



Woodley Town Council

The Oakwood Centre
Headley Road
Woodley
Berks, RG5 4JZ

To: **ALL MEMBERS OF THE COUNCIL**

NOTICE IS HEREBY GIVEN that a Meeting of the Town Council will be held at The Oakwood Centre on Tuesday 27 September 2016 at 8:00pm.

Deborah Mander
Town Clerk

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.

Before the start of the meeting Councillor Keith Baker, Leader of Wokingham Borough Council, and Andy Couldrick, Chief Executive of Wokingham Borough Council, will speak to Members about the "21st Century Council" programme launched by Wokingham Borough Council.

A G E N D A

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

3. **MINUTES OF COUNCIL MEETING HELD ON 28 JUNE 2016**

To approve the Minutes of the Annual Meeting held 28 June 2016 and that they be signed by the Chairman.

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4. **COMMITTEE REPORTS**

To receive reports from the following:

4.1	Planning Committee	5 July 2016	Page 11
4.2	Planning Committee	26 July 2016	Page 22
4.3	Planning Committee	23 August 2016	Page 31
4.4	Leisure Services Committee	6 September 2016	Page 39
4.5	Strategy and Resources Committee	13 September 2016	Page 45
4.6	Planning Committee	20 September 2016	Page 61

5. **PLANNING COMMITTEE**

To consider nominations for the vacant position on the Planning Committee, as agreed at the last meeting (minute number 26).

If there are no nominations, to consider reducing the number of places on the Planning Committee from 13 to 12.

6. **AUDIT 2015/16**

- 6.1 To receive the external auditor's opinion on the audit of the Annual Return for 2015/16. **(Appendix 6)** Page 71
- 6.2 To adopt the Audited Annual Return for 2015/16.
- 6.3 To note that the Notice of Conclusion of Audit was displayed on public noticeboards at the Oakwood Centre and on the Council's website from 30 August 2016.

7. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

8. **WOODLEY TOWN CENTRE REGENERATION PROJECT – FUNDING REQUEST**

To consider **Report No. FC 4/16**. Page 75

9. **REPRESENTATIVES ON OUTSIDE BODIES**

a) To consider appointing Town Council representatives to the following vacancies on outside organisations and bodies:

Berkshire Association of Local Councils	1 vacancy
Wokingham District Association of Local Councils	2 vacancies
Campaign Against Waste	2 vacancies
Citizens Advice Bureau	1 vacancy
Mid and West Berks Local Access Forum	1 vacancy
Museum of Berkshire Aviation Trust	1 vacancy
Readibus	1 vacancy
Road/Street Works Major Projects Meetings	Vacancy for 1 deputy

b) To receive any reports from Town Council representatives on outside bodies. **(Appendix 9)** Page 77

10. **WOODLEY MEMORIAL RECREATION GROUND CHARITY**
To note that the Charity Commission Annual Return for 2015/16 was submitted to the Charity Commission on 4 August 2016. The Council is the trustee to the Woodley Memorial Recreation Ground Charity.
11. **NEIGHBOURHOOD PLANNING BILL**
To note correspondence received from Gavin Barwell MP, Minister for Housing and Planning, regarding the new Neighbourhood Planning Bill. **(Appendix 11)** Page 79
12. **TOWN MAYOR'S ENGAGEMENTS**
- a) To note the list of engagements attended by Councillor Jenny Cheng since her election as Town Mayor. **(Appendix 12)** Page 80
- b) To receive a report from Councillor Anne Chadwick on her engagements as Deputy Town Mayor. **(Appendix 12)** Page 80
13. **FUTURE AGENDA ITEMS**
To consider any items for inclusion in future Council agendas.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 28 June 2016 at 8 pm**

Present: Councillors J. Cheng (Chairman); T. Barker; S. Brindley; A. Chadwick;
C. Dixon; R. Dolinski; P. Etherington; M. Forrer; D. Fradley;
B. Franklin; K. Gilder; D. Mills; S. Rahmouni; D. Stares; J. Trick;
M. Walker; M. Willson

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

Also present: 1 member of the public

A maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum. As there were no members of the public wishing to address the Council the Town Forum did not take place.

22. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors K. Baker, M. Green, R. Horskins, J. MacNaught, D. Smith, W. Soane and P. Wicks.

23. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

24. **MINUTES OF COUNCIL MEETING HELD ON 10 MAY 2016**

The Town Mayor presented the minutes of the Annual Meeting held on 10 May 2016.

RESOLVED:

- ◆ To approve the minutes of the Annual Meeting held on 10 May 2016 and that they be signed by the Mayor as a correct record.

25. **COMMITTEE REPORTS**

25.1 **Minutes of the Planning Committee: 17 May 2016**

Councillor Barker presented the minutes of the Planning Committee meeting held on 17 May 2016.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee meeting held on 17 May 2016.

25.2 **Minutes of the Leisure Services Committee: 31 May 2016**

Councillor Barker presented the minutes of the Leisure Services Committee meeting held on 31 May 2016.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 31 May 2016.

25.3 **Minutes of the Planning Committee: 7 June 2016**

Councillor Dolinski presented the minutes of the Planning Committee meeting held on 7 June 2016.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee meeting held on 7 June 2016.

25.4 **Minutes of the Strategy and Resources Committee: 14 June 2016**

Councillor Cheng presented the minutes of the Strategy and Resources Committee meeting held on 14 June 2016.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 14 June 2016.

26. **COMMITTEE MEMBERSHIP**

Members noted that Councillor Soane had resigned from the Planning Committee following his appointment to the Borough Council Planning Committee.

RESOLVED:

- ◆ To consider nominations for the vacant position on the Planning Committee at the next meeting of the Council on 27 September 2016.

27. **2015/16 YEAR END**

The Town Clerk presented the 2015/16 year end outturn figures, in summary and by committee.

RESOLVED:

- ◆ To note the 2015/16 year end figures.

28. **FINANCIAL STATEMENTS AND ANNUAL RETURN 2015/16**

a) **Financial Statements for 2015/16**

The Town Clerk presented the Financial Statements for 2015/16.

RESOLVED:

- ◆ To approve the Financial Statements for 2015/16 and that they be signed by the Mayor and the Town Clerk.

b) **Annual Governance Statement for 2015/16**

Members considered the Annual Governance Statement as set out in the Annual Return and

RESOLVED:

- ◆ To approve the Annual Governance Statement for 2015/16 and that this be signed by the Mayor and the Town Clerk.

c) **Accounting Statements for 2015/16**

Members considered the Accounting Statements for 2015/16 and

RESOLVED:

- ◆ To approve the Accounting Statements for 2015/16 and that they be signed by the Mayor and the Town Clerk.

29. **LEADER'S STATEMENT**

The Deputy Leader of the Council made the following statement:

"I want to begin by thanking all the Woodley Town Council staff for their continued hard work and for the commitment they have shown to the many projects and initiatives the council is engaged in.

Before I share with you the progress made over the past few months, I just want to acknowledge the work of David Ewens, who has taken retirement to spend more time with his family. His work as our Venues Manager helped bring about the introduction of our new catering partner Brown Bag to the Oakwood Centre. We wish him well.

Since his leaving we welcome Phillipa Temmink to our team. Phillipa is expert in marketing and together with our newly appointed Venues and Bookings Manager, Alison Mulvany, they will be working to raise the profile of the Oakwood Centre and other council facilities. I'm pleased to report that we have already seen an increase in bookings for the Oakwood Centre, in particular at weekends. Phillipa is also working closely with the Brown Bag, to identify further opportunities for growth.

I'm pleased to report that Woodley Town Council staff are to receive workplace appraisals. The appraisals will take place over several months and will support personal career development. Two of our managers will be attending a management development course.

Now to the projects: much has already been said about the 3G pitch, none more so than on social media. However, the pitch is already attracting healthy bookings and it is anticipated that the demand will be extremely high, especially with the start of the new football season.

The Woodford Park Lake has had its survey completed and we are eagerly awaiting the results. Despite the sighting of a 'dead duck' the initial verbal feedback seems very positive and we hope that the report will enable us to kick start our programme to improve and develop the lake's eco system and surrounding area. This will be carefully and sympathetically managed to protect the existing wildlife and plant life.

Following a number of site issues, the realisation of the public toilets has also taken a welcome step forward with an alternative site being identified in the precinct, near to 'Easipetcare'. This means that Woodley Town Council will not have to compensate Wokingham Borough Council for the loss of parking spaces. We are now waiting for a revised quote for the cubicle and this will be followed by the planning application to Wokingham Borough Council.

Tenders have also been invited for a fitness gym at Woodford Park Leisure Centre in what was the space previously occupied by the Inn on the Park. This is an exciting project and meets a growing demand for accessible gyms. The gym will also add to the growing activities and facilities at our Leisure Centre.

Finally, I want to congratulate David Provins, a local resident, and the Friends of Woodford Park for a beautifully designed and planted garden in commemoration of Her Majesty's 90th Birthday. We very much look forward to their next project."

30. **CAPITAL PROGRAMME**

The Deputy Town Clerk presented Report No. FC 3/16.

Members noted the capital projects that had been undertaken in 2015/16 and those that were proposed for 2016/17. In reply to a question about the amount of asbestos in the roof at Woodford Park Leisure Centre the Deputy Town Clerk informed Members that the whole roof was asbestos and would eventually be replaced.

RESOLVED:

- ◆ To note Report No. FC 3/16.
- ◆ To approve the 2016/17 Capital Programme as set out in the schedule at **Appendix A.**

31. **WOKINGHAM BOROUGH COUNCIL – 21 CENTURY PROGRAMME**

Members noted the correspondence received from Wokingham Borough Council regarding their 21st Century Programme and considered the request from the Leader and Chief Executive of the Borough Council to meet with the Town Council to discuss the proposals.

RESOLVED:

- ◆ To invite the Leader and Chief Executive of Wokingham Borough Council to attend the next meeting of the Town Council on 27 September 2016 to discuss the Borough Council's 21st Century Programme.

32. **REPRESENTATIVES ON OUTSIDE BODIES**

- a) Members considered the current vacancies for representatives on outside bodies and having been duly nominated it was

RESOLVED:

- ◆ To appoint the following:

The Bulmershe School Governor

Councillor Michael Forrer

Wokingham Borough/Parish Working Group

Councillor Mary Walker to be the deputy representative

Woodley Airfield Centre Management Committee

Councillor Kay Gilder to be the second representative

- b) **Highwood Conference**

Members considered a proposal to support the amendment of the Highwood Conference's constitution to allow nominating bodies to appoint non-councillor representatives. This constitutional amendment was required to enable Mary Holmes to represent the Council at the Highwood Conference. Mary Holmes was appointed as the Council's representative at the Annual Meeting on 10 May 2016.

RESOLVED:

- ◆ To support the amendment of the Highwood Conference's constitution to allow nominating bodies to appoint non-councillor representatives.

- c) Members noted the written report from Councillor Jenny Cheng on the Poor's Land Charity.
- d) Members noted that a copy of the Poor's Land Charity audited accounts and Annual Report for the year ending 31 December 2015 had been received.

33. **TOWN MAYOR'S ENGAGEMENTS**

Before reporting on the engagements she had carried out the Mayor announced that her charity for the year would be Launchpad, which was based in Reading and helped vulnerable and disadvantaged people to turn their lives around.

- a) Councillor Cheng then informed the Council of the 23 events she had attended as Town Mayor since she had taken office.
- b) Councillor Chadwick reported on the event she had attended as Deputy Town Mayor.

34. **MAYOR'S CHARITY 2015/16**

Members noted that a letter of thanks had been received from DrugFAM for the money collected during Councillor Mills' term of office as Town Mayor.

35. **FUTURE AGENDA ITEMS**

It was noted that the appointment of a member to the vacant position on the Planning Committee would be an item on the agenda for the next meeting.

Meeting closed at 8:53pm

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	5000		Annual Allocation	Repair work to council pathways - annual allocation
Playgrounds	5000	Rolling Fund	Annual Allocation	Annual allocation - Improvements to play areas - new equipment
Replacement roof WPLC	10000	Rolling Fund	Annual Allocation	Replace old asbestos roof - estimated cost £35,000. Old roof leaks patched but deteriorating.
Bowling Green fencing	4500			Removal of trees where 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. Replace with steel weldmesh fencing to match east boundary installed last year.
Banquet chairs - Oakwood Centre	4500			Replace x150 banquet chairs - existing ones are 12 years old and worn/damaged
Heating system works - Oakwood Centre	6000			New primary pumps required to heating system, install automatic air vents
Scaffold tower	2000			
Lighting columns	25000			x35 columns @ £700 including installation & services. Procurement through Wokingham Borough Contract at very good rates. Works schedule unknown at this time - may be 2017/18 financial year.
Leaf collector	1200			Walk behind collector for car park, tennis court and 3G perimeter areas.
WPLC Ladies toilets refurb	3000			Refurbishment - toilets, sinks, flooring, lighting, décor
WPLC Replace alarm system	3300			Replace old system - extend system to other areas of the building
Bowling Green gulley matting	1000			To replace the current requirement for annual removal, sifting and cleaning of rubber pellets from gulley around green.
Sub total	73000			

ROLLING FUNDS	Total in fund	Project Cost (Estimated)
Woodford Park car park resurfacing	0	30000
Replacement roof - WPLC	10000	20000
Playground equipment	5000	7312
		60000

Some funding from this reserve will be required to pay towards the resurfacing costs that exceed the total funding from the Premier League and FA Facilities Fund and the council loan for the 3G project. Exact final balance not yet known - this will be added to the capital programme balance, once final figures are available.

FUNDED BY	Capital Programme Balance
Carry forward balance from 2015/16	39710
2016/17 budget allocation	45000
Total funds available 2016/17	84710
Capital Programme Balance	11710

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**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre
on Tuesday 5 July 2016 at 7:45 pm**

Present: *Councillors: T. Barker (Chairman); J. Cheng; R. Dolinski; B. Franklin;
J. MacNaught; D. Mills; S. Rahmouni; M. Walker*

Also present: *4 members of the public*

Officer present: *L. Matthews, Committee Officer*

41. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley, M. Forrer and P. Wicks.

42. **COMMITTEE MEMBERSHIP**

RESOLVED:

- ◆ To note that an appointment to the vacant place on the Committee would be considered by Council on 27 September 2016.

43. **DECLARATIONS OF INTEREST**

Councillor R. Dolinski – Prejudicial interest: Agenda item 5, planning application 161723: 123 Loddon Bridge Road, as he had been approached by the applicant.
Councillor Dolinski took no part in the discussion or decision on this application.

44. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 7 JUNE 2016**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 7 June 2016 be approved and signed by the Chairman as a true and accurate record.

45. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

46. **PLANNING DECISIONS**

RESOLVED:

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

47. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 161568
Location: 53 Ravensbourne Drive, Woodley, RG5 4LJ.
Proposal: Application for the prior approval of the erection of a single storey rear conservatory extension to dwelling, which would extend beyond the rear wall of the original house by 4.0m, for which the maximum height would be 3.6m and the height of the eaves 2.1m.

48. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 3/1951: 54 Hazel Drive, Woodley, RG5 3SA.
Consent for the selective pruning of a Douglas fir.

49. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. P 3/16.

50. **HIGHWAYS**

Members noted the following information received from Wokingham Borough Council and given in the agenda:

- In order for work to be carried out on the A3290 Loddon Viaduct, Wokingham Borough Council proposed to make an order under the Road Traffic Act 1984 and all other enabling powers, the effect of which would be to:
 1. Prohibit any vehicle from proceeding along A3290 (Reading bound) between its junctions with A329(M) (Reading bound) and the start of the contraflow system.
 2. Prohibit any vehicle from proceeding along A3290 (Reading bound) between its junctions with A329(M) (Reading bound) on slip and A3290-A4 London Road off slip.
 3. Prohibit any vehicle from proceeding along A3290 Winnersh entry slip road between its junctions with Wharfedale Road and A3290 Reading bound.
 4. Prohibit any person from driving any motor vehicle at a speed exceeding 30 miles per hour along A3290/A329(M) in both directions between its junction with A4 London Road and M4 junction 10 Slips 4 and 8.
 5. Prohibit any person from driving any motor vehicle at a speed exceeding 50 miles per hour along A3290/A329(M) in both directions between its junctions with A4 London Road and M4 junction 10 Slip 4 and 8.

The alternative route for all motorway traffic affected by the restrictions detailed in Items 1 and 2 above would be via A3290 (Reading bound) contra-flow.

The alternative route for all vehicles affected by the restriction detailed in Item 4 above would be via Wharfedale Road, A329/Winnersh Access Road, A329 Wokingham Road, B3350 Church Road, B3350 Pitts Lane, A4 Shepherds Hill and A4 London Road.

The Order would come into operation on 22 July 2016 and continue in force for a period not exceeding 18 months or until the works had been completed. It was expected that works would be completed by 4 September 2016.

51. **GREGGS, 140-142 CROCKHAMWELL ROAD, WOODLEY**

Members discussed the application by Greggs, 140-142 Crockamwell Road to place 4 No. 700mm diameter tables, 8 chairs and signage on the highway land outside their premises.

RESOLVED:

- ◆ To make no comment on the application to place 4 No. 700mm diameter tables, 8 chairs and signage on the highway land outside of Greggs, 140-142 Crockhamwell Road, Woodley.

52. **EVENING, OVERNIGHT AND WEEKEND PARKING CHARGES IN WOKINGHAM BOROUGH COUNCIL CAR PARKS**
 Members noted the press release from Wokingham Borough Council regarding the evening, weekend and overnight parking charges that would be introduced in car parks run by the Borough Council, and the pilot scheme increasing daytime charges in Woodley town centre car parks in lieu of the evening and weekend increases. Following discussion, it was noted that further representation to Wokingham Borough Council may be required at the end of the pilot scheme if evening, overnight and weekend parking charges are again proposed for the Woodley Town Centre car parks.
53. **PROPOSED PARK AND RIDE AT THAMES VALLEY PARK**
 Members noted the press release from Wokingham Borough Council regarding the proposal for a park and ride at Thames Valley Park.
54. **WOKINGHAM BOROUGH COUNCIL LIBRARY SERVICE**
 Members noted the press release from Wokingham Borough Council regarding the plans to extend the opening hours and introduce a self-service facility at some of the borough's libraries and were pleased to note that the opening hours at Woodley Library would be extended.
55. **POLICE AND CRIME COMMISSIONER SURVEY**
 Members noted that the Police and Crime Commissioner had launched a survey seeking feedback from residents of the Thames Valley on policing and crime, the results of which would help inform the next Police and Crime Plan, due to be published in March 2017. A link to the survey had been added to the Council's website.
56. **NEIGHBOURHOOD POLICING**
 Members considered a request from the local Neighbourhood Inspector to attend a meeting to talk to Members about the changes taking place within Neighbourhood Policing and how towns and parishes and the police could work more closely together.
- RESOLVED:**
- ◆ To invite the Neighbourhood Inspector to attend a meeting with members of the Planning Committee prior to one of the scheduled committee meetings and to extend the invitation to all Members of Council.
57. **WOKINGHAM BOROUGH COUNCIL HOUSING ASSOCIATION**
 Members noted the press release from Loddon Homes, the Housing Association owned by Wokingham Borough Council, regarding their registration as a For-Profit Registered Provider with the Homes and Communities Agency.
58. **COMMITTEE NAME**
 Members considered changing the name of the Committee to reflect the community services content of its terms of reference.
- RESOLVED:**
- ◆ Not to change the name of the Committee.
 - ◆ To publicise the terms of reference of the Committee on the Council's website
59. **FUTURE AGENDA ITEMS**
 There were no suggestions for future agenda items.

60. **PUBLICITY/WEBSITE**

As resolved in minute number 58, the terms of reference of the Planning Committee would be publicised on the website.

61. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

62. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of four ongoing enforcement matters.

The meeting closed at 9:30 pm

Chairman

Woodley Town Council

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Date :- 06/07/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;				
161296	30/06/2016	Charlie Snell	Mr Robert Buckland	15 Mitchell Way Mitchell Way Woodley RG5 4NQ
Proposal : Householder application for the proposed erection of a first floor side extension and the conversion of garage to create habitable accommodation to dwelling.				
Observations : One letter of concern had been received for this application.				
The Committee considered the application and had no objections to the proposal.				
161472	10/06/2016	Charlie Snell	Mr & Mrs Hussain	113 Woodlands Avenue Woodlands Avenue Woodley RG5 3HQ
Proposal : Householder application for the proposed erection of a single storey front extension to the existing dwelling.				
Observations : No objections.				
161478	10/06/2016	Charlie Snell	Mr & Mrs Waite	77 Haddon Drive Haddon Drive Woodley RG5 4LY
Proposal : Householder application for the proposed erection of a single storey rear extension to form a conservatory.				
Observations : No objections.				
161525	07/06/2016	Charlie Snell	Mr P Stewardson	35 Haddon Drive Haddon Drive Woodley RG5 4LX
Proposal : Householder application for the proposed erection of a part single/part two storey rear and side extension to dwelling following removal of existing conservatory.				
Observations : No objections.				
161542	10/06/2016	Dariusz Kusyk	Ms Shelia Li	28 Wroxham Road Wroxham Road Woodley RG5 3AT
Proposal : Householder application for the proposed erection of a first floor rear extension and a new dormer extension to the side elevation.				
Observations : No objections.				
161575	10/06/2016	Dariusz Kusyk	Mr P Zambon	118 Colemans Moor Road Colemans Moor Road Woodley RG5 4DN
Proposal : Householder application for the proposed erection of single storey front and rear extensions, plus first floor rear loft extension and the installation of two front rooflights.				

Date :- 06/07/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Observations : No objections.				
161605	20/06/2016	Mark Croucher	Unknown	Land to rear of 9 Station Road Station Road Earley RG6 7DY
Proposal : ADJOINING PARISH CONSULTATION				
Full application for the proposed erection of a two storey building, to comprise 4No. flats including vehicular access off Earley Station car park, parking and landscaping.				
Observations : No comment.				
161613	21/06/2016	Stefan Fludger	Mr & Mrs Crowther	3 Shelley Close Shelley Close Woodley RG5 3RN
Proposal : Householder application for the proposed demolition of adjacent store building and the erection of a two storey side extension to dwelling.				
Observations : No objections.				
161660	23/06/2016	Pooja Kumar	Mr Imad Yousif	24 Fitzroy Crescent Fitzroy Crescent Woodley RG5 4EU
Proposal : Householder application for the proposed erection of a single storey rear extension following demolition of the existing conservatory.				
Observations : No objections.				
161674	23/06/2016	Katie Herrington	Mr Tom Day	90 Vauxhall Drive Vauxhall Drive Woodley RG5 4EH
Proposal : Householder application for the proposed erection of a single storey extension to form lean to porch area, including new entrance door.				
Observations : No objections.				
161684	21/06/2016	Dariusz Kusyk	Mr Liam Smith	6 Rose Close Rose Close Woodley RG5 4UR
Proposal : Householder application for the proposed erection of a part single storey part first floor side extension and single storey front extension.				
Observations : No objections.				
161734	30/06/2016	Brett Beswetherick	Mr Chris Bennett	330 Headley Road East Headley Road East Woodley RG5 4SJ
Proposal : Householder application for the proposed erection of a single storey rear extension to dwelling, plus new window and door to north east elevation.				
Observations : No objections.				

Date :- 06/07/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
161745	24/06/2016	Charlie Snell	Mr J Adams	92 Walmer Road Walmer Road Woodley RG5 4PN

Proposal : Householder application for the proposed erection of a single storey front extension.
Observations : No objections.

161773	28/06/2016	Stephen Thwaites	Mrs J Woof	8 Arundel Road Arundel Road Woodley RG5 4LJ
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Proposal : Householder application for the proposed single storey front, side and rear extension to existing dwelling plus conversion of existing garage to habitable accommodation.
Observations : No objections.

Date :- 06/07/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Refused on the following applications;**161601**

10/06/2016	Dariusz Kusyk	Mr Ben Newman	8 Armstrong Way Armstrong Way Woodley RG5 4NW
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Proposal : Householder application for the proposed erection of a part two storey and part single storey side extension to the existing dwelling.

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

- There would be a significant increase in the footprint of the dwelling.
- Massing effect.
- Out of character with the rest of the terrace.
- Concern about the proposed parking in the front garden as it would not be possible to access the 2 spaces shown without driving across the neighbour's allocated parking space.

161723

30/06/2016	Katie Herrington	Mr Sundaep Saxena	123 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4AG
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Proposal : Full application for the proposed erection of a detached dwelling, following demolition of existing bungalow.

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

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

- 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 would be overbearing.
- Out of character with other dwellings in the road in terms of size.
- Concern that there is insufficient parking provision for a 6 bedroom house.
- The application form indicates that the house is to be used as social rented housing and if it is to be a house of multiple occupation there could be an even greater impact on the parking in the area
- Concern that the mature copper beech tree in the front garden will be felled. This tree is an important element in the local environment and should be protected.

Date :- 06/07/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Concerns on the following applications;**160549**

21/06/2016	Charlie Snell	Mr Z Shehu	297 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4BE
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Proposal : Householder application for the proposed single storey front extension, two storey rear extension and two storey side extension following demolition of existing garage plus erection of metal perimeter fence.

Observations : The Committee had the following concerns about this application:

- Insufficient parking provision for a 6 bedroom house.
- The front extension may breach the building line.
- The proposal will have a massing effect on the property to the north.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough CouncilMinute Ref

Thu 30 June 2016

District Ref

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

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GRANTED PLANNING PERMISSIONS

E 160032	Approved	77 Drovers Way
E 160334	Approved	18 Welford Road
E 160349	Approved	1B The Parade
E 160386	Approved	17 Butts Hill Road
E 160751	Approved	47 Cypress Road
E 161000	Approved	12 Lavenham Drive
E 161009	Approved	Highwood Primary School
E 161032	Approved	206 Hurricane Way
E 161053	Approved	4 Rushmere Cottages
E 161058	Approved	3 Eastwood Road
C 161073 District COMMENT	Approved	71 Reading Road Local COMMENT Although the Committee was in favour of increasing nursery provision in Woodley, they felt that this was not a suitable location for a nursery and recommended that the application be refused on the following grounds: <ul style="list-style-type: none"> - The parking provision on the site is not sufficient for parents to drop-off and pick-up their children as it will be needed by the nursery staff. - The double yellow lines along the road outside this property mean that parents will not be able to park close to the site and any parents stopping on the yellow lines will cause congestion on this very busy road. - The proximity of the roundabout will make it difficult to cross the road safely with young children if parents park in Western Avenue or at the entrance to Woodford Park. - The bus service is infrequent and unlikely to be used by parents dropping-off and picking-up their children.
E 161118	Approved	Shepherds House Overbridge
E 161164	Approved	11 Scott Close
E 161169	Approved	117 Loddon Bridge Road

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GRANTED PLANNING PERMISSIONS

E 161175	Approved	40 Mannock Way
E 161179	Approved	76 Woodwaye
E 161270	Approved	1 Vulcan Close

REFUSED PLANNING PERMISSIONS

C 161159	Refused	9 Ravensbourne Drive
District COMMENT		Local COMMENT No objections.
E 161201	Refused	5 Corbett Gardens

**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre
on Tuesday 26 July 2016 at 7:45 pm**

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

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

Officer present: *L. Matthews, Committee Officer*

63. **APOLOGIES**

Apologies for absence were received from Councillor M. Forrer.

64. **DECLARATIONS OF INTEREST**

Councillor T. Barker – Prejudicial interest: Agenda item 5, planning application 161858: 61-63 Crockhamwell Road, as he knows the owner of the property.
Councillor Barker took no part in the discussion or decision on this application.

65. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 5 JULY 2016**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 5 July 2016 be approved and signed by the Chairman as a true and accurate record.

66. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

67. **PLANNING DECISIONS**

RESOLVED:

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

68. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 161930
Location: Loddon Vale House, Hurricane Way, Woodley, RG5 4UX.
Proposal: Application for the prior approval for the proposed change of use from existing offices (Use class B1) to 12 self contained residential flats (Use class C3).

69. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 3/1951: 68 Hazel Drive, Woodley, RG5 3SA.
Consent for the selective pruning of a beech.

70. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. P 4/16.

71. **HIGHWAYS**

Road Works/Street Works Major Projects Co-ordination meeting

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Projects Co-ordination meeting held on 28 June 2016.

72. **PERFORMING RIGHTS SOCIETY TARIFFS CONSULTATION**

Councillor Barker presented Report No. P 5/16.

Members noted that under the proposed new Performing Rights Society (PRS) tariff system most of the relevant activities in the Town Council's premises would continue to be charged in the same way as before, but were disappointed that there would be increased charges at the Oakwood Centre due to the introduction of a background music charge.

RESOLVED:

- ◆ To note Report No. P 5/16.
- ◆ To send a "no comment" response to the PRS Tariffs consultation, but for the response to note that the proposals would result in a significant percentage increase to the overall licence fee paid by the Council.

73. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Me2 Club Newsletter – July 2016*

74. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

75. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

The following two items were received from Wokingham Borough Council after the agenda had been published.

76. **WOKINGHAM BOROUGH COUNCIL CONSULTATION: SUSTAINABLE DRAINAGE SYSTEM STRATEGY**

Members noted the information from Wokingham Borough Council regarding the consultation on its plans for Sustainable Drainage Systems (SuDS) to manage flood risk and

improve water quality and biodiversity across the borough, for which responses were required by 16 September 2016.

