



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 8 December 2015 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.

Claire Oughton will then give a talk on the work of the Citizens Advice Bureau in Woodley.

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 29 SEPTEMBER 2015** Page 3
To approve the minutes of the Council meeting held 29 September 2015, and that they be signed by the Chairman.

- ²4. **COMMITTEE REPORTS**
To receive reports from the following:
- | | | | |
|-----|---|-------------------|---------|
| 4.1 | Extraordinary meeting of Strategy and Resources Committee | 29 September 2015 | Page 15 |
| 4.2 | Plans Committee | 20 October 2015 | Page 17 |
| 4.3 | Leisure Services Committee | 3 November 2015 | Page 25 |
| 4.4 | Community Services Committee | 10 November 2015 | Page 29 |
| 4.5 | Plans Committee | 17 November 2015 | Page 33 |
| 4.6 | Strategy and Resources Committee | 24 November 2015 | Page 43 |
5. **LEADER'S STATEMENT**
To receive a statement from the Leader of the Council.
6. **CODE OF CONDUCT**
To consider **Report No. FC 4/15.** Page 55
7. **BULMERSHE SITE OF URBAN LANDSCAPE VALUE (SULV) JOINT WORKING PARTY**
To note that in the joint statement in support of the protection of the Bulmershe SULV, which was approved at the Council meeting on 29 September 2015, the reference to "playing fields under the management of Bulmershe College" should be amended to "playing fields under the management of The Bulmershe School" and to approve this amendment. The need for this amendment was noted by Earley Town Council when they approved the statement.
8. **REPRESENTATIVES ON OUTSIDE BODIES**
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|-----|--|---------|
| 8.1 | To receive any reports from Town Council representatives on outside bodies. (Appendix 8.1) | Page 57 |
| 8.2 | To note that a copy of the Sonning and District Welfare and Education Trust independently examined accounts for the year to 31/12/14 has been received. | |
| 8.3 | To note that Councillor Dolinski has resigned from his position as a governor of The Bulmershe School and to appoint a replacement. | |
| 8.4 | To note that Councillor Mills has resigned from his position as the Council's representative to Woodley Bowling Club, as he has been appointed Chairman of the club, and to appoint a replacement. | |
9. **TOWN MAYOR'S ENGAGEMENTS**
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|-----|--|---------|
| 9.1 | To receive a report from Councillor Dave Mills on his engagements as Town Mayor. (Appendix 9) | Page 59 |
| 9.2 | To receive a report from Councillor Jenny Cheng on her engagements as Deputy Town Mayor. (Appendix 9) | Page 59 |
10. **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 29 September 2015 at 8 pm**

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

Officers present: D. Mander, Town Clerk; K. Murray, Service Support Manager;

Also present: 8 members of the public

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

A maximum of 40 minutes was set aside for members of the public to pose questions to the Council in the Town Forum, as reported in Appendix A.

33. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors Dixon, Etherington, Horskins, Lay and Smith.

34. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

35. **MINUTES OF THE COUNCIL MEETING HELD ON 30 JUNE 2015**

The Town Mayor presented the minutes of the Council meeting held on 30 June 2015.

RESOLVED:

- ◆ To approve the minutes of the Council meeting held on 30 June 2015 and that they be signed by the Mayor as a correct record.

36. **MINUTES OF THE URGENCY COMMITTEE MEETING HELD ON 10 JULY 2015**

RESOLVED:

- ◆ To receive the minutes of the meeting

37. **COMMITTEE REPORTS**

37.1 **Minutes of the Plans Committee: 21 July 2015**

Councillor Barker presented the Plans Committee minutes of the meeting of 21 July 2015.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 21 July 2015.

37.2 **Minutes of the Plans Committee: 18 August 2015**

Councillor Dolinski presented the Plans Committee minutes of the meeting of 18 August 2015.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 18 August 2015.

37.3 Minutes of the Leisure Services Committee: 1 September 2015

Councillor Barker presented the Leisure Services Committee minutes of the meeting of 1 September 2015.

RESOLVED:

- ◆ To receive the minutes of the Leisure Services Committee held on 1 September 2015.

37.4 Minutes of the Community Services Committee: 8 September 2015

Councillor Walker presented the Community Services Committee minutes of the meeting of 8 September 2015.

RESOLVED:

- ◆ To receive the minutes of the Community Services Committee held on 8 September 2015.

37.5 Minutes of the Strategy and Resources Committee: 15 September 2015

Councillor Baker presented the Strategy and Resources Committee minutes of the meeting of 15 September 2015.

Minute No. 9 Residents' survey

In response to a question about the availability of the survey and a concern that the online survey wouldn't be accessible to those who didn't use computers the Town Clerk explained that the usual doorstep survey was presently taking place. In addition, there was an online survey with the same questions that would be available to complete until 7 November. This would be publicised in the forthcoming Woodley Herald newsletter.

Councillor Baker added that this was the first time since the survey was introduced 15 years ago that the survey could be completed online and that he did not understand how it could be thought that people would be disenfranchised from taking part in the survey on that basis when online access had not been available in the past.

In response to other questions it was confirmed that the online survey asked for some information about the person completing it and that only one response from a computer would be accepted unless there were people sharing a computer, in which case a process to allow this had been built in by the survey administrator.

RESOLVED:

- ◆ To receive the minutes of the Strategy and Resources Committee held on 15 September 2015.

37.6 Minutes of the Plans Committee: 22 September 2015

Councillor Barker presented the Plans Committee minutes of the meeting of 22 September 2015.

RESOLVED:

- ◆ To receive the minutes of the Plans Committee held on 22 September 2015.

38. **AUDIT 2014/15**

RESOLVED:

- ◆ To receive the external auditor's opinion on the audit of the 2014/15 Annual Return
- ◆ To adopt the audited Annual Return for 2014/15.

39. **MAYOR'S CHARITY**

The Mayor announced that his charity for his year of office would be DrugFAM. This charity offers assistance to young people up the age of 30 who have a drug addiction and offers help to families and friends dealing with this kind of situation. The charity had been set up by his ex-wife after their son had died as a result of addiction.

RESOLVED:

- ◆ To note that the Mayor's chosen charity for the 2015/16 municipal year would be DrugFAM.

40. **LEADER'S STATEMENT**

The Leader of the Council made the following statement:

"First of all may I welcome back everyone after the summer holidays. I hope you all had an enjoyable break wherever you went and are now rejuvenated for the months ahead.

There is a lot going on over the coming months with several projects on the go including the 3G pitch, the town centre redevelopment and the new toilets. There are also several other projects waiting in the wings as and when any project nears completion.

Whilst these are all one off projects with a defined end there is another vitally important one that is ongoing year after year. I refer to the budgets and it is that time of year where we all need to start thinking about what level of council tax we want our residents to pay. The pressures on all budgets is immense and whilst our Town Clerk Deborah and her team do an excellent job it is becoming increasingly difficult to balance aspirations at the same time as the books.

From time to time a "curve ball" comes at the council such as the Inn on the Park position and whether we will continue to have the grant from the Borough to offset the historical benefits tax rebate as the Borough seeks to save another £8.1M on top of the £31M it has already saved over the last 5 years.

Now let me turn to the long running saga on the new Toilet. A new petition urging the Borough to fulfil its commitment to the installation of a new toilet was handed in at the last Borough Council Meeting. I found this quite intriguing since the Borough has already fulfilled their commitment which was to provide the capital funds for the toilet. Responsibility then passed onto the Town Council for full implementation and running of any new toilet. So the petition really should have been given to the Town Council and I am sure it is on its way. I feel for those residents who signed this petition when the basic premise in the petition wording was completely incorrect.

I have asked the Town Clerk, Deborah, to review all of the main committees to check whether there should be any changes in what they "look after". It is a sign of good governance that the committee structure should be reviewed periodically

and it is probably long overdue. Obviously all proposals will be put through the appropriate decision making process when they are available.

That leads me onto my final point around staffing. By now you will know that our longstanding Leisure Services Manager, Andrew Bunn, has decided to move onto to new pastures. Andrew was retained following the changes around Bulmershe Leisure Centre. He has been a great servant to this authority and must take a lot of the credit for turning around our Leisure Services. I want to put on record our thanks to him for all his efforts and wish him well for the future.

After discussions with the Town Clerk we felt it would an opportune moment to review the existing structure and a set of proposals were reviewed and approved by the Personnel Committee recently. One of the key changes is the promotion of Kevin Murray to Deputy Town Clerk in recognition of the significant additional duties he has been carrying out for some time now. I would like to record our congratulations to him on this well deserved promotion."

41. **BULMERSHE SITE OF URBAN LANDSCAPE VALUE (SULV) JOINT WORKING PARTY**

Councillor Baker, Chairman of the Bulmershe SULV Joint Working Party explained the background to the proposals before the Council.

RESOLVED:

- ◆ To note Report No. FC3/15.
- ◆ That Woodley and Earley Town Councils will continue to work together to protect the Bulmershe Site of Urban Landscape Value, as defined in the current Local Plan, and will oppose any planning applications which seek to encroach on or erode the area, and will also oppose any other proposals which would impact on the area's designation as a Site of Urban Landscape Value.
- ◆ To approve the proposed amendment to the text of the terms of reference of the Bulmershe SULV Joint Working Party. *(The revised text is attached at **Appendix B.**)*
- ◆ To approve the joint statement in support of the protection of the Bulmershe SULV *(attached at **Appendix C.**)*

42. **REPRESENTATIVES ON OUTSIDE BODIES**

- a) Councillors MacNaught, Brindley, Rahmouni and Baker presented their reports on Woodley Volunteer Centre, Wokingham Citizens Advice Bureau, the Robert Palmer Almshouse Charity and the C-Salt Community Forum respectively. Councillor Gilder reported that she had been unwell over the summer and hadn't been able to attend the last meeting of Readibus.
- b) Members noted receipt of the Poor's Land Charity's audited accounts and Annual Report for 2014.
- c) **RESOLVED:**
 - ◆ To nominate Councillor Fradley to be considered for the vacancy of a town council co-opted non-voting member on the Standards Committee.

31. **TOWN MAYOR'S ENGAGEMENTS**

Members noted the 10 engagements that had been carried out by the Mayor since the last Council meeting on 30 June 2015.

The Deputy Town Mayor reported on the 4 engagements that she had carried out since the last Council meeting on 30 June 2015.

32. **FUTURE AGENDA ITEMS**

No future agenda items were proposed.

Meeting closed at 9:30pm

TOWN FORUM**29 September 2015**

Seven Woodley residents were present at the Town Forum.

Mr Tom Clark, a resident, asked the meeting why he had not had a response to the complaint he had sent by email on 9 September 2015 regarding a neighbourhood plan. He believed that the Council had not followed the required principles of public life or its own code of conduct or complaints procedure.

