



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 19 May 2015 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

1. **ELECTION OF TOWN MAYOR**

To elect a Town Mayor for the 2015/16 municipal year.

The outgoing Mayor will address the Council.

The outgoing Mayor will then call for nominations for the office of Town Mayor for 2015/16.

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

2. **TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE**

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

The Town Mayor to address the Council.

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

3. **WOODLEY TOWN COUNCIL ELECTION 2015**

To note the Members elected to Woodley Town Council at the election held on 7 May 2015. ***(Appendix 3)***

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4. **DECLARATIONS OF ACCEPTANCE OF OFFICE**

To receive a verbal report from the Town Clerk on the completion of the Declaration of Acceptance of Office by Members elected on 7 May 2015.

5. **APOLOGIES FOR ABSENCE**

6. **DECLARATIONS OF INTEREST**

To receive any declarations of interest.

7. **ELECTION OF DEPUTY TOWN MAYOR**

To elect a Deputy Town Mayor for the 2015/16 municipal year.

The Town Mayor will call for nominations for the office of Deputy Town Mayor for 2015/16.

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.

8. **COMPOSITION OF THE COUNCIL**

To note the composition of the Council:

Conservative: 24 Liberal Democrat: 1

9. **POLITICAL GROUP LEADERS**

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

10. **ELECTION OF THE LEADERSHIP OF THE COUNCIL**

10.1 To elect the Leader of the Council for the 2015/16 municipal year.

10.2 To elect the Deputy Leader of the Council for the 2015/16 municipal year.

11. **STANDING COMMITTEES**

To approve a membership of 9 Members to serve on each of the standing committees in the 2015/16 municipal year:

11.1 **Strategy & Resources Committee**

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

11.2 **Leisure Services Committee**

To appoint Members to serve on the Leisure Services Committee.

11.3 **Community Services Committee**

To appoint Members to serve on the Community Services Committee.

11.4 **Plans Committee**

To appoint Members to serve on the Plans Committee.

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

To appoint the Chairman and Vice Chairman of the standing committees for the 2015/16 municipal year.

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

12.1 **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).

12.2 **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).

12.3 **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).

12.4 **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).

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

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

All terms of reference are included in **Appendix 13 (enclosed)**.

13.1 **Strategy & Resources Committee:**

- | | | |
|----|--|------------------|
| a) | Investments Working Party | App.13
Page 1 |
| | 1) To approve the terms of reference of the working party. | |
| | 2) To approve the number of places on the working party. | |
| | 3) To appoint Members to the working party. | |
| b) | Risk Management Working Party | App.13
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 | App.13
Page 3 |
| | 1) To approve the terms of reference of the working party. | |
| | 2) To approve the number of places on the working party. | |
| | 3) To appoint Members to the working party. | |
| d) | Standing Orders & Financial Regulations Working Party | App.13
Page 4 |
| | 1) To approve the terms of reference of the working party. | |
| | 2) To approve the number of places on the working party. | |
| | 3) To appoint Members to the working party. | |
| e) | Personnel Sub Committee | App.13
Page 5 |
| | 1) To approve the terms of reference of the sub committee. | |
| | 2) To approve the number of places on the sub committee. | |
| | 3) To appoint Members to the sub committee. | |

13.3 **Community Services Committee:**

- | | | |
|----|---|------------------|
| a) | Community Youth Partnership | App.13
Page 6 |
| | 1) To approve the terms of reference of the working party. | |
| | 2) To approve the number of places on the working party. | |
| | 3) To appoint Members to the working party. | |
| | 4) To approve the appointment of voluntary sector representatives to the working party. | |

13.4 **Bulmershe Site of Urban Landscape Value Joint Working Party:**

To note that the terms of reference of the newly formed Bulmershe Site of Urban Landscape Value Joint Working Party were approved at the extraordinary meeting of the Council held on 28 April 2015 and to consider appointing two representatives and one named substitute to the joint working party for the 2015/16 municipal year.

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

To appoint the Council's representatives on outside bodies:

- 14.1 Berkshire Association of Local Councils (BALC) - 2 places
- 14.2 Wokingham District Association of Local Councils - 2 places
- 14.3 ARC - 2 places
- 14.4 Campaign Against Waste - 3 places
- 14.5 Citizens Advice Bureau - 1 place
- 14.6 C-Salt Community Forum - 1 place
- 14.7 Highwood Management Conference - 2 places
- 14.8 Mid and West Berkshire Local Access Forum - 1 place
- 14.9 Museum of Berkshire Aviation Trust - 2 places
- 14.10 Readibus - 1 place
- 14.11 Road/Street Works Major Projects Meetings - 1 place (plus 2 deputies)
- 14.12 Sandford Farm Liaison Group – 1 place (plus 1 deputy)
- 14.13 Sonning & District Welfare & Education Trust – 1 place
- 14.14 The Bulmershe School: Governor – 1 place
- 14.15 Wokingham Borough/Parish Working Group – 1 place (plus 1 deputy)
- 14.16 Woodley Airfield Centre Management Committee – 2 places
- 14.17 Woodley Bowling Club Management Committee – 1 place
- 14.18 Woodley Football Forum Steering Group – 1 place
- 14.19 Woodley Town Centre Management Initiative – 2 places
- 14.20 Woodley Volunteer Centre – 1 place

In addition the Council appoints representatives to the following, no appointments are required to be made in 2015:

Poor's Land Charity (4 places)

Councillor J. Cheng and Mrs S. Flower serving to 2016

Councillor D. Mills and Mr. Laurie Day serving to 2018

Robert Palmer Almshouse Charity (1 place)

Councillor Sam Rahmouni serving to 2016)

15. **CHEQUE SIGNATORIES**

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

Current councillors who were appointed signatories in 2014:

Councillors K. Baker and D. Mills

16. **MINUTES OF THE COUNCIL MEETING HELD ON 10 FEBRUARY 2015**

To receive the Minutes of the Council Meeting held on 10 February 2015 and to approve their signing as a true and correct record.

17. **MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD ON 28 APRIL 2015** Page 19
 To receive the Minutes of the Extraordinary Council Meeting held on 28 April 2015 and to approve their signing as a true and correct record.
18. **COMMITTEE REPORTS**
 To receive the minutes of the following meetings:
- | | | | |
|------|--------------------------------|------------------|---------|
| 18.1 | Plans Committee | 17 February 2015 | Page 27 |
| 18.2 | Plans Committee | 17 March 2015 | Page 35 |
| 18.3 | Leisure Services Committee | 24 March 2015 | Page 43 |
| 18.4 | Community Services Committee | 31 March 2015 | Page 49 |
| 18.5 | Strategy & Resources Committee | 14 April 2015 | Page 55 |
| 18.6 | Plans Committee | 21 April 2015 | Page 65 |
19. **LEADER'S STATEMENT**
 To receive a statement from the Leader of the Council.
20. **REPRESENTATIVES ON OUTSIDE BODIES**
 To receive any reports from Town Council representatives on outside bodies.
(Appendix 20) Page 77
21. **TOWN MAYOR'S ENGAGEMENTS**
 To note the Mayoral engagements attended by Councillor Franklin since 10 February 2015. ***(Appendix 21)*** Page 78

APPENDIX 3

Members elected to Woodley Town Council at the election held on 7 May 2015

Bulmershe Ward

Paul Etherington
Mark Green
David Stares
Philip Wicks

Coronation Central Ward

Keith Baker
Sam Rahmouni

Coronation East

Tom Barker
Jenny Cheng
Mary Walker

Loddon Airfield Ward

Richard Dolinski
Michael Forrer
Brian Franklin

Loddon South Ward

Anne Chadwick
Darren Smith
Bill Soane

Loddon West Ward

Robert Horskins
Jackie Trick

South Lake North Ward

Doug Fradley
Rob Lay
Mark Willson

South Lake South Ward

Caz Dixon
Kay Gilder
John MacNaught

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 10 February 2015 at 8 pm**

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

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

Also present: *Claire Page, Rory Davies and Nicola Marrant, on behalf of the Lilly-May Page Trust
John Kaiser, Wokingham Borough Council
1 member of the press*

Before the start of the meeting:

- *Claire Page and Rory Davies spoke to Members about the Lilly-May Page Trust, as reported in **Appendix A**.*
- *John Kaiser from Wokingham Borough Council spoke to Members about developer's Section 106 contributions, as reported in **Appendix B**.*
- *A maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum. As there were no members of public wishing to address the Council the Town Forum did not take place.*

64. **APOLOGIES**

Apologies were received from Councillors A. Downes, R. Duncan, K. Haines, E. Rowland and M. Storry.

65. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

66. **MINUTES OF COUNCIL MEETING HELD ON 9 DECEMBER 2014**

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 9 December 2014 and that they be signed by the Mayor as a correct record.

67. **COMMITTEE REPORTS**

67.1 **Minutes of the Plans Committee: 16 December 2014**

Councillor Cheng presented the minutes of the Plans Committee meeting held on 16 December 2014.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee meeting held on 16 December 2014.

67.2 **Minutes of the Leisure Services Committee: 6 January 2015**

Councillor Soane presented the minutes of the Leisure Services Committee meeting held on 6 January 2015.

Minute 41: One Woodley

Councillor Outen informed the meeting that the new Woodley United Football Club was in the process of electing officials.

Minute 49: Parks and Buildings

Mollison Close Play Area

In reply to a question the Service Support Manager agreed to seek assurance that the play area would continue to be maintained by Wokingham Borough Council.

Woodford Park

It was noted that the reference to the entrance to Woodford Park from Woodlands Avenue should be amended to the Western Avenue entrance.

RESOLVED

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 6 January 2015.

67.3 **Minutes of the Plans Committee: 20 January 2015**

Councillor Cheng presented the minutes of the Plans Committee meeting held on 20 January 2015.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee meeting held on 20 January 2015.

67.4 **Minutes of the Community Services Committee: 27 January 2015**

Councillor Smith presented the minutes of the Community Services Committee meeting held on 27 January 2015.

Minute 85: Budget Estimates

The Town Clerk agreed to amend the minutes to record that Councillor Lawley had initially suggested that the grant awarded to the CAB for the year 2015/16 be increased.

It was also noted that the word "as" should be inserted before the word "amended" in the third resolution of Minute 85.

RESOLVED:

- ◆ To receive the minutes of the Community Services Committee meeting held on 27 January 2015.

67.5 **Minutes of the Strategy and Resources Committee: 3 February 2015**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 3 February 2015.

Minute 79: Charges 2015/16

a) Oakwood Centre charges

RESOLVED:

- ◆ To approve the 2015/16 charges at the Oakwood Centre, as set out in the Proposed Charges 2015/16 Appendix.

Voting: For: 11 Abstentions: 9

b) Leisure Services charges

Councillor Challis stated that the Liberal Democrat Group did not support the proposed increase of some charges by 4 or 5 times the rate of inflation.

RESOLVED:

- ◆ To approve the 2015/16 charges for Leisure Services, as set out in the Proposed Charges 2015/16 Appendix.

Voting: For: 11 Abstentions: 9

Minute 80: Revised estimates 2014/15

RESOLVED:

- ◆ To approve the allocation of year-end unspent PR funds to an earmarked reserve for the purchase and installation of World War 1 information boards.

Minute 81: Budget estimates 2015/16

c) Budget and precept 2015/16

Councillor Baker presented the 2015/16 budget and the recommended precept level for 2015/16 to the Council.

Councillor Lawley proposed that the budget be amended as follows:

- That the Band D precept charge be reduced further than the 3% proposed; to 5%.
- That this be funded by using funds of £30,000 in the booking software earmarked reserve to allocate £20,852 to reserve spending and the remaining £9,148 to the general reserve.

Councillor Lawley tabled a budget summary sheet showing the amendment proposals. The amendment was seconded by Councillor Challis.

Following discussion of the proposed amendment, it was put to the vote and was lost.

Voting: For: 7 Against: 11

The budget and precept level, as presented in the Budget Appendix, were then put to the vote and it was

RESOLVED:

- ◆ To approve the budget for 2015/16, as presented in the Budget Appendix.

Voting: For: 11 Against: 7

- ◆ To approve a precept level of £1,010,532 for the 2015/16 financial year, as set out in the Budget Appendix.

Voting: For: 11 Against: 7

Minute 82: Capital Programme 2015/16

RESOLVED:

- ◆ To approve the 2015/16 Capital Programme as set out in the schedule at **Appendix C.**

Minute 84: Investments Working Party

RESOLVED:

- ◆ To approve the Treasury Management Strategy 2015/16.

Minute 85: Public Toilets Working Party

In reply to a question the Town Clerk reported that she had not yet received a reply from Wokingham Borough Council regarding the possible charge for the loss of parking spaces in the Waitrose/ Crockhamwell Road carpark.

Minute 94: Royal Garden Party

Councillor Holmes thanked the Strategy and Resources Committee for nominating her to attend the Royal Garden Party, but informed Members that she had been unsuccessful in the draw for tickets.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 3 February 2015

68. **CHEQUE SIGNATORIES**

RESOLVED:

- ◆ To leave the current signatories in place until the end of the Council's term in May 2015.

69. **LEADER'S STATEMENT**

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

"Tonight we have adopted the second Conservative led budget resulting in a reduction of the Town Council Tax again for the second successive year. The 3% reduction this year on top of last year's reduction of 5% has resulted in a total reduction of 8% over the two years. In terms of cash this is a £9 reduction over those two years.

Comments have been made about the impact on reserves but since they are forecast to be nearly double that of the recommended minimum so we do have good headroom. But we must not be complacent as we only need a couple of unexpected expenses to reduce that sum.

We have also received the Capital Budget at the same time as the main budget which I believe is the first time this has happened.

I want to thank all officers on their efforts on the budget papers which has allowed us to reach the position we are in.

The long standing Conservative philosophy is to recognise that money raised from the council tax is not our money but residents money. Therefore we want to give them choice as to how they can spend their money. We do not believe in heavy subsidies on facilities that only a small percentage of residents use. For those facilities the users need to make a greater contribution so those subsidies can reduce.

This was one of the reasons why some two years ago we started the lengthy process of returning Bulmershe Leisure Centre back to the Borough. This was the only way that investment was going to be made in the fabric and ultimately (hopefully) a full rebuild. Feedback from users of the centre since the new

operators have been in has been extremely encouraging. Clearly the investment they have made in the fabric has made a significant impact.

This will be the last Full Council meeting of this 4 year cycle with full Town Council elections occurring in May. At those elections it is highly likely that several of you will not be standing after serving your "term". Those stepping down will have a variety of reasons like moving away and no longer being eligible through to pressure of work removing the time needed to carry out the role.

On behalf of the Town Council I would like to give my sincere thanks to those who are not standing again for all their efforts during their tenure. For those of you standing again in May can I wish you good luck."

70. **NOTICE OF MOTION**

The following motion was proposed by Councillor Lawley and seconded by Councillor Higgs:

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

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

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

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

This Council agrees that as a further means of keeping Woodley's great community spirit as one of the best in the country would be to promote good citizenship with respect to keeping Woodley neat and tidy. Therefore, from 2015 this Council will annually promote the "Best Kept Street" and "Best Community Street" awards to be presented at the Citizens Awards evening.

The following to be the criteria:

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

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

The following amendments to the motion were proposed by Councillor Baker and seconded by Councillor Rahmouni:

1. In the first sentence, remove the words “over the many years of Lib Dem administration”.
2. In point No. 3, after the words “Our local Shopping Centre” add “with its low cost car parks”.
3. In the last sentence of the paragraph after point No. 7 remove the words “Therefore, from 2015 this Council will annually promote” and replace with “We ask the Community Services Committee to investigate the possibility of two new awards”.

Councillors Lawley and Challis spoke on this amendment and were willing to accept the changes.

Following a vote on the amendment it was

RESOLVED:

- ◆ That the amendment be approved.

As no one wished to speak to the amended motion it was put to the vote.

RESOLVED:

- ◆ That the motion, as set out below, be carried.

“This Council notes the success of Woodley Town Council’s efforts to develop and maintain Woodley’s great community spirit.

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

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

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

7. Our myriad of local community societies and local voluntary works as recognised by the annual Citizen's Awards and the Mayor's award.

This Council agrees that as a further means of keeping Woodley's great community spirit as one of the best in the country would be to promote good citizenship with respect to keeping Woodley neat and tidy. We ask the Community Services Committee to investigate the possibility of two new awards, the "Best Kept Street" and "Best Community Street" awards, to be presented at the Citizens Awards evening.

The following to be the criteria:

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

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

71. **3G PITCH PROJECT**

The Town Clerk presented Report No. FC 1/15, which compared the borrowing terms that would be applied by the Public Works Loan Board, Lloyds Bank and Santander Bank to a loan of £255,000, which was half the estimated project cost.

RESOLVED:

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

72. **BUS SHELTER IN LIVINGSTON GARDENS**

Members noted that Wokingham Borough Council was proposing to install a new bus shelter at the Livingston Gardens Bus Stop and Councillor Gilder pointed out that the bus stop was located in Nightingale Road, but was referred to as the Livingston Gardens stop. The Service Support Manager informed Members that the proposed shelter was the same type and from the same manufacturer as the other bus stops that the Town Council had agreed to maintain.

RESOLVED:

- ◆ To add the proposed bus shelter at the Livingston Gardens bus stop in Nightingale Road to the list of bus shelters maintained by the Town Council.

73. **2015 UK PARLIAMENTARY GENERAL ELECTION**

RESOLVED:

- ◆ To note information received from the Wokingham Borough Council Electoral Registration Officer and Returning Officer regarding the 2015 UK Parliamentary General Election.

74. **REPRESENTATIVES ON OUTSIDE BODIES**

- a) Members noted that there was currently no Town Council representative to Readibus and

RESOLVED:

- ◆ To appoint to this vacancy at the annual meeting in May.

b) Members noted the following written reports, which had been tabled at the meeting:

- Report on the Bulmershe School from Councillor Cheng.
- Report on the Poor's Land Charity from Councillor Cheng.

