



## 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 29 September 2015 at 8:00pm.**

Deborah Mander  
Town Clerk

*Before the start of the meeting the Town Mayor will present Mr Reginald Hayward, winner of the Garden Competition, with the Woodley Horticultural Society Memorial Cup.*

---

---

### **Town Forum**

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

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

## **A G E N D A**

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest from Members.

3. **MINUTES OF COUNCIL MEETING HELD ON 30 JUNE 2015**

To approve the minutes of the Council meeting held 30 June 2015 and that they be signed by the Chairman.

Page 5

4. **MINUTES OF THE URGENCY COMMITTEE MEETING HELD ON 10 JULY 2015** Page 10  
To approve the minutes of the Urgency Committee meeting held on 10 July 2015.
5. **COMMITTEE REPORTS**  
To receive reports from the following:
- |     |                                  |                   |         |
|-----|----------------------------------|-------------------|---------|
| 5.1 | Plans Committee                  | 21 July 2015      | Page 11 |
| 5.2 | Plans Committee                  | 18 August 2015    | Page 16 |
| 5.2 | Leisure Services Committee       | 1 September 2015  | Page 25 |
| 5.3 | Community Services Committee     | 8 September 2015  | Page 31 |
| 5.4 | Strategy and Resources Committee | 15 September 2015 | Page 35 |
| 5.5 | Plans Committee                  | 22 September 2015 | Page 51 |
6. **AUDIT 2014/15**
- 6.1 To receive the external auditor's opinion on the audit of the Annual Return for 2014/15. **(Appendix 6)** Page 63
- 6.2 To adopt the Audited Annual Return for 2014/15.
7. **MAYOR'S CHARITY**  
To note that the Mayor's charity for 2015/16 is DrugFAM.
8. **LEADER'S STATEMENT**  
To receive a statement from the Leader of the Council.
9. **BULMERSHE SITE OF URBAN LANDSCAPE VALUE (SULV) JOINT WORKING PARTY**
- 9.1 To note **Report No. FC 3/15** of the Bulmershe SULV Joint Working Party meeting held on 6 August 2015. Page 69
- 9.2 To approve the following motion:  
"Woodley and Earley Town Councils will continue to work together to protect the Bulmershe Site of Urban Landscape Value, as defined in the current Local Plan, and will oppose any planning applications which seek to encroach on or erode the area, and will also oppose any other proposals which would impact on the area's designation as a Site of Urban Landscape Value.
- 9.3 To approve the proposed amendment to the text of the terms of reference of the Bulmershe SULV Joint Working Party. **(Appendix 9.3)** Page 70
- 9.4 To approve the joint statement in support of the protection of the Bulmershe SULV. **(Appendix 9.4)** Page 71
10. **REPRESENTATIVES ON OUTSIDE BODIES**
- 10.1 To receive any reports from Town Council representatives on outside bodies. **(Appendix 10.1)** Page 74
- 10.2 To note that a copy of the Poor's Land Charity's audited accounts and Annual Report for the year ending 31/12/14 has been received.

- 10.3 To note correspondence received from Wokingham Borough Council regarding a vacancy for a co-opted non-voting member on the Standards Committee (**Appendix 10.3**) and to invite Members to indicate their interest. Page 76
11. **TOWN MAYOR'S ENGAGEMENTS**
- 11.1 To note the list of engagements attended by Councillor Dave Mills since his election as Town Mayor. (**Appendix 11**) Page 77
- 11.2 To receive a report from Councillor Jenny Cheng on her engagements as Deputy Town Mayor. (**Appendix 11**) Page 77
12. **FUTURE AGENDA ITEMS**  
To consider any items for inclusion in future Council agendas.

**THIS PAGE IS INTENTIONALLY  
LEFT BLANK**

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on  
Tuesday 30 June 2015 at 8 pm**

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

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

**Also present:** Tania Christie, Scottish and Southern Energy  
Alan Harland  
2 members 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.*

*Before the start of the meeting Tania Christie, Welfare Officer and Community Adviser from Scottish and Southern Energy (SSE), spoke to Members about SSE's role as an emergency responder, the work they carry out in the community to enable people to be better prepared for power cuts and the help they can give to vulnerable people in emergency situations. Members gave some suggestions of ways in which information about SSE's emergency responder work could be more widely publicised.*

23. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors S. Brindley and D. Mills.

24. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

25. **MINUTES OF THE ANNUAL MEETING HELD ON 19 MAY 2015**

The Deputy Town Mayor presented the minutes of the Annual Meeting held on 19 May 2015.

**RESOLVED:**

- ◆ To approve the minutes of the Annual Meeting held on 19 May 2015 and that they be signed by the Deputy Mayor as a correct record.

26. **COMMITTEE REPORTS**

26.1 **Minutes of the Plans Committee: 26 May 2015**

Councillor Barker presented the Plans Committee minutes of the meeting of 26 May 2015.

**RESOLVED:**

- ◆ To receive the minutes of the Plans Committee held on 26 May 2015.

26.2 **Minutes of the Leisure Services Committee: 2 June 2015**

Councillor Soane presented the Leisure Services Committee minutes of the meeting of 2 June 2015.

**RESOLVED:**

- ◆ To receive the minutes of the Leisure Services Committee held on 2 June 2015.

26.3 **Minutes of the Community Services Committee: 9 June 2015**

Councillor Smith presented the Community Services Committee minutes of the meeting of 9 June 2015.

**RESOLVED:**

- ◆ To receive the minutes of the Community Services Committee held on 9 June 2015.
- ◆ To approve the recommendation of the Community Services Committee that the proposed new competitions for Best Kept Street and Best Community Street not be progressed because of the practicalities of organising and managing such competitions and the lack of capacity within the Council to provide the resources that would be required to establish and manage these.

26.4 **Minutes of the Strategy and Resources Committee: 16 June 2015**

Councillor Baker presented the Strategy and Resources Committee minutes of the meeting of 16 June 2015.

**Minute 12: Woodley Business Club**

In reply to a question from Councillor Gilder, Councillor Baker stated that the Council believed in encouraging local small businesses to network and promote their business and, as they would provide employment for young people in the future, the Committee had agreed to allow Woodley Business Club to have free use of the Oakwood Centre for its annual Festival of Business.

Following a second question from Councillor Gilder, Councillor Baker confirmed that no other organisations were given free use of the Oakwood Centre.

**RESOLVED:**

- ◆ To receive the minutes of the Strategy and Resources Committee held on 16 June 2015.
- ◆ To approve the recommendation of the Strategy and Resources Committee that the land at Loddon Mead be included in the proposed project with Wokingham Borough Council and other agencies to develop youth provision, subject to final details and implications being presented to Council, once they are known.

26.5 **Minutes of the Plans Committee: 23 June 2015**

Councillor Barker presented the Plans Committee minutes of the meeting of 23 June 2015.

**RESOLVED:**

- ◆ To receive the minutes of the Plans Committee held on 23 June 2015.

27. **FINANCIAL STATEMENTS AND ANNUAL RETURN 2014/15**

a) **Financial Statements for 2014/15**

The Deputy Mayor welcome Alan Harland, FCA, to the meeting. Alan Harland, formerly the Council's internal auditor, had helped officers prepare the Annual Return for 2014/15 and was attending in order to respond to any queries raised by Members regarding the Financial Statements and Annual Return.

The Town Clerk presented the Financial Statements for 2014/15 and thanked Alan Harland for his help in preparing the statements.

In reply to a question about the Council's debtors the Town Clerk explained that the figure for outstanding amounts due for Council services, as at 31 March 2015, included payments due to the Council following the handover of Bulmershe Leisure Centre, which had taken a long time to finalise and which had now been paid. Alan Harland stated that in his opinion the Council's performance with regard to debtors was very good.

In response to a question as to whether there were likely to be significant variations next year between expenditure in 2014/15 and 2015/16 the Town Clerk believed that this would be the case in respect of Bulmershe Leisure Centre and that capital receipts could also vary. The additional staff costs in respect of the one off payment to HMRC regarding NI and PAYE issues in 2014/15 would not be required this year. Alan Harland also pointed out that the increased pension costs were likely to continue in the future.

**RESOLVED:**

- ◆ To approve the Financial Statements for 2014/15 and that they be signed by the Deputy Mayor and the Town Clerk.

b) **Accounting Statements for 2014/15**

Members considered the Accounting Statements for 2014/15 and it was

**RESOLVED:**

- ◆ To approve the Accounting Statements for 2014/15 and that they be signed by the Deputy Mayor and the Town Clerk.

c) **Annual Governance Statement for 2014/15**

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

**RESOLVED:**

- ◆ To approve the Annual Governance Statement for 2014/15 and that this be signed by the Deputy Mayor and the Town Clerk.

The Deputy Mayor thanked Alan Harland for attending the meeting and for the help he had given to the Council. Alan Harland commended Council officers for the work they had done in preparing the Financial Statements and the Annual Return.

28. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"There is not a lot to report on this time as it is only a few weeks since the last Full Council Meeting. New councillors are clearly settling into their new roles and I thank each of them for putting in the effort.

I am extremely pleased that the Woodley 10K will restart next year after a brief absence of 1 year. It is now going to be run by a company specialising in this sort of activity, which should ensure the sustainability of this event. I would like to formally thank those individuals who used to give up their time for nothing and ensured that the race was a standard entry in many runners' calendars.

A couple of other good news items are worthy of mentioning. First regarding development of the North End of the Town Centre. Most of you are aware that

there has been a plan to extensively change the layout to provide a better performance area. This was to be funded from various sources to the tune of £100K. This limit would severely restrict what could be achieved with this project. Wokingham Borough Council recently approached the Town Council offering substantial cash injection and resources which would allow a much greater scheme to be progressed. This will spill over to the area of the "sail" and will probably result in a major upgrade for the children's play equipment there. This project will now be overseen by the trio of TCMI, Woodley Town Council and Wokingham Borough Council. It is early days at the moment but members will be kept fully apprised of developments as they happen.

The other interesting development is that there is a group of residents who have started to push back on the additional toilet planned, on the basis of cost and the fact that there is already a "local loo" scheme instead. This has led to a healthy debate on a social media site and has led to a couple of things. The initial action from this is to work with Wokingham Borough Council to improve the signage for the "local loos" as what is provided is not adequate at the moment. I have already had conversations with the relevant officer at Shute End about this and we are jointly investigating a number of options. Again members will be kept informed as things move forward."

29. **LLOYDS BANK – BACS PAYMENTS**

The Town Clerk informed Members that after the agenda had been issued Lloyds Bank had revised their requirements regarding the introduction of a BACS payment facility for the Town Council. The revised information, and the revised motion to be considered had been sent to all Councillors by email prior to the meeting.

Members considered the revised motion and

**RESOLVED:**

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

"The Council hereby acknowledges and accepts the terms of the letter from Lloyds Bank dated 26 June 2015 in respect of a BACS facility up to an aggregate of £65,000 at any one time and agrees all the terms and conditions therein.

In accepting this letter the Council confirms that neither the execution by this Council of this letter nor the utilisation by the Council of the facility being made available will conflict with or breach any requirement or limitation set out in

- i the Standing Orders of the Council
- ii Schedule 1 of the Local Government Act 2003"

30. **REPRESENTATIVES ON OUTSIDE BODIES**

a) Members considered appointing representatives to the current vacant positions on outside bodies.

**RESOLVED:**

- ◆ That Councillor Chadwick be appointed as a representative to the Campaign Against Waste.
- ◆ That Councillor Gilder be appointed as a representative to the Woodley Airfield Centre Management Committee.

b) Members noted the following written reports:



- WDALC report from Councillor Barker
- WASP report from Mrs Shelagh Flower
- ARC report from Mrs Shelagh Flower

Councillor Soane asked for thanks to be passed to Shelagh Flower for her reports and for the litter picking that had been carried out by WASP members at the Woodley Carnival, which had helped considerably with the clearing of the site at the end of the day.

31. **TOWN MAYOR'S ENGAGEMENTS**

Members noted the five engagements that had been carried out by the Town Mayor since he had taken office.

The Deputy Town Mayor reported on the two engagements that she had carried out, which included presenting the trophy at the Woodley Sports Week swimming gala on her first day as Deputy Mayor.

32. **FUTURE AGENDA ITEMS**

No suggestions were made for future agenda items, but it was suggested that the Council should support local community groups by publicising their activities on the Town Council website.

Under this item Councillor Baker reminded Members of the training session that had been arranged on planning matters and urged all Members to attend.

The subject of raising the profile of the Town Council was brought up and Councillor Baker informed Members that officers were working to address this issue and, for example, the development of marketing the Oakwood Centre, through social media and other platforms, formed part of the job description of the newly created post of full-time Venues Manager. It was suggested that Members with a background in marketing and IT might be able to offer assistance to officers working on a project, also planned, to review the Council's website.

Meeting closed at 9:00pm

---

**Minutes of the Urgency Committee – Friday 10 July 2015**

---

**1. 3G PITCH PROJECT – DEED OF DEDICATION**

Councillors Baker, Mills, Smith and Soane were contacted by email on 8 July 2015 and provided with the agenda and a copy of the Deed of Dedication in respect of the land on which the 3G pitch will be sited.

Councillors Baker, Mills, Smith and Soane responded by email to the Town Clerk by midday on 10 July 2015 in favour of the recommendations set out in the report. It was therefore

**RESOLVED:**

- ◆ **To approve the use of the Council Seal on the Deed of Dedication in respect of covenants on the land at the site for the 3G pitch at Woodford Park.**

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

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

**Also present:** *2 members of the public*

**Officer present:** *L. Matthews, Committee Officer*

16. **APOLOGIES**

Apologies for absence were received from Councillors J. Cheng and C. Dixon.

17. **DECLARATIONS OF INTEREST**

Councillor M. Walker – Personal interest: Agenda item 5, planning application 150111:  
26 Fawcett Crescent, as the applicant is known to her.  
Councillor Walker took no part in the discussion or decision on this application.

18. **MINUTES OF PREVIOUS MEETING**

**RESOLVED:**

- ◆ That the minutes of the meeting held on 23 June 2015 be approved and signed by the Chairman as a true and accurate record.

19. **PLANNING DECISIONS**

**RESOLVED:**

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

20. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

**VAR/2015/1312**

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

*Proposal: Application to remove condition 4 of planning consent F/2014/2778  
(proposed construction of mansard roof extension to form 4 x one bedroom  
flats and 2 x two bedroom flats) to remove the requirement to comply with  
the Code for Sustainable Homes.*

Observations: No comments.

**F/2015/1316**

*Location: 46 Duffield Road, Woodley, RG5 4RN.*

*Proposal: Householder application for proposed enlargement of existing garage to provide first floor habitable space, proposed single storey rear extension to dwelling and proposed single storey side extension to link dwelling to garage.*

Observations: No objections.

**F/2015/1469**

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

*Proposal: Proposed erection of two storey side extension and single storey front/side extension following demolition of existing porch and removal of existing chimney.*

Observations: No objections.

**150004**

*Location: Land adjacent to 88 Hearn Road, Woodley, RG5 3QQ.*

*Proposal: Full application for the erection of 1 x three bedroom house with associated parking and amenity space.*

Three letters of concern had been received for this application.

Observations: The Committee had no objections to the proposed new property, but had concerns that the proposal would result in insufficient amenity space for the existing property at 88 Hearn Road.

**150083**

*Location: Woodley C of E Primary School, Hurricane Way, Woodley, RG5 4UX.*

*Proposal: Full application for the proposed erection of modular building to provide facilities for school meals following the relocation of the existing bin store.*

Observations: No objections.