Mr Clark also raised the matter of a neighbourhood plan which the Town Council had agreed to pursue both at a Woodley Community Forum meeting and at a Council meeting. He believed the Council had not followed its code of conduct or acted with due diligence in this matter.

Councillor Baker initially suggested that Mr Clark could make take the matter to the Standards Committee at Wokingham Borough Council, which would be an independent investigation, rather than one undertaken by the Town Council itself. However, Mr Clark said that he simply would like to know why the Council hadn't followed its complaint procedure in this matter. Councillor Baker agreed that this would be looked into.

On the matter of a neighbourhood plan, Councillor Baker explained that the Council was monitoring Shinfield Parish Council's progress with its plan as this was the most advanced in the borough. The plan had been ongoing for two and a half years and had cost £60,000 so far, with half of this being funded by tax payers. The Council's position was that it would consider whether a neighbourhood plan would be appropriate. In Woodley most areas for development now had planning applications approved and in these circumstances the Council would want to review the necessity for a plan.

Mr Ian Hills, a local resident and member of Woodley and Whitegates Labour Party, said he had come to the meeting to get some questions answered about public toilets in the town centre. He explained the history of petitions in favour of town centre public toilets and said that following recent questions as to whether the funded and planned toilets should go ahead the Labour Party had collected 700 signatures to a petition supporting public toilets in the town centre during two Saturdays in the town centre and online. His concern was that the Local Loo scheme wasn't available all the time people were in the town centre and there would be more traders at the markets and greater footfall in the centre if this was provided. His questions were:

Why there was another survey being undertaken at the moment and who is conducting that survey?

How have running costs been established – the figures appear to have gone up from 10K to 14K a year – and were there any imaginative ways to reduce this cost?

What cross party support was there in devising the questionnaire?

What is the action plan for the toilets?

In response Councillor Baker provided the following information:

Market traders do have toilet facilities available at Pandilla café for their early arrival in the town centre.

The costs of the toilet have been calculated to take into account a figure to be paid to Wokingham BC for loss of parking spaces in the Crockhamwell Road car park as well as maintenance, cleaning and rates payable.

Cross party support was not an issue because the Town Council had commissioned an independent company to prepare and provide the survey. This was the same company that had carried out the Residents Survey over the past 15 years. In terms of an action plan, a site had now hopefully been established, following a tendering process a supplier to provide and install the toilet had been chosen and the Council was in a position to move forward with a planning application. However, the Council wanted to see the results of the independent statistically sound survey. If these supported a town centre public toilet this could go ahead, if not, the Town Council would not progress the project and would look at other community projects on which to spend the funds, for example on the lake in Woodford Park.

Mr Coling Lawley, a resident, said he believed there were only a few people on the 'Streetlife' online forum who opposed the toilets and that he expected a yes vote from the survey. As a follow up question Mr Lawley asked Councillor Baker to confirm that there were no plans to remove the town centre's disabled parking spaces.

Councillor Baker said he could categorically say that this would not happen and that he had campaigned strongly to ensure disabled parking spaces in Woodley. With regard to the public toilets question he explained that the old public toilets were demolished in 2009, and residents had found alternatives, either the Local Loo scheme or calling in at cafes. In response to a further question he confirmed that Bosco Lounge had been approached to be part of the Local Loo scheme but there had been no response as yet.

Mr Lawley raised the recent news that the Inn on the Park was to close. He believed this was a shame, the pub had been going for 30 years and had provided a good income to the Council. Many residents liked the pub because it felt safer than other pubs and it had done great work in raising funds for charities.

Councillor Baker confirmed that the current management company no longer wished to operate the pub and that the company advising the Council as the end of the agreement term approached had not found an alternative provider.

Mr Lawley asked that the Council to do all in its power to continue to provide the pub. The Mayor explained that the situation had only arisen two weeks ago and it seemed that there was nothing more that could be done.

Mr Andy Croy referred to the recent petition which the Woodley and Whitegates Labour Party would be presenting to the Council. He said that many residents had signed the petition on the basis of the needs of the community as a whole and that he had a concern that the questions were leading the people one way.

Councillor Baker again confirmed that this was an independent professional survey company and that the questions had been created by them and vetted by officers.

On behalf of the Council the Town Clerk then received the petition supporting the installation of public toilets in the town centre from Mr Ian Hills.

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

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

Overall purpose

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

Membership of the working party

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

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

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

The quorum will be 3 voting members.

Officers from both councils will be in attendance at all meetings

Meetings

Meetings will be arranged as necessary.

Terms of operation

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Wildlife - Highwood is designated as a Local Nature Reserve and is entirely within the Bulmershe SULV area. A number of years ago the Bulmershe Allotment site, between Mays Lane and Bideford Close was reduced in size by Reading Borough Council. The land to the east of the site is now being actively managed by Reading Borough Council for both wildlife and amenity to allow the woodland on the edges of the site to develop, maintain a mix of scrub and grass needed by the existing fauna, keep the existing paths open and allow options for use as allotments and open space to be considered in the future.

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

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

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

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

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

August 2015

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Woodley Town Council

Minutes of an extraordinary meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 29 September 2015 at 7:30 pm

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

Officers present: *D. Mander, Town Clerk*

Also present: *Councillors K. Gilder; P. Wicks*

1. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

2. **RESOLVED:**

- ◆ **That in view of the confidential nature of the business about to be transacted in relation to personal information, it was advisable in the public interest that the public and press be excluded.**

3. **PERSONNEL SUB COMMITTEE**

The Town Clerk provided the background to the recommendations of the Personnel Sub Committee following its consideration of Report No. PSC 5/15 at a meeting on 24 September 2015. After discussion it was

RESOLVED:

- ◆ **That the following be approved, with effect from 1 November 2015:**

- i. **That the Sports Facility Manager post be deleted from the establishment.**
- ii. **That the post of Leisure Services Manager be revised, as set out in the attached job description.**
- iii. **That the postholder of the Sports Facility Manager post be appointed to the Leisure Services Manager post.**
- iv. **That a new Sports Officer post, on similar terms and conditions as the existing Sports Officer posts, be established.**
- v. **That a new post of Deputy Town Clerk be established, as set out in the attached job description.**
- vi. **That the existing post of Service Support Manager be deleted from the establishment.**
- vii. **That the postholder of the Service Support Manager post be appointed to the Deputy Town Clerk post.**
- viii. **That the management of the Finance Officer transfer to the Town Clerk, the Council's Responsible Financial Officer.**

Meeting closed at 7.42pm

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Woodley Town Council

**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre
on Tuesday 20 October 2015 at 7:45 pm**

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

Also present: *4 members of the public*

Officer present: *L. Matthews, Committee Officer*

45. **APOLOGIES**

Apologies for absence were received from Councillors S. Brindley and C. Dixon.

46. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

47. **MINUTES OF PREVIOUS MEETING**

RESOLVED:

- ◆ That the minutes of the meeting held on 22 September 2015 be approved and signed by the Chairman as a true and accurate record.

48. **PLANNING DECISIONS**

RESOLVED:

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

49. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

50. **PLANNING APPEALS**

50.1 **RESOLVED:**

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

Application:	141982 (formerly O/2014/2318)
Location:	24 South Lake Crescent, Woodley, RG5 3QJ
Proposal:	Outline application for the proposed erection of 1 No. dwelling (appearance and landscaping to be considered).

50.2 **RESOLVED:**

- ◆ To note the following appeal decision:

Application:	F/2015/0066
Location:	27 Fairwater Drive, Woodley, RG5 3JG
Proposal:	Proposed erection of detached double garage following the demolition of existing detached garage. (Retrospective)
Decision:	Appeal dismissed.

51. **STREET NAMING AND NUMBERING**

RESOLVED:

- ◆ To forward to Wokingham Borough Council the following suggested street names for the Sandford Farm Phase 3 development:
 - Blackberry
 - Buttercup
 - Jasmine

52. **ENFORCEMENT ISSUES**

No enforcement notifications had been received since the last meeting.

The meeting closed at 8:40 pm

Chairman

Woodley Town Council

PLANNING DECISIONS

Plan No.	Address	Proposal	Decision
F/2015/0801	123 Loddon Bridge Road	Proposed demolition of existing bungalow and erection of one detached, two storey dwelling.	REFUSED <i>[WTC: refuse]</i>
150049	43 Constable Close	Householder application for a two storey side extension replacing existing garage.	Approved <i>[WTC: no objections]</i>
150105	22 Chequers Way	Householder application for the erection of a single storey rear extension to form conservatory/storage. (Retrospective)	Approved <i>[WTC: no objections]</i>
150115	The Bulmershe School, Chequers Way	Full application for proposed formation of new vehicle and pedestrian access from Bulmershe School onto Grays Crescent for use of Bulmershe Gymnastics Club.	Approved <i>[WTC: no objections]</i>
150187	39 Fosters Lane	Householder application for proposed loft conversion with internal alterations and erection of new front porch.	Approved <i>[WTC: no objections]</i>
150268	110 Haddon Drive	Householder application for proposed demolition of existing conservatory and utility room and erection of single storey rear extension.	Approved <i>[WTC: no objections]</i>
150306	Land at Sandford Farm, Mohawk Way	Full application for the proposed change of use of retail floorspace on the ground floor of C Block 1 (G1A 209, 13m2) as consented under planning permission F/2011/1629 (not yet constructed) to 3 No. 2 bedroom flats.	<i>Withdrawn</i>
150318	32 Copse Mead	Householder application for proposed erection of a single storey side garage to replace existing carport.	Approved <i>[WTC: no objections]</i>
151108	6 Orville Close	Application for certificate of lawfulness for the erection of a single storey rear extension.	Approved
152028	27 Catalina Close	Householder application for the proposed erection of a single storey rear extension to dwelling following the demolition of existing conservatory.	Approved <i>[WTC: no objections]</i>
152050	12 Redwood Avenue	Householder application for part single storey extension to rear and side elevation and part two storey extension to rear and side elevation.	Approved <i>[WTC: no objections]</i>

PLANNING DECISIONS continued

Plan No.	Address	Proposal	Decision
152093	21 Duffield Road	Householder application for the proposed erection of pool house building following demolition of existing pool house building.	Approved <i>[WTC: no objections]</i>
152142	27 Blanchard Close	Householder application for conversion of garage to kitchen to create habitable accommodation.	Approved <i>[WTC: no objections]</i>
152144	19 Rowan Drive	Application for certificate of lawfulness for the erection of a rear dormer extension.	REFUSED
152147	32 Rowan Drive	Application for certificate of lawfulness for the proposed erection of a new summer house/shed to replace existing.	Approved
152172	15 Beechwood Avenue	Householder application for the proposed addition of a single storey porch addition, 1st floor extension over existing side/rear single storey section, and single storey rear infill extension.	Approved <i>[WTC: no objections]</i>
152274	11 Maxwell Close	Householder application for the proposed erection of a single storey rear extension and conversion of garage to create habitable accommodation to dwelling.	Approved <i>[WTC: no objections]</i>