RESOLVED:

- ◆ That Councillor Barker would review the consultation document and report back to Members at the next meeting of the Planning Committee, on 23 August 2016, so that a response could be agreed.

77. **WOKINGHAM BOROUGH COUNCIL'S STRATEGIC DEVELOPMENT LOCATION (SDL) COMMUNITY FORUM REVIEW**

Members noted that Wokingham Borough Council was reviewing the format of the SDL Community Forums, which had been set up four years earlier to keep residents informed about the housing growth within the borough.

78. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

79. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of six ongoing enforcement matters.

The meeting closed at 9:05 pm

Chairman

Woodley Town Council

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Date :- 27/07/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;				
161666	14/07/2016	Graham Vaughan	Unknown	Unit 21 Suttons Park Avenue Earley RG6 1LA
Proposal : ADJOINING PARISH CONSULTATION				
Full application for demolition of existing industrial unit (Unit 21) and the erection of a retail supermarket (Class A1) and a Class A3/A5 drive through coffee shop/cafe together with new parking and landscaping.				
Observations : No comment.				
161758	06/07/2016	Dariusz Kusyk	Mr Martin Sutton	2 Mannock Way Mannock Way Woodley RG5 4XW
Proposal : Householder application for proposed partial conversion of existing garage to habitable accommodation plus changes to side fenestration.				
Observations : No objections.				
161826	06/07/2016	Stephen Thwaites	Mr T Grover	26 Marathon Close Marathon Close Woodley RG5 4UN
Proposal : Householder application for the proposed erection of a single storey front and rear extension to dwelling.				
Observations : No objections.				
161856	19/07/2016	Stefan Fludger	Mr Paul Preuth	19 Reading Road Reading Road Woodley RG5 3DA
Proposal : Householder application for proposed conversion of existing side flat roof to pitched roof.				
Observations : No objections.				
161858	19/07/2016	Mark Croucher	Prezzo plc	61 - 63 Crockhamwell Road Crockhamwell Road Woodley RG5 3JP
Proposal : Full planning application for the proposed change of use of basement and ground floor from retail (Class A1) to restaurant (Class A3); installation of new shopfront lobby plus installation of condenser units, extraction duct and enlarged grille on the rear elevation.				
Observations : The owner of the property was present at the meeting.				
The Committee considered the application and had no objections to the proposal.				

Date :- 27/07/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
161875	19/07/2016	Katie Herrington	Ms Lijuan Chen	Units 1 & 6, E Reading Retail Shepherds Hill Woodley RG6 4BD
Proposal : Full application for proposed change of use from Class A1 (shops) to Class D2 (assembly and leisure) for Units 1 and 6 to open an Anytime Fitness gym operating on a 24 hours a day, 7 days a week basis.				
Observations : No objections.				
161880	13/07/2016	Stephen Thwaites	Mr M Mahendra	59 Malone Road Malone Road Woodley RG5 3NL
Proposal : Householder application for the proposed erection of a part single storey part two storey side extension, following the demolition of existing garage.				
Observations : Two residents were present at the meeting to discuss the proposal, but did not raise any objections.				
The Committee considered the application and had no objections to the proposal.				
161921	13/07/2016	Jemma Cox	Mr Page	33 Bingley Grove Bingley Grove Woodley RG5 4TT
Proposal : Householder application for proposed conversion of existing garage to habitable accommodation.				
Observations : No objections.				
161929	20/07/2016	Brett Beswetherick	Mr Akhtar Hussain	97 Howth Drive Howth Drive Woodley RG5 3DJ
Proposal : Application for a certificate of existing lawful development for a single storey rear extension to the dwelling.				
Observations : No objections.				
161958	15/07/2016	Brett Beswetherick	Mr Ryan & Miss Shepherd	100 Butts Hill Road Butts Hill Road Woodley RG5 4NR
Proposal : Householder application for the proposed erection of a part single storey, part two storey front extension to include the part conversion of existing garage and single storey rear extension.				
Observations : No objections.				
161959	13/07/2016	Christine Phillips	Mr Domonic Jackson	65 Lunds Farm Road Lunds Farm Road Woodley RG5 4PZ
Proposal : Householder application for the proposed erection of a single storey rear extension to form a conservatory.				
Observations : No objections.				

Date :- 27/07/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
161980	21/07/2016	Brett Beswetherick	Mr Tim Potter	96 Haddon Drive Haddon Drive Woodley RG5 4LT
<p>Proposal : Householder application for the proposed erection of a single storey rear extension, single storey extension to existing garage and part 1st floor extension to dwelling.</p> <p>Observations : Two residents were present at the meeting, but did not raise any objections. The applicant was present at the meeting.</p> <p>The Committee considered the application and had no objections to the proposals.</p>				
161991	19/07/2016	Charlie Snell	Mr Sailesh Tailor	146 Howth Drive Howth Drive Woodley RG5 3DL
<p>Proposal : Householder application for the proposed erection of a single storey rear extension to dwelling.</p> <p>Observations : Two residents were present at the meeting to voice concerns about the possible future use of this property.</p> <p>The Committee had no objection to the proposed extension, but if permission is granted would like there to be a condition that the property must not be used as a house of multiple occupation.</p>				

Date :- 27/07/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Concerns on the following applications;**161876**

19/07/2016	Stefan Fludger	Mr Sanjay Sankla	74 Crockhamwell Road Crockhamwell Road Woodley RG5 3LD
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Proposal : Householder application for the proposed erection of a part single part two storey front/side extension, to include conversion of garage to habitable accommodation with single storey extension to existing garage.

Observations : The Committee discussed the application and had the following concerns:

- The proposed extension is a significant increase in size and is not subservient to the existing property.
- A neighbour had previously reported drainage and flooding problems in the back gardens and these could be exacerbated by the extension.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough CouncilMinute Ref

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District Ref

' C ' Contrary to District 'CD' Contrary Delegated
 ' D ' Delegated
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GRANTED PLANNING PERMISSIONS

E 160948	Approved	Greyholme
E 161147	Approved	130-134 Crockhamwell Road
E 161197	Approved	72 Reading Road
E 161216	Approved	57 Western Avenue
E 161224	Approved	88 Hearn Road
E 161278	Approved	150 Loddon Bridge Road
E 161304	Approved	4 Messenger Road
E 161306	Approved	46 Harvard Close
E 161325	Approved	21 Tiger Close
E 161348	Approved	58 Campbell Road
E 161387	Approved	37 Crockhamwell Road
E 161390	Approved	47 Colemans Moor Road
E 161404	Approved	The Chequers, 198 Crockhamwell
E 161426	Approved	The Chequers, 198 Crockhamwell
E 161472	Approved	113 Woodlands Avenue
E 161484	Approved	189 Faiwater Drive
E 161542	Approved	28 Wroxham Road

REFUSED PLANNING PERMISSIONS

C 161267	Refused	15 Reading Road
District COMMENT		Local COMMENT The applicant was present at the meeting. One letter of concern had been received.
		The Committee considered the application and had no objections to the proposals.

OTHER PLANNING DETAILS

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

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161326

Withdrawn

146 Howth Drive

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 23 August 2016 at 7:45 pm**

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

Also present: *Councillors K. Baker; W. Soane
3 members of the public*

Officer present: *L. Matthews, Committee Officer*

80. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley, B. Franklin and S. Rahmouni.

81. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

82. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 26 JULY 2016**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 26 July 2016 be approved and signed by the Chairman as a true and accurate record.

83. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

84. **PLANNING DECISIONS**

RESOLVED:

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

85. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 162168
Location: Unit 9, Loddon Vale Centre, Hurricane Way, Woodley, RG5 4UX.
Proposal: Prior approval submission for the conversion of existing first floor office (use class B1) to two residential dwellings (use class C3).

86. **PLANNING APPEAL**

RESOLVED:

- ◆ To note the following appeal decision:
Application: 160128
Location: 17 Master Close, Woodley, RG5 4UB
Proposal: Proposed two storey side extension.
Decision: The appeal was dismissed.

87. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 141/1977: 72 Western Avenue, Woodley, RG5 3BH.
Consent for the selective pruning of two oaks.

88. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. P 6/16.

89. **HIGHWAYS**

Road Works/Street Works Major Projects Co-ordination meeting

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Projects Co-ordination meeting held on 19 July 2016.

90. **WOKINGHAM BOROUGH COUNCIL CONSULTATION: SUSTAINABLE DRAINAGE SYSTEM STRATEGY**

Councillor Barker apologised to the meeting for not having completed his report on the proposed Sustainable Drainage System Strategy and it was agreed that the report would be circulated to the Committee when it was available.

RESOLVED:

- ◆ That a response to the consultation would be agreed by Members before the next meeting and sent to Wokingham Borough Council before the deadline of 16 September 2016. The agreed response would be reported at the next meeting of the Planning Committee, on 20 September 2016.

91. **WOKINGHAM BOROUGH COUNCIL LOCAL PLAN UPDATE – ISSUES AND OPTIONS CONSULTATION**

Members noted the information received from Wokingham Borough Council regarding the Local Plan update and the Issues and Options consultation, which was the first stage of the Local Plan update process and for which responses were required by 30 September 2016.

RESOLVED:

- ◆ That Councillors Cheng and Walker would review the Issues and Options consultation document and report back to Members at the next meeting of the Planning Committee, on 20 September 2016, so that a response could be agreed.

92. **WOKINGHAM BOROUGH COUNCIL CONSULTATION: PROHIBITION OF WAITING ORDER**

Members considered the proposal from Wokingham Borough Council to introduce no waiting at any time restrictions (double yellow lines) on Nightingale Road, on both sides of its north-western turning head, and no waiting at any time restrictions on the south-west side of Nightingale Road, adjacent to the electricity sub-station. A letter of concern had been received from a local resident and the points raised in the letter were considered by Members.

RESOLVED:

- ◆ To respond with no objections to the proposal to introduce no waiting at any time restrictions at the suggested locations in Nightingale Road.

93. **APPLICATION FOR A PREMISES LICENCE UNDER THE LICENSING ACT 2003: PREZZO, 61-63 CROCKHAMWELL ROAD**

Members considered the application for a premises licence under the Licencing Act 2003 that had been made by Prezzo for the premises at 61-63 Crockhamwell Road.

RESOLVED:

- ◆ To send a response to Wokingham Borough Council with no objections to the application for a premises licence at 61-63 Crockhamwell Road.

94. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *TCMI Newsletter – August 2016*
 - *Swan Lifeline Newsletter – Autumn 2016*
 - *Me2 Club Newsletter – August 2016*

95. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

96. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

97. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

98. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of one ongoing enforcement matter and four enforcement investigation closure notices.

The meeting closed at 9:15 pm

Chairman

Woodley Town Council

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Date :- 24/08/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;				
161814	08/08/2016	Stephen Thwaites	N P Codling & G Stein	33 Butts Hill Road Butts Hill Road Woodley RG5 4NJ
	Proposal : Householder application for the proposed conversion of existing garage to habitable accommodation.			
	Observations : No objections.			
161951	22/07/2016	Dariusz Kusyk	Mr & Mrs Mansi	9 Ravensbourne Drive Ravensbourne Drive Woodley RG5 4LH
	Proposal : Householder application for the proposed erection of a single storey side and rear extension to dwelling and creation of disabled ramp via side access.			
	Observations : No objections.			
161953	26/07/2016	Graham Vaughan	Antler Homes	The Courtyard Offices Sandford Farm Woodley RG5 4TE
	Proposal : Reserved matters application pursuant to outline planning permission (O/2012/1863) for the proposed residential development of 27 dwellings. (Appearance, Landscaping and Scale to be considered.)			
	Observations : One letter of concern had been received for this application.			
	The Committee discussed this Reserved Matters application and noted that the only aspects to be considered were appearance, landscape and scale. The Committee had no objections to the proposals.			
161997	22/07/2016	Stephen Thwaites	Unknown	4 High Tree Drive High Tree Drive Earley RG6 1EU
	Proposal : ADJOINING PARISH CONSULTATION			
	Householder application for the proposed erection of a single storey rear extension to dwelling plus internal alterations.			
	Observations : No comment.			
162002	16/08/2016	Christine Phillips	Mrs Clawley	27 Hanwood Close Hanwood Close Woodley RG5 3AB
	Proposal : Householder application for the proposed erection of a single storey rear extension to form a conservatory.			
	Observations : No objections.			

Date :- 24/08/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
162034	08/08/2016	Charlie Snell	Mr Standfeild	110 Wheble Drive Wheble Drive Woodley RG5 3DU
Proposal : Householder application for proposed erection of single storey rear extension to dwelling.				
Observations : No objections.				
162111	08/08/2016	Stefan Fludger	Mr Andrew Muir	15 Reading Road Reading Road Woodley RG5 3DA
Proposal : Householder application for the proposed erection of a two storey side extension to include two rear Juliet balconies, plus replacement single storey garage extension with habitable accommodation to roof above.				
Observations : One letter of concern had been received for this application. The applicant was present at the meeting.				
The Committee discussed the application and had no objections to the proposal.				
162118	11/08/2016	Christine Phillips	Mr Ben Setchell	8 Bibury Close Bibury Close Woodley RG5 3PE
Proposal : Householder application for the proposed erection of a single storey rear extension and two storey side extension with single storey front element to dwelling following removal of garage.				
Observations : No objections.				
162121	27/07/2016	Brett Beswetherick	Just Tiles Limited	86-88 Headley Road Headlet Road Woodley RG5 4JE
Proposal : Full application for the replacement of a single glazed door with display window and door.				
Observations : No objections.				
162183	09/08/2016	Stefan Fludger	Mr Richard Little	21 Copse Mead Copse Mead Woodley RG5 4RP
Proposal : Householder application for the proposed erection of a two storey side extension, single storey rear extension and a front extension to form an entrance porch.				
Observations : No objections.				
162204	11/08/2016	Rosie Rogers	Mr Adam Lewis	31 Victor Way Victor Way Woodley RG5 4UZ
Proposal : Householder application for the proposed single storey rear extension to existing dwelling.				
Observations : No objections.				

