



Woodley Town Council

The Oakwood Centre
Headley Road
Woodley
Berks, RG5 4JZ

To: **ALL MEMBERS OF THE COUNCIL**

NOTICE IS HEREBY GIVEN that a Meeting of the Town Council will be held at The Oakwood Centre on Tuesday 6 December 2016 at 8:00pm.

Deborah Mander
Town Clerk

Before the start of the meeting the Town Mayor will present grant cheques to representatives of local community groups and other organisations and individuals.

Town Forum

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

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

A G E N D A

1. **APOLOGIES**
2. **DECLARATIONS OF INTEREST**
To receive any declarations of interest from Members.
3. **MINUTES OF COUNCIL MEETING HELD ON 27 SEPTEMBER 2016** Page 3
To approve the Minutes of the Council Meeting held 27 September 2016 and that they be signed by the Chairman.

4. **COMMITTEE REPORTS**

To receive reports from the following:

4.1	Planning Committee	18 October 2016	Page 9
4.2	Leisure Services Committee	8 November 2016	Page 19
4.3	Planning Committee	15 November 2016	Page 25
4.4	Strategy and Resources Committee	22 November 2016	Page 35

5. **LEADER'S STATEMENT**

To receive a statement from the Leader of the Council.

6. **REPRESENTATIVES ON OUTSIDE BODIES**

a) To consider **Report No. FC 5/16**. Page 49

b) To receive any reports from Town Council representatives on outside bodies. **(Appendix 6b)** Page 54

7. **TOWN MAYOR'S ENGAGEMENTS**

To receive a report from Councillor Jenny Cheng on her engagements as Town Mayor. **(Appendix 7)** Page 55

There have been no engagements for the Deputy Mayor since the last meeting.

8. **FUTURE AGENDA ITEMS**

To consider any items for inclusion in future Council agendas.

**Minutes of a Meeting of the Town Council held at the Oakwood Centre on
Tuesday 27 September 2016 at 8 pm**

Present: Councillors J. Cheng (Chairman); K. Baker; T. Barker; S. Brindley;
A. Chadwick; P. Etherington; M. Forrer; D. Fradley; M. Green;
R. Horskins; J. MacNaught; D. Mills; S. Rahmouni; W. Soane;
D. Stares; J. Trick; M. Walker; P. Wicks; M. Willson

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

Also present: Andy Couldrick, Chief Executive, Wokingham Borough Council
1 member of the public

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

*Before the start of the meeting Andy Couldrick, Chief Executive, Wokingham Borough Council, spoke to Members about Wokingham Borough Council's 21st Century Council Programme, as reported in **Appendix A**.*

36. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors C. Dixon, R. Dolinski, B. Franklin, K. Gilder, R. Lay and D. Smith.

37. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

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

The Town Mayor presented the minutes of the Council meeting held on 28 June 2016.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 28 June 2016 and that they be signed by the Mayor as a correct record.

39. **COMMITTEE REPORTS**

39.1 **Minutes of the Planning Committee: 5 July 2016**

Councillor Barker presented the minutes of the Planning Committee meeting held on 5 July 2016.

Minute 46: Planning Decisions

In response to a query the Committee Officer agreed to investigate whether the planning database software could be altered so that the word "District" was changed to "Borough" on the decisions list.

[Note: The software provider advised that it was not possible to make the required amendment; however in future the Committee Officer would manually change each occurrence of the word on the pdf version of the decisions list.]

RESOLVED:

- ◆ To receive the minutes of the Planning Committee meeting held on 5 July 2016.

39.2 **Minutes of the Planning Committee: 26 July 2016**

Councillor Barker presented the minutes of the Planning Committee meeting held on 26 July 2016.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee meeting held on 26 July 2016.

39.3 **Minutes of the Planning Committee: 23 August 2016**

Councillor Barker presented the minutes of the Planning Committee meeting held on 23 August 2016.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee meeting held on 23 August 2016.

39.4 **Minutes of the Leisure Services Committee: 6 September 2016**

Councillor Soane presented the minutes of the Leisure Services Committee meeting held on 6 September 2016.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee meeting held on 6 September 2016.

39.5 **Minutes of the Strategy and Resources Committee: 13 September 2016**

Councillor Baker presented the minutes of the Strategy and Resources Committee meeting held on 13 September 2016.

RESOLVED:

- ◆ To approve the recommendation of the Strategy and Resources Committee that the three bank accounts held with the Bank of Ireland be closed and that two of the signatories to those bank accounts be requested to sign the mandate to take this course of action.
- ◆ To approve the recommendation of the Strategy and Resources Committee that £5,000 from the 2016/17 Capital Programme be allocated for costs associated with the application for Green Flag status at Woodford Park.
- ◆ To receive the minutes of the Strategy and Resources Committee meeting held on 13 September 2016.

39.6 **Minutes of the Planning Committee: 20 September 2016**

Councillor Barker presented the minutes of the Planning Committee meeting held on 20 September 2016.

Minute 108: Wokingham Borough Council Local Plan Update – Issues and Options Consultation

Councillor Barker thanked Councillors Cheng and Walker for the work they had done in reviewing the consultation document and formulating the responses for discussion.

RESOLVED:

- ◆ To receive the minutes of the Planning Committee meeting held on 20 September 2016.

40. **PLANNING COMMITTEE**

It was proposed by Councillor Walker, seconded by Councillor Baker and

RESOLVED:

- ◆ To appoint Councillor Fradley to the vacant position on the Planning Committee.

41. **AUDIT 2015/16**

RESOLVED:

- ◆ To receive the external auditor's opinion on the audit of the 2015/16 Annual Return
- ◆ To adopt the audited Annual Return for 2015/16.
- ◆ To note that the Notice of Conclusion of Audit had been displayed on public noticeboards at the Oakwood Centre and on the Council's website from 30 August 2016.

42. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"I want to welcome back all Members from the long break, after what has been a glorious summer full to the brim with British sporting success.

Second at the Olympics, second at the Paralympics – quite a contrast to the single gold medal won by Britain at the Atlanta Olympics in 1996!

Only a few weeks back, and we have already been busy. In my long time in local politics I cannot remember so many exciting projects under way and there are more in the wings waiting to be started. When the Conservatives took control several years ago we inherited a council which was led by politicians who had run out of ideas, were comfy in letting things drift, did not engage properly with the staff amongst many other things. It is no wonder that residents in 2015 gave the Conservatives such a huge mandate to change things.

When residents gave us that precious gift of control they had a set of expectations that things would change for the better. I think we have and will continue to deliver on those expectations. Let me highlight ten of them:

1. Reduce the town council tax by 8%.
2. Installed one of the best 3G all weather football pitches in the area.
3. Moving forward with major refurbishment of Woodford Park Lake.
4. Moving forward with a new Gym installation in Woodford Park Leisure Centre.
5. Working with the Borough and the TCMI to redevelop the north end of the Town Centre with a planning application already lodged.
6. Working with the Borough on a joint project to bring Loddon Mead back into use with a focus on some form of youth facility.
7. Moving forward with the new Public Toilet with a planning application lodged by the end of the year.
8. Helped the Carnival Committee reintroduce the evening event by sponsoring the fireworks.

9. Helping local businesses grow through sponsorship of the Festival of Business now in its 4th year which will be held on the 9th November and I encourage all councillors to pay it a visit.
10. Continue grants to local organisations and individuals.

Morale within our officers has never been better and I will continue to work with our Town Clerk to make sure this continues. My thanks to all councillors who have contributed to these efforts over the last few years."

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

The Town Clerk presented Report No. FC 4/16 and drew Members' attention to the plan of the scheme, which had been tabled at the meeting.

Members were informed that tenders for the project had been received and it was likely that the final cost of the project would be significantly higher than the existing funding of £240,000. Wokingham Borough Council had approached the Town Council to request that it consider making a £50,000 contribution to the project in order that the whole of the planned scheme could be achieved. Some of these funds would make up a contingency fund and if this was not required any unspent funds would be returned to the Town Council.

RESOLVED:

- ◆ To agree to the request from Wokingham Borough Council to contribute £50,000 from the general reserve towards the town centre regeneration project.

44. **REPRESENTATIVES ON OUTSIDE BODIES**

- a) Members considered the current vacancies for representatives on outside bodies and during the discussion it was proposed that the number of Town Council representatives and deputies to some organisations could be reduced.

RESOLVED:

- ◆ That officers review the number of Town Council representatives on outside bodies and report back to the next meeting of Council.

- b) Members noted the following written reports distributed with the agenda:

- ARC - Report by Mrs Shelagh Flower
- Robert Palmer Almshouse Charity - Report by Cllr Rahmouni
- Woodley Bowling Club Management Committee - Report by Cllr Stares
- Poor's Land Charity - Report by Cllr Cheng
- Woodley Volunteers - Report by Cllr MacNaught

45. **WOODLEY MEMORIAL RECREATION GROUND CHARITY**

RESOLVED:

- ◆ To note that the Charity Commission Annual Return for 2015/16 was submitted to the Charity Commission on 4 August 2016.

46. **NEIGHBOURHOOD PLANNING BILL**

RESOLVED:

- ◆ To note the correspondence received from Gavin Barwell MP, Minister for Housing and Planning, regarding the new Neighbourhood Planning Bill.

47. **TOWN MAYOR'S ENGAGEMENTS**

- a) Councillor Cheng informed the Council of the 11 events she had attended as Town Mayor and particularly noted the reception hosted by the Borough Mayor for Woodley resident Charles Miller, in recognition of his award of the Legion d'Honneur by the French government for his services towards the liberation of France during the Second World War.
- b) Councillor Chadwick reported on the event she had attended as Deputy Town Mayor.

48. **FUTURE AGENDA ITEMS**

No suggestions were made for future agenda items.

Meeting closed at 9:30pm

APPENDIX A

Andy Couldrick, Chief Executive, Wokingham Borough Council, was welcomed to the meeting. He explained that the Borough Council needed to make changes in their working practices due to the ongoing financial pressures and was therefore talking to town and parish councils to improve working relationships and try to create a stronger platform to engage in joint endeavours.

Members were informed that since 2010 Wokingham Borough Council had made savings of £30-35 million, which was 32% of its previous net budget, but that a further £19 million of savings were required over the next 3 years.

Andy Couldrick reported that more than half of the Borough Council's budget was spent on adult social care, with the second highest portion of the budget being spent on child services. The borough was also responsible for looking after vulnerable families and unaccompanied child refugees. The demand for all of these services was expected to increase in future years leading to even greater budget pressures. As the provision of these services could not be reduced, savings would have to be made in other areas.