**150094**

*Location: 12-28 Fosters Lane, Woodley, RG5 4HH.*

*Proposal: Application to vary condition 2 of planning consent F/2014/1611 (proposed erection of 34 No. one bedroom flats with ancillary communal facilities for the frail elderly and dementia extra care with new access and parking) to substitute approved plans.*

Observations: No objections.

**150105**

*Location: 22 Chequers Way, Woodley, RG5 3EH.*

*Proposal: Householder application for the erection of a single storey rear extension to form conservatory/storage. (Retrospective)*

Observations: No objections.

**150111**

*Location: 26 Fawcett Crescent, Woodley, RG5 3HU.*

*Proposal: Householder application for the proposed erection of a single storey front extension to form front entrance porch and ramp.*

Observations: No objections.

**150191**

*Location: Shop Unit 4, Loddon Vale Centre, Woodley, RG5 4UL.*

*Proposal: Change of Use application from Use Class A3 (Food & Drink) to Use Class A5 (Hot Food Takeaways) for the proposed operation of a take away food service between 5:30pm to 10pm.*

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

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

- The proposed extractor system will cause disturbance to the residents above due to the noise and odour produced. The proposed location of the flue is adjacent to bedroom windows. It should be noted that the drawing of the existing rear elevation shows the extractor flue, but there is currently no extractor flue in this location.
- The additional traffic due to customers and delivery vehicles will cause disturbance to local residents and particularly to those living in the flats located in the same building as the shop unit.
- The increased opening hours will cause disturbance to local residents.
- The drawings submitted with the application are inaccurate and insufficient. In addition to the existing rear elevation showing a flue that does not currently exist, there is no proposed side elevation showing how the proposed flue will be positioned to avoid the roof soffit.

**21. PLANNING APPEALS****RESOLVED:**

- ◆ To note that the following appeal has been lodged with the Planning Inspectorate:

Application: F/2015/0066

Location: 27 Fairwater Drive, Woodley.

Proposal: Proposed erection of detached double garage following the demolition of existing detached garage. (Retrospective)

**22. NEIGHBOUR CONSULTATION SCHEME****RESOLVED:**

- ◆ To note the following application:

Application: 150279

Location: 92 Rochester Avenue, Woodley, RG5 4NB.

Proposal: Prior Approval application for the erection of a single storey rear extension which would extend beyond the rear wall of the original house by 4m, for which the maximum height would be 3.7m, and for which the height of the eaves would be 2.1m.

23. **TREE PRESERVATION ORDERS**

**RESOLVED:**

- ◆ To note the following:

TPO 3/1951: 70, 72 and 74 Antrim Road, Woodley.  
Consent for the selective pruning of an oak at 70 Antrim Road.  
Consent for the selective pruning of a birch at 72 Antrim Road.  
Consent for the trimming of a leylandii at 72 Antrim Road.  
Consent for the selective pruning of an oak at 74 Antrim Road.

24. **CONSULTATION: SHINFIELD DRAFT NEIGHBOURHOOD DEVELOPMENT PLAN**

Members considered the Shinfield Draft Neighbourhood Development Plan.

**RESOLVED:**

- ◆ To respond to Shinfield Parish Council with no comments on the proposals.

Notification of the following item was received after the agenda had been issued:

25. **STREET NAMING AND NUMBERING**

**RESOLVED:**

- ◆ To forward to Wokingham Borough Council the following suggestions for four street names for the development at the former Allies Bakeries Site:
  - Lilly-May or LillyMay
  - Poppy
  - Sunflower
  - Honeysuckle
- ◆ To request that an exception be made to the street naming protocol, which states that if a street is named after a deceased person only the surname is to be used. This request to be made due to the enormous support in Woodley for fundraising in memory of Lilly-May Page, which has resulted in defibrillators being provided for all Woodley schools and other public places in Woodley.

26. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of two ongoing enforcement matters.

The meeting closed at 8:50 pm

---

Chairman

Woodley Town Council

**PLANNING DECISIONS**

<b>Plan No.</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>
F/2015/0149	138 Loddon Bridge Road	Proposed erection of a single storey rear extension and timber summer house at rear of garden. Demolition of existing single storey rear extension, detached garage and shed.	Approved <i>[WTC: concerns]</i>
F/2015/0639	Magal Engineering Site, Headley Road East	Proposed erection of first floor extension above existing storage building.	Approved <i>[WTC: no objections]</i>
F/2015/0974	7 Ambleside Close	Proposed erection of a two storey side and single storey side extensions to dwelling, following demolition and removal of existing garage.	Approved <i>[WTC: no objections]</i>
F/2015/0979	87 Butts Hill Road	Proposed erection of a single storey side extension to dwelling to form conservatory.	Approved <i>[WTC: no objections]</i>
CLP/2015/1120	76 Redwood Avenue	Application for a certificate of lawful development for single storey side and rear extensions.	Approved
CLP/2015/1170	6 Welford Road	Application for a certificate of lawful proposed use for the partial conversion of existing garage to additional habitable accommodation and replacement of existing flat roof with tiled pitched roof.	REFUSED
F/2015/1246	64 Fitzroy Crescent	Householder application for the proposed erection of a two storey side, and part two storey and single storey rear extension. Conversion of roof space to habitable accommodation.	Approved <i>[WTC: refuse]</i>
F/2015/1394	Tamarisk, Western Avenue	Householder application for the proposed erection of single storey front extension and bay window.	Approved <i>[WTV: no objections]</i>

**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre  
on Tuesday 18 August 2015 at 7:45 pm**

**Present:** *Councillors: R. Dolinski (Chairman); S. Brindley; M. Walker; P. Wicks*

**Also present:** *11 members of the public*

**Officer present:** *L. Matthews, Committee Officer*

27. **APOLOGIES**

Apologies for absence were received from Councillors T. Barker, J. Cheng, C. Dixon, M. Green and S. Rahmouni.

28. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

29. **MINUTES OF PREVIOUS MEETING**

**RESOLVED:**

- ◆ That the minutes of the meeting held on 21 July 2015 be approved and signed by the Chairman as a true and accurate record.

30. **PLANNING DECISIONS**

**RESOLVED:**

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

31. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

**150042**

*Location: 124 Loddon Bridge Road, Woodley, RG5 4AW*

*Proposal: Householder application for the demolition of existing lean to and the erection of a single storey side/rear extension to dwelling.*

Observations: No objections.

**150049**

*Location: 43 Constable Close, Woodley, RG5 4US*

*Proposal: Householder application for a two storey side extension replacing existing garage.*

Observations: No objections, subject to sufficient parking being provided.



**150121**

*Location: 10 Vickers Close, Woodley, RG5 4PA*

*Proposal: Householder application for conversion of garage to a habitable room.*

Observations: No objections.

**150130**

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

*Proposal: Householder application for the proposed insertion of both side dormer extensions plus a single storey rear extension with roof extension to create larger habitable accommodation in roof space and a single storey side extension to dwelling.*

One resident was present at the meeting to observe the discussion of this application.

Observations: No objections.

**150187**

*Location: 39 Fosters Lane, Woodley, RG5 4HH*

*Proposal: Householder application for proposed loft conversion with internal alterations and erection of new front porch.*

Observations: The Committee had no objections, but particularly asked that any neighbours' concerns be taken into account.

**150190**

*Location: 16 Coppice Road, Woodley, RG5 3QX*

*Proposal: Householder application for a proposed single storey side and front extension to replace existing flat roof garage.*

Observations: The Committee had concerns regarding the development extending beyond the front line of neighbouring properties.

**150197**

*Location: 5 Ambleside Close, Woodley, RG5 4JJ*

*Proposal: Householder application for proposed single storey rear extension. Demolition of existing conservatory.*

Observations: The Committee had no objections, but particularly asked that any neighbours' concerns be taken into account.

**150218**

*Location: 36 Malone Road, Woodley, RG5 3NJ*

*Proposal: Householder application for a single storey front, side and rear extension and a two storey side and rear extension to dwelling plus conversion of garage to habitable accommodation.*

Two residents were present at the meeting to voice their concerns.

Observations: The Committee recommended refusal on the following grounds:

- The proposed extension is not subservient to the existing dwelling.
- Overbearing.
- Insufficient parking provision is proposed.

**150222**

*Location: 14 Bluebell Crescent, Woodley, RG5 4WP*

*Proposal: Householder application for retention of four outbuildings within residential curtilage (retrospective).*

The applicant was present at the meeting.

The Committee had no objections to the application, but would like a condition imposed such that the open, unenclosed part of the summerhouse should remain as an open structure without infill walls.

**150230**

*Location: 20 Campbell Road, Woodley, RG5 3NA*

*Proposal: Householder application for a proposed double storey side and rear extension.*

Observations: The Committee recommended refusal on the following grounds:

- Overbearing – particularly in terms of massing and height.
- Loss of light and privacy – particularly from the two-storey element.

**150236**

*Location: 113 Bruce Road, Woodley, RG5 3DY*

*Proposal: Householder application for proposed single and second storey extension at the rear of dwelling following demolition of existing conservatory. Velux rooflight on first floor extension.*

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

It appeared that the residents present at the meeting had a revised drawing that had not been received by the Town Council. The Committee could only comment on the drawings it had received from the planning authority.

After listening to the residents' concerns, the Committee discussed the application and had no objections to the two-storey element of the proposal, but recommended that permission should not be given to build the single-storey element right up to the boundary with the neighbouring property at No. 111. The Committee recommended that the single-storey element should be built at a sufficient distance from the boundary to allow access to enable maintenance of the abutment wall and roof above to be carried out. Attention should also be paid to the location of the sewer, or soakaway, adjacent to the abutment wall.

**150239**

*Location: 68 Antrim Road, Woodley, RG5 3NY*

*Proposal: Householder application for a garage conversion to habitable room.*

Observations: No objections.

**150240**

*Location: 31 Ravensbourne Drive, Woodley, RG5 4LH*

*Proposal: Householder application for a proposed single storey side extension and single storey front extension to form a porch.*

Observations: The Committee had concerns regarding the extension of the front porch beyond the building line of neighbouring properties.

**150244**

*Location: 113 Headley Road, Woodley, RG5 4JD*

*Proposal: Householder application for proposed addition of dormer with rooflight over to side elevation.*

Observations: No objections.

**150249**

*Location: 20 Wingate Road, Woodley, RG5 4JU*

*Proposal: Householder application for a proposed extension to front, side and rear of dwelling plus a garage conversion.*

The applicant was present at the meeting.

Observations: No objections.

**150268**

*Location: 110 Haddon Drive, Woodley, RG5 4LL*

*Proposal: Householder application for a proposed demolition of existing conservatory and utility room and erection of single storey rear extension.*

Observations: No objections.

**150290**

*Location: 91 Reading Road, Woodley, RG5 3AE*

*Proposal: Householder application for proposed combining of two existing front dormers into one new dormer.*

The applicant was present at the meeting.

Observations: No objections.

**150293**

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

*Proposal: Full application for a proposed formation of vehicular access and permeable hardstanding to front of property.*

One letter of concern had been received for this application.

Observations: The Committee recommended refusal on the following grounds:

- Unneighbourly.
- Out of keeping with neighbouring properties.
- Out of character with the street scene.
- Visually unacceptable.
- Concern regarding loss of green space.

**150595**

*Location: Courtyard Offices, Sandford Farm, Mohawk Way, Woodley*

*Proposal: Outline application for the demolition of existing buildings and construction of up to 21 dwellings with associated open space and new vehicular access.*

Observations: No objections.

**151514**

*Location: Bulmershe Campus, Woodlands Avenue, Earley, RG6 1HY*  
*Proposal: Application to vary conditions 1 (specifically relating to rear elevation plans for Plots 158-208, 239-272) and 2 (materials) of planning consent F/2014/0875 (dated 17/10/2014) for the erection of 257 dwellings with associated garaging and parking, 60 x 1 & 2 bed Extra Care unit and A1 retail shop, including public open space, children's play area, accesses from Woodlands Avenue, tree protection, affordable housing and landscaping.*

Observations: No objections.

**152030**

*Location: 10 Victor Way, Woodley, RG5 4UZ*  
*Proposal: Householder application for proposed erection of two storey side extension, single storey front extension with porch.*

The applicant was present at the meeting.

Observations: No objections.

**152046**

*Location: 18 Fawcett Crescent, Woodley, RG5 3HU*  
*Proposal: Householder application for erection of single storey and two storey rear and side extension incorporating new garage.*

One letter of concern had been received for this application.

Observations: The Committee recommended refusal on the following grounds:

- Out of character in terms of design and size.
- Overbearing – particularly in terms of massing and height.
- Loss of light and privacy – particularly from the two-storey element.
- Massing effect on the neighbouring property at No.16.

**152050**

*Location: 12 Redwood Avenue, Woodley, RG5 4DR*  
*Proposal: Householder application for part single storey extension to rear and side elevation and part two storey extension to rear and side elevation.*

Observations: No objections.

**152077**

*Location: 9 Freshers Grove, Woodley, RG6 1FA*  
*Proposal: Householder application for proposed conservatory to rear of dwelling.*

Observations: No objections.

32. **PLANNING APPEALS**

**RESOLVED:**

◆ To note that the following appeals had been lodged with the Planning Inspectorate:

- a) Application: F/2015/0322 (Adjacent parish consultation)  
Location: Land adjacent to Keepers Cottage, Sonning Golf Club, Duffield Road, Sonning.

- Proposal: Proposed erection of 2 No. semi-detached dwellings and associated works and change of use of land from golf course to residential.
- b) Application: F/2015/1080 (Adjacent parish consultation)  
 Location: Land to rear of 411-413 Wokingham Road, Earley.  
 Proposal: Proposed erection of 4No. four bedroom detached dwellings with access and parking.
- c) Application: F/2015/0765  
 Location: 10 Malvern Close, Woodley.  
 Proposal: Proposed erection of part two storey, part single storey side, front and rear extension including integral garage following demolition of existing conservatory and attached garage.

33. **NEIGHBOUR CONSULTATION SCHEME**

**RESOLVED:**

- ◆ To note the following application:

Application: 152148  
 Location: 27 Victor Way, Woodley, RG5 4UZ.  
 Proposal: Application for the prior approval of the erection of single storey rear extension which would extend beyond the rear wall of the original house by 3.65m, for which the maximum height would be 3.37m and the height of the eaves would be 2.25m.

34. **TREE PRESERVATION ORDERS**

**RESOLVED:**

- ◆ To note the following:

TPO 1374/2011: 142 Loddon Bridge Road, Woodley, RG5 4AB.  
 Consent for the selective pruning of an oak.

35. **COMMUNITY INFRASTRUCTURE LEVY TRAINING SESSION**

The Chairman gave a report on the Community Infrastructure Levy (CIL) training session, which had been run by Wokingham Borough Council, and which he and Councillor Barker had attended on 29 July 2015. In particular he highlighted the possibility that town and parish councils could pool the money they received from CIL to benefit cross-community infrastructure projects.

36. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of six ongoing enforcement matters.

