford Park on receiving a "thriving" award in the "It's Your Neighbourhood" category of Thames and Chiltern in Bloom. Congratulations were also given to the Town Centre Manager for achieving a silver award for Woodley town centre's floral display.

33. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors T. Barker, R. Dolinski, D. Fradley, M. Green and P. Wicks.

34. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

35. **MINUTES OF COUNCIL MEETING HELD ON 27 JUNE 2017**

The Town Mayor presented the minutes of the Council meeting held on 27 June 2017.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 27 June 2017 and that they be signed by the Mayor as a correct record.

36. **COMMITTEE REPORTS**

36.1 **Minutes of the Planning Committee: 18 July 2017**

Councillor Walker presented the minutes of the Planning Committee meeting held on 18 July 2017.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee meeting held on 18 July 2017.

36.2 **Minutes of the Planning Committee: 15 August 2017**

Councillor Walker presented the minutes of the Planning Committee meeting held on 15 August 2017.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee meeting held on 15 August 2017.

36.3 **Minutes of the Leisure Services Committee: 5 September 2017**

Councillor Soane presented the minutes of the Leisure Services Committee meeting held on 5 September 2017.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 5 September 2017.

36.4 **Minutes of the Planning Committee: 12 September 2017**

Councillor Walker presented the minutes of the Planning Committee meeting held on 12 September 2017.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee meeting held on 12 September 2017.

36.5 **Minutes of the Strategy and Resources Committee: 19 September 2017**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 19 September 2017.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 19 September 2017.

37. **AUDIT 2016/17**

The Town Clerk presented the audited Annual Return for 2016/17 and informed Members that the Finance Officer had had a much greater involvement in the production of the Annual Return than in the past and that the format of the financial statements was now much clearer than in previous years.

RESOLVED:

- ◆ To receive the external auditor's opinion on the audit of the 2016/17 Annual Return
- ◆ To adopt the audited Annual Return for 2016/17.
- ◆ To note that the Notice of Conclusion of Audit had been displayed on public noticeboards at the Oakwood Centre and on the Council's website from 20 September 2017.

38. **LEADER'S STATEMENT**

The Leader of the Council informed Members that he had not prepared a statement to be delivered at this meeting, as he had been aware that two presentations were scheduled for the start of the meeting and he did not wish to add to the length of the meeting. However, he informed Members that the PR/Marketing Working Group was working on plans to have regular monthly performances on the Centre Stage and said that discussions were underway with Wokingham Borough Council regarding the replacement of the young children's play equipment under the sail area in the town centre. He also reported that the Town Council had made a bid for Section 106 funding for the replacement of the young children's play equipment in the area opposite the skate park in Woodford Park.

39. **WOODLEY MEMORIAL RECREATION GROUND CHARITY**

RESOLVED:

- ◆ To note that the 2016/17 Annual Return to the Charity Commission was submitted on 25 September 2017 on behalf of the Town Council, the charity trustee.

40. **WOKINGHAM BOROUGH COUNCIL**

Members noted receipt of an introductory letter from Manjeet Gill, the recently appointed interim Chief Executive at Wokingham Borough Council.

RESOLVED:

- ◆ To invite the new Wokingham Borough Council Chief Executive to speak to the Town Council at a future meeting.

41. **OUTSIDE BODIES**

Members noted the written report on the Poor's Land Charity submitted by Councillor Cheng and distributed with the agenda.

The following verbal reports were made:

Councillor Gilder informed Members that the Wokingham Borough Sports Council was requesting nominations for the annual sports awards and would be pleased to receive nominations from the Town Council. The Town Clerk asked Councillor Gilder to forward the nomination information to her, as the Council had not received it, and said she would contact Councillors when the information was received.

Councillor Smith reported that he had attended a meeting of the Sonning and District Welfare and Educational Trust and that there had been no requests for help from the trust in the last six months. He asked Councillors to pass on the details of anyone who might need help from the trust.

42. **TOWN MAYOR'S ENGAGEMENTS**

- a) Councillor Cheng informed the Council of the 4 events she had attended as Town Mayor and noted that she had been unable to attend the Wokingham District Cancer Care Trust cheque presentation to the Sue Ryder charity, which was listed in the agenda.
- b) Councillor Rahmouni reported on the 3 events he had attended as Deputy Town Mayor.

43. **FUTURE AGENDA ITEMS**

Councillor Baker suggested that more speakers should be invited to speak to the Council and he asked that any ideas be sent to the Town Clerk. The following suggestions were put forward at the meeting:

- Officers from Wokingham Borough Council could be invited to speak about their work.
- A visit could be arranged to the Re3 works at Smallmead.

Meeting closed at 9:25pm

APPENDIX A

The Mayor welcomed Peter Absolon, Sophie Bowlby and Trevor Bottomley to the meeting. Trevor Bottomley, Honorary Secretary of Readibus, explained that Readibus provided a very important service for those who were unable to use public transport and informed Members that Readibus was currently used by 200 Woodley residents. He thanked the Town Council for the support it had given to Readibus over many years.

Sophie Bowlby, chairman of the Readibus board of trustees, explained that the board members were all volunteers and included representatives of all the organisations that provided funding to Readibus. Sophie Bowlby explained that the board was responsible for the overall organisational strategy and the financial health of the charity and had to ensure that the aims and objectives of the charity were met.

Peter Absolon, General Manager of Readibus, explained that Readibus provided a door-to-door service for people with restricted mobility who were unable to use mainstream public transport. Providing support for those with restricted mobility was not a commercial proposition for mainstream bus companies and Readibus was therefore set up as a charity to provide transport for people requiring assistance. The Readibus drivers were also trained as carers and could provide assistance to passengers when needed. Peter Absolon informed Members that passengers were picked up from their homes and could travel to any destination within the boroughs of Reading and Wokingham, enabling them to attend hospital appointments, go shopping, attend clubs and churches or go on one-off trips. Passengers paid a fare to use Readibus, but the service was subsidised by fundraising and by the support of local councils, for which Readibus was grateful.

In response to a question, Peter Absolon informed Members that Readibus was the first scheme of its kind, and had subsequently been copied throughout the country. Woodley had been served by Readibus since its formation. Keep Mobile had been set up to run a similar service in the Wokingham and Bracknell areas and sometimes supplemented the service in Woodley to these areas.

Following a question about the fare structure, Peter Absolon explained that the fare structure was modelled on the mainstream bus service, but was slightly more as it was a door-to-door service; however, the majority of passengers had a bus pass, provided by the Borough Council, and therefore did not pay for the service. He also clarified the situation regarding carers, saying that carers were able to travel on Readibus if a passenger needed support during the journey; however, as the drivers could provide support to passengers boarding and alighting the bus, many passengers did not need a carer to travel with them. Trevor Bottomley informed Members that passengers' needs were assessed before the start of a journey as health and safety requirements were of paramount importance.

When questioned about possible expansion of the Readibus service, Peter Absolon reported that the number of journeys taken by Woodley residents had increased by 40% in the past 10 years and Readibus sought to continue this expansion in order to provide a continuously improving service. He said that Readibus had been set up to be the sole provider of this type of service within Woodley and would be able to gear up over time to provide journeys to other areas, if required by Woodley residents.

The Mayor thanked Peter Absolon, Sophie Bowlby and Trevor Bottomley for a fascinating presentation and Trevor Bottomley invited Councillors to ride on Readibus to see the service for themselves.

APPENDIX B

Inspector John Donachy, Thames Valley Police, was welcomed to the meeting to speak to Members about the Community Speed Watch scheme.

Inspector Donachy informed Members that he was not the local police inspector, but that he was leading the Community Speed Watch scheme throughout the area. He said that the scheme has been slower to become operational than he would have liked, due to restructuring of local policing within the Thames Valley area.

Inspector Donachy explained that the Community Speed Watch scheme enabled members of the local community to take part in monitoring and educating drivers. He said that until recently the technology available for roadside monitoring had been very basic, but much more data could now be extracted from the equipment provided. Within the Community Speed Watch scheme the registered keeper details for cars found to be speeding could be obtained from the police computer and educational letters sent out to encourage people to observe the speed limit. The speed data could be sent to the local council and might show where there was a specific issue, or highlight problem areas that could then be investigated by the police. Inspector Donachy stressed that the scheme therefore gave the community the power to help resolve a community problem.

Inspector Donachy informed Members that if the Council joined the Community Speed Watch scheme, volunteers would be insured by Thames Valley Police while they were at the roadside. Volunteers would need to be vetted by the police, as they would be able to enter police stations and could access information. If the Council decided to purchase its own equipment and not join the joint scheme run by Thames Valley Police, it would still receive the backroom support from the police with regard to sending out the educational letters. If the Council operated outside the joint scheme it would need to provide public liability insurance for the volunteers.

Inspector Donachy then demonstrated the equipment that could be used at the roadside and answered questions on the cost of the equipment, the range of information that could be collected by different types of equipment and the safety of volunteers at the roadside.

The Mayor thanked Inspector Donachy for coming to the meeting.

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 10 October 2017 at 7:45 pm**

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

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

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

86. **APOLOGIES**

Apologies for absence were received from Councillors B. Franklin and D. Mills.

87. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

The Chairman noted that the Committee would make no comment on planning application 172547: Woodley Pre-School, Woodford Park, Haddon Drive (Agenda item 4) as the Town Council had a potential interest in the application.

88. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 12 SEPTEMBER 2017**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 12 September 2017 be approved and signed by the Chairman as a true and accurate record.

89. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

90. **PLANNING DECISIONS**

RESOLVED:

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

91. **PLANNING APPEALS**

RESOLVED:

- ◆ To note that the following appeals against refusal of planning permission had been lodged with the Planning Inspectorate:

- a) Application: 170364
Location: Land rear of 7-10 Brecon Road, Woodley, RG5 4PR.
Proposal: Full planning application for the proposed erection of two semi-detached 2 bed dwellings with associated parking, drainage and access.
- b) Application: 170803
Location: 20 Tippings Lane, Woodley, RG5 4RX.
Proposal: Householder application for the proposed erection of a single storey front extension, following removal of existing single storey front extension.

92. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 3/1951: 38 Wheble Drive, Woodley, RG5 3DT.
Consent for the felling of a diseased ash.

TPO 3/1951: St James Church Centre, Kingfisher Drive, Woodley, RG5 3LH.
Consent for the selective pruning of an oak, two horse chestnuts, a lime and a willow.

93. **BUS SERVICE 12 WORKING PARTY**

The Chairman presented Reports No. PC 4/17 and PC 5/17 of the Bus Service 12 Working Party meetings held on 14 September and 21 September 2017. He informed Members that the working party was working with Earley Town Council to formulate a joint response to the Wokingham Borough Council consultation on the future of Bus Service 12. Members of the Woodley and Earley working parties had also had discussions with Rebecca Brooks, Senior Transport Planner at Wokingham Borough Council, regarding possible changes to the current No.12 bus service.

The Chairman reported that the working party had identified the requirements of the two town councils for a bus service beyond August 2018 and the importance of obtaining accurate passenger numbers for the current Service 12 had become apparent to enable the requirements to be assessed. Therefore, in the absence of detailed passenger information from Reading Buses, a survey of passenger numbers on the No.12 bus was being carried out by councillors and local residents during the weeks commencing 9 October and 16 October. The Chairman thanked the Woodley Town Council Committee Officer and the Earley Town Council Deputy Town Clerk for organising the survey.