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Date :- 21/10/2015

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
152405	07/10/2015	Daniel Ray	Hicks Developments Ltd	Land at 15 Ladbroke Close Ladbroke Close Woodley RG5 4DX
Proposal : Reserved matters application pursuant to planning consent O/2015/0027 (dated 30/03/2015) for the erection of 4 x apartments & 5 x dwellings, following demolition and removal of commercial buildings - landscaping to be considered.				
Observations : No objections.				
152439	09/10/2015	Rosie Rogers	Miss Elizabeth Linton	Bulmershe Manor 105 Reading Road Woodley RG5 3AE
Proposal : Application for Listed Building consent for the installation of a boiler on an external rear wall, boxed in a wooden, insulated surround, supported on a small brick pillar.				
Observations : No objections.				
152469	07/10/2015	Rosie Rogers	Mr John Calutas	14 Brecon Road Brecon Road Woodley RG5 4PR
Proposal : Householder application for the proposed erection of a single storey rear extension plus part conversion of garage into habitable accommodation.				
Observations : No objections.				
152506	09/10/2015	David Islip	Mr & Mrs M Killick	89 Antrim Road Antrim Road Woodley RG5 3NY
Proposal : Householder application for the proposed erection of a single storey rear extension to dwelling, two storey side extension and new front porch.				
Observations : Two residents were present at the meeting but did not wish to speak. The Committee considered the application and had no objections to the proposal.				
152512	06/10/2015	Daniel Hay	Mr Garry Barnes	9 Master Close Master Close Woodley RG5 4UB
Proposal : Householder application for the proposed loft conversion to dwelling.				
Observations : No objections.				
152536	15/10/2015	Rosie Rogers	Mr Stuart Miller	21 Master Close Master Close Woodley RG5 4UB
Proposal : Householder application for the proposed erection of a double-storey side extension to dwelling.				
Observations : The Committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.				

Date :- 21/10/2015

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
152577	23/09/2015	Pooja Kumar	Mr & Mrs W Owen	36 Arundel Road Arundel Road Woodley RG5 4JT

Proposal : Householder application for the proposed erection of a side and rear extension to dwelling.
Observations : The applicant was present at the meeting.

The Committee considered the application and had no objections to the proposal.

152800	15/10/2015	David Islip	Mr & Mrs G Duff	39 Colemans Moor Lane Colemans Moor Lane Woodley RG5 4BT
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Proposal : Householder application for the proposed erection of a two storey side extension to dwelling with front and rear dormer windows.
Observations : The Committee agreed to make no comment but particularly asked that any neighbours' concerns be taken into account.

Date :- 21/10/2015

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
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Refused on the following applications;**152372**

06/10/2015	David Islip	Mr Nanda Chevukuru	The Gables Shepherds Walk Woodley RG6 1BS
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Proposal : Householder application for the proposed conversion of existing garage to habitable space and erection of first floor extension to form four bedrooms.

Observations : Following consideration of this proposal the Committee recommended that the application be refused on the following grounds:

- Overdevelopment of the plot.
- Out of keeping with neighbouring properties.
- Out of character in terms of design and size.
- Out of character with the street scene.
- Detrimental to the character of the area.

Woodley Town Council

**Minutes of a meeting of the Leisure Services Committee held at the Oakwood Centre
on Tuesday 3 November 2015 at 8.00 pm**

- Present:** *Councillors W. Soane (Chairman); T. Barker; B. Franklin; K. Gilder; M. Green; S. Rahmouni; D. Stares; M. Willson*
- Officers present:** *K. Murray, Deputy Town Clerk; E. Whitesmith, Leisure Services Manager; L. Matthews, Committee Officer*
- Also present:** *Councillor R. Dolinski*

24. **APOLOGIES FOR ABSENCE**

No apologies for absence were received.

25. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

26. **MINUTES OF THE MEETING HELD ON 1 SEPTEMBER 2015**

RESOLVED:

- ◆ That the minutes of the Leisure Services Committee meeting of 1 September 2015 be approved and signed by the Chairman as a correct record.

27. **BUDGETARY CONTROL**

The Deputy Town Clerk presented Report No. LS 19/15.

In reply to a question on the expenditure on Capital and Projects, which was shown in the report as zero, the Deputy Town Clerk said that he would investigate this figure and report back to Members.

RESOLVED:

- ◆ To note Report No. LS 19/15.

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

The Leisure Services Manager presented Report No. LS 20/15.

Members were informed that the possibility of tennis players being able to use other courts in Woodley had been investigated and The Bulmershe School had agreed to allow members of the public to use its tennis courts, but this would only be possible outside of school hours in order to comply with the school's safeguarding regulations. An approach had also been made to Wainglles School. Councillor Gilder noted that there were some tennis courts available to hire in Bearwood Road and asked for that information to be passed to the tennis players.

The Leisure Services Manager reported that once again Woodford Park had hosted the annual Wokingham Schools Football Tournament in October and he was working with the School Games Organiser with the aim of Woodford Park continuing to be the venue for this event in future years. Woodford Park Leisure Centre had also been chosen to host the first Wokingham Schools Badminton Tournament in January 2016 and had received funding to set up and continue to run the tournament on an annual basis.

The Leisure Services Manager updated Members on the progress of arrangements for the Woodley 10km Road Race. Members were pleased to note that £1 from each entry would be contributed to the Mayor's charity.

Members were also informed of the success of the October half-term activities at Woodford Park Leisure Centre, the proposals to run "drop and shop" sessions prior to the Christmas holidays, the funding that had been received to run satellite badminton clubs at secondary schools across Wokingham and the progress that had been made towards the submission to run a football scholarship programme from September 2016.

Members were asked to approve the proposal to close Woodford Park Leisure Centre during the Christmas holiday period from Thursday 24 December 2015 to 1 January 2016, to allow maintenance works to be carried out and give the staff at the centre an opportunity for a break at a time of year when usage was low.

RESOLVED:

- ◆ To note Report No. LS 20/15.
- ◆ To approve the proposed Christmas closure at Woodford Park Leisure Centre.

29. **PARKS AND BUILDINGS**

The Deputy Town Clerk presented Report No. LS 21/15.

Members were informed that Coronation Hall had been broken into overnight on 27 September, causing damage valued at approximately £150. Nothing appeared to have been stolen and repairs were carried out by the Maintenance Team. The police had attended the site the day after the break-in.

The Deputy Town Clerk reported that the Inn on the Park had closed for business on Saturday 24 October and that the stock, furniture, fixtures and fittings had been removed from the pub and cellar by LT Pub Leasing and the flat had been vacated. There was some discussion about the possible future use of the pub and flat and the Deputy Town Clerk explained that the Woodford Park Leisure Centre Regeneration Task and Finish Group was considering the options for refurbishment. Members noted that the terms and conditions for the hire of the function room at the leisure centre had been amended to allow hirers to arrange for a professional bar company to service their event, if required.

The Deputy Town Clerk updated Members on the progress of the 3G pitch project, advising that the contractor had been appointed and had submitted the necessary revised plans for approval by the planning authority. It was anticipated that work would start on site on 16 November, with a completion date of 22 February 2016, however in reply to a question the Deputy Town Clerk noted that the start date would be delayed if the planning response was not received by that date and the length of the construction programme could be affected by the weather. He informed Members that the Leisure Services Manager was in touch with the potential users of the pitch on a regular basis to keep them updated on progress.

Members were disappointed to hear that an item of outdoor gym equipment had been removed from Woodford Park as it was damaged and was beyond repair. The equipment had only been in place for six years and Members asked the Deputy Town Clerk to contact the supplier to investigate why it had failed after such a short time.

In addition Members were informed that the heating boilers and associated pipework had been replaced at Woodford Park Leisure Centre and a whole building water softener had been installed, a meeting with the Parkrun organisers would take place shortly to agree the

type and locations of signage for the run and car parking problems at Coronation Hall were being investigated by the Venues Manager and the Caretaker.

In reply to a question the Deputy Town Clerk informed Members that there had been no progress in finding out who owned the land at the entrance to Woodford Park from Western Avenue and Town Council staff were continuing to make temporary repairs to the road surface. During construction of the 3G pitch the contractor would need to use this entrance and would repair any damage caused by the construction traffic.

RESOLVED

- ◆ To note Report No. LS 21/15.

30. **FUTURE AGENDA ITEMS**

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

RESOLVED:

- ◆ That the following be included as future agenda items:
 - The recommendations from the Woodford Park Leisure Centre Regeneration Task and Finish Group.
 - Proposals for improvements to the lake in Woodford Park
 - Updates on the 3G pitch project.

31. **PUBLICITY AND WEBSITE**

RESOLVED:

- ◆ To publicise the following:
 - The Woodley 10km Road Race – the route to be shown on the website.
 - The Wokingham Schools Badminton Tournament being hosted at Woodford Park Leisure Centre.

The meeting closed at 8:50 pm

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Woodley Town Council

**Minutes of a Meeting of the Community Services Committee held at the
Oakwood Centre on Tuesday 10 November 2015 at 8:00 pm**

Present: *Councillors: M. Walker (Chairman); J. Cheng; R. Dolinski;
M. Forrer; J. MacNaught; D. Mills; W. Soane*

Also present: *S. Milligan, Just Around The Corner charity*

Officer present: *L. Matthews, Committee Officer*

39. **APOLOGIES**

Apologies for absence were received from Councillor D. Smith.

40. **DECLARATIONS OF INTEREST**

There were no declarations of interest made by Members.

41. **MINUTES OF THE COMMUNITY SERVICES COMMITTEE MEETING HELD
ON 8 SEPTEMBER 2015**

RESOLVED:

- ◆ That the minutes of the meeting held on 8 September 2015 be approved and signed by the Chairman as a correct record.

42. **HEALTHWATCH WOKINGHAM BOROUGH**

Nick Durman, Healthwatch Officer for Wokingham Borough, was unable to attend the meeting due to ill-health and had sent his apologies. The Healthwatch presentation would be rearranged for another meeting.

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

Sam Milligan, Just Around the Corner charity, was welcomed to the meeting and presented the JAC report, pointing out that Inside Out had stopped for 3 weeks in October, not September as mentioned in the report.

Sam Milligan reported that the atmosphere in Woodley was generally very good and had improved considerably over the last 6 or 7 years, with fewer young people being out at night. Those that were out at night tended to be in smaller groups, which were quieter and caused fewer problems than in the past, when young people from outside Woodley had come into the town to join with the large groups. Members noted that since the opening of the Bosco Lounge there was more adult activity in the town centre at night and this seemed to have reduced the number of young people in the town centre.