Date :- 24/08/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
162205	08/08/2016	Jane Burton	Mrs Z Lindsay	104 Antrim Road Antrim Road Woodley RG5 3NY
Proposal : Householder application for the proposed erection of a single storey rear extension following the demolition of existing extension.				
Observations : No objections.				
162246	17/08/2016	Daniel Ray	Unknown	198 Crockhamwell Road Crockhamwell Road Woodley RG5 3JH
Proposal : Full planning application for the proposed placement of three benches to be used in connection with The Chequers Public House.				
Observations : No objections.				
162252	16/08/2016	Jane Burton	Mr & Mrs Andrews	7 Malvern Close Malvern Close Woodley RG5 4HL
Proposal : Householder application for the proposed erection of a single storey front extension to dwelling.				
Observations : No objections.				
162257	16/08/2016	Stefan Fludger	Mr Moazam Quaisir	32 Cottesmore Road Cottesmore Road Woodley RG5 3NX
Proposal : Householder application for the proposed erection of a single storey rear extension and the conversion of an existing garage.				
Observations : No objections.				
162277	16/08/2016	Pooja Kumar	Mrs Sharon Tanner	14 Hudson Road Hudson Road Woodley RG5 4EW
Proposal : Householder application for the proposed alterations to the front porch incorporating a new pitched roof. Alterations to the first floor bedrooms to soffit.				
Observations : No objections.				

Date :- 24/08/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Concerns on the following applications;**162076**

08/08/2016	Charlie Snell	Mr Tim Zimmer	185 Hurricane Way Hurricane Way Woodley RG5 4UH
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Proposal : Householder application for the proposed erection of a first floor side extension to dwelling, plus the erection of a single detached garage.

Observations : The Committee had no objections to the proposals in principle, but were concerned that the garage may breach the building line.

162226

09/08/2016	Pooja Kumar	Mr Philip Siveter	191 Hurricane Way Hurricane Way Woodley RG5 4UH
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Proposal : Householder application for the proposed erection of a first floor side extension, a single storey front extension to form porch, a detached garage and conversion of loft to create habitable accommodation to dwelling.

Observations : The Committee had the following concerns about this application:

- The proposed flat roof dormer to the front of the property is visually unacceptable and out of character with the surrounding properties.
- Concern that the building line may not be in the position indicated on the drawing, and that the proposed garage may breach the building line.

162301

16/08/2016	Christine Phillips	Miss Justine Thompson	58 Beechwood Avenue Beechwood Avenue Woodley RG5 3DG
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Proposal : Householder application for the proposed erection of a single storey front/side extension.

Observations : The Committee were concerned that the proposed extension to the front of the property may breach the building line.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough CouncilMinute Ref

Thu 18 August 2016

District Ref

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

Page No : 1

GRANTED PLANNING PERMISSIONS

E 152651	Approved	Land at Sandford Farm
160549	Approved	297 Loddon Bridge Road
E 161138	Approved	8 Highcliffe Close
E 161296	Approved	15 Mitchell Way
E 161478	Approved	77 Haddon Drive
E 161525	Approved	35 Haddon Drive
C 161601 District COMMENT	Approved	8 Armstrong Way Local COMMENT The Committee recommended that this application be refused on the following grounds: - There would be a significant increase in the footprint of the dwelling. - Massing effect. - Out of character with the rest of the terrace. - Concern about the proposed parking in the front garden as it would not be possible to access the 2 spaces shown without driving across the neighbour's allocated parking space.
E 161660	Approved	24 Fitzroy Crescent
E 161674	Approved	90 Vauxhall Drive
E 161734	Approved	330 Headley Road East
E 161745	Approved	92 Walmer Road
E 161773	Approved	8 Arundel Road
E 161826	Approved	26 Marathon Close

REFUSED PLANNING PERMISSIONS

161605	Refused	Land to rear of 9 Station Road
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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 6 September 2016 at 7:30 pm**

Present: *Councillors W. Soane (Chairman); T. Barker; K. Gilder; M. Green;
S. Rahmouni; D. Stares*

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

Also present: *Councillor M. Walker
Darrell Gale, Public Health Consultant Wokingham
Sian Wide, Wokingham Borough Council
Sam Milligan, Just Around the Corner charity
David Provins, Friends of Woodford Park
Martin Aust, Friends of Woodford Park*

13. **APOLOGIES FOR ABSENCE**
Apologies for absence were received from Councillor R. Lay.

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

15. **MINUTES OF THE MEETING HELD ON 31 MAY 2016**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 31 May 2016 be approved and signed by the Chairman as a correct record.

16. **BULMERSHE LEISURE CENTRE CONSULTATION**
The Chairman welcomed Darrell Gale, Public Health Consultant Wokingham, and his colleague Sian Wide from Wokingham Borough Council, to the meeting.

Darrell Gale explained that Wokingham Borough Council was looking at possible options for improving the facilities at Bulmershe Leisure Centre, which included either major refurbishment or the rebuilding of the leisure centre and improving general site issues, such as car parking. The Borough Council had been consulting local residents on the future of the leisure centre and wished to seek the views of the Town Council.

Darrell Gale spoke about the constraints of the site and what they were hoping to achieve, including the provision of a 6 or 8 lane swimming pool with spectator facilities and a separate teaching pool. He presented indicative schemes for the refurbishment and rebuild options and informed Members of the advantages and disadvantages of each option. Members were pleased to learn that alternative pool provision was being investigated to ensure that children could continue with swimming lessons while the work was undertaken and stressed the importance of providing a pool that would be used for swimming, rather than a "fun" pool. Darrell Gale hoped that during the works at the site there might be some assistance from the Town Council to provide space for displaced clubs currently using the centre.

The Chairman thanked Darrell Gale and Sian Wide for their presentation and said that there would be a lot to think about, whichever option was chosen. Darrell Gale asked Members to contact him if they had any further questions or comments.

Members then discussed the options presented and

RESOLVED:

- ◆ To support a project to rebuild Bulmershe Leisure Centre.
- ◆ That, where possible, the Town Council would seek to assist in providing space for clubs displaced during the building works.

17. **JUST AROUND THE CORNER**

The Chairman welcomed Sam Milligan, Just Around the Corner charity (JAC), to the meeting. Sam Milligan presented the JAC report, which had been included in the agenda, and then, at the request of the Chairman, spoke at more length about the Loddon Mead project.

Sam Milligan informed Members that the Community Youth Partnership (CYP) had received a variety of suggestions for the use of the land at Loddon Mead. Many of these ideas had come from pupils at the local schools in Woodley and the CYP was keen to ensure that the project didn't fail due to suggestions being too expensive and had given some guidance on the types of activities that could be provided. The CYP felt that the area should be developed gradually so that young people could give input to the project as it went along. The provision of a Parkour area had been mentioned by young people in Woodley for many years and had been a popular suggestion during the Loddon Mead consultation. Sam Milligan reported that the young people who had helped at the recent Parkour event at Loddon Mead had been very excited about the possibilities and had wanted to help with the design of the area so that there would be a storey behind the development, rather than it being designed by a consultant.

Following discussion of the Parkour event, the Chairman mentioned the recent application to open a restaurant in the town centre and asked Sam Milligan whether the arrival of other restaurants in the town centre a couple of years ago had affected the incidence of trouble in the town centre. Sam Milligan said that it was not possible to say whether the opening of restaurants had reduced the amount of trouble in the town centre as the numbers of young people out on the streets had generally reduced across the whole borough and was thought to be due to the increase in online activities and the use of social media, as well as an increase in meeting up at each others' homes.

The Chairman thanked Sam Milligan for taking the time to come to the meeting.

18. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 14/16.

RESOLVED:

- ◆ To note Report No. LS 14/16.

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

The Leisure Services Manager presented Report No. LS 15/16 and explained that the report had concentrated mainly on the use of the 3G pitch as this had been the major focus of developments over the summer.

The Leisure Services Manager reported on the 3G pitch opening ceremony in June and the Woodford Park 3G Football Festival, held on the same day, and informed Members that it was hoped that the Football Festival could become an annual "end of season" event.

Members were pleased to hear that the 3G pitch had been used by Manchester City FC Women's squad for a training session before their match against Reading FC Women in August, and had also been used to hold a coaching session for students from the USA, run by EPL Sports, a leading international company who organise sports tours for students to the best facilities across the world.

Members were given an update on the bookings taken for the 3G pitch, which will be fully booked by the Council's partner clubs on weekday evenings during the football season and will be used by the Berkshire Youth Development League on Saturday mornings, in addition to three grass mini pitches. The 3G pitch had also been used by FAB Academy to run two successful football camps over the school summer holidays and another was planned for the October half term.

The Leisure Services Manager also informed Members of the success of a scheme to allow under 16s to play on the 3G pitch for an hour for £1 per person over the summer holidays. At the time of reporting there had been 2,295 visits by children and ways of continuing the scheme into term time, and launching a community focussed football scheme, were being investigated.

Members were also pleased to note the information provided on the summer holiday activity camps, the I am Team GB campaign, a week of taster sessions to celebrate the return of Great Britain's Olympic heroes, and the popularity of the paddling pool, which had enjoyed one of its most successful years with the number of visitors unaffected by the closure of the Inn on the Park.

The Chairman thanked the Leisure Services Manager for his hard work and success throughout the year.

RESOLVED:

- ◆ To note Report No. LS 15/16.

20. **PARKS AND BUILDINGS**

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

Members received an update on the project to provide a fitness gym at Woodford Park Leisure Centre and were pleased to note that the refurbishment work to the former Inn on the Park area had started and that completion was expected in the first week of December.

The Deputy Town Clerk reported that Woodley Pre School, which operated from the function room in the leisure centre, had asked the Council to consider a proposal for the installation of a new, modular building within Woodford Park, from which the pre school could operate. The proposal had been considered by the Urgency Committee on 26 August 2016 to enable the pre school to meet the time constraints of the funding submission. The Urgency Committee had agreed to support the proposal in principle, subject to a suitable site being found and other issues being resolved.

Members noted the update provided on matters at the allotments. This included the repairs to the roadways carried out by allotment tenant volunteers using road planings obtained from the car park and driveway resurfacing work at Woodford Park Leisure Centre, the clearance of brambles from a small number of plots to enable them to return to use and the streamlining of the administration process for dealing with unworked and neglected plots. It was noted that there were currently around 20 people on the waiting list for a plot.

Members were informed that the draft ecology report had been received following the survey carried out at the Woodford Park lake and were pleased to note that the silt

contamination was within Environment Agency guidelines for reuse on or off site. The Deputy Town Clerk stated that the full report would be provided to the Committee once the final version was received.

The Deputy Town Clerk also informed Members of the closure of the paddling pool for three days in August due to contaminants introduced into the water by the exceptionally high number of visitors this summer, and the works planned by the Friends of Woodford Park to create a small flower bed and shrub bed to complete the Queen's Birthday Garden.

RESOLVED:

- ◆ To note Report No. LS 16/16.

At this point in the proceedings the Chairman asked if the representatives from the Friends of Woodford Park who were present would like to address the meeting.

21. **FRIENDS OF WOODFORD PARK**

Martin Aust informed Members that as a responsible dog owner he was very frustrated by the amount of dog mess in Woodford Park and had decided to try to quantify the problem. The Friends of Woodford Park had therefore carried out a dog mess survey during August 2016 and the results of the survey had been circulated to the Committee at the meeting. 497 items of dog mess had been counted, bagged and binned, so that they were not counted twice. Mr Aust reported that the majority of the dog mess was found around the lake and in the areas of long grass and he thought that it was possible that many people believed it was acceptable not to pick up dog mess in these areas. He suggested that a poster campaign in the park might help to re-educate some of the offenders and informed Members of posters that were available from Keep Britain Clean.

Following discussion by Members it was agreed that the Council had a duty of care to residents and users of the park and should take action to try to improve matters.

RESOLVED:

- ◆ To purchase 10 large posters at £25 and a number of small posters at £5 to be displayed around Woodford Park.

The Chairman thanked Martin Aust and David Provins for all the work that the Friends of Woodford Park had undertaken on this and other projects.

22. **GREEN FLAG AWARD**

The Deputy Town Clerk presented Report No. LS 17/16.

Following discussion about the work that would be involved in working towards a Green Flag Award for Woodford Park it was

RESOLVED:

- ◆ To note Report No. LS 17/16.
- ◆ That the Council work towards achieving Green Flag Award status for Woodford Park.
- ◆ To recommend to the Strategy and Resources Committee that £5,000 be allocated from the Capital Programme for costs associated with the application for Green Flag Award status for Woodford Park.

23. **VOLUNTEER PARK WARDEN**

The Deputy Town Clerk presented Report No. LS 18/16.

RESOLVED:

- ◆ To note Report No. LS 18/16.
- ◆ That the Council seek Volunteer Park Wardens for Woodford Park and the Council's other open spaces.

24. **COMMUNITY YOUTH PARTNERSHIP**

The Town Clerk presented Report No. LS 19/16 of the Community Youth Partnership meeting held on 20 July 2016.

RESOLVED:

- ◆ To note Report No. LS 19/16.

25. **PARKOUR EVENT**

Members noted the information provided in the agenda regarding a proposed Parkour fundraising event, which it was suggested could be held at the Loddon Mead area under the A3290 on a weekend day in November. This would be a free event with a collection made on the day. The Town Clerk was investigating the permissions required to enable the event to go ahead.

26. **WOKINGHAM BOROUGH SPORTS COUNCIL SPORTS AWARDS 2016**

Members noted that nominations were being sought for the Wokingham Borough Sports Council Sports Awards 2016.

27. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

28. **PUBLICITY & WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The success of the 3G pitch.
 - The search for Volunteer Park Wardens.
 - The problem of dog fouling in Woodford Park.
 - To encourage nominations for the Sports Awards 2016.

The meeting closed at 9:35 pm

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Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 13 September 2016 at 8:00 pm

Present: *Councillors K. Baker (Chairman); A. Chadwick; J. Cheng; D. Smith; D. Stares; M. Walker*

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

17. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley and R. Dolinski.

18. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

19. **MINUTES OF THE MEETING HELD ON 14 JUNE 2016**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 14 June 2016 be approved and signed by the Chairman as a correct record.

20. **FINANCE**

a) **Budgetary Control**

- i) The Town Clerk presented Report No. SR 30/16.

RESOLVED:

- ◆ To note Report No. SR 30/16.

- ii) Members noted the information given in the agenda regarding the Council's electricity supply contract, which was part of Wokingham Borough Council's framework contract. The Town Council's contract had been erroneously transferred to a new supplier and the Council was awaiting transfer back. This had resulted in no billing on the fuel accounts since April 2016, although extra out of contract charges had been incurred. The cost of these charges over and above the correct contract charges would be met by the original supplier.

RESOLVED:

- ◆ To write to the Chief Executive of Wokingham Borough Council once the problem has been resolved, asking for assurance that this would not happen again.

b) **Payments**

In response to a question the Deputy Town Clerk explained that the two photocopier charges were for the leasing of the copier and the printing costs. When the cost of uniform for the maintenance team was queried the Deputy Town Clerk informed Members that the figure included the cost of outdoor clothing for cold and inclement weather. In response to a question about supplies from Brake Brothers the Town Clerk explained that this was for counter sales at Woodford Park Leisure Centre.