The meeting closed at 10:00 pm

---

Chairman

Woodley Town Council

**PLANNING DECISIONS**

<b>Plan No.</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>
CLP/2015/1260	31 Wroxham Road	Certificate of Lawfulness application for the conversion of flat roof to pitched on side dormer extension.	REFUSED
150004	Land adjacent to 88 Hearn Road	Full application for the erection of a 3 bedroom detached dwelling with associated parking and amenity space.	REFUSED <i>[WTC: concerns]</i>
150083	Woodley C of E School, Hurricane Way	Full application for the proposed erection of modular building to provide facilities for school meals following the relocation of the existing bin store.	Approved <i>[WTC: no objections]</i>
150111	26 Fawcett Crescent	Householder application for the proposed erection of a single storey front extension to form front entrance porch and ramp.	Approved <i>[WTC: no objections]</i>
150191	Shop Unit 4, Loddon Vale Centre	Change of Use application from Use Class A3 (Food and Drink) to Use Class A5 (Hot Food Takeaways) for the proposed operation of a take away food service between 5:30pm to 10:00pm.	Approved <i>[WTC: refuse]</i>
150194	9 Master Close	Certificate of Lawfulness application for the proposed conversion of loft to create habitable accommodation to dwelling.	Approved
150503 (F/2015/1092)	39 Beechwood Avenue	Proposed erection of a single storey front extension to dwelling.	Approved <i>[WTC: no objections]</i>
150548 (F/2015/1469)	1 Wheble Drive	Proposed erection of two storey side extension and single storey front/side extension following demolition of existing porch and removal of existing chimney.	Approved <i>[WTC: no comments]</i>
150698 (F/2015/1039)	Little Ducklings Day Nursery, Campbell Road	Application for the recladding and retention of portacabin and erection of two extensions, in use as a private day nursery, for a further temporary period of 10 years.	Approved <i>[WTC: no objections]</i>
150812 (F/2015/0265)	35 Copse Mead	Proposed erection of first floor front and side extension with additional roof light to existing rear single storey pitched roof.	Approved <i>[WTC: no objections]</i>

## PLANNING DECISIONS continued

<b>Plan No.</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>
150831 (VAR/2015/1312)	Woodley House 65-73 Crockhamwell Road	Application to remove condition 4 of planning consent F/2014/2778 (proposed construction of mansard roof extension to form 4 x one bedroom flats and 2 x two bedroom flats) to remove the requirement to comply with the Code for Sustainable Homes.	Approved  <i>[WTC: no objections]</i>
151036 (F/2015/1344)	6 Selsdon Avenue	Householder application for the proposed erection of first floor side and ground floor front extension to dwelling (resubmission of F/2012/0967). (Amendment to planning consent F/2013/1374.)	Approved  <i>[WTC: refuse]</i>
151079 (F/2015/1346)	21 Harris Close	Householder application for the erection of a single storey side/rear extension plus part conversion of garage to create habitable accommodation to dwelling.	Approved  <i>[WTC: no objections]</i>
151196 (F/2015/1239)	25 Bodmin Road	Householder application to extend existing garage to increase width and change roof from flat to pitch (part retrospective).	Approved  <i>[WTC: no objections]</i>
151294 (VAR/2015/0093)	Bulmershe Campus, Woodlands Avenue	Application to remove condition 34 of planning consent F/2014/0875. Condition 34 relates to velux windows in the rear elevations of buildings being fitted with obscure glass and non-opening.	REFUSED  <i>[WTC: refuse]</i>
151381 (F/2015/1316)	46 Duffield Road	Householder application for proposed enlargement of existing garage to provide first floor habitable space, proposed single storey rear extension to dwelling and proposed single storey side extension to link dwelling to garage.	Approved  <i>[WTC: no objections]</i>

**THIS PAGE IS INTENTIONALLY  
LEFT BLANK**



**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre  
on Tuesday 1 September 2015 at 8.00 pm**

---

**Present:** *Councillors T. Barker (Chairman); K. Gilder; R. Lay; S. Rahmouni;  
D. Stares*

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

**Also present:** *Councillor R. Dolinski  
Mr D. Provins  
1 member of the press  
12 members of public*

10. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors B. Franklin, M. Green and W. Soane.

11. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

12. **MINUTES OF THE MEETING HELD ON 2 JUNE 2015**

**RESOLVED:**

- ◆ That the minutes of the Leisure Services Committee meeting of 2 June 2015 be approved and signed by the Chairman as a correct record.

13. **WOODFORD PARK**

Mr David Provins, a local resident, addressed the Committee. He said that he had visited the Garden of Remembrance in Woodford Park in the spring of 2015 and had been disappointed by its appearance. He had subsequently contacted the Town Council and had asked for permission to help to keep the Garden of Remembrance tidy. As a result Mr Provins had done some work in the Garden of Remembrance.

Mr Provins asked Members whether it would now be possible to extend this help to other areas of Woodford Park. He thought that other members of the local community would be willing to volunteer to help improve the appearance of the park and asked the Committee to consider this proposal.

The Service Support Manager informed Members that local residents had set up a similar scheme several years earlier, which had not been successful as there had not been a sufficient number of volunteers; however he felt that community involvement in the upkeep of the park could be accommodated alongside the work of the grounds staff and would provide an opportunity for the Council to engage with the public.

**RESOLVED:**

- ◆ That the Service Support Manager and Mr David Provins meet to discuss arrangements for setting up a group of volunteers to help with the upkeep of some areas of Woodford Park.

14. At this point in the meeting the Chairman invited local residents present to address the Committee.

Members of the over 50's tennis club voiced their disapproval that the number of tennis courts at Woodford Park would be reduced from four to one when the 3G pitch was constructed and the associated redevelopment was completed. They complained that one tennis court would not be enough for their club. They were also concerned that there would be insufficient tennis courts in Woodley for the size of the population and that without sufficient tennis courts available it would not be possible to encourage children into the sport. The tennis players also complained that they had not been made aware of the redevelopment plans before they had been approved by the local planning authority, Wokingham Borough Council.

The Leisure Services Manager replied that the usage data showed that the existing tennis courts were not well used, except for Wimbledon fortnight and the school summer holidays. He explained that the Council had run coaching sessions for tennis in the past, but that there had been very low uptake. Unsuccessful approaches had also been made to the Lawn Tennis Association to try to get them to run coaching sessions at Woodford Park. The tennis courts previously doubled as netball courts, but all netball was now played inside resulting in the tennis court being unused for most of the time. In contrast, all the football pitches were well used. With regard to the lack of consultation while the plans were being developed, the Leisure Services Manager replied that notices had been on display in the leisure centre and he had personally spoken to some members of the over 50's tennis club to make them aware of the proposals before these had been approved.

The Leisure Services Manager reported that he was investigating the possibility of tennis courts in other parts of the town being made available for the over 50's tennis club to use.

The Chairman concluded by noting that the 3G pitch project was already underway, following consultations and the granting of planning permission by the planning authority. He thanked the members of the over 50's tennis club for coming to the meeting and making their views known and said that the Council would continue to monitor tennis usage at Woodford Park and would explore the opportunity for a second court should demand for tennis facilities increase.

15. **BUDGETARY CONTROL**

The Town Clerk presented Report No. 14/15.

Members were pleased to note that the income from Woodford Park Leisure Centre had already reached 57% of the budget estimate for the year and thanked the Leisure Services Manager and his staff for the marvellous job they were doing to raise income.

**RESOLVED:**

- ◆ To note Report No. 14/15.

16. **WOODFORD PARK LEISURE CENTRE, SPORT AND ACTIVITIES**

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

Members were informed that the Football Development League had made it clear that in order to make their Saturday morning booking viable, which included paying marshals to manage the traffic, they needed to be able to use five pitches. With construction of the 3G pitch due to start shortly there were only four pitches available so it had been agreed with the Head Groundsman that a pitch would be marked out on the Memorial Ground for the league's use, with the goals being put up after Parkrun had finished and taken down again on the same day.

Members were pleased to hear of the success of the summer holiday activities at Woodford Park Leisure Centre and congratulated the Leisure Services Manager and his team for working hard to make 2015 the busiest year so far. Members commented that this showed that the Council was investing in the future of local children by supporting a broad range of sports and activities for them to take part in.

The Committee was pleased to note that their decision to ban smoking in the paddling pool area had been well received by users of the pool with only a couple of negative comments being made.

The Leisure Services Manager reported on the discussions that had taken place with Visual Learning UK and Woodley United about setting up a football scholarship programme for 16-18 year olds at Woodford Park Leisure Centre from September 2016. It was hoped that the Council would know whether its submission to run the football scholarship programme had been successful before the next meeting of the Committee.

In addition, Members were pleased to note progress on the 3G pitch project, the formation of a Gaelic football club based at Woodford Park for under 6 and under 8 year olds and the list of events planned in conjunction with local schools. Members also noted that Woodley Sports Week 2016 would take place from 16 to 20 May.

**RESOLVED:**

- ◆ To note Report No. LS 15/15.
- ◆ To support the potential introduction of a Football Scholarship Programme at Woodford Park Leisure Centre.

17. **WOODLEY 10km ROAD RACE**

The Leisure Services Manager presented Report No. LS 16/15.

Members were pleased to hear that the Woodley 10km road race and the junior 3km race would be returning in 2016 and would take place on Sunday 8 May, starting at 9:30am. Members considered the request from Barnes Fitness, who would be organising the event, that the Council allow free use of the facilities at the Oakwood Centre from 8am to 2pm on the day of the race. The estimated cost of the facilities was £150. Barnes Fitness had indicated that they would make a donation to the Mayor's charity. Members noted the need to establish in advance what the donation would be, or on what basis it would be calculated, and also which Mayoral charity would benefit, given the election of a new Mayor in the same month.

**RESOLVED:**

- ◆ To provide free use of the Council's facilities at the Oakwood Centre for the annual Woodley 10km and 3km road races, under the new arrangements.

18. **PARKS AND BUILDINGS**

The Service Support Manager presented Report No. LS 17/15.

Members were informed that the notice board in Coppice Road had been vandalised and had been repaired by the Maintenance Team. On being questioned about the number of times notice boards were vandalised and whether they were fit for purpose the Service Support Manager agreed to investigate and report back at the next meeting.

The Service Support Manager reported that, following a complaint from a resident who had experienced problems while walking her dog during a Parkrun session, the Parkrun organisers had suggested the installation of small signs to show the route of the run. Members considered the installation of the signage, which would be at no cost to the

Council and the positions of which would be agreed with the Head Groundsman. Members asked if they could see a plan of the proposed locations before the signs were installed and the Service Support Manager agreed to provide this at the next meeting.

The Service Support Manager reported that the winner of the Woodley Garden Competition competition for 2015 was Mr Reginald Hayward, who would be invited to the Council meeting on 29 September to be presented with a trophy by the Mayor. It was noted that entry numbers had been very low this year and Members asked that the future of the garden competition be discussed at the next meeting.

**RESOLVED:**

- ◆ To note Report No. LS 17/15.
- ◆ To permit the installation of signage showing the route of the Parkrun, subject to the location of the signs being approved at the next meeting.

19. **WOODFORD PARK LEISURE CENTRE DEVELOPMENT**

The Committee noted that, at its meeting on 16 June 2015, the Strategy and Resources Committee had agreed that it was necessary for the Council to identify which new activities it wished to provide at Woodford Park Leisure Centre before proceeding to fund further development of a scheme and therefore resolved to suspend the decision to fund works to develop a scheme at Woodford Park Leisure Centre to 'cost confidence'.

The Committee also noted that the Strategy and Resources Committee had agreed that a Woodford Park Leisure Centre Regeneration Task and Finish Group should be set up to look at these matters, consisting of 4 members from the Strategy and Resources Committee and 3 members from the Leisure Services Committee, with a member from the Strategy and Resources Committee taking the chair; and resolved to appoint the following Members to the Task and Finish Group:

Councillors Baker, Brindley, Cheng and Mills from the Strategy and Resources Committee. Councillors Barker, Lay and Stares from the Leisure Services Committee.

It was further noted that the next meeting of the Strategy and Resources Committee would be considering also appointing the Chairman of the Leisure Services Committee, Councillor Soane, to the Task and Finish Group.

20. **WOODFORD PARK REGENERATION TASK AND FINISH GROUP**

**RESOLVED:**

- ◆ To note Report No. LS 18/15 of the Woodford Park Regeneration Task and Finish Group meeting held on 4 August 2015.

21. **2016/17 BUDGET**

The Chairman invited the committee to consider items to be included or excluded from the 2016/17 budget, which would be investigated and reported back to the Committee.

The items suggested for inclusion were:

- Costs and income resulting from the provision of the 3G pitch.
- Costs and income resulting from running the Football Scholarship Programme.

22. **FUTURE AGENDA ITEMS**

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

**RESOLVED:**

- ◆ That the following be included as future agenda items:
  - Consideration of the position of the Parkrun signage.

- The future of the annual garden competition.
- Proposals for community involvement in the maintenance of Woodford Park.
- Tennis provision in Woodley.

23. **PUBLICITY AND WEBSITE**

**RESOLVED:**

- ◆ To publicise the following:
  - The new 3G pitch.
  - Community involvement in Woodford Park – when the details of this have been agreed.

The meeting closed at 9:30 pm

---

**THIS PAGE IS INTENTIONALLY  
LEFT BLANK**

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

---

**Present:** *Councillors: D. Smith (Chairman); J. Cheng; M. Forrer; J. NacNaught; D. Mills; M. Walker*

**Also present:** *Shelagh Flower, Woodley Adopt a Street Project  
1 member of the public*

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

20. **APOLOGIES**

Apologies for absence were received from Councillors R. Dolinski and W. Soane.

21. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

22. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 9 JUNE 2015**

**RESOLVED:**

- ◆ That the minutes of the meeting held on 9 June 2015 be approved and signed by the Chairman as a correct record.

23. **WOODLEY ADOPT A STREET PROJECT (WASP)**

Mrs Shelagh Flower was welcomed to the meeting and gave a verbal update of WASP's activities, informing members that there were currently nearly 150 volunteers who litterpicked in approximately 200 streets around Woodley. She explained that all the volunteers were given Health and Safety information and were supplied with litterpickers, bags and high-viz jackets.

Shelagh Flower reported that WASP had carried out litterpicking at the Winter Extravaganza and at the Woodley Carnival and had also recruited at these events. WASP also participated in the borough-wide "Clean-Up" weekend, organised by Wokingham Borough Council, which took place in the spring of each year. WASP was trying to make connections with other litterpicking groups and had supplied information leaflets for inclusion in the packs distributed to new residents through the New Neighbour Scheme. WASP also helped residents who were experiencing litter problems in their neighbourhood by reporting problems to Wokingham Borough Council.

Shelagh Flower thanked the Council for the help that officers gave to WASP and for the support given by the Town Council and the community grants that had been awarded.

The Chairman said that WASP had been a tremendous success, starting with a dozen volunteers and growing to nearly 150, and that it took a great deal of work to run such a group and keep in contact with everyone. He thanked Shelagh Flower for all the hard work she put into WASP and for coming to the meeting to update Members on progress.