Councillor Baker informed the meeting that following discussions with himself and Earley Town Councillor P. Jorgenson, Rebecca Brooks had spoken to Reading Buses about possible changes to the current Bus Service 12 which could be implemented from January 2018. Reading Buses had suggested that a morning peak time bus could be added to run from Earley to Reading, but would not cover Woodley. In order to provide this service at no extra cost, Reading Buses proposed that the journey of one of the evening buses from Reading be shortened so that it did not travel to Woodley. Councillor Baker had rejected this proposal. Reading Buses had also proposed that the 14:25 departure from Station Road, Reading, which currently terminated at The Chequers pub on school days, could be extended to Culver Lane at no extra cost and Councillor Baker had agreed that this proposal be accepted.

Councillor Baker then informed Members of a possible alternative way of providing a bus service that was being considered by the working party. This would consist of smaller buses operating an hourly "round robin" route and linking with buses running to Reading on the

busier main routes run by Reading Buses. Details of the proposal had been circulated to the Committee at the meeting and would be investigated further when the results of the passenger survey were available.

Members were informed by the Chairman that the Woodley and Earley working parties aimed to produce a joint report outlining their recommendations for a future bus service for Woodley and Earley, but that this would not be finalised until the results of the passenger survey were available. The report would be circulated to Committee members for comment before it was submitted to Wokingham Borough Council ahead of the consultation deadline of 3 November 2017.

In reply to a question Councillor Baker confirmed that concessionary bus passes would be valid on any new service that may be provided, as that was a legal requirement.

RESOLVED:

- ◆ To note Reports No. PC 4/17 and PC 5/17.

94. **READIBUS SERVICE LEVEL AGREEMENT**

The Town Clerk presented Report No. PC 6/17, which set out proposals for a 3-year service level agreement between the Town Council and Readibus for the travel services provided by Readibus to Woodley residents who are unable to travel independently. The Town Clerk explained that the Town Council had awarded an annual grant to Readibus for over 24 years, but that the service level agreement would put this arrangement on a more formal basis.

Following discussion, it was agreed that the targets and measures set out in the service level agreement would be reviewed each year at the annual review of the agreement in May/June and the Town Clerk agreed to amend the agreement document accordingly.

RESOLVED:

- ◆ To note Report No. PC 6/17
- ◆ To approve the proposed 3-year service level agreement between the Town Council and Readibus with the amendment that the targets and measures would be reviewed annually.
- ◆ To promote the service provided by Readibus in the Woodley Herald.

95. **COMMUNITY SPEED WATCH**

Members noted that Inspector John Donachy, Thames Valley Police, had given a presentation to the Town Council at the Full Council meeting on 3 October 2017 on the Community Speed Watch project.

The Chairman reminded Members that earlier in the year the Committee had decided not to join the joint scheme being proposed by Thames Valley Police at a cost of £200 to each town and parish council as each parish would only be able to have the equipment for a short time before passing it on. Since then the Chairman had been told by Inspector Lloyd, Thames Valley Police, that the police had already purchased several speed detection devices and were prepared to let them be used for no charge. As very little interest had been shown in the scheme so far, Inspector Lloyd was prepared for Woodley Town Council to have sole use of a speed detection device until the scheme became more popular. This would allow the Council to operate the scheme on a trial basis, to use this as a learning period and to assess whether volunteers could be found to help with the organisation over a longer term.

RESOLVED:

- ◆ To join the Community Speed Watch scheme operated by Thames Valley Police, at no cost to the Council.
- ◆ To consider how the scheme would operate at the next meeting of the Planning Committee, on 7 November 2017.

96. **CIVIL PARKING ENFORCEMENT**

Members noted the report produced by Councillors Cheng and Walker following their attendance at the Civil Parking Enforcement briefing session run by Wokingham Borough Council on 25 October 2017.

97. **WOODLEY AND NORTH EARLEY COMMUNITY FORUM**

Members noted the report of the Woodley and North Earley Community Forum meeting held on 11 September 2017.

Councillor Dolinski reported that the meeting had not been well attended despite being advertised on the Town Council website and noticeboards around the town.

98. **LOCAL PLAN UPDATE – SITE ASSESSMENT ENGAGEMENT**

Members noted correspondence received from Wokingham Borough Council regarding the consideration of land put forward for possible future development as part of the Local Plan Update and inviting the Council to nominate up to two representatives to attend the assessment meetings.

RESOLVED:

- ◆ That Woodley Town Council would not send any representatives to the site assessment meetings as there were no sites put forward for development within Woodley.

99. **READING BOROUGH COUNCIL – GYPSY AND TRAVELLER PROVISION CONSULTATION**

Members noted that Reading Borough Council was consulting on provision for gypsies and travellers in Reading.

100. **PUBLICATIONS / INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Community Council for Berkshire Newsletter – September 2017*

102. **FUTURE AGENDA ITEMS**

At previous meetings Members had requested that guidance be sought from Wokingham Borough Council regarding the consideration of planning applications proposing to enclose open amenity land by moving a garden boundary. The Chairman informed Members that he had spoken to Marcia Head, Service Manager at Wokingham Borough Council, and had been told that no guidance could be given and advised Members to look at planning officers' reports for similar applications.

103. **PUBLICITY / WEBSITE**

RESOLVED:

- ◆ To publicise the new service level agreement with Readibus on the Council website and in the Herald.
[Town Clerk's note: This will be included in the February edition of the Herald, just before the service level agreement starts.]

104. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

105. **ENFORCEMENT ISSUES**

The Chairman informed Members that no enforcement notifications had been received since the last meeting.

The meeting closed at 9:45 pm

Chairman

Woodley Town Council

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Date :- 11/10/2017

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;				
172112	02/10/2017	Nuno Fernandes	Mr Anandhakrishnan Balaradjou	10 Cottesmore Road Cottesmore Road Woodley RG5 3NX
	Proposal : Householder application for proposed erection of two storey rear extension to dwelling following demolition of existing conservatory plus single storey front extension to form a porch and conversion of garage to provide habitable accommodation.			
	Observations : No objections.			
172310	02/10/2017	Chris Kempster	Mrs Wilkinson	17 Buckden Close Buckden Close Woodley RG5 4HB
	Proposal : Householder application for the proposed erection of a first floor side extension to dwelling and internal alterations.			
	Observations : No objections.			
172547	25/09/2017	Mohammad Islam	Woodley Pre-School	Woodford Park Leisure Centre Haddon Drive Woodley RG5 4LY
	Proposal : Full application for the proposed erection of a single storey prefabricated modular building to form childrens nursery with associated toilets and staff rooms following removal of existing storage shed.			
	Observations : One resident was present to voice concerns about possible parking problems in Haddon Drive due to relocation of the pre-school.			
	The Committee made no comment on this application as the Town Council had a potential interest in the application.			
172611	11/09/2017	Ade Balogun	Mr C Holmes	31 Woodway Woodway Woodley RG5 3HA
	Proposal : Householder application for the proposed erection of a two storey rear extension to dwelling, to include two side dormer extensions.			
	Observations : One resident was present at the meeting to ask questions about this application.			
	The Committee considered the application and had no objections to the proposal.			
172631	15/09/2017	Gregory Smart	Mr Richards	67 Malone Road Malone Road Woodley RG5 3NL
	Proposal : Householder application for the proposed erection of two storey side extension and single storey front and rear extensions, following the demolition of existing garage to dwelling.			
	Observations : No objections.			

Date :- 11/10/2017

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>
172648	11/09/2017	Rasha Khoja	Mr & Mrs Lee	18 Concorde Way Concorde Way Woodley RG5 4NF
Proposal : Householder application for proposed erection of single storey rear extension to form an orangery				
Observations : No objections.				
172668	11/09/2017	Chris Kempster	Mr & Mrs Chen	14 Colemans Moor Lane Colemans Moor Lane Woodley RG5 4BU
Proposal : Householder application for the proposed single storey rear extension to dwelling. (Retrospective)				
Observations : No objections.				
172684	11/09/2017	Simon Taylor	Waitrose Ltd	Crockhamwell Road Crockhamwell Road Woodley RG5 3JW
Proposal : Application for advertisement consent for the proposed installation of illuminated totem in car park.				
Observations : The Committee had no objections to this proposal, but asked that the sign should only be illuminated during Waitrose opening hours.				
172711	15/09/2017	Gregory Smart	Mr Robert Tait	11 Glendevon Road Glendevon Road Woodley RG5 4PJ
Proposal : Householder application for the proposed erection of single storey rear extension to dwelling.				
Observations : No objections.				
172761	22/09/2017	Mohammad Islam	Mr & Mrs Hotson	14 Caldbeck Drive Caldbeck Drive Woodley RG5 4LA
Proposal : Householder application for the proposed single storey side and rear extension to existing dwelling.				
Observations : No objections.				
172784	22/09/2017	Dariusz Kusyk	Mr Sloan	191 Colemans Moor Road Colemans Moor Road Woodley RG5 4DD
Proposal : Householder application for the proposed erection of rear dormer extension to convert roof space to habitable accommodation.				
Observations : No objections.				

Date :- 11/10/2017

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>
Refused on the following applications;				
172687	15/09/2017	Pooja Kumar	Unknown	128 Church Road Church Road Earley RG6 1HR

Proposal : ADJOINING PARISH CONSULTATION

Full application for the proposed erection of 10 No. residential apartments with associated parking and access following demolition of the existing dwelling.

Observations : One resident was present to voice concerns about this application.

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

- The proposed building is very large and will be visible from the parkland, which is a designated site of urban landscape value, to the rear of the property.
- The proposed building is out of character with the other buildings in the area.
- The building would be overbearing, especially to the adjacent bungalow.
- Overlooking of the adjacent property.
- It was the Committee's opinion that insufficient on-site parking was proposed.
- Concerns regarding highway safety, especially with regard to the Safer Route to School initiative.

If planning permission is granted for this development, the Committee requested that there should be a requirement for planting to be provided to screen the building from view, especially from the site of urban landscape value to the rear of the property.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 5 October 2017

' C ' Contrary to Borough

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' E ' Endorsed by Borough

GRANTED PLANNING PERMISSIONS

E 171029	Approved	78 Beechwood Avenue
E 171880	Approved	45 Woodwaye
E 171941	Approved	64 Western Avenue
E 172082	Approved	5 Dunbar Drive
E 172142	Approved	27 Bodmin Road
E 172150	Approved	2 The Ridgeway
E 172216	Approved	38 Malone Road
E 172217	Approved	26 Marathon Close
E 172245	Approved	48 Wilmington Close
E 172264	Approved	134 Church Road
E 172265	Approved	140-142 Crockhamwell Road
E 172266	Approved	140-142 Crockhamwell Road
E 172267	Approved	73 Loddon Bridge Road
E 172269	Approved	92 Rochester Avenue
E 172315	Approved	22 Walmer Road
E 172352	Approved	54 Ravensbourne Drive
E 172369	Approved	406 - 412 London Road
E 172371	Approved	54 Hazel Drive
E 172429	Approved	18 Glendevon Road
E 172453	Approved	406 - 412 London Road
E 172456	Approved	56 Roslyn Road

REFUSED PLANNING PERMISSIONS

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 5 October 2017

' C ' Contrary to Borough

Page No : 2

' E ' Endorsed by Borough

C 171569

Refused

59 Malone Road

District COMMENT

Local COMMENT No objections.