In reply to a question about the JAC community shop, Sam Milligan informed Members that this had opened recently in Wokingham and would provide retail training for young people and would also help those who were socially anxious to cope with their difficulties. JAC had run a market stall for some time, selling bric-a-brac and craftwork, and by helping at the market stall young people were helped to gain in confidence. The community shop would now be a training hub that young people could move on to after gaining confidence on the market stall.

Sam Milligan had previously invited Members to visit Rehoboth to see the facilities provided and the work that JAC were doing there and it was agreed that the visit would take place on Saturday 28 November at 10:30am.

The Chairman thanked Sam Milligan for coming to the meeting and hoped the success of JAC's work would continue.

44. **BUDGETARY CONTROL**

RESOLVED:

- ◆ To note Report No. CS 15/15.

45. **COMMUNITY YOUTH PARTNERSHIP**

The Chairman presented Report No. CS 16/15 of the Community Youth Partnership meeting held on 21 October 2015 and explained that information was awaited from Wokingham Borough Council regarding the safety of the area under the roadway at Loddon Mead with respect to debris falling from the road. This information was required before a decision could be made on the viability of the land for use as a location for a youth project.

Councillor Soane suggested that Loddon Mead might be a suitable area for a new scout hut and was informed that this had already been suggested by the Community Youth Partnership.

RESOLVED:

- ◆ To note the minutes of the Community Youth Partnership meeting of 21 October 2015.

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

Members noted that a meeting of the Woodley Town Centre Management Initiative had taken place on 28 October 2015, but that the minutes of the meeting were not currently available. The minutes would be provided with the agenda for the next meeting of the Community Services Committee.

47. **ALLOTMENTS UPDATE**

Members noted the information provided regarding the poor state of the six untenanted plots, which made them unsuitable for use without a great deal of improvement work being undertaken, and the work that would be carried out by the Maintenance Team to reinforce an area of fencing along the boundary with Pitts Lane footpath. There were currently 21 people on the waiting list.

Members were sad to hear that Chris Lynam, a long time allotment tenant and previous Chairman of the Allotment Tenants Association, had passed away in October following a period of ill health. Chris had spent many years working with the Council on allotment matters and was a familiar face at the allotment site, in the Town Council offices and at the leisure centre.

48. **HIGHWAYS**

Road Works/Street Works Major Project Co-ordination meetings

Members noted the minutes of the Wokingham Borough Council Road Works/Street Works Major Project Co-ordination meetings held on 11 August, 15 September and 13 October 2015.

Members were disappointed to note the delay to the resurfacing of Fairwater Drive, which had been caused by the discovery of contamination under the

concrete. The resurfacing of Fairwater Drive had now been scheduled to take place during the 2016 Easter holidays.

49. **APPLICATION FOR VARIATION TO A GOODS VEHICLE OPERATORS LICENCE: HEADLEY PARK EIGHT, HEADLEY ROAD EAST**

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

Operating Centre: Headley Park Eight, Headley Road East, Woodley, RG5 4SA
New authorisation: 4 vehicles, 0 trailers

RESOLVED:

- ◆ To raise no objections to this application.

50. **CONSULTATION BY WOKINGHAM BOROUGH COUNCIL: STATEMENT OF PRINCIPLES, GAMBLING ACT 2005**

Members noted that correspondence had been received from Wokingham Borough Council regarding the renewal of its Statement of Principles, required every 3 years under the Gambling Act 2005. The proposed policy document had been circulated to members of the Community Services Committee and the views of Members sought prior to the meeting, as responses were required by 28 October 2015. A response had subsequently been sent in support of the proposals.

51. **WOKINGHAM BOROUGH COUNCIL PUBLIC CONSULTATION: PARK AND RIDE**

Members noted the press release from Wokingham Borough Council regarding the public consultation on proposals to build a new park and ride at Thames Valley Park.

52. **WOKINGHAM BOROUGH COUNCIL STRATEGIC HOUSING MARKET ASSESSMENT**

Members noted the press release from Wokingham Borough Council regarding the Strategic Housing Market Assessment.

53. **WOKINGHAM BOROUGH COUNCIL GRASS CUTTING SERVICE**

Members noted the press release from Wokingham Borough Council regarding the results of the trial changes to the grass cutting service that were introduced in 2015.

54. **BUS SHELTERS**

Members considered a request from Wokingham Borough Council that three new bus shelters be added to the Town Council's maintenance schedule. The bus shelters would be installed by Wokingham Borough Council: two in Woodlands Avenue near the new housing development and one in Mohawk Way.

RESOLVED:

- ◆ That the three new bus shelters be added to the Town Council's maintenance schedule.

55. **SOUTH LAKE**

Members were pleased to note that Wokingham Borough Council had advised that the accumulated silt had been dug out of the area near the outflow from South Lake and a programme of planting would commence by spring 2016.

56. PUBLICATIONS/INFORMATION**RESOLVED:**

- ◆ To note receipt of the following:
 - *Me2 Club Newsletter – September 2015*
 - *Me2 Club Newsletter – November 2015*

57. FUTURE AGENDA ITEMS

The following item was suggested by Members:

- An update on the proposals for the land at Loddon Mead.

58. PUBLICITY/WEBSITE

There were no suggestions for items to be publicised.

59. SUPERFAST BERKSHIRE

Members noted Councillor Mills' report, distributed at the meeting, on the meeting he had attended on 3 November 2015 regarding the Superfast Berkshire project to provide funding to extend superfast broadband to areas where it was not considered to be commercially viable. As the whole of Woodley would shortly be covered by superfast broadband the meeting had not been applicable to Woodley residents.

The meeting closed at 9:05 pm

Chairman

Woodley Town Council

**Minutes of a Meeting of the Plans Committee held at the Oakwood Centre
on Tuesday 17 November 2015 at 7:45 pm**

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

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

Officer present: *L. Matthews, Committee Officer*

53. **APOLOGIES**

Apologies for absence were received from Councillor M. Green.

54. **DECLARATIONS OF INTEREST**

The following declarations of interest were made by Members:

Councillor T. Barker – Possible prejudicial interest: Agenda item 5: planning application 152569: St. John Ambulance Centre, Church Road, as he is a consultant on contract to Vodaphone which is one of the applicants.

Councillor Barker took no part in the discussion or decision on this item.

Councillor C. Dixon – Personal interest: Agenda item 5, planning application 152878: 26 Willowside, as this property is close to her own property.

Councillor Dixon took no part in the discussion or decision on this item.

Councillor P. Wicks – Personal interest: Agenda item 5, planning application 152878: 26 Willowside, as this property is close to his own property.

Councillor Wicks took no part in the discussion or decision on this item.

55. **MINUTES OF PREVIOUS MEETING**

RESOLVED:

- ◆ That the minutes of the meeting held on 20 October 2015 be approved and signed by the Chairman as a true and accurate record.

56. **PLANNING DECISIONS**

RESOLVED:

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

57. **CURRENT PLANNING APPLICATIONS**

RESOLVED:

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

58. **PLANNING APPEALS**

58.1 **RESOLVED:**

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

Application: 151294
 Location: Bulmershe Campus, Woodlands Avenue, Woodley, RG5 3EU
 Proposal: Application to remove condition 34 of planning consent F/2014/0875.
 Condition 34 relates to velux windows in the rear elevations of buildings being fitted with obscure glass and non-opening.

58.2 **RESOLVED:**

- ◆ To note the following appeal decision:

Application: F/2015/0765
 Location: 10 Malvern Close, Woodley, RG5 4HL
 Proposal: Proposed erection of a part 2-storey, part single storey side, front and rear extension including integral garage following demolition of existing conservatory and attached garage.
 Decision: Appeal allowed.

59. **TREE PRESERVATION ORDERS**

RESOLVED:

- ◆ To note the following:

TPO 3/1951: 3 Livingstone Gardens, Woodley, RG5 3LT.
 Consent for the felling and replacement of a sweet chestnut.

TPO 832/1996: Land opposite 12 Highcliffe Close, Woodley, RG5 4RE.
 Consent for the selective pruning of an oak.

60. **TREE SURGERY**

RESOLVED:

- ◆ To note receipt of Section 211 notification of work to a tree within the Woodley Green Conservation Area: 7 Church Mews, Woodley, RG5 4RJ:
 - Consent for the removal and replacement of a Tree of Heaven.

61. **STREET NAMING AND NUMBERING**

RESOLVED:

- ◆ To note that notification had been received from Wokingham Borough Council that the street name for the new development off Mohawk Way (opposite Catalina Close) would be Monitor Way.

62. **ENFORCEMENT ISSUES**

The Chairman informed the meeting of one ongoing enforcement matter.

The meeting closed at 8:40 pm

Chairman

Woodley Town Council

PLANNING DECISIONS

Plan No.	Address	Proposal	Decision
150099	80 Beechwood Avenue	Householder application for erection of single storey part rear part side extension and alterations to fenestration.	Approved <i>[WTC: concerns]</i>
152098	61 Comet Way	Proposed erection of a single storey side extension to dwelling.	Approved <i>[WTC: no objections]</i>
152103	22 Bingley Grove	Householder application for the conversion of garage to create habitable accommodation to dwelling.	Approved <i>[WTC: no objections]</i>
152112	29 Alderley Close	Householder application for proposed erection of single storey rear extension to replace existing conservatory plus erection of first floor rear extension.	Approved <i>[WTC: no objections]</i>
152132	26 Tennyson Road	Householder application for the proposed erection of a two storey side and rear extension and a single storey rear extension to dwelling.	Approved <i>[WTC: refuse]</i>
152167	194 Loddon Bridge Road	Full application for proposed erection of a part single storey and part first floor extension. (Amendment to consent F/2014/2291.)	Approved <i>[WTC: no objections]</i>
152301	43 Crockhamwell Road	Change of use application from Use Class B1 (Business) to Use Class A2 (Financial & Professional Services). (Retrospective)	Approved <i>[WTC: no objections]</i>
152313	55 Hanwood Close	Householder application for the proposed conversion of existing garage into habitable accommodation with insertion of window to front elevation.	Approve <i>[WTC: no objections]</i>
152321	3 Kipling Close	Householder application for erection of single storey rear extension to form conservatory.	Approved <i>[WTC: no objections]</i>
152469	14 Brecon Road	Householder application for the proposed erection of a single storey rear extension plus part conversion of garage into habitable accommodation.	Approved <i>[WTC: no objections]</i>
152500	24 Willowside	Householder application for the proposed erection of a single storey front extension to dwelling.	Approved <i>[WTC: no objections]</i>

