



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

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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 3 October 2017 at 8:00pm.**

A handwritten signature in black ink that reads "Deborah Mander". The script is cursive and fluid.

Deborah Mander  
Town Clerk

*Before the start of the meeting the following presentations will take place:*

- *Peter Absolon, Professor Bowlby and Trevor Bottomly will talk about Readibus.*
- *Inspector Donachy, Thames Valley Police, will talk about the Community Speed Watch Scheme.*

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### **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 27 JUNE 2017**

To approve the minutes of the Annual Meeting held on 27 June 2017, and Page 3 that they be signed by the Chairman.

4. **COMMITTEE REPORTS**  
To receive reports from the following:
- |     |                                  |                   |         |
|-----|----------------------------------|-------------------|---------|
| 4.1 | Planning Committee               | 18 July 2017      | Page 11 |
| 4.2 | Planning Committee               | 15 August 2017    | Page 21 |
| 4.3 | Leisure Services Committee       | 5 September 2017  | Page 31 |
| 4.4 | Planning Committee               | 12 September 2017 | Page 35 |
| 4.5 | Strategy and Resources Committee | 19 September 2017 | Page 47 |
5. **AUDIT 2016/17**
- a) To receive the external auditor's opinion on the audit of the Annual Return for 2016/17. **(Appendix 5)** Page 63
- b) To adopt the Audited Annual Return for 2016/17.
- c) To note that the Notice of Conclusion of Audit was displayed on public noticeboards at the Oakwood Centre and on the Council's website from 20 September 2017.
6. **LEADER'S STATEMENT**  
To receive a statement from the Leader of the Council.
7. **WOODLEY MEMORIAL RECREATION GROUND CHARITY**  
To note that the 2016/17 Annual Return to the Charity Commission was submitted on 25 September 2017 on behalf of the Town Council, the charity trustee.
8. **WOKINGHAM BOROUGH COUNCIL**  
To receive an introductory letter from the recently appointed interim Chief Executive, Manjeet Gill. **(Appendix 8)** Page 69
9. **OUTSIDE BODIES**  
To receive any reports from Town Council representatives on outside bodies. **(Appendix 9)** Page 70
10. **TOWN MAYOR'S ENGAGEMENTS**
- a) To receive a report from Councillor Jenny Cheng on her engagements as Town Mayor. **(Appendix 10)** Page 71
- b) To receive a report from Councillor Sam Rahmouni on his engagements as Deputy Mayor. **(Appendix 10)** Page 71
11. **FUTURE AGENDA ITEMS**  
To consider any items for inclusion in future Council agendas.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on  
Tuesday 27 June 2017 at 8 pm**

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

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

**Also present:** Gordon Holmes, Age Concern Twyford & District  
Colin Lott, Mike Hutchinson and Joe Pope, formerly of the Woodley  
War Memorial Committee  
3 members of the public

*Before the start of the meeting:*

- Gordon Holmes, Age Concern Twyford & District, gave a presentation about the Give&TakeCare initiative to improve social care for older adults across the UK, as reported in **Appendix A**.
- A maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum. As there were no members of the public wishing to address the Council the Town Forum did not take place.

*Before opening the meeting the Mayor asked for a minute's silence in memory of Jeff Llewellyn, a former member of the Council.*

20. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors S. Brindley, K. Gilder and J. MacNaught.

21. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

22. **COMMEMORATION OF THE END OF WORLD WAR 1**

The Mayor welcomed Colin Lott, Mike Hutchinson and Joe Pope to the meeting to speak to Members about their ideas for commemorating the one hundredth anniversary of the end of World War 1 on Sunday 11 November 2018.

Mike Hutchinson informed Members that 2018 would be the first time that Armistice Day coincided with Remembrance Sunday since the war memorial was erected in Woodley and he expected a large attendance at the war memorial. He felt that it would be appropriate for the community to remember those who had lost their lives in World War 1 and to commemorate the end of the war, and would like there to be a series of events for all ages to enjoy on the Memorial Ground following the act of Remembrance on that day.

Colin Lott said that he envisaged this would be a very large event, which would need to be organised well in advance to ensure that the facilities required were not already booked by other events. Among the facilities that would be needed he suggested that 3 or 4 marquees would be required, there could possibly be 2 bands playing a range of music, and food and soft drinks could be provided free

of charge, with a bar selling alcoholic drinks. He suggested that there could be an educational element to the event, involving local schools, and that other local organisations could be involved.

Colin Lott asked that the Council decide whether they wanted such an event to take place and whether they would like him, Mike Hutchinson and Joe Pope to organise it. He estimated that the cost of the event might be in the range of £10,000 to £20,000 and asked the Council to consider funding the event.

The Mayor then asked if Members had any questions about the proposal. Councillor Soane said that he was conscious that the act of Remembrance at the war memorial would clash with the Service of Remembrance at St. John's Church. Joe Pope said that they did not want there to be any conflict between events. Members suggested that maybe Churches Together could be involved at the war memorial and the importance of involving all faiths was stressed.

Councillor Baker noted that the proposal was sound in principle, but that the suggested budget was very high. He said that the Council would not be able to underwrite that amount and that sponsorship would be needed. Colin Lott replied that he thought only about £1,000 - £2,000 could possibly be raised by sponsorship and he was therefore asking the Council to fund the event.

Following further discussion of the proposals Councillor Baker asked Colin Lott, Mike Hutchinson and Joe Pope to continue looking at ideas for the event for future review by the Council. The Town Clerk suggested that it might be helpful if they met with her and the Deputy Town Clerk to talk about their proposals.

The Mayor thanked Colin Lott, Mike Hutchinson and Joe Pope for coming to the meeting and addressing the Council.

23. **MINUTES OF COUNCIL MEETING HELD ON 9 MAY 2017**

The Town Mayor presented the minutes of the Annual Meeting held on 9 May 2017.

**RESOLVED:**

- ◆ To approve the minutes of the Annual Meeting held on 9 May 2017 and that they be signed by the Mayor as a correct record.

24. **COMMITTEE REPORTS**

24.1 **Minutes of the Planning Committee: 23 May 2017**

Councillor Barker presented the minutes of the Planning Committee meeting held on 23 May 2017.

**Minute number 3: Bus routes**

Councillor Baker informed Members that this matter had been considered by the Wokingham Borough Council Executive, who had agreed to extend the proposals by 6 months.

**Minute number 11: Community speed watch**

Councillor Smith said that he was disappointed that the Planning Committee had resolved that the Council would not join the community speed watch scheme as he thought the residents of Woodley would be unhappy with this decision. Councillor Barker explained that the Committee had decided against joining the group scheme being set up by Thames Valley Police, but that the possibility of the Council buying its own equipment and running an independent scheme could be considered again in the future. In response to comments that running a

speed watch scheme would show that residents' concerns about speeding were being taken seriously by the Council, members of the Planning Committee explained that their investigations had shown that running an independent scheme would take a great deal of time and require a large number of volunteers. They had also been concerned that the effectiveness of the Finchampstead scheme, with regard to improving driver behaviour, had been inconclusive.

Councillor Dolinski informed Members that the community speed watch scheme had been discussed at the newly formed Woodley and North Earley Community Forum and he suggested that it might be possible to run a speed watch scheme through the community forum.

It was suggested that this item should be considered again at a future meeting.

**RESOLVED:**

- ◆ To receive the minutes of the Planning Committee meeting held on 23 May 2017.

**24.2 Minutes of the Leisure Services Committee: 6 June 2017**

Councillor Soane presented the minutes of the Leisure Services Committee meeting held on 6 June 2017.

**Minute number 10: Town centre public toilet update**

In reply to a question the Town Clerk said that it was hoped that the public toilet could be installed by the end of October.

**RESOLVED:**

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 6 June 2017.

**24.3 Minutes of the Strategy and Resources Committee: 13 June 2017**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 13 June 2017.

**Minute number 8: Risk Management Working Party**

Councillor Baker presented the Risk Register 2017/18 to Council.

**RESOLVED:**

- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 13 June 2017.

**24.4 Minutes of the Planning Committee: 20 June 2017**

Councillor Barker presented the minutes of the Planning Committee meeting held on 20 June 2017.

**RESOLVED:**

- ◆ To receive the minutes of the Planning Committee meeting held on 20 June 2017.

**25. 2016/17 YEAR END**

The Town Clerk presented the 2016/17 year end outturn figures, in summary and by committee.

Members were very pleased to note that savings and the income generated by the 3G pitch and the new gym at Woodford Park Leisure Centre, together with an increase in venue bookings, had resulted in the general reserve fund growing by

£35,500 over the year, when originally the budget had anticipated a £1,904 contribution from reserves to support expenditure.

**RESOLVED:**

- ◆ To note the 2016/17 year end figures.

26. **FINANCIAL STATEMENTS AND ANNUAL RETURN 2016/17**

a) **Financial Statements for 2016/17**

The Town Clerk presented the Financial Statements for 2016/17.

**RESOLVED:**

- ◆ To approve the Financial Statements for 2016/17 and that they be signed by the Mayor and the Town Clerk.

b) **Annual Governance Statement for 2016/17**

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

**RESOLVED:**

- ◆ To approve the Annual Governance Statement for 2016/17 and that this be signed by the Mayor and the Town Clerk.

c) **Accounting Statements for 2016/17**

Members considered the Accounting Statements for 2016/17 and

**RESOLVED:**

- ◆ To approve the Accounting Statements for 2016/17 and that they be signed by the Mayor and the Town Clerk.

27. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"My thanks to Cllr Dolinski for standing in for me at the last Full Council. Today I thought I would concentrate on the projects that are currently underway or in the planning stage.

You have already seen the North End refurbishment completed and it is already being used. Together with the TCMI a full marketing campaign is about to be launched to expand the Centre Stage usage from mostly charities. At the recent Strategy & Resources Committee it was agreed that a token charge of £30 would be made to all users of the Centre Stage. However, the Town Council reserves the right to discount this charge if necessary. Currently existing events like the Carnival, the Extravaganza etc. charge and charities are prepared to pay so it is perfectly reasonable for the Town Council to do the same. The charges will be split equally to pay for the administration and a specific maintenance reserve for this asset.

The placement of the order for the public toilet is imminent with the last formal hurdle, the lease heads of terms being agreed.

The refurbishment of Woodford Park Lake is coming along nicely. Our recent recruit to the vacant post of Grounds Maintenance Manager, Terry Gough, who had extensive experience with the Maiden Erlegh Lake, is proving to be invaluable as we finalise our plans.

Now that the North End of the Town Centre is complete our attentions are turning to the small play area on the other side of the town centre. There are

developers funds available for a comprehensive redesign with all new equipment. The Town Council is in joint discussions with the Borough Council and the TCMI about this project. It is hoped that the Town Council will have a presence in the Town Centre with information on potential designs and equipment, in a similar way to that carried out for the lake refurbishment.

The Loddon Mead area under the A3290 joint project with JAC and the Borough Council is at an early stage of development. Officers are waiting to hear from the Borough's Highways Department to understand any restrictions in this area. The intention is to arrange a Parkour installation here.

Currently the Grounds & Maintenance teams are split across the main compound and the former horticultural shed at the main entrance to Woodford Park. There is a proposal to move the Woodley Pre-School, currently operating out of the Leisure Centre, to a purpose built new building at the horticultural shed location. This means that the operation out of this shed needs to be moved to the main compound. Officers will be taking the opportunity to review the total operation out of this compound in order to ensure the facilities are appropriate for the services required.

Finally, looking to the future, the regeneration task and finish group for Woodford Park Leisure Centre will be reconvened soon to examine the potential for its improvement and refurbishment.

As you can see, there are a lot of things going on and I would like to put on record my thanks to Deborah and her officers for the way in which they handle this extensive list of projects alongside the day to day operational requirement."

28. **CAPITAL PROGRAMME**

The Deputy Town Clerk presented Report No. FC 3/17.

Members noted the capital projects that had been undertaken in 2016/17 and those that were proposed for 2017/18. In reply to a question about the number of items being carried forward from 2016/17 the Town Clerk explained that the decision to provide a gym at Woodford Park Leisure Centre had been taken after the Capital Programme for 2016/17 had been agreed and a large amount of the Maintenance Team's time had subsequently been diverted to working on the gym. Councillor Smith suggested that in future items on the Capital Programme should be prioritized to ensure that high priority items were undertaken as soon as possible.

**RESOLVED:**

- ◆ To note Report No. FC 3/17.
- ◆ To approve the 2017/18 Capital Programme as set out in the schedule at **Appendix B**.
- ◆ That the roofing works at Woodford Park Leisure Centre be funded from the Buildings and Facilities fund.

29. **COUNCIL SEAL**

**RESOLVED:**

- ◆ To approve the use of the Council's seal on a lease with Wokingham Borough Council in respect of land in Woodley Town Centre for the location of a public toilet.

30. **REPRESENTATIVES ON OUTSIDE BODIES**

a) Having been duly nominated it was

**RESOLVED:**

- ◆ To appoint Councillors Baker and Dolinski to represent the Council at the newly formed Woodley and North Earley Community Forum.

b) Members noted the written report from Councillor Walker on the Campaign for a Cleaner and Greener Environment.

c) Members noted that a copy of the Poor's Land Charity audited accounts and Annual Report for the year ending 31 December 2016 had been received.

31. **TOWN MAYOR'S ENGAGEMENTS**

a) Councillor Cheng informed the Council of the 9 events she had attended as Town Mayor since the last meeting and noted that she had unfortunately been unable to attend the Just Around the Corner public meeting at Rehoboth on the 5 June as she had been unwell.

b) Councillor Rahmouni reported on the 6 events he had attended as Deputy Town Mayor since taking office.

32. **FUTURE AGENDA ITEMS**

It was requested that the matter of a possible community speed watch scheme for Woodley be considered again.

Meeting closed at 9:50pm

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Gordon Holmes, Age Concern Twyford & District, was welcomed to the meeting and gave a presentation about the Give&TakeCare initiative to improve social care for older adults across the UK.

Gordon Holmes explained that Age Concern aimed to help the elderly maintain independence and quality of life and the Give&TakeCare initiative had been set up to help prevent loneliness and social isolation by offering befriending support for the over 60's. The scheme matched volunteers with an elderly person and for each hour of befriending care the volunteer gave they accumulated an hour of time credit. When the volunteer reached the age of 60 they could 'spend' their accumulated hours within the scheme to get befriending care from other volunteers. The scheme was funded by Innovate UK, a government body, but the aim was for it to be self-sustaining in the future. There was a £1/hour administration fee charged to the care receiver to cover the running costs of the scheme.