Wokingham Borough Council was therefore proposing a programme of activity called the 21st Century Council Programme, which comprised a series of themes relating to how the Council was organised. The aim was to create a Council that worked better for residents and was also cheaper to run. Andy Couldrick informed Members that as part of this programme the Borough Council would invest £6 million in an improved IT system, with the intention of producing a greater ability to resolve residents' problems online and reduce the number of visits and phone calls made to the Council offices. Increased use of the IT system within the Council itself would enable staff to work more effectively. The proposals were to be considered by Wokingham Borough Council that week and, if approved, the process would start immediately. It was anticipated that from a staff of approximately 1000, about 100 – 150 positions would be lost, saving £4 million a year.

Andy Couldrick explained that another aim was to enable highly qualified officers at the Borough Council, such as planning officers and social workers, to focus on their specialism with other staff taking on the task of engaging with the public. The Borough Council was also investigating possible new ways of delivering some services, for example local sponsorship of school crossing patrollers, and involving town and parish councils and the voluntary and community sectors in the provision of social care solutions. Income generation was also being investigated: for example, the use of advertising hoardings and the best ways to create income from Council owned land and property.

Members were informed by Andy Couldrick that all services provided by the Borough Council were being reviewed and that he was optimistic that it would be possible to save money and deliver better outcomes for residents with the co-operation of town and parish councils.

Members discussed a variety of suggested changes with Andy Couldrick and the importance of social media in keeping residents informed of changes and preventing miscommunication was stressed. The Mayor then thanked Andy Couldrick for coming to the meeting and said that it was good to hear that the Borough Council was working to improve communications and its relationship with town and parish councils.

**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 18 October 2016 at 7:45 pm**

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

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

Officer present: *L. Matthews, Committee Officer*

115. **APOLOGIES**

Apologies for absence were received from Councillors M. Forrer, B. Franklin, D. Mills and S. Rahmouni.

116. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

117. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 20 SEPTEMBER 2016**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 20 September 2016 be approved and signed by the Chairman as a true and accurate record.

118. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

119. **PLANNING DECISIONS**

RESOLVED:

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

120. **NEIGHBOUR CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 162678
Location: 17 Shackleton Way, Woodley, RG5 4UU.
Proposal: Application for the prior approval of the erection of a single storey rear extension, which would extend beyond the rear wall of the original house by 4m, for which the maximum height would be 3.7m and the height of the eaves 2.69m.

121. **TELECOMMUNICATIONS INSTALLATION**

RESOLVED:

- ◆ To note that the planning authority had given prior approval for the following permitted development:

Location: Land opposite Woodley Baptist Church, Hurricane Way.

Proposal: Installation of a cabinet, box, pillar, pedestal or similar apparatus.

122. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note that Wokingham Borough Council had made the following Tree Preservation Orders:

TPO 1534/2016: 10 and 12 Coppice Road, Woodley, RG5 3QX.

Protected trees: 1 No. Ash at 10 Coppice Road

1 No. Oak at 12 Coppice Road

TPO 1544/2016: 123 Loddon Bridge Road, Woodley, RG5 4AG

Protected tree: 1 No. Copper Beech

123. **TREE SURGERY**

RESOLVED:

- ◆ To note the following:

Section 211 notification of work to trees within the Woodley Town Conservation Area:
Church Mews, Woodley. RG5 4RJ.

Consent for the selective pruning of an oak.

124. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. P 8/16.

125. **HIGHWAYS**

Road Works/Street Works Major Projects Co-ordination meeting

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Projects Co-ordination meeting held on 20 September 2016.

126. **BUS SHELTERS**

Members noted the following information given in the agenda:

a) That Wokingham Borough Council intends to install a bus shelter in Lytham Road, following requests by Town Councillors and residents.

b) That Wokingham Borough Council is to replace the damaged bus shelter in Headley Road.

The Chairman thanked Councillor MacNaught for the work he had done to get a bus shelter installed in Lytham Road.

127. **WOKINGHAM BOROUGH COUNCIL BUDGET ENGAGEMENT SESSIONS**

Members noted the information received from Wokingham Borough Council regarding its budget information sessions, being held in five locations across the borough.

128. **WOKINGHAM BOROUGH COUNCIL LOCAL PLAN UPDATE – LIST OF PROMOTED SITES**

Members noted that the following two sites in Woodley had been submitted for assessment during the "Call for Sites" consultation undertaken by Wokingham Borough Council:

1. Western Site, Headley Road East
Proposed use: Shops (A1 Planning Use)
2. Land to rear of and adjacent to Addington School, Woodlands Avenue
Proposed use: Leisure/Public Open Space

129. **PUBLICATIONS/INFORMATION**

RESOLVED:

- ◆ To note receipt of the following:
 - *TCMI Newsletter – October 2016*

130. **FUTURE AGENDA ITEMS**

There were no suggestions for future agenda items.

131. **PUBLICITY/WEBSITE**

There were no suggestions for items to be publicised.

The following item was received from Wokingham Borough Council after the agenda had been issued:

132. **APPLICATION TO RENEW STREET TRADING CONSENT**

Members considered the following application to renew Street Trading Consent:

Application No: ST26
Applicant: Mr Jan Ratip – Adems Kebabs
Trading Site: Woodlands Avenue, Woodley (opposite university site)

Trading Times: Sunday to Thursday: 0700 to 0100 hours
Friday and Saturday: 0700 to 0300 hours)
(One hour shutdown at 3pm to prepare for evening food)

RESOLVED:

- ◆ To respond to the West Berkshire and Wokingham Environmental Health and Licensing Service with no objections.

133. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

134. **ENFORCEMENT ISSUES**

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

The meeting closed at 9:05 pm

Chairman

Woodley Town Council

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Date :- 19/10/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;				
162579	16/09/2016	Stefan Fludger	Mr Sam Warwick	Woodley Town Centre Crockhamwell Road Woodley RG5
	Proposal : Full planning application for demolition of existing pergola structure and replacement of street furniture, installation of new performance space including low raised stage and tensile tent structure plus community/family play space with thermoplastic paint design in paving.			
	Observations : No objections.			
162585	26/09/2016	Nuno Fernandes	Mr Mark Shepherdson	40 Austin Road Austin Road Woodley RG5 4EL
	Proposal : Householder application for the proposed erection of a single storey front extension to dwelling following removal of existing porch.			
	Observations : No objections.			
162598	30/09/2016	Katie Herrington	Miss Elsa Quinton	Unit 22, Headley Park Ten Headley Road East Woodley RG5 4SW
	Proposal : Full application for the proposed installation of new windows, double door set and DDA compliant access ramp to the front elevation to match those of the neighbouring HSS unit number 21.			
	Observations : No objections.			
162627	28/09/2016	Brooke Davey	M Jenny Chen	Unit 6, East Reading Retail Ce Shepherds Hill Woodley RG6 1FE
	Proposal : Application for advertisement consent for the proposed erection of a fascia sign across front elevation of building.			
	Observations : No objections.			
162635	05/10/2016	Rosie Rogers	London & Cambridge Properties	Unit 9 Loddon Vale Centre Woodley RG5 4UX
	Proposal : Full application for the proposed change of use of existing second floor/loft space to form a single 2 bedroom flat, including external alterations involving the erection of dormer windows, balcony area, proposed skylights and proposed sunpipes.			
	Observations : No objections.			

Date :- 19/10/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
162641	29/09/2016	Christine Phillips	Daniel and Anna Arrowsmith	3 Armstrong Way Armstrong Way Woodley RG5 4NW
Proposal : Householder application for the conversion of existing garage to habitable accommodation.				
Observations : No objections.				
162655	07/10/2016	Stephen Thwaites	Mr & Mrs Ben Sawyer	17 Beechwood Avenue Beechwood Avenue Woodley RG5 3DE
Proposal : Householder application for the proposed single storey rear extension following demolition of existing sunroom, single storey front extension to form porch plus raising of existing flat roof parapet wall over attached garage and existing side extension by up to 500mm.				
Observations : No objections.				
162695	29/09/2016	Dariusz Kusyk	BT	Various locations around Wokingham Borough
Proposal : ADJOINING PARISH CONSULTATION				
Consultation from British Telecommunications for the proposed removal of 19 public payphones.				
Observations : No objections.				
162708	30/09/2016	Brett Beswetherick	Mr J Nightingale	4 Brunel Drive Brunel Drive Woodley RG5 4PW
Proposal : Householder application for the proposed first floor side extension to dwelling plus part conversion of garage to habitable accommodation.				
Observations : No objections.				
162817	12/10/2016	Brooke Davy	Mr & Mrs Codling	4 Portrush Close Portrush Close Woodley RG5 3PB
Proposal : Householder application for the proposed erection of a single storey front extension; single storey rear extension; conversion of existing garage to habitable accommodation and first floor side extension.				
Observations : No objections.				

Date :- 19/10/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Refused on the following applications;**162407**

26/09/2016	Stefan Fludger	Mr Mark Redman	6 Selcourt Close Selcourt Close Woodley RG5 3AS
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Proposal : Householder application for the proposed erection of a single storey rear extension, conversion of existing loft space to additional habitable accommodation, to include internal alterations.

Observations : One resident was present at the meeting to voice concerns.

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

- The proposed extension is out of scale with the existing property.
- Overbearing.
- Out of keeping with other properties in the street.
- The proposed velux windows in the roof overlook the neighbouring properties.

The Committee also commented that no dimensions were given on the drawings.

162576

26/09/2016	Jane Burton	Mr & Mrs M Napier	41 Redwood Avenue Redwood Avenue Woodley RG5 4DS
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Proposal : Householder application for proposed erection of two storey side extension to dwelling plus new driveway and dropped kerb.

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

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

- The proposed extension breaches the building line in Holly Road.
- Insufficient parking provision for a five bedroom house.

Date :- 19/10/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Concerns on the following applications;**162586**

26/09/2016	Dariusz Kusyk	Mr Marlon Corbin	54 Haddon Drive Haddon Drive Woodley RG5 4LU
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Proposal : Householder application for proposed erection of part single, part two storey side extension, single storey rear infill extension, demolition of existing garage, conversion of existing loft space to habitable accommodation, new pitched roof over second floor extension and changes to rear fenestration.

