



Woodley Town Council

The Oakwood Centre
Headley Road
Woodley
Berks. RG5 4JZ

To: **ALL MEMBERS OF THE COUNCIL**

NOTICE IS HEREBY GIVEN that a Meeting of the Town Council will be held at The Oakwood Centre at 8.00 pm on Tuesday 30 September 2014, at which your attendance is requested.

Deborah Mander
Town Clerk

Before the start of the meeting:

- *The Town Mayor will present Mrs Rosemary Walles, winner of the Garden Competition, with the Woodley Horticultural Society Memorial Cup.*
 - *Members of Bulmershe Gym Club have been invited to talk about competing in the Aerobic Gymnastics World Championships in Mexico earlier this year.*
-

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 24 JUNE 2014**

To approve the minutes of the Council meeting held 24 June 2014 and that they be signed by the Chairman.

4. **MINUTES OF THE URGENCY COMMITTEE MEETING HELD ON 18 AUGUST 2014** Page 21

To approve the minutes of the Urgency Committee meeting held on 18 August 2014.

5. **COMMITTEE REPORTS**

To receive reports from the following:

5.1	Plans Committee	15 July 2014	Page 23
5.2	Extraordinary Meeting of Strategy and Resources Committee	5 August 2014	Page 31
5.3	Plans Committee	19 August 2014	Page 33
5.4	Leisure Services Committee	2 September 2014	Page 43
5.5	Community Services Committee	9 September 2014	Page 49
5.6	Strategy and Resources Committee	16 September 2014	Page 57
5.7	Plans Committee	23 September 2014	To follow

6. **AUDIT 2013/14**

- 5.1 To receive the external auditor's opinion on the audit of the Annual Return for 2013/14. (**Appendix 6**) Page 65
- 5.2 To adopt the Audited Annual Return for 2013/14.

7. **COMMITTEE MEMBERSHIP**

To consider **Report No. FC 3/14**. (*Report to follow – this item is dependent on anticipated vacancy on Council being confirmed before the meeting.*) To follow

8. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

9. **SPECIFIC COUNCIL RESPONSIBILITIES**

To note the list of specific Council responsibilities required by law/guidance or the Council's standing orders, attached at **Appendix 9**, as requested at the meeting held on 24 June 2014. Page 71

10. **NOTICES OF MOTION**

- 10.1 To consider the following motion submitted by Councillor Gilder and received in accordance with Standing Order 12:

"This Council notes that Cllr Hayward has pleaded guilty to defrauding the state and Wokingham Borough Council of almost £45,000 over a period of many years.

This Council believes that Cllr Hayward has brought Woodley Town Council into disrepute by claiming that she is really innocent despite pleading guilty and that it was all a witch-hunt by the Department of Works and Pensions.

The Council regrets that control of Woodley Town Council changed due to the vote of a convicted criminal who has defrauded the state and Wokingham Borough Council and that this change of control was not achieved through the votes of the many honest and upstanding residents of Woodley.

This Council notes that Cllr Hayward has publicly expressed a desire to stay on Woodley Town Council until May 2015. This Council also notes that Cllr Hayward will be disqualified from serving as a town councillor, subject to any appeal made, with effect from 27 September 2014.

Nevertheless, this council believes that a convicted fraudster should not be allowed to remain on the Strategy and Resources Committee, which deals with the Council's financial arrangements, and immediately revokes her membership of the Strategy and Resources Committee. The Council notes that representation on all committees will need to be adjusted to reflect the resulting political proportionality."

- 10.2 To consider the following special motion been submitted by Councillors Lawley, Higgs, Holmes, Challis and Rowland in accordance with standing order 19a) which states, 'A resolution whether affirmative or negative) of the Council shall not be reversed within 6 months except by:
- A special motion, the written notice whereof bears the names of at least 5 councillors of the Council
 - Or by a motion moved in pursuance of the report or recommendation of a committee.'

"At its Full Council meeting on 13th May 2014, Woodley Town Council voted not to appoint representatives to the 'Site of Urban Landscape Value Joint Working Party' to continue this Council's joint working with Earley Town Council. (Council minutes 13th May 2014 16.2).

This motion seeks to overturn that decision. This decision was taken based on information that Earley Town Council no longer wished to proceed with the Joint Working Party. (Council minutes 13th May 16.2). Subsequently this information was shown to be inaccurate as Earley Town Council had not, at that time, decided its intention on this matter.

Woodley Town Council confirms that it will appoint representatives to the 'Site of Urban Landscape Value Joint Working Party' to continue this Council's joint working with Earley Town Council and the Town Clerk is instructed to contact Earley Town Council with the aim of restarting the 'Site of Urban Landscape Value Joint Working Party' as soon as possible."

11. **REPRESENTATIVES ON OUTSIDE BODIES**

- a) To note that Councillor Cheng has resigned as the Council's representative for the CAB, and to appoint a replacement.
- b) To appoint a standing deputy to the Borough/Parish Working Group.
- c) To receive any reports from Town Council representatives on outside bodies. (**Appendix 11c**)
- d) To note the new ARC constitution, as requested at the meeting of the Council on 24 June 2014. (**Appendix 11d**)
- e) To note receipt of the audited accounts 2013 for the Poor's Land Charity.

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12. **TOWN MAYOR'S ENGAGEMENTS**

To receive a report from Councillor Brian Franklin on his engagements as Town Mayor. ***(Appendix 12)***

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13. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 24 June 2014 at 8 pm**

Present: *Councillors B. Franklin (Chairman); K. Baker; T. Barker; A. Chadwick; P. Challis; J. Cheng; A. Downes; R. Duncan; K. Gilder; K. Haines; L. Hayward; L. Higgs; M. Holmes; C. Lawley; S. Rahmouni; E. Rowland; D. Smith; W. Soane; M. Storry; M. Walker*

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

Also present: *Borough Councillor N. Jerome
1 member of the public*

Before the start of the meeting a maximum of 30 minutes was set aside for members of the public to pose questions to the Council in the Town Forum, as reported in Appendix A.

21. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors N. Cox, D. Mills, R. Neall, S. Outen and M. Willson.

22. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

23. **MINUTES OF COUNCIL MEETING HELD ON 13 MAY 2014**

Minute 16: Bulmershe Site of Urban Landscape Value Joint Working Party

Councillor Lawley commented that he had spoken at length about the importance of the Bulmershe SULV and asked the Leader of the Council to commit to fully supporting the SULV or any successor policy for this area. He questioned on what basis the Leader had notified the Council that Earley Town Council did not wish to continue the joint SULV Working Party when that Council's Plans meeting, at which the matter was discussed, had not been of that opinion. Councillor Baker said that he had been informed of this by the Earley Town Council leadership and the Plans Committee had made no nominations. The working party was not needed because Wokingham Borough Council had already strengthened the SULV position in the MDD DPD.

Minute 17: 3G Artificial Grass Pitch Project – Funding

It was agreed that the minutes be amended to show that the meeting had agreed to investigate the possibility of commercial borrowing for this project.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 13 May 2014, with the requested amendment to minute 17, and that the amended minutes be signed by the Mayor as a correct record.

24. **COMMITTEE REPORTS**

24.1 **Minutes of the Plans Committee: 20 May 2014**

Councillor Cheng presented the Plans Committee minutes of the meeting of 20 May 2014.

It was noted that attendance at this meeting was low, with only four committee members present.

Minute 4: To appoint the Vice-Chairman of the Plans Committee

It was noted that the resignation of Councillor Barker as Vice Chairman of the Plans Committee had not been recorded in the minutes.

Minute 6: Current planning applications: 6-1: VAR/2014/0889: Land at Sandford Farm, Mohawk Way, Woodley

Councillor Gilder reiterated the concern that any material to be re-used on the site must not be contaminated.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 20 May 2014.

24.2 **Minutes of the Leisure Services Committee: 27 May 2014**

Councillor Barker presented the Leisure Services Committee minutes of the meeting of 27 May 2014.

Minute 6: Leisure Centres: Sports development: Cardiac Rehabilitation

After learning that the cardiac team brought their own defibrillator with them when they visited, Members asked the Town Clerk to investigate the cost of providing a defibrillator to be permanently located at Woodford Park Leisure Centre.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee held on 27 May 2014.

24.3 **Minutes of the Community Services Committee: 3 June 2014**

Councillor Smith presented the Community Services Committee minutes of the meeting of 3 June 2014.

Minute 12: Bus Shelter in Fairwater Drive

In reply to a question, the Service Support Manager informed Members that the replacement bus shelter would be installed during the third week of July.

Minute 24: Condition of Roads in Woodley

Councillor Walker informed members that Wokingham Borough Council planned to resurface part of Fairwater Drive, from Woodlands Avenue to Antrim Road, but that there were no plans to resurface the remainder of Fairwater Drive or Wallace Avenue.

Following a question regarding other roads in Woodley, Councillor Smith replied that it had been his understanding that the Council would make representation to Wokingham Borough Council regarding the state of Fairwater Drive and Wallace Avenue only, but that resurfacing of Rickman Close, Kingfisher Drive and Larch Drive would also be requested.

RESOLVED:

- ◆ To receive the minutes of the Community Services Committee held on 3 June 2014.

24.4 **Minutes of the Strategy and Resources Committee: 10 June 2014**

Councillor Haines presented the Strategy and Resources Committee minutes of the meeting of 10 June 2014.

Minute 6: Section 106 Project List

It was noted that the new play equipment at Malone Park had been funded by a Section 106 grant and the Council's capital programme. The Town Clerk agreed to amend the minutes to reflect the Council's contribution to the project.

Minute 13: Public Toilets Working Party

It was noted that Councillors Hayward and Challis had expressed their frustration at the slow progress of the project and the Town Clerk agreed to amend the minute of this item accordingly.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee held on 10 June 2014, subject to the above amendments.
- ◆ To approve the 2014/15 Capital Programme as set out in the schedule at Appendix B.

24.5 **Minutes of the Plans Committee: 17 June 2014**

Councillor Cheng presented the Plans Committee minutes of the meeting of 17 June 2014.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 17 June 2014.

25. **FINANCIAL STATEMENTS AND ANNUAL RETURN**

a) **Financial Statements for 2013/14**

The Mayor welcomed Alan Harland, the Council's internal auditor. Mr Harland explained that he had been aware that in previous years the accounts had been very lengthy and difficult for a layperson to understand. This year the accounts had been made shorter, but still sufficiently informative, and had been presented in a way that was easier to understand. In reply to a question regarding possible confusion caused by the use of a minus sign to denote net income Mr Harland agreed that in future an explanatory note at the beginning of the document would aid understanding of this convention.

RESOLVED:

- ◆ To approve the Financial Statements for 2013/14 and that they be signed by the Mayor and the Town Clerk.

b) **Annual return – Accounting Statements for 2013/14**

Members considered the Accounting Statements for 2013/14 and it was

RESOLVED:

- ◆ To approve the Accounting Statements for 2013/14 and that they be signed by the Mayor and the Town Clerk.

c) **Annual Return – Annual Governance Statement for 2013/14**

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

RESOLVED:

- ◆ To approve the Annual Governance Statement for 2013/14 and that this be signed by the Mayor and the Town Clerk.

The Mayor then announced that Alan Harland was retiring from internal auditing and presented him with a gift to thank him for his twelve years as the Council's internal auditor.

Mr Harland responded by saying that he had thoroughly enjoyed working with the Town Council; he used to live in Woodley and had enjoyed working with the local community. The Mayor thanked Mr Harland for the contribution both he and his wife had made to the community in Woodley.

26. **POWERS AND DUTIES OF COMMITTEES**

Members considered the recommendations from each of the standing committees on the Powers and Duties of the:

- a) Strategy and Resources Committee
- b) Leisure Services Committee
- c) Community Services Committee
- d) Plans Committee
- e) Town Clerk's Powers

and

RESOLVED:

- ◆ To approve the adoption of the revised Powers and Duties of Committees and the Town Clerk's Powers, attached to these minutes.
- ◆ That the Town Clerk provide a list of responsibilities undertaken by Full Council at the next meeting.

27. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"This is the first meeting of the Full Council after the Annual Meeting, which concentrates on appointments, so I feel it is appropriate to outline briefly our programme of business for the next year. The last year was quite an exciting one with a 5% council tax reduction for the first time in a very long time.

The coming year will be no different with some major activities planned. First of all the transfer of the lease for Bulmershe Leisure Centre has now been agreed in principle with negotiations well advanced. My Deputy Leader and I have already had a meeting with staff to explain the latest position as part of our promise to keep them informed. This transfer is expected to be completed late autumn. This would then be a trigger to push forward the building improvements, which could include a complete rebuild, for the leisure centre.

In parallel to that we are about to initiate the tendering and project management process for the long awaited toilet in the Town Centre. The process has taken longer than anyone wanted, due to resource constraints, which have now been resolved.

The 3G pitch application is continuing apace which is most encouraging. The whole area of Woodley Football is currently going through an exciting phase of which the 3G pitch is just one strand to this. As the Leader of the Town Council I am proud to be an integral part of these developments.

Following last year's hugely successful inaugural Festival of Business, it is scheduled to be repeated again this year in October. It will have a different format from the first one but I am sure it will be equally successful. I think it is

essential that the Town Council acts as an enabler to local small businesses in this way.

Finally I am pleased that, following the successful transfer of the Bulmershe Leisure Centre, the existing Leisure Services Manager, Andrew Bunn, will be remaining with the Town Council. One of his primary roles will be to improve the whole of Woodford Park, including the Leisure Centre. He has an impressive record in reducing the losses at the Bulmershe Leisure Centre which will be a great asset to doing the same at Woodford Park Leisure Centre.”

28. **BULMERSHE LEISURE CENTRE – REPLACEMENT OF FILTERS**

The Town Clerk presented Report No. FC 2/14 and explained that during planned maintenance of the filters to the swimming pool at Bulmershe Leisure Centre it was discovered that the filters urgently needed to be replaced. Failure of the filters would have resulted in the closure of the pool and in order to prevent this the Town Clerk had authorised the replacement of the filters to proceed as soon as possible. Members were asked to approve an additional allocation of £20,000 to the Bulmershe repairs budget from the general reserve to cover the replacement of the filters, as well as the cost of other repairs that may be necessary before the surrender of the Leisure Centre lease.

RESOLVED:

- ◆ To allocate £20,000 from the general reserve to the Bulmershe Leisure Centre repairs budget to cover the additional cost of installing new pool filters.

29. **COUNCIL TAX SUPPORT FUNDING**

Members noted the reply received from the Department for Communities and Local Government to the letter sent by the Town Clerk and were very disappointed that the Government would not intervene to ensure that localisation of council tax support funding was passed down to parish and town councils by billing authorities.

As the Department for Communities and Local Government had stated that billing authorities and parish and town councils should engage in constructive and collaborative dialogue to agree what level of funding should be passed down, it was

RESOLVED:

- ◆ To send a copy of this letter to the Chief Executive at Wokingham Borough Council and to ask him to meet with representatives from Woodley Town Council to justify to local tax payers why Wokingham Borough Council had not passed on the total amount of the Government funding to the town and parish councils.
- ◆ That Councillor Haines and Councillor Rowland represent Woodley Town Council at the meeting.
- ◆ That the Chairman of Wokingham and District Association of Local Councils also be invited to attend the meeting.