Councillor Rahmouni informed Members that he had heard last week that one of the residents of the almshouses had passed away.

Councillor Lawley gave a verbal report of the meeting of the Woodley Volunteer Centre that he had attended in January and noted that there was currently only a short waiting list of people needing help with travel to medical appointments and other necessary journeys.

75. **TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor informed Members of the 5 engagements he had attended since the last meeting.

The Deputy Mayor informed Members of the 3 engagements he had attended since the last meeting

76. **FUTURE AGENDA ITEMS**

A request was made for a report on the electronic distribution of agendas and minutes. The Town Clerk confirmed that this was an agenda item for the next Strategy and Resources Committee meeting.

Meeting closed at 10:00 pm

Meeting of the Town Council on 10 February 2015

Before the start of the meeting Claire Page gave a short talk to Members about the Lilly-May Page Trust. She explained that she had set up the trust following the collapse and death of her daughter, Lilly-May, whilst she was at school. Lilly-May was found to have had an undiagnosed heart condition and her chances of survival would have been greatly improved if there had been ready access to a defibrillator. The Lilly-May Page Trust therefore aimed to provide defibrillators in all the schools and public places in Woodley and to provide training in their use.

Claire Page informed Members that the charity would shortly fulfil its aim of providing defibrillators for schools and public places in Woodley, and at the end of February it would become a social enterprise with the aim of providing mobile screening units to screen children and young people for heart conditions and also to continue to provide training in the use of defibrillators.

Rory Davies, an ex paramedic, spoke about the importance of providing training so that many more people would be confident about using a defibrillator.

Claire Page thanked the Mayor for choosing the Lilly-May Page Trust as his charity for the year.

The Service Support Manager informed Members that Claire Page had recently delivered a defibrillator to the Oakwood Centre, donated by the Trust, and that the Town Council had recently purchased a defibrillator for Woodford Park Leisure Centre. He reported that training would be arranged for as many staff as possible.

The Chairman congratulated Claire Page for the composure with which she spoke to the meeting and also for the drive she displayed in setting up the charity and he thanked her for the Oakwood Centre defibrillator.

Presentation on Section 106 contributions by Borough Councillor John Kaiser

The Chairman welcomed Borough Councillor John Kaiser, who then spoke to Members about developers' Section 106 contributions and explained that they were used to mitigate any harm that may be caused by a development, or to compensate for any loss that may be caused. Some examples of the use of Section 106 contributions would be the provision of a new school or a new road, which would cater for the increased need caused by a large development, or the provision of public spaces or play areas to compensate for the loss of undeveloped land.

John Kaiser explained that there was a high cost associated with Section 106 as it was a legal agreement, but that these costs would be reduced when Section 106 was replaced by the Community Infrastructure Levy (CIL), which would be introduced in April 2015.

Councillor Kaiser explained how CIL would be administered and answered Members' questions on how town and parish councils can apply for funding for their projects.

After an extended discussion the Chairman brought the session to a close and thanked John Kaiser for his presentation and for taking the time to talk to Members.

CAPITAL PROJECTS	Allocation (£)	Status	Comment	Works Required
Signs	1000		Annual Allocation	Replacement, new signs, fire signage and new entrance sign for Woodford Park
Seats	1000		Annual Allocation	Replacement/additional seats - annual allocation
Litter bins	300		Annual Allocation	Replacement/additional bins - annual allocation
Dog bins	200		Annual Allocation	Replacement/additional bins - annual allocation
Pathway repairs	2000		Annual Allocation	Repair work to council pathways - annual allocation
Playgrounds	5000	Rolling Fund	Annual Allocation	Annual allocation - Improvements to play areas - new equipment
Woodford Park car park resurfacing	5000	Rolling Fund	Annual Allocation	Repair & resurfacing - annual allocation to fund
Replacement roof WPLC	5000	Rolling Fund	Annual Allocation	Replace old asbestos roof - estimated cost £35,000. Old roof leaks patched but deteriorating.
Committee Rooms - WPLC	621	C/F from 2014/15		Install window blinds. New flooring and decoration was completed 2013/14.
Dividing Curtain - Sports Hall WPLC	1000			Replace old curtain to match new installed last year. To increase functionality/flexibility of room
Youth Shelter	1500			Replace wooden roof and refurb
Boiler Replacement WPLC	12000			16 years old so at end of life span, only running at 70% efficiency compared to 97% on new boilers significant gas wastage (see separate report)
Water Softener WPLC	2500			Install water softener to decrease limescale damage to heating and water system
Football Wing Ceilings	2500			Replace ceilings in football wing and remove asbestos as appropriate
Bowls Club Fencing	4500			Removal old damaged railing and replace with 6' weldmesh fencing system. Tree roots have damaged the path and are beginning to damage the green and the irrigation system. Removal of trees to be funded from tree works budget
Fork Lift Attachment for Tractor	1500			Reduce manual handling of bagged soil/dressing etc which is currently offloaded on delivery, reloaded onto trailer and offloaded at site by hand (x600 25kg bags - 2-3 deliveries per year).
Chapel Hall - replacement flooring	7250	C/F from 2014/15	Works complete- awaiting invoice	Replace current flooring - poor condition
CCTV WPLC	394	C/F from 2014/15		Upgrade CCTV system
Ventilation - L & G toilets - WPLC	2644	C/F from 2014/15		Install extractor ventilation in Ladies & Gents toilets - WPLC
Changing Room refurb - WPLC	2390	C/F from 2014/15		Replace flooring, decorate, refurbish bench seating
Ladies Toilets - refurb - WPLC	3000	C/F from 2014/15		Refurbish toilets - new toilets, taps, decoration
Replace hot water tank - WPLC	9200	C/F from 2014/15		Old tank badly scaled, inefficient, causing problems with system
Water Storage Tanks - Chapel & Coronation Halls	1400	C/F from 2014/15		Cleaning of cold water storage tank at Chapel/Coronation, vented lid required at Chapel
WPLC - replace windows	4870	C/F from 2014/15		Replace function room windows
Water Softener - Oakwood Centre	3300	C/F from 2014/15		Install water softener to decrease limescale damage to heating and water systems caused by hard water.
Sub total	80069			

ROLLING FUNDS	Total in fund	Project Cost (Estimated)
Woodford Park car park resurfacing	30000	60000
Replacement roof - WPLC	10000	35000
Playground Equipment	10000	60000

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

Minutes of an Extraordinary Meeting of the Town Council held at the Oakwood Centre on Tuesday 28 April 2015 at 8 pm

Present: *Councillors B. Franklin (Chairman); K. Baker; T. Barker; J. Cheng; R. Duncan; K. Gilder; C. Lawley; D. Mills; R. Neall; S. Outen; S. Rahmouni; D. Smith; D. Stares; M. Walker*

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

The Chairman welcomed everyone to the meeting and thanked all Members for the time, energy and effort they had given during their time on the Council. He noted that Councillors Challis, Cox, Downes, Duncan, Higgs, Outen, Rowland and Storry would be retiring at the end of this term of office and thanked them for their dedicated service to Woodley, with particular thanks to Councillor Rowland, who had served for 22 years, and Councillor Challis, who had served for 10 years.

77. **APOLOGIES**

Apologies were received from Councillors A. Chadwick, P. Challis, N. Cox, A. Downes, K. Haines, L. Higgs, M. Holmes, E. Rowland, W. Soane, M. Storry and M. Willson.

78. **DECLARATIONS OF INTEREST**

Councillor Outen	Agenda item 5 Capital Programme	Personal – Councillor Outen’s wife is an allotment tenant
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Councillor Outen did not participate in the discussion or the vote regarding the 2015/16 Capital Programme

79. **DRAFT FINANCIAL REGULATIONS**

Members considered the recommendation of the Strategy and Resources Committee at a meeting on 14 April 2015 (minute number 107) that the draft Financial Regulations be approved.

RESOLVED:

- ◆ To approve the Financial Regulations as presented to the meeting.

80. **RISK MANAGEMENT STRATEGY AND RISK REGISTER**

Members considered the recommendation of the Strategy and Resources Committee at a meeting on 14 April 2015 (minute number 109) that the Risk Management Strategy for 2015/16 be approved.

RESOLVED:

- ◆ To approve the Risk Management Strategy for 2015/16 as presented to the meeting.
- ◆ To note receipt of the Council’s Risk Register as at March 2015.

81. **CAPITAL PROGRAMME**

Members considered the recommendation of the Strategy and Resources Committee at a meeting on 14 April 2015 (minute number 114) that the Capital Programme 2015/16, amended to include expenditure of £600 to purchase scalplings for use in repairing the roadways at the Reading Road allotments site, be approved.

RESOLVED:

- ◆ To approve the Capital Programme 2015/16, amended to include expenditure of £600 to purchase scalplings for use in repairing the roadways at the Reading Road allotments site. **(Appendix A)**

82. **SITE OF URBAN LANDSCAPE VALUE (SULV) JOINT WORKING PARTY**

- a) Members considered the terms of reference for the SULV Joint Working Party, as recommended by the SULV Joint Working Party Terms of Reference sub group. It was noted that the map attached to the terms of reference to identify the extent of the SULV included an area in the south east corner that was not part of the SULV.

RESOLVED:

- ◆ To approve the terms of reference of the SULV Joint Working Party, as attached at **Appendix B**.
- b) Members considered correspondence received from Earley Town Council regarding an interim statement, which could be used to support objections to any planning application that threatened the SULV and that may be received before the working party had completed its work.

RESOLVED:

- ◆ To approve the interim statement, as attached at **Appendix C**.
- ◆ That the interim statement should not pre-determine the work and conclusions of the SULV Joint Working Party.
- ◆ That the interim statement should be in place only until any recommendations of the SULV Joint Working Party were accepted by Earley Town Council and Woodley Town Council.

Meeting closed at 8:15 pm

CAPITAL PROJECTS	Allocation (£)	Status	Comment	Works Required
Signs	1000		Annual Allocation	Replacement, new signs, fire signage and new entrance sign for Woodford Park
Seats	1000		Annual Allocation	Replacement/additional seats - annual allocation
Litter bins	300		Annual Allocation	Replacement/additional bins - annual allocation
Dog bins	200		Annual Allocation	Replacement/additional bins - annual allocation
Pathway repairs	2000		Annual Allocation	Repair work to council pathways - annual allocation
Playgrounds	5000	Rolling Fund	Annual Allocation	Annual allocation - Improvements to play areas - new equipment
Woodford Park car park resurfacing	5000	Rolling Fund	Annual Allocation	Repair & resurfacing - annual allocation to fund
Replacement roof WPLC	5000	Rolling Fund	Annual Allocation	Replace old asbestos roof - estimated cost £35,000. Old roof leaks patched but deteriorating.
Committee Rooms - WPLC	621	C/F from 2014/15		Install window blinds. New flooring and decoration was completed 2013/14.
Dividing Curtain - Sports Hall WPLC	1000			Replace old curtain to match new installed last year. To increase functionality/flexibility of room
Youth Shelter	1500			Replace wooden roof and refurb
Boiler Replacement WPLC	12000			16 years old so at end of life span, only running at 70% efficiency compared to 97% on new boilers significant gas wastage (see separate report)
Water Softener WPLC	2500			Install water softener to decrease limescale damage to heating and water system
Football Wing Ceilings	2500			Replace ceilings in football wing and remove asbestos as appropriate
Bowls Club Fencing	4500			Removal old damaged railing and replace with 6' weldmesh fencing system. Tree roots have damaged the path and are beginning to damage the green and the irrigation system. Removal of trees to be funded from tree works budget
Fork Lift Attachment for Tractor	1500			Reduce manual handling of bagged soil/dressing etc which is currently offloaded on delivery, reloaded onto trailer and offloaded at site by hand (x600 25kg bags - 2-3 deliveries per year.
Chapel Hall - replacement flooring	7250	C/F from 2014/15	Works complete- awaiting invoice	Replace current flooring - poor condition
CCTV WPLC	394	C/F from 2014/15		Upgrade CCTV system
Ventilation - Ladies & Gents toilets - WPLC	2644	C/F from 2014/15		Install extractor ventilation in Ladies & Gents toilets - WPLC
Changing Room refurb - WPLC	2390	C/F from 2014/15		Replace flooring, decorate, refurbish bench seating
Ladies Toilets - refurb - WPLC	3000	C/F from 2014/15		Refurbish toilets - new toilets, taps, decoration
Replace hot water tank - WPLC	9200	C/F from 2014/15		Old tank badly scaled, inefficient, causing problems with system
Water Storage Tanks - Chapel & Coronation Halls	1400	C/F from 2014/15		Cleaning of cold water storage tank at Chapel/Coronation, vented lid required at Chapel
Function Room Windows - replace - WPLC	4870	C/F from 2014/15		Replace function room windows
Water Softener - Oakwood Centre	3300	C/F from 2014/15		Install water softener to decrease limescale damage to heating and water systems caused by hard water.
Road Plantings - Allotments	600			Purchase or road plantings for repair of roadways around the site. Works to be carried out by allotment tenant volunteers.
Sub total	80669			

ROLLING FUNDS	Total in fund (Estimated)	Project Cost
Woodford Park car park resurfacing	30000	60000
Replacement roof - WPLC	10000	35000
Playground Equipment	10000	60000

FUNDED BY	Amount
Carry forward balance from 2014/15	63935
2015/16 allocation	45000
Total funds available 2015/16	108935
Capital Programme Balance	28265

Resurfacing and repair of car park substructure. 5 years allocation	60000
Replace old Asbestos Roof with steel roof	35000
New Play Equipment - Woodford Park (Rear of Oakwood Centre)	60000

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

Reporting arrangements

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

Overall purpose

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

Membership of the working party

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

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

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

The quorum will be 3 voting members.

Officers from both councils will be in attendance at all meetings

Meetings

The joint working party will meet at least once in each municipal year.

Other meetings will be arranged as necessary.

Terms of operation

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

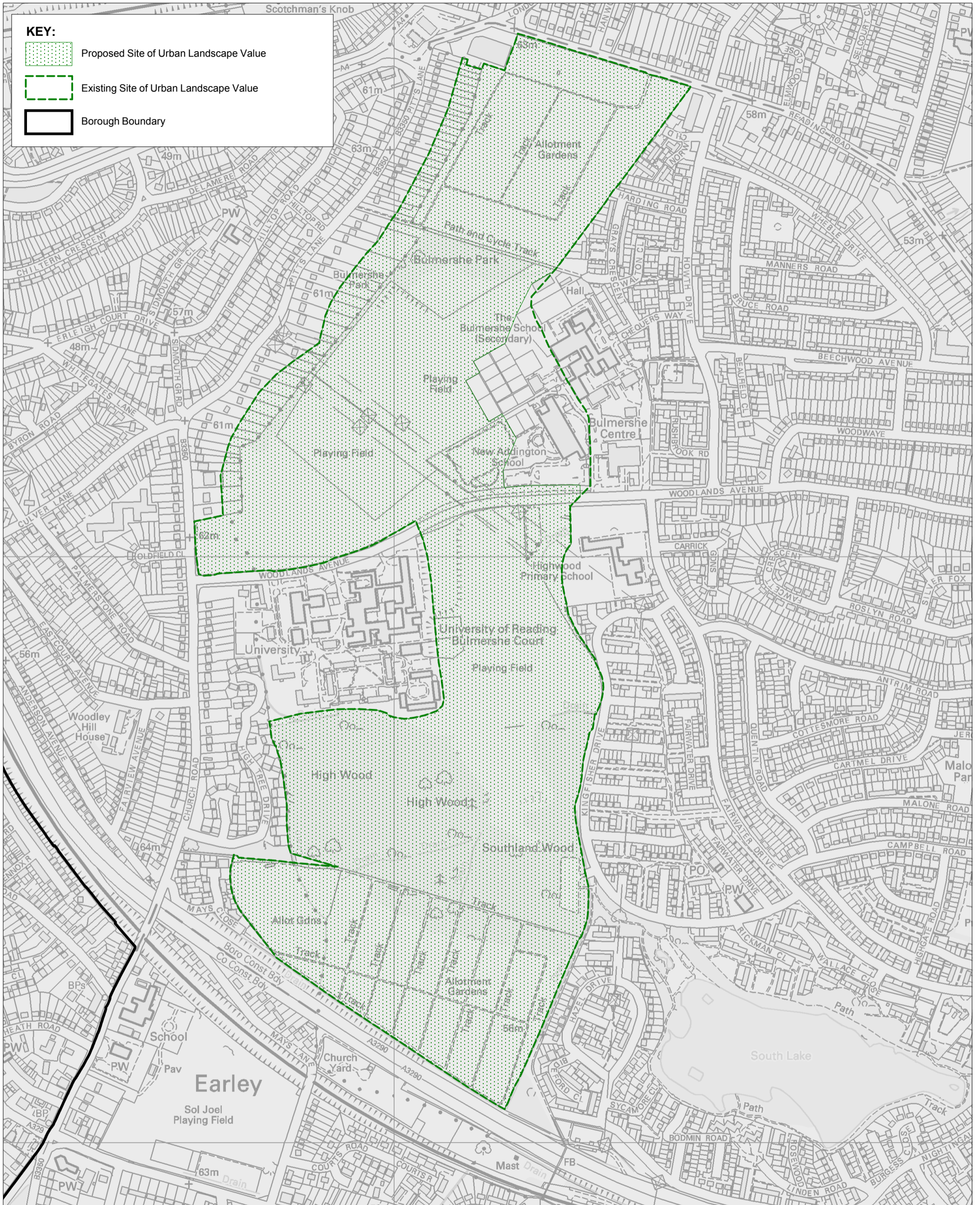
To review all existing policies in place to protect the Bulmershe SULV.