Gordon Holmes informed Members that Twyford & District was the first Age Concern area to run this scheme, but there were plans to extend the scheme throughout the country. He asked the Council to help the scheme by:

- Publicising the scheme.
- Referring people who may be lonely.
- Encouraging people to sign up to the scheme.

In reply to a question, Gordon Holmes explained that the Give&TakeCare initiative was similar to the Link visiting scheme, but the Link scheme relied on funding and therefore could not be guaranteed to continue, whereas, once established, the Give&TakeCare initiative would be self-sustaining.

The Mayor thanked Gordon Holmes for his presentation.

**Capital Programme 2017/18**

**APPENDIX B**

<b>CAPITAL PROJECTS</b>	<b>Allocation £</b>	<b>Status</b>	<b>Comment</b>	<b>Works Required</b>
Signs	1,000		Annual Allocation	Replacement, new signs, fire signage and new entrance sign for Woodford Park
Seats	1,000		Annual Allocation	Replacement/additional seats - annual allocation
Litter bins	300		Annual Allocation	Replacement/additional bins - annual allocation
Dog bins	200		Annual Allocation	Replacement/additional bins - annual allocation
Pathway repairs	5,000		Annual Allocation	Repair work to council pathways - annual allocation
Heating system works - Oakwood Centre	6,000			New primary pumps required to heating system, install automatic air vents
Toilets refurbishment - Oakwood Centre	5,000			Replace cubicles & panels, redecorate, tiling, hand dryers
Bowling Green fencing	5,200			Removal of trees where roots have damaged the path and are beginning to damage the green and the irrigation system. Removal of trees to be funded from tree works budget. Replace with steel weldmesh fencing to match east boundary installed last year.
WPLC Ladies toilets refurb	3,000			Refurbishment - toilets, sinks, flooring, lighting, décor
WPLC - Extend CCTV	2,000			Extend CCTV coverage to include new car park areas
Sports Hall Floor - sanding & remarking	8,200			Sand and remark sports hall flooring in Woodford Park Leisure Centre. The existing flooring was installed in 2007 and is showing significant signs of wear.
Bowling Green gulley matting	1,000			To replace the current requirement for annual removal, sifting and cleaning of rubber pellets from gulley around green.
Green Flag Award	5,000			Funds in support of Green Flag Award application for Woodford Park. F/C 27/9/16
Ride-on front rotary mower	18,000			Enable safer & more effective cutting of smaller and sloped areas that cannot be cut with the tractor mounted cutters. This will considerably reduce manual handling, strimming and pedestrian mowing time and allow for more frequent cutting as required.
Chipper / shredder	10,000			Enable on site chipping to reduce manual handling/contractor/waste costs and enable more frequent tree/foilage works.
Chapel Hall - replace guttering	5,000			Replace old damaged guttering which is beyond repair in several places.
Playground equipment fund allocation	5,000	Sinking Fund	Annual Allocation	Annual allocation - Improvements to play areas - new equipment
Buildings & Facilities Fund allocation	10,000	Sinking Fund	Annual Allocation	Replace old asbestos roof - estimated cost £35,000. Old roof leaks patched but deteriorating.
<b>Sub total</b>	<b>90,900</b>			

<b>FUNDED BY</b>	
Carry forward balance from 2015/16	48,412
2016/17 budget allocation	45,000
Total funds available 2016/17	93,412
<b>Capital Programme Balance</b>	<b>2,512</b>

<b>SINKING FUNDS</b>	<b>Expenditure</b>	<b>Total in Fund</b>	
Buildings & Facilities fund	30,000	60,000	WPLC roof work est £30,000. Replace failed roof joists and re-cover flat roofing.
Playground equipment fund		12,662	

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre  
on Tuesday 18 July 2017 at 7:45 pm**

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

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

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

36. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley, M. Forrer, J. MacNaught, S. Rahmouni and M. Walker.

37. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members. The Chairman noted that planning application 171983, 8 Brecon Road, Woodley, had been submitted by Councillor R. Horskins.

38. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 20 JUNE 2017**

**RESOLVED:**

- ◆ That the minutes of the Planning Committee meeting held on 20 June 2017 be approved and signed by the Chairman as a true and accurate record.

39. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

40. **PLANNING DECISIONS**

**RESOLVED:**

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

41. **BUDGETARY CONTROL**

**RESOLVED:**

- ◆ To note Report No. PC 3/17.

42. **HIGHWAYS**

a) **Road Works/Street Works Major Projects Co-ordination meeting**

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

b) **Temporary road closures and parking restrictions**

Members noted that Wokingham Borough Council proposed to make an Order for the following temporary road closures and parking restrictions to enable SSE contractors to

undertake essential electricity main installation in safety. The Order would come into operation on 24 July 2017 and its maximum duration would be 18 months or until the works had been completed, whichever was the earlier.

- i) **Dartington Avenue, Woodley:** closed between its junctions with Nightingale Road and the footpath connecting Dartington Avenue and Clivedale Road. There would be no alternative route for this closure as it was a no through road. Works would commence on 18 August 2017 and were expected to be completed by 24 August 2017.
- ii) **Clivedale Road, Woodley:** closed between its junctions with the footpath connecting Dartington Avenue and Clivedale Road and Coppice Road. The alternative route for all vehicles affected by this restriction would be via Keats Road, Knowle Road and Coppice road, or by this route in reverse. Works would commence on 1 August 2017 and were expected to be completed by 1 September 2017.
- iii) **Coppice Road, Woodley:** closed between its junctions with Clivedale Road and Loddon Bridge Road. The alternative route for all vehicles affected by this restriction would be via Drovers Way, Crockhamwell Road and Loddon Bridge Road, or by this route in reverse. Works would commence on 8 August 2017 and were expected to be completed by 18 August 2017.
- iv) **Nightingale Road, Woodley:** vehicles would be prohibited from parking at any time between its junctions with Hazel Drive and Dartington Avenue. Works would commence on 24 July 2017 and were expected to be completed by 17 August 2017.

43. **WOKINGHAM BOROUGH COUNCIL: DIGITAL PARKING ENFORCEMENT MAPS**

Members noted the press release from Wokingham Borough Council regarding the proposal to use digital parking enforcement maps when they took on Civil Parking Enforcement.

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

Members noted the report of the first meeting of the Woodley and North Earley Community Forum held on 21 June 2017. Councillor Dolinski, who had attended the meeting, informed Members that the next meeting of the Community Forum would be held at the Oakwood Centre on Monday 11 September 2017, at 7:00pm, and he urged all Town Councillors to attend, if possible, and to encourage members of the public to attend.

45. **MOBILE INFORMATION SERVICE**

Members noted the correspondence received from Earley CResCent Community Association regarding the termination of the Mobile Information Service with effect from 1 October 2017, due to the withdrawal of their main funder.

46. **PUBLICATIONS/INFORMATION**

**RESOLVED:**

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

47. **FUTURE AGENDA ITEMS**

Members requested that guidance be sought from Wokingham Borough Council regarding the consideration of planning applications proposing to enclose open amenity land by moving a garden boundary, and that this be included as a future agenda item.

48. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

49. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

50. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of twenty ongoing enforcement matters and seven enforcement closure notifications.

The meeting closed at 9:40 pm

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Chairman

## Woodley Town Council

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Date :- 19/07/2017

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Approved on the following applications;</b>				
<b>171451</b>	04/07/2017	Dariusz Kusyk	Mr Ian Wheeler	17 Anthian Close Anthian Close Woodley RG5 4XA
<b>Proposal :</b> Full application for the proposed change of use of amenity land to residential including replacement of garden wall with a 2m close boarded fence.				
<b>Observations :</b> No objections.				
<b>171569</b>	10/07/2017	Senjuti Manna	Mr M Mahendra	59 Malone Road Malone Road Woodley RG5 3NL
<b>Proposal :</b> Householder application for proposed erection of two storey side and rear extension, following demolition of existing garage/store.				
<b>Observations :</b> No objections.				
<b>171596</b>	27/06/2017	Rasha Khoja	Mr Nick Cooper	46 Duffield Road Duffield Road Woodley RG5 4RN
<b>Proposal :</b> Householder application of new access road, to include construction of new crossover and erection of timber access gates with brick piers.				
<b>Observations :</b> No objections.				
<b>171623</b>	28/06/2017	Kayleigh Mansfield	Mr G Singh	73a Crockhamwell Road Crockhamwell Road Woodley RG5 3JP
<b>Proposal :</b> Full planning application for the proposed insertion of metal perforated shuttering to the shop front.				
<b>Observations :</b> No objections.				
<b>171649</b>	27/06/2017	Rasha Khoja	Mr Morton	96 Redwood Avenue Redwood Avenue Woodley RG5 4DR
<b>Proposal :</b> Householder application for the proposed erection of a single storey side/rear extension to dwelling.				
<b>Observations :</b> No objections.				
<b>171662</b>	27/06/2017	Senjuti Manna	Mr David Potter	31 Comet Way Comet Way Woodley RG5 4NZ
<b>Proposal :</b> Householder application for the proposed erection of a single storey side/rear extension to dwelling.				
<b>Observations :</b> No objections.				

Date :- 19/07/2017

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>171677</b>	27/06/2017	Janeske Delport	Mr Steve Warne	120 Reading Road Reading Road Woodley RG5 3AD
<b>Proposal :</b> Householder application for the replacement of the existing flat roof on rear extension with hipped roof, 3No. roof lights, bi-folding doors and new side window.				
<b>Observations :</b> No objections.				
<b>171685</b>	20/06/2017	Kayleigh Mansfield	Mr & Mrs Goodwin	51 Haddon Drive Haddon Drive Woodley RG5 4LX
<b>Proposal :</b> Householder application for proposed erection of part single, part two storey side/rear extension to dwelling.				
<b>Observations :</b> No objections.				
<b>171725</b>	27/06/2017	Janeske Delport	Mr & Mrs J Dunford	84 Nightingale Road Nightingale Road Woodley RG5 3LY
<b>Proposal :</b> Householder application for the proposed erection of a two storey side/rear extension to dwelling following demolition of the existing prefabricated garage and store.				
<b>Observations :</b> No objections.				
<b>171779</b>	29/06/2017	Omar Sharif	Mr Mark Comeadow	3 Marathon Close Marathon Close Woodley RG5 4UN
<b>Proposal :</b> Householder application for proposed erection of single storey rear extension plus the conversion of loft space to habitable accommodation with rear dormer extensions to dwelling.				
<b>Observations :</b> Two residents were present at the meeting to observe the discussion of this application, but did not wish to object to the proposal.				
The Committee had no objections to the application.				
<b>171811</b>	26/06/2017	Omar Sharif	Mr Darveer Sahans	74 Fairwater Drive Fairwater Drive Woodley RG5 3JB
<b>Proposal :</b> Householder application for proposed erection of single storey rear extension to dwelling.				
<b>Observations :</b> No objections.				
<b>171823</b>	29/06/2017	Kayleigh Mansfield	Mr & Mrs Caird	43 Telford Crescent Telford Crescent Woodley RG5 4QT
<b>Proposal :</b> Householder application for proposed erection of single storey rear extension to dwelling and conversion of garage to provide habitable accommodation plus enlargement of existing rear dormer.				
<b>Observations :</b> No objections.				

Date :- 19/07/2017

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>171833</b>	30/06/2017	Rasha Khoja	Mrs Jess Giles	15 Butts Hill Road Butts Hill Road Woodley RG5 4NJ
<b>Proposal :</b> Householder application for the proposed erection of two storey rear/side extension to dwelling following the demolition of the existing garage, erection of single storey side extension to form garage plus internal alterations.				
<b>Observations :</b> No objections.				
<b>171854</b>	10/07/2017	Dariusz Kusyk	Mr & Mrs Fogarty	1 Dunbar Drive Dunbar Drive Woodley RG5 4HA
<b>Proposal :</b> Householder application for the proposed erection of two storey side extension to dwelling and relocation of side garden wall.				
<b>Observations :</b> No objections.				
<b>171865</b>	04/07/2017	Janeske Delport	Mr & Mrs Maurice Behan	4 Glendevon Road Glendevon Road Woodley RG5 4PH
<b>Proposal :</b> Householder application for the conversion of existing garage to dwelling.				
<b>Observations :</b> No objections.				
<b>171875</b>	04/07/2017	Rasha Khoja	Mrs A Ishtiaq Chechi	16 Butts Hill Road Butts Hill Road Woodley RG5 4NH
<b>Proposal :</b> Householder application for the proposed two storey side, first floor rear and single storey front extension to form porch.				
<b>Observations :</b> One letter of concern had been received for this application.				
The Committee had no objections to the proposal, but asked that the concerns of the neighbour to the south, regarding loss of light to their north facing kitchen, be taken into consideration.				
<b>171877</b>	06/07/2017	Janeske Delport	Dr A Lobo	8 Radcot Close Radcot Close Woodley RG5 3BG
<b>Proposal :</b> Householder application for the conversion of garage to provide habitable accommodation.				
<b>Observations :</b> No objections.				
<b>171913</b>	12/07/2017	Simon Taylor	Unknown	Land adj to 25 Henley Wood Roa Henley Wood Road Woodley RG5 4PR
<b>Proposal :</b> ADJOINING PARISH CONSULTATION				
Full application for the proposed erection of 1No. dwelling.				
<b>Observations :</b> No comment.				



Date :- 19/07/2017

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>171941</b>	06/07/2017	Janeske Delport	Mr & Mrs Powell	64 Western Avenue Western Avenue Woodley RG5 3BH
<b>Proposal :</b> Householder application for the proposed erection of two storey side extension to dwelling and erection of rear single storey extension to create habitable accommodation plus erection of a front porch and internal alterations.				
<b>Observations :</b> No objections.				
<b>171966</b>	06/07/2017	Senjuti Manna	Mr E Gill	1 Frimley Close Frimley Close Woodley RG5 3AU
<b>Proposal :</b> Householder application for the proposed erection of a two storey side/rear extension to dwelling following the demolition of existing garage.				
<b>Observations :</b> Two residents were present at the meeting to voice their concerns about this application and one letter of concern had been received.				
The Committee discussed the application and had no objections to the proposal, but asked that the neighbour's concerns about loss of privacy be taken into consideration.				
<b>171973</b>	11/07/2017	Stefan Fludger	Mr Michael Hillyard	53 Wyndham Crescent Wyndham Crescent Woodley RG5 3AY
<b>Proposal :</b> Householder application for the proposed erection of a single storey front extension; single storey rear extension with roof lantern plus raising the roof to form first floor habitable accommodation with dormer extensions.				
<b>Observations :</b> No objections.				
<b>171983</b>	12/07/2017	Ade Balogun	Mr & Mrs Robert Horskins	8 Brecon Road Brecon Road Woodley RG5 4PR
<b>Proposal :</b> Householder application for the proposed erection of two storey side extension, single storey rear extension to dwelling plus new lean-to roof to front of dwelling.				
<b>Observations :</b> The applicant was present at the meeting.				
The Committee discussed the application and had no objections to the proposals.				

