



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

To: **ALL MEMBERS OF THE COUNCIL**

NOTICE IS HEREBY GIVEN that the Annual Meeting of the Town Council will be held at the Oakwood Centre on Tuesday 13 May 2014 at 8 pm.

Deborah Mander
Town Clerk

Before the opening of the Town Forum the Town Mayor will present grant cheques to representatives of local community groups and other organisations.

Town Forum

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

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

AGENDA

The Mayor will ask for a minute's silence in memory of Mrs Joyce Wise, a former member of the Council.

1. **ELECTION OF TOWN MAYOR**

To elect a Town Mayor for the 2014/15 municipal year.

The outgoing Mayor will address the Council.

The outgoing Mayor will then call for nominations for the office of Town Mayor for 2014/15.

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

The newly elected Town Mayor to receive the Chain of Office, take the chair and make the Declaration of Acceptance of Office.

The Town Mayor to address the Council.

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

2. **APOLOGIES FOR ABSENCE**

3. **DECLARATIONS OF INTEREST**

To receive any declarations of interest.

4. **ELECTION OF DEPUTY TOWN MAYOR**

To elect a Deputy Town Mayor for the 2014/15 municipal year.

The Town Mayor will call for nominations for the office of Deputy Town Mayor for 2014/15.

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

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

5. **COMPOSITION OF THE COUNCIL**

To note the composition of the Council:

Conservatives: 11 Independent: 2 Liberal Democrats: 12

6. **POLITICAL GROUP LEADERS**

6.1 To note the appointment by the Liberal Democrat Group of the Leader and Deputy Leader of the Liberal Democrat Group.

6.2 To note the appointment by the Conservative Group of the Leader and Deputy Leader of the Conservative Group.

6.3 To note the appointment by the Independent Group of the Leader and Deputy Leader of the Independent Group.

7. **ELECTION OF THE LEADERSHIP OF THE COUNCIL**

7.1 To elect the Leader of the Council for the 2014/15 municipal year.

7.2 To elect the Deputy Leader of the Council for the 2014/15 municipal year.

8. **STANDING COMMITTEES**

To appoint Members to serve on the standing committees for the 2014/15 municipal year:

8.1 **Strategy & Resources Committee**

a) To approve the number of seats on the Strategy and Resources Committee. *(9 places in 2013/14)*

b) To appoint Members to serve on the Strategy and Resources Committee.

8.2 Leisure Services Committee

- a) To approve the number of seats on the Leisure Services Committee. *(9 places in 2013/14)*
- b) To appoint Members to serve on the Leisure Services Committee.

8.3 Community Services Committee

- a) To approve the number of seats on the Community Services Committee. *(9 places in 2013/14)*
- b) To appoint Members to serve on the Community Services Committee.

8.4 Plans Committee

- a) To approve the number of seats on the Plans Committee. *(9 places in 2013/14)*
- b) To appoint Members to serve on the Plans Committee.

9. CHAIRMEN AND VICE CHAIRMEN OF STANDING COMMITTEES

To appoint the Chairman and Vice Chairman of the standing committees for the 2014/15 municipal year.

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

9.1 Strategy & Resources Committee

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

9.2 Leisure Services Committee

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

9.3 Community Services Committee

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

9.4 Plans Committee

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

10. **APPOINTMENT OF WORKING PARTIES AND SUB COMMITTEE**
Under Standing Order 4 e) members of the parent standing committee approve the numbers on and the appointment of members to the working parties.

All terms of reference are included in **Appendix 10 (enclosed)**.

10.1. **Strategy & Resources Committee:**

- a) **Investments Working Party** (*6 places in 2013/14*) App.10
Page 1
1) To approve the terms of reference of the working party.
2) To approve the number of places on the working party.
3) To appoint Members to the working party.
- b) **Risk Management Working Party** (*4 places in 2013/14*) App.10
Page 2
1) To approve the terms of reference of the working party.
2) To approve the number of places on the working party.
3) To appoint Members to the working party.
- c) **Catering Partnership Management Panel** (*4 places in 2013/14*) App.10
Page 3
1) To approve the terms of reference of the working party.
2) To approve the number of places on the working party.
3) To appoint Members to the working party.
- d) **Standing Orders & Financial Regulations Working Party**
(*3 places in 2013/14*) App.10
Page 4
1) To approve the terms of reference of the working party.
2) To approve the number of places on the working party.
3) To appoint Members to the working party.
- e) **Public Toilets Working Party** (*4 places in 2013/14*) App.10
Page 5
1) To approve the terms of reference of the working party.
2) To approve the number of places on the working party.
3) To appoint Members to the working party.
- f) **Personnel Sub Committee** (*4 places in 2013/14*) App.10
Page 6
1) To approve the terms of reference of the sub committee.
2) To approve the number of places on the sub committee.
3) To appoint Members to the sub committee.

10.2 **Leisure Services Committee:**

- a) **Woodford Park Leisure Centre Entrance Improvements Working Party** (*4 places in 2013/14*) App.10
Page 7
1) To approve the terms of reference of the working party.
2) To approve the number of places on the working party.
3) To appoint Members to the working party.

10.3 **Community Services Committee:**

- a) **Allotments Working Party** (*4 places in 2013/14*) App.10
Page 8
1) To approve the terms of reference of the working party.
2) To approve the number of places on the working party.
3) To appoint Members to the working party.
- b) **Keep Woodley Clean Working Party** (*5 places in 2013/14*) App.10
Page 9
1) To approve the terms of reference of the working party.
2) To approve the number of places on the working party.
3) To appoint Members to the working party.

- c) **Youth Working Party** (*6 places in 2013/14*)
- 1) To approve the terms of reference of the working party.
 - 2) To approve the number of places on the working party.
 - 3) To appoint Members to the working party.

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

To appoint the Council's representatives on outside bodies:

- 11.1 Berkshire Association of Local Councils (BALC) - 1 place
- 11.2 Wokingham District Association of Local Councils - 2 places
- 11.3 Ambleside Neighbourhood Partnership Committee – 1 place
- 11.4 Woodley Airfield Centre Management Committee - 2 places
- 11.5 Woodley Bowling Club Management Committee - 1 place
- 11.6 Citizens Advice Bureau - 1 place
- 11.7 Woodley Volunteer Centre - 1 place
- 11.8 Sandford Farm Liaison Group – 1 place (plus 1 deputy)
- 11.9 Age Concern (Woodley) - 1 place
- 11.10 Highwood Management Conference - 2 places
- 11.11 Readibus - 1 place
- 11.12 Museum of Berkshire Aviation Trust - 2 places
- 11.13 Woodley Town Centre Management Initiative - 2 places
- 11.14 ARC - 2 places
- 11.15 Woodley War Memorial Project – 2 places
- 11.16 Mid and West Berkshire Local Access Forum – 1 place
- 11.17 Road/Street Works Major Projects Meeting – 1 place (plus 2 deputies)
- 11.18 Campaign Against Waste - 3 places
- 11.19 Wokingham Traffic+ Forum – 1 place
- 11.20 Woodley Football Forum Project Steering Group – 1 place
- 11.21 Poor's Land Charity – 2 places
(there are 4 appointments to the charity – the term of office of Mr Laurie Day and Mr David Gerken ends 2014; Mrs Shelagh Flower and Councillor Jenny Cheng serve to 2016. It is understood that Mr Laurie Day is willing to continue)
- 11.22 Sonning & District Welfare & Education Trust – 1 place
- 11.23 Wokingham Borough/Parish Working Group – 1 place
To consider appointing a representative to the Wokingham Borough/Parish Working Group (**Appendix 11.23**)

For information:

Robert Palmer Almshouse Charity – 1 place (representative is Councillor Sam Rahmouni, serving to 2016)

12. **CHEQUE SIGNATORIES**

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

Signatories appointed in 2013 were:

Councillors K. Baker; P. Challis; K. Haines; C. E. Lawley; D. Mills; E. Rowland

13. **MINUTES OF THE COUNCIL MEETING – 11 FEBRUARY 2014**

To receive the Minutes of the Council Meeting held on 11 February 2014 and to approve their signing as a true and correct record.

14. **COMMITTEE REPORTS**

To receive the minutes of the following meetings:

14.1	Plans Committee	18 February 2014	Page 13
14.2	Plans Committee	18 March 2014	Page 24
14.3	Extraordinary Meeting of Strategy & Resources Committee	26 March 2014	Page 33
14.4	Leisure Services Committee	8 April 2014	Page 37
14.5	Plans Committee	15 April 2014	Page 43
14.6	Community Services Committee	22 April 2014	Page 53
14.7	Strategy & Resources Committee	29 April 2014	Page 59

15. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

16. **BULMERSHE SITE OF URBAN LANDSCAPE VALUE JOINT WORKING PARTY**

- 16.1 To note the questions posed to the Executive Member for Strategic Planning and Highways at the Wokingham Borough Council Executive meeting on 20 February 2014 and the responses given. **(Appendix 16.1)** Page 65
- 16.2 To consider appointing two representatives to the joint working party for the 2014/15 municipal year.

17. **3G ARTIFICIAL GRASS PITCH PROJECT – FUNDING**

To consider **Report No. FC 1/14.** Page 67

18. **NOTICES OF MOTION**

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

“Woodley Town Council refuses to accept the recent decision taken by Woodley Town Centre Management Initiative (WTCMI) to attempt to restrict the gathering of religious and political groups in the town centre.

Woodley Town Council's reasons for refusing to accept this decision by WTCMI include:

- i) Woodley TCMI is a partnership between Woodley Town Council, Wokingham Borough Council and local traders and no consultation was undertaken with Woodley Town Council prior to its introduction,
- ii) There is no legal basis for the WTCMI to either take or enforce this decision,
- iii) There was no public announcement of this policy or associated procedures that would place all political parties and independents on an equal footing,
- iv) There has never been an issue with religious groups gathering in the town centre.

Woodley Town Council notes the national trend of a decline of public involvement with politics and consequently this Council will:

- a) Seek an immediate public statement by WTCMI reversing the policy to limit access.
- b) Support any actions that promote the engagement of residents in the political process.
- c) Object to any actions which restrict the efforts of political parties to engage with the public."

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

"The Members' Code of Conduct requires Members to ensure that the Council's resources are not used improperly for political purposes.

This Council notes that there are no existing guidelines regarding photographs being taken inside Council buildings for political purposes.

With this in mind and to avoid any confusion for Council employees all political parties wishing to take photographs for political purposes inside Council run/owned buildings will require prior written permission from the Town Clerk in order to do so."

19. **REPRESENTATIVES ON OUTSIDE BODIES**

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

20. **TOWN MAYOR'S ENGAGEMENTS**

To note the Mayoral engagements attended by Councillor Soane since 11 February 2014. (***Appendix 19***)

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Tel: 0118 974 6058 (Direct Line)
 Email: kevin.jacob@wokingham.gov.uk
 Date: Wednesday, 30 April 2014



**WOKINGHAM
BOROUGH COUNCIL**

Deborah Mander
 Woodley Town Council
 The Oakwood Centre
 Headley Road
 Woodley
 RG5 3AQ

Woodley Town Council

01 MAY 2014

Governance and Improvement Services
 Democratic Services
 P.O. Box 151
 Shute End, Wokingham
 Berkshire RG40 1WH
 Minicom No: (0118) 974 6991

Dear Deborah,

APPOINTMENT TO BOROUGH/PARISH WORKING GROUP

Setting up effective communication between the Borough Council and town/parish councils was one of the key themes that came out of last year's Borough/Parish Conference. The Borough/Parish Working Group has been considering ways of improving communication; which it feels is essential in order to develop and drive a spirit of co-operation and promote greater partnership working between the Borough Council and the town/parish councils.

The Working Group has considered all the comments made at the Borough/Parish Conference and in order to provide a vehicle for greater communication and engagement has decided to amend its terms of reference in order to expand the role of the Group and widen the membership by inviting a representative from each town and parish council plus one standing deputy. This is in addition to a representative from WDALC and the Clerks' Forum and five Wokingham Borough Council Members. A copy of the revised Terms of Reference is attached to this letter for your information.

We would therefore be grateful if you would bring this matter to the attention of your town/parish council and ask serious consideration be given to your council becoming members of the Working Group, which it is proposed will meet quarterly, and look to appoint a representative and one standing deputy at your forthcoming Annual Council meeting.

Could you please e-mail Kevin Jacob, Democratic Services, to confirm whether or not your town/parish council wishes to be part of the Working Group; and if so the name of your appointed representative and standing deputy. Kevin's e-mail address is kevin.jacob@wokingham.gov.uk.

Further details about dates and times of forthcoming Working Group meetings will be sent to you in due course.

Yours faithfully

P. R. Kevin Jacob

Michael Firmager
 Chairman, Borough/
 Parish Working Group

Roger Loader
 Vice-Chairman, Borough/
 Parish Working Group



Please contact me if you need this letter in a different format
wokinghamdirect@wokingham.gov.uk Tel: (0118) 974 6000 www.wokingham.gov.uk



Borough/Parish Working Group

Terms of Reference

1. Purpose

The purpose of the Borough/Parish Working Group is to:

- a) Develop and drive a spirit of co-operation and greater partnership between Parish/Town Councils and the Borough Council including the consideration of Borough and Parish Council priorities and visions;
- b) Receive and respond to issues raised by the Borough and Parish/Town Councils;
- c) Explore the possibilities and aspirations of greater partnership working through;
 - i) Consideration of requests from Parish/Town Councils for meetings, briefings or information about specific subjects and provide feedback to them;
 - ii) Offering a platform for debate and exchange of ideas around greater partnership working;
- d) To consider the training and capacity building implications of greater partnership working;
- e) To consider how messages around partnership and joint working might be conveyed to a broader audience and the forms that communication might take;
- f) To develop the relationship between the Working Group, WDALC and the Clerk's Forum;
- g) To develop an annual work programme that delivers the objectives of the Working Group.

2. Membership

The Working Group will consist of the following representatives:

- a) 5 Borough Members plus 5 Standing Deputies, appointed by the Borough based on the rules of political balance;
- b) 1 Member plus Standing Deputy from each Parish/Town Council within the Borough;
- c) 1 representative from the Wokingham District Association of Local Councils (WDALC) plus 1 Standing Deputy;
- d) 1 representative of the Wokingham Clerk's Forum plus 1 Standing Deputy.

3. Process for Appointment of Representatives

The following processes will be followed:

a) Borough Representatives

The Borough Council will appoint 5 Borough Members and Standing Deputies at its Annual Meeting in May.

b) Parish/Town Representatives

Parish/Town Councils will be invited to appoint 1 representative and 1 Standing Deputy to the Working Group at their Annual Meetings.

c) WDALC Representative

At its Annual Meeting, WDALC will be asked to nominate a representative and 1 Standing Deputy to the Working Group.