OTHER PLANNING DETAILS

172043

Withdrawn

29a Duncan Road

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 7 November 2017 at 7:45 pm**

Present: *Councillors: T. Barker (Chairman); J. Cheng; D. Fradley; J. MacNaught;
S. Rahmouni; M. Walker; P. Wicks*

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

Officers present: *L. Matthews, Committee Officer*

106. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley, R. Dolinski, M. Forrer and D. Mills

107. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

108. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 10 OCTOBER 2017**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 10 October 2017 be approved and signed by the Chairman as a true and accurate record.

109. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

110. **PLANNING DECISIONS**

RESOLVED:

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

111. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 173044.
Location: 39 Chequers Way, Woodley, RG5 3EH.
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 4.5m, for which the maximum height would be 2.5m and the height of the eaves 3.4m.

112. **PLANNING APPEALS**

RESOLVED:

- ◆ To note the following appeal decision:

Application: 171096

Location: 33 Campbell Road, Woodley, RG5 3NB.

Proposal: Householder application for the proposed erection of two single storey side extensions to dwelling, and conversion of existing garage to additional habitable accommodation.

Appeal details: The appeal was made against a refusal of planning permission.

Decision: The appeal was dismissed.

113. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 256/1984: 8 Mollison Close, Woodley, RG5 4XG.

Consent for the selective pruning of an oak and a silver birch.

TPO 1079/2005: West Warren, Warren Road, Woodley, RG5 3AR.

Consent for the selective pruning of a sycamore.

114. **HIGHWAYS**

Road Works/Street Works Major Projects Co-ordination meeting

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Projects Co-ordination meetings held on 19 September and 26 October 2017.

115. **BUS SERVICE 12 WORKING PARTY**

The Chairman presented **Reports No. PC 7/17, PC 8/17 and PC 9/17** of the Bus Service 12 Working Party meetings held on 10 October, 25 October and 1 November 2017 and noted that there had been a very good response by councillors and residents to the request for volunteers to carry out the passenger survey on the No. 12 bus on the weeks commencing 9 October and 16 October.

The final report prepared jointly by the Woodley Town Council and Earley Town Council working parties in response to the Wokingham Borough Council consultation on the future of Bus Service 12 beyond August 2018 had been circulated to members of the Planning Committee for comment prior to the submission deadline of 3 November 2017.

RESOLVED:

- ◆ To note Reports No. PC 7/17, PC 8/17 and PC 9/17.

116. **COMMUNITY SPEED WATCH**

Members noted that Inspectors Alastair Lloyd and John Donachy, Thames Valley Police, had been notified of the Council's intention to join the Community Speed Watch scheme, subject to there being no cost to the Council, and that a reply was awaited.

117. **WOKINGHAM BOROUGH COUNCIL BUS STOP INFRASTRUCTURE IMPROVEMENT PROGRAMME**

Members noted that notification had been received from Wokingham Borough Council stating that improvements to bus stop infrastructure in Woodley, as listed in the agenda, would be carried out in the current financial year.

118. **LOCAL PLAN UPDATE**

Members noted correspondence received from Wokingham Borough Council giving an update on the Local Plan Update masterplanning process.

119. **APPLICATION TO RENEW STREET TRADING CONSENT**

Members considered the following application to renew Street Trading Consent:

Application No: ST26

Applicant: Mr Jan Ratip – Adems Kebabs

Trading Site: Woodlands Avenue layby, Woodley (opposite Bulmershe Court)

Trading Times: Sunday to Thursday: 0700 to 0100 hours

Friday and Saturday: 0700 to 0300 hours)

RESOLVED:

- ◆ To respond to the West Berkshire and Wokingham Environmental Health and Licensing Service with no objections.

120. **POLICE AND CRIME PLAN 2017-2021**

RESOLVED:

- ◆ To note receipt of the summary version of the Thames Valley Police and Crime Commissioner's new Police and Crime Plan, detailing the five strategic priorities for policing and crime for the next five years.

121. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Thames Valley Environmental Records Centre Newsletter – Summer 2017*
 - *Swan Lifeline Newsletter – Autumn 2017*
 - *Community Council for Berkshire e-bulletin – October 2017*
 - *Launchpad Reading Newsletter – November 2017*
 - *Comment on Government Housing Policy – Barkham Parish Council*
 - *WTCMI Newsletter – October 2017*

122. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

123. **PUBLICITY/WEBSITE**

RESOLVED:

- ◆ To display on the website the three documents forming the response to the Bus Service 12 consultation.

124. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

125. **ENFORCEMENT ISSUES**

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

The meeting closed at 8:45 pm

Chairman

Woodley Town Council

Page 1

Date :- 08/11/2017

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;				
172730	23/10/2017	Rasha Khoja	Mr Lakhotia	31 Faringdon Road Faringdon Road Earley RG6 1FP
Proposal : Householder application for the proposed erection of single storey rear extension to dwelling.				
Observations : No objections.				
172888	13/10/2017	Dariusz Kusyk	Dr Roope Singh Manhas	74 Woodlands Avenue Woodlands Avenue Woodley RG5 3HD
Proposal : Householder application for proposed erection of single storey front extension to dwelling.				
Observations : No objections.				
172903	23/10/2017	Senjuti Manna	Ms Sally Kerry	43 Ravensbourne Drive Ravensbourne Drive Woodley RG5 4LH
Proposal : Householder application for the erection of single storey side and rear extension.				
Observations : No objections.				
172936	27/10/2017	Dariusz Kusyk	Mr Alan Collins	20 Spruce Road Spruce Road Woodley RG5 4BB
Proposal : Householder application for the proposed erection of single storey rear extension to dwelling following the demolition of the existing garage.				
Observations : No objections.				
172943	23/10/2017	Ade Balogun	Mr Gavin Emmett	38 Austin Road Austin Road Woodley RG5 4EL
Proposal : Householder application for the erection of a single storey front extension.				
Observations : No objections.				
172957	23/10/2017	Janeske Delpont	Euro Car Parks Limited	406 - 412 London Road London Road Woodley RG6 1BG
Proposal : Full planning application for the proposed installation of two columns for automatic number plate recognition (ANPR) cameras.				
Observations : No objections.				

Date :- 08/11/2017

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>
172958	23/10/2017	Janeske Delport	Euro Car Parks Limited	406 - 412 London Road London Road Woodley RG6 1BG
Proposal : Application for advertisement consent for installation of eight non-illuminated car parking signs.				
Observations : No objections.				
173011	31/10/2017	Dariusz Kusyk	Mr & Mrs Andrew Way	21 Concorde Way Concorde Way Woodley RG5 4NF
Proposal : Householder application for the conversion of existing garage to create habitable accommodation.				
Observations : No objections.				
173060	23/10/2017	Dariusz Kusyk	Mr & Mrs Cox	2 Bibury Close Bibury Close Woodley RG5 3PE
Proposal : Householder application for the proposed single storey front extension to form porch, conversion of garage to habitable accommodation, plus pitched roof to existing single storey side elevation/garage and bay windows to the ground floor elevation.				
Observations : No objections.				
173106	26/10/2017	Senjuti Manna	Mr Mark Briggs	20 Cornfield Road Cornfield Road Woodley RG5 4QA
Proposal : Householder application for the proposed part single storey, part two storey rear extension to dwelling plus replacement of single storey front porch.				
Observations : No objections.				

Date :- 08/11/2017

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;**172731**

09/10/2017	Dariusz Kusyk	Mr & Mrs J Dunford	84 Nightingale Road Nightingale Road Woodley RG5 3LY
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Proposal : Householder application for the proposed erection of a two storey side/rear extension to dwelling following demolition of the existing prefabricated garage and store.

Observations : The Committee considered this application and were concerned that the proposal provided insufficient parking for the property.

172966

23/10/2017	Dariusz Kusyk	Mr Cliff Wild	16 Mitchell Way Mitchell Way Woodley RG5 4NQ
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Proposal : Householder application for the proposed conversion of existing garage to study; erection of a single storey extension to existing shed plus relocation of fence back to original boundary line with provision of new pedestrian access gate.

Observations : The Committee felt that the drawings were unclear regarding the positioning of the fence to the side of the property, but assumed that the existing fence had been positioned incorrectly and would be repositioned back to the line of the original fence - in which case the Committee had no objections.

The Committee was concerned about the loss of parking provision if the garage was converted to habitable accommodation and was unsure whether there was room for two parking spaces on the drive.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 2 November 2017

' C ' Contrary to Borough

Page No : 1

' E ' Endorsed by Borough

GRANTED PLANNING PERMISSIONS

E 171617	Approved	7 Nimrod Close
E 171973	Approved	53 Wyndham Crescent
E 172354	Approved	14 Portrush Close
E 172377	Approved	18 Munro Avenue
E 172400	Approved	5 Malvern Close
E 172435	Approved	96 Redwood Avenue
E 172436	Approved	62 Caldbeck Drive
E 172479	Approved	4 Lanark Close
E 172505	Approved	39 Chequers Way
E 172509	Approved	2 The Ridgeway
E 172585	Approved	94 Kingfisher Drive
E 172610	Approved	58 Caldbeck Drive
E 172612	Approved	34 Glendevon Road
E 172648	Approved	18 Concorde Way
E 172668	Approved	14 Colemans Moor Lane
E 172684	Approved	Crockhamwell Road
E 172711	Approved	11 Glendevon Road

REFUSED PLANNING PERMISSIONS

E 162281	Refused	45 Shelgate Walk
172368	Refused	16 Harris Close
C 172376	Refused	4 Wroxham Road Local COMMENT No objections.
C 172412	Refused	136 - 138 Crockhamwell Road Local COMMENT No objections.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 2 November 2017

' C ' Contrary to Borough

Page No : 2

' E ' Endorsed by Borough

REFUSED PLANNING PERMISSIONS

C 172611	Refused	31 Woodwaye Local COMMENT One resident was present at the meeting to ask questions about this application. The Committee considered the application and had no objections to the proposal.
C 172631	Refused	67 Malone Road Local COMMENT No objections.
C 172650	Refused	53 Loddon Bridge Road Local COMMENT No objections.
C 172784	Refused	191 Colemans Moor Road Local COMMENT No objections.

OTHER PLANNING DETAILS

172112	Withdrawn	10 Cottesmore Road
172460	Withdrawn	18 Glendevon Road

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Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre on Tuesday 21 November 2017 at 8:00 pm

- Present:** *Councillors T. Barker (Chairman); B. Franklin; K. Gilder; R. Lay; S. Rahmouni; D. Stares*
- Officers present:** *K. Murray, Deputy Town Clerk; E. Whitesmith, Leisure Services Manager; L. Matthews, Committee Officer*
- Also present:** *Councillor K. Baker
Sam Milligan, Just Around the Corner charity
David Provins, Friends of Woodford Park
1 member of the public*

27. **APOLOGIES FOR ABSENCE**
Apologies for absence were received from Councillors M. Green and W. Soane.

28. **DECLARATIONS OF INTEREST**
There were no declarations of interest made by Members.

29. **MINUTES OF THE MEETING HELD ON 5 SEPTEMBER 2017**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 5 September 2017 be approved and signed by the Chairman as a correct record.

30. **JUST AROUND THE CORNER (JAC)**

The Chairman welcomed Sam Milligan to the meeting. The JAC report had been tabled at the start of the meeting and Sam Milligan explained that the report had not been available for inclusion in the agenda papers.

Members were pleased to hear that JAC had taken possession of the house they were purchasing in Woodley to provide a home for young people in need of support. It was hoped that the house would be ready for occupation in December.