RESOLVED:

- ◆ To approve the following payments, listed in **Appendix A** (June), **Appendix B** (July) and **Appendix C** (August):

	Current account	Imprest account
June 2016	£150,753.72	£40,357.13
July 2016	£68,879.27	£41,766.70
August 2016	£49,720.62	£42,325.34

c) **Bank of Ireland accounts**

The Town Clerk presented Report No. SR 31/16, which proposed that the three Bank of Ireland accounts held by the Council be closed as they had not been used for many years and in recent years had attracted little or no interest on the balances. Under the Council's Financial Regulations the Council was required to approve changes to the Council's banking arrangements.

Members were informed that the mandates to close the accounts would need to be signed by two of the five registered signatories but that, as the signatories to these accounts had not been changed during the past five years, only one signatory was now a serving member of Council. The internal auditor had advised that it would be in order for two of the bank's registered signatories to sign the mandates to close the accounts, subject to this course of action being approved by Council.

RESOLVED:

- ◆ To note Report No. SR 31/16.

- ◆ To recommend to Council that the three bank accounts held with the Bank of Ireland be closed and that two of the signatories to those bank accounts be requested to sign the mandate to take this course of action.

d) **Borrowing approval and loan draw down**

Members noted that the Council's decision at the meeting of 10 May 2016 (minute number 17) to apply for borrowing approval for the sum of £110,000 to fund building works at Woodford Park Leisure Centre had been approved by the Department of Communities and Local Government on 8 August 2016. The 10 year loan from the Public Works Loan Board for this sum was drawn down by the Council on 31 August 2016 at an interest rate of 1.27% and annual repayments of £11,748.12, paid six monthly from the draw down date. The annual loan cost was £425 lower than that quoted in the 10 May report to Council because of the reduction in interest rates.

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

e) **Recommendation from Leisure Services Committee**

Members considered a recommendation from the Leisure Services Committee that £5,000 be allocated from the 2016/17 Capital Programme to cover costs associated with working towards achieving Green Flag Award status for Woodford Park. Members noted that the costs would include the application fee of £363 and works necessary to qualify for the award, such as the improvement of signage and public information in the park. It was also noted that the 2016/17 Capital Programme had an unallocated balance of £11,710.

RESOLVED:

- ◆ To recommend that Council approve the allocation of £5,000 from the 2016/17 Capital Programme for costs associated with the application for Green Flag status at Woodford Park.

21. **OAKWOOD CENTRE**

The Deputy Town Clerk presented Report No. SR 32/16 and informed Members that the Marketing/PR Co-ordinator would present the marketing plan at the next meeting.

Members considered whether to renew the wedding licence for the Oakwood Centre and noted that there had only been two weddings booked since 2013. The Deputy Town Clerk reported that the increased fees charged by the Registrar in recent years had made it much more expensive to get married at the Oakwood Centre compared with a Registry Office ceremony.

RESOLVED:

- ◆ To note Report No. SR 32/16.
- ◆ Not to renew the wedding licence for the Oakwood Centre.

22. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Reports No. SR 33/16 and SR 34/16 of the Catering Partnership meetings held on 15 July 2016 and 19 August 2016, and informed Members that the partnership with the caterer was progressing well, with marketing and social media posting from the Oakwood Centre and Brown Bag becoming integrated.

Councillor Cheng pointed out that she had been present at the meeting on 19 August as her attendance had not been noted in the report. The Deputy Town Clerk agreed to amend the minutes accordingly.

RESOLVED:

- ◆ To note Reports No. SR 33/16 and SR 34/16.

23. **URGENCY COMMITTEE**

The Town Clerk presented Report No. SR 35/16 of the Urgency Committee meeting held on 26 August 2016.

The Town Clerk informed Members that Woodley Pre School, which operated from the function room in Woodford Park Leisure Centre, had asked the Council to consider a proposal for the installation of a new building within Woodford Park from which the pre school could operate. Members noted that the Urgency Committee had agreed to support the proposal in principle, subject to a suitable site being found and other issues being resolved.

The Town Clerk also reported on the procurement of equipment for the new fitness gym in Woodford Park Leisure Centre, informing Members that the five year contract to supply fitness equipment had been awarded to Pulse Fitness.

RESOLVED:

- ◆ To note Report No. SR 35/16, the minutes of the Urgency Committee meeting held on 26 August 2016, attached at **Appendix D**.

24. **WOODFORD PARK LEISURE CENTRE: FITNESS GYM UPDATE**

The Deputy Town Clerk presented Report No. 36/16 and informed Members that a Certificate of Lawful Development had been received from the planning authority and loan approval had been received from the Department of Communities and Local Government for the building work and the loan had been drawn down. Members were pleased to note that the refurbishment work had started and completion was expected in the first week of December.

In reply to a question about the extra energy costs that would be incurred by the fitness gym the Town Clerk said that this had not been taken into account in the 2016/17 budget, as the Council had not known that the fitness gym would be in existence when the budget was set, but it would be budgeted for in future years.

RESOLVED:

- ◆ To note Report No SR 36/16.

25. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE (WTCMI)**

Members noted that the report of the WTCMI meeting held on 6 July 2016 seemed to imply that the review of the 10p increase in the 1 hour parking charge for the town centre car parks, instead of charging at weekends and in the evenings, would be undertaken by Wokingham Borough Council in September 2016. However it was understood that the review would take place in April 2017.

The Chairman informed Members that a decision had been made to carry out the proposed improvements to the North End of the town centre early in 2017 so that the Christmas Extravaganza would not be affected by the work. The planning application would be submitted as soon as possible.

Members were pleased to note that the refurbishment of the Chequers pub was underway and looked forward to it reopening as a family friendly pub.

RESOLVED:

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 6 July 2016.

26. **EXTERNAL FUNDING PROJECT LIST**

The Deputy Town Clerk presented the current external funding project list and noted that there had been no changes since the last meeting, but that the three priority projects, the regeneration of Woodford Park Leisure Centre, the Woodford Park lake project and the improvements to the north end of the town centre, were all well underway.

RESOLVED:

- ◆ To note the external funding project list.

27. **PUBLIC TOILET UPDATE**

Further to the update provided in the agenda, the Town Clerk informed Members that the Highways Department had confirmed the proposed location was generally acceptable and that up to date information on underground services and the matter of excavating near tree roots needed to be investigated.

28. **3G PITCH PROJECT**

Members noted that the Council's application for Section 106 funding towards the 3G pitch costs had been successful and Wokingham Borough Council had allocated £41,800 Section 106 funds towards the Council's project set up costs and overspend, which were not

funded by the loan raised or the grant received from the Premier League and FA Facilities Fund.

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

Members noted that the planned Wokingham Borough Council Infrastructure Project Delivery and Traded Services Workshop for town and parish councils was not relevant to the Council's circumstances in respect of CIL and no representative was appointed to attend.

RESOLVED:

- ◆ To note that Wokingham Borough Council's most recent Neighbourhood CIL Proportion Report identified a potential £34,904 of CIL monies that would be due to the Town Council.
- ◆ To establish a Community Infrastructure Levy Earmarked Reserve to which all CIL funds received would be allocated.

30. **BOROUGH PARISH LIAISON FORUM**

Members noted the report of the Borough Parish Liaison Forum held on 4 July 2016 and were pleased that the forum had taken note of the complaints received about the grass cutting contract.

31. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

32. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The Green Flag Award status for Woodford Park would be publicised if the application were successful.

33. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

34. **WOODFORD PARK LEISURE CENTRE: OPTALIS LEASE**

The Town Clerk presented Report No. SR 37/16.

Members considered the proposal and

RESOLVED:

- ◆ To note Report No. SR 37/16.
- ◆ To extend the length of the lease with Optalis for the use of the offices at Woodford Park Leisure Centre to cover the period from 17/11/14 to 16/11/18 and to increase the charges by £2 per day for the period from 17/11/17 to 16/11/16.

35. **WOODFORD PARK LEISURE CENTRE: FITNESS GYM MEMBERSHIP CHARGES**

The Deputy Town Clerk presented Report No. SR 38/16.

Members considered the proposed membership charging structure and

RESOLVED:

- ◆ To note Report No. SR 38/16.
- ◆ To approve the membership charging structure as set out in the report.

36. **PERSONNEL SUB COMMITTEE**

The Town Clerk presented Report No. SR 39/16 of the Personnel Sub Committee meeting held on 30 August 2016.

RESOLVED:

- ◆ To note Report No. SR 39/16.
- ◆ That the Groundsperson post be regraded to Senior Groundsperson and paid at scale 4/5, spinal column points 18 – 22, and that the existing postholder be placed on the recommended point in the scale with effect from 1 October 2016.
- ◆ To approve the revised job description for the Senior Groundsperson, as presented.
- ◆ That the Head Groundsperson post be graded on a scale encompassing spinal column points 36 – 38 and that the postholder be placed on the recommended point in the scale with effect from 1 October 2016.
- ◆ To approve the job description for the Head Groundsperson, as presented.
- ◆ That the Maintenance Manager post be regraded to Principal Officer spinal column point 35 – 38 and that the postholder be placed on the recommended point in the scale with effect from 1 September 2016.
- ◆ To approve the revised job description for the Maintenance Manager post, as presented.
- ◆ That the vacant Maintenance Officer post be deleted from the establishment with effect from 1 October 2016.
- ◆ That a Maintenance Trainee post be established at Scale 3, spinal column point 14 – 17, with effect from 1 October 2016.
- ◆ To approve the job description for the Maintenance Trainee post, as presented.
- ◆ That the Maintenance Officer post be regraded to Scale 4/5, spinal column point 18 – 25, and that the postholder be placed on the recommended point in the scale with effect from 1 October 2016.
- ◆ To approve the revised job description for the Maintenance Officer post, as presented.

The meeting closed at 9:35 pm

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/06/2016 and 30/06/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
30-Jun-16	Absolute Home Textiles Ltd	256.50	Table cloths OC
16-Jun-16	Allens Design Print Ltd	144.00	WTCMI leaflets & posters
30-Jun-16	Badgemaster Ltd	12.49	Staff name badges
24-Jun-16	BCM Group Plc	49.26	Service & maint photocopier WPLC
03-Jun-16	BE Fuelcards Ltd	36.23	BP unleaded petrol Depot
24-Jun-16	BE Fuelcards Ltd	35.35	BP unleaded petrol Depot
16-Jun-16	Bowak Ltd	239.30	Cleaning supplies
24-Jun-16	Bowak Ltd	532.21	Cleaning supplies
16-Jun-16	Brake Bros Foodservice Ltd	443.30	Vending supplies
30-Jun-16	Brake Bros Foodservice Ltd	463.09	Vending supplies
24-Jun-16	Brown Bag Cafe Ltd	895.62	Catering services
16-Jun-16	Broxap Ltd	1681.20	3 x Ripon benches
07-Jun-16	BT Group Plc	153.36	Phone
16-Jun-16	Bullseye Awards & Garments Ltd	85.00	Trophy/medal ribbons tournament
16-Jun-16	Came and Company IBA	534.64	3G pitch insurance cover
24-Jun-16	CCTV Direct Ltd	484.10	CCTV - 3G pitch
24-Jun-16	Churchill Contract Services Ltd	2325.47	Contract cleaning
24-Jun-16	CoolerAid Ltd	37.92	Bottled water
20-Jun-16	Crown Gas & Power	424.59	Gas supply
20-Jun-16	Crown Gas & Power	528.66	Gas supply
23-Jun-16	Crown Gas & Power	110.12	Gas supply
23-Jun-16	Crown Gas & Power	121.45	Gas supply
24-Jun-16	Dejac Associates Ltd	2460.00	Annual IT maintenance contract
16-Jun-16	EDF Energy 1 Ltd	11.48	Electric for clock tower - WTCMI
24-Jun-16	Energy Electrical Distributors Ltd	35.81	Electrical supplies
24-Jun-16	Eurodec Ltd	144.06	Decorating supplies
24-Jun-16	Fraser Office Supplies Ltd	381.03	Stationery supplies
24-Jun-16	Fuel Fitness Ltd	90.00	Coach - Karate camp
24-Jun-16	HMRC Cumbernauld	12348.00	PAYE & NI employers & employees
24-Jun-16	InTouch	71.98	Monthly website charge
16-Jun-16	John Willis	120.00	Window cleaner
24-Jun-16	Key Industrial Equipment Ltd	441.60	CCTV/Driveway signs
16-Jun-16	Lister Wilder Ltd	560.72	Garden supplies
24-Jun-16	Lister Wilder Ltd	1370.45	Garden supplies
14-Jun-16	Lloyds Bank	105.89	Monthly cardnet service charge
24-Jun-16	Lyreco UK Ltd	101.24	Stationery supplies
14-Jun-16	Mainstream Digital	0.35	Phone
15-Jun-16	Merchant Rentals	35.23	Monthly cardnet machine charge
16-Jun-16	Piercing Glance Ltd	477.84	Uniform - maintenance team
10-Jun-16	Plusnet	24.60	Phone
24-Jun-16	Prudential	30.00	AVC payment deducted from pay
27-Jun-16	Public Works Loan	10640.58	Loan payment - 3G pitch
08-Jun-16	Rathbones Investments Ltd	80000.00	2016/2017 Investment portfolio
24-Jun-16	Riso UK Ltd	242.66	Photocopier quarterly rental OC
24-Jun-16	Robinson Low Francis	6752.56	3G pitch costs - surveyor services
16-Jun-16	SGW Payroll Ltd	152.66	Payroll services
16-Jun-16	Siemens Financial Services Ltd	720.00	Photocopier quarterly rental
24-Jun-16	Thames Valley Temperature Control Ltd	805.80	Extractor fan repairs Oakwood café
16-Jun-16	Thames Valley Water Services Ltd	558.00	Water testing

24-Jun-16	The Berkshire Pension Fund	10818.56	Pension - employers & employees
30-Jun-16	Tower Mint Ltd	6790.92	Queen's 90th birthday coins
24-Jun-16	Trade UK - BandQ	34.54	Building supplies
24-Jun-16	Trade UK - Screwfix	596.25	Building supplies
30-Jun-16	Travis Perkins Trading Co	97.56	Building supplies
24-Jun-16	Trinity Mirror PUBLISHING Ltd	210.00	WTCMI - Advertising
24-Jun-16	Unison Collection Ac	32.20	Union fees deducted from pay
24-Jun-16	Veolia ES - UK Ltd	289.82	Refuse collection
22-Jun-16	Vodafone	236.31	Phone
01-Jun-16	Wokingham BC	42.00	Rates
01-Jun-16	Wokingham BC	160.00	Rates
01-Jun-16	Wokingham BC	353.00	Rates
01-Jun-16	Wokingham BC	895.00	Rates
01-Jun-16	Wokingham BC	1864.00	Rates
16-Jun-16	Wokingham Borough Council	41.66	Rates
16-Jun-16	Zoe Agar	15.50	Social media support