Observations : The Committee considered the proposals and had the following concerns:

- There will be insufficient parking provided for a five bedroom house.
- The velux windows in the roof are not shown on the elevation drawings.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 13 October 2016

' C ' Contrary to Borough

Page No : 1

' E ' Endorsed by Borough

GRANTED PLANNING PERMISSIONS

E 161575	Approved	118 Colemans Moor Road
E 161666	Approved	Unit 21
E 161814	Approved	33 Butts Hill Road
E 161858	Approved	61 - 63 Crockhamwell Road
E 161880	Approved	59 Malone Road
E 162002	Approved	27 Hanwood Close
E 162034	Approved	110 Wheble Drive
E 162111	Approved	15 Reading Road
E 162118	Approved	8 Bibury Close
E 162121	Approved	86-88 Headley Road
E 162205	Approved	104 Antrim Road
162226	Approved	191 Hurricane Way
E 162246	Approved	198 Crockhamwell Road
E 162252	Approved	7 Malvern Close
E 162257	Approved	32 Cottesmore Road
E 162277	Approved	14 Hudson Road
162301	Approved	58 Beechwood Avenue
E 162322	Approved	15 Harris Close
E 162381	Approved	Thatchers Tavern
E 162388	Approved	16 Lambourne Gardens

OTHER PLANNING DETAILS

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 13 October 2016

' C ' Contrary to Borough

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' E ' Endorsed by Borough

161856

Withdrawn

19 Reading Road

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 8 November 2016 at 8:00 pm**

- Present:** *Councillors W. Soane (Chairman); T. Barker; K. Gilder; S. Rahmouni;
D. Stares*
- Officers present:** *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk;
E. Whitesmith, Leisure Services Manager; L. Matthews, Committee Officer*
- Also present:** *David Provins, Friends of Woodford Park*

29. **APOLOGIES FOR ABSENCE**

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

30. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

31. **MINUTES OF THE MEETING HELD ON 6 SEPTEMBER 2016**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 6 September 2016 be approved and signed by the Chairman as a correct record.

32. **JUST AROUND THE CORNER**

Sam Milligan had sent his apologies as he was unable to attend the meeting.

33. **BUDGETARY CONTROL**

The Town Clerk presented Report No. LS 20/16 and pointed out that there had been no expenditure on the public toilet as it had not yet been installed. In reply to a question the Town Clerk informed Members that she did not yet know when installation would take place, but that planning permission would be required before this could be arranged.

Following a question about repairs to street lights the Deputy Town Clerk reported that some of the lights that had not been working had been repaired, but that new lantern units were awaited for the others, as the lanterns had been vandalised. He informed Members that all the lighting columns for which the Town Council had responsibility were due to be replaced and it was hoped that this work would start before Christmas. The new lighting columns would have sensors to automatically report faults.

RESOLVED:

- ◆ To note Report No. LS 20/16.

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

The Leisure Services Manager presented Report No. LS 21/16 and gave an update on the plans for the 2017 Woodley 10km run, informing Members that Barnes Fitness had already made contact with the police to discuss arrangements and were hoping to also hold a 3km run for children on the same day. The date of the run would be Sunday 7 May 2017. In reply to a question the Leisure Services Manager confirmed that there would be the same financial arrangement for donations to the Mayor's charity as was made in 2016 and Barnes Fitness had already enquired about the charity.

Members were very pleased to note the progress of work on the new fitness gym at Woodford Park Leisure Centre and to note that everything was on schedule for a soft opening in December, with an official opening planned for January. The Leisure Services Manager tabled 3D pictures showing the gym interior and also passed around examples of the advertising flyer and the membership card. He answered Members' questions about the number of enquiries received and how many gym members would be needed for the gym to make a profit, and gave details about the proposed membership contract and the incentives for signing up early. He also informed Members that within the next month he hoped to take on an apprentice to train and qualify in fitness. The Chairman thanked the Leisure Services Manager for all his efforts and the hard work that had gone into planning and making arrangements for the new fitness gym.

The Leisure Services Manager reported on the new regular bookings taken on at Woodford Park Leisure Centre and informed Members that agreement had been reached with the Community Coaching Scheme (CCS) allowing them eight hours of 3G pitch use and over twelve hours of classroom time at Woodford Park Leisure Centre each week of the football scholarship programme.

Members also noted the reports on the Wokingham Schools Football Tournaments in October, the October half-term activities, which included a Halloween themed session named Spooky Sports Camp, and the proposed Christmas activity camps, including the Christmas "drop 'n' shop" sessions.

Members were asked to approve the proposed opening and closing arrangements for Woodford Park Leisure Centre over the Christmas and New Year period.

RESOLVED:

- ◆ To note Report No. LS 21/16.
- ◆ To approve the proposed opening arrangements at Woodford Park Leisure Centre over the Christmas and New Year period, as follows:

Saturday 24 December	closed
Christmas Day	closed
Bank Holiday Monday 26 December	closed
Bank Holiday Tuesday 27 December	closed
Wednesday 28 December	open 10am – 5pm
Thursday 29 December	open 10am – 5pm
Friday 30 December	open 10am – 5pm
Saturday 31 December	closed
New Year's Day	closed
Bank Holiday Monday 2 January	closed
Tuesday 3 January	closed

35. **3G PITCH STEERING GROUP**

The Deputy Town Clerk presented Report No. LS 22/16 of the 3G Pitch Steering Group meeting held on 4 October 2016.

Members were pleased to note that the partner clubs all reported that they had received no negative comments about the 3G pitch and all felt that the 3G pitch was an excellent facility and wanted to help to make it successful.

Following an expression of concern from Members about incidents of vandalism to the pitch, the Deputy Town Clerk explained that these had occurred during the first few weeks that the pitch was open and had been carried out by people gaining access by climbing

over the fence. This problem had been resolved by painting the fence with anti-climb paint and putting up warning signs.

In response to a question about whether there had been any complaints from local residents about noise or light pollution from the 3G pitch the Deputy Town Clerk informed Members that correspondence had been received from a resident in Farriers Close regarding noise and light pollution and this was being investigated.

RESOLVED:

- ◆ To note Report No. LS 22/16.

36. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 23/16 and advised Members that a new trainee would be joining the Maintenance Team the following week.

Members were informed that there had been vandalism to the roof of the youth shelter in Woodford Park and that this had been reported to the police.

The Deputy Town Clerk reported that ecology, topographic and tree surveys had been carried out at Woodford Park lake and the landscape architect was processing this information to create a 3D model that could be used to input design proposals. The next stages in the lake project would be the development of designs with the landscape architect, consultation with the public, the calculation of costings and the seeking of funding.

Members were pleased to note that the Friends of Woodford Park had received 2,500 crocus bulbs through an initiative run by the Rotary Club and that these had been planted near the entrance to the park from Haddon Drive. The group had also pruned shrubs and removed brambles and scrub from the boundary of the Rotary Garden.

Members were reminded that a gathering of remembrance would take place at the war memorial on 11 November.

RESOLVED:

- ◆ To note Report No. LS 23/16.

At this point in the meeting the Chairman asked David Provins from the Friends of Woodford Park whether he wished to speak. Mr Provins informed Members that the Queen's Birthday Garden in Woodford Park had received an award in the "Thriving" category from Britain in Bloom. Mr Provins also reported that he had attended a seminar run by Britain in Bloom and had gathered many ideas for next year's competition.

The Chairman thanked the Friends of Woodford Park for their hard work in the park and said that their efforts had been very worthwhile.

37. **COMMUNITY YOUTH PARTNERSHIP**

Councillor Stares presented Report No. LS 24/16 of the Community Youth Partnership meeting held on 5 October 2016.

The Community Youth Partnership had discussed how to progress the possible development of the Loddon Mead area to provide activities for young people and had recognised the need to get formal agreement from Wokingham Borough Council for the use of the site. It had been suggested that this could take the form of a lease. The Town Clerk stressed the need for permission to be granted for the use of the site for the intended activities before the Committee allocated funding for the project.

RESOLVED TO RECOMMEND TO THE STRATEGY AND RESOURCES COMMITTEE:

- ◆ That the Town Council seek to lease the area under the A3290 from Wokingham Borough Council in order to work with other organisations to provide activities for young people at the site.

RESOLVED:

- ◆ That permission be sought from Wokingham Borough Council to access the site as a base for the JAC van at least once a week while a possible lease is discussed.
- ◆ That the Youth Projects fund of £3,000 be allocated towards the costs of the Loddon Mead area project, subject to permissions being given to use the site as proposed.

38. **ALLOTMENTS UPDATE**

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

39. **BUS SHELTERS**

- a) Members noted that Wokingham Borough Council intended to install a bus shelter in Lytham Road and considered adding this to the Town Council's maintenance schedule.
- b) Members noted that Wokingham Borough Council was to replace the damaged bus shelter in Headley Road and considered adding this to the Town Council's maintenance schedule.
- c) Members considered recommending to the Strategy and Resources Committee that Capital Programme funds be allocated to replace the bus shelter in Beechwood Avenue, at a cost of £5,000, as the existing shelter was old and in poor condition.

RESOLVED:

- ◆ To add the intended new bus shelter in Lytham Road to the Town Council's maintenance schedule.
- ◆ To add the replacement bus shelter in Headley Road to the Town Council's maintenance schedule.
- ◆ To recommend to the Strategy and Resources Committee that £5,000 from the Capital Programme funds be allocated to replace the bus shelter in Beechwood Avenue.

The following item was received from Wokingham Borough Council after the agenda had been published.

40. **CONSULTATION BY WOKINGHAM BOROUGH COUNCIL: 21ST CENTURY LEISURE STRATEGY**

Members noted the press release from Wokingham Borough Council regarding its draft Leisure Strategy consultation and the drop-in information events being held across the borough.

As Members had not been able to view the consultation document prior to the meeting and responses were required before the next Committee meeting, it was

RESOLVED:

- ◆ That all Members review the consultation document and send their comments to the Committee Officer by Friday 9 December 2016.
- ◆ That the Committee Officer would collate the comments and circulate them to the Committee for agreement.
- ◆ That the agreed response be sent to Wokingham Borough Council before the deadline of 23 December 2016.

41. **FUTURE AGENDA ITEMS**

It was requested that the following items be included as future agenda items:

- A report on the opening of the fitness gym at Woodford Park Leisure Centre.
- An update on the lake project in Woodford Park.
- An update on the planning application for the public toilet.
- An update on the application for Green Flag status for Woodford Park.

42. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the launch of the new fitness gym at Woodford Park Leisure Centre.

The meeting closed at 9:20 pm

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**Minutes of a Meeting of the Planning Committee held at the Oakwood Centre
on Tuesday 15 November 2016 at 7:45 pm**

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

Also present: *Inspector Alastair Lloyd
8 members of the public*

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

135. **APOLOGIES**

Apologies for absence were received from Councillors R. Dolinski, M. Forrer and J. MacNaught.

136. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

137. **MINUTES OF THE PLANNING COMMITTEE MEETING HELD ON 18 OCTOBER 2016**

RESOLVED:

- ◆ That the minutes of the Planning Committee meeting held on 18 October 2016 be approved and signed by the Chairman as a true and accurate record.

138. **NEIGHBOURHOOD POLICING**

The Chairman welcomed Inspector Alastair Lloyd to the meeting, to speak about recent changes in neighbourhood policing.