It will be for WDALC to determine the arrangements for the appointment of its representative to the Working Group.

d) Clerks Forum

The Clerks Forum will be asked to nominate a Town or Parish Clerk and 1 Standing Deputy to attend the Working Group meetings as a representative.

It will be for the Clerks Forum to determine the arrangements for the appointment of its representative to the Working Group.

4. Terms of Office

Appointments to the Working Group will last for a period of one year starting from either the beginning of the Municipal Year, the Annual General Meeting of WDALC or Clerk's Forum. Should a vacancy arise during the Municipal Year, a replacement representative would be sought to fulfil the same role (e.g. if it was a Town/Parish Member then a new Town/Parish Member would be sought from the same Parish/Town).

5. Dual Membership

It is recognised that it is for the nominating organisations to determine their choice of representative. However, in considering nominations the Working Group requests that Parishes/Towns and WDALC seek to avoid nominating a representative/s who serves as both a Parish/Town and Borough councillor. This is to seek to ensure that representation on the Working Group genuinely reflects both Borough and Parish/Town points of view.

6. Quorum

The quorum for the meeting will be:

3 Borough Members

5 Parish/Town Members

7. Chairman and Vice Chairman

The Chairman and Vice Chairman will be elected at the first meeting of the Municipal Year.

8. Meetings

Meetings will be take place at least quarterly.

9. Support for the Working Group

The Borough Council will provide support to the Working Group including administration, clerking of meetings, preparation and distributing of agendas and reports, and meeting room space, as required.

As well as a Clerk to minute the meetings, at least one Officer will also attend the Working Group meetings to provide advice and guidance as required.

10. Communication

In order to ensure good communication between Officers and Members of the Working Group, all members would be asked to supply an email address for correspondence and a telephone number for contact about Working Group business. This will be kept confidential and used only by Officers and Members of the Working Group, to discuss Working Group business, when required.

Approved 23 April 2014

Woodley Town Council

Minutes of a Meeting of the Plans Committee held at the Oakwood Centre on Tuesday 18 February 2014 at 7:45 pm.

Committee Members Present :- Councillor T. Barker
Councillor R. Duncan
Councillor M. Holmes
Councillor R. Neall
Councillor M. Storry
Councillor M. Walker

Also in Attendance :- Councillor K. Baker
L. Matthews, Committee Officer

01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J. Cheng, Councillor N. Cox and Councillor M Willson.

02 DECLARATIONS OF INTEREST

Councillor M. Holmes - Prejudicial interest: Agenda item 05.1, planning application F/2013/1985: 37 Highgate Road, as the applicant is known to her.
Councillor Holmes took no part in the decision on this item.

03 MINUTES OF PREVIOUS MEETING

To approve the minutes of the meeting held on 21 January 2014 and for the Chairman to sign them as a true and accurate record.

04 PLANNING DECISIONS

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

With regard to application F/2013/2493: Waitrose Ltd, Crockhamwell Road, Councillor Holmes explained that, following a meeting between Waitrose Ltd and the Town Centre Manager, the proposed positions of the external horticulture units had been changed and the application had been approved.

05 CURRENT PLANNING APPLICATIONS

RESOLVED:

To forward comments to the Borough Council as follows:

05- 1	F /2013/1985	Plot Ref :-	Type :-	Full
	Applicant Name :-	Mr Grant Bruce	Date Received :-	20/01/2014
	Location :-	37 Highgate Road Highgate Road Woodley RG5 3ND	Date Returned :-	19/02/2014
	Proposal :	Proposed single storey side extension to form storage shed. (Retrospective)		
	Observations :	The committee agreed to make no comment except to say that it disapproved of retrospective planning applications.		

05- 2 F /2013/2513 Plot Ref :- Type :- Full
Applicant Name :- Mr Alan Collis Date Received :- 05/02/2014
Location :- 176 Loddon Bridge Road Date Returned :- 19/02/2014
Loddon Bridge Road
Woodley
RG5 4AA
Proposal : Proposed erection of a two storey side and front extension with dormers, first floor side extension, part conversion of garage to habitable accommodation, rear juliet balcony and repositioning of front door.
Observations : Three residents were at the meeting to voice their concerns, which related to:
- Loss of privacy, as both side elevations would have windows which overlooked the adjacent properties.
- Loss of light to 174 Loddon Bridge Road.
- Overdevelopment of the plot.
- The extension would extend to the boundary that belongs to No.174 and the foundations would encroach onto land belonging to No.174.
Following the residents' comments the committee discussed the application and recommended the planning application be refused on the following grounds:
- Loss of light.
- Loss of privacy due to the velux windows, the additional side elevation windows and the juliet balcony. If permission is granted, would recommend a condition that the velux windows, additional side elevation windows and the juliet balcony must not overlook the adjacent properties.
- The committee also commented that the description of the proposed development does not mention the rear extension.

05- 3 F /2014/0009 Plot Ref :- Type :- Full
Applicant Name :- Mr Pratt Date Received :- 23/01/2014
Location :- 22b South Lake Crescent Date Returned :- 19/02/2014
South Lake Crescent
Woodley
RG5 3QW
Proposal : Proposed conversion of loft space to create habitable accommodation to dwelling with flat roof dormer to rear elevation.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account as a letter from residents at 15 Pearson Way indicated that they were concerned their property would be overlooked.

05- 4 F /2014/0034 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs R Chand Date Received :- 21/01/2014
Location :- 29 Copse Mead Date Returned :- 19/02/2014
Copse Mead
Woodley
RG5 4RP
Proposal : Proposed erection of part two storey, part single storey rear extension and two storey side extension on west elevation and part first floor side extension on east elevation (including change in roof form from twin rear gable to crown roof design). In addition, proposed front gable extension and integral double garage, demolition of existing detached garage, removal of existing chimney stack and changes to existing fenestration.
Observations : One resident was present at the meeting to voice his concerns,

Councillor K. Baker was present to represent two neighbours and three letters of concern had been received.

The residents' concerns related to:

- The proposed extension is very large and would be disproportionate to the scale of the existing house.
- Overdevelopment of the site as the volume of the existing house would be doubled.
- Proposal would be overbearing.
- Loss of light to 27 and 31 Copse Mead.
- Loss of privacy to 27 and 31 Copse Mead.
- Cooking area in the kitchen would vent directly onto the patio of 31 Copse Mead.
- Proposal violates the building line at the front of the property.
- Limited parking would be provided for the size of the property.
- The proposed extension extends to the boundary with No.31 and could not be built without access from No.31 and would cause major disruption to the resident at No.31.

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

- Overdevelopment of the site.
- Overbearing.
- Loss of light to adjacent properties.
- Loss of privacy to adjacent properties.
- Violation of the building line at the front of the property.

05- 5	F /2014/0065	Plot Ref :-	Type :-	Full
	Applicant Name :-	Mr & Mrs Manser	Date Received :-	29/01/2014
	Location :-	36 Hazel Drive Hazel Drive Woodley RG5 3SA	Date Returned :-	19/02/2014
	Proposal :	Proposed erection of first floor side and single storey rear extensions to dwelling.		
	Observations :	The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.		

05- 6	F /2014/0070	Plot Ref :-	Type :-	Full
	Applicant Name :-	Mrs McCabe	Date Received :-	29/01/2014
	Location :-	29 Glendevon Road Glendevon Road Woodley RG5 4PJ	Date Returned :-	19/02/2014
	Proposal :	Proposed erection of a single storey rear extension to form a conservatory.		
	Observations :	No comment.		

05- 7	F /2014/0071	Plot Ref :-	Type :-	Full
	Applicant Name :-	Mr & Mrs Clements	Date Received :-	31/01/2014
	Location :-	12 Lysander Close Lysander Close Woodley RG5 4ND	Date Returned :-	19/02/2014
	Proposal :	Proposed single storey rear extension to dwelling.		
	Observations :	No comment.		

05- 8 F /2014/0080 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs Graham Enright Date Received :- 24/01/2014
Location :- 7 Carrick Gardens Date Returned :- 19/02/2014
Carrick Gardens
Woodley
RG5 3JD
Proposal : Proposed single storey rear extension, first floor side extension and conversion of garage to form habitable accommodation.
Observations : No comment.

05- 9 F /2014/0088 Plot Ref :- Type :- Full
Applicant Name :- Mr Richard Pickles Date Received :- 31/01/2014
Location :- 24 Haddon Drive Date Returned :- 19/02/2014
Haddon Drive
Woodley
RG5 4LU
Proposal : Proposed erection of a part two storey/ part single storey side and front extension to dwelling.
Observations : The committee recommended that the planning application be refused on the following grounds:
- Overdevelopment.
- Unneighbourly.
- Out of keeping with neighbouring properties.
- Insufficient on site / off-road parking provision.

05- 10 F /2014/0092 Plot Ref :- Type :- Full
Applicant Name :- Mr Doug Shepherd Date Received :- 04/02/2014
Location :- 6 Silver Fox Crescent Date Returned :- 19/02/2014
Silver Fox Crescent
Woodley
RG5 3JA
Proposal : Proposed erection of 4 bed dwelling with associated parking. Removal of conservatory to No.6 Silver Fox Crescent.
Observations : Four residents were at the meeting to voice their concerns, which related to:
- Loss of light to 45 Crockhamwell Road.
- The proposed house would be too large for the plot.
- The proposed development would exacerbate the flooding that already occurs at this corner.

Following the residents' comments the committee discussed the application and recommended the planning application be refused on the following grounds:
- Overdevelopment of the plot
- Overbearing in terms of massing and height.
- Loss of light to 45 Crockhamwell Road.
- Unpleasing appearance.
- Exacerbation of flooding which is believed to occur in this area.

05- 11 F /2014/0106 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs M Boulter Date Received :- 24/01/2014
Location :- 55 Nightingale Road Date Returned :- 19/02/2014
Nightingale Road
Woodley
RG5 3LU
Proposal : Proposed erection of a first floor side and rear extension, part single

storey front extension and conversion of existing garage to additional habitable accommodation.

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

05- 12 F /2014/0112 Plot Ref :- Type :- Full
Applicant Name :- Mr K Hussain Date Received :- 12/03/2014
Location :- 7-10 The Parade Brecon Road Date Returned :- 18/02/2014
Woodley
RG5 4PS
Proposal : Application for the demolition of existing two storey block of 4 No. flats and erection of replacement two storey block of 4 No. flats.
Observations : Four residents were at the meeting to voice their concerns, which related to:
- Overdevelopment of the site.
- The development would lead to increased traffic congestion in the area.
- The development would exacerbate the parking problems in the area.
- Loss of privacy to the rear gardens of all the neighbouring properties.
Following the residents' comments, the committee discussed the application and recommended the planning application be refused on the following grounds:
- Overdevelopment.
- Overbearing.
- Out of character with the street scene.
- Insufficient parking provision.
- Loss of privacy to adjacent properties.

05- 13 F /2014/0120 Plot Ref :- Type :- Full
Applicant Name :- Mr Z Shehu Date Received :- 27/01/2014
Location :- 35 Selsdon Avenue Selsdon Avenue Date Returned :- 19/02/2014
Woodley
RG5 4PQ
Proposal : Proposed erection of single storey rear and side extensions plus 2 x side flat roofed dormers. (Retrospective)
Observations : The committee recommended that the planning application be refused on the following grounds:
- The development is in contravention of the original planning permission.
- Additional windows in the side elevation lead to loss of privacy to the adjacent property.
- Additional height of the dormers leads to additional loss of light to the adjacent properties.

05- 14 F /2014/0121 Plot Ref :- Type :- Full
Applicant Name :- Mr Z Shehu Date Received :- 27/01/2014
Location :- 35 Selsdon Avenue Selsdon Avenue Date Returned :- 19/02/2014
Woodley
RG5 4PQ
Proposal : Application for the erection of boundary wall and pillars. (Retrospective)
Observations : No comment, assuming that enforcement is not an option.

05- 15 F /2014/0123 Plot Ref :- Type :- Full
Applicant Name :- Mr S Denby Date Received :- 27/01/2014
Location :- 9 Ryecroft Close Date Returned :- 19/02/2014
Ryecroft Close
Woodley
RG5 3BP
Proposal : Proposed erection of a two storey rear and side extension and single storey rear and side extensions to dwelling.
Observations : Two residents were at the meeting to voice their concerns and a letter of concern had also been received.
Their concerns related to:
- Ryecroft Close is a small development of 14 semi-detached houses and this proposal would be out of character.
- It would create a terracing effect.
- Loss of light to 10 Ryecroft Close.
- Loss of privacy to 10 Ryecroft Close.
- The drawings imply that No.10 has a rear extension adjacent to No.9, which it does not.
Following the residents' comments, the committee discussed the application and recommended the planning application be refused on the following grounds:
- Out of keeping with the street scene.
- Would create a terracing effect.
- Out of scale and character.
- Loss of light to No.10.
- Loss of privacy to No.10.

05- 16 F /2014/0129 Plot Ref :- Type :- Full
Applicant Name :- Mrs S Bingham Date Received :- 31/01/2014
Location :- 20 Copse Mead Date Returned :- 19/02/2014
Copse Mead
Woodley
RG5 4RP
Proposal : Proposed erection of a rear roof dormer extension and single storey rear extension in place of existing conservatory, to be demolished.
Observations : No comment.

05- 17 F /2014/0160 Plot Ref :- Type :- Full
Applicant Name :- Mr Jadvinder Sidhu Date Received :- 05/02/2014
Location :- 5 Buccaneer Close Date Returned :- 19/02/2014
Buccaneer Close
Woodley
RG5 4XP
Proposal : Proposed erection of a single storey rear extension to dwelling.
Observations : The committee had no objections, but commented that the extension should have a visually acceptable finish, compatible with the house.

05- 18 F /2014/0170 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs Hainsworth Date Received :- 04/02/2014
Location :- 74 Ravensbourne Drive Date Returned :- 19/02/2014
Ravensbourne Drive
Woodley
RG5 4LJ

Proposal : Proposed erection of a single storey rear extension to dwelling.
Demolition of existing rear extension.

Observations : No objections.

05- 19 F /2014/0172 Plot Ref :- Type :- Full
Applicant Name :- Mr Ivan Avery Date Received :- 04/02/2014
Location :- 55 Woodway Woodway Woodley RG5 3HB Date Returned :- 19/02/2014
Proposal : Proposed single storey rear extension to dwelling plus extension of roofline at rear to form gable roof to enlarge first floor accommodation. Change flat roof to pitched roof on front elevation dormer window.
Observations : The committee had no objections, but commented that the extension should have a finish that was visually compatible with the house.