Sam Milligan reported on the ways in which JAC was engaging with young people in the town and helping to prevent antisocial behaviour by building relationships with the young people.

The Chairman thanked Sam Milligan for his report.

31. **BUDGETARY CONTROL**

The Deputy Town Clerk presented Report No. LS 23/17. He explained that the phone costs for Woodford Park Leisure Centre were higher than expected at this point in the year as the Council had paid termination costs to end the phone contract in order to move to a cheaper contract.

The Deputy Town Clerk informed Members that the water charges were higher than expected due to billing errors by Castle Water. He reported that the direct debits to Castle Water had been cancelled and no more payments would be made until the billing errors were resolved.

In reply to a question about the reduced usage of the cricket pitches, the Leisure Services Manager explained that one of the organisations that had hired the cricket pitches in previous years no longer existed and this had resulted in the lower use.

RESOLVED:

- ◆ To note Report No. LS 23/17

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

The Leisure Services Manager presented Report No. LS 24/17 and reported on the progress of plans for the Woodley 10km road race, which would take place on Sunday 15 April 2018.

Members were pleased to note that the Gym on the Park remained popular with attendance levels at over 60% for each month since it had opened. The gym currently had 392 members and there had been very few cancelled memberships through the year. There were plans to open the gym earlier than the current 8:30am start on two days a week from January 2018. In reply to a question, the Leisure Services Manager reported that the bookings software used for the gym was working well and could possibly be expanded to cover other parts of the leisure centre.

The Leisure Services Manager informed Members that, following the success of two summer camps where an external company had been hired to host Nerf Camps at the leisure centre, £500 had been spent on purchasing Nerf equipment to allow the leisure centre to run its own weekly sessions, children's parties and holiday camps. It was anticipated that the cost of the equipment would be covered by the income from the Nerf sessions before the end of the financial year.

The Leisure Services Manager also reported on the success of the Silver Circuits class and The Racket Pack, a new initiative by Badminton England, targeted at primary school children, with the aim of increasing the number of young people playing badminton from an early age.

Following the presentation of his report, the Leisure Services Manager informed Members that he had been contacted by Woodley United Football Club to ask whether the Committee would like to receive an update on the progress of the club at the next meeting.

RESOLVED:

- ◆ To note Report No. LS 24/17.
- ◆ To invite a representative from Woodley United Football Club to give an update on the progress of the club at the next meeting.

33. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 25/17.

Members were informed that the liner of the paddling pool at Woodford Park Leisure Centre had become damaged over the summer and was coming away from the joins at the edges of the pool. The liner had been inspected by a contractor and was not considered to be repairable. Quotes for a replacement had been received and were in the region of £10,000. Members considered whether to make a recommendation to the Strategy and Resources Committee to allocate £10,000 from the Buildings and facilities fund to pay for a replacement liner.

The Deputy Town Clerk reported that repairs to the leisure centre roof had commenced and that improvements to the exterior of the building would be considered by the Woodford Park Leisure Centre Regeneration Task & Finish Group. He also reported that a planning application had been submitted by Woodley Pre-school for the proposed modular

building to be located in Woodford Park and a decision was expected in December. Members were also informed that proposals for the new maintenance workshop and office were being developed to establish costs.

The Deputy Town Clerk informed Members that The pergola in the Garden of Remembrance had been vandalised in October and had subsequently been removed to make the area safe. The Chairman thanked The Friends of Woodford Park for the work they had done to clear much of the overgrown planting, which had made the Garden of Remembrance less secluded and less attractive as a location for anti-social behaviour.

The Deputy Town Clerk reported that the Friends of Woodford Park continued to be a great success, with their meetings and activities being well attended and many new people joining in. The group had achieved a "Thriving" award in the Thames and Chiltern In Bloom awards for 2017.

Members were pleased to hear of the Remembrance events that had taken place at the war memorial and the planned tree planting in Woodford Park, which would be carried out in partnership with the local CommuniTrees project, with some of the trees being planted by pupils from St Dominic Savio Primary School.

Members were informed that an application for funding for the Lake Project in Woodford Park was to be submitted to the Landfill Community Fund, with a view to carrying out the silt distribution and boardwalk works in September 2018. Members considered a proposal to request that the Strategy and Resources Committee allocate £10,000 from the general reserve to the Lake Project earmarked reserve to fund the tree works and the hire of equipment for the in-house elements of the work that could be carried out from December 2017 to March 2018.

Members noted the updates given in the report with regard to the Reading Road allotments and the new play equipment to be installed in the town centre, replacing the old equipment under the sail.

The Deputy Town Clerk informed Members that, as resolved at the last meeting (Leisure Services Committee, 5 September 2017, minute number 22) the Council had declined an offer from Wokingham Borough Council to take on Colemans Moor open space under a community asset transfer and had enquired whether the Borough Council had any intention of offering a larger scale transfer of open spaces, along with funding for maintenance, which might make it worthwhile investing in the required equipment and staffing. The Borough Council had responded that it would be happy to transfer play areas and funds for maintenance to the town Council, but not larger areas of land. As the maintenance of play areas was labour intensive and the cost of play equipment was expensive Members agreed that this was not an attractive offer.

Under this item, the subject of fly tipping was raised, as this was becoming an increasing problem around Woodley and in Woodford Park, and it was suggested that Peter Baveystock, Waste and Recycling Manager, Wokingham Borough Council, be invited to talk to the Town Council about the problem of fly tipping and the impact of the introduction of charges at local household waste sites. Members also asked that fly tipping be an agenda item at the next meeting.

RESOLVED:

- ◆ To note Report No. LS 25/17.
- ◆ To recommend to the Strategy and Resources Committee that £10,000 be allocated from the general reserve to the Lake Project earmarked reserve, to fund the tree works and in-house ground works associated with the lake restoration project.

- ◆ To recommend to the Strategy and Resources Committee that £10,000 be allocated from the Buildings and Facilities fund to pay for the replacement of the paddling pool liner.

34. **COMMUNITY YOUTH PARTNERSHIP**

Councillor Gilder presented Report No. LS 26/17 of the Community Youth Partnership meeting held on 18 October 2017.

RESOLVED:

- ◆ To note Report No. LS 26/17.

35. **TOWN CENTRE PUBLIC TOILET UPDATE**

Members noted that the Town Council was still awaiting a draft licence from Wokingham Borough Council for the toilet site in Woodley Town Centre. The unit would be ordered once the licence was signed.

36. **FUTURE AGENDA ITEMS**

The following items were requested for inclusion in a future agenda:

- An update from Woodley United Football Club on their progress.
- Fly tipping
- A review of the viability of providing cricket pitches when demand is falling.

37. **PUBLICITY AND WEBSITE**

There were no suggestions for items to be publicised.

38. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

39. **THE GYM ON THE PARK**

RESOLVED:

- ◆ To approve the Gym on the Park membership offer put forward by the Leisure Services Manager.

Before closing the meeting, the Chairman informed Members that, due to increased work commitments, this would be the last meeting of the Leisure Services Committee attended by Councillor Lay. The Chairman thanked Councillor Lay for his work on the Committee and on the 3G Pitch Steering Group.

The meeting closed at 9:30 pm

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 28 November 2017 at 8:00 pm

Present: *Councillors K. Baker (Chairman); A. Chadwick; R. Dolinski; D. Mills; D. Smith; D. Stares; M. Walker*

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

Also present: *Councillor P. Etherington
Tony Cowling, Reading Community Energy Society
2 members of the public*

54. **APOLOGIES**

Apologies for absence were received from Councillor S. Brindley.

55. **DECLARATIONS OF INTEREST**

Councillor Stares	Agenda item 10 Allotment Rent Review	Prejudicial – Councillor Stares is an allotment tenant at the site and a member of the Allotments Committee.
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Councillor Stares left the room and was not present for the discussion or the vote on the allotment rent review.

56. **MINUTES OF THE MEETING HELD ON 19 SEPTEMBER 2017**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 19 September 2017 be approved and signed by the Chairman as a correct record.

57. **RENEWABLE ENERGY**

a) Tony Cowling, Reading Community Energy Society (RCES), was welcomed to the meeting. He informed Members that RCES was a not for profit company established in 2016 as a Community Benefit Society, with the aim of raising funds to install solar energy panels on community buildings within 10 miles of Reading and thereby reduce the carbon footprint of community buildings.

Tony Cowling outlined a scheme by which RCES would fit solar panels to the roofs of the Oakwood Centre, Woodford Park Leisure Centre and Coronation Hall, at no cost to the Council. Under the scheme, RCES would receive the feed-in tariff for the energy generated and the Council would receive a reduction of around 10% on daytime electricity costs, although this would probably vary between the buildings. The scheme would run for 20 years, after which the Council would take ownership of the solar panels.

RCES would assess the suitability of the buildings put forward to join the scheme and would then publish a Community Share Offer to secure funding to cover the cost of the installations.

Members asked Tony Cowling questions about the maintenance of the panels, where the panels were made, how much of the Council's energy usage might be generated by the panels and how the Council's involvement in the scheme could be advertised.

Tony Cowling informed Members that if the Council wanted to join the scheme a decision would need to be made before Easter 2018. He explained that before joining the scheme a Roof Licence Agreement would have to be drawn up to allow RCES to install the panels and he pointed out that this could be quite a lengthy process.

The Chairman thanked Tony Cowling for his presentation.

- b) The Chairman then presented Report No. SR 37/17, which provided information to allow Members to consider whether to enter into a contract with RCES for the supply of electricity and the installation of solar panels on the Oakwood Centre, Woodford Park Leisure Centre and Coronation Hall. There was some concern about the consequences if RCES ceased to operate, what effect this would have on the Roof Licence Agreement and what would happen to the feed-in tariff.

Members agreed that the details of the contract would have to be examined before a decision could be made and an estimate should be made of how much money could be saved on electricity bills. It would also be necessary to ensure the adequacy of the roofs before solar panels could be installed and the Council would need to ensure that the installation company was fully insured. Councillor Etherington offered to help the Deputy Town Clerk with these matters as he has personal experience of installing solar panels and had an accounting background.

RESOLVED:

- ◆ To note Report No. SR 37/17.
- ◆ To arrange a survey to check the adequacy of the roofs to receive solar panels and prepare a schedule of any necessary repairs.
- ◆ To request more information on the contract details, the likely savings on electricity costs and the consequences if RCES ceased to operate.

58. **FINANCE**

a) **Budgetary Control**

The Deputy Town Clerk presented Report No. SR 38/17.

RESOLVED:

- ◆ To note Report No. SR 38/17.

b) **Payments**

RESOLVED:

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

	Current account	Imprest account
September 2017	£72,422.77	£46,475.29
October 2017	£161,191.84	£43,515.64

c) **Temporary Investment**

RESOLVED:

- ◆ To note the short-term investment of £250,000 in a Santander Standard Time Deposit Account on 29 September 2017 for a period of 6 months at a rate of 0.45%.

d) **Internal Audit**

The Deputy Town Clerk informed Members that the internal auditor had recommended that the levels of hirer deposits held should be reviewed annually and the balance in excess of the sum required for deposit returns for the current and previous year be transferred to the general reserve.

RESOLVED:

- ◆ To receive the interim internal audit report for the period from April to September 2017.

e) **Release of deposit funds to the general reserve**

RESOLVED:

- ◆ To note the release of £15,000 deposit funds to the general reserve.

59. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 39/17 and informed Members that the new signage had been installed adjacent to the road and a planning application had been submitted for the new high level sign to be installed on the front of the Oakwood Centre.

Members were pleased to note that the Gents toilets in the Oakwood Centre were scheduled for refurbishment in February 2018 and that new flooring would be installed in the theatre in the coming weeks.

In reply to a question the Deputy Town Clerk informed Members that advice and prices for new equipment for the theatre control box were currently being sought and it was suggested that the theatre hirers could be contacted to find out what equipment was available at other venues.

With regard to the information provided on the Oakwood Centre bookings, the Deputy Town Clerk agreed to look again at providing this information in graphical form and Members asked for the average occupancy rate for each room to be provided.

RESOLVED:

- ◆ To note Report No. SR 39/17.

60. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Reports No. SR 40/17 and SR 41/17 of the Catering Partnership meetings held on 15 September and 17 November 2017.

Members noted that outdoor heaters had been installed on the patio area adjacent to the café and a comment was made that this was not environmentally friendly. The Deputy Town Clerk reported that the heaters operated on a timer and only stayed on for 10 minutes after being turned on. It was also pointed out that the light installed in a tree on the patio was not effective when the tree was in leaf and it was suggested that the light would be better situated on the corner of the building.

RESOLVED:

- ◆ To note Reports No. SR 40/17 and SR 41/17.

61. **PR / MARKETING WORKING GROUP**

The Deputy Town Clerk informed Members that the new Council website would be live by the end of the week and all Councillors would be notified when this happened so that they could access the site and report any problems they found. In reply to a question he confirmed that Councillors would not be able to post on the website.

The Chairman presented Reports No. SR 42/17 and SR 43/17 of the PR/Marketing Working Group meetings held on 2 October and 6 November 2017 and noted that publicity for the Centre Stage was to be increased and a schedule of entertainment events on the Centre Stage was being planned.

RESOLVED:

- ◆ To note Reports No. SR 42/17 and SR 43/17.

62. **COMMUNITY GRANTS**

Members considered the requests for grant funding, as set out in Report No. SR 44/17, in line with the community grants criteria. The Chairman informed Members that the guidelines stated the total expenditure on individual grants should not exceed 10 per cent of the total annual Community Grants budget, which meant that £400 was available for individual grants in 2017/18. As individual grants totalling £200 had already been awarded in April, it would be necessary to suspend this guideline if the Committee wished to award all the current requests for individual grants, which totalled £400. As there were sufficient funds in the budget to meet all the requests it was

RESOLVED:

- ◆ To suspend the guideline that the total expenditure on individual grants should not exceed 10 per cent of the total annual Community Grants budget.
- ◆ That, under Section 137 of the Local Government Act 1972, the following grants be awarded:

Berkshire Multiple Sclerosis Therapy Centre	£250	Towards the cost of providing a range of treatments to allow sufferers to manage their condition.
Berkshire Vision	£250	Towards the cost of providing services and a range of events and activities to enhance the lives of the visually impaired.
Home-Start Wokingham District	£250	Towards the cost of running a training course for new volunteers.
Wokingham Volunteer Centre	£250	Towards the cost of providing the Green'n'Tidy gardening service and finding volunteers for many charities within Woodley.
Woodley Adopt A Street Project (WASP)	£250	To purchase additional equipment for the volunteers and to buy publicity materials.

Individuals

William Cowan (Gymnastics: GB Tumbling squad)	£100	Towards the cost of GB kit and travelling to training camps and the World Championships.
Alexander Cowan (Gymnastics: GB Tumbling squad)	£100	Towards the cost of GB kit and travelling to training camps and the World Championships.
Rosie Cowan (Gymnastics: Tumbling)	£100	Towards the cost of attending GB Development training and the cost of squad kit.
Hannah Evans (Archery GB)	£100	Towards the cost of upgrading her equipment, required due to improved technique.

63. **ALLOTMENT RENT REVIEW**

The Deputy Town Clerk presented Report No. SR 45/17, setting out the proposed allotment charges from January 2019.

RESOLVED:

- ◆ To note Report No. SR 45/17.
- ◆ To increase the allotment plot charges from January 2019 by 3.9% in line with the Retail Price Index figure in September 2017.
- ◆ That the following charges be made for allotment plots at the Reading Road site in 2019:

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£42.90	£4	£46.90	Woodley Resident – State pensioner	£32.20	£4	£36.20
	Non Woodley	£64.40	£4	£68.40	Non Woodley – State pensioner	£48.30	£4	£52.30
5	Woodley Resident	£21.45	£2	£23.45	Woodley Resident – State pensioner	£16.10	£2	£18.10
	Non Woodley	£32.20	£2	£34.20	Non Woodley – State pensioner	£24.15	£2	£26.15

64. **NEW MAYORAL CHAIN**

The Deputy Town Clerk presented Report No. SR 46/17 and informed Members that all the links on the current mayoral chain had been engraved with the names of Chairmen and Mayors serving up to 2006 and there was no space left to engrave the names of the Mayors who had served since 2006. Members considered the two chain designs contained in the report and agreed that the design with more engravable links would be the better choice, as it would be serviceable for longer with a relatively small additional cost.

The costs outlined in the report allowed for the refurbishment of the existing Mayoral pendant. The Chairman proposed that an additional sum of £600 be allocated from the general reserve to allow the purchase of a new pendant with the new Council logo.

RESOLVED:

- ◆ To note Report No. SR 46/17.
- ◆ To proceed with the purchase of a new mayoral chain, using the design with more engravable links, as contained in Report No. SR 46/17.
- ◆ To investigate a possible new design for the mayoral pendant.
- ◆ To allocate a sum of £4,700 from the general reserve for the purchase of the new chain and accompanying items, including the mounting of the old chain.

65. **PROJECTS 2018/19**

The Deputy Town Clerk presented Report No. SR 47/17 and Members commented that they were very pleased with the new format in which the information was presented.

Members considered how to fund the cost of the new workshop building, the depot/lake area boundary fencing and the lake pathways, and agreed to recommend to Full Council that a loan of £100,000 be applied for from the Public Works Loan Board to cover this work.

RESOLVED:

- ◆ To note Report No. SR 47/17.
- ◆ That the Chair and Vice Chair of the Leisure Services and Strategy and Resources Committees be delegated to approve the final plans for the new workshop building prior to the submission of a planning application.

RECOMMENDED:

- ◆ That the Town Council applies for a loan of £100,000 from the Public Works Loan Board to fund the workshop building, depot/lake area boundary fencing and lake pathways, to be formally approved by the Urgency Committee.

66. It was proposed by the Chairman and

RESOLVED:

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

67. **REQUESTS FROM THE LEISURE SERVICES COMMITTEE**

a) **Lake Project**

Members considered a request from the Leisure Services Committee that £10,000 be allocated from the general reserve to the Lake Project earmarked reserve, to fund the tree works and the hire of equipment for the in-house elements of the lake project work that can be carried out from December 2017 to March 2018.

RESOLVED:

- ◆ To allocate £10,000 from the general reserve to the Lake Project earmarked reserve, to fund the tree works and the hire of equipment for the in-house elements of the lake project work that can be carried out from December 2017 to March 2018.

b) **Woodford Park Leisure Centre Paddling Pool**

Members considered a request from the Leisure Services Committee that £10,000 be allocated from the Buildings and Facilities fund to pay for the replacement of the paddling pool liner.

RESOLVED:

- ◆ To allocate £10,000 from the Buildings and Facilities fund to pay for the replacement of the paddling pool liner.

68. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 26 October 2017.

69. **EXTERNAL FUNDING PROJECT LIST**

RESOLVED:

- ◆ To note the external funding project list.

70. **PUBLIC TOILET UPDATE**

Members noted that the licence agreement for the location of the public toilet had still not been finalised with Wokingham Borough Council. The Chairman stated that he would formally write to Wokingham Borough Council regarding the delay.

71. **NEW CHILDREN'S PLAY AREA – WOODLEY TOWN CENTRE**

Members were pleased to note that, following a consultation in which 228 people provided feedback, a contractor and scheme design had been selected and the equipment, funded by Wokingham Borough Council, was scheduled for installation in the new year.

72. **COUNCIL MEETING DATES 2018/19**

RECOMMENDED:

- ◆ That the schedule of meetings for the 2018/19 municipal year, as attached at **Appendix C**, be approved.

73. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**

Members noted that the July Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £48,347.

74. **BOROUGH/PARISH LIAISON FORUM**

RESOLVED:

- ◆ To note the report of the Borough Parish Liaison Forum held on 10 October 2017.

75. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

76. **PUBLICITY AND WEBSITE**

No suggestions were put forward to be publicised or added to the website.

77. **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.

78. **WOODLEY AIRFIELD YOUTH AND COMMUNITY CENTRE**

Members considered Report No. SR 48/17.

RESOLVED:

- ◆ To note Report No. SR 48/17.
- ◆ To approve the preferred arrangements on the matter of the appointment of a valuer in relation to the dissolution of the agreement, as set out in Appendix B of the report.
- ◆ To approve the proposed letter to be sent to the Chief Executive, Wokingham Borough Council, with the addition of a statement that legal advice will be sought by the Town Council if no reply is received within 6 weeks.

79. **EMPLOYEES' LONG SERVICE**

RESOLVED:

- ◆ To recognise the long service of three members of staff who had worked for the Town Council for over 25 years, in the manner proposed.

The meeting closed at 10:25 pm

Woodley Town Council 2017/2018

Current Account

List of Payments made between 01/09/2017 and 30/09/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
15-Sep-17	A1 Locksmiths(Berkshire) Ltd	34.02	Keys cut
06-Sep-17	Ad-Vise UK Ltd	432.00	OC brochure advert
15-Sep-17	Alamo Blinds	1392.00	Blackout roller blinds
06-Sep-17	Alan Hadley Ltd	276.00	Refuse collection
22-Sep-17	Alan Hadley Ltd	276.00	Refuse collection
06-Sep-17	Angel Springs Ltd	324.00	Annual charge hot water machine WP
29-Sep-17	ASAP Computer Services	202.80	WTCMI computer service - recharged
22-Sep-17	B & S Chains (Midlands) Ltd	121.14	Building supplies
15-Sep-17	Badminton England	434.00	WP sports supplies
22-Sep-17	BCM Group Plc	75.23	Service & maint photocopier WPLC
08-Sep-17	Be Fuelcards Ltd	1.53	Admin charge
15-Sep-17	Be Fuelcards Ltd	64.77	Diesel/admin fee
22-Sep-17	Be Fuelcards Ltd	46.72	Unleaded petrol/admin fee
29-Sep-17	Berkshire Tree Care	1656.00	Tree works
22-Sep-17	Bowak Ltd	425.08	Cleaning supplies
15-Sep-17	Brake Bros Foodservice Ltd	654.96	Vending supplies
22-Sep-17	Brake Bros Foodservice Ltd	454.81	Vending supplies
06-Sep-17	British Telecom	586.64	Phone
22-Sep-17	Brown Bag Cafe Ltd	480.19	Catering services
06-Sep-17	BT Telephone Payment Centre	161.64	Phone
25-Sep-17	Castle Water	-3207.75	Credit refund-water rates
22-Sep-17	Castle Water Ltd D/D	44.16	Water rates
22-Sep-17	Castle Water Ltd D/D	116.41	Water rates
01-Sep-17	CF Corporate Finance Ltd	166.32	Qtrly photocopier charge
15-Sep-17	Chemically-Solved Ltd	249.30	Paddling pool supplies
01-Sep-17	Club Manager Ltd	80.40	Club Manager membership
15-Sep-17	CoolerAid Ltd	90.06	Bottled water
22-Sep-17	CoolerAid Ltd	161.16	Bottled water
20-Sep-17	Crown Gas & Power	187.41	Gas supply
21-Sep-17	Crown Gas & Power	303.02	Gas supply
21-Sep-17	Crown Gas & Power	85.84	Gas supply
21-Sep-17	Crown Gas & Power	80.43	Gas supply
15-Sep-17	EDF Energy 1 Ltd	4628.59	Electricity supply
11-Sep-17	Epos Now Ltd D/D	30.00	EPOS till mthly charge
15-Sep-17	Eventu	30.00	Theatre check list/maintenance
29-Sep-17	Eventu	15.00	Technician service - theatre
22-Sep-17	Fraser Office Supplies Ltd	99.70	Stationery supplies
06-Sep-17	Fuel Fitness Ltd	25.00	Coaching
11-Sep-17	Global 4 Communications	636.35	Phone
22-Sep-17	Hampshire Flag	190.43	OC banners
22-Sep-17	HMRC Cumbernauld	13561.67	PAYE & NI Employers and employees
15-Sep-17	Hotshots Sports Coaching Ltd	100.00	Coaching
15-Sep-17	InTouch	107.97	Monthly website charge
22-Sep-17	InTouch	35.99	Monthly website charge
29-Sep-17	InTouch	35.99	Monthly website charge
15-Sep-17	J P Lennard Ltd	183.41	WP sports supplies
15-Sep-17	JMVA Ltd	17.50	Web design maintenance
15-Sep-17	John Willis	120.00	Window cleaner
15-Sep-17	Jordan Fitness	61.51	WP sports supplies