150753.72

CLERKS IMPREST A/C

List of Payments made between 01/06/2016 and 30/06/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
01-Jun-16	(Personal Information)	50.00	Refund deposit
02-Jun-16	(Personal Information)	94.72	Starter motor-RY54 DBU
09-Jun-16	(Personal Information)	7.20	Photos x 16 printed
13-Jun-16	(Personal Information)	50.00	Refund deposit
13-Jun-16	(Personal Information)	96.00	Net pay-May 16
17-Jun-16	(Personal Information)	50.00	Refund deposit
17-Jun-16	(Personal Information)	45.00	Refund deposit
20-Jun-16	(Personal Information)	50.00	Refund deposit
27-Jun-16	(Personal Information)	50.00	Refund deposit
27-Jun-16	(Personal Information)	50.00	Refund deposit
01-Jun-16	Amazon UK Retail	15.76	Laptop bag - OC
07-Jun-16	Amersham & Wycombe	50.00	Staff training - exam
28-Jun-16	Amersham & Wycombe	50.00	Staff training - Ethics
17-Jun-16	Brightons Newspaper	33.10	Newspapers
27-Jun-16	CRB-Backup	44.11	WTCMI backup software
02-Jun-16	Dell Product	279.00	Inspiron 3000s Laptop
29-Jun-16	Eureka Direct	43.02	First Aid supplies
22-Jun-16	Lloyds Bank	38599.75	Net payroll June 2016
27-Jun-16	Lloyds Bank	1.21	Non-sterling trans fee IT software
07-Jun-16	MyMsOffice	44.98	MS office 2013 software
01-Jun-16	Safe Lincs	122.28	Defib pad - adult pad-pak
14-Jun-16	Wokingham BC	195.00	Planning application fee
27-Jun-16	Wokingham BC	336.00	Inv paid twice in error

40357.13

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/07/2016 and 31/07/2016

22-Jul-16	Alan Harland	625.00	Year end accounts support
22-Jul-16	Angel Springs Ltd	287.14	Rental dust mats
22-Jul-16	Arkell - Hurcombe-Bronzeworks	93.60	Bronze plaque
08-Jul-16	Auricas Ltd	4764.00	Staff training courses /perf appraisal tng
08-Jul-16	Badminton England	480.00	Annual - Play Badminton framework
22-Jul-16	BCM Group Plc	18.55	Service & maint photocopier WPLC
08-Jul-16	BE Fuelcards Ltd	0.62	Admin charge
15-Jul-16	BE Fuelcards Ltd	41.39	BP Diesel-RY54DDU-33114
22-Jul-16	BE Fuelcards Ltd	36.92	Unlead petrol-depot
22-Jul-16	Bowak Ltd	536.40	Cleaning supplies
22-Jul-16	Bowak Ltd	161.98	Cleaning supplies
15-Jul-16	Brake Bros Foodservice Ltd	208.67	Vending supplies
22-Jul-16	British Gas	3060.17	Electricity supply
22-Jul-16	Brown Bag Cafe Ltd	1849.14	Catering services
15-Jul-16	CCTV Direct Ltd	484.10	3G pitch CCTV
08-Jul-16	Central Sports UK Ltd	410.00	WPLC sport supplies
01-Jul-16	CF Corporate Finance	166.37	Qtrly Photocopier charge
22-Jul-16	Churchill Contract Services Ltd	2325.47	Contract cleaning
22-Jul-16	CoolerAid Ltd	56.88	Bottled water
20-Jul-16	Crown Gas & Power	77.08	Gas supply
20-Jul-16	Crown Gas & Power	84.72	Gas supply
20-Jul-16	Crown Gas & Power	375.91	Gas supply
20-Jul-16	Crown Gas & Power	380.05	Gas supply
15-Jul-16	EDF Energy 1 Ltd	11.39	Electric for clock tower - WTCMI
22-Jul-16	Energy Electrical Distributors Ltd	34.54	Electrical supplies
22-Jul-16	Eurodec Ltd	182.55	Decorating supplies
22-Jul-16	Eurodec Ltd	48.02	Decorating supplies
22-Jul-16	Fraser Office Supplies Ltd	244.91	Stationery supplies
15-Jul-16	HC Slingsby Plc	118.06	CCTV/refuse sacks
22-Jul-16	HC Slingsby Plc	87.51	Cycle rack & sign
22-Jul-16	HMRC Cumbernauld	12181.53	PAYE & NI Employers and employees
15-Jul-16	John Stacey - Sons Ltd	696.00	Allotment - skips
22-Jul-16	John Willis	120.00	Window cleaner
22-Jul-16	Just Around The Corner	5804.50	Grant
08-Jul-16	Lightatouch	169.17	Internal Audit service
22-Jul-16	Lister Wilder Ltd	85.26	Garden supplies
14-Jul-16	Lloyds Bank	267.76	Cardnet service charges
14-Jul-16	Mainstream Digital	58.06	Phone/qtrly rental
15-Jul-16	Merchant Rentals	35.23	Monthly cardnet machine charge
15-Jul-16	MKR Electrical Services Ltd	78.00	Electrical supplies
22-Jul-16	MKR Electrical Services Ltd	205.98	Electrical supplies
15-Jul-16	Newsquest Media Group Ltd	749.64	Staff recruitment advertisement
15-Jul-16	Office Depot International UK Ltd	107.32	Stationery supplies
08-Jul-16	P-H Direct Van Sales Ltd	253.21	Vending supplies
22-Jul-16	P&H Direct Van Sales Ltd	149.60	Vending supplies
22-Jul-16	P&H Direct Van Sales Ltd	305.12	Vending supplies
22-Jul-16	Piercing Gance Ltd	199.50	Uniform - Oakwood Centre
11-Jul-16	Plus Net	24.60	PNET-Phone
22-Jul-16	Prudential	30.00	AVC payment deducted from pay
15-Jul-16	Reading Borough Council	3250.00	Allotment lease payment
15-Jul-16	Rodnic Dorset Ltd	240.00	Service front doors - WPLC

15-Jul-16	SGW Payroll Ltd	158.78	Payroll services
08-Jul-16	Southern Electric Contracting Ltd	1607.70	Electricity supply
22-Jul-16	Southern Electric Contracting Ltd	743.42	Electricity supply
15-Jul-16	SSE Southern Electric	511.86	Electricity supply
22-Jul-16	Thames Valley Water Services Ltd	72.00	Water testing
11-Jul-16	Thames Water	156.40	Water rates
22-Jul-16	The Berkshire Pension Fund	10975.14	Pension - employers and employees
08-Jul-16	The Garden Centre Group Trading Ltd	103.88	Garden supplies
22-Jul-16	The Letterworks Ltd	648.00	WTC Newsletter printing
15-Jul-16	Traditional Local Cleaning Ltd	1862.62	Contract cleaning
15-Jul-16	Travis Perkins Trading Co	226.39	Building supplies
22-Jul-16	Unison Collection Ac	32.20	Union fees deducted from pay
22-Jul-16	Veolia ES - UK Ltd	1002.71	Refuse collection
18-Jul-16	Vodafone	235.55	phone
08-Jul-16	WFL UK Ltd	1712.76	Diesel - Depot
01-Jul-16	Wokingham BC	42.00	Rates
01-Jul-16	Wokingham BC	160.00	Rates
01-Jul-16	Wokingham BC	353.00	Rates
01-Jul-16	Wokingham BC	895.00	Rates
01-Jul-16	Wokingham BC	1864.00	Rates
15-Jul-16	Wokingham Borough Council	236.64	Catering agreement - legal services
27-Jul-16	Woodley Carnival Committee	3000.00	WTC sponsorship
15-Jul-16	Zoe Agar	17.60	Social media support

68879.27

CLERKS IMPREST A/C

List of Payments made between 01/07/2016 and 31/07/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
11/07/2016	(Personal Information)	50.00	Refund deposit
20/07/2016	(Personal Information)	50.00	Refund deposit
27/07/2016	(Personal Information)	49.98	Work Trousers x 2
15/07/2016	Alexander Devine Children's	121.53	Mayor's charity payment
21/07/2016	ARC	42.00	Mayor's charity payment
15/07/2016	Daisy's Dream	265.11	Mayor's charity payment
12/07/2016	DVLA Vehicle Tax	230.00	Tax - KD51 WTW-Depot
21/07/2016	Lilly-May Page Trust	186.00	Mayor's charity payment
27/07/2016	Lloyds Bank	40614.64	Net pay July 2016
11/07/2016	PETTY CASH A/C	118.64	Top up - petty cash
15/07/2016	Thames Valley Adventure	41.30	Mayor's charity payment
15/07/2016	Wokingham BC	-2.50	Refund on planning application fee
		41766.70	

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/08/2016 and 31/08/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
12-Aug-16	Arkell - Hurcombe-Bronzeworks	93.60	Bronze plaque - Garden of Remembrance
31-Aug-16	B & S Chains (Midlands) Ltd	144.31	Swing spares - playground
19-Aug-16	Badgemaster Ltd	12.49	Staff name badges
19-Aug-16	BCM Group Plc	122.92	Service & maint photocopier WPLC
12-Aug-16	BE Fuelcards Ltd	42.19	Diesel-DY54DBU
26-Aug-16	BE Fuelcards Ltd	36.92	BP unleaded Depot
19-Aug-16	Bowak Ltd	225.59	Cleaning supplies
12-Aug-16	Brake Bros Foodservice Ltd	507.22	Counter sales supplies
19-Aug-16	Brake Bros Foodservice Ltd	892.84	Counter sales supplies
31-Aug-16	Brake Bros Foodservice Ltd	720.32	Counter sales supplies
19-Aug-16	Brown Bag Cafe Ltd	136.72	Purchase of tablecloths
25-Aug-16	Brown Bag Cafe Ltd	582.86	Catering charged on behalf of Brown Bag
24-Aug-16	BT Direct Debits	629.97	Phone
24-Aug-16	BT Direct Debits	908.70	Phone
23-Aug-16	BT Group Plc	122.76	Phone
24-Aug-16	BT Group Plc	80.28	Phone
24-Aug-16	BT Group Plc	80.28	Phone
24-Aug-16	BT Group Plc	89.64	Phone
25-Aug-16	Chemically-Solved Ltd	322.45	Paddling pool supplies
19-Aug-16	Churchill Contract Services Ltd	2325.47	Contract cleaning WPLC
19-Aug-16	CoolerAid Ltd	37.92	Bottled water - Oakwood Centre
19-Aug-16	Crown Gas & Power	70.06	Gas supply
19-Aug-16	Crown Gas & Power	76.86	Gas supply
19-Aug-16	Crown Gas & Power	219.54	Gas supply
19-Aug-16	Crown Gas & Power	340.47	Gas supply
19-Aug-16	Drews Ltd	115.89	Garden supplies
25-Aug-16	EDF Energy 1 Ltd	11.48	Electric for clock tower
25-Aug-16	Energy Electrical Distributors Ltd	51.00	Electrical supplies
12-Aug-16	Eurodec Ltd	73.92	Decorating supplies
25-Aug-16	Eurodec Ltd	170.73	Decorating supplies
31-Aug-16	Fencing Products Ltd	197.08	Building supplies
19-Aug-16	Fraser Office Supplies Ltd	159.24	Stationery supplies
19-Aug-16	Fuel Fitness Ltd	150.00	Coach
19-Aug-16	Gilbert Thompson	548.00	Newsletter distribution
19-Aug-16	HMRC Cumbernauld	12266.20	PAYE & NI-Employees and employers
30-Aug-16	Information Commissioners Office	35.00	Data Protection annual registration
12-Aug-16	InTouch	35.99	Monthly website charge
31-Aug-16	InTouch	35.99	Monthly website charge
25-Aug-16	John Willis	120.00	Window cleaner
19-Aug-16	Laundry Depot	126.00	Wash/press tablecloths
19-Aug-16	Lister Wilder Ltd	199.38	Garden supplies
12-Aug-16	Lloyds Bank	292.66	Cardnet service charges
19-Aug-16	Lyreco UK Ltd	51.48	Stationery supplies
12-Aug-16	Mailcoms Ltd	89.88	Franking machine - cartridge
15-Aug-16	Mainstream Digital	0.22	Phone
12-Aug-16	Margaret Macknelly Design	256.50	Woodley Herald - design work
19-Aug-16	Masters Bookbinding Ltd	175.00	Bookbinding - minutes
15-Aug-16	Merchant Rentals	35.23	Monthly cardnet machine charge
12-Aug-16	P&H Direct Van Sales Ltd	331.63	Counter sales supplies

19-Aug-16	P&H Direct Van Sales Ltd	449.12	Counter sales supplies
31-Aug-16	P&H Direct Van Sales Ltd	167.55	Counter sales supplies
31-Aug-16	Pest Control Wokingham	55.00	Wasp nest treatment
11-Aug-16	Plusnet Ltd	24.60	Phone
19-Aug-16	PPL	299.93	Music performance licence
19-Aug-16	Prudential	30.00	AVC payment deducted from pay
31-Aug-16	R and J Services	240.00	Welding for defibrillator - town centre
25-Aug-16	Safety Signs & Notices Ltd	43.38	Safety sign supplies
31-Aug-16	Seton	93.00	Snap frames for fire signs
19-Aug-16	SGW Payroll Ltd	152.66	Payroll services
19-Aug-16	Southern Electric Contracting Ltd	3190.22	Electricity supply & repairs - streetlights
12-Aug-16	Thames Valley Water Services Ltd	78.00	Water testing
01-Aug-16	Thames Water	80.90	Water rates
01-Aug-16	Thames Water	860.73	Water rates
01-Aug-16	Thames Water	2010.06	Water rates
10-Aug-16	Thames Water	664.84	Water rates
19-Aug-16	The Berkshire Pension Fund	10721.08	Pension - employers and employees
19-Aug-16	Trade UK - BandQ	250.76	Building supplies
19-Aug-16	Trade UK - Screwfix	21.75	Building supplies
12-Aug-16	Traditional Local Cleaning Ltd	1522.02	Contract cleaning - Oakwood Centre
25-Aug-16	Travis Perkins Trading Co	15.68	Building supplies
12-Aug-16	Trinity Mirror PublishING Ltd	270.00	WTCMI - Advertising
19-Aug-16	Trinity Mirror PublishING Ltd	180.00	WTCMI - Advertising
19-Aug-16	Unison Collection Ac	32.20	Union fees deducted from pay
25-Aug-16	Veolia ES - UK Ltd	366.54	Refuse collection
18-Aug-16	Vodafone Ltd	235.72	Phone
01-Aug-16	Wokingham BC	42.00	Rates
01-Aug-16	Wokingham BC	160.00	Rates
01-Aug-16	Wokingham BC	353.00	Rates
01-Aug-16	Wokingham BC	895.00	Rates
01-Aug-16	Wokingham BC	1864.00	Rates
		49720.62	