24. **JUST AROUND THE CORNER (JAC)**  
Members noted the report from Just Around the Corner charity, which had been distributed with the agenda. Sam Milligan was unable to attend the meeting and had sent his apologies.
25. **BUDGETARY CONTROL**
- RESOLVED:**
- ◆ To note Report No. CS 13/15.
26. **COMMUNITY YOUTH PARTNERSHIP**  
Members discussed Report No. CS 14/15 of the Community Youth Partnership meeting held on 2 September and commented that the Partnership had been very busy. One proposed project had been for JAC to work with young people to refurbish the youth shelter in Woodford Park and the Town Clerk confirmed that, should it go ahead, the work would be overseen by the Town Council Maintenance Team
- RESOLVED:**
- ◆ To note the minutes of the Community Youth Partnership meeting of 2 September 2015.
27. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE (WTCMI)**  
Mary Holmes, who was present at the meeting, was invited to comment on the minutes of the last meeting of the Town Centre Management Initiative. She reported that no progress had been made on the project to refurbish the north end of the town centre, as a project leader had not yet been appointed. Following a question about the perceived increase of unreported crime in the town centre Mary Holmes replied that the WTCMI was trying to encourage the reporting of all crimes in the town centre.
- RESOLVED:**
- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 1 July 2015.
28. **ALLOTMENTS UPDATE**  
Members noted the information provided regarding the success of the banners advertising vacant plots. There were currently 21 people on the waiting list and 10 vacant plots, which would be allocated over the coming weeks.
- The ongoing work by tenants to repair the roadways around the site using planings purchased by the Council was also noted.
29. **HIGHWAYS**  
**Road Works/Street Works Major Project Co-ordination meetings**  
Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meetings held on 16 June and 14 July 2015.
30. **CONSULTATION BY WOKINGHAM BOROUGH COUNCIL:**  
**PROHIBITION OF WAITING ORDER**  
Members noted that correspondence received from Wokingham Borough Council regarding a proposal to prohibit waiting on Addington Gardens and Loddon Bridge Road, Woodley had been circulated to Members during the summer recess. The



views of Members had been sought prior to the meeting as responses were required by 15 July 2015 and a response was sent in support of the proposal.

31. **APPLICATION FOR A MINOR VARIATION OF PREMISES LICENCE UNDER THE LICENSING ACT 2003: BARGAIN FOOD AND WINE, 47 RAVENSBOURNE DRIVE**

Members noted that correspondence received from Wokingham Borough Council regarding an application for a minor variation of the premises licence for Bargain Food and Wine, 47 Ravensbourne Drive, Woodley had been circulated to Members during the summer recess. The views of Members had been sought prior to the meeting as responses were required by 17 August 2015 and a response was sent indicating Members' concern that the proposed new layout would lead to increased sales of alcohol, and that this may not be appropriate in a residential location.

32. **APPLICATION FOR GOODS VEHICLE OPERATORS LICENCE: 1 VISCOUNT WAY**

Members noted that notification from Wokingham Borough Council of the following application for a Goods Vehicle Operators Licence had been circulated to Members during the summer recess:

Operating Centre: 1 Viscount Way, Woodley, RG5 4DZ  
New authorisation: 4 vehicles, 0 trailers

The views of Members had been sought prior to the meeting as responses were required by 8 July 2015 and no objections were raised.

33. **APPLICATION FOR GOODS VEHICLE OPERATORS LICENCE: 29 VISCOUNT WAY**

Members noted that notification from Wokingham Borough Council of the following application for a Goods Vehicle Operators Licence had been circulated to Members during the summer recess:

Operating Centre: 29 Viscount Way, Woodley, RG5 4DZ  
New authorisation: 2 vehicles, 1 trailer

The views of Members had been sought prior to the meeting as responses were required by 1 September 2015 and no objections were raised.

34. **SUPERFAST BROADBAND PROJECT: SUPERFAST BERKSHIRE**

Members noted correspondence received from the Right Honourable Theresa May, MP, regarding the possibility of attending a meeting with BT officials to discuss any issues regarding Superfast Berkshire, at a date to be arranged.

**RESOLVED:**

- ◆ That Councillor Mills will attend a meeting between BT and Berkshire parish councils to discuss the progress of the superfast broadband project.

35. **BUS SHELTER – LIVINGSTONE GARDENS**

Members noted that a new bus shelter in Nightingale Road (for Livingstone Gardens), had been installed by Wokingham Borough Council and would be added to the Town Council's maintenance schedule as agreed by the Community Services Committee on 9 June 2015.

36. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - *ReadiBus Review of the Year 2014/15*
  - *WTCMI Newsletter – August 2015*
  - *CAB Wokingham Annual Review for Woodley 2014/15*

Members noted that the review of the CAB service for Woodley, 2014/15, showed that 675 Woodley residents had approached the CAB for help in that year and had asked for help with 1,243 problems.

Following a short discussion, the Chairman suggested and it was

**RESOLVED:**

- ◆ To invite a representative from the CAB to a future meeting of the Council or the Community Services Committee to talk to Members about the work the CAB does for Woodley residents.

37. **FUTURE AGENDA ITEMS**

The following items were suggested by Members:

- A presentation by the CAB.
- An update from Wokingham Borough Council on the dredging programme to relieve the silting problems at South Lake.

38. **PUBLICITY/WEBSITE**

**RESOLVED:**

- ◆ To publicise the new bus stop in Nightingale Road (for Livingstone Gardens).

The meeting closed at 9:00 pm

---

Chairman

**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 15 September 2015 at 8:00 pm**

---

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

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

**Also present:** *Councillor T. Barker*

1. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley, A. Chadwick and D. Stares.

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

3. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 16 JUNE 2015**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 16 June 2015 be approved and signed by the Chairman as a correct record.

4. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. 29/15. In reply to a question about the Oakwood Centre costs being higher than at this point in the previous year, the Town Clerk explained that this was mainly due to the post of Venues Manager being made a full-time post, resulting in increased costs.

The Town Clerk informed Members that some events, such as a pantomime and performances by touring drama groups, were being organised in-house and that this would increase the Oakwood Centre expenditure, but would also hopefully result in increased income. The Town Clerk also explained that the Oakwood Centre income was always lower in August than in other months and Members suggested that perhaps in future the Oakwood Centre facilities could be offered at a discounted price during August.

**RESOLVED:**

- ◆ To note Report No. SR 29/15.

b) **Payments**

**RESOLVED:**

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

	Current account	Imprest account
May 2015	£72,855.58	£43,155.78
June 2015	£55,735.51	£44,025.55
July 2015	£72,262.10	£42,088.41
August 2015	£53,603.48	£45,098.03

c) **Short term investment**

**RESOLVED:**

- ◆ To note the short-term investment of £250,000 in a Lloyds Bank High Interest Deposit Account on 12 August 2015 for a period of 3 months at an interest rate of 0.57%.

5. **CATERING PARTNERSHIP MANAGEMENT PANEL**

- a) The Chairman presented Report No. SR 30/15 of the Catering Partnership Management Panel meeting held on 28 August 2015. Members discussed the report and agreed that the use of key performance indicators would enable the management of the contract to be evaluated.

**RESOLVED:**

- ◆ To note Report No. SR 30/15.

b) **RESOLVED:**

- ◆ To note that Councillors Chadwick and Horskins have resigned from the Catering Partnership Management Panel.
- ◆ To appoint Councillors Brindley and MacNaught to the Catering Partnership Management Panel.

6. **WOODFORD PARK LEISURE CENTRE REGENERATION TASK AND FINISH GROUP**

- a) The Service Support Manager presented Report No. SR 31/15 of the Woodford Park Leisure Centre Task and Finish Group meeting held on 4 August 2015 and reported that the subsequent meeting, which was due to be held on 8 September, had not taken place as the requested information had not been available.

**RESOLVED:**

- ◆ To note Report No. SR 31/15.

b) **RESOLVED:**

- ◆ To approve the proposed Terms of Reference of the Woodford Park Leisure Centre Regeneration Task and Finish Group (**Appendix E**).

c) **RESOLVED:**

- ◆ To appoint Councillor Soane to the Woodford Park Leisure Centre Regeneration Task and Finish Group.

7. **SECTION 106 PROJECT LIST**

The Service Support Manager presented Report No. SR 32/15, which provided an update on the progress of current external funding applications and advised Members of the new format for presentation of this information.

The Chairman thanked the Service Support Manager for providing the new list and said that the revised format was a huge improvement on the previous list.

Members discussed the list of projects and it was agreed that only the items for which the Town Council was seeking funding for projects it would carry out should be included on the list and that items that would be requested from Wokingham Borough Council, such as pedestrian crossings and traffic calming measures, would be removed from the list. The Town Clerk suggested that it would be more appropriate for the Community Services Committee to consider and make requests for highways projects, as that committee dealt with highways matters, and it was agreed that information on these projects would be passed to the Community Services Committee for its consideration.

**RESOLVED:**

- ◆ To note report No. 32/15.
- ◆ That the Projects for External Funding list be considered a working document for the Council.
- ◆ To delete from the projects list the following projects, which are no longer relevant or achievable:
  - 3G pitch installation at Woodford Park Leisure Centre. (Project underway)
  - Improvements to hard surface area at Woodford Park Leisure Centre. (Included as part of 3G pitch project)
  - New Crazy golf area at Woodford Park Leisure Centre. (No demand)
  - Improvements to surfacing of access road to Woodford Park from Western Avenue. (Area not owned by the Town Council – unlikely to attract funding)
- ◆ To recommend that the Community Services Committee deal with highways project requests to Wokingham Borough Council.

8. **3G PITCH PROJECT UPDATE**

Members noted the update provided, which indicated that the tender process was complete and a contractor had been appointed. The Service Support Manager informed Members that as the tender and appointment process had taken longer than anticipated it was likely that the completion date would be delayed and that the second loan payment would therefore have to be taken from reserves, as the new pitch would not have generated the expected income by that time.

The Chairman asked the Town Clerk to check whether the contingency sum had been used up and whether the contract included a penalty clause for late delivery of the project.

9. **RESIDENTS' SURVEY**

Members noted the information provided regarding the resident's survey. The Town Clerk reported that the doorstep survey would start on 25 September and the survey would also be available on the Council's website and on HMR's website, the independent company conducting the survey. The results were expected early in December. Following a request from Members the Town Clerk agreed to send a copy of the survey questions to all Members, for information.

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

Members noted that discussions at a parish/town clerks' and Wokingham Borough Council officers' forum meeting had included potential arrangements in respect of CIL payments and that a series of questions had been sent to all parish/town councils to seek their views. A meeting of clerks and members from parish/town councils with Wokingham Borough Council had been arranged for 28 October 2015 and it was intended that the Leader of the Council and the Town Clerk would attend this meeting. As the Town Council had been allocated three places at the meeting, Councillor Cheng indicated that she would also like to attend if she was available.

11. **BOROUGH PARISH WORKING GROUP**  
No topics were suggested for inclusion as agenda items for future meeting of the Borough Parish Working Group.
12. **SLCC LARGER COUNCILS' CONFERENCE**  
The Town Clerk gave a verbal report on the SLCC Larger Councils' Conference, which she had attended on 18 and 19 June 2015. She informed Members that this had been one of the best training sessions she had attended, with topics including listed buildings, social media, the development and branding of council services and the future challenges of local government.
13. **NALC**  
a) Members noted the information provided regarding the free trial associate membership of the Local Government Association (LGA) which had been made available to councils that were members of the Super Councils Network set up by NALC in May 2015. The Town Clerk had signed up for the free associate membership, which would run until April 2016. This would allow access to a range of LGA e-learning courses for councillors and the Town Clerk notified Members that she would be circulating this information.  
b) **RESOLVED:**  
◆ Not to send a representative to the NALC Larger Councils' Conference on 2 December 2015.
14. **WDALC**  
The Chairman invited Councillor Barker to present the minutes of the WDALC meeting held on 18 June 2015, as he had been present at the meeting.  
  
Some Members questioned whether it was necessary for the Council to continue sending a representative to the WDALC meetings as the topics discussed were more relevant to smaller councils. It was agreed that WDALC was not an essential organisation for the Council to be represented at and that the representative could decide whether to continue attending the meetings.  
  
**RESOLVED:**  
• To note the minutes of the WDALC meeting held on 18 June 2015.  
  
• To monitor the usage and usefulness to the Council of BALC, NALC and WDALC until the end of the financial year.
15. **2016/17 BUDGET**  
The following item was suggested for inclusion in the 2016/17 budget:  
• A proposal that the Council make an additional charge for payments made by credit card for Council facilities.
16. **FUTURE AGENDA ITEMS**  
No future agenda items were suggested.
17. **PUBLICITY AND WEBSITE**  
No items were suggested to be publicised or put on the Council's website.

With the agreement of the Chairman an item relating to the Inn on the Park was added to the agenda and Members received notification following the publication of the agenda.

18. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

19. **INN ON THE PARK**

The Town Clerk presented Report No. SR 33/15 and Members considered the options for the future of the pub at Woodford Park Leisure Centre.

**RESOLVED:**

- ◆ To close the Inn on the Park pub at Woodford Park Leisure Centre on 30 October 2015, at the end of the present agreement for the management of services at the pub.
- ◆ That the Woodford Park Leisure Centre Regeneration Task and Finish Group investigate option 2(ii), as set out in Report No. SR 33/15.

The meeting closed at 9:35pm

---

## Current Account

## List of Payments made between 01/05/2015 and 31/05/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u> <u>Paid</u>	
22-May-15	ADT Fire & Security Plc	476.74	Call out/reset alarm
31-May-15	ARC	5000.00	Annual grant
01-May-15	BE Fuelcards	31.31	Unleaded petrol
08-May-15	BE Fuelcards	53.44	Diesel + admin
22-May-15	BE Fuelcards Ltd	31.31	Diesel + admin
29-May-15	BE Fuelcards Ltd	52.19	Diesel + admin
15-May-15	Bowak Ltd	251.76	Cleaning supplies
22-May-15	Bowak Ltd	144.65	Cleaning supplies
15-May-15	Brake Bros Foodservice Ltd	190.56	Vending supplies
31-May-15	British Gas	2686.42	Electricity supply
26-May-15	BT Direct	68.40	Phone
26-May-15	BT Direct	71.96	Phone
26-May-15	BT Direct	72.36	Phone
26-May-15	BT Direct	126.00	Phone
26-May-15	BT Direct	491.96	Phone
26-May-15	BT Direct	674.12	Phone
13-May-15	BT Retail	8.40	Phone
31-May-15	Bullseye Awards & Garments Ltd	300.00	Engraving
22-May-15	Churchill Contract Services Lt	2465.92	Contract cleaning
31-May-15	Citizens Advice Bureau	3500.00	Grant
18-May-15	Crown Gas & Power	100.08	Gas supply
18-May-15	Crown Gas & Power	807.97	Gas supply
18-May-15	Crown Gas & Power	981.39	Gas supply
31-May-15	Crown Water & Coffee	55.44	Bottled water
18-May-15	Crwn Gas & Power	120.98	Gas supply
31-May-15	EDF Energy 1 Ltd	8.96	Electric for clock tower
31-May-15	Energy Electrical Distributors	633.07	Electrical supplies
15-May-15	Eventu	29.00	Equipment hire - Civic awards
22-May-15	Frasers Office Supplies Ltd	215.76	Stationery supplies
22-May-15	HM Revenue & Customs Only	10889.03	PAYE & NI
22-May-15	Iglow Creative and Print Ltd	75.00	Garden Competition leaflets
22-May-15	Image Box Design Ltd	547.00	WPLC summer leaflet
15-May-15	InTouch	35.99	Monthly website charge
15-May-15	J P Lennard Ltd	554.88	Shuttlecocks - WPLC
15-May-15	John Willis	120.00	Window cleaner
31-May-15	Keep Mobile	500.00	Annual grant - 1st half
22-May-15	KLM Digital Office Solutions L	27.39	Service & maint photocopier
31-May-15	Lantec Security Ltd	402.00	Install new smoke alarms WPLC
15-May-15	Laundry Depot	105.15	Wash/press table cloths OC
31-May-15	Lend and Play Toy Library	500.00	Annual grant - 1st half
15-May-15	Lloyds Cardnet	371.31	Service charge - Cardnet
05-May-15	Mailcom Ltd	71.94	Software update
15-May-15	Merchants Rentals	35.23	Monthly cardnet machine rent
31-May-15	MKR Electrical Services Ltd	1039.67	Electrical work
15-May-15	Network Security & Alarms Ltd	192.00	Install alarm - reception OC
22-May-15	OCS Group UK Ltd	259.20	Refuse collection
31-May-15	PDG Group Services	177.13	Cleaning supplies
22-May-15	Phonographic Performance Limit	294.06	Annual charge - music licence WPLC