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




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

LANDSCAPE DESIGNATIONS

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



KEY:

-  Proposed Site of Urban Landscape Value
-  Existing Site of Urban Landscape Value
-  Borough Boundary



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Scale 1:6,000 at A3

BULMERSHE SITE OF URBAN LANDSCAPE VALUE

Interim Statement

Earley and Woodley Town Councils are unanimous in the view that national and local planning policies should be used to protect and if possible enhance the status of the area of the Bulmershe Site of Urban Landscape Value (SULV). The extent of this SULV is defined in the MDD DPD. The two Town Councils have consistently striven to try to ensure that this green gap between the two settlements is maintained. Yet again, however, there was disappointment at the recent decision of the Local Planning Authority to grant Planning Permission for a development which would further encroach on to this area, despite the designation afforded to it of a Site of Urban Landscape Value and following the most recent consultation on the MDD DPD when the importance of protecting this area had again been highlighted.

Unfortunately, the two Town Councils failed in their attempt to have a Local Green Spaces Policy, as described in National Planning Policy Framework sections 76, 78, 79 and 80, included within Wokingham Borough Council's new Local Plan (the MDD DPD) and for Bulmershe SULV to be re-designated as a Local Green Space to enhance its protection.

The joint Working Party constituted to submit this request to the Borough Council is currently being reconstituted to look at various other ways in which the area can be better protected. However, in the meantime, there is concern that the Bulmershe SULV could suffer further encroachment before the Working Party is in a position to consider what other measures might be introduced to protect it.

Therefore the two Councils have agreed this interim policy statement until such time as the SULV Working Party is reconstituted and is fully operational.

It is demonstrated below that previous planning and development management policies have not been adequate to protect the area currently designated as the Bulmershe SULV and that a different protection is therefore appropriate.

The SULV policy in the previous Local Plan has been undermined. Wokingham Borough Council has failed to recognise the shortcomings of this policy which has led to the erosion of the Bulmershe SULV.

Developers have been able to argue that some development can take place within the area of the SULV and Wokingham Borough Council has accepted their argument.

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)

The developments i), ii), and iii) were approved despite lying within the boundaries of the 1996-2004 Local Plan SULV policy area.

The boundaries of the Bulmershe SULV were shown in the proposed MDD DPD submission published on 29th June 2012. Development iv) was approved on 6th March 2013. When the final version of the MDD DPD was approved on 21st February 2014, the boundaries of the Bulmershe SULV had been altered to accommodate this development, resulting in the loss of playing fields from the edge of the SULV.

Taken collectively these applications have eroded the area through encroachment and also introduced urban paraphernalia and floodlighting at its edge. This clearly indicates that the existing SULV policies have been given little weight in the planning decisions. The existing policies have demonstrably failed to protect the area designated as a SULV and harm has been caused to the landscape value and the local open space of Woodley and Earley.

It is contended that the public value attached to the land within the Bulmershe SULV is significant and that this value has been recognised by Wokingham Borough Council in past local plans and the MDD DPD by the inclusion of a SULV policy.

Historically there has been a lot of local public pressure from both residents and residents' groups, such as the Association of Central Earley Residents, to recognise the value of the Bulmershe area as a green lung shared between the western edge of Woodley and the north of Earley.

The value of the Bulmershe green area has long been articulated by Earley and Woodley Town Councils and was subsequently recognised in The Wokingham District Plan 1996-2004, which established the Bulmershe area as a Site of Urban Landscape Value, drawing on policies in the Berkshire Structure Plan (1991 to 2006). Although the area of the SULV has been modified in the new MDD DPD a similar protection has been included.

General - Section 3.102 of the MDD DPD acknowledges that this area is open and undeveloped and provides an important contribution to local character and amenity.

Section 3.104 of the MDD DPD establishes that the area forms part of the setting and identity of the settlements of Earley and Woodley. The Bulmershe SULV area is an open space with features such as ponds, mature woodlands and hedgerows and has a role as both formal and informal open space. Green spaces, along with their recreational and biodiversity roles in a built-up context, should be retained or enhanced as they bring health and wellbeing to the local community. [Local Authorities have recently been made responsible for improving the health of their local population see Local authorities' public health responsibilities (England) 13 March 2014 SN06844 as part of the Health and Social Care Act 2012].

Beauty – Highwood is a fine example of mixed lowland woodland with an attractive heath land area too. The open views offered by parts of the Bulmershe SULV, within an otherwise urban landscape, offer the beauty of a semi-natural landscape that has historically been recognised as a Site of Landscape Value.

Historic Importance – Much of the area formed part of the grounds of Woodley Lodge and Bulmershe Court that has historically provided a degree of protection. Highwood contains exotic tree species, which were once part of an arboretum - a collection of trees - in the grounds of Woodley Lodge. These include giant redwoods and monkey puzzle.

Recreational Value – There are a range of formal and informal recreational uses

- i) Allotments – there are allotments at the north and south ends of the Bulmershe SULV.
- ii) Informal recreation – there are many opportunities for informal recreation within the Bulmershe SULV, such as walking, kite flying, picnicking etc
- iii) Playing fields – there are playing fields under the management of Bulmershe College, Addington School and Reading University that are also available for public use.

Tranquillity – Within the general urbanised eastern edge of the Reading conurbation this green space offers a tranquil location for informal recreation by Woodley and Earley residents

Wildlife - Highwood is designated as a Local Nature Reserve and is entirely within the Bulmershe SULV area. A number of years ago the Bulmershe Allotment site, between Mays Lane and Bideford Close was reduced in size by Reading Borough Council. The land to the east of the site is now being actively managed by Reading Borough Council for both wildlife and amenity to allow the woodland on the edges of the site to develop, maintain a mix of scrub and grass needed by the existing fauna, keep the existing paths open and allow options for use as allotments and open space to be considered in the future.

Members of Earley Environmental Group report there are Common Lizards and Slow Worms in the heather adjacent to Highwood. Many of the more common birds nest in Highwood and maybe more notably, Sparrowhawks have nested in Highwood every year recently. Great Spotted Woodpeckers and Nuthatches have many nest sites in Highwood.

The area to the south of Highwood has been a good site for seeing Bramblings in the winter as well as other finches such as Bullfinches, Greenfinches, Goldfinches and Chaffinches. It is also home to many butterfly species such as Red Admiral, Tortoiseshell, Brimstone, Peacock, Comma, Small Blue, Holly Blue, Large, Small and Green Veined White and Purple Hairstreak. This area is also notable for many wild flowers which also make it a good place for insects.

There is value from the openness of the land as retaining the physical and psychological benefits of having open land near to where people live and the protection of the setting and identity of the communities of Earley and Woodley, by maintaining the sense of "leaving Woodley" and "entering Earley".

As an interim measure, therefore, this statement has been produced to re-affirm the joint Town Councils' wish to ensure that there is no further erosion of the Bulmershe SULV. This will be achieved by:

- Jointly and vigorously opposing any planning applications which seek to build on any part of the SULV
- Call upon local Borough Councillors to ensure that such applications are listed
- Ensure that representative(s) of Woodley and Earley Town Council attend any Local Planning Authority Planning Committee Meetings at which such applications are to be discussed.
- Re-affirm to the Borough Council's Executive Member for Planning and the Local Planning Authority the joint Town Councils' opposition to any plans to encroach on the Bulmershe SULV
- Strive to achieve the re-constituting of the joint SULV Working Party as soon as possible.

**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre
on Tuesday 17 February 2015 at 7:45 pm**

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

Also present: *7 members of the public*

Officer present: *L. Matthews, Committee Officer*

97. **APOLOGIES**

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

98. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

99. **MINUTES OF PREVIOUS MEETING**

RESOLVED:

- ◆ That the minutes of the meeting held on 20 January 2015 be approved and signed by the Chairman as a true and accurate record.

100. **PLANNING DECISIONS**

RESOLVED:

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

101. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

F/2014/2457

Location: 88 Vauxhall Road, Woodley, RG5 3LH.

Revised plans

Proposal: Proposed erection of a two storey side extension to dwelling

Following receipt of the revised plans the Committee reiterated its earlier comments and recommended that the application be refused on the following grounds:

- Not in keeping with the street scene as the extension will unbalance the semi-detached nature of the existing properties.
- Overbearing.
- There will be a reduction in the gap between 88 Vauxhall Drive and the rear of the properties at 10 and 12 Renault Road.
- The existing garage is attached to two others and should not be demolished without consulting the neighbours at 8 and 10 Renault Road.

F/2014/2465

Location: 2 The Ridgeway, Woodley, RG5 3QD.

Proposal: Proposed erection of detached annex serving 2 The Ridgeway as a self-contained dwelling. (Retrospective)

Observations: The Committee felt that the annex had insufficient habitable space and amenity space to be a separate dwelling. If permission is granted there should be a condition that the building must remain as an annex ancillary to No.2 The Ridgeway and must not be use as a separate dwelling.

F/2014/2580

Location: 1 Orville Close, Woodley, RG5 4TZ.

Proposal: Proposed erection of a single storey extension to existing garage, conversion of existing garage to additional habitable accommodation and insertion of new window to side elevation.

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

F/2014/2778

Location: Woodley House, 65-73 Crockhamwell Road, Woodley, RG5 3JP.

Proposal: Proposed construction of mansard roof extension to form 4 x one bedroom flats and 2 x two bedroom flats.

Observations: The Committee had no objections to the development, but was concerned that no additional car parking spaces were proposed.

F/2015/0064

Location: 45 Wroxham Road, Woodley, RG5 3AX.

Proposal: Proposed erection of a single storey rear extension, conversion of garage and roof space to additional habitable accommodation with one rear and two front dormers and a replacement pitched roof over existing garage.

Two residents were present at the meeting to voice their concerns and two letters of concern had been received. The concerns related to:

- Loss of light.
- Loss of privacy.
- Overbearing.
- The proposal is out of character with the other dwellings in the road.
- This extension will decrease the number of bungalows available in Woodley.

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

- The drawings are inconsistent and incorrect. Plan No. 60314-04 shows a flat roof to the ground floor rear extension with French doors opening onto it from the bedroom. The Committee would strongly object to this. The elevations show a pitched roof to the ground floor rear extension. The drawings do not show details of the proposed roof to the dwelling.
- The proposal is out of keeping with the street scene.
- Overbearing.
- Overlooking of neighbours.
- Loss of privacy.
- Loss of light.

CLE/2015/0094

Location: 55 Howth Drive, Woodley, RG5 3EE.

Proposal: Application for a certificate of lawful existing development for the construction of a front porch and single storey side extension to dwelling.

Observations: No comment.

F/2015/0102

Location: 84 Beechwood Avenue, Woodley, RG5 3DG.

Proposal: Proposed erection of a single storey side extension and erection of attached single garage and new 1.8m high close boarded fence to eastern boundary.

Observations: The Committee had no objections, but noted that the drawings were not clear and that construction had started before the plans had been submitted.

F/2015/0144

Location: 4 Holly Road, Woodley, RG5 4BH.

Proposal: Proposed erection of first floor front and single storey rear extensions following the demolition of existing rear extension.

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

A/2015/0145

Location: 131 Crockhamwell Road, Woodley, RG5 3UG.

Proposal: Advertisement application for the proposed erection of 3No. fascia signs, 1No. hanging sign, 2No. ATM surround signs, 1No. nameplate panel and 1No. entrance sign.

Observations: No objections.

F/2015/0149

Location: 138 Loddon Bridge Road, Woodley, RG5 4AB.

Proposal: Proposed erection of a single storey rear extension, timber summer house at rear of garden and conversion of attic space to create habitable accommodation to dwelling, with the insertion of 3No. velux roof lights. Demolition of existing single storey rear extension, detached garage and shed.

One resident was present at the meeting to voice his concerns and also to pass on the concerns of two other residents who were unable to attend the meeting.

The applicant was also present at the meeting.

The neighbouring residents in Norton Road did not object to the proposed extension of the house, but had the following concerns about the proposed 3m high summerhouse at the rear of the garden;

- Overbearing.
- Significant loss of light to 3A Norton Road.
- Loss of privacy to 1 Norton Road.

The applicant noted that the existing garden fence was 2.8m high and said that he would be willing to reduce the height of the proposed summerhouse.

After listening to the residents' concerns and the applicant, the Committee discussed the proposal and had the following observations:

- No objections to the proposed extension to the house.
- The height of the proposed summerhouse seems excessive and this would be overbearing on Nos. 1, 3 and 3A Norton Road.
- If permission is granted there should be a condition that the summerhouse must be ancillary to the main house and must not be used as a separate dwelling.

F/2015/0180

Location: 18 Duffield Road, Woodley, RG5 4RN.

Proposal: Proposed erection of single storey front, side and rear extensions to dwelling, plus addition of juliet balcony to front elevation. Demolition of existing side garage and rear conservatory.

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

F/2015/0184

Location: 14 Harrier Close, Woodley, RG5 4PE.

Proposal: Proposed erection of a part single/part two storey rear extension and part conversion of garage to create habitable accommodation to dwelling.

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

F/2015/0185

Location: 205 Hurricane Way, Woodley, RG5 4UH.

Proposal: Proposed erection of a two storey rear extension, first floor side extension, part conversion of existing double garage and conversion of loft space to additional habitable accommodation with insertion of roof lights.

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

F/2015/0203

Location: 37 Wallace Close, Woodley, RG5 3HW.

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, especially the maisonette above at No. 37A.

F/2015/0236

Location: 41 Reading Road, Woodley, RG5 3DA.

Proposal: Proposed erection of two storey front and rear extensions, single storey side and rear extensions to dwelling following demolition of single storey side wall and catslide roof to the front of the property.

The applicant was present at the meeting.

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

F/2015/0241

Location: 52 Mannock Way, Woodley, RG5 4XW.

Proposal: Proposed erection of a two storey side extension to dwelling.

Observations: The Committee recommended refusal of this application as the proposed extension appears to show development outside the perimeter of the property, extending into Aldermoores/Ashenbury Park, and represents a loss of public amenity space. The Committee believes that this land has protected status as a local nature reserve.

F/2015/0265

Location: 35 Copse Mead, Woodley, RG5 4RP.

Proposal: Proposed erection of first floor front and side extension with additional roof light to existing rear single storey pitched roof.

The applicant was present at the meeting.

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

F/2015/0274

Location: 33 Austin Road, Woodley, RG5 4EL.

Proposal: Proposed erection of a single storey rear extension and insertion of a new side window.

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

F/2015/0275

Location: 179 Headley Road, Woodley, RG5 4JG.

Proposal: Proposed construction of dropped kerb to the front of property.

Observations: No comment.

102. **PLANNING APPEALS**

RESOLVED:

- ◆ To note the following appeal decision:

Application: F/2014/1589

Location: 25 Vauxhall Drive, Woodley, RG5 4EA

Proposal: Proposed first floor front bedroom extension built over an existing ground floor front projection.

Decision: Appeal allowed

103. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application HH/2015/0099
 - Location: 60 Fawcett Crescent, Woodley, RG5 3HU.
 - 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 4m and the height of the eaves 3m.

- ◆ To note application HH/2015/0307
 - Location: 28 Fawcett Crescent, Woodley, RG5 3HU.
 - Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 6.0m, for which the maximum height would be 3.4m and the height of the eaves 2.95m.

104. **LOCAL PLANNING ENFORCEMENT PLAN CONSULTATION**

RESOLVED:

- ◆ To include this item on the agenda for the next meeting of the plans Committee, on 17 March 2015, to give more time for the Committee to consider a response.

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

Members noted that the training session to be held on 18 March 2015 would be a repeat of the session already attended by Councillors Barker and Walker on 26 November 2014, and therefore agreed not to send representatives to this meeting. Representatives to attend the meetings on 1 July and 17 November would be appointed after the May election.

106. **SECTION 106 CONTRIBUTIONS**

RESOLVED:

- ◆ To note that West Berkshire Council and Reading Borough Council have jointly applied to the High Court for a judicial review of the proposals by the Secretary of State for Communities and Local Government to restrict the requirement for Section 106 contributions to developments of 10 dwellings and above in urban areas and 5 dwellings and above in rural areas.

107. **ENFORCEMENT ISSUES**

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

The meeting closed at 9:45 pm

Chairman

Woodley Town Council

PLANNING DECISIONS

Plan No.	Address	Proposal	Decision
F/2014/1875	269 Headley Road East	Proposed erection of a 3 bedroom dwelling	Approved <i>[WTC: concerns]</i>
F/2014/2200	3 Harris Close	Proposed erection of a first floor side extension to dwelling and conversion of existing loft space to additional habitable accommodation, to include a rear dormer extension.	Approved <i>[WTC: no objections]</i>
F/2014/2257	The Chalet, Shepherds Walk	Proposed erection of a two storey side extension to dwelling.	Approved <i>[WTC: no objections]</i>
CLP/2014/2357	1 Duncan Road	Proposed erection of a garden wall to the front/side of the property.	REFUSED
F/2014/2386	25 Duffield Road	Proposed erection of a single storey rear extension to dwelling with new pitched roof extending over existing garage. Demolition of existing conservatory.	Approved <i>[WTC: no objections]</i>
F/2014/2452	1 Duncan Road	Proposed erection of timber fence facing Duncan Road.	Approved <i>[WTC: no objections]</i>
F/2014/2534	120 Colemans Moor Road	Proposed conversion of existing loft space to additional habitable accommodation, to include dormer extensions accommodation and roof lights and erection of two storey rear and side extensions to dwelling.	Approved <i>[WTC: no objections]</i>
F/2014/2599	51 Nightingale Road	Proposed erection of single storey rear extension following the demolition of existing single storey rear extension.	Approved <i>[WTC: no objections]</i>
F/2014/2666	164 Reading Road	Proposed erection of two storey side extension.	REFUSED <i>[WTC: no objections]</i>
F/2014/2689	169 Colemans Moor Road	Proposed erection of a single storey extension with flat roof to dwelling.	Approved <i>[WTC: concerns]</i>
F/2014/2707	242 Loddon Bridge Road	Proposed erection of single storey rear extension, attached garage and alteration to existing porch following demolition of existing detached garage.	Approved <i>[WTC: no objections]</i>

PLANNING DECISIONS continued

Plan No.	Address	Proposal	Decision
F/2014/2722	2 Foxglove	Proposed conversion of garage to habitable accommodation.	Approved <i>[WTC: no objections]</i>
F/2014/2735	5 Selsdon Avenue	Proposed erection of a part two storey/part single storey side and rear extension to dwelling with integral garage, following demolition of existing attached garage.	Approved <i>[WTC: concerns]</i>
F/2014/2805	61 Quentin Road	Proposed erection of a single storey front extension to dwelling.	Approved <i>[WTC: no objections]</i>
F/2015/0012	1 Addington Gardens	Proposed erection of single storey rear extension to dwelling to form conservatory.	Approved <i>[WTC: no objections]</i>

**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre
on Tuesday 17 March 2015 at 7:45 pm**

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

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

Officer present: *L. Matthews, Committee Officer*

108. **APOLOGIES**

Apologies for absence were received from Councillor R. Duncan.

109. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

110. **MINUTES OF PREVIOUS MEETING**

RESOLVED:

- ◆ That the minutes of the meeting held on 17 February 2015 be approved and signed by the Chairman as a true and accurate record.

111. **PLANNING DECISIONS**

RESOLVED:

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

112. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

F/2014/1356

Location: Site adjacent to 32 Lismore Close, Woodley, RG5 3RT.

Revised plans

Proposal: Proposed erection of 3 bed detached dwelling with associated works.

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

- The concerns regarding parking and access problems in the close have not been addressed.
- The design of the proposed house is out of character with the other properties in the close.
- The proximity of the proposed dwelling to No. 32 will cause this part of the close to become very crowded and will be out of keeping with the street scene.
- The proposed 3m high acoustic wall will be unsightly and will cause loss of light to No.33.
- This area is currently part of the garden of No.32 so this development will result in "garden grabbing".

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

- The addition of another property would exacerbate the current parking problems in Lismore Close.
- Concerns regarding the access for emergency and refuse vehicles if the parking situation in the close is worsened.
- Although the plans show two parking spaces on the drive of the proposed new property, these spaces appear very cramped and it is difficult to see how they would be accessed.
- Out of keeping with the street scene.
- Proximity to the A329(M) will have a negative impact on future residents of the proposed property.
- Concern that the size of the accommodation does not comply with Wokingham Borough Council guidelines.
- Concern that construction traffic will block the access to existing houses.
- The massing effect of the proposed 3m high acoustic wall will be unsightly and the wall will lead to loss of light to Nos. 32 and 33.

VAR/2015/0093

Location: Bulmershe Campus, Woodlands Avenue, Woodley, RG5 3EU.

Proposal: Application to remove condition 34 of planning consent F/2014/0875.

Observations: The Committee had concerns for the future residents of this development. There had not been any changes to the layout of the development and therefore the reasons for which condition 34 had been imposed had not changed, and the Committee recommended that condition 34 should not be removed.

F/2015/0305

Location: 105 Howth Drive, Woodley, RG5 3DJ.

Proposal: Proposed installation of a dropped kerb for vehicular access to front of dwelling.

Observations: No objections.

F/2015/0314

Location: 53 Quentin Road, Woodley, RG5 3NE.

Proposal: Proposed erection of a single storey extension to form a rear conservatory, including demolition of boundary wall to accommodate conservatory.

The applicant was present at the meeting.

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

F/2015/0315

Location: 64 Fitzroy Crescent, Woodley, RG5 4EX.

Proposal: Proposed erection of a two storey side extension, following demolition and removal of existing extension, conversion of existing loft space to additional habitable accommodation.

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

F/2015/0322

Adjoining parish consultation

Location: Land adjacent to Keepers Cottage, Sonning Golf Club, Duffield Road, RG4 6GJ.

Proposal: Proposed erection of 2No. semi-detached dwellings and associated works.

The planning consultant for the project was present at the meeting.

Observations: The Committee asked that the planning officer considers the implications that this development would have on traffic leaving Woodley via Duffield Road.

F/2015/0326

Location: 11 Buckden Close, Woodley, RG5 4HB.

Proposal: Proposed erection of single storey side and rear extensions to dwelling.

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

F/2015/0363

Location: 9 Fosters Lane, Woodley, RG5 4HH.

Proposal: Proposed erection of a 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.

F/2015/0395

Location: 48 Arundel Road, Woodley, RG5 4JT.

Proposal: Proposed erection of a single storey front, rear and side extension and conversion of existing garage to create habitable accommodation to dwelling and demolition of workshop.

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

F/2015/0438

Location: 8 Sunderland Close, Woodley, RG5 4XR.

Proposal: Proposed erection of a single storey front/side extension to dwelling, repositioning of front door with creation of a new gable roof and porch.

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

F/2015/0442

Location: 1 Dunbar Drive, Woodley, RG5 4HA.

Proposal: Proposed conversion of garage to create habitable accommodation to dwelling, plus a single storey front extension to form porch.

Observations: No objections.

F/2015/0452

Location: 3 Corbett Gardens, Woodley, RG5 4JY.

Proposal: Proposed erection of a two storey side extension, single storey front and rear extensions and part conversion of existing garage.

Observations: The Committee had concerns that the proposed driveway parking might be insufficient, as there is limited parking on the street in this small close.

F/2015/0482

Location: 37 Lismore Close, Woodley, RG5 3RT.

Proposal: Proposed erection of single storey side and rear extensions plus single storey front porch extension.

Observations: The Committee had some concerns regarding the impact the proposed side extension would have on the street scene to the side of No.37.

F/2015/0490

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

Proposal: Proposed erection of a two storey side extension, side dormer extension, single storey rear extension and creation of front canopy and removal of existing chimney stack.

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

F/2015/0529

Location: 130 Antrim Road, Woodley, RG5 3NZ.

Proposal: Proposed erection of part two storey/part single storey side, single storey front and first floor rear extensions.

The applicant was present at the meeting.

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

F/2015/0534

Location: 12 Arundel Road, Woodley, RG5 4JL.

Proposal: Proposed erection of 1No. semi-detached dwelling attached to No.12 Arundel Road.

The applicant was present at the meeting.

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

F/2015/0535

Location: 64 Fawcett Crescent, Woodley, RG5 3HU.

Proposal: Proposed erection of a single storey rear extension, first floor rear extension and conversion of existing loft space to additional habitable accommodation.

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

- Overdevelopment of the plot.
- Unneighbourly development.
- Out of keeping with neighbouring properties.
- Loss of light and privacy, particularly from the two-storey element.
- Insufficient on-site/off-road parking provision for the size of the proposed house.

F/2015/0540

Location: 21 Harris Close, Woodley, RG5 4XH.

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

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

113. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 25/1971: 9 Ryecroft Close, Woodley.
Consent for the felling and replacement of an oak.

TPO 1307/2009: 29 Warren Road, Woodley.
Consent for the selective pruning of an oak.

114. **LOCAL PLANNING ENFORCEMENT PLAN CONSULTATION**

Members discussed the draft Local Planning Enforcement Plan received from Wokingham Borough Council and

RESOLVED:

- ◆ To notify Wokingham Borough Council that the Committee had no comments on the draft Local Planning Enforcement Plan.

115. **COMMUNITY INFRASTRUCTURE LEVY**

RESOLVED:

- ◆ To note that Wokingham Borough Council will adopt the Community Infrastructure Levy (CIL) Charging Structure with effect from 6 April 2015

116. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of one ongoing enforcement matter.

The meeting closed at 9:30 pm

Chairman

Woodley Town Council

PLANNING DECISIONS

Plan No.	Address	Proposal	Decision
F/2014/1912	Woodford Park Leisure Centre, Haddon Drive	Proposed construction of an external 3G artificial turf pitch with fencing, floodlighting and a storage container, surrounded by a bund to the south and west. In addition, proposed extension of existing car park over tennis courts to provide additional 59 parking spaces.	Approved
F/2014/2315	147 Headley Road	Erection of a rear single storey timber framed building, following removal of existing timber framed single storey building. (Retrospective)	Approved <i>[WTC: no objections]</i>
O/2014/2318	24 South Lake Crescent	Outline application for the proposed erection of 1No. dwelling (appearance and landscaping to be considered).	REFUSED <i>[WTC: no objections]</i>
F/2014/2545	7 Malvern Close	Proposed erection of single storey side and rear extension with part conversion of garage to habitable accommodation.	Approved <i>[WTC: no objections]</i>
F/2014/2558	53 Howth Drive	Proposed erection of a first floor side extension to dwelling.	Approved <i>[WTC: no objections]</i>
F/2014/2575	86 Loddon Bridge Road	Retention of beauty and medical aesthetics practice (D1) of previous application number F/2012/0213. (Condition 1)	Approved <i>[WTC: no objections]</i>
F/2014/2714	93 Loddon Bridge Road	Proposed part garage conversion to a garden room with covered pergola, and the erection of a replacement front porch.	Approved <i>[WTC: no objections]</i>
F/2014/2773	14 Harris Close	Proposed conversion of garage to habitable accommodation.	Approved <i>[WTC: no objections]</i>
F/2014/2798	59 Butts Hill Road	Proposed erection of a two storey side/rear extension, first floor side and single storey rear extension with front pitched roof to bay window and creation of a new front entrance porch.	Approved <i>[WTC: no objections]</i>
F/2015/0066	27 Fairwater Drive	Proposed erection of detached double garage following the demolition of existing detached garage. (Retrospective)	REFUSED <i>[WTC: refuse]</i>

PLANNING DECISIONS continued

Plan No.	Address	Proposal	Decision
CLE/2015/0094	53 Howth Drive	Application for a certificate of lawful existing development for the construction of a front porch and single storey side extension to dwelling.	Approved <i>[WTC: no comment]</i>
F/2015/0203	37 Wallace Close	Proposed erection of a single storey rear extension to dwelling.	Approved <i>[WTC: no objections]</i>
CLP/2015/0378	1 Duncan Road	Application for a certificate of lawful proposed development for the erection of a garden wall to the front/side of the property.	Approved

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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 24 March 2015 at 8.00 pm**

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

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

Also present: *Councillor K. Baker
R. Thompson, RPT Consulting
T. Fairey, Alliance Leisure*

52. **APOLOGIES FOR ABSENCE**

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

53. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

54. **MINUTES OF THE MEETING HELD ON 6 JANUARY 2015**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 6 January 2015 be approved and signed by the Chairman as a correct record.

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

RESOLVED:

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

56. **WOODFORD PARK LEISURE CENTRE DEVELOPMENT**

The Chairman welcomed to the meeting Robin Thompson, of RPT Consulting, and Tom Fairey, of Alliance Leisure, to give a presentation on the feasibility study and business case for the potential development of activities and sports at Woodford Park Leisure Centre.

Mr Thompson explained that the key outcomes to be achieved would be to improve conditions, increase the sport and leisure provision, provide facilities that would be complementary to Bulmershe Leisure Centre and to deliver a facility that would financially break even, as a minimum requirement. He informed Members of the outcome of discussions held with Badminton England and Bulmershe Gym Club to determine their requirements and the level of funding that each had secured. Mr Thompson then outlined the recommendations for facilities that could possibly be provided at Woodford Park Leisure Centre.

Mr Fairey and Mr Thompson informed Members of the options for redevelopment of the leisure centre and detailed the facilities that each could provide. Finally, they explained that the next step forward would be for the Council to agree to funding a scheme design to allow more accurate costings to be determined.

Members questioned Mr Thompson and Mr Fairey on financial matters and how construction or refurbishment would impact on current activities at the leisure centre. There was discussion about the level of fees that would need to be incurred to enable sufficient work to be undertaken to allow an informed decision to be taken on the two options.

The Chairman thanked Mr Thompson and Mr Fairey for attending the meeting and giving the presentation.

Members then discussed how to proceed with this project and

RESOLVED:

- ◆ To recommend to the Strategy and Resources Committee that funds of up to £5,000 be allocated from the Special Projects earmarked reserve to fund work to establish more accurate costings and the viability of extending and refurbishing Woodford Park Leisure Centre.

57. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 7/15 and informed Members that the figures for Bulmershe Leisure Centre were still draft figures, but would be confirmed shortly.

RESOLVED:

- ◆ To note Report No. LS 7/15.

58. **WOODFORD PARK LEISURE CENTRE, SPORTS AND ACTIVITIES**

The Leisure Services Manager presented Report No. LS 8/15.

General Matters

Meetings with Wokingham Borough Sport Development Team and 1Life

The Leisure Services Manager informed Members that since the last meeting he had twice met with the Sport and Leisure Manager for Wokingham Borough to share ideas and discuss possible joint projects, and that these meetings would now take place once a month and would also include 1Life.

Easter opening hours

Members considered the proposed Easter opening hours for Woodford Park Leisure Centre, which were as follows:

Friday 3 April	9am – 5pm
Saturday 4 April	9am – 5pm
Sunday 5 April	9am – 5pm
Monday 6 April	9am – 5pm

UK Active

The Leisure Services Manager reported on a recent meeting with UK Active and explained that it was a not for profit body comprised of members and partners from across the UK active lifestyle sector. He explained that UK Active provided services and facilitated partnerships for a broad range of organisations including operators of fitness facilities, local authority leisure centres, leisure trusts, outdoor fitness providers and public health, education and training providers, and he outlined the benefits that membership would bring. Members then considered the purchase of an annual membership at a cost of £455.

Sports Development

Woodley Sports Week, 18 – 23 May 2015

Members noted the timetable for Sports Week.

Orienteering

Members were pleased to note that Woodford Park was to be used as the orienteering site for the Wokingham schools level 2 competitions. The event would be funded by the Wokingham School Games Organiser and training would be given to Woodford Park Leisure Centre officers and teachers from Wokingham schools to enable them to run the event. Following the event it was planned that Woodford Park would be promoted as a venue for local schools to run orienteering days in the summer.

Woodford Park Leisure Centre

3G artificial football pitch project – update

Following the granting of planning permission and borrowing approval for the project, an Expression of Interest application had been submitted to the Football Foundation for the remaining 50% of the costs and the Football Foundation had allocated a Technical Project Officer to the Council to advise on the work necessary to carry out the Foundation's framework agreement works. This work would provide a technical overview of the project in readiness for the preparation of a detailed specification, and would allow a more accurate estimation of the project costs to be calculated before submitting the final grant request. Members noted that the £4,029.38 cost of this work formed part of the project costs and would therefore be covered by the grant funding, should the Council's application be successful.

New artificial cricket wicket – Woodford Park

Members were informed by the Leisure Services Manager that three quotes had been obtained for the replacement wicket and these had been passed to Last Man Stands, who would be making the application for funding from the English Cricket Board (ECB), as they had a better chance of receiving funding due to their participation in grass roots cricket initiatives.

The Leisure Services Manager explained that, should the funding application be successful, in recognition of the support received from Last Man Stands it was proposed that they would be permitted to hire the new wicket at a reduced rate. Members considered the proposal that in the first season following installation of the new wicket Last Man Stands would be charged £25 per game, rising to £30 per game in the second year, and subsequently increasing annually until it was in line with the normal rate charged for the artificial wicket (£72 for adults and £30 for under 18s).

RESOLVED:

- ◆ To note Report No. LS 8/15.
- ◆ To approve the proposed Easter opening hours.
- ◆ To approve the purchase of an annual membership with UK Active at £455 for 2015/16, funded from Woodford Park Leisure Centre's budget estimates.
- ◆ To approve the special charging structure to Last Man Stands for the use of the artificial wicket, should this be installed as a result of a successful funding application submitted by Last Man Stands.

59.

PARKS AND BUILDINGS

The Service Support Manager presented Report No. LS 9/15.

Vandalism

Members were informed that there had been some minor damage to the allotment fencing and some minor offensive graffiti on the graffiti wall in Woodford Park.

Woodford Park Leisure Centre

The Service Support Manager reported that refurbishment of the Ladies changing rooms was complete and refurbishment of the Gents changing rooms would commence shortly. The Committee asked for their thanks to be passed to the Maintenance Team for the work they had done.

Members noted that the windows in the function room and the tea room had been replaced by a local contractor at a cost of £5,850.

Woodford Park

The Service Support Manager reported that the fir trees along the boundary of the bowling green and the main car park had been removed as previously agreed. The old, damaged railings would shortly be replaced by new fencing, and hedging would then be planted in front of the fencing to act as a windbreak and a deterrent for unauthorised access.

Members were pleased to note that officers had arranged with Wokingham Borough Council for a quantity of road planings from resurfacing work in Oak Drive to be deposited at the Western Avenue entrance and that this had been spread and compacted by the Town Council's Grounds Team to provide a temporary repair to the surface along most of the length of the track.

Members noted that donations had been received from two residents who each wished to sponsor a memorial seat in the park. These would be installed in the next fortnight.

The Service Support Manager informed Members that costings had been obtained for the provision of a single flagpole and flag, and the total cost for a 10m fibreglass pole with internal halyard, a 3 yard sewn woven Union Flag and the installation of a concrete foundation would be £1,882.50. He also reported that guidance was available from the Department for Communities and Local Government and from the Flag Institute regarding the flying of flags, and that the Council would need to agree a protocol for the flying of flags.

In reply to a question regarding the work that was to be carried out to alleviate flooding problems in the park, the Service Support Manager reported that the only area where there was still a problem was in the car park, in the vicinity of the play area at Woodford Park Leisure Centre.

Mollison Close play area

The Service Support Manager reported that he had contacted Wokingham Borough Council to enquire about the future of the Mollison Close play area and had been told that the borough council did not intend to remove the play area. The question of the ownership of the land had not been resolved.

Beat the Street

The Service Support Manager informed Members that Woodley would be included in the Reading Beat the Street campaign, running from 29 April to 24 June. Electronic registration boxes would be put up around the town, with one located in Woodford Park. These would register when they were touched by the Beat the Street fobs and would record the total distances travelled by each fob being carried from box to box. Every school child in Woodley would be given a fob and the total distances registered by each school would be calculated. Other organisations would also be encouraged to take part in teams of 25 or more. The aim of the campaign was to increase levels of physical activity.

RESOLVED:

- ◆ To note Report No. LS 9/15.