30. **GRANTS**

Members noted that letters of thanks had been received from Berkshire Multiple Sclerosis Therapy Centre and Wokingham & District CAB for the grants awarded by the Council.

31. **REPRESENTATIVES ON OUTSIDE BODIES**

- a) Members considered the invitation received from The Bulmershe School for the Council to nominate a school governor.

RESOLVED:

- ◆ That Councillor Cheng be appointed by the Council to serve as a governor of The Bulmershe School.

- b) Councillor Gilder informed the meeting that she had been appointed as the Wokingham Borough Council representative on the Highwood Management Committee and therefore Woodley Town Council needed to nominate another representative for this body.

RESOLVED:

- ◆ That Councillor Higgs represent the Council on the Highwood Management Committee.

- c) Members noted the following written reports:
- ARC report from Mrs Shelagh Flower
 - WASP report from Mrs Shelagh Flower

Councillor Baker requested that Mrs Flower be asked to supply a summary of the new ARC constitution.

Councillor Lawley congratulated Mrs Flower on making The Woodley Adopt a Street Project such a success.

- d) On behalf of the Woodley War Memorial Project Group Councillor Soane thanked the Council for its support. He reported that the installation of the war memorial was about to start and the unveiling ceremony would be on 15 July.

Councillor Franklin thanked Councillor Soane and Councillor Rahmouni for their work in support of the war memorial project and said that he was delighted that the war memorial was coming to fruition.

- e) Councillor Rahmouni gave a verbal report on the opening of the new veranda at the Sonning Alms Houses by the Rt Hon Theresa May MP.

32. **TOWN MAYOR'S ENGAGEMENTS**

The Town Mayor informed the Council of the 14 engagements he had attended since the last meeting.

The Mayor noted that most of the events he had attended recently had involved children. He had been pleased to see that Addington School had been included in Woodley Sports Week for the first time this year and their achievements had been inspiring. He had presented First Aid certificates at The Bulmershe School and had been particularly pleased to see that pupils had been instructed in the use of defibrillators.

The Deputy Mayor had attended 1 engagement since the last meeting.

33. **FUTURE AGENDA ITEMS**

An item allowing consideration of matters relating to the provision of a Neighbourhood Plan was requested.

It was agreed that members of Bulmershe Gym Club would be invited to talk to Members about competing in the Aerobic Gymnastics World Championships in Mexico.

Meeting closed at 9:30pm

TOWN FORUM

14 June 2014

Tom Clark, Woodley Business Forum, and Nicky Jerome, Borough Councillor for Bulmershe and Whitegates, were present at the Town Forum.

Mr Clark, who had been the Chairman of the Woodley Community Forum, asked Councillors whether any progress had been made on drawing up a neighbourhood plan for Woodley.

Councillor Baker explained that, unfortunately, other more pressing matters had pushed the neighbourhood plan down the list of priorities, but he assured Mr Clark that work would start shortly on the provision of a neighbourhood plan and said that Mr Clark would be informed when progress had been made.

Mr Clark asked what other Councillors felt about this matter and it was generally agreed that a neighbourhood plan would benefit Woodley; that although it would be expensive to produce, there was funding available to help with the cost of drawing up a neighbourhood plan, and when in place it would help the Town Council to obtain a higher level of any Community Infrastructure Levy on developments.

It was agreed that the production of a neighbourhood plan should be an agenda item for discussion at a future meeting.

WOODLEY TOWN COUNCIL

Draft Powers and Duties of the Strategy and Resources Committee

1. To regulate and control the finances of the Council with powers to revise, in each financial year, the estimates of the spending committees.
2. To collate the income and expenditure estimates and charges for each spending committee and to recommend to the Council the proposed expenditure and precept for the ensuing year.
3. To be authorised to approve additional expenditure, at the request of a spending committee, for items not included in that committee's estimates, providing that savings cannot be found within the requesting committee's estimates and that funds are available.
4. To inform and advise the Council on the annual capital programme projects.
5. To manage the committee's budget and be authorised to transfer funds between each budget heading within a location to meet unexpected expenditure within the powers delegated to the committee.
6. To authorise expenditure on capital schemes approved by the Council.
7. To recommend to Council the borrowing of funds and the raising of loans.
8. To approve leasing finance and investment of funds held by the Council and direct the appointment of Bankers, Building Societies and other financial establishments where funds are to be placed.
9. To give guidance and instructions to spending committees and officers for the formulation of forward programmes and financial guidelines.
10. To be authorised to approve the acceptance of a tender, other than the lowest, if payment is to be made by the Council, or the highest tender, if payment is to be received by the Council.
11. To be authorised to approve payments for purchases and services rendered to the Council and for the transfer of funds between the appropriate deposit accounts, including monitoring and replenishment of the Clerk's Imprest Account.
12. To oversee the management and development of The Oakwood Centre.
13. To manage the use of the Council's freehold and leasehold property and to make recommendations on all land use issues.
14. To deal with all leases and licences.
15. To ensure that the Council's existing services are effectively undertaken and that any new service[s] or facilities required are promptly identified.

16. To supervise communications between the Council and the public.
17. To provide for the replacement, renewal or repair of vehicles, plant, furniture and major items of equipment.
18. To be authorised to ensure that the Council is fully covered by insurance to carry out all the functions of a local authority.
19. To oversee the administration of the Council's offices and depots.
20. To deal with all staff matters, including determining numbers, job descriptions, pay scales and working hours, pension matters, recruitment, training and development of employees.
21. To make appointments to the posts reporting directly to the Town Clerk (as at June 2014: Service Support Manager, Committee Officer, Leisure Services Manager, Head Groundsman,)
22. To be authorised to act on behalf of the Council on the final internal appeal stage within the grievance and disciplinary procedures for all employees.
23. To deal with all matters affecting the Local Government boundaries of the town of Woodley.
24. To liaise and foster good relations with local authority associations.
25. To give consideration to and make recommendations on matters of major policy and use of resources, including consideration of those recommendations of other committees which are to be submitted to the Council when either major matters of policy and use of resources are concerned, or where the recommendation[s] of one committee on a particular matter differ[s] from the recommendation of another committee on the same matter.
26. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
27. To consider, where appropriate, the environmental impact on decisions being made by the committee.
28. To award grants in line with Section 137 of the Local Government Act 1972.

Reviewed 24 June 2014

WOODLEY TOWN COUNCIL

Draft Powers and Duties of the Leisure Services Committee

1. To provide, manage and promote informal and formal sports and recreational facilities within the parks and open spaces for individuals, groups and clubs.
2. To provide, manage and promote the use of Coronation Hall and Chapel Hall by the general public.
3. To provide, manage and promote the use of Bulmershe Leisure Centre and Woodford Park Leisure Centre by the general public.
4. To recommend the fees and charges for the use of the facilities within the Committee's remit.
5. To approve terms and conditions for the use of any of the facilities within the Committee's remit.
6. To have authority to agree one-off applications for free use of facilities, and to approve exclusive use of agreed areas or facilities by other local authorities or voluntary organisations.
7. To identify areas for the development of leisure and recreational facilities and activities and make any recommendations to the Council.
8. To provide and manage children's play equipment in the parks and open spaces managed or leased by the Council.
9. To provide and promote sports and leisure courses and activities, both in-house and through agencies, to residents and the general public.
10. To provide, manage and maintain the Council's parks, recreation grounds and open spaces, encompassing all fixed and loose fixtures and fittings.
11. To promote arts and culture in Woodley through the work of the Committee and act as an enabler to develop and provide art and cultural activities.
12. To co-operate and liaise with Wokingham Borough Council on recreational and associated matters.
13. To co-operate and liaise with other local authorities and organisations on the promotion and development of recreational facilities, which are to the benefit of Woodley residents.
14. To develop new leisure and recreational facilities in the Council's ownership or jointly with other statutory or voluntary bodies.
15. To liaise and co-operate with other bodies who are developing leisure or recreational facilities of benefit to the people of Woodley.

16. To seek grant or other funding towards the costs of new developments or activities within the Committee's remit and make any recommendations to the Strategy and Resources Committee or Council, where appropriate.
17. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates, in accordance with the policies and format required by the Strategy Resources Committee.
18. To be authorised to appoint sub-committees and/or working parties to deal with matters delegated to the committee, and to delegate such powers as vested in the committee.
19. To manage the committee's budgets and be authorised to transfer funds between each head within a location to meet unexpected expenditure within the powers delegated to the committee.
20. To consider, where appropriate, the environmental impact on decisions being made by the committee.

Reviewed 24 June 2014

WOODLEY TOWN COUNCIL

Draft Powers and Duties of the Community Services Committee

1. To manage, maintain and provide footpath lighting, street seats, bus shelters, notice boards in accordance with the approved estimates and to advise the Council on future requirements.
2. To organise and work with other groups on events which promote the identity and community activity within Woodley.
3. To manage, maintain and promote the Council's allotments, and to liaise with the Allotment Tenants' Association on the management of the site and to engender a good working relationship.
4. To promote and encourage the use of public transport services, to meet the needs of Woodley residents and traders, either directly or by liaison with existing operators and to support improved facilities for the disabled, pedestrians and cyclists.
5. To provide facilities to help and advise the public directly or through voluntary agencies, such as the Citizens Advice Bureau.
6. To represent the interests of Woodley people by co-operation and liaison with other statutory authorities, voluntary organisations and enterprises which provide service to them [excluding recreational and planning issues].
7. To respond to consultations from statutory bodies and other organisations providing services in the town on matters within the Committee's remit.
8. To liaise with any bodies providing, or intending to provide, housing for rent in Woodley or to Woodley people.
9. To consider any other matters of interest to Woodley people, within the Committee's remit, making recommendations to the Strategy and Resources Committee if unplanned expenditure is required.
10. To recommend to the Strategy and Resources Committee the committee's requirements for revenue estimates.
11. To monitor and manage the Committee's budgets and be authorised to transfer funds between each expenditure head, within a location, to meet unexpected expenditure within the powers delegated to the committee.
12. To be authorised to appoint sub-committees and working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
13. To discourage waste and to promote the recycling of materials and the use of such materials wherever appropriate.
14. To consider, where appropriate, the environmental impact on decisions being made by the committee.
15. To consider and make representations, where appropriate, on environmental issues within Woodley that may have an adverse effect on residents.
16. To work with other organisations, agencies and charities to provide services and facilities for young people in Woodley.

Reviewed 24 June 2014

WOODLEY TOWN COUNCIL

Draft Powers and Duties of the Plans Committee

1. To represent the interests of Woodley people by commenting upon all planning issues, including Development Briefs, Local Plans, Structure Plans, Development Control, Planning Appeals, Mineral Extraction and Waste Disposal and to make site visits where necessary.
2. To disseminate information on planning issues to Woodley people and to encourage their participation in responding to consultations on planning matters.
3. To use full delegated authority to exercise the Town Council's statutory right to be consulted and to make representations to the local planning authority on planning applications.
4. To consider the environmental impact of planning proposals in Woodley and adjacent parishes.
5. To propose new street names and maintain and review a list for that purpose.
6. To be authorised to appoint sub committees and/or working parties to deal with matters delegated to the committee and to delegate such powers as vested in the committee.
7. To oversee arrangements for the Council's views to be presented to the local planning authority where an application has been listed for consideration by Wokingham Borough Council Planning Committee. These arrangements to be in line with the Council's policy (FC 24/6/13 Min No 31) that such a presentation be undertaken by a town councillor for the ward in which the application is situated; if that is not possible a member of the Plans Committee will make the presentation.
8. To receive notification of:
 - planning applications
 - planning decisions
 - planning appeals
 - consent for tree works
 - enforcement matters
 - neighbour consultations
 - permitted development certificates
 - other matters relating to the planning process

Reviewed 24 June 2014

WOODLEY TOWN COUNCIL

Draft Powers delegated to the Town Clerk

1. To be head of the Council's paid service, with authority over all employees for ensuring the efficient management of the use of the Council's resources.
2. To be the "Proper Officer" of the Council for the purposes of the Local Government Act, 1972 and for all other statutory purposes.
3. To be the Responsible Financial Officer in accordance with Section 151 of the Local Government Act, 1972, the Audit and Account Regulations and other relevant financial regulations.
4. To act as the Council's principal advisor on matters of general policy and for the co-ordination of advice on matters affecting such policy.
5. To be empowered to seek any required planning or building control permission in pursuance of any resolution or objective of the Council.
6. To be responsible for the day-to-day maintenance of all Council property, equipment and machinery.
7. To sign, seal and deliver any agreements, contracts, conveyances, licences, permission, consent or approval which may be required under any enactment or by virtue of any contract, covenant or agreement in the presence of two Members of the Council.
8. To be the holder of any licences in respect of any of the Council's public buildings and, whilst such licences are in operation, to have overall responsibility for such buildings or area for which the licence is granted.
9. To administer meetings of the Council, its committees and sub-committees; preparing such notices, agendas, reports and minutes as are needed to comply with the relevant statute.
10. To have authority to deal with all enquiries, petitions and complaints from members of the public and referring those that cannot be resolved to the Leader/Deputy Leader of the Council and appropriate committee Chairman.
11. To be authorised to issue press statements on behalf of the Council in accordance with approved activities and pursuant with the objectives of the Council.
12. To be authorised to liaise with other public authorities, statutory and voluntary bodies and to attend the necessary meetings.
13. To be responsible for all staff matters, the appointment of all staff other than the posts that report directly to the Town Clerk. (As at June 2014 these are; Service Support Manager, Committee Officer, Leisure Services Manager, Head Groundsman,.) If necessary to be the Proper Officer for dealing with grievance matters, disciplinary procedures and, in the appropriate cases, for the dismissal of staff. A report to be submitted to the Strategy and Resources Committee where staff are dismissed.

14. To be authorised to place orders on behalf of the Council in accordance with the approved estimates, policies of the Council and the Standing Orders.

15. To be authorised to make payments for:

Staff salaries and wages.

Staff expenses/training fees/conference fees.

Refund of deposits held

Grants

Goods and services which require payment in advance or where payment is a matter of urgency

reporting to the Strategy and Resources Committee on all payments made.

16. To be authorised to delegate duties to the staff, providing full control measures exist, and during absence through leave, sickness, or for any other authorised reason, to delegate to the appropriate Managers.

17. To be authorised in extreme urgency to take such action as necessary to protect the Council, the general public, staff or property, where it would be impracticable or impossible to obtain prior authority from the Council or its committees.

18. To be authorised to make short-term investments to a maximum of the precept at any one time. Such investments shall meet the requirements set out in the Council's Treasury Management Strategy with either reputable banks or building societies and on terms best beneficial to the Council. To report to the Strategy and Resources Committee all investments made, the institutions used and the rates of interest obtained.