05- 20 F /2014/0190 Plot Ref :- Type :- Full
Applicant Name :- Mr T Haydon Date Received :- 13/02/2014
Location :- 55 Church Road Church Road Woodley RG5 4QG Date Returned :- 19/02/2014
Proposal : Proposed erection of a first floor side extension and single storey rear extension to dwelling following demolition of existing rear conservatory.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 21 F /2014/0194 Plot Ref :- Type :- Full
Applicant Name :- Mr Barrie Willoughby Date Received :- 13/02/2014
Location :- 7 Clivedale Road Clivedale Road Woodley RG5 3RR Date Returned :- 19/02/2014
Proposal : Proposed erection of a single storey rear extension to dwelling.
Observations : No comment.

05- 22 F /2014/0225 Plot Ref :- Type :- Full
Applicant Name :- Mr David Chapman Date Received :- 07/02/2014
Location :- 199 Hurricane Way Hurricane Way Woodley RG5 4UH Date Returned :- 19/02/2014
Proposal : Proposed conversion of loft space to create habitable accommodation to dwelling with rear dormers and front velux roof window.
Observations : The committee had concerns regarding the velux window to the front of the property and felt that this was visually unacceptable.

06 NEIGHBOUR CONSULTATION SCHEME

RESOLVED:
To note the following:

Application HH/2014/0068.
Location: 18 Cornfield Road, Woodley, RG5 4QA

Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.6m, for which the maximum height would be 3.6m, and for which the height of the eaves would be 2.8m.

Application HH/2014/0256.

Location: 8 Master Close, Woodley, RG5 4UB

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 4m, for which the maximum height would be 3.5m, and for which the height of the eaves would be 2.2m

07 TREE SURGERY

RESOLVED:

To note that the following tree works will be carried out in the public park area in Pitford Road, Woodley:

- Felling and stump grinding of a cherry tree.
- Removal of deadwood greater than 25mm to a cherry tree and an oak tree.

08 WOKINGHAM DRAFT STATEMENT OF COMMUNITY INVOLVEMENT

Members considered the draft Statement of Community Involvement received from Wokingham Borough Council and it was

RESOLVED:

To inform Wokingham Borough Council that the draft Statement of Community Involvement had been noted.

09 ENFORCEMENT ISSUES

The Chairman informed the meeting of three ongoing enforcement matters in the parish.

The Meeting closed at : 9:55pm

Signed : _____ Chairman Date: _____

On behalf of :- Woodley Town Council

Woodley Town Council

PLANNING DECISIONS

Plan No.	Address	Proposal	Decision
F/2013/2197	Sonning Golf Club, Duffield Road	Proposed construction of a new vehicular access onto Pound Lane to allow access onto the site for emergency vehicles and green keeping vehicles.	REFUSED
VAR/2013/2269	5 Seaford Gardens	Application to vary condition 10 of planning consent F/2003/0865 to allow one lodger to live within the property.	Approved
A/2013/2315	53a Crockhamwell Road	Application for advertisement consent for the installation of 1 x non-illuminated fascia sign.	Approved
F/2013/2352	9 Penrose Avenue	Proposed single storey, part first floor and part two storey side/rear extension, new pitched roof to garage and insertion of roof light.	Approved
F/2013/2408	18 Carlton Close	Proposed removal of two existing detached sheds and erection of single storey detached outbuilding.	Approved
F/2013/2416	22 Nimrod Close	Proposed erection of a single storey rear/part side extension to dwelling, following demolition of existing conservatory, plus conversion of existing garage/store to additional habitable accommodation with changes to existing fenestration.	Approved
F/2013/2438	Marks and Spencer, 406 London Road	Proposed erection of an acoustic fence as plant enclosure to the side elevation of the store.	Approved
F/2013/2478	30 Tippings Lane	Proposed conversion of garage to create habitable accommodation with bay window and erection of single storey front entrance porch extension with pitched roof over. Demolition of existing porch.	Approved
F/2013/2480	12 Jerome Road	Proposed erection of a two storey side and rear extension to dwelling plus new front porch with integral wc.	Approved
F/2013/2493	Waitrose Ltd, Crockhamwell Road	Proposed installation of external horticulture units to the front of the store and associated works.	Approved
F/2013/2510	6 Rushmere Cottages	Proposed erection of a replacement double length garage to side of house, following demolition and removal of existing timber garage.	Approved
CLP/2013/2520	44 Wyndham Crescent	Application for a certificate of lawfulness for the proposed erection of a single storey rear extension to dwelling.	Approved

Plan No.	Address	Proposal	Decision
F/2014/0129	20 Copse Mead	Proposed erection of a rear roof dormer extension and single storey rear extension in place of existing conservatory, to be demolished.	Approved
CLP/2014/0047	11 Sycamore Close	Relocation of rear fence and gate towards the rear elevation of the dwelling, creation of a new access to the site and creation of additional hardstanding to provide a car parking area to the rear of the dwelling.	Approved

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Woodley Town Council

Minutes of a Meeting of the Plans Committee held at the Oakwood Centre on Tuesday 18 March 2014 at 7:45 pm.

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

Also in Attendance :- Councillor K. Baker
Councillor C. Lawley
L. Matthews, Committee Officer

01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor R. Duncan and Councillor M. Willson.

02 DECLARATIONS OF INTEREST

Councillor M. Holmes - Prejudicial interest: Agenda item 05.14, planning application F/2014/0383: 188 Fairwater Drive, as the applicant is known to her.
Councillor Holmes took no part in the decision on this item.

03 MINUTES OF PREVIOUS MEETING

RESOLVED:

To approve the minutes of the meeting held on 18 February 2014 and for the Chairman to sign them as a true and accurate record.

04 PLANNING DECISIONS

RESOLVED:

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

05 CURRENT PLANNING APPLICATIONS

RESOLVED:

To forward comments to the Borough Council as follows:

05- 1	A /2014/0479	Plot Ref :-	Type :-	Advertise
	Applicant Name :-	Mr M Rasodl	Date Received :-	11/03/2014
	Location :-	43 Crockhamwell Road Crockhamwell Road Woodley RG5 3JZ	Date Returned :-	20/03/2014
	Proposal :	Application for advertisement consent for the proposed erection of 2 No. fascia signs.		
	Observations :	One resident was at the meeting to voice her concerns, which related to: - The sign at the front of the property will be illuminated, which is not appropriate in a residential area. - The sign will be illuminated until 11pm, which neighbours feel will be intrusive. - The number of signs has increased.		
		Following the resident's comments the committee discussed the application and had the following concerns: - The signs, and wiring for illumination, are already in place and therefore this is a retrospective application although it is not described as such.		

- This is mainly a residential area and the illuminated sign will be out of keeping with the area.
- The new sign at the front of the property is significantly larger than the old sign.
- The number of signs has increased.

05- 2 F /2013/2091 Plot Ref :- Type :- Full

Applicant Name :- Justin Wheeler Date Received :- 20/02/2014

Location :- 12 Gainsborough Close Date Returned :- 20/03/2014
Gainsborough Close
Woodley
RG5 4HD

Proposal : Proposed conversion of garage to habitable accommodation to dwelling.

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

05- 3 F /2013/2610 Plot Ref :- Type :- Full

Applicant Name :- Mr Ganesan Sivaramakrishnan Date Received :- 25/02/2014

Location :- 4 Bosworth Gardens Date Returned :- 20/03/2014
Bosworth Gardens
Woodley
RG5 3RS

Proposal : Proposed erection of a two-storey rear extension including balcony and a new pool house and summer house to the rear .

Observations : The committee had the following concerns regarding this application:

- It will be the second large extension to this house.
- The balcony will allow overlooking of neighbouring properties.
- Loss of privacy to neighbouring properties.

05- 4 F /2014/0112 Plot Ref :- Type :- Full

Applicant Name :- Mr K Hussain Date Received :- 12/03/2014

Location :- 7-10 The Parade Date Returned :- 18/03/2014
Brecon Road
Woodley
RG5 4PS

Proposal : REVISED APPLICATION RECEIVED 12/03/2014:
(Revised and additional plans received)
Erection of 2-storey block of 4 x flats (part retrospective, with amendments to the roof form of the single storey side wings).

DETAILS OF APPLICATION RECEIVED 13/12/2014:
Application for the demolition of existing two storey block of 4 No. flats and erection of replacement two storey block of 4 No. flats.

Observations : COMMENTS ON THE REVISED AND ADDITIONAL PLANS RECEIVED ON 12/03/2014:

Two residents were at the meeting to voice their concerns and Cllr Baker also spoke on behalf of residents. The residents' concerns related to:

- The existing building has not been built in accordance with the original planning permission.
- The distance between the side wall and 30 Glendevon Road does not comply with minimum standards.
- The flats do not comply with the minimum space standards.
- There is too little amenity space provided.
- There is significant loss of light to neighbours.
- The height of the building is exacerbated by the slope of the ground.
- 32 Glendevon Road is overlooked by the windows at the front of the flats.

- There are parking problems caused by insufficient parking provision for the block of flats.

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

- Does not comply with minimum space requirements for dwellings.
- Unacceptable impact on neighbours at 30 Glendevon Road because of close proximity to the boundary. This is not in compliance with minimum standards.
- Insufficient amenity space provided.
- Loss of light to neighbours.
- Loss of privacy to adjacent properties.
- Impact on neighbours is accentuated by the difference in land levels.
- Overdevelopment.
- Overbearing.
- Out of character with the street scene.
- Insufficient parking provision.

THE COMMENTS ON THE ORIGINAL PLANS SUBMITTED FOR THIS APPLICATION (RECEIVED ON 13/02/2014) WERE AS FOLLOWS:

Four residents were at the meeting to voice their concerns, which related to:

- Overdevelopment of the site.
- The development would lead to increased traffic congestion in the area.
- The development would exacerbate the parking problems in the area.
- Loss of privacy to the rear gardens of all the neighbouring properties.

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

- Overdevelopment.
- Overbearing.
- Out of character with the street scene.
- Insufficient parking provision.
- Loss of privacy to adjacent properties.

05- 5	F /2014/0198	Plot Ref :-	Type :-	Full
	Applicant Name :-	Mr & Mrs Stainthorpe	Date Received :-	19/02/2014
	Location :-	18 Lismore Close Lismore Close Woodley RG5 3RT 18 Lismore Close Lismore Close Woodley RG5 3RT	Date Returned :-	20/03/2014
	Proposal :	Proposed single storey side and rear extension following demolition of existing side extension.		
	Observations :	No comment.		

05- 6	F /2014/0199	Plot Ref :-	Type :-	Full
	Applicant Name :-	Mr & Mrs MG & K Cock	Date Received :-	28/02/2014
	Location :-	65 Malone Way Malone way Woodley RG5 3NL	Date Returned :-	20/03/2014
	Proposal :	Proposed erection of single storey front extension to form porch following demolition of existing porch.		
	Observations :	The committee agreed to make no comment but particularly asked that		

any neighbours' concerns be taken into account.

05- 7 F /2014/0200 Plot Ref :- Type :- Full
Applicant Name :- Miss L Brown Date Received :- 28/02/2014
Location :- 63 Malone Road Date Returned :- 20/03/2014
Malone Road
Woodley
RG5 3NL
Proposal : Proposed erection of single storey front extension to form porch following demolition of existing porch.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 8 F /2014/0234 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs M Bennett Date Received :- 28/02/2014
Location :- 221 Loddon Bridge road Date Returned :- 20/03/2014
Loddon Bridge Road
Woodley
RG5 4BP
221 Loddon Bridge road
Loddon Bridge Road
Woodley
RG5 4BP
Proposal : Proposed single storey front extensions to form bay windows.
Observations : No objections.

05- 9 F /2014/0304 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs A Newton Date Received :- 24/02/2014
Location :- 25 Glendevon Road Date Returned :- 20/03/2014
Glendevon Road
Woodley
RG5 4PJ
25 Glendevon Road
Glendevon Road
Woodley
RG5 4PJ
Proposal : Proposed erection of a single storey rear extension to dwelling, following demolition and removal of existing conservatory.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 10 F /2014/0346 Plot Ref :- Type :- Full
Applicant Name :- Mrs K Bahra Date Received :- 28/02/2014
Location :- 41 Hawker Way Date Returned :- 20/03/2014
Hawker Way
Woodley
RG5 4PF
41 Hawker Way
Hawker Way
Woodley
RG5 4PF
Proposal : Application for the part conversion of garage to create downstairs cloakroom to dwelling. (Retrospective)

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

05- 11 F /2014/0355 Plot Ref :- Type :- Full
Applicant Name :- Mr C Redman Date Received :- 07/03/2014
Location :- 4 Frampton Close Date Returned :- 20/03/2014
Frampton Close
Woodley
RG5 3BS
4 Frampton Close
Frampton Close
Woodley
RG5 3BS
Proposal : Proposed single storey side extension to dwelling.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 12 F /2014/0362 Plot Ref :- Type :- Full
Applicant Name :- Mr D Vowell Date Received :- 07/03/2014
Location :- 5 Mitchell Way Date Returned :- 20/03/2014
Mitchell Way
Woodley
RG5 4NQ
Proposal : Proposed conversion of garage to create habitable accommodation to dwelling, plus a single storey side extension to form garage/utility room.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 13 F /2014/0381 Plot Ref :- Type :- Full
Applicant Name :- Miss Sally Goodworth Date Received :- 07/03/2014
Location :- Farriers Date Returned :- 18/03/2014
Farriers Close
Woodley
RG5 3DD
Proposal : Proposed erection of a single storey rear extension and first floor rear bathroom extension to dwelling following removal of existing extension. Installation of front and rear dormer windows to outbuilding, plus repositioning of chimney and farrier's kiln.
Observations : Eleven residents were present at the meeting to voice their concerns and two letters of concern had been received. Cllr Baker was present to speak on behalf of residents. Cllr Lawley spoke in a personal capacity as he is a local resident. The residents' concerns related to:
- The dormer windows will overlook neighbouring properties. Previously permission was given for velux windows, not dormers, and at the front of the building only.
- Dormer windows will give the opportunity for a mezzanine floor to be inserted in future, which will lead to more overlooking.
- The provision of a music studio in the outbuilding will lead to increased noise levels and will be intrusive in the neighbouring properties due to their close proximity.
- Moving the chimney and kiln will create a large open space which could hold a number of musicians and an audience and these would lead to parking problems in the area.
- The character of an historic blacksmith's forge and farrier's cottage should be maintained.

Following the residents' comments, the committee discussed the application and recommended that the proposals for the outbuilding should be refused on the following grounds:

- Noise pollution from the music room, particularly if it is to be used for teaching and concerts. This is exacerbated by the close proximity of adjacent properties.
- Loss of privacy to adjacent properties due to overlooking from the dormer windows. If permission is given, it should be for velux windows on the road-side of the building only.
- Concern that there will be a change of use of the outbuilding and it may be used for business purposes.
- Use of the outbuilding as a music centre could lead to parking problems in the area, particularly if it is to be used for concerts.