Date :- 19/07/2017

**Observations on the following Planning Applications**

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<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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**Refused on the following applications;****171482**

04/07/2017	Ade Balogun	Mr A Mahmood	37 Lismore Close Lismore Close Woodley RG5 3RT
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**Proposal :** Householder application for the proposed two storey side/rear extension to existing dwelling plus single storey front extension to form porch.

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

- Overbearing
  - Out of keeping with the street scene.
-

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 13 July 2017

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**GRANTED PLANNING PERMISSIONS**

<b>E</b> 163552	Approved	Emmanuel Church Centre
<b>E</b> 171007	Approved	Highwood Primary School
<b>C</b> 171067 District COMMENT	Approved	6 Selcourt Close Local COMMENT Three letters of concern had been received for this application.  The Committee considered the proposal and recommended that the application be refused on the following grounds: - The proposed extension is out of scale with the existing property. - Overbearing. - Out of keeping with other properties in the street. - The proposed velux windows in the roof overlook the neighbouring properties.  The Committee also commented that no dimensions were given on the drawings.
<b>E</b> 171148	Approved	28 Lavenham Drive
<b>E</b> 171243	Approved	The Courtyard Offices
<b>C</b> 171244 District COMMENT	Approved	25 Selsdon Avenue Local COMMENT After considering the proposal the Committee recommended the application be refused on the following grounds: - The proposed side extension would have a terracing effect. - Massing effect of the large extension. - Overbearing. - Concerns that the parking provided may be inadequate.
<b>E</b> 171313	Approved	2 Retford Close
<b>E</b> 171357	Approved	38 Malone Road
<b>E</b> 171372	Approved	3 Hawker Way
<b>E</b> 171552	Approved	75 Haddon Drive

**REFUSED PLANNING PERMISSIONS**

<b>C</b> 171397 District COMMENT	Refused	15 Fitzroy Crescent Local COMMENT No objections.
<b>C</b> 171434 District COMMENT	Refused	72 Drovers Way Local COMMENT No objections.

**NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council**

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**OTHER PLANNING DETAILS**

171634

Withdrawn

16 Butts Hill Road

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre  
on Tuesday 15 August 2017 at 7:45 pm**

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

**Also present:** *9 members of the public*

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

51. **APOLOGIES**

Apologies for absence were received from Councillors M. Forrer, J. MacNaught and D. Mills.

52. **DECLARATIONS OF INTEREST**

Councillor M. Walker – Prejudicial interest: Agenda item 5, planning application 172082: 5 Dunbar Drive, as she knows the owner of the property.  
Councillor Walker took no part in the discussion or decision on this application.

53. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 18 JULY 2017**

**RESOLVED:**

- ◆ That the minutes of the Planning Committee meeting held on 18 July 2017 be approved and signed by the Chairman as a true and accurate record.

54. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

55. **PLANNING DECISIONS**

**RESOLVED:**

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

56. **NEIGHBOUR CONSULTATION SCHEME**

**RESOLVED:**

- ◆ To note application 172171.  
Location: Loddon Vale House, Hurricane Way, Woodley, RG5 4UX.  
Proposal: Prior approval submission for the conversion of existing offices to 10 residential units.

57. **PLANNING APPEAL**

**RESOLVED:**

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

Application: 163443

Location: Land to the Rear of The Willows, 9 Station Road, Earley.  
(Adjoining parish consultation)

Proposal: Full application for the proposed erection of 2No. dwellings to land rear of The Willows, including vehicular access off Earley Station car park, parking and landscaping.

58. **HIGHWAYS**

**Road Works/Street Works Major Projects Co-ordination meeting**

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meeting held on 20 July 2017.

59. **CHANGES TO THE 19a/c BUS SERVICE**

Members noted that from 4 September 2017 the 19a/c bus service would be renumbered, rerouted and retimed. This service was operated by Reading Buses on behalf of Wokingham Borough Council and ran between Silverdale Road, Woodley and Royal Berkshire Hospital. The Borough Council had made the decision to increase funding for this service for the next year in order to retain an hourly off-peak service for residents of Silverdale Road and Woodley whilst a longer-term tender process was undertaken.

From 4 September 2017, this service would be known as Service 12 and the route of the service would be:

Central Reading – Royal Berkshire Hospital – Silverdale Road – Loddon Bridge Road – Drivers Way – Crockhamwell Road – Loddon Bridge Road – Vauxhall Drive – Colemansmoor Road – Miles Way – Comet Way – Hurricane Way – Headley Road – Woodlands Avenue – (extending to Culver Lane on some journeys). The bus would return to Reading by the reverse of this route.

Church Road would no longer be served and peak journeys to Woodley and Silverdale Road would also be withdrawn.

60. **ARBORFIELD CROSS RELIEF ROAD**

Members noted that Wokingham Borough Council had submitted a planning application for the Arborfield Cross relief road.

61. **PUBLICATIONS / INFORMATION**

**RESOLVED:**

- ◆ To note receipt of the following:
  - *Wokingham Borough Council News Release – Next Step for Carnival Regeneration*

62. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

63. **PUBLICITY / WEBSITE**

There were no suggestions for items to be publicised.

Information on the following item was received after the agenda had been published and was circulated to Committee members prior to the meeting:

64. **MINERALS AND WASTE PLANNING TRAINING SESSION**

Members noted that a training session on Minerals and Waste Planning would be run by Hampshire Services, the consultants producing the new Central and Eastern Berkshire Joint

Minerals and Waste Plan, on 19 October 2017 at the Wokingham Borough Council offices. The Town Council had been invited to send up to 3 representatives.

**RESOLVED:**

- ◆ That Councillor Barker would attend the Minerals and Waste Planning training session on 19 October 2017.

65. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

66. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of two ongoing enforcement matters.

The meeting closed at 9:25 pm

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Chairman

## Woodley Town Council

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Date :- 16/08/2017

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Approved on the following applications;</b>				
<b>171760</b>	24/07/2017	Stefan Fludger	Mr John Burger	7 Bibury Close Bibury Close Woodley RG5 3PE
	<b>Proposal :</b> Householder application for the proposed erection of single storey rear and side extensions to the existing dwelling.			
	<b>Observations :</b> No objections.			
<b>171880</b>	14/07/2017	Nuno Fernandes	Mr Gary Robinson	45 Woodway Woodway Woodley RG5 3HB
	<b>Proposal :</b> Householder application for the conversion of loft space to habitable accommodation plus single storey rear extension to dwelling.			
	<b>Observations :</b> One letter had been received regarding this application. The neighbour did not object to the extension, but requested variations to the proposal.			
	The Committee had no objections to the application, but asked that the neighbour's comments, which had already been sent to the planning authority, be taken into account.			
<b>172038</b>	14/07/2017	Rasha Khoja	Mr Richard Wilson	35 Nimrod Close Nimrod Close Woodley RG5 4UW
	<b>Proposal :</b> Householder application for proposed erection of single storey rear extension to dwelling.			
	<b>Observations :</b> No objections.			
<b>172044</b>	17/07/2017	Christine Phillips	Mr & Mrs Goodall	51 Addington Gardens Addington Gardens Woodley RG5 3EW
	<b>Proposal :</b> Householder application for the proposed erection of single storey rear extension to dwelling.			
	<b>Observations :</b> No objections.			
<b>172082</b>	17/07/2017	Nuno Fernandes	Mr & Mrs N M Price	5 Dunbar Drive Dunbar Drive Woodley RG5 4HA
	<b>Proposal :</b> Householder application for proposed erection of single storey rear extension to dwelling and conversion of garage to provide habitable accommodation.			
	<b>Observations :</b> No objections.			
<b>172150</b>	25/07/2017	Senjuti Manna	Mr J Singh	2 The Ridgeway The Ridgeway Woodley RG5 3QD
	<b>Proposal :</b> Householder application for proposed erection of single storey side/front extension to dwelling following conversion of existing garage to provide habitable accommodation.			



Date :- 16/08/2017

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Observations :</b> No objections.				
<b>172205</b>	04/08/2017	Simon Taylor	Mr Andrew Cook	Two span brick arched bridge Sandford Lane Woodley
<b>Proposal :</b> Listed building consent for proposed removal of carriageway surfacing, exposure of the entirety of both arches, installation of concrete strengthening 'saddle', reinstatement of carriageway to match the existing line, level and appearance plus undertaking of minor brickwork repairs to the arch barrels with brickwork and mortar to match the existing.				
<b>Observations :</b> The Committee had no objections to the proposals, but requested that the work be scheduled so that it does not take place at the same time as any work on adjacent roads. The amount of traffic on this road is very sensitive to roadworks in the surrounding area and work must be carried out as part of a considered highways plan.				
<b>172216</b>	26/07/2017	Ade Balogun	Ms M Kelly	38 Malone Road Malone Road Woodley RG5 3NJ
<b>Proposal :</b> Householder application for the proposed erection of two storey front and side extensions and single storey rear extension to dwelling.				
<b>Observations :</b> No objections.				
<b>172217</b>	01/08/2017	Christine Phillips	Mr T Grover	26 Marathon Close Marathon Close Woodley RG5 4UN
<b>Proposal :</b> Householder application for the proposed single storey front, side and rear extensions to dwelling.				
<b>Observations :</b> No objections.				
<b>172245</b>	08/08/2017	Ade Balogun	Mr & Mrs Vitto Mas-Gupta	48 Wilmington Close Wilmington Close Woodley RG5 4LR
<b>Proposal :</b> Householder application for the proposed erection of single storey rear/side extension to dwelling following conversion of the existing garage to study/playroom.				
<b>Observations :</b> Two residents were present at the meeting to voice their concerns regarding drainage problems, but did not object to the construction of an extension at this property.				
The Committee considered the application and had no objections to the proposal, but asked that the neighbour's concerns be taken into account to ensure that the already serious problem of occasional sewage flooding at No. 50 Wilmington Close will not be exacerbated.				
<b>172264</b>	08/08/2017	Ade Balogun	Unknown	134 Church Road Earley RG6 1HR
<b>Proposal :</b> ADJOINING PARISH CONSULTATION				
Householder application for the proposed erection of single storey rear/side extension to dwelling plus erection of front porch.				
<b>Observations :</b> No comment.				

Date :- 16/08/2017

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>172265</b>	08/08/2017	Stefan Fludger	Mrs Sara Humphries	140-142 Crockhamwell Road Crockhamwell Road Woodley RG5 3JH
<b>Proposal :</b> Full planning application for the proposed erection of new fascia signs, one projecting sign and three internal posters, one new timber shop front and two air conditioning condenser units.				
<b>Observations :</b> No objections.				
<b>172266</b>	08/08/2017	Stefan Fludger	Mrs Sara Humphries	140-142 Crockhamwell Road Crockhamwell Road Woodley RG5 3JH
<b>Proposal :</b> Application for advertisement consent for the proposed erection of new fascia signs, one projecting sign and three internal posters, one new timber shop front and two air conditioning condenser units.				
<b>Observations :</b> No objections.				
<b>172267</b>	09/08/2017	Dariusz Kusyk	Mr Andrew King	73 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4AR
<b>Proposal :</b> Householder application for proposed erection of single storey rear extension following demolition of existing conservatory and garage plus relocation of existing greenhouse.				
<b>Observations :</b> No objections.				
<b>172269</b>	08/08/2017	Senjuti Manna	Mr R Dinhton	92 Rochester Avenue Rochester Avenue Woodley RG5 4NB
<b>Proposal :</b> Householder application for proposed erection of two storey side extension to dwelling plus a new front porch.				
<b>Observations :</b> No objections.				
<b>172315</b>	08/08/2017	Rasha Khoja	Mr & Mrs Bennett	22 Walmer Road Walmer Road Woodley RG5 4PN
<b>Proposal :</b> Householder application for the proposed erection of single storey front and rear extension to dwelling.				
<b>Observations :</b> No objections.				
<b>172339</b>	08/08/2017	Senjuti Manna	Mr & Mrs Boonaert	13 Cornfield Road Cornfield Road Woodley RG5 4QA
<b>Proposal :</b> Householder application for the proposed erection of first floor side extension to create habitable accommodation plus erection of front porch.				
<b>Observations :</b> No objections.				

Date :- 16/08/2017

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Refused on the following applications;</b>				
<b>172043</b>	26/07/2017	Stefan Fludger	Mr G Bertram	29a Duncan Road Duncan Road Woodley RG5 4HR

**Proposal :** Full application for the erection of a two storey side and rear extension to be subdivided and used as a separate dwelling house with parking and amenity space.

**Observations :** Two letters of concern had been received for this application.

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

- This is a gross overdevelopment of the site.
- Out of character with the street scene.
- Terracing effect, which could set a precedent in this street.
- Visually unacceptable.
- Insufficient off-road parking for the size of the proposed properties.
- The access to the proposed parking spaces to the side/rear of No.29b is too narrow.
- The existing willow trees in the rear garden will be lost.
- The access to the front door of No.29 is over the parking spaces of No.29a.
- The drawings submitted with the application are inaccurate and need to be amended to correctly depict the existing property.

The Committee also commented that rights of access for each of the three proposed dwellings would need to be addressed.

Date :- 16/08/2017

**Observations on the following Planning Applications**

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<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Concerns on the following applications;</b>				
<b>172057</b>	31/07/2017	Christine Phillips	Mr J Allen & Ms S Briggs	Land at 152 Colemans Moor Road Colemans Moor Road Woodley RG5 4BX

**Proposal :** Full application for proposed erection of one 4 bedroom dwelling plus annexe.

**Observations :** Two neighbours were present at the meeting to voice their concerns about this application and the applicants were present at the meeting.

Following discussions with the neighbours and the applicants, the Committee considered the proposals and had the following concerns:

- The access to the proposed property is very narrow and might not be wide enough for emergency vehicles.
  - The narrow access will present problems for construction vehicles.
  - The land is liable to flooding.
  - Risk to protected species and habitats.
  - There will be very little land remaining to the rear and front of No.152.
-

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

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' E ' Endorsed by Borough

**GRANTED PLANNING PERMISSIONS**

<b>C</b> 171085	Approved	192A Kingfisher Drive Local COMMENT The Committee's view was that conditions 8 and 9 of planning consent F/2008/0498 had been imposed to ensure that sufficient vehicle parking was provided at the property and therefore should be retained.
<b>E</b> 171362	Approved	10 Mulberry Close
171375	Approved	8 Armstrong Way
<b>E</b> 171489	Approved	64 Pitts Lane
<b>E</b> 171536	Approved	9 Renault Road
<b>E</b> 171596	Approved	46 Duffield Road
<b>E</b> 171623	Approved	73a Crockhamwell Road
<b>E</b> 171662	Approved	31 Comet Way
<b>E</b> 171677	Approved	120 Reading Road
<b>E</b> 171685	Approved	51 Haddon Drive
<b>E</b> 171811	Approved	74 Fairwater Drive
<b>E</b> 171823	Approved	43 Telford Crescent

**REFUSED PLANNING PERMISSIONS**

<b>C</b> 171451	Refused	17 Anthian Close Local COMMENT No objections.
<b>C</b> 171649	Refused	96 Redwood Avenue Local COMMENT No objections.
<b>C</b> 171725	Refused	84 Nightingale Road Local COMMENT No objections.