15-Sep-17	JTK Freestyle LLP	100.00	Coaching
27-Sep-17	Les Mills Fitness UK Ltd	192.00	Coaching
22-Sep-17	Lister Wilder Ltd	637.31	Gardening supplies
14-Sep-17	Lloyds Bank D/D	184.10	Monthly cardnet service charge
14-Sep-17	Mainstream Digital Ltd	0.19	Phone
15-Sep-17	Merchant Rentals Ltd	30.58	Cardnet machine monthly rental
15-Sep-17	Office Depot International UK Ltd	25.78	Stationery supplies
06-Sep-17	P.H. Direct Van	89.58	Vending supplies
15-Sep-17	P&H Direct Van Sales Ltd	415.93	Vending supplies
22-Sep-17	P&H Direct Van Sales Ltd	275.19	Vending supplies
29-Sep-17	P&H Direct Van Sales Ltd	260.68	Vending supplies
22-Sep-17	Piercing Glance Ltd	178.74	Staff uniform
18-Sep-17	Pitney Bowes Ltd	100.00	Postage topup
11-Sep-17	Plusnet Plc	52.20	Phone
15-Sep-17	Plusnet Plc	38.40	Phone
22-Sep-17	PRS for Music	174.42	Music licence
22-Sep-17	Prudential	30.00	AVC payment - deducted from pay
25-Sep-17	Public Works Loan Board	1528.16	PWLB loan payment
06-Sep-17	R Wheeler Signs Ltd	166.49	2 signs Garden of Remembrance
27-Sep-17	R.I.D. Ltd	1077.00	Roller shutter door - shed
22-Sep-17	Rigby Taylor	405.12	Gardening supplies
29-Sep-17	Riso UK Ltd	247.51	Qtrly photocopier charge
06-Sep-17	Scottish and South	272.92	Electricity supply
15-Sep-17	Serviceline	137.40	Call out - Linait oven OC
22-Sep-17	Serviceline	137.40	Call out - Linait oven OC
11-Sep-17	SGW Payroll Ltd	169.22	Payroll services
06-Sep-17	Shred-it Ltd	278.52	Document shredding
22-Sep-17	Siemens Financial Services Ltd	720.00	Qtrly photocopier charge
15-Sep-17	Siemens Finanical Services	1100.80	Gym equip monthly rental
29-Sep-17	SLCC Enterprises Ltd	36.00	Data protection webinar
15-Sep-17	SSE Southern Electric	1548.50	Electricity supply
06-Sep-17	Thames Valley Temp	7169.93	Heat exchanger WPLC
22-Sep-17	Thames Valley Temperature Control	4385.90	Flue replace OC/new heating pump WPLC
22-Sep-17	The Berkshire Pension Fund	13291.42	Pension - employers and employees
20-Sep-17	Total Gas & Power Ltd	1355.67	Electricity supply
22-Sep-17	Trade UK - BandQ	364.16	Building supplies
22-Sep-17	Trade UK - Screwfix	237.54	Building supplies
15-Sep-17	Traditional Local Cleaning Ltd	1632.73	Contract cleaning
22-Sep-17	Travis Perkins Trading Co	48.66	Building supplies
22-Sep-17	Travis Perkins Trading Co	180.00	Building supplies
29-Sep-17	Travis Perkins Trading Co	11.38	Building supplies
01-Sep-17	TV Licensing	147.00	TV licence
22-Sep-17	Unison Collection Ac	32.20	Union fees - deducted from pay
15-Sep-17	Value Products Ltd	31.14	Health & Safety posters
22-Sep-17	Veolia ES - UK Ltd	492.79	Refuse collection
01-Sep-17	Wokingham BC	40.00	Rates
01-Sep-17	Wokingham BC	154.00	Rates
01-Sep-17	Wokingham BC	340.00	Rates
01-Sep-17	Wokingham BC	839.00	Rates
01-Sep-17	Wokingham BC	2563.76	Rates
22-Sep-17	Yarnold Heating and Plumbing Ltd	2159.95	Thames Water compliance works OC

72422.77

CLERKS IMPREST A/C**List of Payments made between 01/09/2017 and 30/09/2017**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
08-Sep-17	(Personal Information)	50.00	Refund deposit
13-Sep-17	(Personal Information)	50.00	Refund deposit
18-Sep-17	(Personal Information)	50.00	Refund deposit
18-Sep-17	(Personal Information)	50.00	Refund deposit
18-Sep-17	(Personal Information)	50.00	Refund deposit
18-Sep-17	(Personal Information)	50.00	Refund deposit
18-Sep-17	(Personal Information)	50.00	Refund deposit
18-Sep-17	(Personal Information)	50.00	Refund deposit
18-Sep-17	(Personal Information)	45.00	Refund deposit
25-Sep-17	(Personal Information)	200.00	Refund deposit
25-Sep-17	(Personal Information)	164.00	Refund deposit
25-Sep-17	(Personal Information)	50.00	Refund deposit
25-Sep-17	(Personal Information)	50.00	Refund deposit
28-Sep-17	(Personal Information)	56.00	Coronation Hall keys cut
25-Sep-17	AAT-Org.uk	92.00	Staff training
18-Sep-17	Amazon UK	65.81	Kraft ripple vending cups
18-Sep-17	Amazon UK	12.28	Tate & Lyle sugar sticks
18-Sep-17	Amazon UK	12.27	Tate & Lyle sugar sticks
21-Sep-17	Grabloader Ltd	480.00	Topsoil - skate spot area repairs
08-Sep-17	Lloyds Bank D/D	8.29	Bank service charge
27-Sep-17	Lloyds Bank D/D	44602.35	Sept 17 net payroll
13-Sep-17	PETTY CASH A/C	122.87	Topup petty cash
29-Sep-17	SLCC Enterprises Ltd	78.40	Local Council Admin book
11-Sep-17	Sun Mobility	57.48	Repair OC wheel chair
21-Sep-17	Toolstation	8.54	Tarpaulin OC
29-Sep-17	WTCMI	20.00	Centre stage promotion
		46475.29	

Woodley Town Council 2017/2018

Current Account

List of Payments made between 01/10/2017 and 31/10/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
13-Oct-17	Alan Hadley Ltd	276.00	Refuse collection
27-Oct-17	Alan Hadley Ltd	276.00	Refuse collection
27-Oct-17	Allen's Design & Print Ltd	72.00	WTCMI advert/art work
13-Oct-17	B and S Roofing	11445.84	WPLC flat roof replacement part payment
20-Oct-17	Be Fuelcards Ltd	34.94	Petrol depot
20-Oct-17	Bowak Ltd	258.08	Cleaning supplies
20-Oct-17	Bowak Ltd	23.69	Cleaning supplies
20-Oct-17	Brown Bag Cafe Ltd	1609.64	Catering services
06-Oct-17	Castle Water Ltd D/D	4,464.40	Water rates
12-Oct-17	Castle Water Ltd D/D	338.92	Water rates
06-Oct-17	Central Sports UK Ltd	562.50	Carlton badminton supplies
06-Oct-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
01-Oct-17	Club Manager Ltd	80.40	Club Manager membership
27-Oct-17	CoolerAid Ltd	52.14	Bottled water
20-Oct-17	Country Garden Buildings Ltd	3108.00	Bowling club fencing
20-Oct-17	Crown Gas & Power	447.91	Gas supply
20-Oct-17	Crown Gas & Power	415.26	Gas supply
20-Oct-17	Crown Gas & Power	111.87	Gas supply
20-Oct-17	Crown Gas & Power	93.02	Gas supply
13-Oct-17	Earth Anchors Ltd	201.54	Dog waste sacks
03-Oct-17	EDF Energy 1 Ltd	-27.65	Electricity supply
06-Oct-17	EDF Energy 1 Ltd	12.53	Electricity supply
13-Oct-17	EDF Energy 1 Ltd	833.00	Electricity supply
13-Oct-17	Energy Electrical Distributors Ltd	167.45	Electrical supplies
20-Oct-17	Envidia Ltd	175.00	Coaching
12-Oct-17	Epos Now Ltd D/D	30.00	EPOS till mthly charge
13-Oct-17	Eurodec Ltd	69.30	Building supplies
20-Oct-17	Eurodec Ltd	69.60	Building supplies
20-Oct-17	Fraser Office Supplies Ltd	115.66	Stationery supplies
20-Oct-17	Gap Group Ltd	474.00	Hire 3 ton digger
10-Oct-17	Global 4 Communications	275.30	Phone
03-Oct-17	Grabloader Ltd	1,044.00	Remove hardcore & deliver top soil
13-Oct-17	HC Slingsby Plc	244.70	Hot surface signs/yearly planner
27-Oct-17	HMRC Cumbernauld	12892.53	PAYE & NI - employers and employees
10-Oct-17	HRMC VAT	4,714.07	Qtr 2 July to Sept 2017 VAT
20-Oct-17	InTouch	35.99	Monthly website charge
06-Oct-17	JMVA Ltd	614.64	Web design
13-Oct-17	John Willis	120.00	Window cleaner OC
13-Oct-17	Just Around The Corner	5986.75	Grant
20-Oct-17	Just Projectors	500.40	Optoma W400 projector
27-Oct-17	Les Mills Fitness UK Ltd	192.00	Coaching
20-Oct-17	Lightatouch	1132.50	Internal audit
20-Oct-17	Lister Wilder Ltd	83.15	Gardening supplies
03-Oct-17	Lloyds Bank D/D	29.60	Bank service charge
13-Oct-17	Lloyds Bank D/D	281.20	Monthly cardnet service charge
31-Oct-17	Lloyds Bank D/D	34.71	Bank service charge
27-Oct-17	Lyreco UK Ltd	109.18	Stationery supplies
16-Oct-17	Mainstream Digital Ltd	58.41	Phone
20-Oct-17	Mazars LLP receivable	2880.00	End of year external audit
16-Oct-17	Merchant Rentals Ltd	30.58	Cardnet machine monthly rental