Inspector Lloyd explained that Thames Valley Police had recently undertaken a comprehensive review of neighbourhood policing, which had identified that it should focus on four key areas:

- Problem solving – working with communities to prevent and reduce demand.
- Engagement – better understanding the needs of communities.
- Visibility – reassuring communities through a uniformed police presence.
- Community resilience – working with communities to make their areas safer.

Inspector Lloyd then spoke about how he would like to work with local councils to achieve these goals. He asked that the police be invited to community or parish events, such as the carnival, as a way of meeting and engaging with the community. He also asked if the benefits of Thames Alert, the free community messaging service provided by Thames Valley Police, could be publicised on the Council's website and in the parish newsletter, with the aim of increasing participation. It was hoped that Thames Alert could be used for more specific engagement with the community by reporting what the police had been doing and how they had responded to reported problems and that this would also help to make the work of the police a more visible.

As a way of improving community resilience Inspector Lloyd informed Members that he hoped to be able to work with the Council to make Woodley a "no cold calling" area, which

would help protect the most vulnerable members of the community from cold callers and doorstep criminals.

Finally Inspector Lloyd said that one of the main problems reported by communities was speeding traffic and he hoped to be able to work with community partners to set up community speed watch groups to help solve this problem. He would therefore be writing to ask all the parishes within the area for a donation of £200 towards the purchase of a portable speed-measuring device and he hoped that the Town Council would consider this.

In response to a point raised by Members, Inspector Lloyd agreed that it was important to educate people to report incidents of crime by phoning 101 so that all incidents were logged, allowing crime hotspots to be flagged up and dealt with. A resident present at the meeting reported that it sometimes took more than 15 minutes for a call to be answered on the 101 service and asked whether more call handlers could be employed. Inspector Lloyd apologised for this and said that he would look at the call centres to ensure that they could meet the demand. He also pointed out that it was possible to report crime online or by emailing the neighbourhood team and he asked everyone to persist in their efforts to report crime so that the police were aware of the problems.

The Chairman thanked Inspector Lloyd for coming to the meeting. Inspector Lloyd said that he would like to visit again, maybe on an annual basis, and asked the Council to report to him if they were unhappy with the service provided by the police.

139. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

140. **PLANNING DECISIONS**

RESOLVED:

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

141. **NEIGHBOURHOOD CONSULTATION SCHEME**

RESOLVED:

- ◆ To note application 163061
Location: 4 Leyburn Close, Woodley, RG5 4PX.
Proposal: Application for the prior approval of the removal of existing conservatory frames and a tiled roof and replacing onto existing base and walls new frames and a tiled roof, which would extend beyond the rear wall of the original house by 3.3m for which the maximum height would be 2.8m and the height of the eaves 2.1m.
- ◆ To note application 163081
Location: 43 Cypress Road, Woodley, RG5 4BD.
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 6m, for which the maximum height would be 3m and the height of the eaves 2.5m.

142. **TELECOMMUNICATIONS INSTALLATION**

RESOLVED:

- ◆ To note the following permitted development notification:
Location: Mohawk Way, South of 27 Catalina Close, Woodley.
Proposal: Permitted development notification for proposed installation of 1No. electronic communication apparatus.

143. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

Woodland 1 of TPO 3/1951: 3 Burgess Close, Woodley, RG5 3LJ.
Consent for the removal of two dead sycamore trees and replacement by at least two approved trees.

TPO 3/1951: 12 Wallace Close, Woodley, RG5 3HW.
Consent for the felling of a rowan tree.

TPO 141/1971: 18 Radcot Close, Woodley, RG5 3BG.
Consent for the selective pruning of two oak trees.

144. **BUDGETARY CONTROL**

The Town Clerk presented Report No. P 9/16 and reported that the annual grants had now been fully paid to recipients.

RESOLVED:

- ◆ To note Report No. P 9/16.
- ◆ That the budget report would only be included in future agendas when there was a change to report.

145. **PUBLICATIONS/INFORMATION**

RESOLVED:

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

146. **PUBLICITY/WEBSITE**

Following the presentation given by Inspector Lloyd at the start of the meeting, it was suggested that the website could include a news report for police matters.

At this point in the meeting the Committee Officer tabled a press release for Members' information, received after the agenda had been issued, which gave information about possible government funding for a potential garden settlement on the borders of Reading, West Berkshire and Wokingham Borough.

147. **EXCLUSION OF PUBLIC AND PRESS**

RESOLVED:

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

148. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of one enforcement investigation closure notice.

The meeting closed at 9:15 pm

Chairman

Woodley Town Council

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Date :- 21/11/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;				
162799	26/10/2016	Mark Croucher	Mr Kuldip Sehmi	61 - 63 Crockhamwell Road Crockhamwell Road Woodley RG5 3JP
				Proposal : Advertisement consent application to display 1 set of internally illuminated fascia text, 1 internally illuminated projection sign and 1 set of 3 non-illuminated windbreaks.
				Observations : No objections.
162800	01/11/2016	Brett Beswetherick	Mr Mark Donlan	65 Woodlands Avenue Woodlands Avenue Woodley RG5 3HF
				Proposal : Householder application for the proposed single storey side and rear extension to dwelling plus conversion of loft space to habitable accommodation and demolition of existing garage to rear garden.
				Observations : The Committee had no objections to this application, but asked that any neighbour concerns be taken into account.
162803	21/10/2016	Dariusz Kusyk	Mr Philip Oneill	195 Hurricane Way Hurricane Way Woodley RG5 4UH
				Proposal : Householder application for the proposed part conversion of existing garage to additional habitable accommodation, to include insertion of new window to rear.
				Observations : No objections.
162807	26/10/2016	Katie Herrington	Mrs Lisa Ridout	299 - 301 Headley Road East Headley Road East Woodley RG5 4SE
				Proposal : Full planning application for the proposed ground/second mansard roof to the rear plus dormer extension to the rear.
				Observations : Two letters of concern had been received for this application and one resident was present at the meeting.
				The Committee discussed the application and had no objections to the proposal, but requested that residents' concerns about disruption and disturbance during the construction period be taken into consideration.
162909	01/11/2016	Christine Phillips	Mr & Mrs Holmes	3 Cypress Road Cypress Road Woodley RG5 4BD
				Proposal : Householder application for the proposed single storey replacement rear extension to dwelling.
				Observations : No objections.

Date :- 21/11/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
162916	21/10/2016	Brooke Davey	Mr & Mrs S Clark	3 Master Close Master Close Woodley RG5 4UB
Proposal : Householder application for proposed erection of single storey rear extension to dwelling.				
Observations : No objections.				
162954	28/10/2016	Brett Beswetherick	Mr Ian Wright	74 & 76 Western Avenue Western Avenue Woodley RG5 3BH
Proposal : Application to remove condition 1 of planning consent 177/67 for a detached house to allow the erection of fence at height of 1.2m to front of dwellings. (Retrospective)				
Observations : No objections.				
162980	04/11/2016	Brooke Davey	Mr & Mrs Parsons	98 Butts Hill Road Butts Hill Road Woodley RG5 4NR
Proposal : Householder application for the proposed erection of a two storey side extension and a single storey rear extension to dwelling.				
Observations : No objections.				
162981	01/11/2016	Jane Burton	Mr & Mrs Klotz	22 Mitchell Way Mitchell Way Woodley RG5 4NQ
Proposal : Householder application for the proposed single storey rear extension plus first floor extension to dwelling.				
Observations : No objections.				
162983	08/11/2016	Christine Phillips	Mr Daniel Gilbert	2 Lindberg Way Lindberg Way Woodley RG5 4XE
Proposal : Householder application for the proposed erection of a single storey rear extension to the existing dwelling.				
Observations : No objections.				
162999	28/10/2016	Graham Vaughan	Antler Homes	Courtyard Offices Perimeter Road Woodley RG5
Proposal : Application for advertisement consent for proposed erection of maximum of 5No. signs to include flagpoles with a maximum height of 6 metres and 1No. V-stack board.				
Observations : No objections.				

Date :- 21/11/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
163025	09/11/2016	Brett Beswetherick	Mr Chris Miller	101 Tippings Lane Tippings Lane Woodley RG5 4RY
Proposal : Householder application for the proposed single storey side/rear extension to existing dwelling.				
Observations : No objections.				
163030	09/11/2016	Christine Phillips	Mr & Mrs Mathews	44 Reading Road Reading Road Woodley RG5 3DB
Proposal : Householder application for the proposed erection of a single storey rear extension to form an orangery.				
Observations : The applicants were present at the meeting.				
The Committee had no objections to the proposal.				
163080	09/11/2016	Stephen Thwaites	H3G Ltd and EE Ltd	Land at junction of Mohawk Way & Sandford Lane Woodley RG5 4TA
Proposal : Prior approval application for the proposed replacement of existing 10m phase 4 monopole with a 10m phase 5 monopole and 1No. additional cabinet.				
Observations : No objections.				
163128	09/11/2016	Brooke Davey	Mr Guy Gibson	Waingels Road Waingels Road Woodley
Proposal : Application for proposed vehicular access to temporary compound.				
Observations : No objections.				

Date :- 21/11/2016

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Refused on the following applications;**162824**

17/10/2016	Stephen Thwaites	Mrs Lesley Cant	41b Crockhamwell Road Crockhamwell Road Woodley RG5 3JZ
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Proposal : Householder application for the erection of a replacement fence (retrospective).

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

- Not in keeping with neighbouring properties.
- Visually unacceptable.
- Detrimental to the character of the area.

162861

04/11/2016	Katie Herrington	Ms L Atkins	Land to rear of Woodley House 65-73 Crockhamwell Road Woodley RG5 3JP
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Proposal : Full application for proposed construction of three storey building comprising 4No. 2 bedroom flats and 2No. 1 bedroom flats, rationalisation of parking, provision of secure cycle parking and refuse storage facilities.

Observations : Two residents were present at the meeting to listen to the discussions about this application.

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

- There would be no access for large delivery lorries delivering to the shops and businesses in Woodley House. No parking is allowed in Lytham Road as it is heavily used by traffic and is on a major bus route. Any delivery lorries parking in Lytham Road would block the road.
- There is already insufficient parking for the existing apartments in this area and this proposal would reduce the number of parking spaces and add more apartments to exacerbate the problem.
- This development would set a precedent for building on this side of Lytham Road.