60. **FUTURE AGENDA ITEMS**

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

RESOLVED:

- ◆ That an update on the proposals for the development of Woodford Park Leisure Centre be included as a future agenda item.

61. **PUBLICITY & WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The Easter opening times at Woodford Park Leisure Centre
 - Woodley Sports Week
 - Progress of the 3G pitch project to be reported on the website
 - Beat the Street to be publicised on the website and by posters on the Council noticeboards

The meeting closed at 9:35 pm

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**Minutes of a Meeting of the Community Services Committee held at the
Oakwood Centre on Tuesday 31 March 2015 at 8:00 pm**

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

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

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

99. **APOLOGIES**

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

100. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

101. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD
ON 27 JANUARY 2015**

RESOLVED:

- ◆ That the minutes of the meeting held on 27 January 2015 be approved and signed by the Chairman as a correct record.

102. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. CS 6/15.

103. **ALLOTMENTS**

- a) The Chairman welcomed Scott Golding, the Chairman of the Allotment Tenants Association, to the meeting and asked him to give Members an update on allotment matters.

Scott Golding reported that over the past year progress had been made on improving site security with the installation of a cctv camera on the front gate, which had reduced unauthorised access. There were still some problems at the Bulmershe end of the site, where intruders had cut the fence to gain access, but the Tenants Association intended to install cctv cameras in this location to act as a deterrent. The fencing had been repaired by the Council's Maintenance Team with money raised by the allotment tenants. Mr Golding mentioned that some investment would be required from the Council in the future to repair the roadways on the site, as these were becoming very worn.

Mr Golding reported that over the past year Council officers and tenants had worked together to identify empty plots and ensure that they were reworked. The waiting list had been cleared and the tenants felt that the site was being well managed. Mr Golding expressed the tenants' thanks to the Administration Officer for organising this. He said that the next aim should be to increase demand for the allotments so that there would always be new tenants to take

over when plots became vacant and thereby ensure that the site continued to be well maintained. It was agreed that the Council would raise the profile of the allotments by providing information more prominently on the Council website and on the town noticeboards.

Mr Golding was asked about the control of vermin on the site and informed Members that the number of rats had increased in previous years and it seemed that they had become immune to the bait; this had been resolved by using stronger bait and the situation was now under control.

When asked if the tenants had any suggestions for improvements at the allotments Mr Golding informed Members that some tenants had suggested the possibility of drilling a borehole to provide water for the allotments. The Service Support Manager was looking into this as there were restrictions on the abstraction of ground water and permission would be required from Reading Borough Council, from whom the land is leased.

Finally Mr Golding stated that the main request the tenants had of the Council was to ensure that the site was kept secure and for the Maintenance Team to continue to respond quickly when a problem occurred

The Chairman thanked Scott Golding for attending the meeting and for giving the tenants' views on progress at the allotments.

- b) Members noted the update on matters relating to the allotments that had been provided in the agenda.

Councillor Lawley again expressed his view that the management of the allotments should be overseen and controlled by councillors by means of the Allotments Working Party.

104. **JUST AROUND THE CORNER**

The Chairman welcomed Sam Milligan, Just Around the Corner charity, to the meeting and Mr Milligan apologised for not submitting a written report prior to the meeting.

Sam Milligan reported that the mood around the town was still good and young people were starting to come out in the evenings now that the weather was improving. The precinct was getting busier in the evenings, but there was no antisocial behaviour to report. Skaters had started to use the skate park in the evenings again.

Members were pleased to hear that alcohol use did not appear to be a problem among the young people, and Sam Milligan mentioned that news reports seemed to suggest that alcohol use by the young was generally on the decrease. Members asked Sam Milligan for his views on the possible increase in the number of outlets selling alcohol in the town centre and he said that his personal view was that convenience stores, where alcohol was readily visible, were likely to lead to greater alcohol consumption by young people and were also likely to become hot spots for youngsters to gather in the evening.

Sam Milligan informed Members that JAC would be taking a group of young people to visit the household cavalry in London in the Easter holidays.

The Chairman thanked Sam Milligan for his report

105. **COMMUNITY YOUTH PARTNERSHIP**
Councillor Walker presented Report No. CS 7/15 of the Community Youth Partnership meeting held on 18 March 2015.
- RESOLVED:**
- ◆ To note Report No. CS 7/15.
106. **KEEP WOODLEY CLEAN WORKING PARTY**
- RESOLVED:**
- ◆ To note Report No. CS 8/15 of the Keep Woodley Clean Working Party meeting held on 4 February 2015.
107. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**
Councillor Holmes presented the report of the Woodley Town Centre Management Initiative meeting held on 28 January 2015.
- Members noted that the reported car parking figures were incorrect, as the wireless link for reporting usage had not been working for three months resulting in an inaccurately low figure. Some Members reported that they were receiving complaints that people were unable to find parking spaces in the town centre at weekends.
- RESOLVED:**
- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 28 January 2015.
108. **HIGHWAYS**
- a) **Road Works/Street Works Major Project Co-ordination meetings**
Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meetings held on 13 January and 10 February 2015.
- b) **Fairwater Drive**
Members noted that letters had been written to Wokingham Borough Council asking why the extent of the resurfacing scheduled for Fairwater Drive had been reduced and requesting that consideration be given to resurfacing the entire length of Fairwater Drive, but that no reply had been received.
109. **CAMPAIGN AGAINST WASTE**
- RESOLVED:**
- ◆ To note the report of the special Campaign Against Waste meeting held on 16 January 2015.
110. **WOKINGHAM BOROUGH COUNCIL – CLEANER AND GREENER SERVICES**
- RESOLVED:**
- ◆ To note information received from Wokingham Borough Council regarding the new Cleaner & Greener Services team.

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

- a) Members noted the report from Councillor Walker on the session of the Wokingham Borough Council Highway Maintenance Efficiency Programme Peer Review, which she attended on 5 February 2015.
- b) Councillor Neall reported on the Action Planning Day on 20 March 2015, which had taken place following the Peer Review. He said that the meeting had generally felt that heavy traffic was a significant issue across the borough and needed to be addressed.

Councillor Baker clarified that the purpose of the peer review was for non-local people to review matters and to write an independent report on their findings.

112. **PROPOSED TELECOMMUNICATIONS BASE STATION UPGRADE WORKS – PRE-APPLICATION CONSULTATIONS**

The views of Committee members had been sought prior to the meeting on proposed telecommunications upgrades at the following locations, as responses were required before the date of the meeting:

- a) The Bulmershe School, Chequers Way, Woodley.
- b) St. John's Ambulance Station, Church Road, Woodley.

Members noted that for each location a response had been sent stating that the Committee had no objections, and asking that the views of local residents be taken into consideration.

113. **APPLICATION FOR GOODS VEHICLE OPERATOR'S LICENCE**

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

Applicant:	AYS Business Moves Ltd, Unit 3, Headley Park Nine, Woodley, RG5 4SQ
Operating Centre:	MCH Vehicle Rental, Viscount Way, RG5 4DZ
Authorisation:	1 vehicle and 0 trailers

Objections were required by 24 March 2015.

The views of Committee members had been sought prior to the meeting and no objections had been received.

114. **APPLICATION FOR A PREMISES LICENCE UNDER THE LICENSING ACT 2003: MARTINS, 141 CROCKHAMWELL ROAD**

Members discussed the application for a premises licence under the Licensing Act 2003 that had been made by Martins, 141 Crockhamwell Road.

It was felt that the sale of alcohol should be limited to no later than 9pm, in line with other outlets in the town centre, especially as young people gather in the town centre in the evening due to the fast food outlets in this location.

Members also did not want the sale of alcohol to start until 10am.

RESOLVED:

- ◆ To send a response to Wokingham Borough Council asking for the sale of alcohol at 141 Crockhamwell Road to be restricted to between the hours of 10am and 9pm.

115. **ANNUAL GRANTS 2015/16**

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

Members asked if thanks had been received from the CAB and the Town Clerk agreed to check this.

116. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *TCMI Newsletter*
 - *Historic Towns Forum March Newsletter*

117. **FUTURE AGENDA ITEMS**

A future agenda item on the proposals for the Best Kept Street competition was requested.

118. **PUBLICITY/WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The Beat the Street campaign.
 - The Woodley allotments.

When the business of the meeting had been concluded, Councillor Lawley expressed his appreciation of how the meetings had been chaired over the past year.

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 14 April 2015 at 8:00 pm

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

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

103. **APOLOGIES**

There were no apologies for absence.

104. **DECLARATIONS OF INTEREST**

Councillor Outen	Agenda item 12 Capital Programme	Personal – Councillor Outen’s wife is an allotment tenant
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Councillor Outen did not participate in the discussion or the vote regarding the allocation of funds from the 2015/16 Capital Programme to fund the purchase of materials for the repair of the roadways at the Reading Road Allotments.

105. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 3 FEBRUARY 2015**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 3 February 2015 be approved and signed by the Chairman as a correct record.

106. **FINANCE**

a) **Budgetary Control**

RESOLVED:

- ◆ To note Report No. SR 12/15.

b) **Payments**

RESOLVED:

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

	Current account	Imprest account
January 2015	£67,866.21	£42,678.75
February 2015	£84,819.87	£42,138.14

c) **Business continuity – transfer of funds to the clerk’s imprest account**

RESOLVED:

- ◆ To approve the transfer of £250,000 from the deposit account to the clerk’s imprest account with effect from 7 May 2015 as a contingency in order to meet contractual and other payment commitments in May and June 2015, as may be required under urgency powers delegated to the Town Clerk.

107. **STANDING ORDERS AND FINANCIAL REGULATIONS WORKING PARTY**
The Town Clerk presented Report No. SR 13/15 of the Standing Orders and Financial Regulations Working Party meeting held on 23 February 2015.

RESOLVED:

- ◆ To note Report No. SR 13/15.
- ◆ That the revised Financial Regulations, as presented, be recommended to the Extraordinary Meeting of the Council on 28 April 2015.

108. **INVESTMENTS WORKING PARTY**
Councillor Challis presented Report No. SR 14/15 of the Investments Working Party meeting held on 25 March 2015.

RESOLVED:

- ◆ To note Report No. SR 14/15.
- ◆ That Mr Rupert Baron, Investment Director at Rathbones, be engaged as the Council's investment adviser for a further five years to 2020.

109. **RISK MANAGEMENT WORKING PARTY**
Councillor Mills presented Report No. SR 15/15 of the Risk Management Working Party meeting held on 30 March 2015. The Town Clerk informed Members that the Risk Register had been updated to include risks relating to new projects.

Councillor Lawley stated that he believed the lack of Allotment Working Party meetings posed a risk to the Council as the allotments were not being managed as they should be. The Chairman replied that the allotment tenants had reported that they were very happy with the current arrangements and felt that the allotments were being well managed. It was suggested that the Risk Register could be reviewed in respect of the management method at the allotments.

It was noted the working party had been acting outside of its terms of reference in receiving insurance and health and safety matters and the Chairman suggested that the terms of reference be reviewed by the new Council when it is elected in May.

Following a query about the size of the population in Woodley the Town Clerk agreed to check the figures and ensure that the population noted on the Council's insurance schedule was correct.

RESOLVED:

- ◆ To note Report No. SR 15/15.
- ◆ That the Risk Management Strategy for 2015/16, as presented, be recommended to the Extraordinary Meeting of the Council on 28 April 2015.
- ◆ That the Risk Register be presented to the Extraordinary Meeting of the Council on 28 April 2015, for Members' information.

110. **CATERING PARTNERSHIP MANAGEMENT PANEL**
Councillor Challis presented Report No. SR 16/15 of the Catering Partnership Management Panel meeting held on 6 February 2015.

The Service Support Manager had agreed to report on the details of the arrangement with the Carnival Committee regarding its agreement with the Council in respect of their large contribution to the construction of the centre and free use of the Oakwood Centre during Carnival week. This had been varied in practice recently to allow the Carnival Committee free use of the Oakwood Centre outside Carnival week. This benefitted both parties; the Council could continue to take bookings in Carnival week and the Committee could spread the workload of carnival events to other dates. The Service Support Manager suggested that the question of whether the Carnival Committee be allowed to provide their own catering during their use of the centre could be clarified when the rent discussions took place.

The Chairman thanked Councillor Challis for all the work he had put into the Catering Partnership Management Panel.

RESOLVED:

- ◆ To note Report No.SR 16/15

111. **SECTION 106 PROJECT LIST**

The Service Support Manager reported on the Section 106 project list and informed Members that no new applications had been submitted or funding secured since the last meeting. The project list would be reviewed by the new Council.

RESOLVED:

- ◆ To note that no new applications had been submitted or funding secured since the last meeting.

112. **COMMUNITY GRANTS**

Members considered the six grant applications received as set out in Report No. SR 17/15 in line with the community grants criteria and:

RESOLVED:

- ◆ To award grants to the following:

Me 2 Club	£210	Towards the cost of a home visit/assessment for each of the 5 Woodley children on the waiting list.
Woodley Adopt a Street Project	£250	For the purchase of additional equipment for the volunteers to use.
Woodley Concert Band	£250	Towards the cost of a suspended cymbal and stand and a triangle stand unit.
Woodley Photographic Club	£250	Towards the cost of a new projector.
Woodley United FC	£250	Towards the cost of providing football coaching in local schools to children, and in particular girls, in Years 2 to 6.
Individual: Adrian Wakelin (GB Dragon Boat Squad)	£100	Towards the cost of travelling and uniform for international competitions.

- ◆ Not to award a grant in the case of an individual grant application because the request did not meet the criteria for grant awards.
- ◆ To improve the publicity given to the community grants before the next round of awards to encourage more applicants.

113. **ELECTRONIC TRANSMISSION OF AGENDAS – THE LOCAL GOVERNMENT (ELECTRONIC COMMUNICATIONS) (ENGLAND) ORDER 2015**

The Town Clerk presented Report No. SR 18/15.

RESOLVED:

- ◆ To note Report No. SR 18/15.
- ◆ To approve the proposals set out in the report to provide for the electronic delivery of agendas for all meetings of Council, committees and sub-committees to councillors who have consented to this method of delivery.
- ◆ To arrange staff training as necessary.

114. **CAPITAL PROGRAMME**

The Service Support Manager presented Report No. SR 19/15.

RESOLVED:

- ◆ To note Report No. SR 19/15.
- ◆ That the allocation of £600 from the 2015/16 Capital Programme for the purchase of road plantings for Reading Road Allotments be recommended to the Extraordinary Meeting of the Council on 28 April 2015.

115. **WOODFORD PARK LEISURE CENTRE DEVELOPMENT**

Members considered the recommendation from the Leisure Services Committee meeting of 24 March, Minute No.56:

That Members recommend to the Strategy and Resources Committee that funds of up to £5,000 be allocated from the Special Projects earmarked reserve to fund work to establish more accurate costings and the viability of extending and refurbishing Woodford Park Leisure Centre.

RESOLVED:

- ◆ That funds of up to £5,000 be allocated from the Special Projects earmarked reserve to fund work to establish more accurate costings and the viability of extending and refurbishing Woodford Park Leisure Centre.

116. **3G PITCH PROJECT UPDATE**

The Service Support Manager presented an update on the 3G pitch project, as included in the agenda, and informed Members that the project could still be on target for the pitch to be ready in September, subject to grant funding from the Football Foundation. A decision on this was expected by the end of the month.

Councillor Lawley again stated that he did not believe the planning process for this project had been followed in a democratic manner.

117. **COMMUNITY INFRASTRUCTURE LEVY**

RESOLVED:

- ◆ To note that Wokingham Borough Council had adopted the Community Infrastructure Levy (CIL) Charging Structure with effect from 6 April 2015.

118. **DEPARTMENT FOR COMMUNITIES AND LOCAL GOVERNMENT CONSULTATION: STRENGTHENING PARISH AND TOWN COUNCIL ACCOUNTABILITY**

Members considered the consultation on extending the remit of the Local Government Ombudsman to larger parish and town councils and discussed the potential time, resource and fee costs should a complaint be investigated by the Local Government Ombudsman. Members noted that the Town Council was not directly funded by government, that the Council's affairs are monitored by the ballot box and auditors and that the vibrant, local level of government should not be burdened with extra controls.

RESOLVED:

- ◆ To reply to the consultation saying that Woodley Town Council is not in favour of the proposal.

119. **FUTURE AGENDA ITEMS**

It was noted that the matter of the agreement in respect of the Inn on the Park would need to be an agenda item, as the current contract would finish at the end of October 2015.

120. **PUBLICITY AND WEBSITE**

It was agreed to publicise the community grant awards made and also to request applications for the next round of awards.

121. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

122. **PERSONNEL SUB-COMMITTEE**

The Town Clerk presented Report No. SR 20/15 and left the meeting before the voting took place.

RESOLVED:

- ◆ To note Report No. SR 20/15.
- ◆ That Post No. 9215 be regraded to Scale 3/4 and the job description be approved.
- ◆ That the postholder of Post No. 9215 be placed on spinal column point 19 with effect from 1 January 2015.
- ◆ That the flexible working request from postholder 0663 be approved.
- ◆ That the recruitment of an apprentice to the Maintenance team be approved.
- ◆ That:
 - the Town Clerk's terms and conditions of employment be amended to exclude the annual mileage allowance with effect from 1 April 2015.

- the postholder be placed on spinal column point 60 of the SLCC/NALC approved pay scales with effect from 1 April 2025.
- the postholder be reimbursed for payments made in respect of the taxable benefit received between April 2014 and 31 March 2015.

When the business of the meeting had been concluded the Chairman thanked the retiring Members, Councillors Challis, Outen and Rowland for the work they had carried out on this committee.