Woodley Town Council

Minutes of the Urgency Committee – Monday 18 August 2014

COMMITTEE MEMBERSHIP

Councillors Baker, Franklin, Rowland, Smith and Soane were contacted by email on 18 August 2014 and provided with a copy of Report No UC1/14 (attached to these minutes). Councillors Franklin, Rowland, Smith and Soane responded by email to the Town Clerk in favour of the recommendation. It was therefore

RESOLVED:

- ◆ **That, in order to retain the political balance required under Standing Order 4 a iii) on the Leisure Services and the Plans Committees, Councillor Rahmouni be removed from these committees and that Councillor Gilder be appointed to the Leisure Services Committee and Councillor Challis be appointed to the Plans Committee with effect from midday 19 August 2014.**

COMMITTEE MEMBERSHIP

REPORT OF THE TOWN CLERK

Purpose of Report

To approve appointments to the Council's Leisure Services Committee and Plans Committee following the resignation of Councillor Rahmouni from the Liberal Democrat Party and his confirmation that he is now a member of the Conservative Party.

The Council has the authority to alter the membership of a standing committee (SO 4 a ii)). In the absence of a meeting of Council before meetings of these committees take place, this matter is being dealt by the Urgency Committee in order that the membership of the relevant committees remain in line with Standing Order 4 a iii). This standing order requires standing committees to be constituted so that the membership of each committee is divided between the parties or combination of parties in the same proportion as are members of the Council.

The Plans Committee is scheduled to meet at 7.45pm on Tuesday 19 August. The Leisure Services Committee is scheduled to meet on Tuesday 2 September.

Background

Councillor Rahmouni informed the Service Support Manager that as of 17 July 2014 he was no longer a member of the Liberal Democrat Party and that he had joined the Conservative Party.

The existing ratio on the Council's four standing committees (each made up of 9 members) of 4 Liberal Democrat Party members, 4 Conservative Party members and 2 Independent Party members is not changed. However, Councillor Rahmouni was appointed to the Leisure Services and the Plans Committees as a member of the Liberal Democrat Party. This means that these committees are not now constituted in line with Standing Order 4 a iii).

Information

The Leader of the Liberal Democrat Group has been contacted to establish the group's nominations for one place on each of these committees to replace Councillor Rahmouni in order that the political balance on these committees is in line with the parties' representation on the Council as a whole. The Liberal Democrat Group wishes to nominate Councillor Gilder to the Leisure Services Committee and to nominate Councillor Challis to the Plans Committee.

The Urgency Committee is asked to consider:

- altering the membership of the Leisure Services Committee by removing Councillor Rahmouni from the committee and appointing Councillor Gilder to the Liberal Democrat place on this committee.
- altering the membership of the Plans Committee by removing Councillor Rahmouni from the committee and appointing Councillor Challis to the Liberal Democrat place on this committee

Recommendation:

- ◆ **That, in order to retain the political balance required under Standing Order 4 a iii) on the Leisure Services and the Plans Committees, Councillor Rahmouni be removed from these committees and that Councillor Gilder be appointed to the Leisure Services Committee and Councillor Challis be appointed to the Plans Committee with effect from midday 19 August 2014.**

Woodley Town Council

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

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

Also in Attendance :- L. Matthews, Committee Officer

25 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor R. Duncan.

26 DECLARATIONS OF INTEREST

Councillor M. Walker - Personal interest: Agenda item 05.8, planning application F/2014/1421: 191 Colemansmoor Road, as the applicant is known to her.
Councillor Walker took no part in the discussion or decision on this item.

27 MINUTES OF PREVIOUS MEETING

RESOLVED:

To approve the minutes of the meeting held on 17 June 2014 and for the Chairman to sign them as a true and accurate record.

28 PLANNING DECISIONS

RESOLVED:

To note information on decision notices received from the planning authority since the last meeting. (Appendix 28)

29 CURRENT PLANNING APPLICATIONS

RESOLVED:

To forward comments to the Borough Council as follows:

29- 1	CL/2014/1545	Plot Ref :-	Type :-	Cert Law
	Applicant Name :-	Mr Kam Wah Lam	Date Received :-	14/07/2014
	Location :-	4 The Parade Coppice Road Woodley RG5 3RB	Date Returned :-	17/07/2014
	Proposal :	Application for a certificate of existing lawful development for use of ground floor premises as a hot food takeaway under class A5.		
	Observations :	The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.		

29- 2	F /2014/1280	Plot Ref :-	Type :-	Full
	Applicant Name :-	Miss Julie Clements	Date Received :-	17/06/2014
	Location :-	19 Wingate Road Wingate Road Woodley RG5 4JU	Date Returned :-	17/07/2014
	Proposal :	Proposed erection of rear conservatory.		

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

29- 3 F /2014/1315 Plot Ref :- Type :- Full
Applicant Name :- Mrs Janette Baker Date Received :- 14/07/2014
Location :- 6 Lavenham Drive Date Returned :- 17/07/2014
Lavenham Drive
Woodley
RG5 4PP
Proposal : Proposed erection of a single storey rear extension to dwelling to form conservatory.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

29- 4 F /2014/1322 Plot Ref :- Type :- Full
Applicant Name :- Ms Sam Lloyd Date Received :- 19/06/2014
Location :- 8 Blossom Grove Date Returned :- 17/07/2014
Blossom Grove
Woodley
RG5 4RB
Proposal : Proposed part conversion of garage to create habitable accommodation to dwelling.
Observations : No objections.

29- 5 F /2014/1324 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs Shrubbs Date Received :- 19/06/2014
Location :- 37 Nimrod Close Date Returned :- 17/07/2014
Nimrod Close
Woodley
RG5 4UW
Proposal : Proposed first floor side extension.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

29- 6 F /2014/1356 Plot Ref :- Type :- Full
Applicant Name :- Mr N Irshad Date Received :- 23/06/2014
Location :- 32 Lismore Close Date Returned :- 17/07/2014
Lismore Close
Woodley
RG5 3RT
Proposal : Proposed erection of 3 bed detached dwelling with associated works.
Observations : Three residents were present at the meeting to voice their concerns and one letter of concern had been received.

The Committee considered the application and recommended that planning permission be refused on the following grounds:
- The addition of another property would exacerbate the current parking problems in Lismore Close.
- Concerns regarding the access for emergency and refuse vehicles if the parking situation in the close is worsened.
- Although the plans show two parking spaces on the drive of the proposed new property, these spaces appear very cramped and it is

difficult to see how they would be accessed.

- Out of keeping with the street scene.
- Proximity to the A3290.
- Concern that the size of the accommodation does not comply with Wokingham Borough Council guidelines.
- Concern that construction traffic will block the access to existing houses.

29- 7 F /2014/1397 Plot Ref :- Type :- Full

Applicant Name :- Cistermiser Ltd Date Received :- 30/06/2014

Location :- Units 1&2 Woodley Park Estate Date Returned :- 17/07/2014
59 Reading Road
Woodley
RG5 3AW

Proposal : Application to insert 3 No. high level obscure glazed windows on rear elevation.

Observations : 2 letters of objection had been received for this application.

The committee supported the residents' concerns that the neighbouring gardens would be overlooked, resulting in a loss of privacy, and if planning permission is granted would request that obscure glass should be mandatory and the windows should not be openable.

It should be noted that one resident claims that a previous condition imposed on the existing windows that they should not be opened by more than 125mm has not been adhered to.

29- 8 F /2014/1405 Plot Ref :- Type :- Full

Applicant Name :- Mr A Shambrook Date Received :- 25/06/2014

Location :- 26 Walmer Road Date Returned :- 17/07/2014
Walmer Road
Woodley
RG5 4PN

Proposal : Proposed erection of a part two storey/part single storey rear extension and single storey front extension to dwelling, plus replacement of existing roof tiles and render to front elevation.

Observations : One letter of concern had been received for this application.
The concerns related to:
- The size of the extension will make it overbearing.
- The integrity of the walls and roof of the adjacent linked garage must be maintained.
- The extension extends over a drain at the rear of the property and this must not be damaged.

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

29- 9 F /2014/1418 Plot Ref :- Type :- Full

Applicant Name :- Mr & Mrs David Duvall Date Received :- 27/06/2014

Location :- 39 Hudson Road Date Returned :- 17/07/2014
Hudson Road
Woodley
RG5 4EN

Proposal : Proposed sub division of existing dwelling house into two dwellings.

Observations : The Committee recommended that planning permission be refused on the following grounds:
- Sub-division of the existing dwelling would create a terrace of houses.
- Not in keeping with the street scene.

- Parking spaces for the middle house would be in front of the new end house.
 - Planning permission has previously been granted to extend the original property and this should not now be allowed to be turned into a separate dwelling.
-

29- 10 F /2014/1421 Plot Ref :- Type :- Full

Applicant Name :- Ms G Sloan Date Received :- 27/06/2014

Location :- 191 Colemansmoor Road Date Returned :- 17/07/2014
 Colemans Moor Road
 Woodley
 RG5 4DD

Proposal : Proposed conversion of existing garage to additional habitable accommodation.

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

29- 11 F /2014/1436 Plot Ref :- Type :- Full

Applicant Name :- Mr Mark Briggs Date Received :- 03/07/2014

Location :- 25 Fosters Lane Date Returned :- 17/07/2014
 Fosters Lane
 Woodley
 RG5 4HH

Proposal : Proposed erection of single storey side and rear extensions, plus conversion of roofspace to create habitable accommodation to dwelling.

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

29- 12 F /2014/1458 Plot Ref :- Type :- Full

Applicant Name :- Mr D Dudman Date Received :- 02/07/2014

Location :- 2 Oban Gardens Date Returned :- 17/07/2014
 Oban Gardens
 Woodley
 RG5 3RG

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

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

29- 13 F /2014/1490 Plot Ref :- Type :- Full

Applicant Name :- Miss Tiffany Wallington Date Received :- 08/07/2014

Location :- 11 Western Avenue Date Returned :- 17/07/2014
 Western Avenue
 Woodley
 RG5 3BJ

Proposal : Proposed erection of two storey side extension with pitched roof.

Observations : The Committee had no objections to this proposal, but would like there to be a condition that the finish of the brickwork should match the original brickwork, as shown on the submitted illustrations.

29- 14 F /2014/1493 Plot Ref :- Type :- Full
Applicant Name :- Church Council Date Received :- 09/07/2014
Location :- Christ Church Date Returned :- 17/07/2014
Crockhamwell Road
Woodley
RG5 3LA
Proposal : Proposed relocation of fire exit, increase size of existing windows and add additional window to upper hall.
Observations : No objections.

29- 15 F /2014/1503 Plot Ref :- Type :- Full
Applicant Name :- Ms Gemma Rawlings Date Received :- 08/07/2014
Location :- 33 Selcourt Close Date Returned :- 17/07/2014
Selcourt Close
Woodley
RG5 3AS
Proposal : Proposed single storey front extension, raising of roof with side dormer extension to create first floor accommodation to dwelling. Removal of chimney stack.
Observations : One resident was present at the meeting to voice his concerns regarding this application.

The Committee discussed the application and recommended that the application should be refused on the following grounds:
- The dormer window will overlook the neighbouring property leading to loss of privacy.

If planning permission is granted there should be a condition that obscure glass must be used in this window.

29- 16 F /2014/1510 Plot Ref :- Type :- Full
Applicant Name :- Mr Chris Hickey Date Received :- 14/07/2014
Location :- 143 Crockhamwell Road Date Returned :- 17/07/2014
Crockhamwell Road
Woodley
RG5 3JP
Proposal : Proposed erection of a single storey extension and new shop front and installation of two air conditioning units.
Observations : No comment.

29- 17 O /2014/1249 Plot Ref :- Type :- Outline
Applicant Name :- London & Cambridge Properties Date Received :- 27/06/2014
Location :- Part of Former Linpac Site Date Returned :- 17/07/2014
Headley Road East
Woodley
RG5 4HY
Proposal : Outline applicaton for residential development of up to 29 dwellings with associated access, car parking, open space and landscaping (means of access to be considered).
Observations : The Committee considered that this proposal was an improvement on the previous application for this site, but strongly felt that the interests of Woodley would be better served by providing the light industrial units that were originally agreed.

The Committee therefore recommended that this application be refused.

30 PLANNING APPEALS

RESOLVED:

a) To note the following appeal decision:

Appeal Ref: APP/X0360/D/14/2218769
Location: 35 Selsdon Avenue, Woodley, RG5 4PQ
Proposed development: Erection of single storey rear and side extensions plus 2 x side flat roof dormers (extended) retrospective planning permission F/2013/0961.
Decision: Appeal dismissed

b) To note that a Public Inquiry is to be held into the following appeal:

Application No: O/2013/0668
Location: Former Linpac Metal Packaging Site, Headley Road East, Woodley.
Proposed development: Outline application for residential development of up to 34 dwellings with associated access, car parking, open space and landscaping (means of access to be considered).

31 NEIGHBOUR CONSULTATION SCHEME

RESOLVED:

To note application OFF/2014/1306.
Location: Lodden Vale House, Hurricane Way, Woodley, RG5 4UX
Proposal: Prior approval submission for the conversion of ground and first floor of existing offices (Use Class B1) to 12 residential units (Use Class C3).

To note application HH/2014/1520
Location: 17 Tennyson Road, Woodley, RG5 3RH
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 3.17m, for which the maximum height would be 3.00m, and for which the height of the eaves would be 2.20m.

32 TREE PRESERVATION ORDERS

RESOLVED:

To note the following:

Woodland 3 of TPO 3/1951: 15 Highgate Road, Woodley.
Consent for the selective pruning of a Scots pine.

33 ENFORCEMENT ISSUES

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

The Meeting closed at : 9:25pm

Signed : _____ Chairman Date: _____

On behalf of :- Woodley Town Council

Woodley Town Council

PLANNING DECISIONS

Plan No.	Address	Proposal	Decision
CLP/2014/1109	108 Loddon Bridge Road	Erection of a single storey side extension to form an enclosed porch.	Approved
F/2014/0276	55 Hawker Way	Proposed erection of first floor side extension to dwelling.	<i>Withdrawn</i>
F/2014/0616	Shop Unit 4 Loddon Vale Centre	Application for proposed change of use from sandwich bar (A1) use to (A3) use.	Approved
F/2014/0724	111 Haddon Drive	Proposed erection of single storey front extension , single storey rear extension and demolition of existing garage.	Approved
F/2014/0730	Farriers Farriers Close	Proposed erection of a new detached 2-bay garage.	Approved
F/2014/0746	12 The Ridgeway	Proposed erection of single storey extension to side of dwelling plus a loft conversion with front and rear dormers.	Approved
F/2014/0874	145 Crockhamwell Road	Proposed change of use from Use Class A2 (Financial and Professional Services) to Use Class A5 (Hot Food Takeaway); and installation of extraction/ventilation equipment.	Approved
F/2014/0897	19 Blanchard Close	Proposed erection of rear conservatory following demolition of existing conservatory.	Approved
F/2014/0980	21 Sherbourne Drive	Proposed erection of single storey side extension to dwelling, plus insertion of first floor side window.	Approved
F/2014/1074	13 Eastwood Road	Proposed erection of a detached dwelling, following demolition and removal of existing garage, and creation of additional car parking spaces off Keswick Gardens.	REFUSED
F/2014/1017	88 Antrim Road	Proposed erection of single storey front extension and conversion of garage to additional habitable accommodation.	Approved
F/2014/1026	7 Chard Close	Proposed erection of a single storey front extension to dwelling	Approved
F/2014/1206	7 Beaufield Close	Proposed erection of single storey rear extension and single storey front extension to the existing garage.	<i>Withdrawn</i>
HH/2014/1223	40 Austin Road	Determination as to whether prior approval is required for the erection of a single storey extension to the rear of the dwelling.	Prior approval not required
OFF/2014/0974	2 Southlake Parade Kingfisher Drive	Prior approval submission for the proposed change of use from a retail (Use Class A1) use to a self contained residential flat (Use Class C3).	Prior approval granted

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Minutes of an extraordinary meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 5 August 2014 at 7:00 pm

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

Officers present: *K. Murray, Service Support Manager; A. Bunn, Leisure Services Manager*

22. **APOLOGIES**

Apologies for absence were received from Councillors K. Haines and D. Mills.

23. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

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

RESOLVED:

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

25. **BULMERSHE LEISURE CENTRE**

The Service Support Manager presented Report No. SR 27/14 detailing the proposed terms for the early surrender of the lease for Bulmershe Leisure Centre.

The proposed terms were discussed and considered as set out in the report.

RESOLVED:

- ◆ To agree the heads of terms in principle for the early surrender of the lease for Bulmershe Leisure Centre with a target date of 1 October 2014, on the basis of the information set out in the report and subject to:
 - Agreement of the final legal document effecting the transfer.
 - Receipt of a statement of intent from Wokingham Borough Council regarding the provision of leisure services at the Bulmershe site and the provision of a swimming pool facility for public and school use beyond March 2015.
 - The continuing work and liaison with the Town Council on the promotion of sports and health activities in Woodley.

The meeting closed at 7:45pm

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Woodley Town Council

Minutes of a Meeting of the Plans Committee held at the Oakwood Centre on Tuesday 19 August 2014 at 7:45 pm.

Committee Members Present :- Councillor T. Barker
Councillor P Challis
Councillor J. Cheng (Chairman)
Councillor R. Duncan
Councillor L. Hayward
Councillor M. Holmes
Councillor R. Neall
Councillor M. Walker
Councillor M. Willson

Also in Attendance :- L. Matthews, Committee Officer

34 COMMITTEE MEMBERSHIP

It was noted that Councillor P. Challis has replaced Councillor S. Rahmouni on the Plans Committee, following a resolution by the Urgency Committee on 18 August 2014.

The Chairman welcomed Councillor Challis to the committee.

35 APOLOGIES FOR ABSENCE

There were no apologies for absence.

36 DECLARATIONS OF INTEREST

Councillor R. Neall - Personal interest: Agenda item 05.15, planning application F/2014/1723: 39 Hudson Road, as the applicant is known to him.
Councillor Neall took no part in the discussion or decision on this item.

37 MINUTES OF PREVIOUS MEETING

RESOLVED:

To approve the minutes of the meeting held on 15 July 2014 and for the Chairman to sign them as a true and accurate record.

38 PLANNING DECISIONS

RESOLVED:

To note information on decision notices received from the planning authority since the last meeting. (Appendix 38).

39 CURRENT PLANNING APPLICATIONS

RESOLVED:

To forward comments to the Borough Council as follows:

39- 1	A /2014/1586	Plot Ref :-	Type :-	Advertise
	Applicant Name :-	DPGS Ltd	Date Received :-	18/08/2014
	Location :-	145 Crockhamwell Road Crockhamwell Road Woodley RG5 3JP	Date Returned :-	20/08/2014
	Proposal :	Proposed installation of 1No. internally illuminated fascia sign and 1No. internally illuminated projecting sign.		
	Observations :	No objections, but would recommend that the "switch-off" time coincides with the rest of the precinct.		

39- 2 A /2014/1656 Plot Ref :- Type :- Advertise
Applicant Name :- Robert Dyas Ltd Date Received :- 04/08/2014
Location :- 57 Crockhamwell Raod Date Returned :- 20/08/2014
Crockhamwell Road
Woodley
RG5 3SZ
Proposal : Application for advertisement consent for the proposed erection of 1 No. replacement internally illuminated fascia sign and 1 No. new externally illuminated projecting sign.
Observations : No objections, but would recommend that the "switch-off" time coincides with the rest of the precinct.

39- 3 F /2014/1221 Plot Ref :- Type :- Full
Applicant Name :- Mr S Denby Date Received :- 10/06/2014
Location :- 9 Ryecroft Close Date Returned :- 23/06/2014
Ryecroft Close
Woodley
RG5 3BP
Proposal : Proposed erection of two storey rear and side extensions and single storey rear and side extensions to dwelling.
Revised plans received 29/07/2014: Setting in of first floor extension by 1.5m and the hiping of the roof of the ground floor element.
Observations : One resident was present at the meeting to voice his concerns and two letters of objection had been received.
The concerns related to:
- The proposed extension would be overbearing.
- The two storey extension is very close to the boundary with the adjacent, attached property.
- Loss of light to the neighbouring property.
- A terracing effect would be created at the front of the property.
Following the residents' concerns the committee discussed the proposals and recommended that the application be refused on the following grounds:
- Out of keeping with the street scene.
- Would create a terracing effect.
- Out of scale and character.
- Loss of light to No.10.
- Loss of privacy to No.10.
Following receipt of revised drawings on 29/07/2014 the committee considered the proposals again on 19/08/2014. Two residents were present at this meeting and one further letter of objection had been received.
The committee reiterated their previous objections and had one additional concern and therefore recommended that the application be refused on the following grounds:
- Out of keeping with the street scene.
- Would create a terracing effect.
- Out of scale and character.
- Loss of light to No.10.
- Loss of privacy to No.10.
- Concern that this could set a precedent in Ryecroft Close.

39- 4 F /2014/1559 Plot Ref :- Type :- Full
Applicant Name :- Mr Ray Proud Date Received :- 16/07/2014
Location :- 26 Tiger Close Tiger Close Date Returned :- 20/08/2014
Woodley
RG5 4UY
Proposal : Proposed erection of front porch, part garage conversion to habitable accommodation, change back door to window, add side door and window and add rooflight to rear extension.
Observations : No objections.

39- 5 F /2014/1560 Plot Ref :- Type :- Full
Applicant Name :- Mr Alex Tarvin Date Received :- 16/07/2014
Location :- 22 Austin Road Austin Road Date Returned :- 20/08/2014
Woodley
RG5 4EJ
Proposal : Proposed erection of single storey rear extension to dwelling.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

39- 6 F /2014/1576 Plot Ref :- Type :- Full
Applicant Name :- Mr Doug Shepherd Date Received :- 28/07/2014
Location :- 6 Silver Fox Crescent Silver Fox Crescent Date Returned :- 20/08/2014
Woodley
RG5 3JA
Proposal : Proposed erection of 4 bed house with new access following removal of existing conservatory at No.6 Silver Fox Crescent.
Observations : One resident was present at the meeting to voice his concerns.

Following the resident's comments the committee discussed the proposal and recommended the planning application be refused on the following grounds:
- the committee recognised that the proposal was considerably smaller than the previous application, but still felt that it was an overdevelopment of the plot.
- Overbearing in terms of massing and height.
- Loss of light to 45 Crockhamwell Road.
- Unpleasing appearance.
- Exacerbation of flooding which is believed to occur in this area.
- Exacerbation of parking problems, particularly with the presence of double yellow lines.
- Inadequate amenity space for 6 Silver Fox Crescent and for the proposed new dwelling.

39- 7 F /2014/1589 Plot Ref :- Type :- Full
Applicant Name :- Mrs Vanessa Little Date Received :- 18/07/2014
Location :- 25 Vauxhall Drive Vauxhall Drive Date Returned :- 20/08/2014
Woodley
RG5 4EA
Proposal : Proposed erection of a first floor front extension to dwelling.
Observations : The committee agreed to make no comment but particularly asked that

any neighbours' concerns be taken into account.

39- 8 F /2014/1590 Plot Ref :- Type :- Full
Applicant Name :- Mr James Clark Date Received :- 29/07/2014
Location :- 29 Manners Road Date Returned :- 20/08/2014
Manners Road
Woodley
RG5 3EA
Proposal : Proposed erection of front porch following demolition of existing porch.
Observations : No objections.

39- 9 F /2014/1608 Plot Ref :- Type :- Full
Applicant Name :- Miss Leanne Gale Date Received :- 23/07/2014
Location :- 134 Nightingale Road Date Returned :- 20/08/2014
Nightingale Road
Woodley
RG5 3LZ
Proposal : Proposed erection of a single storey front, side and rear extension to dwelling.
Observations : The committee had the following concerns regarding this application:
- The proposed extension would approximately double the area of the ground floor.
- From the Block Plan it would appear that the neighbouring property has a conservatory to the rear. The impact of the proposed extension on this conservatory should be assessed.

39- 10 F /2014/1611 Plot Ref :- Type :- Full
Applicant Name :- Wokingham Housing Ltd Date Received :- 23/07/2014
Location :- Fosters Home For The Elderly Date Returned :- 20/08/2014
Fosters Lane
Woodley
RG5 4HH
Proposal : Proposed erection of 34 No. one bedroom flats with ancillary communal facilities for the frail elderly and dementia extra care with new access and parking.
Observations : Four residents were present at the meeting.

Following the residents' comments the committee discussed the proposal and in general supported the application, but had the following concerns:
- Would like more parking spaces to be provided to meet the needs of staff and visitors.
- The boundary treatments should be discussed with the immediate neighbours, particularly with regard to the height of fences.
- The effect of ground level changes on adjacent properties must be considered.

39- 11 F /2014/1616 Plot Ref :- Type :- Full
Applicant Name :- Mr M Iqbal Date Received :- 30/07/2014
Location :- 8 Butts Hill Road Date Returned :- 20/08/2014
Butts Hill Road
Woodley
RG5 4NH
Proposal : Proposed erection of two storey front extension.

Observations : No objections.

39- 12 F /2014/1638 Plot Ref :- Type :- Full
Applicant Name :- Mrs Lisy George Date Received :- 08/08/2014
Location :- 22 Chequers Way Date Returned :- 20/08/2014
Chequers Way
Woodley
RG5 3EH
Proposal : Proposed erection of single storey side extension and front porch.
Observations : No objections.

39- 13 F /2014/1660 Plot Ref :- Type :- Full
Applicant Name :- Mr N Bonney Date Received :- 31/07/2014
Location :- 13 Eastwood Road Date Returned :- 20/08/2014
Eastwood Road
Woodley
RG5 3PY
Proposal : Proposed erection of two bedroom detached dwelling and garage.
Observations : One resident was present at the meeting to voice his concerns and two letters of concern had been received.

Following the resident's comments, the committee discussed the application and recommended the planning application be refused on the following grounds:
- The drawings are inconsistent, with the plan indicating a detached property and the front elevation showing a terrace.
- Violation of the building line in Keswick Gardens.
- Loss of amenity space.
- The proposed building will create a blind spot for traffic turning in and out of Keswick Gardens.
- Provision of a garage entrance in Keswick Gardens will reduce the parking available in Keswick Gardens and exacerbate the current parking problems.
- Exacerbation of parking problems and the creation of a blind spot will lead to problems for emergency vehicles trying to access Keswick Gardens.

39- 14 F /2014/1683 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs T Ormiston Date Received :- 01/08/2014
Location :- 3 Godstow Close Date Returned :- 20/08/2014
Godstow Close
Woodley
RG5 4LE
Proposal : Proposed erection of single storey rear extension to dwelling.
Observations : No objections.

39- 15 F /2014/1705 Plot Ref :- Type :- Full
Applicant Name :- Mrs Thomas Date Received :- 07/08/2014
Location :- 19 Woodlands Avenue Date Returned :- 20/08/2014
Woodlands Avenue
Woodley
RG5 3HN
Proposal : Proposed erection of a single storey rear extension to form a conservatory.
Observations : No objections.

39- 16 F /2014/1708 Plot Ref :- Type :- Full
Applicant Name :- Mr V Sthalekar Date Received :- 11/08/2014
Location :- 7 Beaufield Close Date Returned :- 20/08/2014
Beaufield Close
Woodley
RG5 3DH
Proposal : Proposed erection of single storey rear extension to dwelling and front extension to garage. Plus erection of front car port and conversion of garage to habitable accommodation.
Observations : No objections.

39- 17 F /2014/1723 Plot Ref :- Type :- Full
Applicant Name :- Mr & Mrs David Duvall Date Received :- 06/08/2014
Location :- 39 Hudson Road Date Returned :- 20/08/2014
Hudson Road
Woodley
RG5 4EN
Proposal : Proposed sub division of existing dwelling house into two dwellings.
Observations : The committee recommended that planning permission be refused on the following grounds:
- Sub-division of the existing dwelling would create a terrace of houses.
- Not in keeping with the street scene.
- Parking spaces for the middle house would be in front of the new end house.
- Planning permission has previously been granted to extend the original property and this should not now be allowed to be turned into a separate dwelling.

39- 18 F /2014/1742 Plot Ref :- Type :- Full
Applicant Name :- Mr Z Shehu Date Received :- 12/08/2014
Location :- 35 Selsdon Avenue Date Returned :- 20/08/2014
Selsdon Avenue
Woodley
RG5 4PQ
Proposal : Retrospective application for the installation of 3No. windows to side dormers.
Observations : The committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

39- 19 F /2014/1800 Plot Ref :- Type :- Full
Applicant Name :- DPGS Ltd Date Received :- 18/08/2014
Location :- 145 Crockhamwell Road Date Returned :- 20/08/2014
Crockhamwell Road
Woodley
RG5 3JP
Proposal : Proposed construction of a new shop front.
Observations : No objections.
Proposal : Proposed construction of a new shop front.
Observations : No objections.

39- 20 VA/2014/1655 Plot Ref :- Type :- Variation
Applicant Name :- Miss Lisa Lee Date Received :- 01/08/2014
Location :- 145 Crockhamwell Road Date Returned :- 20/08/2014
Crockhamwell Road
Woodley
RG5 3JP
Proposal : Application to vary conditions 3 & 4 of planning consent F/2014/0874 for the change of use from Use Class A2 (Financial and Professional Services) to Use Class A5 (Hot Food Takeaway) and installation of extraction/ventillation equipment, to allow deliveries only on Fridays and Saturdays until 01:00
Observations : The committee recommended that this application be refused as the resultant noise and light pollution caused by deliveries after 23:00 would have an unacceptable impact on nearby residential properties.

40 NEIGHBOUR CONSULTATION SCHEME

RESOLVED:

To note application HH/2014/1671.

Location: 60 Tippings Lane, Woodley, RG5 4RY.

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 5.5m, for which the maximum height would be 3.45m, and for which the height of the eaves would be 2.1m.