NOTIFICATIONS OF PLANNING DECISIONS FROM Wokingham Borough Council

Thu 10 November 2016

' C ' Contrary to Borough

Page No : 1

' E ' Endorsed by Borough

GRANTED PLANNING PERMISSIONS

E 152359	Approved	Land at Hatch Farm Dairies
161876	Approved	74 Crockhamwell Road
E 162204	Approved	31 Victor Way
E 162309	Approved	53 Haddon Drive
E 162379	Approved	65 Crockhamwell Road
E 162441	Approved	60 Arundel Road
E 162486	Approved	7 Sycamore Close
E 162549	Approved	15 Nightingale Road
E 162579	Approved	Woodley Town Centre
E 162582	Approved	44 Lunds Farm Road
E 162627	Approved	Unit 6, East Reading Retail Ce
E 162641	Approved	3 Armstrong Way

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Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 22 November 2016 at 8:00 pm

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

Officers present: *D. Mander, Town Clerk; K. Murray, Deputy Town Clerk; L. Matthews, Committee Officer; P. Temmink, Public Relations/Marketing Coordinator*

Also present: *1 member of the public*

37. **APOLOGIES**

There were no apologies for absence.

38. **DECLARATIONS OF INTEREST**

Councillor Mills	Agenda item 6 Town Council and Oakwood Centre: Short Term Marketing Plan	Personal – Councillor Mills is employed by Brown Bag
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Councillor Mills did not take part in the discussion or the decision to receive the report.

Councillor Dolinski	Agenda item 9 Community Grants	Personal – Councillor Dolinski volunteers for the Sue Ryder organisation.
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Councillor Dolinski did not take part in the discussion or the vote on the application made by Sue Ryder: The Duchess of Kent Hospice.

Councillor Stares	Agenda item 10 Allotment Rent Review	Prejudicial – Councillor Stares is an allotment tenant at the site and a member of the Allotments Committee.
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Councillor Stares left the room and was not present for the discussion or the vote on the allotment rent review.

39. **MINUTES OF THE MEETING HELD ON 13 SEPTEMBER 2016**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 13 September 2016 be approved and signed by the Chairman as a correct record.

40. **FINANCE**

a) **Budgetary Control**

The Town Clerk presented Report No. SR 40/16.

RESOLVED:

- ◆ To note Report No. SR 40/16.

b) **Payments**

RESOLVED:

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

	Current account	Imprest account
September 2016	£145,126.99	£41,758.52
October 2016	£93,396.01	£41,367.03

c) **Temporary investment**

RESOLVED:

- ◆ To note the short term investment of £250,000 in a Santander Standard Time Deposit Account on 30 September 2016 for a period of 6 months at a rate of 0.45%.

d) **Temporary investment**

It was noted that the date of 14 November 2017 given in the agenda should be 14 November 2016.

RESOLVED:

- ◆ To note the short term investment of £250,000 in a Lloyds Bank deposit account on 14 November 2016 for a period of 3 months at a rate of 0.45%.

e) **Internal audit**

The Town Clerk informed Members that no outstanding items had been noted in the interim internal auditor report and no recommendations had been made, and said that credit should be given to the Finance Officer for his excellent work.

RESOLVED:

- ◆ To receive the interim internal audit report for the period from April to August 2016.

f) **2017/18 Local Government Finance Settlement**

The Chairman remarked that he had been very impressed with the response prepared by the Town Clerk, on behalf of the Council, to the consultation on the 2017/18 local government finance settlement. This had been agreed between meetings to meet the response deadline.

RESOLVED:

- ◆ To note the response to the consultation on the 2017/18 local government finance settlement.

42.

OAKWOOD CENTRE

- a) The Deputy Town Clerk presented Report No. SR 41/16. In reply to a question he informed Members that officers were designing a feedback form that room hirers would be asked to fill in and the Chairman asked that this be circulated to the Committee when it was finalised. Councillor Smith asked for the bookings data given in Appendix B of the report to be presented in graphical form in future and the Town Clerk agreed to provide this.

RESOLVED:

- ◆ To note Report No. SR 41/16.

b) **RESOLVED:**

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

c) The Public Relations/Marketing Coordinator presented Report No. SR 42/16 and following lengthy discussion it was

RESOLVED:

- ◆ To approve the proposal set out in Report No. SR 42/16 for the future use of the Bader Room, subject to the Committee's approval of final arrangements and heads of terms.

43. **TOWN COUNCIL AND OAKWOOD CENTRE: SHORT TERM MARKETING PLAN**

The Public Relations/Marketing Coordinator presented proposals for a short term marketing plan for the Oakwood Centre and the Town Council, which had been circulated with the agenda.

Members noted the objectives of the proposed marketing plan for the Oakwood Centre and the costs associated with the proposals. The need to ensure that the Oakwood Centre was kept in the best possible decorative order was noted and the Deputy Town Clerk reported that there were funds available in the Repairs and Renewals budget for this work.

The Chairman stressed the need for a first class website as this would be the most important marketing tool and he pointed out that Councillors Barker and Mills would be able to give advice on how this could be achieved. The Chairman also proposed that a PR/Marketing Working Group be set up to look closely at the marketing suggestions and website specification and that the chosen solutions could then be brought to the Committee for approval.

Members then discussed the marketing of the Town Council and the PR/Marketing Coordinator stressed the importance of increasing the interaction with local residents, local businesses and the press; the desirability of integrating the marketing of the Town Council, the Town Centre Management Initiative and Woodford Park Leisure Centre; and the need for strong branding to include Coronation Hall and Chapel Hall.

RESOLVED:

- ◆ To note the report on the short term marketing plans for the Oakwood Centre and the Town Council.
- ◆ That a PR/Marketing Working Group be set up to consider and develop the marketing of the Oakwood Centre and the Town Council and report back to the Committee.
- ◆ That Councillors Baker, Brindley, Cheng and Smith be appointed to the PR/Marketing Working Group.

44. **CATERING PARTNERSHIP**

The Deputy Town Clerk presented Reports No. SR 43/16 and SR 44/16 of the Catering Partnership meetings held on 22 September 2016 and 28 October 2016.

RESOLVED:

- ◆ To note Reports No. SR 43/16 and SR 44/16.

45. **INVESTMENTS WORKING PARTY**

Councillor Brindley presented Report No. SR 45/16 of the Investments Working Party meeting held on 9 November 2016 and reported that the investments were currently 20% ahead of the assumed performance and that this would help to withstand any future stock market turbulence.

RESOLVED:

- ◆ To note Report No. SR 45/16.

46. **COMMUNITY GRANTS**

Members considered the requests for grant funding, as set out in Report No. SR 46/16, in line with the community grants criteria and

RESOLVED:

- ◆ To award grants to the following:

Berkshire Vision	£250	Towards the cost of providing services and a range of events and activities to enhance the lives of the visually impaired.
Cruse Bereavement Care	£250	Towards the cost of providing counselling to bereaved children and adults.
Friends of Woodford Park	£250	For the purchase of equipment and tools for the volunteers to use.
Sue Ryder: The Duchess of Kent Hospice	£250	Towards the cost of providing palliative care at the hospice and in patients' homes.
Wokingham Job Support Centre	£250	Towards the cost of providing internet access, training and support for job seekers.
Woodley & Earley Arts Group	£200	Towards the cost of a new projector.
Woodley Festival of Music and Arts	£250	Towards the cost of providing the Festival of Music and Arts in 2017.
<u>Individuals</u>		
William Cowan (Gymnastics: GB Tumbling squad)	£100	Towards the cost of GB kit and travelling to training camps.
Alexander Cowan (Gymnastics: GB Tumbling squad)	£100	Towards the cost of GB kit and travelling to training camps.
Hannah Evans (Archery GB)	£100	Towards the cost of travelling to training camps and accommodation while there.

47. **ALLOTMENT RENT REVIEW**

The Deputy Town Clerk presented Report No. SR 47/16, setting out the proposed allotment charges from January 2018.

RESOLVED:

- ◆ To note Report No. SR 47/16.
- ◆ To increase the allotment plot charges from January 2018 by 2% in line with the Retail Price Index figure in September 2016.
- ◆ To adjust the discount rate for persons in receipt of the state pension from 30% to 25% from January 2018.
- ◆ That the following charges be made for allotment plots at the Reading Road site in 2018:

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£41.30	£4	£45.30	Woodley Resident – State pensioner	£31.00	£4	£35.00
	Non Woodley	£62.00	£4	£66.00	Non Woodley – State pensioner	£46.50	£4	£50.50
5	Woodley Resident	£20.65	£2	£22.65	Woodley Resident – State pensioner	£15.50	£2	£17.50
	Non Woodley	£31.00	£2	£33.00	Non Woodley – State pensioner	£23.25	£2	£25.25

48. **WOODLEY TOWN CENTRE MANAGEMENT INITIATIVE**

The Town Clerk informed Members that the report of the Woodley Town Centre Initiative Committee meeting held on 26 October 2016 was not available and would be circulated with the agenda for the next meeting.

49. **EXTERNAL FUNDING PROJECT LIST**

The Deputy Town Clerk presented the current external funding project list and reported that some of the estimated project costs had been revised. The Chairman suggested that the projects listed under the “Wider Woodley Projects” heading be removed from the list as these were all projects that were the responsibility of Wokingham Borough Council.

RESOLVED:

- ◆ That the “Wider Woodley Projects” be removed from the external funding projects list.

50. **PUBLIC TOILET UPDATE**

Members noted that a preferred site at the south end of the town centre had been identified and was acceptable to the Wokingham Borough Council Highways team and that checks on the underground utilities had been carried out by the contractor. The planning application was being prepared and it was hoped that this would be submitted in December.

51. **WOODFORD PARK LEISURE CENTRE FITNESS GYM UPDATE**

Members were pleased to note the update provided in the agenda regarding the progress of the refurbishment works, which were about one week ahead of schedule and on budget. It was anticipated that the space would be complete and ready for the installation of the gym equipment by 5 December and a marketing campaign was underway, with a planned operational opening date of 3 January 2017.

52. **RECOMMENDATIONS FROM LEISURE SERVICES COMMITTEE**

- a) Members considered the recommendation from the Leisure Services Committee that the Council seek to lease the area under the A3290 from Wokingham Borough Council in order to work with other organisations to provide activities for young people at the site and agreed to recommend this to Full Council, subject to suitable terms being negotiated for the lease.

RECOMMENDED:

- ◆ That the Town Council seek to lease the area under the A3290 from Wokingham Borough Council in order to work with other organisations to provide activities for young people at the site.

- b) Members considered the recommendation from the Leisure Services Committee that £5,000 from the Capital Programme funds be allocated to replace the bus shelter in Beechwood Avenue and agreed that this was a one-off occurrence. In response to a question the Deputy Town Clerk agreed to establish whether the stop would be viable for a shelter with advertising.

RECOMMENDED:

- ◆ That £5,000 from the Capital Programme funds be allocated to replace the bus shelter in Beechwood Avenue.

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

Members noted that the October Neighbourhood CIL Proportion (Transfer to Parish/Town Councils) Report identified potential CIL funds to the Town Council of £34,904.