PLANNING DECISIONS continued

Plan No.	Address	Proposal	Decision
152536	21 Master Close	Householder application for the proposed erection of a double-storey side extension to dwelling.	Approved <i>[WTC: no objections]</i>
152544	105 Howth Drive	Application for a certificate of lawfulness for the proposed alterations to existing rear extension to dwelling.	Approved
152576	24 Bodmin Road	Application for a certificate of lawfulness for the erection of a single storey rear extension.	Approved
152577	36 Arundel Road	Householder application for the proposed erection of a side and rear extension to dwelling.	Approved <i>[WTC: no objections]</i>

Woodley Town Council

Date :- 02/12/2015

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
Approved on the following applications;				
152359	04/11/2015	Justin Turvey	Persimmon Homes and Bovis	Land at Hatch Farm Dairies Incl 42 & 44 King Street Lane Winnersh
Proposal : ADJOINING PARISH CONSULTATION				
Reserved matters application (appearance, landscaping, layout and scale to be considered) pursuant to outline planning consent O/2006/8687 relating to the erection of 433 dwellings, associated amenity space, car parking including garaging, internal access roads (accessed from approved Phase 1 Winnersh Relief Road between King Street Lane and Lower Earley Way) and private drives, pedestrian and cycle links, hard and soft landscaping including public open space, infrastructure provision including provision of surface water drainage and foul drainage (including foul water pumping station), undergrounding of power lines and other associated works.				
Observations : No comment.				
152551	20/10/2015	Brett Beswetherick	Mr Matthew Thatcher	126 Kingfisher Drive Kingfisher Drive Woodley RG5 3LQ
Proposal : Proposed first floor extension above existing kitchen and dining room.				
Observations : No objections.				
152589	20/10/2015	Stephen Thwaites	Mr & Mrs Sykes	109 Butts Hill Road Butts Hill Road Woodley RG5 4NT
Proposal : Householder application for alterations to existing roof for conversion of existing loft to provide first floor, to include 2 No. dormer window extensions to dwelling.				
Observations : The applicant was present at the meeting.				
The Committee discussed the application and had no objections to the proposals.				
152641	21/10/2015	David Islip	Mr Alex Lewendon	17 Concorde Way Concorde Way Woodley RG5 4NF
Proposal : Householder application for the proposed erection of a first floor side extension, a single storey front extension and conversion of garage to create habitable accommodation to dwelling.				
Observations : The applicant was present at the meeting.				
One letter of concern had been received.				
The Committee discussed the application and looked at the concerns that had been raised, but had no objections to the proposals.				

Date :- 02/12/2015

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
152648	22/10/2015	Katie Herrington	Mr & Mrs Taylor	19 Rowan Drive Rowan Drive Woodley RG5 4LN
				Proposal : Householder application for proposed loft conversion to create habitable accommodation plus rear dormer roof extension to dwelling.
				Observations : No objections.
152699	23/10/2015	David Islip	Mr & Mrs Durrant	116 Fairwater Drive Fairwater Drive Woodley RG5 3JB
				Proposal : Householder application for the proposed erection of a single storey side extension to dwelling.
				Observations : No objections.
152769	09/11/2015	Brett Beswetherick	Mr Trevor Benstock	4 Ashwood Ashwood Woodley RG5 3RX
				Proposal : Householder application for proposed single storey front, side and rear extension to existing dwelling.
				Observations : No objections.
152817	12/11/2015	David Islip	Miss Z Abramkina	15 Norwich Drive Norwich Drive Woodley RG5 3EX
				Proposal : Householder application for proposed single storey rear and side extension to existing dwelling.
				Observations : No objections.
152853	21/10/2015	Katie Herrington	Mr & Mrs Andrews	30 Arundel Road Arundel Road Woodley RG5 4JL
				Proposal : Householder application for the proposed erection of a single storey front and rear extension to dwelling. Erection of a proposed second storey side extension.
				Observations : No objections.
152861	21/10/2015	Katie Herrington	Mrs J Kite	91 Reading Road Reading Road Woodley RG5 3AE
				Proposal : Householder application for the proposed erection of a new boundary wall to replace existing fence.
				Observations : No objections.

Date :- 02/12/2015

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
152866	12/11/2015	Pooja Kumar	Malins Group	Woodley House, 65-73 Crockhamwell Road Woodley RG5 3JP
Proposal : Full application for the installation of a key cutting kiosk (Use Class A2) in foyer.				
Observations : No objections.				
152869	22/10/2015	Stephen Thwaites	Mr & Mrs Fahy	21 Marathon Close Marathon Close Woodley RG5 4UN
Proposal : Householder application for the proposed erection of a first floor side/rear extension over existing garage and single storey rear extension to dwelling.				
Observations : No objections.				
152878	10/11/2015	Brett Beswetherick	Mr Craig Hiscock	26 Willowside Willowside Woodley RG5 4HJ
Proposal : Householder application for the proposed erection of a single storey rear extension and a first floor side extension to dwelling with front dormer window.				
Observations : No objections				
152883	11/11/2015	Stephen Thwaites	Mr John Hall	71 Nightingale Road Nightingale Road Woodley RG5 3LU
Proposal : Householder application for the proposed erection of a single storey side extension to dwelling.				
Observations : The Committee had no objections to the proposals, but commented that adequate car parking provision should be maintained on site.				
152884	12/11/2015	Pooja Kumar	Mr Martin Gonzalez	2 Livingstone Gardens Livingston Gardens Woodley RG5 3LT
Proposal : Householder application for the proposed erection of a two storey side and a single storey rear extension to dwelling, following demolition and removal of existing garage.				
Observations : The applicant was present at the meeting.				
The Committee discussed the application and had no objections to the proposals, but commented that the proposed extension was very large for the size of the existing house.				
152909	28/10/2015	Stephen Thwaites	Mr W Thomas	240 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4BS
Proposal : Householder application for the proposed conversion of existing garage to additional habitable accommodation.				
Observations : No objections.				

Date :- 02/12/2015

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
152918	28/10/2015	Stephen Thwaites	Mr & Mrs Weller	249 Loddon Bridge Road Loddon Bridge Road Woodley RG5 4BL

Proposal : Householder application for proposed two storey side and rear extension to dwelling.
Observations : The applicants were present at the meeting.

The Committee discussed the application and had no objections to the proposals.

Signed _____ Date _____

Deborah Mander Town Clerk

Date :- 02/12/2015

Observations on the following Planning Applications

<u>Application No</u>	<u>Date Recd</u>	<u>Case Officer</u>	<u>Applicant Name</u>	<u>Location</u>
152569	20/10/2015	Pooja Kumar	CTIL Ltd & Vodafone Ltd	St John Ambulance Centre Church Road Woodley RG5 4PQ

Refused on the following applications;

Proposal : Full application for the proposed upgrade and alteration works to existing tele-communications base station.

Observations : Thirteen residents were present at the meeting to voice their concerns and two letters of concern had been received. A copy of a petition sent to Wokingham Borough Council was handed to the Committee. The petition had been signed by 169 local residents who were opposed to the proposals.

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

- The additional height of the mast and the additional massing caused by the additional antennas and extra dish aerials would be intrusive to local residents.
- The proposed additional height and additional massing would not be appropriate as this is a conservation area.

Signed _____ Date _____

Deborah Mander Town Clerk

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Woodley Town Council

Minutes of a meeting of the Strategy & Resources Committee held at the Oakwood Centre on Tuesday 24 November 2015 at 8:00 pm

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

Officers present: *D. Mander, Town Clerk*

40. **APOLOGIES**

All members of the Committee were present.

41. **DECLARATIONS OF INTEREST**

Councillor D. Stares declared a personal interest in agenda item 8, Allotment Rent Review, as an allotment tenant at the site and a member of the Allotments Committee. Councillor Stares took no part in the discussion or the vote on this item.

42. **MINUTES OF THE STRATEGY AND RESOURCES COMMITTEE MEETING HELD ON 15 SEPTEMBER 2015**

RESOLVED:

- ◆ That the minutes of the Strategy and Resources Committee meeting of 15 September 2015 be approved and signed by the Chairman as a correct record.

43. **MINUTES OF THE EXTRAORDINARY MEETING OF THE STRATEGY AND RESOURCES COMMITTEE HELD ON 29 SEPTEMBER 2015**

RESOLVED:

- ◆ That the minutes of the extraordinary meeting of the Strategy and Resources Committee held on 29 September 2015 be approved and signed by the Chairman as a correct record.

44. **FINANCE**

a) **Budgetary Control**

Members considered the information set out in Report No. SR 35/15. The Town Clerk reported that the NI and pension costs were higher than budgeted for at this point and the year end would see a higher figure for these items in the revised estimates.

RESOLVED:

- ◆ To note Report No. SR 35/15

b) **Payments**

In response to a question the Town Clerk confirmed that one of the payments was for a TV licence paid for at Woodford Park. This covered any use hirers may make and accessing live television on computers.

RESOLVED:

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

	Current account	Imprest account
September 2015	£51,806.53	£41,142.08
October 2015	£159,901.36	£43,528.10

c) **Temporary investment****RESOLVED:**

- ◆ To note the short term investment of £250,000 in a Lloyds Bank High Interest Deposit Account on 12 November 2015 for a period of 6 months at a rate of 0.75%.

d) **Credit and Debit card payments**

The Town Clerk presented Report No. SR 36/15. During the discussion on the proposal to introduce a charge for credit card payments it was suggested that the Council also explore a reduction in the bank charge percentage rate for credit cards transactions with its bankers, which the Town Clerk agreed to do. In response to a question the Town Clerk said that a charge based on a percentage of the payment had been considered, however, this would have been more problematic for staff to charge at the point of sale. The Town Clerk would also establish what, if any, refund of the bank charge may be given for any refund or return of deposit made through a payment to a customer's credit card account.

RESOLVED:

- ◆ To introduce a charge of 50p on all credit card payments with effect from 1 January 2016.

e) **Audit – Sector Led Body procurement**

The Town Clerk explained the background to the creation of the Sector Led Body (SLB) that would replace the now abolished Audit Commission, which had dealt with the appointments of external auditors before its demise and up to 2016/17. It was noted that the Council had proposed such a body in response to a consultation on this matter two or three years ago. The correspondence jointly from the National Association of Councils, the Society of Local Council Clerks and the Association of Drainage Boards announced the creation of the SLB to procure external audit services on behalf of local councils and asked the Council to consider whether it wished to opt in or out of this arrangement. It was noted that the accompanying fact sheet advised the Council that the cost of the external audit may increase over the existing charge as this had been negotiated some years ago and included some cross subsidy from larger councils.

The Council was not required to take any action unless it wished to opt out, otherwise the SLB would assume that it was opted in and procure an auditor to conduct its external audit for a five year period from the 2017/18 audit onwards. If the Council wished to opt out it should do this at a formal meeting of Council and would then need to make its own arrangements with auditors which would include establishing an auditor panel, following the statutory appointment process set out in regulations and make the appointment before 31 December 2016.