To note application HH/2014/1789.

Location: 255 Loddon Bridge Road, Woodley, RG5 4BL.

Proposal: Application for the prior approval of the erection of a single storey rear extension which would extend beyond the rear wall of the original house by 6.0m, for which the maximum height would be 2.8m, and for which the height of the eaves would be 2.4m.

41 TREE PRESERVATION ORDERS

RESOLVED:

To note the following:

TPO 3/1951: 6 Highgate Road, Woodley.
Consent for the selective pruning of a Scots pine.

TPO 170/1980: 6 Mollison Close, Woodley.
Consent for the selective pruning of an oak.

TPO 1135/2006: 14-32 School Drive, Woodley.
Consent for the selective pruning of three Norway maples.

TPO 1246/2008: 71 Western Avenue, Woodley.
Consent for the selective pruning of one sycamore and the felling of two sycamores.

TPO 1246/2008: 75 Western Avenue, Woodley.
Consent for the selective pruning of an oak.

TPO 1307/2009: 27 Warren Road, Woodley.
Consent for the selective pruning of an oak.

TPO 1307/2009: 31 Wroxham Road, Woodley.
Consent for the selective pruning of an oak.

42 STREET NAMING AND NUMBERING

RESOLVED:

To note correspondence received from Wokingham Borough Council regarding the street naming and numbering of part of the development at the former Bulmershe Campus, Woodlands Avenue, Woodley.

The street names chosen for this part of the development are:

The Orangery
Freshers Grove

43 WOKINGHAM BOROUGH DEVELOPMENT PLAN PROPOSALS MAP

RESOLVED:

To note receipt of the Wokingham Borough Development Plan Proposals Map, incorporating the Core Strategy adopted 29 January 2010 and the Managing Development Delivery Local Plan (MDD) adopted 21 February 2014.

44 BULMERSHE PARK PROPOSAL

RESOLVED:

To note correspondence received from Dominic Lawson Bespoke Planning Ltd regarding a proposal for Bulmershe Park, which could be provided if planning approval is granted for an elderly care facility at 34 and land rear of 36-50 Pitts Lane, Earley.

To pass on to the Strategy and Resources Committee, when it considers this item, the observation that this proposal would have an urbanising effect on the Site of Urban Landscape Value.

45 ENFORCEMENT ISSUES

The Chairman informed the meeting of two enforcement investigation closure notices, three ongoing enforcement matters and one enforcement notice that had been issued.

The Meeting closed at : 9:40pm

Signed : _____ Chairman Date: _____

On behalf of :- Woodley Town Council

PLANNING DECISIONS

Plan No.	Address	Proposal	Decision
F/2014/0595	62 School Drive	Proposed conversion of loft space to habitable rooms, adding a pitched dormer to the front elevation, with a flat roof dormer to the rear elevation.	Approved
F/2014/0816	16 Duffield Road	Proposed erection of first floor side extension and single storey front extension and conversion of existing garage to additional habitable accommodation.	Approved
F/2014/1081	6 Carlton Close	Proposed erection of two storey side and rear extension, single storey rear extension and enclosed front porch. Plus demolition of occupant's side of paired garage.	Approved
F/2014/1127	St John Bosco RC Church, 56 Western Avenue	Proposed new church entrance screen, formation of disabled toilet and proposed erection of single storey infill extension linking the church with the parish centre.	Approved
F/2014/1147	47 Rochester Avenue	Proposed erection of two storey side extension to dwelling to include replacement garage following removal of existing garage.	REFUSED
F/2014/1193	190 Loddon Bridge Road	Proposed conversion of garage to create habitable accommodation to dwelling.	Approved
F/2014/1238	58 Ravensbourne Drive	Proposed erection of a single storey side extension to include replacement garage, and single storey extension to create entrance porch, following demolition of existing garage and conservatory.	Approved
F/2014/1280	19 Wingate Road	Proposed erection of rear conservatory.	Approved
F/2014/1322	8 Blossom Grove	Proposed part conversion of garage to create habitable accommodation to dwelling.	Approved
F/2014/1418	39 Hudson Road	Proposed sub division of existing dwelling house into two dwellings.	<i>Withdrawn</i>
F/2014/1421	191 Colemans Moor Road	Proposed conversion of garage to additional habitable accommodation.	Approved
O/2013/1212	Land opposite Catalina Close, Mohawk way	Outline planning permission for 16 residential dwellings with associated open space, car parking and new vehicular access with Mohawk Way. (Means of access to be considered.)	Approved
OFF/2014/1306	Loddon Vale House, Hurricane Way	Prior approval application for the conversion of ground and first floor existing offices (Use Class B1a) to 12 residential units (Use Class C3).	Prior approval granted

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**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 2 September 2014 at 8.00 pm**

Present: *Councillors T. Barker (Chairman); A. Chadwick; B. Franklin; K. Gilder;
S. Outen*

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

13. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors P. Challis, N. Cox, A. Downes and W. Soane.

14. **COMMITTEE MEMBERSHIP**

RESOLVED:

- ◆ To note the change in membership of the Committee approved by the Urgency Committee on 18 August 2014. Councillor Gilder had replaced Councillor Rahmouni as a Liberal Democrat Party member on the Committee following Councillor Rahmouni's resignation from the Liberal Democrat Party and his joining the Conservative Party.

15. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

16. **MINUTES OF THE MEETING HELD ON 27 MAY 2014**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 27 May 2014 be approved and signed by the Chairman as a correct record.

17. **BUDGETARY CONTROL**

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

RESOLVED:

- ◆ To note Report No. LS 14/14.

18. **BULMERSHE LEISURE CENTRE**

Members noted that the terms of an early surrender of the lease between the Town Council and Wokingham Borough Council were considered at an extraordinary meeting of the Strategy and Resources Committee on 5 August 2014. The proposed terms of the surrender had been agreed at that meeting but were subject to approval of the final legal agreement and terms relating to statements about the future provision of a swimming pool and sports/leisure activities at the Centre beyond March 2015 and continuing work and liaison with the Town Council on the promotion of sports and health activities in Woodley. The Town Clerk explained that a provisional target date of 1 October 2014 for the surrender of the lease had been agreed, and although it was hoped that this date would be met, it might slip a little if all the handover arrangements could not be put in place within such a tight timeframe.

19. **LEISURE CENTRES**

The Leisure Services Manager presented Report No. LS 15/14.

Christmas opening hours

Members considered the proposal that Woodford Park Leisure Centre be closed during the Christmas period from 24 December to 2 January, which would allow maintenance work to be carried out and give staff members a break at a time of year when usage is very low.

Cardiac Rehabilitation

The Leisure Services Manager reported that the Cardiac Rehabilitation sessions had been running twice a week at Woodford Park Leisure Centre since June and all sessions were well attended. Two members of staff would be funded by Wokingham Borough Council to attend a course in September to become qualified cardiac rehabilitation instructors. In reply to a question regarding the possible purchase of a defibrillator by the Town Council the Leisure Services Manager explained that the costs of providing a defibrillator and training staff to were being investigated and would be reported to the Committee.

Bulmershe Leisure Centre

Members were pleased to note that the free swimming for 18s and under had again been very popular in the summer holidays with some sessions being oversubscribed, and that the numbers attending Swim School had continued to grow year on year. The Leisure Services Manager informed Members that the fitness boot camps and boxercise classes were full to capacity despite additional classes being added to the schedule and, in order to cope with the demand, a fitness boot camp had been run outside at Woodford Park in August.

Woodford Park Leisure Centre

The Leisure Services Manager reported that, with the handover of Bulmershe Leisure Centre approaching, Woodley Karate Club, Aikido, Natasha Barrett Pilates and Disability Zumba had moved their classes to Woodford Park. The Leisure Services Manager also confirmed that Optalis would be moving from Bulmershe Leisure Centre to the offices vacated by the Berkshire Lawn Tennis Association at Woodford Park.

No Strings Badminton

Members were informed that, following the success of the Friday night No Strings Badminton sessions, Badminton England intended to use these sessions as a case study and an example of best practice to its members.

3G football pitch at Woodford Park Leisure Centre

The Leisure Services Manager updated Members on the progress of this project, reporting that the planning application had now been submitted. Members were informed that the funding application for 50% of the total project cost would be submitted to the Football Foundation in October and that their decision would be made in January 2015. It was hoped that the installation would begin in March 2015 and, with a 20 week construction period, the pitch could be open by September 2015.

In reply to a question the Town Clerk reported that the application for borrowing approval could now be submitted given the requirement by the Football Foundation to be confident that matched funding was available. The guidance for applications required confirmation of a project progressing.

Woodford Park Leisure Centre Development

The Leisure Services Manager reported that Alliance Leisure had produced an overview exploring the opportunities to develop Woodford Park Leisure Centre to enhance the leisure facilities on offer, provide a sporting "hub" for the local area and generate new income streams. Members discussed the development ideas suggested by Alliance Leisure,

together with the potential usage figures, and felt that this was an exciting opportunity to develop the leisure centre, noting that consideration should also be given to parking provision. Members also noted that in order to achieve the proposed new income streams a sizeable initial financial outlay would be required, but that Badminton England and Bulmershe Gym Club were keen to be involved with any new development and to contribute towards the funding.

Members considered how to proceed with this project and the Leisure Services Manager outlined the following possible options:

1. For Alliance Leisure to provide further indicative costs and drawings, based on the Council's brief, which they would do at their own risk. Although indicative, they would provide a breakdown of the build costs and an illustrative CAD drawing of the proposed development, and would consider increased commercial revenue opportunities.
2. To commission an Independent Feasibility Report, costing up to £3,500, which would provide:
 - Analysis of demographics / catchment area
 - Latent demand information
 - Competitor analysis
 - Revenue projections / financial implications of proposed new facilities
 - Return on capital investment projections

RESOLVED:

- ◆ To note Report No. LS 15/14.
- ◆ To approve the proposed Christmas closure at Woodford Park Leisure Centre.
- ◆ To recommend that the Strategy and Resources Committee approve the allocation of £3,500 from the special projects earmarked reserve in order to commission Alliance Leisure to provide an independent feasibility report on opportunities for development at Woodford Park Leisure Centre by Alliance Leisure.
- ◆ To recommend to the Strategy and Resources Committee that, subject to the above recommendation being agreed, Members of the Leisure Services Committee be included in discussions with the consultants on potential development opportunities at the centre.

20. **PARKS AND BUILDINGS**

The Service Support Manager presented Report No. LS 16/14.

Vandalism

Members noted that a recent break-in at Chapel Hall had resulted in minor damage to a window, a door and cupboards.

Woodford Park Leisure Centre

The Service Support Manager reported that the offices vacated by the Berkshire Lawn Tennis Association were currently being redecorated by the Maintenance Team and would be used by Optalis. A water leak had been discovered when the carpets were lifted and this had caused a slight delay while the carpets were allowed to dry out.

Members were informed that the restriction on dogs being allowed on the patio outside the Inn on the Park had been lifted and the situation was being monitored.

War Memorial / Civic Space

Members were pleased at the success of the unveiling of the war memorial by HRH the Duke of York on 15 July and the large number of local residents who attended the event. The Service Support Manager informed Members that the remaining work to the civic space, including the installation of new gates, would be completed before Armistice Day.

Following the expression of concern by some Members about the possibility of the war memorial being the object of vandalism, the Service Support Manager explained that the memorial would be protected with a graffiti resistant coating.

Woodley Garden Competition

The Service Support Manager reported that the winner of the competition for 2014 was Mrs Rosemary Walles, who would be invited to the Council meeting on 30 September to be presented with a trophy by the Mayor. It was noted that entry numbers had been low this year.

Community Halls

Members noted that a new caretaker had been employed at Chapel Hall on a temporary contract to cover long-term sick leave and also to provide holiday cover at Coronation Hall.

RESOLVED:

- ◆ To note Report No. LS 16/14.

21. **BULMERSHE PARK**

The Town Clerk presented Report No. LS 17/14.

Members were informed of a proposal from Dominic Lawson Bespoke Planning Ltd, made on behalf of their client for land at 34 Pitts Lane and to the rear of 36 – 50 Pitts Lane, which backs on to Bulmershe Park. The proposal included the installation of paths, a sheltered seating area and sensory planting and the provision of a contribution towards maintaining the garden landscape.

Members considered the proposal but felt strongly that this land, which had been designated as a Site of Urban Landscape Value, should remain as an area of natural open space for the enjoyment of residents. The park supported much wildlife and was well used by walkers and as an informal recreation area. Members were of the opinion that the developer's wish for residents of the proposed development to be able to access outside space should be catered for within the plans for the development, rather than in a public park.

RESOLVED:

- ◆ To recommend to the Strategy and Resources Committee that the offer be refused.

22. **WOODLEY BOWLING CLUB**

Members considered a request from Woodley Bowling Club to erect a shed in the surrounds of the bowling green for additional storage, as shown on the plan provided to the meeting and

RESOLVED:

- ◆ To recommend that the Strategy and Resources Committee approve the request from Woodley Bowling Club to install a shed in the area around the bowling green, as proposed.

23. **2015/16 BUDGET**

The Chairman invited the committee to consider items to be included or excluded from the 2015/16 budget, which would be investigated and reported back to the committee.

The items suggested for inclusion were:

- Further improvements to the entrance at Woodford Park Leisure Centre
- Improvements to the car park at Woodford Park

24. **SPORTS AWARDS CEREMONY 2014**

Members noted that nominations were being sought for the 2014 awards. It was agreed that this would be publicised on the Town Council website.

25. **FUTURE AGENDA ITEMS**

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

RESOLVED:

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

26. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - Sports Awards Ceremony of the Year 2014.
 - The handover of Bulmershe Leisure Centre.
 - The planning application for the 3G pitch at Woodford Park.
 - The success of the summer holiday activities and the positive feedback on staff received.

The meeting closed at 9:35 pm

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Woodley Town Council

Minutes of a Meeting of the Community Services Committee held at the Oakwood Centre on Tuesday 9 September 2014 at 7:30 pm

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

Also present: *Councillors: K. Baker; E. Rowland; A. Chadwick
J. Freeman and M. Gilbert, Reading Buses
T. Beck, Principal Transport Planner, Wokingham Borough Council
S. Milligan, Just Around The Corner Charity*

22 members of public were present for the start of the meeting, leaving after agenda item 4: Bus Services in Woodley

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

25. **APOLOGIES**

Apologies for absence were received from Councillor W. Soane.

26. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

27. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD ON 3 JUNE 2014**

[Town Clerk's note: During the meeting an amendment was requested to minute 24: Condition of roads in Woodley, but it was subsequently found that the minutes were correct and that the amendment proposed related to a discussion at Full Council on 24 June 2014.]

RESOLVED:

- ◆ That the minutes of the meeting held on 3 June 2014 be approved and signed by the Chairman as a correct record.

28. **BUS SERVICES IN WOODLEY**

The Chairman welcomed James Freeman, Reading Buses, and Tom Beck, Principal Transport Planner, Wokingham Borough Council, to the meeting and explained that they had been invited to update Members on recent changes to the bus services in Woodley, particularly with regard to the No. 19 service. After the presentation there would be an opportunity for members of the public to ask questions.