54. **WOKINGHAM BOROUGH COUNCIL SERVICES FROM TOWN COUNCIL OFFICES**

Members noted that Shine vouchers were now being sold from the Town Council offices on behalf of Wokingham Borough Council and that from 1 December 2016 residents would be able to purchase blue rubbish waste bags from the offices.

55. **COUNCIL MEETING DATES 2017/18**

RECOMMENDED:

- ◆ That the schedule of meetings for the 2017/18 municipal year, as attached at **Appendix C**, be approved.

The Chairman reported that he had received a suggestion that the start time of Council and Committee meetings be changed to 7:30pm. The Town Clerk informed Members that this may require a change in Standing Orders.

RESOLVED:

- ◆ That the Town Clerk would contact all Members to ask their views on changing the start time of Council and Committee meetings to 7:30pm.

56. **BOROUGH PARISH LIAISON FORUM**

RESOLVED:

- ◆ To note the report of the Borough Parish Liaison Forum held on 10 October 2016.

57. **BALC**
Councillor Dolinski gave a verbal report on the BALC AGM, which took place on 3 November 2016, and which he had attended with the Town Clerk. He reported that there had been a presentation by the Chief Executive of NALC, who had provided information about NALC's activities and support to local councils and asked that local councils contact NALC to suggest any issues they would like NALC to campaign on.
58. It was proposed by the Chairman and
- RESOLVED:**
- ◆ That as the business was unlikely to be completed by 10pm the meeting continue in order to complete the business set out in the agenda.
59. **FUTURE AGENDA ITEMS**
There were no suggestions for future agenda items.
60. **PUBLICITY AND WEBSITE**
No suggestions were put forward to be publicised or added to the website..
61. **EXCLUSION OF PUBLIC AND PRESS**
RESOLVED:
- ◆ That in view of the confidential nature of the business about to be transacted in relation to personal matters, it was advisable in the public interest that the public and press were temporarily excluded and asked to withdraw for the following agenda items.
62. **PERSONNEL SUB COMMITTEE**
The Town Clerk presented Report No. SR 48/16 of the Personnel Sub Committee meeting held on 7 November 2016.
- RESOLVED:**
- ◆ To note Report No. SR 48/16.
 - ◆ That the former Bookings Officer be permanently appointed to the Venues Manager post, with effect from 1 November 2016 and that the post grade be set at Senior Officer grade, spinal column points 29 – 32.
 - ◆ To approve the revised job description for the Venues Manager post, as presented.
 - ◆ That the post of Bookings Officer be deleted from the staffing establishment.
 - ◆ That the Administrative Officer post scale be revised from Scale 3/4 (scp 14 – 21) to Scale 4/5 (scp 18 – 25) and that the post holder be placed on the recommended point on the scale.
 - ◆ To approve the revised job description for the Administrative Officer post, as presented.
 - ◆ That the Venues Assistant post be amended to a new post of Venues/Administrative Assistant at Scale 3 (scp 14 – 17) with effect from 1 November 2016 and that the post holder be appointed to the role on a permanent basis.
 - ◆ To approve the job description for the Venues/Administrative Assistant post, as presented.

- ◆ That a part time post of Venues Assistant (16 hours a week) at Scale 3 (scp 14 - 17) be added to the establishment.
- ◆ That the part time PR and Marketing Coordinator post be established as a permanent post working 12 hours a week and paid at the recommended spinal column point with effect from 1 December 2016 and that the present post holder be appointed to the role.
- ◆ To approve the job description for the permanent PR and Marketing Coordinator post, as presented.
- ◆ That previous service at the Council between December 2013 and November 2014 be added to the continuous service, in respect of leave entitlement, of post holder 4410, as an exceptional circumstance.

The meeting closed at 10:15 pm

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/09/2016 and 27/09/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
30-Sep-16	ADT Fire & Security Plc	60.53	Maintenance - WPLC intruder alarm
09-Sep-16	All Aspects	3320.00	Gym construction costs
23-Sep-16	All Aspects	5000.00	Gym construction costs
30-Sep-16	Arkell - Hurcombe-Bronzeworks	187.20	Bronze remembrance plaque
23-Sep-16	BCM Group Plc	18.01	Service & maint photocopier WPLC
16-Sep-16	BE Fuelcards Ltd	31.66	Diesel-RY54DBU-33531
23-Sep-16	BE Fuelcards Ltd	21.11	BP unleaded fuel
23-Sep-16	Bowak Ltd	681.67	Cleaning supplies
09-Sep-16	Brake Bros Foodservice Ltd	255.94	Vending supplies
15-Sep-16	Brake Bros Foodservice Ltd	452.94	Vending supplies
23-Sep-16	Brake Bros Foodservice Ltd	535.70	Vending supplies
30-Sep-16	Brake Bros Foodservice Ltd	64.72	Vending supplies
23-Sep-16	Brown Bag Cafe Ltd	242.62	Catering services
07-Sep-16	BT Group Plc	153.36	Phone
09-Sep-16	Capital Cleaning	102.42	Cleaning supplies
15-Sep-16	Crown Gas & Power	-178.19	Refund estimated gas reading
23-Sep-16	Crown Gas & Power	75.24	Gas supply
23-Sep-16	Crown Gas & Power	221.71	Gas supply
23-Sep-16	Crown Gas & Power	339.41	Gas supply
23-Sep-16	EDF Energy 1 Ltd	11.48	Electric - clock tower-recharged WTCMI
23-Sep-16	Energy Electrical Distributors Ltd	33.41	Electrical supplies
30-Sep-16	Epos Now Ltd	1515.02	New till WPLC
15-Sep-16	Eurodec Ltd	104.24	Decorating supplies
23-Sep-16	Eurodec Ltd	117.01	Decorating supplies
30-Sep-16	Eurodec Ltd	165.00	Decorating supplies
23-Sep-16	Fraser Office Supplies Ltd	204.12	Stationery supplies
23-Sep-16	Fuel Fitness Ltd	120.00	Coach
27-Sep-16	GoCardless Ltd	0.01	Gym membership verification
23-Sep-16	Greenham	226.13	Staff clothing - depot
09-Sep-16	HC Slingsby Plc	152.57	Red sacks/speed signs/wheels
30-Sep-16	Hewden Stuart Ltd	508.80	Digger/dumper hire - allotments
30-Sep-16	HMRC Cumbernauld	12498.24	PAYE & NI - employers and employees
23-Sep-16	John Willis	120.00	Window cleaner
30-Sep-16	Keep Britian Tidy	420.00	Dog fouling posters/bin stickers
09-Sep-16	Lamps-Tubes Luminations Ltd	378.00	Tree lights survey town centre - WTCMI
15-Sep-16	Lightatouch	1100.00	Internal audit services
14-Sep-16	Lloyds Bank	170.69	Cardnet Service Charges
14-Sep-16	Mainstream Digital	5.45	Phone
23-Sep-16	Margaret Macknelly Design	135.00	Form ammendments/sign design
09-Sep-16	Mazars LLP receivable	2880.00	External audit
15-Sep-16	Merchant Rentals	35.23	Monthly cardnet charge
30-Sep-16	Minerva Publications	240.00	WTCMI - Advertising
30-Sep-16	MKR Electrical Services Ltd	2336.40	Electrical supplies
30-Sep-16	Occupational Medicals Enterprises Ltd	240.00	Assessment
09-Sep-16	P&H Direct Van Sales Ltd	176.65	Vending supplies
15-Sep-16	P&H Direct Van Sales Ltd	162.92	Vending supplies
23-Sep-16	P&H Direct Van Sales Ltd	96.51	Vending supplies
30-Sep-16	P&H Direct Van Sales Ltd	403.57	Vending supplies
30-Sep-16	P&H Direct Van Sales Ltd	36.56	Vending supplies
23-Sep-16	Piercing Glance Ltd	59.16	Staff clothing - Oakwood Centre

09-Sep-16	Plusnet	24.60	Phone
09-Sep-16	PRS for Music	1033.56	Music licence
30-Sep-16	Prudential	30.00	AVC payment deducted from pay
26-Sep-16	Public Works Loan Board	1528.16	Public Works Loan
30-Sep-16	Public Works Loan Board	83129.21	Public Works Loan
30-Sep-16	Ridd Wood Partnership Ltd	306.00	Gym construction costs
30-Sep-16	Riso UK Ltd	242.66	Photocopier qtrly rental OC
15-Sep-16	Round & About Publications Ltd	288.00	WTCMI - Advertising
30-Sep-16	Serviceline	1756.80	New fridge for café
15-Sep-16	SGW Payroll Ltd	152.66	Payroll services
15-Sep-16	Siemens Financial Services Ltd	720.00	Photocopier lease rental
23-Sep-16	T H White Ltd	85.54	Gardening supplies
15-Sep-16	Thames Valley Water Services Ltd	78.00	Water assesments - WPLC
23-Sep-16	Thames Water Utilities Ltd	118.60	Water rates
30-Sep-16	The Berkshire Pension Fund	11108.11	Pension - employers and employees
09-Sep-16	The Institute of Groundsmanship	1425.00	3G pitch staff training
23-Sep-16	Trade UK - BandQ	112.17	Building supplies
23-Sep-16	Trade UK - Screwfix	801.41	Building supplies
09-Sep-16	Traditional Local Cleaning Ltd	1424.06	Contract cleaning
23-Sep-16	Travis Perkins Trading Co	146.64	Building supplies
23-Sep-16	Trinity Mirror Publishing Ltd	180.00	WTCMI - Advertising
01-Sep-16	TV Licence	145.50	WPLC TV licence
30-Sep-16	Unison Collection Ac	32.20	Union fees deducted from pay
23-Sep-16	Veolia ES - UK Ltd	392.66	Refuse collection
22-Sep-16	Vodafone Ltd	226.83	Phone
01-Sep-16	Wokingham BC	42.00	Rates
01-Sep-16	Wokingham BC	160.00	Rates
01-Sep-16	Wokingham BC	353.00	Rates
01-Sep-16	Wokingham BC	895.00	Rates
01-Sep-16	Wokingham BC	1864.00	Rates
23-Sep-16	XN Media Ltd	86.40	Staff advertising
	Total	145126.99	