Members expressed concern at a possible increase in auditor fees and asked the Town Clerk to keep the Committee updated on any developments. The Town Clerk advised that the decision on this matter be recommended to Council for decision.

RECOMMENDED:

- ◆ **That the Council agree to opt in to the procurement of an external auditor through the Sector Led Body for audits from 2017/18.**

45. **INVESTMENTS WORKING PARTY**

Councillor Brindley presented Report No. SR 37/15 and reported that the Representatives from Rathbones had presented their annual report on the fund and had discussed two issues with the Working Party. One of these related to a change in the type of investment funds from passively managed funds (trackers) to actively managed funds. The costs would be slightly higher and Rathbones would provide further information on this proposal for the consideration at the next meeting of the Working Party. Attention was drawn to an investment fund already held by the Council, which had almost doubled in value during the three years it had been held. In response to a question the Town Clerk confirmed that the whole portfolio was invested on a low risk basis. The other matter raised by the financial advisors was the action the Council might wish to take if the fund achieved its target before the date on which the loans were to be repaid. It was noted that there was no advantage to the Council in making an early repayment, as this was likely to attract additional costs.

RESOLVED:

- ◆ To note Report No. SR 37/15.

46. **EXTERNAL FUNDING PROJECT LIST**

Members were pleased to receive the newly amended project list and noted that the items for consideration by the Community Services Committee would be included in the agenda for its next meeting.

RESOLVED:

- ◆ To note the External Funding Project List.

47. **COMMUNITY GRANTS**

Members considered the requests for grant funding set out in Report No. SR 38/15 and were informed by the Town Clerk that the funds available were £2,690, £100 more than the figure set out in the report.

Members discussed the applications, in particular the number and percentage of Woodley residents who benefitted from the services of the applicants, as set out in the report. The Town Clerk agreed to review the application form and ensure that this included both the percentage and number of members or people receiving an organisation's services.

RESOLVED:

- ◆ That, under Section 137 of the Local Government Act 1972, the following grants be awarded:

Berkshire Multiple Sclerosis Therapy Centre	£250	Towards the cost of therapists providing physiotherapy, massage, yoga, spinal reflexology and acupuncture.
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Berkshire Vision	£250	Towards the cost of providing activities for the visually impaired.
Cruse Bereavement Care (Thames Valley Berkshire)	£250	Towards the cost of providing bereavement support to children and adults.
Reading Football Club Community Trust	£250	Towards the cost of providing multi-sports sessions for Rainbows, Brownies and Guides groups in Woodley.
Setanta Gaelic Football Club	£250	Towards the cost of pitch fees.
The Link Visiting Scheme	£250	Towards the transport costs of visiting Woodley members in their homes and taking them out.
Wokingham Job Support Centre	£250	Towards the cost of providing internet access, training and support for job seekers.
Woodley Festival of Music and Arts	£250	Towards the cost of providing the Festival of Music and Arts in 2016.
Woodley Volunteer Centre	£200	Towards the cost of a gazebo to be used at fundraising events.
2 nd Woodley Scout Group	£215	Towards the cost of sports equipment.
Individuals:		
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.

48. **ALLOTMENT RENT REVIEW**

Members considered Report No. SR 39/15 and, following discussion on the costs associated with providing allotments to rent at the Reading Road site, an amendment to the recommendations for the 2017 rents set out in the report was proposed by the Chairman. These proposals included:

- An increase of 3% over the 2016 allotment rent rate for Woodley residents
- An increase of 53% over the 2016 allotment rent rate for non - Woodley Residents
- A reduction in the discount for allotment tenants in receipt of the state pension from 40% to 30%

It was noted that these proposals would change the Council's policy to increase rents by the Retail Price Index as at September, which had been in operation since 2008. However, Members agreed that the Council should aspire to progressively reducing the net costs of this provision and it was noted that the lease on the site was due for renewal in 2018, when it was anticipated that the lease rental would increase.

On the amended proposals being put to the being put to the vote it was:

RESOLVED:

- ◆ That the proposed amendments be approved and that the following charges for allotment plots at the Reading Road site be made in 2017:

Poles		Rent	Water	Total		Rent	Water	Total
10	Woodley Resident	£40.50	£4	£44.50	Woodley Resident – State pensioner	£28.30	£4	£32.30
	Non Woodley	£60.70	£4	£64.70	Non Woodley – State pensioner	£42.50	£4	£46.50
5	Woodley Resident	£20.25	£2	£22.25	Woodley Resident – State pensioner	£14.15	£2	£16.15
	Non Woodley	£30.35	£2	£32.35	Non Woodley – State pensioner	£21.25	£2	£23.25

49. **3G PITCH PROJECT UPDATE**

RESOLVED:

- ◆ To note that the appointed contractor was awaiting planning approval regarding revisions to the landscaping and tree protection information before construction could commence. This was expected any time and the construction was anticipated to take place over a 14 week period with a completion date of 2 February 2016. Officers were working with the contractor on the detail of car park layouts and electrical/lighting requirements.
- ◆ That arrangements be put in place for a 'breaking the ground' ceremony with the Mayor when construction commences and that a press release be issued.

50. **WOKINGHAM BOROUGH COUNCIL TERMS OF REFERENCE FOR JOINT WORKING OVER THE MANAGEMENT OF THE COMMUNITY INFRASTRUCTURE LEVY**

- a) Members considered the Wokingham Borough Council draft terms of Reference for Joint Working Over the Management of the Community Infrastructure Levy (CIL). In general Members agreed with the terms as set out in the document and it was noted that income from CIL to the Town Council was not likely to be high.

RESOLVED:

- ◆ To respond to the consultation suggesting that item D1 be amended by deleting the wording 'share many statutory functions and'.
- a) Members also noted the Regulation 62A Monitoring Report provided by Wokingham Borough Council and the reporting regime that would apply to any CIL receipts received by the Council.

RESOLVED:

- ◆ That the Council's External Funding Project List be amended to incorporate CIL receipts and spending in order that these be monitored.

51. **BALC**

Under this item the Chairman drew Members' attention to the question raised by Councillor Barker, the Council's representative to BALC, regarding a review of the Council's membership of NALC/BALC and whether this was appropriate for the Council.

RESOLVED:

- ◆ To note the minutes of the Berkshire Association of Local Councils AGM held on 11 November 2015.

52. **NALC****RESOLVED:**

- ◆ To note the report of the meeting of the NALC Larger Councils Committee held on 20 October 2015.

53. **FUTURE AGENDA ITEMS**

No future agenda items were proposed.

54. **PUBLICITY AND WEBSITE****RESOLVED:**

- ◆ To publicise the beginning of the construction of the 3G pitch.

55. **CATERING PARTNERSHIP MANAGEMENT PANEL**a) **Catering Partnership Management Panel meeting of 6 October 2015****RESOLVED:**

- ◆ To note Report No. SR 40/15.

b) Members considered a proposal to appoint Councillor Dolinski to the panel and

RESOLVED:

- ◆ That Councillor Dolinski be appointed to the Catering Partnership Management Panel for the remainder of the municipal year.

c) **RESOLVED:**

- ◆ That, in view of the confidential nature of the business to be transacted in relation to commercial matters, it was advisable in the public interest that the public and press be temporarily excluded and asked to withdraw for items 15d and 16 on the agenda.

d) **Catering Partnership Management Panel meeting of 3 November 2015**

The Town Clerk presented Report No. SR 41/15.

RESOLVED:

- ◆ That the Council proceed with the managed withdrawal of Just in the Park CIC from the catering contract, as set out in Report No. SR 41/15.
- ◆ That ACL Consultancy Solutions be engaged to provide professional support as detailed in the fee proposal and brief.
- ◆ That £6,000 be allocated from the special projects reserve to cover the cost of professional fees in engaging and contracting with a new catering partner.

56. **WOODFORD PARK LEISURE CENTRE DEVELOPMENT**

- a) Members considered Report No. SR 42/15. Officers were asked to review what ongoing arrangements with any agent in respect of the renting of the flat would be, with the understanding that the Council's Maintenance Team would deal with any repairs required. Insurance cover to protect rental income would also be investigated.

RESOLVED:

- ◆ That the flat at Woodford Park be refurbished and rented out.

- ◆ That the information on the estimated capital costs be noted and that a further report be provided with a business case for the proposed use of the former pub area, along with funding proposals for the works.

b) **Woodford Park Leisure Centre Regeneration Task and Finish Group**

Members considered Report No. SR 43/15 of the Woodford Park Leisure Centre Task and Finish Group meeting held on 23 November 2015 and

RESOLVED:

- ◆ That officers be directed to prepare and issue tender documents and specifications for the works to be carried out to create an open space to include the former pub, storage and bar and cellar areas.

The meeting closed at 10:00pm

Woodley Town Council 2015/2016**Current Account****List of Payments made between 01/09/2015 and 30/09/2015**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
18-Sep-15	A1 LocksmithsBerkshire Ltd	394.96	Padlocks - Allotment
25-Sep-15	ADT Fire & Security Plc	1116.68	Annual charge alarm maintenance/call out
18-Sep-15	Amenity Horticultural Services	1199.40	Play area hardwood chips
25-Sep-15	ASAP Computer Services	112.80	Antivirus software WP
11-Sep-15	BE Fuelcards Ltd	1.86	BP Plus card + Admin
18-Sep-15	BE Fuelcards Ltd	36.89	Diesel
25-Sep-15	Bowak Ltd	520.37	Cleaning supplies
11-Sep-15	Brake Bros Foodservice Ltd	452.03	Vending supplies
25-Sep-15	British Gas	2543.88	Electricity supply
07-Sep-15	BT Group Plc	145.80	Phone
03-Sep-15	BT Retail	3.60	Phone
11-Sep-15	BT Retail	15.00	Phone
25-Sep-15	Churchill Contract Services Ltd	1947.91	Contract cleaning
23-Sep-15	Crown Gas & Power	65.96	Gas supply
23-Sep-15	Crown Gas & Power	69.49	Gas supply
23-Sep-15	Crown Gas & Power	642.13	Gas supply
18-Sep-15	DCK Beavers Ltd	468.00	Accountancy service
18-Sep-15	EDF Energy 1 Ltd	11.18	Electric for clock tower
18-Sep-15	Energy Electrical Distributors Ltd	47.76	Electrical supplies
18-Sep-15	EURODEC	158.32	Decorating supplies
25-Sep-15	Fencing Products Ltd	28.80	Garden supplies
25-Sep-15	Fraser Office Supplies Ltd	116.38	Stationery supplies
18-Sep-15	Fuel Fitness Ltd	90.00	Coaching
25-Sep-15	Helen Masey	1000.00	Design/conduct residents & online surveys
25-Sep-15	Hewden Stuart Ltd	364.80	Hire of 3ft dumper + excavator
18-Sep-15	HMRC Cumbernauld	10984.74	PAYE & NI
30-Sep-15	iHasco Ltd	354.00	Data protection training module licence
30-Sep-15	InTouch	35.99	Monthly website charge
25-Sep-15	John Willis	120.00	Window cleaner
18-Sep-15	Just In The Park CIC	683.65	Charged on behalf of Just in the Park café
25-Sep-15	KLM Digital Office Solutions Ltd	16.32	Service & maint photocopier
30-Sep-15	Lightatouch	845.83	Internal Audit services
25-Sep-15	Lister Wilder Ltd	2215.18	Replace clutch - tractor
14-Sep-15	Lloyds Bank	142.87	Cardnet service charges
25-Sep-15	Lloyds Bank	37.50	Monthly bank charges-BACS
14-Sep-15	Mainstream Digital	7.18	Phone
15-Sep-15	Merchant Rentals	35.23	Monthly cardnet rental charge
18-Sep-15	MKR Electrical Services Ltd	336.62	Electrical supplies
30-Sep-15	Network Security & Alarms Ltd	154.80	Engineer callout
18-Sep-15	Norman J Mouldsley	50.00	Official photo of Mayor of Woodley
25-Sep-15	OCS Group UK Ltd t/a Cannon	291.60	Refuse collection
25-Sep-15	Office Depot International (UK) Ltd	68.46	Stationery supplies
30-Sep-15	Pitney Bowes	250.00	Postage topup
18-Sep-15	Prudential Assurance	30.00	AVC payment deducted from pay
25-Sep-15	Riso (UK) Ltd	237.90	Qtrly charge OC photocopier
25-Sep-15	Robinson Low Francis	1137.00	Outline + tender 3G pitch WP
18-Sep-15	SGW Payroll Ltd	158.78	Payroll services
30-Sep-15	Shred-it Ltd	192.00	Documents shredded
18-Sep-15	Siemens Financial Services Ltd	720.00	Lease rental photocopier
25-Sep-15	Sita UK L	701.50	Refuse collection
18-Sep-15	SMS Environmental Ltd	300.00	WP water sample testing
25-Sep-15	SMS Environmental Ltd	365.40	OC water sample testing