15-May-15	PHS Group Plc	636.89	Annual water dispenser charge
22-May-15	Pitney Bowes	250.00	Franking machine - Postage top up
31-May-15	Playsafety Ltd	507.60	Playground inspections - annual charge
22-May-15	Prudential Assurance	30.00	AVC payment deducted from pay
31-May-15	READIBUS	8500.00	Annual grant - 1st half
15-May-15	Rialtas Business Solutions Ltd	133.20	Annual Planning software charge
15-May-15	SGW Payroll Ltd	368.78	Payroll services
22-May-15	SGW Payroll Ltd	171.02	Payroll services
22-May-15	SITA UK Ltd	1094.42	Refuse collection
22-May-15	Springfield Supplies & Project	7444.80	New tables - OC
22-May-15	T H White Ltd	102.09	Gardening supplies
31-May-15	Thames Valley Temperature Cont	1141.20	Replace valve + actuator in plant room OC
05-May-15	Thames Water	45.13	Water rates
05-May-15	Thames Water	69.10	Water rates
05-May-15	Thames Water	507.06	Water rates
13-May-15	Thames Water	348.69	Water rates
22-May-15	The Berkshire Pension Fund	10984.25	Pension - employers and employees
22-May-15	The Blue Moose Graphic Company	48.00	Banners - Allotments
22-May-15	Trade UK	84.81	Building supplies
31-May-15	Travis Perkins Trading Company	187.28	Building supplies
31-May-15	Trinity Mirror Publishing Ltd	216.00	WTCMI advertising
22-May-15	Unison	41.90	Union fees deducted from pay
31-May-15	Virgin Media Payments Ltd	17.24	Phone
15-May-15	Vodafone Ltd	208.41	Phone
01-May-15	Wokingham BC	41.00	Rates
01-May-15	Wokingham BC	158.00	Rates
01-May-15	Wokingham BC	350.00	Rates
01-May-15	Wokingham BC	887.00	Rates
01-May-15	Wokingham BC	1849.00	Rates
31-May-15	Yarnold Heating and Plumbing L	585.58	install new radiator WPLC
		72855.58	

## CLERKS IMPREST A/C

### List of Payments made between 01/05/2015 and 31/05/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
08-May-15	(Personal Information)	100.00	Grant
11-May-15	(Personal Information)	15.00	Refund deposit
15-May-15	(Personal Information)	50.00	Refund deposit
06-May-15	(Personal Information)	150.00	Refund deposit
08-May-15	(Personal Information)	50.00	Refund deposit
11-May-15	Brightons News	19.40	Newspapers
15-May-15	Lloyds Bank	29.56	Charges 10 Mar to 9 Apr 2015
27-May-15	Lloyds Bank	41704.68	May 2015 net payroll
08-May-15	Me 2 Club	210.00	Grant
15-May-15	Pool and spa centre	77.14	Pool skimmer basket/parts
08-May-15	Woodley Concert Band	250.00	Grant
08-May-15	Woodley Photograhic Club	250.00	Grant
08-May-15	Woodley United FC	250.00	Grant
		43155.78	

## Current Account

## List of Payments made between 01/06/2015 and 30/06/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
19-Jun-15	Allen's Design & Print Ltd	844.80	WTCMI - Car boot banners
30-Jun-15	Arkell & Hurcombe (Bronzeworks)	90.00	Bronze cast plaque
25-Jun-15	Awards of Distinction	296.40	Ciitzens awards trophies
25-Jun-15	Badgemaster Limited	56.94	New councillors' name badges
12-Jun-15	BE Fuelcards	1.25	Admin charge
19-Jun-15	BE Fuelcards	35.48	Diesel + admin
26-Jun-15	BE Fuelcards	52.18	Diesel + admin
19-Jun-15	Berkshire County Training CIC	336.00	Councillor training
30-Jun-15	Berkshire County Training CIC	48.00	Councillor training
19-Jun-15	Bowak Ltd	349.30	Cleaning supplies
19-Jun-15	Brake Bros Foodservice Ltd	231.28	Vending supplies
25-Jun-15	Brake Bros Foodservice Ltd	316.33	Vending supplies
30-Jun-15	British Gas	2695.42	Electricity supply
09-Jun-15	BT Direct	145.80	Phone
11-Jun-15	BT Retail	8.40	Phone
30-Jun-15	Capital	121.14	Cleaning supplies
19-Jun-15	Chemically-Solved Ltd	268.71	WP paddling pool tablets
19-Jun-15	Churchill Contract Services Lt	7397.76	Contract cleaning
25-Jun-15	Community Information Services	420.00	Advert in Bracknell Register
12-Jun-15	Complete Weed Control	1108.80	Weed control and feed Woodford Park
16-Jun-15	Crown Gas & Power	724.95	Gas supply
16-Jun-15	Crown Gas & Power	979.85	Gas supply
16-Jun-15	Crown Gas & Power	109.65	Gas supply
16-Jun-15	Crown Gas & Power	114.57	Gas supply
19-Jun-15	Crown Water & Coffee	31.68	Bottled water
19-Jun-15	Dejac Associates Ltd	108.00	Keyboard and monitor OC
12-Jun-15	Energy Electrical Distributors	8.90	Electrical supplies
19-Jun-15	Energy Electrical Distributors	46.80	Electrical supplies
30-Jun-15	Energy Electrical Distributors	64.99	Electrical supplies
19-Jun-15	EURODEC	112.85	Decorating supplies
30-Jun-15	EURODEC	123.76	Decorating supplies
19-Jun-15	Frasers Office Supplies Ltd	268.43	Stationery supplies
25-Jun-15	Frasers Office Supplies Ltd	114.79	Stationery supplies
19-Jun-15	G Wheadon	60.00	Repair grass cutter - Depot
19-Jun-15	HM Revenue & Customs Only	11169.47	PAYE & NI
19-Jun-15	Howardson Ltd	440.40	Hollow tines for Turfman spikr
19-Jun-15	InTouch	35.99	Monthly website charge
25-Jun-15	John Stacey & Sons Ltd	684.00	Refuse collection
19-Jun-15	John Willis	120.00	Window cleaner
19-Jun-15	Just In The Park CIC	1085.50	Charged on behalf of Just in the Park café
19-Jun-15	KLM Digital Office Solutions L	26.77	Service & maint photocopier
25-Jun-15	Lightatouch	172.92	Internal Audit
12-Jun-15	Lister Wilder Ltd	178.70	Gardening supplies
12-Jun-15	Lloyds Bank	182.27	Monthly cardnet service charge
19-Jun-15	Lyreco UK Ltd	91.60	Stationery supplies
15-Jun-15	Mainstream Digital	0.28	Phone
01-Jun-15	Maintel Europe Ltd	310.69	Annual Phone maintenance WPLC
19-Jun-15	Margaret Macknelly Design	48.00	Update + design of staff chart

15-Jun-15	Merchant entals	35.23	Monthly cardnet machine charge
19-Jun-15	OCS Group UK Ltd	291.60	Refuse collection
19-Jun-15	P & H Snacksdirect Ltd	190.79	Vending supplies
30-Jun-15	Performing Rights Society Ltd	634.31	Annual charge - music licence
19-Jun-15	Prudential Assurance	30.00	AVC payment deducted from pay
25-Jun-15	Riso (UK) Ltd	237.90	Qtrly charge - printing/photocopying OC
30-Jun-15	SETON	89.64	Health & Safety supplies
12-Jun-15	SGW Payroll Ltd	9.72	Payroll services
19-Jun-15	SGW Payroll Ltd	160.82	Payroll services
12-Jun-15	Siemens Financial Services Ltd	720.00	Qtrly charge - printing/photocopying WPLC
19-Jun-15	SITA UK Ltd	327.78	Refuse collection
12-Jun-15	SLCC Enterprises Ltd	384.00	Staff training
19-Jun-15	SMS Environmental Ltd	31.80	Paddling pool sample test
30-Jun-15	SMS Environmental Ltd	951.76	Water sample tests
19-Jun-15	St John Ambulance	252.00	Health & Safety training
30-Jun-15	Thames Valley Temperature Cont	94.80	Call out for fridge OC
19-Jun-15	The Berkshire Pension Fund	10922.89	Pension - employers and employees
12-Jun-15	The Garden Centre Group Tradin	24.47	Gardening supplies
25-Jun-15	The Letterworks Ltd	621.00	Printing - WTC newsletter
19-Jun-15	Trade UK	77.03	Building supplies
19-Jun-15	Trade UK	245.66	Building supplies
30-Jun-15	Trade UK	106.64	Building supplies
19-Jun-15	Traditional Local Cleaning Ltd	2936.80	Contract cleaning
19-Jun-15	Trinity Mirror Publishing Ltd	156.00	WTCMI advertising
19-Jun-15	Unison	41.90	Union fees deducted from pay
30-Jun-15	Virgin Media Payments Ltd	19.62	Phone
19-Jun-15	Vodafone Ltd	240.76	Phone
01-Jun-15	Wokingham BC	41.00	Rates
01-Jun-15	Wokingham BC	158.00	Rates
01-Jun-15	Wokingham BC	350.00	Rates
01-Jun-15	Wokingham BC	887.00	Rates
01-Jun-15	Wokingham BC	1849.00	Rates
12-Jun-15	Wokingham Tool Co. Ltd	7.69	Trend guide brush
30-Jun-15	Zapakam Ltd	368.10	Staff uniform - WPLC
		55735.51	

### CLERKS IMPREST A/C

#### List of Payments made between 01/06/2015 and 30/06/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
29-Jun-15	(Personal Information)	50.00	Refund deposit
01-Jun-15	(Personal Information)	50.00	Refund deposit
02-Jun-15	(Personal Information)	41.68	Refund costs re cricket tournament
12-Jun-15	(Personal Information)	50.00	Refund deposit
05-Jun-15	(Personal Information)	50.00	Refund deposit
08-Jun-15	(Personal Information)	50.00	Refund deposit
29-Jun-15	(Personal Information)	87.52	Refund deposit
17-Jun-15	(Personal Information)	250.00	Insurance excess repaid
05-Jun-15	(Personal Information)	135.00	Refund deposit
02-Jun-15	(Personal Information)	150.00	Refund deposit
23-Jun-15	(Personal Information)	15.00	Refund deposit
08-Jun-15	(Personal Information)	50.00	Refund deposit

01-Jun-15	(Personal Information)	50.00	Refund deposit
09-Jun-15	(Personal Information)	50.00	Refund deposit
01-Jun-15	(Personal Information)	200.00	Refund deposit
05-Jun-15	(Personal Information)	7.56	Cancelled WPLC course
29-Jun-15	Amazon Svcs Europe	6.67	Telephone cord cable
25-Jun-15	Carbonite Back	38.29	WTCMI - backup software
04-Jun-15	Cruse Bereavement Care	100.00	Refund deposit
17-Jun-15	John Lewis.com	19.95	Wireless keyboard/mouse
12-Jun-15	Lloyds Bank	26.06	Charges 10 Apr to 9 May 2015
24-Jun-15	Lloyds Bank	41496.65	Net June 2015 payroll
25-Jun-15	Lloyds Bank	1.05	Non-Stg trans fee-Carbonite
12-Jun-15	Luminati Waycon	301.80	Staff boards with name pockets
03-Jun-15	PETTY CASH A/C	107.87	Topup petty cash
01-Jun-15	Post Office Shop	20.88	Badge holder with lanyards
03-Jun-15	Post office shop	19.22	Badge holder with lanyards
08-Jun-15	Post Office Shop	24.85	Casebound/wire notebooks
17-Jun-15	Post office Shop	18.24	Silvine A4 wire bound notebook
18-Jun-15	Post Office Shop	-17.89	Credit -Delegate badge holders
02-Jun-15	SLCC Berkshire Branch	20.00	Staff training
03-Jun-15	St John Amberlance	378.00	Health & Safety training
03-Jun-15	Tiling supplies direct	24.89	A-Trim PVC skirting trim
01-Jun-15	Woodley Carnival Stalls	64.00	Hire of stalls at Woodley Carnival
25-Jun-15	WP-Allplas.co.uk	88.26	Screen - Bowls club

44025.55

**Current Account****List of Payments made between 01/07/2015 and 31/07/2015**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
17-Jul-15	Accu Ltd	26.10	Bolts/screws - Play equipment
17-Jul-15	Airquee Ltd	352.80	Service - Bouncy castles
24-Jul-15	Alan J. Harland	625.00	Professional services - end of year accounts
10-Jul-15	Arkell & Hurcombe (Bronzeworks)	90.00	Bronze cast plaque
17-Jul-15	Bates Wells & Braithwaite Lond	600.00	Professional services - 3G pitch project
10-Jul-15	BE Fuelcards	2.48	Admin charge
31-Jul-15	BE Fuelcards Ltd	90.29	Petrol/Diesel
10-Jul-15	Berkshire Tree Care	504.00	Tree work in Woodford Park
17-Jul-15	Bowak Ltd	369.35	Cleaning supplies
24-Jul-15	Bowak Ltd	491.92	Cleaning supplies
17-Jul-15	Brake Bros Foodservice Ltd	418.24	Vending supplies
24-Jul-15	Brake Bros Foodservice Ltd	928.45	Vending supplies
24-Jul-15	British Gas	2769.20	Electricity supply
14-Jul-15	BT Retail	8.40	Phone
10-Jul-15	Bubblertubs Ltd	139.93	PH reducer/pool tester
17-Jul-15	Churchill Contract Services Lt	1679.10	Contract cleaning
01-Jul-15	Corporate Finance	166.37	Qtrly rental charge photocopier
17-Jul-15	Crown Gas & Power	79.03	Gas supply
17-Jul-15	Crown Gas & Power	82.71	Gas supply
17-Jul-15	Crown Gas & Power	528.16	Gas supply
17-Jul-15	Crown Gas & Power	784.20	Gas supply
17-Jul-15	Crown Water & Coffee	136.92	Bottled water
24-Jul-15	Crown Water & Coffee	47.52	Bottled water
17-Jul-15	EDF Energy 1 Ltd	22.34	Electric for clock tower
17-Jul-15	Energy Electrical Distributors	57.31	Electrical supplies
10-Jul-15	EURODEC	11.41	Decorating supplies
17-Jul-15	EURODEC	11.35	Decorating supplies
24-Jul-15	EURODEC	342.99	Decorating supplies
24-Jul-15	Fencing Products Ltd	74.35	Posts/postfix
17-Jul-15	Frasers Office Supplies Ltd	68.38	Stationery supplies
24-Jul-15	Frasers Office Supplies Ltd	99.43	Stationery supplies
17-Jul-15	G Wheadon	130.00	Repair gates/drain/install drop bolts
24-Jul-15	Gilbert Thompson	575.00	Delivery of Herald
24-Jul-15	HM Revenue & Customs Only	11392.27	PAYE & NI
10-Jul-15	HSBC Invoice Finance (UK) Ltd	9000.00	Artificial cricket pitch installation
17-Jul-15	iHasco Ltd	354.00	Data protection training module licence
17-Jul-15	InTouch	35.99	Monthly website charge
17-Jul-15	John Willis	120.00	Window cleaner
10-Jul-15	Just Around The Corner	5715.50	Grant
10-Jul-15	Just In The Park CIC	1818.50	Charged on behalf of Just in the Park café
10-Jul-15	Just Tiles Ltd	222.83	Building supplies
24-Jul-15	Key Industrial Equipment Ltd	46.80	Cobra walkie talkies
17-Jul-15	KLM Digital Office Solutions L	102.38	Service & maint photocopier
14-Jul-15	Lloyds Bank	245.92	Monthly cardnet service charge
17-Jul-15	Lyreco UK Ltd	135.47	Stationery supplies
14-Jul-15	Mainstream Digital	55.28	Phone
15-Jul-15	Merchant Rentals	35.23	Monthly cardnet rental charge
10-Jul-15	MKR Electrical Services Ltd	1520.04	Electrical supplies
24-Jul-15	MKR Electrical Services Ltd	751.96	Electrical supplies
24-Jul-15	OCS Group UK Ltd	291.60	Refuse collection
10-Jul-15	P & H Snacksdirect Ltd	250.74	Vending supplies
24-Jul-15	P & H Snacksdirect Ltd	70.24	Vending supplies