CLERKS IMPREST A/C

List of Payments made between 01/09/2016 and 27/09/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
01-Sep-16	(Personal Information)	50.00	Refund deposit
01-Sep-16	(Personal Information)	50.00	Refund deposit
15-Sep-16	(Personal Information)	100.00	Refund deposit
16-Sep-16	(Personal Information)	150.00	Refund deposit
19-Sep-16	(Personal Information)	100.00	Refund deposit
19-Sep-16	(Personal Information)	21.00	Refund deposit
23-Sep-16	(Personal Information)	50.00	Refund deposit
29-Sep-16	Amazon.co.uk	3.40	High adhesive vinyl numbers
29-Sep-16	Amazon.co.uk	24.73	Dog bags
30-Sep-16	Amazon.co.uk	65.99	Kraft triple paper cups
20-Sep-16	Amersham & Wycombe	240.00	Staff training-AAT
28-Sep-16	Club Manager Ltd	81.50	Club Manager membership
19-Sep-16	Gumtree	29.99	Recruitment advertisement
22-Sep-16	Just Gloves	19.86	Topaz Ice gloves - OC
28-Sep-16	Lloyds Bank	40682.15	Net Sept 2016 payroll
12-Sep-16	Plusnet	39.90	Phone
26-Sep-16	Veucan Ltd	50.00	Refund deposit
	Total	41758.52	

Woodley Town Council 2016/2017

Current Account

List of Payments made between 01/10/2016 and 31/10/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Payments</u>	
14-Oct-16	All Aspects	7865.00	Gym construction/setup
20-Oct-16	All Aspects	13700.00	Gym construction/setup
14-Oct-16	ASAP Computer Services	112.80	Antivirus software
28-Oct-16	BCM Group Plc	21.22	Service & maint photocopier WPLC
07-Oct-16	BE Fuelcards Ltd	42.19	BP Diesel-RY54DBU-33684
31-Oct-16	Berkshire Tree Care	4368.00	Tree works
20-Oct-16	Bowak Ltd	567.54	Cleaning supplies
14-Oct-16	Brake Bros Foodservice Ltd	163.70	Vending supplies
20-Oct-16	Brown Bag Cafe Ltd	1897.94	Catering invoiced by WTC, paid to BB
20-Oct-16	Central Sports UK Ltd	512.50	Sports (Badminton) supplies
03-Oct-16	CF Corporate Finance	166.37	Qtrly photocopier charge
31-Oct-16	Churchill Contract Services Ltd	3916.60	Contract cleaning
28-Oct-16	CoolerAid Ltd	33.18	Bottled water
21-Oct-16	Crown Gas & Power	73.69	Gas supply
21-Oct-16	Crown Gas & Power	86.00	Gas supply
21-Oct-16	Crown Gas & Power	212.75	Gas supply
21-Oct-16	Crown Gas & Power	267.72	Gas supply
28-Oct-16	Dejac Associates Ltd	192.00	Apple base station to extend WiFi
31-Oct-16	Earth Anchors Ltd	201.54	Dog waste sacks
28-Oct-16	EDF Energy 1 Ltd	11.40	Electric - clock tower recharged to WTCMI
28-Oct-16	Energy Electrical Distributors Ltd	87.31	Electrical supplies
14-Oct-16	Eurodec Ltd	36.99	Decorating supplies
20-Oct-16	Fraser Office Supplies Ltd	151.51	Stationery supplies
31-Oct-16	Gymnastics Enterprises Ltd	79.99	Badges/certificates-trampolining
14-Oct-16	HC Slingsby Plc	213.60	Bollard
20-Oct-16	HC Slingsby Plc	41.99	Megaphone
31-Oct-16	HC Slingsby Plc	51.59	25 watt megaphone
28-Oct-16	HMRC Cumbernauld	12266.63	PAYE & NI Employers and employees
14-Oct-16	IMAGE BOX	434.40	Printing party invites WPLC
31-Oct-16	IMAGE BOX	433.00	Printing gym flyers
14-Oct-16	Indepth Hygiene Services Ltd	1188.00	Cleaning extraction system OC
28-Oct-16	InTouch	35.99	Monthly website charge
28-Oct-16	John Willis	120.00	Window cleaner
28-Oct-16	Just Around The Corner	5804.50	Grant
28-Oct-16	Keep Mobile	500.00	Grant
28-Oct-16	Lend & Play Toy Library	500.00	Grant
14-Oct-16	Lloyds Bank	287.17	Cardnet charges
28-Oct-16	Lyreco UK Ltd	68.45	Stationery supplies
14-Oct-16	Mainstream Digital	58.11	Phone
17-Oct-16	Marchant Rentals	35.23	Monthly cardnet machine charge
20-Oct-16	Metrix Surveys Ltd	2382.00	Lake project survey
31-Oct-16	MKR Electrical Services Ltd	124.75	Electrical supplies
14-Oct-16	P&H Direct Van Sales Ltd	126.64	Vending supplies
20-Oct-16	P&H Direct Van Sales Ltd	114.46	Vending supplies
28-Oct-16	P&H Direct Van Sales Ltd	159.06	Vending supplies
31-Oct-16	P&H Direct Van Sales Ltd	93.27	Vending supplies
31-Oct-16	PHS Group	287.14	Qtrly dust matt charge WPLC/OC
10-Oct-16	Pitney Bowes	250.00	Postage topup
11-Oct-16	Plusnet	24.60	Phone

17-Oct-16	PlusNet	38.40	Phone
28-Oct-16	Prudential	30.00	AVC payment deducted from pay
28-Oct-16	Readibus	8568.00	Grant
31-Oct-16	Security Control Systems Ltd	113.40	Annual intruder alarm renewal
20-Oct-16	SGW Payroll Ltd	154.70	Payroll services
31-Oct-16	Shuretech Ltd	228.00	Locker repair-Coronation Hall
14-Oct-16	Southern Electric Contracting Ltd	676.57	Electricity supply
20-Oct-16	Southern Electric Contracting Ltd	160.24	Electricity supply
14-Oct-16	SSE Southern Electric	495.75	Electricity supply
28-Oct-16	The Berkshire Pension Fund	10837.70	Pension Employers and employees
20-Oct-16	Trade UK - BandQ	109.82	Building supplies
20-Oct-16	Trade UK - Screwfix	337.23	Building supplies
31-Oct-16	Trade UK - Screwfix	238.83	Building supplies
14-Oct-16	Traditional Local Cleaning Ltd	1851.95	Contract cleaning
28-Oct-16	Unison Collection Ac	32.20	Union fees deducted from pay
20-Oct-16	Veolia ES - UK Ltd	721.20	Refuse collection
28-Oct-16	Veolia ES - UK Ltd	1218.49	Refuse collection
18-Oct-16	Vodafone Ltd	253.51	Phone
31-Oct-16	West Berkshire Council	475.00	Premises licence fee WPLC/OC
03-Oct-16	Wokingham BC	42.00	Rates
03-Oct-16	Wokingham BC	160.00	Rates
03-Oct-16	Wokingham BC	353.00	Rates
03-Oct-16	Wokingham BC	895.00	Rates
03-Oct-16	Wokingham BC	1864.00	Rates
28-Oct-16	Wokingham-Citizens Advice	3172.50	Grant

93396.01

CLERKS IMPREST A/C

List of Payments made between 01/10/2016 and 31/10/2016

<u>Date Paid</u>	<u>Payee Name</u>	<u>Payments</u>	
05-Oct-16	(Personal Information)	6.00	Refund overcharge course
05-Oct-16	(Personal Information)	45.00	Refund deposit
07-Oct-16	(Personal Information)	50.00	Refund deposit
10-Oct-16	(Personal Information)	50.00	Refund deposit
14-Oct-16	(Personal Information)	150.00	Refund deposit
17-Oct-16	(Personal Information)	45.00	Refund deposit
18-Oct-16	(Personal Information)	400.00	Refund deposit
19-Oct-16	(Personal Information)	25.00	Refund deposit
24-Oct-16	(Personal Information)	50.00	Refund deposit
24-Oct-16	(Personal Information)	50.00	Refund Allot key deposit
26-Oct-16	(Personal Information)	50.00	Refund deposit
26-Oct-16	(Personal Information)	5.00	Refund deposit
28-Oct-16	(Personal Information)	50.00	Refund deposit
28-Oct-16	(Personal Information)	46.50	Child's party refund
17-Oct-16	Churches Together in Wdly	50.00	Refund deposit
07-Oct-16	Directdoors.co.uk	989.02	Pair of Dominion fire doors
18-Oct-16	DirectDoors.com	142.46	Quattro smooth moulded door
03-Oct-16	Kaspersky.co.uk	54.99	Internet Security 2017
26-Oct-16	Lloyds Bank	38028.44	Oct 2016 net payroll
07-Oct-16	PETTY CASH A/C	122.24	Topup petty cash
21-Oct-16	Veolia ES - UK Ltd	957.38	Refuse collection

41367.03

TIMETABLE OF MEETINGS - 2017/18
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All Council and Committee meetings are held on Tuesdays. Plans Committee meetings start at 7:45pm. All other Council and Committee meetings start at 8:00pm (unless otherwise notified). Members of the public are welcome to attend all meetings.

PLANNING COMMITTEE	LEISURE SERVICES	STRATEGY & RESOURCES	FULL COUNCIL
<u>2017</u>	<u>2017</u>	<u>2017</u>	<u>2017</u>
23 May 20 June	6 June	13 June	Annual Meeting: 9 May 27 June
18 July 15 August (SH) 12 September	5 September	19 September	3 October
10 October 7 November 5 December	21 November	28 November	12 December
<u>2018</u>	<u>2018</u>	<u>2018</u>	<u>2018</u>
9 January 30 January	16 January	23 January	6 February
27 February 27 March 24 April	10 April (SH)	17 April	Town Electors: 6 March Annual Meeting: 8 May

(SH = School Holidays)

SCHOOL TERM DATES

2017 Tuesday 18 April to Tuesday 25 July
Monday 4 September to Wednesday 20 December
(NOTE: Training days - to be agreed)

Half Term: 29 May - 2 June
Half Term: 23- 27 October

Good Friday: 14 April 2017
WBC Elections: None in 2017

2018 Wednesday 3 January to Thursday 29 March
Monday 16 April to Tuesday 24 July
(NOTE: Training days - to be agreed)

Half Term: 12 - 16 February
Half Term: 28 May - 1 June

Good Friday: 30 March 2018
WBC Elections: 3 May 2018

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REPRESENTATIVE PLACES ON OUTSIDE ORGANISATIONS

REPORT OF THE TOWN CLERK

PURPOSE OF REPORT

To advise Council of the organisations to which the Council appoints outside representatives and make recommendations on any changes to these, or the appointment of representatives.

BACKGROUND

Over many years, as it developed relationships locally, the Council has appointed councillors and non councillors to organisations and charities in the town. Sometimes this has been by invitation, other times by request of the Council or because there was a funding relationship. The connection with local bodies, organisations and charities in this way provides useful links for the Council and can strengthen and enrich community activity and involvement in the town.

INFORMATION

At the Annual Meeting earlier this year there were several outside representative places that remained vacant. At the last meeting of Council, where vacant places were again considered, Members asked that a review of these be undertaken and reported on. Attached at **Appendix A** is the list of the existing places to which the Council has been invited to appoint representatives. An explanation for the Council's representation is provided and it is not proposed that any of the outside representative places that have been appointed to this year be terminated.