James Freeman thanked Members for the invitation to speak and said that Reading Buses always welcomed the opportunity to talk to councillors and members of the public. He then introduced Martijn Gilbert, who will be his successor at Reading Buses from November.

James Freeman started by explaining how the bus services were organised in Woodley. The Nos. 13 and 14 services were provided commercially by Reading Buses and were funded from fare income. There had recently been changes to these services as the fares collected had not been sufficient to cover costs. Since

then there had been an increase in passenger numbers on these routes, meaning that no further changes would need to be made.

James Freeman then explained that the No.19 service was not provided commercially, but under contract to Wokingham Borough Council. In the past the service on this route had been unreliable, due to the length of the route and traffic congestion, and therefore changes had been necessary to make the service more reliable and sustainable. If the route was too long it would require three buses to be out on the route to enable the timetable to be met; by reducing the length of the route, the service could be provided reliably with two buses, enabling the costs to be kept as low as possible. Reading Buses and Wokingham Borough Council had discussed this issue and had worked together to provide the best route and best combination of points served, whilst also improving the reliability of the service. The current route served most of Woodley although Mr Freeman accepted that there were some points that were no longer on the route.

Tom Beck explained that with the old route there had been problems with the reliability of the service and in order to run to the timetable it would have been necessary to have provided a third bus on the route, which was not covered by the current contract. On investigation, much of the delay to the service was found to occur in the area around Fairwater Drive, and this area was also found to have a relatively small number of users. Tom Beck also informed Members that Fairwater Drive had been added to the No.19 route in 2011 to provide a link between Fairwater Drive and the centre of Woodley, and that this link was now provided by the No.14 route. He also reported that a consultation on the route changes had been run by Reading Buses, with leaflets provided on all the No.19 buses and details provided on their website.

James Freeman reported that the resulting No.19 operation was more reliable and carried more passengers than the old service and, while he accepted that the new route did not please residents of Fairwater Drive, the new service was much more logical and sensible and was an improvement over the old service.

The Chairman then asked if any members of public wished to comment or ask a question. The comments made by members of the public related to:

- People who were not mobile could not walk to the top of Fairwater Drive to get a bus.
- It was also difficult for visitors to get to Fairwater Drive and the residents felt cut-off.
- Residents of Fairwater Drive and the roads off Fairwater Drive could no longer use a bus to go to the hospital and had to use taxis.
- To get to Lower Earley from Fairwater Drive it was necessary to take two buses and go via Reading.
- Residents felt that driving along Fairwater Drive would not significantly lengthen the bus route.
- Residents asked if the route could be changed elsewhere to enable the bus to visit Fairwater Drive.
- It was no longer possible to get a bus to Loddon Vale Surgery and many people were not able to walk from the town centre.
- The 13/14 bus stop in Reading had moved to the station and the bus no longer went into Reading town centre.

- There had been insufficient publicity for the consultation on the proposed changes to the bus routes and people had not seen the leaflets that had been put on the buses.

Following these comments the Chairman thanked the members of public for taking the time to tell the Council how they felt and thanked Tom Beck, James Freeman and Martijn Gilbert for attending the meeting.

29. **JUST AROUND THE CORNER**

Sam Milligan, Just Around the Corner charity, was welcomed to the meeting and gave a verbal update on JAC's activities. He reported that the summer term had been successful, and sessions had been held in Woodley and at the stables. Many more young people from Woodley were using the stables, both as a place to work through their problems and as a volunteering opportunity, with volunteers helping with the horses and with the landscaping.

Sam Milligan reported that with the start of the autumn term the atmosphere amongst the young people in Woodley was generally good. As usual for August, the numbers attending the Friday night detached sessions had been very variable recently, with numbers ranging from 15 to more than 30, but he expected that the numbers would increase now that the new school term had started and new groups of friends would be forming.

Sam Milligan invited councillors to visit the Rehoboth Centre and offered to run a team building exercise to thank them for their support.

The Chairman thanked Sam Milligan for all the work that JAC undertook.

RESOLVED:

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

30. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. CS 12/14.

31. **YOUTH WORKING PARTY**

a) **RESOLVED:**

- ◆ To note Report No. CS 13/14 of the inquorate Youth Working Party meeting held on 9 July 2014.

b) Following the resignation of Councillor Rahmouni from the Liberal Democrat Party the Chairman invited the Liberal Democrat group to nominate another member to the Youth Working Party to ensure compliance with Council Standing Order 4f; that membership of working parties be constituted to be divided between the parties in the same proportion as are members of the Council.

RESOLVED:

- ◆ To remove Councillor Rahmouni from the Youth Working Party.
- ◆ To appoint Councillor Lawley to the Youth Working Party.

32. **ALLOTMENTS WORKING PARTY**

As there had not been a meeting of the Allotments Working Party since the last meeting Members noted the update provided in the agenda on developments at the allotments.

On the matter of pest control being carried out by members of the Allotment Tenants Committee, Members asked that the Town Clerk report back to the Committee on the procedures for this and confirm they complied with health and safety and risk management requirements.

Members were pleased to note that there was currently no waiting list for the allotments.

33. **KEEP WOODLEY CLEAN WORKING PARTY**

RESOLVED:

- ◆ To note Report No. CS 14/14 of the inquorate Keep Woodley Clean Working Party meeting held on 2 July 2014.

34. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

Members expressed concern that the meeting of the Woodley Town Centre Management Initiative held on 2 July had been inquorate as this meant that proposals suggested at the meeting could not be approved. The Chairman suggested that there might be a higher attendance if the summer meeting was held in June instead of July.

RESOLVED:

- ◆ To note the report of the inquorate Woodley Town Centre Management Initiative meeting held on 2 July 2014.

35. **HIGHWAYS**

- a) **Road Works/Street Works Major Project Co-ordination meetings**
Members noted the reports from Councillor Walker on the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meetings held on 21 May, 24 June, 29 July and 19 August 2014.
- b) **Fairwater Drive, Woodley**
Members noted that resurfacing work was scheduled to take place from 12 February to 19 February 2015 and that Fairwater Drive would be closed in both directions between its junctions with Woodlands Avenue and Antrim Road. The diversion route for this closure would be via Woodlands Avenue, Crockhamwell Road, Nightingale Road and Fairwater Drive.
- c) **Oak Drive, Woodley**
Members noted that resurfacing work was scheduled to take place from 23 February to 24 February 2015 and that Oak Drive would be closed in both directions for its full length. There was no diversion route applicable to this closure.
- d) **Western Avenue, Woodley**
Members noted that resurfacing work was scheduled to take place from 16 February to 18 February 2015 and that Western Avenue would be closed in both directions between its junctions with Butts Hill Road and

Reading Road. The diversion route for this closure would be via Butts Hill Road, Headley Road and Reading Road.

e) **Wallace Close**

Members noted that the Service Delivery Manager at Wokingham Highways Alliance had agreed to put Wallace Close forward for consideration when the next resurfacing programme was compiled.

f) **Lytham Road**

Members considered a request from a resident for a bus shelter to be provided at the bus stop in Lytham Road and

RESOLVED:

- ◆ To write to Wokingham Borough Council to ask if the bus stop on Lytham Road would be a suitable site for a bus shelter with seating.

36. **PART-NIGHT STREET LIGHTING**

RESOLVED:

- ◆ To note information received from Wokingham Borough Council detailing additional street lights in Woodley that would be switched to "part-night" operation from 1 September 2014.

37. **WOKINGHAM BOROUGH COUNCIL WINTER SERVICE PLAN 2014/15 CONSULTATION**

Members considered the Wokingham Borough Council draft Winter Service Plan 2014/15 and

RESOLVED:

- ◆ To make a "no comment" response to the Wokingham Borough Council draft Winter Service Plan 2014/15.

38. **SPEEDING IN COLEMANS MOOR ROAD**

Members noted that, following receipt during the summer recess of complaints from residents about speeding traffic in Colemans Moor Road, a new traffic survey was requested and was carried out by Wokingham Borough Council.

RESOLVED:

- ◆ To note the results summary of the speed survey carried out in Colemans Moor Road by Wokingham Borough Council.

39. **BUS SHELTER IN FAIRWATER DRIVE**

RESOLVED:

- ◆ To note that a new bus shelter had been installed in Fairwater Drive to replace the one that was damaged and subsequently removed.

40. **WOKINGHAM BOROUGH COUNCIL GYPSY AND TRAVELLER LOCAL PLAN CONSULTATION**

a) Members noted that a survey on Gypsy and Traveller needs in the area was circulated to Committee members during the summer recess and the replies were returned to Opinion Research Services.

b) Members considered the Wokingham Borough Council Gypsy and Traveller Local Plan Draft Options Document and

RESOLVED:

- ◆ To make a "no comment" response to the Wokingham Borough Council Gypsy and Traveller Local Plan consultation.

41. **WOKINGHAM BOROUGH COUNCIL LOCAL FLOOD RISK MANAGEMENT STRATEGY CONSULTATION**

Members considered the Wokingham Borough Council Local Flood Risk Management draft document and

RESOLVED:

- ◆ To reply to the consultation with the following comments:
 - The Committee recommended that attention should be paid to the Environment Agency Flood Plain Map when determining planning applications.
 - Attention should also be paid to comments from local residents regarding flooding events when determining planning applications.

42. **AIR QUALITY IN WOODLEY**

Members noted that Erica Young, Wokingham Borough Council Environmental Health Officer, was unable to attend this meeting and would attend the next meeting of the Community Services Commity, on 11 November 2014, to provide an update on air quality matters in the borough.

43. **SITE OF THE FORMER FOSTERS CARE HOME**

Members noted the information that a planning application had been submitted for the redevelopment of the former Fosters Care Home to provide an extra care housing scheme for the elderly and commented that they were very pleased to see these plans and that the proposals were a positive development for this site.

44. **2015/16 BUDGET**

The Chairman invited the committee to consider items to be included or excluded from the 2015/16 budget, which would be investigated and reported back to the committee.

Under this item the Town Clerk informed the meeting that she would be looking into the events budget to cover some of the cost of the Civic reception for the Citizens Awards Ceremony.

45. **2014/15 BERKSHIRE RECORDERS/BERKSHIRE LOCAL NATURE PARTNERSHIP CONFERENCE**

RESOLVED:

- ◆ Not to send a representative to the Berkshire Recorders/Berkshire Local Nature Partnership conference on 27 September 2014.

46. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *Swan Lifeline Newsletter – Summer 2014*
 - *Reading Family Aid Newsletter – June 2014*
 - *Thames Valley Environmental Records Centre Newsletter – Summer 2014*
 - *Optalis Newsletter – June 2014*

- *Wokingham Volunteer Centre Newsletter – Summer 2014*
- *Historic Towns Forum Newsletter – August 2014*
- *Woodley TCMI Newsletter – August 2014*

47. **FUTURE AGENDA ITEMS**

The following items were requested by Members:

- An update from Wokingham Borough Council about when the damaged traffic island in Headley Road, outside the Oakwood Centre, would be repaired.
- Consideration of the replacement of the small “No Right Turn” sign with a larger sign at the exit of the Marks and Spencers car park onto the A4.

48. **PUBLICITY/WEBSITE**

It was suggested that links could be provided on the Town Council website to the following organisations:

- Readibus, and other operators
- Wokingham volunteer Centre
- The organisations to which the Town Council gives annual grants.

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

49. **TELECOMMUNICATIONS INSTALLATION UPGRADES**

Members noted correspondence received from Vodaphone Ltd and CTIL regarding a proposed upgrade to the existing telecommunications installation at the grassed highway verge on Woodlands Avenue and

RESOLVED:

- ◆ To reply with no objections to the proposed upgrade to the telecommunications installation at the grassed highway verge on Woodlands Avenue.

The following item had been requested by the Community Services Committee at the previous meeting but had not been included on the agenda.

50. **PUBLIC TOILET**

The Town Clerk provided a verbal update on the progress of work to provide a public toilet in the town centre. Members were informed that the tenders had been returned and had been considered by the Public Toilets Working Party and a recommendation would be made on the preferred supplier to the Strategy and Resources Committee. There had also been an informal meeting with the nominated preferred supplier to discuss their product and this supplier was currently working on detailed proposals for the three sites under consideration. The potential sites were in the centre of the precinct and two in the car park next to Waitrose. The number of toilets provided would depend on the location.

The meeting closed at 9:30 pm

Chairman

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LEFT BLANK**

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 16 September 2014 at 8.00 pm

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

Also present: *Councillor M. Holmes*

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

26. **APOLOGIES**

There were no apologies for absence.

27. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

28. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 10 JUNE 2014**

Minute number 6

In reply to a question the Town Clerk reported that she was endeavouring to arrange a speaker to clarify the revised application process for section 106 grants before the next meeting of the full Council.

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 10 June 2014 be approved and signed by the Chairman as a correct record.

29. **MINUTES OF THE EXTRAORDINARY STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 5 AUGUST 2014**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 5 August 2014 be approved and signed by the Chairman as a correct record

30. **FINANCE**

a) **Budgetary Control**

RESOLVED:

- ◆ To note Report No. SR 27/14.

b) **Payments**

RESOLVED:

- ◆ To approve the following payments:

	Current account	Imprest account
May 2014	£186,338.92	£63,452.62
June 2014	£81,892.40	£61,250.45
July 2014	£163,352.26	£61,232.48
August 2014	£133,946.69	£61,457.10

31. **WOODFORD PARK LEISURE CENTRE – DEVELOPMENT**

The Town Clerk presented Report No. SR 28/14. Members were in agreement that the Council should look to develop activities and sports at the Centre and accepted the recommendations from the Leisure Services Committee.

RESOLVED:

- ◆ To approve the allocation of £3,500 from the special projects earmarked reserve in order to commission Alliance Leisure to provide an independent feasibility report on opportunities for development at Woodford Park Leisure Centre by Alliance Leisure.
- ◆ That members of the Leisure Services Committee be included in discussions with the consultants on potential development opportunities at the centre.

32. **3G ARTIFICIAL GRASS PITCH PROJECT**

Members noted that the planning application for the 3G artificial grass pitch project was submitted on 26 August 2014 and considered a proposal to allocate additional funds of £1,000 to enable a geotechnical survey to be undertaken, which was required as part of the scheme development. It was noted that the geotechnical survey would need to be carried out before the planning application was determined in order for the target completion date of September 2015 to be met, and there was an element of risk attached to this should planning permission not be granted.

RESOLVED:

- ◆ To allocate an additional sum of £1,000 from the special projects earmarked reserve to enable a geotechnical survey to be carried out.

33. **BULMERSHE PARK**

The Town Clerk presented Report No. SR 29/14, which outlined an offer from Dominic Lawson Bespoke Planning Ltd made on behalf of their client for land at 34 Pitts Lane and to the rear of 36 – 50 Pitts Lane, which backs on to Bulmershe Park. This included the installation of paths, a sheltered seating area and sensory planting in Bulmershe Park and the provision of a contribution towards maintaining the garden landscape.