24-Jul-15	Prudential Assurance	30.00	AVC payment deducted from pay
24-Jul-15	R & J Services	810.00	Repair gates/drain/install drop bolts
10-Jul-15	Reading Borough Council	3250.00	Half yearly allotmentsite licence charge
14-Jul-15	RMRS Pitney Bowes	250.00	Postage topup
17-Jul-15	SGW Payroll Ltd	168.98	Payroll services
17-Jul-15	SITA UK Ltd	1082.42	Refuse collection
10-Jul-15	SMS Environmental Ltd	31.80	Paddling pool sample test
17-Jul-15	Southern Electric	522.62	Electricity supply
17-Jul-15	Southern Electric Contracting	866.80	Electricity supply
13-Jul-15	Thames Water	1756.45	Water rates
24-Jul-15	The Berkshire Pension Fund	11175.26	Pension - employers and employees
10-Jul-15	Trade UK	365.30	Building supplies
10-Jul-15	Trade UK	67.73	Building supplies
17-Jul-15	Trade UK	925.59	Building supplies
17-Jul-15	Trade UK	439.72	Building supplies
10-Jul-15	Traditional Local Cleaning Ltd	1807.00	Contract cleaning
24-Jul-15	Travis Perkins Trading Company	29.04	Building supplies
17-Jul-15	Trinity Mirror Publishing Ltd	54.00	WTCMI advertising
24-Jul-15	Unison	41.90	Union fees deducted from pay
24-Jul-15	Virgin Media Payments Ltd	19.87	Phone
24-Jul-15	Vita Play Ltd	590.40	Phone
17-Jul-15	Vodafone Ltd	214.74	Phone
01-Jul-15	Wokingham BC	41.00	Rates
01-Jul-15	Wokingham BC	158.00	Rates
01-Jul-15	Wokingham BC	350.00	Rates
01-Jul-15	Wokingham BC	887.00	Rates
01-Jul-15	Wokingham BC	1849.00	Rates

72262.10

## CLERKS IMPREST A/C

### List of Payments made between 01/07/2015 and 31/07/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
06-Jul-15	(Personal Information)	39.75	Refund deposit
17-Jul-15	(Personal Information)	50.00	Refund deposit
15-Jul-15	(Personal Information)	200.00	Refund deposit
23-Jul-15	(Personal Information)	100.00	Refund deposit
01-Jul-15	(Personal Information)	150.00	Refund deposit
08-Jul-15	(Personal Information)	15.00	Refund deposit
20-Jul-15	(Personal Information)	50.00	Refund deposit
13-Jul-15	(Personal Information)	50.00	Refund deposit
03-Jul-15	(Personal Information)	50.00	Refund deposit
29-Jul-15	(Personal Information)	50.00	Refund deposit
16-Jul-15	(Personal Information)	100.00	Refund deposit
08-Jul-15	Amazon UK Market	66.28	Lockable suggestion box
06-Jul-15	Behind You Productions BYP	100.00	Refund deposit
09-Jul-15	DVLA.GOV.UK	225.00	Car tax - KD51 WTW
13-Jul-15	Hewlett-Packard Ltd	69.00	HP Lasejet P1102W printer
13-Jul-15	Lloyds Bank	25.34	Charges 10 May to 9 June 15
22-Jul-15	Lloyds Bank	40588.04	Net July 2015 payroll
13-Jul-15	NHS Windsor,Ascot&Maidenhead	160.00	Customer paid twice in error
15-Jul-15	Norton Anti-virus	39.99	WTCMI-Norton taken in error
20-Jul-15	Norton Anti-virus	-39.99	WTCMI-Refunded charge taken by Norton

42088.41

## Current Account

## List of Payments made between 01/08/2015 and 31/08/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
28-Aug-15	Allen's Design & Print Ltd	994.56	WTCMI - Car boot/Town centre banners
28-Aug-15	Arkell & Hurcombe (Bronzeworks)	90.00	Bronze cast plaque
28-Aug-15	Badgemaster Limited	19.92	Staff name badges
07-Aug-15	BE Fuelcards Ltd	1.25	Admin charge
14-Aug-15	BE Fuelcards Ltd	52.19	Diesel-OE55NNW
28-Aug-15	Bowak Ltd	175.22	Cleaning supplies
28-Aug-15	Brake Bros Foodservice Ltd	262.32	Vending supplies
28-Aug-15	British Gas	2692.59	Electricity supply
25-Aug-15	BT Direct	126.00	Phone
25-Aug-15	BT Direct	561.49	Phone
25-Aug-15	BT Direct	713.49	Phone
26-Aug-15	BT Direct	76.76	Phone
26-Aug-15	BT Direct	77.20	Phone
26-Aug-15	BT Direct	77.94	Phone
12-Aug-15	BT Retail	8.40	Phone
28-Aug-15	Churchill Contract Services Lt	2235.91	Contract cleaning
24-Aug-15	Crown Gas & Power	64.48	Gas supply
24-Aug-15	Crown Gas & Power	67.68	Gas supply
24-Aug-15	Crown Gas & Power	647.74	Gas supply
28-Aug-15	Crown Water & Coffee	71.28	Bottled water
28-Aug-15	EDF Energy 1 Ltd	11.17	Electric for clock tower
14-Aug-15	Energy Electrical Distributors	83.52	Electrical supplies
28-Aug-15	Frasers Office Supplies Ltd	124.81	Stationery supplies
14-Aug-15	Fuel Fitness Ltd	90.00	Coach
31-Aug-15	Gary Starr Productions Ltd	202.80	OC Theatre production deposit
14-Aug-15	HC Slingsby Plc	61.20	Digital sound level meter
28-Aug-15	HM Revenue & Customs Only	10572.21	PAYE & NI
28-Aug-15	ICO	35.00	Information commission - registration
28-Aug-15	In Touch	35.99	Monthly website charge
28-Aug-15	John Willis	120.00	Window cleaner
28-Aug-15	Just In The Park CIC	1735.45	Charged on behalf of Just in the Park café
14-Aug-15	Keyline Builders Merchants Ltd	290.04	Building supplies
28-Aug-15	KLM Digital Office Solutions Ltd	26.79	Service & maint photocopier
28-Aug-15	Laundry Depot	27.90	Tablecloths washing/pressing
14-Aug-15	Lloyds Bank	403.44	Cardnet service charge
14-Aug-15	Mainstream Digital	0.56	Phone
28-Aug-15	Margaret Macknelly Design	96.00	OC A3 poster design
17-Aug-15	Merchant Rentals	35.23	Monthly cardnet rental charge
28-Aug-15	Network Engineering Technology	86.39	Fobs/cards for OC office door
28-Aug-15	OCS Group UK Ltd	291.60	Refuse collection
28-Aug-15	P & H Snacksdirect Ltd	96.47	Vending supplies
14-Aug-15	Phonographic Performance Limit	472.52	Public Performance Licence
28-Aug-15	Projectorpoint	316.80	Sapphire Slow retraction screen
28-Aug-15	Prudential Assurance	30.00	AVC payment deducted from pay
28-Aug-15	Qwerty Ltd	614.40	Half page advertising OC
13-Aug-15	Reading Sharks	-150.00	Chq cancelled-not banked
28-Aug-15	Rigby Taylor Ltd	466.34	Surrey Loam/goal pegs
28-Aug-15	SGW Payroll Ltd	160.82	Payroll services
28-Aug-15	SITA UK Ltd	732.81	Refuse collection
14-Aug-15	SMS Environmental Ltd	389.40	WP water sample testing

14-Aug-15	Thames Valley Temperature Cont	237.00	Repairs to OC fridge
14-Aug-15	Thames Valley Water Services L	414.00	Disinfection/clean cold water storage tank
03-Aug-15	Thames Water	64.10	Water rates
03-Aug-15	Thames Water	487.27	Water rates
03-Aug-15	Thames Water	789.27	Water rates
10-Aug-15	Thames Water	1333.07	Water rates
28-Aug-15	The Berkshire Pension Fund	11030.92	Pension - employers and employees
14-Aug-15	The Garden Centre Group Tradin	139.84	Garden supplies
28-Aug-15	Token Security Solutions Ltd	19.85	Call out/reset fire alarm
28-Aug-15	Traditional Local Cleaning Ltd	1530.71	Contract cleaning
28-Aug-15	Trinity Mirror Publishing Ltd	120.00	WTCMI advertising
28-Aug-15	Unison	41.90	Union fees deducted from pay
28-Aug-15	Universal Services	60.48	Services & maintenance trampoline
28-Aug-15	Vodafone Ltd	215.99	Phone
28-Aug-15	Warren White Carpet & Flooring	1370.00	WPLC changing rooms flooring
14-Aug-15	Windowflowers Ltd	5556.00	WTCMI flower baskets/planters
03-Aug-15	Wokingham BC	41.00	Rates
03-Aug-15	Wokingham BC	158.00	Rates
03-Aug-15	Wokingham BC	350.00	Rates
03-Aug-15	Wokingham BC	887.00	Rates
03-Aug-15	Wokingham BC	1849.00	Rates
28-Aug-15	Wokingham Borough Council	432.00	Legal services 3G pitch WP
		53603.48	

## CLERKS IMPREST A/C

### List of Payments made between 01/08/2015 and 31/08/2015

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
24-Aug-15	(Personal Information)	55.10	Refund travel ticket
27-Aug-15	(Personal Information)	200.00	Refund deposit
12-Aug-15	(Personal Information)	10.80	Cancelled WPLC course
12-Aug-15	(Personal Information)	150.00	Refund deposit
10-Aug-15	(Personal Information)	50.00	Refund deposit
25-Aug-15	(Personal Information)	150.00	Refund deposit
28-Aug-15	(Personal Information)	50.00	Refund deposit
11-Aug-15	(Personal Information)	6.40	Refund BLC swim ticket
10-Aug-15	(Personal Information)	150.00	Refund deposit
03-Aug-15	(Personal Information)	249.67	Cancel booking-Chapel Hall
10-Aug-15	(Personal Information)	95.00	Cancelled/Deposit
11-Aug-15	(Personal Information)	23.54	Refund BLC swim tickets
03-Aug-15	(Personal Information)	200.00	Refund deposit
20-Aug-15	(Personal Information)	50.00	Refund deposit
11-Aug-15	(Personal Information)	12.00	Cancelled WPLC course
10-Aug-15	(Personal Information)	50.00	Refund deposit
14-Aug-15	AAT.Org.uk	88.00	Annual membership
05-Aug-15	Biotechs Ltd	21.00	Portrait clear card holders
14-Aug-15	Lloyds Bank	31.62	Charges 10 June to 9July 2015
26-Aug-15	Lloyds Bank	42907.18	Net August 2015 payroll
21-Aug-15	Luminati Waycon Ltd	37.50	Replacement cover staff photo
20-Aug-15	Mainland Aggregates Ltd	330.00	Road planings/scalpings - allotments site
17-Aug-15	PETTY CASH A/C	130.22	Top up petty cash
06-Aug-15	W & E Arts	50.00	Refund deposit
		45098.03	



## **Woodford Park Leisure Centre Regeneration Task and Finish Group**

### **Terms of Reference**

#### **Parent Committee – Strategy and Resources Committee**

##### **Purpose**

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

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

##### **Membership**

Four Members from the Strategy and Resources Committee

Four Members from the Leisure Services Committee

##### **Meetings**

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

##### **Reporting**

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

**THIS PAGE IS INTENTIONALLY  
LEFT BLANK**

**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre  
on Tuesday 22 September 2015 at 7:45 pm**

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

**Also present:** *6 members of the public*

**Officer present:** *L. Matthews, Committee Officer*

37. **APOLOGIES**

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

38. **DECLARATIONS OF INTEREST**

Councillor J. Cheng – Personal interest: Agenda item 5, planning application 150318: 32 Copse Mead, as she has family connections to the property.  
Councillor Cheng took no part in the discussion or decision on this item.

Councillor R. Dolinski – Personal interest: Agenda item 5, planning application 150115: The Bulmershe School, Chequers Way, as he is a governor of the school.  
Councillor Dolinski took no part in the discussion or decision on this item.

Councillor M. Walker – Personal interest: Agenda item 5, planning application 152470: 281 Loddon Bridge Road, as this is the location of her dentist.  
Councillor Walker took no part in the discussion or decision on this item.

39. **MINUTES OF PREVIOUS MEETING**

**RESOLVED:**

- ◆ That the minutes of the meeting held on 18 August 2015 be approved and signed by the Chairman as a true and accurate record.

40. **PLANNING DECISIONS**

**RESOLVED:**

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

41. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

42. **TREE PRESERVATION ORDERS**

**RESOLVED:**

- ◆ To note the following:

Woodland 3 of TPO 3/1951: 8 Larch Drive, Woodley, RG5 3LW.  
Consent for the selective pruning of a sweet chestnut.

Woodland 3 of TPO 3/1951: 33 Rickman Close, Woodley, RG5 3LL.  
Consent for the felling and replacement of a holly.

Woodland 3 of TPO 3/1051: 1 Bideford Close, Woodley, RG5 3SE.  
Consent for the selective pruning of 2 false acacias, and the felling and replacement of a eucalyptus.

TPO 170/1980: 11 Lindberg Way, Woodley, RG5 4XE.  
Consent for the selective pruning of an oak.

TPO 170/1981: 14 Anthian Close, Woodley, RG5 4AX.  
Consent for the selective pruning of 3 oaks.

TPO 374/1988: 2 Temple Mews, Woodley, RG5 4HE.  
Consent for the selective pruning of an oak.

43. **STREET NAMING AND NUMBERING**

a) **RESOLVED:**

- ◆ To forward to Wokingham Borough Council the following suggested street name for a new development off Mohawk Way:
  - Monitor

b) **RESOLVED:**

- ◆ To note that Wokingham Borough Council would forward the following names to Royal Mail to check for suitability for use at the former Allied Bakeries site:
  - Bakers
  - Millers
- ◆ To note that, as the name Lilly-May did not comply with the street naming protocol, Wokingham Borough Council had proposed that the apartments on the former Allied Bakeries site be named Lilly-May Court.
- ◆ To write to Wokingham Borough Council to thank them for the proposed use of the name Lilly-May

44. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of three ongoing enforcement matters and one enforcement notice.