30-Sep-15	Specialised Panel Products Ltd	405.12	Plastic stacking chairs-Coro hall
25-Sep-15	Strictly Tables and Chairs Ltd	897.60	Plywood folding tables OC
18-Sep-15	Thames Valley Temperature Control Ltd	323.10	Call out WP + repair fridge OC
18-Sep-15	The Berkshire Pension Fund	11045.29	Pension - employers and employees
30-Sep-15	Token Security Solutions Ltd	79.39	Call out/reset fire alarm
30-Sep-15	Trade UK - B&Q	36.00	Building supplies
30-Sep-15	Trade UK - Screwfix	53.16	Building supplies
11-Sep-15	Traditional Local Cleaning Ltd	1378.98	Contract cleaning
18-Sep-15	Travis Perkins Trading Company	10.56	Building supplies
25-Sep-15	Trinity Mirror PublishING Ltd	240.00	WTCMI advertising
01-Sep-15	TV Licence DDA	145.50	WPLC TV licence
18-Sep-15	Unison Collection Ac	41.90	Union fees deducted from pay
30-Sep-15	Veolia ES - UK Ltd	36.00	Refuse collection
11-Sep-15	Virgin Media Ltd	21.49	Phone
30-Sep-15	Virgin Media Payments Ltd	20.27	Phone
11-Sep-15	Vodafone Ltd	222.84	Phone
30-Sep-15	Watson Petroleum Ltd	1439.28	Diesel - Depot
01-Sep-15	Wokingham BC	41.00	Rates
01-Sep-15	Wokingham BC	158.00	Rates
01-Sep-15	Wokingham BC	350.00	Rates
01-Sep-15	Wokingham BC	887.00	Rates
01-Sep-15	Wokingham BC	1849.00	Rates
25-Sep-15	WW Cleaning	98.50	Cleaning office chairs

51806.53

Clerks Imprest Account**List of Payments made between 01/09/2015 and 30/09/2015**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	
02-Sep-15	(Personal Information)	53.20	Travel ticket refund
10-Sep-15	(Personal Information)	53.20	Travel ticket refund
22-Sep-15	(Personal Information)	50.00	Refund deposit
07-Sep-15	(Personal Information)	150.00	Refund deposit
01-Sep-15	(Personal Information)	50.00	Refund deposit
25-Sep-15	(Personal Information)	50.00	Refund deposit
07-Sep-15	(Personal Information)	5.00	Refund deposit
17-Sep-15	(Personal Information)	50.00	Refund deposit
15-Sep-15	(Personal Information)	200.00	Refund deposit
22-Sep-15	(Personal Information)	50.00	Refund deposit
01-Sep-15	(Personal Information)	50.00	Refund deposit
16-Sep-15	(Personal Information)	50.00	Refund deposit
07-Sep-15	(Personal Information)	50.00	Refund deposit
11-Sep-15	Lloyds Bank	21.80	Charges 10 July-9 Aug 15
23-Sep-15	Lloyds Bank	40146.50	Net Sept 2015 payroll
11-Sep-15	Reading Badmin Assoc	15.00	Refund deposit
16-Sep-15	Total Tyre Co	72.00	2x tyres - RY54DBU
08-Sep-15	UKpos.com	25.38	A4 plastic frame OC

41142.08

Current Account**List of payments made between 01/10/2015 and 31/10/2015**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
16-Oct-15	A1 Locksmiths Berkshire Ltd	25.02	Keys cut - main gate OC
16-Oct-15	ADS Signs Ltd	133.20	Signs - No smoking/DDA sign/changing room
31-Oct-15	Bates Wells - Braithwaite London LLP	40.00	Land registry fee
09-Oct-15	BE Fuelcards Ltd	1.86	Admin fees
23-Oct-15	BE Fuelcards Ltd	94.80	BP Diesel
30-Oct-15	BE Fuelcards Ltd	35.82	BP unleaded - Depot
23-Oct-15	Bowak Ltd	282.18	Cleaning supplies
23-Oct-15	Brake Bros Foodservice Ltd	327.55	Vending supplies
14-Oct-15	BT Retail	15.00	Phone
01-Oct-15	CF Corporate Finance	166.37	Qtrly rental charge photocopier
23-Oct-15	Churchill Contract Services Ltd	2043.91	Contract cleaning
16-Oct-15	Circon Ltd t/a Crown Water & Coffee	48.00	Bottled water
23-Oct-15	Circon Ltd t/a Crown Water & Coffee	129.48	Bottled water/qtrly rental charge
31-Oct-15	Cranford Audio Plc	128.59	Audio supplies - OC theatre
19-Oct-15	Crown Gas & Power	72.97	Gas supply
19-Oct-15	Crown Gas & Power	76.38	Gas supply
19-Oct-15	Crown Gas & Power	683.86	Gas supply
19-Oct-15	Crown Gas & Power	156.18	Gas supply
16-Oct-15	EDF Energy 1 Ltd	11.17	Electric for clock tower
16-Oct-15	Energy Electrical Distributors Ltd	69.92	Electrical supplies
23-Oct-15	Energy Electrical Distributors Ltd	196.51	Electrical supplies
16-Oct-15	EURODEC	336.59	Decorating supplies
23-Oct-15	Fraser Office Supplies Ltd	334.70	Stationery supplies
31-Oct-15	Global Foodservice Equipment	544.00	Daewoo microwave OC - café equipment
16-Oct-15	Godfreys Sevenoaks Ltd	205.92	Spark plugs/air filter/blade bolts & nuts
23-Oct-15	Greenham	478.12	Depot clothing/gloves/cleaning supplies
31-Oct-15	Greenham	38.81	Decorating supplies
16-Oct-15	Hewden Stuart Ltd	234.30	Hire of digger + dumper
22-Oct-15	HM Revenue Customs	18831.56	VAT July - Sept 2015
23-Oct-15	HMRC Cumbernauld	10723.32	PAYE & NI
23-Oct-15	InTouch	35.99	Monthly website charge
16-Oct-15	J P Lennard Ltd	590.52	Shuttlecocks & badminton rackets
31-Oct-15	John Willis	120.00	Window cleaning
16-Oct-15	Just Around The Corner	5715.50	Grant
16-Oct-15	Just In The Park CIC	294.00	Charged on behalf of Just in the Park café
23-Oct-15	KLM Digital Office Solutions Ltd	31.92	Service & maint photocopier
14-Oct-15	Lloyds Bank	409.96	Cardnet service charge
23-Oct-15	Lloyds Bank	45.90	Service charges-BACS
23-Oct-15	Lyreco UK Ltd	53.36	Stationery supplies
31-Oct-15	Mailcoms Ltd	89.88	Franking machine ink cartridge
14-Oct-15	Mainstream Digital	55.48	Qtrly rental charge-phone
31-Oct-15	Margaret Macknelly Design	228.00	Newsletter and text layout design
23-Oct-15	Mazars LLP receivable	2880.00	Annual audit - 2014/2015
15-Oct-15	Merchant Rentals	35.23	Monthly cardnet rental charge
16-Oct-15	MKR Electrical Services Ltd	471.32	Electrical supplies
31-Oct-15	MKR Electrical Services Ltd	145.44	Electrical supplies
16-Oct-15	P&H Direct Van Sales Ltd	126.48	Vending supplies
23-Oct-15	P&H Direct Van Sales Ltd	81.80	Vending supplies
31-Oct-15	P&H Direct Van Sales Ltd	243.60	Vending supplies
23-Oct-15	Pawling Systems Ltd	119.52	Corner protection guards WPLC
23-Oct-15	Prudential Assurance	30.00	AVC payment deducted from pay
06-Oct-15	Public Works Loan Board	84657.37	Loan repayments
23-Oct-15	Rigby Taylor	1476.48	Bags of Snowcal pitch whitening
23-Oct-15	SGW Payroll Ltd	148.58	Payroll services
23-Oct-15	Shuretech Ltd	228.00	Repairs to Coronation Hall shutters
23-Oct-15	Sita UK L	621.78	Refuse collection