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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre on Tuesday 5 September 2017 at 8:00 pm**

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

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

**Also present:** *Andrew Dawe, former Woodley Town Council Sports Officer  
Sam Milligan, Just Around the Corner charity  
David Provins, Friends of Woodford Park*

14. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor B. Franklin.

15. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

16. **MINUTES OF THE MEETING HELD ON 6 JUNE 2017**

**RESOLVED:**

- ◆ That the minutes of the Leisure Services Committee meeting of 6 June 2017 be approved and signed by the Chairman as a correct record.

At this point in the meeting the Town Clerk informed Members that Sam Milligan, Just Around the Corner charity, had sent apologies for lateness as he had an earlier meeting to attend and it was

**RESOLVED:**

- ◆ To defer agenda item 4, Just Around the Corner, until later in the meeting, when Sam Milligan would be present to give his report.

17. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 19/17 and Members were pleased to note that the overall expenditure was currently below the budget forecast and the income was above.

**RESOLVED:**

- ◆ To note Report No. LS 19/17.

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

The Leisure Services Manager presented Report No. LS 20/17 and informed Members that the FA Respect presentation, for players, parents and coaches of the four partner clubs using the 3G pitch, was currently taking place in the Oakwood Centre theatre, at the same time as this meeting. He explained that the FA Respect campaign promoted a safe and positive environment within which to play football and the focus of the presentation was on awareness, respect and the rules of the game, with the aim of preventing negative incidents within grass roots football.

Members were pleased to hear that the success of the Gym on the Park, had necessitated an expansion of the group exercise timetable at Woodford Park Leisure Centre, as the

included exercise classes were one of the primary reasons that residents were taking out gym membership. There were now 24 regular adult classes each week, compared to 9 weekly classes before the gym opened.

The Leisure Services Manager informed Members of a number of staff changes at Woodford Park Leisure Centre, most significantly the loss of Andrew Dawe, who had worked for the Council since September 2011 and played a key role in the development of the children's holiday programme. Andrew Dawe was present at the meeting and the Chairman thanked him for all his input to the success of the leisure centre and wished him every success in his new role at Southlake Primary School. The Leisure Services Manager reported that the Sports Officer position vacated by Andrew had been filled by Aaron Hedgecox, who had completed a year-long leisure operations apprenticeship at Woodford Park Leisure Centre during 2015/16.

Members were pleased to note the success of the summer holiday programme and to learn that the leisure centre had successfully teamed up with a number of external companies to run additional holiday camps. FAB Academy and Reading FC Community Trust both ran holiday camps on the 3G pitch and it was hoped that they would do so again during the October half-term holiday.

In reply to a question about the condition of the paddling pool, the Leisure Services Manager informed Members that the pool liner was quite worn and would need to be replaced fairly soon. The Deputy Town Clerk confirmed that the condition of the liner was currently being assessed and it would be replaced if found to be necessary.

Following a question about the use of the tennis court in Woodford Park, the Leisure Services Manager reported that the usage of the tennis court had been approximately 10 hours a week through the summer, which was the same as before the number of courts was reduced. Members were satisfied that this indicated that one tennis court was sufficient to meet the demand.

The Leisure Services Manager then asked Members to consider the Christmas opening hours for Woodford Park Leisure Centre, as recommended in his report.

**RESOLVED:**

- ◆ To note Report No. LS 20/17.
- ◆ To approve the proposed opening arrangements at Woodford Park Leisure Centre over the Christmas and New Year period, as follows:
  - Open as normal Friday 22 December
  - Closed Saturday 23 December – Tuesday 26 December
  - Open as normal Wednesday 27 December – Friday 29 December
  - Open 10am – 5pm on Saturday 30 December and Sunday 31 December
  - Closed Monday 1 January
  - Open as normal Tuesday 2 January

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

Sam Milligan, Just Around the Corner charity, had now arrived and was able to present his report to the meeting. He informed Members that in general the atmosphere around Woodley was very good and the groups that had been causing some problems earlier in the year had mainly dispersed. He also highlighted some of the methods JAC is using to engage with young people around the town and reported that they were building good relationships.

Members questioned Sam Milligan about the help that JAC could give to young people and whether they ever called on expert help. Sam Milligan explained that JAC could provide a



low level of intervention to help young people who were having difficulties and had recently employed a psychotherapist to provide a higher lever of intervention.

Sam Milligan reported on the progress of the arrangements to provide a container café at the Loddon Mead site. He also informed the Committee of JAC's plans to purchase a house in Woodley to provide a home for young people in need of support.

The Chairman thanked Sam Milligan for coming to the meeting.

20. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 21/17.

Members were informed of the measures that were being considered to prevent travellers setting up illegal encampments in Woodford Park, as had occurred in July. There were a number of difficulties to be overcome as access to the park and leisure centre had to be maintained for legitimate users.

The Deputy Town Clerk reported that Woodley Pre-School had submitted a planning application for the proposed modular school building to be located in Woodford Park. He explained that the proposed location of the new pre-school building would require the relocation of the workshop used by the Maintenance team, and proposals for a new workshop, office and toilets at the existing Grounds yard were being developed. In reply to a question, the Deputy Town Clerk confirmed that the relocation of the Maintenance team's workshop would go ahead regardless of the outcome of the pre-school's planning application, as this would provide much needed improvement to conditions for the Maintenance and Grounds teams.

The Deputy Town Clerk informed Members that there had been a number of reports of antisocial behaviour in the Garden of Remembrance, and as a result one of the seats in a secluded area at the back of the garden had been removed, as a temporary measure to discourage groups of young people from congregating there. JAC had been made aware of the problem and would keep an eye on this area in the future. David Provins, Friends of Woodford Park, who was present at the meeting, was asked if he had any comments to make on this problem and he suggested that raising the profile of the Garden of Remembrance might encourage greater numbers of genuine users to visit the garden and thereby discourage youths from congregating there. He also reported that much of the foliage in this area had been removed to make the area more visible.

The Deputy Town Clerk reported on the ongoing work being carried out as part of the lake project in Woodford Park, including a survey to identify individual trees that required work or removal, and also gave an update on recent work undertaken at the allotments. Members noted that there were currently 19 people on the waiting list for an allotment and asked whether there were plans to make more plots available. Councillor Stares informed Members that most of the uncultivated areas were not suitable for use as allotment plots, but by removing brambles at the edges of the site it might be possible to provide a small number of extra plots.

Members were pleased to hear that, following a request that the grass on the bowling green be cut shorter, the Bowling Club had contacted the Council to say how happy they were with the condition of the playing surface. The Deputy Town Clerk reported that the Head Groundsman was monitoring the condition of the green to make sure that the shorter grass was not making the green vulnerable to disease.

Councillor Barker commented that the appearance of Woodford Park was much improved recently due to the work of the Friends of Woodford Park and the Grounds team and he asked that the Committee's thanks be passed on to the Grounds team. Members also

noted that park users seemed to be taking better care of the park and the amount of litter had reduced.

**RESOLVED:**

- ◆ To note Report No. LS 21/17.

21. **COMMUNITY YOUTH PARTNERSHIP**

The Town Clerk presented Report No. LS 22/17.

**RESOLVED:**

- ◆ To note Report No. LS 22/17.

22. **COLEMANS MOOR ROAD OPEN SPACE**

Members considered an offer from Wokingham Borough Council for the Town Council to take over the maintenance and management of the Colemans Moor Road Open Space under a community asset transfer.

**RESOLVED:**

- ◆ That the Town Council did not wish to take over the maintenance and management of the Colemans Moor Road Open Space as a one-off measure, but to notify Wokingham Borough Council that if it intended to consider the transfer of several open spaces to the Town Council, along with funding, the Council may be interested in considering this.

23. **WOODFORD PARK LEISURE CENTRE REGENERATION TASK & FINISH GROUP**

Members reviewed the membership of the Woodford Park Regeneration Task & Finish Group, which consisted of 4 members of the Leisure Services Committee and 4 members of the Strategy and Resources Committee.

**RESOLVED:**

- ◆ Councillors Barker, Soane and Stares would remain on the Woodford Park Regeneration Task & Finish Group.
- ◆ The Chairman would contact Councillor Lay to determine whether he was able to remain on the task & finish group.

24. **TOWN CENTRE PUBLIC TOILET UPDATE**

Members noted the update provided in the agenda and hoped that the lease with Wokingham Borough Council could be signed soon, allowing the unit to be ordered.

25. **FUTURE AGENDA ITEMS**

No additional items were suggested for inclusion in future agendas.

26. **PUBLICITY AND WEBSITE**

**RESOLVED:**

- ◆ To publicise the following:
  - The Garden of Remembrance.
  - The Christmas and New Year opening times at Woodford Park Leisure Centre.
  - The work of Just Around the Corner charity.

The meeting closed at 9:25 pm

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre  
on Tuesday 12 September 2017 at 7:45 pm**

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

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

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

67. **APOLOGIES**

Apologies for absence were received from Councillor P. Wicks.

68. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

69. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 15 AUGUST 2017**

**RESOLVED:**

- ◆ That the minutes of the Planning Committee meeting held on 15 August 2017 be approved and signed by the Chairman as a true and accurate record.

70. **CURRENT PLANNING APPLICATIONS**

**RESOLVED:**

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

71. **PLANNING DECISIONS**

**RESOLVED:**

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

72. **NEIGHBOUR CONSULTATION SCHEME**

**RESOLVED:**

- ◆ To note application 172619.  
Location: 2 Haddon Drive, Woodley, RG5 4LU.  
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 3.6m, for which the maximum height would be 3.5m and the height of the eaves 2.4m.

72. **OFFICE CONVERSION PRIOR NOTIFICATION**

**RESOLVED:**

- ◆ To note application 172615.  
Location: 3 South Lake Parade, Kingfisher Drive, Woodley, RG5 3SJ.  
Proposal: Application for prior approval for the proposed change of use of building from shop (Class A) to residential (Class C3).

73. **PLANNING APPEAL**

**RESOLVED:**

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

Application: 171096

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

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

74. **TREE PRESERVATION ORDERS**

**RESOLVED:**

- ◆ To note the following:

TPO 3/1951: 80 Antrim Road, Woodley, RG5 3NY.  
Consent for the felling of a dead alder.

TPO 3/1951: 91 Antrim Road, Woodley, RG5 3NY.  
Consent for the felling of a cypress tree and a Corsican pine.

TPO 1438/2012: 77 Beechwood Avenue, Woodley, RG5 3DF.  
Affected property: 68 Woodwaye, Woodley, RG5 3HB.  
Consent for the selective pruning of an oak, a hornbeam and two sweet chestnuts.

75. **STREET NAMING AND NUMBERING**

Members noted that the following street names had been chosen by Wokingham Borough Council for use in Phase 6 of the Sandford Farm development:

- Woodlands Close
- Hawthorn Crescent
- Fir Tree Road
- Yew Tree Way
- Oak Grove

76. **BUS SERVICE 12 (FORMERLY 19a/c)**

Members noted that Wokingham Borough Council was consulting Woodley and Earley Town Councils on the future of the Route 12 bus service from September 2018 and considered setting up a working party to look at this matter and formulate a response.

**RESOLVED:**

- ◆ To set up a Bus Service 12 Working Party.
- ◆ That the membership of the working party will be Councillors Barker, Rahmouni and Baker.
- ◆ That the terms of reference of the working party will be:

“To consider the letter received from Wokingham Borough Council regarding the future of Bus Service 12 beyond September 2018 and report back to the Planning Committee with any recommendations”.

77. **CIVIL PARKING ENFORCEMENT**

Members noted the information received from Wokingham Borough Council regarding Civil Parking Enforcement (CPE), which would come into effect from early October 2017, and considered sending representatives to a briefing session about the improved parking services that CPE would deliver.

**RESOLVED:**

- ◆ That Councillors Cheng and Walker would attend the CPE briefing session on 25 September 2017.

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

Members noted the following application for a Goods Vehicle Operators Licence, which had been notified by Wokingham Borough Council:

Operator: B D T Transport Ltd  
Operating Centre: Viscount Way, Woodley, RG5 4DZ  
Authorisation: 10 vehicles, 12 trailers

**RESOLVED:**

- ◆ To raise no objections to this application.

79. **APPLICATION FOR A MINOR VARIATION OF PREMISES LICENCE UNDER THE LICENSING ACT 2003: WAITROSE LTD, 108 CROCKHAMWELL ROAD, WOODLEY**

The views of Committee members had been sought prior to the meeting on an application for a minor variation to the premises licence made by Waitrose Ltd, 108 Crockhamwell Road, Woodley, as responses were required before the date of the meeting.

The proposed variation is for alterations to the ground floor retail plan, as follows:

- Increase in size of the fixed merchandising stand inside the entrance to the store.
- Reconfiguration of the bakery counter.
- Fixtures to be updated and changed.
- Slight relocation of some of the self-scanning tills.
- Wines section to be updated.

Members noted that a response had subsequently been sent stating that the Town Council had no objections to the proposal.

80. **WOKINGHAM BOROUGH COUNCIL WINTER SERVICE PLAN 2017/18**

Members noted receipt of the Wokingham Borough Council Winter Service Plan 2017/18, which had been circulated to all members of the Council electronically.

81. **PUBLICATIONS / INFORMATION**

**RESOLVED:**

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

82. **FUTURE AGENDA ITEMS**

The following were identified as future agenda items:

- Information on the Community Speed Watch Scheme being set up by Thames Valley Police.
- Guidance from Wokingham Borough Council regarding the consideration of planning applications proposing to enclose open amenity land by moving a garden boundary. This information had been sought previously but no reply had yet been received.

83. **PUBLICITY / WEBSITE**

There were no suggestions for items to be publicised.

84. **EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

85. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of four ongoing enforcement matters and five enforcement investigation closure notifications.