CLERKS IMPREST A/C

List of Payments made between 01/08/2016 and 31/08/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
05-Aug-16	(Personal Information)	50.00	Refund deposit
05-Aug-16	(Personal Information)	100.00	Refund deposit
05-Aug-16	(Personal Information)	50.00	Refund deposit
05-Aug-16	(Personal Information)	50.00	Refund deposit
05-Aug-16	(Personal Information)	50.00	Refund deposit
05-Aug-16	(Personal Information)	50.00	Refund deposit
08-Aug-16	(Personal Information)	15.00	Refund deposit
08-Aug-16	(Personal Information)	15.00	Refund deposit
12-Aug-16	(Personal Information)	50.00	Refund deposit
12-Aug-16	(Personal Information)	5.00	Refund cancelled course
12-Aug-16	(Personal Information)	200.00	Refund deposit
15-Aug-16	(Personal Information)	50.00	Refund deposit
22-Aug-16	(Personal Information)	50.00	Refund deposit
22-Aug-16	(Personal Information)	83.70	Refund cancelled course
23-Aug-16	(Personal Information)	200.00	Refund deposit
30-Aug-16	(Personal Information)	200.00	Refund deposit
23-Aug-16	AAT-Org.UK	90.00	Annual student membership

05-Aug-16	Barbados & Friends	150.00	Refund deposit
03-Aug-16	Firstaid4less	40.26	Compliant first aid kit
24-Aug-16	Lloyds Bank	39979.89	August 2016-net payroll
08-Aug-16	PETTY CASH A/C	139.94	Top up petty cash
01-Aug-16	Pitchcare online	193.86	Knapsack sprayer/paint
31-Aug-16	Plumbfix	38.46	Building supplies
01-Aug-16	Plusnet Plc	44.39	Phone
31-Aug-16	Post office Shop	15.94	Elba A4 ring binders
18-Aug-16	Ryman.co.uk	27.85	Pukka receipt books
30-Aug-16	Trade UK - Screwfix	386.05	Building supplies

42325.34

Woodley Town Council

Minutes of a Meeting of the Urgency Committee held at Woodford Park Leisure Centre on Friday 26 August 2016 at 11am

Present: Councillors: T. Barker (Chairman for the meeting), K. Baker, J. Cheng, W. Soane

Officers present: D. Mander, Town Clerk; K. Murray, Deputy Town Clerk

Under Standing Order 8, Delegated Powers, these matters were put before the Urgency Committee because it was believed to be in the Council's interest for these matters to be considered without delay, in order to meet the timescales set.

1. **APPOINTMENT OF CHAIRMAN**

RESOLVED:

- ◆ To appoint Councillor Barker as Chairman for the meeting.

2. **DECLARATIONS OF INTEREST**

No declarations of interest were made.

3. **RESOLVED:**

- ◆ **That in view of the confidential nature contained in the report about to be transacted in relation to commercial matters, it is advisable in the public interest that the public and press are temporarily excluded and they are asked to withdraw.**

4. **WOODLEY PRE SCHOOL**

Report No UC3/16 was considered by the Committee following a visit to a possible site for a separate Pre School building in Woodford Park. The Pre School has the opportunity to apply for Government funding for such a project and has requested that the Council consider making a site available for this purpose.

Members noted the comments that other councillors had made regarding this matter. During their discussion they believed that this and another site in Woodford Park could be considered as potential sites. However, there were many matters that would require further investigation and consideration, given that this was an early stage of the bid application process.

RESOLVED:

- ◆ That the Council supports the proposal for the installation of a new building for Woodley Pre School in Woodford Park in principle and subject to;

- Confirmation that the Council has the power in law to lease the land for this purpose
- Investigation and confirmation that any proposed site is feasible and suitable e.g. connection to utilities, access, car parking etc
- Agreement on lease terms and ground rent
- Confirmation that all costs associated with the proposal are borne by the pre school
- any other factors that arise being resolved to the Council's satisfaction and agreement.

5. **FITNESS GYM EQUIPMENT PROCUREMENT**

The Deputy Town Clerk presented Report No. UC4/16 which set out the tenders received, prices and scoring of key areas broken down into essential and desirable categories. The tenders had been scored by officers independently. The recommendation to Members was to appoint Pulse Fitness, who had tendered the lowest price and achieved the best score on the essential and desirable criteria.

In response to questions the Deputy Town Clerk confirmed that the company was the supplier to other local gyms and had a good track record in the fitness industry. The after sales service had scored well in comparison to the other tenders received and the company's percentages on first time fix and repairs were good. It was also noted that the quoted monthly cost covered the whole 5 year contract period. The Deputy Town Clerk confirmed that the Leisure Services Manger had visited other sites to compare quality and customer experience.

RESOLVED:

- ◆ To award the five year contract to supply fitness equipment in the new gym at Woodford Park Leisure Centre to Pulse Fitness.

The meeting closed at 12.15

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**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 20 September 2016 at 7:45 pm**

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

Also present: *Councillor R. Horskins
4 members of the public*

Officer present: *L. Matthews, Committee Officer*

99. **APOLOGIES**

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

100. **DECLARATIONS OF INTEREST**

Councillor T. Barker – Prejudicial interest: Agenda item 5, planning application 162486:
7 Sycamore Close, as he knows the owner of the property.
Councillor Barker took no part in the discussion or decision on this application.

101. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 23 AUGUST 2016**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 23 August 2016 be approved and signed by the Chairman as a true and accurate record.

102. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

103. **PLANNING DECISIONS**

RESOLVED:

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

104. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 109/1976: Woodley Rectory, 6 Denmark Avenue, Woodley, RG5 4RS.
Consent for the selective pruning of an oak.

105. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. P 7/16.

106. **HIGHWAYS**

Road Works/Street Works Major Projects Co-ordination meeting

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Projects Co-ordination meeting held on 23 August 2016.

107. **WOKINGHAM BOROUGH COUNCIL CONSULTATION: SUSTAINABLE DRAINAGE SYSTEM STRATEGY**

Councillor Barker had reviewed the Wokingham Borough Council Sustainable Drainage System Strategy consultation document and had circulated his report to Committee members, as agreed at the previous meeting (Planning Committee, 23 August 2016, minute number 90). Members' agreement to Councillor Barker's recommended response had been sought prior to the meeting as a response had been required by Wokingham Borough Council by 16 September 2016.

RESOLVED:

- ◆ To note that a "no comments" response had been sent to Wokingham Borough Council.

108. **WOKINGHAM BOROUGH COUNCIL LOCAL PLAN UPDATE – ISSUES AND OPTIONS CONSULTATION**

Councillors Cheng and Walker had reviewed the Wokingham Borough Council Local Plan Update – Issues and Options consultation document, as agreed at the previous meeting (Planning Committee, 23 August 2016, minute number 91), and their report had been circulated to Committee members. Members considered the report and, following discussion of the issues raised, agreed the responses to the questions posed in the consultation.

The Chairman thanked Councillors Cheng and Walker for reviewing the consultation document and formulating the responses for discussion.

RESOLVED:

- ◆ To send the agreed responses to Wokingham Borough Council, as attached at **Appendix C**

109. **APPLICATION FOR A MINOR VARIATION OF PREMISES LICENCE UNDER THE LICENSING ACT 2003: THATCHERS TAVERN, FAIRWATER DRIVE, WOODLEY**

Information regarding this item had been circulated to Members in advance of the meeting as a response had been required by Wokingham Borough Council by 19 September 2016.

The proposed variation was as follows:

- Amendments to the layout shown on the licensing plan.
- To amend the opening hours of the premises to 08:00 daily for non-licensable activities e.g. sale of tea, coffee, breakfast.
- To change the name of the premises to Waterside Pub & Kitchen.

Members' views had been sought prior to the meeting and the Chairman thanked Councillor MacNaught for obtaining the views of local residents.

RESOLVED:

- ◆ To note that a response had been sent to the Licensing Officer, Wokingham Borough Council, stating that the Town Council had no objections to the proposal.

110. **WOKINGHAM BOROUGH COUNCIL DRAFT COMMUNITY INFRASTRUCTURE LEVY (CIL) REGULATION 123 LIST CONSULTATION**

Members considered the draft CIL Regulation 123 List consultation document received from Wokingham Borough Council and noted that there was very little in the document that applied to Woodley.

RESOLVED:

- ◆ To send a "no comment" response to Wokingham Borough Council.

111. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

112. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

113. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

114. **ENFORCEMENT ISSUES**

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

The meeting closed at 9:05 pm

Chairman

Woodley Town Council

Page 1

Date :- 21/09/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;				
162297	19/08/2016	Stefan Fludger	Mr & Mrs M Hamilton	1 Frimley Close Frimley Close Woodley RG5 3AU
Proposal : Householder application for the proposed erection of a part two storey part single storey side/rear extension following demolition of existing side extension and existing detached garage.				
Observations : One resident was present to voice concerns about this application and one letter of concern had been received.				
The Committee had no objections to the proposal, but asked that the neighbour's concerns about loss of privacy, which had already been notified to the planning authority, be taken into consideration.				
162309	22/08/2016	Brett Beswetherick	Mr Mark Seagrove	53 Haddon Drive Haddon Drive Woodley RG5 4LX
Proposal : Householder application for the proposed erection of a two storey side and rear extension with two rear dormers at first floor level and a front porch.				
Observations : No objections.				
162322	06/09/2016	Jane Burton	Mr M Miller	15 Harris Close Harris Close Woodley RG5 4XH
Proposal : Householder application for the proposed single storey rear extension to existing dwelling plus conversion of garage to habitable accommodation.				
Observations : No objections.				
162378	14/09/2016	Katie Herrington	Unknown	65 Crockhamwell Road Crockhamwell Road Woodley RG5 3JP
Proposal : Full planning application for the proposed change of use from Class A1 (retail) to a mixed Class A1/A3 (coffee shop) use plus external shopfront alterations.				
Observations : No objections.				
162379	14/09/2016	Katie Herrington	Unknown	65 Crockhamwell Road Crockhamwell Road Woodley RG5 3JP
Proposal : Application for advertisement consent for 1 No. halo illuminated fascia sign and 1 No. non-illuminated projecting sign.				
Observations : No objections.				

Date :- 21/09/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
162381	25/08/2016	Katie Herrington	Star Pubs	Thatchers Tavern Fairwater Drive Woodley RG5 3EZ
Proposal : Advertisement application for 2 proposed externally illuminated fascia signs, 7 illuminated and non illuminated hoarding signs plus 2 other illuminated signs.				
Observations : No objections.				
162388	22/08/2016	Dariusz Kusyk	Unknown	16 Lambourne Gardens Earley RG6 7EG
Proposal : ADJOINING PARISH CONSULTATION Householder application for the proposed two storey side extension to existing dwelling.				
Observations : No comment.				
162391	13/09/2016	Rosie Rogers	Mrs Heather Ashby-Kinge	11 Fairwater Drive Fairwater Drive Woodley RG5 3JG
Proposal : Householder application for proposed single storey side and rear extension plus front porch extension to dwelling.				
Observations : No objections.				
162398	31/08/2016	Katie Herrington	Mr Bennett	Land Rear Of 6 Phillips Close Beggars Hill Road Woodley RG5 4XD
Proposal : Full planning application for proposed erection of 1No. detached dwelling.				
Observations : No objections.				
162441	26/08/2016	Brett Beswetherick	Mr & Mrs Brearley	60 Arundel Road Arundel Road Woodley RG5 4JT
Proposal : Householder application for the proposed erection of a single storey rear extension, and part conversion of existing garage to additional habitable accommodation.				
Observations : No objections.				
162455	14/09/2016	Dariusz Kusyk	Ms Penny Edgington	82 Haddon Drive Haddon Drive Woodley RG5 4LT
Proposal : Householder application for the proposed erection of a two storey side extension following the demolition of existing garage.				
Observations : One resident was present at the meeting to voice concerns.				
The Committee had no objections to the proposal, but asked that the the neighbour's concerns about loss of light to the side facing first floor bedroom and ground floor kitchen at No.80 be taken into consideration.				

Date :- 21/09/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
162486	06/09/2016	Stefan Fludger	Mr & Mrs Lattimer	7 Sycamore Close Sycamore Close Woodley RG5 3RY
Proposal : Householder application for proposed erection of single storey rear extension to dwelling.				
Observations : No objections.				
162549	08/09/2016	Dariusz Kusyk	Mr Keith Chappell	15 Nightingale Road Nightingale Road Woodley RG5 3LS
Proposal : Householder application for the proposed erection of a single storey rear extension.				
Observations : No objections.				
162582	14/09/2016	Christine Phillips	Mr & Mrs Northcote	44 Lunds Farm Road Lunds Farm Road Woodley RG5 4PY
Proposal : Householder application for erection of single storey rear extension to dwelling plus conversion of garage to habitable accommodation.				
Observations : No objections.				

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough CouncilMinute Ref

Thu 15 September 2016

District Ref

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

GRANTED PLANNING PERMISSIONS

E 161269	Approved	19 Henley Wood Road
E 161684	Approved	6 Rose Close
C 161723 District COMMENT	Approved	123 Loddon Bridge Road Local COMMENT Two residents were present at the meeting to voice their concerns and one letter of concern had been received. After listening to the residents' concerns, the Committee considered the proposal and recommended that the application be refused on the following grounds: <ul style="list-style-type: none"> - 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 would be overbearing. - Out of character with other dwellings in the road in terms of size. - Concern that there is insufficient parking provision for a 6 bedroom house. - The application form indicates that the house is to be used as social rented housing and if it is to be a house of multiple occupation there could be an even greater impact on the parking in the area - Concern that the mature copper beech tree in the front garden will be felled. This tree is an important element in the local environment and should be protected.
E 161758	Approved	2 Mannock Way
E 161875	Approved	Units 1 & 6, E Reading Retail
E 161921	Approved	33 Bingley Grove
E 161929	Approved	97 Howth Drive
E 161951	Approved	9 Ravensbourne Drive
E 161958	Approved	100 Butts Hill Road
E 161959	Approved	65 Lunds Farm Road
E 161980	Approved	96 Haddon Drive
E 161991	Approved	146 Howth Drive

Wokingham Borough Local Plan Update

Responses to Issues and Options consultation

Q1. Looking ahead to 2036 where Wokingham Borough is the best place to live and an even better place to do business. What does it feel like, what can you see and hear and what are you doing?

A. *It would be very crowded – green space would be reduced. Hopefully there would be improved transport links minimising the impact of increased traffic.*

Q2. Considering these three pillars/roles, what are the most important things to you in creating the Wokingham Borough of the future?

A. *Keeping a good balance of green/leisure space and adequate infrastructure and transport links.*

Q3. Do you have any comments regarding this proposed time period?

A. *No*

Q4a. Which option should the council use for where development should go (its spatial strategy)?

A. *Option 6 with emphasis on Option 1*

Q4b. Are there any other options that we should be considering?