23-Oct-15	SLCC Enterprises Ltd	432.00	Town Clerk attendance at annual conference
31-Oct-15	South East Employers	114.00	Staff training-Employment Law update
23-Oct-15	Southern Electric	506.28	Electric supply
23-Oct-15	Southern Electric Contracting Ltd	685.49	Electric supply
31-Oct-15	Southern Electric Contracting Ltd	192.35	Electric supply
12-Oct-15	Thames Water	364.84	Water rates-Pitts Lane
23-Oct-15	The Berkshire Pension Fund	10817.98	Pension - employers and employees
31-Oct-15	The Letterworks Ltd	634.00	Printing newsletter
16-Oct-15	Token Security Solutions Ltd	79.39	Call out alarm fault
23-Oct-15	Trade UK - B&Q	279.63	Building supplies
23-Oct-15	Trade UK - Screwfix	279.71	Building supplies
23-Oct-15	Trade UK - Screwfix	89.96	Building supplies
16-Oct-15	Traditional Local Cleaning Ltd	1845.71	Contract cleaning
16-Oct-15	Travis Perkins Trading Company	47.64	Building supplies
31-Oct-15	Travis Perkins Trading Company	11.89	Building supplies
23-Oct-15	Trinity Mirror PubliSHING Ltd	276.00	WTCMI advertising
23-Oct-15	Unison Collection Ac	41.90	Union fees deducted from pay
23-Oct-15	Universal Services	363.73	Repairs to WPLC trampoline
31-Oct-15	Universal Services	1306.03	Supply and fit WPLC dividing net
31-Oct-15	Virgin Media Payments Ltd	20.24	Phone
23-Oct-15	Vodafone Ltd	221.15	Phone
31-Oct-15	West Berkshire Council	475.00	Premises Licence fees OC/WPLC
23-Oct-15	Windowflowers Ltd	840.00	WTCMI winter planters
01-Oct-15	Wokingham BC	41.00	Rates
01-Oct-15	Wokingham BC	158.00	Rates
01-Oct-15	Wokingham BC	350.00	Rates
01-Oct-15	Wokingham BC	887.00	Rates
01-Oct-15	Wokingham BC	1849.00	Rates
31-Oct-15	Wokingham Borough Council	102.00	Legal advice - OC catering
23-Oct-15	Yarnold Heating and Plumbing Ltd	1187.24	Water softener - WP
		<u>159901.36</u>	

Clerks Imprest Account

<u>Date Paid</u>	<u>Payee Name</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
06-Oct-15	(Personal Information)	50.00	Refund deposit
09-Oct-15	(Personal Information)	150.00	Refund deposit
27-Oct-15	(Personal Information)	50.00	Refund deposit
12-Oct-15	(Personal Information)	15.00	Refund deposit
12-Oct-15	(Personal Information)	50.00	Refund deposit
27-Oct-15	(Personal Information)	150.00	Refund deposit
06-Oct-15	(Personal Information)	50.00	Refund deposit
20-Oct-15	(Personal Information)	50.00	Refund deposit
09-Oct-15	(Personal Information)	50.00	Refund deposit
21-Oct-15	(Personal Information)	10.80	WPLC cancelled course
06-Oct-15	(Personal Information)	50.00	Refund deposit
12-Oct-15	(Personal Information)	50.00	Refund deposit
12-Oct-15	(Personal Information)	50.00	Refund deposit
08-Oct-15	Amazon/co.uk	14.94	Sky travel stationary stepper
12-Oct-15	Bracknell & W/ham College	45.00	Refund deposit
13-Oct-15	Gear4music Ltd	174.48	Portable vocal performance pac
16-Oct-15	Kaspersky	47.99	Internet Security software
12-Oct-15	Leisure Jobs Ltd	150.00	Staff job advertising
09-Oct-15	Lloyds Bank	29.26	Bank charges 10 Aug to 9 Sept 15
28-Oct-15	Lloyds Bank	41725.82	Net Oct 2015 payroll
16-Oct-15	Parkside Distribution	15.49	Flightfeet step
02-Oct-15	PETTY CASH A/C	152.17	Topup petty cash
15-Oct-15	Post Office shop	37.20	Sole foot rest/lanyards
28-Oct-15	Vistaprint	37.77	Business cards
07-Oct-15	Woodley Adopt a Street	322.18	Grant
		<u>43528.10</u>	

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Woodley Town Council

CODE OF CONDUCT FOR COUNCILLORS - REVIEW

REPORT OF THE TOWN CLERK

PURPOSE OF REPORT

To propose that the Council adopt a revised Code of Conduct for Councillors to align this Council's code with the Wokingham Borough code.

BACKGROUND

The Localism Act 2011 made new arrangements for the regulation of the conduct of members of councils in England. Councils must adopt their own codes of conduct and comply with revised regulations regarding the interests they must declare. This Council adopted a new code under these regulations with effect on 1 July 2012. It adopted a further revised code in May 2013 where the terms were largely in line with those set out in the Borough Council's Code of Conduct.

INFORMATION

The existing code (**Appendix 1** – available separately) was adopted by the Council at its meeting on 14 May 2013. As reported above the code was reviewed and amended in line with the Borough Council's code largely because it was acknowledged that the Monitoring Officer at the Borough Council would be called upon to advise on the provisions of the Town Council's code and councillors serving on both councils would have similar rules to abide by.

Wokingham Borough Council adopted a further revised code on 21 May 2015 and, in line with the Council's previous intention to align with the Borough Council in terms of the code's provisions and rules, it is proposed that the Council adopt a new Code of Conduct which is provided at **Appendix 2** – available separately. The proposed new code has been amended to exclude references to matters that are specific to the Borough Council and include references to Town Council arrangements.

The new code includes an introduction, as before, but now makes reference to the three parts to make these easier to refer to. These are:

1. Rules about registration of Disclosable Pecuniary Interests and registered Personal Interests.
2. Rules about declaring interests in meetings.
3. Rules about general behaviour expected by councillors.

The interests are now in two categories which are described in Appendices A and B. The type of interest which requires a councillor to declare it at a meeting (ie where there is a conflict) and leave the room, is now referred to as a 'Prejudicial Interest'.

The terms 'General Obligations' is now referred to as 'Behaviour'. There are several changes to this section, in particular there is no longer an ability for a councillor to bring his or her authority into disrepute. This has been a very common ground for what have been viewed by the Standards Committee as frivolous complaints and a view has been taken that it would be very difficult for one councillor to bring his or her authority into disrepute.

Rule 15.4 in the existing code, relating to Members being allowed to vote on the setting of the precept subject to their declaring a prejudicial interest, has been superseded by confirmation from the Department of Communities and Local Government that being a Member and resident in the parish is not regarded to be a prejudicial interest with regard to the matter of setting a precept.

If the proposed new code is adopted all Members of Council will be required to complete a new register of interests within 28 days of the date of adoption. A copy of the revised guidance and Members Interest Form is provided at **Appendix 3** – available separately.

The regulations require that the Council publicise any adoption, revision or replacement of a code of conduct in such a manner as it considers is likely to bring the adoption, revision or replacement of the code of conduct to the attention of persons who live in its area. If the new code is adopted this requirement will be met by providing this information on the Council's website and notices on display at the Council offices.

RECOMMENDATION:

- ◆ **That the Council adopt the proposed new Code of Conduct for Councillors, as presented, in place of the code adopted in May 2013.**

REPORTS FROM OUTSIDE BODIES**Sonning & District Welfare & Education Trust**

The initial 2015 meeting, scheduled for 18th March, was cancelled as very little business had been transacted since the previous meeting, and was postponed until the next meeting on 23rd September 2015. Both the previous minutes and accounts were approved.

Details of the grants awarded since the last meeting were included in the agenda for the 23th Sept. Additional items noted were –

- Hadley Lines should be contacted by the Secretary to give the Trust a report on the trip they agreed to support to the International Scouting Jamboree
- The historical records of the Trust should be catalogued and their whereabouts, condition etc recorded so that all trust members were aware of their continued existence

Since March several small grants had been approved, by email, to trust members and were ratified at the meeting. In particular a grant of £850 (increased from £680) to Daniel Kahn to support his education and related traveling expenses etc. No other grants had been received so far.

Dates for the next meetings were agreed as follows – Tues 8th 2016, Tues 20th Sept 2016

Cllr Darren Smith

ARC

ARC now has 60 counsellors and the demands on their services continue to grow.

Unfortunately both Bulmershe School in Woodley and St Crispins in Wokingham have withdrawn their contract for counselling support, which is worrying considering the stresses on young people today. Waingels is still reviewing their position.

ARC still continues to offer counselling for a wide range of needs including victims of crime (at least 5% of clients).

Counsellors are now working in 4 GP surgeries with another interested.

The community well-being / anxiety workshops have been well attended at all venues and more are being planned.

Shelagh Flower

BALC AGM

The BALC AGM was held at the Grazeley village hall on 11th November 2015.

The only piece of business of any importance discussed was related to the resignation of the BALC officer. The officer has by all accounts been doing a superb job although she was only contracted to do 2.5 days per week. The amount of work required to do the job needs a full time resource and BALC currently doesn't have funding for this. The proposal is to increase the subscription next year by 20% from 15.14 to 18.6 pence per resident. This will affect the bigger councils, as they will shoulder most of the additional cost.

Several of the attendees stated that they would review this as they considered this to be an abnormally large increase given that most local councils are trying to reduce or keep their precepts at the same level. WTC must look at this increase and decide if it is valid for the value of the services provided by BALC noting that these will be available 5 days a week in future.

There was a presentation by Bethen Osborne on employment law, pensions, zero hour contracts and other related subjects. Bethen writes in the BALC news letter and will tailor the material to a council's needs if she is contacted by an officer of a council.

Cllr Tom Barker

Poors Land Charity

The charity continues to offer a Relief in Need fund to applicants provided they fulfill specific criteria laid down by the Charity.

It also continues to maintain and upgrade the alms-houses (flats), which is appreciated by the residents.

There was some recent storm damage to the Cedar tree (from which Cedar Place gets its name) however fortunately no one was hurt.

We look forward to our annual Christmas party with residents, where they can raise any issues they wish with the trustees; however it is usually a very happy and social occasion with few complaints!

Shelagh Flower

Town Mayor's Engagements – 2 October 2015 to 8 December 2015

October	2	Stoptober Roadshow, Woodley Town Centre
	6	Ceremonial Service for the Crown Court opening
	13	Theatre in Education play at The House of Commons
	14	Woodley Adopt a Street Project social evening
	17	2 nd Woodley Scout Group: Scrapheap Challenge
	22	Lord Lieutenant's Awards Ceremony for the South East Reserve Forces' and Cadets' Association
November	6	Circus Starr, Woodley Memorial Ground
	8	Remembrance Service at St John's Church
	10	Home-Start Wokingham District AGM
	10	Earley CResCent AGM
	11	Remembrance Gathering at Woodley War Memorial
	11	Woodley Festival of Business VIP Reception
	14	Reception for the Irish Guards and Setanta Gaelic Football Club
	17	Wokingham Volunteer Centre AGM
	27	Wokingham Borough Sports Council Sports Awards 2015
	28	Woodley Christmas Lights Switch-On

Deputy Town Mayor's Engagements

October	29	Wokingham District Cancer Care Trust AGM
December	6	Opening of Woodley Winter Extravaganza

The Deputy Mayor also attended the funeral of Keith Lester, a former employee of the Town Council at Bulmershe Leisure Centre, on 19 August, which was not reported at the last meeting.