The meeting closed at 9:05 pm

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Chairman

## Woodley Town Council

Page 1

Date :- 13/09/2017

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Approved on the following applications;</b>				
<b>171617</b>	21/08/2017	Rasha Khoja	Mr Aaron Frost	7 Nimrod Close Nimrod Close Woodley RG5 4UW
<b>Proposal :</b> Householder application for conversion of existing garage space to provide habitable accommodation. (Retrospective)				
<b>Observations :</b> No objections.				
<b>172142</b>	22/08/2017	Christine Phillips	Mr Davis Allen	27 Bodmin Road Bodmin Road Woodley RG5 3RZ
<b>Proposal :</b> Householder application for proposed erection of single storey pitched roof side extension to dwelling plus roof lights.				
<b>Observations :</b> No objections.				
<b>172258</b>	21/08/2017	Stefan Fludger	Mr Stuart Hamblin	38 Wallace Close Wallace Close Woodley RG5 3HW
<b>Proposal :</b> Householder application for proposed erection of single storey rear extension to dwelling.				
<b>Observations :</b> No objections.				
<b>172352</b>	21/08/2017	Christine Phillips	Mrs Sue Smart	54 Ravensbourne Drive Ravensbourne Drive Woodley RG5 4LJ
<b>Proposal :</b> Householder application for proposed erection of single storey rear extension following demolition of existing garage plus part conversion of existing car port.				
<b>Observations :</b> No objections.				
<b>172354</b>	23/08/2017	Senjuti Manna	Mr Sam	14 Portrush Close Portrush Close Woodley RG5 3PB
<b>Proposal :</b> Householder application for proposed erection of single storey side/rear extension to dwelling and conversion of garage to provide habitable accommodation.				
<b>Observations :</b> One letter of concern had been received for this application.				
The Committee considered the application and had no objections to the proposal.				
<b>172369</b>	30/08/2017	Gregory Smart	Marks and Spencer	406 - 412 London Road London Road Woodley RG6 1BG
<b>Proposal :</b> Full application for the installation of 2 No. ambient storage containers, 3048mm (l) x 2438mm (w) x 2591mm (h), from 1 October to 28 February (for 5 months only) to provide temporary additional storage space.				

Date :- 13/09/2017

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Observations :</b> No objections.				
<b>172371</b>	14/08/2017	Ade Balogun	Mr & Mrs Charles Payne	54 Hazel Drive Hazel Drive Woodley RG5 3SA
<b>Proposal :</b> Householder application for proposed erection of single storey side extension to dwelling following conversion of existing garage to create habitable accommodation.				
<b>Observations :</b> No objections.				
<b>172376</b>	11/08/2017	Stefan Fludger	Mr & Mrs Walker	4 Wroxham Road Wroxham Road Woodley RG5 3AT
<b>Proposal :</b> Householder application for the proposed erection of two storey side extension to dwelling, and erection of single storey rear extension to dwelling, plus erection of rear dormer to convert loft space to habitable accommodation.				
<b>Observations :</b> No objections.				
<b>172377</b>	17/08/2017	Ade Balogun	Clair Dawson Brent	18 Munro Avenue Munro Avenue Woodley RG5 3QY
<b>Proposal :</b> Householder application for the conversion of existing garage to habitable accommodation with new roof and over existing rear elevation plus installation of 1 x window and 3 x roof lights.				
<b>Observations :</b> No objections.				
<b>172400</b>	14/08/2017	Dariusz Kusyk	Ms Ying Zhang	5 Malvern Close Malvern Close Woodley RG5 4HW
<b>Proposal :</b> Householder application for the proposed erection of two storey side and rear extension to dwelling following the demolition of the existing car port, single storey rear extension to dwelling, erection of single storey front porch, internal alterations and external landscaping works plus relocation of existing shed.				
<b>Observations :</b> No objections.				
<b>172412</b>	30/08/2017	Omar Sharif	Greggs plc	136 - 138 Crockhamwell Road Crockhamwell Road Woodley RG5 3JH
<b>Proposal :</b> Full planning application for the change of use to retail / food and drink.				
<b>Observations :</b> No objections.				
<b>172423</b>	23/08/2017	Christine Phillips	Mr Bindi Monon	8 Copse Mead Copse Mead Woodley RG5 4RP
<b>Proposal :</b> Householder application for the proposed single storey side extension, single storey rear extension to dwelling plus hip to gable roof conversion and dormer extensions to create habitable accommodation.				



Date :- 13/09/2017

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Observations :</b> No objections.				
<b>172429</b>	15/08/2017	Senjuti Manna	Mr A Stewart	18 Glendevon Road Glendevon Road Woodley RG5 4PJ
<b>Proposal :</b> Householder application for the proposed erection of a single storey side extension to dwelling.				
<b>Observations :</b> No objections.				
<b>172435</b>	23/08/2017	Rasha Khoja	Mr Mark Redman	96 Redwood Avenue Redwood Avenue Woodley RG5 4DR
<b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension to dwelling.				
<b>Observations :</b> No objections.				
<b>172436</b>	15/08/2017	Christine Phillips	Mr S Dowdine & Ms K Preston	62 Caldbeck Drive Caldbeck Drive Woodley RG5 4JX
<b>Proposal :</b> Householder application for the proposed erection of single storey front and rear extensions, part single, part two storey side extensions to dwelling.				
<b>Observations :</b> No objections.				
<b>172453</b>	22/08/2017	Gregory Smart	Marks & Spencer	406 - 412 London Road London Road Woodley RG6 1BG
<b>Proposal :</b> Application for advertisement consent for the proposed erection of 1No. non-illuminated sign.				
<b>Observations :</b> No objections.				
<b>172456</b>	18/08/2017	Gregory Smart	Mr & Mrs T Humphreys	56 Roslyn Road Roslyn Road Woodley RG5 3HS
<b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension to the existing dwelling.				
<b>Observations :</b> No objections.				
<b>172460</b>	15/08/2017	Senjuti Manna	Mr A Stewart	18 Glendevon Road Glendevon Road Woodley RG5 4PJ
<b>Proposal :</b> Householder application for the proposed erection of a single storey side extension to create habitable accommodation.				
<b>Observations :</b> No objections.				

Date :- 13/09/2017

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>172479</b>	01/09/2017	Rasha Khoja	Mr Kevin Duffy	4 Lanark Close Lanark Close Woodley RG5 4DF
<b>Proposal :</b> Householder application for proposed erection of two storey rear extension and first floor side extension plus internal alterations.				
<b>Observations :</b> No objections.				
<b>172505</b>	24/08/2017	Ade Balogun	Mr & Mrs Aamer Nawaz	39 Chequers Way Chequers Way Woodley RG5 3EH
<b>Proposal :</b> Householder application for the proposed erection of part single storey rear extension and two storey side extension to dwelling. Relocation of front door and new dropped curb access.				
<b>Observations :</b> The Committee had no objection to the proposal, but noted that the location of the proposed extension was incorrectly shown on the block plan and location plan.				
<b>172509</b>	22/08/2017	Dariusz Kusyk	Mr J Singh	2 The Ridgeway The Ridgeway Woodley RG5 3QD
<b>Proposal :</b> Householder application for proposed erection of single storey rear extension following demolition of existing shed, replacement pitched roof including front and rear dormers plus velux roof windows.				
<b>Observations :</b> No objections.				
<b>172585</b>	31/08/2017	Stefan Fludger	Mr James Hartley	94 Kingfisher Drive Kingfisher Drive Woodley RG5 3LG
<b>Proposal :</b> Householder application for proposed erection of single storey rear extension to dwelling.				
<b>Observations :</b> No objections.				
<b>172610</b>	05/09/2017	Senjuti Manna	Mr & Mrs Alistair Chalmers	58 Caldbeck Drive Caldbeck Drive Woodley RG5 4JX
<b>Proposal :</b> Householder application for the proposed erection of a single storey rear extension to dwelling.				
<b>Observations :</b> No objections.				
<b>172612</b>	04/09/2017	Ade Balogun	Mr Mark Simpkin	34 Glendevon Road Glendevon Road Woodley RG5 4PL
<b>Proposal :</b> Householder application for the proposed erection of a part one storey, part two storey side and rear extension to dwelling, following demolition of existing attached garage.				
<b>Observations :</b> No objections.				

Date :- 13/09/2017

**Observations on the following Planning Applications**

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<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>172650</b>	06/09/2017	Stefan Fludger	Mr M Wheeler	53 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4AR
<b>Proposal :</b> Application to vary condition 4 of planning consent 160213 for the proposed single storey rear and front extension to dwelling plus extension of garage. Condition 4 relates to ground floor windows.				
<b>Observations :</b> No objections.				

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Date :- 13/09/2017

**Observations on the following Planning Applications**

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<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
<b>Refused on the following applications;</b>				
<b>162281</b>	06/09/2017	Janeske Delport	Mrs Katie Claridge	45 Shelgate Walk Shelgate Walk Woodley RG5 3DP

**Proposal :** Application for change of use of amenity land to residential.

**Observations :** The Committee recommended that this application be refused as the area under consideration is currently a public open space and any change of use will result in loss of amenity.

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Date :- 13/09/2017

**Observations on the following Planning Applications**

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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**Concerns on the following applications;****172368**

30/08/2017	Rasha Khoja	Mr & Mrs Neville Holborn	16 Harris Close Harris Close Woodley RG5 4XH
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**Proposal :** Householder application for the erection of single storey rear extension to dwelling plus erection of new side shed and rear raised decking. (Retrospective)

**Observations :** Two residents were present at the meeting to voice their concerns about this application.

The Committee discussed the application, which had been made retrospectively, and had the following concerns:

- The raised decking, which had been inspected on a site visit, seems abnormally high and has resulted in loss of privacy to neighbouring properties.
- The materials used on the rear extension do not match those used on the original house. The roof tiles are a different type and colour and the brickwork is a different colour.
- The size and nature of the proposed shed at the side of the house.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 7 September 2017

' C ' Contrary to Borough

Page No : 1

' E ' Endorsed by Borough

**GRANTED PLANNING PERMISSIONS**

E 171032	Approved	46 Loddon Bridge Road
E 171310	Approved	7-8 Ashwood
E 171588	Approved	5 Corbett Gardens
E 171760	Approved	7 Bibury Close
E 171779	Approved	3 Marathon Close
E 171833	Approved	15 Butts Hill Road
E 171865	Approved	4 Glendevon Road
E 171875	Approved	16 Butts Hill Road
E 171877	Approved	8 Radcot Close
E 171966	Approved	1 Frimley Close
E 171983	Approved	8 Brecon Road
E 172038	Approved	35 Nimrod Close
E 172044	Approved	51 Addington Gardens
E 172205	Approved	Two span brick arched bridge

**REFUSED PLANNING PERMISSIONS**

171913	Refused	Land adj to 25 Henley Wood Roa
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**OTHER PLANNING DETAILS**

171482	Withdrawn	37 Lismore Close
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**Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 19 September 2017 at 8:00 pm**

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

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

**Also present:** *1 member of the public*

29. **APOLOGIES**

Apologies for absence were received from Councillor S. Brindley.

30. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

31. **MINUTES OF THE MEETING HELD ON 13 JUNE 2017**

**RESOLVED:**

- ◆ That the minutes of the Strategy and Resources Committee meeting of 13 June 2017 be approved and signed by the Chairman as a correct record.

32. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 30/17.

**RESOLVED:**

- ◆ To note Report No. SR 30/17.

b) **Payments**

In reply to a question the Deputy Town Clerk explained that the charges for computer equipment were for units to replace old equipment that was past its working life. The Town Clerk informed Members that the train tickets to Stanstead had been purchased by the Sports team when they attended an exhibition in Stanstead.

**RESOLVED:**

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

	Current account	Imprest account
June 2017	£81,978.49	£46,764.97
July 2017	£105,861.74	£44,588.99
August 2017	£102,149.49	£45,756.96

c) **Credit card charges**

Members noted that from 13 January 2018 it would not be permissible to make an extra charge for payments made by credit card and that the current charge levied on credit card payments for Council services would cease on 12 January 2018. The Town

Clerk explained that this was a change in the law and would apply to all card payments. She reported that the charges made by credit card companies would in future have to be borne by the Council and were in the order of 4%. A reduction in the charges had been requested, but had been refused by the bank.

**RESOLVED:**

- ◆ That the Town Clerk provide a report to a future meeting setting out the level of income paid by credit/debit cards and an investigation of possible alternative card payment processing companies.

33. **OAKWOOD CENTRE UPDATE**

The Deputy Town Clerk presented Report No. SR 31/17 and informed Members that essential works had been carried out to water supply fittings in the Oakwood Centre at a cost of £1,700. This work was found to be necessary following a routine regulatory inspection by Thames Water in July.

Members were pleased to note that bookings had been taken from new regular hirers and new one-off hirers, but commented that the use by community groups was disappointingly low. The Town Clerk pointed out that some business bookings in the evening were providing opportunities for community use, such as yoga classes. The importance of advertising the availability of rooms at the Centre for local community use was noted.

**RESOLVED**

- ◆ To note Report No. SR 31/17.

34. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Report No. SR 32/17 of the Catering Partnership meeting held on 21 July 2017 and reported that ways of increasing the revenue from catering were being investigated.

**RESOLVED:**

- ◆ To note Report No. SR 32/17.

35. **PR / MARKETING WORKING GROUP**

a) The Chairman presented Reports No. SR 33/17 and SR 34/17 of the PR/Marketing Working Group meetings held on 12 July and 6 September 2017. He noted that the primary focus of the working group was currently the design of the new website, which was on target to go live by the end of the year and would be made available to Councillors as a trial before then.

Members were disappointed that the income from the use of the Bader Room by a regular hirer was only 50% of the anticipated income, following the marketing of this room for business use. The Town Clerk informed Members that there had been enquiries from organisations looking for serviced office space, but no full-time hirers had been found yet. Members commented that there was a lot of office space currently available in Woodley and noted the working group's decision to continue to market the Bader Room for long-term business use.

Members also noted the working group's plans to organise an event on 11 November 2018 to commemorate the end of World War 1 and to arrange monthly entertainment events on the Centre Stage in the town centre.



**RESOLVED:**

- ◆ To note Reports SR 33/17 and SR 34/17.
- ◆ That a sum of £5,000 be allocated from the general reserve to fund the arrangements and provision of entertainment at the Centre Stage in 2017/18

b) Members considered the proposed amendments to the terms of reference of the PR/Marketing Working Group.

**RESOLVED:**

- ◆ To approve the revised terms of reference of the PR/Marketing Working Group, attached at **Appendix D**.

36. **EARMARKED RESERVES**

The Town Clerk presented Report No. SR 35/17 and the Chairman thanked her for an excellent report, as it was the first time that information on the Council's earmarked reserves had been documented in this way. It was agreed that this information would be presented to the Committee in this way twice a year and that the officer or council body responsible for approving the spending in each reserve would be noted in the report.