The meeting closed at 9:30pm

Current Account

List of Payments made between 01/01/2015 and 31/01/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
23-Jan-15	A-ha! Distribution Ltd	1211.23	2 x leaflet display units OC
16-Jan-15	Abbey Windows	1755.00	Deposit to replace window/doors WPLC
16-Jan-15	Airquee Ltd	540.00	BLC pool inflatable repair
16-Jan-15	Arkell & Hurcombe (Bronzeworks)	180.00	Bronze cast plaque
16-Jan-15	B.E.S. Ltd	668.16	Building supplies
30-Jan-15	B.E.S. Ltd	174.81	Building supplies
09-Jan-15	BE Fuelcards	1.86	BP plus cards + admin
30-Jan-15	BE Fuelcards	62.68	BP Diesel
16-Jan-15	Bowak Ltd	219.89	Cleaning supplies
23-Jan-15	British Gas	3785.77	Electricity supply
29-Jan-15	BT Direct	20.04	Phone
19-Jan-15	BT Group Plc	24.80	Phone
13-Jan-15	BT Retail	8.40	Phone
02-Jan-15	CF Corporate Finance	166.37	Qtry Photocopier charge
16-Jan-15	Churchill Contract Services Lt	3640.16	Contract cleaning
23-Jan-15	Crown Water & Coffee	89.40	Bottled water
23-Jan-15	Dejac Associates Ltd	48.00	Wired Apple keyboard
16-Jan-15	EDF Energy 1 Ltd	10.88	Electric for clock tower
16-Jan-15	Energy Electrical Distributors	260.25	Electrical supplies
23-Jan-15	EURODEC	106.04	Decorating supplies
16-Jan-15	Frasers Office Supplies Ltd	148.08	Stationery supplies
23-Jan-15	Frasers Office Supplies Ltd	53.22	Stationery supplies
30-Jan-15	HM Revenue & Customs Only	11453.31	PAYE & NI
23-Jan-15	iHasco Ltd	2010.00	On-line staff Health & Safety training
23-Jan-15	Impro Commercial Ltd	45.24	Staff uniform - WPLC
16-Jan-15	InTouch	35.99	Monthly website charge
23-Jan-15	J P Lennard Ltd	526.90	Pool chemical BLC/shuttlecocks WPLC
16-Jan-15	John Willis	110.00	Window cleaner
16-Jan-15	Just Tiles Ltd	1286.09	Building supplies
16-Jan-15	Laundry Depot	39.40	Wash/press table cloths OC
16-Jan-15	Lister Wilder Ltd	214.56	Gardening supplies
15-Jan-15	Lloyds Bank	280.74	Monthly cardnet charge
16-Jan-15	Mainstream Digital	55.33	Phone
15-Jan-15	Merchant Rentals	52.85	Monthly cardnet rental
16-Jan-15	OCS Group UK Ltd	259.20	Refuse collection
30-Jan-15	OCS Group UK Ltd	21.53	Refuse collection
23-Jan-15	OCS Horticulture	21.53	Final invoice rental BLC of medical/sanitary units
30-Jan-15	PDG Group Services	84.02	Cleaning supplies
08-Jan-15	Peninsula Business	489.60	HR services
06-Jan-15	Pitney Bowes	250.00	Franking - postage topup
30-Jan-15	Prudential Assurance	30.00	AVC payment deducted from pay
16-Jan-15	R & J Services	3480.00	Remove & repair WPLC old play area
16-Jan-15	Reading Borough Council	3250.00	Allotment site - lease rental charge
16-Jan-15	Regency Cleaning Services Ltd	1507.55	Contract cleaning
23-Jan-15	Reindeer Centre	1680.00	WTCMI - Reindeer hire
23-Jan-15	Sabercom Ltd	573.60	OC reception screen software/installation
16-Jan-15	SITA UK Ltd	692.56	Refuse collection
30-Jan-15	SITA UK Ltd	359.06	Refuse collection
30-Jan-15	SMS Environmental Ltd	57.60	Water samples
16-Jan-15	Southern Electric	516.62	Electricity supply
16-Jan-15	Southern Electric Contracting	502.23	Electricity supply
23-Jan-15	Surfacing Standards Ltd	1500.00	Acoustic survey/meeting attended by consultant - 3G pitch project
23-Jan-15	T H White Ltd	400.78	Gardening supplies
30-Jan-15	The Berkshire Pension Fund	10634.14	Pension - employers and employees
16-Jan-15	Token Security Solutions Ltd	1318.20	Building security cover
23-Jan-15	Token Security Solutions Ltd	2512.50	Building security cover

26-Jan-15	Total Gas & Power	1431.62	Gas supply
26-Jan-15	Total Gas & Power	1637.88	Gas supply
16-Jan-15	Trade UK	218.88	Building supplies
16-Jan-15	Trade UK	583.50	Building supplies
16-Jan-15	Travis Perkins Trading Company	6.67	Building supplies
23-Jan-15	Trinity Mirror Publishing Ltd	90.00	WTCMI advertising
30-Jan-15	TSM Copiers Ltd	3.37	Copier usage
30-Jan-15	Unison	41.90	Union fees deducted from pay
30-Jan-15	Virgin Media Payments Ltd	33.50	Phone
16-Jan-15	Vodafone Ltd	204.54	Phone
30-Jan-15	Wingfield Engineering Ltd	369.43	MOT & service on Depot pickup truck
02-Jan-15	Wokingham BC	41.00	Rates
02-Jan-15	Wokingham BC	155.00	Rates
02-Jan-15	Wokingham BC	344.00	Rates
02-Jan-15	Wokingham BC	848.00	Rates
02-Jan-15	Wokingham BC	1808.00	Rates
16-Jan-15	Wyevale Garden Centre	119.98	Ornamental bark -WP
30-Jan-15	Zapkam Ltd	502.77	Staff uniform - WPLC

67866.21

CLERKS IMPREST A/C

List of Payments made between 01/01/2015 and 31/01/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
02-Jan-15	(Personal Information)	50.00	Refund deposit
08-Jan-15	(Personal Information)	50.00	Refund deposit
08-Jan-15	(Personal Information)	150.00	Refund deposit
14-Jan-15	(Personal Information)	50.00	Refund deposit
14-Jan-15	(Personal Information)	50.00	Refund deposit
19-Jan-15	(Personal Information)	15.00	Refund deposit
19-Jan-15	(Personal Information)	5.00	Refund deposit
19-Jan-15	(Personal Information)	5.00	Refund deposit
19-Jan-15	(Personal Information)	15.00	Refund deposit
19-Jan-15	(Personal Information)	15.00	Refund deposit
19-Jan-15	(Personal Information)	50.00	Refund deposit
26-Jan-15	(Personal Information)	50.00	Refund deposit
27-Jan-15	(Personal Information)	5.00	Refund deposit
28-Jan-15	(Personal Information)	10.88	Refund deposit
28-Jan-15	(Personal Information)	11.20	Refund deposit
28-Jan-15	(Personal Information)	28.56	Refund deposit
14-Jan-15	ABIS Technology Ltd	82.80	Portable tripod projector
08-Jan-15	Amazon.co.uk	3.99	Active Pro-Mouse Pad
08-Jan-15	Amazon.co.uk	12.80	Health & Safety Law book
08-Jan-15	Amazon.co.uk	13.35	5 star storage box (10)
08-Jan-15	Amazon.co.uk	10.44	PM company key coil chain
22-Jan-15	Amazon.co.uk	10.42	PM company key coil chain
21-Jan-15	Brightons Newsagents	38.30	Newspapers
15-Jan-15	Hifi-Tower.co.uk	50.90	Auna 2 level Adjust Projector table
06-Jan-15	Laptop Power UK	18.98	Laptop charger
09-Jan-15	Lloyds Bank	38.96	Charges 10 Nov to 9 Dec 2015
28-Jan-15	Lloyds Bank	41277.78	Net payroll - Jan 2015
08-Jan-15	Masquerade Youth Theatre	90.00	Refund deposit
12-Jan-15	PETTY CASH A/C	146.89	Top up petty cash
05-Jan-15	Reading Road Runners	150.00	Refund deposit
08-Jan-15	Stageability	100.00	Refund deposit
21-Jan-15	W & W Labour Party	50.00	Refund deposit
05-Jan-15	Wokingham BC	20.00	Refund overpaid invoice
19-Jan-15	WSALG	2.50	Re subs to tenants assoc pd in error to council

42678.75

Current Account

List of Payments made between 01/02/2015 and 28/02/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
06-Feb-15	Abbey Windows	228.00	Repair Coronation Hall door glass
13-Feb-15	Abbey Windows	5265.00	Replace windows/doors WPLC games room
27-Feb-15	Allen's Design & Print Ltd	1215.00	WTCMI leaflets & posters
20-Feb-15	Association Town Centre Management	594.00	WTCMI - subscription
06-Feb-15	B&S Roofing	580.50	Repair to leak WPLC
13-Feb-15	Badgemaster Limited	10.68	Staff name badge
20-Feb-15	Badminton England	119.00	Staff training
06-Feb-15	BE Fuelcards	1.86	BP Plus card admin charge
13-Feb-15	Bowak Ltd	243.06	Cleaning supplies
13-Feb-15	Bramhill Design Ltd	6293.46	War Memorial project professional fees
24-Feb-15	BT Direct	126.00	Phone
24-Feb-15	BT Direct	484.98	Phone
24-Feb-15	BT Direct	679.92	Phone
25-Feb-15	BT Direct	68.40	Phone
25-Feb-15	BT Direct	71.96	Phone
25-Feb-15	BT Direct	72.36	Phone
27-Feb-15	BT Direct	127.80	Phone
17-Feb-15	BT Group Plc	7.72	Phone
11-Feb-15	BT Retail	8.40	Phone
20-Feb-15	Carlton Associates (2003) Ltd	1980.00	Health & safety web based training packages
06-Feb-15	Crawbar Ltd	156.00	Annual fee website
27-Feb-15	Crown Water & Coffee	31.68	Bottled water
27-Feb-15	EDF Energy 1 Ltd	10.88	Electric for clock tower
06-Feb-15	Energy Electrical Distributors	46.50	Electrical supplies
20-Feb-15	Energy Electrical Distributors	31.48	Electrical supplies
20-Feb-15	EURODEC	302.80	Decorating supplies
06-Feb-15	Fox Williams LLP	868.16	Legal fees relating to BLC
13-Feb-15	Frasers Office Supplies Ltd	79.81	Stationery supplies
13-Feb-15	G Wheadon	330.00	Service & maint lawnmower
20-Feb-15	HM Revenue & Customs Only	11124.67	PAYE & NI
27-Feb-15	Hygiene Supplies Direct Ltd	174.05	Hair dryers - WPLC
20-Feb-15	John Willis	110.00	Window cleaner
20-Feb-15	Just In The Park CIC	2339.60	Charged on behalf of Just in the Park café
13-Feb-15	Kingfisher Security UK Ltd	276.00	Service contract - fire alarms
06-Feb-15	KLM Digital Office Solutions L	12.00	Delivery charge
20-Feb-15	KLM Digital Office Solutions L	53.76	Service & maint photocopier
20-Feb-15	Lightatouch	345.83	Internal audit service
13-Feb-15	Lloyds Bank	308.30	Cardnet service charge
20-Feb-15	Lyreco UK Ltd	93.19	Stationery supplies
16-Feb-15	Maistream Digital	0.36	Phone
16-Feb-15	Merchant Rentals	52.85	Monthly cardnet rentals
20-Feb-15	MKR Electrical Services Ltd	210.26	Electrical supplies
27-Feb-15	Network Security & Alarms Ltd	948.26	Annual charge - maintenance/monitor alarm OC
27-Feb-15	OCS Group UK Ltd	291.60	Refuse collection
20-Feb-15	Opus Business Systems Ltd	1182.00	Annual charge - maintenance phone OC
20-Feb-15	P & H Snacksdirect Ltd	413.56	Vending supplies
05-Feb-15	Peninsula Business	489.60	HR services
27-Feb-15	Performing Rights Society Ltd	348.62	Annual charge - music licence OC
20-Feb-15	PHS Group Plc	252.99	Qtrly charge - mats OC/WPLC
20-Feb-15	Prudential Assurance	30.00	AVC payment deducted from pay
06-Feb-15	R & J Services	600.00	Install storm drain WPLC
13-Feb-15	Regency Cleaning Services Ltd	1880.38	Contract cleaning OC
20-Feb-15	RES Systems Ltd	134.82	Fire extinguisher service OC
20-Feb-15	Rialtas Business Solutions Ltd	312.00	Annual bookings system service charge
27-Feb-15	Rialtas Business Solutions Ltd	130.80	Annual allotments system service charge
13-Feb-15	Rigby Taylor Ltd	1964.00	Gardening supplies
20-Feb-15	Riso (UK) Ltd	237.90	Qtrly charge - printing/photocopying OC

02-Feb-15	RMRS Pitney Bowes	250.00	Postage top up
20-Feb-15	Serviceline	194.64	Call out charge - oven OC
13-Feb-15	SGW Payroll Ltd	164.78	Payroll services
20-Feb-15	SMS Environmental Ltd	2526.60	Water samples
20-Feb-15	Southern Electric	1574.42	Electricity supply
27-Feb-15	Springfield Supplies & Project	4881.60	New tables OC
20-Feb-15	Surfacing Standards Ltd	1380.00	3G pitch project arboricultural impact assessment
20-Feb-15	Thames Valley Carpet and Floor	8592.00	Replace floor - Chapel Hall
06-Feb-15	Thames Valley Temperature Cont	1905.00	Service & maint boiler OC
02-Feb-15	Thames Water	17.62	Water rates
02-Feb-15	Thames Water	65.04	Water rates
02-Feb-15	Thames Water	486.97	Water rates
11-Feb-15	Thames Water	905.91	Water rates
20-Feb-15	The Berkshire Pension Fund	10573.32	Pension - employers and employees
13-Feb-15	The Garden Centre Group Tradin	119.98	Bags of ornamental bark
13-Feb-15	Token Security Solutions Ltd	74.45	Building security cover
17-Feb-15	Total Gas & Power	1264.99	Gas supply
17-Feb-15	Total Gas & Power	1596.81	Gas supply
13-Feb-15	Trade UK	1429.12	Building supplies
13-Feb-15	Trade UK	479.95	Building supplies
20-Feb-15	Trade UK	258.42	Building supplies
13-Feb-15	Travis Perkins Trading Company	22.44	Building supplies
20-Feb-15	Travis Perkins Trading Company	126.21	Building supplies
20-Feb-15	Unison	41.90	Union fees deducted from pay
20-Feb-15	Vodafone Ltd	219.98	Phone
27-Feb-15	Watson Petroleum Ltd	1260.06	Diesel - Depot
20-Feb-15	Woodley Auto Centre	54.85	MOT on van

84819.87

CLERKS IMPREST A/C

List of Payments made between 01/02/2015 and 28/02/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
16-Feb-15	(Personal Information)	50.00	Refund deposit
24-Feb-15	(Personal Information)	21.76	Refund BLC swim tickets
16-Feb-15	(Personal Information)	50.00	Refund deposit
13-Feb-15	(Personal Information)	50.00	Refund deposit
27-Feb-15	(Personal Information)	50.00	Refund deposit
11-Feb-15	(Personal Information)	50.00	Refund deposit
06-Feb-15	(Personal Information)	24.48	Refund swim BLC tickets
02-Feb-15	(Personal Information)	235.50	Cancelled BLC course
10-Feb-15	(Personal Information)	15.00	Refund staff not used-party
11-Feb-15	(Personal Information)	8.16	Refund BLC swim tickets
05-Feb-15	(Personal Information)	22.50	Refund WPLC course
16-Feb-15	(Personal Information)	50.00	Refund deposit
25-Feb-15	(Personal Information)	43.52	Refund swim BLC tickets
10-Feb-15	(Personal Information)	16.32	Refund BLC swim tickets
06-Feb-15	(Personal Information)	22.50	Refund WPLC course
19-Feb-15	(Personal Information)	200.00	Refund deposit
06-Feb-15	Berks Junior Badmin Assoc	457.66	Invoices paid twice in error
04-Feb-15	Eurooffice.co.uk	68.39	Sharp cash register
10-Feb-15	HM Revenue & Customs	298.00	Repayment G.O.R.
11-Feb-15	Lloyds Bank	30.46	Charges 10 Dec 14 - 9 Jan 15
24-Feb-15	Lloyds Bank	39871.18	Net pay Feb 2015
13-Feb-15	Osbournebooks.co.uk	129.80	AAT Level 3 - staff training
05-Feb-15	PETTY CASH A/C	132.41	Top up petty cash
10-Feb-15	Spirit Pub Company	95.00	Paid invoice twice in error
06-Feb-15	TV Licensing.co.uk	145.50	TV Licence OC

42138.14

**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre
on Tuesday 21 April 2015 at 7:45 pm**

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

Also present: *8 members of the public*

Officer present: *L. Matthews, Committee Officer*

117. **APOLOGIES**

Apologies for absence were received from Councillor R Neall.

118. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

119. **MINUTES OF PREVIOUS MEETING**

RESOLVED:

- ◆ That the minutes of the meeting held on 17 March 2015 be approved and signed by the Chairman as a true and accurate record.

120. **PLANNING DECISIONS**

It was noted that 11 of the 28 decision notices received from the planning authority since the last meeting had been contrary to the recommendations made by the Town Council.

RESOLVED:

- ◆ To note information on decision notices received from the planning authority since the last meeting. (***Appendix A***)
- ◆ To write to Wokingham Borough Council requesting that an explanation be given when a planning decision is contrary to the recommendation made by the Town Council.

121. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

F/2014/2580

Location: 1 Orville Close, Woodley, RG5 .

Revised plans

Proposal: Proposed erection of a single storey extension to existing garage, conversion of existing garage to additional habitable accommodation and insertion of new window to side elevation.

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

RM/2015/0426

Location: Former Linpac Site, Headley Road East, Woodley, RG5 4SL.

Proposal: Reserved matters application pursuant to outline planning consent O/2013/0668 for residential development of up to 34 dwellings with associated access, car parking, open space and landscaping (appearance, landscaping, layout and scale to be considered).