05- 14 F /2014/0383 Plot Ref :- Type :- Full
Applicant Name :- Mr R Dalby Date Received :- 28/02/2014
Location :- 188 Fairwater Drive Date Returned :- 20/03/2014
Fairwater Drive
Woodley
RG5 3JF
Proposal : Proposed erection of part two storey and part first floor side extension, plus pitched roof to replace flat roof on front elevation of dwelling at ground floor level.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 15 F /2014/0386 Plot Ref :- Type :- Full
Applicant Name :- Mr D White Date Received :- 28/02/2014
Location :- 76 Vauxhall Drive Date Returned :- 20/03/2014
Vauxhall Drive
Woodley
RG5 4EE
Proposal : Proposed erection of a single storey rear extension to dwelling.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 16 F /2014/0396 Plot Ref :- Type :- Full
Applicant Name :- Mrs D King Date Received :- 12/03/2014
Location :- 27 Tennyson Road Date Returned :- 20/03/2014
Tennyson Road
Woodley
RG5 3RH
Proposal : Proposed single storey side & rear extension to dwelling.
Observations : The committee recommended that the application should be refused on the following grounds:
- Out of keeping with neighbouring properties.
- Out of character with the street scene.
- Visually unacceptable.

05- 17 F /2014/0433 Plot Ref :- Type :- Full
Applicant Name :- Mr Brian Bentman Date Received :- 10/03/2014
Location :- 34 Hawker Way Date Returned :- 20/03/2014
Hawker Way
Woodley
RG5 4PF

Proposal : Proposed conversion of garage to create habitable accommodation to dwelling, plus widening of driveway.

Observations : The committee had the following concerns regarding this application:
- Insufficient on site / off-road parking provision.
- Permission would be required from Highways to widen the access drive.

06 TREE PRESERVATION ORDERS

RESOLVED:

To note the following:

TPOs 3/1951 and 4/1961, 124 Antrim Road, Woodley.
Consent for the selective pruning of an oak tree.

07 WOKINGHAM MANAGING DEVELOPMENT DELIVERY LOCAL PLAN

RESOLVED:

To note that the Managing Development Delivery Local Plan was adopted by Wokingham Borough Council on 21 February 2014.

08 ENFORCEMENT ISSUES

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

[Town Clerk's Note: Following the end of the meeting, Councillor Cheng noted that if applications F/2014/0112 (7-10 The Parade, Brecon Road) and F/2014/0381 (Farriers, Farriers Close) are considered by the Planning Committee at Wokingham Borough Council, she will attend the meetings, as ward councillor, to present the Town Council's views on the applications.]

The Meeting closed at : 9:20pm

Signed : _____ Chairman Date: _____

On behalf of :- Woodley Town Council

Woodley Town Council

PLANNING DECISIONS

Plan No.	Address	Proposal	Decision
F/2013/0838	Land at Sandford Farm, Mohawk Way	Application for the erection of a temporary marketing suite.	Approved
F/2013/1136	Former Linpac Site, Headley Road East	Application for the erection of 93 dwellings with associated parking, vehicular and pedestrian access, open space, landscaping and associated infrastructure works. Demolition of remaining buildings on site.	Approved
F/2013/1985	37 Highgate Road	Proposed single storey side extension to form storage shed. (Retrospective)	Approved
F/2013/2480	12 Jerome Road	Proposed erection of a two storey side and rear extension to dwelling plus new front porch with integral wc.	Approved
F/2013/2511	Woodley House, 65-73 Crockhamwell Road	Proposed change of use of second floor from B1 (office use) to C3 (dwellings) to provide 6 self contained flats with associated parking, bin store and cycle storage.	Withdrawn
F/2013/2574	1 Alderley Close	Proposed erection of single storey rear extension to dwelling, replacement of window with door in rear elevation and insertion of window to side elevation.	Approved
F/2014/0011	119 Headley Road	Proposed erection of a single storey rear extension to dwelling.	Approved
F/2014/0034	29 Copse Mead	Proposed erection of part two storey, part single storey rear extension and two storey side extension on west elevation and part first floor side extension on east elevation, (including change in roof form from twin rear gable to crown roof design). In addition, proposed front gable extension and integral double garage, demolition of existing detached garage, removal of existing chimney stack and changes to existing fenestration.	REFUSED
F/2014/0070	29 Glendevon Road	Proposed erection of a single storey rear extension to form a conservatory.	Approved
F/2014/0071	12 Lysander Close	Proposed single storey rear extension to dwelling.	Approved
F/2014/0120	35 Selsdon Avenue	Application for the erection of single storey rear and side extension plus 2 x side flat roofed dormers.(Retrospective)	REFUSED
F/2014/0121	35 Selsdon Avenue	Application for the erection of boundary wall and pillars. (Retrospective)	REFUSED

Plan No.	Address	Proposal	Decision
F/2014/0129	20 Copse Mead	Proposed erection of a rear roof dormer extension and single storey rear extension in place of existing conservatory, to be demolished.	Approved
CLP/2014/0047	11 Sycamore Close	Relocation of rear fence and gate towards the rear elevation of the dwelling, creation of a new access to the site and creation of additional hardstanding to provide a car parking area to the rear of the dwelling.	Approved

Minutes of an extraordinary meeting of the Strategy & Resources Committee held at the Oakwood Centre on Wednesday 26 March 2014 at 4.00 pm

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

Also present: *Councillor M. Holmes*

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

Wokingham BC Councillor M. Haines was also present.

80. **APOLOGIES**

Apologies for absence were received from Councillor P. Challis.

81. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

82. **BULMERSHE LEISURE CENTRE**

The Chairman introduced Report No. SR 10/14 which provided information on Wokingham Borough Council's proposal that the Town Council consider an early surrender of the Bulmershe Leisure Centre lease, with the intention of transferring the management of the centre to C-Salt/Leisure Connection if this was agreed. The report proposed that the Council enter into negotiations. Agreement to the final terms would come back to the Committee for approval. As agreed by the Chairman, a written submission from Councillor Challis on this agenda item, who was unable to attend the meeting, had been circulated to all councillors prior to the meeting, with printed copies available at the meeting.

Councillor Lawley believed that the 2015 lease end would allow a more considered and planned process than an early surrender. On behalf of Councillor Gilder, he also drew the meeting's attention to the variety of small clubs using the pool to provide swimming and water sports activities for young people and special needs groups. The centre presently had junior rate charges for clubs made up of young people and he was concerned that these groups may be prevented from continuing; Loddon Valley and Carnival pools had no such rate.

In response the Chairman referred to the submission from Councillor Challis which challenged the benefit of a early surrender, and confirmed that he believed that negotiations now would allow a planned and considered approach and that items such as the matter raised regarding junior rates and pricing would be included in negotiations.

Councillor Lawley expressed his concern that willingness to negotiate early would weaken the Council's position and that, as the Council had borne the costs of running the centre for years when the Borough Council had not wanted to take it over, negotiations should aim for a nil cost changeover. He was concerned that employees know what will happen and when and the need to maintain customers' use of the pool during this period. He also asked if the Vineyard Church had been aware of the possible early release of the centre when it agreed to run the youth club at the centre.

The Chairman did not believe that discussions taking place now on the lease, also referred to in the submission from Councillor Challis, meant that the Council's influence was reduced. He agreed that employees were important and reported that he had already held three meetings with staff at the centre and would continue to meet with staff as often as

was needed. The report's proposal, if agreed, would allow the Council to open negotiations and identify a potential changeover in a practical, feasible and timely manner. On the matter of the youth club the Chairman said he had met with the leader of the club and informed her that the venue may need to change and that this had not seemed to be an issue, there were other venues that could be considered for the club. Councillor Mills believed that considering this matter earlier than the deadline of the lease end meant the Council was in a stronger position in terms of negotiation.

In terms of the future of the centre, the Chairman reported that the Borough Council was putting together a leisure strategy for the borough, which would be published in June. This would include the vision for the centre and could mean a new, modern facility. Councillor Hayward believed this could be very exciting and referred to the report in respect of dilapidations which would not be due if the centre was rebuilt.

Councillor Rowland referred to the Wokingham Borough Council's Executive report dated 30 January which indicated that the Town Council would like to give up the lease before 2015. She understood that this was an error and a misunderstanding, however, many residents had learned about the matter this way and this had created misinformation in the public arena. She was concerned that comments from an Executive Member about the need for £100K more income would mean increased prices at the centre.

The Chairman said he thought it was unrealistic to believe that residents read Executive reports. The press had covered this and he had made it clear that no decision had been made by the Town Council. With regard to comment about an increase in centre income the Chairman said that he had not been present when the decision had been taken by the Executive and that this has been denied and does not appear in the minutes.

Councillor Outen said that he was sure that all agreed that a new facility at the site would be good. He agreed that good information to employees and customers was important in this situation. In response to a question the Town Clerk confirmed that notice required to employees under TUPE was understood to be four weeks.

Councillor Lawley referred to the correspondence to and from Wokingham Borough Council on the matter of the wording of the Executive report regarding Bulmershe Leisure Centre, a copy of the Town Clerk's letter of complaint on this matter had been provided with Councillor Challis' written submission. He expressed his concern that as a result of the report to the Executive, the Town Council would be negotiating from a weak position and proposed the following motion, which was seconded by Councillor Rowland:

'This Council regrets that Wokingham Borough Council has been given the false impression that this Council has already agreed to the early surrender of the lease for Bulmershe Leisure Centre when in fact the opportunity to make this decision had not come before Members'

On being put to the vote this motion was lost.

The Chairman then put the recommendation set out in Report No. SR 10/14 and it was unanimously

RESOLVED:

- ◆ That the Council enter into negotiations on the terms for an early surrender on the lease on Bulmershe Leisure Centre in line with the proposals set out in Report No. SR 10/14.

83. **PUBLIC TOILETS WORKING PARTY**

Members considered Report No. SR 11/14, the report of the Public Toilets Working Party meeting on 20 February 2014 which recommended that the Council proceed to a tender process for a public toilet in the town centre.

RESOLVED:

- ◆ That a tender process for the provision and installation of a public toilet at the town centre, as proposed in Report No. SR 11/14, be undertaken.

84. **WAR MEMORIAL AND CIVIC SPACE - FUNDING**

The Chairman proposed and it was agreed that Report No. SR 12/14, which had been circulated to all councillors before the meeting, be considered at the meeting on the grounds of urgency in order to progress the war memorial and civic space project to meet the completion deadline of July 2014.

Members considered the report which set out the funding arrangements, including the agreement the day before that Section 106 funding of £68,000 had been agreed by Wokingham Borough Council from the developers contributions in respect of the Sandford Farm development. It was noted that the funds are unlikely to be paid over to the Town Council to meet the project programme deadline. The report proposed that the Council use funds from the general reserve to fund the civic space installation costs which would be replenished on receipt of the Section 106 funding.

RESOLVED:

- ◆ To approve the allocation of funds of up to £55,400 from the general reserve to fund the installation costs for the civic space in which the war memorial will sit and that, on receipt of the Section 106 funds of £68,000, these be allocated to refund the general reserve and the special projects earmarked reserve accordingly.

The meeting closed at 4.45pm

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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 8 April 2014 at 8.00 pm**

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

Officers present: *D. Mander, Town Clerk; K. Murray, Service Support Manager;
L. Matthews, Committee Officer;
P. Martin, Sports Facility Manager – Bulmershe Leisure Centre*

Also present: *Mark Rozzier, Woodley Town Football Club, and Dave Pickup
1 member of the public*

44. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors N. Cox and A. Downes.

45. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

46. **MINUTES OF THE MEETING HELD ON 7 January 2014**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 7 January 2014 be approved and signed by the Chairman as a correct record.

47. **WOODLEY FOOTBALL CLUB**

Mark Rozzier, Woodley Town Football Club, and Dave Pickup, whose company sponsors Woodley United Football Club, were welcomed to the meeting.

The presenters explained the background to the 6 Woodley clubs, 85 teams in total, exploring a proposal that they join together to make one Woodley-wide club. One club would make better use of assets and resources and would have the aim of increasing participation in football for everyone in the community. The 3G pitch project at Woodford Park, the interest from the University in extending community on its land at Bulmershe and the need for better facilities to meet league requirements had emphasised the importance of considering a merger of the teams. Meetings were now underway with the Chair of Woodley United and some of the clubs to progress this proposal. The proposed club also had an experienced coach who was willing to oversee development for the club. The also presenters talked about what the club's purpose, vision and values could be and how these would be beneficial not only in football but also in the community.

There was discussion on the catchment area and an acknowledgement that players from outside the town would always be attracted to Woodley for numerous reasons but drifted away as they got older because there weren't the same opportunities in the town as elsewhere. The presenters confirmed that their aim would be to provide footballing opportunities for everyone, not just for the best. One club would increase the ability to develop players, rather than the competitive set up between clubs, and the intention would be to have missed ability teams up to 11 years, with tiering of teams after that.

A steering committee to oversee the merger process, including the club's formation, coaching, facilities, commercial matters and operations, had been established. The presenters agreed to take on board advice that it would be important to manage communications to keep everyone involved and up to date.

The Town Council, as a stakeholder, was invited to send a representative to the steering committee and the meeting noted that this would be an agenda item at the Annual meeting on 13 May and that in the meantime Councillor Outen would attend any meetings on the committee's behalf.

The Chairman thanked Mark Rozzier and Dave Pickup for coming to the meeting and making their presentation.

48. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 7/14.

RESOLVED:

- ◆ To note Report No. LS 7/14.

49. **LEISURE CENTRES**

The Sports Facility Manager at Bulmershe Leisure Centre presented Report No. LS 8/14.

Healthy Habits

Members noted that the total number of Healthy Habits members was currently 679, a reduction of 64 since the last meeting of the Leisure Services Committee, and asked if the reason for that was known. The Town Clerk stated that she would ask the Leisure Services Manager to investigate this.

Pool Plant Operators Course

Members noted that eight officers from Bulmershe Leisure Centre, Woodford Park Leisure Centre and the Maintenance team had recently passed their Pool Plant Operators certificate.

Sports Development

Bulmershe Sports Club and Ladies Only Aquafit

Members were informed that further funding of £860 had been secured from Wokingham Borough Council to help with the running of the Bulmershe Sports Club on Saturday afternoons and the Ladies Only Aquafit class on Sunday evenings until the end of June.

Rounders England

Members were pleased to note that Rounders England were to continue their partnership with Woodley Town Council for a third year and had awarded a grant of £2,750 to enable the Rounders Development Plan for 2014/15 to be delivered.