**RESOLVED:**

- ◆ To note report No. SR 35/17.
- ◆ That the Healthy Habits earmarked reserve be deleted and its funds of £503 be allocated to the general reserve.

37. **GENERAL DATA PROTECTION REGULATION**

Members noted the information given in the agenda regarding the new General Data Protection Regulation, which would come into force on 25 May 2018, and the systems that would need to be put in place to ensure the Council's compliance.

Under this item there was a short discussion on the circumstances under which councillors should register individually with the Information Commissioner's Office

38. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

In response to a question the Chairman informed Members that the charging structure for the car parks in Woodley (no evening or Sunday charge, but 10p increase in the hourly rate at other times) would be reviewed by Wokingham Borough Council shortly and it had been proposed that the trial of the current arrangements be extended until the end of the year. Meanwhile, Councillor Baker reported that he had suggested to the Borough Council that the Woodley model of car park charging be extended throughout the borough.

**RESOLVED:**

- ◆ To note the report of the Woodley Town Centre Management Initiative meeting held on 5 July 2017.

39. **EXTERNAL FUNDING PROJECT LIST**

The Deputy Town Clerk presented the current external funding project list and informed Members that an application had been submitted to the Borough Council for £200,000 Section 106 funding for play equipment for the Memorial Ground.

**RESOLVED:**

- ◆ To note the external funding project list.

40. **CONTRACT FOR ROOFING WORKS AT WOODFORD PARK LEISURE CENTRE**  
Members noted the information provided in the agenda regarding the tenders received for the work required to replace the flat roofs at Woodford Park Leisure Centre and the choice of the preferred contractor. The Council's Financial Regulations required the Town Clerk to report the reasons for the decision to the Committee, as the lowest tender had not been accepted.

**RESOLVED:**

- ◆ To note the reasons for the officers' decision in the matter of the appointment of a contractor to carry out the works to the flat roofs at Woodford Park Leisure Centre.

41. **3G PITCH ADDITIONAL COSTS**  
Members noted the unanticipated costs, totalling £5,929, relating to the end of the defects period for the 3G pitch, as detailed in the agenda.

**RESOLVED:**

- ◆ To allocate funds of £5,929 from the general reserve to cover the additional costs relating to the end of the defects period for the 3G pitch.

42. **PUBLIC TOILET UPDATE**  
Members noted that the lease agreement for the location of the public toilet had still not been finalised with Wokingham Borough Council. The order for the unit would be placed as soon as the agreement was signed and the delivery period was estimated to be 10 – 12 weeks.

43. **WOODLEY PRE-SCHOOL UPDATE**  
The Deputy Town Clerk informed Members that Woodley Pre-School had submitted a planning application for a modular building in Woodford Park to house the pre-school. He reported that preparatory work for the relocation of the Maintenance Team to the Grounds Depot had started, to enable the site to be made available to the pre-school.

Councillor Smith commented that the Council must be mindful not to permit overdevelopment to occur within Woodford Park.

44. **WOODFORD PARK LEISURE CENTRE REGENERATION TASK & FINISH GROUP**  
Members reviewed the membership of the Woodford Park Regeneration Task & Finish Group, which consisted of 4 members of the Strategy and Resources Committee and 4 members of the Leisure Services Committee.

**RESOLVED:**

- ◆ That Councillors Baker, Brindley, Cheng and Mills would remain on the Woodford Park Regeneration Task & Finish Group.

45. **CENTENARY COMMEMORATION OF THE END OF WORLD WAR 1**  
Members noted that, following the Full Council meeting on 27 June 2017 at which Messrs Lott, Hutchinson and Pope proposed plans for a large celebration on Remembrance Day 2018 and requested that this be funded by the Town Council, and the Council's response at the meeting that the Council was unlikely to allocate funds of £10-20,000, a letter had been received from Mr Lott expressing his disappointment and stating that he and his colleagues were not prepared to be involved unless the Council reconsiders its response to their proposals. It was proposed that the PR & Marketing Working Group support and arrange the commemoration event on 11 November 2018, as recorded at minute number 35a.

46. **RESIDENTS' SURVEY 2017**  
The Town Clerk presented the report of the 2017 Residents' Survey, which had been circulated with the agenda. Members agreed that the report contained some very useful information and suggestions, which the Council would be able to consider or address.
- RESOLVED:**
- ◆ To receive the report of the 2017 Residents' Survey.
47. **COMMUNITY INFRASTRUCTURE LEVY (CIL)**  
Members noted that the July Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £35,318.
48. **BOROUGH / PARISH LIAISON FORUM**  
Members noted the minutes of the Borough/Parish Liaison Forum held on 3 July 2017.
49. **FUTURE AGENDA ITEMS**  
There were no new suggestions for future agenda items.
50. **PUBLICITY AND WEBSITE**  
There were no suggestions for items to be publicised.
51. **EXCLUSION OF PUBLIC AND PRESS**
- RESOLVED:**
- ◆ That in view of the confidential nature of the business about to be transacted in relation to commercial and personal matters, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following agenda items.
52. **WOODFORD PARK LEISURE CENTRE FITNESS GYM**  
Members noted the confidential gym membership and financial information provided at the meeting.
53. **PERSONNEL SUB COMMITTEE**  
The Town Clerk presented Report No. SR 36/17 of the Personnel Sub Committee meeting held on 12 September 2017.
- RESOLVED:**
- ◆ To note Report No. SR 36/17.
  - ◆ That the scale of the Venues Manager post be extended to encompass spinal column points 29 – 34.
  - ◆ That the Senior Grounds Person post be deleted from the staff establishment.
  - ◆ That a post of Deputy Grounds Manager, graded at Scale 6, spinal column points 26 to 28, be added to the establishment.
  - ◆ To approve the job description for the Deputy Grounds Manager, as presented.
  - ◆ That the Senior Grounds Person post holder be appointed to the Deputy Grounds Manager post and placed on the recommended point in the scale with effect from 1 April 2017.

The meeting closed at 10:00 pm

## Woodley Town Council 2017/2018

## Current Account

## List of Payments made between 01/06/2017 and 30/06/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
09-Jun-17	A1 Locksmiths(Berkshire) Ltd	89.96	Keys cut for bollards
09-Jun-17	Arkell - Hurcombe-Bronzeworks	98.64	Bronze plaque
16-Jun-17	ASAP Computer Services	1044.12	HP Mini-tower/MS software/labour charge
22-Jun-17	BCM Group Plc	103.01	Service & maint photocopier WPLC
09-Jun-17	Be Fuelcards Ltd	28.19	Unleaded petrol/admin fee
23-Jun-17	Be Fuelcards Ltd	22.15	Unleaded petrol/admin fee
22-Jun-17	Berkshire Tree Care	900.00	Remove trees from Loddon Mead
22-Jun-17	Bowak Ltd	628.42	Cleaning supplies
09-Jun-17	Brake Bros Foodservice Ltd	111.93	Vending supplies
22-Jun-17	Brake Bros Foodservice Ltd	477.29	Vending supplies
09-Jun-17	Brown Bag Cafe Ltd	34.38	Catering services
22-Jun-17	Brown Bag Cafe Ltd	1337.56	Catering services
09-Jun-17	BT Payments Services Ltd	612.46	Phone
08-Jun-17	BT Telephone Payment Centre	161.64	Phone
14-Jun-17	Castle Water	2017.11	Water rates
14-Jun-17	Castle Water	3355.79	Water rates
22-Jun-17	Castle Water	628.33	Water rates
22-Jun-17	Castle Water	598.00	Water rates
22-Jun-17	Castle Water	530.81	Water rates
22-Jun-17	Castle Water	261.90	Water rates
06-Jun-17	Castle Water Ltd D/D	2591.41	Water rates
22-Jun-17	Castle Water Ltd D/D	116.41	Water rates
22-Jun-17	Castle Water Ltd D/D	44.16	Water rates
01-Jun-17	CF Corporate Finance Ltd	166.32	Qtrly Photocopier charge
09-Jun-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
02-Jun-17	Club Manager Ltd	80.40	Club Manager membership
22-Jun-17	CoolerAid Ltd	189.60	Bottled water
21-Jun-17	Crown Gas & Power	764.26	Gas supply
21-Jun-17	Crown Gas & Power	210.50	Gas supply
21-Jun-17	Crown Gas & Power	120.86	Gas supply
21-Jun-17	Crown Gas & Power	115.68	Gas supply
09-Jun-17	David Provins	292.69	Grant - Friends of Woodford Park
09-Jun-17	Dejac Associates Ltd	2118.00	iMac computer/MS software/labour charge
09-Jun-17	EDF Energy 1 Ltd	14.73	Electricity supply
09-Jun-17	Energy Electrical Distributors Ltd	14.90	Electric supplies
12-Jun-17	Epos Now Ltd D/D	30.00	EPOS till monthly charge
16-Jun-17	Eurodec Ltd	41.06	Building supplies
09-Jun-17	Farol Ltd	220.93	Gardening supplies
22-Jun-17	Farol Ltd	559.20	Gardening supplies
09-Jun-17	Fencing Products Ltd	24.96	Gardening supplies
16-Jun-17	Fencing Products Ltd	72.00	Gardening supplies
22-Jun-17	Fraser Office Supplies Ltd	165.05	Stationery supplies
22-Jun-17	Global Foodservice Equipment	544.79	Daewoo Microwave
29-Jun-17	HMRC Cumbernauld	13862.75	PAYE & NI
09-Jun-17	IMAGE BOX	240.00	Design layout for publicity
22-Jun-17	IMAGE BOX	108.00	WTC/Oakwood signage
09-Jun-17	InTouch	35.99	Monthly website charge
22-Jun-17	InTouch	35.99	Monthly website charge
09-Jun-17	JTK Freestyle LLP	100.00	Coach-Kick box
14-Jun-17	Lloyds Bank D/D	122.41	Monthly cardnet service charge
22-Jun-17	Lyreco UK Ltd	39.26	Stationery supplies
14-Jun-17	Mainstream Digital Ltd	4.72	Phone
23-Jun-17	Maintel Europe Ltd	331.62	Annual phone maintenance cover
15-Jun-17	Merchant Rentals Ltd	35.23	Cardnet Machine monthly rental
09-Jun-17	P&H Direct Van Sales Ltd	315.82	Vending supplies
16-Jun-17	P&H Direct Van Sales Ltd	270.44	Vending supplies

22-Jun-17	P&H Direct Van Sales Ltd	207.21	Vending supplies
13-Jun-17	Pitney Bowes Ltd	100.00	Postage topup
09-Jun-17	Playsafety Ltd	520.80	Annual playground inspection
09-Jun-17	Plusnet Plc	52.20	Phone
16-Jun-17	Plusnet Plc	38.40	Phone
09-Jun-17	PRS for Music	513.35	Music licence
29-Jun-17	Prudential	30.00	AVC payment deducted from pay
26-Jun-17	Public Works Loan Board	10640.58	PWLB loan repayment
16-Jun-17	Rigby Taylor	533.06	Gardening supplies
09-Jun-17	Round & About Publications Ltd	487.20	WTCMI - full page advert
12-Jun-17	SGW Payroll Ltd	156.98	Payroll services
22-Jun-17	Shinfield Shambles	75.00	Woodley Centre - stage opening
16-Jun-17	Siemens Financial Services Ltd	720.00	Qtrly Photocopier rental charge
15-Jun-17	Siemens Financial Services	1100.80	Gym equip monthly rental
09-Jun-17	Southern Electric Contracting Ltd	100.27	Electricity supply
09-Jun-17	SSE Southern Electric	83.33	Electricity supply
16-Jun-17	SSE Southern Electric	1346.62	Electricity supply
09-Jun-17	Thames Valley Temperature Control Ltd	619.80	Gas test/call out Chapel Hall/heating pump OC
09-Jun-17	Thames Valley Water Services Ltd	78.00	Water sample checks
22-Jun-17	Thames Valley Water Services Ltd	150.00	Water sample checks
29-Jun-17	The Berkshire Pension Fund	13086.56	Pension - employers and employees
16-Jun-17	Total Gas & Power Ltd	739.51	Electricity supply
09-Jun-17	Trade UK - Screwfix	168.36	Building supplies
22-Jun-17	Trade UK - Screwfix	188.90	Building supplies
16-Jun-17	Traditional Local Cleaning Ltd	1593.29	Contract cleaning
09-Jun-17	Travis Perkins Trading Co	316.15	Building supplies
09-Jun-17	Ukactive	777.86	Music licence - Woodford Park LC
29-Jun-17	Unison Collection Ac	32.20	Union fees deducted from pay
16-Jun-17	Veolia ES - UK Ltd	823.20	Refuse collection
22-Jun-17	Veolia ES - UK Ltd	665.05	Refuse collection
19-Jun-17	Vodafone	238.65	Phone
01-Jun-17	Wokingham BC	40.00	Rates
01-Jun-17	Wokingham BC	154.00	Rates
01-Jun-17	Wokingham BC	340.00	Rates
01-Jun-17	Wokingham BC	839.00	Rates
01-Jun-17	Wokingham BC	2120.00	Rates
16-Jun-17	Woodley Carnival Comm	3000.00	Grant

81978.49

### CLERKS IMPREST A/C

#### List of Payments made between 01/06/2017 and 30/06/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Transaction Detail</u>
		<u>Paid</u>	
06-Jun-17	(Personal Information)	50.00	Refund deposit
06-Jun-17	(Personal Information)	50.00	Refund deposit
12-Jun-17	(Personal Information)	200.00	Refund deposit
12-Jun-17	(Personal Information)	26.00	WPLC course refund
12-Jun-17	(Personal Information)	49.40	Refund deposit
12-Jun-17	Adrian Wakelin	100.00	Grant
16-Jun-17	(Personal Information)	15.00	Refund deposit
19-Jun-17	(Personal Information)	100.00	Refund deposit
19-Jun-17	(Personal Information)	50.00	Refund deposit
19-Jun-17	(Personal Information)	50.00	Refund deposit
19-Jun-17	(Personal Information)	50.00	Refund deposit
19-Jun-17	(Personal Information)	50.00	Refund deposit
26-Jun-17	(Personal Information)	50.00	Refund deposit
26-Jun-17	(Personal Information)	206.10	Train tickets-Rdg to Stansted
26-Jun-17	(Personal Information)	15.00	Refund deposit
27-Jun-17	(Personal Information)	246.81	O/T pay - June 2017
28-Jun-17	(Personal Information)	52.78	Robert Dyas-Kettle/cartridges