Observations: The Committee had the following concerns about the proposed layout of this development:

- Plot No.s 1, 7, 13, 20 and 21 are located too close to the industrial units on the adjacent site. These industrial units have the right to work 24 hours a day, often performing noisy operations, and the Committee was concerned that possible complaints from residents of these plots would have an adverse impact on the future of the industrial units.
- The 3m high boundary wall will be overbearing to the residents on plot No.s 1, 7, 13, 20 and 21.
- The Committee felt that the open space currently shown adjacent to Headley Road East would be better located adjacent to the factory unit on the other side of the boundary wall. The open space could then be used as a play area for children as it would not be next to a busy road.

F/2015/0469

Location: 35 Anthian Close, Woodley, RG5 4XA.

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.

F/2015/0490

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

Revised plans

Proposal: Proposed erection of a two storey side extension, side dormer extension, single storey rear extension and creation of front canopy and removal of existing chimney stack.

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

F/2015/0603

Location: 11 Copse Mead, Woodley, RG5 4RP.

Proposal: Proposed erection of first floor side extension and alterations to main roof.

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

F/2015/0604

Location: 4 Woodwaye, Woodley, RG5 3HA.

Proposal: Proposed erection of a part single storey/part two storey side extension to dwelling, with front and side dormer windows.

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

F/2015/0605

Location: 18 Lindberg Way, Woodley, RG5 4XE.

Proposal: Proposed conversion of existing garage to additional habitable accommodation with bay window and canopy extension.

Observations: No objections.

F/2015/0606

Location: 3 Ravensbourne Drive, Woodley, RG5 4LH.

Proposal: Proposed erection of a part single/part two storey rear extension to dwelling.

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

F/2015/0617

Location: 126 Howth Drive, Woodley, RG5 3DL.

Proposal: Proposed erection of single storey front extension.

The applicant was present at the meeting.

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

F/2015/0632

Location: 1 Wheble Drive, Woodley, RG5 3DS.

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

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

F/2015/0639

Location: Magal Engineering Site, Headley Road East, Woodley, RG5 4SN.

Proposal: Proposed erection of first floor extension above existing storage building.

Observations: No objections.

F/2015/0659

Location: 20 Campbell Road, RG5 3NA.

Proposal: Proposed erection of a part two storey/part single storey rear extension, a first floor side extension, a single storey front extension and conversion of garage to create habitable accommodation to dwelling.

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

- Overdevelopment.
- Out of keeping with neighbouring properties.
- Out of character with the street scene.
- Detrimental to the character of the area.
- Massing effect on the neighbouring property at No.18 Campbell Road.
- Unacceptable impact on neighbours because of close proximity to the boundary – less than 1m at 1st floor level, which is contrary to the Wokingham Borough Council design guidelines.
- Impact on neighbours accentuated by difference in land levels.

- Could create a possible terrace effect if a neighbour constructed a similar extension.
- Could set a precedent.

F/2015/0678

Location: 9 Bibury Close, Woodley, RG5 3PE.

Proposal: Proposed erection of single storey rear extension.

The applicant was present at the meeting.

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

F/2015/0680

Location: 9 Woodlands Avenue, Woodley, RG5 3HN.

Proposal: Proposed erection of a flat roof side dormer window extension to dwelling.

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

- Overbearing
- Loss of light and privacy to the neighbouring property.

F/2015/0704

Location: 9 South Lake Crescent, Woodley, RG5 3QW.

Proposal: Proposed erection of a single storey rear extension and renovation of existing single storey side extension.

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

F/2015/0731

Location: 331 Headley Road East, Woodley, RG5 4SE.

Proposal: Proposed erection of single storey front extension to create porch.

Observations: The Committee had concerns that this would create a new building line at the front of the property.

F/2015/0738

Location: 48 Cottesmore Road, Woodley, RG5 3NX.

Proposal: Proposed erection of single storey side and rear extensions following demolition of existing rear extension.

The applicants were present at the meeting.

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

F/2015/0749

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

Proposal: Proposed erection of first floor rear extension.

Observations: No objections.

F/2015/0765

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

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

One letter of concern had been received regarding this application.

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

- Loss of light to the neighbouring property at No.9 Malvern Close, particularly to the ground floor living space.

F/2015/0792

Location: 144 Loddon Bridge Road, Woodley, RG5 4AB.

Proposal: Proposed erection of single storey side and rear extension with side car port following the demolition of existing conservatory.

Observations: The Committee had concerns that the proposed extension would be visually unacceptable.

F/2015/0797

Location: 18 Dartington Avenue, Woodley, RG5 3PD.

Proposal: Proposed erection of a single storey front extension, conversion of existing garage to additional habitable accommodation, following demolition of existing porch.

The applicant was present at the meeting.

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

F/2015/0801

Location: 123 Loddon Bridge Road, Woodley, RG5 4AG.

Proposal: Proposed demolition of existing bungalow and erection of one detached, two storey dwelling.

The applicant was present at the meeting. Two residents were present at the meeting, but did not wish to speak. One letter of concern had been received.

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

- Loss of light and privacy to the neighbouring property – both to the living space and to the garden.
- The proposed house is very large and will be overbearing.
- Out of character with other dwellings in the road in terms of size.
- Concern that there will be insufficient parking provision for a 5 bedroom house.

F/2015/0867

Location: 80 Beechwood Avenue, Woodley, RG5 3DG.

Proposal: Proposed erection of part two storey, part single storey rear and side extension to dwelling plus alterations to fenestration.

One letter of concern had been received regarding this application.

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

A/2015/875

Location: 73 Crockhamwell Road, Woodley, RG5 3JP.

Proposal: Application for advertisement consent for the proposed erection of one fascia sign and one hanging sign.

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

F/2015/0889

Location: 13 Welford Road, Woodley, RG5 4QS.

Proposal: Proposed part conversion of garage and erection of a single storey rear extension to garage to form a study.

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

F/2015/0934

Location: 4 Scott Close, Woodley, RG5 4UP.

Proposal: Householder application for a single storey rear extension and conversion of garage to habitable room.

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

122. **PLANNING APPEAL**

RESOLVED:

- ◆ To note the following appeal decision:

Application: F/2014/1917

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

Proposal: Proposed erection of 1 No. detached dwelling with formation of access.

Decision: Appeal dismissed.

123. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application HH/2015/0815

Location: 39 Western Avenue, Woodley, RG5 3BJ

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 8m, for which the maximum height would be 3.415m and the height of the eaves would be 2.565m.

124. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 3/1951: 3 Larch Drive, Woodley, RG5 3LW
Consent for the selective pruning of three sweet chestnuts.

TPO 3/1951: 5 Bibury Close, Woodley, RG5 3PE.
Consent for the selective pruning of an oak.

125. **ARBOURFIELD & NEWLAND VILLAGE DESIGN STATEMENT SUPPLEMENTARY PLANNING DOCUMENT**

RESOLVED:

- ◆ To note that the Arborfield & Newland Village Design Statement Supplementary Planning Document was adopted by Wokingham Borough Council on 26 March 2015.

126. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of three ongoing enforcement matters and one enforcement notice that had been served.

The meeting closed at 9:50 pm

Chairman

Woodley Town Council

PLANNING DECISIONS

Plan No.	Address	Proposal	Decision
F/2012/1570	60 Headley Road, Woodley, RG5 4JE	Proposed change of use from B1 (office) to 1 x residential unit.	REFUSED <i>[WTC: no objections]</i>
O/2012/1863	Sandford Farm, Mohawk Way, Woodley	Outline application for 27 residential dwellings with associated access, parking, landscaping and open space. (Access and layout to be considered.) Demolition of existing buildings.	Approved <i>[WTC: refuse]</i>
F/2014/1356	Site adjacent to 32 Lismore Close	Proposed erection of 3 bed detached dwelling with associated works.	Approved <i>[WTC: refuse]</i>
F/2014/1576	6 Silver Fox Crescent	Proposed erection of 3 bed house with new access following removal of existing conservatory at No.6 Silver Fox Crescent.	REFUSED <i>[WTC: refuse]</i>
F/2014/1732	274 Kingfisher Drive	Proposed erection of single storey outbuilding for ancillary use. (Retrospective)	Approved <i>[WTC: no objections]</i>
F/2014/2105	Former Allied Bakeries Site, Viscount Way	Proposed erection of 68 dwellings with associated roads, parking, amenity space, landscaping and creation of new access onto Loddon Bridge Road.	Approved <i>[WTC: refuse]</i>
F/2014/2457	88 Vauxhall Drive	Proposed erection of a two storey side extension to dwelling.	Approved <i>[WTC: refuse]</i>
F/2014/2684	Sandford Manor Cottage, Sandford Lane	Proposed erection of a two storey side and a single storey rear extension to dwelling, to include erection of a new chimney.	Approved <i>[WTC: no objections]</i>
F/2014/2580	1 Orville Close	Proposed erection of single storey extension to existing garage, conversion of existing garage to additional habitable accommodation and insertion of new window to side elevation.	Approved <i>[WTC: no objections]</i>
CLP/2014/2690	35 Anthian Close	Application for a certificate of lawfulness for the proposed erection of a single storey rear extension to dwelling.	REFUSED
F/2014/2747	168 Crockhamwell Road	Proposed change of use from (A1) to (A2) use.	REFUSED <i>[WTC: no objections]</i>

PLANNING DECISIONS continued

Plan No.	Address	Proposal	Decision
F/2014/2778	Woodley House, 65-73 Crockhamwell Road	Proposed construction of mansard roof extension to form 4 x one bedroom flats and 2 x two bedroom flats.	Approved <i>[WTC: concerns]</i>
O/2015/0027	Land at 15 Ladbroke Close	Outline application for the erection of 4 x apartments and 5 x dwellings, following demolition and removal of commercial buildings. (Access, appearance, layout and scale to be considered)	Approved <i>[WTC: refuse]</i>
F/2015/0055	29 Copse Mead	Proposed erection of part two storey, part single storey rear extension; single storey side extension on west elevation; change of roof form from twin rear gable to crown roof design; raising of roof to create habitable accommodation in roof space and two storey front gable extension. Demolition of existing detached garage, removal of existing chimneys and changes to existing fenestration.	Approved <i>[WTC: refuse]</i>
F/2015/0064	45 Wroxham Road	Proposed erection of a single storey rear extension, conversion of garage and roof space to additional habitable accommodation with one rear and two front dormers and a replacement pitch roof over existing garage.	Approved <i>[WTC: refuse]</i>
F/2015/0102	84 Beechwood Avenue	Proposed erection of single storey side extension and new 1.8m high close boarded fence to eastern boundary. Widening of vehicular access dropped kerb by 3.7 metres. (Retrospective)	Approved <i>[WTC: no objections]</i>
F/2015/0144	4 Holly Road	Proposed erection of first floor front and single storey rear extensions following the demolition of existing rear extension.	Approved <i>[WTC: no objections]</i>
A/2015/0145	131 Crockhamwell Road	Advertisement application for the proposed erection of 3 No. fascia signs, 1 No. hanging sign, 2 No. ATM surround signs, 1 No. nameplate panel and 1 No. entrance sign.	Approved <i>[WTC: no objections]</i>
F/2015/0180	18 Duffield Road	Proposed erection of single storey front, side and rear extensions to dwelling, plus addition of juliet balcony to front elevation. Demolition of existing side garage and rear conservatory.	Approved <i>[WTC: no objections]</i>
F/2015/0184	14 Harrier Close	Proposed erection of a single storey rear extension and part conversion of garage to create habitable accommodation to dwelling.	Approved <i>[WTC: no objections]</i>

PLANNING DECISIONS continued

Plan No.	Address	Proposal	Decision
CLP/2015/0197	46 Fairwater Drive	Application for a certificate of lawfulness for the proposed conversion of existing garage to additional habitable accommodation.	Approved
F/2015/0236	41 Reading Road	Proposed erection of two storey front/side extension, single storey front and rear extensions to dwelling plus alterations to front porch.	Approved <i>[WTC: no objections]</i>
CLP/2015/0256	51 Comet Way	Application for a certificate of lawfulness for the proposed erection of a single storey rear extension to dwelling.	Approved
F/2015/0274	33 Austin Road	Proposed erection of a single storey rear extension and insertion of a new side window.	Approved <i>[WTC: no objections]</i>
F/2015/0275	179 Headley Road	Proposed construction of dropped kerb to the front of property.	REFUSED <i>[WTC: no objections]</i>
CLP/2015/0301	4 Catalina Close	Application for a certificate of lawfulness for the proposed erection of a single storey rear extension.	Approved
F/2015/0305	105 Howth Drive	Proposed installation of a dropped kerb for vehicular access to front of dwelling.	Approved <i>[WTC: no objections]</i>
F/2015/0314	53 Quentin Road	Proposed erection of a single storey extension to form a rear conservatory, including demolition of boundary wall to accommodate conservatory.	Approved <i>[WTC: no objections]</i>
F/2015/0315	64 Fitzroy Crescent	Proposed erection of a two storey side extension to dwelling, following demolition and removal of existing extension, conversion of existing loft space to additional habitable accommodation.	REFUSED <i>[WTC: no objections]</i>
F/2015/0326	11 Buckden Close	Proposed erection of single storey side and rear extensions to dwelling.	Approved <i>[WTC: no objections]</i>
F/2015/0363	9 Fosters Lane	Proposed erection of a single storey side extension to dwelling.	Approved <i>[WTC: no objections]</i>
CLP/2015/0377	22 Glendevon Road	Application for a certificate of lawfulness for the proposed erection of a single storey side extension following demolition and removal of existing garage.	Approved

PLANNING DECISIONS continued

Plan No.	Address	Proposal	Decision
F/2015/0395	48 Arundel Road	Proposed erection of a single storey front, rear and side extension and conversion of existing garage to create habitable accommodation to dwelling and demolition of workshop.	Approved <i>[WTC: no objections]</i>
CLP/2015/0404	82 Crockhamwell Road	Application for a certificate of lawfulness for the proposed conversion of garage to habitable accommodation.	Approved
CLP/2015/0732	2 Colemansmoor Lane	Application for a certificate of lawfulness for the use of the dwelling house to operate one vehicle for use as private hire on the front driveway of the dwelling with the owner as sole driver.	Approved

REPORTS OF OUTSIDE BODIES

ARC

By Shelagh Flower

ARC remains very busy and is much in demand. The waiting list has a 4-8 week wait, which is longer than ARC would like. Family breakdown is the biggest presenting issue followed by anxiety and test/exam pressures for primary and secondary school students. Emotional neglect is rising and difficulties in forming relationships. ARC now has a presence in some GP surgeries and this is working very well.

The Coordinator is in the process of producing a video on the value of counseling, using real life interviews, and this will be launched at the AGM to be held at the Oakwood Centre on 11 May 2015.

Town Mayor's Engagements – 11 February 2015 to 19 May 2015

February	11	Open new library bus at Woodley C of E Primary School
	11	Reception and performance of "Grease" to mark the opening of the new auditorium at The Bulmershe School
March	18	Official re-opening of Bulmershe Leisure Centre
	29	Woodley Festival of Music and Arts Finale Concert
April	2	Civic Reception and Citizens' Awards Presentation
	17	Wokingham Town Mayor's Charity Concert
	25	Keep Mobile AGM
May	3	Start of the Classic Car Tour from Woodford Park
	7	Wokingham, Bracknell & Districts Mencap AGM
	8	Borough Mayor's commemoration event for the 70 th anniversary of VE Day
	16	1 st anniversary celebration at Rehoboth, the Just Around the Corner equine centre
	18	Woodley Sports Week Opening Ceremony and Dance Festival

Annual Meeting of the Council

19 May 2015

Appendix 13

Terms of Reference for Working Parties
and Sub Committees

Investments Working Party - Terms of Reference

Parent Committee: Strategy and Resources Committee

Overall purpose

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

Membership of the working party

There shall be at least four ~~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.

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).

Community Youth Partnership - Terms of Reference

Parent Committee: Community Services Committee

Overall purpose

The partnership's purposes are:

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

Membership of the working party

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

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

Officers will be in attendance at all meetings.

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

Meetings

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

Terms of operation

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

Additional Items for Annual Meeting – 19 May 2015:

Addition to Agenda Item 11

STANDING COMMITTEES

11.5 Meetings Schedule 2015/16

To approve the amended meetings schedule as attached at **Appendix 11.5** (page A2).

The amendments relate to the Plans Committee meetings, which have reverted back from Monday to Tuesday evenings. All Council and Committee meetings will take place on Tuesday evenings.

Additional Item – Item 22

22. 3G ARTIFICIAL GRASS PITCH PROJECT – PREMIER LEAGUE AND THE FOOTBALL ASSOCIATION FACILITIES FUND GRANT

To consider **Report No. FC 2/15**, as attached (page A3).

TIMETABLE OF MEETINGS - 2015/2016
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All Council and Committee meetings are held on Tuesdays. Plans Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

PLANS COMMITTEE	LEISURE SERVICES	COMMUNITY SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2015</u> 26 May (SH) 23 June	<u>2015</u> 2 June	<u>2015</u> 9 June	<u>2015</u> 16 June	<u>2015</u> Annual Meeting: 19 May 30 June
21 July 18 August (SH) 22 September	1 September (SH)	8 September	15 September	29 September
20 October 17 November	3 November	10 November	24 November	8 December
15 December <u>2016</u> 12 January	<u>2016</u> 5 January	<u>2016</u> 19 January	<u>2016</u> 26 January	<u>2016</u> <i>Budget Meeting (not public):</i> <i>To be decided</i> 9 February
16 February (SH) 15 March 19 April	5 April (SH)	12 April	26 April	Town Electors: 1 March Annual Meeting: 10 May

(SH = School Holidays)

SCHOOL TERM DATES

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

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

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

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

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

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

3G ARTIFICIAL GRASS PITCH PROJECT – PREMIER LEAGUE & THE FOOTBALL ASSOCIATION FACILITIES FUND GRANT

REPORT OF THE TOWN CLERK

Purpose of Report

To inform Members of the receipt and terms of the capital grant offer from the Premier League and FA Facilities Fund, administered by the Football Foundation and to seek approval for these terms and associated financial matters.