The meeting closed at 9:35 pm

---

Chairman

Woodley Town Council

**PLANNING DECISIONS**

<b>Plan No.</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>
F/2015/0535	64 Fawcett Crescent	Proposed erection of a single storey rear extension, first floor rear extension and conversion of existing loft space to additional habitable accommodation.	Approved <i>[WTC: refuse]</i>
150042	124 Loddon Bridge Road	Householder application for the demolition of existing lean to and the erection of a single storey side/rear extension to dwelling.	Approved <i>[WTC: no objections]</i>
150052	77 Drovers Way	Certificate of Lawful Development application for a proposed single storey rear extension and additional fenestration.	REFUSED
150121	10 Vickers Close	Householder application for conversion of garage to a habitable room.	Approved <i>[WTC: no objections]</i>
150130	164 Reading Road	Householder application for the proposed insertion of both side dormer extensions plus a single storey rear extension with roof extension to create larger habitable accommodation in roof space and a single storey side extension to dwelling	Approved <i>[WTC: no objections]</i>
150190	16 Coppice Road	Householder application for a proposed single storey side and front extension to replace existing flat roof garage.	Approved <i>[WTC: concerns]</i>
150197	5 Ambleside Close	Householder application for proposed single storey rear extension. Demolition of existing conservatory.	Approved <i>[WTC: no objections]</i>
150218	36 Malone Road	Householder application for a single storey front, side and rear extension and a two storey side and rear extension to dwelling plus conversion of garage to habitable accommodation.	<i>Withdrawn</i>
150222	14 Bluebell Crescent	Householder application for retention of four outbuildings within residential curtilage (retrospective).	Approved <i>[WTC: no objections]</i>
150230	20 Campbell Road	Householder application for a proposed double storey side and rear extension.	Approved <i>[WTC: refuse]</i>

## PLANNING DECISIONS continued

Plan No.	Address	Proposal	Decision
150236	113 Bruce Road	Householder application for proposed single and second storey extension at the rear of dwelling following demolition of existing conservatory. Velux rooflight on first floor extension.	Approved <i>[WTC: refuse]</i>
150239	68 Antrim Road	Householder application for a garage conversion to habitable room.	Approved <i>[WTC: no objections]</i>
150240	31 Ravensbourne Drive	Householder application for a proposed single storey side extension and single storey front extension to form a porch.	Approved <i>[WTC: concerns]</i>
150244	113 Headley Road	Householder application for proposed addition of dormer with rooflight over to side elevation.	Approved <i>[WTC: no objections]</i>
150249	20 Wingate Road	Householder application for a proposed extension to front, side and rear of dwelling plus a garage conversion.	Approved <i>[WTC: no objections]</i>
150278	28 South lake Crescent	Application for a Certificate of Lawfulness for a proposed use for a single storey rear extension.	Approved
150290	91 Reading Road	Householder application for proposed combining of two existing front dormers into one new dormer.	Approved <i>[WTC: no objections]</i>
150293	37 Wallace Close	Full application for a proposed formation of vehicular access and permeable hardstanding to front of property.	Approved <i>[WTC: refuse]</i>
150622 (F/2015/1096)	81 Crockhamwell Road	Proposed change of use from Use Class B1 (Business) to Use Class 2 (Assembly and Leisure) to develop a dance studio.	Approved <i>[WTC: no objections]</i>
150900 (F/2015/1378)	Church Cottage C of E School, Church Road	Full application for proposed re-surfacing of car park, erection of new front fence and re-positioned new entrance gate and erection of bicycle stand.	Approved <i>[WTC: no objections]</i>
150901 (LB/2015/1379)	Church Cottage C of E School, Church Road	Listed Building Consent application for proposed re-surfacing of car park, erection of new front fence and re-positioned new entrance gate and erection of bicycle stand.	Approved <i>[WTC: no objections]</i>
151462	26 Colemans Moor Road	Application for a Certificate of Lawfulness for the proposed erection of a single storey flat roofed extension to dwelling. Demolition of existing garage.	Approved

**PLANNING DECISIONS continued**

<b>Plan No.</b>	<b>Address</b>	<b>Proposal</b>	<b>Decision</b>
151514	Bulmershe Campus, Woodlands Avenue	Application to vary conditions 1 (specifically relating to rear elevation plans for Plots 158-208, 239-272) and 2 (materials) of planning consent F/2014/0875 (dated 17/10/2014) for the erection of 257 dwellings with associated garaging and parking, 60 x 1 & 2 bed Extra Care unit and A1 retail shop, including public open space, children's play area, accesses from Woodlands Avenue, tree protection, affordable housing and landscaping.	Approved  <i>[WTC: no objections]</i>
152019	3 Portrush Close	Certificate of Lawfulness application for single storey rear extension.	Approved
152030	10 Victor Way	Householder application for proposed erection of two storey side extension, single storey front extension with porch.	Approved  <i>[WTC: no objections]</i>
152077	9 Freshers Grove	Householder application for proposed conservatory to rear of dwelling.	Approved  <i>[WTC: no objections]</i>
152237	35 Mitchell Way	Certificate of Lawfulness application for single storey rear extension.	Approved

Woodley Town Council

Úæ ^ÁFÁ

Öæ ^ÁG EUEDEFÍ Á

Observations on the following Planning Applications

OE ] |ææ } Á [ Á

Öæ ^ÁÚ ^áÁ

Ôæ ^ÁÚ ~æ ^Á

OE ] |ææ } Á æ ^Á

Š [ææ ] Á

Approved on the following applications;

150101

FJBE DEFÍ Á Ü [ • a Ú [ \* ^ Á

T | Á B Á ! • Á T & Ó : æ ^ Á

I | Á ^ • e | } Á Ö ^ ^ Á  
Y ^ • e | } Á Ö ^ ^ Á  
Y [ [ á | ^ Á  
Ü Ö Í Á M Ó R Á

**Proposal :** P [ ~ • ^ @ | á | Á } |ææ } Á : Á ! [ [ • ^ á Á ! ^ & ç ] Á Á - Á a \* | Á ç | ^ Á æ Á ç e } • ç } Á Æ  
**Observations :** P [ Á à b & ç ] • Æ

150115

GFBE DEFÍ Á T æ \ Á Ö ! [ ~ & @ : Á

T | Á Ö ç á ^ Á Ö [ , } Á

V @ Á Ö [ { ^ Á • @ Á Ú & Q [ | Á  
Ô @ ~ ^ Á • Á Y æ Á  
Y [ [ á | ^ Á  
Ü Ö Í Á M Ó R Á

**Proposal :** Ø | Á } |ææ } Á : Á ! [ [ • ^ á Á ! ^ & ç ] Á Á - Á a \* | Á ç | ^ Á æ Á ç e } • ç } Á Æ  
[ ] ç Á Ö : æ • Á Ö ! • & ) ç Á  
**Observations :** V @ Á Ö [ { { á ^ Á @ á Á [ Á à b & ç ] • Á Á @ Á ! [ [ • ^ á Á ! ^ & ç ] Á Á - Á a \* | Á ç | ^ Á æ Á ç e } • ç } Á Æ

150306

GFBE DEFÍ Á S æ ^ Á P ^ ! : ç \* ç } Á

V æ [ | Á Y ç ] ^ Á Y ^ • ç [ ] á } Á

Š ç á á Ú ç á á ç | á Á Ö æ { Á  
T [ ç \ Á Y æ Á  
Y [ [ á | ^ Á  
Ü Ö Í Á

**Proposal :** Ø | Á } |ææ } Á : Á ! [ [ • ^ á Á ! ^ & ç ] Á Á - Á a \* | Á ç | ^ Á æ Á ç e } • ç } Á Æ  
Ó [ & Á Ö F Ö Á Ö E F H ( Ö á Á } • ^ ) ç á Á á | Á | ç } ç \* Á ! { á • ç } Á Ö F F F F Á G Á Ç [ ç ^ Á Á  
& ) • ç & ç á D Á Á Á P [ E Ö á á ! [ [ { Á ç Æ  
**Observations :** P [ Á à b & ç ] • Æ

150318

GFBE DEFÍ Á Ú [ | æ S { æ Á

T | Á Ö Y ^ • ç Á

H Ö [ ] • ^ Á ^ æ Á  
Ó [ ] • ^ Á ^ æ Á  
Y [ [ á | ^ Á  
Ü Ö Í Á Ü Ú Á

**Proposal :** P [ ~ • ^ @ | á | Á } |ææ } Á : Á ! [ [ • ^ á Á ! ^ & ç ] Á Á - Á a \* | Á ç | ^ Á æ Á ç e } • ç } Á Æ  
^ ç á ç \* Á ç [ | ç Á  
**Observations :** P [ Á à b & ç ] • Æ

152028

FJBE DEFÍ Á Ü ç ) @ } Á V @ æ ^ Á

T | Á B Á ! • Á Á Ö } } Á

G | Á Ö æ ç á Ö [ • ^ Á  
Ö æ ç á á Ö [ • ^ Á  
Y [ [ á | ^ Á  
Ü Ö Í Á M Ó R Á

**Proposal :** P [ ~ • ^ @ | á | Á } |ææ } Á : Á ! [ [ • ^ á Á ! ^ & ç ] Á Á - Á a \* | Á ç | ^ Á æ Á ç e } • ç } Á Æ  
ç [ | | , ç \* Á @ Á ^ { [ | æ } Á Á - Á ç á ç \* Á } • ^ : ç æ | ^ Á  
**Observations :** P [ Á à b & ç ] • Æ

152093

G | BE DEFÍ Á S æ ^ Á P ^ ! : ç \* ç } Á

T | Á B Á ! • Á Ö Ú æ ~ } Á

G F Ö ~ á | á Ú [ æ Á  
Ö ~ á | á Á [ æ Á  
Y [ [ á | ^ Á  
Ü Ö Í Á M Ó R Á

**Proposal :** P [ ~ • ^ @ | á | Á } |ææ } Á : Á ! [ [ • ^ á Á ! ^ & ç ] Á Á - Á a \* | Á ç | ^ Á æ Á ç e } • ç } Á Æ  
[ - Á ç á ç \* Á [ | Á Ö ~ • ^ Á ç á ç \* Á Æ  
**Observations :** P [ Á à b & ç ] • Æ



Date :- 23/09/2015

**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>
<b>152098</b>	28/08/2015	Stephen Thwaites	Mr David Bailey	61 Comet Way Comet Way Woodley RG5 4NZ
<b>Proposal :</b> Proposed erection of a single storey side extension to dwelling.				
<b>Observations :</b> The applicant was present at the meeting.  The Committee had no objections to the proposal.				
<b>152103</b>	02/09/2015	David Maguire	Mrs Kaur	22 Bingley Grove Bingley Grove Woodley RG5 4TT
<b>Proposal :</b> Householder application for the conversion of garage to create habitable accommodation to dwelling.				
<b>Observations :</b> No objections.				
<b>152112</b>	27/08/2015	Pooja Kumar	Mr & Mrs Amit Purwaha	29 Alderley Close Alderley Close Woodley RG5 4TG
<b>Proposal :</b> Householder application for proposed erection of single storey rear extension to replace existing conservatory plus erection of first floor rear extension.				
<b>Observations :</b> No objections.				
<b>152142</b>	16/09/2015	David Maguire	Mr L Bennetto	27 Blanchard Close Blanchard Close Woodley RG5 4XQ
<b>Proposal :</b> Householder application for conversion of garage to kitchen to create habitable accommodation.				
<b>Observations :</b> No objections.				
<b>152167</b>	02/09/2015	Daniel Hay	Steve Close	194 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4BS
<b>Proposal :</b> Full application for proposed erection of a part single storey & part first floor extension. (Amendment to consent F/2014/2291.)				
<b>Observations :</b> One resident was present at the meeting to voice the concerns of an elderly neighbour and one letter of concern had been received. The applicant was present at the meeting.  The Committee listened to the neighbour's concerns, which included the following: - The boundary wall was higher than had been approved in a previous application. - The bathroom window opening was larger than had been expected.  The Committee discussed the application and noted these points, but had no objections to the proposal.				

Date :- 23/09/2015

**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>
<b>152172</b>	02/09/2015	Rosie Rogers	Mr & Mrs Louise Williams	15 Beechwood Avenue Beechwood Avenue Woodley RG5 3DE
<b>Proposal :</b> Householder application for the proposed addition of a single storey porch addition, 1st floor extension over existing side/rear single storey section, and single storey rear infill extension.				
<b>Observations :</b> No objections.				
<b>152186</b>	01/09/2015	David Maguire	Mr Bean & Ms Fitchett	6 Welford Road Welford Road Woodley RG5 4QS
<b>Proposal :</b> Householder application for the proposed part conversion of garage to habitable accommodation and alteration of roof from flat to pitched roof including two rooflights.				
<b>Observations :</b> The Committee had no objections to the proposal, but commented that the new velux windows in the kitchen would be overlooked by the neighbouring property.				
<b>152244</b>	16/09/2015	Brett Beswetherick	Mr K Miller	Perrymede Woodway Woodley RG5 3HA
<b>Proposal :</b> Householder application for the proposed erection of a single storey extension to side and rear of dwelling. Proposed alterations to driveway and access to dwelling.				
<b>Observations :</b> The Committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.				
<b>152263</b>	02/09/2015	Mark Croucher	Mr N Bonney	13 Eastwood Road Eastwood Road Woodley RG5 3PY
<b>Proposal :</b> Application for removal of condition 9 of planning consent F/2014/1660 for the erection of an end of terrace dwelling following demolition of existing garage and creation of additional garage off Keswick Gardens. Condition 9 relates to Code Level 4 for Sustainable Homes.				
<b>Observations :</b> No comment.				
<b>152274</b>	27/08/2015	Pooja Kumar	Mr & Mrs Philpott	11 Maxwell Close Maxwell Close Woodley RG5 4LS
<b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension and conversion of garage to create habitable accommodation to dwelling.				
<b>Observations :</b> No objections.				
<b>152301</b>	02/09/2015	Stephen Thwaites	Mr Maqsood Rasool	43 Crockhamwell Road Crockhamwell Road Woodley RG5 3JZ
<b>Proposal :</b> Change of use application from Use Class B1 (Business) to Use Class A2 (Financial & Professional Services). (Retrospective)				
<b>Observations :</b> One resident was present at the meeting, but did not have any objections to the current				

Date :- 23/09/2015

**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>
				application. The Committee had no objections to the proposal.
<b>152465</b>	09/09/2015	Brett Beswetherick	Mr & Mrs Gibson	37 Manners Road Manners Road Woodley RG5 3EA
				<b>Proposal :</b> Householder application for the proposed erection of single storey front and rear extensions to dwelling. <b>Observations :</b> The Committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.
<b>152470</b>	10/09/2015	Pooja Kumar	Dr Ahmed Aleshaiker	281 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4BE
				<b>Proposal :</b> Full application for the proposed erection of a single storey side and rear extension to dwelling. <b>Observations :</b> No objections.
<b>152500</b>	14/09/2015	Brett Beswetherick	Mr Mike Lewis	24 Willowside Willowside Woodley RG5 4HJ
				<b>Proposal :</b> Householder application for the proposed erection of a single storey front extension to dwelling. <b>Observations :</b> No objections.

Date :- 23/09/2015

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
-----------------------	------------------	---------------------	-----------------------	-----------------

**Refused on the following applications;****152132**

27/08/2015	Rosie Rogers	Mr & Mrs Sebastien Rooryck	26 Tennyson Road Tennyson Road Woodley RG5 3RH
------------	--------------	----------------------------	---

**Proposal :** Householder application for the proposed erection of a two storey side and rear extension and a single storey rear extension to dwelling.

**Observations :** The Committee recommended that this application should be refused on the grounds of loss of light and privacy to the neighbouring property.