Members considered the proposal and supported the recommendation from the Leisure Services Committee that this be refused. Members agreed with the Leisure Services Committee that this area, part of the Site of Urban Landscape Value, should remain as an area of natural open space to support wildlife and for the enjoyment of residents, and that such a development may set a precedent that could lead to further erosion of the area in future. Members were also of the opinion that the developer's wish for residents of the proposed care home to be able to access a garden area should be catered for within the plans for the development.

RESOLVED:

- ◆ To endorse the recommendation of the Leisure Services Committee to refuse the offer in respect of Bulmershe Park and to respond accordingly on behalf of the Council.

34. **OPENNESS IN LOCAL GOVERNMENT REGULATIONS**

The Town Clerk presented Report No. SR 30/14, which included a draft protocol regarding members of the public wishing to report on meetings of Woodley Town Council.

Members discussed the report and made the following comments:

- The reporting protocol should refer to all meetings open to the public, and this did not include working parties.
- The protocol should advise members of the public to contact the Council if they wished to report on a meeting rather than imply this was a requirement.

- The protocol should make it clear that the Council's Wi-Fi service may be used if it was available.

Members suggested that officers identify suitable locations for members of public wishing to report on meetings, depending on the meeting venue.

It was agreed that the protocol was a good starting point and could be adapted and updated in the future as experience was gained.

With regard to the reporting of officer decisions it was noted that details of the methods of storage, referencing and accessibility of this information had not yet been finalised and a further report would be provided regarding this part of the regulations.

RESOLVED:

- ◆ To note Report No. SR 30/14.

RECOMMENDED:

- ◆ That the draft protocol for members of the public wishing to report on meetings, as attached at **Appendix A**, be approved.

35. **BULMERSHE LEISURE CENTRE – UPDATE**

The Town Clerk presented Report No. SR 31/14.

The Town Clerk reported that all permanent staff members at Bulmershe Leisure Centre had now received a letter from the Town Council informing them of the transfer of the management of the centre and the process for the representation of staff through the TUPE process; and that the required meetings with the present and future employers had been arranged.

Members were informed that the decorations and repairs agreed as part of the negotiations were underway and that the legal agreements for the surrender of the leases on the leisure centre and the bungalow were being prepared, with the date of the transfer anticipated to be 1 November 2014.

The Town Clerk informed Members that the pool had to close on 3 and 4 September as a result of a suspected health and safety matter raised in a site survey commissioned by 1Life. This had now been deemed not to be a problem. Members thanked the Town Clerk and her team for acting swiftly to resolve this issue.

RESOLVED:

- ◆ To note Report No SR 31/14.

36. **CATERING PARTNERSHIP MANAGEMENT PANEL**

a) The Service Support Manager presented Report No. SR 32/14 of the Catering Partnership Management Panel meeting held on 13 July 2014 and Members noted the change in directors of the CIC. The Service Support Manager reported that the issue of visitors to the Centre who were regularly sitting in the café but not purchasing anything was being monitored.

RESOLVED:

- ◆ To note Report No. SR 32/14.

b) The Service Support Manager presented Report No. SR 33/14 of the Catering Partnership Management Panel meeting held on 5 September 2014. Members were

pleased to note that the rent income had been above the target for the first four months of the current financial year.

RESOLVED:

- ◆ To note Report No. SR 33/14.

37. **PUBLIC TOILETS WORKING PARTY**

- a) Councillor Haines presented Report No. SR 34/14 of the Public Toilets Working Party meeting held on 20 June 2014, at which the allocation of £100,000 Section 106 funding had been confirmed.

RESOLVED:

- ◆ To note Report No SR 34/14.

- b) Councillor Haines presented Report No. SR 35/14 of the Public Toilets Working Party meeting held on 21 August 2014, at which the returned tenders had been discussed and Danfo had been recommended as the preferred supplier.

RESOLVED:

- ◆ To note Report No SR 35/14.

- ◆ To approve Danfo as the preferred supplier of a public toilet in the town centre.

- c) Councillor Haines presented Report No. SR 36/14 of an informal meeting regarding the public toilets held on 29 August 2014, at which discussions took place with Danfo and the consultant Chartered Surveyor regarding the possible locations and design of the proposed toilet, to enable Danfo to produce a design for each location.

Members discussed the way forward with this project and confirmed that the Committee would make the final decision on the location of the toilet based on the advantages and disadvantages of the potential sites once the working party had further investigated the sites and considered information from Danfo.

RESOLVED:

- ◆ To note Report No SR 36/14.

38. **SECTION 106 PROJECT LIST**

The Service Support Manager reported on the Section 106 project list and informed Members that no new applications had been submitted or funding secured since the last meeting, but that the Woodley Town Centre Management Initiative was planning to submit an application for the refurbishment of the northern end of the town centre, with the assistance of the Council, as a partner organisation.

Members noted that some items had been on the list for as long as six years and there were many projects relating to Bulmershe Leisure Centre that were no longer valid. Members felt that a review of the project list should be undertaken and asked the Service Support Manager to report back with proposals for reviewing the list on a regular basis.

RESOLVED:

- ◆ To note that no new applications had been submitted or funding secured since the last meeting.
- ◆ To note that the Woodley Town Centre Management Initiative would be submitting an application for section 106 funds in respect of the refurbishment of the northern end of the town centre.

39. **WOKINGHAM BOROUGH/PARISH COUNCIL WORKING GROUP**

RESOLVED:

- ◆ To note the report of the meeting of the Borough/Parish Working Group held on 15 July 2014.

40. **CIVIC SPACE AND WAR MEMORIAL**

The Town Clerk gave an update on the remaining work to complete the civic space around the war memorial. The bonded gravel would soon be applied to the tarmac on the pathways and then the installation of the seats and planting would be undertaken. The new gates had been commissioned and were scheduled for installation before Armistice Day in November.

41. **WOODLEY BOWLING CLUB**

Councillor Mills declared a personal interest in this item as a member of the club and left the meeting during consideration of this item.

Members considered a request from Woodley Bowling Club to erect a shed in the area around the bowling green and the recommendation from the Leisure Services Committee that the request be approved.

RESOLVED:

- ◆ To grant permission to Woodley Bowling Club to erect a shed in the area around the bowling green.

42. **WOKINGHAM BOROUGH COUNCIL – SHAPING OUR NEW COMMUNITIES**

Members considered the Shaping Our New Communities consultation document published by Wokingham Borough Council and

RESOLVED:

- ◆ To respond with no specific comments on the document, but request that Wokingham Borough Council also consider the situation in Woodley, where there are significant additional areas of housing being built within an existing community, and how these can be integrated into the community.

Under this item a question was asked about any progress on a neighbourhood plan. The Chairman explained that the Council was hoping to learn from the experiences of other councils before starting work on a neighbourhood plan and thereby avoid many of the possible pitfalls and unnecessary expense. He cited the situation at Shinfield where the process appeared to have lost some momentum and considerable costs had already been incurred.

43. **WOKINGHAM BOROUGH COUNCIL – STRATEGIC REVIEW OF ASSETS**

RESOLVED:

- ◆ To note that Wokingham Borough Council is carrying out a review of public assets to enable the identification of opportunities for rationalisation, and maximisation of the use of assets, and the Town Clerk had met with officers to confirm and update information on Woodley's public assets.

44. **PRECEPT SUPPORT GRANT**

Members noted the report of a meeting between the Wokingham Borough Council Chief Executive, Councillors Haines and Rowland and Councillor Rampton, Chairman of WDALC, which took place on 25 July 2014.

The Town Councillors had expressed concern over the reduction in the precept support grant transferred to Woodley Town Council and the other parishes and the Wokingham Borough Council Chief Executive had recognised that that consultation with parishes could have been better. It had been agreed that consultation with parishes would be improved and that this could be addressed through the Borough/Parish Working Group, which provided a formal means of engaging with the parishes.

The Chairman asked that the Council ensure that the matter of the precept support grant be an agenda item for the next meeting of the Borough/Parish Working Group and the Town Clerk agreed to action this.

Members also agreed that the Town Clerk write to all the parishes in Wokingham Borough to seek their views on this matter.

RESOLVED:

- ◆ To note the report on the meeting with the Wokingham Borough Council Chief Executive on 25 July 2014.
- ◆ To request that the next Borough/Parish Working Group agenda include an item on the precept support grant.
- ◆ To write to all the parishes in Wokingham Borough seeking their views on the precept support grant.

45. **2015/16 BUDGET**

The Chairman invited the committee to consider items to be included or excluded from the 2015/16 budget, which would be investigated and reported back to the committee.

There was one item suggested for inclusion:

- Replacement or maintenance of the Town Council's stock of street lights, which may be able to be undertaken by Wokingham Borough Council at a reduced cost as part of their own scheme to replace street lights with models that reduce light pollution and increase energy efficiency and would allow participation in the part-night street lighting scheme, which would reduce costs.

46. **FUTURE AGENDA ITEMS**

No future agenda items were suggested.

47. **PUBLICITY AND WEBSITE**

It was agreed to publicise the progress of work to provide a public toilet in the town centre.

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

RESOLVED:

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

49. **HMRC REVIEW**

The Town Clerk declared an interest in this item and was not present during the discussion of this item.

The Service Support Manager presented Report No. SR 37/14. Members discussed the matters contained in the report in relation to employment status, mileage payments and accommodation and

RESOLVED:

- ◆ To pay the employee accommodation tax liability to 31 August as detailed in the report.
- ◆ That the contractual issues regarding mileage payments be referred to the Personnel Sub Committee for consideration and recommendation to the Committee.
- ◆ That the Town Clerk be reimbursed for sums already paid to HMRC, for which the Council is liable.
- ◆ That payments made to HMRC in respect of the sums due and agreed to be paid be allocated from the general reserve.

The meeting closed at 10:10pm

Woodley Town Council

Protocol for members of the public wishing to report on meetings of Woodley Town Council

Members of the public are entitled to report on Council meetings, including committees and sub committees that are open to the public.

Reporting means:

- Filming, photographing or making an audio recording of the proceedings of the meeting
- Using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later
- Reporting or providing commentary on proceeding at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later if persons are not present at the meeting

Anyone present at a meeting as it takes place is not permitted to carry out an oral commentary or report. This is to prevent the business of the meeting being disrupted.

In order to assist members of the public who are attending a meeting and wish to report on that meeting it will be helpful if they contacted the Town Clerk on 0118 9690356 or email townclerk@woodley.gov.uk. This is so that employees can make arrangements for a suitable and defined place from which a report on proceedings can be done effectively before the start of the meeting.

Members of the public are asked to remain seated throughout the meeting because standing up and walking around could distract the meeting and therefore the business being conducted.

For meetings in the Oakwood Centre members of the public may use the Council's Wi-Fi facilities (if available) which can be accessed by selecting 'The Oakwood Centre' on your device. If the meeting is not held in the Oakwood Centre members of the public are asked to check in advance if a Wi-Fi service is available.

In order to avoid accidents the Council is unable to allow the use of electric plug sockets by members of the public for their equipment.

Local Councils in England

Annual return for the financial year ended 31 March 2014

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

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

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

Each council must approve this annual return no later than 30 June 2014.

Completing your annual return

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

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

Send the annual return, together with your bank reconciliation as at 31 March 2014, an explanation of any significant year on year variances in the accounting statements and any additional information requested, to your external auditor by the due date.

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

Audited and certified annual returns will be returned to the local council for publication or public display of sections 1, 2 and 3. You must publish or display the audited annual return by 30 September 2014.

It should not be necessary for you to contact the external auditor or the Audit Commission directly for guidance.

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

Section 1 – Accounting statements 2013/14 for

Enter name of reporting body here:

WOODLEY TOWN COUNCIL Council/Meeting

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

	Year ending		Notes and guidance
	31 March 2013	31 March 2014	
Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.			
1 Balances brought forward	486,978	579,403	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	1,132,983	1,059,676	Total amount of precept received or receivable in the year.
3 (+) Total other receipts	1,009,283	1,056,338	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	- 933,587	- 945,287	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	- 168,080	- 183,391	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	- 948,174	- 910,770	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	579,403	656,019	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	709,938	784,971	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	7,509,525	7,605,614	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	2,478,904	2,432,534	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes ✓	no ✓	The council acts as sole trustee for and is responsible for managing trust funds or assets. The figures in the accounting statements above do not include any trust transactions.

I certify that for the year ended 31 March 2014 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

[Signature]

Date **24/06/2014**

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

24/06/2014

and recorded as minute reference:

25 b)

Signed by Chair of the meeting approving these accounting statements.

[Signature]

Date **24/06/2014**

Section 2 – Annual governance statement 2013/14

We acknowledge as the members of:

WOODLEY TOWN COUNCIL

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2014, that:

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

This annual governance statement is approved by the council and recorded as minute reference

25 c)

dated 24/06/2014

Signed by:

Chair 

dated 24/06/2014

Signed by:

Clerk 

dated 24/06/2014

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

Section 3 – External auditor certificate and opinion 2013/14 Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2014 of

WOODLEY TOWN COUNCIL

Council/Meeting

Respective responsibilities of the council and the auditor

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

- summarises the accounting records for the year ended 31 March 2014; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor's report

On the basis of our review, in our opinion the information in the annual return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

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

In future years, please ensure that all documents requested for the audit are submitted with the Annual return – a year-end bank reconciliation was not initially provided.

External auditor's signature:

Mazars LLP

External auditor's name:

Mazars LLP, Poole, BH17 0NF

Date:

29 AUGUST 2014

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission's publication entitled Statement of Responsibilities of Auditors and of Audited Small Bodies.

Section 4 – Annual internal audit report 2013/14 to

WOODLEY TOWN COUNCIL

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2014.

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

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

K Trust funds (including charitable) The council met its responsibilities as a trustee.

Yes No Not applicable



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

Name of person who carried out the internal audit ALAN J HARLAND FCA

Signature of person who carried out the internal audit [Signature] Date 25/6/2014

*Note: 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 2013/14 annual return

- 1 You must apply proper practices for preparing this annual return. Proper practices are found in the Practitioners' Guide* which is updated from time to time and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines if you want to talk through any problem you encounter.
- 2 Make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are drawn to the attention of and approved by the council, properly initialled and an explanation is provided to the external auditor. Annual returns containing unapproved or unexplained amendments will be returned unaudited and may incur additional costs.
- 3 Use the checklist provided below. Use a second pair of eyes, perhaps a council member or the Chair, to review your annual return for completeness before sending it to the external auditor.
- 4 Do not send the external auditor any information not specifically asked for. Doing so is not helpful. However, you must notify the external auditor of any change of Clerk, Responsible Finance Officer or Chair.
- 5 Make sure that the copy of the bank reconciliation which you send to your external auditor with the annual return covers all your bank accounts. If your council holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree your bank reconciliation to Box 8 on the Accounting Statements (Section 1). You must provide an explanation for any difference between Box 7 and Box 8. More help on bank reconciliation is available in the Practitioners' Guide*.
- 6 Explain fully significant variances in the accounting statements on page 2. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete analysis to support your explanation. There are a number of examples provided in the Practitioners' Guide* to assist you.
- 7 If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 8 Make sure that your accounting statements add up and the balance carried forward from the previous year (Box 7 of 2013) equals the balance brought forward in the current year (Box 1 of 2014).
- 9 Do not complete section 3. The external auditor will complete it at the conclusion of the audit.