Background

Following consideration of feasibility and business case reports from consultants Sports Solutions on a project to install a 3rd Generation Artificial Grass Pitch at Woodford Park, the Council agreed to proceed with a planning application for the project and make an application for a grant for 50% of the estimated costs of £510,000 from the Premier League and FA Facilities Fund, administered by the Football Foundation and any other appropriate funders for projects of this nature (S & R Committee 30/4/13 Min no. 92). The Council also agreed to seek borrowing approval from the Department of Communities and Local Government for 50% of cost of the project, in line with the grant funding body's conditions (Full Council 13/5/14 Min No 17), and this was approved in December 2014.

The project includes the installation of a 9 x 9 3G pitch, the refurbishment of one tennis/netball court, an additional 59 parking spaces and the resurfacing of the roadway up to the leisure centre and the main car park. Planning permission for the project was granted in February 2015, and included amendments made to the application after consultation with residents living near to the proposed pitch. The amendments included the installation of an acoustic board along the southern side of the pitch, and some adjustments to the lighting and proposed opening hours.

The costs of the project are estimated to be:

Item	Estimated cost
3G AGP including groundworks and lighting	£300,000
Car park 59 spaces	£40,000
Resurface 1 tennis/netball court	£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

The Town Council included the purchase of maintenance equipment in its estimates, which accounts for the difference in the Football Foundation's total project costs of £498,200 set out in its letter of 14 May 2015 and the Council's estimate above. Throughout the consideration and planning of this project the Town Council has worked closely with local football clubs, the Berks and Bucks Football Association and other interested parties to ensure that the project will meet their requirements and have the support of these bodies.

Information

Grant application to the Premier League and FA Facilities Fund, administered by the Football Foundation

The Town Council received confirmation on the afternoon of 15 May 2015 and the offer letter is **attached** for Members' information. The Foundation is offering a capital grant of 56% of a total project cost of £498,200, subject to a maximum payment of £277,200 and delivery of the aims and objectives set out in the Council's application. The Town Council has two months from the date of the letter to accept the terms and requirements of the grant and this matter has been

brought before the Council as an additional agenda item in order that, subject to agreement to the terms, the Council make its best efforts to proceed with the project to try and meet a deadline date for completion of September 2015, in order to be open and running for the peak winter period.

Members will see from the terms that there are preconstruction conditions that will need to be met and the Council's consultants will be working to put the required information together. The requirement relating to land registration will be followed up. The land is not registered at present, and this will need to be discussed with Shared Legal Solutions at Wokingham Borough Council, it is hoped that this matter can be dealt with in a timely way.

I am confident that the Council can meet the 'Pre-claim capital conditions' listed on the second page of the letter.

Similarly, I am confident that the 'Pre-opening conditions' can also be met, subject to the Council:

- agreeing that it will establish a steering group to monitor and review delivery of the plan for the pitch and that it will invite the Berks and Bucks FA to be a member
- developing a service level agreement with partner clubs that has to be agreed by the Football Foundation.

There are also ongoing conditions requiring reports against the business and development plans for the pitch to be submitted to the Foundation.

The final 5% of the funding will be paid subject to goal posts complying to certain standards, that a member of the Grounds Maintenance team gain a qualification on (3G) pitch maintenance and that contractors complete economic research forms.

The Council must request the first payment of the grant within six months, ie by 14 November 2015 and the last payment within 12 months of the date of the first grant payment claim is paid.

In addition, the Council will be required to install signs from the Foundation indicating that the grant has been awarded by the Premier League and the FA Facilities Fund and other publicity must also make this clear.

The Council will be required to meet the Foundation's project monitoring requirements during the construction.

It should be noted that any increased costs will not be met by the funders and, if the project costs less than the estimated costs, the grant will be reduced.

VAT

Advice on Value Added Tax has been sought. It has been confirmed that, in the case of the 3G pitch construction costs and the refurbishment of the tennis/netball pitch, the Council will be able to recover the VAT costs if it elects to charge VAT on the fees for hiring these facilities. The likely additional cost of the project, if the Council chose not to elect to charge VAT on fee income from these facilities, would be in the region of £100,000. It is proposed that the Council confirm that it elects to treat all income from the new 3G pitch and the refurbished tennis/netball court as Vatable.

Planning permission

Under the terms of the planning permission there are some requirements to be met before construction can begin. These relate to:

- the submission and approval of full details of hard and soft landscaping proposals,
- the submission and approval of an arboricultural method statement in respect of the trees near to the site and the details of the protected fencing around the trees
- the submission and approval of a surface water drainage strategy

The Council's consultants believe that this information can be prepared for submission within a two week timescale. Some of the above are extra works and will require additional funding.

Resources

As indicated above there will be some extra and unbudgeted for costs before final planning approval can be given for construction. In addition, an assessment of the electrical supply at the centre has established that the Council will be required to install an additional supply for the pitch lighting. It is also likely that the Council will need some support on matters such as the service level agreement terms with partner clubs, given the timescale it is hoping to meet for the completion of the pitch in September. The costs of these items is not yet known.

At present there are no unallocated funds in the 3G pitch project earmarked reserve and it is proposed that the pre construction costs incurred for the above items be funded from the loan once it is drawn down. This will be actioned once the Council has agreed to the grant terms and confirmed that it will proceed with the project. The loan funds, once received, will be placed in the 3G pitch project earmarked reserve.

Members were also informed at the last Strategy and Resources Committee (14/4/15) and the last Leisure Services Committee (24/3/15) that a sum of £4,029.38 plus VAT is required to carry out the Foundations' framework agreement works to give a technical overview of the project in readiness for the detailed development of the specification and appointment of contractors to do the works. This sum is eligible for funding and will be covered by the grant/Council project funds.

Members should note that the Council has an earmarked reserve of £25,000 it has been building up to fund the resurfacing costs of the road up to and the main car park and that these could be allocated to the project, should a contingency be required. Local football clubs that are supporting the project are also likely to make a capital contribution. The exact sum and the terms of the agreements with the clubs have not yet been finalised.

In order to ensure that Members are up to date with the project's progress it is further proposed that the Chairman of the Leisure Services Committee and the Leader of the Council be nominated to liaise regularly with officers.

RECOMMENDATIONS:

- ◆ **That Members consider and agree the terms and conditions of the grant funding of up to £277,200 offered by the Premier League and FA Facilities Fund, administered by the Football Foundation, in respect of the 3G pitch project.**
- ◆ **That, subject to approval of the above:**
 - **The Town Clerk and Leisure Services Manager be given approval to sign the acceptance of grant contract on behalf of the Council.**
 - **Members approve the payment of pre construction costs relating to the planning application requirements and other costs required to be able to proceed with the project and that these be funded from the loan funds once they are drawn down.**
 - **Members elect to treat income from the 3G pitch and the tennis/netball court at Woodford Park as Vatable.**
 - **That the Chairman of the Leisure Services and Committee and the Leader of the Council be nominated to liaise regularly with officers on the project's progress.**

Mr Andrew Bunn
Woodley Town Council
Woodford Park Leisure Centre
Haddon Drive
Woodley
Berkshire
RG5 4LY

14 May 2015

Ref: G82494

Dear Mr Bunn

WOODLEY TOWN COUNCIL: NEW 79M X 52M FLOODLIT 3G FTP

The Foundation has approved a capital grant offer of **56%** of a total project cost of £498,200 subject to a **maximum payment of £277,200 to Woodley Town Council** towards a new 79m x 52m floodlit 3G FTP and delivery of the aims and objectives detailed in the Application and the Football Development Plan submitted as part of your application, (which is available at your Grantshot portal) in accordance with the General Terms and Conditions enclosed with and set out in this letter. The definitions in the General Terms and Conditions attached also apply in this letter.

1. Additional Conditions

1.1 The Grant is subject to satisfaction of the following additional conditions:

Pre-construction conditions

- That all the outstanding partnership funding is confirmed before work starts on site.
 - That the final design, tender documents and processes are agreed in writing by the Foundation prior to tendering.
 - That the tender evaluation report and tenders are agreed in writing by the Foundation, prior to the contractor being appointed.
 - That the 3G FTP meets the standards for small size pitches contained within the FA Guide to 3G FTP Design Principles and Layouts.
 - The Organisation shall at its own cost enter (or permit the Foundation to enter) a restriction on the registered title to the property on which the Facility is being developed ("the Property") as detailed in clause 21 of the General Terms and Conditions or a caution against first registration in the case of unregistered land and, if requested to do so by the Foundation, enter into a deed of dedication in relation to the Property.
- Further:



- The Organisation's solicitors must provide a solicitor's undertaking that the Organisation will pay the Foundation's legal costs of putting the restriction or caution and deed of dedication in place as set out in the guidance note provided.

Please Note: No grant will be payable if construction of the Facility starts without written permission to proceed from the Football Foundation.

Pre-claim capital conditions

- That the Club provides evidence for the bank account that the grant will be paid into before any funds are released. This must be in the form of a copy of a bank statement or paying-in slip.
- That the applicant produces a cashflow forecast which illustrates when the Foundation grant will be drawdown.
- Applicant to provide written confirmation of the subsidy for the proposed facility and provide a mitigation strategy for the repayment of the Public Loan.

Pre-claim revenue conditions

- None

Pre-opening conditions

- That prior to the facility opening, the programme of use and pricing policy is forwarded to the Foundation, FA and CFA for approval.
- That a steering group is established to monitor and review delivery of the plan once/twice a year, and that Berks & Bucks FA are invited to be part of this. A copy of the Terms of Reference and minutes of this group are to be submitted to the Foundation.
- That the applicant develops a Service Level Agreement with the partner clubs prior to the facility opening. This is to be agreed in writing by the Football Foundation.

Ongoing conditions

- That yearly reports against the Football Development and Business Plans are submitted to the Foundation. These should be attached to the electronic Annual Monitoring & Evaluation Returns Form that the Foundation will send you on a yearly basis.

Final 5% conditions

In addition to those detailed in paragraph 8.1.1 of the General Terms and Conditions, the following conditions must be met before the final 5% of the capital Grant is paid:

- That all the goal posts at the site comply with the FA Goals for Football: Guidance Note and must comply with BSEN748:2004, BS8461:2005+A1:2009 and BS8462: 2005+A2:2012.
 - That a representative of the maintenance staff attends and passes an Institute of Groundsmanship approved course on pitch maintenance.
 - That the applicant requests their contractor(s) to complete the data input on the Economic Research form provided, from commencement of the works, and issues the completed form to the Foundation on completion of the project. This data will help inform the Foundation's research into the economic benefits of its funding programmes.
- 1.2 Until the pre-construction and pre-claim capital conditions are fulfilled, no Grant will be payable.
- 1.3 Until the pre-claim revenue conditions are fulfilled, no revenue Grant will be payable.
- 1.4 Until the final 5% conditions are fulfilled, the final 5% of the (capital) Grant will not be paid.
- 1.5 The Organisation must request the first payment of Grant **within six months of the date of the Grant Offer Letter**, unless otherwise agreed in writing by the Foundation. See section 7.7 of the General Terms and Conditions for more detail.
- 1.6 The Organisation must request the last payment of the Grant **within 12 months of the date that the first claim is paid by the Foundation**, unless otherwise agreed in writing by the Foundation. See section 7.8 of the General Terms and Conditions for more detail.
- 2. Acceptance**
- 2.1 The Organisation has **two months from the date of the Grant Offer Letter** to accept the terms and requirements of this Grant. If the Organisation does not accept the terms and requirements of this Grant within two months from the date of this letter, the offer will lapse unless reasons are given for the delay, which are accepted by the Football Foundation. If the offer lapses, your application will be regarded as having been withdrawn. You are bound by this Grant Offer Letter or the General Terms and Conditions attached until such time as you make a claim for payment of the Grant or any payment of Grant is made to you.
- 2.2 No Grant Agreement comes into existence between the Football Foundation and the Organisation, and accordingly the Football Foundation

is not bound to make payment of the Grant, unless and until a signed Grant acceptance form has been received by the Football Foundation and where applicable the specific requirements set out in paragraph 1.1 above have been fulfilled to the Football Foundation's satisfaction.

- 2.3 If you wish to accept this Grant on the terms stated herein **please return one copy of the attached form of acceptance**, duly signed and dated by two authorised signatories to our Technical Project Manager. You should retain the other copy, which, together with this letter, will constitute the Grant Agreement between the Football Foundation and the Organisation.

3. **Payment of the grant**

- 3.1 **Capital Grants.** On compliance with the pre-construction conditions and pre-claim capital conditions set out in paragraph 1.1 and on receipt of appropriately completed claim forms and relevant supporting documents, the Foundation will pay claims at the same percentage rate that the Grant bears to the Project cost. This will continue until 95% of the Grant has been released. The remaining 5% of the Grant will be paid on receipt of written evidence of completion of the Project in accordance with clause 8 or clause 9 of the General Terms and Conditions and any other specific final 5% claim conditions referred to in clause 1.1, if any.

- 3.2 **Revenue Grants.** On compliance with the pre-claim revenue conditions set out in paragraph 1.1 above and on receipt of satisfactory completed revenue claim forms and relevant supporting documents, the Foundation will pay claims six monthly in arrears at the percentage rate detailed in Schedule 1.

- 3.3 Your Organisation must ensure that sufficient funds are retained to meet the balance of any costs and to cover the period between the penultimate payment and completion of the work to be funded by the Grant.

- 3.4 Claim forms can be downloaded from the Football Foundation website and completed and returned as the work progresses. Each form must include a completed statement of expenditure and details of the net value of the work completed at each claim stage (excluding voluntary labour, other contributions in kind, contractual retention fees and other non-allowable costs). The form must be counter-signed by an appropriately qualified and authorised person and must be accompanied by appropriate supporting documentation.

- 3.5 Payments will be made by Bankers Automated Clearing Services (BACS) directly into a valid bank account, but you will be sent a remittance advice

telling you exactly how much is being transferred into your account and the date.

4. Signage and Publicity

4.1 Please note that you have been awarded the grant from the Premier League & The FA Facilities Fund (PL/FA:FF), and not the Football Foundation (which is the delivery organisation of this Fund). Accordingly, please ensure that you describe this funding as coming from the PL/FA:FF in all public communications, such as websites, press releases and newsletters.

4.2 Your attention is drawn to the provisions of clause 10 of the General Terms and Conditions. The Foundation will provide official signs to give recognition to the financial support provided by the PL/FA:FF. Your Technical Project Manager will be liaising with you to begin the process of ordering and installing this signage.

4.3 Please be aware that the Foundation will be communicating the award of your grant, alongside all grants that have been awarded in this funding window, in the form of one main press release. Additionally, we will be writing to your local MP to inform them of your grant award.

4.4 You are asked to contact the Foundation's Communication Team a minimum of six weeks prior to the provisional date of any event you hold to officially open your new facility. The Communications Team can be contacted on 0345 345 4555 Ext: 4282 or at events@footballfoundation.org.uk.

5. Project Monitoring

Further payments of the Grant are dependent on the satisfactory fulfilment of the Foundation's monitoring requirements, for the duration of the Grant Agreement (see clause 11 of the General Terms and Conditions for more details). The current evaluation requirements can be found on the Foundation's website.

6. Increased Costs and VAT

6.1 If at any time the total expenditure for the Project exceeds the estimated amount stated in the Grant Offer Letter there will be no corresponding increase in the Grant even if additional costs arise that were previously unforeseen and in particular the Foundation will not increase its Grant if

VAT becomes payable. You should seek specific advice about your Organisation's VAT status and the Project's liability to VAT.

- 6.2 The Foundation also reserves the right, if the final total allowable expenditure is less than the estimated expenditure to review the amount of the Grant and, where it considers appropriate, to reduce the Grant payable or to demand a refund of part of the Grant. The amount of such reduction or refund shall be determined by the Foundation at its discretion but shall not exceed the amount of the under-spend.
- 6.3 The Foundation pays its Grant as a percentage of Project costs subject to a maximum sum. The amount of the Grant payable by the Foundation will therefore be less than the maximum stated if your Project is delivered under budget.

7. Privacy and Data Protection Statement

- 7.1 Please ensure that you are familiar with the Football Foundation's Privacy and Data Protection statement which explains how information about you will be processed and stored. By applying for a grant from the Football Foundation you are agreeing to us being able to record and process relevant information about you. A link to the statement can be found here: <http://www.footballfoundation.org.uk/privacy-statement>.

If you have any questions about this letter, please contact your Technical Project Manager Matt Janes on 0345 345 4555 Ext 4343. **All correspondence regarding your project should also be addressed to your Technical Project Manager**

Yours sincerely



Dean Potter
Head of Grant Management

cc: Stuart Lamb, Regional Facilities and Investment Manager, The FA
Steve Sharman, Regional National Game Manager, The FA
Liz Pill, Development Manager, Berks & Bucks County FA

Schedule 1
Schedule of payments for Revenue Grant

Not applicable

ACCEPTANCE OF GRANT CONTRACT

WOODLEY TOWN COUNCIL: NEW 79M X 52M FLOODLIT 3G FTP

First signature:

I am pleased to accept the Grant offer on the terms of the Grant Offer Letter and the General Terms and Conditions attached to it. I understand that no legal obligations to the Football Foundation exist until such time as we make a claim to draw down the Grant. I am empowered to sign this acceptance form on behalf of the Organisation.

Name (BLOCK CAPITALS) _____

Position _____

Signature _____ Date _____

Second signature:

I am pleased to accept the Grant offer on the terms of the Grant Offer Letter and the General Terms and Conditions attached to it. I understand that no legal obligations to the Football Foundation exists until such time as we make a claim to draw down the Grant. I am empowered to sign this acceptance form on behalf of the Organisation.

Name (BLOCK CAPITALS) _____

Position _____

Signature _____ Date _____

Ref: G82494

Woodley Town Council

ACCEPTANCE OF GRANT CONTRACT

WOODLEY TOWN COUNCIL: NEW 79M X 52M FLOODLIT 3G FTP

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Position _____

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Name (BLOCK CAPITALS) _____

Position _____

Signature _____ Date _____

Ref: G82494

Woodley Town Council