Woodley Sports Week, 19 – 23 May 2014

Members noted the timetable for Sports Week and were informed that, for the first time, the Athletics would take place at Woodford Park this year.

Bulmershe Leisure Centre

Free swimming for over 60s

Members noted that just over 2,500 users have accessed the free swimming sessions since 1 October 2013, and that the scheme was due to end on 31 March 2014. The Town Council would receive a grant of £2,500 for being part of the scheme.

Free swimming for 16s and under

The Sports Facility Manager reported that Bulmershe Leisure Centre was offering free swimming for 16s and under during the Easter school holidays as part of the borough-wide scheme.

The Sports Facility Manager also reported that holiday camps in football, trampolining and swimming, and also a lifeguard course, were taking place at Bulmershe Leisure Centre.

BT Swimathon

Members were informed by the Sports Facility Manager that 90 swimmers had taken part in the Swimathon, but it was not yet known how much money had been raised for Sport Relief.

Woodford Park Leisure Centre

Healthy Habits Kids

Members were informed that the term-time sessions for football, cricket and badminton were well attended and the Centre was running badminton, football and Zumba courses during the Easter holidays.

Sid Hopkins Girls' Football Tournament

Members noted that a total of five teams had taken part in the tournament, with the winners being Beechwood School. All participants had been presented with a medal by the Town Mayor.

Badminton England and Bulmershe Gym Club

Members were informed that discussions had taken place, as had been agreed at the last meeting, and arrangements were being made to look at potential joint development opportunities. In reply to a request from Councillor Challis for a full report on developments, the Town Clerk replied that, to date, only the initial meeting had been held and that possible funding opportunities were being investigated.

3G Football Pitch – Woodford Park Leisure Centre

Members noted that Sports Solutions had started the initial stage of the grant funding process and hoped to submit the application in June. All six football Clubs in Woodley had confirmed their commitment to the 3G pitch project and would form a steering group to help with the continuing application process.

Bulmershe Leisure Centre - lease

Under this item reference was made to the decision of the Strategy and Resources Committee at the extraordinary meeting on 26 March 2014 to move forward with discussions on the possible early surrender of the lease on Bulmershe Leisure Centre and that this had not been reported to the Leisure Services Committee. The Town Clerk confirmed that the Strategy and Resources Committee had agreed that negotiations be undertaken on the terms of such a surrender and that three officers had been delegated to conduct the negotiations. No meetings had yet taken place.

A proposal by Councillor Challis, seconded by Councillor Rahmouni, was then discussed and it was

RESOLVED:

- ◆ To recommend to the Town Council that members of the Leisure Services Committee be fully involved in discussions about the future of Bulmershe Leisure Centre and Woodford Park Leisure Centre, in line with their powers and duties as described in Woodley Town Council's Standing Orders.

Voting: For: 4 Against: 1

RESOLVED

- ◆ To note Report No. LS 8/14

50. **PARKS AND BUILDINGS**

The Service Support Manager presented Report No. LS 9/14.

Vandalism

The Service Support Manager informed Members that recent incidents of vandalism to the dog bin at the rear of Woodford Park Leisure Centre were being investigated by the police.

Woodford Park Leisure Centre

The Service Support Manager reported that automatic front doors and new signage had been installed at Woodford Park Leisure Centre. These were key items on the Woodford Park Leisure Centre Entrance Improvements Working Party project list.

The Service Support Manager also reported that the committee rooms had been refurbished by the Maintenance team, but that the replacement of the room partitions in the function room had been delayed by the contractor and would take place that week.

Members noted that the paddling pool was to be cleaned in preparation for opening at Easter, if the weather allowed, and that the filter system had been modified.

Woodford Park

Members were informed by the Service Support Manager that drainage works had been carried out to reduce surface water flooding near the Maintenance building and the Maintenance building had been cleaned and decorated.

Civic Space

The Service Support Manager reported that the war memorial had been ordered and the landscape architect was drawing up a list of possible tenderers for the civic space. Members noted that Wokingham Borough Council had informed the Service Support Manager that full planning permission would be required for the war memorial, rather than the permitted development certificate, which they had previously advised.

Malone Park

Members were informed by the Service Support Manager that following the public consultation, to which 188 responses had been received, the new play equipment would be installed at the end of April. Following a remark by Councillor Challis that he would have expected a report to have been presented to the Committee regarding the chosen equipment, the Service Support Manager replied that images of the equipment were on the Town Council website with the consultation information and that he would bring this back to the committee and circulate the information to all councillors in the meantime.

Community Halls

The Service Support Manager reported that Chapel Hall was currently being redecorated and that the standard of the hall had improved since the new caretaker had been appointed, resulting in positive comments from the users.

Community Orchard

Members noted that the community orchard on the Memorial Ground had been planted on 1 March, following consultation of the residents in Halstead Close, who were supportive of the proposals.

RESOLVED:

- ◆ To note Report No LS 9/14.

51. **ENTRANCE INTO WOODFORD PARK FROM WESTERN AVENUE**

Members noted that further legal advice had been sought on this matter regarding the action that the Council could take, as the land owner was unknown. The advice had not yet been received and this would be followed up.

52. **FUTURE AGENDA ITEMS**

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

RESOLVED:

- ◆ That the following be considered as future committee items:
 - The future of leisure centres in Woodley.
 - Progress of discussions with Badminton England and Bulmershe Gym Club.

53. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise Sports Week on the Town Council website.

Before closing the meeting, the Chairman thanked all committee members for their time and involvement over the year and hoped that their work had been of benefit to the town.

The meeting closed at 9:20 pm

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Woodley Town Council

Minutes of a Meeting of the Plans Committee held at the Oakwood Centre on Tuesday 15 April 2014 at 7:45 pm.

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

Also in Attendance :- L. Matthews, Committee Officer

01 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors N. Cox, R. Duncan, M. Storry and M. Willson.

02 DECLARATIONS OF INTEREST

Councillor M. Holmes - Prejudicial interest: Agenda item 05.3, planning application F/2014/0369: St James Church Centre, as she attends the church.
Councillor Holmes took no part in the decision on this item.

03 MINUTES OF PREVIOUS MEETING

RESOLVED:

To approve the minutes of the meeting held on 18 March 2014 and for the Chairman to sign them as a true and accurate record.

04 PLANNING DECISIONS

RESOLVED:

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

05 CURRENT PLANNING APPLICATIONS

RESOLVED:

To forward comments to the Borough Council as follows:

05- 1	F /2014/0106	Plot Ref :-	Type :-	Full
	Applicant Name :-	Mr & Mrs M Boulter	Date Received :-	10/04/2014
	Location :-	55 Nightingale Road Nightingale Road Woodley RG5 3LU	Date Returned :-	16/04/2014
	Proposal :	Proposed erection of a first floor side and rear extension, part single storey front extension and conversion of existing garage to additional habitable accommodation.		
		Amended plans received 10/04/2014, showing two storey rear extension in addition to first floor side and single storey front.		
	Observations :	The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.		
		Following receipt of amended drawings on 10/04/2014, the Committee had no further comments.		

05- 2 F /2014/0166 Plot Ref :- Type :- Full
Applicant Name :- Mr Gurcharan Singh Date Received :- 25/03/2014
Location :- 340 Kingfisher Drive Date Returned :- 16/04/2014
Kingfisher Drive
Woodley
RG5 3LH
Proposal : Proposed erection of a front porch and canopy with brick pillars (part retrospective).
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 3 F /2014/0276 Plot Ref :- Type :- Full
Applicant Name :- Mrs Jayne Payne Date Received :- 01/04/2014
Location :- 55 Hawker Way Date Returned :- 16/04/2014
Hawker Way
Woodley
RG5 4PF
Proposal : Proposed erection of first floor side extension to dwelling.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 4 F /2014/0369 Plot Ref :- Type :- Full
Applicant Name :- Jeremy Galpin Date Received :- 20/03/2014
Location :- St James Church Centre Date Returned :- 16/04/2014
Kingfisher Drive
Woodley
RG5 3LH
Proposal : Proposed replacement of existing roof with a new pitched roof over church, demolition of existing bell tower and replacement with new, plus erection of single storey extension to south elevation to provide store.
Observations : No objections.

05- 5 F /2014/0401 Plot Ref :- Type :- Full
Applicant Name :- Tim Wren Date Received :- 19/03/2014
Location :- 32 Rose Close Date Returned :- 16/04/2014
Rose Close
Woodley
RG5 4UR
Proposal : Proposed erection of a first floor side extension, single storey rear extension and conversion of existing garage to additional habitable accommodation.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 6 F /2014/0498 Plot Ref :- Type :- Full
Applicant Name :- Mr A Farrant Date Received :- 31/03/2014
Location :- 12 Harris Close Date Returned :- 16/04/2014
Harris Close
Woodley

RG5 4XH

Proposal : Proposed erection of a two storey side and rear extension to dwelling, plus conversion of existing garage to create habitable accommodation with replacement roof.

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

05- 7 F /2014/0500 Plot Ref :- Type :- Full
Applicant Name :- Clive Little Date Received :- 31/03/2014
Location :- 52 Campbell Road Date Returned :- 16/04/2014
Campbell Road
Woodley
RG5 3NB
Proposal : Proposed erection of a single storey rear extension to dwelling.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 8 F /2014/0513 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs R Horskins Date Received :- 18/03/2014
Location :- 8 Brecon Road Date Returned :- 16/04/2014
Brecon Road
Woodley
RG5 4PR
Proposal : Proposed erection of a single storey rear extension to dwelling.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 9 F /2014/0519 Plot Ref :- Type :- Full
Applicant Name :- Mr Creech Date Received :- 17/03/2014
Location :- 64 Haddon Drive Date Returned :- 16/04/2014
Haddon Drive
Woodley
RG5 4LT
Proposal : Proposed erection of a single storey side extension and first floor side extension to dwelling.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 10 F /2014/0520 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs Khan Date Received :- 31/03/2014
Location :- 42 Rowan Drive Date Returned :- 16/04/2014
Rowan Drive
Woodley
RG5 4LW
Proposal : Proposed erection of single storey rear and side extensions to dwelling

and partial conversion of garage to habitable accommodation.

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

05- 11 F /2014/0525 Plot Ref :- Type :- Full
Applicant Name :- Jason Foster Date Received :- 31/03/2014
Location :- 32 Wyndham Crescent Date Returned :- 16/04/2014
Wyndham Crescent
Woodley
RG5 3AZ
Proposal : Proposed erection of a two storey side and single storey rear extensions to dwelling, plus conversion of existing loft to additional habitable accommodation.
Observations : The Committee had the following concerns:
- Out of keeping with neighbouring properties.
- Out of character in terms of design and size.
- Massing effect on the neighbouring property at No. 34.

05- 12 F /2014/0532 Plot Ref :- Type :- Full
Applicant Name :- Jonathan Dixon Date Received :- 07/04/2014
Location :- 10 Willowside Date Returned :- 16/04/2014
Willowside
Woodley
RG5 4HJ
Proposal : Proposed erection of a single storey rear extension, single storey front extension and conversion of existing garage to additional habitable accommodation, changes to existing flat roof on dormer to pitched roof, installation of new roof light and changes to existing fenestration.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 13 F /2014/0540 Plot Ref :- Type :- Full
Applicant Name :- Mr N Bonney Date Received :- 19/03/2014
Location :- 13 Eastwood Road Date Returned :- 16/04/2014
Eastwood Road
Woodley
RG5 3PY
Proposal : Proposed erection of a detached dwelling, following demolition and removal of existing garage.
Observations : One resident was present at the meeting to voice his concerns, which related to:
- The boundary fence of the proposed property is adjacent to the pavement and therefore should be deemed a traffic hazard, as the boundary fence of 11 Eastwood Road was not permitted to be moved closer to the pavement as it was considered to be a traffic hazard.
- Large vehicles already have difficulty turning into Keswick Gardens and this proposal would make matters worse.
- The proposed development is not in keeping with existing properties in the area.

Following the resident's comments, the Committee discussed the application and recommended the planning application be refused on the following grounds:
- Violation of the building line in Keswick Gardens.
- The proposal is out of keeping with the street scene.

05- 14 F /2014/0567 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs D Ford Date Received :- 27/03/2014
Location :- 93 Loddon Bridge Road Date Returned :- 16/04/2014
Loddon Bridge Road
Woodley
RG5 4AE
Proposal : Proposed erection of a single storey building in rear garden to form home office.
Observations : No objections.

05- 15 F /2014/0591 Plot Ref :- Type :- Full
Applicant Name :- Mr Currie Date Received :- 27/03/2014
Location :- 5 Caldbeck Drive Date Returned :- 16/04/2014
Caldbeck Drive
Woodley
RG5 4LA
Proposal : Proposed erection of a single storey rear extension, single storey front extension to existing garage, to include a front entrance porch and changes to existing flat roof to pitched.
Observations : The applicant was present at the meeting to answer any questions the Committee may have.

Following consideration of the application the committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 16 F /2014/0595 Plot Ref :- Type :- Full
Applicant Name :- Mr A Fairweather Date Received :- 10/04/2014
Location :- 62 School Drive Date Returned :- 16/04/2014
School Drive
Woodley
RG5 3PZ
Proposal : Proposed conversion of loft space to habitable rooms, adding a pitched dormer to the front elevation, with a flat roof dormer to the rear elevation.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 17 F /2014/0616 Plot Ref :- Type :- Full
Applicant Name :- Mr Prabal Gishing Date Received :- 03/04/2014
Location :- Shop Unit 4 Date Returned :- 16/04/2014
Lodden Vale Centre
Woodley
RG5 4UX
Proposal : Application for proposed change of use from sandwich bar (A1) use to (A3) use.
Observations : No objections.

05- 18 F /2014/0626 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs Mills Date Received :- 03/04/2014
Location :- Sandford House Sandford Lane Woodley RG5 4SY Date Returned :- 16/04/2014
Proposal : Proposed erection of a two storey side and rear extension to dwelling, to include rear and side dormer windows and porch to front elevation (amendment to previous consent F/2012/0069).
Observations : One letter of concern had been received.
Following consideration of the application, the Committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

05- 19 TL/2014/0384 Plot Ref :- Type :-
Applicant Name :- CTIL & Vodafone Date Received :- 14/04/2014
Location :- Waingels Rd/ Beggars Hill Rd Waingels Rd/ Beggars Hill Rd Twyford RG10 0UB Date Returned :- 16/04/2014
Proposal : Application for prior determination for the proposed base station upgrade.
Observations : No objections

06 NEIGHBOUR CONSULTATION SCHEME

RESOLVED:

To note application HH/2014/0760.

Location: 61 Austin Road, Woodley, RG5 4EL

Proposal: Application for the prior approval of the erection of a single storey rear extension to replace existing conservatory which would extend beyond the rear wall of the original house by 3.64m, for which the maximum height would be 3.88m, and for which the height of the eaves would be 2.25m.