13-Oct-17	Minerva Publications	240.00	WTCMI adverts
06-Oct-17	MKR Electrical Services Ltd	525.60	Electrical supplies
13-Oct-17	MKR Electrical Services Ltd	644.00	Electrical supplies
06-Oct-17	P&H Direct Van Sales Ltd	125.53	Vending supplies
13-Oct-17	P&H Direct Van Sales Ltd	108.28	Vending supplies
20-Oct-17	P&H Direct Van Sales Ltd	174.80	Vending supplies
27-Oct-17	P&H Direct Van Sales Ltd	216.58	Vending supplies
11-Oct-17	Plusnet Plc	52.20	Phone
17-Oct-17	Plusnet Plc	38.40	Phone
27-Oct-17	Prudential	30.00	AVC payment - deducted from pay
02-Oct-17	Public Works Loan Board	73,170.68	Public Works Loan Board loans
27-Oct-17	R.I.D. Ltd	1077.00	Roller shutter door - shed 2nd payment
20-Oct-17	Riso UK Ltd	400.20	Printing
09-Oct-17	SGW Payroll Ltd	165.14	Payroll services
16-Oct-17	Siemens Financial Services	1,100.80	Gym equip monthly rental
13-Oct-17	Southern Electric Contracting Ltd	142.80	Electricity supply
20-Oct-17	Springfield Supplies & Projects Ltd	202.80	Table top replacement
13-Oct-17	SSE Southern Electric	1542.69	Electricity supply
20-Oct-17	SSE Southern Electric	96.68	Electricity supply
13-Oct-17	Technical Surfaces Ltd	360.00	3G pitch service
27-Oct-17	The Berkshire Pension Fund	12619.93	Pension - employers and employees
20-Oct-17	Token Security Solutions Ltd	151.20	Security staff cover
24-Oct-17	Total Gas & Power Ltd	1,136.04	Electricity supply
13-Oct-17	Trade UK - Screwfix	153.79	Building supplies
20-Oct-17	Trade UK - Screwfix	414.18	Building supplies
20-Oct-17	Traditional Local Cleaning Ltd	2014.58	Contract cleaning
06-Oct-17	Travis Perkins Trading Co	31.15	Building supplies
13-Oct-17	Travis Perkins Trading Co	144.00	Building supplies
27-Oct-17	Travis Perkins Trading Co	144.00	Building supplies
27-Oct-17	Unison Collection Ac	44.80	Union fees deducted from pay
27-Oct-17	Veolia ES - UK Ltd	488.92	Refuse collection
18-Oct-17	Vodafone	187.99	Phone
02-Oct-17	Wokingham BC	40.00	Rates
02-Oct-17	Wokingham BC	154.00	Rates
02-Oct-17	Wokingham BC	340.00	Rates
02-Oct-17	Wokingham BC	839.00	Rates
02-Oct-17	Wokingham BC	2,563.00	Rates
		161,191.84	

CLERKS IMPREST A/C

List of Payments made between 01/10/2017 and 31/10/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
09-Oct-17	(Personal Information)	50.00	Refund deposit
09-Oct-17	(Personal Information)	50.00	Refund deposit
11-Oct-17	(Personal Information)	50.00	Refund deposit
16-Oct-17	(Personal Information)	50.00	Refund deposit
23-Oct-17	(Personal Information)	100.00	Refund deposit
23-Oct-17	(Personal Information)	15.00	Refund deposit
23-Oct-17	(Personal Information)	50.00	Refund deposit
27-Oct-17	(Personal Information)	75.00	AAT training
30-Oct-17	(Personal Information)	50.00	Refund deposit
30-Oct-17	(Personal Information)	50.00	Refund deposit
30-Oct-17	(Personal Information)	50.00	Refund deposit
30-Oct-17	(Personal Information)	50.00	Refund deposit

05-Oct-17	Amazon UK	54.75	Foam dart bullets/kids goggles
05-Oct-17	Amazon UK	86.29	Kids camouflage vests
06-Oct-17	Amazon UK	64.69	Kids black vests
26-Oct-17	Buy it Online Ltd	71.98	Wing mirror drivers side
02-Oct-17	Kaspersky	54.99	Annual internet security
25-Oct-17	Lloyds Bank	41885.57	Net payroll - Oct 2017
13-Oct-17	Lloyds Bank D/D	7.62	Bank charges
11-Oct-17	PETTY CASH A/C	121.69	Top up petty cash
30-Oct-17	Post Office Shop	17.76	Pukka pad silver notebook
05-Oct-17	Stac.co.uk	137.94	Plywood folding table
04-Oct-17	Tesco - Entertainme	250.00	Nerf Gun N-Strike blasters
04-Oct-17	Tesco - SCP Ltd	83.98	Wood console tables
11-Oct-17	Vista Print	38.38	Standard business cards

43515.64

TIMETABLE OF MEETINGS - 2018/19
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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>2018</u> 22 May 19 June	<u>2018</u> 5 June	<u>2018</u> 12 June	<u>2018</u> Annual Meeting: 8 May 26 June
17 July 14 August (SH) 11 September	4 September	18 September	2 October
9 October 6 November 4 December	20 November	27 November	11 December
<u>2019</u> 8 January 29 January	<u>2019</u> 15 January	<u>2019</u> 22 January	<u>2019</u> 5 February
26 February 26 March 23 April	9 April (SH)	16 April (SH)	Town Electors: 5 March Annual Meeting: 14 May

(SH = School Holidays)

SCHOOL TERM DATES

2018 Monday 16 April to Tuesday 24 July
Monday 3 September to Wednesday 19 December
(NOTE: Training days - to be agreed)

Half Term: 28 May - 1 June
Half Term: 22- 26 October

Good Friday: 30 March 2018
WBC Elections: 3 May 2018

2019 Thursday 3 January to Friday 5 April
Tuesday 23 April to Tuesday 23 July
(NOTE: Training days - to be agreed)

Half Term: 18 - 22 February
Half Term: 27 - 31 May

Good Friday: 19 April 2019
WBC & WTC Elections: 2 May 2019

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**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 5 December 2017 at 7:45 pm**

Present: *Councillors: T. Barker (Chairman); S. Brindley; M. Forrer; D. Fradley;
J. MacNaught; D. Mills; S. Rahmouni; M. Walker*

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

Officer present: *L. Matthews, Committee Officer*

126. **APOLOGIES**

Apologies for absence were received from Councillors J. Cheng, R. Dolinski, B. Franklin and P. Wicks.

127. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

128. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 7 NOVEMBER 2017**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 7 November 2017 be approved and signed by the Chairman as a true and accurate record.

129. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

130. **PLANNING DECISIONS**

RESOLVED:

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

131. **PLANNING APPEALS**

RESOLVED:

- ◆ To note that the following appeal against refusal of planning permission had been lodged with the Planning Inspectorate:
Application: 171451
Location: 17 Anthian Close, Woodley, RG5 4XA.
Proposal: Full application for the proposed change of use of amenity land to residential including replacement of garden wall with a 2m close boarded fence.

- ◆ To note the following appeal decision:
 - Application: 170803
 - Location: 20 Tippings Lane, Woodley, RG5 4RX.
 - Proposal: Householder application for the proposed erection of a single storey front extension, following removal of existing single storey front extension.
 - Appeal details: The appeal was made against a refusal of planning permission.
 - Decision: The appeal was dismissed.

132. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. PC 10/17.

133. **HIGHWAYS**

Road Works/Street Works Major Projects Co-ordination meeting

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Projects Co-ordination meeting held on 23 November 2017.

134. **COMMUNITY SPEEDWATCH**

The Chairman presented his report on Community Speedwatch, which had been attached to the agenda, and informed Members that he had spoken to Inspector John Donachy, Thames Valley Police, to try to clarify the inconsistencies in the information the Council had received regarding the scheme. He had discovered that the way in which Thames Valley Police were proposing to run their speedwatch scheme had changed since the Council had first been informed about the scheme and this had led to some of the conflicting information.

The Chairman reported that there were two options available to the Council if Members decided to be involved in a speedwatch scheme:

Option 1 was to join the speedwatch scheme run by Thames Valley Police, where the speed detection equipment would be shared with all the other parishes and towns in the scheme. Under this scheme, volunteers would have to sign up and be vetted as official Police Support Volunteers, in order to be covered by the Police insurance scheme, and could be asked to work outside of the Woodley area. The Town Council would have little or no involvement in the management of the scheme and would be asked to make a relatively small monetary contribution when new equipment was required. The equipment available did not provide photographic evidence of car number plates.

Option 2 was for the Town Council to purchase its own speedwatch equipment and to recruit and manage a team of volunteers operating only in Woodley. Volunteers would be covered by the Council's insurance scheme. The Council and the volunteers could decide which roads to monitor and could respond to residents' concerns about incidents of speeding in a timely manner as the equipment would be solely for use in Woodley. The Council could choose to purchase equipment with a built-in camera to provide photographic evidence of number plates, which would be more reliable than recoding number plates manually. Under this option the onus would be on the Council and volunteers to manage the scheme. Back room support would be offered by the Thames Valley Police volunteers to enable warning letters to be sent to speeding motorists.

Members discussed the merits of both options and listened to the views of a Woodley resident who had already joined the speedwatch scheme operated by Thames Valley Police. Members then considered whether to further investigate the processes required to operate a scheme under Option 2 so that the feasibility of the scheme could be assessed at the next meeting of the Planning Committee.

RESOLVED:

- ◆ To investigate further the processes required to operate a speedwatch scheme in Woodley using equipment purchased by the Town Council.

Voting: For: 6 Abstentions: 2

135. **APPLICATION FOR A GOODS VEHICLE OPERATORS LICENCE:
29 VISCOUNT WAY, WOODLEY**

Members noted that the Council had been notified by Wokingham Borough Council of the following application for a Goods Vehicle Operator's Licence:

Operator: Fanele Magudu
Operating Centre: 29 Viscount Way, Woodley, RG5 4DZ
Authorisation: 1 vehicle

Objections were required by 30 November 2017. The views of Committee members had been sought prior to the meeting and no objections had been received.

136. **GOVERNMENT HOUSING POLICY**

Members noted that correspondence had been sent from Barkham Parish Council to all towns and parishes in Wokingham Borough requesting expressions of support for a report they had prepared asking for changes to the Government's housing policy. As a response had been requested urgently, the report, as attached to the agenda, had been circulated to the Committee prior to the meeting and Members' views sought. A letter of support had subsequently been sent to Barkham Parish Council.

137. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Community Council for Berkshire e-bulletin - November 2017*

138. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

139. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

140. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

141. **ENFORCEMENT ISSUES**

The Chairman informed Members that no enforcement notifications had been received since the last meeting.

The meeting closed at 9:15 pm

Woodley Town Council

Page 1

Date :- 06/12/2017

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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Approved on the following applications;**173234**

06/11/2017	Simon Taylor	D. Eyres	47 Crockhamwell Road Crockhamwell Road Woodley RG5 3JY
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Proposal : Householder application for the proposed erection of single storey rear extension to dwelling.
Observations : No objections.

173338

16/11/2017	Dariusz Kusyk	Mr M Harris	52 Austin Road Austin Road Woodley RG5 4EL
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Proposal : Householder application for the proposed part two storey rear extension plus single storey front extension to dwelling.
Observations : No objections.