07-Jun-17	BCA Ltd	36.00	Licence fee - Investiture imag
22-Jun-17	Booking.com	70.00	WTCMI-Room resversation
26-Jun-17	Carbonite Backup	48.64	WTCMI-Software backup
12-Jun-17	Czech school	150.00	Refund deposit
01-Jun-17	Fridge Freezer Direct	347.93	Double sliding door bottle cooler
28-Jun-17	Lloyds Bank	44450.40	Net June 2017 payroll
09-Jun-17	Lloyds Bank D/D	7.62	Monthly bank service charge
26-Jun-17	Luminati Ltd	42.84	Replacement security cover
21-Jun-17	PETTY CASH A/C	250.45	Top-up petty cash
		46764.97	

## Woodley Town Council 2017/2018

## Current Account

## List of Payments made between 01/07/2017 and 31/07/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		Paid	
20-Jul-17	Alan Hadley Ltd	276.00	Refuse collection
14-Jul-17	Alan Harland	500.00	Accountancy support
07-Jul-17	Allen's Design & Print Ltd	474.00	Easter & May Bank hols banners
05-Jul-17	Arkell - Hurcombe-Bronzeworks	96.60	Bronze plaque
05-Jul-17	BALC	3513.44	Affiliation fee - BALC & NALC
07-Jul-17	Be Fuelcards Ltd	0.76	Admin fee
14-Jul-17	Be Fuelcards Ltd	35.14	Unleaded petrol/admin fee
21-Jul-17	Be Fuelcards Ltd	64.58	Diesel/Admin fee
21-Jul-17	Berkshire Tree Care	1080.00	Remove Cypress tree
20-Jul-17	Bowak Ltd	519.08	Cleaning supplies
21-Jul-17	Bowak Ltd	100.13	Cleaning supplies
05-Jul-17	Brake Bros Foodservice Ltd	162.16	Vending supplies
07-Jul-17	Brake Bros Foodservice Ltd	377.64	Vending supplies
14-Jul-17	Brake Bros Foodservice Ltd	436.26	Vending supplies
20-Jul-17	Brake Bros Foodservice Ltd	398.29	Vending supplies
20-Jul-17	Brown Bag Cafe Ltd	1198.94	Catering services
13-Jul-17	Castle Water	-2092.91	Water rates credit
13-Jul-17	Castle Water	-530.81	Water rates credit
14-Jul-17	Castle Water	-905.06	Water rates credit
24-Jul-17	Castle Water Ltd D/D	116.41	Water rates
24-Jul-17	Castle Water Ltd D/D	44.16	Water rates
28-Jul-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
14-Jul-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
03-Jul-17	Club Manager Ltd	80.40	Club Manager membership
21-Jul-17	CoolerAid Ltd	109.02	Bottled water
21-Jul-17	Crown Gas & Power	441.34	Gas supply
21-Jul-17	Crown Gas & Power	190.69	Gas supply
21-Jul-17	Crown Gas & Power	92.18	Gas supply
05-Jul-17	Drews Ltd	78.11	Safety boots & 2 x brooms
07-Jul-17	EDF Energy 1 Ltd	142.30	Electricity supply
28-Jul-17	Energy Electrical Distributors Ltd	29.81	Electricity supplies
12-Jul-17	Epos Now Ltd D/D	30.00	EPOS till mthly charge
28-Jul-17	Eurodec Ltd	33.60	Building supplies
07-Jul-17	Eurodec Ltd	22.63	Building supplies
14-Jul-17	Eurodec Ltd	12.85	Building supplies
20-Jul-17	Eurodec Ltd	69.89	Building supplies
05-Jul-17	Farol Ltd	73.00	Oil - Depot
20-Jul-17	Fencing Products Ltd	350.40	Gardening supplies
20-Jul-17	Fraser Office Supplies Ltd	126.97	Stationery supplies
21-Jul-17	Fraser Office Supplies Ltd	191.55	Stationery supplies
28-Jul-17	HC Slingsby Plc	48.14	Pen-type thermometer
20-Jul-17	Helen Masey	1312.50	Residents Survey 2017
28-Jul-17	High Speed Training	162.00	Staff training (Asbestos)
21-Jul-17	HMRC Cumbernauld	13196.92	PAYE & NI
21-Jul-17	InTouch	35.99	Monthly website charge
05-Jul-17	John Stacey - Sons Ltd	894.00	Refuse collection
07-Jul-17	John Stacey - Sons Ltd	480.00	Refuse collection
20-Jul-17	John Stacey - Sons Ltd	240.00	Refuse collection
14-Jul-17	John Willis	120.00	Window cleaner
14-Jul-17	Just Around The Corner	5986.75	Grant
14-Jul-17	Key Industrial Equip Ltd	108.00	Waste sacks
05-Jul-17	Lantec Security Ltd	4468.80	Installation fire alarm panel OC
05-Jul-17	Lightatouch	175.00	Internal audit

04-Jul-17	Lloyds Bank D/D	32.13	Monthly bank service charge
14-Jul-17	Lloyds Bank D/D	190.84	Monthly cardnet service charge
21-Jul-17	Lyreco UK Ltd	111.61	Stationery supplies
28-Jul-17	M J & K A Collions	285.12	Tablet salt
14-Jul-17	Mailcoms Ltd	89.88	Mailbase ink cartridge
14-Jul-17	Mainstream Digital Ltd	58.50	Phone
21-Jul-17	Margaret Macknelly Design	866.40	Redesign of Woodley Herald
17-Jul-17	Merchant Rentals Ltd	35.23	Cardnet Machine monthly rental
14-Jul-17	Occupational Medicals Enterprises Ltd	390.00	Staff medical
21-Jul-17	Office Depot International UK Ltd	44.66	Stationery supplies
28-Jul-17	P&H Direct Van Sales Ltd	100.36	Vending supplies
05-Jul-17	P&H Direct Van Sales Ltd	105.54	Vending supplies
07-Jul-17	P&H Direct Van Sales Ltd	74.59	Vending supplies
14-Jul-17	P&H Direct Van Sales Ltd	185.08	Vending supplies
20-Jul-17	P&H Direct Van Sales Ltd	179.97	Vending supplies
17-Jul-17	Pitney Bowes Ltd	100.00	Postage topup
27-Jul-17	Pitney Bowes Ltd	100.00	Postage topup
11-Jul-17	Plusnet Plc	52.20	Phone
17-Jul-17	Plusnet Plc	38.40	Phone
21-Jul-17	Prudential	30.00	AVC payment deducted from pay
07-Jul-17	Reading Borough Council	3250.00	Allotments licence fee
28-Jul-17	Rialtas Business Solutions Ltd	133.20	Allotments licence upgrade
28-Jul-17	Rigby Taylor	68.00	Gardening supplies
05-Jul-17	Riso UK Ltd	247.51	Qtrly photocopier charge
05-Jul-17	Robinson Low Francis	2790.00	3G Pitch surveying consultancy
10-Jul-17	SGW Payroll Ltd	169.22	Payroll services
17-Jul-17	Siemens Finanical Services	1100.80	Gym equip monthly rental
20-Jul-17	Southern Electric Contracting Ltd	492.32	Electricity supply
21-Jul-17	Spaldings Ltd	732.48	Gardening supplies
20-Jul-17	SSE Southern Electric	2110.24	Electricity supply
28-Jul-17	Thames Valley Water Services Ltd	78.00	Water sample checks
21-Jul-17	The Berkshire Pension Fund	12715.44	Pension - employers and employees
21-Jul-17	The Letterworks Ltd	693.00	Woodley Herald print
07-Jul-17	Tiger Turf UK Ltd	20174.45	3G Pitch final payment - retention
21-Jul-17	Total Gas & Power Ltd	1320.03	Electricity supply
05-Jul-17	Trade UK - Screwfix	4.80	Building supplies
20-Jul-17	Trade UK - Screwfix	291.72	Building supplies
20-Jul-17	Traditional Local Cleaning Ltd	1969.61	Contract cleaning
05-Jul-17	Travis Perkins Trading Co	173.29	Building supplies
07-Jul-17	Travis Perkins Trading Co	468.43	Building supplies
21-Jul-17	Unison Collection Ac	32.20	Union fees deducted from pay
05-Jul-17	Vaughtons	207.56	Past Mayor jewels
07-Jul-17	Veolia ES - UK Ltd	232.88	Refuse collection
21-Jul-17	Veolia ES - UK Ltd	1033.87	Refuse collection
18-Jul-17	Vodafone	248.60	Phone
14-Jul-17	Vodafone Ltd	496.94	Phone
20-Jul-17	WFL UK Ltd	1767.36	Diesel - Depot
14-Jul-17	Windowflowers Ltd	6243.00	WTCMI town centre flowers
03-Jul-17	Wokingham BC	40.00	Rates
03-Jul-17	Wokingham BC	154.00	Rates
03-Jul-17	Wokingham BC	340.00	Rates
03-Jul-17	Wokingham BC	839.00	Rates
03-Jul-17	Wokingham BC	2120.00	Rates
05-Jul-17	Wokingham Borough Council	255.00	Legal fees Woodley Theatre agreement
14-Jul-17	Wyevale Garden Centres Ltd	109.97	Gardening supplies

105861.74



## CLERKS IMPREST A/C

### List of Payments made between 01/07/2017 and 27/07/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	<u>Paid</u>
17-Jul-17	(Personal Information)	10.00	WPLC course refund
10-Jul-17	(Personal Information)	50.00	Refund deposit
17-Jul-17	(Personal Information)	50.00	Refund deposit
03-Jul-17	(Personal Information)	50.00	Refund deposit
31-Jul-17	(Personal Information)	50.00	Refund deposit
17-Jul-17	(Personal Information)	50.00	Refund deposit
03-Jul-17	(Personal Information)	50.00	Refund deposit
31-Jul-17	(Personal Information)	15.00	Refund deposit
10-Jul-17	(Personal Information)	50.00	Refund deposit
17-Jul-17	(Personal Information)	50.00	Refund deposit
25-Jul-17	Amazon.co.uk	17.98	iPhone case cover
31-Jul-17	Amazon.co.uk	4.67	Ex-pro 10m modem cable
05-Jul-17	Amersham & Wycombe	50.00	Staff training - exam
13-Jul-17	Apple-on-line	44.70	Recharging cables
11-Jul-17	Churches Together	50.00	Refund dep-Churches Together
13-Jul-17	DVLA Vehicle Tax	240.00	KD51 WTW - Vehicle tax
03-Jul-17	Fellowship Education	50.00	Refund deposit
26-Jul-17	Lloyds Bank	43033.00	Net July 2017 payroll
14-Jul-17	Lloyds Bank D/D	8.33	Monthly bank service charge
03-Jul-17	Mountain Entertainment	100.00	Minion Meet & Greet - Centre Stage
19-Jul-17	PETTY CASH A/C	174.27	Top up - petty cash
20-Jul-17	Printed.com	92.14	Dog display signs/artwork
10-Jul-17	R Dedi	150.00	Refund deposit
20-Jul-17	Toolventure.co.uk	48.90	Sitemaster safety boots
31-Jul-17	Woodley & Whitegates Labour Party	100.00	Refund deposit
		44588.99	

## Woodley Town Council 2017/2018

## Current Account

## List of Payments made between 01/08/2017 and 31/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
		<u>Paid</u>	
11-Aug-17	Alan Hadley Ltd	276.00	Refuse collection
18-Aug-17	Arkell - Hurcombe-Bronzeworks	96.60	Bronze plaque
11-Aug-17	Autoglass	246.33	Replace rear window on van
04-Aug-17	Be Fuelcards Ltd	28.49	Unleaded petrol - depot
11-Aug-17	Bourne Amenity Ltd	950.82	Topdressing soil - depot
18-Aug-17	Bowak Ltd	121.65	Cleaning supplies
04-Aug-17	Brake Bros Foodservice Ltd	443.10	Vending supplies
18-Aug-17	Brake Bros Foodservice Ltd	263.00	Vending supplies
23-Aug-17	Brown Bag Cafe Ltd	1154.84	Catering services
22-Aug-17	BT Telephone Payment Centre	1463.12	Phone
23-Aug-17	BT Telephone Payment Centre	131.04	Phone
24-Aug-17	BT Telephone Payment Centre	85.32	Phone
24-Aug-17	BT Telephone Payment Centre	52.36	Phone
24-Aug-17	BT Telephone Payment Centre	85.32	Phone
25-Aug-17	BT Telephone Payment Centre	52.36	Phone
04-Aug-17	Bullseye Awards & Garments Ltd	247.00	Medals - Kwik cricket tournament
18-Aug-17	Came & Company IBA	215.87	Insurance - additional cover cost
22-Aug-17	Castle Water Ltd D/D	44.16	Water rates
22-Aug-17	Castle Water Ltd D/D	116.41	Water rates
11-Aug-17	CCTV Direct Ltd	107.48	Video pack/wide angle dome
23-Aug-17	Churchill Contract Services Ltd	2260.33	Contract cleaning
01-Aug-17	Club Manager Ltd	80.40	Club Manager membership
23-Aug-17	CoolerAid Ltd	47.40	Bottled water
18-Aug-17	Crown Gas & Power	-53.41	Gas supply
22-Aug-17	Crown Gas & Power	348.47	Gas supply
22-Aug-17	Crown Gas & Power	187.06	Gas supply
22-Aug-17	Crown Gas & Power	87.15	Gas supply
23-Aug-17	DCK Accounting Solutions Ltd	468.00	VAT partial exemption calculation
18-Aug-17	Dejac Associates Ltd	1068.00	Macbook pro laptop/MS office
11-Aug-17	EDF Energy 1 Ltd	933.12	Electricity supply
23-Aug-17	EDF Energy 1 Ltd	319.14	Electricity supply
10-Aug-17	Epos Now Ltd D/D	30.00	EPOS till monthly charge
04-Aug-17	Eurodec Ltd	118.09	Building supplies
11-Aug-17	Eurodec Ltd	144.00	Building supplies
23-Aug-17	Eurodec Ltd	99.04	Building supplies
11-Aug-17	Farol Ltd	776.83	Gardening supplies
04-Aug-17	Fencing Products Ltd	14.40	Gardening supplies
23-Aug-17	Fencing Products Ltd	26.52	Gardening supplies
18-Aug-17	Fraser Office Supplies Ltd	202.96	Stationery supplies
23-Aug-17	Fraser Office Supplies Ltd	84.66	Stationery supplies
04-Aug-17	Fuel Fitness Ltd	25.00	Coach
18-Aug-17	Fuel Fitness Ltd	90.00	Coach
23-Aug-17	Fuel Fitness Ltd	25.00	Coach
23-Aug-17	Gilbert Thompson	520.00	Woodley Herald delivery
18-Aug-17	HC Slingsby Plc	13.19	Grab rail - Coronation Hall
23-Aug-17	Hire Depot Ltd	144.00	Hire of de-humidifier
23-Aug-17	HMRC Cumbernauld	12913.21	PAYE & NI
18-Aug-17	Hotshots Sports Coaching Ltd	300.00	Coach
30-Aug-17	ICO	35.00	Information Commissioner's Office
18-Aug-17	ID Card Supplies	288.00	Gym membership cards
23-Aug-17	InTouch	35.99	Monthly website charge
11-Aug-17	John Willis	120.00	Window cleaner
11-Aug-17	Key Industrial Equip Ltd	136.84	Line marking paint