To note application HH/2014/0832.

Location: 76 Vauxhall Drive, Woodley, RG5 4EE

Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.5m, for which the maximum height would be 3.0m, and for which the height of the eaves would be 2.725m.

07 READING BOROUGH COUNCIL CONSULTATION

RESOLVED:

To note that Reading Borough Council is consulting on the following documents associated with the introduction of the Community Infrastructure Levy:

- a) Community Infrastructure Levy Draft Charging Schedule, appropriate evidence and other supporting information.
- b) Draft section 106 Planning Obligations Supplementary Planning Document (to operate alongside Community Infrastructure Levy).
- c) Pre-Submission Draft Alteration of Policies on Affordable Housing Provision.

08 APPEALS

RESOLVED:

To note that an appeal has been made against refusal of planning permission for the following application:

F/2013/2274: 10 Radcot Close

Proposed erection of two storey rear and first floor side extensions to dwelling plus part

conversion of garage to habitable accommodation.

To note that an Inspector appointed by the Secretary of State for Communities and Local Government will hold a Public Inquiry into the following appeal:

O/2013/0668: Former Linpac Metal Packaging Site, Headley Road East
Outline application for residential development of up to 34 dwellings with associated access, car parking, open space and landscaping (means of access to be considered).

09 TREE PRESERVATION ORDERS

RESOLVED:

To note the following:

Woodland 3 of TPO 3/1951, Southlake Court, Linden Road, Woodley.
Consent for the selective pruning of a willow, two prunus, an ash, three silver birches, a rowan, a sumac, a fir, a eucalyptus, two oaks and a hazel.
Consent for the felling of a conifer and two magnolias.

10 STREET NAMING

RESOLVED:

To forward to Wokingham Borough Council the following suggestions for three street names for the development at the former Linpac Metal Packaging Site - 93 new dwellings:

Gemini Road
Martinet Road
Messenger Road

11 ENFORCEMENT ISSUES

The Chairman informed the meeting of one enforcement investigation closure notice received and two ongoing enforcement matters in the parish.

The Meeting closed at :

Signed : _____ Chairman Date: _____

On behalf of :- Woodley Town Council

Woodley Town Council

PLANNING DECISIONS

Plan No.	Address	Proposal	Decision
A/2014/0479	43 Crockhamwell Road	Application for advertisement consent for the proposed erection of 2 x fascia signs.	Consent granted for 5 years
CLP/2014/0047	11 Sycamore Close	Application for a certificate of lawfulness for the proposed conversion of part of the garden into parking area for 2 cars, plus moving of rear fence and gate towards dwelling.	Approved
CLP/2014/0100	74 Highgate Road	Application for a certificate of lawfulness for the proposed erection of single storey rear extension to dwelling.	Approved
CLP/2014/0202	Farriers, Farriers Close	Application for a certificate of lawful proposed use for the erection of a detached garage.	REFUSED
CLP/2014/0267	32 Wyndham Crescent	Application for a certificate of lawful proposed use for a single storey rear and first floor dormer extension plus first floor side extension to dwelling.	<i>Withdrawn</i>
CLP/2014/0289	19 Blanchard Close	Application for a certificate of lawfulness for the proposed erection of replacement conservatory following demolition of existing conservatory.	REFUSED
CLP/2014/0481	2 Kittiwake Close	Application for a certificate of lawfulness for the proposed erection of a single storey rear extension to dwelling.	Approved
DEM/2014/0317	Fosters Home For The Elderly, Fosters Lane	Application for prior notification of the demolition of a care home at Fosters Lane.	<i>Withdrawn</i>
F/2012/2448	Land adjacent to 83 Loddon Bridge Road	Proposed erection of a 3 bedroom detached dwelling, with associated access and landscaping.	Approved
F/2013/2091	12 Gainsborough Close	Proposed conversion of garage to habitable accommodation to dwelling.	Approved
F/2013/2513	176 Loddon Bridge Road	Proposed erection of a two storey side and front extension with dormers, first floor side extension, part conversion of garage to habitable accommodation, rear Juliet balcony and repositioning of front door.	<i>Withdrawn</i>
F/2013/2577	Land to the rear of 95 Loddon Bridge Road	Proposed erection of a three bedroom chalet style bungalow with associated drive.	<i>Withdrawn</i>
F/2014/0065	36 Hazel Drive	Proposed erection of first floor side and single storey rear extensions to dwelling.	Approved
F/2014/0088	24 Haddon Drive	Proposed erection of a part two storey/ part single storey side and front extension to dwelling.	Approved

Plan No.	Address	Proposal	Decision
F/2014/0092	6 Silver Fox Crescent	Proposed erection of 4 bed dwelling with associated parking. Removal of conservatory to No.6 Silver Fox Crescent.	REFUSED
F/2014/0123	9 Ryecroft Close	Proposed erection of a two storey rear and side extension and single storey rear and side extensions to dwelling.	<i>Withdrawn</i>
F/2014/0160	5 Buccaneer Close	Proposed erection of a single storey rear extension to dwelling.	Approved
F/2014/0170	74 Ravensbourne Drive	Proposed erection of a single storey rear extension to dwelling. Demolition of existing rear extension.	Approved
F/2014/0172	55 Woodway	Proposed single storey rear extension to dwelling plus extension of roofline at rear to form gable roof to enlarge first floor accommodation. Change flat roof to pitched roof on front elevation dormer window.	Approved
F/2014/0190	55 Church Road	Proposed erection of a first floor side extension and single storey rear extension to dwelling following demolition of existing rear conservatory.	Approved
F/2014/0194	7 Clivedale Road	Proposed erection of a single storey rear extension to dwelling.	Approved
F/2014/0198	18 Lismore Close	Proposed single storey side and rear extension following demolition of existing side extension.	Approved
F/2014/0199	65 Malone Road	Proposed erection of single storey front extension to form porch following demolition of existing porch.	Approved
F/2014/0200	63 Malone Road	Proposed erection of single storey front extension to form porch following demolition of existing porch.	Approved
F/2014/0234	221 Loddon Bridge Road	Proposed single storey front extensions to form bay windows.	Approved
F/2014/0304	25 Glendevon Road	Proposed erection of a single storey rear extension to dwelling, following demolition and removal of existing conservatory.	Approved
F/2014/0346	41 Hawker Way	Application for the part conversion of garage to create downstairs cloakroom to dwelling. (Retrospective)	Approved
F/2014/0355	4 Frampton Close	Proposed single storey side extension to dwelling.	Approved
F/2014/0386	76 Vauxhall Drive	Proposed erection of a single storey rear extension to dwelling.	<i>Withdrawn</i>
RM/2013/2411	Faculty of Education & Community Studies, University of Reading, Woodlands Avenue	Reserved matters application pursuant to Outline Planning Consent O/2012/0155 (Phase 1) for the erection of 34 dwellings with associated parking comprising of 5 x 3 bed dwellings, 24 x 4 bed dwellings and 5 x 5 bed dwellings on land in the north west corner of Bulmershe Campus.	Approved

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Minutes of a Meeting of the Community Services Committee held at the Oakwood Centre on Tuesday 22 April 2014 at 8:00 pm

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

Also present: *Councillor K. Baker
S. Milligan, Just Around The Corner Charity*

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

76. **APOLOGIES**

No apologies for absence were received.

77. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

78. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 28 JANUARY 2014**

RESOLVED:

- ◆ That the minutes of the meeting held on 28 January 2014 be approved and signed by the Chairman as a correct record.

79. **JUST AROUND THE CORNER**

Sam Milligan, Just Around the Corner charity, was welcomed to the meeting and presented the JAC report. He reported that the atmosphere around Woodley was still very good; as the weather improved, Friday nights were starting to get busy, but Saturdays were still quiet. The Friday night team was patrolling on foot, which enabled a larger area to be covered, including parks. They continued to meet up with groups around the town centre.

Sam Milligan informed Members that a member of the JAC staff had been trained in online protection and how to keep young people safe online, and would be able to pass this information on to other members of the team.

Members were informed by Sam Milligan that the Reheboth equine centre would be officially opened by Zara Tindell (nee Phillips) at a garden party on 13 May 2014, which would be attended by the Woodley Town Mayor.

Finally, Sam Milligan thanked the Town Council for the Woodley Citizens Awards, which were presented to two of the young JAC volunteers at the civic reception on 3 April and said that they had been very pleased to receive their awards.

The Chairman thanked Sam Milligan for his report.

RESOLVED:

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

80. **BUDGETARY CONTROL**

Members noted that expenditure on the allotments for the year 2013/14 was approximately three times the income. The Town Clerk explained that this was partly because the allotment budget was set two years ago, as twelve months notice is required for any change in charges to the allotment tenants, but the water rates increase each year. The summer of 2013 was very hot, which led to increased water usage, and there was also a water leak, which exacerbated the situation. The Town Clerk reported that the water costs were being monitored and the water meter readings were being recorded to help identify any future leaks. The Chairman stated that she would like to see a total review of the allotment charges.

RESOLVED:

- ◆ To note Report No. CS 7/14.

81. **YOUTH WORKING PARTY**

RESOLVED:

- ◆ To note Report No. CS 8/14.

82. **ALLOTMENTS WORKING PARTY**

The minutes of the Allotments Working Party meeting held on 6 February 2014 were given in Report No. CS 9/14. Councillor Mills reported that the Allotment Tenants Committee AGM had been postponed as there had been some additional items to add to the agenda, and this had resulted in the postponement of the subsequent Working Party meeting. The Allotment Tenants Committee AGM had now been held, but the Working Party meeting that was to have taken place on 31 March had not yet been rescheduled.

Councillor Mills reported that the waiting list for allotments had been cleared and there were approximately twenty unworked plots, which should be sufficient to meet future requests for allotments.

RESOLVED:

- ◆ To note Report No. CS 9/14.

83. **KEEP WOODLEY CLEAN WORKING PARTY**

Members recorded their congratulations to Shelagh Flower for being presented with a Woodley Citizens Award for her work with the Woodley Adopt a Street Project and felt that she was doing a marvellous job.

RESOLVED:

- ◆ To note Report No. CS 10/14.

84. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

Members noted the Town Centre Manager had been doing a very good job organising the farmers markets, car boot sales and other events in the town centre and that commercial income raised was twice the level of the grant the partnership received.

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management initiative meeting held on 29 January 2014.

85. **HIGHWAYS**

- a) Members noted the reply received from Wokingham Borough Council to the letter expressing the Town Council's concern over the scheduling of road works in Woodley and the disruption caused to local road users.
- b) **Road Works/Street Works Major Project Co-ordination meetings**
Members noted the reports from Councillor Walker on the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meetings held on 18 February 2014 and 18 March 2014.
- c) **Temporary road closures**
Members noted the following temporary road closures to enable carriageway resurfacing works to take place. The Order would come into operation on 28 April 2014 and its maximum duration would be 18 months or until completion of the works, whichever was earlier.
- i) **Fairwater Drive, Woodley**, closed in both directions between its junctions with Woodlands Avenue and Antrim Road. It was anticipated that the works would be carried out from 12 February to 19 February 2015.
- ii) **Mohawk Way, Woodley**, closed in both directions for its full length. It was anticipated that the works would be carried out from 21 July to 22 July 2014.
- iii) **Colemansmoor Road at its junction with Miles Way, Woodley**, closed in both directions for its full length. It was anticipated that the works would be carried out from 21 July to 22 July 2014.
- iv) **Oak Drive, Woodley**, closed in both directions from its junction with Colemansmoor Road for its full length. It was anticipated that the works would be carried out from 23 February to 24 February 2015.
- v) **Western Avenue, Woodley**, closed in both directions between its junctions with Butts Hill Road and Reading Road. It was anticipated that the works would be carried out from 16 February to 18 February 2015.
- d) Members noted that highway improvement works had recently taken place at the roundabout at the junction of Headley Road East with Spitfire Way and Hurricane Way.

86. **TREE PLANTING IN FAIRWATER DRIVE**

Members noted the Wokingham Borough Council would be planting three trees (all Fastigate Hornbeams) in the highway verges along Fairwater Drive over the Easter holidays.

87. **COMMUNITY REFUSE VEHICLE**

Members noted that the Waste and Recycling Manager at Wokingham Borough Council had explained that when allocating a community refuse vehicle to the Airfield Centre site from January to March 2014, he had failed to check with Veolia how many vehicles were available, and had mistakenly over-allocated the vehicles; therefore the extra vehicle for the Airfield Centre unfortunately could not be included in the schedule for 2014/15. The Waste and Recycling Manager had apologised to Woodley Town Council for this error and the problems it had caused.

The Chairman stated that several residents had commented that it had been a good idea to have a community refuse vehicle visiting the Airfield Centre and it was a shame that the service could not be continued.

88. **TELECOMMUNICATIONS INSTALLATION UPGRADES**

- a) Members noted the General Background Information for Telecommunications Development document received from Cornerstone Telecommunications Infrastructure Ltd (CTIL).
- b) Members noted correspondence received from Telefonica UK Limited and CTIL regarding a proposed upgrade to the existing telecommunications installation at Bulmershe School.
- c) Members noted correspondence received from Vodafone Ltd and CTIL regarding a proposed upgrade to the existing telecommunications installation on land adjacent to Mays Lane Cemetery, Earley.
- d) Members noted that a similar upgrade is proposed to the telecommunications installation at Duffield Bridge, Duffield Road, Woodley.

RESOLVED:

- ◆ To make no response to the proposed upgrades to the telecommunications installations.

89. **ANNUAL GRANTS 2014/15**

Members noted that thanks had been received from ARC, Readibus, WTSC, Keep Mobile, Lend and Play Toy Library and CAB, and all had confirmed that they had insurance to carry out their respective activities.

90. **BUS SHELTER IN FAIRWATER DRIVE**

Members noted that the Service Support Manager was continuing to chase this with both the loss adjuster and Reading Buses' insurer, but that both had been very slow to respond to this issue. Following discussion, it was agreed that Shared Legal Solutions be commissioned to correspond on this matter on the Council's behalf.

91. **AIR QUALITY IN WOODLEY**

The Town Clerk reported that, following investigation into the monitoring of air quality in the borough, she had obtained an air quality report from Wokingham Borough Council. This was quite a complicated document and she therefore thought it would be useful to invite an officer from Environmental Health at Wokingham Borough Council to give a presentation on air quality matters. Members agreed that this would help the understanding of future air quality reports.

RESOLVED:

- ◆ To invite an officer from Environmental Health at Wokingham Borough Council to provide an update on air quality matters in the borough.

92. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - Wokingham Station Link Road Newsletter – February 2014
 - The Source – News from South East Water

93. **FUTURE AGENDA ITEMS**

Under this item it was requested that the Town Clerk write to Reading Buses to enquire why the Council had not been contacted as part of the recent consultation on bus routes in Woodley.

94. **PUBLICITY AND WEBSITE**

There were no suggestions for items to be publicised.

The meeting closed at 9:20 pm

Chairman

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Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 29 April 2014 at 8.00 pm

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

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

85. **APOLOGIES**

Apologies for absence were received from Councillor L. Hayward.

86. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

87. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 4 FEBRUARY 2014**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 4 February 2014 be approved and signed by the Chairman as a correct record.

88. **MINUTES OF THE EXTRAORDINARY MEETING OF THE STRATEGY AND RESOURCES COMMITTEE HELD ON 26 MARCH 2014**

Councillor Challis requested that the submission he had made to the meeting, as he was unable to attend, be attached to the minutes. The Town Clerk responded that it was not normal practice to attach such documents to the minutes. Following discussion, it was agreed that Councillor Challis's notes would be attached to the agenda papers on the Town Council's website.

RESOLVED:

- ◆ That the minutes of the extraordinary meeting of the Strategy and Resources Committee held on 26 March 2014 be approved and signed by the Chairman as a correct record.

89. **FINANCE**

a) **Budgetary Control**

Members were pleased to note that expenditure was below the budget allocation, and income above, and thanked the Town Clerk for her management of this.

RESOLVED:

- ◆ To note Report No. SR 12/14.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments:

	Current account	Imprest account
January 2014	£114,435.99	£52,371.56
February 2014	£73,086.09	£55,335.87
March 2014	£236,147.33	£57,990.52

c) **Internal Audit**

RESOLVED:

- ◆ To note the internal audit report for the 2013/14 financial year.

d) **Internal Auditor**

Members noted that a new internal auditor with knowledge of the local council sector is being sought and this matter would be brought to the next meeting for Members' consideration.

e) **Precept Support Grant**

Members noted the letter from Wokingham Borough Council giving an explanation for the reduction in the precept support grant passed to the Town Council and following discussion it was

RESOLVED:

- ◆ To send a letter of objection to the Secretary of State for Communities and Local Government.

f) **Fixed term Investment**

RESOLVED:

- ◆ To note the short term investment of £250,000 in a Lloyds Bank High Interest Deposit Account on 28 March 2014 for a period of 3 months at a rate of 0.6% interest.

g) **2013/14 Carry Forward**

After discussion it was

RESOLVED:

- ◆ To release the balance of £1,360 in the legal/professional fees budget for 2013/14 to general reserves.
- ◆ To allocate the sum of £1,360 from general reserves to the legal/professional fees budget to cover anticipated costs in respect of the Bulmershe Leisure Centre lease.

90. **RISK MANAGEMENT WORKING PARTY**

Councillor Haines presented the report of the Risk Management Working Party meeting held on 15 April 2014. On reviewing the risk register it was noted that the risk level in respect of compliance with legislation/regulations had increased. The Town Clerk explained that a recent HMRC visit had identified matters the Council was required to treat differently; a report would be provided to members. Members also discussed the highest risk item relating to staff capacity to achieve non deadline-driven work. The Town Clerk agreed to make a verbal report on this matter at the next meeting of the Committee.

Members considered the recommendations made in the report and it was

RESOLVED:

- ◆ To note Report No. SR 13/14.
- ◆ That the Risk Management Strategy for 2014/15 be approved.

91. **CATERING PARTNERSHIP MANAGEMENT PANEL**

The Service Support Manager presented the report of the Catering Partnership Management Panel meeting held on 4 April 2014. Members were pleased to note that the

income from business catering had exceeded the target for the year and the overall income had not fallen below the target for any month in the year.

RESOLVED:

- ◆ To note Report No. SR 14/14.

92. **SECTION 106 PROJECT LIST**

The Service Support Manager presented Report No. SR 15/14. Following discussion regarding the list of possible projects, the Service Support Manager agreed to refresh the list as this could help to improve the targeting of requests. As the application process for the Section 106 grants had been revised Members suggested that a representative from Wokingham Borough Council be invited to give a presentation to the Council on the new process.

RESOLVED:

- ◆ To note Report No. SR 15/14.
- ◆ That a representative from Wokingham Borough Council be invited to give a presentation to the Town Council on the new application process for Section 106 grants.

93. **GRANTS**

Members considered the seven grant applications received as set out in Report No. SR 16/14 in line with the community grants criteria and

RESOLVED:

- ◆ To award grants to the following:

Woodley Town FC	£250	Towards the cost of increasing the level of participation of girls in football by further involvement in local primary schools.
Early & Woodley Stroke Club	£250	Towards the cost of providing a day trip for members and the costs of driving members to and from the club.
Berkshire Multiple Sclerosis Therapy Centre, Reading	£250	Towards the costs of therapists providing physiotherapy, massage, yoga, spinal reflexology and acupuncture.
Individuals: Aleasha Lunn (Aerobic Gymnastics)	£100	Towards the costs of international competitions and travelling costs.
Hope Davies (Aerobic Gymnastics)	£100	Towards the costs of travelling and equipment for international competitions.
Adrian Wakelin (GB Dragon Boat Squad)	£100	Towards the cost of travelling and uniform for international competitions.

- ◆ To not award a grant to Vitalise on the grounds that other applications more closely met the criteria for grant awards.

94. **INSURANCE**

Members noted the appointment of Came and Company as the Council's insurers at a cost of £33,690, a reduction of £9,668 on the previous year's costs. The appointment was for a three year term with fees to be kept at the same level, subject to adjustment in values covered.

95. **INN ON THE PARK**

The Town Clerk presented Report No. SR 17/14 and Members noted that a new manager for the Inn on the Park had been appointed by LT Pub Leasing in March 2014. In response to a question the Town Clerk confirmed that the policy to not allow dogs in the pub or on the patio area remained in place but could be looked at again later in the year.

RESOLVED:

- ◆ To note Report No. SR 17/14.

96. **WAR MEMORIAL / CIVIC SPACE**

The Service Support Manager presented Report No. SR 18/14. He informed Members that a full planning application had been submitted to Wokingham Borough Council and was not expected to impact on the project timing; and that tender documents for the civic space would be sent out at the end of the week. In reply to a question the Town Clerk explained that the tenders would be returned as sealed bids and would be opened in the presence of a member of the Council. Officers would award the contract, under the Council's financial regulations

The Service Support Manager reported that a full tree survey had been carried out to the trees in the vicinity of the proposed civic space. One sycamore had been found to be in very poor condition and this tree would be removed and replaced by a new tree positioned slightly closer to the gate, which would enable the memorial site to be repositioned slightly to the east, away from the root protection zones of the healthy trees.

Members were delighted with the progress of this project and asked that all Councillors be notified when the tree works were to be undertaken.

The intention to produce press releases jointly with the Woodley War Memorial Project group was noted, as was the need to make reference to the war memorial at St. John's Church.

RESOLVED:

- ◆ To note Report No. SR 18/14.

97. **BULMERSHE LEISURE CENTRE LEASE**

- a) Due to the confidential nature of this item, it was agreed this be considered at the end of the meeting.
- b) Members considered the decision of the Leisure Services Committee that "Members request the full involvement of the Leisure Services Committee in discussions about the future of Bulmershe Leisure Centre and Woodford Park Leisure Centre, in line with their powers and duties described in Woodley Town Council's Standing Orders."

The Chairman explained that the Leisure Services Committee had no authority regarding the lease and therefore it would not be appropriate for the Leisure Services Committee to be involved with those discussions; however he accepted that the Leisure Services Committee had an interest in the outcome of the lease discussions and asked for the minutes to record that members of the Leisure Services Committee could attend the discussions and all progress regarding the lease would be reported to the Leisure Services Committee.

RESOLVED:

- ◆ That matters relating to the lease of Bulmershe Leisure Centre be reported to the Leisure Services Committee.

98. **FUTURE AGENDA ITEMS**

No future agenda items were suggested.

99. **PUBLICITY AND WEBSITE**

It was agreed to publicise the following items:

- The war memorial and civic space
- The success of the café at the Oakwood Centre
- The new management at the Inn on the Park

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

RESOLVED:

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

101. **BULMERSHE LEISURE CENTRE LEASE**

- a) The Town Clerk tabled a confidential update on negotiations on the terms of an early surrender of the lease on Bulmershe Leisure Centre. It was agreed that this be provided to all Members of Council for their information.

The meeting closed at 9:50pm

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**WOKINGHAM BOROUGH COUNCIL
PUBLIC QUESTION TIME
EXECUTIVE MEETING**

ON 20 FEBRUARY 2014

Jenny Lissaman has asked the Executive Member for Strategic Planning and Highways the following question:

Question

During the MDD DPD consultation Earley and Woodley Town council's sent a cross party request* to the Inspector requesting that it should contain a new Local Green Space Policy (as described in the NPPF). The reason for this was to give greater protection to the green gap between Woodley and Earley at Bulmershe/Southlake/Whitegates than the Site of Urban Landscape Value status which it currently holds, as in recent years, the Borough Council had allowed Planning Applications to proceed which have encroached on the area in question. Unfortunately the Inspector did not 'take on board' this suggestion. Consequently both Town Council's (through their cross party working group) have agreed to ask you to consider:

- either amending the MDD DPD to include a Local Green Space Policy
- or that the Borough draws up a Local Green Space Policy, to run in tandem with WBC's new Local Plan

and that the area between the two towns should then be upgraded to this status to protect it from further development.

*A copy of this request submitted to the Inspector has been sent to all members of the Executive independently, which explains in more detail the reasoning behind submission of this question.

The following approved plans are cited as evidence of the lack of protection

- i) Addington School (ref F/2006/8099)
- ii) Goals Soccer Centre (ref F/2006/9350)
- iii) Pitts Lane Development (ref F/2010/2104, App/X0360/A/11/2148730)
- iv) Reading University Development (ref O/2012/0155)

Answer

As an experienced former Borough Councillor with an extremely long experience on the Planning Committee you will know the importance of the Inspector's opinion following the public examination of the MDD.

The only thing that has any legitimate weight in any planning application is what the Inspector has agreed with; anything else will have little or no weight.

What this actually means in practice is that any new policy outside of the MDD will not have much value or weight in any planning decision, particularly if it has already been

considered by the Inspector. So any refusal based on those new policies would be immediately appealed and because of the limited weight, and the Inspector's view, then such a refusal will be easily overturned and planning permission granted.

As I said the MDD Inspector turned down both the proposals for a new Local Green Space Policy and the comments on the Site of Urban Landscape Value (SULV). So the request made in this question would have no value in a planning context and it would be pointless implementing this.

Supplementary Question

I don't think any of us actually saw the Council's submission about a Local Green Space Policy so it is difficult for me to comment not having had experience of that. But it seems to me, and both Woodley and Earley Town Councils, that the SULV policy that is in place currently is remarkably similar to the one that was in place before and had absolutely no effect on the development that this Council wished to put on the land i.e. a school; a sports pavilion; floodlighting; houses to the rear of Pitts Lane; (and by the way the map is titled incorrectly because it does go into the rear gardens of Earley) and also as you are aware the retirement home that will be put on the playing field.

I would like to know what steps you will, as an Executive Member for Planning, take to ensure that this Wokingham Borough Council Planning Department will enforce the SULV policy as much as they possibly can because they seem to be only too willing to ignore it when it is important to both Woodley and Earley Town Councils? This is the only green space we have between us. The District/Parish Conference said how important it was as a local amenity to have green space to enhance health and wellbeing.

I would like you to say that you will do more than just bow down and say well the Inspector has said that we have to go along with this rather than try and do anything else which is going to protect this land because the Borough Council has failed to protect it in the past.

Supplementary Answer

As a point of information the proposals for the Local Green Space Policy and the extension of the SULV were actually the proposals that you submitted and you circulated round; which is what I was referring to and what the Inspector responded to.

In the terms of the enforcement absolutely it will be enforced. It is now in the portfolio of Councillor John Kaiser who is already upping the enforcement regime.

3G ARTIFICIAL GRASS PITCH PROJECT - FUNDING

REPORT OF THE TOWN CLERK

Purpose of Report

To inform Members of the estimated costs for the 3rd Generation Artificial Grass Pitch (3G AGP) and associated improvements project, the possible grant and other funding that can be applied for and propose that consideration be given to applying for loan approval towards the project costs.

Background

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

Information

The estimated total cost of the 3G pitch, tennis courts and 40 additional parking spaces, as set out in the business case report on page 15, is £391,020. This allows for the professional services and a contingency. It also includes the planning application fee and site survey fees, which have already been allowed for in the funds the Council has put aside for this part of the project.

Additional works to resurface the existing main car park and the access road to the leisure centre will be required to address the poor state of these areas. The Council will also require specialist equipment to maintain the new 3G pitch. It is estimated that the resurfacing costs will be around £110,000 and the equipment, £10,000.

An application for Section 106 funds towards the 3G pitch project has been submitted and an application to the Football Foundation can be submitted on receiving planning approval. Other sources of funding, for example to support the tennis provision, may also be made, subject to relevant criteria being met.

The costs of the project are estimated to be:

Item	Estimated cost
3G AGP including groundworks and lighting	£300,000
Car park 40 spaces	£40,000
Resurface 2 tennis courts	£20,000
Fees and contingency (excluding planning application and survey costs)	£29,620
Resurface car park and access road	£110,000
3G AGP maintenance equipment	£10,000
Total	£509,620

Resources

It is not yet known if Section 106 funds or other sources of funding, other than the Football Foundation, will be available. An application for Section 106 funding has been submitted to Wokingham Borough Council, with no amount specified at this point. It is understood that the Football Foundation will consider funding 50% of the above costs and Sports Solutions believe the

Council has a good submission, given the support of the local football teams and the way in which they are looking to develop the game in Woodley.

With this in mind it is proposed that the Council consider seeking borrowing approval from the Department for Communities and Local Government for £255,000, half of the estimated total project costs. It is further proposed that, subject to loan approval being granted, a fixed rate, fixed term loan be arranged with the Public Works Loan Board. This is a government body that provides loan funding to public authorities for capital projects at lower rates than are available elsewhere to the Council.

The interest rates payable on loans from the PWLB can change daily. At the time of writing this report the borrowing rates for fixed rate loans for a fixed period varied from 1.5% for a loan of 1.5 years to 4.09% a 24 year loan. The date a loan is drawn down may have a different interest rate payable than that published at the time a decision to apply for borrowing approval and loan is taken. The variation of interest rates at the present time is not great.