173378

21/11/2017	Dariusz Kusyk	Mr R Gilbert	6 Orville Close Orville Close Woodley RG5 4TZ
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Proposal : Householder application for the proposed conversion of existing garage to additional habitable accommodation.
Observations : The Committee had no objections to the conversion of the garage to habitable accommodation, but commented that the drawings were misleading as the new side door shown on the plan and the proposed canopy at the side of the house were both omitted from the side elevation.

173380

29/11/2017	Ade Balogun	Mr C Holmes	31 Woodwaye Woodwaye Woodley RG5 3HA
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Proposal : Householder application for the proposed erection of a two storey rear extension to dwelling, to include two side dormer extensions.
Observations : No objections.

173382

24/11/2017	Andrew Parsons	A. Henham	18 The Ridgeway The Ridgeway Woodley RG5 3QD
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Proposal : Householder application for the proposed erection of single storey rear extension to dwelling following part demolition of the existing garage, plus changes to fenestration.
Observations : The applicant was present at the meeting.

The Committee discussed the application and was advised by the applicant that parking was to be provided for three cars, although this was not shown on the drawings. The Committee had no objections to the proposal if adequate parking was to be provided.

Date :- 06/12/2017

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>
173407	24/11/2017	Stefan Fludger	Mr Mark Seagrove	3 Caldbeck Drive Caldbeck Drive Woodley RG5 4LA
Proposal : Householder application for the proposed erection of a first floor side extension and single storey rear extension to dwelling.				
Observations : No objections.				
<hr/>				
173417	29/11/2017	Nuno Fernandes	Mr Syed Shamsi	Hawkhurst House 6 Headley Road East Woodley RG5 4SW
Proposal : Full application for the proposed change of use from B1 to B2 + B8 plus ancillary offices to taxi office (computers and phone line only).				
Observations : No objections.				

Date :- 06/12/2017

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;**173033**

24/11/2017	Mohammad Islam	Mrs Scales	24 Badgers Rise Badgers Rise Woodley RG5 3AJ
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Proposal : Householder application for the proposed conversion of existing loft to additional habitable accommodation, to include a rear dormer extension and 2No. roof lights.

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

- The extension is not subservient to the existing building.
- The proposed dormer extension is the same height as the roof ridge.
- Visually unacceptable.
- Out of keeping with neighbouring properties.
- This extension would set a precedent.

173308

13/11/2017	Casey Virasami	Mr Brent Mooney	3 Steggles Close Steggles Close Woodley RG5 3AH
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Proposal : Householder application for proposed loft conversion to create habitable accommodation with two side dormer extensions.

Observations : The Committee recommended refusal on the following grounds:

- The proposed extension is not in keeping with the design of the original building.
- Out of keeping with the neighbouring properties.
- Out of character with the street scene.
- Visually unacceptable.
- Overbearing.
- Overlooking of neighbouring properties.
- The dormers are the same height as the roof line.

Date :- 06/12/2017

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;**172927**

20/11/2017	Andrew Parsons	Mr Peter Kitson	8 Tiger Close Tiger Close Woodley RG5 4UY
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Proposal : Householder application for the proposed erection of a part two storey and part single storey rear extension to the existing dwelling.

Observations : The Committee had no objections to the proposed extension, but were concerned that insufficient parking was to be provided. The extended property would be a five bedroom house with the garage redesignated as a storage area and only two parking spaces provided on the drive.

173281

10/11/2017	Simon Taylor	Mr & Mrs A Keag	9 Sunderland Close Sunderland Close Woodley RG5 4XR
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Proposal : Householder application for the proposed first floor side extension to dwelling plus conversion of loft space to habitable accommodation.

Observations : The Committee considered the proposal and had the following concerns:

- The design of the proposed rear dormer is not sympathetic to the design of the original building.
- Insufficient parking provided for a 5 bedroom house.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 30 November 2017

' C ' Contrary to District

Page No : 1

' E ' Endorsed by District

GRANTED PLANNING PERMISSIONS

E 172310	Approved	17 Buckden Close
172731	Approved	84 Nightingale Road
E 172761	Approved	14 Caldbeck Drive
E 172888	Approved	74 Woodlands Avenue
172966	Approved	16 Mitchell Way

REFUSED PLANNING PERMISSIONS

172057	Refused	Land at 152 Colemans Moor Road
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WOODLEY PRE-SCHOOL BUILDING

REPORT OF THE DEPUTY TOWN CLERK

Purpose of Report

To request that Members approve the location in Woodford Park for the installation of a modular building by Woodley Pre-School.

Background

Approval was given by the Urgency Committee (Minute No. 3 - 26 August 2016) for Woodley Pre-School to erect a modular building within Woodford Park for the purposes of operating the pre-school, subject to a suitable location being established.

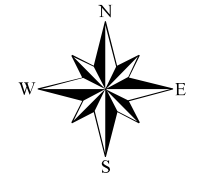
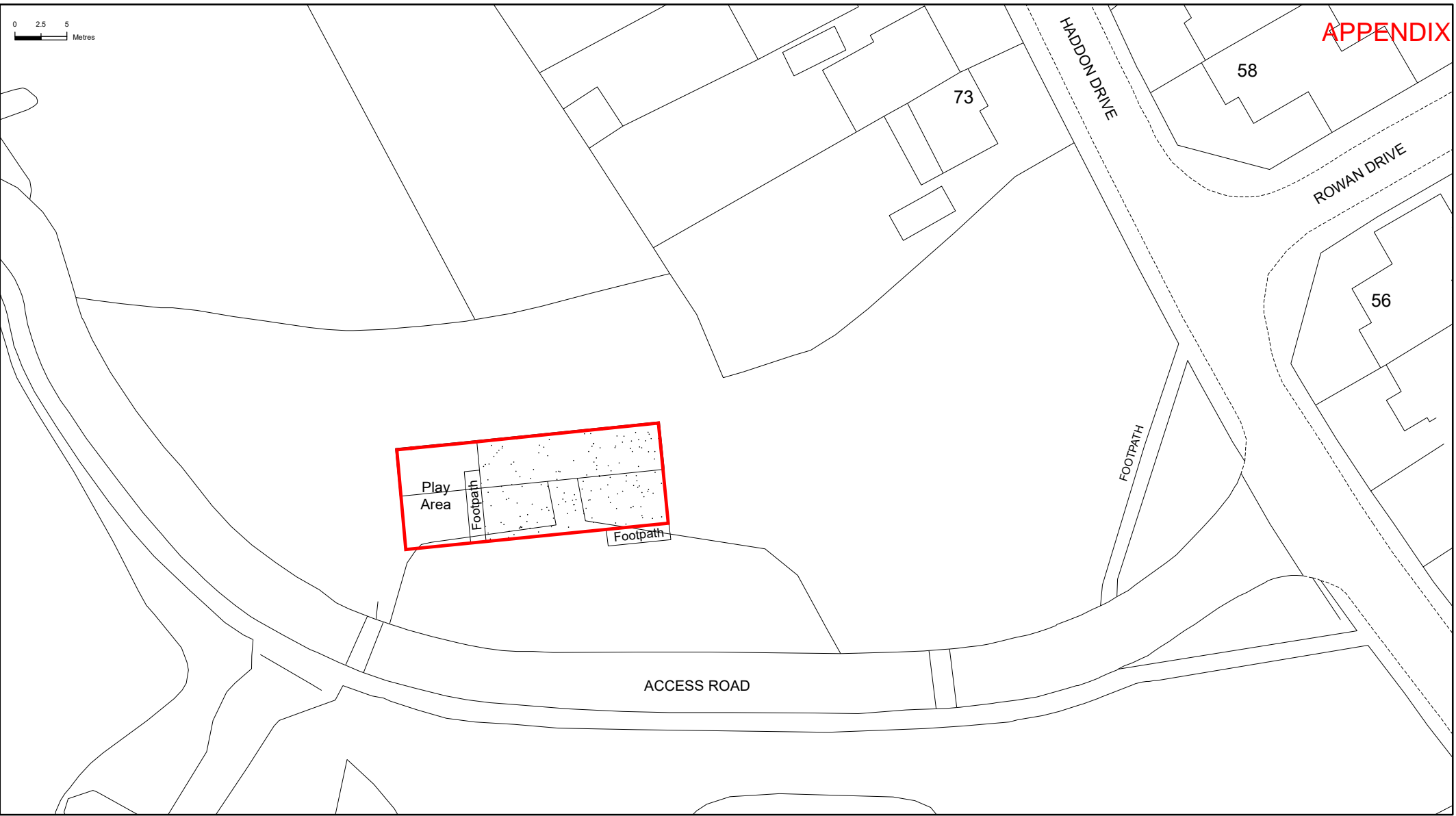
The proposed location is the site of the current maintenance workshop (old horticultural shed), which will require the demolition of the existing building to site a new modular building for the school. The location is shown in **APPENDIX A**. This location is considered suitable in terms of vehicle and pedestrian access as well as access to utilities.

A planning application has been submitted and a decision expected on 19 December and a lease document is being prepared.

Recommendations:

- ◆ **That Members note the contents of the report.**
- ◆ **That Members approve the location for the pre-school building.**
- ◆ **That Members approve the use of the Council's seal on a lease with Woodley Pre-School for the use of land in Woodford Park to site a modular building from which to operate the school.**

0 2.5 5 Metres



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Legend:

 Lease Area

Client:

Woodley Town Council

Title:

Lease Plan

Site:

Proposed School Building and Play Area, Woodford Park, Woodley, Reading, Berkshire, RG5 4LY

58

Drawn By:

S ILLSLEY

Scale @ A4:

1:500

Date:

05/12/2017

Plan No:

D17WTC001



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REPORTS FROM OUTSIDE BODIES

ARC

ARC remains very busy; the waiting list has been reduced and we have 7 new counsellors.

The financial situation is less positive than previously. We are still waiting for the outcome of the Service review at Wokingham. Other grant applications are in and we are waiting for the results of these. If we do not get funding, we may not be able to fulfil some of the requests we are receiving.

There are meetings planned to look at joint working with the Police, with a particular focus on supporting people with mental health needs, as well as CAMHS and Berkshire Youth Counselling.

Shelagh Flower

Town Mayor's Engagements – 4 October 2017 to 12 December 2017

October	5	Ceremonial Service for the Crown Court opening
	8	2 nd Woodley Scout Group: Cub's Scrapheap Challenge
	10	World Mental Health Day Roadshow
	11	Woodley Festival of Business
	17	Carnival 2018 launch evening
	19	Involve Community Services AGM
November	4	Jewel Tones Girls' Choir concert
	8	Home-Start Wokingham District AGM
	10	Schools' Remembrance event at Woodley War Memorial
	11	Remembrance Gathering at Woodley War Memorial
	20	Visit to First Days charity
	24	Wokingham Borough Sports Council Sports Awards 2017
	25	Woodley Christmas Lights Switch-On
28	Wokingham Dementia Action Alliance relaunch	

Deputy Town Mayor's Engagements

October	17	Carnival 2018 launch evening
November	2	Highwood Primary School: opening of new outside area for Foundation Stage pupils
	12	Remembrance Service at St John's Church
	28	CommuniTrees Project tree planting in Woodford Park by pupils from St Dominic Savio Primary School
December	3	Opening of Woodley Christmas Extravaganza
	6	Bulmershe School production of "Les Miserables"