04-Aug-17	Lantec Security Ltd	210.00	Call out - Oakwood Centre
18-Aug-17	Laundry Depot	172.50	Tablecloths cleaned
23-Aug-17	Leisurejobs	180.00	Staff advertisement
23-Aug-17	Lister Wilder Ltd	33012.60	Ride-on mower/chipper/trailer
01-Aug-17	Lloyds Bank D/D	32.84	Monthly bank service charge
14-Aug-17	Lloyds Bank D/D	318.07	Monthly cardnet service charge
29-Aug-17	Lloyds Bank D/D	34.72	Monthly bank service charge
23-Aug-17	Lyreco UK Ltd	43.56	Stationery supplies
18-Aug-17	Mainstream Digital	-56.09	Phone
14-Aug-17	Mainstream Digital Ltd	58.50	Phone
15-Aug-17	Merchant Rentals Ltd	30.58	Cardnet machine monthly rental
18-Aug-17	MKR Electrical Services Ltd	469.52	Electrical supplies
23-Aug-17	Office Depot International UK Ltd	191.12	Stationery supplies
04-Aug-17	P&H Direct Van Sales Ltd	275.08	Vending supplies
11-Aug-17	P&H Direct Van Sales Ltd	301.67	Vending supplies
18-Aug-17	P&H Direct Van Sales Ltd	83.80	Vending supplies
23-Aug-17	P&H Direct Van Sales Ltd	199.31	Vending supplies
21-Aug-17	(Personal Information)	50.00	Refund deposit
04-Aug-17	PHS Group	315.49	Qtrly dust mats charge
11-Aug-17	Plusnet Plc	52.20	Phone
17-Aug-17	Plusnet Plc	38.40	Phone
11-Aug-17	PPL	378.49	Music licence
11-Aug-17	PRS for Music	379.78	Music licence
23-Aug-17	Prudential	30.00	AVC payment deducted from pay
31-Aug-17	Public Works Loan Board	5874.06	Public Works Loan payment
18-Aug-17	R and J Services	4140.00	Pathways repair - WPLC
11-Aug-17	Seton	202.80	Baby changing table OC
04-Aug-17	SGW Payroll Ltd	159.02	Payroll services
15-Aug-17	Siemens Financial Services	1100.80	Gym equip monthly rental
18-Aug-17	Smart Signs Group Ltd	3635.28	Gym wall/glass graphics
04-Aug-17	Southern Electric Contracting Ltd	52.80	Electricity supply
11-Aug-17	SSE Southern Electric	1219.35	Electricity supply
23-Aug-17	Street Feet Dance Ltd	150.00	Coach
11-Aug-17	Technical Surfaces Ltd	360.00	3G pitch matchfit contract
11-Aug-17	Thames Valley Temperature Control Ltd	329.76	Suply & fit fan belts fridge OC
23-Aug-17	The Berkshire Pension Fund	12589.68	Pension - employers and employees
18-Aug-17	The Institute of Groundsmanship	150.00	Annual membership
11-Aug-17	The Letterworks Ltd	693.00	Woodley Herald print
22-Aug-17	Total Gas & Power Ltd	1352.01	Electricity supply
18-Aug-17	Trade UK - Screwfix	800.98	Building supplies
18-Aug-17	Traditional Local Cleaning Ltd	1610.89	Contract cleaning
23-Aug-17	Travis Perkins Trading Co	253.15	Building supplies
23-Aug-17	Unison Collection Ac	32.20	Union fees deducted from pay
23-Aug-17	Veolia ES - UK Ltd	1078.91	Refuse collection
01-Aug-17	Wokingham BC	40.00	Rates
01-Aug-17	Wokingham BC	154.00	Rates
01-Aug-17	Wokingham BC	340.00	Rates
01-Aug-17	Wokingham BC	839.00	Rates
18-Aug-17	XN Media Ltd	120.00	WTCMI advert- Fun Day

102149.49

## CLERKS IMPREST A/C

### List of Payments made between 01/08/2017 and 31/08/2017

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount</u>	
01-Aug-17	(Personal Information)	50.00	Refund deposit
07-Aug-17	(Personal Information)	200.00	Refund deposit
07-Aug-17	(Personal Information)	180.00	Refund deposit
14-Aug-17	(Personal Information)	22.00	WPLC course refund
14-Aug-17	(Personal Information)	72.00	WPLC course refund
14-Aug-17	(Personal Information)	50.00	Refund deposit
14-Aug-17	(Personal Information)	100.00	Refund deposit
14-Aug-17	(Personal Information)	50.00	Refund deposit
21-Aug-17	(Personal Information)	50.00	Refund deposit
21-Aug-17	(Personal Information)	200.00	Refund deposit
24/08/2017	(Personal Information)	50.00	Refund deposit
24/08/2017	(Personal Information)	50.00	Refund deposit
25/08/2017	(Personal Information)	100.00	Refund deposit
29/08/2017	(Personal Information)	5.00	WPLC course refund
29/08/2017	(Personal Information)	50.00	Refund deposit
14-Aug-17	Amazon UK	8.98	Rankie 3-pack micro USB cable
21-Aug-17	Barbados Asso Read	150.00	Refund deposit
08-Aug-17	Birmingham Telecom	43.13	Phone headset OC
14-Aug-17	Drishti Dance Foundation	100.00	Refund deposit
14-Aug-17	Housing Solutions	50.00	Refund deposit
23-Aug-17	Lloyds Bank	43481.19	Net payroll-Aug 2017
11-Aug-17	Lloyds Bank D/D	9.24	Monthly bank service charge
04-Aug-17	Pets in Practise	321.00	Credit invoice 13385
29/08/2017	Projector Lamps	70.78	Sanyo XF31-Projector Lamp
09-Aug-17	Replacement keys	9.85	Bisley x 2 keys OC
10-Aug-17	Scaffolding Direct	71.83	3 mtre aluminium tube scaffolding
24/08/2017	Tesco/SCP Ltd	167.96	OC wooden console tables x 4
08-Aug-17	Wilko.com	44.00	Insulated catering urn
		45756.96	

## **PR/Marketing Working Group - Terms of Reference**

### **Parent Committee: Strategy and Resources Committee**

#### **Overall purpose**

The working group's role is of a generally advisory nature with regard to the Council's marketing and public relations strategies. It will provide advice, support and recommendations on marketing and public relations matters to the parent committee.

#### **Membership of the working group**

There shall be at least four members of Council appointed to the working party. Officers will be in attendance at all meetings, including the PR/Marketing Coordinator, the Town Clerk and/or Deputy Town Clerk.

#### **Meetings**

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

#### **Terms of operation**

To receive and consider proposals relating to the Council's PR and marketing strategies and programmes.

To receive advice from the PR/Marketing Coordinator on the Council's marketing and PR activities and future proposals.

To generate and initiate marketing proposals and new opportunities to promote the Council's business and activities.

To review and make recommendations to the Strategy and Resources Committee or Council on PR and marketing activities/strategies, as appropriate.

To support and be involved with arrangements for community activities eg Woodley Carnival, WW1 commemoration, Centre Stage events.

To consider any other matters relating to the Council's marketing and PR activities and make recommendations to the Strategy and Resources Committee for decision.

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# Local Councils, Internal Drainage Boards and other Smaller Authorities in England

## Annual return for the year ended 31 March 2017

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Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'\* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

**The annual return on pages 2 to 4 is made up of three sections:**

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

**Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 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 highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, an explanation of any significant year on year variances in the accounting statements, **your notification of the commencement date of the period for the exercise of public rights** and any additional information requested, to your external auditor by the due date.

**Your external auditor will ask for any additional documents needed for their work. Unless requested, do not send any original financial records to the external auditor.**

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

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 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) or from [www.ada.org.uk](http://www.ada.org.uk)

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014



# Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of smaller authority here:

WOODLEY TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2017, that:

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

This annual governance statement is approved by this smaller authority on:

27/06/2017

and recorded as minute reference:

26 b)

Signed by Chair at meeting where approval is given:

J.M. Cheng

Clerk:

J. Ford

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



# Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

WOODLEY TOWN COUNCIL

	Year ending		Notes and guidance				
	31 March 2016 £	31 March 2017 £					
1. Balances brought forward	608,807	852,636	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.				
2. (+) Precept or Rates and Levies	1,010,532	1,039,607	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.				
3. (+) Total other receipts	1,032,520	1,093,880	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.				
4. (-) Staff costs	-755,841	-770,567	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	-179,956	-186,511	Total expenditure or payments of capital and interest made during the year on the smaller authority's borrowings (if any).				
6. (-) All other payments	-863,426	-1,297,925	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	852,636	731,120	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)				
8. Total value of cash and short term investments	903,450	825,825	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 long term investments and assets	7,912,162	8,595,349	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.				
10. Total borrowings	2,606,773	2,665,370	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).				
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	<table border="1"> <tr> <th>Yes</th> <th>No</th> </tr> <tr> <td style="text-align: center;">✓</td> <td></td> </tr> </table>		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.
Yes	No						
✓							

I certify that for the year ended 31 March 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

*[Signature]*

Date

27/06/2017

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

27/06/2017

and recorded as minute reference:

MINUTE REFERENCE 26C)

Signed by Chair at meeting where approval is given:

*J.M. Cheng*

# Section 3 – External auditor report and certificate

In respect of:

Enter name of  
smaller authority here:

WOODLEY TOWN COUNCIL

## 1. Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

## 2. 2016/17 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 other matters have come to our attention giving cause for concern that relevant legislative and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

## 3. 2016/17 External auditor certificate

We certify/~~do not certify~~\* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

\* We do not certify completion because:

External auditor signature

Mazars LLP

External auditor name

Mazars LLP, Durham, DH1 5TS

Date

10 September 2017

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))



# Annual internal audit report 2016/17 to

Enter name of smaller authority here:

WOODLEY TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

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

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

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

— N/A —

Name of person who carried out the internal audit

PRINT NAME P. REYNOLDS. F. MAAT.

Signature of person who carried out the internal audit

SIGNATURE *P. Reynolds*

Date

DD 19/6/17.

\*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 2016/17 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 work by the auditor. NALC, SLCC and ADA 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 highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed return. Any amendments must be approved by the smaller authority, properly initialled and explanation provided. Annual returns containing unexplained or unapproved amendments may be returned and incur additional costs.
3. **Smaller authorities must approve Section 1 on page 2 before approving Section 2 on page 3.**
4. Use the checklist provided below. Use a second pair of eyes, perhaps a Councillor or Board Member, to review the annual return for completeness and accuracy before sending it to the external auditor.
5. Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must tell the external auditor about any change of Clerk, Responsible Finance Officer or Chair.
6. 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 smaller authority 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 2 on page 3). 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\*.
7. Explain fully significant variances in the accounting statements on page 3. 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 a complete numerical and narrative analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide\* to assist you.
8. 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.
9. **You must inform the external auditor of the date set for the commencement of the period for the exercise of public rights.**
10. Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2016) equals the balance brought forward in the current year (Box 1 of 2017).
11. Do not complete Section 3 which is reserved for the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Done?
All sections	All highlighted boxes have been completed?	✓
	All additional information requested, <b>including the dates set for the period for the exercise of public rights</b> , has been provided for the external auditor?	✓
Section 1	For any statement to which the response is 'no', an explanation is provided?	<del>NA</del>
Section 2	Smaller authority approval of the accounting statements is confirmed by the signature of the Chair of the approval meeting?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2017 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 a Council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Internal Audit report	All highlighted boxes completed by internal audit and explanations provided?	✓

\*Note: The Practitioners' Guide is available from your local NALC, SLCC or ADA representatives or from [www.nalc.gov.uk](http://www.nalc.gov.uk) or [www.slcc.co.uk](http://www.slcc.co.uk) or [www.ada.org.uk](http://www.ada.org.uk).



Tel: Manjeet Gill (0118) 974 6003 (Direct Line)  
Email: manjeet.gill@wokingham.gov.uk  
Date: 22 September 2017  
My ref: MG/ae  
Your ref:



**WOKINGHAM  
BOROUGH COUNCIL**

Town and Parish Councillors and Clerks

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Chief Executive's Office  
P.O. Box 150  
Shute End, Wokingham  
Berkshire RG40 1WN  
Tel: (0118) 974 6000  
Fax: (0118) 974 6770  
Minicom No: (0118) 9746991

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Dear Colleague

I write to introduce myself as Wokingham Borough Council's new Chief Executive. Wokingham is a Borough I am familiar with due to family connections and I value the role Town and Parish Councils play through my previous experience of working closely with these Councils, including supporting the role of NALC at a national level.

My remit is to provide capacity for some major change programmes such as:

- 21<sup>st</sup> Century Council transformation which seeks to make the Council more streamlined and capitalise on the benefits of digital technology in the face of major funding cuts to local government.
- The Local Plan – a complex strategic planning process that will be of most interest to your Council. Balancing government requirements on the housing growth we must provide with local need will require good liaison and work with yourselves.
- Health and Social Care Changes. The NHS again has demand and financial pressures, as do social services run by the Council. We need to ensure that we minimise impact to the quality and safety of services. This includes working with partners and neighbouring Berkshire Councils and NHS partners. However, I always stress it is important that Town and Parish Councils are engaged in the work and would welcome your input on these areas and information on the needs of your residents.

I understand there is a regular Town and Parish liaison forum, the next one is scheduled for 10 October 2017. I look forward to attending this to listen to your views.

In the meantime, if you have any query or wish to invite me to your Council, please do not hesitate to contact me.

Yours faithfully,

Manjeet Gill  
Chief Executive

**REPORTS FROM OUTSIDE BODIES**

**Poor's Land Charity**

Repairs to the flats have been ongoing.

The charity rarely receives requests for Relief in Need

Cllr Jenny Cheng

**Town Mayor's Engagements – 28 June 2017 to 3 October 2017**

July	11	Addington School – presentation of new minibus by Lords' Taverners and Woodley Lions Club
September	9	Reading Crown Court Open Day
	28	Lord Lieutenant's Awards Ceremony
	29	Wokingham District Cancer Care Trust cheque presentation to Sue Ryder
	30	Musical Spectacular in aid of "Rebuild South Africa" charity

**Deputy Town Mayor's Engagements**

September	13	Wokingham Volunteer Centre Annual Meeting
	21	ReadiBus AGM
	22	Citizens Advice Wokingham AGM