A. *No*

Q5a. Do you agree that we should plan to provide for the existing and future housing needs of people as identified in the Strategic Housing Market Assessment?

A. *Yes*

Q5b. How should we best plan to provide these needs?

A. *Using this document*

Q6. Do you think we should have a policy to ensure that a range of homes are provided? If not, what approach should we take?

A. *Yes*

Q7a. What policies are needed to ensure we seek to meet this need for affordable homes?

A. *No comment*

Q7b. On what size schemes i.e. at least X, should we require affordable homes to be provided?

A. *At least 10*

Q8a. The Government is currently proposing that developments of 10 homes or more should provide 20% Starter Homes. If local authorities are given some discretion do you agree with this threshold or should we be looking to provide a different standard?

A. *Agree*

Q8b. If there is discretion for local authorities to set their own Starter Homes policy, should land be allocated for Starter Homes or should they be integrated within developments?

A. *Integrated.*

Q9a. Should specific land be allocated for self-build plots or should they be integrated within new developments?

A. *Allocated.*

Q9b. Should specific land be allocated for affordable self-build plots or should they be integrated within new developments?

A. *Allocated.*

Q10. Do you have any further views regarding provision of gypsy and traveller sites?

A. *Are the present sites well used? Do we have space for 52 additional sites? Would this be sufficient?*

Q11a. Should the council have a specific policy about accommodating Older People's Housing Needs?

A. *Yes*

Q11b. Should the council have a specific policy which supports proposals for accommodation for other vulnerable groups?

A. *Yes*

Q12. Should the council be more flexible in its approach to where employment growth should occur and the types of jobs that are considered to be employment uses?

A. *Keep to present policy.*

Q13. Do you think we should continue to apply the same policy approach to retail development? If not, how else do you think it should be delivered?

A. *Yes*

Q14a. What do you consider are the essential items of infrastructure necessary to support new communities?

A. *All of the above.*

Q14b. Do you consider that the council should require developers to contribute towards maintaining infrastructure and over what time?

A. *No comment. (Question too complex - Don't fully understand the implications.)*

Q15. Should the council continue the policy approach of allowing the loss of open green space, sports and recreational buildings as long as a suitable alternative is provided? If not, what approach should we take?

A. *Yes (hopefully improved)*

Q16a. Do you agree with the current approach to flooding: minimising the risk of flooding and guiding development towards areas of lowest flood risk first? If not, what approach should we take?

A. Yes

Q16b. Do you think the implementation of SUDS should be required on all residential development including minor applications for 1-9 dwellings.? If not what approach should we take?

A. Yes

Q17. Should we continue to use our existing approach to managing development in the countryside? If not what approach should we take?

A. Yes

Q18. Are there locations within the Green Belt for sustainable development that would warrant us looking at altering our Green Belt boundaries?

A. *Possibly but we have very little Green Belt in Wokingham Borough.*

Q19. Do you agree with the council continuing this approach to protection designated nature conservation sites? If not what approach should we take?

A. Yes

Q20. Do you agree that we have got the right level of protection for our heritage assets? If not what approach should we take?

A. Yes

Q21a. Should we 'opt in' to the tighter Building Regulations requirement for water efficiency? If not please explain why.

A. Yes

Q21b. Should we specify what proportion of new housing should be within Categories 2 (accessible and adaptable dwellings) and 3 (wheelchair user dwellings)? If not please explain why.

A. Yes

Q21c. Should we 'opt in' to central government's minimum living space standards? If not, please explain why.

A. Yes

Q22. Are there any other areas you would like to see in the local plan?

A. *No, this seems very comprehensive.*

Section 1 – Annual governance statement 2015/16

We acknowledge as the members of:

Enter name of
smaller authority here:

WOODLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2016, that:

	Agreed		‘Yes’ means that this smaller authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and proper practices that could have a significant financial effect on the ability of this smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority’s accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	✓		has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority and recorded as minute reference:

286 REFERENCE

dated 28/06/16

Signed by:

Chair J.M. Cheng

dated 28/06/16

Signed by:

Clerk Deborah Mander

dated 28/06/16

*Note: Please provide explanations to the external auditor on a separate sheet for each ‘No’ response. Describe how this smaller authority will address the weaknesses identified.

Section 2 – Accounting statements 2015/16 for

Enter name of smaller authority here:

WOODLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2015 £	31 March 2016 £	
1. Balances brought forward	656,019	608,807	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,030,349	1,010,532	Total amount of precept or (for IDBs) rates and levies received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,006,689	1,032,520	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	-974,188	-755,841	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	-169,315	-179,956	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).
6. (-) All other payments	-940,747	-863,426	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	608,807	852,636	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8. Total value of cash and short term investments	572,426	903,450	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	7,798,415	7,912,162	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the smaller authority as at 31 March
10. Total borrowings	2,397,208	2,606,773	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

I certify that for the year ended 31 March 2016 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Deborah Mander

Date 28/06/16

I confirm that these accounting statements were approved by this smaller authority on this date:

28/06/16

and recorded as minute reference:

28 c)

Signed by Chair of the meeting approving these accounting statements.

J.M. Cherg.

Date 28/06/16

Section 3 – External auditor certificate and report

2015/16 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2016 in respect of:

Enter name of
smaller authority here:

WOODLEY TOWN COUNCIL

Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2016; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the smaller authority:

(continue on a separate sheet if required)

External auditor signature

Mazars LLP

External auditor name

Mazars LLP, Durham, DH1 5TS

Date

23 August 2016

Note: The NAO issued guidance applicable to external auditors' work on 2015/16 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2015/16 to

Enter name of smaller authority here:

WOODLEY TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2016.

Internal audit has been carried out in accordance with this smaller authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		Not applicable

For any other risk areas identified by this smaller authority adequate controls existed (list any other risk areas below or on separate sheets if needed)

N/A

Name of person who carried out the internal audit P. REYNOLDS F. MAAT.

Signature of person who carried out the internal audit *P. Reynolds* Date 20/6/16.

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

WOODLEY TOWN CENTRE REGENERATION PROJECT – FUNDING REQUEST

REPORT OF THE TOWN CLERK

PURPOSE OF REPORT

To advise Council of a request from Wokingham Borough Council for funding towards the Woodley town centre north end regeneration project and provide information for Members consideration in this matter.

BACKGROUND

Over the past few months the Town Council has been working with Wokingham Borough Council and Woodley Town Centre Management Initiative (WTCMI) on project plans to improve the north end of the town centre. The tender for the project has been awarded and it is likely that works will begin in the new year.

INFORMATION

The project includes the demolition of the existing pagoda and a new covered performance area with lighting installed next to the pub car park, the opening up of the area between the shops with new street furniture around this which will include a children's play area with themed thermoplastic graphics on a tarmac surface. There will be new street lights installed and the paved areas made good. Also planned is the installation of a new accessible roundabout in or near to the existing play area under the sail.

Wokingham Borough Council has allocated Section 106 funds to this project and the WTCMI has also made a contribution of £40,000. Tenders for the project have been received and it is likely that the final cost will be significantly higher than the existing budget funding of £240,000. Work is underway to reduce some costs, however there is a requirement for additional funding.

Wokingham Borough Council has approached the Town Council to request that it consider making a £50,000 contribution to the project in order that the whole of the planned scheme can be achieved. Some of these funds are understood to make up a contingency sum and if this is not required the Borough Council has agreed that any unspent funds would be returned to the Town Council.

RESOURCES

The Council had a general reserve of £423,442 as at 1 April 2016.

General reserve commitments:

The Council has allocated from the general reserve £5,783 towards coins commemorating the Queen's 90th birthday being presented to children in Woodley, £2,900 towards a video to publicise the town centre project and £1,900 to support this year's expenditure.

In this financial year the Council has also committed to funding the loan costs for the building works at Woodford Park Leisure Centre from the general reserve. A payment of £5,874 is due on 28 February 2017. Some or all of the next payment (£5,874), to be made on 31 August 2017, may also need to be met from the general reserve, depending on the performance of the gym, which should have been operating for eight months at that point.

Additional income:

The Council will receive £41,800 in Section 106 funds towards the 3G pitch costs not met by the loan or the grant received for the project and has released £570 from an earmarked reserve that is no longer required.

An increase in this year's costs or decrease in income against the 2016/17 budget estimates may also require additional support from the general reserve. At this stage it is not possible to anticipate final outturn with any certainty. All budget holders will continue to actively manage their areas of budget responsibility.

With the above known additional income and committed expenditure the Council's general reserve would stand at £449,355. A grant of £50,000 to the town centre project would give a general reserve of £399,355 remaining.

Members are asked to consider the request from Wokingham Borough Council to make a contribution of £50,000 toward the Woodley town centre regeneration project.

RECOMMENDATION

- ◆ **That Members consider the request from Wokingham Borough Council to contribute £50,000 towards the town centre regeneration project.**

REPORTS FROM OUTSIDE BODIES

ARC

Anxiety is still the main presenting issue including family breakdown, financial pressures, domestic violence, self-harming and suicidal feelings.

Demand is increasing and Talking Therapies are now referring more people to ARC. ARC has taken on eight new counsellors bringing the total to 70 and are currently interviewing two new supervisors.

There is a series of community wellbeing workshops planned to run later this year.

Shelagh Flower

Robert Palmer Almshouse Charity

The AGM was held at the start of the meeting and the chairman said that he would like to step down, but we persuaded him to stay on for another year. Mr Moncur reported that the finances of the charity were in very good order. The reserves cover all known liabilities. The meeting thanked the chairman for his report, and for all his continued hard work as the Chairman throughout 2015. The Chairman declared the meeting closed at 8.05.

The General Meeting started after the AGM. Mr Moncur was very happy with the Charity finances. Mrs Moncur reported that Sonning Landscapes have put their prices up. The Housing Ombudsman has taken advice from the Almshouse Association, regarding the Housing Ombudsman, and the charity finds it will have to stay a paid up member, so we have to adhere to this. This provides a service for the residents to use in case of a dispute - they can use the residents complaint procedure.

Health and Safety - Nothing to report.

The gas safety checks have been done on all six houses.

Allotments - Nothing to report.

Garden - The yew trees have now been lopped back and tidied.

Cllr Sam Rahmouni

Woodley Bowling Club Management Committee

The Bowling Club is well run and well attended and gives many people great pleasure. It also spreads the word of Woodley through the local area by holding and attending bowls matches against many of the local area teams.

Cllr David Stares

Poor's Land Charity

Repairs and upgrading of flats continue.

Cllr Jenny Cheng

Woodley Volunteers

John Cook, the Chairman, called an urgent meeting of the Committee to discuss a situation that was of great concern to the two people who more or less run the organisation, Karen and Alistair Todd.

This meeting was held at 8 pm on 24 August at 159 Loddon Bridge Road.

Alistair Todd informed the meeting that he had received a letter from Wokingham Borough Council stating that all their voluntary drivers had to undergo a CRB check. He explained that he had been in dialogue with the council, informing them that his volunteer drivers may well refuse to take this check and if that happened then Woodley Volunteers would have to close.

He was very worried about the matter as he felt the Council were being "over the top" and not really understanding the situation.

Considerable discussion followed and John MacNaught informed the meeting that he had considerable experience in this area when he ran his own company, where all employees had to be CRB checked.

He explained that as the "net had got much wider" and now included people like the volunteer drivers, the name of the scheme had changed to "Disclosure and Barring Service" and that CRB Checks should on no account be mentioned to the volunteer drivers.

From his own experience he found that it was easy to make a positive out of a negative when presenting this to both existing and new volunteer drivers, as most being mature people already understood the need for such actions and most were very proud to show their employer the clear response from the Service.

The procedure is done on-line and takes only a few minutes, provided that the necessary information is at hand, and various members of the committee offered to help Karen Todd to carry out these Disclosures as everyone conceded that this must be carried out. Alistair Todd stated that someone from Wokingham Borough Council would also provide some help to ensure these Disclosures were done.

The meeting ended with a sigh of relief as it was not the end of the world!

Cllr John MacNaught



Department for
Communities and
Local Government

Gavin Barwell MP

*Minister for Housing and Planning, Department for
Communities and Local Government*

**Department for Communities and Local
Government**

4th Floor, Fry Building
2 Marsham Street
London SW1P 4DF

www.gov.uk/dclg

Neighbourhood Planning Bill

Dear colleague,

Parish councils play a vital role in communities and I was delighted to meet NALC Chairman, Cllr Ken Browse, recently to discuss how we can work together. You have been champions of neighbourhood planning in recent years and I've been impressed by the way you have grabbed opportunities to use this with both hands.

Yesterday we introduced a new Bill that will go even further in strengthening neighbourhood planning and which puts more power in the hands of local people to decide where development gets built. The Prime Minister has been absolutely clear that we need to build more homes and this Bill is the first of a number of measures to deliver on that.

It strengthens the neighbourhood planning process by ensuring that decision-takers must have regard to advanced plans and that plans come into force as soon as they have been approved by local people and by simplifying how plans can be revised. Around 2,000 communities have taken the decision to produce a neighbourhood development plan or an order so far. And I want to see many more places benefit from these rights.

We are also simplifying the compulsory purchase order process to make it clearer, fairer and faster. Compulsory purchase is always used as a last resort but can be essential in delivering big and complex schemes. The process can be unnecessarily uncertain and complex and measures in the Bill will clarify the process which is currently based on a patchwork of statute and case law and make the system fairer for all parties.

You will also be interested to hear that new measures will ensure planning conditions which require developers to take action before work starts are only used where strictly necessary, but in a way that ensures important heritage and environmental safeguards remain in place.

This means that once a developer has planning permission they can get on and start building as soon as possible to get the homes, businesses and facilities places want built sooner.

As the life blood of communities parish councils will be one of the biggest beneficiaries of these measures and I will look forward to working with you all in the future.

*Yours sincerely,
Gavin*

GAVIN BARWELL MP

Town Mayor's Engagements – 30 June 2016 to 27 September 2016

June	30	Woodley Schools ICT Day at Bulmershe School
	30	Bulmershe School Art Exhibition
July	1	Woodley Schools Science Project Exhibition at the Oakwood Centre
	6	Reception hosted by the Borough Mayor for Woodley resident Charles Miller, in recognition of his award of the Legion d'Honneur
	12	Performance of "Annie" at St Dominic Savio Primary School
	15	Woodley Town Council/Woodley Bowling Club Annual Bowls Match
	18	Berkshire Youth's "Youth Board" celebration event for contribution to the heritage of Berkshire – Reading Museum
September	1	Publicity photoshoot for the defibrillator in Woodley Town Centre
	10	Reading Crown Court Open Day
	16	Citizens Advice Wokingham AGM
	17	Berkshire Freemasons' Open Day

Deputy Town Mayor's Engagements

June	20	Wokingham Job Support Centre AGM
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