Completion checklist – No answers mean you may not have met requirements		Done?
All sections	All green boxes have been completed?	✓
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	✓
Section 1	Council approval confirmed by signature of Chair of meeting approving accounting statements?	✓
	An explanation of significant variations from last year to this year is provided?	✓
	Bank reconciliation as at 31 March 2014 agreed to Box 8?	✓
	An explanation of any difference between Box 7 and Box 8 is provided?	✓
Sections 1 and 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounting statements unless requested.	✓
Section 2	For any statement to which the response is 'no', an explanation is provided?	NA
Section 4	All green boxes completed by internal audit and explanations provided?	✓

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

Specific Council responsibilities:

Annual Return:

- approval of the Financial Statements,
- approval of the Corporate Governance statement

Receipt of the external auditor's opinion

Signatories to bank accounts

Setting the precept

Approval of the Council's Annual Budget

Borrowing approval

Raising a loan

Approval of the Council's Treasury Management Strategy

Approval of the capital programme

Members' Code of Conduct

Standing orders

Financial regulations

Council land use matters

Appointment of Town Clerk

Designation of Proper Officer of the Council

Appointment of Responsible Financial Officer

Appointment/dissolution/alteration of membership of standing committees

Appointment of Town Mayor and to receive his/her declaration of office

Appointment of Deputy Town Mayor

Appointment of Leader and Deputy Leader of the Council

Powers and duties of committees and Town Clerk

Dates of the meetings of Council and scheduled standing committees

Appointments to outside bodies

Cooptions to the Council

Approval to use the Council seal

Adoption of the General power of competence

REPORTS FROM REPRESENTATIVES ON OUTSIDE BODIES

re3 Stakeholders Meeting – 10th July 2014 by Mary Walker

This meeting, which was held at Smallmead, was due to be a whole day affair but, due to the lack of support, was kept to the morning. There were very few people there which is a big shame when we are trying to encourage less waste and more recycle/reuse.

The main point of the meeting was to receive the annual report from re3. This can be viewed and downloaded from their website – www.re3.org.uk . and shows that there has been a slight drop in the recovery rate. It is interesting to see how the waste is dealt with and where it is sent.

A discussion followed as to how we can encourage people to be more aware of which items can be recycled and which items can be put into the kerbside boxes. re3 are still having to deal with a great many plastic items which cannot be recycled and we all need to encourage people to put in ONLY plastic bottles which have contained liquids. Plastic meat trays, yoghurt pots, plastic bags etc are a definite NO.

The Sue Ryder scheme for recycling furniture benefits people who need care. The operatives at Smallmead and Longshot Lane are always on the lookout for people who are disposing of re-usable furniture. This is then Collected by Sue Ryder and sold on to raise funds.

If you have any questions regarding recycling please let me know and I can forward them to re3 if I am unable to answer them myself.

ARC report by Shelagh Flower

ARC continues to offer a very responsive service and due to recruitment of 6 new counsellors the waiting list is now down to 13 people which means a wait of only 2 – 6 weeks.

Evenings are the most popular time and we have reinstated Wednesdays due to demand.

Summer has been busy with young people normally supported through schools requiring to see Counsellors during the break.

The Coordinator has been working full time but this is due to end in January 2015 when it will return to 3.5 days a week , a funding decision by WBC.

A new venture is the placement of a Counsellor at Woodley Centre Surgery for 5 hours a week. This has been very successful and all appointments are fully booked. it is early days but the feedback from GP's is very positive. This scheme is likely to expand into another surgery in a neighbouring area.

ARC continues to seek additional funding for 2014/15.

CONSTITUTION OF THE WOKINGHAM YOUTH AND INFORMATION SERVICE

1. NAME

The name of the organisation shall be Wokingham Youth Counselling and Information Service hereafter known as ARC.

2. OBJECTS

The object of ARC is to relieve and prevent suffering caused by mental or physical ill health or by social or economic circumstances among young people and others in Wokingham and surrounding areas, by establishing, maintaining and developing a counselling service and for giving such persons individual counselling and information.

In furtherance of the above objects but not further or otherwise, - ARC shall have the following powers:

- a) Establish, develop and maintain a youth counselling service
- b) Provide a centre or centres
- c) Provide or arrange meetings, lectures, classes and exhibitions
- d) Co-operate with other organisations having similar objectives
- e) To raise funds, provided the Organisation shall not undertake any permanent trading activities
- f) Do all such other lawful acts and things as in the opinion of the Organisation are appropriate to further the objects of the Organisation

3. MEMBERSHIP

- a) The membership of ARC shall be as follows:
 - (i) All ARC volunteer staff as noted on a list maintained by the Office Manager.
 - (ii) Representatives of the organisation, listed in the attached Schedule, each organisation being able to nominate the number of representatives as shown.
 - (iii) All persons, who on receipt of an invitation, attend an Annual General Meeting (AGM) or offer apologies for absence.
 - (iv) Any persons (being in sympathy with the objects of ARC) elected by the Management Committee as it sees fit, on such terms and for such periods as it

may determine, a list of such persons being maintained and made available to members.

- b) The name of individuals and organisations who do not respond, either with an acceptance to, or with an apology for absence from an AGM of ARC may be removed from the invitation list for the following AGM at the discretion of the Management Committee.
- c) The Management Committee shall have the right for good and sufficient reason to terminate the membership of any member, whether an individual or an organisation, provided that such member shall have the right to be heard by the Management Committee before a decision is made.

4. GENERAL MEETINGS

- a) An AGM shall be held no later than 3 (three) months after the end of the Financial Year, and the Secretary shall give 14 (fourteen) days' notice of the same in writing to all members and appropriate interested bodies and individuals as decided by the Management Committee. The purpose of the AGM being to adopt the Annual Report and Accounts as well as hold elections.
- b) The AGM may appoint a Patron and a President and shall elect the following Officers:
 - (i) Chairperson;
 - (ii) Treasurer and Management Committee.

The Chairperson of the Organisation shall be the Chairperson of the AGM and the Management Committee.

- c) An Extraordinary General Meeting shall be called by the Chairperson (as soon as practicable) on the written application of not less than 8 (eight) members of the Management Committee or at least one-third of the members of ARC, giving reasons for the request. The Secretary shall give at least 14 (fourteen) days' notice of the Extraordinary General Meeting and such notice shall be in writing to all members and shall state the purpose of the Extraordinary General Meeting.

5. CONDUCT OF MEETINGS

- a) The Chairperson shall preside at meetings or, if absent, the nominated person shall preside, otherwise the members present before any business is transacted shall choose one of their members to preside at the meeting.
- b) Subject to the provisions of Clauses 9 and 10 hereof, all questions arising at any meeting (including meetings of the Management Committee) shall be decided by a simple majority of those present and entitled to vote thereat. Each member, whether an individual or an organisation, shall be entitled to exercise one vote only, except where

an organisation is entitled to more than one representative, when each representative shall have a vote. In the case of an equality of votes, the Chairperson shall have a second or casting vote.

- c) Votes shall be by a show of hands unless a secret ballot is demanded by the lesser of 5 (five) members or a quarter of those present.
- d) The quorum at an AGM shall be 10 (ten) members. The quorum at meetings of the Management Committee shall be 4 (four) members of that committee.
- e) Any volunteer on duty on behalf of ARC at the time of any General Meeting shall be entitled to a proxy vote in such manner as the Management Committee shall from time to time decide.
- f) All decisions of General Meetings shall be binding on the Management Committee.

6. THE MANAGEMENT COMMITTEE

- a) The Management Committee shall consist of 9 (nine) members elected at the Annual general meeting of whom 4 (four) members will come from a list nominated by the organisations on the attached schedule, and one representative of the volunteer staff. Not more than half the members of the Committee shall be voluntary staff of ARC.

The Coordinator and the Youth and Community and Social Services Officers with responsibility for liaison with ARC shall be ex officio members of the Committee, but shall not be entitled to vote or take office.

- b) The Management Committee shall have power to fill casual vacancies amongst the Officers or elected members of the Management Committee. Any person appointed an Officer or a member of the Management Committee under this clause shall hold office until the next AGM but shall be eligible for re-election.
- c) The office of a member of the Management Committee shall be vacated if the member:
 - (i) becomes bankrupt or has a receiving order made against him or her; or
 - (ii) becomes of unsound mind; or
 - (iii) resigns his or her office by notice in writing to the management Committee; or
 - (iv) is absent without apology for more than 2 (two) successive meetings of the Management Committee.
- d) The Management Committee shall have the following powers inter alia:
 - (i) To appoint members and chairpersons of sub-committees in accordance with the terms of Clause 7 below.

- (ii) To purchase, acquire and accept by way of gift, personal and real estate, and subject to such consents as may be required by law to borrow and to raise and secure the payment of money necessary for these or other such purposes as the Management Committee shall think fit.
 - (iii) To enter into contracts in relation to the acquirement of premises, plant or employment necessary for the functioning of ARC.

- e) The Management Committee shall have power to adopt and issue Standing Orders and/ or Rules of Behaviour and for the use of any property acquired by the Organisation. Such Standing Orders and Rules shall come into operation immediately, provided that they shall not be inconsistent with the provisions of the Constitution.

- f) The Management Committee shall meet at least 4 (four) times a year.

- g) All decisions of the Management Committee shall be binding upon the officers, staff and volunteers of ARC.

- h) The Management Committee shall have the power to co-opt not more than 3 (three) members at any one time for such purpose and for such period as the Management Committee shall from time to time consider desirable.

- i) No member of the Management Committee of ARC shall be appointed to any office of ARC paid by salary or fees or receive remuneration for services rendered, providing that nothing herein contained shall prevent the payment of reasonable out of pocket expenses incurred in advancing the objects of ARC.

- j) Volunteer staff may not serve on the Management Committee at the same time as being on rota except as the representative of the volunteer staff.

- k) The proceedings of the Management Committee shall not be invalidated by the failure or defect in the appointment or qualifications of a member of the Committee.

- l) The Management Committee shall ensure that adequate records of its meetings sub-committees and of General Meetings are maintained.

7. SUB COMMITTEES OF THE MANAGEMENT COMMITTEE

- a) The Management Committee shall elect those sub-committees as shall be considered necessary which shall be subject to the over-riding authority of the management committee.

- b) No more than 10 (ten) such sub-committees shall be in existence at one time.

- c) The Management Committee shall appoint the chairperson of each sub-committee who shall be a member of the Management Committee.
- d) The Management Committee or the sub-committee may appoint or co-opt such other persons, who need not be members of the Management Committee, to membership of sub-committees as it sees fit, the total membership of each sub-committee to be not less than 3 (three) persons and not greater than 10 (ten) persons.

8. FINANCE

- a) Proper books of accounts shall be kept by the Honorary Treasurer under the supervision of the Management Committee or Finance Sub-Committee.
- b) The accounts of ARC for the Financial Year which shall end on 31st March in each year, shall be audited by appropriately qualified auditors to be appointed by the AGM in each year, or in default of such appointment or in the case of a vacancy occurring during any year, to be appointed by the Management Committee.
- c) The funds of ARC, unless impressed with a Trust for any particular purpose, shall be under the sole and absolute care of the Management Committee.

9. ALTERATION OF CONSTITUTION

This constitution may only be altered by the AGM or an Extraordinary General Meeting of ARC. No alteration shall be made to this Constitution unless notice of intention to propose an alterations is given to the Secretary at least 14 (fourteen) days before the holding of the relevant General Meeting and unless this is approved by a majority of not less than two-thirds of those present and entitled to vote, provided that no alteration shall be made to the Constitution which shall have the effect of causing ARC to cease to be a Charity at Law and no alteration shall be made to Clause 2, objects; Clause 10, Dissolution; or this clause without the written approval of the Charity Commission.

10. DISSOLUTION

- a) If, at any General Meeting, a dissolution to dissolve ARC should be passed by two-thirds of those present, the Management Committee shall be empowered to dissolve and decide as to the disposal of the assets of the service.

- b) In the event of dissolution, any remaining funds shall not be paid to members but shall be paid to a charitable institution or institutions having objects similar to those of ARC or to some other charitable purposes approved by the Charity Commissioners.

11. PROPERTY

- a) The income and property of ARC shall be applied solely towards the promotion of its objectives and no portion shall be paid or transferred to the Management Committee other than salaried officers (if any) or that is reasonable and proper out of pocket expenses.
- b) The title to all and any real property which may be acquired by ARC shall be vested in the Trustees who shall be appointed and removed by the Management Committee and who shall enter into a Deed of Trust setting forth the purposes and conditions under which they hold the said property in trust for ARC. The number of Trustees shall not be less than 2 (two) nor more than 4 (four).

WOKINGHAM ADVICE RESOURCE AND COUNSELLING SERVICE

SCHEDULE OF MEMBERSHIP OF ARC

Number of persons that can be nominated by Organisations:

• Youth and Community Service	2
• Wokingham District Council	1
• Wokingham Town Council	1
• West / East Berks Area Health Authority	1
• Wokingham Secondary Heads Association	1
• Pupils	2
• Staff	2
• Young people nominated by Wokingham	1
• District Youth Workers' Staff Team	2
• ARC volunteer staff	1
• C.T.B. Churches Together in Berkshire	1
• Careers Service	1
• Thames Valley Police	1

Town Mayor's Engagements – 25 June 2014 to 30 September 2014

June	25	Bulmershe School Art Department Exhibition
July	3	ReadiBus AGM
	4	Woodley Town Council Annual Bowls Match
	6	County Service of Remembrance at Reading Minster
	7	Addington School Proms
	7	Celebration of Berkshire Scouting
	9	Addington School Proms
	11	Addington School Proms
	14	Bulmershe School Headteacher's Awards
	15	Woodley War Memorial Unveiling Ceremony
	16	Wokingham Job Support Centre AGM
	17	Bulmershe School performance of "The Diary of Anne Frank"
	21	1116 (Woodley) Air Cadets Sqn Annual Formal Inspection
August	4	Evensong Service of Remembrance at Reading Minster
	4	British Legion Remembrance Evening
	7	WINGS 2014 – International Scouts & Guides event
	30	Relaunch of The Roebuck public house
September	4	Woodley Garden Competition – Presentation of winner's certificate
	14	Launch of the Wokingham Memorial Trail
	14	Commemoration Concert by Trinity Concert Band
	16	Relate Berkshire AGM
	23	Wokingham Volunteer Centre AGM
	23	Lord Lieutenant of Berkshire's Awards Ceremony
	29	Berkshire County Blind Society AGM

Deputy Town Mayor's Engagements

August	7	WINGS 2014 – International Scouts & Guides event
	29	Wokingham & District CAB AGM