The places that remain vacant are:

Organisation	Places	Vacancies
Berkshire Association of Local Councils	2	1
Wokingham District Association of Local Councils	2	2
Campaign Against Waste	3	2
Citizens Advice	1	1
Mid and West Berkshire Local Access Forum	1	1
Museum of Berkshire Aviation Trust	2	1
ReadiBus	1	1
Road/Street Works Major Projects Meeting	1 + 2 Deps	1 Dep
Sandford Farm Liaison Group	1 + 1 Dep	1 Dep

Berkshire Association of Local Councils and Wokingham District Association of Local Councils

As a member of NALC, the Council also has membership of BALC and WDALC. There is currently one vacancy for the County Association (BALC) and two for WDALC. The latter is understood to be considering disbanding, following the Chairman seeking the views of member councils earlier this year, and it was for this reason that places were not appointed to. With regard to BALC it is the County Association that sets the representation from member bodies at 2.

Proposal – that no action be taken to appoint to the vacancies on these bodies but to seek a second representative to BALC at the Annual Meeting and await the outcome of a decision on WDALC.

Campaign Against Waste

There are three places on this body and two vacancies for representatives.

Proposal – that the places be revised to one place and, if desired, a deputy be also appointed.

Citizens Advice Wokingham (CAW)

Citizens Advice Wokingham holds regular meetings to review and agree matters relating to the provision of free advice and information to residents in Wokingham and the surrounding areas.

For many years the Council has awarded significant grant funding to CAW towards the costs of running the Citizens Advice office in Woodley (this year £6,345) and has one place on the Trustee Board, which is vacant. The representative is required to become a trustee of the charity and a director of the limited company.

Proposal – to retain a place on the CAW Trustee Board, given the level of grant funding usually awarded. If no councillors are able to undertake this role the Council could consider seeking to appoint a local resident as its representative. CAW have agreed that they would be amenable to this proposal. Such a representative would be required to make regular reports, as other representatives are asked to.

Mid and West Berkshire Local Access Forum

There is one place on this forum which is vacant. The forum is a statutory advisory body on the improvement of public access to land in Reading, West Berkshire and Wokingham for open air recreation and the enjoyment of the area. The Countryside and Rights of Way Act 2000 requires the appointment of local access forums. This Council appointed Councillor Mills to the forum at the Annual Meeting in May 2013, following an invitation from the body for local representatives to join. At this year's Annual Meeting no appointment was made to the forum and the place is vacant. Having contacted the clerk to the forum she has confirmed that the forum is seeking new members and would be pleased to include a representative from Woodley; completion of a membership application is required.

Proposal – that the Council make no appointment to the forum and consider publicising the forum and the invitation to become a forum member in the next edition of the newsletter.

Museum of Berkshire Aviation Trust

There are currently two places on the trust, increased after two members wished to be representatives and the trust agreed to the increase in representation. One of the places is currently vacant.

Proposal – that the trust be consulted on reducing Council representation to one place.

Road/Street Works Major Projects Meeting

This meeting takes place regularly throughout the year and the Council has appointed one representative and one deputy. The second deputy place is vacant.

Proposal – that the second deputy place be deleted from the outside representative places.

Sandford Farm Liaison Group

This group is now acting as a liaison between residents, the planning authority and contractors while the homes are being built and the Council has two places on this group, one of them vacant.

Proposal – that the second place be deleted from the outside representative places and that the existing place be deleted once the forum is disbanded.

ReadiBus

ReadiBus holds regular meetings of its Trustee Board to oversee and plan the provision of bus services from the ReadiBus fleet for people with disabilities or those who can't easily get out and about. The Council has one place on the Trustee Board, which is currently vacant. The Council provides significant funding towards ReadiBus (£17,136 this year).

Proposal – to retain a place on the ReadiBus Trustee Board. If no councillor is able to undertake this role the Council could consider appointing a local resident as its representative, subject to agreement by ReadiBus, which I hope to be able to report at the meeting. Such a representative would become a trustee of the charity and would be required to make regular reports, as Members are asked to.

RECOMMENDATION

- ◆ **That Members consider the proposals relating to the outside representative places that are currently vacant, as set out in this report.**

**TOWN COUNCIL REPRESENTATIVES ON OUTSIDE ORGANISATIONS AND BODIES
– 2016/17**

Berkshire Association of Local Councils (BALC) – 2 places (1 vacant)

Councillor T. Barker

Wokingham District Association of Local Councils – 2 places (Both vacant)

No representative

(See report – as a member of the National Association of Local Councils, the Town Council is automatically a member of the county and borough associations)

ARC – 2 places

Councillor K. Gilder and Mrs S. Flower

ARC is a Wokingham based charity that offers a free and confidential counselling service to young and old. All the counsellors are volunteers. They offer school based counselling and run peer mentoring programmes in schools. The Council has for many years provided a grant to ARC and provided a room 3 times a week at the Oakwood Centre for counselling to local people.

Campaign Against Waste – 3 places (2 vacant)

Councillor M. Walker

Source of information on recycling and waste management – the representative reports back to the Planning Committee.

Citizens Advice Wokingham – 1 place (Vacant)

No representative

(see report)

C-Salt Community Forum – 1 place

Councillor K. Baker

The Council was invited to send a representative to the forum following the transfer of Bulmershe Leisure Centre to 1Life (C-Salt is the parent company). This was part of the final agreement between the Borough Council, 1Life and the Town Council to work together on leisure matters in the town.

Highwood Management Conference – 2 places

Councillor K. Gilder and Mrs M. Holmes

The joint body was set up under a formal agreement between Wokingham BC, Woodley TC and Berkshire County Council) to oversee the management of Highwood. Representatives from the borough and town councils and the Friends of Highwood are represented on the conference.

Mid and West Berkshire Local Access Forum – 1 place (Vacant)

No representative

(see report)

Museum of Berkshire Aviation Trust – 2 places (1 vacant)

Councillor W. Soane

(see report)

Poor's Land Charity – 4 places

Councillor J. Cheng and Mrs S. Flower to serve to 2020

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

The charity helps residents of Woodley, Sandford and Charvil and adjacent parishes by making small grants as 'relief in need' and houses elderly people in need from Woodley, Sandford and Charvil in its almshouses. The Town Council has appointed trustees to this charity for many years.

ReadiBus – 1 place (Vacant)

No representative

(see report)

Road/Street Works Major Projects Meeting – 1 place + 2 deputies

Councillor M. Walker; deputy: Councillor J. Cheng (1 vacant)

The Council was invited to send a representative to this meeting which provides information on Highways works and where representatives who know their local area can contribute and raise issues relating to these. The Council's representative reports back to the Planning Committee.

Robert Palmer's Almshouse Charity – 1 place

Councillor S. Rahmouni to serve to 2020

The charity provides almshouses for elderly people who have resided in Sonning, Charvil, Earley, Woodley, Dunsden and Sonning Common. The Town Council has appointed trustees to this charity for many years.

Sandford Farm Liaison Group – 1 place + 1 deputy (Vacant)

Councillor R. Dolinski; deputy: Vacant

(see report)

Sonning & District Welfare & Education Trust – 1 place

Councillor D. Smith

The charity provides assistance to individuals under 25 years of age who are in full time education, who are in need of assistance. The Town Council has appointed trustees to this charity for many years.

The Bulmershe School: Governor – 1 place

Councillor Michael Forrer

In the past the Town Council was entitled to appoint representatives to school governing bodies. This was terminated some years ago. Bulmershe School invited the Town Council to send a representative to the governing body 2 years ago.

Wokingham Borough/Parish Working Group – 1 place + 1 deputy

Councillor D. Mills; deputy: Councillor M. Walker

NB. Deputy may attend all meetings, but cannot vote if 1st representative is present.

This working group has developed from the former annual meeting between representatives of the Borough and Town and Parish Councils as a way of having more regular meetings and more two way information and discussion. Wokingham BC invited representation on this working group.

Woodley Airfield Centre Management Committee – 2 places

Councillors W. Soane and K. Gilder

The management committee is part of a lease agreement between Wokingham BC, the Town Council and the former Berks County Council which was agreed when all three councils contributed funding toward the building of the centre. The management committee has not met for a number of years after Wokingham BC changed the way in which youth services were provided. The appointments are made on a point of principle - this is a matter that could again be pursued further with WBC.

Woodley Bowling Club Management Committee – 1 place

Councillor D. Stares

The Council has a lease and licence agreement with Woodley Bowling Club for the use of the green and the groundrent for the land on which their clubhouse was built. The club has invited a representative to its management committee for many years.

Woodley Town Centre Management Initiative – 2 places

Councillor D. Mills and Mrs M. Holmes

The WTCMI is a partnership between the Borough and Town Councils and traders whose objective is to improve and enhance the vitality and viability of the town centre. It allocates 2 places on its management committee to the Town Council, along with trader and Wokingham BC representatives.

Woodley Volunteer Centre – 1 place

Councillor J. MacNaught

The charity provides transport for elderly and disabled residents in Woodley using volunteers. It also provides alarm aids for people who aren't able to afford this. The Council has had a representative on this body for several years.

REPORTS FROM OUTSIDE BODIES

Woodley Volunteer Centre

A meeting took place on 14 September 2016.

There was a client waiting list and no more clients were being accepted due to a shortage of drivers over the summer period. The Centre was embarking on the process of DBS checks for all drivers.

Only a small number of people had attended the AGM on 1 June, but they were pleased that the Town Mayor had been present to learn about the services offered by the volunteers.

Cllr John MacNaught

Town Mayor's Engagements – 29 September 2016 to 6 December 2016

September	29	Lord Lieutenant's Awards Ceremony for the South East Reserve Forces' and Cadets' Association
October	7	Ceremonial Service for the Crown Court opening
	12	Re-launch of The Chequers pub
	15	2 nd Woodley Scout Group: Scrapheap Challenge
	20	Involve Community Services AGM
	21	Berkshire Vision AGM
	26	Community Council for Berkshire AGM
November	6	SingIN Concert at The Bulmershe School
	8	Earley CResCent Community Association AGM
	9	Woodley Festival of Business
	11	Remembrance Gathering at Woodley War Memorial
	13	Remembrance Service at St John's Church
	16	Borough Mayor's Reception for the Voluntary Sector
	25	Wokingham Borough Sports Council Sports Awards 2016
	26	Woodley Christmas Lights Switch-On
	27	Jewel Tones Girls' Choir concert
	30	Rotary Club of Loddon Vale: concert in aid of MacMillan Day Care Centre
December	4	Opening of Woodley Winter Extravaganza