The guidance from the National Association of Local Councils on the borrowing approval system advises that certain criteria should be met including providing information on the Council's finances, confirmation that the purpose is for a capital item. The Council should also consult residents and make details of the project and plans for borrowing and loan repayments accessible to residents from an early stage with information on the project's progress available to residents. The Council has evidence of consultation (2010 Residents Survey, local football teams, schools and other local organisations) and information provided to residents about the project in the Woodley Herald March 2014 edition. Future editions of the newsletter will report on progress. The guidance also advises that an application should be made after consents, such as planning applications have been received.

Timing

Advice from Sports Solutions indicates that they are presently on track to submit a planning application in June. Consultation on the planning application with various bodies and the public will also take place then. It is hoped that the application will be considered by August/September 2014. The aim is to start construction in March 2015 and to have the pitch up and running by September 2015, subject to permissions being received in time to achieve this date.

Sports Solutions has advised the Council that the funding application to the Football Foundation, the final part of which needs to be submitted once planning approval has been given, needs to show the Council can meet 50% of the costs of the project, therefore the Council will need to secure the borrowing approval by that time. The loan can be drawn down at a later date and, should funding from other sources become available, it can reduce the loan sum it draws down.

Financing a loan

The Council has an existing loan, raised in 1991 at an annual cost of £19,917 for the extension to the sports hall and the installation of the hard surface area at Woodford Park Leisure Centre, which comes to an end in March 2016 when the last payment of £9,958.50 is due (loans payments are made in September and March each year). This will release funds that may be allocated towards the costs of a new loan.

The current timetable includes an opening of the new pitch in time for the winter season, where use is expected to be at its highest and where income can be raised from the facility. Pages 18 – 20 of the business case report by Sports Solutions give indicative income for the high and low seasons for the planned facility, as well as anticipated costs. Net of anticipated maintenance and running costs it is estimated that there will be a surplus of £31,000 a year, split to give £23,000 in the high period (winter) and £7,000 in the low season.

Other financial factors should be taken into account when considering the proposed loan length and the annual cost. The Council has been informed that it will receive £21,500 less precept grant funding in 2015/16, the financial impact of the ending of the lease on Bulmershe Leisure Centre is not fully known at this point - there is the matter of dilapidations (yet to be agreed) and although

the Council's running costs will be reduced, the activities at the centre have been a source of increasing income for the previous 5 years. Another factor is the possibility of regulations being applied next year that require a referendum on excessive increases in local council precept charges should the Council have to make any significant increase in this charge to cover its costs.

While the surface of the 3G pitch will require renewal every 10 or so years (an annual contribution towards a fund for this is included in the costs estimated) the facility has at least a 20 year life.

With the above in mind it is proposed that the Council, should it agree to seek and be given borrowing approval, apply for a loan of £255,000 over a period of 15 years (estimated interest rate of 3.43% - this is variable). The attached spreadsheet (**Appendix A**) sets out:

- the loan costs at that rate
- the existing loan that comes to an end in March 2016 and
- net income (anticipated on prudent figures) from the pitch.

The three scenarios provided show the impact of a loan at this rate on Council resources, depending on when a loan is drawn down.

If the project goes to plan and planning permission is not delayed for any reason it is likely that the Council will have to allocate funds from reserves to make the loan repayments while the facility is built. From March 2016, after which the existing loan will be paid off, the cost can mostly be covered by funds no longer required for those loan payments. Once borrowing approval has been given by the Department of Communities and Local Government a council has 12 months from the date of that approval to take out a loan.

A 15 year loan would ensure the debt is paid within the lifetime of the pitch and is at a level that can be met from Council reserves should the project be delayed for any reason. The Council's year end accounts have not yet been prepared, however, the budget figures reported an anticipated 2014/15 year end reserves figure of £310,015.

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

RECOMMENDED:

- ◆ **That the Council consider making an application for borrowing approval for a sum of £255,000 to fund the 3G AGP and associated improvements project and, subject to receiving this, make an application for a loan from the Public Works Loan Board at a fixed interest rate payable over a period of 15 years.**

Proposed loan information - based on draw down of loan before September 2014

APPENDIX A

1 15 year loan	Sep-14	Mar-15	Sep-15	Mar-16	Sep-16	Mar-17	Sep-17	Mar-18
	£	£	£	£	£	£	£	£
Loan 470174 Sports hall/hard surface - ends March 2016	9958.5	9958.5	9958.5	9958.5				
Funds available to support new loan costs					9958.5	9958.5	9958.5	9958.5
Estimated net income from 3G pitch - assumes pitch up and running for Sept 2015				23000	7000	23000	7000	23000
Costs of loan - over 15 years 3.43%	10945	10945	10945	10945	10945	10945	10945	10945
funding support required/surplus	<u>10945</u>	<u>10945</u>	<u>10945</u>	<u>-12055</u>	<u>-6013.5</u>	<u>-22013.5</u>	<u>-6013.5</u>	<u>-22013.5</u>
by financial year:	2014/15: <u>£21,890</u>		2015/16: <u>-£1,110</u>		2016/17: <u>-£28,027</u>		2017/18: <u>-£28,027</u>	

2 Proposed loan information - based on draw down of loan between September 2014 and March 2015

15 year loan	Sep-14	Mar-15	Sep-15	Mar-16	Sep-16	Mar-17	Sep-17	Mar-18
	£	£	£	£	£	£	£	£
Loan 470174 Sports hall/hard surface - ends March 2016	9958.5	9958.5	9958.5	9958.5				
Funds available to support new loan costs					9958.5	9958.5	9958.5	9958.5
Estimated net income from 3G pitch - assumes pitch up and running for Sept 2015				23000	7000	23000	7000	23000
Costs of loan - over 15 years 3.43%		10945	10945	10945	10945	10945	10945	10945
funding support required/surplus (-)	<u>0</u>	<u>10945</u>	<u>10945</u>	<u>-12055</u>	<u>-6013.5</u>	<u>-22013.5</u>	<u>-6013.5</u>	<u>-22013.5</u>
by financial year:	2014/15: <u>£10,945</u>		2015/16: <u>-£1,110</u>		2016/17: <u>-£28,027</u>		2017/18: <u>-£28,027</u>	

3 Proposed loan information - based on draw down of loan after March 2015 (but before Sept 15) because of project delays

15 year loan	Sep-14	Mar-15	Sep-15	Mar-16	Sep-16	Mar-17	Sep-17	Mar-18
	£	£	£	£	£	£	£	£
Loan 470174 Sports hall/hard surface - ends March 2016	9958.5	9958.5	9958.5	9958.5				
Funds available to support new loan costs					9958.5	9958.5	9958.5	9958.5
Estimated net income from 3G pitch - assumes pitch up and running for March 2016					7000	23000	7000	23000
Costs of loan - over 15 years 3.43%			10945	10945	10945	10945	10945	10945
funding support required/surplus	<u>0</u>	<u>0</u>	<u>10945</u>	<u>10945</u>	<u>-6013.5</u>	<u>-22013.5</u>	<u>-6013.5</u>	<u>-22013.5</u>
by financial year:	2014/15: <u>£0</u>		2015/16: <u>£21,890</u>		2016/17: <u>-£28,027</u>		2017/18: <u>-£28,027</u>	

Actual interest rate payable subject to the rate on the date a loan is drawn down

Annual new loan cost: £21,890
New loan interest cost: £73,333

Town Mayor's engagements – 12 February 2014 to 12 May 2014

March	25	Sid Hopkins Girls' Football Tournament, Woodford Park
	30	Finale Concert of the Woodley Festival of Music and Arts
April	3	Civic Reception and Citizens Awards Ceremony
	29	Presentation of litter picking certificates at The Bulmershe School
May	2	Lions Club of Woodley and Earley Presentation Evening
	4	Start of the Classic Car Procession from Woodford Park
	8	Wokingham, Bracknell and Districts Mencap Annual General Meeting
	11	Charity Concert at Sindlesham Court
	12	Woodley Bowls Club 50 th Anniversary dinner
	13	Visit to Maiden Erlegh School
	13	Official opening of Rehoboth, the Just Around the Corner equine centre

Annual Meeting of the Council

13 May 2014

Appendix 10

Terms of Reference for Working Parties
and Sub Committees

Investments Working Party - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

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

Membership of the working party

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

Meetings

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

Terms of operation

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

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

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

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

Risk Management Working Party - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

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

Membership of the working party

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

Meetings

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

Terms of operation

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

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

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

To identify, analyse and prioritise risks.

To determine responsibilities and actions to control risks.

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

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

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

The Catering Partnership Management Panel

- 2.1.1 The aim of the Partnership Management Panel is to support the catering working partnership through monthly management meetings and information exchange, and to provide longer term data and plans to the Partnership Management Board. The role of the Panel is definitively one of support and monitoring (ie it will not seek to involve itself in or control specific operational issues).
- 2.2 The Partnership Management Panel will meet monthly and will comprise at least one of the two original directors/principals from JIP, WTC managers, JIP Managers and **four Members of Woodley Town Council**. The Panel might also include a non-operational representative from JIP (such as a representative from the CiC Board once the CiC is established).
- 2.3 These are intended to be highly operational meetings and must include operational staff.
- 2.4 Each month, trading figures will be prepared by representatives from JIP and WTC and presented to all staff (including the Catering Manager, for example)
- 2.5 Each six months (or as required) trading figures, plans and evaluative information will be collated and presented to support Partnership Board meetings. Partnership Board feedback and direction will be accepted and implemented
- 2.6 The inaugural meeting(s) of the Partnership Management Panel should include priority agenda items as follows
- Directions from the Partnership Management Board
 - Bar management, licensees and associated matters
 - Policies and Procedures not yet in place but required (listed, prioritised and allocated as tasks, as appropriate) including training and development, volunteering, grievance and disciplinary
 - How SiS and WTC will work together and separately to promote and market the Catering operation overall, and outlining fair and reasonable approaches to resourcing this
 - An approach to creating a clearer identity for the café
 - Workflows (including invoicing, management accounting, bookings and the functioning of the Panels)
 - A volunteering strategy and plan
 - A comprehensive quality framework (including compliance specifications in the Contract – such as the Health and Safety File, performance indicators, customer feedback from all areas of the catering operation, reporting)
 - Financial projections for the coming year (including staffing structure and equipment)
 - Plans and developments for the coming year and beyond
 - Contingency/ risk plans for the priority activities

Standing Orders and Financial Regulations Working Party - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

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

Final approval of these documents is required by Council.

Membership of the working party

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

The Town Clerk will attend meetings of the working party.

Meetings

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

Terms of operation

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

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

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

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

Public Toilets Working Party - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

To investigate the provision of public toilets in Woodley town centre and advise and make any recommendations to the Strategy and Resources Committee on these matters.

Membership of the working party

There shall be four members of Council appointed to the working party. The Town Centre Manager and Woodley Town Council Officers will attend the meetings of the working party, as appropriate.

Meetings

Meetings of the working party will take place as appropriate and when necessary for the life of the project.

Terms of operation

To investigate the arrangements required for the provision of public toilets in Woodley town centre, including the site, design and any other matters that need to be addressed to achieve the project.

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

Personnel Sub Committee - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

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

Membership of the working party

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

Meetings

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

Terms of operation

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

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

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

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

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

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

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

Woodford Park Leisure Centre – Entrance Improvements Working Party

Terms of Reference

Parent Committee – Leisure Services Committee

Overall purpose

To oversee the development of a project to improve the entrance area at Woodford Park Leisure Centre.

Membership of the working party

There shall be at least three members of Council appointed to the working party. Officer(s) from Woodford Park Leisure Centre and other officers, as appropriate, will attend meetings of the working party.

Meetings

The working party will determine its own meeting arrangements in order to progress the project.

Terms of operation

To develop a project to improve the entrance area at Woodford Park Leisure Centre.

To allocate the capital programme funds (£10,000 in 2012/13) in line with the project plans.

To report back to the Leisure Services Committee/Council on progress.

Allotments Working Party - Terms of Reference

Parent Committee: Community Services Committee

Overall purpose

To oversee the service provided to allotment tenants at Reading Road allotment site and to deal, in the first instance with any complaints or requests from the Association or allotment tenants.

Membership of the working party

There shall be at least three members of Council appointed to the working party. Representatives of the Tenants Association will be invited to attend all meetings of the working party. Officers, as appropriate will be in attendance.

Meetings

The working party will usually meet three times a year. Additional meetings may be organised, as appropriate and necessary.

Terms of operation

To liaise with representatives of the Allotment Tenants Association on matters relating to the operation of the site and associated arrangements.

To consider matters relating to the site, tenancy agreements and council policy in respect of the provision of allotments, making reports and recommendations to the Community Services Committee, on matters outside the remit of the working party.

To make arrangements with the Allotment Tenants Association for the annual competitions for best kept allotment, best crop and new tenant's best allotment.

To deal with complaints from allotment tenants in the first instance. If the complaint cannot be resolved to pass this to members of the Community Services Committee for decision.

To provide reports of meetings held to the Community Services Committee.

The Strategy and Resources Committee will deal with all matters relating to the lease with Reading Borough Council for the Reading Road allotment site.

Keep Woodley Clean Working Party - Terms of Reference

Parent Committee: Community Services Committee

Overall purpose

To make and oversee arrangements for organised and other litter collection activities in the town.

Membership of the working party

The Working Party will be made up of Councillors and co-optees appointed by the Community Services Committee. There shall be at least five Councillors/co-optees on the working party.

Officers will attend meetings of the working party.

Meetings

The working party will meet at least twice a year, additional meetings may be organised, as appropriate and necessary.

Terms of operation

To agree and confirm arrangements for litter collection events and activities including the weekend borough wide event in spring.

To report back to the Community Services Committee on the arrangements made for litter clearing events/activities.

To provide reports of meetings held to the Community Services Committee.

Youth Working Party - Terms of Reference

Parent Committee: Community Services Committee

Overall purpose

The working party's role is to provide an opportunity for the exchange of information on youth services and activities in the town, engender good working relationships between providers of youth services and activities in the town and to enable and, where appropriate, be part of joint projects and plans to improve services and support to Woodley's young people.

Membership of the working party

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

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

Meetings

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

Terms of operation

To liaise with organisations and bodies providing services and activities for young people in Woodley.

To receive information on activities and services to young people in the town from youth service providers.

To receive and consider representations and proposals from young people and representatives providing services and activities for young people and make any recommendations to the Community Services Committee, Council or any other relevant Committee or organisation, as appropriate.

To be part of a network of providers of youth services and activities and encourage exchanges of information and joint working, where appropriate.

To take part in joint projects to make provision for and support young people.

To take any relevant matters forward, as agreed by the working party, to the appropriate body or organisation, including the Ambleside Neighbourhood Partnership Committee.

To consider any other matters relating to young people in Woodley.

To make any recommendations outside the working party's remit to the Community Services Committee.

To provide reports of meetings held to the Community Services Committee.