**152133**

28/08/2015	Stephen Thwaites	Mr B Shehu	11 Selsdon Avenue Selsdon Avenue Woodley RG5 4PQ
------------	------------------	------------	---

**Proposal :** Householder application for proposed erection of a single storey rear extension to existing dwelling.

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

The Committee discussed the application and recommended that it be refused on the following grounds:

- The drawings are incorrect. The existing and proposed elevations both show two large dormers, which were refused planning approval and have not been built, therefore the drawings cannot be approved.
- The proposed extension is in addition to an extension that has already been constructed, and together the extensions will almost double the footprint of the original bungalow.
- The proposed rear extension, and the dormers referred to above, are out of keeping with the neighbouring properties.

Date :- 23/09/2015

**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>
-----------------------	------------------	---------------------	-----------------------	-----------------

---

**Concerns on the following applications;****150099**

27/08/2015	David Maguire	Mr Amjad Khan	80 Beechwood Avenue Beechwood Avenue Woodley RG5 4DG
------------	---------------	---------------	---

**Proposal :** Householder application for erection of single storey part rear part side extension and alterations to fenestration.

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

The Committee considered the proposal and agreed not to make a comment because there was a dispute over the position of the party wall.

---

**THIS PAGE IS INTENTIONALLY  
LEFT BLANK**

# Local Councils in England

## Annual return for the financial year ended 31 March 2015

---

Local councils in England with an annual turnover of £6.5 million or less must complete an annual return in accordance with proper practices summarising their activities at the end of each financial year. In this annual return the term 'local council' includes a Parish Meeting, a Parish Council and a Town Council.

The annual return on pages 2 to 5 is made up of four sections:

- Sections 1 and 2 are completed by the person nominated by the local council.
- Section 3 is completed by the external auditor appointed by the Audit Commission.
- Section 4 is completed by the local council's internal audit provider.

Each council must approve this annual return no later than 30 June 2015.

### Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all sections highlighted in green. Do not leave any green box blank. Incomplete or incorrect returns require additional external audit work and may incur additional costs.

Send the annual return, together with your bank reconciliation as at 31 March 2015, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

Your external auditor will identify and ask for any additional documents needed for their work. Therefore, unless requested, do not send any original financial records to the external auditor.

Once the auditor has completed their work, certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the annual return, including the external auditor's report, by 30 September 2015.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide for local councils that can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk)

# Section 1 – Accounting statements 2014/15 for

Enter name of reporting body here:

ENTER WOODLEY TOWN

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1 Balances brought forward	579,403	656,019	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 (+) Annual precept	1,059,676	1,030,349	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	1,056,338	1,006,689	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	-945,237	-974,188	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	-183,391	-169,315	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	-910,770	-940,747	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	656,019	608,807	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	784,971	572,426	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - <b>to agree with bank reconciliation.</b>
9 Total fixed assets plus other long term investments and assets	(Restated) 7,619,339	7,798,415	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	2,432,534	2,397,208	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note 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.
	✓		

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Deborah March

Date 30/06/2015

I confirm that these accounting statements were approved by the council on this date:

30/06/2015

and recorded as minute reference:

27 b) REFERENCE

Signed by Chair of the meeting approving these accounting statements.

J.M. Cheng

Date 30/06/2015



## Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

ENTER LOCAL **WOODLEY TOWN** Council/Meeting

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 2015, that:

	Agreed –		'Yes' means that the council:
	Yes	No*	
1 We approved the accounting statements prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	Yes		prepared its accounting statements in the way prescribed by law.
2 We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes		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 the council to conduct its business or on its finances.	Yes		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.	Yes		during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5 We carried out an assessment of the risks facing the council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes		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 council accounting records and control systems.	Yes		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 the council.
7 We took appropriate action on all matters raised in reports from internal and external audit.	Yes		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 the council and, where appropriate have included them in the accounting statements.	Yes		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9 Trust funds (including charitable) – in our capacity as the sole managing trustee we discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	yes	no NA	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 the council and recorded as minute reference

27 c) REFERENCE  
dated 30/06/2015

Signed by:

Chair **J.M. Cheng** REQUIRED

dated 30/06/2015

Signed by:

Clerk **Deborah Mander** REQUIRED

dated 30/06/2015

\*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

## Section 3 – External auditor certificate and report 2014/15 Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

ENTER LOCAL AUTHORITY NAME: WOODLEY TOWN

Council/Meeting

### Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (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 council:

(continue on a separate sheet if required)

External auditor signature Mazars LLP

External auditor name Mazars LLP, Durham, DH1 5TS Date 2 September 2015

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

# Section 4 – Annual internal audit report 2014/15 to

The council'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 2015.

Internal audit has been carried out in accordance with the council'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 the council.

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 The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D The annual precept 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 council 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 ( <del>receipts and payments of</del> income and expenditure), agreed to the cash book, were supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors were properly recorded.	✓		
K Trust funds (including charitable) The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

N/A

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

Signature of person who carried out the internal audit SIGNED J. Reynolds Date 8/6/2015

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).

## Guidance notes on completing the 2014/15 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide\* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide\*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2014) equals the balance brought forward in the current year (Box 1 of 2015).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	✓
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	✓
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2015 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Section 2	For any statement to which the response is 'no', an explanation is provided?	N/A
Section 4	All green boxes completed by internal audit and explanations provided?	✓

\*Note: Governance and Accountability for Local Councils in England – A Practitioners' Guide is available from your local NALC and SLCC representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk)

**Report of a Meeting of the Bulmershe Site of Urban Landscape Value Joint Working Party held at the Oakwood Centre on Thursday 6 August 2015 at 7:30 pm**

---

**Present:** Woodley Town Councillors: *K. Baker; D. Stares*  
Earley Town Councillors: *M. Ahmed; A. Swaddle*

**Also Present:** *Linda Matthews, Woodley Town Council*  
*Maddy Bristow, Earley Town Council*

1. **APPOINTMENT OF CHAIRMAN**

Councillor Swaddle nominated Councillor Baker to chair the joint working party and all present agreed. Councillor Baker took the chair.

2. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

3. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by members of the working party.

4. **STATEMENT ON REASONS FOR THE BULMERSHE SULV TO EXIST**

The interim statement, which had previously been agreed by both councils, was discussed and it was noted that the list of approved planning applications that was cited as evidence of the lack of protection for the SULV had all been approved before the adoption of the MDD DPD by Wokingham Borough Council. It was accepted that the MDD DPD gave much stronger protection to the SULV than had existed previously and that this should be reflected in the statement. Maddy Bristow agreed to amend the statement accordingly.

5. **REVIEW OF POLICIES IN PLACE TO PROTECT THE BULMERSHE SULV**

Although it was noted that the policies included in the MDD DPD gave much stronger protection to the SULV than the previous policy, it was agreed that both councils needed to ensure that the policies were rigorously applied and would work together whenever necessary to object to planning applications that encroached on the SULV.

It was noted that the map attached to the MDD DPD showing the extent of the SULV needed to be updated to show that the land to the rear of the gardens in Pitts Lane and backing onto Bulmershe Park had been removed from the SULV when the proposed development of this land was granted planning permission.

6. **FUTURE ACTION**

The following actions were agreed:

1. A motion would be drawn up to be taken to both Woodley Town Council and Earley Town Council to record that both councils would work together in the future to oppose any further development on the Bulmershe SULV. The wording of the motion was to be the same for both councils.
2. The terms of reference of the joint working party would be amended to state that the working party would meet as and when any action was required to protect the SULV, but not necessarily once in every municipal year.

Meeting closed at 7:55 pm

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

**Reporting arrangements**

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

**Overall purpose**

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

**Membership of the working party**

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

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

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

The quorum will be 3 voting members.

Officers from both councils will be in attendance at all meetings

**Meetings**

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

Other Meetings will be arranged as necessary.

**Terms of operation**

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

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

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

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

JOINT STATEMENT IN SUPPORT OF THE PROTECTION  
OF  
**THE BULMERSHE SITE OF URBAN LANDSCAPE VALUE**

Earley and Woodley Town Councils are unanimous in the view that national and local planning policies should be used to protect and if possible enhance the status of the area of the Bulmershe Site of Urban Landscape Value (SULV). The extent of this SULV is defined in the MDD DPD. The two Town Councils have consistently striven to try to ensure that this green gap between the two settlements is maintained.

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

The two Councils have agreed this policy statement to be used as the basis for any submissions to the Local Planning Authority, and, if necessary, the Planning Inspectorate, in seeking to maintain and protect the Bulmershe Site of Urban Landscape Value.

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

The SULV policy in the previous Local Plan has been undermined. Developers have been able to argue that some development can take place within the area of the SULV and Wokingham Borough Council has accepted their argument.

The following plans, approved prior to the formal adoption of the MDD DPD, are cited as evidence of the lack of protection

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

The developments above were approved despite lying within the boundaries of the 1996-2004 Local Plan SULV policy area.

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

It is contended that the public value attached to the land within the Bulmershe SULV is significant and that this value has been recognised by Wokingham Borough Council in past local plans and has been given stronger protection within the adopted MDD DPD.

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

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

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

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

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

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

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

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

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

Wildlife - Highwood is designated as a Local Nature Reserve and is entirely within the Bulmershe SULV area. A number of years ago the Bulmershe Allotment site, between Mays Lane and Bideford Close was reduced in size by Reading Borough Council. The land to the



east of the site is now being actively managed by Reading Borough Council for both wildlife and amenity to allow the woodland on the edges of the site to develop, maintain a mix of scrub and grass needed by the existing fauna, keep the existing paths open and allow options for use as allotments and open space to be considered in the future.

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

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

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

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

- Jointly and vigorously opposing any planning applications which seek to build on any part of the SULV
- Calling upon local Borough Councillors to ensure that such applications are listed
- Ensuring that representative(s) of Woodley and Earley Town Council attend any Local Planning Authority Planning Committee Meetings at which such applications are to be discussed.
- Re-affirming to the Borough Council's Executive Member for Planning and the Local Planning Authority the joint Town Councils' opposition to any plans to encroach on the Bulmershe SULV

August 2015

**REPORTS FROM OUTSIDE BODIES**

**Woodley Volunteer Centre**

The Woodley Volunteer Centre is heavily involved with transporting disabled people to hospital appointments etc

They seem to have two problem areas:

1. Volunteer drivers - they have a considerable shortfall.
2. Royal Berkshire Hospital - whilst they have parking permits that allow free parking, upon arrival with their disabled clients they are often unable to find a space to park.

Following several phone calls to Royal Berkshire Hospital I have managed to arrange for two parking spaces at the back of the hospital to be reserved for the Woodley Volunteer Centre. Next we will try to resolve the shortage of volunteer drivers.

Cllr John MacNaught

**Report of meeting at Citizens Advice Bureau held on 2 September 2015 at the CAB Offices, Wokingham**

Attendees: Celia May, Chris Gibson, John Connor, Kirsten Dalton, Marilyn Young, Nick Campbell-White, Paul Adams, Raj Gulati, Shadi Brindley, Louise Corbett

Matters discussed as follows:

Funding from WBC

Homelessness concerns in the Borough, estimated figures higher than those advised by WBC

Annual Audit has been brought forward to November 2015, originally due 6 months later  
Year end accounts to be presented at the AGM on 11/9/15

**Current projects:**

Healthwatch

Adviceline : Go live date 5/10/15.

General admin and staffing discussed.

Annual fundraiser: Play at Wokingham Theatre 20/10/15

Training in time for launch of Universal Credit for a number of claimants in Wokingham and its impact on clients of CAB. Homelessness forum attended by CAB along with representatives from WBC, Salvation Army, CMHT, Transform, and Wokingham Mental Health Association.

Training also for Money Advice and Adviceline

Rebranding to citizens advice – bureau has been dropped, new signage and stationery to replace existing, ongoing.

Future meeting dates: AGM 4/11/15

Next Trustees meeting: 25/11/15

Cllr Shadi Brindley

### **Report of the Robert Palmer Almshouse charity AGM held on 14th July 2015**

The first meeting on 14 July was the AGM. The accounts were approved and there were no matters arising from them.

After the AGM, a full meeting was held where the trustees approved the new residents form using The Almshouses Association guidelines with a few modifications.

Maintenance work has been done to repair one cottage that had damp problems and it has been temporarily redecorated by painting. Wall papering will be carried out in a year's time after the walls have completely dried out.

All residents are well and there has been no rent increase.

The report of the AGM will be circulated at the meeting.

Cllr Sam Rahmouni

### **C-Salt Community Forum**

The C-Salt Community Forum is a community led forum sponsored by C-Salt who run the Borough's leisure facilities. This Forum is aimed at integrating the leisure provider with the wider community. It does this in a number of ways and this is co-ordinated by this forum. It provides a number of grants for activities that are aimed at improving the Health & Wellbeing of local residents. To that end it has provided support to the following projects in 2014/15 which have been approved by the C-Salt Board.

1. Rugby Project
2. Workplace Scheme
3. Wokingham Sports Council schemes
4. Community allotment
5. Paralympic Athletes sponsorship

For the year 2015/16 (i.e. the current year) the following projects are being pursued.

1. Stagz Rugby Project Yr2
2. Berkshire Renegades - American Football
3. Borough Family Fun Day Saturday 27<sup>th</sup> Sept 2015
4. SHINE games sponsorship
5. Sponsored places for 'disadvantaged' School children –swim lessons, sports camp.
6. Foster carers scheme
7. 1life Health & Wellbeing Co-ordinator

If anyone wants to know more detail please contact me.

Cllr Keith Baker

**Information received from Democratic Services, Wokingham Borough Council**

The WBC Standards Committee includes representation from towns and parishes. There are three co-opted non-voting Members on the Committee and following the elections we now have **one** vacancy as Ray Duncan is no longer a town councillor.

Under the Terms of Reference of the Committee, at least one of the three parish members should be a member of a town council. The idea behind this was to seek to ensure a full representation on the Committee of large/small, urban/rural parish councils as it was appreciated by WBC that town and parish councils do have different dynamics.

I am writing to the clerks of Earley, Woodley and Wokingham Town Council's to ask whether you could bring the vacancy to the attention of your Members and ask them to contact Kevin Jacob, Principal Democratic Services Officer, if they would be potentially interested.

The role includes providing the parish perspective to the Committee's discussion on ethical governance arrangements and Code of Conduct and could include involvement in a Code of Conduct hearing should that involve a parish member. Therefore it would particularly suit someone who has had experience of tribunals, hearings and/or court proceedings etc.

It is likely that any volunteers will be asked to come in for an informal discussion with the Monitoring Officer, Andrew Moulton and potentially one of our Independent Persons, but the precise details are not set yet. A recommendation would then be made to Council to co-opt them formally on the Standards Committee. To clarify, they would not sit as a 'representative' of a particular council, but a representative of town councils in general.

**Town Mayor's Engagements – 1 July 2015 to 29 September 2015**

July	15	Celebration assembly at Waingels School
	15	Wokingham Job Support Centre AGM
	23	Setanta Gaelic Football Club Sponsors' Event
August	3	ReadiBus AGM
	17	Woodley Garden Competition – Presentation of certificates to winner and runner-up
September	4	CAB Wokingham AGM
	11	Reception hosted by the High Sheriff of Berkshire
	25	Berkshire Vision AGM

**Deputy Town Mayor's Engagements**

July	1	Production of Peter Pan at Beechwood Primary School
	3	Woodley schools history event at the Oakwood Centre
	3	Woodley Town Council/Woodley Bowling Club Annual Bowls Match
	9	Opening of new bedroom suite at Woodley Age Concern Day Centre